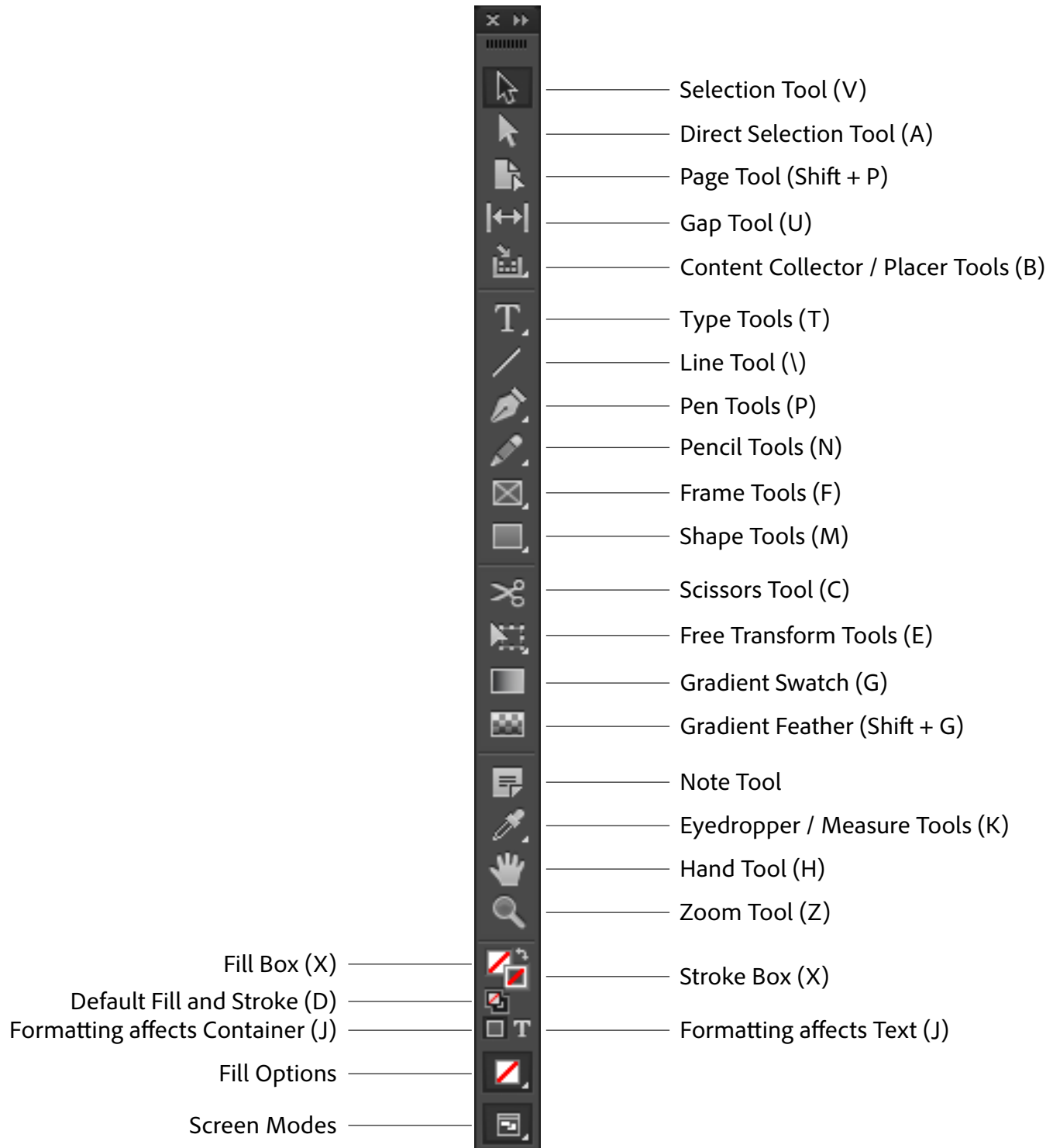




# Adobe® InDesign® CC

## Cheat Sheet

### InDesign CC Toolbox Overview





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## Cheat Sheet

### Common InDesign CC Keyboard Shortcuts

FUNCTION	MAC OS	WINDOWS
New: Document...	Command + N	Ctrl + N
Open...	Command + O	Ctrl + O
Close	Command + W	Ctrl + W
Save	Command + S	Ctrl + S
Save As...	Shift + Command + S	Shift + Ctrl + S
Place...	Command + D	Ctrl + D
Export...	Command + E	Ctrl + E
Document Setup...	Option + Command + P	Alt + Ctrl + P
Print...	Command + P	Ctrl + P

