

Index

Note to the Reader: Throughout this index **boldfaced** page numbers indicate primary discussions of a topic.

A

- action buttons, 9
- Add Anchor Point tool, 34, 155
- Add Documents dialog, 380
- Adobe Illustrator
 - copying images to, 286–287
 - swatches from, 331
- Adobe PDF
 - Advanced panel, 367
 - Compression panel, 364
 - embedding in
 - hyperlinks, 370–371
 - movies and sound, 372–373
 - General panel, 362–363
 - Marks and Bleed panel, 365
 - Output panel, 366
 - presets, 116
 - Security panel, 368
 - Summary panel, 369
- Advanced panel
 - Adobe PDF, 367
 - for printing, 357
- Advanced Type Preferences panel, 101
- Align palette, 71
- Align To Baseline Grid option, 141
- aligning
 - baseline grids, 141
 - cell data, 315
 - objects, 196
 - paragraphs, 241–242
 - strokes, 167–168
 - tab stops, 258
 - text on paths, 305
- Allow Object-Level Display Settings option, 292
- anchor points, 34
- anchored objects, 158–159
- anti-aliasing options, 110
- Appearance of Black Preferences panel, 112
- Apply buttons, 54

- applying
 - blend modes, 335
 - corner effects, 174
 - custom strokes, 171
 - gradients, 48
 - hyphenation, 251–252
 - justification, 253–254
 - keep options, 246–247
 - master pages, 134, 136
 - paths
 - compound, 175
 - Photoshop clipping, 293–294
 - styles
 - character, 265
 - gap color to open strokes, 172–173
 - nested, 269
 - object, 271–272
 - paragraph, 266–267
 - parent-child, 268
 - stroked path start and end, 169–170
- arranging
 - objects, 192
 - pages, 128–129
- ASCII text, 216–217
- Assignments palette, 127
- attributes, undefined, 263
- Attributes palette, 60
- auto-kerning, 232
- Auto Leading feature, 236
- Auto Page Number character, 138
- Autocorrect feature, 109, 224
- Automatic Text Flow, 219
- Automation palettes, 61–62

B

- backward saving, 126
- baselines
 - grids for
 - aligning, 141
 - options for, 104

- shift in, 237
 - for text frames, 210–211
- Basic Graphics Frames, 272
- Basic Text Frames, 145, 272
- behaviors for buttons, 49
- Bevel corner effects, 174
- black preferences, 112
- Bleed mode, 54
- blend modes
 - applying, 335
 - in printing, 75
- Book Page Numbering Options dialog, 382
- Book palette, 95
- Bookmarks palette, 66
- books, 379
 - exporting, 388
 - files for, 380
 - indexes, 385–387
 - page numbering, 382
 - preflighting and printing, 388
 - synchronizing chapters, 381
 - tables of contents, 383–384
- borders for tables, 319–320
- Bridge application, 116, 123
- Bring Forward option, 192
- Bring To Front option, 192
- bullets, 255–256
- buttons, 9–10
 - formatting, 54
 - Reset, 108
- Buttons tool, 49

C

- case, changing, 222
- cells in tables
 - merging, 313
 - overset text in, 308
 - spacing and alignment in, 315
 - splitting, 314
- Centered tab stops, 257
- chapters, synchronizing, 381
- Character palette, 88
- Character Style Options dialog, 264–265
- Character Styles palette, 88–89
- characters
 - hidden, 224
 - scaling, 234
 - space between, 233, 236–237
 - special, 259–260
 - styles for, 88–89, 264–265
- check boxes, 8
- check spelling
 - Autocorrect feature, 109
 - text, 223–224
- child pages
 - creating and applying, 136
 - styles for, 268
- circles, 41
- clipping paths
 - InDesign, 295–296
 - Photoshop, 293–294
- closing paths, 155–156
- CMYK options for soft proofing, 328
- collapsing palette windows, 57–58
- color, 325
 - blend modes, 335
 - Color Picture, 53
 - converting spot to process, 332
 - drop shadows, 336–337
 - feathering, 338
 - filling with, 160
 - gap, 172–173
 - grids, 142
 - for imported graphics, 327
 - importing, 333
 - in libraries, 331
 - mixed-ink swatches and groups, 329–330
 - opacity level, 334
 - preflighting, 344
 - sampling, 46
 - settings for, 326
 - soft proofing, 328
 - Story Editor Display Preferences for, 110
 - in styles, 270
 - Swatches palette for, 83–84
 - text, 162–163, 166
 - transparent TIFFs, 339
- Color Burn blend mode, 335
- Color Dodge blend mode, 335
- Color Management panel, 356
- Color Palette, 63
- Color Picture, 53
- Color Settings dialog, 326
- column guides
 - adjusting, 140
 - preferences for, 105
- columns
 - layout for, 204
 - in tables
 - adding, 310–311
 - deleting, 312
 - resizing, 316–318

