

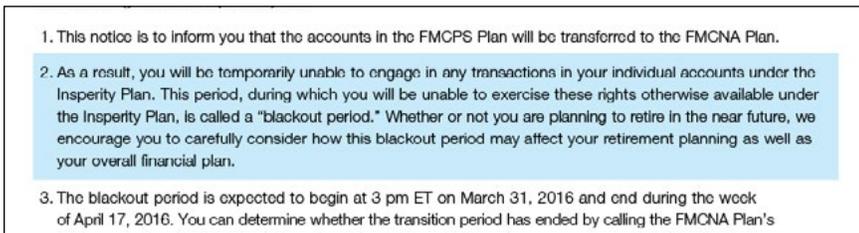
# Adobe InDesign CC Tips and Tricks

## 5 Ways to reduce the size of your InDesign files

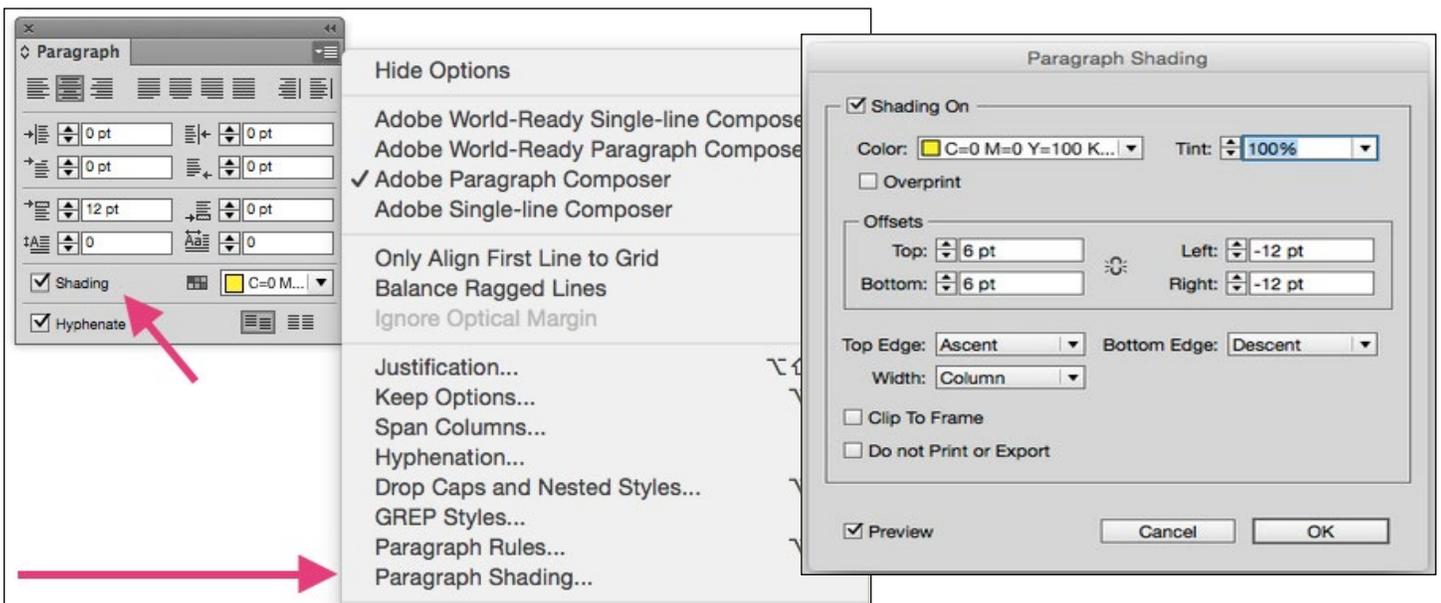
1. Don't copy and paste image content from Photoshop or a web browser.
2. Don't leave unused page items in your files (stuff on pasteboards, extra master pages, styles, etc).
3. Do choose **File > Save As** to create a fresh copy your document.
4. Do resize images and set their resolution in Photoshop before you place them in InDesign.
5. Do export as IDML to clear out corruption and unneeded gunk.

## Paragraph Shading

Paragraph Shading is a new CC feature of creating a colored box around type without drawing a box and filling with a color. (See below).



