



Adobe® InDesign® CS6

CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS

Adobe® InDesign® CS6

CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

Adobe® InDesign® CS6 Classroom in a Book®

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EBOOK READERS: FIND YOUR LESSON FILES

Throughout this title you will see references to lesson or resource files on a disc. Please note that these files are available to eBook readers via high-speed download. Please [click here](#) to go to the last page in this eBook for the download location and instructions.

Adobe InDesign CS6 Classroom in a Book includes the lesson files that you'll need to complete the exercises in this book, as well as other content to help you learn more about Adobe *InDesign* CS6 and use it with greater efficiency and ease. The diagram below represents the contents of the lesson files directory, which should help you locate the files you need.



Lesson files

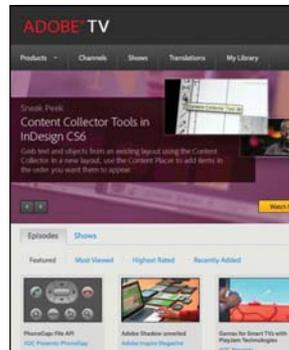
Each lesson has its own folder inside the Lessons folder. You will need to download these lesson folders to your hard drive before you can begin each lesson.

Name
▶ Lesson01
▶ Lesson02
▶ Lesson03
▶ Lesson04
▶ Lesson05
▶ Lesson06
▶ Lesson07
▶ Lesson08
▶ Lesson09
▶ Lesson10
▶ Lesson11
▶ Lesson12



Online resources

Links to Adobe Community Help, product Help and Support pages, Adobe certification programs, Adobe TV, and other useful online resources can be found inside a handy HTML file. Just open it in your Web browser and click on the links, including a special link to this book's product page where you can access updates and bonus material.



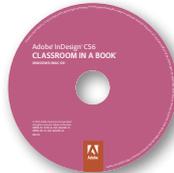
Adobe Press

ADOBE PRESS Find information about other Adobe Press titles, covering the full spectrum of Adobe products, in the Online Resources file.



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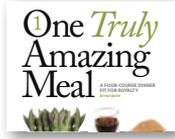
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GETTING STARTED

Welcome to Adobe® InDesign® CS6, a powerful design and production application that offers precision, control, and seamless integration with other Adobe professional graphics software. Using InDesign, you can produce professional-quality, full-color documents on high-volume color printing presses, or print to a range of output devices, such as desktop printers and high-resolution imaging devices, or export to a range of formats including PDF and EPUB.

Writers, artists, designers, and publishers can communicate to a broader audience than ever before and through an unprecedented variety of media. InDesign supports this with its seamless integration with other Creative Suite 6 components.

About Classroom in a Book

Adobe InDesign CS6 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software with the support of Adobe product experts.

The lessons are designed so that you can learn at your own pace. If you're new to Adobe InDesign CS6, you'll master the fundamentals and learn to put the software to work for you. If you've already been using Adobe InDesign CS6, you'll find that Classroom in a Book teaches many advanced features, including tips and techniques for using the latest version of InDesign.

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

Prerequisites

Before beginning to use Adobe InDesign CS6 Classroom in a Book, you should have a working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your operating system.

Installing the software

Before you begin using Adobe InDesign CS6 Classroom in a Book, make sure that your system is set up correctly and that you've installed the proper software and hardware.

The Adobe InDesign CS6 software is not included on the Classroom in a Book CD; you must purchase the software separately. For complete instructions on installing the software, see the Adobe InDesign CS6 Read Me provided with the software or on the web at www.adobe.com/support.

Classroom in a Book fonts

The Classroom in a Book lesson files use fonts that are installed with Adobe InDesign CS6. These fonts are installed in the following locations:

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

For more information about fonts and installation, see the Adobe InDesign CS6 Read Me included with your product.

Copying the Classroom in a Book files

Your purchase of the *Adobe InDesign CS6 Classroom in a Book* entitles you to access the project files shown in the book. If you purchased the physical book, the lesson files are on the accompanying CD-ROM. Readers who purchase an ebook version can download the files from the Internet by going to the link provided in the ebook. (See the ebook for further instructions.) Each lesson has its own folder; you must copy the folders onto your hard disk to complete the lessons. To save room on your disk, you can install only the folder necessary for each lesson as you need it, and remove it when you're done.

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

- 1 Do one of the following:
 - Insert the *Adobe InDesign CS6 Classroom in a Book* CD into your CD-ROM drive.
 - Access the download site for the electronic edition of the *Adobe InDesign CS6 Classroom in a Book*.
- 2 Create a folder on your hard drive and name it **InDesignCIB**.
- 3 Do one of the following:
 - Copy or download the Lessons folder into the InDesignCIB folder.
 - Copy or download only the single lesson folder you need into the InDesignCIB folder.

Saving and restoring the InDesign Defaults file

The InDesign Defaults file stores program preferences and default settings, such as tool settings and the default unit of measurement. To ensure that the preferences and default settings of your Adobe InDesign CS6 program match those used in this book, you should move the current InDesign Defaults file to a different location before you begin working on the lessons. When you have finished the book, you can return the saved InDesign Defaults file to its original folder, which restores the preferences and default settings used before you started working on the lessons.

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

- 1 Quit Adobe InDesign CS6.
- 2 Locate the InDesign Defaults file.
 - In Windows Vista and Windows 7, the InDesign Defaults file is located in the C:\Users\username\AppData\Roaming\Adobe\InDesign\Version 8.0\en_US folder. (In Windows XP, the InDesign Defaults file is located in Documents and Settings\Username\Application Data\Adobe\InDesign\Version 8.0\en_US folder.)
 - In Mac OS, the InDesign Defaults file is located in /Users/Username/Library/Preferences/Adobe InDesign/Version 8.0/en_US folder.
- 3 Drag the InDesign Defaults file to another folder on your hard drive.

