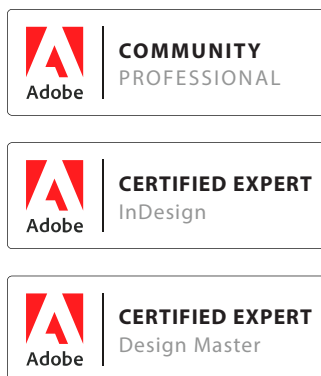


ADOBE INDESIGN 2026

a complete tour of preferences

how to fine-tune over 38 settings including all application and document and view preferences; default typesetting preferences including better hyphenation and justification numbers; and how to preserve and reset preferences



JETSET
COMMUNICATIONS, INC

TRAINING
CONSULTING
SUPPORT

A COMPREHENSIVE REFERENCE STUDY GUIDE

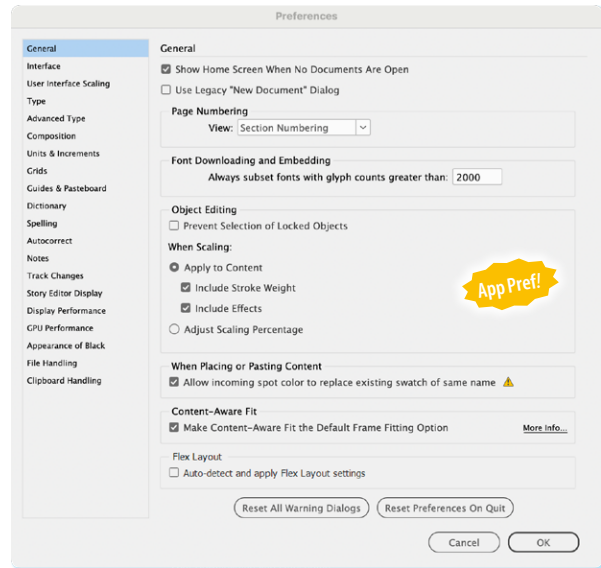
1 General Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win). The General pane is an application preference.

The “Home Screen” Workspace is useful. In Page Numbering, Section Numbering and Absolute Numbering controls how the Pages panel displays page numbers, and also how the Print dialog box specifies page ranges. Prevent Selection of Locked Objects is better kept turned off.

If you select Adjust Scaling Percentage, it will display the original point size with the new point size in parentheses when you scale text. For graphics frames, the percentage size of both the frame and image changes. When Placing or Pasting Content switch will replace an existing swatch of the same name with the incoming swatch.

Content-Aware Fit tries to intelligently position an image in the frame. When you click the Reset All Warning Dialogs, you reset the display of all warning dialogs that you previously turned off. Reset Preferences On Quit is an easier way to reset InDesign when troubleshooting. Flex Layout should be off at default so that it does not auto-detect.



2 Interface Preferences

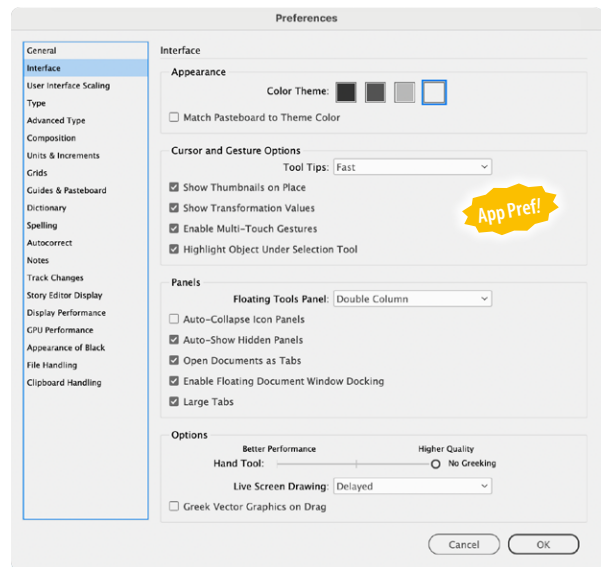
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win), and click on the Interface pane; an application preference.

The Appearance section of the Interface allows you to choose dark to light neutral color schemes. I prefer light and I turn off Match Pasteboard to Theme Color.

Under Cursor and Gesture Options, the Tool Tips defaults to Fast, so the tool tips pop out quickly. Enable Multi-Touch Gestures is for a touch mouse. I sometimes turn Highlight Object Under Selection Tool off for less distraction.

I prefer to set the Floating Tools panel to a double column, in order to see the fill and stroke buttons larger on the monitor screen.

Live Screen Drawing with a strong video card can be set to Immediate. On a weaker video card, set Live Screen Drawing to Delayed to avoid screen stutter, and you might adjust the options slider of the Hand Tool to halfway between Better Performance and Higher Quality in order to have a faster screen redraw.



3 User Interface Scaling Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win), and click on the UI Scaling pane; an application preference.

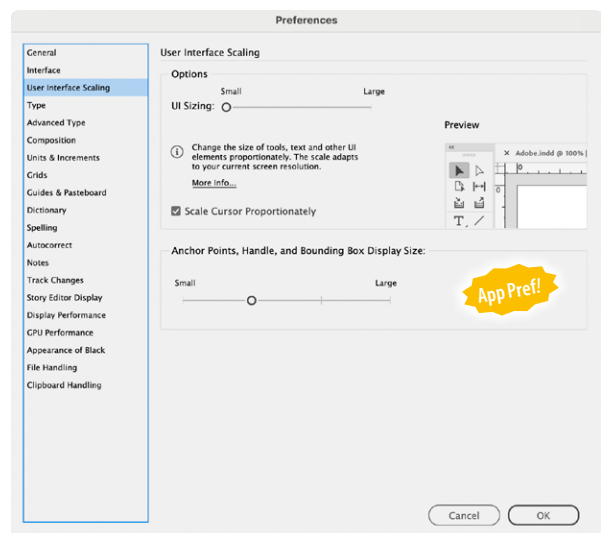
Shown are both the Windows and macOS screenshots.

UI Scaling helps enlarge small tool boxes and panels when you have a high-pixel-count monitor, such as a 4K monitor. It scales these tool panels larger, so that they are easier to see on the monitor screen.

Scale Cursor Proportionately is defaulted to on, and I would leave it set to on.

In this example, I have it set to have a smaller UI size of panels, and yet with larger anchor point handles on screen when editing frame shapes and so the anchor points looks large enough on a 4K monitor.

If your monitor is up to 1920 pixels x 1080 pixels, I would recommend leaving this feature set to small, but these choices depends on your preference and visual acuity.



4 Type Preferences

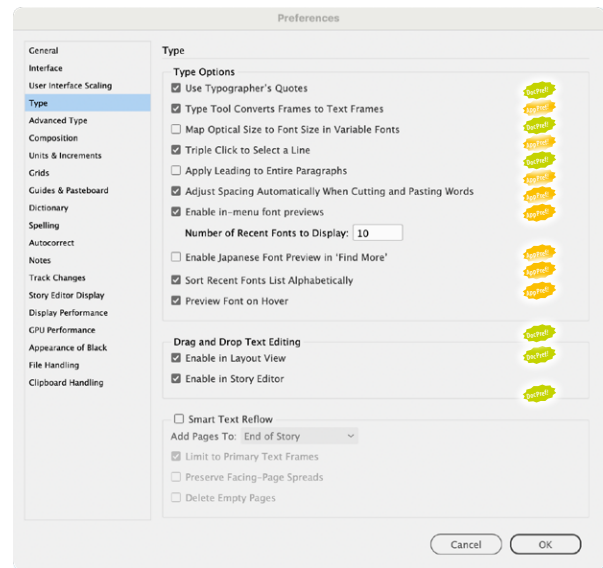
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win) and click on the Type pane.

If you have the habit of absently clicking the Type tool to deselect, you may want to turn off Type Tool Converts Frames to Text Frames so you won't have unassigned frames being turned into Text frames.

Correct Optical Size has reference to Multiple Master fonts, now unused.

The Drag and Drop Text Editing should be turned on by clicking the check mark beside Enable in Layout View.

Smart Text Reflow is nice when doing a lot of text-heavy keyboarding. It is less useful to a graphic designer, so it should be turned off as a production designer default. This will prevent the introduction of extra pages into rigidly-controlled page count layouts.



5 Advanced Type Preferences

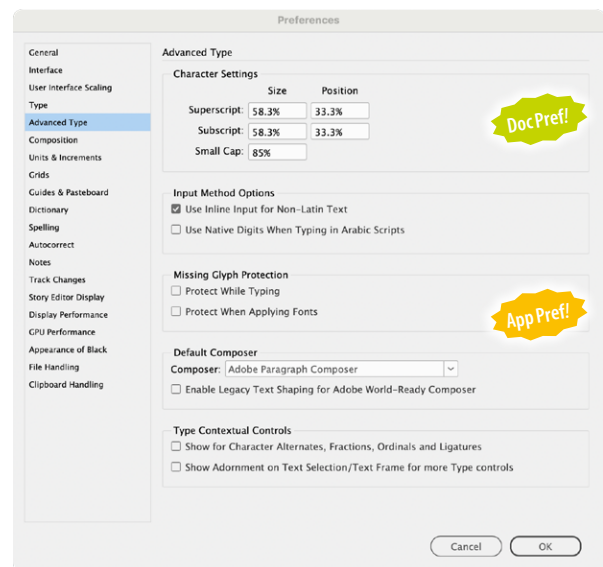
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win), and click on the Advanced Type pane.

