

INTRO TO ADVANCED INDESIGN

see naomigraphics.com/indesign for more links and all these links active

Adobe InDesign I will cover the basic logic of the InDesign program, now we will work more indepth overall workings of the program. See how the Library and book features work. More indepth with style sheet, hidden and hard to find treasures. Using the find and replace with more depth. Also with work with tables and forms. Also working with the panels.

By design Indesign is similar to that of all Creative Suite 5 programs. You have a Menu Bar on top, the Tools and the Panels. Panels are little windows which have specialized functions, e.g., you have one that handles colors, one that handles paragraphs, one that handles pages, etc. By default, there is a special Panel just under the Menu Bar called Control Panel. The Control Panel changes depending on what tool you are using or what you are doing while you are working with the different items of your layout.

InDesign 5 for Macintosh and Windows: Visual Quickstart

Sandee Cohen

Paperback - 564 pages

Peachpit Press; ISBN: 987-321-70520-4

InDesign CS6: Visual QuickStart Guide highlights the important new features, as well as covering the ones readers have relied on in previous versions of InDesign. Complete coverage of InDesign CS6's new features includes: tools for easily outputting to various devices such as phones and notebooks, including Alternate Layouts, Liquid Layouts, and new content management tools; linked content tools, too more easily allow repurposing of content; PDF forms creation feature, including extensive library resources; enhanced selection and drawing tools. Users will learn how to create and automate documents, import and style text and objects, manage long documents, export files for a wide variety of purposes, and much more.

<http://www.peachpit.com/articles/article.aspx?p=1761171>

sites that will cover different aspects of Indesign (I don't need to re-invent the wheel)

Ten (Very) Quick Tips for InDesign Users!

<http://www.creativepro.com/article/10-essential-tips-indesign>

InDesign CS Selection, Type, and Line Drawing Tools

http://desktoppub.about.com/od/indesign_tutorials/ss/id_selectdraw_3.htm

Adobe InDesign Tips I Wish I'd Known When Starting Out

<http://www.smashingmagazine.com/2011/03/17/indesign-tips-i-wish-i-d-known-when-starting-out/>

Hidden characters in InDesign - Diane Burns Inc

http://www.dianeburns.com/InDesign_Seminar_Handouts/InDesign_hidden_chars.pdf

InDesign Tips and Tricks

<http://www.fluxconsulting.com/adobe-indesign-tips-tricks/>

<https://layersmagazine.com/14-little-known-indesign-tips.html>

<https://design.tutsplus.com/tutorials/quick-tip-eleven-tricks-that-will-help-your-workflow-in-indesign--vector-4591>

40 brilliant InDesign tutorials

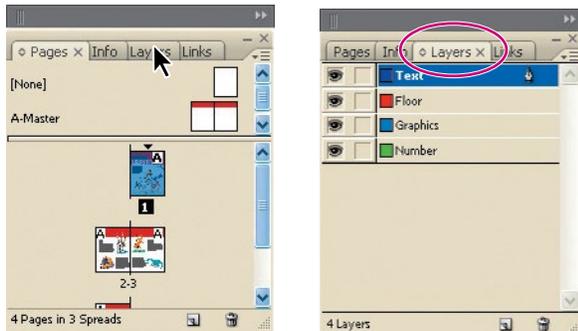
<http://www.creativebloq.com/graphic-design-tips/indesign-tutorials-1232639>

Viewing and arranging panels

Panels provide quick access to commonly used tools and features. InDesign CS3 provides an entirely new way of working with panels, as you will see.

By default, panels appear in stacked groups, which you can reorganize in various ways. Here you'll experiment with hiding, closing, and opening panels.

- 1 Choose Window > Workspace > Default Workspace to reset the panels to their original location.
- 2 Click the double arrow at the top of the dock to expand the dock and display the panels. Click the Layers tab or choose Window > Layers.



To find a hidden panel, choose the panel name on the Window menu. If the panel name already has a check mark, then the panel is already open and in front of any other panels in its panel group. If you choose a checked panel name on the Window menu, the panel will close.

Dock and undock panels

A dock is a collection of panels or panel groups displayed together, generally in a vertical orientation. You dock and undock panels by moving them into and out of a dock.

Note: Docking is not the same as stacking. A stack is a collection of free-floating panels or panel groups, joined top to bottom.

- To dock a panel, drag it by its tab into the dock, at the top, bottom, or in between other panels.
- To dock a panel group, drag it by its title bar (the solid empty bar above the tabs) into the dock.
- To remove a panel or panel group, drag it out of the dock by its tab or title bar. You can drag it into another dock or make it free-floating.

—From InDesign Help

see panels/workspace handout

http://help.adobe.com/en_US/aftereffects/cs/using/WS5421A290-E54C-489f-806F-BCB0C0879136a.html#WSB21CF943-DC86-4f72-8366-F5FBA47629FC

PARAGRAPH AND CHARACTER STYLES

A character style is a collection of character formatting attributes that can be applied to text in a single step. A paragraph style includes both character and paragraph formatting attributes, and can be applied to a paragraph or range of paragraphs. Paragraph styles and character styles are found on separate panels. Paragraph and character styles are sometimes called text styles.

