

General Shortcuts

Files

New Document	Ctrl+N
New default document	Ctrl+Alt+N
Open	Ctrl+O
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save a Copy	Ctrl+Alt+S
Save all	Shift+Ctrl+Alt+S
Package	Shift+Ctrl+Alt+P
Export	Ctrl+E
Print	Ctrl+P
Close	Ctrl+W, Ctrl+F4
Close all	Shift+Ctrl+Alt+W
Exit	Ctrl+Q
Browse in Bridge	Ctrl+Alt+O
Document Setup	Ctrl+Alt+P
File Info	Shift+Ctrl+Alt+I
Place	Ctrl+D

Editing

Clear	Backspace, Ctrl+Backspace, Delete, Ctrl+Delete
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Paste Into	Ctrl+Alt+V
Paste in Place	Shift+Ctrl+Alt+V
Paste without Formatting	Shift+Ctrl+V
Duplicate	Shift+Ctrl+Alt+D
Step and Repeat	Ctrl+Alt+U
Edit in Story Editor	Ctrl+Y
Select All	Ctrl+A
Deselect All	Shift+Ctrl+A
Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Find/Change	Ctrl+F
Find Next	Ctrl+Alt+F
Load Find and Find Next instance	Shift+F1
Load Find with selected text	Ctrl+F1
Load Replace with selected text	Ctrl+F2
Replace with Change To text	Ctrl+F3
Replace with Change To text and Find Next	Shift+F3
Quick Apply	Ctrl+Enter
Check Spelling	Ctrl+I
Check In	Shift+Ctrl+F9
Check In All	Shift+Ctrl+Alt+F9
Check Out	Ctrl+F9
Update Content	Ctrl+F5

Layout Navigation

Add Page	Shift+Ctrl+P
First Page	Shift+Ctrl+Page Up
Next Page	Shift+Page Down
Previous Page	Shift+Page Up, Shift+Page Up
Last Page	Shift+Ctrl+Page Down
Go to Page	Ctrl+J
Go Back	Ctrl+Page Up
Go Forward	Ctrl+Page Down
First Spread	Shift+Alt+Page Up, Home
Next Spread	Alt+Page Down
Next Spread (Presentation Mode)	Space, Down Arrow, Enter, Page Down
Previous Spread	Alt+Page Up
Previous Spread (Presentation Mode)	Shift+Space, Backspace, Up Arrow, Page Up
Left Spread (Presentation Mode)	Left Arrow
Right Spread (Presentation Mode)	Right Arrow
Go to first frame in thread	Shift+Ctrl+Alt+Page Up
Go to last frame in thread	Shift+Ctrl+Alt+Page Down
Go to next frame in thread	Ctrl+Alt+Page Down
Go to previous frame in thread	Ctrl+Alt+Page Up
Last Spread	Shift+Alt+Page Down, End
Scroll down one screen	Page Down, Page Down
Scroll up one screen	Page Up, Page Up
Toggle Measurement System	Shift+Ctrl+Alt+U

XML/Structure Navigation

Show Structure	Ctrl+Alt+1
Collapse element	Left Arrow
Collapse element and child elements	Alt+Left Arrow
Expand element	Right Arrow
Expand element and child elements	Alt+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	Ctrl+Right Arrow
View previous validation error	Ctrl+Left Arrow

Views

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

Tables

Table Setup	Shift+Ctrl+Alt+B
Cell Options	Ctrl+Alt+B
Delete Column	Shift+Backspace
Delete Row	Ctrl+Backspace
Insert Table	Shift+Ctrl+Alt+T
Insert Column	Ctrl+Alt+9

Insert Row	Ctrl+9
Select Table	Ctrl+Alt+A
Select Cell	Ctrl+/
Select Column	Ctrl+Alt+3
Select Row	Ctrl+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	Alt+Page Up
Move to First Cell in Row	Alt+Home
Move to First Row in Frame	Page Up
Move to Last Cell in Column	Alt+Page Down
Move to Last Cell in Row	Alt+End
Move to Last Row in Frame	Page Down
Move to Next Cell	Tab
Move to Previous Cell	Shift+Tab