You can define the Superscript and Subscript size and baseline shift amount. Also the scaling of the Small Caps appearance. Subscript and superscript defaults to 58.3%, which is a 7:12 size ratio of scaling. This is document-specific; not definable in a paragraph style.

If you are using OpenType fonts of better quality, the typeface probably already includes designed subscript and superscripts characters, and so would not use this Character Settings preference.

Turning off Use Inline Input for Non-Latin Text allows typing in non-Western characters. First appearing in a window, they later insert into the left-to-right language horizontal typesetting at the type cursor. It is better: install the correct version of InDesign (go to CC app > Preferences (gear icon) > Apps tab > App Language.

Added in 2017, you may want to turn off Type Contextual Controls if you are experiencing crashing or find this feature of little use.

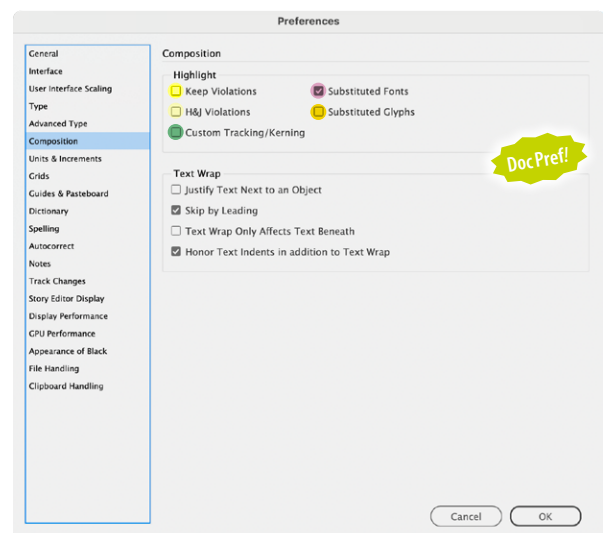


6 Composition Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win) and click on the Composition pane; a document preference.

Onscreen colors, called Highlights, can put colors behind the text, drawing attention to problems in text. Bright yellow = Keeps Violations, 3 shades of yellow = H&J Violations (lightest shade = least deviation); green = custom tracking/kerfing; pink = missing font, and amber = substituted glyphs.

Justify Text Next To An Object affects text next to objects that separate a column of text. This setting takes effect only when the text wrap interrupts lines of text so that each line is divided into two or more parts. Text Wrap Only Affects Text Beneath makes text on layers above unaffected by the text wrap. Stacking order is determined by the stacking order of both objects and layers.

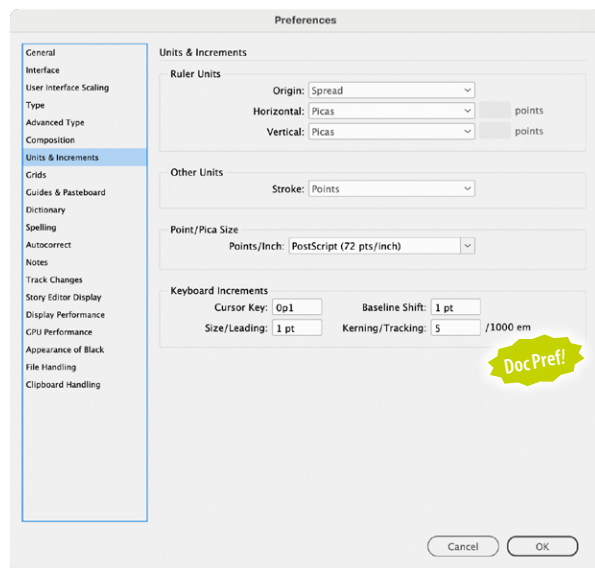


7 Units & Increments Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win), and click on the Units & Increments pane; a document preference.

Spread means ruler origin is the top-left corner of each spread, and the horizontal ruler measures across the spread. Page means ruler origin is the top-left corner of each page, and the horizontal ruler starts at zero for each page in a spread. Spine means the ruler origin is the center spine, so the horizontal ruler measures negative to the left of the spine and positive to the right of the spine.

In kerning, em width is equal to the nominal point size of a typeface. When doing keyboard increments (shortcuts), I usually set the Cursor Key to 1 pt; the Size/Leading to 1 pt; the Baseline Shift to .5 pt; and the Kerning/Tracking to $\frac{5}{1000}$ em—finer than the default $\frac{20}{1000}$ em.



8 Grids Preferences

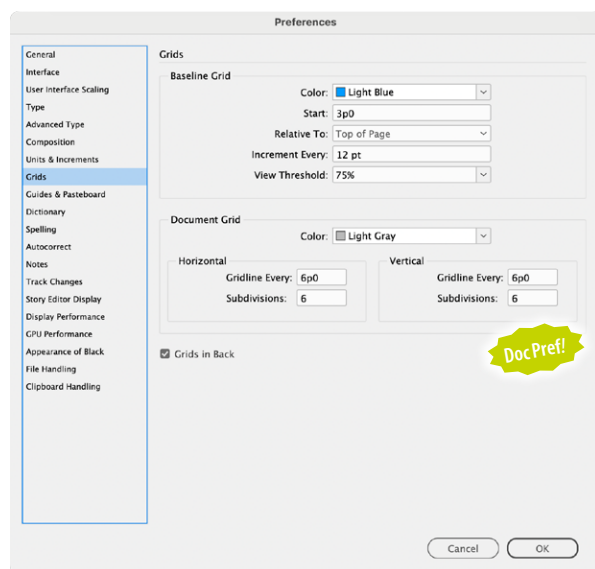
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win) and click on the Grids pane; a document preference.

On screen, a baseline grid looks like ruled notebook paper, and a document grid looks like graph paper.

The baseline grid covers entire spreads, whereas the document grid covers the entire pasteboard. They cannot be assigned to one master. The document grid can appear in front or behind all guides, layers, and objects, and cannot be assigned to an individual layer.

These guides are turned on and off under View menu > Grids and Guides. This is also where you turn on Snap to Guides. Turning on Snap to Document Grid negates Smart Guides. Also, set Grids in Back by right-clicking an empty area of the document window.

Remember, if using inches, make Subdivisions 8. If using Picas, make Subdivisions 6.



9 Guides & Pasteboard Preferences

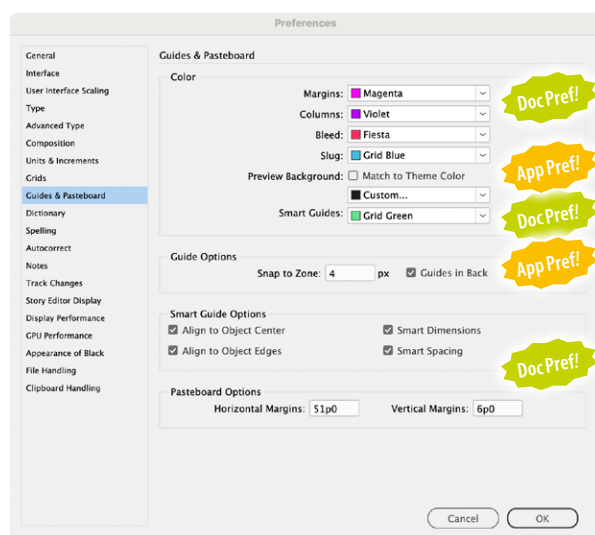
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows), and click on the Guides & Pasteboard pane; having both document and application preferences.

The default colors of the Guides are all OK as they are, except for the Preview Background color, which I change to a custom dark gray set at 70/70/70 RGB.

I check on the Guides in Back option. For most layouts, this condition generally makes more sense to me, allowing all frames to be easily visible on top of the guides. Guides in Back is available at the right-click of any empty area of the document window.

Smart Guides are very helpful! All Smart Guide Options are turned on.

