

ADOBE INDESIGN FUNDAMENTALS WITH DAVID BLATNER

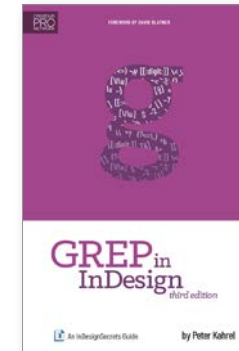
David Blatner · Adobe Live — February 2023
creativepro.com/indesign



RESOURCES

- indesignsecrets.com is now part of CreativePro
- creativepro.com
- *InDesign Magazine* (creativepro.com/magazine)
- YouTube: <https://www.youtube.com/creativepro>
- [linkedin.com/learning](https://www.linkedin.com/learning)
(including many free videos in the InDesign Secrets title)

Bio: David Blatner is the author of 15 books and dozens of videos about InDesign, Photoshop, and many other topics—including the mysteries of pi (π), science, and religion. He's the co-host of InDesignSecrets.com, CreativePro.com, and the CreativePro Week conference; the founder and publisher of *CreativePro Magazine* and *InDesign Magazine*; and the presenter of “InDesign Essential Training” at LinkedIn Learning.



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INDESIGN FUNDAMENTALS

Learning a few keyboard shortcuts is so important for efficiency in InDesign! Check out the keyboard shortcuts chart later in this PDF... pick out one new shortcut to learn each day for 10 day! Keep practicing them until they become second nature.

Let InDesign do the Math For You

You can do math in every field that takes a number. So, for example, you can make a frame half as wide by typing "/2" after the number.

<http://creativepro.com/indesign-does-math-for-you>

Take Time Now to Save More Time in the Future!

1. Edit Your Keyboard Shortcuts

Take time now to save time downstream! Use Edit > Keyboard Shortcuts (or Keyboard Shortcuts panel from

Blatner Tools). For example, edit Panel menus: Fraction, or Insert most recent glyph.

2. Customize Panels and Save in Custom Workspaces

Set up your panels the way you want them (including Links panel options dialog box, Mini Bridge panel setup, Control panel customization, etc.) and then save everything in your own workspace! Remember that when you return to a workspace, it remembers how you left it; choose Reset to bring it back to its clean state.

3. Preferences You Should Change

Examples of preferences you may want to change, are: Leading; Greek text; maybe vector graphics; Keyboard increments; Story Editor; Find Missing Links; Ink Manager: Use Lab Values

Document preferences apply to currently open document. Application prefs apply to all future documents (and sometimes to previous docs).

Also, remember that you can add/remove "default" colors swatches & styles, re-order color swatches while no documents are open.



Managing Styles

1. How to Strip Out Text Formatting You Don't Want

You can remove all local formatting by selecting all (Cmd/Ctrl-A) and clicking the Clear Overrides button in the Paragraph Styles dialog box. But to keep some formatting, make and apply character styles first.

2. Watch Out for Default Formatting

Anything you choose (character style, paragraph style, color swatch, etc.) when nothing is selected on the page becomes the new default. This can be powerful or dangerous.

Use Story Editor

The Story Editor (Edit > Edit in Story Editor, or Cmd/Ctrl-Y to sync up current text selection) is your friend! Use it! But remember to change the display preferences to make it easier to read.

Get Used to Quick Apply

Use Quick Apply (Command-Return/Ctrl-Enter) to apply styles quickly. No need to scroll through long lists of styles, no need to memorize even more keyboard shortcuts for your styles. You can also press Command-Enter twice to edit styles!

Quick Apply is also great for applying menu commands to selections (not just text!). If the command is in a menu or is a script or variable, you can apply/insert it from Quick Apply.

Find What You Need in the Glyphs Panel

Dock it for quick reference; zoom in to see better; use the Show menu to filter your search; click and hold for alternates (when indicated).

Other special characters live in the Type > Insert Special Characters submenu (and other submenus).



Customize the Links Panel

The Links panel is just a starting point! Use Panel options to add various metadata (resolution, scaling, color model, etc.), then sort by any of these. Remember to save in your custom workspace.

