

# ADOBE FRAMEMAKER 9

# FM

## FILE MENU (DOCUMENT WINDOW)

New>Document	Esc f n, Ctrl+n
New>Book	Esc f Shift+n
Open	Esc f o, Ctrl+o
Close	Esc f c, Esc f q, Ctrl+w
Close All	Ctrl+F4, Ctrl+Shift+w
Save	Esc f s, Ctrl+s
Save All	Esc f Shift+s
Save As	Esc f a
Save As PDF	Esc f w p
Save As XML	Esc f w x
Revert to Saved	Esc f r
Import>File	Esc f i f
Import>Formats	Esc f i o
Import>Object	Esc f i b
Import>Element Definitions	Esc f i e
Print	Esc f p, Ctrl+p
Print Setup	Ctrl+Shift+p
Send	Esc f m
Send All Open Files	Esc f Shift+m
Utilities>Compare Documents	Esc f t c
Utilities>Document Reports	Esc f t r
Utilities>HTML Setup	Esc f t h
Utilities>Create and Apply Formats	Esc f t f
Utilities>Hex Input	Win h
Utilities>Character Palette	Win i
Preferences	Esc f Shift+p
Exit	Alt+F4

## FILE MENU (BOOK WINDOW)

New Document	Esc f n, Ctrl+n
New Book	Esc f Shift+n
Open	Esc f o, Ctrl+o
Open All Files in Book	Esc f Shift+o
Close Book	Esc f c, Ctrl+w
Close All Files in Book	Esc f Shift+c
Save Book	Esc f s, Ctrl+s
Save All Files in Book	Esc f Shift+s
Save Book As	Esc f a
Revert to Saved Book	Esc f r
Import>Formats	Esc f i o
Import>Element Definitions	Esc f i e
Print Selected Files	Esc f Shift+f
Print Book	Esc f p, Ctrl+p
Print Setup	Ctrl+Shift+p
Utilities>Compare Books	Esc f b
Preferences	Esc f Shift+p
Exit	Alt+F4

## EDIT MENU (DOCUMENT WINDOW)

Undo/Redo	Esc e u, Ctrl+z, Ctrl+Shift+z
Cut	Esc e x, Ctrl+x, Shift+Delete
Copy	Esc e c, Ctrl+c, Ctrl+Insert
Paste	Esc e p, Ctrl+v, Shift+Insert
Paste Special	Ctrl+Shift+v
Clear	Esc e b
Copy Special>Attribute Values	Esc e y a
Copy Special>Paragraph Format	Esc e y p
Copy Special>Character Format	Esc e y c
Copy Special>Conditional Text Settings	Esc e y d
Copy Special>Table Column Width	Esc e y w
Select All in Flow	Esc e a, Ctrl+a
Find/Change	Esc e f, Ctrl+f
Find Next	Esc f i n, Esc e Shift+f, Ctrl+Shift+f
Spelling Checker	Esc e s
Thesaurus	Esc e t
Text Inset Properties	Esc e i
Update References	Esc e Shift+u
Links	Esc e k
Object	(No shortcut available)

## EDIT MENU (BOOK WINDOW)

Undo	Esc e u, Ctrl+z
Cut	Esc e x, Ctrl+x, Shift+Delete
Copy	Esc e c, Ctrl+c
Paste	Esc e p, Ctrl+v
Clear	Esc e b
Copy Special>Attribute Values	Esc e y a
Redo	Ctrl+Shift+z
Select>All Files	Esc e a
Select>Generated FrameMaker Files	Esc e Shift+a Shift+g
Select>Non-Generated FrameMaker Files	Esc e Shift+a Shift+n
Select>FrameMaker Files	Esc e Shift+a Shift+f
Select>Excluded Components	Esc e Shift+a Shift+e
Sel.>Non-Excluded Components	Esc e Shift+n Shift+e
Select>Chapter Components	Esc c l
Select>Section Components	Esc s l
Select>Sub-Section Components	Esc s s l
Find/Change	Esc e f, Ctrl+f
Find Next	Esc f i n, Esc e Shift+f, Ctrl+Shift+f
Spelling Checker	Esc e s
Set Up Generated File	Esc f d
Rename	Esc f e, F2
Delete	Esc f x
Suppress Automatic Reference Updating	Esc e Shift+s
Update Book	Esc e Shift+u, Esc f g

## ADD MENU (BOOK WINDOW)

Files	Esc f f
Table of Contents	Esc t o c
List of>Figures	Esc l (lowercase l) o f
List of>Tables	Esc l (lowercase l) o t
List of>Elements & Paragraphs (Alphabetical)	Esc l o (Shift)+p
List of>Markers (Alphabetical)	Esc l (lowercase l) o (Shift)+m
List of>References	Esc l (lowercase l) o r
Standard Index of Authors	Esc i x
Index of>Authors	Esc i o a
Index of>Subjects	Esc i o s
Index of>Markers	Esc i o m
Index of>References	Esc i o r

