

## Edit Menu

Check In	ctrl-shift-F9
Check In All	ctrl-alt-shift-F9
Check Out	ctrl-F9
Clear	backspace, Delete
Copy	ctrl-C
Cut	ctrl-X
Deselect All	ctrl-shift-A
Duplicate	ctrl-alt-shift-D
Edit in Story Editor	ctrl-Y
Find Next	ctrl-alt-F
Find/Change...	ctrl-F
Paste	ctrl-V
Paste Into	ctrl-alt-V
Paste in Place	ctrl-alt-shift-V
Paste without Formatting	ctrl-shift-V
Preferences: General...	ctrl-K
Quick Apply...	ctrl-enter
Redo	ctrl-shift-Z
Select All	ctrl-A
Spelling: Check Spelling...	ctrl-I
Step and Repeat...	ctrl-alt-U
Undo	ctrl-Z
Update Content	ctrl-F5

## File Menu

Browse...	ctrl-alt-O
Close	ctrl-W, ctrl-F4
Document Setup...	ctrl-alt-P
Exit	ctrl-Q
Export...	ctrl-E
File Info...	ctrl-alt-shift-I
New: Document...	ctrl-N
Open...	ctrl-O
Place...	ctrl-D
Preflight...	ctrl-alt-shift-F
Print...	ctrl-P
Save	ctrl-S
Save As...	ctrl-shift-S
Save a Copy...	ctrl-alt-S

## Help Menu

InDesign Help...	F1
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## Layout Menu

First Page	ctrl-shift-page up
Go Back	ctrl-page up
Go Forward	ctrl-page down
Go to Page...	ctrl-J
Last Page	ctrl-shift-page down
Next Page	shift-page down
Next Spread	alt-page down
Pages: Add Page	ctrl-shift-P
Previous Page	shift-page up
Previous Spread	alt-page up

## Notes Menu

Notes Mode	ctrl-F8
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## Object Editing

Decrease size / scale by 1%	ctrl-
Decrease size / scale by 5%	ctrl-alt-
Increase size / scale by 1%	ctrl.=
Increase size / scale by 5%	ctrl-alt.=
Nudge down	↓
Nudge down 1/10	ctrl-shift-↓
Nudge down 1/10 duplicate	ctrl-alt-shift-↓
Nudge down duplicate	alt-↓
Nudge down x10	shift-↓
Nudge down x10 duplicate	shift-alt-↓

Nudge left	←
Nudge left 1/10	ctrl-shift-←
Nudge left 1/10 duplicate	ctrl-alt-shift-←
Nudge left duplicate	alt-←
Nudge left x10	shift-←
Nudge left x10 duplicate	shift-alt-←
Nudge right	→
Nudge right 1/10	ctrl-shift-→
Nudge right 1/10 duplicate	ctrl-alt-shift-→
Nudge right duplicate	alt-→
Nudge right x10	shift-→
Nudge right x10 duplicate	shift-alt-→
Nudge up	↑
Nudge up 1/10	ctrl-shift-↑
Nudge up 1/10 duplicate	ctrl-alt-shift-↑
Nudge up duplicate	alt-↑
Nudge up x10	shift-↑
Nudge up x10 duplicate	shift-alt-↑
Select all guides	ctrl-alt-G

## Object Menu

Arrange: Bring Forward	ctrl-]
Arrange: Bring to Front	ctrl-shift-]
Arrange: Send Backward	ctrl-[
Arrange: Send to Back	ctrl-shift-[
Clipping Path: Options...	ctrl-alt-shift-K
Compound: Make Compound Path	ctrl-8
Compound: Release Compound Path	ctrl-alt-shift-8
Effects: Drop Shadow...	ctrl-alt-M
Fitting: Center Content	ctrl-shift-E
Fitting: Fill Frame Proportionally	ctrl-alt-shift-C
Fitting: Fit Content Proportionally	ctrl-alt-shift-E
Fitting: Fit Content to Frame	ctrl-alt-E
Fitting: Fit Frame to Content	ctrl-alt-C
Group	ctrl-G
Lock Position	ctrl-L
Select: First Object Above	ctrl-alt-shift-]
Select: Last Object Below	ctrl-alt-shift-[
Select: Next Object Above	ctrl-alt-]
Select: Next Object Below	ctrl-alt-[
Text Frame Options...	ctrl-B
Transform Again: Transform Again	ctrl-alt-3
Transform Again: Transform Sequence Again	ctrl-alt-4
Transform: Move...	ctrl-shift-M
Ungroup	ctrl-shift-G
Unlock Position	ctrl-alt-L

