

## Application Menu

Hide InDesign Ctrl-⌘-H  
 Preferences: General... ⌘-K

## Edit Menu

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

## File Menu

Browse... ⌘-Opt-O  
 Close ⌘-W  
 Document Setup... ⌘-Opt-P  
 Export... ⌘-E  
 File Info... ⌘-Opt-Shift-I  
 New: Document... ⌘-N  
 Open... ⌘-O  
 Place... ⌘-D  
 Preflight... ⌘-Opt-Shift-F  
 Print... ⌘-P  
 Save ⌘-S  
 Save a Copy... ⌘-Opt-S  
 Save As... ⌘-Shift-S

## Layout Menu

First Page ⌘-Shift-Page Up  
 Go Back ⌘-Page Up  
 Go Forward ⌘-Page Down  
 Last Page ⌘-Shift-Page Down  
 Next Page Shift-Page Down  
 Next Spread Opt-Page Down  
 Pages: Add Page ⌘-Shift-P  
 Previous Page Shift-Page Up  
 Previous Spread Opt-Page Up

## Notes Menu

Notes Mode ⌘-F8

## Object Editing

Decrease size / scale by 1% ⌘-  
 Decrease size / scale by 5% ⌘-Opt-  
 Increase size / scale by 1% ⌘-.  
 Increase size / scale by 5% ⌘-Opt-.  
 Nudge down ↓  
 Nudge down 1/10 ⌘-Shift-↓  
 Nudge down 1/10 duplicate ⌘-Opt-Shift-↓  
 Nudge down duplicate Opt-↓  
 Nudge down x10 Shift-↓  
 Nudge down x10 duplicate Opt-Shift-↓  
 Nudge left ←

Nudge left 1/10 ⌘-Shift-←  
 Nudge left 1/10 duplicate ⌘-Opt-Shift-←  
 Nudge left duplicate Opt-←  
 Nudge left x10 Shift-←  
 Nudge left x10 duplicate Opt-Shift-←  
 Nudge right →  
 Nudge right 1/10 ⌘-Shift-→  
 Nudge right 1/10 duplicate ⌘-Opt-Shift-→  
 Nudge right duplicate Opt-→  
 Nudge right x10 Shift-→  
 Nudge right x10 duplicate Opt-Shift-→  
 Nudge up ↑  
 Nudge up 1/10 ⌘-Shift-↑  
 Nudge up 1/10 duplicate ⌘-Opt-Shift-↑  
 Nudge up duplicate Opt-↑  
 Nudge up x10 Shift-↑  
 Nudge up x10 duplicate Opt-Shift-↑  
 Select all guides ⌘-Opt-G

## Object Menu

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

## Other

Add new index entry ⌘-Opt-Shift-[  
 Add new index entry (reversed) ⌘-Opt-Shift-]  
 Clear Object-Level Display Settings ⌘-Shift-F2  
 Close all ⌘-Opt-Shift-W  
 Close document ⌘-Shift-W  
 Create outlines without deleting text ⌘-Opt-Shift-O  
 New default document ⌘-Opt-N  
 Save all ⌘-Opt-Shift-S

## Palette Menus

Character Styles: Redefine Style ⌘-Opt-Shift-C  
 Character: All Caps ⌘-Shift-K  
 Character: Small Caps ⌘-Shift-H  
 Character: Strikethrough ⌘-Shift-/  
 Character: Subscript ⌘-Opt-Shift-=  
 Character: Superscript ⌘-Shift-=  
 Character: Underline ⌘-Shift-U  
 Index: New... ⌘-U  
 Pages: Override All Master Page Items ⌘-Opt-Shift-L  
 Paragraph Styles: Redefine Style ⌘-Opt-Shift-R  
 Paragraph: Drop Caps and Nested Styles... ⌘-Opt-R

Paragraph: Justification... ⌘-Opt-Shift-J  
 Paragraph: Keep Options... ⌘-Opt-K  
 Paragraph: Paragraph Rules... ⌘-Opt-J  
 Tags: Autotag ⌘-Opt-Shift-F7

## Structure Navigation (XML Selection)

Collapse element ←  
 Collapse element and child elements Opt-←  
 Expand element →  
 Expand element and child elements Opt-→  
 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 ⌘-→  
 View previous validation error ⌘-←

## Tables Menu

Cell Options: Text... ⌘-Opt-B  
 Delete: Column Shift-Delete  
 Delete: Row ⌘-Delete  
 Insert Table... ⌘-Opt-Shift-T  
 Insert: Column... ⌘-Opt-9  
 Insert: Row... ⌘-9  
 Select: Cell ⌘-/  
 Select: Column ⌘-Opt-3  
 Select: Row ⌘-3  
 Select: Table ⌘-Opt-A  
 Table Options: Table Setup... ⌘-Opt-Shift-B

