



### ADJUST FONT SIZE

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

### SCALING PICTURES IN 5% INCREMENTS

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

### RESIZING BOXES AND SCALING PICTURES OR TEXT

Scale Box and 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->  
 Decrease In 1-point Increments.....Ctrl-Alt-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 (keypad)  
 New Box.....Shift-Enter (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=—

### 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  
 Select one whole line.....Three clicks  
 Select one whole paragraph.....Four clicks  
 Select one whole story.....Five clicks

### 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

### LISTS (STYLE SHEETS, COLORS, H&S, ETC.)

Select contiguous components in list.....Shift-Click  
 Select noncontiguous components in list.....Ctrl-Click

### MISCELLANEOUS GOOD STUFF

Copy Paragraph Formats to Selection.....Alt-Shift-Click  
 Remove All Tabs from Paragraph.....Ctrl-Click on Tab Ruler  
 Activate Hidden Items (box behind box).....Ctrl-Alt-Shift-Click  
 Change page numbers.....Click on "Page #" in document layout  
 Add multiple pages.....Alt-drag master page into document area  
 Remove or move guide.....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  
 Highlight Measurements Palette.....Ctrl-Alt-M  
 Bring up Font Usage.....F2  
 Maximize/Minimize Window.....F3

### SEARCHING FOR TEXT IN FIND/CHANGE

Wild Card (in Find only).....\?	New Line.....\n
Tab.....\t	New Column.....\c
Paragraph Symbol.....\p	New Box.....\b
Punctuation Space.....\.	Backslash.....\\
Flex Space.....\f	

### FOR USE IN DIALOG BOXES

Cancel.....Esc  
 Apply.....Alt-A  
 Yes.....Y  
 No.....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 Spread in Window.....Shift-F3

### SCROLLING

Use Page Grabber Hand.....Alt-drag  
 Live Scroll/Disable when Already Live.....Alt-drag scroll box  
 To next page down.....Shift-Page Down  
 To next page up.....Shift-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.....Ctrl-click point, then press Ctrl-F1  
 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 Down Space Bar while Modifying Runaround Path

## NOBLE DESKTOP

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