

ADOBE INDESIGN CC MAC

Id

InDesign Menu

Preferences Cmd+K
Quit Cmd+Q

File Menu

Browse in Bridge Opt+Cmd+O
Open or Close Cmd+O or Cmd+W
Document Setup Opt+Cmd+P
Export Cmd+E
File Info Opt+Shift+Cmd+I
New > Document Cmd+N
Package Opt+Shift+Cmd+P
Place Cmd+D
Print Cmd+P
Save Cmd+S
Save As Shift+Cmd+S
Save a Copy Opt+Cmd+S

Edit Menu

Check In or Check Out ... Shift+Cmd+F9 or Cmd+F9
Cut, Copy, Paste Cmd+X, C, V
Deselect All Shift+Cmd+A
Duplicate Opt+ Shift+Cmd+D
Edit in Story Editor Cmd+Y
Find Next Opt+ Cmd+F
Find/Change Cmd+F
Paste Into Opt+ Cmd+V
Paste in Place Opt+Shift+Cmd+V
Paste without Formatting Shift+Cmd+V
Quick Apply Cmd+Return
Undo or Redo Cmd+Z or Shift+Cmd+Z
Select All Cmd+A
Spelling: Check Spelling Cmd+I
Step and Repeat Opt+Cmd+U
Update Content Cmd+F5

Layout Menu

First Page Shift+Cmd+Page Up
Go Back or Forward ... Cmd+Page Up or Page Down
Go to Page Cmd+J
Last Page Shift+Cmd+Page Down
Next or Prev Page Shift+Page Up or Page Down
Next/Previous Spread .. Opt+Page Down or Page Up
Pages: Add Page Shift+Cmd+P

Type Menu

Create Outlines Shift+Cmd+O
Outlines w/o deleting text Opt+Shift+Cmd+O
Notes Mode Cmd+F8
Column Break Text: Num Enter
Forced Line Break Text: Shift+Return
Frame Break Text: Shift+Num Enter
Page Break Text: Cmd+Num Enter
Discretionary Hyphen Text: Shift+Cmd+-
Em Dash Text: Shift+Opt+-
En Dash Text: Opt+-
Nonbreaking Hyphen Text: Opt+Cmd+-
Current Page Number ... Text: Opt+Shift+Cmd+N
Indent to Here Text: Cmd+=
Right Indent Tab Text: Shift+Tab
Double Quote Marks ... Text: Opt+[or Shift+Opt+[
Single Quote Mark Text: Opt+] or Shift+Opt+]
Straight Ditto Marks ... Text: Ctrl+' or Ctrl+Shift+'
Bullet Character Text: Opt+8
Copyright Symbol Text: Opt+G
Registered Trademark Symbol Text: Opt+R
Trademark Symbol Text: Opt+2
Em Space Shift+Cmd+M
En Space Shift+Cmd+N
Show or Hide Hidden Characters Opt+Cmd+I

Object Menu

Anchored Object Insert Custom: Text: Cmd+T
Anchored Object Options Custom: Shift+Opt+T
Arrange: Bring Forward Cmd+]
Arrange: Bring to Front Shift+Cmd+]
Arrange: Send Backward Cmd+[
Arrange: Send to Back Shift+Cmd+[
Clipping Path Options Opt+Shift+Cmd+K
Effects: Drop Shadow Opt+Cmd+M
Fitting: Center Content Shift+Cmd+E
Fitting: Fill Frame Proportion. ... Opt+Shift+Cmd+C
Fitting: Fit Content Proportion. ... Opt+Shift+Cmd+E
Fitting: Fit Content to Frame Opt+Cmd+E
Fitting: Fit Frame to Content Opt+Cmd+C
Group or Ungroup Cmd+G or Shift+Cmd+G
Hide Cmd+3
Lock or Unlock Cmd+L or Opt+Cmd+L
Paths > Make Compound Path Cmd+8
Release Compound Path Opt+Shift+Cmd+8
Select Container Escape
Select Content Shift+Escape
Select First Object Above Opt+Shift+Cmd+]
Select Next Object Above Opt+Cmd+]
Select Next Object Below Opt+Cmd+[
Select Last Object Below Opt+Shift+Cmd+[
Text Frame Options Cmd+B
Transform: Move Shift+Cmd+M
Transform Sequence Again Opt+Cmd+4

