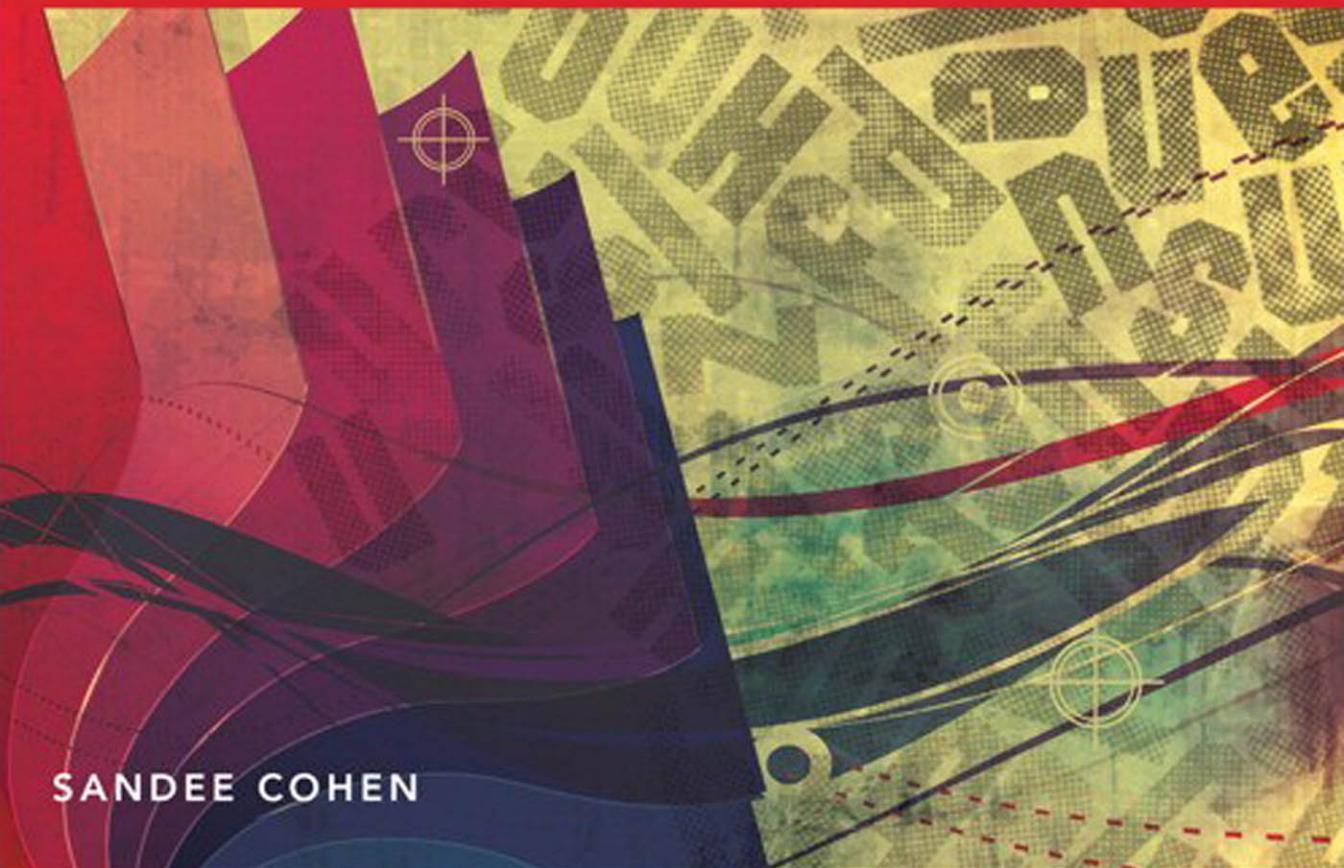


**VISUAL QUICKSTART GUIDE**



# InDesign CC

2014 Release

An abstract graphic design background featuring overlapping geometric shapes in shades of red, purple, and blue on the left side. The right side is dominated by a yellow and green halftone pattern with various lines and shapes overlaid, including a white registration mark (crosshair) and dashed lines.

**SANDEE COHEN**

**● LEARN THE QUICK AND EASY WAY!**

VISUAL QUICKSTART GUIDE

# InDesign CC

2014 RELEASE  
FOR WINDOWS AND MACINTOSH

SANDEE COHEN

## Visual QuickStart Guide InDesign CC 2014 release

### Peachpit Press

[www.peachpit.com](http://www.peachpit.com).

To report errors, please send a note to [errata@peachpit.com](mailto:errata@peachpit.com).

Peachpit Press is a division of Pearson Education.

Copyright © 2014 by Sandee Cohen

Editor: Victor Gavenda

Production Editor: Dennis Fitzgerald

Compositor & Interior Design: Sandee Cohen

Cover Design: RHDG/Riezebos Holzbaur, Peachpit Press

Logo Design: MINE (TM) [www.minesf.com](http://www.minesf.com)

Proofreader: Becky Morgan

Indexer: Valerie Haynes-Perry

### Notice of Rights

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher. For information on getting permission for reprints and excerpts, contact [permissions@peachpit.com](mailto:permissions@peachpit.com).

Cartoons for introduction © Laurie Wigham

Some halftone images courtesy of Hemera Photo-Objects 50,000 Volumes I and II

Some halftone images © copyright [Photospin.com](http://Photospin.com)

Some line art © copyright [www.arttoday.com](http://www.arttoday.com)

### Notice of Liability

The information in this book is distributed on an "As is" basis, without warranty. Although every precaution has been taken in the preparation of this book, neither the author nor Peachpit Press shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described herein.

### Trademarks

Visual QuickStart Guide is a registered trademark of Peachpit Press, a division of Pearson Education.

All other trademarks are the property of their respective owners.

Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and Peachpit Press was aware of a trademark claim, the designations appear as requested by the owner of the trademark. All other product names and services identified throughout this book are used in editorial fashion only and for the benefit of such companies. No such use, or the use of any trade name, is intended to convey endorsement or other affiliation with the book.

13 digit: 9780133953565

10 digit: 0133953564

0 9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

# Introduction I

**W**elcome to the *InDesign CC 2014 release Visual QuickStart Guide*, my eleventh version of the book. From its humble start, InDesign is now the primary application for desktop publishing and page layout. I feel very lucky to have been working with and teaching InDesign since its very first beta. In fact, this is the only third-party book that has had editions for all versions of InDesign.

## Using This Book

If you have used any of the other Visual QuickStart Guides, you will find this book to be similar. Each chapter is divided into different sections that deal with a specific topic — usually a set of tools or similar commands. For instance, the chapter on text has sections on creating text frames, typing text, selecting text, and so on.

Each of the sections contains numbered exercises that show you how to perform a specific technique. As you work through the steps, you gain an understanding of the technique or feature. The illustrations help you judge if you are following the steps correctly.

However, unlike some other books, this book doesn't provide you with files and images that you can use to follow along with the exercises. That's because the exercises are very simple and you can use just about any text or image to practice on. I also feel that you'll learn better with files that make sense to you, rather than working with mine.

I've also sprinkled sidebars, printed in colored boxes, throughout the chapters. Some of these sidebars give you a bit of history or background for a specific feature. Other times, I've written out humorous stories about desktop publishing. These sidebars are the same little stories and anecdotes I tell my students in the classes I teach.

Strictly speaking, you don't have to work through the book in the same order as it is printed. If you want to learn more about imported images, you can skip right over to that chapter.

However, the book is organized in the same order that I run my InDesign beginner classes. We start with the document setup, then move to basic text, color, and so on. It's just as if you were sitting in one of my classes. The only thing you won't see is a lunch break.

## Mac or Windows?

It really doesn't matter if you're working on a Macintosh or Windows computer. Adobe has been extra careful to make the program look, feel, and operate exactly the same on each platform.

However, there are some times that they have had to make a change between the platforms. They haven't done it just on a whim. The operating system has required it. For instance, the command for Preferences is under the InDesign menu on the Mac. But Windows doesn't provide an application menu. So the Preferences command is under the Edit menu for that platform.

Whenever there is a difference between the platforms, I'll separate the instructions out with labels for each platform — Mac for Macintosh, Win for Windows.

## Instructions

You will find it easier to use this book once you understand the terms I am using. This is especially important since some other computer books use terms differently. Therefore, **here are the terms I use in the book and explanations of what they mean.**

**Click** refers to pressing down and releasing the mouse button on the Macintosh, or the left mouse button on Windows. You must release the mouse button or it is not a click. Don't move the mouse during a click or you'll wind up doing a press and drag (covered below).

**Press** means to hold down the mouse button, or a keyboard key. Keep pressing down. Don't let go until you finish doing whatever it is you're in the middle of. For instance, you need to press (hold) the Shift key down as you drag the mouse to create a square frame. Then you let go of the mouse before you release the Shift key.

**Press and drag** means to hold the mouse button down and then move the mouse. I also use the shorthand term **drag**.

## Menu Commands

InDesign has menu commands that you follow to open dialog boxes, change artwork, and initiate actions. These menu commands are listed in bold type in the book. The typical direction to choose a menu command might be written as **Object > Arrange > Bring to Front**. This means that you should first choose the Object menu, then choose the Arrange submenu, and then choose the Bring to Front command.

## Modifier Keys

One big difference between the platforms is the keys that you press on the keyboard. The Macintosh uses a key called the Command or Apple key. I shorten this to Cmd.

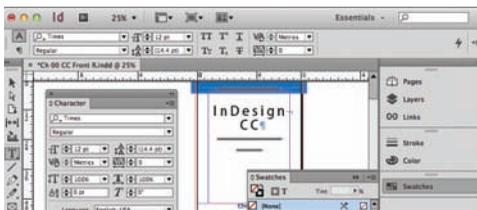


Windows uses a key called the Control key. I shorten this to Ctrl. The Macintosh uses a key called the Option key while Windows uses a key called Alt.

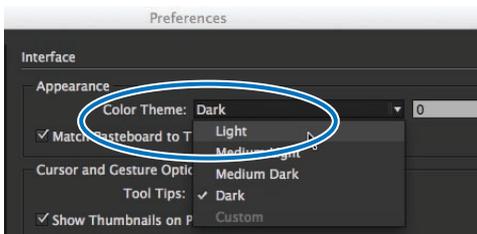
When I tell you what modifier keys to use, I always list the Macintosh key first, then a slash, and then the Windows key second. So the instruction “Hold the Cmd/Ctrl key” means hold the Cmd key on the Macintosh platform or the Ctrl key on the Windows platform. When the key is the same on both computers, such as the Shift key, only one key is listed.



**A** The default setting for the InDesign interface is a dark background with white text and icons.



**B** The light theme for the interface is used in this book



**C** Choose Light from the Color Theme menu to match the screen shots in this book.

## Keyboard Shortcuts

You’ll notice that I don’t usually provide the keyboard shortcut for commands. For instance, I’ll list the menu command for File > New, but not the keyboard shortcut Cmd/Ctrl-N.

While keyboard shortcuts help you work faster, you really don’t have to start using them right away. In fact, you will most likely learn more about InDesign by using the menus. As you look for one command, you may see another feature that you would like to explore.

So don’t worry about keyboard shortcuts as you start. Focus on the big picture.

## Changing the Interface Theme

One thing that will jump out at you is the difference between how my screen shots of the program look and the version on your computer.

Your version most likely looks like figure **A**. I changed my interface to a lighter theme so that the screen shots in the book would be easier to print and read. So my interface looks like figure **B**.

You may want to change the interface preference in your version of InDesign so that your panels match mine.

### To change the interface theme:

1. With InDesign running, but no document open, choose **InDesign > Preferences > Interface** (Mac) or **Edit > Preferences > Interface** (Win). This opens the Interface settings preferences **C**.
2. Deselect the option to Match Pasteboard to Theme Color.
3. Click OK. The interface has now changed to the lighter colors.

## Viewing Videos with QR Codes

As you go through the book, you'll see small square barcodes next to some of the illustrations or information **A**. (There's one on the preceding spread.) You've probably seen these codes in magazines, billboards, and product boxes.

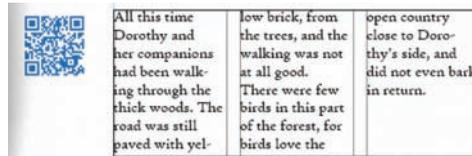
These squares are called QR codes (Quick Response codes). Because I've added the QR codes to this print book, you'll actually be able to view short videos that explain or animate some of the screen shots and information in the book.

For years I've added arrows to my screen shots to indicate there was some sort of motion on the page. Now, in addition to seeing the arrow, you'll also be able to actually see me dragging the object on the page. And you'll hear me explaining things. I'm very excited about adding movies to what is ordinarily just a print book. You'll get the best of both print and digital books.

The best way to use these QR codes is with a smartphone or tablet. You then need to install a QR code reader onto your device. There are many barcode reader applications available.

- **QR Reader for iPhone** by TapMedia Ltd, which works on both iPhones and iPads.
- **NeoReader** (the one I use) is available for Mac iPhone and iPad.
- **QR Droid by Google** is a free app for the Android platform.

One of the reasons I've added the QR codes is to enhance the book with movies. I love the idea of these little movies to help explain the screen shots — especially screen shots showing motion on the page. The other reason is that InDesign CC can now create these barcodes directly in the application. So this is a perfect way to use the new feature.



**A** A QR code in the margin of this book.

If you don't have a QR code reader, you can go to YouTube.com and search for my name, Sandee Cohen. All the videos are listed in my area.

### Viewing the QR code movies:

1. Find a page with a QR code **B**.
2. Open a QR reader on your smartphone or tablet.
3. Focus the camera in the scan mode on the QR code on the page **C**. The QR reader should automatically read the URL.
4. Click to open the URL. This launches an application that will take you to a YouTube page where the video appears.
5. Click to play the video **D**.
6. Enjoy!



Laurie Wigham

**B** Reading a QR code in this book.



**C** Using a smartphone to scan a QR code.



**D** Watching a video opened by scanning a QR code.

## And Don't Forget...

Whether you're learning InDesign in a class or on your own, I hope this book helps you master the program.

**Just don't forget to have fun!**

Sandee Cohen

([Sandee@mac.com](mailto:Sandee@mac.com))

August, 2014



## Colophon

This book was created using InDesign CC running on a MacBook Pro. Screen shots were taken using Snagit. Typefaces are from the Adobe Myriad Pro type family.

Custom fonts for the tips and caption letters were created using IndyFont from [indiscripts.com](http://indiscripts.com).

QR code videos were created, edited, and published using ScreenFlow software.

## My Thanks to:

**Nancy Ruenzel**, publisher of Peachpit Press.



**Nancy Davis**, who bails me out in emergencies.

**Victor Gavenda**, my new editor at Peachpit Press. I hope we get to work together again.

**Becky Morgan**, for doing that very intensive proofing. How did we let so many typos get through last time?

**Dennis Fitzgerald**, for helping me with the RGB to CMYK confusion. Mahalo.

**Valerie Haynes-Perry**, for the index.

**Laurie Wigham**, for the cartoons in the Introduction. They are a neat instruction as to how to use QR codes.



**Kris Coppeters of Rorohiko**, who created the script for hyperlinks from the QR codes. Rorohiko Workflow Resources is available for custom automation solutions.



**The staff of Peachpit Press**, all of whom make me proud to be a Peachpit author.

The **InDesign team**, who made InDesign my favorite program to use and to write about. Particular thanks to Anil and the team in India who listen to all my suggestions.

**David Lerner of Tekserve**, who has helped me keep my computers running. Tekserve is the best place in NYC to buy or service Macintosh computers and iPads.



**Marc Autret of indiscripts.com**, who generously gave me a copy of IndyFont, originally created by **Theunis de Jong**, which creates custom fonts right in InDesign!



# Table of Contents

<b>Introduction</b>	<b>iii</b>	Setting the Language	59
<b>Chapter 1 Getting Started</b>	<b>1</b>	Applying Paragraph Formatting	60
Working with Panels	2	Setting Alignment and Indents	61
Using Workspaces	4	Bullets and Numbering	63
Using the Tools Panel	6	Setting Paragraph Effects	66
Using the Tool Hints Panel	7	Working with Hidden Characters	68
Using Contextual Menus	8	Using the Glyphs Panel	69
<b>Chapter 2 Document Setup</b>	<b>9</b>	Working with Text Flow	72
Setting Up Documents	10	Setting Text Frame General Controls	73
Setting the Layout Options	13	Spanning and Splitting Columns	77
Changing Layout Options	16	Using the Control Panel for Text	78
Using the Document Presets	17	Using Special Text Characters	79
Using Document Rulers	19	<b>Chapter 4 Working with Objects</b>	<b>81</b>
Using the Page Tool	21	Types of Frames	82
Working with Guides	23	Creating Basic Shapes	83
Using Smart Guides	27	Selecting Objects	85
Viewing Transformation Values	27	Moving Objects	86
Working with Document Grids	28	Replicating Objects	88
Changing the Magnification	29	Resizing Objects	90
View and Pasteboard Controls	31	Using the Transform Tools	91
Using the Zoom and Hand Tools	33	Using the Transform Panel	96
Controlling Windows	35	Using the Transform Commands	100
Using the Application Bar	36	Using the Arrange Commands	102
File Maintenance	38	Aligning Objects	103
<b>Chapter 3 Basic Text</b>	<b>41</b>	Smart Dimensions; Smart Spacing	106
Creating Text Frames	42	Using the Gap Tool	107
Typing Text	45	Grouping and Pasting Into Objects	108
Selecting Text	46	Using the Measure Tool	110
Moving and Deleting Text	48	Using the Info Panel with Objects	112
Using the Character Panel	50	Locking Objects	113
Setting the Typeface and Point Size	53	Selecting Frames	114
Styling Text	54	<b>Chapter 5 Working in Color</b>	<b>115</b>
Setting Line and Character Spacing	56	The Basics of Color	116
Applying Text Distortions	58	Using the Color Panel	118
		Defining and Storing Swatches	121
		Using Color Groups	129

