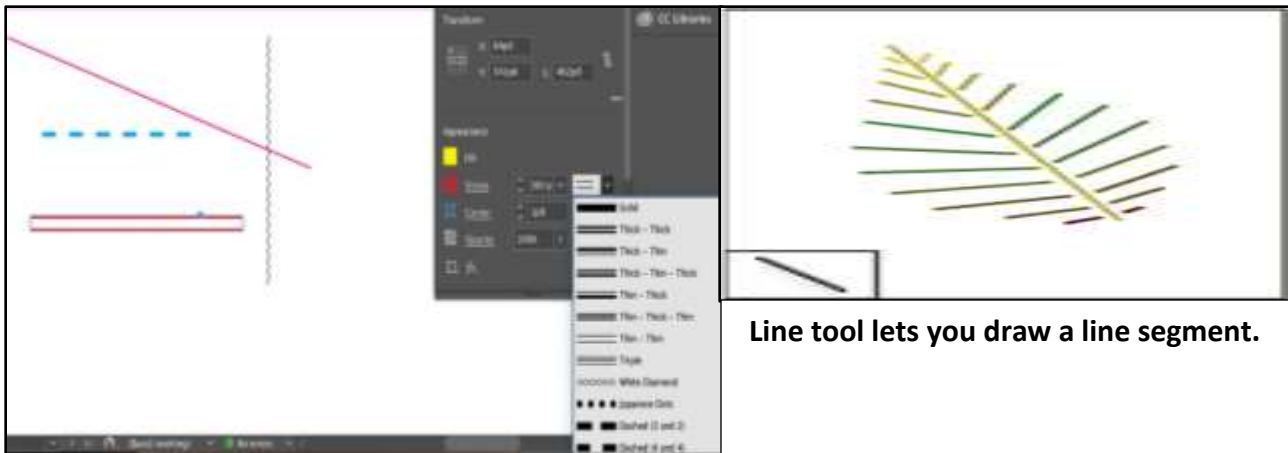


**Lesson no. 5: InDesign Toolbox**

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

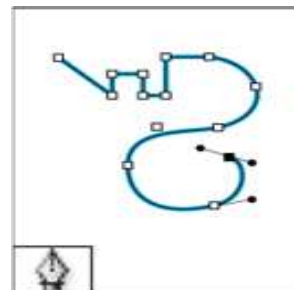
**8 LINE TOOL-** This tool creates a line. Hold shift while you click and drag to keep it straight horizontal, vertical, or at a 45-degree angle. /



Line tool lets you draw a line segment.

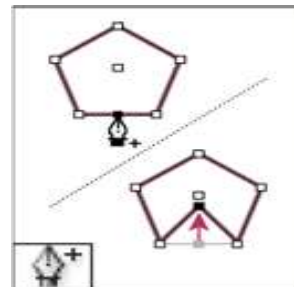


**9 PEN TOOL-** The Pen Tool is my favorite, but by far one of the hardest tools to master. You draw by clicking on the point where you want to start, and before unclicking, hold and drag the cursor to make a curve. Then you click on the next point where you'd like to continue your shape, hold and drag the cursor, etc. To see it in action, here's a great tutorial from Adobe.



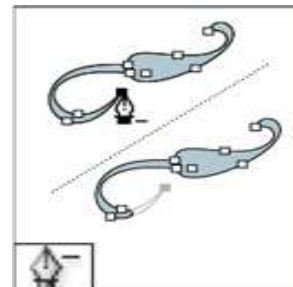
Pen tool lets you draw straight and curved paths.

**10 ADD ANCHOR POINT TOOL** - The Add Anchor Point Tool is used to add anchor points to an object. I typically use it in conjunction with the Pen Tool, but you could use it with another object created by the Rectangle Tool or the Ellipse Tool, for example. Typically after you create an anchor point, you'll move it around using the Convert Point Tool or the Direct Selection Tool, which will be discussed soon.



**Add Anchor Point tool lets you add anchor points to a path.**

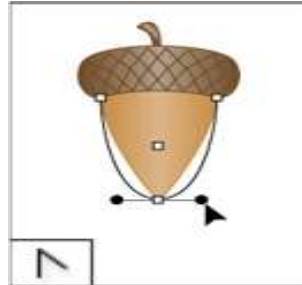
**11 DELETE ANCHOR POINT TOOL** - The Delete Anchor Point Tool is super helpful for perfecting shapes. If you've gone a bit too crazy with the Pen Tool, simply click on an anchor point with the Delete Anchor Point Tool, and it's gone! The object smooths itself out accordingly.



**Delete Anchor Point tool lets you remove anchor points from a path..**

**12 CONVERT DIRECTION POINT TOOL** - The Convert Direction Point Tool is only used for changing the curve level of a specific anchor point; it can't move the anchor points around. If you click on it once without dragging anything around, the curves are removed. If you click and hold, the curves of the specific anchor point are changed.





**Convert Direction Point tool lets you convert corner points and smooth points.**

## PEN TOOL CHEAT SHEET @PaulTrani

**1 Create Straight Lines**  
With the Pen tool selected click to create points, each point will create a straight connecting line.