## ELEMENT MENU

Merge	Esc Shift+e m
Split	Esc Shift+e s
Unwrap	Esc Shift+e u
Edit Attributes	Esc Shift+e Shift+a
Namespaces	Esc Shift+e Shift+n
Element Catalog	Esc Shift+e Shift+c
Set Available Elements	Esc Shift+e Shift+o Shift+c
New Element Options	Esc Shift+e Shift+o Shift+i
Validate	Esc Shift+e v

## FORMAT MENU

Font	(No shortcut available)
Size	(No shortcut available)
Style>Plain	Esc c p, F2
Style>Bold	Esc c b, F4, Ctrl+b, Ctrl+Shift+b
Style>Italic	Esc c i, F5, Ctrl+i
Style>Underline	Esc c u, Ctrl+u, Ctrl+Shift+u
Style>Double Underline	Esc c d
Style>Overline	Esc c o
Style>Strikethrough	Esc c s, Ctrl-/
Style>Change Bar	Esc c h, Ctrl+Shift+h
Style>Superscript	Esc c plus
Style>Subscript	Esc c minus
Style>Small Caps	Esc c m, Ctrl+e
Characters>Designer	Esc c d, Ctrl+d
Characters>Catalog	Esc c c
Characters>Default Paragraph Font	Esc c p
Paragraphs>Designer	Esc o p d, Ctrl+m, Ctrl+Shift+m
Paragraphs>Catalog	Esc o p c
Page Layout>Column Layout	Esc o c l (lowercase l)
Page Layout>Line Layout	Esc o l l (lowercase l)
Page Layout>Page Size	Esc o p s
Page Layout>Pagination	Esc o p i
Page Layout>Master Page Usage	Esc o m u
Page Layout>New Master Page	Esc o m p
Page Layout>Update Column Layout	Esc o u p
Customize Layout>Customize Text Frame	Esc o c f
Customize Layout>Connect Text Frames	Esc Shift+c Shift+c
Customize Layout>Disconnect Previous	Esc Shift+c Shift+p
Customize Layout>Disconnect Next	Esc Shift+c Shift+n
Customize Layout>Disconnect Both	Esc Shift+c Shift+b
Customize Layout>Split Text Frame	Esc Shift+c Shift+s
Customize Layout>Rotate Page CW	Esc p Shift+o
Customize Layout>Rotate Page CCW	Esc p o
Customize Layout>Unrotate Page	Esc p Shift+u
Customize Layout>Combined Fonts	Esc o c o
Document>Change Bars	Esc o d n, Esc e n
Document>Footnote Properties	Esc o b
Document>Text Options	Esc o f
Document>PDF Setup	Esc o t o
Document>Rubi Properties	Esc o d a
Headers & Footers>Insert Page #	Esc o r
Headers & Footers>Insert Page Count	Esc o h p
Headers & Footers>Insert Current Date	Esc o h c
Headers & Footers>Insert Other	Esc o h d
Headers & Footers>Insert Other	Esc o h o

## VIEW MENU (DOCUMENT WINDOW)

QuickAccess Bar	Esc v q
Paragraph Formatting Bar	Esc v p a
Text Formatting Bar	Esc v t e
Table Formatting Bar	Esc v t a
Object Alignment	Esc v o a
Object Properties Bar	Esc v o p
Track Text Edit Bar	Esc Shift+v e
Borders	Esc v b
Text Symbols	Esc v t
Rulers	Esc v r
Grid Lines	Esc v g
Element Boundaries	Esc v Shift+e
Element Boundaries (as Tags)	Esc v Shift+t
Options	Esc v o
Attribute Display Options	Esc v Shift+a
Go to Page	Esc v p, Ctrl+g, Ctrl+Shift+g
Body Pages	Esc v Shift+b
Master Pages	Esc v Shift+m
Reference Pages	Esc v Shift+r
Color>Views	Esc v c v
Color>Definitions	Esc v c d
Menus>Quick	Esc v m q
Menus>Complete	Esc v m c
Menus>Modify	Esc v m m

