

# InDesign CS2 Shortcuts

	<b>Windows</b>	<b>Mac</b>
InDesign Help	F1	Help
Herff Jones plug-ins	Herff Jones	Herff Jones
Layout Builder	Window menu	Window menu
Redraw screen	Shift + F5	Shift + F5
<b>File</b>		
New	Ctrl+N	Command + N
Open	Ctrl+O	Command+O
Browse (Adobe Bridge)	Ctrl+Alt+O	Command+Option+O
Close Document	Ctrl+W	Command+W
Close All	Ctrl+Alt+Shift+W	Command + Shift + Option + W
Save	Ctrl+S	Command+S
Save as	Ctrl+Shift+S	Command + Shift + S
Save a Copy	Ctrl+Alt+S	Command+Option+S
Save All	Ctrl+Alt+Shift+S	Command+Shift+Option+S
Place	Ctrl+D	Command+D
Export	Ctrl+E	Command+E
Document Setup	Ctrl+Alt+P	Command+Option+P
File Info	Ctrl+Alt+Shift+I	Command+Option+Shift+I
Preflight	Ctrl+Alt+Shift+F	Command+Option+Shift+F
Package	Ctrl+Alt+Shift+P	Command+Option+Shift+P
Print	Ctrl+P	Command+P
Exit	Ctrl+Q	Command+Q
Clear Local Display Settings	Ctrl+Shift+F2	Command+Shift+F2
Override All Master		
Page Items	Ctrl+Alt-Shift+L	Command+Shift+Option+L

Note: Mac OS 10.3x-10.4x users - Commands using F9, F10 and F11 will start Expose instead of the InDesign command. Alternate commands are noted.

	<b>Windows</b>	<b>Mac</b>
Preferences General	Ctrl+K	Command+K
Delete Preferences at start up	Ctrl+Alt+Shift	Command+Shift+Option+Ctrl
<b>Edit</b>		
Undo	Ctrl+Z	Command+Z
Redo	Ctrl+Shift+Z	Command+Shift+Z
Cut	Ctrl+X	Command+X
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Paste without Formatting	Ctrl+Shift+V	Command+Shift+V
Paste Into	Ctrl+Alt+V	Command+Option+V
Paste in Place	Ctrl+Alt+Shift+V	Command+Option+Shift+V
Clear	Backspace	Backspace
Duplicate	Ctrl+Alt+Shift+D	Command+Option+Shift+D
	Alt+drag	Option+drag
Step & Repeat	Ctrl+Alt+U	Command+Option+U
Select All	Ctrl+A	Command+A
Deselect All	Ctrl+Shift+A	Command+Shift+A
Edit in Story Editor	Ctrl+Y	Command+Y
Quick Apply	Ctrl+Enter	Command+Enter
Find/Change	Ctrl+F	Command+F
Find Next	Ctrl+Alt+F	Command+Option+F
Check Spelling	Ctrl+I	Command+I
<b>Indexing</b>		
Index New	Ctrl+U	Command+U
Index Palette	Shift+F8	Shift+F8
Mark Proper Names	Ctrl+Alt+Shift+]	Command+Option+Shift+]
Mark Clubs/Businesses	Ctrl+Alt+Shift+[	Command+Option+Shift+[
Nonbreaking Space	Ctrl+Alt+X	Command+Option+X

## Layout

	<b>Windows</b>	<b>Mac</b>
Add New Page	Ctrl+Shift+P	Command+Shift+P
First Page	Ctrl+Shift+Page Up	Command+Shift+Page Up
Previous Page	Shift+Page Up	Shift+Page Up
Next Page	Shift+Page Down	Shift+Page Down
Last Page	Ctrl+Shift+Page Down	Command+Shift+Page Down
Next Spread	Alt+Page Down	Option+Page Down
Previous Spread	Alt+Page Up	Option+Page Up
Go Back	Ctrl+Page Up	Command+Page Up
Go Forward	Ctrl+Page Down	Command+Page Down

