Introduction for InDesign Users

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VivaDesigner for InDesign Users

You know Adobe InDesign and want to work with VivaDesigner? This book shows you what stays the same, what has a different name and works differently, how to bring over your InDesign documents, and how to hand documents back to InDesign when needed.

If you come from InDesign, you will quickly find your way around VivaDesigner: pages, layers, styles, parent pages, tables, PDF/X – the concepts are familiar. However, some things have different names, and some work differently because VivaDesigner takes its own approach. Frames become **objects**, parent pages become **alias pages**, and styles become **style sheets**. The **Baseline Grid** keeps its name but exists per page and per object.

This book explains the differences that really matter in everyday work. It starts with the setup so that your familiar keyboard shortcuts work from day one, then shows the key concepts, how to bring over your data, and the way back to InDesign. For reference, it closes with the terms from A to Z, the keyboard shortcuts, and a map from the InDesign User Guide to the VivaDesigner manual.

> *Note: The InDesign terms in this book follow the US English user interface of Adobe InDesign. Individual names may differ depending on the InDesign version; parent pages, for example, were called master pages before InDesign 2022.*

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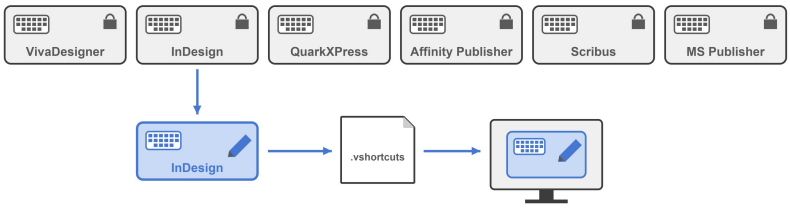
Set Up in Five Minutes

Three settings make you feel at home right away: the keyboard shortcuts, the click behavior, and the working mode.

1. InDesign Keyboard Shortcuts

When you start the program for the first time, VivaDesigner asks in the **Initial Preferences** dialog for the program language, measurements, text language, working mode, and **Keyboard Shortcuts**. Under **Keyboard Shortcuts**, choose the **Like InDesign** option. The InDesign keyboard shortcuts then apply: **V** for the Selection Tool, **T** for the Type Tool, **Ctrl + D** for Place, **Ctrl + K** for Preferences, **Ctrl + Shift + Z** for Redo, and many more.



The figure shows the six supplied shortcut sets; the lock marks them as read-only. If you change a shortcut in the **InDesign** *set, it becomes a separate, editable set (pen) that you can pass on to another computer as a .vshortcuts file.*

You change the set later under **Edit > Preferences > Keyboard Shortcuts** in the **Set** popup menu. There you can also assign your own shortcuts to commands – separately for Object, Text, Table, and Image Mode if you wish.

> *Good to know:*
>
> - *The* **Like InDesign** *option changes only the keyboard shortcuts. You set all other preferences – measurements, click behavior, palettes – yourself, as described in this chapter.*
> - *Commands that the InDesign set does not assign keep their VivaDesigner shortcut as long as the key is free. As a result, some VivaDesigner shortcuts are dropped, for example for* **Object > Special** *and* **Colors & Blends***. The chapter Keyboard Shortcuts Compared gives an overview.*
> - *The supplied sets are read-only. As soon as you change a shortcut, the program automatically creates* **My Set (based on InDesign)***. You pass on your own sets to colleagues as a file (.vshortcuts).*
> - *All keyboard shortcuts in the VivaDesigner manual and in the tooltips apply to the* **VivaDesigner** *set.*

2. InDesign-Style Clicking

In InDesign, a click with the Selection Tool selects the frame, and a double-click takes you into the content. By default, VivaDesigner is more direct: a click on the edge selects the object, and a click inside a text or picture object edits its content right away. If you prefer the familiar behavior, change it:

Set up InDesign-style clicking

1. Choose **Edit > Preferences > Program** (with the InDesign set: **Ctrl + K**).
2. Under **Default Tool**, choose the **Move Tool (Always)** option.
3. Confirm your entry.

Now a click selects the object, and a double-click activates Text Mode or Image Mode. The **Move Tool (Only Type Change)** option works the same way but stays in content mode when you switch to an object of the same type.

3. See All Options

VivaDesigner shows menus and palettes in three working modes: **Beginner**, **Advanced**, and **Expert**. As an experienced InDesign user, choose the **Expert** working mode under **Edit > Preferences > Program**. Only then will you see, for example, GREP styles, nested styles, word and character spacing, the eye-dropper, the blend tools, and the interaction policies.

