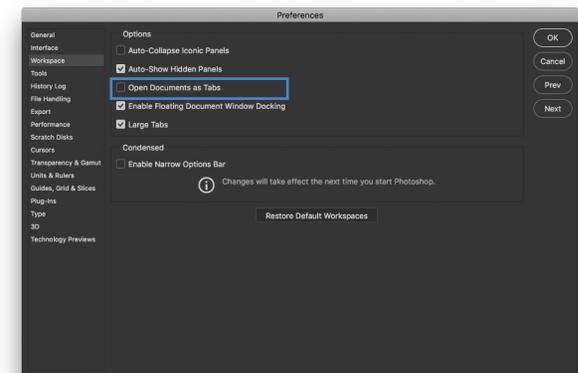
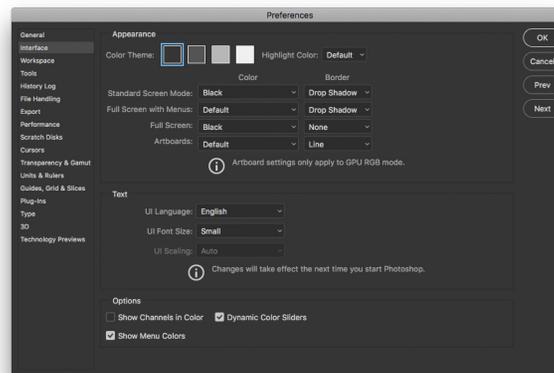
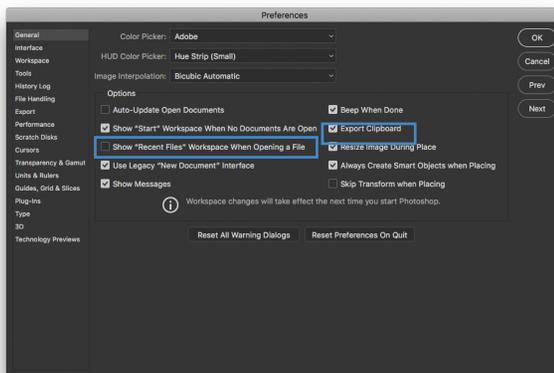




# Adobe Photoshop CC 2017 Preferences

Recommended custom settings to get the most for your creative workflow.  
 Use the application menu, Photoshop CC > Preferences... or ⌘K



## General (⌘ 1)

### Options:

**Use Legacy "New Document" Interface** – enable if you prefer to use a streamlined interface when creating new documents

**Beep When Done** – enable if you would like Photoshop to emit an audible beep when it has finished a task

★ Best Practice – it's *best practice* quitting Photoshop after setting preferences to *lock in* your custom settings. Launch Photoshop again and get busy with your creative workflow.

### Resetting Default Preferences:

Press and hold **Command + Option + Shift** while launching Photoshop. You'll get a prompt asking if you would like to reset the default preferences.

## Interface (⌘ 2)

### Appearance:

**Color Theme:** dark side or light side – the choice is yours



### Photoshop Easter Eggs

**Toast** – press Option + Shift when clicking color swatch to view swatches as dark to light toast

**Coffee Cups** – press Command + Option + Shift when clicking color swatch to view coffee cups with dark to light options – click multiple times to alternate between coffee cups, swatches & toast



## Workspace (⌘ 3)

### Options:

**Open Documents as Tabs** – disable if you do not want to use tabbed windows in Photoshop, especially when you are not using the *Application Frame*. Useful for positioning two or more windows, side by side on-screen.

*not shown...*

### Units & Rulers

**Rulers** – pixels & inches are the common units in the USA

**Type** – points is the default setting

### Guides, Grids & Slices

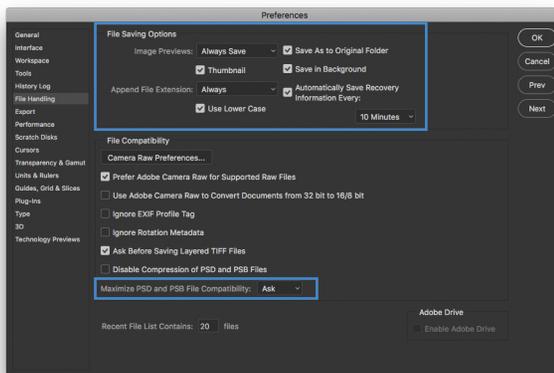
**Canvas & Artboard** – click the swatch on the right to select your favorite colors :) *These items are non-printing elements designed to assist you in laying out your files.*



# Adobe Photoshop CC 2017 Preferences

Recommended custom settings to get the most for your creative workflow.

