



**Using the Shortcut Keys in Publisher**

For this task	Type these characters
Add a page after the current page	CTRL+SHIFT+N
Begin a new paragraph	ENTER
Check spelling	F7
Copy	CTRL+C
Copy formatting	CTRL+SHIFT+C
Create a new publication	CTRL+N
End one line and begin another without starting a new paragraph	SHIFT+ENTER
Go to page...	F5
Insert a hyperlink for the selected object on a Web page	CTRL+K
Make transparent or opaque	CTRL+T
Move between the background and the foreground page	CTRL+M
Move between the current page view and actual size view	F9
Nudge down	ALT+DOWN ARROW
Nudge to the left	ALT+LEFT ARROW
Nudge to the right	ALT+RIGHT ARROW
Nudge up	ALT+UP ARROW
Open an existing publication	CTRL+O
Paste	CTRL+V
Paste formatting	CTRL+SHIFT+V
Print part or all of a publication	CTRL+P
Return character formatting to the current text style	CTRL+SPACEBAR
Save changes to a publication	CTRL+S

Select all text in a text frame, the entire story in connected text frames, or all text in a table cell	CTRL+A
Undo	CTRL+Z
Insert a hyperlink	CTRL+K
Change text to small capitals	CTRL+SHIFT+K
Change font	CTRL+SHIFT+F
Change style	CTRL+SHIFT+S
Change text size	CTRL+SHIFT+P
Increase font size by 1 point	CTRL+]
Decrease font size by 1 point	CTRL+[
Increase kerning	CTRL+SHIFT+]
Decrease kerning	CTRL+SHIFT+[
Apply or remove superscript	CTRL+SHIFT+=
Apply or remove subscript	CTRL+[