Also Useful

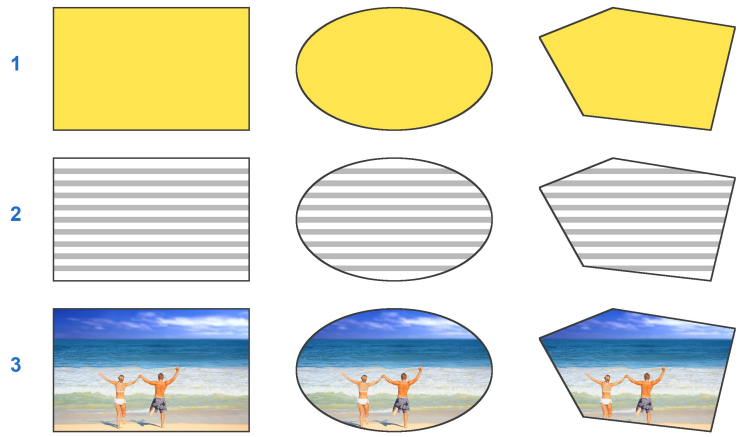
- **Measurements** – Choose the unit you are used to under **Edit > Preferences > Measurements**. You can also enter values with a unit in any input field, for example 12 pt or 3 mm, and calculate, for example 210 mm/2.
- **Workspace** – Arrange the palettes as usual and save the arrangement with **Window > Workspace > Save**.
- **Fonts** – VivaDesigner uses the installed fonts and offers almost 2,000 free font families from the VIVA font server under **Text > Discover Fonts…**.

The Key Differences

You will encounter the following differences from the very first hour. Once you know them, you will work in VivaDesigner just as confidently as in InDesign.

Objects Instead of Frames

InDesign speaks of text frames, graphics frames, and unassigned frames. VivaDesigner speaks of **objects**: text objects, picture objects, and graphic objects, plus table, chart, and line objects. Each type has its own tools – the rectangular, oval, and freeform text object, picture object, and graphic object – and with **Object > Content**, you change the type of an existing object.



The figure shows the closed object types: graphic objects (1), text objects (2), and picture objects (3), each as a rectangle, an oval, and a freeform object.

> *Caution: The word* **Frame** *also exists in VivaDesigner – there it means the outline of a closed object (frame width, frame color), which InDesign calls the* **Stroke**. *What InDesign calls a frame is an object in VivaDesigner.*

Modes Instead of Switching Tools

In InDesign, you switch to the Type Tool for text and to the Direct Selection Tool for image content. VivaDesigner recognizes from your click what you want to edit and changes the **mode**:

Mode	How to select it	What you edit
Object Mode	Click the edge	Position, size, fill, frame, effects
Text Mode	Click in a text object	Text, font, paragraph, layout
Table Mode	Click in a table	Cells, rows, columns
Image Mode	Click in a picture object	Cropping, scaling, adjustments

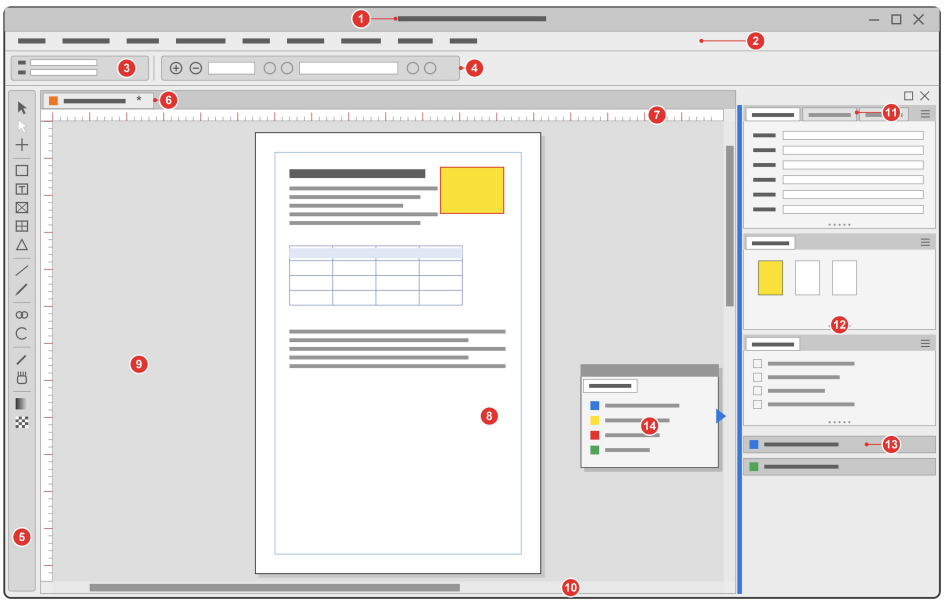
With the mode, the **Module** palette, **Quick Access**, and the menus change: in Image Mode, for example, the **Picture** menu appears. Press **Esc** to leave the content; with the **Ctrl** key (Windows/Linux) or **Command** key (Mac) held down, a click selects the object instead of its content.

Image Mode Instead of Direct Selection

You move, scale, and adjust the content of a picture object in **Image Mode**. The Path Selection Tool (key **A** in the InDesign set), by contrast, edits the points of a path – like the Direct Selection Tool does on shapes. The familiar fitting commands have almost the same names: **Fill Frame Proportionally**, **Fit Picture Proportionally to Frame**, **Fit Picture to Frame**, and **Fit Frame to Picture** in the **Picture** menu.

Module Palette and Quick Access

Instead of the Control, Character, Paragraph, Transform, and Stroke panels, there are two central palettes. The **Module** palette shows all options of the current mode in tabs, in Text Mode for example **Story**, **Chapter**, **Layout**, **Paragraph**, and **Character**. **Quick Access** shows the most important of them at the top or bottom edge of the window – the counterpart of the Control panel.



