

New Document	Ctrl + N
Get Text or Picture	Ctrl + E
Fit Document in Window	Ctrl + 0 (zero - above P)
View Actual Size (100%)	Ctrl + 1 (not NumPad - above Q)
Zoom in	Ctrl + Spacebar + Drag Zoom Box
Zoom out	Ctrl + Alt + Spacebar + Click mouse or Right Click for Fit in Window / Actual Size
Zoom to 200%	Ctrl + Alt + Click page
Pan the View	Alt + Drag
Temporarily switch to the Item tool when you are on the Content Tool	Hold down the Ctrl key
The Big Three	Ctrl + Alt + Shift
To fit a picture to its box proportionately	Ctrl + Alt + Shift + F
To scale a text or Picture Box <i>and</i> its contents proportionately	Ctrl + Alt + Shift + Drag a corner of the box
To increase/decrease the size of selected text	Ctrl + Alt + Shift + < or >
To shift selected text off its Baseline	Ctrl + Alt + Shift + ( or )
To select all the text in a story ( with Content Tool selected)	Ctrl + A
To select all the text from the position of the insertion point to the end of that story	Ctrl + Shift + End
To reduce or increase the Leading of selected text	Ctrl + Alt + Shift + ; or #
To access the Formats dialogue box	Ctrl + Shift + F
To access the Tabs dialogue box	Ctrl + Shift + T
To Lock object in position	F6
To show and hide guides	F7