

Adobe InDesign CS4



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Adobe InDesign

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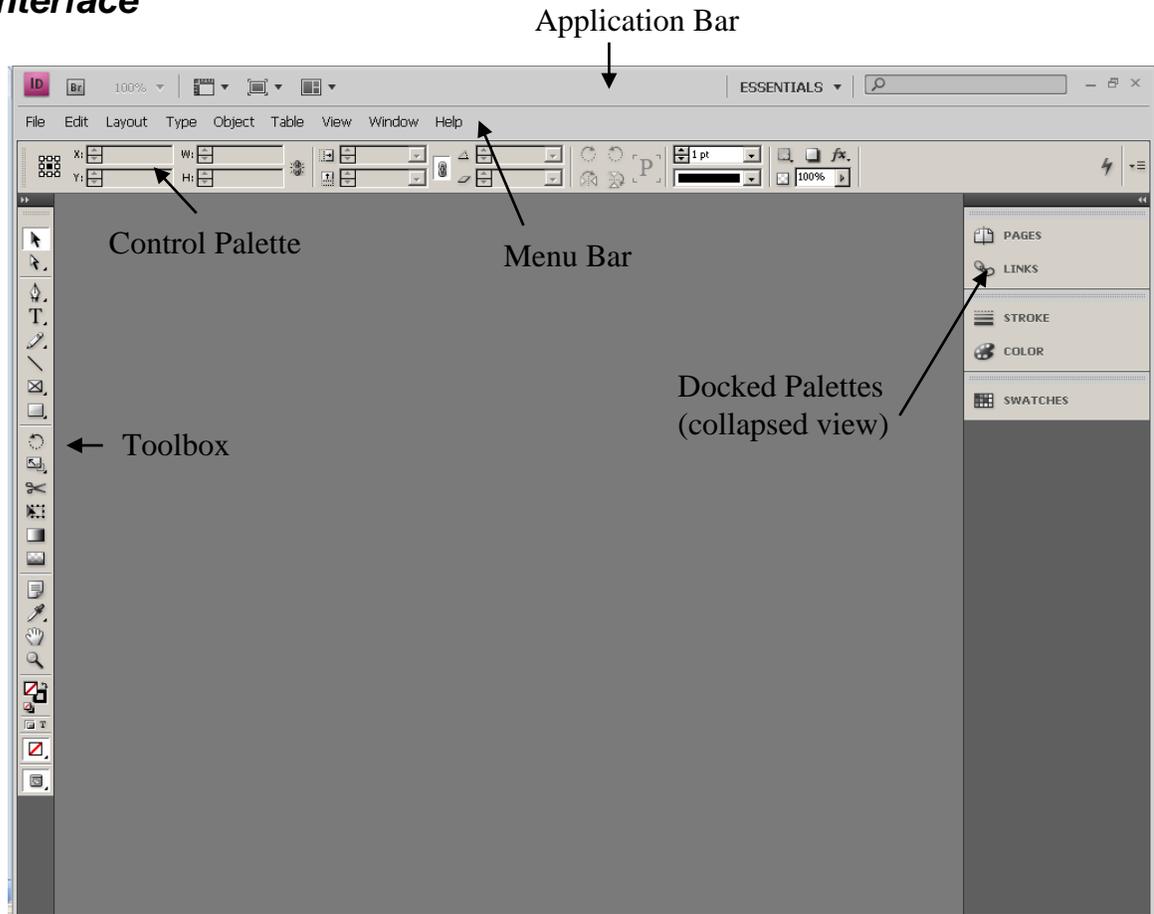
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Adobe InDesign CS4

