

Inside the InDesign Interface

The first time you use a program, it can be overwhelming. You're not sure what you can actually do with the program, and each program has its own interface idiosyncrasies. InDesign is no different. If you're familiar with other Adobe applications, such as Dreamweaver or Photoshop, the InDesign software interface will be familiar to you. Even if you've been using QuarkXPress, you'll be able to translate much of what you see in InDesign to QuarkXPress terms.

When you first launch InDesign, you see the Tools panel on the left, and you may see several other panels on the right. InDesign is ready for you to open a document and start working.

However, taking a few minutes to familiarize yourself with the interface is invaluable to learning new software. Without a basic understanding of what you're looking at on-screen, it's difficult to begin working in InDesign. And even if you've used InDesign before, Adobe has some changes to its interface in this version, so it's worth your while to peruse this chapter to see what's changed.

Note

InDesign lets you change both its menu options and the shortcuts associated with menu and other commands (see Chapter 3). Throughout the book, I assume that the menu arrangements and shortcuts you're using are the default ones. ■

IN THIS CHAPTER

Understanding global and local control

Identifying InDesign terminology

Discovering what's inside the application folder

Exploring the document window

Working with multiple document windows

Using tools, panels, and docks

Reviewing menu commands

Undoing what you've just done if you change your mind

Understanding Global and Local Control

The power of desktop publishing in general, and InDesign in particular, is that it lets you automate time-consuming layout and typesetting tasks while enabling you to customize each step of the process according to your needs. In InDesign, you use *global* controls to establish general settings for layout elements and then use *local* controls to modify those elements to meet specific publishing requirements. The key to using global and local tools effectively is to know when each is appropriate.

Global tools include:

- General preferences and application preferences (see Chapter 3)
- Master pages (see Chapter 7)
- Text styles (see Chapters 7, 20, and 21)
- Table and cell styles (see Chapters 7 and 24)
- Object styles (see Chapters 7 and 13)
- Stroke styles (see Chapter 12)
- Text variables (see Chapter 25)
- Sections of page numbers (see Chapter 5)
- Color definitions (see Chapter 8)
- Hyphenation and justification (see Chapter 19)
- Libraries (see Chapter 7)

Note

Styles and master pages are the two main global settings that you can expect to override locally throughout a document. This is the case because although the layout and typographic functions that styles and master pages automate are the fundamental components of any document's look, they don't always work for all of a publication's specific content. ■

Local tools include:

- Frame and shape tools (see Parts III and IV)
- Character and paragraph tools (see Chapters 19 through 23)
- Graphics tools (see Part IV)

In many cases, it's obvious which tool to use. If, for example, you maintain certain layout standards throughout a document, using master pages is the obvious way to keep your work in order. Using styles is the best solution if you want to apply standard character and paragraph formatting throughout a document. When you work with special-case documents, such as single-page display ads, it doesn't make much sense to spend time designing master pages and styles — it's easier just to format one-of-a-kind elements on the fly.

InDesign Vocabulary 101

InDesign comes with its own terminology, much of it adopted from other Adobe products. The general terms include the following:

- **Extension:** A piece of software that loads into InDesign and becomes part of it, adding more capabilities.
- **Frame:** The container for an object, whether text, graphic, or color fill.
- **Link:** The connection that InDesign makes to an imported file. The link contains the file's location, last modification date, and last modification time. A link can reference any image or text file that you have imported into a layout. InDesign can notify you when a source text or graphics file has changed, so you can choose whether to update the version in your layout. (A *hyperlink*, often also abbreviated to *link* in casual conversation, connects elements in a Web page to other Web pages or other resources such as PDF files.)
- **Master page:** A template within a layout that contains elements that you want to occur on any page that is based on that master page. For example, a specific master page might contain page numbers and the standard text frame for body text, so when you add new pages to the document based on this specific master page, those new document pages automatically include the page numbers and standard text frames.
- **Package:** The collection of all files needed to deliver a layout for commercial printing. InDesign has a package feature that collects all these files for you.
- **Pane:** A section of a dialog box or panel whose options change based on the set of controls you've selected in the dialog box or panel.
- **Panel:** A container for controls that stays on-screen even when you aren't using it (in contrast to a dialog box, which appears only while you are using it). Panels can be docked to the right edge of the screen or free-floating. Panels can be combined into a single container called a *panel group*.
- **Path:** A shape in which the endpoint and start point are separate, keeping the shape *open*. Lines are a straight type of path.
- **PDF:** The Adobe Portable Document Format is the standard for electronic documents. No matter what kind of computer it is viewed on (Windows, Macintosh, Palm, or Unix), a PDF document retains high fidelity to the original in typography, graphics representation, and layout. InDesign can place PDF files as if they were graphics and export its own pages as PDF files.
- **Place:** To import a graphics file or text file.
- **Stroke:** The outline of an object (whether a frame, a line, or an individual text character).
- **Thread:** The links between text frames that route stories among them.

In other cases, deciding which tool is appropriate is more difficult. For example, you can create a *drop cap* (a large initial letter set into a paragraph of type, like the one that starts each chapter in this book) as a character option in the Character panel, or you can create a *character style* (formatting that you can apply to any selected text, ensuring that the same formatting is applied each

Part I: Welcome to InDesign

time) that contains the drop-cap settings and apply that style to the drop cap. The method you choose depends on the complexity of your document and how often you need to perform the action. The more often you find yourself doing something, the more often you should use a global tool (such as character styles).

Fortunately, you don't have to decide between global and local tools right away while designing a document. You can always create styles from existing formatting later or add elements to a master page once you find that you need them to appear on every page.

Another situation in which you can choose between local or global controls is specifying measurement values. Regardless of the default measurement unit you set (and that appears in all dialog boxes and panels), you can use any unit when entering measurements in an InDesign dialog box. If, for example, the default measurement is picas but you're accustomed to working with inches, go ahead and enter measurements in inches.

Cross-Reference

Chapter 3 covers how to apply measurement values and set your preferred defaults. ■

Exploring the InDesign Application Folder

Often, users simply launch an application from an alias or shortcut and never even look in the application folder. This approach is just fine until it's time to install a new plug-in or to share important information with other users. Familiarizing yourself with the basic contents helps ensure that you're not throwing away anything important and that you're working with the correct files and folders.

If you locate the InDesign application folder on your hard drive and open it, you see that it's chock-full of stuff you may not even recognize. The two folders you need to know about in this folder are the Presets folder and the Plug-ins folder.

The Presets folder

The Presets folder contains eight kinds of standards: Shortcut sets, color swatch libraries, workspaces, auto-correction tables, find-change tables, button libraries, motion presets for animations, and page transitions. InDesign lets you create shortcut sets so that different users can have their own shortcut definitions. These preferences are stored in the InDesign shortcut sets folder in the Presets folder. Because these preferences are stored in files, they can be copied to other users' Presets folder to help ensure consistent options among all users in a workgroup. Similarly, the

Chapter 1: Inside the InDesign Interface

seven other kinds of saved standards you can create in InDesign are stored in the Presets folder and can be shared with other users by copying them to other users' Presets folders.

Caution

The Presets folder also contains subfolders that contain components that InDesign needs to function: the Default, Flash Export, Multimedia, and Start Page subfolders. Do not alter these folders or their contents. ■

The Plug-ins folder

The Plug-ins folder in the InDesign folder contains small software modules, called *plug-ins*, that add both core features and additional, optional features to InDesign. The Plug-ins folder contains a variety of subfolders, such as Dictionaries, Filters, and Graphics, that make locating files easy. The Plug-ins folder's plug-ins are components of InDesign itself, and you should not alter its contents.

New Feature

The Required folder used in previous versions of InDesign does not exist in InDesign CS5. Instead, the Plug-ins folder now contains all required components of InDesign CS5, and the optional and third-party plug-ins — now called extensions — are now managed by the Adobe Extension Manager application, as Appendix A explains. ■

The Scripts folder

The Scripts folder in the InDesign folder contains scripts that provide standard InDesign functionality, including XHTML Web export (see Chapter 33), e-book export (see Chapter 34), and document preflighting (see Chapter 30). You can create your own scripts and store them in the Scripts folder, as Chapter 37 explains.

Exploring the Document Window

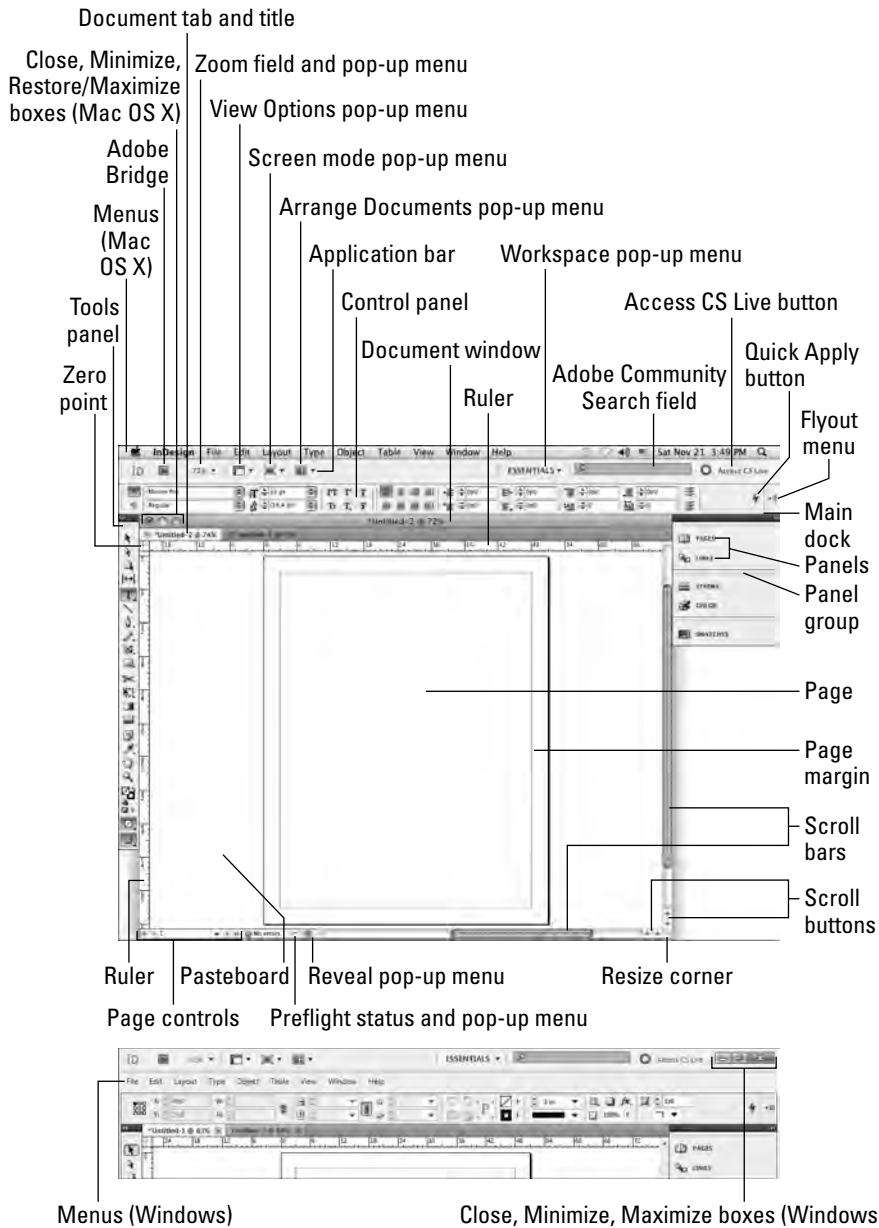
When you're running InDesign, the first thing to do is create a new, empty document by choosing File ⇨ New ⇨ Document, or pressing ⌘+N or Ctrl+N, and clicking OK immediately. Doing so gives you a document window so that you can start exploring the application. (Never mind the settings for now — you're just exploring.)

