

SELECT ALL TEXT	DOUBLE-CLICK IN LAYERS PALETTE
SELECT WHOLE WORD	DOUBLE-CLICK ON WORD
SELECT WHOLE LINE	TRIPLE-CLICK IN LINE
SELECT WHOLE PARAGRAPH	QUADRUPLE-CLICK IN PARAGRAPH
PREVIEW FONT ON TEXT LAYER	CLICK FONT OPTION, UP/DOWN ARROW
FORMAT MULTIPLE LAYERS	SELECT LAYERS, APPLY SETTINGS
BOLD STYLE	CMND/CNTRL + SHIFT + B
ITALIC STYLE	CMND/CNTRL + SHIFT + I
UNDERLINE TEXT	CMND/CNTRL + SHIFT + U
CONVERT TO ALL CAPS	CMND/CNTRL + SHIFT + K
CONVERT TO SMALL CAPS	CMND/CNTRL + SHIFT + H
INCREASE/DECREASE TYPE 2PTS	CMND/CNTRL + SHIFT + < OR >
INCREASE/DECREASE TYPE 10PTS	CMND/CNTRL + SHIFT + OPTN/ALT + < OR >
TIGHTEN/RAISE LEADING 2PTS	OPTN/ALT + UP/DOWN ARROW
TIGHTEN/RAISE LEADING 10PTS	CMND/CNTRL + OPTN/ALT + UP/DOWN ARROW
KERN TOGETHER/APART	OPTN/ALT + LEFT/RIGHT ARROW
PARAGRAPH – CENTER	CMND/CNTRL + SHIFT + C
LEFT-JUSTIFY	CMND/CNTRL + SHIFT + L
RIGHT-JUSTIFY	CMND/CNTRL + SHIFT + R
ACCEPT CHANGE TO TEXT LAYER	ENTER