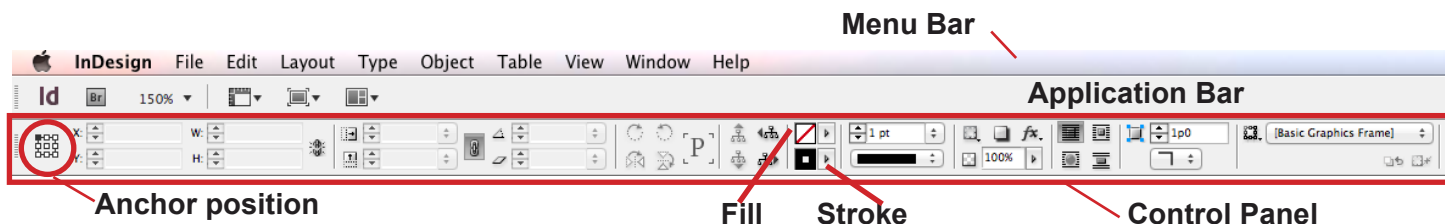
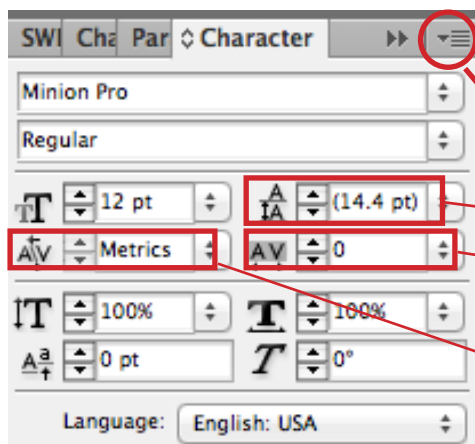
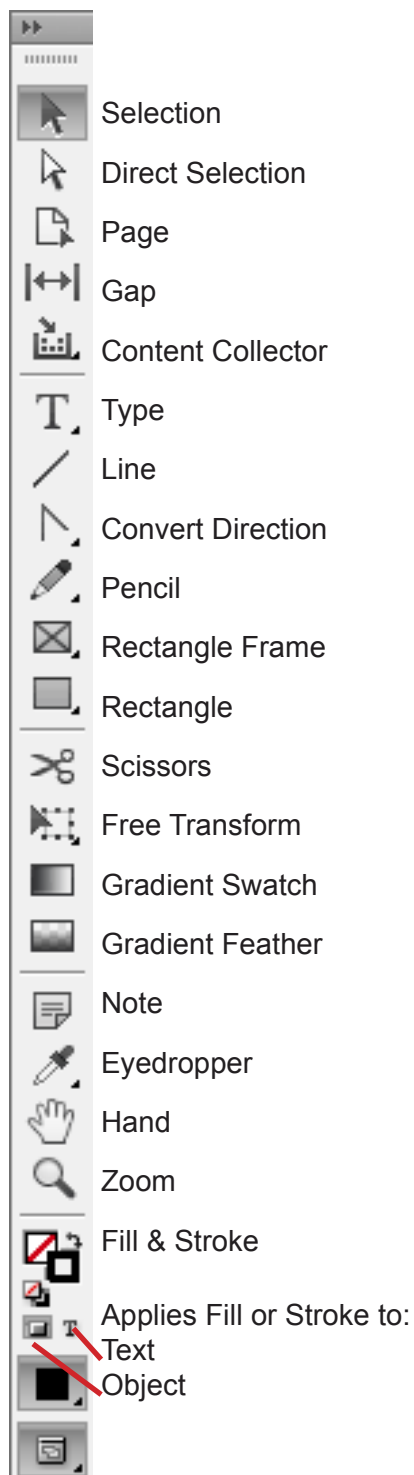


Tool Bar and Panels Overview (If you do not see Control Panel, click Window>Control Panel)



Tool Bar



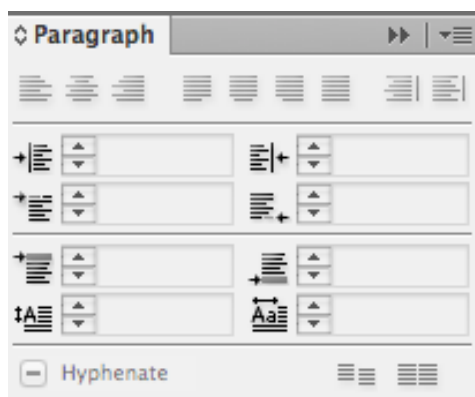
Character Panel

Options Menu

Leading- Space between rows of text

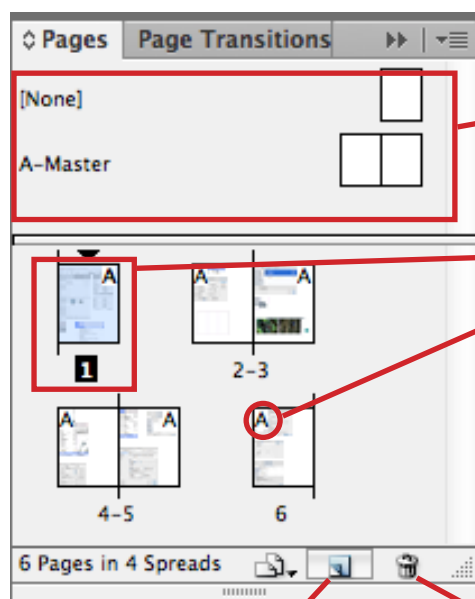
Tracking- space between a series of letters

Kerning- space between 2 letters



Paragraph Panel

Home of alignment, Drop Caps, and indentation



Pages Panel

Master Pages

Indicates active page (blue)

Indicates applied master

New Page

Delete Page

Best Short Cut Keys in InDesign (Cntrl on PC/ Cmd on Mac)

Ctrl+z	Undo
Ctrl+s	Save
Selecting Tools	
V, Escape	Selection Tool
a	Direct Selection tool
p	Pen tool
\	Line tool
f	Rectangle Frame tool
m	Rectangle tool
l	Ellipse tool
r	Rotate tool
s	Scale tool
i	Eyedropper tool
k	Measure tool
g	Gradient tool
c	Scissors tool
h	Hand tool
z	Zoom tool
Ctrl+Space	Temporarily select Zoom In tool
x	Toggle Fill and Stroke
Shift+x	Swap Fill and Stroke
w	Switch between Normal View and Preview Mode
Working with Type	
Shift+Ctrl+b	Bold
Shift+Ctrl+i	Italic
Shift+Ctrl+y	Normal
Shift+Ctrl+u	Underline
Shift+Ctrl+ /	Strikethrough
Shift+Ctrl+k	All caps (on/off)
Shift+Ctrl+h	Small caps (on/off)
Shift+Ctrl+L, R, /c	Align left, right, or center
Shift+Ctrl+F (all lines) / J (all but last line)	Justify all lines
Shift+Ctrl+>/<	Increase or decrease point size*
Moving Through the Document	
Arrow Keys	Move selection**
Ctrl+[	Send object backward
Shift+Ctrl+[	Send object to back
Ctrl+]	Bring object forward
Shift+Ctrl+]	Bring object to front
Shift+Ctrl+click and drag	Resizes image and frame at the same time