



adobe indesign

description	windows:	mac:
select tools		
Selection tool	V, Esc	V, Esc
Direct Selection tool	A	A
Toggle Selection and Direct Selection tool	Ctrl+Tab	Cmd + Opt +Tab
Page tool	Shift+P	Shift+P
Gap tool	U	U
Pen tool	P	P
Add Anchor Point tool	=	=
Delete Anchor Point tool	-	-
Convert Direction Point tool	Shift+C	Shift+C
Type tool	T	T
Type On A Path tool	Shift + T	Shift + T
Pencil tool (Note tool)	N	N
Line tool	\	\
Rectangle Frame tool	F	F
Rectangle tool	M	M
Ellipse tool	L	L
Rotate tool	R	R
Scale tool	S	S
Shear tool	O	O
Free Transform tool	E	E
Eyedropper tool	I	I
Measure tool	K	K
Gradient tool	G	G
Scissors tool	C	C
Hand tool	H	H
Temporarily selects Hand tool	Spacebar (Layout mode), Alt (Text mode), or Alt + Spacebar (both)	Spacebar (Layout mode), Opt (Text mode), or Opt + Spacebar (both)
Zoom tool	Z	Z
Temporarily selects Zoom In tool	Ctrl + Spacebar	Cmd + Spacebar



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selecting and moving objects		
Select next object behind or in front	Selection tool + Ctrl-click, or Selection tool + Alt + Ctrl-click	Selection tool + Cmd-click or Selection tool + Opt + Cmd-click
Select next or previous frame in story	Alt + Ctrl + Page Down/ Alt + Ctrl + Page Up	Opt + Cmd + Page Down/ Opt + Cmd + Page Up
Select first or last frame in story	Shift + Alt + Ctrl + Page Down/ Shift + Alt + Ctrl + Page Up	Shift + Opt + Cmd + Page Down/ Shift + Opt + Cmd + Page Up
transforming objects		
Duplicate and transform selection	Transformation tool + Alt-drag	Transformation tool + Opt-drag
Display Transform tool dialog box	Select object + double-click Scale tool, Rotate tool, or Shear tool in Toolbox	Select object + double-click Scale tool, Rotate tool, or Shear tool in Toolbox
Decrease scale by 1%	Ctrl + ,	Cmd + ,
Decrease scale by 5%	Ctrl + Alt + ,	Cmd + Opt + ,
Increase scale by 1%	Ctrl + .	Cmd + .
Increase scale by 5%	Ctrl + Alt + .	Cmd + Opt + .
Resize frame and content	Selection tool + Ctrl-drag	Selection tool + Cmd-drag
Resize frame and content proportionately	Selection tool + Shift + Ctrl-drag	Selection tool + Shift + Cmd-drag
Constrain proportion	Ellipse tool, Polygon tool, or Rectangle tool + Shift-drag	Ellipse tool, Polygon tool, or Rectangle tool + Shift-drag
Switch image from High Quality Display to Fast Display	Ctrl + Alt + Shift + Z	Cmd + Opt + Shift + Z
editing paths and frames		
Temporarily select Convert Direction Point tool	Direct Selection tool + Alt + Ctrl, or Pen tool + Alt	Direct Selection tool + Opt + Cmd, or Pen tool + Opt
Temporarily switch between Add Anchor Point and Delete Anchor Point tool	Alt	Opt
Temporarily select Add Anchor Point tool	Scissors tool + Alt	Scissors tool + Opt
Keep Pen tool selected when pointer is over path or anchor point	Pen tool + Shift	Pen tool + Shift
Move anchor point and handles while drawing	Pen tool + spacebar	Pen tool + spacebar
Display the Stroke panel	F10	Cmd + F10



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editing tables		
Insert or delete rows or columns while dragging	Begin dragging row or column border, and then hold down Alt as you drag	Begin dragging row or column border, and then hold down Opt as you drag
Resize rows or columns without changing the size of the table	Shift-drag interior row or column border	Shift-drag interior row or column border
Resize rows or columns proportionally	Shift-drag right or bottom table border	Shift-drag right or bottom table border
Move to next/previous cell	Tab/Shift + Tab	Tab/Shift + Tab
Move to first/last cell in column	Alt + Page Up/Down	Opt + Page Up/Down
Move to first/last cell in row	Alt + Home/End	Opt + Home/End
Move to first/last row in frame	Page Up/Down	Page Up/Down
Move up/down one cell	Up/Down Arrow	Up/Down Arrow
Move left/right one cell	Left/Right Arrow	Left/Right Arrow
Select cell above/below the current cell	Shift + Up/Down Arrow	Shift + Up/Down Arrow
Select cell to the right/left of the current cell	Shift + Right/Left Arrow	Shift + Right/Left Arrow
Start row on next column	Enter (numeric keypad)	Enter (numeric keypad)
Start row on next frame	Shift + Enter (numeric keypad)	Shift + Enter (numeric keypad)
Toggle between text selection and cell selection	Esc	Esc