

15 InDesign Shortcuts You Should Memorize

Cmd for Mac / Cntrl for Windows

1. File > new..... Cmd/Cntrl N
2. Import Graphic or Text..... Cmd/Cntrl D
3. Save..... Cmd/Cntrl S
4. Undo Cmd/Cntrl Z
5. Copy Cmd/Cntrl C
6. Paste..... Cmd/Cntrl V
7. Text Frame Options..... Cmd/Cntrl B
8. Export to PDF..... Cmd/Cntrl E
9. Fit to page Cmd/Cntrl 0 (zero)
10. Fit spread to screen Opt-Cmd / Alt-Cntrl 0 (zero)
11. Zoom In Cmd/Cntrl + (plus sign)
12. Zoom Out..... Cmd/Cntrl - (minus sign or dash)
13. Hand Tool..... Space bar
14. To select the Move Tool.... Press the letter V
15. Select all Cmd/Cntrl A