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Id 5-Minute InDesign Skills Cheat Sheet
Julie Shaffer, FSMPS CPSM

Style Basics

¶ PARAGRAPH STYLES
Window > Styles > Paragraph Styles

This is a paragraph and, therefore, has a paragraph style that applies to the entire paragraph and includes the text attributes such as the font, alignment, spacing, etc.

Using paragraph styles consistently helps maintain consistency and uniformity and allows for flexibility. For example, if you need to change the font globally, simply redefine the style.

PARAGRAPH + CHARACTER STYLES

The magic really happens when you add character styles *inside* paragraph styles.

For example, this text has a **GREP** style within the paragraph style to automatically make the word **GREP** bold green to any text in the paragraph style, whether placed, pasted, or typed.

A CHARACTER STYLES

A **character style** applies attributes to specific letters or words in a paragraph. Think of a character style like *icing* on the paragraph style. You can use character styles to make text *italicized*, **bold**, blue, underlined, CAPS, etc.

And, like paragraph styles, character styles offer consistency, efficiency, and flexibility.

OBJECT STYLES

An object style is like a paragraph style but applies to frame.

And what lives in a frame in InDesign? **EVERYTHING!**

Scan the QR Code to learn more about OpenAsset's InDesign integration

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Choosing the Right File Type for Your Use Case

.indd (InDesign Document)

.indd

Purpose:
The standard file format for saving Adobe InDesign projects.

Pros:
- Full-featured and supports all InDesign functionalities.
- Widely used and supported.
- Ideal for ongoing projects.

Cons:
- Can be large in size due to media.
- Requires the same or a newer version of InDesign to open.
- Cannot be stored in a CC Library.

.idml (InDesign Markup Language)

.idml

Purpose:
XML-based format used for backward compatibility and exchanging InDesign documents.

Pros:
- Backward compatible with InDesign versions (CS4 or later).
- Smaller file size compared to .indd.
- Easier to troubleshoot and edit with XML tools.
- May help with corrupt files.
- **OpenAsset exports idml templates.**

Cons:
- May not support all the latest features of InDesign.
- Can be more complex to handle for users unfamiliar with XML.
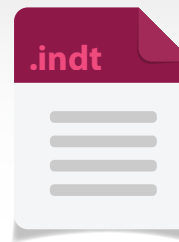
.inddc (InDesign Cloud Document)

.inddc

Purpose:
Cloud-based version of the .indd file for collaborative work and access across devices.

Pros:
- Facilitates teamwork with real-time collaboration.
- Accessible from any device with InDesign and internet access.
- Automatic saving and version control.

Cons:
- Requires an active Adobe Creative Cloud subscription.
- Dependent on internet access for full functionality.

.indt (InDesign Template)

.indt

Purpose:
Template file used to create new InDesign documents with predefined settings and styles.

Pros:
- Simplifies the creation of new documents with a **consistent layout and style.**
- Opens as an untitled document and prevents accidental modification of the original template.
- **Can be stored in a CC Library!**

Cons:
- Untitled may cause naming convention issues.

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