Adobe InDesign 2020 (Windows) cheat sheet

File menu

Alt + Ctrl + O	Browse in Bridge...
Ctrl + W	Close
Alt + Ctrl + P	Document Setup...
Ctrl + E	Export...
Alt + Shift + Ctrl + I	File Info...
Ctrl + N	New: Document...
Ctrl + O	Open...
Alt + Shift + Ctrl + P	Package...
Ctrl + D	Place...
Ctrl + P	Print...
Ctrl + S	Save
Shift + Ctrl + S	Save As...
Alt + Ctrl + S	Save a Copy...

Edit menu

Shift + Ctrl + F9	Check In
Alt + Shift + Ctrl + F9	Check In All
Ctrl + F9	Check Out
Backspace or Ctrl + Backspace	Clear
Ctrl + C	Copy
Ctrl + X	Cut
Shift + Ctrl + A	Deselect All
Alt + Shift + Ctrl + D	Duplicate
Ctrl + Y	Edit in Story Editor
Alt + Ctrl + F	Find Next
Ctrl + F	Find/Change...
Ctrl + V	Paste
Alt + Ctrl + V	Paste Into
Alt + Shift + Ctrl + V	Paste in Place
Shift + Ctrl + V	Paste without Formatting
Ctrl + Enter	Quick Apply...
Shift + Ctrl + Z	Redo
Ctrl + A	Select All
Ctrl + I	Spelling: Check Spelling...
Alt + Ctrl + U	Step and Repeat...
Alt + Ctrl + Enter	Toggle search direction
Ctrl + Z	Undo
Ctrl + F5	Update Content

Application menu

Ctrl + K	Preferences: General...

Type menu

Shift + Ctrl + O	Create Outlines
Alt + Shift + Ctrl + O	Create outlines without deleting text
Enter	(Text) Insert Break Character: Column Break
Shift + Enter	(Text) Insert Break Character: Forced Line Break
Shift + Enter	(Text) Insert Break Character: Frame Break
Ctrl + Enter	(Text) Insert Break Character: Page Break
Shift + Ctrl + -	(Text) Insert Special Character: Hyphens and Dashes: Discretionary Hyphen
Alt + Ctrl + -	(Text) Insert Special Character: Hyphens and Dashes: Nonbreaking Hyphen
Alt + Shift + Ctrl + N	(Text) Insert Special Character: Markers: Current Page Number
Ctrl + \	(Text) Insert Special Character: Other: Indent to Here
Shift + Tab	(Text) Insert Special Character: Other: Right Indent Tab
Ctrl + Shift + '	(Text) Insert Special Character: Quotation Marks: Straight Double Quotation Marks
Ctrl + '	(Text) Insert Special Character: Quotation Marks: Straight Single Quotation Mark (Apostrophe)

Shift + Ctrl + M	(Text) Insert White Space: Em Space
Shift + Ctrl + N	(Text) Insert White Space: En Space
Alt + Ctrl + X	(Text) Insert White Space: Nonbreaking Space
Alt + Shift + Ctrl + M	(Text) Insert White Space: Thin Space
Ctrl + F8	(Text) Notes: Notes Mode
Alt + Ctrl + I	Show Hidden Characters
Shift + Ctrl + T	Tabs
Ctrl + Page Down	(Text) Track Changes: Next Change
Ctrl + Page Up	(Text) Track Changes: Previous Change

Layout menu

Shift + Ctrl + Page Up	First Page
Ctrl + Page Up	Go Back
Ctrl + Page Down	Go Forward
Ctrl + J	Go to Page...
Shift + Ctrl + Page Down	Last Page
Left arrow	(Presentation Mode) Left Spread
Shift + Page Down	Next Page
Shift + Page Down	(Text) Next Page
Alt + Page Down	Next Spread

Space or Down or Enter or Page Down	(Presentation Mode) Next Spread
Shift + Ctrl + P	Pages: Add Page
Shift + Page Up	Previous Page
Shift + Page Up	(Text) Previous Page
Alt + Page Up	Previous Spread
Shift + Space or Backspace or Up or Page Up	(Presentation Mode) Previous Spread
Right arrow	(Presentation Mode) Right Spread

Object menu

Ctrl +]	Arrange: Bring Forward
Shift + Ctrl +]	Arrange: Bring to Front
Ctrl + [	Arrange: Send Backward
Shift + Ctrl + [	Arrange: Send to Back
Alt + Shift + Ctrl + K	Clipping Path: Options...
Alt + Ctrl + M	Effects: Drop Shadow...
Shift + Ctrl + E	Fitting: Centre Content
Alt + Shift + Ctrl + C	Fitting: Fill Frame Proportionally
Alt + Shift + Ctrl + E	Fitting: Fit Content Proportionally
Alt + Ctrl + E	Fitting: Fit Content to Frame
Alt + Ctrl + C	Fitting: Fit Frame to Content