## VIEW MENU (BOOK WINDOW)

QuickAccess Bar	Esc v q
Paragraph Formatting Bar	Esc v p a
Text Formatting Bar	Esc v t e
Table Formatting Bar	Esc v t a
Object Alignment	Esc v o a
Object Properties Bar	Esc v o p
Track Text Edit Bar	Esc Shift+v e
Show Borders	Esc Shift+v b s
Hide Borders	Esc Shift+v b h
Show Text Symbols	Esc Shift+v t s
Hide Text Symbols	Esc Shift+v t h
Show Rulers	Esc Shift+v r s
Hide Rulers	Esc Shift+v r h
Show Grid Lines	Esc Shift+v g s
Hide Grid Lines	Esc Shift+v g h
Show Graphics	Esc Shift+v g s
Hide Graphics	Esc Shift+v g h
Show Element Boundaries	Esc Shift+v Shift+e s
Hide Element Boundaries	Esc Shift+v Shift+e h
Show Element Boundaries (as Tags)	Esc Shift+v Shift+t s
Options	Esc v o
Attribute Display Options	Esc v Shift+a
Zoom>In	Esc z i
Zoom>Out	Esc z o
Zoom>100 percent	Esc z z
Zoom>Fit Page in Window	Esc z p
Zoom>Fit Window to Page	Esc z w
Zoom>Fit Window to Text Frame	Esc z f
Color>Views	Esc v c v
Color>Definitions	Esc v c d
Menus>Quick	Esc v m q
Menus>Complete	Esc v m c
Menus>Modify	Esc v m m

## SPECIAL MENU

Page Break	Esc s p b
Anchored Frame	Esc s a
Footnote	Esc s f
Cross-Reference	Esc s c
Variable	Esc s v
Hypertext	Esc s h
Marker	Esc s m
Equations	Esc s e
Filter by Attribute	Esc s a c
Conditional Text	Esc s Shift+c
Manage Conditional Text	Esc m Shift+c
Apply Conditional Text	Esc s Shift+c
Show/Hide Conditional Text	Esc v Shift+c
Show Condition Indicator	Esc Shift+v Shift+o
Hide Condition Indicator	Esc Shift+v Shift+o h
Toggle Conditional Indicators On/Off	Esc v Shift+o
Show One Conditional Text Tag	Esc q Shift+s
Select Same Condition Tags	Esc h Shift+c
View condition applied to text at cursor position	Esc q Shift+c
Focus in Conditional Text	Esc Shift+f i o
Close Conditional Text dialog box	Esc Shift+c o
Turn on or off Track Text Edit feature	Esc s t o
Show Next	Esc s t n
Show Previous	Esc s t p
Accept Edit	Esc s t a
Reject Edit	Esc s t r
Accept All	Esc s t Shift+a
Reject All	Esc s t Shift+r
Preview Final	Esc s t Shift+f
Preview Original	Esc s t Shift+o
Preview Off	Esc s p o
Rubi	Esc s r
Table of Contents	Esc t o c
List of>Figures	Esc l o f
List of>Tables	Esc l o t
List of>Elements & Paragraphs	Esc l o p
List of>Elements & Paragraphs (Alphabetical)	Esc l o Shift+p
List of>Markers (Alphabetical)	Esc l o m
List of>Markers	Esc l o Shift+m
List of>References	Esc l o r
Standard Index	Esc i x
Index of>Authors	Esc i o a
Index of>Subjects	Esc i o s
Index of>Markers	Esc i o m
Index of>References	Esc i o r
Add Disconnected Pages	Esc s p a
Delete Pages	Esc s p d
Remove Structure from Flow	Esc s f

## GRAPHICS MENU

Tools	Esc g Shift+t, Esc one w
Group	Esc g g
Ungroup	Esc g u
Bring to Front	Esc g f
Send to Back	Esc g b
Align	Esc g a
Distribute	Esc g d
Reshape	Esc g r
Smooth	Esc g s
Unsmooth	Esc g m
Flip Up/Down	Esc g v

