InDesign CS5.5 Cheat Sheet

THE FORT COLLINS **DIGITAL WORKSHOP** LLC

Viewing

Fit on screen	Double-click on Hand tool or ⌘-0
100% view level (Actual Pixels)	Double-Click on Zoom Tool or ⌘-1
Zoom in	⌘-Plus(+) or Option-Scroll wheel
Zoom out	⌘-Minus(–) or Option-Scroll wheel
Hide all tools and panels	Tab
Hide all panels except Toolbox & Options bar	Shift-Tab

Navigating and Scrolling Through Documents

Scroll using Hand tool	Option-Spacebar-Drag
Go to the first page	⌘-Shift-Page Up
Go to the last page	⌘-Shift-Page Down
Go to page (then type in page number)	⌘-J
Switch between open documents	⌘-tilde(~)

Insert Break Characters

Column break	Enter (on keypad)
Frame break	Shift-Enter (on keypad)
Page break	⌘-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	⌘-Shift-End
Select from cursor to beginning of story	⌘-Shift-Home
Select whole word	Double-click
Select line	⌘-Shift-\ (or Triple-click)
Select one word to the left/right	⌘-Shift-Left/Right arrow

Moving Text Cursor

Move cursor to beginning or end of line	Fn-Home or Fn-End (Mac keyboards may vary)
Move cursor one word to the left/right	⌘-Left/right arrow
Move cursor to previous paragraph	⌘-Up Arrow
Move cursor to next paragraph	⌘-Down Arrow

Tools

V	Selection Tool
A	Direct Selection Tool
Cmd + Tab	Toggle Selection and Direct Selection tool
Shift + P	Page Tool
U	Gap Tool
P	Pen Tool
=	Add Anchor Point Tool
-	Delete Anchor Point Tool
Shift + C	Convert Direction Point Tool
T	Type Tool
Shift + T	Type On A Path Tool
N	Pencil (Note) Tool
\	Line Tool
F	Rectangle Frame Tool
M	Rectangle Tool
L	Ellipse Tool
R	Rotate Tool
S	Scale Tool
O	Shear Tool
E	Free Transform Tool
I	Eyedropper Tool
K	Measure Tool
G	Gradient Tool
H	Hand Tool
Z	Zoom Tool
X	Toggle Fill and Stroke
W	Switch between Normal View and Preview Mode
Shift + G	Gradient Feather Tool

To switch between all tools within groups, add the Shift key to the letters above

Other Shortcuts

Create new (Style, Swatches, etc) & display options dialog	Option-click New button
Select frame hidden behind another	Hold ⌘ and keep clicking frame stack
Increase/decrease a value in a field	Click in field, press up/down arrow
Sort menus alphabetically	Hold ⌘-Option-Shift and click on Menu
Select all Guides	⌘-Option-G
Fit content proportionally	⌘-Option-Shift-E
Fill frame proportionally	⌘-Option-Shift-C
Center content	⌘-Shift-E

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About The Fort Collins Digital Workshop

We work to create the perfect training solution for you.

Founded in 2006, The Fort Collins Digital Workshop is a locally-owned independent computer training school offering classes on almost all major software programs, desktop applications, business solutions and advanced computer training concepts.

Courses at The Fort Collins Digital Workshop are held in a small classroom setting, with a typical maximum of sixteen students per class. They are taught by trained experts who understand the importance of hands-on, personalized training.

Our Classes

Classes at The Fort Collins Digital Workshop take place in one of three formats:
–One-day, intensive courses available Monday-Saturday
–Evening lecture-style classes that take place in three-hour class sessions
–Private One-on-One Instruction

Included with every class:
–Textbook or training packet to assist you with your continued learning
–One free re-take of the same course within one year of original course date (attended students only)
–One month of free technical support

Course List

Microsoft Office©
    Excel©
    PowerPoint©
    Word©
    Publisher©
    Access©
    Outlook©
    Project©
    Visio©

Adobe Creative Suite©
    Photoshop©
    InDesign©
    Illustrator©
    Dreamweaver©
    Premiere Pro©
    After Effects©

Website Design & Development
    HTML/XHTML/CSS
    WordPress©
    Search Engine Optimization
    Javascript©
    PHP©
    Google Apps©

Digital Photography
    Intro to Your DSLR Camera
    Understanding Your Digital Camera

Business Solutions
    Quickbooks©
    Social Media for Business
    Crystal Reports©

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