



### ADJUST FONT SIZE

Increase Preset Range .....Ctrl-Shift->  
 Increase In 1-Point Increments.....Ctrl-Alt-Shift->  
 Decrease Preset Range.....Ctrl-Shift-<  
 Decrease In 1-Point Increments.....Ctrl-Alt-Shift-<

### ADJUST LEADING

Increase In 1-Point Increments.....Ctrl-Shift-"  
 Increase In 1/10-Point Increments.....Ctrl-Alt-Shift-"  
 Decrease In 1-Point Increments.....Ctrl-Shift-'  
 Decrease In 1/10-Point Increments.....Ctrl-Alt-Shift-'

### ADJUST KERN/TRACK AMOUNT

Increase In 10/200-em Increments.....Ctrl-Shift-}  
 Increase In 1/200-em Increments.....Ctrl-Alt-Shift-}  
 Decrease In 10/200-em Increments.....Ctrl-Shift-{  
 Decrease In 1/200-em Increments.....Ctrl-Alt-Shift-{

### BASELINE SHIFT

Up In 1-Point Increments.....Ctrl-Alt-Shift-0  
 Down In 1-Point Increments.....Ctrl-Alt-Shift-9

### MODIFYING HORIZONTAL SCALING

Increase in 5% Increments.....Ctrl-] (Ctrl-Alt-] for 1% Increments)  
 Decrease in 5% Increments.....Ctrl-[ (Ctrl-Alt-[ for 1% Increments)

### SCALING PICTURES IN 5% INCREMENTS

Increase.....Ctrl-Alt-Shift->  
 Decrease.....Ctrl-Alt-Shift-<

### RESIZING BOXES AND SCALING PICTURES OR TEXT

Scale Box & Contents.....Ctrl-Drag  
 Constrain Box Shape proportionally & scale contents.....Ctrl-Shift-Drag  
 Scale just box proportionally.....Shift-Drag

### CENTERING AND FITTING PICTURES

Center.....Ctrl-Shift-M  
 Fit Exactly to a Box.....Ctrl-Shift-F  
 Fit to a Box (Maintaining Aspect Ratio).....Ctrl-Alt-Shift-F

### MODIFYING WIDTH OF LINES

Increase in 1-Point Increments.....Ctrl-Alt-Shift->  
 Increase Preset Range.....Ctrl-Shift->  
 Decrease in 1-Point Increments.....Ctrl-Alt-Shift-<  
 Decrease Preset Range.....Ctrl-Shift-<

### NUDGING

Move Object w/Item tool 1pt.....Any Arrow Key (add Alt for .1pt)  
 Move Picture w/Content tool 1pt.....Any Arrow Key (add Alt for .1pt)

### SPECIAL CHARACTERS

Indent Here.....Ctrl-\  
 Discretionary New Line.....Ctrl-Enter  
 New Line.....Shift-Enter  
 New Column.....Enter (numeric keypad)  
 New Box.....Shift-Enter (numeric keypad)  
 Right-Indent Tab.....Shift-Tab  
 Inch Marks with Smart Quotes Checked.....Ctrl-Alt-"  
 Foot Marks with Smart Quotes Checked.....Ctrl-'

### TO ENTER ONE SPECIAL FONT CHARACTER

Symbol Font Character.....Ctrl-Shift-Q, then type character  
 Zapf Dingbats Font Character.....Ctrl-Shift-Z, then type character

### CHANGING FONTS

Highlight Font Name in Measurements Palette.....Ctrl-Alt-Shift-M  
 Display highlighted text in next font.....Ctrl-F9  
 Display highlighted text in previous font.....Ctrl-Shift-F9

### HYPHENS AND DASHES

Nonbreaking Standard Hyphen.....Ctrl=  
 Discretionary (Soft) Hyphen.....Ctrl-Hyphen  
 Nonbreaking en Dash.....Ctrl-Alt-Shift-Hyphen  
 Breaking em Dash.....Ctrl-Shift=  
 Nonbreaking em Dash.....Ctrl-Alt-Shift=

### PAGE NUMBERING

Page Number of the Previous Text Box.....Ctrl-2  
 Page Number of the Current Text Box.....Ctrl-3  
 Page Number of the Next Text Box.....Ctrl-4

