

InDesign® CS6 **Introduction**

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Helpful Links

<http://tv.adobe.com>

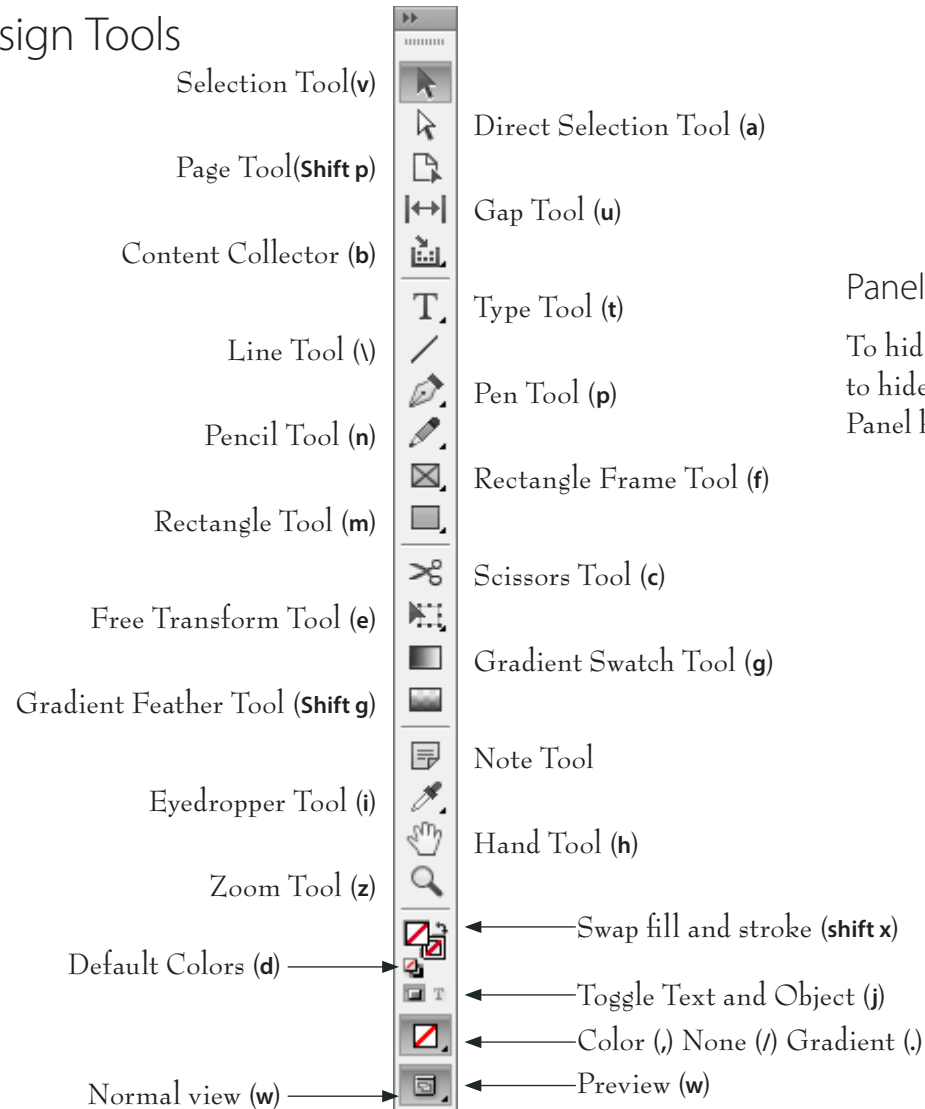
Thousands of free videos covering new features, introductory topics & workflow in the Creative Suite

<http://creativesuitelovers.com>

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InDesign Tools



Panel Tip

To hide all your panels quickly hit **Tab**,
to hide all but the Toolbar and Control
Panel hit **Shift Tab**

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 toolbar. 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 hold down, other tools will pop up.

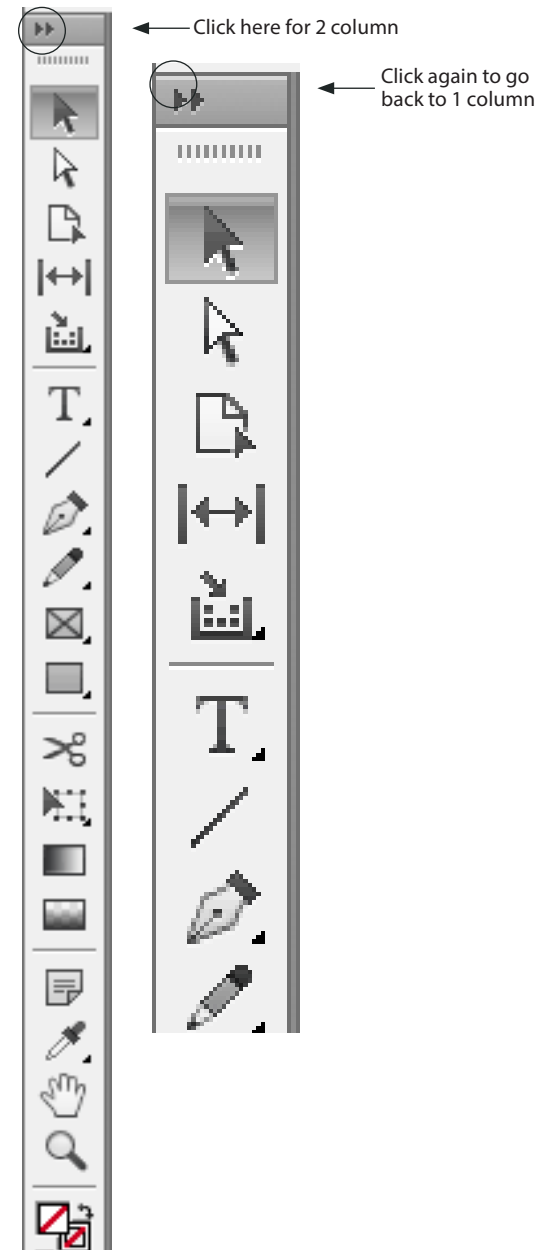
Add Anchor Point Tool (=)

Delete Anchor Point Tool (-)

Convert Direction Point Tool (**shift c**)

Path Type Tool (**shift t**)

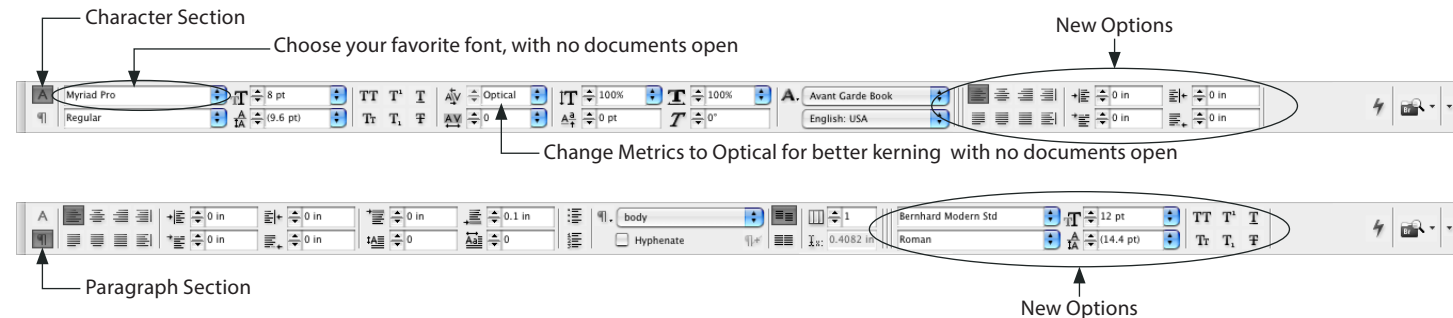
Ellipse Tool (**l**)



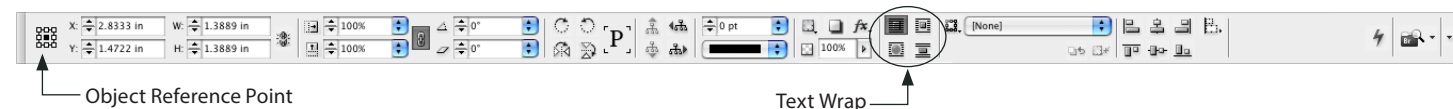
The Control Panel

InDesign CS3 added more options to the **Control Panel** for text formatting and objects editing. This 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

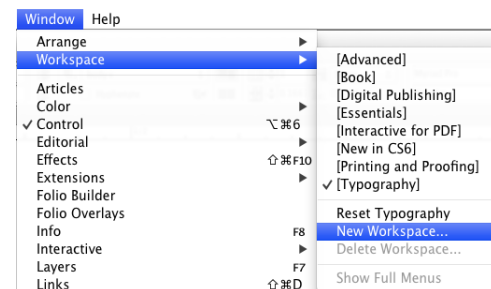


Object Selected



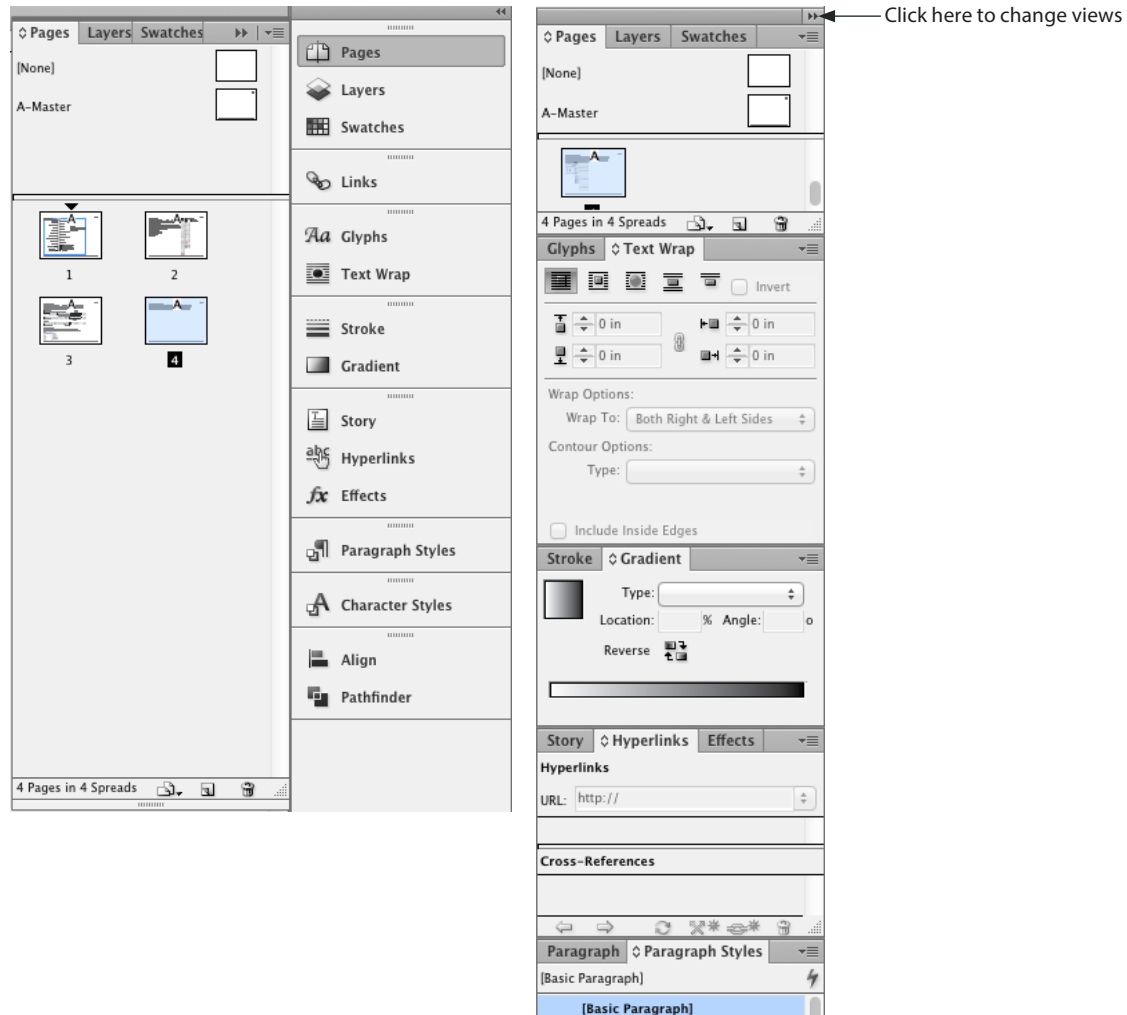
Saveable Workspaces

Panel locations can now be saved as custom workspaces, which you can load at any time through **Window > Workspace > Save Workspace**. This is especially useful when sharing a machine with a co-worker.



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 it.

