

Adobe InDesign[^] for Editors

Preparation

Leave Preview Mode (*View > Screen Mode > Normal*)

Show Frame Edges (*View > Extras > Show Frame Edges*)

Show Hidden Characters (*Type > Show Hidden Characters*)

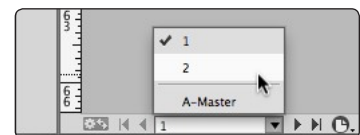
Navigation

Zoom in: Drag with the Zoom tool (Z) or *command-plus* (Mac), *ctr-plus* (Windows)

Fit page in window: *View > Fit Page in Window* or *command-zero* (Mac), *ctrl-zero* (Windows)

Fit spread in window: *View > Fit Spread in Window* or *command-option-zero* (Mac), *ctrl-alt-zero* (Windows)

Turn pages: Double-click on a page in the Pages panel (*Window > Pages*) or use the buttons at the bottom-left corner of the screen.



Using the Story Editor

The Story Editor provides a “word processing” view of a single “story” in your InDesign file. A “story” is defined as a single, standalone text frame, or a series of threaded text frames.

- To quickly access Story Editor, select a text frame with the Selection (black arrow) tool or select some text with the Type tool, and then right-click and choose *Edit in Story Editor*, or press *command-y* (Mac) or *ctrl-y* (Windows)
- Story Editor displays no formatting (except bold, italics and underline), allowing you to write without being distracted by formatting.
- Customize the appearance of Story Editor in *Preferences > Story Editor Display* and *View > Story Editor*.

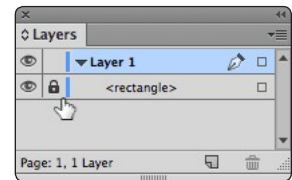
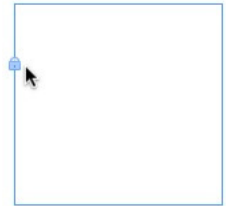
If you cannot select text or an object...

1. The object might be underneath another object

- To “dig” through objects that are stacked on top of one another, select the top object, and then hold down the *command* key (Mac) or *ctrl* key (Windows), and click repeatedly until the object you want is selected.

2. The object might be locked

- To unlock an object, do one of the following:
 - Choose *Object > Unlock All on Spread*
 - Click on the blue padlock icon in the upper-left corner of the frame with the Selection (black arrow) tool
 - Click the padlock icon to the left of the layer in the Layers panel.



Cut, copy, & paste

Keyboard shortcut for Cut: *command-x* (Mac) *ctrl-x* (Windows)

Keyboard shortcut for Copy: *command-c* (Mac) *ctrl-c* (Windows)

Keyboard shortcut for Paste: *command-v* (Mac) *ctrl-v* (Windows)

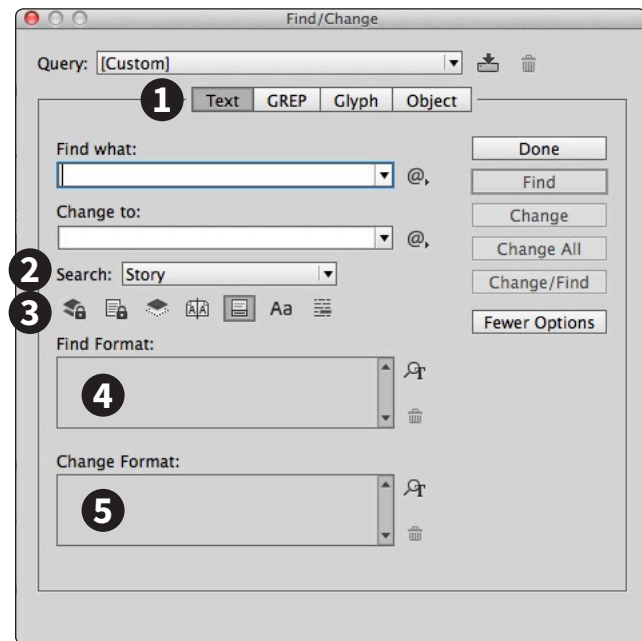
To paste text without bringing the original formatting with it, so that the text adopts the formatting of the surrounding text, use “Paste Without Formatting”.

