



# TIDBITS

with Adobe® InDesign®

## **Guides**

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- » Drag guide from the rulers; hold Cmd (Mac) or Ctrl (Win) to create a guide across an entire spread
- » Double-click anywhere on a ruler to create a guide at that exact point
- » Hold the Shift key down when creating or moving guides to snap to ruler marks
- » Lock individual guides by right-clicking on a guide and selecting Lock position; lock all guides from the Grids & Guides option in the View menu or right-click on any guide and select lock guides
- » Select all guides - Cmd/Ctrl + Opt/Alt + G
- » To create a center guide, hold Cmd/Ctrl while dragging the 0-point marker

## **Grids**

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- » Document grid: reset the default setting in order to get a pica grid: Preferences > Grids > Document Grid > Gridline every 6 picas, change subdivisions to 6 (both for horizontal and vertical)
- » Baseline grid: increment should be the same as the text leading; you can also set unique frame-based baseline grids also: select the text frame, right-click and choose Text Frame Options, then Baseline Options; set increment equal to the text leading in that frame; recommend you also choose a different guide color within the frame

## **Measurements**

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- » Quickly change measurements for a document by right-clicking on a ruler
- » You can change the “snap-to” zone in Preferences > Guides & Pasteboard > Snap-to zone (in pixels)
- » Snap the center of any object to a guide by selecting the center button in the object and moving it to a guide

## 4 Workspaces

- » Arrange palettes that are most convenient to your working style
- » Click and drag the tab of any palette and it becomes an individual floating palette. Option-drag the tab and the entire grouping of palettes becomes a floating group; option-drag it back to the side of the screen and it will dock; palettes can be docked on the left or right of the workspace (those docked on the left will re-position the contextual menu at the bottom of the grouping; resize palette groups vertically by click-dragging the small bar at the bottom-left of the grouping
- » Save your customized workspace by selecting Window > Workspace > Save Workspace; quickly switch back and forth between saved workspaces

## 5 Info palette

- » Use to verify photos/artwork are correctly prepared; actual ppi indicates what numbers it was imported with; effective ppi indicates what the current ratio is, i.e. if the content has been resized the effective ppi will change; if effective ppi is higher than actual means the image has been reduced; if effective ppi is lower than actual mean the image has been enlarged

## 6 Spelling

- » Dynamic spelling will underline words it thinks might be misspelled; right-click on an underlined word and it will give you options to correct it
- » Autocorrect will automatically correct capitalization and/or commonly misspelled words for you as you type; you can add words to the commonly misspelled list: Preferences > Autocorrect > Enable Autocorrect (enable capitalization, if desired), choose dictionary, add words to list
- » Dictionary: add words unique to your school that do not appear in the user dictionary (such as school name, mascot, etc.); names can also be added, theoretically including the entire student body's official spellings!

## 7 Frame options

- » Fitting: when placing images in frames there are a couple of useful tools IF your image is BIGGER than the frame (if it is smaller than the frame there is no good way to make it larger in InDesign without destroying the quality; just because you can does not mean you should!); select frame with image placed, select Object menu > Fitting > Fit Content Proportionally will reduce the image, while constraining proportions, to fit the entire image within the frame; Object menu > Fitting > Fill Frame Proportionally will reduce the image, while constraining proportions, to fill the entire frame, although the entire image may not fit

## 8 Master page layers

- » Use Layers to create flexibility with documents; place folio/page number on separate layer above all other layers; that way if you have a background or photo that covers the folio area, you can arrange the layers so the folio is on top of the image or background

## **Edit original**

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- » Select image and choose Edit menu > Edit original; it will launch whatever program the image was created in and open the image; after making changes, save (with the same name and location); InDesign will update the link with the edited image; if submitting PDF files, place native Photoshop documents (.psd files) in InDesign; that way you can make adjustments to layers, channels, etc. without having to save a separate copy

## **Anchored objects**

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- » Attach a frame to another frame and control how they interact with each other
- » Start with a text frame; position cursor at the very beginning of text; choose Objects menu (or right-click) > Anchored object > Insert; ignore the content section and look at Anchored Position > Reference Point; choose the point from which you want to align the new frame to the original one; choose X relative text frame, Y relative to baseline (you can play with the various options); adjust the x-offset (left to right) and/or the y-offset (up and down) to position the new frame (you can always go back and adjust these values); click OK; a new frame appears next to the original text frame and is attached to it, so if you move the original frame, the new one will move with it; you can place an image, text, etc. in this new frame and adjust it's size just like any other frame; the only restriction is it cannot be moved independently unless you release the anchored object; you can add multiple anchored objects to one text frame