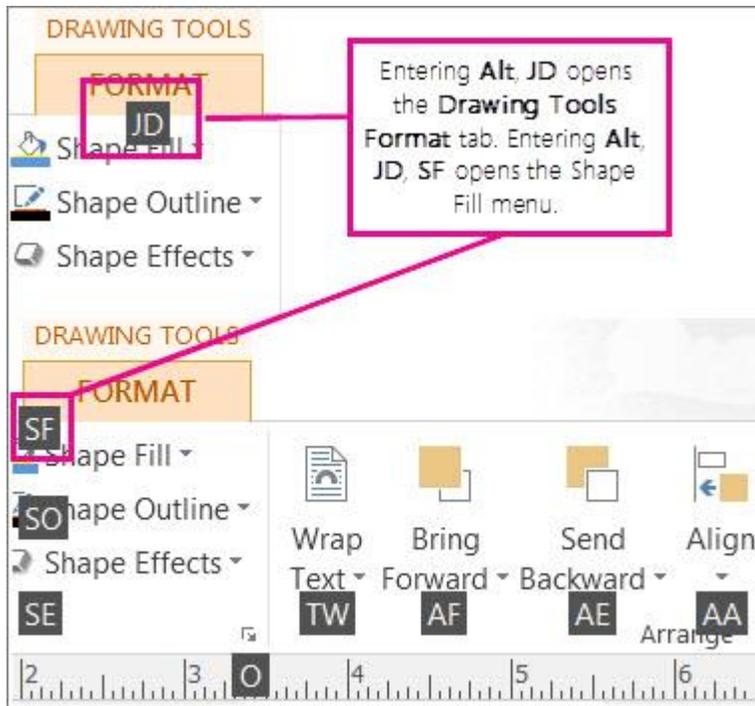


Publisher 2013 Keyboard Shortcuts

New shortcuts

These short cuts are new with the ribbon. Some contextual tabs appear when you've inserted or selected an object such as a shape or a table. To use keyboard shortcuts with contextual tabs we've added some double-letter shortcuts.



To use these, first selected the object, then press Alt, press the two letter context menu short cut, and then press the remaining keys if any. For example to open the **Shape Effects** menu and add a shadow to a shape you select the shape, press **Alt, JD** to open the **Drawing Tools – Format** tab, **SE** to open the **Shape Effects** menu, **S** to select the **Shadow Gallery**, and then tab through the shadow options to apply the shadow to your shape.

Shape and Picture Effects

Shape effects

| To do this | Press |
|--|---|
| Open the Shape Effects Menu | Alt, JD, SE |
| Open the Shape Effects – Shadow Gallery | Alt, JD, SE, S - then tab through options |
| Open the Shape Effects – Reflection Gallery | Alt, JD, SE, R - then tab through options |
| Open the Shape Effects – Glow Gallery | Alt, JD, SE, G- then tab through options |
| Open the Shape Effects - Soft Edges Gallery | Alt, JD, SE, E - then tab through options |
| Open the Shape Effects – Bevel Gallery | Alt, JD, SE, B - then tab through options |
| Open the Shape Effects - 3-D Rotation Gallery | Alt, JD, SE, D - then tab through options |

Open the Shape Styles Gallery

Alt, JD,ST - then tab through options

Picture effects

To do this

Press

Open the Picture Effects Menu

Alt, JP,PE

Open the Picture Effects – Shadow Gallery

Alt, JP,PE,S - then tab through options

Open the Picture Effects – Reflection Gallery

Alt, JP,PE,R - then tab through options

Open the Picture Effects - Glow Gallery

Alt, JP,PE,G - then tab through options

Open the Picture Effects - Soft Edges Gallery

Alt, JP,PE,E - then tab through options

Open the Picture Effects – Bevel Gallery

Alt, JP,PE,B - then tab through options

Open the Picture Effects - 3-D Rotation Gallery

Alt, JP,PE,D - then tab through options

Open the Picture Styles Gallery

Alt, JP,K - then tab through options

Clear Picture Style

Alt, JP,K,C

Text Effects

Text fill dropdown

To do this

Press

Open Text Fill Dropdown

Alt, JX,TI

No Fill

Alt, JX,TI,N - then tab through options

More Fill Colors...

