

Interface and Program

Basics

This section gives you a basic introduction to InDesign itself, showing the interface and tools that you'll use everyday and how they equate to their counterparts in QuarkXPress. InDesign and QuarkXPress have very different interface approaches, and understanding the differences is key to becoming comfortable in InDesign.

This section makes it easy to match up differing elements by showing a visual translation between the interfaces. You'll also see what interface elements are not the same, even though they may at first appear to be, so you don't mistakenly use an inappropriate element.

Translating Basic Terms	4
Comparing Palettes and Panes	6
Comparing Dialog Boxes	8
Comparing the Measurements 1 and Control Palettes	12
Comparing Tools	4
Comparing the Selection 1 Tools	6
Using the Contextual Menus	8
Controlling What You See 2 Onscreen	0

Translating Basic Terms

QuarkXPress

M	lajor	Termino	logy	Differences
---	-------	---------	------	-------------

4

QuarkXPress	InDesign	Meaning
Anchored item	inline frame	An object placed within text that flows with the text as it is edited
Background color	Fill	Color applied to an object's background
Blend	Gradient	Gradation of one color to another
Box	Frame	Container for text or graphic
Color	Swatch	A defined color that can be separated onto its own plate (for printing)
Frame	Stroke	Outline of an object, graphic, or text character
Get or Import	Place	Bring an outside element into the layout
ltem	Object	Something you can select, such as a line, picture, or text box
Link	Thread	Connection between text boxes to control text flow
Picture	Graphic	An image or drawing, usually created in another application
Runaround	Text wrap	Having text follow closely around another object's shape
Shade	Tint	A color with less than complete saturation
Style	Character format	A single text attribute, such as italics or boldface
Style sheet	Style	Collection of text attributes that are saved and can be applied all at once
XTension	Plug-in	Optional program that adds features to QuarkXPress or InDesign





Keep in Mind

QuarkXPress and InDesign use different terms for the same things, which can be confusing. This book uses QuarkXPress terms on QuarkXPress pages and InDesign terms on InDesign pages, to highlight the differences as if they were two languages. The table at left highlights the major terminology differences. The screen shots show the terms applied to actual interface elements. R

Comparing Palettes and Panes

Note These Differences

6

InDesign has lots of palettes, which often contain multiple panes. QuarkXPress has a fair number of self-contained palettes but not as many as InDesign, since QuarkXPress leaves many detailed actions to its dialog boxes.

Because it has so many palettes, the transition to InDesign can be bewildering. On this spread, I've indicated the InDesign panes that correspond to QuarkXPress palettes by giving them the same numerical labels. Note that, in some cases, a pane or palette may contain functions covered in more than one pane or palette in the other program.

All palettes and panes are available in the Window menu (for QuarkXPress 5 or earlier, in the View menu). Note that InDesign groups its text-oriented panes under the Type & Tables submenu. I've indicated keyboard shortcuts for those that have them. In one case, InDesign uses a dialog box where QuarkXPress has a palette (the Lists palette), so I've also shown the menu path for that dialog box.



6 F9

ato:					
nuy			n.	Show List For:	Current Layout
ext.			-	List Name:	
Level: First	Level			Find:	Update Build
Reference			-		
Style: Ent	ry's Style	\$	0		
cope: Sels	ction Start	\$			
FFF		21	1		
Entries: 0		Occurrences			*
3					
3			J		
3	Trap Inf	formation			Ō
and the second s	Trap Inf Default	formation	Dverprint	Ĺ	
ackground: rame Inside:	Trap Inf Default Default	formation	Dverprint	Ĺ	 ↓ ↓
ackground: ame Inside: ame Middle:	Trap Inf Default Default Default	formation	Dverprint	L.	े क <u>ह</u> ि
b ckground: ame Inside: ame Middle: ame Outside:	Trap Inf Default Default Default Default	formation	Dverprint	i.	े कै रि'7
3 ackground: rame Inside: rame Middle: rame Outside: ap Inside:	Trap Inf Default Default Default Default Default	formation : : :	Dverprint	Ĩ	
ackground: rame Inside: rame Middle: rame Outside: ap Inside: ap Outside:	Trap Inf Default Default Default Default Default Default	formation	Dverprint	Ĩ	1 - - - - - - - - - - - - -

QuarkXPress



7 Layout ⇔ Table of Contents

R

Comparing Dialog Boxes, part one QuarkXPress

Note These Differences

8

Both InDesign and QuarkXPress use dialog boxes accessed from their menu bars, but the interfaces are quite different. On this and the next spread, I've indicated the InDesign dialog boxes (and sometimes panes) that correspond to QuarkXPress dialog boxes by giving them the same numerical labels. I've also shown the menu sequence and, if it exists, the keyboard shortcut.

