

INDESIGN CS

InDesign CS is the latest incarnation of Adobe's fantastic page layout application. If you're using a PC, substitute the **Cmd** for **Ctrl** and **Alt** for **Opt**. Keep this card handy for reference...

EDIT MENU

Check Spelling...	Cmd+I
Clear - Delete	Cmd+Delete, Del, Cmd+Del
Duplicate	Opt+Shift+Cmd+D
Edit In Story Editor	Cmd+Y
Find Next	Opt+Cmd+F
Find/Change...	Cmd+F
Paste In Place	Opt+Shift+Cmd+V
Paste Into	Opt+Cmd+V
Step And Repeat...	Shift+Cmd+V

LAYOUT MENU

First Page	Shift+Cmd+PgUp
Go Back	Cmd+PgUp
Go Forward	Cmd+PgDown
Last Page	Shift+Cmd+PgDown
Next Page	Shift+PgDown
Next Spread	Opt+PgDown
Previous Page	Shift+PgUp
Previous Spread	Opt+PgUp

OBJECT EDITING

Decrease Size / Scale By 5%	Opt+Cmd+,
Increase Size / Scale By 5%	Opt+Cmd-.
Nudge Down	Down Arrow
Nudge Down 1/10	Shift+Cmd+Down Arrow
Nudge Down 1/10 Duplicate	Opt+Shift+Cmd+Down Arrow
Nudge Down Duplicate	Opt+Down Arrow
Nudge Down x10	Shift+Down Arrow
Nudge Down x10 Duplicate	Opt+Shift+Down Arrow
Nudge Left	Left Arrow
Nudge Left 1/10	Shift+Cmd+Left Arrow
Nudge Left 1/10 Duplicate	Opt+Shift+Cmd+Left Arrow

Nudge Left Duplicate	Opt+Left Arrow
Nudge Left x10	Shift+Left Arrow
Nudge Left x10 Duplicate	Opt+Shift+Left Arrow
Nudge Right	Right Arrow
Nudge Right 1/10	Shift+Cmd+Right Arrow
Nudge Right 1/10 Duplicate	Opt+Shift+Cmd+Right Arrow
Nudge Right Duplicate	Opt+Right Arrow
Nudge Right x10	Shift+Right Arrow
Nudge Right x10 Duplicate	Opt+Shift+Right Arrow
Nudge Up -	Up Arrow
Nudge Up 1/10	Shift+Cmd+Up Arrow
Nudge Up 1/10 Duplicate	Opt+Shift+Cmd+Up Arrow
Nudge Up Duplicate	Opt+Up Arrow
Nudge Up x10	Shift+Up Arrow
Nudge Up x10 Duplicate	Opt+Shift+Up Arrow
Select All Guides	Opt+Cmd+G

OBJECT MENU

Arrange: Bring Forward	Cmd+]
Arrange: Bring To Front	Shift+Cmd+]
Arrange: Send Backward	Cmd+[
Arrange: Send To Back	Shift+Cmd+[
Clipping Path...	Opt+Shift+Cmd+K
Compound: Make	Cmd+8
Drop Shadow...	Opt+Cmd+M
Fitting: Centre Content	Shift+Cmd+E
Fitting: Fit Content Proportionally	Opt+Shift+Cmd+E
Fitting: Fit Content To Frame	Opt+Cmd+E
Fitting: Fit Frame To Content	Opt+Cmd+C
Group	Cmd+G
Lock Position	Cmd+L ↲

Select: First Object Above	Opt+Shift+Cmd+]
Select: Last Object Below	Opt+Shift+Cmd+[
Select: Next Object Above	Opt+Cmd+]
Select: Next Object Below	Opt+Cmd+[
Text Frame Options...	Cmd+B
Transform: Move...	Shift+Cmd+M
Ungroup	Shift+Cmd+G
Unlock Position	Opt+Cmd+L

TABLES MENU

Cell Options: Text...	Tables-Opt+Cmd+B
Delete: Column	Tables-Shift+Delete
Delete: Row	Tables-Cmd+Delete
Insert Table...	Text-Opt+Shift+Cmd+T
Insert: Column...	Tables-Opt+Cmd+9
Insert: Row...	Tables-Cmd+9
Select: Cell	Tables-Cmd+]
Select: Column	Tables-Opt+Cmd+3
Select: Row	Tables-Cmd+3
Select: Table	Tables-Opt+Cmd+A
Table Options: Table Setup...	Opt+Shift+Cmd+B
Move To The Left One Word	Text-Cmd+Left Arrow
Move To The Next Paragraph	Text-Cmd +Down Arrow
Move To The Previous Paragraph	Text-Cmd +Up Arrow
Move Right One Character	Text-Right Arrow
Move Right One Word	Text-Cmd+Right Arrow
Move To Start Of The Line	Text-Home
Move Up	Tables-Up Arrow
Move Up One Line	Text-Up Arrow
Normal Horizontal Text Scale	Shift+Cmd+X
Normal Vertical Text Scale	Opt+Shift+Cmd+X
Recompose All Stories	Opt+Cmd+]
Replace With Change To Text	Text-Cmd+F3

TOOLS

Add Anchor Point Tool	=
Apply Color	,
Apply Default Fill And Stroke Colors	D
Apply Gradient	.
Apply None	/, Num /
Button Tool	B
Convert Direction Point Tool	Shift+C
Delete Anchor Point Tool	-
Direct Selection Tool	A
Ellipse Tool	L

Erase Tool	[none defined]
Eyedropper Tool	I
Free Transform Tool	E
Gradient Tool	G
Hand Tool	H
Line Tool	\
Measure Tool	K
Pen Tool	P
Pencil Tool	N
Rectangle Frame Tool	F
Rectangle Tool	M
Rotate Tool	R
Scale Tool	S
Scissors Tool	C
Selection Tool	V
Shear Tool	O
Smooth Tool	[none defined]
Swap Fill And Stroke Activation	X
Swap Fill And Stroke Colors	Shift+X
Toggle Text And Object Control	J
Toggle View Between Default And Preview	W
Type On A Path Tool	Shift+T
Type Tool	T
Zoom Tool	Z

VIEW MENU

Actual Size	Cmd+1
Entire Pasteboard	Opt+Shift+Cmd+0
Fit Page In Window	Cmd+0
Fit Spread In Window	Opt+Cmd+0
Hide Frame Edges	Cmd+H
Hide Guides	Cmd+;
Hide Rulers	Cmd+R
High Quality Display	Opt+Cmd+H
Lock Guides	Opt+Cmd+;
Optimized Display	Opt+Cmd+O
Overprint Preview	Opt+Shift+Cmd+Y
Show Baseline Grid	Opt+Cmd+'
Show Document Grid	Cmd+'
Show Structure	Opt+Cmd+1
Show Text Threads	Opt+Cmd+Y
Snap To Document Grid	Shift+Cmd+'
Snap To Guides	Shift+Cmd+;
Typical Display	Opt+Cmd+Z
Zoom In	Cmd+=, Cmd+Num +
Zoom Out	Cmd+-, Cmd+Num -

ESSENTIAL
INDESIGN CS
 COLLECTOR'S CARD

COMPUTER
arts

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