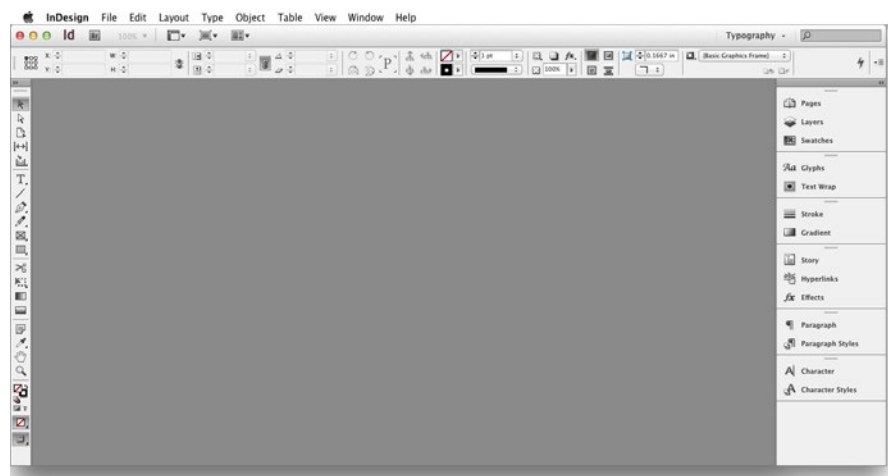


InDesign

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

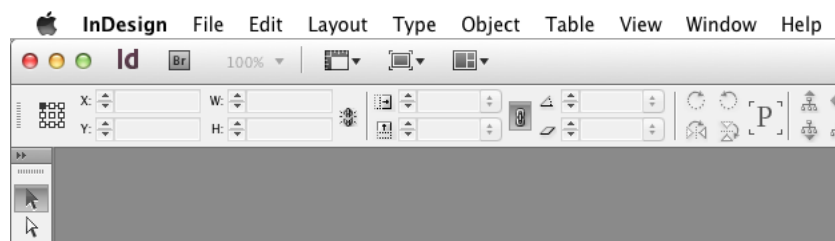
Application Frame

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 Applications (*except Dreamweaver & Flash*). To turn on this feature choose **Window > Application Frame**.



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.



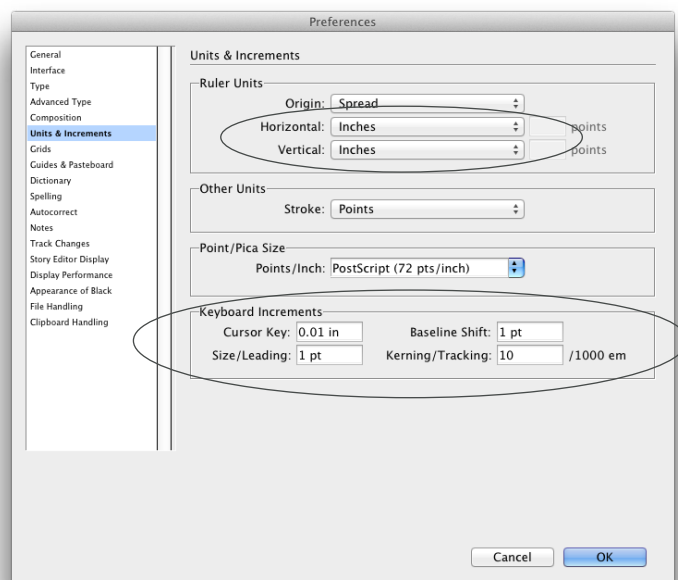
Arrange Documents

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** (OS 10), **Edit > Preferences > Units & Increments** (OS 9 and Windows). CS3 added a new scale for Points Per Inch, Adobe PostScript (72 ppi) or Traditional Typesetting (72.27 ppi).



Note: To increase your text size:

Command Shift >

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.*

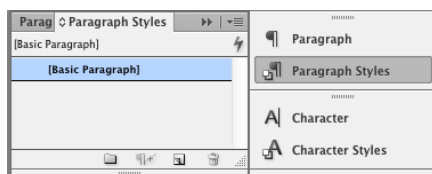
Default Font

I am a huge fan of the author Robin Williams <http://www.ratz.com>, the female author, 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:

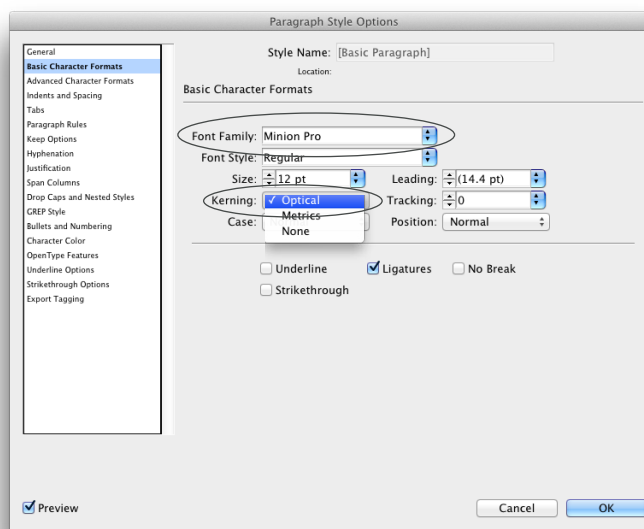
1. Click on Paragraph Styles on the Right



2. Double click on Basic Paragraph

3. Click on Basic Character Formats

*I normally recommend choosing **Myriad Pro** (sans-serif) or **Minion Pro** (serif), but choose whichever font is most common for your body text. These two fonts, along with many others, ship with InDesign. I also recommend turning on **Optical kerning**.*

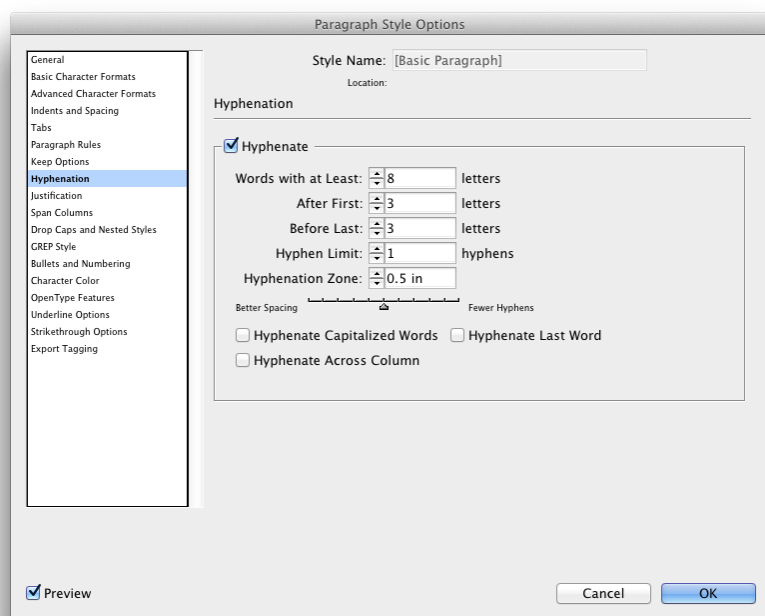


Note: If you've already built documents in InDesign, they will pick up your old default preferences. These changes will affect all new InDesign files.

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:

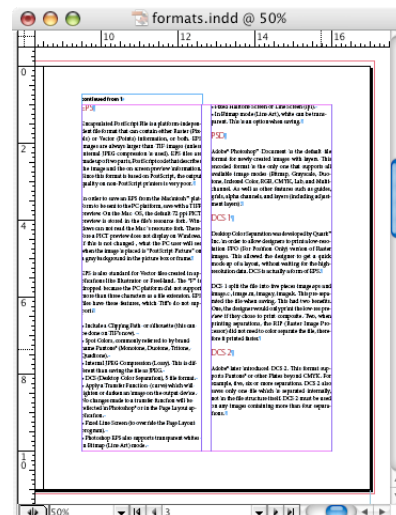
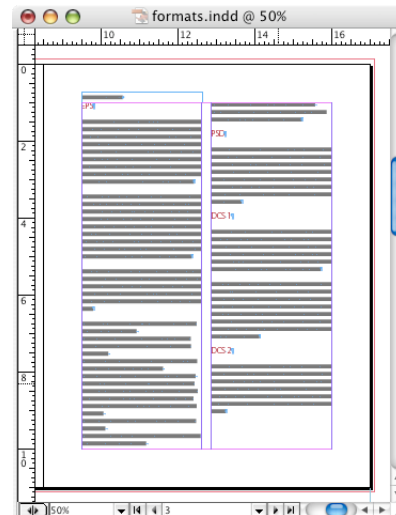
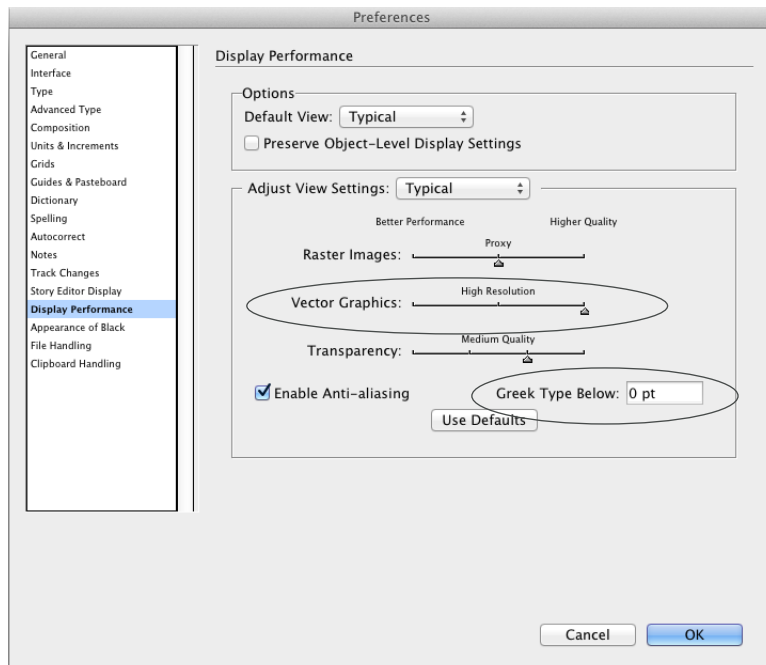
1. Make sure you have no documents open.
2. Go to **Window > Styles > Paragraph Styles**.
3. Double-click **[Basic Paragraph]**.
4. Un-check Hyphenation, or make the rules stricter, as shown below.



Display Preferences

Often **Vector images** (*Illustrator or Freehand files*) will display with a white box behind them. To prevent this from happening choose **InDesign > Preferences > Display Performance** or on Windows & OS 9

Edit > Preferences > Display Performance. Slide **Vector Graphics** to **High Resolution**. In addition, to see detail of type when you zoom out (*instead of a grey lines*) set **Greek Type Below** to **0**.



Introduction

All Preference Recommendations

Be sure to change all of these settings with **No Documents Open**:

1. Preferences > Units & Increments
Size & leading to 1
Baseline shift to 1
Kerning Tracking to 10 (or 5)
2. View > Extras > Show Text Threads
3. In the Paragraph Styles panel under Basic Paragraph:
Turn on Optical Kerning
Better Hyphenation Settings
4. **CS5** | Pages Panel Menu > Panel Options
Un-check Show Vertically for Pages at the **top** of the dialog
CS6 | Pages Panel Menu > View Pages > Horizontally
5. Edit > Spelling > Dynamic Spelling
6. Preferences > Display Performance
Vector Graphics > High Resolution
Greek Type Below to 0
7. View > Extras > Hide Content Grabber

Optional Preference

Preferences > Type

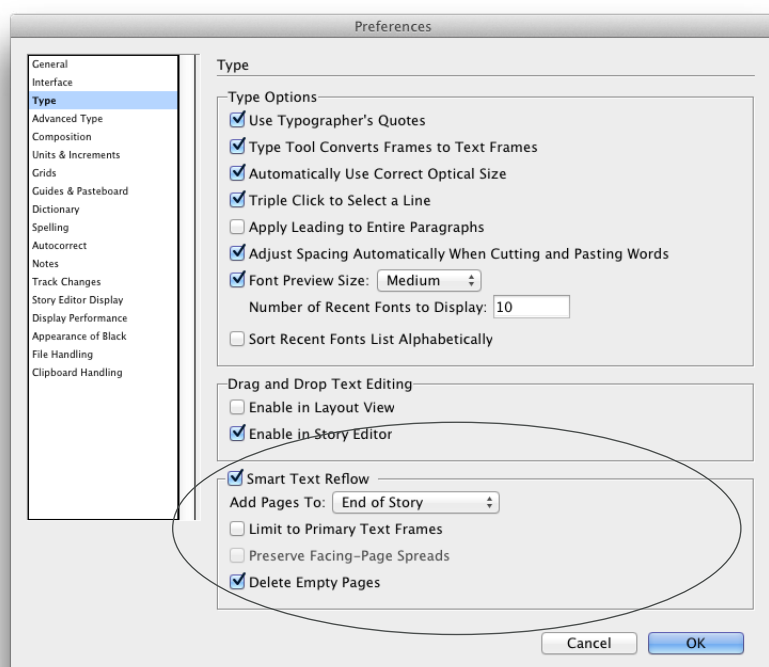
Smart Text Reflow (CS4, CS5 & CS6)

OFF Limit to Master Text Frames

ON Delete Empty Pages

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 sense 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)**.



