

Useful FrameMaker Keyboard Commands

This is not a complete list of shortcuts in FrameMaker. Consult the on-line help file for other shortcuts.

Legend to typing shortcuts

hyphenated shortcuts (i.e., Cntl-6) Hold down modifier key(s) while typing character

Spaced shortcuts (i.e., Esc n s) Type the keys in order, releasing after each key

Function	Shortcut	Code
View		
Force Redraw	Cntl-I (lowercase L)	
Activate current document window	Shift+F7	
Zoom in one setting	Esc z i (think Zoom In)	
Zoom out one setting	Esc z o (think Zoom Out)	
Fit page to window	Esc z p	
Fit to 100%	Esc z z	
Navigation		
Home or End of document	Alt-Pg Up or Alt-Pg Down	
Go to page	Cntl-g	
Go to start/end of word	Cntl-Left or -Right keyboard arrow	
Go to start/end of sentence	Cntl-Home or -End	
Go to start/end of paragraph	Cntl-Up or -Down keyboard arrow	
Go to top/bottom of column	Cntl-Pg Up or -Pg Down	
Book Shortcuts		
Hold down the Shift key when accessing the File menu so you can Open, Save, and Close all files in book	Shift-File menu	
Save All	Esc f S	
Close All	Esc f C	
Open All	Esc f O	
Select all files in book	Esc-e, A F	
Select all non-generated files in book	Esc-e, A N	
Select all generated files in book	Esc-e, A G	
Update Book	Esc f g (then press Enter to confirm)	
Formatting Text via keyboard		
Apply Paragraph Tag to selected paragraphs*	F9	
Apply Character Tag to selected text*	F8	
Change all settings to "As Is" in Designer panels	Shift-F8	
Change all settings to match selection	Shift-F9	
Change Paragraph Designer properties tab	Previous: Page Up; Next: Page Down	
Create New Style	Type new name in Designer and click Apply	
Rename Style	Type new name in Designer and click Update All	
Case Change		
All lowercase to selection	Alt-Cntl-I (lowercase L)	
All uppercase to selection	Alt-Cntl-u	
Initial caps to selection	Alt-Cntl-c	
Conditional and VariableShortcuts		
Apply Condition to selected text	Cntl-4	
Remove Condition from selected text	Cntl-5	
Make selected text unconditional	Cntl-6	
Insert Variable*	Cntl-0 (zero)	
Hyphens & Dashes		
Discretionary hyphen (soft hyphen or dishie)	Cntl-hyphen	-
Suppress hyphenation	Esc n s	_
Non-breaking standard Hyphen	Esc hyphen h	+
Em Dash	Cntl-q Shft-q	m
En Dash	Cntl-q Shft-p	=
Spaces		
Non-breaking standard space	Cntl-space or Esc Space h	space
Em space (width is equal to type size)	Cntl-Shft-space or Esc Space m	sm or M
En space (half an Em space)	Cntl-Alt-space or Esc Space n	sn or N
Numeric space (width of a zero)	Esc space 1 (one)	s# or #
Thin space (1/12th of an Em space)	Esc space t	st or i

