

# Standard keyboard shortcuts

Everyone has their favorite keyboard shortcuts that they like to use. This is a list of my personal favorites — you'll have the opportunity to find your own personal favorites this week.

| Toolbox  | Mac*   | PC            |
|--|--|---------------|
| <b>Selecting a tool — these shortcuts don't work with the Type tool</b>  |  |               |
| Selection tool<br>(Esc used for work with the 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  | \  | \             |
| <i>CS5 Tool Hints panel: displays all hidden modifier keys for the current tool — use the Window.. Utilities..Tool Hints menu command to display</i>                           |  |               |
| <b>Temporary tool changes — press key to activate, let up to release</b>   |  |               |
| Hand tool  | option spacebar                                  | alt spacebar  |
| Selection tool   | ⌘  | ctrl          |
| Zoom   | ⌘ spacebar                                       | ctrl spacebar |
| <i>CS5 Spring loaded tool shortcuts: keep the keyboard shortcut key pressed to temporarily use a different tool — when you release the key you return to the previous tool</i> |  |               |
| <b>Other — not available when working with Type tool (hit Esc first)</b>   |  |               |
| 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   | /  | /             |
| Switch btwn Normal and Preview mode  | W  | W             |
| Switch between Formatting Affects Container and Formatting Affects Text  | J  | J             |
| <b>Tools that respond to double-clicking</b>   |  |               |
| Selection/Direct Selection   | Displays the Move dialog box for selected object |               |
| Line   | Activates the Stroke panel Weight field          |               |
| Pencil or Eyedropper   | Sets up tool preferences                         |               |
| Gradient   | Activates the Gradient panel                     |               |
| Gradient Feather   | Activates the Effects dialog box                 |               |
| Hand   | Fit in Window view                               |               |
| Zoom   | Actual Size view                                 |               |
| Fill/Stroke  | Invokes Photoshop color picker                   |               |

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

\* Macintosh command key = ⌘ or ⌘ key alt = ⌥ in menu commands  
control key is used on special occasions (control + mouse click = right mouse click)



| Panels   | Mac                    | PC                    |
|--|------------------------|-----------------------|
| <b>Control panel basics</b>  |                        |                       |
| Switch Character/Paragraph formatting  | alt ⌘ 7                | alt ctrl 7            |
| To sample selected text in different fonts:  |                        |                       |
| 1. ⌘ option 7/ctrl alt 7 if necessary to display Character Formatting in the Control Panel   |                        |                       |
| 2. ⌘/ctrl 6 to jump to the Control Panel and activate the first field (font)   |                        |                       |
| 3. Start typing in the font name or use the ↑ ↓ keys to advance through the font list  |                        |                       |
| Quick Apply (style or menu command)  | ⌘ return               | ctrl enter            |
| <b>Option/Alt key — opens dialog boxes when you click on the button</b>  |                        |                       |
| 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 baseline grid)  | Baseline Grid button   | Baseline Grid button  |
| Drop Caps and Nested Styles  | Drop Cap button        | Drop Cap button       |
| <b>Other panel tricks — right-mouse click</b>  |                        |                       |
| Switch color modes (CMYK, RGB)   | shift click color bar  | shift click color bar |
| Select color for the <i>nonactive</i> fill/stroke  | option click color bar | alt click color bar   |
| Move color sliders in tandem (lighten)   | shift drag slider      | shift drag slider     |
| CS5: apply fill and stroke Swatches colors for text and objects<br>hit Shift to bring up the Color panel instead of a list of Swatches |                        |                       |

Depending on the size of your monitor, you see different amounts of text formatting features — this can be customized in the Control Panel's fly-out menu

| Other                                 | Mac                 | PC                |
|---------------------------------------|---------------------|-------------------|
| <b>Miscellaneous</b>                  |                     |                   |
| Select all guides                     | option ⌘ G          | alt ctrl G        |
| Arrange: Send to Back/Front           | shift ⌘ [ or ]      | shift ctrl [ or ] |
| Edit Original (for imported graphics) | option double-click | alt double-click  |
| High Quality Display                  | ctrl ⌘ option H     | ctrl alt H        |
| <b>Documents and pages</b>            |                     |                   |
| Rotate between open documents         | ⌘ ~                 | ctrl ~            |
| Go back/forward to last viewed page   | ⌘ pg up/down        | ctrl pg up/down   |
| Open new default document             | ⌘ option N          | ctrl alt N        |
| Activate the Go To page command       | ⌘ J                 | ctrl J            |
| Save all open documents               | shift ⌘ option S    | shift ctrl alt S  |
| Close all open (saved) documents      | shift ⌘ option W    | shift ctrl alt W  |

