

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.

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
for more tips, techniques & resources!



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CERTIFIED INSTRUCTOR

File Menu

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

Edit Menu

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

Layout Menu

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

Type Menu

Create Outlines	ctrl-shift-O
Create outlines without deleting text	ctrl-alt-shift-O
Show/Hide Hidden Characters	ctrl-alt-I
Notes: Notes Mode	ctrl-F8
Tabs	ctrl-shift-T
Insert Break Character: Column Break	num pad enter
Insert Break Character: Forced Line Break	shift-enter

Insert Break Character: Frame Break	shift-num pad enter
Insert Break Character: Page Break	ctrl-num pad enter
Insert Special Character:	
Hyphens and Dashes: Em Dash	alt-shift-—
Hyphens and Dashes: En Dash	alt-—
Hyphens and Dashes: Discretionary Hyphen	ctrl-shift-—
Hyphens and Dashes: Nonbreaking Hyphen	ctrl-alt-—
Markers: Current Page Number	ctrl-alt-shift-N
Other: Indent to Here	ctrl-\
Other: Right Indent Tab	shift-tab
Quotation Marks: Double Left (“)	alt-[
Quotation Marks: Double Right (”)	alt-shift-[
Quotation Marks: Single Left (‘)	alt-]
Quotation Marks: Single Right (’)	alt-shift-]
Quotation Marks: Straight Double (")	alt-shift-'
Quotation Marks: Straight Single (')	alt-'
Symbols: Section Symbol (§)	alt-6
Symbols: Paragraph Symbol (¶)	alt-7
Symbols: Bullet Character (•)	alt-8
Symbols: Copyright Symbol (©)	alt-G
Symbols: Ellipsis (...)	alt-;
Symbols: Registered Trademark (®)	alt-R
Symbols: Trademark (™)	alt-2
Insert White Space: Em Space	ctrl-shift-M
Insert White Space: En Space	ctrl-shift-N
Insert White Space: Nonbreaking Space	ctrl-alt-X
Insert White Space: Thin Space	ctrl-alt-shift-M

Window Menu

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

Panel Menus

Character Styles: Redefine Style	ctrl-alt-shift-C
Paragraph Styles: Redefine Style	ctrl-alt-shift-R
Index: Add new index entry	ctrl-alt-shift-[
Index: Add new index entry (reversed)	ctrl-alt-shift-]
Index: New...	ctrl-7
Pages: Override All Master Page Items	ctrl-alt-shift-L
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

Tables

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

Object Editing

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

Nudge right duplicate	alt→	Reset kerning and tracking	ctrl-alt-Q	Scissors Tool	C
Nudge right 1/10	ctrl-shift→	Decrease baseline shift	alt-shift-↓	Selection Tool	V, Text: esc
Nudge right 1/10 duplicate	ctrl-alt-shift→	Decrease baseline shift x 5	ctrl-alt-shift-↓	Shear Tool	O
Nudge right x10	shift→	Increase baseline shift	alt-shift-↑	Swap fill and stroke activation	X
Nudge right x10 duplicate	alt-shift→	Increase baseline shift x 5	ctrl-alt-shift-↑	Swap fill and stroke colors	shift-X
Nudge down duplicate	alt-↓	Decrease word space	ctrl-alt-backspace	Toggle Text and Object Control	J
Nudge down 1/10	ctrl-shift-↓	Decrease word space x 5	ctrl-alt-shift-backspace	Toggle view setting between default and preview	W
Nudge down 1/10 duplicate	ctrl-alt-shift-↓	Increase word space	ctrl-alt-\	Type Tool	T
Nudge down x10	shift-↓	Increase word space x 5	ctrl-alt-shift-\	Type on a Path Tool	shift-T
Nudge down x10 duplicate	alt-shift-↓	Delete one character to the left	backspace	Zoom Tool	Z
Nudge up duplicate	alt-↑	Delete one character to the right	delete		
Nudge up 1/10	ctrl-shift-↑	Delete one word to the left	ctrl-backspace		
Nudge up 1/10 duplicate	ctrl-alt-shift-↑	Delete one word to the right	ctrl-delete		
Nudge up x10	shift-↑	Load Find with selected text & Find Next instance	shift-F1		
Nudge up x10 duplicate	alt-shift-↑	Find Next	shift-F2		
Select all Guides	ctrl-alt-G	Load Find with selected text	ctrl-F1		
		Load Replace with selected text	ctrl-F2		
		Replace with Change To text	ctrl-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	ctrl-home		
		Move to the end of the line	end		
		Move to end of the story	ctrl-end		
		Move Left, Right, Down, Up	←, →, ↓, ↑		
		Move to the left one word	ctrl-←		
		Move to the right one word	ctrl-→		
		Move to the next paragraph	ctrl-↓		
		Move to the previous paragraph	ctrl-↑		
		Select line	ctrl-shift-\		
		Select one character to the left/right	shift-←, shift-→		
		Select one line above/below	shift-↑, shift-↓		
		Select one paragraph before	ctrl-shift-↑		
		Select one paragraph forward	ctrl-shift-↓		
		Select one word to the left	ctrl-shift-←		
		Select one word to the right	ctrl-shift-→		
		Select to the start of the line	shift-home		
		Select to the beginning of the story	ctrl-shift-home		
		Select to the end of the line	shift-end		
		Select to the end of the story	ctrl-shift-end		
		Recompose all stories	ctrl-alt-/		
		Update missing font list	ctrl-alt-shift-/		