Alt, JX,TI,M - then tab through options

Fill Effects...

Alt, JX,TI,F - then tab through options

Tints

Alt, JX,TI,T - then tab through options

Sample Font Color

Alt, JX,TI,S

Text outline dropdown

To do this

Press

Open Text Outline Dropdown

Alt, JX,TO

No Outline

Alt, JX,TO,N

More Outline Colors...

Alt, JX,TO,M - then tab through options

| | |
|---------------------------|---|
| Outline Effects... | Alt. JX.TO.O - then tab through options |
| Sample Line Color | Alt, JX,TO,S - then tab through options |
| Weight | Alt, JX,TO,W - then tab through options |
| Dashes | Alt, JX,TO,D - then tab through options |

Text effects dropdown

| | |
|-----------------------------------|--|
| To do this | Press |
| Open Text Effects Dropdown | Alt, JX,TE |
| Shadow | Alt, JX, TE,S - then tab through options |
| Reflection | Alt, JX, TE,R - then tab through options |
| Glow | Alt, JX, TE,G - then tab through options |
| Bevel | Alt, JX, TE,B - then tab through options |

Create, open, close, or save a publication

Create, open, close a publication

| TO DO THIS | PRESS |
|---|-------------------|
| Open a new instance of Publisher. | CTRL+N |
| Display the Open Publication dialog box. | CTRL+O |
| Close the current publication. | CTRL+F4 or CTRL+W |
| Display the Save As dialog box. | CTRL+S |

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Edit or format text or objects

Edit or format text

| TO DO THIS | PRESS |
|--|--------------------------|
| Display the Find and Replace task pane, with the Find option selected under Find or Replace . These keyboard shortcuts might not work if another task pane is open. | F3 or CTRL+F or SHIFT+F4 |

| | |
|--|--------------------------------|
| Display the Find and Replace task pane, with the Replace option selected under Find or Replace . These keyboard shortcuts might not work if another task pane is open | CTRL+H |
| Check spelling. | F7 |
| Display the Thesaurus task pane. | SHIFT+F7 |
| Display the Research task pane. | Hold down ALT and click a word |
| Select all the text. If the cursor is in a text box, this selects all text in the current story. If the cursor is not in a text box, this selects all the objects on a page. | CTRL+A |
| Make text bold. | CTRL+B |
| Italicize text. | CTRL+I |
| Underline text. | CTRL+U |
| Make text small capital letters, or return small capital letters to upper and lower case. | CTRL+SHIFT+K |
| Open the Font dialog. | CTRL+SHIFT+F |
| Copy formatting. | CTRL+SHIFT+C |
| Paste formatting. | CTRL+SHIFT+V |
| Turn Special Characters on or off. | CTRL+SHIFT+Y |
| Return character formatting to the current text style. | CTRL+SPACEBAR |
| Apply or remove subscript formatting. | CTRL+= |
| Apply or remove superscript formatting. | CTRL+SHIFT+= |
| Increase space between letters in a word (kerning). | CTRL+SHIFT+]] |
| Decrease space between letters in a word (kerning). | CTRL+SHIFT+[[|
| Increase font size by 1.0 point. | CTRL+]] |
| Decrease font size by 1.0 point. | CTRL+[[|
| Increase to the next size in the Font Size box. | CTRL+SHIFT+> |
| Decrease to the next size in the Font Size box. | CTRL+SHIFT+< |
| Center a paragraph. | CTRL+E |
| Align a paragraph on the left. | CTRL+L |
| Align a paragraph on the right. | CTRL+R |
| Align a paragraph on both sides (justified). | CTRL+J |
| Distribute a paragraph evenly horizontally. | CTRL+SHIFT+D |

| | |
|---|---------------------|
| Set newspaper alignment for a paragraph (East Asian languages only). | CTRL+SHIFT+J |
| Display the Hyphenation dialog box. | CTRL+SHIFT+H |
| Insert the current time. | ALT+SHIFT+T |
| Insert the current date. | ALT+SHIFT+D |
| Insert the current page number. | ALT+SHIFT+P |
| Prevent the word from getting hyphenated if it occurs at the end of a line. | CTRL+SHIFT+0 (zero) |
| Single space a paragraph. | CTRL+1 |
| Double-space a paragraph. | CTRL+2 |
| Set the current paragraph to 1.5-line spacing. | CTRL+5 |

