Keyboard shortcuts for Microsoft Publisher

▶ Show All
▼ Hide All
The shortcut keys described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard.
To print this topic, press TAB to select Show All, press ENTER, and then press CTRL+P.
▼ Editing and formatting
▼ Edit or format text

To do this	Press
Display the Find and Replace task pane, with the Find option selected under Find or Replace. These keyboard shortcuts might not work if another task pane is already open.	F3 or CTRL+F or SHIFT+F4
Display the Find and Replace task pane, with the Replace option selected under Find or Replace. These keyboard shortcuts might not work if another task pane is already open.	CTRL+H
Check spelling.	F7
Display the Research task pane to find synonyms.	SHIFT+F7
If there is an insertion point in a text box, this keyboard shortcut selects all text in the current story (story: Text that's contained within a single text box or a chain of linked text boxes.). If there is no insertion point in any text box, it selects all the objects on a page.	CTRL+A
Make text bold.	CTRL+B
Italicize text.	CTRL+I
Underline text.	CTRL+U
Make text small capital letters, or return small capital letters to upper and lower case. This keyboard shortcut is not available in Web view.	CTRL+SHIFT+K
Select the Style box on the Formatting toolbar.	CTRL+SHIFT+S
Select the Font box on the Formatting toolbar.	CTRL+SHIFT+F
Select the Font Size box on the Formatting toolbar.	CTRL+SHIFT+P
Copy formatting.	CTRL+SHIFT+C
Paste formatting.	CTRL+SHIFT+V
Turn Special Characters on or off.	CTRL+SHIFT+Y
Return character formatting to the current text style.	CTRL+SPACEBAR
Apply or remove subscript formatting.	CTRL+=
Apply or remove superscript formatting.	CTRL+SHIFT+=
Increase space between letters in a word (kerning).	CTRL+SHIFT+]
Decrease space between letters in a word (kerning).	CTRL+SHIFT+[

Increase font size by 1.0 point.	CTRL+]
Decrease font size by 1.0 point.	CTRL+[
Increase to the next size in the Font Size box.	CTRL+SHIFT+>
Decrease to the next size in the Font Size box.	CTRL+SHIFT+<
Set center alignment for a paragraph.	CTRL+E
Set left-alignment for a paragraph.	CTRL+L
Set right-alignment for a paragraph.	CTRL+R
Set justified alignment for a paragraph.	CTRL+J
Set distributed alignment for a paragraph. This keyboard shortcut is only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.	CTRL+SHIFT+D
Set newspaper alignment for a paragraph (East Asian languages only).	CTRL+SHIFT+J
Display the Hyphenation dialog box. This keyboard shortcut is not available in Web view.	CTRL+SHIFT+H
Insert the current time.	ALT+SHIFT+T
Insert the current date.	ALT+SHIFT+D
Insert the current page number.	ALT+SHIFT+P
Display the Mail and Catalog Merge task pane open to step 3 of the mail merge procedure, if you have previously specified a data source.	CTRL+SHIFT+I
Insert a zero-width non-breaking space.	CTRL+SHIFT+0 (zero)
Set the current paragraph to single spacing.	CTRL+1
Set the current paragraph to double spacing.	CTRL+2
Set the current paragraph to 1.5 line spacing.	CTRL+5

▼ Copy text formats

To do this	Press
Copy formatting from text.	CTRL+SHIFT+C
Apply copied formatting to text.	CTRL+SHIFT+V

▼ Copy, cut, paste or delete text or objects

To do this	Press
Copy the selected text or object.	CTRL+C or CTRL+INSERT
Cut the selected text or object.	CTRL+X or SHIFT+DELETE
Paste text or an object.	CTRL+V or SHIFT+INSERT
Delete selected object.	CTRL+SHIFT+X

▼ Undo or redo an action

To do this	Press
Undo the last action.	CTRL+Z or ALT+BACKSPACE

Redo the last action.	CTRL+Y or F4
If text is selected, deselects the text, but the object that contains the text remains selected. If an object is selected, deselects the object. If an object within a group is selected, deselects the object but the group remains selected. If text within a grouped object is selected, selects the object within the group. If the Preview Gallery is open, closes the Preview Gallery.	ESC

▾ Nudge an object

To do this	Press
Nudge a selected object up, down, left, or right.	Arrow keys
If the selected object has an insertion point in its text, nudges the selected object up, down, left, or right.	ALT+Arrow keys

▾ Zoom

To do this	Press
Switch between the current view and the actual size.	F9
Zoom to full page view.	CTRL+SHIFT+L