The figure shows the program window with the menu bar (2), Quick Access (3), Navigation (4), tool palette (5), ruler (7), document page (8), work area (9), and grouped palettes (11 to 14). Panels are called **palettes** *in VivaDesigner; you can dock, stack, and group them as usual.*

> *Note: In the InDesign set, the shortcut for the Control panel (***Ctrl** + **Alt** + **6***) opens the* **Module** *palette. You show Quick Access with* **Window** > **Quick Access***.*

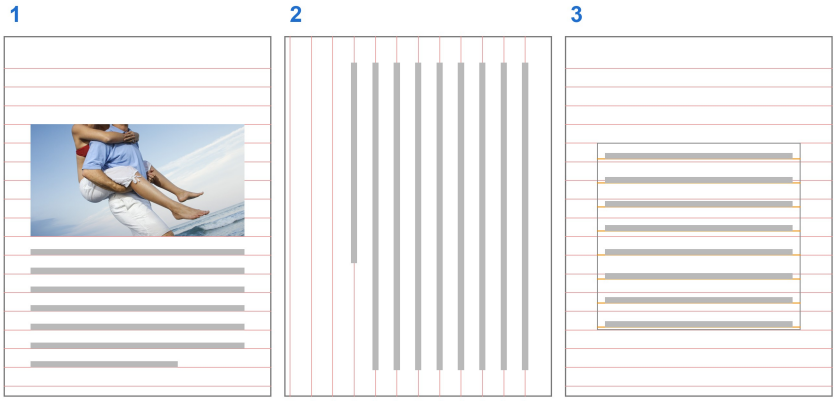
Alias Pages Instead of Parent Pages

Parent pages are called **alias pages** in VivaDesigner. They work as you are used to: objects on the alias page appear on all document pages to which it is applied; each alias page has a prefix (A, B, C …), and alias pages can be based on other alias pages. VivaDesigner calls the primary text frame the **automatic text object**. To switch to an alias page, double-click it in the **Pages** palette.

The **alias object** is new: with **Object** > **Alias** > **Create Alias**, you can create copies of any object that remain linked to the original. When you change the original, all alias objects change with it. **Object** > **Alias** > **Change into a Copy** breaks the link – comparable to detaching a parent page item.

Baseline Grids for Pages and Objects

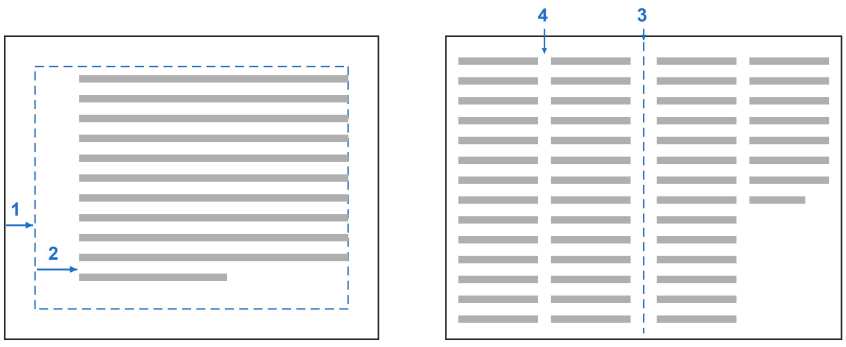
InDesign's baseline grid is also called **Baseline Grid** in VivaDesigner, but there are two kinds: a **page-related** baseline grid for the whole document (**Edit > Preferences > Text**, **Baseline Grid** section) and an **object-related** one for a single text object (**Object > Special**, **Text Columns** tab) – comparable to the custom baseline grid in InDesign's Text Frame Options. Both are available horizontally and vertically, for example for vertically set Japanese and Chinese text. You align paragraphs with the **Set lines to Grid** option.



The figure shows a horizontal page-related baseline grid with a picture object that has snapped to a grid line (1), a vertical baseline grid from right to left for vertical text (2), and the baseline grid of a text object (3).

Text Objects with Layouts, Columns, and Justified Space

Where InDesign uses Text Frame Options, **Span Columns**, and vertical justification, VivaDesigner offers **layouts**: a text object can contain several layouts with different numbers of columns, separated by a layout break. The columns of the text object and the columns of the layout work together: two object columns with two layout columns each make four columns. **Justified space** distributes free space between lines and paragraphs up to a maximum. You save recurring layouts as a **layout style sheet** – a type of style sheet that InDesign does not have.



The figure shows on the left the indent of the text object (1) and the indent of the paragraph (2), which add up, and on the right a text object with two text object columns (3), whose text is set in two layout columns each (4): together, this results in four columns.

Style Sheets Instead of Styles

Paragraph, character, object, table, and cell styles are called **style sheets** in VivaDesigner, and you manage all types in one dialog (**Edit > Style Sheets**) and one palette (**Window > Style Sheets**). Two properties differ from InDesign:

- **Only defined options** – A style sheet changes only the options defined in it. That is why you can apply several graphic style sheets to the same object, for example one for the fill and one for the frame.
- **Apply with a click or double-click** – A click in the palette applies the style sheet and keeps manual overrides (marked with a plus sign); a double-click removes them.

Based On is called **Template**, **Next Style** is called **Next Style Sheet**, and style groups are called **style sheet groups**. For tables, there are style sheets for table, row, column, and cell; the cell takes precedence over the row, and the row over the column.

Tables as Separate Objects

In InDesign, every table sits in a text frame. In VivaDesigner, a table is a separate **table object** that you place freely on the page or anchor in the text. You place ranges from Excel workbooks as a table with **File > Import**, linked if you wish; with the VivaCalc add-on module, you can even edit workbooks in the same program.