combining text with images. *See* images
 commands, menu, 12
 Composition Preferences panel, 102
 compound paths, 175
 Compression panel, 364
 configuring plug-ins, 117
 constraining
 frames, 32
 gradients, 48
 images, 149
 contextual menus, 6–7
 Control bar
 controls on, 29–31
 for tables, 311–312
 control handles for curves, 153
 Convert Direction Point tool, 34, 155
 converting
 clipping paths to frames, 294
 document pages to master pages, 133
 point direction, 155
 rows into headers and footers, 323
 spot colors to process, 332
 text
 to outlines, 302
 to tables, 307–308
 Copy PDF To Clipboard option, 287
 copying/pasting
 drop shadows, 337
 images to Adobe Illustrator, 286–287
 master pages, 132
 objects, 194–195
 text, 214
 text formatting, 240
 corner effects, 174
 Create New Page control, 128
 Create Packer Folder dialog, 346
 cropping images, 33, 282
 CS documents, 123
 cursor preferences, 110
 curves, 153
 custom shapes
 drawing, 153
 Pathfinder for, 176
 custom soft proofing, 328
 custom strokes, 171
 Customize Proof Condition dialog, 328
 customizing workspace, 59
 cutting paths, 50, 155–156

D

Darken blend mode, 335
 Dash stroke style, 171

data fields, 5, 8–9
 Data Merge palette, 61
 Decimal tab stops, 257
 default formatting, 263
 default object styles, 272
 default stroke settings, 39
 default workspaces, restoring, 59
 Delete Anchor Point tool, 34, 155
 deleting
 bookmarks, 66
 master pages, 135, 201
 objects, 201
 pages, 129
 points for paths and frames, 155
 rows and columns, 312
 styles, 275
 tab stops, 257
 text on paths, 305
 workspaces, 59
 deselecting
 with Direction Selection tool, 33
 with Selection tool, 32
 diagonal lines in cells, 321
 dialogs in menus, 12
 dictionaries
 editing, 225
 with foreign languages, 226
 preferences for, 106–107
 Dictionary Preferences panel, 106–107
 Difference blend mode, 335
 Diffused feathering option, 338
 Direct Selection tool
 vs. Selection tool, 148–149
 working with, 33
 discretionary hyphens, 252
 Discretionary Ligatures glyph subset, 259
 Display Performance option, 24
 Display Performance Preferences panel, 111
 display settings
 object-level, 292
 parameters for, 111
 distributing objects, 197–198
 docking palettes, 57–58
 Document CMYK option, 328
 Document Page Numbering Options dialog, 382
 Document Presets dialog, 114, 121
 document windows, 4
 documents, 119
 baseline grid alignment, 141
 grids, snapping to, 142
 margin and column guides in, 140
 multipage spreads in, 130

- opening
 - InDesign, 122–123
 - PageMaker and QuarkXPress, 124
- page numbers in sections, 138
- pages
 - adding, 128
 - arranging, 128–129
 - deleting, 129
 - master. *See* master pages
 - targeting vs. selecting pages, 131
- presets for, 114, 121
- printing. *See* printing
- ruler guides in, 139
- saving, 125–127
- starting, 120
- Dotted stroke style, 171
- drag-and-drop text editing, 239
- dragging for tables, 311
- drawing
 - custom shapes, 153
 - freeform shapes, 154
 - rectangles, ellipses, and polygons, 152
- drop caps, 245
- drop-down menus, 7
- drop-down sliders, 9
- drop shadows
 - adding, 336–337
 - in styles, 270
- duplicating
 - drop shadows, 337
 - master pages, 132
 - objects, 194–195
- Dynamic Spelling feature, 223

