



INDESIGN CHEAT SHEETS 2018



Welcome to InDesign!

Adobe InDesign is a powerful application for creating print layouts. It is the primary application that you will use to produce the actual pages for your presentations.

InDesign is a complex program, but there is no need to learn every aspect right away. It is designed with ease-of-use in mind, and you can learn new features as you gain more and more experience.

Nearly every operation in InDesign can be performed in several different ways (by selecting a menu, by pressing a keyboard shortcut, by using a toolbar or panel). We will cover some of the most convenient ways of working in this guide, but you may prefer to work in a different way. InDesign was thoughtfully designed so that every designer can use it in the way she or he is most comfortable.

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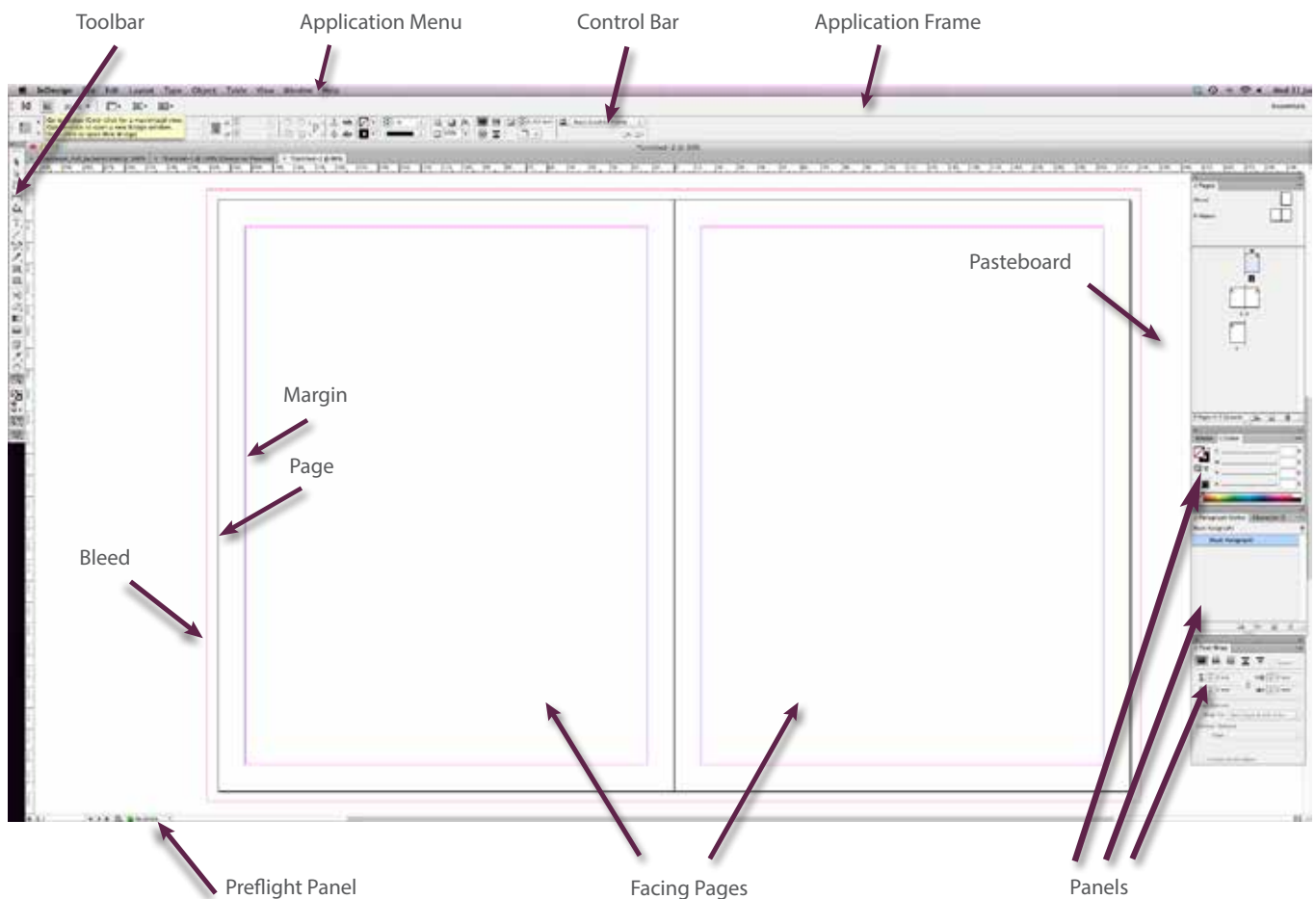
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THE WORKSPACE

InDesign uses a combination of different windows, toolbars, and panels that together form the workspace.

The workspace is highly customizable, by dragging the different elements around the screen. You can even “dock” panels together or “dock” them to the edges of the screen. You can save your favourite workspace arrangements and switch between them in the WINDOW > WORKSPACE menu.

Adobe provides several pre-made workspaces in the WINDOW > WORKSPACE menu, and the [ESSENTIALS] workspace is shown below. The [ESSENTIALS] workspace is a good starting place when you first start creating documents in InDesign.