Using Swatch Libraries	130	Fitting Graphics in Frames	201
Creating Tints	131	Linking Graphics	204
Using the Color Picker	133	Setting Layer Visibility	208
Creating Gradient Swatches	134	Importing Transparent Images	209
Using the Eyedropper	137	Viewing Images	210
Overprinting Colors	138		
<b>Chapter 6 Fills, Strokes, and Effects</b>	<b>139</b>	<b>Chapter 9 Text Effects</b>	<b>213</b>
Applying Fills	140	Wrapping Text	214
Applying Stroke Effects	144	Text on a Path	220
Creating Custom Stroke Styles	151	Working with Paragraph Rules	223
Adding Arrows	156	Inline and Anchored Objects	227
Corner Options	156		
Opacity and Blend Mode Effects	158	<b>Chapter 10 Pages and Books</b>	<b>231</b>
Working with Effects	160	Changing the Pages Panel	232
Shadow Effects	161	Adding Blank Pages	234
Glow Effects	162	Navigating and Moving Pages	235
Bevel and Emboss Effects	163	Modifying Page Sizes	239
Satin Effect	163	Creating and Separating Spreads	241
Feather Effects	164	Importing Text	242
Setting the Global Light	165	Flowing Text	246
Using the Pathfinder Commands	166	Creating Text Breaks	248
Using the Eyedropper	169	Working with Master Pages	249
Setting Object Defaults	171	Rotating Spreads	255
		Page Numbers and Text Variables	256
<b>Chapter 7 Points and Paths</b>	<b>173</b>	Making Books	260
Pen Points	174	Creating a Table of Contents	265
Drawing Lines	175		
Drawing Curves	176	<b>Chapter 11 Layers</b>	<b>271</b>
Changing Curves and Corner Points	177	Creating and Deleting Layers	272
Modifying Paths	178	Setting the Layer Options	274
Modifying Points	180	Working with Layers	277
Using the Pencil Tool	182	Layer Contents	279
Using the Smooth Tool	184		
Using the Erase Tool	185	<b>Chapter 12 Libraries and Snippets</b>	<b>281</b>
Adding or Deleting Points on Paths	186	Storing Items in a Library	282
		Applying Library Items to a Page	284
<b>Chapter 8 Imported Graphics</b>	<b>187</b>	Setting the Library Display	285
Placing Artwork	188	Searching and Sorting Libraries	286
Specialty Frames	192	Creating and Using Snippets	287
Setting the Image Import Options	195		
Working with Images Inside Frames	199	<b>Chapter 13 Tabs and Tables</b>	<b>289</b>
		Inserting Tab Characters	290
		Setting Tab Stops	291

Creating Tab Leaders	294	Applying Styles and Style Overrides	368
Creating and Using Tables	295	Clearing Style Overrides	369
Navigating Through Tables	300	Redefining and Deleting Styles	371
Selecting Tables	301	Automatic Drop Cap Styling	373
Working with Rows and Columns	303	Using Nested Styles	374
Adjusting Tables Within a Text Frame	309	Creating Nested Line Styles	377
Working with Headers and Footers	310	Creating GREP Styles	378
Adding Images to Tables	312	Defining Object Styles	379
Customizing Cells	313	Working with Object Styles	381
Setting Borders, Strokes, and Fills	316	Defining Table and Cell Styles	382
Alternating Strokes and Fills	319	Using the Quick Apply Feature	384
Adding Diagonal Lines in Cells	322	<b>Chapter 16 Typography</b>	<b>387</b>
Using the Table or Control Panels	323	Optical Margin Alignment	388
<b>Chapter 14 Automating Your Work</b>	<b>325</b>	Using Adobe Paragraph Composer	389
Changing Case	326	Applying Justification Controls	390
Checking Spelling	326	Controlling Hyphenation	394
Using Find/Change	330	Baseline Grid	396
Using the Text Find/Change	332	Balancing Ragged Lines	399
Using the GREP Find/Change	334	Using OpenType	399
Using the Glyph Find/Change	335	OpenType Categories	401
Using the Object Find/Change	336		
Saving Searches	336		
Adding Captions to Images	337		
Using the Story Editor	340		
Tracking Text Changes	341		
Conditional Text	343		
Conditional Text Sets	346		
Footnotes	347		
Using Find Font	350		
Keeping Lines Together	351		
Using the Eyedropper on Text	352		
Using Scripts	354		
<b>Chapter 15 Styles</b>	<b>355</b>		
Working with Paragraph Styles	356		
Working with Character Styles	360		
Working with Styles	361		
Creating Style Groups	363		
Loading and Importing Styles	364		
Importing Text Styles from Word	366		

## **Chapter 17 Interactive and Multimedia** 403

Types of Interactive Elements	404
Defining Hyperlinks	405
Creating Cross-References	410
Working with Bookmarks	413
Adding Sounds	416
Movies and Animations	420
Creating Buttons	423
Sample Buttons	427
Creating PDF Forms	428
Sample Forms	429
Animating InDesign Objects	430
Timing	433
Setting Page Transitions	435
Multi-State Objects	437
Working with the SWF Preview Controls	439
Creating QR Codes	440

## **Chapter 18 Working with Layouts** 441

Collecting and Placing Content	442
Linking Items	445
Mapping Styles	447
Creating Alternate Layouts	448
Applying Liquid Layout Rules	450
Using Layout Adjustment	454
Auto-Fit Commands	455

## **Chapter 19 Printing** 457

Printing a Document	458
Setting the General Print Options	459
Choosing the Setup Controls	461
Setting Marks and Bleed	462
Working with Print Presets	464
Creating a Print Summary	465
Preflighting Documents	466
Creating Preflight Profiles	467
Packaging a Document	470

## **Chapter 20 Exporting** 471

Setting the Export File Options	472
Creating Print PDF Files	474
Setting the PDF General Controls	474

Setting the PDF Compression Options	477
Exporting Interactive PDF Files	480
Setting PDF Security Options	482
Using InDesign Markup Files	484
Exporting for InCopy	484
Reflowable EPUB Files	485
Fixed Layout EPUB Files	486
Exporting HTML Files	486
Exporting JPEG or PNG Files	487
Exporting Text	488

## **Chapter 21 Customizing** 489

Modifying Keyboard Shortcuts	490
Modifying the Menu Commands	493
Choosing the Preferences Categories	494
General Preferences Controls	494
Sync Settings Preferences	495
Interface Preferences	495
Type Preferences	496
Advanced Type Preferences	496
Composition Preferences	497
Units & Increments Preferences	497
Grids Preferences	498
Guides & Pasteboard Preferences	498
Dictionary Preferences	499
Spelling Preferences	499
Autocorrect Preferences	500
Notes Preferences	500
Track Changes Preferences	501
Story Editor Display Preferences	501
Display Performance Preferences	502
Appearance of Black Preferences	502
File Handling Preferences	503
Clipboard Handling	503
Trashing Preferences	504

*This page intentionally left blank*

# Working with Objects 4

## In This Chapter:

Types of Frames	82
Creating Basic Shapes	83
Selecting Objects	85
Moving Objects	86
Replicating Objects	88
Resizing Objects	90
Using the Transform Tools	91
Using the Transform Panel	96
Using the Transform Commands	100
Using the Arrange Commands	102
Aligning Objects	103
Smart Dimensions; Smart Spacing	106
Using the Gap Tool	107
Grouping and Pasting Into Objects	108
Using the Measure Tool	110
Using the Info Panel with Objects	112
Locking Objects	113
Selecting Frames	114

**B**ack in the old days of board mechanicals, advertising agencies and design studios had a production area called the bullpen. It was the people in the bullpen — called bullpen artists — who actually created the mechanical. Most of them were kids just out of design school; the bullpen was usually their first step up the ladder in advertising or design.

The kids in the bullpen were amazing. Although not professional illustrators, they could create all sorts of artwork for the layout.

The same is true when working with InDesign. Although InDesign is not a full-fledged drawing program such as Adobe Illustrator, you can use InDesign's tools to create a wide variety of effects by distorting, moving, resizing, duplicating, and aligning objects. It's your electronic bullpen.

## Types of Frames

Frames are the containers in which you place graphics or text. Frames can also be used as graphic shapes. There are three types of frames you can create: unassigned, graphic, and text.

### Unassigned frames

Unassigned frames are created with the Rectangle, Ellipse, and Polygon tools **A**. These frames are useful for adding color to your layout or a stroke around an area without inserting a graphic or text.

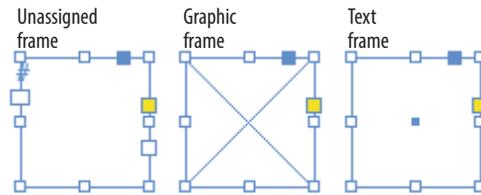
### Graphic frames

Graphic frames are created with the Rectangle Frame, Ellipse Frame, and Polygon Frame tools. When you create a graphic frame, diagonal lines inside the frame indicate that you can insert a graphic inside the frame **A**.

**TIP** Although most people insert images inside graphic frames, there is nothing to prevent you from flowing text inside a graphic frame.

### Text frames

Text frames are created using the Text tool or by converting frames. When you create a text frame, two link boxes appear on the sides of the frame in addition to the bounding box handles. Text frames also display a blinking insertion point when they are selected **A**.



**A** The three different types of frames: unassigned, graphic, and text.

### Diagonal Lines in Graphic Frames?

The diagonal lines inside a graphic frame come from a convention that was used in traditional pasteboard mechanicals.

When pasteboard artists drew the lines on mechanicals, they would often block off an area with diagonal lines to indicate that a picture or graphic was to go there.

Electronic page-layout programs such as Adobe InDesign and QuarkXPress use the same convention. The diagonal lines indicate where photos or graphics need to be inserted.

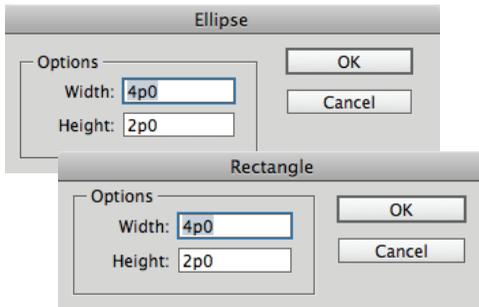
However, there is absolutely no rule that says you can only place images in graphic frames. You can place text in graphic frames or images in unassigned frames. The choice is yours.



**B** The **Rectangle Frame** tool in the **Tools panel** creates rectangular graphic frames.



**C** The **Ellipse Frame** tool in the **Tools panel** creates elliptical graphic frames.



**D** The **Ellipse and Rectangle dialog boxes** let you create frames with precise width and height.

### Using the Transformation Values?

You may notice that a label appears when you drag or create objects that contains feedback as to the position, size, or angle of the object. This is the Transformation Values cursor.

Rather than clutter the illustrations in this chapter, I've turned off the Transformation Values.

But you should get in the habit of using those labels to work more precisely.

## Creating Basic Shapes

You use the rectangle, ellipse, and polygon frame tools to create graphic frames into which you place images.

**TIP** If another tool is visible, press the corner triangle to reveal the toolset.

### To create a rectangular graphic frame:

1. Click the Rectangle Frame tool in the Tools panel **B**.
2. Drag across the page to create the rectangle.

**TIP** Hold the Opt/Alt key to draw the object from the center.

3. Release the mouse button when the rectangle is the correct size.

**TIP** Hold the Shift key to constrain the rectangle into a square.

### To create an elliptical graphic frame:

1. Click the Ellipse Frame tool in the Tools panel **C**.
2. Drag across the page to create the ellipse.

**TIP** Hold the Opt/Alt key to draw the object from the center.

3. Release the mouse button when the ellipse is the correct size.

**TIP** Hold the Shift key to constrain the ellipse into a circle.

You can also create rectangles and ellipses by specifying their size numerically.

### To create objects numerically:

1. Click with either the Rectangle or Ellipse Frame tools. A dialog box appears **D**.
2. Enter the width and height amounts.
3. Click OK. The frame appears where the mouse was clicked.



### To create a polygon graphic frame:

1. Choose the Polygon Frame tool in the Tools panel **A**.
2. Click on the page. This opens the Polygon dialog box **B**.
3. Enter a number in the field for the Number of Sides to the polygon.
4. To create a star, change the amount in the Star Inset field from 0% to a higher number.
5. Click OK. The polygon is created.

**TIP** Hold the Opt/Alt key to draw the object from the center.

**TIP** Hold the Shift key to constrain the width and height of the object to the same amount.

**TIP** You can also drag across the page to create the polygon or star.

The Line tool lets you draw a straight line.

### To create straight lines:

1. Click the Line tool in the Tools panel **C**.
2. Position the cursor where you want the line to start.

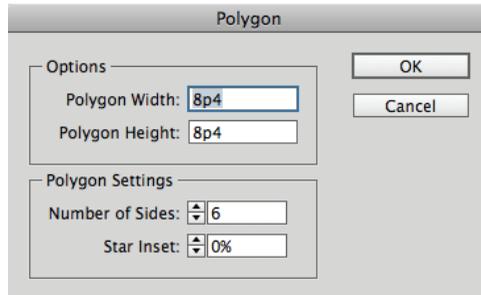
**TIP** Hold the Opt/Alt key to draw the line from its centerpoint.

3. Drag to create a line.

**TIP** Hold the Shift key to constrain the line to 45-degree angles.



**A** Use the **Polygon Frame tool** to create polygon and star graphic frames.



**B** The **Polygon Settings dialog box** creates either polygons or stars.



**C** The **Line tool in the Tools panel** creates straight lines.

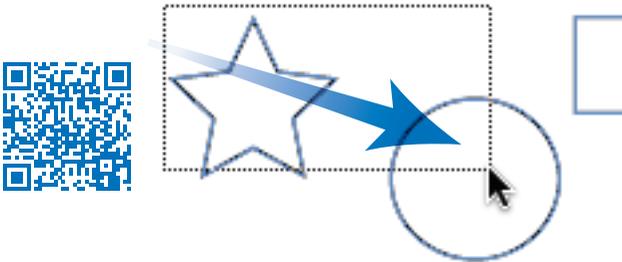
### Converting Shapes

So what if you've created a circle and later on realize you need a rectangle? What do you do?

Simple, you can use the Pathfinder Convert Shape commands to change an object from one shape to another. (See Chapter 7, "Points and Paths," for more information on the Pathfinder commands.)



**D** The **Selection tool** in the **Tools panel** selects entire objects. The **Direct Selection tool** selects a point on an object.



**E** Drag to create a marquee to select objects.

### What Are the Differences Between the Selection Tools?

Perhaps the most confusing part of InDesign is the difference between the Selection tool (black arrow) and the Direct Selection tool (white arrow) **D**.

The Selection tool will always select the object as a whole. Use this tool when you want to manipulate the entire object.

The Direct Selection tool will always select the points or segments that make up a frame. Use the Direct Selection tool to reshape a path.

Both tools can select placed images within a frame, as covered in Chapter 8, "Imported Graphics."

If you've ever worked with Adobe Illustrator, you'll instantly recognize the two selection tools as identical to their Illustrator cousins.



## Selecting Objects

Once you've created objects, you can use different techniques to select them.

### To select by clicking:

1. Choose the Selection tool (black arrow) in the Tools panel **D**.
2. Click the object you want to select.
3. Hold the Shift key to select any additional objects.

**TIP** Hold the Shift key and click on a selected object to deselect that object.

**TIP** To select objects behind others, hold the Cmd/Ctrl key as you click the mouse button.

**TIP** Double-click on a graphic frame to toggle between the Selection and Direct Selection tools.

You can also select an object by dragging an area, or *marquee*, around the object.

### To select by dragging a marquee:

1. Choose the Selection tool.
2. Drag along a diagonal angle to create a marquee around the objects you want to select **E**.

**TIP** You do not need to marquee the entire object to select it. Objects are selected if any portion is within the marquee.

**TIP** Hold the Shift key and drag around another area to add to a selection.

You can also use a menu command to select all the objects on a page.

### To select all the objects on a page:

Choose Edit > Select All.

**TIP** This command works only if you do not have an insertion point blinking inside a text frame.

## Moving Objects

The simplest way to position an object on a page is to drag it to a new position, but you can also move objects by using menu and keyboard commands, or by typing specific numerical locations into a dialog box, as you'll learn later in this chapter.

### To move an object by dragging:

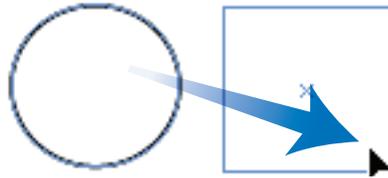
1. Choose the Selection tool in the Tools panel.
2. Click the object you want to move. A bounding box with eight handles appears around the object. This indicates the object is selected.
3. Position the Selection tool on the edges of the bounding box (but not on the handles of the bounding box).

**TIP** If an object has a fill color, gradient, or image inside it, you can drag with the Selection tool directly inside the object. Otherwise, you must drag by the stroke or bounding box.

4. Drag to move the object. If you drag quickly, you will see only a bounding box preview of the object being moved **A**.

or

Press and pause for a moment before you drag the object. The pause gives InDesign enough time to let you see a preview of the object as you move it **B**.

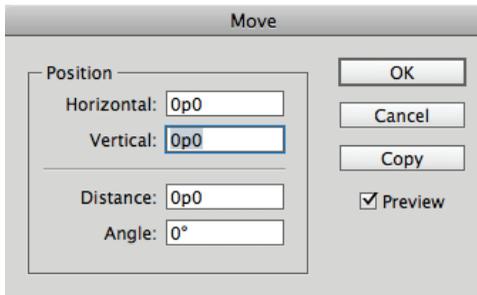


**A** Quickly drag to see the bounding box of the object being moved.



**B** Pause before you drag to see a preview of the object being moved.





**C** The **Move dialog box** gives you numerical controls for moving objects.

You can also move an object more precisely. One way to do this is with the Move command in the Transform menu.

### To use the Move command:

1. Select the object or objects.
2. Choose **Object > Transform > Move**. This opens the Move dialog box **C**.

**TIP** This command is also available in a contextual menu or by double-clicking the Selection or Direct Selection tools.

**TIP** Select the Preview checkbox to see the results of your actions as you enter numbers in the dialog box.

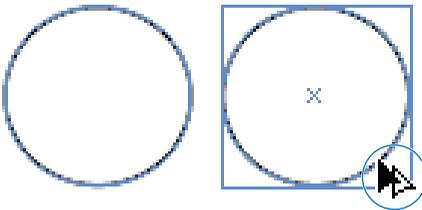
3. Use the Horizontal and Vertical fields to move the object along those axes.
4. Use the Distance field to move the object an absolute distance.
5. Use the Angle field to set the angle along which the object moves.
6. Click OK to move the original object.

*or*

Click Copy to create a duplicate of the object in the new position.

### To copy an object as you drag:

1. Hold the Opt/Alt key before you start the move.
2. Move the object as described on the opposite page. A double-headed arrow indicates that a copy is being created **D**.
3. Release the mouse button. The copy appears in the new position.



**D** The **double-headed arrow** indicates that a copy of the moved object is being created.

## Replicating Objects

There are several commands you can use to create duplicates of objects. Use the Copy command when you want to put the object on the clipboard so you can paste it somewhere else.

### To copy objects:

1. Select an object to copy.
2. Choose **Edit > Copy**.

Use the Cut command to remove the object from the page so it can be pasted elsewhere.

### To cut objects:

1. Select an object to cut.
2. Choose **Edit > Cut**.

Use the Paste command to see the contents of the clipboard.

### To paste objects:

Choose **Edit > Paste**. The contents of the clipboard appear in the center of the window area **A**.

