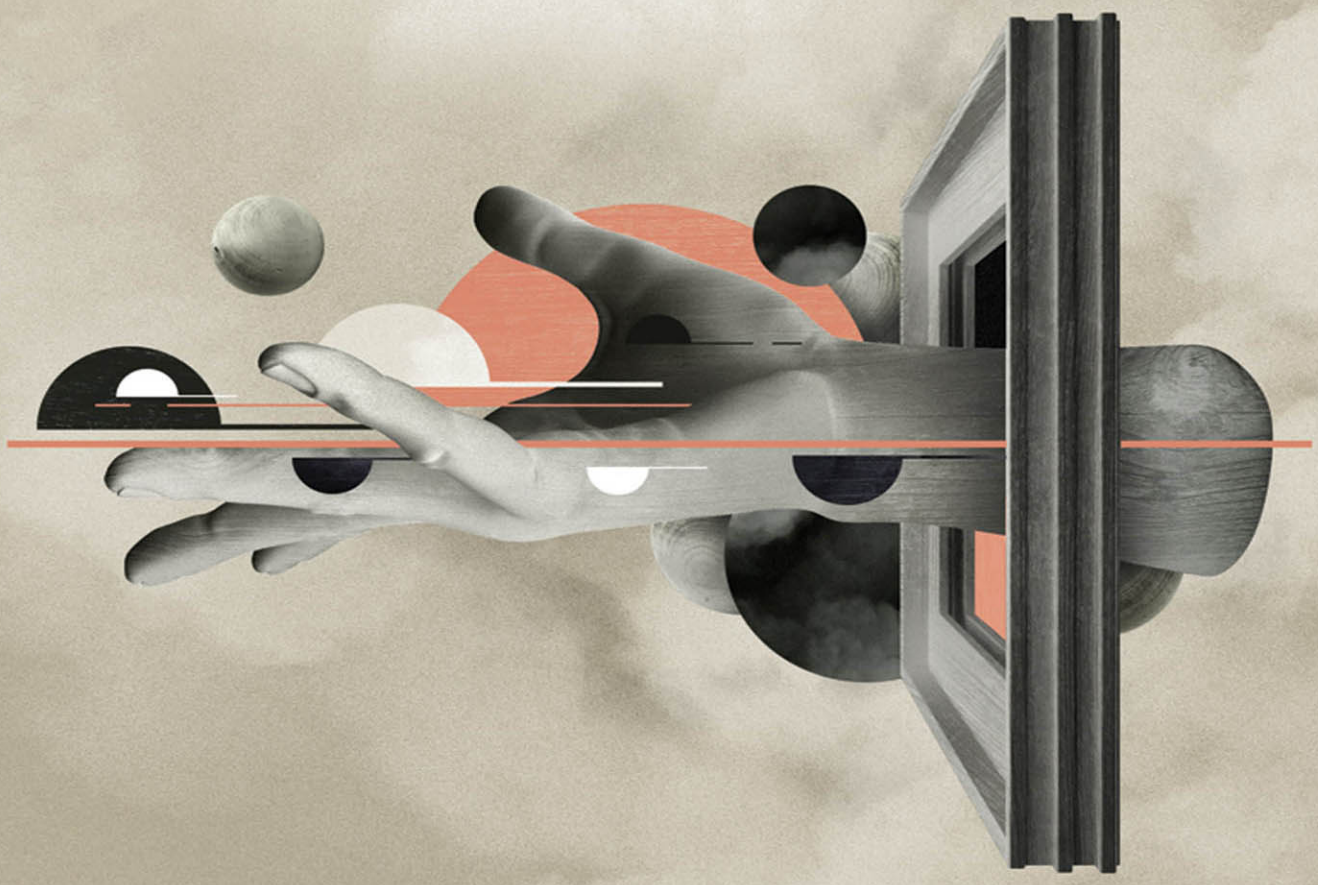
Adobe

InDesign CC

2017 release



CLASSROOM IN A BOOK®

The official training workbook from Adobe

Kelly Kordes Anton and John Cruise

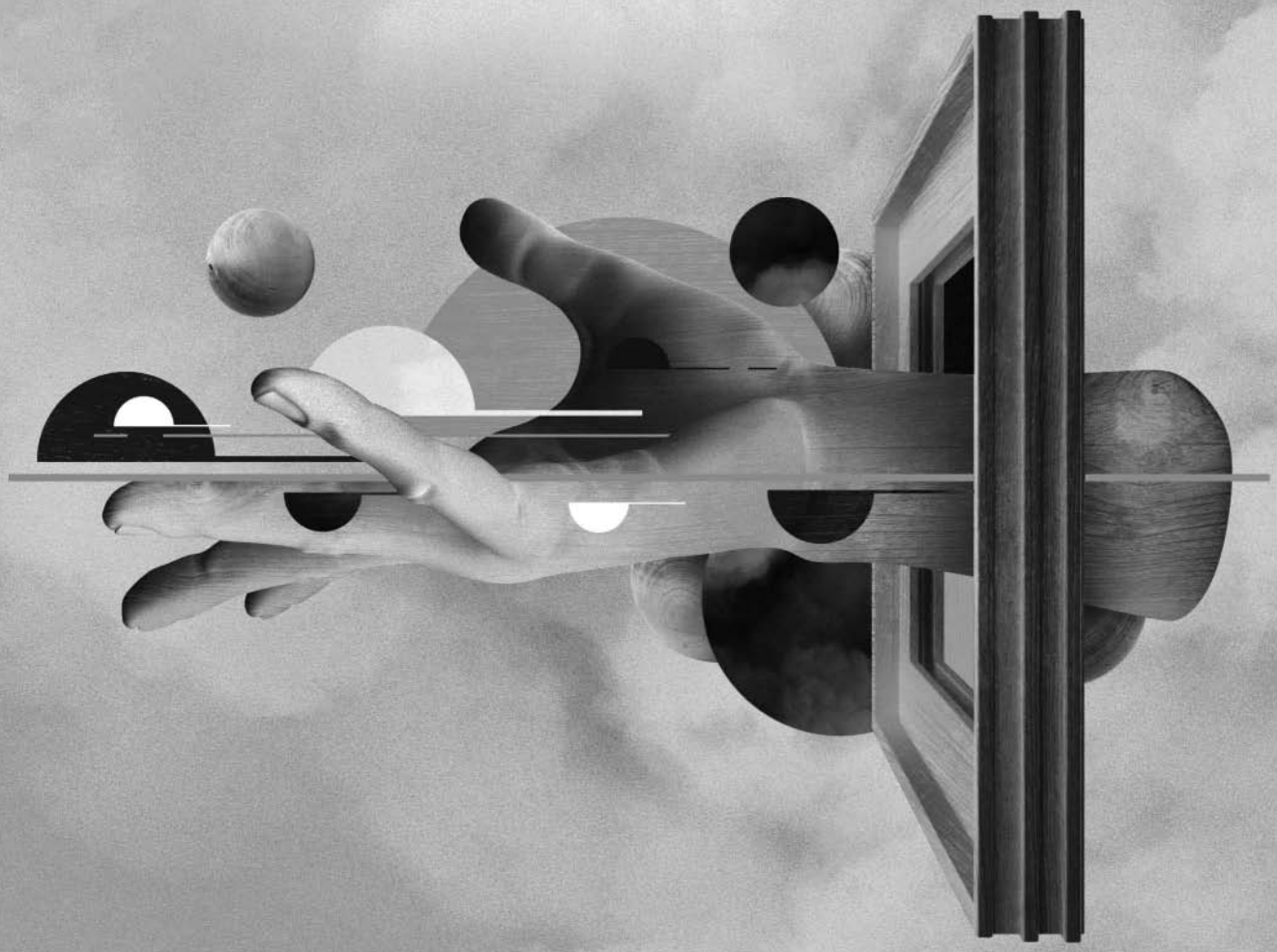
FREE SAMPLE CHAPTER

SHARE WITH OTHERS

Adobe

Adobe InDesign CC

2017 release



CLASSROOM IN A BOOK®

The official training workbook from Adobe

Kelly Kordes Anton and John Cruise

Adobe InDesign CC Classroom in a Book® (2017 release)

© 2017 Adobe. All rights reserved.

If this guide is distributed with software that includes an end user license agreement, this guide, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. Except as permitted by any such license, no part of this guide may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Adobe Systems Incorporated. Please note that the content in this guide is protected under copyright law even if it is not distributed with software that includes an end user license agreement.

The content of this guide is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Adobe Systems Incorporated. Adobe Systems Incorporated assumes no responsibility or liability for any errors or inaccuracies that may appear in the informational content contained in this guide.

Please remember that existing artwork or images that you may want to include in your project may be protected under copyright law. The unauthorized incorporation of such material into your new work could be a violation of the rights of the copyright owner. Please be sure to obtain any permission required from the copyright owner.

Any references to company names in sample files are for demonstration purposes only and are not intended to refer to any actual organization.

Adobe, the Adobe logo, Acrobat, Acrobat Reader, the Adobe PDF logo, Classroom in a Book, Creative Cloud, Illustrator, InDesign, Photoshop, PostScript, and Typekit are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Adobe product screenshots reprinted with permission from Adobe Systems Incorporated.

Apple, Mac OS, Macintosh, and Safari are trademarks of Apple, registered in the U.S. and other countries. Microsoft, Windows, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the U.S. and/or other countries. All other trademarks are the property of their respective owners.

Adobe Systems Incorporated, 345 Park Avenue, San Jose, California 95110-2704, USA

Notice to U.S. Government End Users: The Software and Documentation are "Commercial Items," as that term is defined at 48 C.F.R. §2.101, consisting of "Commercial Computer Software" and "Commercial Computer Software Documentation," as such terms are used in 48 C.F.R. §12.212 or 48 C.F.R. §227.7202, as applicable. Consistent with 48 C.F.R. §12.212 or 48 C.F.R. §§227.7202-1 through 227.7202-4, as applicable, the Commercial Computer Software and Commercial Computer Software Documentation are being licensed to U.S. Government end users (a) only as Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions herein. Unpublished-rights reserved under the copyright laws of the United States. Adobe Systems Incorporated, 345 Park Avenue, San Jose, CA 95110-2704, USA. For U.S. Government End Users, Adobe agrees to comply with all applicable equal opportunity laws including, if appropriate, the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 USC 4212), and Section 503 of the Rehabilitation Act of 1973, as amended, and the regulations at 41 CFR Parts 60-1 through 60-60, 60-250, and 60-741. The affirmative action clause and regulations contained in the preceding sentence shall be incorporated by reference.

Adobe Press books are published by Peachpit, a division of Pearson Education located in San Francisco, California. For the latest on Adobe Press books, go to www.adobepress.com. To report errors, please send a note to errata@peachpit.com. For information on getting permission for reprints and excerpts, contact permissions@peachpit.com.

Executive Editor: Nancy Davis
Production Editor: Dan Foster
Technical Reviewer: Chad Chelius
Indexer: Valerie Haynes Perry
Proofreader: Dan Foster
Cover Designer: Eddie Yuen
Interior Designer: Mimi Heft
Photos in Lessons 2, 5, 7, 8, and 11 are used with permission from Eric Shropshire Photography.

Printed and bound in the United States of America

ISBN-13: 978-0-134-66409-5
ISBN-10: 0-134-66409-4

9 8 7 6 5 4 3 2 1

About the Authors

Kelly Kordes Anton has written and edited various books and training resources on InDesign, including *Adobe InDesign How-Tos: 100 Essential Techniques* and several editions of the *Adobe InDesign Classroom in a Book*. As a freelance editor and writer, she wrote and edited scores of articles and books on publishing software, photography, video production, and more. She is currently a Communications Specialist at MillerCoors in Golden, Colorado.

John Cruise has been writing about and using page layout software for almost three decades. He's coauthored numerous books, including the *InDesign Bible, Adobe InDesign How-Tos: 100 Essential Techniques* and several editions of the *Adobe InDesign Classroom in a Book.* John has written articles for numerous publications, including *Macworld, MacAddict, MacLife,* and *Layers* magazines. He resides in Denver, Colorado. When he's not using or writing about InDesign, he continues to practice and teach yoga and tai chi, modernize his tennis strokes, and learn Mandarin Chinese.

Acknowledgments

This book would not have been possible without the contributions of several invaluable collaborators. The authors would like to thank Nancy Davis for putting together a strong team; Chad Chelius, technical editor, for ensuring the accuracy of every word on every page; Candyce Mairs, keystroker, for testing every step in every lesson; Dan Foster, proofreader, for making sure every i was dotted and every t was crossed; Danielle Foster, production specialist, for polishing the layout of every page and preparing final files for print; and Tracey Croom, senior production editor at Pearson, for overseeing the entire production process and keeping everybody informed and on track. The authors would also like to thank the following photographers who provided many of the images used in the sample lesson files: Shauneen Hutchinson, Sylvia Bacon, Diane Supple, and Eric Shropshire.

CONTENTS

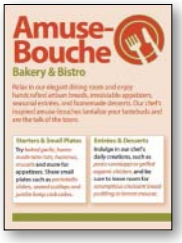
GETTING STARTED 1

About Classroom in a Book. 1
Prerequisites 2
Installing the software 2
Saving and restoring the InDesign Defaults file 4
Training resources 5

1 INTRODUCING THE WORKSPACE 6

Getting started 8
Looking at the workspace. 9
Working with panels. 18
Customizing the workspace. 24
Navigating through a document 27
Using context menus 30
Using panel menus 30
Modifying interface preferences. 31
Exploring on your own. 32

2 GETTING TO KNOW INDESIGN 34



Getting started 36
Viewing guides 37
Preflighting as you work 38
Adding text. 39
Working with styles. 42
Working with graphics. 46
Working with objects 48
Working with object styles 51
Viewing the document in Presentation mode. 51
Exploring on your own. 52

3 SETTING UP A DOCUMENT AND WORKING WITH PAGES 54

Getting started 56
Creating and saving custom document settings 57
Creating a new document. 58
Switching between open InDesign documents 60
Working with master pages 60
Applying master pages to document pages. 70
Adding new document pages 72
Rearranging and deleting document pages. 72
Changing the size of pages. 73
Adding sections to change page numbering. 74
Overriding master page items and placing text and graphics 76
Viewing the completed spread 78
Exploring on your own. 80

4 WORKING WITH OBJECTS 82

Getting started 84
Working with layers. 85
Creating and modifying text frames 88
Creating and modifying graphics frames 95
Adding metadata captions to graphics frames 103
Placing and linking graphics frames 104
Changing the shape of a frame. 108
Wrapping text around a graphic. 110
Modifying the shape of frames 112
Transforming and aligning objects 115
Selecting and modifying grouped objects 119
Creating a QR code 121
Drawing lines and modifying arrowheads 122
Finishing up 123
Exploring on your own. 123

5 FLOWING TEXT 126

Getting started 128
Flowing text into an existing frame 129
Flowing text manually 132
Creating text frames while flowing text 134
Creating threaded frames automatically 136
Flowing text automatically 138
Applying paragraph styles to text 140
Adjusting columns 142
Adding a jump line page number 143
Exploring on your own 144

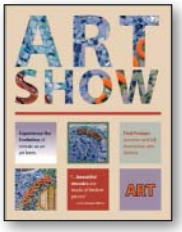
6 EDITING TEXT 146

Getting started 148
Finding and changing a missing font 149
Entering and importing text 151
Finding and changing text and formatting 153
Checking spelling 156
Editing text by dragging and dropping 159
Using the Story Editor 160
Tracking changes 161
Exploring on your own 162

7 WORKING WITH TYPOGRAPHY 164

Getting started 166
Adjusting vertical spacing 167
Working with fonts, type styles, and glyphs 171
Fine-tuning columns 177
Changing paragraph alignment 179
Creating a drop cap 181
Adjusting letter and word spacing 183
Adjusting line breaks 185
Setting tabs 188
Adding a rule above a paragraph 192
Working with paragraph shading 193
Exploring on your own 196

8 WORKING WITH COLOR 198



Getting started 200
Managing color 201
Defining printing requirements 205
Creating colors 208
Applying colors 216
Working with tint swatches 223
Working with gradients 224
Working with color groups 228
Exploring on your own 230

9 WORKING WITH STYLES 232

Getting started 234
Creating and applying paragraph styles 236
Creating and applying character styles 239
Nesting character styles inside paragraph styles 242
Creating and applying object styles 247
Creating and applying table and cell styles 252
Globally updating styles 258
Loading styles from another document 260
Exploring on your own 262

10 IMPORTING AND MODIFYING GRAPHICS 264

Getting started 266
Adding graphics from other programs 267
Comparing vector and bitmap graphics 267
Managing links to imported files 268
Updating revised graphics 270
Adjusting display quality 273
Working with clipping paths 274
Working with alpha channels 277
Importing native Adobe graphic files 281
Using an InDesign library to manage objects 287
Using Adobe Bridge to import graphics 290
Exploring on your own 293

11 CREATING TABLES 296

Getting started 298
Creating a table....299
Converting text to a table 299
Changing rows and columns 302
Formatting a table 307
Adding graphics to table cells 310
Creating a header row 314
Creating and applying table and cell styles 315
Exploring on your own....318

12 WORKING WITH TRANSPARENCY 320

Getting started 322
Importing and colorizing a grayscale image 323
Applying transparency settings 325
Adding transparency effects to imported vector and bitmap graphics....329
Importing and adjusting Illustrator files that use transparency 332
Applying transparency settings to text 333
Working with effects....334
Exploring on your own....343

13 PRINTING AND EXPORTING 346

Getting started 348
Packaging files 353
Creating an Adobe PDF proof 354
Previewing separations 356
Previewing how transparency effects will be flattened 358
Previewing the page....359
Printing a proof and saving a print preset....360
Using the Ink Manager....363
Exploring on your own....366

14 CREATING ADOBE PDF FILES WITH FORM FIELDS 368

Getting started 370
Adding form fields 371
Adding a description to a form field 375
Setting the tab order of the fields 375
Adding a button to submit the form 376
Exporting an interactive Adobe PDF file 377
Exploring on your own.....378

15 CREATING A FIXED-LAYOUT EPUB 380

Getting started 382
Creating a new document for fixed-layout export 383
Adding animation 384
Adding multimedia and interactive elements 394
Exporting an EPUB file 399
Exploring on your own.....404

INDEX 408

16 CREATING A REFLOWABLE EPUB A2

Getting started A4
Completing the booklet before export A5
Choosing the content of an ebook A9
Adding metadata A12
Exporting an EPUB file A12
Exploring on your own.....A15

GETTING STARTED

Welcome to Adobe® InDesign® CC (2017 release), a powerful page-design and production application that offers precision, control, and seamless integration with other Adobe professional graphics software. Using InDesign, you can produce professional-quality, full-color documents and print them using a variety of output devices, including desktop printers, high-resolution imaging devices, and high-volume color printing presses. You can also design publications for a broad range of electronic devices, such as tablets, smart phones, and e-readers, and export InDesign documents in several formats, including PDF, HTML, and EPUB.