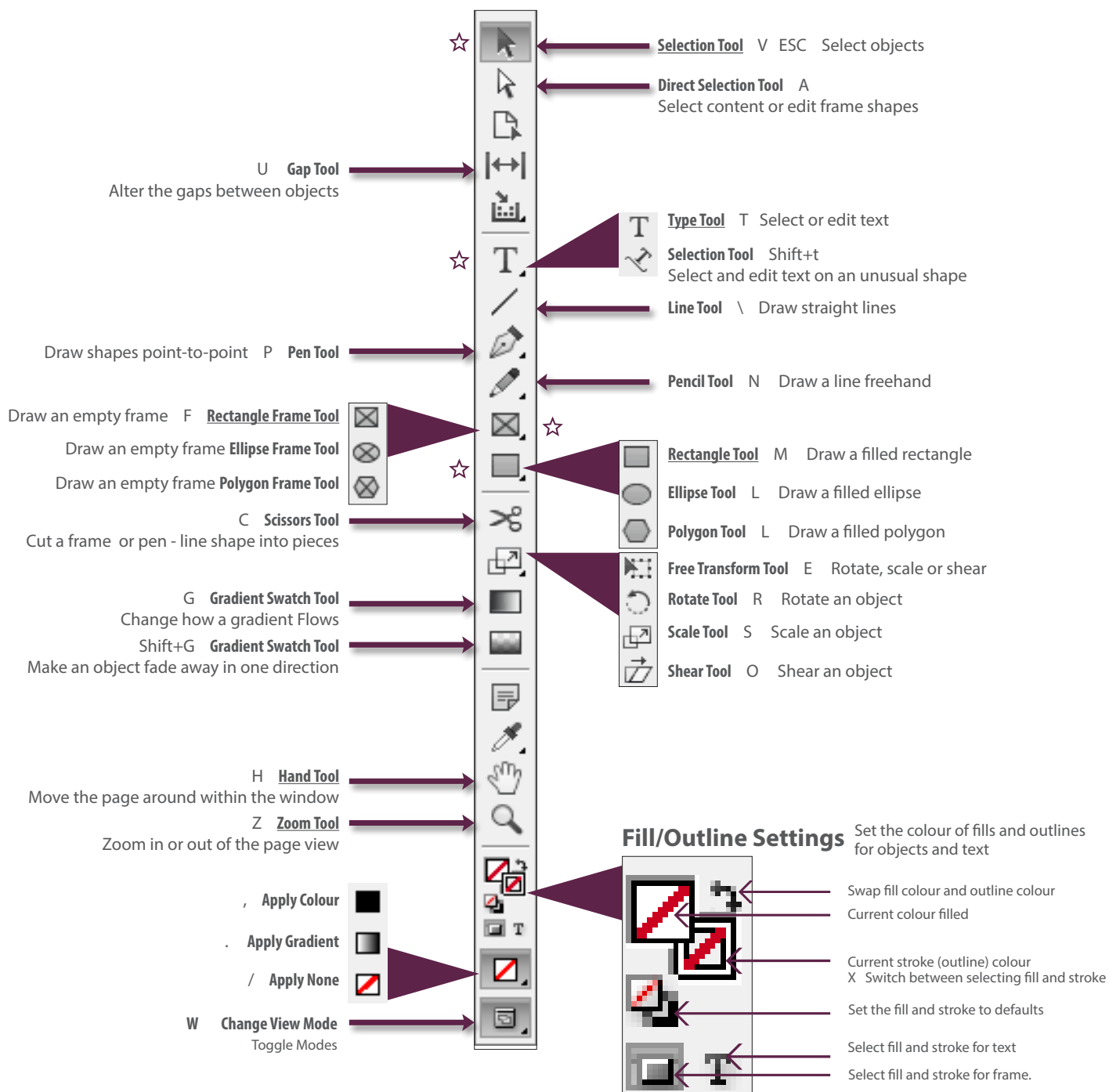


TOOLBAR BASICS

The toolbar provides a large number of tools for working with documents. Here is a look at the primary tools to be aware of when starting out. The most frequently used are marked with a ☆ and underlined. The tools can be selected by clicking them, or by typing their shortcut on the keyboard any time you are not editing text. The shortcuts are indicated below by the UPPER-CASE letters or characters preceding or following the tool name.

Tools with a dark mark in the lower right corner have other, related tools available in a submenu. Click and hold to see the submenu, and select a tool.

To select the tool currently shown on the main toolbar, just click once.



NAVIGATION SHORTCUTS

When working with InDesign, it is often handy to keep one hand on the mouse (or track-pad), and the other on the keyboard. The scrolling function on your track-pad/mouse or scroll wheel on your mouse can be used to quickly navigate around your InDesign document.



ZOOM using the scrolling function with the Option/Alt key held down.
Jump to full-page view by pressing Command+0 (on Mac) or Control+0 (on Windows)



MOVE your view using the scrolling function with no keys held down.
Your mouse and most track-pads can be used to scroll in any direction.

TIP!

