

# Custom keyboard shortcuts and menus

## I. Custom keyboard shortcuts

### A. Edit..Keyboard Shortcuts menu

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

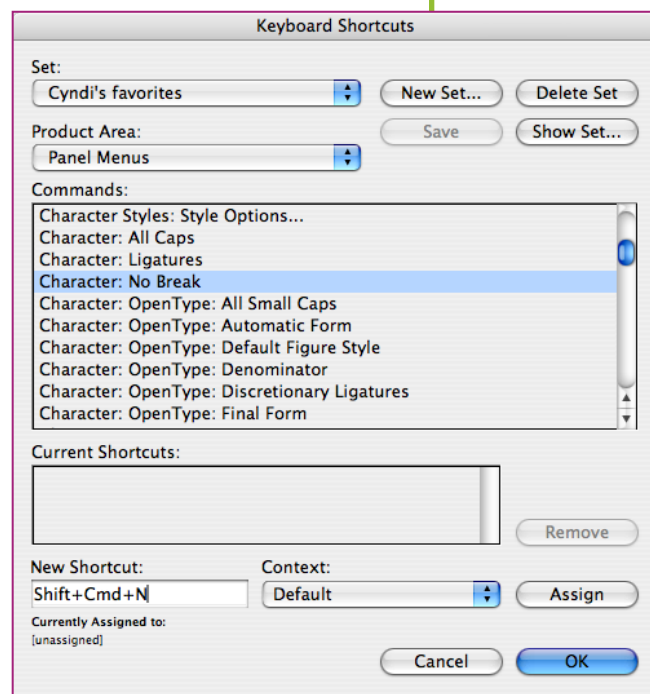
1. Default: standard set of shortcuts (**File..Place** = cmd/ctrl+d)
2. PageMaker and Quark keyboard shortcuts
3. Custom: you create your own set(s) and
  - a. Override an existing default keyboard shortcut (be careful!)
  - b. Create new shortcuts that aren't currently used by InDesign

### 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. menus or panel menus)
  - 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: cmd option shift ctrl  
PC: ctrl alt shift
  - 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 favorites that save me time for frequently used activities
  - a. Panel Menu: Paragraph Styles: Clear Overrides
  - b. Panel Menu: OpenType fractions
  - c. Panel Menu: OpenType Swashes
  - d. Panel Menu: Character No Break
  - e. Panel Menus: Glyph: Insert Most Recent Glyph (1st one on list)
  - f. Layout Menu: Margins and Columns
  - g. Type Menu: Bullet & Numbered Lists: Apply Bullets
  - h. Object Editing: Delete All Guides

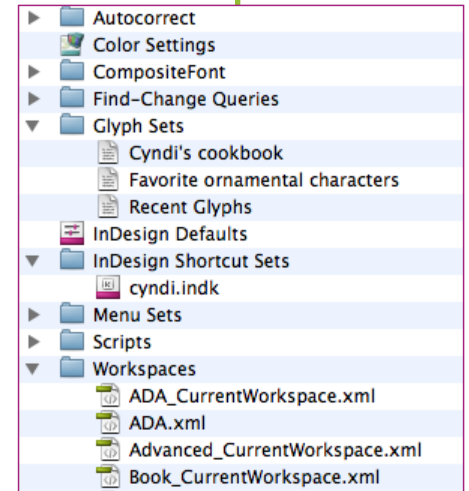
This is appropriate for experienced users who work on their own computers



## 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 preferences, your keyboard shortcut sets are not lost, but you do start out with the default set
3. To set a custom keyboard shortcut set as the default, select the custom set using the **Edit..Keyboard Shortcuts** menu with no document open
4. Copying keyboard shortcut sets (.indk extension) — located in these locations
  - a. InDesign application folder: Shortcut Sets folder (defaults)
  - b. Custom shortcuts:  
Windows XP Documents and Settings\[username]\Application Data\Adobe\InDesign\[version]\[language]\InDesign Shortcut Sets  
Windows Vista Users\[username]\AppData\Roaming\Adobe\InDesign\[Version]\[Language]\InDesign Shortcut Sets  
Mac OS Users/[username]/Library/Preferences/Adobe InDesign/[version]/[language]/InDesign Shortcut Sets

Custom user settings for InDesign on the Macintosh



## 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 an overwhelming amount of features for beginning/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..Menus** 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  
You'll notice a menu command to **Show All Menu Items**
  - b. Color code the menu command
4. Click on **Save** button to save all changes
- 5.