No matter what size document you're dealing with or how many pages it has, all documents are contained within a standard window. The window provides controls that help you create and place objects, change the view scale, and navigate between pages. Figure 1.1 shows all the standard elements of a new document window.

Part I: Welcome to InDesign

FIGURE 1.1

The standard document window provides controls for managing documents on-screen, changing the view scale, displaying different pages, and placing objects on pages. At bottom: The Windows 7 screen is identical, except for where the window controls reside and stylistic differences between Windows and Mac OS X, such as fonts used and border designs.



Title tab

When you open or create a document, by default InDesign opens a new tabbed window within the application frame. Each window is accessed via a tab; click the tab and the desired window appears. Each tab has the name of the document, as well as other information about the document:

- The current view percentage is shown at the end of the file name, such as @ 74% to indicate that the document is displayed at 74 percent of actual size.
- An asterisk (*) appears in front of the file name if the document has unsaved changes.
- If multiple windows are open for the same document, InDesign indicates the various windows by adding :1, :2, and so on to each window, with :1 indicating the first window, :2 the second, and so on. (Note that a colon precedes the number.)

You can close a document quickly by clicking the Close box (the X icon) on the document's tab.

Cross-Reference

Chapter 2 explains how to work with multiple documents, as well as how to use the old-style document windows instead of the tabbed ones introduced in InDesign CS4. ■

Rulers

Document windows always display a horizontal ruler across the top and a vertical ruler down the left side. The horizontal ruler measures from the top-left corner of the page across the entire spread; the vertical ruler measures from the top to the bottom of the current page.

You can use these rulers to judge the size and placement of frames and lines on your page. Although InDesign provides more-precise methods for placing objects — such as the Control panel, in which you can enter exact values — designers often use the rulers for rough placement while they experiment with a design, as shown in Figure 1.2.

Tip

When you create new objects, move them, resize them, or rotate them, InDesign provides an indicator near the mouse to show you the object's current status — called the transformation value — such as size or rotation angle, as you can see in Figure 1.2. ■

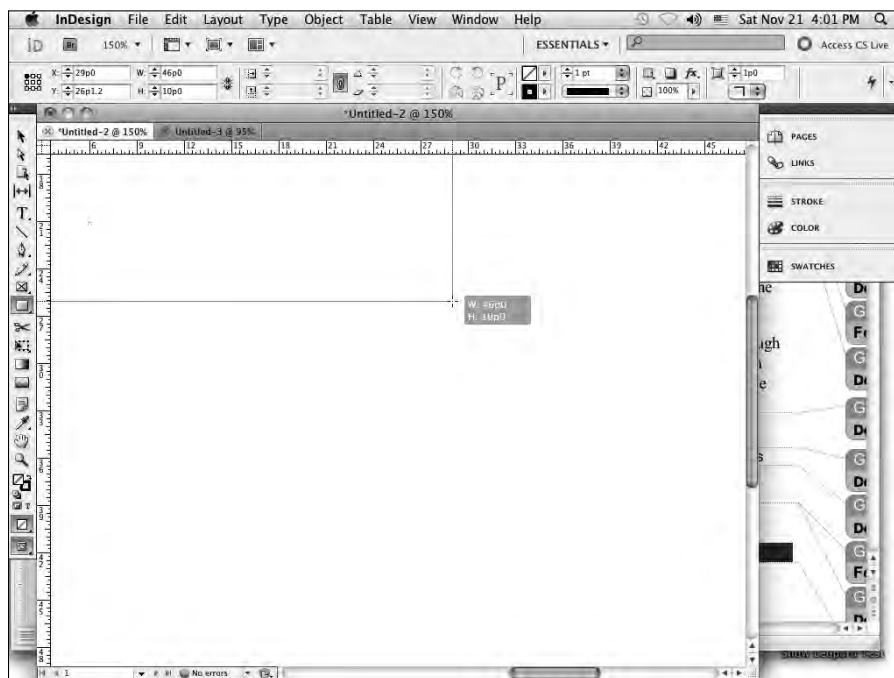
By default, both rulers display increments in picas, but you can change the measurement system for each ruler in the Units & Increments pane of the Preferences dialog box (choose InDesign ⇨ Preferences ⇨ Units & Increments or press ⌘+K on the Mac, or choose Edit ⇨ Preferences ⇨ Units & Increments or press Ctrl+K in Windows).

If you do make such a change while no documents are open, the rulers in all new documents appear in your preferred measurement systems. If a document is open, the rulers are changed only in that open document.

Part I: Welcome to InDesign

FIGURE 1.2

This frame's right side is aligned with the 28-pica mark on the horizontal ruler (look for the dotted line in the ruler right above the frame's right edge). InDesign also shows the dimensions of a frame as you create it using the transformation value indicator to the lower right of the frame as it is being created.



Cross-Reference

Chapter 3 explains ruler increments in more detail. ■

If you need more space on-screen or want to preview a design without all the layout tools, you can hide the rulers by choosing View ⇨ Hide Rulers or pressing ⌘+R or Ctrl+R. Most users show the rulers all the time out of habit, but the rulers aren't really necessary in template-driven documents such as magazines in which all the placement decisions are indicated by guides and master pages. If you're editing text on a smaller monitor, you might appreciate the space gain of not having rulers, minimal though it might be.

Zero point

The intersection of the rulers in the upper-left corner of the page is called the *zero point*. Known as the *ruler origin* in other applications, this is the starting place for all horizontal and vertical measurements. If you need to place items in relation to another spot on the page (for example, from

Keep Your Bearings Straight

A powerful but confusing capability in InDesign is something called a *reference point*. InDesign lets you work with objects from nine reference points — any of the four corners, the middle of any of the four sides, or the center — such as when you're positioning the object precisely or rotating the object. You choose these reference points in the Control panel or Transform panel, using the grid of nine points arranged in a square.

By default, InDesign works with the central reference point, which is great for rotating an object but can lead to confusion when you enter in the X and Y coordinates to place it precisely. That's because most people use the upper-left corner of an object when specifying its coordinates, not the center of the object. So be sure to change the reference point to the upper left whenever entering X and Y coordinates in the Control or Transform panels. (I use the upper-left reference point in this book unless otherwise indicated.)

How do you change which reference point is active? That's easy: Just click the point in that preview grid. The active reference point — called the *control point* — is black, whereas the others are white.

the center of a spread rather than from the left-hand page), you can move the zero point by clicking and dragging it to a new location. The X and Y values in the Control panel and Transform panel update as you click and drag the zero point so that you can place it precisely. The zero point is document-wide, so it changes for all pages or spreads in the document. To restore the zero point to the upper-left corner of the leftmost page, double-click the intersection of the rulers in the upper-left corner.

After the zero point is moved, all the objects on the page display new X and Y values even though they haven't moved. Objects above or to the left of the zero point have negative X and Y values, and the X and Y values of other objects do not relate to their actual position on the page or spread.

The effects of changing the zero point can be confusing, especially if you're in a workgroup with other users who may change the zero point and forget to restore it to the upper-left corner. To prevent this problem, you can lock the zero point, making it more difficult for users to change it. To lock the zero point, Control+click or right-click the zero point and choose Lock Zero Point from the contextual menu.

Of course, a user determined to change the zero point can simply choose Unlock Zero Point from the contextual menu. But doing so is a conscious act on their part, and the fact that you locked the zero point usually sends the message that you want to keep it that way.

Scroll bars

Standard scroll bars run down the right side and across the bottom of the document window. As in most applications, you can either click and drag the scroll bars or click the scroll buttons to move around on a page or move to other pages in the document.

Part I: Welcome to InDesign

Pasteboard, pages, and guides

Inside the rulers, you see a white area surrounding the black, drop-shadowed outlines of your pages (see Figure 1.1). The work area surrounding the page is called the *pasteboard*, and it's designed as a workspace for creating, experimenting with, and temporarily storing objects. You can also use the pasteboard to bleed objects off a page so that they print to the edge of a trimmed page. Each page or spread in InDesign has its own pasteboard. By default, there's 1 inch of pasteboard above and below each page, and a space equal to the page width to the left and right of each page or spread. (As Chapter 3 explains, you can change the pasteboard height and width.) For example, a spread consisting of two 4-inch pages has 4 inches of pasteboard to the left and 4 inches of pasteboard to the right, as well as 1 inch of pasteboard above and below.

Pages, drawn with black outlines, reflect the page size you set up in the New Document dialog box (choose File ⇨ New ⇨ Document, or press ⌘+N or Ctrl+N). If it looks like two pages are touching, you're looking at a multipage spread. By default, you see magenta lines across the top and bottom of each page showing the top and bottom margins you specified when you created the document. Violet-colored lines indicate the left and right margins (for single-page documents) or inside and outside margins (for facing-page documents). These lines are nonprinting guides that can help you position objects.

You can change the placement of these guides by choosing Layout ⇨ Margins and Columns, and you can create additional guides by clicking and dragging them off the horizontal and vertical rulers.

Cross-Reference

I cover guides in detail in Chapter 7. ■

If you can't see the guide colors well, you can change them for all new documents. When no documents are open, choose new colors in the Guides & Pasteboard pane of the Preferences dialog box (choose InDesign ⇨ Preferences ⇨ Guides & Pasteboard or press ⌘+K on the Mac, or choose Edit ⇨ Preferences ⇨ Guides & Pasteboard or press Ctrl+K in Windows). The Margins color changes the horizontal guides and the Columns color affects the vertical guides.

Page controls

InDesign has several controls for maneuvering through pages: page-turning buttons, and the Page field and pop-up menu. All are at the bottom left of the document window, as shown in Figure 1.1.

Use the Page pop-up menu (to the right of the Page field) to get a list of available pages, including master pages (see Figure 1.1).

The Page field and pop-up menu are encased by two sets of arrows; these arrows are page-turning buttons, which let you turn pages sequentially or jump to the first or last page in the document. From left to right, clicking these arrows takes you to the first page, the previous page, the next page, and the last page.

Chapter 1: Inside the InDesign Interface

To jump to a specific page number, highlight the current number in the Page field, type a new page number, and press Return or Enter.

Tip

You can use the shortcut ⌘+J or Ctrl+J to open the Go to Page dialog box, in which you can select a page number to go to. ■

To jump to a master page, type the first few characters of the master page's name in the field. Jumping to document pages can be a little more complicated. Because the page number that displays and prints on the document page does not have to match the position of the page in the document — for example, the third page might be labeled *iii* instead of 3 — there are two methods for entering the page number you want to jump to: section page numbers and absolute page numbers.

Cross-Reference

Chapter 5 covers these page-control methods in detail. ■

Reveal pop-up menu

This menu lets you find the original file on your computer using one of three menu options: Reveal in Finder (for Mac OS X) or Reveal in Explorer (for Windows), Reveal in Bridge (which opens the Adobe Bridge application), and Reveal in Mini Bridge (which opens the Mini Bridge control panel).

Application frame

The application frame lets you put all the InDesign elements in their own container, preventing them from floating freely and keeping other applications from peeking through.

You can turn the application frame on or off. If you use a Mac, you're likely to have it off so that all the InDesign interface elements float freely — the standard on Mac OS X. If you use Windows, you're likely to have the application frame turned on, because the Windows default is to provide an application frame for all programs. Because InDesign was created to work on both Mac and Windows systems, you can use either interface style no matter what type of PC you use.

To hide the application frame (or bring it back), choose Window ⇨ Application Frame.

