**Rectangle Tool (M)**
Creates simple rectangles. Click and drag to make a new shape.

**Tip:**
Hold down the Shift key while creating a shape to make a square or circle or to resize a shape and maintain its proportions.

**Line Segment Tool (L)**
Creates lines. Click and drag to make a line segment.

**Tip:**
Hold down the Shift key while creating a line in order to make a straight line.

**Selection Tool (V)**
Moves selected objects. Click and drag to select multiple objects.

**Direct Selection Tool (A)**
Selects specific objects.

**Tip:**
Click the Command key and then click on the screen. Type V or A to quickly switch to desired selection tool.

**Type Tool (T)**
Creates custom text. Click and drag to make a custom text box.

**Tip:**
Use the Type panel above to select colors, font family, style for custom text.

**Eyedropper Tool (I)**
Selects a desired color for use in a shape.

**Tip:**
Select the **Character** (Command - T) tab to alter and align selected text.

**Display Mode (W)**
Toggles document screen modes. For example, Normal shows guides and text box outlines. Preview displays document without guides to show finished design.

**Tip:**
Use the **Pages** tab to insert, duplicate or remove pages.
InDesign Keyboard Shortcuts

**Spacebar**
Activate the hand tool.

**Command - +**
Zoom into the design.

**Command - - (minus)**
Zoom out of the design.

**Command - S**
Save design.

**Command - Z**
Undo most recent change.

**Command - C**
Copy.

**Command - X**
Cut.

**Command - V**
Paste.

**Command - A**
Select all.

**Tab**
Toggle menu visibility (when in normal view mode).

**Command - ’**
Toggle grid lines.

**W**
Toggle different screen modes.

**Option - Command - >**
Resize image larger.

**Option - Command - <**
Resize image smaller.

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Example:
Create lines using the **Line Tool**.

Drag and drop images into the design.

Use the **Type Tool** to create text boxes.

Use guides to determine appropriate image and text layout.