

# ADOBE INDESIGN CS4 CHEAT SHEET

"PC"

## ADJUST FONT SIZE

Increase by Increment	<b>CTRL-SHIFT-&gt;</b>
Decrease by Increment	<b>CTRL-SHIFT-&lt;</b>

## SCALING PICTURES

Scale 5% Bigger	<b>CTRL-ALT-&gt;</b>
Scale 5% Smaller	<b>CTRL-ALT-&lt;</b>
Scale 1% Bigger	<b>CTRL-&gt;</b>
Scale 1% Smaller	<b>CTRL-&lt;</b>

## FITTING CONTENT & PICTURES

Fit Content Proportionally	<b>CTRL-ALT-SHIFT-E</b>
Fill Frame Proportionally	<b>CTRL-ALT-SHIFT-C</b>
Center Content	<b>CTRL-SHIFT-E</b>
Fit Frame to Content	<b>CTRL-ALT-C</b>

## FLOWING TEXT

Multi-Page Autoflow	<b>SHIFT-CLICK</b>
Semi-autoflow	<b>ALT-CLICK</b>
Fixed-Page Autoflow	<b>SHIFT-ALT-CLICK</b>

## STYLING TEXT

Bold	<b>CTRL-SHIFT-B</b>
Italic	<b>CTRL-SHIFT-I</b>
Normal	<b>CTRL-SHIFT-Y</b>
All Caps	<b>CTRL-SHIFT-K</b>

## WORKING WITH MASTER PAGES

Override a master page item	<b>CTRL-SHIFT-CLICK IT</b>
Override all master page items	<b>CTRL-ALT-SHIFT-L</b>

## INSERT SPECIAL CHARACTERS

Indent to Here	<b>CTRL-\</b>
----------------	---------------

Right Indent Tab	<b>SHIFT-TAB</b>
Current (Auto) Page Number	<b>CTRL-ALT-SHIFT-N</b>

## SELECTING & WORKING WITH TEXT

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

## NAVIGATING & SCROLLING THROUGH DOCUMENTS

Scroll using Hand tool	<b>ALT-SPACEBAR-DRAG</b>
Go to the First Page	<b>CTRL-SHIFT-PAGE UP</b>
Go to the Last Page	<b>CTRL-SHIFT-PAGE DOWN</b>
Go to Page (then type in page number)	<b>CTRL-J</b>
Switch between open Documents	<b>CTRL-TILDE(~)</b>

## ZOOMING

Zoom In or Out	<b>CTRL-PLUS(+)</b> OR <b>CTRL-MINUS(-)</b>
Fit Page in Window	<b>CTRL-0 (ZERO)</b>
Fit Spread in Window	<b>CTRL-ALT-0 (ZERO)</b>

## MISCELLANEOUS GOOD STUFF

Select frame hidden behind another	<b>CTRL CLICKING</b> <b>FRAME STACK</b>
Select all Guides	<b>CTRL-ALT-G</b>
Sort Menus Alphabetically	<b>CTRL-ALT-SHIFT AND</b> <b>CLICK ON MENU</b>