

Standard keyboard shortcuts

I. Toolbox

	Mac	PC
A. Selecting a tool — these shortcuts work with tools other than Type tool		
Selection tool (Esc used with Type tool)	V or Esc	V or Esc
Direct Selection tool	A	A
Type tool	T	T
Type on a Path tool	shift+T	shift+T
Line tool	\	\
B. Temporary tool changes — keep keys down to active, let up to release the feature		
Hand tool	option+spacebar	alt+spacebar
Selection tool	⌘	ctrl
C. Other — not available when working with Type tool (hit Esc first)		
Toggle Fill and Stroke icons	X	X
Swap Fill and Stroke of selected object	shift+X	shift+X
Apply No Color [None] to selected object	/	/
Apply Gradient to selected object	.(period)	.(period)
Switch between Normal and Preview mode	W	W
Switch between Formatting Affects Container and Formatting Affects Text	J	J

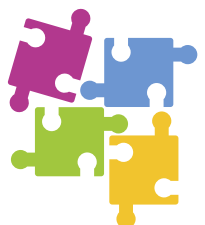
II. Panels

	Mac	PC
A. Control panel basics		
Switch Character/Paragraph formatting	alt+⌘+7	alt+ctrl+7
Quick Apply	⌘+return	ctrl+enter
B. Special Control panel tricks with Option/Alt key — opens specific dialog boxes when you click on the icon/button in the Control panel		
Text Frame Options	Number of Columns	Number of Columns
Underline Options	Underline button	Underline button
Bullets and Numbering	Bulleted List button	Bulleted List button
Grids Preferences (for setting baseline grid)	Baseline Grid button	Baseline Grid button
Drop Caps and Nested Styles	Drop Cap button	Drop Cap button
C. Other panel tricks — right-mouse click to bring up context menu		
D. Color		
Switch color modes (CMYK, RGB)	shift+click color bar	shift+click color bar
Select color for the nonactive fill or stroke	option+click color bar	alt+click color bar

Everyone has their favorite keyboard shortcuts that they like to use. This is a list of my personal favorites — if you like 'em, great and if not, you'll have the opportunity to find your own in lab this week

CS4 lets you navigate and zoom back to the previous magnification if you keep the mouse down using the Hand tool — quite useful for working in different areas of the document

If you alt+click on the Preview button at the bottom of the toolbox, you rotate through the different views



III. Text

Mac

PC

A. Working with selected text using Type tool (may require font installation)

- Align paragraph left, right or center
- Justify with last line aligned left
- Increase leading
- Decrease leading
- Auto leading
- Align to grid (toggle on/off)
- Auto-hyphenate (toggle on/off)
- Increase point size of text by 2 pts:
- Decrease point size of text by 2 pts:
- Italicize text
- Bold
- Normal (switches to Regular)
- Underline
- All Caps (toggles on/off)
- Small Caps (toggles on/off)

- shift+⌘+L/R/C
- shift+⌘+J
- option+↓
- option+↑
- shift+option+⌘+A
- shift+option+⌘+G
- shift+option+⌘+H
- shift+⌘+>
- shift+⌘+<
- shift+⌘+I
- shift+⌘+B
- shift+⌘+Y
- shift+⌘+U
- shift+⌘+K
- shift+⌘+H

- shift+ctrl+L/R/C
- shift+ctrl+>
- alt+↓
- alt+↑
- shift+alt+ctrl+A
- shift+alt+ctrl+G
- shift+alt+ctrl+H
- shift+ctrl+>
- shift+ctrl+<
- shift+ctrl+I
- shift+ctrl+B
- shift+ctrl+Y
- shift+ctrl+U
- shift+ctrl+K
- shift+ctrl+H

B. Working with selected text frames

- Select next frame in story
- Select previous frame in story
- Select first frame in story
- Select last frame in story

- option+⌘+pg down
- option+⌘+pg up
- shift+option+⌘+pg up
- shift+option+⌘+pg down

