



ADJUST FONT SIZE

Increase Preset RangeCtrl-Shift->
 Increase In 1-Point Increments.....Ctrl-Alt-Shift->
 Decrease Preset Range.....Ctrl-Shift-<
 Decrease In 1-Point Increments.....Ctrl-Alt-Shift-<

ADJUST LEADING

Increase In 1-Point Increments.....Ctrl-Shift-"
 Increase In 1/10-Point Increments.....Ctrl-Alt-Shift-"
 Decrease In 1-Point Increments.....Ctrl-Shift-'
 Decrease In 1/10-Point Increments.....Ctrl-Alt-Shift-'

ADJUST KERN/TRACK AMOUNT

Increase In 10/200-em Increments.....Ctrl-Shift-}
 Increase In 1/200-em Increments.....Ctrl-Alt-Shift-}
 Decrease In 10/200-em Increments.....Ctrl-Shift-{
 Decrease In 1/200-em Increments.....Ctrl-Alt-Shift-{

BASELINE SHIFT

Up In 1-Point Increments.....Ctrl-Alt-Shift-0
 Down In 1-Point Increments.....Ctrl-Alt-Shift-9

MODIFYING HORIZONTAL SCALING

Increase in 5% Increments.....Ctrl-] (Ctrl-Alt-] for 1% Increments)
 Decrease in 5% Increments.....Ctrl-[(Ctrl-Alt-[for 1% Increments)

SCALING PICTURES IN 5% INCREMENTS

Increase.....Ctrl-Alt-Shift->
 Decrease.....Ctrl-Alt-Shift-<

RESIZING BOXES AND SCALING PICTURES OR TEXT

Scale Box & Contents.....Ctrl-Drag
 Constrain Box Shape to Square or Circle & scale contents.....Ctrl-Shift-Drag
 Maintain Aspect Ratio of Box & Contents.....Ctrl-Alt-Shift-Drag
 Scale just box proportionally.....Alt-Shift-Drag

CENTERING AND FITTING PICTURES

Center.....Ctrl-Shift-M
 Fit Exactly to a Box.....Ctrl-Shift-F
 Fit to a Box (Maintaining Aspect Ratio).....Ctrl-Alt-Shift-F

MODIFYING WIDTH OF LINES

Increase in 1-Point Increments.....Ctrl-Alt-Shift->
 Increase Preset Range.....Ctrl-Shift->
 Decrease in 1-Point Increments.....Ctrl-Alt-Shift-<
 Decrease Preset Range.....Ctrl-Shift-<

NUDGING

Move Object w/Item tool 1pt.....Any Arrow Key (add Alt for .1pt)
 Move Picture w/Content tool 1pt.....Any Arrow Key (add Alt for .1pt)

SPECIAL CHARACTERS

Indent Here.....Ctrl-\
 Discretionary New Line.....Ctrl-Enter
 New Line.....Shift-Enter
 New Column.....Enter (numeric keypad)
 New Box.....Shift-Enter (numeric keypad)
 Right-Indent Tab.....Shift-Tab
 Inch Marks with Smart Quotes Checked.....Ctrl-Alt-'
 Foot Marks with Smart Quotes Checked.....Ctrl-'

TO ENTER ONE SPECIAL FONT CHARACTER

Symbol Font Character.....Ctrl-Shift-Q, then type character
 Zapf Dingbats Font Character.....Ctrl-Shift-Z, then type character

CHANGING FONTS

Highlight Font Name in Measurements Palette.....Ctrl-Alt-Shift-M
 Display highlighted text in next font.....Ctrl-F9
 Display highlighted text in previous font.....Ctrl-Shift-F9

HYPHENS AND DASHES

Nonbreaking Standard Hyphen.....Ctrl=
 Discretionary (Soft) Hyphen.....Ctrl-Hyphen
 Nonbreaking en Dash.....Ctrl-Alt-Shift-Hyphen
 Breaking em Dash.....Ctrl-Shift=
 Nonbreaking em Dash.....Ctrl-Alt-Shift=
 Nonbreaking en Dash.....Ctrl-Alt-Shift=
 Nonbreaking em Dash.....Ctrl-Alt-Shift=

PAGE NUMBERING

Page Number of the Previous Text Box.....Ctrl-2
 Page Number of the Current Text Box.....Ctrl-3
 Page Number of the Next Text Box.....Ctrl-4

SPACES

Nonbreaking Standard Space.....Ctrl-5
 Breaking en-Space.....Ctrl-Shift-6
 Nonbreaking en-Space.....Ctrl-Alt-Shift-6
 Breaking Flexible-Space.....Ctrl-Shift-5
 Nonbreaking Flexible-Space.....Ctrl-Alt-Shift-5
 Breaking Punctuation Space.....Shift-space
 Nonbreaking Punctuation Space.....Ctrl-Shift-space