E

- edges, frame, 40
- Edit Glyph Set dialog, 260
- Edit menu, 16–17
- editing
 - dictionaries, 225
 - drag-and-drop, 239
 - frames, 155–156
 - headers and footers, 323
 - links, 290
 - paths, 155–156
 - clipping, 293–296
 - compound, 175
 - type on, 303–305
 - presets, 114
 - shortcuts, 118
 - with Story Editor, 221

- styles, 273–274
- text wraps, 298–301
- effects
 - corner, 174
 - glow, 168
 - text on paths, 304–305
- Ellipse frames, 40, 144
- ellipses, drawing, 152
- embedding
 - images, 291
 - in PDFs
 - hyperlinks, 370–371
 - movies and sound, 372–373
- end marks, libraries for, 199
- end stroked path styles, 169–170
- EPS
 - exporting to, 374–375
 - importing from, 281
- EPS Import Options dialog, 281
- Erase tool, 38
- Excel tables, 324
- Exclusion blend mode, 335
- Export dialog, 126
- Export EPS dialog, 374
- Export XML dialog, 377
- exporting, 361
 - as Adobe PDF
 - Advanced panel, 367
 - Compression panel, 364
 - General panel, 362–363
 - Marks and Bleed panel, 365
 - Output panel, 366
 - Security panel, 368
 - Summary panel, 369
 - blacks, 112
 - books, 388
 - as EPS, 374–375
 - as JPEG, 376
 - PDFS
 - hyperlinks, 370–371
 - movies and sound in, 372–373
 - as XML, 377–378
- external plug-ins
 - configuring, 117
 - preflighting, 345
- Eyedropper tool, 46

F

- Fancy corner effects, 174
- Fast Display setting, 292
- feathering, 338

- fields, data, 5, 8–9
 - File Handling Preferences panel, 113
 - File menu, 14–15
 - files
 - for books, 380
 - merging, 61
 - Fill control with Color Palette, 63
 - Fill Frame Proportionally option, 279
 - Fill swatch, 53
 - fills
 - gradients for, 161
 - placeholder text for, 220
 - solid and transparent colors for, 160
 - in styles, 270
 - for tables, 320–321
 - for text, 162–163
 - Find Font dialog, 228
 - finding
 - library items, 200
 - missing fonts, 228
 - text, 229–230
 - first line indents, 243–244
 - flattener, transparency, 75, 359
 - Flattener Preview palette, 75
 - flexibility, line, 39
 - flipping objects, 184–185
 - flowing text, 219
 - fonts
 - Glyphs palette, 89
 - missing, 228
 - Open Type, 227, 260
 - overview, 227
 - preflighting, 342
 - Story Editor Display Preferences for, 110
 - Fonts folder, 227
 - Footer menu, 6
 - footers, 322–323
 - footnotes, 261–262
 - foreign language dictionaries, 226
 - formatting, 231
 - baseline shift, 237
 - bullets and numbering, 255–256
 - buttons for, 54
 - copy/paste, 240
 - drop caps, 245
 - footnotes, 261–262
 - hyphenation, 251–252
 - in imported text, 215–216
 - justification, 253–254
 - keep options, 246–247
 - kerning, 232–233
 - leading, 236–237
 - paragraphs, 241–244
 - punctuation and indents, 248–249
 - special characters, 259–260
 - strikethrough, 239
 - styles. *See* styles
 - tabs, 257–258
 - tracking, 233
 - underlining, 238–239
 - frames, 143
 - converting clipping paths to, 294
 - in libraries, 96, 200
 - modifying, 155–156
 - for movies and sound, 372
 - overview, 144–146
 - rotating, 42
 - scaling, 43
 - with Selection tool, 32
 - shapes as, 41
 - shearing, 44
 - stroking, 164–165
 - for text
 - Free Transforming, 45
 - options for, 208–211
 - threading and unthreading, 212–213
 - tools for, 40
 - free-floating toolbox, 28
 - Free Transform tool, 45
 - freeform shapes, 154
- ## G
- Gallery mode in InCopy, 217
 - gap color for open stroke styles, 172–173
 - General panel
 - Adobe PDF, 362–363
 - for printing, 351
 - General Preferences panel, 98
 - Generate Index dialog, 387
 - global formatting, 263
 - glow effect, 168
 - Glyphs palette
 - controls on, 89
 - for special characters, 259–260
 - GoLive packaging, 347–348
 - Gradient palette, 64
 - Gradient tool, 48
 - gradients
 - applying, 48
 - filling with, 161
 - for text, 162–163, 166
 - working with, 64
 - graphics. *See* images
 - Graphics panel, 355

