

Index

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

Symbols & Numbers

@ (at) symbol, **396**
© (copyright), 70, 81
€ (euro), 70
¶ (pilcrow), 24, 70, 81
 character-level attributes for, 61
® (registered trademark), 70, 75, 81
§ (section symbol), 81
~ (tilde), for discretionary hyphen, 274
• (waisted bullet), 70, 81
¥ (yen symbol), as anchored object marker, 195, 195–196
1-bit images, trapping, 355
3D objects, InDesign vs. Illustrator, 155
3D Ribbon effect, for type on path, 206

A

A-Master, 237
Absolute Colorimetric rendering intent, 332
acronyms, case changes and, 73
Actual Size icon (Command Bar), 10
Add Anchor Point tool, 6, 112
Add Bullets dialog, 255, 255
Add Documents dialog, 413
Add Unnamed Swatches command, 186
Adobe applications, user interface, 2
Adobe Bridge, 8, 153, 153–154, 428
 color management with, 324–327
 templates in, 225
 for viewing document colors, 191, 192
Adobe Caslon Pro font, 89, 89
 figures, 94
Adobe Digital Editions reader software, 302
Adobe Exchange, 408
Adobe Graphics Engine, 287
Adobe Illustrator (AI) file format, 141
Adobe Illustrator Clip Board (AICB), 156
Adobe In-RIP Trapping, 351–352
Adobe Jenson Pro typeface, 254
Adobe Myriad Pro font, 89, 92
Adobe Stock Photos, 161
Adobe Swatch Exchange (ASE) file, 191
AdobeRGB (1998) color profile, 329, 329, 330
AI (Adobe Illustrator) file format, 141
AICB (Adobe Illustrator Clip Board), 156

Align panel icon, 3
align stroke, 179, 179
alignment
 of anchored objects, 199
 of bullets, 256
 optical margin, 49–50
 of paragraphs, 37–39
All Spreads option for InCopy Layout view, 427
Allow Document Pages to Shuffle command, 234
alpha channels, 142, 465
alpha transparency, 107
alphanumeric headings, in indexes, 313
AM/PM (time notations), 75
American Standard Code for Information Interchange (ASCII), 465
Americana typeface, 65
anchor points in vector shapes, 104, 105, 465
 adding and removing, 112
 for curves, 108
 editing, with Direct Selection tool, 128–132
 fill and/or stroke color, 187
 moving, 131
 selecting, 131
Anchored Object Options dialog, 194, 196, 196–198
 Custom mode, 198, 198–202
 for object
 close to page bottom, 202
 column-wide or less, 203
 outside frame, 200
 at top of frame and centered, 202
 at top of page, 201
anchored objects, 192–202, 465
 anatomy, 195–196
 benefits, 192–193
 creating, 193–195
 custom options, 198–202
 inline options, 196–198
 preventing manual positioning, 198
AppleScript, 407
application defaults, customizing, 19–20
Application menus, 13
Apply Color tool, 6
Apply Gradient tool, 6
Apply None tool, 6
Arial font, 265
art box, cropping PDF to, 149
artwork. *See* images

ascender, 465
ascender line, 69
ASCII (American Standard Code for Information Interchange), 465
ASE (Adobe Swatch Exchange) file, 191
Asian language fonts, 59
assets. *See also* images; text
Assign Profiles dialog, 334, 334
Assign Trap Preset dialog, 355–356, 356
Assigned Spreads view, 426–427
Assignment Options dialog, 436
assignment packages, 436
assignments, 423–428, 465
 adding content to, 432–433
 changing, 433
 changing names, 433–434
 checking in, 431
 checking out, 430
 overriding, 434
 content in InDesign, 429–432
 of photographs, 433
 recovery from broken files, 434
 unassigned content, 433
 updating, 427
 user name and color for, 424
Assignments panel, 425, 425
 checking in/out, 431
 drag and drop frame into, 433
 icon, 3
 Package for InCopy, 436, 436
attribute-level transparency, 170, 170–171
attributes, Object Style Options dialog for accessing, 400, 401
Attributes panel icon, 3
Auto-Collapse Icon Panels, 4
auto leading, 47, 60
Autocorrect, 275–276, 276
 sharing word pairs, 440
autoflowing text
 into frames, 251
 in Master page frames, 252–253

B

Balance Ragged Lines command, 50
Based On field, for styles, 371
baseline, 69, 466
 offset for footnotes, 270
 and underline offset, 77
baseline grid, 293, 293–295
baseline shift, 69–70, 70
basic feather effect, 174–175
bevel and emboss effect, 174, 174

