

**Photoshop**



**InDesign**

# Adobe InDesign

## Keyboard Shortcuts

**Onsite Adobe InDesign  
Training Courses**

Provided by

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	<b>Windows</b>	<b>Mac</b>
Preferences General Delete Preferences when starting up	Ctrl+K Ctrl+Alt+Shift	Command+K Command+Option+Shift +Ctrl

<b>InDesign Tools</b>	<b>Win/Mac</b>
Selection tool	V
Direct Selection tool	A
Ellipse tool	L
Eyedropper tool	I
Free Transform tool	E
Gradient tool	G
Hand tool	H
Line tool	\
Measure tool	K
Pen tool	P
Pencil tool	N
Rectangle Frame tool	F
Rectangle tool	M
Rotate tool	R
Scale tool	S
Swap fill & stroke buttons	X
Swap fill & stroke colors	Shift+X
Type on Path tool	Shift+T
Type tool	T
Zoom tool	Z

<b>File</b>	<b>Windows</b>	<b>Mac</b>
New Document	Ctrl+N	Command +N
Open	Ctrl+O	Command+O
Browse	Ctrl+Alt+O	Command+Option+O
Close Document	Ctrl+W	Command+W
Close All	Ctrl+Alt+Shift+W	Command+Shift+Option+W
Save	Ctrl+S	Command+S
Save as	Ctrl+Shift+S	Command+Shift+S
Save a Copy	Ctrl+Alt+S	Command+Option+S
Save all	Ctrl+Alt+Shift+S	Command+Shift+Option+S
Place	Ctrl+D	Command+D
Package	Ctrl+Alt+Shift+P	Command+Option+Shift+P
Print	Ctrl+P	Command+P
Exit	Ctrl+Q	Command+Q

<b>Edit</b>	<b>Windows</b>	<b>Mac</b>
Undo	Ctrl+Z	Command+Z
Redo	Ctrl+Shift+Z	Command+Shift+Z
Cut	Ctrl+X	Command+X
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Paste Into	Ctrl+Alt+V	Command+Option+V
Paste in Place	Ctrl+Alt+Shift+V	Command+Shift+Option+V
Duplicate	Ctrl+Alt+Shift+D	Command+Shift+Option+D
Step & Repeat	Ctrl+Shift+U	Command+Shift+U
Select All	Ctrl+A	Command+A
Deselect All	Ctrl+Shift+A	Command+Shift+A
Edit in Story Editor	Ctrl+Y	Command+Y
Find/Change	Ctrl+F	Command+F
Check Spelling	Ctrl+I	Command+I

<b>Paragraph</b>	<b>Windows</b>	<b>Mac</b>
Redefine Styles	Ctrl+Alt+Shift+R	Command+Shift+Option+R
Keep Options	Ctrl+Alt+K	Command+Option+K
Paragraph Rules	Ctrl+Alt+J	Command+Option+J
Paragraph Justification	Ctrl+Shift+Alt+J	Command+Shift+Option+J
Drop Caps & Nested Styles	Ctrl+Alt+R	Command+Option+R

<b>Object</b>	<b>Windows</b>	<b>Mac</b>
Bring to Front	Ctrl+Shift+] ]	Command+Shift+] ]
Send to Back	Ctrl+Shift+[ [	Command+Shift+[ [
Bring Forward	Ctrl+] ]	Command+] ]
Send Backward	Ctrl+[ [	Command+[ [
Group	Ctrl+G	Command+G
Ungroup	Shift+Ctrl+G	Command+Shift+G
Lock Position	Ctrl+L	Command+L
Unlock Position	ALT+Ctrl+L	Command+Option+L
Text Frame Options	Ctrl+B	Command+B
Fit Content to Frame	Alt+Ctrl+E	Command+Option+E
Fit Frame to Content	Alt+Ctrl+C	Command+Option+C
Fit Content Proportionally	Ctrl+Alt+Shift+E	Command+Shift+Option+E
Drop Shadow	Alt+Ctrl+M	Command+Option+M
Clipping Path	Ctrl+Alt+Shift+K	Command+Shift+Option+K
Compound Path Make	Ctrl+8	Command+8

