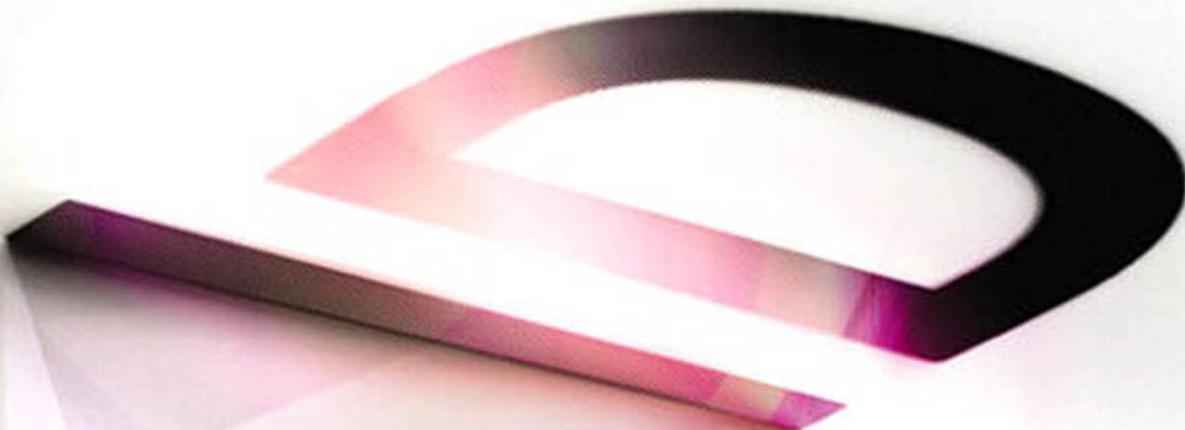


ADOBE® INDESIGN® CS5



CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS



Adobe InDesign CS5 Classroom in a Book

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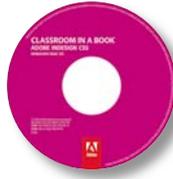
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GETTING STARTED

Welcome to Adobe® InDesign® Creative Suite 5, a powerful design and production application that offers precision, control, and seamless integration with other Adobe professional graphics software. Using InDesign, you can produce professional-quality, full-color documents on high-volume color printing presses, or print to a wide range of output devices and formats, including desktop printers and high-resolution imaging devices. You can also create dynamic documents that can be exported as Adobe Flash® files with buttons, hyperlinks, and page transitions, or as Adobe Portable Document Format (PDF) files with bookmarks, hyperlinks, buttons, movies, and sound clips, and you can convert your documents for use on the Internet by exporting layouts to XHTML or XML.

Writers, artists, designers, and publishers can communicate to a broader audience than ever before and through an unprecedented variety of media. InDesign supports this with its seamless integration with other Creative Suite 5 components.

About Classroom in a Book

Adobe InDesign CS5 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software with the support of Adobe product experts.

The lessons are designed so that you can learn at your own pace. If you're new to Adobe InDesign CS5, you'll master the fundamentals and learn to put the software to work for you. If you've already been using Adobe InDesign CS5, you'll find that Classroom in a Book teaches many advanced features, including tips and techniques for using the latest version of InDesign.

Each lesson provides step-by-step instructions for creating a specific project. You can follow the book from start to finish, or do only the lessons that meet your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

Prerequisites

Before beginning to use Adobe InDesign CS5 Classroom in a Book, you should have a working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your operating system.

Installing the software

Before you begin using Adobe InDesign CS5 Classroom in a Book, make sure that your system is set up correctly and that you've installed the proper software and hardware.

The Adobe InDesign CS5 software is not included on the Classroom in a Book CD; you must purchase the software separately. For complete instructions on installing the software, see the Adobe InDesign CS5 Read Me on the application DVD or on the web at www.adobe.com/support.

Installing the Classroom in a Book fonts

The Classroom in a Book lesson files use fonts that come with Adobe InDesign CS5. Some of the fonts can be found on the product DVD, and some will be installed with InDesign for your convenience. These fonts are installed in the following locations:

- Windows: [startup drive]\Windows\Fonts\
- Mac OS: [startup drive]/Library/Fonts/

For more information about fonts and installation, see the Adobe InDesign CS5 Read Me included with your product.

Copying the Classroom in a Book files

The Adobe InDesign CS5 Classroom in a Book CD includes folders containing all the electronic files for the lessons in the book. Each lesson has its own folder; you must copy the folders to your hard disk to complete the lessons. To save room on your disk, you can install only the folder necessary for each lesson as you need it, and remove it when you're done.

To install the Classroom in a Book lesson files, follow these steps:

- 1 Insert the Adobe InDesign CS5 Classroom in a Book CD into your CD-ROM drive.
- 2 Create a folder on your hard drive and name it **InDesignCIB**.
- 3 Do one of the following:
 - Copy the Lessons folder into the InDesignCIB folder.
 - Copy only the single lesson folder you need into the InDesignCIB folder.

Saving and restoring the InDesign Defaults file

The InDesign Defaults file stores program preferences and default settings, such as tool settings and the default unit of measurement. To ensure that the preferences and default settings of your Adobe InDesign CS5 program match those used in this book, you should move the current InDesign Defaults file to a different location before you begin working on the lessons. When you have finished the book, you can return the saved InDesign Defaults file to its original folder, which restores the preferences and default settings used before you started working on the lessons.

To save the current InDesign Defaults file, follow these steps:

- 1 Quit Adobe InDesign CS5.
- 2 Locate the InDesign Defaults file.
 - In Windows, the InDesign Defaults file is located in the Documents and Settings*Username*\Application Data\Adobe\InDesign\Version 7.0\en_US folder.
 - In Mac OS, the InDesign Defaults file is located in */Users/Username/Library/Preferences/Adobe InDesign/Version 7.0/en_US*.
- 3 Drag the InDesign Defaults file to another folder on your hard drive.

When you launch Adobe InDesign CS5 after moving the InDesign Defaults file to another folder, a new InDesign Defaults file is automatically created and all preferences and defaults are reset to their original factory settings.

To restore the saved InDesign Defaults file after completing the lessons, follow these steps:

- 1 Quit Adobe InDesign CS5.
- 2 Locate your saved InDesign Defaults file, drag it back into its original folder, and replace the current InDesign Defaults file.

● **Note:** In Windows, if the Application Data folder is hidden, choose Folder Options from the Tools menu, click the View tab, and then select Show Hidden Files And Folders. Click OK to close the Folder Options dialog box and save any changes.

Additional resources

Adobe InDesign CS5 Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials refer to these resources:

Adobe Community Help: Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products. Whether you're looking for a code sample or an answer to a problem, have a question about the software, or want to share a useful tip or recipe, you'll benefit from Community Help. Search results will show you not only content from Adobe, but also from the community.

With Adobe Community Help you can:

- Access up-to-date definitive reference content online and offline
- Find the most relevant content contributed by experts from the Adobe community, on and off Adobe.com
- Comment on, rate, and contribute to content in the Adobe community
- Download Help content directly to your desktop for offline use
- Find related content with dynamic search and navigation tools

To access Community Help: If you have any Adobe CS5 product, then you already have the Community Help application. To invoke Help, press F1 or choose Help > InDesign help. This companion application lets you search and browse Adobe and community content, plus you can comment on and rate any article just like you would in the browser. However, you can also download Adobe Help and language reference content for use offline. You can also subscribe to new content updates (which can be automatically downloaded) so that you'll always have the most up-to-date content for your Adobe product at all times. You can download the application from www.adobe.com/support/chc/index.html.

Adobe content is updated based on community feedback and contributions. You can contribute in several ways: add comments to content or forums, including links to web content; publish your own content using Community Publishing; or contribute Cookbook Recipes. Find out how to contribute: www.adobe.com/community/publishing/download.html.

See <http://community.adobe.com/help/profile/faq.html> for answers to frequently asked questions about Community Help.

Adobe InDesign Help and Support: www.adobe.com/support/indesign is where you can find and browse Help and Support content on adobe.com.

Adobe TV: <http://tv.adobe.com> is an online video resource for expert instruction and inspiration about Adobe products, including a How To channel to get you started with your product.

Adobe Design Center: www.adobe.com/designcenter offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers, tutorials, and more.

Adobe Developer Connection: www.adobe.com/devnet is your source for technical articles, code samples, and how-to videos that cover Adobe developer products and technologies.

Resources for educators: www.adobe.com/education includes three free curriculums that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

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

Adobe Marketplace & Exchange: www.adobe.com/cfusion/exchange is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.

