Atalhos do InDesign

Sumário

dualpixel

Ferramentas (tools)

Direct Selection Tool	A
seleção temporária Direct Selection Tool (se for a última usada)	**Ctrl (Windows) / Command (Mac)**
Hand Tool	H
seleção temporária Hand Tool (modo layout ou texto)	**Ctrl + SPACEBAR (Windows) / Command + SPACEBAR (Mac)**
Selection Tool	V / Text: Escape
seleção temporária Selection Tool (if it was the last used)	**Ctrl (Windows) / Command (Mac)**
toggle between Direct Selection Tool and Selection Tool	Ctrl + TAB (Windows) / Command + TAB (Mac)
Zoom Tool	**Z**
seleção temporária Zoom in tool	Ctrl + SPACEBAR (Windows) / Command + SPACEBAR (Mac)
seleção temporária Zoom out tool	**Ctrl + Alt+SPACEBAR (Windows) / Command + Option + SPACEBAR (Mac)**

Visualização (views, navigation)

200% size	Ctrl + 2 (Windows) / Command + 2 (Mac)
400 % size	**Ctrl + 4 (Windows) / Command + 4 (Mac)**
50% size	Ctrl + 5 (Windows) / Command + 5 (Mac)
Close document	**Shift + Ctrl + W (Windows) / Shift + Command + W (Mac)**
Fit selection in window	Ctrl + Alt + = (Windows) / Command + Option + = (Mac)
refresh na tela	**Shift + F5**
Save all	Shift + Ctrl + Alt + S (Windows) / Shift + Command + Option + S (Mac)
Show / hide all panels	**TAB**
Show / hide all panels except toolbox	Shift + TAB
Alterna entre os modos de Caracter e Parágrafo	**Ctrl + Alt+7 (Windows) / Command + Alt+ 7(Mac)**
Alterna entre as unidades de medida	Shift + Alt + Ctrl + U (Windows) / Shift + Command + Option + U (Mac)

Textos e tabelas (texts and tables)

Align center default	Shift + Ctrl + C (Windows) / Shift + Command + C (Mac)
Align force justify default	**Shift + Ctrl + f (Windows) / Shift + Command + F (Mac)**
Align justify default	Shift + Ctrl + J (Windows) / Shift + Command + J (Mac)
Align left default	**Shift + Ctrl + L (Windows) / Shift + Command + L (Mac)**
Align right default	Shift + Ctrl + R (Windows) / Shift + Command + R (Mac)
Align to baseline grid default	**Shift + Ctrl + Alt + G (Windows) / Shift + Command + Option + G (Mac)**
Apply bold	Shift + Ctrl + B (Windows) / Shift + Command + B (Mac)

Apply italic	**Shift + Ctrl + I (Windows) / Shift + Command + I (Mac)**
Auto leading	Shift + Ctrl + Alt + A (Windows) / Shift + Command + Option + A (Mac)
Auto hyphenate on / off	**Shift + Ctrl + Alt + H (Windows) / Shift + Command + Option + H (Mac)**
Decrease kerning + tracking	Alt + LEFT ARROW (Windows) / Option + LEFT ARROW (Mac)
Decrease point size	**Shift + Ctrl + , (Windows) / Shift + Command + , (Mac)**
Increase kerning + tracking	text: Shift + Alt + RIGHT ARROW, text: Alt + RIGHT ARROW
Increase point size	**Shift + Ctrl + . (Windows) / Shift + Command + . (Mac)**
Recompose all stories	Shift + Ctrl + / (Windows) / Shift + Command + / (Mac)
Reset Kerning and Tracking	**Ctrl + Alt + Q (Windows) / Command + Option + Q (Mac)**
Select to beginning of storie	text: Shift + Ctrl + Home (Windows) / text: Shift + Command + Home (Mac)
Select to end of storie	**text: Shift + Ctrl + End (Windows) / text: Shift + Command + End (Mac)**
Alternar entre cell / text selection	Escape

Menu Arquivo (file menu)

Close	Ctrl + W | Ctrl + F4 (Windows) / Command + W | Command + F4 (Mac)
Document setup	**Ctrl + Alt + P (Windows) / Command + Option + P (Mac)**
Exit	Ctrl + Q (Windows) / Command + Q (Mac)
Export	**Ctrl + E (Windows) / Command + E (Mac)**
New document	Ctrl + N (Windows) / Command + N (Mac)
Place	**Ctrl + D (Windows) / Command + D (Mac)**
Preflight	Shift + Ctrl + Alt + F (Windows) / Shift + Command + Option + F (Mac)
Save as	**Shift + Ctrl + S (Windows) / Shift + Command + S (Mac)**
Save a copy	Ctrl + Alt + S (Windows) / Command + Option + S (Mac)

Menu Editar (edit menu)

Copy	Ctrl + C (Windows) / Command + C (Mac)
Cut	**Ctrl + X (Windows) / Command + X (Mac)**
Deselect all	Shift + Ctrl + A (Windows) / Shift + Command + A (Mac)
Duplicate	Shift + Ctrl + Alt + D (Windows) / Shift + Command + Option + D (Mac)
Edit in story editor	Ctrl + Y (Windows) / Command + Y (Mac)
Find / Change	**Ctrl + F (Windows) / Command + F (Mac)**
Paste	Ctrl + V (Windows) / Command + V (Mac)
Paste into	**Ctrl + Alt + V (Windows) / Command + Option + V (Mac)**
Paste in place	Shift + Ctrl + Alt + V (Windows) / Shift + Command + Option + V (Mac)
Preferences	**Ctrl + K (Windows) / Command + K (Mac)**
Select all	Ctrl + A (Windows) / Command + A (Mac)

Spelling: Check spelling	**Ctrl + I (Windows) / Command + I (Mac)**
Undo	Ctrl + Z (Windows) / Command + Z (Mac)

