InDesign CS6 Shortcuts

	Windows	Mac
InDesign Help	F1	Help
Herff Jones		
plug-ins	Herff Jones	Herff Jones
Other HJ Plug-ins	Window menu	Window menu
Redraw screen	Shift+F5	Shift+F5
Preferences General	Ctrl+K	Command+K
Delete Preferences at start up	Ctrl+Alt+Shift	Command+Shift+Option+Ctrl

File

New	Ctrl+N	Command +N
Open	Ctrl+O	Command+O
Browse in Bridge	Ctrl+Alt+O	Command+Option+O
Close Document	Ctrl+W	Command+W
Close All	Ctrl+Alt+Shift+W	Command +Shift+Option+W
Save	Ctrl+S	Command+S
Save as	Ctrl+Shift+S	Command +Shift+S
Save a Copy	Ctrl+Alt+S	Command+Option+S
Save All	Ctrl+Alt+Shift+S	Command+Shift+Option+S
Place	Ctrl+D	Command+D
Export	Ctrl+E	Command+E
Document Setup	Ctrl+Alt+P	Command+Option+P
File Info	Ctrl+Alt+Shift+I	Command+Option+Shift+I
Package	Ctrl+Alt+Shift+P	Command+Option+Shift+P
Preview Document	Ctrl+Alt+Shift+Enter	Command + Option +Shift+Return
Print	Ctrl+P	Command+P
Exit	Ctrl+Q	Command+Q
Override All Master Page Items	Ctrl+Alt-Shift+L	Command+Shift+Option+L

Edit

	Windows	Mac
Undo	Ctrl+Z	Command+Z
Redo	Ctrl+Shift+Z	Command+Shift+Z
Cut	Ctrl+X	Comamand+X
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Paste without Formatting	Ctrl+Shift+V	Command+Shift+V
Paste Into	Ctrl+Alt+V	Command+Option+V
Paste in Place	Ctrl+Alt+Shift+V	Command+Option+Shift+V
Clear	Backspace	Backspace
Duplicate	Ctrl+Alt+Shift+D	Command+Option+Shift+D
	Alt+drag	Option+drag
Step & Repeat	Ctrl+Alt+U	Command+Option+U
Select All	Ctrl+A	Command+A
Deselect All	Ctrl+Shift+A	Command+Shift+A
Edit in Story Editor	Ctrl+Y	Command+Y
Quick Apply	Ctrl+Enter	Commmand+Return
Find/Change	Ctrl+F	Command+F
Find Next	Ctrl+Alt+F	Command+Option+F
Check Spelling	Ctrl+I	Command+I
Insert selected text into		
Find What box	Crtl+F1	Command+F1
Change To box	Crtl+F2	Command+F2
Update Content	Ctrl+F5	Command+Ctrl+F5

Indexing

Index New	Ctrl+7	Command+7
Index Palette	Shift+F8	Shift+F8
Mark Proper Names	Ctrl+Alt+Shift+]	Command+Option+Shift+]
Mark Clubs/Businesses	Ctrl+Alt+Shift+[	Command+Option+Shift+[
Nonbreaking Space	Ctrl+Alt+X	Command+Option+X
Index New Cross Reference	Ctrl+U	Command+U