Object Editing

Decrease scale by 1% Cmd+,
Decrease scale by 5% Opt+Cmd+,
Increase scale by 1% Cmd+.,
Increase scale by 5% Opt+Cmd+.,
Nudge up or down ⬆ or ⬇
Nudge down 1/10 Shift+Cmd+⬇
Nudge down 1/10 duplicate ... Opt+Shift+Cmd+⬇
Nudge down duplicate Opt+⬇
Nudge down x10 Shift+⬇
Nudge down x10 duplicate Shift+Opt+⬇
Nudge left or right ⬅ or ➡
Nudge left 1/10 Shift+Cmd+⬅
Nudge left 1/10 duplicate ... Opt+Shift+Cmd+⬅
Nudge left duplicate Opt+⬅
Nudge left x10 Shift+⬅
Nudge left x10 duplicate Shift+Opt+⬅
Nudge right 1/10 Shift+Cmd+➡
Nudge right 1/10 duplicate ... Opt+Shift+Cmd+➡
Nudge right duplicate Opt+➡
Nudge right x10 Shift+➡
Nudge right x10 duplicate Shift+Opt+➡
Nudge up 1/10 Shift+Cmd+⬆
Nudge up 1/10 duplicate ... Opt+Shift+Cmd+⬆
Nudge up duplicate Opt+⬆
Nudge up x10 Shift+⬆
Nudge up x10 duplicate Shift+Opt+⬆
Select all guides Opt+Cmd+G

Table Menu

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
Table Options: Table Setup Opt+Shift+Cmd+B

Text and Tables

Align center Shift+Cmd+C
Align force justify Shift+Cmd+F
Align justify Shift+Cmd+J
Align left Shift+Cmd+L
Align right Shift+Cmd+R
Align to baseline grid Opt+Shift+Cmd+G
Apply bold Shift+Cmd+B
Apply italic Shift+Cmd+I
Apply normal Shift+Cmd+Y
Auto-Hyphenate Opt+Shift+Cmd+H
Decrease leading Text: Opt+⬇
Decrease leading x 5 Text: Opt+Cmd+⬇
Decrease point size Shift+Cmd+<
Delete 1 word to the left Cmd+Delete Left
Delete 1 word to the right Cmd+Delete Right
Find Next Text: Shift+F2
Load Find with selected text Text: Cmd+F1
Increase baseline shift Text: Shift+Opt+⬆
Increase kerning/tracking ... Shift+Opt+⬆, Opt+⬆
Increase leading Text: Opt+⬆
Increase leading x 5 Text: Cmd+Opt+⬆
Increase point size Shift+Cmd+>
Move down or up one line Text: ⬇ or ⬆
Move to Next or Prev Cell Tab or Shift+Tab
Move to beginning of story Cmd+Home
Move to end of story Cmd+End
Move to the end of the line Text: End
Move to the left or right one character ... ⬅ or ➡
Move to the left one word Text: Cmd+⬅
Move to the next paragraph Text: Cmd+⬆
Move to the previous paragraph ... Text: Cmd+⬆
Move to the right one character Text: ➡
Move to the right one word Text: Cmd+➡
Move to the start of the line Text: Home
Normal horizontal text scale Shift+Cmd+X
Normal vertical text scale Opt+Shift+Cmd+X
Recompose all stories Opt+Cmd+/
Reset kerning and tracking Text: Opt+Cmd+Q
Select line Text: Shift+Cmd+\
Select one character to left Text: Shift+⬅
Select one character to right Text: Shift+➡
Select one line above Text: Shift+⬆
Select one line below Text: Shift+⬇
Select one paragraph before Shift+Cmd+⬆
Select one paragraph forward Shift+Cmd+⬆
Select one word to the left Shift+Cmd+⬅
Select one word to the right Shift+Cmd+➡
Select to beginning of story Shift+Cmd+Home
Select to end of story Shift+Cmd+End
Select to the end of the line Text: Shift+End
Select to the start of the line Text: Shift+Home

