

Key

$\mathbb{H}$	Command ("Apple")
7	Option
슡	Shift

#### **Documents**

New Document	₩N	Ctrl+N
New default document	N 7 K	Ctrl+Alt+N
Open	₩0	Ctrl+O
Close	₩W	Ctrl+W
Close all open documents	₩全℃₩	Ctrl+Shift+Alt+W
Save	₩S	Ctrl+S
Save all open documents	光で含り	Ctrl+Shift+Alt+S
Save As	¥ f≥ S	Ctrl+Shift+S
Document Setup	# ∠ b	Ctrl+Alt+P
Export	₩ E	Ctrl+E
General Preferences	₩K	Ctrl+K
Rebuild Preferences (press during program launch until Alert appears)	Ctrl 光 C 全	Ctrl+Shift+Alt
Document History & Plug-in Info	器 About InDesign	Ctrl+About InDesign

#### **Layout Tasks**

Add New Page	¥ ∲ P	Ctrl+Shift+P
Place Text or Pictures	₩ D	Ctrl+D
Paste in Place	∀☆ン器	Ctrl+Shift+Alt+V
Paste Into	V 7 ₩	Ctrl+Alt+V
Paste without Formatting	¥ ∲ V	Ctrl+Shift+V
Select All	₩A	Ctrl+A
Deselect All	¥ ∲ A	Ctrl+Shift+A
Duplicate	口令フ第	Ctrl+Shift+Alt+D
Duplicate manually	∵ drag	Alt+ drag
Override Master Page Item	¥ û click	Ctrl+Shift+ click

#### **Tools Panel**

Selection Tool	V	V
Direct Selection Tool	Α	A
Pen Tool	Р	P
Type Tool	T	T
Type on a Path Tool	<b>全</b> T	Shift+T
Line Tool	\	\
Rectangle Frame Tool	F	F
Rectangle Tool	M	M
Ellipse Tool	L	L
Free Transform Tool	E	Е
Temporary Hand Tool (press)	∵ Spacebar	Alt+Spacebar
Temporary Hand Tool (press) Temporary Zoom Tool (press)	∵ Spacebar	Alt+Spacebar  Ctrl+Spacebar
	•	
Temporary Zoom Tool (press)	策 Spacebar	Ctrl+Spacebar
Temporary Zoom Tool (press)  Apply default fill and stroke colors	★ Spacebar  D	Ctrl+Spacebar D
Temporary Zoom Tool (press) Apply default fill and stroke colors Swap fill and stroke activation	策 Spacebar D X	Ctrl+Spacebar D X
Temporary Zoom Tool (press) Apply default fill and stroke colors Swap fill and stroke activation Swap fill and stroke colors	策 Spacebar D X 全 X	Ctrl+Spacebar D X Shift+X
Temporary Zoom Tool (press) Apply default fill and stroke colors Swap fill and stroke activation Swap fill and stroke colors Toggle color affects text/its frame	策 Spacebar D X 全 X	Ctrl+Spacebar  D  X Shift+X
Temporary Zoom Tool (press) Apply default fill and stroke colors Swap fill and stroke activation Swap fill and stroke colors Toggle color affects text/its frame Apply color swatch	策 Spacebar D X 全 X	Ctrl+Spacebar  D  X Shift+X

## **Object Editing**

Edit Original	<i>¬</i> doubleclick	Alt+doubleclick
Decrease size / scale by 1%	₩,	Ctrl+,
Decrease size / scale by 5%	₩ ~,	Ctrl+Alt+,
Increase size / scale by 1%	₩.	Ctrl+.
Increase size / scale by 5%	₩ 7.	Ctrl+Alt+.

