

INDESIGN ESSENTIAL SHORTCUTS

Windows	Mac	
Ctrl plus (+)	Cmd plus (+)	Zoom in to image
Ctrl minus (-)	Cmd minus (-)	Zoom out of image
Ctrl + 0	Cmd + 0	Fit image to screen size
Space Bar	Space Bar	Click and drag to Pan around Image
Ctrl + Z	Cmd + Z	Multiple Undo (Step Back)
Ctrl + Shift + Z	Cmd + Shift + Z	Multiple Redo (Step Forward)
Ctrl + D	Cmd + D	Place
W	W	Toggles Preview mode
Tab	Tab	Toggles Hide all the Panels and Toolbar
Shift + Tab	Shift + Tab	Toggles Hide all the Panels not Toolbar
Ctrl	Cmd	Hold to Resize Frame with Content
Shift	Shift	Constrains movement or scale with Frame or Graphics tool
Alt	Alt	Draw from the centre out with Frame or Graphics tool
D	D	Default Fill and Stroke
Ctrl + G	Cmd + G	Group Selected Objects
Ctrl + Shift + G	Cmd + Shift + G	UnGroup Selected Objects
A	A	Direct Selection Select tool
V	V	Selection Select tool
Ctrl + Shift + Click	Cmd + Shift + Click	Click to release item/s from master page
Alt + Drag	Alt + Drag	To make a Copy

INDESIGN ADVANCED SHORTCUTS

Windows	Mac	
X	X	Brings Fill or Stroke to front
Shift + X	Shift + X	Swap Fill and Stroke Colours
/	/	Chooses None for Fill or Stroke
Ctrl + B	Cmd + B	Show Text Options
↑ or →	↑ or →	Use Arrows whilst drawing frames or graphic shapes to create more row or column copies
SpaceBar	SpaceBar	Hold to Move Object or Path while Creating it
Ctrl + Alt + 0	Cmd + Alt + 0	Fit to Spread
Ctrl + < or >	Cmd + < or >	Resize Text
F	F	Draw Frame
J	J	Toggle between Text and Container
Ctrl + Click	Cmd + Click	On New Page Button to Create New Master Page
Alt + Click	Alt + Click	On New Page Button to Get Insert Page Dialogue
Ctrl + Shift + Alt + E	Cmd + Shift + Alt + E	Fit Content Proportionally in Frame
Ctrl + Shift + E	Cmd + Shift + E	Centre Content in Frame



Contact Ally@RedRocketStudio.co.uk or go to RedRocketStudio.co.uk for all your Adobe Training needs

