

Adobe InDesign CS3 Shortcuts

Win

File Menu

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

Edit Menu

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

Layout Menu

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

Type Menu

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

Object Menu

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

Object Editing

Decrease size / scale by 1%	Ctrl+,
Decrease size / scale by 5%	Ctrl+Alt+,
Increase size / scale by 1%	Ctrl+.
Increase size / scale by 5%	Ctrl+Alt+.
Nudge down	↓
Nudge down 1/10	Shift+Ctrl+↓
Nudge down 1/10 duplicate	Shift+Ctrl+Alt+↓
Nudge down duplicate	Alt+↓
Nudge down x10	Shift+↓
Nudge down x10 duplicate	Shift+Alt+↓
Nudge left	←
Nudge left 1/10	Shift+Ctrl+←
Nudge left 1/10 duplicate	Shift+Ctrl+Alt+←
Nudge left duplicate	Alt+←
Nudge left x10	Shift+←
Nudge left x10 duplicate	Shift+Alt+←
Nudge right	→
Nudge right 1/10	Shift+Ctrl+→
Nudge right 1/10 duplicate	Shift+Ctrl+Alt+→
Nudge right duplicate	Alt+→
Nudge right x10	Shift+→
Nudge right x10 duplicate	Shift+Alt+→
Nudge up	↑
Nudge up 1/10	Shift+Ctrl+↑
Nudge up 1/10 duplicate	Shift+Ctrl+Alt+↑
Nudge up duplicate	Alt+↑
Nudge up x10	Shift+↑
Nudge up x10 duplicate	Shift+Alt+↑
Select all guides	Ctrl+Alt+G

Tables Menu

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

Text and Tables

Align center	Shift+Ctrl+C
Align force justify	Shift+Ctrl+F
Align justify	Shift+Ctrl+J
Align left	Shift+Ctrl+L
Align right	Shift+Ctrl+R
Align to baseline grid	Shift+Ctrl+Alt+G
Apply bold	Shift+Ctrl+B
Apply italic	Shift+Ctrl+I
Apply normal	Shift+Ctrl+Y
Decrease leading	Text: Alt+↶
Decrease leading x 5	Text: Ctrl+Alt+↶
Decrease point size	Shift+Ctrl+,
Delete 1 word to the left	Ctrl+Backspace
Delete 1 word to the right	Text: Ctrl+Delete
Find Next	Text: Shift+F2
Increase baseline shift	Text: Shift+Alt+↷
Increase kern/track	Shift+Alt+↷, Alt+↷
Increase leading	Text: Alt+↷
Increase leading x 5	Text: Ctrl+Alt+↷
Increase point size	Shift+Ctrl+.
Move down one line	Text: ↵
Move to Next Cell	Tables: Tab
Move to Previous Cell	Tables: Shift+Tab
Move to beginning of story	Ctrl+Home
Move to end of story	Ctrl+End
Move to the end of the line	Text: End
Move to the left one character	Text: ⌫
Move to the left one word	Text: Ctrl+⌫
Move to the next paragraph	Text: Ctrl+↵
Move to the previous paragraph	Text: Ctrl+↶
Move to the right one character	Text: ⌵
Move to the right one word	Text: Ctrl+⌵
Move to the start of the line	Text: Home
Move up one line	Text: ↶
Normal horizontal text scale	Shift+Ctrl+X
Normal vertical text scale	Shift+Ctrl+Alt+X
Recompose all stories	Ctrl+Alt+/
Reset kerning and tracking	Text: Ctrl+Alt+Q
Select line	Text: Shift+Ctrl+\
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+Ctrl+↶
Select one paragraph forward	Shift+Ctrl+↷
Select one word to the left	Shift+Ctrl+⌫
Select one word to the right	Shift+Ctrl+⌵
Select to beginning of story	Shift+Ctrl+Home
Select to end of story	Shift+Ctrl+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	Ctrl+1
Display Performance: High Quality	Ctrl+Alt+H
Entire Pasteboard	Shift+Ctrl+Alt+0
Fit Page in Window	Ctrl+0
Fit Spread in Window	Ctrl+Alt+0
G & G: Lock Guides	Ctrl+Alt+;
G & G: Show Baseline Grid	Ctrl+Alt+'
G & G: Show Document Grid	Ctrl+'
G & G: Show Guides	Ctrl+;
G & G: Snap to Document Grid	Shift+Ctrl+'
G & G: Snap to Guides	Shift+Ctrl+;
Hide Rulers	Ctrl+R
Show Frame Edges	Ctrl+H
Show Text Threads	Ctrl+Alt+Y
Structure: Show Structure	Ctrl+Alt+1
Zoom In	Ctrl+=, Ctrl+Num +
Zoom Out	Ctrl+-, Ctrl+Num -

Views, Navigation

200% size	Ctrl+2
400% size	Ctrl+4
50% size	Ctrl+5
Access zoom percentage box	Ctrl+Alt+5
Activate last-used field in panel	Ctrl+Alt+`
First Spread	Shift+Alt+Page Up, Home
Fit Selection in Window	Ctrl+Alt+=
Force redraw	Shift+F5
First frame in thread	Shift+Ctrl+Alt+Page Up
Last frame in thread	Shift+Ctrl+Alt+Page Down
Next frame in thread	Ctrl+Alt+Page Down
Previous frame in thread	Ctrl+Alt+Page Up
Last Spread	Shift+Alt+Page Down, End
New default document	Ctrl+Alt+N
Next window	Ctrl+Tab, Ctrl+`
Open context menu	Shift+F10
Open/Close all side panels	Shift+Ctrl+Alt+Tab
Previous window	Shift+Ctrl+Tab, Shift+Ctrl+`
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	Ctrl+Alt+7
Toggle Keyboard Focus in Control Panel	Ctrl+6
Toggle Measurement System	Shift+Ctrl+Alt+U
Toggle current and previous views	Ctrl+Alt+2

Window Menu

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

Panel Menus

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

Help Menu

InDesign Help	F1
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CERTIFIED EXPERT