Use the application menu, Photoshop CC > Preferences... or ⌘K



## File Handling (⌘ 6)

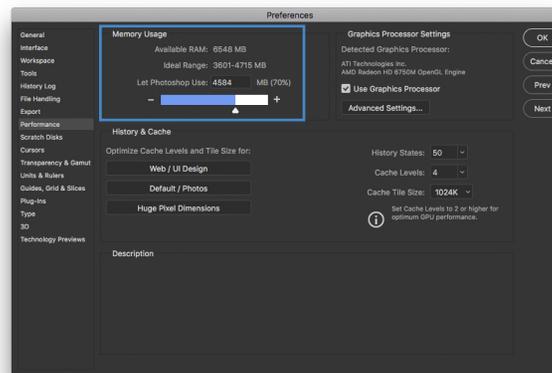
**File Saving Options:** default settings are great

**Save in Background** – enabled, allows you to continue working as Photoshop saves files to disk

**Automatically Save Recovery Information Every:** menu options of 5, 10 (default), 15, 30 minutes or 1 hour

**File Compatibility:**  
**Maximize PSD and PSB File Compatibility** – menu options for Ask (default), Always & Never

★ Ask evokes a window when you save a layered Photoshop file with a prompt to maximize or not. Maximizing saves an *invisible, flattened version* of layered files for compatibility (previews) with Adobe Photoshop Lightroom, Illustrator, InDesign & others. *Always* will save the invisible, flattened version and *Never* will not save the additional version when you save files. Lightroom users must maximize, Illustrator & InDesign will build previews if necessary.



## Performance (⌘ 8)

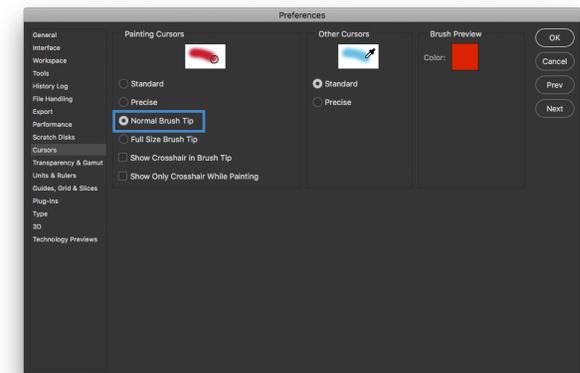
**Memory Usage:** 70% (default)

★ *Adobe Photoshop is one of very few applications that allow you to change how much RAM (random access memory) it may use to process imagery. The default value of 70% is perfect for artists, designers, photographers and other creatives. Videographers and 3D artists using a dedicated workstation solely for Photoshop (and not for anything else, such as email, web browsing, iTunes and other apps) may want to consider increasing the memory usage up to 85% for increased performance in processing and rendering files. Anything beyond 85% memory usage may cause decreased performance issues with your computer.*

## Scratch Disks (⌘ 9) not shown

**Internal Hard Drive:** selected by default

★ *Adobe Photoshop and other applications use available hard disk space in addition to RAM to process data. Professionals try to use up to 50% of their computer's internal hard drive storage capacity to avoid a variety of issues, such as slowing down computing operations and errors performing routine and specialized tasks due to not enough available hard disk space.*