Writers, artists, designers, and publishers can communicate to a broader audience than ever before through an unprecedented variety of media. InDesign supports this with its seamless integration with other Creative Cloud components.

About Classroom in a Book

Adobe InDesign CC Classroom in a Book® is part of the official training series for Adobe graphics and publishing software with the support of Adobe product experts. The lessons are designed so that you can learn at your own pace. If you're new to Adobe InDesign, you'll master the fundamentals and learn to put the software to work for you. If you've already been using Adobe InDesign, you'll find that this book teaches many advanced features, including tips and techniques for using the latest version of InDesign.

Each lesson provides step-by-step instructions for creating a specific project. You can follow the book from start to finish or do only the lessons that meet your interests and needs. Each lesson concludes with several optional tasks that let you further explore the features covered in the lesson, as well as a set of review questions and answers.

Prerequisites

Before beginning to use *Adobe InDesign CC Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands

and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your operating system.

Note: When instructions differ by platform, Windows commands appear first, and then the Mac OS commands, with the platform noted in parentheses. For example, "Alt-click (Windows) or Option-click (Mac OS) the button."

Installing the software

Before you begin using *Adobe InDesign CC Classroom in a Book*, make sure that your system is set up correctly and that you've installed the proper software and hardware.

The Adobe InDesign CC software is not included with this book; you must purchase the software separately. In addition to Adobe InDesign CC, some lessons in this book have steps that can be performed with Adobe Bridge and other Adobe applications. You must install these applications from Adobe Creative Cloud onto your computer. Follow the onscreen instructions.

Adobe Creative Cloud desktop app

In addition to Adobe InDesign CC, this training also requires the Adobe Creative Cloud desktop application, which provides a central location for managing the dozens of apps and services included in a Creative Cloud membership. You can use the Creative Cloud desktop application to sync and share files, manage fonts, access libraries of stock photography and design assets, and showcase and discover creative work in the design community.

The Creative Cloud desktop application is installed automatically when you download your first Creative Cloud product. If you have Adobe Application Manager installed, it auto-updates to the Creative Cloud desktop application.

If the Creative Cloud desktop application is not installed on your computer, you can download it from the Download Creative Cloud page on the Adobe website (creative.adobe.com/products/creative-cloud) or the Adobe Creative Cloud desktop apps page (adobe.com/creativecloud/catalog/desktop.html).

Classroom in a Book fonts

Some of the fonts used in the Classroom in a Book lesson files are installed with Adobe InDesign. Some fonts are not installed with InDesign but are instead available through Typekit, a font-subscription service from Adobe that offers access to a vast library of fonts for use in desktop applications and on websites. The Typekit service is integrated with InDesign's font selection features and the Creative Cloud Desktop application. Typekit is included with your Creative Cloud subscription.

By default, font syncing with Typekit is turned on for Creative Cloud applications, so when you open a lesson file that uses Typekit fonts that aren't installed on your computer, a Missing Fonts dialog box displays and offers the option to Sync Fonts. If Typekit font syncing is disabled, a Turn Typekit On button is displayed in the Missing Fonts dialog box.

Note: For more information about Typekit, go to the Typekit home page at typekit.com/help. For information from the Creative Cloud Help file about adding fonts from Typekit, go to https://helpx.adobe.com/creative-cloud/help/add-fonts-typekit.html.

Online Content

Your purchase of this Classroom in a Book includes online materials provided by way of your Account page on peachpit.com. These include:

Lesson Files

To work through the projects in this book, you will need to download the lesson files from peachpit.com. You can download the files for individual lessons, or it may be possible to download them all in a single file.

Web Edition

The Web Edition is an online interactive version of the book providing an enhanced learning experience. Your Web Edition can be accessed from any device with a connection to the Internet, and it contains:

- The complete text of the book
- Hours of instructional video keyed to the text
- Interactive quizzes

In addition, the Web Edition may be updated when Adobe adds significant feature updates between major Creative Cloud releases. To accommodate the changes, sections of the online book may be updated or new sections may be added.

Note: You will find a bonus lesson, Chapter 16, "Creating a Reflowable EPUB," with the Web Edition. This lesson demonstrates how to export a document for an e-reader, such as a Nook or Kindle.

Accessing the Lesson Files and Web Edition

If you purchased an eBook from peachpit.com or adobepress.com, your Web Edition will automatically appear under the Digital Purchases tab on your Account page. Click the **Launch** link to access the product. Continue reading to learn how to register your product to obtain access to the lesson files.

If you purchased an eBook from a different vendor or you bought a print book, you must register your purchase on peachpit.com in order to access the online content:

1. Go to www.peachpit.com/register.
2. Sign in or create a new account.
3. Enter the ISBN: 9780134664095.
4. Answer the questions as proof of purchase.
5. The **Web Edition** will appear under the Digital Purchases tab on your Account page. Click the **Launch** link to access the product.

   The **Lesson Files** can be accessed through the Registered Products tab on your Account page. Click the Access Bonus Content link below the title of your product to proceed to the download page. Click the lesson file links to download them to your computer.

Saving and restoring the InDesign Defaults file

Note: Each time you begin working on a new lesson, some panels may remain open even if you restore your InDesign Defaults file. If this occurs, you can close the panels manually if you want.

The InDesign Defaults file stores program preferences and default settings, such as tool settings and the default unit of measurement. To ensure that the preferences and default settings of your Adobe InDesign program match those used in this book, you should move the current InDesign Defaults file to a different location before you begin working on the lessons. When you have finished the book, you can return the saved InDesign Defaults file to its original folder, which restores the preferences and default settings used before you started working on the lessons.

Moving the current InDesign Defaults file

Note: If you can't find the InDesign Defaults file, either you haven't started Adobe InDesign CC yet or you have already moved the preferences file. The preferences file is created after you launch the program the first time and is updated thereafter.

Moving the InDesign Defaults file to another location prompts InDesign to automatically create a new one with all preferences and defaults set to their original factory settings.

1. Quit Adobe InDesign.
2. Locate the InDesign Defaults file on Windows or Mac OS as described below.
3. If you want to restore customized preferences, move the file to another folder on your hard drive. Otherwise, you can delete the file.
4. Start Adobe InDesign CC.

Locating the InDesign Defaults file on Windows

Note: If hidden files are visible and you still cannot locate the preferences file, use your operating system's Find File feature and search for "InDesign Defaults."

The InDesign Defaults file is located in the folder: [startup drive]\Users\[username]\AppData\Roaming\Adobe\InDesign\Version 12.0\en_US*\InDesign Defaults.

- The AppData folder is hidden by default on Windows 7, Windows 8, and Windows 10. To display the AppData folder, click Appearance And Personalization in the Control Panel, and then click Folder Options (Windows 7 and Windows 8) or File Explorer Options (Windows 10).
- Click the View tab in the Folder Options/File Explorer Options dialog box, select Show Hidden Files, Folders, And Drives, and then click OK.

Locating the InDesign Defaults file on Mac OS

The InDesign Defaults file is located in the folder: [startup drive]/Users/*[username]*/Library/Preferences/Adobe InDesign/Version 12.0/en_US*/InDesign Defaults.

- The folder name may be different depending on the language version you have installed.
- In Mac OS 10.9 and later, the Library folder is hidden. To access this folder, choose Go > Go To Folder from the Finder menu. Type ~/Library in the Go To The Folder box, and then click OK or Go.

Restoring the saved InDesign Defaults file

If you want to restore your customized InDesign Defaults file that you moved to another location:

1. Quit Adobe InDesign.
2. Locate your saved InDesign Defaults file, drag it back into its original folder, and replace the current InDesign Defaults file.

Training resources

Adobe InDesign CC Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, refer to these resources:

Note: Adobe periodically provides updates to software. You can easily obtain these updates through the Creative Cloud.

Adobe InDesign Learn & Support: helpx.adobe.com/indesign.html is where you can find and browse Help and Support content on Adobe.com. Adobe InDesign Help and Adobe InDesign Support Center are accessible from the Help menu in InDesign.

Adobe Forums: forums.adobe.com lets you tap into peer-to-peer discussions, questions, and answers on Adobe products.

Adobe InDesign CC product home page: adobe.com/products/indesign provides information about new features and intuitive ways to create professional layouts for print, tablets, and e-readers.

Adobe Add-ons: creative.adobe.com/addons is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.

Resources for educators: adobe.com/education and edex.adobe.com offer a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Adobe Authorized Training Centers: Adobe Authorized Training Centers offer instructor-led courses and training on Adobe products, employing only Adobe Certified Instructors. A directory of AATCs is available at training.adobe.com/trainingpartners.

4 WORKING WITH OBJECTS

Lesson Overview

In this lesson, you'll learn how to do the following:

- Work with layers.
- Create and edit text frames and graphics frames.
- Import graphics into graphics frames.
- Crop, move, and scale graphics.
- Adjust the space between frames.
- Add captions to graphics frames.
- Place and link graphics frames.
- Change the shape of frames.
- Wrap text around an object or graphic.
- Create complex frame shapes.
- Convert frame shapes to other shapes.
- Modify and align objects.
- Select and modify multiple objects.
- Create a QR code.
- Add arrowheads to a line.

This lesson will take approximately 90 minutes.

To download the project files for this lesson, log in or set up an account at peachpit.com. Enter the book's ISBN (9780134664095) or go to the book's product page to register. On the book's page, click Register Your Product. The book shows up in your list of registered products along with a link to the book's bonus content. Click the link to access the lesson files. Store the files on your computer in a convenient location. Your Account page is also where you'll find any updates to the chapters or lesson files.

InDesign frames can contain text, graphics, or color. As you work with frames, you'll discover that Adobe InDesign provides you with a great amount of flexibility and control over your design.

Getting started

In this lesson, you'll work on a pair of spreads that make up a four-page newsletter. You'll add text and images and make several modifications to the objects on the two spreads.

1 To ensure that the preferences and default settings of your Adobe InDesign program match those used in this lesson, move the InDesign Defaults file to a different folder following the procedure in "Saving and restoring the InDesign Defaults file" on pages 4–5.

2 Start Adobe InDesign. To ensure that the panels and menu commands match those used in this lesson, choose Window > Workspace > [Advanced], and then choose Window > Workspace > Reset Advanced. To begin working, you'll open an InDesign document that is already partially completed.

Note: If an alert is displayed when you open the sample document, click Update Links.

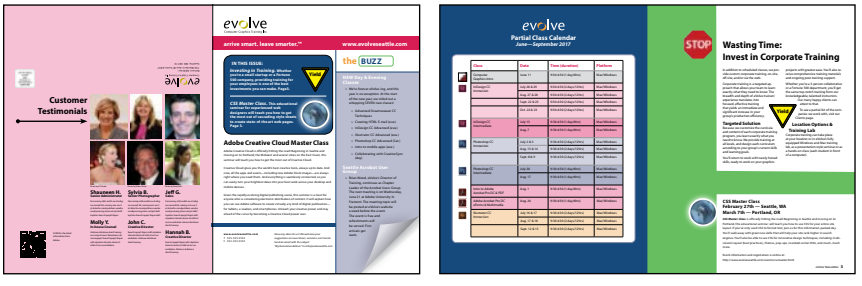
3 Choose File > Open, and open the 04_Start.indd file in the Lesson04 folder, located inside the Lessons folder within the InDesignCIB folder on your hard drive. (If the Missing Fonts dialog box displays, click Sync Fonts, and then click Close after the fonts have successfully synced from Typekit.)

Note: As you work through the lesson, move panels or change the zoom level to a magnification that works best for you.

4 Choose File > Save As, rename the file **04_Objects.indd**, and save it in the Lesson04 folder.

5 To see what the finished document looks like, open the 04_End.indd file in the same folder. You can leave this document open to act as a guide as you work. When you're ready to resume working on the lesson document, choose Window > 04_Objects.indd or click its tab at the top of the document window.

Tip: In the printing industry, facing pages in a multipage publication, as well as the front and back cover pages because they're printed side-by-side, are commonly referred to as *printer spreads*.



The newsletter that you will work on in this lesson contains two spreads: The spread on the left contains page 4 (the back page on the left) and page 1 (the cover on the right); the spread on the right contains pages 2 and 3 (the center spread). Keep this page arrangement in mind as you navigate from page to page. Here you see the finished newsletter.

Working with layers

Before you begin creating and modifying objects, you should understand how layers work in InDesign. By default, every new InDesign document contains one layer (named Layer 1). You can rename this layer and add more layers at any time as you work on a document. Placing objects on different layers lets you organize them for easy selection and editing. In the Layers panel, you can select, display, edit, and print different layers individually, in groups, or all together.

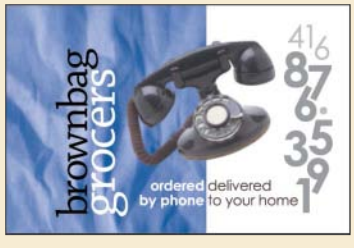
The 04_Objects.indd document has two layers. You'll experiment with these layers to learn how the arrangement of the layers and the placement of objects on layers can affect the design of your document, and you'll add a new layer.

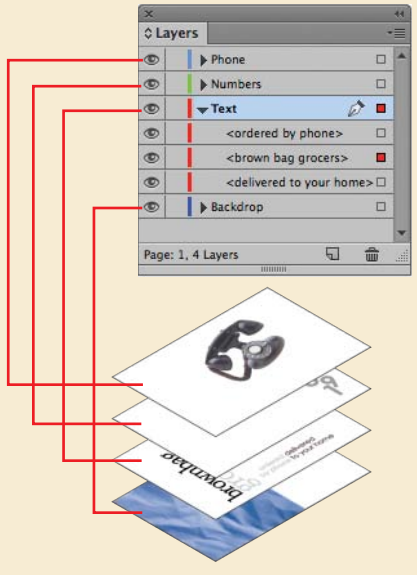
About layers

Think of layers as transparent sheets stacked on top of each other. When you create an object, you can place it on the layer of your choice, and you can move objects between layers. Each layer contains its own set of objects.

The Layers panel (Window > Layers) displays a list of a document's layers and lets you create, manage, and delete layers. The Layers panel also lets you display the names of all objects on a layer and show, hide, or lock individual objects. Click the triangle to the left of a layer name to alternately display and hide the names of the objects on the layer.

