

FULL COLOR



Adobe®
InDesign® CC
on**Demand**

Includes

- Online Workshops
- Online Adobe Certified Exam (ACE) Resources
- More than 500 of the most essential InDesign CC tasks

que

Steve Johnson, Perspection, Inc.

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

Adobe®
InDesign® CC
on**Demand**



que® Que Publishing, 800 East 96th Street, Indianapolis, IN 46240 USA

Adobe® InDesign® CC on Demand

Copyright © 2013 by Perspection, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

Library of Congress Control Number: 2013941646

ISBN-13: 978-0-7897-5163-8

ISBN-10: 0-7897-5163-1

Printed and bound in the United States of America

First Printing: June 2013

16 15 14 13 4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

1-800-382-3419 or corpsales@pearsontechgroup.com

For sales outside the U.S., please contact: International Sales

1-317-428-3341 or International@pearsontechgroup.com

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Adobe, the Adobe logo, Acrobat, Bridge, Dreamweaver, Extension Manager, ExtendScript Toolkit, Flash, InDesign, Illustrator, PageMaker, Photoshop, and Photoshop Elements are registered trademarks of Adobe System Incorporated. Apple, Mac OS, and Macintosh are trademarks of Apple Computer, Inc. Microsoft and the Microsoft Office logo are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The authors and the publishers shall have neither liability nor responsibility to any person or entity with respect to any loss or damage arising from the information contained in this book.

Publisher

Paul Boger

Associate Publisher

Greg Wiegand

Senior Acquisitions Editor

Laura Norman

Managing Editor

Steve Johnson

Author

Steve Johnson

Page Layout

James Teyler

Interior Designers

Steve Johnson

Marian Hartsough

Photographs

Tracy Teyler

Indexer

Katherine Stimson

Proofreader

Beth Teyler

Team Coordinator

Cindy Teeters

Acknowledgments

Perspection, Inc.

Adobe InDesign CC on Demand has been created by the professional trainers and writers at Perspection, Inc. to the standards you've come to expect from Que publishing. Together, we are pleased to present this training book.

Perspection, Inc. is a software training company committed to providing information and training to help people use software more effectively in order to communicate, make decisions, and solve problems. Perspection writes and produces software training books, and develops multimedia and web-based training. Since 1991, we have written more than 120 computer books, with several bestsellers to our credit, and sold over 5 million books.

This book incorporates Perspection's training expertise to ensure that you'll receive the maximum return on your time. You'll focus on the tasks and skills that increase productivity while working at your own pace and convenience.

We invite you to visit the Perspection web site at:

www.perspection.com

Acknowledgments

The task of creating any book requires the talents of many hard-working people pulling together to meet impossible deadlines and untold stresses. We'd like to thank the outstanding team responsible for making this book possible: writer, Steve Johnson; production editor, James Teyler; proofreader, Beth Teyler; and indexer, Katherine Stimson.

At Que publishing, we'd like to thank Greg Wiegand and Laura Norman for the opportunity to undertake this project, Cindy Teeters for administrative support, and Sandra Schroeder for your production expertise and support.

Perspection

About the Author

Steve Johnson has written more than 80 books on a variety of computer software, including Adobe Edge Animate, Adobe Photoshop CS6, Adobe Dreamweaver CS6, Adobe InDesign CS6, Adobe Illustrator CS6, Adobe Flash Professional CS5, Microsoft Windows 8, Microsoft Office 2013 and 2010, Microsoft Office 2008 for the Macintosh, and Apple OS X Mountain Lion. In 1991, after working for Apple Computer and Microsoft, Steve founded Perspection, Inc., which writes and produces software training. When he is not staying up late writing, he enjoys coaching baseball, playing golf, gardening, and spending time with his wife, Holly, and three children, JP, Brett, and Hannah. Steve and his family live in Northern California, but can also be found visiting family all over the western United States.

a

We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an associate publisher for Que, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Services group, however, where I will forward specific technical questions related to the book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

Email: feedback@quepublishing.com

Mail: Greg Wiegand
Que Publishing
800 East 96th Street
Indianapolis, IN 46240 USA

For more information about this book or another Que title, visit our Web site at www.quepublishing.com. Type the ISBN (excluding hyphens) or the title of a book in the Search field to find the page you're looking for.

a

This page intentionally left blank

Contents

Introduction

xvii

| | | |
|----------|---|----------------|
| 1 | Getting Started with InDesign CC | 1 |
| | Installing InDesign | 2 New! |
| | Getting Started | 4 New! |
| | Viewing the InDesign Window | 6 New! |
| | Showing and Hiding Panels | 7 |
| | Working with Panels | 8 |
| | Using the Tools and Control Panel | 10 |
| | Opening a Document | 12 New! |
| | Opening a Document with Adobe Bridge | 14 |
| | Inserting Images or Text in a Document | 16 |
| | Using the Status Bar | 17 |
| | Working with Document Windows | 18 |
| | Checking for Updates Online | 20 New! |
| | Getting Help While You Work | 22 |
| | Saving a Document | 24 New! |
| | Finishing Up | 26 |
| 2 | Creating and Viewing a Document | 27 |
| | Creating a New Document | 28 New! |
| | Creating a New Document from a Template | 30 |
| | Creating a New Document Using Presets | 32 New! |
| | Setting Up a Document | 34 New! |
| | Changing the Display View | 36 |
| | Changing the View with the Zoom Tool | 38 |
| | Viewing and Using Rulers | 40 |
| | Using Guides | 42 |
| | Changing Guides & Pasteboard Options | 44 New! |
| | Using Smart Guides | 46 |
| | Using the Grid | 48 |
| | Moving Around with the Hand Tool | 50 |
| | Working with the Info Panel | 51 |

| | |
|------------------------------------|----|
| Creating and Displaying Workspaces | 52 |
| Using Undo and Redo | 54 |

3 Managing Pages and Books 55

| | |
|--|----|
| Using the Pages Panel | 56 |
| Inserting Pages | 58 |
| Navigating Pages | 60 |
| Changing the Page Size | 62 |
| Deleting Pages | 65 |
| Moving Pages | 66 |
| Working with Page Spreads | 68 |
| Rotating Page Spreads | 69 |
| Creating Master Pages | 70 |
| Working with Master Pages | 72 |
| Working with Page Numbers and Sections | 74 |
| Working with Chapter Numbers | 76 |
| Creating and Using Text Variables | 78 |
| Creating a Book | 80 |
| Managing Books | 82 |
| Creating a Table of Contents | 84 |
| Starting an Index | 86 |
| Creating an Index Entry | 88 |
| Creating an Index | 90 |
| Managing an Index | 92 |

4 Working with Text 95

| | |
|---------------------------------|-----------------|
| Using Type Tools | 96 |
| Creating Type in a Text Frame | 97 |
| Creating Type Using Frame Tools | 98 |
| Creating Path Type | 100 |
| Importing Text | 102 |
| Flowing Imported Text | 104 |
| Working with Overflow Text | 106 |
| Using Smart Text Reflow | 108 |
| Typing and Selecting Text | 110 |
| Editing Text with Autocorrect | 112 |
| Copying and Moving Text | 113 |
| Changing Fonts | 114 New! |
| Changing Font Size | 116 |
| Changing Text Leading | 117 |
| Changing Text Kerning | 118 |

| | |
|---------------------------------------|-----|
| Changing Text Tracking | 119 |
| Scaling or Skewing Text | 120 |
| Aligning Paragraphs | 121 |
| Indenting and Spacing Paragraphs | 122 |
| Creating a Drop Cap | 123 |
| Applying a Paragraph Rule | 124 |
| Adding Bullets and Numbering | 126 |
| Setting Tabs | 128 |
| Working with Glyphs | 129 |
| Inserting Special Text Characters | 130 |
| Working with Hidden Text | 131 |
| Setting Text Frame Options | 132 |
| Creating Columns | 134 |
| Wrapping Text Around an Object | 136 |
| Creating Type Outlines | 138 |
| Adding Page Numbers to Continued Text | 139 |
| Working with Different Languages | 140 |

5 Placing and Working with Graphics 141

| | |
|--|-----|
| Placing Graphics | 142 |
| Placing Graphics with Options | 143 |
| Setting Place Import Options | 144 |
| Placing Multiple Graphics | 146 |
| Placing Graphics from Adobe Bridge | 148 |
| Adding Captions to Graphics | 150 |
| Copying or Moving Graphics | 152 |
| Using the Links Panel | 153 |
| Managing Linked Graphics | 154 |
| Editing a Linked Graphic | 156 |
| Displaying XMP Graphic Information | 157 |
| Creating Specialty Frames for Graphics | 158 |
| Selecting and Moving Frames and Graphics | 160 |
| Fitting Graphics in Frames | 162 |
| Nesting Graphics in Frames | 164 |
| Formatting Graphics in Frames | 165 |
| Controlling Graphics Display Performance | 166 |
| Adding Alt Text to Graphics | 168 |

6 Working with Objects and Layers 169

| | |
|-----------------|-----|
| Creating Shapes | 170 |
| Creating Lines | 172 |

C

| | |
|---------------------------------------|-----|
| Creating Multiple Objects in a Grid | 173 |
| Using the Selection Tool | 174 |
| Using the Direct Selection Tool | 176 |
| Resizing Objects | 178 |
| Moving Objects | 179 |
| Duplicating Objects | 180 |
| Grouping and Combining Objects | 182 |
| Aligning Objects | 184 |
| Distributing Objects | 186 |
| Arranging Object Stack Order | 188 |
| Transforming Objects | 189 |
| Repeating Object Transformations | 190 |
| Using the Free Transform Tool | 191 |
| Scaling Objects | 192 |
| Shearing Objects | 193 |
| Rotating Objects | 194 |
| Locking and Unlocking Objects | 196 |
| Creating Inline Objects | 197 |
| Creating Anchored Objects | 198 |
| Creating and Deleting Object Layers | 200 |
| Setting Layer Options | 202 |
| Showing and Hiding Layers and Objects | 203 |
| Locking Layers and Objects | 204 |
| Merging Layers and Groups | 205 |
| Working with Objects on Layers | 206 |
| Using the Measure Tool | 207 |
| Using Live Screen Drawing | 208 |

7 Applying and Managing Color 209

| | |
|---------------------------------|-----|
| Changing Color Settings | 210 |
| Changing Color Profiles | 212 |
| Working with Color Modes | 214 |
| Applying Colors | 215 |
| Using the Eyedropper Tool | 216 |
| Working with the Color Panel | 218 |
| Working with the Swatches Panel | 220 |
| Managing Color Swatches | 222 |
| Working with Swatch Libraries | 224 |
| Creating Tint Swatches | 225 |
| Creating Gradient Swatches | 226 |
| Creating Mixed Inks | 228 |

| | |
|------------------------------------|-----------------|
| Using Colors from the Kuler Panel | 230 |
| Overprinting Colors | 232 |
| Proofing Colors on the Screen | 233 |
| Changing the Interface Color Theme | 234 New! |

8 Applying Fills, Strokes, and Effects 235

| | |
|-----------------------------------|-----|
| Applying Fill and Stroke Colors | 236 |
| Changing Stroke Attributes | 238 |
| Creating Stroke Styles | 240 |
| Applying Gradients | 242 |
| Using the Gradient Tool | 244 |
| Using the Gradient Feather Tool | 245 |
| Creating Blends and Effects | 246 |
| Applying Shadow Effects | 248 |
| Applying Glow Effects | 249 |
| Applying Bevel and Emboss Effects | 250 |
| Applying Feather Effects | 251 |
| Applying Corner Object Effects | 252 |
| Converting Shape Objects | 254 |
| Setting Object Defaults | 255 |

9 Working with Points and Paths 257

| | |
|--|-----|
| Drawing with the Pen Tool | 258 |
| Selecting and Moving Points and Segments | 260 |
| Converting Points | 262 |
| Adding and Deleting Anchor Points | 264 |
| Splitting Paths | 266 |
| Joining Anchor Points | 268 |
| Using the Smooth Tool | 269 |
| Using the Pencil Tool | 270 |
| Erasing to Reshape Paths | 272 |
| Working with Pathfinder | 273 |
| Creating a Compound Path | 274 |
| Working with Clipping Paths | 276 |

10 Working with Tables 279

| | |
|--------------------------------------|-----|
| Creating Tables | 280 |
| Importing Text into Tables | 282 |
| Entering and Editing Text in a Table | 284 |
| Modifying a Table | 286 |

c

| | |
|------------------------------------|-----|
| Adjusting Table Rows and Columns | 288 |
| Adjusting Table Cells | 290 |
| Aligning Content in Table Cells | 291 |
| Creating Table Headers and Footers | 292 |
| Adding Strokes and Fills | 294 |
| Alternating Fills and Strokes | 296 |
| Adding Diagonal Lines in Cells | 298 |
| Adding a Border to a Table | 299 |
| Adjusting Tables in the Text Frame | 300 |

11 Working with Styles 301

| | |
|--|-----------------|
| Using the Paragraph Styles or Character Styles Panel | 302 |
| Changing the Basic Paragraph Style | 303 |
| Creating Paragraph Styles | 304 |
| Creating Character Styles | 306 |
| Creating GREP Styles | 308 |
| Creating Style Groups | 309 |
| Loading and Importing Styles | 310 |
| Applying and Overriding Styles | 312 |
| Creating Nested Styles | 314 |
| Creating Object Styles | 316 New! |
| Creating Table and Cell Styles | 318 |
| Using Quick Apply | 320 |
| Mapping Styles to Export Tags | 322 New! |

12 Finalizing a Document 323

| | |
|--------------------------------|-----|
| Using Spell Check | 324 |
| Using Custom Dictionaries | 326 |
| Finding and Changing Fonts | 327 |
| Using Find and Change | 328 |
| Searching for Text | 330 |
| Searching Using GREP | 332 |
| Searching for Glyphs | 333 |
| Searching for Objects | 334 |
| Working with Hyphenation | 335 |
| Keeping Lines Together | 336 |
| Changing Justification Options | 337 |
| Using the Story Editor | 338 |
| Adding Footnotes | 340 |
| Changing Case | 342 |

| | | |
|-----------|---|-----------------|
| 13 | Creating an Interactive Document | 343 |
| | Defining Hyperlink Destinations | 344 |
| | Creating Hyperlinks | 346 |
| | Converting and Stylizing Hyperlinks | 348 |
| | Using the Hyperlinks Panel | 350 |
| | Creating Cross-References | 352 |
| | Creating Bookmarks | 354 |
| | Adding Media | 356 |
| | Setting Media Options | 358 |
| | Adding Animation with Motion Presets | 360 |
| | Working with Animations | 362 |
| | Changing Animation Order | 364 |
| | Adding Page Transitions | 365 |
| | Using the Buttons and Forms Panel | 366 |
| | Creating Buttons | 368 |
| | Creating Forms | 370 |
| | Working with Events and Actions | 372 |
| | Working with Button States | 374 |
| | Setting Tab Order | 375 |
| | Creating Multi-State Objects | 376 |
| | Inserting HTML Content | 378 |
| | Creating QR Codes | 379 New! |
| | Using the SWF Preview Panel | 380 |
| 14 | Creating a Digital Publication | 381 |
| | Creating Liquid Layouts | 382 |
| | Creating Alternate Layouts | 384 |
| | Working with Alternate Layouts | 386 |
| | Adjusting Layouts | 387 |
| | Getting Started with Digital Publishing Suite | 388 |
| | Creating a Folio Overlay | 390 |
| | Creating a Folio Publication | 392 |
| | Importing Articles into a Folio Publication | 394 |
| | Setting Folio and Article Properties | 395 |
| | Previewing a Folio Publication | 396 |
| 15 | Automating the Way You Work | 397 |
| | Creating a Library | 398 |
| | Using and Updating a Library | 400 |
| | Changing Library Item Information | 401 |

| | |
|----------------------------------|-----|
| Searching and Sorting Libraries | 402 |
| Creating and Using Snippets | 404 |
| Creating Conditional Text | 406 |
| Collecting and Placing Content | 408 |
| Creating Linked Content | 410 |
| Linking Content Across Documents | 412 |
| Managing Linked Content | 413 |
| Using and Running Scripts | 414 |
| Using Data Merge | 416 |
| Working with XML | 418 |
| Exporting XML or IDML | 420 |

16 Exporting a Document 421

| | |
|--|-----------------|
| Exporting a Document | 422 |
| Understanding Export File Formats | 423 |
| Exporting as a Print PDF | 424 |
| Setting PDF General Options | 426 |
| Setting PDF Compression Options | 428 |
| Setting PDF Marks and Bleeds Options | 429 |
| Setting PDF Output Options | 430 |
| Setting PDF Advanced Options | 431 |
| Setting PDF Security Options | 432 |
| Exporting with PDF Presets | 433 |
| Exporting PDF Files in the Background | 434 |
| Setting PDF Media Options | 435 |
| Exporting as an Interactive PDF | 436 |
| Exporting as an EPS | 438 |
| Exporting as a JPEG or PNG | 440 |
| Exporting as a Flash Movie | 442 |
| Exporting as a Flash File | 444 |
| Ordering Content in the Articles Panel | 446 |
| Exporting as an Accessible PDF | 448 |
| Applying Tags to a PDF | 450 |
| Exporting Tags for EPUB and HTML | 451 New! |
| Exporting as an EPUB eBook | 452 New! |
| Exporting as an HTML | 454 New! |
| Setting EPUB and HTML Options | 456 New! |

17 Printing and Outputting a Document 457

| | |
|-----------------------|-----|
| Printing a Document | 458 |
| Printing with Presets | 459 |

| | |
|---|-----|
| Setting General and Setup Print Options | 460 |
| Setting Marks and Bleed Options | 462 |
| Setting Graphics Options | 464 |
| Previewing Color Separations | 465 |
| Setting Output Options | 466 |
| Setting Trapping Options | 468 |
| Setting Advanced Options | 470 |
| Setting Color Management Options | 472 |
| Creating a Print Summary | 473 |
| Printing Spreads in a Booklet | 474 |
| Using Live Preflight | 476 |
| Inserting File Information | 478 |
| Creating a Package | 480 |
| Using Document Fonts | 482 |

18 Customizing the Way You Work 483

| | |
|--|-----------------|
| Setting General Preferences | 484 |
| Setting Interface Preferences | 485 New! |
| Setting Type Preferences | 486 |
| Setting Advanced Type Preferences | 488 New! |
| Setting Composition Preferences | 489 |
| Setting Units & Increments Preferences | 490 |
| Setting Dictionary Preferences | 492 |
| Setting Spelling Preferences | 494 |
| Setting Notes Preferences | 496 |
| Working with Appearance of Black Preferences | 497 |
| Setting Story Editor Display Preferences | 498 |
| Setting File Handling Preferences | 500 |
| Setting Clipboard Handling Preferences | 502 |
| Defining Shortcut Keys | 503 |
| Customizing Menus | 504 |
| Configuring Plug-In and Extensions | 505 New! |
| Customizing the Control Panel | 506 |

19 Collaborating with Others 507

| | |
|-----------------------------------|-----|
| Creating and Working with Notes | 508 |
| Tracking Text Changes | 510 |
| Sharing Content with Adobe InCopy | 512 |
| Setting Up User Identification | 513 |
| Exporting Content from InDesign | 514 |
| Using the Assignments Panel | 515 |

| | |
|-----------------------------|-----|
| Creating an Assignment | 516 |
| Checking Content Out and In | 518 |
| Updating Content | 519 |
| Working with InCopy | 520 |

20 Working Together with Adobe Programs

521

| | | |
|---|-----|-------------|
| Exploring Adobe Programs | 522 | New! |
| Exploring Adobe Bridge | 523 | |
| Getting Started with Adobe Bridge | 524 | |
| Getting Photos from a Digital Camera | 525 | |
| Working with Raw Images from a Digital Camera | 526 | New! |
| Modifying Images in Camera Raw | 528 | New! |
| Working with Images Using Adobe Bridge | 530 | |
| Setting Preferences in Adobe Bridge | 532 | |
| Applying Image Adjustments | 534 | |
| Automating Tasks in Adobe Bridge | 535 | |
| Using Mini-Bridge | 536 | |
| Scripting with Adobe ExtendScript Toolkit | 537 | |
| Working with Adobe Media Encoder | 538 | |
| Working with Adobe Extension Manager | 540 | New! |
| Using the Adobe Exchange Panel | 541 | New! |
| Accessing Adobe Creative Cloud | 542 | New! |

| | | |
|----------------------------|-----|-------------|
| <i>New Features</i> | 543 | New! |
| <i>Adobe Certification</i> | 549 | |
| <i>Index</i> | 555 | |



Introduction

Welcome to *Adobe InDesign CC on Demand*, a visual quick reference book that shows you how to work efficiently with InDesign. This book provides complete coverage of basic to advanced InDesign skills.


How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in InDesign CC, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in InDesign. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P (Win) or +P (Mac), as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the web at www.perspection.com.

How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

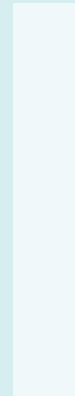
Step-by-Step Instructions

Real World Examples

Workshops

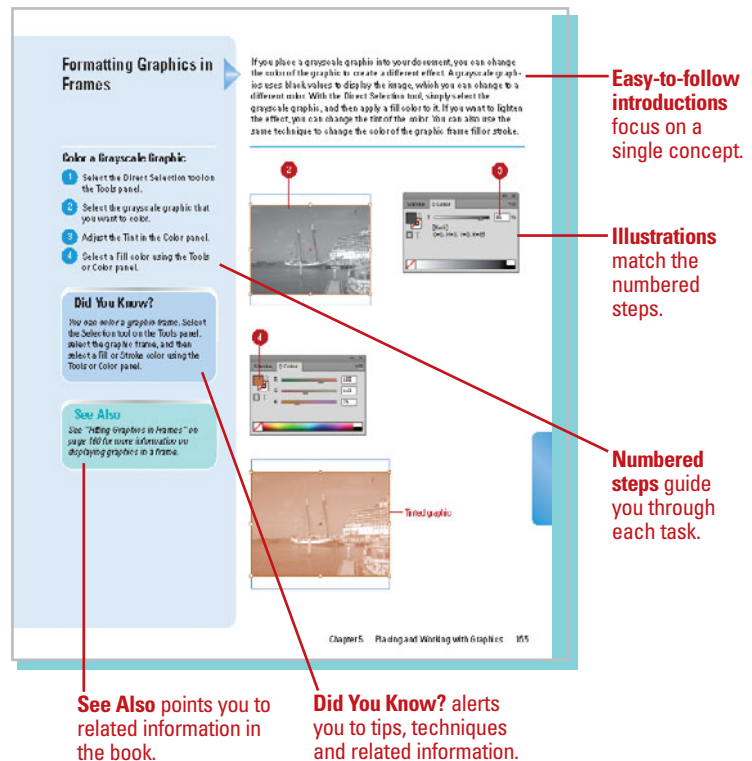
Adobe Certification

Get More on the Web



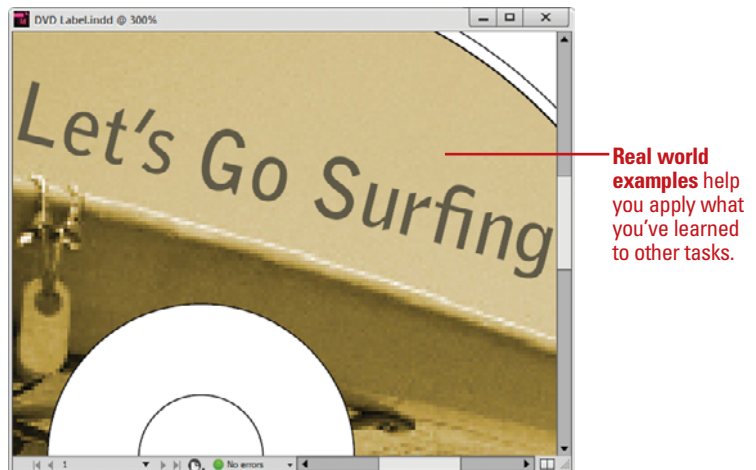
Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Real World Examples

This book uses real world example files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the web at www.queondemand.com or www.perspection.com.

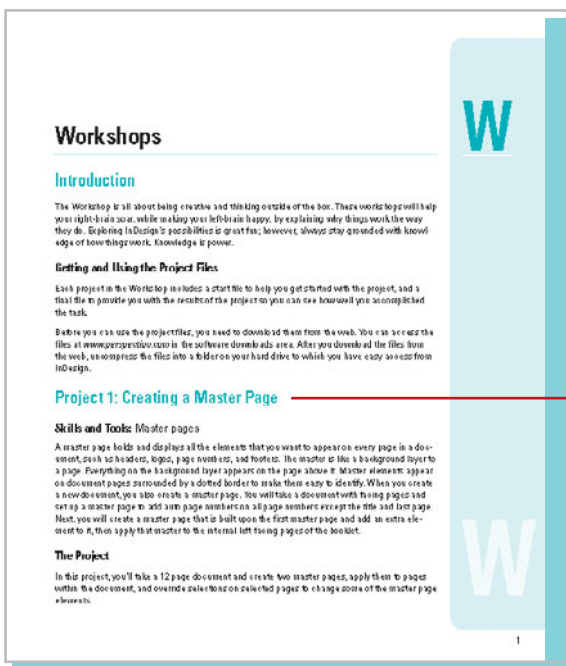


Workshops

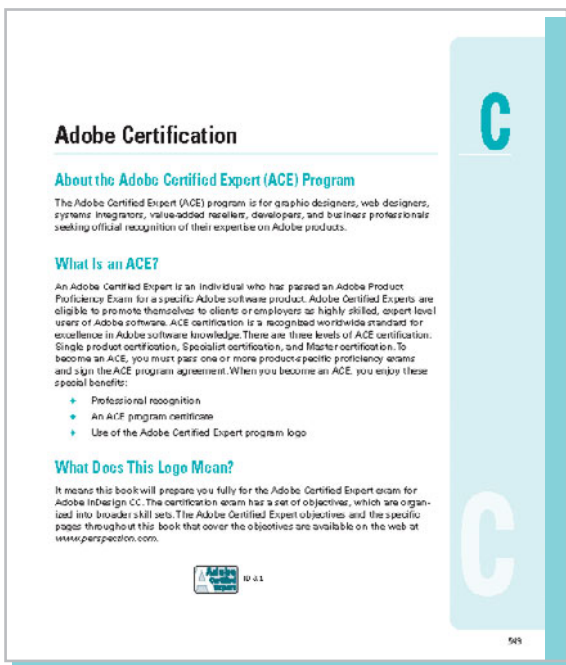
This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshops. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the web at www.queondemand.com or www.perspection.com.

Adobe Certification

This book prepares you fully for the Adobe Certified Expert (ACE) exam for Adobe InDesign CC. Each Adobe Certified Expert certification level has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with an ACE objective to confirm that you can meet the requirements for the exam. Information about the ACE program is available in the back of this book. The Adobe Certified Expert objectives and the specific pages that cover them are available on the web at www.queondemand.com or www.perspection.com.



The **Workshops** walk you through in-depth projects to help you put InDesign to work.



Get More on the Web

In addition to the information in this book, you can also get more information on the web to help you get up-to-speed faster with InDesign CC. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your InDesign documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the web at www.perspection.com.

Keyboard Shortcuts

Adobe InDesign CC

If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

If you're searching for new keyboard shortcuts in InDesign CC, just look for the letter **K**. The **K** appears in the Keyboard Shortcuts table so you can quickly and easily identify new or changed shortcuts.

| Keyboard Shortcuts | | |
|--|-------------|-----------------|
| Command | Windows | Macintosh |
| Tools | | |
| Selection tool | V, K | V, K |
| Direct Selection tool | A, K | A, K |
| Toggle Selection/Direct Selection tool | Ctrl+Tab | Cmd+Control+Tab |
| Page tool | Shift+P | Shift+P |
| Cap tool | U | U |
| Content Collector/Placer tool | B | B |
| Type tool | T | T |
| Type on a Path tool | Shift+T | Shift+T |
| Line tool | L | L |
| Pen tool | P | P |
| Add Anchor Point tool | = | = |
| Delete Anchor Point tool | - | - |
| Convert Direction Point tool | Shift+C | Shift+C |
| Eraser tool | E, K | E, K |

Additional content is available on the web.

