



## DEFAULT KEYBOARD SHORTCUTS GUIDE

This table isn't a complete list of keyboard shortcuts. It lists only those shortcuts that aren't displayed in menu commands or tool tips.

	WINDOWS	MAC OS
<b>TOOLS</b>		
Selection tool	V, Esc	V, Esc
Direct Selection tool	A	A
Toggle Selection and Direct Selection tool	Ctrl+Tab	Command+Control+Tab
Page tool	Shift+P	Shift+P
Gap tool	U	U
Pen tool	P	P
Add Anchor Point tool	=	=
Add Anchor Point tool	=	= (on the numeric pad)
Delete Anchor Point tool	-	-
Delete Anchor Point tool	-	-
Convert Direction Point tool	Shift+C	Shift+C
Type tool	T	T
Type On A Path tool	Shift+T	Shift+T
Pencil tool (Note tool)	N	N
Line tool	\	\
Rectangle Frame tool	F	F
Rectangle tool	M	M
Ellipse tool	L	L
Rotate tool	R	R
Scale tool	S	S
Shear tool	O	O
Free Transform tool	E	E
Eyedropper tool	I	I
Measure tool	K	K
Gradient tool	G	G
Scissors tool	C	C
Hand tool	H	H
Temporarily selects Hand tool	Spacebar (Layout mode), Alt (Text mode), or Alt+Spacebar (both)	Spacebar (Layout mode), Option (Text mode), or Option+Spacebar (both)
Zoom tool	Z	Z
Temporarily selects Zoom In tool	Ctrl+Spacebar	Command+Spacebar
Toggle Fill and Stroke	X	X
Swap Fill and Stroke	Shift+X	Shift+X
Toggle between Formatting Affects Container and Formatting Affects Text	J	J



	WINDOWS	MAC OS
Apply Color	, [comma]	, [comma]
Apply Gradient	. [period]	. [period]
Apply No Color	/	/
Switch between Normal View and Preview Mode	W	W
Frame Grid tool (horizontal)	Y	Y
Frame Grid tool (vertical)	Q	Q
Gradient Feather tool	Shift+G	Shift+G

### SELECTING AND MOVING OBJECTS

Temporarily select Selection or Direct Selection tool (last used)	Any tool (except selection tools)+Ctrl	Any tool (except selection tools)+ Command
Temporarily select Group Selection tool	Direct Selection tool+Alt; or Pen, Add Anchor Point, or Delete Anchor Point tool+Alt+Ctrl	Direct Selection tool+Option; or Pen, Add Anchor Point, or Delete Anchor Point tool+Option+Command
Select container of selected content	Esc or double-click	Esc or double-click
Select content of selected container	Shift+Esc or double-click	Shift+Esc or double-click
Add to or subtract from a selection of multiple objects	Selection, Direct Selection, or Group Selection tool+Shift—click (to deselect, click center point)	Selection, Direct Selection, or Group Selection tool+Shift—click (to deselect, click center point)
Duplicate selection	Selection, Direct Selection, or Group Selection tool+Alt—drag*	Selection, Direct Selection, or Group Selection tool+ Option—drag*
Duplicate and offset selection	Alt+Left Arrow, Right Arrow, Up Arrow, or Down Arrow key	Option+Left Arrow, Right Arrow, Up Arrow, or Down Arrow key
Duplicate and offset selection by 10 times**	Alt+Shift+Left Arrow, Right Arrow, Up Arrow, Down Arrow key	Option+Shift+Left Arrow, Right Arrow, Up Arrow, Down Arrow key
Move selection**	Left Arrow, Right Arrow, Up Arrow, Down Arrow key	Left Arrow, Right Arrow, Up Arrow, Down Arrow key
Move selection by 10th**	Ctrl+Shift+Left Arrow, Right Arrow, Up Arrow, Down arrow key	Command+Shift+Left Arrow, Right Arrow, Up Arrow, Down arrow key
Move selection by 10 times**	Shift+Left Arrow, Right Arrow, Up Arrow, Down Arrow key	Shift+Left Arrow, Right Arrow, Up Arrow, Down Arrow key
Select master page item from document page	Selection or Direct Selection tool+Ctrl+Shift—click	Selection or Direct Selection tool+ Command+Shift—click
Select next object behind or in front	Selection tool+Ctrl—click, or Selection tool+Alt+Ctrl—click	Selection tool+Command—click or Selection tool+Option+ Command—click
Select next or previous frame in story	Alt+Ctrl+Page Down/ Alt+Ctrl+Page Up	Option+Command+Page Down/ Option+Command+Page Up
Select first or last frame in story	Shift+Alt+Ctrl+Page Down/ Shift+Alt+Ctrl+Page Up	Shift+Option+Command+Page Down/ Shift+Option+Command+Page Up