- *Edit > Paste Without Formatting*, or *command-shift-v* (Mac) *ctrl-shift-v* (Windows).

Search and replace (Find/Change)

Located in *Edit > Find/Change*.

- ❶ Be sure that *Text* is selected here.
- ❷ Choose the “scope” of the search here.
- ❸ These buttons control whether the search is case-sensitive, includes Master pages, etc. Hover over a button to see a description.
- ❹ Be sure that nothing is included here.
- ❺ Be sure that nothing is included here.



Spell checking

Located in *Edit > Spelling*. I recommend using “Dynamic Spelling”. This places a red underline under mis-spelled words like Microsoft Word. Right click on a mis-spelled word to correct it.

Changing case

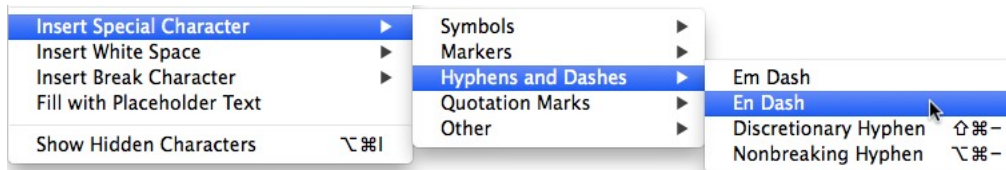
- If text is typed as lower-case, you can toggle between upper and lower case by clicking the *All Caps* button in the Control panel at the top of the screen.



- If text isn’t formatted as All Caps, you can use the *Type > Change Case* command to switch between *lowercase*, *UPPERCASE*, *Title Case*, and *Sentence case*.

Special characters

Choose *Type > Insert Special Character*, *Insert White Space*, or *Insert Break Character* to quickly and easily insert commonly-used “special” characters. (Or, better yet, when you have a text insertion point, or have text selected, right-click and choose one of the “Insert” options from the context menu).

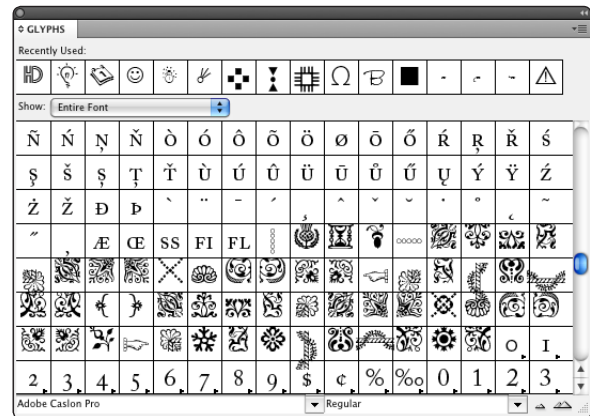


The most useful “Special Characters”

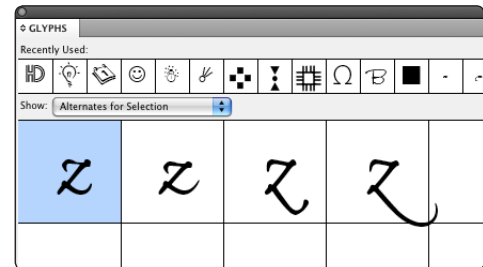
... (Ellipsis)	Use instead of three periods
© (Copyright symbol)	Use instead of (C)
® (Registered trademark symbol)	Use instead of (R)
™ (Trademark symbol)	Use instead of a T followed by an M
— (Em dash)	Use instead of two dashes, to indicate a pause
- (En dash)	Use instead of a hyphen to indicate a range, such as “Pages 4–12” or “Feb. 2–Mar. 3”
Discretionary hyphen	Use to indicate where a word should hyphenate, if hyphenation is turned on and needed
Nonbreaking hyphen	Use to insert a hard hyphen between two words, where you never want the hyphen to occur at the end of a line
Nonbreaking space	Use to insert a space between two words but always keep the words on the same line
Figure space	Use to insert a space the width of a number in the chosen typeface — sometimes useful for aligning numbers in columns
Column, Frame and Page break	Use to force the next character of text to appear at the top of the next column, frame, or page
Right Indent Tab	A special tab character that causes all text after the tab character to be right-aligned at the right edge of the frame

