

# The Universal Shortcuts (Mac)

## InDesign, Illustrator, Photoshop

### Tools

Black Arrow	V
Direct Selection tool	A
Zoom Tool	Z
Pen tool	P
Eyedropper tool	I
Type tool	T
Hand tool	H

### File Menu

New Document	Cmd+N
Save	Cmd+S
Save as	Cmd+Shift+S
Print	Cmd+P
Open	Cmd+O
Open in bridge	Opt+Cmd+O
Close	Cmd+W
File info	Opt+Shift+Cmd+I

### Edit Menu

Undo	Cmd+Z
Redo	Cmd+Shift+Z
Cut	Cmd+X
Copy	Cmd+C
Paste	Cmd+V

### View Menu

Actual size	Cmd+1
Fit on screen/page	Cmd+0
Zoom in	Cmd+=
Zoom out	Cmd+-
Show/hide rulers	Cmd+R
Show/hide guides	Cmd+;
Lock guides	Opt+Cmd+;

### Window Menu

Layers	F7
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### Misc

Preferences	Cmd+K
Quit	Cmd+Q
Temporary zoom in tool	Cmd+spacebar
Temporary zoom out tool	Opt+Cmd+spacebar
Temporary hand tool	spacebar
Fit on screen/page	Doubleclick hand tool
Drag a copy	Opt+drag
Default Stroke/Fill (foreground/background)	D
Swap Stroke/Fill (foreground/background)	Shift+X
Hide Tools/Panels	Tab
Hide Panels	Shift+Tab

### Text

Select all	Cmd+A
Increase baseline Shift	Opt+Shift+Up Arrow
Increase baseline Shift x 5	Opt+Shift+Cmd+Up Arrow
Decrease baseline Shift	Opt+Shift+Down Arrow
Decrease baseline Shift x 5	Opt+Shift+Cmd+Down Arrow
Increase kerning/tracking	Opt+Right Arrow
Increase kerning/tracking x 5	Opt+Cmd+Right Arrow
Decrease kerning/tracking	Opt+Left Arrow
Decrease kerning/tracking x 5	Opt+Cmd+Left Arrow
Increase leading	Opt+Down Arrow
Increase leading x 5	Opt+Cmd+Down Arrow
Decrease leading	Opt+Up Arrow
Decrease leading x 5	Opt+Cmd+Up Arrow
Increase point size	Shift+Cmd+.
Increase point size x 5	Opt+Shift+Cmd+.
Decrease point size	Shift+Cmd+,
Decrease point size x 5	Opt+Shift+Cmd+,
Left Align Text	Shift+Cmd+L
Center Text	Shift+Cmd+C
Right Align Text	Shift+Cmd+R
Justify Text Left	Shift+Cmd+J

### Layout

Bring Forward	Cmd+]
Bring to Front	Shift+Cmd+]
Send Backward	Cmd+[
Send to Back	Shift+Cmd+[
Nudge down	Down Arrow
Nudge down duplicate	Opt+Down Arrow
Nudge left	Left Arrow
Nudge left duplicate	Opt+Left Arrow
Nudge left x10	Shift+Left Arrow
Nudge left x10 duplicate	Opt+Shift+Left Arrow
Nudge right	Right Arrow
Nudge right duplicate	Opt+Right Arrow
Nudge right x10	Shift+Right Arrow
Nudge right x10 duplicate	Opt+Shift+Right Arrow
Nudge up	Up Arrow
Nudge up duplicate	Opt+Up Arrow
Nudge up x10	Shift+Up Arrow
Nudge up x10 duplicate	Opt+Shift+Up Arrow

# The Universal Shortcuts (PC)

## InDesign, Illustrator, Photoshop

### Tools

Black Arrow	V
Direct Selection tool	A
Zoom Tool	Z
Pen tool	P
Eyedropper tool	I
Type tool	T
Hand tool	H

### File Menu

New Document	Ctrl+N
Save	Ctrl+S
Save as	Ctrl+Shift+S
Print	Ctrl+P
Open	Ctrl+O
Open in bridge	Alt+Ctrl+O
Close	Ctrl+W
File info	Alt+Shift+Ctrl+I

### Edit Menu

Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

### View Menu

Actual size	Ctrl+1
Fit on screen/page	Ctrl+0
Zoom in	Ctrl+=
Zoom out	Ctrl+-
Show/hide rulers	Ctrl+R
Show/hide guides	Ctrl+;
Lock guides	Alt+Ctrl+;

### Window Menu

Layers	F7
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### Misc

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Hide Panels	Shift+Tab

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Increase leading x 5	Alt+Ctrl+Down Arrow
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Decrease point size	Shift+Ctrl+,
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Nudge left x10	Shift+Left Arrow
Nudge left x10 duplicate	Alt+Shift+Left Arrow
Nudge right	Right Arrow
Nudge right duplicate	Alt+Right Arrow
Nudge right x10	Shift+Right Arrow
Nudge right x10 duplicate	Alt+Shift+Right Arrow
Nudge up	Up Arrow
Nudge up duplicate	Alt+Up Arrow
Nudge up x10	Shift+Up Arrow
Nudge up x10 duplicate	Alt+Shift+Up Arrow