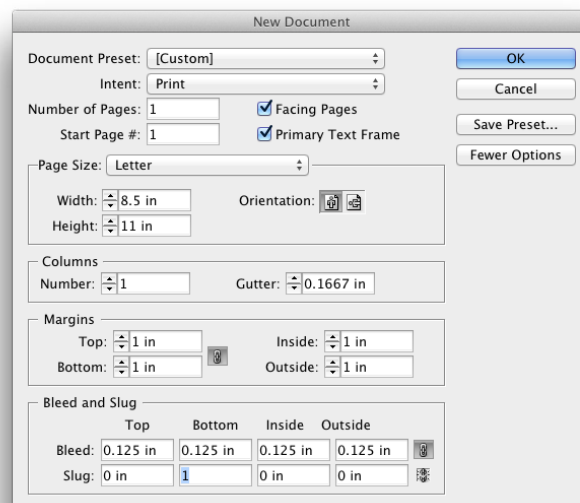
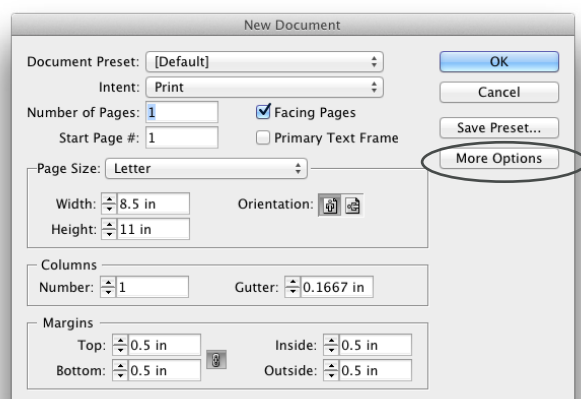
Creating a New Document

Let's start with the basics, creating a new document. **File > New > Document** (**Command N** or **Ctrl N**). Clicking **More Options** will show the **Bleed and Slug** area.

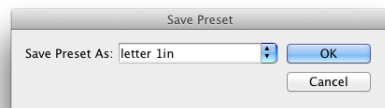
Document Presets

For convenience of building documents with varying sizes and margins, InDesign has added **document presets**. To create a preset:

1. Create a **New Document**, clicking **More Options** on the right will bring up **Bleed and Slug** settings.



2. Click **Save Preset**. To access the preset in the future click on **Document Preset** at the top of the New Document dialog box.

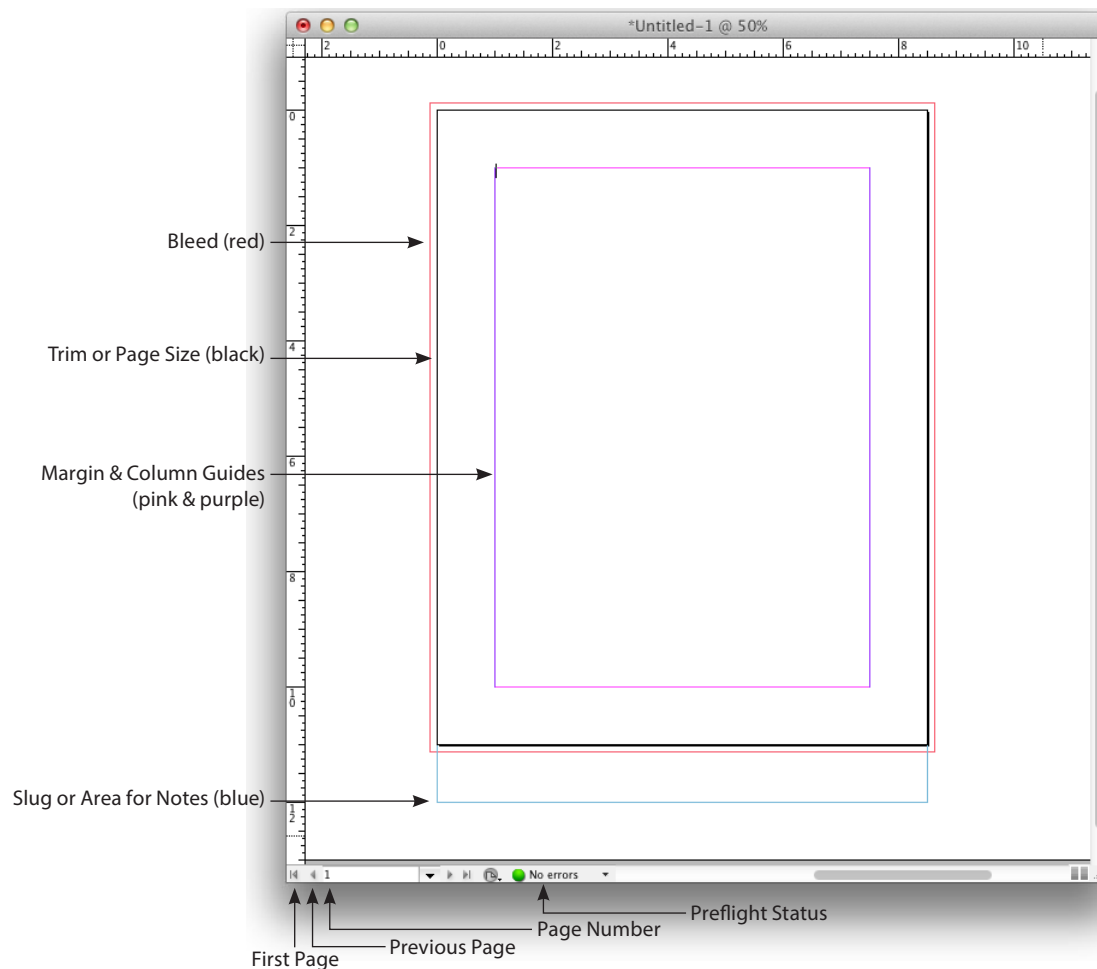


Primary Text Frame

InDesign CS6 has a **NEW Primary Text Frame** that will create a text box inside the margins on the A-Master Page. Intentionally, InDesign will **not** let users edit items in the document that exist on a Master Page. They are **all locked**, forcing users to make edits on the master (where they should typically be edited.)

You can use a keyboard shortcut, (**Command Shift Click** or **Ctrl Shift Click**) to release an item from the master and edit it in the document. In InDesign CS6 users can now **click directly** on the page and **type** in the **Primary Text Frame**, without using that keyboard shortcut.

Page Layout



Note: To see your whole document, the keyboard shortcut is:

Command O

or

Ctrl O

If you are working in Facing Pages (or Spreads)

*the **Fit Spread in Window***

command is:

Command Option O

or

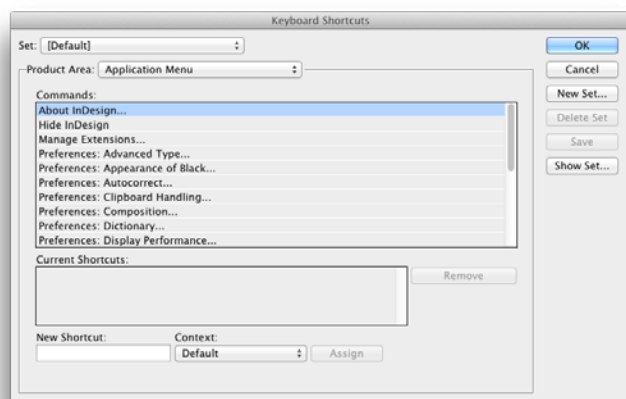
Ctrl Alt O

Keyboard Shortcuts

In many applications, it would be wonderful if users could generate a list of all the keyboard shortcuts built into the program, well InDesign can, simply choose **Edit > Keyboard Shortcuts**.

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.

Since many users converting to InDesign are familiar with QuarkXPress, the shortcut set can be changed to the same commands used in Quark. To do this click on **Set** and choose **Shortcuts for QuarkXPress 4.0**.



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

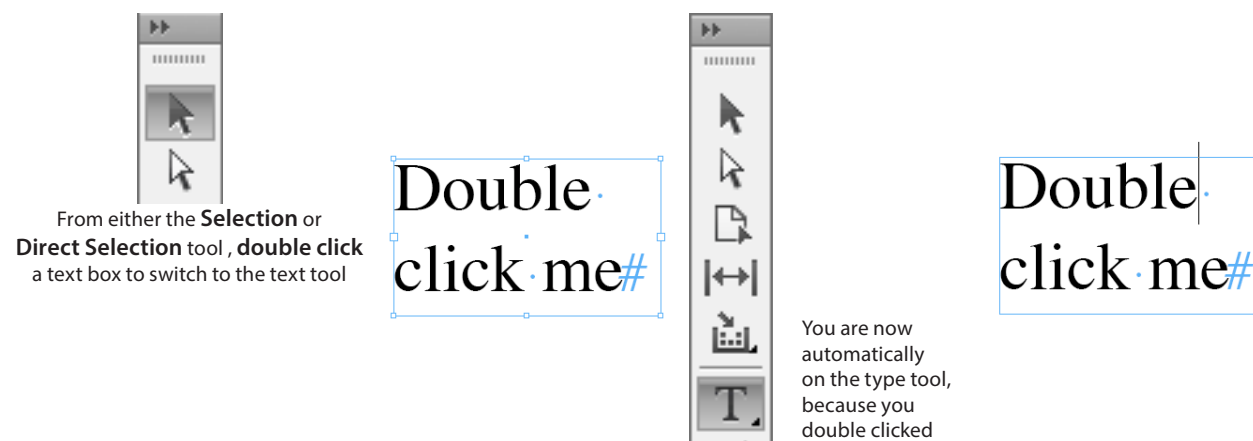
The minimum zoom for InDesign is 5% and the maximum is 4,000%. **Command +** or **Ctrl +** will zoom in. **Command -** or **Ctrl -** will zoom out, just like most Adobe applications.

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.

Usability Enhancements

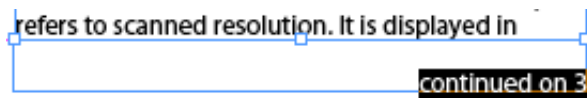
Now, users can **double-click a text frame** to switch instantly to the **Type tool**. Text also stays selected as you move a box or another object. The **Command** (Mac) or **Ctrl** (Windows) will interactively re-size a text frame. To open a linked graphic in the original application **Option double-click**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



Formatting the Text

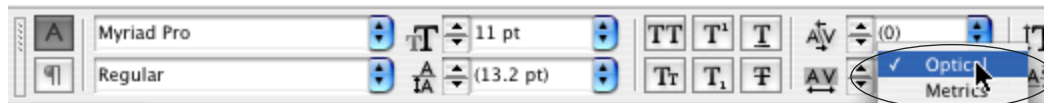
Now let's make the type look better.

1. **Double click** inside the Continued on text box and choose **Edit > Select All** (**Command A** or **Ctrl A**).
2. Change the font through the Control Panel (*bar at the top of the screen*) to **Myriad Pro Regular**.
3. Change the **Size** to **10 point**.



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 **Ctrl T**) and change the setting from **Metrics** to **Optical**.



Metric Kerning

One of the most exciting things about vacationing in Oaxaca is the large artist community that lives and works there. My wife Judith and I traveled there last May and came home with many more pieces for our collection than we had ever imagined. Judith is a col-

Optical Kerning

One of the most exciting things about vacationing in Oaxaca is the large artist community that lives and works there. My wife Judith and I traveled there last May and came home with many more pieces for our collection than we had ever imagined. Judith is a col-

Text Selection Tips

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

Select a Word.....	Double Click
Select a Line.....	3 Clicks
Select a Paragraph.....	4 Clicks
Select All	5 Clicks
Select to the End of the Story.....	Command Shift End Ctrl Shift End
Select to the Beginning of the Story	Command Shift Home Ctrl Shift Home

Formatting Text 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 Ctrl Shift J
Increase Text Size	Command Shift ⇧> Ctrl Shift ⇧>
Decrease Text Size	Command Shift ⇧< Ctrl Shift ⇧<
Leading	Option up ↑ or down arrow ↓ Alt up ↑ or down arrow ↓
Kerning/Tracking	Option left ← or right arrow → Alt left ← or right arrow →

*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

† – Indent to Here (Command \ or Ctrl \)

– End of Text

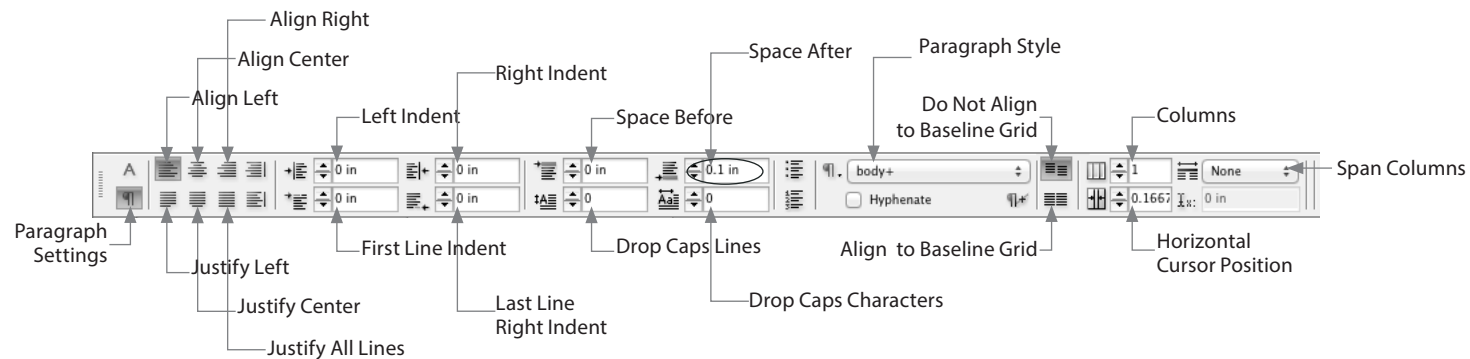
. – Space

~ – Forced Page or Column Break (Enter key)

» – Tab

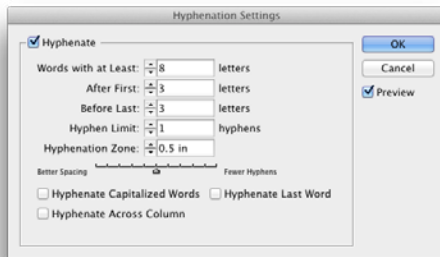
Paragraph Formatting

By clicking on the **Paragraph** symbol, **below the A**, on 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.



