

Adobe InDesign CS3 Shortcuts

Mac

InDesign Menu

Preferences Cmd+K

File Menu

Browse Opt+Cmd+O
Close Cmd+W
Document Setup Opt+Cmd+P
Quit Cmd+Q
Export Cmd+E
New: Document Cmd+N
Open Cmd+O
Place Cmd+D
Print Cmd+P
Save Cmd+S
Save As Shift+Cmd+S
Save a Copy Opt+Cmd+S

Edit Menu

Copy Cmd+C
Cut Cmd+X
Deselect All Shift+Cmd+A
Duplicate Opt+Shift+Cmd+D
Edit in Story Editor Cmd+Y
Find Next Opt+Cmd+F
Find/Change Cmd+F
Paste Cmd+V
Paste Into Opt+Cmd+V
Paste in Place Opt+Shift+Cmd+V
Paste without Formatting Shift+Cmd+V
Quick Apply Cmd+Enter
Redo Shift+Cmd+Z
Select All Cmd+A
Spelling: Check Spelling Cmd+I
Step and Repeat Opt+Cmd+U
Undo Cmd+Z

Layout Menu

First Page Shift+Cmd+Page Up
Go Back/Forward Cmd+Page Up/Down
Go to Page Cmd+J
Last Page Shift+Cmd+Page Down
Next/Previous Page Text: Shift+Page Down/Up
Next/Previous Spread Opt+Page Down/Up
Pages: Add Page Shift+Cmd+P

Type Menu

Create Outlines Shift+Cmd+O
Outlines w/o deleting text Opt+Shift+Cmd+O
Column Break Text: Num Enter
Forced Line Break Text: Shift+Enter
Frame Break Text: Shift+Num Enter
Discretionary Hyphen Text: Shift+Cmd+-
Em Dash Text: Shift+Opt+-
En Dash Text: Opt+-
Nonbreaking Hyphen Text: Opt+Cmd+-
Current Page Number Text: Opt+Shift+Cmd+N
Indent to Here Text: Cmd+\
Right Indent Tab Text: Shift+Tab
Double Quote Marks Text: Opt+[
Double Right Quote Marks Text: Shift+Opt+[
Single Left Quote Mark Text: Opt+]
Single Right Quote Mark Text: Shift+Opt+]
Straight Double Quote Marks Text: Shift+Opt+'
Bullet Character Text: Opt+8
Copyright Symbol Text: Opt+G
Registered Trademark Symbol Text: Opt+R
Trademark Symbol Text: Opt+2
Show Hidden Characters Opt+Cmd+I
Tabs Shift+Cmd+T

Object Menu

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

Object Editing

Decrease size / scale by 1% Cmd+,
Decrease size / scale by 5% Opt+Cmd+,
Increase size / scale by 1% Cmd+.,
Increase size / scale by 5% Opt+Cmd+.,
Nudge down ⬇
Nudge down 1/10 Shift+Cmd+⬇
Nudge down 1/10 duplicate Opt+Shift+Cmd+⬇
Nudge down duplicate Opt+⬇
Nudge down x10 Shift+⬇
Nudge down x10 duplicate Shift+Opt+⬇
Nudge left ⬅
Nudge left 1/10 Shift+Cmd+⬅
Nudge left 1/10 duplicate Opt+Shift+Cmd+⬅
Nudge left duplicate Opt+⬅
Nudge left x10 Shift+⬅
Nudge left x10 duplicate Shift+Opt+⬅
Nudge right ➡
Nudge right 1/10 Shift+Cmd+➡
Nudge right 1/10 duplicate Opt+Shift+Cmd+➡
Nudge right duplicate Opt+➡
Nudge right x10 Shift+➡
Nudge right x10 duplicate Shift+Opt+➡
Nudge up ⬆
Nudge up 1/10 Shift+Cmd+⬆
Nudge up 1/10 duplicate Opt+Shift+Cmd+⬆
Nudge up duplicate Opt+⬆
Nudge up x10 Shift+⬆
Nudge up x10 duplicate Shift+Opt+⬆
Select all guides Opt+Cmd+G

Tables Menu

Cell Options: Text Tables: Opt+Cmd+B
Delete: Column Tables: Shift+Backspace
Delete: Row Tables: Cmd+Backspace
Insert Table Text: Opt+Shift+Cmd+T
Insert: Column Tables: Opt+Cmd+9
Insert: Row Tables: Cmd+9
Select: Cell Tables: Cmd+/
Select: Column Tables: Opt+Cmd+3
Select: Row Tables: Cmd+3
Select: Table Tables: Opt+Cmd+A
Table Options: Table Setup Opt+Shift+Cmd+B

