

# Common QuarkXPress and InDesign Keyboard Shortcuts

<i>Macintosh version</i>	<b>QuarkXPress</b>		<b>InDesign</b>	
	<b><i>Courser Setting</i></b>	<b><i>Finer Setting</i></b>	<b><i>Courser Setting</i></b>	<b><i>Finer Setting</i></b>
<b>Type Formats</b>				
<b>Type Size-Smaller</b>	Cmd-Shft-<	Cmd-Shft-Opt-<	Cmd-Shft-Opt-<	Cmd-Shft-<
<b>Type Size-Larger</b>	Cmd-Shft->	Cmd-Shft-Opt->	Cmd-Shft-Opt->	Cmd-Shft->
	<i>Note: Type adjustments are based on "standard" sizes</i>	<i>Note: Type adjustments are in one-point increments</i>	<i>Note: Type adjustments are 5 times the preference settings</i>	<i>Note: Type adjustments are based on preference settings</i>
<b>Leading-Smaller</b>	Cmd-Shft-;	Cmd-Shft-Opt-;	Cmd-Opt-↓	Opt-↓
<b>Leading-Larger</b>	Cmd-Shft-'	Cmd-Shft-Opt-'	Cmd-Opt-↑	Opt-↑
	<i>Note: Leading adjustments are in one-point increments</i>	<i>Note: Leading adjustments are in 1/10th-point increments</i>	<i>Note: Leading adjustments are 5 times the preference settings</i>	<i>Note: Leading adjustments are based on preference settings</i>
<b>Kerning/Tracking-Tighter</b>	Cmd-Shft-[	Cmd-Shft-Opt-[	Cmd-Opt-←	Opt-←
<b>Kerning/Tracking-Looser</b>	Cmd-Shft-]	Cmd-Shft-Opt-]	Cmd-Opt-→	Opt-→
	<i>Note: Kern/Track adjustments are in 10/200 of an Em increment</i>	<i>Note: Kern/Track adjustments are in 1/200 of an Em increment</i>	<i>Note: Kern/Track adjustments are 5 times the preference settings</i>	<i>Note: Kern/Track adjustments are based on preference settings</i>
<b>Word Kerning-Tighter</b>			Cmd-Shft-Opt-Del	Cmd-Opt-Del
<b>Word Kerning-Looser</b>			Cmd-Shft-Opt-\	Cmd-Opt-\
<b>Horizontal Scaling-Condense</b>	Cmd-[	Cmd-Opt-[		
<b>Horizontal Scaling-Expand</b>	Cmd-]	Cmd-Opt-]		
	<i>Note: Scaling is in 5% increments</i>	<i>Note: Scaling is in 1% increments</i>		
<b>Baseline Shift-Up</b>	Cmd-Shft-Opt--		Cmd-Shft-Opt-·	Shft-Opt-·
<b>Baseline Shift-Down</b>	Cmd-Shft-Opt-=		Cmd-Shft-Opt-,	Shft-Opt-,
	<i>Note: Baseline shift is in one-point increments</i>			
<b>Graphic Edits</b>				
<b>Picture size-Smaller</b>	Cmd-Shft-Opt-<		Cmd-Opt-,	Cmd-,
<b>Picture size-Larger</b>	Cmd-Shft-Opt->		Cmd-Opt-.	Cmd-.
	<i>Note: Image adjustment in 5% increments</i>		<i>Note: Image adjustments are in 5% increments</i>	<i>Note: Image adjustments in 1% increments</i>
<b>Resize type/graphics visually (maintaining proportion)</b>	Cmd-Shft-Opt and drag corner of item		Cmd-Shft and drag corner item	
<b>Object Edits</b>				
<b>Click through stack of items/objects</b>	Cmd-Shft-Opt and click		Cmd and click	
<b>Nudge Objects (with Item/Move tool)</b>	Arrow keys	Opt-Arrow keys	Shft-Arrow keys and Cmd-Shft-Arrow keys	Arrow keys
	<i>Note: The default Nudge setting is 1 point</i>	<i>Note: The Option-Nudge setting is 1/10th point</i>	<i>Note: Shift-nudge setting is 10 times the preference setting; Cmd-Shift-nudge is 1/10th the preference setting</i>	<i>Note: Nudge setting is based on Cursor Key preference setting (1 point by default)</i>

