

Dear Friend,

I sincerely hope that you find the attached InDesign Keyboard Shortcut Reference helpful. Learning the keyboard shortcuts for repetitive tasks is one of the best ways to increase your productivity and to make life with InDesign more enjoyable.

Don't be intimidated by the number of keyboard shortcuts — you don't need to learn them all. Highlight the shortcuts that you think will be most useful, and work on learning a new one each week.

All the best,



P.S. Want to learn more? I can come to your place of work, anywhere in the world, and help you learn more about Adobe InDesign, InCopy, Illustrator, Photoshop, Acrobat or Flash. I do custom training for individuals, small and large groups. I have training prepared that will quickly bring you up to speed on all the new features of CS4, or I can customize a session to cover just the topics you want to learn. For more information, contact me using the sources below.

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# About Gilbert Consulting

Keith Gilbert is the principal of Gilbert Consulting, a St. Paul Minnesota consulting and training firm. Keith has been instructing and consulting with graphic designers and communicators since 1985.

Keith is an *Adobe Certified Instructor* and an *Adobe Print Specialist*, one of a select group of individuals nationwide to be certified for on-site training in InDesign, InCopy, Illustrator, Photoshop, and Acrobat. Training and consulting engagements have taken him throughout the United States, as well as to Bridgetown, Barbados and Nairobi, Kenya.

Keith has a degree in Computer Science from the University of Minnesota. He is passionate about design and typography. When not teaching and consulting, Keith tackles design and production challenges for a select group of clients. This gives him a chance to use the latest software to solve real world design and production problems.

Keith is a founding member and the Chapter Representative for the Twin Cities InDesign User Group. He is a frequent speaker at industry seminars and conferences.

Contact Keith at 651-633-7148 if you would like more information about training or consulting at your company.



**Clients include:** 3M, **Adobe**, Agility Logistics, AgriBank, AGS, American Express Financial Advisors, American Printing, Andersen Windows, **Apple Computer**, Association of Medical Illustrators, Aveda, Automatic Equipment Mfg., Banner Engineering, Banta, Basin Electric Power Cooperative, **Best Buy**, Bethany Press, Billy Graham Evangelistic Association, BI Performance Services, Bozell, Bolger, Boom Island, c3 Premedia, Caribbean Development Bank, Carleton College, Calumet Photographic, **Cargill**, Carmichael Lynch, Carlson Marketing, Century Graphics, Cenveo, Cities of Burnsville, Eagan, Edina, Golden Valley, Plymouth, South St. Paul and Woodbury, City and Regional Magazine Assoc., Clarity Coverdale Fury, Coleman Brandworx, Colle+McVoy, College of St. Catherine, Color Response, CompCare Publishers, Coughlan Publishing, Country Insurance, Creatis, **CreativePro**, Data Recognition Corporation, DBI-SALA, DecoPac, Deluxe, Det-tronics, Digi-Key, DPD Print Management, DowBrands, ECM Publishers, Ecolab, **EFI**, Ellerbe Becket, Explore Minnesota Tourism, Fallon, Franke + Fiorella, Free Spirit Publishing, Gabriel deGroot Bendt, **General Electric**, **General Mills**, Graf Advertising, GraphicsXpress, Gray Plant Mooty, Group Design, Hamline University, Hazelden, Hendlin Visual Communications, HGA, Holmberg, Home Service Publications, **Hormel Foods**, IFAI, IFG Asset Management, **Jostens**, Kids Quest, KMSP Television, K.L. Publications, Lafayette Litho, Lakewood Publications, **Lands' End**, Laser Systems, Lifetouch, Litho Inc., Little & Co., The Liturgical Press, **Lockheed Martin**, Lumonics, Machine Tool Supply, **Macy's**, Malt-o-Meal, Mammoth Marketing Communications, Maurices, MCS, Medical Arts Press, **Medtronic**, Merrill, Metro Printing, Meyers Printing, Midwest Energy Association, MILAB, Minneapolis Public Library, MN Association of Realtors, MN Dept. of Administration, MN Dept. of Children, Families & Learning, MN Dept. of Human Services, MN Dept. of Natural Resources, MN Dept. of Public Safety, MN Dept. of Revenue, MN Dept. of Trade & Economic Development, MN Secretary of State office, Mobium, Mortenson, MSP Communications, National Computer Systems, North American Membership Group, Northrup King, Norwest, Organic Valley, Parachute Design, **Pearson**, Phipps Creative Services, Preventive Care, Prime Therapeutics, Printing Industries of Minnesota, Prisma, Prudential Insurance, Purup Prepress America, **Quebecor World**, Ramsey County, **RR Donnelley**, Sage Company, **San Diego Union-Tribune**, Sandoz Nutrition, Science Museum of MN, Scoville Press, SEH, Sibley Medical, SIT Investments, Smead, Spectrum, South Central Technical College, South Dakota Education Association, **Southern Graphics**, St. John's University, Stanton Publication Services, Sterling Sommer Creative Printing, Sun Newspapers, Tad Ware & Company, **Taylor, Target Corp.**, TargetCom, Tescom, Thomson Learning, Thrivent, Ulteig Engineers, **United Nations**, United Properties, University of Minnesota, University of Wisconsin Eau Claire, U.S. Bank, Utne Magazine, UV Color, Vertis, Viking Press, Walman Optical, Web Label, Welsh, Westwood Professional Services, Wilson's, Worzalla, Yamamoto Moss MacKenzie

