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Q U I C K R E F E R E N C E

X / M O T I F

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FrameMaker

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WELCOME TO FRAMEMAKER

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Welcome to FrameMaker® document publishing software from Frame Technology® Corporation. You can use FrameMaker to create a wide range of publication-quality documents—books, technical manuals, letters, memos, reports, newsletters, and presentations.

Using this manual

This manual contains useful information for users who are familiar with FrameMaker and who like to work quickly. The *Quick Reference* gives succinct steps for the most commonly used procedures and lists keyboard shortcuts for many of the tasks you normally perform using the mouse. Once you're accustomed to FrameMaker, you'll find these quick procedures and keyboard shortcuts help you work faster.

Because this manual is designed for intermediate to advanced FrameMaker users, it doesn't include basic procedures. All keyboard shortcuts are included except equation shortcuts, which you can find online. (This manual also doesn't include any equation procedures. These are covered in *Using FrameMaker*.)

Command conventions

This manual identifies commands on submenus by referring to both the submenu and the command name. For example, the Normal Page Layout command on the Pages submenu is referred to as Pages>Normal Page Layout.

Keyboard conventions

This manual refers to special keys shown in the following table.

This key	Means
Arrow	The keys labeled ←, →, ↑, and ↓.
Esc	The key labeled Esc.
Control	The key labeled Control.
Shift	The key labeled Shift.
F2	The function key labeled F2. (If the instruction is to type the letter <i>F</i> followed by the number 2, the characters are shown as <i>F 2</i> .) Your keyboard, at the least, should have the function keys F1 to F8.
space	The space bar.
minus or hyphen	The key labeled with a hyphen (-).

This manual also refers to a key called Meta. The following table shows how the Meta key is labeled on keyboards from several manufacturers.

Keyboard	Meta key is labeled
Sun	With a diamond; Left and Right on older keyboards
Hewlett-Packard	Extend Char
IBM	Alt
Apollo	F0 on model 3 keyboards; F3 on model 2 keyboards
DEC	Compose Character
Silicon Graphics	Alt

Depending on the configuration of your window manager, you might not be able to use all of the Meta shortcuts. It is possible that your window manager is configured so that it executes some Meta shortcuts instead of passing them to FrameMaker.

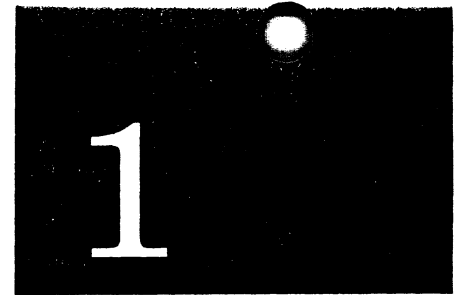
This manual uses concise formulas for the key combinations you use for keyboard shortcuts. The following table explains the formulas.

Shortcut	Explanation
Control-r p f	Hold down Control, press the letter <i>r</i> , and release Control. Then press <i>p</i> and <i>f</i> in succession.
Control-e	Hold down Control and press <i>e</i> .
Shift-Control-hyphen	Hold down Shift and Control and press the hyphen key.

This manual uses Control-r as the default command prefix. You can also use Esc as the command prefix. Your system administrator can tell you if your platform is configured for a different command prefix.

This manual also uses formulas for mouse actions. The following table gives details.

Instruction	Action
Click	Click the left mouse button.
Middle-click	Click the middle button of a three-button mouse, or simultaneously click both buttons of a two-button mouse.
Right-click	Click the right mouse button.
Double-click	Click the left mouse button twice rapidly without moving the mouse.
Shift-click	Hold down Shift and click the left mouse button.



PROCEDURES

Quick directions for FrameMaker tasks

Working with text

Selecting text

To	Do this
Select a range	<ol style="list-style-type: none"> 1 Click at the beginning of the text to start selecting. 2 Shift-click at the end of the text to stop selecting.
Extend or shorten a selection	<ul style="list-style-type: none"> ■ Shift-click at the new beginning or new end of the selection.

Editing text

To	Do this
Quick-copy text	<ol style="list-style-type: none"> 1 Select the text. 2 Middle-click where you want to paste the text.

Interpreting text symbols

Symbol	Meaning
¶	End of paragraph
§	End of flow
>	Tab

Symbol	Meaning
⌞	Anchored frame or table
⌠	Marker
<	Forced line return
␣	Nonbreaking space
—	Suppressed hyphenation
⌵	Discretionary hyphen

Formatting text

Applying paragraph formats

To	Do this
Apply a paragraph format by using the keyboard	<ol style="list-style-type: none"> 1 Click in the paragraph. 2 Press Control-9. 3 Start typing the tag until it appears in the Tag area of the status bar or use the arrow keys to step through the tags alphabetically. 4 Press Return.

Creating paragraph formats

To	Do this
Create a paragraph format	<ol style="list-style-type: none"> 1 Click in a paragraph with a format similar to the one you want to create. 2 Define the properties of the new format in the Paragraph Designer. 3 Choose New Format from the Commands pop-up menu. 4 Type the tag and turn on Store in Catalog. 5 Click Create.
Create a numbered list	<ol style="list-style-type: none"> 1 Click in a paragraph to assign the number 1 (one). 2 In the Numbering properties of the Paragraph Designer, place the <n=1> and tab building blocks in the text box. 3 Define the tab stop in the Basic properties. 4 Click in the next paragraph to assign an incremental number. 5 In the Numbering properties of the Paragraph Designer, place the <n+> and tab building blocks in the text box. 6 Define the tab stop in the Basic properties.
Create a bulleted list	<ol style="list-style-type: none"> 1 Click in the paragraph you want to make a bulleted item in a list. 2 In the Numbering properties of the Paragraph Designer, place the bullet and tab building blocks in the text box. 3 Define the tab stop in the Basic properties.

To	Do this
Define a side-head area	<ol style="list-style-type: none"> 1 Click in the flow for which you want to define side-head formatting areas. 2 In the Pagination properties of the Paragraph Designer, click Layout. 3 Turn on Leave Room for Side Heads in Flow. 4 Specify the dimensions of the side-head area, the gap for the current flow, and the side of the page on which you want to place side heads. 5 Click Set.
Create a side head	<ol style="list-style-type: none"> 1 Click in the paragraph you want to make a side head. 2 In the Pagination properties of the Paragraph Designer, click Side Head and choose an option from the Side Head Alignment pop-up menu.
Create a run-in head	<ol style="list-style-type: none"> 1 Click in the paragraph you want to make a run-in head. 2 In the Pagination properties of the Paragraph Designer, click Run-In Head and type the punctuation. 3 Change the default font of the paragraph so that it stands out from the surrounding text.

Changing paragraph formats

To	Do this
Change a paragraph format	<ol style="list-style-type: none"> 1 Click in a paragraph with the format you want to change. 2 Display the Paragraph Designer and modify the properties. 3 Click Update All.

To	Do this
Apply a group of properties to another paragraph format	<ol style="list-style-type: none"> 1 Click in a paragraph with the properties you want to copy. 2 In the Paragraph Designer, remove the name of the format from the Paragraph Tag text box. 3 Display the group of properties you want to copy. 4 Choose Global Update Options from the Commands pop-up menu. 5 Turn on the current property group in the Use Properties area. 6 Choose the format to update from the All Tagged pop-up menu. 7 Click Update.
Rename a paragraph format	<ol style="list-style-type: none"> 1 In the Paragraph Designer, choose the format with the name you want to change from the Tag pop-up menu. 2 Type a new name. 3 Click Update All and then OK.
Delete a paragraph format	<ol style="list-style-type: none"> 1 In the Paragraph Designer, choose Delete Format from the Commands pop-up menu. 2 Select the format you want to delete, click Delete, and then click Done.

Using character formats

To	Do this
Apply a character format by using the keyboard	<ol style="list-style-type: none"> 1 Select the text you want to format. 2 Press Control-8. 3 Start typing the tag until it appears in the Tag area of the status bar or use the arrow keys to step through the tags alphabetically. 4 Press Return.

To	Do this
Create a character format	<ol style="list-style-type: none"> 1 Click in any text. 2 In the Character Designer, choose Set Window to As Is from the Commands pop-up menu. 3 Change only the properties you want to include in the character format. 4 Choose New Format from the Commands pop-up menu. 5 Type the tag and turn on Store in Catalog. 6 Click Create.
Change a character format	<ol style="list-style-type: none"> 1 Choose the format you want to change from the Tag pop-up menu in the Character Designer. 2 Change the properties. 3 Click Update All.
Update properties of other character formats	<ol style="list-style-type: none"> 1 To update properties of some character formats, select text that contains the formats to update. To update all character formats or just one, skip this step. 2 In the Character Designer, choose Set Window to As Is from the Commands pop-up menu. 3 Set the properties you want to update. 4 Choose Global Update Options from the Commands pop-up menu. 5 Choose the formats to which you want to copy the properties. 6 Click Update.
Rename a character format	<ol style="list-style-type: none"> 1 In the Character Designer, choose the format with the name you want to change from the Character Tag pop-up menu. 2 Type a new name. 3 Click Update All and then OK.

