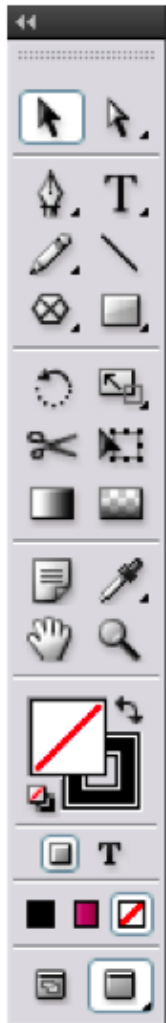


2010 ECAC-SIDA Workshop

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	CTRL + N
Save	CTRL + S
Save As	CTRL + SHIFT + S
Place	CTRL + D
Export	CTRL + E
Print	CTRL + P

Edit

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

Layout

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

Object

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

View

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