Visit [blog.gilbertconsulting.com](http://blog.gilbertconsulting.com)  
for more tips, techniques & resources!



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CERTIFIED EXPERT



COMMUNITY  
EXPERT



CERTIFIED INSTRUCTOR

## Application Menu

Preferences: General... ⌘-K

## File Menu

New: Document... ⌘-N  
 New default document ⌘-option-N  
 Open... ⌘-O  
 Browse in Bridge... ⌘-option-O  
 Close ⌘-W  
 Close all open documents ⌘-option-shift-W  
 Save ⌘-S  
 Save As... ⌘-shift-S  
 Save all ⌘-option-shift-S  
 Save a Copy... ⌘-option-S  
 Place... ⌘-D  
 Export... ⌘-E  
 Document Setup... ⌘-option-P  
 File Info... ⌘-option-shift-I  
 Package... ⌘-option-shift-P  
 Print... ⌘-P

## Edit Menu

Undo ⌘-Z  
 Redo ⌘-shift-Z  
 Clear delete  
 Cut ⌘-X  
 Copy ⌘-C  
 Paste ⌘-V  
 Paste Into ⌘-option-V  
 Paste in Place ⌘-option-shift-V  
 Paste without Formatting ⌘-shift-V  
 Duplicate ⌘-option-shift-D  
 Step and Repeat... ⌘-option-U  
 Select All ⌘-A  
 Deselect All ⌘-shift-A  
 InCopy: Check In ⌘-shift-F9  
 InCopy: Check In All ⌘-option-shift-F9  
 InCopy: Check Out ⌘-F9  
 InCopy: Update Content ⌘-ctrl-F5  
 Edit in Story Editor ⌘-Y  
 Quick Apply... ⌘-return  
 Find/Change... ⌘-F  
 Find Next ⌘-option-F  
 Spelling: Check Spelling... ⌘-I

## Layout Menu

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

## Type Menu

Create Outlines ⌘-shift-O  
 Create outlines without deleting text ⌘-option-shift-O  
 Show/Hide Hidden Characters ⌘-option-I  
 Notes: Notes Mode ⌘-F8  
 Tabs ⌘-shift-T  
 Insert Break Character: Column Break enter  
 Insert Break Character: Forced Line Break shift-return  
 Insert Break Character: Frame Break shift-enter  
 Insert Break Character: Page Break ⌘-enter

