

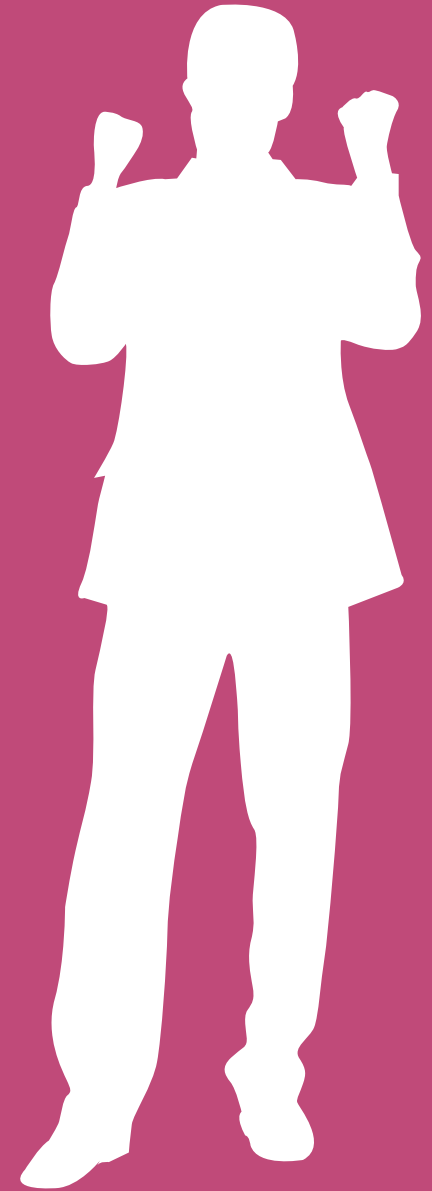
## Pictures...

Place	Ctrl & D
Fill frame proportionally	Ctrl & Shift & Alt & c
Resize picture with frame	Ctrl and drag the resize handle
Fit Content proportionately	Ctrl & Alt & Shift & E
Bring forward	Ctrl & ]
Send backward	Ctrl & [
Bring to front	Ctrl & Shift & ]
Send to back	Ctrl & Shift & [
Centre content	Ctrl & Shift & E

## Moving around...

Zoom in	Alt & Mouse Wheel Ctrl & Space draw a box around specific area Ctrl & =
Zoom out	Alt & Mouse Wheel Ctrl & - Ctrl & 0
Pan	Hold spacebar use mouse to drag

# InDesign Cheatsheet



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## Drawing...

Selection	V / escape
Rectangle	M
Frame	F
Swap fill/stroke	Shift & X
Select fill/stroke	X
Duplicate	Alt and drag
Constrain proportion	Shift and drag
Direct Select	A
Text box	T



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## Visual aids...

Show/hide guides	Ctrl & ;
Show/hide Rulers	Ctrl & R
Snap to guides on/off	Ctrl & Shift & +
Document grid on/off	Ctrl & @
Smart guides on/off	Ctrl & U
Toggle Preview view	W

## Panels ...

Control	Ctrl & Alt & 6
Info	F8
Align	Shift & F7
Links	Ctrl & Shift & D
Pages	F12
Stroke	F10
Swatches	F5
Preflight	Ctrl & Shift & Alt & F
Text Wrap	Ctrl & Alt & W
Paragraph Styles	F11
Layers	F7
Character	Ctrl & T
Table	Shift F9
Effects	Ctrl & Shift & F10

## Text...

Bold	Ctrl & Shift & B
Italic	Ctrl & Shift & I
Increase leading	Alt & down arrow
Decrease leading	Alt & up arrow
Increase point size	Ctrl & Shift & >
Decrease point size	Ctrl & Shift & <
Auto leading	Ctrl & Shift & Alt & A
Hyphenate	Ctrl & Shift & Alt & H
Page break	Ctrl & Numpad Enter
Find	Ctrl & F
Copyright	Alt & G
Em dash (—)	Alt & Shift & -
En dash (–)	Alt & -
Bullet (•)	Alt & 8
Normal	Ctrl & Shift & Y
Show hidden characters	Ctrl & Alt & I
New Index entry	Ctrl & Alt & Shift & [

## Selections...

Select All	Ctrl & A
Remove from selection	Shift & Click object
Ctrl & Alt & Page Down/Up	Select next/previous frame in a story.
Select word	Double click on word

## Objects & Files...

New file	Ctrl & N
Save	Ctrl & S
Save As...	Ctrl & Shift & S
Export	Ctrl & E
Copy	Ctrl & C
Paste	Ctrl & V
Paste Into	Ctrl & Alt & V
Paste in Place	Ctrl & Alt & Shift & V
Undo	Ctrl & Z
Redo	Ctrl & Shift & Z
Close Document	Ctrl & W
Bring Forward	Ctrl & ]
Send Backward	Ctrl & [
Bring to Front	Ctrl & Shift & ]
Send to Back	Ctrl & Shift & [

## Styles...

Change options without applying style	Ctrl & Shift & Alt (double click style)
Clear style overrides	Ctrl & Alt Click paragraph style