Gravity effect, 304–305
 grids
 baseline, 141
 controls for, 104
 snapping to, 104, 142
 Grids Preferences panel, 104
 grouping objects, 188
 groups
 mixed-ink, 329–330
 nesting in, 191
 selections within, 189–190
 guides
 column and margin
 adjusting, 140
 settings for, 105
 layout for, 204
 ruler
 adjusting, 139
 units for, 103
 Guides & Pasteboard Preferences panel, 105

H

Hand tool, 51
 hanging indents, 248–250
 Hard Light blend mode, 335
 headers and footers, 322–323
 Help menu, 26
 hidden characters, 224
 High Quality Display setting, 292
 horizontal alignment, 241–242
 horizontal rulers, 139
 Hue blend mode, 335
 hyperlinks
 creating, 66–67
 embedding, 370–371
 Hyperlinks palette, 66–67
 hyphenation, 251–252

I

icons
 label, 5
 libraries for, 199
 for tools, 28
 Ignored Words option, 225
 Image Import Options dialog, 280
 images, 277
 in cells, 314
 color for, 327
 constraining, 149
 copying to Adobe Illustrator, 286–287
 cropping, 33, 282

embedding, 291
 frames for. *See* frames
 importing
 options for, 280–282
 process, 278–279
 layer options and placed PSDs for, 283–285
 in libraries, 96, 200
 links for, 290
 object-level display settings for, 292
 preflighting, 343
 resizing, 288–289
 with text, 297
 converting text to outlines, 302
 editing type on paths, 303–305
 paragraph rules, 306
 tables. *See* tables
 wrapping in, 298–301
 imported images, color for, 327
 importing
 color, 333
 images
 options for, 280–282
 process, 278–279
 styles, 276
 tables, 324
 text, 214–217
 transparent TIFFs, 339
 XML, 218
 InCopy, 127, 217
 Indent To Here character, 249
 indents
 hanging, 248–250
 paragraphs, 242–244
 Tabs palette for, 94
 InDesign menus, 13
 Index palette, 90
 indexes, 385–387
 Info palette, 65
 Ink Manager, 332
 inks, preflighting, 344
 Insert Pages dialog, 128
 Insert Row/Column dialog, 310
 Insert Table dialog, 307
 Inset corner effects, 174
 interactive palettes, 66–68
 interfaces, 1
 document windows, 4
 Macintosh, 2
 objects in, 5–10
 Windows, 3
 Inverse Rounded corner effects, 174

invisible characters, 224
 INX export, 126

J

joining paths, 155–156
 JPEG, exporting as, 376
 jump lines, 256
 Jump Object option, 298–299
 Jump To Next Column option, 298–299
 justification, 253–254

K

keep options, 246–247
 Keep Spread Together option, 130
 kerning, 232–233
 keyboard shortcuts
 setting, 118
 units for, 103

L

label icons, 5
 large documents. *See* books
 last line indents, 243–244
 Layer Options dialog, 202
 layers
 creating and naming, 202
 for images, 283–285
 objects on, 203
 Layers palette, 69
 layout
 adjustments for, 204–206
 for footnotes, 262
 Layout menu, 18
 Layout mode in InCopy, 217
 leaders, tab, 258
 leading, 236–237
 left indents, 242–243
 Left tab stops, 257
 libraries
 color in, 331
 controls for, 96
 saving objects to, 199–200
 Library palette, 96
 Lighten blend mode, 335
 Line tool, 39
 lines
 in cells, 321
 drawing, 39
 jump, 256
 keeping together, 246
 on paths, cutting, 50
 selecting, 151

links
 for images, 290
 preflighting, 343
 for text boxes, 212–213
 Links palette, 70
 Load Styles dialog, 276
 loading
 presets, 114, 116
 styles, 276
 local formatting, 263
 locking objects, 193
 logos, libraries for, 199
 Lowercase option, 222
 Luminosity blend mode, 335