- Bézier, 466
 - Bickham Script Pro font, 90
 - bid generation, book file for portfolio, 301–302
 - binary data format, printing, 365
 - black point compensation, 333
 - black, showing single plates in, 337
 - blank lines, in data merge, 394
 - Blatner, David, 473
 - bleed area, cropping PDF to, 149
 - bleed guides, color of, 222
 - bleed marks, in slug area, 218
 - Bleed mode for view, 288
 - Bleed tool, 6
 - bleeds, 216, 217, 220, 220–221
 - blend spaces, 344–345
 - blowout, 333, 466
 - bold type
 - character styles for, 379
 - preserving in imported Word text, 29
 - book design workflow. *See also* workflow
 - redefining and optimizing, 228–229
 - Book File Collaboration Workflow, 412–414
 - Book Page Numbering Options dialog, 298, 298
 - Book panel, 297, 298
 - for multiple page sizes, 227
 - Bookmarks panel icon, 3
 - books, 297–302. *See also* indexes
 - beginning file, 297
 - for collaboration, 412
 - generating index for all documents, 312
 - outputting, 301–302
 - page, chapter and section numbering, 298–300, 299
 - portfolio for proposal and bid generation, 301–302
 - synchronizing styles, 300–301
 - table of contents, 314–318, 317
 - bound documents, facing pages for, 215
 - bounding box, cropping PDF to, 149
 - broken link, fixing, 160
 - buffer space of live area, 221
 - Bulleted List icon (Command Bar), 10
 - bullets, 81, 254–257
 - converting in Word text, 29
 - fonts for, 256
 - overriding, 262
 - Bullets and Numbering dialog, 255, 258
 - Button tool, 6
- C**
- Caflich Script Pro font, 91
 - calibrating, 466
 - monitor, 323
 - Calibri font, 265
 - canceling assignment checkout, 432
 - cap height, 466
 - cap of stroke, 178
 - capital letters, and attention, 95
 - Capitalize dialog, 306, 307
 - caret code metacharacters, 278
 - carriage returns, 24
 - removing, 26
 - cascading styles, 371–374
 - benefits, 373
 - case sensitivity
 - for adding words to dictionary, 274
 - in search and replace, 278
 - catalog, design, 139–140, 140
 - cell styles, 398
 - sharing, 439–440
 - Cell Styles panel, 398, 398
 - icon, 3
 - Center Content command, 163
 - chain link icon, and margins, 214
 - change requests, for designers, 422
 - change tracking, in InCopy, 265
 - Channels panel (Photoshop CS3), 142, 347–348
 - Chapter Number text variable, 300
 - options, 385, 385, 389
 - chapter numbering in books, 298–300, 299
 - Character mode, for Control Panel, 8, 80
 - Character panel, 57–72, 58
 - All Caps, 74
 - Font Size, 60–61
 - icon, 3, 10
 - Language attribute, 271
 - Leading, 60–61
 - No Break option, 75–76
 - OpenType menu, 86, 87
 - Small Caps, 74
 - striktthrough, 77–78
 - underline, 76–77
 - character sets, for text import, 26
 - Character Style Options dialog, 378
 - character styles
 - breaking links, 381
 - for bullets, 256
 - clearing paragraph style overrides and, 378
 - efficiency from, 378–379
 - for headers and footers, 388
 - Kerning in, 64
 - sharing, 439–440
 - Character Styles panel, 378
 - icon, 3
 - characters. *See also* special characters
 - drop caps for multiple, 43, 43
 - formatting, 57–80
 - baseline shift, 69–70, 70
 - font families and type style, 57–60
 - font size and leading, 60–61
 - Kerning, 62, 62–64
 - language, 71–72
 - skew, 70–71, 71
 - tracking, 64, 64–67
 - vertical and horizontal scaling, 68, 68–69
 - horizontal spacing, 47
 - InDesign vs. Word style conflicts, 30
 - transformations, 72–80
 - changing case, 72–73
 - striktthrough, 77–78
 - superscript and subscript, 74, 74–75
 - underline, 76–77
 - Check Spelling dialog, 272
 - Check Spelling icon (Command Bar), 10
 - chemical formulas, subscript for, 75
 - Chinese language font, 59
 - circle
 - for frames, 117
 - path of, 110, 110
 - CJK fonts, 59, 466
 - clearing
 - paragraph style overrides, 377
 - and character styles, 378
 - clipboard, 207
 - clipped copies, flattening and, 340
 - clipping path, 142
 - close path, 127
 - CMYK color, converting RGB to, 330
 - collaboration
 - copy before layout, 437–438
 - example, 428–429
 - with other designers, 411–421
 - one document with many designers, 412–415
 - one page with many designers, 415–421
 - saving to older InDesign versions, 411–412
 - sharing reusable settings, 439–443
 - Autocorrect word pairs, 440
 - dictionaries, 439
 - document size presets, 442
 - Find/Change queries, 440–441
 - glyph sets, 441
 - keyboard shortcuts, 443
 - PDF Export Presets, 441
 - print presets, 441–442
 - stroke styles, 440
 - styles, 439–440
 - swatches, 440
 - templates, 442
 - transparency flattener presets, 442
 - workspaces, 442–443
 - with upper level nondesign personnel, 439

- with writers and editors, **421–439**
 - assignments, **423–434**
 - design-editorial problem solving, **421–422**
 - remote editors, **435–437**
 - color
 - Adobe Bridge for viewing, **191, 192**
 - for anchor points, **187**
 - for assignments, **424, 425**
 - disabling menu for, **15**
 - of drop shadow, **173**
 - of grid lines, **292**
 - of paragraph rules, **54**
 - proofing, **335–337**
 - of ruler guides, **290**
 - for stroke gap, **180**
 - for text frames, **36**
 - of underline, **77**
 - color blindness, **323**
 - color-coding menus, **14**
 - color gamut, **329, 329, 330**
 - process for bringing color inside, **332**
 - color library colors, in QuarkXPress swatch, **190**
 - color management, **321–335**. *See also* ICC color profiles
 - color profile changes, **333–335**
 - configuring, **324–333**
 - black point compensation, **333**
 - Bridge color management sets, **324–327**
 - engine, **332**
 - policies, **331–332**
 - rendering intent, **332**
 - working spaces, **329–331**
 - per-image, **333**
 - purpose, **321–322**
 - Color Management Off set, **327**
 - color models, **156**
 - color panel icon, **3**
 - Color Settings dialog, **328**
 - Expanded List of files, **327**
 - colorimeter, **323**
 - column guides
 - color of, **222**
 - and text frame creation, **248**
 - columns
 - edge for anchored object alignment, **200**
 - QuarkXPress vs. InDesign, **246**
 - setup, **213**
 - specifying number, **34–35**
 - comma-separated text file, for data merge, **391**
 - Command Bar, **10, 10**
 - commands, hiding, **13**
 - composer, **44**
 - compound paths, **123, 123–126, 124, 125**
 - computers, custom environment when switching, **19**
 - condensed type, vs. scaling down horizontally, **69**
 - Configure Plug-ins dialog, **17**
 - content-first workflow, **158**
 - Content Placement Options dialog, for merge, **394, 394**
 - Context & Panel menus, **13**
 - Context, for keyboard shortcuts, **12**
 - contextual orphan, **467**
 - contextual widow, **467**
 - Control panel, **8, 8–9**
 - Character mode, **80**
 - customizing, **9**
 - Fitting command buttons, **163**
 - Paragraph mode, **37, 254**
 - Apply Bullets, **257**
 - Apply Numbering, **257**
 - number of columns, **37**
 - Convert Bullets to Text/Convert Numbering to Text command, **262**
 - Convert Direction Point tool, **6, 111, 130**
 - Convert to Profile command, **334–335, 335**
 - copy and paste
 - effects, **176**
 - graphics, **155–157**
 - objects, layer impact, **296**
 - pages, **236**
 - text, **31**
 - copy before layout process, **437–438**
 - Copy Link(s) To command (Links panel), **161**
 - copyright (©), **70, 81**
 - corner anchor points, **109**
 - converting anchor points between smooth and, **111**
 - Corner Options dialog, **120–121, 121**
 - corrupted documents, **162**
 - and undeletable swatches, **190**
 - counter, **467**
 - counting words in text frames, **33**
 - Create Guides dialog, **291**
 - Create Merged Document dialog
 - Multiple Record Layout tab, **395, 396**
 - Records tab, **395**
 - Creation Date text variable, options, **386, 386**
 - Creative Suite, **1**
 - color synchronization between applications, **333**
 - Creative Suite Color Settings dialog (Adobe Bridge), **325**
 - crop marks
 - printing, **362**
 - in slug area, **218**
 - cropping
 - in Frame Fitting Options, **164–165, 165**
 - PDF (Portable Document Format), options, **149**
 - cross-platform fonts, **85–86**
 - cross-references in indexes, **305, 308–310**
 - Current Page Number special character marker, **298**
 - cursor, loaded, **31, 31, 150**
 - curve flattening, **107**
 - curve handles, **108, 109, 467**
 - curves, Pen tool for, **108, 108–111**
 - custom cross-reference, **310**
 - Custom Text text variable, **386**
 - Customize Proof Condition dialog, **335, 335, 365, 366**
 - customizing InDesign
 - application defaults, **19–20**
 - Command Bar, **10, 10**
 - to create workflow-focused workstations, **14–15**
 - InDesign settings on portable drive, **19**
 - keyboard shortcuts, **10–13**
 - menus, **13–15, 14**
 - panels, **1–10**
 - arranging, **4–5**
 - Control panel, **8, 8–9**
 - dock, **2, 3, 4**
 - multi-state, **5–6, 6**
 - stacked, **5**
 - Tools panel, **6, 6–7**
 - unnneeded, **9–10**
 - plug-ins, **16–17**
 - workspaces, **18**
 - cutting and pasting images, **193**
- ## D
- Dante MT Std font, **90, 91**
 - dashed stroke, defining custom, **180–181, 181**
 - data merge, **389–396**
 - data source file, **391–392**
 - with images, **396**
 - initiating, **392–393**
 - merge process, **394–396**
 - target document, **392**
 - Data Merge panel, **392**
 - header row fields display, **393**
 - icon, **3**
 - data source file, **391–392, 467**
 - Data Source Import Options dialog, **393**
 - database records, inserting and printing, **390**
 - Decrease Font Size icon (Command Bar), **10**

