

InDesign Key Commands

Viewing

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

Common

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

Insert Break characters

Column Break	Enter (on keypad) / Right-click-Insert Break
Frame Break	Shift-Enter (on keypad) / Right-click-Insert Break
Page Break	Cmd-Enter (on keypad) / Right-click-Insert Break
Forced Line Break (or “soft return”)	Shift-Enter

Flowing Text

Semi-autoflow	Opt-click
Multi-Page Autoflow	Shift-click
Single-Page Autoflow	Shift-Opt-click

Styling text

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

Fitting Content & pictures

Fit Content Proportionally	Cmd-Opt-Shift-E
Fit Content to Frame	Cmd-Opt-E
Center Content	Cmd-Shift-E
Fit Frame to Content	Cmd-Opt-C