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# InDesign CC 2018 shortcuts operational shortcuts used on Mac OS

Id

## 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 ⇒

Id

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# InDesign CC 2018 shortcuts operational shortcuts on Windows OS

Id

## 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  
(click for yellow corner diamonds to drag)

Spread guide ..... Ctrl+drag horizontal ruler

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

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(after more than one frame object is selected)

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

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

Justify ..... Shift+Ctrl+J

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