When you change the formatting of a style, all text to which the style has been applied will be updated with the new format.

For a video tutorial on making a paragraph style, see www.adobe.com/go/lrvid4277_id. For a video tutorial on using text styles, see www.adobe.com/go/vid0076.

Thomas Silkjaer provides samples of styles at [Free InDesign Style Template](#).

[Basic Paragraph] styles

By default, each new document contains a [Basic Paragraph] style that is applied to text you type. You can edit this style, but you can't rename or delete it. You can rename and delete styles that you create. You can also select a different default style to apply to text.

Character style attributes

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.

Adobe InDesign-Set Up
Adobe InDesign-Creating a Shape
Adobe InDesign-Importing a Picture
Adobe InDesign-Wrapping Text
Adobe InDesign-Creating Text on a Path
Adobe InDesign-Exporting and Packaging
Adobe InDesign-Page Numbering
Adobe InDesign-Linking Text Boxes
seer: http://sandbox.wcu.edu/?page_id=7517

Next Style

You can automatically apply styles as you type text. If, for example, your document's design calls for the style "body text" to follow a heading style named "heading 1," you can set the Next Style option for "heading 1" to "body text." After you've typed a paragraph styled with "heading 1," pressing Enter or Return starts a new paragraph styled with "body text."

If you use the context menu when applying a style to two or more paragraphs, you can cause the parent style to be applied to the first paragraph and the Next Style to be applied to the additional paragraphs. (See Apply styles.)

To use the Next Style feature, choose a style from the Next Style menu when you're creating or editing a style.

Jeff Witchel provides a video tutorial about using the Next Style feature at [Using the Next Style feature](#).

Styles panel overview

Use the Character Styles panel to create, name, and apply character styles to text within a paragraph; use the Paragraph Styles panel to create, name, and apply paragraph styles to entire paragraphs. Styles are saved with a document and display in the panel each time you open that document.

When you select text or position the insertion point, any style that has been applied to that text is highlighted in either of the Styles panels, unless the style is in a collapsed style group. If you select a range of text that contains multiple styles, no style is highlighted in the Styles panel. If you select a range of text to which multiple styles are applied, the Styles panel displays "(Mixed)."

NESTED STYLES

See Drop cap and nested styles

Create one or more nested styles

Create one or more character styles that you want to use to format text.

Do one of the following:

1. To add nested styles to a paragraph style, double-click the paragraph style, and then click Drop Caps And Nested Styles.

2. To add nested styles to a single paragraph, choose Drop Caps And Nested Styles from the Paragraph panel menu.

Note: For best results, apply nested styles as part of paragraph styles. If you apply nested styles as local overrides to a paragraph, subsequent editing or formatting changes in the nested style can produce unexpected character formatting in the styled text.

3. Click New Nested Style one or more times.

4. Do any of the following for each style, and then click OK:

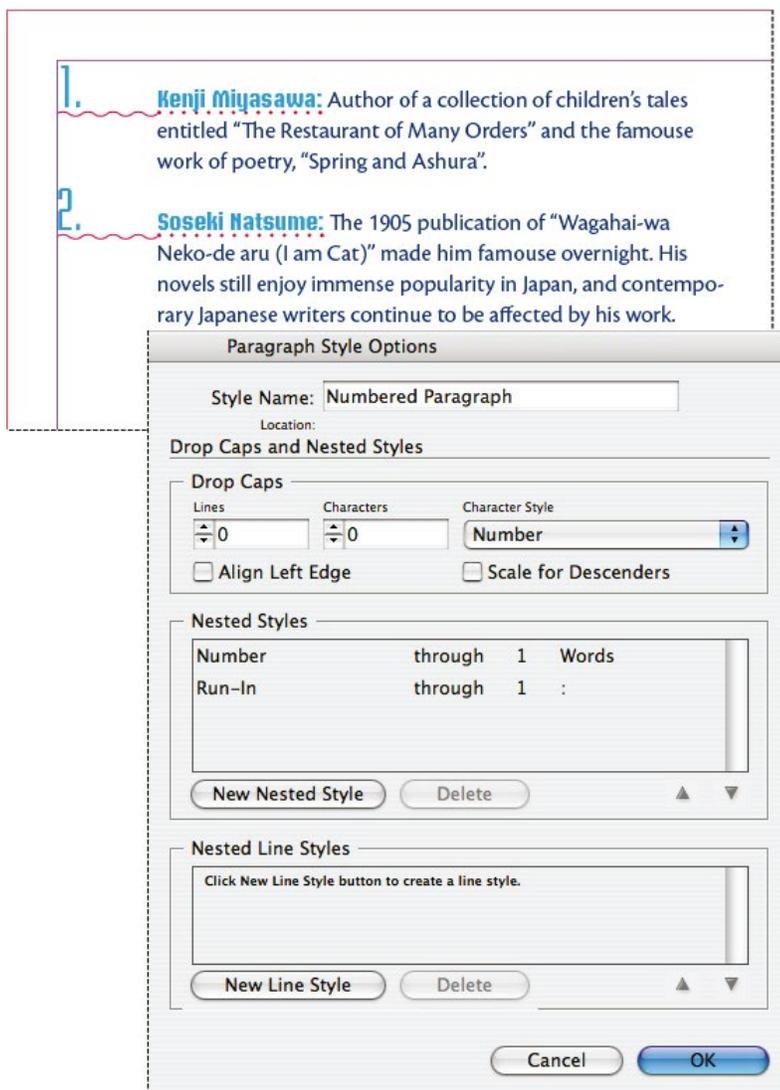
- Click the character style area, and then select a character style to determine the appearance of that section of the paragraph. If you haven't created a character style, choose New Character Style and specify the formatting you want to use.
- Specify the item that ends the character style formatting. You can also type the character, such as a colon (:), or a specific letter or number. You cannot type a word.
- Specify how many instances of the selected item (such as characters, words, or sentences) are required.
- Choose Through or Up To. Choosing Through includes the character that ends the nested style, while choosing Up To formats only those characters that precede this character.
- Select a style and click the up button or down button to change the order of the styles in the list. The order of the styles determines the sequence in which the formatting is applied. The formatting defined by the second style begins where the formatting of the first style concludes. If you apply a character style to the drop cap, the drop-cap character style acts as the first nested style.

