



ADJUST FONT SIZE

Increase by Increment (set in Preferences)..... ⌘-Shift->
 Decrease by Increment ⌘-Shift-<
 (add Option to the above keystrokes to make them Increment x 5)

ADJUST LEADING

Increase by Increment (set in Preferences)..... Option-down arrow
 Decrease by Increment Option-up arrow
 (add ⌘ to the above keystrokes to make them Increment x 5)
 Revert to Auto Leading..... ⌘-Option-Shift-A

ADJUST KERNING/TRACKING & WORD SPACING

Increase by Increment (set in Preferences)..... Option-right arrow
 Decrease by Increment Option-left arrow
 (add ⌘ to the above keystrokes to make them Increment x 5)
 Increase between words..... ⌘-Option-Shift-\
 Decrease between words..... ⌘-Option-Shift-Delete
 Clear all manual kerning, tracking, and word spacing ⌘-Option-Q

ADJUST BASELINE SHIFT

Move Up by Increment (set in Preferences)..... Option-Shift-up arrow
 Move Down by Increment..... Option-Shift-down arrow
 (add ⌘ to the above keystrokes to make them Increment x 5)

SCALING PICTURES

MAKE SURE THE PICTURE CONTENT IS SELECTED (NOT THE FRAME THAT IT'S INSIDE)

Scale 5% Bigger ⌘-Opt->
 Scale 5% Smaller..... ⌘-Opt-<
 Scale 1% Bigger ⌘->
 Scale 1% Smaller..... ⌘-<

FITTING CONTENT & PICTURES

Fit Content Proportionally ⌘-Opt-Shift-E
 Fill Frame Proportionally..... ⌘-Opt-Shift-C
 Center Content ⌘-Shift-E
 Fit Frame to Content ⌘-Opt-C

NUDGING OBJECTS

Move by Increment (set in Preferences) any arrow key
 Move by Increment x 10..... Shift-any arrow key
 Move by Increment x 1/10..... ⌘-Shift-any arrow key

FLOWING TEXT

¶ Multi-Page Autoflow (creates additional pages)..... Shift-click
 ¶ Semi-autoflow (keeps text in cursor so you can continue flowing)... Option-click
 ↓ Fixed-Page Autoflow (does not create additional pages)..... Shift-Option-click

STYLING TEXT & WORKING WITH STYLES

Bold: ⌘-Shift-B • Italic: ⌘-Shift-I • Normal: ⌘-Shift-Y • All Caps: ⌘-Shift-K
 Edit Style Sheet without Applying it..... ⌘-Option-Shift-Double click style
 Redefine a Paragraph Style ⌘-Opt-Shift-R
 Redefine a Character Style ⌘-Opt-Shift-C

WORKING WITH PARAGRAPH STYLES

To remove local formatting (non Style changes) Opt-click Style Name
 To remove local formatting and Character Styles Opt-Shift-click Style Name

WORKING WITH MASTER PAGES

Override a single master page item on a document page ⌘-Shift-click it
 Override several master page items ⌘-Shift-drag a marquee over them
 Override all master page items on pages selected in Pages panel..... ⌘-Opt-Shift-L

INSERT SPECIAL CHARACTERS

Indent to Here..... ⌘-\
 Right Indent Tab Shift-Tab
 Discretionary Hyphen..... ⌘-Shift-hyphen (-)
 Nonbreaking Hyphen ⌘-Opt-hyphen (-)
 Type in Single Straight Quote (Foot Mark) Ctrl-'
 Type in Double Straight Quote (Inch Mark) Ctrl-Shift-'
 Current Page Number (Auto Page Numbering)..... ⌘-Opt-Shift-N

INSERT WHITE SPACE

Em space..... ⌘-Shift-M
 En space..... ⌘-Shift-N
 Nonbreaking space..... ⌘-Opt-X
 Thin space..... ⌘-Opt-Shift-M

INSERT BREAK CHARACTERS

Column Break..... Enter (on keypad)
 Frame Break..... Shift-Enter (on keypad)

