InDesign Toolbox

selection tool

page tool

content collector tool

text tool

pen tool

rectangular frame tool

scissors tool

gradient swatch tool

note tool

hand tool

fill tool (click to activate)

formatting affects container

apply color   apply gradient

normal view

direct selection tool

gap tool

content placer tool

line tool

pencil tool

rectangular tool

scale tool

gradient feather tool

eyedropper tool

zoom tool

stroke tool (click to activate)

formatting affects text

apply none

preview

Tools Notes

Use Google to learn the jobs these tools perform; be sure to include each tool's shortcut

(HINT: You can find shortcuts by placing your cursor on the tool itself)
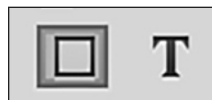
Commonly used tools:

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

Other relevant tools:

Keyboard Shortcut

Keyboard Shortcut

Keyboard Shortcut

InDesign Controls

Character Formatting Controls

font family   **font size**   **all caps**   vertical scale

underline   horizontal scale

| A | Minion Pro ▾ | ⁙T ▴▾ 12 pt ▾ | TT T¹ T | V/A ▴▾ Metrics ▾ | ↕T ▴▾ 100% ▾ | T̲ ▴▾ 100% ▾ | A. [None] ▾ |
| ¶ | Regular ▾ | ⁙A ▴▾ (14.4 pt) ▾ | Tᴛ Tₗ T̶ | VA ▴▾ 0 ▾ | Aᵃ ▴▾ 0 pt | T ▴▾ 0° | English: USA ▾ |

tracking

style   **leading**   small caps   skew
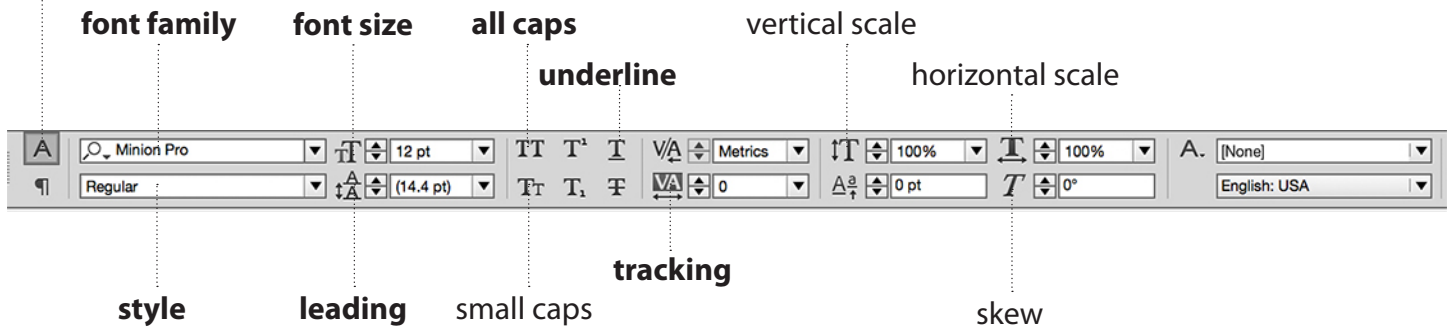
Paragraph Formatting Controls

alignment   left indent (all lines)   right indent (all lines)   bulleted list   **number of columns**

left center right   span columns

| A | ▤ ▤ ▤ ▤ | →▤ ▴▾ 0p0 | ▤← ▴▾ 0p0 | ⇥▤ ▴▾ 0p0 | ▤ ▴▾ 0p0 | ⁝▤ | ¶. [Basic Paragraph] ▾ | ▥▥ | ▥ ▴▾ 1 | ▤ None ▾ |
| ¶ | ▤ ▤ ▤ ▤ | →▤ ▴▾ 0p0 | ▤⇥ ▴▾ 0p0 | ⇥▤ ▴▾ 0 | ▤ ▴▾ 0 | ▤ | ☑ Hyphenate | ¶≠ | ▥▥ | ▤▤ ▴▾ 1p0 | ⌶x: 2p8.208 |

