

Adobe® InDesign® CS3 Keyboard Shortcuts for Mac

Application Menu

Preferences: General...	Cmd+K
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Edit Menu

Clear	Delete
Copy	Cmd+C
Cut	Cmd+X
Deselect All	Shift+Cmd+A
Duplicate	Opt+Shift+Cmd+D
Edit in Story Editor	Cmd+Y
Find Next	Opt+Cmd+F
Find/Change...	Cmd+F
Paste	Cmd+V
Paste Into	Opt+Cmd+V
Paste in Place	Opt+Shift+Cmd+V
Paste without Formatting	Shift+Cmd+V
Quick Apply...	Cmd+Return
Redo	Shift+Cmd+Z
Select All	Cmd+A
Spelling: Check Spelling...	Cmd+I
Step and Repeat...	Opt+Cmd+U
Undo	Cmd+Z
Update Content	Ctrl+Cmd+F5

File Menu

Browse...	Opt+Cmd+O
Close	Cmd+W
Document Setup...	Opt+Cmd+P
Export...	Cmd+E
File Info...	Opt+Shift+Cmd+I
New Document...	Cmd+N
Open...	Cmd+O
Place...	Cmd+D
Preflight...	Opt+Shift+Cmd+F
Print...	Cmd+P
Save	Cmd+S
Save As...	Shift+Cmd+S
Save a Copy...	Opt+Cmd+S

Help Menu

InDesign Help...	Help
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Layout Menu

First Page	Shift+Cmd+Page Up
Go Back	Cmd+Page Up
Go Forward	Cmd+Page Down

Go (Jump) to Page...	Cmd+J
Last Page	Shift+Cmd+Page Down
Next Page	Shift+Page Down
Next Spread	Opt+Page Down
Add Page	Shift+Cmd+P
Previous Page	Shift+Page Up
Previous Spread	Opt+Page Up

Object Editing

Decrease size / scale by 1%	Cmd+,
Decrease size / scale by 5%	Opt+Cmd+,
Increase size / scale by 1%	Cmd+.
Increase size / scale by 5%	Opt+Cmd+.
Nudge	Arrow
Nudge 1/10	Shift+Cmd+Arrow
Nudge 1/10 duplicate	Opt+Shift+Cmd+Arrow
Nudge x10	Shift+Arrow
Nudge x10 duplicate	Opt+Shift+Arrow
Select all guides	Opt+Cmd+G

Object Menu

Arrange: Bring Forward	Cmd+]]
Arrange: Bring to Front	Shift+Cmd+]]
Arrange: Send Backward	Cmd+[[
Arrange: Send to Back	Shift+Cmd+[[
Clipping Path: Options...	Opt+Shift+Cmd+K
Make Compound Path	Cmd+8
Release Compound Path	Opt+Shift+Cmd+8
Effects: Drop Shadow...	Opt+Cmd+M
Fitting: Center Content	Shift+Cmd+E
Fitting: Fill Frame Proportionally	Opt+Shift+Cmd+C
Fitting: Fit Content Proportionally	Opt+Shift+Cmd+E
Fitting: Fit Content to Frame	Opt+Cmd+E
Fitting: Fit Frame to Content	Opt+Cmd+C
Group	Cmd+G
Lock Position	Cmd+L
Select: First Object Above	Opt+Shift+Cmd+]]
Select: Last Object Below	Opt+Shift+Cmd+[[
Select: Next Object Above	Opt+Cmd+]]
Select: Next Object Below	Opt+Cmd+[[
Text Frame Options...	Cmd+B
Transform Again	Opt+Cmd+3
Transform: Move...	Shift+Cmd+M
Ungroup	Shift+Cmd+G
Unlock Position	Opt+Cmd+L

Panel Menus

Character Styles

Redefine Style [Text]	Opt+Shift+Cmd+C
All Caps	Shift+Cmd+K
Small Caps	Shift+Cmd+H
Strikethrough	Shift+Cmd+/ /
Subscript	Opt+Shift+Cmd+=
Superscript	Shift+Cmd+=
Underline	Shift+Cmd+U

Index

Add new index entry [Text]	Opt+Shift+Cmd+[
Add new index entry (reversed) [Text]	Opt+Shift+Cmd+]
New Page Reference...	Cmd+U

Pages

Override All Master Page Items	Opt+Shift+Cmd+L
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Paragraph Styles

Redefine Style	Opt+Shift+Cmd+R
Drop Caps and Nested Styles...	Opt+Cmd+R
Justification...	Opt+Shift+Cmd+J
Keep Options...	Opt+Cmd+K
Paragraph Rules...	Opt+Cmd+J