## Type

Character Styles		
Redefine Text Character	Ctrl+Alt+Shift+C	Command+Shift+Option+C
All Caps	Ctrl+Shift+K	Command+Shift+K
Small Caps	Ctrl+Shift+H	Command+Shift+H
Strikethrough	Ctrl+Shift+ /	Command+Shift+ /
Subscript	Ctrl+Alt+Shift+=	Command+Shift+Option+=
Superscript	Ctrl+Shift+=	Command+Shift+=
Underline	Ctrl+Shift+U	Command+Shift+U
Paragraph		
Redefine Styles	Ctrl+Alt+Shift+R	Command+Shift+Option+R
Drop Caps & Nested Styles	Ctrl+Alt+R	Command+Option+R
Set Keep Options	Ctrl+Alt+K	Command+Option+K
Paragraph Rules	Ctrl+Alt+J	Command+Option+J
Paragraph Justification	Ctrl+Shift+Alt+J	Shift+Command+Option+J
Character	Ctrl+T	Command+T
Paragraph	Ctrl+M or Ctrl+Alt+T	Command+Option+T
Tabs	Ctrl+Shift+T	Command+Shift+T
Character Style	Shift+F11	Shift+F11
OS 10.3x-10.4x		Command+Ctrl+Shift+F11

Paragraph		
OS 10.3x-10.4x		
Create Outlines	Ctrl+Shift+O	Command+Ctrl+F11
Create Outlines Without		
Deleting Text	Ctrl+Alt+Shift+O	Command+Shift+Option+O
Show Hidden Characters	Ctrl+Alt+I	Command+Option+I
Soft Return	Shift+Return	Shift+Return
Insert Special Character		
Auto Page Number	Ctrl+Alt+Shift+N	Command+Shift+Option+N
Discretionary Hyphen	Ctrl+Shift+- (hyphen)	Command+Shift+- (hyphen)
Indent to Here	Ctrl+\	Command+\
Nonbreaking Hyphen	Alt+Ctrl+- (hyphen)	Command+Option+- (hyphen)
Right Indent Tab	Shift+Tab	Shift+Tab
Bullet Character	Alt+8	Option+8
Copyright Symbol	Alt+G	Option+G
Ellipsis	Alt+ ; (semi-colon)	Option+ ; (semi-colon)
Em Dash	Alt+Shift+- (hyphen)	Option+Shift+- (hyphen)
En Dash	Alt+- (hyphen)	Option+- (hyphen)
Paragraph Symbol	Alt+7	Option+7
Next Page Number	Ctrl+Alt+Shift+ ]	Command+Shift+Option+ ]
Quotation Mark		
Single Left	Alt+ ]	N/A
Single Right	Shift+Alt+ ]	N/A
Double Left	Alt+ [	N/A
Double Right	Shift+Alt+ [	N/A
Previous Page Number	Ctrl+Alt+Shift+ [	Command+Shift+Option+ [
Registered Trademark	Alt+R	Option+R
Trademark	Alt+2	Option+2
Insert White Space		
Em Space	Ctrl+Shift+M	Command+Shift+M
En Space	Ctrl+Shift+N	Command+Shift+N
Hair Space	Alt+Shift+Ctrl+I	Command+Shift+Option+I
Nonbreaking Space	Alt+Ctrl+X	Command+Option+X
Thin Space	Alt+Shift+Ctrl+M	Command+Shift+Option+M

