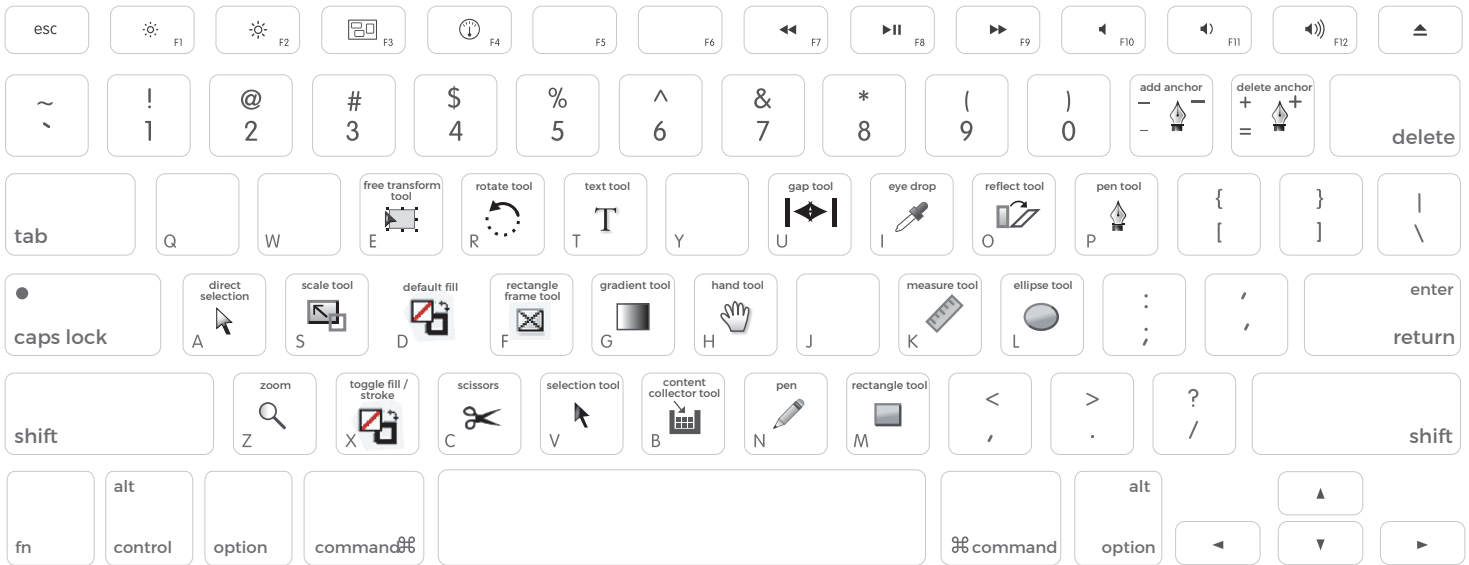


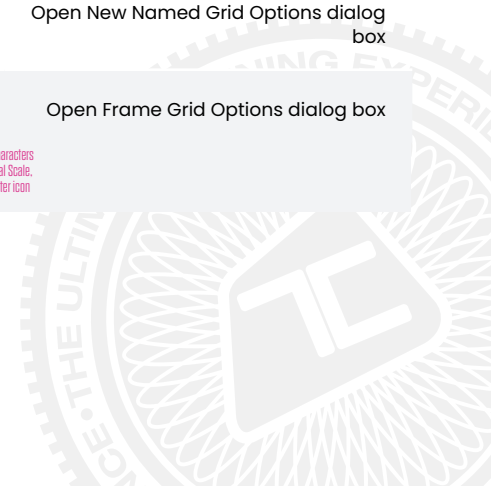


ADOBE INDESIGN CC SHORTCUT KEYS



KEYS FOR THE CONTROL PANEL SHORTCUTS

CTRL G	Toggle focus to/from Control panel	ALT	Open Text Preferences
CTRL ALT 7	Toggle Character/Paragraph text attributes mode	Button	Open the Underline Options dialog box
Any Key (numeric)	Change reference point when proxy has focus	ALT	Open the Strikethrough Options dialog box
ALT	Display the pop-up menu that has focus	ALT ALT	Open the Grids Preferences
ALT	Open Units & Increments Preferences	Grid button	Open the Drop Caps & Nested Styles dialog box
ALT	Open the Text Frame Options dialog box	ALT	
ALT	Open the Move dialog box	More Characters icon	Open the Justification dialog box
ALT	Open the Rotate dialog box	ALT	Open Named Grid dialog box
ALT	Open the Scale dialog box		Open New Named Grid Options dialog box
ALT	Open the Shear dialog box	ALT	Open Frame Grid Options dialog box
		ALT	





TYPE PANELS AND DIALOG BOXES SHORTCUTS

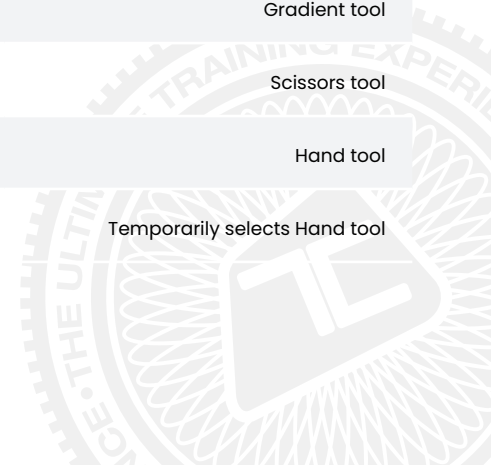
ALT CTRL SHIFT J	Open Justification dialog box	ALT CTRL K	Open Keep Options dialog box
ALT CTRL J	Open Paragraph	CTRL T	Activate Character panel
ALT CTRL J	Rules dialog box	CTRL ALT T	Activate Paragraph panel

