



# Keyboard Shortcuts

## InDesign Commands

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Check Spelling - Ctrl+I	Arrange: Send to Back - Shift+Ctrl+[	Apply italic - Shift+Ctrl+I
Copy - Ctrl+C	Clipping Path - Shift+Ctrl+Alt+K	Increase font size - Shift+Ctrl+
Cut - Ctrl+X	Drop Shadow - Ctrl+Alt+M	Decrease font size - Shift+Ctrl-
Paste - Ctrl+V	Fit Content to Frame - Ctrl+Alt+E	Insert Bullet Character - Alt+8
Paste in Place - Shift+Ctrl+Alt+V	Fit Proportionally - Shift+Ctrl+Alt+E	Insert Ellipsis - Alt+;
Paste Into - Ctrl+Alt+V	Fit Frame to Content - Ctrl+Alt+C	Actual Size - Ctrl+1
Redo - Shift+Ctrl+Z	Group - Ctrl+G	Fit Page in Window - Ctrl+0
Select All - Ctrl+A	Ungroup - Shift+Ctrl+G	Fit Spread in Window - Ctrl+Alt+0
Step and Repeat - Shift+Ctrl+V	Create outlines - Shift+Ctrl+Alt+O	Hide Guides - Ctrl+;
Undo - Ctrl+Z	Small Caps - Shift+Ctrl+H	Show Grid - Ctrl+'
Close - Ctrl+W, Ctrl+F4	Subscript - Shift+Ctrl+Alt+=	Zoom In - Ctrl+Num +
Export - Ctrl+E	Superscript - Shift+Ctrl+=	Zoom Out - Ctrl+Num -
New: Document - Ctrl+N	Underline - Shift+Ctrl+U	200% size - Ctrl+2
Open - Ctrl+O	Drop Caps - Ctrl+Alt+R	400% size - Ctrl+4
Place - Ctrl+D	Align center - Shift+Ctrl+C	50% size - Ctrl+5
Print - Ctrl+P	Align force justify - Shift+Ctrl+F	Swatches - F5
Save - Ctrl+S	Align justify - Shift+Ctrl+J	Text Wrap - Ctrl+Alt+W
Zoom: Decrease by 5% - Ctrl+Alt+	Align left - Shift+Ctrl+L	Transparency - Shift+F10
Zoom: Increase by 5% - Ctrl+Alt+	Align right - Shift+Ctrl+R	
Arrange: Bring to Front - Shift+Ctrl+]	Apply bold - Shift+Ctrl+B	

## PageMaker Commands

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Copy - Ctrl+C	Group - Ctrl+G	Insert Ellipsis - Alt+;
Cut - Ctrl+X	Ungroup - Shift+Ctrl+G	Actual Size - Ctrl+1
Paste - Ctrl+V	Strikethrough - Shift+Ctrl+/-	Fit Page in Window - Ctrl+0
Paste in Place - Ctrl+Alt+V	Underline - Shift+Ctrl+U	Fit Spread in Window -
Redo - Shift+Ctrl+Z	Align center - Shift+Ctrl+C	Ctrl+Alt+0
Select All - Ctrl+A	Align force justify - Shift+Ctrl+F	Hide Guides - Ctrl+;
Undo - Ctrl+Z	Align justify - Shift+Ctrl+J	Zoom In - Ctrl++,
Close - Ctrl+W, Ctrl+F4	Align left - Shift+Ctrl+L	Zoom Out - Ctrl+,-,
New Document - Ctrl+N	Align right - Shift+Ctrl+R	200% size - Ctrl+2
Open - Ctrl+O	Apply bold - Shift+Ctrl+B	400% size - Ctrl+4
Place - Ctrl+D	Apply italic - Shift+Ctrl+I	50% size - Ctrl+5
Print - Ctrl+P	Fill & Stroke - Ctrl+U	Text Wrap - Ctrl+Alt+E
Save - Ctrl+S	Increase font size - Shift+Ctrl+	Edit Story - Triple Click
Bring to Front - Shift+Ctrl+]	Decrease font size - Shift+Ctrl-	Show Colors - Ctrl+J
Send to Back - Shift+Ctrl+[	Insert Bullet Character - Alt+8	