## Panel Menus

Character Styles: Redefine Style	ctrl-alt-shift-C
Character: All Caps	ctrl-shift-K
Character: Small Caps	ctrl-shift-H
Character: Strikethrough	ctrl-shift-/
Character: Subscript	ctrl-alt-shift-=
Character: Superscript	ctrl-shift>=
Character: Underline	ctrl-shift-U
Index: Add new index entry	ctrl-alt-shift-[
Index: Add new index entry (reversed)	ctrl-alt-shift-]
Index: New...	ctrl-U
Pages: Override All Master Page Items	ctrl-alt-shift-L
Paragraph Styles: Redefine Style	ctrl-alt-shift-R
Paragraph: Drop Caps and Nested Styles...	ctrl-alt-R
Paragraph: Justification...	ctrl-alt-shift-J
Paragraph: Keep Options...	ctrl-alt-K
Paragraph: Paragraph Rules...	ctrl-alt-J
Tags: Autotag	ctrl-alt-shift-F7

## Structure Navigation (XML Selection)

Collapse element	←
Collapse element and child elements	alt-←
Expand element	→
Expand element and child elements	alt-→
Extend XML selection down	shift-↓
Extend XML selection up	shift-↑
Move XML selection down	↓
Move XML selection up	↑
Scroll structure pane down one screen	page down
Scroll structure pane up one screen	page up
Select first XML node	home
Select last XML node	end
Select through first XML node	shift-home
Select through last XML node	shift-end
View next validation error	ctrl-→
View previous validation error	ctrl-←

## Tables Menu

Cell Options: Text...	ctrl-alt-B
Delete: Column	shift-backspace
Delete: Row	ctrl-backspace
Insert Table...	ctrl-alt-shift-T
Insert: Column...	ctrl-alt-9
Insert: Row...	ctrl-9
Select: Cell	ctrl-/
Select: Column	ctrl-alt-3
Select: Row	ctrl-3
Select: Table	ctrl-alt-A
Table Options: Table Setup...	ctrl-alt-shift-B

## Text and Tables

Align center	ctrl-shift-C
Align force justify	ctrl-shift-F
Align justify	ctrl-shift-J
Align left	ctrl-shift-L
Align right	ctrl-shift-R
Align to baseline grid	ctrl-alt-shift-G
Apply bold	ctrl-shift-B
Apply italic	ctrl-shift-I
Apply normal	ctrl-shift-Y
Auto leading	ctrl-alt-shift-A
Auto-hyphenate on/off	ctrl-alt-shift-H
Decrease baseline shift	shift-alt-↓
Decrease baseline shift x 5	ctrl-alt-shift-↓
Decrease kerning/tracking	alt-←
Decrease kerning/tracking x 5	ctrl-alt-←
Decrease leading	alt-↑
Decrease leading x 5	ctrl-alt-↑
Decrease point size	ctrl-shift-
Decrease point size x 5	ctrl-alt-shift-
Decrease word space	ctrl-alt-backspace
Decrease word space x 5	ctrl-alt-shift-backspace
Delete one character to the left	backspace
Delete one character to the right	delete
Delete one word to the left	ctrl-backspace
Delete one word to the right	ctrl-delete
Find Next	shift-F2
Increase baseline shift	shift-alt-↑
Increase baseline shift x 5	ctrl-alt-shift-↑
Increase kerning/tracking	alt-→
Increase kerning/tracking x 5	ctrl-alt-→
Increase leading	alt-↓
Increase leading x 5	ctrl-alt-↓
Increase point size	ctrl-shift.=
Increase point size x 5	ctrl-alt-shift.=
Increase word space	ctrl-alt-\
Increase word space x 5	ctrl-alt-shift-\

