



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 : Cmd+Delete, Default: Del
Copy : Cmd+C
Cut : Cmd+X
Deselect All : Shift+Cmd+A
Duplicate : Opt+Shift+Cmd+D
Edit in Story Editor : Cmd+Y
Find Next : Opt+Cmd+F
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
Update Content : Ctrl+Cmd+F5

LAYOUT MENU

First Page : Shift+Cmd+Page Up
Go Back : Cmd+Page Up
Go Forward : Cmd+Page Down
Go to Page... : Cmd+J
Last Page : Shift+Cmd+Page Down
Left Spread Presentation Mode: Left Arrow

Next Page : Shift+Page Down, Text: Shift+Page Down
Next Spread : Opt+Page Down,
Next Spread Presentation Mode : Space, Down Arrow,
Return, Page Down
Pages: Add Page : Shift+Cmd+P
Previous Page : Shift+Page Up, Text: Shift+Page Up
Previous Spread : Opt+Page Up,
Previous Spread Presentation Mode: Shift+Space,
Presentation Mode: Delete,
Presentation Mode: Up Arrow,
Presentation Mode: Page Up
Right Spread Presentation Mode: Right Arrow

TYPE MENU

Create Outlines : Shift+Cmd+O
Create outlines without deleting text : Opt+Shift+Cmd+O
Hide Hidden Characters : Opt+Cmd+I
Insert Break Character: Column Break Text: Enter
Insert Break Character: Forced Line BreakText: Shift+Return
Insert Break Character: Frame Break Text: Shift+Enter
Insert Break Character: Page Break Text: Cmd+Enter
Insert Special Character: Hyphens and Dashes: Nonbreaking
Hyphen Text: Opt+Cmd+-
Insert Special Character: Markers: Current Page NumberText:
Opt+Shift+Cmd+N
Insert White Space: Em Space Text: Shift+Cmd+M
Insert White Space: En Space Text: Shift+Cmd+N
Insert White Space: Nonbreaking Space Text: Opt+Cmd+X
Insert White Space: Thin Space Text: Opt+Shift+Cmd+M
Notes: Notes Mode Text: Cmd+F8
Tabs : Shift+Cmd+T
Track Changes: Next Change Text: Cmd+Page Down
Track Changes: Previous Change Text: Cmd+Page Up

OBJECT MENU

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
 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 Again: Transform Sequence Again: Opt+Cmd+4
 Transform: Move... _____ : Shift+Cmd+M
 Ungroup _____ : Shift+Cmd+G
 Unlock All on Spread _____ : Opt+Cmd+L

TABLE MENU

Cell Options: Text... _____ Tables: Opt+Cmd+B
 Delete: Column _____ Tables: Shift+Delete
 Delete: Row _____ Tables: Cmd+Delete
 Delete: Table _____ [none defined]
 Insert Table... _____ Text: Opt+Shift+Cmd+T
 Insert: Column... _____ Tables: Opt+Cmd+9
 Insert: Row... _____ Tables: Cmd+9
 Select: Cell _____ Tables: Cmd+/
 Select: Column _____ Tables: Opt+Cmd+3
 Select: Row _____ Tables: Cmd+3
 Select: Table _____ Tables: Opt+Cmd+A
 Table Options: Table Setup... _____ : Opt+Shift+Cmd+B

VIEW MENU

Actual Size _____ : Cmd+1
 Display Performance: Clear Object-Level Display Settings :
 Shift+Cmd+F2
 Display Performance: Fast Display _____ : Opt+Shift+Cmd+Z
 Display Performance: High Quality Display _____ :
 Ctrl+Opt+Cmd+H
 Display Performance: Typical Display _____ : Opt+Cmd+Z
 Entire Pasteboard _____ : Opt+Shift+Cmd+0
 Extras: Hide Conveyor _____ : Opt+B
 Extras: Show 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 Baseline Grid _____ : Opt+Cmd+'
 Grids & Guides: Hide Guides _____ : Cmd+;
 Grids & Guides: Lock Guides _____ : 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
 Screen Mode: Presentation _____ : Escape, Default: Shift+W
 Screen Mode: Set Background to Black _____ : B
 Screen Mode: Set Background to Gray _____ : G
 Screen Mode: Set Background to White _____ : B
 Structure: Show Structure _____ : Opt+Cmd+1
 Zoom In _____ : Cmd+=, Default: Cmd+Num +
 Zoom Out _____ : Cmd+-, Default: Cmd+Num -