Interface



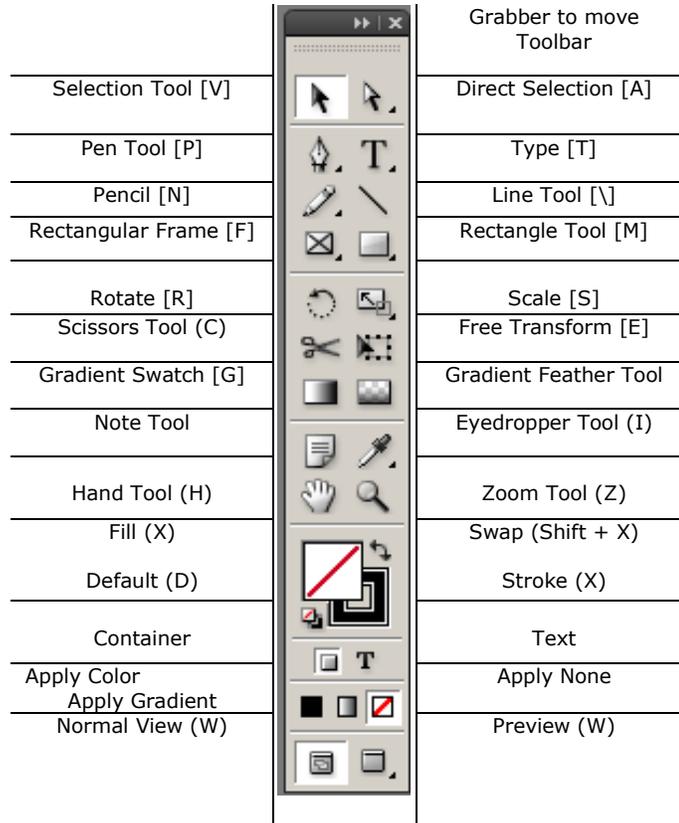
When you first open InDesign, you see the **Control Palette** docked to the top of the window, several other **palettes** docked to the right side of the window and the **toolbox** is open. The toolbox may be set up in one column of tools as above or by clicking on the double chevron on the top it can appear as a double column as it did in previous versions of InDesign. It can be moved by clicking and dragging the grey bar at the top of the toolbox.

All the **Palettes** can be hidden by using the **tab key** on the keyboard. The tab key works as a toggle hiding and unhiding the toolbox and the palettes. To hide just the palettes, but not the toolbox, use the combination of Shift + tab as the toggle.

Preferences – Units

To set the units of measurement choose **Preferences** from the **Edit menu** or use the key combination **CTRL + K**. On the General tab change the units to inches. If you want to affect all of your future documents, change preferences when no document is open.

Toolbox



* In addition to the tools shown, many of the tools have hidden tools. You can cycle through most of these tools by pressing the shortcut key.



The last two icons on the **CS4 toolbox** are **View icons**. The icon on the left is the normal view and the icon on the right is the preview icon. The views can also be toggled with the **W** key.

Palettes

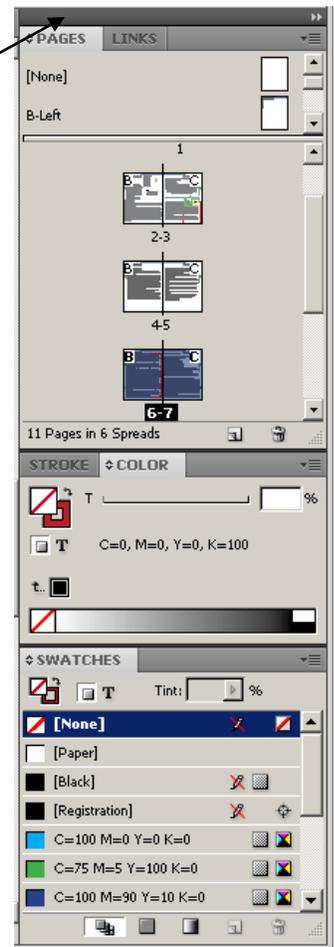
These **palettes** are expanded. If you click on the darker grey area the palettes can be collapsed to give you more design area. The individual palettes can be undocked by clicking and holding on a named tab and dragging it out of the palettes area. Or a palette group can be undocked by holding the alt key while you click and drag one of the tabs.

If you want to get back to the default palette layout choose **Workspace > Essentials** (or **Reset Essentials**) from the **Window menu**. Or choose from the dropdown on the **Application Bar**.

Each palette has specific options for individual items for creating your documents.

You can use the color picker tool to choose a color, and then save it to the Swatches Palette so you can reuse it in the future.

The **Control Palette** also has many of the same options.