## Text and Tables

Align center ⌘-Shift-C  
 Align force justify ⌘-Shift-F  
 Align justify ⌘-Shift-J  
 Align left ⌘-Shift-L  
 Align right ⌘-Shift-R  
 Align to baseline grid ⌘-Opt-Shift-G  
 Apply bold ⌘-Shift-B  
 Apply italic ⌘-Shift-I  
 Apply normal ⌘-Shift-Y  
 Auto leading ⌘-Opt-Shift-A  
 Auto-hyphenate on/off ⌘-Opt-Shift-H  
 Clear Delete  
 Decrease baseline shift Opt-Shift-↓  
 Decrease baseline shift x 5 ⌘-Opt-Shift-↓  
 Decrease kerning/tracking Opt-←  
 Decrease kerning/tracking x 5 ⌘-Opt-←  
 Decrease leading Opt-↑  
 Decrease leading x 5 ⌘-Opt-↑  
 Decrease point size ⌘-Shift-  
 Decrease point size x 5 ⌘-Opt-Shift-  
 Decrease word space ⌘-Opt-Delete  
 Decrease word space x 5 ⌘-Opt-Shift-Delete  
 Delete Del  
 Find Next Shift-F2  
 Increase baseline shift Opt-Shift-↑  
 Increase baseline shift x 5 ⌘-Opt-Shift-↑  
 Increase kerning/tracking Opt-→  
 Increase kerning/tracking x 5 ⌘-Opt-→  
 Increase leading Opt-↓  
 Increase leading x 5 ⌘-Opt-↓  
 Increase point size ⌘-Shift-.

