

KEYBOARD SHORTCUTS

Some people prefer to use the keyboard rather than the mouse. Shortcut keys are used to help bypass menus and carry out commands directly. Some shortcut keys are listed next to the command name on a Publisher menu. The following list provides some of the most useful Publisher shortcut keys.

Short Keys	Activity
Ctrl + N	Create a new publication
F9	Move between the current page view and the actual size view
F7	Check the spelling in a publication
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Paste formatting
Ctrl + Spacebar	Return character formatting to the current text style
Shift + Enter	End one line and begin another without starting a new paragraph
Enter	Begin a new paragraph
Ctrl + T	Make transparent or opaque
Alt + Left Arrow	Nudge objects in a publication to the left
Alt + Right Arrow	Nudge objects in a publication to the right
Alt + Up Arrow	Nudge objects in a publication up
Alt + Down Arrow	Nudge objects in a publication down
Ctrl + Shift + N	Add a page after the current page
Ctrl + M	Move between the background and the foreground page
F5	Go to page [input number]
Ctrl + K	Insert a hyperlink for the selected object on a Web page
Ctrl + A	Select all text in a text frame, the entire story in connected text frames, or all text in a table cell or all objects in a publication
Ctrl + C	Copy selected objects or text in a publication
Ctrl + V	Paste selected objects or text into a publication
Ctrl + Z	Undo the previous deletion or change to a publication
Ctrl + S	Save changes to a publication
Ctrl + P	Print part or all of a publication
Ctrl + O	Open an existing publication
Editing and Formatting Text	
Ctrl + F or F3	Find strings of text in a publication
Shift + F4	Repeat the previous Find
Ctrl + H	Find and replace text in a publication
Ctrl + B	Make selected text bold in a publication
Ctrl + I	Italicize selected text in a publication
Ctrl + U	Underline selected text in a publication
Ctrl + Shift + K	Make selected text in a publication small capital letters
Ctrl + Shift + S	Change the text style in a publication
Ctrl + Shift + F	Change the text font in a publication
Ctrl + Shift + P	Change the size of the text in a publication
Ctrl + Spacebar	Return character formatting to the current text style

Short Keys	Activity
Ctrl + = (equal)	Apply or remove subscript formatting
Ctrl + Shift +]	Increase space between letters in a word (kerning)
Ctrl + Shift + [Decrease space between letters in a word (kerning)
Ctrl +]	Increase font size by 1.0 point
Ctrl + [Decrease font size by 1.0 point
Ctrl + Shift + >	Increase to the next size in the Font Size box
Ctrl + Shift + <	Decrease to the next size in the Font Size box
Formatting Paragraphs	
Ctrl + E	Center a paragraph
Ctrl + J	Align text evenly between the right and left margins (justify)
Ctrl + L	Align text at the left margin
Ctrl + R	Align text at the right margin
Ctrl + 1	Single-space lines of text
Ctrl + 2	Double-space lines of text
Ctrl + 5	Space lines of text 1.5 lines apart
Ctrl + 0 (zero)	Remove line spacing before a paragraph
Ctrl + Q	Return a paragraph to the settings for Line spacing and Indents and lists in the current text style
Shift + Enter	End one line and begin another without starting a new paragraph
Choosing Menus and Commands	
Alt or F10	Move between the menu bar and the publication
Shift + F10	Show context menu for the selected object
Once the menu bar is highlighted	
Ctrl + Tab	Move between the menu bar and the toolbars
Tab	Move within a menu or toolbar
Shift + Enter	Insert an object into the publication
The key for the underlined letter	Choose the menu or command with an underlined letter
Right Arrow or Left Arrow	Move between menus or icons
Enter	Choose a highlighted menu or command
Up Arrow or Down Arrow	Move between commands on a menu
Esc	Cancel the highlighted command
Opening, Working In, and Exiting Publisher	
Ctrl + N	Creates a new publication
Ctrl + O	Opens an existing publication
F9	Move between the current page view and the actual size view
F1	Show the Office Assistant. If the Office Assistant is turned off, the Help pane will appear.
Page Up	Scroll up in the Help pane
Page Down	Scroll down in the Help pane
Alt + O, and then press T	Hide or show the Navigation pane in Help
Enter	Open or close a book in the Contents tab in Help

Short Keys	Activity
F6	Move between the Navigation pane and the Help pane
Alt + O, and then press P	Print a Help topic
Ctrl + P	Print part or all of a publication
Ctrl + S	Save changes to a publication
Alt + F4	Exit Publisher, or close a dialog box or Help
Highlighting Text	
Ctrl + A or F8	Selects all text in a text frame, the entire story in connected text frames, or all text in a table cell
Shift + Left Arrow	Moves the insertion point one character to the left
Shift + Right Arrow	Moves the insertion point one character to the right
Ctrl + Shift + Right Arrow	Moves the insertion point to the end of a word
Ctrl + Shift + Left Arrow	Moves the insertion point to the start of a word
Shift + End	Moves the insertion point to the end of a line
Shift + Home	Moves the insertion point to the beginning of a line
Shift + Down Arrow	Moves the insertion point one line down
Shift + Up Arrow	Moves the insertion point one line up
Ctrl + Shift + Down Arrow	Moves the insertion point to the end of the paragraph
Ctrl + Shift + Up Arrow	Moves the insertion point to the beginning of a paragraph
Ctrl + Shift + Down Arrow	Moves the insertion point to the start of a new paragraph
Ctrl + Shift + End	Moves the insertion point to the end of the text frame or table cell
Ctrl + Shift + Home	Moves the insertion point to the beginning of the frame or table cell
Esc	Cancels selection of a text frame or table
Moving the Insertion Point in Text Frames and Tables	
Up Arrow	Moves the insertion point up one line
Down Arrow	Moves the insertion point down one line
Left Arrow	Moves the insertion point one character to the left
Right Arrow	Moves the insertion point one character to the right
End	Moves the insertion point to the end of the line
Home	Moves the insertion point to the beginning of the line
Ctrl + Right Arrow	Moves the insertion point right one word
Ctrl + Left Arrow	Moves the insertion point left one word
Ctrl + Up Arrow	Moves the insertion point up one paragraph
Ctrl + Down Arrow	Moves the insertion point down one paragraph
Ctrl + Home	Moves the insertion point to the start of a text frame or table cell
Ctrl + End	Moves the insertion point to the end of a text frame or table cell
Tab	Moves the insertion point one table cell to the right
Shift + Tab	Moves the insertion point one table cell to the left
Tab or Shift + Tab	Moves the insertion point between objects in the workspace Esc must be pressed to cancel the selection of a table or text frame before moving to another object
Ctrl + Tab	Moves the insertion point to the next text frame in connected frames

