



# indesign cs3 shortcuts

twelve hundred and counting...

## contents

tools	1
object editing	1
<i>TIP: alt key is your friend</i>	1
<i>TIP: contextual shortcuts</i>	2
views, navigation	2
text and tables	2
file menu	3
edit menu	4
layout menu	4
type menu	4
notes menu	5
object menu	5
tables menu	6
view menu	7
window menu	7
help menu	7
panel menus	8
structure menu	11
structure navigation	11
<i>TIP: keyboard shortcuts panel</i>	12
scripts	12



## tools

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

### The Alt Key is Your Friend

When performing any object transformations, if we hold down the **Alt** 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 **Alt** 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 **Alt** 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: CTRL+,
decrease size / scale by 5% (relatively)	default: CTRL+ALT+,
horizontal align center	[none]
horizontal align left	[none]
horizontal align right	[none]
horizontal distribute center	[none]
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: CTRL+,
increase size / scale by 5% (relatively)	default: CTRL+ALT+,
nudge down	default: DOWN ARROW
nudge down 1/10	default: SHIFT+CTRL+DOWN ARROW
nudge down 1/10 duplicate	default: SHIFT+CTRL+ALT+DOWN ARROW
nudge down duplicate	default: ALT+DOWN ARROW
nudge down x 10	default: SHIFT+DOWN ARROW
nudge down x 10 duplicate	default: SHIFT+ALT+DOWN ARROW
nudge left	default: LEFT ARROW
nudge left 1/10	default: SHIFT+CTRL+LEFT ARROW
nudge left 1/10 duplicate	default: SHIFT+CTRL+ALT+LEFT ARROW
nudge left duplicate	default: ALT+LEFT ARROW
nudge left x 10	default: SHIFT+LEFT ARROW
nudge left x 10 duplicate	default: SHIFT+ALT+LEFT ARROW
nudge right	default: RIGHT ARROW
nudge right 1/10	default: SHIFT+CTRL+RIGHT ARROW
nudge right 1/10 duplicate	default: SHIFT+CTRL+ALT+RIGHT ARROW
nudge right duplicate	default: ALT+RIGHT ARROW
nudge right x 10	default: SHIFT+RIGHT ARROW
nudge right x 10 duplicate	default: SHIFT+ALT+RIGHT ARROW
nudge up	default: UP ARROW
nudge up 1/10	default: SHIFT+CTRL+UP ARROW
nudge up 1/10 duplicate	default: SHIFT+CTRL+ALT+UP ARROW
nudge up duplicate	default: ALT+UP ARROW
nudge up x 10	default: SHIFT+UP ARROW
nudge up x 10 duplicate	default: SHIFT+ALT+UP ARROW
select all guides	default: CTRL+ALT+G
vertical align bottom	[none]
vertical align center	[none]
vertical align top	[none]
vertical distribute bottom	[none]
vertical distribute center	[none]
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]

## views, navigation

200% size	default: CTRL+2
400% size	default: CTRL+4
50% size	default: CTRL+5
access page number box	[none]
access zoom percentage box	default: CTRL+ALT+5
activate last-used field in panel	default: CTRL+ALT+ $\uparrow$
close all	default: SHIFT+CTRL+ALT+W
close document	default: SHIFT+CTRL+W
first spread	default: SHIFT+ALT+PAGE UP, default: HOME
fit selection in window	default: CTRL+ALT+=
force redraw	default: SHIFT+F5
go to first frame in thread	default: SHIFT+CTRL+ALT+PAGE UP
go to last frame in thread	default: SHIFT+CTRL+ALT+PAGE DOWN
go to next frame in thread	default: CTRL+ALT+PAGE DOWN
go to previous frame in thread	default: CTRL+ALT+PAGE UP
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: SHIFT+ALT+PAGE DOWN, default: END
lock zero point	[none]
new default document	default: CTRL+ALT+N
next window	default: CTRL+TAB, default: CTRL+ $\downarrow$
open context menu	default: SHIFT+F10
open / close all panels in side tabs	default: SHIFT+CTRL+ALT+TAB
open / close panels in left side tabs	[none]
open / close panels in right side tabs	[none]
previous window	default: SHIFT+CTRL+TAB, default: SHIFT+CTRL+ $\uparrow$
ruler on spine	[none]
ruler per page	[none]
ruler per spread	[none]
save all	default: SHIFT+CTRL+ALT+S
scroll down one screen	default: PAGE DOWN, text: PAGE DOWN
scroll up one screen	default: PAGE UP, text: PAGE UP

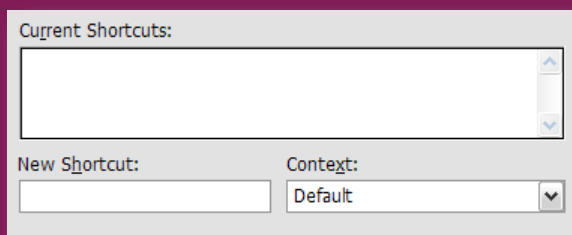
show 1st spot plate	default: SHIFT+CTRL+ALT+5
show 2nd spot plate	default: SHIFT+CTRL+ALT+6
show 3rd spot plate	default: SHIFT+CTRL+ALT+7
show 4th spot plate	[none]
show 5th spot plate	[none]
show black plate	default: SHIFT+CTRL+ALT+4
show cyan plate	default: SHIFT+CTRL+ALT+1
show magenta plate	default: SHIFT+CTRL+ALT+2
show yellow plate	default: SHIFT+CTRL+ALT+3
show all plates	default: SHIFT+CTRL+ALT+ $\downarrow$
show / hide all panels	default: TAB
show / hide all panels except toolbox	default: SHIFT+TAB
suppress overrides (view optimized)	default: SHIFT+ESCAPE
toggle character and paragraph modes in control panel	default: CTRL+ALT+7
toggle keyboard focus in control panel	default: CTRL+6
toggle measurement system	default: SHIFT+CTRL+ALT+U
toggle between current and previous views	default: CTRL+ALT+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]

