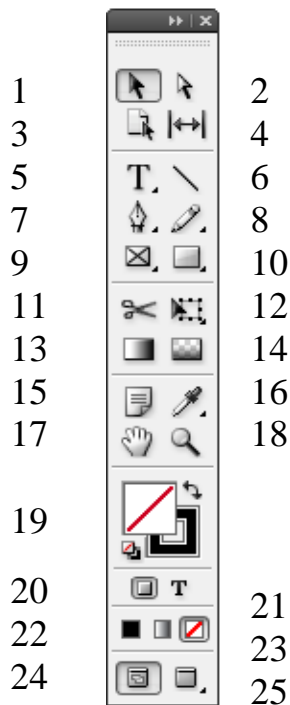
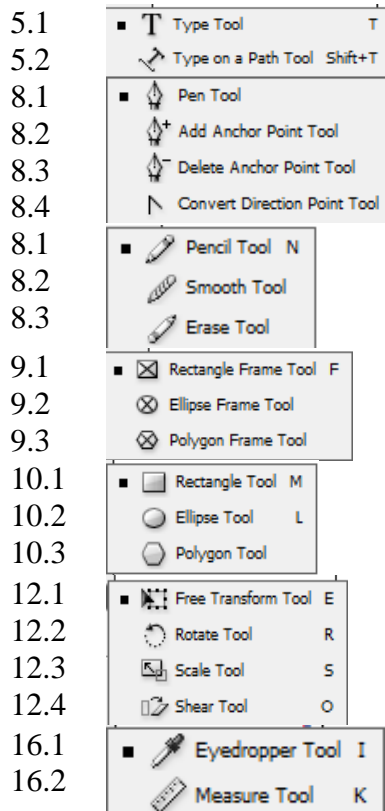


Floating Tools

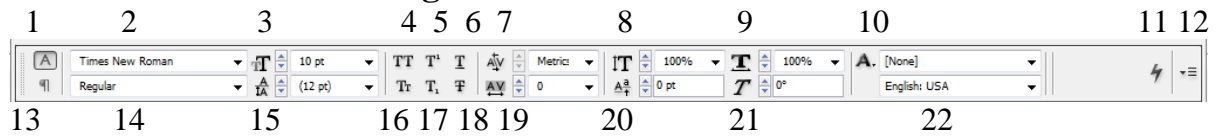


CS5 Tools and Formatting

1. **Selection Tool** - Select and manipulate a frame.
2. **Direct Selection Tool** - Manipulate object within frame.
3. **Page Tool** – Changes the page size in Tools options.
4. **Gap Tool** – Adjusts gap between text frames.
- 5.1 **Type Tool** - Used to enter text.
- 5.2 **Type on a path Tool** - you can attach the text to drawing tool such as Ellipse or angle.
- 6.1 **Line Tool** - Draws Lines.
7. **Pen Tools** - Allows you to add or remove anchor points to a graphic item. The + and – tools are not needed because they are built in to the pen tool.
- 8.1 **Pencil Tool** - Draws free hand.
- 8.2 **Smooth Tool** - Progressively smooth out the line.
- 8.3 **Erase Tool** - Erases lines.
- 9.1 **Rectangle Frame Tool** -
- 9.2 **Ellipse Frame Tool** - Used for text frames.
- 9.3 **Polygon Frame Tool** - Used for text frames.
- 10.1 **Rectangle Tool** - Draws a rectangle and a shift key will draw a square.
- 10.2 **Ellipse Tool** - Draws a rectangle and a shift key will draw a square.
- 10.3 **Polygon Tool** - Draws a polygon shape.
- 11 **Scissors Tool** - Cuts objects.
- 12.1 **Free Transform Tool** - Allow you to scale, rotate objects.
- 12.2 **Rotation Tool** - Rotates objects and text objects.
- 12.3 **Scale Tool** - Use Ctrl-Shift-Alt-Space or Ctrl-Space.
- 12.4 **Shear Tool** - Slants or skews an object.
13. **Gradient Tool** - Grades color from light to dark.
14. **Gradient Feather Tool** - Feathers a graphic image.
15. **Note Tool** - Adds a note to a text box.
- 16.1 **Eye Dropper Tool** - Sample colors.
- 16.2 **Measurement Tool** - Measures distance.
17. **Hand Tool** - Adjust page.
18. **Zoom Tool** - Draw box around area.
19. **Color Fill** - Fills an object with a specified color.
20. **Formatting affects container**
21. **Formatting affects text**
- 22/23. **Apply Color, Apply None**
- 24 **Normal Display**
- 25.1 **Preview Mode** - View of the printed document.
- 25.2 **Bleed Mode** - Result of objects outside of page.
- 25.3 **Slug Mode** - Result of labels outside the page.
- 25.4 **Presentation Mode**