SELECTING TEXT

Select one whole word...Double-click (line=3 clicks, paragraph=4 clicks, story=5 clicks)
 Select to End of text.....Ctrl-Alt-Shift-Down Arrow
 Select to Beginning of text.....Ctrl-Alt-Shift-Up Arrow

STYLE SHEET PALETTE

Open Style Sheets Dialog Box.....Ctrl-Click on style name
 Display edit style sheet pop-up menu.....Right-Click on style name
 Apply No Style, then style sheet.....Alt-Click on style name

MEASUREMENTS PALETTE

Switch to Next Tab.....Ctrl-Alt-semicolon(:)
 Switch to Previous Tab.....Ctrl-Alt-comma(,)
 Highlight X coordinate.....Ctrl-Alt-M
 Highlight Font field.....Ctrl-Alt-Shift-M

SPACE/ALIGN

Apply Last.....Ctrl-Alt-/
 Open Space Align Tab in Measurements palette.....Ctrl-Comma(,)

SEARCHING FOR TEXT IN FIND/CHANGE

Wild Card (in Find only).....\?	New Paragraph.....\p	Backslash.....\\
Tab.....\t	New Line.....\n	Indent Here.....\i
Punctuation Space.....\.	New Column.....\c	Figure Space.....\B
Flex Space.....\f	New Box.....\b	Hair Space.....\{
Em Space.....\m	Discretionary New Line.....\d	Thin Space.....\

FOR USE IN DIALOG BOXES

Apply.....Alt-A
 Yes or No.....Y or N
 Display next Tab in Dialog Box.....Ctrl-Tab
 Display previous Tab in Dialog Box.....Ctrl-Shift-Tab

REDRAWING

To halt redraw on screen.....Escape
 To force redraw on screen.....Shift-Escape

TOOLS

Select next tool.....Ctrl-Alt-Tab or Ctrl-F8
 Select previous tool.....Ctrl-Alt-Shift-Tab or Ctrl-Shift-F8

ZOOMING/DISPLAY

Zoom In (using the Mouse).....Ctrl-Spacebar-Click or Drag
 Zoom Out (using the Mouse).....Ctrl-Alt-Spacebar-Click
 Zoom In/Out (using Scroll Wheel).....Hold Control and spin the Scroll Wheel
 Zoom In.....Ctrl-plus(+) [doesn't work in text boxes]
 Zoom Out.....Ctrl-minus(-) [doesn't work in text boxes]
 Access View Percentage Field.....Ctrl-Alt-V
 Fit Largest Spread in Window.....Ctrl-Alt-0(zero)

SCROLLING

Use Page Grabber Hand.....Alt-Drag
 Live Scroll/Disable when Already Live.....Alt-Drag scroll box
 Change pages but keep onscreen page position.....Alt-Page Down/Page Up

INDEX PALETTE

Display Index palette & highlight Text Field.....Ctrl-Alt-I
 Click Add button.....Ctrl-Alt-Shift-I
 Edit highlighted index entry.....Double-Click

FOR USE WITH BÉZIER PATHS

Create a point.....Alt-Click on line segment
 Delete a point.....Alt-Click on point
 Convert point from Corner to Smooth or Smooth to Corner.....Ctrl-Shift-Drag curve handle
 Smooth to corner point while creating item.....Hold Ctrl then F1 and Drag curve handle
 Edit Bézier while creating item.....Ctrl while creating item
 Retract curve handles.....Control-Shift-Click point
 Expose curve handles.....Control-Shift-Drag point
 Convert Bézier line to filled-center Bézier box...Alt-Item > Shape > Closed Path Symbol
 Temporarily Suspend Text Reflow w/Runaround Path...Hold Space Bar while Editing Path

MISCELLANEOUS GOOD STUFF

Copy Paragraph Formats to Selection.....Alt-Shift-Click
 Remove All Tabs from Paragraph.....Alt-Click on Tab Ruler
 Activate Hidden Items (box behind box).....Ctrl-Alt-Shift-Click
 Add multiple pages.....Alt-drag master page into document area
 Move or Remove guide (if not currently in Item tool).....Ctrl-Click-drag guide
 Delete All Ruler Guides.....Alt-Click on Ruler
 Change "Find Next" to "Find First".....Alt
 Close Find/Change Palette.....Ctrl-Alt-F
 Open Item Specifications.....Double-click on object w/Item tool
 Open Font Usage.....F2
 Open Picture Usage.....Shift-F2
 Maximize/Minimize Window.....F3
 Select contiguous components in list (Style Sheets, Colors, H&Js, etc.).....Shift-Click
 Select noncontiguous components in list (Style Sheets, Colors, H&Js, etc.).....Ctrl-Click

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