

Adobe® InDesign® CS5 Keyboard Shortcuts

Command	Shortcut	Command	Shortcut
File Open, Save & Setup		General Editing Commands	
Open Document	Ctrl+O	Open context sensitive menu	Shift+F10
New Document	Ctrl+N	Delete/Clear	Backspace, Delete
Place	Ctrl+D	Copy	Ctrl+C
Links	Ctrl+Shift+D	Paste	Ctrl+V
Print	Ctrl+P	Paste without Formatting	Ctrl+Shift+V
Document Setup	Ctrl+Alt+P	Paste Into	Ctrl+Alt+V
Insert Page	Ctrl+Shift+P	Paste in Place	Ctrl+Shift+Alt+V
Package	Ctrl+Shift+Alt+P	Paste without Formatting	Ctrl+Shift+V
Save	Ctrl+S	Duplicate	Ctrl+Shift+Alt+D
Save As	Ctrl+Shift+S	Cut	Ctrl+X
Save a Copy	Ctrl+Alt+S	Undo	Ctrl+Z
Save all	Ctrl+Shift+Alt+S	Redo	Ctrl+Shift+Z
Export	Ctrl+E	Select All	Ctrl+A
Close document	Ctrl+W	Deselect All	Ctrl+Shift+A
Exit InDesign	Ctrl+Q	Moving Around Your Document	
Hide Frame Outlines	Ctrl+H	Go to First Page	Ctrl+Shift+Page Up
Preferences Dialog Box	Ctrl+K	Go Back	In Select Mode: Ctrl+Page Up
InDesign Help	F1	Go Forward	In Select Mode: Ctrl+Page Down
Most Commonly Used Tools		Go to Page	Ctrl+J
Selection Tool	V, (Text mode: Esc)	Go to Last Page	Ctrl+Shift+Page Down
Direct Selection Tool	A	Go to Next Page	Shift+Page Down
Type Tool	T	Go to Previous Page	Shift+Page Up
Line Tool	\	Go to Next Spread	Alt+Page Down
Pencil Tool	N	Go to Previous Spread	Alt+Page Up
Rectangle Tool	M	Scroll down one screen	Page Down, Text: Page Down
Hand Tool	H	Scroll up one screen	Page Up, Text: Page Up
Zoom Tool	Z	Move from one open document to the next	Ctrl+Tab
		Toggle between current and previous views	Ctrl+Alt+2

Note: If your text cursor is in a table, you cannot use the standard page navigation commands. Go to pointer mode or use scroll bars or another method.

Command	Shortcut
Viewing Your Document	
View Actual Size	Ctrl+1
Zoom to 200%	Ctrl+2
Zoom to 400%	Ctrl+4
Zoom to 50% size	Ctrl+5
Zoom In	Ctrl+=, Ctrl+Num +
Zoom Out	Ctrl+-, Ctrl+Num -
Fit Page in Window	Ctrl+0
Fit Spread in Window	Ctrl+Alt+0
View Entire Pasteboard	Ctrl+Shift+Alt+0
Show/Hide all panels	Tab
Show/Hide all panels except toolbox	Shift+Tab
Show/Hide Guides Toggle	Ctrl+;
Lock/Unlock Guides Toggle	Ctrl+Alt+;
Show/Hide Smart Guides Toggle	Ctrl+U
Snap to Guides	Ctrl+Shift+;
Show/Hide Rulers Toggle	Ctrl+R
Show/Hide Text Threads Toggle	Ctrl+Alt+Y
Select all Guides	Ctrl+Alt+G
Working with Text – Navigation Commands	
Move to beginning of story	Ctrl+Home
Move to end of story	Ctrl+End
Move to the end of the line	End
Move to the left one character	Left Arrow
Move to the left one word	Ctrl+Left Arrow
Move to the next paragraph	Ctrl+Down Arrow
Move to the previous paragraph	Ctrl+Up Arrow
Move to the right one character	Right Arrow
Move to the right one word	Ctrl+Right Arrow
Move to the start of the line	Home
Move up one line	Up Arrow

Note: If your text cursor is in a table, you cannot use the standard page navigation commands. Go to pointer mode or use scroll bars or another method.

Command	Shortcut
Working with Text – Editing Commands	
Find/Change (Search/Replace)	Ctrl+F
Find Next	Ctrl+Alt+F
Show/Hide Hidden Characters Toggle	Ctrl+Alt+I
Delete one character to the left	Backspace
Delete one character to the right	Delete
Delete one word to the left	Ctrl+Backspace
Delete one word to the right	Ctrl+Delete
Select one word to the left	Ctrl+Shift+Left Arrow
Select one word to the right	Ctrl+Shift+Right Arrow
Select to beginning of story	Ctrl+Shift+Home
Select to end of story	Ctrl+Shift+End
Select to the end of the line	Shift+End
Select to the start of the line	Shift+Home
Insert Forced Line Break	Text Mode: Shift+Enter
Insert Column Break	Text Mode: Num Enter
Insert Frame Break	Text Mode: Shift+Num Enter
Insert Page Break	Text Mode: Ctrl+Num Enter
Insert Paragraph Return	Text Mode: Enter
Insert Discretionary Hyphen	Text Mode: Ctrl+Shift+-
Insert Nonbreaking Hyphen	Text Mode: Ctrl+Alt+-
Insert Current Page Number	Text Mode: Ctrl+Shift+Alt+N
Check Spelling	Ctrl+I
Edit in Story Editor	Ctrl+Y

