

## General Shortcuts

## Files

New Document	Cmd+N
New default document	Opt+Cmd+N
Open	Cmd+O
Save	Cmd+S
Save As	Shift+Cmd+S
Save a Copy	Opt+Cmd+S
Save all	Opt+Shift+Cmd+S
Package	Opt+Shift+Cmd+P
Export	Cmd+E
Print	Cmd+P
Close	Cmd+W, Shift+Cmd+W
Close all	Opt+Shift+Cmd+W
Browse in Bridge	Opt+Cmd+O
Document Setup	Opt+Cmd+P
File Info	Opt+Shift+Cmd+I

## Editing

Clear	Delete, Cmd+Delete, Del, Cmd+Del
Copy	Cmd+C
Cut	Cmd+X
Paste	Cmd+V
Paste Into	Opt+Cmd+V
Paste in Place	Opt+Shift+Cmd+V
Paste without Formatting	Shift+Cmd+V
Duplicate	Opt+Shift+Cmd+D
Step and Repeat	Opt+Cmd+U
Edit in Story Editor	Cmd+Y
Select All	Cmd+A
Deselect All	Shift+Cmd+A
Undo	Cmd+Z
Redo	Shift+Cmd+Z
Find/Change	Cmd+F
Find Next	Opt+Cmd+F
Load Find and Find Next instance	Shift+F1
Load Find with selected text	Cmd+F1
Replace with Change To text	Cmd+F3
Replace with Change To Text and Find Next	Shift+F3
Quick Apply	Cmd+Return
Check In	Shift+Cmd+F9
Check In All	Opt+Shift+Cmd+F9
Check Out	Cmd+F9
Check Spelling	Cmd+I
Update Content	Ctrl+Cmd+F5

## Layout Navigation

Add Page	Shift+Cmd+P
First Page	Shift+Cmd+Page Up
Next Page	Shift+Page Down, Shift+Page Down
Previous Page	Shift+Page Up, Shift+Page Up
Last Page	Shift+Cmd+Page Down
Go to Page	Cmd+J
Go Back	Cmd+Page Up
Go Forward	Cmd+Page Down
First Spread	Home, Opt+Shift+Page Up
First Spread (Presentation Mode)	Home
Next Spread	Opt+Page Down
Next Spread (Presentation Mode)	Space, Down Arrow, Return, Page Down
Previous Spread	Opt+Page Up
Previous Spread (Presentation Mode)	Shift+Space, Delete, Up Arrow, Page Up
Last Spread	End, Opt+Shift+Page Down
Last Spread (Presentation Mode)	End
Go to first frame in thread	Opt+Shift+Cmd+Page Up
Go to last frame in thread	Opt+Shift+Cmd+Page Down
Go to next frame in thread	Opt+Cmd+Page Down
Go to previous frame in thread	Opt+Cmd+Page Up
Next window	Cmd+Tab
Next window (Presentation Mode)	Cmd+`
Previous window	Shift+Cmd+Tab
Previous window (Presentation Mode)	Shift+Cmd+`
Scroll down one screen	Page Down
Scroll up one screen	Page Up
Toggle Measurement System	Opt+Shift+Cmd+U

## XML/Structure Navigation

Show Structure	Opt+Cmd+1
Collapse element	Left Arrow
Collapse element and child elements	Opt+Left Arrow
Expand element	Right Arrow
Expand element and child elements	Opt+Right Arrow
Extend XML selection down	Shift+Down Arrow
Extend XML selection up	Shift+Up Arrow
Move XML selection down	Down Arrow
Move XML selection up	Up Arrow
Scroll structure pane down one screen	Page Down
Scroll structure pane up one screen	Page Up
Select first XML node	Home
Select last XML node	End
Select through first XML node	Shift+Home
Select through last XML node	Shift+End
View next validation error	Cmd+Right Arrow
View previous validation error	Cmd+Left Arrow