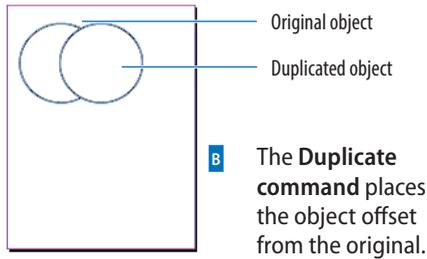
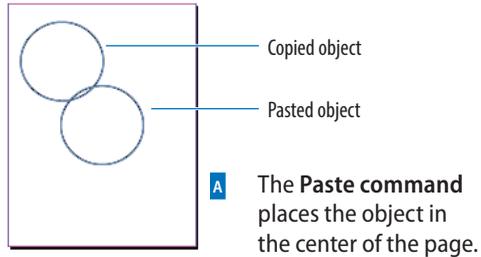
or

Choose **Edit > Paste in Place**. The contents of the clipboard appear in the same location on the page as when they were originally selected.

The Duplicate command makes a copy without changing the contents of the clipboard.

### To duplicate objects:

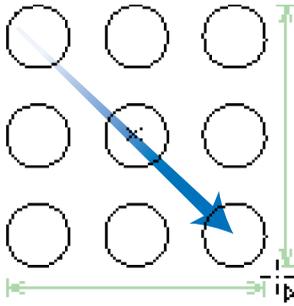
1. Choose the object to duplicate.
2. Choose **Edit > Duplicate**. The selected object appears on the page at the same distance that the last object was moved **B**.



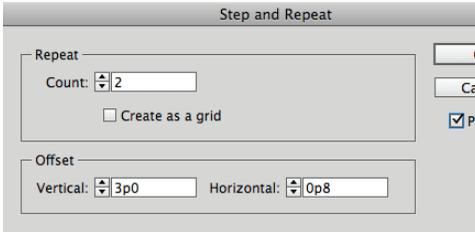
### Using Paste in Place

I always wondered just how useful the Paste in Place command is. After all, if you already have a copy of an object in one place, why would you need a second copy right over it?

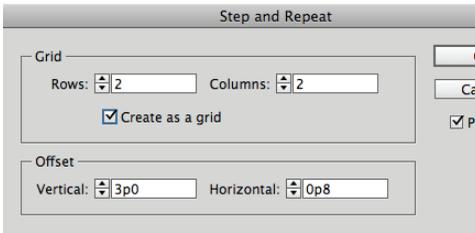
That's not the point of Paste in Place. The power of the command is that you can paste an object in the same place on different pages. You can even paste in the same place in different documents. This is very helpful for creating documents that all look the same.



**C** Press the up/down or left/right arrows as you drag with a tool to **create a grid** of the objects.



**D** Use the **Step and Repeat dialog box** to make multiple copies of an object positioned at specific horizontal and vertical intervals.



**E** The **Step and Repeat dialog box** set to create a grid of repeated objects.

InDesign makes it easy to create a grid of an object as you drag to create it. This is known as the *gridify* feature.

### To create a grid as you draw an object:

1. Select one of the drawing tools and start the drag to draw the object.
2. Without releasing the mouse button, press the up/down or left/right arrows. This creates rows and columns that duplicate the object as follows:
  - The up and down arrows increase and decrease the number of rows.
  - The left and right arrows increase and decrease the number of columns.

**TIP** Add the **Cmd/Ctrl** key and use the **arrow keys** to change the spaces between the rows or columns.

3. Release the mouse button when you have as many objects you need **C**:

The gridify feature doesn't give you numerical control over the space between the rows and columns. That's when you want to use the Step and Repeat command.

### To duplicate multiple objects:

1. With an object selected, choose **Edit > Step and Repeat**. The Step and Repeat dialog box appears **D**.
2. In the Repeat Count field, enter the number of duplicates you want to create.
3. If desired, check **Create as a grid**. This changes the Repeat Count to Rows and Columns **E**.
4. In the Horizontal Offset field, enter a distance for the horizontal space between duplicates.
5. In the Vertical Offset field, enter a distance for the vertical space between duplicates.
6. Click **OK**.

## Resizing Objects

Very often things need to be made bigger or smaller. InDesign gives you several different ways to scale objects. You can also use the bounding box handles to change the dimensions of the object visually. This is the easiest way to quickly resize an object.

### To resize using the bounding box handles:

1. Choose the Selection tool.
2. Choose which handle to drag based on the following options **A**:
  - Drag the corner handles to change both the width and height.
  - Drag the top or bottom handles to change the height only.
  - Drag the left or right handles to change the width only.
3. Drag the handle. If you drag quickly, you will see only the bounding box of the object **B**.

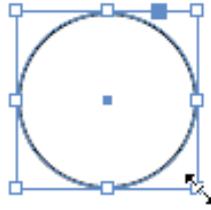
or

Press and hold for a moment and then drag the handle. This shows a preview of the object as you resize the bounding box **C**.

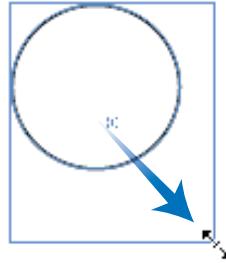
**TIP** Hold down the Shift key as you drag a corner to keep the original proportions of the width and height.

**TIP** Hold the Cmd/Ctrl key as you drag to scale the frame as well as any text and images inside the object.

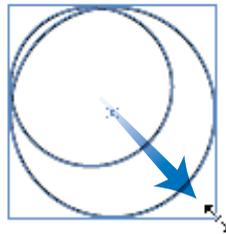
4. Release the mouse button when the object is the correct size.



**A** Use the **bounding box handles** to resize an object.



**B** If you **drag quickly**, you only see a box as you resize an object.



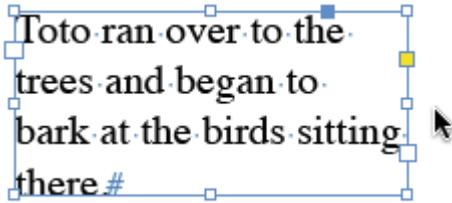
**C** If you **press and pause a moment**, you see an actual preview as you resize an object.



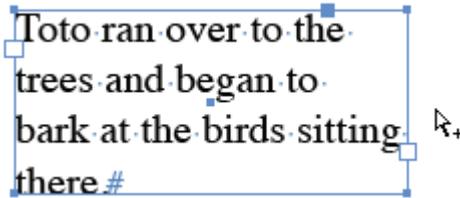
### Resizing or Scaling?

Although you and I might feel the words are the same, InDesign treats them differently. When you *resize* an object, you change its width or height. The amount of scaling stays the same in the Control panel or the Transform panel. You have to resize the object again to get it back to its original size.

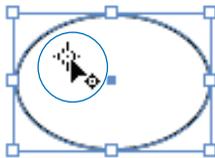
When you *scale* an object, the width and height change, and the amount of scaling applied to the object is shown in the Scale fields in the Control panel or Transform panel. You can convert the object back to its original size by setting the scaling to 100%.



**D** Objects selected with the Selection tool have both the object and its content transformed by the transform tools.



**E** Objects selected with the Group Selection tool have only the object transformed by the transform tools.



**F** The indicator that the reference point can be moved to a new position.

## Using the Transform Tools

The transform tools resize and distort objects. You can transform the object itself (also called the container) or the object as well as any content. How you select objects changes the effect of the transform tools.

### To control the effect of the transform tools:

Select the object using the Selection tool. This type of selection causes the transform tools to affect both the container and any text or images inside it **D**.

or

Hold the Opt/Alt key as you click the frame with the Group Selection tool (Direct Selection tool). This causes the transformation to affect only the container, not any text or images contained in the frame **E**.

**TIP** The plus (+) sign next to the Direct Selection tool indicates that the tool is now the Group Selection tool.

All the transformations take place in relation to a reference point. Each object has a default reference point, but you can change it if necessary.

### To control the reference point:

1. Select the object to be transformed.
2. Choose one of the transform tools. A reference point appears inside the object.
3. Move the cursor near the reference point. A small icon appears next to the cursor that indicates you can move the reference point **F**.
4. Drag the reference point to a new position.

or

Click to position the reference point in a new position.

The Scale tool lets you increase or decrease the size of objects.

### To scale objects visually using the Scale tool:

1. Select the object or objects.
2. Choose the Scale tool in the Tools panel **A**. The Scale tool is in the flyout menu under the Free Transform tool.
3. If necessary, change the position of the reference point.
4. Move the cursor away from the reference point, and drag to scale the object **B**.

**TIP** Hold down the Shift key to constrain the tool to horizontal, vertical, or proportional scaling.

**TIP** To see a preview of the image as you scale, press and hold the mouse button for a moment before you start to drag.

**TIP** Hold down the Opt/Alt key to copy the object as you scale it.

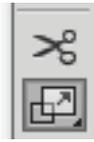
If you prefer, you can resize objects numerically using the Scale command.

### To scale objects using the Scale command:

1. Select the object or objects.
2. Choose **Object > Transform > Scale**. This opens the Scale dialog box **C**.
3. Enter an amount for the Scale X (horizontal) field.
4. Enter an amount for the Scale Y (vertical) field.

**TIP** If the chain icon is selected, the X and Y fields scale the same amounts.

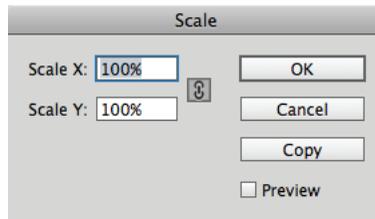
5. Select the Preview checkbox to see the effects of entering the amounts.
6. Click OK to scale the object or click Copy to create a scaled copy of the object.



**A** The Scale tool in the Tools panel is used to change the size of objects.



**B** The arrowhead appears while scaling an object.



**C** The Scale dialog box lets you scale objects using numerical values.

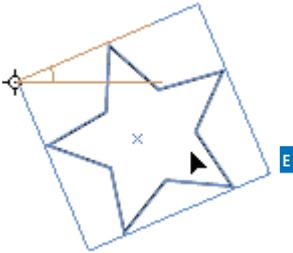
### Making Copies as You Scale, Rotate, and Shear

As you use the Scale, Rotate, and Shear tools, you can duplicate the object as you transform it. Drag, as usual, to start the transformation, but then add the Opt/Alt key *after* you start the drag. You will see the double-headed arrow that indicates you are duplicating the object.

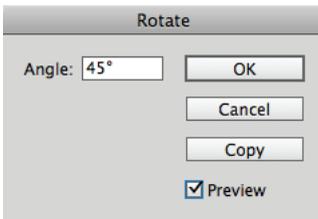
Release the mouse button first, and then the Opt/Alt key to finish the transformation and duplication.



**D** The **Rotate tool** in the **Tools panel** is used to change the orientation of objects.



**E** Rotating an object around its reference point.



**F** The **Rotate dialog box** lets you rotate objects using numerical values.

### To scale objects numerically using the **Scale tool**:

1. Select the object or objects.
2. Choose the Scale tool in the Tools panel.
3. Hold the Opt/Alt key and click to designate the position of the reference point. This opens the Scale dialog box **C**.
4. Set the dialog box controls as described in the previous exercise.

The Rotation tool changes the orientation, or angle, of the object on the page.

### To rotate objects visually using the **Rotate tool**:

1. Select the object or objects.
2. Click the Rotate tool in the Tools panel **D**. The Rotate tool is in the flyout under the Free Transform tool.
3. If necessary, change the default reference point.
4. Move the cursor away from the reference point, and drag to rotate the object **E**.

**TIP** Hold down the Shift key to constrain the rotation to 45-degree increments.

### To rotate objects using the **Rotate command**:

1. Select the object or objects.
2. Choose **Object > Transform > Rotate**. This opens the Rotate dialog box **F**.
3. Use the Angle field to set how much the object should rotate.
4. Select the Preview command to see the effects of entering the angle.
5. Click OK to rotate the object or click Copy to create a copy as you rotate the object.

### To rotate objects numerically using the Rotate tool:

1. Select the object or objects.
2. Choose the Rotate tool in the Tools panel.
3. Hold the Opt/Alt key and click to set the position of the reference point. This opens the Rotate dialog box.
4. Set the dialog box controls as described in the previous exercise.

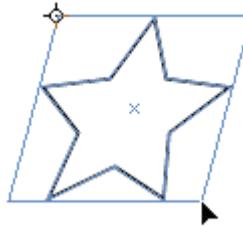
The Shear tool distorts the shape of objects.

### To shear objects visually using the Shear tool:

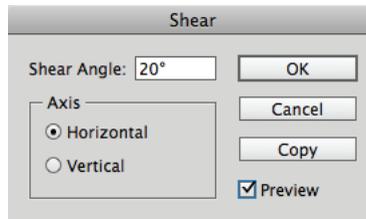
1. Select the object or objects.
2. Click the Shear tool in the Tools panel **A**. The Shear tool is in the flyout under the Free Transform tool.
3. If necessary, drag the reference point to a new position. The cursor indicates the reference point can be moved.
4. Move the cursor away from the reference point, and drag to shear the object **B**.



**A** Use the Shear tool in the Tools panel to distort objects.



**B** Shearing an object around the reference point.



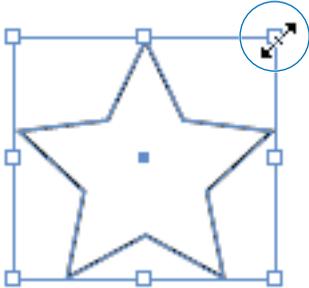
**C** The Shear dialog box lets you distort objects using numerical values.

### To shear objects using the Shear command:

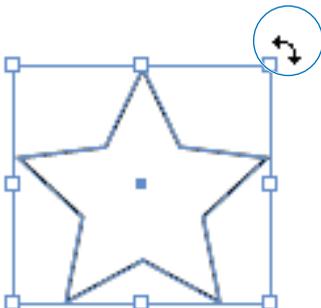
1. Select the object or objects.
2. Choose **Object > Transform > Shear**. This opens the Shear dialog box **C**.
3. Use the Shear Angle field to set the amount of distortion.
4. Select one of the Axis options:
  - **Horizontal** shears along the horizontal axis.
  - **Vertical** shears along the vertical axis.
5. Select the Preview command to see the effects of entering the shear angle and choosing the axis.
6. Click OK to shear the object.  
*or*  
Click Copy to create a sheared copy of the object.



**D** Choose the **Free Transform tool** in the **Tools panel** to scale, rotate, and shear objects.



**E** The double-headed arrow indicates that the Free Transform tool is in the scale mode.



**F** The curved double-headed arrow indicates that the Free Transform tool is in the rotation mode.

### To shear objects numerically using the Shear tool:

1. Select the object or objects.
2. Choose the Shear tool in the Tools panel.
3. Hold the Opt/Alt key and click to set the position of the reference point. This opens the Shear dialog box **C**.
4. Set the dialog box controls as described in the previous exercise.

Rather than switching between the Scale, Rotate, and Shear tools, you can use the Free Transform tool to scale, rotate, or shear an object.

### To use the Free Transform tool:

1. Select the object or objects.
2. Click the Free Transform tool in the Tools panel **D**. A bounding box appears around the object.
3. To scale the object, place the cursor over one of the handles. The cursor changes to a straight double-headed arrow **E**.

or

To rotate the object, place the cursor outside one of the handles of the bounding box. The cursor changes to a curved double-headed arrow **F**.

or

To skew the object, drag one of the handles and then hold the Cmd/Ctrl key *after* you have started the drag. The cursor does not change appearance, but the object will be sheared.

4. Release the mouse button to apply the transformation.

**TIP** You can also scale or rotate an object using the Selection tool and dragging a corner of the object.

## Using the Transform Panel

The Transform panel allows you to move, scale, rotate, and shear objects precisely, using numerical values.

**TIP** When you have objects selected, the Control panel displays many of the controls that are found in the Transform panel.

### To open the Transform panel:

Choose **Window > Object & Layout > Transform** to open the panel **A**.

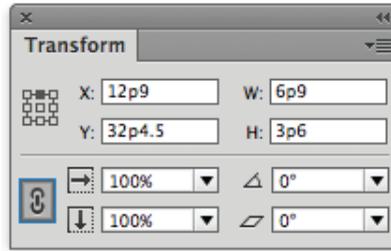
or

If the Transform panel is behind other panels, click the Transform panel tab.

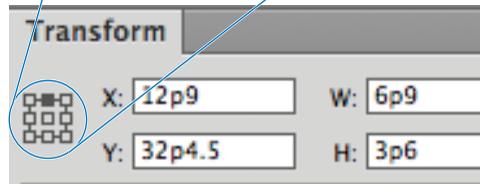
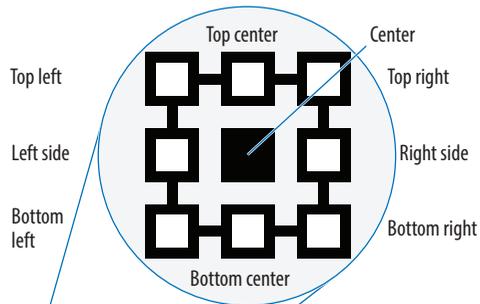
As you work with the Transform panel, it is important to know its reference point on the object. This is the same as the reference point used with the transform tools.

### To set the Transform panel reference point:

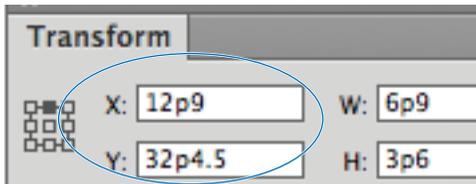
1. Select the object or objects that you want to transform.
2. Click the reference point control on the Transform panel to choose the point around which the object moves **B**.



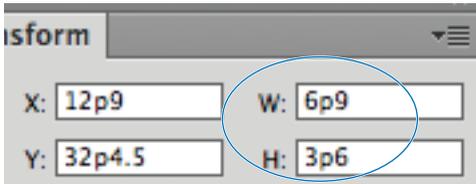
**A** The Transform panel is a command center for positioning and transforming objects.



**B** The reference point controls where in the object the transformation occurs.



**C** The X and Y fields in the Transform panel control the position of an object.



**D** The W and H fields in the Transform panel control the width and height of objects.

You can use the Transform panel to move objects numerically.

#### To move an object with the Transform panel:

1. Select the object or objects that you want to move.
2. To move the object horizontally, enter an amount in the X field **C**.

**TIP** As you increase the numbers, the object moves to the right.

3. To move the object vertically, enter an amount in the Y field **C**.

**TIP** As you increase the numbers, the object moves down.

4. Press Enter or Return to apply the changes.

You can use the Transform panel to resize an object numerically.

#### To resize with the Transform panel:

1. Select the object or objects.
2. If necessary, change the reference point as explained on the preceding page.
3. To change the width of the object, enter an amount in the W field **D**.
4. To change the height of the object, enter an amount in the H field **D**.
5. Press Enter or Return to resize the object.

You can resize proportionally even if you know the size for only one side of the object.

