Getting Started

Welcome to Adobe® InDesign® 2.0. InDesign is a powerful design and production tool that offers precision, control, and seamless integration with other Adobe professional graphics applications. Using InDesign, you can of produce professional-quality, full-color output on high-volume color printing presses, or to a wide range of output devices and formats, such as desktop printers, PDF files, and HTML files.

Writers, artists, designers, and publishers today can communicate to a broader audience than ever before and through an unprecedented variety of media. The Adobe Network Publishing vision recognizes this with tools for creating visually rich content that is available anywhere, any time, and on any device. InDesign supports this view with its seamless integration with Adobe Photoshop®, Adobe Illustrator®, Adobe Acrobat®, and Adobe GoLive®. The *Adobe InDesign 2.0 Classroom in a Book* introduces and describes new features, workflows, and techniques that support this new wave of publishing.

About Classroom in a Book

Adobe InDesign 2.0 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software from Adobe Systems, Inc.

The lessons are designed so that you can learn at your own pace. If you're new to Adobe InDesign, you'll learn the fundamentals you'll need to master to put the program to work. If you've already been using Adobe InDesign, you'll find that *Classroom in a Book* teaches many advanced features, including tips and techniques for using this exciting design tool.

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 2.0 Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure 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 Windows or Mac OS documentation.

Installing the program

You must purchase the Adobe InDesign software separately. For complete instructions on installing the software, see the Introduction to the *Adobe InDesign User Guide*.

Installing the Classroom in a Book fonts

To ensure that the lesson files appear on your system with the correct fonts, you may need to install the Classroom in a Book font files. These fonts are in the Fonts folder on the Adobe InDesign Classroom in a Book CD. If you already have these on your system, you do not need to install them. If you have Adobe Type Manager (ATM®), see its documentation on how to install fonts. If you do not have ATM, installing it from the Classroom in a Book CD automatically installs the fonts. Please read the instructions carefully because you do not need to install ATM if you are running Windows XP or Mac OS 10.1.



You can also install the Classroom in a Book fonts by copying all the files in the Fonts folder on the InDesign Classroom in a Book CD to the Fonts folder within the folder in which you installed InDesign on your hard disk. This makes the fonts available to InDesign but not to other applications.

To install the Adobe InDesign Classroom in a Book fonts

1 Insert the Adobe InDesign 2.0 Classroom in a Book CD into your CD ROM drive.

2 (Windows only.) Select the appropriate folder for your version of Windows.

3 Install the font files using the procedure for the version of your operating system:

• Windows (other than Windows XP). Open the ATM installer files on the CD, which are located in the Fonts/ATM folder. Double-click the installer file (Setup), and follow the on-screen instructions for installing ATM and the fonts.

• Windows XP. Do not use the ATM font installer to install the fonts. Instead, simply drag the fonts from the Classroom in a Book CD to your hard disk and place them in either the InDesign 2.0 fonts folder (typically in C:\Program Files\Adobe\InDesign 2.0\Fonts) or your Adobe common fonts folder (typically in C:\Program Files\Common Files\Adobe\Fonts).

• Mac OS 9. Open the Fonts folder on the CD. Double-click the ATM® 4.6.1 + Fonts Installer to install the fonts.

• Max OS 10.1. Open the Fonts/Fonts folder on the CD. Select all of the fonts in the Fonts folder and drag them into the Library/Fonts folder on your hard disk. You can select and drag multiple fonts to install them, but you cannot drag the entire folder to install the fonts.

Copying the Classroom in a Book files

The Classroom in a Book CD includes folders containing all the electronic files for the lessons. Each lesson has its own folder. You must install these folders on your hard disk to use the files for the lessons. To save room on your hard disk, you can install the folders for each lesson as you need them.

To Install the Classroom in a Book files:

1 Insert the ID2_CIB CD into your CD-ROM drive

2 Create a folder on your hard disk and name it **IDCIB**

3 Copy the lessons that you want to the hard drive:

• To copy all of the lessons, drag the Lessons folder from the CD into the IDCIB folder

• To copy a single lesson, drag the individual lessons folder from the CD into the IDCIB folder

If you are installing the files in Windows, you must unlock them before using them. You don't need to unlock files if you are installing them in Mac OS.

4 In Windows unlock the files you copied

• If you copied all of the lessons, double click the unlock.bat file in the IN2_CIB/Lessons folder

• If you copied a single lesson, drag the unlock.bat file from the Lessons folder on the CD into the IDCIB folder. Then double-click the unlock.bat file in the IDCIB folder

Note: *If you are using Windows XP or Windows 2000 you need to set your computer's time zone to Pacific Standard Time in order to prevent error messages when working on Classroom in a Book lessons that involve linked files.*

Open the Date and Time Control Panel and make sure that Pacific Standard Time is selected.

Restoring default preferences

To ensure that the tools and palettes function exactly as described in this lesson, you must delete or deactivate (by renaming) the InDesign Defaults file and the InDesign SavedData file.

The InDesign Defaults file and the InDesign SavedData file control how palettes and command settings appear on your screen when you open the Adobe InDesign program. Each time you exit Adobe InDesign, the position of the palettes and certain command settings are recorded in these files. To ensure that the tools and palettes function exactly as described in this book, you can delete the current InDesign Defaults and InDesign SavedData files at the beginning of each lesson. (If they don't already exist, Adobe InDesign will create new versions of these files the next time you start the program and save a file.)

Important: *If you want to save the current settings, rename the defaults files rather than deleting them. When you are ready to restore the settings, change the names back and make sure that the files are located in the InDesign 2.0 folder (Windows®) or the Preferences folder (Mac* OS*).*

1 If InDesign is running, choose File > Exit (Windows) or File > Quit (Mac OS).

2 To locate the InDesign defaults files, do one of the following:

• (Windows) Choose Start from the Windows taskbar, and then choose Find > Files or Folders. For Named, type **"InDesign Defaults", "InDesign SavedData"** (including the quotation marks). For Look In, select Local Hard Drives (or the drive that contains Windows). Then click Find Now. Drag the InDesign Defaults and InDesign SavedData files to the Recycle Bin (or rename them). Do not delete any other InDesign file. Close the Find dialog box.

• (Mac OS) Choose File > Find from the Finder menu. For Find Items, choose On Local Disks, Except CD-ROMS. In the text box, type **InDesign Defaults**. Then click Find. Drag the InDesign Defaults file to the Trash or rename it. In the same way, search for **InDesign SavedData** and delete or rename this file. Do not delete any other InDesign file. Close the Find windows.



If you renamed the defaults files to preserve them, you can return to your previous settings by first deleting the newest copies of the InDesign Defaults and InDesign SavedData files. Then restore the original names of the files you renamed in the steps above.