



InCopy CC 2019 shortcuts frequently used on macOS



APPLICATION MENU

Preferences: General Cmd+K

FILE MENU

Check In Shift+Cmd+F9
 Check In All Opt+Shift+Cmd+F9
 Check Out Cmd+F9
 Close In Cmd+W
 Export Cmd+E
 New Cmd+N
 Open Cmd+O
 Place Cmd+D
 Print Cmd+P
 Save Content Cmd+S
 Update Content Ctrl+Cmd+F5
 Quit InCopy Cmd+Q

EDIT MENU

Undo Cmd+Z
 Redo Shift+Cmd+Z
 Cut Cmd+X
 Copy Cmd+C
 Paste Cmd+V
 Paste without Formatting Shift+Cmd+V
 Select All Cmd+A
 Deselect All Shift+Cmd+A
 Insert Marker Shift+Cmd+[
 Go to Marker Shift+Cmd+]
 Quick Apply Cmd+Return
 Find/Change Cmd+F
 Find Next Opt+Cmd+F
 Check Spelling Cmd+I

TYPE MENU

Apostrophe Ctrl+'
 Bullet Character Opt+8
 Discretionary Hyphen Shift+Cmd+-
 Nonbreaking Hyphen Opt+Cmd+-
 Em Dash Opt+Shift+-
 En Dash Opt+-

Forced Line Break Shift+Return
 Right Indent Tab Shift+Tab
 Show Hidden Characters Opt+Cmd+I
 Tab Tab

NOTES MENU

Convert to Text Opt+Cmd+E
 Expand/Collapse Notes in Story Opt+Cmd+U
 Next Note Opt+Shift+Cmd+Page Down
 Notes Mode F8 or Cmd+F8
 Previous Note Opt+Shift+Cmd+Page Up

CHANGES MENU

Accept All Changes: In This Story Opt+Shift+Cmd+O
 Accept Change Shift+Cmd+O
 Next Change Cmd+Page Down
 Previous Change Cmd+Page Up
 Reject All Changes: In This Story Opt+Shift+Cmd+;
 Reject Change Shift+Cmd+;
 Track Changes in Current Story Cmd+Y

VIEW MENU

Actual Size Cmd+1
 Collapse All Stories Opt+Shift+Cmd+Z
 Expand All Stories Opt+Cmd+Z
 Expand Story Opt+Return
 Fit Page in Window Cmd+0
 Fit Spread in Window Opt+Cmd+0
 Galley View Cmd+G
 Hide Notes Opt+Cmd+F3
 Layout View Cmd+L
 Show Changes Cmd+7
 Show Rulers Cmd+R
 Story View Opt+Cmd+G
 Zoom In Cmd+=
 Zoom Out Cmd+-

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom Cmd+Spacebar
 Pan the view Spacebar+drag
 Pan when in text Opt+drag

PANEL MENUS

Assignment: Return for InDesign Opt+Shift+Cmd+P
 Character Styles: Redefine Style Opt+Shift+Cmd+C
 Paragraph Styles: Redefine Style Opt+Shift+Cmd+R
 Thesaurus: Change Word Shift+Cmd+7
 Thesaurus: Load Word Shift+Cmd+5
 Thesaurus: Lookup Word Shift+Cmd+6

TEXT MACROS

Edit Macro Opt+Shift+Cmd+F8
 Insert Macro Text Opt+Shift+F8
 New Macro Opt+Cmd+F8
 Swap Macro Text F6

TEXT AND TABLES

Align Center Shift+Cmd+C
 Align Force or Full Justify Shift+Cmd+F
 Align Justify Shift+Cmd+J
 Align Left Shift+Cmd+L
 Align Right Shift+Cmd+R
 Apply Bold Cmd+B, Shift+Cmd+B
 Apply Italic Shift+Cmd+I
 Apply Normal Shift+Cmd+Y
 Auto Leading Opt+Shift+Cmd+A
 Move Up or Down ⬆ or ⬇
 Move Left or Right ⬅ or ➡
 Move to Next or Previous Cell Tab or Shift+Tab
 Select Cells Above Shift+⬆
 Select Cells Below Shift+⬇
 Select Cells to the Left Shift+⬅
 Select Cells to the Right Shift+➡
 Select to beginning of story Shift+Cmd+Home
 Select to end of story Shift+Cmd+End