To	Do this
Delete a character format	<ol style="list-style-type: none"> 1 In the Character Designer, choose Delete Format from the Commands pop-up menu. 2 Select the format to delete, click Delete, and then click Done.

Working with tables

Working with rows, columns, and cells

To	Do this
Add a row while you type	<ol style="list-style-type: none"> 1 Click in the row above where you want the new row. 2 Press Control-Return.
Move a row to the top of the next column or next page	<ol style="list-style-type: none"> 1 Select the row. 2 Choose Row Format from the Table menu. 3 Choose Top of Column or Top of Page from the Start Row pop-up menu and click Set.
Keep rows together in a column or on a page	<ol style="list-style-type: none"> 1 Select the row you want to keep with the next or previous row. 2 Choose Row Format from the Table menu. 3 Turn on a Keep With option and click Set.
Resize a column (other than the rightmost column) without changing the width of a table	<ol style="list-style-type: none"> 1 Select the column. 2 Press Shift and drag a handle to resize the column.
Include the word <i>(Continued)</i> in the title of multipage tables	<ol style="list-style-type: none"> 1 Click in the title on the first page of the table. 2 Choose Variable from the Special menu. 3 Select the Table Continuation variable and click Insert.

To	Do this
Straddle (combine) cells	<ol style="list-style-type: none"> 1 Select the cells. 2 Choose Straddle from the Table menu.
Rotate a cell	<ol style="list-style-type: none"> 1 Select the cells. 2 Choose Rotate from the Graphics menu. 3 Choose a rotation angle and click Rotate.

Formatting tables

Creating or changing table formats

To	Do this
Create a table format	<ol style="list-style-type: none"> 1 Click in a table with a format similar to the one you want to create. 2 Use the Table Designer to modify any of the table's properties. 3 Choose New Format from the Commands pop-up menu in the Table Designer. 4 Type a name and turn on Store in Catalog. 5 To apply the changes to the current table, turn on Apply to Selection. 6 Click Create. 7 Use the Paragraph Designer to create paragraph formats for the text within the table.
Change a table format	<ol style="list-style-type: none"> 1 Click in the table with the format you want to change. 2 In the Table Designer, change the table's properties. 3 Click Update All.

To	Do this
Rename a table format	<ol style="list-style-type: none"> 1 In the Table Designer, choose from the Tag pop-up menu the format with the name you want to change. 2 Type a new name. 3 Click Update All and then OK.
Apply a group of properties to a table format	<ol style="list-style-type: none"> 1 Click in a table. 2 Display a group of properties in the Table Designer and remove the tag from the Table Tag text box. 3 Choose Global Update Options from the Commands pop-up menu. 4 Turn on the current property group in the Use Properties area. 5 Choose the table format to update from the All Tagged pop-up menu. 6 Click Update.
Set default properties that apply to new tables with a particular format	<ol style="list-style-type: none"> 1 Click in a table with the format for which you want to set the default properties. 2 Adjust the number of rows and columns in the table and resize the columns. 3 Store these changes in the Table Catalog. 4 Change any paragraph formats used in the table. FrameMaker looks at the paragraph format of the first paragraph in the table title and the paragraph format of the topmost paragraph in the heading, body, and footing cell of each column. 5 Store these changes in the Paragraph Catalog.
Delete a table format	<ol style="list-style-type: none"> 1 Choose Delete Format from the Commands pop-up menu in the Table Designer. 2 Select the format, click Delete, and then click Done.

Ruling and shading tables

To	Do this
Specify default ruling or shading	<ol style="list-style-type: none"> 1 Click in the table. 2 In the Table Designer, choose Ruling or Shading from the Properties pop-up menu. 3 Set the properties and apply the changes.
Rule some cells	<ol style="list-style-type: none"> 1 Select the cells. 2 Choose Custom Ruling & Shading from the Table menu. 3 Choose an option from the Apply Ruling Style scroll list. 4 Turn on the edges and borders of the cell to rule in the To Selection area. 5 Click Apply.
Shade some cells	<ol style="list-style-type: none"> 1 Select the cells. 2 Choose Custom Ruling & Shading from the Table menu. 3 Choose an option from the Fill pop-up menu. 4 If necessary, choose a color from the Color pop-up menu. 5 Click Apply.
Remove custom ruling or shading	<ol style="list-style-type: none"> 1 Select the cells. 2 Choose Custom Ruling & Shading from the Table menu. 3 Choose From Table in the Apply Ruling Style scroll list, the Fill pop-up menu, or the Color pop-up menu. 4 Click Apply.

Aligning text and graphics in a table

To	Do this
Specify default cell margins	<ol style="list-style-type: none">1 Click in the table.2 In the Basic properties of the Table Designer, type values for the top, bottom, left, and right margins in the Default Cell Margins area.3 Click Apply or Update All.
Customize cell margins	<ol style="list-style-type: none">1 Click in a cell or select multiple cells.2 In the Paragraph Designer, choose Table Cell from the Properties pop-up menu.3 Adjust the cell margins and then click Apply.
Specify the vertical alignment of cell contents	<ol style="list-style-type: none">1 Click in a cell or select multiple cells.2 In the Paragraph Designer, choose Table Cell from the Properties pop-up menu.3 Choose an option from the Cell Vertical Alignment pop-up menu and then click Apply.

To	Do this
Center a graphic in a cell	<ol style="list-style-type: none">1 Click in an empty paragraph in a table cell.2 In the Basic properties in the Paragraph Designer, choose Center from the Alignment pop-up menu and turn off Fixed in the Line Spacing area.3 In the Table Cell properties in the Paragraph Designer, choose Middle from the Cell Vertical Alignment pop-up menu.4 Create an anchored frame and anchor it at the insertion point.5 If necessary, increase the width of the column for the anchored frame.6 Put the graphic in the frame and resize the frame.7 Use the Align command to center the graphic horizontally and vertically in the frame.

Searching

Finding and changing text

To	Do this
Find text with a specific character format and change its format	<ol style="list-style-type: none"> 1 Click in text with a character format similar to the format for which you're searching. 2 Choose Find/Change from the Edit menu. 3 Choose Character Format from the Find pop-up menu. 4 Change the settings to represent the text for which you're searching and click Set. 5 In the Find/Change window, choose To Character Format from the Change pop-up menu. 6 Change the character format to the character format you want to apply and click Set. 7 In the Find/Change window, click Find. 8 When FrameMaker finds the text, click Change.
Find text and replace it with a variable	<ol style="list-style-type: none"> 1 Place the variable on the Clipboard by inserting the variable in the document and then copying the variable. 2 In the Find/Change window, choose Text from the Find pop-up menu and type the text to search for in the Find text box. 3 Choose By Pasting from the Change pop-up menu and click Find. 4 When FrameMaker finds the text, click Change.

To	Do this
Find text with a certain condition tag	<ol style="list-style-type: none"> 1 Display the conditional text that includes the text you want to find. 2 In the Find/Change window, choose Conditional Text from the Find pop-up menu. 3 Move the condition tags of the text to find to the In list and click Set. 4 Click Find.
Find text and remove it	<ol style="list-style-type: none"> 1 In the Find/Change window, choose Text from the Find pop-up menu and type the text to search for in the Find text box. 2 Choose To Text from the Change pop-up menu. 3 Delete any text in the Change text box and click Find. 4 When FrameMaker finds the text, click Change.

Finding text by using wildcards

To use wildcards in a search, turn on Use Wildcards in the Find/Change window before beginning the search.

To find	Type
Zero or more characters, excluding spaces and punctuation	*
One or more spaces or punctuation symbols that end a word	
Any single character, excluding spaces and punctuation	?
The beginning of a line	^
The end of a line	\$

To find	Type
Any one of the characters in the square brackets	[ab]
Any character other than the characters following the caret symbol (^) in the square brackets	[^ab]
Any one character in a range enclosed in square brackets	[a-f]

Finding and changing special characters

To find	Type
Tab symbol	\t
Forced return	\r
End-of-paragraph symbol	\p
Start of paragraph	\P
Space	\s
Nonbreaking space	\space
Thin space	\i
En space	\N
Em space	\M
Numeric space	\#
Discretionary hyphen	\- (hyphen)
Nonbreaking hyphen	Meta-hyphen
Suppress hyphenation character	_ (underscore)

To find	Type
End-of-flow symbol†	\f
Start of word†	\<
End of word†	\>

†. You can't change the end-of flow symbol or the start or end of a word.

Spell-checking

To	Do this
Spell-check only the current page	<ol style="list-style-type: none"> 1 Click in the page. 2 Choose Spelling Checker from the Edit menu. 3 Turn on Current Page and click Start Checking.
Spell-check only selected text (or a word containing the insertion point)	<ol style="list-style-type: none"> 1 Select the text. 2 Choose Spelling Checker from the Edit menu. 3 Hold down Shift and click Start Checking.

Using the Thesaurus

To	Do this
Look up a word	<ol style="list-style-type: none"> 1 Choose Thesaurus from the Edit menu. 2 Type the word to look up and click Look Up.
Replace a word in your document with a bold word in the Thesaurus window	<ol style="list-style-type: none"> 1 Select a word in the document to replace. 2 Choose Thesaurus from the Edit menu. 3 Click Look Up. 4 Control-click a bold word and click Replace.

