

EMBRACE KEYBOARD SHORTCUTS

⌘ Command	⇧ Shift	⌥ Option	↵ Return	⇥ Tab	⌵ Enter (on numeric 10 key)
OPERATION	MAC	WINDOWS	OPERATION	MAC	WINDOWS
Preferences	⌘K	Ctrl K	Insert Forced Line Break	Text: ⇧↵	Text: ⇧↵
Export...	⌘E	Ctrl E	Insert Current Page Number	Text: ⌥⇧⌘N	Text: Alt ⇧ Ctrl N
New Document...	⌘N	Ctrl N	Insert Right Indent Tab	Text: ⇧⇥	Text: ⇧⇥
Open...	⌘O	Ctrl O	Show Hidden Characters	⌥⌘I	Alt Ctrl I
Place...	⌘D	Ctrl D	Arrange: Bring Forward	⌘]	Ctrl]
Print...	⌘P	Ctrl P	Arrange: Bring to Front	⇧⌘]	⇧ Ctrl]
Save	⌘S	Ctrl S	Arrange: Send Backward	⌘[	Ctrl [
Save As...	⇧⌘S	⇧ Ctrl S	Arrange: Send to Back	⇧⌘[	⇧ Ctrl [
Save a Copy...	⌥⌘S	Alt Ctrl S	Fitting: Fill Frame Proportionally	⌥⇧⌘C	Alt ⇧ Ctrl C
Copy	⌘C	Ctrl C	Fitting: Fit Frame to Content	⌥⌘C	Alt Ctrl C
Cut	⌘X	Ctrl X	Group	⌘G	Ctrl G
Deselect All	⇧⌘A	⇧ Ctrl A	Lock	⌘L	Ctrl L
Duplicate	⌥⇧⌘D	Alt ⇧ Ctrl D	Text Frame Options...	⌘B	Ctrl B
Edit in Story Editor	⌘Y	Ctrl Y	Ungroup	⇧⌘G	⇧ Ctrl G
Find/Change...	⌘F	Ctrl F	Unlock All on Spread	⌥⌘L	Alt Ctrl L
Paste	⌘V	Ctrl V	Delete: Column	Tables: ⇧⌘⌵	Tables: ⇧⌘⌵
Paste Into	⌥⌘V	Alt Ctrl V	Delete: Row	Tables: ⌘⌵	Tables: Ctrl ⌵
Paste without Formatting	⇧⌘V	⇧ Ctrl V	Insert: Column...	Tables: ⌥⌘9	Tables: Alt Ctrl 9
Quick Apply...	⌘↵	Ctrl ↵	Insert: Row...	Tables: ⌘9	Tables: Ctrl 9
Select All	⌘A	Ctrl A	Select: Cell	Tables: ⌘/	Tables: Ctrl /
Check Spelling...	⌘I	Ctrl I	Select: Column	Tables: ⌥⌘3	Tables: Alt Ctrl 3
Toggle Search Direction	⌥⌘↵	Alt Ctrl ↵	Select: Row	Tables: ⌘3	Tables: Ctrl 3
Undo	⌘Z	Ctrl Z			
Duplicate Page	⌥ Click and Drag Page Icon in Pages Panel	Alt Click and Drag Page Icon in Pages Panel			
Add Page	⇧⌘P	⇧ Ctrl P			
Create Outlines	⇧⌘O	⇧ Ctrl O			
Insert Column Break	Text: ⌵ (or fn↵)	Text: ⌵ (or fn↵)			
OPERATION	MAC	WINDOWS	OPERATION	MAC	WINDOWS
Select: Table	Tables: ⌥⌘A	Tables: Alt Ctrl A	Actual Size	⌘1	Ctrl 1
Show/Hide Text Threads	⌥⌘Y	Alt Ctrl Y	Fit Page in Window	⌘0	Ctrl 0
Screen Mode: Presentation	Presentation Mode: Escape, ⇧W	Presentation Mode: Escape, ⇧ W	Zoom In	⌘=	Ctrl =
Zoom Out	⌘-	Ctrl -	Zoom Out	⌘-	Ctrl -
Pages: Override All Parent Page Items	⌥⇧⌘L	Alt ⇧ Ctrl L	Remove fill	/	/
Fill	,	,	Fill with gradient	.	.
Swap fill and stroke activation	X	X	Swap fill and stroke colors	⇧X	⇧X
Change from container swatch to text swatch	J	J	Toggle view setting between default and preview	W	W
Type Tool	T	T	Show/Hide all panels	⇥	⇥
Show/Hide all panels except toolbox	⇧⇥	⇧⇥	Open linked file in its default editing software	⌥ double click	Alt double click
Replace image in a frame with a loaded cursor	⌥ click	Alt click			