Platform Differences

On the Mac, the application frame is turned off by default. In Windows, it is turned on by default. ■

Application bar

Above the Control panel is the application bar, which offers easy access to other Adobe applications, such as Bridge, and to controls pertaining to various view options (see Chapter 2). The application bar appears by default if the application frame is enabled, as shown in Figure 1.1. But when the application frame is hidden, you can show or hide the application bar by choosing Window ⇨ Application Bar.

Part I: Welcome to InDesign

The application bar has eight handy elements. From left to right:

- The first element is the set of quick-access buttons to Bridge and, if you've installed Creative Suite, other Adobe software.
- The second element is the Zoom Level field and pop-up menu (see Chapter 2). Choose a view percentage from the menu or enter a percentage in the field and press Return or Enter.
- The third element is the View Options pop-up menu, which lets you hide and show frame edges, rulers, various guides and grids, and hidden characters from one handy location. (These options are also available through a variety of scattered View menu options and via Type ⇄ Show/Hide Hidden Characters.)
- The fourth element, the Screen Mode pop-up menu, duplicates the screen-mode buttons' settings at the bottom of the Tools panel (covered later in this chapter).
- The fifth element, the Arrange Documents pop-up menu, gives you fast access to InDesign CS5's controls over how document windows are arranged (covered in Chapter 2).
- The sixth element, the Workspaces pop-up menu, gives you quick access to the workspaces you've defined (covered in Chapter 2).
- The seventh is the Adobe Community Search field, an online feature that lets you find help on the Adobe Community Web site.
- The eighth is Access CS Live, a set of online subscription services (CS Review, Buzzword, and Share My Screen) for sharing previews of your documents with others so you can get comments and feedback online, as well as to do basic text editing in a shared file.

New Feature

The CS Live service is new to InDesign CS5. The subscription-based collaboration service extends Adobe's previous Acrobat.com offerings, as explained later in this chapter. ■

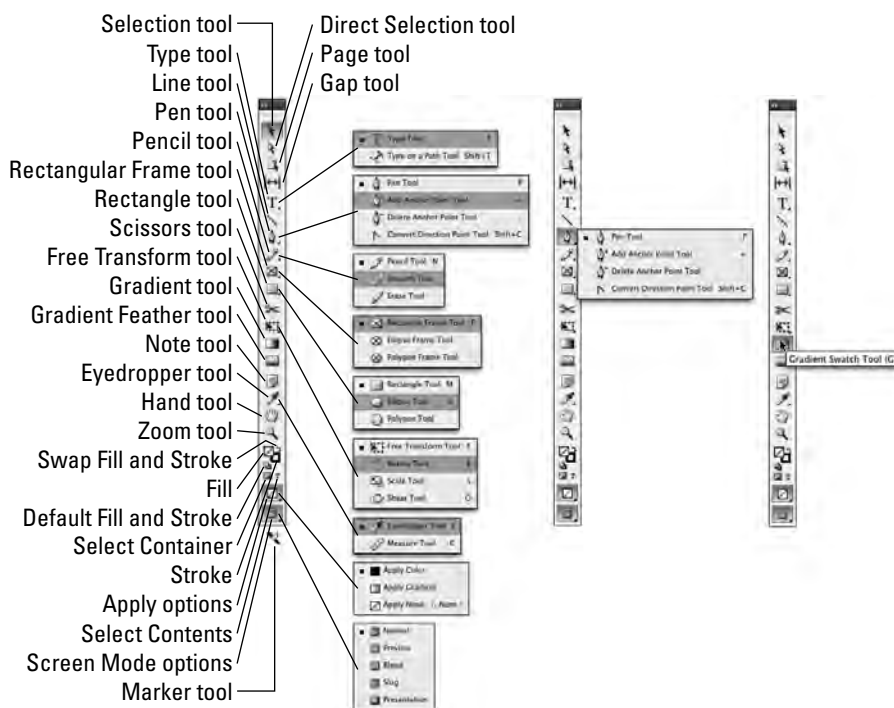
Using Tools

InDesign by default displays a docked panel on the left side of the screen called the *Tools panel* (longtime users also know it as the *Toolbox*, the name used in early InDesign documentation), which contains 31 tools plus 12 other functions. It appears by default at the upper left of the screen (see Figure 1.3).

The tools let you create and manipulate the objects that make up your pages. The tools work similarly to those in other Adobe products (such as Photoshop, Illustrator, and Dreamweaver) and they work somewhat like the tools in QuarkXPress. But the tools do not work like the toolbars in your word processor, which are more like macros that make things happen. With InDesign's tools, for the most part, you select the tool and do something with it — draw a new frame, rotate a line, crop an image, and so on.

FIGURE 1.3

InDesign’s Tools panel (at left) has 31 tools available, but many are hidden in pop-out menus (shown at center). You can see a tool’s name by hovering the mouse over it to get a Tool Tip (at right). The Marker tool (at bottom left) appears after you’ve used the Eyedropper tool; it cannot be selected in the Tools panel directly.



Note

The one tool not directly accessible from the Tools panel is the Marker tool. It appears after you’ve used the Eyedropper tool to select an object’s color, so you can apply that color to another object, as Chapter 8 and the special color insert explain. You can also use the Eyedropper tool to select an object’s or text’s attributes and then apply those attributes via the Marker tool to another object or to other text, as Chapters 12 and 19 explain. ■

Selecting tools

To select a tool and start using it, click it in the Tools panel. As long as you’re not using the Type tool, you can also press a keyboard shortcut displayed in parentheses in the Tool Tips (covered later in this chapter).

Part I: Welcome to InDesign

In addition to the tools you can see, the Tools panel contains a few hidden tools consolidated into little pop-out menus. Any tool with a small arrow in its lower-right corner is hiding one or more similar tools, as shown in Figure 1.3. There are several ways to access these hidden tools:

- Control+click or right-click a tool that has a pop-out indicator. When the pop-out appears, click one of the new tools to replace the standard tool with the pop-out tool.
- Click and hold a tool that has a pop-out indicator. When the pop-out appears, click one of the new tools to replace the standard tool with the pop-out tool.
- Option+click or Alt+click a tool with a pop-out indicator to select the next tool. Each time you Option+click or Alt+click a tool, the next tool in the pop-out is selected, even though the pop-out itself does not appear.
- Use the keyboard shortcut for the desired tool; Figure 1.3 shows the shortcuts for each.

New Feature

The Option+click or Alt+click method to select a tool is new to InDesign CS5. ■

New Feature

InDesign CS5 no longer has the Position tool that combined aspects of the Selection and Direct Selection tools. InDesign CS5 adds two new tools — the Page and Gap tools — and rearranges some of the tools on the Tools panel. ■

Understanding what the tools do

In real life, you can often get by using the wrong tool for a job — using a flat screwdriver instead of a Phillips, or a shoe instead of a fly swatter. This doesn't work in InDesign. Whether you're typing text, reshaping an object, or applying a color, there's one — and only one — tool for each job. Loosely organized with the most commonly used tools at the top, the Tools panel includes tools for creating and manipulating frames and lines — the objects that make up your designs (see Figure 1.3).

Note

Frames are shapes and containers that you can size, position, and reshape with precision. InDesign has three types of frames: Empty (unassigned) frames for blocks of color, text frames for type, and graphics frames for imported images. By default, most frames are empty but you can easily convert them to text or graphics frames. Other frames are created specifically as text or graphics frames. ■

Selection tool

The Selection tool (shortcut V or Esc) lets you select objects on the page and move or resize them. You might want to rename this tool in your mind as the Mover tool because it's the only tool that lets you drag objects around on-screen.

Chapter 1: Inside the InDesign Interface

Tip

If you're working with text and have the Type tool selected, you can switch to the Selection tool temporarily by holding down ⌘ or Ctrl instead of using the Tools panel. ■

Here's how the Selection tool works:

- **To select any object on a document page, click it.** If you can't seem to click it, it might be an object placed by a *master page* (a preformatted page used to format pages automatically) or it might be behind another object.
- **To select an object placed by a master page, press Shift+⌘ or Ctrl+Shift while you click.**
- **To select an object that is completely behind another object, ⌘+click it or Ctrl+click it.**
- **To select multiple objects, click and drag around the objects or Shift+click them individually.** Because you need to press Shift anyway while selecting objects placed by master pages, you can always multiple-select those objects.
- **Then apply the desired transformation or effect.** For example, to move selected objects, click somewhere within the objects and drag the mouse. To resize a selected object, click and drag any handle. (Press Shift+⌘ or Ctrl+Shift while you drag to maintain the proportions of the object.) To resize both a selected frame and its graphic, press ⌘ or Ctrl while you drag. Press Shift+⌘ or Ctrl+Shift to keep things proportional. To rotate an object, hover the mouse just outside a corner; when you see the curved-arrow pointer, you can then use the mouse to rotate the object. You can also use the Control panel and the other tools explained in Part III on the selected object.

Tip

To resize multiple objects simultaneously via the mouse, you must first group them (choose Object ⇨ Group, or press ⌘+G or Ctrl+G). Otherwise, only the object whose handle is being dragged resizes. Ungroup by choosing Object ⇨ Ungroup, or pressing Shift+⌘+G or Ctrl+Shift+G. You can resize multiple selected — but ungrouped — objects by using the Control panel or Transform panel. ■

Direct Selection tool

The Direct Selection tool (shortcut A) lets you select the contents of graphics frames, such as to move them independently of their frames, as well as the nodes in lines and other objects (the nodes are the hollow circles that appear at corners, at the beginning and end of lines and curves, and at direction transitions in curves).

Cross-Reference

Chapter 10 explains InDesign CS5's selection methods in more detail. Chapter 16 explains how to use the Direct Selection tool to work with nodes, which are also known as anchor points. ■

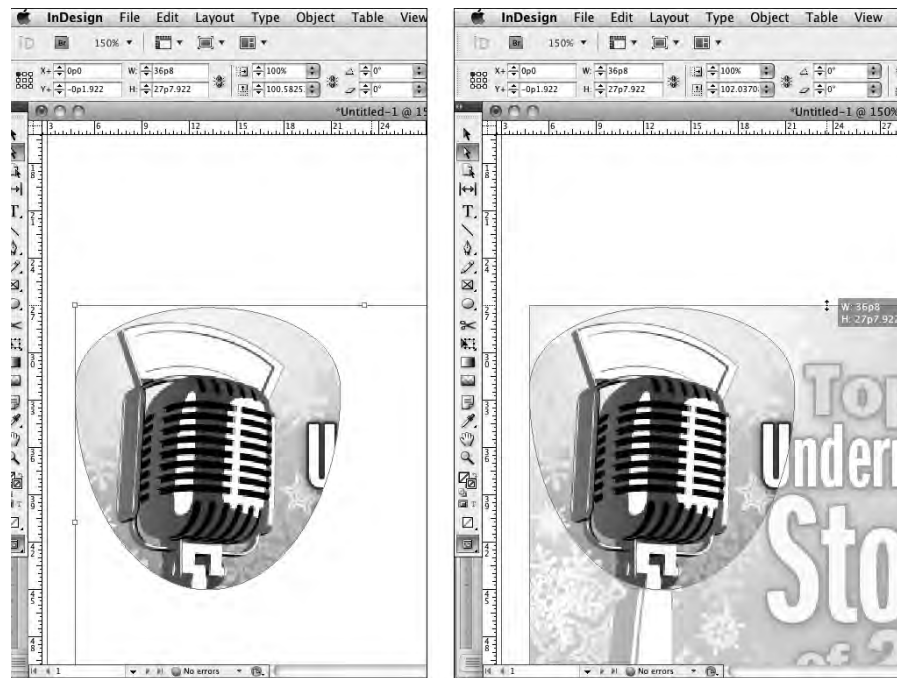
Part I: Welcome to InDesign

Here's how the Direct Selection tool works with graphics frames' contents:

- To select a graphics frame's contents, click it to display the inside frame for the graphic, as shown in Figure 1.4. (The *inside frame* is brown, whereas the *outside frame* is the current layer's color, which is blue by default; Chapter 6 explains layers.)

