

TAILORED INDESIGN TRAINING

When, where and how you want it

FIVE REASONS TO BECOME AN INDESIGN PRO WITH US

1. **Tailored:** Flexible, relevant lesson plans.
2. **Personalised:** Learn at your own pace.
3. **Convenient:** Learn from your own office when you want.
4. **Investment:** Efficient workflows save time and money.
5. **Qualified:** Trainers with real world experience.

INDESIGN KEYBOARD SHORTCUTS

Below are our favourite keyboard shortcuts when using InDesign. These can be used for both Mac and PC.

When using PC use Ctrl and Alt. However if you are on a Mac use Cmd and Opt instead.

Tools

Direct Selection.....	A
Paintbrush.....	B
Scissors.....	C
Default.....	D
Free Transform.....	E
Toggle Screen Mode.....	F
Gradient.....	G
Hand.....	H
Eyedropper.....	I
Column Graph.....	J
Live paint Bucket.....	K
Ellipse.....	L
Rectangle.....	M
Pencil.....	N
Reflect.....	O
Pen.....	P
Lasso.....	Q
Rotate.....	R
Scale.....	S
Type.....	T
Mesh.....	U
Selection.....	V
Blend.....	W
Toggle Fill/Stroke.....	X
Magic Wand.....	Y
Zoom.....	Z

File

New.....	Ctrl/Cmd-N
Open.....	Ctrl/Cmd-O
Close.....	Ctrl/Cmd-W
Save.....	Ctrl/Cmd-S
Save As.....	Ctrl/Cmd-Shift-S
Export.....	Ctrl/Cmd-E
Print.....	Ctrl/Cmd-P
Quit/Exit.....	Ctrl/Cmd-Q

Zooming

Get the Zoom in tool without selecting it.....	Ctrl/Cmd-Space Bar
Get the Zoom out tool without selecting it.....	Ctrl/Cmd-Space Bar-Alt/Opt
Zoom In or Out.....	Ctrl/Cmd-plus(+) or Ctrl/Cmd-minus(-)
Fit Page in Window.....	Ctrl/Cmd-0 (zero)
Fit Spread in Window.....	Ctrl/Cmd-Alt/Opt-0 (zero)
Access zoom percentage box (so you can enter a zoom level).....	Ctrl/Cmd-Alt/Opt-5
Toggle between current and previous zoom levels.	Ctrl/Cmd-Alt/Opt-2

Edit

Cut.....	Ctrl/Cmd-X
Copy.....	Ctrl/Cmd-C
Paste.....	Ctrl/Cmd-V
Undo.....	Ctrl/Cmd-Z
Redo.....	Ctrl/Cmd-Shift-Z
Select All.....	Ctrl/Cmd-A
Deselect All.....	Ctrl/Cmd-Shift-A

Fitting Content & pictures

Fit Content Proportionally.....	Ctrl/Cmd-Alt/Opt-Shift-E
Fill Frame Proportionally.....	Ctrl/Cmd-Alt/Opt-Shift-C
Center Content.....	Ctrl/Cmd-Shift-E
Fit Frame to Content.....	Ctrl/Cmd-Alt/Opt-C

Objects

Bring Forward.....	Ctrl/Cmd-]
Bring to Front.....	Ctrl/Cmd-Shift-]
Send Backward.....	Ctrl/Cmd-[
Send to Back.....	Ctrl/Cmd-Shift-[
Group.....	Ctrl/Cmd-G
Ungroup.....	Ctrl/Cmd-Shift-G
Move by Increment (set in Preferences).....	any arrow key
Move by Increment x 10.....	Shift-any arrow key
Move by Increment x 1/10.....	Ctrl/Cmd-Shift-any arrow key

Adjust Font Size

Increase by Increment (set in Preferences).....	Ctrl/Cmd-Shift->
Decrease by Increment.....	Ctrl/Cmd-Shift-<