## Cursors (⌘ 0)

**Painting Cursors:** (for tools that use brushes)  
**Standard** – uses tool icon from Tools panel

**Precise** – cross hair cursor – Caps Lock key will activate/deactivate precise cursors anytime you need them

**Normal Brush Tip** (default) – displays contour of selected brush – a great choice when starting with Photoshop

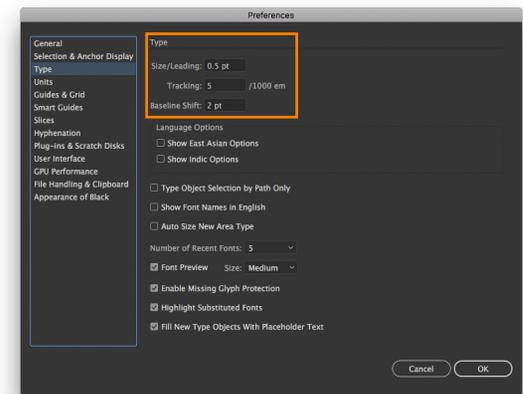
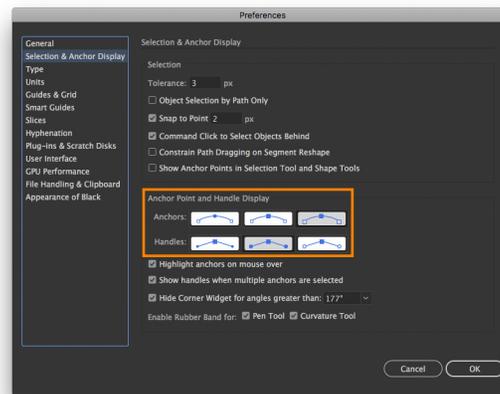
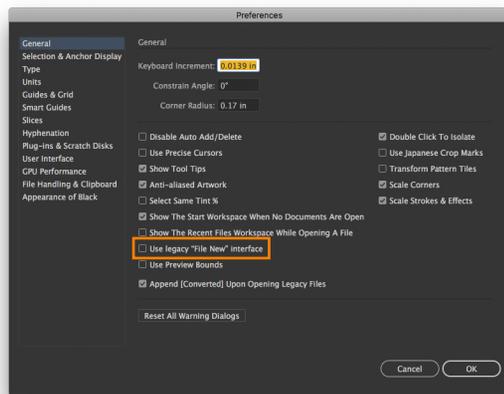
**Full Size Brush Tip** – brush contour is larger than painted stroke and includes soft or feathered edges

**Other Cursors:**

**Standard** (default) – start recognizing hot spot of cursors, i.e. glass tip of Eyedropper, rope end of Lasso, sparkle end of Magic Wand Tool, etc.

# Adobe Illustrator CC 2017 Preferences

Recommended custom settings to get the most for your creative workflow.  
 Use the application menu, Illustrator CC > Preferences... or ⌘K



## General (⌘K)

**Use legacy “File New” interface** – enable if you prefer to use a streamlined interface when creating new documents

★ **Best Practice** – it’s *best practice* quitting Illustrator after setting preferences to *lock in* your custom settings. Launch Illustrator again and get busy with your creative workflow.

★ **Restoring Default Preferences:**  
 Press and hold **Command + Option + Shift** while launching Illustrator.  
 You’ll get a prompt asking if you would like to reset the default preferences.

## Selection & Anchor Display

**Anchor Point and Handle Display:**

**Anchors** – select third option for larger handles

**Handles** – second option is default – solid fills for handles

Both are easier on the eyes :)

## Type

**Size/Leading** – enter 0.5 pt for exceptional control when using keyboard shortcuts, Option + Up/Down Arrows

**Tracking** – enter 5/1000 em for exceptional control when using keyboard shortcuts, Option + Left/Right Arrows for kerning and tracking

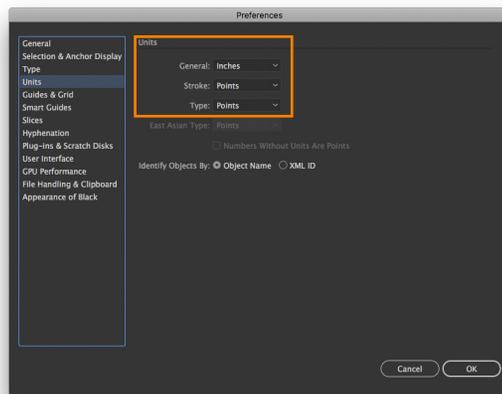
**Baseline Shift** – 2 pt (default)

