

ADOBE INDESIGN CC 2014 WIN

Id

File Menu

Browse in Bridge Alt+Ctrl+O
Open or Close Ctrl+O or Ctrl+W
Document Setup Alt+Ctrl+P
Exit, Quit Ctrl+Q
Export Ctrl+E
File Info Alt+Shift+Ctrl+I
New > Document Ctrl+N
Package Alt+Shift+Ctrl+P
Place Ctrl+D
Print Ctrl+P
Save Ctrl+S
Save As Shift+Ctrl+S
Save a Copy Alt+Ctrl+S

Edit Menu

Check In or Check Out Shift+Ctrl+F9 or Ctrl+F9
Cut, Copy, Paste Ctrl+X, C, V
Deselect All Shift+Ctrl+A
Duplicate Alt+Shift+Ctrl+D
Edit in Story Editor Ctrl+Y
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
Preferences: General Ctrl+K
Quick Apply Ctrl+Enter
Undo or Redo Ctrl+Z or Shift+Ctrl+Z
Select All Ctrl+A
Spelling: Check Spelling Ctrl+I
Step and Repeat Alt+Ctrl+U
Update Content Ctrl+F5

Layout Menu

First Page Shift+Ctrl+Page Up
Go Back or Forward Ctrl+Page Up or Page Down
Go to Page Ctrl+J
Last Page Shift+Ctrl+Page Down
Next Page Shift+Page Down
Previous Page Shift+Page Up
Next Spread Alt+Page Down
Previous Spread Alt+Page Up
Pages: Add Page Shift+Ctrl+P

Type Menu

Create Outlines Shift+Ctrl+O
Outlines w/o deleting text Alt+Shift+Ctrl+O
Notes Mode Ctrl+F8
Column Break Text: Num Enter
Forced Line Break Text: Shift+Enter
Frame Break Text: Shift+Num Enter
Page Break Text: Ctrl+Num Enter
Discretionary Hyphen Text: Shift+Ctrl+-
Em Dash Text: Shift+Alt+-
En Dash Text: Alt+-
Nonbreaking Hyphen Text: Ctrl+Alt+-
Current Page Number Text: Alt+Shift+Ctrl+N
Indent to Here Text: Ctrl+=
Right Indent Tab Text: Shift+Tab
Double Quote Marks Text: Alt+[or Shift+Alt+[
Single Quote Mark Text: Alt+] or Shift+Alt+]
Straight Ditto Marks Text: Alt+' or Shift+Alt+'
Bullet Character Text: Alt+8
Copyright Symbol Text: Alt+G
Registered Trademark Symbol Text: Alt+R
Trademark Symbol Text: Alt+2
Em Space Shift+Ctrl+M
En Space Shift+Ctrl+N
Show Hidden Characters Alt+Ctrl+I

Object Menu

Anchored Object Insert Custom: Text: Ctrl+T
Anchored Object Options Custom: Shift+Alt+T
Arrange: Bring Forward Ctrl+]
Arrange: Bring to Front Shift+Ctrl+]
Arrange: Send Backward Ctrl+[
Arrange: Send to Back Shift+Ctrl+[
Clipping Path Options Alt+Shift+Ctrl+K
Effects: Drop Shadow Alt+Ctrl+M
Fitting: Center Content Shift+Ctrl+E
Fitting: Fill Frame Proportion Alt+Shift+Ctrl+C
Fitting: Fit Content Proportion Alt+Shift+Ctrl+E
Fitting: Fit Content to Frame Alt+Ctrl+E
Fitting: Fit Frame to Content Alt+Ctrl+C
Group or Ungroup Ctrl+G or Shift+Ctrl+G
Hide Ctrl+3
Lock or Unlock Ctrl+L or Alt+Ctrl+L
Paths > Make Compound Path Ctrl+8
Release Compound Path Alt+Shift+Ctrl+8
Select Container Escape
Select Content Shift+Escape
Select First Object Above Alt+Shift+Ctrl+]
Select Next Object Above Alt+Ctrl+]
Select Next Object Below Alt+Ctrl+[
Select Last Object Below Alt+Shift+Ctrl+[
Text Frame Options Ctrl+B
Transform: Move Shift+Ctrl+M
Transform Sequence Again Alt+Ctrl+4