Box Text Frame Runaround Type: Item Item Item Top: Ipt Item Item Bottom: Ipt Item Right: 1pt Outside Edges Only		Mo	dify	
Type: Item Top: Lpt Left: 1 pt Bottom: 1 pt Right: 1 pt Outside Edges Only	,	Box Text F	ame Runaround	
	Type: Item Top: I pt Left: I pt Bottom: I pt Right: I pt	n 🛊	Preview :	

2 Item ➪ Modify, or ೫+B or Ctrl+B

	Box Text	Frame Runard	ound
Text Angle:	0°	-First Baseline	
Text Skew:	0°	Minimum:	Ascent
Columns	1	Offset:	0"
conditions.	1	Manufact Allow	
Gutter width:	Tb	-vertical Align	nment
-Text Inset		Type:	Тор
🗌 Multiple	Insets	Inter ¶ Max:	0"
All Edges:	1 pt		
Left:	1 pt	Run Text Are	ound All Sides
Bottom:	1 pt	Elip Horizon	tal
Right:	1 pt	_ mp vertical	

4 Item ➪ Modify, or ೫+M or Ctrl+M

Find What	Find/	d/Change Change To			
Layout	Whole Word	Ignore Case	Ignore Attributes		
Find Next	Change, then Find	Change	Change All		

∎ Edit 🗘 Find∕Change, or ೫+F or Ctrl+F

	N	lodify		
	Box Text	Frame Runa	round	
Preview:				
Width: 0 pt	÷			
Style:	Solid			\$
-Frame		Gap		
Color: 🔳 Black	\$	Color:	○ None	*
Shade: 100%	÷	Shade	100%	+

3 Item ➪ Modify, or ೫+T or Ctrl+T

		-Box		
Origin Across:	10p4	Color:	U White	\$
Origin Down:	6.812*	Shade:	100%	*
Width:	7p10	Blend -		
Height:	0.66"	Style:	Solid	\$
Angle:	0°	Angle:	0.0	\$
Skew:	0.0	Color:	🗱 Black	*
Corpor Padiuci	0p	Shade:	100%	\$

5 Item ➪ Modify, or ೫+M or Ctrl+M

9

B

InDesign



Comparing Dialog Boxes, part two QuarkXPress



6 Edit ↓ H&Js, or Option+#+J and Ctrl+Alt+J (QuarkXPress 6), or Option+#+H or Ctrl+Shift+F11 (QuarkXPress 4 and 5)

Step and Repea	t		
Repeat Count: 1			
Horizontal Offset: 1p	6		
Vertical Offset: 0.2	25"		
Cancel	ОК	8 Item ➪ Step	o and Repeat, or
		Option+ # +I	D or Ctrl+Alt+D
	Super	Step & Repeat	
Repeat Count: 1		End Frame/Line Width:	0 pt
Horizontal Offset: 0p		End Box Shade:	100%
Vertical Offset: 0*		End Box Shade 2:	100%
Angle: 0°		End Item Scale:	100%
Scale Contents		End Item Skew:	0°
Rotate & Scale Relative	то: 🖸 С	Center :	:
		Can	cel OK

8 Item ⇔ Super Step and Repeat (QuarkXPress 5 and 6)

5	Section
Section Star	τ
Book Chapt	er Start
Page Num	bering
Prefix:	
Number:	
Format:	1.2.3.4

Page □ Section





Celor: Black. Shade: 100%; Width: 1 pt; Offset: 0 pt; New Edit Duplicate Delete Import... Export... Cancel Save

