Dear Friend,

I sincerely hope that you find the attached InDesign Keyboard Shortcut Reference helpful. Learning the keyboard shortcuts for repetitive tasks is one of the best ways to increase your productivity and to make life with InDesign more enjoyable.

Don’t be intimidated by the number of keyboard shortcuts — you don’t need to learn them all. Highlight the shortcuts that you think will be most useful, and work on learning a new one each week.

All the best,

Keith Gilbert

P.S. Want to learn more? I can come to your place of work, anywhere in the world, and help you learn more about Adobe InDesign, InCopy, Illustrator, Photoshop, Acrobat or Flash. I do custom training for individuals, small and large groups. I have training prepared that will quickly bring you up to speed on all the new features of CS4, or I can customize a session to cover just the topics you want to learn. For more information, contact me using the sources below.
About Gilbert Consulting

Keith Gilbert is the principal of Gilbert Consulting, a St. Paul Minnesota consulting and training firm. Keith has been instructing and consulting with graphic designers and communicators since 1985.

Keith is an Adobe Certified Instructor and an Adobe Print Specialist, one of a select group of individuals nationwide to be certified for on-site training in InDesign, InCopy, Illustrator, Photoshop, and Acrobat. Training and consulting engagements have taken him throughout the United States, as well as to Bridgetown, Barbados and Nairobi, Kenya.

Keith has a degree in Computer Science from the University of Minnesota. He is passionate about design and typography. When not teaching and consulting, Keith tackles design and production challenges for a select group of clients. This gives him a chance to use the latest software to solve real world design and production problems.

Keith is a founding member and the Chapter Representative for the Twin Cities InDesign User Group. He is a frequent speaker at industry seminars and conferences.

Contact Keith at 651-633-7148 if you would like more information about training or consulting at your company.


Visit blog.gilbertconsulting.com
for more tips, techniques & resources!
InDesign CS4 Default Shortcuts—Windows

Structure Navigation (XML Selection)
- Collapse element
- Collapse element and child elements
- Expand element
- Expand element and child elements
- Extend XML selection down
- Extend XML selection up
- Move XML selection down/up
- Scroll structure pane down one screen
- Scroll structure pane up one screen
- Select first/last XML node
- Select through first XML node
- Select through last XML node
- View next validation error
- View previous validation error

Text
- Align left
- Align center
- Align right
- Align justify
- Align force justify
- Align to baseline grid
- Apply bold
- Apply italic
- Apply all caps
- Apply small caps
- Apply strikethrough
- Apply superscript
- Apply subscript
- Apply underlining
- Apply normal horizontal text scale
- Apply normal vertical text scale
- Auto leading
- Auto-hyphenate on/off
- Toggle Typographer’s Quotes Preference
- Decrease point size
- Decrease point size x 5
- Increase point size
- Increase point size x 5
- Decrease baseline shift
- Decrease baseline shift x 5
- Increase baseline shift
- Increase baseline shift x 5
- Decrease word space
- Decrease word space x 5
- Increase word space
- Increase word space x 5
- Delete one character to the left
- Delete one character to the right
- Delete one word to the left
- Delete one word to the right
- Load Find with selected text & Find Next instance
- Find Next
- Load Find with selected text
- Load Replace with selected text
- Replace with Change To text
- Replace with Change To text and Find Next
- Move to the start of the line
- Move to the beginning of the story
- Move to the end of the line
- Move to the end of the story
- Move Left, Right, Down, Up
- Move the left one word
- Move the right one word
- Move the next paragraph
- Move the previous paragraph
- Select line
- Select one character to the left/right
- Select one line above/below
- Select one paragraph before
- Select one paragraph forward
- Select one word to the left
- Select one word to the right
- Select to the start of the line
- Select to the beginning of the story
- Select to the end of the line
- Select to the end of the story
- Recompose all stories
- Update missing font list

Tools
- Add Anchor Point Tool
- Apply Color
- Apply Gradient
- Apply None
- Apply default fill and stroke colors
- Convert Direction Point Tool
- Delete Anchor Point Tool
- Direct Selection Tool
- Ellipse Tool
- Eyedropper Tool
- Free Transform Tool
- Gradient Feather Tool
- Gradient Swatch Tool
- Hand Tool
- Line Tool
- Measure Tool
- Pen Tool
- Pencil Tool
- Position Tool
- Rectangle Frame Tool
- Rectangle Tool
- Rotate Tool
- Scale Tool

Scissors Tool
- Selection Tool
- Shear Tool
- Swap fill and stroke activation
- Swap fill and stroke colors
- Toggle Text and Object Control
- Toggle view setting between default and preview

Text, esc
- View between default and preview
- Type tool
- Type on a Path Tool
- Zoom Tool

Views, Navigation
- Overprint Preview
- Zoom In/Zoom Out
- Fit Page in Window
- Fit Spread in Window
- Entire Pasteboard
- Fit Selection in Window
- Actual Size
- 200%
- 400%
- 50%
- Display Perf: Clear Object-Level Display Settings
- Display Performance: Typical Display
- Display Performance: Fast Display
- Display Performance: High Quality Display
- Structure: Show Structure
- Show/Hide Text Threads
- Show/Hide Frame Edges
- Show/Hide Rulers
- Show Cyan plate
- Show Magenta plate
- Show Yellow plate
- Show Black plate
- Show 1st spot plate
- Show 2nd spot plate
- Show 3rd spot plate
- Show all plates
- Grids & Guides: Show Guides
- Grids & Guides: Snap to Guides
- Grids & Guides: Lock Guides
- Grids & Guides: Show Document Grid
- Grids & Guides: Snap to Document Grid
- Grids & Guides: Show Baseline Grid
- Grids & Guides: Smart Guides
- Grids & Guides: Activate last-used field in panel
- Grids & Guides: Go to first spread
- Grids & Guides: To last spread
- Grids & Guides: To previous frame in thread
- Grids & Guides: To first frame in thread
- Grids & Guides: To next frame in thread
- Grids & Guides: To last frame in thread
- Grids & Guides: Scroll down/up one screen
- Force redraw
- Show/Hide all panels
- Show/Hide all panels except tools panel
- Expand/collapse all docked panels
- Suppress overrides (view optimized)
- Toggle Character & Para. Modes in Control Panel
- Toggle Keyboard Focus in Control Panel
- Toggle Measurement System
- Toggle between current and previous views
- Next Window
- Previous Window
- Open Context Menu
- InDesign Help