Managing Pages and Books

Introduction

Most documents are more than one page, so inserting new pages is a common practice in InDesign. You can quickly add a new blank page to a document using the Pages panel. The Pages panel allows you to visually display and navigate through all the pages in your document. When you work with multiple page documents, moving pages around is inevitable. You can simply drag pages in the Pages panel to rearrange them within a document or use the Move Page command on the panel Options menu to move them between documents. When you no longer need a page, you can quickly delete it from your document using the Pages panel.

A master page is one of the most important parts of creating an InDesign document. A master page holds and displays all the elements that you want to appear on every page in a document, such as headers, logos, page numbers, and footers. The master is like a background layer to a page. Everything on the background layer appears on the page in front of it. When you make a change to a master page, the change appears in all document pages unless you override the change.

Instead of creating long documents, you can break them up into smaller documents, like chapters, and then add them to a book. In InDesign, a book is not a single document. It simply keeps track of all the documents in the book and coordinates document page numbers, colors, and styles. When you create a book, you can synchronize page numbers, colors, and styles for all the documents in the book. Each book uses a file called the *style source* to control the style sheets, swatches, and master pages for all the documents in the book. When you make changes to the style source file, all the documents in the book are synchronized to the file.

What You'll Do

Use the Pages Panel

Insert Pages

Navigate Pages

Change the Page Size

Delete or Move Pages

Work with Page Spreads

Rotate Page Spreads

Create Master Pages

Work with Master Pages

Work with Page Numbers and Sections

Work with Chapter Numbers

Create and Use Text Variables

Create and Manage Books

Create a Table of Contents

Start an Index

Create an Index Entry

Create an Index

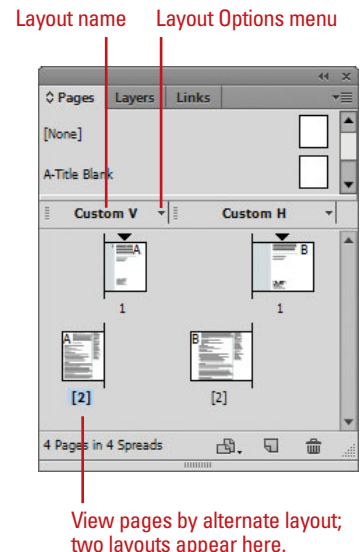
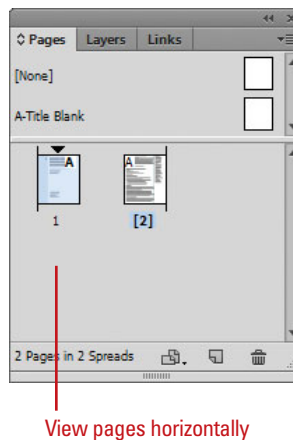
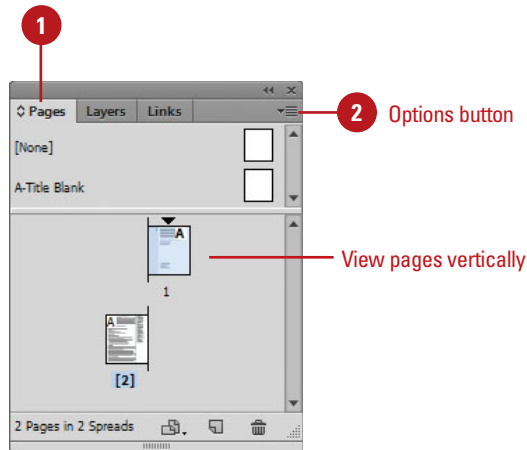
Manage an Index

Using the Pages Panel

The Pages panel allows you to visually display all the pages in your document. The Pages panel shows thumbnails for each page. At the top of the panel are the master pages for the document. A master page contains elements that are repeated on every page. When you're working with a multi-page document with or without multi-layouts, the Pages panel is an essential part of working with pages. You can add and remove pages as well as navigate to and from pages. The Pages panel, like all panels, provides an Options menu where you can select page-related commands and Pages panel view and display options. The view options allow you to view page icons horizontally, vertically, or by alternate layouts (for different size mobile devices). The display options allow you to change page icons size, position, and location. In addition, you can also set options to show or hide icons for page transparency, transition, and spread rotation.

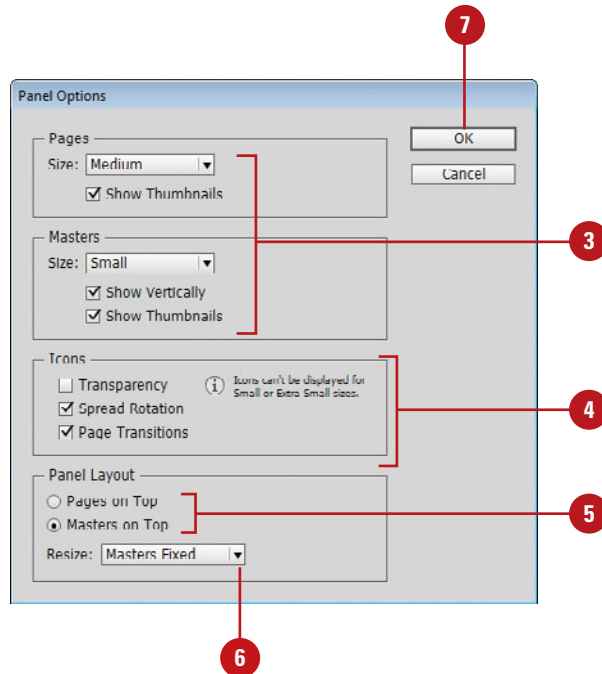
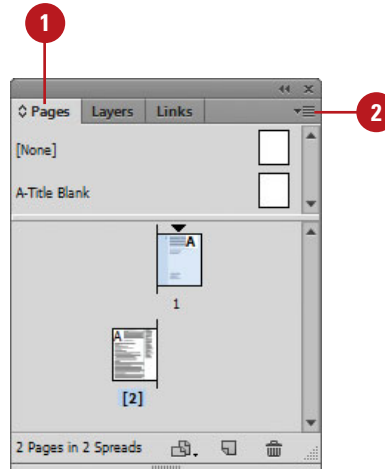
Change the Pages Panel View

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Click the **Options** button on the panel, point to **View Pages**, and then select an option:
 - ◆ **Horizontally.** View page icons horizontally.
 - ◆ **Vertically.** View page icons vertically.
 - ◆ **By Alternate Layout.** View page icons in multiple layouts.
- 3 For the By Alternate Layout view, use any of the following:
 - ◆ **Layout Options.** Click the **Layout Options** menu to create or delete alternate layouts, delete pages, set HTML5 pagination options, and split window to compare layouts.
 - ◆ **Rename Layouts.** Double-click the layout name, edit the name, and then press Enter (Win) or Return (Mac).
 - ◆ **Switch Layout Columns.** Drag the layout names to the other side.



Change the Pages Panel Display

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Click the **Options** button on the panel, and then click **Panel Options**.
- 3 Select from the following Pages panel options:
 - ◆ **Size.** Specify an icon size for Pages and Masters.
 - ◆ **Show Vertically.** Select to show master page icons vertically.
 - ◆ **Show Thumbnails.** Select to show page or master page icons as thumbnails.
- 4 Select from the following options for icon display:
 - ◆ **Transparency.** Select to display icons when transparency is applied to a page or spread.
 - ◆ **Spread Rotation.** Select to display icons when the spread view is rotated.
 - ◆ **Page Transitions.** Select to display icons when page transitions are applied to a page or spread.
- 5 Click the **Pages on Top** or **Masters on Top** option.
- 6 Click the **Resize** list arrow, and then select an option when you resize the Pages panel.
- 7 Click **OK**.



Inserting Pages

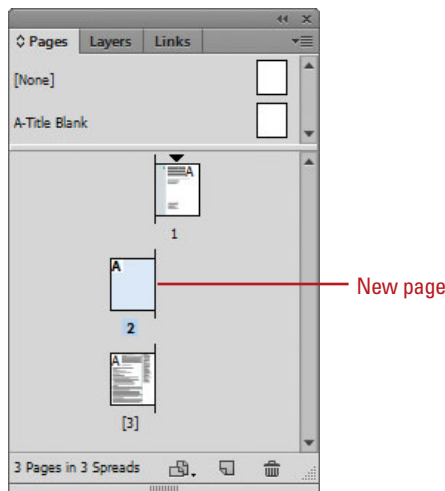
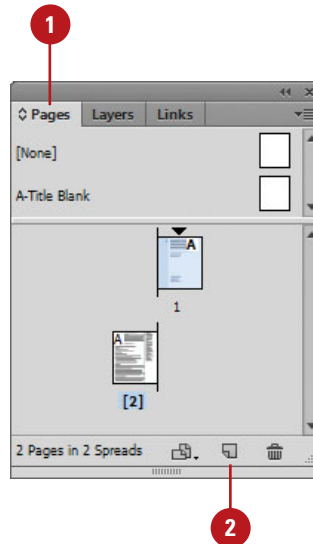
Insert Pages Using the Pages Panel

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Use any of the following methods to insert a page:
 - ◆ **Insert Page.** Click the **Create New Page** button on the panel.
 - ◆ **Insert from Master Pages.** Drag a master page or a nonmaster page from the master page area to the document page area of the panel.
- 3 Continue to insert pages as needed.

Did You Know?

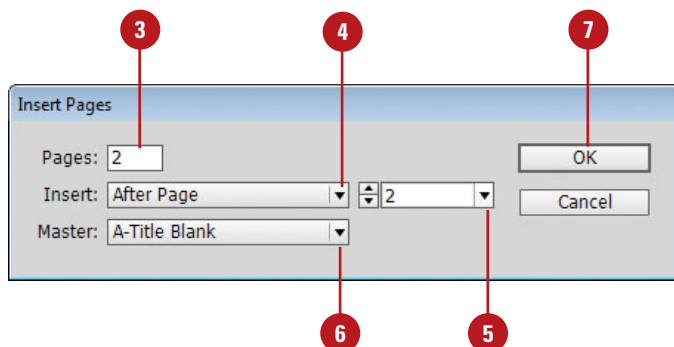
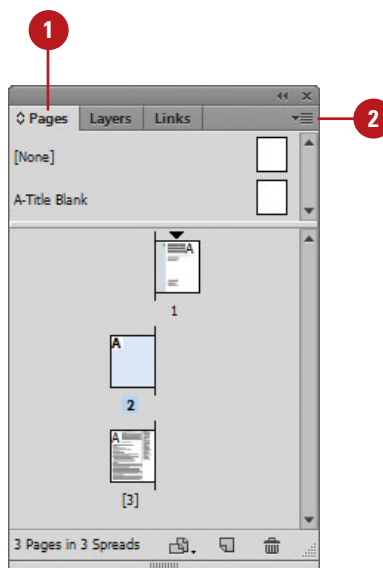
You can duplicate a page. Select the Pages panel, select the pages or spreads you want to duplicate, and then drag the selected pages to the Create New Page button on the panel or use the Duplicate Spread command on the Options menu.

Most documents will be more than one page, so inserting new pages is a common practice in InDesign. You can quickly add a new blank page to a document using the Pages panel. You have several different methods to complete the task. You can use the New Page button on the page, drag a master page to the document area in the Pages panel, or use the Insert Pages command on the Options menu. If you're inserting only one or two pages, the first two methods work the best. If you want to insert multiple pages, the Insert Pages command is your best option, where you can use the Insert Pages dialog box to set additional options.



Insert Multiple Pages Using the Insert Pages Dialog Box

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Click the **Options** button, and then click **Insert Pages**.
- 3 Enter the number of pages that you want to insert.
- 4 Click the **Insert** list arrow, and then specify how you want to insert the pages:
 - ◆ **After Page.** Inserts new pages after a specific page.
 - ◆ **Before Page.** Inserts new pages before a specific page.
 - ◆ **At Start of Document.** Inserts new pages at the start of the document.
 - ◆ **At End of Document.** Inserts new pages at the end of the document.
- 5 Specify the specific page to use when you choose After Page or Before Page as your Insert option.
- 6 Click the **Master** list arrow, and then select a master or nonmaster page to use as the basis for the new pages.
- 7 Click **OK**.

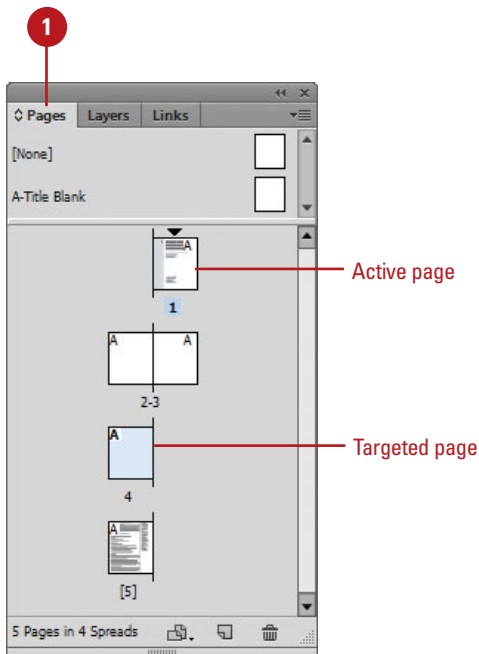


Navigating Pages

After you insert new pages into a document, you can use the Pages panel, Layout menu commands, and Status bar to navigate between them. As you work with pages in the Pages panel, there are two types of page selections. One targets a page and the other activates a page. A targeted page is a page selected in the Pages panel, while an activated page is a working page in the document window. When you target a page, you can apply a command in the Pages panel even though it may not be the current working page in the document window.

Target or Activate on a Page

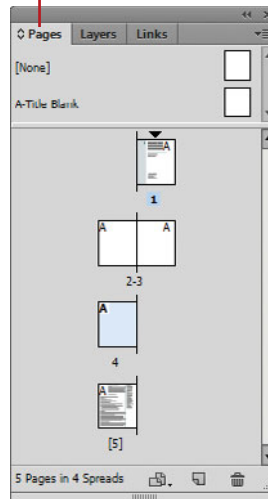
- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Use any of the following methods to select a page:
 - ◆ **Target a Page.** Click a page in the Pages panel.
The thumbnail is highlighted.
 - ◆ **Work on (Activate) a Page.** Double-click a page in the Pages panel.
The thumbnail is highlighted and the page number or name below it is highlighted in black.



Navigate to Pages

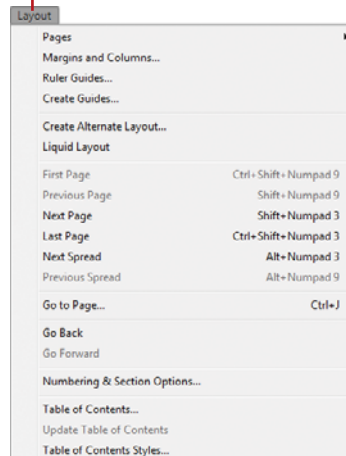
- ◆ **Pages Panel.** Select the **Pages** panel, and then double-click the page in the panel that you want to work on.
- ◆ **Status Bar.** Use the navigation buttons on the Status bar to browse through pages or click the list arrow to select a specific page.
- ◆ **Layout Menu.** Click the **Layout** menu, and then select any of the following commands:
 - ◆ **First Page.** Displays the first page in the document.
 - ◆ **Previous Page.** Displays the previous page in the document.
 - ◆ **Next Page.** Displays the next page in the document.
 - ◆ **Last Page.** Displays the last page in the document.
 - ◆ **Next Spread.** Displays the next spread of pages in the document.
 - ◆ **Previous Spread.** Displays the previous spread of pages in the document.
 - ◆ **Go To Page.** Displays the specified page in the document.
 - ◆ **Go Back.** Displays the previously active page in the document.
 - ◆ **Go Forward.** Displays the previously active page before the use of the Go Back command.

Pages panel



Status bar with page navigation

Layout menu with page navigation



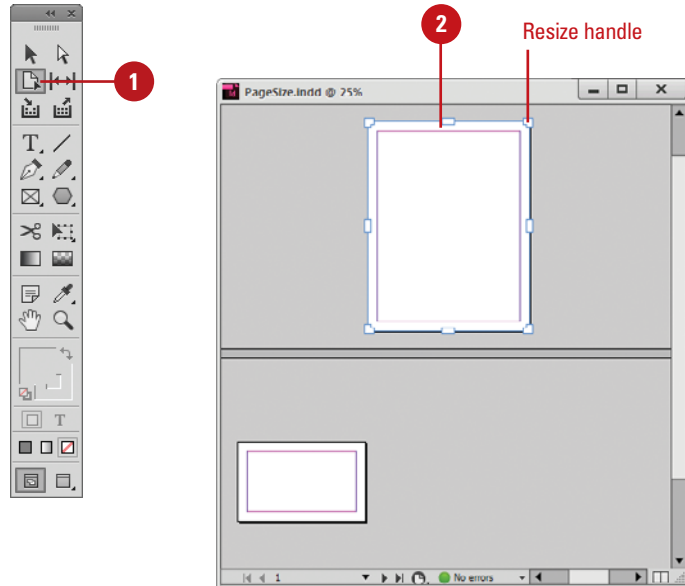
Changing the Page Size

Change the Page Size Using the Page Tool

- 1 Select the **Page tool** on the Tools panel.
- 2 Select the master page or layout page you want to resize in the layout, not in the Pages panel.

Resize handles appear around the edge of the page.
- 3 Specify any of the following settings in the Control panel:
 - ◆ **X and Y Values.** Specify X and Y values to set the position of the page in relation to other pages in the spread.
 - ◆ **W and H Values, Preset, or Custom.** Specify the Width and Height for the selected page or select a preset from the Preset Size list; click Custom to create or delete a custom size.
 - ◆ The available preset page sizes are based on the document intent.
 - ◆ **Orientation.** Click the Portrait or Landscape button.
 - ◆ **Liquid Page Rule.** Select an option to specify how to adjust objects when the page size changes.
 - ◆ **Off.** Disables the option.

If you need to change the size of a page in a document, you can use the Page tool on the Tools panel along with the Control panel or the Edit Page Size button on the Pages panel. You can use a pre-defined page size based on the document intent, either print, web, or digital publishing, or create and name custom page sizes. When you manually change a page size using the Page tool, you can specify how you want InDesign to adjust objects on the resized page with the Liquid Page Rule. You can have different pages within a single document, which is useful keeping different sized designs, such as a business card and letterhead, in the same document.

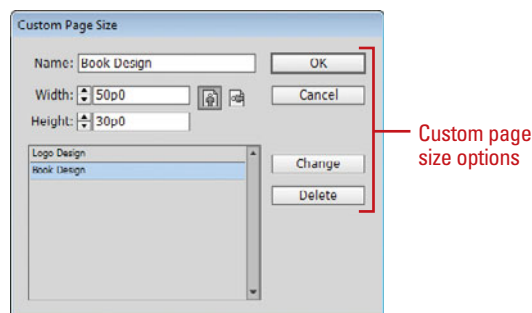
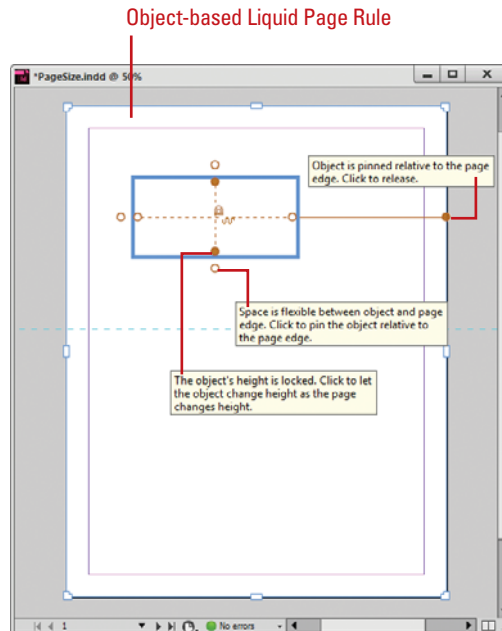
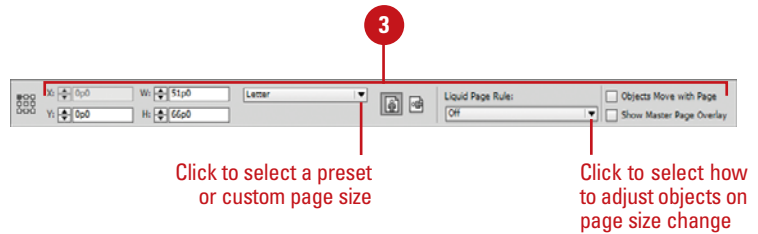


- ◆ **Scale.** All objects work as a group and scale proportional. For different aspect ratios, a black band may appear on top and bottom or left and right.
- ◆ **Re-center.** Objects are centered no matter the width; not resized.
- ◆ **Object-based.** Object edges are defined as fixed or fluid relative to the corresponding page edge. Select an object and click pins to toggle settings. A filled circle pins objects as fixed; an unfilled circle pins as fluid.
- ◆ **Guide-based.** Similar to the concept of 3 & 9 slice scaling. Slice guides define a straight line across the page where elements can resize. You add slice guides by dragging from the ruler.
- ◆ **Controlled by Master.** Let the master determine it.
- ◆ **Show Master Page Overlay.** Select to show a shaded box over the selected page. You can move the master page overlay so items appear correctly.
- ◆ **Objects Move with Page.** Select to move objects on the page when the page size changes.

4 To manually change the page size with the liquid layout rules:

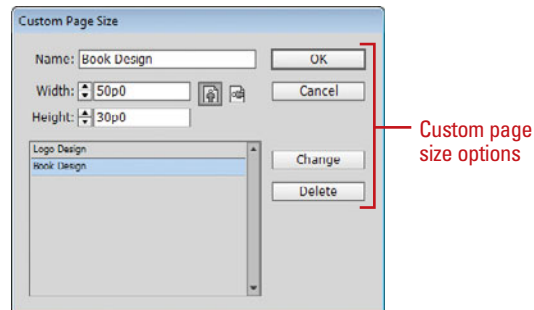
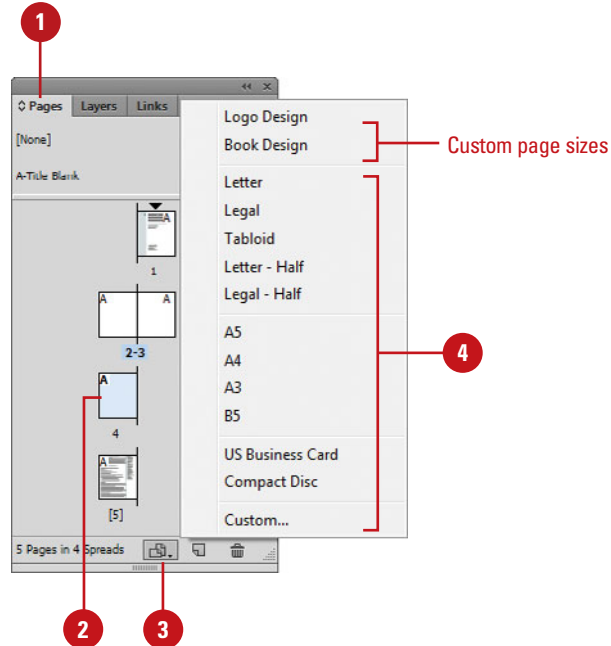
- ◆ **Preview Manual Changes.** Drag a resize handle. When you release it, the page returns to the original size.
- ◆ **Manually Change Page Size.** Press Alt (Win) or Option (Mac), and drag a resize handle to resize the page.

Continue Topic Next Page



Change the Page Size

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Select the pages you want to change in the Pages panel.
- 3 Click the **Edit Page Size** button.
- 4 Select from the following on the menu:
 - ◆ **Preset Size.** Changes the selected pages to the preset page size. The available preset page sizes are based on the document intent—Print, Web, or Digital Publishing.
 - ◆ **Custom.** Creates and names custom page sizes. In the Custom Page Size dialog box, do any of the following, and then click **OK**.
 - ◆ **Add.** Enter a name, width and height, and then click **Add**.
 - ◆ **Remove.** Select a name, and then click **Delete**.
 - ◆ **Edit.** Select a name, and then click **Change**.



Deleting Pages

Delete Pages

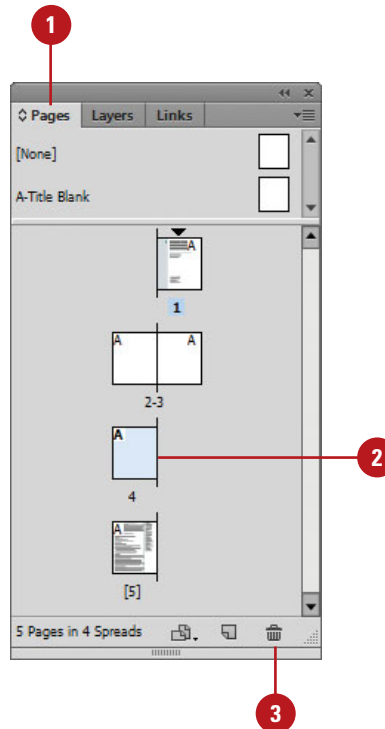
- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Select the pages that you want to delete.
 - ◆ You can use the Shift key to select contiguous pages or the Ctrl (Win) or ⌘ (Mac) to select noncontiguous pages.
- 3 Click the **Delete Page** or **Delete Spread** button on the panel.
 - ◆ You can also click the **Options** button, and then click **Delete Pages** or **Delete Spread**.

IMPORTANT When you have a spread of pages selected, the button and command changes to *Delete Spreads*.

- 4 Click **OK** to confirm the deletion.

TIMESAVER Hold down the **Alt** (Win) or **Option** (Mac) key, when you select the **Delete Pages** button or command to bypass the confirmation dialog box.

When you no longer need a page, you can delete it from your document using the Pages panel. You can use the Delete Page or Delete Spread button on the panel or the same command on the Options menu. When you select a single page, InDesign uses the Delete Page button or command. When you select a spread of pages, InDesign uses the Delete Spread button command.



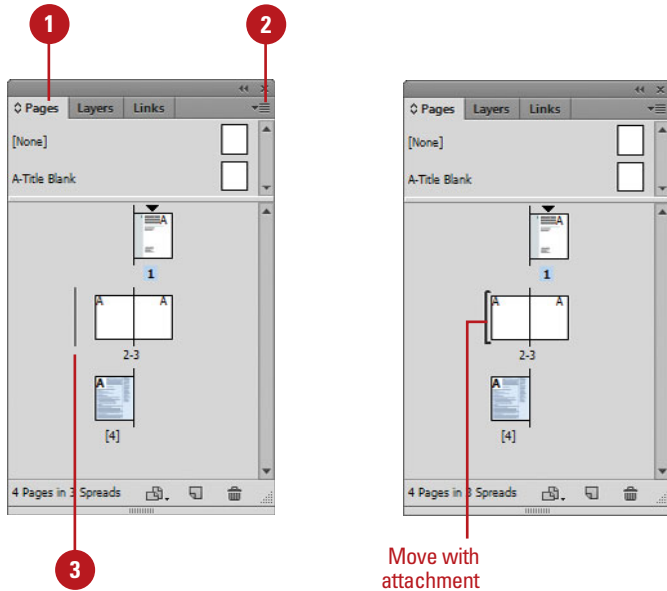
Moving Pages

Move Pages by Dragging

- 1 Select the **Pages** panel.
- 2 Click the **Options** button, and then select a move related option:
 - ◆ **Allow Document Pages to Shuffle.** Enables or disables the shuffling of document pages.
 - ◆ **Allow Selected Spread to Shuffle.** Enables or disables the shuffling of selected spread pages.
- 3 Drag a page next to or between spread pages.

