

Adobe InDesign CC Keyboard Shortcuts



Documents

New Document	Ctrl+N
New default document	Ctrl+Alt+N
Open	Ctrl+O
Close	Ctrl+W
Close all open documents	Ctrl+Shift+Alt+W
Save	Ctrl+S
Save all open documents	Ctrl+Shift+Alt+S
Save As	Ctrl+Shift+S
Save a Copy	Ctrl+Alt+S
Document Setup	Ctrl+Alt+P
Export	Ctrl+E
File Info	Ctrl+Shift+Alt+I
Package	Ctrl+Shift+Alt+P
Print	Ctrl+P
General Preferences	Ctrl+K
Rebuild Preferences (<i>press during program launch until Alert appears</i>)	Ctrl+Shift+Alt
Document History & Plug-in Info	Ctrl+About InDesign

Layout Tasks

Add New Page	Ctrl+Shift+P
Place Text or Pictures	Ctrl+D
Browse (Open Bridge)	Ctrl+Alt+O
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Paste in Place	Ctrl+Shift+Alt+V
Paste Into	Ctrl+Alt+V
Paste without Formatting	Ctrl+Shift+V
Select All	Ctrl+A
Deselect All	Ctrl+Shift+A
Duplicate	Ctrl+Shift+Alt+D
Duplicate manually	Alt+drag
Step and Repeat	Ctrl+Alt+U
Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Override Master Page item	Ctrl+Shift+click
Override All Master Page Items	Ctrl+Shift+Alt+L
Toggle Measurement System	Ctrl+Shift+Alt+U

Tools Panel

Selection Tool	V
Direct Selection Tool	A
Temporary Selection Tool (<i>press</i>)	Ctrl
Page Tool	Shift+P
Gap Tool	U
Toggle Content Collector/Placer	B
Pen Tool	P
Type Tool	T
Type on a Path Tool	Shift+T
Pencil Tool	N
Line Tool	\
Rectangle Frame Tool	F
Rectangle Tool	M
Ellipse Tool	L
Scissors Tool	C
Rotate Tool	R
Shear Tool	O
Scale Tool	S
Gradient Swatch Tool	G
Gradient Feather Tool	Shift+G
Free Transform Tool	E
Eyedropper Tool	I
Measure Tool	K
Hand Tool	H
Temporary Hand Tool (<i>press</i>)	Alt+Spacebar
Zoom Tool	Z
Temporary Zoom Tool (<i>press</i>)	Ctrl+Spacebar
Apply default fill and stroke colors	D
Swap fill and stroke activation	X
Swap fill and stroke colors	Shift+X
Toggle color affects text vs. frame	J
Apply color swatch	,
Apply gradient swatch	.
Apply None swatch	/ or Num /
Preview mode on/off	W
Presentation Mode	Shift+W

Object Editing

Edit Original	Alt+doubleclick
Decrease size / scale by 1% 5%	Ctrl+, Ctrl+Alt+,
Increase size / scale by 1% 5%	Ctrl-. Ctrl+Alt+.
Nudge	Arrow keys
Nudge by 1/10	Ctrl+Shift+Arrows
Nudge by 10x	Shift+Arrow Keys
Toggle Live Corner Edit Mode	4

Object Menu

Arrange: Send Backward/Forward	Ctrl+[or]
Arrange: Send to Back/Front	Ctrl+Shift+[or]
Select Next Object Below	Ctrl+click, Ctrl+Alt+[
Select Last Object Below	Ctrl+Alt+click, Ctrl+Shift+Alt+[
Select Container, Content	esc, Shift+esc
Transform Sequence Again	Ctrl+Alt+4
Transform: Move Item	Ctrl+Shift+M
Group, Ungroup	Ctrl+G, Ctrl+Shift+G
Lock	Ctrl+L
Unlock All On Spread	Ctrl+Alt+L
Hide	Ctrl+3
Show All On Spread	Ctrl+Alt+3
Text Frame Options	Ctrl+B
Fitting: Center Content	Ctrl+Shift+E
Fitting: Fill Frame Proportionally	Ctrl+Shift+Alt+C
Fitting: Fit Content Proportionally	Ctrl+Shift+Alt+E
Fitting: Fit Content to Frame	Ctrl+Alt+E
Fitting: Fit Frame to Content	Ctrl+Alt+C
Content Aware Fit	Ctrl+Alt+X
Drop Shadow Effect	Ctrl+Alt+M
Clipping Path	Ctrl+Shift+Alt+K
Make Compound Path	Ctrl+8
Release Compound Path	Ctrl+Shift+Alt+8

