

# Contents

<b>Introduction</b> .....	<b>xv</b>
<b>Chapter 1 • Customizing</b> .....	<b>1</b>
Panels .....	1
The Panel Dock .....	2
Arranging Panels .....	4
Stacked Panels .....	5
Multi-State Panels .....	5
The Tools Panel .....	6
The Control Panel .....	8
Panels You Don't Need .....	9
Command Bar .....	10
Keyboard Shortcuts .....	10
Menus .....	13
Plug-In Customization .....	16
Workspaces .....	18
InDesign in Your Pocket .....	19
Customizing Application Defaults .....	19
The Bottom Line .....	20
<b>Chapter 2 • Text</b> .....	<b>23</b>
Text Frame Basics .....	23
Creating Text Frames .....	23
Getting Text into Text Frames .....	24
Text Frame Options .....	33
Paragraph Formatting .....	37
Alignment .....	37
Left and Right Indent .....	39
Separating Paragraphs .....	39
Last Line Right Indent .....	42
Drop Caps .....	42
Paragraph Composition .....	44
Paragraph vs. Single-Line Composer .....	44
Justification Options .....	47
Hyphenation .....	47
Optical Margin Alignment .....	49
Balance Ragged Lines .....	50
Keep Options .....	50
Highlight Composition Violations .....	52
Paragraph Rules .....	53
The Bottom Line .....	55

<b>Chapter 3 • Characters</b> .....	<b>57</b>
Formatting Characters .....	57
The Character Panel .....	57
Character Transformations .....	72
Special Characters .....	80
Insert Special Character .....	80
White Space Characters .....	82
OpenType .....	84
Glyphs Panel .....	95
The Bottom Line .....	99
<b>Chapter 4 • Drawing</b> .....	<b>103</b>
The Essence of Vector .....	103
Drawing Paths .....	105
The Pen Tool and Straight Paths .....	105
The Pen Tool and Curves .....	108
Pen Tool Aspects and Incarnations .....	111
The Pencil Tool .....	113
Shape Tools .....	117
Frames .....	117
Reshaping Shapes .....	120
Editing Paths and Shapes .....	126
The Bottom Line .....	135
<b>Chapter 5 • Images</b> .....	<b>139</b>
Placing Assets .....	139
Frame-First Workflow .....	139
Image Import Options .....	141
Multiple Asset Place .....	152
Drag and Drop .....	153
Copy and Paste .....	155
Other Flavors of Paste .....	157
Content-First Workflow .....	158
Managing Placed Assets .....	158
The Basics .....	158
Links Panel .....	159
Linking vs. Embedding .....	162
Fitting .....	162
The Bottom Line .....	166
<b>Chapter 6 • Objects</b> .....	<b>169</b>
Transparency and Effects .....	169
Attribute-Level Transparency .....	170
Effects .....	171
More about Effects .....	175
Strokes .....	178
Custom Stroke Styles .....	180

Swatches .....	183
Mixed Inks .....	183
Managing Swatches .....	186
Sharing Swatches .....	190
Anchored Objects .....	192
Anchoring Your First Object .....	193
Anchored Object Anatomy .....	195
Inline Anchored Object Options .....	196
Custom Anchored Object Options .....	198
Type on a Path .....	203
Setting Type on a Path .....	203
Editing Type on a Path .....	204
Type on a Path Options .....	206
Step and Repeat .....	207
Transform Again .....	208
The Bottom Line .....	210
<b>Chapter 7 • Pages .....</b>	<b>213</b>
Creating Pages .....	213
Document Setup .....	213
Reusable Document Setups .....	222
Layout Adjustment .....	225
Multiple Page Sizes .....	226
Managing Pages .....	230
Pages Panel .....	230
Customizing the Pages Panel .....	231
Inserting Pages .....	232
Rearranging Pages .....	232
Single-Page and Multipage Spreads .....	234
Moving Pages between Documents .....	235
Duplicating and Deleting Pages .....	236
Objects and Rearranged Pages .....	236
Master Pages .....	237
Master Page Setup .....	237
Overriding Master Page Items .....	238
Restoring Master Page Items .....	239
Text Frames on Master Pages .....	239
Page Numbers .....	240
Nested Master Pages .....	240
Creating Masters from Document Pages .....	243
Master Page Power .....	243
The Bottom Line .....	244
<b>Chapter 8 • Stories .....</b>	<b>245</b>
Threading and Unthreading Text Frames .....	245
QuarkXPress vs. InDesign .....	245
Threading Frames .....	246

