

Eliot's InDesign Tips

Delete InDesign Preference Files

You now have the option of deleting InDesign preference files when launching InDesign. To display this option dialog, launch InDesign, then immediately select Control+Alt+Shift (Windows) or Control+Option+Command+Shift (Mac OS).

Create New Document With No Dialog

You can create a new document without invoking the New Document dialog box by selecting Option+Cmd+N (Mac) or Ctrl+Alt+N (Windows).

Drag and Drop to Trash

If you drag a page item to the Trash on the Finder (Mac OS) or Desktop (Windows), it will delete the item.

Select Menu

The Select menu allows you to select objects above or below a selected object. This menu is included in the Objects menu and in the contextual menu. There are also keyboard shortcuts assigned to this feature.

To use the Select menu from the Objects menu, select an object on the page, then choose the required selection from the Select menu to select other objects. Alternatively, do not select any page items, then use the Select menu to choose an object on the page.

To select an object using the contextual menu, position the cursor over the area where the objects overlap, then choose the selection option from the Select menu on the contextual menu. If the object does not contain an item or does not have any fill applied, you will need to position the cursor over the frame edge of the object that you wish to select (inside the overlap area).

Adjustable Preview Background Colour

You can change the default preview background colour in the Guides & Pasteboard preferences panel.

Adjustable Pasteboard Size

You can set the pasteboard's minimum vertical offset in the Guides & Pasteboard Preference panel.

Percentages in Edit Boxes

You can now replace contents of any edit box (not just percent edit boxes) with a percent to compute a percent of its original value. For example, you could type in 50% to calculate half the original value of a stroke weight.

Universal Keyboard Shortcut for Hand Tool

In addition to the default 'H' keyboard shortcut, the Hand Tool can also be activated by selecting Option+Space bar (Mac OS) or Alt+Space bar (Windows).

User Defined Custom Page Sizes

You can add custom page sizes for new documents by editing the New Doc Sizes.txt file in the Presets folder (located in the InDesign CS application folder).

Document Styles

Document Styles enable you to save custom document settings (page size, columns, margins, bleed and slug settings) and apply them to new documents. Document styles can be selected and saved from the New Document dialog, or from the Define Document Styles dialog (accessible from the File menu). Styles from existing documents can be loaded from the Define Document Styles dialog.

Dynamic Preview of Text Composition

You can preview text composition reflow while resizing a text frame. If you select a text frame handle and hold the mouse button for one second, then the text will recompose while you resize the frame.

Move and Resize Text Frames Using the Text Tool

You can now move and resize text frames using the Text tool. To resize a text frame using the Text tool, select Command (Mac OS) or Control (Windows), then select a text frame handle and resize it. To move a text frame using the Text tool, select Command (Mac OS) or Control (Windows) while clicking in a text frame, then move the frame. The last text selection or insertion point will be retained after moving or resizing the frame.

Text Frame Edit

If you double-click in a text frame with a selection tool, the currently selected tool will switch to the Text tool and place an insertion point at the location of the double-click. This also applies to table cells and path type.

Text Scaling in Text Frames

You can scale text in text frames by selecting a frame edge with the Selection tool and holding down the Command key (Mac OS) or Control key (Windows) while resizing the frame.

Eyedropper Options

You 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.

Menu Bar Sorting

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).

Proxy Views in Print Dialog

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.

Changing Colour Modes

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

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 colour 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 colour for the shadow areas of the image.

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 application folder.

Script Name Sorting

If scripts in your scripts folder start with two characters followed by an close parentheses, for example "00)", then the scripts palette will ignore those characters when displaying the name of the script. This allows you to sort your scripts on the hard drive using those characters.

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.