

VISUAL **QUICKSTART** GUIDE

Get up and running in no time!



InDesign **CS5**

SANDEE COHEN

© LEARN THE QUICK AND EASY WAY!

Visual QuickStart Guide

InDesign cs5

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Introduction

Welcome to the *InDesign cs5 Visual QuickStart Guide*, my eighth version of the book. From its humble start, InDesign is now the primary application for desktop publishing and page layout. I feel very lucky to have been working with and teaching InDesign since its very first beta. In fact, this is the only third-party book that has had editions for all versions of InDesign.

Using This Book

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

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

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

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

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

Instructions

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

Click refers to pressing down and releasing the mouse button on the Macintosh, or the left mouse button on Windows. You must release the mouse button or it is not a click.

Press means to hold down the mouse button, or a keyboard key.

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

Menu Commands

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

Modifier Keys

Modifier keys are always listed with the Macintosh key first and then the Windows key second. So the instruction “Hold the Cmd/Ctrl key” means hold the Cmd key on the Macintosh platform or the Ctrl key on the Windows platform. When the key is the same on both computers, such as the Shift key, only one key is listed.

Keyboard Shortcuts

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

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

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

Video Lessons

After years of creating a print-only book, the Visual QuickStart Guide series has gone multimedia!

In addition to these printed chapters, I’ve also created a series of short videos that will help you understand some of the features. For instance, instead of just writing out how to use a tool, you can watch a video of me using that tool in action. It’s a great way to understand some of the more complicated features of the program.

And you get the best of both a printed book as well as video training! You can find these videos at:

www.peachpit.com/indesigncs5vqs.

And Don’t Forget...

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

Just don’t forget to have fun!

Sandee Cohen

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July, 2010

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

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

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

Types of Frames

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

Unassigned frames

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

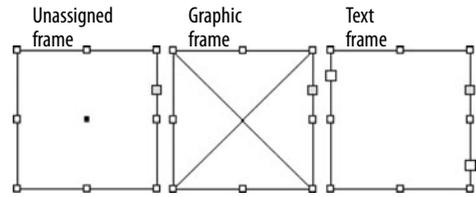
Graphic frames

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

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

Text frames

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



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

Diagonal Lines in Graphic Frames?

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

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

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

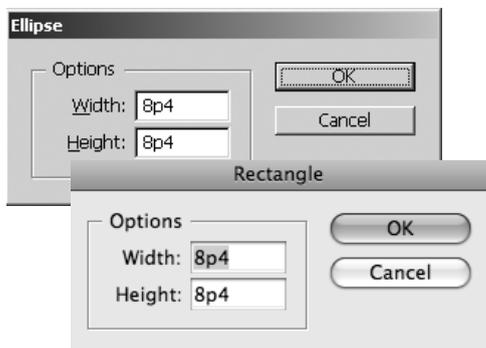
However, there is absolutely no rule that says you can only place images in graphic frames. You can place text in graphic frames or images in unassigned frames. The choice is yours.



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



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



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

Using the Transformation Values?

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

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

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

Creating Basic Shapes

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

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

To create a rectangular graphic frame:

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

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

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

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

To create an elliptical graphic frame:

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

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

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

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

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

To create objects numerically:

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

To create a polygon graphic frame:

1. Double-click the Polygon Frame tool in the Tools panel **A**. This opens the Polygon Settings dialog box **B**.
2. Enter a number in the field for the Number of Sides to the polygon.
3. To create a star, change the amount in the Star Inset field from 0% to a higher number.

TIP A star inset of 0% creates a basic polygon. As you increase the percentage, the points of the star become more pronounced.

4. Drag across the page to create the polygon or star.

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

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

5. Release the mouse button when the polygon or star is the correct size.

InDesign is definitely the program for anyone who says they can't even draw a straight line. The Line tool makes it easy.

To create straight lines:

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

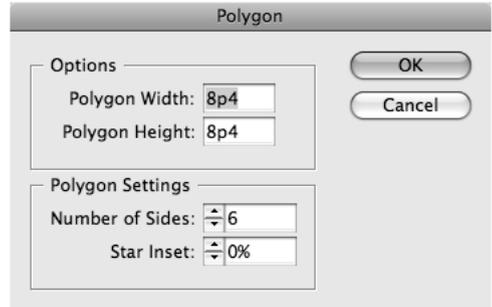
TIP Hold the Opt/Alt key to draw the line from its centerpoint.

3. Drag to create a line.
4. Release the mouse button where you want the line to end.

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



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



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



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

Converting Shapes

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

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

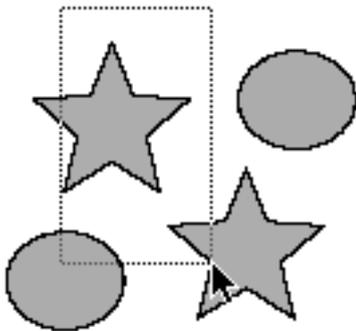
Selection tool



Direct Selection tool



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



E Drag to create a marquee to select objects.

What Are the Differences Between the Selection Tools?

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

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

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

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

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

Selecting Objects

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

To select by clicking:

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

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

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

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

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

To select by dragging a marquee:

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

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

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

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

To select all the objects on a page:

Choose Edit > Select All.

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

Moving Objects

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

To move an object by dragging:

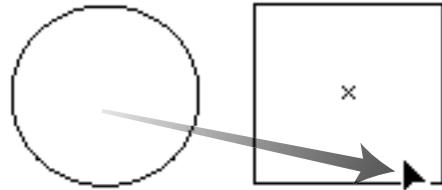
1. Choose the Selection tool in the Tools panel.
2. Click the object you want to move. A bounding box with eight handles appears around the object. This indicates the object is selected.
3. Position the Selection tool on the edges of the bounding box (but not on the handles of the bounding box).