By using multiple layers, you can create and edit specific areas or kinds of content in your document without affecting other areas or kinds of content. For example, if a document prints slowly because it contains many large graphics, you can use one layer for only the text in the document; then, when it's time to proofread the text, you can hide all other layers and quickly print only the text layer. You can also use layers to display alternate design ideas for the same layout or different versions of an advertisement for different regions.



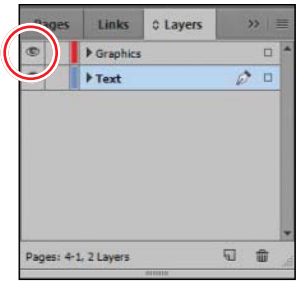


1 Click the Layers panel icon or choose Window > Layers to open the Layers panel.

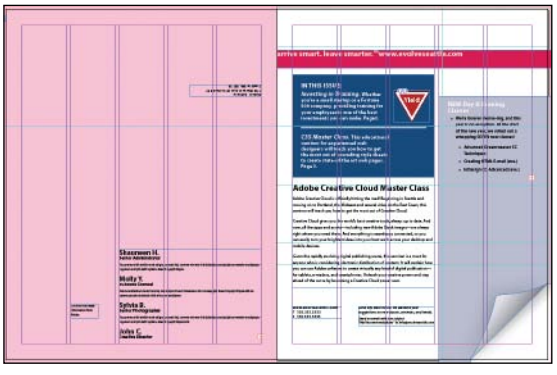
2 If the Text layer is not selected in the Layers panel, click to select it. The layer is highlighted to indicate that it's selected. Notice that a pen icon ( ) appears to the right of the layer name. The pen icon indicates that this layer is the target layer, and while it's selected, anything you import or create is placed on this layer.

3 Click the small triangle to the left of the Text layer name. All of the groups and objects on this layer are now displayed below the layer name. Use the panel's scroll bar to view the names in the list, and then click the triangle again to hide them.

4 Click the eye icon ( ) to the far left of the Graphics layer name. All the objects on the Graphics layer are hidden. The eye icon lets you hide or display individual layers. When you turn off the visibility of a layer, the eye disappears. Click the empty box again to display the layer contents.



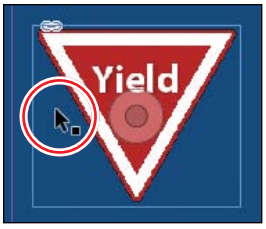
Click to hide layer contents.



The spread with the Graphics layer hidden.

5 Use the Zoom tool ( ) to zoom in on the dark blue frame on the front page (page 1).

6 Using the Selection tool ( ), move the pointer within the Yield sign graphic. Notice the blue frame edge on the graphics frame. This blue border indicates that the frame is on the Text layer, which has been assigned a blue color. A transparent doughnut shape, otherwise known as the content grabber, is displayed in the center of the frame. When you move the pointer within the content grabber, it changes to a hand.



Click and drag when the arrow pointer is displayed to move the frame along with the graphic.

Click and drag when the hand pointer is displayed to move only the graphic within the frame.

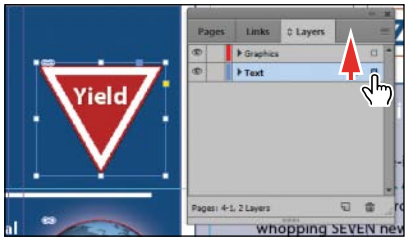
7 Now move the pointer within the circular graphics frame below the Yield sign. Notice that this frame's edge is red, the color assigned to the Graphics layer.

8 Move the pointer back to the frame with the Yield sign, make sure the arrow pointer is displayed, and then click within the graphics frame to select it.

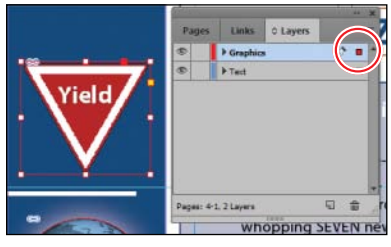
In the Layers panel, you'll notice that the Text layer is selected, and a small blue square appears to the right of the layer name. This indicates that the selected object belongs to this layer. You can move objects from one layer to another by dragging this square between layers in the panel.

9 In the Layers panel, drag the small blue square from the Text layer up to the Graphics layer, and then release the mouse button. The image now belongs to the Graphics layer and is now the topmost object on the top layer.

▶ **Tip:** To see the position of the Yield sign in the Graphics layer relative to other objects in the layer, expand the Graphics layer by clicking the triangle to the left of the layer name.

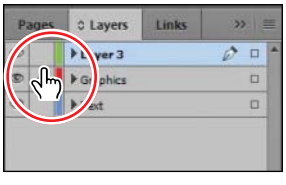


Select the image and drag its icon in the Layers panel.



Result.

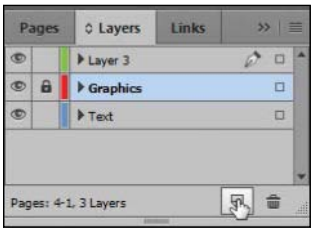
10 Click the empty layer lock box to the left of the Graphics layer to lock the layer.



11 Choose View > Fit Spread In Window.

Next, you will make a new layer and move existing content to it.

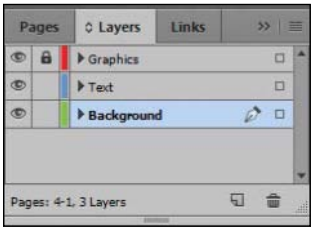
12 At the bottom of the Layers panel, click the Create New Layer button ( ). Because the Graphics layer was selected when you created the new layer, the new layer is positioned above the Graphics layer in the Layers panel.



▶ **Tip:** You can also rename a layer by selecting the layer in the Layers panel and then clicking its name.

13 Double-click the name of the new layer (Layer 3) to open the Layer Options dialog box. Change the name to **Background**, and click OK.

14 In the Layers panel, drag the Background layer to the bottom of the layer stack. A horizontal line appears when you move the pointer below the Text layer, indicating that the layer will be moved to the bottom when you release the mouse button.



15 Choose File > Save.

Creating and modifying text frames

In most cases, text is placed inside a frame. (You can also use the Type On A Path tool [ ] to flow text along a path.) The size and location of a text frame determine where the text appears on a page. Text frames can be created with the Type tool and can be modified using a variety of tools—as you'll do in this part of the lesson.

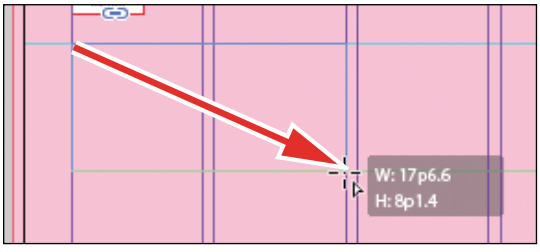
Creating and resizing text frames

Now you'll create your own text frame, adjust its size, and then resize another frame.

1 In the Pages panel, double-click the icon for page 4 to center it in the document window.

2 In the Layers panel, click the Text layer to select it. Any content created when the Text layer is selected will be placed on that layer.

3 Select the Type tool ( ) in the Tools panel. Position the pointer where the left edge of the first column meets the horizontal guide at 22p0 on the vertical ruler. Drag to create a frame that snaps to the right edge of the second column and has a height of about 8p.

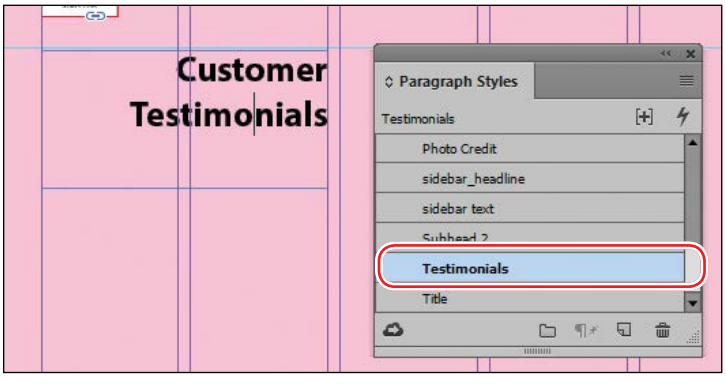


4 Use the Zoom tool ( ) to magnify the text frame, and then select the Type tool.

5 In the new text frame, type **Customer**, press Shift+Enter (Windows) or Shift+Return (Mac OS) to create a forced line break (without creating a new paragraph), and then type **Testimonials**. Click anywhere within the text to select the paragraph.

Now you'll apply a paragraph style to the text.

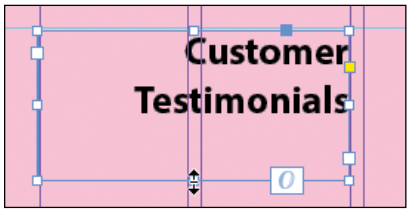
6 Click the Paragraph Styles panel icon or choose Type > Paragraph Styles to open the panel. Click the style named Testimonials to apply it to the selected paragraph.



Read more about paragraph styles in Lesson 9, "Working with Styles."

▶ **Tip:** It isn't necessary to highlight an entire paragraph before applying a paragraph style to it. You can select a paragraph by clicking anywhere within it.

7 Using the Selection tool (), double-click the center-bottom handle of the selected text frame to fit the frame to the text vertically.



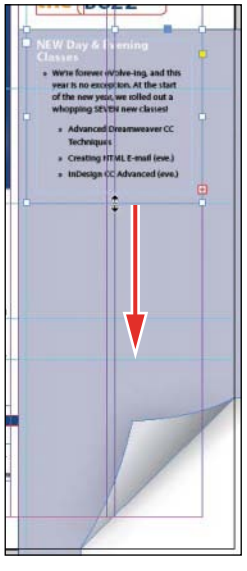
Double-click to fit the frame to its content.

Result.

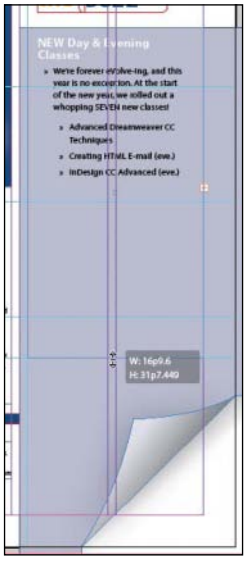
8 Choose View > Fit Spread In Window, and then press Z to temporarily access the Zoom tool and magnify the rightmost column on the front page (page 1). Use the Selection tool () to select the text frame below "the BUZZ." The frame contains the text "NEW Day & Evening Classes."

The red plus sign (+) at the lower-right corner of the text frame indicates that the frame contains overset text. Overset text is not visible because the frame is too small to display it. You'll fix this by changing the size and shape of the text frame.

9 Drag the center-bottom handle of the selected text frame downward to resize the height of the frame until the bottom edge snaps to the ruler guide at 48p0 on the vertical ruler. When the pointer approaches the ruler guide, the arrows change in appearance from black to white, indicating that the frame edge is about to snap to the guide. The text remains overset. You'll fix that later in this lesson.



Resize the frame by dragging the center point.



Result.

10 Choose Edit > Deselect All, and then choose File > Save.

Using Smart Guides

The Smart Guides feature gives you great flexibility in precisely creating and positioning objects. With Smart Guides, you can snap objects to the edges and centers of other objects, to the vertical and horizontal centers of pages, and to the midpoints of columns and gutters. Plus, Smart Guides appear dynamically as you work to provide instant visual feedback.

You can enable four Smart Guide options in the Guides & Pasteboard preferences (Edit > Preferences > Guides & Pasteboard [Windows] or InDesign CC > Preferences > Guides & Pasteboard [Mac OS]):

- **Align To Object Center.** Causes object edges to snap to the center of other objects on a page or spread when you create or move an object.
- **Align To Object Edges.** Causes object edges to snap to the edge of other objects on a page or spread when you create or move an object.
- **Smart Dimensions.** Causes the width, height, or rotation of an object to snap to the dimensions of other objects on a page or spread when you create, resize, or rotate an object.
- **Smart Spacing.** Lets you quickly arrange objects so that the space between them is equal.

The Smart Guides command (View > Grids & Guides > Smart Guides) lets you turn Smart Guides on and off. You can also enable/disable Smart Guides from the View Options menu in the Application bar. Smart Guides are enabled by default.

To familiarize yourself with Smart Guides, create a new multicolumn one-page document. (In the New Document dialog box, specify a value greater than 1 in the Columns Number field.)

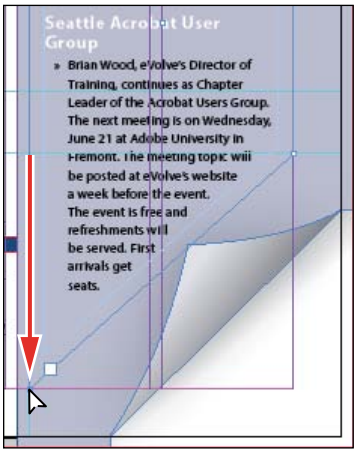
1. In the Tools panel, select the Rectangle Frame tool ( ). Click the left margin guide and drag to the right margin. As the pointer moves across the page, notice that a guide is displayed when the pointer reaches the middle of a column, the midpoint within a gutter, and the vertical center of the page. Release the mouse button when a Smart Guide appears.
2. With the Rectangle Frame tool still selected, click the top margin guide and drag downward to the bottom margin. Notice that when the pointer reaches the top edge, center, and bottom edge of the first object you created, as well as the horizontal center of the page, a Smart Guide appears.
3. In an empty area of the page, create one more object with the Rectangle Frame tool. Drag the mouse slowly and watch carefully. Smart Guides appear when the pointer reaches the edge or center of any of the other objects. Also, when the height or width of the new object equals the height or width of either of the other two objects, a vertical or horizontal (or both) line with arrows at both ends appears next to the object you're creating and the object with the matching height or width.
4. Close the document without saving changes.

Reshaping a text frame

So far, you've resized a text frame with the Selection tool by dragging a handle. Now you'll reshape the frame using the Direct Selection tool to move one of the frame's anchor points.

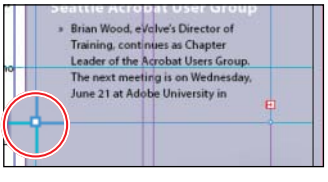
1 In the Tools panel, select the Direct Selection tool (), and then click within the text frame you just resized. Four very small anchor points now appear at the corners of the selected text frame. The anchor points are all hollow, indicating that none of them is selected.

2 Select the anchor point at the lower-left corner of the text frame, and pause for a moment until the arrow pointer turns black. Drag straight down until the point touches the margin guide at the bottom of the page and release the mouse button. As you drag, the text reflows simultaneously to give you a real-time view. After you release the mouse button, notice that the overset text indicator (the red plus sign) is no longer displayed, and all of the story's text is now visible.

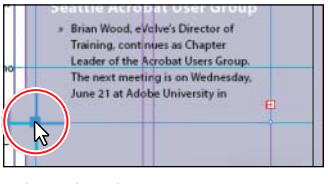


Be sure to drag only the anchor point—if you drag just above or to the right of the anchor point, you'll move other corners of the text frame, too. If you accidentally move the frame, choose Edit > Undo Move and try again.

3 Press the V key to switch to the Selection tool.

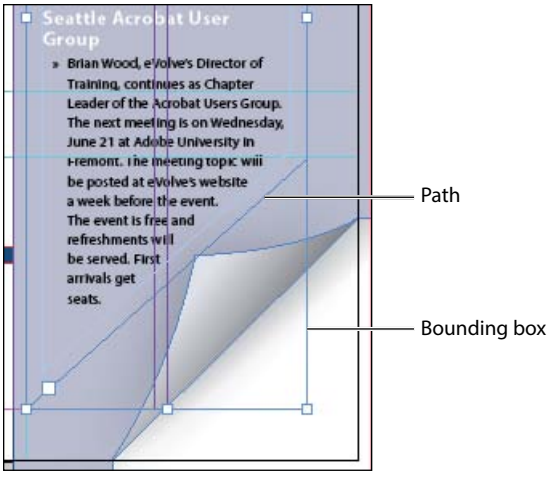


Unselected anchor point.



Selected anchor point.

Tip: To resize a text frame and the text characters inside it simultaneously, select the frame, and then double-click the Scale tool (), which is combined with the Free Transform, Rotate, and Shear tools in the Tools panel. You can then specify values in the Scale dialog box. You can also choose the Selection tool, hold down Shift+Ctrl (Windows) or Shift+Cmd (Mac OS), and drag a text frame handle. Including the Shift key ensures that the obect and content are scaled proportionally.



