

# ADOBE INCOPY CC 2018 WIN

# IC

## File Menu

|                      |                   |
|----------------------|-------------------|
| Browse in Bridge     | Alt+Ctrl+O        |
| Check in All         | Alt+Shift+Ctrl+F9 |
| Check Out            | Ctrl+F9           |
| Close                | Ctrl+W            |
| Content File Info    | Alt+Shift+Ctrl+I  |
| Document Setup       | Alt+Ctrl+P        |
| Exit, Quit           | Ctrl+Q            |
| Export               | Ctrl+E            |
| New Document         | Ctrl+N            |
| New Default Document | Alt+Ctrl+N        |
| Open                 | Ctrl+O            |
| Place                | Ctrl+D            |
| Print                | Ctrl+P            |
| Save Content         | Ctrl+S            |
| Save Content As      | Shift+Ctrl+S      |
| Save Content Copy    | Alt+Ctrl+S        |

## Edit Menu

|                                |                  |
|--------------------------------|------------------|
| Cut, Copy, Paste               | Ctrl+X, C, V     |
| Deselect All                   | Shift+Ctrl+A     |
| Duplicate                      | Alt+Shift+Ctrl+D |
| Find Next                      | Alt+Ctrl+F       |
| Find/Change                    | Ctrl+F           |
| Paste Into                     | Alt+Ctrl+V       |
| Paste in Place                 | Alt+Shift+Ctrl+V |
| Paste without Formatting       | Shift+Ctrl+V     |
| Position Marker: Go to Marker  | Shift+Ctrl+] ]   |
| Position Marker: Insert Marker | Shift+Ctrl+[ [   |
| Preferences: General           | Ctrl+K           |
| Quick Apply                    | Ctrl+Enter       |
| Redo                           | Shift+Ctrl+Z     |
| Select All                     | Ctrl+A           |
| Spelling: Check Spelling       | Ctrl+I           |
| Spelling: Dynamic Spelling     | Alt+Ctrl+L       |
| Transpose                      | Alt+Ctrl+4       |
| Undo                           | Ctrl+Z           |

## Type Menu

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

## Notes Menu

|                                |                          |
|--------------------------------|--------------------------|
| Convert to Text                | Alt+Ctrl+E               |
| Expand/Collapse Notes in Story | Alt+Ctrl+U               |
| Next Note                      | Alt+Shift+Ctrl+Page Down |
| Notes Mode                     | F8, Ctrl+F8              |
| Previous Note                  | Alt+Shift+Ctrl+Page Up   |

## Changes Menu

|                                |                         |
|--------------------------------|-------------------------|
| Accept All Changes             | Alt+Shift+Ctrl+O        |
| Accept Change                  | Shift+Ctrl+O            |
| Prev/Next Change               | Ctrl+Page Up or Page Dn |
| Reject All Changes             | Shift+Ctrl+Alt+;        |
| Reject Change                  | Shift+Ctrl+;            |
| Track Changes in Current Story | Ctrl+Y                  |

## Object Menu

|                               |                  |
|-------------------------------|------------------|
| Fitting: Center Content       | Shift+Ctrl+E     |
| Fill Frame Proportionally     | Alt+Shift+Ctrl+C |
| Fit Content Proportionally    | Alt+Shift+Ctrl+E |
| Fitting: Fit Content to Frame | Alt+Ctrl+E       |

## Object Editing

|                           |                   |
|---------------------------|-------------------|
| Change size / scale by 1% | Ctrl+< or >       |
| Change size / scale by 5% | Alt+Ctrl+< or >   |
| Nudge up or down          | ↑ or ↓            |
| Nudge up or down 1/10     | Shift+Ctrl+↑ or ↓ |
| Nudge up or down x10      | Shift+↑ or ↓      |
| Nudge left or right       | ← or →            |
| Nudge left or right 1/10  | Shift+Ctrl+← or → |
| Nudge left or right x10   | Shift+← or →      |

## Tables Menu

|                            |                         |
|----------------------------|-------------------------|
| Cell Options: Text         | Tables: Alt+Ctrl+B      |
| Delete: Column             | Tables: Shift+Backspace |
| Delete: Row                | Tables: Ctrl+Backspace  |
| Insert Table               | Text: Alt+Shift+Ctrl+T  |
| Insert: Column             | Tables: Alt+Ctrl+9      |
| Insert: Row                | Tables: Ctrl+9          |
| Select: Cell               | Tables: Ctrl+/          |
| Select: Column             | Tables: Alt+Ctrl+3      |
| Select: Row                | Tables: Ctrl+3          |
| Select: Table              | Tables: Alt+Ctrl+A      |
| Table Options: Table Setup | Alt+Shift+Ctrl+B        |

## View Menu

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

## Window

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

## Galley View

|                                   |                       |
|-----------------------------------|-----------------------|
| Delete Current Paragraph          | Alt+Shift+Ctrl+Del    |
| Delete Current Sentence           | Shift+Ctrl+Bkspc/Del  |
| Delete Current Word               | Ctrl+Backspace or Del |
| Beginning of Sentence: Bwd or Fwd | Ctrl+[ or ]           |
| Go to Previous/Next Story         | Alt+Ctrl+[ or ]       |
| Select Current Paragraph          | Shift+Ctrl+P          |
| Select Sentence Bk/Fwd            | Alt+Sh+ Ctrl+← or →   |
| Select Word: Bkwd/Fwd             | Shift+Alt+← or →      |

