

Id

Br

Id

Ps

Ai



InCopy 2026 keyboard shortcuts macOS

Ic
INCOPY

APPLICATION MENU

Preferences: General Cmd+K

FILE MENU

Check In Shift+Cmd+F9

Check In All Opt+Shift+Cmd+F9

Check Out Cmd+F9

Close Cmd+W

Export Cmd+E

New Cmd+N

Open Cmd+O

Place Cmd+D

Print Cmd+P

Save Content Cmd+S

Update Content Ctrl+Cmd+F5

Quit InCopy Cmd+Q

EDIT MENU

Undo Cmd+Z

Redo Shift+Cmd+Z

Cut Cmd+X

Copy Cmd+C

Paste Cmd+V

Paste without Formatting Shift+Cmd+V

Select All Cmd+A

Deselect All Shift+Cmd+A

Insert Marker Shift+Cmd+[

Go to Marker Shift+Cmd+]

Quick Apply Cmd+Return

Find/Change Cmd+F

Find Next Opt+Cmd+F

Check Spelling Cmd+I

TYPE MENU

Apostrophe Ctrl+'

Bullet Character Opt+8

Discretionary Hyphen Shift+Cmd+-

Nonbreaking Hyphen Opt+Cmd+-

Em Dash Opt+Shift+-

En Dash Opt+-

Forced Line Break Shift+Return

Right Indent Tab Shift+Tab

Show Hidden Characters Opt+Cmd+I

Tab Tab

NOTES MENU

Convert to Text Opt+Cmd+E

Expand/Collapse Notes in Story Opt+Cmd+U

Next Note Opt+Shift+Cmd+Page Down

Notes Mode F8 or Cmd+F8

Previous Note Opt+Shift+Cmd+Page Up

CHANGES MENU

Accept All Changes In Story Opt+Shift+Cmd+O

Accept Change Shift+Cmd+O

Next Change Cmd+Page Down

Previous Change Cmd+Page Up

Reject All Changes In Story Opt+Shift+Cmd+;

Reject Change Shift+Cmd+;

Track Changes in Current Story Cmd+Y

VIEW MENU

Actual Size Cmd+1

Collapse All Stories Opt+Shift+Cmd+Z

Expand All Stories Opt+Cmd+Z

Expand Story Opt+Return

Fit Page in Window Cmd+0

Fit Spread in Window Opt+Cmd+0

Galley View Cmd+G

Hide Notes Opt+Cmd+F3

Layout View Cmd+L

Show Changes Cmd+7

Show Rulers Cmd+R

Story View Opt+Cmd+G

Zoom In Cmd+=

Zoom Out Cmd+-

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom Cmd+Spacebar

Pan the view Spacebar+drag

Pan when in text Opt+drag

PANEL MENUS

Assignment: Return for ID Opt+Shift+Cmd+P

Redefine Character Style Opt+Shift+Cmd+C

Redefine Paragraph Style Opt+Shift+Cmd+R

Thesaurus: Change Word Shift+Cmd+7

Thesaurus: Load Word Shift+Cmd+5

Thesaurus: Lookup Word Shift+Cmd+6

TEXT MACROS

Edit Macro Opt+Shift+Cmd+F8

Insert Macro Text Opt+Shift+F8

New Macro Opt+Cmd+F8

Swap Macro Text F6

TEXT AND TABLES

Align Center Shift+Cmd+C

Align Force or Full Justify Shift+Cmd+F

Align Justify Shift+Cmd+J

Align Left Shift+Cmd+L

Align Right Shift+Cmd+R

Apply Bold Cmd+B, Shift+Cmd+B

Apply Italic Shift+Cmd+I

Apply Normal Shift+Cmd+Y

Auto Leading Opt+Shift+Cmd+A

Move Up or Down ↑ or ↓

Move Left or Right ← or →

Move to Next or Previous Cell Tab or Shift+Tab

Select Cells Above or Below Shift+↑ or ↓

Select Cells to the Left Shift+←

Select Cells to the Right Shift+→

Select to beginning of story Shift+Cmd+Home

Select to end of story Shift+Cmd+End

TOOLS

Eyedropper Tool I

Hand Tool H

Note Tool N

Type Tool T

Zoom Tool Z



JETSET
COMMUNICATIONS, INC

TRAINING
CONSULTING
SUPPORT

Id

Br

Id

Ps

Ai



InCopy 2026 keyboard shortcuts windows

IC
INCOPY

FILE MENU

Check In	Shift+Ctrl+F9
Check In All	Alt+Shift+Ctrl+F9
Check Out	Ctrl+F9
Close	Ctrl+W
Export	Ctrl+E
New	Ctrl+N
Open	Ctrl+O
Place	Ctrl+D
Print	Ctrl+P
Save Content	Ctrl+S
Update Content	Ctrl+F5
Exit InCopy	Ctrl+Q

