

workspace manager 2.0

Automatically Create Workspaces



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User Guide

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Automatically Create Workspaces

Thanks for using Teacup Software's Workspace Manager! The Workspace Manager makes it easier for you to manage your palettes by introducing the idea of workspaces into InDesign. The Workspace Manager is designed to work seamlessly with

Teacup Software's other palette-focused product, the Palette Manager. Together, the Workspace Manager and the Palette Manager will revolutionize the way you work with InDesign. Learn more at www.teacupsoftware.com.

Introduction

WHAT IS A WORKSPACE?

A workspace is simply a layout of palettes on the screen, including where the palettes are located and what tabs are in each palette. The Workspace Manager creates context sensitive workspaces. There is a workspace for working with graphic frames, a workspace for text frames, and so forth.

AUTOMATICALLY LOADING AND SAVING WORKSPACES

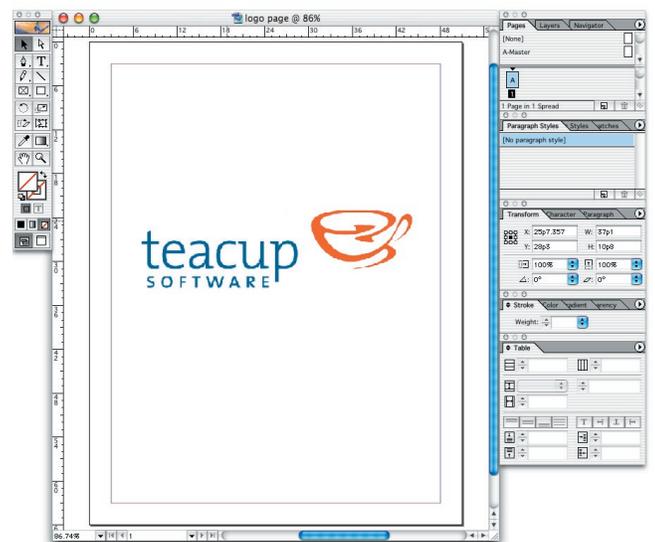
The Workspace Manager will automatically save and invoke workspaces for you as you select different objects. For example, when you click on a graphic frame, the Workspace Manager automatically brings up the graphic frame workspace. When you deselect the graphic frame, the Workspace Manager automatically saves the graphic frame workspace.

MANUALLY LOADING AND SAVING WORKSPACES

The Workspace Manager also features a manual mode, which allows you to load and save workspaces manually as you need. Manual mode is also context sensitive – when you tell the Workspace Manager to load a workspace, it will load the workspace appropriate to whatever object you have currently selected. The same thing is true for saving workspaces as well.

ALWAYS REMEMBERING PALETTE POSITIONS

The Workspace Manager always puts your palettes exactly the way you left them the last time you quit. Whatever changes you make to InDesign folders, the Workspace Manager puts your palettes back the way you had them the last time you quit.



InDesign's Default Palette Layout, which is invoked when you first start InDesign

Using the Workspace Manager

The Workspace Manager loads and saves workspaces depending on what kind of object you're working on. There are workspaces defined for six different contexts:

- Graphic Frames
- Text Frames selected with the Selection Tool
- Text Frames selected with the Cursor Tool
- Paths and Splines
- Groups of Objects of multiple types
- Nothing Selected

All of these workspaces can be disabled except for the

GRAPHIC FRAMES

This workspace is active any time you create or select a graphic or a graphic frame. You can select a graphic using the selection or direct selection tool and this workspace will activate.



An Example of a Graphic Frame Workspace



An Example of a Text Frame Selected with Selection Tool Workspace

TEXT FRAMES SELECTED WITH THE SELECTION TOOL

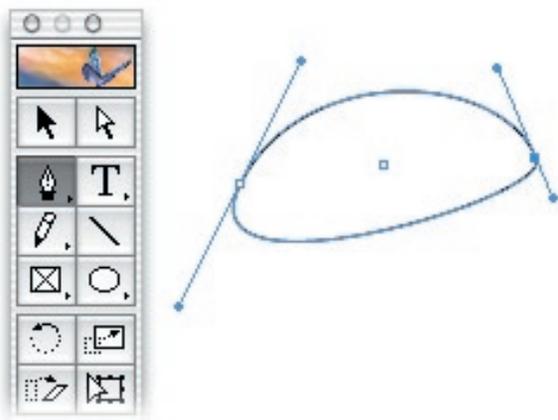
This workspace is active when you select a text frame with either the selection or direct selection tool.