## Help Menu

|               |    |
|---------------|----|
| InDesign Help | F1 |
|---------------|----|

## Other

|                                   |                    |
|-----------------------------------|--------------------|
| Update Beginning to Cursor Info   | Alt+Sh+Ctrl+6      |
| Update Copyfit Progress Info      | Alt+Sh+Ctrl+8      |
| Update Cursor to End Info         | Alt+Sh+Ctrl+7      |
| Update Selection Info             | Alt+Sh+Ctrl+5      |
| Update Whole Story Info           | Alt+Sh+Ctrl+4      |
| Force Redraw                      | Shift+F5           |
| Open context menu                 | Shift+F10          |
| Scroll up/down 1 screen           | PageUp or PageDn   |
| Show/Hide all panels              | Alt+Shift+Ctrl+Tab |
| Toggle Measurement                | Alt+Shift+Ctrl+U   |
| Toggle current and previous views | Alt+Ctrl+2         |

## Panel Menus

|                             |                   |
|-----------------------------|-------------------|
| Assignment: Return for InDD | Alt+Shift+Ctrl+P  |
| Redefine Character Style    | Alt+Shift+Ctrl+C  |
| Character: All Caps         | Shift+Ctrl+K      |
| Character: Small Caps       | Shift+Ctrl+H      |
| Character: Subscript        | Alt+Shift+Ctrl+=  |
| Character: Superscript      | Shift+Ctrl+=      |
| Character: Underline        | Shift+Ctrl+U      |
| Redefine Paragraph Style    | Alt+Shift+Ctrl+R  |
| Drop Caps and Nested Styles | Alt+Ctrl+R        |
| Justification               | Alt+Shift+Ctrl+J  |
| Keep Options                | Alt+Ctrl+K        |
| Paragraph Rules             | Alt+Ctrl+J        |
| Tags: Autotag               | Alt+Shift+Ctrl+F7 |
| Thesaurus: Change Word      | Shift+Ctrl+7      |
| Thesaurus: Load Word        | Shift+Ctrl+5      |
| Thesaurus: Lookup Word      | Shift+Ctrl+6      |

## Text Macros

|                   |                   |
|-------------------|-------------------|
| Edit Macro        | Alt+Shift+Ctrl+F8 |
| Insert Macro Text | Shift+Alt+F8      |
| New Macro         | Ctrl+Alt+F8       |
| Swap Macro Text   | F6                |

## Structure Navigation

|                                     |                |
|-------------------------------------|----------------|
| Collapse or expand element          | ↶ or ↷         |
| Collapse element and child elements | Alt+↶          |
| Expand element and child elements   | Alt+↷          |
| 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     | Ctrl+↶ or ↷    |

## Text and Tables

|                                     |                       |
|-------------------------------------|-----------------------|
| Align center                        | Shift+Ctrl+C          |
| Align force justify                 | Shift+Ctrl+F          |
| Align justify                       | Shift+Ctrl+J          |
| Align left or right                 | Shift+Ctrl+L or R     |
| Align to baseline grid              | Alt+Shift+Ctrl+G      |
| Apply bold                          | Shift+Ctrl+B          |
| Apply italic                        | Shift+Ctrl+I          |
| Apply normal                        | Shift+Ctrl+Y          |
| Auto Leading                        | Alt+Shift+Ctrl+A      |
| Auto-Hyphenate                      | Alt+Shift+Ctrl+H      |
| Baseline Shift                      | Shift+Alt+↑ or ↓      |
| Baseline Shift x5                   | Alt+Shift+Ctrl+↑ or ↓ |
| Leading                             | Alt+↑ or ↓            |
| Leading x5                          | Alt+Ctrl+↑ or ↓       |
| Point Size                          | Shift+Ctrl+< or >     |
| Point Size x5                       | Alt+Shift+Ctrl+< or > |
| Change word space                   | Alt+Ctrl+Bksp or \    |
| Change word space x5                | Alt+Sh+Ctrl+Bksp or \ |
| Delete 1 word to left               | Ctrl+Backspace        |
| Delete 1 word to right              | Ctrl+Delete           |
| Find Next                           | Alt+Ctrl+F, Shift+F2  |
| Find Next instance                  | Shift+F1              |
| Find with selected text             | Ctrl+F1               |
| Replace with selected text          | Ctrl+F2               |
| Kerning/Tracking                    | Alt+↵ or ↶            |
| Kerning/Tracking x5                 | Ctrl+Alt+↵ or ↶       |
| Move up or down 1 line              | ↑ or ↓                |
| Move to Next or Prev Cell           | Tab or Shift+Tab      |
| Move to start/end of story          | Ctrl+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     | Ctrl+↑ or ↓           |
| Move to left or right 1 character   | ↶ or ↷                |
| Move to left or right 1 word        | Ctrl+↶ or ↷           |
| Normal horizontal text scale        | Shift+Ctrl+X          |
| Normal vertical text scale          | Alt+Shift+Ctrl+X      |
| Reset kerning and tracking          | Alt+Ctrl+Q            |
| Select line                         | Shift+Ctrl+V          |
| Select 1 character to left or right | Shift+↶ or ↷          |
| Select 1 line above or below        | Shift+↑ or ↓          |
| Select 1 paragraph before/aft       | Sh+Ctrl+↑ or ↓        |
| Select 1 word to left/right         | Shift+Ctrl+↶ or ↷     |
| Select to start/end story           | Sh+Ctrl+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                     |

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