

Adobe InDesign -Text Shortcut keys - Windows and Mac

Result	Windows Keys	Mac OS Keys
Bold	Shift+Ctrl+B	Shift+Command+B
Italic	Shift+Ctrl+I	Shift+Command+I
Normal	Shift+Ctrl+Y	Shift+Command+Y
Underline	Shift+Ctrl+U	Shift+Command+U
Strikethrough	Shift+Ctrl+/ [plus sign]	Shift+Command+/ [plus sign]
All caps (on/off)	Shift+Ctrl+K	Shift+Command+K
Small caps (on/off)	Shift+Ctrl+H	Shift+Command+H
Superscript	Shift+Ctrl+(+) [plus sign]	Shift+Command+(+) [plus sign]
Subscript	Shift+Alt+Ctrl+(+) [plus sign]	Shift+Option+Command+(+) [plus sign]
Reset horizontal or vertical scale to 100%	Shift+Ctrl+X or Shift+Alt+Ctrl+X	Shift+Command+X or Shift+Option+Command+X
Align left, right, or center	Shift+Ctrl+L, R, or C	Shift+Command+L, R, or C
Justify all lines	Shift+Ctrl+F (all lines) or J (all but last line)	Shift+Command+F (all lines) or J (all but last line)
Increase or decrease point size*	Shift+Ctrl+> or <	Shift+Command+> or <
Increase or decrease point size by five times*	Shift+Ctrl+Alt+> or <	Shift+Command+ Option+> or <
Increase or decrease leading*	Alt+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)	Option+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)
Increase or decrease leading by five times*	Alt+Ctrl+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)	Option+Command+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)
Select or deselect preferences setting for typographer's marks	Shift+Alt+Ctrl+" [quote]	Shift+Option+Command+" [quote]
Auto leading	Shift+Alt+Ctrl+A	Shift+Option+Command+A
Align to grid (on/off)	Shift+Alt+Ctrl+G	Shift+Option+Command+G
Auto-hyphenate (on/off)	Shift+Alt+Ctrl+H	Shift+Option+Command+H
Increase or decrease kerning and tracking	Alt+Left Arrow/Right Arrow key (horizontal text) or Up Arrow/Down Arrow key (vertical text)	Option+Left Arrow/Right Arrow key (horizontal text) or Up Arrow/Down Arrow key (vertical text)
Increase or decrease kerning and tracking by five times	Alt+Ctrl+Left Arrow/Right Arrow key (horizontal text) or Up Arrow/Down Arrow key (vertical text)	Option+Command+Left Arrow/Right Arrow key (horizontal text) or Up Arrow/Down Arrow key (vertical text)
Increase kerning between words*	Alt+Ctrl+\	Option+Command+\
Decrease kerning between words*	Alt+Ctrl+Backspace	Option+Command+Delete
Clear all manual kerning and reset tracking to 0	Alt+Ctrl+Q	Option+Command+Q
Increase or decrease baseline shift**	Shift+Alt+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)	Shift+Option+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)
Increase or decrease baseline shift by five times	Shift+Alt+Ctrl+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)	Shift+Option+Command+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)
Automatically flow story	Shift-click loaded text icon	Shift-click loaded text icon
Semi-automatically flow story	Alt-click loaded text icon	Option-click loaded text icon
Recompose all stories	Alt+Ctrl+/ [plus sign]	Option+Command+/ [plus sign]
Insert current page number	Alt+Ctrl+N	Option+Command+N

*Press Shift to increase or decrease kerning between words by five times.**Amount is set in Edit > Preferences > Units & Increments (Windows) or InDesign > Preferences > Units & Increments (Mac OS).

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