

InDesign® CC Introduction & Beyond

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InDesign cover	
InDesign Tools Panel	1
Toolbar Layouts	2
The Control Panel	3
Collapsible Panel Layout	4
What is InDesign	
Application Frame	
Application Bar	
Arrange Documents	
Changing Preferences	
Display Preferences	
Setting the Defaults for Type	
Preferences Checklist	
Smart Text Reflow	
Default Hyphenation Settings.	
Creating a New Document	
Document Presets Primary Text Frame	10
Page Layout.	14
Creative Cloud Desktop	
Creative Cloud Libraries	
Creative Cloud Mobile Apps	
Adobe Capture Character Formatting	17
Placing Content.	19
Placing Text	
Autoflow	
Placing Text and Adding Pages	. 20

Autocorrect & Dynamic Spell Check	
Improved Text Handling	
Threading Text In Port and Out Port	
Double-Click to Edit Text	
Formatting the Text	
Optical Kerning	
Text Selection Tips	
Type Keyboard Shortcuts	
Hidden Characters	
Paragraph Formatting	
Context Sensitive Menu	
Control Panel Menu for Character	
Hanging Punctuation	
Text Frame Options	
Paragraph & Character Styles	
Building a Paragraph Style	
Space After	
Widow & Orphan Control Keep Options	
Building a Character Style	
Loading Styles from InDesign Documents	
Glyphs Panel	
User-specified Glyph Sets	
Nested Styles	
Keyboard Shortcuts	
InDesign Snippets	
Graphics Info	
Raster or Bitmap	
Vector or Bézier Curve	
Ideal Resolution	
Common Line Screens	
How Resolution Affects File Size	
Transforming Raster Images	
DPI vs PPI	
Resolution Formula	

LPI	
After the Scan	
Resolution vs Quality	41
Exception to the Rule	
Graphic File Formats	
Print Formats	
PSD	
TIFF	
EPS (not recommended today)	
DCS & DCS 2	
Web Formats	
PNG	
JPEG (ok for print today)	
GIF	
Formats to Avoid PICT	
BMP	
WMF	
Color Modes	47
RGB	
СМҮК	
Grayscale	
Bitmap/Line Art	
Duotone	
Placing Images	
Selection vs Direct Selection Tool	
Scaling & Fitting Images Using the Control Panel	
Reference Point	
Enhanced Support for Photoshop	
Drag & Drop	
Scaling Images	50
Dynamic Graphics Preview	
Info Panel	51
High Resolution Image Display	
Bleed and Slug Preview	52
Print Preview	
Text Wrap	

Table of Contents

Enhanced Text Wrap	
Text Frame Options	ŀ
Clipping Path)
Align Panel	;
Repeated Transformations	
Pathfinder Panel	1
Merging Objects	
Anchored Objects)
Photoshop and PDF Layer Support)
Object styles)
The Pages Panel	1
Display More Pages in the Pages Panel	
CS5 Pages Preference	
CS5 Pages Preference	
Master Pages	
Adding a Page Number)
Creating a Section	
•	
Footnotes	
Master Page Settings)
Resetting Master Items Referenced Master Pages	
Resetting All Master Items	
Master Options	
Changing Margins & Columns	7
Building Templates)
Creating a Template	
Building a Table of Contents)
Creating Dot Leader)
Updating the Table of Contents	
Formatting the Table of Contents	1
Setting Tabs)
Tab Shortcuts	
Tabs Exercise	
Working on InDesign Files Created by Others	F

Opening Documents with TypeKit Fonts Find Font
Links
Sorting Links
Preflight
Package
Layers
PDF Font Embed Status
Font Embed Status
Acrobat & Adobe Reader Font Substitution
Loading PDF Settings
Direct Export to PDF
Bookmarks & Buttons in Richly Interactive PDFs
General PDF Settings
Compression Settings Marks & Bleeds
Output
Advanced
PDF Security
PDF Summary
Save Preset
Printing a PDF
Printing Controls
Setup Marks & Bleeds
Output
Graphics
Color Management
Book Support
Creating a Book
Custom Numbering Pages
Printing or Exporting a Book
Indexing
Before Generating the Index

Reference Mode Topic Mode Code Reference
Creating an Index
Separations Preview Panel
Ink Manager
Mixed Ink Support
Transparency Flattening
5 Places to Flatten
Incoming Image Formats
Transparency Flattener Presets
Story Editor
Large Document Support
Quick Apply to Find and Apply Styles
Shape-to-Shape Conversion

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InDesign Tools Panel Selection Tool(v)		
	k	Direct Selection Tool (a)
Page Tool(Shift p)	B	
Content Collector (b)	↔ ຟັ	Gap Tool (u)
	T,	Туре Тооl (t)
Line Tool (\)	/	
	Ø.	Pen Tool (p)
Pencil Tool (n)		Rectangle Frame Tool (f)
Rectangle Tool (m)		
	≫	Scissors Tool (c)
Free Transform Tool (e)		Gradient Swatch Tool (g)
Gradient Feather Tool (Shift g)		Gradient Swatch 1001 (g)
	F	Note Tool
Color Theme Tool (Shift i)		
Zoom Tool (z)	S.	Hand Tool (h)
Default Colors (d) ———	► 43 □ T	Toggle Text and Object (j)
		Color (,) None (/) Gradient (.)
Normal view /Toggle (w) ———		◄ Preview (w)

Hide Panel Shortcuts

Tab: Hide all panelsShift Tab: Hide all panels (except tools & control panel)

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Interface

Toolbar Layouts

InDesign offers two toolbar layouts, Single Column or Double Column. There is a 3rd column layout for a Horizontal row that you can access through your Interface preferences.

Shortcuts for Nested Tools

Nested tools are hidden under the main tools on your tools panel. You can tell which tools have nested ones underneath by looking at the lower right corner of the tool. A tiny arrow indicates if you click and hold on the tool, nested tools will pop up.

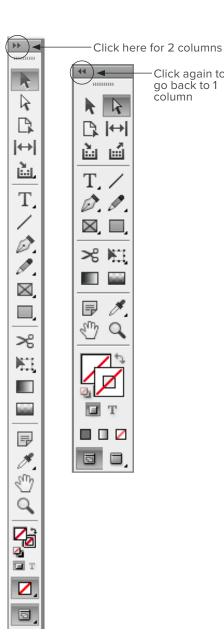
Add Anchor Point Tool (=) Delete Anchor Point Tool (-) Convert Direction Point Tool (shift c) Path Type Tool (shift t) Ellipse Tool (I)

Default Workspace

Panel locations can be saved as custom workspaces (so InDesign remembers which panels you use if they get moved or out of order). Workspaces (saved panel arrangements) can be switched at any time, based on the task you are completing that day. The default workspace is Essentials.

I prefer to load the **Typography** workspace before I start working in InDesign. Do this by choosing Window > Workspace > Typography.

Window Help		
Arrange	•	
Workspace Articles Color ✓ Control Editorial	乙 第6	[Advanced] [Book] [Digital Publishing] [Essentials] [Interactive for PDF] [New in CS6]
Effects Extensions Folio Builder	企 第F10 ▶	[Printing and Proofing] ✓ [Typography]
Folio Overlays Info Interactive	F8	Reset Typography New Workspace Delete Workspace
Layers Links Mini Bridge	F7 企業D	Show Full Menus



Interface

Click again to

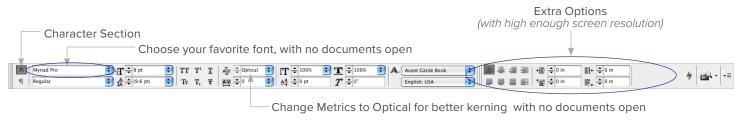
go back to 1

column

The Control Panel

The Control Panel (at the top of your InDesign screen) pretty much eliminates the need for the Character and Paragraph Panels (although Adobe did leave them in). To switch between Character and Paragraph sections hit Command Option 7 or Ctrl Alt 7.

Text Tool Active



A 📑 플 클 클 I + Ē ≑ 0 in 퇴+ ≑ 0	* 📰 🗢 0 in	,≣ ÷0.1 in	1 🗄 ¶. 🕅 body	● ● 1 Bernhard Modern Std ¶.+* ■ I x:: 0.4082 in Roman	💼 🕁 ≑ 12 pt	• TT T' <u>T</u>	4 🔐≡
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Paragraph Section

Object Selected

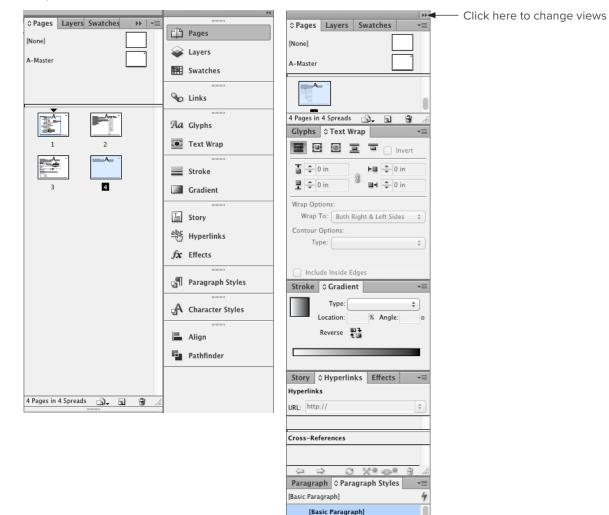


Interface

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Collapsible Panel Layout

In Adobe applications today the word palette is gone, it has been changed to **panel**. Panels can be docked in **collapsible Panel bays** that are tucked on the right edge of your window. Panels can be re-organized by grabbing the top of the Panel and dragging it to the desired location. One click on the name of the Panel will collapse or expand the panel.



Interface

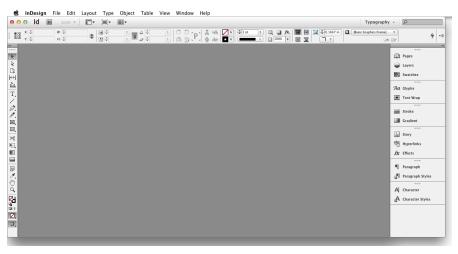
What is InDesign

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Adobe InDesign is the hottest page layout program on the market. Many large corporations are switching to this ground breaking product to create books, magazines, flyers, business collateral and much more. During this course we will use some standard conventions, **Mac** shortcuts will appear in **Bold**, **PC** shortcuts will appear in **this font**.

Application Frame

This setting isn't necessary for Windows users, but is fabulous for the Mac. I can't tell you how often a student inadvertently clicks on the desktop and jumps out of the program I'm teaching, by turning on the new Application frame, this will never happen again. You can also use this to move the entire InDesign application onto a secondary monitor. This is available in most all Creative Suite and Creative Cloud Applications. To turn on this feature choose **Window > Application Frame**.



Introduction

Application Bar

This feature was added to all CS4 applications located below the menu bar on the Mac and to the right of the menu bar on the PC. There is a button to jump to Adobe Bridge and buttons for changing screen mode, view options, zoom level and arranging multiple documents. The Application bar also has a search field for accessing Adobe's online help and a workspace switcher on the right side of the screen.

	InDesig	n File	e Edit	Layout	Type	Object	Table	View	Window	Help
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* 02	X: 🔺 Y: 🔺			2983	• •	¢ \$		¢	ີ ີ [I) & «
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Arrange Documents

I personally love this feature for quickly tiling windows horizontally or vertically. Located on the Application bar is an Arrange Documents menu.



Changing Preferences

The default unit of measure for InDesign is set to **Picas**, which most Typesetters prefer, but today more designers are using **inches**. To change this setting choose **InDesign > Preferences > Units & Increments** (*Mac*), **Edit > Preferences > Units & Increments** (*Windows*). There is also scale for Points Per Inch, Adobe PostScript (72 ppi) or Traditional Typesetting (72.27 ppi).

General A	Units & Increments
Sync Settings	
Interface	
Туре	Origin: Spread
Advanced Type	
Composition	Horizontal: Inches v points
Units & Increments	Vertical: Inches
Grids	vertical.
Guides & Pasteboard	
Dictionary	Conter Units
Spelling	Stroke: Points
Autocorrect	orono, i omo
Notes	
Track Changes	Point/Pica Size
Story Editor Display	Points/Inch: PostScript (72 pts/inch)
Display Performance	
Appearance of Black	
File Handling Clipboard Handling	Keyboard Increments
	Size/Leading: 1 pt Kerning/Tracking: 10 /1000 em

Note: To increase your text size: Command Shift >

Preferences

or

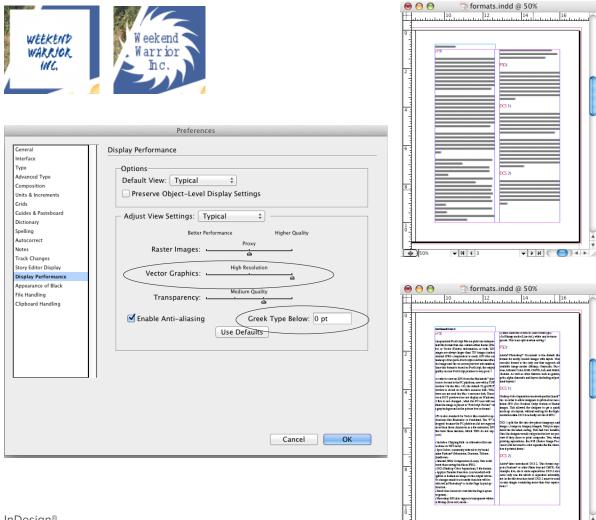
Ctrl Shift > This increases your text

size by 2 points at a time, unless you change your preferences. If you add **Option** or **Alt** key to this shortcut it will move 10 points at a time. When you changes your preferences (as shown on the left, the shortcut above will increase the text 1 point at a time and 5 points when you add the **Option** or **Alt** keys.

Display Preferences

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Often Vector images (Logos, Artwork, or Illustrator EPS files) will display with a white box behind them when no white box exists. To prevent this from happening choose InDesign > Preferences > Display Performance (Mac) or Edit > Preferences > Display Performance (Windows). In the dialog, slide Vector Graphics to High Resolution. Another useful setting in Display Performance is to set Greek Type Below to 0, so you will see actual characters when you zoom out (instead of a grey lines).



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Setting the Defaults for Type

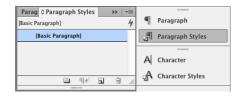
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I am a huge fan of the female author **Robin Williams** <u>ratz.com</u>, not the Actor/Comedian (although I like him too). She wrote a few of these great books:

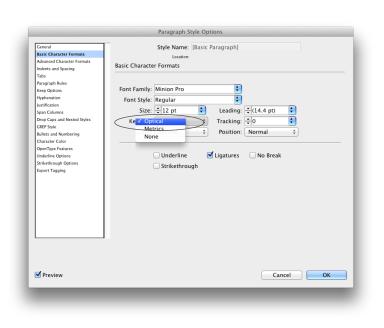
The Mac is not a typewriter The PC is not a typewriter The Non-Designer's Design Book

Some of her golden rules are never use Times, Times New Roman, Arial or Helvetica, it tells the world you are just like everyone else. Having said that, I want to change the default font for InDesign to an OpenType font, so it works on both Mac & PC without any type reflow or character switching. To change the default font, make sure no documents are open:

1. Click on Paragraph Styles on the Right



- 2. Double click on Basic Paragraph
- 3. Click on Basic Character Formats Select **Optical kerning**.



Note: If you've already built documents in InDesign, they will pick up your old default preferences. These changes will affect all new InDesign files.

Preferences

Preferences

Preferences Checklist

Make sure No Documents are Open when you change these settings. On the Mac, Preferences are under the InDesign menu. On Windows, Preferences are under the Edit menu:

1. Window > Workspace > Typography

2. Preferences > Units & Increments

Size & leading to 1 Baseline shift to 1 Kerning Tracking to 10 (or 5)

3. Preferences > Display Performance

Vector Graphics > High Resolution Greek Type Below: 0

4. **Preferences > Type**

Smart Text Reflow CHECK Delete Empty Pages

5. **Preferences > Interface**

Color Theme: Light Un-check: Match Pasteboard to Theme Color

6. Edit > Spelling > Dynamic Spelling

Paragraph Styles panel > Double-click Basic Paragraph Basic Paragraph Formats: Turn on Optical Kerning Better Hyphenation Settings (see Hyphenation settings on page 12)

CC & Newer: Pages panel menu > View Pages > Horizontally CS5: Pages Panel Menu > Panel Options Un-check Show Vertically for Pages at the top of the dialog

- 9. View > Extras > Show Text Threads
- 10. View > Extras > Hide Content Grabber (optional)
- 11. Links panel menu > Panel Options...

Check the box under Show Column: **Effective PPI** (*This will show the post-scaled resolution of every placed image!*)

NEW Preference!

Preferences > General UN-CHECK Show Start Workspace when No Documents Are Open

Smart Text Reflow

InDesign CS4 added a new setting called Smart Text Reflow which will add or remove pages as your formatting or content changes. This feature is useful if you want a new page to be added whenever you type more text than can fit on the current page, it also prevents overset text or empty blank pages. By default, Smart Text Reflow is limited to master text frames, which doesn't make since to me, since I never use Master Text Frames. To change this feature to be more useful choose InDesign > Preferences > Type or Edit > Preferences > Type (*Windows*).