### Tools Shortcuts

FUNCTION	MAC OS	WINDOWS
Selection Tool	V, Text: Escape	V, Text: Escape
Direct Selection Tool	A	A
Page Tool	Shift + P	Shift + P
Gap Tool	U	U
Content Collector Tool	B	B



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### Tools Shortcuts

FUNCTION	MAC OS	WINDOWS
Type Tool	T	T
Type on a Path Tool	Shift + T	Shift + T
Line Tool	\	\
Pen Tool	P	P
Add Anchor Point Tool	=	=
Delete Anchor Point Tool	-	-
Convert Direction Point Tool	Shift + C	Shift + C
Pencil Tool	N	N
Rectangle Frame Tool	F	F
Rectangle Tool	M	M
Ellipse Tool	L	L
Scissors Tool	C	C
Free Transform Tool	E	E
Rotate Tool	R	R
Scale Tool	S	S
Shear Tool	O	O



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### Tools Shortcuts

FUNCTION	MAC OS	WINDOWS
Gradient Swatch Tool	G	G
Gradient Feather Tool	Shift + G	Shift + G
Eyedropper Tool	I	I
Measure Tool	K	K
Hand Tool	H	H
Zoom Tool	Z	Z
Swap fill and stroke activation	X	X
Swap fill and stroke colors	Shift + X	Shift + X
Apply default fill and stroke colors	D	D
Toggle Formatting Affects Container and Text	J	J
Apply Color	,	,
Apply Gradient	.	.
Apply None	/	/
Toggle view setting between default and preview	W	W



### Edit Menu Shortcuts

<b>FUNCTION</b>	<b>MAC OS</b>	<b>WINDOWS</b>
Undo	Command + Z	Ctrl + Z
Redo	Shift + Command + Z	Shift + Ctrl + Z
Cut	Command + X	Ctrl + X
Copy	Command + C	Ctrl + C
Paste	Command + V	Ctrl + V
Paste without Formatting	Shift + Command + V	Shift + Ctrl + V
Duplicate	Option + Shift + Command + D	Alt + Shift + Ctrl + D
Select All	Command + A	Ctrl + A
Deselect All	Shift + Command + A	Shift + Ctrl + A
Find Next	Opt + Command + F	Alt + Ctrl + F
Find/Change...	Command + F	Ctrl + F
Spelling: Check Spelling...	Command + I	Ctrl + I

### Object Menu Shortcuts

<b>FUNCTION</b>	<b>MAC OS</b>	<b>WINDOWS</b>
Group	Command + G	Ctrl + G
Ungroup	Shift + Command + G	Shift + Ctrl + G



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### Type Menu Shortcuts

FUNCTION	MAC OS	WINDOWS
Bold	Shift + Command + B	Shift + Ctrl + B
Italic	Shift + Command + I	Shift + Ctrl + I
Underline	Shift + Command + U	Shift + Ctrl + U
Normal	Shift + Command + Y	Shift + Ctrl + Y
Strikethrough	Ctrl + Shift + Command + /	Shift + Ctrl + /
All Caps	Shift + Command + K	Shift + Ctrl + K
Small Caps	Shift + Command + H	Shift + Ctrl + H
Subscript	Opt + Shift + Command + =	Alt + Shift + Ctrl + =
Superscript	Shift + Command + =	Shift + Ctrl + =
Align left	Shift + Command + L	Shift + Ctrl + L
Align right	Shift + Command + R	Shift + Ctrl + R
Align center	Shift + Command + C	Shift + Ctrl + C
Align justify	Shift + Command + J	Shift + Ctrl + J