	Windows	Mac
LAYOUT		
Add New Page	Ctrl+Shift+P	Command+Shift+P
Go toPage	Ctrl+J	Command+J
First Page	Ctrl+Shift+Page Up	Command+Shift+Page Up
Previous Page	Shift+Page Up	Shift+Page Up
Next Page	Shift+Page Down	Shift+Page Down
Last Page	Ctrl+Shift+Page Down	Command+Shift+Page Down
Next Spread	Alt+Page Down	Option+Page Down
Previous Spread	Alt+Page Up	Option+Page Up
Go Back	Ctrl+Page Up	Command+Page Up
Go Forward	Ctrl+Page Down	Command+Page Down
TYPE		
Character Styles		
Redefine styl	Ctrl+Alt+Shift+C	Command+Shift+Option+C
Character		
All Caps	Ctrl+Shift+K	Command+Shift+K
Small Caps	Ctrl+Shift+H	Command+Shift+H
Strikethrough	Ctrl+Shift+/	Command+Shift+/
Subscript	Ctrl+Alt+Shift+=	Command+Shift+Option+=
Superscript	Ctrl+Shift+=	Command+Shift+=
Underline	Ctrl+Shift+U	Command+Shift+U
Paragraph		
Redefine style	Ctrl+Alt+Shift+R	Command+Shift+Option+R
Drop Caps & Nested Styles	Ctrl+Alt+R	Command+Option+R
Set Keep Options	Ctrl+Alt+K	Command+Option+K
Paragraph Rules	Ctrl+Alt+J	Command+Option+J
Paragraph Justification	Ctrl+Shift+Alt+J	Shift+Command+Option+J
Character	Ctrl+T	Command+T
Paragraph	Ctrl+Alt+T	Command+Option+T
Tabs	Ctrl+Shift+T	Command+Shift+T
Character Style	Shift+F11	Command+Shift+F11
Paragraph	F11	Command+F11
Glyphs	Alt+Shift+F11	Option+Shift+F11
Remove local formatting	Alt/Option+Click paragraph style name	
Clear overrides for Paragraph styles	Alt/Option_Shift-click paragraph style name	

	Windows	Mac
Show/hide Paragraph &	F11	Command+F11
Character styles panels	Shift+F11	Command+Shift+F11
Change Options without	Ctrl+Shift+Alt-double click style	
applying styles	Command+Shift+Option-double click style	
Create Outlines	Ctrl+Shift+O	Command+Shift+O
Create Outlines Without Deleting Text	Ctrl+Alt+Shift+O	Command+Shift+Option+O
Show Hidden Characters	Ctrl+Alt+I	Command+Option+I
Soft Return (line break)	Shift+Enter	Shift+Return
Insert Special Character		
Auto Page Number	Ctrl+Alt+Shift+N	Command+Shift+Option+N
Discretionary Hyphen	Ctrl+Shift+- (hyphen)	Command+Shift+- (hyphen)
Indent to Here	Ctrl+\	Command+\
Nonbreaking Hyphen	Alt+Ctrl+- (hyphen)	Command+Option+- (hyphen)
Right Indent Tab	Shift+Tab	Shift+Tab
Bullet Character	Alt+8	Option+8
Copyright Symbol	Alt+G	Option+G
Ellipsis	Alt+; (semi-colon)	Option+; (semi-colon)
Em Dash	Alt+Shift+- (hyphen)	Option+Shift+- (hyphen)
En Dash	Alt+- (hyphen)	Option+- (hyphen)
Paragraph Symbol	Alt+7	Option+7
Quotation Mark		
Single Left	Alt+]	N/A
Single Right	Shift+Alt+]	N/A
Double Left	Alt+[	N/A
Double Right	Shift+Alt+[	N/A
Straight Quotes		
Single	Alt+'	Control+'
Double	Alt+Shift+'	Control+Shift+'
Registered Trademark	Alt+R	Option+R
Trademark	Alt+2	Option+2
Insert White Space		
Em Space	Ctrl+Shift+M	Command+Shift+M
En Space	Ctrl+Shift+N	Command+Shift+N
Nonbreaking Space	Alt+Ctrl+X	Command+Option+X
Thin Space	Alt+Shift+Ctrl+M	Command Shift+Option+M

