

ADOBE INDESIGN CS5 windows

ID

File Menu

Browse in Bridge	Alt+ Ctrl+O
Close	Ctrl+W
Document Setup	Alt+ Ctrl+P
Exit, Quit	Ctrl+Q
Export	Ctrl+E
File Info	Alt+Shift+Ctrl+I
New > Document	Ctrl+N
Open	Ctrl+O
Place	Ctrl+D
Print	Ctrl+P
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save a Copy	Alt+ Ctrl+S

Edit Menu

Check In	Shift+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
Edit With	
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
Redo	Shift+Ctrl+Z
Select All	Ctrl+A
Spelling: Check Spelling	Ctrl+I
Step and Repeat	Alt+ Ctrl+U
Undo	Ctrl+Z

Layout Menu

First Page	Shift+Ctrl+Page Up
Go Back	Ctrl+Page Up
Go Forward	Ctrl+Page Down
Go to Page	Ctrl+J
Last Page	Shift+Ctrl+Page Down
Next Page	Shift+Page Down
Next Spread	Alt+Page Down
Pages: Add Page	Shift+Ctrl+P
Previous Page	Shift+Page Up
Previous Spread	Alt+Page Up

Type Menu

Create Outlines	Shift+Ctrl+O
Outlines w/o deleting text	Alt+ Shift+Ctrl+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+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]
Single Left Quote Mark	Text: Alt+[
Single Right Quote Mark	Text: Shift+Alt+]
Straight Double Quote Marks	Text: Shift+Alt+'
Bullet Character	Text: Alt+8
Copyright Symbol	Text: Alt+G
Registered Trademark Symbol	Text: Alt+R
Trademark Symbol	Text: Alt+2
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	Ctrl+G
Ungroup	Shift+Ctrl+G
Lock Position	Ctrl+L
Unlock Position	Alt+ Ctrl+L
Paths > Make Compound Path	Ctrl+8
Release Compound Path	Alt+Shift+Ctrl+8
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 Again	Alt+Ctrl+3
Transform Sequence Again	Alt+Ctrl+4

Object Editing

Decrease size / scale by 1%	Ctrl+,
Decrease size / scale by 5%	Alt+ Ctrl+,
Increase size / scale by 1%	Ctrl+.
Increase size / 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

Tables 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 kern/track	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: 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+=, 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 context menu	Shift+F10
Open/Close all side panels	Alt+ Shift+Ctrl+Tab
Previous window	Shift+Ctrl+Tab, Shift+Ctrl+'
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	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

Automation: Scripts	Alt+ Ctrl+F11
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 > Preview	Shift+Cmd+Return
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

Help Menu

InDesign Help	F1
---------------	----

training • consulting • graphic design • print publishing

InDesign • InCopy • Illustrator • Photoshop • Acrobat • FrameMaker
ePub • Flash Catalyst • Dreamweaver • Flash Pro • Accessibility

mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net
online at JetSetcom.net • TrainingOnsite.com



CERTIFIED EXPERT