The Control Palette



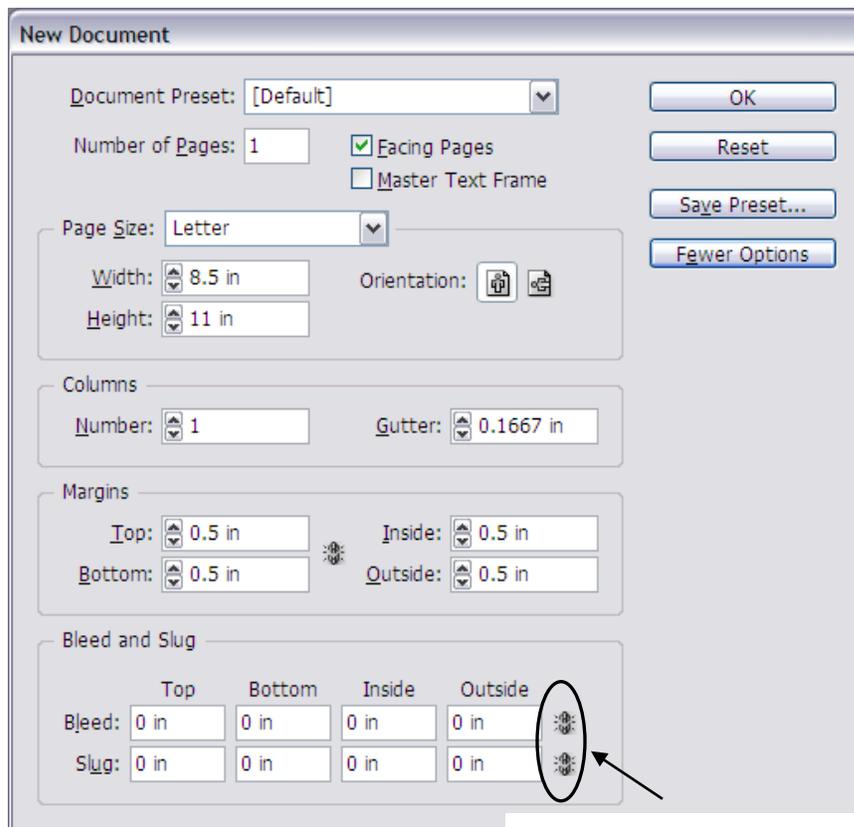
The **Control Palette** is context sensitive. That means, depending on what tool or object is selected, the palette will offer different options. The **Control Palette** can be hidden by pressing the key combination CTRL + ALT + 6 on the keyboard (don't use the numeric key pad, use the number six at the top of your keyboard).

The first icon on the left of the **Control Palette** looks like a small square made up of 9 smaller squares. That is a **reference point icon**. If you want to locate a text box or image frame by specific location you can add a numeric value for x and y. You also decide if you want the point of reference x and y values to locate the middle of the item or the top left or bottom right, etc.

Create a new document.

Choose **File > New > Document**. For **Number of Pages**, type a number. For documents containing more than one page that should be set up like a book, make sure that the **Facing Pages** option is selected so that left and right pages face each other in a double-page spread (a set of pages seen together). Select **Page Size** and set to meet your document requirements. Click **OK**. The document window opens and displays the first page. In the **Pages palette**, the first page is highlighted, indicating that the page is selected. The other pages appear as sets, indicating left and right pages.

The **Pages palette** provides information about and control over pages, spreads, and master pages. **Master pages** act as a background or layout that you can quickly apply to many pages.



Click each of these icons to make all four measurements the same.

**Margins

If the **Facing Pages** option is selected the **margins** are **Inside** and **Outside**. If not, then the **margins** will be listed as **Left** and **Right**.

**Bleed and Slug

Clicking **More Options** shows **Bleed** and **Slug**. Click **Fewer Options** to hide **Bleed** and **Slug**.

