





















## Menu/toolbar/keyboard commands

Command	Toolbar	Keyboard
File>New>Page		CTRL + N
File>Open		CTRL + O
File>Close>Page		CTRL + F4
File>Save		CTRL + S
File>Publish Web		ALT + P
View>Folder List		
File>Print		CTRL + P
File>Preview in Browser		CTRL + SHIFT + B
Edit>Undo		CTRL + Z
Edit>Redo		CTRL + Y
Edit>Copy		CTRL + C
Edit>Paste		CTRL + V
Edit>Cut		CTRL + X
Edit>Select All		CTRL + A
Center align		CTRL + E
Left align		CTRL + L
Right align		CTRL + R
Justify align		CTRL + J
Insert>Component		
Table>Insert>Table		
Insert>Picture>File		
Insert>Hyperlink		CTRL + K

## Inserting special characters

Page break	CTRL+ENTER
Line Break	SHIFT+ENTER
Column Break	CTRL+SHIFT+ENTER
Nonbreaking space	CTRL+SHIFT+SPACEBAR
™	ALT+ 0153 (numeric keypad)
©	ALT+ 0169 (numeric keypad)
®	ALT+ 0174 (numeric keypad)
...	ALT+ 0133 (numeric keypad)
é	ALT+0233 (numeric keypad)
ñ	ALT+0241 (numeric keypad)
'	ALT+0145 (open single quote)
'	ALT+0146 (close single quote)
“	ALT+0147 (open double quote)
”	ALT+0148 (close double quote)
•	ALT+0149 (bullet)
-	ALT+0150 (en dash)
—	ALT+0151 (em dash)
°	ALT+0176 (degree)
You can also use the <b>Insert&gt;Symbol</b> command	

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FrontPage  
2000

Keyboard Shortcuts  
QUICK REFERENCE GUIDE

## Keys for working with pages

CTRL+N	Create a new page
CTRL+O	Open a page
CTRL+K	Create a hyperlink on a page
CTRL+SHIFT+B	Preview a page in a Web browser
CTRL+P	Print a page
CTRL+SHIFT+8	Display non-printing characters
CTRL+/ F5	Display HTML tags Refresh a page
CTRL+TAB CTRL+SHIFT+TAB	Switch between open pages
CTRL+F4	Close a page
CTRL+S	Save a page
ALT+F4	Quit FrontPage
CTRL+F	Find text on pages or in HTML
CTRL+H	Replace text on pages or in HTML
F7	Check spelling on a page
SHIFT+F7	Look up word in Thesaurus
ESC	Cancel an action
CTRL+Z	Undo an action
CTRL+Y	Redo/repeat an action

## Keys for formatting text and paragraphs

CTRL+SHIFT+F	Change the font
CTRL+SHIFT+P	Change the font size
CTRL+B	Apply bold formatting
CTRL+U	Apply an underline
CTRL+I	Apply italic formatting
CTRL+Plus Sign	Superscript formatting
CTRL+Minus Sign	Subscript formatting
CTRL+SHIFT+C	Copy formatting
CTRL+SHIFT+V	Paste formatting
CTRL+Spacebar	Remove manual formatting
CTRL+E	Center a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph
CTRL+M	Indent from left
CTRL+SHIFT+M	Indent from right
CTRL+SHIFT+S	Apply a style
CTRL+SHIFT+N	Apply <b>Normal</b> style
CTRL+ALT+1	Apply <b>Heading 1</b> style
CTRL+ALT+2	Apply <b>Heading 2</b> style
CTRL+ALT+3	Apply <b>Heading 3</b> style
CTRL+ALT+4	Apply <b>Heading 4</b> style
CTRL+ALT+5	Apply <b>Heading 5</b> style
CTRL+ALT+6	Apply <b>Heading 6</b> style
CTRL+ALT+L	Apply <b>List</b> style

## Keys for editing and moving items

BACKSPACE	Delete one character left
DELETE	Delete one character right
CTRL+BACKSPACE	Delete one word to the left
CTRL+DELETE	Delete one word to the right
CTRL+X	Cut selection to Clipboard
CTRL+C	Copy selection to Clipboard
CTRL+V	Paste the Clipboard contents
SHIFT+ENTER	Insert a line break
CTRL+SHIFT+SPACEBAR	Insert a non-breaking space

## Keys for selecting text and graphics

Press...	To select...
SHIFT+→	One character to the right
SHIFT+←	One character to the left
CTRL+SHIFT+→	To end of a word
SHIFT+END	To end of the line
SHIFT+HOME	To beginning of the line
SHIFT+↓	One line down
SHIFT+↑	One line up
CTRL+SHIFT+↓	To end of a paragraph
CTRL+SHIFT+↑	To beginning of a paragraph
CTRL+A	Entire page