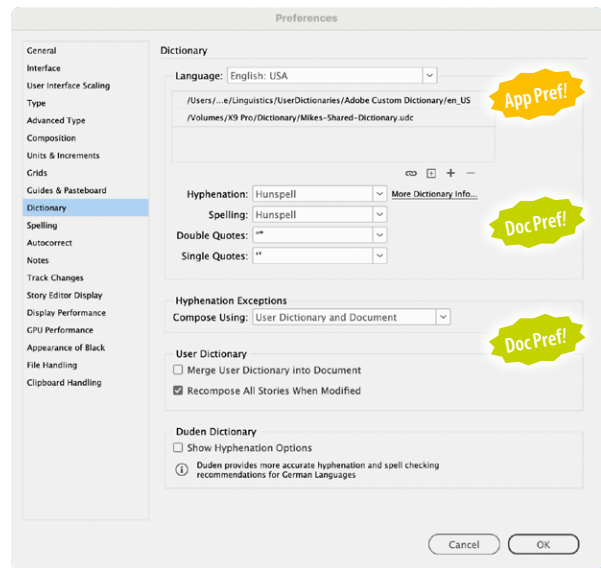
Vertical Margins of the Pasteboard is 1 inch, but I prefer to make this setting taller, especially when making animation fly-ins for EPUBs.



10 Dictionary Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win) and click on Dictionary pane; both document and app preferences.

Hunspell open source dictionary is web-based and can grow and add new words automatically. New in 2018 is the German-language Duden Dictionary. To create a new custom dictionary, click the New User Dictionary icon (the post-it note icon). Specify the name and shareable network location of the user dictionary (.udc extension), and then click Save. To add an existing dictionary, click the Add User Dictionary icon (+), select the user dictionary file, (.udc or .not extension), and then click Open. You can re-use a .udc file dictionary from a previous version of InDesign or InCopy. The order of the dictionaries in the list is the order in which they are checked. Drag to change the order of the user dictionaries, if any.

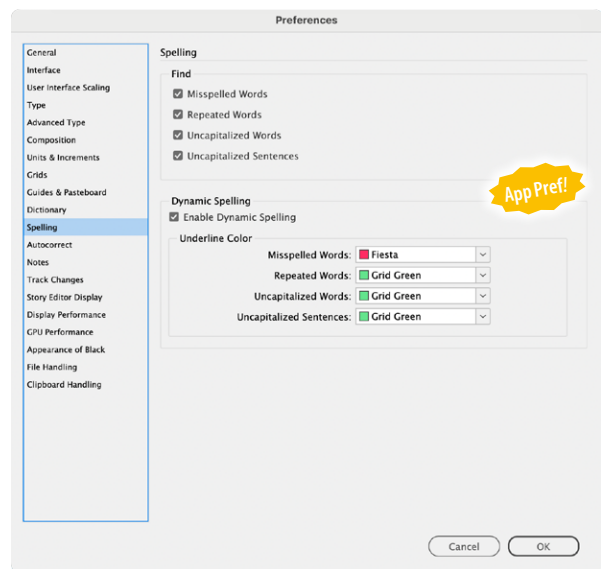


11 Spelling Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win), and click on the Spelling pane. This is an application preference.

Misspelled Words finds words that do not appear in the language dictionary. Repeated Words finds duplicate words such as "the the." Uncapitalized Words finds words (place names) that appear in the dictionary only as capitalized. Uncapitalized Sentences finds uncapitalized words following periods, exclamation points, and question marks.

If you switch on Enable Dynamic Spelling, and I recommend that we all do, InDesign will be spell-checking continuously. If turned off, you should run a spell-check from the Edit menu (shortcut: Cmd/Ctrl+I). I also change the underline colors to softer hues onscreen merely because the default red and green colors are harsh.



12 Autocorrect Preferences

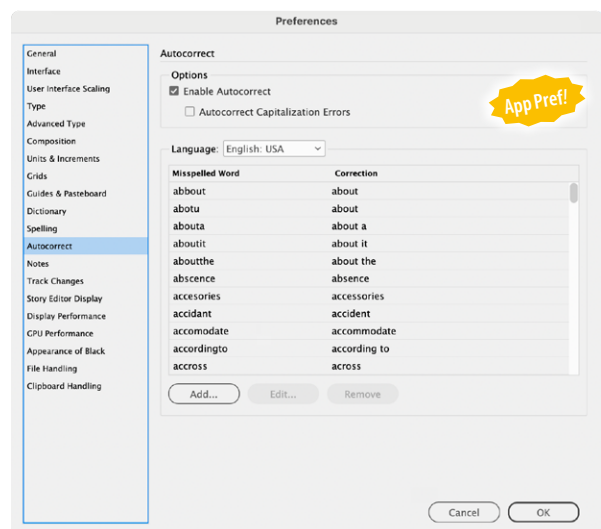
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows) and click on the Autocorrect pane; an application preference.

You may prefer to check on the Enable Autocorrect if you do a lot of keyboarding directly within InDesign. With this feature on, each word you type is immediately spell-checked and auto-corrected if it needs to be.

You may also prefer to add to the list your own unique misspellings by clicking the Add... button. This is useful because each of us has words we tend to type incorrectly in a habitual way.

A further way to use the Autocorrect's Add ... feature is to make up your own short versions of frequently-typed long email and web addresses.

This is limited to 64 characters but can include spacebar spaces.



13 Notes Preferences

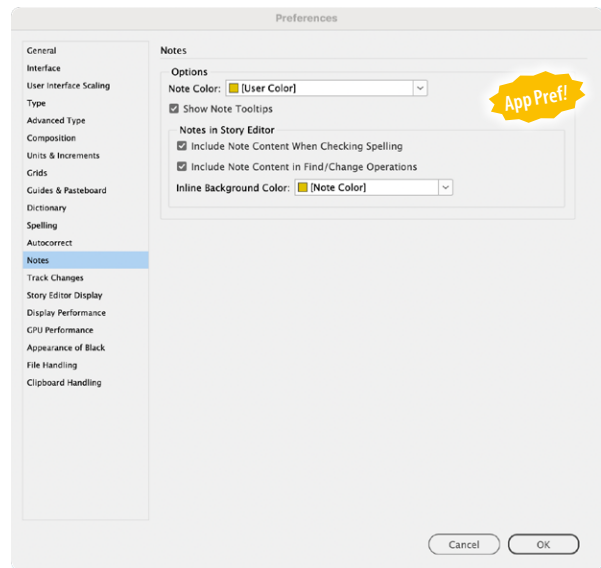
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows), and click on the Notes pane; an application preference.

Notes is a feature shared with InCopy and are text embedded within story text. They are used in the editing process for the purpose of giving direction, fact-checking, and the like. Notes can only be embedded within text story flows. You cannot apply a Note to a graphic object.

Some editors may use InDesign instead of InCopy, where almost all InCopy features are available within the Story Editor.

The Note color identifies who is making notes and changes, and is chosen under File > User.... The Notes panel notes the user, time, and date.

Show Note Tooltips causes a tooltip flyout in Story Editor and Layout view. Inline Background Color can be set to none or the user color behind the note in Story Editor mode. When you have several people editing, it is helpful to associate a Note color with the editorial note.



14 Track Changes Preferences

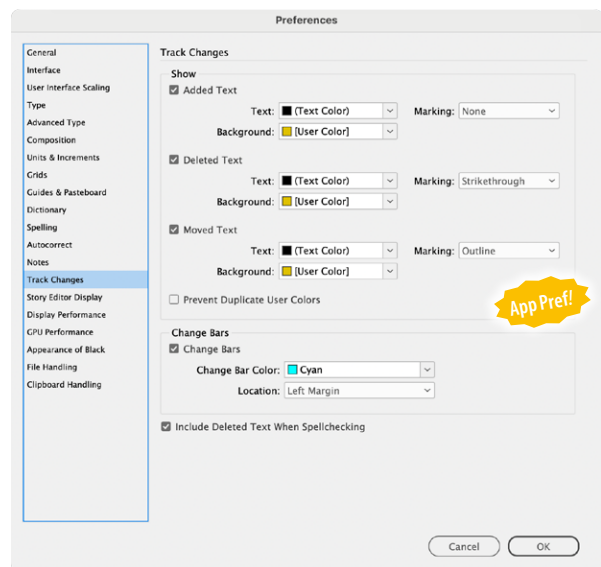
InDesign > Preferences (Cmd+K, macOS) or Edit menu > Preferences (Ctrl+K, Win) and click on the Track Changes pane; an app preference.

Added into InDesign is the ability to Track Changes on text that is being edited, just like InCopy, and very similar to the way MS Word handles track changes. Like embedded notes, track changes keeps text embedded within the story text.

This section assigns the User color and the text color and the marking over changed text. Make sure that all the different editors have chosen a different User Color.

The Change Bars color shows only in the Story Editor mode and is defaulted to the left edge of the column of text.

Since deleted text might later be re-instated into the story, you also have the ability to spell-check deleted text.



