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Adobe InDesign CS5 and CS4 and CS3
a tour of all 21 presets, styles, and automations

Deleting (aka trashing) Preferences

When InDesign is behaving erratically, and operating system and fonts don't seem to be the source of the problem, deleting (a.k.a. trashing) preferences often solves the problem. Here is how to trash preferences as well as how to preserve preference settings:
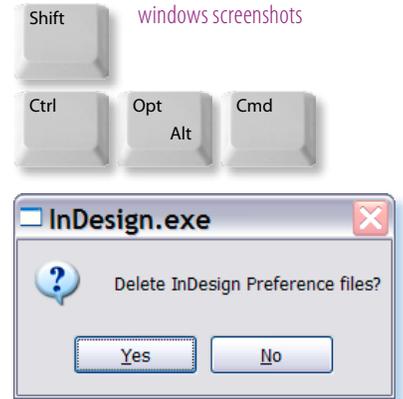
[Mac OS X] While pressing Shift + Opt + Cmd + Ctrl, start InDesign. When asked if you want to delete the preference files, Click Yes

[Win XP and Vista and Windows 7] While pressing Shift + Ctrl + Alt, start InDesign. When asked if you want to delete the preference files, Click Yes

This action deletes two files: InDesign Defaults and InDesign SavedData. To search for these files, make sure you search also in Hidden and System files, otherwise, they won't show. You can delete these two files manually, instead of holding down the key combination at start of program. Afterward, once InDesign is restarted, factory-default versions of these two files are regenerated and put to work.

Open Recent list will be lost when you reset preferences. There is no work-around. And unless these are manually saved; Document Presets, Transparency Flattener Presets, Stroke Styles, and Print Presets will be lost when you trash preferences.

Note: This report was edited and rewritten for InDesign CS5 where the main folder is **Version 7.0/en_US**. If you are using InDesign CS4, refer to the **Version 6.0/en_us** folder. If you are using CS3, go to the **Version 5.0** folder which does not have a language sub-folder.

windows screenshots

1 Workspaces Presets

Window > Workspace > New Workspace is for remembering the position of InDesign CS4's 45 panels, along with any menu customizations you make. Workspace presets are .xml files.

[Mac OS] Mac/Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Workspaces
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Workspaces
[Win 7/Vista] Users\Username\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Workspaces
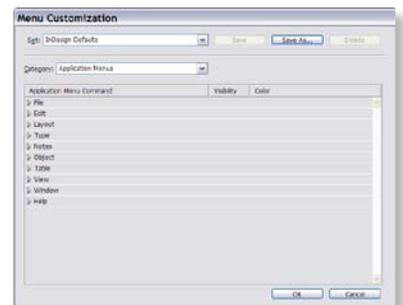
2 Menu Customization Presets

Edit > Menus. You cannot edit the default set. Click Save As and type a name for the new menu set, and click OK. From the Category menu, choose Application Menus or Context & Panel Menus. Click the eye icon to hide or show the command; click to select a color code. Click Save, and OK. Hiding doesn't disable any features. Show All Menu Items is at the bottom of the menu; or you can Ctrl/Cmd click the menu to see all. Menu sets are saved as .inms files.

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Menu Sets
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Menu Sets
[Win 7/Vista] Users\Username\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Menu Sets

③ Open Recent List

File > Open Recent shows a list of the most recently opened and edited documents worked on within InDesign. This same Open Recent list is also available on the Help menu > Welcome Screen, something that comes up on the screen on its own whenever a file is closed out, unless the don't show again checkbox is checked.

The Open Recent list is lost when you reset preferences, and there is no way to preserve it nor back-up the information.

④ Document Presets

File > Document Presets > Define… New… To skip the New Document dialog box, press the Shift key as you select a preset from the Document Preset menu. These can then be saved, loaded, and shared. Their location can be anywhere on your hard drive, and they have a .dcst filename extension. If not manually saved, they are lost when you trash preferences. Suggestion: make a new Document Presets folder for these document presets under the Version 7.0/en_US folder where the other presets are stored, like this:
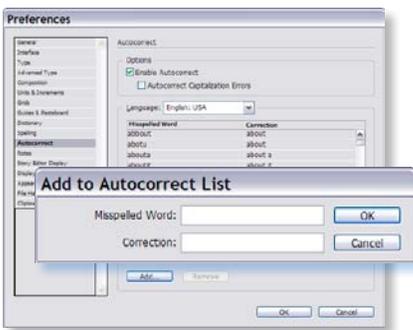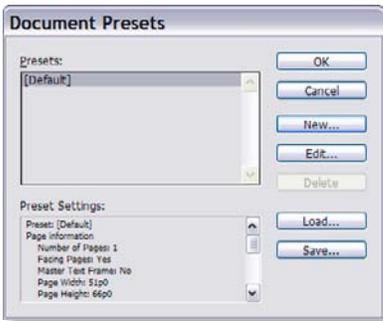
[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Document Presets
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Document Presets
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Document Presets

