



# Adobe InDesign

## Shortcuts

Tool/Action	Mac	PC
Selection tool	V or ESC	V or ESC
Zoom tool	Z	Z
Type tool	T	T
Preview mode	W	W
Rectangle tool	M	M
Save	Command + S	Control + S
Undo	Command + Z	Control + Z
Group objects	Command + G	Control + G
Ungroup objects	Shift + Command + G	Shift + Control + G
Fit page in window	Command + 0 (zero)	Control + 0 (zero)
Send backwards	Command + [ (Add Shift to Send to Back)	Control + [ (Add Shift to Send to Back)
Bring forward	Command + ] (Add Shift to Bring to Front)	Control + ] (Add Shift to Bring to Front)
Select All	Command + A	Control + A
Fit frame to content	Option + Command + C	Alt + Control + C
Lock object	Command + L	Control + L
Unlock all on spread	Option + Command + L	Alt + Control + L
Select objects behind another	Hold Command + Click	Hold Control + Click
Resize object while maintaining ratio	Hold Shift + Command while resizing	Hold Shift + Control while resizing