Text

	Windows	Mac
Align Center	Ctrl+Shift+C	Command+Shift+C
Justify (all but last line)	Ctrl+Shift+J	Command+Shift+J
Force Justify (all lines)	Ctrl+Shift+F	Command+Shift+F
Align Left	Ctrl+Shift+L	Command+Shift+L
Align Right	Ctrl+Shift+R	Command+Shift+R
Justify Center	Ctl+Alt+Shift+C	Command+Option+Shift+C
Align to Baseline Grid	Ctrl+Alt+Shift+G	Command+Shift+Option+G
Apply Bold	Ctrl+Shift+B	Command+Shift+B
Apply Italic	Ctrl+Shift+I	Command+Shift+I
Apply Normal	Ctrl+Shift+Y	Command+Shift+Y
Auto flow text	Shift+click loaded text icon	
Auto Leading	Ctrl+Alt+Shift+A	Command+Shift+Option+A
Auto-Hyphenate off/on	Ctrl+Alt+ Shift+H	Command+Shift+Option+H
Hyphenation On/Off		
Selected Text	Ctrl+Alt+H	Comamnd+Option+H
Delete	Delete	Delete
Decrease Kerning/Tracking	Alt+Shift+Left Arrow	Option+Left Arrow
Decrease Kerning/Tracking x5	Ctrl+Alt+Left Arrow	Command+Option+Left Arrow
Increase Kerning/Tracking	Alt+Right Arrow	Option+Right Arrow
Increase Kerning/Tracking x5	Ctrl+Alt+Right Arrow	Command+Option+Right Arrow
Clear Kerning/Tracking	Ctrl+Shift+Q	Command+Shift+Q
Reset kerning/tracking	Ctrl+Alt+Q	Command+Option+Q
Decrease Leading	Alt+Up Arrow	Option+Up Arrow
Decrease Leading x5	Ctrl+Alt+Up Arrow	Command+Option+Up Arrow
Increase Leading	Alt+Down Arrow	Option+Down Arrow
Increase Leading x5	Ctrl+Alt+Down Arrow	Command+Option+Down Arrow
Decrease Point Size	Ctrl+Shift+, (comma)	Command+Shift+, (comma)
Decrease Point Size x5	Ctrl+Alt+Shift+,	Command+Option+Shift+,
Increase Point Size	Ctrl+Shift+. (period)	Command+Shift+. (period)
Increase Point Size x5	Ctrl+Alt+Shift+.	Command+Shift+Option+.
Decrease Word Space	Ctrl+Alt+Backspace	Command+Option+Delete
Decrease Word Space x5	Ctrl+Alt+Shift+Backspace	Command+Option+Shift+Delete
Increase Word Space	Ctrl+Alt+\	Command+Option+\
Increase Word Space x5	Ctrl+Alt+Shift+\	Command+Shift+Option+\
Move to beginning of story	Ctrl+Home	Command+Home
Move to end of story	Ctrl+End	Command+End
Move to end of line	End	End
Move to left one word	Ctrl+Left Arrow	Command+Left Arrow
Move to right one word	Ctrl+Right Arrow	Command+Right Arrow
Move to start of line	Home	Home
Recompose All Stories	Ctrl+Alt+/	Command+Option+/
Reset Kerning/tracking	Ctrl+Alt+Q	Command+Option+Q
Select All	Ctrl+A	Command+A
Deselect All	Ctrl+Shift+A	Command+Shift+A
Select Line	Ctrl+Shift+\	Command+Shift+\
Select one character		
to left	Shift+Left Arrow	Shift+Left Arrow
to right	Shift+Right Arrow	Shift+Right Arrow
Select One Line Above	Shift+Up Arrow	Shift+Up Arrow
Select One Line Below	Shift+Down Arrow	Shift+Down Arrow
Select paragraph	Triple-click	Triple-Click
Select one paragraph		
before	Ctrl+Shift+Up Arrow	Command+Shift+Up Arrow
after	Ctrl+Shift+Down Arrow	Command+Shift+Down Arrow
Select one word	Double-click	Double-click
Select one word to left	Ctrl+Shift+Left Arrow	Command+Shift+Left Arrow
Select one word to right	Ctrl+Shift+Right Arrow	Command+Shift+Right Arrow
Select to start of story	Ctrl+Shift+Home	Command+Shift+Home
Select to end of story	Ctrl+Shift+End	Command+Shift+End
Select end of line	Shift+End	Shift+End
Select start of line	Shift+Home	Shift+Home
Select range	Shift+Left, Right, Up or Down arrows	
Delete word		
before insertion point	Ctrl+Backspace	Command+Delete
after insertion point	Ctrl+Delete	Command+Del
Update missing font list	Ctrl+Alt+Shift+/	
Command+Option+Shift+/		

