

## Key Guide: Adobe InDesign CC for Windows

### Type size [Preferences (Ctrl+k)>Units & Increments]

Bigger size in prefs increment	shift & Ctrl + >
Smaller size in prefs increment	shift & Ctrl + <
Bigger size in 5 x increment	alt & shift & Ctrl + >
Smaller size in 5 x increment	alt & shift & Ctrl + <

### Leading [Preferences (Ctrl+k)>Units & Increments]

Increase leading in prefs increment	alt + ▲
Reduce leading in prefs increment	alt + ▼
Increase leading in 5 x increment	Ctrl & alt + ▲
Reduce leading in 5 x increment	Ctrl & alt + ▼

### Tracking/Kerning [Preferences (Ctrl+k)>Units & Increments]

Increase kerning in prefs increment	alt + ►
Reduce kerning in prefs increment	alt + ◄
Increase kerning in 5 x increment	Ctrl & alt + ►
Reduce kerning in 5 x increment	Ctrl & alt + ◄

### Shift the baseline of type [Preferences (Ctrl+k)>Units & Increments]

Move characters up	shift & alt + ▲
Move characters down	shift & alt + ▼

### Text alignment

Left align paragraph	shift & Ctrl + l
Right align paragraph	shift & Ctrl + r
Centre align paragraph	shift & Ctrl + c

### Special Characters

Non-breaking space	alt & Ctrl + x
Non-breaking hyphen	alt & Ctrl + -
En dash	alt + -
Elipses (...)	alt + ;
Bullet (•)	alt + 8
Copyright (©)	alt + g
Trademark (™)	alt + 2
Registered Trademark (®)	alt + r

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### Activate Type-related Dialogues

Keep options	alt & Ctrl + k
Paragraph Rules	alt & Ctrl + j
Tabs Panel	shift & Ctrl + t
Show/Hide Table panel	shift + F9
Display text frame options	Ctrl + b
Display Quick Apply dialogue	Ctrl + return (enter)

### Miscellaneous Type-related keys

Show/Hide invisible characters	alt & Ctrl + i
Switch between Character and Paragraph options in Control Panel	alt & Ctrl + 7
Create Outlines	shift & Ctrl + o
Check Spelling	Ctrl + i
Show Text Threads	shift & Ctrl + y
Redefine current Paragraph style with applied changes	shift & alt & Ctrl + r
Turn on/off Hyphenation	shift & alt & Ctrl + h

### Group

Group selected objects	Ctrl + g
Release from Group state	shift & Ctrl + g

### Hide object(s)

Hide selected object(s)	Ctrl + 3
Show all hidden objects	alt & Ctrl + 3

### Lock object(s)

Lock selected object(s)	Ctrl + l (L)
Unlock all locked objects	Ctrl + l (L)

### Image size manipulation (Box and/or content)

Bigger size in 1% increment	Ctrl + >
Smaller size in 1% increment	Ctrl + <
Bigger size in 5% increment	alt & Ctrl + >
Smaller size in 5% increment	alt & Ctrl + <

### Image fitting

Fit to box, maintaining proportion	shift & alt & Ctrl + e
Fill to box(crop), maintaining proportion	shift & alt & Ctrl + c
Centre to box	shift & Ctrl + e
Fit box to content	alt & Ctrl + c

## Key Guide: Adobe InDesign CC for Windows

### Document management

Access Preferences	Ctrl + k
Create New Blank Document	alt & Ctrl + n
Save As...	shift & Ctrl + s
Save all currently open documents	shift & alt & Ctrl + s
Place an image/text/pdf	Ctrl + d
Package the file, fonts and linked images	shift & alt & Ctrl + p
Export document as pdf/jpg/epub/png etc.	Ctrl + e
Close current document	Ctrl + w

### Edit Menu options

Redo	shift & Ctrl + z
Paste in place	shift & alt & Ctrl + v
Paste text without formatting	shift & Ctrl + v
Paste into	alt & Ctrl + v

### Page view options

Fit current page to window	Ctrl + 0 (zero)
Fit current spread to window	alt & Ctrl + 0 (zero)
200% view centred on selected object/text	Ctrl + 2
400% view centred on selected object/text	Ctrl + 4
Hide all tools and panels	tab
Hide all panels but keep tools	shift + tab
Preview view (output)	w
Presentation view	shift + w
Hide/Show edges (selection)	ctrl & Ctrl + h
Hide/Show smart guides	Ctrl + u
Hide/Show Guides	Ctrl + ;

### Page navigation

Jump to specific page	Ctrl + j
Go to next page in document	alt + page down
Go to previous page in document	alt + page up
Move cursor to beginning of active story	Ctrl + home
Move cursor to of active story	Ctrl + end

### Selecting options

Select All (text/objects)	Ctrl + a
Deselect All (text/objects)	shift & Ctrl + a
Select next object directly below	Ctrl + mouse click