### **Object Menu**

Arrange: Send Backward/Forward	ื#[ or ]	Ctrl+[ or ]
Arrange: Send to Back/Front	<b>光</b> ♀ [ or ]	Ctrl+Shift+[ or ]
Select Next Object Below	₩ click, ₩ 飞 [	Ctrl+click, Ctrl+Alt+[
Group	₩G	Ctrl+G

**Object Menu** 

Ungroup	¥ ∲ G	Ctrl+Shift+G
Lock Position	₩ L	Ctrl+L
Unlock Position	$\mathbb{R} \subset \Gamma$	Ctrl+Alt+L
Text Frame Options	₩ B	Ctrl+B
Fitting: Center Content	<b>%</b> ♀ E	Ctrl+Shift+E
Fitting: Fill Frame Proportionally	BY√BC	Ctrl+Shift+Alt+C
Fitting: Fit Content Proportionally	# ℃ ⊈ E	Ctrl+Shift+Alt+E
Fitting: Fit Frame to Content	# ∠ C	Ctrl+Alt+C
Drop Shadow Effect	$M \sim \Re$	Ctrl+Alt+M
Clipping Path	¥~☆K	Ctrl+Shift+Alt+K

#### **Text**

Quick Apply	器 Return	Ctrl+Enter
Redefine Paragraph Style	∵ ☆ ¥ R	Ctrl+Shift+Alt+C
Redefine Character Style	て 全 <b>米</b> C	Ctrl+Shift+Alt+R
Autoflow text (with loaded cursor)	� click on page	Shift+ <i>click</i> on page
Edit in Story Editor	₩Y	Ctrl+Y
Check Spelling	<b> 1</b>	Ctrl+I
Find/Change	₩F	Ctrl+F
Find Next	¥ ℃ F	Ctrl+Alt+F
Toggle Typographer's Quotes Pref.	∵ ኇ ፞፞፞፞፞፞፞፞፞፞፞፞፞፞፞፞፞፟፟፟፟፟	Ctrl+Shift+Alt+'
Create Outlines	₩ 🕯 0	Ctrl+Shift+O

## **Paragraph Formatting**

Align center	¥ ♀ C	Ctrl+Shift+C
Align justify	¥ ∲ J	Ctrl+Shift+J
Align left	¥ ☆ L	Ctrl+Shift+L
Align right	¥ ☆ R	Ctrl+Shift+R
Justification	光で全人	Ctrl+Shift+Alt+J
Keep Options	$\mathfrak{R} \subset K$	Ctrl+Alt+K
Paragraph Rules	# ~ J	Ctrl+Alt+J

#### **Character Formatting**

Bold	¥ ∲ B	Ctrl+Shift+B
Italic	¥ 住 I	Ctrl+Shift+I
All Caps	¥ û K	Ctrl+Shift+K
Small Caps	¥ û H	Ctrl+Shift+H
Subscript	₩ ℃ 全=	Ctrl+Shift+Alt+=
Superscript	육 술 =	Ctrl+Shift+=
Increase/Decrease		
Baseline shift	∼ 알 Up/Down Arrow	Alt+Shift+Up/Down Arr.
Baseline shift 5×	육 て 住 Up/Down Arrow	Ctrl+Shift+Alt+Up/Down
Kerning/Tracking	➤ Right/Left Arrow	Alt+Right/Left Arrow
Kerning/Tracking 5×	¥ ™ Right/Left Arrow	Ctrl+Alt+Right/Left Arrow
Leading	➤ Down/Up Arrow	Alt+Down/Up Arrow
Leading 5×	₩ ~ Down/Up Arrow	Ctrl+Alt+Down/Up Arrow
Text point size	光 🕆 . or ,	Ctrl+Shift+. or ,
Text point size 5×	<b>光</b> ℃ 🕆 . or ,	Ctrl+Shift+Alt+. or ,
Word space	₩ ∿ \ or Delete	Ctrl+Alt+\ or Backspace
Word space 5×	Ж ℃ ☆ \ or Delete	Ctrl+Shift+Alt+\ or Bckspc

