

# ADOBE INCOPY CC 2014 MAC

# IC

## InCopy Menu

Preferences ..... Cmd+K  
Quit ..... Cmd+Q

## File Menu

Browse in Bridge ..... Opt+Cmd+O  
Check in All ..... Opt+Shift+Cmd+F9  
Check Out ..... Cmd+F9  
Close ..... Cmd+W  
Content File Info ..... Opt+Shift+Cmd+I  
Document Setup ..... Opt+Cmd+P  
Export ..... Cmd+E  
New Document ..... Cmd+N  
New Default Document ..... Opt+Cmd+N  
Open ..... Cmd+O  
Place ..... Cmd+D  
Print ..... Cmd+P  
Save Content ..... Cmd+S  
Save Content As ..... Shift+Cmd+S  
Save Content Copy ..... Opt+Cmd+S

## Edit Menu

Cut, Copy, Paste ..... Cmd+X, C, V  
Deselect All ..... Shift+Cmd+A  
Duplicate ..... Opt+Shift+Cmd+D  
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  
Position Marker: Go to Marker ..... Shift+Cmd+]  
Position Marker: Insert Marker ..... Shift+Cmd+[  
Quick Apply ..... Cmd+Enter  
Redo ..... Shift+Cmd+Z  
Select All ..... Cmd+A  
Spelling: Check Spelling ..... Cmd+I  
Spelling: Dynamic Spelling ..... Opt+Cmd+L  
Transpose ..... Opt+Cmd+4  
Undo ..... Cmd+Z

## Type Menu

Column Break ..... Num Enter  
Forced Line Break ..... Shift+Enter  
Frame Break ..... Shift+Num Enter  
Page Break ..... Cmd+Num Enter  
Discretionary Hyphen ..... Shift+Cmd+-  
Em Dash ..... Shift+Opt+-  
En Dash ..... Opt+-  
Nonbreaking Hyphen ..... Cmd+Opt+-  
Current Page Number ..... Opt+Shift+Cmd+N  
Prev/Next Page Number ..... Opt+Shift+Cmd+[ or ]  
Indent to Here ..... Cmd+\  
Right Indent Tab ..... Shift+Tab  
Double Left Quotation Marks ..... Opt+[  
Double Right Quotation Marks ..... Shift+Opt+[  
Single Left Quote Mark ..... Opt+[  
Single Right Quote Mark ..... Shift+Opt+[  
Straight Double Quotation Marks ..... Shift+Opt+'  
Straight Single Quote Mark (Apostrophe) ..... Opt+'  
Bullet Character ..... Opt+8  
Copyright Symbol ..... Opt+G  
Paragraph Symbol Pilcrow ..... Opt+7  
Registered Trademark Symbol ..... Opt+R  
Section Symbol ..... Opt+6  
Trademark Symbol ..... Opt+2  
Show Hidden Characters ..... Opt+Cmd+I  
White Em or En Space ..... Shift+Cmd+M or N  
White Thin Space ..... Shift+Cmd+Opt+M  
Show Hidden Characters ..... Cmd+Opt+I  
Tabs ..... Shift+Cmd+T

## Notes Menu

Convert to Text ..... Opt+Cmd+E  
Expand/Collapse Notes in Story ..... Opt+Cmd+U  
Next Note ..... Opt+Shift+Cmd+Page Down  
Notes Mode ..... F8, Cmd+F8  
Previous Note ..... Opt+Shift+Cmd+Page Up

## Changes Menu

Accept All Changes ..... Opt+Shift+Cmd+O  
Accept Change ..... Shift+Cmd+O  
Prev/Next Change ..... Cmd+Page Up or Page Down  
Reject All Changes ..... Opt+Shift+Cmd+;  
Reject Change ..... Shift+Cmd+;  
Track Changes in Current Story ..... Cmd+Y

## Object Menu

Fitting: Center Content ..... Shift+Cmd+E  
Fill Frame Proportionally ..... Opt+Shift+Cmd+C  
Fit Content Proportionally ..... Opt+Shift+Cmd+E  
Fitting: Fit Content to Frame ..... Opt+Cmd+E