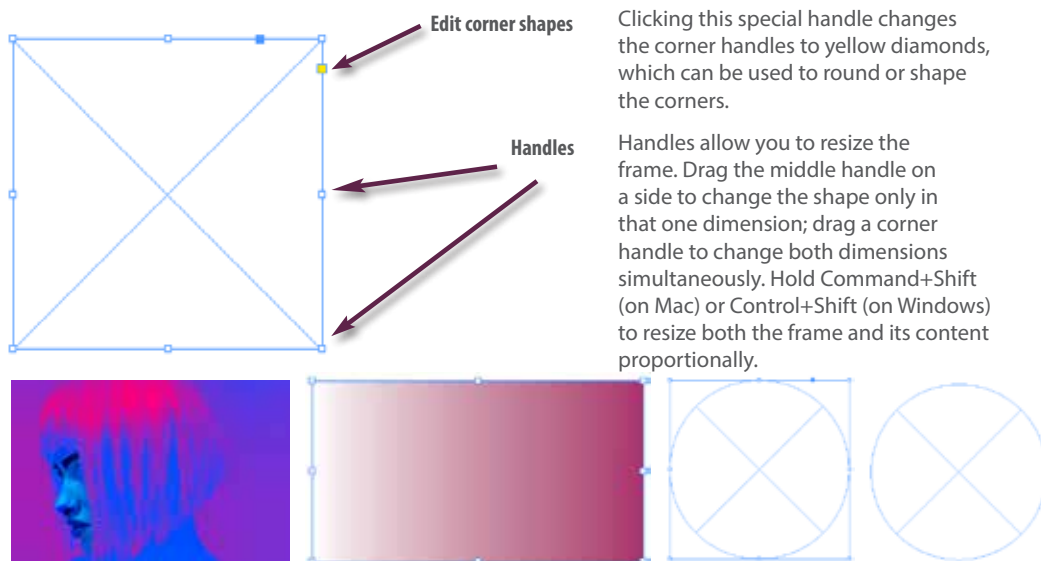
Click and hold down your mouse or track-pad button for a moment before moving or resizing to see a preview of the final result as you move or resize. This effect can be set without a delay in the PREFERENCES, under INTERFACE – LIVE SCREEN DRAWING. Be careful! Setting no delay can slow down your computer's performance- the Delay option lets you use the Live Screen Drawing only when needed, as in previous versions of InDesign.

FRAMES

Every item on your page is either contained by a frame or is a frame itself. Most frames are not visible when a document is printed, but every bit of text and every image is contained within one. Mastering frames is essential to working with layouts in InDesign.

Graphic Frames

Can contain images, or they can simply be filled and outlined to be printed as an object. Empty graphics have an 'X' drawn through them.

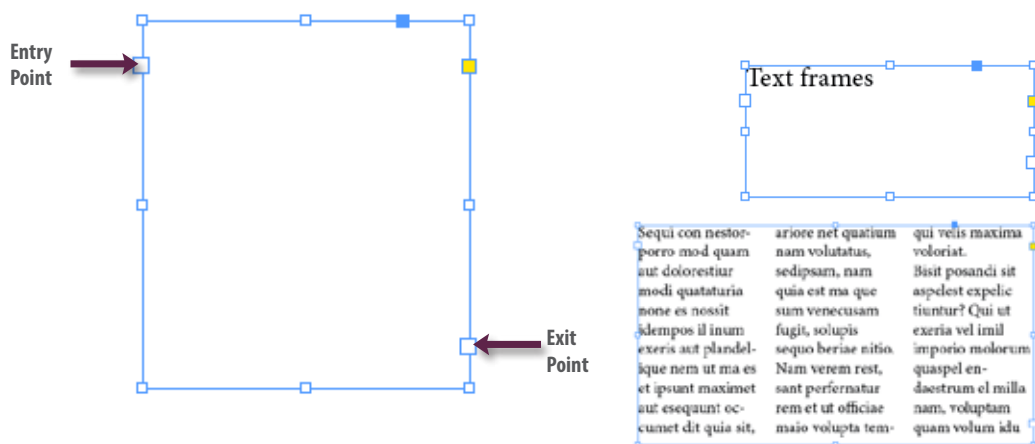


Text Frames

Contain text of any sort- headlines, stories, or more. They can have text in one column, or multiple columns. Empty text frames have no 'X' through them, and have two extra handles: the entry point and the exit point.

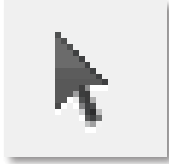
TIP!

Double-clicking the bottom handles of a text box will cause InDesign to resize the text box to fit the text exactly.



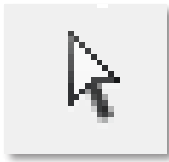
MAKING SELECTIONS

When working with both graphics and text, you can choose to select and edit either the frame or the contents of the frame. For example, to crop a photo, you might choose to shrink the size of the frame, but keep the content (the photo), the same size. You might also choose to centre the photo within the frame, while leaving the overall item at the same place on the page. The two arrows in InDesign help you to manipulate each:



Selection Arrow (V or ESC)

This arrow selects the frame. Moving the frame moves the entire object- the frame and its content. Resizing the frame does not affect graphics content unless you are holding down Command (on Mac) or Control (on Windows). Resizing text frames will cause the text to re-flow within the frame. Holding Command (on Mac) or Control (on Windows) while resizing a text frame will resize the text as well, instead of re-flowing it.

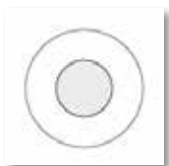


Direct Selection Arrow

This arrow selects contents of a frame. When clicking on the contents of a graphics frame, a new outline and set of handles will appear (brown in your first layer), showing you the boundaries of the graphic, even if they extend outside of the frame. Use these handles to change the size, shape and position of the graphic within the frame.

IMPORTANT!

Make sure that if you are dragging the handles of a photo, you hold down the Shift key on the keyboard to keep it in proportion. Otherwise, the photo will become distorted.



Content Grabber

When you roll over a graphics frame with your cursor (don't click), you will see a translucent target appear. This is the Content Grabber. Click this target to switch to selecting and manipulating the content of the frame without having to switch to the white direct selection arrow. This will cause the brown boundaries and handles to appear, so that you can manipulate the graphic.

IMPORTANT!

Don't forget that just as with the direct selection arrow, if you are dragging the handles of a photo, you must hold down the Shift key on the keyboard to keep it in proportion and avoid a distorted photo.