Right-click on the ruler to delete all guides

| Text  | Mac                  | PC               |
|---|----------------------|------------------|
| <b>Working with selected text using Type tool</b> |                      |                  |
| Align paragraph left/right/center                 | shift ⌘ L/R/C        | shift ctrl L/R/C |
| Justify with last line aligned left               | shift ⌘ J            | shift ctrl >     |
| Increase leading                                  | option ↓             | alt ↓            |
| Decrease leading                                  | option ↑             | alt ↑            |
| Auto leading                                      | shift option ⌘ A     | shift alt ctrl A |
| Align to grid (toggle on/off)                     | shift option ⌘ G     | shift alt ctrl G |
| Auto-hyphenate (toggle on/off)                    | shift option ⌘ H     | shift alt ctrl H |
| Increase point size of text by 2 pts              | shift ⌘ >            | shift ctrl >     |
| Decrease point size of text by 2 pts              | shift ⌘ <            | shift ctrl <     |
| Italicize text                                    | shift ⌘ I            | shift ctrl I     |
| Bold  | shift ⌘ B            | shift ctrl B     |
| Normal (switches to Regular)                      | shift ⌘ Y            | shift ctrl Y     |
| Underline   | shift ⌘ U            | shift ctrl U     |
| All Caps (toggles on/off)                         | shift ⌘ K            | shift ctrl K     |
| Small Caps (toggles on/off)                       | shift ⌘ H            | shift ctrl H     |
| Redefine Paragraph Style                          | shift option ⌘ R     | shift alt ctrl R |
| Quick Apply (style, menu command)                 | ⌘ return             | ctrl enter       |
| Move to beginning/end of story                    | ⌘ home/end           | ctrl home/end    |
| Deselect any text selection                       | ⌘ shift A            | ctrl shift A     |
| <b>Working with selected text frames</b>          |                      |                  |
| Select next/previous frame in story               | option ⌘ pg down/up  | alt ctrl pg down |
| Select first/last frame in story                  | shift option ⌘ pg up | alt ctrl pg up   |
| <b>Inserting special characters</b>               |                      |                  |
| Straight single quotes ( ' not ' )                | ctrl '               | alt '            |
| Straight double quotes ( " not “ ” ) 2"x1"        | shift ctrl '         | ctrl alt '       |
| Em dash (—) <i>hey — that's not right!</i>        | shift option -       | shift alt -      |
| En dash (–) <i>She lived from 1900–1980</i>       | option -             | alt -            |
| Ellipsis (...) <i>He didn't need to ask ...</i>   | option ;             | alt ;            |
| Degree (°) <i>Bake at 350°</i>                    | shift option 8       | shift alt 8      |
| Bullet (•)  | option 8             | alt 8            |
| Cent (¢) <i>You owe me 25¢</i>                    | option 4             | alt 4            |
| Copyright (©) <i>© Cyndi Reese</i>                | option G             | alt G            |
| Trademark (™) <i>XYZ Computing™</i>               | option 2             | alt 2            |
| Registered Trademark (®) <i>Adobe InDesign®</i>   | option R             | alt R            |

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

Using multiple shortcuts builds on the formatting whenever possible—for example turning on bold and then turning on italics results in bold italic formatting