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/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	ctrl-→
View previous validation error	ctrl-←

Text

Align left	ctrl-shift-L
Align center	ctrl-shift-C
Align right	ctrl-shift-R
Align justify	ctrl-shift-J
Align force justify	ctrl-shift-F
Align to baseline grid	ctrl-alt-shift-G
Apply bold	ctrl-shift-B
Apply italic	ctrl-shift-I
Apply all caps	ctrl-shift-K
Apply small caps	ctrl-shift-H
Apply strikethrough	ctrl-shift-/
Apply superscript	ctrl-shift=
Apply subscript	ctrl-alt-shift=
Apply underline	ctrl-shift-U
Apply normal	ctrl-shift-Y
Apply normal horizontal text scale	ctrl-shift-X
Apply normal vertical text scale	ctrl-alt-shift-X
Auto leading	ctrl-alt-shift-A
Auto-hyphenate on/off	ctrl-alt-shift-H
Toggle Typographer's Quotes Preference	ctrl-alt-shift-'
Decrease point size	ctrl-shift-,
Decrease point size x 5	ctrl-alt-shift-,
Increase point size	ctrl-shift.=
Increase point size x 5	ctrl-alt-shift.=
Decrease leading	alt-↑
Decrease leading x 5	ctrl-alt-↑
Increase leading	alt-↓
Increase leading x 5	ctrl-alt-↓
Decrease kerning/tracking	alt-←
Decrease kerning/tracking x 5	ctrl-alt-←
Increase kerning/tracking	alt-→
Increase kerning/tracking x 5	ctrl-alt-→

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
Activate last-used field in panel	ctrl-alt-`
Go to first spread	home, alt-shift-page up
Go to last spread	end, alt-shift-page down
Go to previous frame in thread	ctrl-alt-page up
Go to first frame in thread	ctrl-alt-shift-page up
Go to next frame in thread	ctrl-alt-page down
Go to last frame in thread	ctrl-alt-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	ctrl-alt-shift-tab
Suppress overrides (view optimized)	shift-esc
Toggle Character & Para. Modes in Control Panel	ctrl-alt-7
Toggle Keyboard Focus in Control Panel	ctrl-6
Toggle Measurement System	ctrl-alt-shift-U
Toggle between current and previous views	ctrl-alt-2
Next Window	ctrl-`, ctrl-tab
Previous Window	ctrl-shift-`, ctrl-shift-tab
Open Context Menu	Shift-F10
InDesign Help...	F1

Views, Navigation

Overprint Preview	ctrl-alt-shift-Y
Zoom In/Zoom Out	ctrl=, ctrl--
Fit Page in Window	ctrl-0
Fit Spread in Window	ctrl-alt-0
Entire Pasteboard	ctrl-alt-shift-0
Fit Selection in Window	ctrl-alt=
Actual Size	ctrl-1
200%	ctrl-2
400%	ctrl-4
50%	ctrl-5
Display Perf: Clear Object-Level Display Settings	ctrl-shift-F2
Display Performance: Typical Display	ctrl-alt-Z
Display Performance: Fast Display	ctrl-alt-shift-Z
Display Performance: High Quality Display	ctrl-alt-H
Structure: Show Structure	ctrl-alt-1
Show/Hide Text Threads	ctrl-alt-Y
Show/Hide Frame Edges	ctrl-H
Show/Hide Rulers	ctrl-R
Show Cyan plate	ctrl-alt-shift-1
Show Magenta plate	ctrl-alt-shift-2
Show Yellow plate	ctrl-alt-shift-3
Show Black plate	ctrl-alt-shift-4
Show 1st spot plate	ctrl-alt-shift-5
Show 2nd spot plate	ctrl-alt-shift-6
Show 3rd spot plate	ctrl-alt-shift-7
Show all plates	ctrl-alt-shift-`
Grids & Guides: Show Guides	ctrl-;
Grids & Guides: Snap to Guides	ctrl-shift-;
Grids & Guides: Lock Guides	ctrl-alt-;
Grids & Guides: Show Document Grid	ctrl-'
Grids & Guides: Snap to Document Grid	ctrl-shift-'
Grids & Guides: Show Baseline Grid	ctrl-alt-'
Grids & Guides: Smart Guides	ctrl-U
Activate last-used field in panel	ctrl-alt-`