	Preferences
General	Туре
Interface	
Туре	Type Options
Advanced Type	☑ Use Typographer's Quotes
Composition Units & Increments	✓ Type Tool Converts Frames to Text Frames
Grids	Automatically Use Correct Optical Size
Guides & Pasteboard Dictionary	☑ Triple Click to Select a Line
Spelling	Apply Leading to Entire Paragraphs
Autocorrect Notes	Adjust Spacing Automatically When Cutting and Pasting Words
Notes Track Changes	Sont Preview Size: Medium
Story Editor Display Display Performance	Number of Recent Fonts to Display: 10
Appearance of Black	Sort Recent Fonts List Alphabetically
File Handling	
Clipboard Handling	Drag and Drop Text Editing
	Enable in Layout View
	Enable in Story Editor
	Smart Text Reflow
	Add Pages To: End of Story \$
	Limit to Primary Text Frames
(Preserve Facing-Page Spreads
	✓ Delete Empty Pages
	Delete Empty rages
	Cancel OK

Preferences

Preferences

Default Hyphenation Settings

While we're here, we should setup our default Hyphenation settings. People either need Hyphenation, or hate Hyphenation. If you don't ever want Hyphenation on change these settings:

- 1. Make sure you have no documents open.
- 2. Go to Window > Styles > Paragraph Styles.
- 3. Double-click [Basic Paragraph].
- 4. Un-check Hyphenation, or make the rules stricter, as shown below.

	Paragraph Style Options
General Basic Character Formats Advanced Character Formats Indents and Spacing Tabs Paragraph Rules Keep Options Hyphenation Justification Span Columns Drop Caps and Numbering Character Color OpenType Features Underline Options Explort Tagging	Style Name: [Basic Paragraph] Location: Hyphenation Image: Hyphenate Hyphenation Zone: Image: Hyphenate Image: Hy
✔ Preview	Cancel OK OK

Creating a New Document

Let's start with the basics, creating a new document. File > New > Document (Command N or Ctrl N).

Document Presets

For a quick way to setup documents with varying sizes and margins, InDesign offers **document presets**. This will save all your settings in the New Document dialog, to re-use those again later. To create a document preset:

1. Create a New Document, clicking Bleed and Slug on the bottom will bring up more settings.

New Document	New Document
Document Preset: Letter 1in	Document Preset: Letter 1in 💌 🛎 🏛
Number of Pages	Number of Pages:
Start Page #: 1 Primary Text Frame	Start Page #: 1 Primary Text Frame
Width: 🗣 8.5 in Orientation: 👔 @ Height: 🗣 11 in	Width: 🗣 8.5 in Orientation: 🕼 ⓓ Height: 🗣 11 in
Columns Number: 🛊 1 Gutter: 🛊 0.1667 in	Columns Number: 👘 1 Gutter: 👘 0.1667 in
Margins Top: \$\$\frac{1}{2}\$ 1 in Bottom: \$\$\frac{1}{2}\$ 1 in Bottom: \$\$\frac{1}{2}\$ 1 in	Margins Top: 👘 1 in Left: 👘 1 in Bottom: 🐳 1 in Right: 🛊 1 in
Bleed and Slug	Bleed and Slug Top Bottom Left Right
Preview Cancel OK	Bleed: 0.125 in <
	Preview Cancel OK

Primary Text Frame

InDesign CS6 added **NEW Primary Text Frame** that automatically creates a text frame inside the margins on the A-Master Page.

In InDesign CS6 and NEWER users can now **click directly** on the page and **type** in the **Primary Text Frame** directly on the page. (More like Word.)

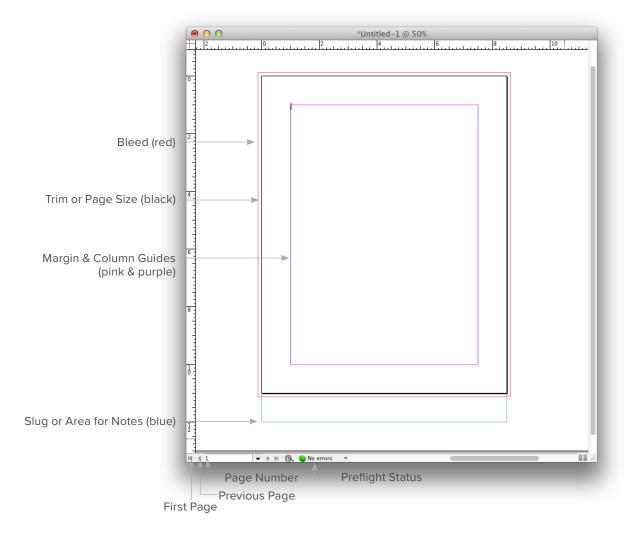
- Tip: You can use a keyboard shortcut, (Command Shift Click or Ctrl Shift Click) if you ever need release an item from the master and edit it in the document.
- 2. Click **Save Document Preset** button at the upper right corner of the dialog. To access the preset in the future click on **Document Preset** at the top of the New Document dialog.

Letter 1 in	 ·	OK
		Cancel

New Documents

New Documents

Page Layout



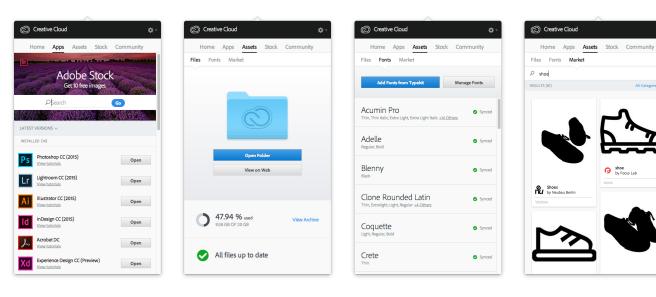
Note: To see your whole document, the keyboard shortcut is: Command 0 or Ctrl 0

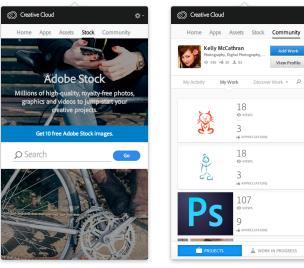
> If you are working in Facing Pages (or Spreads) the shortcut for Fit Spread in Window is: Command Option 0 or **Gtrl Alt 0**

Creative Cloud

Creative Cloud Desktop

To install any Creative Cloud application, you need the desktop version of the Creative Cloud app.

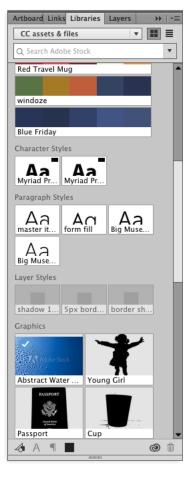




Creative Cloud Libraries

You can create personal *(and shared)* libraries to keep track of brand identity assets, icons for web & mobile layouts, video clips, brushes, and color themes. Library items are automatically synced to your Creative Cloud account using your Adobe ID and password on desktop and mobile.

Add assets created in Illustrator, Photoshop, InDesign, Premiere Pro, After Effects, Dreamweaver, Fuse CC (Preview), and Animate CC to a Creative Cloud Library. Also add assets created in Adobe mobile apps or downloaded from Adobe Stock & Creative Cloud Market to make them available on your desktop.



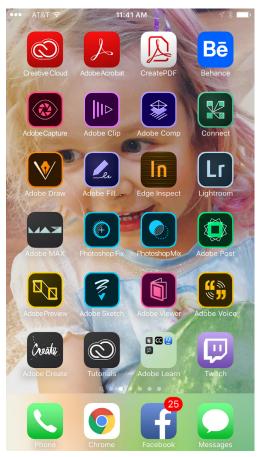
Creative Cloud

Creative Cloud Mobile Apps

All your apps and assets are connected through your desktop and mobile devices. Sketch, draw, paint, create layouts, edit photos and make videos with Adobe's family of mobile apps.

Adobe Capture

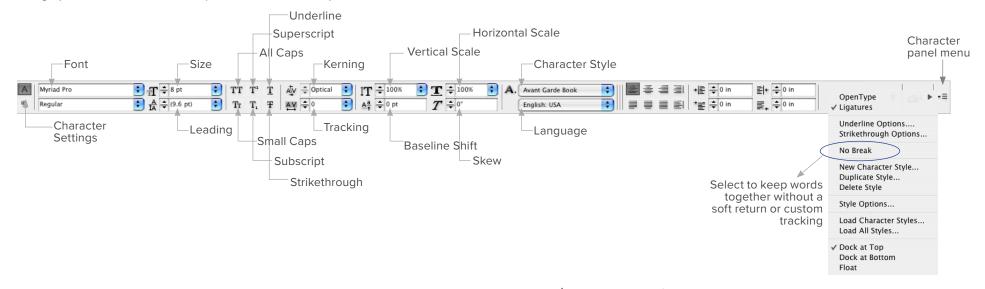
All the features of Adobe Color CC, Shape CC, Brush CC and Hue CC are now available in Adobe Capture CC.



Character Formatting

Character Formatting

For the quickest Character formatting use the new Control Panel, Window > Control (Command Option 6 or Ctrl Alt 6). If you were more comfortable with floating panel (*i.e. you have two monitors*), the Character Panel can be found under Type > Character or Window > Type > Character (Command T or Ctrl T). To switch from the Character section to the Paragraph section of the Control panel hit Command Option 7 or Ctrl Alt 7.



Tip: If you click in the font name (not the arrow to the right of the font name) and press the up ↑ or down arrow ↓ on your keyboard (or use the wheel on your mouse) InDesign will change the highlighted text to the next alphabetic font in the list. In essence, this let's you play with the fonts on the selected text until you land on just the right typeface.

Times Regular	Гт 🔹 \$1
•	
click here	

Placing Content

Unlike popular page layout applications, such as QuarkXPress, InDesign doesn't force you to create a text box *(frame)* or picture box *(frame)* before placing content, simply choose File > Place *(Command D or Ctrl D)* and InDesign will create a text or picture frame for you, automatically.

Placing Text

Text can be placed three different ways: File > Place Command D or **Ctrl D** (without creating a text box), create a text box and choose File > Place or drag a text file from the operating system into the document window. Once you place and see the loaded cursor icon the three options for how to place that text: click once on the margins to fill the page, Shift click in to Autoflow the text (automatically create new pages and link text boxes), Option or Alt click and drag in to do Semi-Autoflow (manually link text boxes as you place).

1. Create a New Document, File > New (Command N or Ctrl N) with these settings:

Facing Pages Off 8.5 x 11 1" margins on all sides 1 Column 0.125" bleed

- There is no need to create a text box before placing the text. Simply go to the Select tool and choose File > Place (Command D or Ctrl D).
- 3. Navigate to the InDesign_class_files folder.
- 4. Choose the file amtrak.txt.
- 5. Once the file has been selected a **loaded cursor** icon will appear on screen. **Click once** on the pink margin guides to fill the page.



- 6. **Double click** the text box to edit the text.
- 7. **Save** the document as **amtrak.indd** (*it is always a good idea, yes even you Mac users, to leave the period and 3 or 4 letter extension*).

Tip: To Autoflow, hold down the Shift key when you see text loaded in your cursor.

Autoflow

When dealing with long documents, it is inefficient to link pages one by one and like other Page Layout applications, it would be troublesome to have pages added without warning when the text is scaled up. InDesign has a magnificent feature for placing text and creating the proper number of pages necessary as it is placed. This feature is called **Autoflow** and works by simply holding down the **Shift** key.

Note: To stop the threading of text click on the Black Arrow tool.

Placing Text and Adding Pages

1. In your amtrak.indd document, since we have **unlimited undos**, choose **Edit > Undo (Command Z** or **Gtrl Z**) until the cursor is back to the loaded text icon:



- Hold down the Shift key and the loaded cursor icon will get a solid arrow, indicating InDesign is ready to Autoflow the text.
- 3. Click once on the pink margins to Place the amtrak text and add new pages.
- 4. Double-click the text to get inside the text box (frame), this will change the program automatically to the text tool. Select all the text to re-format it, Edit > Select All (Command A or Ctrl A).
- 5. Go to the Character Section of the Control Panel *(bar at the top of the screen)* and change the **Font to Myriad Pro Regular**.

A	Myriad Pro	•
୩	Regular	•

6. Save (Command S or Ctrl S) and Close (Command W or Ctrl W) the thel document.

Placing Text

Autocorrect & Dynamic Spell Check

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Dynamic spell checking and automatic text correction will underline misspelled words, and automatically correct common mistakes based a word list you create. InDesign intelligently adds or deletes spaces as necessary when you copy and paste. To enable this choose InDesign > Preferences > Autocorrect or Edit > Preferences > Autocorrect. To enable dynamic spelling, choose Edit > Spelling > Dynamic Spelling.

	Preferences		
General Type Advanced Type Composition	Autocorrect Options Enable Autocorrect		-
Units & Increments Grids Guides & Pasteboard	Language: English: USA	zation Errors	Formatted text.
Dictionary			
Spelling Autocorrect	Misspelled Word abbout	Correction about	Unformatted paste, Formatted text.
Autocorrect Sory Editor Display Display Performance Appearance of Black File Handling	abbout abbout abbutt abbuttte absernce accesories accidant accomodate accorodate accorodate accoros accios	about about about about about about about about the absence accessories accident accommodate according to achieve the acc	Unformulated Unfermented Informative Unformed Uniformed Uniformities
	Add Remove	Cancel OK	Dictionary Add "Unformatted" To User Dictionary Ignore All

Edit Layout Type Object Table View Window Help Undo Apply Text Style ЖZ IT = 100 ዮඝz Redo жх Cut #C Paste жv Paste without Formatting <u>ት</u>
#V Paste Into 1381 Paste in Place <u>ጉ</u>ት እ Clear Duplicate て 企業D Step and Repeat. 7.81 Select All £۵ ŵЖА Deselect All Edit in Story Editor ЖY Quick Apply... \$€ es > Autocorrect or Edit > Pr Find/Change... ЖF Find Next \7 \#F Spelling Check Spelling... 第1 / Dynamic Spelling Transparency Blend Space Autocorrect Transparency Flattener Presets... Dictionary. Color Settings... Assign Profiles... Convert to Profile ... Keyboard Shortcuts

To correct the text **Right-click** or **Control-click** (*Mac*) the underlined word, and select a suggested correction. Select **Add To User Dictionary** to make sure the word is not flagged on the next spell check. You can also select **Ignore All** to ignore occurrences of this word in all documents. When InDesign is restarted, the word is flagged again as a misspelling.

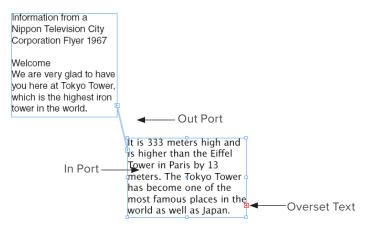
Improved Text Handling

InDesign has powerful text handling features such as the ability to drag and drop text and paste without formatting text. Un-formatted paste automatically formats pasted text with the styles in your InDesign document (where the cursor is sitting), instead of its original formatting. To do this choose Edit > Copy (Command C or Ctrl C), then choose Edit > Paste without Formatting (Command Shift V or Ctrl Shift V).

Text Threads

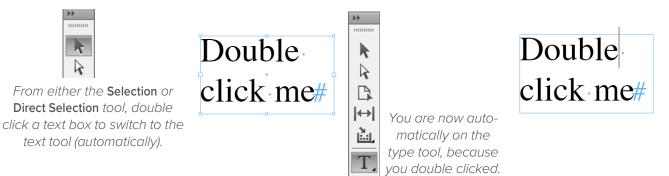
Threading Text | In Port and Out Port

Technically, Adobe calls the box at the top left corner *(just below the re-size handle)* the **In Port**, at the bottom right is the **Out Port**. This is how text linking is accomplished, there is no link tool. To see the text links choose **View > Show Text Threads (Command Option Y** or **Ctrl Alt Y**). In order to create *(or break)* text links the user must be on the **Selection** tool.



Double-Click to Edit Text

Now, users can **double-click a text frame** to switch instantly to the **Type tool**. Text also stays selected as you move a box or another object. The **Command** (*Mac*) or **Ctrl** (*Windows*) will interactively re-size a text frame. To open a linked graphic in the original application **Option double-click** (*Mac*) or **Alt double-click** (*Windows*).



Formatting the Text

- 1. Now let's make the type look better.
- 2. Double click inside the Continued on text box and choose Edit > Select All (Command A or Ctrl A).
- 3. Change the font through the Control Panel (bar at the top of the screen) to Myriad Pro Regular.
- 4. Change the Size to 10 point.

refers to scanned resolution. It	is displayed in
Ī	continued on 3

Optical Kerning

Many type designers do not build in appropriate kerning pairs. In the past it would have been too much effort to manually kern body copy. Now, with InDesign's built in Optical Kerning Engine, all text can be beautifully kerned. Go to the Character panel (**Command T** or **Gtrl T**) and change the setting from **Metrics** to **Optical**.

Myriad Pro	🕽 n 🗧 11 pt	• TT T' <u>T</u>	
Regular	A A	Tr T ₁ Ŧ	AV ÷ (0) ÷ † AV ¢ Opticn Metrics

Metric Kerning

One of the most exciting things a Oaxaca is the large artist commur works there. My wife Judith and 1

Optical Kerning

One of the most exciting things al Oaxaca is the large artist commur works there. Mv wife Iudith and I

Text Selection Tips

In order to quickly select text, these shortcuts are helpful:

Select a Word	Double Click
Select a Line	
Select a Paragraph	
Select All	
Select to the End of the Story	Command Shift End
Select to the Beginning of the Story	

Type Keyboard Shortcuts

Align Left	Command Shift L
	Ctrl Shift L
Align Center	Command Shift C
	Ctrl Shift C
Align Right	Command Shift R
	Ctrl Shift R
Justify	Command Shift J
Increase Text Size	
	Ctrl Shift .>
Decrease Text Size	
Leading	Option up \uparrow or down arrow \downarrow
Kerning/Tracking	
~ ~ ~	

Note: Add the **Option** or **Alt** key to increase or decrease the text size in 5x greater increments than the setting in the Text Preferences.