Paragraph Shading now has a check box in the lower portion of the Paragraph panel, right above Hyphenate. But additional options can be found in the fly out menu, under Paragraph Shading...



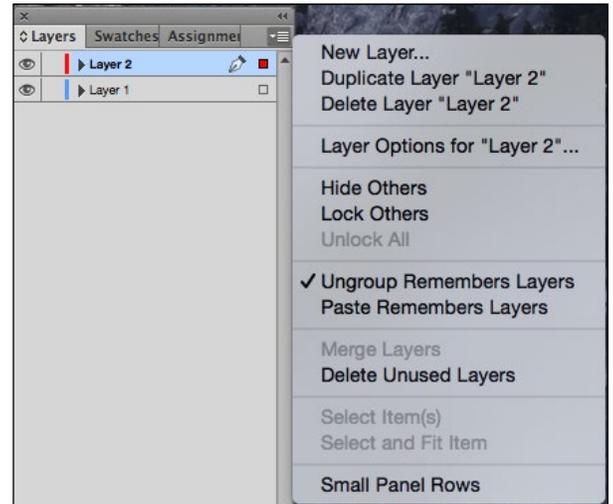
When applied to a short paragraph spanning only one line, Paragraph Shading looks much like a Rule Below or Rule Above (with an offset applied to get it positioned behind the text).

But when applied to a multi-line paragraph, Paragraph Shading offers much more flexibility. Because the shading is tied directly to the height and width of the paragraph, the shading will resize along with the text. The beauty of Paragraph Shading is that it lets you apply any of your swatches as a paragraph shade, even gradients. Once your paragraph shading is set up to your liking, you can add it as a part of a paragraph style.

To learn more about Paragraph Shading, including how to apply to cells in a table go to: <http://indesignsecrets.com/easier-way-apply-gradients-table-cells.php>

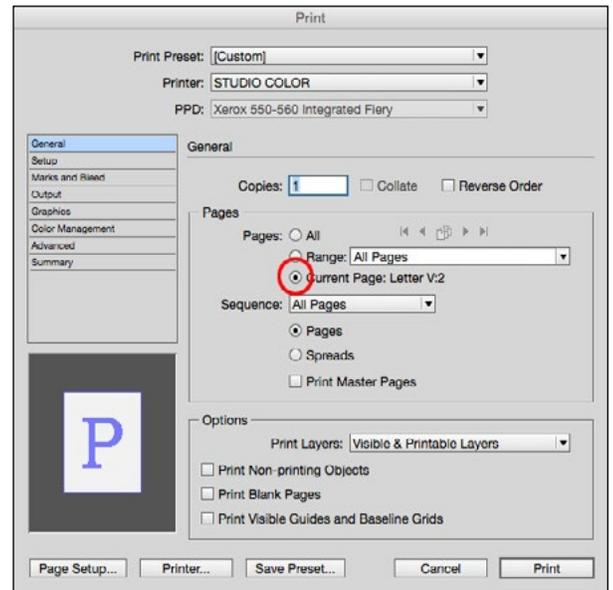
## Ungroup Remembers Layers

In InDesign CC there is a new option on the Layers panel menu: Ungroup Remembers Layers. With this option is selected (and it is by default), when previously grouped objects from different layers are ungrouped, they are returned to their previous layer.