Customize to add most-frequently accessed data to top half. Save in custom workspace to maintain custom settings. Consider embedding links in some documents. Use Copy To from the panel menu to gather all linked images into one folder.

Intertwined Letters

When you want to make it look like two objects are intertwined (part over and part under), select the bottom object and copy it, then drag out a new frame over the part where you want them to overlap, and then use Edit > Paste Into. Easy and fun!

RGB vs CMYK:

- Why You Should Import RGB Images Into InDesign and Convert to CMYK On Export: <https://indesignsecrets.com/import-rgb-images-indesign-convert-cmyk-export.php>
- RGB Workflow from Photoshop to Final PDF: <https://creativepro.com/rgb-workflow-from-photoshop-to-final-pdf/>

Converting Text to Outlines

Convert text to outlines the right way: If someone says “convert *all* your text to outlines,” you should really question them. This may be a reasonable request when making signage, or promotional products, or other custom print situations. It is not reasonable for normal printing! That said, if you’re going to do it, do it right. Export PDF as usual and then use Acrobat DC: Open the Print Production panel and choose Preflight. In the Search field, search for “outline” to select the “Converts fonts to outlines” fixup. Click Analyze and Fix and then save as... <https://creativepro.com/outlining-fonts-the-2016-edition>



SCRIPTS

InDesign is highly extensible through add-ons (plug-ins, scripts, extensions).

Managing Scripts

Installing Scripts: The easiest way to install a script is to open the Scripts panel (Window > Utilities > Scripts), right click on the User folder, and choose Open in Finder/Reveal in Explorer. Drag scripts into the Scripts Panel folder (not loose in the Scripts panel).

<https://creativepro.com/how-to-install-scripts-in-indesign/>

Saving Scripts: If you find a script in a forum or blog post, you may need to copy and save it as a .jsx file before you install it. Most common mistake: having straight quotes get changed to curly/typographer's quotes! Be sure to use a plain text editor so that doesn't happen.

<https://creativepro.com/how-to-install-a-script-in-indesign-that-you-found-in-a-forum-or-blog-post/>

Organizing your scripts: Scripts appear in the Scripts panel in the same structure and order as they appear inside the folder in Mac OS/Windows. You can rename them or put them in subfolders to organize them.

<https://creativepro.com/tip-organizing-scripts-into-folders/>
<https://creativepro.com/tip-controlling-order-scripts-panel/>

Use QuickApply: You can run a script by double-clicking on it in the Scripts panel, or you can use QuickApply (press Command-Return or Ctrl-Enter). Enable Scripts inside the little menu inside the QuickApply window. After you enable scripts here, you can filter the QuickApply results by typing S:

<https://creativepro.com/tip-using-quick-apply-to-run-scripts/>

Assigning KBSC: If you use a script very often, it's worth taking the time to use Edit > Keyboard Shortcuts to apply a shortcut to it. Choose "Scripts" from the Product Area pop-up menu.

<https://creativepro.com/assigning-keyboard-shortcuts-scripts/>



Sample Scripts:

- MakeGrid
- FindChangeByList
- Learn more about the “sample” scripts that ship with InDesign, in the Scripts panel:
<https://creativepro.com/default-sample-scripts-indesign>

More Scripts

- A Script to Show Options for Placed Files:
<https://creativepro.com/script-show-options-files/>
- Price Adjuster: Lets you do math to numbers inside your documents. (By Peter Kahrel; replaces the older NumberAdjuster script.)
<https://creativepro.com/files/kahrel/indesign/price-adjuster.html>
- Table Sort: Sorts selected rows inside a table (Peter Kahrel)
<https://creativepro.com/files/kahrel/indesign/tablesort.html>
- Layout Zone
<http://www.automation.com/index.php?id=12>
- CalendarWizard
<http://calendarwizard.sourceforge.net/>
- StorySplitter: Let's you split text threads before or after any text frame. (By Adi Ravid)
<https://creativepro.com/how-to-split-long-story-into-smaller-pieces-unthreading-middle-story/>
- Insert a Character by Unicode or GID
<https://creativepro.com/insert-a-character-by-unicode-or-gid/>
- Exchange or Swap Two Images:
<https://creativepro.com/exchange-or-swap-two-images-free-indesign-script/>