A straight black line indicates the move location with a shuffle. A bracket black line indicates the move location with attachment.

Moving and arranging pages is a common part of working with multiple page documents. You can simply drag pages in the Pages panel or use the Move Page command on the Options menu. When you drag pages, the cursor indicates new page location. With the Move Page command, you can move pages within the current document or to another open document. When you move the pages, objects in the slug and bleed areas are also moved. Page numbers in the slug area display a number rather than the pasteboard index entry.



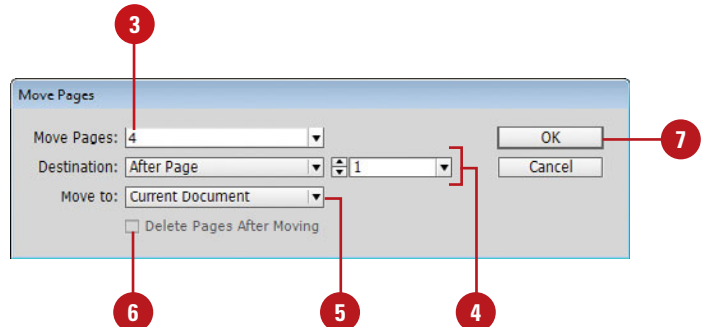
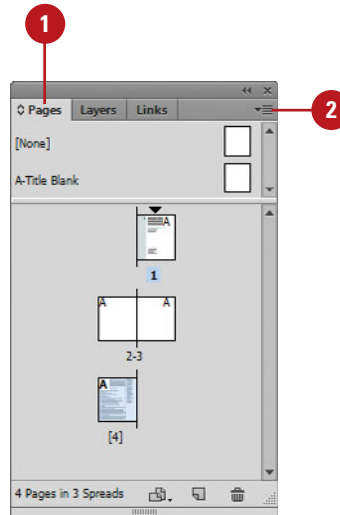
For Your Information

Adding Color Labels to Pages

In the Pages panel, you can assign color labels to the page thumbnails. If page previews are enabled, the color label appears below the thumbnail. If page previews are disabled, the entire generic page thumbnail is colored. You can assign a color label to normal or master pages in the Pages panel. If you no longer want to assign a color label, you can remove it. In the Pages panel, select the pages you want to assign a color label, click the Options button on the panel, point to Page Attributes, point to Color Label, and then click None, Use Master Color, or a specific color.

Move Pages

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Click the **Options** button, and then click **Move Pages**.
- 3 Specify the pages that you want to move. Use a hyphen to designate a range, such as 1-4.
- 4 Click the **Destination** list arrow, select an option, and then enter a page number, if necessary.
- 5 Click the **Move To** list arrow, and then select a document location.
- 6 If you are moving the page(s) to a separate open file, select the **Delete Pages After Moving** check box if you want to delete the pages from the current document.
- 7 Click **OK**.



Working with Page Spreads

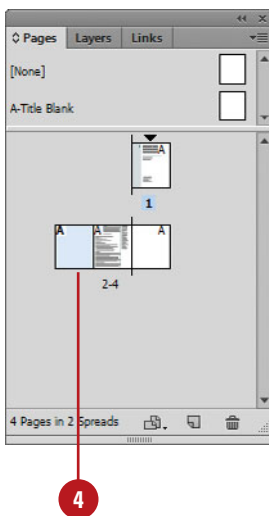
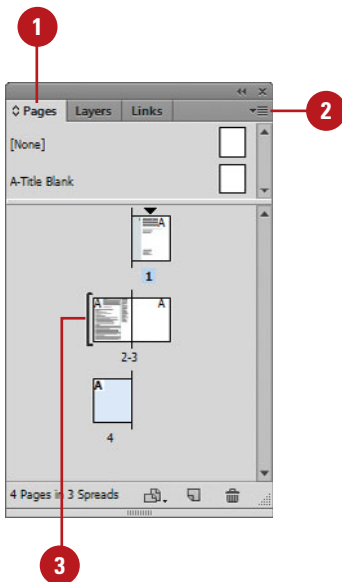
Add and Remove Pages from a Spread

- 1 Select the **Pages** panel.
- 2 Click the **Options** button on the panel, and then click **Allow Document Pages to Shuffle** to deselect it.
- 3 To add pages, drag a page from the pages area, or a master page next to the spread where you want to add the page.
- 4 To remove pages, drag a page from the spread to outside of the spread, and then click **No**, if necessary.

Did You Know?

You can keep pages in a spread together. Select the Pages panel, select the spread you want to protect, click the Options button, and then click **Allow Selected Spread To Shuffle** to deselect it.

Most documents are either one or two page spreads. A single-page spread displays pages one at a time (top to bottom), while a two-page spread displays pages as facing pages (left and right). If you want to create a larger spread for a magazine foldout or a brochure, you can add more pages to a one or two page spread. These multiple-page spreads are also called **island spreads**. When you no longer want a larger spread, you can remove pages from the spread.



Rotating Page Spreads

Rotate Page Spreads

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Double-click the page numbers of the page spread you want to rotate.
- 3 Click the **Options** button on the panel, point to **Page Attributes**, point to **Rotate Spread View**, and then click **90° CW**, **90° CCW**, or **180°**.
 - ◆ You can also click the **View** menu, point to **Rotate Spread**, and then click **90° CW**, **90° CCW**, or **180°**.

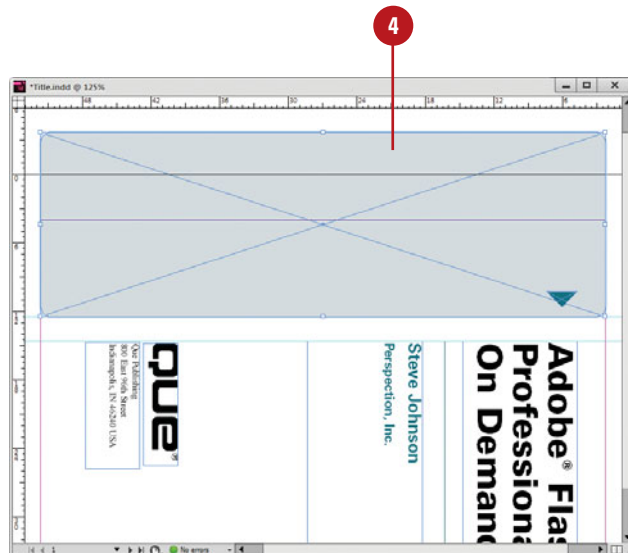
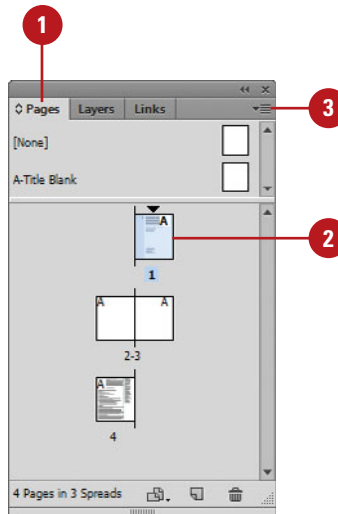
A rotation icon appears next to the page indicating the spread is rotated.

- 4 Edit and modify the page spread the way you want.
- 5 Click the **Options** button on the panel, point to **Page Attributes**, point to **Rotate Spread View**, and then click **Clear Rotation**.
 - ◆ You can also right-click (Win) or Control-click (Mac) the rotation icon to select a rotation spread command.

See Also

See “Using the Pages Panel” on pages 56 for more information on showing the spread rotation icon in the Pages panel.

If you need to work on non-horizontal design elements, such as a calendar, you can rotate the current spread in 90 degree increments to make it easier to work on. When you rotate the current spread view, you have full editing capabilities. When you’re done, you can quickly clear the rotation to return to a normal view.



Creating Master Pages

Add Objects to an Existing Master Page

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Double-click the master page in the master page area of the Pages panel.

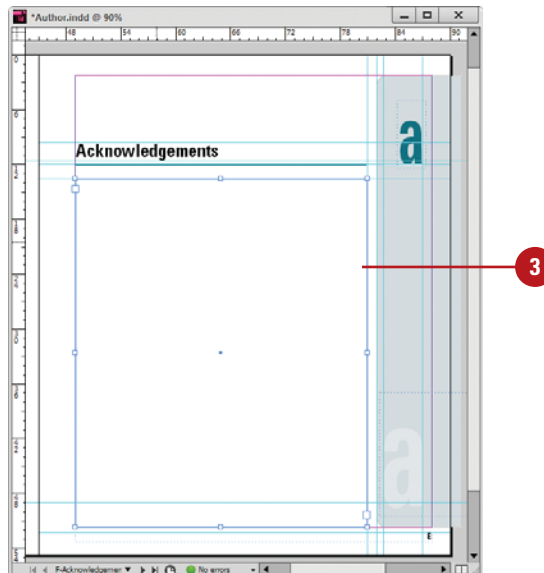
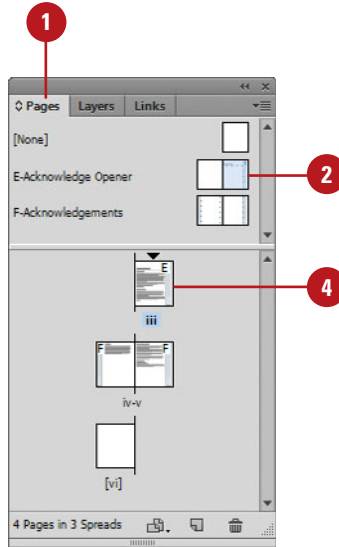
The master page or two page spread appears in the document window.
- 3 Add text boxes, graphics, or any other elements you want on the page.
- 4 Double-click a page in the document page area of the Pages panel.

The elements added to the master page or spread appear on the document page.

Did You Know?

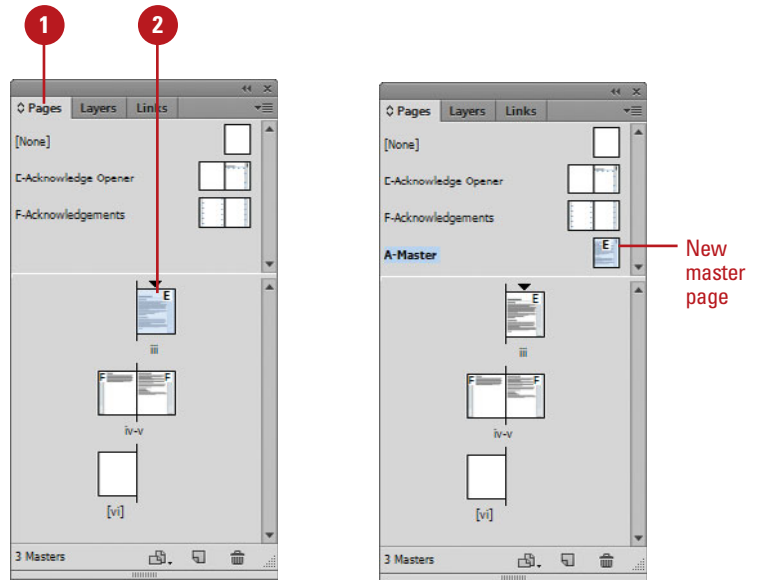
You can load master pages from another document. Select the Pages panel, click the Options button, click Load Master Pages, select the file, and then click Open.

A master page holds and displays all the elements that you want to appear on every page in a document, such as headers, logos, page numbers, and footers. The master is like a background layer to a page. Everything on the background layer appears on the page above it. Master elements appear on document pages surrounded by a dotted border to make them easy to identify. When you create a new document, you also create a master page. If you want to create additional master pages, you can create them from scratch with a custom page size (**New!**) or from an existing page or spread.



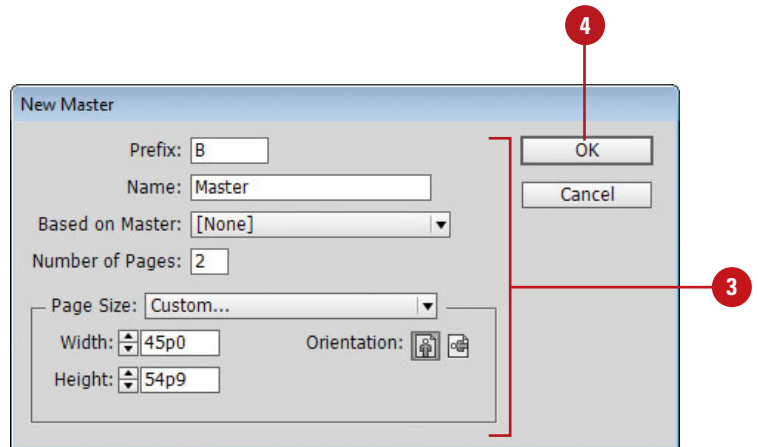
Create a Master Page from an Existing Page

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Drag a page or a spread from the document page area to the master page area.
 - ◆ You can also select a page or spread, click the **Options** button, point to **Master Pages**, and then click **Save As Master**.



Create a New Master Page

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Click the **Options** button on the panel, and then click **New Master**.
- 3 Select from the following Pages panel options:
 - ◆ **Prefix.** Enter a prefix up to four characters. This identifies the applied master for each page.
 - ◆ **Name.** Enter a name for the master page.
 - ◆ **Based on Master.** Select an existing master on which to base the new master.
 - ◆ **Number of Pages.** Enter the number of master pages (1-10).
 - ◆ **Page Size.** Select a preset page size or specify a custom size and orientation.
- 4 Click **OK**.



Working with Master Pages

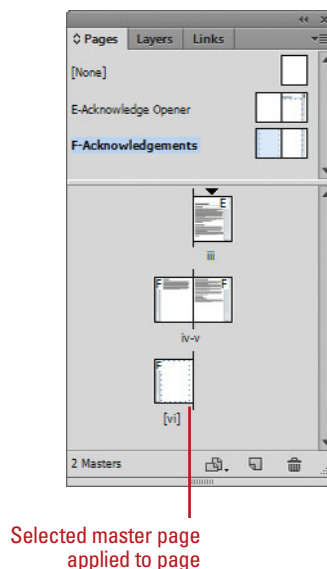
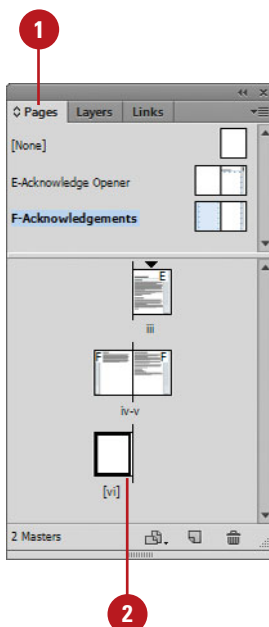
Apply a Master Page to a Document Page

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Drag a master page or spread from the master page area to a page or spread in the document page area.
- 3 To apply a master to multiple pages, select the pages in the document page area, and then Alt (Win) or Option (Mac) the master page you want to apply.
 - ◆ You can also click the **Options** button, click **Apply Master To Pages**, specify the options you want, and then click **OK**.

Did You Know?

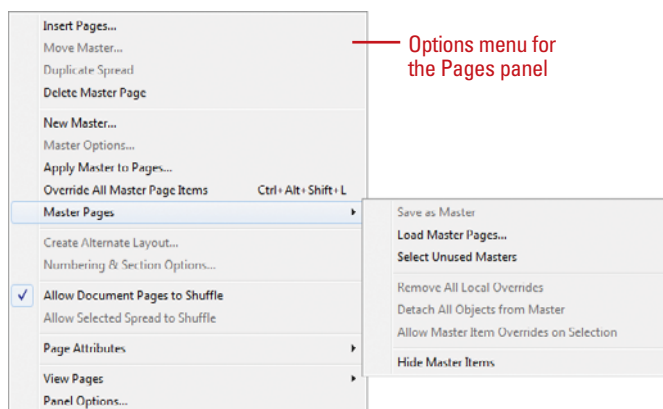
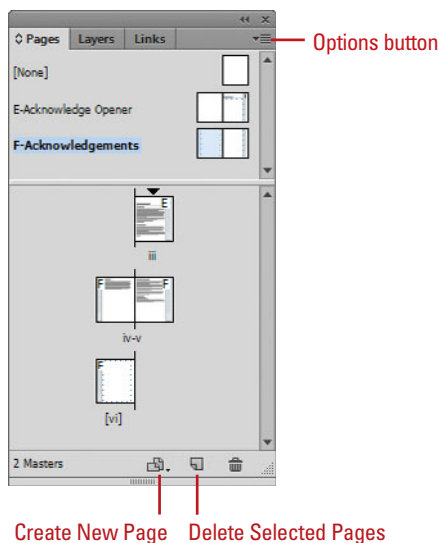
You can change master page options. Select the Pages panel, select the master page, click the Options button, click Master Options for *master page name*, specify the options you want, and then click OK.

When you apply a master page to a document page, all the elements on the master page are attached and displayed on the document page. A master page can also contain a single (only one) primary text frame, which you can use to flow or type your text on all document pages. When you only want a selected number of elements from the master page on a document page, you can override or detach the elements you want. Overriding a master puts a copy of the master element on the document page and keeps the link, where you can make changes to it. The changes made on the document page don't affect the master; however, any changes to the same element on the master (separate from the document page) still appear from the master on the document page. Detaching a master overrides a master element and removes the link. Instead of overriding or detaching master elements, you have the option of hiding them.



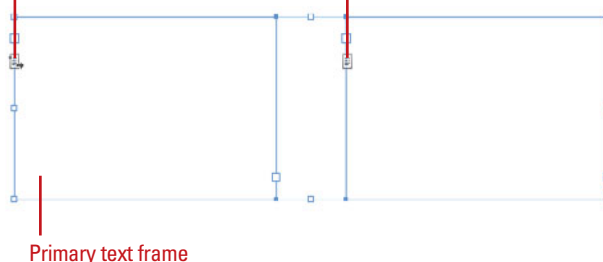
Work with Master Pages

- ◆ **Delete Masters.** In the Pages panel, drag the master page to the **Delete Selected Pages** button on the panel.
- ◆ **Copy Masters.** In the Pages panel, drag the master page to the **Create New Page** button on the panel.
- ◆ **Create Primary Text Frame.** In the Pages panel, double-click a master page, create and select a text frame, and then click the **Text** icon on the text frame. Click the icon again to disable it.
- ◆ **Hide Master Elements.** In the Pages panel, select the document page, click the **Options** button, point to **Master Pages**, and then click **Hide Master Items**.
- ◆ **Override a Master Element.** In the Pages panel, click the **Options** button, point to **Master Pages**, and then click **Allow Master Item Overrides On Selection** to select it. On a document page, Ctrl+Shift+click (Win) or ⌘+Shift+click (Mac) an element.
- ◆ You can also click the document page in the Pages panel, click the **Options** button, and then click **Override All Master Page Items**.
- ◆ **Remove All Local Overrides.** In the Pages panel, click the **Options** button, point to **Master Pages**, and then click **Remove All Local Overrides**.
- ◆ **Detach All Objects From Master.** In the Pages panel, click the **Options** button, and then click **Detach All Objects From Master**.
- ◆ **Unassign Master.** In the Pages panel, drag the **[None]** master from the master page area to a page in the document page area. All master elements are no longer attached to the document page.



Click Text icon to disable primary text flow.

Click Text icon to enable primary text flow here and disable any other.



Working with Page Numbers and Sections

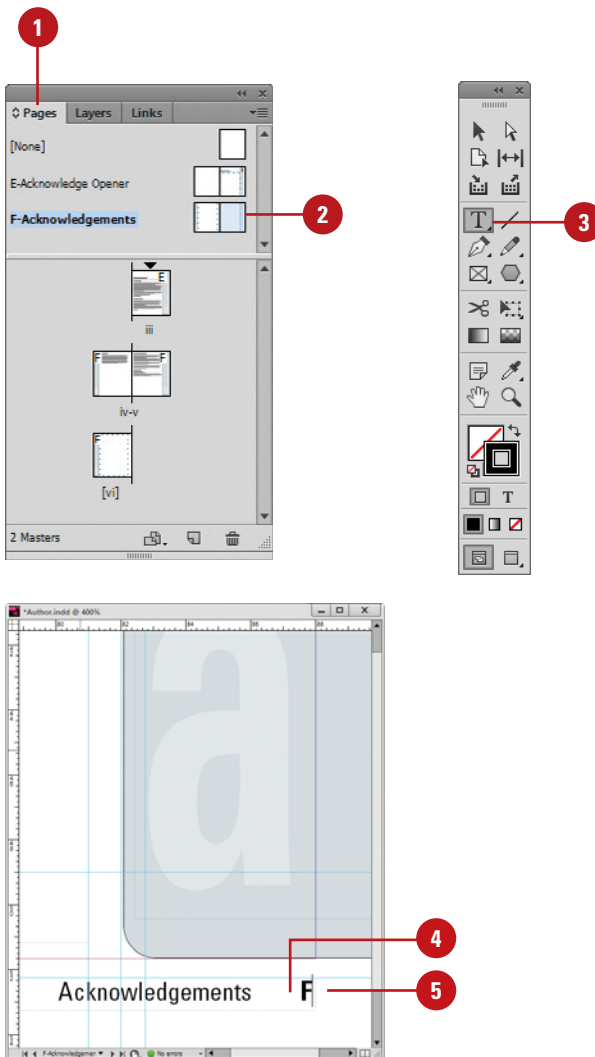
Add a Page or Section Number to a Page Master

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Double-click the master page in the master page area of the Pages panel.

The master page or two page spread appears in the document window.
- 3 Select the **Type** tool on the Tools panel.
- 4 Click where you want to create a text box for the page or section number.
- 5 Click the **Type** menu, point to **Insert Special Character**, point to **Markers**, and then click **Current Page Number** or **Section Marker**.

A special character marker appears in the text box. The current page or section number is the prefix for the master page.
- 6 For facing pages, repeat steps 3-5 for the other page.

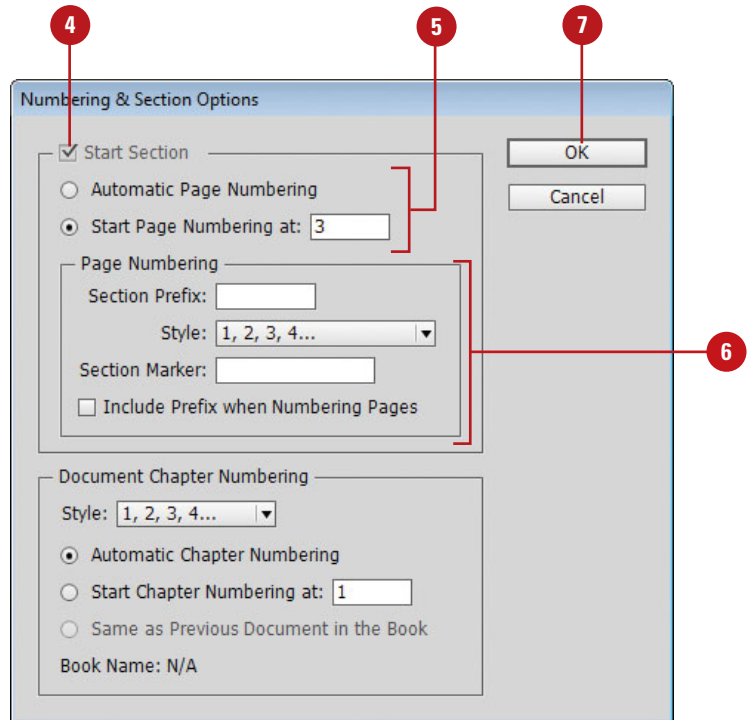
One of the most common elements added to a master page is a page number. InDesign uses a special character to designate page numbers. On a master page, simply create a text box, place the insertion point in the box, and then insert the current page number marker. You can also insert and format additional text and variables in the text box to create a header or footer across the top or bottom of the page. You can also use the Numbering & Section Options dialog box to change the format of page numbers or the starting page number. If you want to insert text before the page number, you can specify a section prefix. In addition to page numbers, you can also define a section within a document with separate numbering. A section indicator icon (black triangle) appears above the page thumbnail in the Pages panel.



Set Page Numbering and Section Options

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Double-click the page where you want to start the page numbering or section to start.
- 3 Click the **Layout** menu, and then click **Numbering & Section Options**.
- 4 Select the **Start Section** check box to start a new section.
- 5 Click the **Automatic Page Numbering** or **Start Page Numbering At** option.
 - ◆ **Section Prefix.** Enter a prefix that will appear before the page number, if desired.
 - ◆ **Style.** Select a style for the page number.
 - ◆ **Section Marker.** Enter text, such as *Section*, for a section within a document.
 - ◆ **Include Prefix When Numbering Pages.** Select this option if you want to add the section prefix to the page number.
- 7 Click **OK**.

A section indicator icon (black triangle) appears above the page thumbnail in the Pages panel.
- 8 Double-click the page where you want the section to end, and then repeat steps 3-7 for section numbering (except, in this case, you will need to deselect the **Start Section** check box).

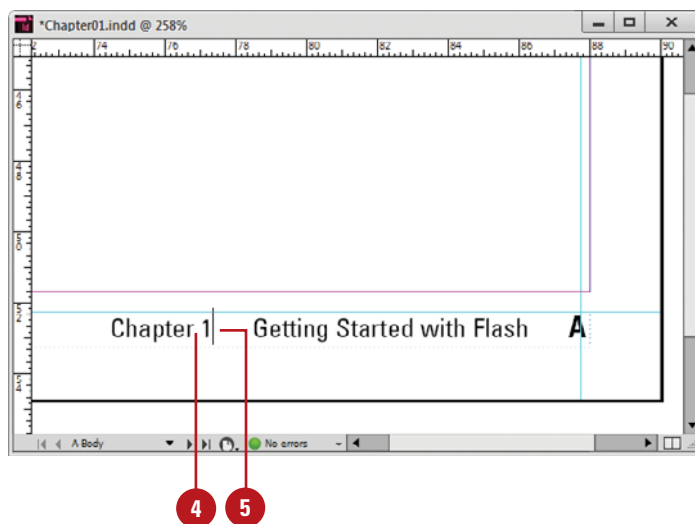
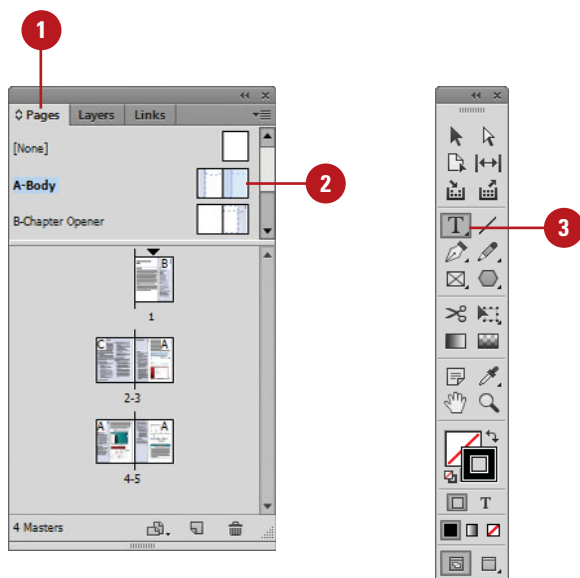


Working with Chapter Numbers

Add a Chapter Number to a Document

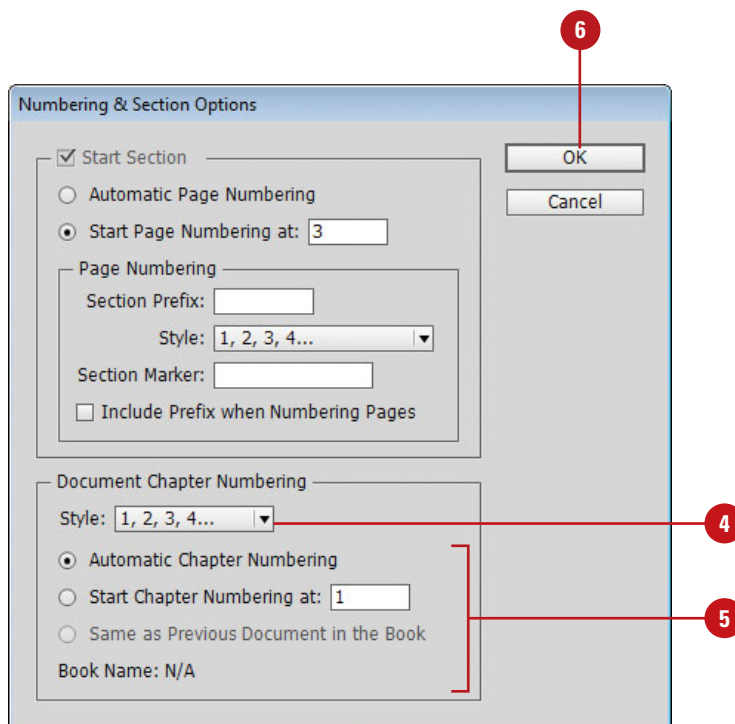
- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Double-click the page or master page where you want to place a chapter number.
- 3 Select the **Type** tool on the Tools panel.
- 4 Click where you want to create a text box for the chapter number.
- 5 Click the **Type** menu, point to **Text Variables**, point to **Insert Variable**, and then click **Chapter Number**.