M

Macintosh interface, 2
 manual text flow, 219
 Map Tags To Style option, 218
 margin guides, 140
 layout for, 204
 settings for, 105
 Marks and Bleed panel
 Adobe PDF, 365
 for printing, 353
 master pages
 applying, 134, 136
 converting document pages to, 133
 creating, 130, 132, 136
 deleting, 135, 201
 overriding items on, 137
 Pages palette for, 80–81
 Measure tool, 47
 measurement units, 103
 menus, 11
 Edit, 16–17
 File, 14–15
 Help, 26
 InDesign, 13
 interface, 5–7
 Layout, 18
 Object, 20–21
 overview, 12
 Table, 22
 Type, 19
 View, 23–24
 Window, 25
 merging
 cells, 313
 files, 61
 Metrics kerning, 232
 Microsoft Word Import Options dialog, 215

missing fonts, 228
 mixed-ink swatches and groups, 329–330
 modifying. *See* editing
 Movie Options dialog, 372
 Movie/Sound Options dialog, 372
 movies, embedding, 372–373
 moving
 objects, 178–179
 pages, 128–129
 with selection tools, 148
 multipage spreads and master pages, 130
 multiple objects, selecting, 150
 Multiply blend mode, 335

N

names
 bookmarks, 66
 layers, 202
 master pages, 132
 Navigator palette, 72
 nesting
 bookmarks, 66
 group objects, 191
 objects, 157–159
 styles, 269
 tables, 22
 text frames, 146
 New Book dialog, 380
 New Character Style dialog, 264
 New Color Swatch dialog, 331
 New Document dialog, 114, 120
 New Document Preset dialog, 120
 New Glyph Set option, 260
 New Hyperlink dialog, 370
 New Hyperlink Destination dialog, 370
 New Mixed Ink Group dialog, 330
 New Mixed Ink Swatch dialog, 329
 New Page Reference dialog, 385–386
 New Paragraph Style dialog, 266, 269
 New Stroke Style dialog, 171
 New Tint Swatch dialog, 337
 Next Page Number character, 256
 No Text Wrap option, 298
 Non-Latin text setting, 101
 Non-Uniform scaling option, 289
 Normal blend mode, 335
 Notes palette, 127
 numbering
 pages, 382
 paragraphs, 255–256
 in sections, 138

O

Object and Layout palettes, 71–73
 object-level display settings, 292
 Object menu, 20–21
 Object Style Options dialog, 271
 Object Styles palette, 74
 objects, 177
 aligning, 196
 deleting, 201
 distributing, 197–198
 duplicating, 194–195
 flipping, 184–185
 grouping and ungrouping, 188
 in interfaces, 5–10
 on layers, 203
 locking, 193
 moving, 178–179
 nesting, 157–159, 191
 opacity level of, 334
 resizing, 180–181
 rotating, 182–183
 saving to libraries, 199–200
 selecting within groups, 189–190
 shearing, 186–187
 stacking and arranging, 192
 styles for, 270–272
 on-off controls, 8
 on/off menu items, 12
 online tools, 53
 opacity level of objects, 334
 Open A File dialog, 122, 276, 333
 Open command, 122
 Open As command, 122
 open stroke styles, 172–173
 Open Type fonts, 227, 260
 opening documents
 InDesign, 122–123
 PageMaker and QuarkXPress, 124
 Optical kerning, 232–233
 Optical Margin Alignment option, 93
 Option/Alt dragging for tables, 311
 orphans, 246
 outlines, converting text to, 302
 output palettes, 75–77
 Output panel
 Adobe PDF, 366
 for printing, 354
 Overlay blend mode, 335
 Override All Master Pages option, 137

overriding
 formatting, 263
 master page items, 137
 styles, 274
 overset text, 308

P

packaging
 for GoLive, 347–348
 process, 341, 346

page numbering
 across book documents, 382
 in sections, 138

PageMaker documents, 124
 PageMaker toolbar, 78–79

pages
 adding, 128
 arranging, 128–129
 deleting, 129
 importing, 282
 master. *See* master pages
 multipage spreads, 130
 numbering, 382
 targeting vs. selecting, 131
 working with, 80–81

Pages palette, 80–81

Palette menu, 6

palettes, 55
 Attributes, 60
 Automation, 61–62
 Book, 95
 Color, 63
 Gradient, 64
 Info, 65
 interactive, 66–68
 Layers, 69
 Library, 96
 Links, 70
 Object and Layout, 71–73
 object styles, 74
 organizing, 56–58
 output, 75–77
 Pages, 80–81
 Stroke, 82
 Swatches, 83–84
 Tags, 85
 Text Wrap, 86
 Transparency, 87
 Types and Tables, 88–94

