

InDesign Pointers & Shortcuts

Making a new document

File / New... / Document

- Intent (web)
- Facing pages (make sure it's off)
- Size of pages (I generally like to start at a standard width like 960px and allow some height for scrolling, so 2000–4000px might be a good height)
- Number of pages (nice to start with some, but easy to add more later)

Editing your new document

File / Document Setup...

- If you make mistakes while making a new document, change it here

Changing units, etc.

InDesign / Preferences / Units & Increments...

- Ruler Units (change to pixels)
- Other Units (change to pixels)
- Kerning/Tracking (good to change to a small number if you'll be working with display type that must be kerned)
- Points (pt) and pixels (px) are mostly the same in terms of measurement at a standard resolution, but points are for print and pixels are for screen

Windows and Pages

Window /

Window / Pages...

- Tabs: Pages, Layers, Links
- Create a new page or delete a page icons in the bottom right corner —
- Top right menu icon (in any window) has more options!

Master pages

- By default, you always have an “A Master” page
- For a new master page: Top right menu icon / New master... — Double click on master to edit it
- By default, “A Master” is applied to all pages

Creating margins and grids

Layout / Margins and Columns...

Layout / Create Guides...

To create a more arbitrary guide, drag a line down from the side ruler

View / Grids & Guides

- Make sure smart guides is turned on
- Make sure snap to guides is turned on

Excruciatingly useful shortcuts

- Pressing the tab key turns on or off the main menu
- ⌘ and plus or minus keys zooms in or out
- Shift, function, and the up or down keys goes up or down a page
- “V” gives you the primary arrow (black)
- “A” gives you the secondary arrow (white)
- “M” lets your cursor draw a box
- “T” lets your cursor draw a text box
- ⌘ and “A” selects all text in the text box
- To get out of a text box, press the escape key
- With an object selected, pressing option will let you drag to duplicate it
- If you want to outline text, select it and press shift, ⌘, “O”
- When resizing anything, hold shift to retain its height/width proportions
- When resizing a picture, hold “E” to allow it to stretch to the frame (you can hold shift simultaneously to retain proportions of the picture)
- To reposition an image within a box, press “A” to get the white dragging hand. With this hand you can move it around or resize it.
- To fit a box to its content, press ⌘, option, “C”
- With an object selected, pressing shift and “X” lets you switch the fill and stroke color
- ⌘ and “T” brings up the Character window
- When typing in any kind of box, ⌘ and “B” brings up the Text Frame Options, which lets you have inset spacing (“padding” in CSS terms)

Exporting and Packaging

File / Export...

- Export as .pdf or as .idml (InDesign for previous versions)

File / Package...

- This puts all the fonts and links in one containing folder so it’s easy to give the InDesign file to someone else
- When receiving a packaged file, make sure you have all the fonts installed before opening