Collections Instead of Books

The InDesign book file is called a **collection** (.cold) in VivaDesigner. A collection refers to the documents, numbers the pages consecutively, synchronizes style sheets, colors, layers, and alias pages with a **source document** (the style source), creates cross-document indexes and tables, and exports a single PDF file. A collection can also contain documents with different page formats.

Run Around by Stacking Order

Text wrap is called **Run Around** in VivaDesigner (**Object > Run Around**, **Ctrl + T** in the VivaDesigner set). An important difference: only the text objects that lie **below** a run-around object in the stacking order give way to it. A text object above the picture remains unaffected – you don't need an option like **Ignore Text Wrap** for this.

Footnotes, Indexes, and Cross-References

You insert footnotes, endnotes, cross-references, page numbers, and running titles with **Text > Insert > Insert Variable**. Besides tables of contents and indexes, VivaDesigner also creates bibliographies, tables of abbreviations, and tables of pictures (**Text > Document Index & Tables**).

Layout Templates for Colleagues

VivaDesigner can restrict the editing of a document in a targeted way: with the **Working Mode**, over 80 **access rights**, passwords for alias pages and layers, and with **Lock**, **Protect**, and **Interaction Policies** for individual objects. This creates **layout templates** in which other users only replace text and pictures – on the desktop as well as on the web. Please refer to the chapter Create layout templates in the manual.

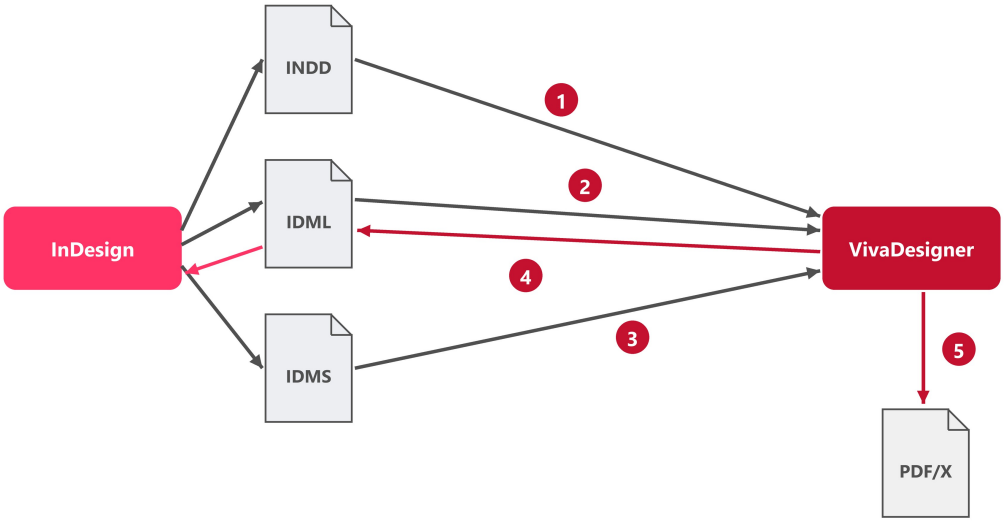
False Friends

Some words exist in both programs – with different meanings:

Term	Meaning in InDesign / in VivaDesigner
Frame	InDesign: container for text or graphics / VivaDesigner: outline of an object (InDesign: stroke)
Stroke	InDesign: line of a frame or path / VivaDesigner: an effect in Object > Effects (InDesign's stroke = frame or line)
Graphic	InDesign: graphics frame for placed images / VivaDesigner: graphic object without content (InDesign: unassigned frame)
Template	InDesign: document template (.indt) / VivaDesigner: also the style sheet another one is based on (InDesign: Based On)
Alias object	InDesign: not available / VivaDesigner: copy that remains linked to its original, and object of an alias page
Import	InDesign: importing XML (File > Import XML) / VivaDesigner: also loading pictures and text (InDesign: Place)

Migrating Your InDesign Documents

VivaDesigner opens InDesign documents directly and converts them into its own format (.desd). The original file remains unchanged. This chapter shows the ways, the preparation, and the follow-up work.



The figure shows the ways between InDesign and VivaDesigner: VivaDesigner opens INDD documents (1) and IDML files (2) directly on your computer and inserts snippets (IDMS) as objects (3). The way back to InDesign is exporting an IDML file (4); for printers and for review, use a PDF file according to PDF/X (5).

The Options at a Glance

- **IDML (InDesign Markup)** – InDesign's exchange format. VivaDesigner reads IDML files directly on your computer, without an internet connection. This is the recommended way: in InDesign, you create the IDML file with **File > Export**, format **InDesign Markup (IDML)**.
- **INDD and INDT** – InDesign documents and templates from InDesign CS2 onward. VivaDesigner also reads these files directly on your computer, without an internet connection; the document never leaves your computer (options dialog **InDesign Native INDD Import Options**).
- **IDMS (Snippet)** – With **File > Import**, you insert InDesign snippets as objects into an existing document.
- **ICML (InCopy)** – You import InCopy texts into a text object with **File > Import**.

InDesign book files (.indb), libraries (.indl), and the old INX exchange format cannot be converted. Recreate books as collections by opening the individual chapters, saving them as VivaDesigner documents, and combining them in a collection.