Text and Tables

Align center Shift+Cmd+C
Align force justify Shift+Cmd+F
Align justify Shift+Cmd+J
Align left Shift+Cmd+L
Align right Shift+Cmd+R
Align to baseline grid Opt+Shift+Cmd+G
Apply bold Shift+Cmd+B
Apply italic Shift+Cmd+I
Apply normal Shift+Cmd+Y
Decrease leading Text: Opt+⬇
Decrease leading x 5 Text: Opt+Cmd+⬇
Decrease point size Shift+Cmd+.,
Delete 1 word to the left Cmd+Backspace
Delete 1 word to the right Text: Cmd+Delete
Find Next Text: Shift+F2
Increase baseline shift Text: Shift+Opt+⬆
Increase kern/track Shift+Opt+↔, Opt+↔
Increase leading Text: Opt+⬆
Increase leading x 5 Text: Opt+Cmd+⬆
Increase point size Shift+Cmd+.,
Move down one line Text: ⬇
Move to Next Cell Tables: Tab
Move to Previous Cell Tables: Shift+Tab
Move to beginning of story Cmd+Home
Move to end of story Cmd+End
Move to the end of the line Text: End
Move to the left one character Text: ⬅
Move to the left one word Text: Cmd+⬅
Move to the next paragraph Text: Cmd+⬇
Move to the previous paragraph Text: Cmd+⬆
Move to the right one character Text: ➡
Move to the right one word Text: Cmd+➡
Move to the start of the line Text: Home
Move up one line Text: ⬆
Normal horizontal text scale Shift+Cmd+X
Normal vertical text scale Opt+Shift+Cmd+X
Recompose all stories Opt+Cmd+/
Reset kerning and tracking Text: Opt+Cmd+Q
Select line Text: Shift+Cmd+\
Select one character to left Text: Shift+⬅
Select one character to right Text: Shift+➡
Select one line above Text: Shift+⬆
Select one line below Text: Shift+⬇
Select one paragraph before Shift+Cmd+⬆
Select one paragraph forward Shift+Cmd+⬇
Select one word to the left Shift+Cmd+⬅
Select one word to the right Shift+Cmd+➡
Select to beginning of story Shift+Cmd+Home
Select to end of story Shift+Cmd+End
Select to the end of the line Text: Shift+End
Select to the start of the line Text: Shift+Home

View Menu

Actual Size Cmd+1
Display Performance: High Quality Opt+Cmd+H
Entire Pasteboard Opt+Shift+Cmd+0
Fit Page in Window Cmd+0
Fit Spread in Window Opt+Cmd+0
G & G: Lock Guides Opt+Cmd+;
G & G: Show Baseline Grid Opt+Cmd+'
G & G: Show Document Grid Cmd+'
G & G: Show Guides Cmd+;
G & G: Snap to Document Grid Shift+Cmd+'
G & G: Snap to Guides Shift+Cmd+;
Hide Rulers Cmd+R
Show Frame Edges Cmd+H
Show Text Threads Opt+Cmd+Y
Structure: Show Structure Opt+Cmd+1
Zoom In Cmd+=, Cmd+Num+
Zoom Out Cmd+-, Cmd+Num-

Views, Navigation

200% size Cmd+2
400% size Cmd+4
50% size Cmd+5
Access zoom percentage box Opt+Cmd+5
Activate last-used field in panel Opt+Cmd+`
First Spread Shift+Opt+Page Up, Home
Fit Selection in Window Opt+Cmd+=
Force redraw Shift+F5
First frame in thread Opt+Shift+Cmd+Page Up
Last frame in thread Opt+Shift+Cmd+Page Down
Next frame in thread Opt+Cmd+Page Down
Previous frame in thread Opt+Cmd+Page Up
Last Spread Shift+Opt+Page Down, End
New default document Opt+Cmd+N
Next window Cmd+Tab, Cmd+`
Open context menu Shift+F10
Open/Close all side panels Opt+Shift+Cmd+Tab
Previous window Shift+Cmd+Tab, Shift+Cmd+`
Scroll down one screen Page Down
Scroll up one screen Page Up, Text: Page Up
Show/Hide all panels Tab
Show/Hide all panels except toolbox Shift+Tab
Toggle Char. and Para. Control Panel Opt+Cmd+7
Toggle Keyboard Focus in Control Panel Cmd+6
Toggle Measurement System Opt+Shift+Cmd+U
Toggle current and previous views Opt+Cmd+2

Window Menu

Automation: Scripts Opt+Cmd+F11
Color F6
Control Opt+Cmd+6
Effects Shift+Cmd+F10
Info F8
Layers F7
Links Shift+Cmd+D
Object & Layout: Align Shift+F7
Object Styles Cmd+F7
Output: Separations Preview Shift+F6
Pages F12, Cmd+F12
Stroke F10, Cmd+F10
Swatches F5
Text Wrap Opt+Cmd+W
Character Cmd+T
Character Styles Shift+F11, Shift+Cmd+F11
Glyphs Shift+Opt+F11
Index Shift+F8
Paragraph Opt+Cmd+T, Cmd+M
Paragraph Styles F11, Cmd+F11
Table Shift+F9

Panel Menus

Redefine Char. Style Text: Opt+Shift+Cmd+C
Character: All Caps Shift+Cmd+K
Character: Small Caps Shift+Cmd+H
Character: Subscript Opt+Shift+Cmd+=
Character: Superscript Shift+Cmd+=
Character: Underline Shift+Cmd+U
Add new index entry Opt+Shift+Cmd+[
Add new index entry (rev.) Opt+Shift+Cmd+]
Index: New Cmd+U
Override Master Page Items Opt+Shift+Cmd+L
Redefine Para. Style Text: Opt+Shift+Cmd+R
Drop Caps and Nested Styles Opt+Cmd+R
Justification Opt+Shift+Cmd+J
Keep Options Opt+Cmd+K
Paragraph Rules Opt+Cmd+J

Help Menu

InDesign Help F1

publishing • training • consulting

InDesign • Photoshop • Illustrator • InCopy • Acrobat

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CERTIFIED EXPERT