**Views**

Actual Size	Cmd+1
200% size	Cmd+2
400% size	Cmd+4
50% size	Cmd+5
Zoom In	Cmd+=, Cmd+Num +
Zoom Out	Cmd+-, Cmd+Num -
Access zoom percentage box	Opt+Cmd+5
Fit Selection in Window	Opt+Cmd+=
Toggle between current and previous views	Opt+Cmd+2
Force redraw	Shift+F5
Clear Object-Level Display Settings	Shift+Cmd+F2
Fast Display	Opt+Shift+Cmd+Z
High Quality Display	Ctrl+Opt+Cmd+H
Typical Display	Opt+Cmd+Z
Entire Pasteboard	Opt+Shift+Cmd+0
Hide Conveyor	Opt+B
Show Frame Edges	Ctrl+Cmd+H
Show Text Threads	Opt+Cmd+Y
Fit Page in Window	Cmd+0
Fit Spread in Window	Opt+Cmd+0
Lock Guides	Opt+Cmd+;
Show Baseline Grid	Opt+Cmd+'
Show Document Grid	Cmd+'
Show Guides	Cmd+;
Smart Guides	Cmd+U
Snap to Document Grid	Shift+Cmd+'
Snap to Guides	Shift+Cmd+;
Hide Rulers	Cmd+R
Overprint Preview	Opt+Shift+Cmd+Y
Presentation Screen Mode	Shift+W
Set Presentation Background to Black	B
Set Presentation Background to Gray	G
Set Presentation Background to White	W
Preview Document	Opt+Shift+Cmd+Return, Opt+Shift+Cmd+Enter
Show 1st spot plate	Opt+Shift+Cmd+5
Show 2nd spot plate	Opt+Shift+Cmd+6
Show 3rd spot plate	Opt+Shift+Cmd+7
Show Black plate	Opt+Shift+Cmd+4
Show Cyan plate	Opt+Shift+Cmd+1
Show Magenta plate	Opt+Shift+Cmd+2
Show Yellow plate	Opt+Shift+Cmd+3
Show all plates	Opt+Shift+Cmd+`

**Tables**

Table Setup	Opt+Shift+Cmd+B
Cell Options	Opt+Cmd+B
Delete: Column	Shift+Delete
Delete: Row	Cmd+Delete
Insert Table	Opt+Shift+Cmd+T

Insert Column	Opt+Cmd+9
Insert Row	Cmd+9
Select Table	Opt+Cmd+A
Select Cell	Cmd+/
Select Column	Opt+Cmd+3
Select Row	Cmd+3
Select Cells Above	Shift+Up Arrow
Select Cells Below	Shift+Down Arrow
Select Cells to the Left	Shift+Left Arrow
Select Cells to the Right	Shift+Right Arrow
Move to First Cell in Column	Opt+Page Up
Move to First Cell in Row	Opt+Home
Move to First Row in Frame	Page Up
Move to Last Cell in Column	Opt+Page Down
Move to Last Cell in Row	Opt+End
Move to Last Row in Frame	Page Down
Move to Next Cell	Tab
Move to Previous Cell	Shift+Tab

**Windows & Panels**

Activate last-used field in panel	Opt+Cmd+`
Open/Close all panels in side tabs	Opt+Cmd+Tab
Show/Hide all panels	Tab
Show/Hide all panels except toolbox	Shift+Tab
Toggle Character and Paragraph Modes in Control Panel	Opt+Cmd+7
Toggle Keyboard Focus in Control Panel	Cmd+6
Minimize Window	Cmd+M, Ctrl+Cmd+M
Preferences	Cmd+K
Color	F6
Swatches	F5
Control	Opt+Cmd+6
Effects	Shift+Cmd+F10
Info	F8
SWF Preview	Shift+Cmd+Return, Shift+Cmd+Enter
Layers	F7
Links	Shift+Cmd+D
Object & Layout: Align	Shift+F7
Preflight	Opt+Shift+Cmd+F
Separations Preview	Shift+F6
Pages	Cmd+F12, F12
Stroke	Cmd+F10, F10
Character Styles	Shift+Cmd+F11, Shift+F11
Object Styles	Cmd+F7
Paragraph Styles	Cmd+F11, F11
Text Wrap	Opt+Cmd+W
Character	Cmd+T
Glyphs	Opt+Shift+F11
Index	Shift+F8
Paragraph	Opt+Cmd+T
Table	Shift+F9
Scripts	Opt+Cmd+F11

Add Anchor Point Tool	=	Pen Tool	P
Apply Color	,	Pencil Tool	N
Apply Gradient	.	Rectangle Frame Tool	F
Apply None	/, Num /	Rectangle Tool	M
Apply default fill and stroke colors	D	Rotate Tool	R
Convert Direction Point Tool	Shift+C	Scale Tool	S
Delete Anchor Point Tool	-	Scissors Tool	C
Direct Selection Tool	A	Selection Tool	V, Escape
Ellipse Tool	L	Shear Tool	O
Eyedropper Tool	I	Swap fill and stroke activation	X
Free Transform Tool	E	Swap fill and stroke colors	Shift+X
Gap Tool	U	Toggle Content Collector and Content Placer	B
Gradient Feather Tool	Shift+G	Toggle Text and Object Control	J
Gradient Swatch Tool	G	Toggle view setting between default and preview	W
Hand Tool	H	Type Tool	T
Line Tool	\	Type on a Path Tool	Shift+T
Measure Tool	K	Zoom Tool	Z
Page Tool	Shift+P		