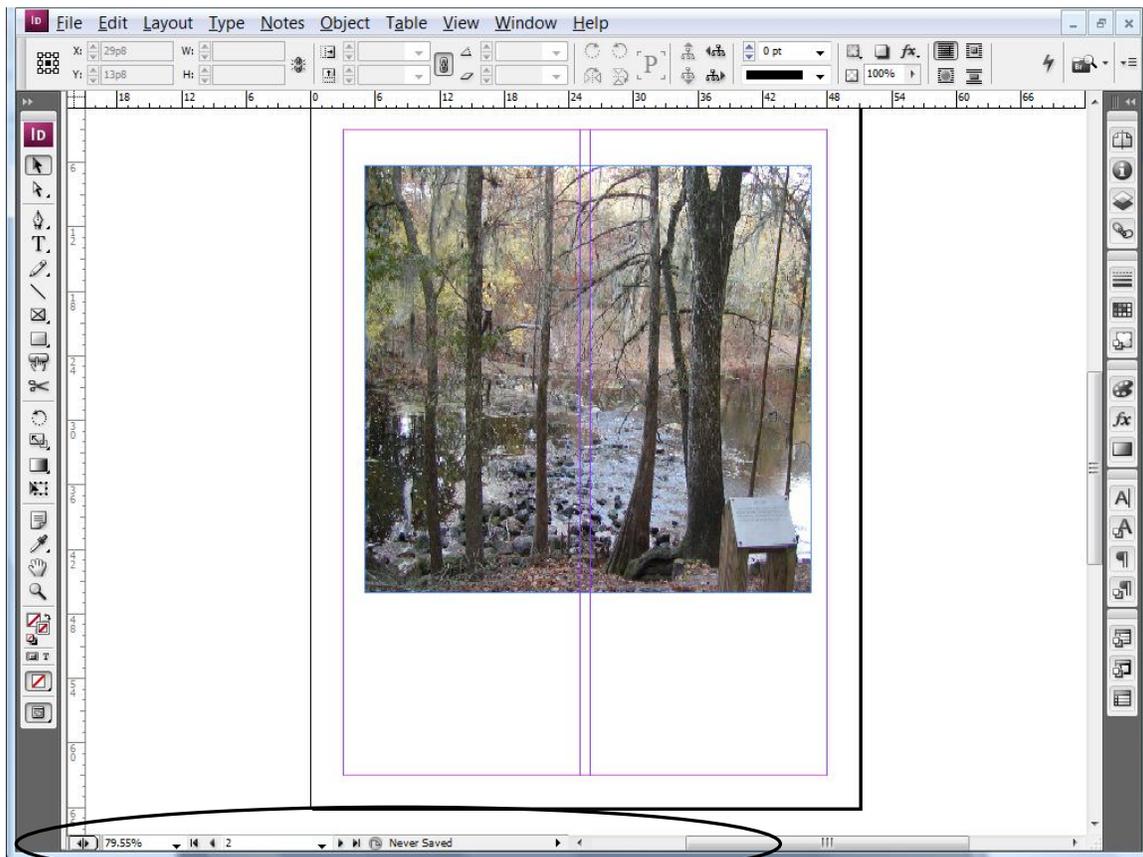
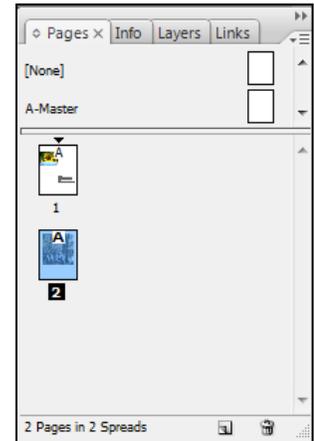
Bleed is a small amount of space outside the document to allow for difference in cutting of the paper.

Slug is a space that can be printed or not that contains information (for the printer for

Navigating the Document

There are several ways to navigate your document. By double clicking on a **Page icon** in the **Pages palette** that page will open in the design window. Double click on the numbers in the pages palette to open a spread.

Alternately you can use the drop down menu or the forward and back arrows on the status bar on the bottom of the document page. This status bar also gives options for changing the zoom of the document.