This videos tells it all <http://layersmagazine.com/working-with-nested-styles-in-indesign.html>

<http://tv.adobe.com/watch/learn-indesign-cc/creating-nested-styles-2/>

http://help.adobe.com/en_US/indesign/cs/using/WSE33E49F9-94CE-4043-AA51-4761408A63F4a.html

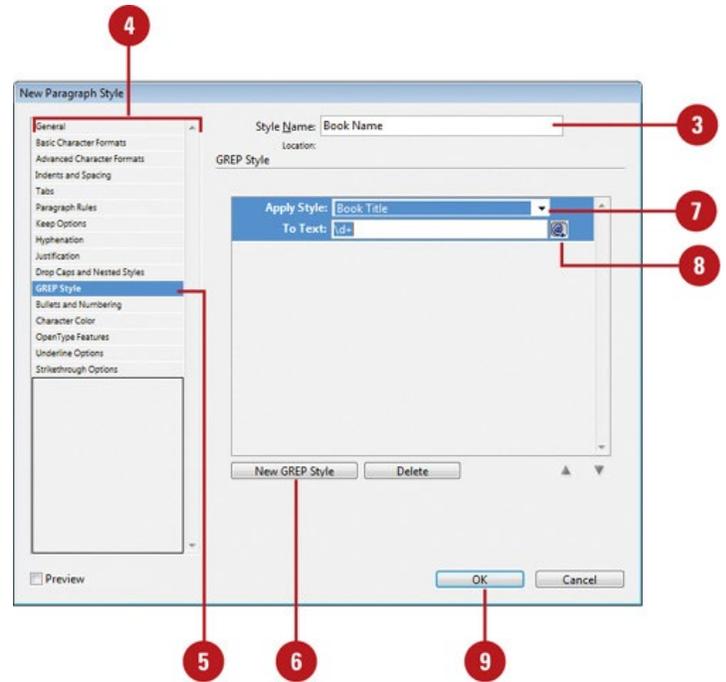
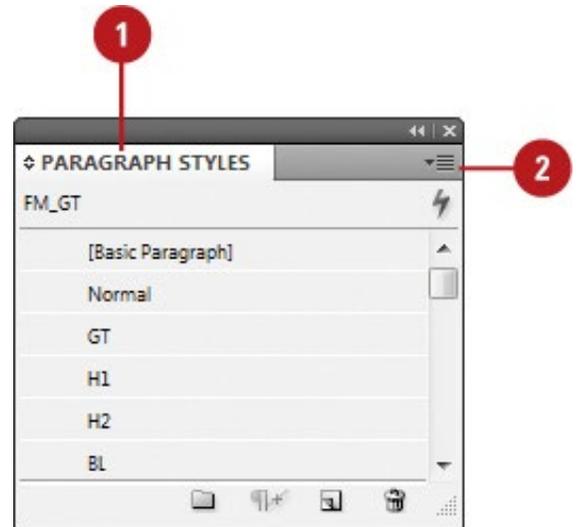
•



CREATING GREP STYLES

A GREG expression is an advanced method for locating text and special characters in a document. GREG (Global Regular Expression Print) is used by the Find/Change dialog box to find and replace text and special characters, such as tabs, ends of paragraphs, white space, variables, and wildcards. You can create a style to apply a character style to text that conforms to a GREG expression. A GREG style is a Character style with a GREG expression. When text matches the GREG expression, the character style is applied to the text. In the GREG Styles and Find/Change dialog boxes (where you can select a character or paragraph style), you can create a style without having to exit the dialog box.

