



APPLICATION MENU

Preferences: General... Cmd+K

FILE MENU

Browse in Bridge... Opt+Cmd+O
Close Cmd+W
Document Setup... Opt+Cmd+P
Export... Cmd+E
File Info... Opt+Shift+Cmd+I
New: Document... Cmd+N
Open... Cmd+O
Package... Opt+Shift+Cmd+P
Place... Cmd+D
Print... Cmd+P
Save Cmd+S
Save As... Shift+Cmd+S
Save a Copy... Opt+Cmd+S

EDIT MENU

Clear Delete
Copy Cmd+C
Cut Cmd+X
Deselect All Shift+Cmd+A
Duplicate Opt+Shift+Cmd+D
Edit in Story Editor Cmd+Y
Find/Change... Cmd+F
Paste Cmd+V
Paste Into Opt+Cmd+V
Paste in Place Opt+Shift+Cmd+V
Paste without Formatting Shift+Cmd+V
Quick Apply... Cmd+Return
Redo Shift+Cmd+Z
Select All Cmd+A
Spelling: Check Spelling... Cmd+I
Step and Repeat... Opt+Cmd+U
Undo Cmd+Z

LAYOUT MENU

First Page Shift+Cmd+Page Up
Go to Page... Cmd+J
Last Page Shift+Cmd+Page Down
Next Page Shift+Page Down
Pages: Add Page Shift+Cmd+P
Previous Page Shift+Page Up
Previous Spread Opt+Page Up
Right Spread Presentation Mode: Right Arrow

TYPE MENU

Create Outlines Shift+Cmd+O
Create outlines without deleting text Opt+Shift+Cmd+O
Insert Break Character: Column Break Text: Enter
Insert Break Character: Forced Line Break: Shift+Return
Insert Break Character: Frame Break Text: Shift+Enter

Insert Break Character: Page Break Text: Cmd+Enter
Insert White Space: Em Space Text: Shift+Cmd+M
Insert White Space: En Space Text: Shift+Cmd+N
Insert White Space: Nonbreaking Space: Opt+Cmd+X
Insert White Space: Thin Space Text: Opt+Shift+Cmd+M
Show Hidden Characters Opt+Cmd+I
Show Tabs Shift+Cmd+T
Arrange: Bring Forward Cmd+]
Arrange: Bring to Front Shift+Cmd+]
Arrange: Send Backward Cmd+[
Arrange: Send to Back Shift+Cmd+[
Clipping Path: Options... Opt+Shift+Cmd+K
Effects: Drop Shadow... Opt+Cmd+M
Fitting: Center Content Shift+Cmd+E
Fitting: Fill Frame Proportionally Opt+Shift+Cmd+C
Fitting: Fit Content Proportionally Opt+Shift+Cmd+E
Fitting: Fit Content to Frame Opt+Cmd+E
Fitting: Fit Frame to Content Opt+Cmd+C
Fitting: Frame Fitting Options... [none defined]
Group Cmd+G
Hide Cmd+3
Lock Cmd+L
Paths: Make Compound Path Cmd+8
Paths: Release Compound Path Opt+Shift+Cmd+8
Select: Container Escape
Select: Content Shift+Escape
Select: First Object Above Opt+Shift+Cmd+]
Select: Last Object Below Opt+Shift+Cmd+[
Select: Next Object Above Opt+Cmd+]
Select: Next Object Below Opt+Cmd+[
Show All on Spread Opt+Cmd+3
Text Frame Options... Cmd+B
Transform: Move... Shift+Cmd+M
Ungroup Shift+Cmd+G
Unlock All on Spread Opt+Cmd+L

TABLE MENU

Cell Options: Text... Opt+Cmd+B
Insert Table... Text: Opt+Shift+Cmd+T
Insert: Column... Opt+Cmd+9
Insert: Row... Cmd+9
Select: Cell Cmd+/
Select: Column Opt+Cmd+3
Select: Row Cmd+3
Select: Table Opt+Cmd+A
Table Options: Table Setup... Opt+Shift+Cmd+B

VIEW MENU

Actual Size Cmd+1
Display Performance: Fast Display Opt+Shift+Cmd+Z
Display Perform.: High Quality Display Ctrl+Opt+Cmd+H
Display Performance: Typical Display Opt+Cmd+Z
Entire Pasteboard Opt+Shift+Cmd+0