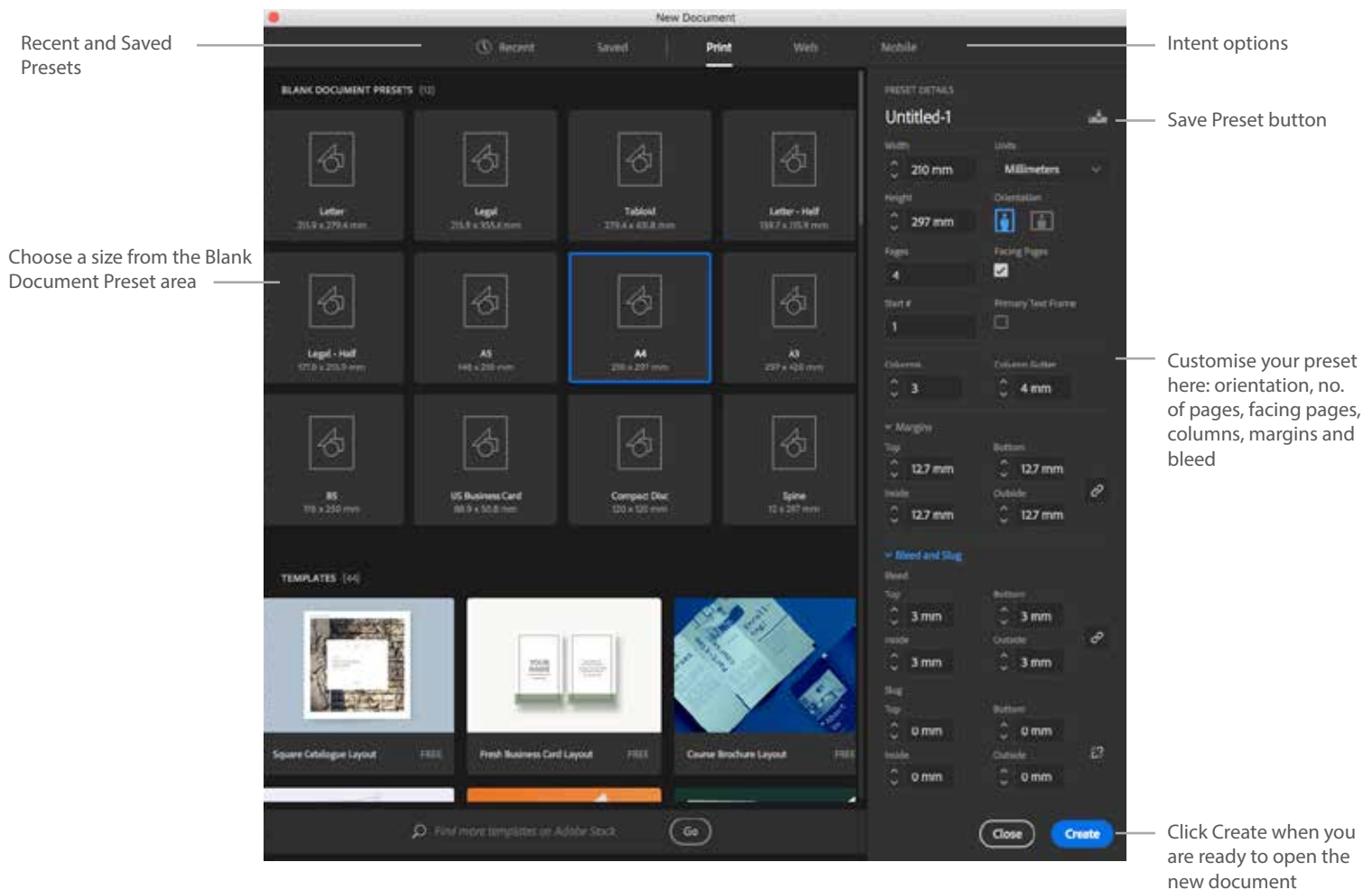
TIP!

Hold Command+Shift (on Mac) or Control+Shift (on Windows) to resize both the frame and its content proportionally. Hold down Option (on Mac) or Alt (on Windows) to resize from the centre.

CREATING A NEW DOCUMENT

Getting your document setup correctly at the beginning can help cut time having to re-adjust your layout after it is completed. Follow these steps to ensure that your pages will be setup to industry standards.

1. When you first launch InDesign click on the 'Create New' button on the left of the welcome screen OR go to FILE>NEW>DOCUMENT
2. Depending on how your document will be output, choose from the Intent options at the top of the New Document window: Recent, Saved, Print, Web or Mobile.
3. Then choose the size from one of the Blank Document Presets below, left of the Intent options. The figure below illustrates the settings for a document with a Print intent and an A4 size preset.
4. Further customise your document by using the fields under the Preset Details panel on the right. The figure below has been customised for a four page brochure with facing pages (a spine, with left and right hand pages). This layout choice uses three columns and 12.7mm margin around all four sides. It will be printed commercially so a 3mm bleed has also been included for images that will run to the edge of the pages.



5. After entering the required information you can choose to save these settings as a Saved Preset. The advantage of saving these settings as a preset is that anytime you need to create a new document you can just choose these settings from the Saved area instead of entering all the information over again. Having a preset also minimizes the chances of pages being created in the wrong size. To do this: Click the Save Preset button to the right of the document name. Name the preset and then click Save Preset.
6. Otherwise click the Create button in the lower right corner to open the new document.

GRIDS, GUIDES AND ALIGNMENT

To keep things aligned, you can use InDesign guides, grids, and smart guides. You can turn all of them on or off, and turn on or off “snapping” to the guides and grids in the submenu under VIEW>GRIDS&GUIDES.

GUIDES

InDesign guides are visible in Normal view mode (switch between Normal and Preview mode, which shows only what will print by using the button at the bottom of the Toolbar or by pressing W when not in a text frame).