Copy text formats

| TO DO THIS | PRESS |
|---|--------------|
| Copy formatting from the selected text. | CTRL+SHIFT+C |
| Apply copied formatting to text. | CTRL+SHIFT+V |

Copy, cut, paste or delete text or objects

| TO DO THIS | PRESS |
|-----------------------------------|------------------------|
| Copy the selected text or object. | CTRL+C or CTRL+INSERT |
| Cut the selected text or object. | CTRL+X or SHIFT+DELETE |
| Paste text or an object. | CTRL+V or SHIFT+INSERT |
| Delete the selected object. | DELETE or CTRL+SHIFT+X |

Undo or redo an action

| TO DO THIS | PRESS |
|-------------------------|-------------------------|
| Undo what you last did. | CTRL+Z or ALT+BACKSPACE |
| Redo what you last did. | CTRL+Y or F4 |

Nudge an object

| TO DO THIS | PRESS |
|--|----------------|
| Nudge a selected object up, down, left, or right. | Arrow keys |
| If the selected object has a cursor in its text, nudge the selected object up, down, left, or right. | ALT+arrow keys |

Layer objects

| TO DO THIS | PRESS |
|------------------------|--------------|
| Bring object to front. | ALT+F6 |
| Send object to back. | ALT+SHIFT+F6 |

Snap objects

| TO DO THIS | PRESS |
|--------------------------------------|--------------------------------|
| Turn Snap to Guides on or off | F10, SHIFT+R, SHIFT+S, SHIFT+M |

Select or group objects

| TO DO THIS | PRESS |
|---|--------------|
| Select all objects on the page — if your cursor is not in text in a text box or AutoShape. If your cursor is in a text box and you press these keystrokes, this selects all the text that is in a story — even if the story flows to additional text boxes. | CTRL+A |
| Group selected objects, or ungroup grouped objects. | CTRL+SHIFT+G |
| Clears the selection from text — if text is selected — but the object that contains the text remains selected. | ESC |
| Clears the selection from an object — if an object is selected. | ESC |
| Selects the object within the group — if that object contains text that is already selected. | ESC |

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Work with pages

Select or insert pages

If your publication is in Two-Page Spread view, these commands apply to the selected two-page spread. If your publication is not in Two-Page Spread view, these commands apply only to the selected page.

| TO DO THIS | PRESS |
|------------|-------|
|------------|-------|

Display the **Go To Page** dialog box. F5 or CTRL+G

Insert a page or a two-page spread. If you are creating a newsletter, it opens the **Insert *publication type* Pages** dialog box. CTRL+SHIFT+N

Insert duplicate page after the selected page. CTRL+SHIFT+U

Move between pages

| TO DO THIS | PRESS |
|--|----------------|
| Display the Go To Page dialog box. | F5 or CTRL+G |
| Go to the next page. | CTRL+PAGE DOWN |
| Go to the previous page. | CTRL+PAGE UP |
| Switch between the current page and the master page. | CTRL+M |

Use the master page

| TO DO THIS | PRESS |
|--|--------|
| Switch between the current page and the master page. | CTRL+M |

Show or hide boundaries or guides

| TO DO THIS | PRESS |
|--|---------------|
| Turn Boundaries on or off. | CTRL+SHIFT+O |
| Turn Horizontal Baseline Guides on or off. This keyboard shortcut is not available in Web view. | CTRL+F7 |
| Turn Vertical Baseline Guides on or off (East Asian languages only). This keyboard shortcut is not available in Web view. | CTRL+SHIFT+F7 |

Zoom

| TO DO THIS | PRESS |
|--|--------------|
| Switch between the current view and the actual size. | F9 |
| Zoom to full page view. | CTRL+SHIFT+L |

