



130 Adobe InDesign Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Window Shortcuts	Section
1	Increase font size	Command + Shift + >	Ctrl + Shift + >	Formatting Shortcuts
2	Decrease font size	Command + Shift + <	Ctrl + Shift + <	Formatting Shortcuts
3	Flush left	Command + Shift + L	Ctrl + Shift + L	Formatting Shortcuts
4	Flush Right	Command + Shift + R	Ctrl + Shift + R	Formatting Shortcuts
5	Center	Command + Shift + C	Ctrl + Shift + C	Formatting Shortcuts
6	Justify	Command + Shift + J	Ctrl + Shift + J	Formatting Shortcuts
7	Bold	Command + Shift + B	Ctrl + Shift + B	Formatting Shortcuts
8	Italic	Command + Shift + I	Ctrl + Shift + I	Formatting Shortcuts
9	Underline	Command + Shift + U	Ctrl + Shift + U	Formatting Shortcuts
10	New file	Command + N	Ctrl + N	File Menu Shortcuts
11	Open file	Command + O	Ctrl + O	File Menu Shortcuts
12	Close window	Command + W	Ctrl + W	File Menu Shortcuts
13	Open in bridge	Command + Option + O	Ctrl + Alt + O	File Menu Shortcuts
14	Place	Command + D	Ctrl + D	File Menu Shortcuts
15	Save	Command + S	Ctrl + S	File Menu Shortcuts
16	Save as	Command + Shift + S	Ctrl + Shift + S	File Menu Shortcuts
17	Print	Command + P	Ctrl + P	File Menu Shortcuts
18	Page Setup	Command + Option + P	Ctrl + Alt + P	File Menu Shortcuts
19	Package	Command + Shift + Option + P	Ctrl + Shift + Alt + P	File Menu Shortcuts
20	Quit Application	Command + Q	Ctrl + Q	File Menu Shortcuts
21	Export	Command + E	Ctrl + E	File Menu Shortcuts
22	Undo	Command + Z	Ctrl + Z	Edit Menu Shortcuts
23	Redo	Command + Shift + Z	Ctrl + Shift + Z	Edit Menu Shortcuts
24	Cut	Command + X	Ctrl + X	Edit Menu Shortcuts
25	Copy	Command + C	Ctrl + C	Edit Menu Shortcuts
26	Paste	Command + V	Ctrl + V	Edit Menu Shortcuts
27	Paste without Formatting	Command + Shift + V	Ctrl + Shift + V	Edit Menu Shortcuts
28	Select all	Command + A	Ctrl + A	Edit Menu Shortcuts
29	Deselect all	Command + Shift + A	Ctrl + Shift + A	Edit Menu Shortcuts
30	Find/change	Command + F	Ctrl + F	Edit Menu Shortcuts
31	Check spelling	Command + I	Ctrl + I	Edit Menu Shortcuts
32	Paste in place	Command + Shift + Option + V	Ctrl + Shift + Alt + V	Edit Menu Shortcuts
33	Paste info	Command + Option + V	Ctrl + Alt + V	Edit Menu Shortcuts
34	Duplicate	Command + Shift + Option + D	Ctrl + Shift + Alt + D	Edit Menu Shortcuts
35	Edit in story editor	Command + Y	Ctrl + Y	Edit Menu Shortcuts
36	Check out	Command + F9	Ctrl + F9	Edit Menu Shortcuts
37	Check in	Command + Shift + F9	Ctrl + Shift + F9	Edit Menu Shortcuts
38	Update content	Command + F5	Ctrl + F5	Edit Menu Shortcuts
39	Quick apply	Command + Return	Ctrl + Enter	Edit Menu Shortcuts
40	Go to page	Command + J	Ctrl + J	Layout Menu Shortcuts
41	Add page	Command + Shift + P	Ctrl + Shift + P	Layout Menu Shortcuts