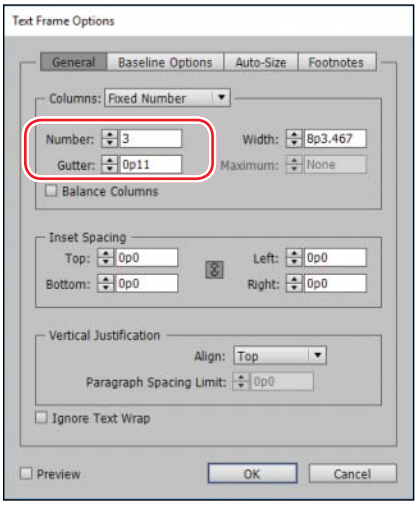
4 Deselect all objects, and then choose File > Save.

Creating multi-column text frames

Now you'll take an existing text frame and convert it to a multiple-column text frame.

1 Choose View > Fit Spread In Window, and then use the Zoom tool ( ) to display the lower-right portion of the back page (page 4). Use the Selection tool ( ) to select the text frame that begins with "Shauneen H."

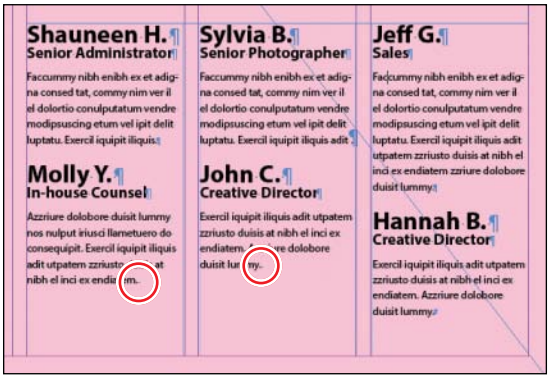
2 Choose Object > Text Frame Options. In the Text Frame Options dialog box, type **3** in the Number box and **p11** (11 points) in the Gutter box if necessary. The gutter controls the distance between the columns. Click OK.



3 Choose Type > Show Hidden Characters to see the break characters. (If Hide Hidden Characters is displayed—rather than Show Hidden Characters—at the bottom of the Type menu, hidden characters are already showing.)

Tip: You can also display hidden characters by choosing Hidden Characters from the View Options menu in the Application bar.

4 To begin each column with a heading, select the Type tool (T), highlight the paragraph return at the end of the line before "Sylvia B.," and then choose Type > Insert Break Character > Column Break. This forces "Sylvia B." to the top of the second column. Insert a column break before the name "Jeff G."



The small blue triangles within the red circles above are the Column Break characters.

5 Choose Type > Hide Hidden Characters.

Adjusting text inset and vertical alignment

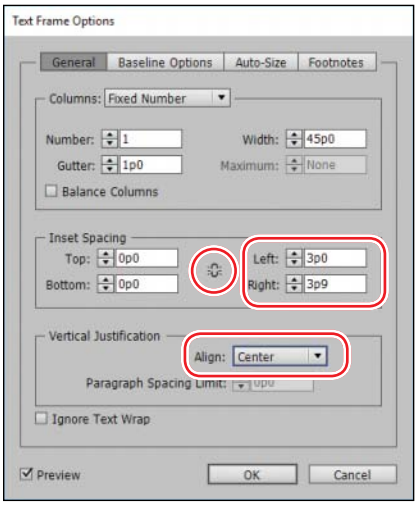
You'll now finish the red title bar on the cover by fitting the text nicely into the frame. By adjusting the space between the edge of the frame and the text, you make the text easier to read.

1 Choose View > Fit Spread In Window, and then use the Zoom tool (🔍) to magnify the red text frame near the top of the front page (page 1) with the text "arrive smart. leave smarter." Using the Selection tool (▶), select the text frame with a red fill and white text at the top of the page.

2 Choose Object > Text Frame Options. If necessary, drag the Text Frame Options dialog box aside so that you can still see the selected text frame as you set options.

3 In the Text Frame Options dialog box, make sure that the Preview option in the lower-left corner of the Text Frame Options dialog box is selected. Then, in the Inset Spacing section, click the Make All Settings The Same icon (🔗) to disable it so that you can change the Left setting independently. Change the Left value to **3p** to move the left margin of the text frame 3 picas to the right and away from the left edge of the frame, and then change the Right value to **3p9**.

4 In the Vertical Justification section of the Text Frame Options dialog box, choose Center from the Align menu. Click OK.



5 Select the Type tool (T), and then click to the left of "www.evolveseattle.com" to establish an insertion point. To move the URL text so that it aligns with the right inset you specified earlier, choose Type > Insert Special Character > Other > Right Indent Tab.

6 Choose Edit > Deselect All, and then choose File > Save.

Creating and modifying graphics frames

Now you're ready to add the company logo and the employees' images to the spread. In this section, you'll focus on different techniques for creating and modifying graphics frames and their contents.

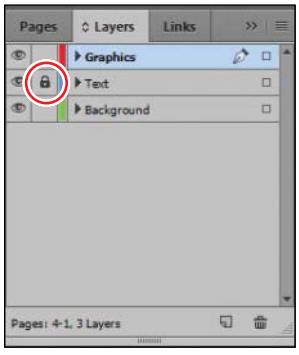
Because you'll be working on graphics rather than text, your first step is to make sure that the graphics appear on the Graphics layer rather than on the Text layer. Isolating objects on different layers streamlines your workflow and makes it easier to find and edit elements of your design.

Drawing a new graphics frame

To begin, you'll create a frame for the logo at the top of the cover page (the page on the right in the first spread).

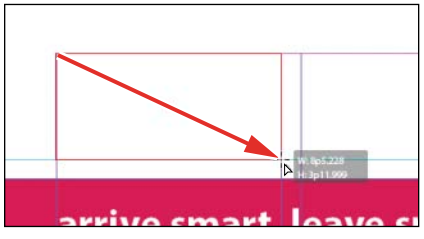
1 If the Layers panel is not visible, click the Layers panel icon or choose Window > Layers.

2 In the Layers panel, click the lock icon ( ) to unlock the Graphics layer. Lock the Text layer by clicking the box to the left of the layer name. Select the Graphics layer by clicking the name of the layer so that the new elements are assigned to this layer.



3 Choose View > Fit Spread In Window, and then use the Zoom tool ( ) to zoom in on the upper-left corner of the front page (page 1).

4 In the Tools panel, select the Rectangle Frame tool ( ). Move the pointer to the corner where the top and left margin guides intersect, drag down until the pointer reaches the horizontal guide, and then drag across to the right edge of the first column.



Drag to create a graphics frame.

5 Switch to the Selection tool ( ) and make sure that the graphics frame is still selected.

Placing a graphic within an existing frame

Now you'll place the company logo within the selected frame.

1 Choose File > Place, and then double-click logo_paths.ai in the Links folder in the Lesson04 folder. The image appears in the graphics frame.

2 To ensure that the graphic is displayed at the highest possible resolution, choose Object > Display Performance > High Quality Display.

Note: If a graphics frame isn't selected when you place an image, the pointer changes to the loaded graphics icon ( ). In this case, you could click within the graphics frame to place the image within the frame.

Resizing a graphics frame to crop a graphic

The graphics frame you created isn't quite wide enough to show the entire logo, so you'll widen it to reveal the hidden portion.

1 Using the Selection tool ( ), drag the center-right handle until the entire logo is visible. If you pause before you drag, you'll be able to see the cropped portion of the image as you drag and easily determine when the frame edge is beyond the edge of the logo. Make sure you drag the small, white handle and not the larger, yellow one. The yellow handle lets you add corner options, and you'll learn more about them later in this lesson.

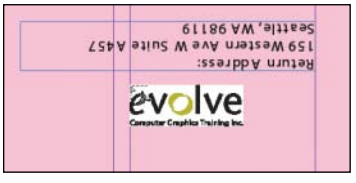
Tip: You can also reveal the cropped portion of the graphic by choosing Object > Fitting > Fit Frame To Content.

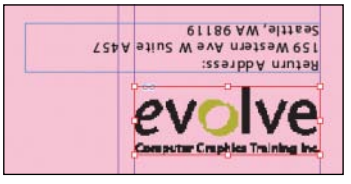
2 Choose Edit > Deselect All, and then choose File > Save.

Placing a graphic without an existing frame

The design of the newsletter uses two versions of the logo—one on the front cover and one on the back cover. You could simply use the logo you just placed and the Copy and Paste commands (Edit menu) to add the logo to the back cover, and you'll do that later in this lesson, but instead you'll import the logo graphic without first creating a graphics frame.

1. Choose View > Fit Spread In Window, and then use the Zoom tool ( ) to display the upper-right quarter of the back page (page 4).
2. Choose File > Place, and then double-click logo_paths.ai in the Links folder in the Lesson04 folder. The pointer changes to a loaded graphics icon ( ) in the upper-left corner of a thumbnail of the graphic.
3. Position the loaded graphics icon ( ) at the left edge of the rightmost column slightly below the rotated text frame that contains the return address. Drag until the pointer reaches the right edge of the column, and then release the mouse button. Notice that as you drag, a rectangle is displayed. This rectangle is proportional to the logo image.





You don't need to resize the frame as you did earlier because the frame already shows the entire image. The graphic still needs to be rotated, but you'll do that later in the lesson.

4. Choose Edit > Deselect All, and then choose File > Save.

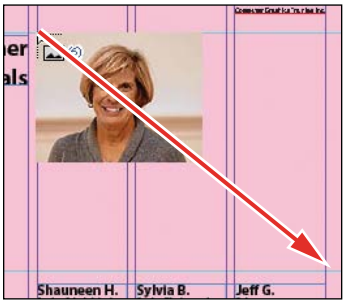
Tip: If you click—rather than click and drag—an empty area of the page when you place an image, the image is placed at 100 percent of its original size. The upper-left corner of the image is placed where you click.

Placing multiple graphics in a grid of frames

The back cover of the newsletter should contain six photos. You could place the photos one by one and then position each one individually, but because they will be arranged in a grid, you can place all the photos and arrange them in a grid at the same time.

1. Choose View > Fit Spread In Window.
2. Choose File > Place. Navigate to the Links folder in the Lesson04 folder, click the graphic file named 01ShauneenH.tif to select it, and then press Shift and click the file named 06HannahB.tif to select all six photos. Click Open.
3. Position the loaded graphics icon ( ) at the intersection of the horizontal ruler guide in the top half of the page and the left edge of the third column.

4 Drag down and toward the right margin. As you drag, press the Up Arrow key once and the Right Arrow key twice. As you press the arrows, the proxy image changes to a grid of rectangles to indicate the layout of the grid.



▶ **Tip:** When using any of the frame creation tools (Rectangle, Polygon, Type, and so on), you can create multiple and equally spaced frames by using the same arrow key gestures as you drag with the tool.

5 Continue dragging until the pointer snaps to the intersection of the right margin guide and the lower horizontal ruler guide, and then release the mouse. A grid of six graphics frames displays the six photos you placed.

6 Choose Edit > Deselect All, and then choose File > Save.

Resizing and moving images within frames

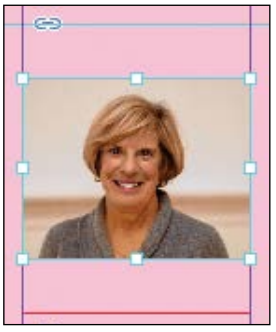
Now that you've placed the six photos, you need to resize and reposition them so that they fill the graphics frames and are cropped correctly.

The image and the frame for any placed graphic are separate elements. Unlike text frames, a graphics frame and its content each have their own bounding box. Resizing the image (without resizing the frame) is exactly like resizing the frame and the image together, except that you first select the image's bounding box before resizing it.

Note: If you want, you can use the Zoom tool to magnify the area you're working on as you perform the tasks in this lesson.

1 Using the Selection tool (), position the pointer over the content grabber within the image of Shauneen H. (the top-left photo). When the pointer is within the content grabber, a hand icon () is displayed. Click to select the frame's contents (the image itself).

Before clicking.



Result.

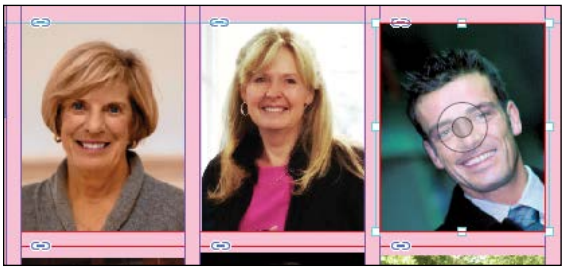
Tip: When resizing an image with the Selection tool, press Shift+Alt (Windows) or Shift+Option (Mac OS) to size the image proportionately from the center outward.

2 While holding down the Shift key, drag the center-bottom handle to the bottom edge of the graphics frame. Do the same with the center-top handle and drag it to the top edge of the frame. The Shift key maintains the proportions of the graphic so that it is not distorted. If you pause briefly before you start dragging, you'll see a ghosted image of the cropped areas of the graphic contents—a feature called Dynamic Preview. Make sure that the image entirely fills the graphics frame.

3 The image in the middle frame on the top row is too narrow to fill the frame. Click the content grabber with the Selection tool to select the image. While holding down the Shift key, drag the center-left handle to the left edge of the graphics frame. Do the same with the center-right handle and drag to the right edge of the frame. Make sure that the image entirely fills the graphics frame.

4 The image now fills the frame but is poorly cropped. To fix this, position the pointer over the content grabber within the image, and while holding down the Shift key, drag downward until the top of the photo aligns with the top of the frame.

5 Repeat step 2 for the remaining photo in the top row to fill the frame with the image.



You'll use a different method to resize the other three photos.

6 Use the Selection tool to select the graphic on the left of the second row. You can select either the frame or its content.

7 Choose Object > Fitting > Fill Frame Proportionally. This increases the scale of the graphic so that the frame is filled. Small portions of the graphic are now cropped by the left and right edges of the frame.

8 Repeat steps 6 and 7 for the remaining two photos in the bottom row.

9 Choose Edit > Deselect All, and then choose File > Save.

You can simultaneously resize a graphics frame and its content by selecting the frame (rather than the content) and holding down Shift+Ctrl (Windows) or Shift+Command (Mac OS) as you drag a handle of the frame. The Shift key maintains the proportions of the bounding box so that the graphic is not distorted. Using the Shift key is optional if distorting the graphic doesn't matter to your design.

Next, you'll adjust the space between some of the photos to give the grid arrangement a visual tweak.

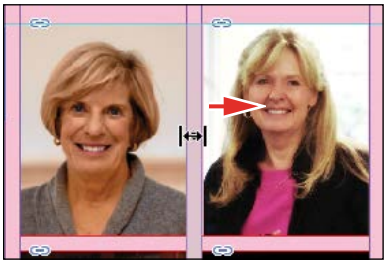
▶ **Tip:** You can also access the fitting commands from the context menu by right-clicking (Windows) or Control-clicking (Mac OS), and you can click the fitting controls in the Control panel.

▶ **Tip:** If you enable the Auto-Fit option for a graphics frame, the image within will automatically resize when you resize the frame. To enable Auto-Fit for a selected graphics frame, choose Object > Fitting > Frame Fitting Options, and then select Auto-Fit or select Auto-Fit in the Control panel.

Adjusting the space between frames

The Gap tool (|↔|) lets you select and adjust the space between frames. You'll use it to adjust the space between two of the photos in the top row and then two of the photos in the bottom row.

1. Choose View > Fit Page In Window. Hold down the Z key to temporarily access the Zoom tool (🔍), zoom in on the two photos at the top left, and then release the Z key to return to the Selection tool.
2. Select the Gap tool (|↔|), and then move the pointer into the vertical gap between the two pictures. The gap is highlighted—all the way down to the bottom of the two photos below.
3. Hold down the Shift key and drag the gap one gutter width to the right, making the graphics frame on the left one gutter width wider and the one on the right one gutter width narrower. (If you don't hold Shift while dragging, you'll move the gap between the two photos below as well.)



4. Choose View > Fit Page In Window. Press Z to temporarily access the Zoom tool, and then zoom in on the two photos on the bottom left.
5. With the Gap tool, move the pointer to the vertical gap between the two pictures. Press Shift+Ctrl (Windows) or Shift+Command (Mac OS), and then drag to widen the gap from one gutter width to approximately three gutter widths. (You may have to drag left or right depending on which graphic you click closest to.) It's important to release the mouse button before releasing the keys.

6 Choose View > Fit Page In Window, and then choose File > Save.

You've completed the grid of images on the back page (page 4).

Adding metadata captions to graphics frames

You can automatically generate captions for placed graphics based on metadata information stored in the original graphic files. Next, you'll use the metadata captions feature to automatically add photographer credits to the pictures using metadata information.

InDesign lets you create either static captions, which generate caption text from a graphic's metadata and must be updated manually, or live captions, which are variables that retain links to a graphic's metadata and can be automatically updated.

