

indesign cs3 shortcuts

contents

tools	2
layout window status menu	2
views, navigation	2
application menu	3
file menu	3
edit menu	3
layout menu	3
type menu	4
object menu	4
table menu	5
view menu	5
window menu	6
help menu	6
structure navigation	6
structure menu	6
text and tables	7
palette menus	8
object editing	10
other	10

⌘ cmd

⌥ opt

^ ctrl

⇧ shift

⌫ del

↵ return

↵ enter

→ tab

⌫ escape

⇧⇧ pages

←↑→↓ arrows

Paul Thompson
Digital Dimensions
paul@indesigntrainer.co.uk
— April 2008

tools

add anchor point tool	default: =
apply color	default: ,
apply default fill and stroke colors	default: D
apply gradient	default: .
apply none	default: /, default: NUM /
button tool	default: B
convert direction point tool	default: ⇧ C
delete anchor point tool	default: -
direct selection tool	default: A
ellipse frame tool	[none]
ellipse tool	default: L
erase tool	[none]
eyedropper tool	default: I
free transform tool	default: E
gradient tool	default: G
hand tool	default: H
line tool	default: \
measure tool	default: K
pen tool	default: P
pencil tool	default: N
polygon frame tool	[none]
polygon tool	[none]
position tool	default: ⇧ A
rectangle frame tool	default: F
rectangle tool	default: M
rotate tool	default: R
scale tool	default: S
scissors tool	default: C
selection tool	default: V
shear tool	default: O
smooth tool	[none]
swap fill and stroke activation	default: X
swap fill and stroke colors	default: ⇧ X
toggle text and object control	default: J
toggle view setting between default and preview	default: W
type on a path tool	default: ⇧ T
type tool	default: T
zoom tool	default: Z

layout window status menu

alternates...	[none]
reveal in bridge	[none]
reveal in finder	[none]
versions...	[none]

views, navigation

200% size	default: ⌘2
400% size	default: ⌘4
50% size	default: ⌘5
access page number box	default: ⌘J
access zoom percentage box	default: ⌘5
activate last-used field in palette	default: ⌘`
first spread	default: HOME, default: ⌘⇧
fit selection in window	default: ⌘=
force redraw	default: ⇧F5
go to first frame in thread	default: ⌘⇧
go to last frame in thread	default: ⌘⇧
go to next frame in thread	default: ⌘
go to previous frame in thread	default: ⌘
grids in back	[none]
guides in back	[none]
horizontal ruler: centimeters	[none]
horizontal ruler: ciceros	[none]
horizontal ruler: custom...	[none]
horizontal ruler: inches	[none]
horizontal ruler: inches decimal	[none]
horizontal ruler: millimeters	[none]
horizontal ruler: picas	[none]
horizontal ruler: points	[none]
last spread	default: END, default: ⌘⇧
next window	default: ⌘F6
open/close all palettes in side tabs	default: ⌘→
open/close palettes in left side tabs	[none]
open/close palettes in right side tabs	[none]
previous window	default: ⇧⌘F6
ruler on spine	[none]
ruler per page	[none]
ruler per spread	[none]
scroll down one screen	default: ⇓, text: ⇓
scroll up one screen	default: ⇑, text: ⇑
show spot plate	default: ⌘⇧5
show 2nd spot plate	default: ⌘⇧6
show 3rd spot plate	default: ⌘⇧7
show 4th spot plate	default: ⌘⇧8
show 5th spot plate	default: ⌘⇧9
show all plates	default: ⌘⇧`
show black plate	default: ⌘⇧4
show cyan plate	default: ⌘⇧1
show magenta plate	default: ⌘⇧2
show yellow plate	default: ⌘⇧3
show/hide all palettes	default: →
suppress overrides (view optimized)	default: ⇧
toggle all palettes except toolbox	default: ⇧→
toggle between current and previous views	default: ⌘2
toggle character and paragraph modes in control panel	default: ⌘7
toggle keyboard focus in control palette	default: ⌘6
toggle measurement system	default: ⌘⇧U
vertical ruler: centimeters	[none]
vertical ruler: ciceros	[none]
vertical ruler: custom...	[none]
vertical ruler: inches	[none]
vertical ruler: inches decimal	[none]
vertical ruler: millimeters	[none]
vertical ruler: picas	[none]
vertical ruler: points	[none]