Insert Special Character:  
 Hyphens and Dashes: Em Dash option-shift-  
 Hyphens and Dashes: En Dash option-  
 Hyphens and Dashes: Discretionary Hyphen ⌘-shift-  
 Hyphens and Dashes: Nonbreaking Hyphen ⌘-option-  
 Markers: Current Page Number ⌘-option-shift-N  
 Other: End Nested Style Here option-enter  
 Other: Indent to Here ⌘-\  
 Other: Right Indent Tab shift-tab  
 Quotation Marks: Double Left (“) option-[  
 Quotation Marks: Double Right (”) option-shift-[  
 Quotation Marks: Single Left (‘) option-]  
 Quotation Marks: Single Right (’) option-shift-]  
 Quotation Marks: Straight Double (") shift-ctrl-'  
 Quotation Marks: Straight Single (') ctrl-'  
 Inverted exclamation point (!) option-1  
 Symbols: Trademark (™) option-2  
 British pound symbol (£) option-3  
 Cents symbol (¢) option-4  
 Infinity symbol (∞) option-5  
 Symbols: Section Symbol (§) option-6  
 Symbols: Paragraph Symbol (¶) option-7  
 Symbols: Bullet Character option-8  
 Symbols: Copyright Symbol option-G  
 Symbols: Ellipsis option-;  
 Symbols: Registered Trademark (®) option-R  
 Not equal symbol (≠) option-=  
 Insert White Space: Em Space ⌘-shift-M  
 Insert White Space: En Space ⌘-shift-N  
 Insert White Space: Nonbreaking Space ⌘-option-X  
 Insert White Space: Thin Space ⌘-option-shift-M

## Window Menu

Arrange: Minimize ⌘-M  
 Automation: Scripts ⌘-option-F11  
 Color F6  
 Control ⌘-option-6  
 Effects ⌘-shift-F10  
 Info F8  
 Layers F7  
 Links ⌘-shift-D  
 Object & Layout: Align shift-F7  
 Object Styles ⌘-F7  
 Output: Preflight ⌘-option-shift-F  
 Output: Separations Preview shift-F6  
 Pages ⌘-F12  
 Stroke ⌘-F10  
 Swatches F5  
 Text Wrap ⌘-option-W  
 Type & Tables: Character ⌘-T  
 Type & Tables: Character Styles shift-F11  
 Type & Tables: Glyphs option-shift-F11  
 Type & Tables: Index shift-F8  
 Type & Tables: Paragraph ⌘-option-T  
 Type & Tables: Paragraph Styles ⌘-F11  
 Type & Tables: Table shift-F9

## Panel Menus

Character Styles: Redefine Style ⌘-option-shift-C  
 Paragraph Styles: Redefine Style ⌘-option-shift-R  
 Index: Add new index entry ⌘-option-shift-[  
 Index: Add new index entry (reversed) ⌘-option-shift-]  
 Index: New... ⌘-7  
 Pages: Override All Master Page Items ⌘-option-shift-L  
 Paragraph: Drop Caps and Nested Styles... ⌘-option-R  
 Paragraph: Justification... ⌘-option-shift-J  
 Paragraph: Keep Options... ⌘-option-K

Paragraph: Paragraph Rules... ⌘-option-J  
 Tags: Autotag ⌘-option-shift-F7

## Tables

Insert Table... ⌘-option-shift-T  
 Table Options: Table Setup... ⌘-option-shift-B  
 Cell Options: Text... ⌘-option-B  
 Insert: Row... ⌘-9  
 Insert: Column... ⌘-option-9  
 Delete: Row ⌘-delete  
 Delete: Column shift-delete  
 Select Cell, Toggle Cell/Text Selection esc  
 Select Cells to the Left shift-←  
 Select Cells to the Right shift-→  
 Select Cells Above ⌘-↑  
 Select Cells Below ⌘-↓  
 Select Row ⌘-3  
 Select Column ⌘-option-3  
 Select Table ⌘-option-A  
 Move to First Row in Frame page up  
 Move to First Cell in Column option-page up  
 Move to First Cell in Row option-home  
 Move to Last Row in Frame page down  
 Move to Last Cell in Column option-page down  
 Move to Last Cell in Row option-end  
 Move to Next Cell tab  
 Move to Previous Cell shift-tab  
 Start Row on Next Column enter  
 Start Row on Next Frame shift-enter  
 Clear data from selected table cells delete