## **Text Navigation**

Move to the start of the line	Home	Home
Move to end of the line	End	End
Move to beginning of story	₩ Home	Ctrl+Home
Move to the end of story	器 End	Ctrl+End
Select current line	<b>光</b> 술 \	Ctrl+Shift+\
Select to the start of the line	☆ Home	Shift+Home
Select to the end of the line	全 End	Shift+End
Select to beginning of story	<b>光</b> ☆ Home	Ctrl+Shift+Home
Select to end of story	¥ û End	Ctrl+Shift+End
Select all text in story	₩ A	Ctrl+A

#### **Tables**

Insert Table	T 全 T 器	Ctrl+Shift+Alt+T
Insert Column	₩ ~ 9	Ctrl+Alt+9
Insert Row	₩ 9	Ctrl+9

#### **Tables**

Delete Column	☆ Delete	Shift+Backspace
Delete Row	₩ Delete	Ctrl+Backspace
Table Options	# T P B	Ctrl+Shift+Alt+B
Cell Options	$\mathbb{R} \angle B$	Ctrl+Alt+B
Select		
Cell	₩/	Ctrl+/
Column	₩ ∠ 3	Ctrl+Alt+3
Row	₩3	Ctrl+3
Table	A 7 X	Ctrl+Alt+A
Toggle Cell/Text Selection	Escape	Escape

## **Special Characters**

Show/Hide Hidden Characters	17 <b>%</b>	Ctrl+Alt+I
Insert Break Character		
Forced Line Break	全 Return	Shift+Enter
Column Break	Enter	<i>Num</i> Enter
Page Break	器 Enter	Ctrl+ Num Enter
Insert Special Character		
Em Dash	₹ -	Alt+Shift+-
En Dash	7 –	Alt+-
Ellipsis	₹;	Alt+;
Auto Page Number	M分プ第	Ctrl+Shift+Alt+N
Discretionary Hyphen	₩ 🕯 –	Ctrl+Shift+-
Right Indent Tab	全 Tab	Shift+Tab

#### **Display Views**

Zoom In	₩ =, ₩ Num +	Ctrl+= or Ctrl+Num+
Zoom Out	₩ –, ₩ Num –	Ctrl+ – or Ctrl+Num–
Fit Selection in Window	= 7 %	Ctrl+Alt+=
Fit Page in Window	₩0	Ctrl+0
Fit Spread in Window	0 7 第	Ctrl+Alt+0
50% view scale	₩ 5	Ctrl+5
100% view scale ("Actual Size")	₩1	Ctrl+1
200% view scale	₩2	Ctrl+2

## **Display Views**

400% view scale	₩ 4	Ctrl+4
Toggle current/previous view scale	<b>%</b> ₹ 2	Ctrl+Alt+2
High Quality Display	Ctrl Ж ™ H	Ctrl+Alt+H
Typical Display	¥ √ Z	Ctrl+Alt+Z
Show/Hide Text Frame Threads	Y 7 %	Ctrl+Alt+Y

#### **Grids and Guides**

Show/Hide Guides	₩;	Ctrl+;
Show/Hide Smart Guides	₩U	Ctrl+U
Show/Hide Baseline Grid	₩ ~ ′	Ctrl+Alt+'
Select all guides	₩∖G	Ctrl+Alt+G

## **Page Navigation**

₩J	Ctrl+J
₩`	Ctrl+Tab, Ctrl+`
육 술`	Ctrl+Shift+Tab, Ctrl+Shift+`
ቾ 알 Page Up	Ctrl+Shift+Page Up
ื 앞 Page Down	Ctrl+Shift+Page Down
全 Page Down	Shift+Page Down
全 Page Up	Shift+Page Up
て 🕆 Page Up, Home	Home
飞 全 Page Dn., End	End
飞 Page Down	Alt+Page Down
飞 Page Up	Alt+Page Up
器 Page Up	Ctrl+Page Up
牂 Page Down	Ctrl+Page Down

#### **Panels**

Layers	F7	F7
Links	¥ ∲ D	Ctrl+Shift+D
Object Styles	₩ F7	Ctrl+F7
Pages	₩ F12	F12
Paragraph Styles	₩ F11	F11
Preflight	₩ ℃ ☆ F	Ctrl+Shift+Alt+F

