

# Mac Keyboard

# Commands

⌘ = Command

⇧ = Shift

␣ = Spacebar

⌘ = Control

⌥ = Option

↵ = Return

## File Menu

New.....⌘+n  
 Open.....⌘+o  
 Close.....⌘+w  
 Save.....⌘+s  
 Place.....⌘+i  
 Import Text.....⌘+j  
 Page Setup.....⌘+⌘+p  
 Print.....⌘+p  
 Quit.....⌘+q

## Arrange Menu

Bring To Front.....⌘+ =  
 Send To Back.....⌘+ -  
 Move Forward.....⇧+⌘+ =  
 Move Backward.....⇧+⌘+ -  
 Fit Text Block.....⌘+b  
 Flip Horizontal.....⇧+⌘+[  
 Flip Vertical.....⇧+⌘+]  
 Group.....⌘+g  
 Ungroup.....⌘+u  
 Cent. H On Page.....⌘+h  
 Cent. H On Spread....⇧+⌘+h  
 Cent. V On Page.....⌘+y  
 Cent. V On Spread...⇧+⌘+y

## Document Menu

Check Spelling.....⌘+l  
 Check Selection.....⌥+⌘+l

## Edit Menu

Undo.....⌘+z  
 Redo.....⇧+⌘+z  
 Cut.....⌘+x  
 Copy.....⌘+c  
 Paste.....⌘+v  
 Paste In Place.....⇧+⌘+v  
 Select All.....⌘+a  
 Duplicate.....⌘+d  
 Duplicate Again.....⇧+⌘+d  
 Make Matrix.....⌘+m  
 Copy Type Spec.....⌘+g  
 Paste Type Spec.....⌘+d  
 Copy Para. Spec.....⇧+⌘+g  
 Paste Para. Spec.....⇧+⌘+d

## Style Menu

Plain Text.....⇧+⌘+p  
 Bold.....⇧+⌘+b  
 Italic.....⇧+⌘+i  
 Underline.....⇧+⌘+u  
 Word Underline.....⌥+⌘+u  
 Outline.....⇧+⌘+o  
 Shadow.....⇧+⌘+s  
 Superior.....⇧+⌘+ ;  
 Inferior.....⇧+⌘+ '  
 Upper Case.....⌘+⌘+u  
 Lower Case.....⌘+⌘+l  
 Title.....⌘+⌘+t  
 Small Caps.....⌘+⌘+c

## View Menu

New Window.....⇧+⌘+n  
 Actual Size.....⌘+t  
 Fit In Window.....⌘+f  
 Enlarge.....⌘+e  
 Reduce.....⌘+r  
 Rulers.....⌥+⌘+r

## Elements Menu

Fill Gradient.....⇧+⌘+g  
 Pen Weight.....⌥+⌘+w  
 Frame Type.....⌥+⌘+t  
 Open Element.....⌥+⌘+o  
 Mask Graphic.....⌥+⌘+m  
 Arrowheads.....⌥+⌘+a  
 Fill Texture.....⇧+⌘+t  
 Shadow Options.....⇧+⌘+s  
 Shadow Texture.....⌥+⇧+⌘+t  
 Shadow Gradient.....⌥+⇧+⌘+g

## Format Menu

Hyphenation.....⇧+⌘+ -  
 Copy Fit.....⇧+⌘+ =  
 Character.....⇧+⌘+a  
 Paragraph.....⇧+⌘+f  
 Discre. Hyphen.....⌘+ -  
 Choose Font.....⌘+⌘+f  
 Size/Leading.....⌘+ \  
 Tracking.....⌘+k  
 Make Style Model....⌥+⌘+m  
 Horizontal Scale.....⌘+h  
 Vertical Offset.....⌘+y  
 Word Space.....⌘+m

## Character

Em Space.....⇧+⌘+sb  
 En Space.....⇧+sb  
 Thin Space.....⌘+sb  
 Hard Space.....⌥+sb  
 Quad Space.....⇧+tab  
 New Line.....⇧+rt  
 Block Break.....⌘+rt

## Text

Reduce By 1.....⌘+<  
 Reduce By 2.....⌘+⇧+<  
 Increase By 1.....⌘+>  
 Increase By 2.....⌘+⇧+>

## Tools Palette

Arrow Tool.....A  
 Text Tool.....T  
 Containment Tool.....C  
 Cropping Tool.....X  
 Reshaping Tool.....M  
 Rotate Tool.....R  
 Skew Tool.....K  
 Flip Tool.....F  
 Rectangle Tool.....Q  
 Oval Tool.....O  
 Starburst Tool.....S  
 Polygon Tool.....N  
 Line Tool.....L  
 Border Tool.....B  
 Drawing Tool.....D  
 Path Tool.....P  
 Zoom In Tool.....Z  
 Zoom Out Tool.....U  
 Scrolling Hand Tool.....H