Hyphenation

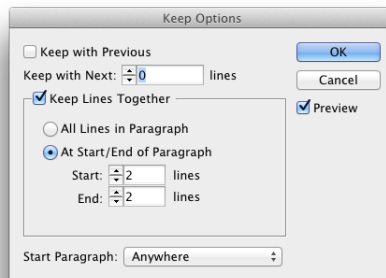
To set Hyphenation preferences go to the **Paragraph panel** or **Control panel** and choose **Hyphenation**. Hyphenation can be turned on and off on a paragraph by paragraph basis, which means that the first paragraph in a story can have hyphenation off, while the rest of the story hyphenates.



Hyphen Limit is the maximum number of hyphens that can appear in a row (*vertically*), zero means unlimited hyphens; therefore this value is best set at 1 (*not 0 that would allow infinite hyphens*). **Hyphenation Zone** is the amount of white space allowed at the end of a line (*for unjustified text*) before hyphenation begins. This only works when using the Single-line Composer with non-justified text.

Widow & Orphan Control

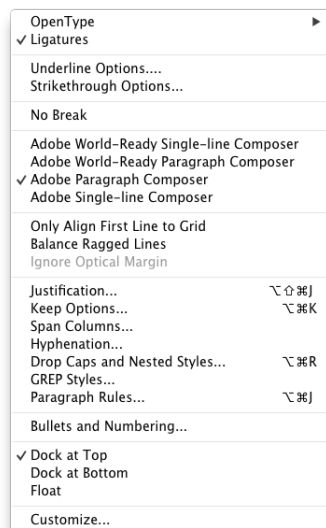
To prevent widows (*a single line at the bottom of a column or page*) and orphans (*a single line at the top of a column or page*), go to the **Paragraph panel** and choose **Keep Options**. Set the dialog box to **Keep Lines Together**. This will ensure that there is a minimum of lines at the beginning of a paragraph and two lines at the end of every paragraph, forever preventing widows and orphans.



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

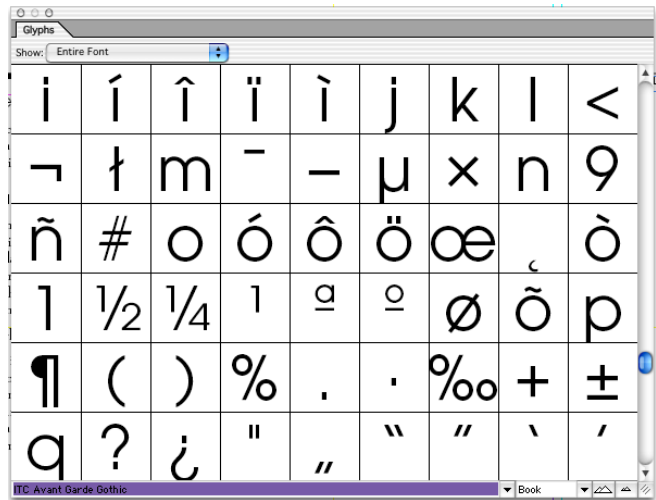


Located on the top right corner. Both panels control the size, leading, kerning, tracking, horizontal scale, vertical scale, baseline shift and skew (*false italic*). From the panel menu, more formatting options are available such as all caps, small caps, superscript, subscript, underline and strikethrough.

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.

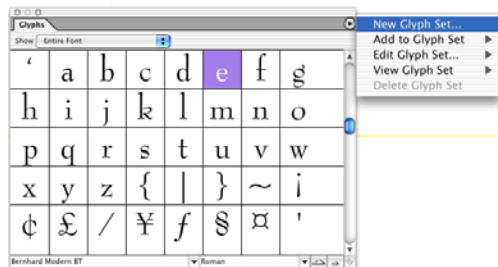
Glyphs Panel

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.



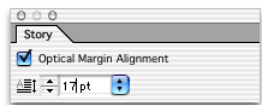
User-specified Glyph Sets

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



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.



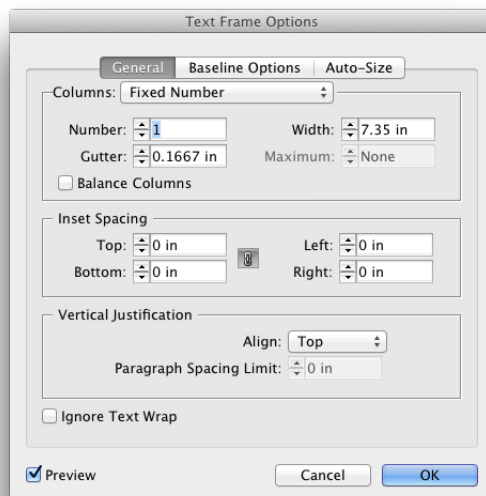
“One” of
lives and

“One” of
lives and

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**).

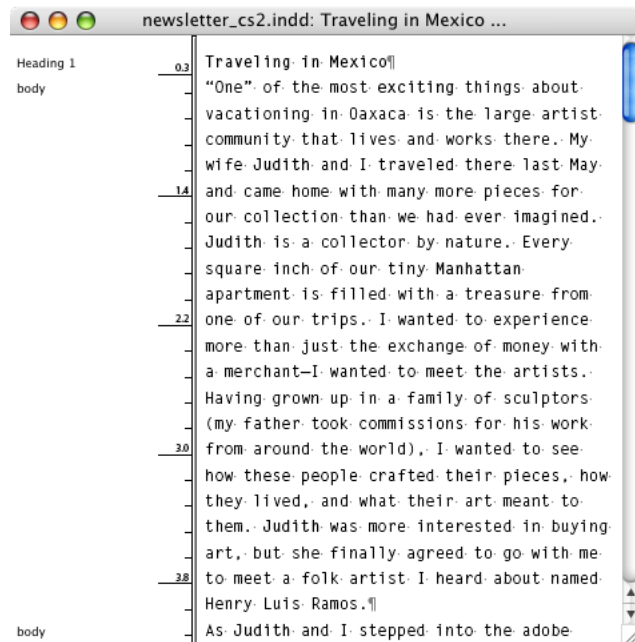
Note: If body text is selected, Text Frame Options will not be available under the Object menu, in order for this to appear, click inside the text box until the flashing cursor appears or click on the Selection tool.



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

Story Editor

PageMaker users missed the Story Editor, so it has been added to InDesign. Through **Edit > Edit in Story Editor (Command Y or Ctrl Y)** users can enter, edit, and style text. As you work in Story Editor, the changes you're making appear in the layout, XML tags can also be viewed and applied here. Preferences for font, font size, font color, line spacing, background color, and other display options can also be set.

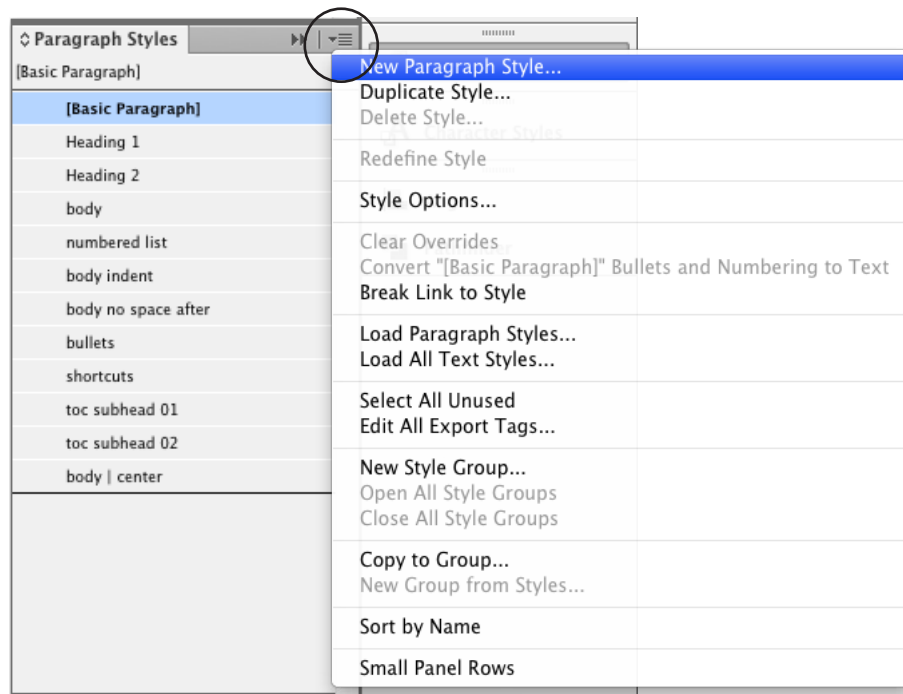


Paragraph & Character Styles

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.

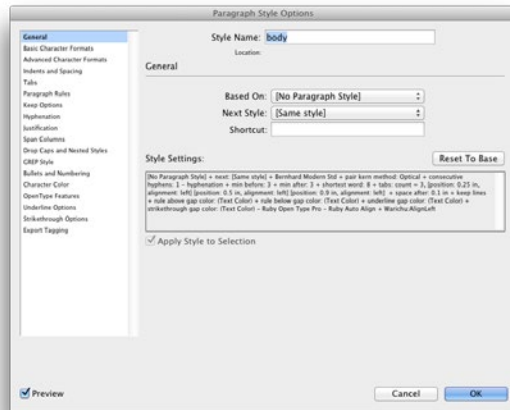
The keyboard shortcuts are **F11** for Paragraph Styles or **Shift F11** for Character Styles. Creating a docked panel group makes these easier to use. When assigning a **keyboard shortcut** to styles, the **Function keys** (*F1, F2, F3 etc.*) **can not** be used. You must use **Command** or **Ctr l**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



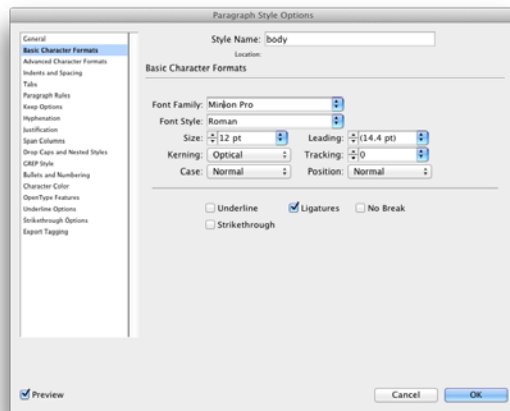
Note: If a style appears with a plus sign next to the name, this indicates that the text using that style has been modified, creating an impure style. Option click or Alt click the style name to restore the pure style.

Building a Paragraph Style



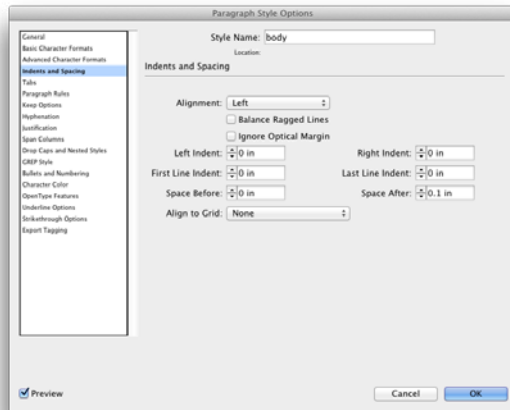
Paragraph styles apply to lines of text up to the paragraph return, so highlighting is often not necessary. To create a new style, format the text as desired, go to the **Paragraph Styles panel** and choose **New Style**. In the **General** section of the Paragraph styles panel, users can select a Shortcut.

