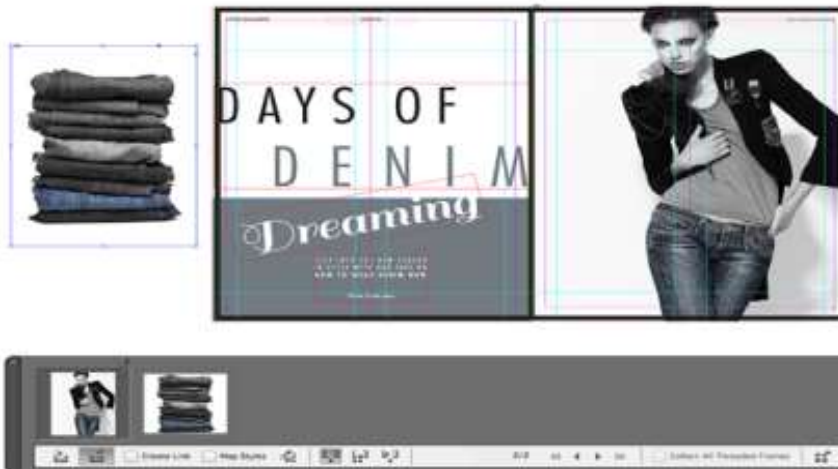## Lesson no. 4: InDesign Toolbox

InDesign Tool Box and Function Working with Toolbox:-

4   **CONTENT COLLECTOR TOOL -** The Content Collector Tool allows you to collect multiple pieces of content that you want to place either in the same document or in another InDesign document. Simply click on an object or click and drag to select multiple objects at the same time. Here's a great video tutorial from Adobe.
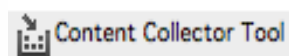

A problem many Adobe InDesign users encounter is the time-consuming and mind-numbingly repetitive task of copying and pasting content, e.g. images, shapes, etc., from one page to another page in your InDesign document, or even pasting content onto completely separate documents.

In Adobe InDesign CS6 and CC you'll find a fantastic little tool that can help you manage repeated content more easily: the Content Collector Tool, and its partner-in-crime, the Content Placer Tool.

Read on to find out how you can use the Content Collector function to speed up your workflow, and help you better manage long, image-filled documents like magazines, brochures and books.
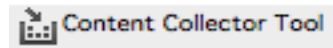
You can treat the **Content Collector** function as a sort of 'basket'—you can drop content into it, and this basket will remain filled as you move through a document, and even when you move across into other InDesign documents.

I like to think of the tool as a basket, particularly because the keyboard shortcut for the **Content Collector Tool is B.**
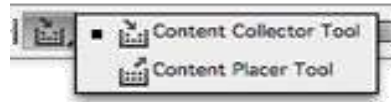

Content Collector Tool

5   CONTENT PLACER TOOL- Once you've collected your objects with the Content Collector Tool, you'll use the Content Placer Tool to place those objects either in the same document or in a different InDesign document.

You can hit **B** again to switch further along to the **Content Placer Tool**. This tool effectively empties the basket.
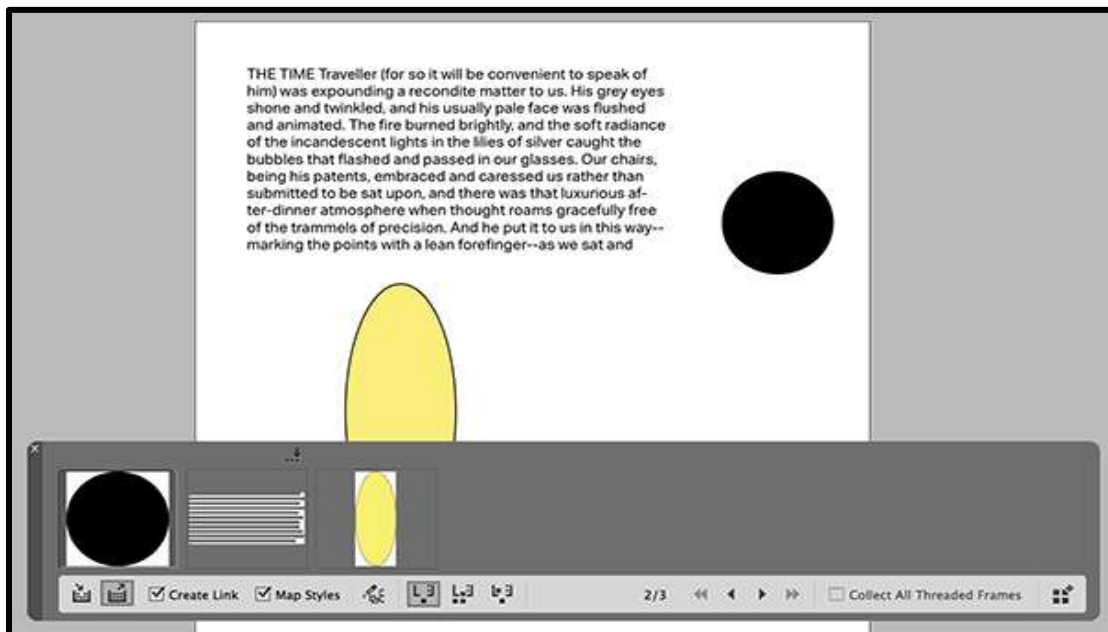
Content Collector Tool

