

## Quick Command Shortcuts

**Command A** - Select all (all the text, all the items)

**Command C** - Copy

**Command V** - Paste

**Command Q** - Quit Program

**Command B** - (in Indesign) text frame options

(Change number of columns, gutter width, and inset spacing)

**Command Z** - Undo

**Command P** - Print

**Command S** - Save

**Command D** - Place (Indesign) Duplicate (Illustrator)

**Command E** - Export (PDF, JPEG, PNG, GIF,& SVG)

**Command W** - Preview mode in Indesign and (Close Window)

**Command O** - Open new doc

**Command F** - Find

**Command R** - Hide rulers/ show rulers

**Command-shift-K** all caps

**Command-Tab**: to select browser or window

## Alignment:

**Command-shift-L**: Flush text left

**Command-shift-R**: Flush text right

**Command-shift-C**: Center text

**Command-shift-J**: Justify text

## Sizing:

**Command-0**: Fit to window

**Command-1**: Actual size

**Command =** Zoom In

**Command -** Zoom Out

## InDesign Shortcuts

Pencil tool (Note tool)	<b>N</b>
Line tool	<b>\</b>
Rectangle Frame tool	<b>F</b>
Rectangle tool	<b>M</b>
Ellipse tool	<b>L</b>
Rotate tool	<b>R</b>
Scale tool	<b>S</b>
Shear tool	<b>O</b>
Free Transform tool	<b>E</b>
Eyedropper tool	<b>I</b>
Measure tool	<b>K</b>
Gradient tool	<b>G</b>
Scissors tool	<b>C</b>
Hand tool	<b>H</b>

Temporarily selects Hand tool	<b>Spacebar (Layout mode), Alt (Text mode), or Alt+Spacebar (both)</b>
Zoom tool	<b>Z</b>
Temporarily selects <b>Zoom In</b> tool	<b>Ctrl+Spacebar</b>
Toggle Fill and Stroke	<b>X</b>
Swap Fill and Stroke	<b>Shift+X</b>
Toggle between Formatting Affects Container and Formatting Affects Text	<b>J</b>
Apply Color	<b>, [comma]</b>
Apply Gradient	<b>. [period]</b>
Apply No Color	<b>/</b>
Switch between Normal View and Preview Mode	<b>W</b>
Frame Grid tool (horizontal)	<b>Y</b>
Frame Grid tool (vertical)	<b>Q</b>
Gradient Feather tool	<b>Shift+G</b>