

Group the individual tool palettes as shown from the top to the bottom on the right edge of your InDesign workspace. These are not every palette available, but are the ones you need access to regularly. Make sure you keep the palettes expanded as it cuts down on the number of clicks you would otherwise be making on icons to expand each time.

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

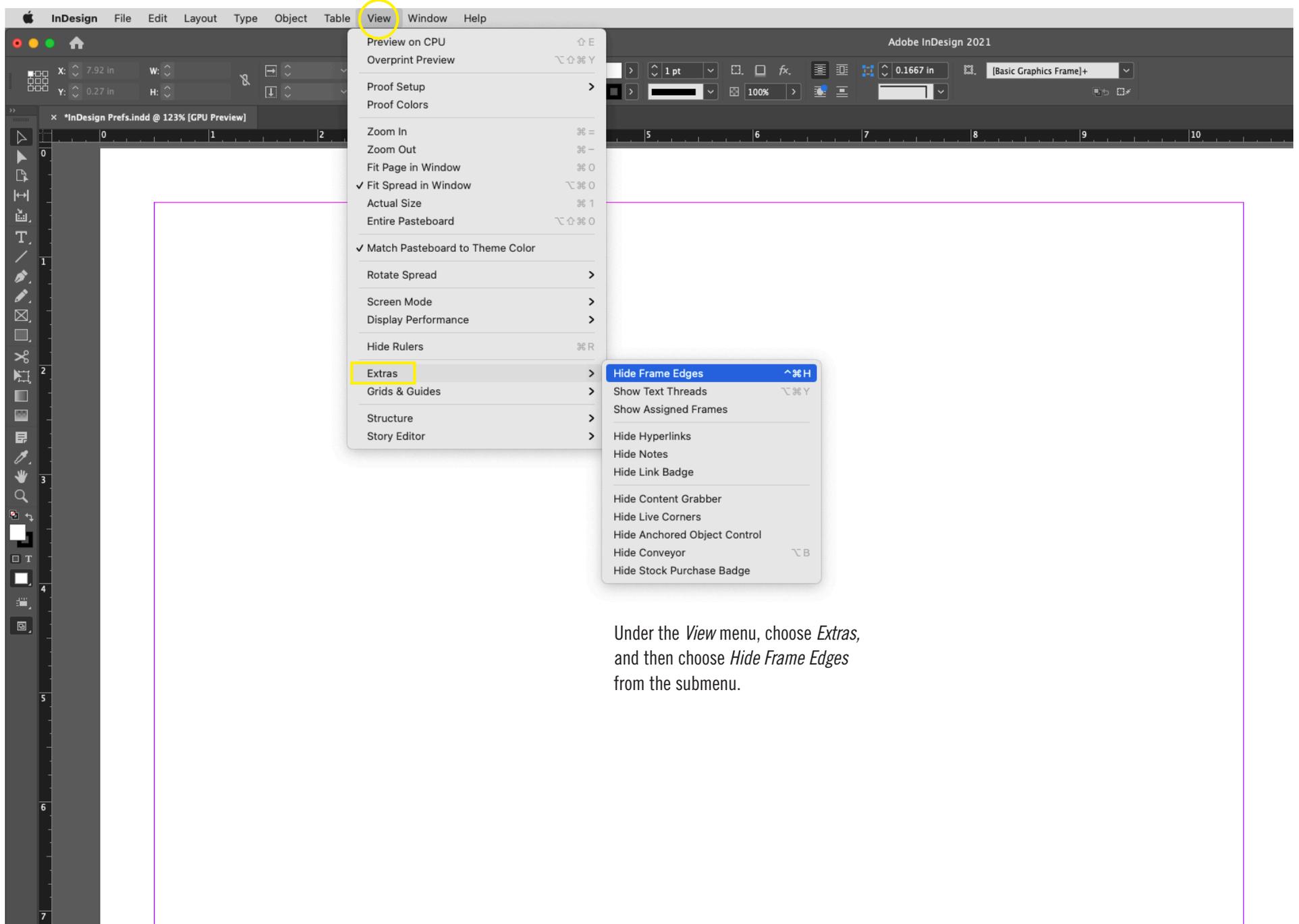
In the *Character* palette, choose a typeface roughly in the middle of your type menu list as your default. This will make scrolling up or down quicker when you have a long font list.

In the same palette, switch the kerning default from *Metrics* to *Optical*.

Deselect the *Hyphenate* check box on the *Paragraph* palette.

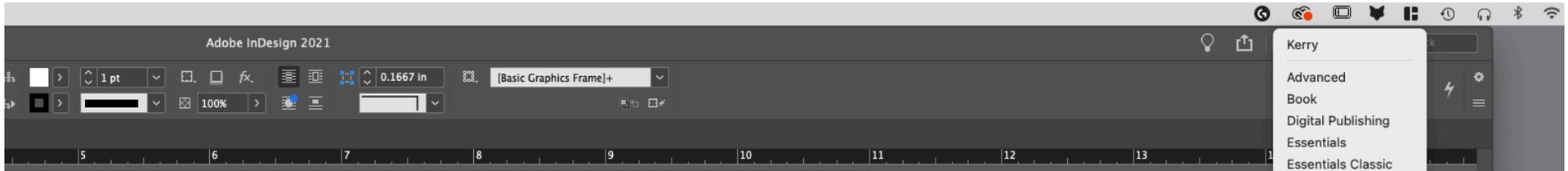
Turn on *Optical Margin Alignment* in the *Story* palette. (This feature also requires the appropriate point size entered based on your current text box setting.)

Select All Unused swatches in the *Swatches* palette (from the side menu), then *Delete Swatch ...* (from the same side menu).

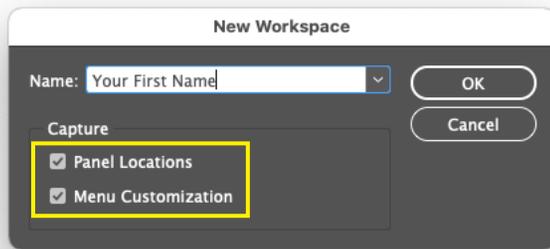


The image shows the Adobe InDesign 2021 interface. The 'InDesign' menu is open, and 'Preferences' is selected. The 'Preferences' dialog box is open, showing the 'Units & Increments' and 'Display Performance' submenus. The 'Units & Increments' submenu has 'Horizontal' and 'Vertical' set to 'Inches' and 'Keyboard Increments' set to '0.007 in', '1 pt', '5 /1000 em', and '1 pt'. The 'Display Performance' submenu has 'Default View' and 'Adjust View Settings' set to 'High Quality'.

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



Under the *Workspace* menu (to the left of the *Adobe Stock* search box at the top right), 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.

REMINDER: Just open InDesign. Do not have any file open. If a file is open as you make and save these changes, the new settings will only apply to that one open file.

