

Keyboard Shortcuts - Windows

• File Menu Shortcuts

Ctrl+O	Open
Ctrl+N	New Document
Ctrl+S	Save
Shift+Ctrl+S	Save As
Ctrl+P	Print
Ctrl+W	Close
Ctrl+D	Place

• To activate tools, type these keys (be sure no elements are selected):

P	Pen Tool
T	Type Tool
V	Selection Tool
A	Direct Selection Tool
Tab	Show/Hide Palettes

• Zoom/View Shortcuts

Alt+Ctrl+0	Fit Spread in Window
Ctrl+ 0	Fit Page in Window
Ctrl+1	Zoom 100%
Ctrl+2	Zoom 200%
Ctrl+4	Zoom 400%
Ctrl+ =	Zoom In
Ctrl+ -	Zoom Out
Ctrl+;	Show/Hide Guides
Ctrl+H	Show/Hide Frame Edges

- Shift+Click on loaded text icon to Autoflow text
- Ctrl+Shift+Alt to reset defaults when restarting InDesign

• Text Editing Shortcuts

Ctrl+C	Copy
Ctrl+V	Paste
Alt+Shift+Ctrl+V	Paste in Place (Power Paste)
Ctrl+X	Cut
Ctrl+Z	Undo
Ctrl+Y	Edit in Story Editor
Ctrl+I	Check Spelling
Shift+Ctrl+B	Apply Bold*
Shift+Ctrl+I	Apply Italic*
Shift+Ctrl+Y	Apply Normal

* Restricted to fonts with bold or italic versions installed

Shift+Ctrl+L	Align Left
Shift+Ctrl+R	Align Right
Shift+Ctrl+C	Align Center
Shift+Ctrl+J	Align Justify
Shift+Ctrl+>	Increase Point Size
Shift+Ctrl+<	Decrease Point Size

• Miscellaneous Keyboard Shortcuts

Ctrl+A	Select All
Shift+Ctrl+A	Deselect All
Ctrl+F	Find/Change
Alt+Ctrl+F	Find Next
Shift+Ctrl+]]	Bring to Front
Shift+Ctrl+[[Send to Back
Ctrl+G	Group
Shift+Ctrl+G	Ungroup
Ctrl+L	Lock
Alt+Ctrl+L	Unlock
Alt+Ctrl+M	Drop Shadow