Text

Quick Apply	Ctrl+Enter
Redefine Character Style	Ctrl+Shift+Alt+C
Redefine Paragraph Style	Ctrl+Shift+Alt+R
Clear local formatting overrides	Alt+click on style
Clear local & Char. Style overrides	Shift+Alt+click on style
Autoflow text (with loaded cursor)	Shift+click on page
Semi-autoflow (with loaded cursor)	Alt+click on page
Edit in Story Editor	Ctrl+Y
Check Spelling	Ctrl+I
Find/Change, Find Next	Ctrl+F, Ctrl+Alt+F
Load Find and Find Next instance	Shift+F1
Load Find with selected text	Ctrl+F1
Load Replace with selected text	Ctrl+F2
Replace with Change To text	Ctrl+F3
Replace with Change To text and Find Next	Shift+F3
Recompose all stories	Ctrl+Alt+.
Toggle Typographer's Quotes Pref.	Ctrl+Shift+Alt+'
Update missing font list	Ctrl+Shift+Alt+.
Create Outlines	Ctrl+Shift+O
Create outlines (text remains)	Ctrl+Shift+Alt+O
Track Changes: Next Change	Ctrl+Page Down
Track Changes: Previous Change	Ctrl+Page Up

Paragraph Formatting

Align center	Ctrl+Shift+C
Align force justify	Ctrl+Shift+F
Align justify	Ctrl+Shift+J
Align left	Ctrl+Shift+L
Align right	Ctrl+Shift+R
Align to baseline grid	Ctrl+Shift+Alt+G
Auto-hyphenate on/off	Ctrl+Shift+Alt+H
Drop Caps and Nested Styles	Ctrl+Alt+R
Justification	Ctrl+Shift+Alt+J
Keep Options	Ctrl+Alt+K
Paragraph Rules	Ctrl+Alt+J

Character Formatting

Bold	Ctrl+Shift+B
Italic	Ctrl+Shift+I
Auto leading	Ctrl+Shift+Alt+A
All Caps	Ctrl+Shift+K
Small Caps	Ctrl+Shift+H
Strikethrough	Ctrl+Shift+.
Subscript	Ctrl+Shift+Alt+=
Superscript	Ctrl+Shift+=
Underline	Ctrl+Shift+U
Increase/Decrease Baseline shift	Alt+Shift+Up/Down Arr.
Increase/Decrease Baseline shift 5x	Ctrl+Shift+Alt+Up/Down
Increase/Decrease Kerning/Tracking	Alt+Right/Left Arrow
Increase/Decrease Kerning/Tracking 5x	Ctrl+Alt+Right/Left Arrow
Increase/Decrease Leading	Alt+Down/Up Arrow
Increase/Decrease Leading 5x	Ctrl+Alt+Down/Up Arrow
Increase/Decrease Text point size	Ctrl+Shift+., or ,
Increase/Decrease Text point size 5x	Ctrl+Shift+Alt+., or ,
Increase/Decrease Word space	Ctrl+Alt+\ or Backspace
Increase/Decrease Word space 5x	Ctrl+Shift+Alt+\ or Bckspc
Reset font style (to "Regular")	Ctrl+Shift+Y
Reset kerning and tracking to 0	Ctrl+Alt+Q
Reset horizontal text scale to 100%	Ctrl+Shift+X
Reset vertical text scale to 100%	Ctrl+Shift+Alt+X

Text Navigation

Move to the start of the line	Home
Move to the end of the line	End
Move to beginning of story	Ctrl+Home
Move to end of story	Ctrl+End
Move to the left one word	Ctrl+Left Arrow
Move to the right one word	Ctrl+Right Arrow
Move to the next paragraph	Ctrl+Down Arrow
Move to the previous paragraph	Ctrl+Up Arrow
Go to first frame in thread	Ctrl+Shift+Alt+Page Up
Go to last frame in thread	Ctrl+Shift+Alt+Page Down
Go to next frame in thread	Ctrl+Alt+Page Down
Go to previous frame in thread	Ctrl+Alt+Page Up
Select current line	Ctrl+Shift+\
Select to one character	Shift+Left/Right Arrow
Select to one word	Ctrl+Shift+Left/Right Arrow
Select to one line	Shift+Up/Down Arrow
Select to one paragraph	Ctrl+Shift+Up/Down Arrow
Select to the start of the line	Shift+Home
Select to the end of the line	Shift+End
Select to beginning of story	Ctrl+Shift+Home
Select to end of story	Ctrl+Shift+End
Select all text in story	Ctrl+A
Deselect any text selection	Ctrl+Shift+A

Tables

Insert Table	Ctrl+Shift+Alt+T
Insert Column	Ctrl+Alt+9
Insert Row	Ctrl+9
Delete Column	Shift+Backspace
Delete Row	Ctrl+Backspace
Table Options	Ctrl+Shift+Alt+B
Cell Options	Ctrl+Alt+B
Move to	
Next Cell	Tab
Previous Cell	Shift+Tab
First Cell in Column	Alt+Page Up
First Cell in Row	Alt+Home
Last Cell in Column	Alt+Page Down
Last Cell in Row	Alt+End
Last Row in Frame	Page Down
Select	
Cell	Ctrl+/
Column	Ctrl+Alt+3
Row	Ctrl+3
Table	Ctrl+Alt+A
Cells Above/Below	Shift+Up/Down Arrow
Cells to the Left/Right	Shift+Left/Right Arrow
Increase/Decrease Row Height	Ctrl+Up/Down Arrow
Increase/Decrease Column Width	Ctrl+Left/Right Arrow
Start Row in Next Column	Num Enter
Start Row in Next Frame	Shift+Num Enter
Toggle Cell/Text Selection	Escape