application menu

about indesign...	[none]
configure plug-ins...	[none]
hide indesign	default: ^⌘H
preferences: advanced type...	[none]
preferences: appearance of black...	[none]
preferences: autocorrect...	[none]
preferences: composition...	[none]
preferences: dictionary...	[none]
preferences: display performance...	[none]
preferences: file handling...	[none]
preferences: general...	default: ⌘K
preferences: grids...	[none]
preferences: guides & pasteboard...	[none]
preferences: spelling...	[none]
preferences: story editor display...	[none]
preferences: type...	[none]
preferences: units & increments...	[none]

file menu

browse in new window...	[none]
browse...	default: ⌘⌘O
close	default: ⌘W
document presets: define...	[none]
document setup...	default: ⌘⌘P
export...	default: ⌘E
file info...	default: ⌘⇧I
import xml...	[none]
new: book...	[none]
new: document...	default: ⌘N
new: library...	[none]
open...	default: ⌘O
package for golive...	[none]
pdf export presets: define...	[none]
place...	default: ^D
preflight...	default: ⌘⇧F
print presets: define...	[none]
print...	default: ⌘P
revert	[none]
save	default: ⌘S
save a copy...	default: ⌘⇧S
save a version...	[none]
save as...	default: ⇧⌘S
versions...	[none]

edit menu

assign profiles...	[none]
clear	default: ⌫, default: ⌘⌫, default: DEL, default: ⌘DEL
color settings...	[none]
convert to profile...	[none]
copy	default: ⌘C
cut	default: ⌘X
deselect all	default: ⇧⌘A
duplicate	default: ⌘⇧D
edit in story editor	default: ⌘Y
edit original	[none]
find next	default: ⌘⌘F
find/change...	default: ⌘F
keyboard shortcuts...	[none]
paste	default: ⌘V
paste in place	default: ⌘⇧V
paste into	default: ⌘⇧V
paste without formatting	default: ⇧⌘V
quick apply...	default: ⌘↵
redo	default: ⇧⌘Z
select all	default: ⌘A
spelling: autocorrect	[none]
spelling: check spelling...	default: ⌘I
spelling: dictionary...	[none]
spelling: dynamic spelling	[none]
step and repeat...	default: ⌘⇧U
transparency blend space: document cmyk	[none]
transparency blend space: document rgb	[none]
transparency flattener presets...	[none]
undo	default: ⌘Z

layout menu

create guides...	[none]
first page	default: ⇧⌘📄
go back	default: ⌘📄
go forward	default: ⌘📄
last page	default: ⇧⌘📄
layout adjustment...	[none]
margins and columns...	[none]
next page	default: ⇧📄, text: ⇧📄
next spread	default: ⌘📄
numbering & section options...	[none]
pages: add page	default: ⇧⌘P
previous page	default: ⇧📄, text: ⇧📄
previous spread	default: ⌘📄
ruler guides...	[none]
table of contents styles...	[none]
table of contents...	[none]
update table of contents	[none]
update table of contents using current style	[none]

type menu

change case: lowercase	[none]
change case: sentence case	[none]
change case: title case	[none]
change case: uppercase	[none]
character styles	default: ⌘F11, default: ^⌘⌘F11
character	default: ⌘T
create outlines	default: ⌘⌘O
document footnote options...	[none]
fill with placeholder text	[none]
find font...	[none]
glyphs	[none]
ignore all	[none]
insert break character: column break	text: ⌘
insert break character: even page break	[none]
insert break character: forced line break	text: ⌘↵
insert break character: frame break	text: ⌘⌘
insert break character: odd page break	[none]
insert break character: page break	text: ⌘⌘
insert break character: paragraph return	[none]
insert footnote	[none]
insert special character: auto page number	text: ⌘⌘N
insert special character: bullet character	[none]
insert special character: copyright symbol	[none]
insert special character: discretionary hyphen	text: ⌘⌘-
insert special character: double left quotation mark	[none]
insert special character: double right quotation mark	[none]
insert special character: ellipsis	[none]
insert special character: em dash	[none]
insert special character: en dash	[none]
insert special character: end nested style here	[none]
insert special character: footnote number	[none]
insert special character: indent to here	text: ⌘\
insert special character: next page number	[none]
insert special character: nonbreaking hyphen	text: ⌘⌘-
insert special character: paragraph symbol	[none]
insert special character: previous page number	[none]
insert special character: punctuation space	[none]
insert special character: registered trademark symbol	[none]
insert special character: right indent tab	text: ⌘→
insert special character: section marker	[none]
insert special character: section symbol	[none]
insert special character: single left quotation mark	[none]
insert special character: single right quotation mark	[none]
insert special character: tab	[none]
insert special character: trademark symbol	[none]
insert white space: em space	text: ⌘⌘M
insert white space: en space	text: ⌘⌘N
insert white space: figure space	[none]
insert white space: flush space	[none]
insert white space: hair space	[none]
insert white space: nonbreaking space	text: ⌘⌘X
insert white space: thin space	text: ⌘⌘M
paragraph styles	default: F11, default: ^⌘F11
paragraph	default: ⌘T
show hidden characters	default: ⌘I
size: other: other...	[none]
story	[none]
tabs	default: ⌘T