#### To resize proportionally:

1. Select the object or objects.
2. Enter the new size in the W field or H field **D**.
3. Hold Cmd/Ctrl as you press Enter or Return. The amount in both the W and H fields changes proportionally.

You can also scale using the Transform panel.

### To scale with the Transform panel:

1. Select the object or objects.

**TIP** Use the Selection tool to scale the object and its contents. Use the Direct Selection tool to scale only the object.

2. If necessary, change the reference point.
3. To change the horizontal size, enter a percentage in the Scale X field **A**.
4. To change the height of the object, enter a percentage in the Scale Y field **A**.

**TIP** The Scale X and Y fields also have pop-up lists from which to choose the amount of scaling.

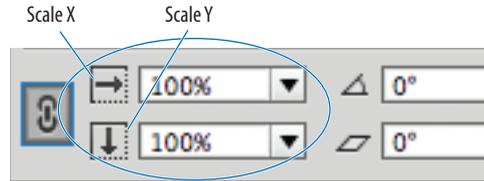
5. Press Enter or Return to apply the changes.

**TIP** You can also scale text within a text frame by dragging on the edge of the frame while holding the Cmd/Ctrl key. Hold Cmd/Ctrl-Shift and drag by a corner point to scale proportionally. This also applies to text frames in groups.

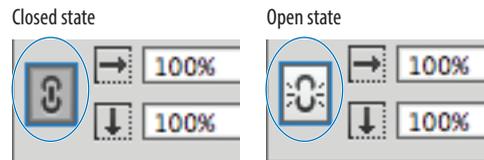
### To scale proportionally with the Transform panel:

1. Select an object or objects.
2. If the Link icon is in the open state, click to close it **B**.
3. Enter an amount in either the Scale X or Scale Y fields. You do not have to enter an amount in both fields. The closed Link icon forces both fields to display the same amount.
4. Press Enter or Return to apply the changes.

**TIP** Hold the Cmd/Ctrl key as you press the Enter or Return key to scale proportionally even if the Link icon is in the open state.



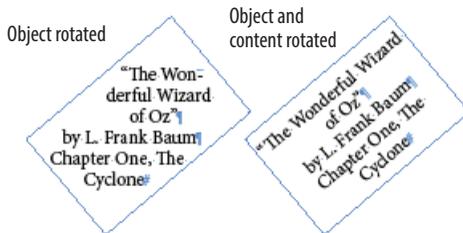
**A** The Scale X and Y fields in the Transform panel let you apply percentage amounts to scale objects.



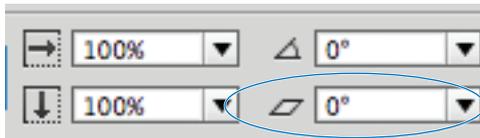
**B** The Link icon in the closed state forces both the Scale X and the Scale Y fields to the same amount. In the open state, you can enter different amounts for the Scale X and Scale Y fields.



**C** The Rotation field in the Transform panel lets you change the angle of objects.



**D** The difference between rotating an object or rotating an object and its content.



**E** The Shear field in the Transform panel lets you distort the shape of objects.



**F** The difference between shearing an object or shearing an object and its content.

You can also rotate objects using the Transform panel.

#### To rotate with the Transform panel:

1. Select the object or objects.
- TIP** Use the Selection tool to rotate the object and its contents. Use the Direct Selection tool to rotate only the object.
2. If necessary, change the reference point.
  3. Enter the amount of rotation in the Rotation field **C**.
- TIP** The Rotation field also has a pop-up list from which to choose the amount of rotation.
4. Press Enter or Return to apply the changes **D**.

You can also shear objects using the Transform panel.

#### To shear with the Transform panel:

1. Select the object or objects.
- TIP** Use the Selection tool to shear the object and its contents. Use the Direct Selection tool to shear only the object.
2. If necessary, change the reference point.
  3. Enter the amount of distortion in the Shear field **E**.
- TIP** The Shear field also has a pop-up list from which to choose the amount of shearing.
4. Press Enter or Return to apply the changes **F**.

## Using the Transform Commands

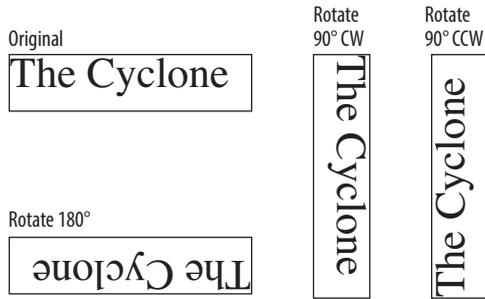
In addition to the transform tools and transform fields, there are a whole bunch of transform commands you can use on objects. These commands make it easy to perform commonly used transformations, such as rotating and flipping objects.

### To rotate with the transform commands:

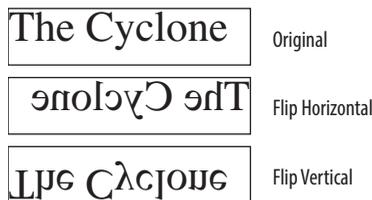
1. Select an object or objects.
2. Click to open the Transformation panel menu.  
*or*  
Choose **Object > Transform**.
3. Choose one of the rotation settings as follows **A**:
  - Rotate 90° CW (clockwise).
  - Rotate 90° CCW (counterclockwise).
  - Rotate 180°.

### To flip objects using the transform commands:

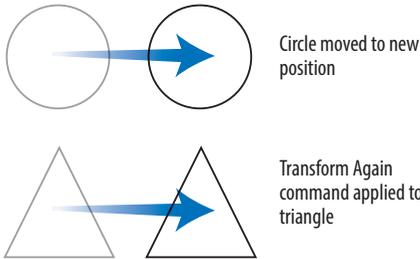
1. Select an object or objects.
2. Click to open the Transform panel menu.  
*or*  
Choose **Object > Transform**.
3. Choose one of the flip settings as follows **B**:
  - Flip Horizontal.
  - Flip Vertical.



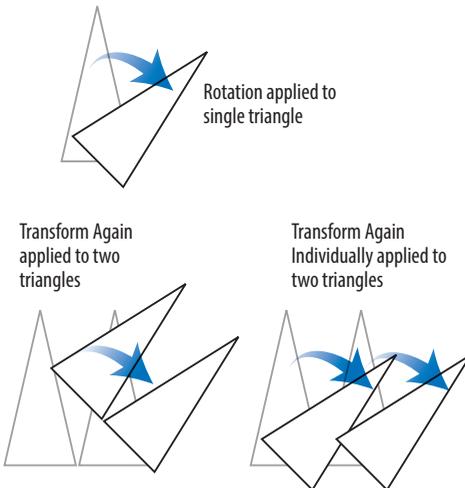
**A** The effects of rotating objects using the Transform submenu.



**B** The effects of flipping objects using the Transform submenu.



**C** The **Transform Again** command allows you to duplicate transformation commands applied to objects.



**D** The differences between the **Transform Again** command and the **Transform Again Individually** command when applied to multiple objects.

When you perform a transformation on an object, that transformation is stored in InDesign's memory. You can then perform the same transformation again on another object — even in another document! This is similar to Illustrator's **Transform Again** command.

### To repeat transformations:

1. Use any of the transform commands on a selection.
2. Select a different object or objects.
3. Choose one of the following from the **Object > Transform Again** submenu.
  - **Transform Again** applies the last single transform command to the selection as a whole **C**.
  - **Transform Again Individually** applies the last single transform command to each object in the selection **D**.
  - **Transform Sequence Again** applies the last set of transformation commands to the selection as a whole.
  - **Transform Sequence Again Individually** applies the last set of transformation commands to each object in the selection.

**TIP** InDesign remembers all the transformation commands until you select a different object or perform a different task.

**TIP** InDesign can even remember an **Opt/Alt-drag** transformation that duplicated an object.

## Using the Arrange Commands

Objects in InDesign are layered on top of one another in the same order they were created. (This is sometimes called the *stacking order*.) The first object created is behind the second, the second behind the third, and so on. Though you may not see the layering when objects are side by side, it is apparent when they overlap **A**.

**TIP** The layering of objects is not the same as the layers of a document. (See Chapter 11, “Layers,” for more information on working with layers.)

The Arrange commands allow you to move objects through the stacking order.

### To move up or down one level in a stack:

1. Select the object you want to move.
  2. Choose **Object > Arrange > Bring Forward** to move the object in front of the next object in the stacking order **B**.
- or

Choose **Object > Arrange > Send Backward** to move the object behind the next object in the stacking order **C**.

### To move up or down the entire stack:

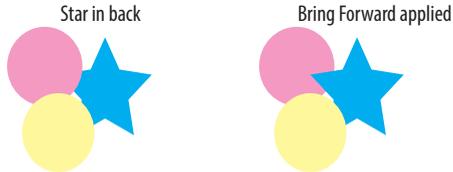
1. Select an object you want to move.
2. Choose **Object > Arrange > Bring to Front** to move the object in front of all the others in its layer **D**.

or

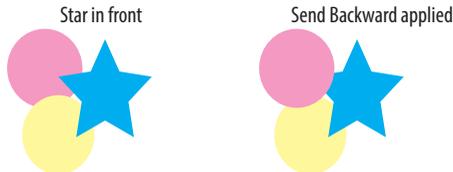
Choose **Object > Arrange > Send to Back** to move the object behind all the others in its layer **E**.



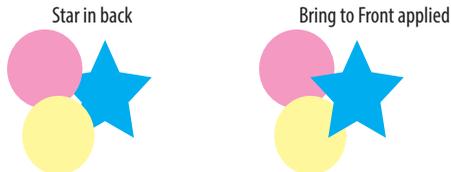
**A** When two objects overlap, it is obvious which object is in front of the other.



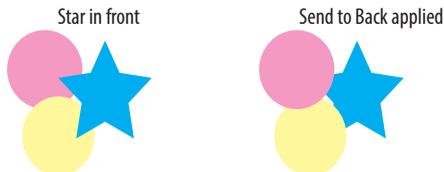
**B** Effects of the Bring Forward command.



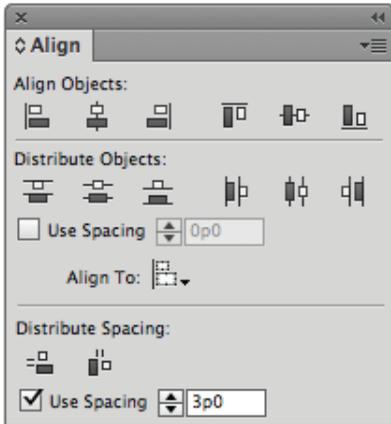
**C** Effects of the Send Backward command.



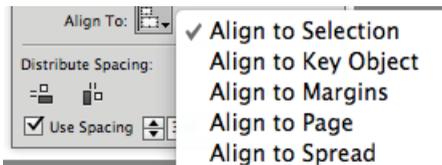
**D** Effects of the Bring to Front command.



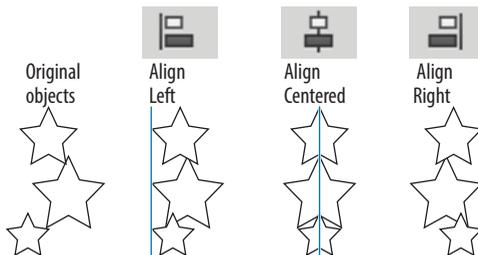
**E** Effects of the Send to Back command.



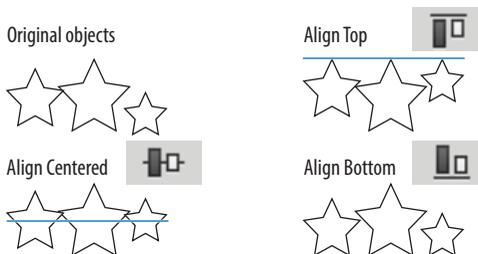
**F** Use the **Align panel** to arrange objects in an orderly fashion.



**G** The **Alignment menu** lets you choose how the objects should be aligned.



**H** Effects of the **vertical alignment icons**.



**I** Effects of the **horizontal alignment icons**.

## Aligning Objects

The Align panel provides commands that align objects or distribute them evenly along a horizontal or vertical axis.

### To work with the Align panel:

1. Choose **Window > Object & Layout > Align**. This opens the Align panel **F**.
2. Choose Show Options from the Align panel menu to see all the commands in the panel.

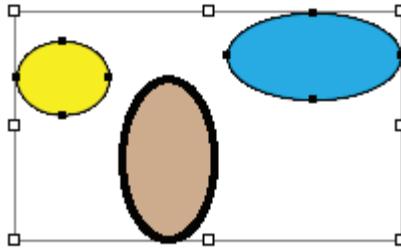
### To align objects:

1. Select two or more objects.
2. Use the Alignment menu to choose to what items the objects should align **G**.
  - **Align to Selection** uses the objects themselves for alignment.
  - **Align to Key Object** lets you designate a specific object to which the others align. (See the next exercise for how to designate the key object.)
  - **Align to Margins** uses the margins for alignment.
  - **Align to Page** uses the page trim for alignment.
  - **Align to Spread** uses the size of the spread for alignment.
3. Click an alignment icon as follows:
  - Click a vertical alignment icon to move the objects into left, centered, or right alignment **H**.
  - Click a horizontal alignment icon to move the objects into top, centered, or bottom alignment **I**.

**TIP** The align commands move objects based on the best representation of the controls. For instance, the Align Left command uses the leftmost object; Align Top uses the topmost object, and so on.

### To align to a key object:

1. With the objects selected, choose Align to Key Object from the Alignment menu. A thick border appears around one of the selected objects **A**.
2. Click another object. The thick border appears around that object. That is the new key object.
3. Click one of the alignment options in the Align panel. The objects align to the designated key object.



**A** The designated key object is indicated by a thick border.

You can also move objects so the spaces between certain points of the objects are equal. This is called *distributing* objects.

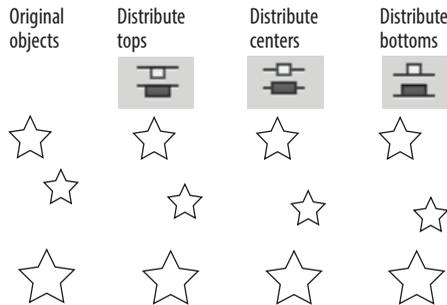
### To distribute objects:

1. Select three or more objects.
2. Click a distribute icon as follows:
  - Click a vertical distribute icon to move the objects so that their tops, centers, or bottoms are equally distributed **B**.
  - Click a horizontal distribute icon to move the objects so that their left edges, centers, or right edges are equally distributed **C**.

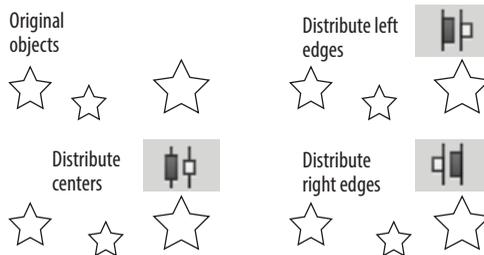
You can also distribute objects based on their size. This ensures that the space between the objects is equal.

### To distribute the space between objects:

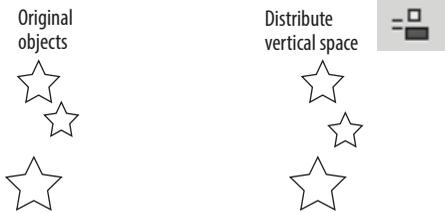
1. Select three or more objects.
2. Click a distribute space icon as follows:
  - Click the vertical space icon to move objects so the vertical spaces between them are equal **D**.
  - Click the horizontal space icon to move objects so the horizontal spaces between them are equal **E**.



**B** Effects of the vertical distribute icons. Notice that the middle object changes position to create an even distribution.



**C** Effects of the horizontal distribute icons. Notice that the middle object changes position to create an even distribution.



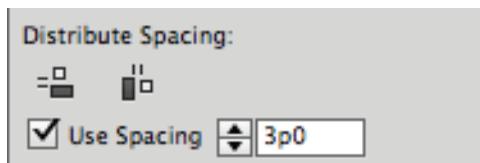
**D** Effect of the **vertical distribute space icon**.



**E** The effect of the **horizontal distribute space command**.



**F** The **Use Spacing option for Distribute Objects** lets you set a specific distance between the tops, centers, bottoms, or sides of objects.



**G** The **Use Spacing option for Distribute Spacing** lets you set a specific distance between objects.

The Align panel also has controls to space objects numerically. You can apply a numerical distance between the tops, centers, bottoms, or sides of objects.

#### To use spacing to distribute objects:

1. Select two or more objects.
2. Select Use Spacing in the Distribute Objects section of the Align panel **F**.
3. Enter the numerical distance in the Use Spacing field.
4. Click one of the Distribute Objects icons. Now the objects are separated by a specific space inserted between the tops, centers, bottoms, or sides of the objects.

**TIP** If a positive number moves the objects in the wrong direction, use a negative number.

You can also set a specific numerical distance between the objects themselves. This is very useful when you want the same amount of space between objects, but the objects themselves have different sizes.

#### To set the spacing between objects:

1. Select two or more objects.
2. Select Use Spacing in the Distribute Spacing section of the Align panel **G**.
3. Enter the numerical distance in the Use Spacing field.
4. Click one of the Distribute Spacing icons. Now a specific amount of space is added between the objects horizontally or vertically.

**TIP** If a positive number moves the objects in the wrong direction, use a negative number.

## Smart Dimensions; Smart Spacing

Just as Smart Guides can align to margins and objects, they also give you feedback that can help you create an object that is the same size as another object on the page.

### To show or hide Smart Guides:

Choose **Window > Grids & Guides > Smart Guides**. This turns the Smart Guides on or off.

One of the options for Smart Guides is the Smart Dimensions feature. This helps you create objects that have the same width or height.

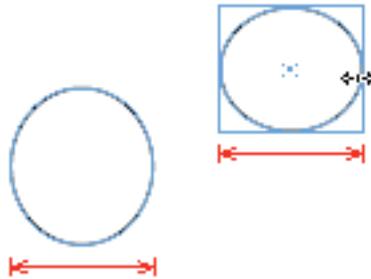
### To create objects with the same dimensions:

1. Create one object that has a certain width or height.
2. Drag to create a new object. As you drag, watch for a dimension arrow that appears next to the width or height **A**. This is the Smart Dimension indicator that says the two objects have the same dimension.

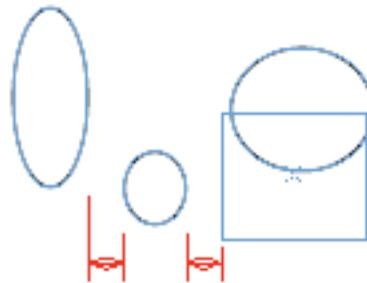
Another option for Smart Guides is the Smart Spacing feature. This makes it easy to evenly distribute objects so that the spaces between them are equal.