\*Press Shift to constrain movement to 45° angles.

\*\*Amount is set in Edit > Preferences > Units & Increments (Windows) or InDesign > Preferences > Units & Increments (Mac OS).



## WINDOWS

## MAC OS

**TRANSFORMING OBJECTS**

Duplicate and transform selection	Transformation tool+Alt–drag*	Transformation tool+Option–drag*
Display Transform tool dialog box	Select object+double-click Scale tool, Rotate tool, or Shear tool in Toolbox	Select object+double-click Scale tool, Rotate tool, or Shear tool in Toolbox
Decrease scale by 1%	Ctrl+,	Command+,
Decrease scale by 5%	Ctrl+Alt+,	Command+Option+,
Increase scale by 1%	Ctrl+.	Command+.
Increase scale by 5%	Ctrl+Alt+.	Command+Option+.
Resize frame and content	Selection tool+Ctrl–drag	Selection tool+Command–drag
Resize frame and content proportionately	Selection tool+Shift+Ctrl–drag	Selection tool+Shift+Command–drag
Constrain proportion	Ellipse tool, Polygon tool, or Rectangle tool+Shift–drag	Ellipse tool, Polygon tool, or Rectangle tool+Shift–drag
Switch image from High Quality Display to Fast Display	Ctrl+Alt+Shift+Z	Command+Option+Shift+Z

\*After you select a transformation tool, hold down the mouse button, and then hold down Alt (Windows) or Option (Mac OS) and drag. Press Shift to constrain movement to 45° angles.

**EDITING PATHS AND FRAMES**

Temporarily select Convert Direction Point tool	Direct Selection tool+Alt+Ctrl, or Pen tool+Alt	Direct Selection tool+Option+ Command, or Pen tool+Option
Temporarily switch between Add Anchor Point and Delete Anchor Point tool	Alt	Option
Temporarily select Add Anchor Point tool	Scissors tool+Alt	Scissors tool+Option
Keep Pen tool selected when pointer is over path or anchor point	Pen tool+Shift	Pen tool+Shift
Move anchor point and handles while drawing	Pen tool+spacebar	Pen tool+spacebar
Display the Stroke panel	F10	Command+F10

**TABLES**

Insert or delete rows or columns while dragging	Begin dragging row or column border, and then hold down Alt as you drag	Begin dragging row or column border, and then hold down Option as you drag
Resize rows or columns without changing the size of the table	Shift–drag interior row or column border	Shift–drag interior row or column border
Resize rows or columns proportionally	Shift–drag right or bottom table border	Shift–drag right or bottom table border
Move to next/previous cell	Tab/Shift+Tab	Tab/Shift+Tab
Move to first/last cell in column	Alt+Page Up/ Alt+Page Down	Option+Page Up/ Option+Page Down
Move to first/last cell in row	Alt+Home/ Alt+End	Option+Home/ Option+End
Move to first/last row in frame	Page Up/Page Down	Page Up/Page Down
Move up/down one cell	Up Arrow/Down Arrow	Up Arrow/Down Arrow
Move left/right one cell	Left Arrow/Right Arrow	Left Arrow/Right Arrow
Select cell above/below the current cell	Shift+Up Arrow/ Shift+Down Arrow	Shift+Up Arrow/ Shift+Down Arrow
Select cell to the right/left of the current cell	Shift+Right Arrow/ Shift+Left Arrow	Shift+Right Arrow/ Shift+Left Arrow
Start row on next column	Enter (numeric keypad)	Enter (numeric keypad)
Start row on next frame	Shift+Enter (numeric keypad)	Shift+Enter (numeric keypad)
Toggle between text selection and cell selection	Esc	Esc