# Custom keyboard shortcuts and menus

## I. Custom keyboard shortcuts

### A. Edit..Keyboard Shortcuts menu

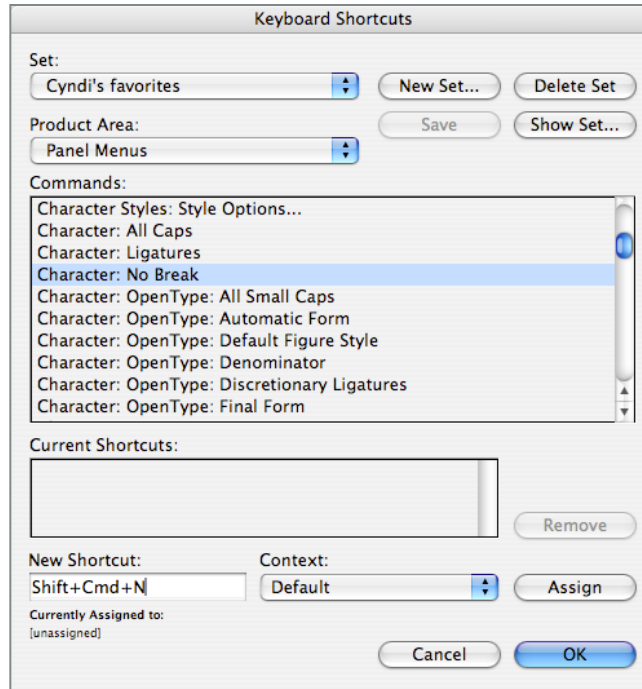
### B. Sets: saved collection of keyboard shortcuts

1. Default: standard set (File..Place = ⌘/ctrl+d)
2. PageMaker and Quark keyboard shortcuts
3. Custom: you create your own set(s) to either
  - a. Override an existing default keyboard shortcut (be careful!)
  - b. Create new shortcuts that aren't currently used by InDesign

### C. Show Set button lists all current keyboard shortcuts for the selected set

### D. To create a custom set

1. Click on the **New Set** button
2. Choose Default to base the shortcuts on top of the existing default set
3. Type in the name of the set
4. Create the shortcuts
  - a. Select the Product Area (i.e. menu or panel menu)
  - b. Select the desired Command
  - c. If there is a current shortcut for this command, it will be listed in the dialog box
  - d. Create your shortcut using one letter and a combination of these keys:  
Mac: ⌘ option shift ctrl      PC: ctrl alt shift  
*Hint: use the same set of modifier keys for all of your shortcuts (shift+option+key)*
  - e. If the shortcut is already used, you have the option of an override (this is a great way to learn about existing shortcuts by browsing through this dialog box)
5. My personal favorites
  - a. Panel Menu: Paragraph Styles: Clear Overrides
  - b. Panel Menu: Character: OpenType Fractions (or Swashes)
  - c. Panel Menu: Character: No Break
  - d. Layout Menu: Margins and Columns
  - e. Type Menu: Bullet & Numbered Lists: Apply Bullets (or Restart Numbering)



*This is appropriate for experienced users who work on their own computers*

- f. Type Menu: Fill with Placeholder Text
  - g. Object Menu: Flip Horizontal
  - h. Window Menu: Mini Bridge
  - i. Object Editing: Toggle Auto-Fit
- E. Using the custom set
1. Once you choose a set in the **Edit..Keyboard Shortcuts** menu, it "sticks" just like changes to your workspace (when you restart InDesign, the workspace is remembered — it's an XML thing)
  2. If you reset your program level preferences, your keyboard shortcut sets are not lost, but you do start out with the default set
  3. Location of the custom keyboard shortcut sets (.indk extension): InDesign Shortcut Sets in Preferences (see page 91) — you can delete the custom files from here or use the **Edit..Keyboard Shortcuts** menu

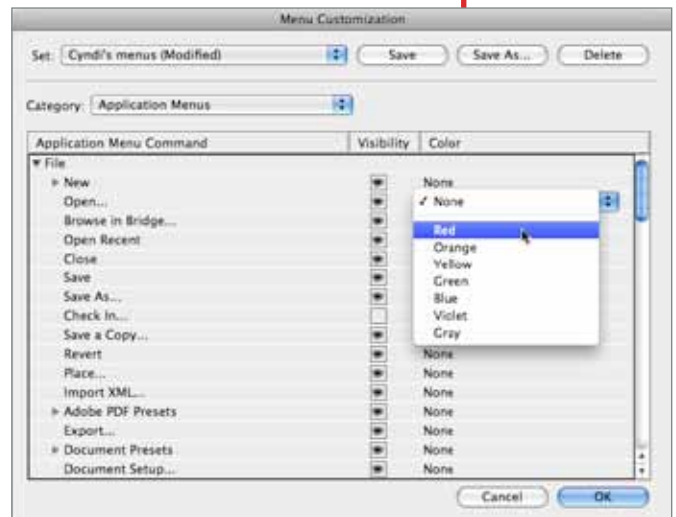
## II. Custom menu commands

### A. Purpose:

1. To create custom menu sets, perhaps useful if you are working on different projects with different skills sets
2. To eliminate the amount of features for beginning or uncontrollable users
3. To hide menu options that you never use
4. To apply colors to different menu commands (good for training)
5. Both standard menus and Panel fly-out menus can be customized