Hidden Characters

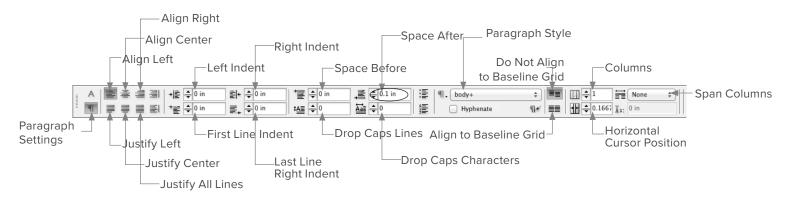
To see all non-printing *(or invisible characters)*, choose Type > Show Hidden Characters (Command Option I or **Ctrl Alt I**). Some useful icons:

¶ – Paragraph Return . – Space
 ⁺ – Indent to Here (Command \ or Ctrl \) ^{*} – Forced Page or Column Break (Enter key)

– End of Text » – Tab

Paragraph Formatting

By clicking on the **Paragraph** symbol, **below** the **A**, on the left side of the **Control panel**, paragraph settings can be made. Many are the same as other page layout applications, but there are two which are unique to InDesign, **Justify with last line aligned center** and **Justify with last line aligned right**. The panel menu on the Paragraph panel, or Control panel contains other formatting options such as Hyphenation settings, Keep options, Rule Above and Rule below.



Context Sensitive Menu

When using entering text such as the bullet •, trademark [™] and copyright © symbol, it can be difficult to remember the key combination to insert these characters. For that reason, InDesign has added full support of context sensitive menus. On a PC simply *right-click*, on a Mac hold down **Ctrl** and click *(or simply right click if you paid extra for a two button mouse)*.

Control Panel Menu for Character

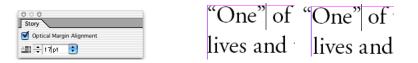
OpenType ✓ Ligatures)
Underline Options Strikethrough Options	
No Break	
Adobe World-Ready Single-line Co Adobe World-Ready Paragraph Co ✓ Adobe Paragraph Composer Adobe Single-line Composer	
Only Align First Line to Grid Balance Ragged Lines Ignore Optical Margin	
Justification Keep Options Span Columns Hyphenation	てひおJ ておK
Drop Caps and Nested Styles GREP Styles	Υ#R
Paragraph Rules	∖⊂₩J
Bullets and Numbering	
✓ Dock at Top Dock at Bottom Float	
Customize	

Located on the top right corner. Both panels control the size, leading, kerning, tracking, horizontal scale, vertical scale, baseline shift and skew *(false italic)*. From the panel menu, more formatting options are available such as all caps, small caps, superscript, subscript, underline and strikethrough.

No Break is an interesting option, if two words are selected and no break is chosen, InDesign will not allow those two words to appear on separate lines. Formatting Text

Hanging Punctuation

In the past, users have had to draw small text boxes outside the margins to be able to hang punctuation, that is no longer necessary. Choose **Type > Story** and turn on **Optical Margin Alignment**. The number 12 is relative to a 12 point type size, in the example below, we have increased the value to 17.



Text Frame Options

To split text into columns or center text vertically, first select the text box, then choose Object > Text Frame Options (Command B or Ctrl B).

Note: If body text is selected, Text Frame Options will not be available under the Object menu, in order for this to appear, click inside the text box until the flashing cursor appears or click on the Selection tool.

	Baseline Options Auto-Size
- Columns: Fixed Number:	Width: + 7.35 in
	67 in Maximum: + None
Balance Colum	
Inset Spacing	
Top: 🗘 0 in	Left: 🗘 0 in
Bottom: 🗘 0 in	Right: 🗘 0 in
Vertical Justificati	ion
	Align: Center
Paragraph S	ipacing Limit: 🗘 0 in
Ignore Text Wrap)
Preview	Cancel OK

Warning! Do not set Text Frame Options with no objects selected, this will change the defaults for all new text frames in that document.

Paragraph & Character Styles

InDesign supports Character and Paragraph styles, these can be found under two menus: **Type > Character Styles** or **Window > Type > Character Styles**. A trick for quick text formatting, select a style such as Body before you place text and it will be imported in that style. Also any new text boxes will default to the body style.

The keyboard shortcuts are **F11** for Paragraph Styles or **Shift F11** for Character Styles. Creating a docked panel group makes these easier to use. When assigning a **keyboard shortcut** to styles, the **Function keys** (*F1, F2, F3 etc.*) **can not** be used. You must use **Command** or **Ctrl** with the keys on your **numeric keypad**.

From the **Character** or **Paragraph** Styles **panel** menu a style can be changed to match the selected text by using **Redefine Style**.

body	New Paragraph Style Duplicate Style
[Basic Paragraph]	Delete Style
Heading 1	Redefine Style C企業F
Heading 2	Style Options
body	Clear Overrides Convert "body" Bullets and Numbering to Text
body indent	Break Link to Style
body center	Load Paragraph Styles Load All Text Styles Select All Unused Edit All Export Tags New Style Group
body no space after	
numbered list start	
numbered list	
bullets	Open All Style Groups
shortcuts	Close All Style Groups Copy to Group New Group from Styles
toc subhead 01	
toc subhead 02	Sort by Name
	Small Panel Rows

Note: If a style appears with a plus sign next to the name, this indicates that the text using that style has been modified, creating an impure style **Option click** or **Alt click** the style name to restore the pure style.

Paragraph Styles

Paragraph Styles

Building a Paragraph Style

General	Style Name: body			
Basic Character Formats Advanced Character Formats Indents and Spacing	Location: General			
Tabs Paragraph Rules Keep Options Hyphenation Justification Span Columns Drop Caps and Nested Styles CEP Style	Based On: [[N Next Style: [5a Shortcut: Style Settings:	o Paragraph Style] me style]	÷ ÷ Reset	To Base
Rufets and Numbering Object Color OpenType Features Underline Options Statkethrough Options Daport Tagging	(We power by the text Sime and 1 for hypers: 1-spherics - model of text algorisms: Hit journes 5 m, algorisms - the algorisms: Hit journes - the spheric - the spheric mathematical spherics - the spheric - the spheric mathematical spherics - the spheric - the spheric of the spheric - the spheric - the spheric of the spheric - the spheric - the spheric - spheric - the spheric - the spheric - the spheric - spheric - the spheric - the spheric - the spheric - spheric - the spheric - the spheric - the spheric - the spheric - spheric - the spheric - the spheric - the spheric - the spheric - spheric - the spheric - spheric - the	n after: 3 + shortest word: 8 + tab [position: 0.9 in, alignment: left] w gap color: (Text Color) + underl	s: count = 3, [position: 0.2 + space after: 0.1 in + kee ine gap color: (Text Color) +	p lines
Preview			Cancel	ОК

Paragraph styles apply to lines of text up to the paragraph return, so highlighting is often not necessary. To create a new style, format the text as desired, go to the **Paragraph Styles panel** and choose **New Style**. In the **General** section of the Paragraph styles panel, users can select a Shortcut.

Note: InDesign only supports keyboard shortcuts for styles that use the numeric keypad, for example Command (keypad) 1 or Ctrl (keypad) 1. Pressing the 1 key above the letter Q on the keyboard will not work. Function keys such as F1, F2, etc. will also not work. Therefore, people with laptops usually can not assign keyboard shortcuts to styles.

The Basic Character Formats section contains Font (Typeface), Size, Style, Leading, Kerning and Tracking values.

Ceneral	Style Name: body
Basic Character Formats	Location
Advanced Character Formats Indents and Spacing	Basic Character Formats
Tabs	
Paragraph Rules	
Keep Options	Font Family: Minion Pro
Hyphenation	Font Style: Roman
lustification	
Span Columns	Size: ≑ 12 pt 🛟 Leading: ≑ (14.4 pt)
Drop Caps and Nested Styles	Kerning: Optical 🗘 Tracking: 🐳 0
CREP Style	Case: Normal + Position: Normal +
Bullets and Numbering	case. Normal + Position: Normal +
Character Color	
OpenType Features	Underline 🗹 Ligatures 🗌 No Break
Underline Options Strikethrough Options	
striketnrough Options Export Taoping	Strikethrough
Export ragging	
Preview	Cancel

Paragraph Styles

Space After

Ceneral	Style Name: body	
Basic Character Formats	Location	
Advanced Character Formats		
Indents and Spacing	Indents and Spacing	
Tabs		
Paragraph Rules		
Keep Options	Alignment: Left \$	
Hyphenation	Balance Ragged Lines	
Justification		
Span Columns	Ignore Optical Margin	
Drop Caps and Nested Styles	Left Indent: +0 in Right Indent: +0 in	
CREP Style		
Bullets and Numbering	First Line Indent: 🔹 0 in Last Line Indent: 🔹 0 in	
Character Color	Space Before: 🔹 0 in Space After: 🔹 0.1 in	-
OpenType Features	space before: v 0 in space Arter: v 0.1 in	
Underline Options	Align to Grid: None ‡	
Strikethrough Options		
Export Tagging		
	1	
Preview		OK
Preview	Cancel	UK

In the **Indents and Spacing** section of Paragraph styles, users can apply an automatic Space Before or Space after a Paragraph. This can also be set in the Paragraph panel if styles are not being used.

Widow & Orphan Control | Keep Options

	Paragraph Style Options
Coneral Basic Character Formats Advanced Character Formats Indents and Spacing Tabs Paragraph Rules	Style Name: body Leastise: Keep Options
Variangia Nusa Inggendian Janifaratina Janifaratina Dira Causa and Nusaf Spins Causa Spin Januari Californi Quantar Californi Quantar Californi Disketirougi Quanta Disketirougi Quantar Disketirougi Quantar	Keep with Previous Keep with Nervious ✓ Keep Lines Together ✓ Al Lines in Prargraph ④ At Start(Find of Prangraph) Start Start §2 Ines £ndt §2 Ines £ndt §2 Start Paragraph:
Preview	Cancel

Keep options allows for automatic **widow** and **orphan** control. By checking Keep lines together, InDesign will not allow a single line by itself at the beginning *(orphan)* or the end *(widow)* of a page or column.

Character Styles

Building a Character Style

Character styles apply to individual words or letters. They are helpful for applying bold, italic or using a symbol. Also, it is necessary to build a Character Style before creating a **Nested Style**. **Highlighting** is required to apply a Character style. To create a Character Style, go to the **Character Styles panel menu** and choose **New Character Style**...

	Character Style Options		New Character Style
General Basic Character Formats Advanced Character Formats Character Color OpenType Features	Style Name: bold Location: General		ne: bold sans serif
Underline Options Strikethrough Options Export Tagging	Based On: [None] + Shortcut: [Cmd+Num 1	General Basic Character Formats Advanced Character Formats Character Color	General Based On: [No character style]
	Style Settings: Reset To Base Noreni - Miriad Pro + Semibold + size: 9 pt + pair kern: auto + no break + pair kern method: Optical	OpenType Features	Shortcut:
	Apply Style to Selection		Style Settings: [No character style]
Preview	Cancel	Preview	Cancel OK

In the **Basic Character Formats** section on the left, it is best **not** to choose only a style such as **bold** or *italic*. InDesign does not support fake styles, and in many cases the manufacturer may not have created a bold or italic version of a particular typeface. If bold or italic is chosen and no such font exists, InDesign will highlight the text in pink.

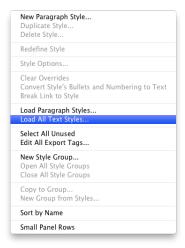
Style Na	me: bold sans serif	
General	Basic Character Formats	
Basic Character Formats		
Advanced Character Formats	Font: Verdana	🗘 Bold 🛟
Character Color	Size:	Leading:
OpenType Features		
	Kerning: Optical	🕈 Tracking: 🛟
	Case:	Position:
	 Underline Strikethrough 	🖻 Ligatures 🛛 🖻 No Break
Preview		Cancel

Note: Leading should **never** be set in a Character style, even though InDesign allows for this.

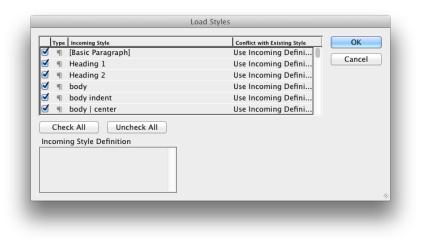
Loading Styles

Loading Styles from InDesign Documents

Styles can also be loaded from one document to the next, through the **Paragraph panel menu**, choose **Load All Text Styles** *(to bring in Character and Paragraph).*

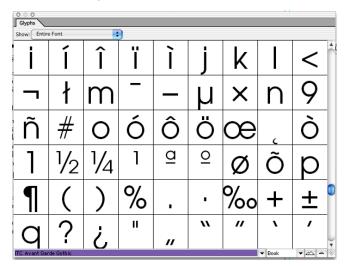


Choose which styles to load.



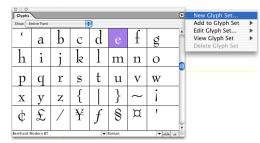
Glyphs Panel

Many extra characters require remembering keyboard shortcuts, well now users can reserve that part of the brain for something else. In order to see the entire character map for any installed font choose **Type > Insert Glyphs**. At the bottom of the panel, users can select a different font, such as Zapf Dingbats or Windings.



User-specified Glyph Sets

Glyphs *(characters)* that are frequently used can be placed into sets that you can easily access in the Glyphs panel **Type > Glyphs**.



Nested Styles

Nested Styles allow you to apply character level formatting which works inside a Paragraph style You can also set up two or more nested styles to work together, one taking over where the previous one ends.

Nested styles are especially useful for run-in headings. For example, you can apply one character style to the first letter in a paragraph and another character style that takes effect through the first em dash. For each nested style, you can define a character that ends the style, such as a tab character or the end of a word.

You can setup Nested Styles by first building a Character Style, then creating a new Paragraph style and clicking **Drop Caps and Nested Styles**.

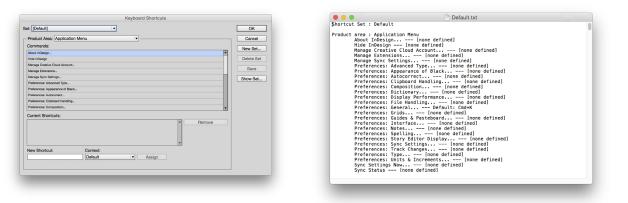
- 1. Create the necessary Character Style(s) such as bold or italic
- 2. Create a Paragraph Style to nest the Character Style inside of
- 3. In the Paragraph Styles dialog box click Drop Caps and Nested Styles
- 4. Click New Nested Style
- 5. Choose either **bold** or **italic**, then pick the character for the style to stop on
- 6. Click on the word Words and choose Forced Line Break

General	Style Name: Body
Basic Character Formats	
Advanced Character Formats	Drop Caps and Nested Styles
ndents and Spacing	Drop Caps
abs	Lines Characters Character Style
aragraph Rules	
Ceep Options	0 0 [None]
lyphenation	
ustification	Nested Styles
Drop Caps and Nested Styles	
ullets and Numbering	[None] through 1 Words
haracter Color	
OpenType Features	
Inderline Options	
Strikethrough Options	New Nested Style Delete
Preview	Cancel OK

Keyboard Shortcuts

In all Adobe applications you can generate a list of ALL the keyboard shortcuts built into the program. To do this choose:

- 1. Edit > Keyboard Shortcuts.
- 2. Once this dialog box appears click **Show Set** and InDesign will launch the computer's built in text editing application and provide a list of all pre-defined keyboard shortcuts.



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InDesign Snippets

Similar to the functionality of Libraries, InDesign has added **Snippets**, which can be shared on a network or reused in other documents. When you place or drag a snippet into a page, InDesign re-creates the original objects, their formatting, and their position on the page.

1. For example, if you have slug information that you would like to attach to certain ads, you can select the objects, then choose File > Export.



2. In the Export dialog a the bottom choose InDesign Snippet.



3. Now from **Bridge**, the separate items can be dragged and dropped into a page. Or, you can choose **File >Place** to put the items in a page.

Tip: Snippets will retain their X & Y values if that preference is turned on.

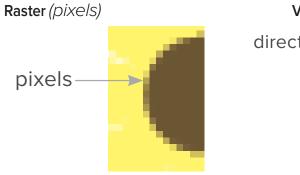
Snippets

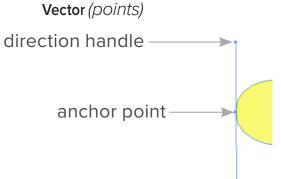
Graphics Info

All computer based images fall into one of two categories: Raster or Vector.

Adobe[®] Photoshop[®] is the most popular Raster image editing application. Photos (*typically*) are made up of pixels (a raster image may also be called a Bitmap).