Tables Menu

Cell Options: Text... [Tables]	Opt+Cmd+B
Delete Column [Tables]	Shift+Delete
Delete Row [Tables]	Cmd+Delete
Insert Table... [Text]	Opt+Shift+Cmd+T
Insert Column... [Tables]	Opt+Cmd+9
Insert Row... [Tables]	Cmd+9
Select Cell [Tables]	Cmd+/ /
Select Column [Tables]	Opt+Cmd+3
Select Row [Tables]	Cmd+3
Select Table [Tables]	Opt+Cmd+A
Table Setup...	Opt+Shift+Cmd+B

Text and Tables

Align center	Shift+Cmd+C
Align force justify	Shift+Cmd+F
Align justify	Shift+Cmd+J
Align left	Shift+Cmd+L
Align right	Shift+Cmd+R
Align to baseline grid	Opt+Shift+Cmd+G
Apply bold	Shift+Cmd+B
Apply italic	Shift+Cmd+I
Apply normal	Shift+Cmd+Y
Auto leading	Opt+Shift+Cmd+A
Auto-hyphenate on/off	Opt+Shift+Cmd+H

Clear [Tables]	Delete
Decrease baseline shift	Opt+Shift+Down Arrow
Decrease baseline shift x 5	Opt+Shift+Cmd+Down Arrow
Decrease kerning/tracking	Opt+Shift+Left Arrow
Decrease kerning/tracking x 5	Opt+Cmd+Left Arrow
Decrease leading	Opt+Up Arrow
Decrease leading x 5	Opt+Cmd+Up Arrow
Decrease point size	Shift+Cmd+,-
Decrease point size x 5	Opt+Shift+Cmd+,-
Decrease word space	Opt+Cmd+Delete
Decrease word space x 5	Opt+Shift+Cmd+Delete
Delete [Tables]	Del
Delete one character to the left	Delete
Delete one character to the right	Del
Delete one word to the left	Cmd+Delete
Delete one word to the right	Cmd+Del
Find Next [Text]	Shift+F2
Increase baseline shift	Opt+Shift+Up Arrow
Increase baseline shift x 5	Opt+Shift+Cmd+Up Arrow
Increase kerning/tracking	Opt+Shift+Right Arrow
Increase kerning/tracking x 5	Opt+Cmd+Right Arrow
Increase leading	Opt+Down Arrow
Increase leading x 5	Opt+Cmd+Down Arrow
Increase point size	Shift+Cmd+.
Increase point size x 5	Opt+Shift+Cmd+.
Increase word space	Opt+Cmd+\
Increase word space x 5	Opt+Shift+Cmd+\
Load Find and Find Next instance	Shift+F1
Load Find with selected text	Cmd+F1
Load Replace with selected text	Cmd+F2
Move to First Cell in Column [Tables]	Opt+Page Up
Move to First Cell in Row [Tables]	Opt+Home
Move to First Row in Frame [Tables]	Page Up
Move to Last Cell in Column [Tables]	Opt+Page Down
Move to Last Cell in Row [Tables]	Opt+End
Move to Last Row in Frame [Tables]	Page Down
Move to Next Cell [Tables]	Tab
Move to Previous Cell [Tables]	Shift+Tab
Move to beginning of story	Cmd+Home
Move to end of story	Cmd+End
Move to the end of the line	End

Move to the left one character	Left Arrow
Move to the left one word	Cmd+Left Arrow
Move to the next paragraph	Cmd+Down Arrow
Move to the previous paragraph	Cmd+Up Arrow
Move to the start of the line [Text]	Home
Normal horizontal text scale	Shift+Cmd+X
Normal vertical text scale	Opt+Shift+Cmd+X
Recompose all stories	Opt+Cmd+/ Shift+F3
Replace with Change To text [Text]	Cmd+F3
Replace with Change To text and Find Next [Text]	Shift+F3
Reset kerning and tracking	Opt+Cmd+Q
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
Select line	Shift+Cmd+\
Select one character to the left	Shift+Left Arrow
Select one character to the right	Shift+Right Arrow
Select one line above	Shift+Up Arrow
Select one line below	Shift+Down Arrow
Select one paragraph before	Shift+Cmd+Up Arrow
Select one paragraph forward	Shift+Cmd+Down Arrow
Select one word to the left	Shift+Cmd+Left Arrow
Select one word to the right	Shift+Cmd+Right Arrow
Select to beginning of story	Shift+Cmd+Home
Select to end of story	Shift+Cmd+End
Select to the end of the line	Shift+End
Select to the start of the line	Shift+Home
Start Row on Next Column	Enter
Start Row on Next Frame	Shift+Enter
Toggle Cell/Text Selection	Escape
Toggle Typographer's Quotes Preference	Opt+Shift+Cmd+' Opt+Shift+Cmd+/'
Update missing font list	Opt+Shift+Cmd+/'

Tools

Add Anchor Point Tool	=
Apply Color	,
Apply Gradient	.
Apply None	/
Apply default fill and stroke colors	D
Button Tool	B
Convert Direction Point Tool	Shift+C
Delete Anchor Point Tool	-

