

# Adobe Indesign CS5 Toolbar Tipsheet

Understanding what your tool bar can do for you



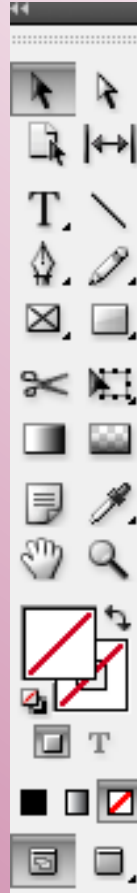
**Selection Tool**  
**Page Tool**

**Type Tool**  
**Pen Tool**  
**Rectangle Frame Tool**

**Scissors Tool**  
**Gradient Swatch Tool**  
**Note Tool**  
**Hand Tool**

**Fill Control Tool**  
**Format Affects Tool**

**Apply Color Tool**  
**Normal View Tool**



**Direct Selection Tool**  
**Gap Tool**

**Line Tool**  
**Pencil Tool**  
**Rectangle Tool**

**Free Transform Tool**  
**Gradient Feather Tool**  
**Eyedropper Tool**  
**Zoom Tool**

**Swap Fill & Stroke Switch**  
**Text Affects Tool**

**Apply Gradient & None**  
**Preview Mode**

**Selection Tool** - Selects and moves items on a document, resizes frames by selecting anchor points

**Page Tool**- Mixes page sizes

**Type Tool**-Adds or edits text

**Pen Tool**- Creates custom free form picture areas or shapes

**Rectangle Frame Tool**-Draws a placeholder (empty) graphics frame

**Scissors Tool** - Splits a path, graphic frame or empty text frame

**Gradient Swatch Tool**- Creates gradients within the document

**Note Tool**- Identifies the author of a note or a tracked change

**Hand Tool**- Moves the document about the screen

**Fill Control Tool**- Adds selected color to element

**Format Affects Tool**- Formats a selected frame

**Apply Color** - Applies current chosen color to the fill or stroke

**Normal View** - Shows paste boards and page attributes

**Direct Selection Tool** - Selects only the content of a frame, selects individual items

**Gap Tool**-adjusts the size of a gap between objects

**Line Tool** - Adds linear elements to the page; use stroke palette to determine thickness

**Pencil Tool** - Draws free form lines or shapes

**Rectangle Tool** - Creates shapes for graphic or text areas

**Free Transform Tool**- modifies an object's shape or size.

**Gradient Feather Tool**- softens the gradient in the direction in which you drag

**Eyedropper Tool** - Samples color from a photo or graphic, duplicates an attribute from one element/text to another

**Zoom Tool** - Enlarges a specific area of the document

**Swap Fill & Stroke switch arrow** - Changes out fill and stroke buttons making the foreground active

**Stroke Control** - Adds color to a line (stroke)

**Text Affects**- Formatting affects text

**Apply Gradient** - Applies gradient to selected element

**Apply None** - Removes gradient

**Preview Mode** - Shows page as it will actually look