justify (last line aligned left)   justify (all lines)   justify (last line centered)   **first line left indent**   **drop cap number of lines**   numbered list   hyphenate   gutter
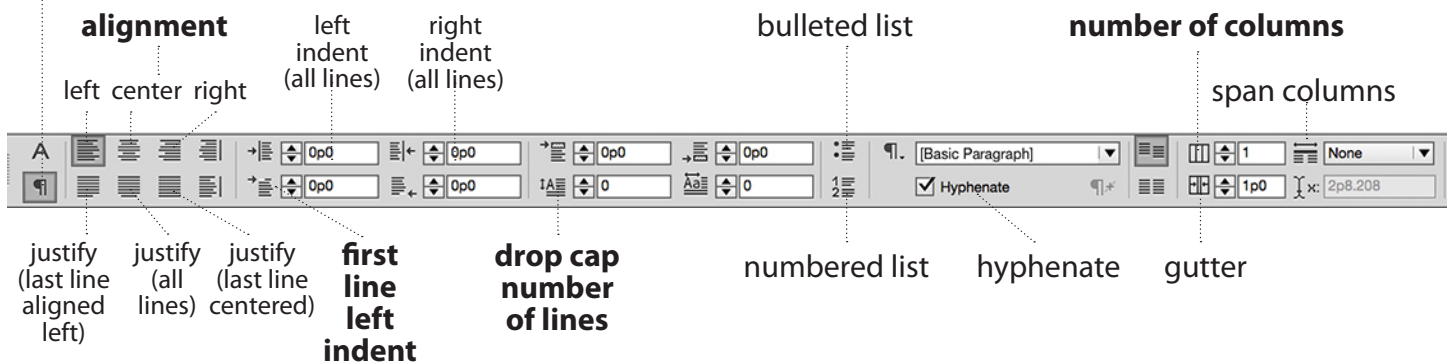
Object Formatting Controls

dimensions   **rotation angle**   **fill**   **text wrap options**

rotate 90 degrees   **drop shadow**   **effects**

| ▦ | X: ▴▾ -10p0 | W: ▴▾ | →▤ ▴▾ ▾ | △ ▴▾ ▾ | ◌ ◌ P ⬍ ⬌ | ⊘ ▶ | ▴▾ 0.5 pt | ▣ ▫ fx. ▤ ▤ | ⬚ ▴▾ 1p0 |
| | Y: ▴▾ 51p7.5 | H: ▴▾ | ↧▤ ▴▾ ▾ | ▱ ▴▾ ▾ | ◁ ⬙ ⬌ ⬍ | ■ ▶ | ▬▬ ▾ | ⊠ 100% ▶ ▣ ▤ | ▭ ▾ |

constrained proportions for width/ height   constrained proportions for scaling   flip   **stroke**   stroke weight & type   **transparency**   corner options
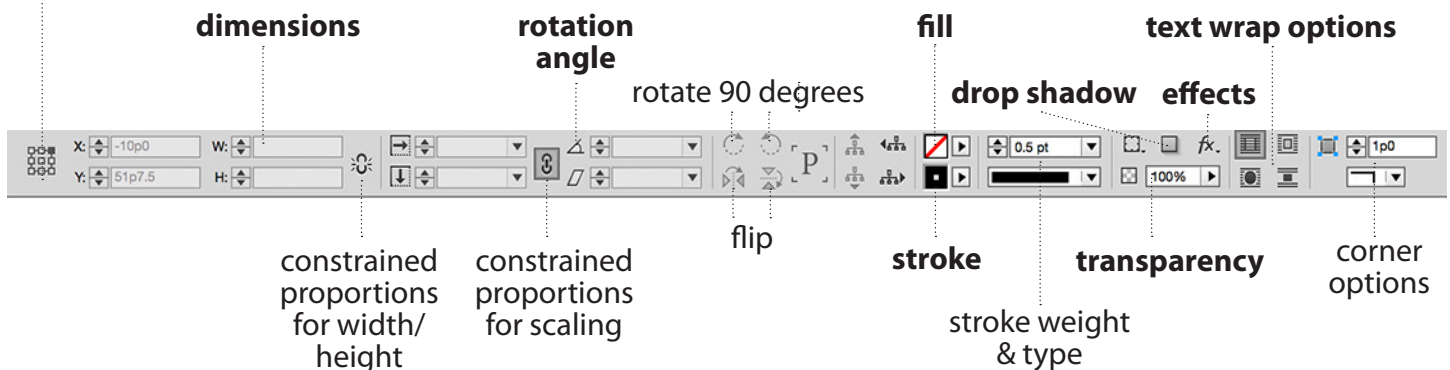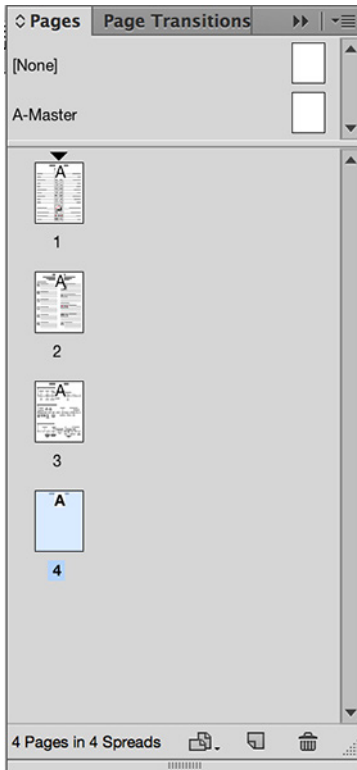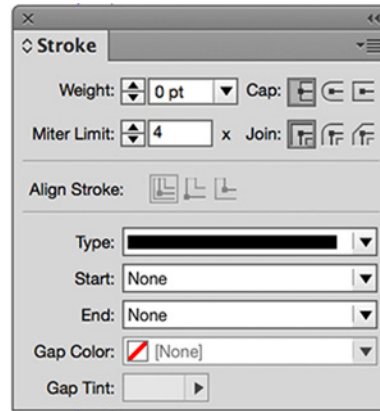
Four Key InDesign Palettes