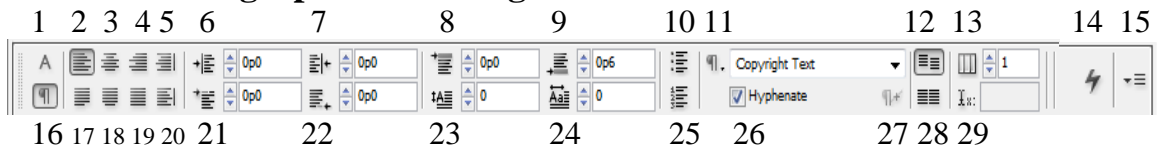
CS5 Character Formatting Control Panel



Detailed Explanation

- 1 - Character Formatting Controls
- 2 - **Font Family** – such as Arial, Times New Roman, etc.
- 3 - **Font Size** – The value can be typed in or chosen from the pull down menu.
- 4 - **All Caps** – Converts selected text to Caps.
- 5 - **Superscript** – Converts selected text to superscript or text off set above such as a power symbol.
- 6 - **Underline** – Converts selected text to Caps.
- 7 - **Kerning** – Adjusted a specified distance between characters that overlap. For example: WA can be kerned so the W and A fit closer together. This is used to better fit lines of text in a single line such as a title. Also, sometimes there is a larger space between characters that can be brought closer together.
- 8 - **Vertical Scale** – Scales selected text larger or smaller in a vertical direction.
- 9 - **Horizontal Scale** - Scales selected text larger or smaller in a horizontal direction.
- 10 - **Character Style** - Applies a preformatted character attributes by name.
- 11 - **Quick Apply**
- 12 - **Character Menu** – Additional character formatting options. See Character formatting section.
- 13 - **Paragraph Formatting Controls**
- 14 - **Character Type**(Regular, Italic, Bold, Bold Italic)
- 15 - **Leading** – Adjusted the spacing between words on two rows. (W1 → Enter Key → W2 → Select both)
- 16 - **Small Caps** – Converts selected text to small caps.
- 17 - **Subscript** – Converts selected text to subscript or text off set above such as a power symbol.
- 18 - **Strikethrough** – Puts a line through selected text.
- 19 - **Tracking** - Loosens or tightens a block of text. Will not affect kerning. (WA-place between)
- 20 - **Baseline Shift** – Move a selected character up or down a specific distance from the baseline such 2nd or log₂₃.
- 21 - **Skew** – Angles text similar to italic. Positive numbers slant the top of text to the right and negative numbers slant the top of text to the left.
- 22 - **Language** – Usually English: USA

