Some Useful InDesign Shortcuts

Mac	Windows
⌘command	ctrl
option	alt

W
Switch between **Normal** *(guides, margins, pasteboard, & bleed visible)* and **Preview** screen modes

SHIFT W
Switch to Presentation (full screen) screen mode. ESC to exit.

SPACEBAR DRAG
Hand tool

SHIFT
- Select multiple objects or layers
- Keep transforming proportionate, constrain rotation angles and drawing to straight lines

OPT/ALT
While transforming or drawing shapes: Scale from center

OPT/ALT DRAG
While moving an object: Drag a copy

DOUBLE CLICK
Select entire word
TRIPLE, QUADRUPLE CLICK
Select entire line, then entire paragraph

⌘CMD F
Find / Change

⌘CMD OPT/ALT i
Show/Hide hidden characters

OPT/ALT CLICK ON PARAGRAPH ICONS
Opens the options and preferences for that setting

◀▲▼▶ (KEYBOARD ARROWS)
Move selection or layer 1 pixel
+ **SHIFT** to move 10px
+ **OPT/ALT** to copy
You can customize this with Preferences: Units & Increments

X
Switch whether fill / stroke is selected
SHIFT X
Swap fill/stroke colour

J
Switch between Formatting Affects Container and Formatting Affects Text

. , /
Switch between color, gradient, no color

⌘CMD SHIFT CLICK
Unlock / select parent page object on page

SHIFT ESC or **DOUBLE CLICK**
With containter frame selected: Select content

ESC or **DOUBLE CLICK**
With content selected: Select container frame

⌘CMD SHIFT DRAG
Resize frame and content proportionately together

⌘CMD OPT/ALT SHIFT C
FITTING:
Fill frame proportionate

⌘CMD OPT/ALT SHIFT E
FITTING:
Fit content proportionate

⌘CMD OPT/ALT C
FITTING:
Fit frame to content

TAB and **SHIFT TAB**
Go to next / previous table cell
OPT/ALT TAB
Insert a tab within a table cell

OPT/ALT ◀ ▶
Increase or decrease kerning (no selection) or tracking (multiple characters selected)

InDesign Tools



V
Selection



A
Direct Selection



SHIFT P
Page Tool



U
Gap Tool



Content Collector Tool
Content Placer Tool



T
Type Tool
SHIFT T
Type on a Path Tool



****
Line Tool



P
Pen Tool
=
Add Anchor Point Tool
-
Delete Anchor Point Tool
SHIFT C
Convert Direction Point Tool



N
Pencil Tool
Smooth Tool
Erase Tool



H
Hand Tool



F
Rectangle Frame Tool
Ellipse Frame Tool
Polygon Frame Tool



M
Rectangle Tool
L
Ellipse Tool
Polygon Tool



C
Scissors Tool



E
Free Transform Tool
R
Rotate Tool
S
Scale Tool
O
Shear Tool



G
Gradient Swatch Tool



SHIFT G
Gradient Feather Tool



Note Tool



SHIFT i
Color Theme Tool
i
Eyedropper Tool
i
Measure Tool



Z
Zoom Tool