Like page numbers, you can insert chapter numbers into documents that will be part of a book. Unlike a page number, a chapter number is a predefined text variable. The chapter number variable can be updated automatically and formatted as text. To insert a chapter number variable, create a text box, place the insertion point in the box, and then insert the variable using the Text Variable submenu on the Type menu. You can use the Numbering & Section Options dialog box to change updating options for chapter numbers.



Set Chapter Numbering Options

- 1 Select the **Pages** panel.
 - ◆ Click the **Window** menu, and then click **Pages**.
- 2 Double-click the page where you want to start the chapter numbering.
- 3 Click the **Layout** menu, and then click **Numbering & Section Options**.
- 4 Click the **Style** list arrow, and then select a chapter numbering style.
- 5 Select one of the following options:
 - ◆ **Automatic Chapter Numbering.**
 - ◆ **Start Chapter Numbering At.** Enter a starting chapter number.
 - ◆ **Same as Previous Document in the Book.**
- 6 Click **OK**.



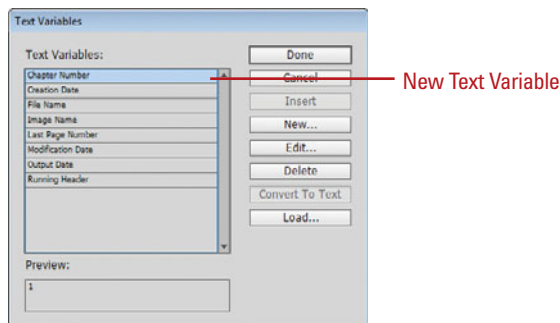
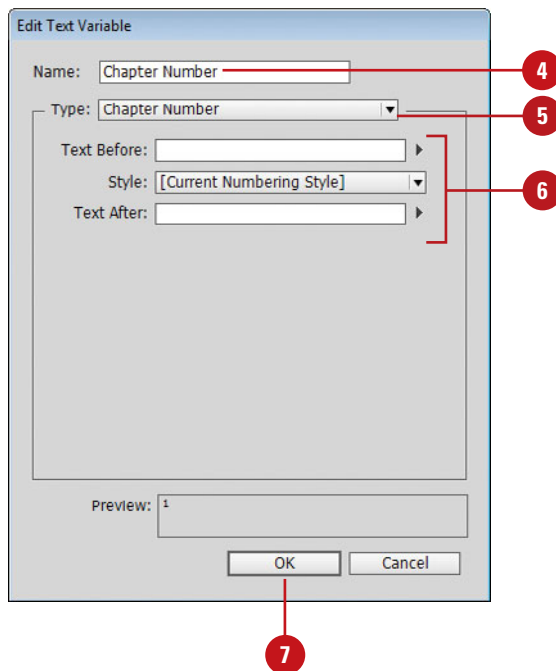
Creating and Using Text Variables

Define a Text Variable

- 1 To define text variables for all documents, close all open documents. Otherwise, the text variable is only available for the current document.
- 2 Click the **Type** menu, point to **Text Variables**, and then click **Define**.
- 3 Click **New**, or select an existing variable, and then click **Edit**.
- 4 Type a name for the variable.
- 5 Click the **Type** list arrow, and then select a variable type.
- 6 Specify the options you want for the selected variable type.

Options vary; some of the common options include:
 - ◆ **Text Before or Text After.** Insert text to add before or after the text variable.
 - ◆ **Style.** Select a style for the selected variable type.
- 7 Click **OK**.

A text variable is an element that varies based on circumstances in the document. You can use one of the preset text variables that comes with InDesign or you can create your own. Some of the preset variables include Running Header and Chapter Number. These are useful for adding information to master pages. Other variables, such as Creation Date, Modification Date, Output Date, and File Name, are useful for adding file information to the slug area for printing. To use a text variable, simply create a text box, place the insertion point in the box, and then insert the variable using the Text Variable submenu on the Type menu. You can also insert and format additional text along with the Running Header variable in the text box to create a header or footer across the top or bottom of the page on a document or master page.



Work with Text Variables

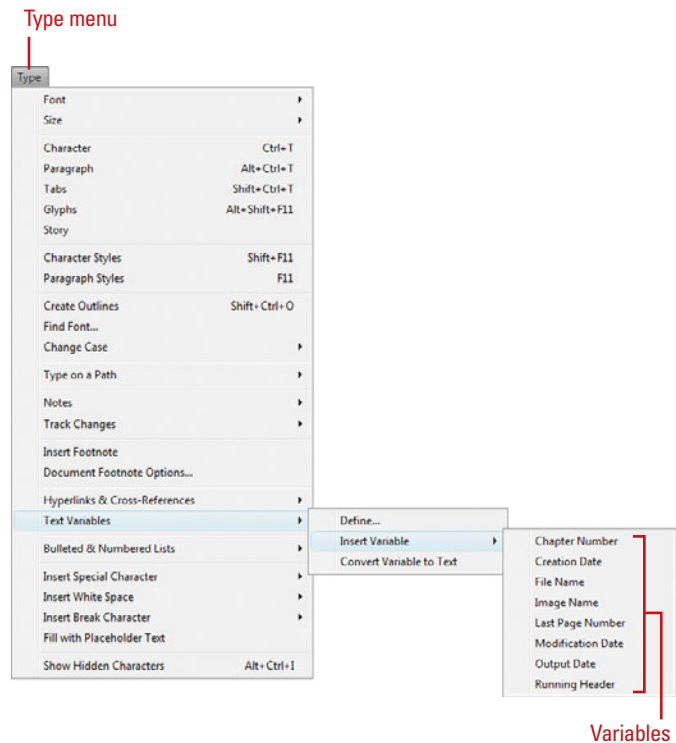
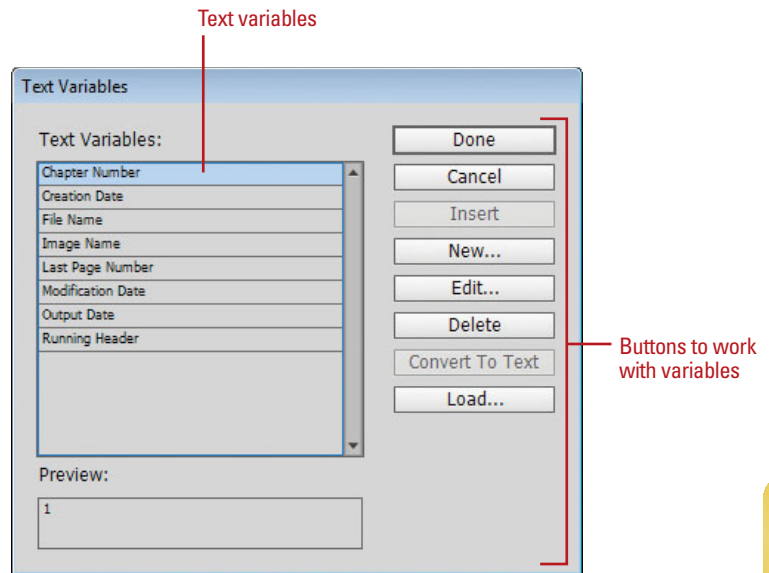
◆ **Insert Text Variables.** Click to place the insertion point where you want the text variable (on a document or master page), click the **Type** menu, point to **Text Variables**, point to **Insert Variable**, and then select a variable.

◆ **Delete Text Variables.** Click the **Type** menu, point to **Text Variables**, click **Define**, select the variable, and then click **Delete**.

◆ **Convert Text Variables to Text.** Select the text variable in the document, click the **Type** menu, point to **Text Variables**, and then click **Convert Variable To Text**.

◆ To convert all instances of the text variable, click the **Type** menu, point to **Text Variables**, click **Define**, select the variable, and then click **Convert To Text**.

◆ **Import Text Variables from Another Document.** Click the **Type** menu, point to **Text Variables**, click **Define**, click **Load**, double-click the document with the variables, select the variables that you want in the Load Text Variables dialog box, and then click **OK**.



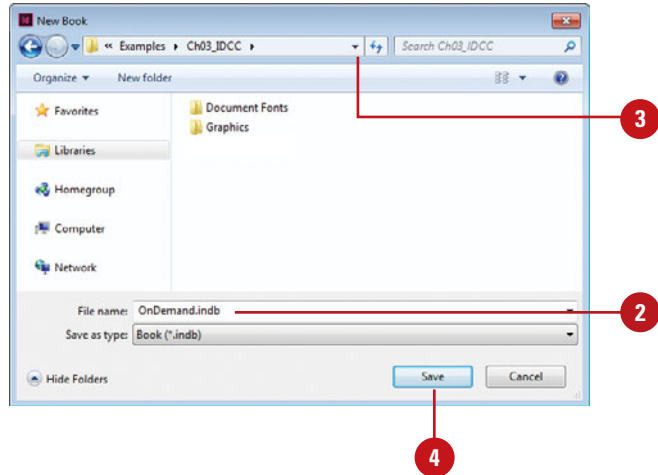
Creating a Book

Create a New Book

- 1 Click the **File** menu, point to **New**, and then click **Book**.
- 2 Enter a name for the book file.
- 3 Navigate to the location where you want to save the book.
- 4 Click **Save**.

The tab for the Book panel displays the name of the book.

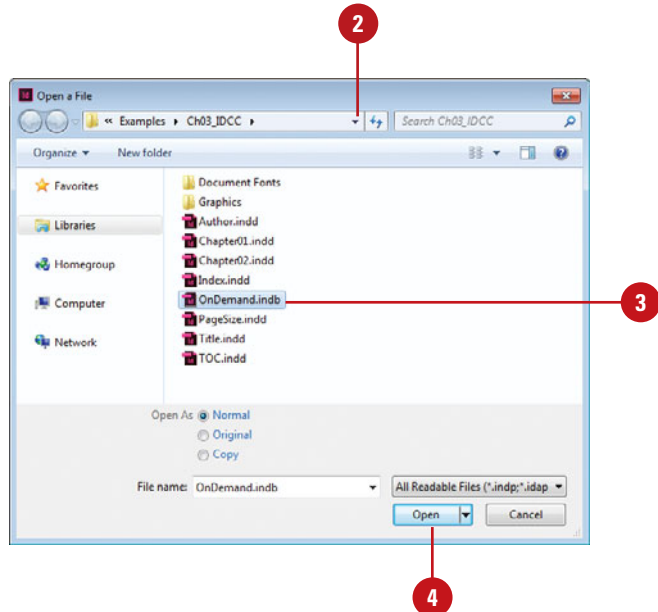
Instead of creating long InDesign documents, you can break them up into smaller documents, like chapters, and then create a book to bring them all together. A book is not a document. It simply keeps track of all the documents in the book and coordinates document page numbers, colors, and styles. When you create a new book or open an existing book, the Book panel appears, displaying the book name in the title tab. In the Book panel, you can add, remove, move, or open documents.



Open an Existing Book

- 1 Click the **File** menu, and then click **Open**.
- 2 Navigate to the location where the book you want to open is stored.
- 3 Select the book you want to open.
- 4 Click **Open**.

The Book panel opens.



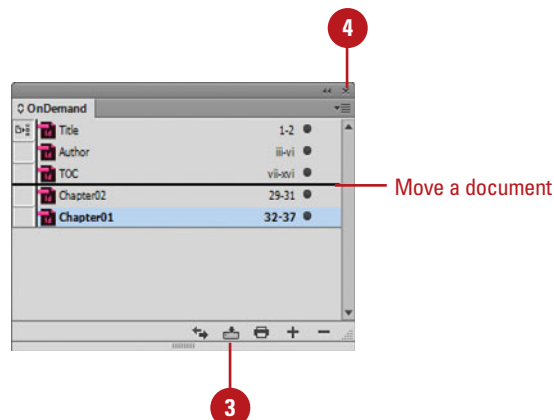
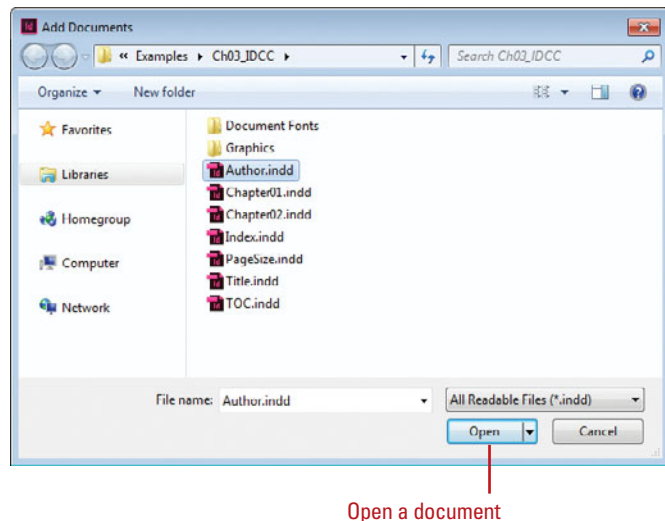
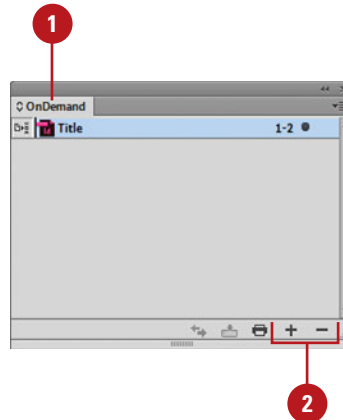
Add, Remove, Move, or Open Documents in a Book

- 1 Open the book you want to edit.
- 2 Do any of the following:
 - ◆ **Add a Document.** Click the **Add Document** button on the panel, locate the document you want to add, and then click **Open**.
 - ◆ **Remove a Document.** Select a document in the Book panel, and then click the **Remove Document** button at the bottom of the panel.
 - ◆ **Move a Document.** Drag a document to a new position in the Book panel.
 - ◆ **Open a Document.** Double-click a document in the Book panel. An open book icon appears, indicating the book is open.
 - ◆ **View a Document in Explorer or Finder.** Select a document in the Book panel, click the **Options** button, and then click **Reveal in Explorer (Win)** or **Finder (Mac)**.
- 3 Click the **Save Book** button on the panel.
- 4 Click the **Close** button to close the book.

Did You Know?

You can replace a document in a book. Open the book, select the document that you want to replace, click the Options button, click Replace Document, select the replacement file, and then click Open.

You can print an entire book. Open the book, and then click the Print Book button on the panel.



Managing Books

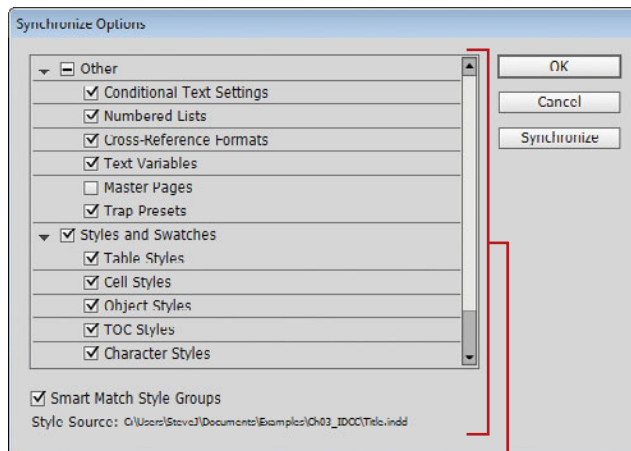
Synchronize Books

- ◆ **Synchronize Options.** Open the book, click the **Options** button, click **Synchronize Options**, select the options you want to synchronize, and then click **OK**.
- ◆ **Set Style Source.** Open the book, and then click the **Style Source** box next to the name of the document.
- ◆ **Synchronize Style Source for a Book.** Open the book, and then click the **Synchronize Book** button on the panel.
- ◆ **Synchronize Style Source for a Document.** Open the book, select the document, click the **Options** button, and then click **Synchronize Selected Documents**.

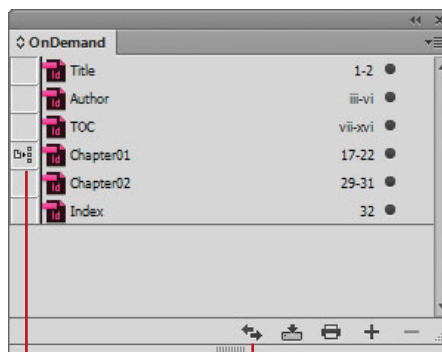
Did You Know?

You can set page numbers for each document in a book. Open the book, click the Options button, click Document Numbering Options, specify the options you want, and then click OK. See “Working with Page Numbers and Sections,” on page 74 for details about the page numbering options.

When you create a book, you can synchronize page numbers, colors, and styles for all the documents in the book. Each book uses a file called the *style source* to control the style sheets (including character, paragraph, table, and object styles), swatches, conditional text, numbered lists, text variables, and master pages for all the documents in the book. When you make changes to the style source file, all or selected documents in the book are synchronized to the file. You can set synchronizing options to specify the features that you want to keep up-to-date in the Synchronize Options dialog box. With the Smart Match Style Groups synchronize option, you can synchronize a book without creating duplicate styles.



Synchronize options

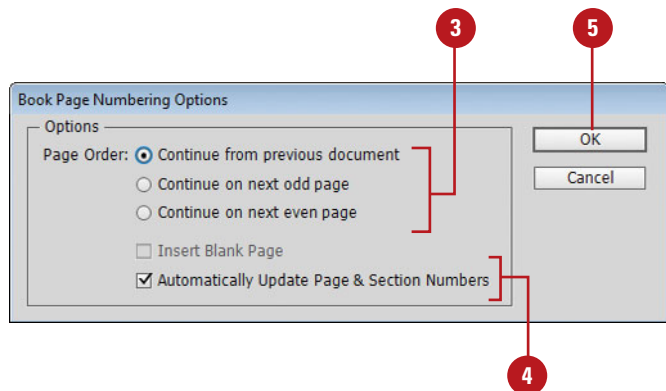
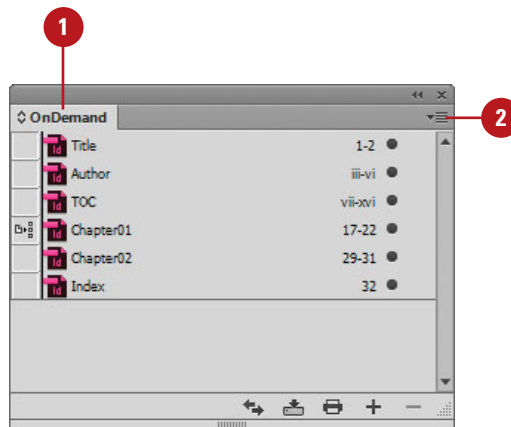


Style Source

Click to synchronize styles and swatches with the Style Source

Set Page Numbering Options in a Book

- 1 Open the book you want to change.
- 2 Click the **Options** button, and then click **Book Page Numbering Options**.
- 3 Select one of the following Page Order options:
 - ◆ **Continue from previous document.** Starts new pages in sequence.
 - ◆ **Continue on next odd page.** Starts new pages on an odd number.
 - ◆ **Continue on next even page.** Starts new pages on an even number.
- 4 Select any of the following options:
 - ◆ **Insert Blank Page.** Select to insert a blank page when using odd or even page numbers.
 - ◆ **Automatically Update Page & Section Numbers.** Select to automatically adjust page numbers in book documents.
- 5 Click **OK**.
- 6 To update numbering in a book, click the **Options** button, choose **Update Numbering**, and then click any of the following:
 - ◆ **Update Page & Section Numbers.**
 - ◆ **Update Chapter & Paragraph Numbers.**
 - ◆ **Update All Numbers.**

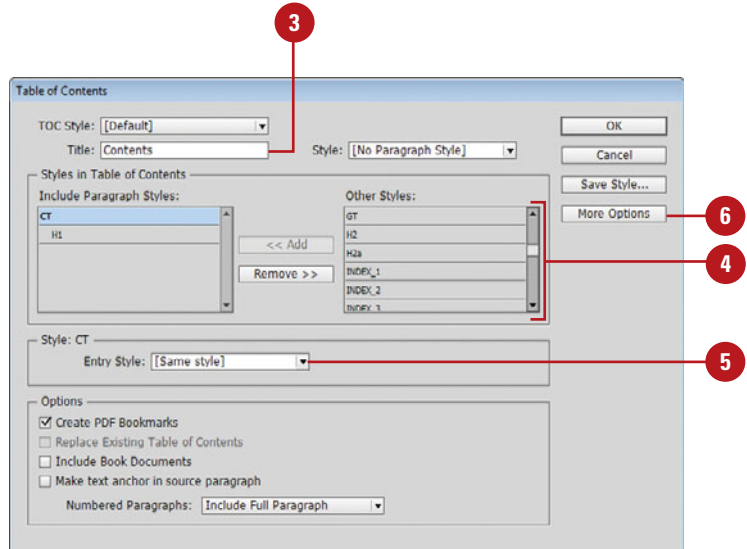


Creating a Table of Contents

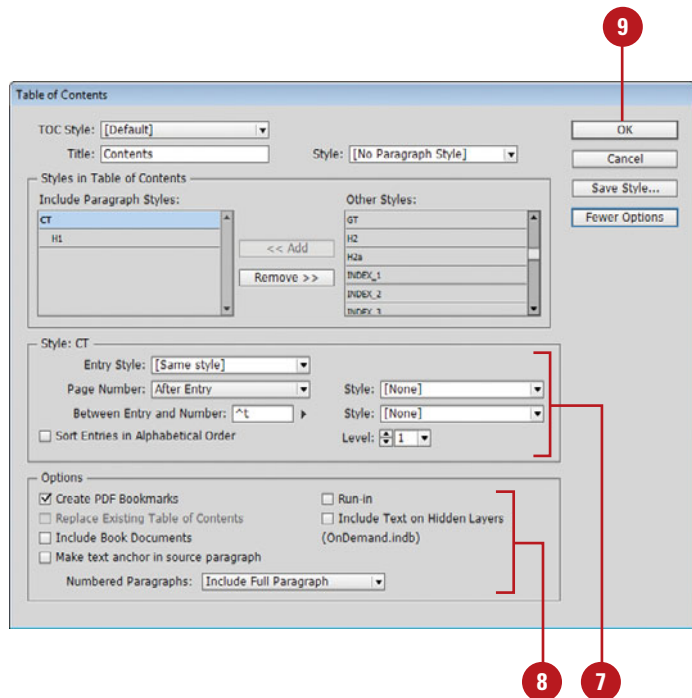
Prepare for and Create a Table of Contents

- 1 To prepare for creating a table of contents, do the following:
 - ◆ **Add Page for TOC.** Add a page for the table of contents.
 - ◆ **Add Paragraph Styles.** Apply different paragraph styles to the text that you want to use in the table of contents.
- 2 Click the **Layout** menu, and then click **Table of Contents**.
- 3 Enter text for the title of the table of contents, and then use the Styles menu to select a style for the title text.
- 4 Select the paragraph styles that are applied to text in your document (under Other Styles), and then click **Add** to include them in the other list (under Include Paragraph Styles).
 - ◆ To remove a style, select it (under Include Paragraph Styles), and then click **Remove**.
- 5 To format an entry in the table of contents, select the entry (under Include Paragraph Styles), click the **Entry Style** list arrow, and then select a style.

A table of contents (TOC) appears at the beginning of a document, typically a long one, with page numbers associated with the beginning of main sections of the document. InDesign creates a table of contents based on the styles applied to paragraphs in the document. The table of content displays the text and page number associated with the paragraph styles. For example, when you apply different styles for chapter and topic titles in this book, you create a table of contents based on chapters and topics. So, before you can create a table of contents, you need to apply paragraph styles to text in your document.



- 6 Click **More Options** to display additional options.
- 7 Select any of the following advanced options:
 - ◆ **Page Number.** Select a position for the entry's page number.
 - ◆ **Between Entry and Number.** Select a separator character between the entry and the number.
 - ◆ **Sort Entries in Alphabetical Order.** Select to alphabetize the table of contents.
 - ◆ **Level.** Select an indent level for each entry in the table of contents.
- 8 Select any of the following options:
 - ◆ **Create PDF Bookmarks.** Select to add bookmarks to the PDF created from the table of contents.
 - ◆ **Replace Existing Table of Contents.** Select to update or change the table of contents.
 - ◆ **Include Book Documents.** Select to create a table of contents of all the documents in a book.
 - ◆ **Numbered Paragraphs.** Select to format how paragraphs with auto numbering are formatted.
 - ◆ **Run-In.** Select to create a single paragraph table of contents with each entry separated by a semicolon (;) and a space.
 - ◆ **Include Text on Hidden Layers.** Select to use hidden text on layers.
- 9 Click **OK**.

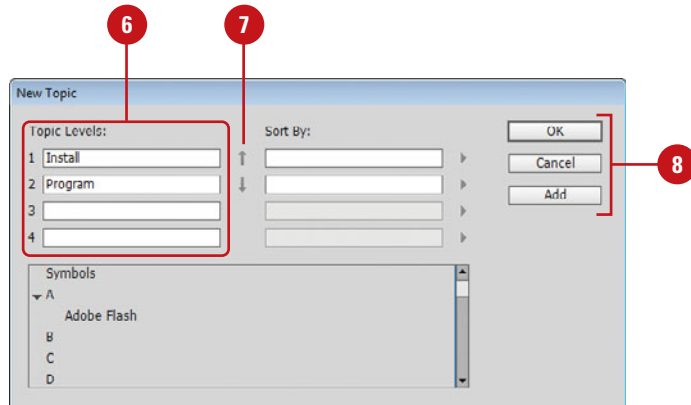
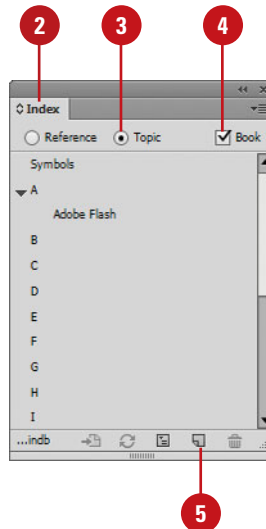


Starting an Index

An index is a table of entries in alphabetical order that reference topics, names, and other information in a book. The entries usually provide the page on which a particular word or topic is located in the book. The index is typically located in the back of a book. In InDesign, you can create only one index for a document or book. The single index can be a simple or comprehensive one to the information in a document or book. To create an index, you create a topic list (optional), create index entries (assign index markers to topics), generate the index, and then flow the index into a story. You create, edit, and preview an index in the Index panel, which displays index information using the Reference and Topic modes. The Reference mode displays complete index entries, while the Topic mode displays only topic (no page references and cross-references—"See" or "See also"). Instead of typing each topic when you create an index entry, you can create or import a list of topics to save time and create consistency.