## Object Editing

Transform: Move... ⌘-shift-M  
 Transform Again: Transform Again ⌘-option-3  
 Transform Again: Transform Sequence Again ⌘-option-4  
 Arrange: Bring Forward ⌘-]  
 Arrange: Bring to Front ⌘-shift-]  
 Arrange: Send Backward ⌘-[,  
 Arrange: Send to Back ⌘-shift-[,  
 Select: Next Object Above ⌘-option-]  
 Select: First Object Above ⌘-option-shift-]  
 Select: Next Object Below ⌘-option-[,  
 Select: Last Object Below ⌘-option-shift-[,  
 Group ⌘-G  
 Ungroup ⌘-shift-G  
 Lock Position ⌘-L  
 Unlock Position ⌘-option-L  
 Text Frame Options... ⌘-B  
 Fitting: Center Content ⌘-shift-E  
 Fitting: Fit Content to Frame ⌘-option-E  
 Fitting: Fit Content Proportionally ⌘-option-shift-E  
 Fitting: Fit Frame to Content ⌘-option-C  
 Fitting: Fill Frame Proportionally ⌘-option-shift-C  
 Effects: Drop Shadow... ⌘-option-M  
 Clipping Path: Options... ⌘-option-shift-K  
 Paths: Make Compound Path ⌘-8  
 Paths: Release Compound Path ⌘-option-shift-8  
 Decrease scale by 1% ⌘-  
 Decrease scale by 5% ⌘-option-  
 Increase scale by 1% ⌘-.  
 Increase scale by 5% ⌘-option-.  
 Nudge left, right, down, up ←, →, ↓, ↑  
 Nudge left duplicate option-←  
 Nudge left 1/10 ⌘-shift-←  
 Nudge left 1/10 duplicate ⌘-option-shift-←  
 Nudge left x10 shift-←  
 Nudge left x10 duplicate option-shift-←

Nudge right duplicate	option→	Decrease baseline shift	option-shift↓	Shear Tool	0
Nudge right 1/40	⌘-shift→	Decrease baseline shift x 5	⌘-option-shift↓	Swap fill and stroke activation	X
Nudge right 1/40 duplicate	⌘-option-shift→	Increase baseline shift	option-shift↑	Swap fill and stroke colors	shift-X
Nudge right x10	shift→	Increase baseline shift x 5	⌘-option-shift↑	Toggle Text and Object Control	J
Nudge right x10 duplicate	option-shift→	Decrease word space	⌘-option-delete	Toggle view setting between default and preview	W
Nudge down duplicate	option↓	Decrease word space x 5	⌘-option-shift-delete	Type Tool	T
Nudge down 1/40	⌘-shift↓	Increase word space	⌘-option-\	Type on a Path Tool	shift-T
Nudge down 1/40 duplicate	⌘-option-shift↓	Increase word space x 5	⌘-option-shift-\	Zoom Tool	Z
Nudge down x10	shift↓	Delete one character to the left	delete		
Nudge down x10 duplicate	option-shift↓	Delete one character to the right	shift-delete		
Nudge up duplicate	option↑	Delete one word to the left	⌘-delete		
Nudge up 1/40	⌘-shift↑	Delete one word to the right	⌘-delete		
Nudge up 1/40 duplicate	⌘-option-shift↑	Load Find with selected text & Find Next instance	shift-F1		
Nudge up x10	shift↑	Find Next	shift-F2		
Nudge up x10 duplicate	option-shift↑	Load Find with selected text	⌘-F1		
Select all Guides	⌘-option-G	Load Replace with selected text	⌘-F2		
		Replace with Change To text	⌘-F3		
		Replace with Change To text and Find Next	shift-F3		
		Move to the start of the line	home		
		Move to beginning of the story	⌘-home		
		Move to the end of the line	end		
		Move to end of the story	⌘-end		
		Move Left, Right, Down, Up	←, →, ↓, ↑		
		Move to the left one word	⌘-←		
		Move to the right one word	⌘-→		
		Move to the next paragraph	⌘-↓		
		Move to the previous paragraph	⌘-↑		
		Select line	⌘-shift-\		
		Select one character to the left/right	shift-←, shift-→		
		Select one line above/below	shift-↑, shift-↓		
		Select one paragraph before	⌘-shift-↑		
		Select one paragraph forward	⌘-shift-↓		
		Select one word to the left	⌘-shift-←		
		Select one word to the right	⌘-shift-→		
		Select to the start of the line	shift-home		
		Select to the beginning of the story	⌘-shift-home		
		Select to the end of the line	shift-end		
		Select to the end of the story	⌘-shift-end		
		Recompose all stories	⌘-option-/		
		Update missing font list	⌘-option-shift-/		