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

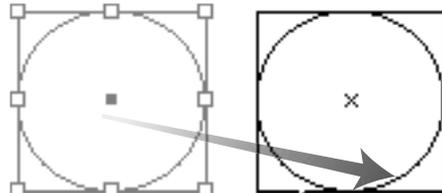
4. Drag to move the object. If you drag quickly, you will see only a bounding box preview of the object being moved **A**.

or

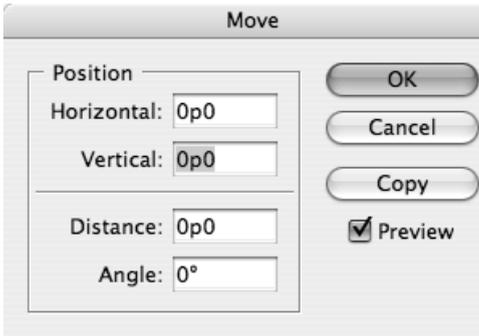
Press and pause for a moment before you drag the object. The pause gives InDesign enough time to let you see a preview of the object as you move it **B**.



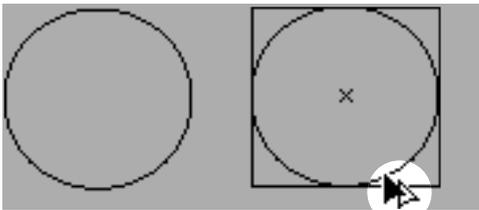
A Quickly drag to see the bounding box of the object being moved.



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



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



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

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

To use the Move command:

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

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

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

3. Use the Horizontal and Vertical fields to move the object along those axes.
4. Use the Distance field to move the object an absolute distance.
5. Use the Angle field to set the angle along which the object moves.
6. Click **OK** to move the original object.
or
Click **Copy** to create a duplicate of the object in the new position.

To copy an object as you drag:

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

Replicating Objects

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

To copy objects:

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

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

To cut objects:

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

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

To paste objects:

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

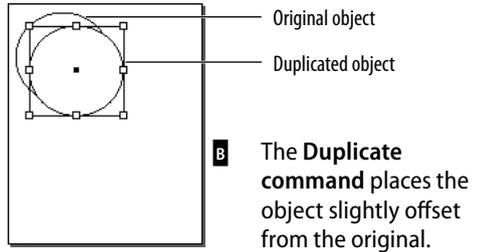
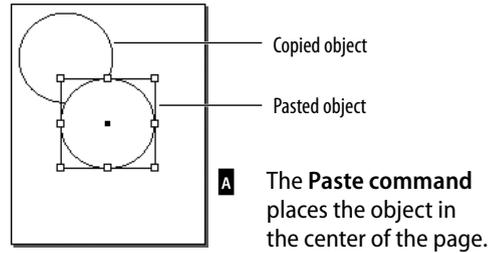
or

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

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

To duplicate objects:

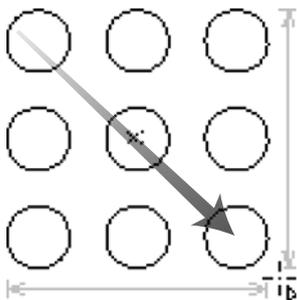
1. Choose the object to duplicate.
2. Choose **Edit > Duplicate**. The selected object appears on the page slightly offset from the original **B**.



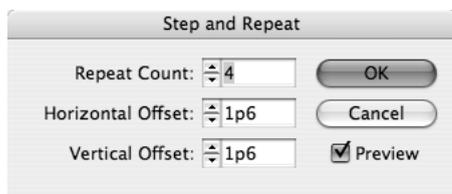
Using Paste in Place

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

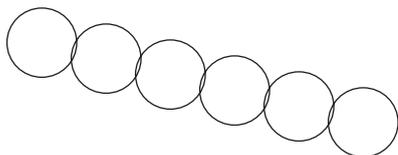
That's not the point of Paste in Place. The power of the command is that you can paste an object in the same place on different pages. You can even paste in the same place in different documents.



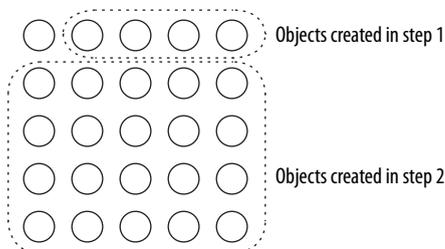
C Press the up/down or left/right arrows as you drag with a tool to create a grid of the objects.



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



E The **Step and Repeat** command created five copies of the first circle.



F An example of how to use the Step and Repeat command to create a grid of objects.

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

To create a grid as you draw an object:

1. Select the tool and start the drag to draw the object.
2. Without releasing the mouse button, press the up/down or left/right arrows. This creates rows and columns that duplicate the object as follows:
 - The up and down arrows increase and decrease the number of rows.
 - The left and right arrows increase and decrease the number of columns.
3. Release the mouse button when you have as many objects you need **C**.

The gridify feature is useful as you draw an object. However, it doesn't give you numerical control over the space between the rows and columns. That's when you want to use the Step and Repeat command.

To duplicate multiple objects:

1. With an object selected, choose **Edit > Step and Repeat**. The Step and Repeat dialog box appears **D**.
 2. In the Repeat Count field, enter the number of duplicates that you want to create in the top row.
 3. In the Horizontal Offset field, enter a distance for the horizontal space between duplicates.
 4. In the Vertical Offset field, enter a distance for the vertical space between duplicates.
 5. If desired, select the Preview box to see how your settings affect the objects.
 6. Click **OK**. The selected object is duplicated in the desired positions **E**.
- TIP** Use the Step and Repeat command again to create a grid of the objects **F**.

