

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		
<i>hyphenated shortcuts (i.e., Cntl-6)</i>	Hold down modifier key(s) while typing character	
<i>Spaced shortcuts (i.e., Esc n s)</i>	Type the keys in order, releasing after each key	
Function	Shortcut	Code
Force Redraw	Cntl-I (lowercase L)	
Book Shortcuts		
Select all files in book	Esc-e, a	
Hold down the Shift key when accessing the File menu	Shft-File menu	
You can Open, Save, and Close all files in book		
Formatting Text via keyboard		
Apply Paragraph Tag to selected paragraphs*	F9	
Apply Character Tag to selected text*	F8	
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	
Insert Variable*		
	Cntl-0 (zero)	
Conditional Shortcuts*		
Apply Condition to selected text	Cntl-4	
Remove Condition from selected text	Cntl-5	
Make selected text unconditional	Cntl-6	
<i>*This activates the lower-left corner of the screen. Start typing the name of the tag, variable, or condition; when the correct one appears, hit your Enter key. Tip: you can use your up and down arrows to navigate between choices.</i>		
Special Characters		
Note: FrameMaker 9 includes a Character panel (File>Utilities) and you can use the Windows Character utility to copy/paste.		
Forced Return (line break, soft return)	Shft-Enter	\r
Bullet	Cntl-q %	\b
Trademark	Cntl-q *	\TM
Copyright	Cntl-q)	\@
Register	Cntl-q (\xa8
Dagger	Cntl-q space	\d
Double-Dagger	Cntl-q ` (grave key)	\D
Ellipsis	Cntl-q Shft-i	\e
Circumflex		\@
Florin		\F
Fraction Slash		\/
Guilsing Left	<	\(
Guilsing Right	>	\)
Tab		\t
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	\=
Suppress Hyphenation		_

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 \M
En space (half an Em space)	Cntl-Alt-space or Esc Space n	\sn \N
Numeric space (width of a zero)	Esc space 1 (one)	\s# \#
Thin space (1/12th of an Em space)	Esc space t	\st \i
Quotes		
Double Typewriter Quotes " (with Smart Quotes on)*	Esc "	
Single Typewriter Quote ' (with Smart Quotes on)*	Cntl-'	
<i>*The default, and suggested, setting</i>		
Double Opening Quotes " (with Smart Quotes off)	Cntl-q Shft-r	
Double Closing Quotes " (with Smart Quotes off)	Cntl-q Shft-s	
Single Opening Quote ' (with Smart Quotes off)	Cntl-q Shft-t	
Single Closing Quote ' (with Smart Quotes off)	Cntl-q Shft-u	
Accents over Characters		
Acute ´	Esc ´ (letter: a, e, i, o, u, A, e, l, O, U)	
Grave `	Esc ` (letter: a, e, i, o, u, A, e, l, O, U)	
Tilde ~	Esc ~ (letter: a, o, n, A, O, N)	
Dieresis ¨	Esc % (letter: a, e, i, o, u, y, A, e, l, O, U, Y)	
Circumflex ^	Esc ^ (letter: a, e, i, o, u, A, e, l, 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 vertical border in row	
Select column	Cntl-double click on horizontal border in column	
Select table	Cntl-triple click	
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	
Other		
Insert row below	Cntl-J	
Type Tab in a cell	Esc Tab	
Add row below	Cntl-Enter	
Resize column without resizing table	Shft-drag cell handle	
On-Screen Tints		
	For better on-screen editing appearance, use new color or tint, not the percentage from Table Designer. For example, don't use Black at 10%; create a new color set to 10% K and use at 100%. Either method will not affect print or PDF output.	
Cleaning up imported Word or Excel tables		
Note: Even when you import tables without formatting, tables will still have formats. Excel files import all worksheets and all data, so it is best to remove unwanted worksheets and data before importing. The best option is to save the Excel data as a tab-delimited text file and convert to a table during import.	1] Set Custom Rules and Shades to <i>From Table</i>	
	2] Set Row Height defaults (0" to 14")	
	3] Apply Paragraph style(s) to table	
	4] Apply Table style to table	
	5] 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	
To resize a Text Frame		
	Cntl-click on frame and resize as needed; double-click to edit text	

Shrinkwrap In-Line Graphic Frame	Esc m p	
Unwrap graphic to enlarge frame	Esc m e	
Scaling Graphics	Generally, use Object Properties rather than Scale. Object Properties shows actual reduction since import. Scale always treats whatever the current size as 100%.	
To Lock or Unlock a FrameMaker file	Esc Shft-f l (lowercase L) k	
Navigation		
Home or End of document	Alt-Pg Up or -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	
Find & Change Wildcards	Note: <i>Use Wildcards</i> 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)		
Find a single character	?	
Find any one of the bracketed characters	[aeiou]	
Find any character <i>except</i> 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	\$	



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