

# Adobe InDesign Tools Palette

## Accessing the Tools Palette

If the Tools Palette is not open on the left-hand side of your screen, go to Window → Tools to open it.

Use the tools in the Tools Palette to create and edit many elements in InDesign, including text frames, picture frames (sometimes referred to as bounding boxes), paths, text paths and shapes.

The selected tool determines which commands in InDesign are available. The basic function of each tool in the Tools Palette is described below. Tools containing a small black arrow in the corner of the icon have multiple settings. Click and hold to choose these alternate tool settings.

### Selection Tool



Selects entire objects (lines, shapes, text and graphics frames) and allows you to move and resize these objects.

### Direct Selection Tool



Selects the contents of a frame (such as a placed graphic), and allows selection of points on a path to reshape frames.

### Page Tool



Creates multiple page sizes within a document.

### Gap Tool



Adjusts the space between objects.

### Type Tool



Creates text frames and selects text.

### Type on a Path Tool (alternate)



Creates and edits text on a path.

### Line Tool



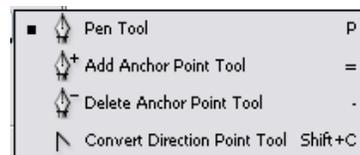
Draws a line segment.

### Pen Tool



Draws straight and curved paths using anchor points to create lines or shapes.

Alternate: **Add/Delete Anchor Point Tool**,  
**Convert Direction Point Tool** or  
**Convert Direction Point Tool**



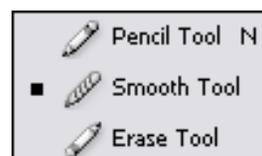
### Pencil Tool



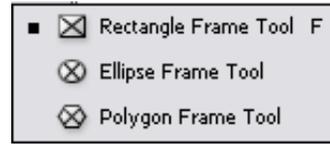
Draws a freeform path.

Alternate: **Smooth tool** removes excess angles from a path.

**Erase tool** deletes points on a path.



Rectangle Frame Tool  
Creates a square or rectangular placeholder.  
Alternate: **Ellipse and Polygon Frame Tools**  
create other placeholder shapes



Rectangle Tool  
Creates a square or rectangle  
Alternate: **Ellipse Tool** creates circles and ovals  
**Polygon Tool** creates multi-sided shapes create

Scissors Tool

 Splits a path, graphics frame, or empty text frame at any anchor point, or along any segment

Free Transform Tool

 Rotates, scales or shears an object.

Gradient Swatch Tool

 Adjusts the beginning and ending points and angles of gradients within objects

Gradient Feather Tool

 Fades an object into the background.

Note Tool

 Allows you to add comments to a document.

Eyedropper Tool

 Samples color or type attributes from objects and applies them to other objects.

Measure Tool (alternate)

 Measures distance between two points.

Hand Tool

 Moves the page view within the document window

Zoom Tool

 Increases and decreases the view magnification in the document window

Fill Color,  
Stroke Color



Text or Container  
Formatting



Apply Color,  
Gradient or None



Toggle between  
Display Modes