15 Story Editor Display Preferences

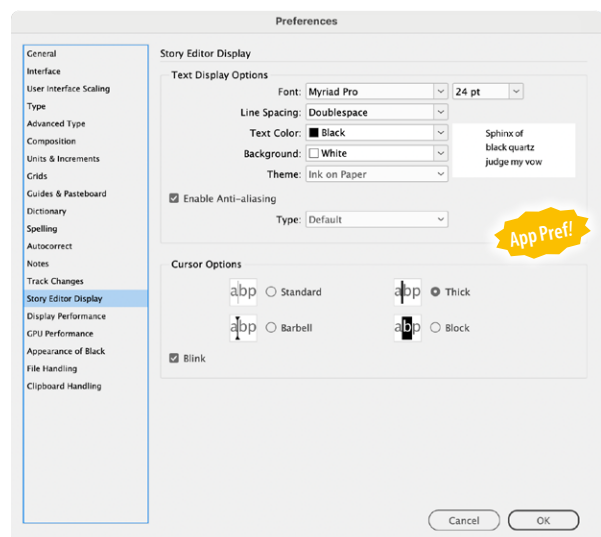
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win), and click on Story Editor Display pane; an application preference.

Story Editor has been improved to match the features of InCopy. It is a window that only shows the story text; not the layout art. It is useful for checking that paragraphs are tagged with styles, with an easy scrollability through the flow of the story text, instead of moving from page to page.

Text appearance on the monitor can have Enable Anti-Aliasing set to Default, which makes the text look sharp, or else LCD Optimized (also sharp) or Soft display.

You choose your favorite display font, size, and line spacing. You can also customize the text color and background color and style of cursor, in case you want to emulate the appearance of an old word processor.

My favorite settings are Myriad Pro at 24 pt and double-spaced and a thicker cursor. I generally leave it black text on a white background.



16 Display Performance Preferences

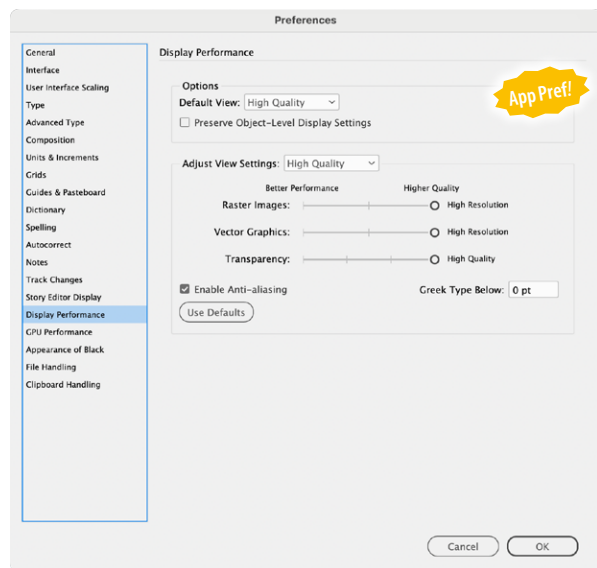
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Win) and click on the Display Performance pane; an app preference.

Set both the Default View and the Adjust View Settings to High Quality and adjust the Greek Type Below value to 0 pts. These better settings are easy for recent powerful video cards.

Greeking means showing gray bars instead of text characters.

The benefit here is all documents begin or open in High Quality view, where all vector and bitmap art looks exactly as it would look natively in Illustrator and Photoshop. I turn off Preserve Object-Level Display Settings to enforce my High Quality view.

With synchronized color management set up, colors show accurately, and with as much detail as the original art contains, but only when set to High Quality view. Leaving the settings at Typical turns off accurate color management.



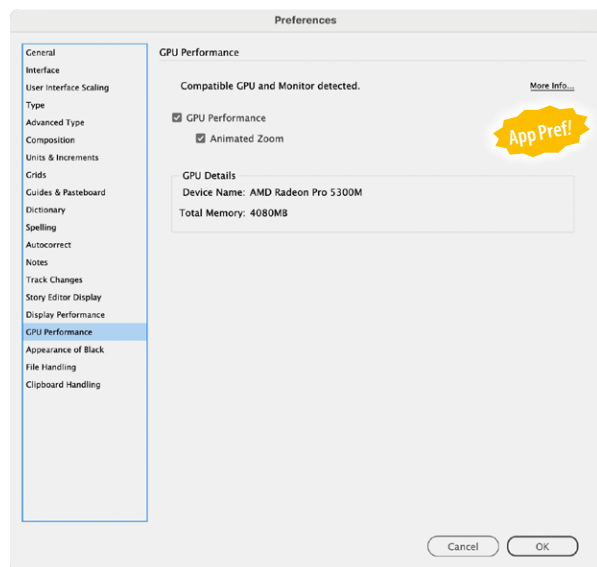
17 GPU Performance Preferences

InDesign > Preferences (Cmd+K, macOS) and click on Display Performance pane; an app preference.

GPU-accelerated promises faster performance, but you need a minimum of 1024 MB VRAM (2 GB recommended). Your video card and computer must support OpenGL version 4.0 or newer. Since 2017, this was a Mac-only feature; but is now also on Windows since 2024.

This is useful if you are using a 4K monitor and want to operate at High Quality Display. Operations like zooming, scrolling, and panning all benefit from the extra power.

If enabled, you can zoom similar to Photoshop: drag the zoom tool right to zoom in; left to zoom out.

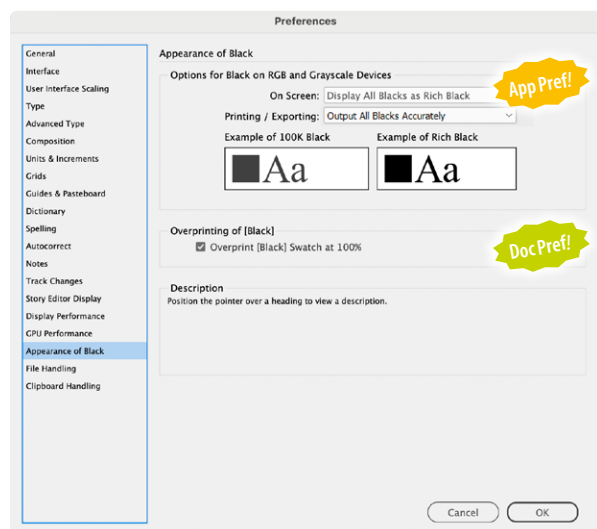


18 Appearance of Black Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows). This has both doc and app preferences.

On Screen means seeing on the monitor 100% process black as slightly grayer than a rich build of black. Printing/Exporting is when printing to an RGB printer or exporting to an RGB PDF file. Would you like the black ink portions to be a rich black or rather 100% black be different from a build of black? The thing to remember here is that this setting has no effect on a CMYK PDF file going to prepress.

Overprinting of [Black] is the default behavior of black ink versus any other ink swatch. It overprints Black ink over other inks rather than knocking them out (removal of the ink image underneath an object). Need to control knockout versus overprint? See the Attributes panel.



19 File Handling Preferences

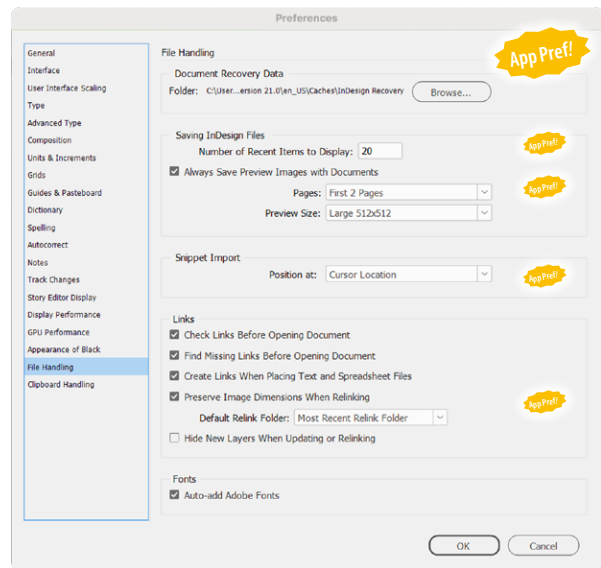
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows). This has both doc and app preferences.

Document Recovery Data shows the where the backup copy is stored. If you have a second or third hard drive, you might choose an alternate hard drive. Maybe it will operate a little bit faster.

Snippet Import positioned at the Cursor Location is default.

If you turn off Check Links Before Opening Document and/or Find Missing Links Before Opening Document, InDesign opens the document immediately, and the links are not updated. Turn off if links to a server are causing slow performance. Choose Preserve Image Dimensions When Relinking if you want images to appear at the same size as the images they replace. When Hide New Layers When Updating or Relinking is turned on, added layers in AI and ID files won't change the appearance of your layout when you update the graphic links.

Since 2020 is the Auto-activate Adobe Fonts switch. This automatically installs document fonts without interrupting your work.