- 1 Select the Paragraph Styles panel.
Click the Type menu, and then click Paragraph Styles.
- 2 Click the Options menu, and then click New Paragraph Style.
To add a GREG expression to an existing style, select the style, click the Options menu, and then click Style Options.
- 3 Enter a name for the style.
- 4 Select each category to set text attributes.
- 5 Select the GREG Style category.
- 6 Click New GREG Style.
- 7 Click to the right of Apply Style, and then select a character style or click New Character Style to create one.
- 8 Click to the right of To Text, and then enter a search expression or click the Special Character For Search icon to the right to display a menu. Choose options from the Locations, Repeat, Match, Modifiers, and Posix submenus to help construct the GREG expression.
- 9 Click OK.



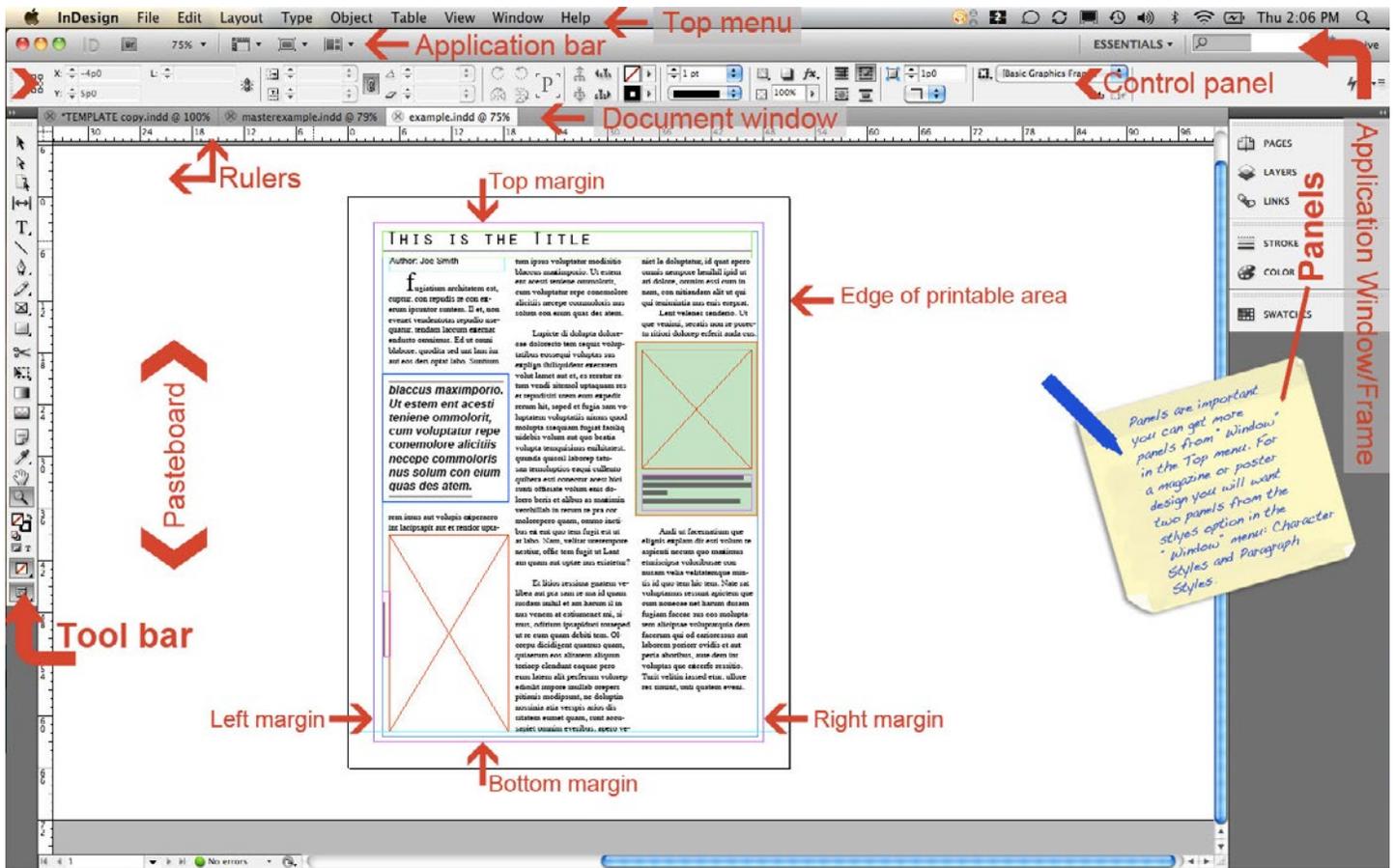
GREP STYLE PAGE 414

video: <http://layersmagazine.com/using-grep-styles-in-indesign.html>

<http://vector.tutsplus.com/tutorials/designing/quick-tip-automatic-formatting-using-grep-styles-in-adobe-indesign/>
expressions: <http://www.gskinner.com/RegExr/>