Decrease Left Indent icon (Command Bar), 10

Default Fill and Stroke tool, 6

default styles, 405

default swatches, 191

Default Workspace, 18

defaults, customizing application settings, 19–20

Define Lists dialog, 259

Delete Anchor Point tool, 6, 112

deleting

footnotes, 268

guides, 290

index marker, 308

items in library, 403

pages, 236

unused swatches, 186

dependent styles, in cascading styles, 372

descenders, 69, 467

design elements, proximity to trim edge, 221

Device to Simulate menu, 336

dialog boxes, vs. panels, 2

dictionaries, 72

adding word to, 273

editing, 273–275

sharing, 274–275, 439

for spell check, language attribute and, 271

Dictionary dialog, 273, 273

Import and Export buttons, 274

digital asset manager (DAM), 153

digital editions, exporting book to, 302

digital printing, 389

Direct Selection tool, 6, 124, 171

for editing anchor points, 128–132

for selecting anchor points, 131

direction of paths, 115

directional feather effect, 175

discretionary hyphens, 80–81, 274

discretionary ligatures, 86–88, 88

display font, in Story Editor, 265

Divide and Copy and Conquer workflow, 417

potential problems, 418–419

Divide method, of flattening, 341

dividing shapes, 122–123

.doc file extension, 27, 32

dock, 2, 3, 4

adding panel to, 4

expanding or contracting, 4

Document Numbering Options dialog, 298–299, 299

Document Properties dialog (Acrobat),

for application creating PDF, 352

documents. *See also* books

creating master pages from pages in, 243

displaying, 285–288

display performance, 287–288

multiple windows, 287, 287

Navigator panel, 286, 286

view modes, 288

zoom, 285–286

grid, 292, 292–293

baseline grid, 293, 293–295

guides, 289, 289–291

Guides Manager, 291

options, 290–291

layers, 295–296

loading master pages from other, 243

moving pages between, 235

placing snippets in, 405

preflight check, 356–359

reusable setups, 222–225

setup, 213–222

sharing size presets, 442

templates, 224–225

dotted stroke styles, 182

drag and drop

to add items to library, 403

master page, 232

pages, 233

to place assets, 153–154

in Story Editor, 265

drawing. *See also* paths in vector shapes

editing paths and shapes, 126–135

with shape tools, 117–135

Ellipse Frame tool, 117

Polygon Frame tool, 118

reshaping shapes, 120–126

drop caps, 42–44, 43

character styles for, 379

hanging, 44

drop rule, 467

drop shadow effect, 172, 172–173

DTP Tools, 229

dual monitors, 2

duplex printing, 215, 467

duplicating

effects, 176

pages, 236

E

Edit Glyph Set dialog, 98

Edit menu

➤ Color Settings, 328

➤ Assign Profiles, 333

➤ Convert to Profile, 333

➤ Duplicate, 207

➤ Edit in Story Editor, 263

➤ Find/Change, 380, 440–441

➤ InCopy

➤ Add Selection to

Assignments, 427

➤ Add to Assignment, 432

➤ Check Out, 430

➤ Keyboard Shortcuts, 11, 443

➤ Paste in Place, 157

➤ Paste Into, 157

➤ Paste without Formatting, 157

➤ Preferences, 7. *See also*

Preferences dialog

➤ Spelling

➤ Autocorrect, 275

➤ Dictionary, 273, 439

➤ Dynamic Spelling, 275

➤ Step and Repeat, 207

➤ Transparency Blend Space, 344

➤ Transparency Flattener Presets, 342, 442

Edit menu (Bridge), ➤ Creative Suite Color Settings, 324

Edit Original command

and Illustrator, 189

and other applications, 189

and Photoshop, 188

Edit Original command (Links panel), 160

Edit Text Variable dialog, 388

editorial team, instructions for assignment management, 438

effects, 171–175

basic feather, 174–175

bevel and emboss, 174, 174

dialog box, 171

directional feather, 175

drop shadow, 172, 172–173

global light, 176–178, 177

gradient feather, 175, 175

inner glow, 173–174, 174

inner shadow, 173

moving and replicating, 176

outer glow, 173

satin, 174

Effects panel, 170

fx icon, 175, 176

icon, 3

for placing image, 171

efficiency

lists maintenance, 275

numbering, 260–262

with Quick Apply, 406–407

vs. realism in lighting, 178

reusable documents setups for, 222–225

with scripting, 407–409

snippets for, 404–405

style shortcuts for, 405–406

working with objects, 399–409

libraries, 401–404

object styles, 399–400

working with tables, 397–398

working with text, 369–396

with character styles, 378–379

- with data merge, 389–396
- with nested styles, 381–384
- with paragraph styles, 369–377
- with text variables, 384–389

Ellipse Frame tool, 6

Ellipse tool, 6

ellipsis (...), 81

em, 64, 467

em dash, 80, 467

em space, 83, 83

email, attaching package to, 436

Embed File command (Links panel), 161

embedded assets

- vs. linked, 162
- spreadsheet, 397

EMF (Enhanced Windows Meta File) format, 141

empty fields, in data merge, 394

empty frames, pre-threading, 248–249

empty layers, deleting, 296

en, 467

en dash, 80, 467

en space, 83, 83

Encapsulated PostScript (EPS), 141

- exporting layout page as, and placing inside other layout, 151
- placing with EPS Import Options dialog, 143, 143–144

End Nested Style Here character, 82, 384

end of stroke, 180

end style, for trap segments, 354

endmark, 97

endnotes, 271

- in imported Word text, 28

endpoint, 467

engine, for color management, 332

Enhanced Windows Meta File (EMF) format, 141

EPS (Encapsulated PostScript), 141

- exporting layout page as, and placing inside other layout, 151
- placing with EPS Import Options dialog, 143, 143–144