## text and tables

0°	[none]
180°	[none]
270°	[none]
90°	[none]
align away from spine	[none]
align center	default: SHIFT+CTRL+C
align force justify	default: SHIFT+CTRL+F
align justify	default: SHIFT+CTRL+J
align left	default: SHIFT+CTRL+L
align right	default: SHIFT+CTRL+R
align to baseline grid	default: SHIFT+CTRL+ALT+G
align towards spine	[none]
apply bold	default: SHIFT+CTRL+B
apply italic	default: SHIFT+CTRL+I
apply normal	default: SHIFT+CTRL+Y
auto leading	default: SHIFT+CTRL+ALT+A
auto-hyphenate on / off	default: SHIFT+CTRL+ALT+H
clear	tables: BKSP
clear all overrides	[none]
clear character overrides	[none]
clear paragraph overrides	[none]
collapse all footnotes	[none]
decrease baseline shift	text: SHIFT+ALT+DOWN ARROW
decrease baseline shift x 5	text: SHIFT+CTRL+ALT+DOWN ARROW
decrease horizontal scale	[none]
decrease horizontal scale x 5	[none]
decrease kerning / tracking	text: SHIFT+ALT+LEFT ARROW, text: ALT+LEFT ARROW
decrease kerning / tracking x 5	text: CTRL+ALT+LEFT ARROW
decrease leading	text: ALT+UP ARROW
decrease leading x 5	text: CTRL+ALT+UP ARROW
decrease point size	default: SHIFT+CTRL+ $\downarrow$
decrease point size x 5	default: SHIFT+CTRL+ALT+ $\downarrow$
decrease vertical scale	[none]
decrease vertical scale x 5	[none]

### 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+Alt+G** to merge table cells (Table context) and **Ctrl+Alt+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	<i>default:</i> CTRL+ALT+BKSP
decrease word space <b>x 5</b>	<i>default:</i> SHIFT+CTRL+ALT+BKSP
delete	<i>tables:</i> DEL
delete one character to the left	<i>text:</i> BKSP, <i>text:</i> SHIFT+BKSP
delete one character to the right	<i>text:</i> DEL, <i>text:</i> SHIFT+DEL
delete one word to the left	<i>text:</i> CTRL+BKSP
delete one word to the right	<i>text:</i> CTRL+DEL
find next	<i>text:</i> SHIFT+F2
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	<i>text:</i> SHIFT+ALT+UP ARROW
increase baseline shift <b>x 5</b>	<i>text:</i> SHIFT+CTRL+ALT+UP ARROW
increase horizontal scale	[none]
increase horizontal scale <b>x 5</b>	[none]
increase kerning/tracking	<i>text:</i> SHIFT+ALT+RIGHT ARROW, <i>text:</i> ALT+RIGHT ARROW
increase kerning/tracking <b>x 5</b>	<i>text:</i> CTRL+ALT+RIGHT ARROW
increase leading	<i>text:</i> ALT+DOWN ARROW
increase leading <b>x 5</b>	<i>text:</i> CTRL+ALT+DOWN ARROW
increase point size	<i>default:</i> SHIFT+CTRL+.
increase point size <b>x 5</b>	<i>default:</i> SHIFT+CTRL+ALT+.
increase vertical scale	[none]
increase vertical scale <b>x 5</b>	[none]
increase word space	<i>default:</i> CTRL+ALT+\
increase word space <b>x 5</b>	<i>default:</i> SHIFT+CTRL+ALT+\
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	<i>text:</i> SHIFT+F1
load find with selected text	<i>text:</i> CTRL+F1
load replace with selected text	<i>text:</i> CTRL+F2
move down	<i>tables:</i> DOWN ARROW
move left	<i>tables:</i> LEFT ARROW
move right	<i>tables:</i> RIGHT ARROW
move up	<i>tables:</i> UP ARROW
move down one line	<i>text:</i> DOWN ARROW
move to first cell in column	<i>tables:</i> ALT+PAGE UP
move to first cell in row	<i>tables:</i> ALT+HOME
move to first row in frame	<i>tables:</i> PAGE UP
move to last cell in column	<i>tables:</i> ALT+PAGE DOWN
move to last cell in row	<i>tables:</i> ALT+END
move to last row in frame	<i>tables:</i> PAGE DOWN
move to next cell	<i>tables:</i> TAB
move to previous cell	<i>tables:</i> SHIFT+TAB
move to beginning of story	<i>default:</i> CTRL+HOME
move to end of story	<i>default:</i> CTRL+END
move to the end of the line	<i>text:</i> END
move to the left one character	<i>text:</i> LEFT ARROW
move to the left one word	<i>text:</i> CTRL+LEFT ARROW
move to the next paragraph	<i>text:</i> CTRL+DOWN ARROW
move to the previous paragraph	<i>text:</i> CTRL+UP ARROW
move to the right one character	<i>text:</i> RIGHT ARROW
move to the right one word	<i>text:</i> CTRL+RIGHT ARROW
move to the start of the line	<i>text:</i> HOME
move up one line	<i>text:</i> UP ARROW
normal horizontal text scale	<i>default:</i> SHIFT+CTRL+X
normal vertical text scale	<i>default:</i> SHIFT+CTRL+ALT+X
recompose all stories	<i>default:</i> CTRL+ALT+/
recompose all stories immediately	[none]