When you launch Adobe InDesign CS6 after moving the InDesign Defaults file to another folder, a new InDesign Defaults file is automatically created, and all preferences and defaults are reset to their original factory settings.

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

- 1 Quit Adobe InDesign CS6.
- 2 Locate your saved InDesign Defaults file, drag it back into its original folder, and replace the current InDesign Defaults file.

● **Note:** On Windows Vista and Windows 7, if the AppData folder is hidden, choose Folder And Search Options from the Organize menu, click View tab, and then Show Hidden Files, Folders And Drives. Click OK to close the Folder Options dialog box and save any changes

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

● **Note:** In Mac OS X 10.7 and later, the Library folder is hidden. To access this folder, choose Go > Go To Folder from the Finder menu. Type ~/Library in the Go To The Folder box and then Click Go.

Additional resources

Adobe InDesign CS6 Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, please refer to these resources:

Adobe Community Help: Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products.

To access Community Help: To invoke Help, press F1 or choose Help > InDesign Help.

Adobe content is updated based on community feedback and contributions. You can add comments to both content or forums (including links to web content), publish your own content using Community Publishing, or contribute Cookbook recipes. Find out how to contribute at www.adobe.com/community/publishing/download.html.

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

Adobe InDesign Help and Support: <http://helpx.adobe.com/indesign.html> is where you can find and browse Help and Support content on adobe.com.

Adobe Forums: forums.adobe.com lets you tap into peer-to-peer discussions, as well as questions and answers about Adobe products.

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

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

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

Resources for educators: www.adobe.com/education offers a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

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

Adobe InDesign CS6 product home page: www.adobe.com/products/InDesign.

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

Adobe certification

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

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

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

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

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

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

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

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

Checking for updates

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

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

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2

GETTING TO KNOW INDESIGN

Lesson Overview

In this quick tour, you'll get an overview of the key features of InDesign, including:

- Using Adobe Bridge to access files.
- Checking on potential production issues with the Preflight panel.
- Viewing and navigating a document.
- Typing and styling text.
- Importing text and threading text frames.
- Importing, cropping, and moving graphics.
- Working with objects.
- Automating formatting with paragraph, character, and object styles.
- Previewing a document in Presentation mode.



This lesson will take approximately 60 minutes.

EAT

J We like food. We like to know where it's from, who made it, and what's in it. Our mission is to showcase our local talent: both in the kitchen and off the farm. Whether it's at the market, on the street, or at the table, enjoy what our local artisans have to share. Let's eat.



EAT HEALTHY,
EAT LOCAL!

Not Your Average Street Food

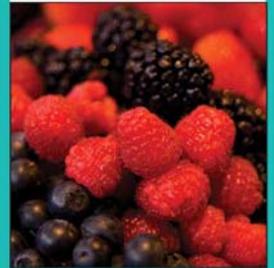
Schnitzel. Crème brûlée. Normally, you wouldn't expect to find these dishes on the nearest street corner, but the **gourmet chefs** of Meridien have hit the streets. The locations and routes of the food trucks can change at a moment's notice, so be sure to follow their news feeds!

Official Edible City Walking Tour

Let one of our Urban Foragers show you the variety of **edible plants** that go unnoticed by the average urbanite. Finish the tour with a salad made from your find.

The Local Farmer's Market

Eat healthy! Eat local! That's our mantra. Visit the nearest farmer's market to find local produce and meat grown and raised within 100 miles of the city.



FOLLOW THE TRUCK!

@thegreasecart

@WaffleTruck

@ShawarmaKings

@cupcakecaravan

@theTacoGuy

The building blocks of an InDesign layout are objects, text, and graphics. Layout aids such as guides help with size and placement, and styles let you format page elements automatically.

Getting started

The document for this lesson is a city guide designed for both print and interactive use. As you will see in this lesson, the building blocks of an InDesign document are the same, regardless of the output media. You will view all the pages in this document and then finish one spread.

● **Note:** If you have not already copied the resource files for this lesson onto your hard disk from the Adobe InDesign CS6 Classroom in a Book CD, do so now. See “Copying the Classroom in a Book files” on page 2.

- 1 To ensure that the preference and default settings of your Adobe InDesign program match those used in this lesson, move the InDesign Defaults file to a different folder following the procedure in “Saving and restoring the InDesign Defaults file” on page 3.
- 2 Start Adobe InDesign CS6. When the Welcome screen appears, close it.
- 3 To ensure that the panels and menu commands match those used in this lesson, choose Window > Workspace > [Advanced] and then choose Window > Workspace > Reset Advanced.
- 4 Click the Go To Bridge button () in the Application bar at the top of the document window.



- 5 In the Folders panel in Adobe Bridge CS6, locate and click the Lesson_02 folder, located inside the Lessons folder within the InDesignCIB folder on your hard drive.
- 6 In the Content panel, in the middle of the Adobe Bridge window, click the 02_End.indd file. The Metadata panel to the right displays details about the 02_End.indd file.



By scrolling through the Metadata panel, you can view information about the selected document, including colors, fonts, version of InDesign used to create it, and more. You can scale the preview thumbnails in the Content panel by using the Thumbnail slider at the bottom of the Adobe Bridge window.

- 7 Double-click the 02_End.indd file in Adobe Bridge to open it.
- 8 Choose Layout > Go To Page. Enter **8** and click OK. Choose View > Fit Spread In Window to center the spread. This is what the page you will be working on will look like when you complete this lesson.



- 9 Scroll through the document to see all the pages. You can leave this file open to act as a guide or choose File > Close to close it.