### SPACES

Nonbreaking Standard Space.....Ctrl-5  
 Breaking en-Space.....Ctrl-Shift-6  
 Nonbreaking en-Space.....Ctrl-Alt-Shift-6  
 Breaking Flexible-Space.....Ctrl-Shift-5  
 Nonbreaking Flexible-Space.....Ctrl-Alt-Shift-5  
 Breaking Punctuation Space.....Shift-space  
 Nonbreaking Punctuation Space.....Ctrl-Shift-space

### SELECTING TEXT

Select one whole word...Double-click (line=3 clicks, paragraph=4 clicks, story=5 clicks)  
 Select to End of text.....Ctrl-Alt-Shift-Down Arrow  
 Select to Beginning of text.....Ctrl-Alt-Shift-Up Arrow

### STYLE SHEET PALETTE

Open Style Sheets Dialog Box.....Ctrl-Click on style name  
 Display edit style sheet pop-up menu.....Right-Click on style name  
 Apply No Style, then style sheet.....Alt-Click on style name

### MEASUREMENTS PALETTE

Switch to Next Tab.....Ctrl-Alt-semicolon(,)  
 Switch to Previous Tab.....Ctrl-Alt-comma(,)  
 Highlight X coordinate.....Ctrl-Alt-M  
 Highlight Font field.....Ctrl-Alt-Shift-M

### SPACE/ALIGN

Apply Last.....Ctrl-Alt-/  
 Open Space Align Tab in Measurements palette.....Ctrl-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.....Alt-A  
 Yes or No.....Y or N  
 Display next Tab in Dialog Box.....Ctrl-Tab  
 Display previous Tab in Dialog Box.....Ctrl-Shift-Tab

### REDRAWING

To halt redraw on screen.....Escape  
 To force redraw on screen.....Shift-Escape

### TOOLS

Select next tool.....Ctrl-Alt-Tab or Ctrl-F8  
 Select previous tool.....Ctrl-Alt-Shift-Tab or Ctrl-Shift-F8

### ZOOMING/DISPLAY

Zoom In (using the Mouse).....Ctrl-Spacebar-Click or Drag  
 Zoom Out (using the Mouse).....Ctrl-Alt-Spacebar-Click  
 Zoom In/Out (using Scroll Wheel).....Hold Control and spin the Scroll Wheel  
 Zoom In.....Ctrl-plus(=) [doesn't work in text boxes]  
 Zoom Out.....Ctrl-minus(-) [doesn't work in text boxes]  
 Access View Percentage Field.....Ctrl-Alt-V  
 Fit Largest Spread in Window.....Ctrl-Alt-0(zero)

### SCROLLING

Use Page Grabber Hand.....Alt-Drag  
 Live Scroll/Disable when Already Live.....Alt-Drag scroll box  
 Change pages but keep onscreen page position.....Alt-Page Down/Page Up

### INDEX PALETTE

Display Index palette & highlight Text Field.....Ctrl-Alt-I  
 Click Add button.....Ctrl-Alt-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.....Alt-Drag curve handle  
 Convert point from Smooth to Corner.....Alt-Click on point  
 Edit Bézier while creating item.....Ctrl while creating item  
 Retract curve handles.....Alt-Click point  
 Expose curve handles.....Alt-Drag point  
 Temporarily Suspend Text Reflow w/Runaround Path....Hold Space Bar while Editing Path

### MISCELLANEOUS GOOD STUFF

Copy Paragraph Formats to Selection.....Alt-Shift-Click  
 Remove All Tabs from Paragraph.....Alt-Click on Tab Ruler  
 Activate Hidden Items (box behind box).....Ctrl-Alt-Shift-Click  
 Add multiple pages.....Alt-drag master page into document area  
 Move or Remove guide (if not currently in Item tool).....Ctrl-Click-drag guide  
 Delete All Ruler Guides.....Alt-Click on Ruler  
 Change "Find Next" to "Find First".....Alt  
 Close Find/Change Palette.....Ctrl-Alt-F  
 Open Item Specifications.....Ctrl-Double-click on object w/Item tool  
 Open Font Usage.....F2  
 Open Picture Usage.....Shift-F2  
 Maximize/Minimize Window.....F3  
 Select contiguous components in list (Style Sheets, Colors, H&Js, etc.).....Shift-Click  
 Select noncontiguous components in list (Style Sheets, Colors, H&Js, etc.).....Ctrl-Click



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