

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 Alt-Tab

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-'

