



indesign cs3 shortcuts | twelve hundred and counting...

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tools

RATIONALE
Adjusting fill and stroke colours of your text while still editing it should be accessible.

add anchor point tool	default: =
apply color	default: COMMA, default: ^COMMA
apply gradient	default: PERIOD, default: ^PERIOD
apply none	default: /, default: NUM /, default: ^/
apply default fill and stroke colors	default: D, default: ^D
button tool	default: B
convert direction point tool	default: ⌘C
delete anchor point tool	default: -
direct selection tool	default: A, default: ^A
↳ temporarily select direct selection tool (if it was the last used)	default: ⌘
ellipse frame tool	[none]
ellipse tool	default: L, default: ^L
erase tool	[none]
eyedropper tool	default: I, default: ^I
free transform tool	default: E, default: ^E
gradient feather tool	default: ⌘G, default: ^⌘G
gradient swatch tool	default: G, default: ^G
hand tool	default: H, default: ^H
↳ temporarily select hand tool (in layout or text mode)	default: ⌘SPACEBAR
line tool	default: \, default: ^\
measure tool	default: K
note tool	[none]
↳ temporarily select note tool	default: ⌘⌘
pen tool	default: P, default: ^P
pencil tool	default: N
polygon frame tool	[none]
polygon tool	[none]
position tool	default: ⌘A
rectangle frame tool	default: F, default: ^F
rectangle tool	default: M, default: ^M
rotate tool	default: R, default: ^R
scale tool	default: S, default: ^S
scissors tool	default: C
selection tool	default: V, text: ⌘, default: ^V
↳ temporarily select selection tool (if it was the last used)	default: ⌘
↳ toggle between direct selection tool and selection tool	default: ^⇧
shear tool	default: O
smooth tool	[none]
swap fill and stroke activation	default: X, default: ^X
swap fill and stroke colors	default: ⌘X, default: ^⌘X
toggle text and object control	default: J, default: ^J
toggle view setting between default and preview (last used mode)	default: W, default: ^W
type tool	default: T, default: ^T
type on a path tool	default: ⌘T, default: ^⌘T
zoom tool	default: Z, default: ^Z
↳ temporarily select zoom in tool	default: ⌘SPACEBAR
↳ temporarily select zoom out tool	default: ⌘SPACEBAR

RATIONALE
Adding the **Ctrl** key to the mix allows the user to switch out to *any* of the more commonly accessed tools in the toolbox, regardless of being within a text frame.

RATIONALE
Switching to preview mode while still working away in a body of text is nice.

The Option Key is Your Friend

When performing any object transformations, if we hold down the **Option** key before hitting the Return key the result will be a copy of the original, *i.e. changing Y coordinates in the Control Panel.*

If we hold down the **Option** key while dragging around InDesign objects the result will be a copy of the original.

Finally, there are many panels that contain the **create new** icon and the **trash** icon along their bottom. If we hold down the **Option** key when selecting the **create new** icon we will be presented with options, *i.e. naming a layer.* If we do the same for the **trash** icon, any warnings will be bypassed.



object editing

decrease size / scale by 1% (relatively)	default: ⌘,
decrease size / scale by 5% (relatively)	default: ⌘⌘,
horizontal align center	default: ^⌘⇧-
horizontal align left	default: ^⌘⇧←
horizontal align right	default: ^⌘⇧→
horizontal distribute center	default: ^⌘⇧⌘-
horizontal distribute left	[none]
horizontal distribute right	[none]
horizontal distribute space	[none]
horizontal margin align center	[none]
horizontal margin align left	[none]
horizontal margin align right	[none]
horizontal page align center	[none]
horizontal page align left	[none]
horizontal page align right	[none]
horizontal spread align center	[none]
horizontal spread align left	[none]
horizontal spread align right	[none]
increase size / scale by 1% (relatively)	default: ⌘.
increase size / scale by 5% (relatively)	default: ⌘⌘.
nudge down	default: ↓
nudge down 1/30	default: ⌘⇧↓
nudge down 1/30 duplicate	default: ⌘⇧⌘↓
nudge down duplicate	default: ⌘↓
nudge down x 10	default: ⌘⇧↓
nudge down x 10 duplicate	default: ⌘⇧⌘↓
nudge left	default: ←
nudge left 1/30	default: ⌘⇧←
nudge left 1/30 duplicate	default: ⌘⇧⌘←
nudge left duplicate	default: ⌘←
nudge left x 10	default: ⌘⇧←
nudge left x 10 duplicate	default: ⌘⇧⌘←
nudge right	default: →
nudge right 1/30	default: ⌘⇧→
nudge right 1/30 duplicate	default: ⌘⇧⌘→
nudge right duplicate	default: ⌘→
nudge right x 10	default: ⌘⇧→
nudge right x 10 duplicate	default: ⌘⇧⌘→
nudge up	default: ↑
nudge up 1/30	default: ⌘⇧↑
nudge up 1/30 duplicate	default: ⌘⇧⌘↑
nudge up duplicate	default: ⌘↑
nudge up x 10	default: ⌘⇧↑
nudge up x 10 duplicate	default: ⌘⇧⌘↑
select all guides	default: ⌘⇧G
vertical align bottom	default: ^⌘⇧↓
vertical align center	default: ^⌘⇧↕
vertical align top	default: ^⌘⇧↑
vertical distribute bottom	[none]
vertical distribute center	default: ^⌘⇧⌘↕
vertical distribute space	[none]
vertical distribute top	[none]
vertical margin align bottom	[none]
vertical margin align center	[none]
vertical margin align top	[none]
vertical page align bottom	[none]
vertical page align center	[none]
vertical page align top	[none]
vertical spread align bottom	[none]
vertical spread align center	[none]
vertical spread align top	[none]

RATIONALE
With all the **nudge** shortcuts it only makes sense that we have a batch to align our objects. Horizontally here and vertically down below.

RATIONALE
With all the **nudge** shortcuts it only makes sense that we have a batch to align our objects. Vertically here and horizontally up above.

views, navigation

200% size	default: ⌘2
400% size	default: ⌘4
50% size	default: ⌘5
access page number box	[none]
access zoom percentage box	default: ⌘5
activate last-used field in panel	default: ⌘6
close all	default: ⌘⇧W
close document	default: ⇧W
first spread	default: HOME, default: ⌘⇧
fit selection in window	default: ⌘=
force redraw	default: ⇧F5
go to first frame in thread	default: ⌘⇧
go to last frame in thread	default: ⌘⇧
go to next frame in thread	default: ⌘⇧
go to previous frame in thread	default: ⌘⇧
grids in back	[none]
guides in back	[none]
horizontal ruler: agates	[none]
horizontal ruler: centimeters	[none]
horizontal ruler: ciceros	[none]
horizontal ruler: custom...	[none]
horizontal ruler: inches	[none]
horizontal ruler: inches decimal	[none]
horizontal ruler: millimeters	[none]
horizontal ruler: picas	[none]
horizontal ruler: points	[none]
last spread	default: END, default: ⌘⇧
lock zero point	[none]
new default document	default: ⌘N
next window	[none]
open context menu	[none]
open/close all panels in side tabs	default: ⌘⇧→
open/close panels in left side tabs	[none]
open/close panels in right side tabs	[none]
previous window	[none]
ruler on spine	[none]
ruler per page	[none]
ruler per spread	[none]
save all	default: ⌘⇧S
scroll down one screen	default: ⇧, text: ⇧
scroll up one screen	default: ⇧, text: ⇧

