



INDESIGN KEYBOARD SHORTCUTS WORTH KNOWING

- selection tool v
- direct selection tool a
- hide/show frames, margins, guides, etc..... w
- hide/show tools and panels tab
- select all (text) (cmd/ctrl) + a
- select all (objects, text, everything) (cmd/ctrl) + shift + a
- zoom in/out (cmd/ctrl) + the plus or minus sign
- select multiple items shift + click on them
- making an image 'fit' (proportionally) shift + (cmd/ctrl) + (alt/option) + c
- grouping objects (cmd/ctrl) + g
- ungrouping objects shift + (cmd/ctrl) + g
- resize frame proportionally shift + drag from corner
- resize frame + graphic proportionally shift + (cmd/ctrl) + drag from corner
- duplicate an item while dragging (alt/option) + drag (using selection tool)

The following are the shortcuts I have personally created for various commands. They do NOT already exist in InDesign, you will need to *manually create them* by choosing **edit>keyboard shortcuts**. From the **'product area'** drop down, choose **'panel manus.'** Scroll down to **'Links,'** find the appropriate command and enter your desired keyboard shortcut in the **'new shortcut'** box.

- edit link in photoshop (cmd/ctrl) + .
- reveal link in mini-bridge (or bridge) (cmd/ctrl) + /

