

# InDesign Shortcuts

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Undo	CTRL + Z
Place	CTRL + D
Select All	CTRL + A
Paste	CTRL + V
Paste in Place	Alt + Shift + CTRL + V
Preview / Normal	W
New Page	Shift + CTRL + P
Character Styles	Shift + F11
Paragraph Styles	F11
Text Frame Options	CTRL + B
Show Hidden Characters	Alt + CTRL + I
Quick Apply panel	CTRL + Enter
Preferences	CTRL + K
Double click Hand tool	fit spread in window
Double click zoom tool	show 100%

Alt + click on new style icon to open dialog box to name and define

To make multiples - Create one and use Step and Repeat from the Edit menu