▶ **Tip:** If Adobe Bridge is installed on your computer, the Metadata panel lets you easily edit metadata for images and see metadata associated with images.

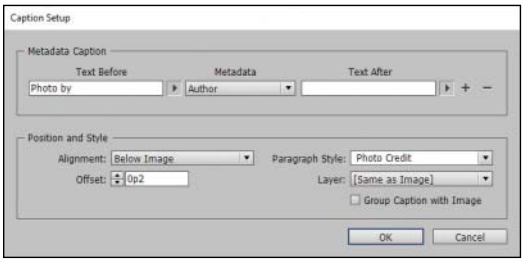
1 With the Selection tool ( ), Shift-click to select the six graphics frames.

2 Click the Links panel icon to display the Links panel, and then choose Captions > Caption Setup from the panel menu.

3 In the Caption Setup dialog box, specify the following settings:

- In the Text Before box, type **Photo by** . (Make sure to enter a space character after **by**. Don't add a period after the space character.)
- Choose Author from the Metadata menu; leave the Text After box blank.
- Choose Below Image from the Alignment menu.
- Choose Photo Credit from the Paragraph Style menu.
- In the Offset box, enter **p2**.

▶ **Tip:** You can also open the Caption Setup dialog box by choosing Object > Captions > Caption Setup.



4 Click OK to save the settings and close the Caption Setup dialog box.

5 From the Links panel menu, choose Captions > Generate Static Captions.

Each of the graphic files contains a metadata element named "Author," which stores the name of the photographer. This metadata information is used when the photo credit caption is generated.

6 Choose Edit > Deselect All, and then choose File > Save.

Placing and linking graphics frames

The two imported graphics on the cover page within the "IN THIS ISSUE" frame are used again on page 3 of the newsletter to accompany articles. Next, you'll use the Place and Link feature to create copies of these two graphics and place them on page 3.

▶ **Tip:** In addition to placing and linking objects within a document, you can place and link objects between documents.

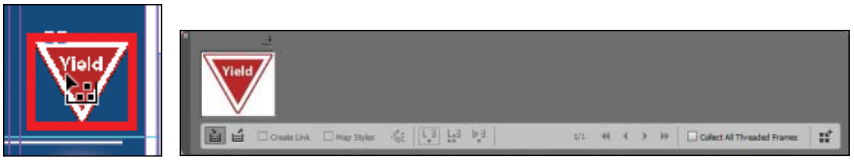
Unlike the Copy and Paste commands, which simply create a duplicate of the original object, the Place and Link feature creates a parent–child relationship between the original object and the copy. If you make changes to the parent object, you have the option to update the child object.

1 Choose View > Fit Spread In Window.

2 Select the Content Collector tool (). Notice that an empty Content Conveyor is now displayed at the bottom of the window.

▶ **Tip:** You can also add objects to the Content Conveyor by selecting them and then choosing Edit > Place And Link.

3 Move the pointer over the Yield sign graphic on page 1. Notice that a heavy red border is displayed around the image, indicating that this graphics frame is on the Graphics layer. Click within the frame. The graphics frame is added to the Content Conveyor.



4 Click within the circular graphics frame below the Yield sign to add it to the Content Conveyor.

5 Open the Pages panel, and double-click page 3 to center it in the document window.

6 Select the Content Placer tool (). (It's paired with the Content Collector tool in the Tools panel, and it's also available in the lower-left corner of the Content Conveyor.) The pointer changes to a loaded graphics icon with the Yield sign graphic active. Both graphics are loaded.

7 Select Create Link at the lower-left corner of the Content Conveyor. If you don't select Create Link, you will simply create copies of the original objects without any parent–child relationships.

8 Click the pasteboard to the right of the top article to place a copy of the Yield sign graphic, and then click the pasteboard to the right of the bottom article to place a copy of the circular graphic.

9 Press Esc or click the close box in the Content Conveyor to close it, or choose View > Extras > Hide Conveyor.

Note: Creating a link when placing content not only creates a link to the parent graphic, but also links the object's appearance. Link Options can be set from the Links panel menu.

Tip: When you select the Content Placer tool, it is loaded with all objects in the Content Conveyor. Press the arrow keys to move between objects in the Content Conveyor. To remove an object from the Content Conveyor, press Esc.

Modifying and updating parent–child graphics frames

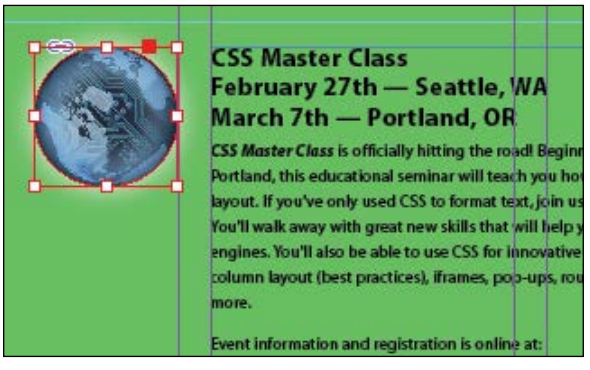
Now that you've placed and linked the two graphics frames, you'll see how the parent–child relationships work between the original objects and the copies.

1 Open the Links panel and adjust the panel so that all of the filenames of the imported graphics are visible in the scroll list. The selected circular graphic (<ks88169.jpg>) is highlighted in the list. The other graphic you placed and

linked (<yield.ai>) is the next filename in the list. The greater than and less than characters (<>) that bracket the filenames indicate that these graphics are linked to parent objects. Notice that these two graphic files—the parent objects—are also listed higher up in the scroll list.

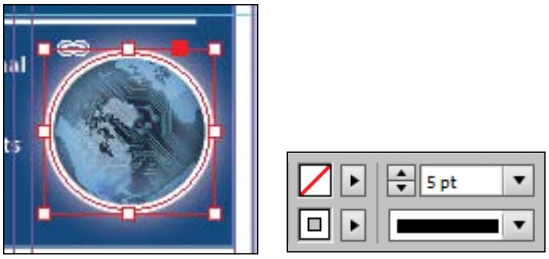
▶ **Tip:** A Smart Guide appears when the top of the circular graphics frame is aligned with the top of the text frame.

2 Use the Selection tool ( ) to position the circular graphics frame to the left of the "CSS Master Class" article. Align the top of the graphics frame with the top of the article's text frame; align the right edge of the graphics frame with the column guide to the left of the article's text frame.



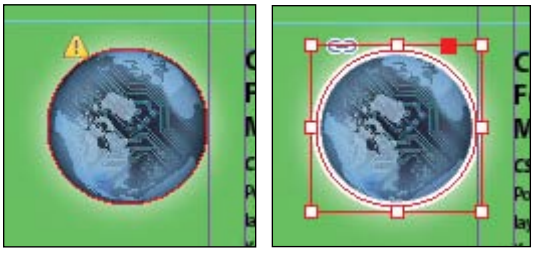
3 Navigate to page 1 (the front cover page), and then select the circular graphics frame.

4 Use the Control panel to apply a 5-point white [Paper] stroke to the frame.



5 In the Links panel, notice that the status of the <ks88169.jpg> graphic on page 3 has changed to Modified (⚠). That's because its parent object has been modified.

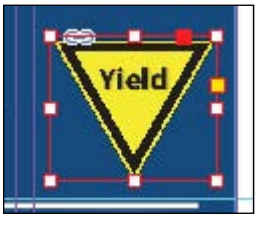
6 Navigate to page 3. Notice that the circular graphics frame no longer matches the version on the cover, and its link badge (the yellow triangle with the exclamation mark) also indicates it's been modified. Select the circular graphics frame, and then click the Update Link button (🔄) in the Links panel. The frame now matches its parent.



Next, you'll replace the Yield sign graphic with a newer version and then update its child frame.

7 Navigate to page 1, and then select the red Yield sign graphic with the Selection tool.

8 Choose File > Place. Make sure Replace Selected Item is selected in the lower-left quadrant of the Place dialog box, and then double-click yield_new.ai in the Links folder in the Lesson04 folder.



In the Links panel, notice that the status of the file named <yield_new.ai> that's on the pasteboard of page 3 is Modified. That's because you replaced the parent graphic on page 1.

▶ **Tip:** You can also click the modified link badge on the circular graphics frame on page 3 to update the link or double-click the modified link icon to the right of <ks88169.jpg> in the Links panel.

9 Select <yield_new.ai> in the scroll list, and then click the Update Link button ( ) in the Links panel. If you want, navigate to page 3 to see the updated graphic on the pasteboard, and then return to page 1.

10 Click the pasteboard to deselect all objects, choose View > Fit Spread In Window, and then choose File > Save.

Changing the shape of a frame

When you resized a graphics frame using the Selection tool, the frame maintained its rectangular shape. Now you'll use the Direct Selection tool and the Pen tool to reshape a frame on page 3 (the right page of the center spread).

1 Choose 3 from the page box at the bottom of the document window. Choose View > Fit Page In Window.

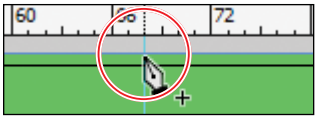
2 Click the Layers panel icon, or choose Window > Layers. In the Layers panel, click the lock icon for the Text layer to unlock it, and click the Text layer to select it if it's not selected.

Next, you'll change the shape of a rectangular frame and, by doing so, change the background of the page.

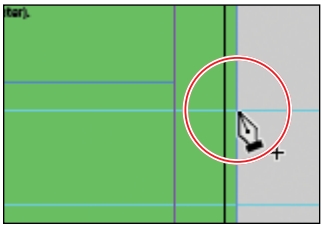
3 Press the A key to switch to the Direct Selection tool ( ). Move the tip of the pointer over the right edge of the green frame that covers the page, and click when the pointer appears with a small diagonal line ( ). This selects the path and reveals the four anchor points and the center point of the frame. Leave the path selected.

4 Press the P key to switch to the Pen tool ( ).

5 Carefully position the pointer over the top edge of the frame path where it intersects with the vertical ruler guide in the first column on page 3. When a plus sign is displayed at the lower right of the pointer, click. A new anchor point is added. The Pen tool automatically changes to the Add Anchor Point tool when it moves over an existing path.

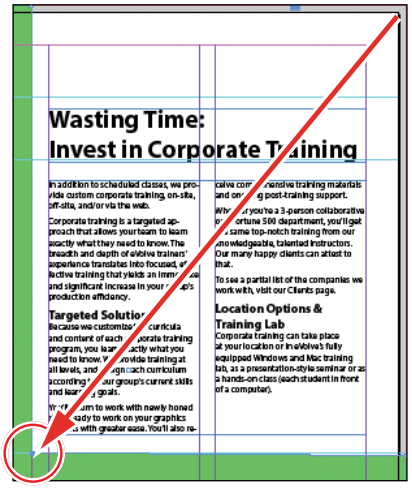


6 Move the pointer to where the horizontal guide below the two-column text frame intersects with the bleed guide. Using the Pen tool, click again to add another new anchor point, and then choose Edit > Deselect All.



This point and the point you created in the previous step will form the corners of the irregular shape you're creating. Repositioning the anchor point at the upper-right corner of the green frame will complete the reshaping of the frame.

7 Switch to the Direct Selection tool ( ). Click to select the upper-right corner point of the green frame. Drag the point down and to the left. (Pause before you drag so you can see the frame change as you drag.) When the anchor point snaps into place at the intersection of the right edge of the first column and the first horizontal guide from the top of the page (at 40p9 on the vertical ruler), release the mouse button.



The graphics frame is now properly shaped and sized for the design.

8 Choose File > Save.

Wrapping text around a graphic

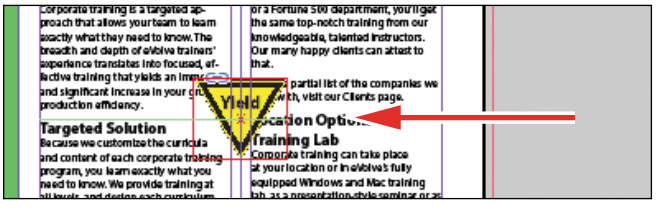
With InDesign you can wrap text around the rectangular bounding box of any object, around objects of any shape, and around the contours of imported images. As you wrap text around the Yield sign in this exercise, you'll see the difference between wrapping around its bounding box and around the shape of the graphic.

Your first task is to move the Yield sign graphic. For precise positioning, you can use the Smart Guides that are displayed dynamically when you create, move, or resize objects.

1. Using the Selection tool (), select the graphics frame with the image of a Yield sign on the pasteboard to the right of page 3. Make sure to click when the arrow pointer is displayed. If you click when the hand pointer is displayed, you'll select the graphic instead of the graphics frame.

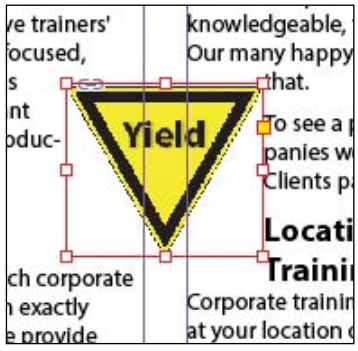
2. Being careful not to select one of the handles, drag the frame to the left so that the center point of the frame is aligned with the center point of the text frame that contains the article text. When the two center points align, you should see a purple vertical Smart Guide and a green horizontal Smart Guide appear. When these guidelines appear, release the mouse button.

   Make sure that you have moved the frame onto the page without changing its size. Notice that the graphic overlaps the text. You'll change this by applying a text wrap.



3. Use the Zoom tool to zoom in on the frame you just moved. Choose Window > Text Wrap. In the Text Wrap panel, select Wrap Around Bounding Box () to wrap the text around the bounding box rather than around the Yield graphic's shape. If necessary, choose Show Options from the panel menu to display all of the controls in the Text Wrap panel.

Wrap text around a bounding box.

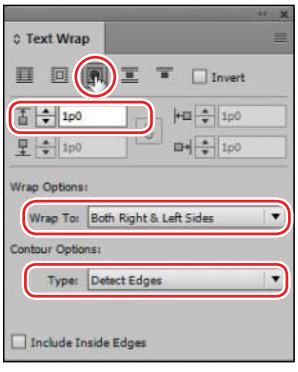


Result.

This option leaves too much white space for your desired design, so you'll try another Text Wrap option.

4 Select Wrap Around Object Shape (▣). In the Wrap Options section, choose Both Right & Left Sides from the Wrap To menu if it isn't already selected. In the Contour Options section, choose Detect Edges from the Type menu. Enter **1p** in the Top Offset box to add space between the edge of the graphic and the text, and press Enter or Return. Click a blank area to deselect all, or choose Edit > Deselect All.

Note: The Wrap To menu in the Text Wrap panel is available only if you select Wrap Around Bounding Box or Wrap Around Object Shape at the top of the panel.



Wrap text around an object shape.

Result.

5 Close the Text Wrap panel, and choose File > Save.

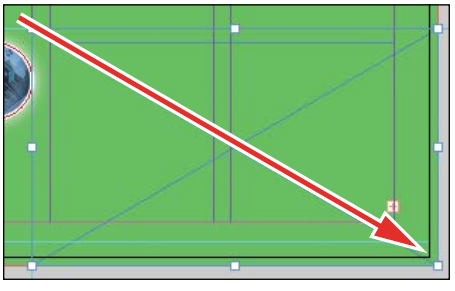
Modifying the shape of frames

In this section, you'll use various features that allow you to create nonrectangular frames. To begin, you'll subtract the area of one shape from another. After that, you'll create a polygon-shaped frame, and then you'll add rounded corners to a frame.

Working with compound shapes

You can change the shape of an existing frame by adding other shapes to or subtracting other shapes from its area. The shape of a frame can also be changed, even if the frame already contains text or graphics. Now you'll subtract a shape from the green background on page 3 to create a white background for the article at the bottom of the page.

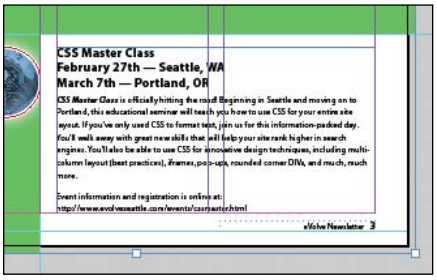
1. Choose View > Fit Page In Window to fit and center page 3 in the document window.
2. Using the Rectangle Frame tool (), draw a frame from where the right edge of the first column meets the horizontal guide at 46p6 on the vertical ruler to the intersection of the bleed guides that meet outside the lower-right corner of the page.



Draw a rectangle, and snap to the bleed guide corner.

