

INDESIGN SHORT KEYS

TVL PREPRESS FAVORITES

RESULT	MAC OS
Fit Page to Window	Command + 0
Package Document	Option + Shift + Command + P
Resize frame and content proportionately	Selection tool+Shift+Command-drag
Toggle Selection & Direct Sel. tool	Cmd+Ctrl+Tab
Turn on Overprint preview	Command+Option+Shift+Y
Spell Check Preferences	InDesign > Preferences > Spelling
Undo	Command + Z
New Document	Command + N
Export (as a diff. file format or program version)	Command + E
Save	Command + S
Save As	Command + Shift + S
Fit Frame to Content	Option + Command + C

KEYS FOR TRANSFORMING OBJECTS

RESULT	MAC OS
Duplicate and transform selection	Transformation tool+Option-drag*
Display Transform tool dialog box	Select object+double-click Scale tool, Rotate tool, or Shear tool in Toolbox
Decrease scale by 1%	Command+,
Decrease scale by 5%	Command+Option+,
Increase scale by 1%	Command+.
Increase scale by 5%	Command+Option+.
Resize frame and content	Selection tool+Command-drag
Switch from High Qual. Display to Fast Display	Command+Option+Shift+Z
*After you select a transformation tool, hold down the mouse button, and then hold down Option (Mac OS) and drag. Press Shift to constrain movement to 45° angles.	

KEYS FOR THE COLOR PANEL

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

*Windows users: Exchange Command key with the Control key and Option key with the Alt key

TOOLS

TOOL	MAC OS
Selection tool	V
Direct Selection tool	A
Page tool	Shift+P
Add Anchor Point tool	= (on num. pad)
Delete Anchor Point tool	- (on num. pad)
Convert Direction Point tool	Shift+C
Type tool	T
Type On A Path tool	Shift+T
Pen tool/Pencil tool (Note tool)	P/N respectively
Line tool	\
Rectangle tool	M
Ellipse tool	L
Rotate tool	R
Scale tool	S
Free Transform tool	E
Eyedropper tool	I
Measure tool	K
Gradient tool	G
Scissors tool	C
Hand tool	H
Zoom tool	Z
Temporarily selects Zoom In tool	Cmd+Spacebar
Toggle Fill and Stroke	X
Swap Fill and Stroke	Shift+X
Apply Color	, [comma]
Apply Gradient	. [period]
Apply No Color	/
Frame Grid tool (horizontal)	Y
Frame Grid tool (vertical)	Q
Gradient Feather tool	Shift+G

KEYS FOR THE SWATCHES PANEL

RESULT	MAC OS
New swatch based on the current	Option-click New Swatch button
Spot color swatch based on the current	Option+Command-click New Swatch
Change options without applying swatch	Shift+Opt.+Cmnd.-double-click swatch

KEYS FOR WORKING WITH TYPE

Result	Mac OS
Bold (only for fonts with bold face)	Shift+Command+B
Italic (only for fonts with italic face)	Shift+Command+I
Normal	Shift+Command+Y
Underline	Shift+Command+U
Strikethrough	Control+Shift+Command+ /
All caps (on/off)	Shift+Command+K
Small caps (on/off)	Shift+Command+H
Superscript	Shift+Command+(+) [plus sign]
Subscript	Shift+Opt.+Cmnd. +(+) [plus sign]
Reset horizontal or vertical scale to 100%	Shift+Command+X or Shift+Option+Command+X
Basic letter group setting or detail setting	Shift+Command+X or Shift+Option+Command+X
Align left, right, or center	Shift+Command+L, R, or C
Justify all lines/Justify all but last line	Shift+Cmnd.+F /Shift + Cmnd. +J
Increase or decrease point size*	Shift+Command+> or <
Increase or decrease point size by 5x*	Shift+Command+ Option+> or <
Increase or decrease leading (horiz. text)*	Option+Up Arrow/ Option+Down Arrow
Increase or decrease leading (vert. text)*	Option+Right Arrow/ Option+Left Arrow
Auto leading	Shift+Option+Command+A
Align to grid (on/off)	Shift+Option+Command+G
Auto-hyphenate (on/off)	Shift+Option+Command+H
Increase kerning between words*	Option+Command+ \
Decrease kerning between words*	Option+Command+Delete
Increase or decrease baseline shift** (horiz. text)	Shift+Option+Up Arrow/ shift+Option+Down Arrow
Increase or decrease baseline shift** (vertical text)	Shift+Option+Right Arrow/ Shift+Option+Left Arrow
Automatically flow story	Shift-click loaded text icon
Semi-automatically flow story	Option-click loaded text icon
Insert current page number	Option+Command+N

*Press Shift to increase or decrease kerning between words by five times. **Amount is set in InDesign > Preferences > Units & Increments (Mac OS).

SEPARATIONS PREVIEW PANEL

Result	Mac OS Action
Turn on Overprint preview	Command+Option+Shift+Y
Show all plates	Command+Option+Shift+ ~ [tilde]
Show Cyan plate	Command+Option+Shift+1
Show Magenta plate	Command+Option+Shift+2
Show Yellow plate	Command+Option+Shift+3
Show Black plate	Command+Option+Shift+4
Show 1st Spot plate	Command+Option+Shift+5
Show 2nd Spot plate	Command+Option+Shift+6
Show 3rd Spot plate	Command+Option+Shift+7

KEYS FOR THE LAYERS PANEL

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

CHARACTER AND PARAGRAPH STYLES

Result	Mac OS
Make character style match text	Select text and press Shift+Option+Command+C
Make paragraph style match text	Select text and press Shift+Option+Command+R
Change options without applying style	Shift+Opt+Cmnd.-double-click style
Remove style and local formatting	Option-click paragraph style name
Clear overrides from paragraph style	Option+Shift-click para. style name
Show/hide Para. and Char. Styles panels,	Command+F11, Command+Shift+F11

KEYS FOR THE PAGES PANEL

Result	Mac OS
Apply master to selected page	Option-click master
Create master page	Command-click Create New Page
Display Insert Pages dialog box	Option-click New Page button
Add new page after last page	Shift+Command+P