



ADJUST FONT SIZE

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

ADJUST LEADING

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

ADJUST KERNING/TRACKING & WORD SPACING

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

ADJUST BASELINE SHIFT

Move Up by Increment (set in Preferences)..... Alt-Shift-up arrow
Move Down by Increment..... Alt-Shift-down arrow
(add Control 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 Ctrl-Alt->
Scale 5% Smaller..... Ctrl-Alt-<
Scale 1% Bigger Ctrl->
Scale 1% Smaller..... Ctrl-<

FITTING CONTENT & PICTURES

Fit Content Proportionally Ctrl-Alt-Shift-E
Fill Frame Proportionally..... Ctrl-Alt-Shift-C
Center Content Ctrl-Shift-E
Fit Frame to Content Ctrl-Alt-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..... Ctrl-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)..... Alt-click
↓ Fixed-Page Autoflow (does not create additional pages) Shift-Alt-click

STYLING TEXT & WORKING WITH STYLES

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

WORKING WITH PARAGRAPH STYLES

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

WORKING WITH MASTER PAGES

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

INSERT SPECIAL CHARACTERS

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

INSERT WHITE SPACE

Em space..... Ctrl-Shift-M
En space..... Ctrl-Shift-N
Nonbreaking space Ctrl-Alt-X
Thin space..... Ctrl-Alt-Shift-M

INSERT BREAK CHARACTERS

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

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

MOVING TEXT CURSOR

Move cursor to beginning or end of line Home or End
Move cursor one word to the left/right..... Ctrl-Left/right arrow
Move cursor to Previous paragraph Ctrl-Up arrow
Move cursor to Next paragraph Ctrl-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 Ctrl-Shift-End
Select from cursor to beginning of story..... Ctrl-Shift-Home
Select whole word Double-click
Select line Ctrl-Shift-\ (or Triple-click)
Select one word to the left/right Ctrl-Shift-Left/Right arrow

NAVIGATING & SCROLLING THROUGH DOCUMENTS

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

ZOOMING

Get the Zoom in tool without selecting it..... Hold Ctrl then Space
Get the Zoom out tool without selecting it..... Hold Ctrl then Space and Alt
Zoom In or Out..... Ctrl-plus(+) or Ctrl-minus(-)
Fit Page in Window Ctrl-0 (zero)
Fit Spread in Window Ctrl-Alt-0 (zero)
Toggle between current and previous zoom levels Ctrl-Alt-2

FIND/CHANGE

Insert selected text into Find What box Ctrl-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 Ctrl-Alt-F
Insert selected text into Change To box..... Ctrl-F2
Replace selected text with Change To text..... Ctrl-F3
Replace selected text with Change To text and Find Next..... Shift-F3

WORKING WITH PANELS

Highlight the first option in the Control panel Ctrl-6
Toggle Control panel between Character & Paragraph options Ctrl-Alt-7
Apply a value but keep it highlighted in panel..... Shift-Enter
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..... Ctrl-Alt-Shift-Tab (while not in a text frame)
Create new (style, swatches, etc) & display options dialog Alt-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.. Ctrl-1 for 1st, Ctrl-2 for 2nd, etc.
Choose Yes or No..... Y or N

MISCELLANEOUS GOOD STUFF

Select frame hidden behind another Hold Ctrl 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) Ctrl-Alt-tilde(~)
In Tabs panel: Move Left Indent (triangle) without moving First Line Indent
..... Hold Shift while dragging the (bottom) triangle
Select all Guides Ctrl-Alt-G
Select an Individual Table Cell With Type tool, click in cell and hit Esc
Quick Apply Press Ctrl-Enter. Then start typing a style name,
menu item, text variable, etc. Then press Enter to apply.
Sort Menus Alphabetically Hold Ctrl-Alt-Shift and click on Menu
Toggle Typographer's Quotes preference..... Ctrl-Alt-Shift-'

NOBLE DESKTOP

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

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