object menu

anchored object: insert...	[none]
anchored object: options...	[none]
anchored object: release	[none]
arrange: bring forward	default: ⌘]
arrange: bring to front	default: ⌘]
arrange: send backward	default: ⌘[
arrange: send to back	default: ⌘[
baseline options	[none]
clipping path...	default: ⌘⌘K
compound: make	default: ⌘8
compound: release	default: ⌘8
content: graphic	[none]
content: text	[none]
content: unassigned	[none]
convert point: corner	[none]
convert point: line end	[none]
convert point: smooth	[none]
convert point: symmetrical	[none]
convert shape: beveled rectangle	[none]
convert shape: ellipse	[none]
convert shape: fancy rectangle	[none]
convert shape: inverse rounded rectangle	[none]
convert shape: line	[none]
convert shape: orthogonal line	[none]
convert shape: polygon	[none]
convert shape: rectangle	[none]
convert shape: rounded rectangle	[none]
convert shape: triangle	[none]
corner effects...	[none]
display: use view setting	[none]
drop shadow...	default: ⌘⌘M
feather...	[none]
fitting: center content	default: ⌘E
fitting: fill frame proportionally	default: ⌘⌘C
fitting: fit content proportionally	default: ⌘⌘E
fitting: fit content to frame	default: ⌘E
fitting: fit frame to content	default: ⌘C
group	default: ⌘G
image color settings...	[none]
interactive: button options...	[none]
interactive: convert to button	[none]
interactive: movie options...	[none]
interactive: set tab order...	[none]
interactive: sound options...	[none]
lock position	default: ⌘L
object layer options...	[none]
pathfinder: add	[none]
pathfinder: exclude overlap	[none]
pathfinder: intersect	[none]
pathfinder: minus back	[none]
pathfinder: subtract	[none]
paths: close path	[none]
paths: connect	[none]
paths: join	[none]
paths: open path	[none]
paths: reverse path	[none]

object menu cont'd

select: container	[none]
select: content	[none]
select: first object above	default: ⌘⇧⌘]
select: last object below	default: ⌘⇧⌘[
select: next object above	default: ⌘⌘]
select: next object below	default: ⌘⌘[
select: next object in group	[none]
select: previous object in group	[none]
text frame options...	default: ⌘B
transform again: transform again	default: ⌘⌘3
transform again: transform again individually	[none]
transform again: transform sequence again	default: ⌘⌘4
transform again: transform sequence again individually	[none]
transform: move guides...	[none]
transform: move...	default: ⇧⌘M
transform: rotate...	[none]
transform: scale...	[none]
transform: shear...	[none]
ungroup	default: ⇧⌘G
unlock position	default: ⌘⌘L

table menu

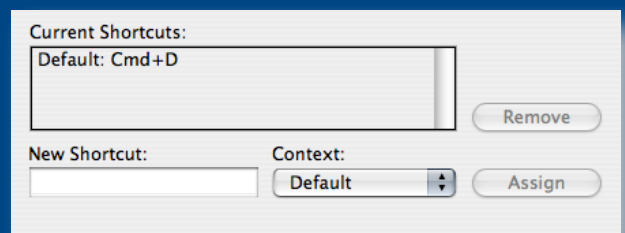
cell options: diagonal lines...	[none]
cell options: rows and columns...	[none]
cell options: strokes and fills...	[none]
cell options: text...	tables: ⌘⌘B
convert table to text...	[none]
convert text to table...	[none]
convert to body rows	[none]
convert to footer rows	[none]
convert to header rows	[none]
delete: column	tables: ⇧⌫
delete: row	tables: ⌘⌫
delete: table	[none]
distribute columns evenly	[none]
distribute rows evenly	[none]
edit footer	[none]
edit header	[none]
go to row...	[none]
insert table...	text: ⌘⇧⌘T
insert: column...	tables: ⌘⌘9
insert: row...	tables: ⌘9
merge cells	[none]
select: body rows	[none]
select: cell	tables: ⌘/
select: column	tables: ⌘⌘3
select: row	tables: ⌘3
select: table	tables: ⌘⌘A
split cell horizontally	[none]
split cell vertically	[none]
table options: alternating column strokes...	[none]
table options: alternating fills...	[none]
table options: alternating row strokes...	[none]
table options: headers and footers...	[none]
table options: table setup...	default: ⌘⇧⌘B