Name		Baga	Trees		_
		rage	Type	Status	
\Documents and Settings\Galen Gru		1	GIF	Missing	1
\Documents and Settings\Galen Gru		2	GIF	Missing	- 0
\Documents and Settings\Calen Cru		3	GIF	Missing	- 11
\Documents and Settings\Galen Gru		3	GIF	Missing	- 1
\Documents and Settings\Calen Cru		4	GIE	Missing	- 1
\Documents and Settings\Galen Gru		Ś	GIE	Missing	- 1
\Documents and Settings\Calen Cru		6	GIE	Missing	- 15
\Documents and Settings\Galen Gru		7	GIE	Missing	1
\Documents and Settings\Calen Cru		6	GIE	Missing	1
	\Documents and Settings\Calen Cru \Documents and Settings\Calen Cru	\Documents and Settings\Calen Cru \Documents and Settings\Calen Cru	\Documents and Settings\Calen Gru 2 Documents and Settings\Calen Gru 3 \Documents and Settings\Calen Gru 3 Documents and Settings\Calen Gru 4 \Documents and Settings\Calen Gru 5 Documents and Settings\Calen Gru 6 \Documents and Settings\Calen Gru 7 \Documents and Settings\Calen Gru 7	\Documents and Settings(Calen Cris	\Documents and Settings(Salen Gru 2 GIF Missing Documents and Settings(Salen Gru 3 GIF Missing \Documents and Settings(Salen Gru 3 GIF Missing \Documents and Settings(Salen Gru 3 GIF Missing \Documents and Settings(Salen Gru 4 GIF Missing \Documents and Settings(Salen Gru 5 GIF Missing \Documents and Settings(Salen Gru 6 GIF Missing \Documents and Settings(Salen Gru 6 GIF Missing \Documents and Settings(Salen Gru 6 GIF Missing \Documents and Settings(Salen Gru 7 GIF Missing \Documents and Settings(Salen Gru

🕕 Utilities 🖙 Usage



	Paragraph Style Op	otions	
Style Na	me: Body Text		
General	Hyphenation		
Basic Character Formats Advanced Character Formats	Hyphenate		
Indents and Spacing	Words with at Least:	5	letters
Tabs	After First:	2	letters
Keep Options	Refore Last	2	letters
Hyphenation	before case	-	
Justification	۳ Hyphen Limit:	0	hyphens
Drop Caps and Nested Styles	Hyphenation Zone:	1p6	
Character Color OpenType Features Underline Options Strikethrough Options	Better Spacing	ed Word	Fewer Hyphens
Preview			Cancel OK

6 Handled through paragraph style sheet: Window ⇔ Type & Tables ⇔ Paragraph Styles (InDesign CS and CS2) and Window ⇔ Type ⇔ Paragraph Styles (InDesign 2), or F11



Plandled through paragraph style sheet: Window ⇔ Type & Tables ⇔ Paragraph Styles (InDesign CS and CS2) or Window ⇔ Type ⇔ Paragraph Styles (InDesign 2), or F11





Automatic Page Numbering	Reset
Start Page Numbering at. 1	
Page Numbering Options	
Section Prefix: Sec1:	
Style: 1, 2, 3, 🗘	
Section Marker:	
Include Prefix when Numbering Pages	

1 Layout ⇔ Numbering & Section Options



🕕 Window ➪ Links, or Shift+೫+D or Ctrl+Shift+D

Find Font	
Fonts in Document:	Done
Laropean n 1 d d d d d d d d d d d d d d d d d	Find First Change Change All Change/Find Show in Finde
Font Family: Times	
F F F F F R F	Princ Fork wropean Pri 1 C Stores Sam Bald Italic C Stores Sam Bald Italic C Stores Sam Bald Italic C Stores Sam Sambold C Stores Sam Sambold C Vulpore Btack anan Tora 75 Bold dataward Symbols Forms in C raphiceco Missing Forms: 0 Prince Forms: 0 Missing Forms: 0 Forms Style: Roman

Missing fonts are highlighted onscreen; replace those in use via Find/Change: (Edit ⇔ Find/Change, or %+F or Ctrl+F) or more globally via Type ⇔ Find Font

Comparing the Measurements and Control Palettes

QuarkXPress

Note These Differences

The QuarkXPress Measurements palette was a breakthrough innovation in its time, and put many commonly used capabilities within quick reach. Even better, the palette changed its options based on what was selected, minimizing space on the screen and presenting only relevant options.

InDesign CS finally introduced an equivalent feature, called the Control palette, that offers more controls, both in the palette itself and through its palette menu.