## **Panels**

Stroke	₩ F10	F10
Swatches	F5	F5
Tabs	¥ r T	Ctrl+Shift+T
Text Wrap	W ✓ Ж	Ctrl+Alt+W
Show/Hide all panels	Tab	Tab
Activate last-used field in panels*	第 工 ,	Ctrl+Alt+`
Jump to Control Panel	₩6	Ctrl+6
Switch Character and Paragraph Modes in Control Panel	<b>%</b> ₹ 7	Ctrl+Alt+7

# The InDesignSecrets Guide to Special Characters in Adobe InDesign®

## WHITE SPACE

**MAGNIFIED!** These screen captures simulate 12 pt. type viewed at 800% zoom level for easier identification.

Normal Space width = letterspace defined by typeface	d b
Em Space width = pt. size of type (24pt type, 24pt wide)	d <del>·</del> b
En Space width = ½ em space	d-b
Third Space width = ½ em space	d b
Quarter Space width = ¼ em space	d.b
Sixth Space width = % em space	d:b
Thin Space width = 1/2 em space	d b
Hair Space width = ½4 em space	db

Nonbreaking Space <sup>1</sup> width = normal space	d∧b.
Nonbreaking Space (fixed width) <sup>2</sup>	d^b
Punctuation Space width = period, colon, or exclamation point in current typeface	d!b
Figure Space width = numeral in current typeface	d#b
Flush Space <sup>3</sup> width varies	d b

#### **Notes:**

- 1. In InDesign CS2, the Nonbreaking Space is a fixed width. In CS3 and CS4 the width will vary depending on tracking, justification, etc.
- 2. In InDesign CS3 and CS4, this special white space character replaces the behavior of the Nonbreaking Space in CS2.
- 3. The Flush Space is only applicable in lines that are fully justified. In left-, right-, or center-aligned lines, the Flush Space acts like a normal space.

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## **HYPHENS**

	Inline	End of line	
Hard hyphen (entered manually)	d-b	d-	The thin vertical blue line in
Auto hyphen	db	d~	some of these examples is a portion of the frame edge
Discretionary hyphen	db	d	
Nonbreaking hyphen	d-b	By definition, nonbreaking hyphens won't appear at line breaks.	

## **LINE BREAKS**

	Inline	End of line
Forced line break	By definition, forced line breaks won't appear inline.	d-
Discretionary line break	db	d

## **TEXT FLOW BREAKS**

Paragraph Break (Return)	d¶
Column Break	d
Frame Break	d÷

Page Break	d:
Odd Page Break	d:
Even Page Break	d∵

## **OTHER SPECIALS**

End of text in this story	d#
Tab	d »
Right Indent Tab	d *
Non-joiner Used to separate ligature characters	fi

End Nested Style	db
Indent to Here	tb
Custom Anchored Object	¥db
Split Footnote Only visible when frame edges are showing	d

## **MARKERS**

	Layout	Story Editor
Index Marker	db	ædb
Hyperlink (Source)  Default appearance	db	■db
Text Anchor A type of hyperlink destination	db	i db
Cross-Reference Source Default appearance	pg 1	pg # 1
Cross-Reference Destination Source links to this paragraph text	db	∞ db
Conditional Text Indicator color and style may vary	db	<u>db</u>
Hidden Conditional Text	db	• db

## MARKERS continued

	Layout	Story Editor
Inline Note Marker color may vary	db	d.note.b
Footnote Not shown: Footnote text in layout	$db^1$	db 1. 1. Footnote text
Text Variable Shown is a Custom Text variable containing the text "db" and named DB	db	$\mathbf{DB}$
XML Tagged Text Marker color and tag labels may vary	db	x author 10 (/author x

Note: Some of the special characters shown in this guide are for features found only in InDesign CS3 and/or CS4.