



## ADJUST FONT SIZE

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

## ADJUST LEADING

Increase by Increment ..... 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 ..... Alt-right arrow  
Decrease by Increment ..... Alt-left arrow  
Increase by Increment x 5 ..... Ctrl-Alt-right arrow  
Decrease by Increment x 5 ..... Ctrl-Alt-left arrow  
Increase between words ..... Ctrl-Alt-Shift-\  
Decrease between words ..... Ctrl-Alt-Shift-Backspace  
Clear all manual kerning and reset tracking to 0 ..... Ctrl-Alt-Q

## ADJUST BASELINE SHIFT

Move Up by Increment ..... 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 PICTURE & TEXT FRAMES

(PICTURE CONTENT IS SCALED WITH THE FRAME, BUT TEXT CONTENT IS NOT SCALED WITH THE FRAME)

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  
Fit Content to Frame ..... Ctrl-Alt-E  
Center Content ..... Ctrl-Shift-E  
Fit Frame to Content ..... Ctrl-Alt-C

## NUDGING OBJECTS

Move by Increment ..... 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

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

## STYLING TEXT

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

## 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 STYLES

Quick Apply a Style ..... Ctrl-Return (start typing the style name, hit Return to apply)  
Redefine a Paragraph Style ..... Ctrl-Alt-Shift-R  
Redefine a Character Style ..... Ctrl-Alt-Shift-C

## WORKING WITH MASTER PAGES

Select a master page object (that's on a document page) ..... Ctrl-Shift-click

## INSERT SPECIAL CHARACTERS

Indent to Here ..... Ctrl-\  
Right Indent Tab ..... Shift-Tab  
Discretionary Hyphen ..... Ctrl-Shift-hyphen (-)  
Nonbreaking Hyphen ..... Ctrl-Alt-hyphen (-)

## INSERT AUTOMATIC PAGE NUMBER

Auto Page Number Of the Current page ..... 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 TEXT

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  
Go to the First Page ..... Ctrl-Shift-Page Up  
Go to the Last Page ..... Ctrl-Shift-Page Down  
Access page number box (so you can enter a page to go to) ..... Ctrl-J  
Switch between open Documents ..... Ctrl-F6

## 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)  
Access zoom percentage box (so you can enter a zoom level) ..... Ctrl-Alt-5  
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 PALETTES

Highlight the first option in the Control palette ..... Ctrl-6  
Toggle Control palette between Character & Paragraph options ..... Ctrl-Alt-7  
Apply a value but keep it highlighted in palette ..... Shift-Enter  
Show/Hide all Panels including Toolbar ..... Tab (while not in a text frame)  
Show/Hide all Panels except the Toolbar ..... Shift-Tab (while not in a text frame)  
Create new (style, swatches, etc) & display options dialog ..... Alt-click New button  
Close/Open all docked palettes on 1 side on the screen ..... Alt-click palette tab  
Dock/Undock a group of palettes ..... hold Alt while dragging a palette's tab

## 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.  
Cancel ..... Esc  
Choose Yes or No ..... Y or N

## MISCELLANEOUS GOOD STUFF

Increase/decrease a value in a field ..... click in field, press up/down arrow  
Toggle Typographer's Quotes preference ..... Ctrl-Alt-Shift-'  
Select frame hidden behind another ..... Hold Ctrl and keep clicking frame stack  
Tabs palette: Move Left Indent (triangle) without moving First Line Indent .....  
..... Hold Shift while dragging the (bottom) triangle  
Select all Guides ..... Ctrl-Alt-G  
Sort Menus Alphabetically ..... Hold Ctrl-Alt-Shift and click on Menu

## NOBLE DESKTOP

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