

indesign cs2 shortcuts

nine hundred and twenty possibilities...

contents

tools	1
layout window status menu	1
views, navigation	1
application menu	2
file menu	2
layout menu	2
type menu	3
object menu	3
table menu	4
view menu	4
window menu	5
help menu	5
structure navigation	5
structure menu	5
text and tables	6
palette menus	7
object editing	9
other	9

indesign cs2 shortcuts

nine hundred and twenty possibilities...

tools

add anchor point tool	default: =
apply color	default: ,
apply default fill and stroke colors	default: D
apply gradient	default: .
apply none	default: NUM /, default: /
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 tool	default: G
hand tool	default: H
▶ temporarily select hand tool (in layout or text mode)	default: ALT+SPACEBAR
line tool	default: \
measure tool	default: K
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
▶ temporarily select selection tool (if it was the last used)	default: CTRL
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 on a path tool	default: SHIFT+T
type tool	default: T
zoom tool	default: Z
▶ temporarily select zoom in tool	default: CTRL+SPACEBAR
▶ temporarily select zoom out tool	default: CTRL+ALT+SPACEBAR

layout window status menu

alternates...	[none]
reveal in bridge	[none]
reveal in finder	[none]
versions...	[none]

views, navigation

200% size	default: CTRL+2
400% size	default: CTRL+4
50% size	default: CTRL+5
access page number box	default: CTRL+J
access zoom percentage box	default: CTRL+ALT+5
activate last-used field in palette	default: CTRL+ALT+`
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: centimeters	[none]
horizontal ruler: cicerros	[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
next window	default: CTRL+F6, default: CTRL+^
open/close all palettes in side tabs	default: CTRL+ALT+TAB
open/close palettes in left side tabs	[none]
open/close palettes in right side tabs	[none]
previous window	default: SHIFT+CTRL+F6, default: SHIFT+CTRL+^
ruler on spine	[none]
ruler per page	[none]
ruler per spread	[none]
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	default: SHIFT+CTRL+ALT+8
show 5th spot plate	default: SHIFT+CTRL+ALT+9
show all plates	default: SHIFT+CTRL+ALT+`
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/hide all palettes	default: TAB
suppress overrides (view optimized)	default: SHIFT+ESCAPE
toggle all palettes except toolbox	default: SHIFT+TAB
toggle between current and previous views	default: CTRL+ALT+2
toggle character and paragraph modes in control panel	default: CTRL+ALT+7
toggle keyboard focus in control palette	default: CTRL+6
toggle measurement system	default: SHIFT+CTRL+ALT+U
vertical ruler: centimeters	[none]
vertical ruler: cicerros	[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]

indesign cs2 shortcuts

nine hundred and twenty possibilities...

application menu

assign profiles...	[none]
clear	default: BKSP, default: CTRL+BKSP, default: DEL, default: CTRL+DEL
color settings...	[none]
convert to profile...	[none]
copy	default: CTRL+C
cut	default: CTRL+X
deselect all	default: SHIFT+CTRL+A
duplicate	default: SHIFT+CTRL+ALT+D
edit in story editor	default: CTRL+Y
edit original	[none]
find next	default: CTRL+ALT+F
find/change...	default: CTRL+F
keyboard shortcuts...	[none]
paste	default: CTRL+V
paste in place	default: SHIFT+CTRL+ALT+V
paste into	default: CTRL+ALT+V
paste without formatting	default: SHIFT+CTRL+V
preferences: advanced type...	[none]
preferences: appearance of black...	[none]
preferences: autocorrect...	[none]
preferences: composition...	[none]
preferences: dictionary...	[none]
preferences: display performance...	[none]
preferences: file handling...	[none]
preferences: general...	default: CTRL+K
preferences: grids...	[none]
preferences: guides & pasteboard...	[none]
preferences: spelling...	[none]
preferences: story editor display...	[none]
preferences: type...	[none]
preferences: units & increments...	[none]
quick apply...	default: CTRL+ENTER
redo	default: SHIFT+CTRL+Z
select all	default: CTRL+A
spelling: autocorrect	[none]
spelling: check spelling...	default: CTRL+I
spelling: dictionary...	[none]
spelling: dynamic spelling	[none]
step and repeat...	default: CTRL+ALT+U
transparency blend space: document cmyk	[none]
transparency blend space: document rgb	[none]
transparency flattener presets...	[none]
undo	default: CTRL+Z

