Adobe PageMaker

Pointer tool: Selects, moves, & resizes text blocks & graphics

Ellipse tool: Draws circles and ellipses

Line tool: Draws straight lines

Polygon tool: Draws basic polygons and stars

Rotating tool: Rotates selected text blocks & graphics

Text tool: Creates, selects, & edits type Rectangle tool:

Draws squares & rectangles

Constrained-line tool: Draws straight lines at 45º increments

Zoom tool: Magnifies or reduces an area of the page

Cropping tool: Trims graphics

Open a copy of a publication or the original of a template	Option key + File + Recent Publications
Revert to last mini-save	Shift key + File + Revert
Save all open publications	Option key + File + Save (becomes Save All)
Close all open publications	Option key + File + Close
Insert one page	Command key + Shift key + quotes (")
Proportional resize (for graphics or grouped objects)	Shift key + drag corner handle
Magic stretch (resizes 1-bit bitmap graphics to printer resolution)	Command key + drag handle of bitmap
Proportional magic stretch (resizes 1-bit bitmap graphics proportionately to printer resolution)	Command key + Shift key + drag handle
Select multiple elements	Shift key + click each element
Select element behind others	Command key + click
Select multiple elements behind others	Command key + Shift key + click
Mask and Group	Option key + Element + Mask and Group
Unmask and Ungroup	Option key + Element + Unmask and Ungroup
Constrain move horizontally or vertically	Shift key + drag element
Multipaste without dialog box	Option key + Edit + Multiple Paste
Paste items in the same position as the original	Option key + Command key + V
Edit OLE object	Double-click object
Nudge selected object	Press arrow keys
Nudge selected objects by ten times the amount in Preferences	Command key + press arrow keys
Rotate from center of bounding box or text block	Command key + Rotating tool
Set all pages to the same view	Option key + Layout + View + any view
Send window to back	Option key + click title bar
Edit story	Triple-click text block with pointer tool
Redraw current page	Command key + Shift key + F12
Redraw page in high resolution	Control key + View + any view
Save print settings without printing	Shift key + click Done
Save print settings as a printer style	Command key + click Style