★ **About ems** – a unit of measurement; an em unit is the width of a capital M in the selected font & point size

**Bonus: About ens** – another unit of measurement; an en unit is the width of a capital N in the selected font & point size

# Adobe Illustrator CC 2017 Preferences

Recommended custom settings to get the most for your creative workflow.  
 Use the application menu, Illustrator CC > Preferences... or **⌘ K**



## Units (⌘,)

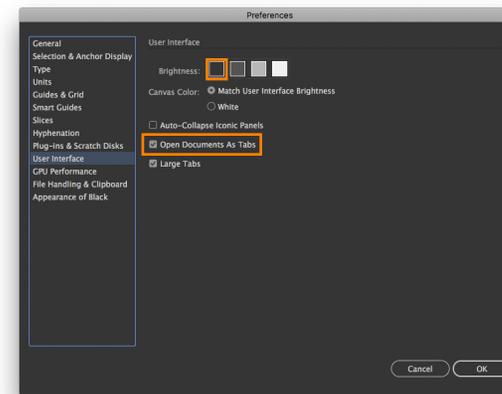
**General** – menu options of *points, picas, inches, millimeters* and *pixels* – select *inches* in the USA :)

**Stroke** – points is the default with menu options of *points, picas, inches, millimeters* and *pixels*

**Type** – points is the default with menu options of *points, inches, millimeters* and *pixels*

★ **About Points (pt)** – you use points everyday and probably don't think about it as a unit of measurement. Text in applications like email and Microsoft® Word® and others use points to specify text size. The default size for type in text books is 12 points and on the Web it's 14 points.

- 72 points = 1 inch
- 54 points = .75 inches or 3/4 inch
- 36 points = .5 inches or 1/2 inch
- 18 points = .25 inches or 1/4 inch
- 9 points = .125 inches or 1/8 inch



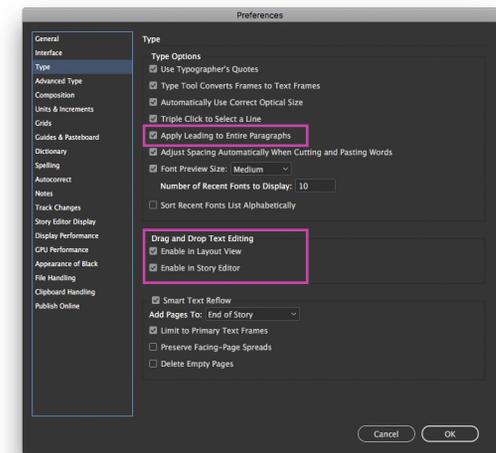
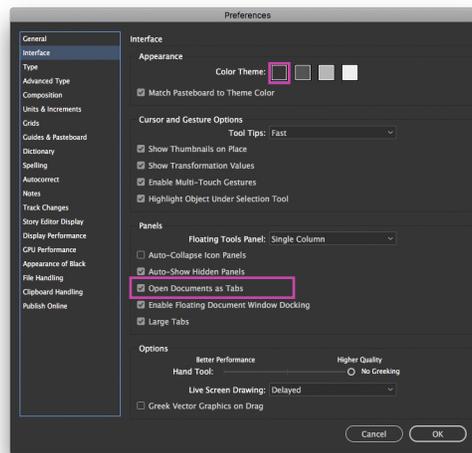
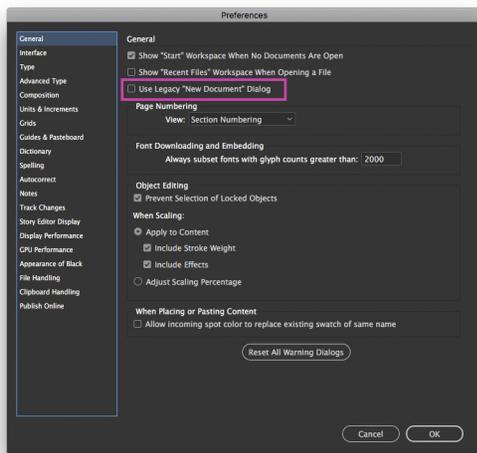
## User Interface