> *Note: All editions of VivaDesigner open INDD and IDML files, including the Free Edition.*

Preparing in InDesign

The conversion works best when all components are available. If necessary, ask the person who created the document for the following:

1. The document as an IDML file and, if possible, also in INDD format.

2. A PDF file of the document to compare the result page by page.
3. All fonts and images used. InDesign collects both with **File > Package**.

> *Tip: Put the PDF file with the same name next to the IDML file. With the* **Quality Check** *option, VivaDesigner places it on a separate [Quality Check] layer when opening, and you see deviations immediately.*

Opening an IDML File

1. Choose **File > Open** (**Ctrl + O**) and, under **File Type**, the **Adobe InDesign Markup (*.idml)** option, or drag the file onto a program palette.
2. In the **InDesign IDML Import Options** dialog, on the **General** tab, choose how text is imported: **Apply Styles with Style Sheets** (recommended), **Apply Styles without Style Sheets**, or **Plain Text**.
3. Under **Image Paths**, choose where the program looks for the pictures: **Use Image Paths From Document**, **Use Document Path Including Subfolders**, or **Select Custom Path** – for example, the "Links" folder of the packaged document.
4. If needed, choose **Import Footnotes** and **Increase Text Object Height by**. A small value – 0.1 mm is often enough – prevents overset text in tightly fitted text frames.
5. On the **Options** tab, choose **Quality Check** and other options as needed, for example **Ignore Guidelines** or **Split Tables**.
6. Confirm your entries and save the result as a VivaDesigner document.

If fonts are missing, the program asks for replacement fonts right after opening. If you wish, it downloads many free fonts from the VIVA font server.

What Carries Over

VivaDesigner converts most of an InDesign document, including:

- **Pages** – parent pages (including parent pages based on other parent pages), page numbering with sections, page arrangement, different page sizes, margins and columns, baseline grid, bleed, and guides.
- **Objects** – layers with their properties, position, rotation, transparency, colors, strokes with arrowheads and corners, effects such as drop shadow, glow, feather, and bevel, blend modes, object styles, and type on a path.
- **Text and typography** – paragraph and character styles with Next Style, GREP styles, nested styles, OpenType features, optical margin alignment, paragraph shading and borders, paragraphs spanning all columns, text variables, cross-references, hyperlinks, footnotes, and notes.
- **Tables** – table and cell styles, alternating strokes, and images in cells.
- **Accessibility** – articles, alt text, artifacts, PDF tags, and table of contents levels.
- **Colors** – process and spot colors with names and values, gradients, and overprinting.

What Is Approximated

Where the two programs have different concepts, VivaDesigner reproduces the effect as closely as possible. Check these areas after converting:

- **Line breaks and hyphenation** – VivaDesigner uses its own composition and hyphenation rules. Lines may therefore break differently; check tightly filled text frames in particular.
- **Run Around** – Because run around follows the stacking order, text may wrap differently.
- **Line Spacing** – Different leading within a paragraph becomes a single line spacing per paragraph.
- **Individual features** – for example, conditional text (hidden conditional text is dropped), optical kerning, running headers from InDesign, hyperlinks on frames, and anchored objects positioned relative to the page.

Typical Follow-Up Work

1. Replace missing fonts in the dialog after opening or later with **Document > Font Usage**.
2. Check the pictures in the **Pictures** palette and relink missing pictures with **Document > Picture Usage**.
3. Compare each page with the [Quality Check] layer, then hide or delete this layer.
4. Check overset text and run around.
5. Save the document as a VivaDesigner document and continue working in this format from now on.

> *Tip:*
>
> - *Test the conversion of your most important templates thoroughly once before you switch entire projects. Most differences show up in a few typical documents.*
> - *For notes on preparing layout templates from InDesign, see the chapter Create layout templates in the manual, section Tips for imported templates from InDesign. Database Publishing processes templates from VivaDesigner and from InDesign.*

The Way Back: Exporting to InDesign

If you work with agencies, printers, or clients who use InDesign, pass on your documents as IDML files. InDesign opens them like one of its own documents. This way, VivaDesigner keeps you compatible at all times.

Export an InDesign file

1. Choose **File > Export > Document** and, under **File Type**, the **InDesign Markup (*.IDML)** option.
2. Choose the target folder and the file name and click **Save**.
3. In the dialog, choose the picture paths: **Use Image Paths From Document**, **Replace Image Path Prefix** (for example, Windows paths with macOS paths), or **Select Custom Path**.
4. Confirm your entry.

VivaDesigner exports header and footer areas of text objects as separate text frames, layouts as columns, and formulas as embedded graphics. It saves placed VivaDesigner documents as PDF files in the "<file name> Links" folder next to the IDML file.

> *Note:*
>
> - *How faithfully the layout arrives in InDesign depends on the InDesign version, the structure of the document, and the functions used. InDesign does not support VivaDesigner's own functions such as justified space, guide objects, interaction policies, or several graphic style sheets per object. So test the exchange in advance with typical documents.*
> - *The IDML export is available in all editions except the Free Edition.*

Reliable Review with PDF

For reviewing content and for the printer, a PDF file is the safest exchange because it looks exactly as you designed it, regardless of the program. VivaDesigner creates PDF/X-1a, PDF/X-3, PDF/X-4 (recommended), and PDF/X-5 as well as PDF/A and accessible PDF files according to PDF/UA. Please refer to the chapter Export in the manual.