Resizing Objects

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

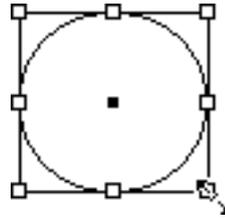
To resize using the bounding box handles:

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

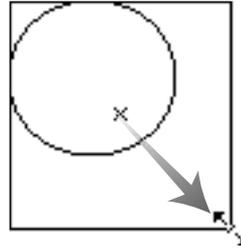
or

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

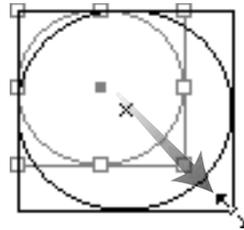
- TIP** Hold down the Shift key as you drag a corner to keep the original proportions of the width and height.
 - TIP** Hold the Cmd/Ctrl key as you drag to scale the frame as well as any text and images inside the object.
4. Release the mouse button when the object is the correct size.



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



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



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

Resizing or Scaling?

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

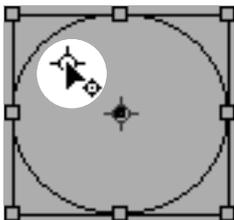
When you *scale* an object, the width and height change, and the amount of scaling applied to the object is shown in the Scale fields in the Control panel or Transform panel. You can convert the object back to its original size by setting the scaling to 100%.



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



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



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

Using the Transform Tools

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

To control the effect of the transform tools:

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

or

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

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

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

To control the reference point:

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

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

To scale objects visually using the Scale tool:

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

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

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

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

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

To scale objects using the Scale command:

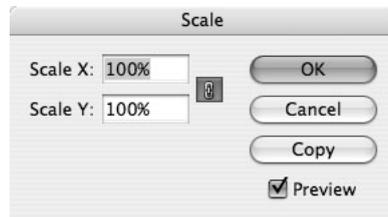
1. Select the object or objects.
 2. Choose **Object > Transform > Scale**. This opens the Scale dialog box **C**.
 3. Enter an amount for the Scale X (horizontal) field.
 4. Enter an amount for the Scale Y (vertical) field.
- TIP** If the chain icon is selected, the X and Y fields scale the same amounts.
5. Select the Preview checkbox to see the effects of entering the amounts.
 6. Click **OK** to scale the object or click **Copy** to create a scaled copy of the object.



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



B The arrowhead appears while scaling an object.



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

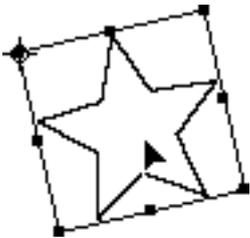
Making Copies as You Scale, Rotate, and Shear

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

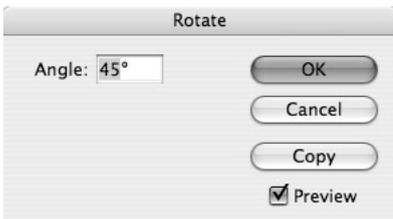
Release the mouse button first, and then the Opt/Alt key to finish the transformation and duplication.



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



E Rotating an object around its reference point.



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

To scale objects numerically using the Scale tool:

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

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

To rotate objects visually using the Rotate tool:

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

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

To rotate objects using the Rotate command:

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

To rotate objects numerically using the Rotate tool:

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

The Shear tool distorts the shape of objects.

To shear objects visually using the Shear tool:

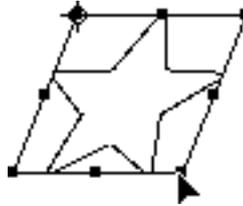
1. Select the object or objects.
2. Click the Shear tool in the Tools panel **A**.
3. If necessary, change the reference point by dragging it to a new position. The cursor indicates the reference point can be moved.
4. Move the cursor away from the reference point, and drag to shear the object **B**.

To shear objects using the Shear command:

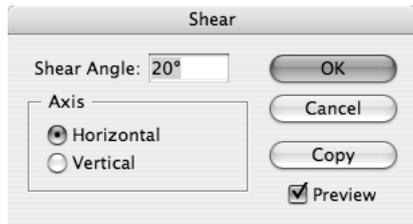
1. Select the object or objects.
2. Choose **Object > Transform > Shear**. This opens the Shear dialog box **C**.
3. Use the Shear Angle field to set the amount of distortion.
4. Select one of the Axis options:
 - **Horizontal** shears along the horizontal axis.
 - **Vertical** shears along the vertical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



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



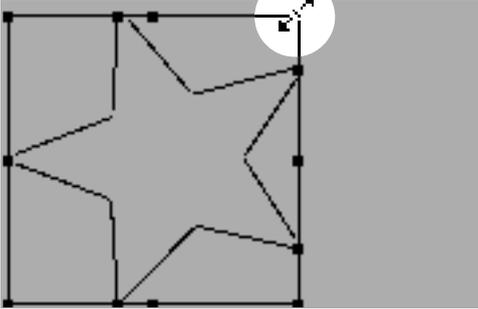
B Shearing an object around the reference point.



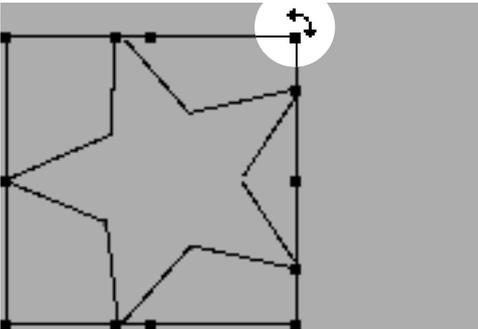
C The Shear dialog box lets you distort objects using numerical values.