Window & Panels

Next window	Ctrl+Tab, Ctrl+',
Previous window	Shift+Ctrl+Tab, Shift+Ctrl+'
Open context menu	Shift+F10
Open/Close all panels in side tabs	Shift+Ctrl+Alt+Tab
Show/Hide all panels	Tab
Show/Hide all panels except toolbox	Shift+Tab
Activate last-used field in panel	Ctrl+Alt+'
Toggle Character and Paragraph Modes in Control Panel	Ctrl+Alt+7
Toggle Keyboard Focus in Control Panel	Ctrl+6
Color	F6
Swatches	F5
Control	Ctrl+Alt+6
Effects	Shift+Ctrl+F10
Info	F8
SWF Preview	Shift+Ctrl+Enter, Shift+Ctrl+Num Enter
Layers	F7
Links	Shift+Ctrl+D
Object & Layout: Align	Shift+F7
Preflight	Shift+Ctrl+Alt+F
Separations Preview	Shift+F6
Pages	F12, Ctrl+F12
Stroke	F10, Ctrl+F10
Character Styles	Shift+F11, Shift+Ctrl+F11
Object Styles	Ctrl+F7
Paragraph Styles	F11, Ctrl+F11
Text Wrap	Ctrl+Alt+W
Character	Ctrl+T
Glyphs	Shift+Alt+F11
Index	Shift+F8
Paragraph	Ctrl+Alt+T, Ctrl+M
Table	Shift+F9
Scripts	Ctrl+Alt+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%	Ctrl+,	Resize Vertically	Shift+Alt+V
Decrease scale by 5%	Ctrl+Alt+,	End Path Drawing	Enter, Num Enter
Increase scale by 1%	Ctrl+.	Select all Guides	Ctrl+Alt+G
Increase scale by 5%	Ctrl+Alt+.	Toggle Live Edit Mode	4
Nudge up	Up Arrow	Bring Forward	Ctrl+]
Nudge down	Down Arrow	Bring to Front	Shift+Ctrl+]
Nudge up 1/10	Shift+Ctrl+Up Arrow	Send Backward	Ctrl+[
Nudge down 1/10	Shift+Ctrl+Down Arrow	Send to Back	Shift+Ctrl+[
Nudge up x10	Shift+Up Arrow	Clipping Path: Options	Shift+Ctrl+Alt+K
Nudge down x10	Shift+Down Arrow	Effects: Drop Shadow	Ctrl+Alt+M
Nudge up duplicate	Alt+Up Arrow	Fit Center Content	Shift+Ctrl+E
Nudge down duplicate	Alt+Down Arrow	Fit Fill Frame Proportionally	Shift+Ctrl+Alt+C
Nudge up 1/10 duplicate	Shift+Ctrl+Alt+Up Arrow	Fit Content Proportionally	Shift+Ctrl+Alt+E
Nudge down 1/10 duplicate	Shift+Ctrl+Alt+Down Arrow	Fit Content to Frame	Ctrl+Alt+E
Nudge up x10 duplicate	Shift+Alt+Up Arrow	Fit Frame to Content	Ctrl+Alt+C
Nudge down x10 duplicate	Shift+Alt+Down Arrow	Group	Ctrl+G
Nudge left	Left Arrow	Hide	Ctrl+3
Nudge right	Right Arrow	Lock	Ctrl+L
Nudge right 1/10	Shift+Ctrl+Right Arrow	Make Compound Path	Ctrl+8
Nudge left 1/10	Shift+Ctrl+Left Arrow	Release Compound Path	Shift+Ctrl+Alt+8
Nudge right x10	Shift+Right Arrow	Select Container	Escape
Nudge left x10	Shift+Left Arrow	Select Content	Shift+Escape
Nudge right duplicate	Alt+Right Arrow	Select First Object Above	Shift+Ctrl+Alt+]
Nudge left duplicate	Alt+Left Arrow	Select Last Object Below	Shift+Ctrl+Alt+[
Nudge right 1/10 duplicate	Shift+Ctrl+Alt+Right Arrow	Select Next Object Above	Ctrl+Alt+]
Nudge left 1/10 duplicate	Shift+Ctrl+Alt+Left Arrow	Select Next Object Below	Ctrl+Alt+[
Nudge right x10 duplicate	Shift+Alt+Right Arrow	Show All on Spread	Ctrl+Alt+3
Nudge left x10 duplicate	Shift+Alt+Left Arrow	Text Frame Options	Ctrl+B
Pin Top Edge	Ctrl+Alt+Up Arrow	Transform Sequence Again	Ctrl+Alt+4
Pin Right Edge	Ctrl+Alt+Right Arrow	Move	Shift+Ctrl+M
Pin Left Edge	Ctrl+Alt+Left Arrow	Ungroup	Shift+Ctrl+G
Pin Bottom Edge	Ctrl+Alt+Down Arrow	Unlock All on Spread	Ctrl+Alt+L
Resize Horizontally	Shift+Alt+H	Override All Master Page Items	Shift+Ctrl+Alt+L

