

Ic

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# InCopy CC shortcuts frequently used on the Mac version

## APPLICATION MENU

Preferences: General..... Cmd+K

## FILE MENU

Check In..... Shift+Cmd+F9

Check In All..... Opt+Shift+Cmd+F9

Check Out..... Cmd+F9

Close..... Cmd+W

Export..... Cmd+E

New..... Cmd+N

Open..... Cmd+O

Place..... Cmd+D

Print..... Cmd+P

Save Content..... Cmd+S

Update Content..... Ctrl+Cmd+F5

Quit InCopy..... Cmd+Q

## EDIT MENU

Undo..... Cmd+Z

Redo..... Shift+Cmd+Z

Cut..... Cmd+X

Copy..... Cmd+C

Paste..... Cmd+V

Paste without Formatting..... Shift+Cmd+V

Select All..... Cmd+A

Deselect All..... Shift+Cmd+A

Insert Marker..... Shift+Cmd+[

Go to Marker..... Shift+Cmd+]

Quick Apply..... Cmd+Return

Find/Change..... Cmd+F

Find Next..... Opt+Cmd+F

Check Spelling..... Cmd+I

## TYPE MENU

Apostrophe..... Ctrl+'

Bullet Character..... Opt+8

Discretionary Hyphen..... Shift+Cmd+-

Nonbreaking Hyphen..... Opt+Cmd+-

Em Dash..... Opt+Shift+-

En Dash..... Opt+-

Forced Line Break..... Shift+Return

Right Indent Tab..... Shift+Tab

Show Hidden Characters..... Opt+Cmd+I

Tab..... Tab

## 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 or Cmd+F8

Previous Note..... Opt+Shift+Cmd+Page Up

## CHANGES MENU

Accept All Changes: In This Story..... Opt+Shift+Cmd+O

Accept Change..... Shift+Cmd+O

Next Change..... Cmd+Page Down

Previous Change..... Cmd+Page Up

Reject All Changes: In This Story..... Opt+Shift+Cmd+;

Reject Change..... Shift+Cmd+;

Track Changes in Current Story..... Cmd+Y

Track Changes in Current Story..... Cmd+Y

## VIEW MENU

Actual Size..... Cmd+1

Collapse All Stories..... Opt+Shift+Cmd+Z

Expand All Stories..... Opt+Cmd+Z

Expand Story..... Opt+Return

Fit Page in Window..... Cmd+0

Fit Spread in Window..... Opt+Cmd+0

Galley View..... Cmd+G

Hide Notes..... Opt+Cmd+F3

Layout View..... Cmd+L

Show Changes..... Cmd+7

Show Rulers..... Cmd+R

Story View..... Opt+Cmd+G

Zoom In..... Cmd+=

Zoom Out..... Cmd+-

## EFFICIENT ZOOM & PAN

Drag Mouse to Zoom..... Cmd+Spacebar

Pan the view..... Spacebar+drag

Pan when in text..... Opt+drag

## PANEL MENUS

Assignment: Return for InDesign..... Opt+Shift+Cmd+P

Character Styles: Redefine Style..... Opt+Shift+Cmd+C

Paragraph Styles: Redefine Style..... Opt+Shift+Cmd+R

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..... Opt+Shift+F8

New Macro..... Opt+Cmd+F8

Swap Macro Text..... F6

## TEXT AND TABLES

Align Center..... Shift+Cmd+C

Align Force or Full Justify..... Shift+Cmd+F

Align Justify..... Shift+Cmd+J

Align Left..... Shift+Cmd+L

Align Right..... Shift+Cmd+R

Apply Bold..... Cmd+B, Shift+Cmd+B

Apply Italic..... Shift+Cmd+I

Apply Normal..... Shift+Cmd+Y

Auto Leading..... Opt+Shift+Cmd+A

Move Up or Down..... ⬆ or ⬇

Move Left or Right..... ⬅ or ➡

Move to Next or Previous Cell..... Tab or Shift+Tab

Select Cells Above..... Shift+⬆

Select Cells Below..... Shift+⬇

Select Cells to the Left..... Shift+⬅

Select Cells to the Right..... Shift+➡

Select to beginning of story..... Shift+Cmd+Home

Select to end of story..... Shift+Cmd+End

Select to beginning of story..... Shift+Cmd+Home

Select to end of story..... Shift+Cmd+End

## TOOLS

Eyedropper Tool..... I

Hand Tool..... H

Note Tool..... N

Type Tool..... T

Zoom Tool..... Z

Ic

Id

Ai

Ps



# InCopy CC shortcuts frequently used on the Windows version

Ic

## FILE MENU

Check In.....	Shift+Ctrl+F9
Check In All.....	Alt+Shift+Ctrl+F9
Check Out.....	Ctrl+F9
Close.....	Ctrl+W
Export.....	Ctrl+E
New.....	Ctrl+N
Open.....	Ctrl+O
Place.....	Ctrl+D
Print.....	Ctrl+P
Save Content.....	Ctrl+S
Update Content.....	Ctrl+F5
Exit InCopy.....	Ctrl+Q

