

Adobe® InDesign™ for the QuarkXPress™ User

If you're familiar with QuarkXPress 4.x, refer to these tables to familiarize yourself with Adobe InDesign. The streamlined InDesign interface closely matches that in Adobe Photoshop and Adobe Illustrator in design, features, and keyboard shortcuts. InDesign features a single menu bar, one toolbox, and 12 tabbed palettes. The menu bar lists options for setting up a file, editing and viewing objects and text, laying out a document, and customizing the workspace. The toolbox has keys for accessing tools using the keyboard, and fly-out menus for tool groups, like those in QuarkXPress. Many InDesign palettes contain additional options in a palette menu you can display by clicking the black triangle at the upper right corner of a palette.

Keyboard shortcuts

InDesign and QuarkXPress use different keyboard shortcuts for similar tasks. With InDesign, however, you can load a set of keyboard shortcuts very similar to those found in QuarkXPress. Once you do this, pressing a keyboard shortcut you use for a QuarkXPress feature will perform the corresponding task with InDesign. See “Customizing keyboard shortcuts” on page 49. For a complete list of InDesign’s default keyboard shortcuts, see the Quick Reference Card.

Workspace

Both QuarkXPress and InDesign use floating palettes to display page layout controls and to provide feedback on the status of objects in your document. However, InDesign gives you more control over the appearance and organization of your workspace.

Unlike palettes in QuarkXPress, InDesign palettes can be grouped, collapsed, or resized. Some of InDesign's palettes can be displayed in a more compact mode, presenting only the most frequently used controls, or in a more complete mode showing all of the available controls for page layout function (paragraph specifications, for example). Finally, some of InDesign's palettes can be displayed in a horizontal mode or in a vertical mode.

Task/feature	InDesign
Modify view of document	Choose the appropriate command from the View menu to show or hide grids, guides, rulers. Choose Type > Show Hidden Characters (deselect to hide).
Get information about and modify selected objects or text	Use Transform palette and Character palette. InDesign switches between these depending on current selection.
Display/hide Measurements palette	Ctrl+T (Windows) or Command+T (Mac OS) to show Character palette, Ctrl+M (Windows) or Command+M (Mac OS) to show Paragraph palette, F9 to show Transform palette
Jump to first item in Measurements palette	Ctrl+' (Windows) or Command+' (Mac OS) selects the last used option in a palette; also see above—displaying the palette activates the first option
Jump to Font field in Measurements palette	Ctrl+T (Windows) or Command+T (Mac OS) displays Character palette and activates Font menu
Override units of measurement	Use i or in for inch, p for pica, Op before entry for points, m for millimeters, c for ciceros.
Temporarily switch to the Hand tool	Spacebar-drag; or to switch while editing text, Alt-drag (Windows) or Option-drag (Mac OS)
Temporarily switch to the Zoom tool	Ctrl+space-click or drag (Windows) or Command+space-click or drag (Mac OS)

Selecting and moving objects

For most tasks, InDesign's selection tool is like the item tool in QuarkXPress. InDesign's type tool and the direct-selection tool correspond to the QuarkXPress content tool. You use the type tool to select and edit text, and use the direct-selection tool to select frame content, objects inside groups, and inline objects. If you've used Illustrator, InDesign's selection tools will be familiar to you.

Task/feature	InDesign
Select, edit, or transform a frame	Use selection tool or direct-selection tool.
Select or edit the content of a frame	Use direct-selection tool (for graphics frames) or type tool (for text frames).
Select and work with objects inside a group	Use direct-selection tool. For text, use type tool. To select successively higher levels, use direct-selection tool to Alt-click (Windows) or Option-click (Mac OS) the same object repeatedly.
Add object to selection	Shift-click using any selection tool
Remove object from selection	Shift-click using any selection tool
Deselect all	Ctrl+Shift+A (Windows) or Command+Shift+A (Mac OS), or click a blank area of page or pasteboard
Toggle between the object selection and content selection tools	Ctrl+Tab (Windows) or Control+Command (Mac OS)
Switch to the previously selected tool	Press the single-key shortcut for that tool. See the Quick Reference Card or tool tips.
Switch to the next tool in the Toolbox	Press the single-key shortcut for that tool. See the Quick Reference Card or tool tips.
Select an object behind another object or cycle through selecting multiple stacked objects	With selection tool active, Ctrl+click (Windows) or Command+click (Mac OS) to select next object behind, or Ctrl+Alt+click (Windows) or Command+Option+click (Mac OS) to select next object in front

