

Adobe FrameMaker 9 **useful shortcuts and information**

ENTERING SPECIAL CHARACTERS

Bullet	•	Ctrl+q %
Dagger	†	Ctrl+q space
Double Dagger	‡	Ctrl+q `
Trademark	™	Ctrl+q *
Copyright	©	Ctrl+q)
Registered trademark	®	Ctrl+q (
Paragraph symbol	¶	Ctrl+q &
Section symbol	§	Ctrl+q \$
Ellipsis	...	Ctrl+q Shift+i
Em Dash	—	Ctrl+q Shift+q
En Dash	-	Ctrl+q Shift+p
'	'	Ctrl+'
"	"	Esc"
‘(Smart Quotes off)	‘	Ctrl+q Shift+t
’(Smart Quotes off)	’	Ctrl+q Shift+u
“(Smart Quotes off)	“	Ctrl+q Shift+r, Alt+Ctrl+'
”(Smart Quotes off)	”	Ctrl+q Shift+s, Alt+Ctrl+'
Em space	Esc space m	Ctrl+ Shift+space
En space	Esc space n	Alt+Ctrl+space
Nonbreaking space	Esc space h	Ctrl+space
Numeric space	Esc space 1 (one)	
Thin space	Esc space t	
Nonbreaking hyphen	Esc - h	
Suppress hyphenation symbol	Esc n s	
Discretionary hyphen	Esc - Shift+d	Ctrl+-
Forced return	Shift+Return	

TYPING SPECIAL CHARACTERS IN DIALOG BOXES

Bullet	•	\b
Circumflex	^	\@
Dagger	†	\d
Double Dagger	‡	\Shift+d
Dash (em)	—	\m

Dash (en)	-	\=
Ellipsis	...	\e
Florin	f	\Shift+f
Forced Return		\r
Fraction	/	\V
Grave	`	\{
Guilsingl left	<	\(
Guilsingl right	>	\)
Hungarumlaut	˘	\&
Hyphen (discretionary)	-	\-
Hyphen (nonbreaking)	-	\+
OE ligature	Œ	Shift+o Shift+e
oe ligature	œ	\oe
Per thousand	‰	\%
Quote (base single)	'	\,
Quote (base double)	"	\g
Quote (double left)	“	\`
Quote (double right)	”	\'
Space (em)		\sm, \Shift+m
Space (en)		\sn, \Shift+n
Space (nonbreaking)		\space
Space (numeric)		\s#, \#
Space (thin)		\st, \i
Suppress hyphenation		_ (underscore)
Tab		\t
Trademark serif	™	\Shift+t Shift+m
Y dieresis	ÿ	\Shift+y: (colon)

KEYS FOR FINDING AND CHANGING

Srch fwd	Esc f i n, Esc e Sh+f, Ctl+Sh+f, Alt+Ctl+s
Search backward	Esc f i p, Alt+Ctrl+f, Alt+Ctrl+r
Change current selection	Esc r o
Change all occurrences of Find text in doc	Esc r g
Change and search again	Esc 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+F9
Display Set Find/Change Parameters	Esc f i s
Tab symbol	\t
Forced return	\r
End-of-paragraph symbol	\p
Start of paragraph	\P
Nonbreaking space	\ (space)
Thin space	\i, \st
En space	\N, \sn
Em space	\M, \sm
Numeric space	\#, \s#
End-of-flow symbol	\f
` (grave)	\{
\ (backslash)	\\
Discretionary hyphen	\- (hyphen)
Nonbreaking hyphen	\+
Suppress hyphenation symbol	_ (underscore)
Start of word	\<
End of word	\>

WITH USE WILDCARDS TURNED ON ...

Any number of characters	*
Spaces or punctuation	(bar)
Any one character	?
The beginning of a line	^
The end of a line	\$
Any one of the bracketed characters ab	[ab]
Any character except ab	[^ab]
Any character from a to f	[a-f]