# Tools

| | | |
|---|---|---|
| Switch between Text tool and Note tool | ⇧ | **ESC** |
| Temporarily switch from Text tool to Note Tool | ⌥ | ⇧ |
| Temporarily switch to Hand tool (Layout view) | ⌥ | **SPACEBAR** |
| Temporarily switch to Zoom tool (Layout view) | ⌘ | **SPACEBAR** |
| Temporarily switch to Zoom In tool (Layout view) | ⌘ | **SPACEBAR** |
| Temporarily switch to Zoom Out tool (Layout view) | ⌘ ⌥ | **SPACEBAR** |

## Navigation Shortcuts

| | |
|---|---|
| Go to first/last page (Layout view) | ⌘ ⇧ **PGUP** |
| Go to previous/next page (Layout view) | ⇧ **PGUP** |
| Move right/left one character | → |
| Move up/down one line | ↑ |
| Move right/left one word | ⌘ → |
| Go to beginning of sentence forward/backward (Galley and Story views) | ⌘ ] |
| Go to beginning/end of line | **HOME** |
| Go to previous/next paragraph | ⌘ ↑ |
| Go to next story (Galley view) | ⌘ ⌥ ] |
| Go to previous story (Galley view) | ⌘ ⌥ [ |
| Go to beginning/end of story | ⌘ **HOME** |
| Select one character to the right/left | ⇧ → |
| Select one word to the right/left | ⌘ ⇧ → |
| Select to the start/end of the line | ⇧ **HOME** |
| Select current paragraph (Galley and Story views) | ⌘ ⇧ P |
| Select sentence forward/backward (Galley and Story views) | ⌘ ⌥ ⇧ → |
| Select one line above/below | ⇧ ↑ |
| Select one paragraph before/after | ⌘ ⇧ ↑ |
| Select to beginning/end of story | ⌘ ⇧ **HOME** |
| Delete word in front of insertion point (Galley and Story views) | ⌘ ⌫ |
| Delete current sentence (Galley and Story views) | ⌘ ⇧ ⌫ |
| Delete current paragraph (Galley and Story views) | ⌘ ⌥ ⇧ ⌫ |
| Recompose all stories | ⌘ ⌥ |
| Toggle current and previous view | ⌘ ⌥ 2 |
| Go to Next window | ⌘ **F6** |
| Go to Previous window | ⌘ ⇧ **F6** |

| | |
|---|---|
| Scroll up/down one screen | **PGUP** |
| Go to first/last spread | ⌥ ⇧ **PGUP** |
| Go to first previous/ next spread | ⌘ ⌥ **PGUP** |
| Fit selection in window | ⌘ ⌥ = |
| Increase screen to 50%/ 200%/400% | ⌘ 5 |
| Access view percent field | ⌘ ⌥ 5 |

## Moving and Transforming Graphics

| | |
|---|---|
| Increase/Decrease size/scale by 1% | ⌘ . |
| Increase/Decrease size/scale by 5% | ⌘ ⌥ . |
| Move selection | **ARROW KEYS** |
| Move selection by 1/10th | ⌘ ⇧ **ARROW KEYS** |
| Move selection by 10 times | ⇧ **ARROW KEYS** |

## Working with Text

| | |
|---|---|
| Enables the Position tool in text | **ESC** |
| Normal horizontal scale | ⌘ ⇧ X |
| Normal vertical scale | ⌘ ⌥ ⇧ X |
| Increase/Decrease text point size | ⌘ ⇧ > |
| Increase/Decrease text point size five times | ⌘ ⌥ ⇧ > |
| Increase/Decrease leading (horizontal text) | ⌥ ↑ |
| Increase/Decrease leading (vertical text) | ⌥ → |
| Increase/Decrease leading five times (horizontal text) | ⌘ ⌥ ↑ |
| Increase/Decrease leading five times (vertical text) | ⌘ ⌥ → |
| Auto leading | ⌘ ⌥ ⇧ A |
| Increase/Decrease kerning/tracking | ⌥ → |
| Increase/Decrease kerning/tracking five times | ⌘ ⌥ → |
| Reset all manual kerning preferences (reset track to 0) | ⌘ ⌥ Q |
| Increase/Decrease baseline shift (horizontal text) | ⌥ ⇧ ↑ |
| Increase/Decrease baseline shift (vertical text) | ⌥ ⇧ → |
| Increase/Decrease baseline shift five times (horizontal text) | ⌘ ⌥ ⇧ ↑ |
| Increase/Decrease word space kerning | ⌘ ⌥ \ |
| Increase/Decrease word space kerning five times | ⌘ ⌥ ⇧ \ |
| Align text left/center/right | ⌘ ⇧ L |
| Justify with last line aligned left | ⌘ ⇧ J |
| Justify all lines | ⌘ ⇧ F |
| Insert right indent tab | ⇧ ⇥ |
| Update missing font list | ⌘ ⌥ ⇧ |

| Action | Shortcut |
|---|---|
| Toggle typographer's quotes preference | ⌘ ⌥ ⇧ ' |

