

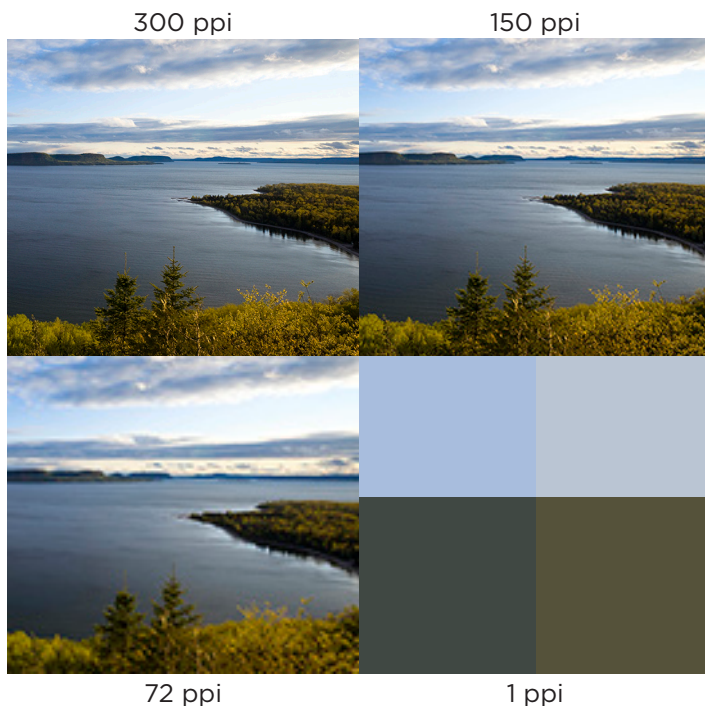
# INDESIGN TIP SHEET

## TIPS+TRICKS

1. Learn shortcuts (as you go)
  - Toolbar: hover over item to show name + shortcut
  - Menu item: if shortcut exists, it'll be to the right
2. Save often
3. When scaling, hold shift to scale uniformly
4. Hold shift to move an item in one direction
5. To duplicate an item, hold Alt and move it

## IMAGES

1. Resolution, measured in pixels-per-inch (ppi), affects how images will print
  - 300 ppi is ideal for print
  - 72 ppi is ideal for screen
  - Use the Links tab to view “effective ppi”
  - File size can help determine resolution (look for MB instead of KB)



Missing Link

## SHORTCUTS

1. Basics
  - Save — Ctrl+S
  - Save As — Shift+Ctrl+S
  - Copy — Ctrl+C
  - Paste — Ctrl+V
  - Paste w/o formatting — Shift+Ctrl+V
  - Paste in place — Shift+Alt+Ctrl+V
  - Print — Ctrl+P
  - Undo — Ctrl+Z
  - Redo — Shift+Ctrl+Z
  - Open — Ctrl+O
  - Close — Ctrl+W
  - Place — Ctrl+D
  - Zoom-in — Ctrl+=
  - Zoom-out — Ctrl+-
  - Zoom/fit page — Ctrl+0 (zero)
2. Tools
  - Select (black arrow) — V
  - Direct select (white arrow) — A
  - Type tool — T
  - Rectangle — M
  - Circle — L
  - Rotate — R
  - Hand tool — H
  - Pan/temporary hand — Hold Spacebar
  - Magnifying Glass (zoom) — Z
  - Pen tool — P
  - Scale tool — S
3. Misc.
  - Preview — W
  - Presentation — Shift+W
  - Hide toolbars — Tab
  - Bring forward — Ctrl+]
  - Bring to front — Shift+Ctrl+]
  - Send backward — Ctrl+[
  - Send to back — Shift+Ctrl+[
  - Add new page — Shift+Ctrl+P
  - Show/hide guides — Ctrl+;
  - Show/hide grid — Ctrl+'
  - Select all — Ctrl+A
  - Lock — Ctrl+L
  - Unlock — Alt+Ctrl+L
  - Nudge — (Arrow Keys)
  - Larger nudge — Shift+(Arrow Keys)

## EXPORTING PDFs

1. **Covers and Tabs:**
  - File, Export... (shortcut: Control + E)
  - Set file name, Format: Adobe PDF (Print), Save
  - Adobe PDF Preset: PDF/X-1a:2001
  - Compatibility: Acrobat 5 (PDF 1.4)
  - Click Marks and Bleeds,
    - check “Crop Marks”
    - check “Use Document Bleed Settings”
2. **Internal Pages:**
  - Repeat the steps above, except:
    - *DO NOT* set Crops and Bleeds