



InDesign CS6/CC Cheat Sheet

Tool Shortcuts

	Selection Tool	V		Rectangle Tool	M
	Direct Selection Tool	A		Ellipse Tool	L
	Page Tool	Shift + P		Scissors Tool	C
	Gap Tool	U		Free Transform Tool	E
	Content Collector/Placer Tool	B		Rotate Tool	R
	Type Tool	T		Scale Tool	S
	Type on a Path Tool	Shift + T		Shear Tool	O
	Line Tool	/		Gradient Swatch Tool	G
	Pen Tool	P		Gradient Feather Tool	Shift + G
	Add Anchor Point Tool	=		Eyedropper Tool	I
	Delete Anchor Point Tool	-		Measure Tool	K
	Convert Direction Point Tool	Shift+C		Hand Tool	H
	Pencil Tool	N		Zoom Tool	Z
	Rectangle Frame Tool	F		Toggle between Fill or Stroke	X

File Menu Shortcuts

New Document	Cmd/Ctrl + N
Open...	Cmd/Ctrl + O
Close	Cmd/Ctrl + W
Save	Cmd/Ctrl + S
Save As...	Shift + Cmd/Ctrl + S
Place...	Cmd/Ctrl + D
Export...	Cmd/Ctrl + E
Document Setup...	Option/Alt + Cmd/Ctrl + P
Print...	Cmd/Ctrl + P
Exit	/Ctrl + Q

Edit Menu Shortcuts

Undo	Cmd/Ctrl + Z
Redo	Shift + Cmd/Ctrl + Z
Cut	Cmd/Ctrl + X
Copy	Cmd/Ctrl + C
Paste	Cmd/Ctrl + V
Paste without Formatting	Shift + Cmd/Ctrl + V
Paste in Place	Option/Alt + Shift + Cmd/Ctrl + V
Duplicate	Option/Alt + Shift + Cmd/Ctrl + D
Select All	Cmd + A
Deselect All	Shift + Cmd/Ctrl + A
Find/Change...	Cmd/Ctrl + F
Spelling: Check Spelling	Cmd/Ctrl + I

Object Menu Shortcuts

Group	Cmd/Ctrl + G
Ungroup	Shift + Cmd/Ctrl + G
Bring Forward	Cmd/Ctrl +]
Bring to Front	Shift + Cmd/Ctrl +]
Send Backward	Cmd/Ctrl + [
Send to Back	Shift + Cmd/Ctrl + [
Lock	Cmd/Ctrl + L
Unlock	Option/Alt + Cmd/Ctrl + L

Type Menu Shortcuts

Increase Font Size	Shift + Cmd/Ctrl + >
Decrease Font Size	Shift + Cmd/Ctrl + <
Bold	Shift + Cmd/Ctrl + B
Italic	Shift + Cmd/Ctrl + I
Underline	Shift + Cmd/Ctrl + U
Normal	Shift + Cmd/Ctrl + Y
Strikethrough	Ctrl + Shift + Cmd + / (Mac) Shift + Ctrl + / (Windows)
All Caps	Shift + Cmd/Ctrl + K
Small Caps	Shift + Cmd/Ctrl + H
Subscript	Option/Alt + Shift + Cmd/Ctrl + =
Superscript	Shift + Cmd/Ctrl + =
Align Left	Shift + Cmd/Ctrl + L
Align Right	Shift + Cmd/Ctrl + R
Align Center	Shift + Cmd/Ctrl + C
Align Justify	Shift + Cmd/Ctrl + J
Increase Leading	Text: Option/Alt + ↓
Decrease Leading	Text: Option/Alt + ↑

View Control Shortcuts

Zoom In	Cmd/Ctrl + +
Zoom Out	Cmd/Ctrl + -
Fit In Window	Cmd/Ctrl + 0
Actual Size	Shift + Cmd/Ctrl + 0