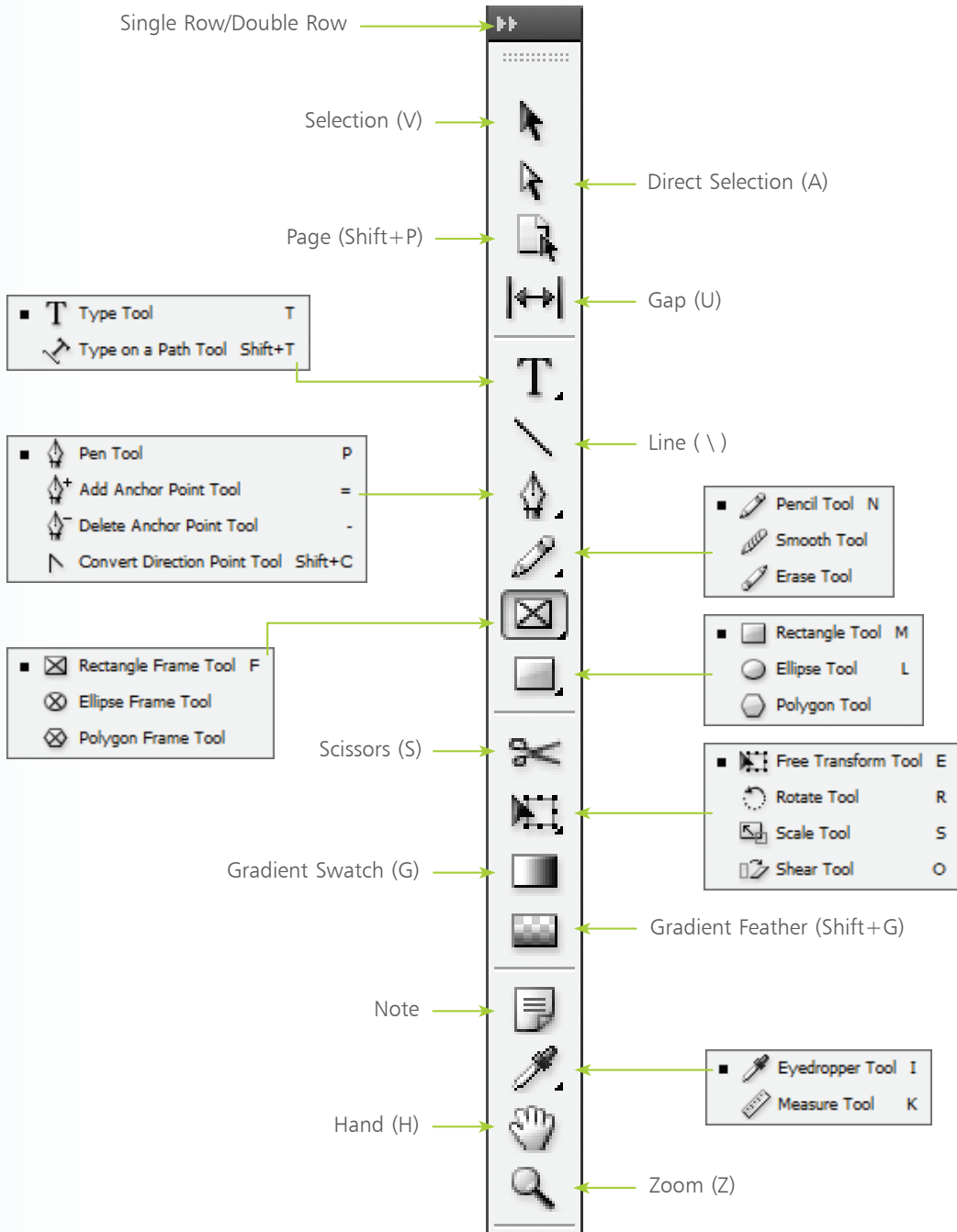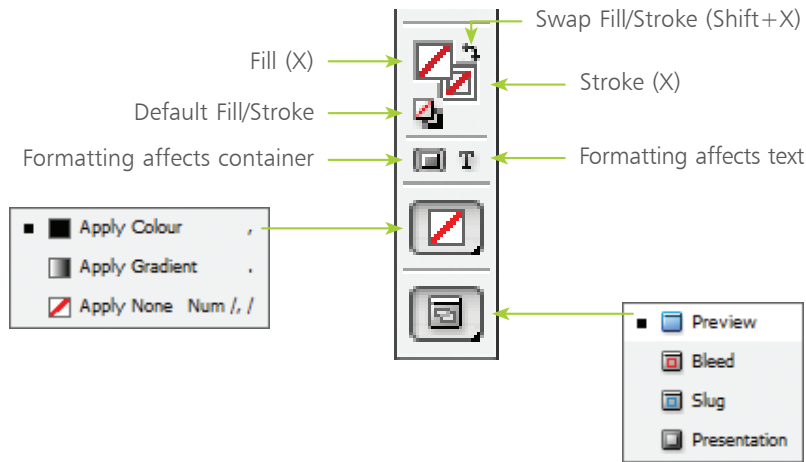# The Tool Panel CS5

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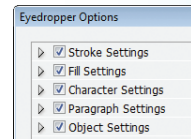
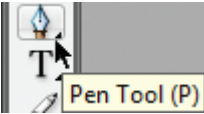Single Row/Double Row

Selection (V)

Direct Selection (A)

Page (Shift+P)

Gap (U)

■	T	Type Tool	T
	↘	Type on a Path Tool	Shift+T

Line (\ )

■	✎	Pen Tool	P
	✎+	Add Anchor Point Tool	=
	✎-	Delete Anchor Point Tool	-
	↖	Convert Direction Point Tool	Shift+C

■	✎	Pencil Tool	N
	✐	Smooth Tool	
	✎	Erase Tool	

■	☐	Rectangle Tool	M
	◯	Ellipse Tool	L
	⬡	Polygon Tool	

■	⊠	Rectangle Frame Tool	F
	⊗	Ellipse Frame Tool	
	⊗	Polygon Frame Tool	

Scissors (S)

■	⊡	Free Transform Tool	E
	◔	Rotate Tool	R
	◱	Scale Tool	S
	◰	Shear Tool	O

Gradient Swatch (G)

Gradient Feather (Shift+G)

Note

■	⦿	Eyedropper Tool	I
	◈	Measure Tool	K

Hand (H)

Zoom (Z)

Swap Fill/Stroke (Shift+X)

Fill (X)

Stroke (X)

Default Fill/Stroke

Formatting affects container

Formatting affects text

Apply Colour ,
Apply Gradient .
Apply None Num /, /

■ 🔲 Preview
🔲 Bleed
🔲 Slug
🔲 Presentation

15

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.

Pen Tool (P)