Create or Edit a List of Index Topics

- 1 Open the document or book you want to index.
- 2 Select the **Index** panel.
 - ◆ Click the **Window** menu, point to **Type & Tables**, and then click **Pages**.
- 3 Click the **Topic** option.
- 4 To view index entries from any open documents in a book, select the **Book** check box.
- 5 Click the **Create New Index Entry** button to create a new topic or double-click a topic to edit it.
- 6 Type the topic name in the first box under Topic Levels. To create subtopics, type a name in the boxes below. Each item is indented a level.
 - ◆ To change an existing topic, double-click it, and then make the changes you want.
- 7 To change the order, click the **Up Arrow** and **Down Arrow** button.
- 8 Click **Add** to apply it, and then click **Done** or **OK**.



Create an Index Entry Using Keyboard Shortcuts

- 1 Open the document or book you want to index.
- 2 Select the **Type** tool on the Tools panel.
- 3 Select the word or words in the document you want to index.
- 4 Use any of the following keyboard shortcuts:

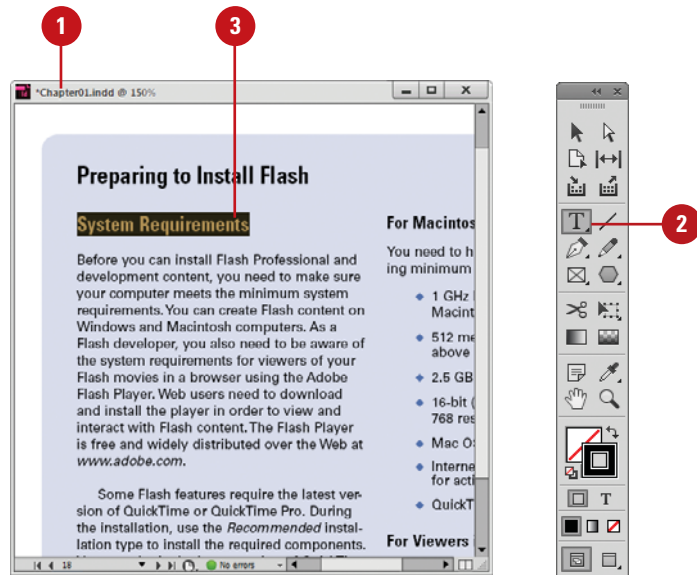
- ◆ **Standard Words.** Press Shift+Alt+Ctrl+[(Win) or Shift+Option+Command+[(Mac). A standard word consists of any word.
- ◆ **Proper Names.** Press Shift+Alt+Ctrl+] (Win) or Shift+Option+Command+] (Mac). A proper name consists of a name, such as Gary O'Neal, which are indexed in reverse order. The name Gary O'Neal is indexed by O'Neal.

The index entry is added to the index using default settings.

Did You Know?

You can create a new entry from an existing one. Click an insertion point in the document or select text, click the Reference option in the Index panel, and then drag the existing entry to the New Entry button, make any changes, and then click Add or OK.

You can import a topic list. In the Index panel, click the Options button, click Import Topics, select the document with the topic list (where each topic entry is separated by a Enter (Win)/Return (Mac), tab, semicolon, or a comma), and then click Open.



For Your Information

Tips for Creating an Index

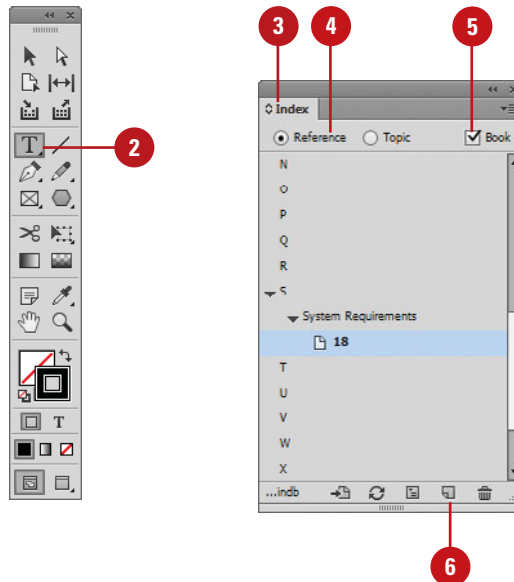
When you create an index, it's important to be well-planned and consistent. During the planning process you need to think about what type of index you want to create, either a simple index or a complex one with cross-references and equivalent terms. You also need to think about a topic list to ensure coverage of the material and consistency in the index. Readers look for content in different ways, so you need to think about how a reader might look up information in order to make it easier for them to find what they want. Some consistency problems can occur when you fluxuate between the use of uppercase and lowercase letters and plurals and non plurals. For example, the words *Book*, *book*, and *books* are treated as separate entries in InDesign, which can cause confusion for readers.

Creating an Index Entry

Create an Index Entry

- 1 Open the document or book you want to index.
- 2 Select the **Type** tool on the Tools panel, and then click to place the insertion point where you want to put the index marker or select in the document to use as the entry.
- 3 Select the **Index** panel.
 - ◆ Click the **Window** menu, point to **Type & Tables**, and then click **Pages**.
- 4 Click the **Reference** option.
- 5 To view index entries from any open documents in a book, select the **Book** check box.
- 6 Click the **Create New Index Entry** button to create a new topic or double-click a topic to edit it.
- 7 Type the topic name in the first box under Topic Levels. To create subtopics, type a name in the boxes below. Each item is indented a level.
 - ◆ To change an existing topic, double-click it, and then make the changes you want.
- 8 To change the order, click the **Up Arrow** and **Down Arrow** button.

An index entry consists of a topic and a reference. You can create or import topics ahead of time or provide them when you create an index entry. A reference is a page number, page range, or cross-reference. Instead of indexing to a page number or range, you can index to a cross-reference, which refers to equivalent terms (denoted by “See”) or another related entry (denoted by “See also”) in the index. You can add an index entry several different ways in InDesign. You can use the New Page Reference dialog box, shortcut keys (see previous page for details), or the Index panel. If you want to index all occurrences of a word in a document or book, you can use the Add All button in the New Page Reference dialog box.



9 To sort the entry in the index, type the word you want to sort by in the Sort By box.

- ◆ You can also select the sort order of number, symbols, and languages.

10 Click the **Type** list arrow, and then select any of the following:

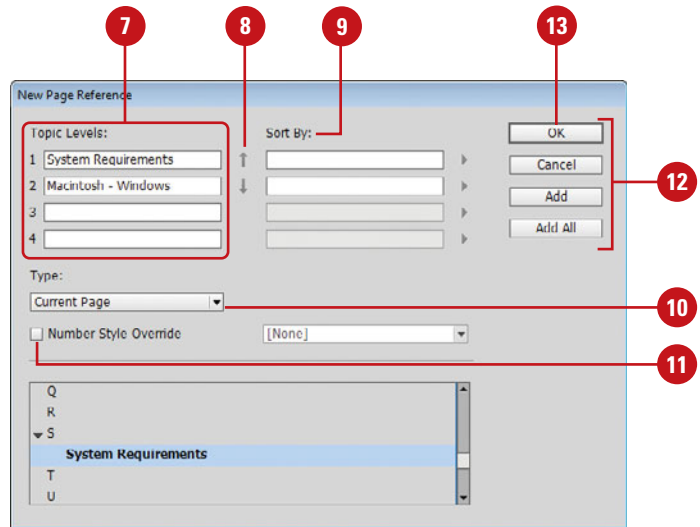
- ◆ **Page Range.** Select a type relating to a range (top of menu), such as **Current Page**, or those options starting with **To Next**, **To End**, or **For Next**, which extend from the index marker to the specified place.
- ◆ **No Pages.** Click **Suppress page Range**.
- ◆ **Cross-reference.** Select a type relating to references (bottom of menu), those options starting with **See**, and then type a topic or drag an existing topic from the bottom list to the Referenced box.

11 To add emphasis to an index entry, select the **Number Style Override** check box, and then select a character style.

12 To add an index entry, do any of the following:

- ◆ **Add.** Adds current entry to the index and leaves the dialog box open.
- ◆ **Add All.** Locates all instances of the selected text and adds entries for each one to the index. InDesign considers only whole words, and searches are case-sensitive. You might end up with some duplicate entries.
- ◆ **OK.** Adds current entry to the index and closes the dialog box.

13 When you're finished, click **Done** or **OK**.

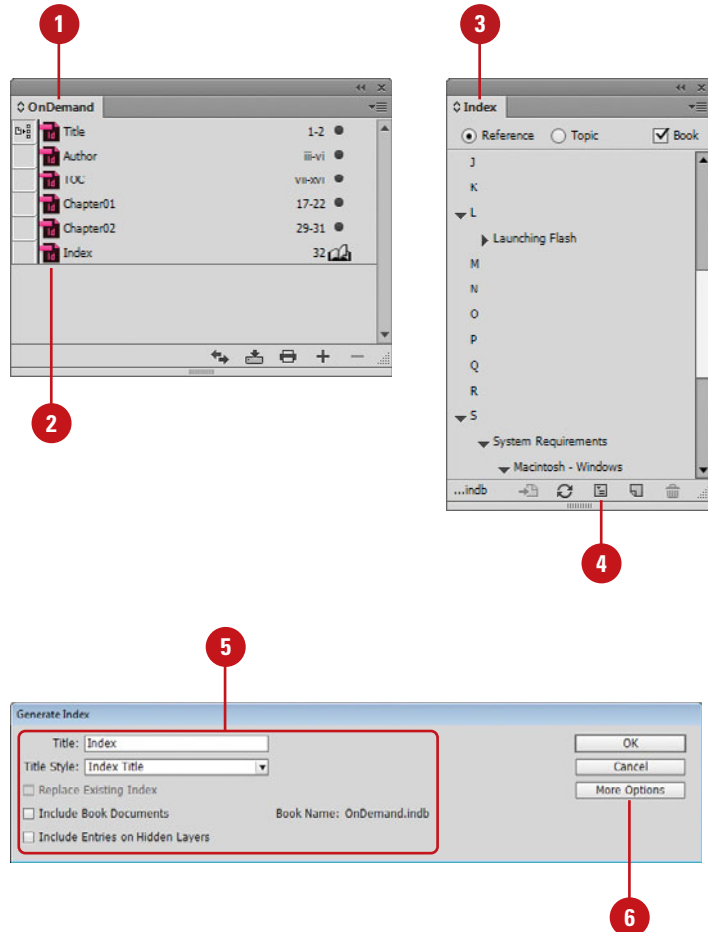


Creating an Index

Create an Index

- 1 Open the document or book you want to index.
- 2 Select one of the following:
 - ◆ **Document.** Create an empty page at the end.
 - ◆ **Book.** Create or open the document you want in the book.
- 3 Select the **Index** panel.
- 4 Click the **Generate Index** button.
- 5 Select the following options:
 - ◆ **Title.** Enter the text that appears at the top of the index.
 - ◆ **Title Style.** Select a style for the title text.
 - ◆ **Replace Existing Index.** Select to update an existing index.
 - ◆ **Include Book Documents.** Select to create a single index for all documents in the book. Deselect to create an index for the current document.
 - ◆ **Include Entries On Hidden Layers.** Select to index entries on hidden layers.
- 6 To add formatting, click the **More Options** button, and then specify any of the following options:
 - ◆ **Nested or Run-in.** Nested formats in the default indented paragraph style, while Run-in formats in the non-indented paragraph style.

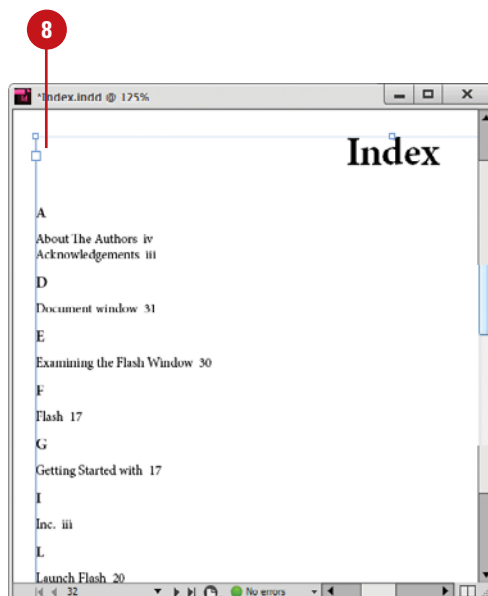
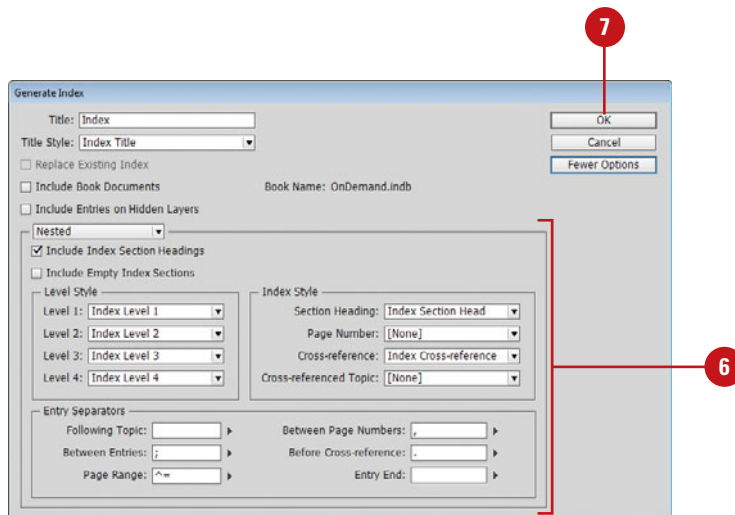
After you add index entries and preview them in the Index panel, you can create an index. When you create an index, InDesign compiles all of the index entries in the Index panel and page numbers in a document or across a book to generate an index story, which you can place within the existing document or in a separate document. If you make changes to any of the index entries or page numbering in your document or book, you need to update the index. In addition to generating an index, you can also select paragraph and character styles to format the appearance of the index the way you want.



- ◆ **Include Index Section Headings.** Select to create section headings (A, B, C, etc.).
- ◆ **Include Empty Index Sections.** Select to create sections headings for all letters even if an entry doesn't exist for one.
- ◆ **Level Style.** Select a paragraph style for the different levels.
- ◆ **Section Heading.** Select a paragraph style for the headings.
- ◆ **Page Number.** Select a character style for the page numbers.
- ◆ **Cross-reference.** Select a character style for "See" or "See also."
- ◆ **Cross-referenced Topic.** Select a character style for the related cross-reference topic.
- ◆ **Following Topic.** Specify a special character to separate the entry and page number.
- ◆ **Between Page Numbers.** Select to index entries on hidden layers.
- ◆ **Between Entries.** Specify a special character to separate an entry and subentry (for Run-in) or two cross-references under a single entry (for Nested).
- ◆ **Before Cross-reference.** Specify a special character to separate a reference and cross reference.
- ◆ **Page Range.** Specify a special character to separate a page range.
- ◆ **Entry End.** Specify a special character to appear at the end of entries.

7 Click **OK**.

8 With the place cursor, click where you want to insert the index.

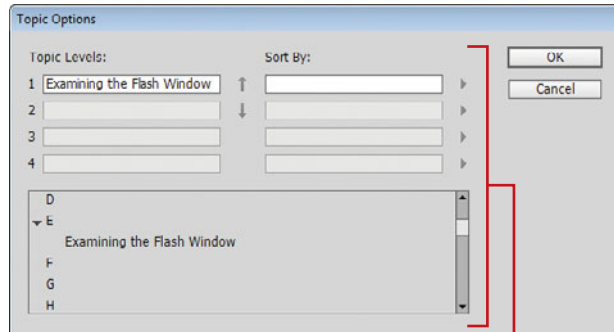
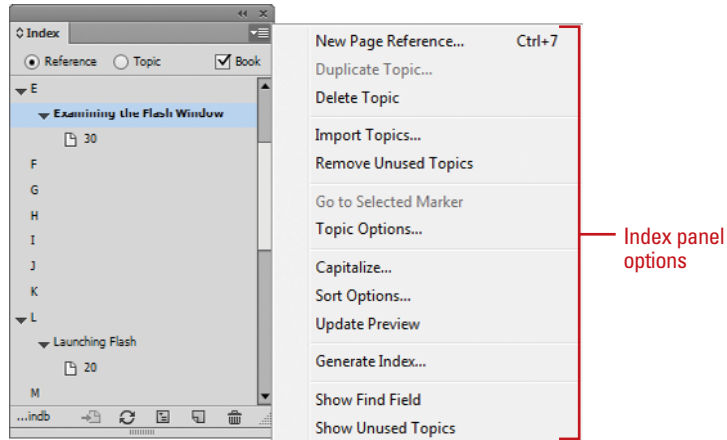


Managing an Index

After you create an index, you can perform several common index management tasks, such as view all topics in a book, removing unused topics, find entries, edit entries, and delete entries. When you make changes to index entries or page numbering in your document or book, you need to update the index (generate a new one). If you just want to update the preview area in the Index panel, you can use the Update preview button on the panel.

Manage an Index

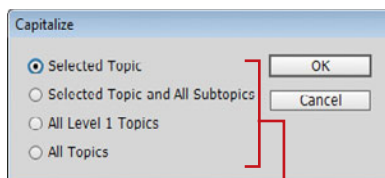
- ◆ **View All Index Topics in a Book.** Open the book file and all of its documents, open the Index panel, and then select the **Book** check box.
- ◆ **Show Unused Topics from the Topic List.** In the Index panel, click the **Options** button, and then click **Show Unused Topics**.
- ◆ **Remove Unused Topics from the Topic List.** In the Index panel, click the **Options** button, and then click **Remove Unused Topics**.
- ◆ **Edit an Index Entry.** In the Index panel, click the **Topic** option to edit a topic and update all entries using the topic or click the **Reference** option to edit an individual entry. Double-click an index entry or page reference, edit the entry, and then click **OK**.
- ◆ **Delete an Index Entry.** In the Index panel, select the entry or topic you want to remove, click the **Delete Selected Entry** button, and then click **Yes**.
- ◆ **Find an Index Entry.** In the Index panel, click the **Options** button, click **Show Find Field**, type the name of the entry you want to locate, and then click the Up Arrow or Down Arrow.



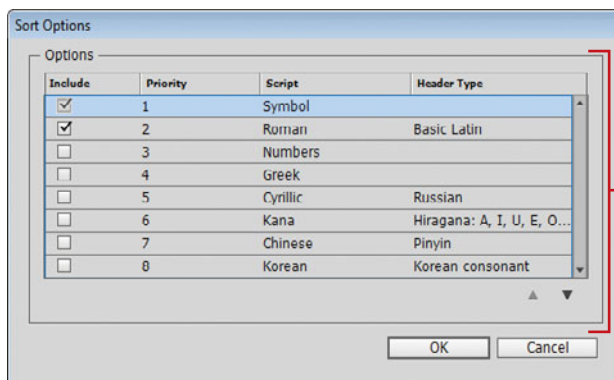
- ◆ **Locate Index Markers in a Document.** Click the **Type** menu, click **Show Hidden Characters**, open the Index panel, click the **Reference** option, select the entry you want to locate, and then click the **Go To Selected Marker** button on the Index panel.
- ◆ **Capitalize Index Entries.** In the Index panel, select the entry you want to change, click the **Options** button, click **Capitalize**, select an option to capitalize what you want, and then click **OK**.
- ◆ **Update the Index Preview.** In the Index panel, click the **Update Preview** button on the Index panel to update the preview area in the Index panel after a change in the document.
- ◆ **Change Language Sort.** In the Index panel, select the entry you want to change, click the **Options** button, click **Sort Options**, select the check boxes for the languages you want, use the Up Arrow and Down Arrow buttons to move items in the order you want, and then click **OK**.

Did You Know?

You might see codes in the Index panel. Before the index is generated, codes appear in place of page references in Reference mode. The codes include: PB (on pasteboard), HL (on a hidden layer), HT (in a hidden condition), PN (in overset text), and Master (on a master page). Click the Update Preview button in the Index panel to view them.



Capitalize options



Sort options

This page intentionally left blank

Index

A

- absolute colorimetric, specifying, 213
- accessible PDF,
 - Articles panel, ordering content, 446-447
 - creating PDF, 448
 - finishing in Acrobat Pro, 449
 - tags, applying to, 450
- Acrobat.com, Adobe.com
 - DPS, folio publications, 388-396
 - sign in and out, DPS, 388-389
- Acrobat layers, Adobe PDF option for creating, 427
- Acrobat Pro, 448-449
- actions for buttons, editing or adding, 372-373
- activation of program, 2
- Actual Size, viewing document in, 38
- Add button, Pathfinder, 273
- additive RGB. [See RGB \(Red, Green, Blue\)](#)
- Adobe
 - Acrobat, 427
 - Creative Cloud, 1-5, 521-522, 542
 - sign in and out, 2-5, 21, 542
 - Dreamweaver, HTML format, exporting documents for, 454-455
 - Exchange panel, 3, 522, 541
 - exploring programs, 522
 - Product Improvement Program, 23
 - programs working with, 521-541
 - web site
 - plug-ins, availability of, 505
 - updates and patches, checking for, 20
 - Welcome screen links to, 4
- Adobe Application Manager, 20
- Adobe Application Manager Preferences dialog box, 20-21
- Adobe Bridge, 1, 522
 - automating tasks in, 535
 - Batch command in, 534
 - browsing
 - documents, 14
 - graphics, 148
 - camera raw plug-in, 1, 522
 - working with, 510-511
 - color settings synchronizing, 211
 - copying and pasting settings in, 534
 - digital cameras preferences for Camera RAW, 526-527
 - DNG format, converting RAW files to, 525
 - documents, inserting file information in, 478-479
 - getting started with, 524
 - Home web site, 4
 - Image Processor command in, 534
 - images, working with, 532-533
 - JPEG files, opening, 530-531
 - labels to images, adding, 533
 - libraries, using, 399
 - linked graphics, locating, 148
 - Mini Bridge, 210, 536
 - modifying images in, 534
 - naming/renaming, 14
 - automatically renaming files, 535
 - opening
 - documents in, 12, 14-15
 - graphics, 148
 - preferences
 - camera raw files, 526-527
 - presets, applying, 534
 - previewing, 532-533
 - raw images
 - importing, 527-529
 - modifying, 527-529
 - working with, 526-529
 - renaming files automatically in, 535

Adobe Bridge (continued)

- revealing documents in, 15
- screen, diagram of, 523
- searching in, 14, 532
- templates, accessing and selecting, 30
- thumbnails in, 532–533
- TIFF files, opening, 530–531
- Tools menu, automating tasks with, 535
- Web Photo Gallery, creating, 531
- working with files in, 15
- workspaces, 523
 - customizing, 524
- XMP files in, 533

Adobe Certification, 533

Adobe Composer

- language options, 488
- using, 125, 140

Adobe Content Viewer, 388–391, 396

Adobe Creative Cloud, 1–5, 521–522, 542

- sign in and out, 2–5, 21, 542

Adobe Digital Editions, 452–453

Adobe Digital Publishing Suite (DPS)

- articles, importing, 394
- creating folio publication, 392–393
- designing, 391
- document setup, 28–29, 34–35
- getting started, 388–389
- HTML, inserting, 378
- interactivity, adding, 390–391
- preview, settings, 396
- properties, setting, 395
- sharing, 396
- sign in and out, 389
- viewing content, 388–389, 396

Adobe Edge Animate

- inserting, HTML, 378

Adobe Exchange

- panel, 3, 522, 541

Adobe ExtendScript Toolkit, 1, 522

- working with, 537

Adobe Extension Manager, 1, 522

- plug-ins and extensions, 505
- working with, 540

Adobe Flash, 422. [See also SWF file format](#)

- buttons in, 366–367
- export file formats, 423
- Flash movie, exporting document as, 442–443

- FLA for Flash, exporting document as, 444–445
- Kuler panel, accessing, 230
- page transitions in, 365
- XFL format, 444

Adobe Illustrator

- importing artwork from, 143, 144–145
- Kuler panel, accessing, 230
- placing graphic files saved in, 142
- specialty frames for graphics, importing, 158

Adobe InCopy, 512. [See also assignments](#)

- assignment files, creating, 514
- color of user, setting up, 513
- InDesign content, exporting, 514
- managed files, 512, 514
 - notes, adding, 513
- Package for, 516
- screen, diagram of, 520
- updating content in, 519
- user identification, setting up, 513
- working with, 520

Adobe InCopy Document, 423

Adobe InDesign

- installing, 2–3
- 32-bit and 64-bit, 5
- system requirements, 3
- tagged text, 423
- window, viewing, 6

Adobe InDesign Markup (IDML) file format, 12, 24, 422, 423

Adobe InDesign Template (INDT) file format, 30. [See also templates](#)

Adobe Media Encoder, 1, 522

- working with, 356–357, 538–539

Adobe PDF. [See PDF file format](#)

Adobe Photoshop

- Adobe Bridge, using commands in, 534
- automating tasks in, 535
- Batch command in Adobe Bridge, 534
- clipping paths, creating, 276
- Image Processor command in Adobe Bridge, 534
- importing images, selecting layers when, 143, 144–145
- Kuler panel, accessing, 230
- placing graphic files saved in, 142
- wrapping text, path for, 137

- After-Blending Intent option, 212
- AICB (Adobe Illustrator Clipboard), 158
- Align and Distribute, 11
- aligning. [See also grids; Smart Guides](#)
 - bullets and numbering, 127
 - Gap tool, 184-185
 - objects, 184-185
 - paragraphs, 121
 - stroke on path, changing alignment of, 238
 - table cells, content of, 291
 - tabs, 128
 - text frame options, setting, 132
 - text on a path, 101
 - Type tool option, 11
- All Caps, styling text as, 114-115
- alpha channels
 - clipping path, selecting as, 277
 - importing images with, 143, 144-145
 - for wrapping text, 137
- alt text
 - for graphics, 168
 - for exporting to PDF, 448
 - for object styles, 316-317
- alternate layouts,
 - creating, 384-385
 - HTML5 Pagination Options, 386
 - split window to compare, 386
 - viewing by, 56
 - working with, 386
- Amazon Kindle, creating for, 452-453
- animation
 - Animation panel, 360-363
 - with Motion Presets, 360-363
 - applying, 360-361
 - editing, 360-361
 - order changing, 364
- anchor points
 - adding, 264-265
 - deleting, 265
 - Direct Selection tool, selecting with, 177
 - joining, 268
 - moving, 260-261
 - open path, adding to, 265
 - with Pen tool, 258-259
 - reshaping, 260-261
 - selecting, 260-261
 - Smooth tool, using, 269
 - splitting paths at, 266
- anchors
 - hyperlinks creating text anchors, 346
 - for objects, 197-199
- Android 10"
 - creating for, 452-453
 - document setup, 28-29, 34-35
- ANPA color library, 224
- anti-aliasing in Story Editor display, 498, 499
- appearance
 - Adobe InCopy, Appearance panel in, 520
 - Black, preferences for appearance of, 497
 - of conditional text, 406
 - of graphic frames, 170
 - hyperlinks, changing appearance of, 349
 - ruler guides, changing appearance of, 44-45
- Apple iPad, creating for, 452-453
- AppleScripts, 414
- Application bar, 6
 - in Adobe InCopy, 520
- Apply Effect, 11
- Apply Photoshop Clipping Path Option, 276
- Arabic typefaces, 140, 488
- Arial font, 114
- Arrange Documents menu, 18-19
- artboards, importing, 143, 144-145
- articles, for folio, DPS
 - articles, importing, 394
 - properties, setting, 395
- Articles panel
 - ordering content, 446-447
- artwork. [See graphics](#)
- assignments
 - checking content out and in, 518
 - creating, 516-517
 - existing assignment, adding to, 517
 - locked files, overriding, 519
 - out-of-date content, checking for, 519
 - packages, creating, 516
 - same time, creating assignment and adding content at, 516-517
 - updating content, 519
- Assignments panel, 515. [See also assignments](#)
- Assign Profile dialog box, 212-213

audio/sound

Media panel, inserting, 356-357

Autocorrect for text, 112

Auto-Fit, 160-161

autoflowing imported text, 105

B

backgrounds

guides in, 44

Smart Guides in back, showing, 47

Story Editor display, setting, 498

BackgroundTasks panel

in background, exporting PDF in, 434

Barnes & Noble Nook, creating for, 452-453

barcode, 379

base color, 225

baseline

characters, shifting, 117

for footnotes, 341

paragraph rule, setting for, 125

paragraphs to baseline, aligning, 121

printing options, 460

table sells, specifying option for, 291

for text frames, 133

baseline grids, 48

preferences, setting, 49

Basic Feather effect, 251

Batch command in Adobe Bridge, 14, 534

bevel effect, 250

with corner options, 252

rectangles, beveled, 254

strokes, bevel join on, 239

bibliographies, hanging indents for, 122

bicubic downsampling with Adobe PDF, 428

bitmaps

BMP file format, placing graphic files saved in, 142

color profiles for, 212-213

fonts, creating, 116

print as bitmap option, 470

black. [See also CMYK \(Cyan, Magenta, Yellow, Black\)](#)

tones, preferences for, 497

blank pages, printing, 460

bleed. [See marks and bleed](#)