Object Editing

Decrease scale by 1% Ctrl+,
Decrease scale by 5% Alt+Ctrl+,
Increase scale by 1% Ctrl+.,
Increase scale by 5% Alt+Ctrl+.,
Nudge up or down ⬆ or ⬇
Nudge down 1/10 Shift+Ctrl+⬇
Nudge down 1/10 duplicate Alt+Shift+Ctrl+⬇
Nudge down duplicate Alt+⬇
Nudge down x10 Shift+⬇
Nudge down x10 duplicate Shift+Alt+⬇
Nudge left or right ⬅ or ➡
Nudge left 1/10 Shift+Ctrl+⬅
Nudge left 1/10 duplicate Alt+Shift+Ctrl+⬅
Nudge left duplicate Alt+⬅
Nudge left x10 Shift+⬅
Nudge left x10 duplicate Shift+Alt+⬅
Nudge right 1/10 Shift+Ctrl+➡
Nudge right 1/10 duplicate Alt+Shift+Ctrl+➡
Nudge right duplicate Alt+➡
Nudge right x10 Shift+➡
Nudge right x10 duplicate Shift+Alt+➡
Nudge up 1/10 Shift+Ctrl+⬆
Nudge up 1/10 duplicate Alt+Shift+Ctrl+⬆
Nudge up duplicate Alt+⬆
Nudge up x10 Shift+⬆
Nudge up x10 duplicate Shift+Alt+⬆
Select all guides Alt+Ctrl+G

Table 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

Text and Tables

Align center Shift+Ctrl+C
Align force justify Shift+Ctrl+F
Align justify Shift+Ctrl+J
Align left Shift+Ctrl+L
Align right Shift+Ctrl+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-Hyphenate Alt+Shift+Ctrl+H
Decrease leading Text: Alt+⬇
Decrease leading x 5 Text: Alt+Ctrl+⬇
Decrease point size Shift+Ctrl+<
Delete 1 word to the left Ctrl+Backspace
Delete 1 word to the right Ctrl+Delete
Find Next Text: Shift+F2
Load Find with Selected Text Text: Ctrl+F1
Increase baseline shift Text: Shift+Alt+⬆
Increase kerning/tracking Shift+Alt+⬆, Alt+⬆
Increase leading Text: Alt+⬆
Increase leading x 5 Text: Ctrl+Alt+⬆
Increase point size Shift+Ctrl+>
Move down or up one line Text: ⬇ or ⬆
Move to Next or Previous Cell Tab or Shift+Tab
Move to beginning of story Ctrl+Home
Move to end of story Ctrl+End
Move to the end of the line Text: End
Move to the left or right one character ⬅ or ➡
Move to the left one word Text: Ctrl+⬅
Move to the next paragraph Text: Ctrl+⬆
Move to the previous paragraph Text: Ctrl+⬆
Move to the right one character Text: ➡
Move to the right one word Text: Ctrl+➡
Move to the start of the line Text: Home
Normal horizontal text scale Shift+Ctrl+X
Normal vertical text scale Alt+Shift+Ctrl+X
Recompose all stories Ctrl+Alt+/
Reset kerning and tracking Text: Alt+Ctrl+Q
Select line Text: Shift+Ctrl+\
Select one character to left Text: Shift+⬅
Select one character to right Text: Shift+➡
Select one line above Text: Shift+⬆
Select one line below Text: Shift+⬇
Select one paragraph before Shift+Ctrl+⬆
Select one paragraph forward Shift+Ctrl+⬇
Select one word to the left Shift+Ctrl+⬅
Select one word to the right Shift+Ctrl+➡
Select to beginning of story Shift+Ctrl+Home
Select to end of story Shift+Ctrl+End
Select to the end of the line Text: Shift+End
Select to the start of the line Text: Shift+Home