Object Editing

Working with Text

Align center	Shift+Ctrl+C	Move down one line	Down Arrow
Align left	Shift+Ctrl+L	Move to beginning of story	Ctrl+Home
Align right	Shift+Ctrl+R	Move to end of story	Ctrl+End
Align justify	Shift+Ctrl+J	Move to the end of the line	End
Align force justify	Shift+Ctrl+F	Move to the left one character	Left Arrow
Align to baseline grid	Shift+Ctrl+Alt+G	Move to the left one word	Ctrl+Left Arrow
Bold	Shift+Ctrl+B	Move to the next paragraph	Ctrl+Down Arrow
Italic	Shift+Ctrl+I	Move to the previous paragraph	Ctrl+Up Arrow
Normal	Shift+Ctrl+Y	Move to the right one character	Right Arrow
All Caps	Shift+Ctrl+K	Move to the right one word	Ctrl+Right Arrow
Small Caps	Shift+Ctrl+H	Move to the start of the line	Home
Strikethrough	Shift+Ctrl+/-	Move up one line	Up Arrow
Subscript	Shift+Ctrl+Alt+=	Recompose all stories	Ctrl+Alt+/-
Superscript	Shift+Ctrl+=	Select line	Shift+Ctrl+\
Underline	Shift+Ctrl+U	Select one character to the left	Shift+Left Arrow
Auto leading	Shift+Ctrl+Alt+A	Select one character to the right	Shift+Right Arrow
Auto-hyphenate on/off	Shift+Ctrl+Alt+H	Select one line above	Shift+Up Arrow
Clear	Backspace	Select one line below	Shift+Down Arrow
Increase baseline shift	Shift+Alt+Up Arrow	Select one paragraph before	Shift+Ctrl+Up Arrow
Decrease baseline shift	Shift+Alt+Down Arrow	Select one paragraph forward	Shift+Ctrl+Down Arrow
Increase baseline shift x 5	Shift+Ctrl+Alt+Up Arrow	Select one word to the left	Shift+Ctrl+Left Arrow
Decrease baseline shift x 5	Shift+Ctrl+Alt+Down Arrow	Select one word to the right	Shift+Ctrl+Right Arrow
Increase kerning/tracking	Shift+Alt+Right Arrow, Alt+Right Arrow	Select to beginning of story	Shift+Ctrl+Home
Decrease kerning/tracking	Shift+Alt+Left Arrow, Alt+Left Arrow	Select to end of story	Shift+Ctrl+End
Increase kerning/tracking x 5	Ctrl+Alt+Right Arrow	Select to the end of the line	Shift+End
Decrease kerning/tracking x 5	Ctrl+Alt+Left Arrow	Select to the start of the line	Shift+Home
Reset kerning and tracking	Ctrl+Alt+Q	Start Row on Next Column	Num Enter
Increase leading	Alt+Down Arrow	Start Row on Next Frame	Shift+Num Enter
Decrease leading	Alt+Up Arrow	Toggle Cell/Text Selection	Escape
Increase leading x 5	Ctrl+Alt+Down Arrow	Toggle Typographer's Quotes Preference	Shift+Ctrl+Alt+'
Decrease leading x 5	Ctrl+Alt+Up Arrow	Update missing font list	Shift+Ctrl+Alt+/-
Increase point size	Shift+Ctrl+.	Add new index entry	Shift+Ctrl+Alt+[
Decrease point size	Shift+Ctrl+,	Add new index entry (reversed)	Shift+Ctrl+Alt+]
Increase point size x 5	Shift+Ctrl+Alt+.	New Index	Ctrl+7
Decrease point size x 5	Shift+Ctrl+Alt+,	Redefine Paragraph Style	Shift+Ctrl+Alt+R
Increase word space	Ctrl+Alt+\	Redefine Character Style	Shift+Ctrl+Alt+C
Decrease word space	Ctrl+Alt+Backspace	Drop Caps and Nested Styles	Ctrl+Alt+R
Increase word space x 5	Shift+Ctrl+Alt+\	Justification	Shift+Ctrl+Alt+J
Decrease word space x 5	Shift+Ctrl+Alt+Backspace	Keep Options	Ctrl+Alt+K
Normal horizontal text scale	Shift+Ctrl+X	Paragraph Rules	Ctrl+Alt+J
Normal vertical text scale	Shift+Ctrl+Alt+X	Autotag	Shift+Ctrl+Alt+F7
Delete	Delete	Create Outlines	Shift+Ctrl+O
Delete one character to the left	Backspace, Shift+Backspace	Create outlines without deleting text	Shift+Ctrl+Alt+O
Delete one character to the right	Delete, Shift+Delete	Insert Column Break	Num Enter
Delete one word to the left	Ctrl+Backspace	Insert Forced Line Break	Shift+Enter
Delete one word to the right	Ctrl+Delete	Insert Frame Break	Shift+Num Enter
Find Next Instance of Font	Shift+F2	Insert Page Break	Ctrl+Num Enter
Move Down	Down Arrow	Insert Paragraph Return	Enter
Move Left	Left Arrow	Insert Discretionary Hyphen	Shift+Ctrl+-
Move Right	Right Arrow	Insert Em Dash	Shift+Alt+-
Move Up	Up Arrow	Insert En Dash	Alt+-