20 Clipboard Handling Preferences

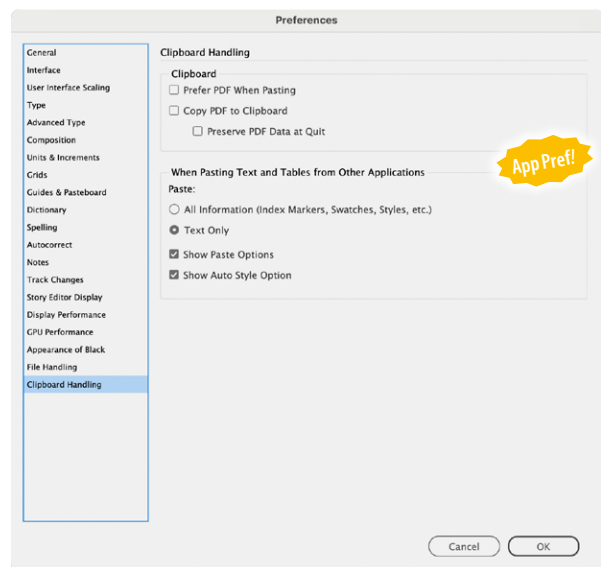
InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows); and choose Clipboard Handling; an application preference.

When you copy and paste a vector graphic from Illustrator 8 or later into InDesign, the artwork appears as a group of editable objects.

To be able to do this, make sure that Illustrator copies as AICB. In InDesign, make sure that Prefer PDF When Pasting is not selected in the Clipboard Handling preferences. If these options aren't set properly, the Illustrator graphic cannot be edited in InDesign.

Be aware that copy and pasting vector drawings from Illustrator to InDesign is often (but not always) a poor workflow. Also, drawings must be kept simple with a ceiling of 500 anchor points. If you have complex Illustrator art, it is better to name a file and place it.

When Pasting Text and Tables from Other Applications, like Word, Text Only is the default. If you are using Word with carefully defined and controlled styles, you may want this set to All Information.



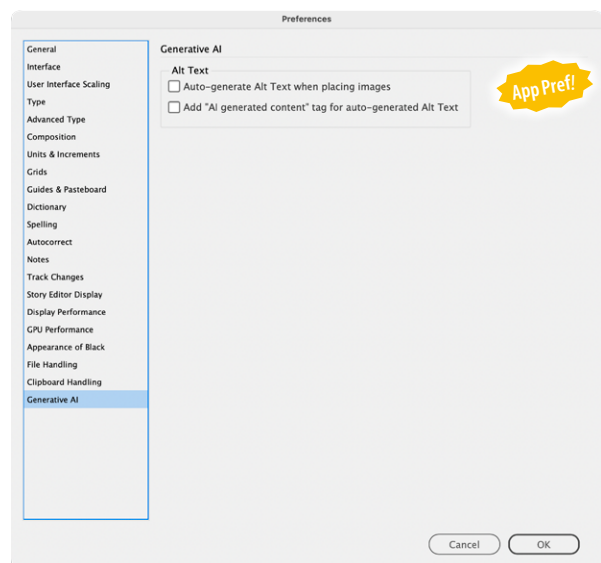
21 Generative AI Preferences

InDesign > Preferences (Cmd+K, macOS) or Edit > Preferences (Ctrl+K, Windows); and choose Generative AI; an application preference.

New since InDesign 2026 version 21.2, this new accessibility help generates ALT text when you place images. It analyzes the picture and writes a description for you. Because it is based on AI, it will not make sense or be complete. You should definitely turn it off.

You will also see a new round frame adornment at the bottom left corner of a graphics frame with a bold letter A in the icon. By Opt/Alt clicking the frame adornment, you can review or rewrite the Alt tag description.

If you turn off this unhelpful preference, then also turn off View > Extras > Hide Alt-Text Badge.

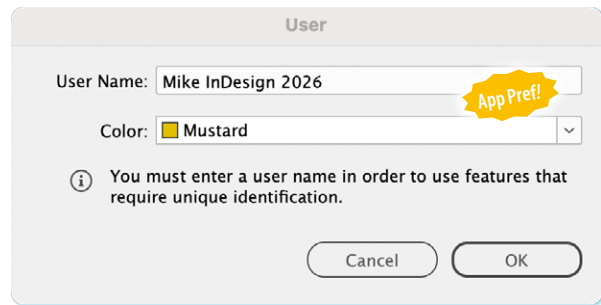


22 File > User

File > User; an application preference where you fill in your name.

In a networked team environment of more than one user, it is important to add a name and color code. This way, if stories are checked out and edited by a member of the networked team, InDesign can track who made what change and when.

This is the same feature as Adobe InCopy, where the text content can be edited by another writer on the shared network. Most features of InCopy are also present within InDesign.



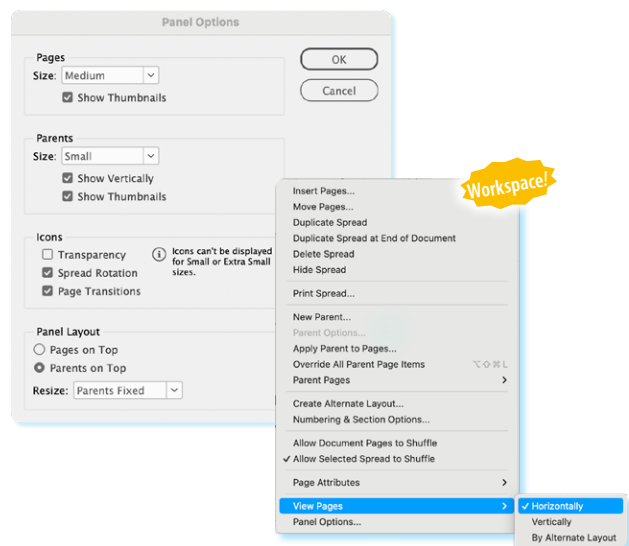
23 Pages Panel menu button > Panel Options

Pages Panel > click the panel menu button flyout > and choose Panel Options to get to this dialog box.

I usually turn off Show Vertically switch for the Parents (Masters) icons. This arranges icons in a denser horizontal layout.

To arrange the Pages icons horizontally, you click on View Pages menu and choose horizontally. If you have alternate layouts being developed for digital tablet publishing, set it to By Alternate Layout.

The icons can show thumbnail images, and they can also be set to indicate transparency, spread rotation, and page transitions. You can also color-code labels for the sake of organization, found under Page Attributes.

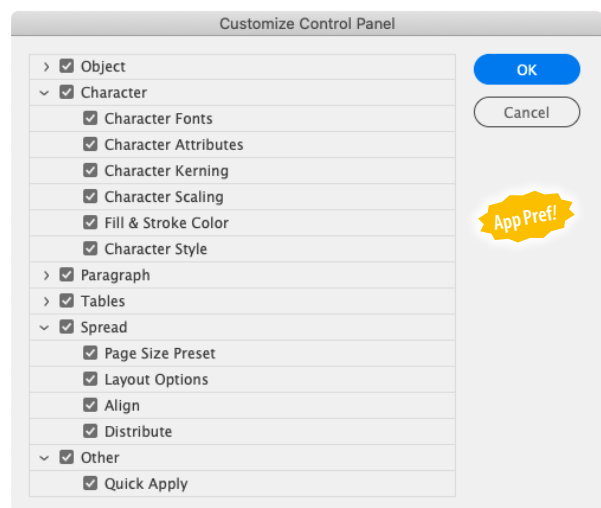


24 Customize Control Panel

At the extreme right end of the Control panel, is the Control panel menu button flyout gear icon that leads to Customize Control Panel.

Click on this flyout button to make sure you have everything switched on that you want to see. Or click into the reveal triangles to turn off any features that you don't want showing on the Control panel.

Many common laptops can display at least 1366 or 1400 pixels wide when setup at their native resolution, and might not show the entire Control panel. Most desktop monitor panels are capable of delivering 1680 or 1920 pixels wide at their native resolution. In these higher-pixel-count monitors, the Control panel has enough room to show most, if not all, of the Control panel options. Make sure you work in front of large, high-pixel count monitors, such as ones that are 4K, in order to see all the features of the Control panel.

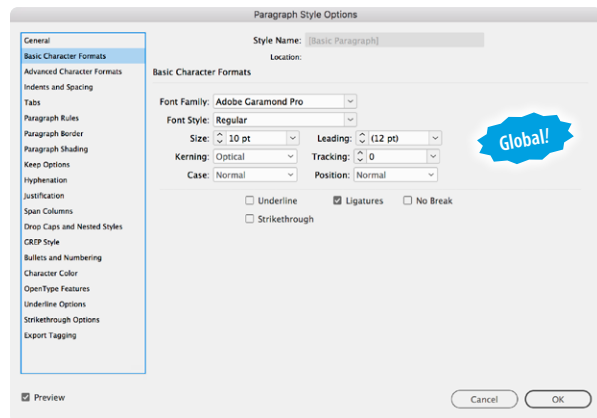


25 Paragraph Style Options > Basic Character Formats

With no documents open, right-click to edit the [Basic Paragraph] style, beginning with the second section pane called Basic Character Formats.

Change the Font Family to a typeface that you use. I changed the Size to 10 pt. I left the Leading set on Automatic leading (although later, when making paragraph styles, I will almost always set the leading value to an explicit amount). Change the Kerning method to the superior method, Optical, instead of Metrics. On the other hand, not every font looks better set to Optical. Sometimes Metrics looks right.