3. With the Selection tool (), hold down the Shift key and click the green shape you modified earlier (outside of the frame you just created) that covers a good part of page 3 to simultaneously select the new rectangle and the green box. Two frames are now selected.

4 Choose Object > Pathfinder > Subtract to subtract the top shape (the new rectangle) from the green shape. The text frame at the bottom of the page is now on a white background.



5 With the green box still selected, choose Object > Lock. This helps avoid accidental repositioning of the frame.

▶ **Tip:** A lock icon (🔒) is displayed in the upper-left corner of a locked frame. Clicking the icon unlocks the frame. If a lock icon is not visible on a locked object, choose View > Extras > Show Frame Edges.

Creating polygons and converting shapes

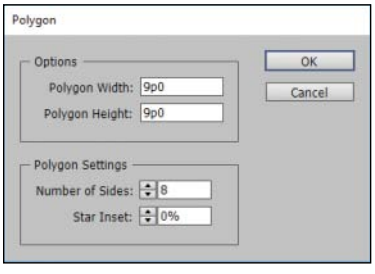
You can use the Polygon tool (⬡) or the Polygon Frame tool (⊗) to create regular polygons with however many sides you want. You can also change the shape of an existing frame, even if the frame already contains text or graphics. You'll try this out by creating an octagonal frame, placing a graphic within it, and then resizing the frame.

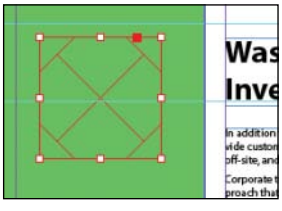
1 Click the Layers panel icon or choose Window > Layers to open the Layers panel.

2 Click the Graphics layer to select it.

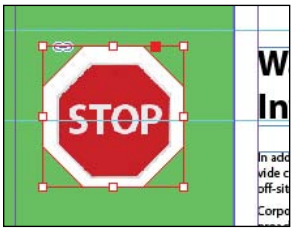
3 Select the Polygon Frame tool (⊗) in the Tools panel. It's grouped with the Rectangle Frame tool (⊠) and the Ellipse Frame tool (⊗).

4 Click on page 3 to the left of the headline that begins "Wasting Time:". In the Polygon dialog box, change Polygon Width and Polygon Height to **9p**, change Number Of Sides to **8**, and then click OK.



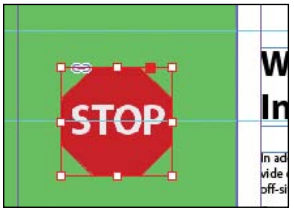


5 With the polygon shape selected, choose File > Place, and select stopsign.tif in the Links folder in the Lesson04 folder. Click Open.



6 Use the Zoom tool ( ) to zoom in on the graphic, and then choose Object > Display Performance > High Quality Display to display the graphic as clearly as possible.

7 Using the Selection tool ( ), drag the midpoint handle on the top of the graphics frame downward until the frame crops the white and gray area above the red portion of the Stop sign. Drag the three other midpoint handles so that all of the surrounding area is cropped and only the red of the Stop sign is visible.



8 Choose View > Fit Page In Window, and then use the Selection tool ( ) to move the frame so that the bottom of the letters in the "STOP" sign align with the bottom of the "Wasting Time:" headline to the right. Its right edge will be approximately one gutter width to the left of the right edge of the green background frame. Pause briefly before dragging to display the graphic as you drag.

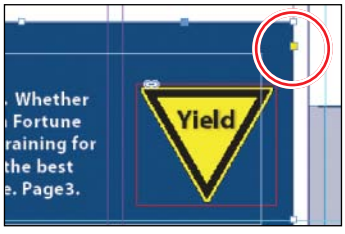
Adding rounded corners to frames

Next, you'll modify a text frame by rounding its corners.

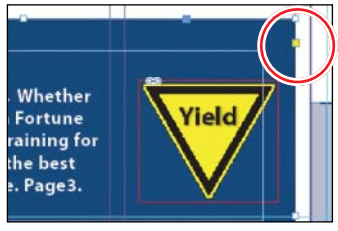
1 Choose 1 from the page box at the bottom of the document window. Choose View > Fit Page In Window.

2 With the Selection tool ( ) still selected, hold down the Z key to temporarily access the Zoom tool ( ), zoom in on the dark blue text frame on page 1, and then release the Z key to return to the Selection tool.

3 Select the dark blue text frame, and then click the small yellow square that's slightly below the resizing handle at the upper-right corner of the frame. Four small yellow diamonds replace the four resizing handles at the corners of the frame.



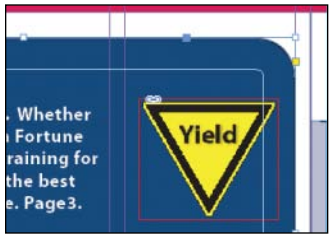
Click the yellow square.



Result.

▶ **Tip:** If the yellow square is not visible when selecting the frame, choose View > Extras > Show Live Corners. Also ensure that Screen Mode is set to Normal (View > Screen Mode > Normal).

4 Drag the diamond at the upper-right corner of the frame to the left and release the mouse button when the live radius (R:) value is approximately 2p0. As you drag, the other three corners change, too. (If you hold down the Shift key when dragging, only the corner you are working on changes.)



▶ **Tip:** After you create rounded corners, you can Alt-click (Windows) or Option-click (Mac OS) any of the diamonds to cycle through several different corner effects.

5 Choose Edit > Deselect All to exit live corner edit mode, and then choose File > Save.

Transforming and aligning objects

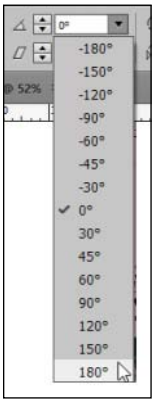
Various tools and commands in InDesign let you modify an object's size or shape and change its orientation on the page. All transformations—rotating, scaling, shearing, and flipping—are available in the Transform and Control panels, where you can precisely specify transformations. You can also align or distribute objects horizontally or vertically along the selection, margins, page, or spread.

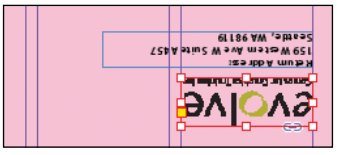
You'll experiment with some of these features now.

Rotating an object

InDesign offers several methods for rotating objects. In this part of the lesson, you'll use the Control panel to rotate one of the logos you imported earlier in the lesson.

1. Use either the page box at the bottom of the document window or the Pages panel to display page 4 (the first page of the document; the back page of the newsletter). Choose View > Fit Page In Window.
2. Using the Selection tool (), select the "evolve" logo you imported earlier in the lesson. (Make sure you select the graphics frame and not the graphic within.)
3. At the left end of the Control panel, make sure that the center point is selected on the Reference Point locator () so that the object rotates around its center. Choose 180° from the Rotation Angle menu in the Control panel.





Rotating an image within its frame

▶ **Tip:** You can also rotate a selected object by choosing Object > Transform > Rotate and entering a value in the Angle field of the Rotate dialog box.

You can rotate the content of a graphics frame with the Selection tool.

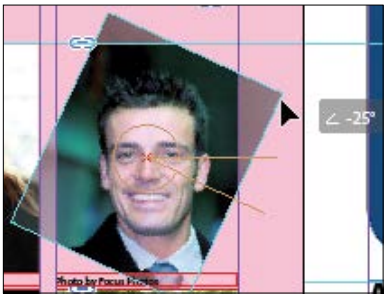
1. Using the Selection tool (), select the image of Jeff G. (top right) by clicking within the content grabber. The arrow pointer changes to a hand when it's within the doughnut shape.

Move the pointer within the doughnut.

Click to select the content of the frame.

2 Move the pointer slightly outside the resizing handle at the upper-right corner of the picture. The rotate pointer ( ) is displayed.

3 Click and drag clockwise to rotate the image until the head is approximately vertical (about –25°), and then release the mouse button. As you drag, the angle of rotation is displayed along with the image.



4 In the Control panel, make sure that the center point is selected in the reference point locator ( ).

5 After being rotated, the image no longer fills the frame. To fix this, first make sure that the Constrain Proportions For Scaling icon ( ) to the right of the Scale X Percentage and Scale Y Percentage boxes in the Control panel is selected, and then enter **55** in the Scale X Percentage box and press Enter or Return.

6 Choose Edit > Deselect All, and then choose File > Save.

Aligning multiple objects

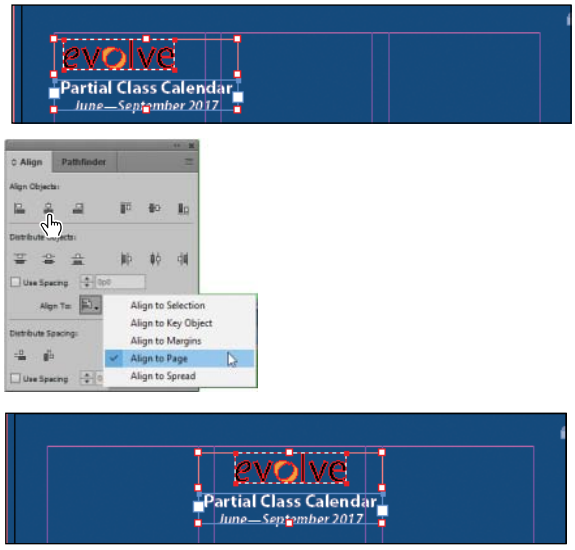
Precise alignment is made easy when you use the Align panel. Next, you'll use the Align panel to horizontally center multiple objects on a page, and then you'll align multiple images.

1 Choose View > Fit Page In Window, and then choose page 2 in the page box at the bottom of the document window.

2 Using the Selection tool ( ), click the text frame at the top of the page containing the "Partial Class Calendar" text and Shift-click the "evolve" logo above it. (Unlike the two logos you imported earlier, this logo was created within InDesign and is a group of objects. You'll work with this group later in the lesson.)

3 Choose Window > Object & Layout > Align to open the Align panel.

4 In the Align panel, choose Align To Page from the Align To menu, and then click the Align Horizontal Centers button (). The objects are now aligned to the center of the page.



Top: Select the text frame and logo. Center: Align the objects. Bottom: Result.

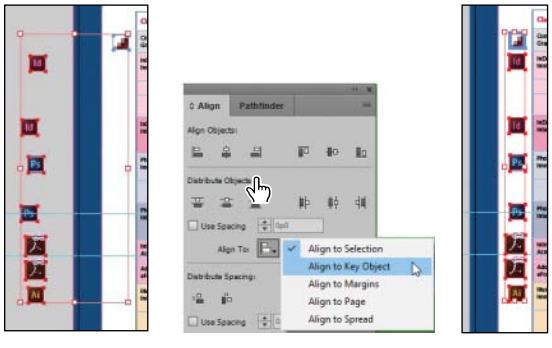
5 Click a blank area or choose Edit > Deselect All.

6 Use the scroll bar at the bottom of the document window to show more of the pasteboard on the left of page 2. You'll see seven software application icons.

7 Using the Selection tool (), select the graphics frame at the upper-left corner of the calendar, and then Shift-click to select the seven graphics frames.

8 In the Align panel, choose Align To Key Object from the Align To menu. Notice that the first graphics frame you selected now has a thick blue border, indicating it's the key object.

9 Click the Align Right Edges button ().



10 Choose Edit > Deselect All, and then choose File > Save.

Note: When you specify a key object, the alignment of the other selected objects will be relative to the key object's position.

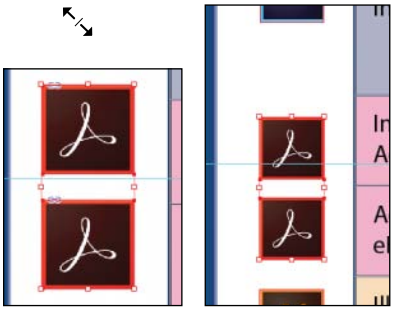
Tip: InDesign automatically assigns the object you selected first as the key object. To change the key object once you've selected all objects to be aligned, click the object that should be the key object. A thicker selection border will then appear around that object.

Scaling multiple objects

InDesign lets you scale multiple selected objects.

Next you'll select two of the icons and resize both of them at once.

1. Use the Zoom tool ( ) to zoom in on the two Acrobat icons on the left side of the page.
2. Using the Selection tool ( ), click the first of the icons to select it, and then Shift-click the second icon to select both.
3. Press Shift+Ctrl (Windows) or Shift+Command (Mac OS), and then drag the handle at the upper-left corner down and to the right to make the two icons the same width as the Adobe Photoshop icon above or the Adobe Illustrator icon below the selected icons. A Smart Guide is displayed when the left edges of the selected frames align with the frame above.



Drag to resize the selected icons.

Result.

4. Choose Edit > Deselect All, and then choose File > Save.

Selecting and modifying grouped objects

Earlier you aligned the "evolve" logo at the top of page 2 to the center of the page. Now you'll change the fill color of some of the logo's shapes. Because they're grouped, you can select and modify them as a unit. You'll now change the fill color of just a few of the shapes without ungrouping or changing the other objects of the group.

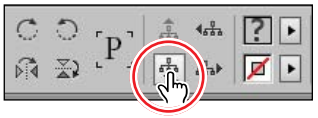
The Direct Selection tool, or a set of commands in the Object menu (Object > Select), lets you select individual objects in a grouped object.

1. Choose View > Fit Spread In Window.
2. With the Selection tool ( ), click the "evolve" group at the top of page 2. If you want, use the Zoom tool ( ) to magnify the area you're working on.

Tip: You can also select an object in a group by double-clicking the object with the Selection tool, by selecting the group and choosing Object > Select > Content, or by right-clicking (Windows) or Control-clicking (Mac OS) the group and choosing Select > Content from the context menu.

3 Click the Select Content button ( ) in the Control panel to select one object in the group without ungrouping.

Select the group with the Selection tool.



Choose Select Content.

Result.

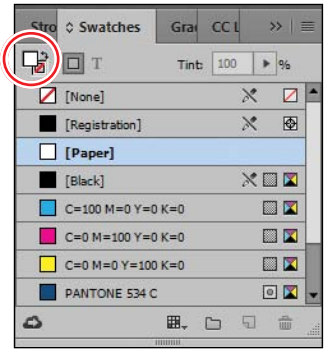
4 Click the Select Previous Object button ( ) in the Control panel six times to select the first "e" in the word "evolve." Note that the Select Next Object button selects in the opposite direction.

Click Select Previous Object six times.

Result.

5 Using the Direct Selection tool ( ), hold down the Shift key and click the "v," "l," "v," and "e" letters in the logo to simultaneously select them.

6 Click the Swatches panel icon or choose Window > Color > Swatches. Click the Fill box at the top of the Swatches panel and choose [Paper] to fill the letter shapes with a white color.



Change the fill of the selected shapes to [Paper].

Result.

7 Choose Edit > Deselect All, and then choose File > Save.

Creating a QR code

InDesign lets you quickly generate and edit high-quality quick response (QR) code graphics. QR codes are machine-readable printed representations of data for various industry uses and have become common in consumer advertising. A consumer with a smartphone can install a QR-code scanner app that can read and decode the URL information and redirect the phone's browser to a company website. After scanning QR codes, users may receive text, add a business card contact to their devices, open a web hyperlink, or compose an email or text message.

The QR code generated in InDesign is a high-fidelity graphic object that behaves exactly like other InDesign objects. You can easily scale the object and fill it with color, apply transparency effects, or copy and paste the object as a vector graphic into a standard graphics editor tool such as Adobe Illustrator.

Next, you'll add a QR code to the back page of the newsletter and configure it to open a web page.

1. Navigate to page 4 of the document (the back cover), and then choose View > Fit Page In Window to center the page.
2. Choose Object > Generate QR Code.
3. Choose each of the options in the Type menu to view the associated controls, and then choose Web Hyperlink.
4. In the URL field, enter **http://www.adobe.com** (or the complete URL for any website you want).

5. Click OK to close the dialog box.
6. Click the intersection of the margin guides at the lower-left corner of the page, and then drag upward until the edge of the frame aligns with the first column guide.

Tip: Click the Color tab in the Generate QR Code dialog box to apply a swatch color to the code.

Tip: To edit a QR code, right-click (Windows) or Control-click (Mac OS) the code with the Selection tool, and then choose Edit QR Code from the context menu or choose Object > Edit QR Code.

Drawing lines and modifying arrowheads

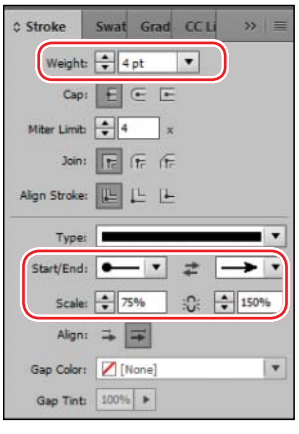
InDesign CC (2017 Release) introduces a new line-related capability: the ability to scale arrowheads independently of line size. Next, you'll use this new feature to complete the design of the newsletter.

