

# QuarkXPress 2015

## Keyboard Command Guide: Mac OS X

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# Menu commands (Mac OS®)

## QuarkXPress menu

Preferences	⌘+Option+Shift+Y
Quit	⌘+Q

## File menu

New Project	⌘+N
New Library	⌘+Option+N
Open	⌘+O
Close	⌘+W
Save	⌘+S
Save As	⌘+Shift+S
Revert to last Auto Save	Option+Revert to Saved
Import	⌘+E
Save Text	⌘+Option+E
Append	⌘+Option+A
Export Layout as PDF	⌘+Option+P
Export Page as EPS	⌘+Option+Shift+S
Print	⌘+P

## Edit menu

Undo	⌘+Z
Redo	⌘+Shift+Z
Cut	⌘+X
Copy	⌘+C
Paste	⌘+V
Paste without Formatting	⌘+Option+V
Paste In Place	⌘+Option+Shift+V
Select All	⌘+A
Find/Change	⌘+F
Close Find/Change	⌘+Option+F
Paragraph pane (Preferences dialog box)	⌘+Option+Y
Style Sheets dialog box	Shift+F11
Colors dialog box	Shift+F12
Special Characters	⌘+Option+T

## Style menu for text

Type Style

## Style menu for text

Plain	⌘+Shift+P
Bold	⌘+Shift+B
Italic	⌘+Shift+I
Underline	⌘+Shift+U
Word Underline	⌘+Shift+W
Double Strikethrough	⌘+Option+Shift+/ ⌘+Option+Shift+K
Outline	⌘+Shift+O
Shadow	⌘+Shift+Y
All Caps	⌘+Shift+K
Superscript	⌘+Shift+=
Subscript	⌘+Shift+ - (hyphen)
Superior	⌘+Shift+V
Ligatures (not available in Plus and East Asian editions)	⌘+Shift+G
Change story direction (Plus and East Asian editions only)	⌘+Option+Shift+T
Rubi (Plus and East Asian editions only)	⌘+Option+R
Group Characters (Plus and East Asian editions only)	⌘+Shift+G
<b>Alignment</b>	
Left	⌘+Shift+L
Centered	⌘+Shift+C
Right	⌘+Shift+R
Justified	⌘+Shift+J
Forced	⌘+Option+Shift+J
Toggle Font Previews preference	Shift+display <b>Font</b> submenu

## Style menu for pictures

Center Picture	⌘+Shift+M
Stretch Picture to Fit Box	⌘+Shift+F
Scale Picture to Box (Proportionally)	⌘+Option+Shift+F

## Item menu

Duplicate	⌘+D
Super Step and Repeat	⌘+Option+D
Delete	⌘+K
Group	⌘+G
Ungroup	⌘+U
Lock Position/Unlock Position	F6
Send to Back	Shift+F5
Bring to Front	F5

## Item menu

Bring Forward	Option+Item > Bring to Front or Option+F5
Send Backward	Option+Item > Send to Back or Option+Shift+F5
Space/Align	
Left Align (Item Relative)	⌘+Left arrow key
Left Align (Page Relative)	⌘+Shift+Left arrow key
Right Align (Item Relative)	⌘+Right arrow key
Right Align (Page Relative)	⌘+Shift+Right arrow key
Center Align Horizontal (Item Relative)	⌘+[
Center Align Horizontal (Page Relative)	Shift+⌘+[
Center Align Vertical (Item Relative)	⌘+]
Center Align Vertical (Page Relative)	Shift+⌘+]
Top Align (Item Relative)	⌘+Up arrow key
Top Align (Page Relative)	⌘+Shift+Up arrow key
Bottom Align (Item Relative)	⌘+Down arrow key
Bottom Align (Page Relative)	⌘+Shift+Down arrow key
Display Space/Align tab of Measurements palette	⌘+, (comma)
Shape (convert Bézier line to filled-center Bézier box)	Option+ Item > Shape > [Bézier shape]
Edit	
Runaround	Option+F4
Clipping Path	Option+Shift+F4
Point/Segment Type	
Corner Point	Option+F1
Smooth Point	Option+F2
Symmetrical Point	Option+F3
Straight Segment	Option+Shift+F1
Curved Segment	Option+Shift+F2