show 1st spot plate	default: ⌘⇧5
show 2nd spot plate	default: ⌘⇧6
show 3rd spot plate	default: ⌘⇧7
show 4th spot plate	[none]
show 5th spot plate	[none]
show black plate	default: ⌘⇧4
show cyan plate	default: ⌘⇧1
show magenta plate	default: ⌘⇧2
show yellow plate	default: ⌘⇧3
show all plates	default: ⌘⇧`
show/hide all panels	default: →
show/hide all panels except toolbox	default: ⇧→, default: ^⇧→
suppress overrides (view optimized)	default: ⇧⇧
toggle character and paragraph modes in control panel	default: ⌘7
toggle keyboard focus in control panel	default: ⌘6
toggle measurement system	default: ⌘⇧U
toggle between current and previous views	default: ⌘2
vertical ruler: agates	[none]
vertical ruler: centimeters	[none]
vertical ruler: ciceros	[none]
vertical ruler: custom...	[none]
vertical ruler: inches	[none]
vertical ruler: inches decimal	[none]
vertical ruler: millimeters	[none]
vertical ruler: picas	[none]
vertical ruler: points	[none]

RATIONALE

Once again, freedom to toggle off the mess of panels while editing your text. The cool thing is the docked panels will pop out when moving your cursor to the edge of the screen

text and tables

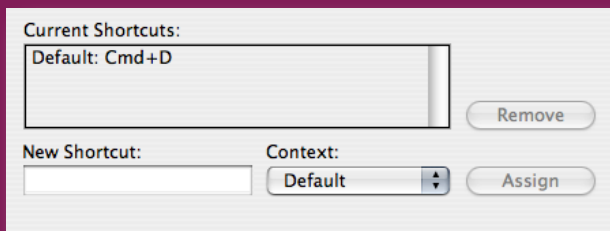
0°	[none]
180°	[none]
270°	[none]
90°	[none]
align away from spine	[none]
align center	default: ⇧C
align force justify	default: ⇧F
align justify	default: ⇧J
align left	default: ⇧L
align right	default: ⇧R
align to baseline grid	default: ⌘⇧G
align towards spine	[none]
apply bold	default: ⇧B
apply italic	default: ⇧I
apply normal	default: ⇧Y
auto leading	default: ⌘⇧A
auto-hyphenate on / off	default: ⌘⇧H
clear	tables: ⌫
clear all overrides	[none]
clear character overrides	[none]
clear paragraph overrides	[none]
decrease baseline shift	text: ⌘⇧↓
decrease baseline shift x 5	text: ⌘⇧5↓
decrease horizontal scale	text: ^
decrease horizontal scale x 5	text: ^⇧
decrease kerning/tracking	text: ⌘⇧←, text: ⌘←
decrease kerning/tracking x 5	text: ⌘⇧←
decrease leading	text: ⌘↑
decrease leading x 5	text: ⌘⇧↑
decrease point size	default: ⇧,
decrease point size x 5	default: ⌘⇧,
decrease vertical scale	[none]
decrease vertical scale x 5	[none]

RATIONALE

If we feel like angering fontographers, we can now distort their beautiful, painstakingly-crafted glyphs. Adobe finally caved and gave the InDesign user the option. Kind of like all the underlining (yuck!) requests for Illustrator. One of a typographer's worst nightmares! For the record, I am opposed to any bastardizing of type. I suggest using a typeface specifically designed to be condensed.

What's with all this default business?!

In the Context list, select the context in which you want the keyboard shortcut to function. The context ensures that the shortcut performs the way you intended. For example, you can assign **Ctrl+G** to merge table cells (Table context) and **Ctrl+G** to insert special characters (Text context).



Note: Assign shortcuts in the Default context when you want them to function regardless of the current state of the document. Shortcuts you assign in other contexts, such as Table or Text, override shortcuts assigned in the Default context.

text and tables cont'd

decrease word space	default: <code>⌘⌘⌫</code>
decrease word space x 5	default: <code>⌘⇧⌘⌫</code>
delete	tables: <code>DEL</code>
delete one character to the left	text: <code>⌫</code> , text: <code>⇧⌫</code>
delete one character to the right	text: <code>DEL</code> , text: <code>⇧DEL</code>
delete one word to the left	text: <code>⌘⌫</code>
delete one word to the right	text: <code>⌘DEL</code>
expand all footnotes	[none]
find next	text: <code>⇧F2</code>
grep find next	[none]
grep load find and find next instance	[none]
grep load find with selected text	[none]
grep load replace with selected text	[none]
grep replace with change to text	[none]
grep replace with change to text and find next	[none]
increase baseline shift	text: <code>⌘⇧↑</code>
increase baseline shift x 5	text: <code>⌘⇧⌘↑</code>
increase horizontal scale	text: <code>^]</code>
increase horizontal scale x 5	text: <code>^⇧]</code>
increase kerning/tracking	text: <code>⌘⇧→</code> , text: <code>⌘→</code>
increase kerning/tracking x 5	text: <code>⌘⌘→</code>
increase leading	text: <code>⌘↓</code>
increase leading x 5	text: <code>⌘⌘↓</code>
increase point size	default: <code>⇧⌘.</code>
increase point size x 5	default: <code>⇧⇧⌘.</code>
increase vertical scale	[none]
increase vertical scale x 5	[none]
increase word space	default: <code>⌘⌘\</code> , default: <code>^⌘⌘\</code>
increase word space x 5	default: <code>⌘⇧⌘\</code>
insert anchored object/go to anchor marker	[none]
insert column	[none]
insert row	[none]
keep with next row	[none]
load find and find next instance	text: <code>⇧F1</code>
load find with selected text	text: <code>⌘F1</code>
load replace with selected text	text: <code>⌘F2</code>
move down	tables: <code>↓</code>
move left	tables: <code>←</code>
move right	tables: <code>→</code>
move up	tables: <code>↑</code>
move down one line	text: <code>↓</code>
move to first cell in column	tables: <code>⌘#</code>
move to first cell in row	tables: <code>⌘HOME</code>
move to first row in frame	tables: <code>#</code>
move to last cell in column	tables: <code>⌘#</code>
move to last cell in row	tables: <code>⌘END</code>
move to last row in frame	tables: <code>#</code>
move to next cell	tables: <code>→</code>
move to previous cell	tables: <code>⇧→</code>
move to beginning of story	text: <code>⌘HOME</code>
move to end of story	text: <code>⌘END</code>
move to the end of the line	text: <code>END</code>
move to the left one character	text: <code>←</code>
move to the left one word	text: <code>⌘←</code>
move to the next paragraph	text: <code>⌘↓</code>
move to the previous paragraph	text: <code>⌘↑</code>
move to the right one character	text: <code>→</code>
move to the right one word	text: <code>⌘→</code>
move to the start of the line	text: <code>HOME</code>
move up one line	text: <code>↑</code>
normal horizontal text scale	default: <code>⇧⌘X</code>
normal vertical text scale	default: <code>⌘⇧⌘X</code>
recompose all stories	default: <code>⌘⌘/</code>