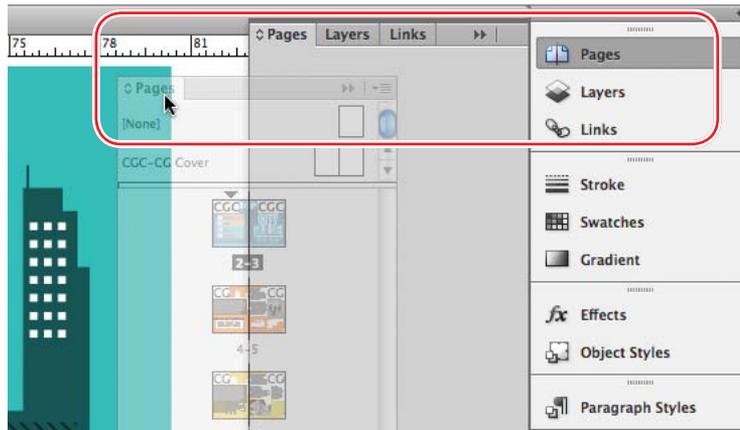
Viewing the lesson document

Before you start working on the incomplete pages of the city guide, you'll take a look at all the pages to see how they're designed.

- 1 Adobe Bridge remains open until you exit it. Return to Adobe Bridge and double-click the 02_Start.indd file.
- 2 Choose File > Save As. Type the new name, **02_City.indd**, in the Save As dialog box. Leave the file type as an InDesign CS6 document and save it in the Lesson_02 folder.
- 3 Click the Pages panel icon (📄) in the dock at right to view the Pages panel.

► **Tip:** Feel free to move and rearrange panels in this lesson as needed. For information on managing panels, see Chapter 1.

- 4 Drag the Pages panel tab to the left, out of the panel group. You can now reposition and resize the Pages panel as necessary.



► **Tip:** By default, facing-page documents always start on a right-facing page. To start a document on a left-facing page, select the first page in the Pages panel and then choose **Numbering & Section Options** from the panel menu. Enter **2** (or another even number) in the **Start Page Numbering At** box and click **OK**.

As you can see, the lesson document starts on a left-facing page—page 2. This is a common setup for booklets and documents displayed onscreen.

- 5 In the Pages panel, scroll to the bottom to see the last spread in the document. Double-click the numbers 12–13 below the page icons to display this spread in the document window.
- 6 Use the Pages panel to display each page in the document by trying the following methods:
 - Double-click the numbers below the page icons in the Pages panel to display the full spread in the document window.
 - Double-click an individual page icon in the Pages panel to center that page in the document window.
 - To center a spread in the window, double-click the Hand tool (☞), in the Tools panel.

You can also navigate a document using the Hand tool, scroll bars, commands such as **Next Page** or **Previous Spread** in the **Layout** menu, the **Page Up** and **Page Down** keys on your keyboard, and the buttons in the lower-left corner of the document window.

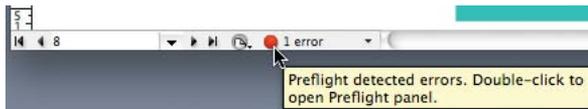


Preflighting as you work

In publishing, preflighting is the process of ensuring that a document is created properly for its intended output. For example, preflighting can ensure that colors are set up properly for a specific printing process. Live Preflight lets you monitor documents as you create them to prevent potential output problems from occurring.

You can create or import production rules (called profiles) against which to check your documents. The default profile supplied with InDesign flags issues such as missing fonts and overset text (text that does not fit in its text frame).

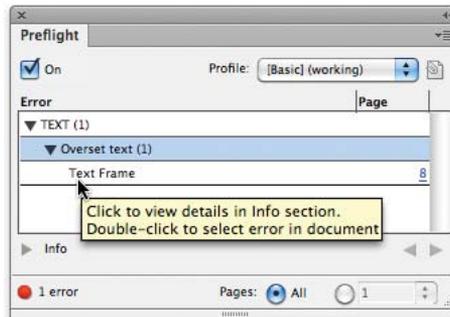
- 1 Choose Window > Output > Preflight to open the Preflight panel. Or, double-click the Preflight button in the lower-left corner of the document window.



Using the [Basic] preflight profile, InDesign finds one error, as indicated by the red Preflight icon in the lower-left corner of the Preflight panel. According to the Error list in the Preflight panel, the problem is Text.

- 2 To view the error, double-click Text. Then double-click Overset Text for details.
- 3 Double-click Text Frame to select the problem text frame on page 8.

Overset text is indicated by a red plus sign (+) in the frame's output (the small square just above the lower-right corner of the frame). Overset text is a common problem during layout because as paragraph styles change and objects are moved and resized, text can accidentally get cut off. In this case, you will resize the frame to fit all the text.



- 4 Using the Selection tool (N), drag the handle at the bottom of the text frame down until the text fits. Click the pasteboard to deselect the text frame.



- 5 Choose File > Save to save your work so far.

Tip: If InDesign detects any preflighting issues as you work—for example, if text is overset—the error is reported in the lower-left corner of the document window. To continually check your work and view details on issues, leave the Preflight panel open.

Note: To precisely match the final document, release the mouse button when the frame height is H:15p5.6.

Viewing guides

Now that you've fixed the overset text problem, you will start experimenting with layout aids, including different view modes. Currently, the document is displayed in Preview mode, which displays artwork in a standard window, hiding nonprinting elements such as guides, grids, frame edges, and hidden characters. To work on this document, you will view guides and hidden characters (such as spaces and tabs).