## Page menu

Go to Page dialog box	⌘+J
Display this page's master page	Shift+F10
Display next master page	Option+F10
Display previous master page	Option+Shift+F10
Display Layout (when a master page is displayed)	Shift+F10

## Layout menu

Layout Properties dialog box	⌘+Option+Shift+P
Display previous layout	Control+Shift+Tab
Display next layout	Control+Tab

## View menu

Fit in Window	⌘+0 (zero)
Switch to <b>Reflow</b> view	⌘+9
Switch to <b>Story Editor</b> view	⌘+8
Switch to <b>Trim</b> view	⌘+Option+Shift+F7
Fit largest spread in window	Option+Fit in Window or ⌘+Option+0 (zero)
<b>Actual Size</b>	⌘+1
<b>Thumbnails</b>	Shift+F6
Display/hide <b>Guides</b>	F7
Display/hide <b>Page Grids</b>	Option+F7
Display/hide <b>Text Box Grids</b>	⌘+Option+F7
<b>Snap to Guides</b>	Shift+F7
<b>Snap to Page Grids</b>	Option+Shift+F7
Display/hide <b>Rulers</b>	⌘+R
Display/hide <b>Invisibles</b>	⌘+I
Switch to <b>Output Preview</b> view set	⌘+Option+Shift+G
Switch to <b>Authoring View</b> view set	⌘+Option+Shift+I
<b>Hide Selection</b>	⌘+Shift+H

## Utilities menu

<b>Check Spelling &gt; Word/Selection</b>	⌘+L
<b>Check Spelling &gt; Story</b>	⌘+Option+L
<b>Check Spelling &gt; Document</b>	⌘+Option+Shift+L
<b>Add</b> (during Check Spelling session)	⌘+A
Add all suspect words to auxiliary dictionary (during Check Spelling session)	Option+Shift+click Add All button
<b>Skip</b> button (during Check Spelling session)	⌘+S
<b>Replace All</b> button (during Check Spelling session)	⌘+R
<b>Replace</b> button (during Check Spelling session)	⌘+Shift+R
<b>Done</b> button (during Check Spelling session)	⌘+D
<b>Suggested Hyphenation</b>	⌘+Option+Shift+H
<b>Usage</b> dialog box	
<b>Fonts</b> pane	⌘+F6 or F13
<b>Pictures</b> pane	⌘+Option+F6

## Window menu

Display/hide <b>Tools</b> palette	F8
Display/hide <b>Measurements</b> palette	F9

## Window menu

Display/hide <b>Page Layout</b> palette	F10
Display/hide <b>Style Sheets</b> palette	F11
Display/hide <b>Colors</b> palette	F12
Display/hide <b>Lists</b> palette	Option+F11

## Turn Hiding On

<b>All Docked Palettes</b>	Control+`
<b>Bottom Palettes</b>	Control+1
<b>Left Palettes</b>	Control+2
<b>Top Palettes</b>	Control+3
<b>Right Palettes</b>	Control+4

## Dialog box commands (Mac OS)

### Fields

Select next field	Tab
Select previous field	Shift+Tab
Select field with text insertion bar	Double-click
<b>Cut</b>	⌘+X
<b>Copy</b>	⌘+C
<b>Paste</b>	⌘+V
Revert fields to original values	⌘+Z
Perform math by combining operators	+ (addition)
	- (subtraction)
	* (multiplication)
	/ (division)

### Buttons

OK (or bordered button)	Return or Enter
Cancel	⌘+. (period) or esc
Set button in <b>Tabs</b> tab (in Paragraph Attributes dialog box)	⌘+S

### Lists (in dialog boxes)

Select consecutive items in list	Shift+click
Select nonconsecutive items in list	⌘+click

# Palette commands (Mac OS)

## Tools palette

Display/hide palette	F8
Switch between <b>Item</b> tool and <b>Text Content</b> tool or <b>Picture Content</b> tool	Shift+F8
Select next tool	Option+F8 or ⌘+Option+Tab
Select previous tool	Option+Shift+F8 or ⌘+Option+Shift+Tab
Move tool to main palette	Control+select tool
Move tool into pop-up tool list	Control+click tool
Tool selection shortcuts (not available when <b>Text Content</b> tool is selected)	
<b>Item</b> tool	V
<b>Text</b> tools	T
<b>Picture Content</b> tool	R
<b>Box</b> tools	B
<b>Line</b> tool	L
<b>Pen</b> tools	P
<b>Table</b> tool	G
<b>Zoom</b> tool	Z
<b>Pan</b> tool	X