replace with change to text	<i>text:</i> CTRL+F3
replace with change to text and find next	<i>text:</i> SHIFT+F3
reset kerning and tracking	<i>text:</i> CTRL+ALT+Q
select cells above	<i>tables:</i> SHIFT+UP ARROW
select cells below	<i>tables:</i> SHIFT+DOWN ARROW
select cells to the left	<i>tables:</i> SHIFT+LEFT ARROW
select cells to the right	<i>tables:</i> SHIFT+RIGHT ARROW
select line	<i>text:</i> SHIFT+CTRL+\
select one character to the left	<i>text:</i> SHIFT+LEFT ARROW
select one character to the right	<i>text:</i> SHIFT+RIGHT ARROW
select one line above	<i>text:</i> SHIFT+UP ARROW
select one line below	<i>text:</i> SHIFT+DOWN ARROW
select one paragraph before	<i>text:</i> SHIFT+CTRL+UP ARROW
select one paragraph forward	<i>text:</i> SHIFT+CTRL+DOWN ARROW
select one word to the left	<i>text:</i> SHIFT+CTRL+LEFT ARROW
select one word to the right	<i>text:</i> SHIFT+CTRL+RIGHT ARROW
select to beginning of story	<i>text:</i> SHIFT+CTRL+HOME
select to end of story	<i>text:</i> SHIFT+CTRL+END
select to the end of the line	<i>text:</i> SHIFT+END
select to the start of the line	<i>text:</i> SHIFT+HOME
start row on next column	<i>tables:</i> NUM ENTER
start row on next frame	<i>tables:</i> SHIFT+NUM ENTER
switch composer	[none]
toggle adjust spacing automatically when cutting and pasting	[none]
toggle autogrow	[none]
toggle cell/text selection	<i>tables:</i> ESCAPE
toggle drag and drop text preference	[none]
toggle typographer's quotes preference	<i>default:</i> SHIFT+CTRL+ALT+'
update missing font list	<i>default:</i> SHIFT+CTRL+ALT+/

## file menu

browse in new window...	[none]
browse...	<i>default:</i> CTRL+ALT+O
check in...	[none]
close	<i>default:</i> CTRL+W, <i>default:</i> CTRL+F4
document presets: define...	[none]
document setup...	<i>default:</i> CTRL+ALT+P
exit	<i>default:</i> CTRL+Q
export...	<i>default:</i> CTRL+E
file info...	<i>default:</i> SHIFT+CTRL+ALT+I
import xml...	[none]
new: book...	[none]
new: document from template...	[none]
new: document...	<i>default:</i> CTRL+N
new: library...	[none]
open...	<i>default:</i> CTRL+O
pdf export presets: define...	[none]
place...	<i>default:</i> CTRL+D
preflight...	<i>default:</i> SHIFT+CTRL+ALT+F
print booklet...	[none]
print presets: define...	[none]
print...	<i>default:</i> CTRL+P
revert	[none]
save	<i>default:</i> CTRL+S
save as...	<i>default:</i> SHIFT+CTRL+S
save a copy...	<i>default:</i> CTRL+ALT+S
user...	[none]
versions...	[none]
xhtml/digital editions...	[none]
xhtml/dreamweaver...	[none]
xml...	[none]

---

## edit menu

assign profiles...	[none]
cancel check out	[none]
check in	<i>default: SHIFT+CTRL+F9</i>
check in all	<i>default: SHIFT+CTRL+ALT+F9</i>
check out	<i>default: CTRL+F9</i>
clear	<i>default: BKSP, default: CTRL+BKSP, default: DEL, default: CTRL+DEL</i>
color settings...	[none]
convert to profile...	[none]
copy	<i>default: CTRL+C</i>
cut	<i>default: CTRL+X</i>
deselect all	<i>default: SHIFT+CTRL+A</i>
duplicate	<i>default: SHIFT+CTRL+ALT+D</i>
edit original	[none]
edit in story editor	<i>default: CTRL+Y</i>
find next	<i>default: CTRL+ALT+F</i>
find / change...	<i>default: CTRL+F</i>
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]
include scripts (s)	[none]
include table styles (t)	[none]
include text variables (v)	[none]
keyboard shortcuts...	[none]
menus...	[none]
paste	<i>default: CTRL+V</i>
paste into	<i>default: CTRL+ALT+V</i>
paste in place	<i>default: SHIFT+CTRL+ALT+V</i>
paste without formatting	<i>default: SHIFT+CTRL+V</i>
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...	<i>default: CTRL+K</i>
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]
quick apply...	<i>default: CTRL+ENTER</i>
redo	<i>default: SHIFT+CTRL+Z</i>

save content	[none]
select all	<i>default: CTRL+A</i>
show hidden menu commands	[none]
spelling: autocorrect	[none]
spelling: check spelling...	<i>default: CTRL+I</i>
spelling: dictionary...	[none]
spelling: dynamic spelling	[none]
step and repeat...	<i>default: CTRL+ALT+U</i>
transparency blend space: document cmyk	[none]
transparency blend space: document rgb	[none]
transparency flattener presets...	[none]
undo	<i>default: CTRL+Z</i>
unembed story	[none]
update content	<i>default: CTRL+FS</i>