Load Find and Find Next instance	shift-F1	Pencil Tool	N	Hide Rulers	ctrl-R
Load Find with selected text	ctrl-F1	Position Tool	shift-A	Overprint Preview	ctrl-alt-shift-Y
Load Replace with selected text	ctrl-F2	Rectangle Frame Tool	F	Show Text Threads	ctrl-alt-Y
Move Down, Left, Right, Up	↓, ←, →, ↑	Rectangle Tool	M	Structure: Show Structure	ctrl-alt-1
Move to First Cell in Column	alt-page up	Rotate Tool	R	Zoom In	ctrl=, ctrl-Num +
Move to First Cell in Row	alt-home	Scale Tool	S	Zoom Out	ctrl-, ctrl-Num -
Move to First Row in Frame	page up	Scissors Tool	C	<b>Views, Navigation</b>	
Move to Last Cell in Column	alt-page down	Selection Tool	V, esc	200% size	ctrl-2
Move to Last Cell in Row	alt-end	Shear Tool	O	400% size	ctrl-4
Move to Last Row in Frame	page down	Swap fill and stroke activation	X	50% size	ctrl-5
Move to Next Cell	tab	Swap fill and stroke colors	shift-X	Access zoom percentage box	ctrl-alt-5
Move to Previous Cell	shift-tab	Toggle Text and Object Control	J	Activate last-used field in panel	ctrl-alt-`
Move to beginning of story	ctrl-home	Toggle view setting between default and preview	W	Close all	ctrl-alt-shift-W
Move to end of story	ctrl-end	Type Tool	T	Close document	ctrl-shift-W
Move to the end of the line	end	Type on a Path Tool	shift-T	First Spread	shift-alt-page up, home
Move to the left one word	ctrl←	Zoom Tool	Z	Fit Selection in Window	ctrl-alt=
Move to the next paragraph	ctrl↓	<b>Type Menu</b>			
Move to the previous paragraph	ctrl↑	Create Outlines	ctrl-shift-O	Force redraw	shift-F5
Move to the right one word	ctrl→	Create outlines without deleting text	ctrl-alt-shift-O	Go to first frame in thread	ctrl-alt-shift-page up
Move to the start of the line	home	Insert Break Character: Column Break	Num enter	Go to last frame in thread	ctrl-alt-shift-page down
Normal horizontal text scale	ctrl-shift-X	Insert Break Character: Forced Line Break	shift-enter	Go to next frame in thread	ctrl-alt-page down
Normal vertical text scale	ctrl-alt-shift-X	Insert Break Character: Frame Break	shift-Num enter	Go to previous frame in thread	ctrl-alt-page up
Recompose all stories	ctrl-alt-/	Insert Break Character: Page Break	ctrl-Num enter	Last Spread	shift-alt-page down, end
Replace with Change To text	ctrl-F3	Insert Special Character:		New default document	ctrl-alt-N
Replace with Change To text and Find Next	shift-F3	Hyphens and Dashes: Discretionary Hyphen	ctrl-shift--	Next window	ctrl-tab, ctrl-`
Reset kerning and tracking	ctrl-alt-Q	Hyphens and Dashes: Em Dash	shift-alt--	Open context menu	shift-F10
Select Cells Above	shift↑	Hyphens and Dashes: En Dash	alt--	Open/Close all panels in side tabs	ctrl-alt-shift-tab
Select Cells Below	shift↓	Hyphens and Dashes: Nonbreaking Hyphen	ctrl-alt--	Previous window	ctrl-shift-tab, ctrl-shift-`
Select Cells to the Left	shift←	Markers: Current Page Number	ctrl-alt-shift-N	Save all	ctrl-alt-shift-S
Select Cells to the Right	shift→	Other: Indent to Here	ctrl\	Scroll down one screen	page down, page down
Select line	ctrl-shift-\	Other: Right Indent Tab	shift-tab	Scroll up one screen	page up, page up
Select one character to the left	shift←	Quotation Marks: Double Left (‘‘)	alt-[	Show 1st spot plate	ctrl-alt-shift-5
Select one character to the right	shift→	Quotation Marks: Double Right (’’)	shift-alt-[	Show 2nd spot plate	ctrl-alt-shift-6
Select one line above	shift↑	Quotation Marks: Single Left (‘)	alt-]	Show 3rd spot plate	ctrl-alt-shift-7
Select one line below	shift↓	Quotation Marks: Single Right (’)	shift-alt-]	Show Black plate	ctrl-alt-shift-4
Select one paragraph before	ctrl-shift↑	Quotation Marks: Straight Double (’’)	shift-alt-’	Show Cyan plate	ctrl-alt-shift-1
Select one paragraph forward	ctrl-shift↓	Quotation Marks: Straight Single (’)	alt-’	Show Magenta plate	ctrl-alt-shift-2
Select one word to the left	ctrl-shift←	Symbols: Bullet Character	alt-8	Show Yellow plate	ctrl-alt-shift-3
Select one word to the right	ctrl-shift→	Symbols: Copyright Symbol	alt-G	Show all plates	ctrl-alt-shift-`
Select to beginning of story	ctrl-shift-home	Symbols: Ellipsis	alt-;	Show/Hide all panels	tab
Select to end of story	ctrl-shift-end	Symbols: Paragraph Symbol	alt-7	Show/Hide all panels except toolbox	shift-tab
Select to the end of the line	shift-end	Symbols: Registered Trademark Symbol	alt-R	Suppress overrides (view optimized)	shift-esc
Select to the start of the line	shift-home	Symbols: Section Symbol	alt-6	Toggle Character & Para. Modes in Control Panel	ctrl-alt-7
Start Row on Next Column	Num enter	Symbols: Trademark Symbol	alt-2	Toggle Keyboard Focus in Control Panel	ctrl-6
Start Row on Next Frame	shift-Num enter	Insert White Space: Em Space	ctrl-shift-M	Toggle Measurement System	ctrl-alt-shift-U
Toggle Cell/Text Selection	esc	Insert White Space: En Space	ctrl-shift-N	Toggle between current and previous views	ctrl-alt-2
Toggle Typographer’s Quotes Preference	ctrl-alt-shift-’	Insert White Space: Nonbreaking Space	ctrl-alt-X	<b>Window Menu</b>	
Update missing font list	ctrl-alt-shift-/	Insert White Space: Thin Space	ctrl-alt-shift-M	Automation: Scripts	ctrl-alt-F11