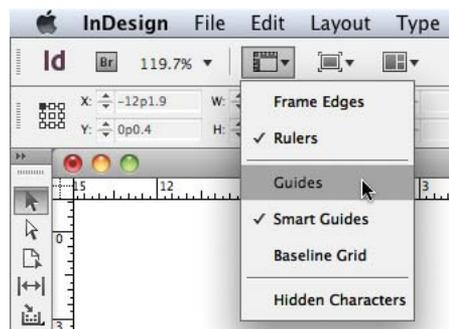
► **Tip:** Other view modes include Bleed (for reviewing the predefined bleed area that extends beyond the page boundaries) and Slug (for displaying the area outside the bleed area that can contain information such as printer instructions or job sign-off information).

- 1 Click and hold down the Mode button (🖼️) at the bottom of the Tools panel, and choose Presentation (🖨️) from the menu.



In Presentation mode, the InDesign interface is hidden entirely, and the document fills the whole screen. This mode works well for presenting design ideas to clients on a laptop. You can navigate the pages of the layout using the arrow keys on your keyboard.

- 2 Press Escape to exit Presentation mode. Then, choose Normal (🖼️) from the Mode menu. In Normal mode, the layout aids you select will display.
- 3 In the Application bar, click the View Options menu (🔍) and select Guides. Be sure Guides is checked in the menu. You can also choose View > Grids & Guides > Show Guides.



When guides are displayed, it's easy to place text and objects with precision, including automatically snapping them into place. The guides do not print and do not limit the print or export area.

- 4 From the same View Options menu, choose Hidden Characters. You can also choose Type > Show Hidden Characters.

Displaying hidden (nonprinting) characters, such as tabs, spaces, and paragraph returns, helps you precisely select and style text. In general, it's a good idea to show hidden characters whenever you are editing or styling text.

Adding text

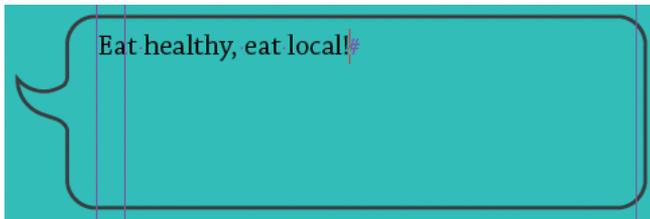
With InDesign CS6, text is usually contained by a text frame, but it can also be contained in table cells and flowing along paths. You can type text directly into a text frame or import text files from word-processing programs. When importing text files, you can add the text to existing frames or create frames to contain the text. If text doesn't fit within the same frame, you can "thread," or link, the text frames.

Typing and styling text

You're ready to start working on the incomplete spread of the city guide. First, you'll type text in a text frame shaped like a "speech balloon" on page 8. Then, you will style the text and adjust its placement within the frame.

- 1 If necessary, scroll to page 8.
- 2 Select the Type tool (T), and click in the speech balloon at the bottom of page 8.
- 3 Type **Eat healthy, eat local!**

► **Tip:** You can also click and drag the Text tool to create new text frames.



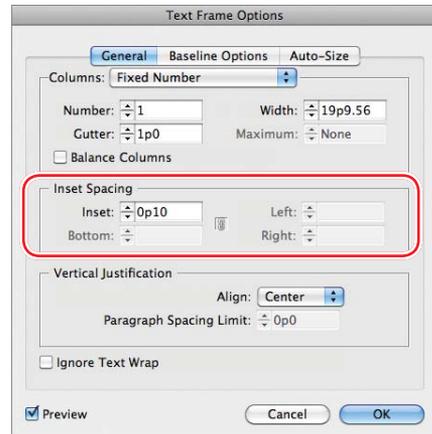
- 4 With the insertion point still in the text, choose Edit > Select All.
- 5 In the Control panel, click the Character Formatting Controls icon (A) and do the following:
 - From the Font Family menu, choose Letter Gothic Std, then choose Bold from the submenu.
 - Type 28 in the Font Size box to the right of the Font Family menu.
 - Type 28 in the Leading box under the Font Size box.
 - Click the All Caps button (TT) to the right of the Font Size box.

► **Tip:** Using the Type tool, you can select individual words and characters for formatting, as you would with word-processing software.



● **Note:** For rectangular text frames, you can specify the inset from each side of the box; for irregular-shaped frames, you can only specify one inset value.

- 6 Click on the pasteboard to deselect the text.
To better position the text within the frame, you can specify an inset value.
- 7 With the balloon-shaped text frame still selected, choose Object > Text Frame Options.
- 8 In the Inset Spacing section, type **p10** in the Inset box.
- 9 Select the Preview box in the lower-left corner, to see the change, and then click OK.
- 10 Choose File > Save to save your work.



Importing and flowing text

► **Tip:** In many publishing environments, including marketing and advertising, the text is referred to as “copy,” which is why the writers and editors are called “copywriters” and “copy editors.”

In most publishing workflows, writers and editors use word processors. When the text is close to final, they send the files to graphic designers. To complete the EAT page of the city guide, you will import a Microsoft Word file into a white text frame on page 9 using the Place command. You will then link the first text frame to the other two white frames using a process called “threading.”

- 1 Scroll to the right to view page 9. Make sure that no objects are selected by choosing Edit > Deselect All or clicking a blank area of the pasteboard.
- 2 Choose File > Place. At the bottom of the Place dialog box, make sure that Show Import Options is not selected.
- 3 Navigate to the Lesson_02 folder, in the Lessons folder, and double-click the Eat.docx file.

The pointer changes to a loaded text icon (☞). You'll add this text to the white text frame in the upper-left corner of page 9.

- 4 Position the loaded text icon in the white text frame in the upper-left corner, then click.



