

Id

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InDesign CC 2014 shortcuts frequently used on the Mac version

FILE MENU

New.....	Cmd+N
Open.....	Cmd+O
Browse in Bridge.....	Opt+Cmd+O
Close.....	Cmd+W
Save.....	Cmd+S
Save As.....	Shift+Cmd+S
Place.....	Cmd+D
Export.....	Cmd+E
Document Setup.....	Opt+Cmd+P
Print.....	Cmd+P
Package.....	Opt+Shift+Cmd+P
Quit/Exit.....	Cmd+Q

EDIT MENU

Undo.....	Cmd+Z
Redo.....	Shift+Cmd+Z
Cut, Copy, Paste.....	Cmd+X, C, V
Paste without Formatting.....	Shift+Cmd+V
Paste Into.....	Opt+Cmd+V
Paste In Place.....	Opt+Shift+Cmd+V
Duplicate.....	Opt+Shift+Cmd+D
Select All.....	Cmd+A
Deselect All.....	Shift+Cmd+A
Edit in Story Editor.....	Cmd+Y
Quick Apply.....	Cmd+Return
Find/Change.....	Cmd+F
Find Next.....	Opt+Cmd+F
Check Spelling.....	Cmd+I
(InDesign menu) Preferences.....	Cmd+K

LAYOUT MENU

Add Page.....	Shift+Cmd+P
Go to Page.....	Cmd+J
Prev/Next Spread.....	Opt+Page Up/Down

TYPE MENU

Tabs.....	Shift+Cmd+T
Glyphs.....	Opt+Shift+F11
Forced Line Break.....	Shift+Return
Hidden Characters.....	Opt+Cmd+I

OBJECT MENU

Transform Again.....	Opt+Cmd+4
Bring Front or Send Back... Shift+Cmd+[or]	
Send Back or Bring Forward.....	Cmd+[or]
Group.....	Cmd+G
Ungroup.....	Shift+Cmd+G
Text Frame Options.....	Cmd+B
Center Content.....	Shift+Cmd+E
Fill Frame Proportionally....	Sh+Opt+Cmd+C
Center Content.....	Shift+Cmd+E
Drop Shadow.....	Opt+Cmd+M
Compound Path.....	Cmd+8

PANELS

Swatches.....	F5
Layers.....	F7
Stroke.....	F10
Paragraph Styles.....	F11
Character Styles.....	Shift+F11
Text Wrap.....	Opt+Cmd+W
Links.....	Shift+Cmd+D

VIEW MENU

High Quality Display.....	Opt+Cmd+H
Text Threads.....	Opt+Cmd+Y
Frame Edges.....	Shift+Cmd+H
Rulers.....	Cmd+R
Guides.....	Cmd+;
Smart Guides.....	Cmd+U

CLICK TECHNIQUE

Select thru.....	Cmd+Click
Override master.....	Shift+Cmd+Click
Scale graphic.....	Shift+Cmd+Drag

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom.....	Cmd+Spacebar
Fit Page in View.....	Cmd+0
Fit Spread in View.....	Opt+Cmd+0
Pan the view.....	Spacebar+Drag
Pan when in text.....	Opt Key+Drag
Zoom In/Out.....	Cmd + or -

BASIC FORMATTING

Font Size.....	Shift+Cmd+< or >
Leading Size.....	Opt+⇧ or ⇩
Flush Left.....	Shift+Cmd+L
Flush Right.....	Shift+Cmd+R
Center.....	Shift+Cmd+C
Justify.....	Shift+Cmd+J
Bold.....	Shift+Cmd+B
Italic.....	Shift+Cmd+I
Baseline Shift.....	Shift+Opt+⇧ or ⇩
Tracking or Kerning.....	Opt+⇐ or ⇒

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InDesign CC 2014 shortcuts frequently used on the Windows version

FILE MENU

New.....	Ctrl+N
Open.....	Ctrl+O
Browse in Bridge.....	Alt+Ctrl+O
Close.....	Ctrl+W
Save.....	Ctrl+S
Save As.....	Shift+Ctrl+S
Place.....	Ctrl+D
Export.....	Ctrl+E
Document Setup.....	Alt+Ctrl+P
Print.....	Ctrl+P
Package.....	Shift+Alt+Ctrl+P
Quit/Exit.....	Ctrl+Q

EDIT MENU

Undo.....	Ctrl+Z
Redo.....	Shift+Ctrl+Z
Cut, Copy, Paste.....	Ctrl+X, C, V
Paste without Formatting.....	Shift+Ctrl+V
Paste Into.....	Alt+Ctrl+V
Paste In Place.....	Shift+Alt+Ctrl+V
Duplicate.....	Shift+Alt+Ctrl+D
Select All.....	Ctrl+A
Deselect All.....	Shift+Ctrl+A
Edit in Story Editor.....	Ctrl+Y
Quick Apply.....	Ctrl+Enter
Find/Change.....	Ctrl+F
Find Next.....	Alt+Ctrl+F
Check Spelling.....	Ctrl+I
Preferences.....	Ctrl+K

LAYOUT MENU

Add Page.....	Shift+Ctrl+P
Go to Page.....	Ctrl+J
Prev/Next Spread.....	Alt+Page Up/Down

TYPE MENU

Tabs.....	Shift+Ctrl+T
Glyphs.....	Shift+Alt+F11
Forced Line Break.....	Shift+Enter
Hidden Characters.....	Alt+Ctrl+I

OBJECT MENU

Transform Again.....	Alt+Ctrl+4
Bring Front or Send Back.....	Shift+Ctrl+[or]
Send Back or Bring Forward.....	Ctrl+[or]
Group.....	Ctrl+G
Ungroup.....	Shift+Ctrl+G
Text Frame Options.....	Ctrl+B
Center Content.....	Shift+Ctrl+E
Fill Frame Proportionally.....	Shift+Alt+Ctrl+C
Center Content.....	Shift+Ctrl+E
Drop Shadow.....	Alt+Ctrl+M
Compound Path.....	Ctrl+8

PANELS

Swatches.....	F5
Layers.....	F7
Stroke.....	F10
Paragraph Styles.....	F11
Character Styles.....	Shift+F11
Text Wrap.....	Alt+Ctrl+W
Links.....	Shift+Ctrl+D

VIEW MENU

High Quality Display.....	Alt+Ctrl+H
Text Threads.....	Alt+Ctrl+Y
Frame Edges.....	Ctrl+H
Rulers.....	Ctrl+R
Guides.....	Ctrl+;
Smart Guides.....	Ctrl+U

CLICK TECHNIQUE

Select thru.....	Ctrl+Click
Override master.....	Shift+Ctrl+Click
Scale graphic.....	Shift+Ctrl+Drag

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom.....	Ctrl+Spacebar
Fit Page in View.....	Ctrl+0
Fit Spread in View.....	Alt+Ctrl+0
Pan the view.....	Spacebar+Drag
Pan when in text.....	Alt Key+Drag
Zoom In/Out.....	Ctrl + or -

BASIC FORMATTING

Font Size.....	Shift+Ctrl+< or >
Leading Size.....	Alt+↑ or ↓
Flush Left.....	Shift+Ctrl+L
Flush Right.....	Shift+Ctrl+R
Center.....	Shift+Ctrl+C
Justify.....	Shift+Ctrl+J
Bold.....	Shift+Ctrl+B
Italic.....	Shift+Ctrl+I
Baseline Shift.....	Shift+Alt+↑ or ↓
Tracking or Kerning.....	Alt+⇐ or ⇒