

# ADOBE INDESIGN CS4 mac

# ID

## InDesign Menu

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

## File Menu

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

## Edit Menu

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

## Layout Menu

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

## Type Menu

Create Outlines ..... Shift+Cmd+O  
Outlines w/o deleting text ..... Opt+ Shift+Cmd+O  
Notes Mode ..... Cmd+F8  
Column Break ..... Text: Num Enter  
Forced Line Break ..... Text: Shift+Enter  
Frame Break ..... Text: Shift+Num Enter  
Discretionary Hyphen ..... Text: Shift+Cmd+-  
Em Dash ..... Text: Shift+Opt+-  
En Dash ..... Text: Opt+-  
Nonbreaking Hyphen ..... Text: Cmd+Opt+-  
Current Page Number ..... Text: Opt+ Shift+Cmd+N  
Indent to Here ..... Text: Cmd+\  
Right Indent Tab ..... Text: Shift+Tab  
Double Quote Marks ..... Text: Opt+[ or ]  
Single Left Quote Mark ..... Text: Opt+]  
Single Right Quote Mark ..... Text: Shift+Opt+]  
Straight Double Quote Marks ..... Text: Shift+Opt+'  
Bullet Character ..... Text: Opt+8  
Copyright Symbol ..... Text: Opt+G  
Registered Trademark Symbol ..... Text: Opt+R  
Trademark Symbol ..... Text: Opt+2  
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 Proportion. Opt+ Shift+Cmd+E  
Fitting: Fit Content to Frame. .... Opt+ Cmd+E  
Fitting: Fit Frame to Content. .... Opt+ Cmd+C  
Group ..... Cmd+G  
Ungroup ..... Shift+Cmd+G  
Lock Position ..... Cmd+L  
Unlock Position ..... Opt+ Cmd+L  
Paths > Make Compound Path ..... Cmd+8  
Release Compound Path ..... Opt+Shift+Cmd+8  
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+Cmd4+[  
Text Frame Options ..... Cmd+B  
Transform: Move ..... Shift+Cmd+M  
Transform Again ..... Opt+Cmd+3  
Transform Sequence Again ..... Opt+Cmd+4

## Object Editing

Decrease size / scale by 1% ..... Cmd+,  
Decrease size / scale by 5% ..... Opt+ Cmd+,  
Increase size / scale by 1% ..... Cmd+.  
Increase size / scale by 5% ..... Opt+ Cmd+.  
Nudge up or down ..... ⬆ or ⬇  
Nudge down 1/10 ..... Shift+Cmd+⬇  
Nudge down 1/10 duplicate. . Opt+ Shift+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

## Tables Menu

Cell Options: Text ..... Tables: Opt+Cmd+B  
Delete: Column ..... Tables: Shift+Backspace  
Delete: Row ..... Tables: Cmd+Backspace  
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+⬇  
Decrease point size ..... Shift+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 kern/track ..... Shift+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 ..... Cmd+Opt+/  
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 Menu

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+Shift+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 Performance: High Quality ... Opt+Cmd+H  
Entire Pasteboard ..... Opt+Shift+Cmd+0  
Fit Page in Window ..... Cmd+0  
Fit Spread in Window ..... Opt+Cmd+0  
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: 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+1  
Zoom In or Out ..... Cmd+=, Cmd+-  
200% size ..... Cmd+2  
400% size ..... Cmd+4  
50% size ..... Cmd+5  
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+ Shift+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 context menu ..... Shift+F10  
Open/Close all side panels . Opt+ Shift+Cmd+Tab  
Previous window ..... Shift+Cmd+Tab or `  
Scroll up or down one screen ..... Page Up or Down  
Show/Hide all panels ..... Tab  
Show/Hide all panels except toolbox ..... Shift+Tab  
Toggle Char. and Para. Control 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

Automation: Scripts ..... Opt+ Cmd+F11  
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  
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

## Help Menu

InDesign Help ..... F1

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InDesign • Photoshop • Illustrator • InCopy • Acrobat

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CERTIFIED EXPERT