---

## layout menu

create guides...	[none]
first page	<i>default: SHIFT+CTRL+PAGE UP</i>
go back	<i>default: CTRL+PAGE UP</i>
go forward	<i>default: CTRL+PAGE DOWN</i>
go to page...	<i>default: CTRL+J</i>
last page	<i>default: SHIFT+CTRL+PAGE DOWN</i>
layout adjustment...	[none]
margins and columns...	[none]
next page	<i>default: SHIFT+PAGE DOWN, text: SHIFT+PAGE DOWN</i>
next spread	<i>default: ALT+PAGE DOWN</i>
numbering & section options...	[none]
pages: add page	<i>default: SHIFT+CTRL+P</i>
previous page	<i>default: SHIFT+PAGE UP, text: SHIFT+PAGE UP</i>
previous spread	<i>default: ALT+PAGE UP</i>
ruler guides...	[none]
table of contents styles...	[none]
table of contents...	[none]
update table of contents	[none]

---

## type menu

bulleted & numbered lists: apply / remove bullets	[none]
bulleted & numbered lists: apply / remove 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	<i>default: SHIFT+CTRL+O</i>
create outlines without deleting text	<i>default: SHIFT+CTRL+ALT+O</i>
document footnote options...	[none]
fill with placeholder text	[none]
find font...	[none]
go to footnote text	[none]
ignore all	[none]
insert break character: column break	<i>text: NUM ENTER</i>
insert break character: discretionary line break	[none]
insert break character: even page break	[none]
insert break character: forced line break	<i>text: SHIFT+ENTER</i>
insert break character: frame break	<i>text: SHIFT+NUM ENTER</i>

---

## type menu cont'd

insert break character: non-joiner	[none]
insert break character: odd page break	[none]
insert break character: page break	<i>text: CTRL+NUM ENTER</i>
insert break character: paragraph return	<i>text: ENTER</i>
insert footnote	[none]
insert special character: hyphens and dashes: discretionary hyphen	<i>text: SHIFT+CTRL+~</i>
insert special character: hyphens and dashes: em dash	<i>text: SHIFT+ALT+~</i>
insert special character: hyphens and dashes: en dash	<i>text: ALT+~</i>
insert special character: hyphens and dashes: nonbreaking hyphen	<i>text: CTRL+ALT+~</i>
insert special character: markers: current page number	<i>text: SHIFT+CTRL+ALT+N</i>
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	[none]
insert special character: other: end nested style here	[none]
insert special character: other: indent to here	<i>text: CTRL+\</i>
insert special character: other: right indent tab	<i>text: SHIFT+TAB</i>
insert special character: other: tab	<i>text: TAB</i>
insert special character: quotation marks: double left quotation marks	<i>text: ALT+[</i>
insert special character: quotation marks: double right quotation marks	<i>text: SHIFT+ALT+[</i>
insert special character: quotation marks: single left quotation mark	<i>text: ALT+] ]</i>
insert special character: quotation marks: single right quotation mark	<i>text: SHIFT+ALT+] ]</i>
insert special character: quotation marks: straight double quotation marks	<i>text: SHIFT+ALT+'</i>
insert special character: quotation marks: straight single quotation mark (apostrophe)	<i>text: ALT+'</i>
insert special character: symbols: bullet character	<i>text: ALT+8</i>
insert special character: symbols: copyright symbol	<i>text: ALT+G</i>
insert special character: symbols: ellipsis	<i>text: ALT+;</i>
insert special character: symbols: paragraph symbol	<i>text: ALT+7</i>
insert special character: symbols: registered trademark symbol	<i>text: ALT+R</i>
insert special character: symbols: section symbol	<i>text: ALT+6</i>
insert special character: symbols: trademark symbol	<i>text: ALT+2</i>
insert white space: em space	<i>text: SHIFT+CTRL+M</i>
insert white space: en space	<i>text: SHIFT+CTRL+N</i>
insert white space: figure space	[none]
insert white space: flush space	[none]
insert white space: hair space	[none]
insert white space: nonbreaking space	<i>text: CTRL+ALT+X</i>
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	<i>text: SHIFT+CTRL+ALT+M</i>
insert white space: third space	[none]
show hidden characters	<i>default: CTRL+ALT+I</i>
<b>size: other: other...</b>	[none]
tabs	<i>default: SHIFT+CTRL+T</i>
text variables: convert variable to text	[none]
<b>text variables: define...</b>	[none]
type on path: delete type from path	[none]
<b>type on path: options...</b>	[none]

---

## 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	<i>text: CTRL+F8</i>
open note	[none]
previous note	[none]
remove all notes	[none]
remove notes from story	[none]
split note	[none]