recompose all stories immediately	[none]
replace with change to text	text: <code>⌘F3</code>
replace with change to text and find next	text: <code>⇧F3</code>
reset kerning and tracking	text: <code>⌘⌘Q</code>
search in spotlight	[none]
select cells above	tables: <code>⇧↑</code>
select cells below	tables: <code>⇧↓</code>
select cells to the left	tables: <code>⇧←</code>
select cells to the right	tables: <code>⇧→</code>
select line	text: <code>⇧⌘\</code>
select one character to the left	text: <code>⇧←</code>
select one character to the right	text: <code>⇧→</code>
select one line above	text: <code>⇧↑</code>
select one line below	text: <code>⇧↓</code>
select one paragraph before	text: <code>⇧⌘↑</code>
select one paragraph forward	text: <code>⇧⌘↓</code>
select one word to the left	text: <code>⇧⌘←</code>
select one word to the right	text: <code>⇧⌘→</code>
select to beginning of story	text: <code>⇧⌘HOME</code>
select to end of story	text: <code>⇧⌘END</code>
select to the end of the line	text: <code>⇧END</code>
select to the start of the line	text: <code>⇧HOME</code>
start row on next column	tables: <code>⌘</code>
start row on next frame	tables: <code>⇧⌘</code>
switch composer	[none]
toggle adjust spacing automatically when cutting and pasting	[none]
toggle autogrow	[none]
toggle cell/text selection	tables: <code>⌘</code>
toggle drag and drop text preference	[none]
toggle typographer's quotes preference	default: <code>⌘⇧⌘'</code>
update missing font list	default: <code>⌘⇧⌘/</code>

application menu

about indesgn...	[none]
configure plug-ins...	[none]
hide indesgn	[none]
preferences: advanced type...	[none]
preferences: appearance of black...	[none]
preferences: autocorrect...	[none]
preferences: clipboard handling...	[none]
preferences: composition...	[none]
preferences: dictionary...	[none]
preferences: display performance...	[none]
preferences: file handling...	[none]
preferences: general...	default: <code>⌘K</code>
preferences: grids...	[none]
preferences: guides & pasteboard...	[none]
preferences: interface	[none]
preferences: notes...	[none]
preferences: spelling...	[none]
preferences: story editor display...	[none]
preferences: type...	[none]
preferences: units & increments...	[none]

file menu

browse in new window...	[none]
browse...	default: ⌘O
check in...	[none]
close	default: ⌘W
document presets: define...	[none]
document setup...	default: ⌘P
export...	default: ⌘E
file info...	default: ⌘⇧I
import xml...	[none]
new: book...	[none]
new: document from template...	[none]
new: document...	default: ⌘N
new: library...	[none]
open...	default: ⌘O
pdf export presets: define...	[none]
place...	default: F1
preflight...	default: ⌘⇧F
print booklet...	[none]
print presets: define...	[none]
print...	default: ⌘P
revert	[none]
save	default: ⌘S
save as...	default: ⌘⇧S
save a copy...	default: ⌘⇧S
user...	[none]
versions...	[none]
xhtml/digital editions...	[none]
xhtml/dreamweaver...	[none]
xml...	[none]

RATIONALE

The default shortcut, *Cmd+D* is consistently associated with duplicating in the most other apps.

edit menu

assign profiles...	[none]
cancel check out	[none]
check in	default: ⌘⇧F9
check in all	default: ⌘⇧⇧F9
check out	default: ⌘F9
clear	default: ⌫, default: ⌘⇧⇧, default: DEL, default: ⌘DEL
color settings...	[none]
convert to profile...	[none]
copy	default: ⌘C
cut	default: ⌘X
deselect all	default: ⌘A
duplicate	default: ⌘D, default: ⌘⇧D
edit original	default: ⌘⇧O
edit in story editor	default: ⌘Y
find next	default: ⌘F
find/change...	default: ⌘F
incopy: add all graphics to assignment: new...	[none]
incopy: add all stories to assignment: new...	[none]
incopy: add layer to assignment: new...	[none]
incopy: add selection to assignment: new...	[none]
incopy: export: all graphics and stories...	[none]
incopy: export: all graphics...	[none]
incopy: export: all stories...	[none]
incopy: export: layer...	[none]
incopy: export: selection...	[none]
include cell styles (e)	[none]
include character styles (c)	[none]
include menu commands (m)	[none]
include object styles (o)	[none]
include paragraph styles (p)	[none]

RATIONALE

Cmd+D is consistently associated with duplicating in the most other apps.

edit menu cont'd

include scripts (s)	[none]
include table styles (t)	[none]
include text variables (v)	[none]
keyboard shortcuts...	default: ⌘⇧K
menus...	[none]
paste	default: ⌘V
paste into	default: ⌘⇧V
paste in place	default: ⌘⇧⇧V
paste without formatting	default: ⌘⇧V
quick apply...	default: ⌘↵
redo	default: ⌘Z
save content	[none]
select all	default: ⌘A
show hidden menu commands	[none]
spelling: autocorrect	[none]
spelling: check spelling...	default: ⌘I
spelling: dictionary...	[none]
spelling: dynamic spelling	default: ⌘⇧I
step and repeat...	default: ⌘D, default: ⌘U
transparency blend space: document cmyk	[none]
transparency blend space: document rgb	[none]
transparency flattener presets...	[none]
undo	default: ⌘Z
unembed story	[none]
update content	default: ⌘F5

RATIONALE

I know we'll never need to tweak our shortcuts after this, but just in case.

RATIONALE

Wanting to keep in the same vein as the *Duplicate* command.

layout menu

create guides...	default: ⌘⇧;
first page	default: ⌘⇧#
go back	default: ⌘#
go forward	default: ⌘#
go to page...	default: ⌘#
last page	default: ⌘⇧#
layout adjustment...	[none]
margins and columns...	[none]
next page	default: ⌘#, text: ⌘#
next spread	default: ⌘#
numbering & section options...	[none]
pages: add page	default: ⌘P
previous page	default: ⌘#, text: ⌘#
previous spread	default: ⌘#
ruler guides...	[none]
table of contents styles...	[none]
table of contents...	[none]
update table of contents	[none]

type menu

bulleted & numbered lists: apply bullets	[none]
bulleted & numbered lists: apply numbers	[none]
bulleted & numbered lists: convert bullets and numbering to text	[none]
bulleted & numbered lists: define lists...	[none]
bulleted & numbered lists: restart/continue numbering	[none]
change case: sentence case	[none]
change case: title case	[none]
change case: uppercase	[none]
change case: lowercase	[none]
create outlines	default: ⌘O
create outlines without deleting text	default: ⌘⇧O
document footnote options...	[none]