Ctrl + G	Group
Ctrl + 3	Hide
Ctrl + L	Lock
Ctrl + 8	Paths: Make Compound Path
Alt + Shift + Ctrl + 8	Paths: Release Compound Path
Esc	Select: Container
Shift + Esc	Select: Content
Alt + Shift + Ctrl +]	Select: First Object Above
Alt + Shift + Ctrl + [	Select: Last Object Below
Alt + Ctrl +]	Select: Next Object Above
Alt + Ctrl + [	Select: Next Object Below
Alt + Ctrl + 3	Show All on Spread
Ctrl + B	Text Frame Options...
Alt + Ctrl + 4	Transform Again: Transform Sequence Again
Shift + Ctrl + M	Transform: Move...
Shift + Ctrl + G	Ungroup
Alt + Ctrl + L	Unlock All on Spread

Table menu

Alt + Ctrl + B	(Tables) Cell Options: Text...
Alt + Shift + Ctrl + T	Create Table...

Alt + Shift + Ctrl + T	(Text) Create Table...
Shift + Backspace	(Tables) □: Column
Ctrl + Backspace	(Tables) □: Row
Alt + Ctrl + 9	(Tables) Insert: Column...
Ctrl + 9	(Tables) Insert: Row...
Ctrl + /	(Tables) Select: Cell
Alt + Ctrl + 3	(Tables) Select: Column
Ctrl + 3	(Tables) Select: Row
Alt + Ctrl + A	(Tables) Select: Table
Alt + Shift + Ctrl + B	Table Options: Table Setup...

View menu

Ctrl + 1	Actual Size
Shift + Ctrl + F2	Display Performance: Clear Object-Level Display Settings
Alt + Shift + Ctrl + Z	Display Performance: Fast Display
Ctrl + Alt + Ctrl + H	Display Performance: High Quality Display
Alt + Ctrl + Z	Display Performance: Typical Display
Alt + Shift + Ctrl + 0	Entire Pasteboard
Alt + B	Extras: Hide Conveyor
Ctrl + Ctrl + H	Extras: Hide Frame Edges

Alt + Ctrl + Y	Extras: Show Text Threads
Ctrl + 0	Fit Page in Window
Alt + Ctrl + 0	Fit Spread in Window
Ctrl + ;	Grids & Guides: Hide Guides
Alt + Ctrl + ;	Grids & Guides: Lock Guides
Alt + Ctrl + '	Grids & Guides: Show Baseline Grid
Ctrl + '	Grids & Guides: Show Document Grid
Ctrl + U	Grids & Guides: Smart Guides
Shift + Ctrl + '	Grids & Guides: Snap to Document Grid
Shift + Ctrl + ;	Grids & Guides: Snap to Guides
Ctrl + R	Hide Rulers
Alt + Shift + Ctrl + Y	Overprint Preview
Shift + E	Preview on CPU
Esc or Shift + W or Shift + W	(Presentation Mode) Screen Mode: Presentation
B	(Presentation Mode) Screen Mode: Set Presentation Background to Black
G	(Presentation Mode) Screen Mode: Set Presentation Background to Grey
W	(Presentation Mode) Screen Mode: Set Presentation Background to White
Alt + Ctrl + 1	Structure: Show Structure
Ctrl + = or Ctrl + Num +	Zoom In

Ctrl + - or Ctrl + Num -	Zoom Out

Window menu

Ctrl + M	Arrange: Minimize
F6	Color: Colour
F5	Color: Swatches
Alt + Ctrl + 6	Control
Shift + Ctrl + F10	Effects
F8	Info
Alt + Shift + Enter	Interactive: EPUB Interactivity Preview
Shift + Ctrl + Enter	Interactive: SWF Preview
F7	Layers
Shift + Ctrl + D	Links
Shift + F7	Object & Layout: Align
Alt + Shift + Ctrl + F	Output: Preflight
Shift + F6	Output: Separations Preview
Ctrl + F12 or F12	Pages
Ctrl + F10 or F10	Stroke
Shift + Ctrl + F11 or Shift + F11	Styles: Character Styles
Ctrl + F7	Styles: Object Styles
Ctrl + F11 or F11	Styles: Paragraph Styles
Alt + Ctrl + W	Text Wrap

