

Id TOOLS

Selection Tool (V, esc)

Direct Selection Tool (A)

PageTool (Shift + P)

GapTool (U)

Content Collector Tool (B)

LineTool (\)

ScissorsTool (C)

Gradient SwatchTool (G)

Gradient FeatherTool (Shift + G)

NoteTool

HandTool (H)

ZoomTool (Z)

Fill/stroke Toggle (X)

Default Fill & Stroke Tool (D)

Formatting affects container/text (J)

Content Collector Tool

Content Placer Tool

Type Tool T

Type on a Path Tool Shift+T

Pen Tool P

Freeform Pen Tool P

Curvature Pen Tool P

Add Anchor Point Tool

Delete Anchor Point Tool

Convert Point Tool

Pencil Tool N

Smooth Tool

Erase Tool

Rectangle Frame Tool F

Ellipse Frame Tool

Polygon Frame Tool

Rectangle Tool M

Ellipse Tool L

Polygon Tool

Free Transform Tool E

Rotate Tool R

Scale Tool S

Shear Tool O

Color Theme Tool I

Eyedropper Tool I

Measure Tool K

Apply Color .

Apply Gradient .

Apply None /, Num /

Normal

Preview

Bleed

Slug

Presentation

NOTE > Items that are grayed back are not covered in C226 tutorials



ESSENTIAL KEYBOARD SHORTCUTS

command ⌘ N

New document

command ⌘ A

Select all

command ⌘ S

Save

command ⌘ Z

Undo

command ⌘ X

Cut

command ⌘ C

Copy

command ⌘ V

Paste

command ⌘ D

Place

command ⌘ W

Close file

command ⌘ Q

Quit

command ⌘ E

Export file (as PDF, e.g.)

command ⌘ shift A

Deselect everything

command ⌘ shift S

Save as ...

command ⌘ B

Text Frame Options panel

command ⌘ I

Check spelling

command ⌘ shift >

Incrementally sizes up type

command ⌘ shift <

Incrementally sizes down type

command ⌘ [

Bring forward

command ⌘]

Send backward

command ⌘ O

Fit page in window

command ⌘ option O

Fit spread in window

command ⌘ shift

Paste in place

option V

W

Toggle between
Normal + Preview

Z

Press + hold
for **Zoom** tool
(hold down
Option key
to zoom out)
then click or
draw marquee

H

Press + hold
for **Hand** tool
(also you can
use the space
bar for this)
then drag to
move page