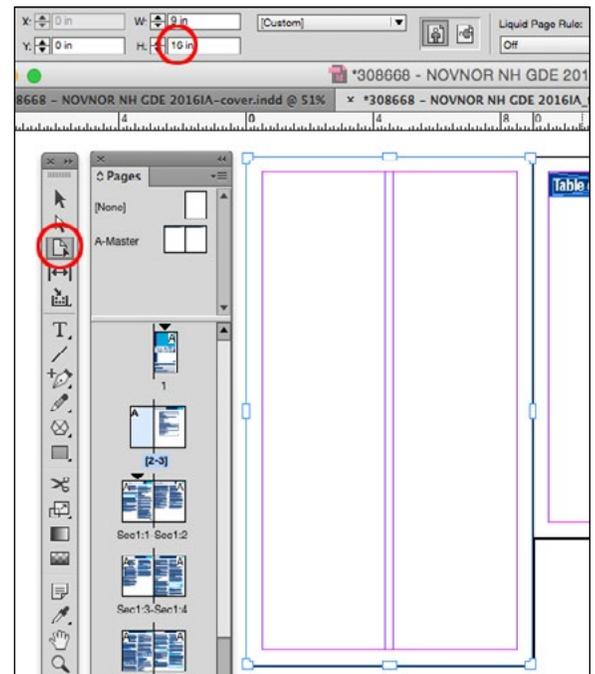
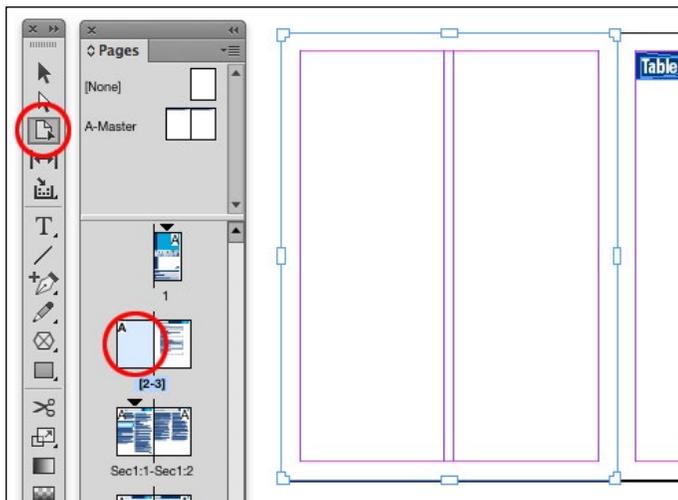
## Print Current Page

Now, in the General panel of the Print dialog box, there is a Current Page option. Choose it to print only your currently selected page(s). The selected pages are listed in this format: Current Page: <Layout Name>: <Number of Page>.



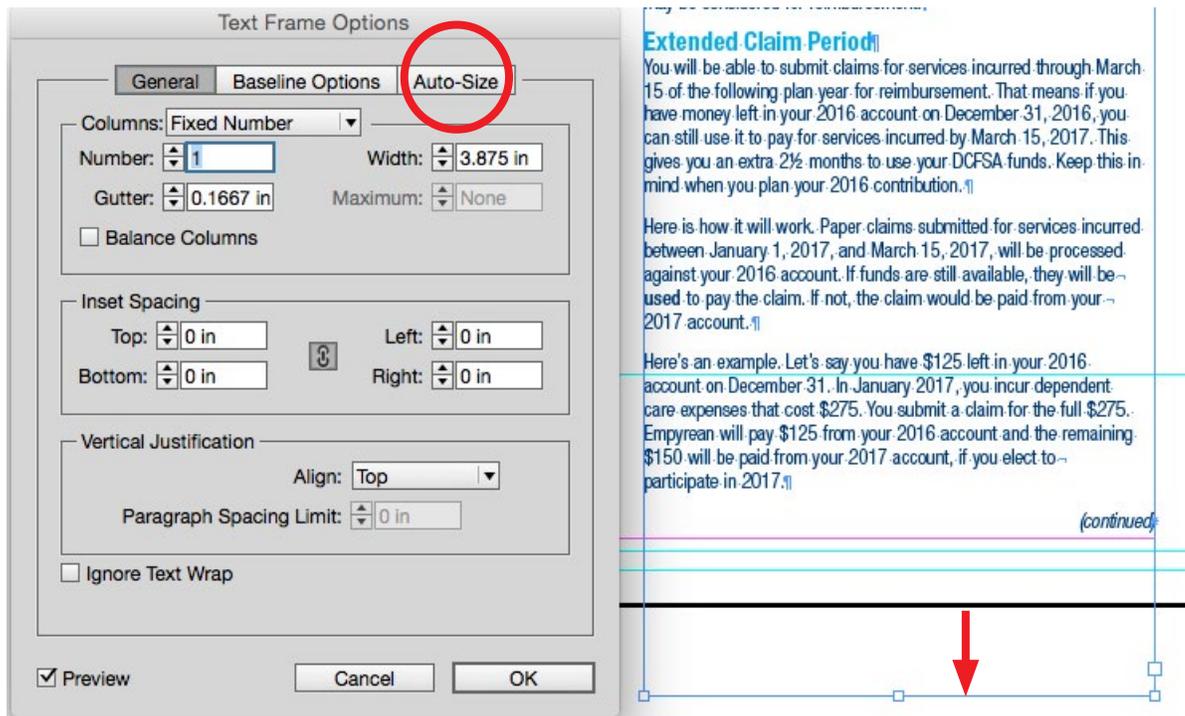
## Creating Two Different Page Sizes Within The Same Document

To create a different page size within the same InDesign document, select your page you want to change the size in the Page palette, then click on the Page Tool (third icon from the top in the Tools palette). Notice the frame around the page in your layout. From the measurement bar type in your new dimensions.

