

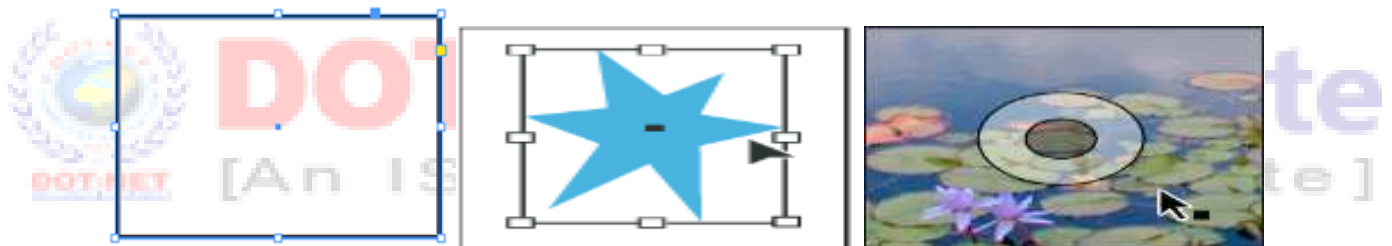
## Lesson no. 3: InDesign Toolbox

### InDesign Tool Box and Function Working with Toolbox:-

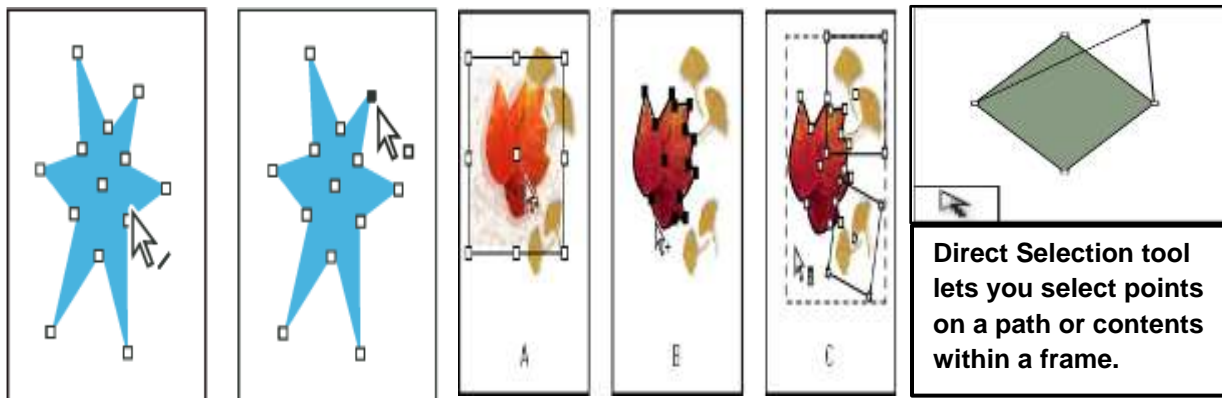
This is how my toolbar is typically set up. So, going from top to bottom, left to right, let's go through all of the tools and see what they all do. You select hidden tools by positioning the pointer over a tool in the Tools panel and holding down the mouse button. When the hidden tools appear, select the tool.

**Note:** many of the icons have a small triangle in the bottom right corner. That means there are additional tools in that space if you click and hold, so there will be more tools listed below than you see in the image above.


- 1- **SELECTION TOOL-** Just like with Photoshop, the Selection Tool is your basic pointer tool. Select an entire object or text box and move it around, delete it, etc. Allows you to select text and graphics frames, and work with an object using its bounding box. If you click the content grabber (the donut) that appears when you hold the mouse pointer over an image, you can manipulate the image within the frame without switching to the Direct Selection tool.



- 2- **DIRECT SELECTION TOOL (A)** Also like Photoshop, the Direct Selection Tool only selects one anchor point on an object. So, if you wanted to move one specific anchor point, you'd use this tool. I typically use this in conjunction with the Add Anchor Point Tool. When you select one or more objects with the Selection tool, you see a bounding box that indicates the size of each object. If you don't see a bounding box when an object is selected, you may have selected the object using the Direct Selection tool



**Direct Selection tool lets you select points on a path or contents within a frame.**

3- **PAGE TOOL (Shift+P)** The Page Tool allows you to select an entire page and rearrange it or resize it on your work space. 



4- **GAP TOOL-** The Gap Tool is used when you want to change the distribution of two objects while keeping the white space between them the same. Click on the gap between two objects and drag. One object will get bigger while the other gets smaller. When you're working with an InDesign layout composed primarily of pictures, the Gap tool can be very helpful for making quick changes to several elements at ... 