

# Adobe InDesign CC Secret Keyboard Shortcuts

## Documents

New default document	⌘ ⌥ N	Ctrl+Alt+N
Close all open documents	⌘ ⌥ ⇧ W	Ctrl+Shift+Alt+W
Rebuild Preferences (press during program launch until Alert appears)	Ctrl ⌘ ⌥ ⇧	Ctrl+Shift+Alt
Document History & Plug-in Info	⌘ About InDesign	Ctrl+About InDesign
Toggle Measurement System	⌘ ⌥ ⇧ U	Ctrl+Shift+Alt+U

## Tools panel

Temporary Hand Tool	⌥ Spacebar	Alt+Spacebar
Temporary Zoom Tool	⌘ Spacebar	Ctrl+Spacebar
Apply default fill and stroke colors	D	D
Swap fill and stroke activation	X	X
Swap fill and stroke colors	⇧ X	Shift+X
Toggle color affects text/its frame	J	J
Preview mode on/off	W	W

## Text

Load Find and Find Next instance	⇧ F1	Shift+F1
Load Find with selected text	⌘ F1	Ctrl+F1
Load Replace with selected text	⌘ F2	Ctrl+F2
Replace Change To text and Find Next	⇧ F3	Shift+F3
Recompose all stories	⌘ ⌥ /	Ctrl+Alt+ /
Toggle Typographer's Quotes Pref.	⌥ ⇧ ⌘ '	Ctrl+Shift+Alt+'
Create outlines (text remains)	⌘ ⌥ ⇧ O	Ctrl+Shift+Alt+O
Align to baseline grid	⌘ ⌥ ⇧ G	Ctrl+Shift+Alt+G
Auto-hyphenate on/off	⌘ ⌥ ⇧ H	Ctrl+Shift+Alt+H
Toggle Table Cell/Text Selection	Escape	Escape

## Object editing

Edit Original	⌥ <i>doubleclick</i>	Alt+ <i>doubleclick</i>
Decrease size / scale by 1% 5%	⌘ , ⌘ ⌥ ,	Ctrl+, Ctrl+Alt+,
Increase size / scale by 1% 5%	⌘ . ⌘ ⌥ .	Ctrl+. Ctrl+Alt+.
Nudge by 1/10	⌘ ⇧ Arrow Keys	Ctrl+Shift+Arrows
Nudge by 10×	⇧ Arrow Keys	Shift+Arrow Keys
Toggle Live Corners Mode	4	4
Override Master Page item	⌘ ⇧ <i>click</i>	Ctrl+Shift+ <i>click</i>
Select Container, Content	esc, ⇧ esc	esc, Shift+esc
Transform Sequence Again	⌘ ⌥ 4	Ctrl+Alt+4
Transform: Move Item	⌘ ⇧ M	Ctrl+Shift+M
Hide	⌘ 3	Ctrl+3
Show All On Spread	⌘ ⌥ 3	Ctrl+Alt+3

## Text navigation

Move to the start of the line	Home	Home
Move to the end of the line	End	End
Move to beginning of story	⌘ Home	Ctrl+Home
Move to end of story	⌘ End	Ctrl+End
Select to end of story	⌘ ⇧ End	Ctrl+Shift+End
Move to the next paragraph	⌘ Down Arrow	Ctrl+Down Arrow
Move to the previous paragraph	⌘ Up Arrow	Ctrl+Up Arrow
Go to first frame in thread	⌘ ⌥ ⇧ Page Up	Ctrl+Shift+Alt+Pg Up
Go to last frame in thread	⌘ ⌥ ⇧ Page Down	Ctrl+Shift+Alt+Pg Dn
Go to next frame in thread	⌘ ⌥ Page Down	Ctrl+Alt+Page Down
Go to previous frame in thread	⌘ ⌥ Page Up	Ctrl+Alt+Page Up
Select current line	⌘ ⇧ \	Ctrl+Shift+\