Adobe InDesign CC Secret Keyboard Shortcuts

Documents

New default document	⌘ ⌥ N	Ctrl+Alt+N
Close all open documents	⌘ ⌥ ⇧ W	Ctrl+Shift+Alt+W
Rebuild Preferences (press during program launch until Alert appears)	Ctrl ⌘ ⌥ ⇧	Ctrl+Shift+Alt
Document History & Plug-in Info	⌘ About InDesign	Ctrl+About InDesign
Toggle Measurement System	⌘ ⌥ ⇧ U	Ctrl+Shift+Alt+U

Tools panel

Temporary Hand Tool	⌥ Spacebar	Alt+Spacebar
Temporary Zoom Tool	⌘ Spacebar	Ctrl+Spacebar
Apply default fill and stroke colors	D	D
Swap fill and stroke activation	X	X
Swap fill and stroke colors	⇧ X	Shift+X
Toggle color affects text/its frame	J	J
Preview mode on/off	W	W

Text

Load Find and Find Next instance	⇧ F1	Shift+F1
Load Find with selected text	⌘ F1	Ctrl+F1
Load Replace with selected text	⌘ F2	Ctrl+F2
Replace Change To text and Find Next	⇧ F3	Shift+F3
Recompose all stories	⌘ ⌥ /	Ctrl+Alt+ /
Toggle Typographer's Quotes Pref.	⌥ ⇧ ⌘ '	Ctrl+Shift+Alt+'
Create outlines (text remains)	⌘ ⌥ ⇧ O	Ctrl+Shift+Alt+O
Align to baseline grid	⌘ ⌥ ⇧ G	Ctrl+Shift+Alt+G
Auto-hyphenate on/off	⌘ ⌥ ⇧ H	Ctrl+Shift+Alt+H
Toggle Table Cell/Text Selection	Escape	Escape

Object editing

Edit Original	⌥ <i>doubleclick</i>	Alt+ <i>doubleclick</i>
Decrease size / scale by 1% 5%	⌘ , ⌘ ⌥ ,	Ctrl+, Ctrl+Alt+,
Increase size / scale by 1% 5%	⌘ . ⌘ ⌥ .	Ctrl+. Ctrl+Alt+.
Nudge by 1/10	⌘ ⇧ Arrow Keys	Ctrl+Shift+Arrows
Nudge by 10x	⇧ Arrow Keys	Shift+Arrow Keys
Toggle Live Corners Mode	4	4
Override Master Page item	⌘ ⇧ <i>click</i>	Ctrl+Shift+ <i>click</i>
Select Container, Content	esc, ⇧ esc	esc, Shift+esc
Transform Sequence Again	⌘ ⌥ 4	Ctrl+Alt+4
Transform: Move Item	⌘ ⇧ M	Ctrl+Shift+M
Hide	⌘ 3	Ctrl+3
Show All On Spread	⌘ ⌥ 3	Ctrl+Alt+3

Text navigation

Move to the start of the line	Home	Home
Move to the end of the line	End	End
Move to beginning of story	⌘ Home	Ctrl+Home
Move to end of story	⌘ End	Ctrl+End
Select to end of story	⌘ ⇧ End	Ctrl+Shift+End
Move to the next paragraph	⌘ Down Arrow	Ctrl+Down Arrow
Move to the previous paragraph	⌘ Up Arrow	Ctrl+Up Arrow
Go to first frame in thread	⌘ ⌥ ⇧ Page Up	Ctrl+Shift+Alt+Pg Up
Go to last frame in thread	⌘ ⌥ ⇧ Page Down	Ctrl+Shift+Alt+Pg Dn
Go to next frame in thread	⌘ ⌥ Page Down	Ctrl+Alt+Page Down
Go to previous frame in thread	⌘ ⌥ Page Up	Ctrl+Alt+Page Up
Select current line	⌘ ⇧ \	Ctrl+Shift+\

