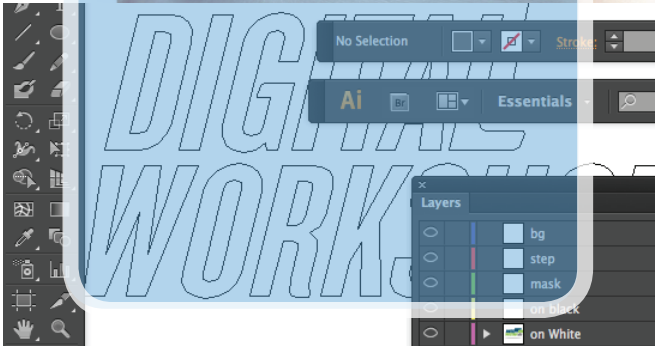


Adobe InDesign Cheat Sheet



| Viewing | |
|--|-------------------------------------|
| Fit on screen | Double-click on Hand tool or Ctrl-0 |
| 100% view level (actual pixels) | Double-Click on Zoom Tool or Ctrl-1 |
| Zoom in | Ctrl-Plus(+) or Alt-Scroll wheel |
| Zoom out | Ctrl-Minus(-) or Alt-Scroll wheel |
| Hide all tools and panels | Tab |
| Hide all panels except Toolbox & Options bar | Shift-Tab |
| 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(~) |

| Other Shortcuts | |
|--|---|
| Create new (Style, Swatches, etc) & display options dialog | Alt-click New button |
| 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 |
| Sort Menus Alphabetically | Hold Ctrl-Alt-Shift and click on Menu |
| Select all Guides | Ctrl-Alt-G |
| Fit Content Proportionally | Ctrl-Alt-Shift-E |
| Fill Frame Proportionally | Ctrl-Alt-Shift-C |
| Center Content | Ctrl-Shift-E |

| 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 |

| Selecting and 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 |

| Tools | |
|---|---|
| V | Selection Tool |
| A | Direct Selection Tool |
| Ctrl + Tab | Toggle Selection and Direct Selection tool |
| P | Pen Tool |
| T | Type Tool |
| F | Rectangle Frame Tool |
| M | Rectangle Tool |
| H | Hand Tool |
| Z | Zoom Tool |
| X | Toggle Fill and Stroke |
| W | Switch between Normal View and Preview Mode |
| To switch between all tools within groups, add the Shift key to the letters above | |

| 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 |