

InDesign® CS5 **Introduction**

Contents

InDesign Tools	1
Panel Tip	
Toolbar Layouts	2
Shortcuts for Nested Tools	
The Control Panel	3
Saveable Workspaces	
Collapsible Panel Layout	4
InDesign	5
Application Frame	5
Application Bar	6
Arrange Documents	6
Changing Preferences	7
Default Font	8
Default Hyphenation Settings	9
Display Preferences	10
All Preference Recommendations	
Optional Preference	
Smart Text Reflow	11
Creating a New Document	12
Document Presets	
Page Layout	13
Keyboard Shortcuts	14
Large Document Support	15
High Zoom Levels	
Default Document Settings	
Usability Enhancements	
Formatting the Text	16
Optical Kerning	16
Text Selection Tips	17
Formatting Text Shortcuts	
Hidden Characters	18

Paragraph Formatting	18
Hyphenation	
Widow & Orphan Control	
Context Sensitive Menu	
Character Pop-up Menu	
Glyphs Panel	
User-specified Glyph Sets	
Hanging Punctuation	22
Text Frame Options.	22
Story Editor.	23
Paragraph & Character Styles.	24
Building a Paragraph Style	25
Space After	
Widow & Orphan Control Through Keep Options	
Building a Character Style.	27
Loading Styles.	28
Nested Styles	29
InDesign Snippets	30
Placing Images	31
Select vs Direct Select Tool	
Reference Point	
Enhanced Support for Photoshop	
Drag & Drop	
Scaling Images.	32
Info Panel.	33
Placing Content	33
High Resolution Image Display	
Bleeds and Slugs Preview	34
Print Preview	
Dynamic Graphics Preview	
Text Wrap	
Enhanced Text Wrap	
Text Frame Options.	36
Clipping Path	37

Measure Tool	
Flattener Preview Panel	
Align Panel	39
Pathfinder Panel.	40
Merging Objects	
The Pages Panel.	41
Pages Preferences	
Master Pages.	42
Adding a Page Number	
Creating a Section	43
Master Page Settings.	44
Resetting Master Items	
Resetting All Master Items	
Master Options	
Layout Adjustment	46
Changing Margins	46
Building a Table of Contents	52
Creating Dot Leader	53
Updating the Table of Contents	
Formatting the Table of Contents	54