

# InDesign CS5 shortcuts frequently-used on the Mac version

## FILE MENU

New .....	Cmd+N
Open .....	Cmd+O
Browse in Bridge.....	Opt+Cmd+O
Close.....	Cmd+W
Save .....	Cmd+S
Save As.....	Shift+Cmd+S
Place.....	Cmd+D
Export.....	Cmd+E
Document Setup.....	Opt+Cmd+P
Print.....	Cmd+P
Quit/Exit.....	Cmd+Q

## EDIT MENU

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

## LAYOUT MENU

Add Page.....	Shift+Cmd+P
Go to Page .....	Cmd+J

## TYPE MENU

Tabs .....	Shift+Cmd+T
Glyphs.....	Opt+Shift+F11
Hidden Characters.....	Opt+Cmd+I

## OBJECT MENU

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

## PANELS

Swatches.....	F5
Layers.....	F7
Stroke.....	F10
Paragraph Styles.....	F11
Character Styles.....	Shift+F11
Text Wrap .....	Opt+Cmd+W
Links .....	Shift+Cmd+D

## VIEW MENU

High Quality Display .....	Opt+Cmd+H
Text Threads.....	Opt+Cmd+Y
Frame Edges.....	Shift+Cmd+H
Rulers.....	Cmd+R
Guides .....	Cmd+;

## CLICK TECHNIQUE

Select thru.....	Cmd+Click
Override master.....	Shift+Cmd+Click
Scale graphic.....	Shift+Cmd+Drag

## EFFICIENT ZOOM & PAN

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

## BASIC FORMATTING

Font Size .....	Shift+Cmd+< or >
Leading Size .....	Opt+⇧ or ⇩
Flush Left.....	Shift+Cmd+L
Flush Right .....	Shift+Cmd+R
Center .....	Shift+Cmd+C
Justify.....	Shift+Cmd+J
Bold .....	Shift+Cmd+B
Italic .....	Shift+Cmd+I

# InDesign CS5 shortcuts frequently-used on the Windows version

## FILE MENU

New .....	Ctrl+N
Open .....	Ctrl+O
Browse in Bridge.....	Alt+Ctrl+O
Close.....	Ctrl+W
Save .....	Ctrl+S
Save As.....	Shift+Ctrl+S
Place.....	Ctrl+D
Export.....	Ctrl+E
Document Setup.....	Alt+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+Ctrl+V
Paste In Place .....	Alt+Shift+Ctrl+V
Select All.....	Ctrl+A
Deselect All.....	Shift+Ctrl+A
Story Editor.....	Ctrl+Y
Quick Apply.....	Ctrl+Enter
Find/Change .....	Ctrl+F
Find Next.....	Alt+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+Shift+F11
Hidden Characters.....	Alt+Ctrl+I

## OBJECT MENU

Transform Again .....	Alt+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+Sh+Ctrl+C
Drop Shadow.....	Alt+Ctrl+M
Compound Path .....	Ctrl+8

## PANELS

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

## VIEW MENU

High Quality Display .....	Alt+Ctrl+H
Text Threads.....	Alt+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+Ctrl+0
Pan the view.....	Spacebar
Pan when in text.....	Alt Key
Zoom In/Out .....	Ctrl + or -

## BASIC FORMATTING

Font Size .....	Shift+Ctrl+< or >
Leading Size .....	Alt+⇧ 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