## Structure Navigation (XML Selection)

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

## Text

Align left	⌘-shift-L		
Align center	⌘-shift-C		
Align right	⌘-shift-R		
Align justify	⌘-shift-J		
Align force justify	⌘-shift-F		
Align to baseline grid	⌘-option-shift-G		
Apply bold	⌘-shift-B		
Apply italic	⌘-shift-I		
Apply all caps	⌘-shift-K		
Apply small caps	⌘-shift-H		
Apply strikethrough	⌘-shift-/		
Apply superscript	⌘-shift=		
Apply subscript	⌘-option-shift=		
Apply underline	⌘-shift-U		
Apply normal	⌘-shift-Y		
Apply normal horizontal text scale	⌘-shift-X		
Apply normal vertical text scale	⌘-option-shift-X		
Auto leading	⌘-option-shift-A		
Auto-hyphenate on/off	⌘-option-shift-H		
Toggle Typographer's Quotes Preference	⌘-option-shift-'		

## Tools

Add Anchor Point Tool	=		
Apply Color	,		
Apply Gradient	.		
Apply None	/		
Apply default fill and stroke colors	D		
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		
Pencil Tool	N		
Position Tool	shift-A		
Rectangle Frame Tool	F		
Rectangle Tool	M		
Rotate Tool	R		
Scale Tool	S		
Scissors Tool	C		
Selection Tool	V, Text: esc		

## Views, Navigation

Overprint Preview	⌘-option-shift-Y
Zoom In/Zoom Out	⌘-=, ⌘-=-
Fit Page in Window	⌘-0
Fit Spread in Window	⌘-option-0
Entire Pasteboard	⌘-option-shift-0
Fit Selection in Window	⌘-option=-
Actual Size	⌘-1
200%	⌘-2
400%	⌘-4
50%	⌘-5
Access zoom % box (if Application Bar hidden)	⌘-option-5
Display Perf: Clear Object-Level Display Settings	⌘-shift-F2
Display Performance: Typical Display	⌘-option-Z
Display Performance: Fast Display	⌘-option-shift-Z
Display Performance: High Quality Display	⌘-option-ctrl-H
Structure: Show Structure	⌘-option-1
Show/Hide Text Threads	⌘-option-Y
Show/Hide Frame Edges	⌘-ctrl-H
Show/Hide Rulers	⌘-R
Show Cyan plate	⌘-option-shift-1
Show Magenta plate	⌘-option-shift-2
Show Yellow plate	⌘-option-shift-3
Show Black plate	⌘-option-shift-4
Show 1st spot plate	⌘-option-shift-5
Show 2nd spot plate	⌘-option-shift-6
Show 3rd spot plate	⌘-option-shift-7
Show all plates	⌘-option-shift-`
Grids & Guides: Show Guides	⌘-;
Grids & Guides: Snap to Guides	⌘-shift-;
Grids & Guides: Lock Guides	⌘-option-;
Grids & Guides: Show Document Grid	⌘-'
Grids & Guides: Snap to Document Grid	⌘-shift-'
Grids & Guides: Show Baseline Grid	⌘-option-'
Grids & Guides: Smart Guides	⌘-U
Activate last-used field in panel	⌘-option-`
Go to first spread	home, option-shift-page up
Go to last spread	end, option-shift-page down
Go to previous frame in thread	⌘-option-page up
Go to first frame in thread	⌘-option-shift-page up
Go to next frame in thread	⌘-option-page down
Go to last frame in thread	⌘-option-shift-page down
Scroll down/up one screen	page down/page up
Force redraw	shift-F5
Show/Hide all panels	tab
Show/Hide all panels except tools panel	shift-tab
Expand/collapse all docked panels	⌘-option-tab
Suppress overrides (view optimized)	shift-esc
Toggle Character & Para. Modes in Control Panel	⌘-option-7
Toggle Keyboard Focus in Control Panel	⌘-6
Toggle Measurement System	⌘-option-shift-U
Toggle between current and previous views	⌘-option-2
Next Window	⌘-`
Previous Window	⌘-shift-`
Hide InDesign	⌘-H
Hide Others	⌘-option-H
Quit InDesign	⌘-Q
InDesign Help...	Help