<http://vector.tutsplus.com/tutorials/designing/quick-tip-automatic-formatting-using-grep-styles-in-adobe-indesign/>

WHERE TO FIND WHAT WE WORKING ON IN THE BOOK



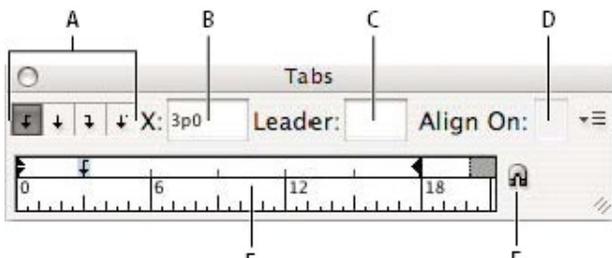
	Find / change	page 364
Tools		page 18
Choosing Panels		page 2
Setting up a document		page 23
Application bar		page 48
Using control panel for text		page 85
Using control panel for object		page 117
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Paragraph styles -		page 392
Character styles		page 396
Object styles		page 415
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page numbering		page 302
Tabs		page 328
Story editor		page 376
Tracking		page 376
text wrap		page 121 / options 241

In Tabs IN THE BOOK- PAGE 325

Tabs position text at specific horizontal locations in a frame. The default tab settings depend on the Horizontal ruler units setting in the Units & Increments preferences dialog box.

Tabs apply to an entire paragraph. The first tab you set deletes all default tab stops to its left. Subsequent tabs delete all default tabs between the tabs you set. You can set left, center, right, and decimal or special-character tabs.

You set tabs using the Tabs dialog box.



Tabs dialog box

A. Tab alignment buttons B. Tab position C. Tab Leader box D. Align On box E. Tab ruler F. Snap above frame

OPEN THE TABS DIALOG BOX

1. Using the Type tool, click in the text frame.
2. Choose Type > Tabs.
3. If the top of the frame is visible, the Tabs dialog box snaps to the current text frame and matches its width to the current column.
4. Align the Tabs dialog box ruler with your text
5. Scroll through your document to display the top of the text frame.
6. Click the magnet icon on the Tabs dialog box. The Tabs dialog box snaps to the top of the column that includes the selection or the insertion point.
7. To the top

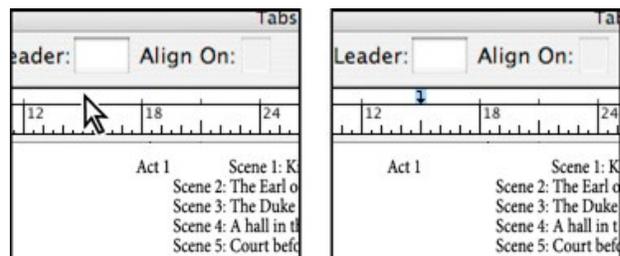
SET TABS

You can set left, center, right, and decimal or special-character tabs. When you use the special-character tab, you can set a tab to align to any character you choose, such as a colon or a dollar sign.

Bob Bringhurst provides an article about various tab and indent effects at [Tabs and Indents Gallery](http://blogs.adobe.com/indesign-docs/2009/09/tabs_and_indents_gallery.html). - "http://blogs.adobe.com/indesign-docs/2009/09/tabs_and_indents_gallery.html" is on my website with link

1. Using the Type tool, click an insertion point in the paragraph.
2. Press the Tab key. Add tabs in the paragraphs where you want to add horizontal space. (You can also add tabs after you create your tab settings.)
3. Choose Type > Tabs to display the Tabs dialog box.
4. To specify which paragraphs will be affected, select a paragraph or a group of paragraphs.
5. For the first tab, click a tab-alignment button (left, right, center, or decimal) in the Tabs dialog box to specify how text will align to the tab's position.
6. Do one of the following:

Click a location on the tab ruler to position a new tab.



Adding a new tab setting

Type a position in the X box and press Enter or Return. If the X value is selected, press the up or down arrow key to increase or decrease the tab value by 1 point, respectively.

For subsequent tabs with different alignments, repeat steps 3 and 4.

FIND/CHANGE IN THE BOOK- PAGE 325

This does more than just find text and change it. The Find/Change dialog box contains tabs that let you specify what you want to find and change.

Find/Change dialog box

A Find/Change tabs B. Find a tab character C. Replace with an em dash D. Search options E. Metacharacters menu

Text Search for and change specific occurrences of characters, words, groups of words, or text formatted a certain way. You can also search for and replace special characters such as symbols, markers, and white space characters. Wildcard options help to broaden your search.

GREP Use advanced, pattern-based search techniques to search for and replace text and formatting.

Glyph Search for and replace glyphs using Unicode or GID/CID values, especially useful to search for and replace glyphs in Asian languages.