C) X:	4p10.662	W:	3p1.338	土	0°	➡ X%:	100%	▲► X+:	0p	土	0°
l	Y:	4p7	H:	3p2.688				100%	▲ Y+:	0p		0°

For a picture box selected with the Item tool

° x:	(: 13p9 W:	11p9 🗡	0°
Y:	': 4p2 H:	5p4.5 Cols	1

2 For a text box selected with the Item tool

0	X:	13p9	W:	11p9	▲ 0	•	+1 pt 🔺	E = 3	Concorde Nova Mec 文 12 pt 🛟
	Y:	4p2	H:	5p4.5	Cols: 1	Ť			Р В <i>I</i> <u>U</u> <u>W</u> Q Ø S К к <u>2</u> <u>2</u> <u>2</u>

S For a text box selected with the Content tool

(⁾ x1	5p8.064	X2:	14p8.74	Endpoints 🗘 W: 1 pt
	Y1	7p.754	Y2:	16p3.442	

4 For a line or text path selected with the Item or Content tool

0	X	31p2.855	W:	12p8.618	土	0°		XP:	⊿	-108.785°	土	16.837°
	Y:	3.595"	H:	0.942"			57	YP:	\$	12p11.271	•	13p2.808

5 For a Bézier line's node selected with the Content tool

Go Further: The InDesign Control palette can be docked to the top or bottom of the screen, so it is always visible but away from the layout you're working on. Just choose Dock at Top or Dock at Bottom from the Control palette's palette menu. To have the Control palette float à la QuarkXPress's Measurements palette, choose Float from the palette menu.

₩: + 9p6	■ \$50%	A ÷0°	•	÷ (ormal Graphics	Frame; 🕄 🗼 🚠 📴 🔟	II _
000 Y+ ★ 5p1.25 H: ★ 10p2.5	1 ÷ 50%		•	\$			I 🏶 💩 🗗 🖪	
• For a graphic frame selected with t	he Selection or	Direct Selec	tion to	ol				
▲ ▲ = = = = + € • 0p0 ड + •	0p0 *≣ ₹	0p0	0p0	¶ Steps 1	Text	÷ 9		\odot
· · · · · · · · · · · · · · · · · · ·	0p0 t A		0	Hyph	nenate		III Ix: 8p11.078 III III	
2 For a text frame selected with the	Text tool, with	Paragraph (¶)	butto	n clicked				
ITC Cheltenham 💿 🕁 🕄 🗊 pt	🗘 TT T'	<u>T</u> A↓ ÷ (0)	\$	İT = 100%	÷I	€ 100%	A [None]	
¶ Book ♣ ♣ 12 pt	Tr T ₁	T AV ≑ 0	•	Aª ≑ 0 pt	T	÷ 0°	English: USA	
3 For a text frame selected with the	Fext tool, with	Character (A	butto	n clicked				
-								
X: + 4p8.4 L: + 15p5.123	100%	a 4 ≑ °°	\$	2 pt	: 11	[Normal Graph	ics Frame] 🛊 🔍 🥥 🕑	
0 0 Y: → 3p7.867	100%	□ □ = 0°	•		\$			
4 For a line selected with the Selection	on or Direct Sel	ection tool						
	Stroke Styles			Only Align First	Line To Gri	d	Stroke Styles	
	Rotate 180°		10	Balance Ragged	Lines		Rotate 180°	
A Pen Tool P	Rotate 90° CW Rotate 90° CCW		10	ustification Keep Options		ጊው መ ያ ጊ መ ለ	Rotate 90° CW Rotate 90° CCW	
Add Anchor Point Tool -	Flip Horizontal			Hyphenation			Elin Horizontal	
Delate Anchor Point Tool Common Discretion Raise Tool	Flip Vertical		kX/	Drop Caps and I Paragraph Rules	Nested Styl	es \光R て第J	Flip Vertical	
Convert Direction Point Foor Shirt+L	Flip Both			Bullets and Num	nbering		Flip Both	
1.	✓ Dimensions Inclu ✓ Transformations	de Stroke Weight are Totals	644 p	New Paragraph	Style		✓ Dimensions Include Stroke ✓ Transformations are Totals	
考 >>	✓ Show Content Of	fset		Duplicate Style Delete Style			✓ Show Content Offset	
5 Tools to edit Bézier lines' nodes	Scale Strokes			Style Options			Scale Strokes	
(there is no Control palette or	New Object Style	······································		Load Paragraph	Styles		New Object Style	
other dialog box with controls	Default Text Fran Default Graphic F	ne Style I rame Style I		Load All Styles	re in a coloret is he		3 Palette menu	
more equivalent to those in	Load Object Style	5	1	Dock at Top				
QuarkArressj	✓ Dock at Top			Float			Stroke Styles	
	Dock at Bottom		0	Palatta m			Rotate 180°	
	Float			ratette m	enu		Rotate 90° CW Rotate 90° CCW	
	Palette me	nu					Flip Horizontal	
							Flip Vertical	
							Flip Both	
							 Dimensions include Stroke weig Transformations are Totals 	gnt
							✓ Show Content Offset	
							New Object Stule	
							New Object Style	
Watch Out: When you	resize a frame	or its conte	nt				Clear Overrides	
by entering a specific perc	entage in InDe	sign, such a	S				Default Text Frame Style	Þ
in the Control palette or Tr	anstorm pane,	the percent	-				Default Graphic Frame Style	Þ
age will change back to 100% in the	pane or palet	te after the					Load Object Styles	
frame or content is resized — if you	use the Select	ion tool. To					✓ Dock at Top	
see the actual percentage in InDesig	n, you must u	se the Direc	t				Float	
Selection tool to select the object. (I	n QuarkXPress	s, the percer	nt-				4 Palette menu	
age value is displayed accurately in	the Measurem	ents palette	:					
whether you use the Item or Conten	t tool.)							