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



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



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

To shear objects numerically using the Shear tool:

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

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

To use the Free Transform tool:

1. Select the object or objects.
2. Click the Free Transform tool in the Tools panel **D**. A bounding box appears around the object.
3. To scale the object, place the cursor over one of the handles. The cursor changes to a double-headed arrow **E**.
or
Place the cursor outside one of the handles of the bounding box. The cursor changes to a curved double-headed arrow **F**.
or
Drag one of the handles and then hold the Cmd/Ctrl key *after* you have started the drag. The cursor does not change appearance, but the object will be sheared.
4. Release the mouse button to apply the transformation.

Using the Transform Panel

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

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

To open the Transform panel:

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

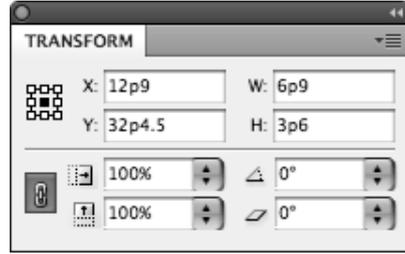
or

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

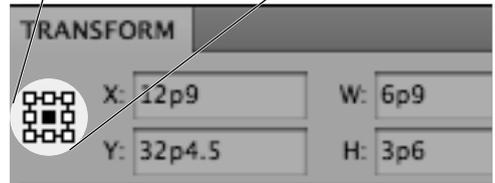
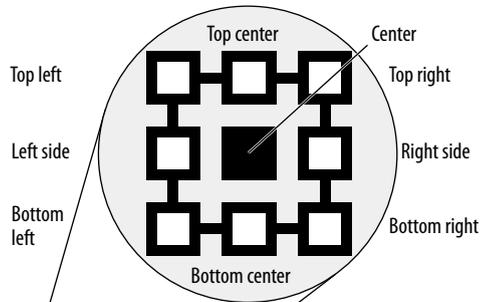
As you work with the Transform panel, it is important to know its reference point on the object. This is the same as the reference point used with the transform tools.

To set the Transform panel reference point:

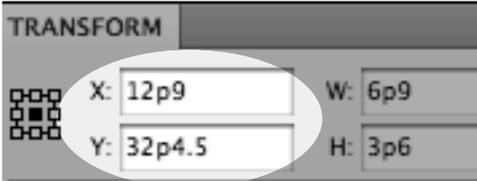
1. Select the object or objects that you want to transform.
2. Click the reference point control on the Transform panel to choose the point around which the object moves **B**.



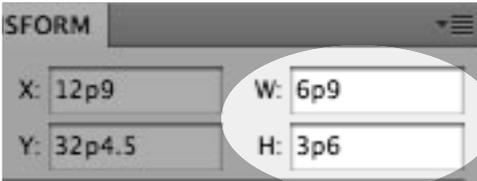
A The **Transform panel** is a command center for positioning and transforming objects.



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



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



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

You can use the Transform panel to move objects numerically.

To move an object with the Transform panel:

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

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

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

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

4. Press Enter or Return to apply the changes.

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

To resize with the Transform panel:

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

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

To resize proportionally:

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

You can also scale using the Transform panel.

To scale with the Transform panel:

1. Select the object or objects.

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

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

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

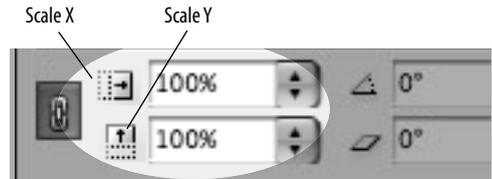
5. Press Enter or Return to apply the changes.

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

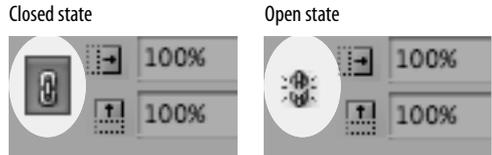
To scale proportionally with the Transform panel:

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

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



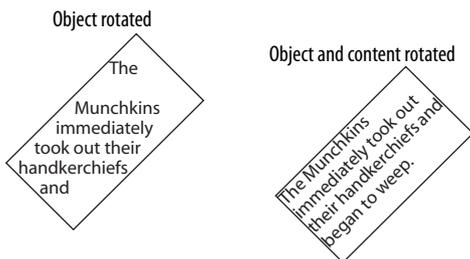
A The Scale X and Y fields in the Transform panel let you apply percentage amounts to scale objects.



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



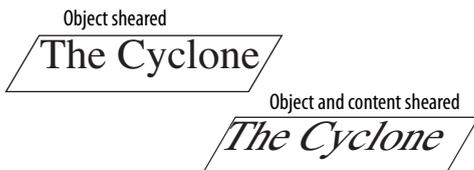
C The Rotation field in the Transform panel lets you change the angle of objects.



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



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



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

You can also rotate objects using the Transform panel.

To rotate with the Transform panel:

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

You can also shear objects using the Transform panel.

To shear with the Transform panel:

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

Using the Transform Commands

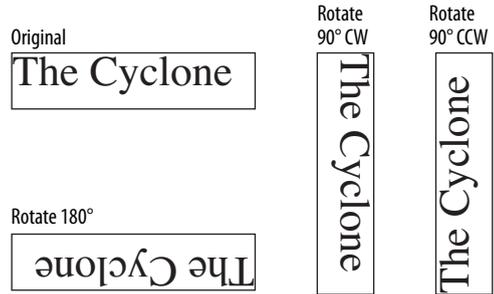
In addition to the transform tools and transform fields, there are a whole bunch of transform commands you can use on objects. These commands make it easy to perform commonly used transformations, such as rotating and flipping objects.