Special Characters		
<i>Note: FrameMaker includes a Character panel (File>Utilities) and you can use the Windows Character utility to copy/paste.</i>		
Bullet	Cntl-q %	\b
Trademark	Cntl-q *	\TM
Copyright	Cntl-q)	
Register	Cntl-q (\xa
Dagger	Cntl-q space	\d
Grave (by itself)		\{
Double-Dagger	Cntl-q ` (grave key)	\D
Ellipsis	Cntl-q Shft-i	\e
Circumflex		\@
Florin		\F
Fraction Slash		\/
Guilsing Left	<	\(
Guilsing Right	>	\)
Per thousand		\%
OE ligature		\OE
oe ligature		\oe
Quotes		
Double Typewriter Quotes " (with Smart Quotes on)*	Esc "	
Single Typewriter Quote ' (with Smart Quotes on)*	Cntl-'	
<i>*This is the default setting; you should leave it as is.</i>		
Double Opening Quotes “		\'
Double Closing Quotes ”		\` (grave)
Single Opening Quote ’		\"
Single Closing Quote ’		\
Accents over Characters		
Acute ´	Esc ' (letter: a, e, i, o, u, A, e, I, O, U)	
Grave `	Esc ` (letter: a, e, i, o, u, A, e, I, O, U)	
Tilde ~	Esc ~ (letter: a, o, n, A, O, N)	
Dieresis ¨	Esc % (letter: a, e, i, o, u, y, A, e, I, O, U, Y)	
Circumflex ^	Esc ^ (letter: a, e, i, o, u, A, e, I, O, U)	
Ring °	Esc * (letter: a, A)	
Cedilla ç	Esc , (letter: c, C)	
TABLES		
Selection		
Select single cell	Cntl-click on cell	
Select row	Cntl-double click on column (vertical) border in row	
Select column	Cntl-double click on row (horizontal) border in column	
Select table	Cntl-triple click	
Select body row(s) but not header	Esc t h b	
Moving		
Move to next cell	Tab	
Move to previous cell	Shft-Tab	
Move to cell below	Cntl-Alt-Tab	
Move to cell above	Cntl-Alt-Shft-Tab	
Adding/Deleting		
Add Row Above	Esc t R a	
Add Row Below	Esc t R b or Control-Return or Control-j	
Add Column to Left	Esc t c l	
Add Column to Right	Esc t c r	
Delete selected Rows or Columns	Esc t c x	
Delete contents of selection	Esc t c e	
Other		
Type Tab in a cell	Esc Tab	
Add row below	Cntl-Enter	
Resize column without resizing table	Shift-drag or Alt-drag cell handle	
Align Cell Top	Cntl-F1	
Align Cell Middle	Cntl-F2	
Align Cell Bottom	Cntl-F3	
Create custome rules for table	Esc t e	
Colors		
High-quality, on-screen tints	For better on-screen editing appearance, use new color or tint, not the	
Open Color Definitions	Esc v c d (hint: follows menu names)	

Cleaning up Excel files for import

Method 1 (cleanest method)

- 1] Save Excel file as either a tab-delimited text file or a CSV file.
- 2] Import .txt or .csv file into Frame and select Convert to Table option

3] In the Convert to Table dialog box, apply desired table style, set amount of header rows, and choose either tab or comma (csv) delimited file.

- 4] Merge cells as needed

Method 2 (requires slightly more cleanup)

- 1] Copy cells in Excel

- 2] In Frame, use Paste Special

- 3] Paste as Text (plain)

- 4] Select newly pasted tabbed-text

- 5] Use Table>Convert to Table menu

- 5] Merge cells as needed

Method 3 (most cleanup work)

- 1] Import Excel file into Frame

- 2] Delete unwanted worksheets

3] Select table and use Custom Ruling and Shading dialog box to set all options to "From Table"

- 4] Add in header rows and paste content into the header rows

- 5] Apply proper paragraph styles

- 6] Merge cells as needed

Temporary Hyperlink

Allow you to follow Cross-ref, index entry, TOC entry, hyperlink to source for edits

Cntl-Alt-click on link

Find & Change Wildcards

Note: Use Wildcards must be turned on for these to work.

Find one or more alphanumeric characters

*

Find one or more non-word characters (such as spaces and punctuation)

| (bar)

Find a single character

?

Find any one of the bracketed characters

[aeiou]

Find any character *except* the bracketed characters

[^xyz]

Find any characters within the range

[q-t]

Breakout character (to find characters used during wildcard search)

\ (for example, to search for an actual asterisk, type *)

The beginning of a line

^

The end of a line

\$

Note: Use Wildcards must be turned off for these to work.

End of paragraph (return)

\p

Start of paragraph (return)

\P

Forced Return (line break, soft return, shift-return)

\r

Tab

\t

End of flow

\f

Find two paragraph returns/replace with one

Find: \P\P Replace:(empty)

Graphics and Objects

Shrinkwrap In-Line Graphic Frame

Esc m p

Unwrap graphic to enlarge frame

Esc m e

To resize a frame

Cntl-click on frame and resize as needed; double-click to edit text again

Copy an object

Alt-drag or Cntl-drag object

Nudge object

Alt-arrow key

Nudge object 6 points

Alt-Shift-arrow key

Scaling Graphics

Use Object Properties rather than Scale. Object Properties shows actual reduction since import. Scale always treats the current size as 100%.

Special Commands

To Lock or Unlock a FrameMaker file

Esc Shft-f l (lowercase L) k