Flip Left/Right	Esc g h
Rotate	Esc g t
Scale	Esc g z
Set # Sides	Esc g n
Join	Esc g j
Object Properties	Esc g o
Pick up Properties	Esc g Shift+o
Runaround Properties	Esc g Shift+r
Gravity	Esc g y
Snap	Esc g p
3D Menu Background Color option	Alt + g + 3 + b
3D Menu Lighting option	Alt + g + 3 + l (lowercase l)
Lights from File	Alt + g + 3 + l + (lowercase l) + l (lowercase l)
No Lights	Alt + g + 3 + l (lowercase l) + n
White Lights	Alt + g + 3 + l (lowercase l) + w
Day Lights	Alt + g + 3 + l (lowercase l) + d
Bright Lights	Alt + g + 3 + l (lowercase l) + b
Primary Color Lights	Alt + g + 3 + l (lowercase l) + p
Night Lights	Alt + g + 3 + l (lowercase l) + i
Blue Lights	Alt + g + 3 + l (lowercase l) + u
Red Lights	Alt + g + 3 + l (lowercase l) + r
Cube Lights	Alt + g + 3 + l (lowercase l) + c
CAD Optimized Lights	Alt + g + 3 + l (lowercase l) + o
Headlamp	Alt + g + 3 + l (lowercase l) + h
Show Existing Views	Alt + g + 3 + s
Render Mode option	Alt + g + 3 + r
Bounding Box	Alt + g + 3 + r + b
Transparent Bounding Box	Alt + g + 3 + r + t
Transparent Bounding Box Outline	Alt + g + 3 + r + o
Vertices	Alt + g + 3 + r + v
Shaded Vertices	Alt + g + 3 + r + s
Wireframe	Alt + g + 3 + r + w
Shaded Wireframe	Alt + g + 3 + r + h
Solid	Alt + g + 3 + r + l (lowercase l)
Transparent	Alt + g + 3 + r + r
Solid Wireframe	Alt + g + 3 + r + i
Transparent Wireframe	Alt + g + 3 + r + a
Illustration	Alt + g + 3 + r + u
Solid Outline	Alt + g + 3 + r + d
Shaded Illustration	Alt + g + 3 + r + e
Hidden Wireframe	Alt + g + 3 + r + n

## TABLE MENU

Insert Table	Esc t i
Table Designer	Esc t d, Ctrl+t, Ctrl+Shift+t
Row Format	Esc t r
Custom Ruling & Shading	Esc t x
Add Rows or Columns	Esc t a
Resize Columns	Esc t z
Straddle/Unstraddle	Esc t l (lowercase l)
Convert to Table/Convert to Paragraphs	Esc t v
Sort	Esc t s

## STRUCTURETOOLS MENU

StructureTools>Set Structured App	Esc f + Sh+a, Alt + r + u
StructureTools>Utilities	Alt + r + i
S>U>Convert Structured Documents	Esc f + t + s, Alt + r + l + c
S>U>Conv. Docs to Structured Format	Esc f + t + d, Alt + r + l + d
S>U>Structure Current Doc	Esc f + t + Shift+c, Alt + r + l + s
S>U>Structure Documents	Esc f + t + Shift+d, Alt + r + l + t
StructureTools>New EDD	Esc f Shift+d Shift+n
StructureTools>Export Element Catalog as EDD	Esc f Sh+d Sh+x
StructureTools>Import CSS Styles	Esc f Shift+d Shift+j
StructureTools>Show Element context	Esc f Shift+d Shift+e
StructureTools>Open DTD	Esc f Shift+d Shift+o
StructureTools>Import DTD	Esc f Shift+d Shift+m
StructureTools>Save as DTD	Esc f Shift+d Shift+s
StructureTools>Open Schema	Esc f Shift+d Shift+y
StructureTools>Import Schema	Esc f Shift+d Shift+z
StructureTools>Edit Application Definitions	Esc f Shift+d Shift+a
StructureTools>Read Application Definitions	Esc f Shift+d Shift+r
StructureTools>New Read/Write Rules	Esc f Shift+d Shift+w
StructureTools>Check Read/Write Rules	Esc f Shift+d Shift+c
StructureTools>Parse Structured Document	Esc f Shift+d Shift+p
StructureTools>Generate Conversion Table	Esc f Shift+d Shift+g
StructureTools>Generate CSS2	Esc f Shift+d Shift+h

## DITA MENU

DITA>New DITA File>New <mapi>	Esc Shift+n Shift+m i
DITA>New DITA File>New <topic>	Esc Shift+n Shift+t 1
DITA>New DITA File>New <concept>	Esc Shift+n Shift+t 2
DITA>New DITA File>New <task>	Esc Shift+n Shift+t i
DITA>New DITA File>New <reference>	
DITA>New DITA File>Refresh Menu	Esc Shift+r Shift+m
DITA>Insert Conref	Esc Shift+i Shift+c
DITA>Assign ID to Element	Esc Shift+a Shift+i
DITA>Update References	Esc Shift+u Shift+r
DITA>Open all Topicrefs	Esc Shift+o Shift+a
DITA>Insert Topicref	Esc Shift+i Shift+t
DITA>Build FM Document from DITA Map	Esc Shift+g Shift+d
DITA>DITA Options	Esc Shift+d Shift+o

## WINDOW MENU

Cascade	Shift+F4
Tile	Shift+F5
Arrange Icons	(No shortcut available)
Refresh	Ctrl+l (lowercase l)

publishing • training • consulting

FrameMaker • InDesign • Photoshop • Illustrator • InCopy • Acrobat

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CERTIFIED EXPERT