Paragraph palette, 91

Paragraph Style Options dialog, 266, 269
 Paragraph Styles palette, 92

paragraphs
 controls for, 91
 formatting, 241–244
 rules for, 306
 selecting, 151
 styles for, 92, 266–267

parent-child styles, 268

Paste In Place option, 194

Pathfinder for custom shapes, 176

Pathfinder palette, 72–73, 146

paths
 clipping
 InDesign, 295–296
 Photoshop, 293–294
 compound, 175
 cutting, 50, 155–156
 editing type on, 303–305
 modifying, 155–156
 selecting points on, 33
 stroked start and end styles, 169–170
 stroking, 164–165

PDF. *See* Adobe PDF

Pen tools, 34, 153

Pencil tools, 38, 154

photographs. *See* images

Photoshop clipping paths, 293–294

Picture Usage feature, 290

pictures. *See* images

Place command, 148

Place dialog, 279

Place PDF dialog, 282

placed images. *See* images

placed PSDs, 283–285

placeholder text, 220

plug-ins
 configuring, 117
 preflighting, 345

points
 on frames, 155
 on paths
 adding and deleting, 155
 cutting, 50
 selecting, 33

Polygon frames, 40, 144

Polygon Settings dialog, 40–41

polygons
 drawing, 152
 settings for, 40–41

Position tool, 33

- PostScript files, 358
- preferences panels, 97
 - Advanced Type, 101
 - Appearance of Black, 112
 - Autocorrect feature, 109
 - Composition, 102
 - Dictionary, 106–107
 - Display Performance, 111
 - File Handling, 113
 - General, 98
 - Grids, 104
 - Guides & Pasteboard, 105
 - Spelling, 108
 - Story Editor Display, 110
 - Type, 99–100
 - Units & Increments, 103
- preflighting, 341
 - books, 388
 - colors and inks, 344
 - fonts, 342
 - links and images, 343
 - print settings, 345
- presets, 97
 - Adobe PDF, 116
 - for documents, 114, 121
 - for printing, 115
 - transparency flattener, 359
 - trap, 77, 360
- Preview mode, 54
- Previous Page Number character, 256
- Print Presets dialog, 115
- printing, 349–350
 - Advanced panel, 357
 - blacks, 112
 - books, 388
 - Color Management panel, 356
 - General panel, 351
 - Graphics panel, 355
 - Marks and Bleed panel, 353
 - Output panel, 354
 - preflighting settings, 345
 - presets for, 115
 - transparency flattener, 359
 - trap, 360
 - Setup panel, 352
 - Summary panel, 358
- Printing Instructions dialog, 346
- process, converting spot colors to, 332
- proof set up, 328
- PSDs, placed, 283–285
- punctuation, 248–249

Q

- QuarkXPress documents, 124
- Quick Apply option, 275

R

- radio buttons, 8
- Rainbow effect, 304
- raster images, 111
- readability, 246
- recovery locations, 113
- Rectangle frames, 40, 144–145
- rectangles, drawing, 152
- Reference mode for indexes, 90
- Remember Font with Bullet option, 255
- Remove All Local Overrides option, 137
- Remove Pages control, 129
- Removed Words option, 225
- repeating tab stops, 258
- Reset button, 108
- resizing
 - objects, 180–181
 - placed images, 288–289
 - with selection tools, 149
 - tables, 316–318
- restoring workspaces, 59
- reverting compound paths, 175
- right indents, 242–243
- Right tab stops, 257
- Rotate tool, 42
- rotating objects, 182–183
- Rounded corner effects, 174
- Rounded feathering option, 338
- rows
 - adding, 310–311
 - converting into headers and footers, 323
 - deleting, 312
 - resizing, 316–318
- RTF Import Options dialog, 215
- RTF text, importing, 214–215
- ruler guides, 139
 - layout for, 204
 - units for, 103
- rules for paragraphs, 306

S

- sampling colors and styles, 46
- Saturation blend mode, 335
- Save command, 125
- Save As command, 125
- Save Color Settings dialog, 326
- Save Style dialog, 384