42	Previous spread	Option + Page Up	Alt + Page Up	Layout Menu Shortcuts
43	Next spread	Option + Page Down	Alt + Page Down	Layout Menu Shortcuts
44	Transform again	Command + Option + 4	Ctrl + Alt + 4	Object Menu Shortcuts
45	Group	Command + G	Ctrl + G	Object Menu Shortcuts
46	UnGroup	Command + Shift + G	Ctrl + Shift + G	Object Menu Shortcuts
47	Compound path	Command + 8	Ctrl + 8	Object Menu Shortcuts
48	Drop shadow	Command + Option + M	Ctrl + Alt + M	Object Menu Shortcuts
49	Center content	Command + Shift + E	Ctrl + Shift + E	Object Menu Shortcuts
50	Fill frame proportionally	Command + Shift + Option + C	Ctrl + Shift + Alt + C	Object Menu Shortcuts
51	Bring to front	Command + Shift + [	Ctrl + Shift + [	Object Menu Shortcuts
52	Send to Back	Command + Shift + ]	Ctrl + Shift + ]	Object Menu Shortcuts
53	Text frame options	Command + B	Ctrl + B	Object Menu Shortcuts
54	Smart Guides	Command + U	Ctrl + U	View Menu Shortcuts
55	Guides	Command + ;	Ctrl + ;	View Menu Shortcuts
56	High Quality Display	Command + Option + H	Ctrl + Alt + H	View Menu Shortcuts
57	Text Threads	Command + Option + Y	Ctrl + Alt + Y	View Menu Shortcuts
58	Frame edges	Command + H	Ctrl + H	View Menu Shortcuts
59	Rulers	Command + R	Ctrl + R	View Menu Shortcuts
60	Actual size	Command + 1	Ctrl + 1	View Menu Shortcuts
61	200% size	Command + 2	Ctrl + 2	View Menu Shortcuts
62	400% size	Command + 4	Ctrl + 4	View Menu Shortcuts
63	50% size	Command + 5	Ctrl + 5	View Menu Shortcuts
64	Set Presentation background to black	B	B	View Menu Shortcuts
65	Set Presentation background to gray	G	G	View Menu Shortcuts
66	Set Presentation background to white	W	W	View Menu Shortcuts

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No.	Action	Mac Shortcuts	Window Shortcuts	Section
67	Show Cyan plate	Command + Shift + Option + 1	Ctrl + Shift + Alt + 1	View Menu Shortcuts
68	Show Magenta plate	Command + Shift + Option + 2	Ctrl + Shift + Alt + 2	View Menu Shortcuts
69	Show Yellow plate	Command + Shift + Option + 3	Ctrl + Shift + Alt + 3	View Menu Shortcuts
70	Show Black Plate	Command + Shift + Option + 4	Ctrl + Shift + Alt + 4	View Menu Shortcuts
71	Show 1st spot plate	Command + Shift + Option + 5	Ctrl + Shift + Alt + 5	View Menu Shortcuts
72	Show 2nd spot plate	Command + Shift + Option + 6	Ctrl + Shift + Alt + 6	View Menu Shortcuts
73	Show 3rd spot plate	Command + Shift + Option + 7	Ctrl + Shift + Alt + 7	View Menu Shortcuts
74	Show All Plates	Command + Shift + Option + '	Ctrl + Shift + Alt + '	View Menu Shortcuts
75	Swatches	F5	F5	Panels Shortcuts
76	Layers	F7	F7	Panels Shortcuts
77	Stroke	F10	F10	Panels Shortcuts
78	Paragraph styles	F11	F11	Panels Shortcuts
79	Character styles	Shift + F11	Shift + F11	Panels Shortcuts
80	Text wrap	Command + Option + W	Ctrl + Alt + W	Panels Shortcuts
