

# M.A.'s Favorite FM Shortcuts

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Our spiky-haired intern always has a hand on the mouse. Ah, fleeting youth, without the aches and pains the years of mousing and keyboarding bring. But with the years comes hoary wisdom—get that keyboard at the right position, and keep your hands on it!

Here's a list of my favorite keyboard shortcuts. I have an ulterior motive in writing this month's column. I often misplace my list, and now I will always be able to find it in the TechniScribe archives on the OCSTC website.

## Notes:

- Esc means press and release the Escape key. (FrameMaker's shortcuts reveal FrameMaker's Unix roots.)
- Pay attention to whether the shortcut letter is upper case or lower case.
- Ctrl+q means to hold down the Ctrl key, press the q key, then release both keys. (There are no short cuts listed here that use the keyboard plus symbol)

Example: Ctrl+q \*

- a. Press and hold down the Ctrl key, press the q key,
- b. release the Ctrl key and the q key,
- c. then press shift 8.

## Keyboard Shortcuts

What the shortcut does	How to do it
This one is worth the cost of your STC dues if you work with long documents. When you're arranging the final pagination before publishing, you may want to keep related information together by forcing a page break (this is a style override)	Esc jP
Repeats the last paragraph tag assignment into the present location	Esc jj
Repeats the last character tag assignment into the present location	Esc cc
Here's a mean trick to play on the spiky-haired intern: lock (or unlock) the document for editing	Esc Flk (lowercase L and lowercase K)
Updates the book (in the book view)	Esc fg
Inserts a tab in a cell	Esc Tab
Refreshes the screen	Ctrl l
Fits the page in the window	Esc zp
Checks a link	Hold down Ctrl Alt while you click
After checking a link, jumps back to where you came (only works within a file)	Esc vP

## Keyboard Shortcuts (continued)

What the shortcut does	How to do it
Opens the Paragraph Designer, Character Designer, Table Designer, respectively	Ctrl M Ctrl D Ctrl T
Deletes all the tags in a catalog. (I do this before installing a template update)	<ul style="list-style-type: none"> <li>• Open the paragraph or catalog tag catalog</li> <li>• Click Delete</li> <li>• Hold down the Alt key while you press e.</li> <li>• When finished, press Done.</li> </ul>
<p>In everyday work, the biggest shortcut is choosing your paragraph and character tags with the function keys.</p> <p>Hopefully, your tags have been thoughtfully named so you can use these function keys efficiently.</p> <p>(For example, paragraph tags could be named: p para, b bullet, s step).</p> <p>Of course, if you are using structured authoring in FrameMaker, you don't need to worry about such mundane matters. But that's another column.</p>	<p>Paragraph tag: Press the F9 key and type the first letter or two of the name of the paragraph tag</p> <p>Character tag: Select the text, press the F8 key and type the first letter or two of the name of the character tag</p>

## Special Characters

What the shortcut does	How to do it
• Inserts a bullet	Ctrl+q %
Inserts a real ellipse ...	Ctrl+q I (uppercase i)
— Inserts an M dash	Ctrl+q Q
Inserts a thin space to put before and after your M dash	Esc spacebar t
Inserts a non-breaking hyphen	Esc hyphen h
Inserts a non-breaking space	Ctrl spacebar
° Inserts a degree symbol	Ctrl+q <
™ Inserts a trademark symbol	Ctrl+q *
® Inserts a registered trademark symbol	Ctrl+q (
© Inserts a copyright symbol	Ctrl+q )
¿ Inserts an upside down and backwards question mark	Ctrl+q @
μ Inserts a micro symbol	Ctrl+q 5