	WINDOWS	MAC OS
<b>FINDING AND CHANGING TEXT</b>		
Insert selected text into Find What box	Ctrl+F1	Command+F1
Insert selected text into Find What box and finds next	Shift+F1	Shift+F1
Find next occurrence of Find What text	Shift+F2 or Alt+Ctrl+F	Shift+F2 or Option+Command+F
Insert selected text into Change To box	Ctrl+F2	Command+F2
Replace selection with Change To text	Ctrl+F3	Command+F3
<b>WORKING WITH TYPE</b>		
Bold (only for fonts with bold face)	Shift+Ctrl+B	Shift+Command+B
Italic (only for fonts with italic face)	Shift+Ctrl+I	Shift+Command+I
Normal	Shift+Ctrl+Y	Shift+Command+Y
Underline	Shift+Ctrl+U	Shift+Command+U
Strikethrough	Shift+Ctrl+ /	Control+Shift+Command+ /
All caps (on/off)	Shift+Ctrl+K	Shift+Command+K
Asian language hyphenation	Shift+Ctrl+K	Shift+Command+K
Small caps (on/off)	Shift+Ctrl+H	Shift+Command+H
Tate-chu-yoko setting	Shift+Ctrl+H	Shift+Command+H
Superscript	Shift+Ctrl+(+) [plus sign]	Shift+Command+(+) [plus sign]
Subscript	Shift+Alt+Ctrl+(+) [plus sign]	Shift+Option+Command+(+) [plus sign]
Reset horizontal or vertical scale to 100%	Shift+Ctrl+X or Shift+Alt+Ctrl+X	Shift+Command+X or Shift+Option+Command+X
Basic letter group setting or detail setting	Shift+Ctrl+X or Shift+Alt+Ctrl+X	Shift+Command+X or Shift+Option+Command+X
Align left, right, or center	Shift+Ctrl+L, R, or C	Shift+Command+L, R, or C
Justify all lines	Shift+Ctrl+F (all lines) or J (all but last line)	Shift+Command+F (all lines) or J (all but last line)
Align both ends or equal spacing	Shift+Ctrl+F (align both end) or J (equal spacing)	Shift+Command+F (align both ends) or J (equal spacing)
Increase or decrease point size*	Shift+Ctrl+> or <	Shift+Command+> or <
Increase or decrease point size by five times*	Shift+Ctrl+Alt+> or <	Shift+Command+ Option+> or <
Increase or decrease leading (horizontal text)*	Alt+Up Arrow/ Alt+Down Arrow	Option+Up Arrow/ Option+Down Arrow
Increase or decrease leading (vertical text)*	Alt+Right Arrow/ Alt+Left Arrow	Option+Right Arrow/ Option+Left Arrow
Increase or decrease leading by five times (horizontal text)*	Alt+Ctrl+Up Arrow/ Alt+Ctrl+Down Arrow	Option+Command+Up Arrow/ Option+Command+Down Arrow
Increase or decrease leading by five times (vertical text)*	Alt+Ctrl+Right Arrow/ Alt+Ctrl+Left Arrow	Option+Command+Right Arrow/ Option+Command+Left Arrow
Auto leading	Shift+Alt+Ctrl+A	Shift+Option+Command+A
Align to grid (on/off)	Shift+Alt+Ctrl+G	Shift+Option+Command+G
Auto-hyphenate (on/off)	Shift+Alt+Ctrl+H	Shift+Option+Command+H
Increase or decrease kerning and tracking (horizontal text)	Alt+Left Arrow/Alt+Right Arrow	Option+Left Arrow/ Option+Right Arrow