Comparing Tools

Note These Differences

At the heart of the interface of both QuarkXPress and InDesign is the Tools palette. This floating palette contains the tools that you use to work with objects.

Both programs' palettes have tools that are invisible by default. In both cases, look for the tiny triangle on the right side of a tool's icon; that triangle means more related tools are available by clicking and holding the mouse button. If you choose an alternative tool, it then becomes visible in the Tools palette.

As is the case with the Control palette versus Measurements palette, the InDesign Tools palette offers more functions than the QuarkXPress Tools palette. Furthermore, you can more easily customize tool settings in the InDesign Tools palette by double-clicking some of the tools, as shown on this spread. (QuarkXPress lets you customize a few tools, also as shown here.)

Note that the InDesign Selection and Direct Selection tools are not always equivalent to the QuarkXPress Item and Content tools, as the "Comparing Selection Tools" section on page 16 explains.

Another common tool that can confuse QuarkXPress veterans is the InDesign Type tool. It's best to think of the Type tool as a combination of the QuarkXPress Rectangle Text Box tool and the Content tool for text. In InDesign, you use the Type tool to create text frames and then use it to edit and format the text. But you can't move or resize text frames with the Type tool as you can with the QuarkXPress Content tool.

For some QuarkXPress tools, InDesign lacks equivalent tools:

- Link and Unlink: InDesign handles these functions by having you click on thread handles in text frames.
- Table (QuarkXPress 5 and later): InDesign handles tables through the Table pane (Windows the Tables the Table, or Shift+F9.
- Starburst (QuarkXPress 5 and later): InDesign handles this capability through the Polygon and Polygon Frame tools
- Web-publishing tools (QuarkXPress 5 and later): InDesign has no equivalents to the Web-publishing tools — except for the button tool used for interactive documents exported as PDF files — since InDesign CS and C2 do not offer the Web-page creation capabilities that were part of InDesign 2.





Double-click a tool to open the General Preferences dialog box, which has a pane that lets you change the default settings for each of the tools. You can also access this dialog box as follows:

- Version 6 on Mac: QuarkXPress ⇔ Preferences, or Option+Shift+೫+Y
- Version 5: Edit
 ^t→ Preferences
 ^t→ Preferences, or Option+Shift+೫+Y or Ctrl+Alt+Shift+Y
- Version 4: Edit ▷ Preferences ▷ Document, or %+Y or Ctrl+Y

QuarkXPress





Comparing the Selection Tools

Note These Differences

One of the most confusing changes for a veteran QuarkXPress user switching to InDesign is the set of InDesign selection tools. Although both programs have two selection tools, they are not the same.