Swatches Panel

Create new swatch	
based on current swatch	Alt/Option-click new swatch button
Create spot color based	
on current swatch	Ctrl+Alt/Command+Option-click new swatch button
Change options	Ctrl+Alt+Shift-double-click swatch
without applying swatch	Command+Option+Shift-double-click swatch

	Windows	Mac
OBJECT		
Move	Ctrl+Shift+M	Command+Shift+M
Show All on Spread	Ctrl+Alt+3	Command+Option+3
Transform Sequence Again	Ctrl+Alt+4	Command+Option+4
Bring to Frontt	Ctrl+Shift+]	Command+Shift+]
Bring Forward	Ctrl+]	Command+]
Send Backward	Ctrl+[	Command+[
Send to Back	Ctrl+Shift+[	Command+Shift+[
Select		
First Object Above	Ctrl+Alt+Shift+]	Command+Option+Shift+]
Next Object Above	Ctrl+Alt+]	Command+Option+]
Next Object Below	Ctrl+Alt+[	Command+Option+[
Last Object Below	Ctrl+Alt+Shift+[	Command+Option+Shift+[
All Objects on Layer	Alt+Click Layer	Option+Click layer
Copy selection to layer	Alt/Option+drag small square to new layer	
Container	Escape	Escape
Content	Shift+Escape	Shift+Escape
Group	Ctrl+G	Command+G
Ungroup	Ctrl+Shift+G	Command+Shift+G
Hide	Ctrl+3	Command+3
Lock Position	Ctrl+L	Command+L
Unlock All on Spread	Ctrl+Alt+L	Command+Option+L
Text Frame Options	Ctrl+B	Command+B
Fit Content to Frame	Ctrl+Alt+E	Command+Option+E
Fit Frame to Content	Ctrl+Alt+C	Command+Option+C
Center Content	Shift+Ctrl+E	Command+Shift+E
Fit Content Proportionally	Ctrl+Alt+Shift+E	Command+Shift+Option+E
Fill Frame Proportionally	Ctrl+Alt+Shift+C	Command+Option+Shift+C
Drop Shadow	Ctrl+Alt+M	Command+Option+M
Clipping Path	Ctrl+Alt+Shift+K	Command+Shift+Option+K
Compound Path-Make	Ctrl+8	Command+8
Compound Path-Release	Ctrl+Alt+Shift+8	Command+Option+Shift+8
Show All on Spread	Ctrl+Alt+3	Command+Option+3

	Windows	Mac
TABLE		
Table Setup	Ctrl+Alt+Shift+B	Command+Shift+Option+B
Show Table	Shift+F9	Shift+F9
Inssert Table	Ctrl+Alt+Shift+T	Command+Option+Shift+T
Insert Column	Ctrl+Alt+9	Command+Option+9
Delete Column	Shift+Backspace	Shift+Delete
Insert Row	Ctrl+9	Command+9
Delete Row	Crtl+Backspace	Command+Delete
Move to		
next cell	Tab	Tab
previous cell	Shift+Tab	Shift+Tab
first/last cell in column	Alt+Page Up/Page Down	Option+PageUp/Page Down
first/lastcell in row	Alt+Home/End	Option+Home/End
first/last row in frame	PageUp/Page Down	
up/down one cell	Up Arrow/Down Arrow	
left/right one cell	Left Arrow/Right Arrow	
Select		
Table	Ctrl+Alt+A	Command+Option+A
Column	Ctrl+Alt+3	Command+Option+3
Row	Ctrl+3	Command+3
Cell	Ctrl+/	Command+/
Cell above/below	Shift+Up Arrow/Down Arrow	
Cell to the right/left	Shift+Right Arrow/Left Arrow	
Set cell text options	Ctrl+Alt+B	Command+Option+B
Start row on next column	Enter (numeric keypad)	
Start row on next frame	Shift+Enter (numeric keypad)	
Toggle between text selection and cell selection		Esc

