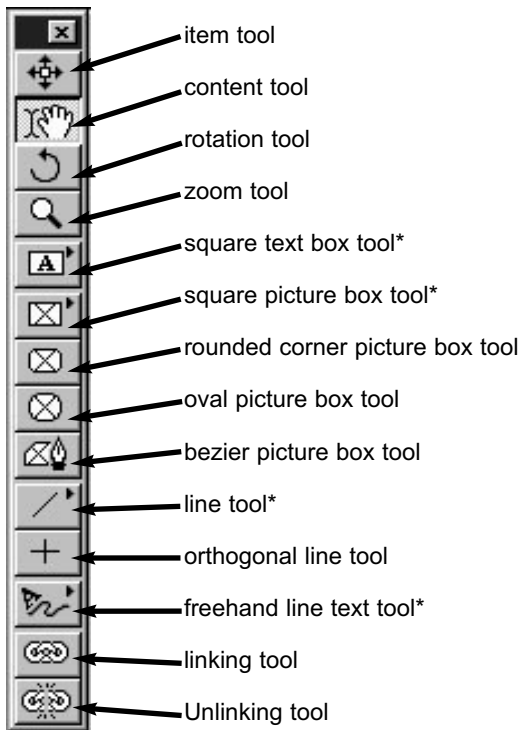


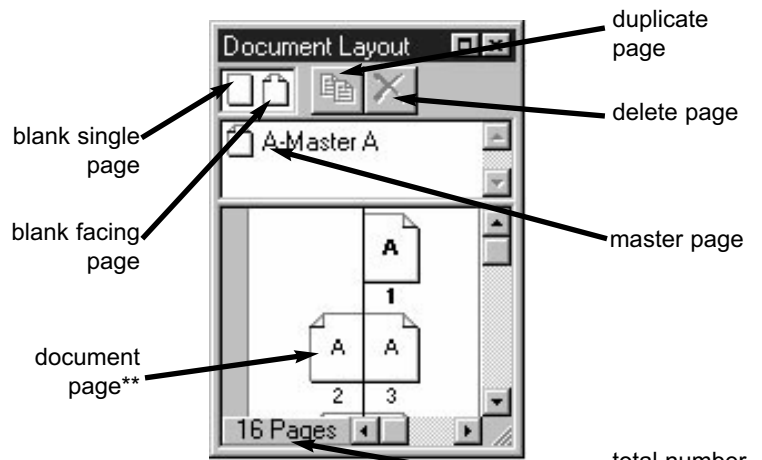
QuarkXPress CheatSheets

Tool Palette



*Click on this button, continue to hold down the mouse key and drag to the right to change tools — other options are available. Notice the tiny arrow heads pointing to the right that indicate the ability to shift tools.

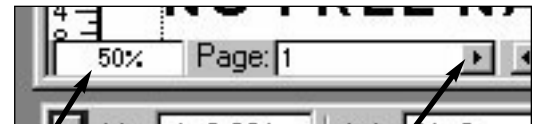
Document Layout Palette



Notice the fold indicating a facing page. Also notice the **A in the middle of the icon designating that the page is based on **Master Page A**. The page number is listed below the icon.

special notes:

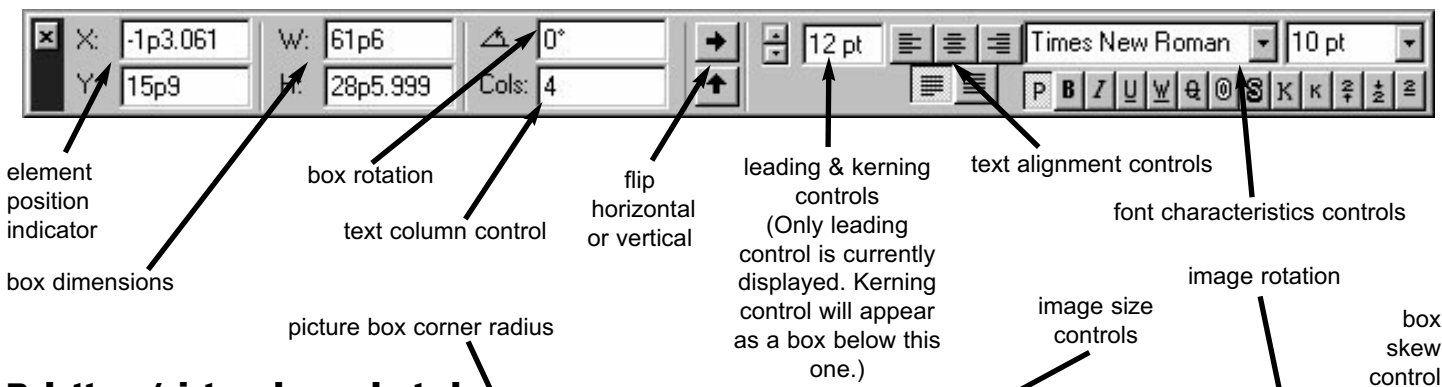
The document view can be quickly changed by manually entering a different numerical value in the percent view field.