Ctrl + T	Type & Tables: Character
Alt + Shift + F11	Type & Tables: Glyphs
Shift + F8	Type & Tables: Index
Alt + Ctrl + T	Type & Tables: Paragraph
Shift + F9	Type & Tables: Table
Alt + Ctrl + F11	Utilities: Scripts

Object editing

Ctrl + ,	Decrease scale by 1%
Alt + Ctrl + ,	Decrease scale by 5%
Enter	End Path Drawing
Ctrl + .	Increase scale by 1%
Alt + Ctrl + .	Increase scale by 5%
Down arrow	Nudge down
Shift + Ctrl + Down arrow	Nudge down 1/10
Alt + Shift + Ctrl + Down arrow	Nudge down 1/10 duplicate
Alt + Down arrow	Nudge down duplicate
Shift + Down arrow	Nudge down x10
Alt + Shift + Down arrow	Nudge down x10 duplicate
Left arrow	Nudge left
Shift + Ctrl + Left arrow	Nudge left 1/10
Alt + Shift + Ctrl + Left arrow	Nudge left 1/10 duplicate
Alt + Left arrow	Nudge left duplicate
Shift + Left arrow	Nudge left x10
Alt + Shift + Left arrow	Nudge left x10 duplicate
Right arrow	Nudge right
Shift + Ctrl + Right arrow	Nudge right 1/10
Alt + Shift + Ctrl + Right arrow	Nudge right 1/10 duplicate
Alt + Right arrow	Nudge right duplicate
Shift + Right arrow	Nudge right x10
Alt + Shift + Right arrow	Nudge right x10 duplicate
Up arrow	Nudge up
Shift + Ctrl + Up arrow	Nudge up 1/10
Alt + Shift + Ctrl + Up arrow	Nudge up 1/10 duplicate
Alt + Up arrow	Nudge up duplicate
Shift + Up arrow	Nudge up x10
Alt + Shift + Up arrow	Nudge up x10 duplicate
Alt + Ctrl + Down arrow	Pin Bottom Edge
Alt + Ctrl + Left arrow	Pin Left Edge
Alt + Ctrl + Right arrow	Pin Right Edge
Alt + Ctrl + Up arrow	Pin Top Edge
Alt + Shift + H	Resize Horizontally
Alt + Shift + V	Resize Vertically
Alt + Ctrl + G	Select all Guides
4	Toggle Live Edit Mode

Panel menus

Alt + Shift + Ctrl + C	(Text) Character Styles: Redefine Style
Shift + Ctrl + K	Character: All Caps
Shift + Ctrl + H	Character: Small Caps
Shift + Ctrl + /	Character: Strikethrough
Alt + Shift + Ctrl + =	Character: Subscript
Shift + Ctrl + =	Character: Superscript
Shift + Ctrl + U	Character: Underline
Alt + Shift + Ctrl + Enter	EPUB Interactivity Preview: Preview Document
Alt + Shift + Ctrl + [	(Text) Index: Add new index entry
Alt + Shift + Ctrl +]	(Text) Index: Add new index entry (reversed)
Ctrl + 7	Index: New Page Reference...
Alt + Shift + Ctrl +	Pages: Override All Master Page

L	Items
Alt + Shift + Ctrl + R	(Text) Paragraph Styles: Redefine Style
Alt + Ctrl + R	Paragraph: Drop Caps and Nested Styles...
Alt + Shift + Ctrl + J	Paragraph: Justification...
Alt + Ctrl + K	Paragraph: Keep Options...
Alt + Ctrl + J	Paragraph: Paragraph Rules...
Alt + Shift + Ctrl + F7	(Text) Tags: Autotag

Structure navigation

Commands in this section will only work in XML selection.

Left arrow	Collapse element
Alt + Left arrow	Collapse element and child elements
Right arrow	Expand element
Alt + Right arrow	Expand element and child elements
Shift + Down arrow	Extend XML selection down
Shift + Up arrow	Extend XML selection up
Down arrow	Move XML selection down
Up arrow	Move XML selection up
Page Down	Scroll structure pane down one screen
Page Up	Scroll structure pane up one screen

Home	Select first XML node
End	Select last XML node
Shift + Home	Select through first XML node
Shift + End	Select through last XML node
Ctrl + Right arrow	View next validation error
Ctrl + Left arrow	View previous validation error