.epub file extension, 302

Erase tool, 6, 116

euro (€), 70

Excel spreadsheets, live links to, 397–398

Export Adobe PDF dialog, 219

Export Adobe PDF icon (Command Bar), 10

Export Book to Digital Editions command, 302

Export dialog, 412

exporting book to PDF, 302

Eyedropper tool, 6

- plug-in for, 16

F

facing pages display

- master text frames in, 253
- vs. nonfacing, 214–215

Fast Display, 288, 288

feathering, for drop shadow, 173

fields in data source file, 392

- inserting placeholder in target document, 393

figure space, 83, 83

file formats, InDesign support for, 32

File menu

- Adobe PDF Presets ➤ Define, 441
- Document Presets ➤ Define, 442
- Export, 151, 190, 405, 412
- New
 - Book, 297, 413
 - Document, 223
 - Document from Template, 225
 - Library, 402
- Open in InCopy, 435
- Package, 359
 - Return for InDesign, 436
- Place, 24, 141, 158, 252, 397, 405
- Preflight, 356
- Print Presets ➤ Define, 367, 441
- Save a Copy, 413
- Save As, 224
 - for templates, 442
- User, 424

File Name text variable, 386, 386

files, selecting sequential in list, 152

fill color, for shapes in compound path, 124

Fill Frame Proportionally command, 163

Fill tool, 6

Find/Change utility, 276–281

- Glyph tab, 280, 280
- GREP tab, 279, 279–280
- icon, 10
- Object tab, 280–281, 281
- saving searches, 276, 277
- sharing queries, 440–441
- for styles, 379–381, 380
- Text tab, 276–279, 277

Find Object Format Options dialog, 281

first line indents, for paragraphs, 40

First Line Left Indent field, 41

Fit Content Proportionally command, 163

Fit Content to Frame command, 163

Fit Frame to Content command, 163

Fit Spread in Window icon (Command Bar), 10

fitting images, 162–166

fixed-page autoflow, 251

flash drive, InDesign on, 19

flat-file database, 467

- for data merge, 391

Flattener Preview panel, 339, 339

- icon, 3
 - Transparency Flattener Presets, 342

flattening, 467

- proofs, 338–344

FlightCheck, 356

floating panel, 4

flush, 71, 468

flush left, 468

flush right, 468

flush space, 83, 83

flyout menu, for Control Panel, 8

folders

- for assignment files, 426
- for packaging publication, 360
- for personal, per-user settings, 19
- for plug-ins, 16
- for scripts, 408

folio, 218, 468

font families, 57–60

- listing, 58

fonts. *See also* OpenType fonts

- for bullets, 256
- connection with glyph, 98
- copying with Package Publication, 360
- default, 20
- errors from missing versions, 133
- preflight checking, 356
- replacing, 282, 282, 283
- shortcut for changing, 61
- size of, 60–61
 - fractional points, 66–67
 - and symbol use, 80

footers, 387–389

Footnote Options dialog

- Layout tab, 270, 270–271
- Numbering and Formatting tab, 268–269, 269

footnotes, 267, 267–271, 268

- formatting, 268–271
- in imported Word text, 28
- search and replace, 278

force justified, 468

formatting

- characters, 57–80
 - baseline shift, 69–70, 70
 - font families and type style, 57–60
 - font size and leading, 60–61
 - Kerning, 62, 62–64
 - language, 71–72
 - skew, 70–71, 71
 - tracking, 64, 64–67
 - vertical and horizontal scaling, 68, 68–69

finding, 279
 footnotes, 268–271
 in imported Word text, removing, 28
 paragraphs, 37–44
 alignment, 37–39
 drop caps, 42–44, 43
 Last Line Right Indent field, 42, 42
 left and right indent, 39
 separating paragraphs, 39–41
 in Story Editor, 263
 when dragging and dropping text, 265
 Formatting Affects Container tool, 6
 Formatting Affects Text tool, 6
 FPO (For Position Only), 468
 fractions, in OpenType fonts, 88, 88–89
 frame break, 249
 Frame Fitting Options, 164, 164–166
 FrameMaker, 384
 frames. *See also* text frames
 converting text to image, 132–135
 Ellipse Frame tool for, 117
 removing existing content from, 119
 vs. shapes, 118–119
 Free Transform tool, 6
 fully justified text, 38

G

galley view, in InCopy, 266, 267
 gamma, 468
 Gamma Correction, for PNG file, 143
 gamut, 468. *See also* color gamut
 gang, 468
 gap color, for stroke, 180
 gap in underline, options for, 77
 Garamond Premier Pro font, 92
 Generate Index dialog, 311, 311–313
 GIF (Graphical Interchange Format), 141
 global baseline grid, 294
 global light effect, 176–178, 177
 glyph tables, 84
 glyphs, 26, 468
 Glyphs panel, 95–99, 96
 Font Family menus, 96
 glyph sets, 97–99, 98
 sharing, 441
 icon, 3
 sorting on, 97
 Go to Selected Marker command, 307
 gradient feather effect, 175, 175
 tool, 6
 Gradient panel icon, 3
 Gradient tool, 6

gradients, applying to multiple paths, 125
 graphic file formats, InDesign support for, 141
 Graphical Interchange Format (GIF), 141
 graphics. *See* images
 Gravity effect, for type on path, 206
 gray boxes, for images, 288, 288
 greeking, 468
 grid, 292, 292–293
 baseline grid, 293, 293–295
 Grotesque MT Std font family, 68
 grouped panels, 4, 4
 grouping objects, 296
 guides, 289, 289–291
 color of, 222
 for drawing, 106
 Guides Manager, 291
 options, 290–291
 unlocking, 222
 gutter, 34, 35, 468
 setup, 213

H

hair space, 83, 83
 Hand tool, 6, 286
 hanging drop caps, 44
 hanging indents, 40–41
 hanging punctuation, 49, 468
 hard line breaks, in imported text, 24, 25
 hard proofs, 335, 468
 header row, in data source file, 392
 headers and footers, 387–389
 heart shape, creating, 128–132, 129–131
 Hebrew font, 59
 Help icon (Command Bar), 10
 Help menu (Windows) > Configure Plug-Ins, 16
 Helvetica font, 265
 hidden layers
 including table of contents text on, 318
 for index entries, 306
 search and replace, 278
 High Quality Display, 288, 288
 high school newspaper, workflow for, 14–15
 horizontal scaling, 66
 of characters, 68, 68–69
 horizontal spacing of characters, 47
 hot-lead typesetting fonts, 82
 HSL (Hue, Saturation, Luminosity) color model, 157, 468
 hyperlinks
 table of contents entries as, 316
 underline for, 78–79

Hyperlinks panel icon, 3
 hyphenation, 47–48
 exceptions, 274
 and document package, 361
 preventing, 75–76
 Hyphenation Settings dialog, 48
 Hyphenation Zone, 48