You can create as many guides as you would like by dragging down from the ruler at the top or by dragging to the right from the ruler on the left side of the window. Each guide is selectable and moveable, and can be set to a specific location by specifying the location in the Control Bar.

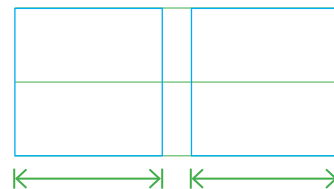
Hide Guides	⌘;
Lock Guides	⌘;
✓ Lock Column Guides	
✓ Snap to Guides	⇧⌘;
✓ Smart Guides	⌘U
Delete All Guides on Spread	
Show Baseline Grid	⌘'
Show Document Grid	⌘'
Snap to Document Grid	⇧⌘'

GRIDS

Grids are normally invisible lines that are pre-established and cover the entirety of the page. Occasionally, it may be useful to display and/or snap objects to the Document Grid, a grid covering the entire page, or the Baseline Grid, which aligns with the baselines of text on the page.

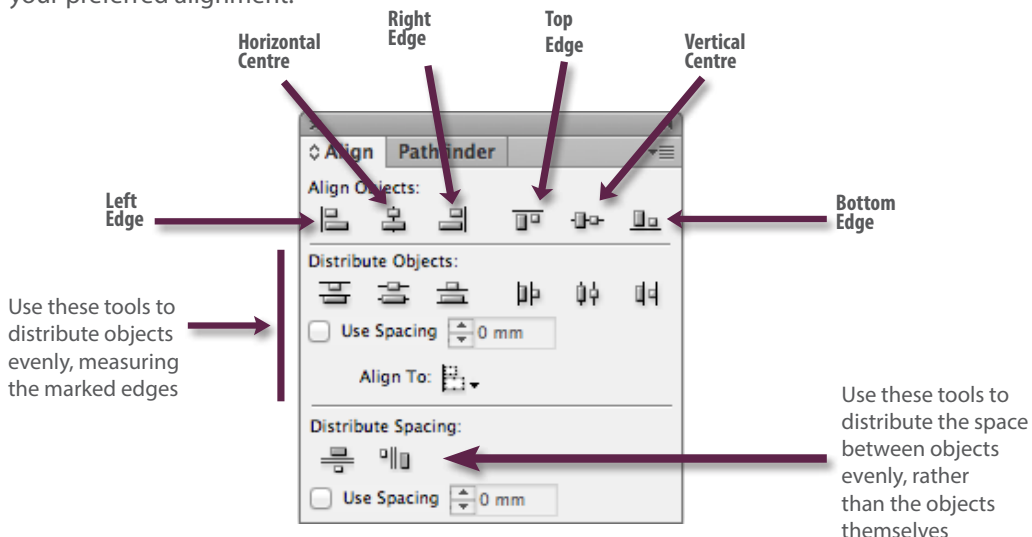
SMART GUIDES

Smart guides are bright green and purple measurement lines that light up as you drag objects around, showing you when they are aligned with the edges or centres of other objects. Smart guides also indicate when you have an object evenly spaced from other items on the page.

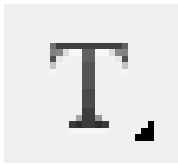


ALIGNMENT

Use the alignment tools on the Control Bar or on the Align Panel (WINDOW>OBJECT & LAYOUT>ALIGN) to quickly align objects. Just select all of the objects to be aligned, and click your preferred alignment.

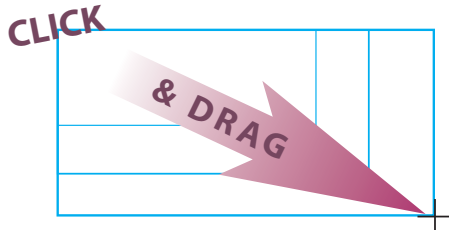


THE TYPE TOOL



The Type Tool allows you to work with text in multiple ways on a layout.

The Type Tool is located on the toolbar, and can be quickly selected by pressing T when you are not currently typing in a text box. Clicking and holding on the Type Tool will open the submenu, where the Type On a Path Tool can be selected.



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quidit asitasp elecum lam acest
quam faccum rest, quatemped
moluptasped magnis ut liquatur?
Min pe quam, voluptam, te
estotatur mostrum denimaximi,
consequi odio. Uptio. Modiscit,
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serunt.
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porp oribea volessit qui quid

With the Type Tool selected, click and drag to create a text box. Selecting any empty frame with the Type Tool will automatically change that frame to a text frame, so be careful.

Use the column adjustment in the Control Panel to change the number of columns. You can change at any time.



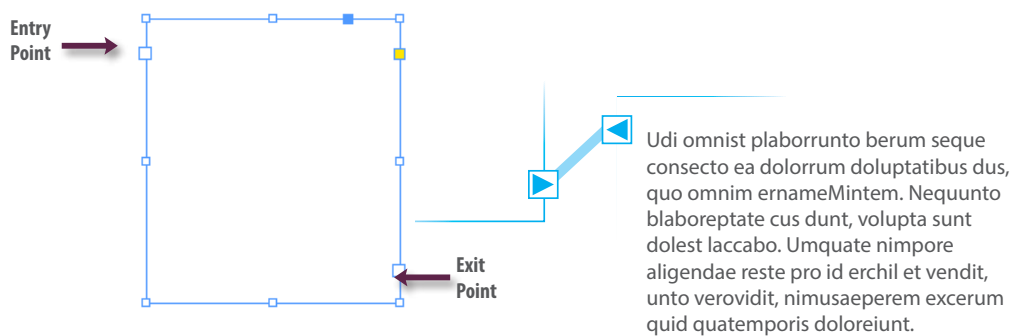
Ga. Et aut eaqui blab in num quidit asitasp elecum lam acest quam faccum rest, quatemped moluptasped magnis ut liqua- tur? Min pe quam, voluptam, te es- totatur mostrum	denimaximi, consequi odio. Uptio. Modiscit, quunt, quodi- gendis enis quam nostinvero ius accum quias conserunt. Facest, cum dit ut quia sit, corporp oribea volessit qui quid
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To import text from another document, choose FILE >PLACE... Command+D (on Mac) or Control+D (on Windows)

To continue a story from one text frame to another, click the exit point on the first text box and then, click the entry point on the second one, or use the cursor to draw a new text frame. This establishes a text thread between the two frames. Text will now automatically flow between the boxes.