---

## object menu

<b>anchored object: insert...</b>	[none]
<b>anchored object: options...</b>	[none]
anchored object: release	[none]
arrange: bring forward	<i>default: CTRL+] ]</i>
arrange: bring to front	<i>default: SHIFT+CTRL+] ]</i>
arrange: send backward	<i>default: CTRL+[</i>
arrange: send to back	<i>default: SHIFT+CTRL+[</i>
baseline options	[none]
clipping path: convert clipping path to frame	[none]
<b>clipping path: options...</b>	<i>default: SHIFT+CTRL+ALT+K</i>
compound: make compound path	<i>default: CTRL+8</i>
compound: release compound path	<i>default: SHIFT+CTRL+ALT+8</i>
content: graphic	[none]
content: text	[none]
content: unassigned	[none]
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]
<b>corner options...</b>	[none]
display: fast display	[none]
display: high quality display	[none]
display: typical display	[none]
display: use view setting	[none]

## object menu cont'd

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: CTRL+ALT+M
effects: global light...	[none]
effects: gradient feather...	[none]
effects: inner glow...	[none]
effects: inner shadow...	[none]
effects: outer glow...	[none]
effects: satin...	[none]
effects: transparency...	[none]
fitting: center content	default: SHIFT+CTRL+E
fitting: fill frame proportionally	default: SHIFT+CTRL+ALT+C
fitting: fit content proportionally	default: SHIFT+CTRL+ALT+E
fitting: fit content to frame	default: CTRL+ALT+E
fitting: fit frame to content	default: CTRL+ALT+C
fitting: frame fitting options...	[none]
group	default: CTRL+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: CTRL+L
object layer options...	[none]
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	[none]
select: content	[none]
select: first object above	default: SHIFT+CTRL+ALT+] ]
select: last object below	default: SHIFT+CTRL+ALT+[ [
select: next object	[none]
select: next object above	default: CTRL+ALT+] ]
select: next object below	default: CTRL+ALT+[ [
select: previous object	[none]
text frame options...	default: CTRL+B
transform again: transform again	default: CTRL+ALT+3
transform again: transform again individually	[none]
transform again: transform sequence again	default: CTRL+ALT+4
transform again: transform sequence again individually	[none]
transform: flip horizontal	[none]
transform: flip vertical	[none]
transform: move guides...	[none]
transform: move...	default: SHIFT+CTRL+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: SHIFT+CTRL+G
unlock position	default: CTRL+ALT+L

## tables menu

cell options: diagonal lines...	[none]
cell options: rows and columns...	[none]
cell options: strokes and fills...	[none]
cell options: text...	tables: CTRL+ALT+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: SHIFT+BKSP
delete: row	tables: CTRL+BKSP
delete: table	[none]
distribute columns evenly	[none]
distribute rows evenly	[none]
edit footer	[none]
edit header	[none]
go to row...	[none]
insert table...	text: SHIFT+CTRL+ALT+T
insert: column...	tables: CTRL+ALT+9
insert: row...	tables: CTRL+9
merge cells	[none]
select: body rows	[none]
select: cell	tables: CTRL+ /
select: column	tables: CTRL+ALT+3
select: footer rows	[none]
select: header rows	[none]
select: row	tables: CTRL+3
select: table	tables: CTRL+ALT+A
split cell horizontally	[none]
split cell vertically	[none]
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: SHIFT+CTRL+ALT+B
to body	[none]
to footer	[none]
to header	[none]
unmerge cells	[none]

## view menu

actual size	default: <b>CTRL+1</b>
display performance: allow object-level display settings	[none]
display performance: clear object-level display settings	default: <b>SHIFT+CTRL+F2</b>
display performance: fast display	default: <b>SHIFT+CTRL+ALT+Z</b>
display performance: high quality display	default: <b>CTRL+ALT+H</b>
display performance: typical display	default: <b>CTRL+ALT+Z</b>
entire pasteboard	default: <b>SHIFT+CTRL+ALT+0</b>
fit page in window	default: <b>CTRL+0</b>
fit spread in window	default: <b>CTRL+ALT+0</b>
grids & guides: lock column guides	[none]
grids & guides: lock guides	default: <b>CTRL+ALT+;</b>
grids & guides: show baseline grid	default: <b>CTRL+ALT+'</b>
grids & guides: show document grid	default: <b>CTRL+'</b>
grids & guides: show guides	default: <b>CTRL+;</b>
grids & guides: snap to document grid	default: <b>SHIFT+CTRL+'</b>
grids & guides: snap to guides	default: <b>SHIFT+CTRL+;</b>
hide assigned frames	[none]
hide notes	[none]
hide rulers	default: <b>CTRL+R</b>
ink manager...	[none]
overprint preview	default: <b>SHIFT+CTRL+ALT+Y</b>
proof colors	[none]
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	[none]
screen mode: bleed	[none]
screen mode: normal	[none]
screen mode: preview	[none]
screen mode: slug	[none]
show frame edges	default: <b>CTRL+H</b>
show hyperlinks	[none]
show text threads	default: <b>CTRL+ALT+Y</b>
story editor: show depth ruler	[none]
story editor: show style name column	[none]
structure: show structure	default: <b>CTRL+ALT+1</b>
structure: show tag markers	[none]
structure: show tagged frames	[none]
zoom in	default: <b>CTRL+=</b> , default: <b>CTRL+NUM+</b>
zoom out	default: <b>CTRL+-</b> , default: <b>CTRL+NUM-</b>

