

Key Guide: Adobe InDesign CC for Windows

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

Bigger size in prefs increment	shift & ctrl + >
Smaller size in prefs increment	shift & ctrl + <
Bigger size in 5 x increment	alt & shift & ctrl + >
Smaller size in 5 x increment	alt & shift & ctrl + <

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

Increase leading in prefs increment	alt + ▲
Reduce leading in prefs increment	alt + ▼
Increase leading in 5 x increment	ctrl & alt + ▲
Reduce leading in 5 x increment	ctrl & alt + ▼

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

Increase kerning in prefs increment	alt + ►
Reduce kerning in prefs increment	alt + ◄
Increase kerning in 5 x increment	ctrl & alt + ►
Reduce kerning in 5 x increment	ctrl & alt + ◄

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

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

Text alignment

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

Special Characters

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

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Activate Type-related Dialogues

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

Miscellaneous Type-related keys

Show/Hide invisible characters	alt & ctrl + i
Switch between Character and Paragraph options in Control Panel	alt & ctrl + 7
Create Outlines	shift & ctrl + o
Check Spelling	ctrl + i
Show Text Threads	shift & ctrl + y
Redefine current Paragraph style with applied changes	shift & alt & ctrl + r
Turn on/off Hyphenation	shift & alt & ctrl + h

Group

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

Hide object(s)

Hide selected object(s)	ctrl + 3
Show all hidden objects	alt & ctrl + 3

Lock object(s)

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

Image size manipulation (Box and/or content)

Bigger size in 1% increment	ctrl + >
Smaller size in 1% increment	ctrl + <
Bigger size in 5% increment	alt & ctrl + >
Smaller size in 5% increment	alt & ctrl + <

Image fitting

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

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Document management

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

Edit Menu options

Redo	shift & ctrl + z
Paste in place	shift & alt & ctrl + v
Paste text without formatting	shift & ctrl + v
Paste into	alt & ctrl + v

Page view options

Fit current page to window	ctrl + 0 (zero)
Fit current spread to window	alt & ctrl + 0 (zero)
200% view centred on selected object/text	ctrl + 2
400% view centred on selected object/text	ctrl + 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 + h
Hide/Show smart guides	ctrl + u
Hide/Show Guides	ctrl + ;

Page navigation

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

Selecting options

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