*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.*



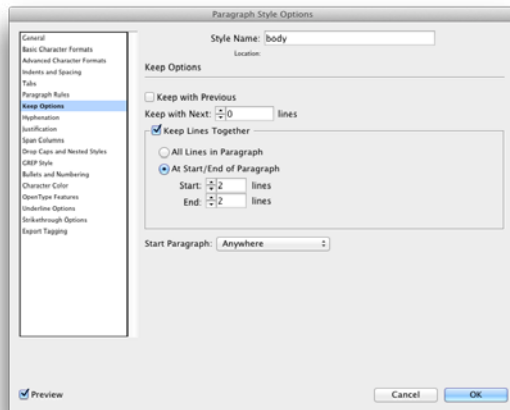
The **Basic Character Formats** section contains Font (*Typeface*), Size, Style, Leading, Kerning and Tracking values.

Space After



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.

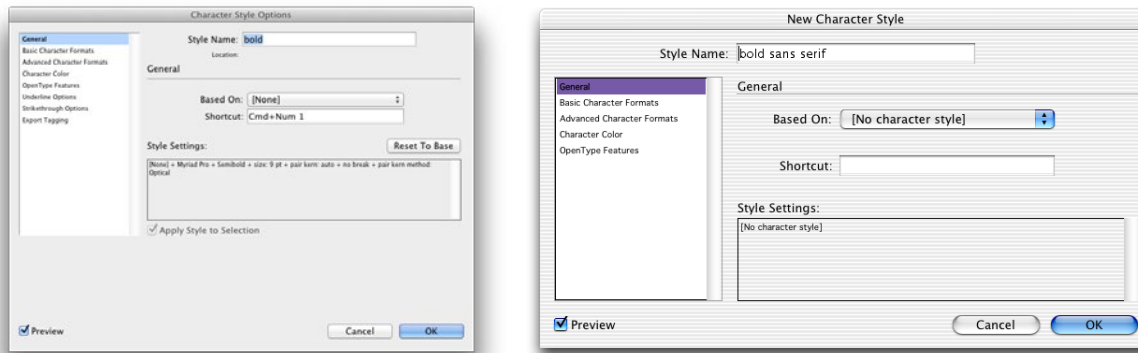
Widow & Orphan Control | Keep Options



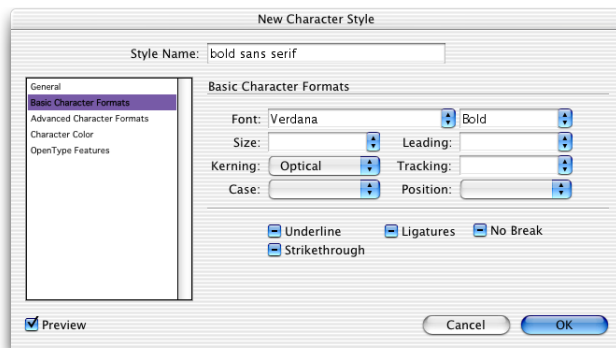
Keep options allows for automatic **widow** and **orphan** control. By checking Keep lines together, InDesign will not allow a single line by itself at the beginning (*orphan*) or the end (*widow*) of a page or column.

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...**



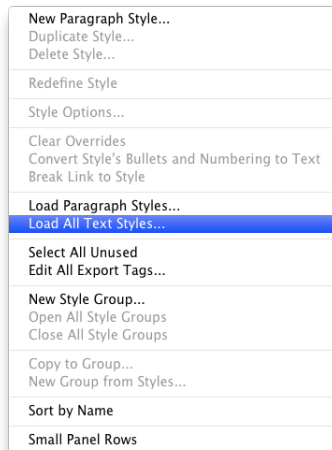
In the **Basic Character Formats** section on the left, it is best **not** to choose only a style such as **bold** or *italic*. InDesign does not support fake styles, and in many cases the manufacturer may not have created a bold or italic version of a particular typeface. If bold or italic is chosen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



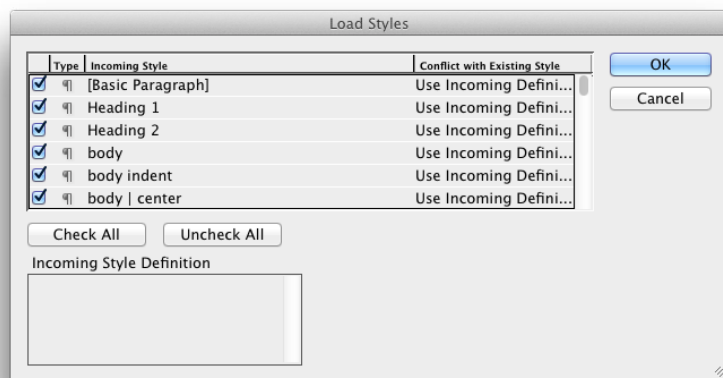
*Note: Leading should **never** be set in a Character style, even though InDesign allows for this.*

Loading Styles

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



Choose which styles to load.



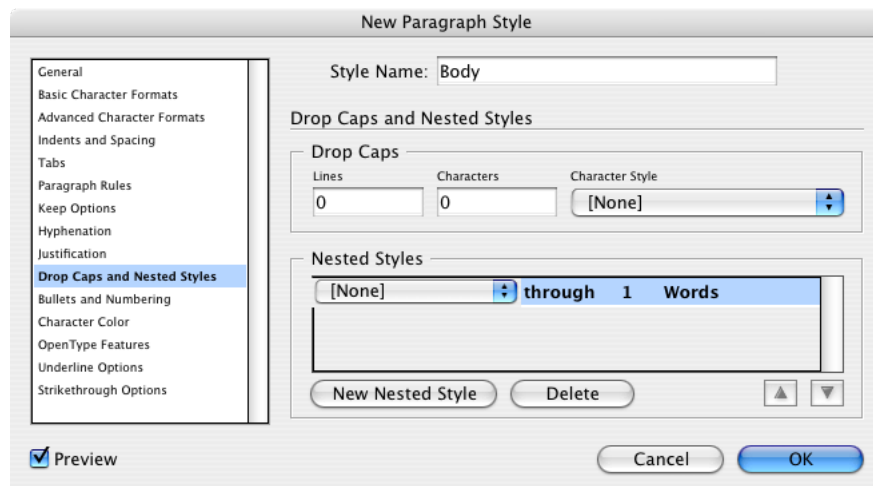
Nested Styles

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**

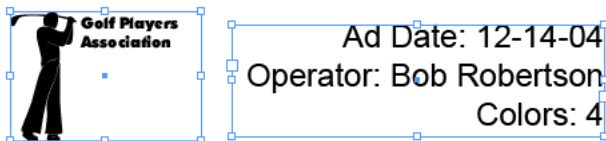


InDesign Snippets

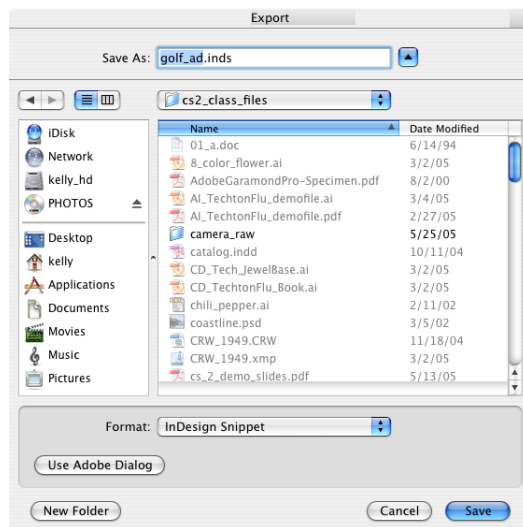
Similar to the functionality of Libraries, InDesign has added **Snippets**, which can be shared on a network or reused in other documents. When you place or drag a snippet into a page, InDesign re-creates the original objects, their formatting, and their position on the page.

Tip: *Snippets will retain their X & Y values.*

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 at the bottom choose **InDesign Snippet**.



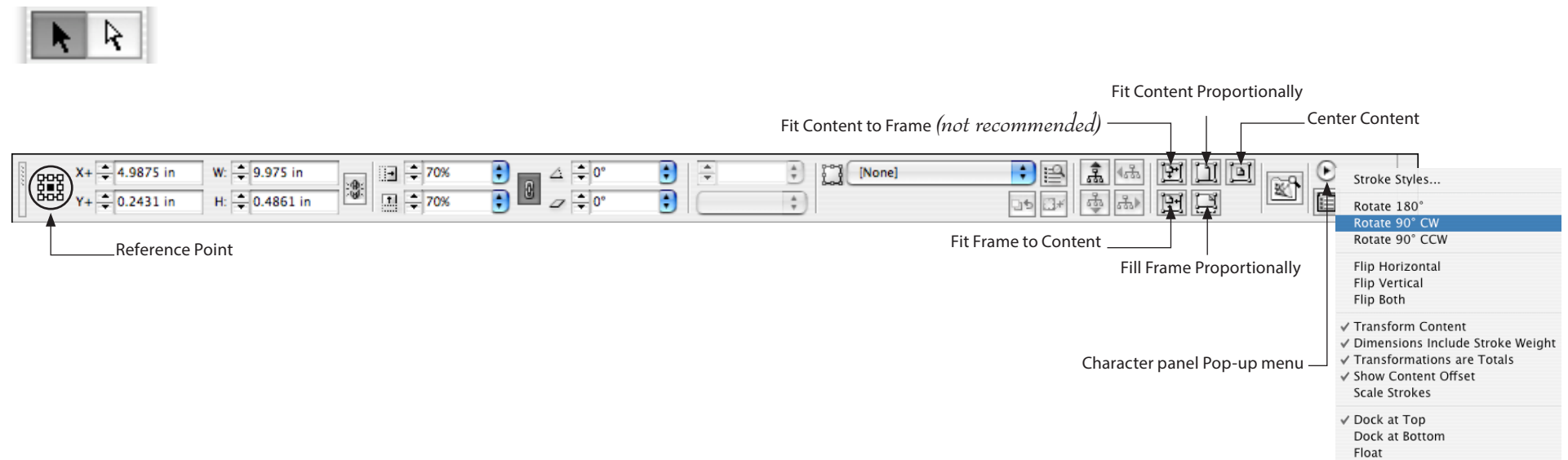
3. Now from **Bridge**, the separate items can be dragged and dropped into a page. Or, you can choose **File > Place** to put the items in a page.

Placing Images

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**).

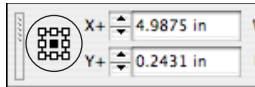
Select vs Direct Select Tool

The **Select** tool (**V** *black arrow*) will report the real scale of an image. This tool is intended to make adjustments to the picture and the box as a unit. The **Direct Select** tool (**A** *white arrow*) will adjust the contents of a box or frame. Brown or Orange points will show up on the edges of an image that is selected by the Direct Select tool. To see the real scale of an image (*including transformations done on the Select tool and using keyboard shortcuts*), switch to the Direct Select tool and click on the image. The Transform Panel (**Window > Transform** or **F9**) will now report the actual scale.



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.



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 < | • 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 | • Scale the Picture and Frame visually while you drag
(<i>Shift keeps it proportional</i>) |

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**.

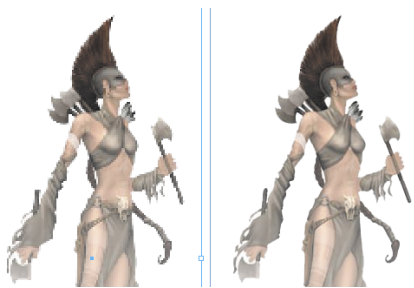


Placing Content

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

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).

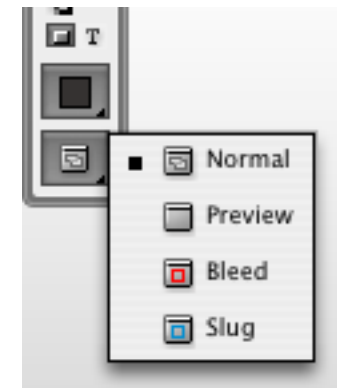
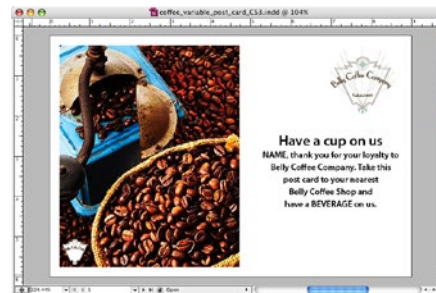
Preview Options at the bottom of the Toolbar

Print Preview

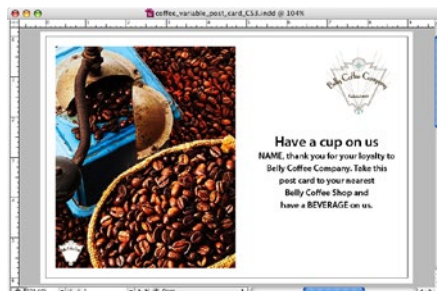
Normal View



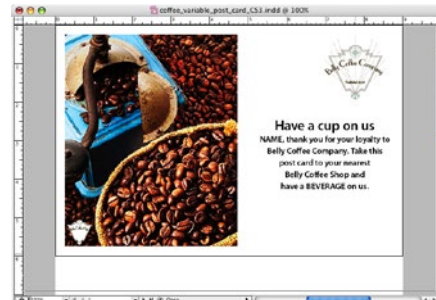
Preview Mode



Bleed Mode



Slug Mode

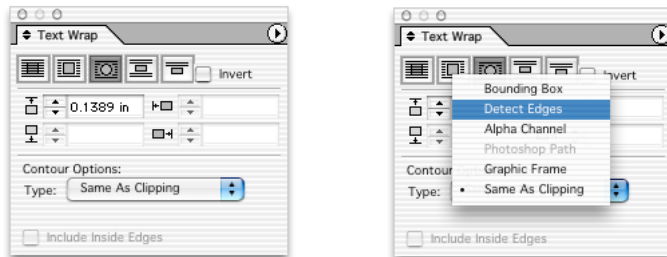


Dynamic Graphics Preview

Clicking and holding (for two seconds) on an image will display a ghosted version of an image as you drag.