view menu

actual size	default: ⌘1
display performance: allow object-level display settings	[none]
display performance: fast display	default: ⇧⌘0
display performance: high quality display	default: ⌘⌘H
display performance: typical display	default: ⌘⌘Z
entire pasteboard	default: ⌘⇧⌘0
fit page in window	default: ⌘0
fit spread in window	default: ⌘⌘0
grids & guides: hide guides	default: ⌘;
grids & guides: lock column guides	[none]
grids & guides: lock guides	default: ⌘⌘;
grids & guides: show baseline grid	default: ⌘⌘'
grids & guides: show document grid	default: ⌘'
grids & guides: snap to document grid	default: ⇧⌘'
grids & guides: snap to guides	default: ⇧⌘;
hide frame edges	default: ⌘H
hide hyperlinks	[none]
hide rulers	default: ⌘R
hide text threads	default: ⌘⌘Y
ink manager...	[none]
overprint preview	default: ⌘⇧⌘Y
proof colors	[none]
proof setup: custom...	[none]
proof setup: document cmyk	[none]
proof setup: macintosh rgb	[none]
proof setup: monitor rgb	[none]
proof setup: windows rgb	[none]
proof setup: working cmyk	[none]
screen mode: bleed	[none]
screen mode: normal	[none]
screen mode: preview	[none]
screen mode: slug	[none]
story editor: hide depth ruler	[none]
story editor: hide style name column	[none]
structure: show structure	default: ⌘⌘1
structure: show tag markers	[none]
structure: show tagged frames	[none]
zoom in	default: ⌘=, default: ⌘NUM +
zoom out	default: ⌘-, default: ⌘NUM -

It All Depends Where You Are

In the Context list, select the context in which you want the keyboard shortcut to function. The context ensures that the shortcut performs the way you intended. For example, you can assign **Ctrl+G** to merge table cells (Table context) and **Ctrl+G** to insert special characters (Text context).



Note: Assign shortcuts in the Default context when you want them to function regardless of the current state of the document. Shortcuts you assign in other contexts, such as Table or Text, override shortcuts assigned in the Default context.

window menu

align	default: ⌘F7
arrange: bring all to front	[none]
arrange: cascade	[none]
warrange: new window	[none]
arrange: tile	[none]
attributes	[none]
bookmarks	[none]
color	default: F6
control	default: ⌥⌘6
data merge	[none]
flattener preview	[none]
gradient	[none]
hyperlinks	[none]
index	default: ⌘F8
info	default: F8
layers	default: F7
links	[none]
navigator	[none]
object styles	default: 📄F7
pagemaker toolbar	[none]
pages	default: F12, default: ^📄F12
pathfinder	[none]
script label	[none]
scripts	[none]
separations preview	default: ⌘F6
states	[none]
stroke	default: F10, default: ^📄F10
swatches	default: F5, default: ^📄F5
table	default: ⌘F9, default: ^📄📄F9
tags	[none]
text wrap	default: ⌥⌘W
tools	[none]
transform	default: F9, default: ^📄F9
transparency	default: ⌘F10, default: ^📄📄F10
trap presets	[none]
workspace: delete workspace...	[none]
workspace: load 1st workspace	default: ⌘📄1
workspace: load 2nd workspace	default: ⌘📄2
workspace: load 3rd workspace	[none]
workspace: load 4th workspace	[none]
workspace: load 5th workspace	[none]
workspace: save workspace...	[none]

help menu

activate...	[none]
indesign help...	default: HELP
indesign online...	[none]
online support...	[none]
registration...	[none]
transfer activation...	[none]
updates...	[none]
welcome screen...	[none]