The two QuarkXPress tools have a clear separation: The Item tool works on items such as boxes and lines and their attributes, while the Content tool works on item contents such as text or pictures. The distinction used to be ironclad, but as QuarkXPress has evolved, Quark has let users select either tool when an action, such as reshaping a line, doesn't differentiate between the content and the container.

InDesign's two tools have strict but muddy distinctions: The Selection tool by and large works on the container. The Direct Selection tool by and large works on the contents, but not always. So QuarkXPress veterans need to forget about the QuarkXPress way of working entirely. And the truth is that the difference between the InDesign Selection tool and Direct Selection tool takes some getting used to.

In InDesign, you'll be switching tools constantly. When you create an object, its tool remains selected so you can't move or resize the objects immediately after you create them - unlike in QuarkXPress. The Selection tool only lets you move and resize objects, while the Direct Selection tool lets you reshape objects and work with graphics.

In terms of working with content, the Direct Selection tool is much like the QuarkXPress Content tool, but it also lets you edit the frame as if it were a Bézier object. For example, if the Direct Selection tool is selected and you drag a point on the frame, you'll move that point and thus change the shape of the object - a rectangle is converted into a polygon, since the lines immediately adjacent to the moved point will move with the point, while the rest of the frame will not be affected. In QuarkXPress, if the Content tool is selected and you drag a point on the frame, you'll resize the frame (perhaps nonproportionally) but the entire side(s) adjacent to the point will move with the point, so a rectangle will still be a rectangle. To change a frame in the way that QuarkXPress does with both the Content and Item tools, use the Selection tool in InDesign.

Some functions in the QuarkXPress Item and Content tools cannot be achieved through the InDesign Selection and Direct Selection tools. For example, to edit text in InDesign, you use the Type tool, not the Direct Selection tool. (You can quickly switch to the Type tool by double-clicking in a text frame.)

At right, I show the QuarkXPress Item and Content tools used for various actions, then the InDesign Selection and Direct Selection tools that are equivalent. To help you match actions across the two programs, like actions have like numbers.

Dragging a corner or side handle with the Item tool resizes the box.



÷

Dragging a corner or side handle with the **Content tool also** resizes the box.

> 2 You could also edit or format the text

Oragging anywhere inside with the Item tool moves the box.

Ħ

R"7

Ħ

7 670

T)

>6



The Missions

The Missions

till function as churches

The Missions

of San Antonio

Although most as in extreme discepsis, unlike their California consists, the San Autonio mis-itors present a Sacharding lock is early Tajano life. A few have been partially restored to provide a be-resson of daily life, and severe

r sense of daily life, and şe

till function as churches.

of San Antonio Although most or in extreme disnegari, unlike their California consins, the San Attantic mis-sions present a faceharing lock at early figure life, A few have been partially restored to provide a bet ter sense of daily life, and several "Womentow ac churches."

4 After selecting a picture with the Content tool, you can change the X% or Y% field in the Measurements palette to resize a picture but not its box (not shown).

5 Dragging anywhere inside the box with the Content tool moves the picture within the box.

6 To edit a box's shape, first change the box shape to a Bézier box by choosing Item 다 Shape 다 Bézier shape icon. You can then reshape the box by dragging the handles with the Content tool.





Keep in Mind

InDesign CS2 introduces the Position tool, a renamed version of PageMaker's Crop tool. You access it from the pop-out menu in the Direct Selection tool. The Position tool combines some aspects of the Selection tool with some aspects of the Direct Selection tool:

- As with the Selection tool, you can resize an object's frame by dragging its handles.
- As with the Direct Selection tool, you can click on a graphic and reposition it (crop it) within the frame by dragging.

Click an image with the Direct Selection tool, then clickand-drag to move the graphic within its frame.

In InDesign CS2, you can also choose Object ⇔ Convert Shape.





B

Using the Contextual Menus

QuarkXPress

Keep in Mind

Contextual menus are a great way to avoid interface clutter, and can ease your need to remember how to find needed panes and dialog boxes. This is especially true for InDesign, which has an unwieldy number of panes that are a challenge to keep track of and for which it is difficult to remember their functionality. Contextual menus are also a great way to learn what you can do with an object, even understanding that additional obscure or specialized functions may be available that don't show up in a contextual menu.

