

ADJUSTING FONT SIZE

Decrease or Increase by Increment set in Preferences.....Ctrl-Shift-< or >
Decrease or Increase by Increment x 5.....Ctrl-Alt-Shift-< or >

ADJUSTING LEADING

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

ADJUSTING KERNING, TRACKING, & WORD SPACING

Increase or Decrease by Increment set in Preferences.....Alt-Right or Left Arrow
Increase or Decrease by Increment x 5.....Ctrl-Alt-Left Arrow
Increase space between words.....Ctrl-Alt-Shift-\)
Decrease space between words.....Ctrl-Alt-Shift-Backspace
Clear all manual kerning, tracking, and word spacing.....Ctrl-Alt-Q

ADJUSTING BASELINE SHIFT

Move Up or Down by Increment set in Preferences...Alt-Shift-Up or Down Arrow
Move Up or Down by Increment x 5.....Ctrl-Alt-Shift-Up or Down Arrow

SCALING PICTURES

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

Scale 1% Smaller or Bigger.....Ctrl-< or >
Scale 5% Smaller or Bigger.....Ctrl-Alt-< or >

FITTING CONTENT & PICTURES

Fit Content Proportionally.....Ctrl-Alt-Shift-E
Fill Frame Proportionally.....Ctrl-Alt-Shift-C
Center Content.....Ctrl-Shift-E
Fit Frame to Content.....Ctrl-Alt-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.....Ctrl-Shift-Arrow keys

FLOWING TEXT

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

STYLING TEXT & WORKING WITH STYLES

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
Redefine a Paragraph Style.....With style selected Ctrl-Alt-Shift-R
Redefine a Character Style.....With style selected Ctrl-Alt-Shift-C

WORKING WITH PARAGRAPH STYLES

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

WORKING WITH PARENT PAGES

Override a single parent page item on a document page.....Ctrl-Shift-click it
Override several parent page items.....Ctrl-Shift-drag a marquee over them
Override all master page items on pages selected in Pages panel.....Ctrl-Alt-Shift-L

INSERTING SPECIAL CHARACTERS

Indent to Here.....Ctrl-\)
Right Indent Tab.....Shift-Tab
Discretionary Hyphen.....Ctrl-Shift-hyphen (-)
Nonbreaking Hyphen.....Ctrl-Alt-hyphen (-)
Type in Straight Single Quote (foot mark).....Alt-'
Type in Straight Double Quote (inch mark).....Alt-Shift-'
Current Page Number (auto page numbering).....Ctrl-Alt-Shift-N
Em space.....Ctrl-Shift-M
En space.....Ctrl-Shift-N
Nonbreaking space.....Ctrl-Alt-X
Thin space.....Ctrl-Alt-Shift-M
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 & WORKING WITH TEXT

Leave text frame and switch to Selection tool.....Esc
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-drag
Go to the First Page.....Ctrl-Shift-Page Up
Go to the Last Page.....Ctrl-Shift-Page Down
Go to Page (then type in page number).....Ctrl-J
Switch between open documents.....Ctrl-tilde (~)

ZOOMING

Get the Zoom In tool without selecting it.....Hold Ctrl then Spacebar
Get the Zoom Out tool without selecting it.....Hold Ctrl then Spacebar & 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)
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 found text with Change To text.....Ctrl-F3
Replace found text with Change To text and Find Next.....Shift-F3

WORKING WITH PANELS

Highlight the first option in the Control panel.....Ctrl-6
Toggle Control panel between Character & Paragraph options.....Ctrl-Alt-7
Apply a value but keep it highlighted in panel.....Shift-Enter
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)
Create new (style, swatches, etc) & display options.....Alt-click New button

WORKING WITH DIALOG BOXES

Cycle through section of options displayed on the left.....Page Up or Down
Jump to a section displayed on the left.....Ctrl-1 for 1st, Ctrl-2 for 2nd, etc.
Choose Yes or No.....Y or N

MISCELLANEOUS GOOD STUFF

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