Working with Text (Continued)

Insert Nonbreaking Hyphen	Ctrl+Alt+-	Insert Paragraph Symbol	Alt+7
Insert Current Page Number	Shift+Ctrl+Alt+N	Insert Registered Trademark Symbol	Alt+R
Insert Indent to Here	Ctrl+\	Insert Section Symbol	Alt+6
Insert Right Indent Tab	Shift+Tab	Insert Trademark Symbol	Alt+2
Insert Tab	Tab	Insert Em Space	Shift+Ctrl+M
Insert Double Left Quotation Marks	Alt+[Insert En Space	Shift+Ctrl+N
Insert Double Right Quotation Marks	Shift+Alt+[Insert Nonbreaking Space	Ctrl+Alt+X
Insert Single Left Quotation Mark	Alt+]	Insert Thin Space	Shift+Ctrl+Alt+M
Insert Single Right Quotation Mark	Shift+Alt+]	Notes Mode	Ctrl+F8
Insert Straight Double Quotation Marks	Shift+Alt+'	Show Hidden Characters	Ctrl+Alt+I
Insert Straight Single Quotation Mark (Apostrophe)	Alt+'	Tabs	Shift+Ctrl+T
Insert Bullet Character	Alt+8	Next Change	Ctrl+Page Down
Insert Copyright Symbol	Alt+G	Previous Change	Ctrl+Page Up
Insert Ellipsis	Alt+;		