In each new version, QuarkXPress has added more and more contextual-menu options, though InDesign still offers far more. Veteran QuarkXPress users are not in the habit of using contextual menus, so many InDesign converts ignore this very convenient way to work with objects. Note that the options displayed in each program's contextual menus will vary based on which version you are using; the screenshots here are for QuarkXPress 6 and InDesign CS2.

Because contextual menus are, well, contextual, it's impossible to show every possible contextual menu available. I've highlighted the contextual menus from the objects you'll use the most.

A final note: QuarkXPress 6 brought contextual menus to many palettes (Colors, Style Sheets, Layers, Page Layout, Synchronized Text, Index, and Lists). InDesign offers contextual menus in two panes (Paragraph Styles and Character Styles), but it offers the palette menu, which opens a pane-specific set of options in every pane. It's best to think of the palette menu as a hard-wired contextual menu for each pane.

0	Colors	
		100%
Solid		:
• #1) #2 0	•
Blue Cyar Gr Ma Re Re Wr Ye	New Edit Green Dupicate I Delete Gre Make Spot	Sreen

Contextual menu for the Colors palette

Fit in Window	
Actual Size	
Preferences	
Save	
Print	
Export	
Cut	
Сору	
Paste	
Pacto In place	

Contextual menu with nothing selected

Fit in Window	
Actual Size	
Measure	•
Save	
Print	
Export	•
Preview Resolution	Þ

Contextual menu for the rulers and origins



	un /	,
uan	Fit in Window Actual Size	
the Washington from is a good ough the San thirest of Seat a RVD, cough Like	Modify Content	,
gens, and open wajer identic carg there to	Send & Bring	1
I Vernake on d and, christian i en skuller servi uarno en Vasco uarno en Vasco uarno en the B well is scous guiddly with is editie varte tar	Cut Copy Paste Paste In place Preview Resolution	
alo fridanyi analo anolo analo anolo	Hyperlink Anchor	1
Rev (Karatan)	Add to Index	
de anu		ļ
		+
wixe		+

Contextual menu for a box via the Item tool

Contextual menu for a picture via the Content tool

ington store					
	k. le l Fit in Window Actual Size Modify Send & Bring Cut Copy Paste Paste In place Preview Resolution				
	Table Gridlines				

Contextual menu for a table Cont box via the Item tool text



Contextual menu for table text via the Content tool

-	7	1
	4	
	P	
1	4	-
2	۰.	
		11
	9	þ

19

Paste		жv
Paste in Place	τû	жv
Zoom In		æ=
Zoom Out		H –
Actual Size		ж1
Entire Pasteboard	Υû	₩0
Hide Rulers		₩R
Grids & Guides		•
Display Performance		•

Contextual menu with nothing selected

Points
✓ Picas
Inches
Inches Decimal
Millimeters
Centimeters
Ciceros
Custom
Ruler Per Page
✓ Ruler Per Spread
Ruler On Spine

Lock Zero Point

Contextual

menu for the origin points

•

Contextual menu for the rulers

Hide Rulers

₩R



Contextual menu for the Paragraph Styles pane; the Character Styles and Object Styles panes have similar contextual menus

o	- I	
	• Cut	ЖX
5	Сору	ЖC
L	Paste	₩V
บ	Paste Into	\7₩V
	Paste in Place	て企業V
·	Zoom	Þ
-	Transform	•
	Arrange	•
Section of the	Select	•
	Lock Position	ℋL
	Stroke Weight	•
	Fitting	•
	Drop Shadow	_≆M
	Feather	
	Graphics	•
	Interactive	•
	Tag Frame	•
	Display Performance	•
		-

Contextual menu the for a
graphic frame via the
graphic traine via the
Selection or Direct
Selection tool

enng		_
S S S S S S S S S S S S S S	are Ferries	
Paste	3€ V	
Font Size	*	
Find/Change Spelling	36 F ▶	
Show Hidden Characters	1367	
Type on a Path	•	uttery
Insert Special Character Insert White Space	Þ	F
Insert Break Character Insert Footnote Fill with Placeholder Text	•	
Tag Text Auto Tag	▶ েি ¥ F7	
Interactive	•	
Edit in Story Editor	ЖY	
Anchored Object	•	
Contextual menu fo	or a te	xt

path via the Type tool

rav*	Cut	ЖX
	Copy	жc
05	Paste	жv
er	Paste Into	\2€V
an	Paste in Place	℃企ℋV
unington a great	Zoom	
of Seat	Text Frame Options	. ≆ B
a and op	Fill with Placeholder	Text
and Vic	Edit in Story Editor	ЖY
Idané riem o	Transform	•
iland p	Arrange	•
many of Vi	Select	•
inlane	Lock Position	ℋL
POP.	Stroke Weight	•
	Fitting	Þ
	Drop Shadow	7€9€M
	Feather	
	Interactive	•
1	Tag Frame	Þ
	Display Performance	•