Using cross-references

To	Do this
Insert a cross-reference	<ol style="list-style-type: none">1 If necessary, open the document that contains the source of the cross-reference.2 In the document in which you want the cross-reference, click where the cross-reference should appear.3 Choose Cross-Reference from the Special menu.4 Choose the source document from the Source Document pop-up menu.5 Choose the source type.6 Select the text of the tag or marker you're cross-referencing from the Reference Source scroll list.7 Choose a format from the Format pop-up menu.8 Click Insert.
Create a cross-reference format	<ol style="list-style-type: none">1 Choose Cross-Reference from the Special menu.2 Click Format.3 Name and define the format.4 Click Add and then Done.
Resolve an unresolved cross-reference when a marker is moved	<ol style="list-style-type: none">1 Choose Cross-Reference from the Special menu.2 Click Update.3 Turn on Unresolved Cross-References and click Update.4 Select the file that formerly contained the source of the unresolved cross-reference and specify the file that now contains the source.5 Click Update and then Done.

To

Resolve an unresolved cross-reference when a marker is deleted

Do this

- 1 Choose Find/Change from the Edit menu.
- 2 Choose Unresolved Cross-Reference from the Find pop-up menu and click Find.
- 3 Double-click the unresolved cross-reference that FrameMaker finds.
- 4 In the Cross-Reference dialog box, specify a different source and click Replace.

Using footnotes

To

Insert a footnote

Do this

- 1 Click where you want the footnote reference in text.
- 2 Choose Footnote from the Special menu.
- 3 Type the text of the footnote.

Edit a footnote

- Click in the footnote and edit the text.

Delete a footnote

- 1 Select the footnote reference.
- 2 Press Delete.

Change a footnote property

- 1 Click in a text column or a table cell.
- 2 Choose Footnote Properties from the Format menu.
- 3 Change the properties.
- 4 Click Set.

Using variables in place of text

To	Do this
Insert a variable	<ol style="list-style-type: none"> 1 Click where you want the variable. 2 Choose Variable from the Special menu. 3 Select a variable from the scroll list. 4 Click Insert.
Insert a variable by using the keyboard	<ol style="list-style-type: none"> 1 Click where you want the variable. 2 Press Control-0 (zero). 3 Start typing the variable name until it appears in the Tag area or use the arrow keys to step through the variables alphabetically. 4 Press Return.
Create a user variable	<ol style="list-style-type: none"> 1 Choose Variable from the Special menu. 2 Click Create Variable. 3 Type the name and definition of the variable. 4 Click Add and then Done.
Change the name or definition of a user variable	<ol style="list-style-type: none"> 1 Choose Variable from the Special menu. 2 Select the user variable and click Edit Definition. 3 Change the name or definition. 4 Click Change and then Done.
Change the definition of a system variable	<ol style="list-style-type: none"> 1 Choose Variable from the Special menu. 2 Select the system variable and click Edit Definition. 3 Change the definition of the variable. 4 Click Edit.

Drawing and editing objects

Using the Tools palette

To	Do this
Keep a tool active	<ul style="list-style-type: none"> ■ Shift-click when selecting the tool.
Change line width settings	<ol style="list-style-type: none"> 1 Click Set under the line width buttons on the Tools palette. 2 Type the line widths and click Set.
Change arrowhead or line ending settings	<ol style="list-style-type: none"> 1 Click Set under the line end buttons on the Tools palette. 2 Choose one of the preset arrow or line cap styles and click Set.
Change dashed line setting	<ol style="list-style-type: none"> 1 Click Set under the line style buttons on the Tools palette. 2 Choose one of the dashed line patterns and click Set.
Copy an object's properties to the Tools palette	<ol style="list-style-type: none"> 1 Select the object. 2 Press Shift and choose Pick up Object Properties from the Graphics menu.

Constraining drawing tools

You constrain tools by holding down the Shift key while using the tool.

To draw	Press Shift while using this tool
Straight horizontal or vertical line or a line at a 45° angle	Line
Circular arc	Arc
Square	Rectangle
Rounded square	Rounded Rectangle
Horizontal, vertical, or 45° angle segments	Polyline or Polygon
Circle	Oval

Selecting objects

To	Do this
Select an object	<ul style="list-style-type: none"> ■ Click the object's border or anywhere in a filled object.
Select additional objects	<ul style="list-style-type: none"> ■ Shift-click the objects.
Force the selection border to appear	<ul style="list-style-type: none"> ■ Press Shift-Control and draw the selection border.
Select several objects at once	<ul style="list-style-type: none"> ■ Drag the selection border around the objects.
Select all objects in a frame	<ol style="list-style-type: none"> 1 Select the frame or any object in it. 2 Choose Select All in Frame from the Edit menu.
Select all objects on the current page	<ol style="list-style-type: none"> 1 Click outside any objects or text columns on the page. 2 Choose Select All on Page from the Edit menu.
Deselect one object among several selected objects	<ul style="list-style-type: none"> ■ Shift-click the object to deselect.
Select a text column or text line as an object with the Smart Selection tool	<ul style="list-style-type: none"> ■ Control-click the text column or text line.

Moving objects

To	Do this
Constrain an object's movement either horizontally or vertically	<ul style="list-style-type: none"> ■ Shift-drag the object's border.

To	Do this
Move an object by using the arrow keys	<ol style="list-style-type: none"> 1 Select the object. 2 Press Control-arrow key to move one point or Control-Shift-arrow key to move six points (based on a zoom setting of 100%).
Specify an object's position on a page or in a frame	<ol style="list-style-type: none"> 1 Select the object. 2 Choose Object Properties from the Graphics menu. 3 Enter the offset and click Set.
Make a quick-copy of an object	<ol style="list-style-type: none"> 1 Select the object. 2 Point on the object (not a handle), hold down Control, and drag the object by using the middle mouse button.

Aligning objects

To	Do this
Center an object on a page or in a frame	<ol style="list-style-type: none"> 1 Select the object. 2 Choose Align from the Graphics menu. 3 Turn on T/B Centers and L/R Centers. 4 Click Align.

Resizing and reshaping objects

To	Do this
Resize an object proportionally	<ol style="list-style-type: none"> 1 Select the object. 2 Press Shift and drag a corner handle.
Resize an object by specifying dimensions or a percentage of its current size	<ol style="list-style-type: none"> 1 Select the object. 2 Choose Scale from the Graphics menu. 3 Enter the dimensions or percentage and click Scale.

To**Do this**

Change a square or circle to a regular polygon (equal sides and equal angles)

- 1 Select the object.
- 2 Choose Set # Sides from the Graphics menu.
- 3 Enter the number of sides and the angle to use.
- 4 Click Set.

Reshape a polyline, a polygon, a freehand curve, or an arc

- 1 Select the object.
- 2 Choose Reshape from the Graphics menu.
- 3 Drag a handle.

Add a reshape handle to a polyline, polygon, or freehand curve

- 1 Select the object.
- 2 Choose Reshape from the Graphics menu.
- 3 Middle-click the border of the object.

Delete a reshape handle

- Middle-click the handle.

Anchoring frames and importing graphics

Anchoring frames

To**Do this**

Place an anchored frame in a text column

- 1 Click in a text column.
- 2 Choose Anchored Frame from the Special menu.
- 3 Choose an anchoring position.
- 4 Specify a frame size and click New Frame.

Place an anchored frame at the insertion point

- 1 Click in a text column where you want the anchored frame.
- 2 Choose Anchored Frame from the Special menu.
- 3 Click At Insertion Point and specify the vertical position of the frame.
- 4 Specify the frame size.
- 5 Click New Frame.

To**Do this**

Place an anchored frame in a margin

- 1 Click in a text column parallel to where you want the anchored frame to appear in the margin.
- 2 Choose Anchored Frame from the Special menu.
- 3 Click Left Side of Column, Right Side of Column, Side Closest to Page Edge, or Side Farthest from Page Edge.
- 4 Specify the vertical and horizontal position of the frame.
- 5 Click New Frame.

Copy and paste an anchored frame

- 1 Click the frame border to select the frame.
- 2 Choose Copy from the Edit menu.
- 3 Click in a text column where you want to place a copy of the frame.

Shrinkwrap an anchored frame and position it at the insertion point

- 1 Select the frame.
- 2 Press Control-r m p.

Importing graphics

To**Do this**

Import a graphic in an anchored frame

- 1 Click in a text column where you want the anchored frame.
- 2 Choose Import>File from the File menu.
- 3 Choose the graphic file to import and the import method.
- 4 Click Import.
- 5 Specify the bitmap scale and click Set.

To	Do this
Change the bitmap scale of a graphic	<ol style="list-style-type: none"> 1 Select the bitmap graphic and choose Import>File from the File menu. 2 If the graphic was imported by reference, click Replace in the Import File dialog box. 3 Select a new dpi value and click Set.
Display the pathname of a graphic imported by reference	<ol style="list-style-type: none"> 1 Select the graphic. 2 Choose Import>File from the File menu. 3 Look for the path in the dialog box. 4 Click Cancel.
Capture an image	<ol style="list-style-type: none"> 1 Position the image to capture so that no other objects touch it. 2 Choose Utilities>Capture from the File menu. 3 Specify the pathname for the bitmap and click Capture. 4 Position the cross at one corner of the image and drag it across the image. 5 Click Continue.