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 Bar.*

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 palettes 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.

file menu

browse in new window...	[none]
browse...	default: CTRL+ALT+O
close	default: CTRL+W, default: CTRL+F4
document presets: define...	[none]
document setup...	default: CTRL+ALT+P
exit	default: CTRL+Q
export...	default: CTRL+E
file info...	default: SHIFT+CTRL+ALT+I
import xml...	[none]
new: book...	[none]
new: document...	default: CTRL+N
new: library...	[none]
open...	default: CTRL+O
package for golive...	[none]
pdf export presets: define...	[none]
place...	default: CTRL+D
preflight...	default: SHIFT+CTRL+ALT+F
print presets: define...	[none]
print...	default: CTRL+P
revert	[none]
save	default: CTRL+S
save a copy...	default: CTRL+ALT+S
save a version...	[none]
save as...	default: SHIFT+CTRL+S
versions...	[none]

layout menu

create guides...	[none]
first page	default: SHIFT+CTRL+PAGE UP
go back	default: CTRL+PAGE UP
go forward	default: CTRL+PAGE DOWN
last page	default: SHIFT+CTRL+PAGE DOWN
layout adjustment...	[none]
margins and columns...	[none]
next page	default: SHIFT+PAGE DOWN, TEXT: SHIFT+PAGE DOWN
next spread	default: ALT+PAGE DOWN
numbering & section options...	[none]
pages: add page	default: SHIFT+CTRL+P
previous page	default: SHIFT+PAGE UP, TEXT: SHIFT+PAGE UP
previous spread	default: ALT+PAGE UP
ruler guides...	[none]
table of contents styles...	[none]
table of contents...	[none]
update table of contents	[none]
update table of contents using current style	[none]

indesign cs2 shortcuts

nine hundred and twenty possibilities...

type menu

change case: lowercase	[none]
change case: sentence case	[none]
change case: title case	[none]
change case: uppercase	[none]
character styles	default: SHIFT+F11
character	default: CTRL+T
create outlines	default: SHIFT+CTRL+O
document footnote options...	[none]
fill with placeholder text	[none]
find font...	[none]
glyphs	[none]
ignore all	[none]
insert break character: column break	text: NUM ENTER
insert break character: even page break	[none]
insert break character: forced line break	text: SHIFT+ENTER
insert break character: frame break	text: SHIFT+NUM ENTER
insert break character: odd page break	[none]
insert break character: page break	text: CTRL+NUM ENTER
insert break character: paragraph return	text: ENTER
insert footnote	[none]
insert special character: auto page number	text: SHIFT+CTRL+ALT+N
insert special character: bullet character	text: ALT+8
insert special character: copyright symbol	text: ALT+G
insert special character: discretionary hyphen	text: SHIFT+CTRL+~
insert special character: double left quotation mark	text: ALT+[
insert special character: double right quotation mark	text: SHIFT+ALT+[
insert special character: ellipsis	text: ALT+;
insert special character: em dash	text: SHIFT+ALT+~
insert special character: en dash	text: ALT+~
insert special character: end nested style here	[none]
insert special character: footnote number	[none]
insert special character: indent to here	text: CTRL+\
insert special character: next page number	[none]
insert special character: nonbreaking hyphen	text: CTRL+ALT+~
insert special character: paragraph symbol	text: ALT+7
insert special character: previous page number	[none]
insert special character: punctuation space	[none]
insert special character: registered trademark symbol	text: ALT+R
insert special character: right indent tab	text: SHIFT+TAB
insert special character: section marker	[none]
insert special character: section symbol	text: ALT+6
insert special character: single left quotation mark	text: ALT+]
insert special character: single right quotation mark	text: SHIFT+ALT+]
insert special character: tab	text: TAB
insert special character: trademark symbol	[none]
insert white space: em space	text: SHIFT+CTRL+M
insert white space: en space	text: SHIFT+CTRL+N
insert white space: figure space	[none]
insert white space: flush space	[none]
insert white space: hair space	[none]
insert white space: nonbreaking space	text: CTRL+ALT+X
insert white space: thin space	text: SHIFT+CTRL+ALT+M
paragraph styles	default: F11
paragraph	default: CTRL+M , default: CTRL+ALT+T
show hidden characters	default: CTRL+ALT+I
size: other: other...	[none]
story	[none]
tabs	default: SHIFT+CTRL+T
type on path: delete type from path	[none]
type on path: options...	[none]