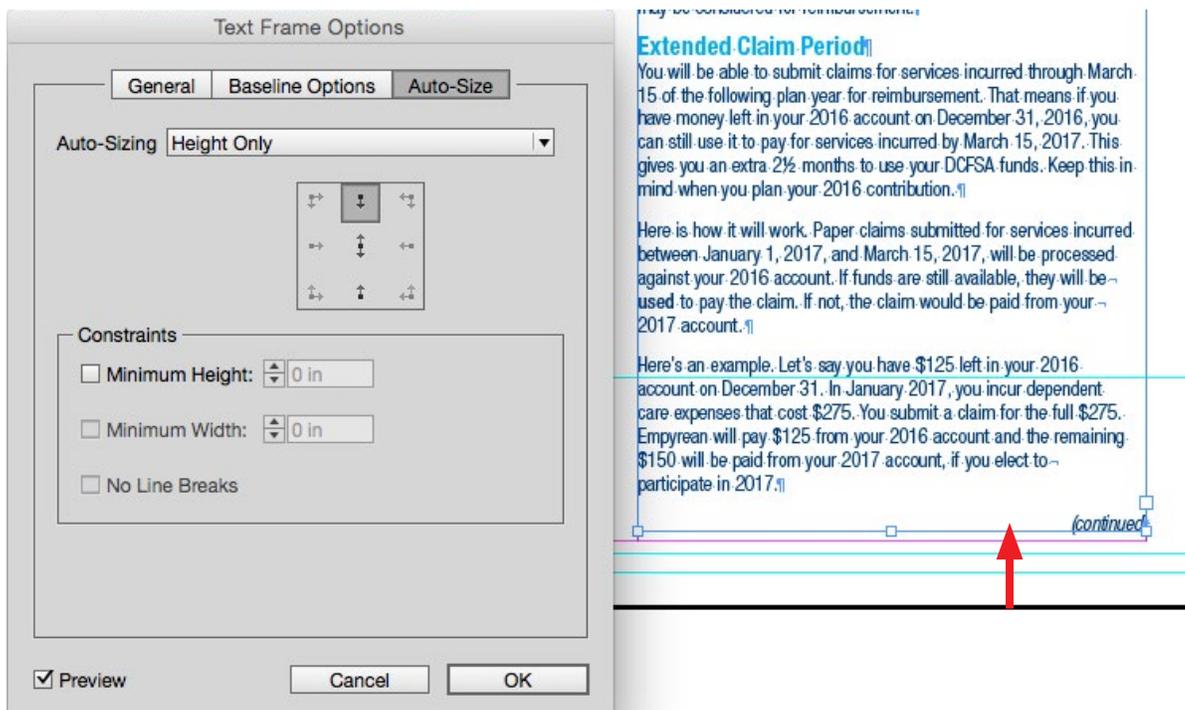


## Text Frame Auto-Size Tool

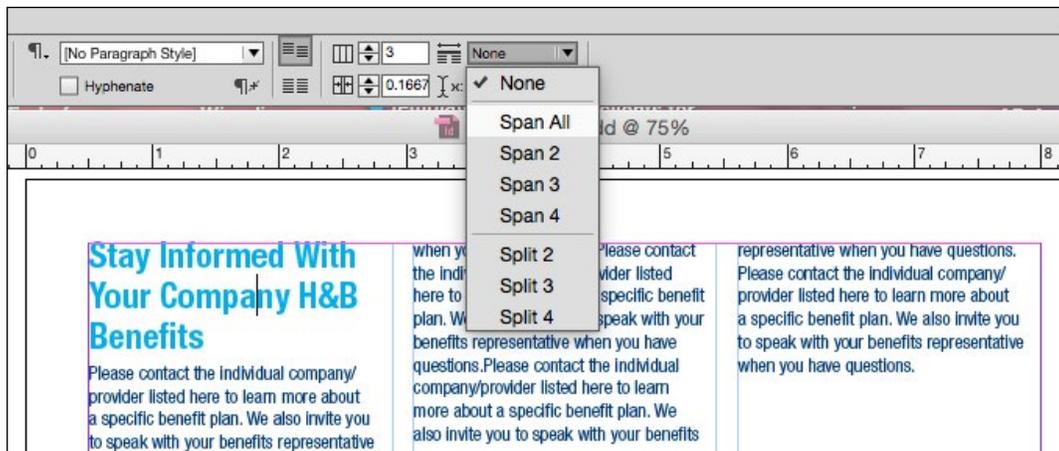
In the Text Frame Options box there is a new Auto-Size text box tool feature. Text frames can be set to automatically resize on their own without dragging the handles to close them up. By default this feature is turned off and works best on side bar type. To turn on, go to Text Frame Options and click on Auto-Size



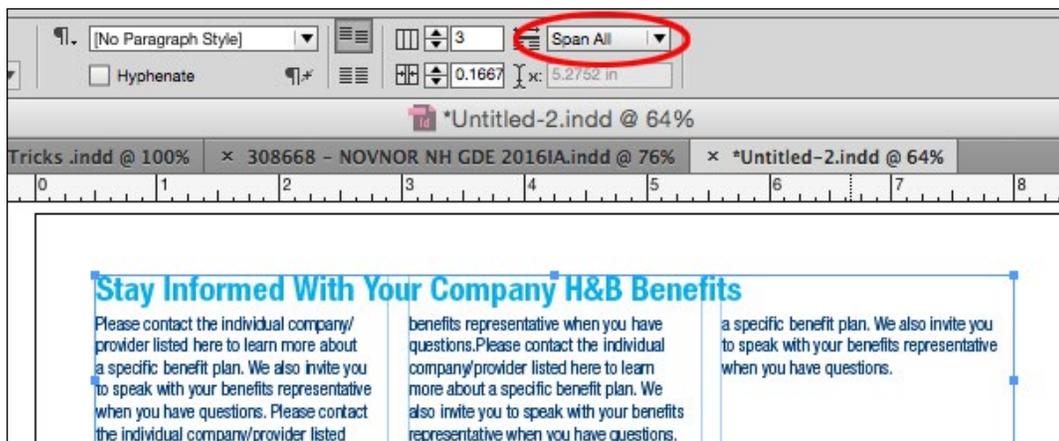