TOOLS

Eyedropper Tool I
 Hand Tool H
 Note Tool N
 Type Tool T
 Zoom Tool Z



InCopy CC 2019 shortcuts frequently used on Windows OS

FILE MENU

Check In	Shift+Ctrl+F9
Check In All	Alt+Shift+Ctrl+F9
Check Out	Ctrl+F9
Close	Ctrl+W
Export	Ctrl+E
New	Ctrl+N
Open	Ctrl+O
Place	Ctrl+D
Print	Ctrl+P
Save Content	Ctrl+S
Update Content	Ctrl+F5
Exit InCopy	Ctrl+Q

EDIT MENU

Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste without Formatting	Shift+Ctrl+V
Select All	Ctrl+A
Deselect All	Shift+Ctrl+A
Insert Marker	Shift+Ctrl+[
Go to Marker	Shift+Ctrl+]
Find/Change	Ctrl+F
Find Next	Alt+Ctrl+F
Preferences: General	Ctrl+K
Quick Apply	Ctrl+Enter
Check Spelling	Ctrl+I

TYPE MENU

Apostrophe	Ctrl+'
Bullet Character	Alt+8
Copyright Symbol	Alt+G
Discretionary Hyphen	Shift+Ctrl+-
Nonbreaking Hyphen	Alt+Ctrl+-
Em Dash	Alt+Shift+-
En Dash	Alt+-

Forced Line Break	Shift+Enter
Right Indent Tab	Shift+Tab
Show Hidden Characters	Alt+Ctrl+I
Tab	Tab

NOTES MENU

Convert to Text	Alt+Ctrl+E
Expand/Collapse Notes in Story	Alt+Ctrl+U
Next Note	Alt+Shift+Ctrl+Page Down
Notes Mode	F8
Previous Note	Alt+Shift+Ctrl+Page Up

CHANGES MENU

Accept All Changes: In This Story	Alt+Shift+Ctrl+O
Accept Change	Shift+Ctrl+O
Next Change	Ctrl+Page Down
Previous Change	Ctrl+Page Up
Reject All Changes: In This Story	Alt+Shift+Ctrl+;
Reject Change	Shift+Ctrl+;
Track Changes in Current Story	Ctrl+Y

VIEW MENU

Actual Size	Ctrl+1
Collapse All Stories	Alt+Shift+Ctrl+Z
Expand All Stories	Alt+Ctrl+Z
Expand/Collapse Story	Alt+Enter
Fit Page in Window	Ctrl+0
Fit Spread in Window	Alt+Ctrl+0
Galley View	Ctrl+G
Hide Notes	Alt+Ctrl+F3
Layout View	Ctrl+L
Show Changes	Ctrl+7
Show Rulers	Ctrl+R
Story View	Alt+Ctrl+G
Zoom In	Ctrl+=
Zoom Out	Ctrl+-

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom	Ctrl+Spacebar
Pan the view	Spacebar+Drag
Pan when in text	Alt Key+Drag

PANEL MENUS

Assignment: Return for InDesign	Alt+Shift+Ctrl+P
Character Styles: Redefine Style	Alt+Shift+Ctrl+C
Paragraph Styles: Redefine Style	Alt+Shift+Ctrl+R
Thesaurus: Change Word	Shift+Ctrl+7
Thesaurus: Load Word	Shift+Ctrl+5
Thesaurus: Lookup Word	Shift+Ctrl+6

TEXT MACROS

Edit Macro	Alt+Shift+Ctrl+F8
Insert Macro Text	Alt+Shift+F8
New Macro	Alt+Ctrl+F8
Swap Macro Text	F6

TEXT AND TABLES

Align Center	Shift+Ctrl+C
Align Force or Full Justify	Shift+Ctrl+F
Align Justify	Shift+Ctrl+J
Align Left	Shift+Ctrl+L
Align Right	Shift+Ctrl+R
Apply Bold	Shift+Ctrl+B
Apply Italic	Shift+Ctrl+I
Apply Normal	Shift+Ctrl+Y
Auto Leading	Alt+Shift+Ctrl+A
Move Up or Down	⬆ or ⬇
Move Left or Right	⬅ or ➡
Move to Next or Previous Cell	Tab or Shift+Tab
Select Cells Above	Shift+⬆
Select Cells Below	Shift+⬇
Select Cells to the Left	Shift+⬅
Select Cells to the Right	Shift+➡
Select to beginning of story	Shift+Ctrl+Home
Select to end of story	Shift+Ctrl+End

TOOLS

Eyedropper Tool	I
Hand Tool	H
Note Tool	N
Type Tool	T
Zoom Tool	Z