- saved libraries, 96
- saving
 - documents, 125–127
 - glyph characters, 260
 - library color, 331
 - mixed-ink swatches and groups, 329–330
 - objects to libraries, 199–200
 - presets
 - document, 121
 - PDF, 116
 - strokes, 171
 - table of contents styles, 384
 - workspaces, 59
- Scale tool, 43
- scaling
 - images, 289
 - objects, 181
 - text, 150
 - type, 234
- Scissors tool, 50
- Screen blend mode, 335
- screen modes, 54
- Script Label palette, 62
- Scripts palette, 62
- searching
 - in libraries, 200
 - for missing fonts, 228
 - for text, 229–230
- section page numbers, 138
- Security panel, 368
- select buttons, 10
- Select menu, 7
- selecting
 - objects
 - within groups, 189–190
 - multiple, 150
 - pages, 131
 - in tables, 309
 - type, 151
- Selection tool
 - vs. Direct Selection tool, 148–149
 - working with, 32
- Semi-Automatic Text Flow, 219
- Send Backward option, 192
- Send To Back option, 192
- Sentence Case option, 222
- Separations Preview palette, 76
- Setup panel, 352
- shadows, drop
 - adding, 336–337
 - in styles, 270
- Shape tools, 41
- shapes, 143
 - drawing, 153–154
 - in libraries, 96, 200
 - overview, 146–147
 - Pathfinder for, 176
 - stroking, 164–165
- Sharp feathering option, 338
- Shear tool, 44
- shearing
 - frames, 44
 - objects, 186–187
- shortcuts, keyboard
 - setting, 118
 - units for, 103
- Show Baseline Grid option, 141
- Show Hidden Characters option, 224
- show/hide options, 12
- Show Import Options dialog, 61, 216, 279, 327
- Show Problems Only option, 343
- Show Single Plates In Black option, 76
- Show XML Import Options option, 218
- side tabs, docking palettes to, 58
- size
 - corner effects, 174
 - objects, 180–181
 - placed images, 288–289
 - with selection tools, 149
 - tables, 316–318
- skewing
 - text on paths, 304
 - type, 235
- Slashed Zeros glyph subset, 259
- sliders, 9
- Slug mode, 54
- Small Capitals glyph subset, 259
- Small Caps setting, 101
- Smooth tool, 38
- snapping to grids, 104, 142
- snippets, 378
- Soft Light blend mode, 335
- soft proofing, 328
- solid fill colors, 160
- Sort By Status option, 290
- sorting bookmarks, 66
- sound in PDFs, 372–373
- Sound Options dialog, 372–373
- spacing
 - in cells, 315
 - character, 233, 236–237
 - paragraph, 244

special characters, 259–260

spell checking

- Autocorrect feature, 109
- text, 223–224

Spelling Preferences panel, 108

splitting cells, 314

spot colors, converting to process, 332

squares, 41

stacking objects, 192

Stair Step effect, 304

Start Page Numbering At setting, 138

Start Paragraph menu, 247

start stroked path styles, 169–170

starting documents, 120

States palette, 67–68

Step And Repeat dialog, 194

Story Editor

- settings for, 110
- working with, 221

Story Editor Display Preferences panel, 110

Story mode in InCopy, 217

Story palette, 88, 93

strikethrough effect, 239

Stripe stroke style, 171

Stroke control, 63

Stroke palette, 82

Stroke swatch, 53

stroked path start and end styles, 169–170

strokes

- aligning, 167–168
- default settings, 39
- frames, shapes, and paths, 164–165
- gap color for, 172–173
- saving and applying, 171
- in styles, 270
- for tables, 320–321
- text, 166

Style Options dialog, 273

styles, 263

- for characters, 88–89, 264–265
- deleting, 275
- editing, 273–274
- in imported text, 215
- importing, 276
- libraries for, 199
- nested, 269
- for objects, 270–272
- for paragraphs, 92, 266–267
- parent-child, 268
- path start and end, 169–170

- sampling, 46
- stroke, 172–173
- for tables of contents, 384

submenus, 12

Subscript setting, 101

subscripts, 101, 247

Summary panel

- Adobe PDF, 369
- for printing, 358

Super Autoflow text flow, 219

Superscript setting, 101

superscripts, 101, 247

SVG format, exporting as, 376

Swatch Options dialog, 332

swatches

- from Adobe Illustrator files, 331
- controls for, 83–84
- mixed-ink, 329–330
- for spot color, 332
- tint, 337

