INDESIGN

Cheat Sheet :: Tips & Tricks
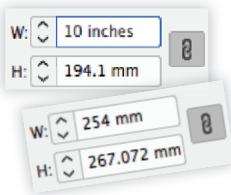
This cheat sheet is from the video training course **bringyourownlaptop.com/indesign**

Resetting defaults - for good!

Close all Indesign files. Now amend what you want, ie change the default font, add colours, turn hyphenate off etc. Voila! Defaults reset for any NEW documents!

Great for when you only ever need corporate branding fonts and colours!

Converting imperial to metric

You're set in mm but need inches. Type '10 inches' into the width/height measurement box. It will automatically convert this to mm.

Great for converting pixel measurements and it saves you changing the preferences all the time!

W: 10 inches
H: 194.1 mm

W: 254 mm
H: 267.072 mm

Viewing pages and spreads

To view the full page:
CMD (mac)/CTRL (PC), 0 (zero)
To view the full spread:
CMD (mac)/CTRL (PC), Option, 0 (zero)
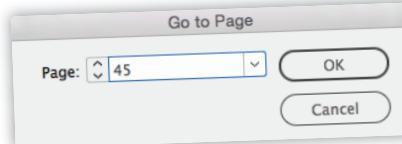
View two pages at once

Click on the icon bottom right. Great to view the contents at the same time as another page.

Quick page navigation

Apply **CMD (mac)/CTRL (PC), J** to move around pages in a long document.

Go to Page
Page: 45
OK
Cancel

Saving/closing multiple files

Save: **CMD (mac)/CTRL (PC), Shift, S**
Close: **CMD (mac)/CTRL (PC), Shift, W**

Toggling between fill and stroke

Rather than using the small icons just hit **X** and it will swap the order of the boxes. ALSO use the shortcut **Shift, X** to swap the colour around.
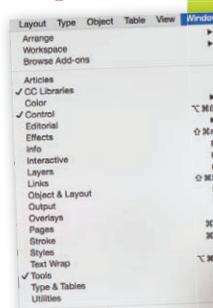
Selecting layers underneath

Simply hover over the box, apply **CMD, click mouse (mac)** or **CTRL, click mouse (PC)** to easily select the layer underneath. It's a way to select items without having to move everything.

The black arrow in the tool bar needs *to* be selected

MAC USERS

Can't find the tool you need? Go to 'Help' in the nav & type what you're looking for into the search box. It will show you it's location with a big blue arrow! Awesome.
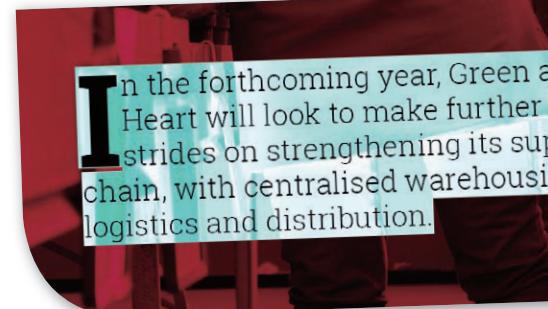
Styling text quickly

Highlight the text you want to alter and apply the following shortcuts.
Size **CMD (mac)/CTRL (PC), Shift, < >**
Tracking **ALT, arrow left/right**
Leading **ALT, page up/page down**
Definitely three of the top 10 shortcuts to know!

In the forthcoming year, Green a Heart will look to make further strides on strengthening its su chain, with centralised warehousi logistics and distribution.

The secret for ignoring text wrap

Go to Preferences via 'Edit > Preferences' (PC) or 'InDesign CC > Preferences' (mac) > Composition and tick 'Text wrap only effects the text beneath'.

☑ Text Wrap Only Affects Text Beneath

Is it really a SHORTCUT when there's so many keys to learn?

YES!! Especially if you're doing the same thing ALL. THE. TIME! Decide what's worth learning. Perhaps it's not necessary to learn the shortcut for page numbers; you only do this once but you're resizing text, moving around, undoing, redoing all the time... you get the idea!

Online course for visual people
bringyourownlaptop.com/indesign

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