### To position objects with the same spacing:

1. Create two objects that have a certain space between them.
2. Position a third object on the page. As you drag, watch for the Smart Spacing indicators that appear between the objects **B**. This indicates that the three objects are spaced evenly.



- A** The **Smart Dimension indicators** appear when an object is the same width or height as another.

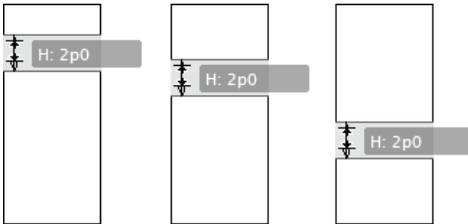


- B** The **Smart Spacing indicators** appear when an object is the same distance away from one object as it is from another.

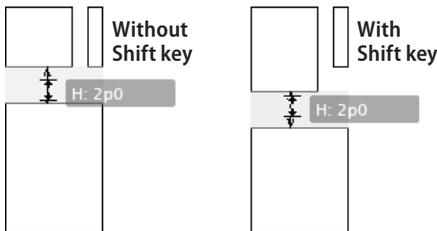




**C** The Gap tool in the Tools panel changes the size of objects without affecting the size of the space between the objects.



**D** As the Gap tool drags between two objects, the size of the objects changes while the size of the gap remains constant.



**E** When the Shift key is pressed, the Gap tool effect is applied only to the two objects closest to the cursor.

## Using the Gap Tool

Gaps are the spaces between objects. There may be times when you want to change the size of two objects, but keep the same amount of space (gap) between them. The Gap tool makes it very easy to change the width or height of the objects without affecting the size of the gap between them.

**TIP** The Gap tool can work on either horizontal or vertical gaps.

### To use the Gap tool to resize objects:

1. Select the Gap tool in the Tools panel **C**.
2. Move the cursor inside the space between two objects. A gray highlight and double-headed gap cursor appear. This indicates that the gap space has been selected.
3. Drag the cursor up and down for horizontal gaps or left and right for vertical gaps. The gap remains constant while the sizes of the objects change **D**.
4. Use the following modifiers to change how the Gap tool works:
  - Hold the Shift key to apply the effects of the Gap tool to only the two objects closest to the cursor **E**.
  - Hold the Cmd/Ctrl key to resize the gap instead of moving it.
  - Hold the Opt/Alt key to move the objects and the gap without changing their sizes.
  - Hold the Cmd+Opt/Ctrl+Alt keys to resize the gap and move the objects.

**TIP** The Gap tool can be applied even if there is no space between two objects. The Gap tool then modifies the size of the objects without opening any space between them.

## Grouping and Pasting Into Objects

You can group objects so you can easily select and modify them as a unit.

### To group objects:

1. Select the objects you want to group.
2. Choose **Object > Group**. A dotted-line bounding box encloses all the objects **A**.

You can also create groups within groups. This is called *nesting*.

### To nest groups:

1. Select the grouped objects.
2. Hold the Shift key and select another object or group.
3. Choose **Object > Group**.

Once you have grouped objects, you can select individual objects within the group.

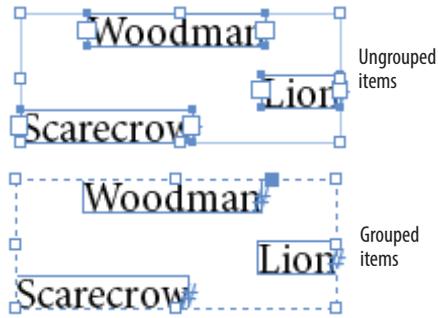
### To select groups or objects within groups:

Click once on any item in the group. The group is selected as a whole.

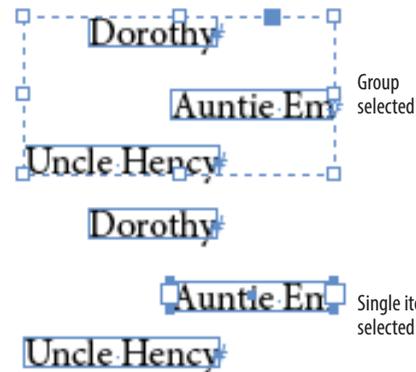
or

Double-click to select a specific item in the group **B**.

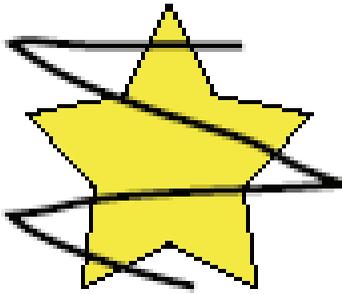
**TIP** The first double-click may act like the Direct Selection tool and select just part of the object. If this happens, double-click again to select the entire item.



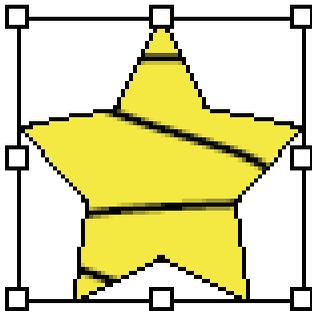
**A** When selected with the Selection tool, **grouped items display a dashed line around the group.**



**B** When selected with the Direct Selection tool, **a single item in a group is displayed on its own.**



**C** An object to be pasted into another should be positioned over the other.



**D** The **Paste Into** command displays the content only within the borders of the container.

### To use commands to select objects within groups:

1. Use the Selection tool to select the group.
2. Choose **Object > Select > Content**. This selects the topmost object in the group.
3. Choose **Object > Select > Previous Object**. This selects the object that is layered below the selected object.

or

Choose **Object > Select > Next Object**. This selects the object that is directly above the selected object.

### To ungroup objects:

1. Select the group.
2. Choose **Object > Ungroup**.
3. If you have nested groups, continue to ungroup the objects as necessary.

You can also paste an object into a frame. InDesign refers to the object that is pasted as the *content*. It refers to the frame that holds the object as the *container*.

### To paste an object into another:

1. Select the first object and position it over the second object **C**.
2. Choose **Edit > Cut** to place the first object on the computer clipboard.
3. Select the second object and choose **Edit > Paste Into**. The content appears within the borders of the container **D**.

**TIP** To paste multiple objects, group the objects together.

### To remove pasted-in content:

1. Use the Direct Selection tool to select the pasted-in content.
2. Choose **Edit > Cut**.

**TIP** The pasted-in content can be placed back on the page by choosing **Edit > Paste**.

## Using the Measure Tool

There are many places where you can find the numerical sizes of items. But what if you want to measure the distance to another item? That's where the Measure tool is so helpful.

### To measure distances using the Measure tool:

1. Choose **Window > Info** to open the Info panel.

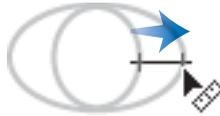
**TIP** All amounts measured by the Measure tool are displayed in the Info panel.

2. Click the Measure tool in the Tools panel **A**. The Measure tool is in the flyout menu under the Eyedropper tool.
3. Place the Measure tool on the start point and drag to the end point. A measuring line appears on the page **B**. The Info panel displays the following attributes **C**:

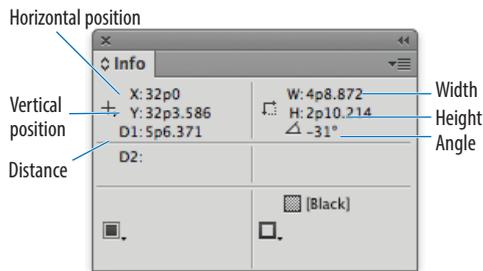
- **Horizontal position** displays the X coordinate of the first point in the line or whichever point is then moved.
- **Vertical position** displays the Y coordinate of the first point in the line or whichever point is then moved.
- **Distance** shows the length of the line.
- **Width** shows the width of the bounding box that would enclose the line.
- **Height** shows the height of the bounding box that would enclose the line.
- **Angle** shows the angle on which the line was drawn.



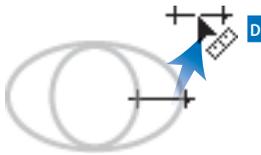
**A** The Measure tool in the Tools panel.



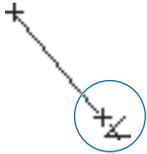
**B** Drag the Measure tool to measure the distance between two points.



**C** The measurements displayed in the Info panel for the measuring line drawn with the Measure tool.



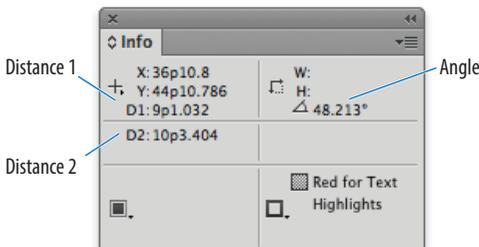
**D** Drag the line segment of the measuring line to move it to a new position.



**E** The angle cursor indicates that you are about to create a second measuring line.



**F** Two measuring lines let you measure angles with the Measure tool.



**G** The Info panel display for two measuring lines.

Once you have drawn a measuring line, you can move it to other areas of the page.

### To move a measuring line:

1. With the Measure tool still selected, position the cursor over the measuring line.
2. Drag the line to a new position **D**.

**TIP** Do not position the cursor over the start or end points of the measuring line.

You can also change the start or end points of the measuring line.

### To reposition the points of the measuring line:

1. With the Measure tool still selected, position the cursor over either point in the measuring line.
2. Drag the point to a new position.

You can also extend a second line out from the origin of the measuring line to create an electronic protractor to measure angles.

### To measure angles:

1. Drag the first line with the Measure tool.
2. Hold the Opt/Alt key and move the Measure tool back to the origin of the first line. An angle cursor appears **E**.
3. Drag to create a second line extending out from the origin point **F**. The Info panel displays the distance of the second line, as well as the angle between the measuring lines **G**.

**TIP** No bounding box is displayed when two measuring lines are created.

## Using the Info Panel with Objects

The Info panel also gives you information about the document, text, and placed images.

### To see the document information:

Deselect any objects on the page. The Info panel displays the following **A**:

- **Location** of the file on the computer.
- **Last Modification** date and time.
- **Author** as entered in the File Info (File > File Info) dialog box.
- **File size**.

### To see the text information:

Place your insertion point inside a text frame or highlight the text in the frame. The Info panel displays the following **B**:

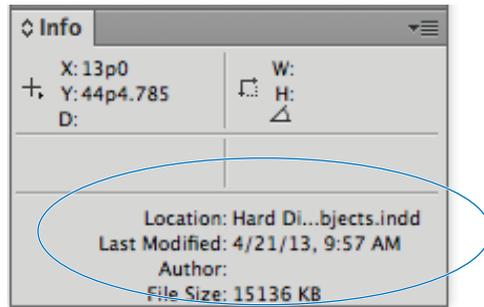
- **Characters** in the frame or selection.
- **Words** in the frame or selection.
- **Lines** in the frame or selection.
- **Paragraphs** in the frame or selection.

**TIP** If there is any overset text, it is displayed as a number with a plus sign.

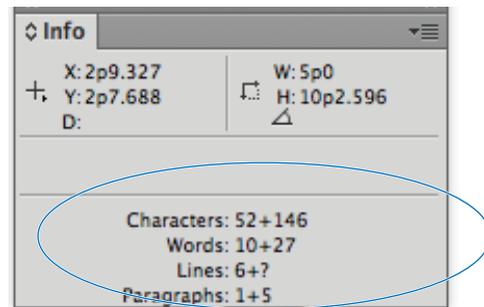
### To see the placed object information:

Select a frame that contains a placed image, or the placed image itself. The Info panel displays the following **C**:

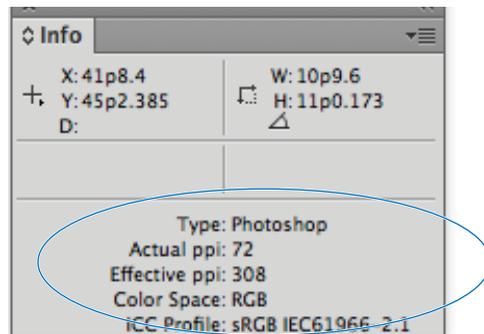
- **Type** of placed image.
- **Actual ppi (points per inch)** resolution of the image.
- **Effective ppi** resolution of the image if you have scaled it in InDesign.
- **Color Space** of the image.
- **ICC Profile** (if applicable) may also be shown.



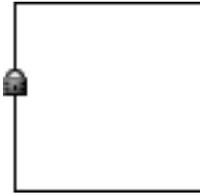
**A** With no objects selected, the Info panel displays **document information**.



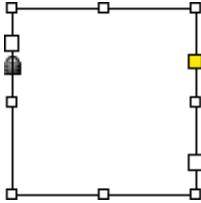
**B** With text selected, the Info panel displays **text information**.



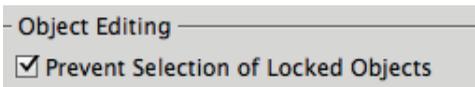
**C** With a placed image selected, the Info panel displays **placed image information**.



**D** The **Padlock cursor** indicates that the Lock Position command has been applied.



**E** An object that is locked and that has also been selected.



**F** Deselect the preference **Prevent Selection of Locked Objects** to be able to select locked objects.

## Locking Objects

You can also lock objects so they cannot be moved or modified. This prevents people from inadvertently destroying your layout.

### To lock the position of an object:

With the object you want to lock selected, choose **Object > Lock Position**. A small padlock appears if you try to move or modify the object **D**.

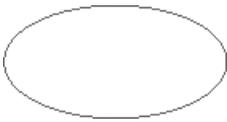
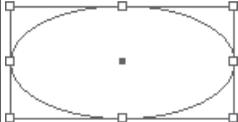
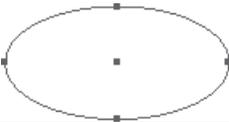
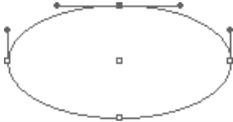
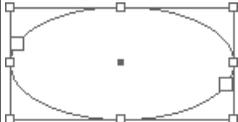
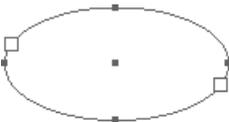
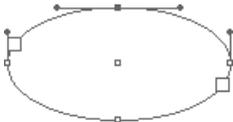
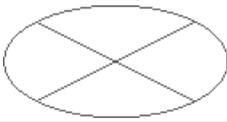
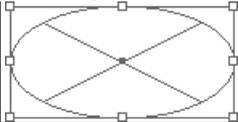
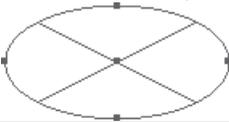
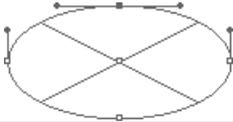
### To unlock objects:

Choose **Object > Unlock All on Spread**. This unlocks the objects and leaves them selected on the page.

**TIP** Many versions ago, locked objects were locked only for position. You could still select and change the colors and contents of locked objects **E**. If you want InDesign to work this older way, choose **Preferences > General** and deselect the option **Prevent Selection of Locked Objects** **F**.

# Selecting Frames

Use this chart as a guide to let you know what type of object you have selected and which parts of the object can be selected using the Selection tool or the Direct Selection tool.

<b>Unassigned frames</b>			
Not selected.	Selected with Selection tool. Notice the bounding box around the object.	Selected with Direct Selection tool. Notice there is no bounding box.	One point selected with Direct Selection tool.
			
<b>Text frames</b>			
Not selected. Notice there is no indication that this is a text frame.	Selected with Selection tool. Notice the bounding box and the text in and out ports.	Selected with Direct Selection tool. Notice there is no bounding box but the text in and out ports are visible.	One point selected with Direct Selection tool.
			
<b>Graphic frames</b>			
Not selected. Notice diagonal lines that indicate it is a graphic frame.	Selected with Selection tool. Notice the bounding box.	Selected with Direct Selection tool. Notice there is no bounding box.	One point selected with Direct Selection tool.
			
<b>Graphic frames with a placed image</b>			
<i>For more information on working with placed images, see Chapter 8, "Imported Graphics."</i>			
Not selected.	Frame selected with Selection tool. Notice the bounding box for the frame.	Frame selected with Direct Selection tool. Notice there is no bounding box but the points are selected.	Content selected with Direct Selection tool. Notice that the color of the bounding box for the placed image is the inverse of the color of the frame's bounding box.
			