structure navigation

collapse element	xml selection: ←
collapse element and child elements	xml selection: ⌥←
expand element	xml selection: →
expand element and child elements	xml selection: ⌥→
extend xml selection down	xml selection: ⌘↓
extend xml selection up	xml selection: ⌘↑
move xml selection down	xml selection: ↓
move xml selection up	xml selection: ↑
scroll structure pane down one screen	xml selection: 📄
scroll structure pane up one screen	xml selection: 📄
select first xml node	xml selection: HOME
select last xml node	xml selection: END
select through first xml node	xml selection: ⌘HOME
select through last xml node	xml selection: ⌘END
view next validation error	xml selection: 📄→
view previous validation error	xml selection: 📄←

structure menu

add untagged items	[none]
delete	[none]
delete dtd	[none]
dtd options...	[none]
edit	[none]
go to item	[none]
load dtd...	[none]
map styles to tags...	[none]
map tags to styles...	[none]
new attribute...	[none]
new comment...	[none]
new element...	[none]
new processing instruction...	[none]
select in structure	[none]
show attributes	[none]
show comments	[none]
show processing instructions	[none]
show text snippets	[none]
tag element...	[none]
tagging preset options...	[none]
untag element	[none]
validate from root element	[none]
validate from selected element	[none]
view dtd...	[none]
view list of errors...	[none]

text and tables

0°	[none]
180°	[none]
270°	[none]
90°	[none]
add/remove bullets	[none]
add/remove numbers	[none]
align away from spine	[none]
align center	default: ⇧⌘C
align force justify	default: ⇧⌘F
align justify	default: ⇧⌘J
align left	default: ⇧⌘L
align right	default: ⇧⌘R
align to baseline grid	default: ⌥⇧⌘G
align towards spine	[none]
apply bold	default: ⇧⌘B
apply italic	default: ⇧⌘I
apply normal	default: ⇧⌘Y
auto leading	default: ⌥⇧⌘A
auto-hyphenate on / off	default: ⌥⇧⌘H
clear	tables: ⌫
clear all overrides	[none]
clear character overrides	[none]
clear paragraph overrides	[none]
convert bullets and numbering to text	[none]
decrease baseline shift	text: ⌥⇧↓
decrease baseline shift x 5	text: ⌥⇧⌘↓
decrease horizontal scale	[none]
decrease horizontal scale x 5	[none]
decrease kerning / tracking	text: ⌥←
decrease kerning / tracking x 5	text: ⌥⌘←
decrease leading	text: ⌥↑
decrease leading x 5	text: ⌥⌘↑
decrease point size	default: ⇧⌘,
decrease point size x 5	default: ⌥⇧⌘,
decrease word space	default: ⌥⌘⌫
decrease word space x 5	default: ⌥⇧⌘⌫
delete	tables: DEL
expand all footnotes	[none]
find next	text: ⇧F2
go to footnote text	[none]
increase baseline shift	text: ⌥⇧↑
increase baseline shift x 5	text: ⌥⇧⌘↑
increase horizontal scale	[none]
increase horizontal scale x 5	[none]
increase kerning / tracking	text: ⌥→
increase kerning / tracking x 5	text: ⌥⌘→
increase leading	text: ⌥↓
increase leading x 5	text: ⌥⌘↓
increase point size	default: ⇧⌘.
increase point size x 5	default: ⌥⇧⌘.
increase word space	default: ⇧⌘\
increase word space x 5	default: ⌥⇧⌘\
insert anchored object / go to anchor marker	[none]
insert column	[none]
insert row	[none]
keep with next row	[none]
load find and find next instance	text: ⇧F1
load find with selected text	text: ⌘F1

