



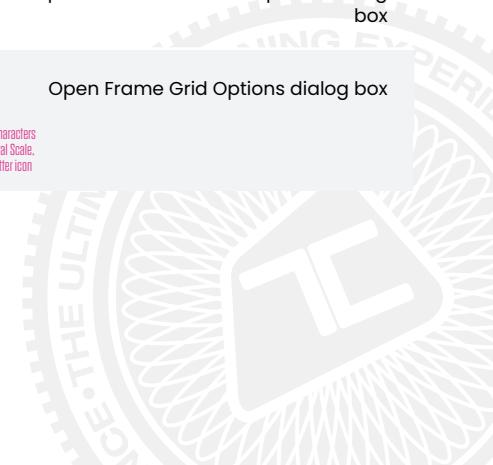
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SHORTCUT KEYS

esc	F1	F2	F3	F4	F5	F6	◀ F7	▶ F8	▶▶ F9	◀ F10	▶ F11	▶▶ F12	▲
~	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	*	(9) 0	add anchor +	delete anchor -	delete
tab	Q	W	free transform tool E	rotate tool R	text tool T	Y	gap tool U	eye drop I	reflect tool O	pen tool P	{	}	
● caps lock	A direct selection	S scale tool	D default fill	F rectangle frame tool	G gradient tool	H hand tool	J measure tool	L ellipse tool	:	,	,	/	enter return
shift	zoom Z	toggle fill / stroke X	C scissors	V selection tool	B content collector tool	N pen	M rectangle tool	<	>	.	?	/	shift
fn	alt control	option	command ⌘					⌘ command	alt option	▲	▼	▶	

KEYS FOR THE CONTROL PANEL SHORTCUTS

CTRL 6	Toggle focus to/from Control panel	ALT Superscript, Subscript, or Small Caps	Open Text Preferences
CTRL ALT 7	Toggle Character/Paragraph text attributes mode	Button	Open the Underline Options dialog box
Any Key [numeric]	Change reference point when proxy has focus	ALT Underline button	Open the Strikethrough Options dialog box
ALT ▾	Display the pop-up menu that has focus	ALT Strikethrough button ALT Align To Baseline Grid	Open the Grids Preferences
ALT Kerning Icon ↲ ↳	Open Units & Increments Preferences	Grid button ALT Drop Cap Number Of Lines, or Drop Cap One Or	Open the Drop Caps & Nested Styles dialog box
ALT Number Of Cols icon	Open the Text Frame Options dialog box	More Characters icon	Open the Justification dialog box
ALT X or Y icon	Open the Move dialog box	ALT Leading icon	Open Named Grid dialog box
ALT Angle icon	Open the Rotate dialog box	ALT Named Grid icon	Open New Named Grid Options dialog box
ALT X or Y Scale icon	Open the Scale dialog box	ALT Named Grid icon	Open Frame Grid Options dialog box
ALT Shear icon	Open the Shear dialog box	All-click Number of characters Horizontal, Number of Characters Vertical, Character Aki, Line Aki, Vertical Scale, Horizontal Scale, Grid View, Font Size, Number of Columns, or Column Gutter icon	





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SHORTCUT KEYS

TYPE PANELS AND DIALOG BOXES SHORTCUTS

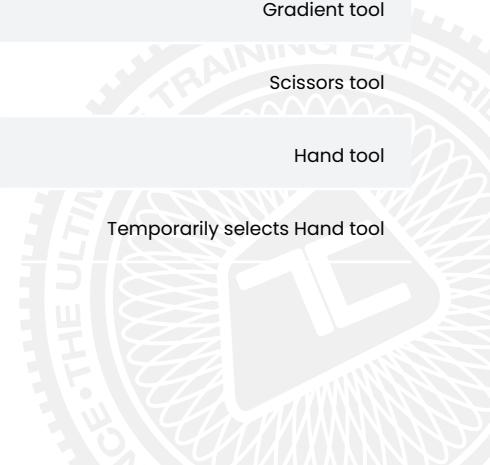
ALT CTRL SHIFT J	Open Justification dialog box	ALT CTRL K	Open Keep Options dialog box
ALT CTRL J	Open Paragraph	CTRL T	Activate Character panel
ALT CTRL J	Rules dialog box	CTRL ALT T	Activate Paragraph panel

KEYS FOR INDEXING SHORTCUTS

SHIFT CTRL ALT I	Create index entry without dialog box (alphanumeric only)	SHIFT CTRL ALT I	Create proper name index entry (last name, first name)
CTRL I	Open index entry dialog box		