Just as you would avoid using Word's Normal paragraph style, you should avoid using the default [Basic Paragraph] style in the text of a document, nor have any styles based on [Basic Paragraph] style, even though you cannot remove it. Its sole purpose is to act as a seed to grow a new paragraph style.



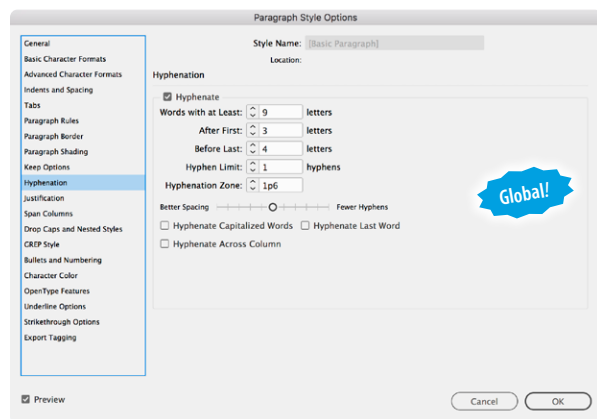
26 Paragraph Style Options > Hyphenation

With no documents open, you can right-click to edit the [Basic Paragraph] style, going to the tenth section pane called Hyphenation.

Change the Words with at Least value to 9 to eliminate short words from hyphenating. I often change the After First to 3 letters for many prefixes; changing the Before Last to 4 letters for most suffixes. Hyphenating 2 letters looks clumsy to me. Set the Hyphen Limit to 1 hyphen. This eliminates undesirable multiple stacked hyphens (called ladders).

The Hyphenation Zone setting is for left-aligned text. It attempts to limit the amount of length difference among the lines of type in the paragraph. Note: this only functions on text set to Adobe Single-Line Composer.

I never adjust the Better Spacing vs. Fewer Hyphens slider. I almost always do turn off the three Hyphenate check boxes.



27 Paragraph Style Options > Justification

With no documents open, you can right-click to edit the [Basic Paragraph] style, going to the eleventh section pane called Justification.

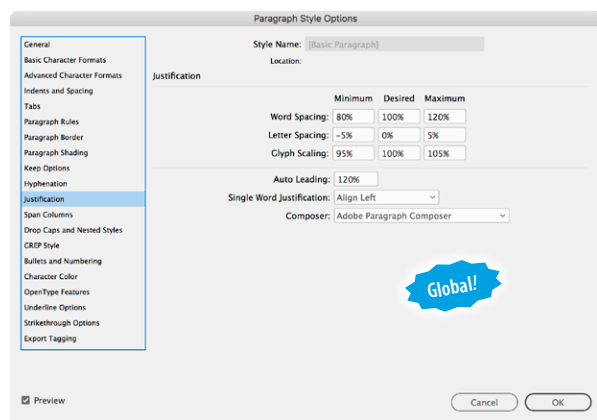
The default settings that come with InDesign are overly restrictive. The Letter Spacing and the Glyph Scaling are effectively off. I adjust the default for BodyText paragraph so that all three have leeway:

Word Spacing sets to 80% | 100% | 120%

Letter Spacing sets to -5% | 0% | 5%

Glyph Scaling sets to 95% | 100% | 105%

Justified text will have smooth and rhythmic lines of type. In layouts with much text-wrapping art, changing the Single Word Justification to Align Left will tend to make no extreme gapping of words next to graphics.



28 Text Frame Options

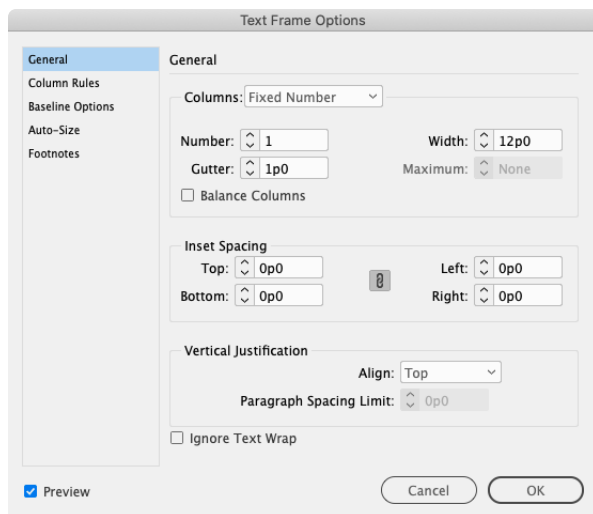
Since 2020 version, the Text Frame Options dialog box now has column rules definable in the textframe. The dialog box has been re-designed from tabs on the top, to section panes along the side.

This is where you define multiple columns within one textframe. For pullquotes and callouts, you can also set the internal margin/gutter known as Inset Spacing.

While I rarely change settings in this dialog box globally, some typesetters prefer to change the default Baseline Options away from Ascent to Leading or a Fixed Amount or some other setting.

The Auto-Size settings allow a textframe to self-expand either the width or the height (or both) so that the textframe automatically resizes to match the volume of text within it. This is useful for captions, for example.

Enable Overrides and Span Footnotes Across Columns allows you to span footnotes across columns in a multi-column text frame.



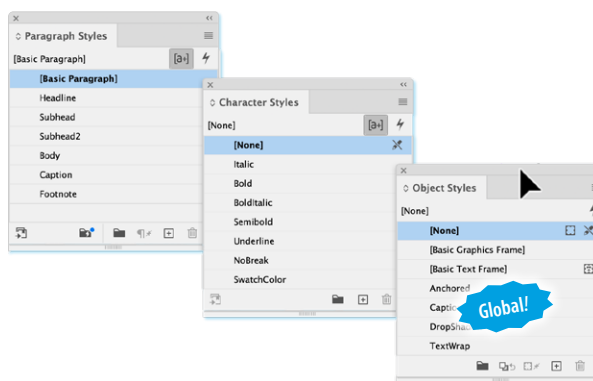
29 Pre-load paragraph styles

With no documents open, pre-load your Styles panels. Make them according to your house style guide, or make them generic. Make a Headline, Subhead1, Subhead2, BodyText, Caption, Footnote, and others. The idea here is that it should be quicker to edit styles than make them from scratch each time you start a new document. Default the Paragraph Styles panel by selecting [Basic Paragraph] at rest.

Pre-populate the Character Styles panel with Bold, Italic, BoldItalic, Underscore, Superscript, Subscript, NoBreak, SmallCap, etc. Be sure to default it to [None] at rest with nothing selected.

In the Object panel, make frame object styles that define stroke & fill color, rounded corners, drop shadows, and how the image scales into the frame. I prefer to default the Object Styles panel to [None].

Another way to populate the panels is to click on the Paragraph Styles panel menu button, and then click Load Paragraph Styles... and browse to a document. Avoid importing styles like Normal and [Basic Paragraph] style, and click OK to load chosen styles into the panel.



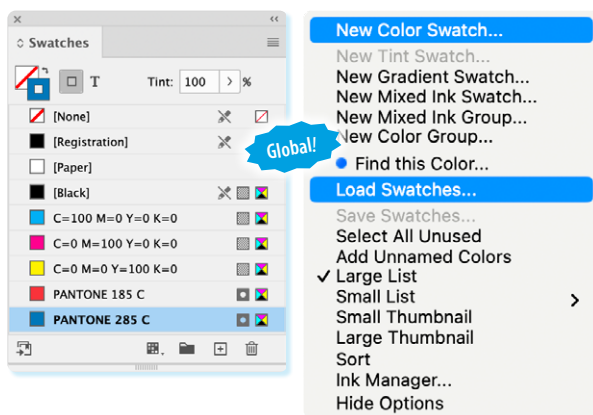
30 Pre-load your favorite swatches

With no documents open, click on Swatches panel menu button and choose New Swatch in the flyout. Also consider removing existing default swatches in the panel that you know you will not use.

Swatches make it easier to modify color schemes without having to locate and select and edit the color of each individual object.

You can share swatches with other users by means of the newer CC Libraries panel. Build a swatch library and then share it with other users.

You can also share color swatches among ID, AI, and PS. You can import and export from any of the three applications by means of the Swatches panel menu button, and choose either Save Swatches or Load Swatches. In the Illustrator Swatches panel menu button it reads Save Swatch Library as ASE and Open Swatch Library; and in the Photoshop Swatches panel menu button it reads Save Swatches for Exchange and Load Swatches.