Suggestion: Use this Document Presets folder to store custom-made document presets; and back up the whole Version 7.0\ en_US folder (or the Version 5.0 folder, if in CS3) and subfolders that are full of your various presets.

⑤ Autocorrect Presets

InDesign menu > Preferences (Mac) or Edit > Preferences (Win) > Autocorrect > Add… is for adding your own misspellings corrections. Autocorrect in preferences allows you to correct spelling as you type, being triggered as you press the spacebar to move on to the next word. Commonly-typed errors and capitalization errors can both be corrected as you type. This feature could also be utilized for repetitive, long web and email addresses. Any additions are saved as an .xml file here:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Autocorrect
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Autocorrect
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Autocorrect

6 InDesign Shortcut Presets

Edit > Keyboard Shortcuts. Click the button labeled New Set. Type a name for the new set, choose a Based On Set, and click OK. If you want to read and print a list of shortcuts, choose Show Set. This produces a textfile. Suggestion: Do not edit the Default shortcut set; rather, always create and edit a new set based on the default set. Shortcuts can be assigned in the context of Default, Table, or Text. This allows one shortcut to have three contextual uses. Shortcut sets are .indk file extensions and are located here, automatically:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/InDesign Shortcut Sets
[Win XP] C:\Documents and Settings\UserName\App Data\Adobe\InDesign\Version 7.0\en_US\InDesign Shortcut Sets
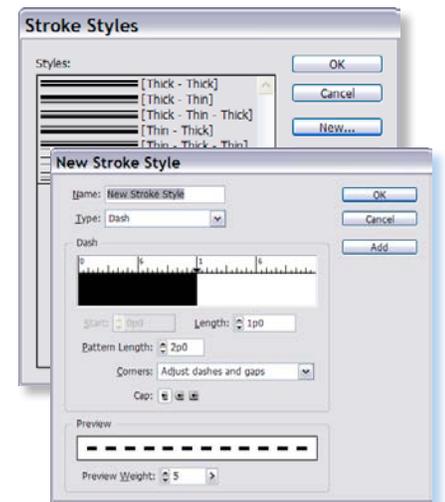[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\InDesign Shortcut Sets

7 Stroke Styles

Stroke panel menu button > Stroke Styles > New. You create a custom stroke style that can be dashed, dotted, or striped. You define the stroke's pattern, cap, and corner attributes. You specify other stroke attributes, such as weight, gap color, and start and end shapes, *after* the stroke style has been applied to an object. While in Stroke Styles, choose your style and then click Save. Specify a name and location and click OK. This creates an external .lnst filename extension. Suggestion: make a new Stroke Styles folder for these stroke style presets under the Version 7.0/en_US folder, the same folder where all the other presets are stored:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Stroke Styles
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Stroke Styles
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Stroke Styles

Suggestion: Use this Stroke Styles folder to store custom-made stroke styles; and back up the whole Version 7.0/en_US folder (or the Version 5.0 folder, if in CS3) along with its subfolders that are full of your various presets.
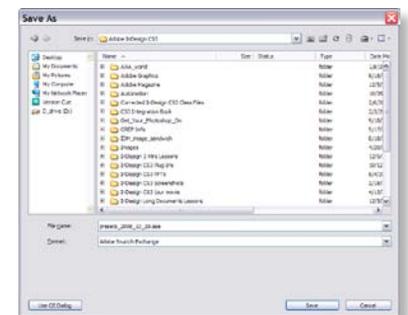
8 Adobe Swatch Exchange

These swatches can be used in Photoshop and Illustrator. Swatches panel menu button > Save Swatches. Choose a name and location and click Save. This creates an Adobe Swatch Exchange file with an .ase filename extension. Suggestion: make a new folder named Swatch Exchange for these Swatch presets under the Version 7.0/en_US folder, where all your other presets are stored:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Swatch Exchange
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Swatch Exchange
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Swatch Exchange

Suggestion: Use this Swatch Exchange folder to store custom-made ASE files; and back up the whole Version 7.0/en_US folder (or the Version 5.0 folder, if in CS3) along with the many subfolders that are full of various presets.