FIGURE 1.4

Left: A graphics frame with its contents selected using the Direct Selection tool. Right: As the content's inside frame is being reshaped (the top edge is being moved down), InDesign shows the entire graphic, including the portion that extends beyond its outside frame and thus will not print.



- To select the contents in graphics frames placed by a master page, **Shift+⌘+click** or **Ctrl+Shift+click**, as with the Selection tool. The Direct Selection tool lets you easily select objects behind other objects and select items within groups.
- To select multiple graphics frames' contents, **click and drag around the objects** or **Shift+click** them. Because you need to press Shift anyway while selecting objects placed by master pages, you can always multiple-select those objects.

Chapter 1: Inside the InDesign Interface

- **Then apply the desired effect.** For example, to move a graphic within its frame, click inside the inside frame and drag the graphic. Or move an inside frame's edge or corner to resize it or reshape it. You can apply effects to the selected inside frame such as rotation using the tools in the Control panel or by using the techniques explained in Part III.

Note

Both the Selection and Direct Selection tools can be used for threading (linking) text frames (see Chapter 18). This is one of the few cases when you have more than one tool to handle a task. ■

Page tool

The new Page tool (shortcut Shift+P) lets you move an entire page's contents, as well as open a set of menu options to change the page size and orientation. Chapter 5 covers this tool in more detail.

Gap tool

The new Gap tool (shortcut U) lets you change the gap between objects by automatically resizing the objects as you adjust the gap with the mouse, as Chapter 10 explains.

Type tool

The Type tool (shortcut T) lets you type, edit, and format text. The Type tool also lets you create rectangular text frames as you need them. (See Chapters 9 and 18.)

Note

You can place or drag and drop text files, and you can thread (link) text frames with either of the selection tools, but those tools won't let you touch the text. ■

Type on a Path tool

The Type tool has a pop-out menu to select the Type on a Path tool (shortcut Shift+T), which lets you select a path or frame and type text onto it so that it follows the path or frame's outline. (See Chapter 22.)

Line tool

The Line tool (shortcut \) lets you draw free-standing lines (rules) on your page. To use this tool, simply click it and drag the mouse. You can use the rulers, the Control panel, or the Transform panel to size and position the line precisely. Pressing Shift while you click and drag constrains the line angle to 45-degree increments, which is useful for creating straight horizontal and vertical lines. (See Chapter 9.)

Pen tool

The Pen tool (shortcut P) lets you create paths consisting of straight and curved segments. Modeled after the Pen tools in Illustrator and Photoshop, this is the tool for creating simple illustrations within InDesign. (See Chapter 16.)

Part I: Welcome to InDesign

If a path you create with the Pen tool is left open, the object is essentially a line that you can color or adjust stroke settings for. If the path is closed, the object is basically an empty frame. You can import text or graphics into the paths using the Place command (choose File ⇨ Place or press **⌘+D** or **Ctrl+D**) or you can type into the path using the Type tool. If you decide to place text or graphics in an open path, the path closes automatically and becomes a frame. (To place text on a path, first select the Type on a Path tool [shortcut Shift+T] and then click the path.)

Anchor and direction point tools

The Pen tool includes a pop-out menu containing three additional tools for reshaping lines and frames: Add Anchor Point (shortcut =), Delete Anchor Point (shortcut – [hyphen]), and Convert Direction Point (shortcut Shift+C).

Cross-Reference

For more information about using the Pen and anchor point tools, see Chapter 16. ■

Pencil tool

The Pencil tool (shortcut N) lets you draw freeform shapes by having InDesign trace your mouse movements, creating a curve based on that automatically. (See Chapter 16.)

Smooth tool

The Pencil tool has a pop-out menu to select the Smooth tool, which lets you smooth lines, curves, and shapes. It has no shortcut. (See Chapter 16.)

Erase tool

The Pencil tool also has a pop-out menu to select the Erase tool, which lets you erase portions of an object. It has no shortcut. (See Chapter 16.)

Frame tools

InDesign has three frame tools: Rectangle Frame (shortcut F), Ellipse Frame, and Polygon Frame. Their icons are distinguished by a large X inside. The latter two tools, which have no shortcuts, are available from the Rectangle Frame tool's pop-up menu. The frames created by these tools are meant to hold either graphics or text. To create frames with these tools, click and drag using the rulers or information in the Control panel or Transform panel to judge the size and placement. To create a perfect circle with the Ellipse Frame tool or a perfect square with the Rectangle Frame tool, press Shift while you click and drag. (See Chapter 9.)

You can fill and stroke the empty frames for use as design elements or you can import text and graphics into them using the Place command (choose File ⇨ Place or press **⌘+D** or **Ctrl+D**). You can also click in an empty frame with the Type tool to begin typing in it. (See Chapters 9 and 19.)

Chapter 1: Inside the InDesign Interface

Shape tools

If you'd rather create actual graphics frames, use the Rectangle (shortcut M), Ellipse (shortcut L), or Polygon (no shortcut) tools. (The Ellipse and Polygon tools are pop-out tools available from the Rectangle tool.) The tools are meant to create shapes that you use as artwork rather than as containers, but you can place text or graphics into one of these shapes the same way as you would a frame. (See Chapter 9.) Essentially, the shape tools are superfluous and you can ignore them.

Scissors tool

The Scissors tool (shortcut C) lets you cut paths into separate paths. When you cut an open path (a line or curve), you get two separate lines. When you cut a closed path in one place, you get an open path. When you cut a closed path (a frame) in two places, you get two closed paths containing the same contents. Note that you cannot cut paths containing text. (See Chapter 16.)

Free Transform tool

The Free Transform tool (shortcut E) is handy because it lets you move, rotate, and reshape objects all with one tool. If you click and hold the mouse within the object, you can drag it. If you click any of the handles on the object frame, you can resize it. If you click and hold on any edge (except where there is a handle) or anywhere outside the object, you can rotate the object. (See Chapter 11.)

New Feature

In InDesign CS5, the Rotate, Scale, and Shear tools now reside in the Free Transform tool's pop-out menu. And you no longer even need to use the Free Transform or Rotate tools to rotate an object or its content, as Chapters 10 and 11 explain. ■

Rotate tool

The Rotate tool (shortcut R) lets you change the angle of selected items visually. To use the Rotate tool, first select an item with the Selection tool or the Direct Selection tool and then select the Rotate tool; or ⌘+click or Ctrl+click an object with the Rotate tool. Click and drag in any direction. The object rotates from the location of the active reference point, as shown in Figure 1.5.

The active reference point is indicated through the nine boxes in the upper left of the Control panel or Transform panel — the black square is the active reference point (also called *control point*) from which the rotation pivots and from which all coordinates originate. Just click whatever square you want to be the active reference point. You can also click and drag the active reference point to a new location for a custom rotation.

Tip

To rotate an object in 45-degree increments, press Shift while you click and drag. ■

Scale tool

The Scale tool (shortcut S) lets you grab any object and resize it horizontally, vertically, or proportionally. When you scale text or graphics frames, the text or image within them is resized as well.

Part I: Welcome to InDesign

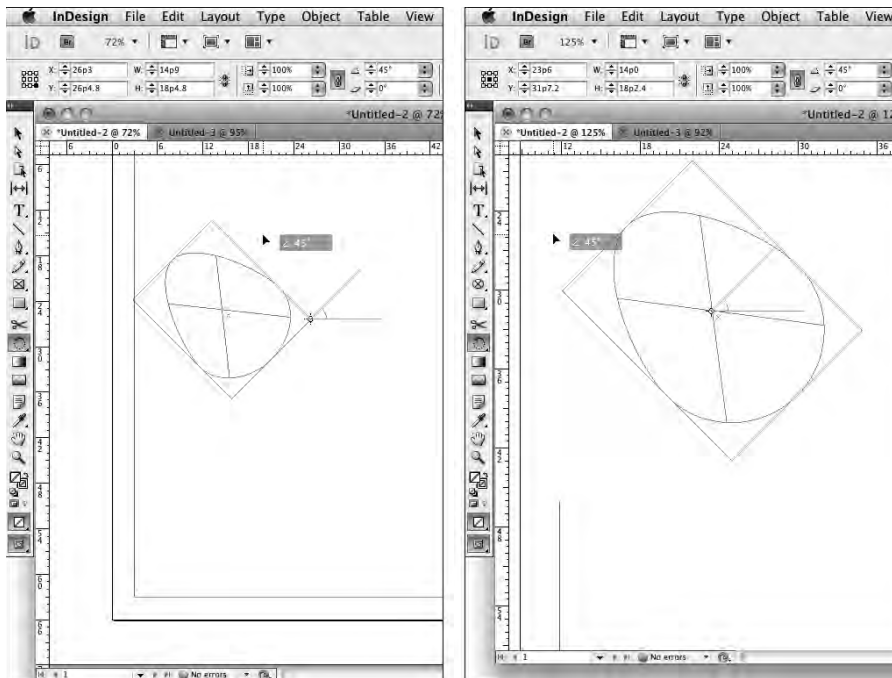
As with the Rotate tool, the Scale tool doesn't let you select items to scale. You either need to select an object first with a selection tool or $\text{⌘}+\text{click}$ or $\text{Ctrl}+\text{click}$ it with the Scale tool. (See Chapter 11.)

Shear tool

The Shear tool (shortcut O) works much the same as the Scale tool. Rather than resize the object and contents, the Shear tool slants selected objects in the direction you drag. But it also rotates the object, creating a more three-dimensional perspective effect. (See Chapter 11.)

FIGURE 1.5

Objects rotate based on the active reference point: At right, the active reference point is the center point; at left it is the lower-right corner.



Gradient Swatch tool

The Gradient Swatch tool (shortcut G) lets you change the direction of existing gradient fills or strokes applied to objects. To apply gradients to objects, you use the Gradient panel. (See Chapter 8.)

Gradient Feather tool

The Gradient Feather tool (shortcut $\text{Shift}+\text{G}$) acts just like the Gradient Swatch tool except that it fades the gradient to transparent rather than to a solid color, providing a quick way to apply a feathering effect. (See Chapter 12.)

Chapter 1: Inside the InDesign Interface

Note tool

The Note tool lets you insert a nonprinting note (such as a reminder to yourself or another designer) in text. After selecting the tool, click in any text to insert the note. The Notes panel opens, in which you can type the note and navigate to other notes. (See Chapter 19.)

Eyedropper tool

The Eyedropper tool (shortcut I) samples the color and other formatting settings for the object at the location you click with it, as well as for text you click with it. If the Eyedropper tool is selected, pressing Alt or Option switches you to the Marker tool, which lets you apply the color or other formatting you just sampled to any object or text. (See Chapters 8, 11, and 19.)

Measure tool

Available through the Eyedropper tool's pop-out menu, the Measure tool (shortcut K) opens the Info panel and lets you draw a line whose dimensions appear in that panel so that you can measure an arbitrary distance. You can see objects' dimensions in the Control, Transform, and Info panels, but the value of the Measure tool is that it determines the distance between objects rather than the dimensions of objects. It can also come in handy when you're measuring the distance across multiple objects. (See Chapter 10.)

Hand tool

The Hand tool (shortcut H) lets you scoot pages around to view a different portion of a page or another page entirely. The Hand tool is an entirely visual method of scrolling, allowing you to see the page contents at all times. To use the Hand tool, click and drag in any direction. You can access the Hand tool temporarily without actually switching tools by pressing Option+spacebar or Alt+spacebar. (See Chapter 2.)