To rotate with the transform commands:

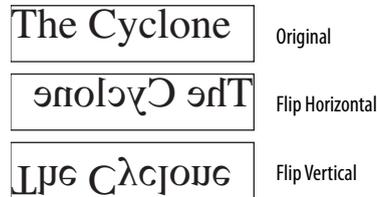
1. Select an object or objects.
2. Click to open the Transformation panel menu.
or
Choose **Object > Transform**.
3. Choose one of the rotation settings as follows **A**:
 - Rotate 90° CW (clockwise).
 - Rotate 90° CCW (counter-clockwise).
 - Rotate 180°.

To flip objects using the transform commands:

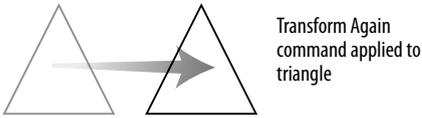
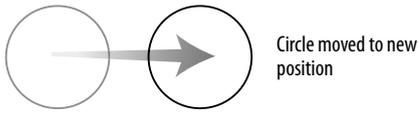
1. Select an object or objects.
2. Click to open the Transform panel menu.
or
Choose **Object > Transform**.
3. Choose one of the flip settings as follows **B**:
 - **Flip Horizontal**.
 - **Flip Vertical**.



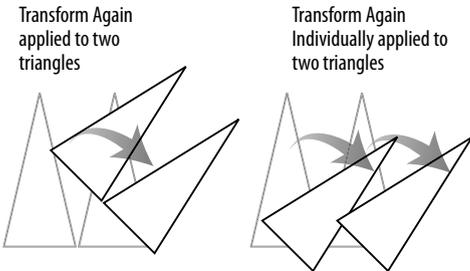
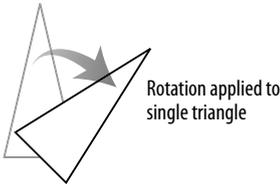
A The effects of rotating objects using the Transform submenu.



B The effects of flipping objects using the Transform submenu.



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



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

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

To repeat transformations:

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

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

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

Using the Arrange Commands

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

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

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

To move up or down one level in a stack:

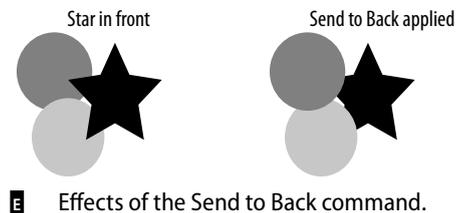
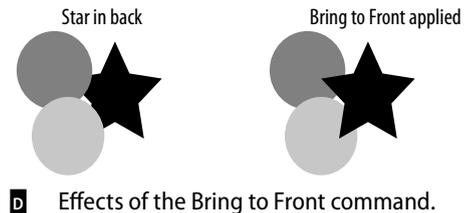
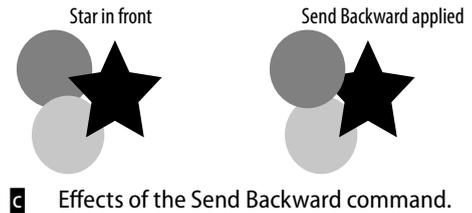
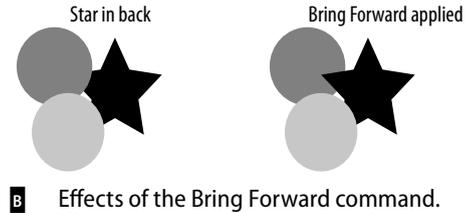
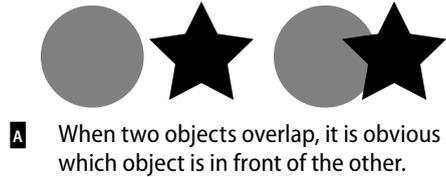
1. Select the object you want to move.
 2. Choose **Object > Arrange > Bring Forward** to move the object in front of the next object in the stacking order **B**.
- or

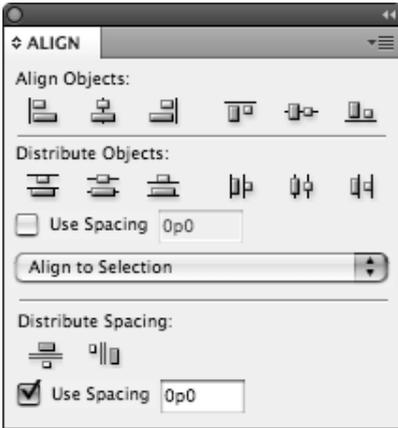
Choose **Object > Arrange > Send Backward** to move the object behind the next object in the stacking order **C**.

To move up or down the entire stack:

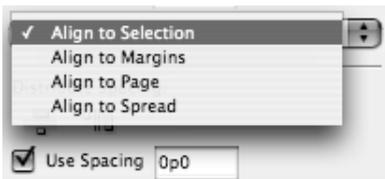
1. Select an object you want to move.
 2. Choose **Object > Arrange > Bring to Front** to move the object in front of all the others in its layer **D**.
- or

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

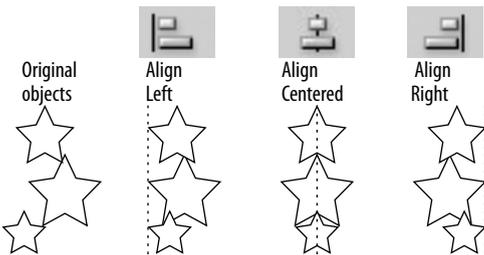




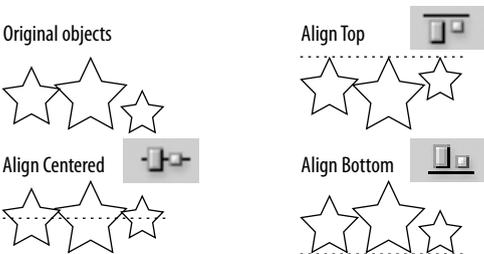
F Use the **Align panel** to arrange objects in an orderly fashion.