# Index

100% frame size, explained, 201

## A

absolute numbering, 257

Add Anchor Point tool, 186

Adobe Bridge, opening from  
Application bar, 36

Adobe Illustrator. *See Illustrator*

Adobe InDesign

file format, 189, 195, 198

placing pages in, 198

Snippet file format, 473

Tagged Text, 472

Adobe Paragraph Composer, 389

Adobe PDFs. *See PDF files*

Adobe Photoshop

file format, 189, 195–196

file transparency, 209

layer comps, 196

Adobe.com, searching, 37

Align panel, spacing objects  
numerically, 105

Align Stroke, setting, 148

aligning objects, 103–105

aligning to pages, 27

alignment character, setting, 293

alignment options

Align Away From Spine, 61

Align Towards Spine, 61

Centered, 61

Flush Left, 61

Flush Right, 61

Justified All, 61

Justified Last Centered, 61

Justified Last Left, 61

Justified Last Right, 61

All Caps style, applying, 54

Alt key. *See keyboard shortcuts*

alternate layouts

creating, 448

naming, 448

page sizes, 448

rearranging, 449

setting, 449

source pages, 448

uses for, 448

anchor points

explained, 174

modifying, 181

anchored objects. *See also objects*

Above Line radio button, 229

Alignment list, 229

creating, 227

options, 228–229

Position list, 228

angles, measuring, 111

animated objects

creating button for, 432

reordering, 433

setting delay, 433

animation. *See also objects*

adding to objects, 430

looping, 434

motion acceleration, 431

motion deceleration, 431

of objects together, 434

pacing, 434

prompting, 431

- removing from objects, 432
- setting events, 431
- SWF, 431
- timing, 433–434
- timing and speed settings, 431
- Animation panel, opening, 430
- Appearance of Black preferences, 502
- Application bar
  - changing magnification from, 36
  - changing view modes, 37
  - changing view options, 36
  - changing workspaces, 37
  - opening Adobe Bridge from, 36
  - searching Adobe.com, 37
  - tiling documents, 37
- Arrange commands, 102
- arrows, adding, 156
- artwork. *See graphics*
- ASCII files, Import options, 245
- Attributes panel, overprinting colors, 138. *See also object attributes*
- audio. *See sounds*
- Auto Leading percentage, setting, 393
- Autocorrect preferences, 500
- auto-fit commands. *See also images; text*
  - Frame Fitting Options, 455
  - images, 455
  - text, 456

## B

- baseline grid
  - aligning first line, 397
  - aligning text to, 397
  - customizing for text frames, 398
  - setting, 396
- baseline shift, setting, 57
- Bevel effects, 145, 163
- Bézier curves, 174
- Black Color Panel, 118
- bleed options, setting, 12, 23, 463
- Bleed view mode, 31
- blend mode effects, 158–159
- book options
  - Export Book, 264
  - Package, 264
  - Preflight Book, 264
  - Print Book, 264
- bookmarks
  - advantages, 404
  - creating, 413
  - deleting, 414
  - description, 404
  - limitations, 404
  - making lots of, 414
  - nesting, 415
  - renaming, 414
  - repositioning, 415
  - unnesting, 415
  - using TOC feature, 414
- books
  - adding documents, 260
  - adjusting page numbers, 263
  - alert for file modification, 262
  - chapter numbers, 264
  - creating, 260
  - document numbers, 263
  - Missing Icon, 262
  - opening documents, 261
  - removing documents, 260
  - reordering documents, 261
  - replacing files, 262
  - style source, 261
  - Synchronize Options, 262
  - updating files, 262

- updating numbering, 264
- borders, adding around tables, 316
- bounding box handles, 90
- Break character, inserting, 248
- break characters
  - Column, 248
  - Even page, 248
  - Frame, 248
  - Odd page, 248
  - Page, 248
  - showing, 248
- Bridge, opening from Application bar, 36
- Bring Forward command, 102
- Bring to Front command, 102
- bullets
  - applying to paragraphs, 63
  - converting to text, 65
  - customizing, 64
  - formatting in paragraphs, 63
  - positioning, 65
- button events
  - On Blur (PDF), 424
  - changing position of actions, 425
  - choosing actions, 425
  - On Click, 424
  - deleting actions, 425
  - On Focus (PDF), 424
  - On Release or Tap, 424
  - On Roll Off, 424
  - On Roll Over, 424
- button properties, removing, 423
- button states
  - changing visibility, 427
  - deleting, 426
- buttons
  - advantages, 404
  - changing appearance states, 426
  - converting objects to, 423

- converting to objects, 423
- creating, 423
- creating for animated objects, 432
- description, 404
- limitations, 404
- naming, 423
- samples, 427
- setting appearances, 426
- showing and hiding, 424

Buttons and Forms panel

- Actions menu, 425
- viewing, 423

Buttons and Forms panel, viewing, 428

## C

captions

- adding to images, 337–339
- live, 339
- metadata information, 338
- position and style, 338
- static, 339
- workflow, 339

case, changing, 325

cell options

- First Baseline area, 315
- setting for text, 314
- text vertical alignment, 314
- vertical justification spacing, 315

cell styles

- defining, 382
- versus table styles, 295

cells. *See also Excel; table cells*

- adding diagonal lines, 322
- choosing for importing, 298
- converting into headers, 311
- customizing fill, 318
- customizing strokes around, 317
- diagonal lines, 322

- formatting, 298
  - icon, 323
  - merging, 313
  - preserving formatting, 316
  - splitting, 313
  - unmerging, 313
- Centered alignment, 61
- centering graphics in frames, 202
- centering to pages, 27
- chapter numbers
  - adding, 258
  - setting for book files, 264
  - specifying, 258
- character attributes
  - applying, 353
  - sampling, 353
- Character panel. *See also Glyphs panel; hidden characters; special characters; white space character widths*
  - electronic style options, 54–55
  - favorite panels, 52
  - font families, 50–51
  - font style, 51
  - opening, 50
  - search options, 51
- character spacing, setting, 56
- character styles
  - applying, 368
  - deleting, 372
  - overriding, 370
  - setting to text hyperlinks, 407
  - strategies, 368
- Character Styles panel
  - defining styles, 360
  - opening, 360
- clipboard, explained, 48
- Clipboard Handling preferences, 503
- Close Path command, 186
- closing documents, 39–40
- Cmd key. *See keyboard shortcuts*
- CMYK colors
  - defining, 118–119
  - explained, 116
- color
  - CMYK (cyan, magenta, yellow, black), 116
  - Lab, 117, 120
  - mixed inks, 117
  - RGB (red, green, blue), 116, 119
  - spot, 117
  - tints, 117
- color groups
  - creating, 129
  - deleting, 129
  - removing colors from, 129
- Color Panel
  - Black, 118
  - CMYK colors, 118
  - options, 118
  - tinting swatches, 131
  - transferring colors from, 122
- Color Picker
  - CMYK controls, 133
  - defining color swatches, 133
  - defining colors, 133
  - Lab mode, 133
  - RGB mode, 133
- Color preflight category, 468
- color swatches. *See swatches*
- colors
  - adding from swatch libraries, 130
  - converting out-of-gamut, 120
  - creating defaults, 128
  - defining using Color Picker, 133
  - naming unnamed, 128
  - overprinting, 138

- process, 124
- “Registration,” 122
- sampling with Eyedropper tool, 137
- spot, 124
- Column break, inserting, 248
- column guides
  - explained, 23
  - moving, 24
  - unlocking, 24
- column width
  - changing visually, 307
  - setting numerically, 307
- columns
  - changing, 16
  - changing number of, 303
  - creating using guides, 25
  - deleting, 305
  - distributing automatically, 307
  - icon, 323
  - inserting into tables, 304–305
  - selecting, 301
  - setting, 15
  - setting number of, 10
  - spanning, 77
  - splitting, 77
  - width control, 323
- commands, adding shortcuts to, 491. *See also menu commands*
- composing text, 389
- Composition preferences, 497
- compound paths
  - creating, 143
  - releasing, 143
- compound shapes. *See also shapes*
  - adding images to, 192
  - creating, 192
  - splitting, 192
- conditional text. *See also text*
  - applying, 344
  - controlling indicators, 345
  - creating, 343
  - hiding, 345
  - importing, 345
  - indicator appearance, 344
  - modifying, 343
  - showing, 345
- conditional text sets
  - applying, 346
  - creating, 346
- content
  - collecting, 442
  - controlling item placement, 443
  - Load Conveyer command, 444
  - placing, 443
  - placing linked, 444
- Content Placer tool, 445
- contextual menus, displaying, 8
- control handles
  - explained, 174
  - moving, 178
- Control panel
  - character settings, 78
  - Fit icons, 202
  - paragraph settings, 78
  - using with tables, 323–324
- copies, creating for documents, 39
- copying. *See also duplicating*
  - graphics between frames, 190
  - objects, 88
  - objects while dragging, 87
  - text, 48
  - while rotating, 92
  - while scaling, 92
  - while shearing, 92
- corner curves, creating, 176
- corner options

cross-references, *continued*  
*from previous page*

- applying to objects, 156
- Live Corner Options controls, 157

corner points, changing, 177

Creative Cloud software, differences in, 38

cross-references

- advantages, 404
- Appearance controls, 412
- defining, 410
- description, 404
- Format menu, 412
- limitations, 404
- setting paragraph styles as, 411
- setting text, 412
- setting text anchors as, 411

Ctrl key. *See keyboard shortcuts*

cursor, loaded, 190, 247

curves

- changing, 177
- closing paths with, 176
- creating, 176
- smooth, 176

custom objects, setting options,  
230. *See also objects*

Cut option, choosing, 48

cutting objects, 88

## D

defaults

- restoring, 504
- setting, 15

Delete Anchor Point tool, 186

Delete command, using with paths, 186

deleting

- actions for button events, 425
- bookmarks, 414

button states, 426

character styles, 372

color groups and swatches, 129

color swatches, 125–126

columns, 305

content in table cells, 305

document presets, 17

effects, 160

Find/Change formatting options, 333

gradient color stops, 135

hyperlinks, 409

items from libraries, 283

items on layers, 280

keyboard shortcuts, 492

layers, 273

pages, 237

paragraph styles, 372

paths with Erase tool, 185

points, 185

points from paths, 180

points on paths, 186

print presets, 464

rows, 304

ruler guides, 26

saved searches, 336

segments in paths, 181

states from multi-state objects, 438

strokes from documents, 155

swatches, 125–126

tables, 305

unused colors, 126–127

unused layers, 278

workspaces, 4

Desktop Color Separation file format, 189

diagonal lines, adding in cells,  
322. *See also lines*

Dictionary preferences, 499

dimensions. *See Smart Guides*

Direct Selection tool, 91, 108, 178

- Display Performance preferences, 502
  - distances, measuring, 110–111
  - distorting text, 58
  - document defaults, setting, 15
  - document grids
    - changing appearance, 28
    - displaying, 28
    - hiding, 28
    - Snap to Grid, 28–29
  - document information, seeing, 112
  - Document pages, 234
  - document pages
    - converting to master pages, 251
    - modifying master elements, 252
  - Document preflight category, 469
  - document presets
    - applying, 18
    - creating, 17
    - deleting, 17
    - editing, 18
    - exporting, 18
    - saving, 17
  - document rulers
    - hiding, 19
    - showing, 19
    - unit of measurement, 19–20
    - zero point, 20
  - document sections, creating, 256
  - document setup, changing, 16
  - document windows, arranging, 35
  - documents
    - accessing saved versions, 39
    - adding to books, 260
    - advanced options, 12
    - closing, 39–40
    - creating copies of, 39
    - Facing Pages option, 10
    - importing, 18
    - Make Same Size icon, 12
    - opening in books, 261
    - packaging for printing, 470
    - page numbers, 10
    - Page Size pop-up, 10
    - preflighting, 466
    - previewing, 11
    - printing, 458
    - removing from books, 260
    - reordering in books, 261
    - setting options, 10
    - setting origin, 20
    - storing objects, 10
    - tiling using Application bar, 37
  - dragging text, 49
  - drawing
    - curves, 176
    - lines, 175
    - with Pencil tool, 182
  - drop caps
    - applying, 373
    - creating, 66
    - setting attributes, 66
  - drop shadows, adding. *See also effects*
  - Duplicate command, using with text, 49
  - duplicating. *See also copying*
    - layers, 272
    - objects, 88–89
    - pages, 237
    - styles, 362
    - swatches, 127
- E**
- editing
    - stroke styles, 154
    - text, 47
  - effects. *See also drop shadows*
    - Bevel, 163

- Emboss, 163
- Feather, 164–165
- Glow, 162
- removing, 160
- Satin, 163
- Shadow, 161
- Effects dialog box
  - Clear All Transparency icon, 160
  - opening, 160
- electronic books. *See books*
- electronic styles, applying, 54–55, 59
- elliptical frames
  - creating, 83
  - drawing, 42
- em space, explained, 79
- Emboss effects, 163
- en space, explained, 79
- Encapsulated PostScript
  - file format, 189, 195
- Enhanced Metafiles, 189
- EPS export file option, 472
- EPUB (Fixed Layout), 472, 486
- EPUB (Reflowable)
  - export file option, 472
  - exporting as, 485
- Erase tool, 185, 186
- Even page break, inserting, 248
- Excel, importing tables from, 297. *See also cells*
- Excel files
  - controlling formatting, 245
  - Import Options, 244
- export file options. *See also file formats*
  - Adobe InDesign Tagged Text, 472
  - Adobe PDF (Interactive), 472
  - EPS, 472
  - EPUB (Fixed Layout), 472, 486

- EPUB (Reflowable), 472, 485
- Flash CS6 Professional (FLA), 472
- Flash Player (SWF), 473
- HTML, 473, 486
- InCopy Document, 473, 484
- InDesign Markup (IDML), 473, 484
- InDesign Snippet, 473
- JPEG, 473, 487
- PNG, 473, 487
- Rich Text Format, 473
- Text Only, 473
- XML, 473
- exporting
  - document presets, 18
  - entries in dictionary, 329
  - InCopy file, 484
  - printer presets, 465
  - text, 488
- Eyedropper tool
  - applying object attributes, 169
  - character attributes, 353
  - paragraph attributes, 353
  - precision, 170
  - sampling attributes, 170
  - sampling object attributes, 169
  - setting options, 169
  - setting options for text, 352
  - text attributes, 353
  - using, 137
  - white versus black, 169

## F

- facing pages, setting, 10, 13–14
- favorite fonts
  - designating, 52
  - viewing, 52
- Feather effects
  - adding, 164
  - directional, 164

- gradients, 165
- figure space, explained, 79
- file formats. *See also export file options*
  - AI, 189
  - BMP, 189
  - DCS, 189
  - EMF, 189
  - EPS, 189
  - GIF, 189
  - H.264-encoded, 416
  - ID, 189, 190
  - JPEG, 189
  - movies and sounds, 416
  - MP3 and MP4, 416
  - PCX, 189
  - PDF, 189, 197
  - PICT, 189
  - PNG, 189
  - PS, 189
  - PSD, 189
  - SCT, 189
  - TIFF, 189
  - WMF, 189
- File Handling preferences, 503
- files
  - naming, 38
  - opening within InDesign, 40
  - recovering, 40
  - saving, 38
- fill and stroke settings, swapping, 144
- fill effects, dragging onto objects, 140
- fills. *See also gradient fills; strokes and fills*
  - applying, 140
  - applying to selected text, 141
  - applying to text in frames, 141
  - compound paths, 143
  - setting to overprint, 138
- fills of None, applying, 143
- Find Font
  - making changes, 350
  - replacing missing fonts, 350
- Find/Change mode. *See also searching*
  - choosing, 330
  - control buttons, 331
  - deleting formatting options, 333
  - formatting options, 333
  - glyphs, 335
  - GREP, 334
  - metacharacters, 333
  - objects, 336
  - setting search areas, 330
  - text, 332–333
  - Undo command, 331
- Fit icons, using in Control panel, 202
- Fit Page in Window command, 29
- Fit Spread in Window command, 29
- Flash CS6 Professional (FLA), 472
- Flash Player (SWF) file format, 473
- flowing text
  - onto fixed number of pages, 247
  - placeholder text for frames, 248
  - without primary text frame, 247
- Flush Left alignment, 61
- Flush Right alignment, 61
- flush space, explained, 79
- Font Downloading and Embedding preferences, 494
- font family, choosing from Character panel, 50–51
- font list, recently used, 52
- font style, choosing, 51
- fonts. *See also Type Preferences controls*
  - choosing, 53
  - favorites, 52
  - point sizes, 53

- styling, 59
- footer cells, converting to body cells, 311
- footers, adding to tables, 310
- footnotes
  - baseline, 349
  - controls for rule, 349
  - formatting, 348
  - formatting references, 348
  - formatting styles, 347
  - importing from Word, 349
  - inserting, 347
  - Layout controls, 348
  - spacing options, 348
- formatting. *See local formatting*
- forms. *See also PDF forms*
  - advantages, 404
  - description, 404
  - limitations, 404
- Frame break, inserting, 248
- frame size
  - 100%, 201
  - resizing to, 201
- frame types. *See also text frames*
  - graphic, 82
  - unassigned, 82
- frames. *See also grid of frames; specialty frames*
  - converting text to, 193–194
  - converting unassigned, 44
  - Fitting controls, 203
  - fitting graphics in, 201–203
  - importing paths as, 194
  - resizing by clicking handles, 202
  - resizing to graphic size, 201
  - selecting, 114
  - unassigned, 43, 114
- Free Transform tool, 95

## G

- Gap tool, 107
- Global Light, setting, 165
- Glow effects, 162
- glyph scaling, setting, 392
- glyph searches, performing, 335
- glyph set
  - adding characters to, 70
  - editing characters in, 71
  - inserting characters in, 71
- glyphs
  - explained, 71
  - recently used, 70
- Glyphs panel. *See also Character panel*
  - alternative characters, 69
  - inserting characters, 69
  - OpenType, 400
- Grabber tool
  - accessing temporarily, 34
  - using, 34
- gradient color stops
  - adding, 135
  - deleting, 135
- gradient fills. *See also fills*
  - adjusting, 142
  - applying, 141
- Gradient panel
  - creating gradients, 136
  - opening, 136
  - storing unnamed gradients, 136
- gradient strokes, applying, 145
- gradients. *See also swatches*
  - creating on the fly, 136
  - defining, 134
  - displaying, 134
  - linear, 134
  - modifying, 135

- process colors, 136
  - radial, 134
  - spot colors, 136
  - graphic frames
    - diagonal lines, 82
    - elliptical, 83
    - explained, 82
    - polygons, 84
    - rectangular, 83
    - selecting, 114
  - graphic placement
    - at actual size, 188
    - into custom-sized frames, 189
    - into frames, 188–189
    - into grid of frames, 191
    - multiple at once, 190
  - graphics. *See also images; imported graphics*
    - centering in frames, 202
    - controlling display in cells, 312
    - copying between frames, 190
    - editing originals, 206
    - file formats, 189
    - fitting in frames, 201–203
    - forcing opening, 206
    - linking, 204–207
    - moving between frames, 190
    - relinking, 204
    - replacing in frames, 189
    - resizing to fill frames, 201
  - Graphics Interchange Format, 189
  - GREP searches
    - close parentheses, 334
    - digits, 334
    - grouping codes, 334
    - items in brackets, 334
    - lowercase characters, 334
    - open parentheses, 334
    - performing, 334
    - regular expressions, 334
    - spaces, 334
    - uppercase characters, 334
  - GREP styles, creating, 378
  - grid of frames, using with images, 191. *See also frames*
  - gridify feature, using with objects, 89
  - grids. *See document grids*
  - Grids preferences, 498
  - grouping objects, 108–109
  - guide preferences, changing, 23
  - guide types
    - Bleed, 23
    - Column, 23
    - Margin, 23
    - Ruler, 23
    - Slug, 23
    - Smart, 23, 27
  - guides
    - hiding, 24
    - locking, 26
    - making objects snap to, 24
    - showing, 24
    - view thresholds, 26
  - Guides & Pasteboard preferences, 498
  - gutters, setting, 15
- ## H
- H.264-encoded file format, 416
  - hair space, explained, 79
  - Hand tool
    - accessing temporarily, 34
    - using, 34
  - handles
    - extending from points, 177
    - retracting, 177
  - header cells, converting to body cells, 311

- headers, adding to tables, 310
  - hidden characters. *See also Character panel*
    - Anchored Object, 68
    - Column Break, 68
    - Discretionary Line Break, 68
    - Em Space, 68
    - En Space, 68
    - End Nested Style, 68
    - End Of Story, 68
    - Even Page Break, 68
    - Figure Space, 68
    - Flush Space, 68
    - Forced Line Break, 68
    - Frame Break, 68
    - Hair Space, 68
    - hiding, 68
    - Indent To Here, 68
    - Nonbreaking Space, 68
    - Non-joiner, 68
    - Odd Page Break, 68
    - Page Break, 68
    - Paragraph Return, 68
    - Punctuation Space, 68
    - Quarter Space, 68
    - Right Indent Tab, 68
    - showing, 68
    - Sixth Space, 68
    - Tab, 68
    - Thin Space, 68
    - Third, 68
  - hidden layers, controlling text wrap, 276. *See also layers*
  - Hidden Page Items preflight category, 468
  - highlights
    - strikethrough effects, 55
    - underlines, 55
  - horizontal scaling, applying, 58
  - HTML file format, 473, 486
  - hyperlink types
    - Email, 406
    - File, 406
    - Page, 406
    - Shared Destination, 406
    - Text Anchor, 406
    - URL, 406
  - hyperlinks. *See also links*
    - advantages, 404
    - character styles, 407
    - defining, 405–409
    - deleting, 409
    - description, 404
    - editing, 409
    - fixing missing, 409
    - limitations, 404
    - moving to, 409
    - page destinations, 408
    - setting appearance, 407
    - testing, 409
    - tips, 408
    - URL destinations, 408
  - Hyperlinks panel, seeing links in, 407
  - hyphenation
    - capitalized words, 395
    - controlling, 394
    - dictionary hyphens, 395
    - editing in dictionary, 396
    - No Break command, 395
    - turning on, 67, 394
- ## I
- icon view
    - controlling for panels, 3
    - revealing panels from, 3
  - ID file format, 189, 190
  - IDML (InDesign Markup)
    - file format, 473, 484
  - Illustrator