► **Tip:** With a loaded text icon, you have several choices. You can drag to create a new text frame, click inside an existing frame, or click to create a new text frame within a column.

The text in the Word file fills the frame, but it doesn't all fit. A red plus sign (+) in the out port of the frame indicates overset text. In this case, the writer provided a subhead and a paragraph for each of the three white text frames. You will thread these text frames so the text flows through them.

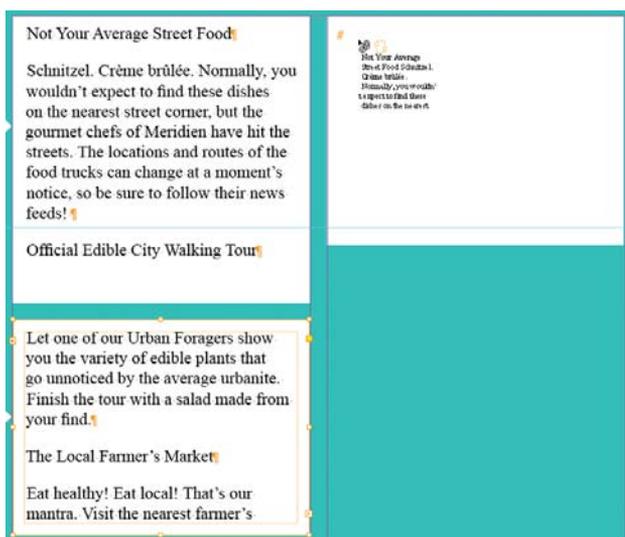
► **Tip:** You can link overset text to an existing frame, create a new frame into which the overset text flows, or expand the size of the frame so that the text is no longer overset.

- 5 Using the Selection tool (⌘), select the text frame that now contains the text.
- 6 Click the out port in the lower-right corner of the selected frame. The pointer becomes a loaded text icon. Click in the text frame immediately below.



- 7 Repeat the process in step 6 to thread the selected frame to the empty frame in the upper-right corner of the page.

At this point, all the text fits in the three frames. Once you apply paragraph styles, a heading and paragraph will fit perfectly in each frame.



- 8 Choose File > Save.

Working with styles

► **Tip:** A paragraph style can include embedded styles for the beginning of a paragraph and for lines within a paragraph. This automates common paragraph formatting, such as starting a paragraph with a drop cap followed by all capital letters on the first line.

Now you'll try out styles to see how using them lets you quickly and consistently format text and objects and—more important—easily make global changes by simply editing the style. Most documents benefit from using paragraph, character, and object styles:

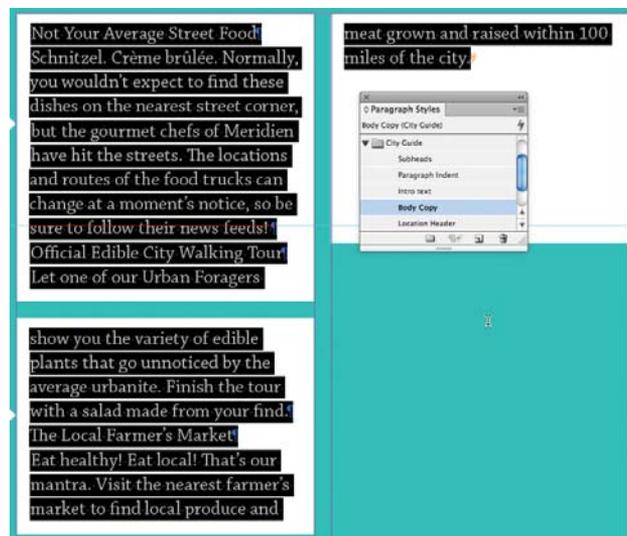
- A paragraph style includes formatting attributes that apply to all the text in a paragraph. You can select a paragraph by simply clicking in it.
- A character style includes only character attributes, making it useful for formatting selected words and phrases in a paragraph.
- An object style lets you apply formatting—such as fill and stroke color, stroke and corner effects, transparency, drop shadows, feathering, text frame options, and text wrap—to selected objects.

Applying paragraph styles

Since the city guide is almost finished, all the paragraph styles you need are already created. You will first apply the Body Copy style to all the text in the three threaded text frames, and then you will apply the Location Header style to the box headings.

- 1 Using the Type tool (T), click in one of the three white text frames containing the newly imported text.
- 2 Choose Edit > Select All to select all the text in the threaded frames.
- 3 Choose Type > Paragraph Styles to display the Paragraph Styles panel.
- 4 In the Paragraph Styles panel, click the triangle next to the City Guide style group folder to open it. Then, click Body Copy to format the entire story with the Body Copy style.

► **Tip:** All the text in a series of threaded text frames is called a story.

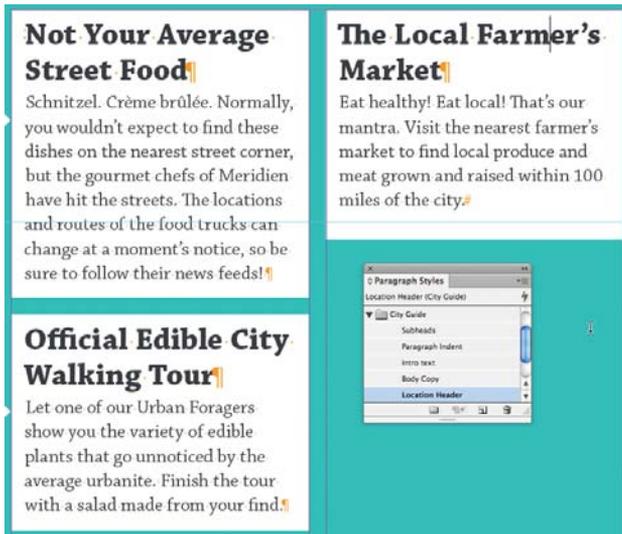


- 5 Click a blank area of the pasteboard to deselect all the text.
- 6 Using the Type tool, click in the first line of text in the story: “Not Your Average Street Food.”