## Working with Types

| Action | Shortcut |
|---|---|
| Open Justification dialog box | ⌘ ⌥ ⇧ J |
| Open Keep Options dialog box | ⌘ ⌥ K |
| Open Paragraph Rules dialog box | ⌘ ⌥ J |
| Redefine character style | ⌘ ⌥ ⇧ C |
| Open Drop Caps and Nested Styles dialog box | ⌘ ⌥ R |
| Redefine paragraph style | ⌘ ⌥ ⇧ R |
| Toggle all caps (on/off) | ⌘ ⇧ K |
| Toggle small caps (on/off) | ⌘ ⌥ L |
| Superscript | ⌘ ⇧ = |
| Subscript | ⌘ ⌥ ⇧ = |
| Underline | ⌘ ⇧ U |
| Strikethrough | ⌘ ⇧ |
| Bold | ⌘ B |
| Italic | ⌘ ⇧ I |
| Normal | ⌘ ⇧ Y |
| Toggle align to grid (on/off) | ⌘ ⌥ ⇧ G |
| Toggle auto-hyphenate (on/off) | ⌘ ⌥ ⇧ H |

## Find and Replace

| Action | Shortcut |
|---|---|
| Insert selected text into Find What box | ⌘ F1 |
| Insert selected text into Find What box and find next | ⇧ F1 |
| Replace selected text with Change To text | ⌘ F3 |
| Replace selected text with Change To text and find next | ⇧ F3 |
| Insert selected text into Replace box | ⌘ F2 |

## Tables

| Action | Shortcut |
|---|---|
| Clear cell | ⌫ |
| Move to next cell | ⇥ |
| Move to previous cell | ⇧ ⇥ |
| Move up/down through table cells | ↑ |
| Move to first/last cell in column | ⌥ PGUP |
| Move to first/last cell in row | ⌥ HOME |
| Move to first/last row in frame | PGUP |
| Select cells above/below | ⇧ ↑ |
| Select cells to the right/left | ⇧ → |

## Type Panel and Dialog Boxes

| Action | Shortcut |
|---|---|
| Open Justification dialog box | ⌥ ⌘ ⇧ J |
| Open Paragraph Rules dialog box | ⌥ ⌘ J |
| Open Keep Options dialog box | ⌥ ⌘ K |
| Activate Character panel | ⌘ T |
| Activate Paragraph panel | ⌘ ⌥ T |

## Character and Paragraph Styles

| Action | Shortcut |
|---|---|
| T AND PRESS SHIFT | ⌥ ⌘ C |
| T AND PRESS SHIFT | ⌥ ⌘ R |
| Show/hide Paragraph and Character Styles panels, respectively | ⌘ F11 |

## Thesaurus

| Action | Shortcut |
|---|---|
| Load word | ⌘ ⇧ 5 |
| Look up word | ⌘ ⇧ 6 |
| Change word | ⌘ ⇧ 7 |

## Working with XML

| Action | Shortcut |
|---|---|
| Expand/Collapse element | → |
| Expand/Collapse element and child elements | ⌥ → |
| Extend XML selection up/down | ⇧ ↑ |
| Move XML selection up/down | ↑ |
| Scroll structure pane up/down one screen | PGUP |
| Select first/last XML node | HOME |
| Extend selection to first/last XML node | ⇧ HOME |
| Go to previous/next validation error | ⌘ ← |
| Automatically tag text frames and tables | ⌘ ⌥ ⇧ F7 |

## Other Shortcuts

| Action | Shortcut |
|---|---|
| Close current document | ⌘ ⇧ W |
| Close all documents | ⌘ ⌥ ⇧ W |
| Save all documents | ⌘ ⌥ ⇧ S |
| Expand all stories | ⌘ ⌥ Z |
| Collapse all stories | ⌘ ⌥ ⇧ Z |
| Show/Hide all toolbars and panels | ⌘ ⌥ ⇥ |
| New default document | ⌘ ⌥ N |
| Display Links panel | ⌘ ⇧ D |
| Activate last-used field in panel | ⌘ ⌥ ` |
| Update beginning to cursor info | ⌘ ⌥ ⇧ 6 |
| Update copyfit progress info | ⌘ ⌥ ⇧ 8 |
| Update cursor to end info | ⌘ ⌥ ⇧ 7 |
| Update selection info | ⌘ ⌥ ⇧ 5 |
| Update whole story info | ⌘ ⌥ ⇧ 4 |
| Force redraw | ⇧ F5 |
| Toggle units | ⌘ ⌥ ⇧ U |
| New text macro | ⌘ ⌥ F8 |
| Edit text macro | ⌘ ⌥ ⇧ F8 |
| Insert macro text | ⌥ ⇧ F8 |

**Ic** Adobe InCopy shortcuts for Mac

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