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InDesign 2026 operational shortcuts macOS

Id
INDD

LAYOUT

Scale graphic and frame Cmd+drag
(bounding box handles of frame)
Scale unproportionally Shift+drag handles
Snap frame to size Double-click handles
Duplicate frame object Opt+drag
Select down thru an object Cmd+click
Rotate object Drag outside corner handle
(shift+drag outside corner handles for 15°) Select
graphic Click near content grabber
Update link Double-click link badge
Override parent object Shift+Cmd+click
Round corners upper right yellow badge
(click for yellow corner diamonds to drag)
Spread guide Cmd+drag horizontal ruler
Reset zero marker Double-click zero point
Align to key object Click a selected frame
Change # of sides Double-click polygon tool
Select into Group Double-click group object
Gridify Place ↑↓ rows ↔ cols while drag
Gridify spacing Cmd+↑↓↔ while drag
Change spacing Spacebar while drag handle

TEXT INTO LAYOUT

Show Import Options Shift+click Open
Link frames .. Click outpost; then on next frame
Unlink frames same procedure
Invoke autoflow Shift+click text cursor
Invoke semi-autoflow Opt+click text cursor

FILE MENU

Browse in Bridge Opt+Cmd+O
File Info Shift+Opt+Cmd+I
Package Shift+Opt+Cmd+P

EDIT MENU

Edit Original Opt+double-click graphic
Paste without Formatting Shift+Cmd+V
Paste Into Opt+Cmd+V
Paste In Place Shift+Opt+Cmd+V
Duplicate Shift+Opt+Cmd+D
Edit in Story Editor Cmd+Y
Quick Apply Cmd+Return

LAYOUT MENU

Go to Page Cmd+J
Prev/Next Spread Opt+Page Up/Down

TYPE MENU

Frame break Num Enter
Hidden Characters Opt+Cmd+I

OBJECT MENU

Transform Sequence Again Opt+Cmd+4
Bring Front or Send Back Shift+Cmd+[or]
Send Back or Bring Forward Cmd+[or]
Text Frame Options Cmd+B
Fill Frame Proportionally Shift+Opt+Cmd+C
Fit Frame to Content Opt+Cmd+C
Fit Content to Frame Opt+Cmd+E
Center Content Shift+Cmd+E
Compound Path Cmd+8

WINDOW

View other document Cmd+~

EFFICIENT ZOOM & PAN

Drag mouse to zoom Cmd+Spacebar
Fit page in view Cmd+0
Fit spread in view Opt+Cmd+0
Pan the view Spacebar+drag
Pan when Type tool in text Opt+drag
Zoom In or Out Cmd + or -

TEXT FORMATTING

Type Tool Double-click textframe
New paragraph style Opt+click New button
Edit paragraph style Right-click and edit
Apply style sequence Right-click and apply
(Apply style then next style in sequence)
Redefine Style Shift+Opt+Cmd+R
Import Styles Load Paragraph Styles
(paragraph styles panel menu button flyout)
Clear overrides Opt+click style
See style overrides click [a+] button
Font size Shift+Cmd+< or >
Leading size Opt+↑ or ↓
Left, Right, Center, Justify Shift+Cmd+L, R, C, J
Baseline Shift Shift+Opt+↑ or ↓
Tracking or Kerning Opt+← or →
Hidden Characters Shift+Opt+I
Control Panel text attributes toggle ... Opt+Cmd+7



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TRAINING
CONSULTING
SUPPORT

Id

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InDesign 2026 operational shortcuts windows

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File Info Shift+Alt+Ctrl+I
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Paste Into Alt+Ctrl+V
Paste In Place Shift+Alt+Ctrl+V
Duplicate Shift+Alt+Ctrl+D
Edit in Story Editor Ctrl+Y
Quick Apply Ctrl+Enter

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Prev/Next Spread Alt+Page Up/Down

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Frame break Num Enter
Hidden Characters Alt+Ctrl+I

OBJECT MENU

Transform Sequence Again Alt+Ctrl+4
Bring Front or Send Back Shift+Ctrl+[or]
Send Back or Bring Forward Ctrl+[or]
Text Frame Options Ctrl+B
Fill Frame Proportionally Shift+Alt+Ctrl+C
Fit Frame to Content Alt+Ctrl+C
Fit Content to Frame Alt+Ctrl+E
Center Content Shift+Ctrl+E
Compound Path Ctrl+8

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Tracking or Kerning Alt+← or →
Hidden Characters Shift+Alt+I
Control Panel text attributes toggle Alt+Ctrl+7



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