Direct Selection Tool	A
Ellipse Tool	L
Eyedropper Tool	I
Free Transform Tool	E
Gradient Feather Tool	Shift+G
Gradient Swatch Tool	G
Hand Tool	H
Line Tool	\
Measure Tool	K
Note Tool	
Pen Tool	P
Pencil Tool	N
Position Tool	Shift+A
Rectangle Frame Tool	F
Rectangle Tool	M
Rotate Tool	R
Scale Tool	S
Scissors Tool	C
Selection Tool	V
[Text]	Escape
Shear Tool	O
Swap fill and stroke activation	X
Swap fill and stroke colors	Shift+X
Toggle Text and Object Control	J
Toggle view setting between default and preview	W
Type Tool	T
Type on a Path Tool	Shift+T
Zoom Tool	Z

Type Menu

Create Outlines	Shift+Cmd+O
Create outlines without deleting text	Opt+Shift+Cmd+O
Hide Hidden Characters	Opt+Cmd+I
Insert Column Break	Enter
Insert Forced Line Break	Shift+Return
Insert Frame Break	Shift+Enter
Insert Page Break	Cmd+Enter
Insert Discretionary Hyphen	Shift+Cmd+-
Insert Em Dash	Opt+Shift+-
Insert En Dash	Opt+-
Insert Nonbreaking Hyphen	Opt+Cmd+-
Insert Current Page Number	Opt+Shift+Cmd+N
Indent to Here (Hanging indent)	Cmd+\
Right Indent Tab	Shift+Tab
Insert Straight Double Quotation Marks	Ctrl+Shift+' Ctrl+'
Insert Straight Single Quotation Mark (Apostrophe)	

Insert Em Space	Shift+Cmd+M
Insert En Space	Shift+Cmd+N
Insert Nonbreaking Space	Opt+Cmd+X
Insert Thin Space	Opt+Shift+Cmd+M
Tabs	Shift+Cmd+T

View Menu

Actual Size	Cmd+1
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
Fit Page in Window	Cmd+0
Fit Spread in Window	Opt+Cmd+0

Grids & Guides

Hide Guides	Cmd+;
Lock Guides	Opt+Cmd+;
Show Baseline Grid	Opt+Cmd+'
Show Document Grid	Cmd+'
Snap to Document Grid	Shift+Cmd+'
Snap to Guides	Shift+Cmd+;
Hide Frame Edges	Ctrl+Cmd+H
Hide Rulers	Cmd+R
Overprint Preview	Opt+Shift+Cmd+Y
Show Text Threads	Opt+Cmd+Y
Zoom In	Cmd+= Cmd+Num +
Zoom Out	Cmd+- Cmd+Num -

Views, Navigation

200% size	Cmd+2
400% size	Cmd+4
50% size	Cmd+5
Access zoom percentage box	Opt+Cmd+5
Activate last-used field in panel	Opt+Cmd+'
Close all	Opt+Shift+Cmd+W
Close document	Shift+Cmd+W
First Spread	Home Opt+Shift+Page Up
Fit Selection in Window	Opt+Cmd+=
Force redraw	Shift+F5
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
Last Spread	End Opt+Shift+Page Down
New default document	Opt+Cmd+N
Open/Close all panels in side tabs	Opt+Cmd+Tab
Save all	Opt+Shift+Cmd+S
Scroll down one screen	Page Down
[Text]	Page Down
Scroll up one screen	Page Up, Text: Page Up
Show/Hide all panels	Tab
Show/Hide all panels except toolbox	Shift+Tab
Suppress overrides (view optimized)	Shift+Escape
Toggle Character and Paragraph Modes in Control Panel	Opt+Cmd+7
Toggle Keyboard Focus in Control Panel	Cmd+6
Toggle Measurement System	Opt+Shift+Cmd+U
Toggle between current and previous views	Opt+Cmd+2

Window Menu

Minimize	Cmd+M Ctrl+Cmd+M
Automation: Scripts	Opt+Cmd+F11
Color	F6
Control	Opt+Cmd+6
Effects	Shift+Cmd+F10
Layers	F7
Links	Shift+Cmd+D
Object & Layout: Align	Shift+F7
Object Styles	Cmd+F7
Output: Separations Preview	Shift+F6
Pages	Cmd+F12 F12
Stroke	Cmd+F10 F10
Swatches	F5
Text Wrap	Opt+Cmd+W
Type & Tables: Character	Cmd+T
Type & Tables: Character Styles	Shift+Cmd+F11 Shift+F11
Type & Tables: Glyphs	Opt+Shift+F11
Type & Tables: Index	Shift+F8
Type & Tables: Paragraph	Opt+Cmd+T
Type & Tables: Paragraph Styles	Cmd+F11 F11
Type & Tables: Table	Shift+F9