<b>View</b>	<b>Windows</b>	<b>Mac</b>
Zoom In	Ctrl+=	Command+=
Zoom Out	Ctrl+Spacebar	Command+Spacebar
	Ctrl+- (hyphen)	Command+- (hyphen)
	Ctrl+Alt+Spacebar	Command+Option+Spacebar
Fit Page in Window	Ctrl+0	Command+0
Fit Spread in Window	Alt+Ctrl+0	Command+Option+0
Actual Size	Ctrl+1	Command+1
200%	Ctrl+2	Command+2
400%	Ctrl+4	Command+4
50%	Ctrl+5	Command+5
Entire Pasteboard	Alt+Shift+Ctrl+0	Shift+Command+Option+0
First Spread	Alt+Shift+Page Up	Shift+Option+Page Up
Last Spread	Alt+Shift+Page Down	Shift+Option+Page Down
Fit Selection-Window	Alt+Ctrl+=	Command+Option+=
Force Redraw/Hide/Show Rulers	Shift+F5Ctrl+R	Shift+F5Command+R
Hide/Show Guides	Ctrl+;	Command+;
Hide/Show all panels	Tab	Tab
Open/Close all panels in side tabs	Alt+Ctrl+Tab	Command+Option+Tab
Scroll down one screen	Page Down	Page Down
Scroll up one screen	Page Up	Page Up
Toggle Character & Paragraph modes in Control panel	Alt+Ctrl+7	Command+Option+7

<b>Window</b>	<b>Windows</b>	<b>Mac</b>
Align	Shift+F7	Command+Shift+F7
Control	Alt+Ctrl+6	Command+Option+6
Info	F8	F8
Layers	F7	F7
Links	Shift+Ctrl+D	Shift+Command+D
Pages	F12	Command+F12
Preflight	Ctrl+Alt+Shift+F	Command+Option+Shift+F
Stroke	F10	Command+F10
Swatches	F5	F5
Effects	Shift+F10	Command+Shift+F10

<b>Indexing</b>	<b>Windows</b>	<b>Mac</b>
New Index Palette Mark Proper Names Mark Clubs/Businesses Nonbreaking Space	Ctrl+U Shift+F8 Ctrl+Alt+Shift+] Ctrl+Alt+Shift+[ Ctrl+Alt+X	Command+U Shift+F8 Command+Option+Shift+] Command+Option+Shift+[ Command+Option+X

<b>Layout</b>	<b>Windows</b>	<b>Mac</b>
First Page Previous Page Next Page Last PageNext Spread Previous Spread Go Back Go Forward Add New Page	Ctrl+Shift+Page Up Shift+Page Up Shift+Page Down Ctrl+Shift+Page DownAlt+Page Down Alt+Page Up Ctrl+Page Up Ctrl+Page Down Ctrl+Shift+P	Command+Shift+PageUp Shift+Page Up Shift+Page Down Command+Shift+Page Down Option+Page Down Option+Page Up Command+Page Up Command+Page Down Command+Shift+P

<b>Type</b>	<b>Windows</b>	<b>Mac</b>
Character Character Styles Tabs Paragraph Paragraph Styles Auto Page Number Nonbreaking Space Text Wrap Create Outlines Create Outlines without deleting text Align Center Align Left Align Right Justify all but last line Justify all lines Align to Baseline Grid Apply Bold Apply Italic Apply Normal	Ctrl+T Shift+F11 Ctrl+Shift+T Ctrl+M or Ctrl+Alt+T F11 Ctrl+Alt+Shift+N Ctrl+Alt+X Ctrl+Alt+W Ctrl+Shift+O Ctrl+Alt+Shift+O Ctrl+Shift+C Ctrl+Shift+L Ctrl+Shift+R Ctrl+Shift+J Ctrl+Shift+F Ctrl+Alt+Shift+G Ctrl+Shift+B Ctrl+Shift+I Ctrl+Shift+Y	Command+T Command+Shift+F11 Command+Shift+T Command+Option+T Command+F11 Command+Shift+Option+N Command+Option+X Command+Option+W Command+Shift+O Command+Shift+Option+O Command+Shift+C Command+Shift+L Command+Shift+R Command+Shift+J Command+Shift+F Command+Shift+Option+G Command+Shift+B Command+Shift+I Command+Shift+Y

<b>Move to:</b>	<b>Windows</b>	<b>Mac</b>
Beginning of story End of story Start of line End of line Left one word Right one word	Ctrl+Home Ctrl+End Home End Ctrl+Left Arrow Ctrl+Right Arrow	Command+Home Command+End Home End Command+Left Arrow Command+Right Arrow

<b>Character</b>	<b>Windows</b>	<b>Mac</b>
All Caps Small Caps Strikethrough Subscript Superscript Underline	Ctrl+Shift+K Ctrl+Shift+H Ctrl+Shift+/ Ctrl+Alt+Shift++ Ctrl+Shift++ (plus sign) Ctrl+Shift+U	Command+Shift+K Command+Shift+H Command+Shift+Control+/ Command+Shift+Option++ Command+Shift++ Command+Shift+U