Keyboard Shortcuts

Basics

Control palette	Opt+Cmd+6
Info palette	F8
Place… text and graphics	Cmd+D
Save document as	Shift+Cmd+S
Override master page items	Shift+Opt+Cmd+L
Preferences dialog box	Cmd+K

Navigating your document

Layers palette	F7
First Page	Shift+Cmd+PgUp
Last Page	Shift+Cmd+PgDown
Go Back	Cmd+PgUp
Go Forward	Cmd+PgDown
Next Page	Shift+PgDown
Previous Page	Shift+PgUp
Next Spread	Opt+PgDown
Previous Spread	Opt+PgUp

Viewing pages and palettes

Actual Size	Cmd+1
200% size	Cmd+2
400% size	Cmd+4
50% size	Cmd+5
Access views percentage box	Opt+Cmd+5
Entire Pasteboard	Opt+Shift+Cmd+0
Fit Spread In Window	Opt+Cmd+0
Fit Page In Window	Cmd+0
High Quality Display	Opt+Cmd+H

Optimized Display	Opt+Cmd+O
Overprint Preview	Opt+Shift+Cmd+Y
Zoom In	Cmd+=
Zoom Out	Cmd+-
Minimize	Cmd+M
Show/Hide all palettes	Tab
Toggle all palettes except toolbox	Shift+Tab
Open/Close all palettes in side tabs	Cmd+Opt+Tab

Paragraph type handling

Paragraph palette	Opt+Cmd+T
Paragraph styles	F11
Align centre	Shift+Cmd+C
Align left/right	Shift+Cmd+L/Shift+Cmd+R
Align to baseline grid	Opt+Shift+Cmd+G

Character type handling

Character palette	Cmd+T
Character styles	Shift+F11
Increase point size	Shift+Cmd+.
Increase point size x5	Opt+Shift+Cmd+.
Increase leading	Opt+Down Arrow
Increase leading x5	Opt+Cmd+Down Arrow
Increase kerning/tracking	Opt+Right Arrow
Increase kerning/tracking x5	Opt+Cmd+Right Arrow
Apply underline	Shift+Cmd+U

Manipulating and selecting text

Tabs palette	Shift+Cmd+T

Apply bold	Shift+Cmd+B
Apply italic	Shift+Cmd+I
Select to start of story	Shift+Cmd+Home
Select to end of story	Shift+Cmd+End

Text and transparency effects

Transparency palette	Shift+F10
Create Outlines	Shift+Cmd+O
Drop Shadow…	Opt+Cmd+M

Colour handling

Swatches palette	F5
Colour palette	F6
Stroke palette	F10

Text Wrapping, clipping and paths

Text Wrap palette	Opt+Cmd+W
Text Frame Options…	Cmd+B
Clipping Path…	Opt+Shift+Cmd+K
Compound: Make	Cmd+8

Selecting and editing objects

Object Below	Cmd+Click
First Object Above	Opt+Shift+Cmd+]
Last Object Below	Opt+Shift+Cmd+[
Next Object Above	Opt+Cmd+]
Next Object Below	Opt+Cmd+[
Decrease Size/Scale By 5%	Opt+Cmd+,
Increase Size/Scale By 5%	Opt+Cmd+.

InDesign: Shortcuts

mac creative

Keyboard Shortcuts

Aligning, pasting and duplicating

Align palette	**Shift+F7**
Duplicate	**Opt+Shift+Cmd+D**
Step And Repeat...	**Opt+Cmd+U**
Repeat the last transformation	**Cmd+Opt+3**
Paste Into	**Opt+Cmd+V**
Paste In Place	**Opt+Shift+Cmd+V**

Moving and grouping objects

Group	**Cmd+G**
Ungroup	**Shift+Cmd+G**
Transform: Move...	**Shift+Cmd+M**
Bring Forward	**Cmd+]**
Bring To Front	**Shift+Cmd+]**
Send Backward	**Cmd+[**
Send To Back	**Shift+Cmd+[**
Lock Position	**Cmd+L**
Unlock Position	**Opt+Cmd+L**

Fitting content/frames

Centre Content	**Shift+Cmd+E**
Fit Content Proportionally	**Opt+Shift+Cmd+E**
Fit Content To Frame	**Opt+Cmd+E**
Fit Frame To Content	**Opt+Cmd+C**
Fill Frame Proportionally	**Opt+Shift+Cmd+C**

Creating and editing tables

Table palette	**Shift+F9**
Table Options: Table Setup...	**Opt+Shift+Cmd+B**
Cell Options: Text...	Tables-**Opt+Cmd+B**
Delete: Column	Tables-**Shift+Delete**
Delete: Row	Tables-**Cmd+Delete**
Insert Table...	Text-**Opt+Shift+Cmd+T**
Insert: Column...	Tables-**Opt+Cmd+9**
Insert: Row...	Tables-**Cmd+9**
Select: Cell	Tables-**Cmd+/**
Select: Column	Tables-**Opt+Cmd+3**
Select: Row	Tables-**Cmd+3**
Select: Table	Tables-**Opt+Cmd+A**
Move Left One Word	Text-**Cmd+Left Arrow**
Move Right One Word	Text-**Cmd+Right Arrow**
Move To The Next Paragraph	Text-**Cmd+Down Arrow**
Move To The Previous Paragraph	Text-**Cmd +Up Arrow**

Showing guides and grids

Hide Frame Edges	**Cmd+H**
Hide Guides	**Cmd+;**
Snap To Guides	**Shift+Cmd+;**
Lock Guides	**Opt+Cmd+;**
Select All Guides	**Opt+Cmd+G**
Show Baseline Grid	**Opt+Cmd+'**
Show Document Grid	**Cmd+'**
Snap To Document Grid	**Shift+Cmd+'**
Hide Rulers	**Cmd+R**
Show Text Threads	**Opt+Cmd+Y**

Proofing shortcuts

Show hidden characters	**Opt+Cmd+I**

Keyboard shortcuts

Selection tool	**V**
Direct Selection tool	**A**
Pen tool	**P**
Type tool	**T**
Pencil tool	**N**
Line tool	****
Rectangle frame tool	**F**
Rectangle tool	**M**
Rotate tool	**R**
Scale tool	**S**
Shear tool	**O**
Free Transform tool	**E**
Eyedropper tool	**I**
Gradient tool	**G**
Push button tool	**B**
Scissors tool	**C**
Hand tool	**H**
Zoom tool	**Z**
Fill button	**X**
Stroke button	**X**
Default Fill and Stroke button	**D**
Swap Fill and Stoke button	**Shift-X**
Formatting Affects Container button	
Formatting Affects Text button	
Normal View Mode button	**W**
Preview mode button	**W**

Edit In Story Editor	**Cmd+Y**
Find Next	**Opt+Cmd+F**
Find/Change...	**Cmd+F**
Check Spelling...	**Cmd+I**

Outputting shortcuts

Separations palette	**Shift+F6**
Links palette	**Shift+Cmd+D**
Export document to PDF	**Cmd+E**