type menu cont'd

fill with placeholder text	default: ^⇧F1
find font...	default: ^⇧F
go to footnote text	[none]
ignore all	[none]
insert break character: column break	text: ⌘
insert break character: discretionary line break	[none]
insert break character: even page break	[none]
insert break character: forced line break	text: ⇧↵
insert break character: frame break	text: ⇧⌘
insert break character: non-joiner	[none]
insert break character: odd page break	[none]
insert break character: page break	text: ⌘⌘
insert break character: paragraph return	[none]
insert footnote	[none]
insert special character: hyphens and dashes: discretionary hyphen	text: ⇧⇧-
insert special character: hyphens and dashes: em dash	text: ⌘⇧-
insert special character: hyphens and dashes: en dash	text: ⌘-
insert special character: hyphens and dashes: nonbreaking hyphen	text: ⌘⇧-
insert special character: markers: current page number	text: ⌘⇧N
insert special character: markers: footnote number	[none]
insert special character: markers: next page number	[none]
insert special character: markers: previous page number	[none]
insert special character: markers: section marker	text: ⌘⇧6
insert special character: other: end nested style here	text: ⌘E
insert special character: other: indent to here	text: ⌘\
insert special character: other: right indent tab	text: ⇧→
insert special character: other: tab	text: →
insert special character: quotation marks: double left quotation marks	text: ⌘[
insert special character: quotation marks: double right quotation marks	text: ⌘⇧[
insert special character: quotation marks: single left quotation mark	text: ⌘]
insert special character: quotation marks: single right quotation mark	text: ⌘⇧]
insert special character: quotation marks: straight double quotation marks	text: ^⇧'
insert special character: quotation marks: straight single quotation mark (apostrophe)	text: ^'
insert special character: symbols: bullet character	text: ⌘8
insert special character: symbols: copyright symbol	text: ⌘G
insert special character: symbols: ellipsis	text: ⌘;
insert special character: symbols: paragraph symbol	text: ⌘7
insert special character: symbols: registered trademark symbol	text: ⌘R
insert special character: symbols: section symbol	text: ⌘6
insert special character: symbols: trademark symbol	text: ⌘2
insert white space: em space	text: ⇧⇧M
insert white space: en space	text: ⇧⇧N
insert white space: figure space	[none]
insert white space: flush space	text: ^⇧H
insert white space: hair space	text: ^⇧H
insert white space: nonbreaking space	text: ⌘⇧X
insert white space: nonbreaking space (fixed width)	[none]
insert white space: punctuation space	[none]
insert white space: quarter space	[none]
insert white space: sixth space	[none]
insert white space: thin space	text: ⌘⇧⇧M
insert white space: third space	[none]
show hidden characters	default: ⌘⇧I
size: other...	[none]
tabs	default: ⇧⇧T
text variables: convert variable to text	[none]
text variables: define...	[none]
type on path: delete type from path	[none]
type on path: options...	[none]

RATIONALE
For all you Quark users out there. I present *Font Usage*

RATIONALE
Even though some might know the universal shortcuts for many of these, we thought it would be helpful to add them to the menus.

notes menu

convert line to note	[none]
convert paragraph to note	[none]
convert story to note	[none]
convert word to note	[none]
convert to note	[none]
convert to text	[none]
copy text to note	[none]
delete note	[none]
expand/collapse notes in story	[none]
new note	[none]
next note	[none]
notes mode	text: ⌘F8
open note	[none]
previous note	[none]
remove all notes	[none]
remove notes from story	[none]
split note	[none]

object menu

anchored object: insert...	[none]
anchored object: options...	default: ^⇧R
anchored object: release	[none]
arrange: bring forward	default: ⌘]
arrange: bring to front	default: ⇧⌘]
arrange: send backward	default: ⌘[
arrange: send to back	default: ⇧⇧[
baseline options	[none]
clipping path: convert clipping path to frame	[none]
clipping path: options...	default: ⌘⇧⇧K
compound: make compound path	default: ⌘8
compound: release compound path	default: ⌘⇧8
content: graphic	default: ^⇧⇧G
content: text	default: ^⇧⇧T
content: unassigned	default: ^⇧⇧U
convert point: corner	[none]
convert point: line end	[none]
convert point: smooth	[none]
convert point: symmetrical	[none]
convert shape: beveled rectangle	[none]
convert shape: ellipse	[none]
convert shape: fancy rectangle	[none]
convert shape: inverse rounded rectangle	[none]
convert shape: line	[none]
convert shape: orthogonal line	[none]
convert shape: polygon	[none]
convert shape: rectangle	[none]
convert shape: rounded rectangle	[none]
convert shape: triangle	[none]
corner options...	default: ^⇧⇧C
display: fast display	[none]
display: high quality display	[none]
display: typical display	[none]
display: use view setting	[none]
effects: basic feather...	[none]
effects: bevel and emboss...	[none]
effects: clear all transparency	[none]
effects: clear effects	[none]
effects: directional feather...	[none]
effects: drop shadow...	default: ⌘⇧M
effects: global light...	[none]
effects: gradient feather...	[none]

RATIONALE
It only made sense that these three commands had some consistency. Especially since we can't access *Corner Options* through a right-click. Doh!

object menu cont'd

effects: inner glow...	[none]
effects: inner shadow...	[none]
effects: outer glow...	[none]
effects: satin...	[none]
effects: transparency...	default: ⌘⇧E
fitting: center content	default: ⌘⌘E
fitting: fill frame proportionally	default: ⌘⇧C
fitting: fit content proportionally	default: ⌘⇧E
fitting: fit content to frame	default: ⌘⌘E
fitting: fit frame to content	default: ⌘⌘C
fitting: frame fitting options...	default: ⌘⇧⇧E
group	default: ⌘G
image color settings...	[none]
interactive: button options...	[none]
interactive: convert to button	[none]
interactive: movie options...	[none]
interactive: set tab order...	[none]
interactive: sound options...	[none]
lock position	default: ⌘L
object layer options...	default: ⌘⇧L
pathfinder: add	[none]
pathfinder: exclude overlap	[none]
pathfinder: intersect	[none]
pathfinder: minus back	[none]
pathfinder: subtract	[none]
paths: close path	[none]
paths: connect	[none]
paths: join	[none]
paths: open path	[none]
paths: reverse path	[none]
select: container	default: ⌘⇧↑
select: content	default: ⌘⇧↓
select: first object above	default: ⌘⇧⌘
select: last object below	default: ⌘⇧⌘[
select: next object	default: ⌘⇧→
select: next object above	default: ⌘⌘
select: next object below	default: ⌘⌘[
select: previous object	default: ⌘⇧←
text frame options...	default: ⌘B
transform again: transform again	default: ⌘⌘3
transform again: transform again individually	default: ⌘⌘3
transform again: transform sequence again	default: ⌘⌘4
transform again: transform sequence again individually	default: ⌘⌘4
transform: flip horizontal	[none]
transform: flip vertical	[none]
transform: move guides...	[none]
transform: move...	default: ⌘⇧M
transform: rotate 180°	[none]
transform: rotate 90° ccw	[none]
transform: rotate 90° cw	[none]
transform: rotate...	[none]
transform: scale...	[none]
transform: shear...	[none]
ungroup	default: ⌘⇧G
unlock position	default: ⌘⇧L

RATIONALE

With the intro of *Effects*, they neglected to assign a shortcut to simply pop open the *Effects* dialog.