**Brightness** – dark side or light side – the choice is yours

**Open Documents as Tabs** – enabled by default

# Adobe InDesign CC 2017 Preferences

Recommended custom settings to get the most for your creative workflow.  
 Use the application menu, InDesign CC > Preferences... or ⌘K



## General (⌘ 1)

**Use Legacy “New Document” Dialog** – enable if you prefer to use a streamlined interface when creating new documents

### About InDesign Preferences

Application & Document Level Preferences – Adobe InDesign has two types of preferences, application and document level preferences. Application preferences are set *without any documents open* and are considered global preferences for how you want the application to function after creating new documents. You can set the default font, point size, leading, kerning option, swatches and more so you can streamline your creative workflow and not feel like you are *reinventing the wheel* with every new document :)

## Interface (⌘ 2)

**Appearance:**  
**Color Theme:** dark side or light side – the choice is yours  
**Panels:**  
**Open Documents as Tabs** – enabled by default

Document level preferences are set *with a document open* and only pertain to that particular document. You may receive a document using picas or centimeters as the unit of measurement – use the application menu, **InDesign CC > Preferences > Units & Increments...** and select inches for the ruler units. You may want to use pixels for the ruler units, add colors to the Swatches panel or create custom styles – these are all local changes to that particular document and will not affect your next new document.

## Type (⌘ 3)

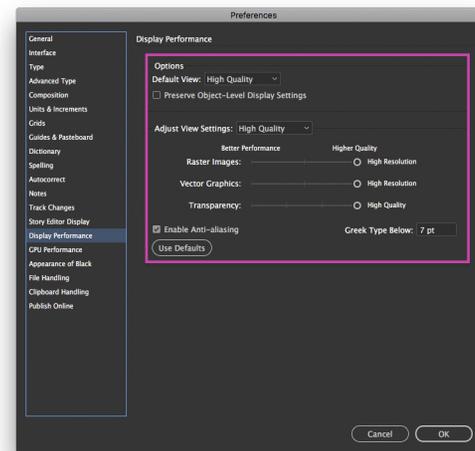
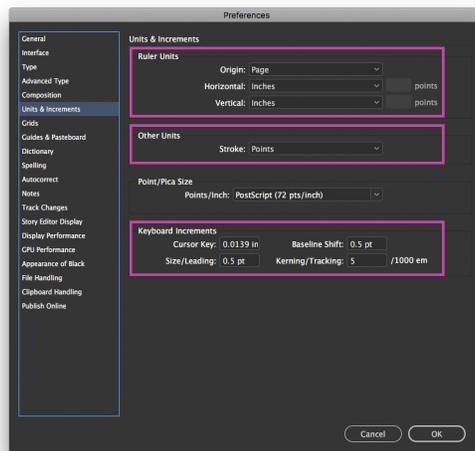
**Type Options:**  
**Apply Leading to Entire Paragraphs** – enable this option to avoid having to manually adjust paragraph leading – **LEAD AS IN LED ZEPPLIN** – when you want to use varied text sizes and fonts for emphasis in your layouts

**Drag and Drop Text Editing:**  
**Enable in Layout View** – enabling this option allows you to *drag* selected or highlighted text and drop it in a new position in your layout instead of copying & pasting

# Adobe InDesign CC 2017 Preferences

Recommended custom settings to get the most for your creative workflow.

