

Chicago InDesign Users Group Meeting: Tips n Tricks - 11 | 10 | 04

In true Chicago style, this evenings input was largely improvised due to the fact that one tip was emailed for discussion prior to the meeting. But all was not lost contagious hand-raising provided a plethora of Tips n Tricks that follow:

PLACING FILES

- **DRAG FROM THE APPLICATION:** drag from the title bar in either Photoshop or Illustrator (click icon next to the document title,) and drag onto an open InDesign document. It is the same as Placing a file, and the link is maintained.
- **PLACING MULTIPLE FILES:** select multiple files and drag/drop from the desktop, onto an open InDesign doc. Frames are created, graphics are placed at 100%, and links are maintained.
- **DRAG ATTACHMENTS:** from an email onto an open InDesign document.
- **IMPORT EXCEL SPREADSHEETS:** File/Place an Excel spreadsheet. Options are either, place a single page, or specify which cells are to be placed. NOTE: Styles applied in InDesign will be overridden if the table is re-imported.

LAYOUT TIPS

- **LAYER REMEMBERS WRAP:** When establishing a New Layer, check the option: *Suppress Text Wrap When Layer is Hidden*. If two pictures require different wraps place them on different layers, and the layers can be toggled.
- **SNAPPING TO INVISIBLE GUIDES:** When you Hide Guides, Snap to Guides is not available. Work-around: Turn on guides and switch to Preview Mode. Snap to Guides will now work.
- **CREATING A GRID SYSTEM OF BOXES:** Use mathematics within the Control Palette - draw a box to establish the maximum width of your desired grid - subtract the total value of gutters between boxes (using math symbols in the Control Palette fields) - divide new width by number of boxes desired (using math symbols in the Control Palette fields) - copy new width - use Step & Repeat (with amount of gutter space added to create desired number of boxes.) The above techniques can be applied to build columns or rows.

- **TEMPLATES:** Create an InDesign template for each client. Templates can store document preferences, default font, layers, Paragraph styles, colors, etc.

SELECTING AND SCALING

- **SCALE GROUPED ITEMS PROPORTIONATELY:** use Cmd(Ctrl)/Shift and Selection tool.
- **QUICKLY HIGHLIGHT ENTIRE FIELD IN THE CONTROL PALETTE:** click on the icon to the left of the field, then change increments via the keyboard-using the up or down arrow.
- **RIGHT CLICK! (VERY ENTHUSIASTICALLY SUPPORTED) OR CONTROL CLICK FOR MAC USERS:** conveniently pops-up a Contextual Menu anywhere your cursor is on the page.
- **NUDGING ITEMS:** Based on Preferences set in Units & Increments, **Cmd (Ctrl)/Shift/Arrow Keys = 1/10** of the increment specified in Preferences. **Shift/Arrow Keys = 10 TIMES** the increment specified in Preferences.

EYEDROPPER

- **EYEDROPPER TOOL TO COPY/APPLY TEXT STYLES:** *Acquire Style:* With Eyedropper Tool, click on text. Tool changes to a left slanting position and appears half-filled, indicating that style was acquired. *Apply Style:* Position eyedropper over text (I beam appears.), Then, either drag to apply, or – *double click* applies to the word, *triple click* applies to the line length, *quadruple click* applies to the paragraph
- **EYEDROPPER TOOL TO COPY/APPLY DROP SHADOW:** Select two items: 1. image with a drop shadow that you want to duplicate, 2. text frame in which you want to transfer the drop shadow. Select the eyedropper tool, click on the edge of the frame containing the drop shadow and that shadow is duplicated on the text frame.

WORKING WITH COLOR

- **NAME WITH COLOR VALUE:** When creating a new color via the swatches palette, check *Name with Color Value* (default,) and the color name takes on the color values of the color space.
- **CREATE COLOR LIBRARIES:** create an Illustrator files containing your desired color chips (within the swatches palette.) From InDesign open the *Swatches palette*, and from the flyout choose *Create New Color* (under Color Mode) choose: Other Libraries and import the Illustrator file. Choose colors from the imported Illustrator color library.

MISCELLANEOUS

- **PRINT A LIST OF YOUR CUSTOMIZED KEYBOARD SHORTCUTS:** Edit/Keyboard shortcuts - choose Show Set, then print
- **OPTION/CMD (CTRL)/ABOUT INDESIGN:** Reveals a history of the open document - when it was saved, whether it was opened from another application, version of InDesign used, etc.
- **CORRUPTED DOCUMENTS:** With nothing selected, export using Adobe Interchange this creates a .inx file. Reopen the .inx file in InDesign. This process will often remove document corruption.
- **CONVERSION GUIDE:** Glossary of terms referencing converting from Quark to InDesign available at: <http://www.indesignusergroup.com/tips/converting/converting.php>
- **SCRIPTS:** There are 14 FREE Scripts on the InDesign installation disk.

PLUG-INS DEMOED:

- **MULTIDOCs:** Function: Undo/Redo history. <http://www.65bit.com> – FREE
- **INEFFECTS:** Function: Applies Photoshop effects (Bevel, Emboss, Noise, etc.) to type and objects. <http://www.alap.com>
- **SPEC CUBED:** Function: Provides detailed specs of elements within an InDesign page, on a separate layer. <http://www.tripletriangle.com>
- **SLUG CUBED:** Function: Provides an auto-updatable slug in the bleed area of an InDesign page. <http://www.tripletriangle.com>

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