Adobe InDesign CS5 product home page: www.adobe.com/products/indesign

Adobe Labs: <http://labs.adobe.com> gives you access to early builds of cutting-edge technology, as well as forums where you can interact with both the Adobe development teams building that technology and other like-minded members of the community.

Adobe certification

The Adobe training and certification programs are designed to help Adobe customers improve and promote their product-proficiency skills. There are four levels of certification:

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)
- Adobe Certified Instructor (ACI)
- Adobe Authorized Training Center (AATC)

The Adobe Certified Associate (ACA) credential certifies that individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Expert program is a way for expert users to upgrade their credentials. You can use Adobe certification as a catalyst for getting a raise, finding a job, or promoting your expertise.

If you are an ACE-level instructor, the Adobe Certified Instructor program takes your skills to the next level and gives you access to a wide range of Adobe resources.

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

For information on the Adobe Certified programs, visit www.adobe.com/support/certification/main.html.

Checking for updates

Adobe periodically provides updates to software. You can easily obtain these updates through Adobe Application Manager, as long as you have an active Internet connection.

- 1 In InDesign, choose Help > Updates. The Adobe Application Manager checks for updates available for your Adobe software.
- 2 In the Adobe Application Manager window, select the updates you want to install, and then click Update to install them.

● **Note:** To set your preferences for future updates, click Preferences in the Adobe Application Manager window. Specify how you want to be notified and which applications you want to update, and then click Done.

Accelerate your workflow with Adobe CS Live

Adobe CS Live is a set of online services that harness the connectivity of the web and integrate with Adobe Creative Suite 5 to simplify the creative review process, speed up website compatibility testing, deliver important web user intelligence, and more, allowing you to focus on creating your most impactful work. CS Live services are complimentary for a limited time* and can be accessed online or from within Creative Suite 5 applications.



Adobe BrowserLab is for web designers and developers who need to preview and test their web pages on multiple browsers and operating systems. Unlike other browser compatibility solutions, BrowserLab renders screenshots virtually on demand with multiple viewing and diagnostic tools, and can be used with Dreamweaver CS5 to preview local content and different states of interactive pages. Being an online service, BrowserLab has fast development cycles, with greater flexibility for expanded browser support and updated functionality.



Adobe CS Review is for creative professionals who want a new level of efficiency in the creative review process. Unlike other services that offer online review of creative content, only CS Review lets you publish a review to the web directly from within InDesign, Photoshop, Photoshop Extended, and Illustrator and view reviewer comments back in the originating Creative Suite application.



Acrobat.com is for creative professionals who need to work with a cast of colleagues and clients in order to get a creative project from creative brief to final product. Acrobat.com is a set of online services that includes web conferencing, online file sharing, and workspaces. Unlike collaborating via email and attending time-consuming in-person meetings, Acrobat.com brings people to your work instead of sending files to people, so you can get the business side of the creative process done faster, together, from any location.



Adobe Story is for creative professionals, producers, and writers working on or with scripts. Story is a collaborative script development tool that turns scripts into metadata that can be used with the Adobe CS5 Production Premium tools to streamline workflows and create video assets.



SiteCatalyst NetAverages is for web and mobile professionals who want to optimize their projects for wider audiences. NetAverages provides intelligence on how users are accessing the web, which helps reduce guesswork early in the creative process. You can access aggregate user data such as browser type, operating system, mobile device profile, screen resolution, and more, which can be shown over time. The data is derived from visitor activity to participating Omniture SiteCatalyst customer sites. Unlike other web intelligence solutions, NetAverages innovatively displays data using Flash, creating an engaging experience that is robust yet easy to follow.

You can access CS Live three different ways:

- 1 Set up access when you register your Creative Suite 5 products and get complimentary access that includes all of the features and workflow benefits of using CS Live with CS5.
- 2 Set up access by signing up online and get complimentary access to CS Live services for a limited time. Note, this option does not give you access to the services from within your products.
- 3 Desktop product trials include a 30-day trial of CS Live services.

**CS Live services are complimentary for a limited time. See www.adobe.com/go/cs5live for details.*

4

WORKING WITH OBJECTS

Lesson Overview

In this introduction to working with objects, you'll learn how to do the following:

- Work with layers.
- Create and edit text frames and graphics frames.
- Import graphics into graphics frames.
- Import multiple graphics into a grid of frames.
- Crop, move, and scale graphics.
- Adjust the gap between graphics frames.
- Add captions to graphics frames.
- Change the shape of frames.
- Wrap text around an object.
- Create complex frames.
- Convert frame shapes to other shapes.
- Modify and align objects.
- Select and modify multiple objects.



This lesson will take approximately 90 minutes.



Customer Testimonials



Photo by Peter Pichler



Photo by Peter Pichler

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Photo by Peter Pichler



Photo by Peter Pichler

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Photo by Peter Pichler



Photo by Peter Pichler

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arrive smart. leave smarter.™

www.evolveSeattle.com

Tips of the month!

Every newsletter will contain useful graphic and web software tips that you can view as video clips. Click on the application names below or visit the eVolve website to see Tips In Action!

(Note: You will need internet access and QuickTime Player to view them)

- » Photoshop
- » Dreamweaver
- » InDesign



February 27th — Seattle, WA
March 7th — Portland, OR

CSS Master Class is officially hitting the road! Beginning in Seattle and moving on to Portland, this educational seminar will teach you how to use CSS for your entire site layout. If you've only used CSS to format text, join us for this information-packed day. You'll walk away with great new skills that will help your site rank higher in search engines. You'll also be able to use CSS for innovative design techniques, including multi-column layout (best practices), iframes, pop-ups, rounded corner DIVs, and much, much more.

Event information and registration is online at:
<http://www.evolveSeattle.com/events/cssmaster.html>

www.evolveSeattle.com
T 206.523.9808
F 206.523.7373

Have any ideas for us? We welcome your suggestions on new classes, seminars, and trends. Send an email with the subject "My Recommendations" to info@evolveSeattle.com

the BUZZ

NEW Day & Evening Classes

- » We're forever eVolve-ing, and this year is no exception. At the start of the new year, we rolled out a whopping NINE new classes!
- » GoLive to Dreamweaver Transition
- » Creating HTML Email (eve)
- » InDesign Intermediate (eve)
- » Illustrator Intermediate (eve)
- » Photoshop Intermediate (Sat.)
- » Intro to ActionScript (eve)
- » CSS Into. (eve)
- » InCopy CSS Immersion (day)
- » Expression Web Immersion (day)

Seattle Acrobat User Group

- » Brian Wood, eVolve's Director of Training, continues as Chapter Leader of the Acrobat Users Group. The next meeting is on Wednesday, June 21 at Adobe University in Fremont. The meeting topic will be posted at evolve's website a week before the event. Register online a day or two before to show up!

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

Getting started

● **Note:** If you have not already copied the resource files for this lesson onto your hard drive from the Adobe InDesign CS5 Classroom in a Book CD, do so now. See “Copying the Classroom in a Book files” on page 2.

In this lesson, you’ll work on a pair of spreads that make up a four-page newsletter. You’ll add text and images and adjust the layout to get just the design you want.

- 1 To ensure that the preference and default settings of your Adobe InDesign CS5 program match those used in this lesson, move the InDesign Defaults file to a different folder following the procedure in “Saving and restoring the InDesign Defaults file” on page 3.
- 2 Start Adobe InDesign CS5. To ensure that the panels and menu commands match those used in this lesson, choose **Window > Workspace > [Advanced]**, and then choose **Window > Workspace > Reset Advanced**. To begin working, you’ll open an InDesign document that is already partially completed.
- 3 Choose **File > Open**, and open the **04_a_Start.indd** file in the **Lesson_04** folder, located inside the **Lessons** folder within the **InDesignCIB** folder on your hard drive.
- 4 Choose **File > Save As**, rename the file **04_Objects.indd**, and save it in the **Lesson_04** folder.
- 5 To see what the finished document looks like, open the **04_b_End.indd** file in the same folder. You can leave this document open to act as a guide as you work. When you’re ready to resume working on the lesson document, choose **Window > 04_Objects.indd**.

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



The newsletter that you will work on in this lesson contains two facing-page spreads: The spread on the left contains page 4 (the back page) and page 1 (the cover); the spread on the right contains pages 2 and 3 (the center spread). Here you see the finished newsletter.