> *Tip: When handing documents over to InDesign, also include a PDF file. The recipients can then compare their result page by page – just as you do with the Quality Check when opening IDML files.*

Terms from A to Z

The following tables map the InDesign terms to the VivaDesigner terms, grouped by area. The parentheses show where you find the function in VivaDesigner. “No equivalent” means that VivaDesigner does not offer the function or solves it differently.

Document and Pages

InDesign	VivaDesigner
Document (.indd)	Document (.desd)
Document Setup	Document Setup (File > Document Setup)
Margins and Columns	Margins & Columns (Document > Margins & Columns)
Parent page	Alias page (Pages palette)
Primary text frame	Automatic text object
Parent page item	Alias object
Detach Selection From Parent	Change into a Copy (Object > Alias)
Pages (panel)	Pages palette (Window > Pages)
Insert Pages	New Document Page(s) (Document > Create Pages)
Spread	Spread
Page Tool	Page Format (Document > Page Format)
Pasteboard	Work area
Bleed	Bleed
Slug	no equivalent
Numbering & Section Options	Document Page Settings, New Numbering
Book (.indb)	Collection (.cold)
Style Source	Source document (Collection palette)
Alternate Layout, Liquid Layout	no equivalent

Layout Aids and View

InDesign	VivaDesigner
Baseline grid	Baseline Grid (View > Baseline Grid)
Document grid	Grid (View > Grid)
Guides	Guides
Smart Guides	Smart Guides
–	Guide objects: any objects as magnetic guides
Rulers, zero point	Ruler, zero point
Show Frame Edges	Object Contour (View > Object Contour)
Show Hidden Characters	Text Invisibles (View)
Screen Mode	Screen Mode (View > Screen Mode)

Objects and Tools

InDesign	VivaDesigner
Frame	Object
Text frame	Text object
Graphics frame	Picture object
Unassigned frame	Graphic object
Content (Object > Content)	Content (Object > Content)
Selection Tool	Move Tool, Standard Selection Tool
Direct Selection Tool	Path Selection Tool; picture content in Image Mode
Pen Tool	Path Tool, freeform object tools
Line Tool	Line Tool
Rectangle Frame Tool	Rectangular Picture Object Tool
Rectangle Tool, Ellipse Tool	Rectangular, Oval Graphic Object Tool
Polygon Tool	Shape tools (star, polygon, and over 30 other shapes)
Rotate Tool	Rotate Tool
Eyedropper Tool	Eyedropper Tool
Gradient Swatch Tool	Color Blend Tool
Gradient Feather Tool	Transparency Blend Tool
Hand Tool, Zoom Tool	Hand Tool, Zoom Tool
Threading via in and out ports	Text Chaining Tool, Text Unchaining Tool
Gap Tool	no equivalent
Content Collector Tool	no equivalent
Lock	Lock (Object > Lock); also Protect
Arrange	Order (Object > Send to Front …)
Align (panel)	Align/Distribute (Object > Alignment)
Step and Repeat	Duplicate (Object > Duplicate)
–	Split: divide an object into sub-objects (Object > Split)
Corner Options	Corner Radius (Module palette, Quick Access)
Pathfinder	Pathfinder: Unite Paths, Subtract Paths, Intersect Paths, Exclude Overlap (Object > Shape)
Create Outlines	Convert Text to Paths (Object > Shape)
Stroke	Frame or line (Module palette, Quick Access)
Fill	Fill (fill color, shade, opacity)
Effects	Effects (Object > Effects)
Text Wrap	Run Around (Object > Run Around)
Anchored objects	Anchor objects (Text > Insert > Insert Object)
Object Export Options	Export Options (Object > Export Options)
Clipping path	Clipping
–	Interaction Policies (Object > Interaction Policies)

Text

InDesign	VivaDesigner
Editing text with the Type Tool	Text Mode
Story Editor	no equivalent
Story	Story
Threading	Text chain
Text Frame Options	Object > Special and Text > Layout
Span Columns, Split Columns	Layouts, layout columns
Vertical Justification	Justified space, Line Justification
Place (text)	Import (File > Import)
Insert Footnote	Footnote (Text > Insert > Insert Variable)
Text Variables	Variables
Cross-References	Cross-References
Hyperlinks	Text links
Table of Contents	Table of Contents (Text > Document Index & Tables)
Index	Index
Notes	Notes (Window > Notes)
Track Changes	Change Tracking
Find/Change, GREP	Search & Replace with regular expressions (GREP)
Glyphs (panel)	Character Map, OpenType palette
Type on a Path	Text On Path
Conditional Text	no equivalent
Linked content	no direct equivalent; alias objects link copies to their original

Typography

InDesign	VivaDesigner
Character, Paragraph (panels)	Module palette, Character and Paragraph tabs
Tracking	Character Spacing
Kerning	Kerning
Drop Caps	Drop Caps
Nested Styles	Nested Styles
GREP Styles	GREP Styles
Optical Margin Alignment	Optical Alignment
Adobe Paragraph Composer	no equivalent; own composition and hyphenation rules
Bullets and Numbering	Bullets & Numbering
Paragraph Rules, Paragraph Shading, Paragraph Borders	Paragraph Rule, Paragraph Background, Paragraph Frame
Keep Options	Keep Paragraphs Together, Widows & Orphans