▾ Layer objects

To do this	Press
Bring object to front.	ALT+F6
Send object to back.	ALT+SHIFT+F6

▾ Snap objects

To do this	Press
Turn Snap to Guides on or off.	CTRL+SHIFT+W

▾ Select or group objects

To do this	Press
Select all objects on the page.	CTRL+A
Group selected objects, or ungroup grouped objects.	CTRL+SHIFT+G

▾ Make an object transparent

To do this	Press
Switch between making an object transparent or opaque (with a white fill).	CTRL+T

▾ Show or hide boundaries or guides

To do this	Press
Turn Boundaries and Guides on or off.	CTRL+SHIFT+O
Turn Horizontal Baseline Guides on or off. This keyboard shortcut is not available in Web view.	CTRL+F7
Turn Vertical Baseline Guides on or off . This keyboard shortcut is not available in Web view.	CTRL+SHIFT+F7

▾ Insert an object

To use this keyboard shortcut, you must first select the Objects Toolbar or the Insert menu. To use this keyboard shortcut from the Objects Toolbar, first press ALT to select the menu bar, and then press CTRL+TAB until the Objects Toolbar is selected. Then press TAB or SHIFT+TAB to select the button for the type of object you want to insert in your publication. To use this shortcut key from the Insert menu, first press ALT+I, and then use the DOWN ARROW key to select the menu item for the type of object you want to insert.

To do this	Press
Insert an object of the type selected on the Objects Toolbar or Insert menu.	CTRL+ENTER

▼ Working with pages
▼ Select or insert pages

If your publication is in two-page spread view, these commands will apply to the selected two-page spread. If your publication is not in two-page spread view, these commands will apply only to the selected page.

To do this	Press
Display the Go To Page dialog box.	F5 or CTRL+G
Insert a page after the selected page.	CTRL+SHIFT+N
Insert duplicate page after the selected page.	CTRL+SHIFT+U

▼ Move between pages

To do this	Press
Display the Go To Page dialog box.	F5 or CTRL+G
Go to the next page.	CTRL+PAGE DOWN
Go to the previous page.	CTRL+PAGE UP
Switch between the current page and the master page.	CTRL+M

▼ Use the master page

To do this	Press
Switch between the current page and the master page.	CTRL+M

▼ Creating, opening, closing, or saving a publication

To do this	Press
Create a new blank publication.	CTRL+N
Open a publication.	CTRL+O
Close the current publication.	CTRL+F4 or CTRL+W
Save the current publication.	CTRL+S

▼ Printing a publication
▼ Use Print Preview

These keyboard shortcuts are available once you are in Print Preview (File menu, Print Preview command).

To do this	Press
Switch between the current view and the actual size.	F9
Scroll up or down.	UP ARROW or DOWN ARROW

Scroll left or right .	LEFT ARROW or RIGHT ARROW
Scroll up in large increments.	PAGE UP or CTRL+UP ARROW
Scroll down in large increments.	PAGE DOWN or CTRL+DOWN ARROW
Scroll left in large increments.	CTRL+LEFT ARROW
Scroll right in large increments.	CTRL+RIGHT ARROW
Scroll to the upper left corner of the page.	HOME
Scroll to the lower right corner of the page.	END
Display the Go To Page dialog box.	F5 or CTRL+G
Go to the previous page.	CTRL+PAGE UP
Go to the next page.	CTRL+PAGE DOWN
Go to the next window.	CTRL+F6
Display the Macros dialog box.	ALT+F8
Display the Visual Basic editor.	ALT+F11
Print the current publication.	CTRL+P
Exit Print Preview.	ESC

▼ Print a publication

To do this	Press
Print current publication.	CTRL+P

▼ Working with Web pages and hyperlinks

To do this	Press
Insert a hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) at the insertion point in a text box.	CTRL+K
Preview Web page.	CTRL+SHIFT+B

▼ Sending e-mail

After you have chosen Send This Page as Message or Send Publication as Attachment (File menu, Send E-mail command), you can use the following shortcut keys:

To do this	Press
Send the current page or publication.	ALT+S
When the insertion point is in the message header, open the Address Book.	CTRL+SHIFT+B
When the insertion point is anyplace in the message header, check the names on the To, Cc, and Bcc lines against the Address Book.	ALT+K or CTRL+K
When the insertion point is anyplace in the message header, open the Address Book in the To field.	ALT+. (period)
When the insertion point is anyplace in the message header, open the Address Book in the Cc field.	ALT+C
If the Bcc field is visible, open the Address Book in the Bcc field. To display	ALT+B

the Bcc field, open the Address Book for any field and insert or type a name
in the Bcc box.