Working with layers

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

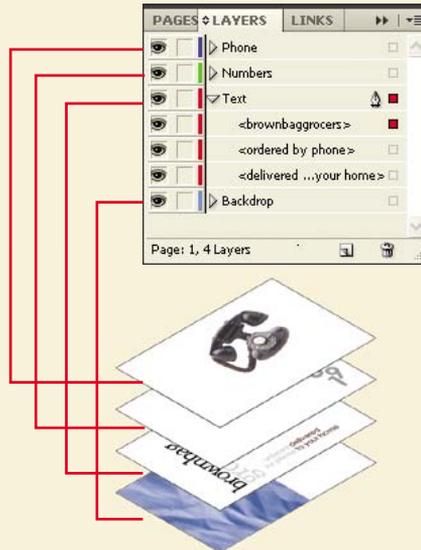
The 04_Objects.indd document has two layers. You'll experiment with these layers to learn how the order of the layers and the placement of objects on layers can greatly affect the design of your document.

About Layers

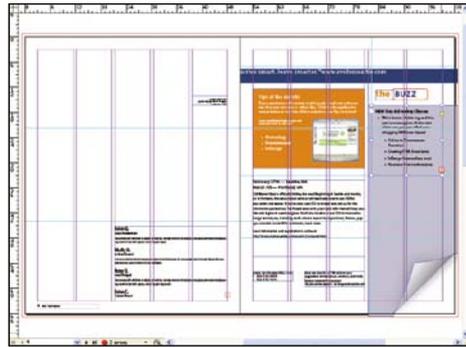
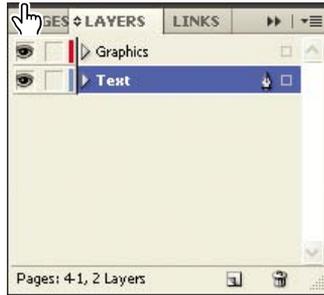
Think of layers as transparent sheets stacked on top of each other. When you create an object, you can place it on the layer of your choice, and you can move objects between layers. Each layer contains its own set of objects.

The Layers panel (Window > Layers) displays a list of a document's layers and lets you create, manage, and delete layers. New in InDesign CS5, the Layers panel lets you display the names of all objects on a layer and show, hide, or lock individual objects. Click the triangle to the left of a layer name to alternately display and hide the names of the objects on the layer.

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



- 1 Click the Layers panel icon, or choose **Window > Layers** to open the Layers panel.
- 2 If the Text layer is not selected in the Layers panel, click to select it. The layer is highlighted to indicate that it's selected. Notice that a pen icon (🖋️) appears to the right of the layer name. The pen icon indicates that this layer is the target layer, and anything you import or create is placed on this layer.
- 3 Click the small triangle to the left of the Text layer name. All of the groups and objects on this layer are now displayed below the layer name. Use the panel's scroll bar to view the names in the list, and then click the triangle again to hide them.
- 4 Click the eye icon (👁️) to the far left of the Graphics layer name. All the objects on the Graphics layer are hidden. The eye icon lets you hide or display individual layers. When you turn the visibility of a layer off, the eye disappears. Click the empty box again to display the layer contents.



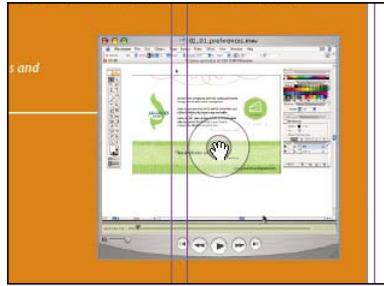
Click to hide layer contents.

The spread with the Graphics layer hidden.

- 5 Use the Zoom tool (🔍) to zoom in on the orange frame on the front page (page 1). Using the Selection tool (🖱️), move the pointer within the screen shot image in the orange frame. Notice that when the pointer is within the graphics frame, a transparent doughnut shape, otherwise known as the content grabber, is displayed in the center of the frame. When you move the pointer within the doughnut, it changes to a hand.



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



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

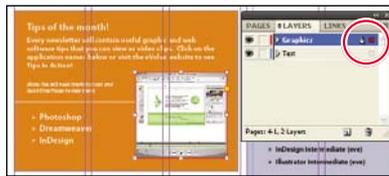
- 6 Make sure the arrow pointer is displayed, and then click within the graphics frame to select it.

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

- 7 In the Layers panel, drag the small blue square from the Text layer to the Graphics layer. The image now belongs to the Graphics layer and appears at the top of the stacking order in the document.

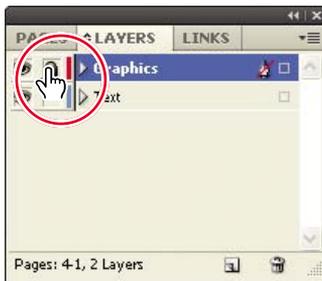


Select the image and drag its icon in the Layers panel.



Result.

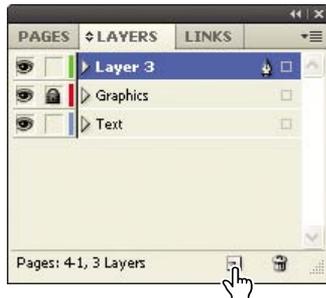
- 8 Click the layer lock box (🔒) to the left of the Graphics layer to lock the layer.



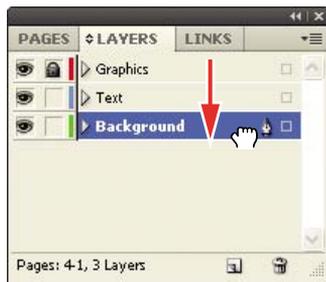
- 9 Choose View > Fit Page In Window.

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

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



- 11 Double-click the name of the new layer (it is most likely Layer 3) to open the Layer Options dialog box. Change the name to **Background**, and click OK.
- 12 In the Layers panel, drag the Background layer to the bottom of the layer stack. A line appears when you move the pointer below the Text layer, indicating that the layer will be moved to the bottom when you release the mouse button.



- 13 Choose File > Save.

Using Smart Guides

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

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

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

The Smart Guides command (View > Grids & Guides > Smart Guides) lets you turn Smart Guides on and off. Smart Guides are enabled by default.

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

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

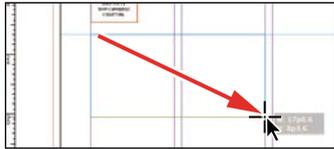
Creating and editing text frames

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

Creating and resizing text frames

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

- 1 In the Pages panel, double-click the icon for page 4 to display it, and then choose View > Fit Page In Window.
- 2 In the Layers panel, click the Text layer to select it. Any content created will be placed on the Text layer now.
- 3 Select the Type tool (T) in the Tools panel. Position the pointer where the left edge of the first column meets the horizontal guide at 22p0 on the vertical ruler. Drag to create a frame that snaps to the right edge of the second column and has a height of about 8p.

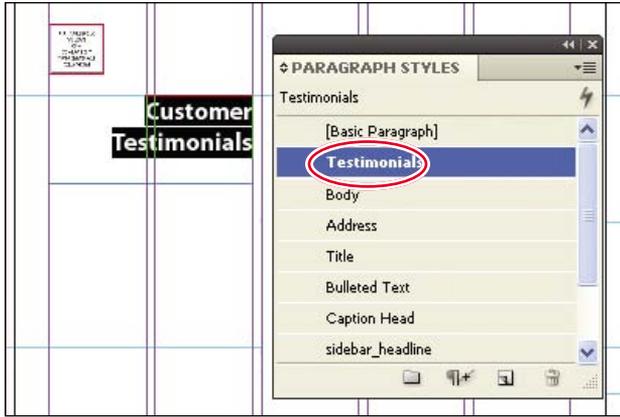


- 4 Use the Zoom tool (Q) to magnify the text frame, then select the Type tool.
- 5 In the new text frame, type **Customer**, press Shift+Enter (Windows) or Shift+Return (Mac OS) to create a forced line break (without creating a new paragraph), and then type **Testimonials**. Click anywhere within the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

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

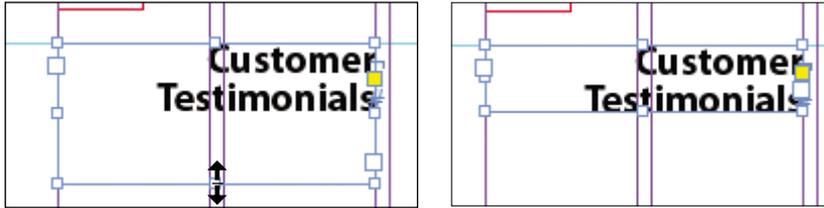
- 6 Click the Paragraph Styles panel icon or choose Type > Paragraph Styles to open the panel. Click the style named Testimonials to apply it to the selected paragraph.

