



InDesign CS3 shortcuts frequently-used on both Mac and Win

FILE MENU

- New **Ctrl**+N
- Open **Ctrl**+O
- Close **Ctrl**+W
- Save **Ctrl**+S
- Save As **Shift**+**Ctrl**+S
- Save a Copy **Alt Opt**+**Ctrl**+S
- Place **Ctrl**+D
- Export **Ctrl**+E
- Document Setup **Alt Opt**+**Ctrl**+P
- Print **Ctrl**+P
- Quit/Exit **Ctrl**+Q

EDIT MENU

- Undo **Ctrl**+Z
- Redo **Shift**+**Ctrl**+Z
- Cut, Copy, Paste **Ctrl**+X, C, V
- Paste Into **Alt Opt**+**Ctrl**+V
- Paste In Place **Alt Opt**+**Shift**+**Ctrl**+V
- Select All **Ctrl**+A
- Deselect All **Shift**+**Ctrl**+A
- Story Editor **Ctrl**+Y
- Quick Apply **Ctrl**+Return
- Find/Change **Ctrl**+F
- Find Next **Alt Opt**+**Ctrl**+F
- Check Spelling **Ctrl**+I
- Preferences **Ctrl**+K

LAYOUT MENU

- Add Page **Shift**+**Ctrl**+P
- Go to Page **Ctrl**+J

TYPE MENU

- Tabs **Shift**+**Ctrl**+T
- Glyphs **Alt Opt**+**Shift**+F11
- Hidden Characters **Alt Opt**+**Ctrl**+I

OBJECT MENU

- Transform Again **Alt Opt**+**Ctrl**+3
- Bring Front or Send Back ... **Shift**+**Ctrl**+**[** or **]**
- Send Back or Bring Forward **Ctrl**+**[** or **]**
- Group **Ctrl**+G
- Ungroup **Shift**+**Ctrl**+G
- Text Frame Options **Ctrl**+B
- Center Content **Shift**+**Ctrl**+E
- Fill Frame Proportionally **Alt Opt**+**Shift**+**Ctrl**+C
- Drop Shadow **Alt Opt**+**Ctrl**+M
- Compound Path **Ctrl**+8

PANELS

- Swatches F5
- Layers F7
- Stroke F10
- Paragraph Styles F11
- Character Styles **Shift**+F11
- Text Wrap **Alt Opt**+**Ctrl**+W
- Links **Shift**+**Ctrl**+D

VIEW MENU

- High Quality Display **Alt Opt**+**Ctrl**+H
- Text Threads **Alt Opt**+**Ctrl**+Y
- Frame Edges **Ctrl**+H
- Rulers **Ctrl**+R
- Guides **Ctrl**+;

CLICK TECHNIQUE

- Select thru **Ctrl**+Click
- Override master **Shift**+**Ctrl**+Click
- Scale graphic **Shift**+**Ctrl**+Drag

EFFICIENT ZOOM & PAN

- Drag Mouse to Zoom **Ctrl**+Spacebar
- Fit Page in View **Ctrl**+0
- Fit Spread in View **Alt Opt**+**Ctrl**+0
- Pan the view Spacebar
- Pan when in text **Alt Opt** Key
- Zoom In/Out **Ctrl**+ or -

BASIC FORMATTING

- Font Size **Shift**+**Ctrl**+< or >
- Leading Size **Alt Opt**+**↑** or **↓**
- Flush Left **Shift**+**Ctrl**+L
- Flush Right **Shift**+**Ctrl**+R
- Center **Shift**+**Ctrl**+C
- Justify **Shift**+**Ctrl**+J
- Bold **Shift**+**Ctrl**+B
- Italic **Shift**+**Ctrl**+I