TEXT FRAMES SELECTED WITH THE CURSOR TOOL

This workspace is active when you are typing or selecting text with the cursor tool.



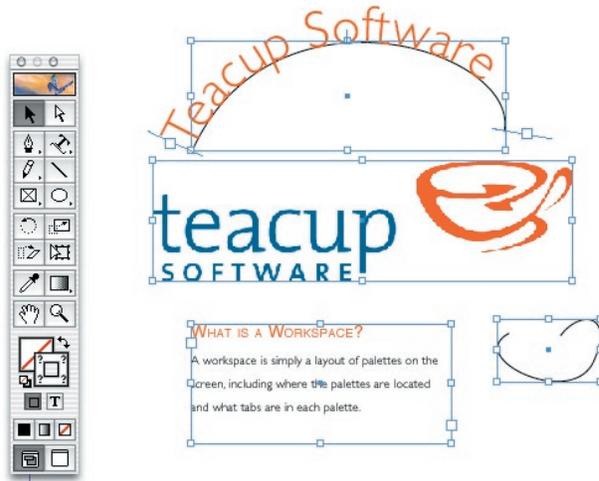
Text Frame Selected with the Cursor Tool



A spline being drawn. The Path and Spline Workspace will be active whether the path is being created, selected or modified.

PATHS AND SPLINES

Any time you create or select a path or spline, this workspace becomes active. The only exception to this is when you are typing text on a path, in which case the Text Frames Selected with Cursor Tool workspace is active.



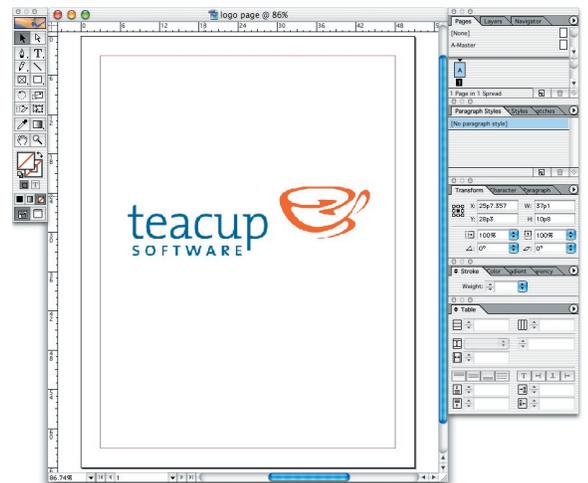
MULTIPLE OBJECTS OR GROUPS SELECTED

When you have different types of objects selected at the same time, such as a graphic frame and a text frame, this workspace becomes active. It also activates when you select a grouped object containing objects of different types.

A Multiple Selection of different types of objects

NOTHING SELECTED

This workspace is active when no objects are selected. This is the one workspace that you cannot disable. This workspace is also automatically saved when you quit the application and invoked when you start the application, even in manual mode. This means that the Workspace Manager will save your palette settings regardless of what changes you make to your InDesign setup.



An example of a workspace that is active with nothing selected.

Automatic vs. Manual Mode

When in Automatic Mode, any time you select a new kind of object, the Workspace Manager automatically takes care of loading and saving the workspaces for you. For example, say you click on a graphic frame when you had a text frame selected – as soon as you click on the graphic frame, the Workspace Manager will automatically save the Text Frame workspace and bring up the Graphic Frame workspace.

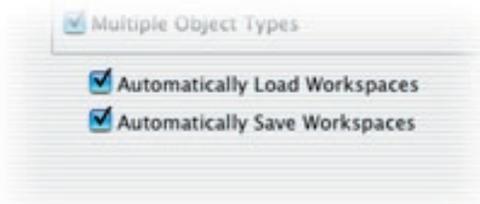


You can manually load and save workspaces via Window > Workspace Manager... or via keyboard shortcuts

When in Manual Mode, the Workspace Manager will only save or load workspace when you tell it to. You can load and save workspaces via the Workspace Manager menu, located under the Teacup menu.

