

Navigating Through Documents

Scroll with Hand toolSpacebar-Drag
 Scroll with Hand tool while in text frame Alt-Drag
 Go to the First Page Ctrl-Shift-Page Up
 Go to the Last Page..... Ctrl-Shift-Page Down
 Go to PageCtrl-J
 (then type in page number)
 Select buried frame..... Hold Ctrl and keep clicking frame stack

Zooming

Zoom In or OutCtrl-plus(+) or Ctrl-minus(-)
 Fit Page in Window Ctrl-0 (zero)
 Fit Spread in Window Ctrl-Alt-0 (zero)

Working with Panels

Show/Hide all Panels including Toolbox.....Tab
 (while not in a text frame)
 Show/Hide all Panels except ToolboxShift-Tab
 (while not in a text frame)

Adjust 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)

Adjust Leading

Increase by Increment (set in Preferences)..... Alt-down arrow
 Decrease by Increment..... Alt-up arrow
 (add Control to the above keystrokes to make them Increment x 5)
 Revert to Auto Leading Ctrl-Alt-Shift-A

Adjust Kerning/Tracking & Word Spacing

Increase by Increment (set in Preferences).....Alt-right arrow
 Decrease by Increment.....Alt-left arrow
 (add Control to the above keystrokes to make them Increment x 5)
 Increase space between wordsCtrl-Alt-Shift-\
 Decrease spae between words Ctrl-Alt-Shift-Backspace
 Clear all manual kerning, tracking, and word spacingCtrl-Alt-Q

Adjust Baseline Shift

Move Up by Increment (set in Preferences) Alt-Shift-up arrow
 Move Down by Increment Alt-Shift-down arrow
 (add Control to the above keystrokes to make them Increment x 5)

Fitting Content & Pictures

Fit Content Proportionally..... Ctrl-Alt-Shift-E
 Fill Frame Proportionally Ctrl-Alt-Shift-C
 Center Content Ctrl-Shift-E

Flowing Text

Multi-Page Autoflow (creates additional pages) Shift-click
 Semi-autoflow (keeps text in cursor to continue flowing)..... Alt-click
 Fixed-Page Autoflow (will 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
 Align flush left..... Ctrl-Shift-L
 Align Flush right..... Ctrl-Shift-R
 Align center Ctrl -Shift-C
 Redefine a Paragraph Style..... Ctrl-Alt-Shift-R
 Redefine a Character Style Ctrl-Alt-Shift-C

Working with Master Pages

Override a single master page item
 on a document pageCtrl-Shift-click
 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

Insert Special Characters

Indent to Here..... Ctrl-\
 Right Indent Tab Shift-Tab
 Discretionary Hyphen Ctrl-Shift-hyphen (-)
 Nonbreaking Hyphen..... Ctrl-Alt-hyphen (-)
 Type in Single Straight Quote (Foot Mark) Alt-'
 Type in Double Straight Quote (Inch Mark) Alt-Shift-'

Insert White Space

Em space Ctrl-Shift-M
 En space Ctrl-Shift-N
 Nonbreaking space Ctrl-Alt-X
 Thin space..... Ctrl-Alt-Shift-M
 Insert 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

Selecting & Working with Text

Switch from Type to Selection toolEsc
 Select from cursor to beginning or
 end of lineShift-Home or Shift-End
 Select from cursor to end of story Ctrl-Shift-End
 Select from cursor to beginning of storyCtrl-Shift-Home
 Select whole word..... Double-click
 Select lineCtrl-Shift-\ (or Triple-click)
 Select one word to the left/rightCtrl-Shift-Left/Right arrow

Find/Change

Insert selected text into Find What box Ctrl-F1
 Insert selected text into Change To box..... Ctrl-F2
 Replace selected text with Change To text Ctrl-F3