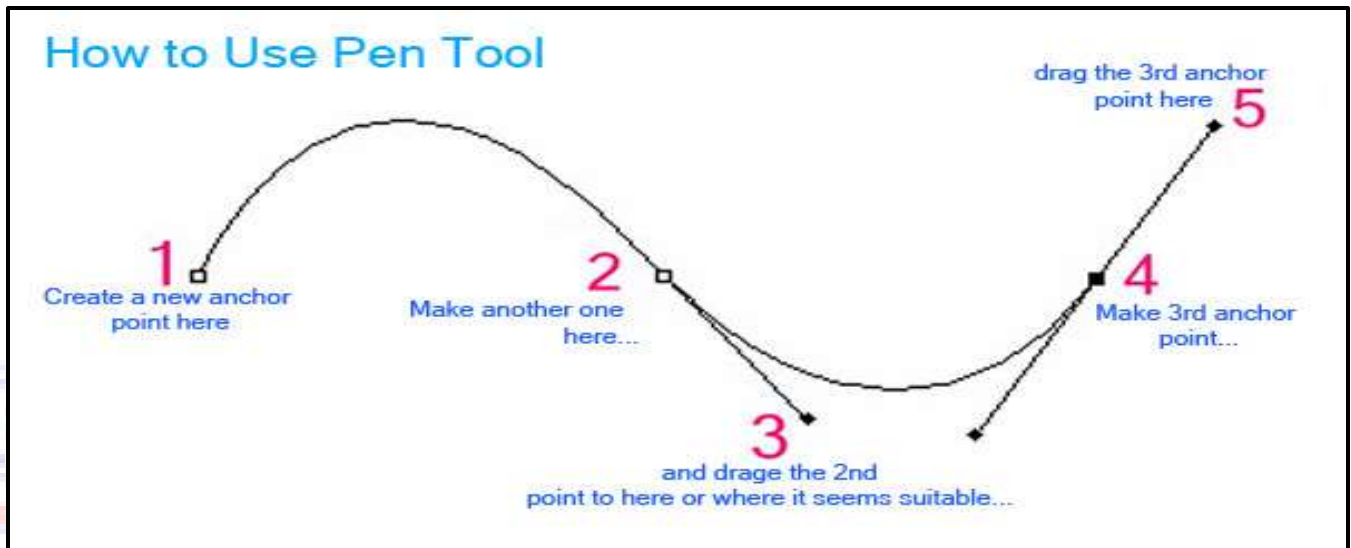
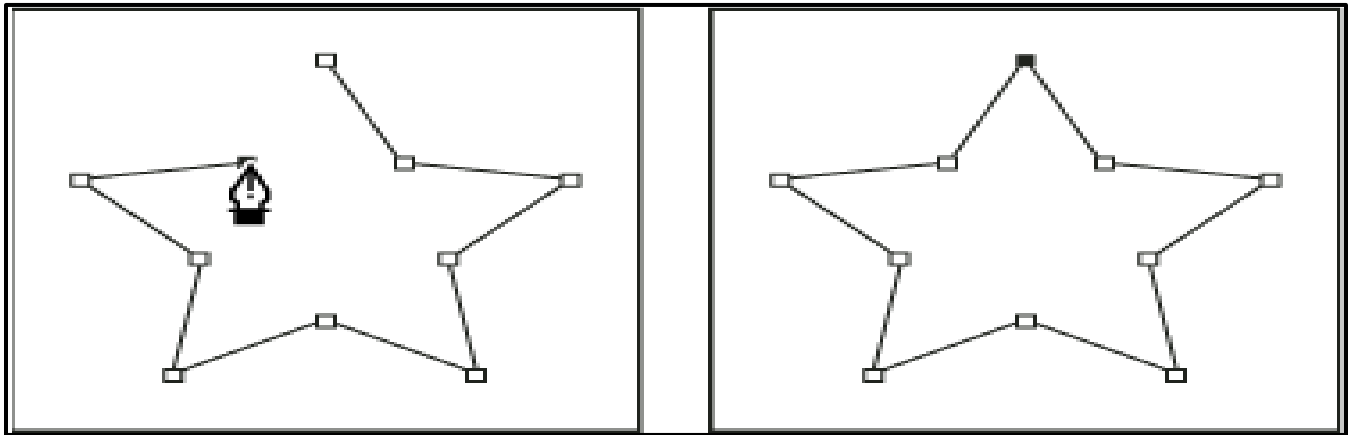
**2 Move Points**  
With the Pen tool selected hold down **COMMAND** (CTRL on Windows) and the pen tool will change to the Direct Selection Tool.

**3 Create Curved Lines**  
Click and drag to create points with bezier handles that will form curved lines.

**4 Move Bezier Handles**  
With the Pen tool selected, hold down **COMMAND** (CTRL on Windows) and the Pen tool will change to the Direct Selection tool (⌘). Click on the handle and pull or rotate.

**5 Delete Points**  
With the Pen tool selected hover over an existing point and the cursor will automatically change to the DELETE Anchor Point Tool.

**6 Convert a Straight Line to a Curved Line**  
With the Pen tool selected hold down **OPTION/ALT** and the pen tool will change to the CONVERT Anchor Point tool (⌘). Click on the point and pull to create a curved (bezier) line. You can also move bezier points independently.



**13 PENCIL TOOL** - The Pencil Tool is used to create a freehand shape. You simply click and drag it around in whatever shape you want. InDesign will automatically fill in the anchor points, so you can go back and edit them with the Direct Selection Tool, Add Anchor Point Tool, Delete Anchor Point Tool, and / or Convert Direction Point Tool.

 → **PENCIL TOOL ICON**