## Measurements palette

Display/hide palette	F9
Select the <b>X</b> field of the <b>Home</b> tab or the <b>Space/Align</b> tab (or display palette)	⌘+Option+M
Select the <b>Font</b> field of the <b>Home</b> tab or the <b>Character</b> tab	⌘+Option+Shift+M
Select the <b>Character</b> tab	⌘+Shift+D
Select the <b>Font Size</b> field of the <b>Character</b> tab	⌘+Shift+\
Select the <b>Leading</b> field of the <b>Paragraph</b> tab	⌘+Shift+E
Select the initial field of the <b>Paragraph</b> tab	⌘+Shift+F
Select the <b>Rules</b> tab	⌘+Shift+N
Select the <b>Position</b> field of the <b>Tabs</b> tab	⌘+Shift+T
Select the initial field of the <b>Frame</b> tab	⌘+BF
Select the <b>Runaround</b> tab	⌘+T
Select the <b>Drop Shadow</b> tab	⌘+Option+Shift+T
Toggle <b>Font Preview</b> preference	Shift+display the Font drop-down menu
Select next field	Tab
Select previous field	Shift+Tab



## Measurements palette

Toggle forward through tabs	⌘+Option+; (semicolon)
Toggle backward through tabs	⌘+Option+, (comma)
<b>Exit/Apply</b>	Return or Enter
<b>Exit/Cancel</b>	⌘+. (period) or Escape
Display <b>Space/Align</b> tab	⌘+, (comma)

## Page Layout palette

Display/hide palette	F10
Display <b>Insert Pages</b> context menu	Control+click in the palette
Display <b>Insert Pages</b> dialog box	Option+drag master page into the layout area of the palette
Display absolute page number	Option+click page

## Style Sheets palette

Display/hide palette	F11
Display <b>Edit Style Sheet</b> context menu	Control+click style sheet
Display <b>Edit Style Sheet</b> dialog box	⌘+click style sheet
Apply <b>No Style</b> , then style sheet (apply to paragraph attributes only)	Option+click style sheet Option+Shift+click paragraph style sheet

## Colors palette

Display/hide palette	F12
Display <b>Colors</b> dialog box	⌘+click color name
Display <b>Edit Colors</b> context menu	Control+click color name

## Lists palette

Display/hide palette	Option+F11
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## Index palette

Display palette	⌘+Option+I
Select <b>Text</b> field	⌘+Option+I
Click <b>Add</b> button	⌘+Option+Shift+I
Click <b>Add Reversed</b> button	Option+click <b>Add</b> button
Edit selected index entry	Double-click

## Find/Change palette

Display palette	⌘+F
Close palette	⌘+Option+F
Change <b>Find Next</b> button to <b>Find First</b>	Option+ <b>Find Next</b>

## Turn Hiding On

All Docked Palettes	Control+`
Bottom Palettes	Control+1
Left Palettes	Control+2
Top Palettes	Control+3
Right Palettes	Control+4

# Project and layout commands (Mac OS)

## Tiling projects

Window menu

Tile at actual size	Control+Tile
Tile at fit in window	⌘+Tile
Tile at thumbnails	Option+Tile

## Displaying pages

Go to Page dialog box	⌘+J
Display this page's master page	Shift+F10
Display next master page	Option+F10
Display previous master page	Option+Shift+F10
Display Layout (when a master page is displayed)	Shift+F10

## Changing views

Access View Percentage field	Control+V
Any view to Actual Size	⌘+1
Any view to Fit in Window	⌘+0
Any view to 200%	⌘+Option+click
Toggle between 100% and 200%	⌘+Option+click
Fit largest spread in window	Option+Fit in Window or ⌘+Option+0 (zero)
Zoom in	Control+Shift+click/drag
Zoom out	Control+Option+click/drag
Zoom in (not available when Text Content tool is selected)	⌘+ + (plus)
Zoom out (not available when Text Content tool is selected)	⌘+ - (hyphen)
Zoom out in WYSIWYG view	Control+Option+click