Object Search for and replace formatting effects and attributes in objects and frames. For example, you can find objects with a 4-pt stroke and replace the stroke with a drop shadow.

Full explanation see book, or go to:

http://help.adobe.com/en_US/indesign/cs/using/WSFB3603CC-8D84-48d8-9F77-F3E0644CB0B6a.html

youtube: <http://www.youtube.com/watch?v=Bes7VWnSvXI>

GREP PAGE 368

http://www.kahrel.plus.com/indesign/grep_query_manager.html

cheat sheet: <http://www.addedbytes.com/cheat-sheets/regular-expressions-cheat-sheet/>

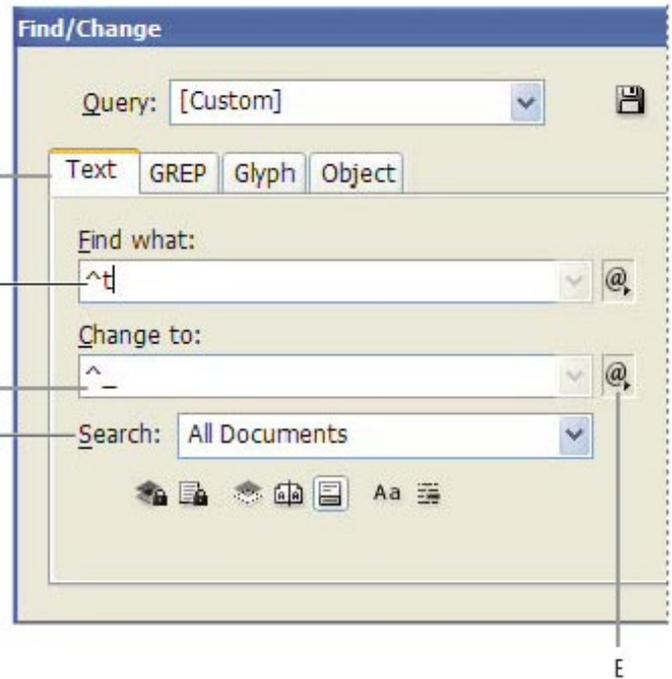
REP in a style sheet: <http://indesignsecrets.com/5-cool-things-you-can-do-with-grep-styles.php>

GREP STYLE PAGE 414

video: <http://layersmagazine.com/using-grep-styles-in-indesign.html>

<http://vector.tutsplus.com/tutorials/designing/quick-tip-automatic-formatting-using-grep-styles-in-adobe-indesign/>

expressions: <http://www.gskinner.com/RegExr/>



CREATING FORMS

Simple forms using tabs (page 324)

Name (tab)

Address (tab)

(tab)

email (tab)

phone (tab)

With rules above.

NAME 6/20, RULE ABOVE

ADDRESS

EMAIL

PHONE

Forms using tables (page 329)

TABLES

<http://www.wikihow.com/Add-Table-in-InDesign>

<http://www.macprovideo.com/hub/indesign/creating-stylish-tables-in-indesign>

<http://indesignsecrets.com/category/secrets/tables>

first row	second row	third row	fourth row	3dea4f8617383751001ea8cb3f-6fd9a.html
this is good	this is better	this is amazing	this is beyond all of it	
what do you think	where do you go	what day is it	yet another thought	

GRAPHICS

Nesting Graphics (PAGE 222)

This is why you would want an image box, within an image box:

1st place an image - in say a round container:

Then paste this in the second container, and size and move to where it is how you would like it



<http://designertoday.com/Tutorials/InDesign/4731/The.Art.of.Nesting.InDesign.Tutorial.aspx>

Nesting (Anchoring) Graphics in text (PAGE 251)

You have two choices for anchoring objects: You can anchor existing objects or you can anchor placeholder objects. To anchor an existing object in text:

Select any object or group using one of the selection tools.

1. Choose Edit > Cut or Edit > Copy.
2. Select the Type tool and click in text to position the insertion point where you want the anchored object.
3. Choose Edit > Paste.
4. By default, the object is anchored Inline, but you can reposition it using the Anchored Object Options dialog box. If the object is larger than surrounding text, it may overlap the text; in that case, you may need to adjust the leading or insert line breaks.



et rectia quaturi busdaepudit omnisi-
tiantur?
Daesequos qui unt quodis int.
Et eat. Upidem ea nobit et perchitaret
lissimus.

Nequidellit quaerehenem exera vo-
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voluptatiis quis autat laturiorum nis quia doloria

Anchoring Placeholder Objects

If you haven't created the object that will be anchored—or if its content is not ready—you can create a rectangular placeholder and anchor it in text. To do this:

1. Select the Type tool and click in text to position the text insertion point.
2. Choose Object > Anchored Object > Insert.
3. In the Object Options area at the top of the Insert Anchored Object dialog box, specify the Content for the object (such as Text or Graphic).
4. Select an Object Style to specify the object's formatting (if you've created any object styles).
5. Select a Paragraph Style for the text it will contain (if the object is a text frame).
6. Enter a Height and Width for the object.
7. You can also specify the position of the anchored object, as discussed in the next section.