As you can see from the hidden character (the paragraph return) at the end of the line, this line is actually its own paragraph. Therefore, it can be formatted with a paragraph style. This is the advantage of showing hidden characters while styling text.

- 7 Click the Location Header style in the Paragraph Styles panel.
- 8 Repeat steps 6 and 7 for the two other box headings: “Official Edible City Walking Tour” and “The Local Farmer’s Market.”

► **Tip:** Remember that as you work, you can tear off panels, resize them, and move them to suit your needs. The configuration of your panels is largely dependent on the amount of screen space available. Many InDesign users have a second monitor for managing panels.



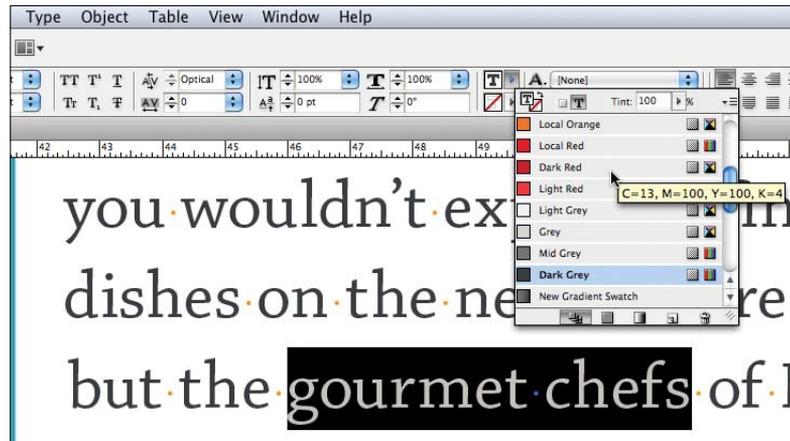
- 9 Choose File > Save.

Formatting text for the character style

A current design trend is to highlight a few key words in a paragraph to draw readers into the story. For the Eat section, you will style a few words to make them “pop” and then create a character style based on those words. You can then quickly apply the character style to other selected words.

- 1 Using the Zoom tool (Q), zoom in on the first text frame on page 9. This frame contains the head “Not Your Average Street Food.”
- 2 Using the Type tool (T), select the words “gourmet chefs,” in the fourth line of the body copy.

- 3 In the Control panel, click the Character Formatting Controls icon (⌘). Click the arrow next to the Fill menu and choose Dark Red.



- 4 Display the Type Style menu on the far left side of the Control panel. Select Bold Italic, leaving the font as Chaparral Pro.
- 5 Click once to deselect the text and view your changes.



- 6 Choose File > Save.

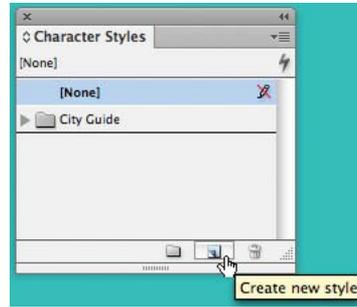
Creating and applying a character style

Now that you have formatted the text, you are ready to create a character style based on that formatting.

- 1 Using the Type tool (T), select the words “gourmet chefs” again.
- 2 Choose Type > Character Styles to display the Character Styles panel.

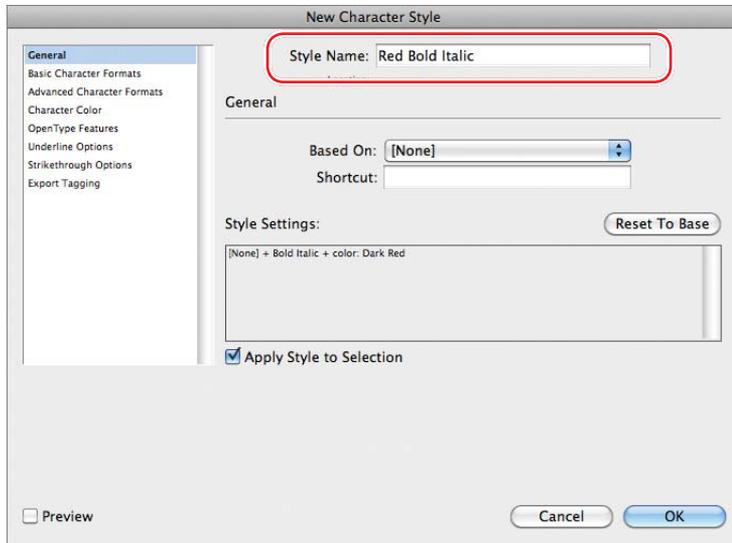
- 3 Hold down the Alt (Windows) or Option (Mac OS) key and click the Create New Style button, at the bottom of the Character Styles panel.

A new character style named Character Style 1 is created, as shown in the New Character Style dialog box. This new style includes the characteristics of the selected text, as indicated in the Style Settings area of the dialog box.



Note: Pressing Option or Alt while you click the Create New Style button opens the Character Style Options dialog box so you can immediately name the style. This feature works in the Paragraph Styles and Object Styles panels as well.

- 4 In the Style Name box, type **Red Bold Italic**.
- 5 At the bottom of the New Character Style dialog box, select Apply Style To Selection and then click OK.



You will now move the new character style into alphabetical position within the City Guide style group folder. The ability to group styles in this way helps you keep templates organized.