I

ICC color profiles, 322, 323–324
 changing, 333–335
 removing or assigning to document, 334
 and soft proofing, 336
 specifying, 142
 v2 versus v1, 327
 .icc file extension, 324
 .icm file extension, 324
 icon-only mode, for dock, 2
 icons, for InDesign panels, 3
 identifier, for master page, 237
 Illustrator, 103
 for custom brush stroke, 182
 drag and drop from, 154
 for drawing, 155
 Edit Original command and, 189
 performance, vs. InDesign, 121
 troubleshooting pasting from, 156
 Image Color Settings dialog, 333
 Image Import Options dialog, 142
 images
 assignments of, 433
 cutting and pasting, 193
 fitting, 162–166
 identifying source of undeletable color swatch, 187–188
 importing, 141–152
 EPS (Encapsulated PostScript), 143–144
 InDesign INDD, 151–152
 multipage PDFs, 150
 PDF (Portable Document Format), 148–150
 PNG (Portable Network Graphics), 143
 PSD (Photoshop) file format, 145–147
 raster graphics, 142
 merging, 396
 placing, 139–158
 content-first workflow, 158
 with copy and paste, 155–157
 with drag and drop, 153–154
 frame-first workflow, 139–140
 planning for bleed, 221
 profiles, vs. working space profiles, 331
 resizing, 226

- as variable data, data merge for, 391
- vectors, **103–105**
- Import Options dialog (Excel), 399
- Import Topics command (Index panel), 310
- importing. *See also* sharing reusable settings
 - dictionaries, 439
 - graphics, **141–152**
 - EPS (Encapsulated PostScript), **143–144**
 - InDesign INDD, **151–152**
 - multipage PDFs, **150**
 - PDF (Portable Document Format), **148–150**
 - PNG (Portable Network Graphics), **143**
 - PSD (Photoshop) file format, **145–147**
 - raster graphics, **142**
 - text into text frame, **24–31**
 - threading when, 248
- in port, 246, 247, 247, 469
- .inca file extension, 423, 426
- troubleshooting problems with, 434
- .incd file extension, 32, 266
- InCopy, 30, **265–267**
 - assignment view options, 426–427
 - Layout view, 266
 - problem solving with, 422
 - Story Editor view, 435
 - story view, 266
 - Track Changes option, 29
- InCopy LiveEdit Workflow, 415, 424
- .incp file extension, 423
- Increase Font Size icon (Command Bar), 10
- Increase Left Indent icon (Command Bar), 10
- .incx file extension, 32, 266, 423, 426, 427, 437
- .indd file extension, 422, 423
- Indent to Here character, 82
- indents, 35, 35, **39**
 - for bullets, 257
 - hanging, 40–41
 - for paragraph rules, 54
 - of type on path, 205
- InDesign
 - installation folder, 16, 19
 - OpenType fonts use, 86
 - regionalized version of, 72
 - Track Changes option, 29
- InDesign CS3 Scripting Guide*, 407
- InDesign-InCopy LiveEdit Workflow, file types for, 423
- InDesign INDD, **151–152**
- InDesign Interchange INX file, 190, 412

- InDesign menu (Mac)
 - Configure Plug-Ins, 16
 - Keyboard Shortcuts, 11
 - Preferences, 7
 - Units & Increments, 214
- index marker, 308, 308
- Index panel, 303
 - Generate Index, 311
 - icon, 3
 - menu, 306–307
 - Reference mode, 303, 303, 306
 - Topic mode, 303, 303, 310
- index text, in imported Word text, 28
- indexes, **302–313**
 - adding new reference to existing topic, 310
 - alphanumeric headings in, 313
 - creating entries, **303–306**
 - cross-references, 305, **308–310**
 - generating, **311–313**
 - managing entries, **306–308**
 - nested or run-in, 312, 312
 - power indexing, **310–311**
 - searching entry list, 307
 - setting end of page range, 304–305
- .inld file extension, 402
- .indp file extension, 423
- .inds file extension, 405
- .inld file extension, 224
- Info panel
 - for content counts, 33
 - icon, 3
- information, on plug-ins, 16
- ink alias, **346**
- Ink Manager, 345, **345–348**
 - for Photoshop channel corrections, 347–348
- inline anchored objects, options, **196–198**
- inline graphics, 193
 - in imported Word text, 29
- inner bevel, 174, 174
- inner glow effect, 173–174, 174
- inner shadow effect, 173
- inport, on path object, 204
- Insert Number Placeholder submenu, 259
- Insert Pages command, 232
- Insert Pages dialog, 235, 235
- Insert Pages icon (Command Bar), 10
- Insert Table dialog, 398, 399
- inset, 469
- inside margin, 215
- Interface pane, 7
- invisibles (QuarkXPress), displaying, 24
- .inx file extension, 412
- iPhoto, 154
- Isolate Blending setting, 171
- italics
 - character styles for, 379

- negative skew for, 71
- preserving in imported Word text, 29
- Item Information dialog, for library items, 403

J

- Japanese dots, 182
- Japanese language font, 59
- JavaScript, 407
 - benefits, 408
 - for style cleanup, 381
- join, for stroke, 179
- join style, for trap segments, 354
- JPEG (Joint Photographic Experts Group), 141
- jumplines, **253–254**, 254, 469
- justification
 - options, 47
 - for text frames, vertical, 36, 36
- Justification dialog, 47

K

- Keep Options dialog, **50–52**, 51
 - for footnotes, 271
- Keeper of the List, 275
- Kerning, 62, **62–64**, 469
 - in character styles, 64
 - vs. tracking, 64
- keyboard shortcuts, **10–13**
 - for hidden Tools panel features, 7
 - multiple sets, 12
 - sharing, **443**
 - for styles, **405–406**
 - zoom in and zoom out, 286
- Keyboard Shortcuts dialog, 11
- knockout, 349, 350, 350, 469
- Knockout Group setting, 171
- Korean language font, 59

L

- lab values for spot color, 348
- languages, Photoshop layers for multiple, 146
- Last Document State option, 147
- Last Line Right Indent field, **42**, 42, 42, 42
- Last Page Number text variable, 387, 387
- layer comps (Photoshop), **146–147**, 469
- Layer Options dialog, 296
- layers, **295–296**
 - on master pages, 238
 - in Photoshop, for language versions, 146
 - printing, 362

Layers panel
 icon, 3
 Merge Layers command, 296
 Layout Adjustment dialog, 225, 225–226
 Layout menu
 > Create Guides, 291
 > Margins and Columns, 225
 > Numbering & Section Options, 298
 > Pages
 >> Add Page, 232
 >> Move Pages, 233–234, 414
 >> Ruler Guides, 222, 290
 >> Table of Contents, 314
 >> Table of Contents Styles, 314
 >> Update Table of Contents, 318
 Layout view in InCopy, 266
 leader, 256, 469
 leading, 60–61, 66–67
 left indent, for paragraphs, 39
 left-read, 469
 levels, in hierarchical table of contents, 316
 libraries, 401–404
 creating, 402
 deleting items, 403
 panel, 401
 Add Items on Page, 403
 Add Items on Page as Separate Objects, 403
 saving, 404
 sharing, 404
 ligatures, 84, 469
 discretionary, 86–88, 88
 lighting effects, global light, 176–178, 177
 Lightroom, 154
 Line tool, 6, 112
 line wraps, manual control over, 46
 lines. *See also* rules (lines)
 lines per inch (LPI), 469
 lining numerals, 94–95, 95
 Link File Info command (Links panel), 161
 Link Information dialog, 159–160, 160
 linked assets, 159
 vs. embedded, 162
 updating for package, 361
 linked graphics, copying with Package Publication, 360
 Links panel
 assigned stories and, 434
 icon, 3
 for managed content, 159, 159–161
 menu, 160–161
 Unlink, 397–398
 lists, 259–260
 live area of document, 217, 221–222, 469

live links, to Excel spreadsheets, 397–398
 Live Workflow
 with copy before layout, 437
 plug-ins for InDesign/InCopy communication, 430
 loaded cursor, 31, 31, 150
 for threading frames, 246, 247
 local overrides, preserving in imported Word text, 29
 locked guides, 290
 locked layers, search and replace, 278
 locked stories, search and replace, 278
 logo, creating, 132
 lowercase, 73
 LPI (lines per inch), 469