object menu

anchored object: insert...	[none]
anchored object: options...	[none]
anchored object: release	[none]
arrange: bring forward	default: CTRL+]]
arrange: bring to front	default: SHIFT+CTRL+]]
arrange: send backward	default: CTRL+[[
arrange: send to back	default: SHIFT+CTRL+[[
baseline options	[none]
clipping path...	default: SHIFT+CTRL+ALT+K
compound: make	default: CTRL+8
compound: release	default: CTRL+ALT+8
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]
corner effects...	[none]
display: use view setting	[none]
drop shadow...	default: CTRL+ALT+M
feather...	[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
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 above	default: CTRL+ALT+]]

indesign cs2 shortcuts

nine hundred and twenty possibilities...

object menu continued

select: next object below	default: CTRL+ALT-I
select: next object in group	[none]
select: previous object in group	[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: move guides...	[none]
transform: move...	default: SHIFT+CTRL+M
transform: rotate...	[none]
transform: scale...	[none]
transform: shear...	[none]
ungroup	default: SHIFT+CTRL+G
unlock position	default: CTRL+ALT-L

table menu

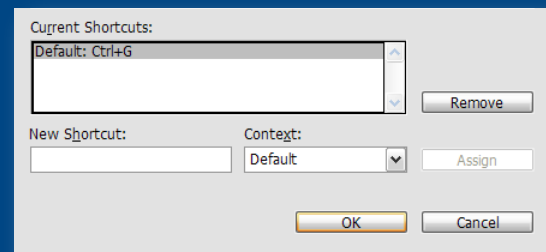
cell options: diagonal lines...	[none]
cell options: rows and columns...	[none]
cell options: strokes and fills...	[none]
cell options: text...	tables: CTRL+ALT+B
convert table to text...	[none]
convert text to table...	[none]
convert to body rows	[none]
convert to footer rows	[none]
convert to header rows	[none]
delete: column	tables: SHIFT+BACKSPACE
delete: row	tables: CTRL+BACKSPACE
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: CTRL-1
display performance: allow object-level display settings	[none]
display performance: fast display	default: SHIFT+CTRL-0
display performance: high quality display	default: CTRL+ALT-H
display performance: typical display	default: CTRL+ALT-Z
entire pasteboard	default: SHIFT+CTRL+ALT-0
fit page in window	default: CTRL-0
fit spread in window	default: CTRL+ALT-0
grids & guides: lock column guides	[none]
grids & guides: lock guides	default: CTRL+ALT-;
grids & guides: show baseline grid	default: CTRL+ALT-'
grids & guides: show document grid	default: CTRL-'
grids & guides: show guides	default: CTRL-;
grids & guides: snap to document grid	default: SHIFT+CTRL-'
grids & guides: snap to guides	default: SHIFT+CTRL-;
hide frame edges	default: CTRL+H
hide hyperlinks	[none]
hide rulers	default: CTRL-R
ink manager...	[none]
overprint preview	default: SHIFT+CTRL+ALT-Y
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 text threads	default: CTRL+ALT-Y
story editor: show depth ruler	[none]
story editor: show style name column	[none]
structure: show structure	default: CTRL+ALT-1
structure: show tag markers	[none]
structure: show tagged frames	[none]
zoom in	default: CTRL+NUM + , default: CTRL+=
zoom out	default: CTRL+NUM - , default: CTRL+-

