

# InDesign CS4 tools panel all 44 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
- Position (Shift+A)** shift to constrain motion; opt/alt drag to duplicate object; cmd/ctrl to move; spacebar to pan the view; double-click tool for Position Tool Options dialog box

## Drawing and Type tools

- 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
- 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
- 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
- Line (L)** shift constrains to 0°, 45°, 90°; opt/alt draws from center
- 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 start 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 nearby corner handle to rotate; shift drag corner handle to constrain height and width aspect ratio; shift drag nearby corner handle to rotate constrained to 0°, 45°, 90°; opt/alt drag a corner handle to resize in toward center; shift plus opt/alt drag a 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)**