Styles and Style Sheets

InDesign	VivaDesigner
Styles	Style Sheets (Edit > Style Sheets)
Paragraph Style	Paragraph Style Sheet
Character Style	Character Style Sheet
–	Layout Style Sheet
Object Style	Graphic Style Sheet, Picture Style Sheet
Table Style	Table Style Sheet
Cell Style	Cell Style Sheet; also row and column style sheets
Based On	Template
Next Style	Next Style Sheet
Style groups	Style Sheet Groups
Override (+)	Manual override (+)

Tables, Pictures, and Colors

InDesign	VivaDesigner
Table in a text frame	Table object, free or anchored
Table Options, Cell Options	Table Settings, Cell Settings
Table strokes and fills	Separators, colors for cells, rows, columns
Place	Import (File > Import)
Links (panel)	Pictures palette, Picture Usage
Fit Content to Frame	Fit Picture to Frame
Fit Content Proportionally	Fit Picture Proportionally to Frame
Fill Frame Proportionally	Fill Frame Proportionally
Fit Frame to Content	Fit Frame to Picture
Object Layer Options	Image Layers
Library (.indl)	Library (.libd)
CC Libraries	no equivalent
Snippet	InDesign Snippet (File > Import)
Swatches	Colors palette; Colors & Blends
Spot color	Spot color
Process color	Process color
Trapping, overprint	Trapping, overprint
Separations Preview	Color Proof (View)

Output and Program

InDesign	VivaDesigner
Export (Adobe PDF)	As a PDF File (File > Export)
Adobe PDF Presets, Print Presets	PDF Export Presets, Print Presets

Preflight	Preflight Document (Preferences), Accessibility Check
Package	Package & Send (File)
Transparency Flattener	Flatten Transparency (PDF export)
Print Booklet	VivaImpose
Save as IDML	InDesign Markup (File > Export > Document)
Panel	Palette
Control panel	Quick Access
Tools (panel)	Tool Palette
Workspace	Workspace
Preferences	Preferences (Edit > Preferences)
Keyboard Shortcuts	Keyboard Shortcuts (Preferences)
Save, Save As	Save, Save As
Scripts	Scripts palette (JavaScript)
Data Merge	Database Publishing
Plug-ins	AddIns
Articles	Articles palette, Reading Order

Keyboard Shortcuts Compared

With the **InDesign** set, the familiar keyboard shortcuts apply. The following table shows important commands in the **InDesign** set and, for comparison, in the **VivaDesigner** set as used in the manual. The information applies to Windows and Linux with a US keyboard; on macOS, press the **Command** key instead of **Ctrl** and the **Option** key instead of **Alt**.

File and Edit

Command	InDesign Set	VivaDesigner Set
New, Open, Save	Ctrl + N, O, S	Ctrl + N, O, S
Save As	Ctrl + Shift + S	Ctrl + Alt + S
Import (Place)	Ctrl + D	Ctrl + D
Export as PDF File	Ctrl + E	Ctrl + E
Print	Ctrl + P	Ctrl + P
Package & Send	Ctrl + Alt + Shift + P	–
Document Setup	Ctrl + Alt + P	Ctrl + Alt + Shift + P
Preferences	Ctrl + K	–
Undo	Ctrl + Z	Ctrl + Z
Redo	Ctrl + Shift + Z	Ctrl + Y
Paste without Formatting	Ctrl + Shift + V	Ctrl + Shift + V
Paste without Offset	Ctrl + Alt + Shift + V	Ctrl + Alt + Shift + V
Deselect All	Ctrl + Shift + A	–
Search & Replace	Ctrl + F	Ctrl + F

Objects

Command	InDesign Set	VivaDesigner Set
Group	Ctrl + G	Ctrl + G
Ungroup	Ctrl + Shift + G	Ctrl + U
Lock	Ctrl + L	Ctrl + Shift + L
Run Around (Text Wrap)	Ctrl + Alt + W	Ctrl + T
Convert Text to Paths	Ctrl + Shift + O	–
Text > Layout	Ctrl + B	–
Object Contour (Frame Edges)	Ctrl + H	Ctrl + L
Text Invisibles	Ctrl + Alt + I	Ctrl + I

Text

Command	InDesign Set	VivaDesigner Set
Left, Center, Right	Ctrl + Shift + L, C, R	Ctrl + Shift + L, C, R
Justify	Ctrl + Shift + J	Ctrl + Shift + J
All Caps, Small Caps	Ctrl + Shift + K, H	Ctrl + Shift + K, H
Underline	Ctrl + Shift + U	Ctrl + Shift + U
Increase, Decrease Font Size	Ctrl + Shift + Period, Comma	Ctrl + Shift + Period, Comma
Increase Line Spacing	Alt + Down Arrow	Alt + Up Arrow
Increase Character Spacing	Alt + Right Arrow	Alt + Left Arrow
Insert Page Number	Ctrl + Alt + Shift + N	Ctrl + Alt + N