### B. **Edit..Menu** menu command

1. Create custom set with Save As button, or modify the default menu structure
2. Choose Category to customize Application Menus or Context & Panels menus
3. Select desired menu command and options to:
  - a. Show/hide the menu command
  - b. Color code the menu command
4. Click on Save button to save all changes



### C. Using the custom set is similar to keyboard shortcuts

1. Creates an .inms file that is saved in the Menu Sets folder of the preferences folder (a special internal folder which customizes InDesign)
2. If you reset your program level preferences, your menu shortcut file is still available, but InDesign resets to the default menu presentation

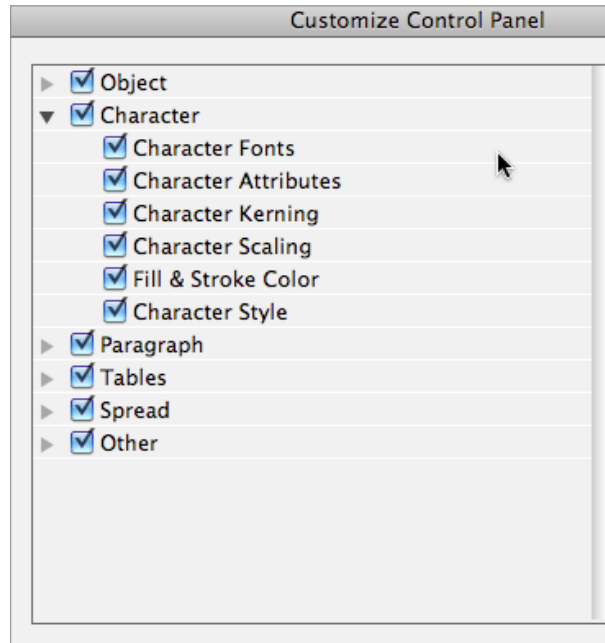
# Custom Control panel options

## I. Control panel options change

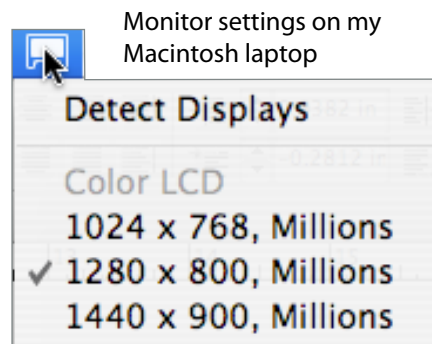
- A. Depending on what tool is selected
- B. Depending on how you have customized the Control panel options
  1. You choose what features are important to include
  2. Your monitor display settings affect how many features can get "crammed" into the horizontal Control panel (especially useful for users with large monitors who want to include both Character and Paragraph formatting features in the Control panel when working with text)

## II. To create the custom Control panels

- A. Choose the right-most fly-out menu on the Control panel and choose the **Customize** option
- B. The Character section customizes what you see when you are doing Character formatting with the Type tool
- C. The Paragraph section customizes what options you see when doing Paragraph formatting with the Type tool
- D. The Object section customizes options for transformations and working with selected objects
- E. This information gets stored in InDesign Defaults



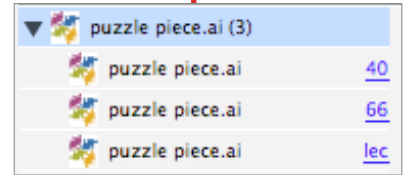
1. Custom panels are sticky (you can quit and when you restart InDesign the Control panel still remembers what you did last)
2. When you reset preferences you go back to the original set of features in the Control Panel