Panel Menus

Redefine Character Style Opt+Shift+Cmd+C
Character: All Caps Shift+Cmd+K
Character: Small Caps Shift+Cmd+H
Character: Subscript Opt+Shift+Cmd+=
Character: Superscript Shift+Cmd+=
Character: Underline Shift+Cmd+U
Add new index entry Opt+Shift+Cmd+[
Add new index entry (reverse) ... Opt+Shift+Cmd+]
Index: New Page Reference Cmd+7
Override All Master Page Items ... Opt+Shift+Cmd+L
Redefine Paragraph Style Opt+Shift+Cmd+R
Drop Caps and Nested Styles Opt+Cmd+R
Justification Opt+Shift+Cmd+J
Keep Options Opt+Cmd+K
Paragraph Rules Opt+Cmd+J
Tags: Autotag Opt+Shift+Cmd+F7

View Menu

Actual Size Cmd+1
Display Perf: High Quality Ctrl+Opt+Cmd+H
Entire Pasteboard Opt+Shift+Cmd+O
Fit Page in Window Cmd+O
Fit Spread in Window Opt+Cmd+O
Screen Mode > Presentation Shift+W
G & G: Lock Guides Opt+Cmd+;
G & G: Show or Hide Baseline Grid Opt+Cmd+'
G & G: Show or Hide Document Grid Cmd+'
G & G: Show or Hide Guides Cmd+;
G & G: Show or Hide Smart Guides Cmd+U
G & G: Snap to Document Grid Shift+Cmd+'
G & G: Snap to Guides Shift+Cmd+;
Overprint Preview Opt+Shift+Cmd+Y
Show or Hide Rulers Cmd+R
Show or Hide Frame Edges Cmd+H
Show or Hide Text Threads Opt+Cmd+Y
Structure: Show Structure Opt+Cmd+1
Zoom In or Out Cmd+,, Cmd+--
50% or 200% or 400% size Cmd+5 or 2 or 4
Activate last-used field in panel Opt+Cmd+'
First Spread Opt+Shift+Page Up, Home
Fit Selection in Window Opt+Cmd+=
Force redraw Shift+F5
First frame thread Opt+Shift+Cmd+Page Up
Last frame thread Opt+Shift+Cmd+Page Down
Next frame in thread Opt+Cmd+Page Down
Previous frame in thread Opt+Cmd+Page Up
Last Spread Opt+Shift+Page Down, End
New default document Opt+Cmd+N
Next window Cmd+Tab, Cmd+'
Open/Close all side panels Opt+Cmd+Tab
Previous window Shift+Cmd+Tab
Scroll up/down one screen ... Page Up or Page Down
Show/Hide all panels Tab
Show/Hide all panels except toolbox Shift+Tab
Toggle Char. and Para. Control Panel ... Opt+Cmd+7
Toggle Keyboard Focus in Control Panel ... Cmd+6
Toggle Measurement Opt+Shift+Cmd+U
Toggle current and previous views ... Opt+Cmd+2

Window

Character Cmd+T
Character Styles Shift+F11, Shift+Cmd+F11
Color F6
Control Opt+Cmd+6
Effects Shift+Cmd+F10
Glyphs Opt+Shift+F11
Index Shift+F8
Info F8
Interactive > SWF Preview Shift+Cmd+Return
Layers F7
Links Shift+Cmd+D
Object & Layout: Align Shift+F7
Object Styles Cmd+F7
Output: Preflight Opt+Shift+Cmd+F
Output: Separations Preview Shift+F6
Pages F12, Cmd+F12
Paragraph Opt+Cmd+T, Cmd+M
Paragraph Styles F11, Cmd+F11
Stroke F10, Cmd+F10
Swatches F5
Table Shift+F9
Tabs Shift+Cmd+T
Text Wrap Opt+Cmd+W
Utilities: Scripts Opt+Cmd+F11

Help Menu

InDesign Help F1

training • consulting • graphic design • print publishing
InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker
ePub • Digital Publishing • iPad Folio • Section 508 Accessibility
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online at JetSetcom.net • TrainingOnsite.com



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