

ADOBE INCOPY CS5 windows

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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 Marks	Shift+Alt+'
Straight Single Quotation 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+I
White Em or En Space	Shift+Ctrl+M or N
White Thin Space	Alt+Shift+Ctrl+M
Show Hidden Characters	Ctrl+Alt+I
Tab	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
Previous/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+Page Up or Page Dn
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+Delete
Delete Current Sentence	Shift+Ctrl+Bksp/Delete
Delete Current Word	Ctrl+Backspace or Delete
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
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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 or down 1 screen	Page Up or Page Down
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 x 5	Alt+Shift+Ctrl+↑ or ↓
Leading	Alt+↑ or ↓
Leading x 5	Alt+Ctrl+↑ or ↓
Point Size	Shift+Ctrl+< or >
Point Size x 5	Alt+Shift+Ctrl+< or >
Change word space	Alt+Ctrl+Bksp or \
Change word space x 5	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 x 5	Ctrl+Alt+↵ or ↶
Move up or down 1 line	↑ or ↓
Move to Next or Previous 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+\
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 of 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

training • consulting • graphic design • print publishing

InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker
ePub • Flash Catalyst • Dreamweaver • Flash Pro • Accessibility

mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net

online at JetSetcom.net • TrainingOnsite.com



CERTIFIED EXPERT