- 6 In the Character Styles panel, click the triangle next to the City Guide style group folder to open it. Drag and drop the Red Bold Italic style into the City Guide style group after the Pop-up Location style.



► **Tip:** You can also apply paragraph and character styles from the Control panel.

► **Tip:** Typesetters generally apply the same style to any punctuation following the styled word.

- 7 Scroll down to view the “Official Edible City Walking Tour” text frame.
- 8 Using the Type tool (T), select the words “edible plants.” Click Red Bold Italic in the Character Styles panel.

Because you applied a character style instead of a paragraph style, the formatting affected only the selected text, not the entire paragraph.

- 9 Repeat step 8 to apply Red Bold Italic to “Eat healthy! Eat local!” in the “Local Farmer’s Market” text frame.



- 10 Choose File > Save.

Working with graphics

To complete the Eat spread of the city guide, you'll import, resize, and position a graphic. Graphics used in InDesign documents are placed inside frames. You can use the Selection tool (⌘) to resize the frame and to position the graphic within the frame. You will learn more about working with graphics in Chapter 10, “Importing and Modifying Graphics.”

► **Tip:** You can place a graphic into a selected frame or create a frame for the graphic. You can also drag graphic files from the desktop or from the Mini Bridge panel (Window menu) onto an InDesign page or pasteboard.

- 1 Choose View > Fit Page In Window. If necessary, scroll to view all of page 9. You will position the graphic below the “Local Farmer’s Market” text frame.
- 2 Make sure that no objects are selected by choosing Edit > Deselect All.
- 3 Choose File > Place. In the Place dialog box, make sure that Show Import Options is not selected.
- 4 Navigate to the Lesson_02 folder in the Lessons folder, and double-click the Berries.psd file.

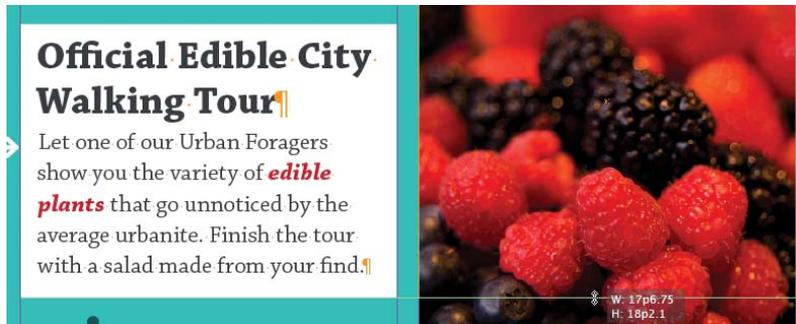
The loaded graphics icon (🖼️) displays a preview of the graphic. If you click on the page, InDesign will create a graphics frame for you and place the graphic in it at full size. In this case, however, you will create a graphics frame to contain this graphic.

- 5 Position the loaded graphics icon at the intersection of the two guides under the text frame in the second column as shown.



- 6 Drag down and to the right to create a frame that spans the column width. The length of the graphics frame is determined automatically by the graphic's proportions.
- 7 Using the Selection tool (V), select the middle handle at the bottom of the graphics frame and drag it up. Align the bottom of the graphics frame with the bottom of the text frame to its left. Resizing the graphics frame essentially crops the graphic.

► **Tip:** When you create a picture frame for a graphic, the graphic is automatically scaled to the frame. You can use the scaling controls on the Control panel to precisely adjust the graphic size. You will learn more about that in Chapter 10.



- 8 Still using the Selection tool, position the pointer over the graphic to display the content grabber, which looks like a doughnut. Click the content grabber to select the graphic, then drag to position the berries within the frame as you please.
- 9 Choose File > Save.

Working with objects

The building blocks of InDesign pages are objects—text frames, graphics frames, rules (lines), tables, and more. In general, you move and resize objects with the Selection tool. Objects can have a fill (background) color and a stroke (outline or frame) weight and color. You can move objects around freely, snap them to other objects, or place them with precision according to guides or values. In addition, you can resize and scale objects and specify how text wraps around them. You will learn more about objects in Chapter 4, “Working with Objects.” Here, you will experiment with a few object commands.

Wrapping text around an object

To see text wrap in action, you will drag an InDesign object from the pasteboard on top of a text frame.

- 1 Scroll to the left to view page 8 and part of its pasteboard (the work area surrounding the page).
- 2 Using the Selection tool (⌘), click the worm graphic, which consists of grouped InDesign objects.
- 3 Drag the worm to the text frame that starts with “We like food.” Position the worm anywhere, noticing that the object obscures any text under it.
- 4 Drag the object so the left edge is roughly aligned with the left margin and the top is roughly aligned with the capital “W” in the first line of text. The exact placement is not crucial.
- 5 Choose Window > Text Wrap. In the Text Wrap panel, click the third button from the left side (⌘).
- 6 Click Make All Settings The Same (⌘) in the center of the Text Wrap panel. This deselects the option and lets you enter different values for each side of the object.
- 7 Type **p6** into the Right Offset box and press Enter or Return. Close the Text Wrap panel.

● **Note:** If the pasteboard is gray and you don't see the graphic, choose View > Screen Mode > Normal.

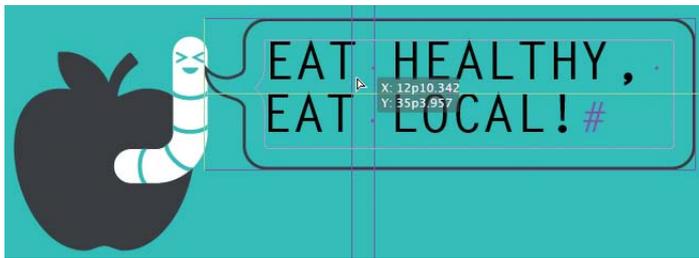


- 8 Now that you have wrapped the text around the object, the text in the frame is overset. Using the Selection tool (⌘), resize the text frame.
- 9 Choose File > Save.