Zoom tool

The Zoom tool (shortcut Z) lets you increase and decrease the document view scale. You can highlight a specific area on a page to change its view or you can click on-screen to change the view scale within InDesign's preset increments (shown in the Zoom Level field and pop-up menu in the application bar).

Apply buttons

The bottom portion of the Tools panel contains buttons for applying colors to the edges of objects (*strokes*) and the insides of objects (*fills*). You use these buttons with the Stroke, Color, Gradient, and Swatches panels to apply and experiment with the colors applied to objects. (See Chapter 8.) Figure 1.3 identifies these buttons.

Screen Mode buttons

At the very bottom of the Tools panel (or at its far right if it's in horizontal orientation, as explained later in this chapter) is the Screen Mode iconic button, which has five options: Normal, Preview, Bleed, Slug, and Presentation. (If the Tools panel is configured to be in two-column mode, you'll

Part I: Welcome to InDesign

see the Normal iconic button at bottom left and the Preview iconic button at bottom right; the Preview iconic button also acts as a menu to access the other three screen modes.)

The Normal screen mode shows all InDesign indicators such as frame edges and the pasteboard, whereas the Preview mode shows the layout without any indicators, to simulate its final appearance to the reader.

New Feature

The new Presentation mode lets you show your layout as if it were a slideshow, such as for a client walk-through presentation, as Chapter 2 explains. ■

The Bleed screen mode shows any objects that bleed beyond the page boundaries, and the Slug mode shows the space reserved for information such as crop marks and color separation names used in final output, as covered in Chapters 4 and 31. You set these up when you create new documents or by choosing File ⇨ Document Setup or pressing Option+⌘+P or Ctrl+Alt+P.

Note

These five view modes are also accessible by choosing View ⇨ Screen Mode and then the desired option from the submenu, as well as from the Screen Mode iconic pop-up menu in the application bar (covered earlier in this chapter). ■

Using tool tips and keyboard shortcuts

To start getting familiar with the tools, first make sure that the Tool Tips pop-up menu is set to Normal or Fast in the Interface pane of the Preferences dialog box (choose InDesign ⇨ Preferences ⇨ Interface or press ⌘+K on the Mac, or choose Edit ⇨ Preferences ⇨ Interface or press Ctrl+K in Windows). Point at each tool to learn its official name, as shown in Figure 1.3; let the pointer rest on the tool for a few seconds (if Tool Tips is set to Normal) and a tool tip appears, telling you the name and shortcut key of that tool.

Knowing the actual name is the key to learning about any tool — after all, neither the InDesign documentation's index nor this book's index lists tools by the way they look (for example, *little black pointer* or *empty square*); instead, if you want to look up a tool, you need to know the tool's name (Selection tool or Rectangle tool, for example).

While you're learning the tool names, you may notice a single letter in parentheses next to each tool name. This is the shortcut key to selecting that tool. For example, the (T) next to the Type tool indicates that pressing T selects the Type tool. The Tools panel's shortcuts don't use modifier keys such as ⌘ and Ctrl. If you're editing text or otherwise have the Type tool selected — or if you're in a text-entry field in a panel or dialog box — typing these shortcuts simply inserts the text where your cursor is.

Caution

If you're not careful, you can type nonsense text in your articles because of the way the Tools panel's shortcuts work (without having to press **⌘** or **Ctrl**). ■

Tip

To avoid typing these extra letters into your text, always use **⌘+click** or **Ctrl+click** to click anywhere on the page or pasteboard. Doing so releases the live text that you were working on before typing a single-letter keyboard shortcut. ■

After you learn all the keyboard commands, you can create and refine a layout without ever reaching for the Tools panel. In no time, you'll be switching from the Scale tool to the Rotate tool with a quick punch of the R key, and then you'll be pressing T to add a text frame. Now, obviously, you can't use the keyboard commands for selecting tools while typing or editing text, but they are worth remembering for switching tools while designing a layout. In many production environments, copy editors handle text changes, whereas layout artists handle design issues. In such environments, the layout artists learn these shortcuts and the copy editors avoid them.

Opening and closing the Tools panel

Opening and closing the Tools panel is easy. One method of opening (or closing) the Tools panel is to choose **Window ⇨ Tools**. The other method of opening (or closing) the Tools panel is more obscure: Pressing **Tab** (with any tool but the Type tool selected) closes all open panels, including the Tools panel. To reopen those panels, press **Tab** again. To reopen just the Tools panel, choose **Window ⇨ Tools**. You can also close a floating Tools panel by clicking its Close box.

By default, the Tools panel is docked under the Control panel, but you can drag it out (drag the dark area at the very top) and make it a free-floating panel. Drag it back to the left of the monitor screen, right under the Control panel, to re-dock it.

You can change the Tools panel's appearance, as Figure 1.6 shows, by clicking the double-arrow iconic button in the dock that contains the Tools panel. If the Tools panel is docked, you can toggle the panel between single-column and double-column. If the Tools panel is undocked, you get a third state: single-column horizontal. (Note how the double-arrow icons change direction as you toggle through the various states.)

You can also set the display to any of these three settings — whether the panel is docked or not — in the Interface pane of the Preferences dialog box, using the Floating Tools Panel pop-up menu.

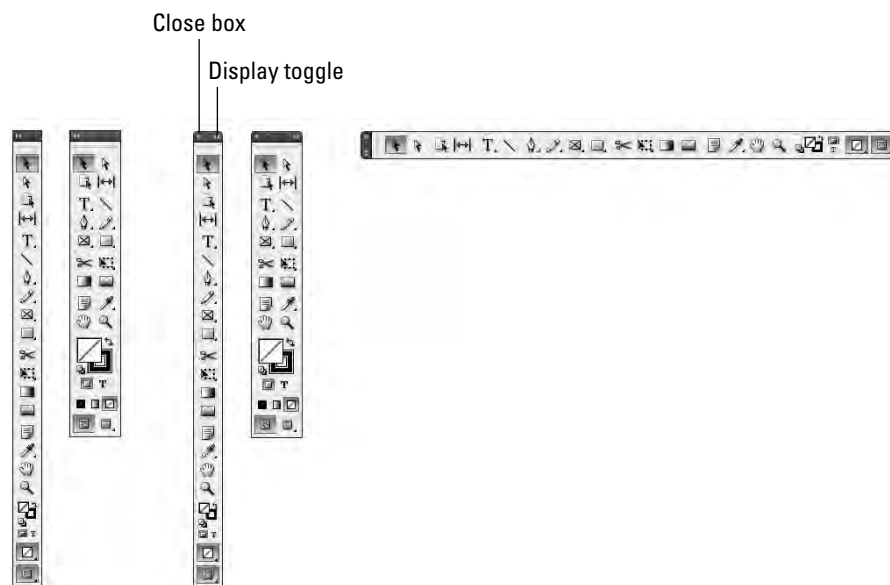
Note

A docked Tools panel has square corners, while an undocked Tools panel has rounded corners. ■

Part I: Welcome to InDesign

FIGURE 1.6

The five forms of the Tools panel: docked and single-column, docked and double-column, floating and single-column, floating and double-column, and floating and horizontal. Note how undocked panels have rounded corners whereas docked ones have square corners.



Working with Panels and Docks

Initially, software developers used floating palettes to provide convenient access to commonly used options such as swatches, fonts, and styles. Palettes provide a more interactive method of working with features because the screen is not obscured by a large dialog box and you can access the controls quickly.

Eventually, palettes started to move away from serving as a convenient alternative to commands and became the primary method — often the *only* method — for performing many tasks. InDesign calls these floating palettes *panels*. Panels can have multiple sets of functions, with each set in its own tabbed pane. Figure 1.7 shows the interface elements in panels.

There are so many panels in InDesign CS5 — even more than in previous versions — that you might want to consider hooking up a second monitor for displaying them. Break out the computer glasses and your decoder ring, because the panels are small and laden with mysterious icons.

As with the tools, if you make sure Tool Tips is selected in the Interface pane of the Preferences dialog box (choose InDesign ⇨ Preferences ⇨ Interface or press **⌘+K** on the Mac, or choose

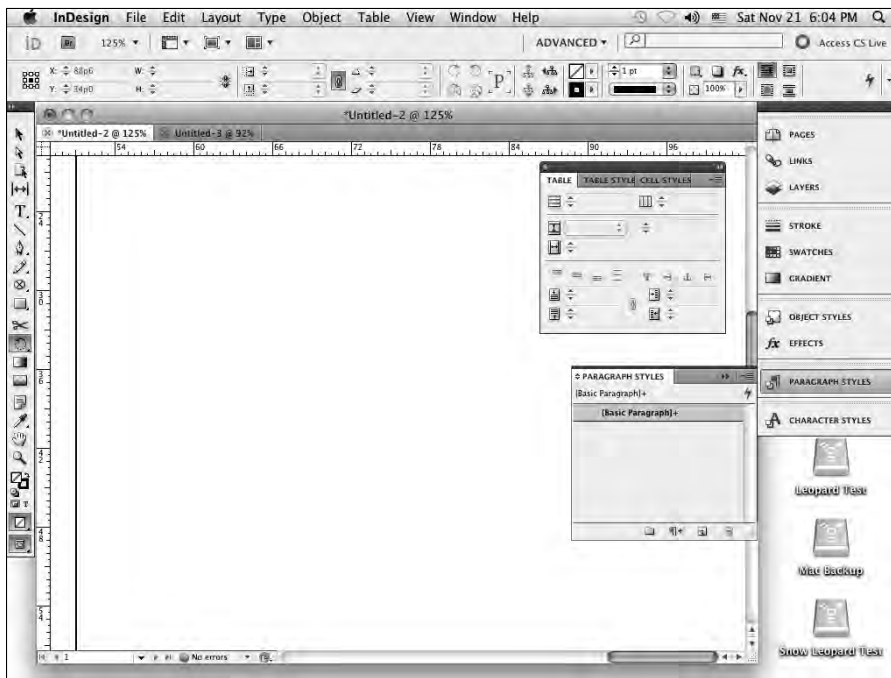
Chapter 1: Inside the InDesign Interface

Edit ⇨ Preferences ⇨ Interface or press Ctrl+K in Windows), you can get some pretty good hints as to what the panel icons and fields do.

You can also manage what panels display, and switch among these view settings, using the workspaces feature described in Chapter 2.

FIGURE 1.7

Anatomy of a panel. Panels contain a flyout menu that provides additional options. Floating panel groups also have a Close box to remove them from the display. Some panels have a hide/show options button to display and hide additional fields.



Arranging panels

InDesign places a set of panels in a dock at the right edge of your screen. The goal of this dock is to keep panels in a self-contained area, minimizing interface clutter. Because the Tools panel resides in its own dock, I call the one at the right side of the screen the *main dock*.

Note

The only panel that cannot be docked is the Quick Apply panel. ■

Part I: Welcome to InDesign

You access a panel by clicking its tab (if it is on-screen) and/or by choosing the desired panel from the Window menu. If you choose a panel from the Window menu not already in the dock, that selected panel appears on-screen as a free-floating panel.

Note

InDesign CS5 displays just a limited set of panels in the main dock when you install it — those in the Essentials workspace. I suggest that you switch to the Advanced workspace to get a useful set of panels in the dock as your default; to do so, choose Advanced from the Workspaces menu at the right side of the application bar, or choose Window ⇨ Workspace ⇨ [Advanced]. (Chapter 2 explains how to work with, and create your own, workspaces.) ■

You can move panels in and out of panel groups, dragging them by their tabs. You can drag panels within the main dock or outside the dock (dragging them outside the dock makes them free-floating). (If the dock is collapsed, just drag the panels by their names to pull them out or move them.) You can also drag free-floating panels into the dock.