Using color

To define	Do this
A new color	<ol style="list-style-type: none"> 1 Choose Color>Definitions from the View menu. 2 Click New Color in the Colors scroll list. 3 Specify a name and values for the new color. 4 Click Set and then Done.

To define	Do this
The color of text in a paragraph format	<ol style="list-style-type: none"> 1 Click in a paragraph with the paragraph format to change. 2 In the Paragraph Designer, display the Default Font properties. 3 Choose a color from the Color pop-up menu. 4 Click Apply or Update All.
The color of text in a character format	<ol style="list-style-type: none"> 1 Click in some text with the character format to change. 2 In the Character Designer, choose a color from the Color pop-up menu. 3 Click Apply or Update All.
To assign color to	Use
Paragraphs	A format from the Paragraph Catalog with the desired color
Words or phrases in a paragraph	A format from the Character Catalog with the desired color
Text lines	A format from the Character Catalog, the Color pop-up menu in the Tools palette, or the Color pop-up menu in the Object Properties dialog box
Objects or imported graphics	The Color pop-up menu in the Tools palette or the Color pop-up menu in the Object Properties dialog box
Text in a table	The method for assigning color to paragraphs or to words or phrases in a paragraph as described above
Cells in a table	The Color pop-up menu in the Custom Ruling and Shading dialog box
Change bars	The Color pop-up menu in the Change Bar Properties dialog box

Designing documents

Using the normal page layout

To	Do this
Set the page size	<ol style="list-style-type: none">1 Choose Pages>Normal Page Layout from the Format menu.2 Specify the page size and click Set.
Make a document double-sided	<ol style="list-style-type: none">1 Choose Pages>Normal Page Layout from the Format menu.2 Turn on Double-Sided and click Set.
Set margins	<ol style="list-style-type: none">1 Choose Pages>Normal Page Layout from the Format menu.2 Specify the margins and click Set.
Specify a number of equal-sized columns on a page	<ol style="list-style-type: none">1 Choose Pages>Normal Page Layout from the Format menu.2 Enter the number of columns and the gap.3 Click Set.
Add a header or footer	<ol style="list-style-type: none">1 Display a master page.2 Click in the header or footer text column.3 Type the text or choose one of the commands from the Headers & Footers submenu on the Format menu.
Add page numbers	<ol style="list-style-type: none">1 Display a master page.2 Click in the header or footer where you want the page number to appear.3 Choose Headers & Footers>Insert Page # from the Format menu.

Customizing the page layout

To	Do this
Apply a master page to a body page	<ol style="list-style-type: none">1 Display a body page.2 Choose Pages>Master Page Usage from the Format menu.3 Choose the master page to use and the pages to which to apply the master page.4 Click Set.
Change column margins	<ol style="list-style-type: none">1 Select the text column with the margins you want to change.2 Choose Pages>Layout Commands from the Format menu.3 Choose Replace Columns from the Basic pop-up menu.4 Specify the new margins and gap.5 Click Replace.
Change the number of columns	<ol style="list-style-type: none">1 Select the column you want to split or columns you want to merge.2 Choose Pages>Layout Commands from the Format menu.3 Choose Replace Columns from the Basic pop-up menu.4 Specify the number of columns and the gap you want.5 Click Replace.
Create a custom master page	<ol style="list-style-type: none">1 Display a master page.2 Choose Add Master Page from the Special menu.3 Choose the initial page layout.4 Type a name for the master page and click Add.
Rename a master page	<ol style="list-style-type: none">1 Display the master page to rename.2 Click the page name in the status bar.3 Type the new name and click Set.

To**Do this**

- | | |
|-----------------------|---|
| Add a reference frame | <ol style="list-style-type: none"> 1 Draw an unanchored frame on a reference page by using the Frame tool in the Tools palette. 2 Name the frame and click Set. 3 Put a graphic in the frame and adjust the size and shape of the frame, if necessary. 4 Type the frame's name above the frame by using the Text Line tool. |
|-----------------------|---|

Changing the text flow**To****Do this**

- | | |
|---------------------|---|
| Assign a flow tag | <ol style="list-style-type: none"> 1 Click in the text column you want to assign a flow tag to. 2 Choose Flow from the Format menu. 3 Type the name of the flow and click Set. |
| Connect two columns | <ol style="list-style-type: none"> 1 Select the two columns in the order you want the text to flow. 2 Choose Pages>Layout Commands from the Format menu. 3 Choose Connect Columns from the Basic pop-up menu. |
| Disconnect columns | <ol style="list-style-type: none"> 1 Select the column you want to disconnect. 2 Choose Pages>Layout Commands from the Format menu. 3 Choose a command from the Disconnect Current Column pop-up menu. |
| Split a column | <ol style="list-style-type: none"> 1 Click in the line above where you want to split the column. 2 Choose Pages>Layout Commands from the Format menu. 3 Choose a command from the Split Current Column pop-up menu. |

Managing documents**To****Do this**

- | | |
|--------------------------------------|---|
| Import formats from another document | <ol style="list-style-type: none"> 1 Open the document you want to update and the template with the formats you want to import. 2 In the document you want to update, choose Import>Formats from the File menu. 3 Choose the template from the Import from Document pop-up menu. 4 Turn on the settings you want to import. 5 To remove format overrides, turn on settings under While Updating, Remove. 6 Click Import. |
| Count the words in a document | <ol style="list-style-type: none"> 1 Choose Utilities>Document Reports from the File menu. 2 Click Wordcount and then Report. |
| Generate a list of references | <ol style="list-style-type: none"> 1 Choose Generate/Book from the File menu. 2 Choose List of References from the List pop-up menu and click Generate. 3 Move the items you want to include in the list into the Include References scroll list. 4 Click Generate. |
| Add change bars | <ol style="list-style-type: none"> 1 Choose Change Bars from the Format menu. 2 Define the look and position of the change bars. 3 Turn on Automatic Change Bars and click Set. |

To

Compare two documents

Do this

- 1 Open both versions of the document.
- 2 From the newer version, choose Utilities>Compare Documents from the File menu.
- 3 Identify the older version of the document.
- 4 Choose the type of report to produce.
- 5 Set the comparison options and click Compare.

Generating tables of contents

To

Generate a table of contents for a document

Do this

- 1 Choose Generate/Book from the File menu.
- 2 Choose Table of Contents from the List pop-up menu.
- 3 Click Generate.
- 4 Move paragraph tags into the Include Paragraphs Tagged scroll list.
- 5 Click Generate.

Indexing documents

To

Mark an entry

Do this

- 1 Click where you want to insert the marker.
- 2 Choose Marker from the Special menu.
- 3 Choose Index from the Marker Type pop-up menu.
- 4 Type the text of the index entry in the Marker Text text box.
- 5 Click New Marker.

Mark a subentry

- 1 Mark an entry.
- 2 In the marker text, place a colon between the entry and subentry.

Indicate a range of pages

- 1 Mark the beginning of the information and type `<$startrange>` at the beginning of the marker text.
- 2 Mark the end of the information and type `<$endrange>` at the beginning of the marker text.

Mark a cross-reference to another index entry

- 1 Mark an entry.
- 2 At the beginning of the marker text, type `<$nopcode>`.

Put several entries in one marker

- 1 Mark an entry.
- 2 In the marker text, separate entries with a semicolon.

Generate an index from a single document

- 1 Choose Generate/Book from the File menu.
- 2 Choose an item from the Index pop-up menu.
- 3 Click Generate.
- 4 Move the marker types you used for index entries into the Include Markers of Type scroll list.
- 5 Click Generate.

Delete a marker

- Select the marker and press Delete.

Managing multiple documents in book files

Creating books

To	Do this
Create a book file	<ol style="list-style-type: none">1 Open the document you want to include in the book.2 Choose Generate/Book from the File menu.3 Turn on New Multifile Book and click Generate.
Add a document file to a book	<ol style="list-style-type: none">1 Choose Add File from the File menu in the book.2 Specify the file you want to add and the position of the file within the book.3 Click Add.
Set up a generated file for a book	<ol style="list-style-type: none">1 Choose Add File from the File menu in the book window.2 Specify the type of file you want to generate (a generated list or a generated index).3 Specify where the file should go in the book.4 Click Add.5 Move the items you want in the generated file to the Include scroll list.6 Specify the pagination and autonumbering for the generated file.7 Click Set.