	WINDOWS	MAC OS
Increase or decrease kerning and tracking (vertical text)	Alt+Up Arrow/ Alt+Down Arrow	Option+Up Arrow/ Option+Down Arrow
Increase or decrease kerning and tracking by five times (horizontal text)	Alt+Ctrl+Left Arrow/ Alt+Ctrl+Right Arrow	Option+Command+Left Arrow/ Option+Command+Right Arrow
Increase or decrease kerning and tracking by five times (vertical text)	Alt+Ctrl+Up Arrow/ Alt+Ctrl+Down Arrow	Option+Command+Up Arrow/ Option+Command+Down Arrow
Increase kerning between words*	Alt+Ctrl+\	Option+Command+\
Decrease kerning between words*	Alt+Ctrl+Backspace	Option+Command+Delete
Clear all manual kerning and reset tracking to 0	Alt+Ctrl+Q	Option+Command+Q
Increase or decrease baseline shift** (horizontal text)	Shift+Alt+Up Arrow/ Shift+Alt+Down Arrow	Shift+Option+Up Arrow/ Shift+Option+Down Arrow
Increase or decrease baseline shift** (vertical text)	Shift+Alt+Right Arrow/ Shift+Alt+Left Arrow	Shift+Option+Right Arrow/ Shift+Option+Left Arrow
Increase or decrease baseline shift by five times (horizontal text)	Shift+Alt+Ctrl+Up Arrow/ Shift+Alt+Ctrl+Down Arrow	Shift+Option+Command+Up Arrow/ Shift+Option+Command+Down Arrow
Increase or decrease baseline shift by five times (vertical text)	Shift+Alt+Ctrl+Right Arrow/ Shift+Alt+Ctrl+Left Arrow	Shift+Option+Command+Right Arrow/ Shift+Option+Command+Left Arrow
Automatically flow story	Shift—click loaded text icon	Shift—click loaded text icon
Semi-automatically flow story	Alt—click loaded text icon	Option—click loaded text icon
Recompose all stories	Alt+Ctrl+/ /	Option+Command+/ /
Insert current page number	Alt+Ctrl+N	Option+Command+N

\*Press Shift to increase or decrease kerning between words by five times.

\*\*Amount is set in Edit > Preferences > Units & Increments (Windows) or InDesign > Preferences > Units & Increments (Mac OS).

## NAVIGATING THROUGH AND SELECTING TEXT

Move to right or left one character	Right Arrow/ Left Arrow	Right Arrow/ Left Arrow
Move up or down one line	Up Arrow/ Down Arrow	Up Arrow/ Down Arrow
Move to right or left one word	Ctrl+Right Arrow/ Ctrl+Left Arrow	Command+Right Arrow/ Command+Left Arrow
Move to start or end of line	Home/End	Home/End
Move to previous or next paragraph	Ctrl+Up Arrow/ Ctrl+Down Arrow	Command+Up Arrow/ Command+Down Arrow
Move to start or end of story	Ctrl+Home/ Ctrl+End	Command+Home/ Command+End
Select one word	Double-click word	Double-click word
Select one character right or left	Shift+Right Arrow/ Shift+Left Arrow	Shift+Right Arrow/ Shift+Left Arrow
Select one line above or below	Shift+Up Arrow/ Shift+Down Arrow	Shift+Up Arrow/ Shift+Down Arrow
Select start or end of line	Shift+Home/ Shift+End	Shift+Home/ Shift+End
Select one paragraph	Triple-click or quadruple-click paragraph, depending on Text Preferences setting	Triple-click or quadruple-click paragraph, depending on Text Preferences setting
Select one paragraph before or after	Shift+Ctrl+Up Arrow/ Shift+Ctrl+Down Arrow	Shift+Command+Up Arrow/ Shift+Command+Down Arrow
Select current line	Shift+Ctrl+\	Shift+Command+\
Select characters from insertion point	Shift—click	Shift—click
Select start or end of story	Shift+Ctrl+Home/ Shift+Ctrl+End	Shift+Command+Home/ Shift+Command+End



	WINDOWS	MAC OS
Select all in story	Ctrl+A	Command+A
Select first/last frame	Shift+Alt+Ctrl+Page Up/ Shift+Alt+Ctrl+Page Down	Shift+Option+ Command+Page Up/ Shift+Option+ Command+Page Down
Select previous/next frame	Alt+Ctrl+Page Up/ Alt+Ctrl+Page Down	Option+Command+Page Up/ Option+Command+Page Down
Delete word in front of insertion point (Story Editor)	Ctrl+Backspace or Delete	Command+Delete or Del (numeric keypad)
Update missing font list	Ctrl+Alt+Shift+ /	Command+Option+Shift+ /