## Object Editing

Change size / scale by 1% ..... Cmd+< or >  
Change size / scale by 5% ..... Opt+Cmd+< or >  
Nudge up or down ..... ⬆ or ⬇  
Nudge up or down 1/10 ..... Shift+Cmd+⬆ or ⬇  
Nudge up or down x10 ..... Shift+⬆ or ⬇  
Nudge left or right ..... ⬅ or ➡  
Nudge left or right 1/10 ..... Shift+Cmd+⬅ or ➡  
Nudge left or right x10 ..... Shift+⬅ or ➡

## Tables Menu

Cell Options: Text ..... Tables: Opt+Cmd+B  
Delete: Column ..... Tables: Shift+Backspace  
Delete: Row ..... Tables: Cmd+Backspace  
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

## View Menu

Actual Size ..... Cmd+1  
200% size ..... Cmd+2  
400% size ..... Cmd+4  
50% size ..... Cmd+5  
Collapse All Stories ..... Opt+Shift+Cmd+Z  
Entire Pasteboard ..... Opt+Shift+Cmd+0  
Expand All Stories ..... Opt+Cmd+Z  
Expand Story ..... Opt+Enter  
Fit Page in Window ..... Cmd+0  
Fit Spread in Window ..... Opt+Cmd+0  
First/Last Spread ..... Opt+Shift+Page Up or Page Dn  
Galley View ..... Cmd+G  
G & G: Show or Hide Baseline Grid ..... Opt+Cmd+'  
G & G: Show or Hide Document Grid ..... Cmd+'  
G & G: Show or Hide Guides ..... Cmd+;  
Show or Hide Notes ..... Opt+Cmd+F3  
Layout View ..... Cmd+L  
Show Changes ..... Cmd+7  
Show or Hide Frame Edges ..... Cmd+H  
Show Info Column ..... Opt+Shift+Cmd+F  
Show Line Numbers ..... Opt+Shift+Cmd+3  
Show or Hide Rulers ..... Cmd+R  
Story View ..... Opt+Cmd+G  
Show Structure ..... Opt+Cmd+1  
Zoom In or Out ..... Cmd+=, Cmd+-

## Window

Assignments ..... Cmd+Opt+F10  
Change Info ..... Shift+Cmd+F3  
Command Bar ..... Shift+Cmd+F2  
Copyfit Info ..... Shift+F6  
Galley & Story Appearance ..... Opt+Cmd+F6  
Layers ..... F7  
Links ..... Shift+Cmd+D  
Notes ..... Cmd+F10  
Scripts ..... Cmd+Opt+F11  
Swatches ..... F5  
Tags ..... Cmd+Opt+F5  
Text Macros ..... Shift+Cmd+F10  
Thesaurus ..... Cmd+F7  
Tools ..... F12  
Track Changes Toolbar ..... Shift+Cmd+F4  
Character ..... Cmd+T  
Character Styles ..... Shift+F11, Shift+Cmd+F11  
Glyphs ..... Opt+Shift+F11  
Paragraph ..... Opt+Cmd+T, Cmd+M  
Paragraph Styles ..... F11, Cmd+F11  
Table ..... Shift+F9  
Info ..... F8  
Layers ..... F7  
Links ..... Shift+Cmd+D  
Swatches ..... F5

## Galley View

Delete Current Paragraph ..... Opt+Sh+Cmd+Delete  
Delete Current Sentence ..... Sh+Cmd+Bksp/Delete  
Delete Current Word ..... Cmd+Backspace or Delete  
Beginning of Sentence: Bwd or Fwd ..... Cmd+[ or ]  
Go to Previous/Next Story ..... Opt+Cmd+[ or ]  
Select Current Paragraph ..... Shift+Cmd+P  
Select Sentence Bk/Fwd ..... Opt+Sh+Cmd+⬅ or ➡  
Select Word: Backward/Fwd ..... Shift+Opt+⬅ or ➡

## Help Menu

InDesign Help ..... F1

## Other

Update Beginning to Cursor Info ..... Opt+Sh+Cmd+6  
Update Copyfit Progress Info ..... Opt+Sh+Cmd+8  
Update Cursor to End Info ..... Opt+Sh+Cmd+7  
Update Selection Info ..... Opt+Sh+Cmd+5  
Update Whole Story Info ..... Opt+Sh+Cmd+4  
Force Redraw ..... Shift+F5  
Open context menu ..... Shift+F10  
Scroll up or down 1 screen ..... Page Up or Page Down  
Show/Hide all panels ..... Opt+Shift+Cmd+Tab  
Toggle Measurement ..... Opt+Shift+Cmd+U  
Toggle current and previous views ..... Opt+Cmd+2

