

# InDesign Short Keys



TOOLS		
RESULT	WINDOWS	MAC OS
Selection tool	V, Esc	V, Esc
Direct Selection tool	A	A
Toggle Selection & Direct Selection tool	Ctrl+Tab	Command+Control+Tab
Page tool	Shift+P	Shift+P
Gap tool	U	U
Pen tool	P	P
Add Anchor Point tool	=	=
Delete Anchor Point tool	-	-
Convert Direction Point tool	Shift+C	Shift+C
Type tool	T	T
Type On A Path tool	Shift+T	Shift+T
Pencil tool (Note tool)	N	N
Line tool	\	\
Rectangle Frame tool	F	F
Rectangle tool	M	M
Ellipse tool	L	L
Rotate tool	R	R
Scale tool	S	S
Shear tool	O	O
Free Transform tool	E	E
Eyedropper tool	I	I
Measure tool	K	K
Gradient tool	G	G
Scissors tool	C	C
Hand tool	H	H
Temporarily select Hand tool	Spacebar (Layout mode) Alt (Text mode) Alt+Spacebar (both)	Spacebar (Layout mode) Option (Text mode) Option+Spacebar (both)
Zoom tool	Z	Z
Temporarily select Zoom tool	Ctrl+Spacebar	Command+Spacebar
Toggle Fill and Stroke	X	X
Swap Fill and Stroke	Shift+X	Shift+X
Toggle between Formatting Affects Container & Formatting Affects Text	J	J
Apply Color	, [comma]	, [comma]
Apply Gradient	. [period]	. [period]
Apply No Color	/	/
Switch between Normal View and Preview Mode	W	W
Gradient Feather tool	Shift+G	Shift+G

## KEYS FOR TYPE PANELS

RESULT	WINDOWS	MAC OS
Open Justification dialog box	Alt+Ctrl+Shift+J	Option+Command+Shift+J
Open Paragraph Rules dialog box	Alt+Ctrl+J	Option+Command+J
Open Keep Options dialog box	Alt+Ctrl+K	Option+Command+K
Activate Character panel	Ctrl+T	Command+T
Activate Paragraph panel	Ctrl+Alt+T	Command+Option+T

## KEYS FOR THE COLOR PANEL

RESULT	WINDOWS	MAC OS
Move color sliders in tandem	Shift-drag slider	Shift-drag slider
Select a color for the nonactive fill or stroke	Alt-click color bar	Option-click color bar
Switch between color modes (CMYK, RGB, LAB)	Shift-click color bar	Shift-click color bar

## KEYS FOR EDITING PATHS AND FRAMES

RESULT	WINDOWS	MAC OS
Temporarily Select Convert Direction Point tool	Direct Selection tool+Alt+Ctrl Pen tool+Alt	Direct Selection tool+Option+Command Pen tool+Option
Temporarily switch between Add Anchor Point and Delete Anchor Point tool	Alt	Option
Temporarily select Add Anchor Point tool	Scissors tool+Alt	Scissors tool+Option
Keep Pen tool selected when pointer is over path or anchor point	Pen tool+Shift	Pen tool+Shift
Move anchor point and handles while drawing	Pen tool+spacebar	Pen tool+spacebar
Display the Stroke panel	F10	Command+F10

## KEYS FOR FINDING AND CHANGING TEXT

RESULT	WINDOWS	MAC OS
Insert selected text into Find What box	Ctrl+F1	Command+F1
Insert selected text into Find What box and finds next	Shift+F1	Shift+F1
Find next occurrence of Find What text	Shift+F2 or Alt+Ctrl+F	Shift+F2 or Option+Command+F
Insert selected text into Change To box	Ctrl+F2	Command+F2
Replace selection with Change To text	Ctrl+F3	Command+F3

## KEYS FOR WORKING WITH TYPE

RESULT	WINDOWS	MAC OS
Bold (only for fonts with bold face)	Shift+Ctrl+B	Shift+Command+B
Italic (only for fonts with italic face)	Shift+Ctrl+I	Shift+Command+I
Normal	Shift+Ctrl+Y	Shift+Command+Y
Underline	Shift+Ctrl+U	Shift+Command+U
Strikethrough	Shift+Ctrl+/-	Control+Shift+Command+/-
All caps (on/off)	Shift+Ctrl+K	Shift+Command+K
Small caps (on/off)	Shift+Ctrl+H	Shift+Command+H
Superscript	Shift+Ctrl+(+) [plus sign]	Shift+Command+(+) [plus sign]
Subscript	Shift+Alt+Ctrl+(+) [plus sign]	Shift+Option+Command+(+) [plus sign]
Reset horizontal or vertical scale to 100%	Shift+Ctrl+X or Shift+Alt+Ctrl+X	Shift+Command+X or Shift+Option+Command+X
Align left, right, or center	Shift+Ctrl+L, R, or C	Shift+Command+L, R, or C
Justify all lines	Shift+Ctrl+F (all lines) J (all but last line)	Shift+Command+F (all lines) J (all but last line)
Auto leading	Shift+Alt+Ctrl+A	Shift+Option+Command+A
Align to grid (on/off)	Shift+Alt+Ctrl+G	Shift+Option+Command+G
Auto-hyphenate (on/off)	Shift+Alt+Ctrl+H	Shift+Option+Command+H
Automatically flow story	Shift+click loaded text icon	Shift+click loaded text icon
Semi-automatically flow story	Alt+click loaded text icon	Option+click loaded text icon
Recompose all stories	Alt+Ctrl+/-	Option+Command+/-
Insert current page number	Alt+Ctrl+N	Option+Command+N

## KEYS FOR THE CHARACTER AND PARAGRAPH STYLES

RESULT	WINDOWS	MAC OS
Make character style definition match text	Select text and press Shift+Alt+Ctrl+C	Select text + Shift+Option+Command+C
Make paragraph style definition match text	Select text and press Shift+Alt+Ctrl+R	Select text + Shift+Option+Command+R
Change options without applying style	Shift+Alt+Ctrl-double-click style	Shift+Option+Command-double-click style
Remove style and local formatting	Alt-click paragraph style name	Option-click paragraph style name
Clear overrides from paragraph style	Alt+Shift-click paragraph style name	Option+Shift-click paragraph style name
Show/hide Paragraph and Character Styles panels, respectively	F11, Shift+F11	Command+F11, Command+Shift+F11

## KEYS FOR THE LAYERS PANEL

RESULT	WINDOWS	MAC OS
Select all objects on layer	Alt-click layer	Option-click layer
Copy selection to new layer	Alt-drag small square to new layer	Option-drag small square to new layer
Add new layer below selected layer	Ctrl-click Create New Layer	Command-click Create New Layer
Add new layer to the top of the layer list	Shift+Ctrl-click Create New Layer	Shift+Command-click Create New Layer
Add new layer to the top of the layer list and open New Layer dialog box	Shift+Alt+Ctrl-click Create New Layer	Cmd+Option+Shift-click Create New Layer
Add new layer and open New Layer dialog box	Alt-click Create New Layer	Option-click Create New Layer

## KEYS FOR THE PAGES PANEL

RESULT	WINDOWS	MAC OS
Apply master to selected page	Alt-click master	Option-click master
Base another master page on selected master	Alt-click the master you want to base the selected master on	Option-click the master you want to base the selected master on
Create master page	Ctrl-click Create New Page button	Command-click Create New Page button
Display Insert Pages dialog box	Alt-click New Page button	Option-click New Page button
Add new page after last page	Shift+Ctrl+P	Shift+Command+P