



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 to Square or Circle & scale contents ⌘-Shift-Drag
- Maintain Aspect Ratio of Box & Contents ⌘-Option-Shift-Drag
- Scale just box proportionally Option-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 ⌘-Option-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(+)
- Zoom Out ⌘-minus(-)
- 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 Option-Click on line segment
- Delete a point Option-Click on point
- Convert point from Corner to Smooth or Smooth to Corner Control-Shift-Drag handle
- Smooth to corner point while creating item ⌘-Control-Drag curve handle
- Edit Bézier while creating item ⌘ 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 ... Option-Item > Shape > Closed Path Symbol
- 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

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