⌘ = Command ("Apple"), ⌥ = Option, ⇧ = Shift

Character formatting

Auto leading	⌘ ⌥ ⌘ A	Ctrl+Shift+Alt+A
Increase/Decrease Baseline shift	⌥ ⌘ Up/Down Arrow	Alt+Shift+Up/Down Arr.
Increase/Decrease Baseline shift 5×	⌘ ⌥ ⌘ Up/Down Arrow	Ctrl+Shift+Alt+Up/Down
Increase/Decrease Kerning/Tracking	⌥ Right/Left Arrow	Alt+Right/Left Arrow
Increase/Decrease Kerning/Tracking 5×	⌘ ⌥ Right/Left Arrow	Ctrl+Alt+Right/Left Arrow
Increase/Decrease Leading	⌥ Down/Up Arrow	Alt+Down/Up Arrow
Increase/Decrease Leading 5×	⌘ ⌥ Down/Up Arrow	Ctrl+Alt+Down/Up Arrow
Increase/Decrease Text point size	⌘ ⌘ . or ,	Ctrl+Shift+. or ,
Increase/Decrease Text point size 5×	⌘ ⌥ ⌘ . or ,	Ctrl+Shift+Alt+. or ,
Increase/Decrease Word space	⌘ ⌥ \ or Delete	Ctrl+Alt+\ or Backspace
Increase/Decrease Word space 5×	⌘ ⌥ ⌘ \ or Delete	Ctrl+Shift+Alt+\ or Bckspc
Reset font style (to "Regular")	⌘ ⌘ Y	Ctrl+Shift+Y
Reset kerning and tracking to 0	⌘ ⌥ Q	Ctrl+Alt+Q
Reset horizontal text scale to 100%	⌘ ⌘ X	Ctrl+Shift+X
Reset vertical text scale to 100%	⌘ ⌥ ⌘ X	Ctrl+Shift+Alt+X

Special characters

Bullet	⌥ 8	Alt+8
Copyright Symbol	⌥ G	Alt+G
Registration Symbol	⌥ R	Alt+R
Em Dash	⌥ ⌘ –	Alt+Shift+–
En Dash	⌥ –	Alt+–
Ellipsis	⌥ ;	Alt+;
Right Indent Tab	⌘ Tab	Shift+Tab
New index page reference	⌘ 7	Ctrl+7
Add new index entry	⌘ ⌥ ⌘ [Ctrl+Shift+Alt+[

⌘= Command ("Apple"), ⌥=Option, ⌘=Shift

Display views

Fit Selection in Window	⌘ ⌥ =	Ctrl+Alt+=
View Scale 50%, 200%, 400%	⌘ 5, ⌘ 2, ⌘ 4	Ctrl+5, Ctrl+2, Ctrl+4
Toggle current/previous view scale	⌘ ⌥ 2	Ctrl+Alt+2
Force screen redraw	⌘ F5	Shift+F5
Clear Object-Level Settings	⌘ ⌘ F2	Ctrl+Shift+F2
Presentation Background: Black/White	B or W	B or W
Show/Hide Conveyor	⌥ B	Alt+B

Page navigation

Next window	⌘ `	Ctrl+Tab, Ctrl+`
Previous window	⌘ ⌘ `	Ctrl+Shift+Tab
First Spread	⌥ ⌘ Page Up, Home	Home
Last Spread	⌥ ⌘ Page Dn., End	End
Next Spread	⌥ Page Down	Alt+Page Down
Previous Spread	⌥ Page Up	Alt+Page Up

Panel tricks

Show/Hide all panels	Tab	Tab
Show/Hide all panels except Tools and Control	⌘ Tab	Shift+Tab
Open/Close all docked panels	⌘ ⌥ Tab	Ctrl+Alt+Tab
Activate last-used field in panel	⌘ ⌥ `	Ctrl+Alt+`
Jump to Control Panel	⌘ 6	Ctrl+6
Switch Character and Paragraph Modes in Control Panel	⌘ ⌥ 7	Ctrl+Alt+7



InDesignSecrets

The essential resource for all things InDesign
www.indesignsecrets.com