Go to the Subject field.	ALT+J
Open the Microsoft Outlook Message Options dialog box.	ALT+P
Create a message flag.	CTRL+SHIFT+G
When the insertion point is in the message header, select the next box in the message header.	TAB
Select the previous field or button in the message header.	SHIFT+TAB
If the insertion point is in an object that contains text, and you then choose the Send This Page as Message or Send Publication as Attachment command (File menu, Send E-mail command), the insertion point moves to the To field in the message header. You can then press CTRL+TAB to select the Send button in the message header toolbar, and use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press ENTER.	CTRL+TAB

▼ Working with dialog boxes
▼ Use dialog boxes

To do this	Press
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; check or clear the selected check box.	SPACEBARFirst letter of an option in a selected drop-down list ˅ Open the list if it is closed and move to that option in the list.
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Perform the action assigned to a default button in a dialog box.	ENTER

▼ Use edit boxes within dialog boxes
An edit box is a blank box in which you type or paste an entry, such as your user name or the
path to a folder.

To do this	Press
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Move one character to the left or right.	LEFT ARROW or RIGHT

	ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or unselect one character to the left.	SHIFT+LEFT ARROW
Select or unselect one character to the right.	SHIFT+RIGHT ARROW
Select or unselect one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or unselect one word to the right.	CTRL+SHIFT+RIGHT ARROW
Select from the insertion point to the beginning of the entry.	SHIFT+HOME
Select from the insertion point to the end of the entry.	SHIFT+END

▼ Use the Open, Save As, and Insert Picture dialog boxes
The Open, Insert Picture, and Save As dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the Use dialog boxes and Use edit boxes within dialog boxes sections in this Help topic.) These dialog boxes also support the shortcuts below.

To do this	Press
Go to the previous folder .	ALT+1
Up One Level button: open the folder up one level above the open folder.	ALT+2
Search the Web button: close the dialog box and open your Web search page.	ALT+3
Delete button: delete the selected folder or file.	ALT+4
Create New Folder button: create a new subfolder in the open folder.	ALT+5
Views button: switch among available folder views (List, Details, Properties, and Preview).	ALT+6
Tools button: show the Tools menu.	ALT+7 or ALT+L
Open the Look in or Save in list.	ALT+I
Display a shortcut menu for a selected item such as a folder or file.	SHIFT+F10
Move between options or areas in the dialog box.	TAB
Open and close the selected list box.	F4
Refresh the files visible in the Open or Save As dialog box (File menu).	F5

▼ Working with windows, menus, toolbars, and task panes
▼ Display and use windows

To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+F4 or CTRL+W
Restore the size of the active window after you've	CTRL+F5

maximized it.

Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.	F6 ⌄ Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.
Move to a pane from another pane in the program window (counterclockwise direction).	SHIFT+F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
When a document window is not maximized, perform the Size command (on the title bar shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for the window). Use the arrow keys to resize the window, and, when finished, press ESC.	ALT+SPACEBAR+S
Minimize the program window to an icon.	ALT+SPACEBAR+N
Maximize the program window.	ALT+SPACEBAR+X
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard.	ALT+PRINT SCREEN

▼ Access and use menus and toolbars

To do this	Press
Select the menu bar, or close an open menu and submenu at the same time.	F10 or ALT
When a toolbar or menu bar is selected, select the next or previous button or menu.	TAB or SHIFT+TAB
Select a toolbar after pressing F10 or ALT to select the menu bar. When a toolbar is selected, select the next or previous toolbar or menu bar.	CTRL+TAB or CTRL+SHIFT+TAB
Open the selected menu, or perform the action for the selected button or command.	ENTER
Display the shortcut menu for the selected item.	SHIFT+F10
Display the title bar shortcut menu.	ALT+SPACEBAR
When a menu or submenu is open, select the next or previous command.	DOWN ARROW or UP ARROW
Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.	LEFT ARROW or RIGHT ARROW

Select the first or last command on the menu or submenu.	HOME or END
Close an open menu. When a submenu is open, close only the submenu.	ESC
When a menu is selected, display the list of commands.	SHIFT+DOWN ARROW
When a shortened menu is open, display the full set of commands.	CTRL+DOWN ARROW

Note You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

▼ Move or resize toolbars or task panes

To display a task pane, press CTRL+F1, and then, when the task pane is active, press CTRL+SPACEBAR to display a menu of all available task panes. Choose the one you want.

Press ALT to select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.).

Press CTRL+TAB repeatedly to select the toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) or task pane you want.

Do one of the following:

▼ Resize an undocked toolbar

In the toolbar, press CTRL+SPACEBAR to display the Toolbar Options menu.

Press the LEFT ARROW key once to select the Size command, and then press ENTER.

Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

▼ Move a toolbar

In the toolbar, press CTRL+SPACEBAR to display the Toolbar Options menu.

Press the LEFT ARROW key twice to select the Move command, and then press ENTER.

Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

▼ Resize a task pane

In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.

Use the DOWN ARROW key to select the Size command, and then press ENTER.

Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

▼ Move a task pane

In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.