Extras: Hide Frame Edges	Ctrl+Cmd+H
Extras: Show Text Threads	Opt+Cmd+Y
Fit Page in Window	Cmd+0
Fit Spread in Window	Opt+Cmd+0
Grids & Guides: Hide Guides	Cmd+;
Grids & Guides: Lock Guides	Opt+Cmd+;
Grids & Guides: Show Baseline Grid	Opt+Cmd+'
Grids & Guides: Show Document Grid	Cmd+'
Grids & Guides: Smart Guides	Cmd+U
Grids & Guides: Snap to Document Grid	Shift+Cmd+'
Grids & Guides: Snap to Guides	Shift+Cmd+;
Hide Rulers	Cmd+R
Overprint Preview	Opt+Shift+Cmd+Y
Zoom In	Cmd+=, Cmd+Num +
Zoom Out	Cmd+-, Cmd+Num -

WINDOW MENU

Control	Opt+Cmd+6
Effects	Shift+Cmd+F10
Interactive: Preview	Shift+Cmd+Return
Output: Preflight	Opt+Shift+Cmd+F
Output: Separations Preview	Shift+F6
Text Wrap	Opt+Cmd+W
Type & Character	Cmd+T

PANEL MENUS

Character Styles: Redefine Style	Text: Opt+Shift+Cmd+C
Character: All Caps	Shift+Cmd+K
Character: Small Caps	Shift+Cmd+H
Character: Strikethrough	Ctrl+Shift+Cmd+/'
Character: Subscript	Opt+Shift+Cmd+=
Character: Superscript	Shift+Cmd+=
Character: Underline	Shift+Cmd+U
Pages: Override All Master Page Items	Opt+Shift+Cmd+L
OverrideneNE Master Page Item	Opt+Click over
Paragraph: Drop Caps and Nested Styles...	Opt+Cmd+R

TEXT AND TABLES

Align center	Shift+Cmd+C
Align force justify	Shift+Cmd+F
Align justify	Shift+Cmd+J
Align left	Shift+Cmd+L
Align right	Shift+Cmd+R
Align to baseline grid	Opt+Shift+Cmd+G
Apply bold	Shift+Cmd+B
Apply italic	Shift+Cmd+I
Apply normal	Shift+Cmd+Y
Auto leading	Opt+Shift+Cmd+A
Auto-hyphenate on/off	Opt+Shift+Cmd+H
Decrease baseline shift	Text: Opt+Shift+Down Arrow
Decrease baseline	Text: Opt+Shift+Cmd+Down Arrow
Decrease kerning:	Opt+Left Arrow
Decrease kerning/tracking x 5	Text: Opt+Cmd+Left Arrow

Decrease leading	Text: Opt+Up Arrow
Decrease leading x 5	Text: Opt+Cmd+Up Arrow
Decrease point size	Shift+Cmd+,
Decrease point size x 5	Opt+Shift+Cmd+,
Delete one character to the left	Text: Delete
Delete one character to the right:	Del, Text: Shift+Del
Delete one word to the left	Text: Cmd+Delete
Delete one word to the right	Text: Cmd+Del
Increase baseline shift	Text: Opt+Shift+Up Arrow
Increase baseline shift:	Opt+Shift+Cmd+Up Arrow
Increase kerning/tracking:	Opt+Shift+Right Arrow, Text: Opt+Right Arrow
Increase kerning/tracking:	Opt+Cmd+Right Arrow
Increase leading	Text: Opt+Down Arrow
Increase leading x 5	Text: Opt+Cmd+Down Arrow
Increase point size	Shift+Cmd+.
Increase point size x 5	Opt+Shift+Cmd+.
Increase word space	Opt+Cmd+\\, Ctrl+Opt+Cmd+\\
Increase word space x 5	Opt+Shift+Cmd+\\
Load Find and Find Next instance	Text: Shift+F1
Load Find with selected text	Text: Cmd+F1
Load Replace with selected text	Text: Cmd+F2
Move Down	Down Arrow
Move Left	Left Arrow
Move Right	Right Arrow
Move Up	Up Arrow
Move down one line	Text: Down Arrow
Move to First Cell in Column	Opt+Page Up
Move to First Cell in Row	Opt+Home
Move to First Row in Frame	Page Up
Move to Last Cell in Column	Opt+Page Down
Move to Last Cell in Row	Opt+End
Move to Last Row in Frame	Page Down
Move to Next Cell	Tab
Move to Previous Cell	Shift+Tab
Move to beginning of story	Text: Cmd+Home
Move to end of story	Text: Cmd+End
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: Cmd+Left Arrow
Move to the next paragraph	Text: Cmd+Down Arrow
Move to the previous paragraph	Text: Cmd+Up Arrow
Move to the right one character	Text: Right Arrow
Move to the right one word	Text: Cmd+Right Arrow
Move to the start of the line	Text: Home
Move up one line	Text: Up Arrow
Normal horizontal text scale	Shift+Cmd+X
Normal vertical text scale	Opt+Shift+Cmd+X
Recompose all stories	Opt+Cmd+/'
Recompose all stories immediately	[none defined]
Replace with Change To text	Text: Cmd+F3
Reset kerning and tracking	Text: Opt+Cmd+Q



