



## 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 between words..... Ctrl-Alt-Shift-\  
Decrease between words..... Ctrl-Alt-Shift-Backspace  
Clear all manual kerning, tracking, and word spacing ..... Ctrl-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)

## SCALING PICTURES

MAKE SURE THE PICTURE CONTENT IS SELECTED (NOT THE FRAME THAT IT'S INSIDE)

Scale 5% Bigger ..... Ctrl-Alt->  
Scale 5% Smaller..... Ctrl-Alt-<  
Scale 1% Bigger ..... Ctrl->  
Scale 1% Smaller..... Ctrl-<

## 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) ..... any arrow key  
Move by Increment x 10..... Shift-any arrow key  
Move by Increment x 1/10..... Ctrl-Shift-any arrow key

## 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 ..... Ctrl-Alt-Shift-R  
Redefine a Character Style ..... 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 Panels 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-'  
Current Page Number (Auto Page Numbering) ..... Ctrl-Alt-Shift-N

## 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

## 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..... Ctrl-tilde(~)

## ZOOMING

Get the Zoom in tool without selecting it ..... Hold Ctrl then Space  
Get the Zoom out tool without selecting it ..... Hold Ctrl then Space and Alt  
Zoom In or Out..... Ctrl-plus(+) or Ctrl-minus(-)  
Fit Page in Window ..... Ctrl-O (zero)  
Fit Spread in Window ..... Ctrl-Alt-O (zero)  
Access zoom percentage box (so you can enter a zoom level) ..... Ctrl-Alt-5  
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 selected text with Change To text..... Ctrl-F3  
Replace selected 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  
Show/Hide all Panels including Toolbox ..... Tab (while not in a text frame)  
Show/Hide all Panels except the Toolbox ..... Shift-Tab (while not in a text frame)  
Expand/Collapse Panel Stacks..... Ctrl-Alt-Shift-Tab (while not in a text frame)  
Create new (style, swatches, etc) & display options dialog ..... Alt-click New button

## WORKING WITH DIALOG BOXES

Rotate down through section of options displayed on the left..... Page Down  
Rotate 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  
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-'

## NOBLE DESKTOP

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