

INDESIGN KEYBOARD SHORTCUTS



	MAC	WINDOWS		MAC	WINDOWS
FILE MENU SHORTCUTS					
Open	Cmd+O	Ctrl+O	To activate tools, type these keys (be sure no elements are selected):		
New Document	Cmd+N	Ctrl+N	Type Tool	T	T
Save	Cmd+S	Ctrl+S	Selection Tool	V	V
Save As	Shift+Cmd+S	Shift+Ctrl+S	Direct Selection Tool	A	A
Print	Cmd+P	Ctrl+P	Pen Tool	P	P
Close	Cmd+W	Ctrl+W	Show/Hide Palettes	Tab	Tab
Place	Cmd+D	Ctrl+D			
Export	Cmd+E	Ctrl+E			
ZOOM/VIEW SHORTCUTS					
Fit Spread in Window	Opt+Cmd+0	Alt+Ctrl+0	Show/Hide Guides	Cmd+;	Ctrl+;
Fit Page in Window	Cmd+0	Ctrl+ 0	Show/Hide Frame Edges	Cmd+H	Ctrl+H
Zoom 100%	Cmd+1	Ctrl+1	Autoflow text icon	Shift+Click on loaded text	
Zoom 200%	Cmd+2	Ctrl+2	Reset defaults when restarting InDesign	Cmd+Shift+Opt+Ctrl	
Zoom 400%	Cmd+4	Ctrl+4	Ctrl+Shift+Alt		
Zoom In	Cmd+=	Ctrl+ =			
Zoom Out	Cmd+-	Ctrl+ -			
TEXT EDITING SHORTCUTS					
Copy	Cmd+C	Ctrl+C	Apply Normal	Shift+Cmd+Y	Shift+Ctrl+Y
Paste	Cmd+V	Ctrl+V	* Restricted to fonts with bold or italic versions installed		
Paste in Place (Power Paste)	Opt+Shift+Cmd+V	Alt+Shift+Ctrl+V	Align Left	Shift+Cmd+L	Shift+Ctrl+L
Cut	Cmd+X	Ctrl+X	Align Right	Shift+Cmd+R	Shift+Ctrl+R
Undo	Cmd+Z	Ctrl+Z	Align Center	Shift+Cmd+C	Shift+Ctrl+C
Edit in Story Editor	Cmd+Y	Ctrl+Y	Align Justify	Shift+Cmd+J	Shift+Ctrl+J
Check Spelling	Cmd+I	Ctrl+I	Increase Point Size	Shift+Cmd+>	Shift+Ctrl+>
Apply Bold*	Shift+Cmd+B	Shift+Ctrl+B	Decrease Point Size	Shift+Cmd+<	Shift+Ctrl+<
Apply Italic*	Shift+Cmd+I	Shift+Ctrl+I			
MISCELLANEOUS KEYBOARD SHORTCUTS					
Select All	Cmd+A	Ctrl+A	Group	Cmd+G	Ctrl+G
Deselect All	Shift+Cmd+A	Shift+Ctrl+A	Ungroup	Shift+Cmd+G	Shift+Ctrl+G
Find/Change	Cmd+F	Ctrl+F	Lock	Cmd+L	Ctrl+L
Find Next	Opt+Cmd+F	Alt+Ctrl+F	Unlock	Opt+Cmd+L	Alt+Ctrl+L
Bring to Front	Shift+Cmd+]]	Shift+Ctrl+]]	Drop Shadow	Opt+Cmd+M	Alt+Ctrl+M
Send to Back	Shift+Cmd+[[Shift+Ctrl+[[