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Print a publication

Using Print Preview

These keyboard shortcuts are available when you are in **Print** view and affect the print preview pane

| TO DO THIS | PRESS |
|---|------------------------------|
| Switch between the current view and the actual size. | F9 |
| Scroll up or down. | UP ARROW or DOWN ARROW |
| Scroll left or right. | LEFT ARROW or RIGHT ARROW |
| Scroll up in large increments. | PAGE UP or CTRL+UP ARROW |
| Scroll down in large increments. | PAGE DOWN or CTRL+DOWN ARROW |
| Scroll left in large increments. | CTRL+LEFT ARROW |
| Scroll right in large increments. | CTRL+RIGHT ARROW |
| Scroll to the upper left corner of the page. | HOME |
| Scroll to the lower right corner of the page. | END |
| Display the Go To Page dialog box. | F5 or CTRL+G |
| Go to the previous page. | CTRL+PAGE UP |
| Go to the next page. | CTRL+PAGE DOWN |
| Go to the next window if you have multiple publications open on your desktop. | CTRL+F6 |
| Exit Print Preview and display the Print view. | CTRL+P |
| Exit Print Preview. | ESC |

Print a publication

| TO DO THIS | PRESS |
|------------------------------------|--------|
| Open the Print dialog view. | CTRL+P |

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Work with Web pages and e-mail

Insert hyperlinks

| TO DO THIS | PRESS |
|--|--------|
| Display the Insert Hyperlink dialog box. Your cursor must first be in a text box. | CTRL+K |

Send e-mail

After you choose **Send as Message (File > Share > Email)**, you can use the following keyboard shortcuts.

IMPORTANT Microsoft Office Outlook must be open before you can send e-mail messages. If Outlook isn't open, the message will be stored in your **Outbox** folder.

| TO DO THIS | PRESS |
|---|----------------|
| Send the current page or publication. | ALT+S |
| Open the Address Book when the cursor is in the e-mail message header. | CTRL+SHIFT+B |
| Open the Design Checker when the cursor is in the message header. | ALT+K |
| Check the names on the To , Cc , and Bcc lines against the Address Book when the cursor is in the message header. | CTRL+K |
| Open the Address Book with the To box selected when the cursor is in the message header. | ALT+. (period) |
| Open the Address Book with the Cc box selected when the cursor is in the header. | ALT+C |
| Open the Address Book with the Bcc box selected when the cursor is in the message header and the Bcc field is visible. | ALT+B |
| Go to the Subject box. | ALT+J |
| Open the Microsoft Office Outlook Message Options dialog box. | ALT+P |
| Open the Custom dialog box to create an e-mail message flag when the cursor is in the e-mail message header. | CTRL+SHIFT+G |
| Move the cursor to the next field in the e-mail message header when the cursor is in the e-mail message header. | TAB |
| Move the cursor to the previous field in the e-mail message header. | SHIFT+TAB |
| Alternate between the insertion point in the e-mail message header and the Send button in the Mailing toolbar. | CTRL+TAB |
| To do this | Press |
| Open the Address Book when the cursor is in the e-mail message header. | CTRL+SHIFT+B |
| Open the Address Book with the To box selected when the cursor is in the e-mail message header. | ALT+. (period) |
| Open the Address Book with the Cc box selected when the cursor is in the e-mail message header. | ALT+C |
| Open the Address Book with the Bcc box selected when the cursor is in the e-mail message header and the Bcc field is visible. This keyboard shortcut only works if there is a name in the Bcc box. | ALT+B |
| Open the Address Book with the Bcc box selected when the cursor is in the e-mail message header and the Bcc box is visible. This keyboard shortcut works only if there is a name in the Bcc box. | |
| Go to the Subject box. | ALT+J |
| Open the Custom dialog box to create an e-mail message flag when the cursor is in the e-mail message header. | CTRL+SHIFT+G |
| Move the cursor to the next field in the message header when the cursor is in the message header. | TAB |
| Move the cursor to the previous field in the message header. | SHIFT+TAB |

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Automate tasks

Work with macros

| TO DO THIS | PRESS |
|---------------------------------------|--------|
| Display the Macros dialog box. | ALT+F8 |

Work with Visual Basic

| TO DO THIS | PRESS |
|----------------------------------|---------|
| Display the Visual Basic editor. | ALT+F11 |