TABLES

Select Cells Above	Shift+Up Arrow
Select Cells Below	Shift+Down Arrow
Select Cells to the Left	Shift+Left Arrow
Select Cells to the Right	Shift+Right Arrow
Select line	Text: Shift+Cmd+\
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+Cmd+Up Arrow
Select one paragraph forward	Text: Shift+Cmd+Down Arrow
Select one word to the left	Text: Shift+Cmd+Left Arrow
Select one word to the right	Text: Shift+Cmd+Right Arrow
Select to beginning of story	Text: Shift+Cmd+Home
Select to end of story	Text: Shift+Cmd+End
Select to the end of the line	Text: Shift+End
Select to the start of the line	Text: Shift+Home
Toggle Cell/Text Selection	Escape

TOOLS

Add Anchor Point Tool	=
Apply Color	,
Apply Gradient	.
Apply None	/, Num /
Apply default fill and stroke colors	D
Convert Direction Point Tool	Shift+C
Delete Anchor Point Tool	-
Direct Selection Tool	A
Ellipse Tool	L
Eyedropper Tool	I
Free Transform Tool	E
Gap Tool	U
Gradient Feather Tool	Shift+G
Gradient Swatch Tool	G
Hand Tool	H
Line Tool	\
Measure Tool	K
Page Tool	Shift+P
Pen Tool	P
Pencil Tool	N
Rectangle Frame Tool	F
Rectangle Tool	M
Rotate Tool	R
Scale Tool	S
Scissors Tool	C
Selection Tool	V, Text: Escape
Shear Tool	O
Swap fill and stroke activation	X

Swap fill and stroke colors	Shift+X
Toggle Text and Object Control	J
Toggle view setting between default and preview	W
Type Tool	T
Type on a Path Tool	Shift+T
Zoom Tool	Z

VIEWS, NAVIGATION

200% size	Cmd+2
400% size	Cmd+4
50% size	Cmd+5
Access page number box	[none defined]
Access zoom percentage box	Opt+Cmd+5
Activate last-used field in panel	Opt+Cmd+`
Close all	Opt+Shift+Cmd+W
Close document	Shift+Cmd+W
First SpreadHome, Opt+Shift+Page Up, Presentation Mode: Home	
Fit Selection in Window	Opt+Cmd+=
Force redraw	Shift+F5
Go to first frame in thread	Opt+Shift+Cmd+Page Up
Go to last frame in thread	Opt+Shift+Cmd+Page Down
Go to next frame in thread	Opt+Cmd+Page Down
Go to previous frame in thread	Opt+Cmd+Page Up
New default document	Opt+Cmd+N
Next window Presentation Mode: Cmd+Tab, Presentation Mode: Cmd+`	
Open context menu	[none defined]
Open/Close all panels in side tabs	Opt+Cmd+Tab
Previous window Presentation Mode: Shift+Cmd+Tab, Presentation Mode: Shift+Cmd+`	
Save all	Opt+Shift+Cmd+S
Scroll down one screen Page Down, Text: Page Down	
Scroll up one screen Page Up, Text: Page Up	
Show 1st spot plate	Opt+Shift+Cmd+5
Show 2nd spot plate	Opt+Shift+Cmd+6
Show 3rd spot plate	Opt+Shift+Cmd+7
Show Black plate	Opt+Shift+Cmd+4
Show Cyan plate	Opt+Shift+Cmd+1
Show Magenta plate	Opt+Shift+Cmd+2
Show Yellow plate	Opt+Shift+Cmd+3
Show all plates	Opt+Shift+Cmd+`
Show/Hide all panels	Tab
Show/Hide all panels except toolbox	Shift+Tab
Toggle Character and Paragraph Modes in Control Panel	Opt+Cmd+7
Toggle Keyboard Focus in Control Panel	Cmd+6
Toggle Measurement System	Opt+Shift+Cmd+U
Toggle between current and previous views	Opt+Cmd+2