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



Read more about styles in Lesson 9, “Working with Styles.”

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



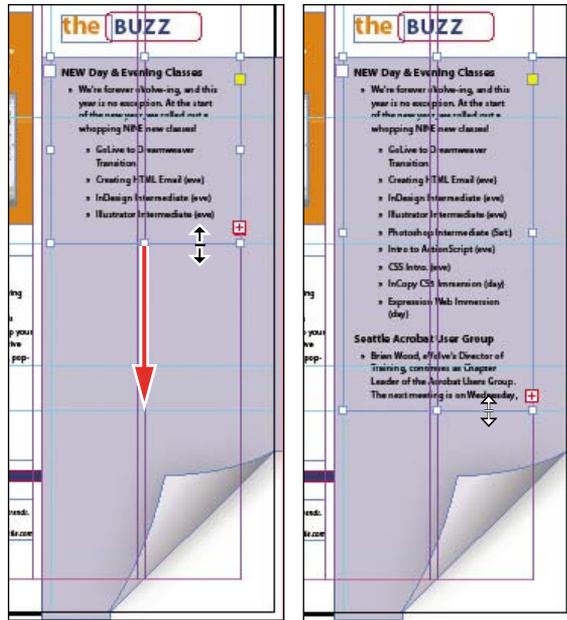
Double-click to fit the frame to its content.

Result.

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

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

- 9 Drag the center bottom handle downward to resize the height of the frame until the bottom edge snaps to the ruler guide at 48p0 on the vertical ruler. When the pointer approaches the ruler guide, the arrows change in appearance, indicating that the frame edge is about to snap to the guide.



Resize the frame by dragging the center point.

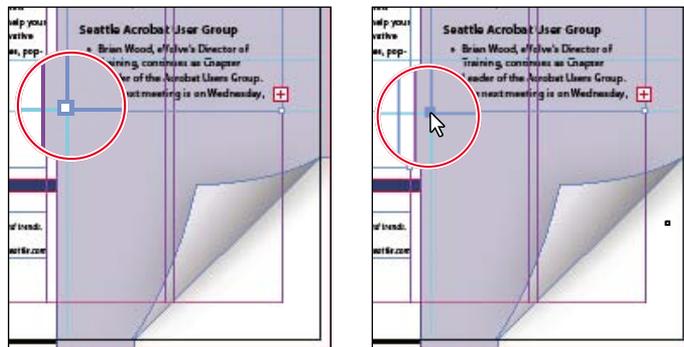
10 Choose Edit > Deselect All, and then choose File > Save.

Reshaping a text frame

Tip: To resize a text frame and the text characters inside it simultaneously, select the frame and then double-click the Scale tool (⌘/⇧S), which is combined with the Free Transform, Rotate, and Shear tools in the Tools panel, or hold down Ctrl (Windows) or Command (Mac OS) as you drag a text frame handle with the Selection tool.

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

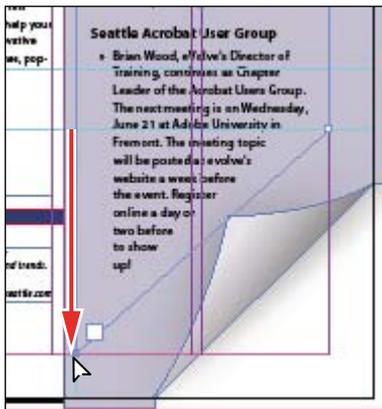
1 In the Tools panel, select the Direct Selection tool (⌘/⇧A), and then click on the text frame you just resized. Four very small anchor points now appear at the corners of the selected text frame. The anchor points are hollow, indicating that none of them is selected.



Unselected anchor point.

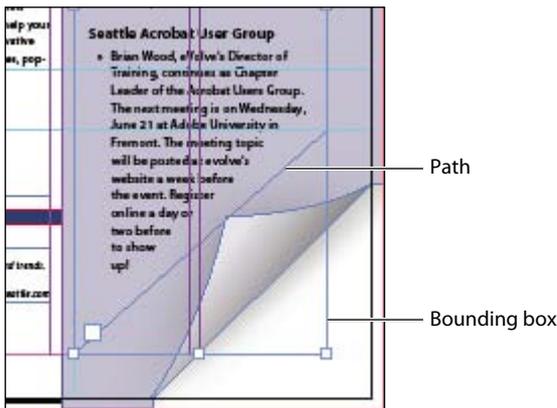
Selected anchor point.

- 2 Select the anchor point at the lower-left corner of the text frame and drag it directly down until the point touches the margin guide at the bottom of the page. As you drag, the text is simultaneously reflowed to give you a real-time view. Release the mouse when the text matches the image below. Notice that the overset text indicator (the red plus sign) is no longer displayed at the lower-right corner of the frame, and all of the story's text is now visible.



Be sure to drag only the anchor point—if you drag just above or to the right of the anchor point, you'll move other corners of the text frame, too.

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

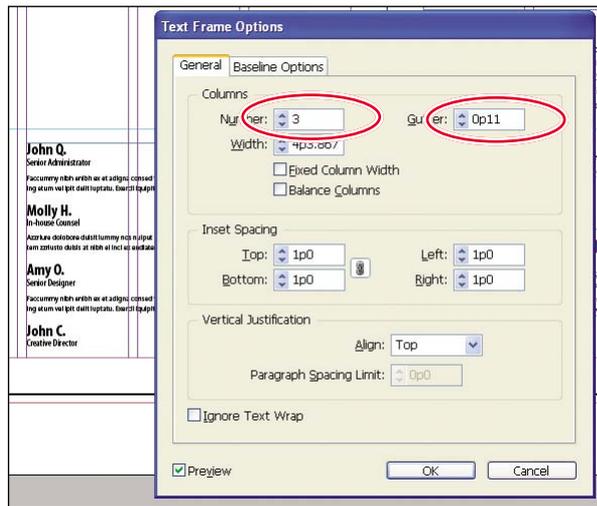


- 4 Deselect all objects, and then choose File > Save.

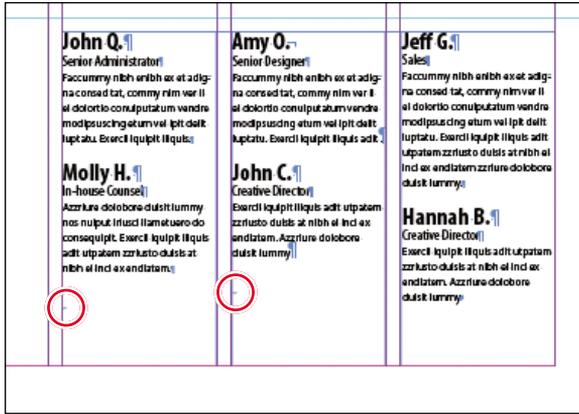
Creating multiple columns

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

- 1 Choose View > Fit Spread In Window, and then use the Zoom tool (Q) to display the lower-right quarter of the back page (page 4). Use the Selection tool (A) to select the text frame that begins with “John Q.”
- 2 In the Text Frame Options dialog box, type **3** in the Number box and **p11** (11 points) in the Gutter box if necessary. The gutter controls the distance between the columns. Click OK.



- 3 To begin each column with a heading, select the Type tool (T), place the insertion point in front of the name “Amy O.,” and then choose Type > Insert Break Character > Column Break. This forces “Amy O.” to the top of the second column. Insert a column break before the name “Jeff G.”
- 4 Choose Type > Show Hidden Characters to see the break characters. (If Hide Hidden Characters is displayed—rather than Show Hidden Characters—at the bottom of the Type menu, hidden characters are already showing.)



The red circles indicate the Column Break characters.

Adjusting text inset and vertical alignment

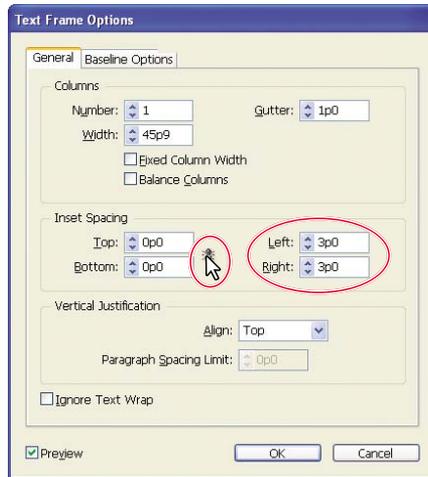
You'll now finish the blue title bar on the cover by fitting the text nicely into the frame. By adjusting the space between the edge of the frame and the text, you make the text easier to read.