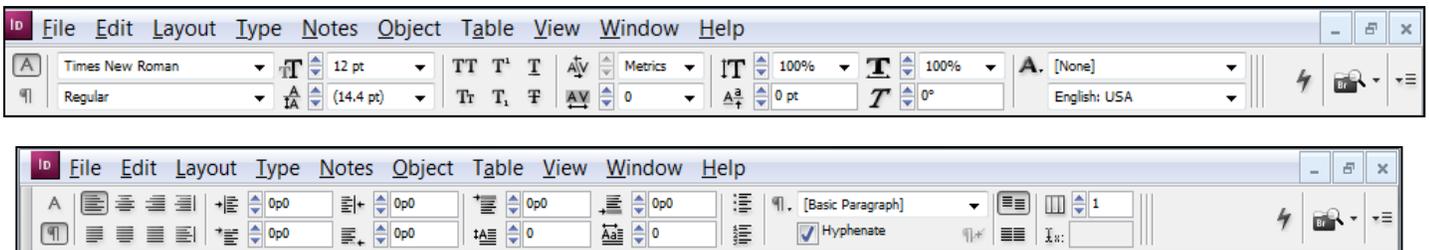


Adding Text or Images

All objects (such as images) or text can have a frame before it is placed on the page. Or they can be placed directly on the page and a frame will be created for it. To create a frame, choose the **Rectangle** (or ellipse or polygon) **Frame Tool** or the **Rectangle Tool**. The frame tools place a big X inside the frame. If you are using the frame as a placeholder to fill later, the big X sometimes is a good visual indicator that there is something missing. However either tool can make a frame. Once the frame is created, choose **File > Place**. If the frame is selected the image you select will automatically be placed into that frame. Select Show Import Options to give you control over how the file is imported and make sure replace selected item is checked if that is what you want, and then locate and double-click the Word, RTF, or text file. If you want to import text without formatting, select **Remove Styles And Formatting From Text And Tables**. When you're finished, click OK. A loaded text icon appears. Click to flow text.

From the **Toolbox** you can choose the **T** (text icon) and click and drag a text box if you want to place your text in a specific spot on your document. Text can be placed outside the document and then moved into place (copy and paste) within the document and formatted with the **Character** and **Paragraph Control Palette**. With the text tool selected the control palette changes as shown below.

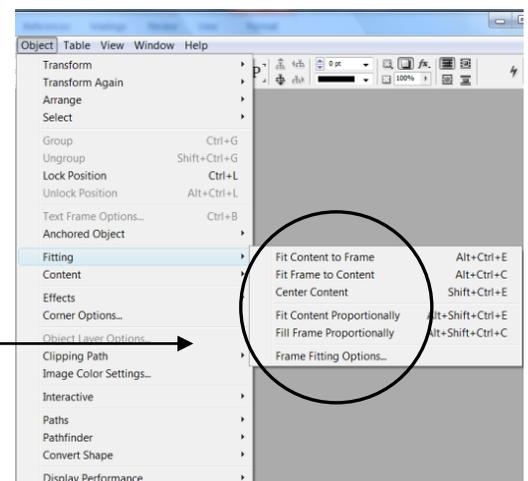
Click on the **A** for text (character) options or the paragraph marker ¶ for paragraph options.



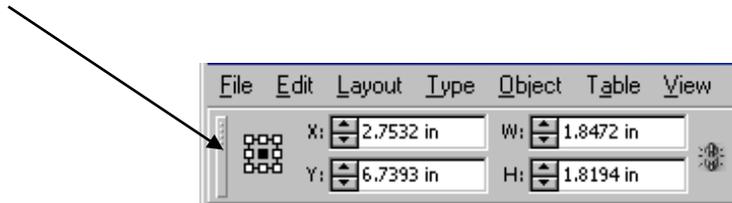
Items in your document actually have two parts, a frame and the item itself. To choose the whole item use the **Selection Tool**, the larger dark arrow in the top left of the toolbox. To choose the item or image use the **Direct Select** tool, the smaller light arrow in the top right of the tool box. Depending on what you choose you can resize the image or the frame. If you resize the frame you may lose part of the image.

To fit the frame to text or image, go to the menu item **Object > Fitting > fit frame to content**.

The selected image has a gold colored outline and the frame has a blue outline. To select the whole frame and not just a point, double click on the frame.



To place text boxes or image in a specific spot numerically, use the placement text boxes on the **Control Palette**. Click the small white square to have the specific reference point. In other-words, if you want to locate based on the top left of the frame click on the top left small white square. The sample below is basing the location on the center of the object.



To create new text frames, click the loaded text icon on the page, or drag across the area where you want the text frame to appear. If a plus sign appears in the frame's out port, it means that not all the text fits in the frame. To place the rest of this overset text, select the frame using the Selection tool, click the out port, and then create another text frame.