load replace with selected text	text: ⌘F2
move down	tables: ↓
move down one line	text: ↓
move left	tables: ←
move right	tables: →
move to beginning of story	text: ⌘HOME
move to end of story	text: ⌘END
move to first cell in column	tables: ⌥📄
move to first cell in row	tables: ⌥HOME
move to first row in frame	tables: 📄
move to last cell in column	tables: ⌥📄
move to last cell in row	tables: ⌥END
move to last row in frame	tables: 📄
move to next cell	tables: →
move to previous cell	tables: ⇧→
move to the end of the line	text: END
move to the left one character	text: ←
move to the left one word	text: ⌘←
move to the next paragraph	text: ⌘↓
move to the previous paragraph	text: ⌘↑
move to the right one character	text: →
move to the right one word	text: ⌘→
move to the start of the line	text: HOME
move up	tables: ↑
move up one line	text: ↑
normal horizontal text scale	default: ⇧⌘X
normal vertical text scale	default: ⌥⇧⌘X
recompose all stories	default: ⌥⌘/
recompose all stories immediately	[none]
replace with change to text	text: ⌘F3
replace with change to text and find next	text: ⇧F3
reset kerning and tracking	text: ⌥⌘Q
select cells above	tables: ⇧↑
select cells below	tables: ⇧↓
select cells to the left	tables: ⇧←
select cells to the right	tables: ⇧→
select line	text: ⇧⌘\
select one character to the left	text: ⇧←
select one character to the right	text: ⇧→
select one line above	text: ⇧↑
select one line below	text: ⇧↓
select one paragraph before	text: ⇧⌘↑
select one paragraph forward	text: ⇧⌘↓
select one word to the left	text: ⇧⌘←
select one word to the right	text: ⇧⌘→
select to beginning of story	text: ⇧⌘HOME
select to end of story	text: ⇧⌘END
select to the end of the line	text: ⇧END
select to the start of the line	text: ⇧HOME
start row on next column	tables: ⌘
start row on next frame	tables: ⇧⌘
switch composer	[none]
toggle autogrow	[none]
toggle cell / text selection	tables: 📄
toggle drag and drop text preference	[none]
toggle typographer's quotes preference	default: ⌥⇧⌘'
update missing font list	default: ⌥⇧⌘/

palette menus

book: add document...	[none]
book: automatic document conversion	[none]
book: book page numbering options...	[none]
book: close book	[none]
book: document information...	[none]
book: document page numbering options...	[none]
book: remove document	[none]
book: repaginate	[none]
book: replace document...	[none]
book: save book	[none]
book: save book as...	[none]
book: synchronize options...	[none]
bookmarks: delete bookmark...	[none]
bookmarks: go to selected bookmark	[none]
bookmarks: new bookmark	[none]
bookmarks: rename bookmark	[none]
bookmarks: sort bookmarks	[none]
character styles: break link to style	[none]
character styles: delete style	[none]
character styles: duplicate style...	[none]
character styles: load character styles...	[none]
character styles: new character style...	[none]
character styles: redefine style	text: ⌘⇧⌘C
character styles: style options...	[none]
character: all caps	default: ⌘K
character: ligatures	[none]
character: no break	[none]
character: opentype: all small caps	[none]
character: opentype: contextual alternates	[none]
character: opentype: default figure style	[none]
character: opentype: denominator	[none]
character: opentype: discretionary ligatures	[none]
character: opentype: fractions	[none]
character: opentype: historical alternates	[none]
character: opentype: numerator	[none]
character: opentype: ordinal	[none]
character: opentype: proportional lining	[none]
character: opentype: proportional oldstyle	[none]
character: opentype: set 1	[none]
character: opentype: set 2	[none]
character: opentype: set 3	[none]
character: opentype: set 4	[none]
character: opentype: set 5	[none]
character: opentype: set 6	[none]
character: opentype: set 7	[none]
character: opentype: set 8	[none]
character: opentype: set 9	[none]
character: opentype: set 10	[none]
character: opentype: set 11	[none]
character: opentype: set 12	[none]
character: opentype: set 13	[none]
character: opentype: set 14	[none]
character: opentype: set 15	[none]
character: opentype: set 16	[none]
character: opentype: set 17	[none]
character: opentype: set 18	[none]

