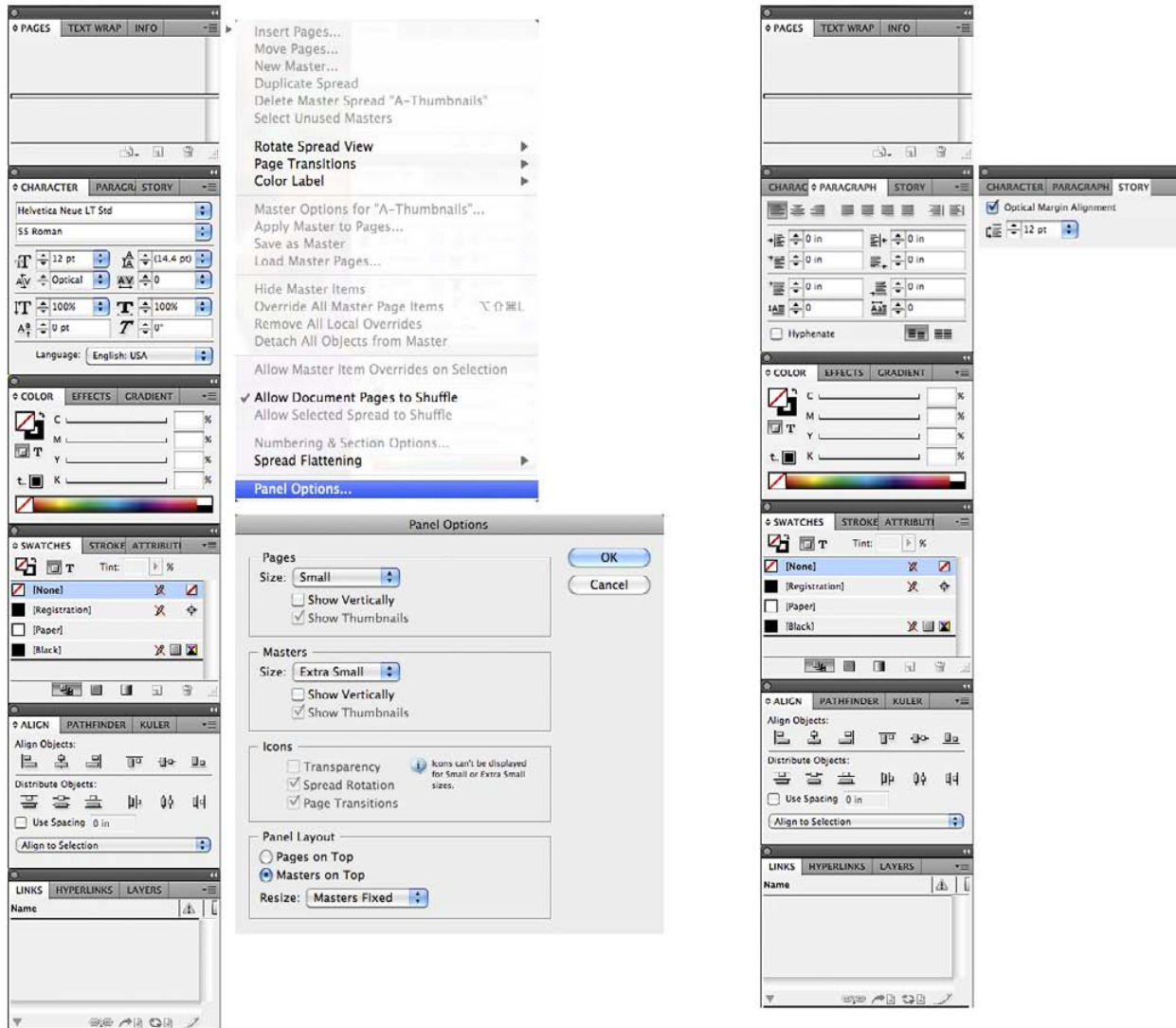


Adobe InDesign CS5 Tool Palette Setup

(Pages Palette Side Menu), (Paragraph and Story Palettes)



Group the individual tool palettes as shown from the top to the bottom on the right edge of your InDesign workspace.

Make the changes to the default panel options on the side menu of the Pages palette.

Choose the OpenType version of Helvetica Neue 55 Roman as your default typeface. This will start font change scrolling from the approximate alphabetical center of the font list. Switch the kerning default from Metrics to Optical.