<b>Text</b>	<b>Windows</b>	<b>Mac</b>		<b>Windows</b>	<b>Mac</b>
Align Center	Ctrl+Shift+C	Command+Shift+C	Move to end of line	End	End
Justify (all but last line)	Ctrl+Shift+J	Command+Shift+J	Move to left one word	Ctrl+Left Arrow	Command+Left Arrow
Justify (all lines)	Ctrl+Shift+F	Command+Shift+F	Move to right one word	Ctrl+Right Arrow	Command+Right Arrow
Align Left	Ctrl+Shift+L	Command+Shift+L	Move to start of line	Home	Home
Align Right	Ctrl+Shift+R	Command+Shift+R	Reset Kerning & Tracking	Ctrl+Alt+Q	Command+Option+Q
Justify Center	Ctrl+Alt+Shift+C	Command+Option+Shift+C	Recompose All Stories	Ctrl+Alt+ /	Command+Option+ /
Align to Baseline Grid	Ctrl+Alt+Shift+G	Command+Shift+Option+G	Select All	Ctrl+A	Command+A
Apply Bold	Ctrl+Shift+B	Command+Shift+B	Deselect All	Ctrl+Shift+A	Command+Shift+A
Apply Italic	Ctrl+Shift+I	Command+Shift+I	Select Line	Ctrl+Shift+\	Command+Shift+\
Apply Normal	Ctrl+Shift+Y	Command+Shift+Y	Select one character		
Auto flow text	Shift+click loaded text icon		to left	Shift+Left Arrow	Shift+Left Arrow
Auto Leading	Ctrl+Alt+Shift+A	Command+Shift+Option+A	to right	Shift+Right Arrow	Shift+Right Arrow
Auto-Hyphenate off/on	Ctrl+Alt+Shift+H	Command+Shift+Option+H	Select One Line Above	Shift+Up Arrow	Shift+Up Arrow
Hyphenation On/Off			Select One Line Below	Shift+Down Arrow	Shift+Down Arrow
Selected Text	Ctrl+Alt+H	Command+Option+H	Select paragraph	Triple-click	Triple-Click
Decrease Kerning/Tracking	Alt+Right Arrow	Option+Right Arrow	Select one paragraph		
Decrease Kerning/Trackingx5	Ctrl+Alt+Right Arrow	Command+Option+Right Arrow	before	Ctrl+Shift+Up Arrow	Command+Shift+Up Arrow
Increase Kerning/Tracking	Alt+Left Arrow	Option+Left Arrow	forward	Ctrl+Shift+Down Arrow	Command+Shift+Down Arrow
Increase Kerning/Trackingx5	Ctrl+Alt+Left Arrow	Command+Option+Left Arrow	Select one word	Double-click	Double-click
Clear Kerning/Tracking	Ctrl+Shift+Q	Command+Shift+Q	Select one word to left	Ctrl+Shift+Left Arrow	Command+Shift+Left Arrow
Decrease Leading	Alt+Down Arrow	Option+Down Arrow	Select one word to right	Ctrl+Shift+Right Arrow	Command+Shift+Right Arrow
Decrease Leading x5	Ctrl+Alt+Down Arrow	Command+Option+Down Arrow	Select to beginning of story	Ctrl+Shift+Home	Command+Shift+Home
Increase Leading	Alt+Up Arrow	Option+Up Arrow	Select to end of story	Ctrl+Shift+End	Command+Shift+End
Increase Leading x5	Ctrl+Alt+Up Arrow	Command+Option+Up Arrow	Select to end of line	Shift+End	Shift+End
Decrease Point Size	Ctrl+Shift+<	Command+Shift+<	Select to start of line	Shift+Home	Shift+Home
Decrease Point Size x5	Ctrl+Alt+Shift+<	Command+Option+Shift+<	Select range	Shift+Left, Right, Up or Down arrows	
Increase Point Size	Ctrl+Shift+>	Command+Shift+>	Delete word in front		
Increase Point Size x5	Ctrl+Alt+Shift+>	Command+Shift+Option+>	of insertion point	Ctrl+Backspace	Command+Delete
Decrease Word Space	Ctrl+Alt+Backspace	Command+Option+Delete	Toggle		
Decrease Word Space x5	Ctrl+Alt+Shift+Backspace	Command+Option+Shift+Delete	Typographer's quotes	Ctrl+Alt+Shift+”	Command+Shift+Option+”
Increase Word Space	Ctrl+Alt+\	Command+Option+\	Update missing font list	Ctrl+Alt+Shift+ /	Command+Option+Shift+ /
Increase Word Space x5	Ctrl+Alt+Shift+\	Command+Shift+Option+\			
Move to beginning of story	Ctrl+Home	Command+Home			
Move to end of story	Ctrl+End	Command+End			