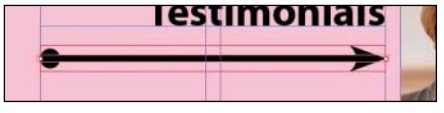
1 Select the Line tool ( ). Position the pointer on the left margin guide on page 4, slightly below the text frame with the "Customer Testimonials" text.

2 While pressing the Shift key, drag horizontally from the left margin guide to the vertical column guide at the right of the second column.

3 Click the Stroke panel icon or choose Window > Stroke to open the Stroke panel. Choose 4 from the Weight menu, CircleSolid from the Start Arrowhead menu, and Curved from the End Arrowhead menu.

4 Make sure Link Start And End Arrowhead Scales is not selected ( ) so that you can independently scale the start and end arrowheads. Enter **75** in the Scale Factor For Start Arrowhead box; enter **150** in the Scale Factor For End Arrowhead box, and press Enter or Return.





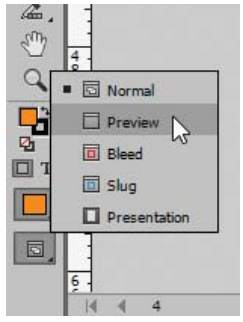
5 Choose File > Save.

Tip: In addition to adding arrowheads to straight lines created with the Line tool, you can also add arrowheads to curved lines created with the Pen tool.

Finishing up

Now it's time to admire your work.

1. Choose Edit > Deselect All.
2. Choose View > Fit Spread In Window.
3. At the bottom of the Tools panel, hold down the current screen mode button ( ) and choose Preview from the menu that appears. Preview mode is an ideal way to see what a document will look like when printed. Preview mode displays artwork as if it were output, with all nonprinting elements suppressed (grids, guides, frame edges, nonprinting objects) and the pasteboard set to the preview color defined in Preferences.



4. Press the Tab key to close all the panels at the same time. Press the Tab key again when you are ready to show all the panels.
5. Choose File > Save.

Congratulations. You have finished the lesson.

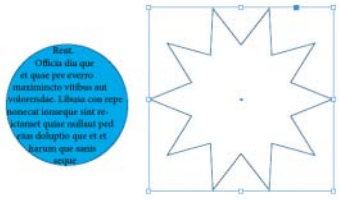
Exploring on your own

One of the best ways to learn about frames is to experiment on your own.

In this section, you'll learn how to nest an object inside a frame. Follow these steps to learn more about selecting and manipulating frames:

1. Create a new (Print) document using the default settings in the New Document dialog box.
2. Use the Ellipse Frame tool ( ) to create a small circular text frame, approximately 12p0 x 12p0. (Press the Shift key as you drag to constrain the shape to a circle.)
3. Select the Type tool and then click within the frame to convert it to a text frame.
4. Choose Type > Fill With Placeholder Text to fill the frame with text.
5. Press the Esc key to switch to the Selection tool, and then use the Swatches panel to apply a fill color to the text frame.

6 Select Edit > Deselect All, and then select the Polygon tool ( ). Draw a shape on the page. (Before creating the polygon, you can double-click the Polygon tool to specify the number of sides and optionally a star inset value if you want to create a starburst shape.)



7 Using the Selection tool ( ), select the text frame you created earlier, and then choose Edit > Copy.

8 Select the polygon frame, and then choose Edit > Paste Into to nest the text frame inside the polygon frame. (If you choose Edit > Paste, the copied text frame is not pasted inside the selected frame.)

9 Use the Selection tool to move the text frame by positioning the pointer within the content grabber in the center of the polygon frame and then dragging.

10 Use the Selection tool to move the polygon frame and its content by positioning the pointer outside the content grabber and then dragging.

11 Choose Edit > Deselect All.

12 Use the Direct Selection tool ( ) to select the polygon frame, and then drag any of the handles to change the shape of the polygon.

13 When you have finished experimenting, close the document without saving.

Review questions

1 When should you use the Selection tool to select an object, and when should you use the Direct Selection tool to select an object?

2 How do you resize a graphics frame and its content simultaneously?

3 How do you rotate the graphic within a graphics frame without rotating the frame?

4 Without ungrouping objects, how do you select an object within a group?

Review answers

1 Use the Selection tool for general layout tasks, such as positioning, rotating, and resizing objects. Use the Direct Selection tool for tasks involving editing paths or frames, such as moving an anchor point on a path or selecting an object within a group and then changing the object's fill or stroke color.

2 To resize a graphics frame and its content simultaneously, select the frame with the Selection tool, hold down Shift+Ctrl (Windows) or Shift+Command (Mac OS), and then drag a handle. This keyboard combination ensures that objects and contents will be scaled proportionally. (If you don't include the Shift key while dragging, the object's and content's proportions are not maintained.) Alternatively, you can enable the Auto-Fit feature for a selected graphics frame and resize it without the need to hold down the Ctrl (Windows) or Command (Mac OS) key.

3 To rotate a graphic within a frame, use the Selection tool to select the graphic within the frame by clicking within the content grabber. Then position the pointer slightly outside any of the four corner handles and drag to rotate the graphic. Add the Shift key while dragging to constrain rotation to increments of 45°. You can also rotate a selected graphic by changing the Rotation Angle value in the Control panel.

4 To select an object within a group, use the Selection tool ( ) to select the group, and then click the Select Content button ( ) in the Control panel to select one object in the group. You can then click the Select Previous Object or Select Next Object button to select different objects in the group. You can also select an object in a group by clicking the object with the Direct Selection tool ( ) or double-clicking it with the Selection tool.

INDEX

A

AATCs (Adobe Authorized Training Centers), 5
Account page, 3
Adobe
  Add-ons, 5
  Forums, 5
  importing native graphic files, 281–287
  InDesign CC product home page, 5
  Learn & Support, 5
  Paragraph Composer, 186–187
  PDF files, 377–378
  PDF proofs, 354–356
  resources, 5, 15
  Single-line Composer, 186–187
  training resources, 5
  Typekit fonts, 171
  World-Ready Composers, 186
Adobe Bridge, using to import graphics, 290–291, 293
Adobe Color CC color themes, 216
Adobe Creative Cloud desktop app, 2
.ai files, 332
alerts
  disabling, 348
  icon, 270, 272
Align Left Edge, selecting, 182
aligning. *See also* vertical alignment
  objects, 115–119
  text, 167–168
All Caps style, 154
alpha channels, 277–280
Alt key. *See* keyboard shortcuts
anchored graphics frame. *See also* graphics frames
  adding text wrap, 283–285
  creating, 282–283
Angle and Altitude, using with transparency, 341
animations
  custom motion paths, 390–393
  motion presets, 384–387
  playing via buttons, 388–390
  Timing panel, 387–388
Application bar
  commands in, 37
  identifying, 9
  using, 15
arrowheads, modifying, 122
audio, adding to EPUBs, 395–396
Auto-Fit option, using with graphics frames, 101
Auto-Size feature, using with text frames, 130

B

backgrounds, removing, 274–276
Balance Ragged lines feature, 188
Based On style, changing, 237
baseline grid
  aligning text, 167–168
  choosing, 170
  setting up, 167
  viewing, 168–169

best practices, postcard document, 52
Bevel effect, 335
bitmap and vector graphics, 267–268
bleeds, 16, 58, 360
blending modes
  applying, 325, 328–329
  and transparency, 341
book fonts and files, 2–3. *See also* files; fonts
booklet, creating, 128
borders, adding to tables, 309–310
Bridge. *See* Adobe Bridge
brochure, creating, 266–267
bulleted lists, creating, 192
bullets, inserting, 245
buttons
  adding to submit forms, 376–377
  converting objects to, 376
  for playing animations, 388–390

C

calibrating monitors, 204
capitalization, 154
Caption Setup dialog box, opening, 103
catalog, creating, 234
CC (Creative Cloud) libraries
  adding color themes, 214–215
  creating and using, 289
cell boundaries, dragging, 305
Cell Options, editing, 311
cell strokes, editing, 308–309
cell styles. *See also* styles
  applying, 317–318
  creating, 252–255, 315–317
cells
  adding graphics, 310–314
  anchoring graphics, 313–314
  fill colors, 308
  merging in tables, 306
centering master pages, 61
changes, tracking, 161–162
character formats, 40, 258
character styles. *See also* hidden characters
  applying, 240–241
  creating, 239–240
  creating and applying, 44–46
  explained, 42
  formatting text for, 44
  panel, 20–21
characters, replacing with glyphs, 173–174
check boxes, adding, 373
checking spelling, 156–159
Choke, using with transparency, 341
circles, creating, 13
Clear Effects
  button, 343
  explained, 325
Clear Overrides button, 43
Click state, deleting, 376
Clip Contents To Cell option, 311
clipping paths, 274–276, 280
cm (centimeters), 57
CMYK (cyan, magenta, yellow, black) color, 201. *See also* swatches
  converting spot color to, 364–366
  swatches, 210–211
CMYK Colors Only option, 352
color groups, adding colors, 228–229
color management
  overview, 201
  viewing environment, 203
color mode, converting for swatch, 207
color settings, specifying, 202
color swatches. *See* swatches
color themes
  creating, 213–215
  customizing, 31–32
  managing, 216
  tool, 14
Colorful theme, viewing, 50
colorizing grayscale images, 323–325

colors. *See also* fill colors
adding from color themes, 214
applying, 216–222, 324
applying to strokes, 219–220
creating, 208
deleting unused, 228
maintaining for jobs, 362
naming, 211
proofing onscreen, 203–204
spot and process, 212
column guides, resetting, 73
column widths, adjusting, 304–306
columns. *See also* tables
adjusting, 142–143
balancing, 178–179
creating, 132
dragging and dropping, 304
rearranging, 304
resizing, 305
selecting, 304
spanning in tables, 299
straddle head, 177–178
combo boxes, adding, 374
Command key. *See* keyboard shortcuts
commands. *See also* keyboard shortcuts
in Application bar, 37
Mac OS and Windows, 2
compound shapes, working with, 112–113
Content Conveyor, adding objects to, 104
Content Placer tool, 105
context menus, using, 30. *See also* Menu bar
Control panel
customizing options shown in, 23
docking, 23
features, 14–15
formatting controls, 64
identifying, 9
moving, 22–23
converting cells to graphic cells, 310–311
"copy," explained, 43
Copy Fonts option, 354
copying
effects between objects, 340
words, 160
corner effects, 115
cropping, graphics, 97
cropping graphics, 47–48
Ctrl key. *See* keyboard shortcuts

D

default settings, changing, 350
Defaults file, saving and restoring, 4–5
deleting
document pages, 72
rows, 304
states, 376
text, 39
unused colors, 228
desktop app, 2
Detect Edges, using, 275–276
dictionary, adding words to, 157
display performance. *See also* monitor calibration
defaults, 201
and GPUs, 273, 351
display quality, adjusting, 273–274
Distance, using with transparency, 341
docking, Control panel, 23
document pages. *See also* pages
adding, 72
applying master pages to, 70–71
icon, 59
navigating to, 75
rearranging and deleting, 72
resizing, 73
document settings, creating and saving, 57–58. *See also* settings

document window. *See also* windows
features, 15–16
identifying, 9
working with, 17–18
documents. *See also* postcard document
creating, 58–59
creating for fixed-layout export, 383–384
navigating, 27–29
preflighting, 38–39
previewing, 229, 386
switching between, 60
viewing guides, 37
viewing in Presentation mode, 51
dragging and dropping
rows and columns, 304
text, 159–160
dragging guides from rulers, 61–63
drawing
graphics frames, 96
lines, 122
Drop Shadow effect, 181–183, 335, 338

E

Edit Original button, 278–279
editing text, 159–160
educators, resources for, 5
effects. *See also* objects
adding to tables, 307
applying, 338–340
clearing, 343
copying between objects, 340
editing and removing, 342–343
panel, 325, 336
and transparency, 335
Ellipse Frame tool, using, 12–14
em space, explained, 64
embedded icon, identifying, 272
Emboss effect, 335
EPUBs
creating, 382–383
exporting, 399–401
hyperlinks, 398–399
interactive elements, 394–399
Interactivity Preview panel, 386
motion preset for animation, 384–387
movies, 394–395
multimedia, 394–399
slideshows, 397–398
sounds, 395–396
Error list, displaying for preflighting, 38
Explorer, showing files in, 270
exporting
EPUBs, 399–401
interactive Adobe PDF files, 377–378

F

Facing Pages option, 57
Fast Display option, 201
Feather effects, applying, 335–336
files. *See also* book fonts and files; linked files
opening, 8
packaging, 353–354
preflighting, 349–351
renaming, 8
showing, 270
versions, 272
fill and stroke, changing for objects, 49–50
Fill box, using to apply colors, 324
fill colors. *See also* colors
adding to cells, 308
applying to objects, 217–219
fill patterns, adding to tables, 307
Find/Change dialog box, 153–155
Finder, showing files in, 270

finding
and changing formatting, 154–155
and changing text, 153–154
fonts, 173
Fit Page in Window option, 16
fitting commands, accessing, 101
fixed-layout EPUB. *See* EPUBs
fixed-layout export, creating document, 383–384
Flattener Preview panel, 358
floating panels, 20, 22
flowing text, 40–42, 132–135, 138–139
flyer
creating, 200, 298
previewing, 229
font size, adjusting, 14
fonts. *See also* book fonts and files; missing fonts
adding from Adobe Typekit, 171
applying, 172
downloading to printers, 365
finding, 173
managing, 148
syncing, 8
using with packaged files, 354
footers and headers, positioning, 62. *See also* snippets
form fields
adding descriptions, 375
check boxes, 373
combo boxes, 374
creating, 370
radio buttons, 372–373
tab order, 375
text fields, 371–372
formatting. *See also* local formatting
automating for table and cell styles, 317
finding and changing, 154–155
objects for styles, 247–248
overriding with styles, 235
tables, 307–310
using styles for, 52
forms, submitting, 376–377
four-color printing, 364
fraction characters, inserting, 176–177
frame creation
tools, 99
undoing, 13
frame edges, displaying, 151
frame guides, hiding, 16
frame height, adjusting, 39
frames. *See also* graphics frames; text frames; threaded frames
adding rounded corners, 114–115
adjusting space between, 102–103
converting into PDF form fields, 372
displaying, 14
dragging with Type tool, 63
modifying shapes of, 112–115
moving, 10
rotating images in, 116–117
unlocking, 113
Free Transform tool, 14
FX button, explained, 325

G

Gap tool, using, 102
gear icon, 23
glyphs, accessing, 175
Glyphs panel, 173
Go To Link button, identifying, 273
Go To Page keyboard shortcut, 28
GPUs (graphics processing units), 32, 273, 351
gradient angles, constraining, 227
gradient blend, adjusting direction, 226–227
Gradient feather, applying, 336–337

gradient swatch. *See also* swatches
applying, 226
creating, 225
gradients, explained, 224
graphic cells, placing images in, 311–312
graphic frames, drawing, 96
graphics. *See also* native Adobe graphic files; revised graphics
adding from programs, 267
adding to table cells, 310–314
anchoring in table cells, 313–314
Auto-Fit option, 101
cropping, 47, 97
embedded, 272
importing with Adobe Bridge, 290–291, 293
placeholder frames, 66–67
placing in frames, 97
placing in grids of frames, 98–99
placing without frames, 98
printing, 364
repositioning, 48
working with, 46–48
wrapping text around, 110–111
graphics frames. *See also* anchored graphics frame; frames; parent-child graphics frames
drawing, 96
metadata captions, 103–104
placing and linking, 104–108
reshaping, 108–109
selecting, 10
Graphics layer, 87
grayscale images, importing and colorizing, 323–325. *See also* images
grouped objects, selecting and modifying, 119–120. *See also* objects
groups, converting to buttons, 376
Guest Quotes multistate object, 398
guides
adding to master page, 60–61
dragging from rulers, 61–63
using with column widths, 305
viewing, 37

H

Hand tool
for navigating pages, 29
using, 11–12
hanging indent, creating, 191–192
header rows, creating, 314–315
headers and footers, positioning, 62. *See also* snippets
headlines, spanning across columns, 177–178
hidden characters, displaying, 94, 282, 300. *See also* character styles
hiding
frame guides, 16
layers, 86, 371
panels, 78
High Quality Display option, 9, 201
hyperlinks, creating for EPUBs, 398–399. *See also* links
hyphenation settings, 187