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



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



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

Aligning Objects

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

To work with the Align panel:

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

To align objects:

1. Select two or more objects.
2. Use the Alignment menu to choose to what items the objects should align **G**.
 - **Align to Selection** uses the objects themselves for alignment.
 - **Align to Margins** uses the margins for alignment.
 - **Align to Page** uses the page trim for alignment.
 - **Align to Spread** uses the size of the spread for alignment.
3. Click an alignment icon as follows:
 - Click a vertical alignment icon to move the objects into left, centered, or right alignment **H**.
 - Click a horizontal alignment icon to move the objects into top, centered, or bottom alignment **I**.

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

TIP You can use the **Lock** command (covered later in this chapter) to force one object to be the reference object for others.

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

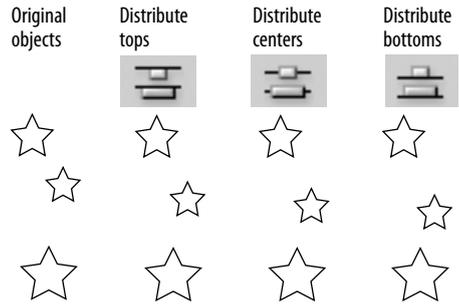
To distribute objects:

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

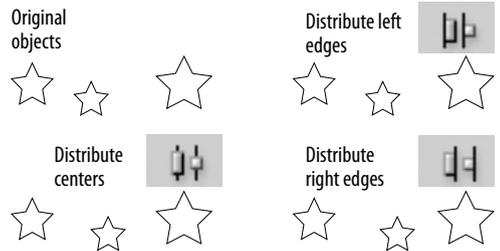
You can also distribute objects based on their size. This ensures that the space between the objects is equal.

To distribute the space between objects:

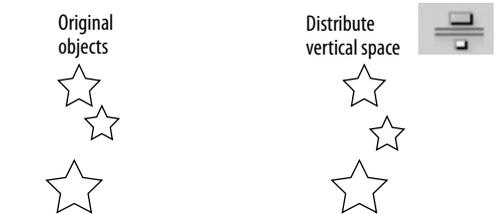
1. Select three or more objects.
2. Click a distribute space icon as follows:
 - Click the vertical space icon to move objects so the vertical spaces between them are equal **C**.
 - Click the horizontal space icon to move objects so the horizontal spaces between them are equal **D**.



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



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



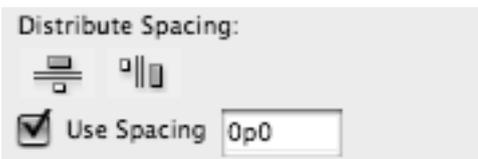
C Effect of the **vertical distribute space icon**.



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



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



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

Setting the Anchor Object for Alignment

The Align to Selection option in the Align panel doesn't let you designate which object in the selection should be used as the reference object for the alignment commands. So what if you want to designate a specific object to be used as the alignment reference object?

First change the preference that prevents the locked object from being selected. (See page 121.)

Select the object you want to use and apply the **Object > Lock Position** command. Then select all the objects and apply the alignment.

The locked object remains stationary and forces the other objects to align to it. Then if you need to, choose **Object > Unlock All on Spread** to move it and the others.

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

To use spacing to distribute objects:

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

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

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

To set the spacing between objects:

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

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

Smart Dimensions; Smart Spacing

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

To show or hide Smart Guides:

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

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

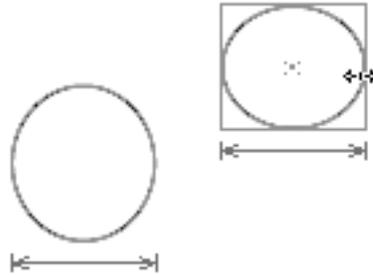
To create objects with the same dimensions:

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

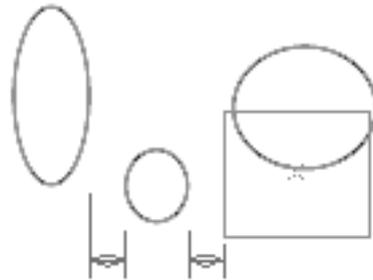
Another option for Smart Guides is the Smart Spacing feature. This make it easy to evenly distribute objects so that the spaces between them are equal.

To position objects with the same spacing:

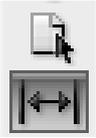
1. Create two objects that have a certain space between them.
2. Position a third object on the page. As you drag, watch for Smart Spacing indicators that appear between the objects **B**. These are the Smart Spacing indicators that say the three objects are spaced evenly.



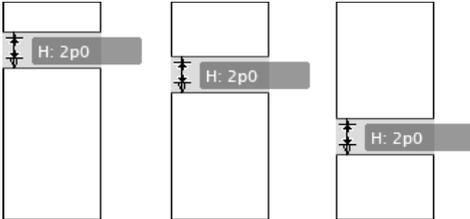
A The **Smart Dimension** indicators appear when an object is the same width or height as another.



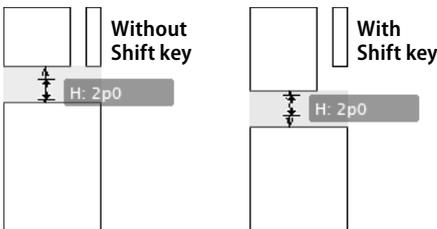
B The **Smart Spacing** indicators appear when an object is the same distance away from one object as it is from another.



