

ADJUSTING FONT SIZE

Decrease or Increase by Increment set in Preferences.....Cmd-Shift-< or >
Decrease or Increase by Increment x 5.....Cmd-Option-Shift-< or >

ADJUSTING LEADING

Decrease or Increase by Increment set in Preferences..... Opt-Up or Down Arrow
Decrease or Increase by Increment x 5.....Cmd-Opt-Up or Down Arrow
Revert to Auto Leading.....Cmd-Option-Shift-A

ADJUSTING KERNING, TRACKING, & WORD SPACING

Increase or Decrease by Increment set in Preferences..... Opt-Right or Left Arrow
Increase or Decrease by Increment x 5.....Cmd-Opt-Right or Left Arrow
Increase space between words.....Cmd-Option-Shift-\)
Decrease space between words..... Cmd-Option-Shift-Delete

ADJUSTING BASELINE SHIFT

Move Up or Down by Increment set in Preferences...Opt-Shift-Up or Down Arrow
Move Up or Down by Increment x 5Cmd-Opt-Shift-Up or Down Arrow

SCALING PICTURES

Make sure the picture content is selected (not the frame it's inside)

Scale 1% Smaller or BiggerCmd-< or >
Scale 5% Smaller or BiggerCmd-Option-< or >

FITTING CONTENT & PICTURES

Fit Content Proportionally..... Cmd-Option-Shift-E
Fill Frame Proportionally.....Cmd-Option-Shift-C
Center ContentCmd-Shift-E
Fit Frame to Content.....Cmd-Option-C

NUDGING OBJECTS

Move by Increment (set in Preferences) Arrow keys
Move by Increment x 10..... Shift-Arrow keys
Move by Increment x 1/10..... Cmd-Shift-Arrow keys

FLOWING TEXT

↵ Multi-Page Autoflow (creates additional pages) Shift-click
⤿ Semi-Autoflow (keeps text in cursor so you can continue flowing)..... Opt-click
↓ Fixed-Page Autoflow (does not create additional pages)Shift-Opt-click

STYLING TEXT & WORKING WITH STYLES

Bold: Cmd-Shift-B • Italic: Cmd-Shift-I • Normal: Cmd-Shift-Y • All Caps: Cmd-Shift-K
Edit Style Sheet without applying it.....Cmd-Option-Shift-double-click style
Redefine a Paragraph Style With style selected Cmd-Option-Shift-R
Redefine a Character Style.....With style selected Cmd-Option-Shift-C

WORKING WITH PARAGRAPH STYLES

Remove local formatting (non style changes) Option-click style name
Remove local formatting & Character Styles Option-Shift-click style name

WORKING WITH PARENT PAGES

Override a single parent page item on a document page.....Cmd-Shift-click it
Override several parent page items..... Cmd-Shift-drag a marquee over them
Override all parent page items on pages selected in Pages panelCmd-Opt-Shift-L

INSERTING SPECIAL CHARACTERS

Indent to Here..... Cmd-\)
Right Indent Tab.....Shift-Tab
Discretionary Hyphen.....Cmd-Shift-hyphen (-)
Nonbreaking Hyphen..... Cmd-Option-hyphen (-)
Type in Straight Single Quote (foot mark)..... Control-'
Type in Straight Double Quote (inch mark) Control-Shift-'
Current Page Number (auto page numbering)Cmd-Option-Shift-N
Em space Cmd-Shift-M
En space.....Cmd-Shift-N
Nonbreaking space..... Cmd-Option-X
Thin space.....Cmd-Option-Shift-M
Column Break.....Enter (on keypad)
Frame Break.....Shift-Enter (on keypad)

Page BreakCmd-Enter (on keypad)
Forced Line Break (or “soft return”)Shift-Return

MOVING TEXT CURSOR

Move cursor to beginning or end of line.....Home or End
Move cursor one word to the left/right.....Cmd-Left/Right Arrow
Move cursor to Previous paragraph..... Cmd-Up Arrow
Move cursor to Next paragraphCmd-Down Arrow

SELECTING & WORKING WITH TEXT

Leave text frame and switch to Selection toolEsc
Select from cursor to beginning or end of line..... Shift-Home or Shift-End
Select from cursor to end of story Cmd-Shift-End
Select from cursor to beginning of story.....Cmd-Shift-Home
Select whole word.....Double-click
Select line.....Cmd-Shift-\) (or Triple-click)
Select one word to the left/right..... Cmd-Shift-Left/Right Arrow

NAVIGATING & SCROLLING THROUGH DOCUMENTS

Scroll using Hand tool..... Option-Spacebar-drag
Go to the First PageCmd-Shift-Page Up
Go to the Last Page.....Cmd-Shift-Page Down
Go to Page (then type in page number)Cmd-J
Switch between open documents..... Cmd-tilde (-)

ZOOMING

Get the Zoom In tool without selecting it.....Hold Cmd then Spacebar
Get the Zoom Out tool without selecting itHold Cmd then Spacebar & Opt
Zoom In or Out.....Cmd-plus(+) or Cmd-minus(-)
Fit Page in Window.....Cmd-0 (zero)
Fit Spread in WindowCmd-Option-0 (zero)
Access zoom percentage box so you can enter a zoom levelCmd-Option-5
Toggle between current and previous zoom levels.....Cmd-Option-2

FIND/CHANGE

Insert selected text into Find What box.....Cmd-F1
Insert selected text into Find What box and then Find Next instanceShift-F1
Find the next occurrence of Find What text Shift-F2 or Cmd-Option-F
Insert selected text into Change To box Cmd-F2
Replace found text with Change To text..... Cmd-F3
Replace found text with Change To text and Find NextShift-F3

WORKING WITH PANELS

Highlight the first option in the Control panelCmd-6
Toggle Control panel between Character & Paragraph options Cmd-Opt-7
Apply a value but keep it highlighted in panel.....Shift-Return
Hide/Show all tools and panels Tab (while not in a text frame)
Hide/Show all panels except Tools/Control.....Shift-Tab (while not in a text frame)
Expand/Collapse panel stacksCmd-Option-Tab
Create new (style, swatches, etc) & display options.....Opt-click New button

WORKING WITH DIALOG BOXES

Cycle through section of options displayed on the leftPage Up or Down
Jump to a section displayed on the left.....Cmd-1 for 1st, Cmd-2 for 2nd, etc.
Choose Yes, No, Don't Save, or Save.....Y, N, D, or S

MISCELLANEOUS GOOD STUFF

Select frame hidden behind anotherHold Cmd 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).....Cmd-Option-tilde (-)
In Tabs panel: Move Left Indent (triangle) without moving First Line Indent
.....Hold Shift while dragging the (bottom) triangle
Select all Guides.....Cmd-Option-G
Select an individual table cell With Type tool, click in cell and hit Esc
Quick ApplyCmd-Return, type a style name, menu item... & hit Return to apply
Sort menus alphabetically Hold Cmd-Option-Shift and click on Menu
Toggle Typographer's Quotes preference Cmd-Option-Shift-'