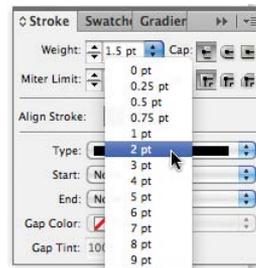
Moving an object and changing the stroke

When an object is selected with the Selection tool, you can drag it around to move it and you can change its formatting. Here, you will move the speech bubble at the bottom of the page so the words appear to be coming out of the worm's mouth. You will then change the stroke weight and color.

- 1 Scroll to the bottom of page 8.
- 2 Using the Selection tool (⌘), select the speech bubble text frame.
- 3 Point at the text frame to display the mover pointer (↔), and then drag the frame down and to the left as shown.



- 4 With the text frame still selected, click the Stroke panel icon at right. In the Stroke panel, choose 2 pt from the Weight menu.
- 5 With the text frame still selected, click the Swatches panel icon at right.
- 6 Click the Stroke box (□) at the top of the panel. Selecting the Stroke box causes the selected text frame's border to be affected by the color you select.
- 7 Select Dark Red. You may need to scroll down to see it.



► **Tip:** InDesign CS6 provides many options for moving selected objects, including dragging them, “nudging” them with the arrow keys, and entering precise placement values in the X and Y fields on the Control panel.

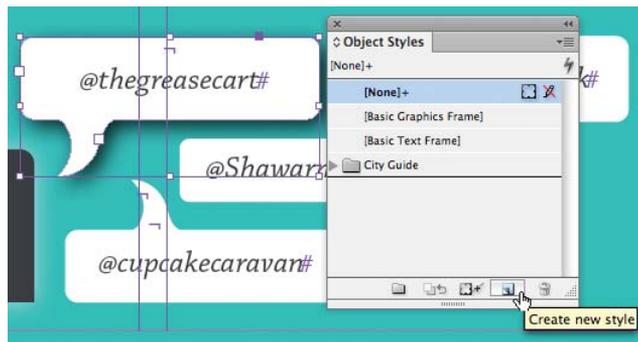
- 8 Click the pasteboard to deselect all objects.
- 9 Choose File > Save.

Working with object styles

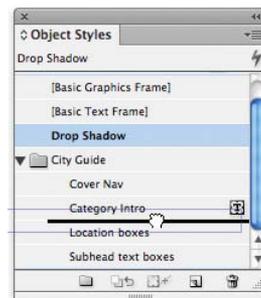
As with paragraph and character styles, you can quickly and consistently format objects by saving attributes as styles. In this exercise, you will create an object style from a formatted object and then apply the style to other objects on the page.

- 1 Scroll to the right to view the white speech bubbles on page 9.
- 2 Using the Selection tool (⌘), click the text frame containing “@thegreasecart.” This text frame has a drop shadow.
- 3 Choose Window > Styles > Object Styles to display the Object Styles panel.
- 4 In the Object Styles panel, hold down the Alt (Windows) or Option (Mac OS) key and click the Create New Style button at the bottom of the panel.

● **Note:** If you do not press Option or Alt while you click the Create New Style button, InDesign creates a new style in the Object Styles panel. You will need to double-click the style to name it.



- 5 In the New Object Style dialog box, type **Drop Shadow** in the Style Name box.
- 6 Select Apply Style To Selection and click OK.
- 7 Drag and drop the Drop Shadow style into the City Guide style group after the Category Intro style.
- 8 Using the Selection tool, click to select another one of the text frames shaped like a speech bubble. Hold down the Shift key and then click the remaining three speech bubble objects to add them to the selection.



- 9 Click Drop Shadow in the Object Styles panel.



- 10 Choose File > Save.
- 11 Choose View > Fit Spread In Window.
- 12 Choose Preview (⏏) from the Screen Mode menu in the Application bar.
- 13 Press Tab to temporarily hide all panels.



Congratulations! You've completed the InDesign tour.

Exploring on your own

To learn more about InDesign, you may want to try the following in the city guide layout:

- Change the text formatting with options in the Control panel or the Paragraph and Character panels (Type menu).
- Apply different paragraph and character styles to text.
- Move and resize objects and graphics.
- Apply different object styles to objects.
- Double-click a paragraph, character, or object style and change its formatting. Notice how the change affects the text or objects to which the style is applied.
- Choose Help > InDesign Help to explore the help system.
- Go through the lessons in the rest of this book.

Review questions

- 1 How can you tell if an aspect of a layout will cause output problems?
- 2 What tool allows you to create text frames?
- 3 What tool allows you to thread text frames?
- 4 What symbol indicates that a text frame has more text than it can hold—that is, overset text?
- 5 What tool allows you to move both frames and graphics within frames?
- 6 What panel provides options for modifying selected frames, graphics, or text?

Review answers

- 1 The Preflight panel reports errors when something in the layout does not comply with the selected preflight profile. For example, if the preflight profile specifies CMYK output and you import an RGB graphic, an error is reported. Preflight errors are also reported in the lower-left corner of the document window.
- 2 You create text frames with the Type tool.
- 3 You thread text frames with the Selection tool.
- 4 A red plus sign in the lower-right corner of a text frame indicates overset text.
- 5 The Selection tool lets you drag a frame to move it or move a graphic around within a frame.
- 6 The Control panel provides options for modifying the current selection: characters, paragraphs, graphics, frames, tables, and more.

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