## window menu

arrange: cascade	[none]
arrange: new window	[none]
arrange: tile horizontally	[none]
arrange: tile vertically	[none]
assignments	[none]
attributes	[none]
automation: data merge	[none]
automation: script label	[none]
automation: scripts	default: <b>CTRL+ALT+F11</b>
color	default: <b>F6</b>
control	default: <b>CTRL+ALT+6</b>
effects	default: <b>SHIFT+CTRL+F10</b>
gradient	[none]
info	default: <b>F8</b>

## window menu cont'd

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

## help menu

about indesign...	[none]
configure plug-ins...	[none]
indesign help...	default: <b>F1</b>
indesign online...	[none]
online support...	[none]
welcome screen...	[none]

**panel menus** assignment: add to assignment: new... thru character: opentype: set 20

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]
<b>book: add document...</b>	[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]
<b>bookmarks: delete bookmark...</b>	[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]
<b>character styles: copy to group...</b>	[none]
character styles: delete style	[none]
character styles: duplicate style...	[none]
<b>character styles: load character styles...</b>	[none]
<b>character styles: new character style...</b>	[none]
<b>character styles: new group from styles...</b>	[none]
<b>character styles: new style group...</b>	[none]
character styles: open all style groups	[none]
character styles: redefine style	<i>text: SHIFT+CTRL+ALT+C</i>
character styles: sort by name	[none]
<b>character styles: style options...</b>	[none]
character: all caps	<i>default: SHIFT+CTRL+K</i>
character: ligatures	[none]
character: no break	[none]
character: opentype: all small caps	[none]
character: opentype: automatic form	[none]
character: opentype: contextual alternates	[none]
character: opentype: default figure style	[none]
character: opentype: denominator	[none]
character: opentype: discretionary ligatures	[none]
character: opentype: final form	[none]
character: opentype: fractions	[none]
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	[none]
character: opentype: proportional lining	[none]
character: opentype: proportional oldstyle	[none]
character: opentype: <b>set 1</b>	[none]
character: opentype: <b>set 2</b>	[none]
character: opentype: <b>set 3</b>	[none]
character: opentype: <b>set 4</b>	[none]
character: opentype: <b>set 5</b>	[none]
character: opentype: <b>set 6</b>	[none]
character: opentype: <b>set 7</b>	[none]
character: opentype: <b>set 8</b>	[none]
character: opentype: <b>set 9</b>	[none]
character: opentype: <b>set 10</b>	[none]
character: opentype: <b>set 11</b>	[none]
character: opentype: <b>set 12</b>	[none]
character: opentype: <b>set 13</b>	[none]
character: opentype: <b>set 14</b>	[none]
character: opentype: <b>set 15</b>	[none]
character: opentype: <b>set 16</b>	[none]
character: opentype: <b>set 17</b>	[none]
character: opentype: <b>set 18</b>	[none]
character: opentype: <b>set 19</b>	[none]
character: opentype: <b>set 20</b>	[none]

panels menu cont'd character: opentype: slashed zero thru library: by type

character: opentype: slashed zero	[none]
character: opentype: subscript/inferior	[none]
character: opentype: superscript/superior	[none]
character: opentype: swash	[none]
character: opentype: tabular lining	[none]
character: opentype: tabular oldstyle	[none]
character: opentype: titling alternates	[none]
character: show options	[none]
character: small caps	default: <b>SHIFT+CTRL+H</b>
character: strikethrough	default: <b>SHIFT+CTRL-/</b>
character: strikethrough options...	[none]
character: subscript	default: <b>SHIFT+CTRL+ALT+=</b>
character: superscript	default: <b>SHIFT+CTRL+=</b>
character: underline	default: <b>SHIFT+CTRL+U</b>
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 <b>2nd</b> most recent glyph	[none]
glyph: insert <b>3rd</b> most recent glyph	[none]
glyph: insert <b>4th</b> most recent glyph	[none]
glyph: insert <b>5th</b> 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: <b>SHIFT+CTRL+ALT+[</b>
index: add new index entry (reversed)	text: <b>SHIFT+CTRL+ALT-]</b>
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: import topics...	[none]
index: new...	default: <b>CTRL+U</b>
index: options...	[none]
index: remove unused topics	[none]
index: show find field	[none]
index: show unused topics	[none]
index: sort options...	[none]
index: update preview	[none]
layer: layer options...	[none]
layer: merge layers	[none]
layer: new layer	[none]
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 explorer	[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)	[none]
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]