Tools

=	Add Anchor Point Tool
,	Apply Colour
.	Apply Gradient
/ or Num /	Apply None
D	Apply default fill and stroke colours
Shift + I	Colour Theme Tool
Shift + C	Convert Direction Point Tool
	□ Anchor Point Tool
A	Direct Selection Tool
L	Ellipse Tool
I	Eyedropper Tool
E	Free Transform Tool
U	Gap Tool
Shift + G	Gradient Feather Tool
G	Gradient Swatch Tool
H	Hand Tool
\	Line Tool

K	Measure Tool
Shift + P	Page Tool
P	Pen Tool
N	Pencil Tool
F	Rectangle Frame Tool
M	Rectangle Tool
R	Rotate Tool
S	Scale Tool
C	Scissors Tool
V	Selection Tool
Esc	(Text) Selection Tool
O	Shear Tool
X	Swap fill and stroke activation
Shift + X	Swap fill and stroke colours
B	Toggle Content Collector and Content Placer
J	Toggle Text and Object Control
W	Toggle view setting between default and preview
T	Type Tool
Shift + T	Type on a Path Tool
Z	Zoom Tool

Text and tables

Shift + Ctrl + C	Align centre
Shift + Ctrl + F	Align force justify

Shortcut	Action
Shift + Ctrl + J	Align justify
Shift + Ctrl + L	Align left
Shift + Ctrl + R	Align right
Alt + Shift + Ctrl + G	Align to baseline grid
Shift + Ctrl + B	Apply bold
Shift + Ctrl + I	Apply italic
Shift + Ctrl + Y	Apply normal
Alt + Shift + Ctrl + A	Auto leading
Alt + Shift + Ctrl + H	Auto-hyphenate on/off
Backspace	(Tables) Clear
Text: Alt + Shift + Down arrow	(Text) Decrease baseline □
Text: Alt + Shift + Ctrl + Down arrow	(Text) Decrease baseline □ x 5
Text: Alt + Shift + Left arrow or Text: Alt + Left arrow	(Text) Decrease kerning/tracking
Text: Alt + Ctrl + Left arrow	(Text) Decrease kerning/tracking x 5
Text: Alt + Up arrow	(Text) Decrease leading
Text: Alt + Ctrl + Up arrow	(Text) Decrease leading x 5
Shift + Ctrl + ,	Decrease point size
Alt + Shift + Ctrl + ,	Decrease point size x 5
Alt + Ctrl + Backspace	Decrease word space
Alt + Shift + Ctrl + Backspace	Decrease word space x 5
Backspace	(Tables) Delete
Backspace or Shift + Backspace	(Text) Delete one character to the left
Backspace or Shift + Backspace	(Text) Delete one character to the right
Ctrl + Backspace	(Text) Delete one word to the left
Ctrl + Backspace	(Text) Delete one word to the right
Shift + F2	(Text) Find Next
Alt + Shift + Up arrow	(Text) Increase baseline shift
Alt + Shift + Ctrl + Up arrow	(Text) Increase baseline shift x 5
Alt + Shift + Right arrow or Alt + Right arrow	(Text) Increase kerning/tracking
Alt + Ctrl + Right arrow	(Text) Increase kerning/tracking x 5
Alt + Down arrow	(Text) Increase leading
Alt + Ctrl + Down arrow	(Text) Increase leading x 5
Shift + Ctrl + .	Increase point size
Alt + Shift + Ctrl + .	Increase point size x 5
Alt + Ctrl + \	Increase word space
Alt + Shift + Ctrl + \	Increase word space x 5
Shift + F1	(Text) Load Find and Find Next instance
Ctrl + F1	(Text) Load Find with selected text
Ctrl + F2	(Text) Load Replace with selected text
Down arrow	(Tables) Move Down
Left arrow	(Tables) Move Left
Right arrow	(Tables) Move Right
Up arrow	(Tables) Move Up
Down arrow	(Text) Move down one line
Alt + Page Up	(Tables) Move to First Cell in Column
Alt + Home	(Tables) Move to First Cell in Row
Page Up	(Tables) Move to First Row in Frame
Alt + Page Down	(Tables) Move to Last Cell in Column
Alt + End	(Tables) Move to Last Cell in Row
Page Down	(Tables) Move to Last Row in Frame
Tab	(Tables) Move to Next Cell
Shift + Tab	(Tables) Move to Previous Cell
Ctrl + Home	(Text) Move to beginning of story
Ctrl + End	(Text) Move to end of story
End	(Text) Move to the end of the line
Left arrow	(Text) Move to the left one character
Ctrl + Left arrow	(Text) Move to the left one word