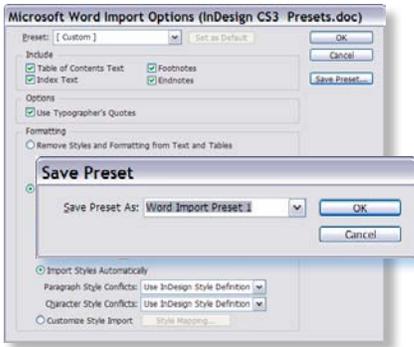## ⑨ Word Doc or RTF File Import Options Presets

File > Place a Word or RTF file; with Show Import Options selected, and choose to Open the text document. In the Import Options dialog box, specify settings. Click Save Preset, type a preset name, and click OK. Optionally, click Set As Default to use the preset each time you import a file of that filetype. This was buggy in CS4 until you patched to 6.0.4.

Word import presets have a .smp filename, and are automatically stored here:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US / Word Import Presets
[Win XP] C:\Docs and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Word Import Presets
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Word Import Presets

RTF file presets have a .smp filename, and are automatically stored here:
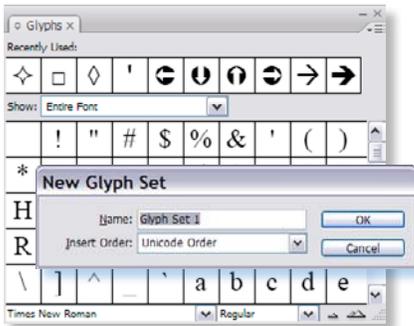
[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US / RTF Import Presets
[Win XP] C:\Docs and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\RTF Import Presets
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\RTF Import Presets
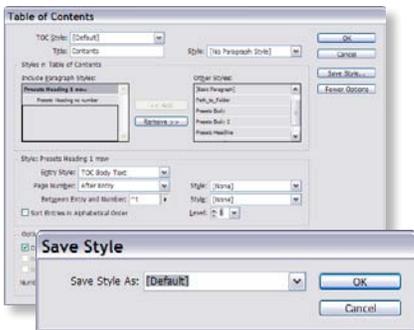
⑩ Glyph Sets Presets

Type > Glyphs > Glyphs panel menu button > New glyph set. Name the set. Choose the insert order. This named collection of glyphs can come from one or more fonts. Custom glyph sets are stored in sharable files kept in the Glyph Sets folder. They do not have a file-name extension. To add a glyph to a set, select the font and glyph; then click the Glyphs panel menu button and choose Add to Glyph Set (and the name of your custom glyph set).

[Mac OS] Users/Username/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Glyph Sets
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Glyph Sets
[Win 7/Vista] Users\Username\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Glyph Sets

⑪ Table of Contents Style Presets

Layout > Table of Contents Styles. Click New… Type a name for the TOC style preset you are creating. A ToC style remembers all the settings for generating and formatting a table of contents. To define a ToC style that contains the formatting and other options for your ToC, click the Save Style button. You cannot save a ToC style preset external to the document; but you can load and share ToC style presets from document to document. Remember to create ToC paragraph styles in the Paragraph Styles panel before you setup the Table of Contents styles. You might also need to develop Character Styles prior to defining the ToC Style preset.

12 Find/Change Text Queries Presets

Edit > Find/Change. A text query is a defined and recorded find-and-change operation in the Text tab. Save a query in the Find/Change dialog box if you want to run it again or share it with others. This creates .xml files automatically located here:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Find-Change Queries/Text
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Find-Change Queries\Text
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\ Find-Change Queries\Text

13 Find/Change GREP Queries Presets

Edit > Find/Change. A GREP query is a defined and recorded find-and-change operation in the GREP tab. Save a query in the Find/Change dialog box if you want to run it again or share it with others. This creates .xml files automatically located here:
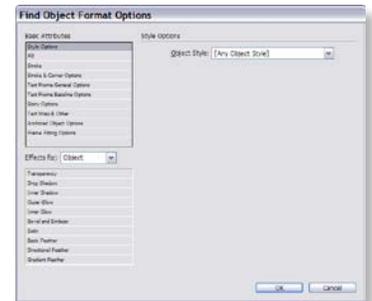
[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/ Find-Change Queries/GREP
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Find-Change Queries\GREP
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\ Find-Change Queries\GREP

