

ADOBE INDESIGN CS4 CHEAT SHEET

"MAC"

ADJUST FONT SIZE

Increase by Increment	CMD-SHIFT->
Decrease by Increment	CMD-SHIFT-<

SCALING PICTURES

Scale 5% Bigger	CMD-OPT->
Scale 5% Smaller	CMD-OPT-<
Scale 1% Bigger	CMD->
Scale 1% Smaller	CMD-<

FITTING CONTENT & PICTURES

Fit Content Proportionally	CMD-OPT-SHIFT-E
Fill Frame Proportionally	CMD-OPT-SHIFT-C
Center Content	CMD-SHIFT-E
Fit Frame to Content	CMD-OPT-C

FLOWING TEXT

Multi-Page Autoflow	SHIFT-CLICK
Semi-autoflow	OPT-CLICK
Fixed-Page Autoflow	SHIFT-OPT-CLICK

STYLING TEXT

Bold	CMD-SHIFT-B
Italic	CMD-SHIFT-I
Normal	CMD-SHIFT-Y
All Caps	CMD-SHIFT-K

WORKING WITH MASTER PAGES

Override a master page item	CMD-SHIFT-CLICK IT
Override all master page items	CMD-OPT-SHIFT-L

INSERT SPECIAL CHARACTERS

Indent to Here	CMD-\
----------------	--------------

Right Indent Tab	SHIFT-TAB
Current (Auto) Page Number	CMD-OPT-SHIFT-N

SELECTING & WORKING WITH TEXT

Leave Text Frame and switch to Selection tool	ESC
Select cursor to beginning or end of line	SHIFT-HOME SHIFT-END
Select cursor to end of story	CMD-SHIFT-END
Select cursor to beginning of story	CMD-SHIFT-HOME
Select whole word	DOUBLE-CLICK
Select line	CMD-SHIFT-\ (OR TRIPLE-CLICK)
Select word to the left/right	CMD-SHIFT-LEFT/ RIGHT ARROW

NAVIGATING & SCROLLING THROUGH DOCUMENTS

Scroll using Hand tool	OPT-SPACEBAR-DRAG
Go to the First Page	CMD-SHIFT-PAGE UP
Go to the Last Page	CMD-SHIFT-PAGE DOWN
Go to Page (then type in page number)	CMD-J
Switch between open Documents	CMD-TILDE(~)

ZOOMING

Zoom In or Out	CMD-PLUS(+) OR CMD-MINUS(-)
Fit Page in Window	CMD-0 (ZERO)
Fit Spread in Window	CMD-OPT-0 (ZERO)

MISCELLANEOUS GOOD STUFF

Select frame hidden behind another	CMD CLICKING FRAME STACK
Select all Guides	CMD-OPT-G
Sort Menus Alphabetically	CMD-OPT-SHIFT AND CLICK ON MENU



: fYY`hc`X]ghf]Vi hY`k]h`ci h'a cX]Zn]b["
¥ `7]lm]8Yg_hcd`HfU]b]b[`&\$-\$-
\h`d. ##k k k "VX"Vt`a "Ui`



AUTHORISED
Training Centre