Decrease scale by 1%	Cmd+,	Resize Vertically	Opt+Shift+V
Decrease scale by 5%	Opt+Cmd+,	Select all Guides	Opt+Cmd+G
End Path Drawing	Enter, Return	Toggle Live Edit Mode	4
Increase scale by 1%	Cmd+.	Bring Forward	Cmd+] ]
Increase scale by 5%	Opt+Cmd+.	Bring to Front	Shift+Cmd+] ]
Nudge up	Up Arrow	Send Backward	Cmd+[ [
Nudge down	Down Arrow	Send to Back	Shift+Cmd+[ [
Nudge up 1/10	Shift+Cmd+Up Arrow	Clipping Path Options	Opt+Shift+Cmd+K
Nudge down 1/10	Shift+Cmd+Down Arrow	Drop Shadow	Opt+Cmd+M
Nudge up x10	Shift+Up Arrow	Fit Center Content	Shift+Cmd+E
Nudge down x10	Shift+Down Arrow	Fit Fill Frame Proportionally	Opt+Shift+Cmd+C
Nudge up duplicate	Opt+Up Arrow	Fit Content Proportionally	Opt+Shift+Cmd+E
Nudge down duplicate	Opt+Down Arrow	Fit Content to Frame	Opt+Cmd+E
Nudge up 1/10 duplicate	Opt+Shift+Cmd+Up Arrow	Fit Frame to Content	Opt+Cmd+C
Nudge down 1/10 duplicate	Opt+Shift+Cmd+Down Arrow	Place	Cmd+D
Nudge up x10 duplicate	Opt+Shift+Up Arrow	Group	Cmd+G
Nudge down x10 duplicate	Opt+Shift+Down Arrow	Hide	Cmd+3
Nudge right	Right Arrow	Lock	Cmd+L
Nudge left	Left Arrow	Make Compound Path	Cmd+8
Nudge right 1/10	Shift+Cmd+Right Arrow	Release Compound Path	Opt+Shift+Cmd+8
Nudge left 1/10	Shift+Cmd+Left Arrow	Select Container	Escape
Nudge right x10	Shift+Right Arrow	Select Content	Shift+Escape
Nudge left x10	Shift+Left Arrow	Select First Object Above	Opt+Shift+Cmd+] ]
Nudge right duplicate	Opt+Right Arrow	Select Last Object Below	Opt+Shift+Cmd+[ [
Nudge left duplicate	Opt+Left Arrow	Select Next Object Above	Opt+Cmd+] ]
Nudge right 1/10 duplicate	Opt+Shift+Cmd+Right Arrow	Select Next Object Below	Opt+Cmd+[ [
Nudge left 1/10 duplicate	Opt+Shift+Cmd+Left Arrow	Show All on Spread	Opt+Cmd+3
Nudge right x10 duplicate	Opt+Shift+Right Arrow	Text Frame Options	Cmd+B
Nudge left x10 duplicate	Opt+Shift+Left Arrow	Transform Sequence Again	Opt+Cmd+4
Pin Top Edge	Opt+Cmd+Up Arrow	Move	Shift+Cmd+M
Pin Right Edge	Opt+Cmd+Right Arrow	Ungroup	Shift+Cmd+G
Pin Bottom Edge	Opt+Cmd+Down Arrow	Unlock All on Spread	Opt+Cmd+L
Pin Left Edge	Opt+Cmd+Left Arrow	Override All Master Page Items	Opt+Shift+Cmd+L
Resize Horizontally	Opt+Shift+H		