Working with files in a book

To	Do this
Change the order of files in a book or remove a file from a book	<ol style="list-style-type: none">1 Choose Rearrange Files from the File menu in the book window.2 Select a file and click Move Up, Move Down, or Delete.3 Click Done.
Repaginate and number files in a book	<ol style="list-style-type: none">1 Choose Generate/Update from the File menu in the book window.2 Click Update.
Generate and update files in a book	<ol style="list-style-type: none">1 Choose Generate/Update from the File menu in the book window.2 Move the names of the files you want to generate in the Generate scroll list.3 Click Update.
Print files in a book	<ol style="list-style-type: none">1 Choose Print from the File menu in the book window.2 Move the names of the files you want to print into the Print scroll list and click Print.3 Set the print options and click Print.
Update file format of files in a book	<ol style="list-style-type: none">1 Open the file with the formats you want to use.2 Choose Import Formats from the File menu in the book window.3 Specify the file with the formats you want to use and the files to update.4 Turn on the Import and Update settings you want to apply to the files.5 To remove format overrides, turn on settings under While Updating, Remove.6 Click Import.

Using conditional text

To	Do this
Create a condition tag	<ol style="list-style-type: none">1 Choose Conditional Text from the Special menu.2 Click Edit Condition Tag.3 Specify a name and the condition indicators.4 Click Set.
Apply a condition tag	<ol style="list-style-type: none">1 Select the item you want to make conditional.2 In the Conditional Text window, move the condition tag to apply to the In scroll list.3 Click Apply.
Remove a condition tag from text	<ol style="list-style-type: none">1 Select the item with the tag you want to remove.2 In the Conditional Text window, move the condition tag to remove to the Not In scroll list.3 Turn on Unconditional if this condition is the only condition applied to the text.4 Click Apply.
Change the conditional text view	<ol style="list-style-type: none">1 In the Conditional Text window, click Show/Hide.2 Select the condition tags to show and whether to display condition indicators.3 Click Set.

Working with hypertext documents

To	Do this
Prepare text to be active	<ul style="list-style-type: none">■ Apply some character formatting to the text, such as underlining.
Prepare a paragraph to be active	<ul style="list-style-type: none">■ Make sure the paragraph contains no character formatting.

To

Prepare a graphic to be active

Do this

- 1 Draw a text column over the graphic.
- 2 Set the column's pen and fill patterns to None.
- 3 Choose Bring to Front from the Graphics menu.

Insert a hypertext command in a prepared area

- 1 Click in the prepared area.
- 2 Choose Marker from the Special menu.
- 3 Choose Hypertext from the Marker Type pop-up menu.
- 4 Type the hypertext command in the Marker text box.
- 5 Click New Marker.

Lock or unlock a view-only document

- Press Control-r F l (lowercase letter L) k.

KEYBOARD SHORTCUTS

Keyboard shortcuts for FrameMaker commands

When you're using keyboard shortcuts, make sure Caps Lock is off. Also, unless otherwise noted, the pointer must be in the document window. Or, if you're using click-to-type mode, you'll need to click in the window.

This manual uses Control-r as the default command prefix. You can also use Esc as the command prefix. Your system administrator can tell you if your platform is configured for a different command prefix.

Commands by menu

This section shows the commands available in FrameMaker according to menu.

File menu

To choose	Press
New	Control-r f n
Open	Control-r f o
Save	Control-r f s
Save As	Control-r f a
Revert to Saved	Control-r f r
Print	Control-r f p
Import>File	Control-r f i f
Import>Formats	Control-r f i o
Generate/Book	Control-r f g

To choose	Press
Utilities>Compare Documents	Control-r f t c
Utilities>Document Report	Control-r f t r
Utilities>Capture	Control-r f t p
Utilities>Keyboard Macros	Control-r f t k
Preferences	Control-r f P
Close	Control-r f c

Edit menu

To choose	Press
Undo	Control-r e u
Cut	Control-r e x
Copy	Control-r e c
Paste	Control-r e p
Clear	Control-r e b
Copy Special>Paragraph Format	Control-r e y p

To choose	Press
Copy Special>Character Format	Control-r e y c
Copy Special>Conditional Text Settings	Control-r e y d
Copy Special>Table Column Width	Control-r e y w
Select All in Flow	Control-r e a
Find/Change	Control-r e f
Spelling Checker	Control-r e s
Thesaurus	Control-r e t

Format menu

To choose	Press
Font	(No shortcut available.)
Size	(No shortcut available.)
Style>Plain	Control-r c p
Style>Bold	Control-r c b
Style>Italic	Control-r c i
Style>Underline	Control-r c u
Style>Double Underline	Control-r c d
Style>Strikethrough	Control-r c s
Style>Overline	Control-r c o
Style>Change Bar	Control-r c h
Style>Superscript	Control-r c + (plus)
Style>Subscript	Control-r c - (minus)
Characters>Designer	Control-r o c d
Characters>Catalog	Control-r o c c

To choose	Press
Characters>Default Paragraph Font	Control-r o c p
Paragraphs>Designer	Control-r o p d
Paragraphs>Catalog	Control-r o p c
Page Break Flow	Control-r o p b
Pages>Normal Page Layout	Control-r o l (lowercase letter L)
Pages>Master Page Usage	Control-r o g n
Pages>Layout Commands	Control-r o g l (lowercase letter L)
Headers & Footers>Insert Page #	Control-r o h p
Headers & Footers>Insert Page Count	Control-r o h c
Headers & Footers>Insert Current Date	Control-r o h d
Headers & Footers>Insert Other	Control-r o h o
Document	Control-r o d
Change Bars	Control-r o b
Footnote Properties	Control-r o f

View menu

To choose	Press
Borders	Control-r v b
Text Symbols	Control-r v t
Rulers	Control-r v r

To choose	Press
Grid Lines	Control-r v g
Options	Control-r v o
Go to Page	Control-r v p
Body Pages	Control-r v B
Master Pages	Control-r v M
Reference Pages	Control-r v R
Color>Views	Control-r v c v
Color>Definitions	Control-r v c d
Color>Model	Control-r v c m
Document Windows	(No shortcut available.)
Menus>Quick	Control-r v m q
Menus>Complete	Control-r v m c
Menus>Modify	Control-r v m m

Special menu

To choose	Press
Anchored Frame	Control-r s a
Footnote	Control-r s f
Cross-Reference	Control-r s c
Variable	Control-r s v
Marker	Control-r s m
Equations	Control-r s e
Inset	Control-r s i
Conditional Text	Control-r s C
Add Disconnected Pages	Control-r s p a
Delete Pages	Control-r s p d

Graphics menu

To choose	Press
Tools	Control-r g T
Group	Control-r g g
Ungroup	Control-r g u
Bring to Front	Control-r g f
Send to Back	Control-r g b
Align	Control-r g a
Distribute	Control-r g d
Reshape	Control-r g r
Smooth	Control-r g s
Unsmooth	Control-r g m
Flip Up/Down	Control-r g v
Flip Left/Right	Control-r g h
Rotate	Control-r g t
Scale	Control-r g z
Set # Sides	Control-r g n
Object Properties	Control-r g o
Overprint	Control-r g e
Gravity	Control-r g y
Snap	Control-r g p

Table menu

To choose	Press
Insert Table	Control-r t i
Table Designer	Control-r t d
Row Format	Control-r t r

To choose**Press**

Custom Ruling and Shading	Control-r t x
Add Rows or Columns	Control-r t a
Resize Columns	Control-r t z
Straddle	Control-r t l (lowercase letter L)
Convert to Table	Control-r t v

File menu (book window)**To choose****Press**

New	Control-r f n
Open	Control-r f o
Save	Control-r f s
Save As	Control-r f a
Revert to Saved	Control-r f r
Print	Control-r f p
Add File	Control-r f f
Set Up File	Control-r f d
Rearrange Files	Control-r f e
Generate/Update	Control-r f g
Compare Books	Control-r f b
Import Formats	Control-r f l o
Close Book	Control-r f c

Function key shortcuts

This section lists function key assignments. Some keys change function when used with Control, Shift, or both together.

Key	Function	Control	Shift	Shift-Control
F1	Context-sensitive Help	Info	Plain	
F2	Point on document window		Bold	
F3			Italic	
F4	Maker pop-up menu		Underline	
F5			Strikethrough	
F6	Page back		First page	
F7	Page forward		Last page	
F8	Change character format using Tag area	Change paragraph format using Tag area	Change settings to As Is	Change settings to match current text
F9	Change paragraph format using Tag area		Change settings to match current text	

Working with documents

Getting Help

To	Press
Display online Help	Control-r f h or Control-r ? m
Get context-sensitive Help on an area of a document window	Help, F1, Control-?, Control-/, Meta-?, or Meta-/
Display information on using the online Help system	Control-r ? h
Display Help on the keyboard shortcuts	Control-r ? k
Display Help on using a document window	Control-r ? w
Display help on using the templates provided with FrameMaker	Control-r ? t

Opening, saving, and closing documents

To	Double-click
Open a document in a book file	Filename in the book window

To	Press
Open all files in a book	Control-r f O (uppercase letter O), or press Shift and choose Open All Files in Book from the book File menu
Display the Save Document dialog box	Control-r f a or Control-x Control-w
Save a document or book	Control-r f s or Control-x Control-s

To	Press
Save all open files	Control-r f S, or press Shift and choose Save All Open Files from the File menu
Save all open files in a book	Control-r f S, or press Shift and choose Save All Files in Book from the File menu
Close all open files	Control-r f C, or press Shift and choose Close All Open Files from the File menu
Close all open files in a book	Control-r f C, or press Shift and choose Close All Files in Book from the File menu
Open a MIF or an MML file as an ISO Latin 1 file	Shift and click Open in the Open dialog box

Canceling and undoing commands

To	Press
Cancel some FrameMaker commands	Control-c
Undo some FrameMaker commands	Control-r e u or Meta-Backspace

Navigating through documents

To	Press
Display the previous page	F6, Control-r p p, or Meta-a
Display the next page	F7, Control-r p n, or Control-v
Display the first page	Shift-F6, Control-r p f, Meta-<, or press Shift and left-click the Previous Page icon
Display the last page	Shift-F7, Control-r p l (lowercase letter L), Meta->, or press Shift and left-click the Next Page icon

To	Press
Display the Go To Page dialog box	Control-g or Control-r v p

Redisplaying documents

To	Press
Redisplay a document	Control-r w r or Control-l (lowercase letter L)

Zooming documents

To zoom	Press
In one zoom setting	Control-r z i
Out one zoom setting	Control-r z o
To fit page in window	Control-r z p
To fit window to page	Control-r z w
To 100%	Control-r z z

Working with windows and dialog boxes

Use these shortcuts in windows and dialog boxes.