14 Find/Change Object Queries Presets

Edit > Find/Change. An object query is a defined and recorded find-and-change operation in the Object tab. Save a query in the Find/Change dialog box if you want to run it again or share it with others. This creates .xml files automatically located here:
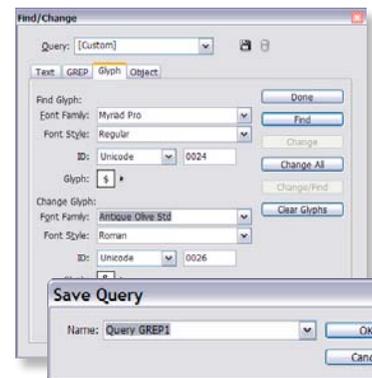
[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/ Find-Change Queries/Object
[Win XP] C:\Docs and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Find-Change Queries\Object
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\ Find-Change Queries\Object

15 Find/Change Glyph Queries Presets

Edit > Find/Change. A Glyph query is a defined and recorded find-and-change operation in the Glyph tab. Save a query in the Find/Change dialog box if you want to run it again or share it with others. This creates .xml files automatically located here:
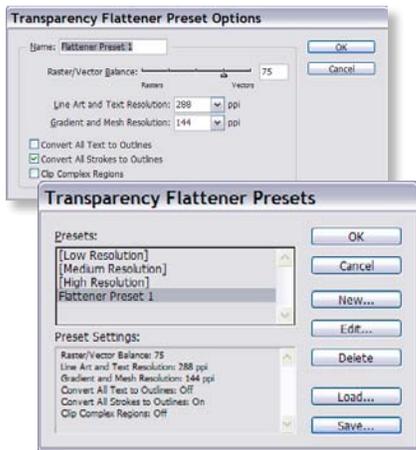
[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/ Find-Change Queries/Glyph
[Win XP] C:\Doc and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Find-Change Queries\Glyph
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\ Find-Change Queries\Glyph

16 Tagging Presets

When you select a text frame, table, cells, or an image, and then click Tags panel menu button flyout > Autotag command, InDesign applies a default XML tag to the item you selected. You can specify these default tags in the Tags panel menu > Tagging Preset Options dialog box. Choose your default tag for text frames, tables, cells, and images. If you don't already have the tag you need to use, choose New Tag from the menu to create a new XML tag. Choose Tags panel menu button > Save Tags, where you can name and save the tags as an .XML file that can be used in another XML-aware program or another InDesign document.
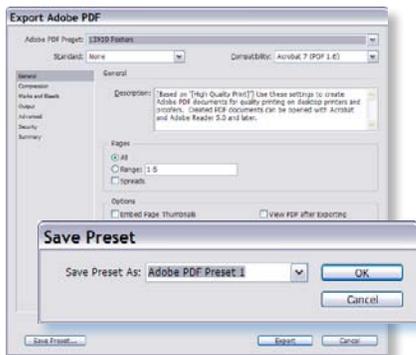
17 Transparency Flattener Presets

Edit > Transparency Flattener Presets > New… You can save, load, and share transparency flattener presets as a separate file. Transparency flattener preset files have an .flst extension. Their location is wherever you save it to. If not manually saved, they are lost when you trash preferences. You can't edit the default flattener presets. Suggestion: make a new Transparency Flattener Presets folder for these transparency flattener presets under the Version 7.0/en_US folder:

[Mac] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Transparency Flattener Presets
[Win XP] C:\Docs and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Transparency Flattener Presets
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Transparency Flattener Presets

Suggestion: Use this folder to store custom-made transparency flattener presets; and back up the whole Version 7.0/en_US folder (or the Version 5.0 folder, if in CS3) along with its subfolders full of your various presets.

18 Export to PDF Presets

These built-in presets for generating PDFs are the same as joboptions, and are named with the .joboptions file name extension. These are not destroyed when you reset preferences. The pre-installed joboptions are stored here:

[Mac OS] Mac/Library/Application Support/Adobe/Adobe PDF/Settings
[Win] C:\Documents and Settings\All Users\Application Data\Adobe\Adobe PDF\Settings
[Win 7/Vista] Users\All Users\Adobe\Adobe PDF\Settings *and also look here* ProgramData\Adobe\Adobe PDF\Settings