Short Keys	Activity
Ctrl + Shift + Tab	Moves the insertion point to the previous text frame in connected frames
Ctrl + G	Moves the insertion point to a specified page in the publication
Inserting a Hyperlink on a Web Page	
Ctrl + K	Insert a hyperlink for the selected object on a Web page
Ctrl + Shift + B	Preview a Web site.
Moving and Making Choices in Dialog Boxes	
Tab	Move to the next command, check box, text box, or list box, or to the selected tab or option box
Shift + Tab	Move to the previous command button, check box, text box, or list box, or to the selected tab or option box
Up Arrow or Down Arrow	Move to the previous or next option button in a list
Left Arrow or Right Arrow	Move to the previous or next tab in a group
Alt + the key for the underlined letter	Move to a dialog box option with an underlined letter. This will cause a command button to execute, and will select or remove the selection from option buttons and check boxes.
Home	Move to the first item or character in a list or text box
End	Move to the last item or character in a list or text box
F4	Open or close a list box
Up Arrow or Down Arrow	Move between items in a list box
Spacebar	Add or remove a check mark in a list box
Shift + Left Arrow	Extend the highlighting in a text box one character to the left
Shift + Right Arrow	Extend the highlighting in a text box one character to the right
Shift + End	Extend the highlighting to the last character in a text box
Shift + Home	Extend the highlighting to the first character in a text box
Enter	Close the dialog box and save the changes that were made (if no command button has focus)
Esc or Alt + F4	Close the dialog box. For most dialog boxes, any changes that were made are cancelled
Deleting, Cutting, or Pasting	
Delete	Delete a selected, empty text frame or table frame Delete a selected object or selected text
Ctrl + Shift + X	Delete a selected text frame or table frame containing text
Ctrl + Backspace	Delete the word to the left of the insertion point
Ctrl + Delete	Delete the word to the right of the insertion point
Ctrl + C or Ctrl + Insert	Copy selected text or objects Move selected text or objects using the cut and paste method
Ctrl + X or Shift + Delete	Cut a selection to the clipboard Click where the text is to be moved to or turn to the page where the object is to be inserted
Ctrl + V or Shift + Insert	Paste text or objects into a publication
Ctrl + Shift + C	Copy formatting in a publication

Short Keys	Activity
Ctrl + Shift + V	Paste formatting into a publication
Adding Breaks and Hyphens	
Enter	Begin a new paragraph
Shift + Enter	End one line and begin another without starting a new paragraph
Ctrl + Shift + Enter	End one column of text and begin a new column
Ctrl + Shift + Spacebar	Add a non-breaking space
Ctrl + Shift + 0 (zero)	Add a zero-width non-breaking space
Ctrl + - (hyphen)	Add an optional hyphen
Ctrl + Shift + - (hyphen)	Add a non-breaking hyphen
Ctrl + Shift + H	Add or remove hyphens automatically
Ctrl + Enter	Insert a frame break
Ctrl + Tab	Insert a tab in a table cell
Changing and Nudging Objects	
Ctrl + D	Add a shadow to an object
Ctrl + T	Make an object transparent or opaque
Ctrl + Shift + G	Group or ungroup objects
F6	Bring an object to the front of another object or text
Shift + F6	Send an object to the back of another object or text
Alt + Left Arrow	Nudge an object to the left
Alt + Right Arrow	Nudge an object to the right
Alt + Up Arrow	Nudge an object up
Alt + Down Arrow	Nudge an object down
Ctrl + Alt + Right Arrow	Rotate an object 5 degrees clockwise
Ctrl + Alt + Left Arrow	Rotate an object 5 degrees counterclockwise
Adding and Viewing Pages	
Ctrl + Shift + N	Add a page after the current page
F9	Move between the current page view and the actual size view
Ctrl + M	Move between the background and the foreground page
F5	Go to the chosen page
Shift + F5	Highlight the next page in the page navigation control
Ctrl + F5	Highlight the previous page in the page navigation control
Page Up	Move up within a page
Page Down	Move down within a page
Ctrl + Page Down	Scroll to the right
Ctrl + Page Up	Scroll to the left
Ctrl + Shift + Y	Hide or show special characters
Ctrl + W	Turn Snap To Guides feature on and off
Ctrl + Shift + O	Show or hide boundaries and guides