

# ADOBE INDESIGN CS4 CHEAT SHEET

# "MAC"

## ADJUST FONT SIZE

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

## SCALING PICTURES

Scale 5% Bigger	<b>CMD-OPT-&gt;</b>
Scale 5% Smaller	<b>CMD-OPT-&lt;</b>
Scale 1% Bigger	<b>CMD-&gt;</b>
Scale 1% Smaller	<b>CMD-&lt;</b>

## FITTING CONTENT & PICTURES

Fit Content Proportionally	<b>CMD-OPT-SHIFT-E</b>
Fill Frame Proportionally	<b>CMD-OPT-SHIFT-C</b>
Center Content	<b>CMD-SHIFT-E</b>
Fit Frame to Content	<b>CMD-OPT-C</b>

## FLOWING TEXT

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

## STYLING TEXT

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

## WORKING WITH MASTER PAGES

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

## INSERT SPECIAL CHARACTERS

Indent to Here	<b>CMD-\</b>
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Right Indent Tab	<b>SHIFT-TAB</b>
Current (Auto) Page Number	<b>CMD-OPT-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>CMD-SHIFT-END</b>
Select cursor to beginning of story	<b>CMD-SHIFT-HOME</b>
Select whole word	<b>DOUBLE-CLICK</b>
Select line	<b>CMD-SHIFT-\</b> (OR TRIPLE-CLICK)
Select word to the left/right	<b>CMD-SHIFT-LEFT/</b> <b>RIGHT ARROW</b>

## NAVIGATING & SCROLLING THROUGH DOCUMENTS

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

## ZOOMING

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

## MISCELLANEOUS GOOD STUFF

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



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



**AUTHORISED**  
Training Centre