M

Macintosh, ColorSync, 323
 Macromedia applications, user interface, 2
 magnification level, and gridline display, 294
 mail merge. *See* data merge
 managed files, 423
 manual control over line wraps, 46
 manual kerning, 63
 manual page breaks, in imported Word text, 29
 manual text flow, 251
 margin guides, 217
 margins, 221
 color of, 222
 and Master Text Frame, 222
 measurement system for, 214
 marker, 470
 Marker menu, 240
 Marlett typeface, 256
 master dictionary list, 275
 Master Options dialog, 238
 master pages, 237–243
 autoflowing text in frames, 252–253
 creating from document pages, 243
 creating text frame on, 214
 drag and drop, 232
 index entries on, 306
 layers on, 295
 layout adjustment, 225–226
 linked assets on, 159
 nested, 240–242
 overriding items, 238–239
 page number marker on, 384
 with placeholder fields for data merge, 392
 printing, 362
 in QuarkXPress, 246
 restoring items, 239
 search and replace, 278
 setup, 237–238
 text frames on, 239–240
 Master Text Frame option, 213, 214, 222
 in facing pages display, 253
 text input and, 246
 MDF (multiple document format), 226
 Measure tool, 6
 measurement system, 214
 menu command, hiding, 13
 Menu Customization dialog, 15
 menus, customizing, 13–15, 14
 Merge Swatches command, 186–187
 merged document, 391, 470
 merging. *See also* data merge
 paths with Pencil tool, 117
 shapes, 122–123
 metadata, 470
 for library items, 403
 metric kerning, 63, 63
 Microsoft Word, 27
 editorial use of, 421
 endnotes, 271
 Import Options dialog, 27–31, 28
 indents, 41
 minimize/maximize button, for stacked panel, 5
 misregister, 348, 349, 470
 miter limit, for stroke, 179, 179
 mixed ink group, 470
 Mixed Ink Group Options dialog, 185
 mixed inks, 470
 for swatches, 183–186
 Modification Date text variable, 387
 Modify Trap Preset Options dialog, 353, 354
 Monitor Color, for color management settings, 325
 monitors, color variations, 323
 Moonglow Bold Extended font, 93
 MOV (QuickTime Movie), 141
 Move Pages dialog, 233–234, 234, 414, 414
 Move tool, 6
 moving
 anchor points in vector shapes, 131
 effects, 176
 pages, 232
 between documents, 235
 selected object between layers, 295
 moving and replicating effect, 176
 multi-ink colors, in QuarkXPress swatch, 190
 multi-state panels, 5–6, 6
 multipage PDFs, placing, 150
 multiple concurrent asset placement option, 152–153
 multiple document format (MDF), 226
 Myriad Web font, 265

N

names

- for assigned files, changing, 433–434
- for assignments, 425
- for colors, 346
- indexing, 310
- for master pages, 237
- for paragraph styles, 370–371
- Navigator panel, 286, 286
 - icon, 3
- nested index format, 312, 312
- nested master pages, 240–242
- nested styles, efficiency from, 381–384
- New Assignment dialog, 425–427, 426
- New Doc Sizes.txt file, 223–224
- New Document dialog, 34, 213, 214, 223, 223
 - icon, 10
 - Master Text Frame option, 252
- New Document Setup dialog, Bleed and Slug area, 219
- New List dialog, 260
- New Mixed Ink Group dialog, 185
- New Mixed Ink Swatch dialog, 183, 183
- New Page Reference dialog, 303, 303, 305
 - for cross-references, 309, 309
- New Stroke Style dialog, 181, 181–182
- New Text Variable dialog, 385
- noise, for shadow, 173
- Non-Joiner character, 82
- non-Latin fonts, removing unused, 59
- non-printing layers, 296
 - for notes, 362
- Nonbreaking Hyphen, 80–81
- nonbreaking space, 83, 83
 - and index sort, 311
- nonfacing pages, vs. facing, 214–215
- nonprinting characters, displaying, 24
- nonprinting object, 351
- Normal mode for view, 288
- Normal tool, 6
- North America General Purpose 2, for color management settings, 325
- North America Prepress 2, for color management settings, 326
- North America Web/Internet, for color management settings, 326
- Note tool, 6
- notes
 - assigning to layer comps, 147
 - non-printing layers for, 362
- Notes panel icon, 3
- Numbered List icon (Command Bar), 10
- numbering
 - for footnotes, 268
 - for lists, 258–259
 - overriding, 262
 - pages, chapters and sections, in books, 298–300, 299

- numbers, converting in Word text, 29
- numerals, tabular vs. proportional, 94, 94
- numeric keyboard, limitations as shortcuts, 405