## Redrawing the screen

Stop redraw	⌘+. (period)
Force redraw	⌘+Option+. (period)

## Deleting ruler guides

Delete horizontal ruler guides	Option+click horizontal ruler
Delete vertical ruler guides	Option+click vertical ruler

## Closing projects

Close project window	⌘+W
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## Closing projects

Close all project windows	Option+click close box or ⌘+Option+W
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## Scrolling

With <b>Pan</b> tool	Option+drag
To start of text	Control+A
To end of text	Control+D
Up one screen	Page Up
Down one screen	Page Down
To first page	Shift+Home
To last page	Shift+End
To previous page	Shift+Page Up
To next page	Shift+Page Down
Extended keyboard	
Start of layout	Home
End of layout	End
Up one screen	Page Up
Down one screen	Page Down
To first page	Shift+Home
To last page	Shift+End
To previous page	Shift+Page Up
To next page	Shift+Page Down

## Navigating among layouts

Cycle through layouts	Control+tab
Display previous layout	Control+Shift+Tab
Display next layout	Control+Tab

## Navigating among projects

Cycle through project windows	⌘+`
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## Item commands (Mac OS)

### Selecting/deselecting items

Select item at back or behind	⌘+Option+Shift+click where items overlap
Select multiple items or points	Shift+click
Deselect all items	Escape

### Creating, resizing, and rotating items

Constrain to square or circle while creating a box	Press Shift while creating
Constrain proportions while resizing	Shift+drag handle
Scale contents while resizing item	⌘+drag handle
Resize relative to center	Option+drag handle
Resize multiple items (requires multiple selection)	Press ⌘ before dragging handle
Constrain item rotation to 0°/45°/90°	Press Shift while rotating
Constrain straight line angle to 0°/45°/90°	Shift+while creating or resizing line
Duplicate item while dragging	Option+drag

### Modifying line width

Increase

Preset range ⌘+Shift+. (period)

1 point ⌘+Option+Shift+. (period)

Decrease

Preset range ⌘+Shift+, (comma)

1 point ⌘+Option+Shift+, (comma)

### Editing Bézier items and paths

Add Bézier point	Click segment with Bézier Pen tool
Delete Bézier point	Click point with <b>Bézier Pen</b> tool
Invoke <b>Select Point</b> mode from <b>Bézier Pen</b> tool	⌘
Invoke <b>Convert Point</b> mode from <b>Bézier Pen</b> tool	Option
Invoke <b>Convert Point</b> mode while dragging Bézier handle	Option+drag
Retract Bézier handle	Option+click control handle
Delete active Bézier point	Delete ( <b>Select Point</b> tool must be selected)
Select all points on Bézier item or path	Double click point with <b>Select Point</b> tool
Invoke Item mode from <b>Bézier Pen</b> tool	⌘+Option
Constrain active point to 45° movement	Shift+drag point
Constrain active curve handle to 45° movement	Shift+drag curve handle
Convert Bézier line to filled-center Bézier box	Option+ <b>Item &gt; Shape &gt; [Bézier shape]</b>

## Moving items

With no constraints	Drag (Item tool) or ⌘+drag (Text Content tool or Picture Content tool)
With horizontal/vertical constraints	Shift+drag (Item tool) or ⌘+Shift+drag (Text Content tool or Picture Content tool)

## Nudging items (Item tool)

Move 1 point	Arrow keys
Move 1/10 point	Option+arrow keys
Move 10 points (amount configurable in <b>Preferences</b> )	Shift+arrow keys

## Aligning items (Item tool)

Center align (horizontally) two or more items with each other	⌘+[
Center align (vertically) two or more items with each other	⌘+]
Left align two or more items relative to each other	⌘+←
Right align two or more items relative to each other	⌘+→
Top align two or more items relative to each other	⌘+↑
Bottom align two or more items relative to each other	⌘+↓
Center align (horizontally) one or more selected items relative to the page	⌘+Shift+ [
Center align (vertical) one or more selected items relative to the page	⌘+Shift+ ]
Left align one or more selected items relative to the page	⌘+Shift+←
Right align one or more selected items relative to the page	⌘+Shift+→
Bottom align one or more selected items relative to the page	⌘+Shift+↑
Top align one or more selected items relative to the page	⌘+Shift+↓