### VIEWING DOCUMENTS AND DOCUMENT WORKSPACES

Temporarily select Hand tool	Spacebar (with no text insertion point), Alt-drag (with text insertion point), or Alt+spacebar (in both text and non-text modes)	Spacebar (with no text insertion point), Option-drag (with text insertion point), or Option+spacebar (in both text and nontext modes)
Temporarily select Zoom In tool	Ctrl+spacebar	Command+spacebar
Temporarily select Zoom Out tool	Alt+Ctrl+spacebar or Alt+Zoom In tool	Option+Command+spacebar or Option+Zoom In tool
Zoom to 50%, 200%, or 400%	Ctrl+5, 2, or 4	Command+5, 2, or 4
Redraw screen	Shift+F5	Shift+F5
Open new default document	Ctrl+Alt+N	Command+Option+N
Switch between current and previous zoom levels	Alt+Ctrl+2	Option+Command+2
Switch to next/previous document window	Ctrl+~ [tilde]/ Shift+Ctrl+F6 or Ctrl+Shift+~ [tilde]	Command+F6 or Command+~ [tilde]/ Command+Shift+~ [tilde]
Scroll up/down one screen	Page Up/Page Down	Page Up/Page Down
Go back/forward to last-viewed page	Ctrl+Page Up/ Ctrl+Page Down	Command+Page Up/ Command+Page Down
Go to previous/next spread	Alt+Page Up/ Alt+Page Down	Option+Page Up/ Option+Page Down
Fit spread in window	Double-click Hand tool	Double-click Hand tool
Activate the Go To command	Ctrl+J	Command+J
Fit selection in window	Ctrl+Alt+(+) [plus sign]	Command+Option+(+) [plus sign]
Display the entire object	Ctrl+Alt+(+) [plus sign]	Command+Option+(+) [plus sign]
Go to master page while \ panel is closed	Ctrl+J, type prefix of master, press Enter	Command+J, type prefix of master, press Return
Cycle through units of measurement	Shift+Alt+Ctrl+U	Shift+Option+Command+U
Snap guide to ruler increments	Shift-drag guide	Shift-drag guide
Switch between page and spread guides (creation only)	Ctrl-drag guide	Command-drag guide
Temporarily turn on/off snap to		Control-drag object
Create vertical and horizontal ruler guides for the spread	Ctrl-drag from zero point	Command-drag from zero point
Select all guides	Alt+Ctrl+G	Option+Command+G
Lock or unlock zero point	Right-click zero point and choose an option	Control-click zero point and choose an option
Use current magnification for view threshold of new guide	Alt-drag guide	Option-drag guide
Select buttons in alert dialog boxes	Press first letter of button name, if underlined	Press first letter of button name
Show information on installed plug-ins and InDesign components	Ctrl+Help > About Design	Command+InDesign menu > About InDesign



WINDOWS

MAC OS

**PANELS**

Delete without confirmation	Alt-click Delete icon	Option-click Delete icon
Create item and set options	Alt-click New button	Option-click New button
Apply value and keep focus on option	Shift+Enter	Shift+Enter
Activate last-used option in last-used panel	Ctrl+Alt+~ [tilde]	Command+Option+~ [tilde]
Select range of styles, layers, links, swatches, or library objects in a panel	Shift-click	Shift-click
Select nonadjacent styles, layers, links, swatches, or library objects in a panel	Ctrl-click	Command-click
Apply value and select next value	Tab	Tab
Move focus to selected object, text, or window	Esc	Esc
Show/Hide all panels, Toolbox, and Control panel (with no insertion point)	Tab	Tab
Show/Hide all panels except the Toolbox and Control panel (docked or not)	Shift+Tab	Shift+Tab
Open or close all stashed panels	Ctrl+Alt+Tab	Command+Option+Tab
Stash a panel group	Alt+drag any panel tab (in the group) to edge of screen	Option+drag any panel tab (in the group) to edge of window
Select item by name	Alt+Ctrl-click in list, and then use keyboard to select item by name	Option+Command-click in list and then use keyboard to select item by name
Open the Drop Shadow panel	Alt+Ctrl+M	Command+Option+M

