



Files	
New Document	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Save all	Alt + ⇧ + Ctrl + S
Package	Alt + ⇧ + Ctrl + P
Export	Ctrl + E
Print	Ctrl + P
Close	Ctrl + W
Close all	Alt + ⇧ + Ctrl + W

Basic operations	
Add Page	⇧ + Ctrl + P
Place	Ctrl + D
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste in Place	Alt + ⇧ + Ctrl + V
Paste without Formatting	⇧ + Ctrl + V
Select All	Ctrl + A
Deselect All	⇧ + Ctrl + A
Undo	Ctrl + Z
Redo	⇧ + Ctrl + Z
Find/Change	Ctrl + F
Find Next	Alt + Ctrl + F
Quick Apply	Ctrl + ↵

Working with Text	
Type tool	T
Type On A Path tool	⇧ + T
Bold	⇧ + Ctrl + B
Italic	⇧ + Ctrl + I
Normal	⇧ + Ctrl + Y
Insert Forced Line Break	⇧ + ↵
Insert Nonbreaking Space	Alt + Ctrl + X

Tables	
Delete: Column	⇧ + Delete
Delete: Row	Ctrl + Delete
Insert Table	Alt + ⇧ + Ctrl + T
Insert Column	Alt + Ctrl + 9
Insert Row	Ctrl + 9

Tools	
Direct Selection tool	A
Selection tool	V, esc
Eyedropper tool	I
Toggle Fill and Stroke	X
Swap Fill and Stroke	⇧ + X
Rectangle Frame tool	F
Rectangle tool	M
Ellipse tool	L
Measure tool	K
Gap tool	U
Rotate tool	R
Scissors tool	C
Pen tool	P

Object Editing	
Scale tool	S
Shear tool	O
Bring Forward	Ctrl +]
Bring to Front	⇧ + Ctrl +]
Send Backward	Ctrl + [
Send to Back	⇧ + Ctrl + [
Fit Center Content	⇧ + Ctrl + E
Fit Fill Frame Proportionally	Alt + ⇧ + Ctrl + C
Fit Content Proportionally	Alt + ⇧ + Ctrl + E
Fit Content to Frame	Alt + Ctrl + E
Fit Frame to Content	Alt + Ctrl + C
Group	Ctrl + G
Ungroup	⇧ + Ctrl + G
Lock	Ctrl + L
Unlock All on Spread	Alt + Ctrl + L
Hide	Ctrl + 3
Show All on Spread	Alt + Ctrl + 3

Views and Navigation	
Hand tool (Temporary)	Alt + Spacebar
Go to Page	Ctrl + J
Switch between Normal View and Preview	W
Zoom tool	Z
Actual Size	Ctrl + 1
Fit Page in Window	Ctrl + 0
Fit Spread in Window	Alt + Ctrl + 0
Show / Hide Baseline Grid	Alt + Ctrl + `
Show / Hide Guides	Ctrl + ;
Presentation Screen Mode	⇧ + W

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InDesign

Must-Know Short-cuts 2017

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