Increase point size x 5	⌘-Opt-Shift-	Direct Selection Tool	A	Grids & Guides: Lock Guides	⌘-Opt-;
Increase word space	⌘-Opt-\	Ellipse Tool	L	Grids & Guides: Show Baseline Grid	⌘-Opt-'
Increase word space x 5	⌘-Opt-Shift-\	Eyedropper Tool	I	Grids & Guides: Show Document Grid	⌘-'
Load Find and Find Next instance	Shift-F1	Free Transform Tool	E	Grids & Guides: Snap to Document Grid	⌘-Shift-'
Load Find with selected text	⌘-F1	Gradient Tool	G	Grids & Guides: Snap to Guides	⌘-Shift-;
Load Replace with selected text	⌘-F2	Hand Tool	H	Hide Frame Edges	⌘-H
Move Down	↓	Line Tool	\	Hide Rulers	⌘-R
Move down one line	↓	Measure Tool	K	Overprint Preview	⌘-Opt-Shift-Y
Move Left	←	Pen Tool	P	Show Text Threads	⌘-Opt-Y
Move Right	→	Pencil Tool	N	Structure: Show Structure	⌘-Opt-1
Move to beginning of story	⌘-Home	Position Tool	Shift-A	Zoom In	⌘-=-, ⌘-Num +
Move to end of story	⌘-End	Rectangle Frame Tool	F	Zoom Out	⌘-=-, ⌘-Num -
Move to First Cell in Column	Opt-Page Up	Rectangle Tool	M		
Move to First Cell in Row	Opt-Home	Rotate Tool	R	<b>Views, Navigation</b>	
Move to First Row in Frame	Page Up	Scale Tool	S	200% size	⌘-2
Move to Last Cell in Column	Opt-Page Down	Scissors Tool	C	400% size	⌘-4
Move to Last Cell in Row	Opt-End	Selection Tool	V	50% size	⌘-5
Move to Last Row in Frame	Page Down	Shear Tool	O	Access page number box	⌘-J
Move to Next Cell	Tab	Swap fill and stroke activation	X	Access zoom percentage box	⌘-Opt-5
Move to Previous Cell	Shift-Tab	Swap fill and stroke colors	Shift-X	Activate last-used field in palette	⌘-Opt-`
Move to the end of the line	End	Toggle Text and Object Control	J	First Spread	Home, Opt-Shift-Page Up
Move to the left one character	←	Toggle view setting between default and preview	W	Fit Selection in Window	⌘-Opt=-
Move to the left one word	⌘-←	Type on a Path Tool	Shift-T	Force redraw	Shift-F5
Move to the next paragraph	⌘-↓	Type Tool	T	Go to first frame in thread	⌘-Opt-Shift-Page Up
Move to the previous paragraph	⌘-↑	Zoom Tool	Z	Go to last frame in thread	⌘-Opt-Shift-Page Down
Move to the right one character	→			Go to next frame in thread	⌘-Opt-Page Down
Move to the right one word	⌘-→	<b>Type Menu</b>		Go to previous frame in thread	⌘-Opt-Page Up
Move to the start of the line	Home	Character Styles	Shift-F11, Ctrl-⌘-Shift-F11	Last Spread	End, Opt-Shift-Page Down
Move Up	↑	Character	⌘-T	Next window	⌘-F6
Move up one line	↑	Create Outlines	⌘-Shift-O	Open/Close all palettes in side tabs	⌘-Opt-Tab
Normal horizontal text scale	⌘-Shift-X	Insert Break Character: Column Break	Enter	Previous window	⌘-Shift-F6
Normal vertical text scale	⌘-Opt-Shift-X	Insert Break Character: Forced Line Break	Shift-Return	Scroll down one screen	Page Down
Recompose all stories	⌘-Opt-/	Insert Break Character: Frame Break	Shift-Enter	Scroll up one screen	Page Up
Replace with Change To text	⌘-F3	Insert Break Character: Page Break	⌘-Enter	Show 1st spot plate	⌘-Opt-Shift-5
Replace with Change To text and Find Next	Shift-F3	Insert Special Character: Auto Page Number	⌘-Opt-Shift-N	Show 2nd spot plate	⌘-Opt-Shift-6
Reset kerning and tracking	⌘-Opt-Q	Insert Special Character: Bullet Character	Opt-8	Show 3rd spot plate	⌘-Opt-Shift-7
Select Cells Above	Shift-↑	Insert Special Character: Copyright Symbol	Opt-G	Show 4th spot plate	⌘-Opt-Shift-8
Select Cells Below	Shift-↓	Insert Special Character: Discretionary Hyphen	⌘-Shift--	Show 5th spot plate	⌘-Opt-Shift-9
Select Cells to the Left	Shift-←	Insert Special Character: “	Opt-[	Show all plates	⌘-Opt-Shift-`
Select Cells to the Right	Shift-→	Insert Special Character: ”	Opt-Shift-[	Show Black plate	⌘-Opt-Shift-4
Select line	⌘-Shift-\	Insert Special Character: Ellipsis	Opt-;	Show Cyan plate	⌘-Opt-Shift-1
Select one character to the left	Shift-←	Insert Special Character: Em Dash	Opt-Shift--	Show Magenta plate	⌘-Opt-Shift-2
Select one character to the right	Shift-→	Insert Special Character: En Dash	Opt--	Show Yellow plate	⌘-Opt-Shift-3
Select one line above	Shift-↑	Insert Special Character: Indent to Here	⌘-\	Show/Hide all palettes	Tab
Select one line below	Shift-↓	Insert Special Character: Nonbreaking Hyphen	⌘-Opt--	Suppress overrides (view optimized)	Shift-Escape
Select one paragraph before	⌘-Shift-↑	Insert Special Character: °	Opt-R	Toggle all palettes except toolbox	Shift-Tab
Select one paragraph forward	⌘-Shift-↓	Insert Special Character: Right Indent Tab	Shift-Tab	Toggle between current and previous views	⌘-Opt-2
Select one word to the left	⌘-Shift-←	Insert Special Character: ‘	Opt-]	Toggle Char. & Paragraph Modes in Control Panel	⌘-Opt-7
Select one word to the right	⌘-Shift-→	Insert Special Character: ’	Opt-Shift-]	Toggle Keyboard Focus in Control Palette	⌘-6
Select to beginning of story	⌘-Shift-Home	Insert Special Character: ™	Opt-2	Toggle Measurement System	⌘-Opt-Shift-U
Select to end of story	⌘-Shift-End	Insert White Space: Em Space	⌘-Shift-M		
Select to the end of the line	Shift-End	Insert White Space: En Space	⌘-Shift-N	<b>Window Menu</b>	
Select to the start of the line	Shift-Home	Insert White Space: Nonbreaking Space	⌘-Opt-X	Align	Shift-F7
Start Row on Next Column	Enter	Insert White Space: Thin Space	⌘-Opt-Shift-M	Arrange: Minimize	⌘-M, Ctrl-⌘-M
Start Row on Next Frame	Shift-Enter	Paragraph Styles	F11, Ctrl-⌘-F11	Color	F6
Toggle Cell/Text Selection	Escape	Paragraph	⌘-Opt-T	Control	⌘-Opt-6
Toggle Typographer’s Quotes Preference	⌘-Opt-Shift-'	Show Hidden Characters	⌘-Opt-I	Index	Shift-F8
Update missing font list	⌘-Opt-Shift-/	Tabs	⌘-Shift-T	Info	F8

<b>Tools</b>	
Add Anchor Point Tool	=
Apply color	,
Apply default fill and stroke colors	D
Apply gradient	.
Apply None	/, Num/
Button Tool	B
Convert Direction Point Tool	Shift-C
Delete Anchor Point Tool	-

<b>View Menu</b>	
Actual Size	⌘-1
Display Performance: Fast Display	⌘-Shift-0
Display Performance: High Quality Display	⌘-Opt-H
Display Performance: Typical Display	⌘-Opt-Z
Entire Pasteboard	⌘-Opt-Shift-0
Fit Page in Window	⌘-0
Fit Spread in Window	⌘-Opt-0
Grids & Guides: Hide Guides	⌘-;

Links	⌘-Shift-D
Object Styles	⌘-F7
Pages	F12, Ctrl-⌘-F12
Separations Preview	Shift-F6
Stroke	F10, Ctrl-⌘-F10
Swatches	F5, Ctrl-⌘-F5
Table	Shift-F9, Ctrl-⌘-Shift-F9
Text Wrap	⌘-Opt-W
Transform	F9, Ctrl-⌘-F9
Transparency	Shift-F10, Ctrl-⌘-Shift-F10