WINDOW MENU

Arrange: Minimize _____ : Cmd+M, Default: Ctrl+Cmd+M
 Color: Color _____ : F6
 Color: Swatches _____ : F5
 Control _____ : Opt+Cmd+6
 Effects _____ : Shift+Cmd+F10
 Info _____ : F8
 Interactive: SWF Preview _____ : Shift+Cmd+Return, Default:
 Shift+Cmd+Enter
 Layers _____ : F7
 Links _____ : Shift+Cmd+D
 Object & Layout: Align _____ : Shift+F7
 Output: Preflight _____ : Opt+Shift+Cmd+F
 Output: Separations Preview _____ : Shift+F6
 Pages _____ : Cmd+F12, Default: F12
 Stroke _____ : Cmd+F10, Default: F10
 Styles: Character Styles _____ : Shift+Cmd+F11qq
 Styles: Object Styles _____ : Cmd+F7
 Styles: Paragraph Styles _____ : Cmd+F11, Default: F11
 Text Wrap _____ : Opt+Cmd+W
 Type & Tables: Character _____ : Cmd+T
 Type & Tables: Glyphs _____ : Opt+Shift+F11
 Type & Tables: Index _____ : Shift+F8
 Type & Tables: Paragraph _____ : Opt+Cmd+T
 Type & Tables: Table _____ : Shift+F9
 Utilities: Scripts _____ : Opt+Cmd+F11



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
 Clear _____ Tables: Delete
 Decrease baseline shift _____ Text: Opt+Shift+Down Arrow
 Decrease baseline x 5 Text: Opt+Shift+Cmd+Down Arrow
 Decrease kerning/trackingText: Opt+Shift+Left Arrow, Text:
 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+
 Decrease word space _____ : Opt+Cmd+Delete
 Decrease word space x 5 _____ : Opt+Shift+Cmd+Delete
 Delete _____ Tables: Del
 Delete one character to the left _____ Text: Delete, Text:
 Shift+Delete
 Delete one character to the right Text: Del, Text: Shift+Del
 Delete one word to the left _____ Text: Cmd+Delete
 Delete one word to the right _____ Text: Cmd+Del
 Find Next _____ Text: Shift+F2
 Increase baseline shift _____ Text: Opt+Shift+Up Arrow
 Increase baseline shift x 5Text: Opt+Shift+Cmd+Up Arrow
 Increase kerning/tracking _____ Text: Opt+Shift+Right Arrow
 Increase kerning/tracking x 5 Text: 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+\
 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 _____ Tables: Down Arrow
 Move Left _____ Tables: Left Arrow
 Move Right _____ Tables: Right Arrow
 Move Up _____ Tables: Up Arrow
 Move down one line _____ Text: Down Arrow
 Move to First Cell in Column _____ Tables: Opt+Page Up
 Move to First Cell in Row _____ Tables: Opt+Home
 Move to First Row in Frame _____ Tables: Page Up
 Move to Last Cell in Column _____ Tables: Opt+Page Down
 Move to Last Cell in Row _____ Tables: Opt+End
 Move to Last Row in Frame _____ Tables: Page Down
 Move to Next Cell _____ Tables: Tab
 Move to Previous Cell _____ Tables: 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+/
 Replace with Change To text _____ Text: Cmd+F3
 Replace with Change To text and Find Next Text: Shift+F3
 Reset kerning and tracking _____ Text: Opt+Cmd+Q
 Search in Spotlight _____ [none defined]
 Select Cells Above _____ Tables: Shift+Up Arrow
 Select Cells Below _____ Tables: Shift+Down Arrow
 Select Cells to the Left _____ Tables: Shift+Left Arrow
 Select Cells to the Right _____ Tables: 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 paragr. 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
 Start Row on Next Column _____ Tables: Enter
 Start Row on Next Frame _____ Tables: Shift+Enter
 Toggle Cell/Text Selection _____ Tables: Escape
 Update missing font list _____ : Opt+Shift+Cmd+/_

TOOLS

Add Anchor Point Tool _____ : =
 Apply Color _____ : ,
 Apply Gradient _____ : .
 Apply None _____ : /, Default: 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 Content Collector and Content Placer _____ : B
 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 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 Spread _____ : Home, Default: 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
 Last Spread _____ : End, Default: Opt+Shift+Page Down
 Last Spread _____ : Presentation Mode: End
 New default document _____ : Opt+Cmd+N
 Next window _____ Cmd+Tab
 Next window Presentation Mode _____ : Cmd+`Tab
 Open/Close all panels in side tabs _____ : Opt+Cmd+Tab
 Previous window _____ Presentation Mode: Shift+Cmd+Tab
 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 in Control Panel _____ : Opt+Cmd+7
 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