Adobe InDesign Palettes

Choosing palettes and panels within Adobe InDesign CS3

Most of the commands and features that control InDesign are found in the onscreen palettes and panels. Each of the palettes covers special uses and features. These panels or palettes first appear on the screen the way Adobe organizes them, but in the following form I will explain the palettes in alphabetical order.

Palette Title	Description of Palettes
Align Palette	The align palette aligns and distributes objects on a page.
Assignments Palette	The assignments palette allows the designer to control the editorial revisions of InCopy stories.
Attributes Palette	The attributes palette allows the designer set specific fills and strokes to overprint. It also lets the designer create non-printing objects.
Book Palette	The book palette is created by the user and contains documents that can be managed and synchronized using the various book features.
Bookmarks Palette	The bookmarks palette allows the designer define various pages as bookmarks. These bookmarks can then be used as navigation aids in PDF documents.
Cells Styles Palette	The cell styles palette allows the designer to coordinate the appearance of cells in each individual table within the document
Character Palette	The character palette controls character-level attributes such as the typeface and points
Character Styles Palette	The character styles palette allows the designer define and work with all character styles
Color Palette	The color palette allows the designer to mix

	or apply colors
Command Bar Palette	The command bar palette allows the designer to click on any icon to apply commonly used commands to any part of the document
Control Palette	The control palette allows changes to the layout to be made depending on the object selected on the page. If you are working with text, the control palette shows a combination of the paragraph and character palettes.
Data Merge Palette	The data merge palette gives the designer the ability to control any merging information from databases into any InDesign documents
Effects Palette	The effects palette contains the special opacity, blend modes, and other effects the designer can apply to elements in the layout
Flattener Preview Palette	The flattener preview palette allows the designer display the page as it would look after flattening has been applied during the printing process
Glyphs Palette	The glyphs palette allows the designer insert or replace characters from a font. This palette also helps the designer to work with OpenType features such as: Typography Controls
Gradient Palette	The gradient palette allows the designer define and control the appearance of gradients or color blends within the document
Hyperlinks palette	The hyperlinks palette is used to create links that let the designer to easily navigate around PDF and HTML documents with InDesign
Index palette	The index palette allows the designer to create a cross-reference index entries for documents or books
	The info palette gives the designer feedback on the type of object selected, and the

Info Palette	action taken on that specific object
Layers Palette	The layers palette controls the stacking order, editability, and visibility of different layers
Navigator Palette	The navigator palette allows the designer see the layout of the pages as well as zoom in to a portion of a page or spread
Notes Palette	The notes palette is used to insert queries and comments into text as part of an InDesign/InCopy workflow
Object Styles Palette	The object styles palette allows the designer to quickly apply complex formatting to text and graphic frames
Pages Palette	The pages palette allows the designer to add and control pages and master pages, as well as move from one page to another
Paragraph Palette	The paragraph palette controls paragraph-level attributes such as the alignment and margin indents
Paragraph Styles Palette	The paragraph styles palette allows the designer define and apply paragraph styles to any part of the document
Pathfinder Palette	The pathfinder palette allows the designer to apply the pathfinder and convert shape commands that change the shapes of objects
Script Label Palette	The script label palette allows the designer the option to edit labels that are applied to objects as part of scripts
Scripts Palette	The scripts palette displays the scripts that have been placed inside the scripts folder. These scripts can be then run directly from within the application itself
Separations Preview Palette	The separations preview palette allows the designer change the display for the color plates in the document. This allows the designer see the individual colors
	The story palette allows the designer

Story Palette	change the automatic margin alignment to an optical margin alignment that adjusts the position of punctuation and serifs
Stroke Palette	The stroke palette controls attributes such as stroke width, dashes, and end arrows and symbols
Swatches Palette	The swatches palette stores the various colors and gradients used in a document
Table Palette	The table palette contains the formatting controls for creating tables within text frames
Table Styles Palette	The table styles palette allows the designer to easily apply and modify the appearance of the various tables inside a document
Tabs Palette	The tabs palette controls the position of the tab stops for all text inside the document
Tags Palette	The tags palette allows the designer to apply and control XML (extensible markup language) tags in document.
Text Wrap Palette	The text wrap palette controls how text wraps around objects and placed images
Transform Palette	The transform palette allows the designer see the size and position of all objects in a document. The designer is also use the transform panel to apply transformations such as scaling and rotation
Trap Presets Palette	The trap presets palette is used to store different settings for how colors are trapped between one object and another

Adobe InDesign Tools

Deciding what tools to use within Adobe InDesign CS3

*Direct Selection Tool
Position Tool

* Type Tool
Type on a Path Tool

* Rectangle Tool
Ellipse Tool
Polygon Tool

* Eyedropper Tool
Measure Tool

* Pen Tool
Add Anchor Point Tool
Delete Anchor Point Tool
Convert Direction Point Tool

* Pencil Tool
Smooth Tool
Erase Tool

Rectangle Frame Tool
Ellipse Frame Tool
Polygon Frame Tool

Gradient Swatch Tool
Gradient Feather Tool

Preview
Bleed
Slug

Selection tool
Direct Selection tool
Pen tool
Type tool
Pencil tool
Line tool
Frame tool
Rectangle tool
Button tool
Scissors tool
Rotate tool
Scale tool
Gradient tool
Free Transform tool
Note tool
Eyedropper tool
Hand tool
Zoom tool
Swap fill & stroke
Default Fill & Stroke
Format container
Format text
Apply None
Normal View