

Adobe® InDesign® 2.0 Tips and Tricks

Overview

InDesign software contains features which many users may not be familiar with. This document explains many of these features. It is not an exhaustive list, but includes tips and shortcuts which can enhance productivity and efficiency when working with InDesign.

Book

Adding multiple documents to a book

Multiple documents can be added at the same time to an InDesign book. To add multiple documents to a book, select 'Add document...' from the flyout menu on the Book palette, and use the shift key for continuous selection, or Alt (Windows®) / Cmd (Mac OS), to select and deselect individual documents.

Adding documents to a book from other windows

Users can drag and drop individual or multiple documents onto the Book palette from an Explorer (Windows) or Finder (Mac OS) window. Users can also drag a document from one book to another. Hold down Alt (Windows) or Option (Mac OS) to copy the document.

Selecting documents for preflight, package, PDF export, print, or synchronization

Individual, multiple, or all documents in a book can be selected for preflight, package, PDF export, print, or synchronization. To apply any of these options to the entire book, select or deselect all documents in the book. To apply any of these options to individual or multiple documents, use the shift key for continuous selection, or Control (Windows) / Cmd (Mac OS), to select and deselect individual documents.

PDF export shortcut

The PDF Export dialog can be opened directly from the Book palette by holding down Alt (Windows) or Option (Mac OS) while selecting the Print icon on the Book palette.

Note: you will need to select or deselect documents that you require to be exported (as described in 'Selecting documents for preflight, package, PDF export, print, or synchronization').

Display Performance

Changing the display performance for individual page items

The display performance for different page items can be changed by selecting the required frame and changing the Display Performance setting in the contextual menu, or by selecting a setting from the Display Performance in the Object menu.

Eyedropper

Eyedropper options

Users can enable or disable an extensive list of settings for choosing which stroke, fill, character, paragraph, or transparency attributes should be applied when using the eyedropper tool. These options can be accessed by double-clicking on the eyedropper icon in the toolbox.

Note: If an attribute is not listed in the Eyedropper Options dialog box, it cannot be copied using the eyedropper tool. The only exception are corner effects for strokes, which are copied even though they are not listed in the Eyedropper Options dialog box.

Only applying color attributes

Users can override the eyedropper options and only load or apply color between objects. If you load attributes of an object with the eyedropper tool while holding down Shift, the eyedropper will only load the color of the object. If you load attributes of an object with the eyedropper tool and hold down Shift while applying the attributes to another object, only the color will be applied to the object.

Frames

Selecting frames in a stack

To select frames that are arranged below another frame or stack of frames, select the selection tool and hold down Alt (Windows) or Command (Mac OS), then click on the frame stack until the required frame is selected

Menu Bar

Sorting menus alphabetically

To sort menus in the menu bar in alphabetical order, select the required menu while holding Control+Shift+Alt (Windows) or Shift+Option+Command (Mac OS). This shortcut

sorts the menu and sub-menus in alphabetical order (this shortcut is useful for sorting fonts in Type > Font).

Print

Proxy views

The page proxy view in the print dialog (in the lower left-hand corner) can be changed by clicking on the proxy. By default, the proxy displays a ‘normal’ view; this shows the document page size and printable area. Clicking on the proxy will change it to a ‘page information’ view, which displays general dimension and scaling settings. Clicking on the proxy a second time will display a ‘cut sheet preview’, this view can be used when using PPD’s that support custom paper sizes (typically for roll-fed media output devices); this view shows the page offset, gap, imaging direction, and other cut-sheet information.

Panel navigation shortcut

Users can navigate through the panels in the print dialog by holding down Alt (Windows) or Option (Mac OS) and using the up and down arrow keys.

Note: this shortcut will only work if a field is not selected. By default, the ‘Copies’ value is selected when opening the print dialog—you will need to de-select the field to use this keyboard shortcut.

Editing the default print style

The default printer style can be edited; this allows users to define the default marks and bleed settings, output options, etc., for the print dialog. To change the default printer style, select the required settings in the various panels, select ‘Save Style...’ and select ‘[Default]’ from the drop-down menu (you will need to replace the existing [Default] style when prompted).

Custom paper size

If a custom paper size is selected in the Setup panel in the print dialog, and a user changes the page settings (e.g. add marks and bleeds), then the page size will automatically increase or decrease to accommodate for these new settings. This can be previewed in the proxy view.

