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InDesign CC 2017 operational shortcuts used on Mac OS

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LAYOUT

Scale graphic and frame..... Shift+Cmd+drag
(bounding box handles of frame)

Scale proportionally..... Shift+drag handles
(bounding box handles of frame or graphic)

Snap frame to size..... Double-click handles

Duplicate frame object..... Opt+drag

Select down thru an object..... Cmd+click

Rotate object..... Drag outside corner handle
(shift+drag outside corner handles for 15°)

Select graphic..... Click near content grabber

Override master object..... Shift+Cmd+click

Round corners..... upper right yellow badge
(click for yellow corner diamonds to drag)

Spread guide..... Cmd+drag horizontal ruler

Reset zero marker..... Double-click zero point

Align to key object..... Click a selected frame
(after more than one frame object is selected)

Change # of sides... Double-click polygon tool
(while polygon frame is selected)

Select into Group... Double-click group object

TEXT INTO LAYOUT

Show Import Options..... Shift+click Open
(in the lower-right File > Place dialog box)

Link frames..... Click outport; then next frame

Unlink frames..... same procedure

Invoke autoflow..... Shift+click text cursor

Invoke semi-autoflow..... Opt+click text cursor

FILE MENU

Browse in Bridge..... Opt+Cmd+O

File Info..... Shift+Opt+Cmd+I

EDIT MENU

Edit Original..... Opt+double-click graphic

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

Paste Into..... Opt+Cmd+V

Paste In Place..... Shift+Opt+Cmd+V

Duplicate..... Shift+Opt+Cmd+D

Edit in Story Editor..... Cmd+Y

Quick Apply..... Cmd+Return

LAYOUT MENU

Go to Page..... Cmd+J

Prev/Next Spread..... Opt+Page Up/Down

TYPE MENU

Frame break..... Num Enter

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

OBJECT MENU

Transform Sequence Again..... Opt+Cmd+4

Bring Front or Send Back..... Shift+Cmd+[or]

Send Back or Bring Forward..... Cmd+[or]

Text Frame Options..... Cmd+B

Fill Frame Proportionally..... Shift+Opt+Cmd+C

Fit Frame to Content..... Opt+Cmd+C

Fit Content to Frame..... Opt+Cmd+E

Center Content..... Shift+Cmd+E

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 Type tool in text..... Opt+drag

Zoom In or Out..... Cmd + or -

TEXT FORMATTING

New paragraph style..... Opt+click button
(Create new style button at bottom of panel)

Edit paragraph style..... Right-click and edit

Apply style sequence..... Right-click and apply
(Apply style then next style in sequence)

Redefine Style..... Shift+Opt+Cmd+R

Import Styles..... Load Paragraph Styles
(paragraph styles panel menu button flyout;
then click on Load Paragraph Styles or Load
All Text Styles; choose other ID document)

Clear overrides..... Opt+click style

See style overrides..... click [+] button
(upper-right corner of paragraph style panel)

Font size..... Shift+Cmd+< or >

Leading size..... Opt+↑ or ↓

Left, Right, Center..... Shift+Cmd+L, R, C

Justify..... Shift+Cmd+J

Baseline Shift..... Shift+Opt+↑ or ↓

Tracking or Kerning..... Opt+⇐ or ⇒

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InDesign CC 2017 operational shortcuts on Windows OS

LAYOUT

Scale graphic and frame Shift+Ctrl+drag
(bounding box handles of frame)

Scale proportionally Shift+drag handles
(bounding box handles of frame)

Snap frame to size Double-click handles

Duplicate frame object Alt+drag

Select down thru an object Ctrl+click

Rotate object Drag outside corner handle
(Shift+drag outside corner handles for 15°)

Select graphic Click near content grabber

Override master object Shift+Ctrl+click

Round corners upper right yellow badge
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FILE MENU

Browse in Bridge Alt+Ctrl+O

File Info Shift+Alt+Ctrl+I

EDIT MENU

Edit Original Alt+double-click graphic

Paste without Formatting Shift+Ctrl+V

Paste Into Alt+Ctrl+V

Paste In Place Shift+Alt+Ctrl+V

Duplicate Shift+Alt+Ctrl+D

Edit in Story Editor Ctrl+Y

Quick Apply Ctrl+Enter

LAYOUT MENU

Go to Page Ctrl+J

Prev/Next Spread Alt+Page Up/Down

TYPE MENU

Frame break Num Enter

Hidden Characters Alt+Ctrl+I

OBJECT MENU

Transform Sequence Again Alt+Ctrl+4

Bring Front or Send Back Shift+Ctrl+[or]

Send Back or Bring Forward Ctrl+[or]

Text Frame Options Ctrl+B

Fill Frame Proportionally Shift+Alt+Ctrl+C

Fit Frame to Content Alt+Ctrl+C

Fit Content to Frame Alt+Ctrl+E

Center Content Shift+Ctrl+E

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 Type tool in text Alt+drag

Zoom In or Out Ctrl + or -

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(Create new style button at bottom of panel)

Edit paragraph style Right-click and edit

Apply style sequence Right-click and apply
(Apply style then next style in sequence)

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All Text Styles; choose other ID document)

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(upper-right corner of paragraph style panel)

Font size Shift+Ctrl+< or >

Leading size Alt+⇧ or ⇩

Left, Right, Center Shift+Ctrl+L, R, C

Justify Shift+Ctrl+J

Baseline Shift Shift+Alt+⇧ or ⇩

Tracking or Kerning Alt+⇐ or ⇒