

— WEBINAR —

Top Tips for InDesign, Photoshop, and Illustrator



Mike Rankin





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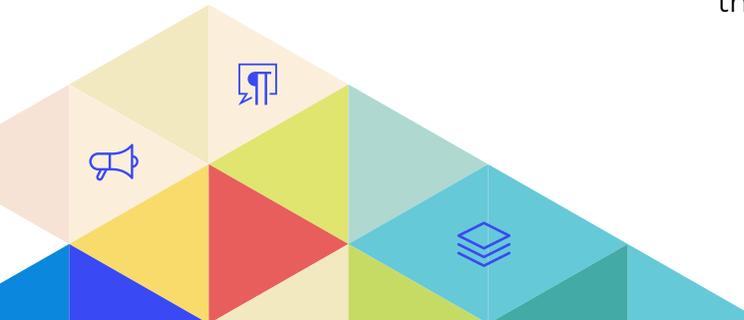
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It's incredible to think that CreativePro has been around for a quarter century! During that time we have shared *thousands* of tips and tricks to help folks work faster, achieve better results, and have more fun at work. And we know that people love tips and tricks. In every survey we do, tips and tricks always appear at the top of the list of the kinds of content

people want. That's why we send out fresh tips each week in our newsletters, and why we include quarterly roundups of tips in *CreativePro Magazine*.

So, to satisfy your appetite for tips (let's call it your tippetite), here's a slew of helpful nuggets for InDesign, Photoshop, Illustrator, and Acrobat.



The Alt-imate Tip

Alt-click everywhere in the Adobe apps to discover hidden gems. Here are some places to try:

- ▶ The Tools panel (to select the next tool in a group)
- ▶ Objects on the canvas/page/artboard
- ▶ Text in ID, AI, or PS: To tighten the leading of a selected range of text: Alt/Option+Up Arrow. To loosen the leading: Alt/Option+Down Arrow.
- ▶ The Control panel in InDesign.

Spot a Style with Shading

To make it easy to spot uses of a specific style, apply Paragraph shading. To make sure that shading doesn't appear in any output, select the option Do Not Print or Export.

Table Shortcuts

- ▶ Drag columns or rows to move them.
- ▶ Option/Alt-drag to duplicate rows or columns.
- ▶ Shift-Delete to delete a column, Command/Ctrl-Delete to delete a row.
- ▶ Option/Alt-drag bottom or right side to add or remove rows and columns.

Sample Colors from Anywhere on Your Screen

In InDesign, there is a little eyedropper icon in RGB Swatch Options dialog box that you can click and drag to sample a color from anywhere on your screen.

Creating a Color Theme from a Selection

By default, when you click with the Color Theme tool on an image, the tool analyzes all of the colors in that image, and then generates themes based on that data. But what if you want to create a color theme from just a section in an image? Just select the Color Theme tool and drag a marquee around the area from which you want to generate the new theme.

More Color Theme Tool Tricks

Want to add only one of the colors of a color theme you captured with the Color Theme tool to your Swatches panel instead of adding the full theme as a color group? Select the swatch in the Color Theme panel. Alt/Option-click the Add Theme to Swatches button in the Color Theme panel, or drag and drop the swatch from the panel into the Swatches panel.

- ▶ Press the Shift key while clicking a color area in an image to source the base color around which the different color rules will be created.
- ▶ To create themes from parts of images (or a combination of multiple objects on your page) Option/Alt-drag over the area with the colors you want to sample.

Spacing Out Multiple Selected Items

To space out multiple selected items, click and hold on a transformation handle, and then hold down the spacebar as you drag. Instead of resizing the selected objects, you resize the space between them. For extra bonus points, pause for a second after clicking on the transformation handle before dragging to see the objects as you redistribute them.

Faster Find/Change

You don't need to type or paste text into the Find/Change dialog box (if it exists in your document). Simply select the text that you want to find or change. Press Command/Ctrl+F1 to insert the selected text into the Find What field. Press Command/Ctrl+F2 to insert the selected text into the Change To field. Note: On a laptop, you may need to add the fn key to those keyboard shortcuts.

Bookmarks

You can create a hidden TOC that doesn't show in the final PDF but still allows navigation via bookmarks. To do this, simply put the table of contents out of sight anywhere on the pasteboard and select Create PDF Bookmarks in the Table of Contents dialog box, and then select Include Bookmarks in the Export PDF dialog box.