Here are some tips for flowing text:

- To create frames one by one, without having to click the out port, hold down Alt when you click or drag the loaded text icon.
- To flow all text into the document, shift-click the loaded text icon. InDesign creates additional frames and pages as needed. If you hold down Shift+Alt when you click, InDesign flows the text only to the end of the last page, without creating extra pages.
- When you hold the loaded text icon over an existing frame, parentheses appear around the icon. Click to flow the text into the existing frame, replacing any existing content.
- When placing text or images, watch the cursor. If there are parentheses in the cursor, then the item will be placed within the frame. If there are no parentheses it will create its own frame.

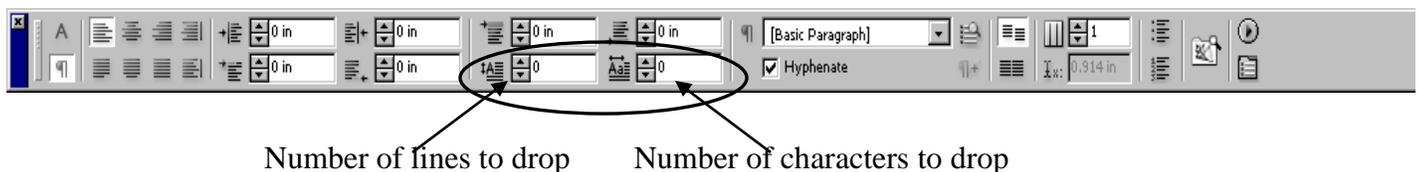
Creating Drop Cap Styles

One time use:

If you want just one drop cap in your document, you can create that by putting your cursor in the paragraph where you want the drop cap and use the paragraph palette to change amount of drop and the number of characters you want dropped.

If you want to change the font or the color you would have to select the drop cap and apply those options with the character side of the control palette and the swatches.

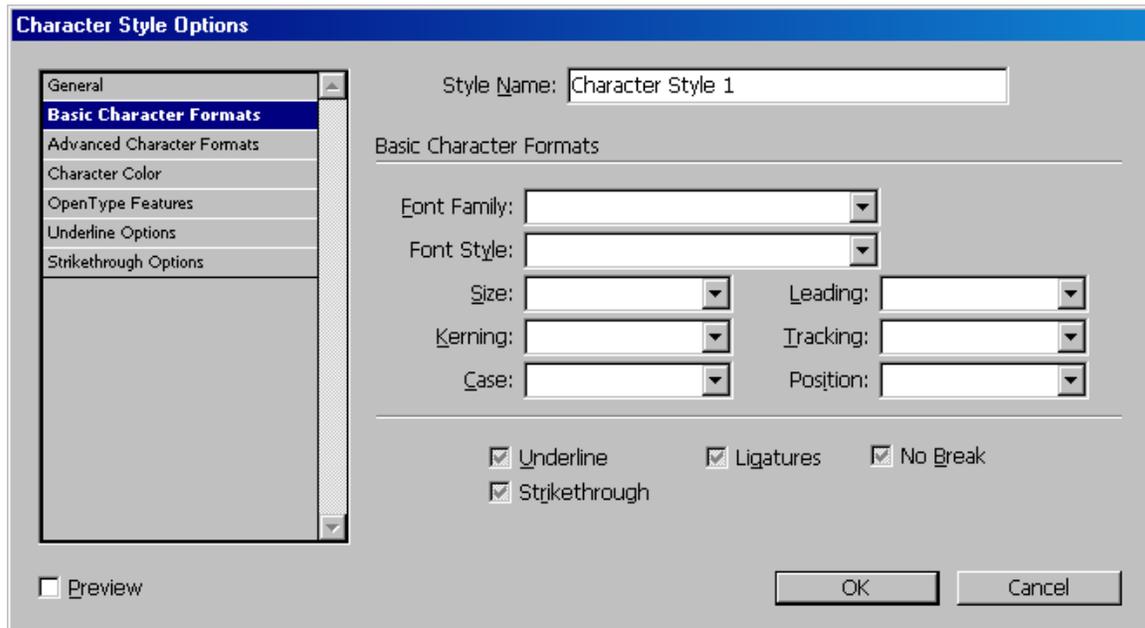
Paragraph section of the control palette