Using the Main FrameMaker window

To use these shortcuts, point or click in a document window or the Main FrameMaker window.

To choose	Press
NEW	Control-r f n
OPEN	Control-r f o, Control-x Control-f, or Control-x Control-v
HELP	Control-r f h or Control-r ? m

To choose	Press
INFO	Control-r f l (uppercase letter i), Control-Help, or Control-r ? v
EXIT	Control-r f c, Control-x Control-c, or Meta-F4

Manipulating windows

To use these shortcuts, point or click in any FrameMaker window.

To	Press
Expose	Control-r w e
Hide	Control-r w h
Close any window	Meta-F4 or Control-x Control-c
Close the document window	Control-r f c, Control-r w c, Control-r f q, Control-x Control-c, or Meta-F4

Making windows active

These shortcuts display a window and make the window active. If the window is already open but is behind another window, these shortcuts bring the window to the front.

To display this window and make it active	Press
Current document window	Control-r F i d or F2
Find/Change	Control-r F i f
Marker	Control-r F i m
Spelling Checker	Control-r F i s
Paragraph Designer	Control-r F i p
Character Designer	Control-r F i c
Conditional Text	Control-r F i o
Custom Ruling and Shading	Control-r F i r

To display this window and make it active

To	Press
Table Designer	Control-r F i t

Navigating within windows and dialog boxes

Use these shortcuts for windows and dialog boxes. When you use a keyboard shortcut in a window or dialog box, the effect the shortcut has depends on the active setting. The active setting has a box around it.

To	Press
Make the next setting active	Tab
Make the previous setting active	Shift-Tab
Make the first setting active	Control-Tab
Click a button that initiates a command (if no other command button is active)	Return
Cancel a dialog box	Control-c or Meta-F4

Clicking command buttons

To	Press
Click a command button	Space

Turning checkboxes on and off

To	Press
Cycle through checkbox states (on, off, As Is)	Space

To

To	Press
Turn off a checkbox	0 (zero)
Turn on a checkbox	1 (one)

Turning on radio buttons

To	Press
Turn a radio button on	Space

Selecting items in pop-up menus

To	Press
Display the pop-up menu	Space
Make the first menu item active	0 (zero)
Make the previous menu item active	Up arrow or Control-p
Make the next menu item active	Down arrow or Control-n
Select the active item	Return or Space

Selecting items in scroll lists

To	Press
Make the previous item in a list active	Up arrow or Control-p
Make the next item in a list active	Down arrow or Control-n
Search forward and make an item starting with a typed letter active	Unshifted key

To	Press
Search backward and make an item starting with a typed letter active	Shifted key
Select an item	Space
Move all items in a scroll list to the opposite scroll list	Shift and click arrow between scroll lists

To	Double-click
Move item in a scroll list to the opposite scroll list	The item

Working with macros

When you're writing macros, you can use the shortcuts that make different settings active in dialog boxes.

To	Press
Start/stop recording keys	Control-) (right square bracket)

Working with text

The shortcuts in this section affect the insertion point or selected text.

Moving the insertion point

Use these shortcuts to move the insertion point. These shortcuts are based on Emacs commands.

To move to	Press
Next character	Right arrow or Control-f
Previous character	Left arrow or Control-b
Beginning of a word	Meta-b

To move to	Press
End of a word	Meta-f
Beginning of the next word	Control-r b w
Beginning of a line	Control-a
End of a line	Control-e
Previous line	Up arrow or Control-p
Next line	Down arrow or Control-n
Beginning of a sentence	Meta-a
End of a sentence	Meta-e
Beginning of the next sentence	Control-r b s
Beginning of a paragraph	Meta-((left square bracket)
End of the current paragraph	Meta-) (right square bracket)
Beginning of the next paragraph	Control-r b p
Top of a column	Control-Meta-((left square bracket) or Meta-z
Bottom of a column	Control-Meta-) (right square bracket) or Meta-Z
Beginning of a flow	Meta-{ (left brace)
End of a flow	Meta-} (right brace)
Start of first visible text flow	Control-Tab, Meta-i, or Control-Meta-i

Putting the insertion point in a column

Use these shortcuts to put the insertion point in an unrotated column on the current page. The draw order is the order in which FrameMaker displays objects on a page; the first object in the draw order is the one at the back.

To put the insertion point in	Press
First column in the draw order	Control-r b f
Next column in the draw order	Control-r b n

Selecting characters, words, sentences, lines, and paragraphs

Click in text before using these shortcuts. If you use a shortcut repeatedly, FrameMaker extends the selection.

To select	Press
Next character	Control-r h c, Control-r H c, Control-F, or Shift-right arrow
Previous character	Control-r H C, Control-B, or Shift-left arrow
Current word, then next	Control-r h w or Control-r H w
Current word, then previous	Control-r H W
Current sentence, then next	Control-r h s or Control-r H s
Current sentence, then previous	Control-r H S
Current line, then next	Control-r h l (lowercase letter <i>l</i>) or Control-r H l (lowercase letter <i>l</i>)
Current line, then previous	Control-r H L

To select	Press
Current paragraph, then next	Control-r h p or Control-r H p
Current paragraph, then previous	Control-r H P

Selecting text

To select	Press
One line width of text, starting at the insertion point	Control-N or Shift-down arrow
One line width of text, ending at the insertion point	Control-P or Shift-up arrow
To top of column	Control-r h t
To bottom of column	Control-r h m
To beginning of flow	Control-r h g
To end of flow	Control-r h n
All text around the insertion point that has the same character format	Control-r h F

To shift selection	Press
Right one character	Control-r h f
Left one character	Control-r h b

To	Press
Extend or shorten a text selection	Shift and click where you want the selection to begin or end
Remove highlighting	Control-r h 0 (zero)

To	Double-click
Select a word	Word
Put the insertion point in a selected text line or text column	In the text line or text column

Editing text

To	Press
Transpose characters	Control-t or Meta-t
Cut	Control-r e x, Control-w, Shift-Backspace, or Shift-Delete
Copy	Control-r e c or Meta-w
Paste	Control-r e p or Control-y

To	Middle-click
Quick-copy selected text	Where you want to paste the text
Paste text that you cut or copied	Where you want to paste the text

To delete	Press
Previous character	Delete, Backspace, or Control-h
Backward to the end of the previous word	Meta-h, Control-Meta-h, or Meta-Delete
Backward to the start of a line	Control-u, Control-Backspace, or Control-Delete
Backward to the end of the previous sentence	Control-r k a
Next character	Control-d
Forward to the start of the next word	Meta-d

To delete	Press
Forward to the end of a word	Control-r k f
Forward to the end of a line	Control-k
Forward to the end of a sentence	Meta-k
Forward to the start of the next sentence	Control-r k s

Changing capitalization

To change the current word to	Press
All lowercase	Meta-l (lowercase letter L)
All uppercase	Meta-u
Initial caps	Meta-c or Meta-C

To	Press
Display the Capitalization dialog box	Control-r e C

Typing special characters

For a complete list of special characters, see the manual *Using FrameMaker*.

To type	Press
•	Control-q % or Meta-period
†	Control-q space
‡	Control-q `
—	Control-q Q
-	Control-q P

To type	Press
'	Control-'
•	Control-•
` (when Smart Quotes is off, or when typed in a dialog box)	Control-q T
' (when Smart Quotes is off, or when typed in a dialog box)	Control-q U
~ (when Smart Quotes is off, or when typed in a dialog box)	Control-q R or Meta-~
^ (when Smart Quotes is off, or when typed in a dialog box)	Control-q S or Meta-^
Em space	Control-r space m
En space	Control-r space n
Nonbreaking space	Control-space or Control-r space h
Numeric space (width of font's zero)	Control-r space 1 (one)
Nonbreaking hyphen	Control-r hyphen h or Meta-hyphen
Suppress hyphenation symbol	Control-r n s or Shift-Meta-hyphen
Forced return	Shift-Return, Control-j, Meta-Return, or Meta-m
Thin space (1/12 of an em space)	Control-r space t
Discretionary hyphen	Control-r hyphen D or Control-hyphen

Formatting text

Using the Character and Paragraph Designers

To	Press
Change all settings to As Is	Shift-F8
Change all settings to match selected text	Shift-Control-F8 or Shift-F9
Display the previous set of properties	F6, Control-r p p, or Meta-v
Display the next set of properties	F7, Control-r p n, or Control-v
Apply only the current group of properties	Control and click Apply

Changing the format of paragraphs

Use these shortcuts to format selected paragraphs or the paragraph containing the insertion point.