Adobe® Illustrator® is the most common Vector drawing application (vector art may also be called Bézier Curve). Vector graphics consist of lines and curves, defined mathematically, and are made up of points. Vector images have no resolution. Vector drawings typically have smaller file sizes than Raster photos. Vector images and can be printed at 2% or 2,000% without a quality loss





Raster or Bitmap	Vector or Bézier Curve	
• The image resolution made up of Pixels (<i>it is measured in pixels per inch, ppi</i>)	• Has no resolution and is made up of Points	
 Images typically can not be scaled up beyond 120% or they become "jaggy" 	• Printed images will look good at 2% or 2,000%	
Raster images are usually much larger than vector	 Vector images are typically smaller than raster at the same size 	

Resolution

Ideal Resolution

300 ppi	Press Quality
150 – 225 ppi	Laser/Inkjet or "Office Quality"
72 ppi	Web & Device (standard) — 144 ppi for Retina or HiDPI (2x web resolution)

Common Line Screens

Newspaper	=	85 – 100 lpi
Magazine	=	133 – 175 lpi
Coffee Table Books	=	200 lpi and up

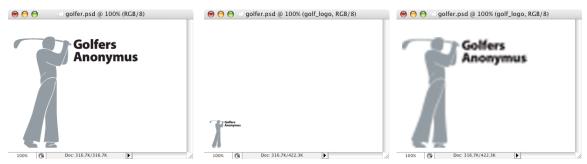
How Resolution Affects File Size

Every time you double the resolution of a Raster image, the file size gets 4x bigger. These file sizes are for flat PSD images, when you add layers the file grows larger.

8.5 x 11 • 72 ppi • RGB	=	1.39 MB
8.5 x 11 • 150 ppi • RGB	=	6 MB
8.5 x 11 • 300 ppi • RGB	=	24 MB
8.5 x 11 • 600 ppi • RGB	=	96 MB

Transforming Raster Images

If you take an image that starts at a decent laser printer resolution, for example 150 ppi, then scale it down and decide to scale it up again later, significant quality loss occurs.



DPI vs PPI

DPI (*Dots Per Inch*) technically refers to dots in an inch, also called spi. **PPI** (*Pixels Per Inch*), usually refers to scanned resolution. It is displayed in Photoshop under image size and is also called dpi. When referring to hardware resolution, **SPI** (*Spots Per Inch*) is more technically accurate. PPI is a better method of differentiating between hardware and software terminology. PPI would mean software, SPI would mean hardware, unfortunately DPI is used commonly to describe both.

Resolution Formula

The formula below is to be used for all Grayscale, RGB and CMYK images.

2 x Line Screen = Ideal Resolution

1.5 x Line Screen = Minimum acceptable Resolution

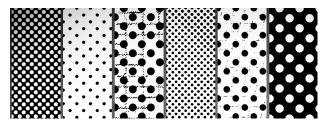
Practice

LPI = 85 deal =	Minimum =
LPI = 100 Ideal =	Minimum =
LPI = 133 Ideal =	Minimum =
LPI = 150 Ideal =	Minimum =
LPI = 175 Ideal =	Minimum =
LPI = 200 Ideal =	Minimum =

Resolution

LPI

LPI (Lines Per Inch) refers to Halftone Screen or Line Screen or Frequency. When printing on offset presses, gray ink is not actually used. A screen is created of black dots that trick the eye into seeing shades of gray and simulate continuous tone. Fewer lines in an inch create lighter shades of gray. More lines in an inch create darker shades of gray.



After the Scan

Determining Proper Resolution after an image has been scaled.

Starting PPI ÷ Scaling %

Example: 300 ppi ÷ 200% (2) = 150 ppi • or 300/2 = 150

Practice

PPI = 100 Scaling = 200 % New Printed Resolution = _____

PPI = 200 Scaling = 150% New Printed Resolution = _____

PPI = 300 Scaling = 50% New Printed Resolution = _____

Resolution

Resolution vs Quality



30 ppi = 12 KB



100 ррі = 40 КВ



300 ppi= 240 KB



72 ppi = 28 KB



225 ррі = 144 КВ

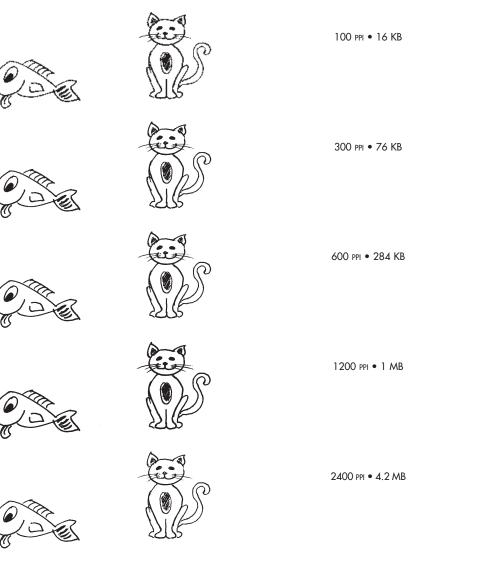


500 ppi = 644 KB

. -. . . .

Exception to the Rule

LineArt/Bitmap is the exception to the scanning rule. All LineArt images should be scanned at 600 – 1200 ppi. You may go as high as your imagesetter output resolution, for example 2400 or 2540 ppi.



Resolution

Graphic File Formats

It is important as a graphics professional to choose the correct format for the intended use of the image. Here is a summary of the most popular file formats.

Print Formats

PSD

Adobe[®] Photoshop[®] Document is the default file format for newly created images with layers. This encoded format is the only one that supports all available image modes (*Bitmap, Grayscale, Duotone, Indexed Color, RGB, CMYK, Lab, and Multichannel*). As well as other features such as guides, grids, alpha channels, and layers (including adjustment layers).

TIFF

TIFF (*Tagged Image File Format*) was developed by Aldus Corporation as a standard for images created by scanners. TIFF is one of the two primary print applications. TIFF is used for black and white (bitmap), grayscale, indexed, RGB and CMYK.

- Always smaller than EPS (unless the EPS is JPEG compressed)
- Can do LZW (Lossless) compression
- Whites are transparent in Bitmap (LineArt) by default

Lempel-Ziv Welch compression

LZW was designed by Terry Welch in 1984 in hardware for high-performance disk controllers. It is a variant of LZ78, one of the two Lempel-Ziv compression schemes. LZW compression and decompression are licensed under Unisys Corporation's 1984 U.S. Patent 4,558,302 and equivalent foreign patents.

EPS (not recommended today)

EPS *(Encapsulated PostScript)* is a platform-independent graphic file format that is supported by most illustration and page layout programs. An EPS file has two parts, PostScript code that describes the image and a graphic used as the on-screen preview. When printed the PostScript portion of the file is sent to the output device. When printing to a non-PostScript printer, the preview is printed instead. An EPS can be **Raster** *(made of Pixels)* or **Vector** *(made of Pixels)* **Points**) EPS is usually larger because it can store special things in the header of the file that TIFF can not.

Those things are:

- A Clipping Path (Silhouette), this can be done on TIFF's now
- Spot Colors, such as Pantone®
- JPEG Compression (inside the EPS file, not raw JPEG)
- DCS (Desktop Color Separation), 5 file format which pre-separates the images in the file structure
- Transfer Function (Curve)
- Fixed Line Screen (to override what is sent by the Page Layout program to the output device)
- Photoshop EPS also supports transparent whites in Bitmap mode.

An used to need to be in EPS format to support these color modes: Monotone, Duotone, Tritone or Quadtone. PSD now works better for these. You may still need to go back to EPS for a fixed line screen or a custom transfer curve.

Note: Save the EPS with a **TIFF preview** (also known as PC format). The Mac OS 72 ppi PICT preview is stored in the file's resource fork. Since Windows applications cannot read the Mac resource fork, a PICT preview does not display on Windows. Instead, the words "PostScript Picture" display on a gray background in the picture box. If you save the EPS on a Windows computer, choose a TIFF preview instead of a WMF preview.

DCS & DCS 2

Desktop Color Separation (DCS), was developed by Quark Inc. and it enables certain applications, such as QuarkXPress, to print Low Resolution placement files with separations off and High Resolution data with separations on. When you save a CMYK image in Photoshop EPS format, you have the option of saving the image as an extension of the standard EPS format. Saving in DCS format creates five files: one file for each of the color channels in the CMYK image and a fifth master file corresponding to the composite color channel. To save the file in standard EPS format without the DCS option, choose Off. This method allows the RIP to process the file faster, because it is pre-separated.

Same as the DCS listed above, except that it now supports more than four colors from Photoshop. DCS 2 also creates one file, instead of five separate files on your hard drive

Web Formats

PNG

PNG (Portable Network Graphic) has 2 flavors: 8-bit & 24-bit. The 8-bit format gives you up to 256 colors. The 24-bit format gives you all the colors of a JPEG (16,777,216) with the added bonus of transparency and animation. PNG can be larger or smaller than JPEG depending on the colors and the image itself.

Format benefits:

- Transparency
- Animation
- 16+ million colors (in 24 bit)

JPEG (ok for print today)

JPEG (Joint Photographic Experts Group) is a LOSSY format that can greatly reduce the size of a file. If you do too much compression or save a JPEG many times you will experience PERMANENT quality loss. JPEG supports 24-bit color, grayscale, RGB, and CMYK. JPEG typically defaults to RGB color space (and is the default format for most smartphones, tablets and digital cameras). JPEG was designed for continuous-tone images, so it won't work well with line art (logos & maps, for example) or images that contain only a few colors. JPEG files cannot be transparent or have silhouettes , so they will always appear rectangular on a web page or device screen.

- Millions of Colors
- Smaller file size with higher compression settings

GIF

GIF (*Graphics Interchange Format*) is an older, highly compressed format that is dying off today and being replaced by PNG. GIF has three main benefits. The first benefit of GIF is interlacing. Interlaced images do not need to be completely downloaded before a user begins to see the image on a web page. GIFs start by showing a very lowresolution version of the image. Then, the image becomes gradually sharper as more of the image is downloaded.

The second benefit of a GIF is the ability to have a transparent background *(or silhouettes)*. The last benefit of a GIF is animation. GIF images are stored in Indexed color space and should **NEVER** be used for print.

File Formats

Formats to Avoid

PICT

The PICT (*Picture*) format is widely used among Macintosh[®] graphics and page-layout applications as an intermediary file format for transferring files between applications. The PICT format is especially effective at compressing images that contain large areas of solid color. This compression can be dramatic for alpha channels, which often consist of large areas of white and black. When saving an RGB image in PICT format, you can choose either a 16-bit or 32-bit pixel resolution. For a grayscale image, you can choose from 2, 4, or 8 bits per pixel. If you're using a Macintosh with QuickTime installed, you can also choose from four JPEG compression options for the file.

BMP

The BMP (*Bit Mapped Paint*) format is widely used among office based PC users. BMP is typically in RGB (Red, Green, Blue) color space and low resolution (72 ppi). This should be avoided by people who want to print. It is acceptable for on-screen use only. BMP contains black&white, 16-color, 256-color and Truecolor image data. The palletized 16-color and 256-color images may be compressed with run length encoding.

WMF

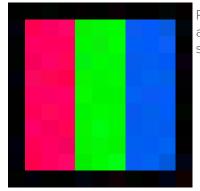
The WMF (Windows Metafile) format is also widely used among office based PC users, it was developed by Microsoft. WMF is typically in RGB (Red, Green, Blue) color space and low resolution (72 ppi). This should be avoided by people who want to print. It is acceptable for on-screen use only. It file consists of a set of Windows specific instructions to draw a Vector (point-based) graphic. This is an nice format for image interchange between Windows applications, but is not very useful on other platforms.

File Formats

Color Modes

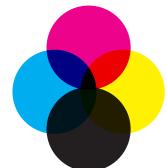
There are two primary color spaces for images: RGB (Web Only) and CMYK (Print).

RGB



RGB (*Red, Green and Blue*) is used primarily for web-based images and is known as **Additive** color. RGB is measured in Color Levels from 0 - 255, for a total of 256 shades.

СМҮК



CMYK (Cyan, Magenta, Yellow and Black) are the four primary print colors for all printing presses and color printers. CMYK is known as **Subtractive** color and is typically referred to by printers as **Process** color. CMYK is measured in Percent from 0% – 100%.

Grayscale

Grayscale images are used in print for photos that are black and white. Grayscale files have **1 color channel** with **256 shades** (or levels) of gray. To convert a color photo to Grayscale for print in Photoshop, choose **Image > Mode > Grayscale**.

Bitmap/Line Art

Other print modes include **Bitmap**, which includes **no shades** of **Gray** instead it's black or white only. Truly Bit on or Bit off, hence the name Bitmap.

Method	600 Pixels/Inch	\$
	50% Threshold	\$

Duotone

Preset: Custor Type: Duotone		: Q.	OK
Ink 1:	Black		Previ
Ink 2:	PANTONE 173 C		
Ink 3:			
Ink 4:			
Overprint Col	ors	-	

When trying to save money on print costs for press runs Duotone images use 2 inks *(commonly)* instead of 4 Process colors. To convert to Duotone:

- 1. First go to Image > Mode > Grayscale.
- 2. Then choose Image > Mode > Duotone.
- 3. In the dialog, choose Type > Duotone.
- 4. Click the white square next to Ink 2.
- 5. Hit the Color Libraries button and type a Pantone Number.

Placing Images

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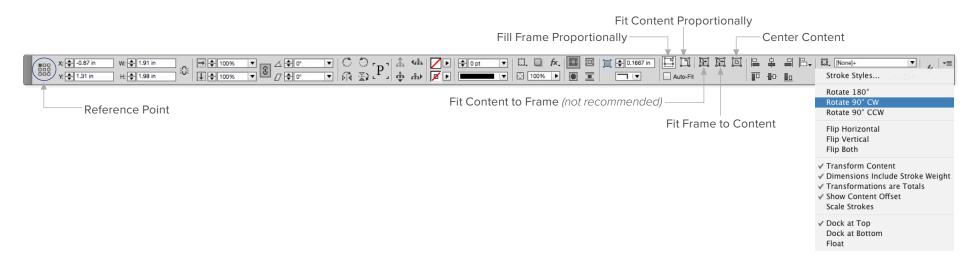
InDesign can place a variety of file formats such as TIFF, EPS, PDF, DCS, JPEG and **Native PSD** (*Photoshop*) and AI (*Illustrator*) files. In addition, it is not necessary to create a picture box or text box before choosing **File > Place** (**Command D** or **Ctrl D**).

Selection vs Direct Selection Tool

The **Selection** (v) tool (black arrow) will **NEVER** report the real scale of an image. This tool is intended to make adjustments to the size of the frame, crop area and position on the page. The **Direct Selection** (a) tool (white arrow) will adjust allow you to select the image inside a frame, to scale or move the visible portion of a cropped image. **Orange** points will show up at the corners & middle of an image that is selected inside a frame. To see the **real scale** of an image (including transformations done on the Selection tool and/or using keyboard shortcuts), **Double-click** the **blue frame** to get to the **orange points** of the image inside a frame). The Transform Panel (**Window > Transform** or **F9**) will now report the actual scale.



Scaling & Fitting Images Using the Control Panel



Placing Images

Reference Point

The Reference point can now be found on the new **Control Panel**. InDesign's default is to indicate or adjust the position of a box from the center reference point. Quark will always measure objects from the **upper left corner**. To change the reference point, click on the upper left corner point in the Transform or Control panel.

Reg X+	÷ 4.9875 in	
666 Y+	÷0.2431 in	

Enhanced Support for Photoshop

Native Photoshop *(PSD)* files with transparency can be placed as well as duotone, tritone, and quadtone PSD files. Also, PSD and TIFF files that contain spot channels are supported.

Drag & Drop

Images and text files can also be dragged and dropped from the operating system directly into an open InDesign document.

Scaling Images

To quickly scale an image, go to the Selection tool (black arrow) and click on the image. Now press:

Command < or Ctrl <	٠	Decrease image and Frame in 1% increments
Command > or Ctrl >	•	Increase image and Frame in 1% increments
Command Option > or Ctrl Alt >	•	Increase image and Frame in 5% increments
Command Option < or Ctrl Alt <	•	Decrease image and Frame in 5% increments
Command Shift Drag or Ctrl Shift Drag	٠	Scale the Picture and Frame visually while you drag (Shift keeps it proportional)

Dynamic Graphics Preview

Clicking and holding *(for two seconds)* on an image will display a ghosted version of an image as you drag to scale or move the image.

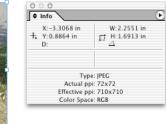
Image Resolution

Info Panel

The new Info panel can be used to view the **current** and **original resolution** of images as well as their color space and type. For **text information** such as the number of characters, words, lines, and paragraphs in a text frame, or the amount of text that is overset be sure that **nothing is selected**.

0	0 0		
¢	Info		E
+,	X: 1.1705 in Y: 0.4091 in D:	W:1.5833 in H:3.0023 in ⊿	
	Characters Words Lines Paragraphs	1159 100	
	raragraphia		





High Resolution Image Display

Users can actually display the resolution of a Photoshop image and zoom in farther than Photoshop allows. Choose Object > Display Performance > High Quality Display. This can also be globally changed from View > Display Performance > High Quality Display.



Bleed and Slug Preview

Now, users can specify **bleed** and **slug** areas that can be independently sized for each document. These are created in document setup *(slugs typically contain job details and approvals)*. You can also control whether bleeds and slugs appear in print and PDF output. To set these values click **More Options** in the **New Document** dialog box.

These buttons are located at the bottom of the toolbar, the **letter W** will switch from **Preview** Mode to **Normal** mode (or the last active mode on the right side).

Preview Options at the bottom of the Toolbar

Print Preview

Normal View



Bleed Mode



Preview Mode



Slug Mode





Preview

Text Wrap

To wrap text around an image choose Window > Type & Tables > Text Wrap (Command Option W or **Ctrl Alt W**). Click Wrap Around Object Shape (the middle icon) to wrap around the silhouette of an image. If there is a clipping path the wrap around the silhouette is automatic, if there is no clipping path, users may need to click on **Same as Clipping** and change it to **Detect Edges**. This will cause InDesign to create a path, just for the text wrap.

