GRAPHIC DESIGN BOOTCAMP:
PHOTOS FOR ILLUSTRATOR & INDESIGN

FOR BEGINNERS

KEYBOARD SHORTCUTS CHEAT SHEET

Id Adobe InDesign

Multipage document creation & layouts || Text wrap & typesetting || Master pages & page numbering

Adobe InDesign

FILES

Shortcuts	Mac	Pc
New Document	Cmd + N	Ctrl + N
Open	Cmd + O	Ctrl + O
Save	Cmd + S	Ctrl + S
Save all	Cmd + Option + Shift + S	Ctrl + Alt + Shift + S
Package	Cmd + Option + Shift + P	Ctrl + Alt + Shift + P
Export	Cmd + E	Ctrl + E
Print	Cmd + P	Ctrl + P
Close	Cmd + W	Ctrl + W
Close all	Cmd + Option + Shift + W	Ctrl + Alt + Shift + W

NAVIGATION

Shortcuts	Mac	Pc
Hand tool (Temporary)	Option + Spacebar	Alt + Spacebar
Go to Page	Cmd + J	Cmd + J
Switch between Normal View and Preview	W	
Zoom tool	Z	
Actual Size	Cmd + 1	Cmd + 2
Fit Page in Window	Cmd + 0	Cmd + 1
Fit Spread in Window	Cmd + Option + 0	Ctrl + Alt + 1
Show / Hide Baseline Grid	Cmd + Option + '	Ctrl + Option + '
Show / Hide Guides	Cmd + ;	Ctrl + ;
Presentation Screen Mode	Shift + W	

BASIC OPERATIONS

Shortcuts	Mac	Pc
Add Page	Cmd + Shift + P	Ctrl + Shift + P
Place	Cmd + D	Ctrl + D
Copy	Cmd + C	Ctrl + C
Cut	Cmd + X	Ctrl + X
Paste	Cmd + V	Ctrl + V
Paste in Place	Cmd + Option + Shift + V	Ctrl + Alt + Shift + V
Paste without Formatting	Cmd + Shift + V	Ctrl + Shift + V
Select All	Cmd + A	Ctrl + A
Deselect All	Cmd + Shift + A	Ctrl + Shift + A
Undo	Cmd + Z	Ctrl + Z
Redo	Cmd + Shift + Z	Ctrl + Shift + Z
Find/Change	Cmd + F	Ctrl + F
Find Next	Cmd + Shift + F	Ctrl + Shift + F
Quick Apply	Cmd + Enter	Ctrl + Enter

OBJECT EDITING

Shortcuts	Mac	Pc
Scale tool	S	
Shear tool	O	
Bring Forward	Cmd +]	Ctrl +]
Bring to Front	Cmd + Shift +]	Ctrl + Shift +]
Send Backward	Cmd + [	Ctrl + [
Send to Back	Cmd + Shift + [	Ctrl + Shift + [
Fit Center Content	Cmd + Shift + E	Ctrl + Shift + E
Fit Fill Frame Proportionally	Cmd + Shift + Option + C	Ctrl + Shift + Alt + C
Fit Content Proportionally	Cmd + Shift + Option + E	Ctrl + Shift + Alt + E
Fit Content to Frame	Cmd + Option + E	Ctrl + Alt + E
Fit Frame to Content	Cmd + Option +C	Ctrl + Alt +C
Group	Cmd + G	Ctrl + G
Ungroup	Cmd + Shift + G	Ctrl + Shift + G
Lock	Cmd + L	Ctrl + L
Unlock All on Spread	Cmd + Option + L	Ctrl + Alt + L
Hide	Cmd + 3	Ctrl + 4
Show All on Spread	Cmd + Option + 3	Ctrl + Alt + 4

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TEXT

Shortcuts	Mac	Pc
Type tool	T	
Type On A Path tool	Shift + T	
Bold	Cmd + Shift + B	Ctrl + Shift + B
Italic	Cmd + Shift + I	Ctrl + Shift + I
Normal	Cmd + Shift + Y	Ctrl + Shift + Y
Insert Forced Line Break	Shift + Enter	
Insert Nonbreaking Space	Cmd + Option + X	Ctrl + Alt + X

TABLES

Shortcuts	Mac	Pc
Delete: Column	Shift + Delete	
Delete: Row	Cmd + Delete	Ctrl + Delete
Insert Table	Cmd + Option + Shift + T	Ctrl + Alt + Shift + T
Insert Column	Cmd + Option + 9	Ctrl + Alt + 10
Insert Row	Cmd + 9	Ctrl + 10

TOOLS

Shortcuts	Mac & Pc
Direct Selection tool	A
Selection tool	V, Esc
Eyedropper tool	I
Toggle Fill and Stroke	X
Swap Fill and Stroke	Shift + X
Rectangle Frame tool	F
Rectangle tool	M
Ellipse tool	L
Measure tool	K
Gap tool	U
Rotate tool	R
Scissors tool	C
Pen tool	P