- 1 Choose View > Fit Spread In Window, and then use the Zoom tool (Q) to display the blue text frame near the top of the front page (page 1) with the text “arrive smart. leave smarter.” Select the Selection tool (A), and then select the blue text frame.

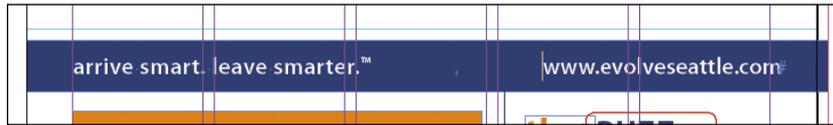


- 2 Choose Object > Text Frame Options. If necessary, drag the Text Frame Options dialog box aside so that you can still see the bar as you set options.
- 3 Choose Object > Text Frame Options.
- 4 In the Text Frame Options dialog box, make sure that the Preview option is selected. Then, in the Inset Spacing section, click the Make All Settings The Same icon (☐) to disable it so that you can change the Left setting independently. Change the Left value to **3p** to move the left margin of the text frame 3 picas to the right and away from the left edge of the frame, and then change the Right value to **3p**.

Note: The Make All Settings The Same icon lets you change all of the inset values at the same time. You need to deselect it when you want to change values independently.



- 5 In the Vertical Justification section of the Text Frame Options dialog box, choose Center from the Align menu. Click OK.
- 6 Select the Type tool (T), and then click to the left of “www.evolveSeattle.com” to establish an insertion point. To move the URL text so that it aligns with the right inset you specified earlier, choose Type > Insert Special Character > Other > Right Indent Tab.



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

Creating and editing graphics frames

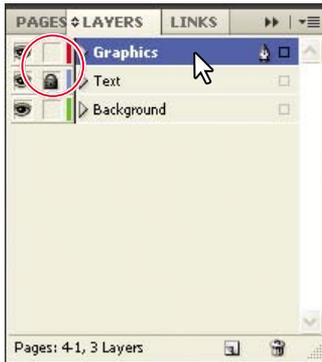
Now you’re ready to add the company logo and the employees’ images to the spread. In this section, you’ll focus on different techniques for creating and modifying graphics frames and their contents.

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

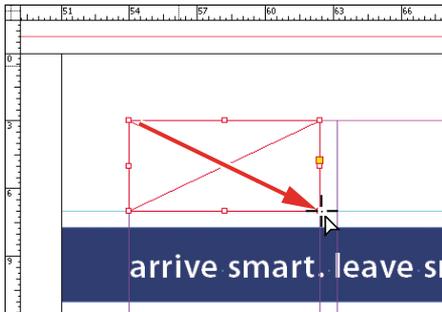
Drawing a new graphics frame

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

- 1 If the Layers panel is not visible, click the Layers panel icon, or choose Window > Layers.
- 2 In the Layers panel, click the lock icon (🔒) to unlock the Graphics layer. Lock the Text layer by clicking the box to the left of the layer name. Select the Graphics layer by clicking the name of the layer so that the new elements are assigned to this layer.



- 3 Choose View > Fit Spread In Window, and then use the Zoom tool (🔍) to zoom in on the upper-left corner of the front page (page 1).
- 4 In the Tools panel, select the Rectangle Frame tool (📐). Move the pointer to the corner where the top and left margin guides intersect and drag down until the pointer reaches the horizontal guide and then across to the right edge of the first column.



Drag to create a graphics frame.

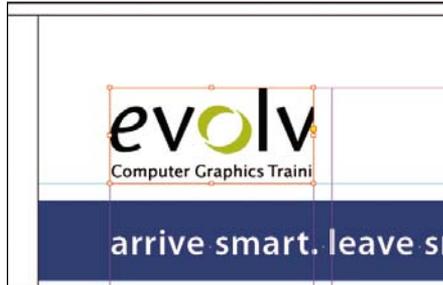
- 5 Switch to the Selection tool (🖱️) and make sure that the graphics frame is still selected.

Placing a graphic within an existing frame

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

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

- 1 Choose File > Place and then double-click logo_paths.ai in the Links folder in the Lesson_04 folder. The image appears in the graphics frame.
- 2 To display the graphic at the highest possible resolution, choose Object > Display Performance > High Quality Display.



Resizing a graphics frame to crop a graphic

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

- 1 Using the Selection tool (⬅️), click the logo graphic. Make sure you don't click within the content grabber in the center of the frame or you'll select the graphic rather than the frame.
- 2 Drag the center right handle until the entire logo is visible. Make sure you drag the small, white handle and not the larger, yellow one. The yellow handle lets you add corner effects, and you'll learn more about them later in this lesson. As you drag, the entire logo is displayed so you can easily see when the frame edge is beyond the edge of the logo.



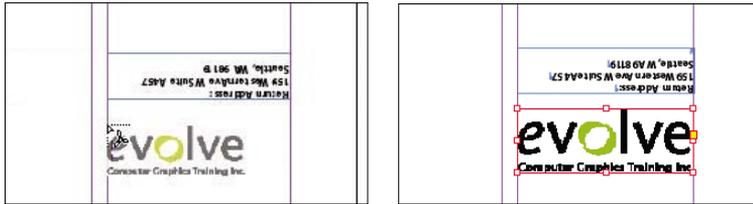
- 3 Choose Edit > Deselect All, and then choose File > Save.

Placing a graphic without an existing frame

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

- 1 Choose View > Fit Spread In Window, and then use the Zoom tool (Q) to display the upper-right quarter of the back page (page 4).
- 2 Choose File > Place and then double-click logo_paths.ai in the Links folder in the Lesson_04 folder. The pointer changes to a loaded graphics icon (🔗).
- 3 Position the loaded graphics icon (🔗) at the left edge of the rightmost column slightly below the rotated text frame that contains the return address, drag until the pointer reaches the right edge of the column, and then release the mouse. Notice that as you drag, a rectangle is displayed. This rectangle is proportional to the logo image.

► **Tip:** If you click—rather than click and drag—on an empty area of the page, the image is placed on the page where you click at 100% of its original size.



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

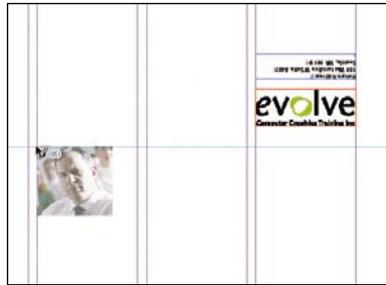
- 4 Choose Edit > Deselect all, and then choose File > Save.

Placing multiple graphics in a grid of frames

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

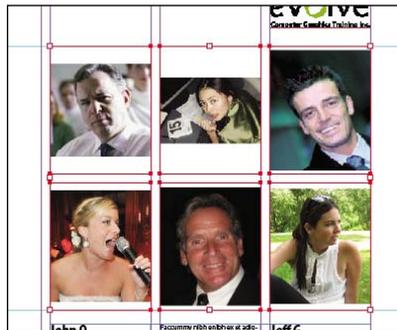
- 1 Choose View > Fit Page In Window.
- 2 Choose File > Place. Navigate to the Links folder in the Lesson_04 folder, click the graphic file named 01JohnQ.tif to select it, and then press Shift and click the file named 06HannahB.tif to select all six photos. Click Open.

- 3 Position the loaded graphics icon () at the intersection of the horizontal ruler guide in the top half of the page and the left edge of the third column.



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

- 4 Drag toward the right margin. As you drag, press the Up Arrow key once and the Right Arrow key twice. As you press the arrows, the proxy image changes to a grid of rectangles to indicate the layout of the grid.
- 5 Continue dragging until the pointer snaps to the intersection of the right margin guide and the lower horizontal ruler guide, and then release the mouse. A grid of six graphics frames displays the six photos you placed.



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

Resizing and moving images within frames

● **Note:** As was true of previous versions of InDesign, you can also use the Direct Selection tool in InDesign CS5 to select a graphic within a frame; however, using a single tool—the Selection tool—to select both a graphics frame and its content is more efficient because it requires less tool-switching.

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

The content and frame for any placed graphic are separate elements. Unlike text objects, a graphics frame and its content each have their own bounding boxes. Resizing the graphic content is exactly like resizing the frame, except that you first select the bounding box for the content before resizing it.

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



Before clicking.



Result.