# Common QuarkXPress and InDesign Keyboard Shortcuts

<i>Windows version</i>	<b>QuarkXPress</b>		<b>InDesign</b>	
	<b><i>Courser Setting</i></b>	<b><i>Finer Setting</i></b>	<b><i>Courser Setting</i></b>	<b><i>Finer Setting</i></b>
<b>Type Formats</b>				
<b>Type Size-Smaller</b>	Cntl-Shft-<	Cntl-Shft-Alt-<	Cntl-Shft-Alt-<	Cntl-Shft-<
<b>Type Size-Larger</b>	Cntl-Shft->	Cntl-Shft-Alt->	Cntl-Shft-Alt->	Cntl-Shft->
	<i>Note: Type adjustments are based on "standard" sizes</i>	<i>Note: Type adjustments are in one-point increments</i>	<i>Note: Type adjustments are 5 times the preference settings</i>	<i>Note: Type adjustments are based on preference settings</i>
<b>Leading-Smaller</b>	Cntl-Shft-;	Cntl-Shft-Alt-;	Cntl-Alt-↓	Alt-↓
<b>Leading-Larger</b>	Cntl-Shft-'	Cntl-Shft-Alt-'	Cntl-Alt-↑	Alt-↑
	<i>Note: Leading adjustments are in one-point increments</i>	<i>Note: Leading adjustments are in 1/10th-point increments</i>	<i>Note: Leading adjustments are 5 times the preference settings</i>	<i>Note: Leading adjustments are based on preference settings</i>
<b>Kerning/Tracking-Tighter</b>	Cntl-Shft-[	Cntl-Shft-Alt-[	Cntl-Alt-←	Alt-←
<b>Kerning/Tracking-Looser</b>	Cntl-Shft-]	Cntl-Shft-Alt-]	Cntl-Alt-→	Alt-→
	<i>Note: Kern/Track adjustments are in 10/200 of an Em increment</i>	<i>Note: Kern/Track adjustments are in 1/200 of an Em increment</i>	<i>Note: Kern/Track adjustments are 5 times the preference settings</i>	<i>Note: Kern/Track adjustments are based on preference settings</i>
<b>Word Kerning-Tighter</b>			Cntl-Shft-Alt-Del	Cntl-Alt-Del
<b>Word Kerning-Looser</b>			Cntl-Shft-Alt-\	Cntl-Alt-\
<b>Horizontal Scaling-Condense</b>	Cntl-[	Cntl-Alt-[		
<b>Horizontal Scaling-Expand</b>	Cntl-]	Cntl-Alt-]		
	<i>Note: Scaling is in 5% increments</i>	<i>Note: Scaling is in 1% increments</i>		
<b>Baseline Shift-Up</b>	Cntl-Shft-Alt-0		Cntl-Shft-Alt-·	Shft-Alt-·
<b>Baseline Shift-Down</b>	Cntl-Shft-Alt-9		Cntl-Shft-Alt-,	Shft-Alt-,
	<i>Note: Baseline shift is in one-point increments</i>			
<b>Graphic Edits</b>				
<b>Picture size-Smaller</b>	Cntl-Shft-Alt-<		Cntl-Alt-,	Cntl-,
<b>Picture size-Larger</b>	Cntl-Shft-Alt->		Cntl-Alt-.	Cntl-.
	<i>Note: Image adjustment in 5% increments</i>		<i>Note: Image adjustments are in 5% increments</i>	<i>Note: Image adjustments in 1% increments</i>
<b>Resize type/graphics visually (maintaining proportion)</b>	Cntl-Shft-Alt and drag corner of item		Cntl-Shft and drag corner item	
<b>Object Edits</b>				
<b>Click through stack of items/objects</b>	Cntl-Shft-Alt and click		Cntl and click	
<b>Nudge Objects (with Item/Move tool)</b>	Arrow keys	Alt-Arrow keys	Shft-Arrow keys and Cntl-Shft-Arrow keys	Arrow keys
	<i>Note: The default Nudge setting is 1 point</i>	<i>Note: The Option-Nudge setting is 1/10th point</i>	<i>Note: Shift-nudge setting is 10 times the preference setting; Cmd-Shift-nudge is 1/10th the preference</i>	<i>Note: Nudge setting is based on Cursor Key preference setting (1 point by default)</i>