Find the **Content Collector** and **Content Placer Tools** in the **Tools** panel, towards the end of the first section of the panel.

Content Collector Tool
Content Placer Tool

Let's check out what the tools with the silly icons and not-so-silly names do.

Use the Content Collector tool (the icon on the left when viewing the Tools panel in 2-column format) to, not surprisingly, pick up items. You can then place those same items with the Content Placer tool elsewhere on the current page, another page, or even in another document. How is this better than copy and paste? Using the collector tools, you create a link between the objects, meaning when one updates, so do all other instances.
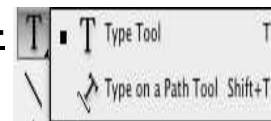
- Select either Content tool. The Content Conveyor will appear.
- In the lower left corner of the conveyor select the Collector tool if it's not already.
- Click on each item you want to re-use elsewhere. Each item gets added individually to the conveyor. Shift+click to add multiple items.
- Use the Load Conveyor button at the far right of the conveyor to pick up all items in a selection, on certain pages, or pages plus the pasteboard.
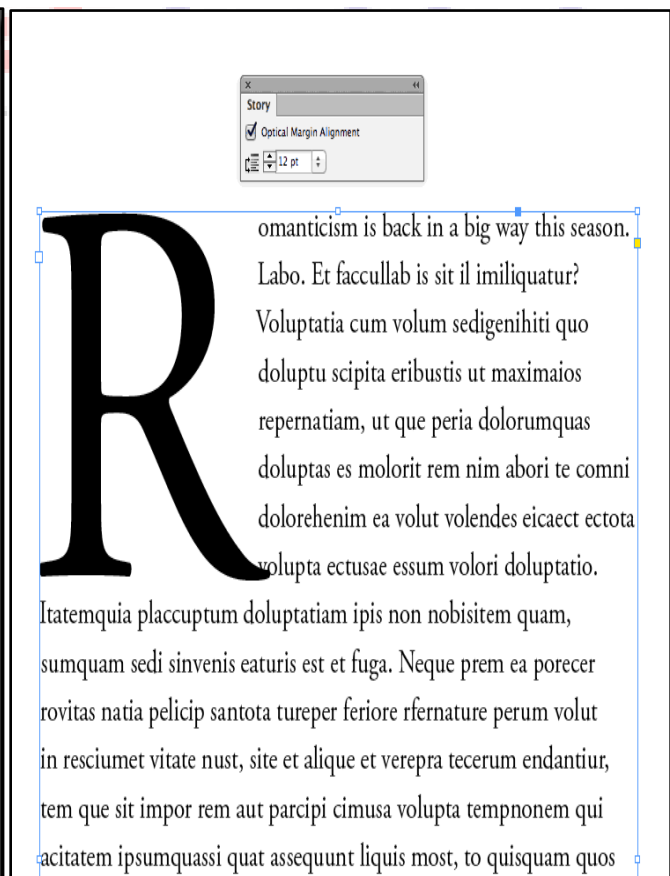- Choosing Create a Single Set will add the items as one selection.