Tools and Palettes

Tool, Palette	InDesign Set	VivaDesigner Set
Move Tool (Selection)	V	M
Path Selection Tool	A	A
Text Object Tool	T	T
Picture Object Tool	F	P
Rectangular Graphic Object	M	R
Oval Graphic Object	L	O
Path Tool (Pen)	P	Shift + P
Rotate Tool	R	Shift + R
Color Blend Tool	G	B
Module palette (Control)	Ctrl + Alt + 6	Ctrl + F9
Style Sheets palette	F11	Ctrl + F11
Colors palette (Swatches)	F5	Ctrl + F6
Layers palette	F7	Ctrl + F7

Note:

- *In the* **InDesign** *set, some VivaDesigner commands have no shortcut because InDesign uses the key differently, for example* **Object > Special**, **Group Mode Active**, *and* **Colors & Blends**. *Assign your own shortcuts for them under* **Edit > Preferences > Keyboard Shortcuts**.
- *The tooltips in the tool palette show the keys of the* **VivaDesigner** *set, even if you use the* **InDesign** *set.*
- *VivaDesigner has no keyboard shortcuts for bold and italic: choose the font style, for example* **Bold**, *or a character style sheet.*

What Else VivaDesigner Offers

Besides the functions you know from InDesign, VivaDesigner offers options that make your everyday work easier:

- **Guide objects** – Any objects, including circles and curves, become magnetic layout aids that are not printed.
- **Alias objects** – Copies that remain linked to their original, on all pages and layers.
- **Layout style sheets and justified space** – Columns and spacing within a text object as a style sheet, free space distributed evenly.
- **Combinable style sheets** – Several graphic style sheets on one object, because each one sets only its own options.
- **Split** – Divide objects into even sub-objects with a single command.
- **Codes** – QR codes, Data Matrix, and over 50 other barcodes directly in the picture object (**Object > Code**).
- **Other formats** – Besides InDesign, VivaDesigner also opens documents from Affinity, QuarkXPress, Scribus, Microsoft Publisher, Word, Apple Pages, and PDF, as well as Excel, CSV, and Numbers files.
- **Layout templates** – Working mode, access rights, and interaction policies control what other users may change – also in the browser with the Web Edition.
- **Database Publishing** – Catalogs, price lists, and data sheets from databases and spreadsheets, with templates from VivaDesigner and InDesign.
- **Accessibility** – PDF/UA-1 and PDF/UA-2 directly from the layout, with accessibility check (PDF/UA license).
- **Writing systems** – Arabic and Hebrew typesetting with Kashida, vertical typesetting for Japanese and Chinese with vertical baseline grids.
- **VIVA AI** – The VIVA AI Assistant designs layouts on request; AI actions translate texts, describe pictures, and edit photos. Usage is billed in VIVA Points.
- **Platforms** – One program for Windows, macOS, and Linux; one license applies on all platforms.

What Works Differently

Some InDesign functions do not exist in VivaDesigner or exist in a different form:

- **Alternate Layouts and Liquid Layout** – You create different formats as pages with their own page format in one document; you scale groups with **Object > Scaling**.
- **Conditional Text** – Put variants, for example languages, on separate layers.
- **CC Libraries** – You manage shared components in libraries (.libd) and shared documents in VivaCloud.
- **Gap Tool and Content Collector** – You create spacing with **Object > Alignment > Align/Distribute** and copies with **Object > Duplicate** or as alias objects.
- **Slug** – Put notes for the printer on a separate, non-printing layer or add them as a note.
- **Interactive forms and buttons** – For moving content, VivaDesigner offers the **Animation** palette with MP4 export.

From the InDesign User Guide to the VivaDesigner Manual

Both guides describe similar functions but are structured differently. The InDesign User Guide is organized by areas of activity such as layout and design, text, styles, typography, drawing and painting, or transparency. The VivaDesigner manual is organized by the things you work with: documents, pages, objects, text, pictures, tables, style sheets. The following table shows where you find a topic.

In the InDesign User Guide	In the VivaDesigner Manual
Workspace and workflow	018 The User Interface, 250 Preferences, 001 Reference Card
Default keyboard shortcuts	001 Reference Card, 250 Preferences (Keyboard Shortcuts)
Converting documents	020 Working with Documents (opening other formats)
Layout and design: pages, parent pages	030 Working with Pages
Layout and design: grids, guides	042 Layout Aids
Layout and design: book files	021 Working with Collections, 325 Creating a Book
Table of contents, index	050 Working with Text (Indexes and Tables)
Text	050 Working with Text, 055 Working with Articles
Styles	090 Working with Style Sheets
Typography	060 Working with Typography, 251 Working with Fonts
Tables	080 Working with Tables
Drawing and painting, transparency	040 Working with Objects
Graphics, links	070 Working with Pictures
Layers	045 Working with Layers
Color	120 Working with Colors
Export and publish	210 Export
Printing, preflight	200 Printing, 320 Working with Printers
Automation: scripting	380 Working with Scripts
Automation: data merge	340 Database Publishing
Accessibility	210 Export (Create accessible PDFs), 055 Working with Articles

In addition, the VivaDesigner manual contains chapters that have no counterpart in InDesign: 075 Working with Codes, 270 Working in a Team, 271 Create layout templates, 310 Working with VIVA AI, and 015 VIVA Points.

> *Tip: As an InDesign user, first read the chapters 018 The User Interface, 040 Working with Objects, and 090 Working with Style Sheets. That is where most of the differences show up. For a first overview of all steps, use the Quick Start; for related tasks such as brochures and books, use the Practical Guide.*