## Panel Menus

Assignment: Return for InDD ..... Opt+Shift+Cmd+P  
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  
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  
Thesaurus: Change Word ..... Shift+Cmd+7  
Thesaurus: Load Word ..... Shift+Cmd+5  
Thesaurus: Lookup Word ..... Shift+Cmd+6

## Text Macros

Edit Macro ..... Opt+Shift+Cmd+F8  
Insert Macro Text ..... Shift+Opt+F8  
New Macro ..... Cmd+Opt+F8  
Swap Macro Text ..... F6

## Structure Navigation

Collapse or expand element ..... ⌘ or ⇧  
Collapse element and child elements ..... Opt+⌘  
Expand element and child elements ..... Opt+⇧  
Extend up or down ..... Shift+⬆ or ⬇  
Move up or down ..... ⬆ or ⬇  
Scroll structure pane down 1 screen ..... Page Down  
Scroll structure pane up 1 screen ..... Page Up  
Select first/last XML node ..... Home or End  
Select thru first/last XML node ..... Sh+Home or End  
View prev/next validation error ..... Cmd+⌘ or ⇧

## Text and Tables

Align center ..... Shift+Cmd+C  
Align force justify ..... Shift+Cmd+F  
Align justify ..... Shift+Cmd+J  
Align left or right ..... Shift+Cmd+L or 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 Leading ..... Opt+Shift+Cmd+A  
Auto-Hyphenate ..... Opt+Shift+Cmd+H  
Baseline Shift ..... Shift+Opt+⬆ or ⬇  
Baseline Shift x 5 ..... Shift+Cmd+Opt+⬆ or ⬇  
Leading ..... Opt+⬆ or ⬇  
Leading x 5 ..... Opt+Cmd+⬆ or ⬇  
Point Size ..... Shift+Cmd+< or >  
Point Size x 5 ..... Opt+Shift+Cmd+< or >  
Change word space ..... Opt+Cmd+Backspace or \  
Change word space x 5 ..... Opt+Sh+Cmd+Bksp or \  
Delete 1 word to left ..... Cmd+Backspace  
Delete 1 word to right ..... Cmd+Delete  
Find Next ..... Opt+Cmd+F, Shift+F2  
Find Next instance ..... Shift+F1  
Find with selected text ..... Cmd+F1  
Replace with selected text ..... Cmd+F2  
Kerning/Tracking ..... Opt+⬅ or ➡  
Kerning/Tracking x 5 ..... Cmd+Opt+⬅ or ➡  
Move up or down 1 line ..... ⬆ or ⬇  
Move to Next or Previous Cell ..... Tab or Shift+Tab  
Move to start/end of story ..... Cmd+Home or End  
Move to start/end of line ..... Home or End  
Move to left or right 1 character ..... ⬅ or ➡  
Move to previous/next paragraph ..... Cmd+⬆ or ⬇  
Move to left or right 1 character ..... ⬅ or ➡  
Move to left or right 1 word ..... Cmd+⬅ or ➡  
Normal horizontal text scale ..... Shift+Cmd+X  
Normal vertical text scale ..... Opt+Shift+Cmd+X  
Reset kerning and tracking ..... Opt+Cmd+Q  
Select line ..... Shift+Cmd+\  
Select 1 character to left or right ..... Shift+⬅ or ➡  
Select 1 line above or below ..... Shift+⬆ or ⬇  
Select 1 paragraph before/aft ..... Sh+Cmd+⬆ or ⬇  
Select 1 word to left/right ..... Shift+Cmd+⬅ or ➡  
Select to start/end of story ..... Sh+Cmd+Home or End  
Select to start/end of line ..... Shift+Home or End

## Tools

Hand Tool ..... H  
Note Tool ..... N  
Position Tool ..... Shift+A, Text: Escape  
Type Tool ..... T  
Zoom Tool ..... Z

training • consulting • graphic design • print publishing  
InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker  
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