The Glyphs panel

Use the Glyphs panel (*Type > Glyphs*) to identify and insert special characters unique to each font. This is particularly handy for OpenType fonts with large character sets, “Dingbat” fonts, symbol fonts, or foreign-language characters.

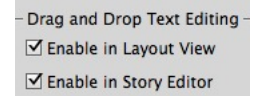


To view all the alternate forms of a particular character, select the character on your page with the Type tool, then choose Alternates for Selection from the Show menu in the Glyphs panel.



Drag and drop text editing

Turn this on in Preferences > Type.



Auto bullets and numbers

To restart the numbering of an automatically numbered list, select the paragraph that should restart at one, right-click, and choose *Restart Numbering*.

Notes

Window > Editorial > Notes

Track changes

Window > Editorial > Track Changes

Table shortcuts

To resize rows and columns	Drag an interior row or column boundary
Resize all rows proportionally	<i>Shift-drag</i> bottom table edge
Resize all columns proportionally	<i>Shift-drag</i> right table edge
Resize all table cells proportionally	<i>Shift-drag</i> bottom-right corner of table
Resize rows and columns without resizing the table	<i>Shift-drag</i> an interior row or column boundary
Enlarge table while inserting rows or columns	Drag the right edge, bottom edge, or bottom-right corner of the table outward, and then add the <i>option/alt</i> key
Shrink table while deleting rows or columns	Drag the right edge, bottom edge, or bottom-right corner of the table inward, and then add the <i>option/alt</i> key
Resize a completed table (rows, columns, cells, and contents)	Resize the text box containing the table with the Free Transform tool or the Scale tool
Insert a row	<i>Table > Insert > Row</i> or <i>command-9</i> (Mac), <i>ctrl-9</i> (Windows)
Insert a new row at the end of a table	Press the <i>Tab</i> key when the text cursor is at the end of the last row of the table
Insert a column	<i>Table > Insert > Column</i> or <i>command-option-9</i> (Mac), <i>ctrl-alt-9</i> (Windows)
Delete a row	<i>Table > Delete > Row</i> or <i>command-Delete</i> (Mac), <i>ctrl-Backspace</i> (Windows)
Delete a column	<i>Table > Delete > Column</i> or <i>shift-Delete</i> (Mac), <i>shift-Backspace</i> (Windows)
Select row	<i>command-3</i> (Mac), <i>ctrl-3</i> (Windows)
Select column	<i>command-option-3</i> (Mac), <i>ctrl-alt-3</i> (Windows)
Select entire table	<i>command-option-a</i> (Mac), <i>ctrl-alt-a</i> (Windows)
To use tab characters within a table cell	<i>Context menu > Insert Special Character > Other > Tab</i>

Keith Gilbert is a digital publishing consultant and educator, Adobe Certified Instructor, Adobe Community Professional, conference speaker, and an author and contributing writer for various publications. His work has taken him throughout North America, Africa, Europe, and Asia. During his 29 years as a consultant, his clients have included Adobe, Apple, Target, the United Nations, Best Buy, General Mills, and Lands' End.



Visit blog.gilbertconsulting.com and follow me on Twitter [@gilbertconsult](https://twitter.com/gilbertconsult)



651-633-7148
kgilbert@gilbertconsulting.com
www.gilbertconsulting.com
twitter: @gilbertconsult



CERTIFIED EXPERT



COMMUNITY
PROFESSIONAL



CERTIFIED INSTRUCTOR