Document layout

Task/feature	InDesign
Reposition the zero point	Drag from intersection of vertical and horizontal ruler.
Reset the zero point	Double-click intersection of vertical and horizontal ruler.
Set ruler increments	File > Preferences > Units & Increments, or right-click (Windows) or Ctrl-click (Mac OS) a ruler; choose from same increments as QuarkXPress; can also use custom increments such as the leading of your body text
Create guides on page or pasteboard	Drag from ruler onto page or pasteboard.
Create a baseline grid	View > Show Baseline Grid; File > Preferences > Grid to set the origin, color, and magnification level at which grid is hidden
View baseline grid	View > Show Baseline Grid, or press Ctrl+Alt+“ (Windows) or Command+Option+“ (Mac OS)
Snap to baseline grid for selected paragraph	In Paragraph palette, click Align to Baseline Grid button.
Show/hide guides	View > Show/Hide Guides, or Control +; (Windows) or Command+; (Mac OS)
Remove a single guide	Select guide, press Delete.
Remove all guides	Ctrl+Alt+G (Windows) or Command+Option+G (Mac OS) to select all guides, press Delete
Snap objects to guides	View > Snap To Guides
Change the stacking order of objects	Object > Arrange > Bring to Front, Bring Forward, Send Backward, or Send to Back; use the Layers palette for more structured control over stacking objects
Delete master pages	In Document Layout palette, select master page icons and click Delete icon.
Apply a master page	Drag master page icon on top of document page icon.
Copy master pages from one document to another	Drag a master page icon from Pages palette to another open document window.
Override master pages	On document page, Ctrl+Shift-click (Windows) or Command+Shift-click (Mac OS) a master item.
Add a page	In Document Layout palette, drag master page icon to document page area.

Task/feature	InDesign
Delete a page	In Document Layout palette, select page and click the Delete button; no undo possible
Add pages automatically when placing text	Hold down Alt (Windows) or Option (Mac OS) as you click a loaded text icon to place a text file.
Arrange document pages	In Document Layout palette, drag page icon to new location.
Create a spread	Drag page icon next to another page icon.
Create a spread with three or more pages	In Pages palette, select icons for a spread, choose Set as Island Spread from palette menu, and drag existing pages to those icons.

Working with frames

Task/feature	InDesign
Create a frame using frame tool	Draw frame using any frame tool.
Create a text frame	Drag using the type tool; or load a text icon (choose File > Place or click an in port or out port of text frame), and then click or drag the loaded text icon. You can use any path as a text frame.
Convert frame from one type to another	If empty, choose an option from Object > Content menu for selected frame. You can also change the type of any frame by simply replacing its contents.
Link frames	Click the out port of one frame, and then click on another frame; or click the out port of a frame, and drag the thread icon on the page to create a new threaded text frame.
Set properties for selected frame	Choose Object > Text Frame Options, or press Ctrl+B (Windows) or Command+B (Mac OS), or use Transform palette to set size, location, rotation, etc.
Adjust inset for selected text frame	Object > Text Frame Options, and specify Inset Spacing for top, bottom, left, and right sides independently.
Change geometry for selected frame	Use Transform palette.
Automatically center content inside a selected graphic frame	Object > Fitting > Center Content
Automatically fit content to a selected graphic frame	Object > Fitting > Fit Content to Frame, or Object > Fitting > Fit Content Proportionally

Task/feature	InDesign
Manually position content inside selected frame	Using the direct-selection tool, drag the content. Or select the content and change X and Y values in the Transform palette.
Suppress printing for selected frame	Drag box in Layers palette to move frame to a different layer. Click eye icon (far left column) to hide layer before printing.
stroke weight positions	Strokes grow equally around the center of the path as stroke weight increases. To make sure changes in stroke weight don't alter frame size, choose Weight Changes Bounding Box from Stroke palette menu (if no checkmark appears in the menu).

Drawing shapes

Task/feature	InDesign
Drawing and modifying a straight line	Drag using the line tool. Use selection tool to select entire line (displaying its bounding box) or direct-selection tool to modify the line's endpoints. Use Line Length box in Transform palette to change length numerically.
Draw a basic shape	Drag any of the basic-shape tools.
Create freeform shapes	Draw using the pen tool, or paste freeform paths from Adobe Illustrator.
Select points	Click an anchor point with the direct-selection tool. Selected points appear solid; unselected points appear hollow.
Add points to a path	Using the pen tool, click on a path segment. Or use add anchor point tool.
Delete points from a path	Using the pen tool, click an anchor point. Or use remove anchor point tool.
Move a path segment	Using the direct-selection tool, drag each end point or anchor point individually.
Retract a control handle	Using the direct-selection tool, drag the direction point to the anchor point.
Retract handles by converting points	Converting from a curve point to a corner point automatically retracts handles.

