

# ADOBE INDESIGN CC 2018 MAC

# Id

## InDesign Menu

Preferences ..... Cmd+K  
Quit ..... Cmd+Q

## File Menu

Open or Close ..... Cmd+O or Cmd+W  
Browse in Bridge ..... Opt+Cmd+O  
Document Setup ..... Opt+Cmd+P  
Export ..... Cmd+E  
File Info ..... Opt+Shift+Cmd+I  
New > Document ..... Cmd+N  
Package ..... Opt+Shift+Cmd+P  
Place ..... Cmd+D  
Print ..... Cmd+P  
Save ..... Cmd+S  
Save As ..... Shift+Cmd+S  
Save a Copy ..... Opt+Cmd+S

## Edit Menu

Check In / Check Out ... Sh+Cmd+F9 / Cmd+F9  
Copy, Cut, Paste ..... Cmd+C, X, V  
Deselect All ..... Shift+Cmd+A  
Duplicate ..... Opt+Shift+Cmd+D  
Edit in Story Editor ..... Cmd+Y  
Find/Change ..... Cmd+F  
Find Next ..... Opt+Cmd+F  
Paste Into ..... Opt+Cmd+V  
Paste in Place ..... Opt+Shift+Cmd+V  
Paste without Formatting ..... Shift+Cmd+V  
Quick Apply ..... Cmd+Return  
Undo or Redo ..... Cmd+Z or Shift+Cmd+Z  
Select All ..... Cmd+A  
Spelling: Check Spelling ..... Cmd+I  
Step and Repeat ..... Opt+Cmd+U  
Update Content ..... Cmd+F5

## Layout Menu

First Page ..... Shift+Cmd+PageUp  
Go Back or Forward Cmd+Page Up or PageDown  
Go to Page ..... Cmd+J  
Last Page ..... Shift+Cmd+PageDown  
Next or Prev Page ... Shift+PageDown or PageUp  
Next/Prev Spread ... Opt+PageDown or PageUp  
Pages: Add Page ..... Shift+Cmd+P

## Type Menu

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

## Object Menu

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

## Object Editing

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

## Table Menu

Cell Options: Text ..... Opt+Cmd+B  
Delete: Column ..... Tables: Shift+Delete  
Delete: Row ..... Tables: Cmd+Delete  
Insert Table ..... Text: Opt+Shift+Cmd+T  
Insert: Column ..... Tables: Opt+Cmd+9  
Insert: Row ..... Tables: Cmd+9  
Select: Cell ..... Tables: Cmd+/  
Select: Column ..... Tables: Opt+Cmd+3  
Select: Row ..... Tables: Cmd+3  
Select: Table ..... Tables: Opt+Cmd+A  
Table Options: Table Setup ... Opt+Shift+Cmd+B

## Text and Tables

Align center ..... Shift+Cmd+C  
Align force justify ..... Shift+Cmd+F  
Align justify ..... Shift+Cmd+J  
Align left ..... Shift+Cmd+L  
Align right ..... Shift+Cmd+R  
Align to baseline grid ..... Opt+Shift+Cmd+G  
Apply bold ..... Shift+Cmd+B  
Apply italic ..... Shift+Cmd+I  
Apply normal ..... Shift+Cmd+Y  
Auto-Hyphenate ..... Opt+Shift+Cmd+H  
Decrease leading ..... Text: Opt+⬇  
Decrease leading x 5 ..... Text: Opt+Cmd+⬇  
Delete 1 word to the left ..... Cmd+Delete Left  
Delete 1 word to the right ... Cmd+Delete Right  
Find Next ..... Text: Shift+F2  
Load Find with selected text ..... Text: Cmd+F1  
Increase baseline shift ..... Text: Shift+Opt+⬆  
Increase kerning/tracking ... Sh+Opt+↔, Opt+↔  
Increase leading ..... Text: Opt+⬆  
Increase leading x 5 ..... Text: Cmd+Opt+⬆  
Increase point size ..... Shift+Cmd+>  
Move down or up one line ..... Text: ⬇ or ⬆  
Move to Next or Prev Cell ..... Tab or Shift+Tab  
Move to beginning of story ..... Cmd+Home  
Move to end of story ..... Cmd+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: Cmd+⬅  
Move to the next paragraph ..... Text: Cmd+⬆  
Move to the previous paragraph ... Text: Cmd+⬆  
Move to the right one character ..... Text: ➡  
Move to the right one word ..... Text: Cmd+➡  
Move to the start of the line ..... Text: Home  
Normal horizontal text scale ..... Shift+Cmd+X  
Normal vertical text scale ..... Opt+Shift+Cmd+X  
Recompose all stories ..... Opt+Cmd+/  
Reset kerning and tracking ... Text: Opt+Cmd+Q  
Select line ..... Text: Shift+Cmd+\  
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+Cmd+⬆  
Select one paragraph forward ... Shift+Cmd+⬆  
Select one word to the left ..... Shift+Cmd+⬅  
Select one word to the right ..... Shift+Cmd+➡  
Select to beginning of story ... Shift+Cmd+Home  
Select to end of story ..... Shift+Cmd+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 ..... Opt+Shift+Cmd+C  
Character: All Caps ..... Shift+Cmd+K  
Character: Small Caps ..... Shift+Cmd+H  
Character: Subscript ..... Opt+Shift+Cmd+=  
Character: Superscript ..... Shift+Cmd+=  
Character: Underline ..... Shift+Cmd+U  
Add new index entry ..... Opt+Shift+Cmd+[  
Add new index entry (reverse) ... Opt+Shift+Cmd+]  
Index: New Page Reference ..... Cmd+7  
Override All Master Page Items ... Opt+Sh+Cmd+L  
Redefine Paragraph Style ..... Opt+Shift+Cmd+R  
Drop Caps and Nested Styles ..... Opt+Cmd+R  
Justification ..... Opt+Shift+Cmd+J  
Keep Options ..... Opt+Cmd+K  
Paragraph Rules ..... Opt+Cmd+J  
Tags: Autotag ..... Opt+Shift+Cmd+F7

