InDesign CC 2015 tools panel all 49 tools & shortcuts & modifier keys

Selection tools

- Selection **(V, Esc)** shift to select or deselect multiple objects; opt/alt drag to duplicate object; spacebar to zoom reposition the view; double-click tool for Move dialog box
- Direct Selection **(A)** shift to select multiple objects; opt/alt to select all anchor points on the path; cmd/ctrl to move; spacebar to pan the view; double-click tool for Move dialog box
- Page **(Shift+A)** shift extends pages selected; cmd/ctrl adds or removes a selected page; opt/alt moves page independently of objects when dragging a page if set to move with page
- Gap **(U)** shift adjusts two items opposite cursor; cmd/ctrl to resize the gap; opt/alt to move page items; arrow keys to activate alternate gap, such as switching horizontal and vertical orientation

Type and Drawing tools

- Type **(T)** shift constrains to square frame; opt/alt draws outward from center; spacebar moves
- Type on a Path **(Shift+T)** opt/alt draws outward from center; spacebar moves; double-click tool for Type on a Path Options
- Line **(\)** shift constrains to 0°, 45°, 90°; opt/alt draws from center
- Pen **(P)** shift constrains to 0°, 45°, 90°; opt/alt invokes the convert anchor point tool; cmd/ctrl invokes the Direct Selection tool; spacebar to pan the view
- Add Anchor Point **(=)** opt/alt invokes Delete Anchor point; spacebar to pan the view
- Delete Anchor Point **(-)** opt/alt invokes Add Anchor point; spacebar to pan the view
- Convert Direction Point **(Shift+C)** cmd/ctrl invokes the Direct Selection tool
- Pencil **(N)** opt/alt invokes Smooth tool; double-click tool for Pencil Tool Preferences
- Smooth double-click tool for Smooth Tool Prefs; opt/alt-click tool for Pencil or Erase tool
- Erase opt/alt invokes Smooth tool; opt/alt-click tool change to Pencil or Smooth tool
- Rectangle Frame **(F)** shift constrains to square; opt/alt draws from center; click on page for Rectangle dialog box
- Ellipse Frame shift constrains to circle; opt/alt draws from center; spacebar moves; click on page for Ellipse dialog box
- Polygon Frame shift constrains to equal side length; alt draws from center; spacebar moves; up and down keys for number of sides; left and right arrow keys for start inset amount; click on page for Polygon dialog box; double-click on tool for Polygon Settings dialog box
- Rectangle **(M)** shift constrains to square; opt/alt draws from center; click on page for Rectangle dialog box
- Ellipse **(L)** shift constrains to circle; opt/alt draws from center; spacebar moves; click on page for Ellipse dialog box
- Polygon shift constrains equal length; alt draws from center; spacebar moves; up and down keys for number of sides; left and right arrow keys for star inset amount; click on page for Polygon dialog box; double-click on tool for Polygon Settings dialog box

Transformation tools

- Rotate **(R)** shift constrains to 45°; double-click on tool to open Rotate dialog box; click or drag to set center of rotation; cmd/ctrl to move object
- Scale **(S)** opt/alt click to set reference point and open Scale dialog box; cmd/ctrl to select object; double-click on tool to open Scale dialog box
- Shear **(O)** opt/alt click to set reference point and open Shear dialog box; cmd/ctrl to select object; double-click on tool to open Shear dialog box
- Scissors **(C)** click once on open path to divide a path; click in two places on a closed path to divide a frame shape; opt/alt click to add anchor points on a path
- Free Transform **(E)** drag handle to resize; drag near corner to rotate; shift drag constrains; opt/alt drag to resize to center; shift+opt/alt drag corner to resize from center while constraining aspect
- Gradient Swatch **(G)** shift drag to constrain to 0°, 45°, 90°
- Gradient Feather **(Shift+G)** shift drag to constrain to 0°, 45°, 90°; double-click on tool to open Gradient Feather in Effects dialog box

Modification and Navigation tools

- Note only embeds into text; cmd/ctrl key invokes Type tool; opt/alt invokes Hand tool
- Color Theme **(I)** double-click tool for Color Theme Options; opt/alt click to resample
- Eyedropper **(I)** opt/alt click to reset to resample; double-click tool to setup options
- Measure **(K)** double-click on tool to open the Info panel; shift drag to constrain to 0°, 45°, 90°; opt/alt drag to make a protractor angle
- Hand **(H)** double-click to fit page in window; drag to pan; shift drag to constrain; opt/alt to invoke hand tool temporarily; patient click to zoom out and back in
- Zoom **(Z)** dbl-click tool to view at 100%; drag to zoom to area; opt/alt to zoom out

Stroke and Fill tools

- Fill **(X)**
- Stroke **(X)**
- Swap Fill and Stroke **(Shift+X)**
- Default Fill and Stroke **(D)**

Content Conveyor

- Content Collector **(B)**
- Content Placer **(B)**

Apply to Container

- Formatting affects container
- Formatting affects text

Apply

- Apply Color **(,)**
- Apply Gradient **(.)**
- Apply None **(/)**

Screen Views

- Normal **(W)**
- Preview **(W)**
- Preview plus Bleed **(W)**
- Preview plus Slug **(W)**

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