Paste Instead of Place

If you want to control the formatting of simple vector objects in InDesign (e.g. icons), don't use the Place command. Instead, copy and paste them from Illustrator into InDesign. Then, you can use the Direct Selection tool to select and edit specific elements, or apply swatches, effects, object styles, etc.

Activate Last-Used Field in Panel

After you enter a value in a field and press Return/Enter to commit it, just press Command+Option+` or Ctrl+Alt+` to highlight that same field.

Apply Object Styles to Groups

When you apply an object style to a group in InDesign, it gets applied to every group member, usually causing unwelcome results. The solution to this dilemma is to cut and paste the group into an empty frame and apply the object style to this container frame.

Scale Objects from the Keyboard

Want to tweak the size of a selected object or group? Press Command/Ctrl+, to decrease the scale by 1%, or Command/Ctrl+. to increase it by 1%. Want to scale in bigger increments? Add the Option/Alt key to scale in 5% increments.

Create a New Color Swatch for a Text Style

If you're creating a new paragraph style or character style and you realize you don't have the color you need in your Swatches panel, just double-click the color proxy to open the New Color Swatch dialog box.

Add New Colorz and Gradients to Swatches

The Gradient and Color panels offer great ways to work on the fly. But to preserve your work, saving it so you can use it on another object, right-click the preview thumbnail in those panels and choose Add to Swatches. You don't have to do this right when you're first mixing the color or gradient, either. Just select an object with the color or gradient at any time and right-click the thumbnail.

Right Indent Tab

To stick text to the right side of a paragraph, insert a Right Indent Tab by pressing Shift+Tab or by choosing Type > Insert Special Character > Other > Right Indent Tab. Need to apply a dot leader to your Right Indent Tab? The method is obscure but easy: Just add any tab stop within the paragraph and apply the leader character to it. The Right Indent Tab will pick up that character.

Copy Effects to Other Objects

To duplicate existing effects onto other objects, drag the *fx* icon from the Effects panel onto the target objects in the layout.

Make Transparency Stick in CC Library Objects

Sometimes when you drag-place a vector object from a CC Library (like an Illustrator logo), the artwork unexpectedly appears on a white background even though the same art will come in with no background when you place it directly. The solution is to place an Illustrator file *before* you use the CC Library. Choose Show Import Options, and turn on the Transparency option. That setting is "sticky" and will be remembered when you subsequently drag-place Illustrator art from a CC Library.

Print from the Pages Panel in InDesign

If you need to print a nonlinear range of pages from your InDesign document, it's often easier to use the Pages panel instead of the Print dialog box. In the Pages panel, Command/Ctrl-click to select all pages you wish to print. Then, right-click your selected pages and choose Print Pages. InDesign automatically inserts your selected pages into the Range field so you can print away!

Measure with the Gap Tool in InDesign

The Gap tool offers the quickest way to check the distance between two objects, or the distance between an object and the edge of the page. To measure with the Gap tool, select the tool by pressing the U key, and then hover over the space between two objects or between an object and the edge of the page. You should see a gray highlight containing an arrow. Click and hold to see the size of the gap.

Set the Space Between Objects in InDesign

You can't use the Gap tool to set a specific distance between selected objects. To do that, use the Distribute Spacing feature in the Align panel.

Use Bookmarks to Navigate in InDesign

The Bookmarks panel (Window > Interactive > Bookmarks) is typically used to create and manage bookmarks that you want to include in an exported PDF. But don't overlook how useful they are for navigating while working on a long document in InDesign. To create a bookmark, open the panel, turn to a page in your document, click the plus icon at the bottom of the panel, and give the bookmark a name. Now, as you get further along in the document, you can return to the bookmarked page by just double-clicking the bookmark name in the panel.

Exporting From CC Libraries

To export a single item from a Creative Cloud Library, view the Library using the Creative Cloud app. Right-click the item and choose Export A Copy.

Do It Again

Need to repeat a transformation (like Move, Scale, Rotate, etc.) precisely? Adobe's Big Three apps all have commands that apply the last transformation you performed to whatever you have currently selected.

