

InDesign CS4 shortcuts frequently-used on both Mac and Win

FILE MENU

New	⌘+N
Open	⌘+O
Browse in Bridge	⌘+⌥+O
Close	⌘+W
Save	⌘+S
Save As	⇧+⌘+S
Place	⌘+D
Export	⌘+E
Document Setup	⌘+⌥+P
Print	⌘+P
Quit/Exit	⌘+Q

EDIT MENU

Undo	⌘+Z
Redo	⇧+⌘+Z
Cut, Copy, Paste	⌘+X, C, V
Paste Into	⌘+⌥+V
Paste In Place	⌘+⌥+⇧+V
Select All	⌘+A
Deselect All	⇧+⌘+A
Story Editor	⌘+Y
Quick Apply	⌘+Return
Find/Change	⌘+F
Find Next	⌘+⌥+F
Check Spelling	⌘+I
Preferences	⌘+K

LAYOUT MENU

Add Page	⇧+⌘+P
Go to Page	⌘+J

TYPE MENU

Tabs	⇧+⌘+T
Glyphs	⌘+⇧+F11
Hidden Characters	⌘+⌥+I

OBJECT MENU

Transform Again	⌘+⌥+3
Bring Front or Send Back	⇧+⌘+[or]
Send Back or Bring Forward	⌘+[or]
Group	⌘+G
Ungroup	⇧+⌘+G
Text Frame Options	⌘+B
Center Content	⇧+⌘+E
Fill Frame Proportionally	⌘+⇧+⌥+C
Drop Shadow	⌘+⌥+M
Compound Path	⌘+8

PANELS

Swatches	F5
Layers	F7
Stroke	F10
Paragraph Styles	F11
Character Styles	⇧+F11
Text Wrap	⌘+⌥+W
Links	⇧+⌘+D

VIEW MENU

High Quality Display	⌘+⌥+H
Text Threads	⌘+⌥+Y
Frame Edges	⌘+H
Rulers	⌘+R
Guides	⌘+;

CLICK TECHNIQUE

Select thru	⌘+Click
Override master	⇧+⌘+Click
Scale graphic	⇧+⌘+Drag

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom	⌘+Spacebar
Fit Page in View	⌘+0
Fit Spread in View	⌘+⌥+0
Pan the view	Spacebar
Pan when in text	⌘+⌥+Key
Zoom In/Out	⌘+ or -

BASIC FORMATTING

Font Size	⇧+⌘+< or >
Leading Size	⌘+⌥+↑ or ↓
Flush Left	⇧+⌘+L
Flush Right	⇧+⌘+R
Center	⇧+⌘+C
Justify	⇧+⌘+J
Bold	⇧+⌘+B
Italic	⇧+⌘+I