TOOLS SHORTCUTS

V I ESC	Selection tool	F	Rectangle Frame tool
A	Direct Selection tool	M	Rectangle tool
CTRL TAB	Toggle Selection and Direct	L	Ellipse tool
SHIFT P	Page tool	R	Rotate tool
U	Gap tool	S	Scale tool
P	Pen tool	O	Shear tool
=	Add Anchor Point tool	E	Free Transform tool
-	Delete Anchor Point tool	I	Eyedropper tool
SHIFT C	Convert Direction Point tool	K	Measure tool
T	Type tool	G	Gradient tool
SHIFT T	Type On A Path tool	C	Scissors tool
N	Pencil tool (Note tool)	H	Hand tool
\	Line tool	SPACEBAR <small>{Layout mode}</small> ALT <small>{Text mode}</small>	Temporarily selects Hand tool
		ALT SPACEBAR <small>{both}</small>	





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SHORTCUT KEYS

TOOLS SHORTCUTS(CONT.)

Z	Zoom tool	+	Apply Gradient
CTRL SPACEBAR	Temp selects Zoom Intool	/	Apply No Color
X	Toggle Fill and Stroke	W	Switch between Normal View and Preview Mode
SHIFT X	Swap Fill and Stroke	Y	Frame Grid tool (horizontal)
J	Toggle between Formatting Affects Container & Formatting Affects Text	Q	Frame Grid tool (vertical)
,	Apply Color	SHIFT G	Gradient Feather tool

LAYERS PANEL SHORTCUTS

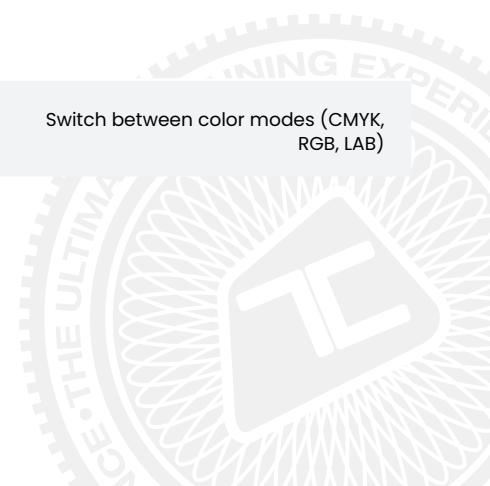
ALT Layer	Select all objects on layer	SHIFT ALT CTRL Create New Layer	Add new layer to the top of the layer list and open New Layer dialog box
ALT Drag small square to new layer	Copy selection to new layer	CTRL Create New Layer	Add new layer and open New Layer dialog box
ALT Create New Layer	Add new layer below selected layer		
SHIFT CTRL Create New Layer	Add new layer to the top of the layer list		

PAGES PANEL SHORTCUTS

ALT Master	Apply master to selected page	CTRL Create New Page button	Display Insert Pages dialog box
ALT Master you want to base the selected master on	Base another master page on selected master	SHIFT CTRL P	Add new page after last page
CTRL Create New Page button	Create master page		

COLOR PANELS SHORTCUTS

SHIFT Drag slider	Move color sliders in tandem	SHIFT Color bar	Switch between color modes (CMYK, RGB, LAB)
ALT Color bar	Select a color for the nonactive fill / stroke		





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SHORTCUT KEYS

CHARACTER AND PARAGRAPH STYLES SHORTCUTS

Select text and press SHIFT ALT CTRL C	Make character style definition match text	ALT Paragraph style name	Remove style and local formatting
Select text and press SHIFT ALT CTRL R	Make paragraph style definition match text	ALT SHIFT Paragraph style name	Clear overrides from para-style
SHIFT ALT CTRL Style	Change options without applying style	F1 F1 SHIFT	Show/hide Paragraph and Character Styles panels

KEYS FOR PANELS SHORTCUTS

ALT Delete icon	Delete without confirmation	ESC	Move focus to selected object, text, or window
ALT New button	Create item and set options	TAB	Show/Hide all panels, Toolbox, and Control panel (with no insertion point)
SHIFT ENTER	Apply value and keep focus on option	SHIFT TAB	Show/Hide all panels except the Toolbox and Control panel (docked or not)
CTRL ALT ~	Activate last-used option in last-used panel	CTRL ALT TAB	Open or close all stashed panels
SHIFT	Select range of styles, layers, links, swatches, or library objects in a panel	ALT Drag any panel tab [in the group] to edge of screen	Stash a panel group
CTRL	Select nonadjacent styles, layers, links, swatches, or library objects in a panel	ALT CTRL in list, and then use keyboard to select item by name	Select item by name
TAB	Apply value and select next value	ALT CTRL M	Open the Drop Shadow panel

TABS PANEL SHORTCUTS

SHIFT CTRL T	Activate Tabs panel	ALT TAB	Switch between alignment options
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