⌘ = Command ("Apple"), ⌥ = Option, ⇧ = Shift

## Character formatting

Auto leading	⌘ ⌥ ⌘ A	Ctrl+Shift+Alt+A
Increase/Decrease Baseline shift	⌥ ⌘ Up/Down Arrow	Alt+Shift+Up/Down Arr.
Increase/Decrease Baseline shift 5×	⌘ ⌥ ⌘ Up/Down Arrow	Ctrl+Shift+Alt+Up/Down
Increase/Decrease Kerning/Tracking	⌥ Right/Left Arrow	Alt+Right/Left Arrow
Increase/Decrease Kerning/Tracking 5×	⌘ ⌥ Right/Left Arrow	Ctrl+Alt+Right/Left Arrow
Increase/Decrease Leading	⌥ Down/Up Arrow	Alt+Down/Up Arrow
Increase/Decrease Leading 5×	⌘ ⌥ Down/Up Arrow	Ctrl+Alt+Down/Up Arrow
Increase/Decrease Text point size	⌘ ⌘ . or ,	Ctrl+Shift+. or ,
Increase/Decrease Text point size 5×	⌘ ⌥ ⌘ . or ,	Ctrl+Shift+Alt+. or ,
Increase/Decrease Word space	⌘ ⌥ \ or Delete	Ctrl+Alt+\ or Backspace
Increase/Decrease Word space 5×	⌘ ⌥ ⌘ \ or Delete	Ctrl+Shift+Alt+\ or Bckspc
Reset font style (to “Regular”)	⌘ ⌘ Y	Ctrl+Shift+Y
Reset kerning and tracking to 0	⌘ ⌥ Q	Ctrl+Alt+Q
Reset horizontal text scale to 100%	⌘ ⌘ X	Ctrl+Shift+X
Reset vertical text scale to 100%	⌘ ⌥ ⌘ X	Ctrl+Shift+Alt+X

## Special characters

Bullet	⌥ 8	Alt+8
Copyright Symbol	⌥ G	Alt+G
Registration Symbol	⌥ R	Alt+R
Em Dash	⌥ ⌘ –	Alt+Shift+–
En Dash	⌥ –	Alt+–
Ellipsis	⌥ ;	Alt+;
Right Indent Tab	⌘ Tab	Shift+Tab
New index page reference	⌘ 7	Ctrl+7
Add new index entry	⌘ ⌥ ⌘ [	Ctrl+Shift+Alt+[

⌘ = Command (“Apple”), ⌥ = Option, ⌘ = Shift

## Display views

Fit Selection in Window	⌘ ⌥ =	Ctrl+Alt+=
View Scale 50%, 200%, 400%	⌘ 5, ⌘ 2, ⌘ 4	Ctrl+5, Ctrl+2, Ctrl+4
Toggle current/previous view scale	⌘ ⌥ 2	Ctrl+Alt+2
Force screen redraw	⌘ F5	Shift+F5
Clear Object-Level Settings	⌘ ⌘ F2	Ctrl+Shift+F2
Presentation Background: Black/White	B or W	B or W
Show/Hide Conveyor	⌥ B	Alt+B

## Page navigation

Next window	⌘ `	Ctrl+Tab, Ctrl+`
Previous window	⌘ ⌘ `	Ctrl+Shift+Tab
First Spread	⌥ ⌘ Page Up, Home	Home
Last Spread	⌥ ⌘ Page Dn., End	End
Next Spread	⌥ Page Down	Alt+Page Down
Previous Spread	⌥ Page Up	Alt+Page Up

## Panel tricks

Show/Hide all panels	Tab	Tab
Show/Hide all panels except Tools and Control	⌘ Tab	Shift+Tab
Open/Close all docked panels	⌘ ⌥ Tab	Ctrl+Alt+Tab
Activate last-used field in panel	⌘ ⌥ `	Ctrl+Alt+`
Jump to Control Panel	⌘ 6	Ctrl+6
Switch Character and Paragraph Modes in Control Panel	⌘ ⌥ 7	Ctrl+Alt+7



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