nobledesktop.com

ADJUSTING FONT SIZE
Increase by Increment (set in Preferences).......................................Ctrl–Shift–>
Decrease by Increment ....Ctrl–Shift–<
(Add Alt to the above keystrokes to make them Increment x 5)

ADJUSTING LEADING
Increase by Increment (set in Preferences)..................................Alt–Down arrow
Decrease by Increment ....Alt–Up arrow
(Add Ctrl to the above keystrokes to make them Increment x 5)
Revert to Auto Leading... Ctrl–Alt–Shift–A

ADJUSTING KERNING/TRACKING & WORD SPACING
Increase by Increment (set in Preferences)...................................Alt–Right arrow
Decrease by Increment .... Alt–Left arrow
(Add Ctrl to the above keystrokes to make them Increment x 5)
Increase between words... Ctrl–Alt–Shift–\
Decrease between words..Ctrl–Alt–Shift–Backspace
Clear all manual kerning, tracking, and word spacing ....Ctrl–Alt–Q

ADJUSTING BASELINE SHIFT
Move Up by Increment (set in Preferences)............................ Alt–Shift–Up arrow
Move Down by Increment .... Alt–Shift–Down arrow
(Add Ctrl to the above keystrokes to make them Increment x 5)

SCALING PICTURES
MAKE SURE THE PICTURE CONTENT IS SELECTED (NOT THE FRAME THAT IT'S INSIDE)
Scale 1% Bigger ....Ctrl–>
Scale 1% Smaller..Ctrl–<
Scale 5% Bigger ....Ctrl–Alt–>
Scale 5% Smaller..Ctrl–Alt–<

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
To remove local formatting (non style changes)......................Alt–click style name
To remove local formatting and Character Styles .... Alt–Shift–click style name

WORKING WITH MASTER PAGES
Override a single master page item on a document page .... Ctrl–Shift–click it
Override several master 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

INSERTING WHITE SPACE
Em space.. Ctrl–Shift–M
En space..Ctrl–Shift–N
Nonbreaking space ....Ctrl–Alt–X
Thin space .... Ctrl–Alt–Shift–M

INSERTING BREAK CHARACTERS
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 and 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 dialog .... Alt–click New button

WORKING WITH DIALOG BOXES
Cycle down through section of options displayed on the left ....Page Down
Cycle up through section of options displayed on the left ....Page Up
Jump to section of options 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 ....Press Ctrl–Enter. Then start typing a style name,
menu item, text variable, etc. Then press Enter to apply.
Sort menus alphabetically ....Hold Ctrl–Alt–Shift and click on Menu
Toggle Typographer's Quotes preference.......................................Ctrl–Alt–Shift–'