To	Press
Apply a paragraph format by typing the first characters of its name (until FrameMaker recognizes it) and then pressing Return	Control-r q p, F9, or Control-9
Center a paragraph	Control-r j c
Left-align a paragraph	Control-r j l (lowercase letter L)
Right-align a paragraph	Control-r j r
Justify a paragraph	Control-r j f

KEYBOARD SHORTCUTS

To	Press
Change the current paragraph to a side head	Control-r j p s
Position the current paragraph in the normal-text area	Control-r j p n
Change the current paragraph to a run-in head	Control-r j p r
Change the current paragraph to a full-width head	Control-r j p t
Change line spacing to single-spacing	Control-r j 1 (one)
Change line spacing to 1-1/2 spacing	Control-r j /
Change line spacing to double spacing	Control-r j 2
Change line spacing to fixed (default font size plus leading)	Control-r j x
Change line spacing to floating (largest font size plus leading)	Control-r j o
Increase leading one point	Control-r j + (plus) or Control-r + (plus) 1 (one)
Decrease leading one point	Control-r j - (minus) or Control-r - (minus) 1 (one)
Make paragraphs with the current paragraph's tag and the Paragraph Catalog definition match the current paragraph's format (unify)	Control-r j U

To	Press
Start a paragraph anywhere	Control-r j A
Start a paragraph at the top of a column	Control-r j C
Start a paragraph at the top of a page	Control-r j P
Start a paragraph at the top of a left page	Control-r j L
Start a paragraph at the top of a right page	Control-r j R
Turn on hyphenation	Control-r j h
Turn off hyphenation	Control-r j n
Repeat last paragraph-related command	Control-r j j
Create a new paragraph	Control-o

To display	Press
Paragraph Catalog	Control-r o p c
Update Paragraph Format dialog box	Control-r o p u
Space between Paragraphs dialog box	Control-r j w
Custom Line Spacing dialog box	Control-r j u
Side Head Layout dialog box	Control-r j p S

Changing the format of characters

Use these shortcuts to change the character format of selected text or text you are about to type.

To	Press
Apply a character format by typing the first characters of its name (until FrameMaker recognizes it) and then pressing Return	Control-r q c, F8, or Control-8
Change text to default paragraph font; remove character tag from text in a text line	Control-r o c p
Turn bold on or off	Control-r c b or Shift-F2
Turn italic on or off	Control-r c i or Shift-F3
Turn underline on or off	Control-r c u or Shift-F4
Turn double underline on or off	Control-r c d
Turn numeric underline on or off	Control-r c 2
Turn strikethrough on or off	Control-r c s or Shift-F5
Turn overline on or off	Control-r c o
Change text to plain	Control-r c p or Shift-F1
Change text to superscript	Control-r c + (plus)
Change text to subscript	Control-r c - (minus)
Put text on baseline	Control-r c =
Change text to small caps	Control-r c m
Turn change bars on or off	Control-r c h

To	Press
Turn pair kerning on or off	Control-r c k
Manually kern text 1 point (at 100% zoom setting)	Control-arrow key
Manually kern text 6 points (at 100% zoom setting)	Shift-Control-arrow key
Remove all manual kerning	Control-z or Control-Z
Increase size 1 point	Control-r c) (right square bracket)
Decrease size 1 point	Control-r c ((left square bracket)
Squeeze 20% of an em space	Control-r c left arrow or Control-r ((left square bracket) D
Spread 20% of an em space	Control-r c right arrow or Control-r ((left square bracket) C
Repeat the last font-related command	Control-r c c
Display the Character Catalog	Control-r o c c

Using tables

Use the shortcuts in this section when working with tables.

Selecting in tables

To select	Press
A cell	Control and click the cell
A row	Control and double-click column (vertical) border in the row
A column	Control and double-click row (horizontal) border in the row
All text in current cell	Control-r t h a

To select	Press
Current cell, then next	Control-r t h e
Current row, then next	Control-r t h r
Current column, then next	Control-r t h c
Body cells in current column, then next	Control-r t h b
Current table	Control-r t h t, or press Control and triple-click a cell

To	Press
Extend or shorten the selection	Shift-Control and click the last cell you want in the selection

Moving in tables

To move to the	Press
Cell to the right	Control-r t m r
Cell to the left	Control-r t m l (lowercase letter L)
Cell below	Control-r t m d
Cell above	Control-r t m u
Rightmost cell in the current row	Control-r t m e
Leftmost cell in the current row	Control-r t m a
Top cell in the current column	Control-r t m t
Bottom cell in the current column	Control-r t m b
Top-left selected cell	Control-r t m s or Control-r t h 0 (zero)
Top-left cell	Control-r t m T
Beginning of cell	Meta-{ (left brace)

To move to the	Press
End of cell	Meta-} (right brace)
Next cell and select all text in cell	Tab or Control-r t m n
Previous cell and select all text in cell	Shift-Tab or Control-r t m p
Cell below and select all text in cell	Meta-n
Cell above and select all text in cell	Meta-p
Anchor point of a table	Control-r t l (uppercase letter l)

Typing tab characters in cells

To	Press
Type a tab character in a cell	Control-r Tab or Control-i

Adding and deleting rows and columns

FrameMaker adds as many rows or columns as are currently selected.

To	Press
Add rows above top selected row	Control-r t R a
Add rows below bottom selected row	Control-Return or Control-r t R b
Add columns to left of leftmost selected column	Control-r t c l (lowercase letter L)
Add columns to right of rightmost selected column	Control-r t c r

To	Press
Delete contents of selected rows or columns, but leave cells in the table	Control-r t c e
Delete selected rows or columns from table	Control-r t c x

Pasting rows and columns

If the Clipboard doesn't contain whole rows or columns, these shortcuts always replace the selected cells.

To paste whole rows or columns	Press
By replacing selected rows or columns	Control-r t p r
Before current selection (above top selected row or to the left of the leftmost selected column)	Control-r t p b
After current selection (below bottom selected row or to the right of the rightmost selected column)	Control-r t p a

Changing the format of tables

To	Press
Apply the current table's format to the catalog and to all tables with the same tag	Control-r t u t
Display the Edit Ruling Style dialog box	Control-r t e

Changing the vertical alignment of cells

To use these shortcuts, click in the first paragraph in a cell or select the cell.

To use this alignment	Press
Top	Control-r j t
Middle	Control-r j m
Bottom	Control-r j b

Changing the widths of columns

To	Press
Resize columns so no paragraphs in selected cells wrap	Control-r t w
Resize selected column without changing table's width [†]	Shift and drag selected cell's handle

[†] You can't resize the rightmost column in this manner.

Using the Table Designer

To use these shortcuts, point or click in the Table Designer.

To	Press
Change all settings to As Is	Shift-F8
Change all settings to match the selected table	Shift-Control-F8 or Shift-F9
Display previous page of properties	F6, Control-r p p, or Meta-v

To	Press
Display next page of properties	F7, Control-r p n, or Control-v
Apply only the current group of properties	Control and click Apply

Searching

To	Press
Search forward	Control-r f i n, Control-Meta-s, or Meta-s
Search backward	Control-r f i p, Control-Meta-r, or Meta-r
Change current selection	Control-r r o or Control-%
Change all occurrences of Find text in document	Control-r r g
Change and search again	Control-r r a
Change settings to As Is in Find Character Format and Change To Character Format dialog boxes	Shift-F8
Change settings to match selected text in Find Character Format and Change To Character Format dialog boxes	Shift-Control-F8 or Shift-F9
Display Set Find/Change Parameters dialog box	Control-r f i s

Spell-checking

To	Press
Check selected text or a word containing the insertion point	Control-r l (lowercase letter L) s, or press Shift and click Start Checking in Spelling Checker window
Check the entire document	Control-r l (lowercase letter L) e
Check the current page	Control-r l (lowercase letter L) p
Correct a word	Control-r l (lowercase letter L) c w
Add a word to your personal dictionary (Learn)	Control-r l (lowercase letter L) a p
Add a word to the document dictionary	Control-r l (lowercase letter L) a d
Add a word to automatic corrections	Control-r l (lowercase letter L) a c
Delete a word from your personal dictionary (Unlearn)	Control-r l (lowercase letter L) x p
Delete a word from the document dictionary	Control-r l (lowercase letter L) x d
Clear automatic corrections	Control-r l (lowercase letter L) c a
Display the Spelling Checker Options dialog box	Control-r l (lowercase letter L) o
Display the Dictionary Functions dialog box	Control-r l (lowercase letter L) c d
Create a file of unknown words	Control-r l (lowercase letter L) b
Mark all paragraphs for rechecking	Control-r l (lowercase letter L) r

To	Press
Show a word's hyphenation	Control-r l (lowercase letter L) hyphen
Suppress hyphenation of a word	Meta-underscore
Rehyphenate a document	Control-r l (lowercase letter L) R

To	Double-click
Replace a questioned word	Word in the Correction scroll list in the Spelling Checker window

Using the Thesaurus

Use this shortcut by pointing or clicking in the document window, not the Thesaurus window.

