



## ADJUST FONT SIZE

Increase Preset Range.....	⌘-Shift->
Increase In 1-Point Increments.....	⌘-Option-Shift->
Decrease Preset Range.....	⌘-Shift-<
Decrease In 1-Point Increments.....	⌘-Option-Shift-<

## ADJUST LEADING

Increase In 1-Point Increments.....	⌘-Shift-"
Increase In 1/10-Point Increments.....	⌘-Option-Shift-"
Decrease In 1-Point Increments.....	⌘-Shift-'
Decrease In 1/10-Point Increments.....	⌘-Option-Shift-'

## ADJUST KERN/TRACK AMOUNT

Increase In 10/200-em Increments.....	⌘-Shift-}
Increase In 1/200-em Increments.....	⌘-Option-Shift-}
Decrease In 10/200-em Increments.....	⌘-Shift-{
Decrease In 1/200-em Increments.....	⌘-Option-Shift-{

## BASELINE SHIFT

Up In 1-Point Increments.....	⌘-Option-Shift=
Down In 1-Point Increments.....	⌘-Option-Shift-Hyphen(-)

## MODIFYING HORIZONTAL SCALING

Increase in 5% Increments.....	⌘-] (⌘-Option-[ for 1% Increments)
Decrease in 5% Increments.....	⌘-[ (⌘-Option-] for 1% Increments)

## SCALING PICTURES IN 5% INCREMENTS

Increase.....	⌘-Option-Shift->
Decrease.....	⌘-Option-Shift-<

## RESIZING BOXES AND SCALING PICTURES OR TEXT

Scale Box & Contents.....	⌘-Drag
Constrain Box Shape proportionally & scale contents.....	⌘-Shift-Drag
Scale just box proportionally.....	Shift-Drag

## CENTERING AND FITTING PICTURES

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

## MODIFYING WIDTH OF LINES

Increase in 1-Point Increments.....	⌘-Option-Shift->
Increase Preset Range.....	⌘-Shift->
Decrease in 1-Point Increments.....	⌘-Option-Shift-<
Decrease Preset Range.....	⌘-Shift-<

## NUDGING

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

## SPECIAL CHARACTERS

Indent Here.....	⌘-\
Discretionary New Line.....	⌘-Return
New Line.....	Shift-Return
New Column.....	Enter
New Box.....	Shift-Enter
Right-Indent Tab.....	Option-Tab
Inch Marks with Smart Quotes Checked.....	Control-Shift-"
Foot Marks with Smart Quotes Checked.....	Control-'

## TO ENTER ONE SPECIAL FONT CHARACTER

Symbol Font Character.....	⌘-Option-Q, then type character
Zapf Dingbats Font Character.....	⌘-Option-Z, then type character

## CHANGING FONTS

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

## HYPHENS AND DASHES

Nonbreaking Standard Hyphen.....	⌘=
Discretionary (Soft) Hyphen.....	⌘-Hyphen
Nonbreaking en Dash.....	Option-Hyphen
Breaking em Dash.....	Option-Shift-Hyphen
Nonbreaking em Dash.....	⌘-Option=-

## PAGE NUMBERING

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

## SPACES

Nonbreaking Standard Space.....	⌘-Space
Breaking en-Space.....	Option-Space
Nonbreaking en-Space.....	⌘-Option-Space
Breaking Flexible-Space.....	Option-Shift-Space
Nonbreaking Flexible-Space.....	⌘-Option-Shift-Space
Breaking Punctuation Space.....	Shift-Space
Nonbreaking Punctuation Space.....	⌘-Shift-Space

## SELECTING TEXT

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

## STYLE SHEET PALETTE

Open Style Sheets Dialog Box.....	⌘-Click on style name
Display edit style sheet pop-up menu.....	Control-Click (or Right-Click) on style name
Apply No Style, then style sheet.....	Option-Click on style name

## MEASUREMENTS PALETTE

Switch to Next Tab.....	⌘-Option-semicolon(,)
Switch to Previous Tab.....	⌘-Option-comma(,)
Highlight X coordinate.....	⌘-Option-M
Highlight Font field.....	⌘-Option-Shift-M

## SPACE/ALIGN

Apply Last.....	⌘-Option-/
Open Space Align Tab in Measurements palette.....	⌘-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.....\l

## FOR USE IN DIALOG BOXES

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

## REDRAWING

To halt redraw on screen.....	⌘-period
To force redraw on screen.....	⌘-Option-period

## TOOLS

Select next tool.....	⌘-Opt-Tab or Opt-F8
Select previous tool.....	⌘-Opt-Shift-Tab or Opt-Shift-F8

## ZOOMING/DISPLAY

Zoom In (using the Mouse).....	Control-Shift-Click or Drag
Zoom Out (using the Mouse).....	Control-Option-Click
Zoom In.....	⌘-plus(+) [doesn't work in text boxes]
Zoom Out.....	⌘-minus(-) [doesn't work in text boxes]
Access View Percentage Field.....	Control-V
Fit Largest Spread in Window.....	⌘-Option-0(zero)

## SCROLLING

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

## INDEX PALETTE

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

## FOR USE WITH BÉZIER PATHS

Create a point.....	Click on line segment
Delete a point.....	Click on point
Convert point from Corner to Smooth.....	Option-Drag handle
Convert point from Smooth to Corner.....	Option-Click on point
Edit Bézier while creating item.....	⌘ while creating item
Retract curve handles.....	Option-Click point
Expose curve handles.....	Option-Drag point
Temporarily Suspend Text Reflow w/Runaround Path.....	Hold Space Bar while Editing Path

## MISCELLANEOUS GOOD STUFF

Copy Paragraph Formats to Selection.....	Option-Shift-Click
Remove All Tabs from Paragraph.....	Option-Click on Tab Ruler
Activate Hidden Items (box behind box).....	⌘-Option-Shift-Click
Bring items forward one level.....	Option > Item menu > Bring Forward (Opt-F5)
Send items backward one level.....	Option > Item menu > Send Backward (Opt-Shift-F5)
Add multiple pages.....	Option-Drag master page into document area
Move or Remove guide (if not currently in Item tool).....	⌘-Click-Drag guide
Delete All Ruler Guides.....	Option-Click on Ruler
Change "Find Next" to "Find First".....	Option
Close Find/Change Palette.....	⌘-Option-F
Open Item Specifications.....	⌘-Double-click on object w/Item tool
Open Font Usage.....	F13
Open Picture Usage.....	Option-F13
Shortcut to Windows Sub-Menu.....	Shift click on Title Bar of a document
Drag & Drop Text.....	Control-⌘-Drag highlighted text
Drag & Drop & Copy Text.....	Shift-Control-⌘-Drag highlighted text
Select contiguous components in list (Style Sheets, Colors, H&Js, etc.).....	Shift-Click
Select noncontiguous components in list (Style Sheets, Colors, H&Js, etc.).....	⌘-Click