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



- 3 Make sure that the image entirely fills the graphics frame.
- 4 Repeat steps 1–3 for the remaining two photos in the top row.



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

Tip: Bitmap images resized more than 120% of their original size may not contain enough pixel information for high-resolution offset printing. Check with your print service provider if you're unsure of the resolution and scaling requirements for any documents you plan to have printed.

► **Tip:** You can also access the fitting commands from the context menu by right-clicking (Windows) or Control-clicking (Mac OS).

- 1 Select the graphic on the left of the second row. You can select either the frame or its content.
- 2 Choose Object > Fitting > Fill Frame Proportionally. This increases the scale of the graphic so that the frame is filled. A small portion of the graphic is now cropped by the right edge of the frame.
- 3 Choose Object > Fitting > Center Content to center the image in the frame.
- 4 Repeat steps 2 and 3 for the remaining two photos in the bottom row.



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

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

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

Adjusting the space between frames

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

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



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



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

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

Adding metadata captions to graphics frames

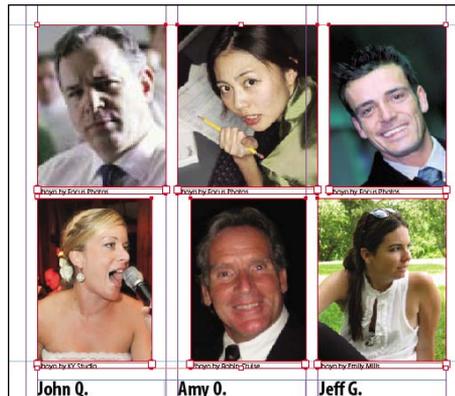
A new feature in InDesign CS5 lets you automatically generate captions for placed graphics based on metadata information stored in the original graphics files. Next, you'll automatically add photographer credits to the pictures using metadata information.

- 1 With the Selection tool (⌘), Shift-click to select the six graphics frames. Click the Links panel icon and choose Captions > Caption Setup from the panel menu.
- 2 In the Caption Setup dialog box, specify the following settings:
 - In the Text Before box, type **Photo by** . (Make sure to enter a space character after **by**.)
 - Choose Author from the Metadata menu; leave the Text After box blank.

- Choose Below Image from the Alignment menu.
- Choose Photo Credit from the Paragraph Style menu.
- In the Offset box enter **p2**.



- 3 Click OK to save the settings and close the Caption Setup dialog box.
- 4 From the Links panel menu, choose Captions > Generate Static Captions.



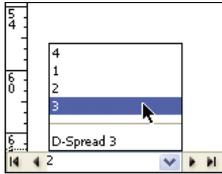
Each of the graphic files contains a metadata element named “Author,” which stores the name of the photographer. This metadata information is used when the photo credit caption is generated.

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

Changing the shape of a frame

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

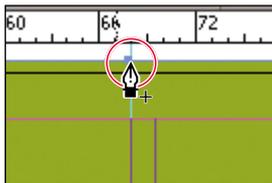
- 1 Choose 3 from the page box at the bottom of the document window. Choose View > Fit Page In Window.



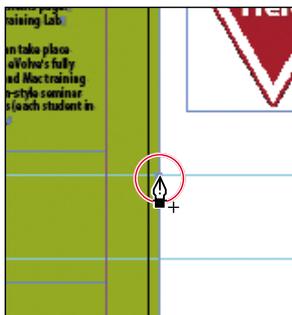
- 2 Click the Layers panel icon, or choose Window > Layers. In the Layers panel, click the lock icon for the Text layer to unlock it.

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

- 3 Press the A key to switch to the Direct Selection tool (⌘). Move the tip of the pointer over the right edge of the green frame that covers the page, and click when the pointer appears with a small diagonal line (⌘). This selects the path and reveals the four anchor points and center point for the frame. Leave the path selected.
- 4 Press the P key to switch to the Pen tool (⌘).
- 5 Carefully position the pointer over the top edge of the frame path where it intersects with the vertical ruler guide in the first column on page 3. When you see the Add Anchor Point tool (⌘), click. A new anchor point is added. The Pen tool automatically changes to the Add Anchor Point tool when it moves over an existing path.



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



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

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



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

- 8 Choose File > Save.

Wrapping text around a graphic

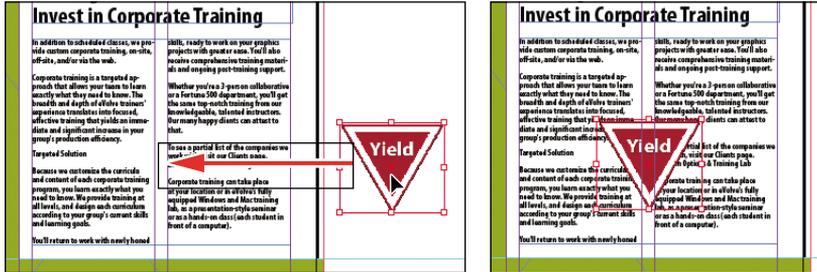
You can wrap text around the frame of an object or around the object itself. As you wrap text around the Yield sign in this exercise, you'll see the difference between wrapping text around the bounding box and around the shape of the graphic.

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

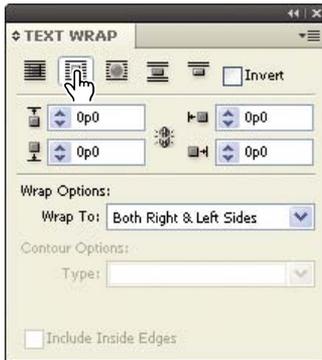
- 1 Using the Selection tool (⌘), select the graphics frame with the image of a Yield sign that is off the right edge of page 3. Make sure to click when the arrow pointer is displayed. If you click when the hand pointer is displayed, you'll select the content instead of the graphics frame.

- Being careful not to select one of the handles, hold down the Shift key and drag the frame to the left so that the center point of the graphic is aligned with the middle of the gutter between the two columns of text. When the center point aligns, you should see a vertical Smart Guide appear. When this guideline appears, release the mouse button.

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



- Choose Window > Text Wrap. In the Text Wrap panel, select Wrap Around Bounding Box to wrap the text around the bounding box, not around the Yield graphic's shape. If necessary, choose Show Options from the panel menu to display all of the controls in the Text Wrap panel.

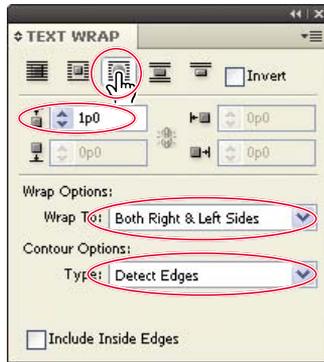


Wrap text around a bounding box. Result.

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

- Select Wrap Around Object Shape so that the text wraps around the contour of the graphic shape instead of the bounding box. In the Wrap Options section, choose Both Right & Left Sides from the Wrap To menu if it isn't already selected. In the Contour Options section, choose Detect Edges from the Type menu. Enter 1p in the Top Offset box to add space between the edge of the graphic and the text. Click a blank area to deselect all, or choose Edit > Deselect All.

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



Wrap text around an object shape. Result.

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

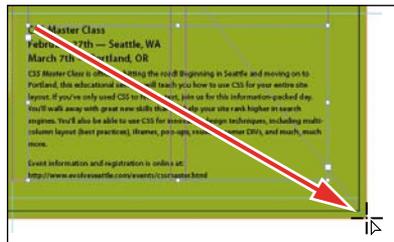
Modifying the shape of frames

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

Working with compound shapes

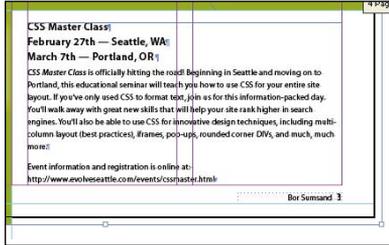
You can change the shape of an existing frame by adding to or subtracting from its area. The shape of a frame can also be changed, even if the frame already contains text or graphics. Now you'll subtract a shape from the green background to create a new white background.

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



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

- 3 With the Selection tool () , hold down the Shift key and click the green box (outside of the frame you just created) that covers a good part of page 3 to simultaneously select the new rectangle and the green box.
- 4 Choose Object > Pathfinder > Subtract to subtract the top shape (the new rectangle) from the green shape. The text frame at the bottom of the page is now on a white background.



