

# 19 InDesign Productivity Tips

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## Roll Your Own

- Create keyboard shortcuts using the Edit menu
- Create printer styles
- Redefine styles

## Palette Power

- Click on icons to select fields 
- Use arrows keys in fields to increase/decrease values
- Use math in fields
- Use the power of negative numbers (i.e. negative text wraps/paragraph rules)

## Table Manners

- Use ESC to select a cell. Shift/arrow keys to select other cells/rows
  - Select rows, columns, entire table
  - Distribute rows/columns
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