The Working Environment

The Tool Panel CS5

Use the following techniques to choose tools and to work quickly and efficiently as you build page layouts in Adobe InDesign.

- Single Row/Double Row
- Selection (V)
- Page (Shift+P)
- Direct Selection (A)
- Gap (U)
- Line (\)
- Scissors (S)
- Gradient Swatch (G)
- Gradient Feather (Shift+G)
- Note
- Hand (H)
- Zoom (Z)
...cont’d

Tool Panel Techniques

1. Most of the time you will have the Tool panel visible as you build documents. If you accidentally close it, choose Window>Tools to display the Tool panel.

2. To choose a tool, click on it in the Tool panel. The tool is highlighted and when you move your cursor back into the InDesign window, the cursor changes to indicate the tool you selected.

3. A small, black triangle in the bottom-right corner of a tool icon indicates that there are additional tools available in the tool group. To access a hidden tool, press and hold the tool currently showing in the Tool panel; this will show the tool group pop-up. Slide your cursor onto the tool you want to select, and then release. The tool you select is displayed in the Tool panel as the default tool in that group until you choose another tool from the group.

4. Provided that you do not have the text insertion point located in text, press the Tab key to hide all visible panels including the Tool panel. Press Tab again to show all previously visible panels. Hold down Shift and press the Tab key to hide all panels except the Tool panel.

5. Rest your cursor on a tool in the Tool panel for a few seconds to display the tool tip label. This tells you the name of the tool and, in brackets, its keyboard shortcut.

Hot tip

Double-click the Eyedropper tool to access the Eyedropper Options dialog box, where you can create settings to control exactly which attributes the Eyedropper copies:

Hot tip

If you find the tool tip labels distracting, you can turn them off: choose Edit>Preferences>General (Windows) or InDesign>Preferences>General (Mac); then select None from the Tool Tips menu.