○ ○ ○ ← Text Wrap	○ ○ ○ ◆ Text Wrap
∴ ↓ 0.1389 in ▶□ ↓ ⊥ ↓ □ □ ↓	Alpha Channel Photoshop Path
Contour Options: Type: Same As Clipping	Contour Graphic Frame Type: Same As Clipping
Include Inside Edges	Include Inside Edges



There are five options for text wrap:

No Wrap - The Default

Wrap Around Bounding Box - This wrap has no default outset, but does push the text away from the image.

Wrap Around Object Shape - Used for wrapping around silhouettes. Jump Object - This will force text away from the left and right edge of the image.

Jump to Next Column - This will force all the text to the next page.

Enhanced Text Wrap

Users can now choose whether or not text wrap settings apply to text and graphic objects on hidden layers. Also, wrap can be set to affect all of the text frames in a stack or just the ones beneath the wrapped object.

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Text Frame Options

Text Frame Options

If you'd like to create an **Inset** on a text box *(as shown below)*, or change the **Vertical Justification** of text within a box you will need **Object > Text Frame Options (Command B** or **Ctrl B**).

Inset Text Box	Vertical Centering
This text box has a .1 inch text inset#	This text is Vertically Centered in the box#
Text Fran	ne Options
General Ba	aseline Options
Number: +1 Width: +0.9318 ir Fixed Colum	Gutter: 😴 0.1667 ir
Inset Spacing Top: ★0 in Bottom: ★0 in	Left: <mark>↓</mark> 0 in Right: ↓ 0 in
Vertical Justification	Align: Center 🛟
🗌 Ignore Text Wrap	
Preview	Cancel OK

Silhouettes

Clipping Path

Object > Clipping Path (Command Option Shift K or Ctrl Alt Shift K) will create a silhouette around an image that does not have a built in Photoshop path.



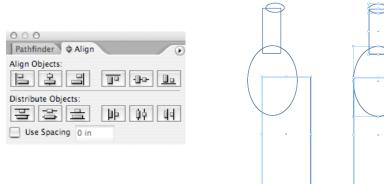
To see the path, click **Ok** and choose the **Direct Select tool** (*white arrow*) and click the edge of the image. The higher the **Threshold** (*0-255*), the more colors will be cut away, the higher the **Tolerance**, the fewer points InDesign will create. Tolerance should not typically be set below 2, or the image may have too many points and may become un-printable.



Aligning Objects

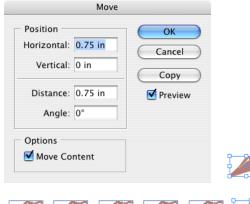
Align Panel

The Align panel is an essential tool for any page layout application **Window > Object & Layout > Align**. If you've used the Align panel in Illustrator, you've already got the fundamentals. In the example below, 4 shapes were created, then selected. After that the **Align Horizontal Centers** button was hit in the Align panel.



Repeated Transformations

Transformations can now be automatically be repeated, such as scale, skew, rotate, and fit, from one object to another. To start, hold down **Option** or **Alt** and drag the object to make a copy, then choose **Object > Transform Again > Transform Sequence Again (Command Option 4** or **Ctrl Alt 4**). There is also a Move dialog box if you would like to type an exact value, through **Object > Transform > Move (Command Shift M** or **Ctrl Shift M**).





Pathfinder & Merge

Pathfinder Panel

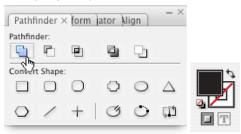
InDesign CS3 expanded the Pathfinder panel Window > Object & Layout > Pathfinder. You can convert any path into a predefined shape. For example, you can convert a rectangle to a circle.

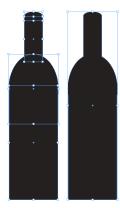
The stroke settings for the original path remain the same for the new path. If the new path has a corner effect, its radius size is based on the size setting in the **Object > Corner Effects** dialog box.

- 1. Select the path.
- 2. Choose Object > Convert Shape > Ellipse (for a circle).

Or, in the Pathfinder panel, Window > Object & Layout > Pathfinder, click a shape button in the Convert Shape area.

Merging Objects





Anchoring Images

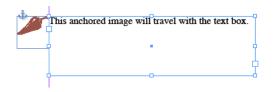
Anchored Objects

Easily anchor sidebars, call-outs, figures, pull quotes, margin notes, and graphics to text. Anchored objects are items, such as images or text boxes, that are anchored *(attached)* to specific text. The anchored object travels with the text containing as the text re-flows. Anchored objects can be used for images that you want associated with a particular line or block of text.

Relative to Spine	÷
-Anchored Object-	
Reference Point:	Ů ⁸⁰⁰
Anchored Positior]
Reference Point:	E
X Relative To:	Text Frame \$
	X Offset: 🗧 0.069 in
Y Relative To:	Line (Cap Height)
	Y Offset: ≑ 0 in
🗹 Keep within To	op/Bottom Column Boundaries
Prevent Manual F	ositioning
Preview	Cancel

1. To create an Anchored Object choose **Object > Anchored Object > Insert**.

2. This will anchor the image to the left of the text frame.



Inline aligns the anchored object with the baseline of the insertion point. This is the default type of anchored object.

Above Line places the anchored object above the line, the alignment can be changed to Left, Center, Right, Towards Spine, Away From Spine, and Text Alignment. Text Alignment is the alignment applied to the paragraph that holds the anchor marker.

Custom places the anchored object in the position that you define in the Anchored Object Options dialog box.

You can create an anchored object by clicking in a paragraph with the **Text tool** and **pasting** or choosing **File > Place** or by using the **Insert Anchored Object** command. When you place the object, InDesign adds an anchor marker. Anchored objects inherit the rotation and skew of the text frame they're anchored to—even if the object is positioned outside of the text frame (*that can be changed by selecting the object and adjusting it's attributes*).

Tip: To edit your Anchored Object position choose Object > Anchored Object > Options...

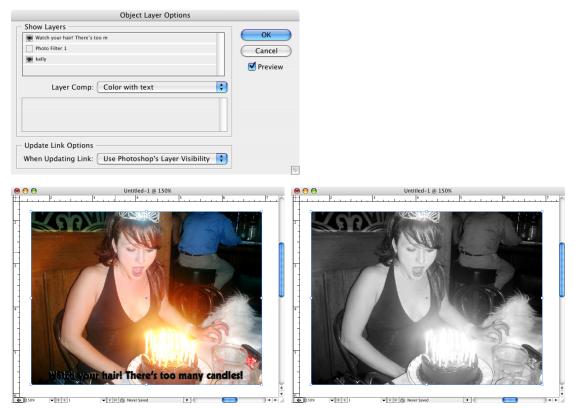
Photoshop & PDF Layers

Photoshop and PDF Layer Support

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Now you and hide and show layers in placed Photoshop files from within InDesign or select from Layer Comps. Start by placing a PSD file with layers. Then select Object > Object Layer Options.



Object styles

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Similar to Illustrator's Object Styles, InDesign has the ability to globally update object-level formatting. Once an object style is created, when edits are made, it updates all the Objects using that style at once.

	New Object Style	New Object Style	
Style Name:	Soft 8pt Shadow	Style Name: Soft 8pt Shadow	
Ceneral Fill Stroke & Stroke & Corner Effects Transparency Trop Shadow & Feather Paragraph Styles Test Frame General Options Story Options Test Frame General Options Test Prame General Options Test Trave & Anchored Object Options	General Based On: [None] Shortcut: Reset To Base Style Settings: Stoke & Corner Effects > Stoke & Corner Effects Transparency > Drop Shadow & Faaher Fill > Text Frame Ceneral Options Stoke & Corner Effects > Text Frame Ceneral Options Stoke & Corner Effects > Text Frame Ceneral Options Stoke & Corner Effects > Text Frame Ceneral Options Stoke & Corner Effects > Text Frame Ceneral Options Stoke & Corner Effects > Text Frame Ceneral Options Stoke & Corner Effects > Text Wrap & Other Anchored Object Options	General Drop Shadow & Feather ♥ Stroke & Corner Effects Drop Shadow & Feather ♥ Drop Shadow & Feather Opacity: ♥ Text Frame Ceneral Options V offset: ♥ Text Frame Baseline Options Color ♥ Text Frame Control Options Color ● Text Frame Contrent Contrent Diffuse	
Preview	Cancel OK	Preview	Cancel OK



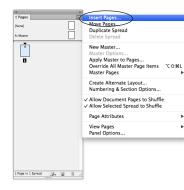


[님》[러*] **보**])

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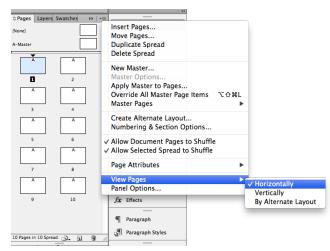
The Pages Panel

To add pages to the document, go to the **Pages panel pop-up menu** and choose **Insert Pages**, or click on the new page button at the bottom of the panel. In this dialog users can choose to use a **Master page** or keep the document page completely blank.



Display More Pages in the Pages Panel

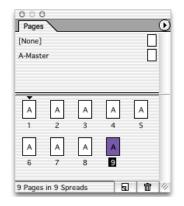
A lot of space is wasted in the default setting for the pages panel (Window > Pages). To display more pages in the panel go to the **Pages panel** menu and choose **View pages > Horizontally**.



CS5 Pages Preference

Go to the pages panel menu and choose **Panel Options...** de-select **Show Vertically**.

Palette Options	
Pages Icon Size: Medium	OK Cancel
Masters Icon Size: Small 🛟	
Palette Layout Pages on Top Masters on Top Resize: Masters Fixed	



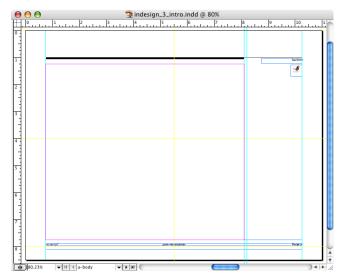
Master Pages

By default, every document has a master page A-Master, to edit this page double click the icon in the pages panel. For this exercise, we will create a text box and add an automatic page number.

Adding a Page Number

- 1. Double click on **A-Master** in the Pages Panel.
- 2. Go to the Text tool and create a text box below the margin.
- 3. Type the word Page and a space.
- 4. Go to the Type > Insert Special Character > Markers > Current Page Number (Command Option N or Ctrl Alt N).

InDesign intentionally locks items on the Master Page. If you would like to edit something that exists on the Master, hold down **Command Shift** or **Ctrl Shift** and click on the item. This will release it from the Master and it is now considered a Local Override. If you want to restore the item to it's original state on the Master, go to the Pages Panel pop-up menu and choose Remove Selected Local Overrides.



Chapters & Sections

Creating a Section

Section names are used throughout this book, in the upper right corner of the page. Sections are dynamic content that can change on a page by page basis. To create a section:

- 1. Double click on A-Master in the Pages Panel.
- 2. Go to the **Text** tool and create a **text box** below the margin.
- Click in the text box and go to Type > Insert Special Character > Markers > Section Marker (Command Option Shift N or Ctrl Alt Shift N).
- 4. Go to the first page in the document, or the 1st page in the section. (or the 1st page that you want to change the numbering and section name for).
- 5. Click on the Pages Panel pop-up menu and choose Numbering & Section Options. This is also located under the Layout menu.
- 6. Type the section name in **Section Marker**. Section starts are indicated by a small triangle above the page, in the Pages panel.



Note: Be careful to **never** put **anything** in **Section Prefix**. If you do and try to print page 3, InDesign might warn you that page 3 doesn't exist. To print the page you would have to type in Sec1:3 in the print dialog. You can also put the plus sign + in front of the physical page you would like to print, for example to print the 3rd physical page, in the print dialog type +3. The page may be numbered ii or c and if it's the 3rd in the document it will print.

Spreads

InDesign will not allow a spread to be created, unless the user selects

Pages Palette Pop-up Menu > Keep Spread Together. Once this is selected, that page will have [brackets] around it, then pages can be dragged into the spread.

Note: The maximum number of pages in a spread is 10.



Footnotes

Create **Footnotes** directly in InDesign or import them from Microsoft Word and RTF files. Control their numbering, formatting, and layout.

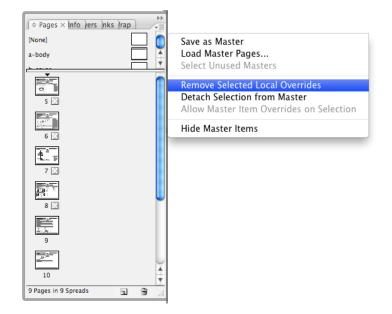
Resetting Master Pages

Master Page Settings

InDesign has thought through the full logic of using Master Pages. For example if someone makes an edit to a Master Page item and it needs to be reset to how it appears on the on the Master Page.

Resetting Master Items

- 1. Select the object (or objects) that has been edited.
- 2. Go to the **Pages panel pop-up menu** and choose **Remove Selected Local Overrides**. This will reset the selected object or objects.



Referenced Master Pages

Users can set up referenced master pages to re-use repeating design elements across documents consistently. When the original page changes, all the referenced master pages also update.

Prefix:	b		ОК	Э
Name:	body graphic	0	Cancel	
Based on Master:	a-body	•		
Number of Pages:	1			

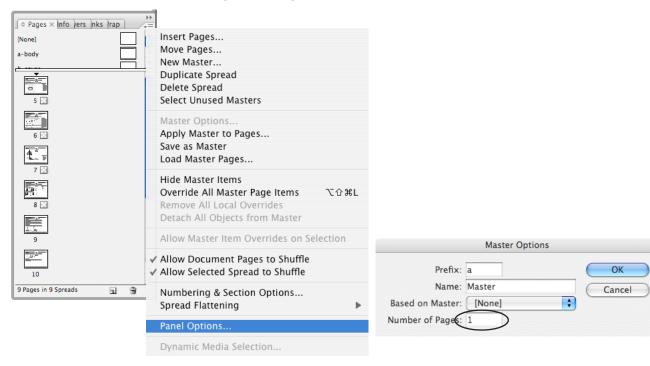
Resetting All Master Items

If there have been a lot of local edits to objects that occur on the Master Page, you can reset everything by Go to the **Pages panel pop-up menu** and choose **Remove All Local Overrides**. This will reset all objects to how they appear on the Master Page.

Master Options

You also have the ability to change your Master Page from Single Sided to Double sided.

- 1. Go to the Pages panel pop-up menu and choose Master Options.
- 2. In the Master Options dialog box change the Number of Pages from 1 to 2 or vice versa.



Margins & Columns

Margins & Columns

Changing Margins & Columns

Before changing your margins **double click** on **A-Master** so that all future pages pick up the new margins. If you decide to change your page from 1 column to 2, InDesign can **auto fix** the existing text and picture frames to fit the new layout by CHECKING **Enable Layout Adjustment** BEFORE you change the margin or column value. This feature uses a set of rules to move and resize objects and page guides.

- 1. Go to the Pages Panel and double click on A-Master.
- Choose Layout > Margins and Columns and type in your new values.
 (Be sure to CHECK the Enable Layout Adjustment box before changing your margins or columns.)

× ↔	Margins and Columns
Nonej	Margins OK Top: ★ 1.25 in
	Columns Number: ‡1 Gutter: ‡0.1667 in
64 65	

Double click on A-Master before changing your margins to effect all pages

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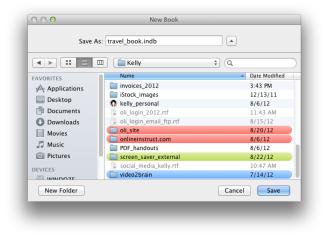
Building Templates

Templates always open a copy of the master file, with text boxes and picture boxes (frames) as well as styles and colors. Before building a book document, it helps to start with a master layout, in the form of a template.

Creating a Template

To create a Template, build your document, then delete the content, then add Styles, Colors and Master Pages.

- 1. Choose File > Save As.
- 2. Under Format choose InDesign Template.



3. Close the file and Re-Open it. InDesign will now always open a copy of the original.

Table of Contents

Building a Table of Contents

InDesign has a beautiful Table of Contents *(TOC)* feature. As long as **Paragraph Styles** are assigned, InDesign will create the Table of Contents for you, complete with Bookmarks and Hyperlinks (that are clickable in the resulting PDF.)

1. Go to Layout > Table of Contents.

OC Style.	[Default]	\$		ОК
Title:	Contents	Style:	[No Paragraph Style] 🕴	Cancel
Styles in	Table of Contents			Save Style
Include Pa	ragraph Styles:		Other Styles:	Save Style
			[No Paragraph Style]	More Options
		<< Add	body	
		< Auu	body indent	
		Remove >>	body no space after	
			body center	
Options	y Style: PDF Bookmarks E Existing Table of Conte	*]
🗹 Replace	Book Documents			
✓ Replace ✓ Include		e Full Paragraph	•	

- 2. Click on the **Paragraph Style** (on the right where it says Other Styles) to be used for TOC entries, then click **Add**. In the example above, subhead 01 and subhead 02 were used.
- 3. For **Entry Style** (at the bottom) use **TOC Body Text**, or build a custom style. Paragraph Styles for Table of Contents often include a right justified tab with a dot leader (this book uses one).
- 4. Once this is finished, **click OK**. The cursor will now display a loaded text icon.
- 5. InDesign will now show you a loaded cursor icon, click on the page where you would like the TOC.
- Note: If the TOC entries change in the document, simply go back to Layout > Table of Contents and choose Update Table of Contents.