Use the DOWN ARROW key to select the Move command, and then press ENTER.

Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

When you are finished moving or resizing, press ESC.

▼ Access and use task panes

To do this	Press
Open or close the current task pane.	CTRL+F1
Move to the open task pane from another pane in the program	F6

window. (You might need to press F6 more than once.)

When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)	CTRL+TAB
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
When a task pane is active, displays the menu of all available task panes.	CTRL+SPACEBAR
Move between options in a task pane.	Arrow keys
Move among choices in a selected submenu; move among certain options in a group of options.	DOWN ARROW or UP ARROW
Select the menu to the left or right, or, with a submenu visible, switch between the main menu and the submenu.	LEFT ARROW or RIGHT ARROW
Perform the action assigned to the selected button.	SPACEBAR or ENTER
Moves to the top of a task pane when nothing is selected in any task pane option.	PAGE UP
Move to the bottom of a task pane when nothing is selected in any task pane option.	PAGE DOWN
Scroll left in large increments.	CTRL+LEFT ARROW
Scroll right in large increments.	CTRL+RIGHT ARROW
Move to the top or bottom of a task pane when nothing is selected in any task pane option.	CTRL+HOME or CTRL+END
Move back to the previous Task Pane.	ALT+LEFT ARROW
Move forward to the next Task Pane.	ALT+RIGHT ARROW

▼ Access and use smart tags

To do this	Press
Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.	ALT+SHIFT+F10
Select the next item in a smart tag menu.	DOWN ARROW
Select the previous item in a smart tag menu.	UP ARROW
Perform the action for the selected item in a smart tag menu.	ENTER
Close the smart tag menu or message.	ESC

▼ Using the Help Pane and Help window

The Help Pane is a task pane that provides access to all Office Help content. As a task pane, the Help Pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

In the Help Pane

To do this	Press
Display the Help Pane.	F1
Switch between the Help Pane and the active application.	F6
Select the next item in the Help Pane.	TAB

Select the previous item in the Help Pane.	SHIFT+TAB
Perform the action for the selected item.	ENTER
In a Table of Contents, select the previous and next item, respectively.	UP ARROW and DOWN ARROW
In a Table of Contents, collapse and expand the selected item, respectively.	LEFT ARROW and RIGHT ARROW
Move back to the previous Task Pane.	ALT+LEFT ARROW
Move forward to the next Task Pane.	ALT+RIGHT ARROW
Open the menu of all available task panes.	CTRL+SPACEBAR
Close and reopen the current Task Pane.	CTRL+F1

In the Help window

To do this	Press
Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic.	TAB
Select the previous hidden text or hyperlink, or Show All or Hide All at the top of a topic, or the Browser View button at the top of a Microsoft Office Web site article.	SHIFT+TAB
Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.	ENTER
Scroll toward the beginning or end of a Help topic.	UP ARROW or DOWN ARROW
Scroll toward the beginning or end of a Help topic in large increments.	PAGE UP or PAGE DOWN
Go to the beginning or end of a Help topic.	HOME or END
Print the current Help topic.	CTRL+P
Select the entire Help topic.	CTRL+A
Copy the selected items to the Clipboard.	CTRL+C
Display a shortcut menu.	SHIFT+F10
Move back to the previous Help topic.	ALT+LEFT ARROW
Move forward to the next Help topic.	ALT+RIGHT ARROW
Close the Help window.	ALT+F4
Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.	ALT+U

▼ Using the Office Assistant

To show or hide the Office Assistant, press ALT+H to open the Help menu, and then press O.

▼ Working with the Language Bar

To do this	Press
Switch between languages or keyboard layouts.	Left ALT+SHIFT

Switch microphone on or off.	+V
Switch between Voice Command mode and Dictation mode.	+T
Open the Correction dialog box.	+C
Turn handwriting on or off.	+H
Turn Japanese Input Method Editor (IME) (IME: A program that enters East Asian text (Traditional Chinese, Simplified Chinese, Japanese, or Korean) into programs by converting keystrokes into complex East Asian characters. The IME is treated as an alternate type of keyboard layout.) on 101 keyboard on or off.	ALT+~
Turn Korean IME on 101 keyboard on or off.	Right ALT
Turn Chinese IME on 101 keyboard on or off.	CTRL+SPACEBAR

Notes

You can set the key combination for switching between languages or keyboard layouts in the Advanced Key Setting dialog box. To open the Advanced Key Setting dialog box, right-click the Language bar, and then click Settings. Under Preferences, click Key Settings.

The Windows logo key () is available on the bottom row of keys on most keyboards.

▾ Working with macros

To do this	Press
Display the Macros dialog box.	ALT+F8

▾ Working with Visual Basic

To do this	Press
Display the Visual Basic editor.	ALT+F11