

InDesign Key Commands

Viewing

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|-----------------------|--|
| Ctrl + + | Zoom In |
| Ctrl + - | Zoom Out |
| Ctrl + 0 | Fit to Screen |
| Ctrl + Spacebar | Zoom In (click and drag to set zoom area) |
| Ctrl + Alt + Spacebar | Zoom Out (click and drag to set zoom area) |
| Spacebar | Hand Tool |

Common

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|---|--|
| Ctrl + A= Select All | Ctrl + S= Save |
| Ctrl + O= Open | Ctrl + P= Print |
| Ctrl +X= Cut | Ctrl +C= Copy |
| Ctrl + V= Paste | Ctrl +]= Move selection up |
| Ctrl +F= Find | Ctrl +[= Move Selection Down |
| Ctrl + Shift +]= Move selection to top | Ctrl + Shift += move selection to back |
| Ctrl + G= Go to | Ctrl + H= Replace |
| Ctrl + D= Place | Ctrl + N= New |
| Ctrl +Z= Undo | Ctrl +Y= Preview |
| Select a master page object (document page) | Ctrl-Shift-click |

Insert Break characters

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|--------------------------------------|-------------------------|
| Column Break | Enter (on keypad) |
| Frame Break | Shift-Enter (on keypad) |
| Page Break | Ctrl-Enter (on keypad) |
| Forced Line Break (or “soft return”) | Shift-Enter |

Flowing Text

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|----------------------|-----------------|
| Semi-autoflow | Alt-click |
| Multi-Page Autoflow | Shift-click |
| Single-Page Autoflow | Shift-Alt-click |

Styling text

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|--------------------------------------|-----------------------------------|
| Bold | Ctrl-Shift-B |
| Italic | Ctrl-Shift-I |
| Normal | Ctrl-Shift-Y |
| All Caps | Ctrl-Shift-K |
| Edit Style Sheet without Applying it | Ctrl-Alt-Shift-Double click style |

Fitting Content & pictures

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|----------------------------|------------------|
| Fit Content Proportionally | Ctrl-Alt-Shift-E |
| Fit Content to Frame | Ctrl-Alt-E |
| Center Content | Ctrl-Shift-E |
| Fit Frame to Content | Ctrl-Alt-C |