QuarkXPress 2019 cheat sheet

File menu

Ctrl + N	New project…
Ctrl + Alt + N	New library…
Ctrl + O	Open
Ctrl + S	Save
Ctrl + Shift + S	Save as…
Ctrl + E	Import
Ctrl + Alt + P	Export as PDF…
Ctrl + Alt + Shift + S	Export as EPS…
Ctrl + Alt + E	Save text…
Ctrl + Alt + A	Append…
Ctrl + P	Print…
Ctrl + Q	Exit

Edit menu

Ctrl + Z	Undo create item
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Alt + U	Paste without formatting
Ctrl + Alt + Shift + V	Paste in place
Ctrl + A	Select all
Ctrl + Alt + Shift + Y	Preferences
Ctrl + F	Find / Change
Shift + F12	Colors…
Shift + F11	Style sheets…
Ctrl + Alt + J	H&Js…

Style menu

Ctrl + Shift + M	Center picture
Ctrl + Shift + F	Stretch picture to fit box
Ctrl + Alt + Shift + F	Scale picture to fit box
Ctrl + Alt + Shift + B	Scale picture to fill box

Item menu

Ctrl + D	Duplicate
Ctrl + Alt + R	Super step and repeat…
Ctrl + K	Delete
Ctrl + Alt + Shift + F5	Fit box to text
Ctrl + G	Group

Page menu

Ctrl + J	Go to…

Layout menu

Ctrl + Alt + Shift + P	Layout properties…

Table

Ctrl + Alt + Shift + Z	Create table from external source

View

Ctrl + 0	Fit in window
Ctrl + 1	Actual size
Shift + F6	Thumbnails
Ctrl + Shift + F7	Show dynamic guides
F7	Guides
Ctrl + F7	Page grids
Ctrl + Alt + F7	Text box grids
Shift + F7	Snap to guides
Alt + Shift + F7	Snap to page grids
Ctrl + R	Rulers
Ctrl + I	Invisibles
Ctrl + Alt + Shift + F7	Trim view
Ctrl + 8	Story editor
Shift + Alt + Ctrl + I	View sets > Authoring view
Shift + Alt + Ctrl + G	View sets > Output preview

Utilities menu

Ctrl + W	Check spelling > Word…
Ctrl + Alt + W	Check spelling > Story…
Ctrl + Alt + Shift + W	Check spelling > Layout…
Ctrl + Alt + Shift + F3	Check spelling > End of story…
Ctrl + Alt + Shift + H	Suggested hyphenation…

Window menu

F12	Colors
Alt + F12	Gradients
Ctrl + F11	Lists
F9	Measurements
F10	Page layout
F11	Style sheets
F8	Tools

Help menu

F1	Documentation…

Tools

V	Item tool
T	Text content tool
T	Text linking tool
T	Text unlinking tool
R	Picture unlinking tool
B	Rectangle box tool
B	Oval box tool
M	Star tool
L	Line tool
L	Orthogonal line tool
B	Bézier pen tool
P	Freehand drawing tool
G	Table tool
I	Item format painter tool
Z	Zoom tool
X	Pan tool

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More information: *defkey.com/quarkxpress-2019-shortcuts*

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