Bleed view, 36

blend effect, creating, 246-247

blending mode

color space, selecting, 247

feather effects, 251

glow effects, 249

with shadow effects, 248

BMP file format, placing graphic files saved in, 142

boldfacing, changing, 114

bookmarks

Adobe PDF option, 427

creating, 354-355

Bookmarks panel, 354-355

books

adding or deleting, 81

blank page, inserting, 83

eBook, EPUB, exporting document for, 452-453

existing book, opening, 80

new book, creating, 80

opening documents in, 81

Page Order options, 83

printing, 81

saving, 81

synchronizing, 82

updating page and section numbers in, 83

Books template, 30

Book workspace, 52-53

borders to tables, adding, 299

Bounding Box option, 136-137

Bridge. [See Adobe Bridge](#)

Bring Forward in object stack, 188

Bring to Front in object stack, 188

Brochures template, 30

browsing. [See also Adobe Bridge](#)

Kuler panel themes, 230

bullets and numbering

adding, 126

Adobe Dreamweaver, exporting HTML, document for, 454-455

digital editions, EPUB, specifying options for, 452-453

formatting, 127

paragraph styles, setting, 305

butt caps on strokes, 239

buttons

actions, adding or editing, 372-373

Buttons panel, working with, 366-367

- button states, working with, 374
- deleting, 366-367
- events for button, setting, 372
- objects to buttons, converting, 368-369
- sample, creating from, 368
- tab order, setting, 375
- Buttons and Forms panel, 368-369

C

- camera raw images. [See Adobe Bridge; DNG file format](#)
- Canon CR2 format, 529
- cap colors for paragraph rule, width of, 124
- capitalization. [See also case-sensitivity; drop caps; small caps](#)
 - Autocorrect fixing, 112
 - changing case, 342
 - hyphenating capitalized words, 335
 - spell-checking preferences, 494
- caps on strokes, changing, 238-239
- captions
 - adding to graphics, 16, 158-159
 - static, 158
 - with variables, 159
- case-sensitivity
 - Adobe PDF passwords, 432
 - changing case, 342
 - with Find/Change command, 331
 - of style names, 310
- Catalogs template, 30
- CD/DVD
 - contents of, 2
 - sets template, 30
- Cell Options dialog box, Diagonal Lines tab, 298
- cell phones and RGB color, 214
- cells. [See tables](#)
- centering
 - paragraphs, 121
 - with Smart Guides, 47
 - text on path, 101
- Certificates template, 30
- chapter numbers
 - adding to document, 76
 - text variable, 78
- Character panel, InCopy, 520
- characters. [See also letters](#)

- advanced type settings for, 488
- for bullets, 126-127
- End Nested Style Here special character, 314-315
- Find/Change command for, 330
- Info panel, information in, 50
- for leading text, 117
- outlines, creating, 138
- for page numbers, 74
- spacing options, 337
- special characters
 - Find/Change command for, 330
 - inserting, 130
- character styles
 - attributes for, 307
 - creating, 306-307
 - deleting, 306
 - mapping styles to export tags, 307, 322, 451
 - nested styles, creating, 314-315
- Character Styles panel, 302
- check boxes, 126-127
- Chinese typefaces, 140, 488
- Chisel Hard option with bevel effect, 250
- Choke effect
 - with feather effects, 251
 - with glow, 249
 - with shadows, 248
- Classic System theme, 498
- Clear Transformation command, 189
- Clipboard
 - handling preferences, setting, 502
 - objects, copying, 180
- Clip Content to Cell option, 291
- clipping path
 - alpha path as clipping path, selecting, 277
 - editing on importing, 145
 - graphic, modifying from, 145, 276
 - importing images with, 143, 144-145
 - for wrapping text, 137
- Close button, 18, 26
 - for panels, 8
- closed path, opening, 266-267
- closing documents, 26
- CMYK (Cyan, Magenta, Yellow, Black), 214
 - Adobe PDF options, setting, 430
 - black tones, preferences for, 497

CMYK (continued)

- Color panel, selecting with, 218
- EPS file format options, 438
- preserving colors, 233
- Working Space controls, 210–211
- code
 - HTML, 378
 - QR Code, 379
- Collapse to Icons option for panels, 8
- collapsing/expanding. [See panels](#)
- Color blend mode, 246
- Color guide panel, 236
- Color Labels, 66
- Color Management, 210–211
 - printing options, 472
- color modes, 214
 - Color panel, selecting with, 218
- Color panel, 174
 - fill or stroke color, changing, 236
 - selecting color modes with, 218
 - working with, 219
- Color Picker, 236, 237
- color profiles
 - for bitmap images, 212–213
 - changing, 212–213
 - deleting, 212–213
 - document colors to other profile, converting, 212–213
 - importing images with, 143, 144–145
 - Info panel, information in, 50
 - rendering intent, specifying, 213
- colors. [See also CMYK \(Cyan, Magenta, Yellow, Black\); color profiles; fills; gap color/tint; gradients; Lab color; marks and bleed; objects; paragraphs; printing; RGB \(Red, Green, Blue\); strokes; Swatches panel; tables](#)
- Adobe InCopy, setting colors for, 513
- Adobe PDF output options, 430
- applying colors, 215
- assignments, association with, 516
- for baseline grids, 49
- blend effect, creating, 246–247
- for buttons, 374
- of camera raw images, 528–529
- changing settings, 210–211
- character styles, setting, 307
- color theme, interface, 6, 234, 485
 - for commands, 504
 - for conditional text, 406
 - for cross-references, 352–353
 - dashed/dotted lines, gap color for, 239
 - for Document grids, 49
 - EPS file format options, 438
 - Eyedropper tool, using, 216–217
 - frame for graphic, coloring, 165
 - gradient swatches, creating, 226–227
 - for guides, 44
 - hidden text, changing colors of, 131
 - for hyperlinks, 351
 - Kuler panel, using colors from, 230–231
 - layer colors, specifying, 202
 - note colors, identifying, 509
 - overprinting colors, 232
 - for package files, 480
 - proofing colors on screen, 233
 - separations, previewing, 465
 - soft proofing colors on screen, 233
 - swatch libraries, adding colors from, 224
 - synchronizing color settings, 211
 - for text in Story Editor display, 498
 - tint swatches, creating, 225
 - for Web Photo Gallery, 531
- Color Sampler tool with camera raw files, 528–529
- Color Settings dialog box, 210–211
- color space
 - for blending transparent objects, 247
 - Info panel, information in, 50
- color stops
 - editing, 243
 - with gradients, 226–227
- color theme, interface, 6, 234, 485
 - Match to Theme Color option, 44
- columns and rows. [See also guides; tables](#)
 - changing options, 34–35
 - creating, multiple, 134–135
 - for Data Merge, 416
 - hyphenating across, 335
 - for new documents, 29
 - text frame options, setting, 132
- Command Bar for InCopy, 520
- commands, 6
 - Adobe InCopy commands, 520
 - Batch command in Adobe Bridge, 14, 534

- Community Help site, 22
- Community resources, Welcome screen links to, 4
- compatibility
 - Adobe PDF options, setting, 426
 - of assignments, 516
- Composer, Adobe, 125, 140, 488
- composition preferences, setting, 489
- compound path, creating, 274–275
- compression
 - Adobe PDF options, 425, 428
 - Flash movie, document exported as, 443
- condensed style, changing, 114
- conditional text, working with, 406–407
- Conditional Text panel, 407
- Configure Plug-ins dialog box, 505
- configuring plug-ins, 505
- consolidating all documents, 19
- contact sheet, creating, 146–147
- Content Collector tool, 408–409
- Content Placer tool, 408–409
- Content Grabber, 160–161
- Content Viewer, 388–391, 396
- continued text, adding page numbers to, 139
- Control of Transform panel, 189, 191
- Control panel, 6, 174
 - Adobe Bridge, 523
 - Customizing, 506
 - resizing objects in, 178
 - using, 11
- Convert Direction Point Tool, 262–263
- converting URLs to hyperlinks, 348–349
- Conveyor, 408–409
- copies
 - printing option, 460
 - saving copy of document, 25
- Copyfit Info panel, Adobe InCopy, 520
- copying. [See also objects](#)
 - Adobe Bridge, settings in, 534
 - Clipboard handling preferences, setting, 502
 - master pages, 73
 - paths, 159
 - text, 113
- corner object effects, 252
 - Live corners, 253
- Corner Options dialog box, 252

- rectangle shapes using radius value in, 254
- Create Outlines command, 138, 158–159
- Creative Cloud. [See Adobe Creative Cloud](#)
- creep for booklet pages, 475
- cropping. [See also positioning](#)
 - Adobe PDF setting options, 428
 - camera raw files, 528–529
 - fitting graphics in frames and, 163
- Cross-Reference dialog box, 352–353
- cross-references, creating, 352–353
- CSS options
 - Emit CSS option, 322, 451
 - EPUB exporting, 452–453
 - HTML exporting, 454–454
- CSS styles
 - Adobe Dreamweaver, exporting HTML document for, 454–455
 - for eBook, EPUB, 452–453
- CSV (comma-delimited) data fields, 416
- cursors
 - graphic preview cursor, 146
 - Story Editor cursor options, setting, 499
- curves, Pen tool for drawing, 258–259
- custom-dashed stroke, applying, 240
- custom page size, 29
- cutting
 - spacing, automatic adjustment of, 486
 - text, 113

D

- Darken blend mode, 246
- dashes. [See also strokes](#)
 - inserting, 130
- Data Merge, 416–417
 - template, 30
- DCS file format, WMFgraphic files saved in, 142
- Default Image Intent option, 212–213
- Delete Workspace dialog box, 53
- deleting. [See also tables](#)
 - with Adobe Bridge, 14
 - Adobe PDF preset, creating, 433
 - anchor points, 265
 - bookmarks, 354–355
 - books, documents in, 81
 - buttons, 366–367

deleting (continued)

- button states, 374
- character styles, 306
- color profiles, 212–213
- color swatch, 221, 222
- combined object, 183
- cross-references, 352–353
- empty pages, 108, 487
- guides, 43
- hyperlinks, 345, 350
- layers, 201
- library items, 398–399
- master pages, 72–73
- moving, deleting pages after, 66–67
- notes, 509
- objects, 174–175
 - in Open dialog box, 13
 - pages in Pages panel, 65
 - paragraph styles, 304
 - plug-ins, 505
 - presets, 32–33, 459
 - in Save As dialog box, 13
 - script files, 414
 - segments, 265
 - styles, 319
 - tabs, 128
 - text on path, 100
 - text variables, 79
 - trap presets, 468
 - workspaces, 53
 - XML tags, 418
- destination files
 - Adobe PDF options, setting, 430
 - for cross-references, 352–353
 - for hyperlinks, 344
 - for linked graphics, 153
- detect edges and wrapping text, 137
- diagonal lines in table cells, adding, 298
- Diagonal Lines tab, Cell Options dialog box, 298
- DIC color library, 224
- dictionaries
 - Autocorrect dictionary, 112
 - custom dictionaries, using, 326
 - preferences, setting, 492–493
- digital cameras. [See also Adobe Bridge](#)
 - documents, inserting file information in, 478–479

- digital editions, EPUB, exporting documents for, 452–453
- Digital Imaging and Communications in Medicine options, inserting, 479
- digital publishing
 - document setup, 28–29, 34–35
- Digital Publishing Suite. DPS. [See Adobe Digital Publication Suite](#)
- Directional Feather effect, 251
- Direct Selection tool. [See also overflow text](#)
 - anchor points, selecting, 177
 - frames and graphics, selecting and moving, 160
 - graphics, selecting, 160, 176
 - grayscale graphic, applying color to, 165
 - with grouped objects, 182–183
 - objects, selecting, 174–175, 177
- display
 - bleed mode, 36
 - changing, 36
 - library display, changing, 402–403
 - normal mode, 36
 - output views, 36–37
 - preview mode, 36
 - presentation mode, 36
 - slug mode, 36
 - Story Editor display preferences, setting, 325, 498–499
- Distribute Columns Evenly command, 288
- Distribute Rows Evenly command, 288
- distributing
 - columns, 288
 - objects, 186–187
- DNG file format
 - converting raw images to, 525
 - description of, 529
 - saving raw images in, 527–529
- docking/undocking
 - document windows, 19
 - panels, 8
- Document grids, 48, 49
- Document Presets dialog box, 32
- documents. [See also assignments; books; exporting documents; graphics; Microsoft Word; multiple documents; new documents; opening](#)
 - Adobe Bridge, working with, 14
 - changing document options, 34
 - closing, 26

- color profiles, converting, 212–213
- display performance, setting, 167
- file information, inserting, 478–479
- fonts, 482
- images, inserting, 16
- object defaults, setting, 255
- preview images with document, saving, 24–25
- printing, 458
- saving, 24–25
- spell-checking, 324–325
- swatches from other documents, importing, 224
- tabs, open as, 485
- text, inserting, 16
- XML tags, placing, 418–419
- zooming in/out view of, 38–39
- Document Setup dialog box, 34–35
- document windows, 6
 - for Adobe InCopy, 520
 - docking/undocking, 19
 - working with, 18
- double quotation marks, inserting, 130
- downloading
 - extensions with Adobe Extension Manager, 505, 540
 - print option for downloading fonts, 464
- downsampling with Adobe PDF, 428
- DPS. [See Adobe Digital Publication Suite](#)
- drag-and-drop
 - graphics, 152
 - pages, moving, 66–67
 - paths, 159
 - snippets, creating, 404–405
 - text, 113
 - text editing options, selecting, 487
 - with Zoom tool, 38
- drawing
 - Live Screen Drawing, 208
- drop caps
 - creating, 123
 - paragraph styles, setting, 305
- Drop Shadow, 11, 248
- DTBook format for eBooks, EPUB, selecting, 452–453
- duplicating
 - color stops, 243
 - color swatch, 220

- layers, 200–201
- objects, 180–181
- pages, 58
- plug-ins, 505
- DVD. [See CD/DVD](#)
- dynamic spelling, 324, 325, 495

E

- eBook, EPUB, exporting document for, 452–453
- Edit Custom Dictionary dialog box, 326
- editing. [See also hyperlinks; Story Editor; text](#)
 - Adobe PDF editing preset, creating, 433
 - button actions, 372
 - clipping path on importing, 145
 - color swatch, 221
 - cross-reference formats, 352–353
 - gradients, 242–243
 - Kuler panel theme, 231
 - linked graphics, 155, 156
 - mixed ink groups, 229
 - presets, 459
 - QR Code, 379
 - Quick Apply, styles with, 321
 - scripts, 414
 - Spread view content, 37
 - styles with Quick Apply, 321
 - tables, text in, 284–285
- Edit With submenu, 156
- effects. [See also specific effects](#)
 - for text on a path, 101
- elements in XML file format, 418
- Ellipse Frame tool, 170
- ellipses
 - converting, 254
 - creating elliptical shape, 170
- Ellipse tool, 170
 - text, adding, 96, 98
- e-mail, hyperlinks to, 346
- embedding
 - Adobe PDF options, 427
 - general preferences, setting, 484
 - graphics, 152, 153
 - preflight profiles, 476–477
- emboss effect, 250
- em dashes, inserting, 130

- Emit CSS option, 316, 322, 451
- empty pages, deleting, 108, 487
- empty sounds or movie clip frames, 356
- enabling/disabling
 - JavaScript, 484
 - Live Preflight, 476–477
- en dashes, inserting, 130
- End Nested Style Here special character, 314–315
- endnotes. [See footnotes](#)
- English typefaces, 488
- envelopes with Data Merge, 416–417
- EPS file format, 423
 - exporting document in, 438–439
 - inserting files in, 16
 - metadata to files, adding, 479
 - placing graphic files saved in, 142
- EPUB format
 - Articles panel, 446–447
 - for eBooks, selecting, 452–453
 - mapping styles to export tags, 305, 307, 322, 451
 - object export options, setting, 456
- erasing parts of paths, 272
- errors. [See also spell-checking](#)
 - Preflight panel, options in, 477
- Essentials workspace, 52–53
- events for buttons, setting, 372
- Excel. [See also XLS file format](#)
 - tables, importing, 282–283
- Exclude Overlap button, Pathfinder, 273
- EXIF file format for metadata, 533
- existing document, opening, 12
- Exit command, 26
- exiting InDesign, 26
- Expand Panels button, 8
- exporting. [See exporting documents; importing/exporting](#)
- exporting documents, 422. [See also PDF file format](#)
 - in background, exporting PDF, 434
 - for accessible PDF, 448–449
 - for Adobe Dreamweaver, HTML, 454–455
 - description of file formats, 423
 - for digital editions, EPUB, 452–453
 - as EPUB, 452–453
 - in EPS file format, 438–439

- FLA for Flash, exporting document as, 444–445
- in InDesign CS4 or CS5 with IDML, 24, 422, 423
- as HTML, 454–455
- for interactive PDF, 436–437
- as JPEG files, 440–441
- with object styles, 316–317, 451
- as PNG files, 440–441
- for print, 424–432
- for tags (mapping) to EPUB/HTML or PDF, 316, 322, 451
- with text styles, 322, 451
- exporting objects, setting
 - alt text, 168, 316
 - EPUB and HTML, 316, 456
 - tagged PDF, 450
- exporting tags, mapping styles, 305, 307, 316, 322, 451
- Export PDF dialog box
 - interactive, 436–437
 - print, 424–432
- ExtendScript Toolkit, 1, 522
 - working with, 537
- Extension Manager. [See Adobe Extension Manager](#)
- Extensions submenu for accessing Kuler panel, 230
- Eyedropper tool
 - colors, using for, 216–217
 - fill or stroke color, changing, 236
 - options, changing, 217

F

- F4V format, 356–358
- facing pages
 - changing, 34
 - new documents, selecting for, 28
 - spreads, preserving, 487
- Fancy corner options, 252
- favorite fonts, 114
- Favorites panel, Adobe Bridge, 523
- feather effects, 251
- fields for Data Merge, 416
- file formats. [See also exporting documents; specific types](#)
 - opening document files in, 12
 - placing graphic files saved in, 142

File path, Adobe Bridge, 523

files. [See also Adobe InCopy; assignments](#)

- documents, inserting file information in, 478–479
- handling preferences, setting, 500–501
- hyperlinks to, 346
- package files, creating, 480–481
- sidecar files, 533

fills. [See also tables](#)

- adding, 294–295
- applying fill colors, 215, 236–237
- compound path, object's fill in, 275
- default and switch for fill colors, 236–237
- defaults, setting, 255
- Eyedropper tool, using, 216–217

Filter panel, Adobe Bridge, 523

filters

- with Adobe Bridge, 14, 523
- Graduated Filter with camera raw files, 528–529

Find/Change command, 328–329

- for glyphs, 328–329, 332
- for GREPs, 328–329, 332
- with objects, 328–329, 334
- special characters, finding, 330

Find Font dialog box, 327

Fire/Nook

- document setup, 28–29, 34–35

first-line indent

- for bullets and numbering, 127
- creating, 122

first page, navigating to, 63

Fit Page In Window option, 38

Fit Spread in Window option, 38

fitting

- booklet pages, marks and bleed in, 475
- Flash movie, document exported as, 442
- FLA for Flash, document exported as, 444
- graphics in frames, 163

FLA format, 356–358, 423, 444–445

Flash. [See Adobe Flash](#)

flattened artwork, printing, 471

Flattener Preview mode, 36–37

flatten transparency. [See transparency](#)

flipping, 11. [See also objects](#)

- print orientation, 467
- text on a path, 101

floating all windows, 19

floating tools panel options, 485

Focoltone color library, 224

Folders panel, Adobe Bridge, 523

folders with Adobe Bridge, 14

Folio Builder panel,

- creating, folios, 392–393
- getting, downloading, 388–389
- importing, folios, 393
- properties, setting, 395

Folio Overlays panel, 388–391

- HTML, inserting, 378

folio publication

- articles, importing, 394
- creating, 392–393
- designing, 391
- getting started with DPS, 388–389
- HTML, inserting, 378
- interactivity, adding, 390–391
- preview, settings, 396
- properties, setting, 395
- sharing, 396
- sign in and out to DPS, 389
- viewing content, 388–391, 396

Folio Producer tools, 388–389

Font Family option, Type tool, 11

fonts. [See also glyphs; OpenType](#)

- Adobe PDF options, setting, 431
- changing, 327

 - font family and style, 114
 - size of font, 116

- digital editions, EPUB, specifying options for, 452–453
- document, using, 482
- favorite fonts, 114
- Find/Change command, using, 328–329
- finding fonts, 327
- general preferences, setting, 484
- graphics, options for, 464
- package files including, 480–481
- preferences, setting, 486–487
- preview size, selecting, 487
- printing options, 470
- search for fonts, 114
- size of font, changing, 116
- Story Editor display, setting, 498
- styles, changing, 114–115

- Font Size option, Type tool, 11
- Font Type option, Type tool, 11
- Footnote Options dialog box, 340
- footnotes
 - adding, 340
 - changing options, 341
 - Find/Change command for searching, 329
 - importing, 340
- foreign characters, printing, 463
- formatting. *See also styles*
 - bullets and numbering, 127
 - dragged text, inherited formatting for, 113
 - footnotes, 341
 - frames, graphics in, 165
 - graphics in frames, 165
 - JPEG files, documents exported as, 440-441
 - PNG files, documents exported as, 440-441
 - table of contents, 84-85
- form
 - adding controls, 371
 - creating, PDF, 370-371
- form letters with Data Merge, 416-417
- Forms template, 30
- 45-degrees
 - lines, drawing, 172
 - objects, constraining movement of, 179
- fractions. *See glyphs*
- Frame Fitting Options dialog box, 162-163
- frames. *See graphic frames; text frames; unassigned frames*
- Frame tools for adding text, 96, 98
- Free Transform tool, 191
- French typefaces, 488
- Fuji RAF format, 529

G

- Gallery & Story panel, InCopy, 520
- gamut colors. *See also out of gamut*
 - identifying, 219
- gap color/tint. *See also tables*
 - for dashed/dotted lines, 239
 - paragraph rule, width of, 124
- Gap tool, 184-185

- general preferences, setting, 484
- Get Photos from Camera command, Adobe Bridge, 525
- Getting Started, Welcome screen links to, 4
- GIF file format
 - EPUB and HTML, export, 451-456
 - metadata to files, adding, 479
 - placing graphic files saved in, 142
 - WMFgraphic files saved in, 142
- Global Light effect, 248
 - with bevel effect, 248
 - with emboss effect, 248
 - setting, 250
 - with shadows, 248
- glow effects, 249
- glyphs
 - Find/Change command, using, 328-329, 333
 - highlighting text with, 489
 - inserting or replacing, 129
 - spacing options, 337
- Go Back option, 63
- Go Forward option, 63
- Google Maps
 - inserting, HTML, 378
- Go to Page option, 63
- GPS (global positioning system) file format for metadata, 533
- Gradient Feather tool, 245, 251
- Gradient panel, 227. *See also gradients*
- gradients. *See also color stops*
 - applying gradient fill to object, 242
 - editing, 242-243
 - Gradient Feather tool, 245, 251
 - Gradient tool, working with, 244
 - swatches, creating, 226-227
- Gradient tool, 244
- Graduated Filter with camera raw files, 528-529
- graphic frames. *See also assignments*
 - appearance of, 170
 - for bookmarks, 354-355
 - captions
 - adding to graphics, 158-159
 - static, 158
 - with variables, 159
 - clipping path to frame, converting, 145, 276

- coloring graphic frame, 165
- compound path as frame, creating and releasing, 158
- fitting graphics in, 162–163
- formatting graphics in, 165
- Frame Fitting Options dialog box, fitting graphics in frames with, 162–163
- grayscale graphic, coloring, 165
- moving frames and graphics, 160–161
- nesting graphics in, 164
- resizing, 161
 - for fitting graphics in frames, 162
 - graphics and frames, 161
- searching for, 334
- selecting frames and graphics, 160–161
- specialty frames for graphics, creating, 158–159
- type outlines as frames, creating, 159
- graphic preview cursor, 146
- graphics, 142. *See also* [Adobe Photoshop; graphic frames; tables](#)
 - Adobe Bridge, placing graphics from, 148–149
 - clipping path, modifying, 276
 - contact sheet, creating, 146–147
 - copying, 152
 - default display options, setting, 167
 - Direct Selection tool, selecting with, 160, 176
 - display
 - changing display performance, 166
 - default display options, setting, 167
 - documents
 - file information, inserting, 478–479
 - images, inserting, 16
 - drag-and-drop, 152
 - editing linked graphics, 155, 156
 - embedding, 152, 153
 - changing graphic from linked to embedded, 155
 - existing frame with graphic, placing graphic in, 142
 - grayscale graphic, coloring, 165
 - high quality display, 166
 - InCopy, exporting content to, 514
 - Info panel, information in, 50
 - Info panel, viewing in, 51
 - inline graphic in object, placing, 197

- linked graphics
 - Adobe bridge, locating in, 148
 - Conveyor, using, 408–409
 - displaying information on, 153
 - editing, 155, 156
 - relinking, 153, 154, 155
 - replacing, 154
 - working with, 155
 - XMP metadata, displaying, 157
- locating graphics
 - Adobe bridge, locating linked graphic in, 148
 - Links panel, 154, 410–413
- moving, 152
- multiple graphics, placing, 146–147
- nesting graphics in frames, 164
- options, placing graphics with, 143
- package files including, 480–481
- pasting, 152
- preview cursor, 146
- print options, setting, 464
- relinking, 154
 - missing graphic, 153, 155
- replacing linked graphic, 154, 410–411
- resizing, 161
 - allowing for, 387
 - with Direct Selection tool, 176
 - for fitting graphics in frames, 162
- setting place import options, 144–145
- sorting graphics in Links panel, 153
- typical display setting, 166
- updating links, 155, 410–411
- XMP metadata, displaying, 157
- zooming in/out view of, 38–39
- grayscale
 - with camera raw images, 528–529
 - EPS file format options, 438
 - graphics in grayscale, adding color to, 165
- greeked text, 487
- GREPs
 - applying, 312–313
 - creating, 308
 - Find/Change command, using, 328–329, 332
 - paragraph styles, setting, 305
 - searching for, 332
- GREP Styles dialog box, 332

grids. [See also baseline grids](#)
 Adobe PDF option, 427
 create multiple objects in, 173
 colors, specifying, 49
 preferences, changing, 48–49
 printing options, 460
 showing/hiding, 48
 Step and Repeat command, creating grid with, 181
 tiling documents in, 19
 working with, 48, 49

groups. [See also objects](#)
 mixed ink group, creating, 229
 style groups, creating, 309

guides. [See also rulers; Smart Guides](#)
 Adobe PDF option, 427
 changing guides, 44
 columns
 color, specifying, 44
 locking/unlocking, 43
 creating, 42
 deleting, 43
 moving, 42
 printing options, 460
 Smart Guides, 46–47
 working with, 43

gutters
 changing size of, 35
 new documents, selecting for, 29
 text frame options, setting, 132