It All Depends Where You Are

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.

indesign cs2 shortcuts

nine hundred and twenty possibilities...

window menu

align	default: SHIFT+F7
arrange: cascade	[none]
arrange: new window	[none]
arrange: tile	[none]
attributes	[none]
bookmarks	[none]
color	default: F6
control	default: CTRL+ALT+6
data merge	[none]
flattener preview	[none]
gradient	[none]
hyperlinks	[none]
index	default: SHIFT+F8
info	default: F8
layers	default: F7
links	default: SHIFT+CTRL+D
navigator	[none]
object styles	default: CTRL+F7
pagemaker toolbar	[none]
pages	default: F12
pathfinder	[none]
script label	[none]
scripts	[none]
separations preview	default: SHIFT+F6
states	[none]
stroke	default: F10
swatches	default: F5
table	default: SHIFT+F9
tags	[none]
text wrap	default: CTRL+ALT+W
tools	[none]
transform	default: F9
transparency	default: SHIFT+F10
trap presets	[none]
workspace: delete workspace...	[none]
workspace: load 1st workspace	[none]
workspace: load 2nd workspace	[none]
workspace: load 3rd workspace	[none]
workspace: load 4th workspace	[none]
workspace: load 5th workspace	[none]
workspace: save workspace...	[none]

help menu

about indesign...	[none]
activate...	[none]
configure plug-ins...	[none]
indesign help...	default: F1
indesign online...	[none]
online support...	[none]
registration...	[none]
transfer activation...	[none]
updates...	[none]
welcome screen...	[none]

structure navigation

collapse element	xml selection: LEFT ARROW
collapse element and child elements	xml selection: ALT+LEFT ARROW
expand element	xml selection: RIGHT ARROW
expand element and child elements	xml selection: ALT+RIGHT ARROW
extend xml selection down	xml selection: SHIFT+DOWN ARROW
extend xml selection up	xml selection: SHIFT+UP ARROW
move xml selection down	xml selection: DOWN ARROW
move xml selection up	xml selection: UP ARROW
scroll structure pane down one screen	xml selection: PAGE DOWN
scroll structure pane up one screen	xml selection: PAGE UP
select first xml node	xml selection: HOME
select last xml node	xml selection: END
select through first xml node	xml selection: SHIFT+HOME
select through last xml node	xml selection: SHIFT+END
view next validation error	xml selection: CTRL+RIGHT ARROW
view previous validation error	xml selection: CTRL+LEFT ARROW

structure menu

add untagged items	[none]
delete	[none]
delete dtd	[none]
dtd options...	[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 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]

indesign cs2 shortcuts

nine hundred and twenty possibilities...

text and tables

0°	[none]
180°	[none]
270°	[none]
90°	[none]
add/remove bullets	[none]
add/remove numbers	[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: BACKSPACE
clear all overrides	[none]
clear character overrides	[none]
clear paragraph overrides	[none]
collapse all footnotes	[none]
convert bullets and numbering to text	[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: 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+,
decrease point size x 5	default: SHIFT+CTRL+ALT+,
decrease word space	default: CTRL+ALT+BACKSPACE
decrease word space x 5	default: SHIFT+CTRL+ALT+BACKSPACE
delete	tables: DELETE
find next	text: SHIFT+F2
go to footnote text	[none]
increase baseline shift	text: SHIFT+ALT+UP ARROW
increase baseline shift x 5	text: SHIFT+CTRL+ALT+UP ARROW
increase horizontal scale	[none]
increase horizontal scale x 5	[none]
increase kerning/tracking	text: ALT+RIGHT ARROW
increase kerning/tracking x 5	text: CTRL+ALT+RIGHT ARROW
increase leading	text: ALT+DOWN ARROW
increase leading x 5	text: CTRL+ALT+DOWN ARROW
increase point size	default: SHIFT+CTRL+.,
increase point size x 5	default: SHIFT+CTRL+ALT+.,
increase word space	default: CTRL+ALT+\
increase word space x 5	default: 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	text: SHIFT+F1
load find with selected text	text: CTRL+F1
load replace with selected text	text: CTRL+F2

