

SHORTCUTS

TOOLBARS & MENUS -

INDESIGN CC 2018

Keyboard Modifiers

KEYBOARD SHORTCUT MAC	KEYBOARD SHORTCUT PC
OPTION ⌘	ALT
COMMAND ⌘	CONTROL
CONTROL	CONTROL
SHIFT ⇧	SHIFT

Selection Tools

KEYBOARD SHORTCUT	TASK PERFORMED
V OR ESCAPE	Selection Tool
A	Direct Selection Tool

Navigating & Zooming

KEYBOARD SHORTCUT	TASK PERFORMED
SPACE BAR OR H	Turns cursor into Hand Tool
SPACE BAR + COMMAND	Turns Cursor into Zoom Tool
DOUBLE CLICK ON HAND TOOL	Fits page to the window
DOUBLE CLICK ON ZOOM TOOL	Fits page Actual Size
COMMAND + 0	Fits page to the window
COMMAND + 1	Fits page at 100% size
OPTION + SCROLL WHEEL (UP AND DOWN)	Zooms in and out

Adjust Font Size	
Increase by Increment (set in Preferences)	CMD-SHIFT->
Decrease by Increment	CMD-SHIFT-<
(add Option to the above keystrokes to make them Increment x 5)	
Adjust Leading	
Increase by Increment (set in Preferences)	OPTION-DOWN ARROW
Decrease by Increment	OPTION-UP ARROW
(add Cmd to the above keystrokes to make them Increment x 5)	
Revert to Auto Leading	CMD-OPTION-SHIFT-A
Adjust Kerning / Tracking & Word Spacing	
Increase by Increment (set in Preferences)	OPTION-RIGHT ARROW
Decrease by Increment	OPTION-LEFT ARROW
(add Cmd to the above keystrokes to make them Increment x 5)	
Increase between words	CMD-OPTION-SHIFT-\
Decrease between words	CMD-OPTION-SHIFT-DELETE
Clear all manual kerning, tracking, and word spacing	CMD-OPTION-Q
Adjust Baseline Shift	
Move Up by Increment (set in Preferences)	OPTION-SHIFT-UP ARROW
Move Down by Increment	OPTION-SHIFT-DOWN ARROW
(add Cmd to the above keystrokes to make them Increment x 5)	
Scaling Pictures	
Make sure the picture content is selected (not the frame that it is inside)	
Scale 5% Bigger	CMD-OPT->
Scale 5% Smaller	CMD-OPT-<
Scale 1% Bigger	CMD->
Scale 1% Smaller	CMD-<
Fitting Content & Pictures	
Fit Content Proportionally	CMD-OPT-SHIFT-E
Fill Frame Proportionally	CMD-OPT-SHIFT-C
Center Content	CMD-SHIFT-E
Fit Frame to Content	CMD-OPT-C
Nudging Objects	
Move by Increment (set in Preferences)	Any arrow key
Move by Increment x 10	Shift-any arrow key
Move by Increment x 1/10	Cmd-Shift-any arrow key
Flowing Text	
Multi-Page Autoflow (creates additional pages)	Shift-click
Semi-autoflow (keeps text in cursor so you can continue flowing)	Option-click
Fixed-Page Autoflow (does not create additional pages)	Shift-Option-click
Styling Text & Working with Styles	
Bold	Cmd-Shift-B