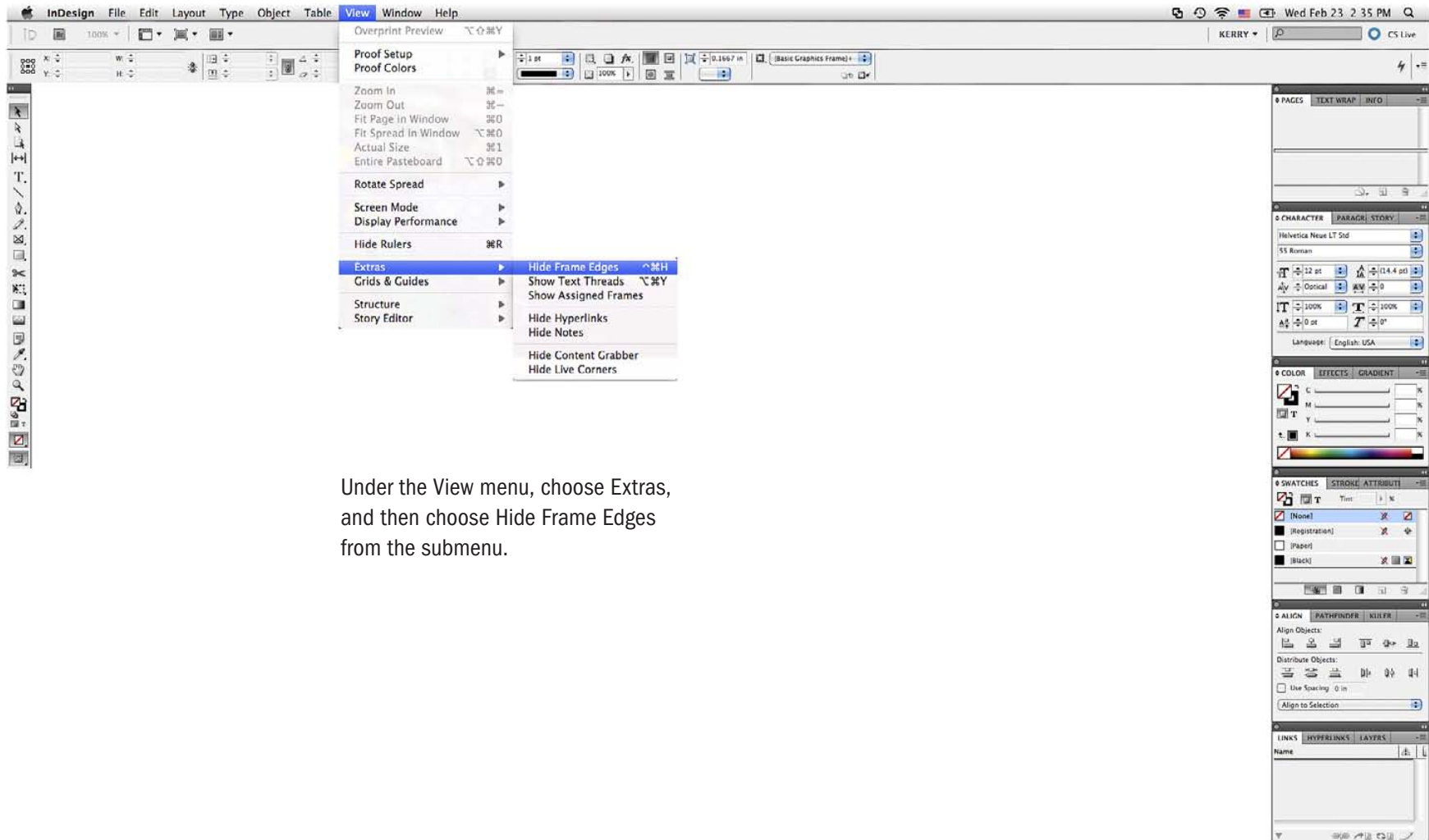
Deselect the Hyphenate check box on the Paragraph palette.

Turn on Optical Margin Alignment in the Story palette.

Select all unused swatches in the Swatches palette from the side menu, then Delete swatch ... (from the same side menu).

Adobe InDesign CS5 Menu Setup

(View menu customization)



Under the View menu, choose Extras, and then choose Hide Frame Edges from the submenu.

Adobe InDesign CS5 Preferences

(InDesign ... Preferences ... Units & Increments ... and Display Performance)

The image shows a screenshot of the Adobe InDesign CS5 interface. The top menu bar includes 'InDesign', 'File', 'Edit', 'Layout', 'Type', 'Object', 'Table', 'View', 'Window', and 'Help'. The 'InDesign' menu is open, showing 'Preferences' as the selected option. The 'Preferences' submenu is also open, listing various settings categories. The 'Units & Increments' and 'Display Performance' submenus are highlighted in the main image.

Under the InDesign menu, choose Preferences, and then make the following changes to Adobe's defaults within the Units & Increments, and Display Performance submenus ...