Swatches palette, 83–84

Synchronize Options dialog, 381

synchronizing chapters, 381

system requirements

- Macintosh, 2
- Windows, 3

T

Table menu, 22

Table palette, 93, 311–312

tables

- borders for, 319–320
- cells in
 - merging, 313
 - overset text in, 308
 - spacing and alignment in, 315
 - splitting, 314
- creating, 307–308
- headers and footers in, 322–323
- importing, 324
- libraries for, 199
- nesting, 22
- resizing, 316–318
- rows and columns in
 - adding, 310–311
 - deleting, 312
 - resizing, 316–318
- selections in, 309
- strokes and fills for, 320–321
- vs. tabs, 13

tables of contents
 building, 383
 styles for, 384

tabs
 in cells, 323
 setting, 94, 257–258
 vs. tables, 13

Tabs palette
 for hanging indents, 249
 for tabs, 94

tagged text, 216–217

tags
 managing, 85
 viewing, 87

Tags palette, 85

targeting pages, 131

templates, saving documents as, 125

text, 207
 buttons for, 10
 case, 222
 check spelling, 223–224
 converting
 to outlines, 302
 to tables, 307–308
 dictionaries
 editing, 225
 with foreign languages, 226
 filling, 162–163
 find and replace for, 229–230
 flowing, 219
 fonts
 missing, 228
 overview, 227
 formatting. *See* formatting
 frames for
 Free Transforming, 45
 options for, 208–211
 threading and unthreading, 212–213
 glow effect, 168
 with images. *See* images
 importing, 214–217
 in libraries, 96, 200
 placeholder, 220
 scaling, 150
 Story Editor for, 110, 221
 stroking, 166
 tagged and ASCII, 216–217
 wrapping, 86, 270, 298–301

Text Import Options dialog, 216

Text Wrap palette, 86

threading text frames, 212–213

3D Ribbon effect, 304

Threshold value for clipping paths, 295

TIFFs, transparent, 339

tint swatches, 337

tint vs. transparency, 163

Title Case option, 222

toggle buttons, 8

toggle controls, 10

Tolerance value for clipping paths, 295

toolbars, PageMaker, 78–79

Toolbox, 28

tools, 27
 Button, 49
 Control bar, 29–31
 Direction Selection, 33
 Eyedropper, 46
 frame, 40
 Free Transform, 45
 Gradient, 48
 Hand, 51
 Line, 39
 Measure, 47
 miscellaneous functions, 53–54
 Pen, 34
 Pencil, 38
 Position, 33
 Rotate, 42
 Scale, 43
 Scissors, 50
 Selection, 32
 Shape, 41
 Shear, 44
 Toolbox, 28
 Type, 35–37
 Zoom, 52

tooltips, 5

Topic mode for indexes, 90

tracking, 233

Transform palette, 73

transforming objects, 195

transparencies, 111

transparency and transparent colors, 325
 filling with, 160
 flattener presets for, 359
 in styles, 270
 TIFFs, 339
 vs. tint, 163

Transparency palette, 87

Transparent Background option, 282

- trap presets
 - managing, 77
 - in printing, 360
- Trap Presets palette, 77
- type. *See also* text
 - options for, 99–100
 - on paths, 303–305
 - scaling, 234
 - selecting, 151
 - skewing, 235
- Type menu, 19
- Type On A Path tool, 37, 303–304
- Type Preferences panel, 99–100
- Type tools
 - Control bar for, 29
 - with Story Editor, 221
 - for tables, 307
 - working with, 35–37
- Types and Tables palettes, 88–94
- Typical Display setting, 292

U

- undefined attributes, 263
- underlining, 238
- ungrouping objects, 188
- Units & Increments Preference panel, 103
- unthreading text frames, 212–213
- updating links, 290
- Uppercase option, 222
- Use Spacing option, 198

V

- vector graphics, 111
- vertical rulers, 139
- View menu, 23–24
- viewing tags, 87
- visible sliders, 9

W

- Web links menu items, 12
- widows, 246
- Window menu, 25
- windows, document, 4
- Windows interface, 3
- Word
 - tables from, 324
 - text from, 214–215
- words, selecting, 151
- Working CMYK option, 328
- workspace, customizing, 59
- Wrap Around Bounding Box option, 298–299
- Wrap Around Object Shape option, 298–299
- wrapping text, 86, 270, 298–301

X

- XML
 - exporting, 377–378
 - importing, 218

Z

- Zoom tool, 52