You can also load or save workspaces at any time via keyboard shortcuts. Option-Shift-L to load or Options-Shift-S to save on the Macintosh, or Alt-Shift-L to load and Alt-Shift-S to save on Windows. These shortcuts can be modified via InDesign's keyboard shortcut editor.

TURNING ON MANUAL OR AUTOMATIC MODES



Use these checkboxes in the Workspace Manager panel of the preferences dialog to switch between automatic and manual modes

You can switch between Manual and Automatic modes using InDesign's Preferences dialog. In that dialog, you will find a Workspace Manager panel, where you can enable or disable automatic load and automatic save via two checkboxes. Deselecting these two checkboxes will put the Workspace Manager in manual mode, while selecting them both will place it in automatic mode. For greater flexibility, you can also select each one individually,

according to your preference.

A SHORTCUT FOR SWITCHING BETWEEN MANUAL AND AUTOMATIC MODES

InDesign has a couple of built-in commands called "Show/Hide All Palettes" and "Show/Hide All Palettes Except Toolbox." These commands are pretty self-explanatory. They are normally tied to the tab key and to shift-tab, respectively, and you can find them under the "Views, Navigation" area of the keyboard shortcut editor.

The Workspace Manager enhances these commands. When you use them to hide your palettes, the Workspace Manager will disable both auto load and auto save modes. When you use the commands to show the palettes, the Workspace Manager will switch the auto modes back on. Also, when you show the palettes again, the Workspace Manager will detect what you have selected, and will show the palettes for that workspace.

This is a convenient way for you to both disable the Workspace Manager and hide all your palettes using a simple keystroke.

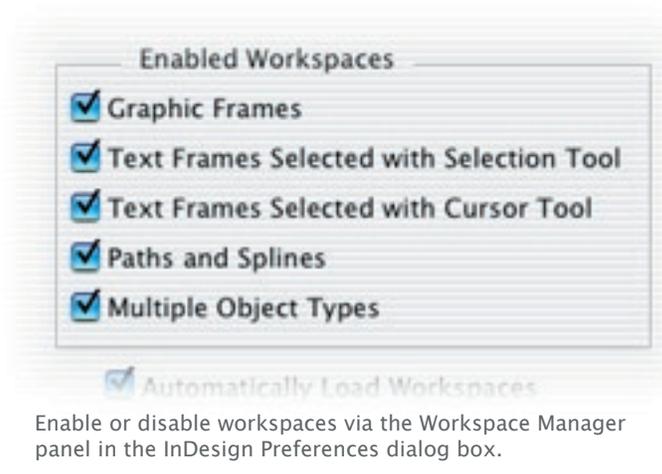
Setting Preferences

You can set preferences by opening up InDesign's preferences dialog and selecting the Workspace Manager panel. In that panel, you can enable or disable individual workspaces. You can also switch between manual and automatic mode (see previous section).

ENABLING AND DISABLING WORKSPACES

When you disable a workspace, it simply means that selecting an object of a certain type will no longer activate a workspace. For example, say you disable the graphic frame workspace. Now when you have, say, a text frame active and then click on a graphic frame, nothing happens. The text frame workspace remains active, even though you've selected a graphic frame. No automatic saving or loading will occur.

To enable or disable a workspace, simply select or deselect the appropriate checkbox in the preferences dialog.

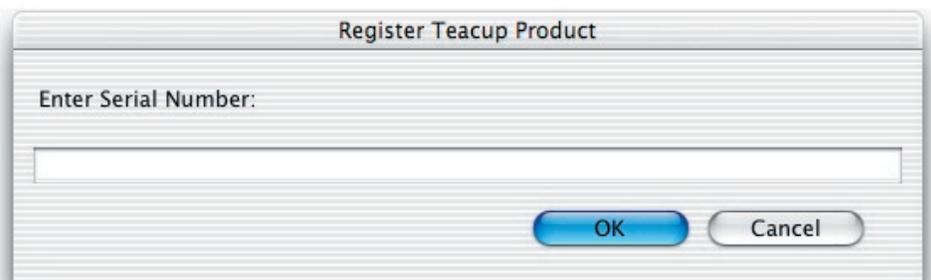


Registering the Workspace Manager

In order to unlock the full working version of the Workspace Manager, you must have a serial number given to you by Teacup. These can be purchased at Teacup's web site, www.teacupsoftware.com.