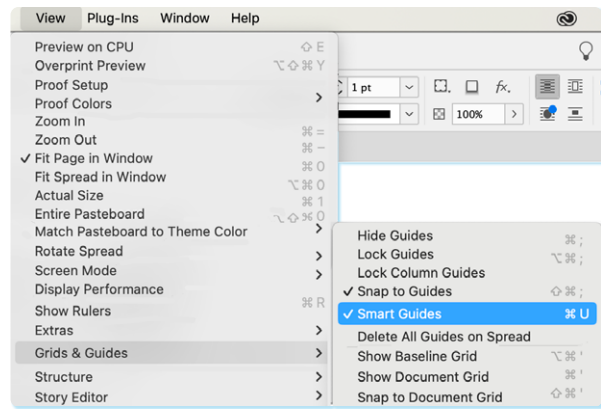


31 View > Grids & Guides > Smart Guides

Make sure this useful feature is turned on. It is like having Snap To turned on; yet it does much more. As you move a frame object, temporary purple (relative to page) and green (relative to object) guides appear. These smart guides indicate center and/or edge alignment.

Smart Dimensions are part of Smart Guides, allowing you to rotate to the same angle, and make the same width and/or height. Smart Spacing is a part of Smart Guides, showing green measurement guides allowing for even spacing of frame objects. Smart Cursors gives a visual gray box showing X, Y coordinates and/or rotation angles.

You should not have Snap to Document Grid turned on at the same time as using Smart Guides, as these features conflict with each other.

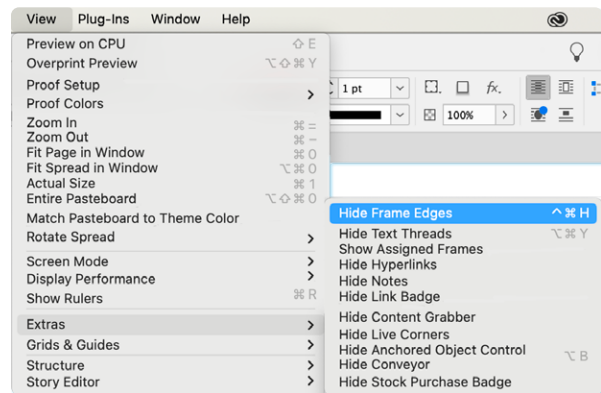


32 View > Extras > Frame Edges

If you are hiding frame edges, you can see the outlines of frames even when the frames aren't selected, just by passing the black Selection tool or white Direct Selection tool over the region of the frame.

Use the Show/Hide Frame Edges command to simplify the screen display by hiding the frame edges. Doing this also hides the non-printing X in a graphics placeholder frame. The display setting for frame edges doesn't affect the display of the text ports on text frames.

To show or hide frame edges, choose View > Extras > Show/Hide Frame Edges. Another way to hide frame edges (and all other non-printing symbolic parts of interface) is to click Preview Mode. The frame edge is defined as a frame's stroke, not the outer edge of the stroke's weight.

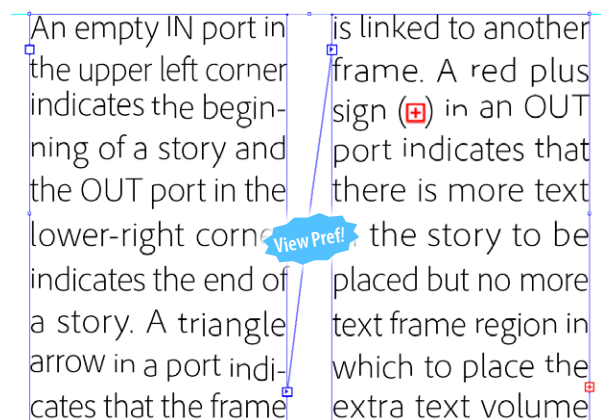


33 View > Extras > Text Threads

This allows you to see visual lines of threaded frames. You can thread text frames even if they are empty. Press Cmd/Ctrl+Opt/Alt+Y to hide or show Text Threads. This is suppressed in Preview mode.

The text in a frame can be independent of other frames, or it can flow to other textframes. To link (aka thread or flow) text, you must first connect the frames. Connected frames can be on any page in the document.

IN and OUT ports are used to connect to other text frames. An empty IN port is the beginning; an empty OUT port is the end. A triangle arrow shows the frame is linked to another. A red plus sign [+] in an OUT port shows there is more text in the story but no more frame area to show it. Press Cmd/Ctrl+Y to see the overset text in Story Editor mode.



34 View > Extras > Assigned Frames

In a shared network workflow, InDesign users export text to a shared folder location, openable by InCopy users who will write and edit the content. Text is, therefore, linked to the InDesign document.

When users work in the assignment file from within InCopy or in the InDesign file on a server, changes to the content are signaled to all users by a set of frame icons on the upper left of the frame.

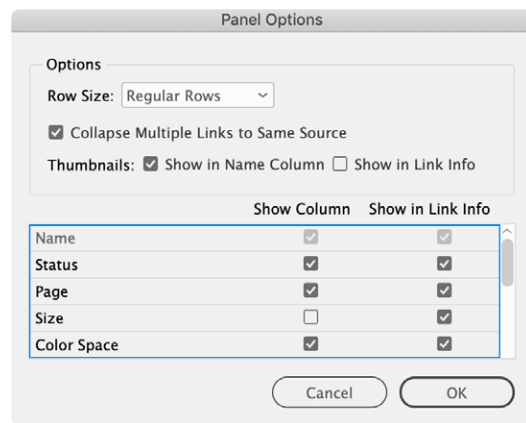
Only one user at a time can check out the InCopy file for editing. Others can view the file read-only. Other users can't make changes to the file until it's checked back in. This system allows multiple users to access the same file but prevents users from overwriting each other's work.

	Available		Out of Date
	In Use By (name)		Text Content Out of Date
	Editing View Pref!		Text Content Up to Date
	Available and Out of Date		Graphics Content Out of Date
	In Use By (name) and Out of Date		Graphics Content Up to Date
	Editing and Out of Date		Packaged Content

35 Links > Panel Options

You can display additional categories, such as Creation Date and Layer, in the Links panel to display more info about the graphics. You can turn on and off up to 62 different metadata settings to show in the Links panel columns and/or the lower portion of the Link Info part of the Links panel.

Choose whether the information appears as a column and/or in the Link Info section. Select the check boxes under Show Column to add columns in the Links panel. Folder 0 is the folder that contains the linked file; Folder 1 is the folder that contains Folder 0, and so on. Select the check boxes under Show In Link Info to display info in the Link Info section. You can change the order of columns by dragging it to a different location. Drag to change the column width. Click a category title to sort the links by that category in ascending or descending order.

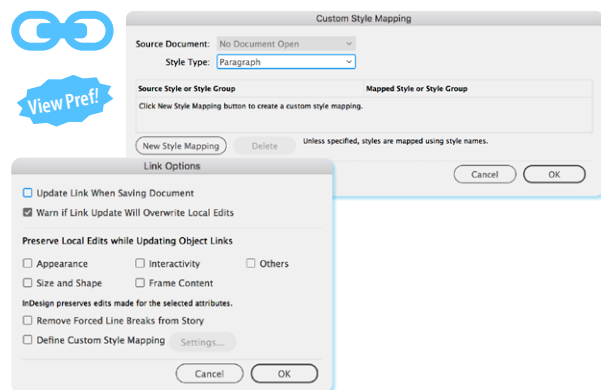


36 View > Extras > Link Badge

The Link badge adornment brings the Links panel to the upper-left corner of the frame. If the graphic is out-of-date, you will see a yellow warning triangle with an exclamation point on the corner of the frame. Double-click the yellow icon to update the linked file. If the graphic is current and up-to-date, you will see a chain link icon. If the graphic is missing, you will see a red circle question mark.

If you double-click a yellow warning triangle icon, it will update the link. If you are not showing Frame Edges; or if you are in Preview mode, you will not see the Link badge adornments. I normally leave this frame adornment icon view turned off, and instead use the Links panel for updating links.

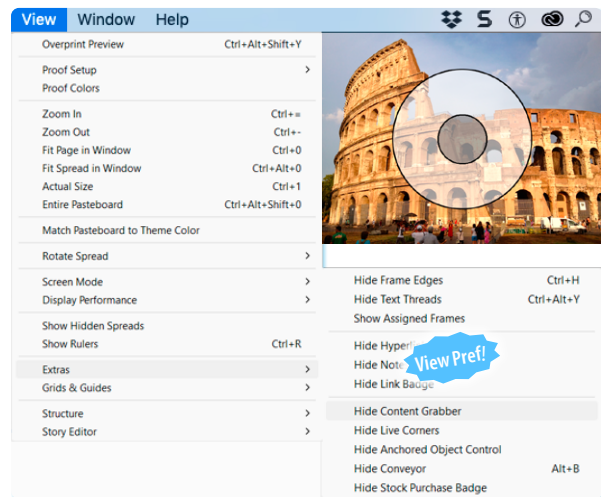
Something related: Link Options in the Links panel menu button. The dialog boxes are shown here. If you are re-using content in Vertical and Horizontal layouts; or if you are doing a Place and Link; you have the opportunity to map a style to a different style in a different layout!



