

## COMMON KEYBOARD SHORTCUT HOTKEYS (WINDOWS)

Want more? In the Help Menu, search for keyword "keys"

<b>File Menu</b>	<b>Windows</b>	<b>InDesign</b>	<b>Illustrator</b>	<b>Photoshop</b>	<b>Dreamweaver</b>	<b>Flash</b>
Save		Ctrl + S	Ctrl + S	Ctrl + S	Ctrl + S	Ctrl + S
Print	Ctrl + P	Ctrl + P	Ctrl + P	Ctrl + P	Ctrl + P	Ctrl + P
Open	Ctrl + O	Ctrl + O	Ctrl + O	Ctrl + O	Ctrl + O	Ctrl + O
Close	Ctrl + W	Ctrl + W	Ctrl + W	Ctrl + W	Ctrl + W	Ctrl + W
Exit		Ctrl + Q	Ctrl + Q	Ctrl + Q	Ctrl + Q	Ctrl + Q
<b>Edit Menu</b>	<b>Windows</b>	<b>InDesign</b>	<b>Illustrator</b>	<b>Photoshop</b>	<b>Dreamweaver</b>	<b>Flash</b>
Undo	Ctrl + Z	Ctrl + Z	Ctrl + Z	Ctrl + Z	Ctrl + Z	Ctrl + Z
Cut	Ctrl + X	Ctrl + X	Ctrl + X	Ctrl + X	Ctrl + X	Ctrl + X
Copy	Ctrl + C	Ctrl + C	Ctrl + C	Ctrl + C	Ctrl + C	Ctrl + C
Paste	Ctrl + V	Ctrl + V	Ctrl + V	Ctrl + V	Ctrl + V	Ctrl + V
Select All	Ctrl + A	Ctrl + A	Ctrl + A	Ctrl + A	Ctrl + A	Ctrl + A
<b>Type</b>	<b>Windows</b>	<b>InDesign</b>	<b>Illustrator</b>	<b>Photoshop</b>	<b>Dreamweaver</b>	<b>Flash</b>
Bold		Shift + Ctrl + B		Shift + Ctrl + B	Ctrl + B	Shift + Ctrl + B
Italic		Shift + Ctrl + I		Shift + Ctrl + I	Ctrl + I	Shift + Ctrl + I
Flush Left		Shift + Ctrl + L	Shift + Ctrl + L	Shift + Ctrl + L	Alt + Shift + Ctrl + L	Shift + Ctrl + L
Centered		Shift + Ctrl + C	Shift + Ctrl + C	Shift + Ctrl + C	Alt + Shift + Ctrl + C	Shift + Ctrl + C
Flush Right		Shift + Ctrl + R	Shift + Ctrl + R	Shift + Ctrl + R	Alt + Shift + Ctrl + R	Shift + Ctrl + R
Justified		Shift + Ctrl + J	Shift + Ctrl + J	Shift + Ctrl + J	Alt + Shift + Ctrl + J	Shift + Ctrl + J
Hidden Characters		Alt + Ctrl + I	Alt + Ctrl + I		Shift + Ctrl + I	
<b>Navigation</b>	<b>Windows</b>	<b>InDesign</b>	<b>Illustrator</b>	<b>Photoshop</b>	<b>Dreamweaver</b>	<b>Flash</b>
Fit in Window		Ctrl + 0	Ctrl + 0	Ctrl + 0	Shift + Ctrl + 0	Ctrl + 2
View 100%		Ctrl + 1	Ctrl + 1	Alt + Ctrl + 0	Alt + Ctrl + 1	Ctrl + 1
Zoom Bigger		Ctrl + =	Ctrl + =	Ctrl + =	Ctrl + =	Ctrl + =
Zoom Smaller		Ctrl + -	Ctrl + -	Ctrl + -	Ctrl + -	Ctrl + -
Hand Tool		Space or Alt	Space	Space		Space
Select Tool*		Ctrl	Ctrl	Ctrl		Ctrl

\*While in any other tool, get the Select Tool temporarily without having to actually switch tools