To	Press
Replace a selection with the Thesaurus selection	Control-r T r

Inserting variables or markers

To	Press
Insert a variable by typing the first characters of its name (until FrameMaker recognizes it) and then pressing Return	Control-r q v or Control-0 (zero)
Insert a marker	Control-r m k

Drawing and editing objects

These shortcuts affect the current drawing tool or selected objects.

Choosing tools

To choose	Press
Arc	Control-r 1 (one) a
Frame	Control-r 1 (one) m
Freehand	Control-r 1 (one) f
Last tool selected	Control-r 1 1 (one one)
Line	Control-r 1 (one) l (lowercase letter L)
Object Selection	Control-r 1 (one) o
Oval	Control-r 1 (one) e
Polygon	Control-r 1 (one) p g
Polyline	Control-r 1 (one) p l (lowercase letter L)
Rectangle	Control-r 1 (one) r
Rounded Rectangle	Control-r 1 (one) R
Smart Selection	Control-r 1 (one) s
Text Column	Control-r 1 (one) t c
Text Line	Control-r 1 (one) t l (lowercase letter L)

Using tools to draw objects

To draw	Press
Vertical, horizontal, or diagonal line	Shift and draw a line
Square	Shift and draw a rectangle
Circle	Shift and draw an oval
Circular arc	Shift and draw an arc

To	Press
Display the Tools palette	Control-r 1 (one) w or Control-r g T
Keep a tool active after use	Shift and click a drawing tool
Return to the Object Selection tool after drawing	Shift and click the Object Selection tool

Selecting objects

Use these shortcuts to select objects on the current page.

To	Press
Select a text line or column	Control and click a text line or column
Extend or shorten the selection	Shift and click an object
Force selection border to appear	Shift-Control and draw a selection border
Select the first object in the draw order	Control-r o F
Select the next object in the draw order	Control-r o n
Extend the selection to the next object in the draw order	Control-r o e

Changing fill patterns

First, last, next, and previous refer to positions in the line fill area.

To change pattern to	Press
First fill pattern (black)	Control-r 0 (zero) f
Last fill pattern (none)	Control-r 9 f

To change pattern to	Press
Next fill pattern	Control-r + (plus) f
Previous fill pattern	Control-r - (minus) f

Changing pen patterns

First, last, next, and previous refer to positions in the pen area.

To change pattern to	Press
First pen pattern (black)	Control-r 0 (zero) p
Last pen pattern (none)	Control-r 9 p
Next pen pattern	Control-r + (plus) p
Previous pen pattern	Control-r - (minus) p

Changing line widths

Next and previous refer to positions in the line width area.

To change width to	Press
Thinnest line width	Control-r 0 (zero) w
Thickest line width	Control-r 9 w
Next line width	Control-r + (plus) w
Previous line width	Control-r - (minus) w

Changing dash patterns

First, last, next, and previous refer to positions in the Dashed Line Options dialog box.

To change pattern to	Press
First dash pattern	Control-r 0 (zero) d
Last dash pattern	Control-r 9 d
Next dash pattern	Control-r + (plus) d
Previous dash pattern	Control-r - (minus) d

To	Press
Apply the dash pattern to an object	Control-r 1 (one) d d
Apply the solid pattern to an object	Control-r 1 (one) d s
Display the Dashed Line Options dialog box	Control-r 1 (one) d i

Working with objects

To	Press
Move an object horizontally or vertically	Shift and drag object
Maintain an object's proportions while resizing	Shift and drag corner handle
Display the properties of the currently selected object in the Tools palette	Control-r g O (uppercase letter O), or press Shift and choose Pick up Object Properties from the Graphics menu
Display the reshape handle and control points for the line, polyline, polygon, or freehand curve currently selected	Control-r g r
Move the control point horizontally or vertically	Shift and drag the control point
Change the curve on only one side of a reshape handle (crimp curve)	Control and drag the control point
Quick-copy the selected object	Control and drag the object by using the middle mouse button
Turn display of graphics off or on	Control-r v v

To	Middle-click
Add a reshape handle and control points	A line, polyline, polygon, or freehand curve with reshape handles and control points currently displayed
Delete a reshape handle	The reshape handle

Moving objects

These commands move selected objects. The values shown here are for a zoom setting of 100%.

To move objects	Press
One point	Control-arrow key
Six points	Shift-Control-arrow key

Aligning objects

If only one object is selected, the object is aligned in a frame or on a page.

To align objects along	Press
Tops	Control-r j t
Top/bottom centers	Control-r j m
Bottoms	Control-r j b
Left sides	Control-r j l (lowercase letter L)
Left/right centers	Control-r j c
Right sides	Control-r j r

Rotating objects

To	Press
Rotate an object 90° clockwise	Control-r g + (plus)

To	Press
Rotate an object 90° counterclockwise	Control-r g - (minus)
Rotate an object precisely by using the Rotate Selected Objects dialog box	Control-r g t
Rotate again	Control-r g x
Return object to its natural orientation (0°)	Control-r g 0 (zero)
Rerotate an object from its natural orientation to its previous orientation	Control-r g 1 (one)
Set the current position of a polyline, polygon, or Bézier curve as the natural orientation	Control-r g 9
Rotate an object arbitrarily	Control and use the right mouse button to drag a corner or reshape handle, or press Meta and drag a corner or reshape handle
Constrain rotation to 45° increments	Shift-Control and use the right mouse button to drag a corner or reshape handle, or press Shift-Meta and drag a corner or reshape handle

To rotate a page	Press
Clockwise	Control-r p O (uppercase letter O)
Counterclockwise	Control-r p o
Unrotate a page	Control-r p U

Working with frames

To	Press
Shrinkwrap an anchored frame (shrink the frame to an object and position the frame at the insertion point)	Control-r m p
Unwrap an anchored frame (enlarge the frame)	Control-r m e

To	Click
Rename a selected reference frame	Frame name in status bar

Working with insets

To	Double-click
Edit an inset	Inset

Using color

Selecting colors

To	Press
Keep a color selected after use	Shift and choose a color from the Color pop-up menu
Assign a color to all objects in a document	Shift-Control and choose a color from the Color pop-up menu

Changing color views

To choose	Press
View number (1, 2, 3, 4, 5, or 6) from the Define Color Views dialog box	Control-r v (number)

Designing documents

To	Press
Rename a master or reference page [†]	Control-r p N
Create a master page [†]	Control-r p m
Update page layouts ^{††}	Control-r p u
Replace text columns with a different number of text columns	Control-r C r
Import the formats from another document	Control-r f i o

†. Display a master or reference page before using this shortcut.

†. Display a body or master page before using this shortcut.

††. Display a body page before using this shortcut.

Changing text flows

To	Press
Split a column below the insertion point	Control-r C S
Split a column at the right of the insertion point	Control-r C R
Split a column into lines	Control-r C L

To	Press
Disconnect a selected column from the previous column in a flow	Control-r C P
Disconnect a selected column from the next column in a flow	Control-r C N
Disconnect a selected column from both the previous and next columns	Control-r C B
Connect two selected columns	Control-r C C

Managing documents

To	Press
Display the Compare Documents dialog box	Control-r f t c
Display the Document Reports dialog box	Control-r f t r
Display the Freeze Pagination or Unfreeze Pagination dialog box	Control-r p z

Using conditional text

Working with conditional text

Use the shortcuts in this section when working with conditional text.

To	Press
Display the Show/Hide Conditional Text dialog box	Control-r v C

To	Press
Turn format overrides on or off	Control-r v O (uppercase letter O)
Select all text around the insertion point that has the same condition tag settings	Control-r h C

Using the Conditional Text window

To use these shortcuts, point or click in the Conditional Text window.

To	Press
Move all condition tags to the As Is scroll list	Shift-F8
Change the scroll lists to match the condition tag settings of selected text	Shift-Control-F8 or Shift-F9

To	Double-click
Move a condition tag between the In and Not In scroll lists	The tag
Move a condition tag from the As Is to the In scroll list	The tag in the As Is scroll list

Changing condition tag settings

Use these shortcuts to change the condition tag settings of selected text or table rows.

To	Press
Apply a condition tag to selected text by typing the first characters of the tag (until FrameMaker recognizes it) and then pressing Return	Control-4 or Control-r q C
Remove a condition tag from selected text by typing the first characters of the tag (until FrameMaker recognizes it) and then pressing Return	Control-5 or Control-r q D
Make the selected text unconditional	Control-6 or Control-r q U

Working with hypertext documents

To	Press
Go to the previous view	Control-r v P
Go to the next view	Control-r v N
Lock or unlock a document	Control-r F l (lowercase letter L) k

Customizing menus

To	Press
Display a custom menu bar	Control-r v m u

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