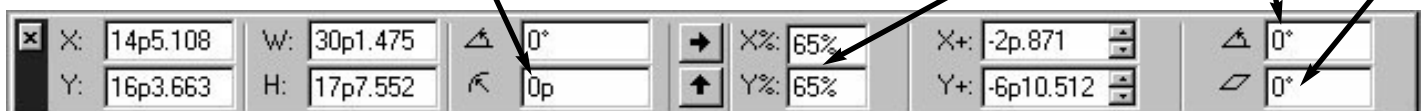
You can jump to any page by clicking the arrow beside the page indicator.

Measurement Palettes

Palette w/text box selected

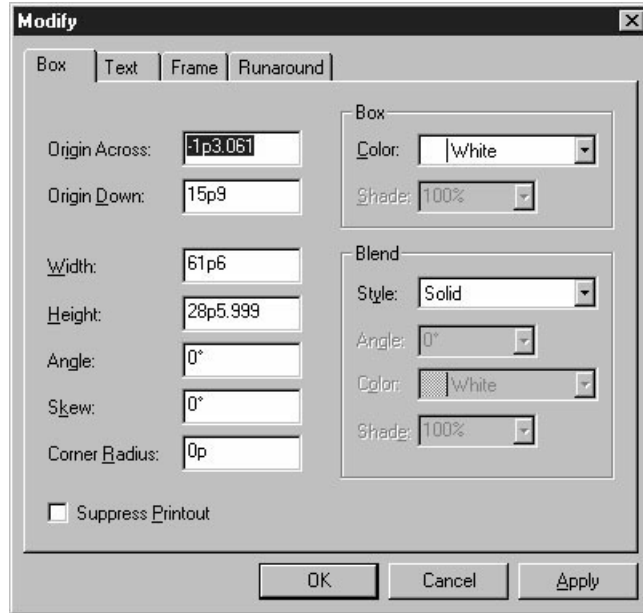


Palette w/picture box selected



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Modify Dialog Box



Like the measurement palette, the ITEM MODIFY dialog box is **context sensitive** meaning the controllable options will vary depending on what element you have selected.

Notice the tabs across the top of the dialog box: **Box**, **Text**, **Frame** and **Runaround**. Had a picture box been selected when this screen shot was captured, the choices would have been different.

This is an important tool because it offers so many controls in one dialog box.

For the keyboard shortcut to call up the MODIFY dialog box, hold down the control key and press the M key (CTRL - M).

Keyboard Shortcuts

Control Menus & Palettes

Hide/Show tool palette	F 8
Hide/Show measurement palette	F 9
Hide/Show document layout palette	F 10
ITEM MODIFY dialog box	CTRL - M
Frame controls	CTRL - B
Runaround controls	CTRL - T
Import dialog box (Get Text/Picture)	CTRL - E
Group items	CTRL - G
Ungroup items	CTRL - U

Document Management

Open document	CTRL - O
Save document	CTRL - S
Print document	CTRL - P

VIEW: fit in window	CTRL - 0
VIEW: actual size	CTRL - 1

NOTE: Typical Windows shortcuts for select all (CTRL - A), copy (CTRL - C), cut (CTRL - X) and paste (CTRL - V) also work when using this software.