

# Shift Key Cheat Sheet

## 6 Ways to Use the Shift Key in InDesign

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1

### Select Multiple Objects

Select multiple objects by holding down the shift key and clicking on different elements.

2

### Resize Elements Proportionately

Resize text or groups of objects proportionately by holding down the shift key and command key together (or control on a pc) and dragging the corner of the object to resize.

3

### Rotating Objects and Text

You can rotate objects, images or text boxes in 45 degree increments by holding down the shift key while using the rotate tool.

4

### Move Objects in a Straight Line

Hold down the shift key while you drag an element, and it will move it either horizontally or vertically in a straight line.

5

### Draw a Perfect Square or Circle

To create a perfect square or circle, hold down shift while you draw. This also works for shapes like polygons, triangles and starbursts.

6

### Draw a Straight Line

Hold down the shift key while you draw a line either vertically or horizontally, and it will make the line straight.