



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 Preset Range.....	⌘-Shift->
Increase In 1-Point Increments.....	⌘-Option-Shift->
Decrease Preset Range.....	⌘-Shift-<
Decrease In 1-Point Increments.....	⌘-Option-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
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.....	⌘-click on style name
Display edit style sheet pop-up menu.....	Control-click on style name
Apply No Style, then style sheet.....	Option-click on style name

LISTS (STYLE SHEETS, COLORS, H&JS, ETC.)

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

MISCELLANEOUS GOOD STUFF

Copy Paragraph Formats to Selection.....	Option-Shift-Click
Remove All Tabs from Paragraph.....	Option-Click on Tab Ruler
Highlight Measurements Palette.....	⌘-Option-M
Activate Hidden Items (box behind box).....	⌘-Option-Shift-Click
Bring items forward one level.....	Option-Item menu (Bring Forward)
Send items backward one level.....	Option-Item menu (Send Backward)
Change page numbers.....	Click on "Page #" in document layout
Add multiple pages.....	Option-drag master page into document area
Remove or move guide.....	⌘-Click-Drag guide
Delete All Ruler Guides.....	Option-Click on Ruler
Change "Find Next" to "Find First".....	Option-Click on Ruler
Close Find/Change Palette.....	⌘-Option-F
Open Item Specifications.....	Double-click on object w/Item tool
Drag & Drop Text.....	Control-⌘-Drag highlighted text
Drag & Drop & Copy Text.....	Shift-Control-⌘-Drag highlighted text
Bring up Font Usage.....	F13
Bring up Picture Usage.....	Option-F13
Shortcut to Windows Sub-Menu.....	Shift click on Title Bar of a document

SEARCHING FOR TEXT IN FIND/CHANGE

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

FOR USE IN DIALOG BOXES

Cancel.....	⌘-period or Esc
Apply.....	⌘-A
Yes.....	⌘-Y
No.....	⌘-N
Display next Tab in Dialog Box.....	⌘-Opt-Tab (⌘-Tab in Quark 4 & 5)
Display previous Tab in Dialog Box.....	⌘-Opt-Shift-Tab (⌘-Shift-Tab in Quark 4 & 5)

REDRAWING

To halt redraw on screen.....	⌘-period
To force redraw on screen.....	⌘-Option-period

TOOLS

Select next tool.....	⌘-Opt-Tab (⌘-Tab in Quark 4 & 5) or Opt-F8
Select previous tool.....	⌘-Opt-Shift-Tab (⌘-Shift-Tab in Quark 4 & 5) 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 (doesn't work in text boxes)
Zoom Out.....	⌘-minus (doesn't work in text boxes)
Access View Percentage Field.....	Control-V
Fit Largest Spread in Window.....	⌘-Option-0

SCROLLING

Use Page Grabber Hand.....	Option-drag
Live Scroll/Disable when Already Live.....	Option-drag scroll box
To next page down.....	Shift-Page Down
To next page down.....	Shift-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 Down Space Bar while Modifying Runaround Path

NOBLE DESKTOP

<!--Exceptional computer graphics training.-->

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