Then select the Auto-Sizing pulldown menu to select “Height Only,” “Width Only,” “Height and Width”, or Height and Width (Keep Proportions).



## Spanning A Headline Across Multiple Columns



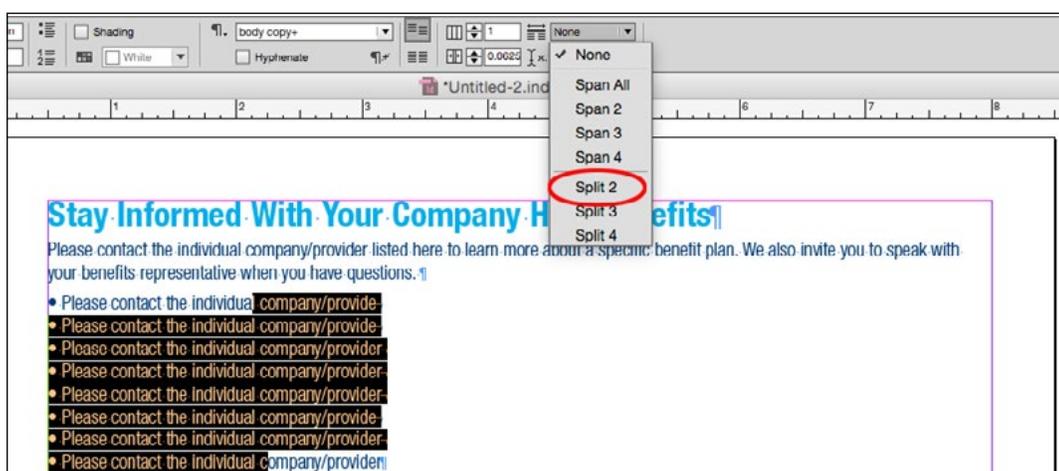
Place your cursor somewhere within the headline type then in the Span Columns Pop up menu choose how many columns you want the headline to span. This feature only works in multiple column text frames.



