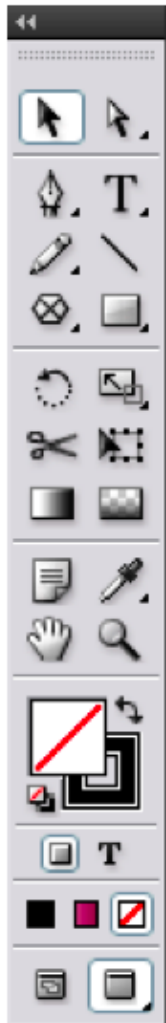


2010 ECAC-SIDA Workshop

InDesign Panels

Tool Bar Cheat Sheet



Selection Tools

- Selection (V, Esc)
- Direct Selection (A)
- Position (Shift+A)

Drawing and Type Tools

- Pen (P)
- Add Anchor Point(=)
- Delete Anchor Point (-)
- Convert Direction Point (Shift+C)
- Type (T)
- Type On a Path (Shift+T)
- Pencil (N)
- Smooth
- Erase
- Line (\)
- Rectangle Frame (F)
- Ellipse Frame
- Polygon Frame
- Rectangle (M)
- Ellipse (L)
- Polygon

Transformation Tools

- Rotate (R)
- Scale (S)
- Shear
- Scissors (C)
- Free Transform (E)
- Gradient Swatch (G)
- Gradient Feather (Shift+G)

Modification and Navigation Tools

- Note
- Eyedropper (I)
- Measure (K)
- Hand (H)
- Zoom (Z)

Stroke and Fill Tools

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

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Common Keyboard Shortcuts

File

New Document	⌘ + N
Save	⌘ + S
Save As	⌘ + SHIFT + S
Place	⌘ + D
Export	⌘ + E
Print	⌘ + P

Edit

Undo	⌘ + Z
Redo	⌘ + SHIFT + Z
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Paste Without Formatting	⌘ + SHIFT + V
Paste In Place	⌘ + OPTION + SHIFT + V
Paste Into	⌘ + OPTION + V
Select All	⌘ + A
Deselect All	⌘ + SHIFT + A
Find	⌘ + F
Spell Check	⌘ + I

Layout

Add Page	⌘ + SHIFT + P
First Page	⌘ + SHIFT + PG UP
Last Page	⌘ + SHIFT + PG DN

Object

Bring to Front	⌘ + SHIFT +]
Bring Forward	⌘ +]
Send Backward	⌘ + [
Send to Back	⌘ + SHIFT + [
Select First Object Above	⌘ + OPTION + SHIFT +]
Select Next Object Above	⌘ + OPTION +]
Select Next Object Below	⌘ + OPTION + [
Select Last Object Below	⌘ + OPTION + SHIFT + [
Group	⌘ + G
Ungroup	⌘ + SHIFT + G
Lock Position	⌘ + L
Unlock Position	⌘ + OPTION + L
Text Frame Options	⌘ + B

View

Zoom In	⌘ + =
Zoom Out	⌘ + -
Fit Page in Window	⌘ + 0
Fit Frame in Window	⌘ + OPTION + 0
Actual Size	⌘ + 1
200%, 400%, 50% Zoom	⌘ + 2, 4, 5
Entire Pasteboard	⌘ + OPTION + SHIFT + 0
Fast Display	⌘ + OPTION + SHIFT + Z
Typical Display (default)	⌘ + OPTION + Z
High Quality Display	⌘ + OPTION + H
Frame Edges (display/hide)	⌘ + H
Rulers (display/hide)	⌘ + R
Guides (display/hide)	⌘ + ;
Lock Guides	⌘ + OPTION + ;
Snap to Guides	⌘ + SHIFT + ;

Set Your Own!

Choose Edit > Keyboard Shortcuts.

Click New Set to create a new shortcut set (*tell what set you want it to be based on*)

Product Area: Select the area containing the command you want to define or redefine.

Commands list: Select the command that you want to define or redefine.

New Shortcut box: Press the keys for your new keyboard shortcut.

Note: If the key sequence is currently being used for another command, InDesign displays that command under Current Shortcuts. You can choose to change the original shortcut also, or try another shortcut.

Tip: Do not assign single-key shortcuts to menu commands, they interfere with the typing of text!