

Useful FrameMaker Keyboard Commands

This list 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		
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		
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		
Forced Return (line break, soft return)	Shft-Enter	\r
Bullet	Cntl-q %	\b
Trademark	Cntl-q *	\TM
Copyright	Cntl-q)	\xa9
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	\space
Em space (width is equal to type size)	Cntl-Shft-space	\sm \M
En space (half an Em space)	Cntl-Alt-space	\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, 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 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		
Type Tab in a cell	Esc Tab	
Add row below	Cntl-Enter	
Resize column without resizing table	Shft-drag cell handle	
Create New Style	Type new name in Designer and click Apply	
Rename Style	Type new name in Designer and click Update All	
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%. This does 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	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	
Shrinkwrap In-Line Graphic Frame	Esc m p	
Scaling Graphics	Generally, use Object Properties rather than Scale. Object Properties shows actual reduction since import. Scale always treats current size as 100%.	
To Lock or Unlock a FrameMaker file	Esc Shft-f l (lowercase L) k	



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