Ctrl + Down arrow	(Text) Move to the next paragraph
Ctrl + Up arrow	(Text) Move to the previous paragraph
Right arrow	(Text) Move to the right one character
Ctrl + Right arrow	(Text) Move to the right one word
Home	(Text) Move to the start of the line
Up arrow	(Text) Move up one line
Shift + Ctrl + X	Normal horizontal text scale
Alt + Shift + Ctrl + X	Normal vertical text scale
Down arrow	(Table Object Context) Object Down
Esc	(Table Object Context) Object Esc
Left arrow	(Table Object Context) Object Left
Tab	(Table Object Context) Object Move to Next Cell
Shift + Tab	(Table Object Context) Object Move to Prev Cell
Right arrow	(Table Object Context) Object Right
Up arrow	(Table Object Context) Object Up
Alt + Ctrl + /	Recompose all stories
Ctrl + F3	(Text) Replace with Change To text
Shift + F3	(Text) Replace with Change To text and Find Next
Alt + Ctrl + Q	(Text) Reset kerning and tracking
Shift + Up arrow	(Tables) Select Cells Above
Shift + Down arrow	(Tables) Select Cells Below

Shift + Left arrow	(Tables) Select Cells to the Left
Shift + Right arrow	(Tables) Select Cells to the Right
Shift + Ctrl + \	(Text) Select line
Shift + Left arrow	(Text) Select one character to the left
Shift + Right arrow	(Text) Select one character to the right
Shift + Up arrow	(Text) Select one line above
Shift + Down arrow	(Text) Select one line below
Shift + Ctrl + Up arrow	(Text) Select one paragraph before
Shift + Ctrl + Down arrow	(Text) Select one paragraph forward
Shift + Ctrl + Left arrow	(Text) Select one word to the left
Shift + Ctrl + Right arrow	(Text) Select one word to the right
Shift + Ctrl + Home	(Text) Select to beginning of story
Shift + Ctrl + End	(Text) Select to end of story
Shift + End	(Text) Select to the end of the line
Shift + Home	(Text) Select to the start of the line
Enter	(Tables) Start Row on Next Column
Shift + Enter	(Tables) Start Row on Next Frame
Esc	(Tables) Toggle Cell/Text Selection
Alt + Shift + Ctrl + '	Toggle Typographer's Quotes Preference

Alt + Shift + Ctrl + /	Update missing font list

Views and Navigation

Ctrl + 2	200% size
Ctrl + 4	400% size
Ctrl + 5	50% size
Alt + Ctrl + 5	Access zoom percentage box
Alt + Ctrl + `	Activate last-used field in panel
Alt + Shift + Ctrl + W	Close all
Shift + Ctrl + W	Close document
Home or Alt + Shift + Page Up	First Spread
Home	(Presentation Mode) First Spread
Alt + Ctrl + =	Fit Selection in Window
Shift + F5	Force redraw
Alt + Shift + Ctrl + Page Up	Go to first frame in thread
Alt + Shift + Ctrl + Page Down	Go to last frame in thread
Alt + Ctrl + Page Down	Go to next frame in thread
Alt + Ctrl + Page Up	Go to previous frame in thread
End or Alt + Shift + Page Down	Last Spread

End	(Presentation Mode) Last Spread
Alt + Ctrl + N	New default document
Ctrl + Tab or Ctrl + `	(Presentation Mode) Next window
Alt + Ctrl + Tab	Open/Close all panels in side tabs
Shift + Ctrl + Tab or Shift + Ctrl + `	(Presentation Mode) Previous window
Alt + Shift + Ctrl + S	Save all
Page Down	Scroll down one screen
Page Down	(Text) Scroll down one screen
Page Up	Scroll up one screen
Page Up	(Text) Scroll up one screen
Alt + Shift + Ctrl + 5	Show 1st spot plate
Alt + Shift + Ctrl + 6	Show 2nd spot plate
Alt + Shift + Ctrl + 7	Show 3rd spot plate
Alt + Shift + Ctrl + 4	Show Black plate
Alt + Shift + Ctrl + 1	Show Cyan plate
Alt + Shift + Ctrl + 2	Show Magenta plate
Alt + Shift + Ctrl + 3	Show Yellow plate
Alt + Shift + Ctrl +	Show all plates

`	
Tab	Show/Hide all panels
Shift + Tab	Show/Hide all panels except toolbox
Alt + Ctrl + 7	Toggle Character and Paragraph Modes in Control Panel
Ctrl + 6	Toggle Keyboard Focus in Control Panel
Alt + Shift + Ctrl + U	Toggle Measurement System
Alt + Ctrl + 2	Toggle between current and previous views

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More information: defkey.com/adobe-indesign-2020-shortcuts

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