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



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



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

Using the Gap Tool

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

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

To use the Gap tool to resize objects:

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

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

Grouping and Pasting Into Objects

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

To group objects:

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

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

To nest groups:

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

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

To select groups or objects within groups:

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

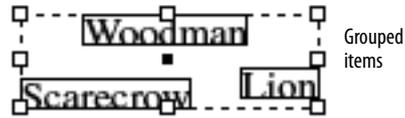
or

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

TIP The first double-click may act like the Direct Selection tool. If so, double-click again to select the entire item.

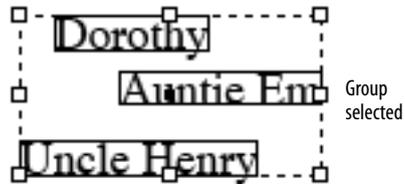


Ungrouped items

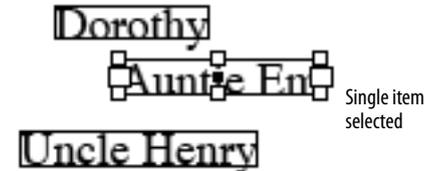


Grouped items

A When selected with the Selection tool, grouped items display a bounding box around the entire group.

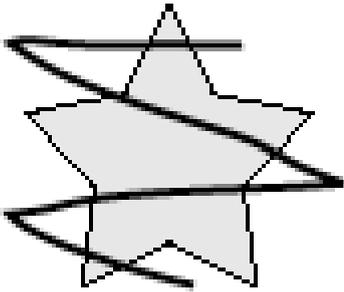


Group selected

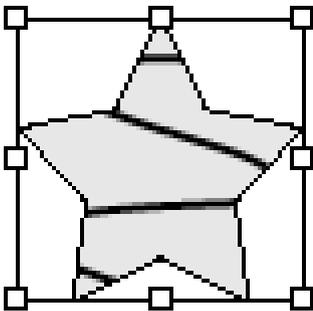


Single item selected

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



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



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

To use commands to select objects within groups:

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

or

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

To ungroup objects:

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

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

To paste an object into another:

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

TIP To paste multiple objects, group the objects together.

To remove pasted-in content:

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

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

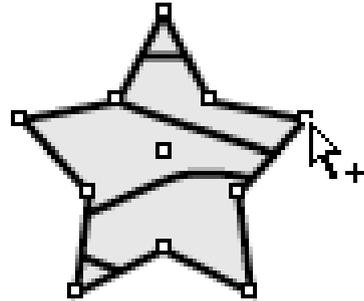
There are some special techniques for selecting just the container or the content of pasted-in objects.

To select just the container object:

Click on the frame that holds the content with the Direct Selection tool to select the container **A**.

or

Click with the Selection tool and then choose **Object > Select > Container**.



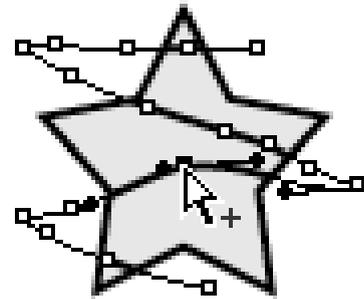
A Click with the Direct Selection tool to select just the container.

To select just the content object:

Click inside the container with the Direct Selection tool to select the content **B**.

or

Click with the Selection tool and then choose **Object > Select > Content**.



B Click inside the container with the Direct Selection tool to select the content.

You use a special technique to move the content inside the container.

To move only the content object:

1. Select the content object.
2. Position the Selection tool inside the content. A “doughnut” circle appears along with the Hand tool. This indicates that you can move the content within the object.
3. Drag the doughnut circle **C**. The content moves within the container.



C Use the selection “doughnut” inside the object to move the items pasted into the container.

To move only the container:

1. Select the container object.
2. Use the Direct Selection tool to drag the container by its center point. The container moves without disturbing the content.

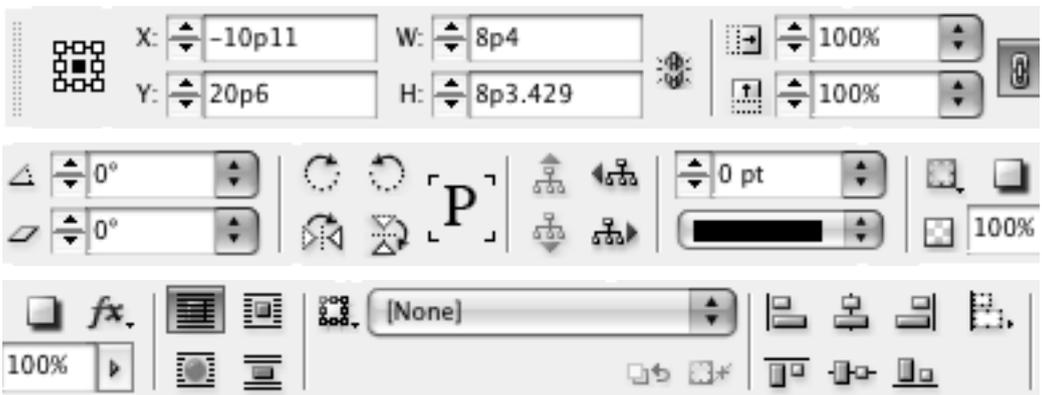
Using the Control Panel for Objects

The Control panel is context sensitive. This means it displays different commands depending on the number of objects selected, or if the objects are grouped or pasted-in.

To use the Control panel with a single object:

Select an object, grouped object, or several objects. The Control panel displays the following options **D**:

- Transform panel commands
- Flip commands
- Select container, content, next object, and previous object
- Stroke options for width and stroke style
- Effects
- Text wrap
- Object styles
- Alignment controls



D The Control panel when an object is selected.

Using the Measure Tool

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

To measure distances using the Measure tool:

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

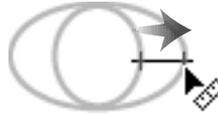
TIP All amounts measured by the Measure tool are displayed in the Info panel.

