

# ADOBE INDESIGN CC WIN

# Id

## File Menu

|                  |                  |
|------------------|------------------|
| Browse in Bridge | Alt+Ctrl+O       |
| Open or Close    | Ctrl+O or Ctrl+W |
| 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 |
| Cut, Copy, Paste         | Ctrl+X, C, V             |
| Deselect All             | Shift+Ctrl+A             |
| Duplicate                | Alt+Shift+Ctrl+D         |
| Edit in Story Editor     | Ctrl+Y                   |
| Find Next                | Alt+Ctrl+F               |
| Find/Change              | 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 or 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                    |
| Column Break                | Text: Num Enter            |
| Forced Line Break           | Text: Shift+Enter          |
| Frame Break                 | Text: Shift+Num Enter      |
| Page Break                  | Text: Ctrl+Num Enter       |
| Discretionary Hyphen        | Text: Shift+Ctrl+-         |
| Em Dash                     | Text: Shift+Alt+-          |
| En Dash                     | Text: Alt+-                |
| Nonbreaking Hyphen          | Text: Ctrl+Alt+-           |
| Current Page Number         | Text: Alt+Shift+Ctrl+N     |
| Indent to Here              | Text: Ctrl+=               |
| Right Indent Tab            | Text: Shift+Tab            |
| Double Quote Marks          | Text: Alt+[ or Shift+Alt+[ |
| Single Quote Mark           | Text: Alt+] or Shift+Alt+] |
| Straight Ditto Marks        | Text: Alt+' or Shift+Alt+' |
| Bullet Character            | Text: Alt+8                |
| Copyright Symbol            | Text: Alt+G                |
| Registered Trademark Symbol | Text: Alt+R                |
| Trademark Symbol            | Text: Alt+2                |
| Em Space                    | Shift+Ctrl+M               |
| En Space                    | Shift+Ctrl+N               |
| Show Hidden Characters      | Alt+Ctrl+I                 |

## 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         | Tables: 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+Shift+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+Shift+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+O             |
| Fit Page in Window                     | Ctrl+O                       |
| Fit Spread in Window                   | Alt+Ctrl+O                   |
| 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+1                   |
| 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 one screen              | Page Up or Page Down         |
| Show/Hide all panels                   | Tab                          |
| Show/Hide all panels except toolbox    | Shift+Tab                    |
| Toggle Char. and Para. Control 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  
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