## View Menu

Actual Size ..... Cmd+1  
Display Perf: High Quality ..... Ctrl+Opt+Cmd+H  
Entire Pasteboard ..... Opt+Shift+Cmd+0  
Fit Page in Window ..... Cmd+0  
Fit Spread in Window ..... Opt+Cmd+0  
Screen Mode > Presentation ..... Shift+W  
G & G: Lock Guides ..... Opt+Cmd+;  
G & G: Show or Hide Baseline Grid ... Opt+Cmd+'  
G & G: Show or Hide Document Grid ... Cmd+'  
G & G: Show or Hide Guides ..... Cmd+;  
G & G: Show or Hide Smart Guides ..... Cmd+U  
G & G: Snap to Document Grid ..... Shift+Cmd+'  
G & G: Snap to Guides ..... Shift+Cmd+;  
Overprint Preview ..... Opt+Shift+Cmd+Y  
Show or Hide Rulers ..... Cmd+R  
Show or Hide Frame Edges ..... Cmd+H  
Show or Hide Text Threads ..... Opt+Cmd+Y  
Structure: Show Structure ..... Opt+Cmd+I  
Zoom In or Out ..... Cmd+/, Cmd+/-  
50% or 200% or 400% size ..... Cmd+5 or 2 or 4  
Activate last-used field in panel ... Opt+Cmd+'  
First Spread ..... Opt+Shift+Page Up, Home  
Fit Selection in Window ..... Opt+Cmd+=  
Force redraw ..... Shift+F5  
First frame thread ..... Opt+Shift+Cmd+Page Up  
Last frame thread ..... Opt+Sh+Cmd+Page Down  
Next frame in thread ..... Opt+Cmd+Page Down  
Previous frame in thread ..... Opt+Cmd+Page Up  
Last Spread ..... Opt+Shift+Page Down, End  
New default document ..... Opt+Cmd+N  
Next window ..... Cmd+Tab, Cmd+'  
Open/Close all side panels ..... Opt+Cmd+Tab  
Previous window ..... Shift+Cmd+Tab  
Scroll up/down one screen ... PageUp / PageDown  
Show/Hide all panels ..... Tab  
Show/Hide all panels except toolbox ... Shift+Tab  
Toggle Char. and Para. Cont Panel ... Opt+Cmd+7  
Toggle Keyboard Focus in Control Panel ... Cmd+6  
Toggle Measurement ..... Opt+Shift+Cmd+U  
Toggle current and previous views ... Opt+Cmd+2

## Window

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

## Help Menu

InDesign Help ..... F1

training • consulting • graphic design • print publishing  
InDesign • InCopy • Illustrator • Photoshop • Lightroom • Acrobat  
ePub • FrameMaker • Captivate • Section 508 Accessibility  
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net  
JetSetcom.net • TrainingOnsite.com



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