character: opentype: set 19	[none]
character: opentype: set 20	[none]
character: opentype: slashed zero	[none]
character: opentype: subscript/inferior	[none]
character: opentype: superscript/superior	[none]
character: opentype: swash	[none]
character: opentype: tabular lining	[none]
character: opentype: tabular oldstyle	[none]
character: opentype: titling alternates	[none]
character: show options	[none]
character: small caps	default: ⌘H
character: strikethrough	default: ⌘/
character: strikethrough options...	[none]
character: subscript	default: ⌘=
character: superscript	default: ⌘=
character: underline	default: ⌘U
character: underline options...	[none]
color: add to swatches	[none]
color: show options	[none]
control: dock at bottom	[none]
control: dock at top	[none]
control: float	[none]
datamerge: content placement options...	[none]
datamerge: create merged document...	[none]
datamerge: preview	[none]
datamerge: remove data source	[none]
datamerge: select data source...	[none]
datamerge: show log of update results	[none]
datamerge: update content in data fields	[none]
datamerge: update data source	[none]
flattener preview: transparency flattener presets...	[none]
glyph: delete glyph set	[none]
glyph: new glyph set...	[none]
gradient: hide options	[none]
hyperlinks: delete hyperlink	[none]
hyperlinks: go to destination	[none]
hyperlinks: go to source	[none]
hyperlinks: hyperlink destination options...	[none]
hyperlinks: hyperlink options...	[none]
hyperlinks: new hyperlink destination...	[none]
hyperlinks: new hyperlink from url	[none]
hyperlinks: new hyperlink...	[none]
hyperlinks: reset hyperlink	[none]
hyperlinks: update hyperlink	[none]

palette menus cont'd

index: capitalize...	[none]
index: delete	[none]
index: duplicate...	[none]
index: generate index...	[none]
index: go to selected marker	[none]
index: import topics...	[none]
index: new...	default: ⌘U
index: options...	[none]
index: remove unused topics	[none]
index: show find field	[none]
index: show unused topics	[none]
index: update preview	[none]
layer: hide all layers	[none]
layer: layer options for "active layer"...	[none]
layer: lock all layers	[none]
layer: merge layers	[none]
layer: new layer above "active layer"...	[none]
layer: paste remembers layers	[none]
library: add item	[none]
library: add items on page	[none]
library: add items on page as separate objects	[none]
library: by name	[none]
library: by newest	[none]
library: by oldest	[none]
library: by type	[none]
library: close library	[none]
library: delete item(s)	[none]
library: item information...	[none]
library: list view	[none]
library: place item(s)	[none]
library: show all	[none]
library: show subset...	[none]
library: thumbnail view	[none]
library: update library item	[none]
links: copy link(s) to...	[none]
links: edit original	[none]
links: go to link	[none]
links: link file info...	[none]
links: link information...	[none]
links: purchase this image...	[none]
links: purchase this image...	[none]
links: relink...	[none]
links: reveal in bridge	[none]
links: reveal in bridge	[none]
links: reveal in finder	[none]
links: reveal in finder	[none]
links: save link version...	[none]
links: unlink	[none]
links: update link	[none]
links: versions...	[none]

object styles: clear attributes not defined by style	[none]
object styles: clear overrides	[none]
object styles: delete object style...	[none]
object styles: duplicate object style...	[none]
object styles: load object styles...	[none]
object styles: new object style...	[none]
object styles: object style options...	[none]
object styles: redefine object style	[none]
pages: apply master to pages...	[none]
pages: delete master spread "a-master"	[none]
pages: detach all objects from master	[none]
pages: duplicate master spread "a-master"	[none]
pages: hide master items	[none]
pages: insert pages...	[none]
pages: master options...	[none]
pages: move pages...	[none]
pages: new master...	[none]
pages: numbering & section options...	[none]
pages: override all master page items	default: ⌘⇧⌘L
pages: remove all local overrides	[none]
pages: save as master	[none]
pages: spread flattening: custom...	[none]
pages: spread flattening: default	[none]
pages: spread flattening: none (ignore transparency)	[none]
paragraph styles: break link to style	[none]
paragraph styles: clear overrides	[none]
paragraph styles: convert "[basic paragraph]" bullets and numbering to text	[none]
paragraph styles: delete style	[none]
paragraph styles: duplicate style...	[none]
paragraph styles: load paragraph styles...	[none]
paragraph styles: new paragraph style...	[none]
paragraph styles: redefine style	text: ⌘⇧⌘R
paragraph styles: style options...	[none]
paragraph: adobe paragraph composer	[none]
paragraph: adobe single-line composer	[none]
paragraph: balance ragged lines	[none]
paragraph: bullets and numbering...	[none]
paragraph: drop caps and nested styles...	default: ⌘⇧⌘R
paragraph: hyphenation...	[none]
paragraph: justification...	default: ⌘⇧⌘J
paragraph: keep options...	default: ⌘⇧⌘K
paragraph: only align first line to grid	[none]
paragraph: paragraph rules...	default: ⌘⇧⌘J
paragraph: show options	[none]
scripts: delete script file	[none]
scripts: edit script	[none]
scripts: enable redraw	[none]
scripts: reveal in finder	[none]
scripts: run script	[none]
separations preview: desaturate black	[none]
separations preview: show single plates in black	[none]