<http://designertoday.com/Tutorials/InDesign/4731/The.Art.of.Nesting.InDesign.Tutorial.aspx>

HOW TO LAYOUT A BOOK IN INDESIGN

by David Weedmark, Demand Media

<http://smallbusiness.chron.com/layout-book-indesign-27014.html>

You can use Adobe InDesign to create a professional-looking e-book or a book for print publication. First determine how you want the pages set up for the entire book, then create the layout for the master pages, which act as templates for all the pages of the book so the layout for each type of page is consistent. You can then focus on the layout of each page and add the content.

Creating a Document

- 1 Launch Adobe InDesign. Click the “File” menu, select “New,” then “Document” to open the New Document window.
- 2 Click the “Intent” menu and select “Print” for a print book or “Web” for an e-book. A print book should have “Facing Pages” checked, and an e-book should not.
- 2 Check the “Master Text Frame” option if you plan to use page numbers, footers or headers on each page.
- 4 Click the “Page Size” menu, or use the Height and Width fields to set the page size. Specify your margins for each page in the Margins section.
- 5 Enter a value in the “Number of Pages,” if desired. You can add and remove pages later using the Pages panel.
- 6 Click “OK” to create the document. Note that each page has a black line showing the page size and a blue line showing the margins.

Setting Up the Master Pages

- 1 Click on a “Master” page icon in the Pages panel to make changes to one master page. The master page appears in the main window and acts as a template for the pages of your book. Changes you make to the master affect all pages using that master.
- 2 Click the “Type Tool” in the Toolbox and drag it across the master page to create a text box that is within the margins, to create a header or footer to appear on every page using this master.
- 3 Insert a page number on each page by dragging the text tool in the bottom corner of the master page. Click the “Type” menu, select “Insert Special Character,” then “Auto Page Number.”
- 4 Repeat this process for the second master page if you are using facing pages. Remember to put the page number on the opposite side of a facing page.
- 5 Add additional master pages as needed to create a different layout for first pages of chapters, or pages without page numbers. Click the “New Master” in the Pages panel menu.

Adding Text

- 1 Click the first page in the Page panel to make it appear in the main window. Select the text tool.
- 2 Click the “New Page” icon to add a new page, or drag a master page into the Pages panel. Drag a master page onto any page to change it. To create a blank page, drag the “None” master onto the page.
- 3 Click the first page of the book in the Pages panel. Drag the Text tool across the page where you want the text to appear within the margins.
- 4 Type or paste the text of your book into the text box. If there is too much text to fit on the page, use the Selection tool to click the “+” sign that appears on the bottom right corner of the text box, then click the text box in the next page. The text flows into the next page.

quickstart on line:

<http://my.safaribooksonline.com/book/graphic-design/9780133006070/10dot-pages-and-books/ch10sec1lev12>

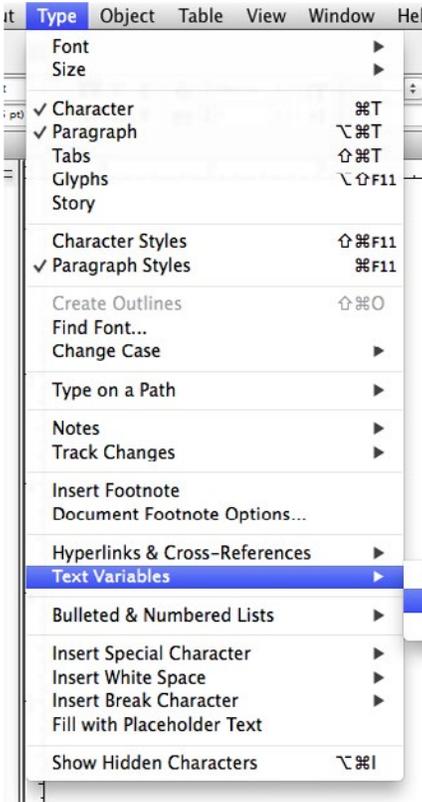
<http://www.youtube.com/watch?v=GY16m7QcFj4>

<http://www.computerarts.co.uk/tutorials/design-and-lay-out-book-indesign?page=1>

<http://www.computorcompanion.com/LPMArticle.asp?ID=304>

<http://profesorazii.blogspot.com/2009/06/q-how-to-make-book-in-indesign-ans-with.html>