Contextual menu for a text frame via the Selection or **Direct Selection tool**

5				
rrie	Paste		3	٤V
2 re	Font Size			*
	Find/Change Spelling		э	¢F
	Text Frame Options		э	ßВ
	Show Hidden Characters		7.3	61
	Insert Special Character Insert White Space Insert Break Character Insert Footnote Fill with Placeholder Text			* * *
	Tag Text Auto Tag	7	៤អ	► 6 F7
	Interactive			Þ
-	Edit in Story Editor		э	٤Y
	Anchored Object			•

Contextual menu for a text path via the Type tool

Controlling What You See Onscreen QuarkXPress

Keep in Mind

InDesign has many panes — 28 in Indesign 2, 35 in Indesign CS, and 39 in InDesign CS2 — so it's very easy to get overwhelmed. QuarkXPress has seven to 14 panes, depending on what version you use, and relies more on dialog boxes, particularly the Modify dialog box, to handle key layout settings in one place.

In both programs, you can choose which panes and palettes to display via the Window menu (the View menu in Quark-XPress 5 or earlier). And you can double-click a palette's title bar to minimize it. But InDesign offers several more options to manage what you see onscreen:

- A pane can be combined with other panes into palettes, simply by dragging the pane by the title bar into another pane's palette. This lets you logically group panes.
- In InDesign CS and later, palettes can be docked to either side of the screen, so they are visible but not in the way. (InDesign 2 does not support palette docking.) Double-click the palette title to open it. (Palettes that are not docked will appear as floating palettes when you open them from the Window menu; they will appear at their last location.)
- Some palettes can be expanded to display additional controls; keep them in their basic view to minimize screen usage until you need those additional features.
- You can dock the Control palette which consolidates several features into one place — at the top or bottom of the screen. This keeps the palette conveniently available without it getting in the way of your document.
- You can save your interface settings as workspaces (in the Window menu) so you can easily change from, for example, a designer's set of palettes to a copy editor's set.

Both QuarkXPress and InDesign have similar View menu controls, managing how guides and rulers are displayed. And both let you customize such elements in their Preferences dialog boxes. InDesign can also highlight onscreen any text that violates various hyphenation and justification rules, as well as text using an unavailable font.



Doubleclick a palette title bar to minimize it The Window menu in QuarkXPress 6 controls placement of document windows and palettes. (The View menu does this in earlier versions.)

In all versions, the View menu also manages magnification and display of rulers and guides, as well of preview settings.



The Display and General panes (above), as well as the Interactive pane (not shown) of the Preferences dialog box control view preferences.

Wigdow 🔗 Help	♦ Thu	View Utilities W	indow
Bring All to Front		Fit in Window	#0
Tile	alard Bartin	50%	
Stack		√ 75%	
		Actual Size	% 1
Hide Tools	F8	200%	
Hide Measurements	F9	Thumbnails	ŶF
Show Page Layout	F10		
Show Style Sheets	F11	Hide Guides	3
Show Colors	F12	Show Baseline Gri	d ∖CF
Show Synchronized Text		✓ Snap to Guides	ÛF
Show Trap Information	℃F12	Hide Rulers	ЖR
Show Lists	₹F11	Show Invisibles	% I
Show Layers		Hide Visual Indica	tors
Show Profile Information		Show Tagged Con	tent
Show Hyperlinks		Hide Full Res Prev	iews
Show Index			
Show Sequences			
Show Placeholders			
Contextual Manus and Contextual Ma	nuc and		



The Window menu controls placement of document windows and palettes. The View menu manages magnification and display of rulers and guides, as well of preview settings. The Display Performance, Grids, and Guides & Pasteboard panes (above) of the Preferences dialog box control view preferences, as does the Units & Increments pane (not shown).