Note: this is only available for PPD’s that support custom paper sizes, if the ‘Custom’ selection is grayed out in the paper size menu, then the active PPD does not support custom paper sizes.

Custom slug

Users can add a custom slug to a single page document by adding a frame (or frames) to the pasteboard in the area where they need the custom slug to appear. To print a document containing a custom slug, ensure that the ‘Print non-printing objects’ option is

selected in the General panel of the print dialog before printing the document.

To add a custom slug to multiple page documents, place the slug on the Master page (or Master pages), and ensure that the frame of the slug slightly overlaps the side of the Master page. This will allow the slug to appear on every page which has a Master page applied.

Swatches

Applying swatches to frames and tables

A swatch can be applied to any frame or stroke by dragging a swatch from the swatches palette and dropping it in a frame or on a stroke. This can also be used for tables; a swatch can be applied to any table cell or cell border using this drag and drop feature.

Changing color modes

The color mode for a swatch can be changed in the New Color Swatch dialog (for new swatches) or in the Swatch Options dialog (for existing swatches) by holding down Shift while clicking in the color proxy.

Creating new swatches

The new swatch icon on the swatches palette enables users to duplicate selected swatches. To open the New Color Swatch dialog using this icon, hold down Alt (Windows) or Option (Mac OS) while clicking the new swatch icon. To create a spot color of an selected swatch, select the swatch and hold down Control (Windows) or Command (Mac OS) while clicking the new swatch icon.

Importing colors, tints, and gradients from other files

Colors, tints, and gradients can be imported from other InDesign documents, InDesign templates, and Illustrator® 8.x EPS files. To import colors, tints, and gradients from these file types, choose 'New Color Swatch..' from the flyout menu on the Swatches palette, then choose 'Other Library...', from the Color Mode list, and select the required document or file.

Note: if you place an Illustrator document into an InDesign document, all colors, tints, and gradients in the Illustrator document will be imported into the InDesign document.

Creating duotones

Two different swatches to placed grayscale images to create a duotone effect of an image. To create a duotone effect, place a grayscale image on a page, select the image frame with the selection tool and select a swatch; this will set the color for the highlight areas of the image. Next, select the direct selection tool and click on the frame (not the frame edge) and select a second swatch; this will set the color for the shadow areas of the image.

Tables

Applying gradients

Gradients can be applied to a table cell, a selection of cells, or cell borders. To apply gradients to a cell or cell border, select the table cell (or cells), select fill or stroke (in the fill and stroke proxy in the toolbox or color palette) and apply a gradient. Separate gradients and gradient directions can be applied to any cell or cell border.

Selecting and deselecting borders

Shortcuts can be used to select and deselect table borders; select a table cell or cells, and open the Stroke palette. Single clicking on a border in the stroke proxy window selects or deselects the individual border, double-clicking on a border selects the border and any adjoining borders, and triple-clicking selects or deselects all borders.

Text

Changing the starting paragraph for placeholder text

The default starting paragraph for the placeholder text can be changed by holding down Alt (Windows) or Option (Mac OS) and selecting 'Fill with Placeholder Text' from the Type menu.

Creating custom placeholder text

The default placeholder text can be changed by creating a text file with custom text and naming the file 'placeholder.txt', then placing this file in the InDesign 2.0 application folder.

Trap Styles

Image trapping

Images placed on a page can be trapped internally. This option is de-selected by default, but may be selected by checking the 'Trap Images Internally' option in the Style Options dialog (accessible from the flyout menu on the Trap Styles palette). Once this option has been selected, colors in each individual bitmap image on the page will be trapped internally, and not just where they touch other page items. This option is useful for trapping simple high-contrast images, such as screen shots or logos.

Note: Placed Illustrator documents, DCS, EPS or PDF files cannot be trapped by the InDesign trapping engine.

Miscellaneous

Document History

InDesign includes a Component Information dialog which can be accessed by holding Control (Windows) / Cmd (Mac OS) while accessing the About InDesign dialog. This dialog includes a document history window which lists all information related to the creation, conversion, synchronization, and Save history of the open InDesign document.

Speed scrolling credit roll

The scrolling credit roll speed in the About InDesign dialog can be increased up by holding Alt (Windows) or Option (Mac OS) during credit scrolling.

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