Once you have a serial number, you must enter it into the Workspace Manager. Select Help > Register Teacup Product. This will bring up the registration dialog.

Copy and paste your serial number into this dialog, click OK, and your copy of the Workspace Manager is registered!



Access this dialog from Help > Register Teacup Product...

Tips for Best Use

Here are a few tips on how to speed up the Workspace Manager. As with any tips, these are only suggestions. Feel free to experiment with the Workspace Manager and find the way that works best for you.

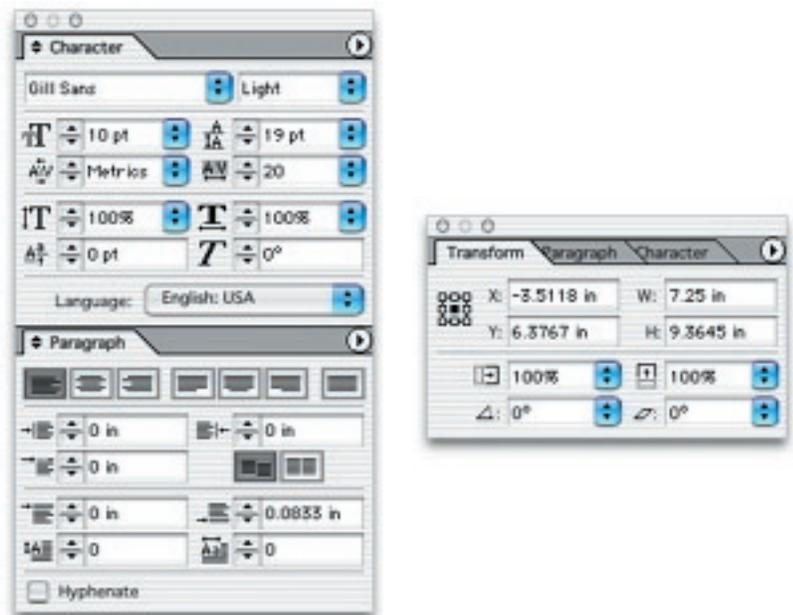
MAKE WORKSPACES EITHER VERY SIMILAR OR VERY DIFFERENT

The Workspace Manager has been heavily optimized to modify palettes as quickly as possible, but there's still an unavoidable bit of time that it takes to move the palettes around call up a workspace. However, different aspects of modifying a palette can take more or less time, and by being aware of those differences, you can set up your workspaces in such a way that switching between them can go very quickly.

The most "expensive," time-consuming thing that the workspace manager can be called upon to do is stacking and unstacking palettes. The next most time-consuming task is changing the tab-order of palettes. The fastest tasks are hiding, showing and moving palettes.

So if you have two workspaces, and one has the pages and layers palette in two separate palettes while the other has the pages and layers palettes stacked on top of each other in the same palette, it will be somewhat more time consuming to switch between the workspaces than if you had them simply stacked on top of each other, but not joined in the same palette. So that is why you should keep your workspaces similar – for best performance, don't unnecessarily change an individual palette layout between workspaces.

Alternatively, say you have the character and paragraph palettes stacked on top of each other in the same palette in a text-frame workspace, but in a graphic frame workspace you simply have



The same palette in two different workspaces. It would be more efficient to remove the character and paragraph palettes from the palette at right, if they're not needed. Then, the Workspace Manager would only need to close the palette at left, rather than change its layout.

them tabbed together and out of the way, hidden behind the transform palette (see illustration). The Workspace Manager has to unstack the two palettes and redo the layout every time you switch workspaces. If you don't need the Character and Paragraph palettes in the graphic frame workspace, better just to get rid of them! That way, all the Workspace Manager has to do between workspaces is open and close palettes, rather than redo their layout. So that is what we mean when we say to keep workspaces very different – if there's a palette that you don't need in one workspace, don't just hide it away in some obscure tab, but close it completely.



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