Italic	Cmd-Shift-I
Normal	Cmd-Shift-Y
All Caps	Cmd-Shift-K
Edit Style Sheet without Applying it	Cmd-Option-Shift-Double click style
Redefine a Paragraph Style	Cmd-Opt-Shift-R
Redefine a Character Style	Cmd-Opt-Shift-C
Working with Paragraph Styles	
To remove local formatting (non Style changes)	Opt-click Style Name
To remove local formatting and Character Styles	Opt-Shift-click Style Name
Working with Master Pages	
Override a single master page item on a document page	Cmd-Shift-click it
Override several master page items	Cmd-Shift-drag a marquee over them
Override all master page items on pages selected in Pages panel	Cmd-Opt-Shift-L
Insert Special Characters	
Indent to Here	Cmd-\
Right Indent Tab	Shift-Tab
Discretionary Hyphen	Cmd-Shift-hyphen (-)
Nonbreaking Hyphen	Cmd-Opt-hyphen (-)
Type in Single Straight Quote (Foot Mark)	Ctrl- '
Type in Double Straight Quote (Inch Mark)	Ctrl-Shift- '
Current Page Number (Auto Page Numbering)	Cmd-Opt-Shift-N
Insert White Space	
Em space	Cmd-Shift-M
En space	Cmd-Shift-N
Nonbreaking space	Cmd-Opt-X
Thin space	Cmd-Opt-Shift-M
Insert Break Characters	
Column Break	Enter (on keypad)
Frame Break	Shift-Enter (on keypad)
Page Break	Cmd-Enter (on keypad)
Forced Line Break (or "soft return")	Shift-Return
Moving Text Cursor	
Move cursor to beginning or end of line	Home or End
Move cursor one word to the left/right	Cmd-Left/right arrow
Move cursor to Previous paragraph	Cmd-Up Arrow
Move cursor to Next paragraph	Cmd-Down Arrow
Selecting & Working with Text	
Leave Text Frame and switch to Selection tool	Esc
Select from cursor to beginning or end of line	Shift-Home or Shift-End
Select from cursor to end of story	Cmd-Shift-End
Select from cursor to beginning of story	Cmd-Shift-Home
Select whole word	Double-click
Select line	Cmd-Shift-\ (or Triple-click)
Select one word to the left/right	Cmd-Shift-Left/Right arrow

Navigating & Scrolling Through Documents	
Scroll using Hand tool	Option-Spacebar-Drag
Go to the First Page	Cmd-Shift-Page Up
Go to the Last Page	Cmd-Shift-Page Down
Go to Page (then type in page number)	Cmd-J
Switch between open Documents	Cmd-tilde(~)
Zooming	
Get the Zoom in tool without selecting it	Hold Cmd then Space
Get the Zoom out tool without selecting it	Hold Cmd then Space and Option
Zoom In or Out	Cmd-plus(+) or Cmd-minus(-)
Fit Page in Window	Cmd-0 (zero)
Fit Spread in Window	Cmd-Option-0 (zero)
Access zoom percentage box (so you can enter a zoom level)	Cmd-Opt-5
Toggle between current and previous zoom levels	Cmd-Opt-2
Find / Change	
Insert selected text into Find What box	Cmd-F1
Insert selected text into Find What box and then Find Next instance	Shift-F1
Find the next occurrence of Find What text	Shift-F2 or Cmd-Option-F
Insert selected text into Change To box	Cmd-F2
Replace selected text with Change To text	Cmd-F3
Replace selected text with Change To text and Find Next	Shift-F3
Working with Panels	
Highlight the first option in the Control panel	Cmd-6
Toggle Control panel between Character & Paragraph options	Cmd-Opt-7
Apply a value but keep it highlighted in panel	Shift-Return
Show/Hide all Panels including Toolbox	Tab (while not in a text frame)
Show/Hide all Panels except the Toolbox	Shift-Tab (while not in a text frame)
Expand/Collapse Panel Stacks	Cmd-Opt-Tab (while not in a text frame)
Create new (style, swatches, etc) & display options dialog	Opt-click New button
Working with Dialog Boxes	
Rotate down through section of options displayed on the left	Page Down
Rotate up through section of options displayed on the left	Page Up
Jump to section of options displayed on the left	Cmd-1 for 1st, Cmd-2 for 2nd, etc.
Choose Yes, No, Don't Save, or Save	Y, N, D, or S

Miscellaneous Good Stuff	
Select frame hidden behind another	Hold and keep clicking frame stack
Increase/decrease a value in a field	Click in field, press up/down arrow
Highlight the Last Used Field (in a panel)	Cmd-Option-tilde(~)
Tabs panel: Move Left Indent (triangle) without moving First Line Indent	Hold Shift while dragging the (bottom) triangle
Select all Guides	Cmd-Opt-G
Select an Individual Table Cell	With Type tool, click in cell and hit Esc
Quick Apply	Press Cmd-Return. Then start typing a style name, menu item, text variable, etc. Then press Return to apply.
Sort Menus Alphabetically	Hold Cmd-Opt-Shift and click on Menu
Toggle Typographer 's Quotes preference	Cmd-Opt-Shift-'