Panel Menus

Redefine Character Style Text: 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
Add new index entry Alt+Shift+Ctrl+[
Add new index entry (reversed) Alt+Shift+Ctrl+]
Index: New Page Reference Ctrl+7
Override All Master Page Items Alt+Shift+Ctrl+L
Redefine Paragraph Style Text: 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

View Menu

Actual Size Ctrl+1
Display Performance: High Quality Alt+Ctrl+H
Entire Pasteboard Alt+Shift+Ctrl+O
Fit Page in Window Ctrl+O
Fit Spread in Window Alt+Ctrl+O
Screen Mode > Presentation Shift+W
G & G: Lock Guides Alt+Ctrl+;
G & G: Show or Hide Baseline Grid Alt+Ctrl+'
G & G: Show or Hide Document Grid Ctrl+'
G & G: Show or Hide Guides Ctrl+;
G & G: Show or Hide Smart Guides Ctrl+U
G & G: Snap to Document Grid Shift+Ctrl+'
G & G: Snap to Guides Shift+Ctrl+;
Overprint Preview Alt+Shift+Ctrl+Y
Show or Hide Rulers Ctrl+R
Show or Hide Frame Edges Ctrl+H
Show or Hide Text Threads Alt+Ctrl+Y
Structure: Show Structure Alt+Ctrl+1
Zoom In or Out Ctrl+= or Ctrl+-
50% or 200% or 400% size Ctrl+5 or 2 or 4
Activate last-used field in panel Alt+Ctrl+'
First Spread Alt+Shift+Page Up, Home
Fit Selection in Window Alt+Ctrl+=
Force redraw Shift+F5
First frame in thread Alt+Shift+Ctrl+Page Up
Last frame in thread Alt+Shift+Ctrl+Page Down
Next frame in thread Alt+Ctrl+Page Down
Previous frame in thread Alt+Ctrl+Page Up
Last Spread Alt+Shift+Page Down, End
New default document Alt+Ctrl+N
Next window Ctrl+Tab, Ctrl+'
Open/Close all side panels Alt+Shift+Ctrl+Tab
Previous window Shift+Ctrl+Tab, Shift+Ctrl+'
Scroll up/down one screen Page Up or Page Down
Show/Hide all panels Tab
Show/Hide all panels except toolbox Shift+Tab
Toggle Char. and Para. Control Panel Alt+Ctrl+7
Toggle Keyboard Focus in Control Panel Ctrl+6
Toggle Measurement Alt+Shift+Ctrl+U
Toggle current and previous views Alt+Ctrl+2

Window

Character Ctrl+T
Character Styles Shift+F11, Shift+Ctrl+F11
Color F6
Control Alt+Ctrl+6
Effects Shift+Ctrl+F10
Glyphs Alt+Shift+F11
Index Shift+F8
Info F8
Interactive > SWF Preview Shift+Ctrl+Enter
Layers F7
Links Shift+Ctrl+D
Object & Layout: Align Shift+F7
Object Styles Ctrl+F7
Output: Preflight Alt+Shift+Ctrl+F
Output: Separations Preview Shift+F6
Pages F12, Ctrl+F12
Paragraph Alt+Ctrl+T, Ctrl+M
Paragraph Styles F11, Ctrl+F11
Stroke F10, Ctrl+F10
Swatches F5
Table Shift+F9
Tabs Shift+Ctrl+T
Text Wrap Alt+Ctrl+W
Utilities: Scripts Alt+Ctrl+F11

Help Menu

InDesign Help F1

training • consulting • graphic design • print publishing
InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker
ePub • Digital Publishing • iPad Folio • Section 508 Accessibility
mikewitherell@jetsetcom.net • urszulawitherell@jetsetcom.net
online at JetSetcom.net • TrainingOnsite.com



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