37 View > Extras > Content Grabber

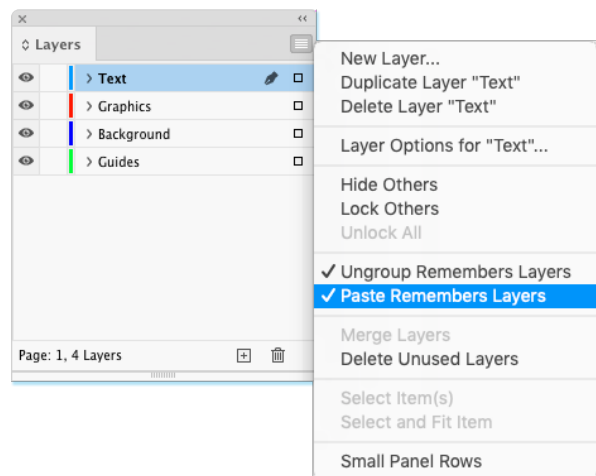
This is a power-user enhancement, allowing you to stay in the Selection tool instead of changing to the Direct Selection tool. When you use the Selection tool to select a graphics frame, you can select either the frame or the image. If you click outside and away from the content grabber donut and drag the selection, the frame's content moves with the frame. If you drag the content grabber translucent white donut, the image moves within the frame.

Also, when you are in the black Selection tool and double-click the graphic, it is as if the tool changed over to the white Direct Selection tool for moving/scaling the graphic within the frame. My preference is to have the Content Grabber feature turned off when working with very small graphic frames. Otherwise, it is a very handy feature.



38 Layers > Paste Remembers Layers

An important switch that you should generally have "on" is found in the Layers panel menu button. The Paste Remembers Layers switch should be turned on so that when you copy and paste objects from one document to another, it will also paste the named layer that the object is organized on. If this switch is off, objects copied from another InDesign document paste in on the current InDesign layer. This often interferes with orderly layer arrangement. Note, this same feature is present in Illustrator's Layers panel and should generally be on.



Troubleshoot and reset InDesign preferences

When InDesign starts to behave strangely, you should usually rewrite (aka, trash, delete, replace, reset) the application preferences. This will remove corrupted preferences and replace them with a fresh set of default preferences. Problems may go away afterwards.

InDesign Reset Method 1:

A newer and simpler way to reset is to visit Preferences (Cmd/Ctrl+K) > General > and click on the button at the bottom-right of the dialog box marked "Reset Preferences on Quit". Then restart InDesign. A much older way is to close and relaunch InDesign, and immediately press Cmd + Ctrl + Opt + Shift (macOS) or Ctrl + Alt + Shift (Windows), and respond with a yes to the dialog asking to replace the preferences.

InDesign Reset Method 2:

A second way to reset preferences would be finding and deleting the two preferences files manually. These are normally hidden files, so you will need to set your system to show them. You have to find and rename two files: **InDesign Defaults** and **InDesign SavedData**. Renaming or moving them will give you the opportunity to copy them back if newly rewritten preference files doesn't cure your problem. When you restart InDesign, it will rewrite a new default pair of files. You copy these two files when you have everything functioning correctly. Store the two files in a different folder location so that in the future you can use them to overwrite a corrupt set of prefs quickly.

InDesign Defaults:

Windows 10/11: C:\Users\<User>\AppData\Roaming\Adobe\InDesign\<Version X>\<Language>\
macOS: Hard Drive/Users/<User>/Library/Preferences/Adobe InDesign/<Version X>/<Language>/

InDesign SavedData:

Windows 10/11: C:\Users\<User>\AppData\Local\Adobe\InDesign\<Version X>\<Language>\Caches\
macOS: Hard Drive/Users/Library/Caches/Adobe InDesign/<Version X>/<Language>/

InDesign Reset Method 3

A third way to reset preferences would be when you are having UI (user interface) problems where a panel either doesn't open or opens up empty are often cache related, so you might try deleting the Caches before Preferences so you don't lose your customized settings. Close all Adobe applications and try renaming the folders from the following locations:

macOS

~/Library/Caches/com.adobe.indesign
~/Library/Preferences/Adobe InDesign

Rename Adobe InDesign and com.adobe.InDesign to Adobe InDesign.old and com.adobe.InDesign.old and restart/launch InDesign from the Creative Cloud app.

Rename the CEP folder to CEP.old from the following location:

/Library/Application Support/Adobe

If that does not help, rename the UXP folder to UX.Pold from the following locations:

/Library/Application Support/Adobe
~/Library/Application Support/Adobe

Windows OS

Close InDesign; then rename these InDesign folders:

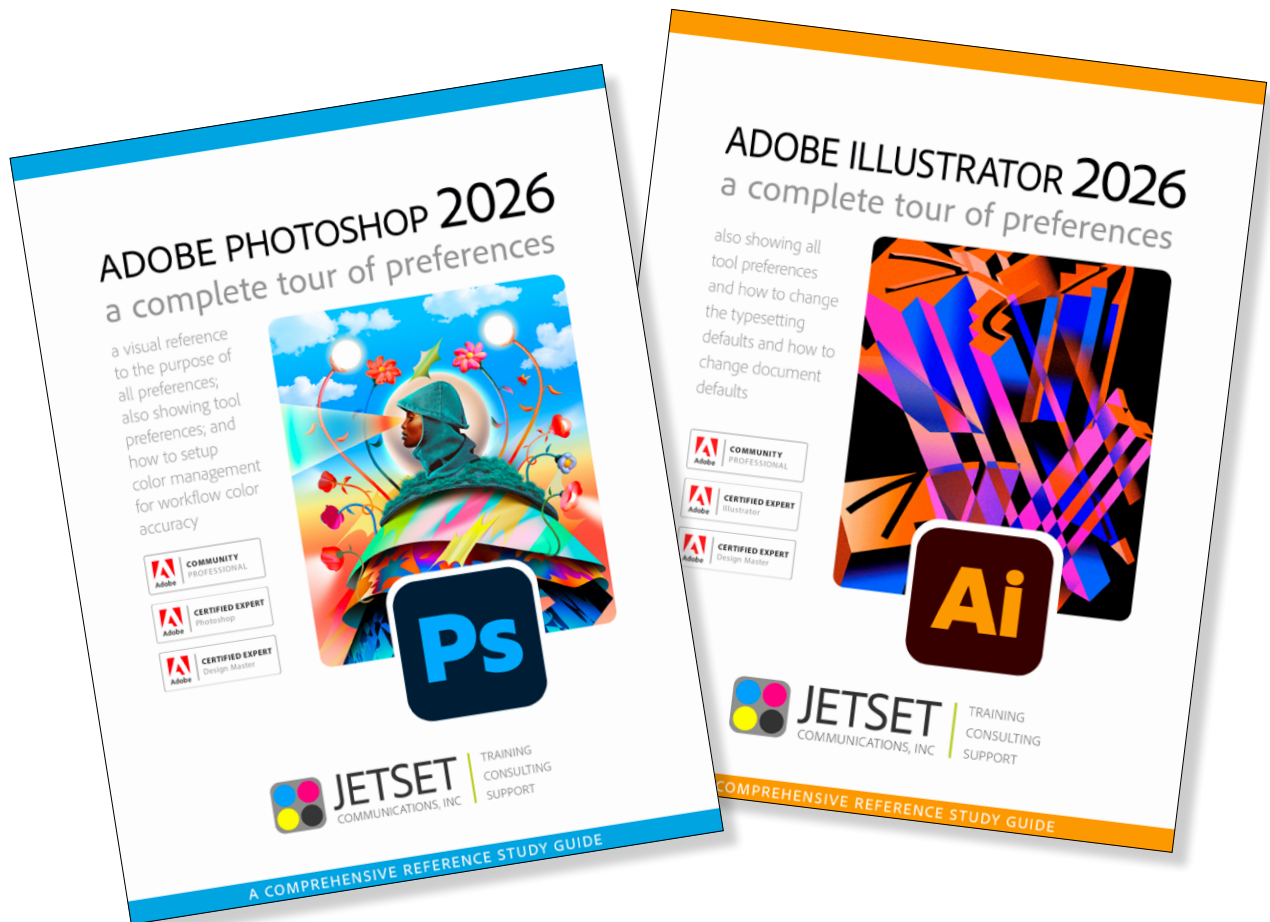
C:\Users\user\AppData\Roaming\Adobe\InDesign
C:\Users\user\AppData\Local\Adobe\InDesign

In both places, rename the InDesign folder to InDesign.old. Now try to relaunch/restart InDesign

InDesign Reset Method 4

A 4th way is to "Reset with the Nuclear Option": Uninstall the application using the CC Cleaner tool. Manually delete any traces of InDesign folders as mentioned above. Finally, reinstall InDesign from the Creative Cloud Desktop app (without migrating preferences).

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train with us at [JetSetcom.net](https://www.jetsetcom.net) and [TrainingOnsite.com](https://www.trainingonsite.com) in person

