

InDesign shortcuts

Keys

Below is a list of some of the more commonly used InDesign functions and their preassigned shortcuts. There are many more preassigned shortcuts that aren't listed, and even more functions that don't have preassigned shortcuts. To access and/or assign shortcuts, choose EDIT > KEYBOARD SHORTCUTS in the InDesign menu.

GENERAL	
Preferences > General	CTRL + K
Check spelling	CTRL + I
Deselect All	SHIFT + CTRL + A
Duplicate	ALT + SHIFT + CTRL + D
Redo	SHIFT + CTRL + Z
Undo	CTRL + Z
Step and repeat	SHIFT + CTRL + V
Close file	CTRL + W
New > Document	CTRL + N
Open	CTRL + O
Place	CTRL + D
Print	CTRL + P
Save	CTRL + S
Save as	SHIFT + CTRL + S
Nudge down*	(DOWN ARROW)
Nudge down 1/10*	SHIFT + CTRL + (DOWN ARROW)
Nudge down 1/10 duplicate*	SHIFT + CTRL + (DOWN ARROW)
Nudge down duplicate*	ALT + (DOWN ARROW)
Nudge down x 10*	SHIFT + (DOWN ARROW)
Nudge down x 10 duplicate*	ALT + SHIFT + (DOWN ARROW)
Select all guides	ALT + CTRL + G
Bring forward	CTRL + J
Bring to front	SHIFT + CTRL + J
Send backward	CTRL + I
Send to back	SHIFT + CTRL + I
Drop shadow	ALT + CTRL + M
Center content	SHIFT + CTRL + E
Fit content proportionally	ALT + SHIFT + CTRL + E
Fit frame to content	ALT + CTRL + C
Group	CTRL + G
Lock	CTRL + L
Move	SHIFT + CTRL + M
Ungroup	SHIFT + CTRL + G
Unlock	ALT + CTRL + L
Close document	SHIFT + CTRL + W
Close all	ALT + SHIFT + CTRL + W
Save all	ALT + SHIFT + CTRL + S
Access page number box	CTRL + J

VIEWS	
Actual size	CTRL + 1
Entire pasteboard	ALT + SHIFT + CTRL + (ZERO)
Fit page in window	CTRL + (ZERO)
Fit spread in window	ALT + CTRL + (ZERO)
Fit selection in window	ALT + CTRL + (=)
Hide frame edges	CTRL + H
Hide guides	CTRL + (;)
Hide rulers	CTRL + R
High quality display	ALT + CTRL + H
Lock guides	ALT + CTRL + (;)
ALTimized display	ALT + CTRL + O
Show baseline grid	ALT + CTRL + (')
Show structure	ALT + CTRL + 1
Snap to grid	SHIFT + CTRL + (')
Snap to guides	SHIFT + CTRL + (;)
Typical display	ALT + CTRL + Z

TYPE	
All caps	SHIFT + CTRL + K
Bold	SHIFT + CTRL + B
Italic	SHIFT + CTRL + I
Normal	SHIFT + CTRL + Y
Small caps	SHIFT + CTRL + H
Subscript	ALT + SHIFT + CTRL + (=)
Superscript	SHIFT + CTRL + (=)
Underline	SHIFT + CTRL + U
Increase baseline shift	ALT + SHIFT + (UP ARROW)
Increase baseline shift x 5	SHIFT + CTRL + (UP ARROW)
Decrease baseline shift	ALT + SHIFT + (DOWN ARROW)
Decrease baseline shift x 5	SHIFT + CTRL + (DOWN ARROW)
Increase kerning	ALT + (RIGHT ARROW)
Increase kerning x 5	ALT + CTRL + (RIGHT ARROW)
Decrease kerning	ALT + (LEFT ARROW)
Decrease kerning x 5	ALT + CTRL + (LEFT ARROW)
Increase leading	ALT + (DOWN ARROW)
Increase leading x 5	ALT + CTRL + (DOWN ARROW)
Decrease leading	ALT + (UP ARROW)
Decrease leading x 5	ALT + CTRL + (UP ARROW)
Increase point size	SHIFT + CTRL + (.)
Increase point size x 5	ALT + SHIFT + CTRL + (.)
Decrease point size	SHIFT + CTRL + (,)
Decrease point size x 5	ALT + SHIFT + CTRL + (,)
Increase word space	ALT + CTRL + (\)
Increase word space x 5	ALT + SHIFT + CTRL + (\)
Decrease word space	ALT + CTRL + DELETE
Decrease word space x 5	ALT + SHIFT + CTRL + DELETE

CHARACTER / PARAGRAPH	
Character styles	SHIFT + F11
Character	CTRL + T
Create outlines	SHIFT + CTRL + O
Drop caps and nested styles	ALT + CTRL + R
Find next	SHIFT + F2
Hide hidden characters	ALT + CTRL + I
Justification	ALT + SHIFT + CTRL + J
Right indent tab	SHIFT + TAB
Paragraph rules	ALT + CTRL + J
Paragraph styles	F11
Paragraph	ALT + CTRL + T
Tabs	SHIFT + CTRL + T
Text Frame ALITons	CTRL + B

TOOLS	
Add Anchor Point tool	(=)
Apply color	(,)
Apply/default fill/stroke	D
Apply gradient	(.)
Apply none	(/)
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 tool	G
Hand tool	H
Line tool	\
Measure tool	K
Pen tool	P
Pencil tool	N
Rectangle Frame tool	F
Rectangle tool	M
Rotate tool	R
Scale tool	S
Scissors tool	C
Selection tool	V
Shear tool	O
Swap fill/stroke activation	X
Swap fill/stroke colors	SHIFT + X
Toggle text and object CTRL	J
Toggle view b/t default and preview	W
Type on a Path tool	SHIFT + T
Type tool	T
Zoom tool	Z

WINDOWS/PALLETES	
Align	SHIFT + F7
Color	F6
Control	ALT + CTRL + 6
Index	SHIFT + F8
Info	F8
Layers	F7
Links	SHIFT + CTRL + D
Minimize	CTRL + M
Pages	F12
Separations	SHIFT + F6
Stroke	F10
Swatches	F5
Table	SHIFT + F9
Text wrap	ALT + CTRL + W
Transform	F9
Transparency	SHIFT + F10

ZOOM	
Zoom in	CTRL + (=)
Zoom out	CTRL + (-)
200% size	CTRL + 2
400% size	CTRL + 4
50% size	CTRL + 5
Access zoom box	ALT + CTRL + 5

TABLES	
Cell/ALTions > Text	ALT + CTRL + B
Delete > Column	SHIFT + DELETE
Delete > Row	CTRL + DELETE
Insert table	ALT + SHIFT + CTRL + T
Insert > Column	ALT + CTRL + 9
Insert > Row	CTRL + 9
Select > Cell	CTRL + (/)
Select > Column	ALT + CTRL + 3
Select > Row	CTRL + 3
Select > Table	ALT + CTRL + A
Table Options > Table Setup	ALT + SHIFT + CTRL + B

* - To nudge LEFT (etc.), substitute LEFT ARROW for DOWN ARROW and use other keys in combination as listed; same for RIGHT and UP