Threading Tips .....	249
Viewing Threads .....	249
Managing Threads .....	249
Autoflowing Text .....	251
Autoflow in Master Page Frames .....	252
Jumplines .....	253
Lists, Numbers, and Bullets (Oh, My!) .....	254
Bullets .....	254
Numbering .....	258
Lists .....	259
Overriding Bullets and Numbers .....	262
Word Processing .....	262
Story Editor .....	263
InCopy .....	265
Footnotes .....	267
Endnotes .....	271
Fixing, Finding, and Changing Text and More .....	271
Spell Checking .....	271
Dictionary Editing .....	273
Dynamic Spelling .....	275
Autocorrect .....	275
Find/Change .....	276
Replacing Fonts .....	282
The Bottom Line .....	283
<b>Chapter 9 • Documents .....</b>	<b>285</b>
Seeing Your Work .....	285
Zooming .....	285
Navigator Panel .....	286
Multiple Document Windows .....	287
Display Performance .....	287
View Modes .....	288
Guides and Grids .....	289
Guide Basics .....	289
Guide Options .....	290
Guides Manager .....	291
Document Grid .....	292
Baseline Grid .....	293
Layers .....	295
Books .....	297
Begin a Book File .....	297
Page, Chapter, and Section Numbering .....	298
Synchronizing Book Styles .....	300
Outputting Books .....	301
Indexing .....	302
Creating Index Entries .....	303
Managing Index Entries .....	306
Cross-References .....	308

Power Indexing .....	310
Generating the Index .....	311
Tables of Contents .....	314
The Bottom Line .....	318
<b>Chapter 10 • Output .....</b>	<b>321</b>
Managing Color .....	321
The Purpose of Color Management .....	321
ICC Profiles .....	323
Configure Color Management .....	324
Per-Image Color Management .....	333
Changing Color Profiles .....	333
Proofing .....	335
Proof Colors .....	335
Proof Separations .....	337
Proof Flattening .....	338
Printing .....	345
Ink Manager .....	345
Trapping and Overprinting .....	348
Preflight .....	356
Package for Output .....	359
Print Dialog .....	361
The Bottom Line .....	367
<b>Chapter 11 • Efficiency .....</b>	<b>369</b>
Working Efficiently with Text .....	369
Paragraph Styles .....	369
Character Styles .....	378
Nested Styles .....	381
Text Variables .....	384
Data Merge .....	389
Working Efficiently with Tables .....	397
Live Linking to Excel Spreadsheets .....	397
Table Styles .....	398
Working Efficiently with Objects .....	399
Object Styles .....	399
Libraries .....	401
Snippets .....	404
Style Shortcuts .....	405
Quick Apply .....	406
Scripting .....	407
The Bottom Line .....	409
<b>Chapter 12 • Collaboration .....</b>	<b>411</b>
Collaborating with Other Designers .....	411
Saving to Older Versions of InDesign .....	411
One Document, Many Designers .....	412
One Page, Many Designers .....	415

Collaborating with Writers and Editors . . . . .	421
Solving the Design-Editorial Collaboration Problems . . . . .	421
Assignments . . . . .	423
Assigned Content in InDesign . . . . .	429
Managing Assignments . . . . .	432
Collaborating with Remote Editors . . . . .	435
Copy Before Layout . . . . .	437
Collaborating with a Big Cheese . . . . .	439
Sharing Reusable Settings . . . . .	439
Dictionaries . . . . .	439
Paragraph, Character, Table, Cell, and Object Styles . . . . .	439
Swatches . . . . .	440
Stroke Styles . . . . .	440
Autocorrect Word Pairs . . . . .	440
Find/Change Queries . . . . .	440
Glyph Sets . . . . .	441
PDF Export Presets . . . . .	441
Print Presets . . . . .	441
Document Size Presets . . . . .	442
Transparency Flattener Presets . . . . .	442
InDesign Templates . . . . .	442
Workspaces . . . . .	442
Keyboard Shortcuts . . . . .	443
The Bottom Line . . . . .	443
<b>Appendix • The Bottom Line . . . . .</b>	<b>445</b>
Chapter 1: Customizing . . . . .	445
Chapter 2: Text . . . . .	447
Chapter 3: Characters . . . . .	448
Chapter 4: Drawing . . . . .	449
Chapter 5: Images . . . . .	451
Chapter 6: Objects . . . . .	452
Chapter 7: Pages . . . . .	455
Chapter 8: Stories . . . . .	456
Chapter 9: Documents . . . . .	458
Chapter 10: Output . . . . .	459
Chapter 11: Efficiency . . . . .	461
Chapter 12: Collaboration . . . . .	462
<b>Glossary . . . . .</b>	<b>465</b>
<i>Index . . . . .</i>	<i>477</i>