# Text commands (Mac OS)

## Controlling indents

Increase indent	⌘+ /
Decrease indent	⌘+Option+ /

## Applying drop shadows to items

Drop Shadow tab of the Measurements palette	⌘+Option+Shift+D
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## Adding automatic page numbers in text box

Previous box page number character	⌘+2
Automatic page number character	⌘+3
Next box page number character	⌘+4

## Updating text flow in a layout

Reflow text as current version of QuarkXPress	Option+Open in Open dialog box
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## Changing language

Force apply a language (override language locking)	Option+select a language in the Language drop-down menu of the Character tab of the Measurements palette
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## Changing font

Font field in Measurements palette	⌘+Option+Shift+M
Previous font	Option+Shift+F9
Next font	Option+F9
Force apply a font (override font locking)	Option+select a font in the Font menu

## Entering one font character

Symbol font character	Control+Option+Q
Zapf Dingbats font character	⌘+Option+Z

## Modifying font size

Increase	
Preset range	⌘+Shift+. (period)
1 point	⌘+Option+Shift+. (period)
Decrease	
Preset range	⌘+Shift+, (comma)
1 point	⌘+Option+Shift+, (comma)
Resize interactively	

## Modifying font size

Proportional relative to center	⌘+Option+Shift+drag handle
Proportional	⌘+Shift+drag handle
Nonproportional	⌘+drag handle

## Modifying horizontal/vertical scaling

### Increase

5%	⌘+] ]
1%	⌘+Option+] ]

### Decrease

5%	⌘+[ [
1%	⌘+Option+[ [

## Modifying kerning/tracking

### Increase

1/20 em	⌘+Shift+] ]
1/200 em	⌘+Option+Shift+] ]

### Decrease

1/20 em	⌘+Shift+[ [
1/200 em	⌘+Option+Shift+[ [

## Modifying word space tracking

### Increase

.05 em	⌘+Control+Shift+] ]
.005 em	⌘+Control+Option+Shift+] ]

### Decrease

.05 em	⌘+Control+Shift+[ [
.005 em	⌘+Control+Option+Shift+[ [

## Modifying baseline shift

Up 1 point	⌘+Option+Shift+=
Down 1 point	⌘+Option+Shift+ - (hyphen)

## Modifying leading

### Increase

1 point	⌘+Shift+' (apostrophe)
1/10 point	⌘+Option+Shift+' (apostrophe)

### Decrease

1 point	⌘+Shift+; (semicolon)
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## Modifying leading

1/10 point

⌘+Option+Shift+; (semicolon)

## Copying paragraph attributes

Apply a paragraph's formatting to the paragraph that contains the insertion point or the selected text

Option+Shift+click the paragraph with the desired formatting

## Dragging and dropping text

Drag text (**Input Settings** preference off)

⌘+Control+drag

Drag+copy text (**Input Settings** preference on)

Shift+drag

Drag+copy text (**Input Settings** preference off)

⌘+Control+Shift+drag

## Clicking buttons when checking spelling

Look up

⌘+L

Skip

⌘+S

Add

⌘+A

Add all suspect words to auxiliary dictionary

Option+Shift+click **Done** button

## Searching for text

Wild card (**Find** only) (\?)

⌘+/

Tab

\t

New paragraph (\p)

⌘+Return

New line (soft return) (\n)

⌘+Shift+Return

New column (\c)

⌘+Enter

New box (\b)

⌘+Shift+Enter

Previous box page number character (\2)

⌘+2

Automatic page number character (\3)

⌘+3

Next box page number character (\4)

⌘+4

Punctuation space

⌘+. (period)

Flex space (\f)

⌘+Shift+F

Backslash (\)

⌘+\

Indent here

\i

Discretionary new line

\d

Discretionary hyphen

\h

Em space

\m

En space

\e

3-per-em space

\5

4-per-em space

\\$

6-per-em space

\^

## Searching for text

Figure space	\8
Hair space	\{
Thin space	\[
Zero-width space	\z
Word joiner	\j
Glyph without Unicode value	\~
Straight single quotation mark when Smart Quotes is on	'
Straight double quotation mark when Smart Quotes is on	"
Curly quotation mark	Paste into field