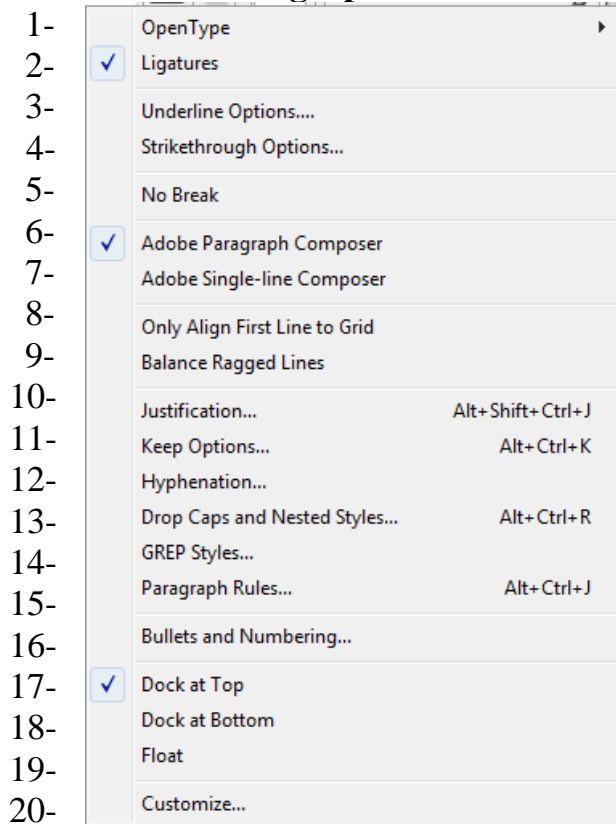
CS5 Paragraph Formatting Control Panel



Detailed Explanation

- 1 - Character Formatting Controls
- 2 - **Left Align** – The entire paragraph is left aligned.
- 3 - **Center Align** - The entire paragraph is center aligned.
- 4 - **Right Align** - The entire paragraph is right aligned.
- 5 - **Align towards spine** – The spine is the center of facing pages. Text in a paragraph on the left handed page is right aligned and when the same text flows into the right handed page it becomes left aligned.
- 6 - **Left Indent** – Indents paragraph by a specific amount on the left effects the entire paragraph.
- 7 - **Right Indent** – Indents paragraph by a specific amount on the right effects the entire paragraph.
- 8 - **Space Before** – Spaces placed before paragraphs by a specified amount.
- 9 - **Space After** – Spaces placed after a paragraph by a specified amount.
- 10 - **Bulleted List** – Puts a bulleted list in front of selected text.
- 11 - **Paragraph Style** – Applies a preformatted paragraph attributes by name.
- 12 - **Do not align to baseline grid**
- 13 - **Number of columns** – Split frame into a specified number of columns.
- 14 - **Quick Apply**
- 15 - **Paragraph Menu** – Additional paragraph formatting options. See Paragraph formatting section.
- 16 - Paragraph Formatting Controls
- 17 - **Justify with last line aligned left** – Only the last line is affected.
- 18 - **Justify with last line aligned center** – Only the last line is affected.
- 19 - **Justify all lines** – Pushes all text on the left to the margin and text on the right to the margin.
- 20 - **Align away from spine** - The spine is the center of facing pages. Text in a paragraph on the left handed page is left aligned and when the same text flows into the right handed page it becomes right aligned.
- 21 - **First line left indent** – Only the first line is affected.
- 22 - **Last line right indent** – Only the last line is affected.
- 23 - **Drop Cap Number of Lines** – Makes the first letter larger by a specified number of lines.
- 24 - **Drop Cap one or more characters** – Specifies the number of drop cap characters to be affected.
- 25 - **Numbered List** - Puts a numbered list in front of selected text.
- 26 - **Hyphenate** - Turns on the ability to continue a word on the next line (Example: think [Next line reads] –ing)
- 27 - **Clear Overrides in selection**
- 28 - **Align to baseline grid**
- 29 - **Horizontal Cursor Position**

CS5 Paragraph & Character Formatting Menu



Detailed Explanation

- 1 - **OpenType** - Contains many characters not available in other font types (such as fractions, small caps, superscript, subscript, and more).
- 2 - **Ligatures** - Typographic replacement characters for certain letter pairs such as fi and fl.
- 3 - **Underline Options** - Opens a dialog box with many different styles, weight, offset and colors available.
- 4 - **Strikethrough Options** - Opens a dialog box with many different styles, weight, offset and colors available.
- 5 - **No Break** - Select either a line, paragraph, column, or page and InDesign will refuse to allow a break to occur in anyway.
- 6 - **Adobe Paragraph Composer**
- 7 - **Adobe Single-line Composer**
- 8 - **Only Align First Line to Grid** - This will allow the first line of a text frame to align to the grid. The rest will be offset from the grid.
- 9 - **Balance Ragged Lines** - This attempts to adjust lines (such as subheadings or lists) so the length of the lines are as close as possible to the same length. This is normally set up in paragraph styles.
- 10 - **Justification** - Loads the justification dialog box to fine tune the word and letter spacing.
- 11 - **Keep Options** - Keeps widows and orphans together. Widows are a single line or title on top of a column and if it ends up on a page by itself it will force it to be with main document. Orphans are a single line at the bottom of a column and will force two lines to stay together if the line appears on a separate page.
- 12 - **Hyphenation** - Loads the hyphenation dialog box which adjusts the parameters to allow a dash if the word extends beyond the line.
- 13 - **Drop Caps and nested Styles** -
- 14 - **GREP Styles** -
- 15 - **Paragraph Rules** -
- 16 - **Bullets and Numbering** - Allows you to choose the bullet and number type.
- 17 - **Dock at top** - Docks the Control Panel on the top of the screen
- 18 - **Dock at bottom** - Docks the Control Panel on the bottom of the screen
- 19 - **Float** - Allows the Control Panel to Float
- 20 - **Customize**