



InDesign CC 2019 shortcuts operational shortcuts on macOS

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 of 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

WINDOW

- View other document..... Cmd+~

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

- Type Tool..... Double-click textframe
- 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)
- 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, Rt, Center, Justify..... Shift+Cmd+L, R, C, J
- Baseline Shift..... Shift+Opt+⇧ or ⇩
- Tracking or Kerning..... Opt+⇐ or ⇒



InDesign CC 2019 shortcuts 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 (click for yellow corner diamonds to drag)
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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

WINDOW

- View other document..... Ctrl+~

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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