Page Break ⌘-Enter (on keypad)
 Forced Line Break (or "soft return") Shift-Return

MOVING TEXT CURSOR

Move cursor to beginning or end of line..... Home or End
 Move cursor one word to the left/right..... ⌘-Left/right arrow
 Move cursor to Previous paragraph ⌘-Up Arrow
 Move cursor to Next paragraph ⌘-Down Arrow

SELECTING & WORKING WITH TEXT

Leave Text Frame and switch to Selection tool..... Esc
 Select from cursor to beginning or end of line Shift-Home or Shift-End
 Select from cursor to end of story ⌘-Shift-End
 Select from cursor to beginning of story ⌘-Shift-Home
 Select whole word Double-click
 Select line ⌘-Shift-\ (or Triple-click)
 Select one word to the left/right ⌘-Shift-Left/Right arrow

NAVIGATING & SCROLLING THROUGH DOCUMENTS

Scroll using Hand tool Option-Spacebar-Drag
 Go to the First Page..... ⌘-Shift-Page Up
 Go to the Last Page..... ⌘-Shift-Page Down
 Go to Page (then type in page number) ⌘-J
 Switch between open Documents..... ⌘-tilde(-)

ZOOMING

Get the Zoom in tool without selecting it..... Hold ⌘ then Space
 Get the Zoom out tool without selecting it..... Hold ⌘ then Space and Option
 Zoom In or Out..... ⌘-plus(+) or ⌘-minus(-)
 Fit Page in Window ⌘-0 (zero)
 Fit Spread in Window ⌘-Option-0 (zero)
 Access zoom percentage box (so you can enter a zoom level)..... ⌘-Opt-5
 Toggle between current and previous zoom levels..... ⌘-Opt-2

FIND/CHANGE

Insert selected text into Find What box ⌘-F1
 Insert selected text into Find What box and then Find Next instance Shift-F1
 Find the next occurrence of Find What text..... Shift-F2 or ⌘-Option-F
 Insert selected text into Change To box..... ⌘-F2
 Replace selected text with Change To text..... ⌘-F3
 Replace selected text with Change To text and Find Next Shift-F3

WORKING WITH PANELS

Highlight the first option in the Control panel ⌘-6
 Toggle Control panel between Character & Paragraph options..... ⌘-Opt-7
 Apply a value but keep it highlighted in panel Shift-Return
 Show/Hide all Panels including Toolbox Tab (while not in a text frame)
 Show/Hide all Panels except the Toolbox Shift-Tab (while not in a text frame)
 Expand/Collapse Panel Stacks..... ⌘-Opt-Tab (while not in a text frame)
 Create new (style, swatches, etc) & display options dialog.... Opt-click New button

WORKING WITH DIALOG BOXES

Rotate down through section of options displayed on the left..... Page Down
 Rotate up through section of options displayed on the left..... Page Up
 Jump to section of options displayed on the left..... ⌘-1 for 1st, ⌘-2 for 2nd, etc.
 Choose Yes, No, Don't Save, or Save Y, N, D, or S

MISCELLANEOUS GOOD STUFF

Select frame hidden behind another..... Hold ⌘ and keep clicking frame stack
 Increase/decrease a value in a field..... click in field, press up/down arrow
 Highlight the Last Used Field (in a panel) Cmd-Option-tilde(~)
 In Tabs panel: Move Left Indent (triangle) without moving First Line Indent
 Hold Shift while dragging the (bottom) triangle
 Select all Guides ⌘-Opt-G
 Select an Individual Table Cell With Type tool, click in cell and hit Esc
 Quick Apply Press ⌘-Return. Then start typing a style name,
 menu item, text variable, etc. Then press Return to apply.
 Sort Menus Alphabetically Hold ⌘-Opt-Shift and click on Menu
 Toggle Typographer's Quotes preference..... ⌘-Opt-Shift-'

NOBLE DESKTOP

<!--Exceptional computer graphics training.-->

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