- alt+ctrl+pg down
- alt+ctrl+pg up
- alt+ctrl+pg up
- alt+ctrl+pg down

C. Inserting special characters

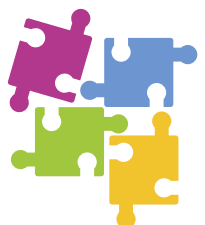
- Straight single quotes (' not ')
- Straight double quotes (" not ")
- Em dash (—)
- En dash (–)
- Ellipsis (...)
- Degree (°)
- Bullet (•)
- Cent (¢)
- Copyright (©)
- Trademark (™)
- Registered Trademark (®)

- control+'
- shift+control+'
- shift+option+ -
- opt+ -
- option+;
- shift+option+8
- option+8
- option+4
- option+G
- option+2
- option+R

- alt+'
- ctrl+alt+'
- alt+0151
- alt+0150
- alt+0133
- alt+0176
- alt+0149
- alt+0162
- alt+0169
- alt+0153
- alt+0174

If you include the alt/option key when increasing text size, you increase the increment by 10 (5 x current preference)

Macintosh conflict changes with OS 10.4 and InDesign:
View..Hide/Show Text Frames menu =
⌘+control+H



IV. Other

A. Miscellaneous

- Select all guides
- Go back/forward to last viewed page
- Open new default document
- Activate the Go To page command

B. Switching skills

- Rotate between open documents
- Launch Bridge

Mac

- option+⌘+G
- ⌘+pg up/down
- ⌘+option+N
- ⌘+J
- ⌘+~
- ⌘+option+O

PC

- alt+ctrl+G
- ctrl+pg up/down
- ctrl+alt+N
- ctrl+J
- ctrl+~
- ctrl+alt+O

Right-click on the ruler to delete all guides (CS4)

Keyboard shortcuts

Default keyboard shortcuts

Comments (3) Ratings: 0

Keys for tools

Keys for selecting and moving objects

Keys for transforming objects

Keys for editing paths and

Keys for tables

Keys for finding and changing

Keys for working with type

Keys for navigating through

Keys for viewing documents

Keys for working with XML

Keys for indexing

Keys for panels

Keys for the Control panel

Keys for type panels and

Keys for the character and

Keys for the Tabs panel

Keys for the Layers panel

Keys for the Pages panel

Keys for the Color panel

Keys for using the Separation

Keys for the Swatches panel

Keys for the Transform panel

Keys for resolving conflicts between Mac OS 10.3.x and 10.4

Keys for panels

Comments (0) Ratings: 0

This table isn't a complete list of keyboard shortcuts. It lists only those shortcuts that aren't displayed in menu commands or tool tips.

Result	Windows	Mac OS
Delete without confirmation	Alt-click Delete icon	Option-click Delete icon
Create item and set options	Alt-click New button	Option-click New button
Apply value and keep focus on option	Shift+Enter	Shift+Enter
Activate last-used option in last-used panel	Ctrl+Alt+← [Hide]	Command+Option+← [Hide]
Select range of styles, layers, links, swatches, or library objects in a panel	Shift-click	Shift-click
Select nonadjacent styles, layers, links, swatches, or library objects in a panel	Ctrl-click	Command-click
Apply value and select next value	Tab	Tab
Move focus to selected object, text, or window	Esc	Esc
Show/Hide all panels, Toolbox, and Control panel (with no insertion point)	Tab	Tab
Show/Hide all panels except the Toolbox and Control panel (locked or not)	Shift+Tab	Shift+Tab
Open or close all stashed panels	Ctrl+Alt+Tab	Command+Option+Tab
Stack a panel group	Alt+drag any panel tab (in the group) to edge of screen	Option+drag any panel tab (in the group) to edge of window
Select item by name	Alt+Ctrl-click in list, and then use keyboard to select item by name	Option+Command-click in list and then use keyboard to select item by name
Open the Drop Shadow panel	Alt+Ctrl+H	Command+Option+H

From InDesign Help