**panel menus cont'd** links: cancel check out thru swatches: new mixed ink swatch...

links: cancel check out	[none]	paragraph styles: break link to style	[none]
links: check in	[none]	paragraph styles: clear overrides	[none]
<b>links: check in link...</b>	[none]	paragraph styles: close all style groups	[none]
links: check out	[none]	paragraph styles: convert style's bullets and numbering to text	[none]
<b>links: copy link(s) to...</b>	[none]	<b>paragraph styles: copy to group...</b>	[none]
links: edit original	[none]	paragraph styles: delete styles	[none]
links: embed file	[none]	<b>paragraph styles: duplicate style...</b>	[none]
links: go to link	[none]	<b>paragraph styles: load paragraph styles...</b>	[none]
<b>links: link file info...</b>	[none]	<b>paragraph styles: new group from styles...</b>	[none]
<b>links: link information...</b>	[none]	<b>paragraph styles: new paragraph style...</b>	[none]
<b>links: purchase this image...</b>	[none]	<b>paragraph styles: new style group...</b>	[none]
<b>links: relink...</b>	[none]	paragraph styles: open all style groups	[none]
links: reveal in bridge	[none]	paragraph styles: redefine style	<i>text: SHIFT+CTRL+ALT+R</i>
links: reveal in explorer	[none]	paragraph styles: sort by name	[none]
links: update link	[none]	<b>paragraph styles: style options...</b>	[none]
<b>links: versions...</b>	[none]		
		paragraph: adobe paragraph composer	[none]
notes: go to note anchor	[none]	paragraph: adobe single-line composer	[none]
notes: show note information	[none]	paragraph: balance ragged lines	[none]
		<b>paragraph: bullets and numbering...</b>	[none]
object styles: clear attributes not defined by style	[none]	<b>paragraph: drop caps and nested styles...</b>	<i>default: CTRL+ALT+R</i>
object styles: clear overrides	[none]	<b>paragraph: hyphenation...</b>	[none]
object styles: clear overrides when applying style	[none]	paragraph: ignore optical margin	[none]
object styles: close all groups	[none]	<b>paragraph: justification...</b>	<i>default: SHIFT+CTRL+ALT+J</i>
<b>object styles: copy to group...</b>	[none]	<b>paragraph: keep options...</b>	<i>default: CTRL+ALT+K</i>
<b>object styles: delete styles...</b>	[none]	paragraph: only align first line to grid	[none]
<b>object styles: duplicate object style...</b>	[none]	<b>paragraph: paragraph rules...</b>	<i>default: CTRL+ALT+J</i>
<b>object styles: load object styles...</b>	[none]	paragraph: show options	[none]
<b>object styles: new group from styles...</b>	[none]		
<b>object styles: new object style...</b>	[none]	scripts: delete script file	[none]
<b>object styles: new style group...</b>	[none]	scripts: display unsupported files	[none]
object styles: open all groups	[none]	scripts: edit script	[none]
object styles: redefine style	[none]	scripts: enable redraw	[none]
<b>object styles: style options...</b>	[none]	scripts: reveal in explorer	[none]
		scripts: run script	[none]
pages: allow document pages to shuffle	[none]	separations preview: desaturate black	[none]
pages: allow master item overrides on selection	[none]	separations preview: show single plates in black	[none]
<b>pages: apply master to pages...</b>	[none]		
<b>pages: delete pages...</b>	[none]	<b>states: button options...</b>	[none]
pages: delete spread	[none]	states: delete content from state	[none]
pages: detach all objects from master	[none]	states: delete state	[none]
pages: duplicate spread	[none]	states: new state	[none]
<b>pages: insert pages...</b>	[none]	<b>states: panel options...</b>	[none]
<b>pages: load master pages...</b>	[none]	<b>states: place content into state...</b>	[none]
<b>pages: master options...</b>	[none]	<b>states: state options...</b>	[none]
<b>pages: move pages...</b>	[none]		
<b>pages: new master...</b>	[none]	stroke: show options	[none]
<b>pages: numbering &amp; section options...</b>	[none]	<b>stroke: stroke styles...</b>	[none]
pages: override all master page items	<i>default: SHIFT+CTRL+ALT+L</i>		
pages: remove all local overrides	[none]	swatches: add unnamed colors	[none]
pages: save as master	[none]	<b>swatches: delete swatch...</b>	[none]
pages: show master items	[none]	swatches: duplicate swatch	[none]
<b>pages: spread flattening: custom...</b>	[none]	swatches: hide options	[none]
pages: spread flattening: default	[none]	<b>swatches: ink manager...</b>	[none]
pages: spread flattening: none (ignore transparency)	[none]	swatches: large swatch	[none]
		<b>swatches: load swatches...</b>	[none]
		swatches: merge swatches	[none]
		swatches: name	[none]
		<b>swatches: new color swatch...</b>	[none]
		<b>swatches: new gradient swatch...</b>	[none]
		<b>swatches: new mixed ink group...</b>	[none]
		<b>swatches: new mixed ink swatch...</b>	[none]

## panel menus cont'd swatches: new tint swatch...

swatches: new tint swatch...	[none]
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	<i>text: SHIFT+CTRL+ALT+F7</i>
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	[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]

## structure menu

add untagged items	[none]
dtd options...	[none]
delete	[none]
delete dtd	[none]
edit	[none]
go to item	[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 attributes	[none]
show comments	[none]
show processing instructions	[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	<i>xml selection: LEFT ARROW</i>
collapse element and child elements	<i>xml selection: ALT+LEFT ARROW</i>
expand element	<i>xml selection: RIGHT ARROW</i>
expand element and child elements	<i>xml selection: ALT+RIGHT ARROW</i>
extend xml selection down	<i>xml selection: SHIFT+DOWN ARROW</i>
extend xml selection up	<i>xml selection: SHIFT+UP ARROW</i>
move xml selection down	<i>xml selection: DOWN ARROW</i>
move xml selection up	<i>xml selection: UP ARROW</i>
scroll structure pane down one screen	<i>xml selection: PAGE DOWN</i>
scroll structure pane up one screen	<i>xml selection: PAGE UP</i>
select first xml node	<i>xml selection: HOME</i>
select last xml node	<i>xml selection: END</i>
select through first xml node	<i>xml selection: SHIFT+HOME</i>
select through last xml node	<i>xml selection: SHIFT+END</i>
view next validation error	<i>xml selection: CTRL+RIGHT ARROW</i>
view previous validation error	<i>xml selection: CTRL+LEFT ARROW</i>