palette menus cont'd

states: button options...	[none]
states: delete content from state	[none]
states: delete state	[none]
states: new state	[none]
states: palette options...	[none]
states: place content into state...	[none]
states: state options...	[none]
stroke: show options	[none]
stroke: stroke styles...	[none]
swatches: add unnamed colors	[none]
swatches: delete swatch...	[none]
swatches: duplicate swatch	[none]
swatches: hide options	[none]
swatches: ink manager...	[none]
swatches: large swatch	[none]
swatches: load swatches...	[none]
swatches: merge swatches	[none]
swatches: name	[none]
swatches: new color swatch...	[none]
swatches: new gradient swatch...	[none]
swatches: new mixed ink group...	[none]
swatches: new mixed ink swatch...	[none]
swatches: new tint swatch...	[none]
swatches: save swatches for exchange...	[none]
swatches: select all unused	[none]
swatches: small name	[none]
swatches: small swatch	[none]
swatches: swatch options...	[none]
tab: clear all	[none]
tab: repeat tab	[none]
tags: autotag	text: ⌘⇧F7
tags: delete tag...	[none]
tags: load tags...	[none]
tags: new tag...	[none]
tags: save tags...	[none]
tags: select all unused tags	[none]
tags: small palette rows	[none]
tags: tag options...	[none]
tags: untag	[none]
transform: flip both	[none]
transform: flip horizontal	[none]
transform: flip vertical	[none]
transform: reset scaling to 100%	[none]
transform: rotate 180°	[none]
transform: rotate 90° ccw	[none]
transform: rotate 90° cw	[none]
transform: scale text attributes	[none]
transform: transform content	[none]
transform: transform group content	[none]
transparency: show options	[none]
trap presets: assign trap preset...	[none]
trap presets: delete presets	[none]
trap presets: duplicate preset...	[none]
trap presets: load trap presets...	[none]
trap presets: new preset...	[none]
trap presets: preset options...	[none]
trap presets: select all unused	[none]

object editing

convert clipping path to frame	[none]
decrease size / scale by 1%	default: ⌘,
decrease size / scale by 5%	default: ⌘,
horizontal align center	[none]
horizontal align left	[none]
horizontal align right	[none]
horizontal distribute center	[none]
horizontal distribute left	[none]
horizontal distribute right	[none]
horizontal distribute space	[none]
increase size / scale by 1%	default: ⌘,
increase size / scale by 5%	default: ⌘,
nudge down	default: ↓
nudge down 1/10	default: ⇧⇧↓
nudge down 1/10 duplicate	default: ⌘⇧⇧↓
nudge down duplicate	default: ⌘↓
nudge down x 10	default: ⇧↓
nudge down x 10 duplicate	default: ⌘⇧↓
nudge left	default: ←
nudge left 1/10	default: ⇧⇧←
nudge left 1/10 duplicate	default: ⌘⇧⇧←
nudge left duplicate	default: ⌘←
nudge left x 10	default: ⇧←
nudge left x 10 duplicate	default: ⌘⇧←
nudge right	default: →
nudge right 1/10	default: ⇧⇧→
nudge right 1/10 duplicate	default: ⌘⇧⇧→
nudge right duplicate	default: ⌘→
nudge right x 10	default: ⇧→
nudge right x 10 duplicate	default: ⌘⇧→
nudge up	default: ↑
nudge up 1/10	default: ⇧⇧↑
nudge up 1/10 duplicate	default: ⌘⇧⇧↑
nudge up duplicate	default: ⌘↑
nudge up x 10	default: ⇧↑
nudge up x 10 duplicate	default: ⌘⇧↑
select all guides	default: ⌘⇧G
vertical align bottom	[none]
vertical align center	[none]
vertical align top	[none]
vertical distribute bottom	[none]
vertical distribute center	[none]
vertical distribute space	[none]
vertical distribute top	[none]

other

add new index entry	text: ⌘⇧[
add new index entry (reversed)	text: ⌘⇧]
add new topic	[none]
clear object-level display settings	default: ⇧F2
close all	default: ⌘⇧W
close document	default: ⇧W
create outlines without deleting text	default: ⌘⇧O
new default document	default: ⌘N
save all	default: ⌘⇧S