## Object Editing

## Working with Text

Align center	Shift+Cmd+C	Move to the previous paragraph	Cmd+Up Arrow
Align left	Shift+Cmd+L	Move to the right one character	Right Arrow
Align right	Shift+Cmd+R	Move to the right one word	Cmd+Right Arrow
Align justify	Shift+Cmd+J	Move to the start of the line	Home
Align force justify	Shift+Cmd+F	Move up one line	Up Arrow
Align to baseline grid	Opt+Shift+Cmd+G	Move down one line	Down Arrow
Bold	Shift+Cmd+B	Recompose all stories	Opt+Cmd+/\
Italic	Shift+Cmd+I	Select line	Shift+Cmd+\
Normal	Shift+Cmd+Y	Select one character to the left	Shift+Left Arrow
All Caps	Shift+Cmd+K	Select one character to the right	Shift+Right Arrow
Small Caps	Shift+Cmd+H	Select one line above	Shift+Up Arrow
Strikethrough	Ctrl+Shift+Cmd+/, Shift+Cmd+/\	Select one line below	Shift+Down Arrow
Subscript	Opt+Shift+Cmd+=	Select one paragraph before	Shift+Cmd+Up Arrow
Superscript	Shift+Cmd+=	Select one paragraph forward	Shift+Cmd+Down Arrow
Underline	Shift+Cmd+U	Select one word to the left	Shift+Cmd+Left Arrow
Auto leading	Opt+Shift+Cmd+A	Select one word to the right	Shift+Cmd+Right Arrow
Auto-hyphenate on/off	Opt+Shift+Cmd+H	Select to beginning of story	Shift+Cmd+Home
Increase baseline shift	Opt+Shift+Up Arrow	Select to end of story	Shift+Cmd+End
Decrease baseline shift	Opt+Shift+Down Arrow	Select to the end of the line	Shift+End
Increase baseline shift x 5	Opt+Shift+Cmd+Up Arrow	Select to the start of the line	Shift+Home
Decrease baseline shift x 5	Opt+Shift+Cmd+Down Arrow	Start Row on Next Column	Enter
Increase kerning/tracking	Opt+Shift+Right Arrow, Opt+Right Arrow	Start Row on Next Frame	Shift+Enter
Decrease kerning/tracking	Opt+Shift+Left Arrow, Opt+Left Arrow	Toggle Cell/Text Selection	Escape
Increase kerning/tracking x 5	Opt+Cmd+Right Arrow	Toggle Typographer's Quotes Preference	Opt+Shift+Cmd+'
Decrease kerning/tracking x 5	Opt+Cmd+Left Arrow	Update missing font list	Opt+Shift+Cmd+/\
Reset Kerning and Tracking	Opt+Cmd+Q	Add new index entry	Opt+Shift+Cmd+[
Increase leading	Opt+Down Arrow	Add new index entry (reversed)	Opt+Shift+Cmd+]
Decrease leading	Opt+Up Arrow	New Index	Cmd+7
Increase leading x 5	Opt+Cmd+Down Arrow	Redefine Paragraph Style	Opt+Shift+Cmd+R
Decrease leading x 5	Opt+Cmd+Up Arrow	Redefine Character Style	Opt+Shift+Cmd+C
Increase point size	Shift+Cmd+.	Drop Caps and Nested Styles	Opt+Cmd+R
Decrease point size	Shift+Cmd+,	Justification	Opt+Shift+Cmd+J
Increase point size x 5	Opt+Shift+Cmd+.	Keep Options	Opt+Cmd+K
Decrease point size x 5	Opt+Shift+Cmd+,	Paragraph Rules	Opt+Cmd+J
Increase word space	Opt+Cmd+), Ctrl+Opt+Cmd+\	Autotag	Opt+Shift+Cmd+F7
Decrease word space	Opt+Cmd+Delete	Create Outlines	Shift+Cmd+O
Increase word space x 5	Opt+Shift+Cmd+\	Create Outlines without Deleting Text	Opt+Shift+Cmd+O
Decrease word space x 5	Opt+Shift+Cmd+Delete	Insert Forced Line Break	Shift+Return
Delete one character to the left	Delete, Shift+Delete	Insert Frame Break	Shift+Enter
Delete one character to the right	Del, Shift+Del	Insert Page Break	Cmd+Enter
Delete one word to the left	Cmd+Delete	Insert Discretionary Hyphen	Shift+Cmd+-
Delete one word to the right	Cmd+Del	Insert Nonbreaking Hyphen	Opt+Cmd+-
Normal horizontal text scale	Shift+Cmd+X	Insert Current Page Number	Opt+Shift+Cmd+N
Normal vertical text scale	Opt+Shift+Cmd+X	Insert Indent to Here	Cmd+\
Load Replace with selected text	Cmd+F2	Insert Right Indent Tab	Shift+Tab
Find Next Instance of Font	Shift+F2	Insert Straight Double Quotation Marks	Ctrl+Shift+'
Move Down	Down Arrow	Insert Straight Single Quotation Mark (Apostrophe)	Ctrl+'
Move Left	Left Arrow	Insert Em Space	Shift+Cmd+M
Move Right	Right Arrow	Insert En Space	Shift+Cmd+N
Move Up	Up Arrow	Insert Nonbreaking Space	Opt+Cmd+X
Move to beginning of story	Cmd+Home	Insert Thin Space	Opt+Shift+Cmd+M
Move to end of story	Cmd+End	Notes Mode	Cmd+F8
Move to the end of the line	End	Show Hidden Characters	Opt+Cmd+I
Move to the left one character	Left Arrow	Tabs	Shift+Cmd+T
Move to the left one word	Cmd+Left Arrow	Next Change	Cmd+Page Down
Move to the next paragraph	Cmd+Down Arrow	Previous Change	Cmd+Page Up