- dragging from, 194
- file format, 189, 195
- Illustrator files, using transparency, 209
- Image Import options
  - EPS, 195–196
  - Illustrator, 195
  - InDesign, 195
  - JPEG, 195
  - PDF, 195, 197
  - PSD, 195–196
  - TIFF, 195
- images. *See also auto-fit commands; graphics; missing images; transparent images*
  - adding captions, 337–339
  - adding metadata, 337
  - adding to compound shapes, 192
  - adding to tables, 312
  - appearance of previews, 210
  - raster displays, 211
  - transparency effects displays, 212
  - vector displays, 211
  - viewing, 210–212
- Images and Objects preflight category, 468
- images inside frames
  - modifying container frames, 200
  - modifying content, 200
  - moving, 199
  - resizing by dragging, 200
  - selecting, 199
  - transforming, 200
- imported graphics. *See also graphics*
  - Image Import options, 195–198
  - images inside frames, 199–201
  - layer options, 208
  - layer visibility, 208
  - placing artwork, 188–191
  - specialty frames, 192–194
  - transparent images, 209
  - viewing images, 210–212
- importing
  - conditional text, 345
  - documents, 18
  - footnotes from Word, 349
  - paths as frames, 194
  - print presets, 465
  - from spreadsheets, 298
  - styles, 364–365
  - swatches, 128, 130
  - tables from Excel, 297
  - tables from Word, 297
  - text, 242
  - text styles from Word, 366–367
  - transparent images, 209
- InCopy Document file format, 473
- InCopy file, exporting as, 484
- indenting paragraphs, 62
- InDesign
  - file formats, 189, 195, 198
  - placing pages in, 198
  - Snippet file format, 473
  - Tagged Text, 472
- InDesign Markup (IDML)
  - file format, 473, 484
- Info panel
  - document information, 112
  - placed object information, 112
  - text information, 112
- inline objects. *See also objects*
  - creating, 227
  - options, 228
- inner glow, adding, 162
- inner shadow, adding, 161
- Insert command, 234
- insertion point, moving, 45
- Intent menu, 10
- interactive elements

- Bookmark, 404
- Button, 404
- Cross Reference, 404
- Form, 404
- Hyperlink, 404
- interactive PDFs. *See also PDF files*
  - Compression menu, 481
  - exporting as, 480
  - Image Handling options, 481
  - page view options, 480
  - tagged PDF files, 481
- interactive workspaces, setting, 404
- Interface preferences, 495
- island spreads. *See also pages; spreads*
  - creating, 241
  - dismantling, 241
  - keeping pages together, 241
  - restoring rotation, 255
  - rotating, 255

## J

- Join command, using with paths, 179, 186
- Joint Photographic Experts
  - Group file format, 189, 195
- JPEG file format, 473, 487
- justification controls
  - Auto Leading percentage, 393
  - best practices, 391
  - glyph scaling, 392
  - letter spacing, 391
  - Single Word option, 393
  - word spacing, 390
- Justified alignment options, 61

## K

- keep options, 351
- kerning, setting, 56

- keyboard shortcuts
  - adding to commands, 491
  - assigning, 492
  - character settings, 78
  - creating list of, 491
  - deleting, 492
  - displaying for keys, 6
  - drawing frames, 44
  - Insert Special Character, 79
  - Insert White Space, 79
  - insertion point, 45
  - magnification, 30
  - modifying, 490–492
  - styling, 362
  - text selection, 47
  - using, 34
- keyboard versus mouse, 47

## L

- Lab color, 117, 120
- landscape orientation, 10, 14
- language, setting, 59
- layer comps
  - accessing descriptions, 208
  - working with, 196
- layer contents
  - of groups, 279
  - viewing, 279
- layer options, editing for placed files, 208
- layer visibility, setting, 208
- layering objects, 102. *See also objects*
- layers. *See also hidden layers*
  - applying objects, 277
  - creating, 272
  - creating while pasting, 273
  - deleting, 273
  - deleting items, 280
  - deleting unused, 278

- duplicating, 272
  - hiding, 275
  - hiding items, 280
  - highlight color, 274
  - locking, 274
  - locking items, 280
  - merging, 278
  - moving objects between, 277
  - naming, 274
  - preventing from printing, 275
  - rearranging items, 280
  - reordering, 277
  - selecting all items, 279
  - selecting specific items, 279
  - showing, 275
  - visibility, 278
  - visibility guides, 276
- Layers panel
- opening, 272
  - renaming items, 280
- Layout Adjustment
- setting options, 454
  - turning on, 454
- Layout menu, navigating pages, 236
- layout options
- columns, 15, 16
  - document defaults, 15
  - document setup, 16
  - facing pages, 13–14
  - gutters, 15
  - margins, 14–15, 16
  - number of pages, 13
  - orientation, 14
  - output intent, 13
  - page size, 14
  - start page, 13
- layouts. *See also Liquid Layout Rules*
- creating alternates, 448–449
  - rearranging in Pages panel, 449
- leading, setting, 56
- leading percentage, setting automatically, 393
- letter spacing, setting, 391
- libraries
- adding items, 282
  - adding pages, 283
  - creating, 282
  - deleting items, 283
  - searching, 286
  - using, 283
- library display
- changing, 285
  - List View, 285
  - Thumbnail View, 285
- library entries
- displaying, 287
  - sorting, 287
- library items
- adding to documents, 284
  - List View, 284
  - modifying information, 285
  - versus snippets, 287
  - updating, 284
- Library panel commands, 282
- Ligatures style, applying, 54
- line spacing, setting, 56
- Line tool, 84
- lines. *See also diagonal lines; nested line styles; ragged lines*
- drawing, 175
  - keeping together, 351
  - selecting, 46
- Link Info items, customizing, 207
- link information, seeing, 207
- linked content
- making changes to, 445
  - modifying, 445

- placing, 444
- updating, 445

linked files, finding, 207

linked graphics

- editing, 206
- jumping to, 206

linking

- graphics, 204–207
- objects, 445
- objects, text, and images, 206

links. *See also hyperlinks*

- unlinking, 446
- updating, 446
- updating modifications, 206

Links panel

- Edit Original command, 206
- Go to Link command, 206
- opening, 446
- Panel Options, 207
- Relink command, 206
- Update Link command, 206

Links preflight category, 468

Liquid Layout panel, using, 450

Liquid Layout Rules. *See also layouts*

- Controlled by Master, 451
- Guide-based, 451, 453
- Object-based, 451–452
- Off, 451
- Re-center, 450
- Scale, 450–451
- setting, 450
- testing, 453
- Use Existing, 451

loaded cursor, using, 190, 247

local formatting

- applying, 368
- overriding, 370
- using, 371

Local Overrides, 234

locking

- items on layers, 280
- layers, 274
- objects, 113

lowercase, selecting, 326

## M

Macintosh panel controls, 2

Macintosh Picture file format, 189

magnification. *See also Zoom tool*

- changing from Application bar, 36
- explained, 29
- keyboard shortcuts, 30
- View commands, 29–30

magnification amount, entering, 30

magnification list, using, 30

Make Same Size icon, identifying, 12

Map Styles option, turning on, 447

Margin Guides, 23

margin indents, setting, 62

margin size, entering, 10

margins. *See also optical margin adjustment*

- changing, 16
- facing pages, 13
- nonfacing pages, 13

marquee, creating for objects, 85

marquee zoom, creating, 33–34

master elements

- overriding, 252
- releasing, 252

master item

- changing display of, 254
- separating items from, 253–254

Master overlay, displaying, 21

master page overlay, 239

- master pages. *See also pages*
  - adding objects, 249
  - applying, 251
  - basing on other master pages, 250, 252
  - controlling overrides, 253
  - converting document pages to, 251
  - creating, 250
  - explained, 234
  - importing, 249
  - number of, 253
  - removing local overrides, 254
  - stacking order of items, 253
  - text wrap, 253
  - using, 249
- Measure tool
  - Angle, 110
  - Distance, 110
  - Height, 110
  - Horizontal position, 110
  - Vertical position, 110
  - Width, 110
- measuring
  - angles, 111
  - distances, 110
- measuring line
  - moving, 111
  - repositioning points, 111
- Media panel
  - opening, 420
  - playing movies, 422
  - setting sound options, 417
  - setting video options, 420
- menu commands. *See also commands*
  - Category list, 493
  - Color menu, 493
  - highlighting, 493
  - restoring hidden, 493
  - Visibility icon, 493
- Menu Customization dialog
  - box, opening, 493
- menus, displaying, 8
- metacharacters, using with Find/Change, 333
- metadata, adding to images, 337
- Metadata Caption information, setting, 338
- Microsoft Excel files
  - controlling formatting, 245
  - import options, 244
- Microsoft Word files, import options, 243. *See also Word*
- missing images, working with, 204. *See also images*
- miter limit, setting, 147
- mixed inks color, 117
- mouse
  - versus keyboard, 47
  - selecting text, 46
- Move command, 86–87
- movie playback, controlling, 422
- movie poster options, setting, 421
- movies. *See also videos*
  - Controller menu, 421
  - file formats, 416
  - playing using Media panel, 422
- MP3 and MP4 file formats, 416
- multi-state objects
  - adding states, 438
  - for app creation, 437
  - creating, 437
  - customizing names, 438
  - deleting states, 438
  - renaming, 438

## N

- naming files, 38

navigation controls, using for pages, 236

nested line styles. *See also lines*

applying, 377

repeating, 377

nested styles

applying to text in frames, 375

End Nested Style Here character, 376

looping, 376

preparing to use, 374

reordering, 376

searching repeating elements, 374

nesting

bookmarks, 415

groups of objects, 108

panels, 3

Nonprinting attribute, selecting, 138, 458

Normal view mode, 31

Notes preferences, 500

numbers

applying to paragraphs, 64

converting to text, 65

formatting in paragraphs, 64

positioning, 65

## O

object attributes. *See also Attributes panel*

applying, 169

sampling, 169, 170

object defaults, setting, 171

Object Editing preferences, 494

Object Find/Change searches,

performing, 336

object styles

applying built-in, 379

clearing local formatting, 381

creating, 380

defining by example, 380

modifying defaults, 379, 381

objects. *See also anchored objects;*

*animation; custom objects; inline*

*objects; layering objects*

aligning, 103–105

applying to layers, 277

Bring Forward command, 102

Bring to Front command, 102

converting buttons to, 423

converting to buttons, 423

copying, 88

copying while dragging, 87

creating numerically, 83

creating with same dimensions, 106

cutting, 88

distributing, 104

distributing space between, 104

distributing using spacing, 105

duplicating, 88–89

flipping with Transform

commands, 100

frames, 82

gridify feature, 89

grouping, 108–109

linking, 445

locking, 113

moving, 86–87

moving between layers, 277

moving by dragging, 86–87

moving with Transform panel, 97

multi-state, 437–438

pasting, 88

pasting into, 108–109

pasting into frames, 109

pasting into other objects, 109–110

positioning with same spacing, 106

removing animation from, 432

removing pasted-in content, 109

reshaping with Pathfinder

commands, 167

resizing, 90

- resizing with Gap tool, 107
  - rotating, 99
  - selecting, 85
  - selecting within groups, 108
  - Send Backward command, 102
  - Send to Back command, 102
  - setting spacing between, 105
  - shapes, 83–84
  - spacing numerically, 105
  - Step and Repeat dialog box, 89
  - transformation values, 83
  - ungrouping, 109
  - unlocking, 113
  - using Info panel with, 112
  - Odd page break, inserting, 248
  - opacity effects
    - applying to objects, 158
    - explained, 158
    - specifying application, 159
  - Open Path command, 186
  - opening
    - files within InDesign, 40
    - PageMaker files, 40
    - QuarkXPress files, 40
    - recently saved documents, 40
  - OpenType
    - automatic alternate characters, 399
    - explained, 399
    - Glyphs panel, 400
  - OpenType categories
    - All Caps, 401
    - All Small Caps, 401
    - Contextual Alternatives, 402
    - Discretionary Ligatures, 401
    - Figure (number) types, 402
    - Fractions, 401
    - Ligatures, 401
    - Ordinals, 401
    - Slashed Zero, 402
    - Small Caps, 401
    - Stylistic Alternatives, 402
    - Stylistic Sets, 401
    - Subscript/Inferior, 402
    - Superscript/Superior, 402
    - Swash, 401
  - Opt key. *See keyboard shortcuts*
  - optical margin adjustment, setting, 388. *See also margins*
  - orientation
    - setting, 14, 461
    - setting for printing, 461
  - Orientation options
    - landscape, 10
    - portrait, 10
  - out-of gamut colors, converting, 120
  - output intent, setting, 13
  - overprinting colors, 138
- ## P
- packaging files for printing, 470
  - Page break, inserting, 248
  - Page Curl transition, 435
  - page marks, setting, 462
  - page numbering
    - automating, 256
    - continued to/from, 259
    - entering, 10
    - Next Page Number, 259
    - preferences, 494
    - Preview Page Number, 259
  - page ranges, printing, 459
  - Page Size pop-up, using, 10
  - page sizes
    - changing, 239
    - selecting for printing, 460
    - setting, 14

page terms

- Document pages, 234
- Local Overrides, 234
- Master pages, 234

Page tool, using, 21–22

page transitions

- applying to spreads, 436
- clearing, 436
- setting, 435–436

Page Turn transition, 435

PageMaker files, opening, 40

pages. *See also master pages; spreads*

- active status, 235
- adding manually, 234
- adding using Insert command, 234
- aligning to, 27
- centering to, 27
- deleting, 237
- duplicating, 237
- fitting in windows, 29
- Layout menu for navigation, 236
- maximum number, 237
- moving in documents, 238
- moving in spreads, 22
- moving on artboard, 240
- moving to, 235
- navigating, 236
- rearranging, 238
- resizing, 21–22
- setting number of, 13
- targeting, 235
- working on, 235

Pages panel

- applying masters, 251
- changing layout, 233
- controlling display, 232
- opening, 232
- rearranging layouts, 449
- thumbnail previews, 233

transparency, 233

panel menus, displaying, 3

panel name, showing and hiding, 2

panels

- closing, 2
- collapsing to icon view, 2
- icon view, 3
- minimizing, 2
- nesting, 3
- opening, 2
- revealing from icon view, 3
- unnesting, 3

paper size, setting, 461

paragraph alignment, setting, 61

paragraph attributes

- applying, 353
- sampling, 353

Paragraph Composer, 389

Paragraph panel, using, 60

paragraph rules

- applying, 223
- Color list, 224
- controlling position, 224
- Gap Color list, 224
- Gap Tint control, 224
- offset, 225
- reversing text, 226
- styling appearance, 224
- Tint control, 224
- Type list, 224
- using, 223
- Weight control, 224
- width, 225

paragraph styles

- applying, 368
- deleting, 372

Paragraph Styles panel

- Basic Paragraph listing, 356

- defining styles by example, 358
  - defining styles manually, 357
  - local formatting, 356
  - Next Style menu, 358–359
  - opening, 356
- paragraphs
  - adding space between, 66
  - drop caps, 66–67
  - hyphenation, 67
  - indenting, 62
  - keep options, 351
  - selecting, 46
- Paste Into command, 109
- pasteboard
  - controls, 32
  - explained, 10
  - Minimum Vertical Offset, 32
  - preferences, 498
  - showing, 29
- pasted-in content, removing, 109
- pasting
  - objects, 88
  - text, 48
- path direction, changing, 179
- path elements
  - anchor points, 174
  - control handles, 174
  - segments, 173
- Pathfinder commands
  - Add, 166
  - Exclude Overlap, 166
  - Intersect, 166
  - Minus Back, 166
  - modifying commands, 168
  - reshaping objects, 167
  - separating results, 166
  - Subtract, 166
- paths
  - adding points to, 180
  - Close Path command, 186
  - deleting points from, 180
  - deleting with Erase tool, 185
  - editing with Pencil tool, 182
  - importing as frames, 194
  - Join command, 186
  - joining together, 179
  - moving control handles, 178
  - moving points, 178
  - Open Path command, 186
  - opening, 179
  - selecting and moving points, 178
  - smoothing, 184
  - splitting, 179
- PC Paintbrush file format, 189
- PDF compression options
  - color and grayscale images, 477–478
  - monochrome bitmap
    - downsampling, 478
  - monochrome bitmap resolution, 479
  - monochrome images, 479
- PDF controls
  - Bookmarks, 476
  - General category, 475–476
  - Hyperlinks, 476
  - Interactive Elements menu, 476
  - Marks and Bleeds, 479
  - Non-Printing Objects, 476
  - selecting pages for export, 475
  - Visible Guides and Grids, 476
- PDF documents
  - ISO standards, 475
  - setting video options, 422
- PDF files. *See also interactive PDFs*
  - Interactive setting, 476
  - Print controls, 476
  - Print export options, 474
  - setting options, 197

- PDF forms. *See also forms*
  - creating, 428
  - naming, 428
  - samples, 429
  - setting options, 429
  - viewing Buttons and Forms panel, 428
- PDF security options
  - Changes Allowed menu, 483
  - document password, 482
  - limits, 482
  - permissions password, 482
  - printing permission, 483
  - setting, 482
- PDF sound options, setting, 418
- PDF standard, setting, 474
- PDF version, setting, 474
- Pen tool
  - control handles, 177
  - creating lines, 175
  - path elements, 174
  - points, 177
  - rules, 177
  - using, 174
- Pencil tool
  - drawing with, 182
  - editing paths, 182
  - Fidelity setting, 183
  - preferences, 183
  - Smoothness setting, 183
- Photoshop
  - file format, 189, 195–196
  - layer comps, 196
- Photoshop files, using transparency, 209
- placed object information, seeing, 112
- PNG file format, 473, 487
- point sizes, changing for fonts, 53
- points
  - adding on paths, 186
  - adding to paths, 180
  - deleting on paths, 186
  - deleting or removing, 185
  - moving, 178
  - selecting, 178
- polygon frames
  - creating, 84
  - drawing, 43
- Portable Document Format, 189, 195
- Portable Network Graphics file format, 189
- portrait orientation, 10, 14
- PostScript file format, 189
- power zoom, creating, 34
- preferences
  - Appearance of Black, 502
  - Autocorrect, 500
  - Clipboard Handling, 503
  - Composition, 497
  - Dictionary, 499
  - Display Performance, 502
  - File Handling, 503
  - Font Downloading and Embedding, 494
  - General category, 494
  - Grids, 498
  - Guides & Pasteboard, 498
  - Interface, 495
  - Notes, 500
  - Object Editing, 494
  - page numbering, 494
  - Reset All Warning Dialogs, 494
  - restoring, 504
  - Spelling, 499
  - Story Editor Display, 501
  - Sync Settings, 495
  - Track Changes, 501
  - Type Options, 496
  - Units & Increments, 497