- ▶ Photoshop: Edit > Transform > Again (Command+Shift+T/Ctrl+Shift+T)
- ▶ Illustrator: Object > Transform > Transform Again (Command/Ctrl+D)
- ▶ InDesign: Object > Transform Again > Transform Sequence Again (Command+Opt+4/Ctrl+Alt+4)

Duplicating a Layer Mask

If you've spent time and effort crafting the perfect layer mask in Photoshop and need to use it on another layer, there's an easy way to do so. To duplicate the mask, hold Option/Alt and drag it to the layer where you want to add it. If the layer already had a mask, Photoshop will ask you if you want to replace it.

Using Text as a Frame

It only takes a few seconds to place an image in text in Photoshop. In the Layers panel, right-click a text layer and choose Convert To Frame. In the dialog box that pops up, confirm the size you want and click OK. Drag and drop an image from your computer into the frame. That's it! The image is placed in the frame as an embedded Smart Object. Double-click its thumbnail to edit it in a separate window. Or, if you'd rather place the image as a linked Smart Object that you can update if/ when the image file changes, hold Option/Alt as you drop it into the frame.

Fit Layer in Window

In Photoshop, you can hold Option/Alt and click a layer name in the Layers panel to fit that layer's content in the window.

Library Item Descriptions

In Photoshop, Illustrator, or In Design (but not in the Creative Cloud app), you can right-click an item in a Creative Cloud Library and add a description. That information will appear in a tooltip, or you can search on that term. Adding a description will help you find files easier, or you can use it to add specific placement instructions. It's great for when you have lots of Libraries and can't remember which one has the thing you need (or what the thing is called).

Moving with Precision in Photoshop

Need to move something a precise distance in Photoshop? There's an easy way but it's hidden in plain sight. And there's no math involved: Select the object, press Command/ Ctrl+T (for the Transform command), and in the Options bar, click the little triangle between the X and Y values. This changes those X and Y values from absolute to relative. They'll start out at 0,0. Now enter the value you want to move the object horizontally or vertically and press Return/ Enter or click the Commit button in the Options bar.

Vertically Centered Text, For Real

Have you ever experienced the frustration of setting text to be vertically centered in a frame only to see that it sits far too low? In Text Frame Options (Command/Ctrl+B) go to Baseline Options and change the First Baseline Offset from the default Ascent to Cap Height.

Extract All Images in a PDF with Acrobat

Want to export images from a PDF all at once? Go to the Tools tab and search for Export under the Help menu, or select Export PDF from the righthand toolbar (if added there already). Then, select Image, a file type, and the option to export all images. Finally, click Export to choose a save destination and to set any file type specific settings. Note: This works with raster images only, not vector objects.

Outline Fonts the Right Way in Acrobat

Don't outline fonts in InDesign unless you really have to! If your printer is asking for all fonts to be outlined, or you want to remove all reference to the font, it's far better to export a PDF with live text. Then in Acrobat open the Preflight panel and use the Find field to search for Convert Fonts to Outlines. Double-click the fix-up to run it.

InDesign's "Intertwine" Feature

Use Paste Into to make objects look like they're intertwined in InDesign:

1. Draw a rectangle over the part you want to intertwine
2. Select the object in the back, and copy it to the clipboard.
3. Select the blank frame you just created, and choose Edit > Paste Into.

Replacing Symbols in Illustrator

Hold Option/Alt while dragging art over an existing symbol in the Symbols panel to replace it globally through your Illustrator document. You can also do so with symbols within the panel to replace one with another. To duplicate an existing symbol, drag it to the plus button.

Find Similar Images Within an InDesign File

Got an image that you've used too many times before or that just isn't doing it for you anymore? With either Selection tool,

right-click the frame and choose Find Similar Images. InDesign will initiate a search of Adobe Stock based on that image and display the results in the CC Libraries panel.

View or Print a List of All Keyboard Shortcuts in Photoshop

Photoshop allows you to save an HTML file that contains a list of all keyboard shortcuts, even the custom shortcuts that you have set up. You can view that file on your browser, or you can print it. To save this file, open the Keyboard Shortcuts and Menus dialog box by pressing Command+Option+Shift+K/ Ctrl+Alt+Shift+K. Then under the Keyboard Shortcuts tab, click Summarize to generate the file.

Keep Color Originals Archived Within a Grayscale PSD

This Photoshop technique allows you to convert an image to true grayscale that will print using only black ink, while still having a CMYK or RGB backup version preserved within a Smart Object. This lets you revert a grayscale composition to its original color—something that would otherwise be impossible.

