

Quark Windows Shortcuts

FILE MENU

<u>New Document</u>	<u>Ctrl+N</u>
<u>Open</u>	<u>Ctrl+O</u>
<u>Close</u>	<u>Ctrl+F4</u>
<u>Save</u>	<u>Ctrl+S</u>
<u>Save As</u>	<u>Ctrl+Alt+S</u>
<u>Get Text/ Picture</u>	<u>Ctrl+E</u>
<u>Save Text</u>	<u>Ctrl+alt+E (save text in word format-choose from drop down list)</u>
<u>Save Page as EPS</u>	<u>Ctrl+Alt+Shift+S (save to place in another document)</u>
<u>Document Setup</u>	<u>Ctrl+Alt+Shift+P (change size of document after created)</u>
<u>Page Setup</u>	<u>Ctrl+Alt+P</u>
<u>Print</u>	<u>Ctrl+P</u>
<u>Quit</u>	<u>Ctrl+Q</u>

EDIT MENU

<u>Undo</u>	<u>Ctrl+Z</u>
<u>Cut</u>	<u>Ctrl+X</u>
<u>Copy</u>	<u>Ctrl+C</u>
<u>Paste</u>	<u>Ctrl+P</u>
<u>Select All</u>	<u>Ctrl+A (works both inside and outside boxes)</u>
<u>Style Sheets</u>	<u>Shift+F11</u>
<u>Colors</u>	<u>Shift+F12</u>

STYLE MENU FOR TEXT

Alignment

<u>Left</u>	<u>Ctrl+L</u>
<u>Right</u>	<u>Ctrl+R</u>
<u>Center</u>	<u>Ctrl+C</u>
<u>Justified</u>	<u>Ctrl+J</u>
<u>Formatting</u>	<u>Ctrl+F (first line indents, space before & after alignment, H&J)</u>
<u>Tabs</u>	<u>Ctrl+Shift+T (set tabs and drag on ruler, triangles are indicate indents)</u>

ITEM MENU

<u>Modify</u>	<u>Ctrl+M</u>
<u>Frame/Border</u>	<u>Ctrl+B</u>
<u>Clipping</u>	<u>Ctrl+Alt+T</u>
<u>Runaround</u>	<u>Ctrl+T</u>
<u>Duplicate</u>	<u>Ctrl+D</u>
<u>Step & Repeat</u>	<u>Ctrl+Alt+D</u>
<u>Delete</u>	<u>Ctrl+K</u>
<u>Group</u>	<u>Ctrl+G (enables resizing of group and step & repeat of group)</u>
<u>Ungroup</u>	<u>Ctrl+U</u>
<u>Lock/Unlock</u>	<u>F6</u>
<u>Bring to Front</u>	<u>F5</u>
<u>Bring Forward</u>	<u>Ctrl+F5 (brings item up just one layer)</u>
<u>Send Back</u>	<u>Shift+F5</u>
<u>Send Backward</u>	<u>Ctrl+Shift+F5</u>
<u>Space/ Align</u>	<u>Ctrl+,</u>

VIEW MENU

<u>Fit in Window</u>	<u>Ctrl+0 (Zero)</u>
<u>Actual Size</u>	<u>Ctrl+1</u>
<u>Thumbnails</u>	<u>Shift+F6</u>
<u>Show/Hide Guides</u>	<u>F7 (also hides box edges)</u>
<u>Show/Hide Rulers</u>	<u>Ctrl+R</u>
<u>Show/Hide Invisibles</u>	<u>Ctrl+I</u>
<u>Check Spelling</u>	<u>Ctrl+Alt+Shift+W</u>

MAKING A SELECTION

Text in text box

<u>Put cursor in box</u>	<u>1 click</u>
<u>Select word</u>	<u>2 clicks</u>
<u>Select a line</u>	<u>3 clicks</u>
<u>Select a paragraph</u>	<u>4 clicks</u>
<u>Select a story</u>	<u>5 clicks</u>
<u>Select items in layers</u>	<u>w/Item tool Ctrl+Alt+Shift click once to go down for each layer</u>
<u>Select items in groups</u>	<u>Use content tool</u>
<u>Select All</u>	<u>Ctrl+A</u>

Some other items in Quark not covered in this class

Rules - can have rules above and below text

H&J - under EDIT can save a non-hyphenating style or turn hyphenation off

Libraries - place to store frequently used items (like logos and photos)

Trapping - adjustments made to elements making their color choke smaller or spread larger, makes printing easier and eliminates paper show through on items that do not line up on press

Find/Change - find text, items, punctuation in order to change them

See also shortcuts on Formatting Exercise Sheet

Common Problems with Quark

Can't select something - check to see if you have the correct tool (item or content)

If it is behind something use Ctrl+Alt+Shift and click with mouse to select through layers

Printing Problems

Photos won't print - correct file format (tif or eps)
not linked to photos

Graphics from Illustrator are jaggy - not using a postscript printer

Rotated items are jaggy - not using a postscript printer

Eps photos are jaggy - not using a postscript printer, especially when rotated

Can't figure out the problem - turn on postscript errors in print menu

Limit check errors are usually memory errors - like too many point in clipping path
or incorrect color definition

Takes too long to print

Pasting pictures in text boxes increases memory requirements and does not create a link

Gradients take longer to print

Eps files take longer to print - quantity and number of points in outline increase printing time

Rotated and Flipped Items take longer to print - rotate & flip in image editing program

ALWAYS CHECK PRINT PREVIEW BEFORE PRINTING