

ADOBE INDESIGN CS4 CHEAT SHEET

"PC"

ADJUST FONT SIZE

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

SCALING PICTURES

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

FLOWING TEXT

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

STYLING TEXT

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

WORKING WITH MASTER PAGES

Override a master page item	CTRL-SHIFT-CLICK IT
Override all master page items	CTRL-ALT-SHIFT-L

INSERT SPECIAL CHARACTERS

Indent to Here	CTRL-\
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Right Indent Tab	SHIFT-TAB
Current (Auto) Page Number	CTRL-ALT-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	CTRL-SHIFT-END
Select cursor to beginning of story	CTRL-SHIFT-HOME
Select whole word	DOUBLE-CLICK
Select line	CTRL-SHIFT-\ (OR TRIPLE-CLICK)
Select 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

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

MISCELLANEOUS GOOD STUFF

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