	Windows	Mac
VIEW		
Overprint Preview	Ctrl+Alt+Shift+Y	Command+Shift+Option+Y
Zoom In	Ctrl+=	Command+=
	Ctrl+Spacebar	Command+Spacebar
Zoom Out	Ctrl+- (hyphen)	Command+- (hyphen)
	Ctrl+Alt+Spacebar	Command+Option+Spacebar
Fit Page in Window	Ctrl+0	Command+0
Fit Spread in Window	Ctrl+Alt+0	Command+Option+0
	Double-click Hand tool	Double-click Hand tool
Actual Size	Ctrl+1	Command+1
200%	Ctrl+2	Command+2
400%	Ctrl+4	Command+4
50%	Ctrl+5	Command+5
Access Zoom % field	Ctrl+Alt+5	Command+Option+5

	Windows	Mac
Switch between current & previous Zoom levels	Ctrl+Alt+2	Command+Option+2
Entire Pasteboard	Ctrl+Alt+Shift+0	Command+Shift+Option+0
Fast Display	Ctrl+Shift+0	Command+Shift+O
Typical Display	Ctrl+Alt+Z	Command+Option+Z
High Quality Display	Ctrl+Alt+H	Command+Option+H
Clear Object Level Display Settings	Ctrl+Shift+F2	Command+Shift+F2
First Spread	Alt+Shift+Page Up	Shift+Option+Page Up
Last Spread	Alt+Shift+Page Down	Shift+Option+Page Down
Fit Selection in Window	Ctrl+Alt+=	Command+Option+=
Overprint Preview	Ctrl+Alt+Shift+Y	Command+Option+Shift+Y
Force Redraw	Shift+F5	Shift+F5
Show Text Threads	Ctrl+Alt+Y	Command+Option+Y
Hide/Show Frame Edges	Ctrl+H	Command+Ctrl+H
Hide/Show Rulers	Ctrl+R	Command+R
Hide/Show Guides	Ctrl+;	Command+;
Hide/Show all palettes	Tab	Tab
Lock Guides	Ctrl+Alt+;	Command+Option+;
Open Context Menu	Shift+F10	Shift+F10
Resize frame & content	Ctrl+drag	Command+drag
Resize proportionally	Shift+drag	Shift+drag
Select All Guides	Ctrl+Alt+G	Command+Option+G
Snap to Guides	Ctrl+Shift+;	Command+Shift+;
Create Zero-point guidelines	Ctrl/Command click Zero-point when dragging guides	
Show/Hide Baseline Grid	Ctrl+Alt+'	Command+Option+'
Document Grid	Ctrl+'	Command+'
Snap to Document Grid	Ctrl+Shift+'	Command+Shift+'
Screen Mode Presentation	Shift+W	Shift+W
Scroll down one screen	Page Down	Page Down
Scroll up one screen	Page Up	Page Up
Show Hidden Characters	Ctrl+Alt+I	Command+Option+I
Show Structure	Crtrl+Alt+1	Command+Option+1
Switch to previous document	Ctrl+Shift+~	Command+Shift+~
Switch to next document	Ctrl+~	Command+~
Open/close all panels in side tabs	Ctrl+Alt+Tab	Command+Option+Tab

