



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

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

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

Tables	
Delete: Column	⇧ + Delete
Delete: Row	⌘ + Delete
Insert Table	⇧ + ⌘ + T
Insert Column	⇧ + ⌘ + 9
Insert Row	⌘ + 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	⌘ +]
Bring to Front	⇧ + ⌘ +]
Send Backward	⌘ + [
Send to Back	⇧ + ⌘ + [
Fit Center Content	⇧ + ⌘ + E
Fit Fill Frame Proportionally	⇧ + ⌘ + C
Fit Content Proportionally	⇧ + ⌘ + E
Fit Content to Frame	⇧ + ⌘ + E
Fit Frame to Content	⇧ + ⌘ + C
Group	⌘ + G
Ungroup	⇧ + ⌘ + G
Lock	⌘ + L
Unlock All on Spread	⇧ + ⌘ + L
Hide	⌘ + 3
Show All on Spread	⇧ + ⌘ + 3

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



InDesign

Must-Know Short-cuts 2017

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