

Key Guide: Adobe InDesign CC for Mac

Type size [Preferences (command+k)>Units & Increments]

Bigger size in prefs increment	shift & command + >
Smaller size in prefs increment	shift & command + <
Bigger size in 5 x increment	option & shift & command + >
Smaller size in 5 x increment	option & shift & command + <

Leading [Preferences (command+k)>Units & Increments]

Increase leading in prefs increment	option + ▲
Reduce leading in prefs increment	option + ▼
Increase leading in 5 x increment	command & option + ▲
Reduce leading in 5 x increment	command & option + ▼

Tracking/Kerning [Preferences (command+k)>Units & Increments]

Increase kerning in prefs increment	option + ►
Reduce kerning in prefs increment	option + ◄
Increase kerning in 5 x increment	command & option + ►
Reduce kerning in 5 x increment	command & option + ◄

Shift the baseline of type [Preferences (command+k)>Units & Increments]

Move characters up	shift & option + ▲
Move characters down	shift & option + ▼

Text alignment

Left align paragraph	shift & command + l
Right align paragraph	shift & command + r
Centre align paragraph	shift & command + c

Special Characters

Non-breaking space	option & command + x
Non-breaking hyphen	option & command + -
En dash	option + -
Ellipses (...)	option + ;
Bullet (•)	option + 8
Copyright (©)	option + g
Trademark (™)	option + 2
Registered Trademark (®)	option + r

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Activate Type-related Dialogues

Keep options	option & command + k
Paragraph Rules	option & command + j
Tabs Panel	shift & command + t
Show/Hide Table panel	shift + F9
Display text frame options	command + b
Display Quick Apply dialogue	command + return (enter)

Miscellaneous Type-related keys

Show/Hide invisible characters	option & command + i
Switch between Character and Paragraph options in Control Panel	option & command + 7
Create Outlines	shift & command + o
Check Spelling	command + i
Show Text Threads	shift & command + y
Redefine current Paragraph style with applied changes	shift & option & command + r

Turn on/off Hyphenation	shift & option & command + h
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Group

Group selected objects	command + g
Release from Group state	shift & command + g

Hide object(s)

Hide selected object(s)	command + 3
Show all hidden objects	option & command + 3

Lock object(s)

Lock selected object(s)	command + l (L)
Unlock all locked objects	command + l (L)

Image size manipulation (Box and/or content)

Bigger size in 1% increment	command + >
Smaller size in 1% increment	command + <
Bigger size in 5% increment	option & command + >
Smaller size in 5% increment	option & command + <

Image fitting

Fit to box, maintaining proportion	shift & option & command + e
Fill to box(crop), maintaining proportion	shift & option & command + c
Centre to box	shift & command + e
Fit box to content	option & command + c

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Document management

Access Preferences	command + k
Create New Blank Document	option & command + n
Save As...	shift & command + s
Save all currently open documents	shift & option & command + s
Place an image/text/pdf	command + d
Package the file, fonts and linked images	shift & option & command + p
Export document as pdf/jpg/epub/png etc.	command + e
Close current document	command + w

Edit Menu options

Redo	shift & command + z
Paste in place	shift & option & command + v
Paste text without formatting	shift & command + v
Paste into	option & command + v

Page view options

Fit current page to window	command + 0 (zero)
Fit current spread to window	option & command + 0 (zero)
200% view centred on selected object/text	command + 2
400% view centred on selected object/text	command + 4
Hide all tools and panels	tab
Hide all panels but keep tools	shift + tab
Preview view (output)	w
Presentation view	shift + w
Hide/Show edges (selection)	ctrl & command + h
Hide/Show smart guides	command + u
Hide/Show Guides	command + ;

Page navigation

Jump to specific page	command + j
Go to next page in document	option + page down
Go to previous page in document	option + page up
Move cursor to beginning of active story	command + home
Move cursor to end of active story	command + end

Selecting options

Select All (text/objects)	command + a
Deselect All (text/objects)	shift & command + a
Select next object directly below	command + mouse click