**THE CONTROL PANEL**

Toggle focus to/from Control panel	Ctrl+6	Command+6
Toggle Character/Paragraph text attributes mode	Ctrl+Alt+7	Command+Option+7
Change reference point when proxy has focus	Any key on the numeric keypad or keyboard numbers	Any key on the numeric keypad or keyboard numbers
Display the pop-up menu that has focus	Alt+Down Arrow	
Open Units & Increments Preferences	Alt-click Kerning icon	Option-click Kerning icon
Open the Text Frame Options dialog box	Alt-click Number Of Columns icon	Option-click Number of Columns icon
Open the Move dialog box	Alt-click X or Y icon	Option-click X or Y icon
Open the Rotate dialog box	Alt-click Angle icon	Option-click Angle icon
Open the Scale dialog box	Alt-click X or Y Scale icon	Option-click X or Y Scale icon
Open the Shear dialog box	Alt-click Shear icon	Option-click Shear icon
Open Text Preferences	Alt-click Superscript, Subscript, or Small Caps button	Option-click Superscript, Subscript, or Small Caps button
Open the Underline Options dialog box	Alt-click Underline button	Option-click Underline button
Open the Strikethrough Options dialog box	Alt-click Strikethrough button	Option-click Strikethrough button
Open the Grids Preferences	Alt-click Align To Baseline Grid, or Do Not Align To Baseline Grid button	Option-click Align To Baseline Grid, or Do Not Align To Baseline Grid button
Open the Drop Caps & Nested Styles dialog box	Alt-click Drop Cap Number Of Lines, or Drop Cap One Or More Characters icon	Option-click Drop Cap Number Of Lines, or Drop Cap One Or More Characters icon



## WINDOWS

## MAC OS

**TYPE PANELS AND DIALOG BOXES**

Open the Justification dialog box	Alt-click Leading icon	Option-click Leading icon
Open Named Grid dialog box	Double-click Named Grid icon	Double-click Named Grid icon
Open New Named Grid Options dialog box	Alt-click Named Grid icon	Option-click Named Grid icon
Open Frame Grid Options dialog box	Alt-click Number of characters Horizontal, Number of Characters Vertical, Character Aki, Line Aki, Vertical Scale, Horizontal Scale, Grid View, Font Size, Number of Columns, or Column Gutter icon	Option-click Number of characters Horizontal, Number of Characters Vertical, Character Aki, Line Aki, Vertical Scale, Horizontal Scale, Grid View, Font Size, Number of Columns, or Column Gutter icon
Open Justification dialog box	Alt+Ctrl+Shift+J	Option+Command+Shift+J
Open Paragraph Rules dialog box	Alt+Ctrl+J	Option+Command+J
Open Keep Options dialog box	Alt+Ctrl+K	Option+Command+K
Activate Character panel	Ctrl+T	Command+T
Activate Paragraph panel	Ctrl+Alt+T	Command+Option+T

**THE CHARACTER AND PARAGRAPH STYLES**

Make character style definition match text	Select text and press Shift+Alt+Ctrl+C	Select text and press Shift+Option+Command+C
Make paragraph style definition match text	Select text and press Shift+Alt+Ctrl+R	Select text and press Shift+Option+Command+R
Change options without applying style	Shift+Alt+Ctrl-double-click style	Shift+Option+Command-double-click style
Remove style and local formatting	Alt-click paragraph style name	Option-click paragraph style name
Clear overrides from paragraph style	Alt+Shift-click paragraph style name	Option+Shift-click paragraph style name
Show/hide Paragraph and Character Styles panels, respectively	F11, Shift+F11	Command+F11, Command+Shift+F11

**THE TABS PANEL**

Activate Tabs panel	Shift+Ctrl+T	Shift+Command+T
Switch between alignment options	Alt-click tab	Option-click tab

