



SHORTCUT CHEAT SHEET: ADOBE INDESIGN

99designs' guide to our favorite
shortcuts in Adobe InDesign.

Ramp up the speed of your design - these
shortcuts will help you on your way to truly
professional looking design in no time.

We're Mac and PC Friendly! When you're
reading the guide, Control and Alt are for
PCs, Command and Option are for Macs.

TOOLS

Tools we use
to make the
design

ACTION	SHORTCUT
Direct Selection	A
Paintbrush	B
Scissors	C
Default	D
Free Transform	E
Toggle Screen Mode	F
Gradient	G
Hand	H
Eyedropper	I
Column Graph	J
Live Paint Bucket	K
Ellipse	L
Rectangle	M
Pencil	N
Reflect	O
Pen	P
Lasso	Q
Rotate	R
Scale	S
Type	T
Mesh	U
Selection	V
Blend	W
Toggle Fill/Stroke	X
Magic Wand	Y
Zoom	Z

FILE

Basic functions dealing
with the program

ACTION	SHORTCUT
New	Control/Command & N
Open	Control/Command & O
Close	Control/Command & W
Save	Control/Command & S
Save As	Shift & Control/Command & S
Export	Control/Command & E
Print	Control/Command & P
Quit/Exit	Control/Command & Q

EDIT

Basic functions concerning
the design

ACTION	SHORTCUT
Cut	Control/Command & X
Copy	Control/Command & C
Paste	Control/Command & V
Undo	Control/Command & Z
Redo	Shift & Control/Command & Z
Select All	Control/Command & A
Deselect All	Shift & Control/Command & A

LAYOUT

Managing elements within
the design

ACTION	SHORTCUT
First Page	Shift + Control/Command & Page Up
Last Page	Shift & Control/Command & Page Down
Go Forward	Control/Command & Page Down
Go Back	Control/Command & Page Up
Add Page	Shift & Control/Command & P

OBJECT

Managing elements within
the design

ACTION	SHORTCUT
Bring Forward	Control/Command &]
Bring to Front	Shift & Control/Command &]
Send Backward	Control/Command & [
Send to Back	Shift & Control/Command & [
Group	Control/Command & G
Ungroup	Shift & Control/Command & G

TYPE

Dealing with Typography in
the design

ACTION	SHORTCUT
Increase Font Size	Shift & Control/Command & >
Decrease Font Size	Shift & Control/Command & <
Flush Left	Shift & Control/Command & L
Flush Right	Shift & Control/Command & R
Center	Shift & Control/Command & C
Justify	Shift & Control/Command & J
Bold	Shift & Control/Command & B
Italic	Shift & Control/Command & I

VIEW

How we see the design on
the screen

ACTION	SHORTCUT
Zoom In	Control/Command & +
Zoom Out	Control/Command & -
Fit In Window	Control/Command & 0
Actual Size	Shift & Control/Command & 0