81	Links	Command + Shift + D	Ctrl + Shift + D	Panels Shortcuts
82	Info	F8	F8	Panels Shortcuts
83	Character	Command + T	Ctrl + T	Panels Shortcuts
84	Control	Command + Option + 6	Ctrl + Alt + 6	Panels Shortcuts
85	Object Styles	Command + F7	Ctrl + F7	Panels Shortcuts
86	Colors	F6	F6	Panels Shortcuts
87	Paragraph Styles	F11	F11	Panels Shortcuts
88	Index	Shift + F8	Shift + F8	Panels Shortcuts
89	Tables	Shift + F9	Shift + F9	Panels Shortcuts
90	Scripts	Command + Option + F11	Ctrl + Alt + F11	Panels Shortcuts
91	Tabs	Command + Shift + T	Ctrl + Shift + T	Type Menu Shortcuts
92	Glyphs	Option + Shift + F11	Alt + Shift + F11	Type Menu Shortcuts
93	Forced link break	Shift + Return	Shift + Enter	Type Menu Shortcuts
94	Hidden Characters	Command + Option + I	Ctrl + Alt + I	Type Menu Shortcuts
95	Selection tool	V	V	Tools Shortcuts
96	Direct selection tool	A	A	Tools Shortcuts
97	Magic wind tool	Y	Y	Tools Shortcuts
98	Lasso tool	Q	Q	Tools Shortcuts
99	Pen tool	P	P	Tools Shortcuts
100	Add anchor point tool	+	+	Tools Shortcuts
101	Delete anchor point tool	-	-	Tools Shortcuts
102	Type tool	T	T	Tools Shortcuts
103	Line segment tool	\	\	Tools Shortcuts
104	Rectangle tool	M	M	Tools Shortcuts
105	Ellipse tool	L	L	Tools Shortcuts
106	Paintbrush tool	B	B	Tools Shortcuts
107	Pencil tool	N	N	Tools Shortcuts
108	Rotate tool	R	R	Tools Shortcuts
109	Reflect tool	O	O	Tools Shortcuts
110	Scale tool	S	S	Tools Shortcuts
111	Free Transform tool	E	E	Tools Shortcuts
112	Column graph tool	J	J	Tools Shortcuts
113	Mesh tool	U	U	Tools Shortcuts
114	Gradient tool	G	G	Tools Shortcuts
115	Eyedropper tool	I	I	Tools Shortcuts
116	Blend tool	W	W	Tools Shortcuts
117	Zoom tool	Z	Z	Tools Shortcuts
118	Hand tool	H	H	Tools Shortcuts
119	Scissors tool	C	C	Tools Shortcuts
120	Blob brush tool	Shift + B	Shift + B	Tools Shortcuts
121	Convert anchor point tool	Shift + C	Shift + C	Tools Shortcuts
122	Warp tool	Shift + R	Shift + R	Tools Shortcuts
123	Width tool	Shift + W	Shift + W	Tools Shortcuts
124	Shape builder tool	Shift + M	Shift + M	Tools Shortcuts
125	Perspective grid tool	Shift + P	Shift + P	Tools Shortcuts
126	Perspective selection tool	Shift + V	Shift + V	Tools Shortcuts
127	Symbol sprayer tool	Shift + S	Shift + S	Tools Shortcuts
128	Eraser tool	Shift + E	Shift + E	Tools Shortcuts
129	Slice tool	Shift + K	Shift + K	Tools Shortcuts
130	Live Paint selection tool	Shift + L	Shift + L	Tools Shortcuts
131	Drag mouse to Zoom	Command + Spacebar	Ctrl + Spacebar	Zoom Shortcuts
132	Fit Page in view	Command + 0	Ctrl + 0	Zoom Shortcuts
133	Fit Spread in View	Command + Option + 0	Ctrl + Alt + 0	Zoom Shortcuts
134	Zoom in	Command + +	Ctrl + +	Zoom Shortcuts
135	Zoom out	Command + -	Ctrl + -	Zoom Shortcuts

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