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

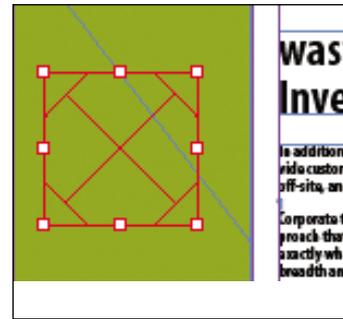
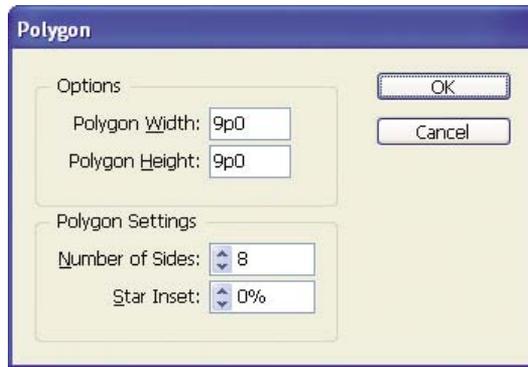
► **Tip:** A lock icon () is displayed in the top-left corner of a locked frame. Clicking the icon unlocks the frame.

Creating polygons and converting shapes

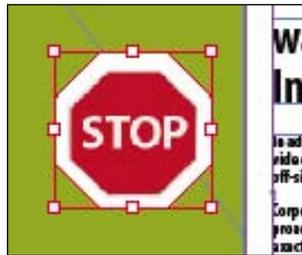
You can use the Polygon tool () or the Polygon Frame tool () to create regular polygons with however many sides you want. You can also change the shape of an existing frame, even if the frame already contains text or graphics. You'll try this out by creating an octagonal frame, placing a graphic within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

- 1 Click the Layers panel icon, or choose Window > Layers to open the Layers panel.
- 2 Click the Graphics layer to select it.
- 3 Select the Polygon Frame tool () in the Tools panel (it's grouped with the Rectangle Frame tool () and the Ellipse Frame tool (

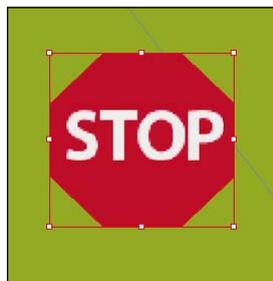
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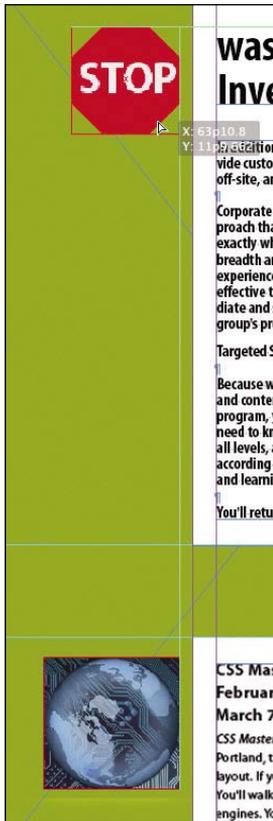
- 5 With the polygon shape selected, choose File > Place, and select StopSign.tif in the Links folder in the Lesson_04 folder. Click Open.



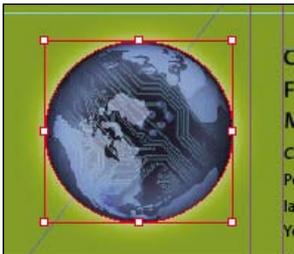
- 6 Use the Zoom tool (Q) to zoom in on the graphic.
- 7 Using the Selection tool (A), drag the midpoint handle on the top of the graphics frame downward until the edge of the frame is even with the top of the Stop sign. Drag the three other midpoint handles so that all of the surrounding white area is cropped and only the red of the Stop sign is visible.



- 8 Choose View > Fit Page In Window, and then use the Selection tool (A) to move the frame so that its top edge aligns with the top edge of the text frame to the right that contains the headline and its right edge aligns with the earth graphic at the bottom of the page. Smart Guides are displayed along the top and right edges when the frame is aligned with both of the other frames.



- 9 Using the Selection tool (⬇️), select the blue world graphic on page 3. Choose Object > Convert Shape > Ellipse. Choose Edit > Deselect All.

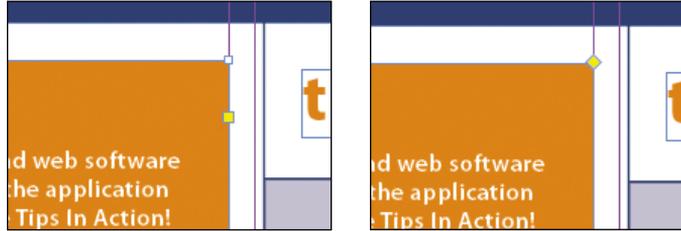


Adding rounded corners to frames

A new feature in InDesign CS5 makes it easier than ever to add corner effects to rectangular frames. Next, you'll modify a text frame by rounding its corners.

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

- 2 With the Selection tool (⌘) still selected, hold down the Z key to temporarily access the Zoom tool (⌘), zoom in on the orange text frame on page 1, and then release the Z key to return to the Selection tool.
- 3 Select the orange text frame, then click the small yellow square that's slightly below the resizing handle at the upper-right corner of the frame. Four small diamonds replace the four resizing handles at the corners of the frame.



Click the yellow square.

Result.

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

- 4 Drag the diamond at the upper-right corner of the frame to the left and release the mouse when the live radius (R:) value is 1p0. As you drag, the other three corners change, too. (If you hold down the Shift key when dragging, only the corner you are working on changes.)



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

Transforming and aligning objects

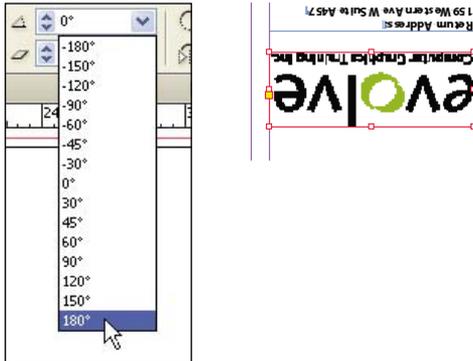
Various tools and commands in InDesign let you modify an object's size or shape and change its orientation on the page. All transformations—rotating, scaling, shearing, and flipping—are available in the Transform and Control panels, where you can precisely specify transformations. You can also align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

You'll experiment with some of these features now.

Rotating an object

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

- 1 Use either the page box at the bottom of the document window or the Pages panel to display page 4 (the first page of the document). Choose View > Fit Page In Window.
- 2 Using the Selection tool (⌘), select the “evolve” logo you imported earlier in the lesson.
- 3 In the Control panel, make sure that the center point is selected on the reference point locator (Ⓜ) so that the object rotates around its center. Choose 180° from the Rotation Angle menu.



Rotating an image within its frame

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

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

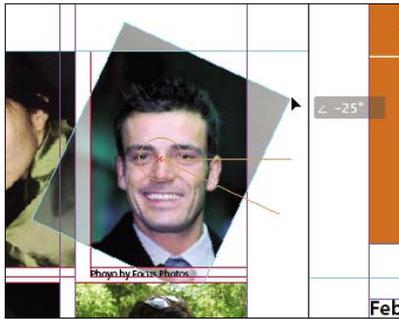
► **Tip:** You can also rotate a selected object by choosing Object > Transform > Rotate and entering a value in the Angle field of the Rotate dialog box.



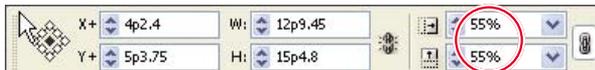
Move the pointer within the doughnut.

Click to select the content of the frame.

- 2 In the Control panel, make sure that the center point in the reference point locator () is selected.
- 3 Move the pointer slightly outside the resizing handle at the upper-right corner of the picture. The rotate pointer () is displayed.
- 4 Click and drag clockwise to rotate the image until the head is approximately vertical (about -25°), and then release the mouse. As you drag, the angle of rotation is displayed along with the image.



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



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

Aligning multiple objects

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

- 1 Choose View > Fit Page In Window, and then choose page 2 in the page box at the bottom of the document window. Using the Selection tool (⬚), Shift-click the text frame at the top of the page containing the “Partial Class Calendar” text and the “evolve” logo above it. (Unlike the two logos you imported earlier, this logo was created within InDesign and is a group of objects. You'll work with this group later in the lesson.)
- 2 Choose Window > Object & Layout > Align to open the Align panel.
- 3 In the Align panel, choose Align To Page from the Alignment Location Options menu, and then click the Align Horizontal Centers button (⌵). The objects are now aligned to the center of the page.