## Special characters

Indent here	⌘+\
Conditional style marker	⌘+Option+Shift+\
Discretionary new line	⌘+Return
New paragraph	Return
New line (soft return)	Shift+Return
New column	Enter
New box	Shift+Enter
Right-indent tab	Option+Tab
Registered symbol (®)	Option+R
Copyright symbol (©)	Option+G
Trademark symbol (™)	Option+2
Bullet (•)	Option+8
Apple® logo character	Option+Shift+K
Pound symbol	Option+3
Euro symbol	Option+Shift+2
Yen symbol	Option+Y
Division symbol	Option+/ (forward slash)

## Hyphens and dashes

Breaking standard hyphen	- (hyphen)
Nonbreaking standard hyphen	⌘+=
Discretionary (soft) hyphen	⌘+ - (hyphen)
Do not hyphenate word	⌘+ - (hyphen) immediately before word
Nonbreaking en dash	Option+ - (hyphen)
Breaking em dash	Option+Shift+ - (hyphen)
Nonbreaking em dash	⌘+Option+=

## Spaces

Breaking standard space	Space
Nonbreaking standard space	⌘+5
Breaking en space	Option+Space
Nonbreaking en space	⌘+Option+5
Breaking flexible space	Option+Shift+Space
Nonbreaking flexible space	⌘+Option+Shift+Space
Breaking punctuation space	Shift+Space
Nonbreaking punctuation space	⌘+Shift+Space
Breaking em space	⌘+6
Nonbreaking em space	⌘+Option+6
Breaking thin space	⌘+7
Nonbreaking thin space	⌘+Option+7

## Moving the text insertion point

Previous character	←
Next character	→
Previous line	↑
Next line	↓
Previous word	⌘+←
Next word	⌘+→
Previous paragraph	⌘+↑
Next paragraph	⌘+↓
Start of line	⌘+Option+←
End of line	⌘+Option+→
Start of story	⌘+Option+↑
End of story	⌘+Option+↓

## Selecting characters

Previous character	Shift+←
Next character	Shift+→
Previous line	Shift+↑
Next line	Shift+↓
Previous word	⌘+Shift+←
Next word	⌘+Shift+→
Previous paragraph	⌘+Shift+↑
Next paragraph	⌘+Shift+↓
Start of line	⌘+Option+Shift+←
End of line	⌘+Option+Shift+→

## Selecting characters

Start of story	⌘+Option+Shift+↑
End of story	⌘+Option+Shift+↓

## Clicking the mouse to select text

Position text insertion point	One click
Select word	Two clicks in the word
Select word and its period, comma, etc.	Two clicks between word and punctuation
Select line	Three clicks
Select paragraph	Four clicks
Select story	Five clicks

## Deleting characters

Previous character	Delete
Next character	Shift+Delete
Next character (extended keyboard)	[Forward delete key]
Previous word	⌘+Delete
Next word	⌘+Shift+Delete
Selected characters	Delete

# Picture commands (Mac OS)

## Importing pictures

Reimport all pictures in project ⌘+Open in Open dialog box

## Scaling pictures

Increase scale 5% ⌘+Option+Shift+. (period)

Decrease scale 5% ⌘+Option+Shift+, (comma)

## Resizing boxes and pictures

Resize maintaining aspect ratio Shift+drag handle

Resize from center, maintaining aspect ratio Option+Shift+drag handle

Resize box and scale picture ⌘+drag box handle

Resize relative to center Option+drag handle

Rotate picture content relative to center Option+drag rotation handle

## Centering and fitting pictures

Center ⌘+Shift+M

Fit to box ⌘+Shift+F

Fit to box maintaining proportions ⌘+Option+Shift+F

## Nudging pictures (Content tool)

Left 1 point ←

Left 1/10 point Option+←

Right 1 point →

Right 1/10 point Option+→

Up 1 point ↑

Up 1/10 point Option+↑

Down 1 point ↓

Down 1/10 point Option+↓

## Modifying pictures

Change **Update** button to **Update All** in the **Pictures** pane of the **Usage** dialog box Option+click **Update** button

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5,541,991; 5,907,704; 6,005,560;

6,052,514; 6,081,262; 6,633,666 B2; 6,947,959 B1;

6,940,518 B2; 7,116,843; 7,463,793;

and other patents pending.

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