GREG ECKLER'S VICIOUS CIRCUS

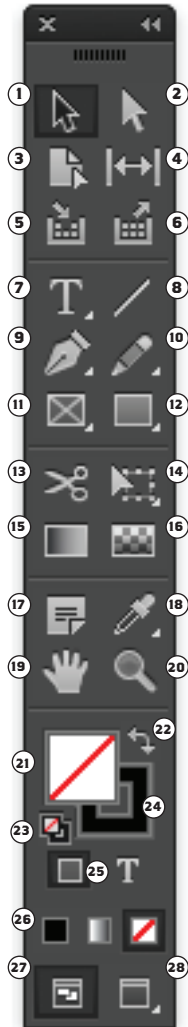*A Menagerie of Design Marvels and Typographic Acrobatics*

TOPIC: INDESIGN TOOLS

① **SELECTION TOOL (V)** - or Closed Arrow Tool is used to select objects. This tool can be selected while in a type from by holding the Cmd button.

Non-selectable items may be on the "Master Page" and can be unlocked by pressing Cmd+Shift and clicking on the object.

They may also be on a separate layer that is locked.

If an item can be selected but not moved the item may be locked in position under the Object Menu.

To select an object behind another object press Cmd+click until correct selection is made.

Select multiple objects - Click and Drag.

Resize selected - Cmd+Shift+Click and Drag any corner to resize an image proportionately. If you group several objects you can resize them all proportionately.

② **DIRECT SELECTION TOOL (A)** - or Open Arrow Tool is used to select the contents of a frame or to reshape a frame without effecting the contents of the frame.

③ **PAGE TOOL (SHIFT+P)** - Lets you create multiple page sizes with in the same document. This is especially helpful for multi-fold brochures.

④ **GAP TOOL (U)** - Lets you adjust the space between objects.

⑤ **CONTENT COLLECTOR TOOL (B)** - Use the Content Collector to add page items to the Content Conveyor.

⑥ **CONTENT PLACER TOOL (B)** - Use the Content Placer to place the items from the Content Conveyor to the document. When you select this tool, the current item is added to the place gun.

⑦ **TYPE TOOL (T)** - unlike in Illustrator you must use first create a text box by Clicking and Dragging with the Text Tool before typing.

NOTE: when using the text tool set kerning to Optical from Metrics. Optical Kerning looks at the shape of the letter and bases its kerning decisions on that, instead of the Matrix setting that relies on the settings of the font.

To link text boxes you must Cmd+Click on the ⊠ shape in the bottom right corner of a text box (which only shows up if there is overflow text) and then click on the text box you wish overflow to route to.

Under it is the **TYPE ON PATH TOOL (SHIFT+T)** - which changes paths to type paths, and lets you enter and edit type on them.

⑧ **LINE TOOL (\)** - used to make rules (a line consisting of only two endpoints, i.e. straight).

⑨ **PEN TOOL (P)** - lets you draw straight and curved paths.

Under it is the **ADD ANCHOR POINT TOOL (=)** - to add additional anchor points to a drawn path.

The **DELETE ANCHOR POINT TOOL (-)** - to remove anchor points from a drawn path.

And the **CONVERT DIRECTION POINT TOOL (SHIFT+C)** - which changes smooth points to corner points and vice versa.

⑩ **PENCIL TOOL (N)** - draws and edits freehand lines.

Under it is the **SMOOTH TOOL** - smooths Bezier paths.

And the **ERASE TOOL** - erases paths and anchor points from the object.

⑪ **FRAME TOOL (F)** - Frames in InDesign can hold either images, colors or type.

Frames are available in Rectangle, Ellipse and Polygon shapes.

If you wish to create a specific number of sides to a Polygon you must double-click on the tool icon to open that setting not on the artboard like Illustrator.

Cmd+d with a frame selected to place an image into the frame.

⑫ **RECTANGLE TOOL (M) & ELLIPSE TOOL (L)** - Create Frames with the content set to None so that no image or text can be added to them unless you change the Content setting (found under the Object menu).