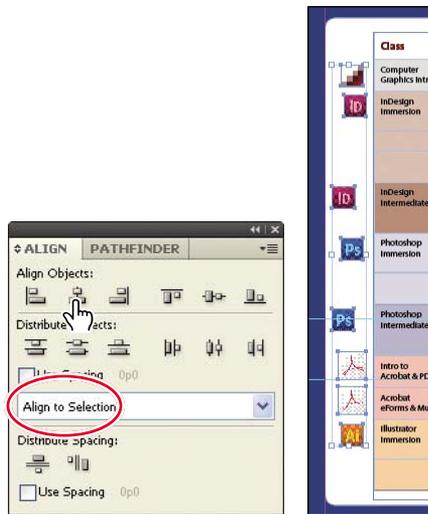


Select the text frame and logo.

Align the objects.

Result.

- 4 Click a blank area or choose Edit > Deselect All.
- 5 Using the Selection tool (⬚), Shift-click the eight icons on the left side of the page to select them all.
- 6 In the Align panel, choose Align To Selection from the Alignment Location Options menu, then click the Align Horizontal Centers button (⌵).



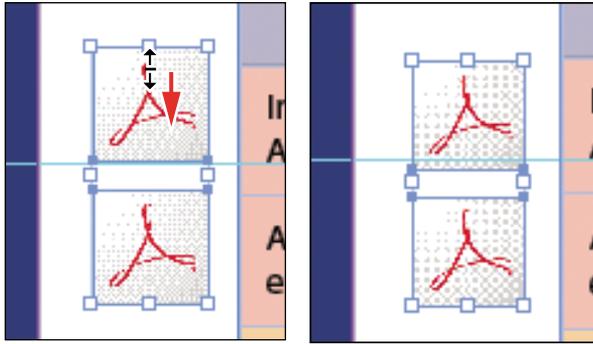
- 7 Choose Edit > Deselect All, and then choose File > Save.

Scaling multiple objects

In previous versions of InDesign, it was necessary to group multiple objects before you could simultaneously scale or rotate them with the Selection, Scale, or Rotate tools. With InDesign CS5, you don't have to create a group to make these changes, you simply have to select the objects.

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

- 1 Use the Zoom tool (Q) to zoom in on the two Acrobat PDF icons on the left side of the page.
- 2 Using the Selection tool (A), Shift-click each of the two icons to select both of them.
- 3 While holding down Shift+Ctrl (Windows) or Shift+Command (Mac OS), drag the handle at the middle of the top edge down to make the two icons roughly the same width as the Adobe Illustrator icon below the selected icons.



Drag to resize the selected icons.

Result.

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

Selecting and modifying grouped objects

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

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

- 1 With the Selection tool (☛), click the “evolve” group at the top of page 2. If you want, use the Zoom tool (🔍) to magnify the area you’re working on.
- 2 Click the Select Content button (⌘) in the Control panel to select one object in the group without ungrouping.



Select the group with the Selection tool.



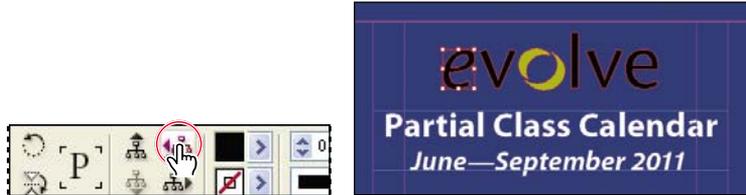
Choose Select Content.



Result.

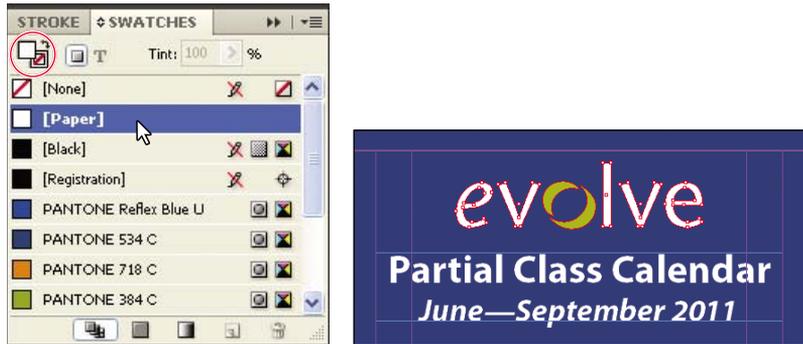
► **Tip:** You can choose Object > Select > Content, or right-click (Windows) or Control-click (Mac OS) the group and choose Select > Content from the context menu.

- 3 Click the Select Previous Object button (⌘+⌥) in the Control panel six times to select the first “e” in the word “evolve.” Note that the Select Next Object button selects in the opposite direction.



Click Select Previous Object six times. Result.

- 4 Using the Direct Selection tool (⌘), hold down the Shift key and click the “v,” “l,” “v,” and “e” letters in the logo to simultaneously select them.
- 5 Click the Swatches panel icon or choose Window > Color > Swatches. Click the Fill box at the top of the Swatches panel and choose [Paper] to fill the letter shapes with a white color.



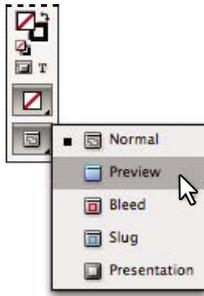
Change the fill of the selected shapes to [Paper].

Result.

Finishing up

Now it's time to admire your work.

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



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

Congratulations. You have finished the lesson.

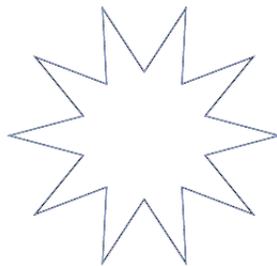
Exploring on your own

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

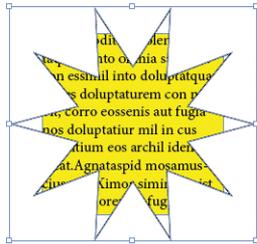
In this section, you'll learn how to nest an object inside a frame. Follow these steps to learn more about selecting and manipulating frames.

- 1 Create a new document using the default settings in the New Document dialog box.
- 2 Create a small text frame, approximately 2" x 2", and then choose Type > Fill With Placeholder Text to fill the frame with text.
- 3 Press the ESC key to switch to the Selection tool, and then use the Swatches panel to apply a fill color to the text frame.
- 4 Select the Polygon tool (⬡) and draw a shape on the page. (Before creating the polygon, you can double-click the Polygon tool to specify the number of sides and optionally a star inset value if you want to create a starburst shape.)

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- 5 Select the Selection tool (⌘), select the text frame you created earlier, and then choose Edit > Copy.
- 6 Select the polygon frame, and then choose Edit > Paste Into to nest the text frame inside the polygon frame. (If you choose Edit > Paste, the copied text frame is not pasted inside the selected frame.)



- 7 Use the Selection tool to move the text frame by positioning the pointer within the content grabber in the center of the polygon frame and then dragging.
- 8 Use the Selection tool to move the polygon frame by positioning the pointer outside the content grabber and then dragging.
- 9 Choose Edit > Deselect All.
- 10 Select the Direct Selection tool (⌘), use it to select the polygon frame, and then drag any of the handles to change the shape of the polygon.



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

Review questions

- 1 When should you use the Selection tool to select an object, and when should you use the Direct Selection tool to select an object?
- 2 How do you resize a graphics frame and its content simultaneously?
- 3 How do you rotate the graphic within a graphics frame without rotating the frame?
- 4 Without ungrouping objects, how do you select an object within a group?

Review answers

- 1 Use the Selection tool for general layout tasks, such as positioning, rotating, and resizing objects. Use the Direct Selection tool for tasks involving editing paths or frames, for example, to move an anchor point on a path.
- 2 To resize a graphics frame and its content simultaneously, select the frame with the Selection tool, hold down Ctrl (Windows) or Command (Mac OS), and then drag a handle. Hold down the Shift key while dragging to maintain the object's proportions.
- 3 To rotate a graphic within a frame, use the Selection tool to select the graphic within the frame by clicking within the content grabber doughnut. Then click slightly outside any of the four corner handles and drag to rotate the graphic.
- 4 To select an object within a group, use the Selection tool () to select the group, and then click the Select Content button () in the Control panel to select one object in the group. You can then click the Select Previous Object or Select Next Object buttons to select different objects in the group. You can also select an object in a group by clicking the object with the Direct Selection tool ()

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