Tip

To drag an entire panel group — all the panels whose tabs are in the same row in the dock — hold Option or Alt when you drag the tab of one of its panels. If a panel group is collapsed into the dock, just drag the dashed line that appears over its name to drag the entire panel group out of the dock. ■

Some panels have additional fields that you can display by clicking the up/down arrow iconic button in the panels' tabs. Clicking the icon again returns the panel to the normal display.

Tip

To close an individual panel, whether it's inside the main dock or free-floating, you must drag it out into its own free-floating panel and then close that panel using its Close box. (To bring back a closed panel, select it from the Window menu.) Note that you can close an entire panel group by clicking its Close box. ■

Changing the dock display

As with the Tools panel, you can drag the main dock from the right side of the screen and make it float, as well as drag it back and dock it there. (You can also drag the Control panel to make it free-floating.)

In addition to being able to move the main dock, you can adjust how it appears. You can widen or narrow the dock by its left edge when docked, and any edge when undocked.

You can also add panels to it by dragging them at the boundary of any existing panel or panel group on the dock, as well as remove panels and panel groups from the dock, as explained in the previous section.

The Interface pane of the Preferences dialog box gives you additional control over the dock's display: If you enable Auto-Collapse Icon Panels, an open panel closes as soon as you click somewhere else in the program. This way is handier than manually collapsing the panel when done.

Chapter 1: Inside the InDesign Interface

Sometimes, panels get in the way of working on your layout. To quickly hide all panels, press Tab. (Make sure no text is selected if the Type tool is active; otherwise, you'll enter a tab in your text. And make sure no dialog box or panel field is enabled; otherwise, you'll move to another field.) To get them all back, press Tab again.

Tip

If you enable the Auto-Show Hidden Panels option in the Interface pane of the Preference dialog box, you can quickly open certain panels. (To set this preference, choose InDesign ⇨ Preferences ⇨ Interface or press ⌘+K on the Mac, or choose Edit ⇨ Preferences ⇨ Interface or press Ctrl+K in Windows.) When you hide all panels by pressing Tab, you see a dark gray border on the left and right side of InDesign's document window. Hover your mouse over the left border to display the Tools panel. Hover over the right border to display the main dock and any floating panels. (Note that you cannot show the Control panel this way; you must press Tab again.) ■

Using panels

To use a panel, first you need to activate it. You can do this by clicking its tab (if the panel containing it is open) or by choosing its menu command in the Window menu (if the panel is not open or if another pane in that panel is active). You need to be on the lookout here — if a menu command brings a panel forward in the main dock or in a free-floating panel group, you might not even notice.

When a panel is active, you use its controls in the following ways:

- Click a pop-up menu to display and select an option, or click an icon to select an option; the changes take effect immediately.
- Highlight a value in a field to enter a new value. To implement the value, press Shift+Return or Shift+Enter, or you can press Tab to move to the next field or Shift+Tab to the previous field; or just click in a different field or elsewhere in the document. To get out of a field you've modified, leaving the object unscathed, press Esc.
- Some fields include up and down arrows that you can click to increase or decrease the value in the field.
- Fields accept values in all different measurement systems. (I cover field values in detail in Chapter 3.)
- In addition to typing values in fields, you can enter calculations. You can add to, subtract from, multiply, and divide values in fields using the following operators: +, -, * (multiply), and / (divide). For example, to reduce the width of a frame by half, you might type $/2$ next to the current value in the Width field (such as $4.5"/2$). Or, to increase the length of a line by 6 points, you can type $+6$ next to the current value in the Length field (such as $23pt+6$).
- Most panels provide a pop-up menu, called a *flyout menu*, that you can display by clicking the iconic button in the upper-right corner. The flyout menu provides commands related to the current panel's contents.

Part I: Welcome to InDesign

Tip

You can also use percentages in fields, such as 50%, which adjusts the current value by that percentage. ■

Checking out the panels

As does each tool in InDesign, each panel has a distinct function. I cover the use of each panel in detail in the appropriate chapters throughout this book. (For example, the Layers panel is covered in Chapter 6.) But with the help of Tool Tips and a quick introduction to their primary purpose, you can start using many of the panels to begin performing basic functions.

Tip

All but one of the text-oriented panels are available from the Type menu: Character, Character Styles, Glyphs, Index, Paragraph, Paragraph Styles, and Tabs. (The Table panel and its related Table Styles and Cell Styles panels are not available here, but that's because they have their own Table menu for accessing their controls.) Having this menu provides faster access than choosing Window ⇨ Type & Tables ⇨ submenu and Window ⇨ Styles ⇨ submenu does. ■

Here is a quick summary of the InDesign panels. Note that in the figures of the various panels, the full panel is shown for any that have the option of showing just some options; these panels have an up-down arrow iconic button to the left of the panel name.

New Feature

Panels new to InDesign CS5 are the Access CS Live, Animation, Background Tasks, CS News and Resources, CS Review, Media, Mini Bridge, Object States, Preview, Timing, Tool Hints, and Track Changes panels. Gone is the Connections panel, whose functionality is now part of the new Access CS Live panel. InDesign CS5 has also rearranged where some panels appear in the Window menu. ■

Basic control panels

Five panels are widely used in InDesign to provide basic functionality relating to objects:

- **Tools panel (choose Window ⇨ Tools):** As covered earlier in this chapter, the Tools panel is the mechanism by which you select the appropriate tool to accomplish various layout tasks.
- **Control panel (choose Window ⇨ Control or press Option+⌘+6 or Ctrl+Alt+6):** The Control panel is one of the most useful features in InDesign. It combines many attributes for the currently selected object so that you can minimize the use of other panels and menu items. The panel changes based on what you select, as shown in Figure 1.8.

The Control panel adjusts its display based on what the current object is, so you get just the relevant options. For example, when you select a text frame, the Control panel provides the most functions of the Transform, Character Style, Character, Paragraph, Paragraph Styles, and Stroke panels — and the wider your screen, the more options appear in it.

Chapter 1: Inside the InDesign Interface

FIGURE 1.8

From top to bottom: The Control panel for frames, text paths, and Bézier shapes selected with the Selection tool (as well as with the Direct Selection tool for frames and shapes not containing placed graphics); the Control panel for lines selected with the Selection or Direct Selection tool; the Control panel for frames with frames and Bézier shapes with graphics in them selected with the Direct Selection tool; and the two Control panel versions for text frames and text paths with text selected with the Type tool. More options appear if your monitor resolution is 1152 pixels or wider.



New Feature

The Control panel now includes swatch controls to set the fill and stroke colors for selected objects. ■

- **Transform panel (choose Window ⇨ Object & Layout ⇨ Transform):** The Transform panel lets you specify size, placement, scale, rotation, and shear of selected objects. It duplicates much of the Control panel, so it's seldom used.

Customizing the Control Panel

InDesign lets you customize the Control panel, which you do using the Customize flyout menu option. This is especially useful if you are working with a monitor whose screen resolution is set at less than 1152 by 872 pixels, because InDesign automatically removes options from the Control panel at smaller screen sizes. By customizing the Control panel, you can keep the options you want and remove the ones you don't, rather than accept what InDesign thinks you should have.

In the Customize Control Panel dialog box that appears when you select Customize from the flyout menu, you can select and deselect sets of iconic buttons to control which ones appear. These objects are grouped into five categories — Object, Character, Paragraph, Tables, and Other. You can control individual buttons within these categories by clicking the right-facing arrow icon to the left of each group's name; you get a list of options within that group that you can individually control.

The Control panel also adds several functions to its options if you have a wide-screen monitor. For example, with a monitor set at a width of 1280 pixels, you see both the character and paragraph options simultaneously, rather than have to toggle between them. When you've selected an object with the Selection tool at that resolution, you see extra controls such as frame alignment and frame fitting.

Part I: Welcome to InDesign

- **Links panel** (choose **Window** ⇨ **Links** or press **Shift+⌘+D** or **Ctrl+Shift+D**): The Links panel shows the original location of imported graphics and text files. (See Chapter 13.)
- **Info panel** (choose **Window** ⇨ **Info** or press **F8**): The Info panel shows some of the characteristics — such as size, position, and cropping — of selected objects. It also displays the results of using the Measure tool.

Text-formatting panels

Five panels are used in InDesign to provide functionality related to text formatting:

- **Glyphs panel** (choose **Type** ⇨ **Glyphs** or **Window** ⇨ **Type & Tables** ⇨ **Glyphs**, or press **Option+Shift+F11** or **Alt+Shift+F11**): The Glyphs panel lets you access special characters within a font. (See Chapter 23.)
- **Character panel** (choose **Type** ⇨ **Character** or **Window** ⇨ **Type & Tables** ⇨ **Character**, or press **⌘+T** or **Ctrl+T**): Use the Character panel to change common attributes of highlighted text such as the font, size, leading, kerning, tracking, and scaling. (See Chapter 20.)
- **Paragraph panel** (choose **Type** ⇨ **Paragraph** or **Window** ⇨ **Type & Tables** ⇨ **Paragraph**, or press **Option+⌘+T** or **Ctrl+Option+T**): Use the Paragraph panel to change common attributes of selected paragraphs such as alignment, indents, space before and after, and hyphenation. (See Chapter 21.)
- **Character Styles panel** (choose **Type** ⇨ **Character Styles** or **Window** ⇨ **Styles** ⇨ **Character Styles**, or press **Shift+⌘+F11** or **Ctrl+Shift+F11**): Use the Character Styles panel to create and apply styles consisting of character-level formats. (See Chapter 20.)

The Quick Apply Panel

A fast way to apply various attributes to layout elements is by using the Quick Apply panel. Quick Apply is a consolidated list of styles, scripts, text variables, and other attributes that you access by choosing **Edit** ⇨ **Quick Apply**, by clicking the Quick Apply button (the lightning-bolt icon) in many panels, or by pressing **⌘+Return** or **Ctrl+Enter**. The Quick Apply panel presents all available options in an alphabetical list. You can scroll down to the one you want or type the first few letters of the attribute in the text field at the top to jump to attributes beginning with those letters, and then navigate to the one you want and press **Return** or **Enter**, which brings you back to where you were working and closes the Quick Apply panel.



Chapter 1: Inside the InDesign Interface

This feature can be handy if you're working on layouts from your keyboard — perhaps you're a layout artist working on a notebook while commuting. For example, you can switch to the Quick Apply panel, apply a style, and return to your object or text, all without touching the mouse.

But there are so many options in the Quick Apply panel's default state that you can quickly get overwhelmed. To remove attributes you likely will never use in this panel — such as scripts and menu customizations — choose the unnamed pop-up menu at the top of the panel and deselect unwanted attributes (the check marks indicate attributes that will appear).

- **Paragraph Styles panel (choose Type ⇨ Paragraph Styles or Window ⇨ Styles ⇨ Paragraph Styles, or press ⌘+F11 or Ctrl+F11):** Use the Paragraph Styles panel to create and apply styles consisting of paragraph-level formats. (See Chapter 21.)

Table-formatting panels

Four panels are used in InDesign to provide functionality related to tabular formatting (see Chapter 25):

- **Table panel (choose Window ⇨ Type & Tables ⇨ Table or press Shift+F9):** The Table panel lets you adjust table settings.
- **Tabs panel (choose Type ⇨ Tabs, or press Shift+⌘+T or Ctrl+Shift+T):** The Tabs panel lets you create tab stops for selected paragraphs; you can also specify alignment, position, and leader characters for the tabs. Note that Adobe calls this panel a dialog box, but it does not work like any other dialog box: It has no OK or Cancel buttons, and — unlike when a regular dialog box is open — you can select items in your layout while it is open. It really is a panel, except that it has no Minimize box. So I'm still calling it a panel.
- **Table Styles panel (choose Window ⇨ Styles ⇨ Table Styles):** The Table Styles panel lets you specify and apply styles for tables.
- **Cell Styles panel (choose Window ⇨ Styles ⇨ Cell Styles):** The Cell Styles panel lets you specify and apply styles for table cells.