move down	tables: DOWN ARROW
move down one line	text: DOWN ARROW
move left	tables: LEFT ARROW
move right	tables: RIGHT ARROW
move to beginning of story	default: CTRL+HOME
move to end of story	default: CTRL+END
move to first cell in column	tables: ALT+PAGE UP
move to first cell in row	tables: ALT+HOME
move to first row in frame	tables: PAGE UP
move to last cell in column	tables: ALT+PAGE DOWN
move to last cell in row	tables: ALT+END
move to last row in frame	tables: PAGE DOWN
move to next cell	tables: TAB
move to previous cell	tables: SHIFT+TAB
move to the end of the line	text: END
move to the left one character	text: LEFT ARROW
move to the left one word	text: CTRL+LEFT ARROW
move to the next paragraph	text: CTRL+DOWN ARROW
move to the previous paragraph	text: CTRL+UP ARROW
move to the right one character	text: RIGHT ARROW
move to the right one word	text: CTRL+RIGHT ARROW
move to the start of the line	text: HOME
move up	tables: UP ARROW
move up one line	text: UP ARROW
normal horizontal text scale	default: SHIFT+CTRL+X
normal vertical text scale	default: SHIFT+CTRL+ALT+X
recompose all stories	default: CTRL+ALT+/
recompose all stories immediately	[none]
replace with change to text	text: CTRL+F3
replace with change to text and find next	text: SHIFT+F3
reset kerning and tracking	text: CTRL+ALT+Q
select cells above	tables: SHIFT+UP ARROW
select cells below	tables: SHIFT+DOWN ARROW
select cells to the left	tables: SHIFT+LEFT ARROW
select cells to the right	tables: SHIFT+RIGHT ARROW
select line	text: SHIFT+CTRL+\
select one character to the left	text: SHIFT+LEFT ARROW
select one character to the right	text: SHIFT+RIGHT ARROW
select one line above	text: SHIFT+UP ARROW
select one line below	text: SHIFT+DOWN ARROW
select one paragraph before	text: SHIFT+CTRL+UP ARROW
select one paragraph forward	text: SHIFT+CTRL+DOWN ARROW
select one word to the left	text: SHIFT+CTRL+LEFT ARROW
select one word to the right	text: SHIFT+CTRL+RIGHT ARROW
select to beginning of story	text: SHIFT+CTRL+HOME
select to end of story	text: SHIFT+CTRL+END
select to the end of the line	text: SHIFT+END
select to the start of the line	text: SHIFT+HOME
start row on next column	tables: NUM ENTER
start row on next frame	tables: SHIFT+NUM ENTER
switch composer	[none]
toggle autogrow	[none]
toggle cell/text selection	tables: ESCAPE
toggle drag and drop text preference	[none]
toggle typographer's quotes preference	default: SHIFT+CTRL+ALT+'
update missing font list	default: SHIFT+CTRL+ALT+/

indesign cs2 shortcuts

nine hundred and twenty possibilities...

