

# INDESIGN AT A GLANCE

 InDesign's Tool palette is the most important source of control within the program.



## Selection tool

- Click to select frames, or drag a marquee around a group of frames to select them.
- Hold down the Shift key and click to select multiple items.
- Click on an object, hold and drag to move it.
- Click on an object's handle, hold and drag to resize the object's frame.



## Direct Selection tool

- Click to select the contents of frames, or click, hold and drag a marquee around a group of frames to select multiple contents.
- Click on an object, hold and drag to move it.
- Click on an object's handle, hold and drag to resize the contents of the frame.



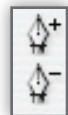
## Gap tool

- Click on the space between objects on a page, then drag the cursor to change the dimensions of the objects uniformly. The space between objects will remain the same.
- With the auto-fit setting turned on in the Control Panel, images will be appropriately scaled while using the Gap tool.



## Pen tool

- Click numerous times to create a continual path.
- Click between two points, hold and drag to create a curve.



## Add, Delete Anchor Point tools

Click on an existing path to add a point, or click on a point to delete it. The two points on either side of the deleted point will be joined.



## Convert Direction Point tool

Click on a point and the direction of the curve created by that point will be reversed.



## Type tool

- Click and type inside an existing frame of any kind to make it a text frame.
- Click, hold and drag to draw a text frame in a specific location, then type.
- Click on existing text, hold and drag to select text.



## Type on a Path tool

Hold over an existing path until a + appears on the tool. Click and start typing. Your text will adhere to the path.



## Pencil tool

- Click, hold and drag to create a continuous path or closed shape.
- Use the Add or Delete Anchor Point tools to edit the points along the path.



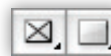
## Smooth, Erase tools

These two tools smooth or erase points on lines created with the Pencil tool.



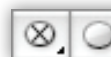
## Line tool

Click and drag to draw a straight line. Hold down the Shift key to constrain your line.



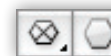
## Rectangle tool/Rectangle Frame tool

- Click, hold and drag to draw image windows or any rectangular page elements.
- Click, hold the Shift key and drag to draw perfectly square elements.
- Click on your page with the tool selected to enter the exact measurements of the rectangle you wish to draw.



## Ellipse tool/Ellipse Frame tool

- Click, hold and drag to draw circular image windows or any round page elements.
- Click, hold the Shift key and drag to draw perfectly round elements.
- Click on your page with the tool selected to enter the exact measurements of the ellipse you wish to draw.



## Polygon tool/Polygon Frame tool

- Click, hold and drag to draw multi-sided image windows or any multi-sided page elements.
- Click, hold the Shift key and drag to draw polygons with equal sides.
- Double-click on the tool to specify the number of sides and amount of inset you want for your polygon.

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## Scissors tool

- Click on any part of a selected path to cut the path.
- To break a closed path into two parts, you must cut the path in two places.
- You cannot cut a frame containing text.



## Gradient Swatch tool/Gradient Feather tool

- Select an object with the Selection tool, then click, hold and drag the Gradient tool across it to apply a gradient.
- Use the Gradient tool to drag in different locations and with different starting points to alter the flow and direction of the gradient.



## Free Transform tool

Use to rotate, scale or shear elements.



## Rotating tool

Click, hold and drag to rotate an object manually.



## Scale tool

- Click to select an element. Hold and drag to resize that element.
- Elements will resize from the point of origin, represented by crosshairs in the middle of the element. Click with the Scale tool to move the point of origin.
- Click and drag along either the vertical or horizontal side of the element to resize it vertically or horizontally only.



## Shear tool

Click to select an element. Click and hold an anchor point, then drag to skew the element.



## Note tool

Notes can be created and travel with an InDesign document for review or instruction.



## Measure tool

- Click a point with the Measure tool, then click another point or drag to measure the distance between them.
- Click a point with the Measure tool and drag to measure the angle at which you are dragging.
- All measurements will be displayed in the Info palette (Window > Info).



## Eyedropper tool

- Sample a color from an imported graphic (including a photo) by clicking with the Eyedropper tool so the tool becomes loaded with the color sampled, then click on the element you want to appear in that color.
- Sample text characteristics by clicking with the Eyedropper tool on a text block. Apply them to existing text by moving the Eyedropper tool over the text until an I-beam appears with the Eyedropper. Drag the Eyedropper across the text to which you wish to apply the style. Color, font and size will all be copied from the text sampled.



## Hand tool

Click, hold and move to scroll around the currently open page.



## Zoom tool

- Click to zoom into an area of the page. Zoom to that specific area.
- Click and hold down Option (Mac) or Ctrl (Windows) to zoom out of an area.



## Fill and Stroke

- The outline box controls the stroke of the selected object. Click it to bring it to the front.
- The solid box controls the fill of the selected object. Click it to bring it to the front.
- Click the curved arrow to switch the application to fill and stroke.
- Click the fill and stroke proxy to return to the defaults.
- To set where the fill and stroke will be applied, click the Container button (applies fill and stroke characteristics to a frame) or the Text button (applies fill and stroke characteristics to individual text characters).
- Set the fill or stroke by clicking the Apply Color button (applies the selected color to the fill or stroke), Apply Gradient button (applies the selected gradient to the fill or stroke) or Apply None (removes color from the fill or stroke).

For additional information about this topic, refer to the Creating section of The Process Manual, which can be found on the Tech DVD. You also can contact Computer Support at 800.369.1530 or [computer.support@walsworth.com](mailto:computer.support@walsworth.com).