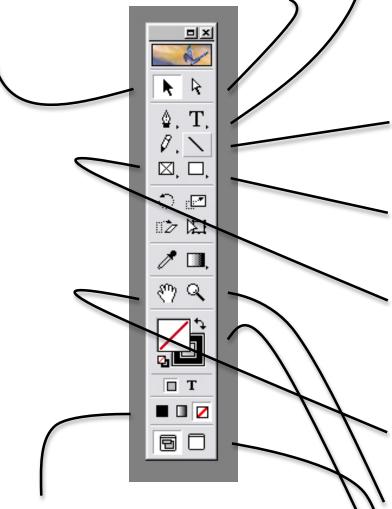**Black Arrow:** You will use this most often. It selects and moves boxes on your page and allows you to adjust the size of box. To place a photo into a box, click on the box with the black arrow, then hit **Control+D.**

White Arrow: This arrow also allows you to select items on a page, but adjusts the content within boxes, not the actual boxes themselves. Use this to adjust the size of a photo in a box. Click on the image and use the points on the red outline to adjust the image. **Hint**: To adjust photos proportionately, hold the **Left Shift** key while adjusting the photo size from one of the corner points.

Text Tool: Allows you to either create a new text box by clicking and dragging, or allows you to convert an existing box to a text box by clicking in it. You can also use this to highlight existing text to edit. Often times you must click on the text box with the white arrow before you will be able to edit the text within. To change options such as the number of columns within each text box, click on the box with the **Black Arrow**, then go to **Object** in the bar at the top of the screen, then **Text Frame Options**.

The easiest way to get text into a text box is to highlight the text you want in your Word document. Hit **Control+C** to copy it. It is important you use this shortcut and not go to File>Copy. Go back to Indesign, click on the text box so the cursor appears, then hit **Control+V** to paste it. Again, it is important you use the short cut.

Line Tool: Draws lines. To draw a straight line, hold the **Left Shift** key while clicking and dragging. Change the size of the line by adjusting the weight in the **Stroke** control.

No-Frame Box: Allows you to draw a box that does not have a frame, so it is essentially invisible. The most common use for this in pagination is to create a new text box. Draw the box where you want it, then select the text tool and click inside the new box. A cursor should appear, meaning it was converted to a text box.

Frame Box: Allows you to draw a box that defaults with a 1 point border. This is most often used for photos or outlining items. To place a photo, draw a frame box, then select the **Black Arrow**, click on your box and hit **Control+D**. **File>Place** is another way to access the place option. Change the size of the border by adjusting the weight in the **Stroke** control.

Hand Tool: Allows you to easily navigate across a page or across multiple pages. It does not grab any objects on the page, just moves your view around.

Magnifying Tool: Allows you to zoom in or out on a page. The easier way to do this is to hit **Control** and the **Minus** sign or **Control** and the **Plus** Sign.

Content or Frame Control: The box on top indicates whether you are controlling the content or the frame.

Show/Hide Guides: Allows you to hide the page guides/column markers.

Fill Options: These three options control how the box is filled. It generally defaults to no fill (red box with the line through it). The center option gives the box a gradient fill, the left option fills the box with a solid color. Use color controls to change this. You can also use the transparency control (ex: To make a gray box, choose the left option to fill the box with black, then change the transparency to a lower percentage.)

InDesign Shortcuts

Text larger or smaller by 10 points: **Control**+**Shift**+**Alt**+**Carrot Keys** (< or >)

Text larger or smaller by 2 points: **Control**+**Shift**+**Carrot Keys**

Place Photo: **Control**+**D**

Text Wrap: **Control**+**Alt**+**W**

Zoom in/out: **Control**+**Plus**/**Minus sign**

Text Frame Options: **Control**+**B**

Drop Shadow: **Control**+**Alt**+**M**

Show/Hide Guides: **Control**+**;**

Show/Hide Frame Edges: **Control**+**H**

Save: **Control**+**S**