I

IDML files, 354
Illustrator files
importing, 285–287
Show Import Options, 332
showing and hiding layers, 333
Smart Guides, 333
and transparency, 332–333
images. *See also* grayscale images; imported images
displaying at full resolution, 201
moving within frames, 99–101
placing in graphic cells, 311–312

images (*continued*)
placing in graphic frames, 97
resizing within frames, 99–101
rotating within frames, 116–117
imported images, identifying, 268–269. *See also* images
importing
graphics using Adobe Bridge, 290–291, 293
grayscale images, 323–325
Illustrator files, 285–287, 332–333
native Adobe graphic files, 281–287
Photoshop files, 277–278, 281–282
snippets, 69
tables, 301
text, 40–42, 151–152
text into frames, 129
video files for EPUBs, 394
in (inches), 57
indentation, adjusting, 191
InDesign libraries, creating, 288, 290
Ink Manager, using, 363–366
Inner Glow effect, 335
Inner Shadow effect, 335
installing software, 2–3
Intent to Mobile (or Web) option, 383
interactive Adobe PDF file, exporting, 377–378
Interface preferences, modifying, 31–32
Isolate Blending option, 325

J

jump line page number, adding, 143–144
Justification settings, 185

K

Keep Options, using with paragraphs, 129
kerning and tracking, adjusting, 183–184
key object, specifying, 118. *See also* objects
keyboard shortcuts. *See also* commands; system shortcuts
bullets, 245
character styles, 240–241
corner effects, 115
creating circles, 13
creating squares, 13
dragging guides from rulers, 61
Go To Page, 28
New Character Style dialog box, 45
overriding master page items, 68
overriding Snippet Import options, 292
Quick Apply, 241
remembering, 235
resizing images with Select tool, 100
right-indent tab, 175
selecting grouped objects, 120
selecting objects, 342
selecting text files, 152
styles, 237–238
switching between documents, 60
toggling search direction, 153
undoing changes, 11
using, 25
Knockout Group option, 325

L

layers
and Adobe PDF files, 356
hiding, 371
hiding and displaying, 86
and layer comps, 281
locking, 87
panel, 85–86
renaming, 88
showing and hiding, 333
viewing for Illustrator files, 286

layouts
displaying, 37
for master pages, 67–68
leading, applying, 172
letter spacing, adjusting, 183–184. *See also* spacing
levels, explained, 325
libraries. *See* CC (Creative Cloud) libraries; InDesign libraries; object libraries
line breaks, adjusting, 185–188
line styles, nesting, 244
Line tool, using, 11–12
linear gradient, 224
lines, drawing, 122
linked files, viewing information about, 269–270. *See also* files
linking
graphics frames, 104
imported tables, 301
links. *See also* hyperlinks
checking before opening documents, 348
going to, 269, 273
updating, 8, 370
Links panel
detaching, 269
link status icons, 272
list boxes versus combo boxes, 374
local formatting, 242. *See also* formatting
locking, layers, 87

M

Mac OS commands, 2
magazine cover, creating, 348–349
magnification, changing, 25–27
margin guides, resetting, 73
margins
hanging punctuation outside, 180
setting, 57
mask, defined, 274
master items, overriding, 68, 76–78
master pages
adding guides to, 60–61
applying to document pages, 70–71
centering, 61
changing properties, 65
creating text frames on, 63–65
dragging guides from rulers, 61–63
icon visibility, 59, 68
modifying parent, 69
parent/child, 67–68
placeholder frames for graphics, 66–67
placeholder frames for text, 65–66
renaming, 65
spread setup, 65
measurement units, changing, 57
Media panel, 396
Menu bar, 9. *See also* context menus; panel menus
menu cover, creating, 322–323
Merge Cells icon, 306
metadata captions, adding to graphics frames, 103–104
Metadata panel, 103
missing files, identifying, 272
missing fonts. *See also* fonts
adding, 150
dialog box, 8
displaying information about, 150
finding and changing, 149–150
missing link icon, identifying, 288
misspelled words, correcting, 158–159
Mixed Ink colors, 212
mm (millimeters), 57
monitor calibration, 204. *See also* display performance
motion paths, customizing for animations, 390–393
motion presets, using for animation, 384–387

movies, adding to EPUBs, 394
moving
  Control panel, 22–23
  frames, 10
  images in frames, 99–101
  objects, 10, 14, 49
  Tools panel, 22–23
multi-column text frames, creating, 93–94
multimedia, adding to EPUBs, 394–399
Myriad Pro fonts, 148–149

N

native Adobe graphic files, importing, 281–287. *See also* graphics
navigating
  documents, 27–29
  to pages, 75
nested line styles, 244
nested styles
  creating, 244–247
  using, 242–247
nesting character styles, 242–243
New Document dialog box, 58
newsletter, creating, 56
Next Page Number character, 143. *See also* page numbers
Noise, using with transparency, 341
Notes panel, 162
numbered lists, creating, 192
numbering pages, 58, 65, 74–75

O

object libraries, using, 287–288
object styles. *See also* styles
  applying, 251
  creating, 249–250
  explained, 42
  working with, 51
objects. *See also* effects; grouped objects; key object
  adding to Content Conveyor, 104
  avoiding stacking, 52
  changing stroke and fill, 49–50
  converting to buttons, 376
  dragging into libraries, 290
  extending past pages, 16
  features, 48
  formatting for styles, 247–248
  moving and resizing, 10, 14
  moving and rotating, 49
  positioning, 37, 91
  protecting from transparent objects, 357
  rotating, 116
  scaling, 119
  seeing before dragging, 10
  selecting, 342
  solid-color, 327
  transforming and aligning, 115–119
  types of, 10
opacity
  specifying, 325, 327–328
  using with transparency, 341
opening files, 8
OpenType fonts, 171
Optical Margin Alignment, selecting, 180
Optimized Subsampling option, 362
Option key. *See* keyboard shortcuts
Outer Glow effect, 335
overset text. *See also* text
  handling, 39, 133
  identifying, 41

P

p (picas), 57
packaging files, 353–354

page numbers. *See also* Next Page Number character
changing, 74–75
inserting, 65
starting, 58
Page Size option, 57
pages. *See also* document pages
adding while flowing text, 139
fitting in windows, 16
navigating, 27–28
previewing, 359–360
Pages panel
displaying page icons, 70
using, 19
panel groups, creating, 167
panel menus, using, 30–31. *See also* Menu bar
panels
docking, 9
expanding and collapsing, 19–20
floating, 20, 22
hiding, 78
managing, 44
opening and closing, 18–19
rearranging and customizing, 20–22
resizing, 22
resource, 32
PANTONE color swatches, 208–209, 357, 364–365. *See also* swatches
[Paper] color, 220
paragraph alignment, changing, 179–180
paragraph formats, 40
paragraph indents, adjusting, 192
paragraph shading, applying, 193–196
paragraph spacing, changing, 169–170
paragraph styles, 42
applying, 43–44, 130, 238
applying to text, 140–141
creating, 236–238
explained, 42
panel, 20–21
paragraphs
Keep Options, 129
selecting, 89
parent master, modifying, 69–70
parent-child graphics frames, modifying and updating, 105–108. *See also* graphics frames
parentheses, displaying, 76
pasteboard
features, 15–16
identifying, 9
resizing, 15
PDF files, exporting, 377–378
PDF form fields
adding descriptions, 375
check boxes, 373
combo boxes, 374
creating, 370
radio buttons, 372–373
tab order, 375
text fields, 371–372
PDF proofs, creating, 354–356
Pen tool, 14, 392–393
Pencil tool, 14
Photoshop files
importing, 281–282
importing with alpha channels, 277–278
Photoshop paths, 278–280
placeholder frames
for graphics, 66–67
for text, 65–66
placeholder text
replacing, 78
using, 76–77
polygons, creating, 113–114
postcard document. *See also* documents
best practices, 52
creating, 36
Precise, using with transparency, 341
preferences, modifying, 31–32

preferences file, locating, 4
preflight profile
creating, 352
loading, 205–206
selecting, 206–207
preflighting
documents, 38–39
files, 349–351
starting with, 52
Presentation mode, viewing documents in, 51
previewing
documents, 229, 386
flattening transparency effects, 358
pages, 359–360
separations, 356–357
print presets, saving, 360–363
printer spreads, 85. *See also* spreads
printers, downloading fonts to, 365
printing
graphics, 364
proofs, 360–363
printing instructions, changing, 353
printing requirements, defining, 205–207
process and spot colors, 212
profiling software, 204
proofs, printing, 360–363
.psd files, 277–278
pt (points), 57
Publish Online feature, 402–403
punctuation
applying styles to, 46
hanging outside margin, 180

Q

QR (quick response) code, creating and editing, 121
Quick Apply, using with styles, 241

R

radial gradient, 224
radio buttons, adding, 372–373
ragged lines, balancing, 188
Rectangle Frame tool, using, 12–14, 66
Rectangle tool, 14
removing text frames, 136
renaming
files, 8
layers, 88
master pages, 65
Reset Advanced option, 8
resizing
columns, 305
document pages, 73
graphics frames, 46
graphics frames to crop graphics, 97
and moving images in frames, 99–101
objects, 10, 14
panels, 22
pasteboard, 15
text frames, 89–90, 92, 130–131
resolution, adjusting, 9
resources, 5
restoring text, 17
Reveal In features, 270
revised graphics, updating, 270–272. *See also* graphics
RGB (red, green, blue), 201
right-indent tab, inserting, 175
Rollover state, deleting, 376
rotating
images within frames, 116–117
objects, 49, 116
spreads, 79
rounded corners, adding to frames, 114–115
row heights, adjusting, 304–306, 312–313

rows. *See also* tables
adding and deleting, 302–303
deleting, 304
dragging and dropping, 304
rearranging, 304
selecting, 304
rulers, dragging guides from, 61–63
rules
adding above paragraphs, 192–193
adjusting above paragraphs, 195–196

S

Satin effect, 335
Save As option, 8
saving
document settings, 57–58
print presets, 360–363
and restoring Defaults file, 4–5
scaling objects, 119
screen modes, toggling between, 359
search direction, toggling, 153
Search menu, using, 153
sections, using for page numbering, 74–75
selecting
paragraphs, 89
and using tools, 10–14
Selection tool
resizing images, 100
switching to Type tool, 313
using, 10
separations, previewing, 356–357
settings, changing defaults, 350. *See also* document settings
shading paragraphs, 193–196
Shadow effects, 335
shapes, converting, 113–114
shapes of frames, modifying, 112–115
sharing styles, 260
Shift key. *See* keyboard shortcuts
shortcuts. *See* keyboard shortcuts
Size, using with transparency, 341
slideshows, adding to EPUBs, 397–398
slug areas, setting up, 360
Small Caps style, 154
Smart Guides
displaying, 106
Illustrator files and transparency, 333
using, 91
Smart Text Reflow, using, 139
snippets. *See also* footers and headers
importing and creating, 69–70
using, 292
Softer, using with transparency, 341
software, installing, 2–3
sorting list items, 374
sounds, adding to EPUBs, 395–396
spacing, changing between paragraphs, 169–170. *See also* letter spacing; word spacing
Span Columns dialog box, opening, 178
special characters, adding, 174–175
spelling, checking, 156–159
spot colors
converting to CMYK color, 364–366
and process colors, 212
spreads, 85. *See also* printer spreads
navigating, 28
rotating, 79
and transparency, 341
viewing after completion, 78
squares, creating, 13
Start Page # box, 58
story, defined, 42
Story Editor
revising text, 39
using, 160–161
straddle head, creating for columns, 177–178
Stroke/Fill box, using, 216–217

strokes
applying colors to, 219–220
applying to text, 182
and fill, 49–50
style definitions, updating, 251
style groups, using, 130
styles. *See also* cell styles; object styles; table styles
applying, 172, 235
applying with Quick Apply, 241
basic, 235
creating, 253
formatting objects for, 247–248
keyboard shortcuts, 237
loading from documents, 260–262
modifying and redefining, 235
redefining, 259
sharing, 260
types of, 42
updating globally, 258–259
using for formatting, 52
Styles panels
groups, 247
Load option, 235
Subhead style, choosing, 43–44
submitting forms, 376–377
swatches. *See also* CMYK (cyan, magenta, yellow, black) color; gradient swatch; PANTONE color swatches; tint swatches
converting color mode for, 207
finding unused, 357
Swatches panel
expanding, 30
opening, 327
using, 210
switching between documents, 60
SWOP (Specifications for Web Offset Publications), 204
Sync Fonts option, 8
system shortcuts, disabling, 27. *See also* keyboard shortcuts

T

tab characters, viewing, 188
tab leaders, adding, 188–189
tab order, setting for form fields, 375
table borders, adding, 309–310
table cells
adding graphics, 310–314
anchoring graphics, 313–314
fill colors, 308
merging in tables, 306
Table panel, 315
table styles. *See also* styles
applying, 257, 317–318
creating, 255–257, 315–317
selecting, 300
tables. *See also* columns; rows
adding and deleting rows, 302–303
Clip Contents To Cell option, 311
column widths, 304–306
converting text to, 299–300
creating, 299
creating from text, 257
effects, 307
fill patterns, 307
formatting, 307–310
header rows, 314–315
importing, 301
merging cells, 306
row heights, 304–306
showing hidden characters, 300
spanning columns, 299
text placement, 304–306
tabs
creating for windows, 18
right-indent, 175
setting, 188–192
working with, 190

Technique, using with transparency, 341
text. *See also* overset text
adding, 39–42
adding placeholder frames for, 65–66
aligning, 167–168
aligning to tabs, 188–189
applying colors to, 220–222
applying paragraph styles, 140–141
applying stroke, 182
character styles, 44
converting to tables, 299–300
creating tables from, 257
deleting, 39
editing by dragging and dropping, 159–160
entering, 151
finding and changing, 153–154
flowing automatically, 138–139
flowing manually, 132–133
importing, 151–152
importing and flowing, 40–42
importing into frames, 129
restoring, 17
revising, 39
styling and placing, 40
transparency settings, 333–334
typing and styling, 39–40
wrapping around graphics, 110–111
text fields, adding, 371–372
text files, selecting, 152
text flow, adjusting in frames, 143
text frames. *See also* frames
creating, 41
creating and resizing, 89–90
creating on master pages, 63–65
creating while flowing text, 134–135
multi-column, 93–94
options, 40
pre-threading, 132
removing, 136
repositioning, 14, 40
reshaping, 92–93
resizing, 92, 130–131
rounding corners, 114–115
threading, 52
text inset, adjusting, 94–95
Text layer, displaying, 86
text placement, adjusting in tables, 304–306
text wrap, adding to anchored graphics frames, 283–285
Text Wrap panel, 111
threaded frames, creating, 136–137. *See also* frames
TIFF (Tagged Image File Format), 323
Tile options, using to print layouts, 366
Timing panel, using with animations, 387–388
tint swatches. *See also* swatches
applying, 224
creating, 223
tools
alternating between, 13
selecting and using, 10–14
Tools panel
locating, 9–10
moving, 22–23
undocking, 22
tracking and kerning, adjusting, 183–184
tracking changes, 161–162
training resources, 5
Transform panel, 62
transparency
applying to text, 333–334
bitmap graphics, 331
blending modes, 328–329
effects, 335
Effects panel, 326
flattener presets, 359
offset distance, 341
opacity of solid-color objects, 327–328

transparency (*continued*)
settings and options, 341
showing and hiding layers, 333
vector graphics, 329–330
verifying in documents, 342
transparency effects, flattening, 358
Type tool
dragging frames with, 63
loading with text files, 134
switching to Selection tool, 313
using, 11, 39–40
Typekit fonts, 3
Typical Display option, 201
typography example, 166–167

U

undoing
changes, 11
frame creation, 13
units of measurement, changing, 57
unlocking frames, 113
Update Links option, 8
updating
links, 370
revised graphics, 270–272
style definitions, 251
styles globally, 258–259
Use Global Light, using with transparency, 341

V

vector graphics
applying transparency, 329–330
and bitmap graphics, 267–268
versions of files, determining, 272
vertical alignment, adjusting, 94–95. *See also* aligning
vertical spacing, adjusting, 167–168
video files, importing for EPUB, 394
view commands, using, 25
View Threshold value, customizing, 168
viewing guides, 37

W

Web Edition, accessing, 3
windows. *See also* document window
creating tabs for, 18
managing, 17
Windows commands, 2
word spacing, adjusting, 183–184. *See also* spacing
words
adding to dictionary, 157
autocorrecting, 159
copying, 160
correcting misspellings, 158–159
workspace
customizing, 24
interface, 9
Wrap To menu, 111

X

X Offset and Y Offset, using with transparency, 341

Y

Yield sign, 87

Z

Zoom tool, using, 26–27, 100