

Indesign Shortcuts

FILES

New file: Command + N

Document Presets:

Option + Command + P

Save: Command + S

EDIT

Copy: Command + C

Cut : Command + X

Paste : Command + V

Paste in place: Command + Option + Shift + V

Undo: Command + Z

Check Spelling: Command + I

TOOLBAR

Selection tool: V

Direct Selection Tool: A

Type Tool: T

Free Transform: E (easy scale tool)

Pen Tool: P

Eyedropper: I

Hand Tool: H

Escape: Ends current action and returns to Selection tool. Good for exiting text boxes and dialog boxes

Switch Foreground/Background Colors: X

Set Swatches to default Black and White: D

SCALING IMAGE BOXES (OR ANYTHING)

Scale Image Box: Shift + Command + Drag

Scale Image Box from Center:

Shift + Command + Option + Drag

Fit Image to Box: Shift + Command + Option + E

Fit Box to Content: Option + Command + C

VIEW

Hide Frame Edges (boxes around type & Objects):
Control + Command + H

Show Guides: Command + ; (semicolon)

Lock Guides: Option + Command + ; (semicolon)

Show Grid: Command + ' (apostrophe)

Show Text Threads: Option + Command + Y

Smart Guides: Command + U

Show Ruler: Command + R

Fit Page in Window: Command + 0 (zero)

Fit Spread in Window: Command + Option + 0 (zero)

Presentation Mode: W

(do not work in this mode — preview only)

ARRANGE

Bring to Front: Shift + Command +]

Send to Back: Shift + Command + [

Send backward one level: Command + [

Bring forward one level: Command +]

PANELS

Type Panel: Command + T

Pagagraph Panel: Command + Option + T

Tabs: Command + Shift + T