Task/feature	InDesign
Convert points from one type to another	Select the convert direction point tool, or (while using the direct-selection tool) hold down Ctrl+Alt (Windows) or Command+Option (Mac OS), or (while using the pen tool), hold down Alt/Option; then click a smooth point, or drag its direction lines, or drag direction lines out of a corner point.
Apply a fill and stroke to selected frame	In the toolbox, click the Fill or Stroke box to indicate which to change. Then click a button at the bottom of the toolbox, select a color or gradient in the Swatches palette, or adjust settings in the Stroke, Color, or Gradient palettes.
Remove stroke from selected frame	Click None button at bottom of toolbox, or click [None] in the Swatches palette, or use Stroke palette to set weight to zero.

Entering and editing text

Task/feature	InDesign
Enter special characters	Press Alt (Windows) or Option (Mac OS) and type the character code on the numeric keypad (Windows) or press the combination of keys for the character (Mac OS).
Text selection shortcuts	Double-click to select a word. Triple-click to select a paragraph. See also Quick Reference Card.
View invisible characters	Type > Show Hidden Characters
Import text	Choose File > Place and select a file to import. Clicking a text insertion point first is optional. Previously selected text is replaced.
Tagged text	Can import QuarkXPress Tags files; can also export and import text files in the InDesign Tags format
Create inline frames	Cut or copy frame; click a text insertion point in a text frame and paste. Inline frame behaves like a single text character.
Text wrap for selected frame	Use Object > Text Wrap palette. Also check Object > Text Frame Options and make sure Ignore Text Wrap is deselected.

Formatting characters

Task/feature	InDesign
Select a font	Use Character palette menus to choose a font family and type style; or choose Type > Font menu (grouped by font family); or choose File > Edit Shortcuts, choose Type Menu for Product Area, and assign any font to a keystroke.
Apply type styles (plain, bold, italic, bold italic)	Choose type style from Character palette, if available. InDesign does not simulate unavailable type styles.
Apply a stroke and fill to text	In the toolbox, click the Fill or Stroke box to indicate which to change; then click a button at the bottom of the toolbox, select a color or gradient in the Swatches palette, or adjust settings in the Stroke, Color, or Gradient palettes.
Leading methods	Leading method corresponds to the QuarkXPress Typesetting method. InDesign provides true baseline-to-baseline leading at the character level.
Absolute (fixed) leading values	Enter value in Character palette. Type size is ignored.
Auto leading	Based on largest character in line and percentage for Auto Leading in Paragraph palette menu > Justification; choose Auto in Character palette; palette displays actual leading in parentheses
Control distance from top of text frame to first baseline	Select frame, choose Object > Text Frame Options, and choose a distance from the Offset menu.
Superscript and subscript for selected text	Choose Superscript or Subscript from Character palette menu; File > Preferences > Text to set size and position
Case of selected text	Choose All Caps or Small Caps from Character palette menu; File > Preferences > Text to set size for small caps
Position of selected text	Enter a value for Baseline Shift in Character palette.
Automatic kerning	Choose Metrics or Optical in Character palette; available for selected range of text
Manual kerning at text insertion point (not selected range)	Enter Kerning value in Character palette.
Tracking for selected text	Enter Tracking value in Character palette. Tracking values are added to existing kerning values in selected text.
Kerning increments	.001 em
Ligature replacement for selected text	Choose Ligatures from Character palette menu (selected by default).

Formatting paragraphs

Task/feature	InDesign
Drop caps	Use Paragraph palette and enter values for Drop Cap One or More Characters and Drop Cap Number of Lines
Paragraph rules	Choose Paragraph Rules from Paragraph palette menu.
Tabs	Type > Tabs
Paragraph spacing	In the Paragraph palette, use Space Before and Space After.
Composition	From Paragraph palette menu, choose Adobe Single-line Composer to compose text by considering one line at a time or Adobe Multi-line Composer to consider the composition of lines after the current line.
Width of em space (the basis for spacing decisions)	Same as type size
Hyphenation and justification	Use the commands on the Paragraph palette menu and the Hyphenate option on the Paragraph palette.

