



2015 ADOBE INDESIGN CC

KEYBOARD SHORTCUTS CHEAT SHEET



Tools SHORTCUTS	Apple	Windows
Selection tool	V, Esc	V, Esc
Direct Selection tool	A	A
Toggle Selection and Direct	Cmd+Tab	Ctrl+Tab
Page tool	Shift+P	Shift+P
Gap tool	U	U
Pen tool	P	P
Add 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), Opt (Text mode), or Opt+Spacebar (both)	Spacebar (Layout mode), Alt (Text mode), or Alt+Spacebar (both)
Zoom tool	Z	Z
Temp selects Zoom In tool	Cmd+Spacebar	Ctrl+Spacebar
Toggle Fill and Stroke	X	X
Swap Fill and Stroke	Shift+X	Shift+X
Toggle between Formatting Affects Container & Formatting Affects Text	J	J
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

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

Pages Panel SHORTCUTS	Apple	Windows
Apply master to selected page	Opt-click master	Alt-click master
Base another master page on selected master	Opt-click the master you want to base the selected master on	Alt-click the master you want to base the selected master on
Create master page	Cmd-click Create New Page button	Ctrl-click Create New Page button
Display Insert Pages dialog box	Opt-click New Page button	Alt-click New Page button
Add new page after last page	Shift+Cmd+P	Shift+Ctrl+P

Character and Paragraph Styles SHORTCUTS	Apple	Windows
Make character style definition match text	Shift+Opt+Cmd+C	Shift+Alt+Ctrl+C
Make paragraph style definition match text	Shift+Opt+Cmd+R	Shift+Alt+Ctrl+R
Change options without applying style	Shift+Opt+Cmd-double-click style	Shift+Alt+Ctrl-double-click style
Remove style and local formatting	Opt-click paragraph style name	Alt-click paragraph style name
Clear overrides from para-style	Opt+Shift-click paragraph style name	Alt+Shift-click paragraph style name
Show/hide Paragraph and Character Styles panels	Cmd+F11, Cmd+Shift+F11	F11, Shift+F11

Keys for the Control Panel SHORTCUTS	Apple	Windows
Toggle focus to/from Control panel	Cmd+6	Ctrl+6
Toggle Character/Paragraph text attributes mode	Cmd+Opt+7	Ctrl+Alt+7
Change reference point when proxy has focus	Any key (numeric)	Any key (numeric)
Display the pop-up menu that has focus	Alt+Down Arrow	Alt+Down Arrow
Open Units & Increments Preferences	Opt-click Kerning icon	Alt-click Kerning icon
Open the Text Frame Options dialog box	Opt-click Number of Cols icon	Alt-click Number Of Cols icon
Open the Move dialog box	Opt-click X or Y icon	Alt-click X or Y icon
Open the Rotate dialog box	Opt-click Angle icon	Alt-click Angle icon
Open the Scale dialog box	Opt-click X or Y Scale icon	Alt-click X or Y Scale icon
Open the Shear dialog box	Opt-click Shear icon	Alt-click Shear icon
Open Text Preferences	Opt-click Superscript, Subscript, or Small Caps button	Alt-click Superscript, Subscript, or Small Caps button
Open the Underline Options dialog box	Opt-click Underline button	Alt-click Underline button
Open the Strikethrough Options dialog box	Opt-click Strikethrough button	Alt-click Strikethrough button
Open the Grids Preferences	Opt-click Align To Baseline Grid, or Do Not Align To Baseline Grid button	Alt-click Align To Baseline Grid, or Do Not Align To Baseline Grid button
Open the Drop Caps & Nested Styles dialog box	Opt-click Drop Cap Number Of Lines, or Drop Cap One Or More Characters icon	Alt-click Drop Cap Number Of Lines, or Drop Cap One Or More Characters icon
Open the Justification dialog box	Opt-click Leading icon	Alt-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	Opt-click Named Grid icon	Alt-click Named Grid icon
Open Frame Grid Options dialog box	Opt-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.	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.

Type Panels and Dialog Boxes SHORTCUTS	Apple	Windows
Open Justification dialog box	Opt+Cmd+Shift+J	Alt+Ctrl+Shift+J
Open Paragraph Rules dialog box	Opt+Cmd+J	Alt+Ctrl+J
Open Keep Options dialog box	Opt+Cmd+K	Alt+Ctrl+K
Activate Character panel	Cmd+T	Ctrl+T
Activate Paragraph panel	Cmd+Opt+T	Ctrl+Alt+T

Keys for Indexing SHORTCUTS	Apple	Windows
Create index entry without dialog box (alphanumeric only)	Shift+Ctrl+Alt+[Shift+Cmd+Opt+[
Open index entry dialog box	Cmd+7	Ctrl+7
Create proper name index entry (last name, first name)	Shift+Cmd+Alt+] (last name), Shift+Cmd+Alt+] (first name)	Shift+Ctrl+Alt+] (last name), Shift+Ctrl+Alt+] (first name)

Tabs Panel SHORTCUTS	Apple	Windows
Activate Tabs panel	Shift+Cmd+T	Shift+Ctrl+T
Switch between alignment options	Opt-click tab	Alt-click tab

Color Panels SHORTCUTS	Apple	Windows
Move color sliders in tandem	Shift-drag slider	Shift-drag slider
Select a color for the nonactive fill /stroke	Opt-click color bar	Alt-click color bar
Switch between color modes (CMYK, RGB, LAB)	Shift-click color bar	Shift-click color bar

Keys for Panels SHORTCUTS	Apple	Windows
Delete without confirmation	Option-click Delete icon	Alt-click Delete icon
Create item and set options	Option-click New button	Alt-click New button
Apply value and keep focus on option	Shift+Enter	Shift+Enter
Activate last-used option in last-used panel	Command+Option+~ [tilde]	Ctrl+Alt+~ [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	Command-click	Ctrl-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	Command+Option+Tab	Ctrl+Alt+Tab
Stash a panel group	Opt+drag any panel tab (in the group) to edge of window	Alt+drag any panel tab (in the group) to edge of screen
Select item by name	Opt+Cmd-click in list and then use keyboard to select	Alt+Ctrl-click in list, and then use keyboard to select item by name
Open the Drop Shadow panel	Cmd+Opt+M	Alt+Ctrl+M

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