O

- Object Knocks Out Shadow setting, 172
- Object Layer Options dialog, 148
- object-level transparency, 170
- Object menu
 - Anchored Object
 - Insert, 202
 - Release, 196
 - Content, 119
 - Convert Shape, 120
 - Corner Options, 120–121
 - Fitting, 162–164, 163
 - Image Color Settings or Graphics, ➤ Image Color Settings, 333
 - Pathfinder
 - Add, 122
 - Exclude Overlap, 124, 124
 - Intersect, 122
 - Subtract, 122
 - Paths, 127
 - Release Compound Path, 124, 134
 - Reverse Path, 127, 180
 - Text Frame Options, 213
 - Transform, 208
 - Transform Again, 208, 208–209
- Object Style Options dialog, 400, 401
- object styles, 399–400
 - sharing, 439–440
- Object Styles panel, 400
 - icon, 3
- objects
 - anchored, 192–202
 - anatomy, 195–196
 - creating, 193–195
 - custom options, 198–202
 - inline options, 196–198
 - attribute-level transparency, 170, 170–171
 - effects, 171–175
 - applying to multiple paths, 125
 - basic feather, 174–175
 - bevel and emboss, 174, 174
 - directional feather, 175
 - drop shadow, 172, 172–173
 - global light, 176–178, 177
 - gradient feather, 175, 175
 - inner glow, 173–174, 174
 - inner shadow, 173
 - moving and replicating, 176
 - outer glow, 173
 - satın, 174
 - efficiency working with, 399–409
 - libraries, 401–404
 - object styles, 399–400
 - moving between layers, 295
 - and rearranged pages, 236–237
 - Step and Repeat, 207–208
 - strokes, 178–183
 - custom styles, 180–183
 - styles, 399–400
 - swatches, 183–192
 - finding unfindable, 187–189
 - managing, 186–190
 - mixed inks, 183–186
 - sharing, 190–192
 - transformations, 208–209
 - type on path, 203, 203–207
 - editing, 204–205
 - options, 206, 206–207
- oblique style, negative skew for, 71
- offset
 - for paragraph rules, 54
 - for underline, 77
- oldstyle numerals, 94–95, 95
- onomatopoeia, 470
- opacity, changing settings, 171
- Open a File dialog, 224, 225
- Open Document icon (Command Bar), 10
- Open Illustrator icon (Command Bar), 10
- open paths, Scissors tool and, 127
- Open Photoshop icon (Command Bar), 10
- Open Prepress Interface (OPI) workflow, and flattening, 344
- Open Style Add Documents dialog, 297
- OpenType fonts, 84–95, 470
 - features, 86–95
 - contextual alternates, 90–91, 91
 - discretionary ligatures, 86–88, 88
 - figure styles, 94, 94–95
 - fractions, 88, 88–89
 - ordinals, 90, 90
 - positional forms, 93
 - positional numerals, 93–94
 - slashed zero, 92, 92
 - small caps, 91, 92
 - stylistic sets, 92, 93
 - swashes, 90, 90
 - titling alternates, 90
 - with small caps, 74
 - upgrading to, 86
- OPI (Open Prepress Interface) link, 143–144, 470
 - image replacement, 367
- optical kerning, 63, 63
- optical margin alignment, 49–50
- ordinal numbers, 70, 75, 90, 90
- Origin field, for horizontal ruler, 216
- orphaned anchor point, 187

orphans, 50, 470
 tracking to eliminate, 65
 orthogonal line, 120
 out-of-gamut colors, mapping to in-gamut, 332
 out port, 246, 247, 470–471
 outer bevel, 174, 174
 outer glow effect, 173
 outline
 converting text to, 343
 converting to, 133
 outport, on path object, 204
 output. *See also* color management;
 printing
 package for output, 359–361
 proofing, 335–345
 colors, 335–337
 flattening, 338–344
 separations, 337–338
 Output Date text variable, 387
 outputting books, 301–302
 outside margin, 215
 overprinting, 348–356, 471
 stroke, 351
 for underline, 77
 overriding, 471
 assignment checkout, 434
 bullets, 262
 master page items, 238–239
 paragraph styles, 376–377
 clearing, 477
 overscore, 471
 overset, 471
 overset marker, 264

P

Package Book for Print command, 302
 package for output, 359–361
 Package menu (InCopy), 437
 ➤ Forward for InCopy, 437
 Package Publication dialog, 360, 360
 padlock, 16
 page breaks, manual, in imported Word text, 29
 Page Control plug-in, 229–230
 Page Edge, for anchored object alignment, 200
 Page Margin, for anchored object alignment, 200
 page numbers, 218, 240
 in collaboration documents, 413
 in jumplines, 253
 on table of contents, 315
 Page Reference Options dialog, 304
 PageMaker, 384
 migrating from, keyboard shortcut sets for help with, 12
 PageMaker Plug-in Pack, 254

pages
 assigning trap presets to, 355–356
 creating, 213–230
 in document setup, 213–222
 duplicating and deleting, 236
 facing vs. nonfacing, 214–215
 inserting, 232
 layout, 216–217
 managing, 230–237
 moving between documents, 235
 multiple sizes, 226–230
 Book panel for, 227
 numbering in books, 298–300, 299
 object placements with paste, 157
 printing nonsequential, 361
 rearranging, 232–234
 and objects, 236–237
 Pages panel, 230, 230
 Allow Master Item Overrides on Selection, 243
 Apply Master to Pages, 243
 Create New Page button, 232
 customizing, 231, 231
 Duplicate Master Spread, 241
 facing pages display, 215, 216
 Hide Master Items, 243
 icon, 3
 Load Master Pages, 243
 Remove All Local Overrides, 239
 Remove Selected Overridden Overrides, 239
 Save as Master from, 243
 palettes, 471. *See also* panels
 Panel Options dialog, for Pages panel, 231, 231
 panels, 1–10, 471
 arranging, 4–5
 changing defaults, 19–20
 Control panel, 8, 8–9
 dock, 2, 3, 4
 expanding from dock, 4
 flyout menu, Show Options
 command, 6
 multi-state, 5–6, 6
 saving arrangements as
 workspaces, 18
 stacked, 5
 Tools panel, 6, 6–7
 unneded, 9–10
 Paper Size menu, customizing, 223–224
 paper stock color, 324
 simulating in soft proof, 336
 Paragraph Composer, 39, 44–46
 Paragraph dialog, 40
 Indents and Spacing tab, 41
 paragraph keeps, 50
 paragraph mark (pilcrow; ¶), 24, 70, 81
 character-level attributes for, 61
 Paragraph mode, for Control Panel, 8

Paragraph panel, 37, 37
 Balance Ragged Lines
 command, 50
 Bullets and Numbering, 254
 hyphenation, 47–48
 icon, 3, 10
 Justification, 47
 Keep Options, 50–52
 Paragraph Rules dialog, 53, 53
 Paragraph Style Options dialog
 for bullets and numbering, 257
 Drop Caps and Nested Styles pane, 381–384, 382
 General pane, 371, 374
 Next Style field, 375
 paragraph styles
 adding bullet and numbering, 257
 automatic sequential, 375–376
 creating, 370
 efficiency from, 369–377
 groups, 376
 for headers and footers, 388
 names for, 370–371
 overriding, 376–377
 removing unused, 376
 sharing, 439–440
 in Story Editor, 263
 and table of contents generation, 314, 315
 Paragraph Styles panel, 370, 370
 Clear Overrides, 477
 icon, 3
 paragraphs
 applying leading to entire, 61
 composition, 44–46
 highlighting violations, 52, 53
 formatting, 37–44
 alignment, 37–39
 drop caps, 42–44, 43
 Last Line Right Indent field, 42, 42
 left and right indent, 39
 separating paragraphs, 39–41
 InDesign vs. Word style conflicts, 30
 rules (lines) for, 53–54, 55
 pasting. *See* copy and paste
 path segments, 471
 in vector shapes, 104
 Pathfinder panel, 128
 icon, 3
 paths for type, 203, 203–207
 editing, 204–205
 options, 206, 206–207
 paths in vector shapes, 104, 105–117, 471
 compound, 123, 123–126, 124, 125
 direction of, 115
 Pen tool
 adding and removing anchor points, 112