EDIT MENU

Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste without Formatting	Shift+Ctrl+V
Select All	Ctrl+A
Deselect All	Shift+Ctrl+A
Insert Marker	Shift+Ctrl+[
Go to Marker	Shift+Ctrl+]
Find/Change	Ctrl+F
Find Next	Alt+Ctrl+F
Preferences: General	Ctrl+K
Quick Apply	Ctrl+Enter
Check Spelling	Ctrl+I

TYPE MENU

Apostrophe	Ctrl+'
Bullet Character	Alt+8
Copyright Symbol	Alt+G
Discretionary Hyphen	Shift+Ctrl+-
Nonbreaking Hyphen	Alt+Ctrl+-
Em Dash	Alt+Shift+-
En Dash	Alt+-
Forced Line Break	Shift+Enter

Right Indent Tab	Shift+Tab
Show Hidden Characters	Alt+Ctrl+I
Tab	Tab

NOTES MENU

Convert to Text	Alt+Ctrl+E
Expand/Collapse Notes	Alt+Ctrl+U
Next Note	Alt+Shift+Ctrl+Page Down
Notes Mode	F8
Previous Note	Alt+Shift+Ctrl+Page Up

CHANGES MENU

Accept All Changes In Story	Alt+Shift+Ctrl+O
Accept Change	Shift+Ctrl+O
Next Change	Ctrl+Page Down
Previous Change	Ctrl+Page Up
Reject All Changes In Story	Alt+Shift+Ctrl+;
Reject Change	Shift+Ctrl+;
Track Changes in Current Story	Ctrl+Y

VIEW MENU

Actual Size	Ctrl+1
Collapse All Stories	Alt+Shift+Ctrl+Z
Expand All Stories	Alt+Ctrl+Z
Expand/Collapse Story	Alt+Enter
Fit Page in Window	Ctrl+0
Fit Spread in Window	Alt+Ctrl+0
Galley View	Ctrl+G
Hide Notes	Alt+Ctrl+F3
Layout View	Ctrl+L
Show Changes	Ctrl+7
Show Rulers	Ctrl+R
Story View	Alt+Ctrl+G
Zoom In	Ctrl+=
Zoom Out	Ctrl+-

EFFICIENT ZOOM & PAN

Drag Mouse to Zoom	Ctrl+Spacebar
Pan the view	Spacebar+Drag
Pan when in text	Alt Key+Drag

PANEL MENUS

Assignment: Return for ID	Alt+Shift+Ctrl+P
Redefine Character Style	Alt+Shift+Ctrl+C
Redefine Paragraph Style	Alt+Shift+Ctrl+R
Thesaurus: Change Word	Shift+Ctrl+7
Thesaurus: Load Word	Shift+Ctrl+5
Thesaurus: Lookup Word	Shift+Ctrl+6

TEXT MACRO S

Edit Macro	Alt+Shift+Ctrl+F8
Insert Macro Text	Alt+Shift+F8
New Macro	Alt+Ctrl+F8
Swap Macro Text	F6

TEXT AND TABLE S

Align Center	Shift+Ctrl+C
Align Force or Full Justify	Shift+Ctrl+F
Align Justify	Shift+Ctrl+J
Align Left	Shift+Ctrl+L
Align Right	Shift+Ctrl+R
Apply Bold	Shift+Ctrl+B
Apply Italic	Shift+Ctrl+I
Apply Normal	Shift+Ctrl+Y
Auto Leading	Alt+Shift+Ctrl+A
Move Up or Down	↑ or ↓
Move Left or Right	← or →
Move to Next or Previous Cell	Tab or Shift+Tab
Select Cells Above or Below	Shift+← or →
Select Cells to the Left	Shift+↑
Select Cells to the Right	Shift+↓
Select to beginning of story	Shift+Ctrl+Home
Select to end of story	Shift+Ctrl+End

TOO L S

Eyedropper Tool	I
Hand Tool	H
Note Tool	N
Type Tool	T
Zoom Tool	Z



JETSET
COMMUNICATIONS, INC

TRAINING
CONSULTING
SUPPORT