

Other shortcuts

This table summarizes other shortcuts that use the keyboard, mouse, or both.

Note: In these shortcuts, a + (plus sign) is used to mean *and*—it does not mean to press the + (plus) key.

To achieve this:	Use this shortcut:	Description
Viewing and selecting items		
Select an imposition page within a page grid	Use the Page Select tool, and click the page	
Select multiple pages, sections, or marks	Press Shift + click the items, or drag a marquee around them	
Select all odd, even, or ranges of pages in a run list	In the Pages List , right-click the product or part, and select an option	Use a dash to indicate a range, and use a comma to separate multiple values (1-4,9-12,21-24). Do not insert spaces.
Select a fold mark	Mac OS:  + Shift + click Windows: Alt + click	Allows you to view and edit the fold mark properties
Zoom in and out	Roll the mouse wheel	Increases or decreases the zoom as you roll the mouse wheel
Pan your current view	Press the space bar + drag an object in the workspace	Moves the press sheet in the same way as the Pan tool
Editing		
Edit a layout's page properties	Select a page in the workspace	Activates the editable text boxes in the workspace, depending on the current View menu selections, and displays the Content Page and Template Page settings in the Properties pane
Edit a layout's mark	Double-click a mark in the workspace	Displays the selected mark's settings in the Properties pane

Edit a reusable media, stock, or mark resource	Right-click the item in the corresponding list in the Resources pane	Displays a context menu from which you can choose Edit
Edit a press-run section's trims	In the workspace, select the section	Activates the editable text boxes in the workspace, depending on the current View menu selections, and displays its settings in the Properties pane
Edit a product section	From any view, select the section in the Products list.	Displays its settings in the Properties pane
Edit an imposition on a layout	Double-click the imposition	Displays the Edit Imposition dialog box
Edit a product or product part	From any view, select the product or part in the Products list.	Displays its settings in the Properties pane. Structural edits of multi-part products can be made only in the Assembly view, such as changing the page count
Edit content trim boxes	Select the page in the Pages List	Displays the page and trim boxes in the Preview pane (depending on View menu settings) and its run-list page settings in the Properties pane
Edit a press run's settings	Select the press run in the Press Runs List	Displays its settings in the Properties pane. You can also edit certain settings directly in the list row.
Edit gutters in a layout	In the workspace, select the press-run section	Displays its editable gutter or trim text boxes in the workspace and Properties pane
Edit a media's punch location	In the Media list, right-click the media, select Edit , and in the Media Configuration dialog box, click Punch Location .	Displays the Punch Location dialog box
Edit a layout's distance between the sheet edge and the media punch	In the workspace, select the stock.	Displays its settings in the Properties pane, including the editable Punch Distance

Moving items		
Move a page along its axis	Press Shift + drag a page	Moves a page to a position that is on the X or Y axis of its original position. If you move the page diagonally, it snaps to its nearest original axis.
Nudge an item	Select the item and use the arrow keys	Moves the selected, unlocked page or mark in the direction of the arrow
Override the snap behavior	Mac OS:  + drag Windows: Ctrl + drag	Drags the selected page without regard to snap settings. When you release the mouse, the page remains exactly where it is instead of snapping to the nearest available grid line.
Replacing items		
Replace a content page in a layout	Drag the new page over the old page until the recycle symbol appears, then drop.	Replaces that page and any other page on the press sheet that has the same template number. Retains the original template page properties for each replaced page.
Replace content on only one of multiple same-numbered template pages	Mac OS:  + drag Windows: Alt + drag	Replaces only the page with a recycling symbol on it, even if it is in a group. Does not affect any other pages with the same template page number. Assigns the next available template page number to the new page. Works only for pages dragged from the file list.
Replace a stock or media in a layout	Double-click the new item in the Stock or Media list	Replaces a stock or media without removing any placed pages
Replace a press-run layout	Double-click the new template signature in the Templates list	Removes any placed pages and replaces the existing layout resources in the workspace
Replace selected file list placeholder with content	Job > Replace File Placeholder	Replaces the file placeholder with content. If the new file is larger or smaller than the placeholder, a message asks you what to do with the extra pages in the larger file.
Creating duplicates		

Duplicate a selected page once	Mac OS:  + drag Windows: Alt + drag	Places a copy of the original page, with content, where you release the mouse
Duplicate a selected page via step and repeat	Mac OS:  + D Windows: Ctrl + D	Displays a dialog box with the step-and-repeat options
Duplicate a selected press run	Mac OS:  + D Windows: Ctrl + D	Adds and selects the duplicated press-run layout, without content
Copy a selected press run or ganged page	Mac OS:  + C,  + V Windows: Ctrl + C, Ctrl + V	Inserts a copy of the press run or places a copy of the page where you release the mouse, with content
Deleting pages		
Delete the entire selected page from a layout	Press Delete.	Deletes the selected template page and its content. This does not affect the Files list.
Remove only the content from a selected page on a layout	Mac OS:  + Delete Windows: Alt + Delete	Removes only the selected content page and not its template page. If used on a page group, removes all the content pages and retains the template pages.