<b>Object</b>	<b>Windows</b>	<b>Mac</b>		<b>Windows</b>	<b>Mac</b>
Move	Ctrl+Shift+M	Command+Shift+M	first/last row in frame	PageUp/Page Down	
Transform Again	Ctrl+Alt+3	Command+Option+3	up/down one cell	Up Arrow/Down Arrow	
Transform Sequence Again	Ctrl+Alt+4	Command+Option+4	left/right one cell	Left Arrow/Right Arrow	
Bring to Front	Ctrl+Shift+]	Command+Shift+]	Select		
Bring Forward	Ctrl+]	Command+]	Table	Ctrl+Alt+A	Command+Option+A
Send Backward	Ctrl+[	Command+[	Column	Ctrl+Alt+3	Command+Option+3
Send to Back	Ctrl+Shift+[	Command+Shift+[	Row	Ctrl+3	Command+3
Group	Ctrl+G	Command+G	Cell	Ctrl+/	Command+ /
Ungroup	Ctrl+Shift+G	Command+Shift+G	Cell above/below		Shift+Up Arrow/Down Arrow
Lock Position	Ctrl+L	Command+L	Cell to the right/left		Shift+Right Arrow/Left Arrow
Unlock Position	Ctrl+Alt+L	Command+Option+L	Set cell text options	Ctrl+Alt+B	Command+Option+B
Text Frame Options	Ctrl+B	Command+B	Start row on next column		Enter (numeric keypad)
Fit Content to Frame	Ctrl+Alt+E	Command+Option+E	Start row on next frame		Shift+Enter (numeric keypad)
Fit Frame to Content	Ctrl+Alt+C	Command+Option+C	Toggle between text selection and cell selection		Esc
Center Content	Shift+Ctrl+E	Command+Shift+E			
Fit Content Proportionally	Ctrl+Alt+Shift+E	Command+Shift+Option+E	<b>View</b>		
Fill Frame Proportionally	Ctrl+Alt+Shift+C	Command+Option+Shift+C	Overprint Preview	Ctrl+Alt+Shift+Y	Command+Shift+Option+Y
Drop Shadow	Ctrl+Alt+M	Command+Option+M	Zoom In	Ctrl+=	Command+=
Clipping Path	Ctrl+Alt+Shift+K	Command+Shift+Option+K		Ctrl+Spacebar	Command+Spacebar
Compound Path-Make	Ctrl+8	Command+8	Zoom Out	Ctrl+- (hyphen)	Command+- (hyphen)
Compound Path-Release	Ctrl+Alt+8	Command+Option+8		Ctrl+Alt+Spacebar	Command+Option+Spacebar
			Fit Page in Window	Ctrl+0	Command+0
<b>Table</b>			Fit Spread in Window	Ctrl+Alt+0	Command+Option+0
Table Setup	Ctrl+Alt+Shift+B	Command+Shift+Option+B	Actual Size	Ctrl+1	Command+1
Show Table	Shift+F9	Shift+F9 (except OS 10.3x-10.4x)	200%	Ctrl+2	Command+2
Insert Column	Ctrl+Alt+9	Command+Option+9	400%	Ctrl+4	Command+4
Delete Column	Shift+Backspace	Shift+Delete	50%	Ctrl+5	Command+5
Insert Row	Ctrl+9	Command+9	Set Magnification	Ctrl+Alt+5	Command+Option+5
Delete Row	Ctrl+Backspace	Command+Delete	Set all pages same view	Ctrl/Command + percent in View menu	
Move to			Entire Pasteboard	Ctrl+Alt+Shift+0	Command+Shift+Option+0
next cell	Tab	Tab	Fast Display	Ctrl+Shift+0	Command+Shift+O
previous cell	Shift+Tab	Shift+Tab	Typical Display	Ctrl+Alt+Z	Command+Option+Z
first/last cell in column	Alt+Page Up/Page Down	Option+PageUp/Page Down	High Quality Display	Ctrl+Alt+H	Command+Option+H
first/lastcell in row	Alt+Home/End	Option+Home/End	First Spread	Alt+Shift+Page Up	Shift+Option+Page Up
			Last Spread	Alt+Shift+Page Down	Shift+Option+Page Down