HARD TO REMEMBER

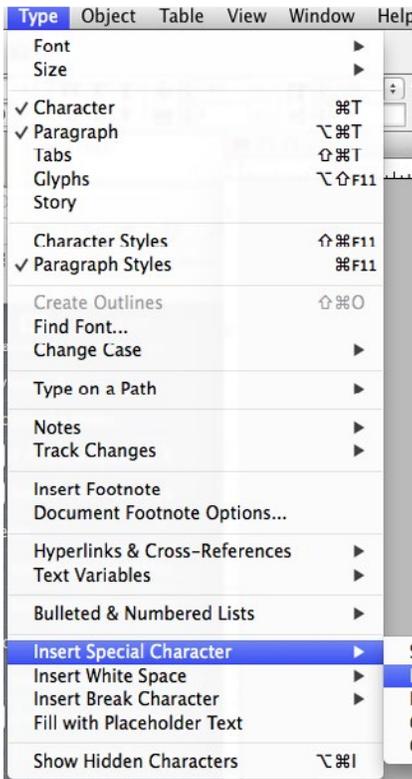


TEXT VARIABLES

1. If you want to create text variables for use in all new documents you create, close all documents. Otherwise, the text variables you create appear only in the current document.
2. Choose Type > Text Variables > Define.
3. Click New, or select an existing variable and click Edit.
4. Type a name for the variable, such as “Full Chapter” or “Running Title.”
5. From the Type menu, choose a variable type, specify the options for that type, and then click OK.

Different options are available depending on the variable type you select.

<http://vector.tutsplus.com/tutorials/designing/quick-tip-how-to-make-running-headers-in-adobe-indesign/>



MARKERS

Current page

Be in a text box, and click Current page

Next Page/Previous Page

Same as above..BUT the text with the next page/previous page, must overlap the text box on that page

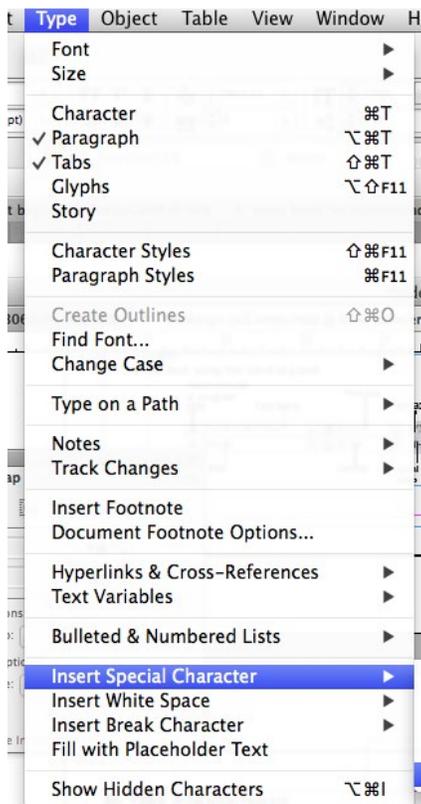
<http://www.aaronzalonis.com/page-numbering-and-section-markers-in-indesign/>

<http://indesignsecrets.com/free-guide-to-indesign-special-characters.php-really-useful>

video

<http://dbdaishu.com/design/index.php/page-layout/141-indesign-cs6-page-numbers-section-markers-and-table-of-contents>

http://help.adobe.com/en_US/indesign/cs/using/WSa285fff53dea4f-8617383751001ea8cb3f-7111a.html#WSa285fff53dea4f8617383751001ea8cb3f-710ca



SPECIAL CHARACTERS

Tab

instead of using the tab key you can use this (this will automatically be a left tab)

Tab indent right

Is a tab that goes to the end of the box. VERY USEFUL when you might change the size of the box, the tab will still go the where ever the end of the box is.

Indent to Here

If you suing quotes or a character and then text, and you want all the text indented after the quote

end Nested Styles

if using nested styles (will talk about htis) can end it where you mark or in a style sheet

Non Joiner

If you don't what a a glyph of two letters you want them as seperate letters like: fl would just fl

SET TABS
You can set left, center, right, and decimal or special-character tabs. When you use the special-character tab, you can set a tab to align to any character you choose.

TOC

Create a TOC style

1. Choose Layout > Table Of Contents Styles.
2. Click New.
3. Type a name for the TOC style you are creating.
4. In the Title box, type a title for your TOC (such as Contents or List of Figures). This title will appear at the top of the table of contents. To specify a title style, choose a style from the Style menu.
5. From the Other Styles list, select the paragraph styles that represent content you want to include in the table of contents, then click Add to add them to the Include Paragraph Styles list.
6. Specify options to determine how each paragraph style is formatted. (See Options for formatting a table of contents.)
7. Import TOC styles from another document
8. Choose Layout > Table Of Contents Styles.
9. Click Load, select the InDesign file containing the TOC styles you want to copy, and then click Open.
10. Click OK.Next Page/Previous Page

Same as above..BUT the text with the next page/previous page, must over lap the text box on that page

<http://www.macprovideo.com/hub/indesign/creating-a-stylish-table-of-contents-in-indesign>

video: <http://layersmagazine.com/easy-table-of-contents-creation-in-adobe-indesign.html>

<http://dbdaishu.com/design/index.php/page-layout/141-indesign-cs6-page-numbers-section-markers-and-table-of-contents>