Text-management panels

Six panels are used in InDesign to provide functionality related to managing text, such as for cross-references and notes.

- **Conditional Text panel (choose Windows ⇨ Type & Tables ⇨ Conditional Text):** The Conditional Text panel is where you apply or remove conditions applied to text, as Chapter 26 explains.
- **Index panel (choose Window ⇨ Type & Tables ⇨ Index or press Shift+F8):** The Index panel lets you add and manage index entries. (See Chapter 27.)
- **Assignments panel (choose Window ⇨ Editorial ⇨ Assignments):** The Assignments panel lets you make individual stories in your layout available to a user of the InCopy add-on program (see Chapter 24). For example, with InCopy, a copy editor can check out a story from your layout to proofread it while you're still working on the layout.

Part I: Welcome to InDesign

- **Track Changes panel** (choose **Window** ⇨ **Editorial** ⇨ **Track Changes**): The new Track Changes panel lets you track and manage text changes made to the layout. (See Chapter 24.)
- **Notes panel** (choose **Window** ⇨ **Editorial** ⇨ **Notes**): The Notes panel lets you insert and manage nonprinting notes used as reminders for yourself or other people working on the layout. (See Chapter 19.)
- **Data Merge panel** (choose **Window** ⇨ **Utilities** ⇨ **Data Merge**): The Data Merge panel lets you import data for use in form letters, labels, and other *mail-merge* documents. (See Chapter 26.)

Object management panels

Seven panels are used in InDesign to provide functionality related to formatting and managing objects:

- **Object Styles panel** (choose **Window** ⇨ **Styles** ⇨ **Object Styles**, or press **⌘+F7** or **Ctrl+F7**): Use the Object Styles panel to create and apply styles for frames, lines, and other objects. (See Chapter 13.)
- **Text Wrap panel** (choose **Window** ⇨ **Text Wrap**, or press **Option+⌘+W** or **Ctrl+Alt+W**): The Text Wrap panel provides iconic buttons for controlling how text runs around selected objects. (See Chapter 13.)
- **Align panel** (choose **Window** ⇨ **Object & Layout** ⇨ **Align** or press **Shift+F7**): The Align panel provides buttons that let you evenly distribute or realign multiple selected objects with one click. (See Chapter 10.)
- **Stroke panel** (choose **Window** ⇨ **Stroke**, or press **⌘+F10** or **Ctrl+F10**): Use the Stroke panel to outline the edges of frames and lines; you have control over the thickness and the pattern of the outlines. (See Chapter 12.)
- **Pathfinder panel** (choose **Window** ⇨ **Object & Layout** ⇨ **Pathfinder**): As Chapter 16 explains, the Pathfinder panel lets you manipulate paths, enabling you to combine, separate, and otherwise work with open and closed paths. It also lets you convert shapes. (Note that the Pathfinder panel has no flyout menu.)
- **Effects panel** (choose **Window** ⇨ **Effects** or press **Shift+⌘+F10** or **Ctrl+Shift+F10**): The Effects panel lets you adjust the solidity of images to create transparency and lighting effects. (See Chapter 12.)
- **Attributes panel** (choose **Window** ⇨ **Output** ⇨ **Attributes**): As Chapters 12 and 29 explain, the Attributes panel lets you specify whether objects print, as well as control how the stroke or fill in selected objects overprints the background. (Note that the Attributes panel has no flyout menu.)

Layout management panels

Three panels are used in InDesign to provide functionality related to formatting and managing of pages and the overall layout.

- **Pages panel** (choose **Window** ⇨ **Pages** or press **⌘+F12** or **Ctrl+F12**): Use the Pages panel to create master pages and to add, rearrange, and delete document pages. You can also create sections of page numbers using the Pages panel's flyout menu. (See Chapter 5.)

Chapter 1: Inside the InDesign Interface

- **Layers panel (choose Window ⇨ Layers or press F7):** The Layers panel provides access to vertical slices of a document that you can use to control the stacking order of objects, to isolate specific portions of a design, or to store revisions of the same document. (See Chapter 6.)
- **Story panel (choose Type ⇨ Story or Window ⇨ Type & Tables ⇨ Story):** Small but important, the Story panel lets you specify hanging punctuation for all the frames in a story by checking Optical Margin Alignment, as Chapter 22 explains. You can also change the type size at which alignment begins if the need arises. (Note that the Story panel has no flyout menu.)

Color management panels

Four panels are used in InDesign to provide functionality related to definition and managing of color, as Chapter 8 explains:

- **Swatches panel (choose Window ⇨ Color ⇨ Swatches or press F5):** The Swatches panel lets you create named colors such as those using Pantone, Focoltone, and Toyo inks, and apply the colors to text, strokes, and fills.
- **Color panel (choose Window ⇨ Color ⇨ Color or press F6):** The Color panel lets you create Lab, CMYK, and RGB colors, and apply the colors to text, strokes, and fills. (Lab, CMYK, and RGB are all composite color models, in which all colors are made by mixing a small number of primary colors.) Chapter 8 describes these models in detail.
- **Gradient panel (choose Window ⇨ Color ⇨ Gradient):** Use the Gradient panel to create a stroke or fill consisting of a graduated blend between two colors.
- **Kuler panel (choose Windows ⇨ Extensions ⇨ Kuler):** Use the Kuler panel to load color palettes created by others, modify them, and create your own, as well as transfer them to the Swatches panel and share them with other Kuler.com users.

Prepress and output management panels

Four panels are used in InDesign to provide functionality related to adjusting and previewing the final print output of your layouts. Note the Attribute panel, described in the Object management panels section, also controls some final output settings for selected objects:

- **Preflight panel (choose Window ⇨ Output ⇨ Preflight, or press Option+Shift+⌘+F or Ctrl+Alt+Shift+F):** The Preflight panel lets you determine what settings InDesign should check for output violations as you work on your file, as well as see what current objects have such violations.
- **Flattener Preview panel (choose Window ⇨ Output ⇨ Flattener):** The Flattener Preview panel lets you see what page items (typically those with transparency) are *flattened* (made solid) during printing or exporting to Encapsulated PostScript (EPS) or Portable Document Format (PDF) formats. Flattening occurs for printing devices and graphics export formats that don't support transparency.
- **Separations Preview panel (choose Window ⇨ Output ⇨ Separations or press Shift+F6):** The Separations Preview panel lets you see page items with various color plates enabled, as well as preview the effects of different ink densities.

Part I: Welcome to InDesign

- **Trap Presets panel (choose Window ⇨ Output ⇨ Trap Presets):** The Trap Presets panel lets you set and apply different trapping settings to objects, which controls how abutting and overlapping objects print to avoid gaps caused by paper-feed variations during printing.

Web and interactive media management panels

Nine panels are used in InDesign to provide functionality related to interactive elements of documents intended for export to Web, Flash, or PDF files. Part VIII explains how to use these panels:

- **Hyperlinks panel (choose Window ⇨ Interactive ⇨ Hyperlinks or Window ⇨ Type & Tables ⇨ Cross-References):** The Hyperlinks panel lets you set up hyperlinks from and to document objects and pages, as well as to World Wide Web locations. It also lets you create cross-references for use in automatic text.
- **Bookmarks panel (choose Window ⇨ Interactive ⇨ Bookmarks):** The Bookmarks panel creates the bookmarks used in PDF files to create clickable indexes and tables of contents.
- **Buttons panel (choose Window ⇨ Interactive ⇨ Buttons):** The Buttons panel sets push-button actions for PDF and Flash files.
- **Page Transitions panel (choose Window ⇨ Interactive ⇨ Page Transitions):** The Page Transitions panel sets page-transition effects for PDF and Flash files.
- **Animation panel (choose Window ⇨ Interactive ⇨ Animation):** The new Animation panel lets you set up and manage animations for Flash files.
- **Timing panel (choose Window ⇨ Interactive ⇨ Timing):** The new Timing panel lets you assign the times for various animated objects' display and actions.
- **Object States panel (choose Window ⇨ Interactive ⇨ Object States):** The new Object States panel lets you assign and manage states for objects, for use with interactive Flash documents.
- **Media panel (choose Window ⇨ Interactive ⇨ Media):** The new Media panel lets you access and manage video files for PDF and Flash files.
- **Preview panel (choose Window ⇨ Interactive ⇨ Preview):** The new Preview panel lets you preview how PDF files, Flash files, and Web pages work — including their interactive objects and animations — while you are creating them, before exporting them as final files.

Automation panels

Three panels are used in InDesign to provide automation-oriented programming capabilities, as Part IX explains:

- **Scripts panel (choose Window ⇨ Utilities ⇨ Scripts, or press Option+⌘+F11 or Ctrl+Alt+F11):** The Scripts panel shows available AppleScript, VBA, and JavaScript scripts in the Scripts folder in the InDesign folder.
- **Script Label panel (choose Window ⇨ Utilities ⇨ Script Labels):** The Script Label panel lets you change the label of an object for use by scripts. (Note that the Script Label panel has no flyout menu.)

Chapter 1: Inside the InDesign Interface

- **Tags panel (choose Window ⇨ Utilities ⇨ Tags):** The Tags panel lets you add XML tags and map them to paragraph and character styles. XML tags determine the formatting for XML data sources used in XML documents, which are typically used for automated document production and conversion.

Specialty information panels

InDesign has three panels meant to provide specialized information to users:

- **Mini Bridge (choose Window ⇨ Mini Bridge):** The new Mini Bridge panel lets you inspect files on your computer using a simplified version of the Creative Suite's Adobe Bridge application within InDesign.
- **Tool Hints panel (choose Window ⇨ Utilities ⇨ Tool Hints):** The new Tool Hints panel provides a description of the currently selected tool to explain how it works. What's particularly handy about this panel is that it tells you what capabilities are enabled for each tool based on what modifier keys (such as ⌘, Ctrl, Option, and Alt) you press when using the tool.
- **Background Tasks panel (choose Window ⇨ Utilities ⇨ Background Tasks):** The new Background Tasks panel shows the status of activities running behind the scenes, such as the status of a print job or PDF export. (In previous versions of InDesign, you had to wait until such tasks were complete before you could return to working on your layout. In InDesign CS5, you no longer have to wait, and instead can check on the status of such actions in this panel.)

CS Live panels

Three panels are used in InDesign to connect to Adobe's subscription-based online collaboration services (an Internet connection is needed to use them):

- **Access CS Live panel (choose Window ⇨ Extensions ⇨ CS Live):** The new Access CS Live panel provides quick access to each of Adobe's CS Live online services, as well as lets you set up your CS Live account or connection from InDesign to it.
- **CS News and Resources panel (choose Window ⇨ Extensions ⇨ CS News and Resources):** The new CS News and Resources panel displays information about Creative Suite resources.
- **CS Review panel (choose Window ⇨ Extensions ⇨ CS Review):** The new CS Review panel lets you manage and view collaborative project reviews. The capabilities are quite basic: You can upload a static image of one or more spreads in your layout to Acrobat.com and then invite others to see the preview images and add sticky note comments. (Any interactive, video, audio, or animated objects won't work in the CS Review preview; the viewers see only a placeholder graphic for such elements.)

Part I: Welcome to InDesign

A Quick Tour of CS Live

The CS Live service introduced with Creative Suite 5 provides the following capabilities.