palette menus

book: add document...	[none]	character: opentype: set 16	[none]
book: automatic document conversion	[none]	character: opentype: set 17	[none]
book: book page numbering options...	[none]	character: opentype: set 18	[none]
book: close book	[none]	character: opentype: set 19	[none]
book: document information...	[none]	character: opentype: set 20	[none]
book: document page numbering options...	[none]	character: opentype: slashed zero	[none]
book: remove document	[none]	character: opentype: subscript / inferior	[none]
book: repaginate	[none]	character: opentype: superscript / superior	[none]
book: replace document...	[none]	character: opentype: swash	[none]
book: save book	[none]	character: opentype: tabular lining	[none]
book: save book as...	[none]	character: opentype: tabular oldstyle	[none]
book: synchronize options...	[none]	character: opentype: titling alternates	[none]
bookmarks: delete bookmark...	[none]	character: show options	[none]
bookmarks: go to selected bookmark	[none]	character: small caps	default: SHIFT+CTRL+H
bookmarks: new bookmark	[none]	character: strikethrough	default: SHIFT+CTRL+ /
bookmarks: rename bookmark	[none]	character: strikethrough options...	[none]
bookmarks: sort bookmarks	[none]	character: subscript	default: SHIFT+CTRL+ALT+=
		character: superscript	default: SHIFT+CTRL+=
character styles: break link to style	[none]	character: underline	default: SHIFT+CTRL+U
character styles: delete style	[none]	character: underline options...	[none]
character styles: duplicate style...	[none]		
character styles: load character styles...	[none]	color: add to swatches	[none]
character styles: new character style...	[none]	color: show options	[none]
character styles: redefine style	text: SHIFT+CTRL+ALT+C		
character styles: style options...	[none]	control: dock at bottom	[none]
character: all caps	default: SHIFT+CTRL+K	control: dock at top	[none]
character: ligatures	[none]	control: float	[none]
character: no break	[none]		
character: opentype: all small caps	[none]	datamerge: content placement options...	[none]
character: opentype: contextual alternates	[none]	datamerge: create merged document...	[none]
character: opentype: default figure style	[none]	datamerge: preview	[none]
character: opentype: denominator	[none]	datamerge: remove data source	[none]
character: opentype: discretionary ligatures	[none]	datamerge: select data source...	[none]
character: opentype: fractions	[none]	datamerge: show log of update results	[none]
character: opentype: historical alternates	[none]	datamerge: update content in data fields	[none]
character: opentype: numerator	[none]	datamerge: update data source	[none]
character: opentype: ordinal	[none]		
character: opentype: proportional lining	[none]	flattener preview: transparency flattener presets...	[none]
character: opentype: proportional oldstyle	[none]		
character: opentype: set 1	[none]	glyph: delete glyph set	[none]
character: opentype: set 2	[none]	glyph: new glyph set...	[none]
character: opentype: set 3	[none]		
character: opentype: set 4	[none]	gradient: show options	[none]
character: opentype: set 5	[none]		
character: opentype: set 6	[none]	hyperlinks: delete hyperlink	[none]
character: opentype: set 7	[none]	hyperlinks: go to destination	[none]
character: opentype: set 8	[none]	hyperlinks: go to source	[none]
character: opentype: set 9	[none]	hyperlinks: hyperlink destination options...	[none]
character: opentype: set 10	[none]	hyperlinks: hyperlink options...	[none]
character: opentype: set 11	[none]	hyperlinks: new hyperlink destination...	[none]
character: opentype: set 12	[none]	hyperlinks: new hyperlink from url	[none]
character: opentype: set 13	[none]	hyperlinks: new hyperlink...	[none]
character: opentype: set 14	[none]	hyperlinks: reset hyperlink	[none]
character: opentype: set 15	[none]	hyperlinks: update hyperlink	[none]

indesign cs2 shortcuts

nine hundred and twenty possibilities...