Special Characters

Show/Hide Hidden Characters	Ctrl+Alt+I
Insert Break Character	
Forced Line Break	Shift+Enter
Column Break	Num Enter
Frame Break	Shift+Num Enter
Page Break	Ctrl+Num Enter
Insert Special Character	
Bullet	Alt+8
Copyright Symbol	Alt+G
Registration Symbol	Alt+R
Em Dash	Alt+Shift+–
En Dash	Alt+–
Ellipsis	Alt+;
Auto Page Number	Ctrl+Shift+Alt+N
Discretionary Hyphen	Ctrl+Shift+–
Nonbreaking Hyphen	Ctrl+Alt+–
Straight Single Quote	Alt+'
Straight Double Quote	Shift+Alt+'
Indent to Here	Ctrl+\
Right Indent Tab	Shift+Tab
Insert White Space	
Em Space	Ctrl+Shift+M
En Space	Ctrl+Shift+N
Nonbreaking Space	Ctrl+Alt+X
Thin Space	Ctrl+Shift+Alt+M
New index page reference	Ctrl+7
Add new index entry	Ctrl+Shift+Alt+[

Display Views

Zoom In	Ctrl+= or Ctrl+Num+
Zoom Out	Ctrl+- or Ctrl+Num-
Fit Selection in Window	Ctrl+Alt+=
Fit Page in Window	Ctrl+0
Fit Spread in Window	Ctrl+Alt+0
Fit Entire Pasteboard in Window	Ctrl+Shift+Alt+0
View Scale 50%, 100%, 200%, 400%	Ctrl+5, Ctrl+1, Ctrl+2, Ctrl+4
Toggle current/previous view scale	Ctrl+Alt+2
Overprint Preview	Ctrl+Shift+Alt+Y
Force screen redraw	Shift+F5
Fast Display	Ctrl+Shift+Alt+Z
High Quality Display	Ctrl+Alt+H
Typical Display	Ctrl+Alt+Z
Clear Object-Level Settings	Ctrl+Shift+F2
Show/Hide Frame Edges	Ctrl+H
Show/Hide Text Frame Threads	Ctrl+Alt+Y
Show/Hide Rulers	Ctrl+R
Show/Hide XML Structure Panel	Ctrl+Alt+1
Presentation Background: Black	B
Presentation Background: Gray	G
Presentation Background: White	W
Show/Hide Conveyor	Alt+B

Grids and Guides

Show/Hide Guides	Ctrl+;
Show/Hide Smart Guides	Ctrl+U
Show/Hide Baseline Grid	Ctrl+Alt+'
Show/Hide Document Grid	Ctrl+'
Select all Guides	Ctrl+Alt+G
Lock Guides	Ctrl+Alt+;
Snap to Guides	Ctrl+Shift+;
Snap to Document Grid	Ctrl+Shift+'

Page Navigation

Go to Page	Ctrl+J
Next window	Ctrl+Tab, Ctrl+'
Previous window	Ctrl+Shift+Tab, Ctrl+Shift+'
Scroll down one screen	Page Down
Scroll up one screen	Page Up
First Page	Ctrl+Shift+Page Up
Last Page	Ctrl+Shift+Page Down
Next Page	Shift+Page Down
Previous Page	Shift+Page Up
First Spread	Home
Last Spread	End
Next Spread	Alt+Page Down
Previous Spread	Alt+Page Up
Go Back	Ctrl+Page Up
Go Forward	Ctrl+Page Down

Panels (Show/Hide)

Align	Shift+F7
Character	Ctrl+T
Character Styles	Shift+F11
Color	F6
Control	Ctrl+Alt+6
Effects	Ctrl+Shift+F10
Glyphs	Alt+Shift+F11
Index	Shift+F8
Info	F8
Layers	F7
Links	Ctrl+Shift+D
Object Styles	Ctrl+F7
Pages	F12
Paragraph Styles	F11
Paragraph	Ctrl+Alt+T, Ctrl+M
Preflight	Ctrl+Shift+Alt+F
SWF Preview	Ctrl+Shift+Enter
Separations Preview	Shift+F6
Stroke	F10
Swatches	F5
Table	Shift+F9
Tags	Ctrl+Shift+T
Text Wrap	Ctrl+Alt+W

Panel Tricks

Show/Hide all panels	Tab
Show/Hide all panels except	Shift+Tab
Tools and Control	
Open/Close all docked panels	Ctrl+Alt+Tab
Activate last-used field in panel	Ctrl+Alt+'
Jump to Control Panel	Ctrl+6
Switch Character and Paragraph Modes in Control Panel	Ctrl+Alt+7

For even more shortcuts, visit [Edit > Keyboard Shortcuts](#)