

Adobe® InDesign® CS2 & CS3 Mac Keyboard Shortcuts

Command	Shortcut <small>(CS3 shortcut)</small>
Open document	⌘+O
Close document	⌘+W
Save document	⌘+S
Save document as	⌘+Shift+S
Print document	⌘+P
Export document to PDF	⌘+E
Quit InDesign	⌘+Q
Place text or photo	⌘+D
Fit content proportionally	⌘+Shift+Option+E
Hide/show palettes	Tab
Zoom in	⌘+plus
Zoom out	⌘+minus
Fit in window	⌘+0
Display @ 100%, 200%, 400%	⌘+1, ⌘+2, ⌘+4
Temporary zoom tool	⌘+spacebar
Show/hide rulers	⌘+R
Show/hide guides	⌘+; (semicolon)
Show/hide baseline grid	⌘+Opt+' (apostrophe)
Show/hide document grid	⌘+' (apostrophe)
Show/hide text threads	⌘+Option+Y
Show/hide frame edges	⌘+H ⌘+H+Ctrl
Show control palette	⌘+Option+6
Show links palette	⌘+Shift+D
Cut	⌘+X
Copy	⌘+C
Paste	⌘+V
Paste in place	⌘+Option+Shift+V
Resize frame proportionally	Shift+drag
Select all	⌘+A
Select word	double-click
Select line of text	triple-click
Select paragraph	quadruple-click
Align text left	⌘+Shift+L
Align text right	⌘+Shift+R
Align text center	⌘+Shift+C
Justify text left	⌘+Shift+J
Hyphenation on/off	⌘+Option+Shift+H
Check spelling	⌘+I
Mark name for index	⌘+Shift+Option+]]
Mark proper noun for index	⌘+Shift+Option+[[
Group selected objects	⌘+G
Ungroup selected objects	⌘+Shift+G
Lock position	⌘+L
Undo (multiple times)	⌘+Z
Send to back	⌘+[⌘+Shift+[
Bring to front	⌘+] ⌘+Shift+]]

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Adobe® InDesign® CS2 & CS3 Windows Keyboard Shortcuts

Command	Shortcut <small>(CS3 shortcut)</small>
Open document	Ctrl+O
Close document	Ctrl+W
Save document	Ctrl+S
Save document as	Shift+Ctrl+S
Print document	Ctrl+P
Export document to PDF	Ctrl+E
Quit InDesign	Ctrl+Q
Place text or photo	Ctrl+D
Fit content proportionally	Ctrl+Shift+Alt+E
Hide/show palettes	Tab
Zoom in	Ctrl+plus
Zoom out	Ctrl+minus
Fit in window	Ctrl+0
Display @ 100%, 200%, 400%	Ctrl+1, Ctrl+2, Ctrl+4
Temporary zoom tool	Ctrl+spacebar
Show/hide rulers	Ctrl+R
Show/hide guides	Ctrl+; (semicolon)
Show/hide baseline grid	Ctrl+Alt+' (apostrophe)
Show/hide document grid	Ctrl+' (apostrophe)
Show/hide text threads	Ctrl+Alt+Y
Show/hide frame edges	Ctrl+H Ctrl+Alt+H
Show control palette	Ctrl+Alt+6
Show links palette	Ctrl+Shift+D
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste in place	Ctrl+Shift+Alt+V
Resize frame proportionally	Shift+drag
Select all	Ctrl+A
Select word	double-click
Select line of text	triple-click
Select paragraph	quadruple-click
Align text left	Ctrl+Shift+L
Align text right	Ctrl+Shift+R
Align text center	Ctrl+Shift+C
Justify text left	Ctrl+Shift+J
Hyphenation on/off	Ctrl+Alt+Shift+H
Check spelling	Ctrl+I
Mark name for index	Ctrl+Alt+Shift+]]
Mark proper noun for index	Ctrl+Alt+Shift+[[
Group selected objects	Ctrl+G
Ungroup selected objects	Ctrl+Shift+G
Lock position	Ctrl+L
Undo (multiple times)	Ctrl+Z
Send to back	Ctrl+[Ctrl+Shift+[
Bring to front	Ctrl+] Ctrl+Shift+]]

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