## Spanning A Headline Across Multiple Columns



To make a bulleted list appear in columns, select the bulleted copy (you don't to select the entire copy but can select portions of each line.) Then in the Span Columns Pop up menu, scroll down to the number of columns you want in your layout. (Spilt 2, Spilt 3, or Spilt 4)



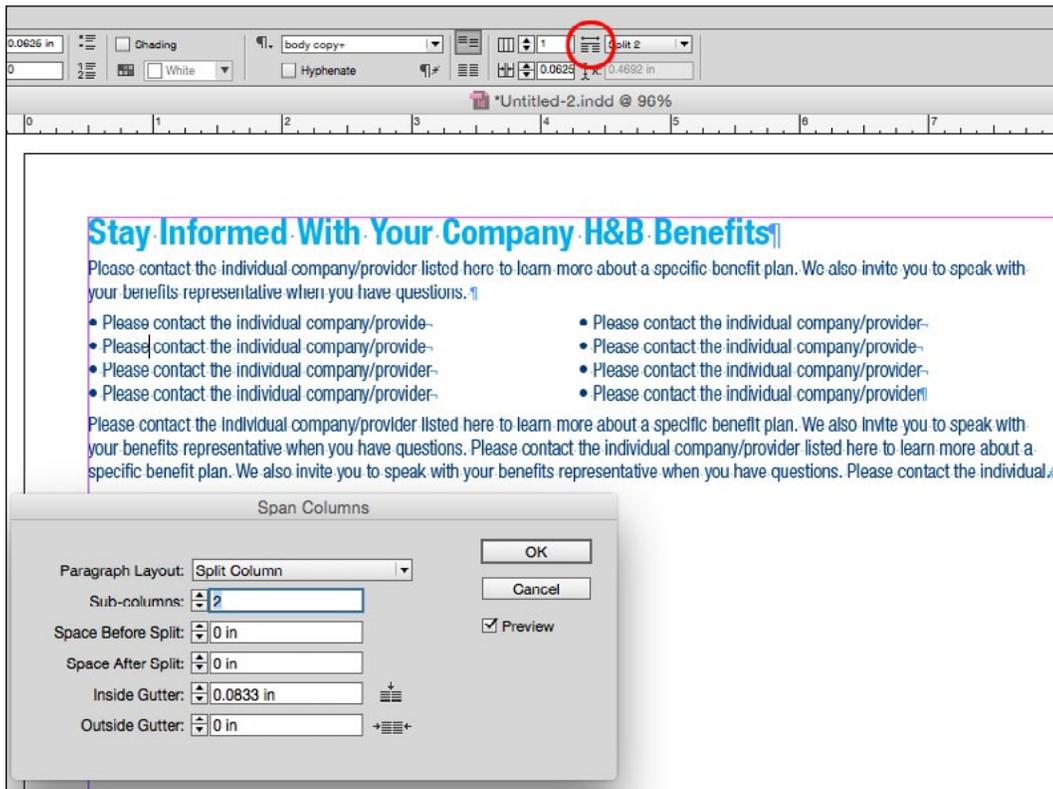
## Stay Informed With Your Company H&B Benefits

Please contact the individual company/provider listed here to learn more about a specific benefit plan. We also invite you to speak with your benefits representative when you have questions.

- Please contact the individual company/provider-
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Your two column bullet list should now look like this.



To change the space before the bulleted list, after the bulleted list, between the columns (Inside Gutter:) or to indent (Outside Gutter:) click on the option key and then click on the little icon to the left of the pop-up menu. This brings up the Span Columns dialog box to give you these options for this command.

## Packaging Files

After an InDesign file is packaged, the Documents Folder has a new secret feature.

- You no longer need to install fonts into your computer or font management system.
- InDesign files uses fonts directly from the Document Fonts folder.
- The InDesign file can read any fonts in that Document Fonts folder (just that folder)

Graphics in pasteboard will not be collected into the package folder. The links will exist but there will be no link to those graphics.