

Adobe InDesign CS3 Keyboard Shortcuts

Result	Windows	Mac OS
Bold	Shift+Ctrl+B	Shift+Command+V
Italic	Shift+Ctrl+I	Shift+Command+I
Normal	Shift+Ctrl+Y	Shift+Command+Y
Underline	Shift+Ctrl+U	Shift+Command+U
Strikethrough	Shift+Ctrl+ /	Shift+Command+ /
All Caps (on/off)	Shift+Ctrl+K	Shift+Command+K
Small Caps (on/off)	Shift+Ctrl+H	Shift+Command+H
Superscript	Shift+Ctrl+(+) [plus sign]	Shift+Command+(+) [plus sign]
Subscript	Shift+Alt+Ctrl+(+) [plus sign]	Shift+Option+Command+(+) [plus sign]
Straight Quotes (single and double) without turning off Smart quotes	Alt+'+Ctrl+Alt+'	Command+' , Command+Shift+'
Reset Horizontal or Vertical Scale to 100%	Shift+Ctrl+X	Shift+Command+X
Align, Left, Right, or Center	Shift+Ctrl+L,R, or C	Shift+Command+L,R, or C
Justify	Shift+Ctrl+J (all but last line)	Shift+Command+F (all but last line)
Increase or decrease point size*	Shift+Ctrl+>or <	Shift+Command+>or<
Increase or decrease point size by five times*	Shift+Ctrl+Alt+>or<	Shift+Command+Option+>or<
Increase or decrease leading (horizontal text)*	Alt+Up arrow/down arrow	Option+Up arrow/down arrow
Increase or decrease leading by five times (horizontal text)*	Alt+Ctrl+Up arrow/down arrow	Option+command+Up arrow/down arrow
Select or Deselect preferences setting for typographer marks	Shift+Alt+Ctrl+” [quote]	Shift+Option+Command+”[quote]
Auto leading	Shift+Alt+Ctrl+A	Shift+Option+Command+A
Align to grid (on/off)	Shift+Alt+Ctrl+G	Shift+Option+Command+G
Auto –hyphenate (on/off)	Shift+Alt+Ctrl+H	Shift+Option+Command+H
Increase or decrease kerning and tracking (horizontal text)	Alt+Left Arrow/Right Arrow	Option+Left Arrow/Right Arrow
Increase or decrease kerning by five times (horizontal text)	Alt+Ctrl+Left Arrow/Right Arrow	Option Command+Left Arrow/Right Arrow
Increase kerning between words*	Alt+Ctrl+\	Option+Command+\
Decrease kerning between words	Alt+Ctrl+Backspace	Option+Command+Delete
Clear all manual kerning and reset tracking to 0	Alt+Ctrl+Q	Option+Command+Q
Increase or decrease baseline shift	Shift+Alt+Up arrow/Down arrow	Shift+Option+Up arrow/ down arrow
Increase or decrease the baseline shift by five times	Shift+Alt+Ctrl+Up Arrow/Down Arrow	Shift+Option+Command+Up Arrow/Down Arrow
Automatically flow story	Shift-Click loaded text icon	Shift+Click loaded text icon
Semi-automatically flow story	Alt-Click loaded text icon	Option-Click loaded text icon

Recompose all stories	Alt+Ctrl+/	Option+Command+/,
Insert current page number	Alt+Ctrl+N	Option+Command+N
Text frame options	Ctrl+B	Command+B
Move Up by Increment (set in preferences)	Alt+Shift+Up Arrow/Down Arrow	Option+Shift+Up Arrow/Down Arrow
Move Down by Increment	Alt+Shift+Down arrow	Option+Shift+Down Arrow
Scale photo 5% bigger	Ctrl+Alt+>	Command+Option->
Scale photo 5% smaller	Ctrl+Alt+<	Command+Option-<
Scale photo 1% bigger	Ctrl+>	Command+>
Scale photo 1% smaller	Ctrl+<	Command+>
Fit Content Proportionally	Ctrl+Alt+Shift	Command+Option+Shift
Center Content	Ctrl+Shift+E	Command+Shift+E
Fill Frame Proportionally	Ctrl+Alt+Shift+C	Command+Option+Shift+C
Leave text frame and switch to selection tool	Esc	
Select from cursor to beginning or end of the line	Shift+Home or Shift+End	
Select from cursor to the end of the story	Ctrl+Shift+End	Command+Shift+End
Select from cursor to beginning fo the story	Ctrl+Shift+Home	Command+Shift+Home
Select whole word	Double-Click	
Select Line	Triple Click	
Select one word to the left/right	Ctrl+Shift+Left arrow/right arrow	Command+Shift+Left/right arrow
Scroll page using selection tool	Spacebar, drag	
Go to first page	Ctrl+Shift+Page up	Command+Shift+Page Up
Go to last page	Ctrl+Shift+Page Down	Command+Shift+Page Down
Go to page (then type in page number)	Ctrl+J	Command+J
Switch between open documents	Ctrl+tilde (~)	Command+~
Show/Hide all Panel including toolbox	Tab (While not in a text frame)	
Toggle Control panel between Character and Paragraph options	Ctrl+Alt+7	Command+Option+7
Em Space	Ctrl+Shift+M	Command+Shift+M
En Space	Ctrl+Shift+N	Command+Shift+N
Non Breaking Space	Ctrl+Alt+X	Command+Option+X
Thin Space	Ctrl+Alt+Shift+M	Command+Option+Shift+M

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