

# InDesign Keyboard Shortcuts

## Toolbar

Selection tool .....	V, Esc
Direct Selection tool .....	A
Toggle Selection and Direct Selection tool .....	Command+Control+Tab
Pen tool .....	P
Type tool .....	T
Rectangle Frame tool .....	F
Rectangle tool .....	M
Eyedropper tool .....	I
Gradient tool .....	G
Temporarily selects Hand tool Spacebar (Layout mode), Option (Text mode), or Option+Spacebar (both)	
Zoom tool .....	Z
Temporarily selects Zoom In tool .....	Command+Spacebar
Toggle Fill and Stroke .....	X
Switch between Normal View and Preview Mode .....	W

## Selecting and Moving

Temporarily select Selection or Direct Selection tool .....	Any tool (except selection tools)+ Command	
Select container of selected content .....	Esc or double-click	
Select content of selected container .....	Shift+Esc or double-click	
Duplicate selection .....	Selection tool+ Option-drag*	
Move selection .....	Left Arrow, Right Arrow, Up Arrow, Down Arrow key	
Select master page item from document page .....	Selection tool+ Command+Shift-click	
Select next object behind or in front .....		Selection
tool+Command-click or Selection tool+Option+ Command-click		

## Transform Objects

Display Transform tool dialog box.....		Select
object+double-click Scale tool, Rotate tool, or Shear tool in Toolbox		
Resize frame and content .....	Selection tool+Command-drag	
Resize frame and content proportionately .....	Selection tool+Shift+Command-drag	
Constrain proportion.....	Ellipse tool, Polygon tool, or Rectangle tool+Shift-drag	
Switch image from High Quality Display to Fast Display.....	Command+Option+Shift+Z	

\*After you select a transformation tool, hold down the mouse button, and then hold Option and drag. Press Shift to constrain movement to 45° angles.

## Working with text

Bold (only for fonts with bold face) .....	Shift+Command+B
Italic (only for fonts with italic face).....	Shift+Command+I
Underline .....	Shift+Command+U
All caps (on/off).....	Shift+Command+K
Align left, right, or center .....	Shift+Command+L, R, or C

## File Menu

New.....	CMD N
Open .....	CMD O
Close.....	CMD W
Save .....	CMD S
Place .....	CMD D
Print .....	CMD P
Quit .....	CMD Q

## Edit Menu

Undo.....	CMD Z
Cut .....	CMD X
Copy .....	CMD C
Paste .....	CMD V
Check Spelling .....	CMD I
Hide / Reveal all panels ..	Tab

## Zoom and Pan

Fit in View .....	CMD 0
Zoom in / out .....	CMD +/-