

InDesign Shortcuts

Tools:

Selection tool	V
Direct Selection tool	A
Pen tool	P
Type tool	T
Line tool	\
Rectangle tool	M
Ellipse tool	L
Rotate tool	R
Scale tool	S
Shear tool	O
Free Transform tool	E
Eyedropper tool	I
Measure tool	K
Scissors tool	C
Hand tool	H
Zoom tool	Z
Toggle Fill and Stroke	X
Apply No color	/

General:

Copy	Command+C
Past	Command+V
Cut	Command+X
Select All	Command+A
Past in Place	Command+option+shift + V
Duplicate	Option+drag
Constrain Proportion	Shift
Text Frame Option	Command+B
Guides	Command+;
Hide Frame Edges	Command+H
Show Hidden Characters	Command+Option+l
Spell check	Command+l
Place	Command+D
Document Setup	Command+Option+p
Print	Command+P
Save	Command+S
Save As	Command+Shift+S
Export	Command+E
Send to Back	Command+Shift+[
Send to Front	Command+Shift+]
Fit in Document Window	Command+0
Zoom	Command + + or -

Moving with in text:

Move to right or left one word	Command+Right Arrow/Left Arrow
Move to previous or next paragraph	Command+Up Arrow/Down Arrow
Move to start or end of story	Command+Home/End
Select one word	Double-click word
Select one character right or left	Shift+Right Arrow/Left Arrow
Select one line above or below	Shift+Up Arrow/Down Arrow
Select start or end of line	Shift+Home/End
Select one paragraph	Triple-click paragraph
Select one paragraph before or after	Shift+Command+ Arrow/Down Arrow
Select current line	Command+\
Select all in story	Command+A

Type:

Bold	Shift+Command+B
Italic	Shift+Command+I
Normal	Shift+Command+Y
Underline	Shift+Command+U
All caps (on/off)	Shift+Command+K
Small caps (on/off)	Shift+Command+H
Reset horizontal or vertical scale to 100%	Shift+Option+Command+X
Align left, right, or center	Shift+Command+L, R, or C
Increase or decrease point size	Shift+Command+> or <
Increase or decrease point size by five times	Shift+Command+ Option+> or <
Increase or decrease leading (horizontal text)	Option+Up Arrow/Down Arrow
Increase or decrease kerning and tracking	Option+Left Arrow/Right Arrow
Increase or decrease kerning and tracking by 5	Option+Command+Arrow
Increase kerning between words	Option+Command+\
Decrease kerning between words	Option+Command+Delete
Increase or decrease baseline shift	Shift+Option+Up Arrow/Down Arrow

Selections:

Duplicate and transform selection	Option-drag
Decrease size/scale by 1%	Command + ,
Decrease size/scale by 5%	Command+Option+ ,
Increase size/scale by 1%	Command+ .
Increase size/scale by 5%	Command+Option+ .
Resize frame and content proportionately	Selection tool+Command+Shift
Constrain proportion	tool+Shift-drag
Switch image from High Quality Display	Shift+Esc

Document Space:

Temporarily select Hand tool	Spacebar
	Option+spacebar
Temporarily select Zoom In tool	Command+spacebar
Temporarily select Zoom Out tool	Option+Command+spacebar or
Zoom to 50%, 200%, or 400%	Command+5, 2, or 4
Access zoom percent field	Command+Option+5
Redraw screen	Shift+F5
Open new default document	Command+Option+N
Switch to next/previous document window	Command+~ [tilde]
Fit spread in window	Double-click Hand tool

Selections:

Duplicate selection	Selection tool+Alt-drag*
Move selection by 10th	Command+Shift+ Arrow key
Move selection by 10 times	Shift+ Arrow key
Select next object behind or in front	Selection tool+Option+ Command-click

*Press Shift to constrain movement to 45° angles.

Transform:

Duplicate and transform selection	Option-drag
Decrease size/scale by 1%	Command + ,
Decrease size/scale by 5%	Command+Option+ ,
Increase size/scale by 1%	Command+ .
Increase size/scale by 5%	Command+Option+ .
Resize frame and content proportionately	Selection tool+Command+Shift
Constrain proportion	tool+Shift-drag
Switch image from High Quality Display	Shift+Esc