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

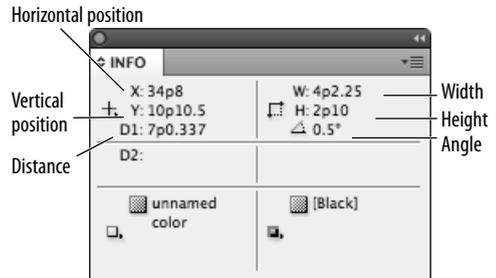
- **Horizontal position** displays the X coordinate of the first point in the line or whichever point is then moved.
- **Vertical position** displays the Y coordinate of the first point in the line or whichever point is then moved.
- **Distance** shows the length of the line.
- **Width** shows the width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



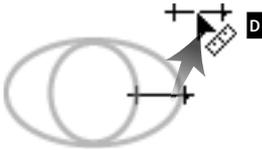
A The Measure tool in the Tools panel.



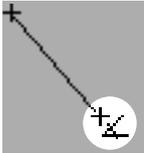
B Drag the Measure tool to measure the distance between two points.



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



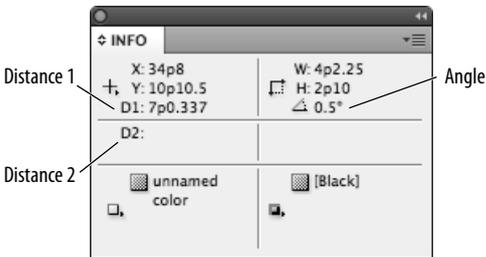
D Drag the line segment of the measuring line to move it to a new position.



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



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



G The Info panel display for two measuring lines.

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

To move a measuring line:

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

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

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

To reposition the points of the measuring line:

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

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

To measure angles:

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

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

Using the Info Panel with Objects

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

To see the document information:

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

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

To see the text information:

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

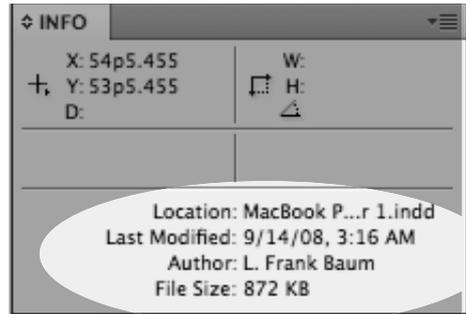
- **Characters** in the frame or selection.
- **Words** in the frame or selection.
- **Lines** in the frame or selection.
- **Paragraphs** in the frame or selection.

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

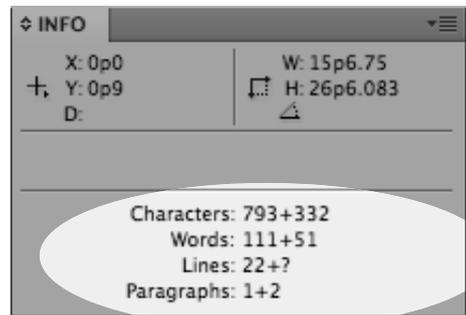
To see the placed object information:

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

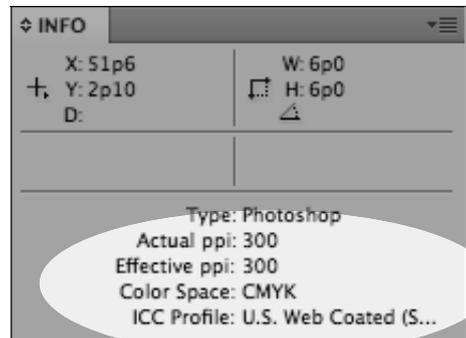
- **Type** of placed image.
- **Actual ppi (points per inch)** resolution of the image.
- **Effective ppi** resolution of the image if you have scaled it in InDesign.
- **Color Space** of the image.
- **ICC Profile** (if applicable) may also be shown.



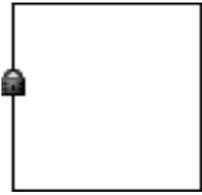
A With no objects selected, the Info panel displays **document information**.



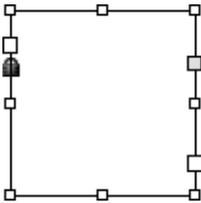
B With text selected, the Info panel displays **text information**.



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



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



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

Object Editing

Prevent Selection of Locked Objects

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

Locking Objects

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

To lock the position of an object:

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

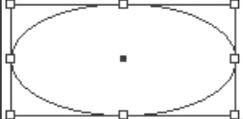
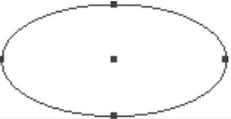
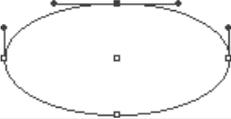
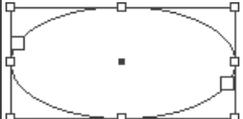
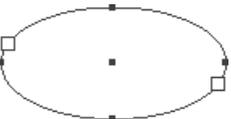
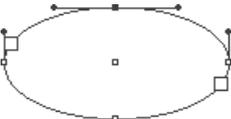
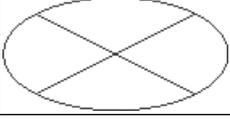
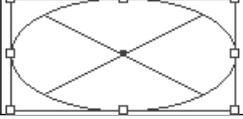
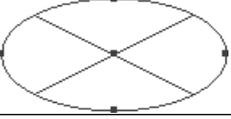
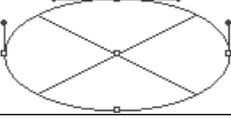
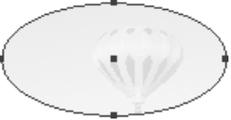
To unlock objects:

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

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

Selecting Frames

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

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

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