	<b>Windows</b>	<b>Mac</b>
Fit Selection in Window	Ctrl+Alt +=	Command+Option +=
Overprint Preview	Ctrl+Alt+Shift+Y	Command+Option+Shift+Y
Force Redraw	Shift+F5	Shift+F5
Show Text Threads	Ctrl+Alt+Y	Command+Option+Y
Hide/Show Frame Edges	Ctrl+H	Command+H
Hide/Show Rulers	Ctrl+R	Command+R
Hide/Show Guides	Ctrl+;	Command+;
Hide/Show all palettes	Tab	Tab
Lock Guides	Ctrl+Alt+;	Command+Option+;
Select All Guides	Ctrl+Alt+G	Command+Option+G
Snap to Guides	Ctrl+Shift+;	Command+Shift+;
Create Zero-point guidelines	Ctrl/Command click Zero-point when dragging guides	
Show/Hide		
Baseline Grid	Ctrl+Alt+'	Command+Option+'
Document Grid	Ctrl+'	Command+'
Snap to Document Grid	Ctrl+Shift+'	Command+Shift+'
Open/close		
all palettes in side tabs	Ctrl+Alt+Tab	Command+Option+Tab
Scroll down one screen	Page Down	Page Down
Scroll up one screen	Page Up	Page Up
Show Hidden Characters	Ctrl+Alt+I	Command+Option+I
Show Structure	Ctrl+Alt+1	Command+Option+1
Switch to previous document	Ctrl+Shift+F6	Command+Shift+F6
Switch to next document	Ctrl+F6	Command+F6
Toggle		
all palettes except toolbox		Shift+Tab      Shift+Tab
between current &		
previous views	Ctrl+Alt+2	Command+Option+2
Character & Paragraph		
modes in Control panel	Ctrl+Alt+7	Command+Option+7
Focus to/from		
Control palette	Ctrl+6	Command+6
Measurement System	Alt+Shift+Ctrl+U	Shift+Command+Option+U

	<b>Windows</b>	<b>Mac</b>
<b>Window</b>		
Minimize	N/A	Command+M
OS 10.3x-10.4x		Command+Ctrl+M
Hide Application	N/A	Command+Ctrl+H
Hide Others	N/A	Command+Option+H
Align	Shift+F7	Shift+F7
Color	F6	F6
Control	Ctrl+Alt+6	Command+Option+6
Info	F8	F8
Layers	F7	F7
Links	Ctrl+Shift+D	Command+Shift+D
Object & Layout		
Align	Shift+F7	Shift+F7
Transform	F9	F9
OS 10.3x-10.4x		Command+Ctrl+F9
Object Styles	Ctrl+F7	
Output		
Separations Preview	Shift+F6	Shift+F6
Quick Apply palette	Ctrl+Enter	Command+Return
Pages	F12	F12
OS 10.3x-10.4x		Command+Ctrl+F12
Stroke	F10	F10
OS 10.3x-10.4x		Command+Ctrl+F10
Swatches	F5	F5
OS 10.3x-10.4x		Command+Ctrl+F5
Text Wrap	Ctrl+Alt+W	Command+Option+W
Transparency	Shift+F10	Shift+F10
OS 10.3x-10.4x		Command+Ctrl+Shift+F10

## Type & Tables

Character	Ctrl+T	Command+T
Character Styles	Shift+F11	Shift+F11
OS 10.3x-10.4x		Command+Ctrl+Shift+F11
Index	Shift+F8	Shift+F8
Paragraph	Ctrl+M or Ctrl+Alt+T	Command+Option+T
Paragraph Styles	F11	F11
OS 10.3x-10.4x		Command+Ctrl+F11
Table	Shift+F9	Shift+F9
OS 10.3x-10.4x		Command+Ctrl+Shift+F9
Tabs	Ctrl+Shift+T	Command+ Shift+T

## Tools

Add Anchor Point tool	=	=
Apply Color	, (comma)	, (comma)
Apply default fill & stroke colors	D	D
Apply gradient	. (period)	. (period)
Apply None	/	/
Convert Direction		
Point tool	Shift+C	Shift+C
Delete Anchor Point tool	-	-
Direct Selection tool	A	A
Ellipse tool	L	L
Eyedropper tool	I	I
Free Transform tool	E	E
Gradient tool	G	G
Hand	H	H
Temporary Hand tool	Alt+Spacebar	Option+Spacebar
Line tool	\	\
Measure tool	K	K
Pen tool	P	P
Pencil tool	N	N
Rectangle Frame tool	F	F
Rectangle tool	M	M

Rotate tool	R	R
Scale tool	S	S
Scissors tool	C	C
Selection tool	V	V
Shear tool	O	O
Swap fill & stroke button	X	X
Swap fill & stroke colors	Shift+X	Shift+X
Default Fill & Stroke	D	D
Toggle Text & Object Control	J	J
Toggle Default & Preview setting	W	W
Type on Path tool	Shift+T	Shift+T
Type tool	T	T
Zoom tool	Z	Z
Temporary Zoom in tool	Ctrl+Spacebar	Command+Spacebar
Temporary Zoom out tool	Ctrl+Alt+Spacebar	Command+Option+Spacebar