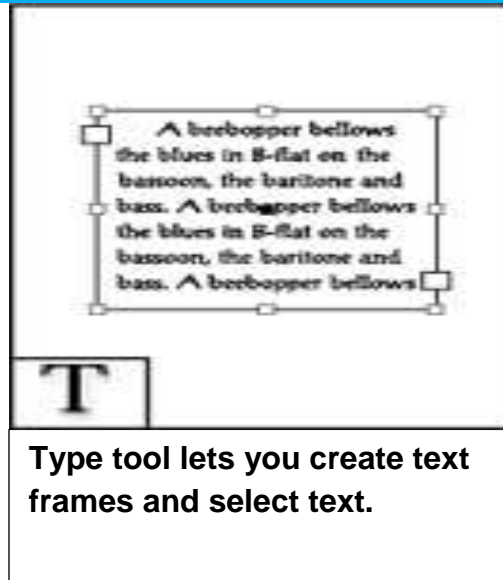Once you've loaded the Content Conveyor, you're ready to start placing items.

- From the three icons in the center of the Content Conveyor that look like boxes with squares falling out, choose how to place and load each item.
- Placing options include: a) Place (current item), remove from the conveyor, and load the next item; b) place multiple (instances), and keep in conveyor; c) place, keep in conveyor, load next.
- Choose Create Link to make it easy to update all instances of placed content (even if it is an object created in InDesign or in another document).
- Choose Map Styles to map text and table styles between the original and placed content. Set up custom mapping if needed.
- Choose the Placer tool in the lower left.
- Navigate between items in the conveyor using your arrow keys or the arrows at the bottom of the conveyor.
- Click or click and drag to place the items on the page.

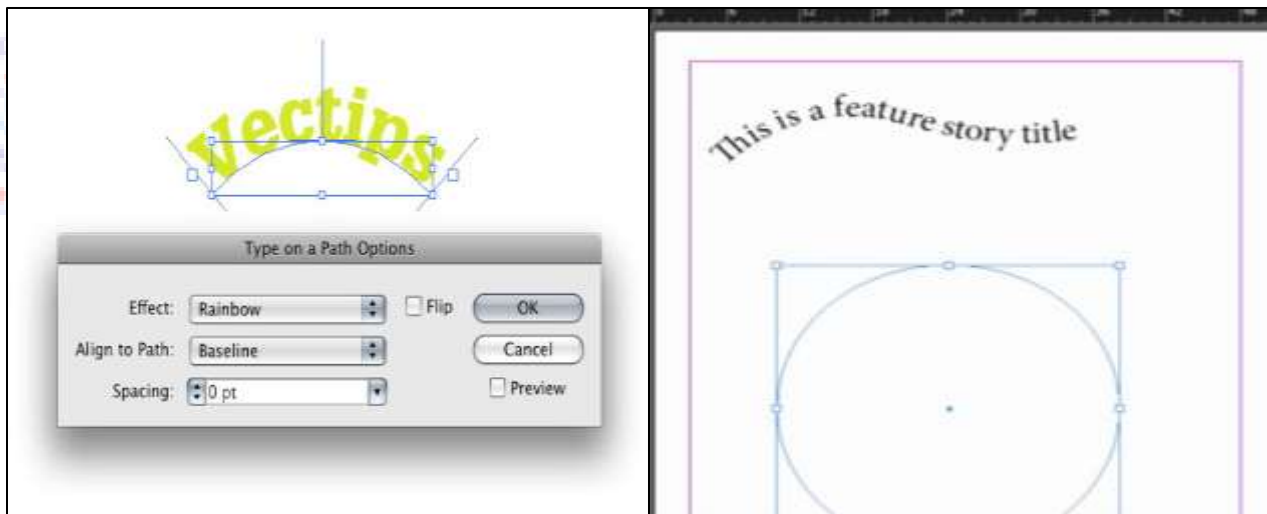**TYPE TOOL-** InDesign there are two types of type tools**:-**

T · T Type Tool   T
\   ✐ Type on a Path Tool Shift+T

6   **TYPE TOOL- (T)** This is your basic type tool. Click and drag to create a rectangular text box and type away!   T

Type tool lets you create text frames and select text.

7 TYPE ON A PATH TOOL- The Type on a Path Tool, on the other hand, types around an object. You'd use this on an object you've already created. For example, use this with an ellipse if you want to create text in an arch.

Type on a Path tool lets you create and edit type on paths.