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.



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.

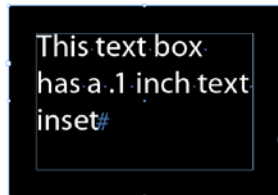
Enhanced Text Wrap

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.

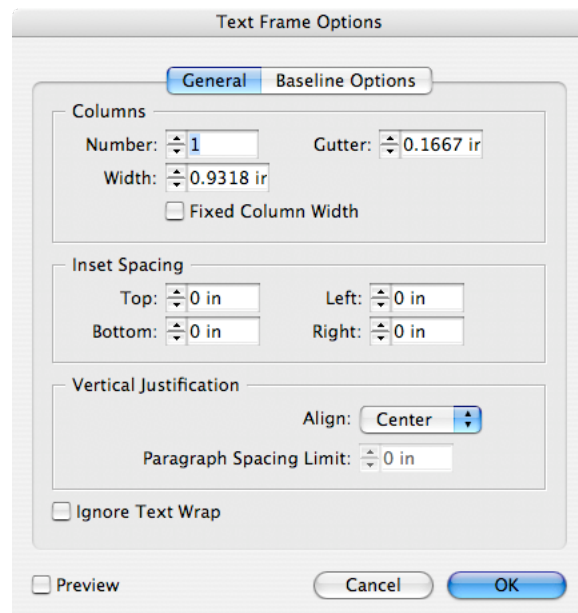
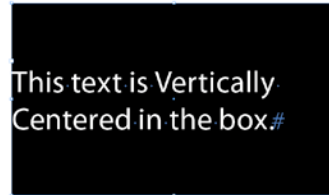
Text Frame Options

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 **C t r l B**).

Inset Text Box

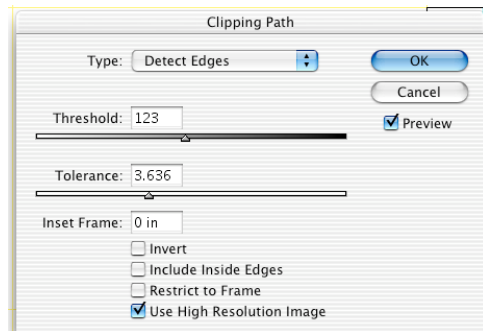


Vertical Centering



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.

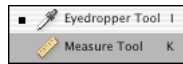


To see the path, click **Ok** and choose the **Direct Select tool** (*white arrow*) and click the edge of the image. The higher the **Threshold** (0-255), the more colors will be cut away, the higher the **Tolerance**, the fewer points InDesign will create. Tolerance should not typically be set below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



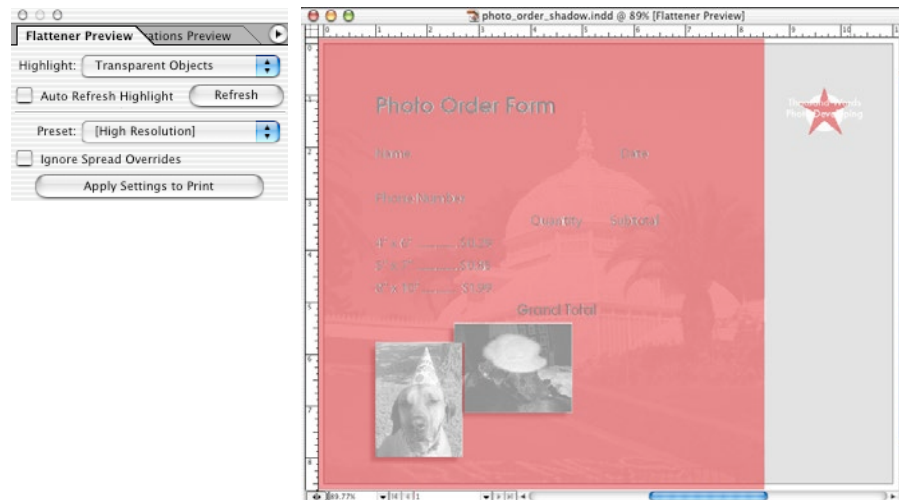
Measure Tool

The new **Measure tool**, located under the Eyedropper tool, can calculate the distance between any two points on a page.



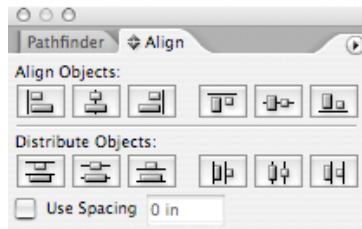
Flattener Preview Panel

InDesign has added a Flattener Preview panel **Window > Output > Flattener Preview**. This will highlight on-screen how transparency flattener presets affect transparent objects. Adding a drop shadow, feather or placing transparent Photoshop or Illustrator files will create transparent areas in the document.

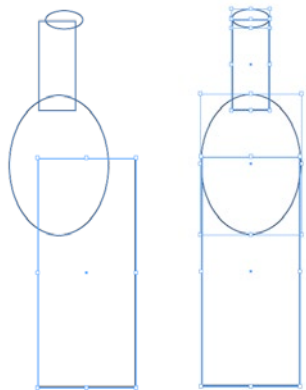


Align Panel

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. , which is similar to Illustrator's. Using this you can turn several selected shapes into a compound shape.



In the example below, 4 shapes were created, then selected. After that the **Align Horizontal Centers** button was hit.



Pathfinder Panel

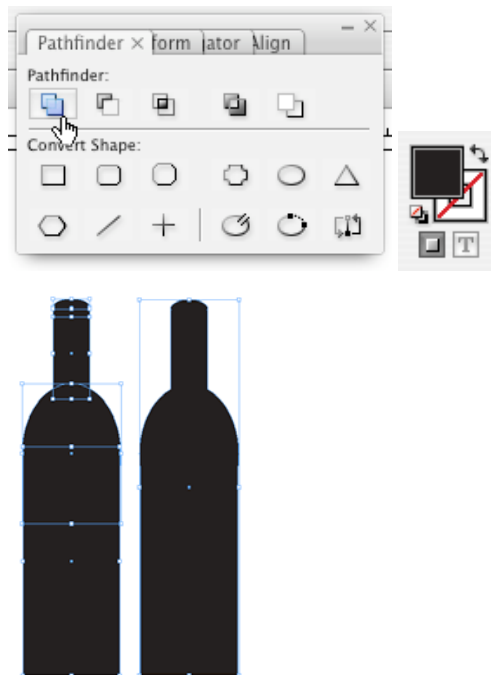
InDesign CS3 expanded the Pathfinder panel **Window > Object & Layout > Pathfinder**. You can convert any path into a predefined shape. For example, you can convert a rectangle to a circle.

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).

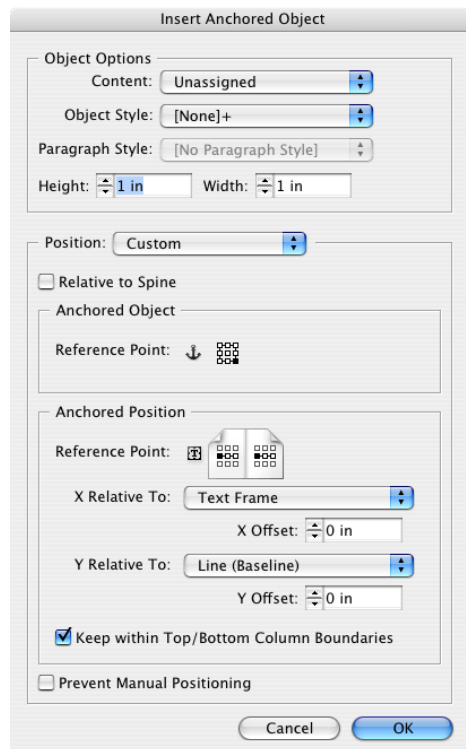
Or, in the Pathfinder panel, **Window > Object & Layout > Pathfinder**, click a shape button in the Convert Shape area.

Merging Objects



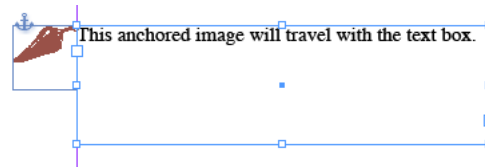
Anchored Objects

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.



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.

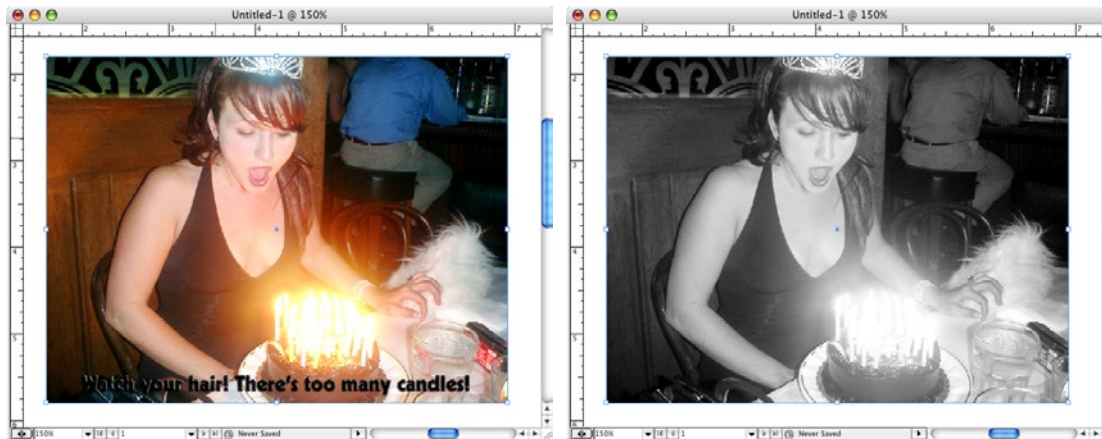
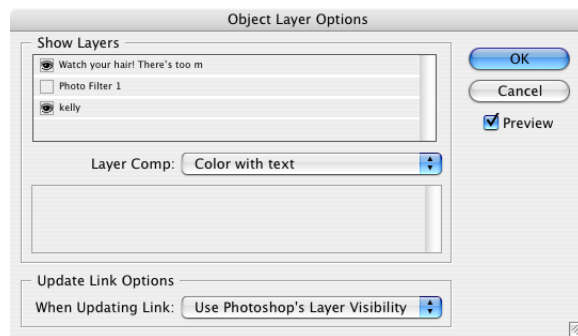
Custom places the anchored object in the position that you define in the Anchored Object Options dialog box.

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

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 its attributes*).

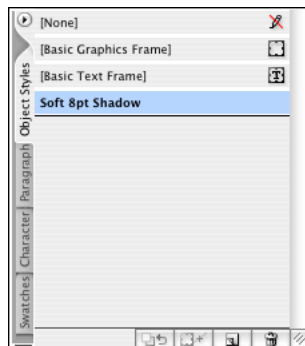
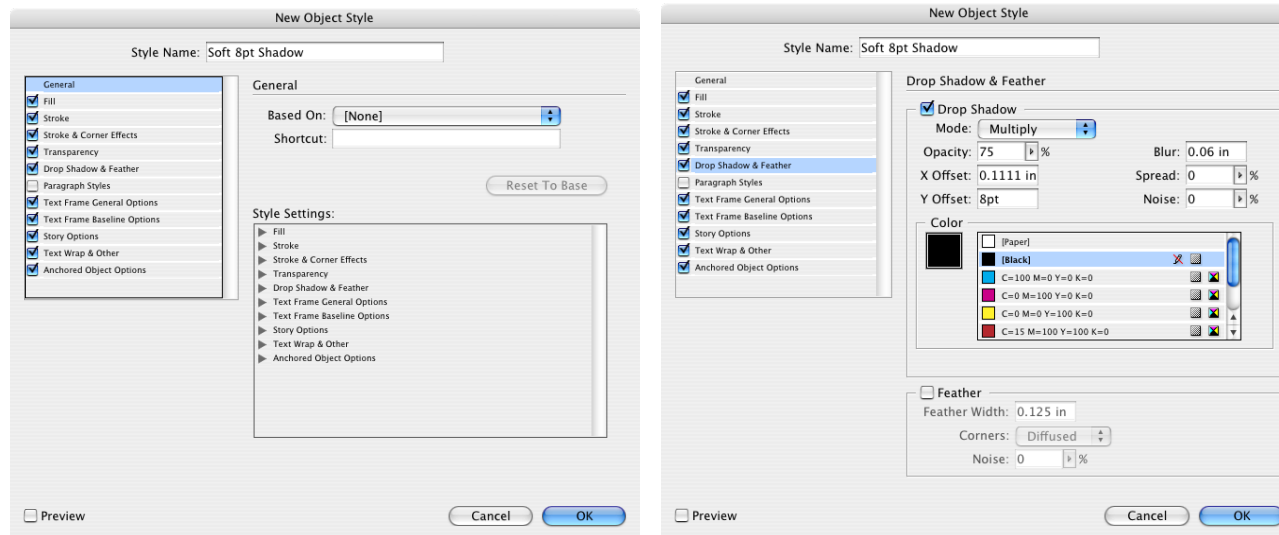
Photoshop and PDF Layer Support

Now you can **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**.



