



Real World Adobe InDesign CS
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Industrial-Strength InDesign Shortcut Guide

In *Real World Adobe InDesign CS*, Olav Martin Kvern and David Blatner—both InDesign expert users and insiders—take you on a comprehensive tour of Adobe’s powerful, flexible page-layout program. Kvern and Blatner know exactly which features you need to master to get your work done: their practical advice will help you get your pages laid out, proofed, and printed successfully. We’ve taken a few of their shortcuts and included them in this handy tipsheet. Keep it close to your computer and speed through your next project!

Displaying and Hiding Palettes

You can use keyboard shortcuts to show and hide palettes and save yourself lots of mouse movement (see table below). If a palette’s open, but behind other palettes in the same group, pressing the keyboard shortcut brings the palette to the front of the group. To close a palette, press the shortcut again, or click the Close button on the palette’s title bar.

Palette Keyboard Shortcuts

To display this palette:	Press (Mac/Win):
Align	Shift-F7
Attributes	None/Alt-W, B
Character	Command-T/Ctrl-T
Character Styles	Shift-F11
Check Spelling	Command-I/Ctrl-I
Color	F6
Control	Command-Option-6/Ctrl-Alt-6
Edit Dictionary	None/Alt-E, Y
Find/Change	Command-F/Ctrl-F
Glyph	None/Alt-T, G
Gradient	None/Alt-W, D
Index	Shift-F8
Info	F8
Layers	F7
Links	Command-Shift-D/Ctrl-Shift-D
Navigator	None/Alt-W, V
Pages	F12
Paragraph	Command-M/Ctrl-M
Paragraph Styles	F11
Pathfinder	None/Alt-W, F
Story	None/Alt-T, R
Stroke	F10
Swatches	F5
Table	Shift-F9
Tab	Command-Shift-T/Ctrl-Shift-T
Text Wrap	Command-Option-W/Ctrl-Alt-W
Tools	None/Alt-W, O
Transform	F9
Transparency	Shift-F10

Overriding Units of Measurement

Being able to switch from one measurement system to another is great, but what do you do when you want to enter a value in a measurement system other than the one currently selected? Do you have to go to the Units & Increments Preferences dialog box and switch to another measurement system? No—all you need to do is add a “measurement override” when you enter the value. Want to enter 115.3 points in a field that’s currently showing decimal inches? It’s easy: enter “115.3 pt,” or even “0p115.3” in the field, and InDesign will take care of the conversion for you. You can use these shortcuts in any numeric field in any InDesign palette or dialog box. The table below shows you how to enter measurement overrides.

Measurement Overrides

When you want:	Enter:	Example:
points	pt	136 pt
points	0p	0p136
picas	p	1p
picas and points	p	1p6
inches	i*	1.56i
millimeters	mm	2.45mm
ciceros	c	3c
ciceros and didots	c	3c4

* or “in” if you feel the need to type the extra character.

Keyboard Shortcuts


We hate it when software manufacturers change the keyboard shortcuts we know and love. Especially when they change an easy-to-reach, frequently used shortcut to one that’s difficult to use (PageMaker users, you know exactly what we’re talking about). InDesign gives us something we’d like to see in every application—editable keyboard shortcuts. This means that we can make the program’s keyboard shortcuts work the way we think they ought to.

For the most part, the keyboard shortcuts you can redefine are those that correspond to menu commands—you can’t redefine some of the keyboard shortcuts that modify mouse actions.

To define or redefine a keyboard shortcut, follow these steps:

1. Choose Keyboard Shortcuts from the Edit menu. InDesign displays the Keyboard Shortcuts dialog box.

The Tools Palette



Some of the "slots" in the Tools palette are occupied by more than one tool. How can you tell? When you see a tiny arrow in the corner of a tool icon, more tools lurk beneath the surface. To select a "hidden" tool...

Click the Adobe Online button to connect with Adobe's web site (and download updated plug-ins, if you want).

Swap fill/stroke (Shift-X)
Fill (X)
Stroke (X)
Default fill/stroke (D)
Formatting affects container
Apply Color (L)
Apply Gradient (L)

...position the cursor over a tool, then hold down the mouse button.

InDesign displays a "flyout" menu containing the available tools.

Choose a tool from the menu and release the mouse button.

Formatting affects text
Apply None (I)
Preview Mode (W)
Normal View Mode (W)

Tool name	Shortcut	Tool name	Shortcut
Selection	V*	Rectangular Frame	F
Direct Selection	A	Polygon	O
Pen	P	Polygonal Frame	O
Add Point	+	Rotate	R
Delete Point	-	Free Transform	E
Convert Point	Shift-C	Scale	S
Text	T	Shear	O
Path Text	Shift-T	Gradient	G
Pencil	N	Scissors	C
Smooth		Eyedropper	I
Eraser		Measure	K
Line	\	Button	B
Ellipse	L	Hand	H**
Elliptical Frame		Zoom	Z
Rectangle	M		

* Hold down Command/Ctrl to switch to the Selection tool temporarily.
** Hold down Spacebar and drag to switch to the Hand tool temporarily; hold down Option/Alt if the cursor is in a text frame.

- Path-drawing and editing tools (the Pen, Add Point, Delete Point, Convert Point, Gradient, Pencil, Eraser, Smooth, and Scissors tools) draw paths point by point (or, in the case of the Scissors tool, delete points or split paths).
- Transformation tools (the Rotate, Reflect, Shear, Scale, and Free Transform tools) change the rotation angle, size, and skewing angle of objects on your pages.

Keyboard Shortcuts (continued)

- To create a new shortcut set, click the **New Set** button. To use an existing set, choose the set's name from the Set pop-up menu (if that's all you want to do, you can skip to Step 7). To delete a set, choose the set's name and click the **Delete Set** button.
- Choose an option from the **Product Area** pop-up menu. InDesign fills the **Commands** list with the available commands for the corresponding area of the program.
- Select a command from the list. InDesign displays the current shortcut (or shortcuts) assigned to the command.
- To remove a selected shortcut, click the **Remove** button. To assign a shortcut to a command, or to replace an existing shortcut, move the cursor to the **New Shortcut** field and press the keys you want to use for the shortcut. If the shortcut you've entered has already been assigned to a command, InDesign displays the **Replace** button (even if the command has no keyboard shortcut).
- Click the **Assign** button to assign a shortcut to the command, or (if you had a shortcut selected) click the **Replace** button to replace the selected shortcut. Note that a single command can have multiple shortcuts assigned to it. If you want, you can save your changes without closing the dialog box by pressing the **Save** button.
- Once you've changed all of the shortcuts you want to change, click the **OK** button to close the dialog box and save the set.

Keyboard shortcut sets are saved in the **Shortcut Sets** folder in your **InDesign** folder. Want to take your keyboard shortcuts with you to another machine? Take the shortcuts file from your machine and copy it into the **Shortcut Sets** folder of the copy of InDesign you'll be using. Open the Keyboard Shortcuts dialog box and choose your shortcut set from the Sets pop-up menu.

To return to InDesign's default keyboard shortcuts, all you need to do is choose the **Default** set from the **Set** pop-up menu.

To view or print a complete listing of the shortcuts in a set, select the set from the Set pop-up menu, then click the **Show Set** button. InDesign creates a text file containing a list of the shortcuts in the set and then opens it using the default text editor on your system (SimpleText on the Macintosh, Notepad in Windows). You can print or save this file for your reference.

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