Table of Contents

Creating Dot Leader

Table of Contents are often formatted with dot leaders, periods that follow the entry from the text to the page number.

To create a paragraph style with a tab leader:

- 1. Choose Window > Styles > Paragraph Styles.
- 2. Double-click the name of the paragraph style **TOC body text** applied to entries in your table of contents. The Style **TOC body text** is **automatically** created, if selected, from **Entry Style** when **generating** the Table of Contents.
- 3. Click Tabs.
- 4. Select the **right-aligned tab** icon and click on the ruler to set the tab.
- 5. For Leader, type a period (.).

Updating the Table of Contents

Whenever changes are made to the document, your Table of Contents will need to be updated. Especially since updates often cause headings to move to new pages.

To update a table of contents:

- 1. Open the document containing the table of contents.
- 2. Double-click to get inside the text box containing the Table of Contents.
- 3. Choose Layout > Update Table of Contents.

Table of Contents

Formatting the Table of Contents

When you click **More Options** in the **Table of Contents dialog** box, additional options appear for formatting. The settings in the **Style section** apply **only** to the style selected under Include Paragraph Styles. You can specify options separately for each style that has been created.

Title: Conte	nts	Style:	[No Paragraph Style]	÷	Cancel
Styles in Table of	of Contents				
Include Paragrap			Other Styles:		Save Style
Heading 1			[No Paragraph Style]		Fewer Options
Heading 2		< Add	body		
			body indent		
	Ren	nove >>	body no space after		
			body center		
Style: Heading 2					
	toc subhead 02	\$			
Page Number	No Page Number	\$	Style: [None]	\$	
Between Entry	and Number: At	b.	Style: [None]	\$	
Sort Entries in	Alphabetical Order		Level: ≑ 2 🔋		
Options					
Create PDF Bo	okmarks	🗆 R	un-in		
	ng Table of Contents		nclude Text on Hidden	Layers	
🗹 Include Book	Documents				
Numbered Par	agraphs: Include Ful	l Paragraph	\$		

Note: By default, each item added to the Include Paragraph Styles box is set one level lower than the item immediately above it. Level will allow you to change this hierarchy by specifying a new level number.

Page Number: Specifies whether the page number of the selected style should appear before or after the table of contents entry. You can also select No Page Number.

Characters styles: You can choose a custom Character Style to be applied only to the page numbers, or for the tab between the text and the page numbers.

Between Entry and Number: Tells InDesign which character *(or characters)* you want between the table of contents entry and its page number. The default is a **tab** (^t), other special characters can also be used, such as a Right Indent Tab.

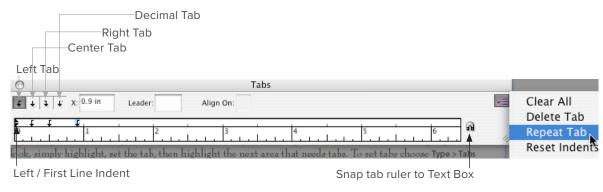
Sort Entries in Alphabetical Order: Sorts the table of contents entries in the selected style alphabetically.

Run-in: Places all TOC entries in a single paragraph. A semicolon followed by a space (;) separates the entries.

Include Text on Hidden Layers: This should be chosen only if you want the paragraphs on hidden layers to be included in your table of contents.

Setting Tabs

With InDesign, tabs are also palette based, therefore every tab set is dynamic. There is no need to highlight and click ok, simply highlight, set the tab, then highlight the next area that needs tabs. To set tabs choose Type > Tabs (Command Shift T or *Ctrl Shift T*).



(The top portion sets the first line indent, the bottom slider sets the left indent)

Tabs are set by default every half inch, when a new tab is set, those are cleared. From the tabs palette pop-up menu, tabs can be repeated. For example, if you set a **tab at 1.5**", then chose **Repeat tab** from the **Tabs palette pop-up menu**, you will get a tab every inch and a half.

Tab Shortcuts

Shift Tab creates a Right Aligned Tab will leave the text on the left of the box aligned left while throwing all other text after the right aligned tab to the right of the box as shown below. This can also be found under Type > Insert Special Character > Right Indent Tab.

Normal text

Right Justified Tab

Hanging Indents can be created by hitting Command \ or Ctrl \ or by choosing

Type > Insert Special Character > Indent to Here or you can Right click (Control click on the Mac) to get to Insert Special Character.

— This is an example of a hanging indent. The text on the second line lines up to the word This because I clicked before the T in This and chose Type > Insert Special Character > Indent to Here. I also found the em dash—under the Insert Special Character menu.

• • . -. . --.

Tabs Exercise

Fun with Tabs

July 2003

	Sally Cox	Atlanta, GA
		San Francisco, CA
		Philadelphia, PA
		San Diego, CA
		Washington, DC
Name		
Phone		

Politically Correct Phrases

- 1. He does not have a gut; He has developed a Liquid Grain Storage Facility in the event of a Nuclear Attack.
- 2. She is not quiet; She is a Conversational Minimalist and will speak when there is something worthwhile to say.
- 3. She does not get lost all the time; She discovers Alternative Destinations and takes the scenic route often.
- 4. He is not balding; He is in Follicle Regression and has exhausted all medical remedies.

Fictitious Stock Quotes

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
IBM	123.56	45.65	98.79	12.9
Apple	4.07	67.89	123.2	243.90
Compaq	45.90	68.89	12.78	78.39
HP	24.57	79.97	38.6	40.90

Working on InDesign Files Created by Others

When you open an InDesign document created by someone else, it is important to check several things: fonts, image quality, link status and colors.

Opening Documents with TypeKit Fonts

If a font was loaded from **Adobe TypeKit** typekit.com through the Creative Cloud application (installed with all versions of CC and newer) and that font is missing: InDesign can detect the missing font and load it automatically when you open the InDesign file.

The document "copyright_notice.indd" uses f on your computer. Closing the dialog box will the default font until the original fonts become	substitute the missing fonts with
Some of these missing fonts are available from sync selected fonts.	
Missing Fonts	Sync Fonts
Proxima Nova Light: Available to sync from Typekit.	× *
Proxima Nova Semibold: Available to sync from Typekit.	
Proxima Nova Light Italic: Available to sync from Typekit.	⊻
Find Fonts	▼ Close

Find Font

To identify exactly which typeface is required, choose **Type > Find Font**. In the dialog below, PostScript, TrueType and OpenType fonts are used.

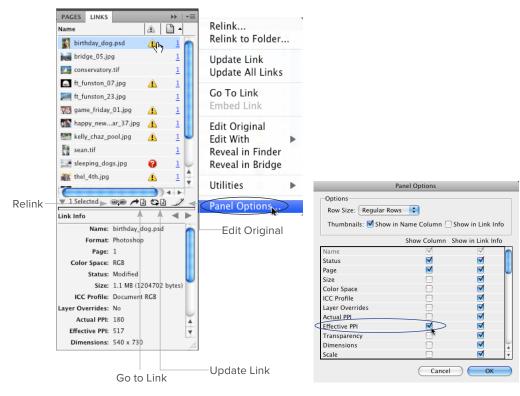
7 Fonts in Document	Fonts in Graphics: 1 Missing Fonts: 0	
Font Information	Sync	
American Typewriter Condensed Bold		Done
Myriad Pro Light		Find Graphic
Proxima Nova Light		
Proxima Nova Light Italic		Change
Proxima Nova Regular		Change All
Proxima Nova Semibold		
MyriadPro-LightCond	ā 🗆 🗸	Change/Find
- Replace With:		
		Reveal in Finder
Font Family: Minion Pro	•	More Info
Font Style: Regular	▼	
Redefine Style When Cha	inging All	

	Find Font	
6 Fonts in Document	Fonts in Graphics: 1 Missing Fonts: 3	
Font Information	Sync	
Proxima Nova Light	🔔 🗹 🔺 Done	
Proxima Nova Light Italic	Find Grap	nic
Proxima Nova Semibold Myriad Pro Light	Change	
Myriad Pro Light Condensed	Change A	
MyriadPro-LightCond	ā 🗆 🔤	
	▼ Change/Fi	na
- Replace With:	Sync Fon	ts
Font Family: Minion Pro	Reveal in Fi	nder
Font Style: Regular	More Infr	
Redefine Style When Changi		_

Fonts

Links

The Links panel has been radically improved in CS4. It is located under Window > Links and users can update missing or modified images. Also new to CS4 is the ability to display much more information in the Links panel. Simply go to the Links panel pop-up menu and choose Panel Options... then check off the additional columns you would like displayed. Effective PPI is one of the most useful, it shows the final, printable resolution of images after they have been placed and scaled in InDesign.



Tip: You can hold down **Option** or **Alt** and double-click an image to open in it's Originating application.

Links

Links Icons

When re-linking or updating images, there are two icons on the panel, the red stop sign with the question mark indicates that the image can't be located. The yellow hazard symbol indicates that the image has been found but needs to be updated.



🛆 - Modified Image

Sorting Links

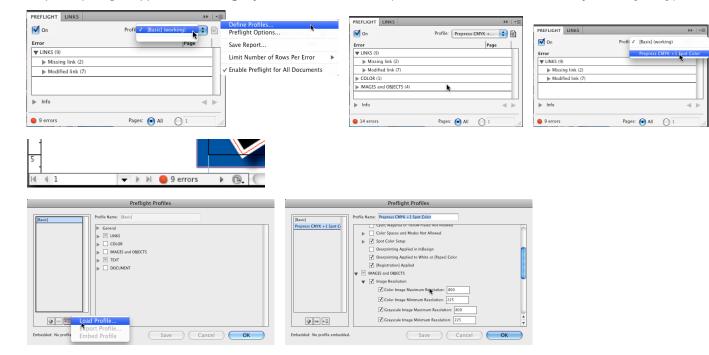
To **sort** by status, or Effective PPI (if you turned that on in Panel Options), click the symbol at the top of the column in the Links panel.



Preflight

InDesign has a beautiful option for checking and collecting all required files for submission to a print shop and was radically improved in CS4. Preflight is now Live and Panel based instead of a dialog Window > Output > PreFlight it is also automatically shown in the Printing and Proofing workspace.

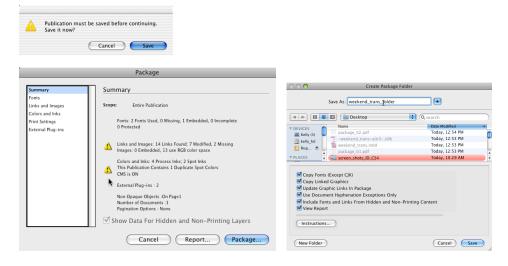
Live Preflight also displays an active check at the lower left corner of your document window. To load a Preflight profile, go to the Preflight panel pop-up menu and choose **Define profiles...** the profile I'm using here is called **Prepress_preflight.idpp**. After loading it you have to select the profile for the document where you see [**Basic**] (working).



Package

File > Package will collect all screen and printer fonts *(even fonts in placed EPS files if they aren't embedded)*, all images, all linked text files and generate an itemized report of all items collected. During the collection, InDesign will re-map the link (placed files) location to the folder it is collecting to. This means if an operator Packages to a Server, InDesign will make sure that when another employee opens the InDesign document from the sever, it is not looking for the files on the original author's local hard drive. It will find the images in the correct location on the server.

After you **click Package**, InDesign will warn you to **Save** again, even if you just saved before PreFlight. This is part of the script.

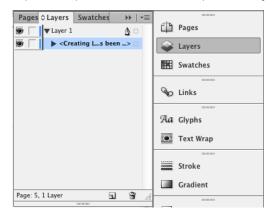


Package

.

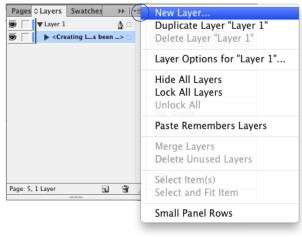
Layers

Every new document starts with a layer named Layer 1. The Layer color is the selection color *(handles & points)* of objects *(the default color is blue.)* Layers also control the stacking order of objects, type & images. The layer at the top of the panel contains the top most objects *(or elements)* in the stacking order on the page.



Creating Layers

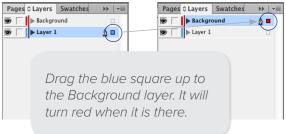
1. Go to the Layers panel menu (in the upper right corner of the panel) choose New Layer...



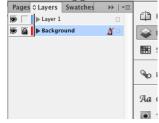
2. Name your new Layer, in this case we are naming it Background.

	Background		OK
Color:	Red	÷	Cancel
	🗹 Show Layer	🗹 Show Guides	
	Lock Layer	Lock Guides	
	🗹 Print Layer		
	Suppress Text	Wrap When Layer is	Hidden

- 3. If you'd like to move an object to the new Layer, click it once with the Selection tool.
- 4. You will see a **blue dot** to the right of **Layer 1** in the Layers panel. This indicates an object is selected, **drag** the **blue dot** to the **Background Layer**.



- 5. If you'd like to change the **stacking order** of objects on the page this can be done by **moving Layers**. In this example we're placing the **Background Layer** underneath **Layer 1**, which will move anything on that layer underneath all objects on Layer 1.
- 6. To lock a Layer so that objects can't be moved or selected, click the empty column next to the eye icon, you will see Toggles Lock in the tool tip.

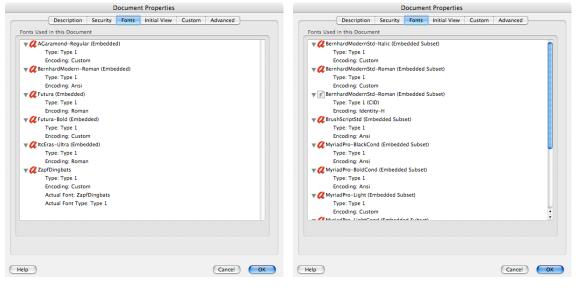


Layers

PDF Font Embed Status

The advantage of a PDF (*Portable Document Format*) is that you can **embed** the fonts that you use in your layouts, so you don't have to use Arial or Times, or be dependent on the fonts the end user has loaded on their machine. Once a PDF has been created, it is important to check that the fonts made it into the document, fully. To do this, open the PDF and choose **File > Properties (Command D** or **Ctrl D**) then click the Fonts section at the top. Ideally it should say (**Embedded Subset**) or for high-end print (**Embedded**) next to every font in the list. In many cases, because of licensing restrictions, TrueType fonts may not fully embed (*more often on a Windows machine than a Macintosh™*). If you don't see either. The font didn't make it in. The Standard settings from Adobe don't embed **ANY Microsoft Fonts**.

Font Embed Status



PDF & Fonts

Acrobat & Adobe Reader Font Substitution

In some cases, fonts may not be able to be embedded because of licensing restrictions. In this case, the person receiving the PDF will need to have the font installed on their machine for it to display properly. The text below can only be viewed on a PC with the TrueType Font loaded. The Mac and Unix users are out of luck, it is simply not available. Here is the example:

American Dream PDF on a Machine with the Font Loaded



Same PDF file on a Macintosh™



When a font is not fully embedded or subset, Acrobat or Adobe Reader will substitute **Adobe Sans MM** or **Adobe Serif MM**. They are loaded from a resource folder inside Acrobat and will not show up as a selection in any other application.

Loading PDF Settings

You can use the PDF settings on our class files page under PDF Settings (.joboptions):

onlineinstruct.com/class_files.html

Download the file, de-compress the zip and double click the .joboptions file to load (*it will launch Distiller and put the file in the proper place*). Once you de-compress the zip file (*from above*), I recommend using the **Proof_UnFlattened.joboptions** as a good laser printer or email proof quality default PDF settings file. You might have to click Save As, then OK if you are on a PC (*don't change the location where it is saving*).

Direct Export to PDF

Users do not need to own Acrobat to create PDF (*Portable Document Format*) files, simply choose **File > Export**. Choose **Adobe PDF (Print)**. Always check with the Print provider for recommended settings. The native export to a PDF Document now supports Acrobat 6.0 (Adobe PDF 1.5). In this version, **document layers** are now maintained and **Multimedia**, such as movies and sounds, can be embedded.

		PDF_fonts_print.pdf		^			Adobe PDF Preset: [High	h Quality Print] (n	nodified)			
	Tags:						Standard: None	e	•	Compatibility:	Acrobat 5 (PDF 1.4)	•
	858 ×	🛅 Desktop	•		Q, Search		General	General				
orites	Name		^	Size	Date Modified	Kir	Compression	Description	[Based on '[High Quality P	rint]"] Lico those sottin	as to create Adeba BDE	-
Cloud Drive	=	10 Funny Photoshop Effects.pptx		943 KB	3/9/15	01	Marks and Bleeds		documents for quality prin			
Applications		bridge_images	•	1.3 MB	11:14 AM	AI	Output		PDF documents can be on			
	. 🕨 🖿	CIB_lesson10			Yesterday	Fc	Advanced		later.			
Desktop			•		10:39 AM	Fc	Security					
Documents		desktop_03-2015			3:24 PM	Fc	Summary	Deese				
Downloads		Dreamweaver03-10-2015.rtf		5 KB	Yesterday	ric		Pages				
		Dreamweaver_class_files_2015			Yesterday	Fc		● AII				
kelly		Dreamweaverfiles_2015.zip		23.7 MB	Yesterday	ZI		O Range:	All Pages			
Movies		Dreamweaver_HTML5_CSS3.pdf		3 MB	Yesterday	Pť						
Macintosh HD		favorite			Yesterday	Fc		• Pages				
		html5up-photon html5up-photon.zip		 669 KB	Yesterday	Fc Zi		O Spreads				
Music	•			669 KB	Yesterday 1/21/15	Fc		O Spreads				
Pictures		MP3Player_Kelly.zip		1 MB	9/28/13	Z						
Creative Cloud Files		renewfund		1 MD	4:02 PM	FC		Options -				
	10				4.02 FM			Embed I	Page Thumbnails	View PDF a	after Exporting	
ces									e for Fast Web View	Create Acr		
	Format:	Adobe PDF (Print)		0						_ Oreate Add	obai Layoro	
				_				✓ Create 1	agged PDF			
New Folder					Cancel	Save		Export Laye	ers: Visible & Printable Lay	vers 💌		
								- Include				_
								Bookma	when i	Non-Printing Object		
								Hyperlin	ks	Visible Guides and	Grids	
								Internetive	Elements: Do Not Include	•		
								Interactive	Elements: Do Not include	•		
							Save Preset				Cancel Export	_
							ouverneedun					

Bookmarks & Buttons in Richly Interactive PDFs

Bookmarks and interactive buttons can now be created that playback movies and sounds, turn pages and more.