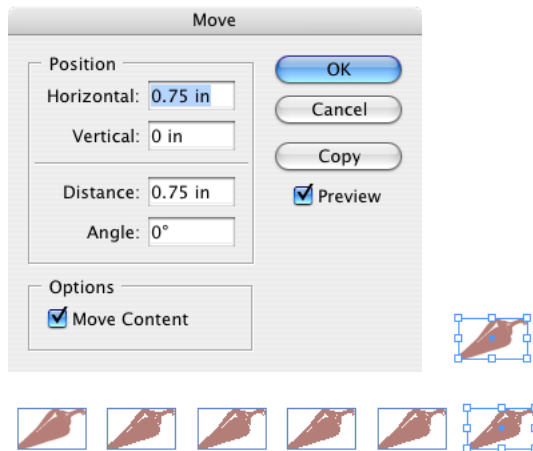
Object styles

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.



Repeated Transformations

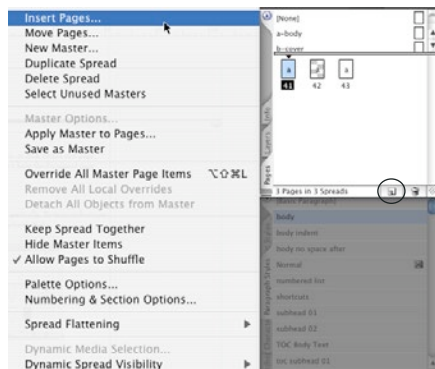
Transformations can now be automatically be repeated, such as scale, skew, rotate, and fit, from one object to another. To start, hold down **Option** or **Alt** and drag the object to make a copy, then choose **Object > Transform Again > Transform Sequence Again** (Command Option 4 or Ctrl Alt 4). There 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).





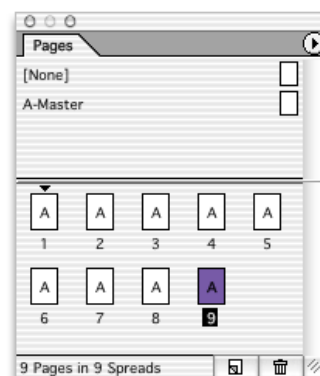
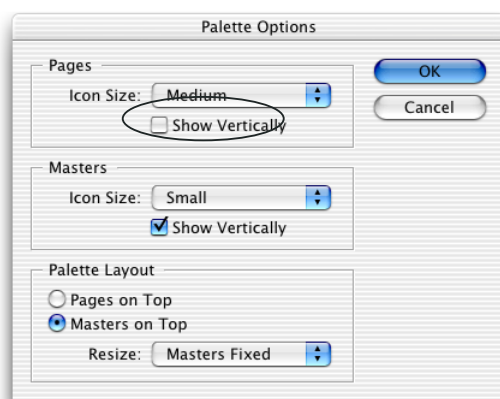
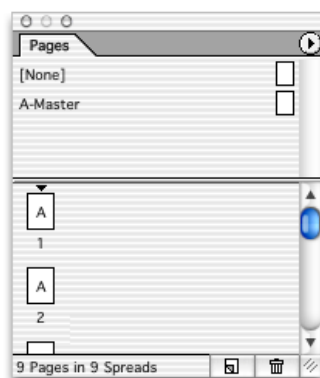
The Pages Panel

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.



Pages Preferences

Very often it can be useful to see the pages displayed horizontally, then wrapping down vertically. To turn on horizontal display, go to the **Pages panel pop-up menu** and choose **Panel Options**. De-select **Show Vertically**.





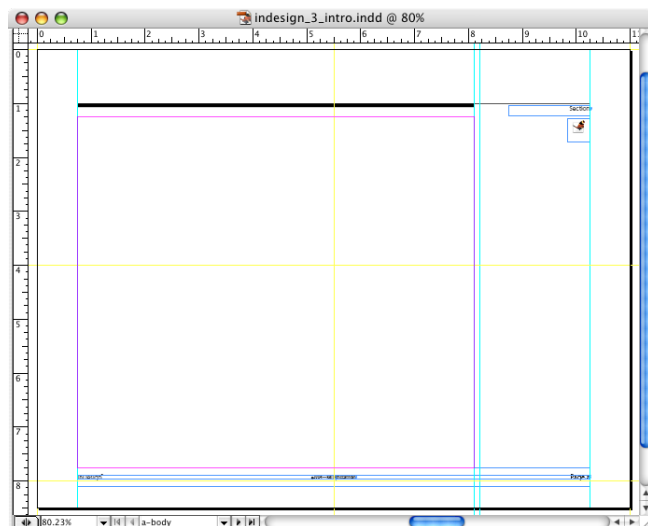
Master Pages

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**.

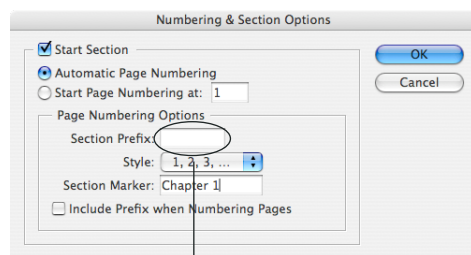




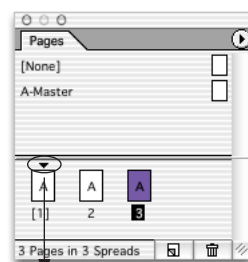
Creating a Section

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.
3. 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 page **A 1** in the document.
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.



This must always remain empty!



Section Start

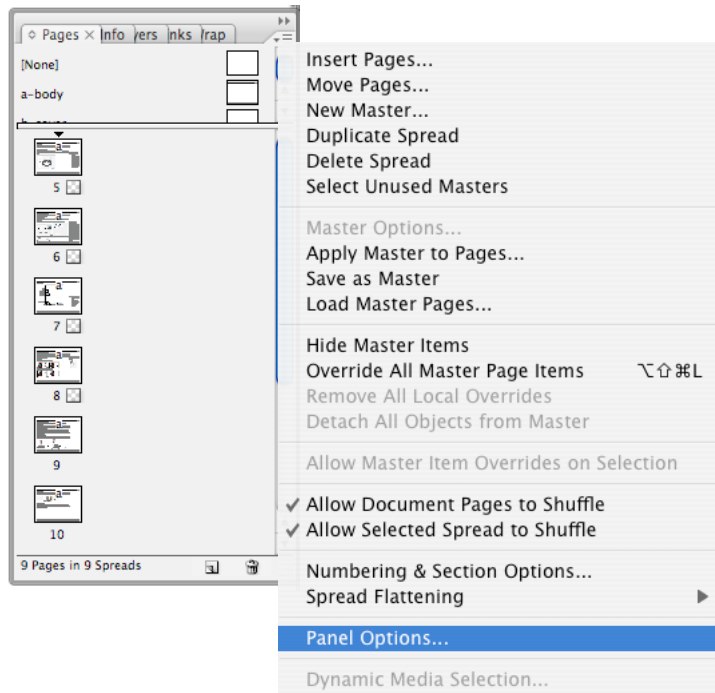
*Note: Be careful to **never** put anything in Section Prefix. If you do and try to print page 3, InDesign might warn you that page 3 doesn't exist. To print the page you would have to type in Sec1:3 in the print dialog. You can also put the plus sign + in front of the physical page you would like to 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.*

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.



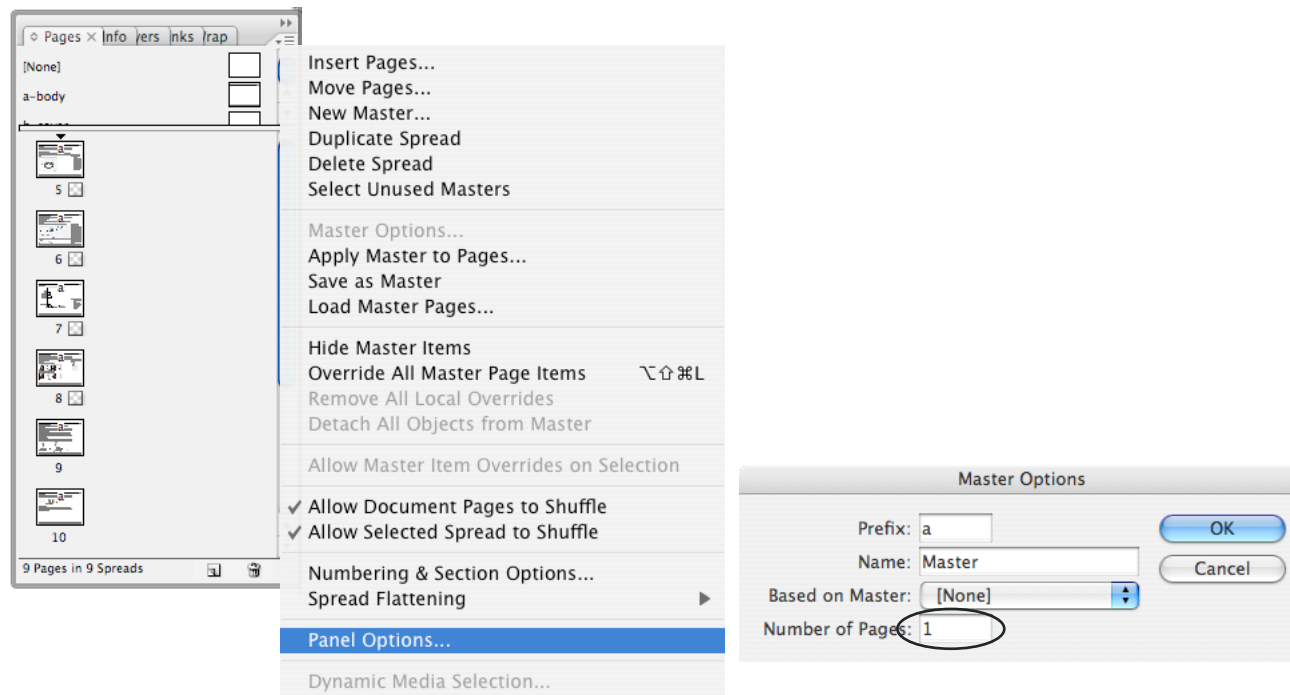
Resetting All Master Items

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.

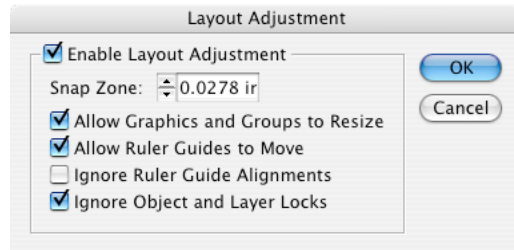
Master Options

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.



Layout Adjustment

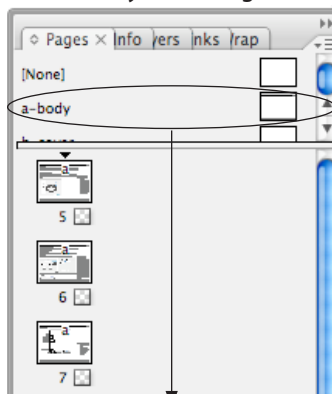


If you decide to change your page from 1 column to 2, InDesign can **auto fix** the existing text and picture boxes to fit the new layout by choosing **Layout > Layout Adjustment** and **checking** the **box** that say **Enable Layout Adjustment**. This feature uses a set of rules to move and resize objects and page guides.

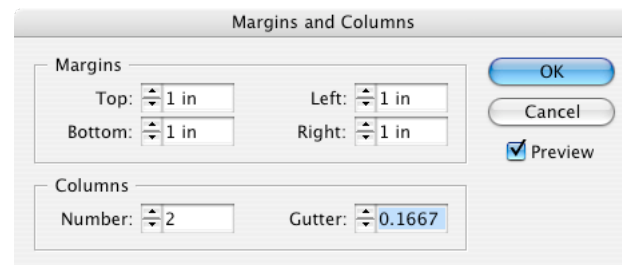
Changing Margins

Before changing your margins **double click** on **A-Master** so that all future pages pick up the new margins.