If there is more text beyond what is shown in a text box, the exit point will turn red, and display a red plus mark. Click this mark to create a new thread to place the remaining text in another text box.

IMAGES

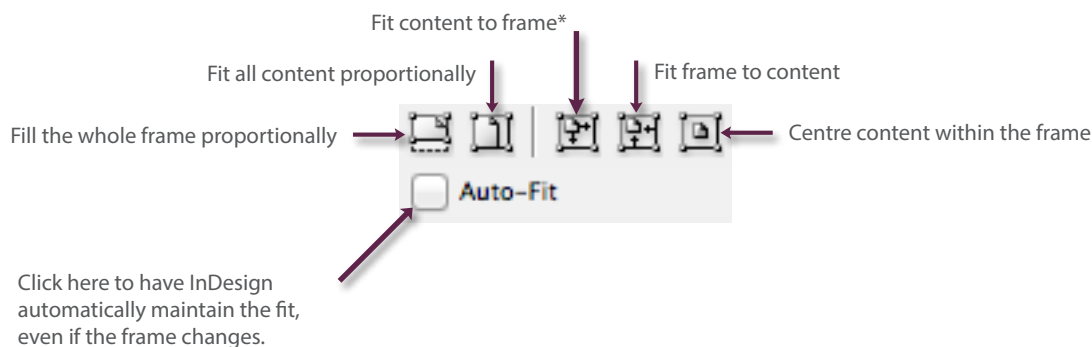
Placing images into a layout can be done in several ways. Acceptable image types include JPEG, TIFF, PSD and EPS.

To place an image, you can either create an appropriate graphics frame first, or create one as you place the image.

1. Choose FILE>PLACE... or press the shortcut Command+D (on Mac) or Control+D (on Windows).
2. Select the desired image or images- use the Shift or Option (Alt on Windows) to select more than one image, and then click OPEN. If an empty frame was selected before you chose FILE>PLACE..., the image will appear in your frame, and you can skip the remaining steps.
3. If you did not select an empty frame before choosing FILE>PLACE..., your cursor will change to a "loaded" cursor, with a thumbnail version of the image ready to be placed. If you chose more than one image, a number will be shown in parentheses, indicating how many images are currently "loaded" into the cursor. Use the arrow keys on the keyboard to change which image is ready to be placed.
4. To place an image into an empty frame, click that frame. To replace an image already in a frame, hold down Option (on Mac) or Alt (on Windows) while clicking it. To place the image in a brand new frame, click and drag to draw a frame, or just click to create a frame as large as image at 100% size.



When placing an image into a frame, the picture might be larger or smaller than the frame itself. Fitting options allow you to either fit the image to the frame or fit the frame to the image. To access fitting options select an image frame and open the menu item OBJECT>FITTING and choose the desired option, or use the tools on the Control Bar

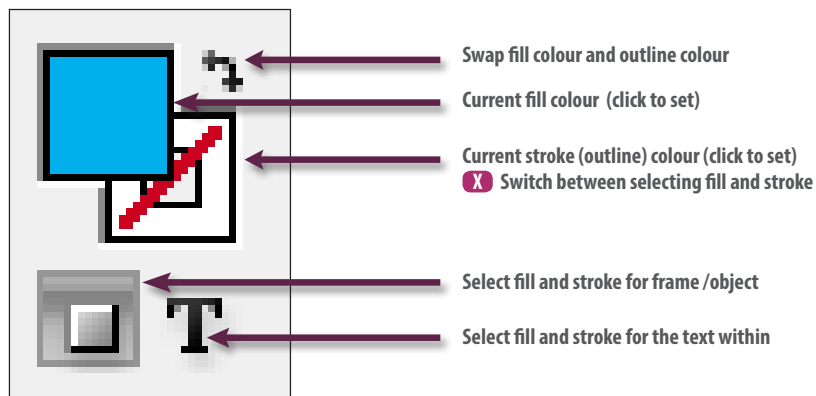


TIP!

