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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 outport; 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

Adjust Layout Shift+Opt+P
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
Find/Change Dialog Box Cmd+F

LAYOUT MENU

Go to Page Cmd+J
Prev/Next Spread Opt+Page Up/Down
Prev or Next Spread Opt+PgUp or PgDn
Back or Forward Viewed Cmd+PgUp or PgDn
First or Last Page Shift+Cmd+PgUp or PgDn
Add a Page Shift+Cmd+P

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 text frame
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
Highlight 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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InDesign 2026 operational shortcuts windows

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Adjust Layout Shift+Alt+P

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Package Shift+Alt+Ctrl+P

EDIT MENU

Edit Original Alt+double-click graphic

Paste without Formatting Shift+Ctrl+V

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

Find/Change Dialog Box Ctrl+F

LAYOUT MENU

Go to Page Ctrl+J

Prev or Next Page Shift+PgUp or PgDn

Prev or Next Spread Alt+PgUp or PgDn

Back or Forward Viewed Ctrl+PgUp or PgDn

First or Last Page Shift+Ctrl+PgUp or PgDn

Add a Page Shift+Ctrl+P

TYPE MENU

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

WINDOW

View other document Ctrl+~

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(paragraph styles panel menu button flyout)

Clear overrides Alt+click style

Highlight style overrides click [a+] button

Font size Shift+Ctrl+< or >

Leading size Alt+↑ or ↓

Left, Right, Center, Justify Shift+Ctrl+L, R, C, J

Baseline Shift Shift+Alt+↑ or ↓

Tracking or Kerning Alt+← or →

Hidden Characters Shift+Alt+I

Control Panel text attributes toggle Alt+Ctrl+7



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