

# ADOBE INDESIGN CC 2018 WIN

# Id

## File Menu

Open or Close ..... Ctrl+O or Ctrl+W  
Browse in Bridge ..... Alt+Ctrl+O  
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  
Copy, Cut, Paste ..... Ctrl+C, X, V  
Deselect All ..... Shift+Ctrl+A  
Duplicate ..... Alt+Shift+Ctrl+D  
Edit in Story Editor ..... Ctrl+Y  
Find/Change ..... Ctrl+F  
Find Next ..... Alt+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 and 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  
Bullet Character ..... Text: Alt+B  
Copyright Symbol ..... Text: Alt+G  
Registered Trademark Symbol ..... Text: Alt+R  
Trademark Symbol ..... Text: Alt+2  
Current Page Number ..... Text: Alt+Shift+Ctrl+N  
Em Dash ..... Text: Shift+Alt+-  
En Dash ..... Text: Alt+-  
Discretionary Hyphen ..... Text: Shift+Ctrl+-  
Nonbreaking Hyphen ..... Text: Ctrl+Alt+-  
Double Quote Marks ..... Text: Alt+[ or Shift+Alt+[  
Single Quote Mark ..... Text: Alt+] or Shift+Alt+]  
Straight Ditto Marks ..... Text: Alt+' or Shift+Alt+'  
Right Indent Tab ..... Text: Shift+Tab  
Em Space ..... Shift+Ctrl+M  
En Space ..... Shift+Ctrl+N  
Indent to Here ..... Text: Ctrl+\  
Column Break ..... Text: Num Enter  
Frame Break ..... Text: Shift+Num Enter  
Page Break ..... Text: Ctrl+Num Enter  
Forced Line Break ..... Text: Shift+Enter  
Show Hidden Characters ..... Alt+Ctrl+H

## 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 ..... 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+Sh+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+Sh+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+0  
Fit Page in Window ..... Ctrl+0  
Fit Spread in Window ..... Alt+Ctrl+0  
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+I  
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 1 screen ..... PageUp / PageDown  
Show/Hide all panels ..... Tab  
Show/Hide all panels except toolbox ..... Shift+Tab  
Toggle Char. and Para. Cont. 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 • Lightroom • Acrobat  
ePub • FrameMaker • Captivate • Section 508 Accessibility  
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net  
JetSetcom.net • TrainingOnsite.com



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