Palettes appear under the Window menu, and when open, appear on the right side of the InDesign Window; many functions of the Control panels can be found in Palettes
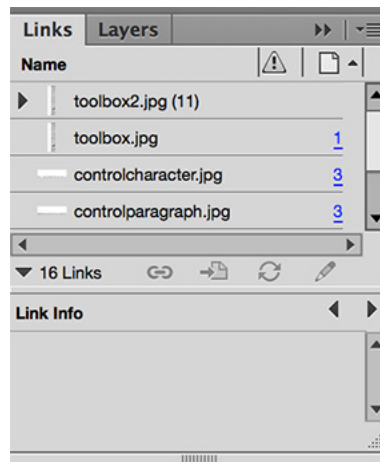
Pages

Use this palette to toggle between pages. You can also set a folio or other object to repeat, using the A-Master. Adding, deleting and rearranging pages can be done here.

Stroke

You can set stroke (line) weight, align strokes, select types of strokes (dots, dashes, etc.) and add an arrow, circle or square to one or both ends of a stroke.

Links

Art placed on a page is linked to the page. This palette shows you if your links are present. If a stop sign appears beside a link, it means that link is missing. If a caution sign appears beside a link, it means that link needs to be updated. This palette helps you find links
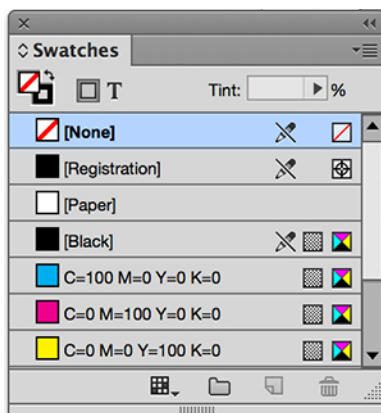
Swatches

This palette lets you save colors you use often. The menu in the upper right also allows you to select colors from Pantone palettes as well as create a color. You can color both objects and text in this palette.

Shortcut Quick Reference

You already have the Keyboard Shortcuts for the Tools; here are a few more handy shortcuts

command + A	select all
command + B	opens box with the "Ignore Text Wrap" option
command + C	copy
command + D	place
command + E	export
command + G	group
command + I	spellcheck
command + N	new document
command + O	open document
command + R	rulers
command + S	save
command + V	paste
command + X	cut
command + Z	undo
command + +	zoom in
command + -	zoom out
command + shift + >	increases font size of highlighted text
command + shift + <	decreases font size of highlighted text
command + option + C	closes up a box (text, picture); makes it easier to layer information on a page
command + shift + S	save document as
command + shift + G	ungroup