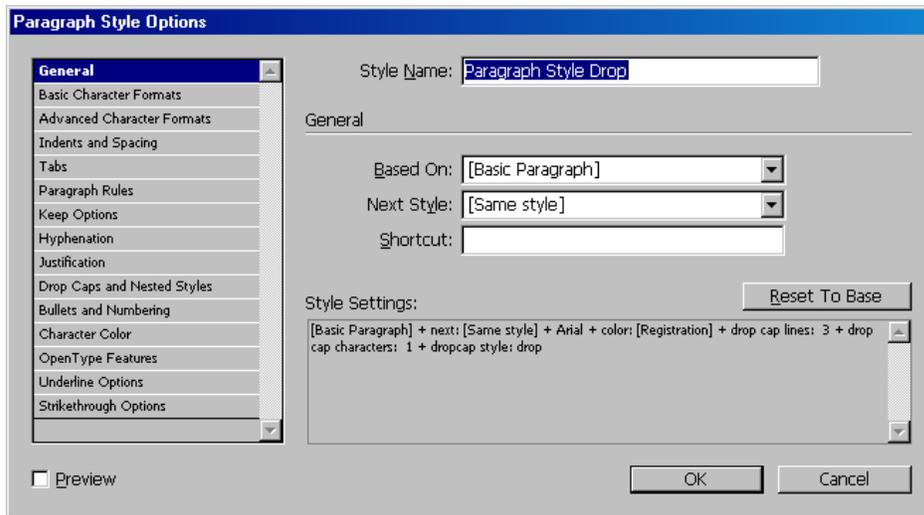
Multiple uses:

If you are going to reuse the same drop cap style multiple times in your document, then you can create a **Paragraph Style** for that and apply that style on the paragraphs where the drop cap is desired.

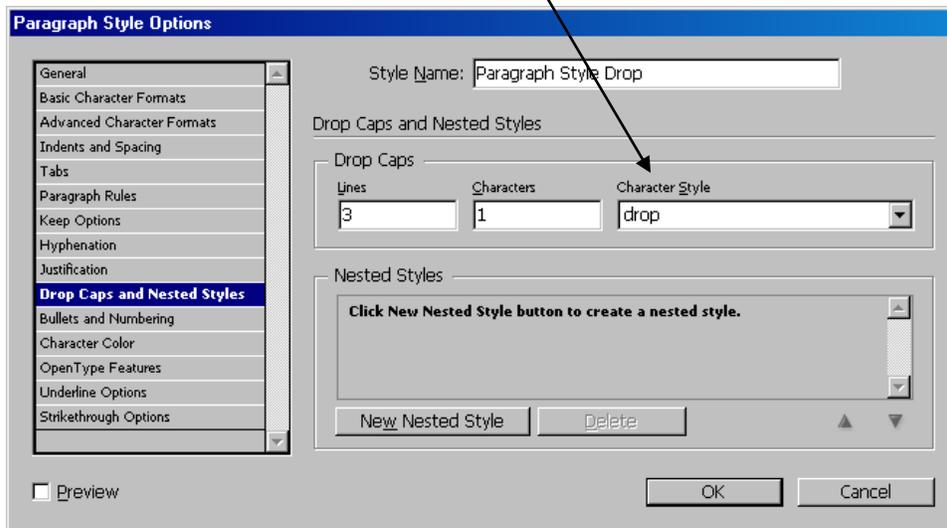
The first step in creating a drop cap style is to decide how you want the drop cap to look. If you want it to look different (color or font for example) create a **Character Style** first. Give it a descriptive name and make all the design changes you want.



Once you have created the **Drop Cap Character Style** created, then you create a **paragraph style** and include the Drop Cap style in that paragraph style. Create a descriptive name for the paragraph style and choose the design options you want.



Then choose the category **Drop Caps and Nested Styles**. Fill in the number of lines to have the character drop, and the number of characters you want to drop. If you want the drop cap to have a different look than the rest of the paragraph, choose the style you previously created in the **Character Style** drop down.



Once you have the Drop Cap Paragraph style created click your cursor within the paragraph where you want the Drop Cap located and then click in the Paragraph Styles palette on the drop cap paragraph style you just created. Click in each paragraph where you want the initial drop cap and click the drop cap paragraph style to apply the style.