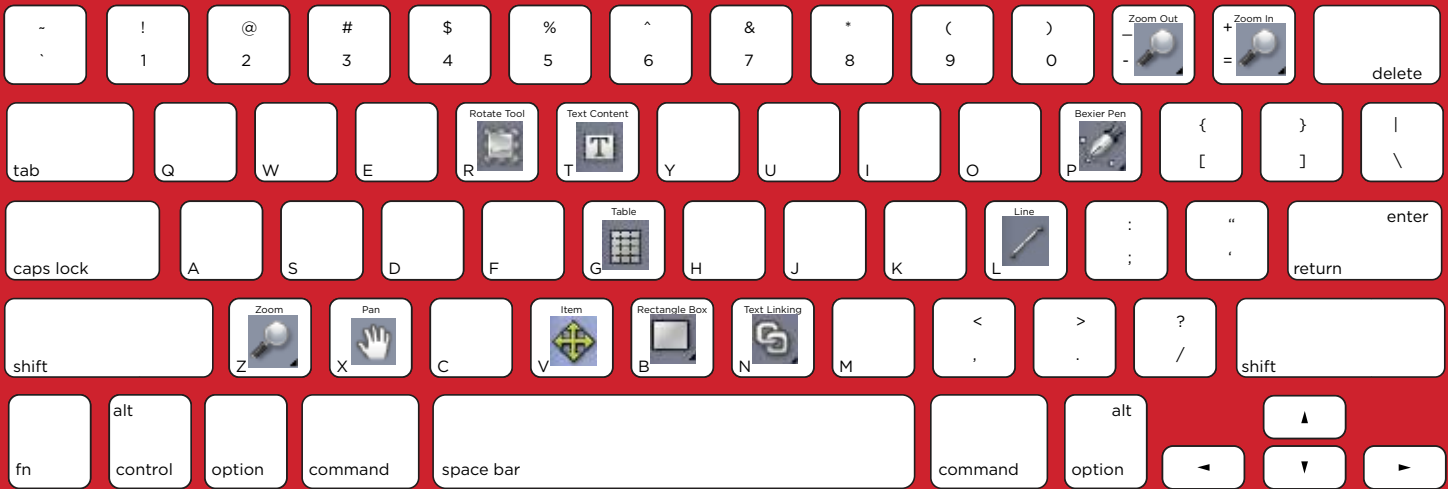


# Quark Keyboard Shortcuts



New Project	Cmd+N
New Library	Cmd+Option+N
Open	Cmd+O
Close	Cmd+W
Save	Cmd+S
Save As	Cmd+Shift+S
Import	Cmd+E
Export Layout as PDF	Cmd+Option+P
Export Page as EPS	Cmd+Option+Shift+S
Print	Cmd+P
Undo	Cmd+Z
Redo	Cmd+Y, Cmd+Z
Cut	Cmd+X
Copy	Cmd+C
Paste	Cmd+V
Paste without Formatting	Cmd+Option+V
Paste In Place	Cmd+Option+Shift+V
Select All	Cmd+A
Find/Change	Cmd+F
Paragraph pane	Cmd+Option+Y
Trapping pane	Option+Shift+F12
Tools pane	Double-click tool in the Tools palette
Style Sheets	Shift+F11
Colors	Shift+F12
Type Plain	Cmd+Shift+P
Type Bold	Cmd+Shift+B
Type Italic	Cmd+Shift+I
Type Underline	Cmd+Shift+U
Type Word Underline	Cmd+Shift+W
Type Strikethrough	Cmd+Shift+/-
Type Double Strikethrough	Cmd+Option+Shift+/-
Type Outline	Cmd+Shift+O
Type Shadow	Cmd+Shift+Y
Type All Caps	Cmd+Shift+K
Type Small Caps	Cmd+Shift+H
Type Superscript	Cmd+Shift+=
Type Subscript	Cmd+Shift+- (hyphen)
Type Superior	Cmd+Shift+V
Type Character Attributes	Cmd+Shift+D
Align Text Left	Cmd+Shift+L

Align Text Centered	Cmd+Shift+C
Align Text Right	Cmd+Shift+R
Align Text Justified	Cmd+Shift+J
Align Text Forced	Cmd+Option+Shift+J
Leading	Cmd+Shift+E
Tabs	Cmd+Shift+T
Rules	Cmd+Shift+N
Center Picture	Cmd+Shift+M
Stretch Picture to Fit Box	Cmd+Shift+F
Scale Picture to Box	Cmd+Option+Shift+F
Modify	Cmd+M
Frame	Cmd+B
Runaround	Cmd+T
Clipping	Cmd+Option+T
Drop Shadow	Cmd+Option+Shift+D
Duplicate	Cmd+D
Step and Repeat	Cmd+Option+R
Delete	Cmd+K
Group	Cmd+G
Ungroup	Cmd+U
Lock Position/Unlock Position	F6
Send to Back	Shift+F5
Bring to Front	F5
Bring Forward	Option+F5
Send Backward	Option+Shift+F5
Go to Page dialog box	Cmd+J
Fit in Window	Cmd+0 (zero)
Actual Size	Cmd+1
Thumbnails	Shift+F6 or Option+Shift+F6
Display/hide Guides	F7
Display/hide Page Grids	Option+F7
Display/hide Text Box Grids	Cmd+Option+F7
Snap to Guides	Shift+F7
Snap to Page Grids	Option+Shift+F7
Display/hide Rulers	Cmd+R
Display/hide Invisibles	Cmd+I
Check Spelling > Word/Selection	Cmd+L
Fonts pane	Cmd+F6 or F13
Pictures pane	Cmd+Option+F6 or Option+F13