H

H.290-encoded format, 356–357
 Hand tool, moving with, 50
 hanging indents, creating, 122
 Hard Light blend mode, 246
 harmony rule for colors, 231
 headers and footers. [See also tables](#)
 for panels, 8
 Hebrew typefaces, 140, 488
 height, weight, width, 11. [See also tables](#)
 changing, 34
 for cross-references, 352–353
 Flash movie, document exported as, 442
 FLA for Flash, document exported as, 444
 for hyperlinks, 349

for new documents, 28
 paragraph rule, width of, 124–125
 printing setup options, 461
 stroke, selecting weight of, 172, 174, 238
 text frame options, setting, 132

help information, 22–23
 searching for, 22–23

Help menu
 help information on, 22–23
 updates, checking for, 21

hidden lock files (IDLK), 518

hidden text
 in table of contents, 85
 working with, 131

hiding. [See showing/hiding](#)

Highlight Object under Selection Tool, 485

highlights
 composition preferences, setting, 489
 for conditional text, 421
 for cross-references, 352–353
 for hyperlinks, 349

HKS color library, 224

horizontal lines, converting, 254

horizontally tiling all documents, 19

horizontal text, leading applied to, 117

HTML document
 Articles panel, 446–447
 as Flash movie, exporting, 443
 exporting, 454–455
 HTML5, 454–455
 inserting HTML code, 378
 object export options, setting, 456
 mapping styles to export tags, 305, 307, 316, 322, 451

hyperlinks
 Adobe PDF option, 427
 appearance, changing, 349
 creating, 346–347
 converting URLs and stylizing, 348–349
 cross-references, creating, 352–353
 defining destinations, 344
 deleting, 345, 350
 editing, 345
 from Hyperlinks panel, 351
 Flash movie, document exported as, 443
 resetting, 350
 updating, 350

- URLs
 - creating hyperlink from, 346–347
 - destination, setting URL as, 344
- Hyperlinks panel, 350–351
 - cross-references, creating, 352–353
- hyphenation
 - dictionary preferences, setting, 492
 - inserting hyphens, 130
 - options, changing, 335
 - in package files, 481
 - paragraph styles, setting, 305
- Hyphenation dialog box, 335

I

- ICMA files, 516
- ICML files, 516
- icons
 - for linked graphics, 153
 - Pages panel icons, 56–57
 - showing/hiding, 504
- IDML file format, 12, 24, 422, 423
 - opening InDesign CS4 or CS5, 12
 - exporting as, 420, 422–423
- IDMS files. [See snippets](#)
- Illustrator. [See Adobe Illustrator](#)
- Image Processor command in Adobe Bridge, 52
- images. [See graphics](#)
- Images format, inserting files in, 16
- importing/exporting, 512. [See also exporting documents; graphics; text](#)
 - Adobe PDF preset, creating, 433
 - footnotes, 340
 - plug-ins, 505
 - presets, 459
 - specialty frames for graphics, 158
 - swatches from other documents, 224
 - text variables, importing, 79
 - XML tagged data, 418–419, 420
- InCopy. [See Adobe InCopy](#)
- INDD file format
 - inserting files in, 16
 - opening, 12
 - saving as, 24
- indenting. [See also first-line indent; paragraphs](#)
 - bullets and numbering, 127
- InDesign CS4 or CS5 with IDML, exporting, 24, 422, 423
- index
 - entry
 - creating, 88–89
 - with keyboard shortcuts, 87
 - creating, 90–91
 - managing, 92–93
 - starting, 86
 - tips, 87
 - topics, list of, 86
- Indian typefaces, 140, 488
- INDL file format. [See libraries](#)
- INDT file format, 30
 - saving as, 12
- Info panel, 50–51
- Ink Manager, 467
- Ink on Paper theme, 498
- inks
 - Adobe PDF options, 430
 - color separations, previewing, 465
 - EPS file options, 439
 - for printing, 467
- inline object, creating, 197
- Inner Glow effect, 249
- Inner Shadow effect, 248
- Insert Anchored Object dialog box, 198–199
- inserting. [See also pages](#)
 - Adobe Edge Animate, HTML, 378
 - bookmarks, insertion point for, 354–355
 - dashes, 130
 - Google Maps, 378
 - HTML code, 378
 - QR Code, 379
 - tabs, 128
 - text variables, 79
 - YouTube, 378
- Insert Pages dialog box, 58–59
 - multiple pages, inserting, 59
- Inset corner options, 252
- inside and outside margins. [See margins](#)
- Inspector panel, Adobe Bridge, 523
- installing
 - extensions with Adobe Extension Manager, 505, 540
 - Macintosh computers, InDesign in, 3
 - Windows, InDesign in, 2

- interactive documents. [See also buttons; hyperlinks](#)
 - Adobe PDF options, 427
 - Flash movie, interactivity options for, 443
- interactive PDF, exporting, 436-437
 - media options, 435
- Interactivity workspace, 52-53
- interface, color theme, 6, 234, 485
 - Match to Theme Color option, 44
- interface preferences, setting, 485
- Internet
 - North America Web/Internet color settings, 210
 - updates, checking for, 20
 - Web color library, 224
- Intersect button, Pathfinder, 273
- Inverse Rounded corner options, 252
- inverted rounded rectangles, converting, 254
- iOS, Apple
 - creating for, 452-453
 - document setup, 28-29, 34-35
- iPad. [See iOS, Apple](#)
- iPhone. [See iOS, Apple](#)
- IPTC file format for metadata, 533
- iRiver, creating for, 452-453
- island spreads, 68
- isolate blending, 246
- italicizing, changing, 114

J

- Japanese typefaces, 140, 488
- JavaScript
 - Adobe Dreamweaver, exporting HTML document for, 454-455
 - enabling or disabling, 484
 - JDF File Using Acrobat checkbox with Adobe PDF, 431
- Join or Close Path button, 268
- joins on strokes, changing, 238-239
- JPEG file format, 422, 423
 - Adobe Bridge, opening with, 530-531
 - EPUB and HTML, export, 452-456
 - exporting documents in, 440-441
 - importing images, options for, 143, 145
 - metadata to files, adding, 479
 - placing graphic files saved in, 142

- raw images, saving, 527-529
 - as recommended compression method, 428
- Jump Object option, 136-137
- Jump to Next Column option, 136-137
- justification
 - creating, multiple, 134-135
 - options, changing, 337
 - of paragraphs, 121
 - paragraph styles, setting, 305
 - table cells, content of, 291
 - text frame options, setting, 132

K

- Keep options for paragraphs, 336
- kerning, 118
 - highlighting text with, 489
 - increments preferences, setting, 490-491
- keyboard preferences, setting, 490-491
- keyboard shortcuts
 - defining, 503
 - icons for starting InDesign, 4
 - starting InDesign with, 5
 - for tools, 10
 - zooming in/out with, 39
- Keywords panel, Adobe Bridge, 523
- Kindle Fire, Amazon
 - creating for, 452-453
 - document setup, 28-29, 34-35
- knockout group blending, 246
- Kobo, creating for, 452-453
- Korean typefaces, 140, 488
- Kuler panel, using colors from, 230-231

L

- lab color, 214
 - Color panel, selecting with, 218
- Labels and Stickers template, 30
- labels for Adobe Bridge images, 533
- landscape orientation
 - changing, 34
 - for new documents, 28
- languages
 - Adobe Composer options, 125, 140, 488
 - advanced type settings for, 488
 - for Autocorrect, 112
 - changing, 140

- last-line indent, creating, 122
- last page, navigating to, 63
- last saved version, reverting to, 24
- Latin typefaces, 488
- Layer Options dialog box, 202
- layers
 - Adobe InCopy, exporting to, 514
 - Adobe PDF, creating Acrobat layers with, 427
 - colors for layers, specifying, 202
 - copying objects between, 206
 - deleting, 201
 - duplicating, 200–201
 - Find/Change command, searching locked layers with, 329
 - guides, options for, 202
 - importing, 143, 144
 - locking/unlocking, 202, 204
 - merging layers, 205
 - moving objects between, 206
 - naming/renaming, 202
 - new layer, renaming, 200
 - new layer, creating, 200
 - options, setting, 202
 - pasting, creating new layer while, 200
 - printing, 202
 - printing options, 460
 - reordering, 205, 206
 - selecting layers, 206
 - showing/hiding, 202, 203
 - searching hidden layers, 329
 - wrapping text, preventing, 202
- Layers panel, showing/hiding objects and layers in, 203
- Layout Adjustment options, 387
- Layout menu
 - pages, navigating between, 60–61
 - table of contents, creating, 84–85
- Layout view, drag-and-drop editing in, 113
- LCD Optimized display for Story Editor, 499
- leading
 - Auto Leading option, 337
 - entire paragraph, applying to, 486
 - tabs, leaders with, 128
 - text, 117
- left-aligning paragraphs, 121
- left indents
 - for bullets and numbering, 127

- creating, 122
- left side, dragging text to, 101
- lens corrections with camera raw images, 528–529
- letters
 - half page size, 29
 - page size, 29
 - Quick Apply commands, 321
 - spacing options, 337
- libraries
 - adding items in, 398–399
 - Adobe Bridge libraries, using, 399
 - changing item information, 401
 - deleting items in, 398–399
 - display, changing, 402–403
 - existing library, opening, 398
 - new library, creating, 398
 - object types for items, changing, 401
 - opening existing library, 398
 - placing items on page, 400
 - Samples button library, 368–369
 - Samples form library, 370–371
 - searching in, 402
 - sorting items in, 402–403
 - swatch libraries, adding colors from, 224
 - updating items in, 400
- ligatures. [See glyphs](#)
- Lighten blend mode, 246
- Linear gradients, 226
- line breaks
 - balancing, 336
 - forcing, 110–111
- lines. [See strokes](#)
- Line tool, 172. [See also strokes](#)
- links. [See also graphics; hyperlinks](#)
 - Adobe Bridge, locating linked graphics with, 148
 - Adobe PDF options, 427
 - documents, across, 412
 - Conveyer, using, 408–409
 - missing link preferences, setting, 501
 - in package files, 480
 - objects, 410–411
 - options, setting, 413
 - preferences, setting, 501
 - stories, 410–411
 - styles, breaking links to, 312

Links panel. [See also graphics](#)
 sorting items in, 153

Liquid layout
 alternate layouts, 56, 384-386
 creating, 382-383
 Liquid Page Rules, 382-382
 panel, 382-383

List view, displaying library items in, 403

Live Corners, 253

Live Preflight, 476-477

Live Screen Drawing, 208

locating graphics. [See graphics](#)

locking/unlocking
 assignment files, overriding locked, 519
 guides, 43
 layers, 202, 204
 prevent selection, 484
 moving locked objects, 387
 object position, 196

Lock Position command, 196

lowercase text, creating, 342

M

Macintosh computers. [See also PICT file format](#)
 AppleScripts, 414
 installing InDesign in, 3
 starting InDesign in, 5
 System color library, 224

magnification. [See zooming in/out](#)

Make Compound Path command, 274-275

managing files. [See also Adobe InCopy](#)
 with Adobe Bridge, 14

mapping styles to export tags, 305, 307, 316, 322, 451

margins. [See also gutters](#)
 changing options, 34-35
 guide color, specifying, 44
 new documents, options for, 29
 objects to margins, aligning, 186
 optical margin adjustment, setting, 337

markers, inserting, 130

marks and bleed
 with Adobe PDF, 429
 for booklet pages, 474
 changing bleed values, 34
 guide color, specifying, 44

for new documents, 28-29
 print options, setting, 462-463

master pages
 adding objects to, 70
 copying, 73
 creating, 70-71
 deleting, 72-73
 detaching, 72-73
 document page, applying to, 72
 existing page, creating master page from, 70-71
 Find/Change command for searching, 329
 hiding master items, 73
 multiple pages, applying master to, 72
 overriding master element, 72-73
 page numbers, adding, 74-75
 page size, custom, 71
 printing options, 460
 scratch, creating master page from, 70-71
 section numbers, adding, 74-75
 Start Page and Numbering At option, 75
 text variables, creating and using, 78-79
 unassigning masters, 72-73

master text frames
 changing, 34
 with imported text, 104
 new documents, selecting for, 28
 Smart Text Reflow for, 487

Match Pasteborad to Theme Color, 44, 234

Measure tool, 207

Media Encoder, 1, 522
 working with, 356-357, 538-539

Media Files format, inserting files in, 16

Media panel, 356-359
 adding a file, 356
 converting legacy files, 357
 setting media option, 356-359

menus, 6. [See also specific menus](#)
 colors for commands, 504
 customizing, 504
 InCopy menus, 520
 shortcuts for menus, creating, 503

Menus template, 30

Merge Layers command, 205

merging. [See also Data Merge](#)
 color swatches, 223

- layers, 205
- table cells, 286, 290
- user dictionary into document, 493
- metacharacters, 330
- metadata. *See also* [Adobe Bridge](#)
 - description of, 533
 - documents, inserting file information in, 478–479
- Metadata panel, Adobe Bridge, 523
- Microsoft Excel. *See also* [XLS file format](#)
 - tables, importing, 282–283
- Microsoft Tablet PC. *See* [Windows Tablet PC](#)
- Microsoft Word
 - importing text from, 102
 - inserting files in documents, 16
 - styles from Word document, importing, 310–311
 - tables, importing text into, 282–283
- Mini Bridge, 210, 536
- Minus Back button, Pathfinder, 273
- missing link preferences, setting, 501
- miter join on strokes, 239
- mixed inks, 228–229
- MOBI file format
 - Amazon Kindle, creating for, 452–453
- monitors
 - colors, setting, 210
 - page size, setting, 29
- More options for new documents, 29
- Motion Presets, animation
 - applying, 260–261
 - converting objects to, 363
 - deleting, 362
 - duplicating, 362
 - editing, 363
 - importing, 362
 - options, settings, 260–261
 - saving, 362
- Move Page command, 66–67
- movies/videos
 - adding, 356–357
 - Media panel, 356–359
 - options, setting, 358–359
- moving. *See also* [objects](#)
 - with Adobe Bridge, 14
 - anchor points, 260–261
 - books, documents in, 81

- color swatches, 223
- frames and graphics, 160–161
- graphics, 152
- guides, 42
- with Hand tool, 50
- help topics, moving between, 23
- pages, 66–67
- segments, 260–261
- tabs, 128
- text, 113
- MP3 format, 356–359
- MP4 format, 356–359
- multiple documents
 - arranging, 19
 - working with, 18
- multiple pages, inserting, 59
- multi-state objects, creating, 376–377
- Multi-State panel, 376–377

N

- naming/renaming. *See also* [Adobe Bridge](#); [layers](#)
 - assignments, 516
 - bookmarks, 354–355
 - master page, 71
 - plug-ins, 505
 - styles, 310
- navigating pages, 60–61
- nesting
 - creating nested styles, 314–315
 - graphics in frames, 164
 - paragraph styles, setting, 305
 - tables, creating nested, 280
- New Character Styles dialog box, 306
- New Document dialog box, 32
- new documents
 - presets, creating with, 32
 - template, creating from, 30
- New Features, Welcome screen links to, 4
- New Hyperlink From URL command, 346–347
- New Paragraph Styles dialog box, 304
- Newsletters template, 30
- New Workspace dialog box, 62
- next page, navigating to, 63
- next spread, navigating to, 63
- Nikon NEF format, 529

- 90-degree angles, drawing lines at, 172
- Noise effect
 - with feather effects, 251
 - with glow, 249
 - with shadows, 248
- nonbreaking space, inserting, 130
- non-Latin text, setting preferences for, 488
- non-printing content
 - Adobe PDF option, 427
 - in package files, 481
 - printing options for objects, 460
- Nook, Barnes & Noble
 - creating for, 452-453
 - document setup, 28-29, 34-35
- Normal view, 36
- North American,
 - Prepress 2 color settings, 210
 - Purpose 2 color settings, 210
 - Web/Internet color settings, 210
- notes. [See also footnotes](#)
 - to Adobe InCopy managed files, 513
 - creating, 508
 - Notes panel, working in, 509
 - preferences, setting, 496
 - tables, adding to, 508
 - text to notes, converting, 508, 509
- Notes panel, 509
- No Wrap option, 136
- Numbering and Section Options dialog box
 - chapter numbers, adding, 76-77
 - master pages, page and section numbers for, 74-75
- number of pages
 - changing, 34
 - master spread, specifying for, 71
 - new documents, selecting for, 28
- numbers. [See also bullets and numbering; chapter numbers; number of pages; page numbers](#)
 - footnotes, numbering, 341

O

- objects. [See also anchor points; gradients; graphics; layers](#)
 - aligning, 184-185
 - anchored objects, creating, 198-199
 - blend effect, creating, 246-247
 - buttons, converting object to, 368-369

- create multiple, in a grid, 173
- colors
 - applying, 215, 236
 - Eyedropper tool, using, 216-217
 - overprinting colors, 232
- copying, 180-181
 - layers, copying objects between, 206
 - scaling and copying objects, 192
- defaults, setting, 255
- deleting, 174-175
- deleting combined object, 183
- Direct Selection tool
 - grouped objects, working with, 182-183
 - inline object, creating, 197
 - selecting with, 174-175, 177
- distances and angles, measuring, 207
- duplicating, 180-181
- export options
 - Alt-text, 168
 - EPUB and HTML, 451, 456
 - tagged PDF, 450
- Find/Change command, using, 328-329, 334
- flipping objects, 194-195
- Free Transform tool, transforming
 - objects with, 191
- Gap tool, 184-185
- grouped objects, 182-183
 - creating groups, 182
 - selecting objects in group, 183
 - ungrouping objects, 182
- individual transformation, repeating, 190
- inline object, creating, 197
- library items, object types for, 401
- locking/unlocking object position, 196
- measuring distances and angles
 - between, 207
- moving, 179
 - layers, moving objects between, 206
- multiple objects, duplicating, 181
- multi-state objects, creating, 376-377
- overlapping objects, creating compound
 - shapes from, 273
- repeating transformations, 190
- resizing, 178
- rotating, 189, 194-195
 - free rotating objects, 194-195

- scaling, 178, 189–191, 192
- searching for, 328–329, 334
- Selection tool, 174–175
 - inline object, moving, 197
 - resizing objects with, 178
- sequence of transformations, repeating, 190
- shearing, 193
- shortcuts for object editing, creating, 503
- showing/hiding, 203
- slipping objects, 192
- Smart Guides for moving, 179
- spacing, distributing objects with, 186–187
- stack of objects, arranging, 188
- styles
 - creating, 316–317
 - default object styles, modifying, 316
- transformations, 189
 - repeating transformations, 190
- Object Shape option, 136–137
- Object styles
 - creating, 316–317
 - exporting options, 316–317
- OEBPS folder, 452–453
- older versions, updating from, 2
- On Blur event for buttons, 372
- On Click event for buttons, 372
- On Focus event for buttons, 372
- online activation of program, 2
- On release event for buttons, 372
- On Roll Over event for buttons, 372
- opacity, 11
 - for Gradient Feather effect, 251
- Open dialog box, 12
 - deleting files in, 13
- opening. [See also Adobe Bridge](#)
 - books, documents in, 80
 - closed paths, 266–267
 - existing document, opening, 12
 - IDML file format, InDesign CS4 or CS5, 12
 - libraries, 398
 - panels, 7
 - recently opening document, 13
- Open Package command, 516
- Open Path button for splitting paths, 266

- OpenType, 116
 - character styles, setting, 307
 - glyphs, inserting, 129
 - highlighting text with, 489
 - paragraph styles, setting, 305
- Open With command with Adobe Bridge, 148
- OPI options
 - with Adobe PDF, 431
 - print options, 470
- optical margin adjustment, setting, 337
- optical size of fonts, setting, 486
- Options menu
 - for panels, 8, 9
 - for tools, 11
- ordinals. [See glyphs](#)
- ordering content, Articles panel, 446–447
- orientation
 - changing, 34
 - flipping print orientation, 467
 - for new documents, 28
 - printing setup options, 461
- Outer Glow effect, 249
- outlines, creating, 138
- out of gamut, 214
 - converting out of gamut colors, 219
- overflow text
 - changing thread between frames, 107
 - reshaping, 97
 - text on a path, correcting, 101
 - threading/unthreading, 106–107
- overlapping objects, creating compound shapes from, 273
- Overlay blend mode, 246
- overprinting
 - colors, 232
 - paragraph rule, width of, 124
 - simulating, 467
- Overprint Preview mode, 36–37
- overrides. [See also styles](#)
 - Adobe PDF options, setting, 431
 - assignment files, locked, 519
 - print options, 470

P

- Package for InCopy, 516
- packages, creating, 480–481

PageMaker

- file format, 12
- Shortcuts for, 503

page numbers. [See also number of pages](#)

- books, options for, 82–83
- continued text, adding to, 139
- general preferences, setting, 484
- master pages, adding to, 74–75
- for table of contents, 85

pages. [See also facing pages; master pages; Pages panel; spreads](#)

- Adobe PDF options, setting, 426
- for bookmarks, 354–355
- Color Labels, adding, 66
- EPS file format options, 438
- Flash movie, exported as, 442
- FLA for Flash, exported as, 444
- hyperlinks to, 344
- inserting pages
 - multiple pages, inserting, 59
 - with Pages panel, 58–59
- JPEG files, documents exported as, 440–441
- objects to page, aligning, 184–185
- PNG files, documents exported as, 440–441
- Preflight panel options, 477
- size, changing, 28–29, 34–35, 62–64
- transitions, applying, 365
- trap preset, assigning, 468–469

page size options

- changing, 28–29, 34–35, 62–64
- list of, 29
- for new documents, 28
- printing, setup for, 461

Pages/Links panel, 8

Pages panel. [See also master pages; spreads](#)

- deleting pages, 65
- display, changing, 56
- duplicating pages, 58
- inserting pages with, 58–59
- multiple pages, inserting, 59
- navigating pages, 60–61
- showing/hiding icons, 57
- size, changing, 28–29, 34–35, 64
- target a page, navigating with, 60
- work on a page, navigating with, 60

Page tool

- changing the page size, 62–63, 382
- Liquid Page Rule, setting, 62

page transitions

- Flash movie, document exported as, 443
- for Pages panel icons, 57

PageTransitions dialog box, 365

panel groups, 6

- in Adobe InCopy, 520

panels, 6. [See also Control panel; Pages panel; Tools panel](#)

- in Adobe InCopy, 520
- collapsing/expanding, 7
 - panel set between icons and panels, 9
- hidden panels, auto-showing, 485
- icons, auto-collapsing, 485
- Info panel, sizing object with, 51
- opening/closing, 7
- Options menu, using, 8, 9
- panels, 8
- shortcuts for panels, creating, 503
- showing/hiding, 7–8, 36, 52

Pantone color library, 224

Paragraph panel, InCopy, 520

paragraphs. [See also bullets and numbering](#)

- Adobe Composer, 125, 140
- aligning, 121
- columns, creating multiple, 134–135
- colors
 - rule, width of, 124
 - styles, setting, 305
- creating, 110–111
- cross-references, creating, 352–353
- drop caps, creating, 123
- indenting, 122
 - styles, setting, 305
- Info panel, information in, 50
- keeping lines together in, 336
- languages, work with, 140
- rules, applying, 124–125
- spacing, 122
- in table cells, 291
- table of contents, formatting for, 85

paragraph styles

- attributes, setting, 305
- basic paragraph style, changing, 303
- creating, 305

- deleting, 304
- existing text, creating from, 304
- mapping styles to export tags, 305, 322, 451
- for table of contents, 84
- Paragraph Styles panel, 302
- password options in Adobe PDF, 432
- pasteboard. [See also guides](#)
 - match to theme color, 44, 234
 - Show Entire Pasteboard option, 38
- Paste In command, 182–183
- pasting
 - Adobe Bridge, settings in, 534
 - Clipboard handling preferences, 502
 - graphics, 152
 - layers while pasting, creating, 200
 - spacing, automatic adjustment of, 486
 - text, 113
- patches, checking for, 20–21
- Pathfinder command, 273
- Pathfinder panel
 - Convert Shape buttons in, 254
 - Join or Close Path button, 268
 - Reverse button, 267
- paths. [See also clipping path; points; reshaping; strokes](#)
 - closed path, opening, 266–267
 - closing open path, 268
 - compound path, creating, 274–275
 - erasing parts of, 272
 - frames, importing paths as, 159
 - Pencil tool, drawing with, 270–271
 - Pen tool, drawing with, 258–259
 - reversing direction of, 267
 - selecting path as clipping path, 277
 - Smooth tool, using, 269
 - splitting paths, 266
- PDAs, RGB colors for, 214
- PDF file format, 423
 - accessible PDF
 - Articles panel, ordering content, 446–447
 - creating PDF, 448
 - finishing in Acrobat Pro, 449
 - tags, applying to, 450
 - advanced options setting, 431
 - and bookmarks, 354–355
 - in background, exporting, 434

- for buttons, 372–373
- buttons in, 366–367
- Clipboard handling preferences, 502
- compression options, setting, 428
- for data merged files, 416
- exporting documents, 424
- general options, setting, 426–427
- graphic files saved in, 142
- inserting files in, 16
- for interactive, 435, 436–437
- mapping styles to export tags, 305, 307, 322, 451
- Marks and Bleeds option, setting, 429
- media options, 435
- metadata to files, adding, 479
- output options, setting, 430
- for page transitions, 365
- placing, 144–145
- Preflight panel, creating PDF report in, 477
- presets, 425
 - exporting with, 433
- for print, 424–432
- security options, setting, 432
- table of contents, PDF bookmarks for, 85
- tagged PDF, 426, 450
- PDF/X options with Adobe PDF, 424–427, 430
- Pencil tool, 270–271
- Pen tool, 258–259
- perceptual colors, specifying, 213
- Photoshop. [See Adobe Photoshop](#)
- PICT file format
 - EPS file preview option, 439
 - WMFgraphic files saved in, 142
- pirated versions, preventing, 2
- Place and Link command, 410–412
- Place command. [See also graphics](#)
 - with Adobe Bridge, 148
 - importing text with, 102–103
 - inserting artwork with, 16
 - multiple graphics, placing, 146–147
- placing graphics. [See graphics](#)
- plug-ins, configuring, 505
- PNG file format, 423
 - EPUB and HTML, export, 452–456
 - exporting documents in, 440–441
 - metadata to files, adding, 479
 - placing graphic files saved in, 142

points. [See also anchor points](#)

- Convert Direction Point Tool, using, 262-263

- defined, 41

- Direct Selection tool

 - converting points on path with, 262-263

 - moving, 266-267

 - and fonts, 116

 - ruler units preferences, setting, 490

- Polygon Frame tool, 170

- polygons

 - converting, 254

 - creating, 170-171

 - Pen tool, drawing with, 258

- Polygon tool, 170

 - text, adding, 96, 98-99

- portrait orientation

 - changing, 34

 - for new documents, 28

- positioning

 - printing setup options, 461

- poster images for sounds and movies, 358-359

- PostScript

 - EPS file format options, 438

 - points preferences, setting, 490

- preferences. [See also type preferences](#)

