

# What's New in Adobe InDesign CS4

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UITS - IT Training and Education

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# What's New in Adobe InDesign CS4

In the transition between CS3 and CS4 we see a substantial shift in the interface as well as a change in the way we create adjustment layers. Most new features are additions to existing functionality.

## Compatibility Issues

To open an InDesign CS4 document into CS3, we must export the document to the InDesign CS3 Interchange format (INX). Content may be modified or omitted when we open a file in InDesign CS3.

Also, we need to make sure that the computer running InDesign CS3 has been updated with the necessary plug-ins so that it can open the exported INX file. To do this, go to Help > Updates and follow the prompts or go to the InDesign downloads page on the Adobe web site.

**To export a CS4 document to the INX format, follow these steps:**

1. From the Menu bar, choose File > Export.
2. From the File type (Windows) or Format (Mac) menu, choose InDesign CS3 Exchange.
3. Click Save.

If we want to open an InDesign CS4 document into CS2, then we will need to open the file in CS3 and export the file again to INX.

## Interface Changes

The most noticeable interface change in CS4 is the removal of the Title Bar that is ubiquitous across all other Windows applications. Now, the Menu bar is at the very top of the application.

The default interface has also changed. Initially, we see fewer panels on the right side of the screen in previous versions of InDesign. We may customize our workspace to show more if we want.

## Customizing the Interface

One of the unique things about Adobe products is the malleable interface. We can adjust the interface to our own style and comfort and save it, or we can use several pre-set interfaces built into each InDesign. These Workspaces are designed for specific functionalities of the program such as Web, or Color and Tone. The default workspace of CS4 is called "Essentials". This displays the toolbar as it was in previous versions, but it reduces the number of Panels on the right side. In the Options bar at the top right, there is a drop down menu called "Essentials". This is the menu of default Workspaces that are available to us in CS4. We can create our own as well.

## Designing the Interface to Look Like a CS3

### Display

If we want to make the interface a bit more comfortable for ourselves as seasoned CS3 users, we can do that. Here we'll show you how, and then we will point out some useful new features of InDesign CS4.

In order to change the interface, we should do so from the right side of the Menu bar, where we see by default a drop-down that says, "Essentials." This is the Workspace Switcher. Click Essentials, and then click Advanced. This interface arranges the panel groups in the following order: Pages, Links, Layers, Stroke, Swatches, Gradient, Object Styles, Effects, Paragraph Styles, and Characters Styles. It attaches them vertically in a set of docked panels. We can collapse and expand these groups to give more space to other panel groups. We can also close any of these groups by clicking the panel options menu, and click "Close Group."

Now that we are working with the Advanced Workspace, to make our panels as close to CS3 as possible, in the Menu bar, go to the Windows menu and open the Info and Color panels. Then, under the Windows menu item, choose Type & Tables and select Character, Paragraph, Table Styles, Cell Styles, and Table.

At this point, we can go back to the Workspace Switcher at the top that says "Advanced," and choose New Workspace. Decide on a name for this workspace, for example, "CS3." When we have finished, we have saved this workspace setting; from now on, on the local computer, it will appear at the top of this drop down menu. At any time we also select our own custom Workspace and it will display our personally set preferences.

As we can see, there are many options under this workspace menu for different tasks. We can alter

these preexisting menus to our own convenience and create completely new workspaces and save them as needed.

## Additional User Interface Enhancements

In CS3, multiple documents had to be opened in order to copy and paste objects or text between documents. In CS4, artboards and different views allow multiple documents to be open at once but they function as a set of tabbed documents. This gives the user a lot of flexibility for copying, pasting, dragging and simply comparing two separate files.

Some better examples of usability are:

- Tabbed documents for easier movement between documents.
- N-up View, which allows us to view multiple documents at the same time so that we can compare and drag content between them. To do this go to the Arrange Documents drop down menu on the top Menu bar. It is to the left of the drop down workspace menu.
- More nudge buttons so that we can use the up/down arrows to change Character/Paragraph Styles and other values.
- Mouse scroll wheel support allows navigation through pages with the mouse scroll wheel. Holding the mouse at the top or bottom of the page makes it scroll faster.
- Power zoom allows us to use our mouse to zoom in/out by holding down the button. Moving the mouse while we continue to hold changes our point of view.