Units & Increments Preferences:

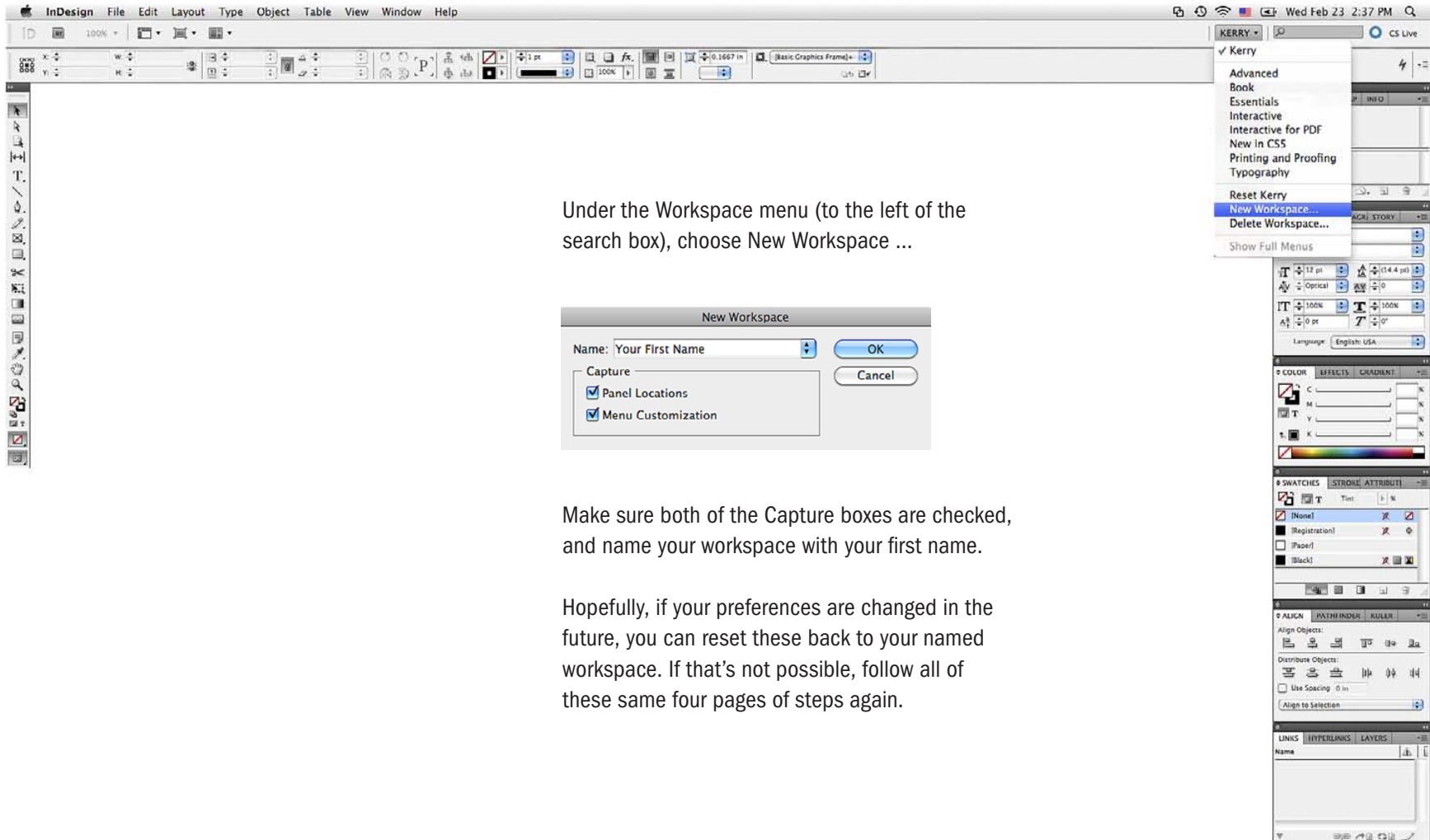
- Ruler Units: Origin: Spread; Horizontal: Inches; Vertical: Inches
- Other Units: Text Size: Points; Stroke: Points
- Point/Pica Size: Points/Inch: PostScript (72 pts/inch)
- Keyboard Increments: Cursor Key: 0.0139 in; Size/Leading: 1 pt; Baseline Shift: 1 pt; Kerning/Tracking: 5 /1000 em

Display Performance Preferences:

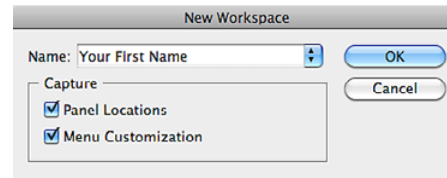
- Options: Default View: High Quality; Preserve Object-Level Display Settings: unchecked
- Adjust View Settings: High Quality
- Raster Images: High Resolution
- Vector Graphics: High Resolution
- Transparency: High Quality
- Enable Anti-aliasing: checked; Greek Type Below: 7 pt

Adobe InDesign CS5 Workspace

(After completing the previous steps, save your workspace.)



Under the Workspace menu (to the left of the search box), choose New Workspace ...



Make sure both of the Capture boxes are checked, and name your workspace with your first name.

Hopefully, if your preferences are changed in the future, you can reset these back to your named workspace. If that's not possible, follow all of these same four pages of steps again.