1. Go to the **Pages Panel** and **double click** on **A-Master**.
2. Choose **Layout > Margins and Columns** and type in your new values.



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

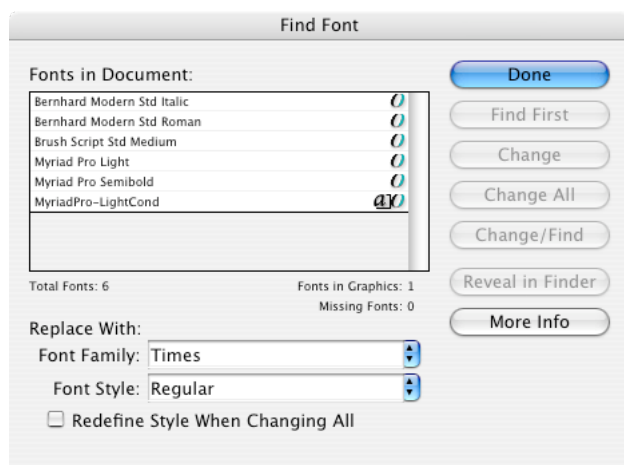


Opening InDesign Documents

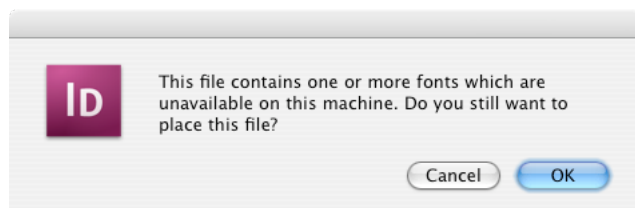
When you open an InDesign document created by someone else, it is important to check several things, fonts, image links & colors.

Find Font

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



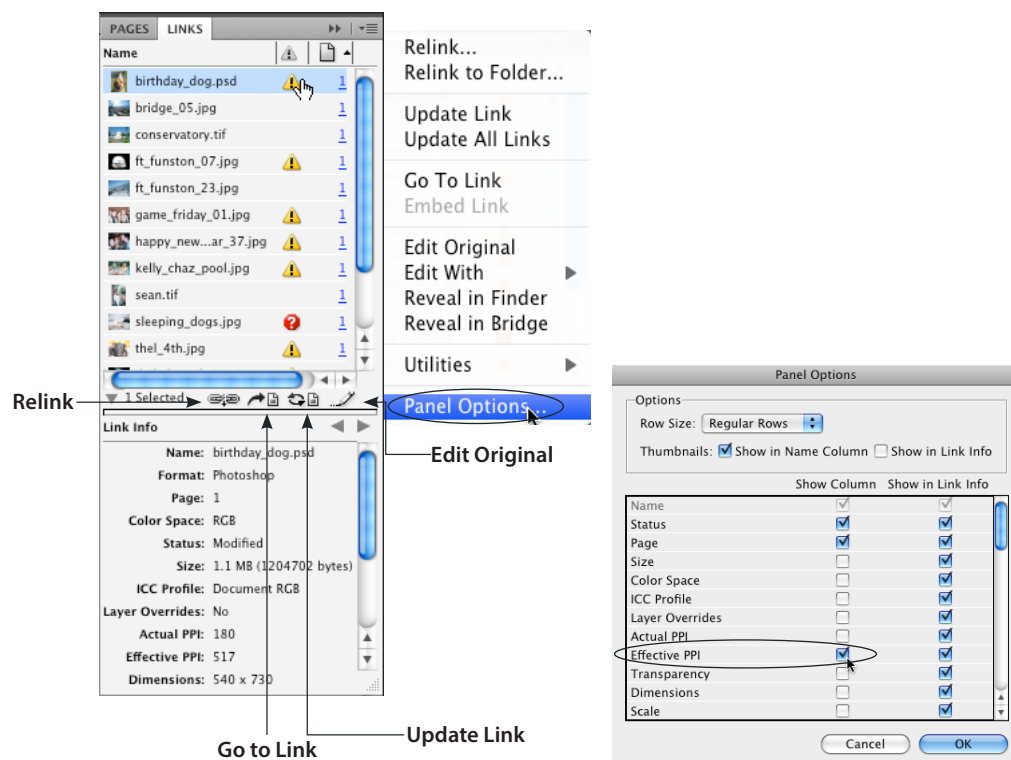
If an image is placed that requires a font not active on the system, InDesign will produce a warning.



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 its Originating application.



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.



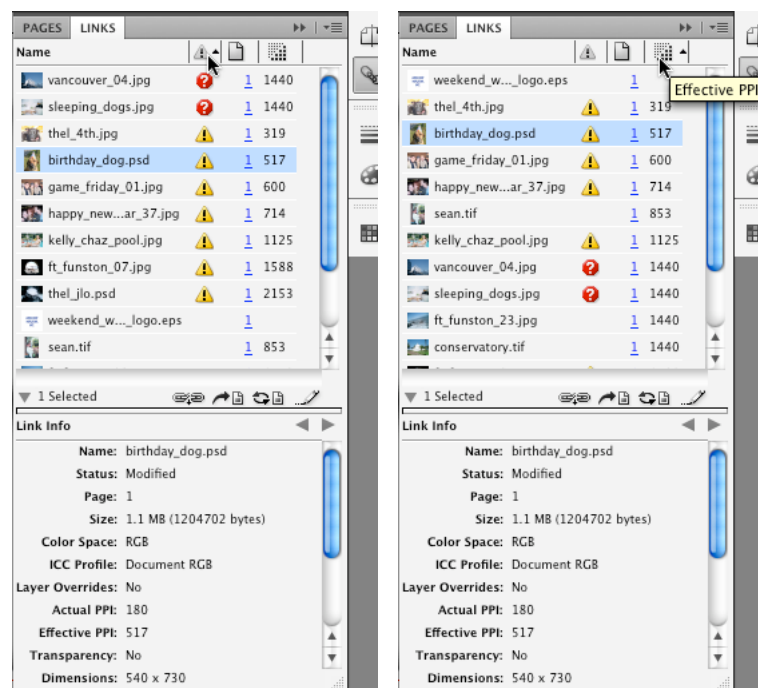
– Missing Image



– Modified Image

Sorting Links

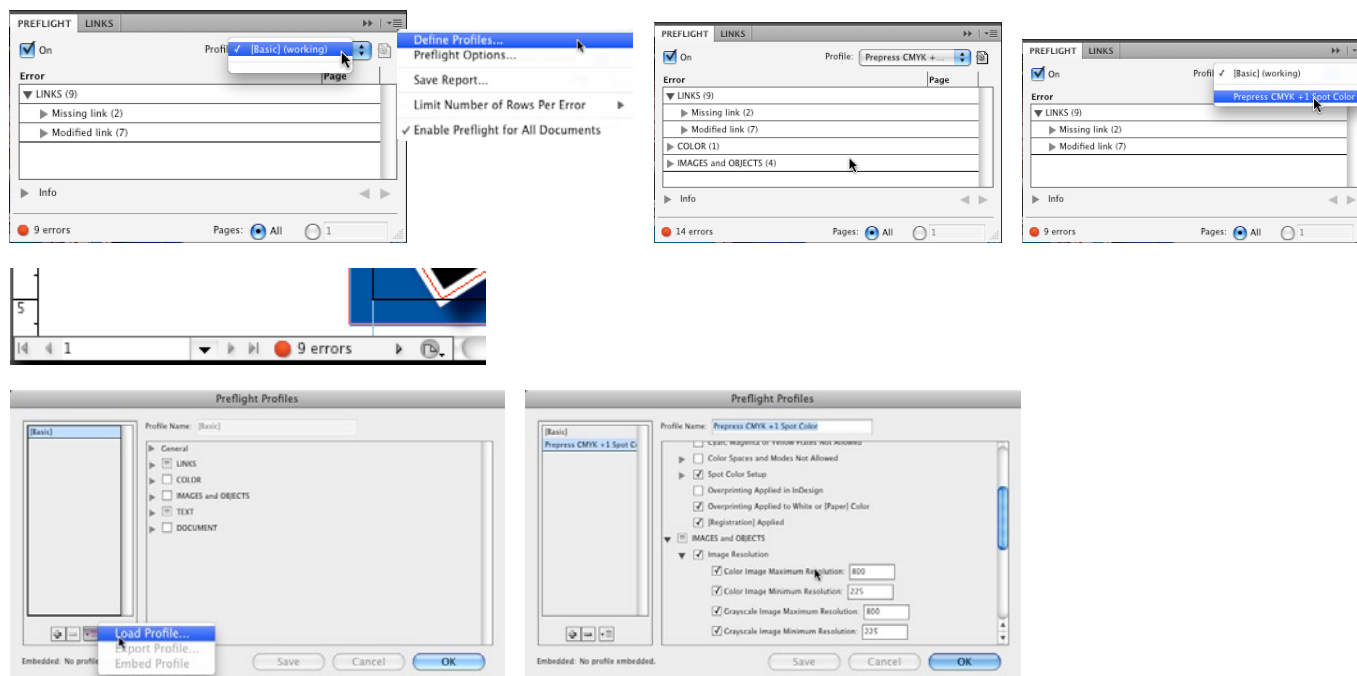
To **sort** by status, or Effective PPI (if you turned that on in Panel Options), click the symbol at the top of the column in the Links panel.



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.

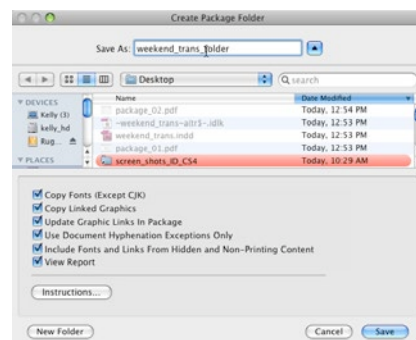
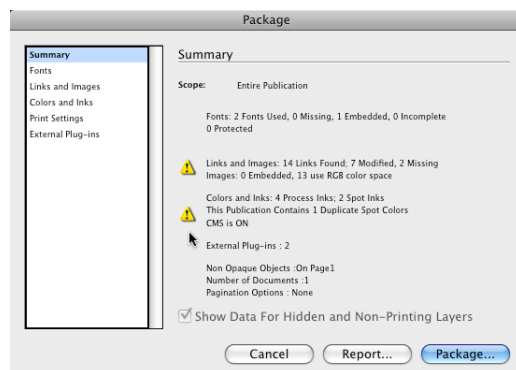
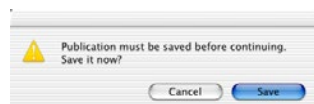
Live Preflight also displays an active check at the lower left corner of your document window. To load a Preflight profile, go to the Preflight panel pop-up menu and choose **Define profiles...** the profile I'm using here is called **Prepress_preflight.idpp**. After loading it you have to select the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

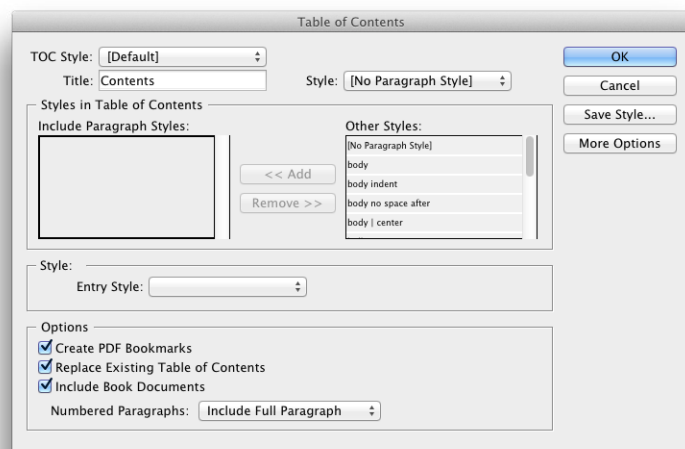
After you **click Package**, InDesign will warn you to **Save** again, even if you just saved before PreFlight. This is part of the script.



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**.



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**. Click on the document where the TOC should appear.

Note: If the TOC entries change in the document, simply go back to **Layout > Table of Contents** and choose **Update 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

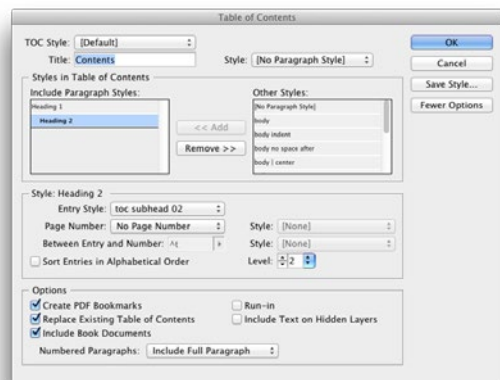
Whenever changes are made to the document, your Table of Contents will need to be updated. Especially since updates often cause headings to move to new pages.

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**.

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.



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.