

# Adobe® InDesign® CS/CS2 Tips & Tricks

## Keyboard Shortcuts - Mac

### • File Menu Shortcuts

Cmd+O	Open
Cmd+N	New Document
Cmd+S	Save
Shift+Cmd+S	Save As
Cmd+P	Print
Cmd+W	Close
Cmd+D	Place

### • To activate tools, type these keys (be sure no elements are selected):

P	Pen Tool
T	Type Tool
V	Selection Tool
A	Direct Selection Tool
Tab	Show/Hide Palettes

### • Zoom/View Shortcuts

Opt+Cmd+0	Fit Spread in Window
Cmd+ 0	Fit Page in Window
Cmd+1	Zoom 100%
Cmd+2	Zoom 200%
Cmd+4	Zoom 400%
Cmd+ =	Zoom In
Cmd+ -	Zoom Out
Cmd+;	Show/Hide Guides
Cmd+H	Show/Hide Frame Edges

- Shift+Click on loaded text icon to Autoflow text
- Cmd+Shift+Opt+Ctrl to reset defaults when restarting InDesign

### • Text Editing Shortcuts

Cmd+C	Copy
Cmd+V	Paste
Opt+Shift+Cmd+V	Paste in Place (Power Paste)
Cmd+X	Cut
Cmd+Z	Undo
Cmd+Y	Edit in Story Editor
Cmd+I	Check Spelling
Shift+Cmd+B	Apply Bold*
Shift+Cmd+I	Apply Italic*
Shift+Cmd+Y	Apply Normal

\* Restricted to fonts with bold or italic versions installed

Shift+Cmd+L	Align Left
Shift+Cmd+R	Align Right
Shift+Cmd+C	Align Center
Shift+Cmd+J	Align Justify
Shift+Cmd+>	Increase Point Size
Shift+Cmd+<	Decrease Point Size

### • Miscellaneous Keyboard Shortcuts

Cmd+A	Select All
Shift+Cmd+A	Deselect All
Cmd+F	Find/Change
Opt+Cmd+F	Find Next
Shift+Cmd+] ]	Bring to Front
Shift+Cmd+[ [	Send to Back
Cmd+G	Group
Shift+Cmd+G	Ungroup
Cmd+L	Lock
Opt+Cmd+L	Unlock
Opt+Cmd+M	Drop Shadow