

InDesign CS3 shortcuts [Windows]

■ Frequently Used Shortcuts

Ctrl - Z	Undo 1 or more steps
Alt - Ctrl - P	Document Setup
Ctrl - D	Place
Shift - Ctrl - D	Links Palette
Ctrl - K	Edit > Preferences
Ctrl - I	Check Spelling
Ctrl - F	Find/Change
Ctrl - B	Text Frame Options
Ctrl - A	Select All
Shift - Ctrl - A	Deselect All
Ctrl - T	Character Palette
Ctrl - M	Paragraph Palette
Shift - Ctrl - T	Indents/Tabs
Alt - Ctrl - W	Text Wrap
F5	Swatches Palette
F11	Paragraph Styles
Shift - F11	Character Styles
F10	Stroke Palette
Ctrl - Click	Select thru stacked objects
Alt - Ctrl - I	Show invisible characters
Sh - Ctrl - Click	Override from master page
Sh - Ctrl - Drag	Scale frame and graphic

■ Efficient Zoom & Pan

Ctrl - Spacebar	Drag Mouse to Zoom
Ctrl - 0	Fit Page in View
Alt - Ctrl - 0	Fit Spread in View
Spacebar	Pan the view
Alt Key	Pan when in text
Ctrl - 1	100%
Ctrl - 2, 4, or 5	200%, 400%, 50%
Ctrl - + or -	Zoom In or Out

■ Basic Formatting

Shift - Ctrl - < or >	Change font size
Alt - ↑ or ↓	Change leading size
Shift - Ctrl - L	Flush Left
Shift - Ctrl - R	Flush Right
Shift - Ctrl - J	Justify
Shift - Ctrl - [or]	Send to back/front
Ctrl - [or]	Send back/forward
Shift - Ctrl - B	Bold
Shift - Ctrl - I	Italic

InDesign CS3 shortcuts [Mac]

■ Frequently Used Shortcuts

Cmd - Z	Undo 1 or more steps
Opt - Cmd - P	Document Setup
Cmd - D	Place
Shift - Cmd - D	Links Palette
Cmd - K	Edit > Preferences
Cmd - I	Check Spelling
Cmd - F	Find/Change
Cmd - B	Text Frame Options
Cmd - A	Select All
Shift - Cmd - A	Deselect All
Cmd - T	Character Palette
Cmd - M	Paragraph Palette
Cmd - Shift - T	Indents/Tabs
Opt - Cmd - W	Text Wrap
F5	Swatches Palette
F11	Paragraph Styles
Shift - F11	Character Styles
F10	Stroke Palette
Cmd - click	Select thru stacked objects
Opt - Cmd - I	Show invisible characters
Sh - Cmd - Click	Override from master page
Sh - Cmd - Drag	Scale frame and graphic by handle

■ Efficient Zoom & Pan

Cmd - Spacebar	Drag Mouse to Zoom
Cmd - 0	Fit Page in View
Cmd - Opt - 0	Fit Spread in View
Spacebar	Pan the view
Option	Pan when in text
Cmd - 1	100%
Cmd - 2, 4, or 5	200%, 400%, 50%
Cmd - + or -	Zoom In or Out

■ Basic Formatting

Shift - Cmd - < or >	Change font size
Opt - ↑ or ↓	Change leading size
Shift - Cmd - L	Flush Left
Shift - Cmd - R	Flush Right
Cmd - Shift - J	Justify
Shift - Cmd - [or]	Send to back/front
Cmd - [or]	Send back/forward
Shift - Cmd - B	Bold
Shift - Cmd - I	Italic

