# Workspaces and Panels

## Workspaces

Your workspace is the arrangement of panels and document windows that you use as you create and work on InDesign documents. There is a wide variety of techniques for managing your workspace so that you work comfortably, efficiently and in a way that suits your own individual preferences. You can also save a workspace so that you can quickly and easily recreate a particular arrangement of panels.

1. Use the Workspace pop-up menu in the Applications bar to choose a default arrangement of panels to suit your requirements. You can modify a default workspace using techniques outlined below to create a custom workspace.

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| Book |
| Essentials |
| Interactive |
| Interactive for PDF |
| New in CS5 |
| Printing and Proofing |
| Typography |
| Reset Advanced |
| New Workspace... |
| Delete Workspace... |
| Show Full Menus |

2. To revert a modified workspace to the default arrangement you can select Reset <name of workspace> from the workspace pop-up menu.

## Managing panels

Much of InDesign's functionality is accessed through panels: you can work with floating panels or with panels in the vertical Panel dock that runs down the right edge of the InDesign window. Floating or docked panels always appear in front of the document pages. The majority of the panels are organized initially into combined groups, but you can create your own groupings if necessary. The following techniques will help you customize the way you work with panels and the Panel docks.

### Hot tip

Choose Window>Workspace>New Workspace to save the current position of the panels. Enter a name for this workspace arrangement in the Save Workspace dialog box. To reset panels to this arrangement select the workspace name from the Workspace pop-up menu.
   In InDesign CS3 choose Window>Workspace to select a custom workspace.

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1. Click the Expand panels button ( ◀◀ ) to display expanded panel groups. Click the Collapse to Icons button ( ▶▶ ) to shrink the dock to icons and labels. Position your cursor on the left edge of the Panel dock, when the cursor changes to the bidirectional arrow ( ⟷ ), drag to the right to create an icons only dock. Drag to the left to expand the dock manually.

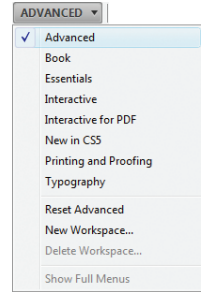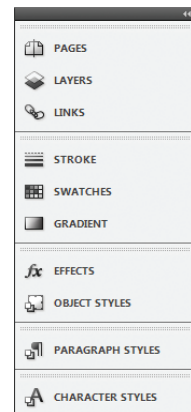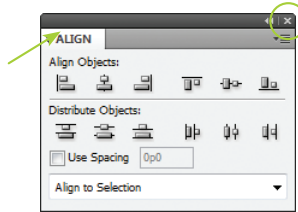| | |
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### Don't forget

All panels can be found in the Window menu. The Type menu also allows you to display panels for Character, Paragraph, Character Styles, Paragraph Styles, Tabs and Story. When you choose a panel, it displays along with any other panels currently in its group.

2. For a collapsed dock, click on a panel in the Panel dock to display the panel and panels in the same group. The panel remains anchored to the Panel dock. Click on the same panel tab to collapse the panel group back into the dock.
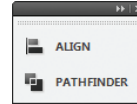
**3** For an expanded dock, to make a panel active, click its tab. The tab highlights and the options for the panel are displayed.

**4** To move a floating panel, such as Align, position your cursor in the title bar of the panel; then press and drag. To close a floating panel, click once on the Close button in the title bar of the panel.

**5** Double-click the panel tab name to cycle through panel views: with options, without options, tab only. You can also double-click a panel's title bar to completely collapse it, or to restore it to its previous state.

## Panel groups

Some panels appear as groups when you select them from the Window menu. For example, Align and Pathfinder appear initially as a floating panel group. Use the following techniques to control the appearance of panel groups.
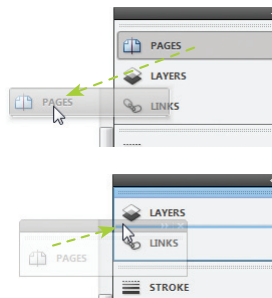
**1** To hide all panels in a group, click the group's Close button ( ). Select any of the panels from the Window menu to redisplay the complete panel group.

**2** Click the Collapse to Icons button to reduce the display of the panel group to and icons and labels. Click the Expand Panels button to return to the previous display state of the panel.

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## Floating and combining panels

You can convert panels in the dock into floating panels and vice versa.

**1** Drag the panel tab name out of a panel group to create a stand-alone, floating panel.

**2** Drag a panel name tab into another panel group or individual panel to create a new custom panel group. When combining panels, release the mouse button when the panel you are dragging into highlights with a blue border. You can also drag the tab of a floating panel into one of the Panel dock groups to combine it with the group.