Command	Shortcut	Command	Shortcut
Working with Text – Formatting Commands		Working with Text – Inserting Special Characters or Actions	
Tabs Setting Dialog Box Toggle	Ctrl+Shift+T	Paragraph Return	Enter
Show/Hide Text Threads Toggle	Ctrl+Alt+Y	Forced Line Break	Shift+Enter
All Caps	With Text Selected: Ctrl+Shift+K	Column Break	Num Enter
Small Caps	With Text Selected: Ctrl+Shift+H	Frame Break	Shift+Num Enter
Strikethrough	With Text Selected: Ctrl+Shift+/-	Page Break	Ctrl+Num Enter
Subscript	With Text Selected: Ctrl+Shift+Alt+=	Discretionary Hyphen	Ctrl+Shift+-
Superscript	With Text Selected: Ctrl+Shift+=	Nonbreaking Hyphen	Ctrl+Alt+-
Underline	With Text Selected: Ctrl+Shift+U	Current Page Number	Ctrl+Shift+Alt+N
Align center	Ctrl+Shift+C	Em Dash	Shift+Alt+-
Align force justify	Ctrl+Shift+F	En Dash	Alt+-
Align justify	Ctrl+Shift+J	Double Left Quotation Marks	Alt+[
Align left	Ctrl+Shift+L	Double Right Quotation Marks	Shift+Alt+[
Align right	Ctrl+Shift+R	Single Left Quotation Mark	Alt+]
Align to baseline grid	Ctrl+Shift+Alt+G	Single Right Quotation Mark	Shift+Alt+]
Apply bold	Ctrl+Shift+B	Straight Double Quotation Marks	Shift+Alt+'
Apply italic	Ctrl+Shift+I	Straight Single Quotation Mark	Alt+'
Justification Dialog Box	Ctrl+Shift+Alt+J	Bullet Character	Alt+8
Paragraph Rules (Ruling Lines) Dialog Box	Ctrl+Alt+J	Copyright Symbol	Alt+G
Toggle Typographer's Quotes Preference	Ctrl+Shift+Alt+'	Ellipsis	Alt+;
		Registered Trademark Symbol	Alt+R
		Trademark Symbol	Alt+2
		Em Space	Ctrl+Shift+M
		En Space	Ctrl+Shift+N
		Nonbreaking Space	Ctrl+Alt+X
		Thin Space	Ctrl+Shift+Alt+M

Command	Shortcut	Command	Shortcut
Working with Objects		Working with Tables	
Group	Ctrl+G	Insert Table	Text Mode: Ctrl+Shift+Alt+T
Ungroup	Ctrl+Shift+G	Cell Options: Text	Tables Mode: Ctrl+Alt+B
Lock	Ctrl+L	Table Options: Table Setup	Tables Mode: Ctrl+Shift+Alt+B
Bring Forward	Ctrl+]	Delete Column	Tables Mode: Shift+Backspace
Bring to Front	Ctrl+Shift+]	Delete Row	Tables Mode: Ctrl+Backspace
Send Backward	Ctrl+[Insert Column	Tables Mode: Ctrl+Alt+9
Send to Back	Ctrl+Shift+[Insert Row	Tables Mode: Ctrl+9
Drop Shadow Dialog Box	Ctrl+Alt+M	Select Cell	Tables Mode: Ctrl+/ /
Center Content in Frame	Ctrl+Shift+E	Select Row	Tables Mode: Ctrl+3
Fill Frame Proportionally with Contents	Ctrl+Shift+Alt+C	Select Column	Tables Mode: Ctrl+Alt+3
Fit Content Proportionally to Frame	Ctrl+Shift+Alt+E	Select Table	Tables Mode: Ctrl+Alt+A
Fit Content to Frame	Ctrl+Alt+E		
Fit Frame to Content	Ctrl+Alt+C		
Select Container	Escape		
Select Content	Shift+Escape		
Text Frame Options	Ctrl+B		
Move Dialog Box	Ctrl+Shift+M		
Unlock All on Spread	Ctrl+Alt+L		
Step and Repeat	Ctrl+Alt+U		
Hide Object	Ctrl+3		
Text Wrap Panel	Ctrl+Alt+W		

Note: If your text cursor is in a table, you cannot use the standard page navigation commands. Go to pointer mode or use scroll bars or another method.

Got an InDesign Challenge? We can help!

Give us a call, send us an email...snail mail will work, but it'll take awhile!

Phone **(419) 660-0500**

Email **Sandy@DataDesignsPublishing.Com**
Phil@DataDesignsPublishing.com

Address **182 St. Mary's Street**
Norwalk, OH 44857

Website **www.DataDesignsPublishing.com**