RATIONALE

Gaining access to this new feature while maintaining consistency with the other fitting shortcuts

RATIONALE

If making extensive use of layered PDFs and PSDs, then we'll appreciate this shortcut.

RATIONALE

Quickly drop into a graphic frame to scale (*Cmd+ < or >*) the content versus switching selection tools.

RATIONALE

Always wondered why they didn't add complementing shortcuts to their related commands

tables menu

cell options: diagonal lines...	[none]
cell options: rows and columns...	[none]
cell options: strokes and fills...	[none]
cell options: text...	tables: ⌘⌘B
convert table to text...	[none]
convert text to table...	[none]
convert to body rows	[none]
convert to footer rows	[none]
convert to header rows	[none]
delete: column	tables: ⌘⇧⌫
delete: row	tables: ⌘⇧⌫
delete: table	[none]
distribute columns evenly	tables: ⌘⇧C
distribute rows evenly	tables: ⌘⇧R
edit footer	[none]
edit header	[none]
go to row...	[none]
insert table...	text: ⌘⇧⌘T
insert: column...	tables: ⌘⌘9
insert: row...	tables: ⌘9
merge cells	tables: ⌘⇧M
select: body rows	[none]
select: cell	tables: ⌘/
select: column	tables: ⌘⇧3
select: footer rows	[none]
select: header rows	[none]
select: row	tables: ⌘3
select: table	tables: ⌘⇧A
split cell horizontally	tables: ⌘⇧-
split cell vertically	tables: ⌘⇧\
table options: alternating column strokes...	[none]
table options: alternating fills...	[none]
table options: alternating row strokes...	[none]
table options: headers and footers...	[none]
table options: table setup...	default: ⌘⇧⌘B
to body	[none]
to footer	[none]
to header	[none]
unmerge cells	tables: ⌘⇧⇧M

RATIONALE

For those of us that use tables to their full potential, and not just numbers.

RATIONALE

Quickly, on the fly! See it's counterpart below.

RATIONALE

For those of us that use tables to their full potential, and not just numbers.

view menu

actual size	default: ⌘1
display performance: allow object-level display settings	[none]
display performance: clear object-level display settings	default: ⌘F2
display performance: fast display	default: ⌘⇧Z
display performance: high quality display	default: ^⌘H
display performance: typical display	default: ⌘Z
entire pasteboard	default: ⌘⇧O
fit page in window	default: ⌘O
fit spread in window	default: ⌘⇧O
grids & guides: hide guides	default: ⌘;
grids & guides: lock column guides	[none]
grids & guides: lock guides	default: ⌘⌘;
grids & guides: show baseline grid	default: ⌘'
grids & guides: show document grid	default: ⌘'
grids & guides: snap to document grid	default: ⌘⇧'
grids & guides: snap to guides	default: ⌘⇧;
hide frame edges	default: ^⌘H
hide hyperlinks	[none]
hide notes	[none]
hide rulers	default: ⌘R
ink manager...	[none]
overprint preview	default: ⌘⇧Y
proof colors	default: ⌘⇧Y
proof setup: custom...	[none]
proof setup: document cmyk	[none]
proof setup: macintosh rgb	[none]
proof setup: monitor rgb	[none]
proof setup: windows rgb	[none]
proof setup: working cmyk - u.s. web coated (swop) v2	[none]
screen mode: bleed	default: ^⌘W
screen mode: normal	default: ^⌘W
screen mode: preview	default: ^⌘W
screen mode: slug	default: ^⌘⇧W
show assigned frames	[none]
show text threads	default: ⌘Y
story editor: hide depth ruler	[none]
story editor: hide style name column	[none]
structure: hide tag markers	[none]
structure: show structure	default: ⌘1
structure: show tagged frames	[none]
zoom in	default: ⌘=, default: ⌘NUM +
zoom out	default: ⌘-, default: ⌘NUM -

RATIONALE

Long time Photoshop users that actually do colour work appreciate this toggle.

RATIONALE

Annoyed by the single column toolbox and how it affects the preview buttons?

window menu

arrange: bring all to front	[none]
arrange: cascade	[none]
arrange: minimize	default: ⌘M, default: ^⌘M
arrange: new window	default: ^⇧N
arrange: tile horizontally	[none]
arrange: tile vertically	[none]
assignments	[none]
attributes	[none]
automation: data merge	[none]
automation: script label	[none]
automation: scripts	default: ⌘F11
color	default: F6
control	default: ⌘6
effects	default: ⌘F10
gradient	[none]
info	default: F8
interactive: bookmarks	[none]

window menu cont'd

interactive: hyperlinks	[none]
interactive: states	[none]
layers	default: F7
links	[none]
notes	[none]
object & layout: align	default: ⌘F7
object & layout: command bar	[none]
object & layout: navigator	[none]
object & layout: pathfinder	[none]
object & layout: transform	[none]
object styles	default: ⌘F7
output: flattener preview	[none]
output: separations preview	default: ⌘F6
output: trap presets	[none]
pages	default: ⌘F12, default: F12
stroke	default: ⌘F10, default: F10
swatches	default: F5
tags	[none]
text wrap	default: ⌘W
tools	[none]
type & tables: cell styles	[none]
type & tables: character	default: ⌘T
type & tables: character styles	default: ⌘⇧F11, default: ⌘F11
type & tables: glyphs	default: ⌘⇧F11
type & tables: index	default: ⌘F8
type & tables: paragraph	default: ⌘T
type & tables: paragraph styles	default: ⌘F11, default: F11
type & tables: story	[none]
type & tables: table	default: ⌘F9
type & tables: table styles	[none]
workspace: delete workspace...	[none]
workspace: load 1st workspace	default: ^⇧1
workspace: load 2nd workspace	default: ^⇧2
workspace: load 3rd workspace	default: ^⇧3
workspace: load 4th workspace	default: ^⇧4
workspace: load 5th workspace	default: ^⇧5
workspace: reset menus	[none]
workspace: reset panels	[none]
workspace: save workspace...	[none]

RATIONALE

The default, *Shift+Cmd+D* has been re-assigned to *Step and Repeat*. Unlike Quark's Picture Usage, the *Links* panel is not obstructive. It will also pop up if a file is missing or modified.