CS Review lets you upload preview images of your InDesign (and Photoshop and Illustrator) pages to a private area on Adobe's Acrobat.com site from which you can invite other people to view the previews and add their comments to the project in the form of sticky notes. You use the CS Review panel to upload the pages and to open in your browser any documents being reviewed so you can see the comments. (You can also choose File⇨Create New Review or use the Access CS Live panel to create a new CS Review project.)

Note that pages using InDesign's interactive and animation features display as static previews in CS Review, so you can't use it to preview interactive features. You'll need to use the Share My Screen capability of CS Live — or e-mail or otherwise share PDF and Flash files — to show these capabilities.

Buzzword is a very basic online text editor that allows multiple people to work on the same document, similar to Google Docs. Note that styles are not supported in Buzzword, so all text formatting is local and thus hard to manage when imported into InDesign. Chapter 17 explains how to use Buzzword documents in InDesign. You can create a Buzzword document from the Access CS Live panel.

Share My Screen — first introduced in Creative Suite 4 — lets you use Acrobat.com's Connect Pro service to let others see your InDesign or other Adobe applications' screens live, so you can demonstrate your comps over the Internet. Choose File⇨Share My Screen to initiate a screen-sharing session, or use the Access CS Live panel. (You can also use other sharing services, such as Yuuguu.com and WebEx, for such Internet-based demos, or the built-in screen-sharing capabilities of Mac OS X and Windows using instant messaging or local network connections.)

CS Live offers free and paid versions, depending on the number of users who get access to your documents.

Reviewing Menu Commands

With so many panels, menu commands take on a more secondary function in InDesign. Many menu commands do nothing but display a panel or bring it forward — this is especially true in the Type and Table menus. But to get comfortable in InDesign, you need to know the basic function of each menu.

InDesign menu

Available only on Mac OS X, the InDesign menu contains preference and plug-in settings, as well as the command to exit the program and to hide it. The Services menu option lets you access mini-applications in Mac OS X that apply to whatever is selected in InDesign, such as taking an image of the current screen. Note that there are very few such services relevant to InDesign. Note that none of these menu items' functions are available in panels.

Chapter 1: Inside the InDesign Interface

Platform Difference

The InDesign menu is available only on the Mac. In Windows, the About InDesign and Manage Extensions menu options reside in the Help menu, the Preferences menu option resides in the Edit menu, and the Quit InDesign menu option resides in the File menu. The other InDesign menu options are specific to Mac OS X. ■

File menu

The File menu lets you perform actions on entire documents, libraries, and books, including creating, opening, saving, closing, exporting, and printing. The Place command lets you import graphics and text files, and the Export command lets you save documents in different formats such as EPS, RTF, XML, and PDF. The Windows version also includes the Quit menu option. Note that none of these menu items' functions are available in panels.

New Feature

InDesign CS5's File menu has the new Place from Buzzword option (see Chapter 17), combines the old Export for Digital Editions and Export for Dreamweaver options into the new Export For menu option (see Chapters 33 and 34), and drops the Preflight menu option (see Chapter 30). ■

Edit menu

InDesign's Edit menu provides access to its invaluable multiple undo and redo features, as well as the standard Cut, Copy, Paste, and Clear commands. You'll find Duplicate, and Step and Repeat here, even though you might be searching the Object menu for them. The Edit menu also provides commands for searching and replacing text and formats, checking spelling, and editing spelling and hyphenation dictionaries, as well as for opening the Story Editor text-editing feature and setting up stories for the InCopy add-on program.

It also provides access to color settings and keyboard shortcut preferences. Note that these menu items' functions, except for Quick Apply, are not available in panels.

Platform Difference

The Windows version of the Edit menu also contains the Preferences menu option (which is in the InDesign menu on the Mac). ■

Layout menu

With the Layout menu, you can change the position of the column and margin guides you established in the New Document dialog box, create guides at specific locations, and resize an entire document proportionally. You can also turn pages in a document and insert automatic page numbers using Layout menu commands. Finally, this menu contains the commands for setting up tables of contents. Note that these menu options' functions — except for the Pages, page-navigation, and Numbering & Section Options menus — are not available in panels.

Part I: Welcome to InDesign

Type menu

The Type menu provides all your controls for formatting text — character formats, paragraph formats, tabs, and styles. The Story command lets you specify hanging punctuation for all the frames in a story (the same function as in the Story panel). You can also convert text to a frame and insert special characters using a dialog box rather than keyboard shortcuts. Note that the Find Font, Change Case, Type on a Path, Document Footnote Options, Text Variables, Insert Character, Fill with Placeholder Text, and Show Hidden Characters menu items' functions are not available through panels.

New Feature

InDesign CS5's Type menu has a new option: **Track Changes** (see Chapter 24). ■

Object menu

Use the Object menu for layout functions such as controlling the stacking order of lines and frames, grouping objects together, locking objects to the page, and wrapping text around objects.

You can manipulate objects, such as changing the number of columns and text inset in the Text Frame Options dialog box or fine-tuning the corners of a frame using the Corner Options dialog box. For working with graphics, the Object menu lets you fit graphics to frames and frames to graphics, create clipping paths, merge and separate paths, convert shapes, apply colors to some types of images, and create drop shadows and apply other lighting effects.

Note that the Text Frame Options, Anchored Object, Corner Options, Clipping Path, and Convert Shape menu items' functions are not available through panels.

New Feature

InDesign CS5's Object menu has several new options: **Show and Hide** (see Chapter 10), **Captions** (see Chapter 13), and **Convert Points** (see Chapter 16). ■

Table menu

The Table menu contains the controls to create and edit tables. Using commands from this menu, you create tables, modify them, convert text into tables and vice versa, manage table cells, and control row and column spacing. Note that this menu's functions are available through panels.

View menu

With the View menu, you can change the view scale of the document, choose whether objects placed by master pages appear, and specify which layout tools are visible: *Threads* (links between text frames), the edges of frames, rulers, guides, the baseline grid, and the document grid. You can also specify whether guides are locked and whether items snap to guides and the document grid. Note that none of these menu items' functions, except for Screen Mode and the zoom controls, are available in panels.

Chapter 1: Inside the InDesign Interface

New Feature

InDesign CS5's View menu moves several show/hide options — including those for hyperlinks, notes, text threads, frame edges, and assigned frames — into the new Extras menu option. Some menu options, such as Structure, have been moved to new locations. ■

Tip

If you're expecting to use the View menu to show and hide invisible characters such as spaces and tabs, look in the Type menu instead. ■

Window menu

For the most part, the Window menu opens panels or brings panels forward within their panel group. Other commands let you manage document windows, opening additional windows for the same document and redistributing document windows on-screen. Currently open documents are listed at the bottom of the menu. The window display and workspace functions are not available via panels.

New Feature

As described in this chapter, the Window menu offers new menu options for new panels, as well as rearranges the locations of some menu options. ■

Help menu

The Help menu contains links to Adobe's HTML help files, as well as to Adobe's program update, registration, and activation functions. Note that none of these menu items' functions are available in panels.

Platform Difference

The Windows version of the Help menu also contains the About InDesign and Manage Extensions menu options that are in the InDesign menu on the Mac. ■

Contextual menus

An interface element you'll find quite useful in InDesign is the contextual menu. By Control+clicking or right-clicking the document, an object, the rulers, items listed in a panel, and so on, you can display a menu of options for modifying whatever it is you're clicking.

Figures 1.9 through 1.11 show 11 contextual menus:

- Two variants of one contextual menu for frames
- Two variants when you're using the Type tool
- Two affecting the rulers
- One for the document tab

Part I: Welcome to InDesign

- One for a panel group
- Three examples of contextual menus for panels.

FIGURE 1.9

From left to right: The contextual menus for a graphics frame or shape, for a text frame, for a text-insertion point, and for selected text



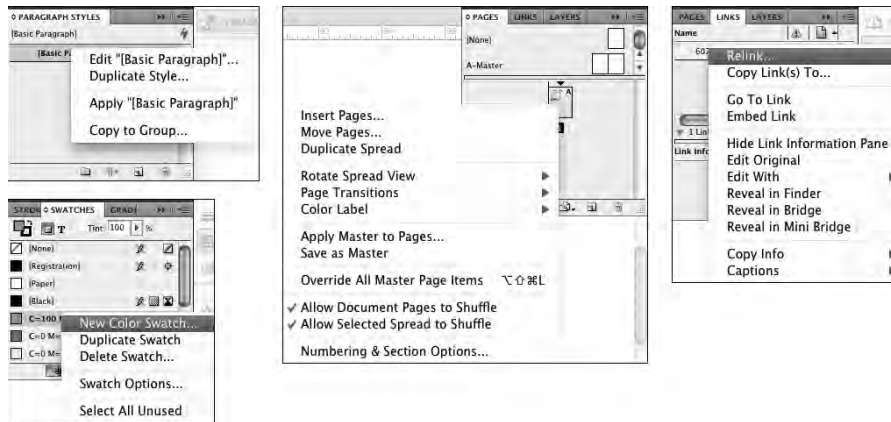
FIGURE 1.10

From left to right: The contextual menus for the zero point, rulers, a document tab, a panel group, and an empty portion of a page or of the pasteboard



FIGURE 1.11

Many panels offer contextual menus for listed items, such as the Paragraph Styles panel (upper left), Swatches panel (lower left), Pages panel (center), and Links panel (right).



Undoing What You've Just Done

Sometimes, you do something you didn't mean to — or you did mean to do it but don't like the results. InDesign gives you several ways to deal with changing your mind:

- **Choosing Edit ⇨ Undo or pressing ⌘+Z or Ctrl+Z for most actions.** Some actions, particularly actions such as scrolling that do not affect any items or the underlying document structure, are not undoable. You can undo multiple actions in the order they were done by choosing Edit ⇨ Undo or pressing ⌘+Z or Ctrl+Z — each time you undo, and the previous action is undone.
- **If you change your mind while InDesign is still completing the action, pressing Esc usually cancels the operation.**
- **When working in most dialog boxes, you can revert all settings to what they were when you opened the dialog box.** Just press Option or Alt, which changes the Cancel button into a Reset button, and then click Reset.

If you've undone something that you decide you didn't want to undo, InDesign has a way to help here as well: Choose Edit ⇨ Redo or press Shift+⌘+Z or Ctrl+Shift+Z. This will redo whatever you undid via Edit ⇨ Undo, or ⌘+Z or Ctrl+Z. It does not reinstate a canceled operation or a reverted dialog box.

Alternatively, choosing Undo and Redo is a handy way of seeing a before/after view of a particular change. As with Undo, you can redo multiple undone actions in the order in which they were undone. If you've made lots of changes to your document and you want to jettison them all, you can choose File ⇨ Revert to reopen the file as it was when you last saved it.

Summary

InDesign stores its preferences in a file that you can copy and send to other users to ensure that you use a standard interface in workgroups. It offers its functionality through a variety of interface methods: tools, panels, menu options, and contextual menus, as well as through some navigation controls in the document window.

The application bar gives you quick access to many InDesign display-oriented functions such as zooming and managing document display.

Panels are the primary vehicle for accessing InDesign features, whereas tools — accessed via the Tools panel — are the primary vehicle for determining what actions are possible.

You can move panels into the main dock to keep them self-contained at the right side of your screen. You can also move, separate, and combine panels into panel groups of your choice, both within the main dock or as free-floating panel groups. New panels are Access CS Live, Animation, Background Tasks, CS News and Resources, CS Review, Media, Mini Bridge, Object States, Preview, Timing, Tool Hints, and Track Changes.

The Control panel is a great timesaver, grouping many functions into one panel, showing only the relevant options for different kinds of objects as they are selected.

You can undo and redo most actions, giving you greater ability to experiment.