Use the application menu, InDesign CC > Preferences... or ⌘K



## Units & Increments (⌘6)

### Ruler Units:

**Origin** – select Page from menu to set the X/Y zero coordinates to the top left of each page for easier measurement

**Horizontal & Vertical measurements** – set to Inches in USA

**Other Units: Stroke** – Points is default setting

**Keyboard Increments:** change the default settings for exceptional typographic control

**Baseline Shift** – set to 0.5 pt (half of a point or 144th of an inch)

**Size/Leading** – set to 0.5 pt

**Kerning/Tracking** – set to 5/1000 em (that’s really fine control )

## Display Performance

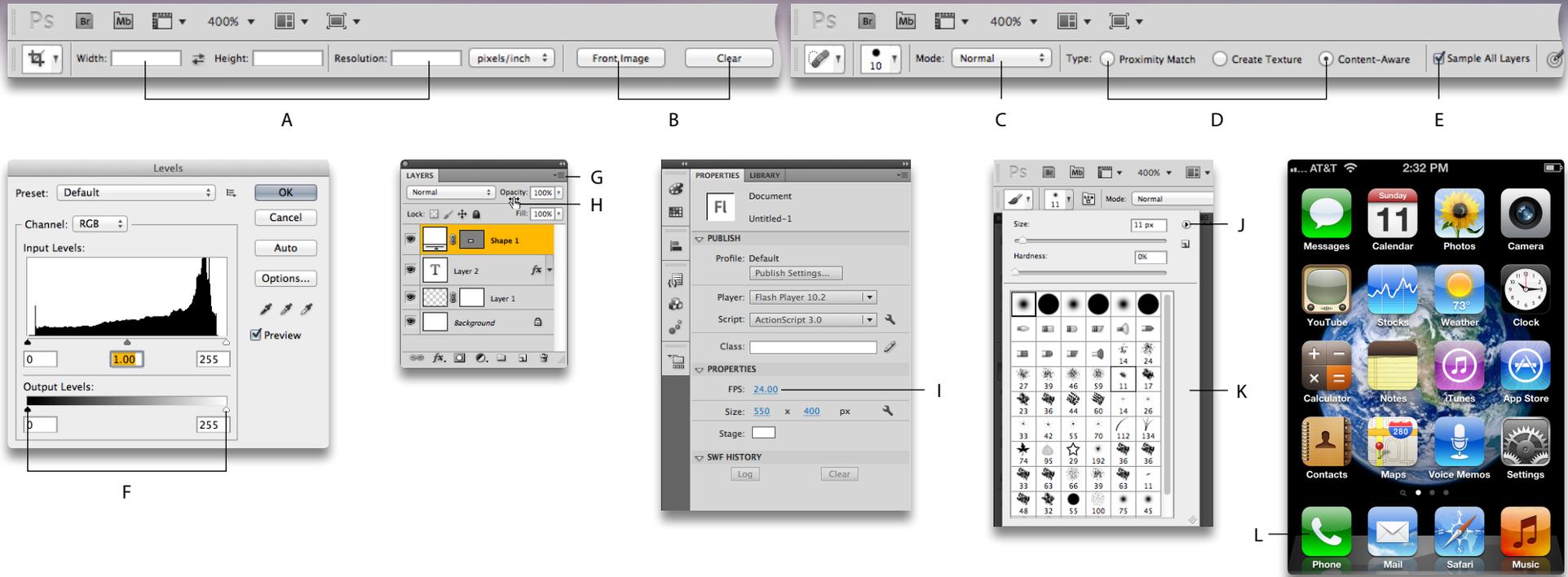
### Options:

**Default View & Adjust View Settings** – menu options of *Fast*, *Typical* (default) & *High Quality* – select *High Quality* for the best on-screen display of images, graphics & effects in your layouts.

✳ When placed images & art look *jagged* or *pixelated* in your layouts, InDesign is displaying low resolution previews of your files. Use the menu, **View > Display Performance > High Quality Display** to view high resolution previews.

✳ **Best Practice** – it’s *best practice* quitting InDesign after setting preferences to *lock in* your custom settings. Launch InDesign again and get busy with your creative workflow.

✳ **Restoring Default Preferences:**  
 Press and hold **Command + Option + Shift + Control** while launching InDesign. You’ll get a prompt asking if you would like to reset the default preferences.



## Graphical User Interface (GUI) Overview

A graphical user interface (GUI) is a human-computer interface (human interaction with computers and related devices) that uses windows, icons, buttons, menus and links (rather than text commands). These elements can be activated with input devices such as mice, styluses, fingers, keyboards and voice commands.

- A. Text Field
- B. Button
- C. Menu
- D. Radio Button
- E. Checkbox
- F. Slider
- G. Panel Menu
- H. Scrubby Slider
- I. Hot Slider
- J. Selector Menu
- K. Selector
- L. Touch Icon