RATIONALE

Quite handy depending on how you work with your layouts. Prepress, copy, graphics, all with respective panels on display

help menu

indesign help...	default: HELP
indesign online...	[none]
online support...	[none]
welcome screen...	[none]

panel menus assignment: add to assignment: new... thru character: opentype: titling alternates

assignment: add to assignment: new...	[none]
assignment: assignment options...	[none]
assignment: cancel check out	[none]
assignment: cancel package	[none]
assignment: change assignment location...	[none]
assignment: check in	[none]
assignment: check in all	[none]
assignment: check out	[none]
assignment: delete assignment	[none]
assignment: go to content	[none]
assignment: new assignment...	[none]
assignment: open package...	[none]
assignment: package for incopy and email	[none]
assignment: package for incopy...	[none]
assignment: unlink content	[none]
assignment: update all assignments	[none]
assignment: update content	[none]
assignment: update selected assignments	[none]
book: add document...	[none]
book: automatic document conversion	[none]
book: book page numbering options...	[none]
book: close book	[none]
book: document information...	[none]
book: document numbering options...	[none]
book: export book to digital editions...	[none]
book: merge identically named layers on export	[none]
book: remove document	[none]
book: replace document...	[none]
book: save book	[none]
book: save book as...	[none]
book: synchronize options...	[none]
book: update all numbers	[none]
book: update chapter & paragraph numbers	[none]
book: update page & section numbers	[none]
bookmarks: delete bookmark...	[none]
bookmarks: go to selected bookmark	[none]
bookmarks: new bookmark	[none]
bookmarks: rename bookmark	[none]
bookmarks: sort bookmarks	[none]
cell styles: break link to style	[none]
cell styles: clear attributes not defined by style	[none]
cell styles: clear overrides	[none]
cell styles: close all style groups	[none]
cell styles: copy to group...	[none]
cell styles: delete style...	[none]
cell styles: duplicate style...	[none]
cell styles: load cell styles...	[none]
cell styles: new cell style...	[none]
cell styles: new group from styles...	[none]
cell styles: new style group...	[none]
cell styles: open all style groups	[none]
cell styles: redefine style	[none]
cell styles: sort by name	[none]
cell styles: style options...	[none]
character styles: break link to style	[none]
character styles: close all style groups	[none]
character styles: copy to group...	[none]
character styles: delete style...	[none]
character styles: duplicate style...	[none]

character styles: load character styles...	[none]
character styles: new character style...	[none]
character styles: new group from styles...	[none]
character styles: new style group...	[none]
character styles: open all style groups	[none]
character styles: redefine style	text: ⌘⇧⌘C
character styles: sort by name	[none]
character styles: style options...	[none]
character: all caps	default: ⌘⇧K
character: ligatures	default: ^⇧⇧L
character: no break	[none]
character: opentype: all small caps	default: ^⇧⇧H
character: opentype: automatic form	[none]
character: opentype: contextual alternates	default: ^⇧⇧C
character: opentype: default figure style	default: ^⇧⇧O
character: opentype: denominator	[none]
character: opentype: discretionary ligatures	default: ^⇧⇧D
character: opentype: final form	[none]
character: opentype: fractions	default: ^⇧⇧F
character: opentype: general form	[none]
character: opentype: historical alternates	[none]
character: opentype: initial form	[none]
character: opentype: isolated form	[none]
character: opentype: medial form	[none]
character: opentype: numerator	[none]
character: opentype: ordinal	default: ^⇧⇧O
character: opentype: proportional lining	default: ^⇧⇧9
character: opentype: proportional oldstyle	default: ^⇧⇧9
character: opentype: set 1	[none]
character: opentype: set 2	[none]
character: opentype: set 3	[none]
character: opentype: set 4	[none]
character: opentype: set 5	[none]
character: opentype: set 6	[none]
character: opentype: set 7	[none]
character: opentype: set 8	[none]
character: opentype: set 9	[none]
character: opentype: set 10	[none]
character: opentype: set 11	[none]
character: opentype: set 12	[none]
character: opentype: set 13	[none]
character: opentype: set 14	[none]
character: opentype: set 15	[none]
character: opentype: set 16	[none]
character: opentype: set 17	[none]
character: opentype: set 18	[none]
character: opentype: set 19	[none]
character: opentype: set 20	[none]
character: opentype: slashed zero	[none]
character: opentype: subscript/ inferior	default: ^⇧⇧=
character: opentype: superscript/ superior	default: ^⇧⇧=
character: opentype: swash	default: ^⇧⇧S
character: opentype: tabular lining	default: ^⇧⇧8
character: opentype: tabular oldstyle	default: ^⇧⇧8
character: opentype: titling alternates	default: ^⇧⇧T

RATIONALE
It might take of some getting used to, but adding shortcuts to some of the common OpenType options make sense. We can toggle fractions on and off as we go, as it seems it is still not *that* intelligent.

panel menus cont'd character: show options thru library: by type

character: show options	[none]
character: small caps	default: ⌘⌥H
character: strikethrough	default: ⌘⌥/
character: strikethrough options...	[none]
character: subscript	default: ⌥⌘=
character: superscript	default: ⌘⌥=
character: underline	default: ⌘⌥U
character: underline options...	[none]
color: add to swatches	[none]
color: show options	[none]
control: bridge: check license info...	[none]
control: bridge: purchase image(s)...	[none]
control: customize...	[none]
control: dock at bottom	[none]
control: dock at top	[none]
control: float	[none]
data merge: content placement options...	[none]
data merge: create merged document...	[none]
data merge: preview	[none]
data merge: remove data source	[none]
data merge: select data source...	[none]
data merge: show log of update results	[none]
data merge: update content in data fields	[none]
data merge: update data source	[none]
effects: basic feather...	[none]
effects: bevel and emboss...	[none]
effects: clear effects	[none]
effects: directional feather...	[none]
effects: drop shadow...	[none]
effects: fill	[none]
effects: gradient feather...	[none]
effects: inner glow...	[none]
effects: inner shadow...	[none]
effects: object	[none]
effects: outer glow...	[none]
effects: satin...	[none]
effects: show options	[none]
effects: stroke	[none]
effects: text	[none]
effects: transparency...	[none]
flattener preview: transparency flattener presets...	[none]
glyph: by cid/gid	[none]
glyph: by unicode	[none]
glyph: insert 2nd most recent glyph	[none]
glyph: insert 3rd most recent glyph	[none]
glyph: insert 4th most recent glyph	[none]
glyph: insert 5th most recent glyph	[none]
glyph: insert most recent glyph	[none]
glyph: new glyph set...	[none]
glyph: show options	[none]

gradient: show options	[none]
hyperlinks: delete hyperlink	[none]
hyperlinks: go to destination	[none]
hyperlinks: go to source	[none]
hyperlinks: hyperlink destination options...	[none]
hyperlinks: hyperlink options...	[none]
hyperlinks: new hyperlink destination...	[none]
hyperlinks: new hyperlink from url	[none]
hyperlinks: new hyperlink...	[none]
hyperlinks: reset hyperlink	[none]
hyperlinks: update hyperlink	[none]
index: add new index entry	text: ⌥⌘⌥[
index: add new index entry (reversed)	text: ⌥⌘⌥]
index: add new topic	[none]
index: capitalize...	[none]
index: delete	[none]
index: duplicate...	[none]
index: generate index...	[none]
index: go to selected marker	[none]
index: hide unused topics	[none]
index: import topics...	[none]
index: new...	default: ⌘U
index: options...	[none]
index: remove unused topics	[none]
index: show find field	[none]
index: sort options...	[none]
index: update preview	[none]
layer: layer options...	[none]
layer: merge layers	[none]
layer: new layer	default: ⌥F7
layer: paste remembers layers	[none]
layer: show all layers	[none]
layer: unlock all layers	[none]
layout window status: reveal in bridge	[none]
layout window status: reveal in finder	[none]
layout window status: versions...	[none]
library: add item	[none]
library: add items on page	[none]
library: add items on page as separate objects	[none]
library: close library	[none]
library: delete item(s)	[none]
library: item information...	[none]
library: large thumbnail view	[none]
library: list view	[none]
library: place item(s)	default: ⌘P
library: show all	[none]
library: show subset...	[none]
library: thumbnail view	[none]
library: update library item	[none]
library: by name	[none]
library: by newest	[none]
library: by oldest	[none]
library: by type	[none]

RATIONALE
Shaving a couple seconds, and reducing the mileage on your mouse.

