

Program Name	Description	ShortCut Keys	Action
Adobe InDesign	File Operations:	Ctrl + N (Windows) or Command + N (Mac)	New Document
Adobe InDesign	File Operations:	Ctrl + O (Windows) or Command + O (Mac)	Open Document
Adobe InDesign	File Operations:	Ctrl + S (Windows) or Command + S (Mac)	Save
Adobe InDesign	File Operations:	Ctrl + Shift + S (Windows) or Command + Shift + S (Mac)	Save As
Adobe InDesign	File Operations:	Ctrl + W (Windows) or Command + W (Mac)	Close Document
Adobe InDesign	File Operations:	Ctrl + P (Windows) or Command + P (Mac)	Print
Adobe InDesign	Editing and Undo:	Ctrl + Z (Windows) or Command + Z (Mac)	Undo
Adobe InDesign	Editing and Undo:	Ctrl + Shift + Z (Windows) or Command + Shift + Z (Mac)	Redo
Adobe InDesign	Editing and Undo:	Ctrl + X (Windows) or Command + X (Mac)	Cut
Adobe InDesign	Editing and Undo:	Ctrl + C (Windows) or Command + C (Mac)	Copy
Adobe InDesign	Editing and Undo:	Ctrl + V (Windows) or Command + V (Mac)	Paste
Adobe InDesign	Editing and Undo:	Ctrl + Shift + V (Windows) or Command + Shift + V (Mac)	Paste in Place
Adobe InDesign	Editing and Undo:	Ctrl + D (Windows) or Command + D (Mac)	Duplicate
Adobe InDesign	Zooming and Navigation:	Ctrl + + (Windows) or Command + + (Mac)	Zoom In
Adobe InDesign	Zooming and Navigation:	Ctrl + - (Windows) or Command + - (Mac)	Zoom Out
Adobe InDesign	Zooming and Navigation:	Ctrl + 0 (Windows) or Command + 0 (Mac)	Fit Spread in Window
Adobe InDesign	Zooming and Navigation:	Spacebar (Hold down while dragging)	Hand Tool (Pan)
Adobe InDesign	Selection and Direct Selection:	V	Selection Tool
Adobe InDesign	Selection and Direct Selection:	A	Direct Selection Tool
Adobe InDesign	Selection and Direct Selection:	Ctrl + G (Windows) or Command + G (Mac)	Group
Adobe InDesign	Selection and Direct Selection:	Ctrl + Shift + G (Windows) or Command + Shift + G (Mac)	Ungroup
Adobe InDesign	Selection and Direct Selection:	Ctrl + 2 (Windows) or Command + 2 (Mac)	Lock Selection
Adobe InDesign	Selection and Direct Selection:	Ctrl + Alt + 2 (Windows) or Command + Option + 2 (Mac)	Unlock All on Spread
Adobe InDesign	Text Formatting:	Ctrl + B (Windows) or Command + B (Mac)	Bold
Adobe InDesign	Text Formatting:	Ctrl + I (Windows) or Command + I (Mac)	Italic
Adobe InDesign	Text Formatting:	Ctrl + U (Windows) or Command + U (Mac)	Underline
Adobe InDesign	Text Formatting:	Ctrl + Shift + > (Windows) or Command + Shift + > (Mac)	Increase Font Size
Adobe InDesign	Text Formatting:	Ctrl + Shift + < (Windows) or Command + Shift + < (Mac)	Decrease Font Size
Adobe InDesign	Paragraph Formatting:	Ctrl + Shift + L (Windows) or Command + Shift + L (Mac)	Align Left
Adobe InDesign	Paragraph Formatting:	Ctrl + Shift + C (Windows) or Command + Shift + C (Mac)	Align Center
Adobe InDesign	Paragraph Formatting:	Ctrl + Shift + R (Windows) or Command + Shift + R (Mac)	Align Right
Adobe InDesign	Paragraph Formatting:	Ctrl + Shift + J (Windows) or Command + Shift + J (Mac)	Justify
Adobe InDesign	Object and Layout:	R	Rotate
Adobe InDesign	Object and Layout:	S	Scale
Adobe InDesign	Object and Layout:	Ctrl + H (Windows) or Command + H (Mac)	Flip Horizontal
Adobe InDesign	Object and Layout:	Ctrl + Shift + H (Windows) or Command + Shift + H (Mac)	Flip Vertical
Adobe InDesign	Object and Layout:	Ctrl + Shift +] (Windows) or Command + Shift +] (Mac)	Bring to Front
Adobe InDesign	Object and Layout:	Ctrl + Shift + [(Windows) or Command + Shift + [(Mac)	Send to Back
Adobe InDesign	Miscellaneous:	Ctrl + K (Windows) or Command + K (Mac)	Preferences
Adobe InDesign	Miscellaneous:	Ctrl + R (Windows) or Command + R (Mac)	Show/Hide Rulers
Adobe InDesign	Miscellaneous:	Ctrl + ; (Windows) or Command + ; (Mac)	Show/Hide Guides
Adobe InDesign	Miscellaneous:	W	Preview Mode
Adobe InDesign	Miscellaneous:	Ctrl + Alt + Shift + Y (Windows) or Command + Option + Shift + Y (Mac)	Overprint Preview