## Tools

Add Anchor Point Tool	=
Apply Color	,
Apply Gradient	.
Apply None	Num /, /
Apply default fill and stroke colors	D
Button Tool	B
Convert Direction Point Tool	shift-C
Delete Anchor Point Tool	-
Direct Selection Tool	A
Ellipse Tool	L
Eyedropper Tool	I
Free Transform Tool	E
Gradient Feather Tool	shift-G
Gradient Swatch Tool	G
Hand Tool	H
Line Tool	\
Measure Tool	K
Pen Tool	P

## View Menu

Actual Size	ctrl-1
Display Perf.: Clear Object-Level Display Settings	ctrl-shift-F2
Display Performance: Fast Display	ctrl-alt-shift-Z
Display Performance: High Quality Display	ctrl-alt-H
Display Performance: Typical Display	ctrl-alt-Z
Entire Pasteboard	ctrl-alt-shift-0
Fit Page in Window	ctrl-0
Fit Spread in Window	ctrl-alt-0
Grids & Guides: Lock Guides	ctrl-alt-;
Grids & Guides: Show Baseline Grid	ctrl-alt-’
Grids & Guides: Show Document Grid	ctrl-’
Grids & Guides: Show Guides	ctrl-;
Grids & Guides: Snap to Document Grid	ctrl-shift-’
Grids & Guides: Snap to Guides	ctrl-shift-;
Hide Frame Edges	ctrl-H