RATIONALE
It's such a nice feature, but why waste time traveling to the Library panel's flyout menu?

panel menus cont'd links: cancel check out thru swatches: new tint swatch...

links: cancel check out	[none]
links: check in	[none]
links: check in link...	[none]
links: check out	[none]
links: copy link(s) to...	[none]
links: edit original	[none]
links: embed file	[none]
links: go to link	[none]
links: link file info...	[none]
links: link information...	[none]
links: purchase this image...	[none]
links: relink...	[none]
links: reveal in bridge	[none]
links: reveal in finder	[none]
links: update link	[none]
links: versions...	[none]
notes: go to note anchor	[none]
notes: hide note info	[none]
object styles: clear attributes not defined by style	[none]
object styles: clear overrides	[none]
object styles: clear overrides when applying style	[none]
object styles: close all groups	[none]
object styles: copy to group...	[none]
object styles: delete style...	[none]
object styles: duplicate style...	[none]
object styles: load object styles...	[none]
object styles: new group from styles...	[none]
object styles: new object style...	[none]
object styles: new style group...	[none]
object styles: open all groups	[none]
object styles: redefine style	[none]
object styles: style options...	[none]
pages: allow document pages to shuffle	[none]
pages: allow master item overrides on selection	[none]
pages: apply master to pages...	[none]
pages: delete pages...	[none]
pages: delete spread	[none]
pages: detach all objects from master	[none]
pages: duplicate page	[none]
pages: hide master items	[none]
pages: insert pages...	default: ⌘⇧F12
pages: load master pages...	[none]
pages: master options...	[none]
pages: move pages...	[none]
pages: new master...	[none]
pages: numbering & section options...	[none]
pages: override all master page items	default: ⌥⇧⌘L
pages: remove all local overrides	[none]
pages: save as master	[none]
pages: spread flattening: custom...	[none]
pages: spread flattening: default	[none]
pages: spread flattening: none (ignore transparency)	[none]

paragraph styles: break link to style	[none]
paragraph styles: clear overrides	[none]
paragraph styles: close all style groups	[none]
paragraph styles: convert "[basic paragraph]" bullets and numbering to text	[none]
paragraph styles: copy to group...	[none]
paragraph styles: delete style...	[none]
paragraph styles: duplicate style...	[none]
paragraph styles: load paragraph styles...	[none]
paragraph styles: new group from styles...	[none]
paragraph styles: new paragraph style...	[none]
paragraph styles: new style group...	[none]
paragraph styles: open all style groups	[none]
paragraph styles: redefine style	text: ⌥⇧⌘R
paragraph styles: sort by name	[none]
paragraph styles: style options...	[none]
paragraph: adobe paragraph composer	[none]
paragraph: adobe single-line composer	[none]
paragraph: balance ragged lines	[none]
paragraph: bullets and numbering...	default: ^⇧B
paragraph: drop caps and nested styles...	default: ⌥⌘R
paragraph: hyphenation...	[none]
paragraph: ignore optical margin	[none]
paragraph: justification...	default: ⌥⇧⌘J
paragraph: keep options...	default: ⌥⌘K
paragraph: only align first line to grid	[none]
paragraph: paragraph rules...	default: ⌥⌘J
paragraph: show options	[none]
scripts: delete script file	[none]
scripts: display unsupported files	[none]
scripts: edit script	[none]
scripts: enable redraw	[none]
scripts: reveal in finder	[none]
scripts: run script	[none]
separations preview: desaturate black	[none]
separations preview: show single plates in black	[none]
states: button options...	[none]
states: delete content from state	[none]
states: delete state	[none]
states: new state	[none]
states: panel options...	[none]
states: place content into state...	[none]
states: state options...	[none]
stroke: show options	[none]
stroke: stroke styles...	[none]
swatches: add unnamed colors	[none]
swatches: delete swatch...	[none]
swatches: duplicate swatch	[none]
swatches: hide options	[none]
swatches: ink manager...	[none]
swatches: large swatch	[none]
swatches: load swatches...	[none]
swatches: merge swatches	[none]
swatches: name	[none]
swatches: new color swatch...	default: ⌘⇧F5
swatches: new gradient swatch...	[none]
swatches: new mixed ink group...	[none]
swatches: new mixed ink swatch...	[none]
swatches: new tint swatch...	default: ⌥⇧⌘F5

RATIONALE
The odd occasion where we'll need to re-load and re-number.

RATIONALE
Shaving a couple seconds, and reducing the mileage on your mouse.

⌘ cmd ⌥ opt ^ ctrl ⇧ shift ⌫ del ↵ return

panel menus cont'd swatches: save swatches...

swatches: save swatches...	[none]
swatches: select all unused	[none]
swatches: small name	[none]
swatches: small swatch	[none]
swatches: swatch options...	[none]
tab: center-justified tab	[none]
tab: clear all	[none]
tab: decimal tab	[none]
tab: delete tab	[none]
tab: left-justified tab	[none]
tab: repeat tab	[none]
tab: reset indents	[none]
tab: right-justified tab	[none]
table styles: break link to style	[none]
table styles: clear overrides	[none]
table styles: close all style groups	[none]
table styles: copy to group...	[none]
table styles: delete style...	[none]
table styles: duplicate style...	[none]
table styles: load table styles...	[none]
table styles: new group from styles...	[none]
table styles: new style group...	[none]
table styles: new table style...	[none]
table styles: open all style groups	[none]
table styles: redefine style	[none]
table styles: sort by name	[none]
table styles: style options...	[none]
tags: autotag	text: ⌘⇧⌘F7
tags: delete tag...	[none]
tags: load tags...	[none]
tags: new tag...	[none]
tags: save tags...	[none]
tags: select all unused tags	[none]
tags: small panel rows	[none]
tags: tag options...	[none]
tags: untag text	[none]
transform: clear transformations	[none]
transform: redefine scaling as 100%	[none]
transform: scale text attributes	[none]
transform: transform group content	[none]
trap presets: assign trap preset...	[none]
trap presets: delete presets	[none]
trap presets: duplicate preset...	[none]
trap presets: load trap presets...	[none]
trap presets: new preset...	[none]
trap presets: preset options...	[none]
trap presets: select all unused	[none]

