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Secrets of using InDesign CS2



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“Ever wondered what you can do with Indesign CS2? In this article, I intend to share some quick tips and hidden tricks that you might not be aware of within Indesign.”



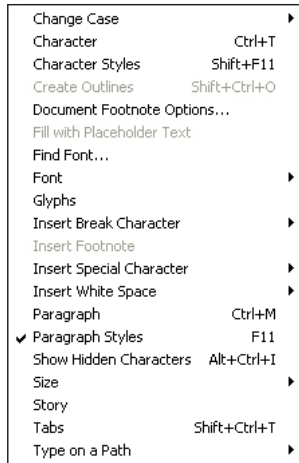
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Alphabetising menu commands

- 1) Ever forget the exact location of a menu command in InDesign? This tip helps you locate your menu commands easily. You can rearrange the InDesign menu command in alphabetical order by using a set of modifier keys:

Command + Option + Shift + click your menu (Mac)

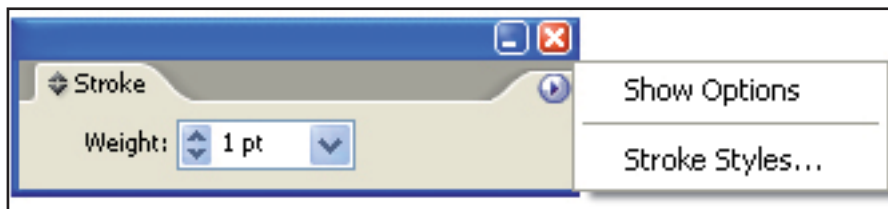
Ctrl + Alt + Shift + click your menu (Win)



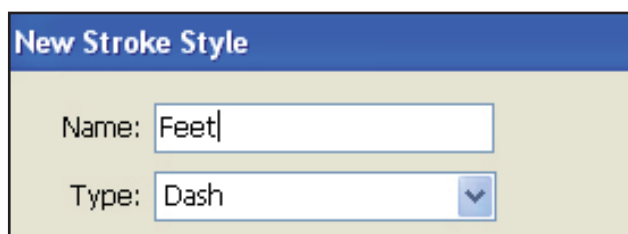
Create a feet stripe automatically

With the introduction of drawing capabilities into InDesign, users have been treated to an array of exciting features including styling lines. Although we could easily use the built-in styles, InDesign allows you to create your own customised style. Here, I want to share a hidden style that not many people know.

- 1) Choose **Strokes Styles** from the Stroke palette.



- 2) Select **New** and name the style "**Feet**".



- 3) Apply the style to your objects and enjoy.



Using your own placeholder text

Designers have been using the “Lorem Ipsum” text as substitute text for their templates or mock-ups. You can now have the option of replacing the Lorem Ipsum text with your own placeholder text.

- 1) Write your own placeholder text in any word processor.
- 2) Save the file as “txt” format.
- 3) Name the file as “**Placeholder.txt**” and save it in the same folder as your InDesign application.
- 4) Click an insertion point in your text frame and choose **Type > Fill with Placeholder text**.

The text frame will be filled with your own placeholder text and if InDesign runs out of text, it will simply repeat the contents of your text.

Deleting all ruler guides

Faced with the challenge of removing all ruler guides in a layout? Removing a single guide is relatively easy (simply press Delete after selecting the ruler guide) but removing all existing guides can be a hassle. This set of keystrokes selects all ruler guides for you automatically. Here’s how:

- 1) **Command + Option + G (Mac)** or **Ctrl + Alt + G (Win)** to select all guides.
- 2) Press **Delete (Mac)** or **Backspace (Win)** to clear them.

Gaining more space to work

With the introduction of the many palettes and toolbars, users are forced to work in whatever little space that is left. Here are some quick tricks that you can use to reclaim your workspace.

- 1) **Tab**
This keystroke hide or shows all palettes including the toolbar.
- 2) **Shift + Tab**
This set of keystrokes hide or shows all palettes excluding the toolbar.
- 3) Double click the toolbox to cycle through the various orientation of your toolbox.