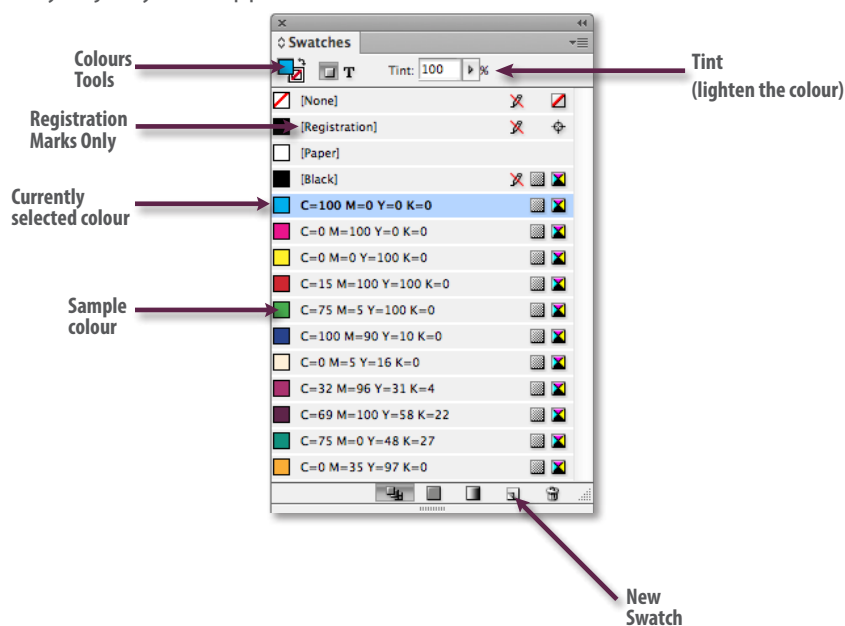
If you are working on a slower computer, it is a good idea to crop images to the size of the target frame before placing the image into InDesign. This creates smaller file sizes and increases the performance of the layout when being edited. For example, if the target picture frame were 4 cm x 6 cm and the image being placed into that frame were 40 cm x 60 cm it would take a lot of computational power to manipulate the image. If it is cropped down to 4 cm x 6 cm before placing, it will drastically decrease the file size and will allow the layout to be edited more quickly.

COLOURS AND SWATCHES

You can set the colour of an object- its fill, stroke, or both- using the colour tools located at the bottom of the toolbar or the similar set of colour tools at the top of the Swatches panel (WINDOW>COLOUR>SWATCHES) or the tools on the Colour panel



(WINDOW>COLOUR>COLOUR). The Swatches panel allows you to save new swatches of colour to use and reuse, much like text styles. Just like styles, altering a swatch will also change any object you've applied that swatch to.



IMPORTANT!

Don't select [Registration] for anything. It looks black but it won't print!

PACKAGING INDESIGN DOCUMENTS

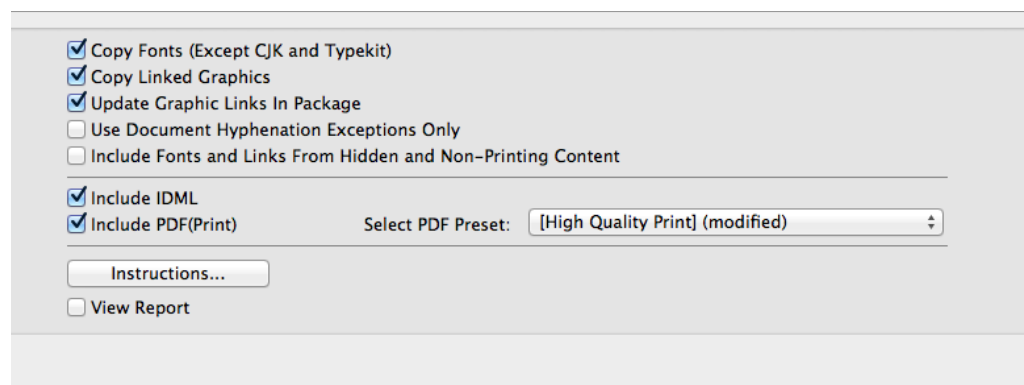
Sometimes you may be required to open your InDesign document on a different computer or send the native InDesign files to a printer. If this occurs you will need to package the native InDesign file.

Packaging ensures that all the required files you need to open the document on a new computer are transported with the native InDesign file.

Packaging collects all the associated fonts and linked images used within the document and places them into one folder.

To package an InDesign file follow these steps:

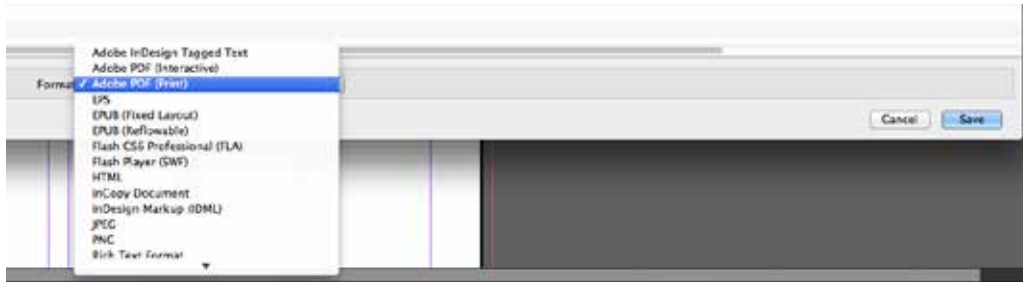
1. File>Save the most recent version of the InDesign document.
2. File>Package. This launches the Package window. The key item to check here is the Summary menu. Look out for any errors or warnings on this screen. The most common errors are missing fonts, broken links and RGB images in a CMYK document. If you receive any of these warnings you will need to cancel out of this screen and correct these issues from within the document. Broken links can be restored through the Links panel. Missing Fonts can be restored through the Type>Find Font menu.
3. Once you have resolved any errors File>Package again. If no errors appear, click on the Package button.
4. The Instructions window will open. Fill out any contact or instructions from this window should it be required. Click Continue.
5. This opens the Create Package Folder window. Navigate to where you would like to place the folder. Ensure that you have the first three check boxes ticked at the bottom of the window as illustrated in the image below. If you wish to create a PDF or save a copy of the file as an earlier version of InDesign, check these two options (6th and 7th from the top).
6. Click on the Package button to run the package. This may take several seconds to collect all the required fonts and images. NB You may receive a copyright warning if you are collecting fonts.