## scripts

application: samples: javascript: addguides.jsx	[none]	application: samples: vbscript: adjustlayout.vbs	[none]
application: samples: javascript: addpoints.jsx	[none]	application: samples: vbscript: aligntopage.vbs	[none]
application: samples: javascript: adjustlayout.jsx	[none]	application: samples: vbscript: breakframe.vbs	[none]
application: samples: javascript: aligntopage.jsx	[none]	application: samples: vbscript: cornereffects.vbs	[none]
application: samples: javascript: breakframe.jsx	[none]	application: samples: vbscript: createcharacterstyle.vbs	[none]
application: samples: javascript: cornereffects.jsx	[none]	application: samples: vbscript: cropmarks.vbs	[none]
application: samples: javascript: createcharacterstyle.jsx	[none]	application: samples: vbscript: exportallstories.vbs	[none]
application: samples: javascript: cropmarks.jsx	[none]	application: samples: vbscript: findchangebylist.vbs	[none]
application: samples: javascript: exportallstories.jsx	[none]	application: samples: vbscript: findchangesupport	[none]
application: samples: javascript: findchangebylist.jsx	[none]	application: samples: vbscript: imagecatalog.vbs	[none]
application: samples: javascript: findchangesupport	[none]	application: samples: vbscript: labelgraphicmenu.vbs	[none]
application: samples: javascript: imagecatalog.jsx	[none]	application: samples: vbscript: labelgraphicsupport	[none]
application: samples: javascript: labelgraphicmenu.jsx	[none]	application: samples: vbscript: labelgraphicsupport: labelgraphicbeforedisplay.vbs	[none]
application: samples: javascript: labelgraphics.jsx	[none]	application: samples: vbscript: labelgraphicsupport: labelgraphicinvoke.vbs	[none]
application: samples: javascript: makegrid.jsx	[none]	application: samples: vbscript: labelgraphicsupport: removelabelgraphicmenu.vbs	[none]
application: samples: javascript: neon.jsx	[none]	application: samples: vbscript: labelgraphics.vbs	[none]
application: samples: javascript: patheffects.jsx	[none]	application: samples: vbscript: makegrid.vbs	[none]
application: samples: javascript: placemultipagepdf.jsx	[none]	application: samples: vbscript: neon.vbs	[none]
application: samples: javascript: selectobjects.jsx	[none]	application: samples: vbscript: patheffects.vbs	[none]
application: samples: javascript: sortparagraphs.jsx	[none]	application: samples: vbscript: placemultipagepdf.vbs	[none]
application: samples: javascript: splitstory.jsx	[none]	application: samples: vbscript: selectobjects.vbs	[none]
application: samples: javascript: tabutilities.jsx	[none]	application: samples: vbscript: sortparagraphs.vbs	[none]
application: samples: vbscript: addguides.vbs	[none]	application: samples: vbscript: splitstory.vbs	[none]
application: samples: vbscript: addpoints.vbs	[none]	application: samples: vbscript: tabutilities.vbs	[none]

### Life is easier with a panel for keyboard shortcuts

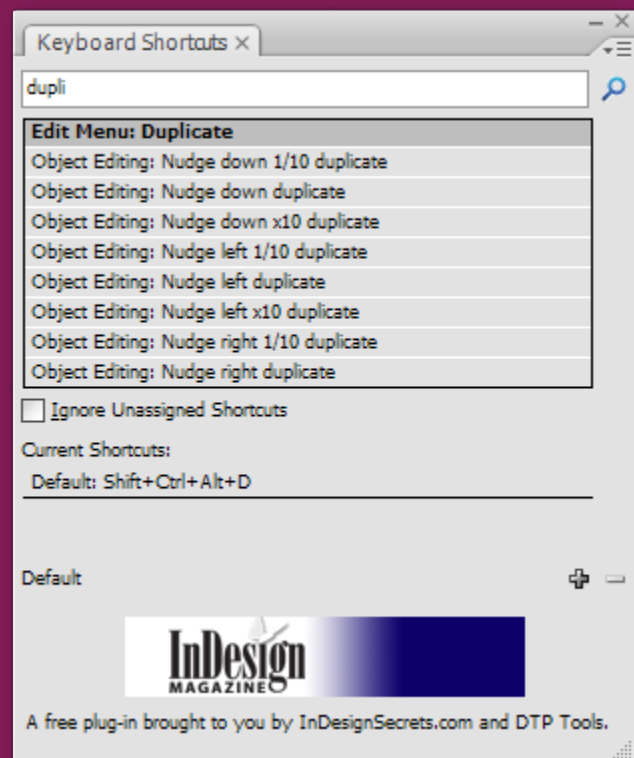
[InDesignSecrets.com](#) and [DTPTools.com](#) recently announced a new plug-in to help all of us deal with the customizing of all things shortcut related.

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.