# Custom Links panel

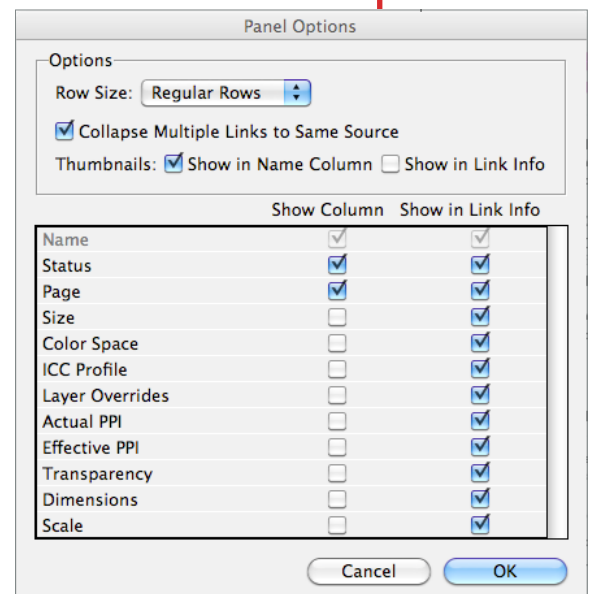
## I. Links panel features

- A. Relink button — if you have multiple occurrences of an imported graphic
  1. Relinking with one instance selected relinks an individual graphic
  2. Relinking with the top graphic (with the triangle) relinks each occurrence of the graphic
- B. Edit Original button
  1. Opens up the program that the OS regards as the “creator” of the graphic
  2. The OS can be customized to start a specific program for a filetype (Very useful for avoiding the Macintosh Preview program)
    - a. At the desktop, select one graphic of a particular filetype (i.e. .jpg)
    - b. Right-click on the graphic
      - Macintosh: choose the **Get Info** menu, select Open With the desired program and click on Change All
      - Windows 7: choose the **Properties** menu option, change the Opens With program and then select the option to Always use selected program to open this kind of file
  3. There is also an **Edit With** fly-out menu command on the Links panel to select an alternate program to launch and edit the graphic
- C. InDesign can be set to link text files/spreadsheets to help track changes using the **InDesign/Edit..Preferences..File Handling** menu command



## II. Customizing the Links panel

- A. Choose the Links panel **Panel Options** fly-out menu
- B. For the top section
  1. Add additional columns (which may require you changing the width of the panel)
  2. Suggestion: effective resolution, color space
- C. For the bottom section
  - a. Thumbnails (set at the top of the dialog box for a bigger thumbnail)
  - b. Scale adjustments
  - c. Alternative to Path:  
Folder 0 is the folder that contains the file  
Folder 1 is the folder that contains Folder 0
- D. If you customize the Links panel, it is “sticky” in whatever workspace you are using — if you Reset the workspace then you lose the custom panel (hint: create a custom workspace with the custom Links panel)



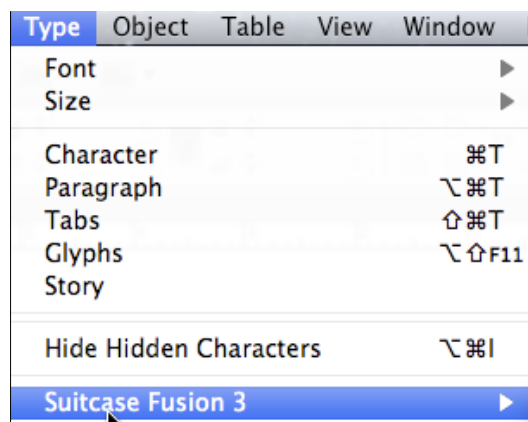
# Plug-ins and Extensions

## I. Plug-ins

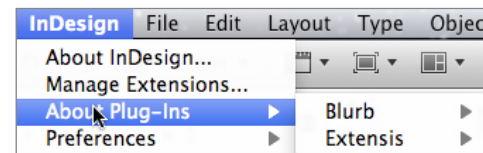
A. What are they?

1. Programs developed by Adobe/3rd party vendors to add features to the Adobe software (new menu commands, dialog boxes, panels)
2. InDesign has *numerous* plug-ins automatically installed
3. Plug-ins are controlled/installed through the Plug-ins folder in the Applications/Program Files folder — either use the provided installer program or drag to the Plug-ins folder

B. Example: Suitcase Fusion



*Suitcase Fusion is a stand-alone program that helps manage fonts. It also offers a plug-ins for Adobe InDesign to auto-activate fonts when a document is opened*



## II. Extensions

A. An additional way to add features to Adobe software

B. Additional extensions can be located at the Adobe Marketplace

C. Typically come with an installer program which invokes the Extension Manager

1. **Help ..Manage Extensions** menu (Windows)
2. **InDesign..Manage Extensions** menu (Mac OS)

