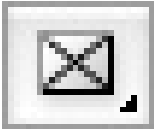


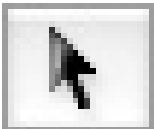
InDesign Cheat Sheet

Tools you'll always use



Rectangular frame tool (rectangle with X through it)

- to create boxes (will lock to margins if you approach close enough)

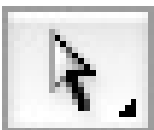


Selection tool (black arrow)

- to choose and modify boxes (size, position, etc.)

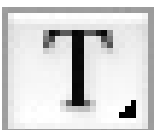
File>Place (or Apple-D)

- to put photo or story document into box



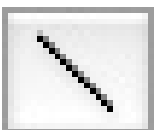
Direct selection tool (white arrow)

- to modify content in box (move photo within frame, etc.)



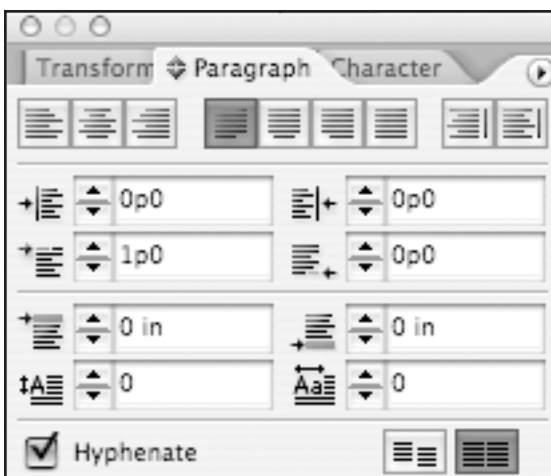
Text tool (the letter T)

- to modify your text



Line tool (diagonal line)

- to create lines [hold shift key until you release mouse button to keep line straight]



Paragraph settings

- please refer to left for the settings we will use for this assignment.

Photo border settings

- please refer to bottom left for border settings
- bottom right is contains photo modification tools
- you can show the whole photo in the frame
- or you can fill the frame with your photo
- and then you can fit the frame to the photo