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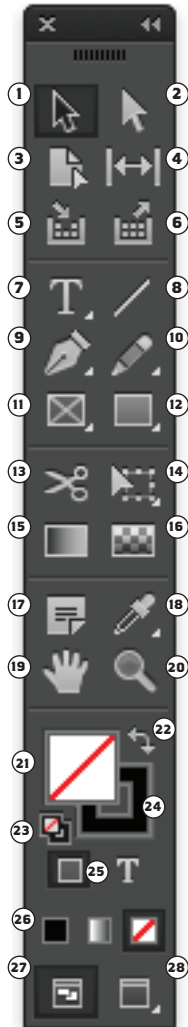
⑬ **Scissors Tool (c)** - When you cut a line (open path) you will get two lines (note: not rocket science). NOTE: You cannot cut paths containing text

When you cut a frame (closed path) in one place you get a line (open path), when you cut a frame in 2 places you get 2 frames containing the same object.

Very good for separating an image that bridges the gutter of a spread when you need to separate the spread.

⑭ **Free Transform Tool (e)** - Move, rotate and reshape objects.

Under it is the Rotate Tool (r) - Rotate selected items, you can press and hold shift to rotate items by units of 45°.

Numerical degrees of rotation are available in the control bar at the top of the screen.

Scale Tool (s) - Lets you scale objects, frames and text.

Shear Tool (o) - Shears selected items to slanting forms.

⑮ **Gradient Swatch Tool (g)** - works the same as Illustrator to control directions and gradation of gradients within frames that are assigned a gradient swatch.

⑯ **Gradient Feather Tool (shift+g)** - Lets you fade an object into the background. As always be aware that any form of feathering or transparency does not work with Pantone colors.

⑰ **Note Tool** - Lets you add comments to a project.

⑱ **Eyedropper Tool (i)** - copies the color (inside and stroke) of an object or text styles from text objects.

If you have something selected when using the eyedropper what the eyedropper selects (color styles) will be attributed what is selected.

It is also quite handy to pick colors out of placed art or images in order to get swatches of like colors for use in a document.

Under it is the **Measure Tool (k)** - Used to measure the distance between two objects, it can be a bit handier than the classic way of drawing a box and then taking it somewhere else in the page to see if something is the same size.

⑲ **Hand Tool (h)** - Used to move the view around the document, the Spacebar is the temp short cut to the hand tool when ever using another tool (Opt.+Spacebar if you using the Text Tool).

⑳ **Zoom Tool (z)** - Not really all that useful, you can zoom easier by (in) Cmd+= and (out) Cmd+–.

It is also worthy to note that if you have an object selected and then do this keyboard shortcut for zooming in it will zoom in with what you have selected being the focus of the zoom.

㉑ The currently selected **Fill Color.**

㉒ **Swap Fill and Stroke (shift-x)** - switches/inverses the selected colors (Fill Color becomes Stroke Color and vice versa).

㉓ The currently selected **Stroke Color.**

㉔ **Default Fill and Stroke (d)** - sets the fill to white and the stroke to black.

㉕ **Formatting Affects Container and Formatting Affects Text (j)** - chooses whether your formatting changes affect the container you have selected or the text within the container.

㉖ **Apply Color (,) Apply Gradient (.) and Apply None (/)** - applies the most currently selected color, gradient or none to the selected object.

㉗ **Normal View Mode (w)** - Default working view in which you can see all your guides and bounding boxes.

㉘ **Preview View Mode (w)** - can be set to: Preview, Bleed, Slug and Presentation views.

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Other Goodies:
Special Characters (such as the foot or inch marks) can by found under Window > Types & Tables > Glyphs.

Text Wrap can be found Window > Text Wrap. (or Cmd+Opt+w)

Attributes ("Suppress Output" in InDesign is called "Nonprinting") can be found under Window > Attributes

Column Break (enter key or fn+return) when using multiple text boxes or columns this will force text to start at the beginning of the next column or text box.

Indent to Here (cmd+\) aligns text to a particular place until the next paragraph return. Really helpful when working with bulleted lists.