⌘ enter → tab ↵ escape ⌘ pages ⌅ arrows

structure menu

add untagged items	[none]
dtd options...	[none]
delete	[none]
delete dtd	[none]
edit	[none]
go to item	[none]
hide attributes	[none]
hide comments	[none]
hide processing instructions	[none]
load dtd...	[none]
map styles to tags...	[none]
map tags to styles...	[none]
new attribute...	[none]
new comment...	[none]
new element...	[none]
new parent element...	[none]
new processing instruction...	[none]
select in structure	[none]
show text snippets	[none]
tag element...	[none]
tagging preset options...	[none]
untag element	[none]
validate from root element	[none]
validate from selected element	[none]
view dtd...	[none]
view list of errors...	[none]

structure navigation

collapse element	xml selection: ⌘←
collapse element and child elements	xml selection: ⌘⇧←
expand element	xml selection: →
expand element and child elements	xml selection: ⌘→
extend xml selection down	xml selection: ⌘↓
extend xml selection up	xml selection: ⌘↑
move xml selection down	xml selection: ↓
move xml selection up	xml selection: ↑
scroll structure pane down one screen	xml selection: ⌘⇩
scroll structure pane up one screen	xml selection: ⌘⇧⇩
select first xml node	xml selection: HOME
select last xml node	xml selection: END
select through first xml node	xml selection: ⌘HOME
select through last xml node	xml selection: ⌘END
view next validation error	xml selection: ⌘→
view previous validation error	xml selection: ⌘←

scripts

application: samples: applescript: addguides.applescript	[none]
application: samples: applescript: addpoints.applescript	[none]
application: samples: applescript: adjustlayout.applescript	[none]
application: samples: applescript: aligntopage.applescript	[none]
application: samples: applescript: breakframe.applescript	[none]
application: samples: applescript: cornereffects.applescript	[none]
application: samples: applescript: createcharacterstyle.applescript	[none]
application: samples: applescript: cropmarks.applescript	[none]
application: samples: applescript: exportallstories.applescript	[none]
application: samples: applescript: findchangebylist.applescript	[none]
application: samples: applescript: imagecatalog.applescript	[none]
application: samples: applescript: labelgraphics.applescript	[none]
application: samples: applescript: labelgraphicsmenu.applescript	[none]
application: samples: applescript: makegrid.applescript	[none]
application: samples: applescript: neon.applescript	[none]
application: samples: applescript: patheffects.applescript	[none]
application: samples: applescript: placemultipagepdf.applescript	[none]
application: samples: applescript: selectobjects.applescript	[none]
application: samples: applescript: sortparagraphs.applescript	[none]
application: samples: applescript: splitstory.applescript	[none]
application: samples: applescript: tabutilities.applescript	[none]

application: samples: javascript: addguides.jsx	[none]
application: samples: javascript: addpoints.jsx	[none]
application: samples: javascript: adjustlayout.jsx	[none]
application: samples: javascript: aligntopage.jsx	[none]
application: samples: javascript: breakframe.jsx	[none]
application: samples: javascript: cornereffects.jsx	[none]
application: samples: javascript: createcharacterstyle.jsx	[none]
application: samples: javascript: cropmarks.jsx	[none]
application: samples: javascript: exportallstories.jsx	[none]
application: samples: javascript: findchangebylist.jsx	[none]
application: samples: javascript: imagecatalog.jsx	[none]
application: samples: javascript: labelgraphicsmenu.jsx	[none]
application: samples: javascript: labelgraphics.jsx	[none]
application: samples: javascript: makegrid.jsx	[none]
application: samples: javascript: neon.jsx	[none]
application: samples: javascript: patheffects.jsx	[none]
application: samples: javascript: placemultipagepdf.jsx	[none]
application: samples: javascript: selectobjects.jsx	[none]
application: samples: javascript: sortparagraphs.jsx	[none]
application: samples: javascript: splitstory.jsx	[none]
application: samples: javascript: tabutilities.jsx	[none]

Life is easier with a panel for keyboard shortcuts

InDesignSecrets.com and DTPTools.com recently announced a new plug-in to help all of us deal with the customizing of all things shortcut related.

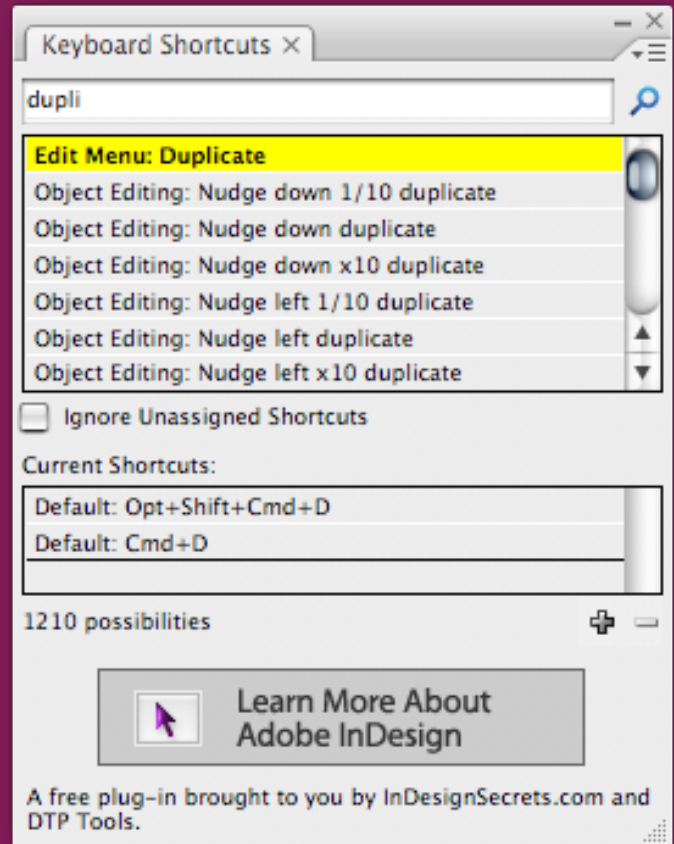
It's super convenient to track down that one command you always wanted to know the shortcut for; likewise, assigning a shortcut to the command if it didn't have one. The standard dialog for customizing keyboard shortcuts groups commands into product areas for menus, panels, object editing, etc. This works okay for menus and panels, but becomes more of a hassle when you're trying to find that one command that doesn't reside in a menu.

Simply type the command you're looking for in the top field and the listing updates on-the-fly. Select the command and click on the plus (+) button to add your shortcut. A subsequent dialog pops up, similar to bottom of the standard dialog for keyboard shortcuts, complete with the context pop-up and message letting you know if it's already allocated to another command.

Some other handy features include:

- ✓ When performing your quick search you can also filter out commands that do not have a corresponding shortcut.
- ✓ You can load and save sets for sharing purposes.
- ✓ You can switch your active shortcut set. This also ensures that you're tweaking the appropriate set, which is also identified towards the bottom of the panel. In my case, **1210 possibilities**.
- ✓ If you accidentally hit a bunch of keys and something happens, but you're not sure exactly what, now you can click into the top field, ensuring it's empty, and type the same combo. The result is the relevant command highlighted in the listing below, i.e. *pressing cmd+opt+shift+u will highlight Views, Navigation Toggle Measurement System*.

This is a **free** plug-in. Along the bottom of the panel are banners that link to various InDesign resources. All highly recommended.



FYI: I didn't think much of this plug-in until I starting updating this document. Instead of constantly revisiting the standard dialog box to update and verify my custom shortcuts I simply made my changes through this panel. Surprisingly it saved me a whack of time.

