



### 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 proportionally & scale contents ..... ⌘-Shift-Drag  
 Scale just box proportionally ..... 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 ..... \[

### 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 ..... Click on line segment  
 Delete a point ..... Click on point  
 Convert point from Corner to Smooth ..... Option-Drag handle  
 Convert point from Smooth to Corner ..... Option-Click on point  
 Edit Bézier while creating item ..... ⌘ while creating item  
 Retract curve handles ..... Option-Click point  
 Expose curve handles ..... Option-Drag point  
 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-Click on Ruler  
 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

## NOBLE DESKTOP

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594 Broadway, Suite 1202, New York, NY 10012  
212.226.4149 [www.nobledesktop.com](http://www.nobledesktop.com)