1. Create your document in RGB mode.
2. Select all the layers in your composition.
3. From the Layers panel menu, choose Convert to Smart Object.
4. Choose Image > Mode > Grayscale.

5. When Photoshop asks you to rasterize everything, choose Don't Rasterize.
6. When Photoshop asks you to discard all color information, choose Discard. The result will be a composition in perfect grayscale that will print using only black ink.

To convert your file back to color:

1. Choose Image > Mode > RGB.
2. When Photoshop asks you to rasterize everything, choose Don't Rasterize.

Select or Move Layers in Photoshop from the Keyboard

In Photoshop, press Option/Alt+[to select the next layer above the current layer. Press Option/Alt+] to select the below the current layer.

Press Command/Ctrl+[to move the next layer above the current layer. Press Command/Ctrl+] to move the below the current layer.

Filter Photoshop Layers by Name

Photoshop makes it easy to filter by layer name. Use Command+Option+Shift+F (macOS) or Control+Alt+Shift+F (Windows) to toggle on Layer Search in the Layers panel, and automatically select Filter By Name. Now you can just type the name of the layer to find it quickly. This tip assumes you have named your layers and know the name of the layer that you're looking for.

Recent Fonts in Illustrator

If you're working with type in Illustrator and you want to quickly apply a font you've recently used, you don't have to go hunting through the menus in the Control panel or Character panel. Just right-click on the text and choose the font you want from the menu of Recent Fonts at your cursor.

Create a New Document From a Photoshop Layer

Ever reach the point in working with a Photoshop document where you wanted to save a layer (or group of layers) out as a separate document? You can do this easily, just by selecting the layer(s) from the Layers panel and choosing Layer > Duplicate Layer (the same command is found in the Layers panel menu). In the dialog box that appears, choose New from the Document popup. You can also name the new document and rename the layer at this point.

Creating Custom Views in Illustrator

When you work in Adobe Illustrator, do you often find yourself zooming and scrolling around your artboard(s) to get precise portions of your artwork into view? Stop doing that. Instead, take a few seconds to set up custom views that you can use to well, view, your artwork just the way you want.

Here's how. Arrange your artwork exactly as you want to see it in view in the document window. Then choose View > New View. In the dialog box, enter the name for your view and click

OK. Repeat for any other views you want to save. Now to switch to a view, just choose it from the bottom of the View menu. Note that this works with multiple artboards and viewing modes (like Outline).

Even better: you can instantly switch between your custom views by assigning keyboard shortcuts to them. To do that, choose Edit > Keyboard Shortcuts. Then in the dialog box, select Menu Commands from the pop-up menu, and choose View > Custom View 1 and type the shortcut you want to use to switch to that view. Repeat for your other custom views.

Matching Zoom and Location in Photoshop

When you're trying to choose between a few similar images in Photoshop, it can be helpful to view them side-by-side at the same location and zoom level.

To do this, choose Window > Arrange > Tile. Then to zoom the images in unison, hold the Shift key as you click or drag any of the images with the Zoom tool.

To pan the images in unison, hold the Shift key as you drag any of the images with the Hand tool.

You can also select one of the tiled images, arrange it to your liking, and then to make the others match it choose Window > Arrange > Match All (or Match Zoom, Match Location, or Match Rotation if any of those is all you want to match).

When you want to go back to a tabbed view of your files, choose Window > Consolidate All to Tabs.

Opening Files as Layers in a Photoshop Document

Got a bunch of separate image files that you plan to merge into one Photoshop composition? You can have Photoshop open all the images at once and add them as layers in a single document.

Here are two ways to accomplish this: Using Adobe Bridge In Adobe Bridge, arrange the images in the order that you want them to be in the layer stack. Then select them all and choose Tools > Photoshop > Load Files as Photoshop Layers. A new document will be created with layers for each of the files, named with the file names.

Using Photoshop Choose File > Scripts > Load Files into Stack. Then in the Load Layers dialog box, you can specify either a folder or separate files, and choose them with the Browse button. The Photoshop dialog box also offers some handy options to add open files, to create a single Smart Object from all the files, and to attempt to automatically align the layers.

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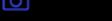
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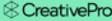


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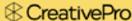
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