- preferences categories, choosing, 494
- preflight profiles
  - Color, 468
  - creating, 467
  - Document, 469
  - Hidden Page Items, 468
  - Images and Objects, 468
  - Links, 468
  - Text, 468
- preflighting documents, 466
- Presentation view mode, 31
- previewing documents, 11
- print controls
  - copies, 459
  - orientation, 461
  - page ranges, 459
  - page sizes, 460
  - pages, 459
  - paper size, 461
- print presets
  - applying, 464
  - defining, 464
  - deleting, 464
  - exporting, 465
  - importing, 465
  - saving, 464
- print summary, creating, 465
- printed documents, setup options, 461
- printers, choosing, 459
- printing
  - documents, 458
  - general options, 460
  - Nonprinting attribute, 458
  - packaging files for, 470
- printing permission, setting for PDFs, 483
- process colors
  - explained, 124
  - in gradients, 136

- punctuation space, explained, 79

## Q

- QR codes
  - creating, 440
  - editing, 440
- QuarkXPress files, opening, 40
- quarter space, explained, 79
- Quick Apply feature
  - customizing results, 385
  - editing styles, 385
  - on Macintosh notebooks, 385
  - using with styles, 384
- Quick Apply letter commands
  - cell styles, 386
  - character styles, 386
  - menus, 386
  - object styles, 386
  - paragraph styles, 386
  - scripts, 386
  - table styles, 386
  - text variables, 386

## R

- ragged lines, balancing, 399. *See also lines*
- raster display, setting, 211
- recently used font list, 52
- rectangle graphic frames, 83
- rectangular frames, drawing, 44
- Redo command, 39
- “Registration” color, 122
- Reset All Warning Dialogs preferences, 494
- resizing
  - frames by clicking handles, 202
  - frames to graphic size, 201
  - graphics to fill frames, 201
  - objects, 90

- objects with Gap tool, 107
- versus scaling, 90
- text frames, 42

RGB (red, green, blue) color, 116

RGB colors

- defining and storing, 133
- explained, 116
- mixing, 119

Rich Text Format file format, 473

right indent tab character, inserting, 290

Rorohiko.com, 354

Rotate command, 93

Rotate tool, 92–94

rotating

- objects, 99
- spreads, 255
- with Transform commands, 100

row height

- changing visually, 306
- menu, 323
- setting numerically, 307

rows

- changing number of, 303
- creating using guides, 25
- deleting, 305
- distributing automatically, 308
- inserting into tables, 304
- jumping to, 300
- selecting, 302
- setting Keep options, 308

ruler guides

- changing appearance, 26
- creating, 25
- deleting, 26
- features, 25
- moving, 26
- repositioning, 26

rulers

- hiding, 19
- showing, 19
- unit of measurement, 19–20
- zero point, 20

## S

Satin effect, 163

Save A Copy command, 39

Save As command, 39

Save command, 39

saved documents, opening, 40

saved searches

- applying, 336
- deleting, 336

saved versions of documents, accessing, 39

saving

- document presets, 17
- files, 38
- print presets, 464
- searches, 336
- strokes for reuse, 155

Scale tool, 92

scaling

- versus resizing, 90
- with Transform panel, 98

Scissors tool, 179, 186

Scitex Continuous Tone file format, 189

scripts

- QR code example, 354
- running, 354

searches, saving, 336

searching. *See also Find/Change mode*

- Adobe.com, 37
- Character panel, 51
- repeating elements, 374

section markers, using, 257

section numbering, 257

- sections, creating, 256
- segments
  - deleting from paths, 181
  - explained, 174
- selecting
  - frames, 114
  - objects, 85
  - objects within groups, 108–109
  - points, 178
  - text, 46
- Selection tools, differences between, 85
- Send Backward command, 102
- Send to Back command, 102
- Shadow effects, 161
- shapes. *See also compound shapes*
  - converting, 84
  - elliptical graphic frame, 83
  - lines, 84
  - rectangular graphic frames, 83
- Shear tool, 92, 94–95
- shearing with Transform panel, 99
- shortcut sets
  - changing, 490–492
  - creating, 491
- shortcuts. *See keyboard shortcuts*
- sixth space, explained, 79
- skewing text, 58
- slug area, setting, 463
- Slug Guides, 23
- slug options, setting, 12
- Slug view mode, 31
- Small Caps style, applying, 54
- Smart Dimension indicators, 106
- Smart Guides
  - aligning to objects, 27
  - aligning to pages, 27
  - centering to objects, 27
  - centering to pages, 27
  - explained, 23
  - hiding, 27, 106
  - showing, 27, 106
- Smart Spacing indicators, 106
- Smooth tool
  - preferences, 184
  - smoothing paths, 184
- Snap to Grid, turning on, 28–29
- snippets
  - creating, 287–288
  - dragging onto pages, 288
  - versus library items, 287
- sorting library entries, 287
- sorting styles, 362
- sound options
  - setting, 417
  - setting for PDFs, 418
- sound poster, setting, 419
- sounds
  - adding to documents, 416
  - Media panel, 417
  - playing using Media panel, 418
- space characters, inserting, 79
- special characters, inserting, 79. *See also Character panel*
- specialty frames, compound shapes, 192. *See also frames*
- spell-check feature
  - adding words to dictionary, 328
  - correcting errors, 327
  - dynamic spelling, 329
  - editing dictionary, 328
  - exporting entries in dictionary, 329
  - importing entries into dictionary, 329
  - limitations, 327
  - search criteria, 327
  - using, 326

- Spelling preferences, 499
- Split Window controller, 35
- spot colors
  - in gradients, 136
  - versus process colors, 124
  - use and creation, 117
- spreads. *See also island spreads; pages*
  - applying page transitions to, 436
  - fitting in windows, 29
- spreadsheets, importing from, 298
- stacking order, 102
- stacks
  - moving up or down, 102
  - navigating levels, 102
- star frames, creating, 43
- stars, drawing, 43
- start page, setting, 13
- Step and Repeat dialog box, 89
- Story Editor, using, 340, 501
- straight lines
  - closing paths with, 175
  - creating, 175
- Strikethrough style
  - applying, 54
  - customizing, 55
- stroke alignment, setting, 148
- stroke and fill settings, swapping, 144
- stroke effects
  - applying to objects, 144
  - applying to selected text, 145
  - applying to text in frames, 145
  - dragging onto objects, 144
  - impact on character shape, 145
- stroke gap color, setting, 149
- Stroke panel
  - caps and joins, 147
  - miter limit, 147
  - viewing, 146
- stroke styles
  - applying to strokes, 149
  - controlling, 147
  - customizing, 151
  - customizing around cells, 317
  - Dash option, 153
  - Dotted option, 154
  - editing, 154
  - stripes, 152
- stroke weight, setting, 146
- strokes
  - dashed settings, 150
  - dashes and gaps, 150
  - deleting from documents, 155
  - saving for reuse, 155
  - setting to overprint, 138
  - transferring from documents, 155
- strokes and fills, alternating in tables, 319–321. *See also fills*
- style conflicts, resolving, 365–366
- style groups
  - creating, 363
  - moving styles into, 363
  - style names, 363
- Style Mapping button, using with Word, 367
- style names, case sensitivity, 364
- style overrides
  - applying, 368
  - clearing, 369
- style-driven workflow, considering, 371
- styles
  - applying, 368
  - arranging, 362
  - basing on other styles, 361
  - breaking links to, 361, 370
  - deleting unused, 371

- duplicating, 362
  - editing with Quick Apply, 385
  - guidelines, 362
  - importing, 364–365
  - keyboard shortcuts, 362
  - loading, 364–365
  - local formatting, 368
  - mapping, 447
  - nesting, 374–376
  - number of, 364
  - Quick Apply feature, 384
  - redefining, 371
  - resetting base style, 361
  - sorting, 362
  - transferring into documents, 364
- styling fonts, 59
- Subscript style, applying, 54
- Superscript style, applying, 54
- swatch libraries, adding colors from, 130
- swatches. *See also gradients*
- applying, 125
  - changing display of, 121
  - defining, 123
  - defining using Color Picker, 133
  - deleting, 125–126
  - deleting unused, 126–127
  - displaying types of, 121
  - duplicating, 127
  - importing, 128, 130
  - merging, 126
  - modifying, 124
  - “Paper,” 121
  - repositioning, 127
  - retaining when deleting groups, 129
  - saving selected, 127
  - tinting using Color panel, 131
- Swatches panel
- accessing, 121
  - adding colors to, 122
  - colors with icons in, 124
  - dragging colors into, 122
  - SWF animations, uses for, 431
  - SWF Preview panel, using, 439
  - Sync Settings controls, 495
- ## T
- tab characters
- inserting, 290
  - inserting into tables, 300
- tab leaders
- adding, 294
  - explained, 294
- tab settings, changing, 292
- tab stops
- removing, 293
  - setting, 291
- table cells. *See also cells*
- copying and pasting content, 306
  - deleting content in, 305
  - selecting, 301
  - selecting text in, 301
- table columns. *See columns*
- Table Dimensions area, 303
- table footers, adding, 310
- table headers, adding, 310
- Table panel, using, 323–324
- table rows. *See rows*
- table selections, drag-  
ging and dropping, 302
- Table Setup dialog box, 303
- table styles, defining, 383
- tables
- adding borders around, 316
  - adding images, 312
  - alternating strokes and fills, 319–321
  - bottom cell inset, 323

- cell preview, 324
  - and cell styles, 295
  - converting text to, 296
  - converting to text, 299
  - creating in text frames, 295
  - deleting, 304
  - fill color, 324
  - flowing between frames, 309
  - footers, 310
  - headers, 310
  - importing from Excel, 297
  - importing from Word, 297
  - inserting columns, 304–305
  - inserting rows, 304
  - inserting tab characters, 300
  - jumping to rows, 300
  - left cell inset, 324
  - merge cells, 324
  - pasting text into, 297
  - placing in table cells, 299
  - right cell inset, 324
  - selecting, 302
  - setting spacing around, 309
  - stacking order for border, 318
  - stacking order for strokes, 318
  - stroke color, 324
  - stroke type, 324
  - stroke weight, 324
  - versus tabs, 294
  - text rotation, 323
  - text vertical justification, 323
  - top cell inset, 323
  - unmerge cells, 324
- tabs
- alignment characters, 293
  - clearing off ruler, 293
  - repeating, 292
  - versus tables, 294
- Tabs panel, opening, 291
- Tagged Image File Format, 189, 195
- tagged PDF files, setting options, 481
- text. *See also auto-fit* commands; conditional text
- composing, 389
  - converting tables to, 299
  - converting to frames, 193–194
  - converting to tables, 296
  - copying, 48
  - dragging and dropping, 49
  - duplicating, 49
  - editing, 47
  - exporting, 488
  - flowing, 10, 246–248
  - importing, 242
  - moving insertion point, 45
  - pasting, 48
  - pasting into tables, 297
  - reversing, 226
  - selecting, 46–47
  - selecting in table cells, 301
  - typing, 45
- text attributes, sampling, 353
- text breaks, inserting, 248
- text cells
- inserting text into, 300
  - moving between, 300
- text changes, tracking, 341–342
- text columns, fixing number of, 73–74
- text defaults, setting, 51
- text distortions
- horizontal scaling, 58
  - skewing, 58
  - vertical scaling, 58
- text effects
- anchored objects, 227–230
  - inline objects, 227–230
  - paragraph rules, 223–226

- Text Find/Change
  - Find What list, 332
  - Search list, 332
  - setting text strings, 332
- text flow, linking text between frames, 72
- text frames. *See also frame types*
  - Balance Columns, 75
  - changing links between, 72
  - changing options, 73
  - controlling frame insets, 75
  - creating tables in, 295
  - creating with Type tool, 42
  - dividing into columns, 75
  - drawing stars, 43
  - ellipses, 42
  - explained, 82
  - Fixed Width, 74
  - Flexible Width, 74
  - linking text between, 72
  - paragraph spacing limit, 76
  - polygons, 43
  - Primary Text Frame option, 246
  - rectangles, 44
  - reshaping, 42
  - resizing, 42
  - selecting, 114
  - showing links between, 72
  - sizing numerically, 44
  - tips for drawing, 44
  - vertical justification, 76
  - width and height settings, 44
- text hyperlinks, setting character styles to, 407
- text information, seeing, 112
- text on path
  - applying effects, 221
  - outside, 220
  - positioning, 220
  - vertical alignment, 222
- Text Only file format, 473
- Text preflight category, 468
- text styles
  - All Caps, 54
  - Ligatures, 54
  - Small Caps, 54
  - Strikethrough, 54
  - Subscript, 54
  - Superscript, 54
  - transferring into documents, 364
  - Underline, 54
- text threads, 72
- text wrap
  - applying, 214–215
  - around invisible objects, 218
  - contour options, 216
  - controlling for hidden layers, 276
  - controlling for master pages, 253
  - customizing, 218
  - ignoring, 219
  - object on master page, 219
  - options, 217
- text wrap buttons
  - Bounding Box, 215
  - Jump Object, 215
  - Jump to Next Column, 215
  - No Wrap, 215
  - Object Shape, 215
- thin space, explained, 79
- tiling documents, 37
- timing, applying to animation, 433–434
- tint swatches
  - creating, 131–132
  - modifying, 132
  - storing, 132
- tints color, 117
- TOC (table of contents)
  - advanced Style options, 268

- alphabetizing, 269
- automating, 269
- character style, 268
- choosing listings, 266
- defining styles, 265
- Entry Style menu, 267
- generating, 265
- More Options button, 267
- of nonexistent items, 266
- Numbered Paragraphs list, 266
- Page Number menu, 268
- preparing documents, 265
- separator character, 268
- Style options area, 268
- Title field, 266
- uses for, 268
- using with bookmarks, 414
- TOC options
  - Create PDF Bookmarks, 269
  - Include Book Documents, 269
  - Include Text on Hidden Layers, 269
  - Numbered Paragraphs, 269
  - Replace Existing Table of Contents, 269
  - Run-in, 269
- Tool Hints panel, using, 7
- tool tips, displaying, 6–7
- tools
  - Add Anchor Point, 186
  - Content Placer, 445
  - Delete Anchor Point, 186
  - Direct Selection, 91, 108, 178
  - Erase, 185, 186
  - Eyedropper, 137, 169, 352
  - Free Transform, 95
  - Gap, 107
  - Hand, 34
  - Line, 84
  - Measure, 110–111
  - Page, 21–22
  - Pen, 174
  - Pencil, 182–183
  - Rotate, 92–94
  - Scale, 92
  - Scissors, 179, 186
  - Shear, 92, 94–95
  - Smooth, 184
  - transform, 91–95
  - Zoom, 33
- Tools panel
  - choosing tools, 6
  - keyboard shortcuts, 6
  - opening tools, 6
- Track Changes feature
  - Accept All commands, 342
  - accessing, 341
  - Current Story option, 341
  - navigating changes, 342
  - preferences, 501
  - Reject All commands, 342
  - seeing changes in documents, 342
  - setting users, 341
  - turning on globally, 341
- tracking
  - explained, 57
  - setting origin, 57
- Transform commands
  - flipping objects with, 100
  - rotating with, 100
- Transform panel
  - moving objects, 97
  - opening, 96
  - reference point, 96
  - resizing proportionally, 97
  - resizing with, 97
  - rotating objects, 99
  - scaling proportionally, 98
  - scaling with, 98
  - shearing with, 99

- W and H fields, 97
- X and Y fields, 97
- transform tools
  - controlling effects of, 91
  - reference points, 91
- transformation values
  - labels, 42
  - for objects, 83
  - viewing, 27
- transformations, repeating, 101
- transitions. *See page transitions*
- transparency, explained, 158
- Transparency slider, 212
- transparent images, importing 209. *See also images*
- Type Preferences controls, 496. *See also fonts*
- Type tools
  - creating text frames, 42
  - flyout panel, 7
- typefaces. *See fonts*
- typography
  - Adobe Paragraph Composer, 389
  - balancing ragged lines, 399
  - baseline grid, 396–398
  - hyphenation, 394–396
  - justification controls, 390–393
  - OpenType, 399–402
  - optical margin adjustment, 388

## U

- unassigned frames
  - explained, 82
  - selecting, 114
- Underline style
  - applying, 54
  - using as highlights, 55

- Undo command, 39
- Units & Increments preferences, 497
- uppercase, selecting, 326
- URL destination, creating, 408
- URL hyperlinks, creating, 405

## V

- vector display, setting, 211
- vertical scaling, applying, 58
- video options, setting in Media panel, 420
- videos. *See also movies*
  - adding to documents, 420
  - setting options in PDFs, 422
- View commands
  - Entire Pasteboard, 29
  - Fit Page in Window, 29
  - Fit Spread in Window, 29
  - zooming, 29–30
- view controls, accessing, 31
- view modes
  - Bleed, 31
  - changing from Application bar, 37
  - Normal, 31
  - Presentation, 31
  - Preview, 31
  - Slug, 31
- view options, changing with Application bar, 36
- viewing images, 210–212

## W

- white space character widths.  
*See also Character panel*
  - em space, 79
  - en space, 79
  - figure space, 79
  - flush space, 79

- hair space, 79
- punctuation space, 79
- quarter space, 79
- sixth space, 79
- thin space, 79
- third space, 79

windows, controlling, 35

Windows Bitmap file format, 189

Windows Metafile file format, 189

Windows panel controls, 2

Word

- importing tables from, 297
- importing text styles from, 366–367
- Style Mapping button, 366–367

Word import options

- controlling formatting, 243–244
- Manual Page Breaks list, 243
- setting, 243

word spacing, setting, 390

Word tables, formatting, 299

words, selecting, 46

workspaces

- applying, 5
- best practices, 5
- changing using Application bar, 37
- custom, 5
- defaults, 5
- deleting, 4
- interactive, 404
- modifying, 5
- resetting, 5
- saving, 4

wrapping text, 214–220

## **X**

XML file format, 473

## **Z**

zero point, repositioning, 20

Zoom tool, using, 33–34. *See also magnification*

zooming with View commands, 29–30