General PDF Settings

In the **General** tab, PDF authors can select version **Compatibility** with Acrobat 4, 5 or 6. The current recommended setting is **Acrobat 4 (PDF 1.3)**. Most print shops and high-end production workflows are still based on Acrobat 4. Additionally, web users viewing PDF links or email attachments, may not upgrade their software very often, this will ensure that most of the population can read the PDF that is being created.

Acrobat 4 compatibility also forces the **Transparency** to be **Flattened**, if you choose Acrobat 5, 6 or 7, your transparency is unflattened, which may produce unpredictable files.

Standard: No	one Compatibility: Acrobat 5 (PDF 1.4)
General	General
Compression	
Marks and Bleeds	Description: [Based on '[High Quality Print]'] Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created
Output	PDF documents can be opened with Acrobat and Adobe Reader 5.0 and
Advanced	later.
Security	
Summary	Pages
	⊙ All
	O Range: All Pages
	Pages
	O Spreads
	Coptions
	Embed Page Thumbnails
	Optimize for Fast Web View Create Acrobat Layers
	✓ Create Tagged PDF
	Export Layers: Visible & Printable Layers
	- Include
	Bookmarks Non-Printing Objects
	Hyperlinks Usible Guides and Grids
	Interactive Elements: Do Not Include
Save Preset	Cancel Export
	Candol LAport

When in doubt, most printers used to recommend using PDF/x-1a. This does 4 very important things to the file: Acrobat 4 Compatibility (which means the Transparency is flattened) 300 PPI resolution (not part of the spec) All RGB is converted to CMYK and Spot colors are preserved Fonts are at least Subset (but not fully Embedded)

Compression Settings

For most office printers, a resolution of **150 – 225 ppi** (*pixels per inch*) is sufficient for color or grayscale photos. Line Art (*Monochrome or Bitmap meaning no shades of gray*) is typically acceptable between **300 - 450 ppi**. For high end printing, **2 x lpi** (*lines per inch*) is the best resolution for color and grayscale, typically **600 - 1200** ppi is recommended for Line Art, always check with your print shop for recommended settings. For Web based PDFs **72 & 72 ppi** is standard and **300 ppi** is sufficient for Line Art.

For **Image quality** in **Color** and **Grayscale** images, a setting of **High** or **Maximum** is recommended, so that too much data is not thrown away.

	Export Adobe PDF
Adobe PDF Preset: (pod_4x_150
Standard: (None Compatibility: Acrobat 4 (PDF 1.3)
General	Compression
Compression Marks and Bleeds	Color Images
Output	Bicubic Downsampling to
Advanced	for images above: 225 pixels per inch
Security Summary	Compression: Automatic (JPEG) Tile Size: 128
	Image Quality: High
	Grayscale Images
	Bicubic Downsampling to 🛟 150 pixels per inch
	for images above: 225 pixels per inch
	Compression: Automatic (JPEG) Tile Size: 128
	Image Quality: High
	Monochrome Images
	Bicubic Downsampling to 😫 300 pixels per inch
	for images above: 450 pixels per inch
	Compression: CCITT Group 4
	Compress Text and Line Art Crop Image Data to Frames
Save Preset	Cancel Export

PDF Settings

Marks & Bleeds

If the print shop requests that marks & bleeds be included in the document, you can turn them on here. Be aware that including Slug Area may cause some problems with electronic imposition programs. For some reason Adobe keeps getting the offset value for marks wrong. Be sure if you include any marks they are offset at least p9 or 0.125."

	Export Add	obe PDF
Adobe PDF Preset:	pdfx_fonts_bleeds (modified)	÷
Standard:	None	Compatibility: Acrobat 4 (PDF 1.3)
General Compression Marks and Bleeds Outout Advanced Security Summary	Marks and Bleeds Marks All Printer's Marks Crop Marks Registration Mar	Type: Default Weight: 0.25 pt Offset: \Rightarrow 0.125 in
Save Preset)	Cancel Export

Output

The **Output** tab was added to InDesign to enable you to select **Color Management** Policies. Color Management is on by default. If you are not familiar with the settings, it is safest to select **Convert to Destination (Preserve Numbers)** and select **Don't Include Profiles**. In the shot below, I chose **No Color Conversion**, because I'm doing Print on Demand (POD) and the images do not need to be **CMYK**.

dobe PDF Preset:	proof_4x_150 (modified)		
Standard: (None 🛟	Compatibility: Acrobat 4 (P	DF 1.3)
eneral	Output		
Compression Marks and Bleeds	Color		
Marks and Bleeds Dutput	Color Conversi	on: Convert to Destination (Prese	🗘
Advanced	Destinati	on: Document CMYK - U.S. Sheet	🛟
Security Summary	Profile Inclusion Poli	icy: Include Destination Profile	\$
, and the second s			
	Simulate Overprint	Ink Manag	er)
	PDF/X		
	Output Intent Profile	Name: N/A	Å Ŧ
	Output Condition	Name: N/A	
	Output Condition Ide	ntifier: N/A	
	Registry	Name: N/A	
	Description		
		e converted to process colors, and other ink setting only the output, not how the colors are defined in t	

Advanced

InDesign has an **RGB to CMYK conversion engine built in**, so in the Advanced section of you select CMYK all RGB images will be converted to CMYK in the final PDF file.

		Export Add	obe PDF			
Adobe PDF Preset:	pod_4x_150 (mod	lified)				•
Standard: (None	\$	Com	patibility: Acrobat 4 (P	DF 1.3)	+
General Compression Marks and Bleeds Output Advanced Security Summary	All fonts w OPI OPI Orit Transparency Preset: [Hig]gn Job Definition Create JDF i Requires A	For OPI: For OPI: Flattener h Resolution fore Spread C n Format (JDF File Using A	EPS PE	DF Bitmap Images		
Save Preset				Cancel	Export	

Subset % refers to the maximum percentage of characters (glyphs) in a font that can be used before the entire font is Embedded instead of Subset. The range is 1 through 100. For example, a value of 50 means that a font will be embedded in full (not subset) if more than 50% of characters are used; a value of 100 means all fonts will be subset no matter how many characters are used (because more than 100% of characters can't be used). For Web based PDFs, embedding all the fonts causes the file to become to large, therefore Subset at 100% is recommended. This means that InDesign will Subset all fonts (write in the unique characters used) and not fully Embed all characters in the font. This will keep the file size down.

The value for **Subset** should be **0%** to ensure that all fonts are **fully embedded**, not Subset. This means Subset 0% of the time.

Transparency Flattening also occurs here, **High Resolution** is recommended for all non webbased PDFs. If Acrobat 5, 6 or 7 is selected in general this option will not be available.

PDF Security

To prevent content copying or extraction, users may want to enable PDF security. Security can not be saved in a set, it must be enabled every time you Export the PDF.

	Export Adol	De PDF	
Adobe PDF Preset:	pod_4x_150 (modified)		\$
Standard:	None 🛟	Compatibility: Acrobat 4 (PDF	1.3)
General Compression Marks and Bleeds Output Advanced Security Summary	Document Open Password Require a password to o Document Open Passw Permissions Use a password to restr Permissions Passw This password is required to open Printing Allowed: Changes Allowed:	open the document word: ict printing, editing and other tasks	4 Y 4 Y

PDF Settings

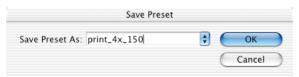
PDF Summary

Finally, InDesign provides a summary of all the selected PDF options.

Export PDF		
Pre	eset: [Custom]	
General	Summary	
Compression		
Marks and Bleeds	General	
Advanced	Pages: All	· · · · · · · · · · · · · · · · · · ·
	Spreads: Off	
ecurity	Compatibility: Acrobat 4 (PDF 1.3)	
iummary	Standards Compliance: None Generate Thumbnails: Off	
	Optimize PDF: On	
	View PDF after Exporting: On	
	Create Acrobat Lavers: N/A	
	Include Bookmarks: On	
	Include Hyperlinks: On	
	Export Nonprinting Objects: Off	
	Export Visible Guides and Baseline Grids: Off	
	Include eBook Tags: On	
	Include Interactive Elements: On	
	Multimedia: N/A	
	Compression	
	Color Images	
	Bicubic Downsample at: 150 DPI	
	for images above: 225 DPI	
	Compression: Automatic	
	Tile Size: N/A	
	Quality: Maximum	
	Grayscale Images	
	Bicubic Downsample at: 150 DPI	
	for images above: 225 DPI	
	Compression: Automatic	
	Tile Size: N/A Quality: Maximum	Ť
	Quality: Maximum	Là
	Save Summary	
Save Preset	Cancel	Export

Save Preset

For frequent PDF exports, you may save all the selected PDF options for quick access. These will be available for future use under the Preset menu at the top of the export dialog box.

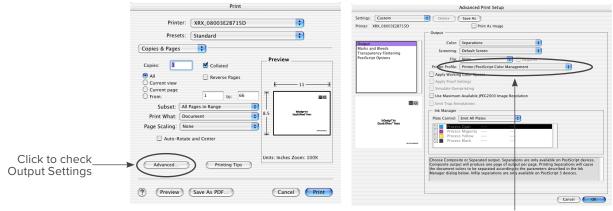


PDF Settings

. -.

Printing a PDF

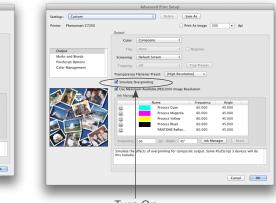
When you choose File > Print, then click the Advanced button. Often, users will complain that the color changes from the Original file to the PDF and/or they have issues with Transparency when doing digital proofs. There are many reasons why this can happen. One of the most common causes is Acrobat's default Printer/PostScript Color management setting and the Simulate Overprint Setting. To access this setting in the Print dialog, click Advanced.



Turn Off



Outer Ou	Curput Color: Composite 1 Hig: None 1 Negative	inter: Photosmart C7200 Output
Outer Ou	Output Color: Composite 1 Flip: Nons 1 Negative	Output
Cole: Composition	Color: Composite : Flip: None : Negative	C.
Object Fig. Instruct Image: Negative Description Searching Image: Negative Description Transparates filterate Prevail Transparates filterate Prevail Image: Negative Image: Negative Image: Negative	Flip: None	
Notes and Berkh Nachscrifte Dirich Screening Ort 1 Trage Present Citler Management Tragement Officer Preset: High Resolution 1 Grade Acceptioning Grade Acception		Output
Marka and Hendel Nandscripe Options Color Management Screening Office Implement Simulate Overprinting On Maximum Availability (EC2000 Image Residence Image Markania) Simulate Overprinting	Screening: Default Screen 2	
Color Management Trapping Trap		Marks and Bleeds Scree
Cold Madageneri Transparency Flattener Preset: [Migh Resolution] 1 Grindate Overprinting Ø bre Maximum Ancalable (PFG2000 Image Resolution init Manageneri		PostScript Options
Simulate Overprinting W Use Maximum Available JPG2000 Image Resolution Ink Manager		Color Management
W Live Maximum Available JPEC2000 Image Resolution Ink Manager	Transparency Flattener Preset: [High Resolution]	Transp
W Live Maximum Available JPEC2000 Image Resolution Ink Manager	Simulate Overprinting	□ Sim
Ink Manager		
		What have a
Process vellow 60.000 45.00	Process Yellow 60.000 45.000	Contracts like
Process Black 60,000 45,000	Process Black 60,000 45,000	
	PANTONE Reflex 60,000 45.000	
Frequency: 60 IpI Angle: 45" Ink Manager	Frequency: 60 Ini Angle: 45* Ink Manager Rt:	Contraction Freq



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Printing Controls

In this dialog, you can print Visible Guides and Baseline Grids, Blank Pages or Non-printing objects.

	Print
Print Preset:	[Custom]
Printer:	Sea Billows Laserprinter
PPD:	Apple LaserWriter Pro 630
General	General
Setup Marks and Bleed Output Graphics Color Management Advanced Summary	Copies: Collate Reverse Order Pages: All @Range: Fill Sequence: All Pages Print Master Pages
Ъ	Options Print Non-printing Objects Print Blank Pages Print Visible Guides and Baseline Grids
Page Setup) Prin	ter) (Save Preset) (Cancel) Print

Setup

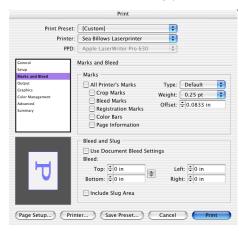
In the Setup section of the print dialog, it is a good idea to choose **Custom** for **Page Size** when writing **PostScript** files. This dialog also offers **Thumbnails** and **Tiling**.

Print Pro	eset: [Custom]	•
Pri	nter: Sea Billows Laserprinter	•
	PPD: Apple LaserWriter Pro 630	*
General	Setup	
Setup Marks and Bleed Output Graphics	Paper Size: Defined By D Width: 8.5 in	Priver
Color Management Advanced Summary	Orientation: 🗿 d 👰	Offset: ≑ Gap: ≑ □ Transverse
	Options	
	Scale: • Width: 1	Constrain Proportions
	Page Position: Upper L	eft 🗦
	Thumbnails:	Per Page
	Tile:	Overlap:

PDF Settings

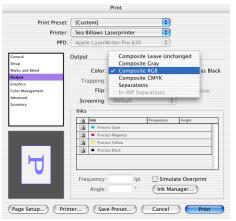
Marks & Bleeds

In the Marks section dialog you can include Bleed and Slug area.



Output

In the **Output** section you can access the **Ink Manager** for **re-mapping** (aliasing) colors, set your **Line Screen**, choose color output options and more.



Ink Manager

The new Ink Manager is intended to control the number of separations without altering the document. In this dialog, print shops can re-map *(which InDesign calls alias)* spot colors without touching the Swatches panel. Spot colors can also be converted to process here. Finally, trapping characteristics of inks, including their type (Normal, Transparent, Opaque, and Opaque Ignore), neutral density, and trapping sequence can be viewed and controlled.

Graphics

There are a few important items in the **Graphics** section. Always Download **Complete fonts** and **check Download PPD Fonts**. When writing PostScript files, you can choose Level 2 and Binary, unless there is a requirement for ASCII or Level 1 PostScript.

Print Pre	set: [Custom]	•		
Prin	ter: Sea Billows Laserprinter	•		
	PD: Apple LaserWriter Pro 630	+		
Seneral	Construction			
Seneral	Graphics			
Marks and Bleed	Images			
Dutput	Send Data: All	:		
Graphics	Send Bata.			
Color Management	Fonts			
Advanced	Download: Complete	:		
ummary				
	🗹 Download F	PD Fonts		
	PostScript®: Level 2	÷		
	Data Format: ASCII	\$		
	Data Formati			

Color Management

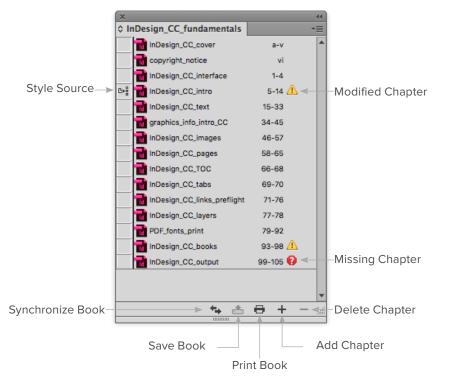
Color Management is off by default, if you are not working with ColorSync™ or ICC profiles, leave this off.

	Print	
Print Preset:	[Custom]	
Printer:	Sea Billows Laserprinter	
PPD:	Apple LaserWriter Pro 630	
General	Color Management	
Setup Marks and Bleed	Source Space	
Output Graphics	 Document 	
Color Management	Proof: N/A (CMS Off)	
Advanced Summary	Print Space Profile:	* * *
Ъ		
Page Setup) Prin	ter Save Preset Cancel	Print

Book Support

Books are a collection of documents that are paginated as they are added to the **Book panel**. Chapters can also be shared among different book files. Books can be printed, packaged, synchronized and preflighted. Books can also share styles and swatches.

Each book has a **Style Source**, which controls styles and swatches in a book. By default, the style source is the **first document** in the book, but you can select a new style source at any time. The style source is used when you synchronize documents in a book. It will add or make changes to styles and swatches in a book.



Note: Removing the chapter doesn't delete the file, the document is removed only from the book panel.