In CS4 and CS3, the nearby Extras folder (for example: c:\Documents and Settings\All Users\Application Data\Adobe\Adobe PDF\Extras) contains additional presets that can be used if you move these presets into the Settings folder. You can also make your own new joboptions. New, custom joboptions that you have created are stored here:
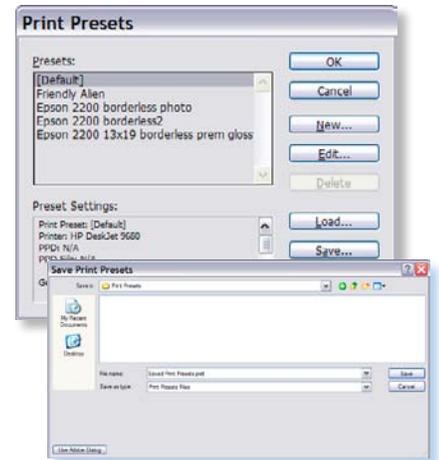
[Mac OS] Users/UserName/Library/Application Support/Adobe/Adobe PDF/Settings
[Win] C:\Documents and Settings\UserName\Application Data\Adobe\Adobe PDF\Settings
[Win 7/Vista] Users\Username\AppData\Roaming\Adobe\Adobe PDF\Settings

19 Print Presets

File > Print, adjust print settings, and click Save Preset. The preset is saved in the InDesign Defaults file only. A better way: File > Print Presets > Define... and then click Save. Use the default name, Saved Print Presets, and then click Save to return to the Print Presets dialog box. Then click OK again. If not manually saved with these extra steps, they are lost when you trash preferences. Print presets are .prst filename extensions. Suggestion: make a new Print Presets folder for these print presets under the Version 7.0/en_US folder, along with other presets:
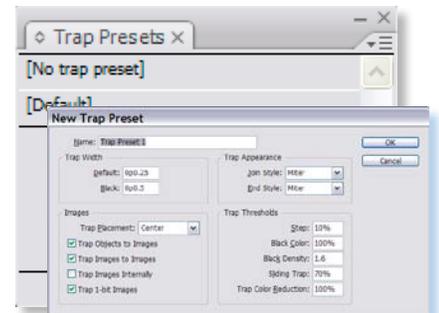
[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Presets\Print Presets
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Print Presets
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Print Presets

Suggestion: Use this new Print Presets folder to store all your custom-made print presets; and back up the whole Version 7.0/en_US folder (or the Version 6.0 folder, if in CS4) and subfolders full of your various presets.

20 Trapping Presets

Window > Output > Trap Presets panel. A trap preset is a collection of trapping settings you can apply to a page or range of pages for defining the amount of compensation for misregistration on press. The trap presets panel provides for entering and saving trap settings. You cannot save a trap preset external to the document; but you can load and share trap presets from document to document. Trap presets do not get removed when you reset preferences and restart the InDesign application.
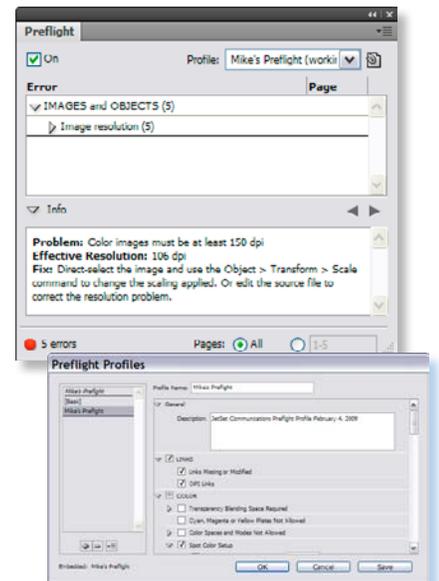
21 Preflight Presets

Window > Output > Preflight. (new in CS4) The Preflight panel warns of output/imaging problems including missing files or fonts, low-resolution images, overset text, too-small stroke widths, and other conditions you can configure it to detect. These preflight rules can exist only within the document, or can be stored in sharable profiles with a .idpp filename ending. If Preflight is turned on, a red dot icon appears in the status bar when InDesign detects any violations. Open the Preflight panel Info section to get guidance for fixing them.
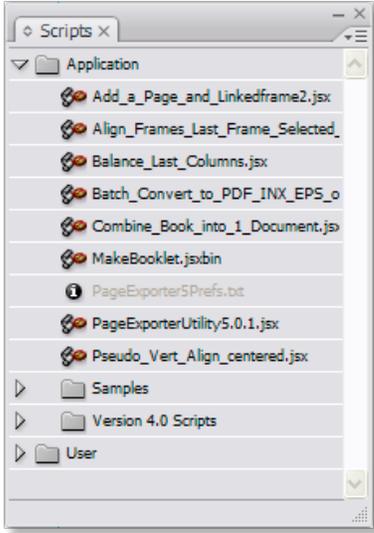
To make or load a .idpp preflight profile, click on Preflight panel menu button flyout > Define Profiles. Choose the preflight rules you want from within the middle right portion of the dialog box; then click the lower-left plus (+) sign to save a named profile. Near the bottom left of the Preflight Profiles dialog box, click the small panel menu button and choose Load, Export, or Unembed a .idpp profile. Suggestion: make a new Preflight Presets folder for these Preflight presets under the Version 7.0\en_US folder:

[Mac] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Preflight Presets
[Win XP] C:\Docs and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Preflight Presets
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Preflight Presets

Suggestion: Use this folder to store custom-made Preflight presets; and back up the whole Version 7.0\en_US folder along with its subfolders full of your various presets.

22 InDesign JavaScripts for automation and speed

Scripting is a tool for performing many tasks more quickly. Scripting can drive a common task or can be more elaborate; resembling a plug-in. Scripts can be written in JavaScript script language (which is cross-platform and preferred), AppleScript (Mac only), and VBScript (Windows only). You can create your own scripts, but it is easier to run scripts others have created. They are easily copied and pasted into any text editor and saved with a .jsx filename extension. Install your JavaScripts here:

[Mac OS] Users/UserName/Library/Preferences/Adobe InDesign/Version 7.0/en_US/Scripts/Scripts Panel
[Win XP] C:\Documents and Settings\UserName\Application Data\Adobe\InDesign\Version 7.0\en_US\Scripts\Scripts Panel
[Win 7/Vista] Users\UserName\AppData\Roaming\Adobe\InDesign\Version 7.0\en_US\Scripts\Scripts Panel

If you have a CS4 script, put it into a folder named *Version 6.0 Scripts*. If you have a CS3 script, put it into a folder named *Version 5.0 Scripts*. If you have a CS2 script, install it in a folder named *Version 4.0 Scripts*. If you have a CS script, put it in a folder named *Version 3.0 Scripts*. (There are very few changes in the way scripts are handled between CS3 and CS5, so many of your CS3 scripts will run in CS4 or CS5 without these specially-named folders.) These script folders are all put under the *Scripts Panel* folder.

Here are some JavaScript scripting resources:

Adobe InDesign Scripting User to User Forum: http://forums.adobe.com/community/indesign/indesign_scripting

Adobe Scripting reference: http://www.adobe.com/products/indesign/scripting/pdfs/InDesignCS5_ScriptingGuide_JS.pdf

JavaScript Tools Guide: http://www.adobe.com/products/indesign/scripting/pdfs/JavaScriptToolsGuide_CS5.pdf
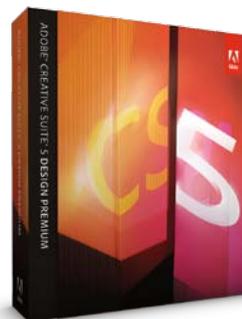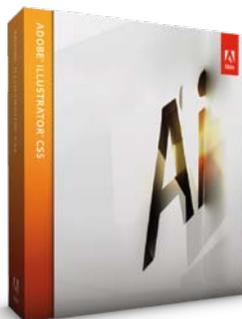
Adobe Studio Exchange: http://www.adobe.com/cfusion/exchange/index.cfm

Introduction to Scripting: http://www.adobe.com/products/indesign/scripting/pdfs/adobe_intro_to_scripting.pdf

PDS Associates site: http://www.pdsassoc.com/index.php?Nav=downs&Ban=Downloads&Info=downloads.html

Peter Kahrel's script launcher utility: http://www.kahrel.plus.com/indesignscripts.html

Peter Kahrel's object properties lookup: http://www.kahrel.plus.com/indesign/id5-dict.html

Teus DeJong's Object Browser (click to the InDesign Utilities, pc version only): http://www.teusdejong.nl

InDesign | Illustrator | InCopy | **Adobe Creative Suite 5** | Photoshop | Acrobat | FrameMaker
mikewitherell@jetsetcom.net | **Adobe Certified Experts** | urszulawitherell@jetsetcom.net
train with us at **jetsetcom.net** and **trainingonsite.com** in the classroom