	Windows	Mac
Show/Hide all panels, toolbox & Control panel	Tab	Tab
Show all panels except toolbox & control panel	Shift+Tab	Shift+Tab
Show Text Threads	Ctrl+lt+Y	Command+Option+Y
Smart Guides	Ctrl+U	Command+U
Toggle between current & previous views	Ctrl+Alt+2	Command+Option+2
Character & Paragraph modes in Control panel	Ctrl+Alt+7	Command+Option+7
Focus to/from Control palette	Ctrl+6	Command+6
Measurement System	Alt+Shift+Ctrl+U	Shift+Command+Option+U
Screen Mode Presentaion	Shift+W	Shift+W

Window

Minimize	N/A	Command+M
Hide Application	N/A	Command+H
Hide Others	N/A	Commmand+Option+H
Align	Shift+F7	Shift+F7
Color	F6	F6
Control	Ctrl+Alt+6	Command+Option+6
Effects	Ctrl+Shift+F10	Command+Shift+F10
Info	F8	F8
Layers	F7	F7
Links	Ctrl+Shift+D	Command+Shift+D
Object & Layout Align	Shift+F7	Shift+F7
Object Styles	Ctrl+F7	Command+F7
Output Separations Preview	Shift+F6	Shift+F6
Quick Apply palette	Ctrl+Enter	Command+Return
Pages	F12	Command+F12
Preflight	Ctrl+Alt+Shift+F	Command+Option+Shift+F
Stroke	F10	Command+F10
Swatches	F5	F5
Text Wrap	Ctrl+Alt+W	Command+Option+W

Type & Tables

	Windows	Mac
Character	Ctrl+T	Command+T
Character Styles	Shift+F11	Command+Ctrl+Shift+F11
Index	Shift+F8	Shift+F8
Object Styles	Ctrl+F7	Command+F7
Paragraph	Ctrl+Alt+T	Command+Option+T
Paragraph Styles	F11	Command+Ctrl+F11
Scripts	Ctrl+Alt+F11	Command+Option+F11
Table	Shift+F9	Command+Ctrl+Shift+F9
Tabs	Ctrl+Shift+T	Command+ Shift+T

Tools

	Windows	Mac
Add Anchor Point tool	=	=
Apply Color	, (comma)	, (comma)
Apply gradient	. (period)	. (period)
Apply No Color	/	/
Convert Direction Point tool	Shift+C	Shift+C
Delete Anchor Point tool	-	-
Direct Selection tool	A	A
Ellipse tool	L	L
Eyedropper tool	I	I
Free Transform tool	E	E
Gradient tool	G	G
Gradient Feather tool	Shift+G	Shift+G
Hand	H	H
Temporary Hand tool	Alt+Spacebar	Option+Spacebar
Line tool	\	\
Measure tool	K	K
Page tool	Shift+P	Shift+P
Pen tool	P	P
Pencil tool	N	N
Position tool	Shift+A	Shift+A
Rectangle Frame tool	F	F
Rectangle tool	M	M
Rotate tool	R	R
Scale tool	S	S
Scissors tool	C	C
Selection tool	V or Esc	V or Esc
Shear tool	O	O
Toggle fill & stroke	X	X
Swap fill & stroke colors	Shift+X	Shift+X
Default Fill & Stroke	D	D
Toggle Text & Object Control	J	J
Toggle Normal & Preview setting	W	W
Type on Path tool	Shift+T	Shift+T
Type tool	T	T
Zoom tool	Z	Z
Temporary Zoom in tool	Ctrl+Spacebar	Command+Spacebar
Temporary Zoom out tool	Ctrl+Alt+Spacebar	Command+Option+Spacebar
Lock/Unlock Zero Point	Right-click zero point	Control-click zero point

Layers Panel

Select all objects on layer	Alt-click layer	Option-click layer
Copy selection to new layer	Alt/Option-drag small square to new layer	

Pages Panel

Create Master page	Ctrl/Command-click New Page button	
Apply Master to selected page	Alt-click Master	Option-click Master
Base another Master page on selected master	Alt/Option-click Master you want to be based on	
Insert Pages dialog box	Alt-click New Page button	Option
Add new pafge after last page	Shift+Ctrl+P	Shift+Command+P