Books

Creating a Book

1. Choose File > New > Book. (Books have an .indb extension)

Where: 📁 indesign	• •
Illustrator Illustrator,02_v10.pdf Illustrator,02_v10.pdf Illustrator,extras_v10.pdf Indesign_acrt_cover.indd Indesign_acrobat.indb Indesign_acrobat.pdf Indesign_mahortcuts.pdf	 -indesign_3bwwgzp.idlk -indesign_3k-67)u.idlk a_indesign_3k-e67)u.idlk book_toc_conv.indb book_toc_conv.pdf indesign_3.adv_01-04.pdf indesign_3.advanced.indb indesign_3.ahvanced.indb indesign_3.ahvanced.indb
New Folder	Add to Favorites

- 2. Type a name for the book, choose a location, and click Save.
- 3. A blank Book panel will appear.

0 0 0 new_book	Þ
,71 ¹² (2)	3 4 - 0

4. Click the **plus sign** at the **bottom** of the panel to add chapters to the book. This can also be reached through the **Book panel pop-up menu > Add Document**.

Note: Commonly, it is helpful to start with a single document that has your cover and table of contents, then you can add actual chapters to the book.

Custom Numbering Pages

When working with book, **automatic pagination** is turned **on** by default and pages are numbered in the order they occur. The page range appears beside each document name in the Book panel. The numbering style and starting page are based on each document's settings under **Layout > Numbering & Section Options**.

Start Section	ОК
 Automatic Page Numbering 	Cancel
O Start Page Numbering at: 93	
Page Numbering	
Style: 1, 2, 3, 4	
Section Marker:	
Include Prefix when Numbering Pages	
Document Chapter Numbering	
Style: 1, 2, 3, 4	
 Automatic Chapter Numbering 	
O Start Chapter Numbering at: 1	
Same as Previous Document in the Book	
Book Name: InDesign_CC_fundamentals.indb	

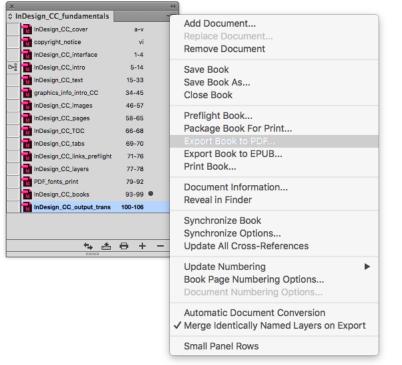
InDesign re-paginates *(or re-numbers)* when you add or remove chapters in the book panel, or when you make changes to the book. You can turn off automatic numbering and re-paginate a book through the **Book panel pop-up menu > Book Page Numbering Options**.

0	Continue on next odd page	Cancel
0	Continue on next even page	
	Insert Blank Page	
	Automatically Update Page & Section Numbers	

Printing or Exporting a Book

Books can be Printed, PreFlighted, Packaged, or Exported to a PDF through the book panel pop-up menu.

1. In the Book panel, select the documents you want to output. If no documents are selected, you can output the entire book.



2. Choose Print Book or Print Selected Documents in the Book panel pop-up menu.

Indexing

Before you create an index for a document, be sure to have a plan of attack. Do you need a simple index, or will it refer to other related topics? Do you want a more detailed index with cross-references to related topics?

Be sure the index creation is late in the document building process, index entries should be created when after content of your document is fairly stable. If you delete or change content in your publication, some of your indexing work may be lost.

Common indexing problems include mixing uppercase and lowercase *(english and English)* or singular and plural *(language and languages)*. A topic list can be used to keep terms consistent.

Before Generating the Index

Look for duplicate entries or weak subject areas:

- Typos
- Inconsistencies in capitalization and wording; for example, InDesign treats: Woman, woman, and women as separate entries.
- The index panel has two modes: Reference and Topic.

Reference Mode

Displays all index entries for the current document or book. Index entries are sorted in alphabetic order and divided into sections by letter. Use collapse or expand triangles, next to the entries, to view subentries page numbers, and cross-references.

Topic Mode

Displays only topics, not page numbers or cross-references.

Code Reference

These codes will appear in place of page references to indicate index entries that may not be included in the final index:

PN — Overset text entries. These can be included in the index, but they will appear without page numbers.

- **PB** Entries on the pasteboard.
- HL Entries on a hidden layer, that can be optionally included in the index.

Master — Entries on a master page.

Creating an Index

- 1. Choose Window > Type & Tables > Index.
- 2. Select Topic.
- 3. Choose New Topic in the Index panel pop-up menu or click the New icon at the bottom of the panel.

Fopic Levels:	Sort By:	ОК
1 Index		Cancel
3		Add
4		

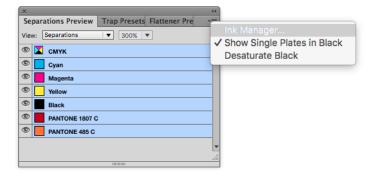
- 4. Type the topic name *(for example, birds)* in the first box. To create a subtopic, type a name *(dove)* in the second box.
- 5. Click Add to add the topic, which will now appear in the New Topic dialog box as well as the Index panel.
- 6. Click **Done** when you've finished adding topics.

Index Tip

Hold down **Ctrl** (Windows) or Command (Mac), and click a triangle to expand or collapse all subentries in the index.

Separations Preview Panel

Avoid costly mistakes before they appear on film, plate or press with the new Separations Preview panel. Window > Output > Separations Preview (Shift F6). Click on View: Off and choose Separations. This panel also works like the Info panel in Photoshop, it is an on-screen densitometer. When you move over an area of the page, it will give you the CMYK or Spot color build.



Output

Output

Ink Manager

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X	 Process Magenta 	Normal	0.76	2	Cancel
X	Process Yellow	Normal	0.16	3	
X	 Process Black 	Normal	1.7	4	
0	PANTONE Reflex Blue C	Normal	1.1107	5	¥
0	PANTONE Reflex Blue.	Normal	1.1107	6	Ŧ
т	Neutral Density: rapping Sequence:	Normal 1.1107 5 √ [No Alia Process	Cyan Magenta	alues for Spo	ots
		PANTO PANTON	Black E Reflex Blu		
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_		PANTO PANTON Ir	Black E Reflex Blu NE Reflex Blu NK Manager Density	e CV	OK Cancel
×	Process Cyan	PANTO PANTON Ir Type Normal	Black E Reflex Blu Reflex Blu ak Manager Density 0.61	e CV Sequence	
× ×	 Process Cyan Process Magenta 	PANTO PANTON Ir Type Normal Normal	Black E Reflex Blu NE Reflex Blu Ik Manager Density 0.61 0.76	e CV	
× ×	 Process Cyan Process Magenta Process Yellow 	PANTO PANTON Ir Type Normal Normal Normal Normal	Black E Reflex Blu E Reflex Blu k Manager Density 0.61 0.76 0.16	e CV	
	Process Cyan Process Magenta Process Yellow Process Black	PANTO PANTON In Type Normal Normal Normal Normal Normal	Black E Reflex Blu E Reflex Blu k Manager Density 0.61 0.76 0.16 1.7	e CV Sequence 1 2 3 4	
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× × ×	Process Cyan Process Magenta Process Yellow Process Black PANTONE Reflex Blue C PANTONE Reflex Blue	PANTO PANTON Ir Normal Normal Normal Normal Normal Normal	Black E Reflex Blu E Reflex Blu k Manager Density 0.61 0.76 0.16 1.7 1.1107	e CV Sequence 1 2 3 4	
× × ×	Process Cyan Process Magenta Process Magenta Process Yellow Process Black PANTONE Reflex Blue NTONE Reflex Blue	PANTO PANTON Ir Normal Normal Normal Normal Normal Normal	Black E Reflex Blu E Reflex Blu k Manager Density 0.61 0.76 0.16 1.7 1.1107	e CV Sequence 1 2 3 4	
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All Spots to Process

. -.

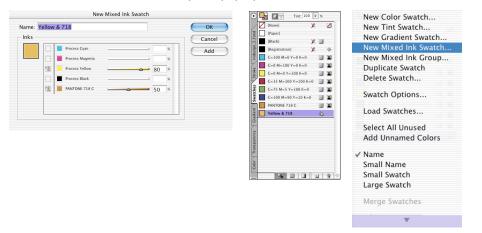
Mixed Ink Support

Two inks can now be combined, such as a spot color and a varnish. A **mixed ink group** can be created in which the base swatch is a parent to related swatches. Editing the base swatch will automatically update the related swatches. To build a mixed ink swatch:

1. First create a **Spot Color Swatch**. Go to the **Swatches panel pop-up menu** and choose **New Color Swatch** add a **Pantone** or **Spot** color.

Swatch Name:	PANTONE 718 C					OK
	Name with Co	lor Value			C	Cancel
Color Type:	Spot	A V			6	Add
Color Mode:	PANTONE soli					Add
	TONE 718		× .			
	ANTONE 719 C ANTONE 720 C	0	_			
	ANTONE 721 C	9	_			
	ANTONE 722 C	0	🖬 🛛			
	ANTONE 723 C	Q	× 7	1		

2. Now, on the Swatches panel pop-up menu New Mixed Ink Swatch will be available.



Transparency

Transparency Flattening

InDesign was the first in page layout program with direct support for transparency, Illustrator 9 and newer also support Transparency. These effects or conditions will make transparency flattening necessary:

- Drop shadows
- Feathering
- Transparency support for placed Illustrator and Photoshop files
- Native transparency created on InDesign objects

5 Places to Flatten

- 1. In Photoshop or Illustrator
- 2. File > Print from InDesign (always flat) We don't recommend you print to flatten in InDesign
- 3. File > Export Acrobat 4, PDF 1.3 (use PDF/x-1a) Transparency Forced Flat
- 4. File > Export Acrobat 5+, 1.4+ or newer is always Unflattened Transparency Then you flatten when you print the PDF or in Acrobat Professional. In Acrobat bring up the Print Production tools (Transparency Flattener), or you can flatten when you Print the PDF.
- 5. In RIP

PDF/x-1a

- Acrobat 4 PDF 1.3 (Transparency is forced Flat)
- CMYK & Spot ONLY
- Fonts Subset
- 300 PPI Color & Grayscale
- Named Output Intent (SWOP)

Adobe DOES NOT recommend printing to PostScript and Distilling any file created in InDesign. The only successful workflow is to use File > Export to build the PDF.

When you create a PDF, if the file is Acrobat 4 compatible, the transparency is forced flat *(meaning there is no unflat-tened or native transparency in the file)*. This works on every output device, but you may have issues with Spot colors and transparent effects interacting.

If the file is Acrobat 5 compatible or newer (this is the ONLY way to get an unflattened PDF out of InDesign, PostScript forces the file to flatten) all the transparency remains native. With this method you can use Acrobat 7 or newer to flatten the transparency on screen, or many printers I work with are letting the RIP do the flattening, with wonderful results, this of course varies depending on the hardware and version of the RIP.

Transparency

Incoming Image Formats

PSD or Adobe Format

Also, Adobe recommends using native PSD and Al files, especially when transparency is involved. Specifically we've had a lot of issues with older EPS files and DCS 2.0. InDesign will color separate Duotones and 5, 6 + channel color files as PSD, DCS is no longer needed.

If there are problems with the flattener you will see them if Overprint preview is off. Ignore any white lines on the screen where the flattener zones are (rasterized regions). This is caused by Acrobat's Anti-alias setting. You can turn the lines off (they don't print) in the Acrobat preferences under Page Diplay, un-check Smooth Line Art and Smooth Images.

If your objects are still dropping out, you may need to enable overprint on your RIP, in Acrobat if you turn Overprint preview on, you will see all the data is there, but it only works if your RIP supports Overprint.

Check out this Adobe website and scroll down for Transparency in Adobe Applications: Print Production Guide http://www.adobe.com/studio/print/

Also, if you are working with Spot colors, this is most often the cause of the problem. Make sure in the original file the Text is always on the top most layer, or use Bring to Front. If transparency flattening occurs over top of text, it will rasterize.

EPS Format

Never use EPS (specifically older EPS) in Adobe InDesign if you use transparency effects near that placed EPS file. Only use PSD, AI, PDF or TIFF.

Transparency

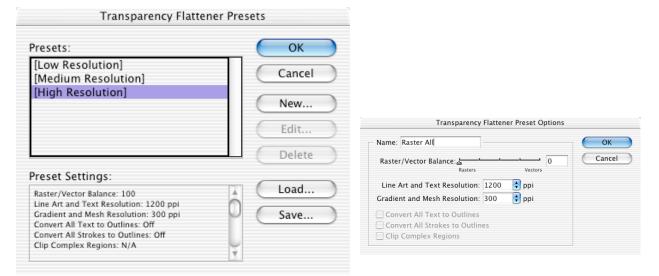
Transparency Flattener Presets

Most printing devices in use today **cannot process transparency natively**. Therefore, files with transparency applied must be flattened before they are printed. Users can apply transparency flattener styles to documents from the Print and Export dialog boxes, or to spreads from the Pages palette. To access settings to control how transparency and transparency effects print choose **Edit > Transparency Flattener Presets**.

What is important to understand is the balance between **raster** and **vector** output. **Text** and **strokes** may need to be **converted to outlines**, and complex regions might need to be clipped to simplify the file in order to print. This will avoid jagged areas where rasterized and vector artwork meet.

Spot colors *(now)* do not get converted to process colors when transparency is applied. Duotones, Monotones, Tritones and Quadtones can interact with transparency. InDesign comes with three preset transparency flattener styles intended for low, medium and high-resolution output.

In order to prevent data lines where some transparent effects overlap, users may want to build a preset that **Rasterizes** all of the transparent areas, making it far **simpler** for the **Printer** or **RIP** (*Raster Image Processor*) to handle.



Story Editor

See overset text while working in the Story Editor, Edit > Edit in Story Editor (Command Y or Ctrl Y). Also a vertical ruler can now be turned on to measure the depth of text. Finally, the anti-aliasing can be adjusted to make text easier to read.

00	Untitled-1: 8 Bits = 1 Byte = 1	
(Basic Paragraph) (Basic Paragraph) (Basic Paragraph) (Basic Paragraph)	02 8 Bits = 1 Byte = 1 Byte = 1 Character 1,024 Bytes = 1 KiloByte (K or KB) 1,024 KB = 1 MegaByte (Meg or MB) 1,024 KB = 1 GigaByte (Gig or GB)	
[Basic Paragraph] [Basic Paragraph]	1,024 GB = 1 <u>TeraByte</u> (TB) 1,024 TB = 1 <u>PetaByte</u> (<u>PB)</u>	
[Basic Paragraph] [Basic Paragraph]	$\begin{bmatrix} 0 \text{ verset} \\ 1,024 \underline{PB} \end{bmatrix} = 1 \text{ ExaByte (EB)}$	
		×

Large Document Support

InDesign can create documents as small as one pica (.1667") and as large as 18 feet by 18 feet (216 inches).

High Zoom Levels

The minimum zoom for InDesign is 5% and the maximum is 4,000%. **Command +** or **Ctrl +** will zoom in. **Command -** or **Ctrl -** will zoom out, just like most Adobe applications.

Default Document Settings

To change any default setting, close all open documents and set the desired values from the appropriate menu or panel. For example, Facing pages are on by default, close all open documents and choose **File > Document Setup**. Un-check Facing pages, now all future documents will start with single page layout. Slug and Bleed values can also be set as a document default.

Quick Apply to Find and Apply Styles

When documents require the use of a lot of styles, it can be difficult to locate the one you want without scrolling through a long list. Use **Quick Apply** to locate a style quickly by typing part of its name. Quick Apply can be used to find and apply paragraph styles, character styles, or object styles.

Select the text or frame to which you want to apply the style then choose **Edit > Quick Apply**, or press **Command Return** or **Ctrl Enter**. Now start typing the name of the style (*the name you type doesn't need to be an exact match*). For example, typing he will locate styles such as Heading 1 or Heading 2 or Subhead. Typing he2 will narrow the search to Heading 2.

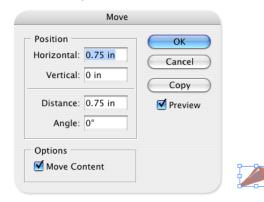
Repeated Transformations

Transformations can now be automatically be repeated, such as scale, skew, rotate, and fit, from one object to another.

- 1. To start, hold down **Option** or **Alt** and drag the object to make a copy.
- 2. Then choose Object > Transform Again > Transform Sequence Again (Command Option 4 or Ctrl Alt 4).



If you would like to type an exact value use the Move dialog: Object > Transform > Move (Command Shift M or Ctrl Shift M).



WYSIWYG Font Preview

Extras

See samples of installed font families directly in the Font menu the Character panel the Control panel.

Municipation Bangle Image Conservation Bangle Image Conservation Sample Image Municipation Sample Image Image Obstantion Sample Image Image Occonstrunt Sample Image	Albertus MT Std	Sample			
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	2 Adobe Corporate ID (T1)	0			

Shape-to-Shape Conversion

The Pathfinder palette now has more buttons to convert an object from one shape to another, such as turning a rectangle into a circle of the same size. It has been moved in the menu to **Window > Object and Layout > Pathfinder**.

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		\bigcirc	\circ	\circ
\triangle	\bigcirc	/	+	
Convert	Point:	٩.	.₹ ⁴ -	

Noise and Spread for Drop Shadows

Noise and Spread can now be adjusted when applying a drop shadow to fine-tune their appearance. Noise will give the shadow or feather a rougher or grainier texture. Spread controls the amount of blur in a drop shadow.

		Effects	
×	ettings for	Drop Shadow Bending Mode: Multiply Position Distance: 0.1375 in Angle: 155* Use Global Lig Options Stee: 0.05 p Noise: 05 p	Opacity: 75% X Offset: 20.0972 in Y Offset: Y Offset: 20.0972 in Shadow Honors Other Effects Shadow Honors Other Effects Cancel OK



