

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
ePub • Digital Publishing • iPad Folio • Section 508 Accessibility
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net
online at JetSetcom.net • TrainingOnsite.com



COMMUNITY
PROFESSIONAL