 - camera raw preferences, setting, 526-527

 - Clipboard handling preferences, setting, 502

 - composition preferences, setting, 489

 - dictionary preferences, setting, 492-493

 - file handling preferences, setting, 500-501

 - general preferences, setting, 484

 - grid preferences, changing, 48-49

 - interface preferences, setting, 485

 - links preferences, setting, 501

 - notes preferences, setting, 496

 - restoring, 501

 - ruler units preferences, setting, 490

 - spell-checking preferences, setting, 494-495

 - Story Editor preferences, setting, 498-499

 - Track Changes, 510

 - Units & Increments preferences, 490-491

- prefixes for master pages, 71

- Preflight panel, 476-477

 - Status bar, accessing from, 17

- preflight profile

 - Status bar, accessing from, 17
 - using, 476-477

- presentation mode, 36

- presets. [See also PDF file format](#)

 - in Adobe Bridge, 534

 - deleting, 32-33, 459

 - printing with, 459

 - saving, 32

 - text variables, 78

 - transparency flattener preset, creating, 471

 - trapping preset, creating, 468

 - working with, 33

- previewing. [See also Adobe Bridge](#)

 - color separations, 465

 - data merge data, 417

 - EPS file format options, 439

 - folio publication, 396

 - guide color for backgrounds, specifying, 44

 - images, saving, 24-25

 - overprinted colors, 232

 - page transitions, 365

 - save preferences, setting, 500

 - text frame options, 132

- Preview view, 36

- previous page, navigating to, 63

- previous spread, navigating to, 63

- Print command, 458

- printers' marks options with Adobe PDF, 429

- printing. [See also overprinting; spreads; trapping](#)

 - Adobe PDF print options, 425

 - advanced options, setting, 470-471

 - auto options, 461

 - booklet, spreads in, 474-475

 - books, 81

 - color handling options, 472

 - Color Management options, setting, 472

 - color separations, previewing, 465

 - data format options, 464

 - documents, 458

 - flattened artwork, 471

- general options, setting, 460–461
- graphics print options, setting, 464
- Help topics, 23
- keyboard shortcuts, list of, 503
- layers, 202
- marks and bleed print options, setting, 462–463
- negative option, 466
- output options, setting, 466–467
- package files, print settings in, 480
- preflight profile, using, 476–477
- preserving color numbers, 472
- with presets, 459
- profile, setting, 472
- sets, working with, 503
- setup print options, setting, 460–461
- simulating paper color option, 472
- summary print options, 473
- text as black, 466
- transparency flattener preset, creating, 471

Printing and Proofing workspace, 52–53

Profile Inclusion Policy with Adobe PDF, setting, 430

projecting caps on strokes, 239

proofing colors on screen, 233

PSD file format

- importing images, options for, 143, 144–145
- metadata to files, adding, 479
- placing graphic files saved in, 142
- raw images, saving, 527–529

Q

QR Code, generating, 379

quality

- Adobe PDF, setting image quality with, 428
- JPEG files, documents exported as, 440–441
- PNG files, documents exported as, 440–441

QuarkXPress

- file format, 12
- Shortcuts for, 503

Quick Apply, 11

- for styles, 320–321

Quick Search, Adobe Bridge, 523

Quit InDesign command, 26

quotation marks

- dictionary preferences, setting, 493
- inserting, 130
- typographer's quotes, using, 486

R

Radial Filter tool with camera raw files, 528–529

Radial gradients, 226

radius value in Corner Options dialog box, 254

range of page option for printing, 460

rasterizing

- Flash movie, exported as, 443
- FLA for Flash, exported as, 445

raw images. [See Adobe Bridge; DNG file format](#)

recently opening document, opening, 13

records for Data Merge, 416

Rectangle Frame tool, 170

rectangles

- converting, 254
- creating, 170

Rectangle tool, 170

- text, adding, 96, 98

red-eye removal with camera raw files, 528–529

reference number for footnotes, 341

reference point

- for fitting graphics in frames, 163
- objects, transforming, 189

reflowing text, 487

- Smart Text, 108–109

registration marks, printing, 463

relative colorimetric, specifying, 213

Release Compound Path command, 158–159

releasing compound paths, 158–159, 275

relinking. [See also graphics](#)

- cross-references, 352–353

renaming. [See naming/renaming](#)

repeated words, spell-checking preferences, 494

replacing

- books, documents in, 81
- importing text, replacing item with, 102
- table of contents, 85

- reports for page files, creating, 480
- resetting
 - all warning dialogs, 484
 - cross-references, 352-353
- reshaping
 - anchor points or segments, 260-261
 - erasing to reshape paths, 272
 - Pencil tool, paths with, 270
- resizing. [See sizing/resizing](#)
- resolution
 - Adobe PDF setting options, 428
 - Info panel, information in, 50
 - JPEG files, exported as, 440-441
 - PNG files, exported as, 440-441
- resource help, 22-23
- restoring preferences, 501
- retouching with camera raw files, 528-529
- reusing linked text, 410-411
- revealing documents
 - in Adobe Bridge, 15
 - in Status bar, 17
- reverse order option for printing, 460
- reversing fill in compound path, 275
- RGB (Red, Green, Blue), 214
 - Adobe PDF options, setting, 430
 - Color panel, selecting with, 218
 - EPS file format options, 438
 - Working Space controls, 210-211
- right-aligning paragraphs, 121
- right indents
 - creating, 122
- right side, dragging text to, 101
- RIP (Raster Image Processing), 466, 468
- rotating, 11. [See also objects; spreads](#)
 - with Adobe Bridge, 14
 - camera raw files, 528-529
 - Spread view, 37
 - tables, text in, 291
- Rotation and Shear Angle, 11
- round bullets, 126-127
- round caps on strokes, 239
- Rounded corner options, 252
- round join on strokes, 239
- RTF file format, 423
 - importing text from, 102
 - inserting files in, 16

- rulers
 - changing ruler options, 40
 - guides
 - appearance, changing, 44-45
 - movement, allowing, 387
 - measurement units, changing, 41
 - origin, changing, 41
 - paragraph rule, applying, 124-125
 - showing/hiding, 41
 - units preferences, setting, 490
 - working with, 41
- rules for paragraph styles, setting, 305
- run-in style table of contents, 85
- Running Header text variable, 78

S

- sample, creating
 - buttons from, 368
 - forms from, 370
- sampling options for Adobe PDF, 428
- satin effect, 249
- saturation, specifying, 213
- Save As dialog box, 13
- saving
 - in background, saving PDF, 24
 - books, 81
 - camera raw images, 527-529
 - color swatches, 223
 - copy of document, 25
 - documents, 24-25
 - file handling preferences, setting, 500
 - gradients, 227
 - in InDesign CS4 or CS5 with IDML, 24, 422, 423
 - presets, 32
 - print summary, 473
 - Web Photo Gallery, 531
- Scale X and Y, 11
- scaling
 - Flash movie, document exported as, 442
 - FLA for Flash, document exported as, 444
 - general preferences, setting, 484
 - Info panel, information in, 50
 - objects, 178, 189-191, 192
 - printing setup options, 461

- shortcuts for scaling, creating, 503
- text, 120
- Scissor tool for splitting open paths, 266
- screen fonts, 116
- scripts
 - editing scripts, 414
 - general preferences, setting, 484
 - running scripts, 414–415
- Scripts panel, 414–415
- Script Label panel, 415
- SCT file format, WMFgraphic files saved in, 142
- searching. [See also Find/Change command](#)
 - in Adobe Bridge, 14, 532
 - for fonts, 114, 327
 - for glyphs, 328–329, 332
 - for GREPs, 328–329, 332
 - for help information, 22–23
 - in libraries, 402
 - for objects, 328–329, 334
 - spell-check options, 325
- Section 524 of the Rehabilitation Act of 1973, 450
- sections
 - books, updating section numbers in, 83
 - master pages, adding numbers to, 74–75
- security
 - Adobe PDF security options, setting, 432
 - JavaScript, enabling or disabling, 484
- segments
 - deleting, 265
 - moving, 260–261
 - Pencil tool, drawing with, 270
 - reshaping, 260–261
 - selecting, 260–261
 - splitting paths in middle of, 266
- selecting
 - anchor points, 260–261
 - frames and graphics, 160–161
 - segments, 260–261
 - text, 110–111
- Selection tool. [See also Direct Selection tool; objects](#)
 - fitting frames in graphics with, 162
 - objects, selecting, 174–175
 - selecting and moving frames and graphics with, 160

- with Smart Guides, 46
- Send Backward in object stack, 188
- Send to Back in object stack, 188
- Sentence case, creating, 342
- Separations Preview mode, 36–37
- servers in Adobe InCopy, working with, 512
- shadow effects, 248
 - Drop Shadow effect, 11, 248
- shapes. [See also reshaping; specific shapes](#)
 - compound shapes, creating, 273
 - converting shapes, 254
 - creating, 170–171
 - with Smart Guides, 46
- sharing. [See Adobe InCopy; assignments; interactive documents](#)
- shearing objects, 189–191, 193
- Shear tool, 193
- shortcuts. [See also keyboard shortcuts](#)
 - Macintosh computers, creating shortcuts on, 5
- showing/hiding. [See also hidden text; layers; panels](#)
 - grids, 48
 - guides, 43
 - icons, 504
 - master items, 73
 - notes, 509
 - objects, 203
 - Pages panel icons, 57
 - plug-ins, information on, 505
 - rulers, 41
 - separation inks, 464
 - Tools panel, 36
- ShowText Threads command, 106–107
- sidecar files, 533
- signature for booklet pages, 475
- sign in and out
 - Creative Cloud, 21, 542
- simulating overprinting print option, 467
- single quotation marks, inserting, 130
- single word justification, 337
- sizing/resizing. [See also graphic frames; graphics; page size options](#)
 - icon size for Pages and Masters, 56
 - Pages panel, 56
 - shortcuts for sizing, creating, 503
- skewing text, 120

- slug area
 - Adobe PDF options, 429
 - changing values, 34
 - guide color, specifying, 44
 - for new documents, 28–29
 - page numbers in, 66
- Slug view, 36
- small caps, 488
 - styling text as, 114–115
- Smart Cursor, 179, 485
- Smart Guides, 46–47
 - objects, moving, 179
 - with Pen tool, 258
 - preferences, changing, 47
- Smart Match Style Group synchronize options, 82
- smart spacing, 47
- SmartText Reflow, 108–109
 - options, selecting, 487
- Smooth tool and preferences, 269
- snapping options, adjusting, 387
- Snap to Document Grid command, 49
- Snap to Guides command, 42–43
- Snap to Zone, 44, 47
- snippets
 - creating, 404–405
 - dragging, creating by, 404–405
 - import options, setting, 501
 - using, 404–405
- Soft Light blend mode, 246
- soft proofing colors on screen, 233
- Soft Proofs mode, 36–37
- soft returns, forcing, 110–111
- Solid Color Intent option, 212
- Sony Reader, creating for, 452–453
- sorting
 - with Adobe Bridge, 14
 - bookmarks, 354–355
- sounds
 - adding, 356–357
 - Media panel, 356–359
 - options, setting, 358–359
- source files
 - for cross-references, 352–353
 - for hyperlinks, 344
 - for linked graphics, 153
- spacing
 - automatic adjustment of, 486
 - footnotes, 341
 - glyph spacing, 337
 - letter spacing options, 337
 - objects with spacing, distributing, 186–187
 - paragraphs, 122
 - paragraph styles, setting, 305
 - Story Editor display, setting, 498
 - table columns and rows, evenly distributing spacing of, 288
 - text on a path, 101
 - word spacing options, 337
- Spanish typefaces, 488
- special characters. [See characters](#)
- specialty frames for graphics, creating, 158–159
- spell-checking. [See also dictionaries](#)
 - Autocorrect fixing errors, 112
 - documents, 324–325
 - dynamic spelling, 324, 325, 495
 - note content, 496
 - options, 325
 - preferences, setting, 494–495
- spine, aligning paragraphs to, 121
- splitting
 - paths, 266
 - table cells, 290
- Split window to compare,
 - Split Layout view, 18–19, 386
- spot colors and mixed inks, 228–229
- Spot Removal tool with camera raw images, 528–529
- Spread effect
 - with glow, 249
 - with shadows, 248
- spreads
 - adding/removing pages from, 68
 - EPS file format options, 438
 - facing-page spreads, preserving, 487
 - Flash movie, document exported as, 442
 - FLA for Flash, document exported as, 444
 - island spreads, 68
 - JPEG files, documents exported as, 440–441
 - object to spread, aligning, 184–185
 - page transitions, applying, 365
 - PNG files, documents exported as, 440–441

- printing, 460
 - booklet spreads, 474–475
 - rotating, 37, 69
 - Pages panel icons, 57
- spreadsheets, links preferences when placing, 501
- stacking
 - Adobe Bridge, images in, 14, 533
 - object stack order, arranging, 188
- StandardSoundPoster.jpg, 356
- StandardMoviePoster.jpg, 358–359
- star shape
 - creating, 170–171
 - frame for text, creating, 99
- starting InDesign, 4–5
- Start menu or screen, 4–5, 13
- Start Page and Numbering At option, 75
- Status bar
 - pages, navigating between, 60–61
 - working with, 17
- Step and Repeat command
 - grid, creating, 181
 - objects, copying, 180
- stories
 - Adobe InCopy, exporting content to, 514
 - Find/Change command, searching story layers with, 329
- Story Editor
 - background color for notes in, 496
 - display preferences, setting, 325, 498–499
 - drag-and-drop editing in, 113
 - show or hide elements, 339
 - tables, editing text in, 284–285
 - working with, 338–339
- straightening camera raw files, 528–529
- strikethrough options
 - character styles, setting, 307
 - paragraph styles, setting, 305
- Strikethrough text, 114–115
- Stroke panel, 8, 174
- strokes. [See also gap color/tint; tables](#)
 - alignment of stroke on path, 238
 - applying strokes, 215, 236–237
 - attributes, changing, 238–239
 - caps, changing, 238–239
 - converting, 254
 - custom-dashed stroke, applying, 240

- custom styles, creating, 240–241
- dashed/dotted strokes
 - applying, 240
 - creating, 240–241
 - gap color for, 239
- defaults
 - for colors, 236–237
 - setting, 255
- drawing, 174
- Eyedropper tool, using, 216–217
- Info panel, information in, 50
- joins, changing, 238–239
- styles, 239–241
 - custom styles, creating, 240–241
 - dashed stroke style, applying, 240
- Structure pane for placing XML tags, 418–420
- styles. [See also character styles; GREPs; objects; paragraph styles; strokes; tables](#)
 - applying, 312–313
 - for bullets, 126–127
 - case-sensitivity of names, 310
 - cell styles, creating, 318
 - Character Styles panel, 302
 - clearing style overrides, 312–313
 - for cross-references, 352–353
 - deleting table and cell styles, 319
 - editing with Quick Apply, 321
 - End Nested Style Here special character, 314–315
 - font style, changing, 114–115
 - groups, creating, 309
 - for hyperlinks, 349
 - importing styles, 310–311
 - InDesign document, loading styles from, 310
 - letter commands with Quick Apply, 321
 - links to style, breaking, 312
 - loading styles, 310
 - mapping to export tags, 316, 322, 451
 - Microsoft Word document, importing styles from, 310–311
 - nested styles, creating, 314–315
 - overriding
 - formatting, 312–313
 - object style overrides, clearing, 317
 - paragraph rule, width of, 124

styles (continued)

- with Paragraph Styles panel, 302
- Quick Apply, using, 320–321
- renaming styles, 310
- table styles, 318–319
- Style Source setting for books, 82
- subsampling with Adobe PDF, 428
- subscript, 114–115
 - advanced type settings for, 488
- Subtract button, Pathfinder, 273
- summary
 - for booklet pages, 475
 - print options, viewing summary of, 473
- superscript, 114–115
 - advanced type settings for, 488
- swapping text on path, 101
- swashes. [See glyphs](#)
- Swatches panel. [See also gradients](#)
 - adding color swatch, 221
 - all unnamed colors, adding, 223
 - for button colors, 374
 - Color Picker, adding colors from, 237
 - deleting color swatch, 221, 222
 - display, changing, 220
 - editing color swatch, 221
 - fill or stroke color, changing, 236
 - gradient swatches, creating, 226–227
 - Kuler panel, adding, 230
 - loading swatches, 223
 - merging color swatches, 223
 - mixed inks with, 228–229
 - moving swatches, 223
 - name of swatch, entering, 221
 - saving swatches, 223
 - selecting swatches, 223
 - tint swatches, creating, 225
 - working with swatches, 222–223
- swatch libraries, adding colors from, 224
- SWF file format, 356–359, 422, 423
 - exporting document in, 442–443
- SWF Preview panel, 378, 380
 - Adobe Bridge, 523
- switching between pages in Status bar, 17
- symbols
 - @ before field name, adding, 416
 - Autocorrect, inserting with, 112
 - inserting, 130

- synchronizing
 - books, 82
 - camera raw images, 528–529
- System color library, 224
- system requirements, 3
 - 32-bit and 64-bit, 5

T

- table of contents
 - creating, 84–85
 - for digital editions, EPUB, 452–453
- Table Options dialog box, 299
- tables
 - adjusting options, 282
 - aligning content in cells, 291
 - alternating fills and strokes in, 296–297
 - borders, adding, 299
 - clipping for graphics, setting, 291
 - colors
 - for borders, 299
 - for diagonal lines in cells, 298
 - strokes and fills, setting for, 296–297
 - columns and rows, inserting, 287
 - Control panel, modifying tables with, 286
 - converting
 - tables to text, 281
 - text to tables, 281
 - defined, 279
 - deleting
 - cell contents, 284
 - columns and rows, 287
 - table and cell styles, 319
 - diagonal lines in cells, adding, 298
 - dimensions, specifying, 280
 - editing text in tables, 284–285
 - elements, selecting, 284
 - fills
 - adding, 294–295
 - alternating fills, 296–297
 - gap color/tint
 - for borders, 299
 - for diagonal lines in cells, 298
 - tables, strokes in, 297
 - graphics
 - clipping for graphics, setting, 291
 - importing graphics, 282

- headers and footers, 292–293
 - converting cells and, 293
- height, weight, width
 - adjustment options, 289
 - for borders, 299
 - elements, specifying, 286
- importing
 - graphics into tables, 282
 - text into tables, 282–283
- merging/unmerging cells, 286, 290
- Microsoft Excel tables, importing, 282–283
- Microsoft Word text, importing, 282–283
- modifying, 286–287
- navigating in tables, 284
- nested tables, creating, 280
- new table, creating, 280
- notes, adding, 508
- spacing of columns and rows, evenly distributing, 288
- splitting cells, 290
- Story Editor, using, 284–285
- strokes
 - adding, 294–295
 - alternating strokes, 296–297
 - cells, adding to, 294–295
 - diagonal lines in table cells, adding, 298
 - drawing order, setting, 294
 - lines, 172
 - style and weight, specifying, 286
- styles, 318–319
- Table panel, modifying tables with, 286
- text
 - converting tables and text, 281
 - editing text in tables, 284–285
 - entering text in tables, 284
 - importing text, 282–283
 - rotating, 291
 - Story Editor, editing text with, 284–285
- text frames, adjusting tables in, 300
- tablets
 - creating for, 452–453
 - document setup, 28–29, 34–35
- tabloid page size, 29
- Tab Order dialog box, 375

- tabs
 - for bullets and numbering, 127
 - button tab order, setting, 375
 - paragraph styles, setting, 305
 - setting, 128
 - stops, defined, 128
- tagged PDF options, 450
- target a page, navigating with, 60
- templates
 - creating template document, 31
 - new document, creating, 30
 - saving document as, 25
 - for Web Photo Gallery, 531
- Terminal theme, 498
- text. [See also character styles; fonts; hidden text; kerning; overflow text; paragraphs; paragraph styles; Smart Text Reflow; Story Editor; tables; text frames; tracking; type preferences; wrapping text](#)
- Autocorrect options, 112
- autoflowing imported text, 105
- baseline, shifting characters from, 117
- black, printing text as, 466
- for bookmarks, 354–355
- with bullets, 126–127
- for buttons, 374
- colors in Story Editor display, 498
- conditional text, working with, 406–407
- copying, 113
- cutting, 113
- documents, inserting text in, 16
- dragging text, 113
- Find/Change command, using, 328–329, 330
- Frame tools, adding with, 96, 98
- greeked text, 487
- importing text, 102–103
 - autoflowing imported text, 105
 - continued text, adding page numbers to, 139
 - flowing imported text, 104–105
 - with options, 102–103
- Info panel, viewing in, 51
- inherited formatting for text, 113
- leading text, 117
- linked text, reusing, 410–411
- links preferences when placing, 501

text (continued)

- notes, converting text to, 508, 509
- overflowing text, reshaping, 97
- pasting, 113
- reflowing, 108–109
- scaling text, 120
- searching, 328, 329–330
- selecting, 110–111
- skewing text, 120
- special text characters, inserting, 130
- track text changes, 510–511
- Type of a Path tool, using, 96
- typing text, 110
- text breaks, inserting, 130
- text frames. [See also assignments; overflow text](#)
 - baseline options, 133
 - creating text in, 97
 - elliptical frame, creating, 98
 - ignoring text wrapping in, 133
 - options, setting, 132–133
 - outlines, creating, 138
 - overflowing text, reshaping, 97
 - polygon frame, creating, 99
 - rectangle frame, creating, 98
 - searching for, 334
 - star frame, creating, 99
 - tables, adjusting, 300
 - wrapping text, 97, 137
 - ignoring text wrap, 133
- Text Only file format, 423
- text variables
 - defining, 78
 - working with, 79
- themes
 - color theme, interface, 6, 44, 234, 485
 - Kuler panel, using colors from, 230–231
 - Story Editor display, setting, 498
- threading/unthreading overflow text, 106–107
- 3-D bevel effect, 250
- threshold
 - for grids, 49
 - for guides, 45
- thumbnails
 - Adobe PDF options, setting, 426
 - library items, displaying, 403
 - options for showing, 485
 - in Pages panel, 56
 - printing setup options, 461
- Timing panel, 364
- TIFF file format
 - Adobe Bridge, opening with, 530–531
 - EPS file preview option, 439
 - importing images, options for, 143, 145
 - for metadata, 479, 533
 - placing graphic files saved in, 142
 - raw images, saving, 527–529
- tiling documents, 19
- Times New Roman font, 114
- tints. [See also gap color/tint](#)
 - dashed/dotted lines, tint color for, 239
 - paragraph rule, width of, 124
 - swatches, creating, 225
- Title Case, creating, 342
- tone curve for camera raw images, 528–529
- tools. [See also specific tools](#)
 - keyboard shortcuts for, 10
 - shortcuts for tools, creating, 503
- Tools panel, 6
 - for InCopy, 520
 - keyboard shortcuts, 10
 - showing/hiding, 36
 - using, 10–11
- Tools Hints panel, 10–11
- tooltips
 - note tooltips, showing, 496
 - options for showing, 485
- top and bottom margins. [See margins](#)
- Toyo color library, 224
- track changes, 510–511
- tracking, 119
 - highlighting text with, 489
 - increments preferences, setting, 490–491
- Tracking and Indentation option, Type tool, 11
- Transform Again submenu, 189
- transformation. [See also objects](#)
 - values, showing, 485
- transitions. [See page transitions](#)
- transitions for pages, displaying, 365
- transparency
 - Adobe PDF options, setting, 431
 - blend, create effect with, 247
 - color space for blending transparent objects, 247

- FLA for Flash, document exported as, 445
- importing, 143, 144
- for Pages panel icons, 57
- print options, 470–471
- trapping, 466
 - assigning trap presets to pages, 468–469
 - preset, creating, 468
- Trap Presets panel, 468
- triangles, converting, 254
- triple-click, changing action of, 111
- TrueType fonts, 116
- Trumatch color library, 224
- turning on/off
 - Smart Guides, 46
- 2-up perfect bound for booklet, printing, 474
- 2-up saddle stitch for booklet, printing, 474
- TXT file format
 - data fields, 416
 - importing text from, 102
 - inserting files in, 16
- Type on a Path tool, 96
 - creating text on path, 100
 - deleting text on path, 100
 - modifying text on path, 101
- type outlines as frames, creating, 159
- type preferences
 - advanced preference, setting, 488
 - general preferences, setting, 486–487
- Type tools
 - options with, 11
 - text frame, creating text in, 97
 - using, 96
- typing text, 110
- typographer's quotes, using, 486
- Typography workspace, 52–53

U

- unassigned frames, 169, 170
 - searching for, 334
- underlining, 114–115
 - character styles, setting, 307
 - conditional text, 406–407
 - paragraph styles, setting, 305
- undoing/redoin, 53
- updates and updating

- assignments, 519
- data merge sources, 417
- Help menu, checking on, 21
- hyperlinks, 350
- Internet, checking for updates on, 20
- library items, 400
- package files, 480
- uploading Web Photo Gallery, 531
- uppercase text, creating, 342
- Upright tool with camera raw images, 528–529
- URLs. [See hyperlinks](#)
- user dictionary preferences, 492

V

- vector-based images, inserting, 16
- vertical lines, converting, 254
- vertically tiling all documents, 19
- vertical spacing in text, changing, 117
- videos. [See movies](#)
- views and viewing. [See also display; rulers](#)
 - InCopy views, 512
 - InDesign window, 6
 - object styles, 316
 - page transitions, 365
 - print summary, 473
 - Zoom tool, changing view with, 38–39
- Visibility icon, 504
- visibility settings
 - for cross-references, 352–353
 - for hyperlinks, 348–349
- Visual Basic scripts, 414
- visually impaired persons, PDF options for, 432

W

- warning dialogs, resetting, 484
- Web color library, 224
- Web Photo Gallery, creating, 531
- Web sites
 - hyperlinks to, 344
- weight. [See height, weight, width](#)
- Welcome screen
 - Open dialog box, 12
 - opening document from, 13
 - starting InDesign from, 4
- What's New, finding, 23

- White Balance with camera raw files, 528-529
- white space, inserting, 130
- width. [See height, weight, width](#)
- Windows menu, 18-19
 - System color library, 224
- Windows Tablet PC
 - creating for, 452-453
 - document setup, 28-29, 34-35
- WMF file format, graphic files saved in, 142
- Word. [See Microsoft Word](#)
- words
 - Info panel, information in, 50
 - spacing options, 337
- Working Space color controls, 210-211
- work on a page, navigating with, 60
- workspaces. [See also Adobe Bridge](#)
 - built-in workspaces, 52
 - creating, 52
 - deleting, 53
 - displaying, 53
- wrapping text. [See also text frames](#)
 - composition preferences, setting, 489
 - contour options, 137
 - inside edges, including, 137
 - layers, preventing wrapping in, 202
 - objects, wrapping and unwrapping around, 136
 - setting shape wrap options, 137
- WYSIWYG font menu, 486-487

X

- XFL file format, 444
- XHTML format for eBooks, EPUB, selecting, 452-453
- XLS file format
 - importing text from, 102
 - inserting files in, 16
- XML file format, 423
 - creating XML tags, 418
 - document, placing XML tags in, 418-419
 - elements in, 418
 - exporting XML, 420
 - importing XML tagged data, 418-419
 - for motion presets, 360-361
- XMP file format, 533
 - alt text, adding to graphic, 168

- documents, inserting file information in, 478-479
- linked graphic, displaying information for, 157

XMP Software Development Kit, 479

Xoom

- document setup, 28-29, 34-35

Y

YouTube, inserting, HTML, 378

Z

- zooming in/out
 - in camera raw files, 528-529
 - image view, 38-39
 - shortcut keys for, 39