

ADOBE SOFTWARE

KEYBOARD SHORTCUTS

MaPS Workshops



Premiere Pro



Audition



Photoshop



InDesign



Premiere Pro

	MAC	PC
Import file	Cmd + I	Ctrl + I
Save	Cmd + S	Ctrl + S
Undo/redo	Cmd + Z / Cmd + Shift + Z	Ctrl + Z / Ctrl + Shift + Z
Copy/paste	Cmd + C / Cmd + V	Ctrl + C / Ctrl + V
Zoom in/out	- / +	- / +
Play/Pause	Spacebar	Spacebar
RWD/Pause/FFD	J / K / L	J / K / L
Snap on/off	S	S
Mark in/out	I / O	I / O
Selection tool	V	V
Razor tool	C	C
Type tool	T	T



	MAC	PC
Ripple edit tool	B	B
Trim/extend	Hover and Drag	Hover and Drag
Show whole sequence	\	\
Import into files panel	Cmd + I	Ctrl + I
Mark in/out point	I / O	I / O
Insert edit from source monitor	,	,
Ripple delete	Click and Backspace in gap	Click and Backspace in gap
Move one frame at a time	Forward/Back arrows	Forward/Back arrows
Move edit by edit	Up/Down arrows	Up/Down arrows
Alter audio gain	G	G
Add audio key frame	Hold down Cmd + Click yellow line	Hold down CTRL + Click yellow line
Expand selected panel	~	~
New sequence	Cmd + N	Ctrl + N
Export	Cmd + M	Ctrl + M



Audition

	MAC	PC
Import file	Cmd + I	Ctrl + I
Save	Cmd + S	Ctrl + S
Undo/redo	Cmd + Z / Cmd + Shift + Z	Ctrl + Z / Ctrl + Shift + Z
Copy/paste	Cmd + C / Cmd + V	Ctrl + C / Ctrl + V
Zoom in/out	- / +	- / +
Zoom in/out vertically	Option - / =	Alt - / =
Play/Pause	Spacebar	Spacebar
Snap on/off	S	S
Mark in/out	I / O	I / O
Move tool	V	V
Razor tool	R	R
Cut in place	Cmd + K	Ctrl + K
RWD/Pause/FFD	J / K / L	J / K / L



Photoshop

MAC	PC
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Save	Cmd + S	Ctrl + S
Undo/redo	Cmd + Z / Cmd + Shift + Z	Ctrl + Z / Ctrl + Shift + Z
Copy/paste	Cmd + C / Cmd + V	Ctrl + C / Ctrl + V
Zoom in/out OR Zoom in/out	Cmd - / + Alt + mouse scroll	Ctrl - / + Alt + mouse scroll
Drag canvas	Hold spacebar + drag	Hold spacebar + drag
Free transform	Cmd + T	Ctrl + T
Show/Hide rulers	Cmd + R	Ctrl + R

The image shows a vertical toolbar with various tools. Labels and keyboard shortcuts are provided for several tools:

- Selection** (V)
- Marquee** (M)
- Lasso tool** (L)
- Quick selection** (W)
- Crop tool** (C)
- Spot healing brush** (J)
- Clone stamp** (S)
- Eraser tool** (E)
- Text tool** (T)

On the right, the **Layers** panel is shown with a label **Layer on/off** pointing to the visibility icons (eyes) for Layer 2, Layer 1, and Group 1.



Indesign

MAC

PC

Place file	Cmd + D	Ctrl + D
Save	Cmd + S	Ctrl + S
Undo/redo	Cmd + Z / Cmd + Shift + Z	Ctrl + Z / Ctrl + Shift + Z
Copy/paste	Cmd + C / Cmd + V	Ctrl + C / Ctrl + V
Zoom in/out OR Zoom in/out	Cmd - / + Alt + mouse scroll	Ctrl - / + Alt + mouse scroll
Drag canvas	Hold spacebar + drag	Hold spacebar + drag
Preview mode		W (toggle on/off)