KEYS FOR INDEXING SHORTCUTS

SHIFT CTRL ALT [Create index entry without dialog box (alphanumeric only)	SHIFT CTRL ALT]	Create proper name index entry (last name, first name)
CTRL 7	Open index entry dialog box		

TOOLS SHORTCUTS

V ESC	Selection tool	F	Rectangle Frame tool
A	Direct Selection tool	M	Rectangle tool
CTRL TAB	Toggle Selection and Direct	L	Ellipse tool
SHIFT P	Page tool	R	Rotate tool
U	Gap tool	S	Scale tool
P	Pen tool	O	Shear tool
=	Add Anchor Point tool	E	Free Transform tool
-	Delete Anchor Point tool	I	Eyedropper tool
SHIFT C	Convert Direction Point tool	K	Measure tool
T	Type tool	G	Gradient tool
SHIFT T	Type On A Path tool	C	Scissors tool
N	Pencil tool (Note tool)	H	Hand tool
\	Line tool	SPACEBAR (Layout mode) ALT (Text mode)	Temporarily selects Hand tool
		ALT SPACEBAR (both)	





TOOLS SHORTCUTS(CONT.)

Z	Zoom tool	.	Apply Gradient
CTRL SPACEBAR	Temp selects Zoom Intool	/	Apply No Color
X	Toggle Fill and Stroke	W	Switch between Normal View and Preview Mode
SHIFT X	Swap Fill and Stroke	Y	Frame Grid tool (horizontal)
J	Toggle between Formatting Affects Container & Formatting Affects Text	Q	Frame Grid tool (vertical)
,	Apply Color	SHIFT G	Gradient Feather tool

LAYERS PANEL SHORTCUTS

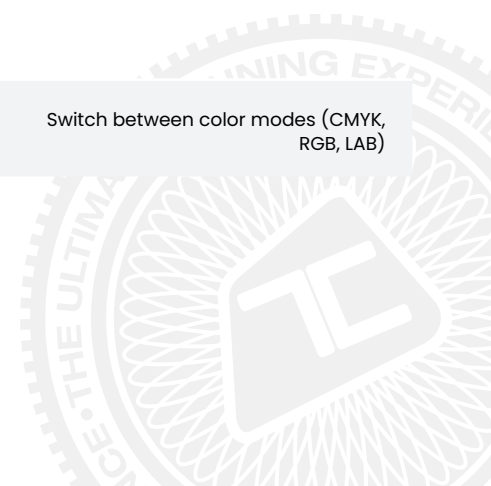
ALT	Select all objects on layer	SHIFT ALT CTRL	Add new layer to the top of the layer list and open New Layer dialog box
ALT	Copy selection to new layer	CTRL	Add new layer and open New Layer dialog box
ALT	Add new layer below selected layer		
SHIFT CTRL	Add new layer to the top of the layer list		

PAGES PANEL SHORTCUTS

ALT	Apply master to selected page	CTRL	Display Insert Pages dialog box
ALT	Base another master page on selected master	SHIFT CTRL P	Add new page after last page
CTRL	Create master page		

COLOR PANELS SHORTCUTS

SHIFT	Move color sliders in tandem	SHIFT	Switch between color modes (CMYK, RGB, LAB)
ALT	Select a color for the nonactive fill / stroke		





CHARACTER AND PARAGRAPH STYLES SHORTCUTS

<p>Select text and press SHIFT ALT CTRL G</p>	<p>Make character style definition match text</p>	<p>ALT Paragraph style name</p>	<p>Remove style and local formatting</p>
<p>Select text and press SHIFT ALT CTRL R</p>	<p>Make paragraph style definition match text</p>	<p>ALT SHIFT Paragraph style name</p>	<p>Clear overrides from para-style</p>
<p>SHIFT ALT CTRL </p>	<p>Change options without applying style</p>	<p>F11 SHIFT F11</p>	<p>Show/hide Paragraph and Character Styles panels</p>

KEYS FOR PANELS SHORTCUTS

<p>ALT </p>	<p>Delete without confirmation</p>	<p>ESC</p>	<p>Move focus to selected object, text, or window</p>
<p>ALT </p>	<p>Create item and set options</p>	<p>TAB</p>	<p>Show/Hide all panels, Toolbox, and Control panel (with no insertion point)</p>
<p>SHIFT ENTER</p>	<p>Apply value and keep focus on option</p>	<p>SHIFT TAB</p>	<p>Show/Hide all panels except the Toolbox and Control panel (docked or not)</p>
<p>CTRL ALT ~</p>	<p>Activate last-used option in last-used panel</p>	<p>CTRL ALT TAB</p>	<p>Open or close all stashed panels</p>
<p>SHIFT </p>	<p>Select range of styles, layers, links, swatches, or library objects in a panel</p>	<p>ALT <i>Drag any panel tab (in the group) to edge of screen</i></p>	<p>Stash a panel group</p>
<p>CTRL </p>	<p>Select nonadjacent styles, layers, links, swatches, or library objects in a panel</p>	<p>ALT CTRL <i>in list, and then use keyboard to select them by name</i></p>	<p>Select item by name</p>
<p>TAB</p>	<p>Apply value and select next value</p>	<p>ALT CTRL M</p>	<p>Open the Drop Shadow panel</p>

TABS PANEL SHORTCUTS

<p>SHIFT CTRL T</p>	<p>Activate Tabs panel</p>	<p>ALT TAB</p>	<p>Switch between alignment options</p>
----------------------------	----------------------------	------------------------------	---