palette menus continued

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: CTRL+U
index: options...	[none]
index: remove unused topics	[none]
index: show find field	[none]
index: show unused topics	[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]
library: add item	[none]
library: add items on page	[none]
library: add items on page as separate objects	[none]
library: by name	[none]
library: by newest	[none]
library: by oldest	[none]
library: by type	[none]
library: close library	[none]
library: delete item(s)	[none]
library: item information...	[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]
links: alternates...	[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: purchase this image...	[none]
links: relink...	[none]
links: reveal in bridge	[none]
links: reveal in bridge	[none]
links: reveal in explorer	[none]
links: reveal in explorer	[none]
links: save link version...	[none]
links: update link	[none]
links: versions...	[none]
object styles: clear attributes not defined by style	[none]
object styles: clear overrides	[none]
object styles: delete object styles...	[none]
object styles: duplicate object styles...	[none]
object styles: load object styles...	[none]
object styles: new object style...	[none]
object styles: object style options...	[none]
object styles: redefine object style	[none]
pages: apply master to pages...	[none]
pages: delete spread	[none]
pages: detach all objects from master	[none]
pages: duplicate spread	[none]
pages: insert 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: SHIFT+CTRL+ALT+L
pages: remove all local overrides	[none]
pages: save as master	[none]
pages: show master items	[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: convert style's bullets and numbering to text	[none]
paragraph styles: delete styles	[none]
paragraph styles: duplicate style...	[none]
paragraph styles: load paragraph styles...	[none]
paragraph styles: new paragraph style...	[none]
paragraph styles: redefine style	text: SHIFT+CTRL+ALT+R
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...	[none]
paragraph: drop caps and nested styles...	default: CTRL+ALT+R
paragraph: hyphenation...	[none]
paragraph: justification...	default: SHIFT+CTRL+ALT+J
paragraph: keep options...	default: CTRL+ALT+K
paragraph: only align first line to grid	[none]
paragraph: paragraph rules...	default: CTRL+ALT+J
paragraph: show options	[none]
scripts: delete script file	[none]
scripts: edit script	[none]
scripts: enable redraw	[none]
scripts: reveal in explorer	[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: palette options...	[none]
states: place content into state...	[none]
states: state options...	[none]

indesign cs2 shortcuts

nine hundred and twenty possibilities...

palette menus continued

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...	[none]
swatches: new gradient swatch...	[none]
swatches: new mixed ink group...	[none]
swatches: new mixed ink swatch...	[none]
swatches: new tint swatch...	[none]
swatches: save swatches for exchange...	[none]
swatches: select all unused	[none]
swatches: small name	[none]
swatches: small swatch	[none]
swatches: swatch options...	[none]
tab: clear all	[none]
tab: repeat tab	[none]
tags: autotag	text: SHIFT+CTRL+ALT+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 palette rows	[none]
tags: tag options...	[none]
tags: untag	[none]
transform: flip both	[none]
transform: flip horizontal	[none]
transform: flip vertical	[none]
transform: reset scaling to 100%	[none]
transform: rotate 180°	[none]
transform: rotate 90° ccw	[none]
transform: rotate 90° cw	[none]
transform: scale text attributes	[none]
transform: transform content	[none]
transform: transform group content	[none]
transparency: show options	[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]

object editing

convert clipping path to frame	[none]
decrease size / scale by 1%	default: CTRL+=
decrease size / scale by 5%	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]
increase size / scale by 1%	default: CTRL+-
increase size / scale by 5%	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]

other

add new index entry	text: SHIFT+CTRL+ALT+[
add new index entry (reversed)	text: SHIFT+CTRL+ALT+]
add new topic	[none]
clear object-level display settings	default: SHIFT+CTRL+F2
close all	default: SHIFT+CTRL+ALT+W
close document	default: SHIFT+CTRL+W
create outlines without deleting text	default: SHIFT+CTRL+ALT+O
inbooklet se...	[none]
lock zero point	[none]
new default document	default: CTRL+ALT+N
save all	default: SHIFT+CTRL+ALT+S



indesign cs2 shortcuts

nine hundred and twenty possibilities...

Contents include text file of the
standard default InDesign cs2 shortcuts
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Casey D'Andrea of Loop Incorporated

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