Working with styles

Task/feature	InDesign
Character styles	Character Styles palette
Paragraph styles	Paragraph Styles palette
Creating styles by example	Select paragraph or range of text. Use Character Styles palette or Paragraph Styles palette to create new style. It will be based on attributes of selected text.
Applying a style	F11 activates Character Style palette
Overriding local formatting	Applying a paragraph style overrides existing formatting by default.
Copying styles from one document to another	From Paragraph Styles palette menu, choose Load Paragraph Styles or Load All Styles. From Character Styles menu, choose Load Character Styles or Load All Styles.

Importing and exporting graphics

Task/feature	InDesign
Get a picture	File > Place, or press Ctrl+D (Windows) or Command + D (Mac OS); select a graphic; click OK; click the loaded graphics icon on page or in a frame; if you click on page, InDesign makes a frame for the graphic
Crop a graphic	Drag a graphic's bounding box handle using the selection tool. Or resize the graphic's frame using the Transform palette or scale tool.
Linking and embedding	Use Links palette and the commands on the Links palette menu.
Update a linked graphic	Use Links palette and choose Update Link from the Links palette menu.

Transforming objects

Task/feature	InDesign
Move selected objects	Drag to a new location in the window, or Shift-drag to constrain motion to 45-degree increments from starting point
Align and distribute selected objects	Use buttons in Align palette. Stroke weights are taken into account.
Rotate an object	Select object, select rotate tool, and drag; or type a value into the angle option in the Transform palette and press Enter or Return; or choose a Rotate command from the Transform palette menu.
Skew an object	Select object, select shear tool, and drag. Or type a value into the Shear option in the Transform palette and press Enter or Return.
Flip an object	Choose one of the flip commands from the Transform palette menu.
Crop an object	Select object using selection tool and drag any handle on the bounding box. If it's not an imported graphic, you must first paste the object inside a frame.

Color

Task/feature	InDesign
Define a color	Choose New Swatch from the Swatches palette menu and specify settings. Note that the InDesign color Paper is the equivalent to the QuarkXPress color White.
Importing colors from a color library	Choose library name from Window > Swatch Libraries menu, select desired color, and choose Add to Swatches Panel from palette menu. Or choose Window > Swatch Libraries > Other Library to load colors from an Illustrator document, Illustrator EPS document, or InDesign document.
Apply a fill color to selected frame	Click the Fill box at bottom of toolbox. Then click a swatch in the Swatches palette.
Copy colors from one document to another	Copy colored object in one document and paste into another. Or drag color from Swatches palette to another document window.
Gradient types	Linear and Radial (same as Full Circular in QuarkXPress)
Controlling gradient color and gradation	Alt-click (Windows) or Option-click (Mac OS) color in Color palette to apply color to selected stop in Gradient palette slider. Drag Gradient palette sliders to change rate of transition.

Color management

Task/feature	InDesign
Specify system profiles for monitor, composite printer, and separations printer	File > Color Settings > Application Color Settings and specify profiles in the System Profiles section
Simulate separations printer on monitor	File > Color Settings > Application Color Settings and select Simulate Separations Printer on Monitor
Turn on color management for a document	File > Color Settings > Document Color Settings and select Enable Color Management
Specify default profiles for imported images and colors created in document	File > Color Settings > Document Color Settings and select profiles in the Source Profiles section
Specify profile for a selected imported image	Object > Image Color Settings and specify options

Printing

Task/feature	InDesign
Specify printer	Install a printer using the AdobePS printer driver. Make sure printer is selected and set up in Page Setup (Windows) or the Chooser (Mac OS).
Specify paper size and paper-handling options	File > Print, click Properties, and click Page Setup tab (Windows NT) or Paper tab (Windows 98); File > Page Setup and go to Page Attributes panel (Mac OS)
Print page ranges	File > Print and go to Advanced Page Control panel
Image printing options	Hide images on the layout by putting them on a layer that you hide. To change other image options, choose File > Print and go to Graphics panel.
Print color separations	File > Print and go to Color panel; click Separations and specify color and ink options; specify in-RIP, if appropriate; check all Print dialog box panels to verify options
Trapping	Automatic trapping of any object to any other object (including text and images) is available through Adobe In-RIP Trapping (File > Print > Trapping panel). Manual overprinting of strokes and fills is available in Attributes palette. You can also choose File > Preferences > General and select Overprint Black (on by default).
Specifying object-level overprinting for selected objects	Use Attributes palette.
Perform a preflight check	File > Preflight