# Productivity Enhancements

InDesign CS4 offers many productivity enhancements such as real-time preflight error indicators, spread view, cursor enhancements, and more.

## Smart Views

InDesign CS4 lets us display so much more information as we work. Following are several new features.

### Live Preflight

Live Preflight shows us at a glance when we have errors that would prevent successful offset printing. The Live Preflight panel can be opened two ways. On the bottom left of the document we see a green or red icon that says, “No errors” or “errors,” respectively. To the right of the icon is an arrow, which when clicked reveals a link to the Preflight panel as well as the option to uncheck “Preflight Document,” which turns live preflight off. Another way to get to the Preflight menu is to go to Window, Output, and Preflight. With that, Preflight will now be done in real time as we work, unless turned off. The benefit of this is to avoid surprises later and to correct as we go. This can help save time and prevent costly printing mistakes. We can save preflight profiles, embed them, determine what mistakes will raise the alarm, and our printer can import their standard profile to us.

### Spread View Rotation

In the Pages panel (Window, Pages), by simply right-clicking on a page icon and selecting “Rotate Spread View,” it is possible to rotate the spread view. This applies to the entire spread. Therefore, it is now

possible to automate our view of the document from all angles. InDesign will save our file in rotated view until we retrace our steps and choose “Clear Rotation.”

## Smart Guides, Smart Dimensions, Smart Cursors, and Smart Spacing

Now, InDesign automatically senses where things are located by the x and y coordinates. When we create or alter an object, the Smart Guides display the height and width of the object. In addition this feature will show us the dimensions of the selected object in relation to other objects on the page, to help with accurate spacing. To turn off Smart Guides, from the Menu bar, click View, Grids and Guides. To turn off Smart Cursors, from the Menu bar click Edit, Preferences..., then click Interface. Uncheck Show Transformation Values. To turn off smart dimensions and/or spacing, do the same except find it under Guides and Pasteboard.

## New Panels

There are several new panels in InDesign CS4. Moreover, the many of the old panels have a new look.

### Links Panel

It is now possible to see link information such as scale, rotation and resolution easily. We can also repair damaged links right within the panel by linking to a new folder.

### Pages Panel

Different organizations and size views of pages in the Pages panel are now possible by clicking on the Options button on the top right of the Pages panel, and then choosing Panel Options.

## Quick Guide Deletion

We can now easily delete all guides by right-clicking (or Ctrl-clicking for Mac) on the rulers and choosing Delete All Guides.

## Ruler Origin

The Ruler origin can now be placed on the spine of our document (when we use facing pages) so that left pages have negative x values and right pages have positive values.

## Leading-based baseline grid increments

Even if we specify a different measurement for Units and Increments such as inches, the Grid still uses points to match text size and leading.

## Slug area enhancements

When we move pages, the objects in the slug and bleed area move with us; also, page numbers in the slug area now display an actual number.

# Additional User Functions

With global textual tools and drawing and graphics improvements, we can do a lot more in CS4. For example, we can super-power textual Find and Replace sequences, handle graphics better, and create interactive documents.

## Global Textual Tools

There are a number of additional improvements in the way we handle text and tables.

### Conditions for Text

We can now use conditional text to create different versions of the same document for different conditions (such as the UK and USA) within the same file. In the past, two separate files would have had to have been created. The conditional text menu can be reached from the Menu bar by Clicking Windows, then Type and Tables, and Conditional Text. We can set up layers within this panel and then highlight text and select which condition layer it should belong to within the panel. Or we can automate the document to always put text with a certain element into a certain conditional layer. An example of this would be that any text that contains the sign for the British pound would automatically put that sign and the following numbers into the UK conditional layer. To do this, we must go to the Edit menu on the Menu bar and choose Find/Change. In that menu, choose the GREP tab, and then in the "Find what" field, type the \$ symbol and then click on the @ button to the right. We also need to automate the numbers that come after the dollar sign, so under Wild cards, choose any digit. Then under the same @ menu, under Repeat, choose one or more times. The last step is to signify which condition these rules should apply to. In the change format field, click on the magnifying button and click on condition to the right. Then on the left, we can choose for which conditional layer these rules apply. Finally, click on Change All.