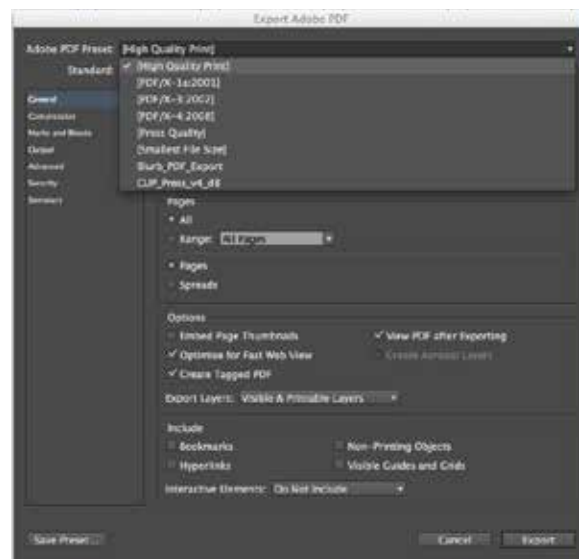
EXPORTING INDESIGN DOCUMENTS AS PDFS

The most common export format for InDesign documents is either a print ready PDF or web optimised PDF. Many printers accept a print ready PDF format for printing. The benefits of printing from a PDF are that all images and fonts are embedded in the PDF file. This saves having to send a packaged InDesign file to the printer with all the fonts and images attached.

To export an InDesign file as a print ready PDF follow these steps:



1. File>Save the most recent version of the InDesign document.
2. File>Export. This launches the Export window. At the bottom of this window you can select from a number of different export formats. Choose Adobe PDF (Print). Click Save.



3. This opens your export options window. There are several Adobe PDF presets to choose from the drop down menu at the top. The most common preset for printing at a commercial printer is Press Quality. Refer to page 32 of this guide for an explanation of all Adobe PDF presets.
4. You can customise the preset after you have selected it from the drop down. Some features you may wish to customise include:
 - ▶ how many pages you would like to export
 - ▶ export as single pages or spreads (printers often prefer pages to spreads)
 - ▶ view PDF after exporting
 - ▶ include bleed and crop marks (available under the Marks and Bleed menu on the left)

KEYBOARD SHORTCUTS

Below are our favourite keyboard shortcuts when using InDesign. These can be used for both Mac and PC.

When using PC use Ctrl and Alt. However if you are on a Mac use Cmd and Opt instead.

Tools

Direct Selection.....	A
Paintbrush.....	B
Scissors.....	C
Default.....	D
Free Transform.....	E
Toggle Screen Mode	F
Gradient.....	G
Hand.....	H
Eyedropper	I
Column Graph	J
Live paint Bucket	K
Ellipse.....	L
Rectangle	M
Pencil	N
Reflect.....	O
Pen	P
Lasso	Q
Rotate	R
Scale	S
Type	T
Mesh.....	U
Selection.....	V
Blend.....	W
Toggle Fill/Stroke.....	X
Magic Wand	Y
Zoom.....	Z

File

New	Ctrl/Cmd-N
Open	Ctrl/Cmd-O
Close.....	Ctrl/Cmd-W
Save	Ctrl/Cmd-S
Save As	Ctrl/Cmd-Shift-S
Export	Ctrl/Cmd-E
Print	Ctrl/Cmd-P
Quit/Exit.....	Ctrl/Cmd-Q

Manually Resizing Images Proportionally

Select corner of picture frame with
Selection tool and drag holding Ctrl/Cmd-Shift
Select Content Grabber with Selection tool
and drag corner of image frame holding Opt/Alt-Shift

Zooming

Get the Zoom in tool without selecting it.....	Ctrl/Cmd-Space Bar
Get the Zoom out tool without selecting it.....	Ctrl/Cmd-Space Bar-Alt/Opt
Zoom In or Out.....	Ctrl/Cmd-plus(+) or Ctrl/Cmd-minus(-)
Fit Page in Window	Ctrl/Cmd-0 (zero)
Fit Spread in Window	Ctrl/Cmd-Alt/Opt-0 (zero)
Access zoom percentage box (so you can enter a zoom level).....	Ctrl/Cmd-Alt/Opt-5
Toggle between current and previous zoom levels.	Ctrl/Cmd-Alt/Opt-2

Edit

Cut.....	Ctrl/Cmd-X
Copy	Ctrl/Cmd-C
Paste.....	Ctrl/Cmd-V
Undo	Ctrl/Cmd-Z
Redo	Ctrl/Cmd-Shift-Z
Select All	Ctrl/Cmd-A
Deselect All	Ctrl/Cmd-Shift-A

Fitting Content & pictures

Fit Content Proportionally.....	Ctrl/Cmd-Alt/Opt-Shift-E
Fill Frame Proportionally.....	Ctrl/Cmd-Alt/Opt-Shift-C
Center Content.....	Ctrl/Cmd-Shift-E
Fit Frame to Content	Ctrl/Cmd-Alt/Opt-C

Objects

Bring Forward	Ctrl/Cmd-]
Bring to Front.....	Ctrl/Cmd-Shift-]
Send Backward.....	Ctrl/Cmd-[
Send to Back.....	Ctrl/Cmd-Shift-[
Group.....	Ctrl/Cmd-G
Ungroup	Ctrl/Cmd-Shift-G
Move by Increment (set in Preferences).....	any arrow key
Move by Increment x 10	Shift-any arrow key
Move by Increment x 1/10	Ctrl/Cmd-Shift-any arrow key

Adjust Font Size

Increase by Increment (set in Preferences)	Ctrl/Cmd-Shift->
Decrease by Increment	Ctrl/Cmd-Shift-<