

# InDesign CS5 tools panel all 46 tools plus shortcuts and 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 (I)** 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 the Smooth tool; double-click tool for Pencil Tool Preferences
- 🖋 **Smooth** double-click tool for Smooth Tool Preferences; opt/alt-click tool for Pencil or Erase tool
- 🖋 **Erase** opt/alt invokes the 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 corner handle to resize; drag near corner handle to rotate; shift drag corner handle to constrain height and width aspect ratio; shift plus opt/alt drag corner handle to resize from center while constraining height and width aspect ratio
- 🎨 **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
- 👉 **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)** double-click tool to view at 100%; drag to zoom to area; opt/alt to zoom out

## Stroke and Fill tools

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

## 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)**