### Smart Text Reflow

InDesign will now add or remove pages as we type, anticipating the space needed rather than having text overflow. We can also turn on the Autocorrect misspelling list in order to edit as we go. To do that, from the Menu bar, choose Edit, Preferences, Type (Windows) or else InDesign, Preferences, Type (Mac OS). Select Smart Text Reflow. Choose any of the options and then click OK.

## Nested Line Styles using GREP

We can format individual lines of text to have different styles (such as fonts and colors). Rather than basing styles on sequence or header and body, GREP is a pattern-based search technique that allows for a different organization based on content or other criteria. By using GREP we can also apply certain styles to an element within the paragraph—even one that repeats through a document. For example, we can make every letter O appear italicized and purple.

Let's try an example. To use the GREP feature to italicize and re-color every O, first select the text box with the Selection tool. Go to the Menu bar, choose Edit, then Find/Change, click GREP, and under "Find What," type the letter O. Then, at the bottom under Change Format click the Zoom (magnifying glass) icon, and in the pop-up box, go to Basic Character Formats, then Character Color to Change. Then click OK. The dialog closes. At this point, in the previous box, click Find. Make sure the change is the desired one by finding the first instance. When satisfied that GREP will work correctly, click Change All, and then click OK. When working with a large document, GREP Styles are a great way to make this type of global change easier. For example, we can have a character style applied to all numbers in a document. Or, we can have all paragraphs containing specific information show as one style.

## Graphics and Drawing Improvements

### Edit Origin Flexibility

Now we can use the Edit With... command to choose which program to edit an original artwork/placed item, rather than letting the operating system

default to the original program it was created in.

### Constrained Placement of Graphics

With a Placed object loaded into the cursor, when we draw a frame, that the frame draws to the proportion of the object. It literally frames and constrains the object.

### Placing Multiple Graphics as a Contact Sheet

We can place multiple images at once in a grid form by holding down Ctrl+Shift or Command+Shift (Mac OS). We can use the arrow keys to control the number or rows and columns of the images.

### Multiple Artboard Placement

It is now possible to choose a page to place from an Illustrator file containing multiple artboards, and to place a single page or a range of pages from a multipage PDF file.

### Pathfinder Panel Buttons

Now, in one step, we can join paths, open paths or reverse paths. To use this, from the Menu bar, choose Windows, Object and Layer, then Pathfinder. Different available buttons adjust objects and their paths. One of the buttons uses intersecting paths to create a new shape within shapes. This new shape will then be treated as a new object and then, for example, a new color could be chosen.

### Text Stroke Control

We can now adjust the Stroke alignment, Stroke cap, End join, etc., on text without having to first convert it to outlines. These options are also available as Styles.

## Free Transform Tool Improvements

This tool is much easier to use and more intuitive, with larger hit zones. In addition, we can resize around object edges.

## Interactivity Features

InDesign can be used to create interactive electronic documents.

### Page Transitions in PDF and SWF Files

We can change the style of page transition when we are digitally turning pages; different transitions to different pages or one style of transition to groups or all pages. This is possible through the Pages panel.

### Enhanced Buttons

We can create interactive buttons or select preexisting buttons that will then perform an action when converted to a SWF or PDF. In InDesign we can now design a button that specifies the event (such as a mouse click) and choose what will happen because of that event (e.g., a specific sound). Then, when exported to the correct interactive file format, it will perform accordingly. This is all possible through the Buttons panel.

## Redesigned Hyperlinks Panel

We can now verify our hyperlinks directly in InDesign before we export into an interactive file format. The Hyperlinks panel is under Window/Interactive/Hyperlinks.

## Extensive Integration

We can export an InDesign document to Flash as a SWF or XFL file. We can also export as a PDF for some interactivity; this is particularly useful for presentations. These functions are all integrated with Adobe Bridge. In addition, Adobe has a plethora of services that a few power users may take advantage of, such as: Community Help, ConnectNow (which we can use to connect with clients instead of e-mail or a telephone) and the Kuler panel, which lets us experiment with color combinations and share color schemes with the rest of the online Kuler community.

## More Information

To find more training and information about InDesign, go to: <http://ittraining.iu.edu/indesign>.