Menu Layout (layout menu)

Go to page	Ctrl +J (Windows) / Command + J (Mac)
Next page	**Shift + Page Down**
Previous page	Shift + Page Up

Menu Tipo (type menu)

Create outlines	Shift + Ctrl + O (Windows) / Shift + Command + O (Mac)
Create outlines without deleting text	**Shift + Ctrl + Alt + O (Windows) / Shift + Command + Option + O (Mac)**
Insert break character: paragraph return	Enter (Windows) / Return (Mac)
Insert special character: hyphens and dashes: discretionary hyphen	Shift + Ctrl + - (Windows) / Shift + Command + - (Mac)
Insert special character: hyphens and dashes: nonbreaking hyphen	Ctrl + Alt + - (Windows) / Command + Option + - (Mac)
Insert special character: markers: current page number	**Shift + Ctrl + Alt + N (Windows) / Shift + Command + Option + N (Mac)**
Insert special character: symbols: bullet character	Alt + 8 (Windows) / Option + 8 (Mac)
Insert special character: symbols: copyright symbol	**Alt + G (Windows) / Option + G (Mac)**
Show hidden characters	Ctrl + Alt + I (Windows) / Command + Option + I (Mac)

Menu Objeto (object menu)

Arrange: bring to front	Shift + Ctrl +] (Windows) / Shift + Command +] (Mac)
Arrange: send to back	**Shift + Ctrl + [(Windows) / Shift + Command + [(Mac)**
Effects: drop shadow	Ctrl + Alt + M (Windows) / Command + Option + M (Mac)
Fitting: center content	**Shift + Ctrl + E (Windows) / Shift + Command + E (Mac)**
Fitting: fill frame proportionally	Shift + Ctrl + Alt + C (Windows) / Shift + Command + Option + C (Mac)
Group	**Ctrl + G (Windows) / Command + G (Mac)**
Lock position	Ctrl + L (Windows) / Command + L (Mac)
Text frame options	**Ctrl + B (Windows) / Command + B (Mac)**
Transform again: transform again	Ctrl + Alt + 3 (Windows) / Command + Option + 3 (Mac)
Transform: move	**Shift + Ctrl + M (Windows) / Shift + Command + M (Mac)**
Ungroup	Shift + Ctrl + G (Windows) / Shift + Command + G (Mac)
	Ctrl + Alt + L (Windows) / Command + Option + I (Mac)

Menu Tabela (table menu)

Cell options: text	Ctrl + Alt + B (Windows) / Command + Option + B (Mac)
Delete: column	**Shift + Backspace**
Delete: row	Ctrl + Backspace (Windows) + Command + Backspace (Mac)
Insert: column	Ctrl + Alt + 9 (Windows) / Command + Option + 9 (Mac)
Insert: Row	Ctrl + 9 (Windows) / Command + 9 (Mac)

Menu Visualizar (view menu)

Actual size	Ctrl + 1 (Windows) / Command + 1 (Mac)
Entire pasteboard	**Shift + Ctrl + Alt + 0 (Windows) / Shift + Command + Option + 0 (Mac)**
Fit page in window	Ctrl + 0 (Windows) / Command + 0 (Mac)
Fit spread in window	Ctrl + Alt + 0 (Windows) / Command + Shift + 0 (Mac)
Grids & guides: show baseline grid	Shift + Ctrl + ' (Windows) / Shift + Command + ' (Mac)
Hide rulers	**Ctrl + R (Windows) / Command + R (Mac)**
Show frame edges	Ctrl + H (Windows) / Command + H (Mac)
Show text threads	**Ctrl + Alt + Y (Windows) / Command + Option + Y (Mac)**
Zoom in	Ctrl + + (Windows) / Command + + (Mac)
Zoom out	**Ctrl + - (Windows) / Command + - (Mac)**

Menu Janela (window menu)

Info	F8
Layers	**F7**
Links	Shift + Ctrl + D (Windows) / Shift + Command + D (Mac)
Object & layout: align	Shift + F7
Object styles	Ctrl + F7 (Windows) / Command + F7 (Mac)
Pages	**Ctrl + F12 (Windows) / Command + F12 (Mac)**
Stroke	Ctrl + F10 (Windows) / Command + F10 (Mac)
Swatches	**F5**
Text wrap	Ctrl + Alt + W (Windows) / Command + Option + W (Mac)
Type & tables: character	**Ctrl + T (Windows) / Command + T (Mac)**
Type & tables: character styles	Shift F11
Type & tables: paragraph	**Ctrl + M (Windows) / Command + M (Mac)**
Type & tables: paragraph styles	F11

Menu Ajuda (help menu)

InDesign help	F1

Painéis (panel menu)

Character styles: redefine style	Shift + Ctrl + Alt + C (Windows) / Shift + Command + Option + C (Mac)
Character: all caps	**Shift + Ctrl + K (Windows) / Shift + Command + K (Mac)**
Character: subscript	Shift + Ctrl + Alt + = (Windows) / Shift + Command + Option + = (Mac)
Character: superscript	Shift + Ctrl + = (Windows) / Shift + Command + = (Mac)
Character: underline	Shift + Ctrl + U (Windows) / Shift + Command + U (Mac)
Paragraph styles: redefine style	**Shift + Ctrl + Alt + R (Windows) / Shift + Command + Option + R (Mac)**
Paragraph: drop caps and nested styles	Ctrl + Alt + R (Windows) / Command + Option + R (Mac)
Paragraph: drop caps and nested styles	**Shift + Ctrl + Alt + J (Windows) / Shift + Command + Option + J (Mac)**
Paragraph: paragraph rules	Ctrl + Alt + J (Windows) / Command + Option + J (Mac)

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