**THE LAYERS PANEL**

Select all objects on layer	Alt-click layer	Option-click layer
Copy selection to new layer	Alt-drag small square to new layer	Option-drag small square to new layer
Add new layer below selected layer	Ctrl-click Create New Layer	Command-click Create New Layer
Add new layer to the top of the layer list	Shift+Ctrl-click Create New Layer	Shift+Command-click Create New Layer
Add new layer to the top of the layer list and open New Layer dialog box	Shift+Alt+Ctrl-click Create New Layer	Cmd+Option+Shift-click Create New Layer
Add new layer and open New Layer dialog box	Alt-click Create New Layer	Option-click Create New Layer

**THE PAGES PANEL**

Apply master to selected page	Alt-click master	Option-click master
Base another master page on selected master	Alt-click the master you want to base the selected master on	Option-click the master you want to base the selected master on





**WINDOWS**

**MAC OS**

Create master page	Ctrl-click Create New Page button	Command-click Create New Page button
Display Insert Pages dialog box	Alt-click New Page button	Option-click New Page button
Add new page after last page	Shift+Ctrl+P	Shift+Command+P

**THE COLOR PANEL**

Move color sliders in tandem	Shift-drag slider	Shift-drag slider
Select a color for the nonactive fill or stroke	Alt-click color bar	Option-click color bar
Switch between color modes (CMYK, RGB, LAB)	Shift-click color bar	Shift-click color bar

**THE SWATCHES PANEL**

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

**THE TRANSFORM PANEL**

Apply value and copy object	Alt+Enter	Option+Enter
Apply width, height, or scale value proportionally	Ctrl+Enter	Command+Enter

**USING THE SEPARATIONS PREVIEW PANEL**

Turn on Overprint preview	Ctrl+Alt+Shift+Y	Command+Option+Shift+Y
Show all plates	Ctrl+Alt+Shift+~ [tilde]	Command+Option+Shift+~ [tilde]
Show Cyan plate	Ctrl+Alt+Shift+1	Command+Option+Shift+1
Show Magenta plate	Ctrl+Alt+Shift+2	Command+Option+Shift+2
Show Yellow plate	Ctrl+Alt+Shift+3	Command+Option+Shift+3
Show Black plate	Ctrl+Alt+Shift+4	Command+Option+Shift+4
Show 1st Spot plate	Ctrl+Alt+Shift+5	Command+Option+Shift+5
Show 2nd Spot plate	Ctrl+Alt+Shift+6	Command+Option+Shift+6
Show 3rd Spot plate	Ctrl+Alt+Shift+7	Command+Option+Shift+7

**RESOLVING CONFLICTS BETWEEN MAC OS 10.3X AND 10.4**

Open Preferences dialog box	Command+K
Open Paragraph Styles panel	Command+F11
Open Character Styles panel	Command+Shift+F11
Open Swatches panel	F5
Open Pages panel	Command+F12
Minimize active application window	Command+M
Hide application	Command+H



ADOBE INDESIGN CC



WINDOWS

MAC OS

**WORKING WITH XML**

Expand/Collapse element	Right Arrow/Left Arrow	Right Arrow/Left Arrow
Expand/Collapse element and child elements	Alt+Right Arrow/ Alt+Left Arrow	Option+Right Arrow/ Option+Left Arrow
Extend XML selection up/down	Shift+Up Arrow/ Shift+Down Arrow	Shift+Up Arrow/ Shift+Down Arrow
Move XML selection up/down	Up Arrow/ Down Arrow	Up Arrow/ Down Arrow
Scroll structure pane up/down one screen	Page Up/ Page Down	Page Up/ Page Down
Select first/last XML node	Home/ End	Home/ End
Extend selection to first/last XML node	Shift+Home/ Shift+End	Shift+Home/ Shift+End
Go to previous/next validation error	Ctrl+Left Arrow/ Ctrl+Right Arrow	Command+Left Arrow/ Command+Right Arrow
Automatically tag text frames and tables	Ctrl+Alt+Shift+F7	Command+Option+Shift+F7

**INDEXING**

Create index entry without dialog box (alphanumeric only)		Shift+Ctrl+Alt+[
Open index entry dialog box	Ctrl+7	Command+7
Create proper name index entry (last name, first name)	Shift+Ctrl+Alt+]	Shift+Command+Option+]