## EDIT MENU

Undo.....	Ctrl+Z
Redo.....	Shift+Ctrl+Z
Cut.....	Ctrl+X
Copy.....	Ctrl+C
Paste.....	Ctrl+V
Paste without Formatting.....	Shift+Ctrl+V
Select All.....	Ctrl+A
Deselect All.....	Shift+Ctrl+A
Insert Marker.....	Shift+Ctrl+[
Go to Marker.....	Shift+Ctrl+]
Find/Change.....	Ctrl+F
Find Next.....	Alt+Ctrl+F
Preferences: General.....	Ctrl+K
Quick Apply.....	Ctrl+Enter
Check Spelling.....	Ctrl+I

## TYPE MENU

Apostrophe.....	Ctrl+'
Bullet Character.....	Alt+8
Copyright Symbol.....	Alt+G
Discretionary Hyphen.....	Shift+Ctrl+-
Nonbreaking Hyphen.....	Alt+Ctrl+-
Em Dash.....	Alt+Shift+-
En Dash.....	Alt+-

Forced Line Break.....	Shift+Enter
Right Indent Tab.....	Shift+Tab
Show Hidden Characters.....	Alt+Ctrl+I
Tab.....	Tab

## 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
Previous Note.....	Alt+Shift+Ctrl+Page Up

## CHANGES MENU

Accept All Changes: In This Story.....	Alt+Shift+Ctrl+O
Accept Change.....	Shift+Ctrl+O
Next Change.....	Ctrl+Page Down
Previous Change.....	Ctrl+Page Up
Reject All Changes: In This Story.....	Alt+Shift+Ctrl+;
Reject Change.....	Shift+Ctrl+;
Track Changes in Current Story.....	Ctrl+Y

## VIEW MENU

Actual Size.....	Ctrl+1
Collapse All Stories.....	Alt+Shift+Ctrl+Z
Expand All Stories.....	Alt+Ctrl+Z
Expand/Collapse Story.....	Alt+Enter
Fit Page in Window.....	Ctrl+0
Fit Spread in Window.....	Alt+Ctrl+0
Galley View.....	Ctrl+G
Hide Notes.....	Alt+Ctrl+F3
Layout View.....	Ctrl+L
Show Changes.....	Ctrl+7
Show Rulers.....	Ctrl+R
Story View.....	Alt+Ctrl+G
Zoom In.....	Ctrl+=
Zoom Out.....	Ctrl+-

## EFFICIENT ZOOM & PAN

Drag Mouse to Zoom.....	Ctrl+Spacebar
Pan the view.....	Spacebar+Drag
Pan when in text.....	Alt Key+Drag

## PANEL MENUS

Assignment: Return for InDesign.....	Alt+Shift+Ctrl+P
Character Styles: Redefine Style.....	Alt+Shift+Ctrl+C
Paragraph Styles: Redefine Style.....	Alt+Shift+Ctrl+R
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.....	Alt+Shift+F8
New Macro.....	Alt+Ctrl+F8
Swap Macro Text.....	F6

## TEXT AND TABLES

Align Center.....	Shift+Ctrl+C
Align Force or Full Justify.....	Shift+Ctrl+F
Align Justify.....	Shift+Ctrl+J
Align Left.....	Shift+Ctrl+L
Align Right.....	Shift+Ctrl+R
Apply Bold.....	Shift+Ctrl+B
Apply Italic.....	Shift+Ctrl+I
Apply Normal.....	Shift+Ctrl+Y
Auto Leading.....	Alt+Shift+Ctrl+A
Move Up or Down.....	⬆ or ⬇
Move Left or Right.....	⬅ or ➡
Move to Next or Previous Cell.....	Tab or Shift+Tab
Select Cells Above.....	Shift+⬆
Select Cells Below.....	Shift+⬇
Select Cells to the Left.....	Shift+⬅
Select Cells to the Right.....	Shift+➡
Select to beginning of story.....	Shift+Ctrl+Home
Select to end of story.....	Shift+Ctrl+End

## TOOLS

Eyedropper Tool.....	I
Hand Tool.....	H
Note Tool.....	N
Type Tool.....	T
Zoom Tool.....	Z