- converting anchor points between corner and smooth, 111
 - for curves, 108, 108–111
 - straight path segments with, 112
 - for straight paths, 105–107
- Pencil tool, 113–117
 - cleaning up paths, 116
 - for merging paths, 117
 - for modifying paths, 114–116
- Scissors tool for editing, 126–127
- pattern matching, for search and replace, 276
- PDF (Portable Document Format), 141
 - Adobe Illustrator (AI) file format as, 148
 - blend spaces and distributables, 345
 - cropping, options, 149
 - Document Properties dialog (Acrobat) for application creating, 352
 - exporting book to, 302
 - exporting, including slug area, 219
 - high resolution, 150
 - live hyperlinks, underline styles, 78
- PDF bookmarks, 316
- PDF Checkup, 356
- PDF Export Presets, sharing, 441
- Pen tool, 6
 - adding and removing anchor points, 112
 - converting anchor points between corner and smooth, 111
 - for curves, 108, 108–111
 - for drawing open path, 203
 - straight path segments with, 105–107, 112
- Pencil tool, 6, 113–117
 - cleaning up paths, 116
 - for merging paths, 117
 - for modifying paths, 114–116
- per-image color management, 333
- per text frame baseline grid, 294–295
- Perceptual rendering intent, 332
- performance, resolution of display and, 287
- periodicals
 - Divide and Conquer and Conquer workflow for, 417–418, 418
 - potential problems, 418–419
- photographs, assignments of, 433
- Photoshop
 - copy and paste from, 156
 - drag and drop from, 154
 - Edit Original command and, 188
 - Quick Mask in, 142
- Photoshop Album, 154
- Photoshop (PSD) file format, 141
 - import options dialog, 145
 - placing, 145–147
- PICT file format, 141
- pilcrow (paragraph mark; ¶), 24, 70, 81
 - character-level attributes for, 61
- pillow emboss, 174, 174
- PitStop Pro, 356
- Place dialog, 141
 - Replace Selected Item, 158
- Place icon (Command Bar), 10
- Place PDF dialog, 148
 - General tab, 149
- Placed Page Collaboration Workflow, 415–417, 416, 420
 - output from, 420–421
- Placeholder Frames view, 426
- placeholders, 32
 - for data merge image field, 396
 - for data merge text, 392
 - pages as, in collaboration documents, 415
- platform, for text import, 26
- Plug-in Information dialog, 17
- plug-ins, 16–17
- plugged color values, 333, 471
- PNG (Portable Network Graphics), 141
 - placing with Import Options dialog, 143
- policies, for color management, 331–332
- polyglot, 471
- Polygon Frame tool, 6, 118, 120
 - options dialog, 118
- Polygon Settings dialog, 120
- Polygon tool, 6
- Portable Document Format (PDF). *See* PDF (Portable Document Format)
- portable drive, InDesign settings on, 19
- Portable Network Graphics (PNG), 141
 - placing with Import Options dialog, 143
- portfolio for proposal and bid generation, book file for, 301–302
- positional forms, in OpenType fonts, 93
- positional numerals, in OpenType fonts, 93–94
- PostScript, 471
 - EPS files as, 144
 - exporting layout page as, and placing inside other layout, 151
 - placing with EPS Import Options dialog, 143, 143–144
 - printing, 365
- PostScript fonts, limit to number of glyphs, 84
- Preferences dialog
 - Advanced Type pane, 74
 - Composition pane, 52, 52
 - Display options, for Story Editor, 264
 - Grids pane, 292, 293
 - baseline grid options, 294
 - Guides & Pasteboard pane, 290
- Type pane, 59
 - Create Links When Placing Text and Spreadsheet Files, 397
 - Units & Increments, 214, 216, 217
- preflight, 356–359, 471
- Preflight pane
 - Colors and Inks, 357, 358
 - External Plug-ins, 359, 359
 - Fonts, 356, 357
 - Links and Images, 357, 358
 - Print Settings, 358
 - Summary, 356, 357
- Preflight Pro, 356
- Preserve Embedded Profiles policy, 331
- presets for trapping, loading from other InDesign documents, 353
- Preview mode for view, 288
 - and guides, 290
- Preview tool, 6
- previews
 - of data merge, 394
 - of EPS file, 144
 - of type, size of, 59
- Print Book command, 302
- Print dialog, 361–367
 - Advanced pane, 366, 366–367
 - for built-in trapping vs. Adobe In-RIP Trapping, 352, 353
 - Color Management pane, 365, 366
 - General pane, 361–362, 362
 - Graphics pane, 364–365, 365
 - Marks and Bleeds pane, 219, 220, 362, 363, 364
 - Output pane, 364, 364
 - plug-in for, 16
 - Setup pane, 362, 363
- Print icon (Command Bar), 10
- Print Instructions dialog, 360
- Print Presets dialog, 367, 441
- printers, color characteristics, 323–324
- printing, 321, 345–367
 - Ink Manager, 345, 345–348
 - master pages, 362
 - preflight, 356–359
 - sharing presets, 441–442
 - trapping and overprinting, 348–356
 - overprint attributes, 349–351
- Private Use area, for OpenType fonts, 99
- Pro OpenType fonts, 86
- process colors
 - converting mixed ink swatches to, 185
 - converting spot color to, 348
- productivity. *See* efficiency
- proofing, 335–345
 - colors, 335–337
 - flattening, 338–344
 - separations, 337–338
- proper names, indexing, 303

ProPhoto RGB color profile, 329, 329, 330
 proportional numerals, 94, 94
 proposals, book file for portfolio,
 301–302
 prosumer, 369, 471
 PRST files, 367
 PSD (Photoshop) file format, 141
 punctuation, hanging, 49, 468
 punctuation space, 83, 83
 Purchase This Image command (Links
 panel), 161

Q

quad, 472
 quad left, 38
 quad right, 38
 QuarkXPress, 119
 master pages, 238
 migrating from, keyboard shortcut
 sets for help with, 12
 swatches from, 190
 threaded vs. stand-alone frames,
 245–246
 quarter space, 83, 83
 Quick Apply, **406–407**
 menu, 406
 Quick Mask, in Photoshop, 142
 QuickTime Movie (MOV) format, 141
 quotation marks, 82

R

rag, 472
 ragged edge, 38, 472
 balancing, **50**
 rail, 472
 Rainbow effect, for type on path, 206
 raster graphics, 103, **142**
 InDesign preview generation of
 placed PDF pages, 150
 resizing, 103
 Raster/Vector Balance slider, 342
 rasterize to flatten, 341
 rastor image processor (RIP), 107,
 338–339, 472
 flattening in, 344–345
 realism, vs. efficiency in lighting, 178
 rebate, 472
 Recently Used Set, of glyphs, 97
 records, in data source file, 392
 Records per Document Page option, for
 merge, 395
 Rectangle Frame tool, 6
 Rectangle tool, 6
 rectangular path, creating, 106
 red squiggly line, for misspelled
 words, 275
 Reference mode, for Index panel, 303,
 303, 306

reference point, for anchored object, 198
 regionalized version, of InDesign, 72
 registered trademark (®), 70, 75, 81
 registration marks, in slug area, 218
 Relative Colorimetric rendering
 intent, 332
 Relative to Spine option, for anchored
 object, 194
 Relink dialog, 434
 remote editors, collaboration with,
 435–437
 Remove Pages icon (Command Bar), *10*
 rendering intent, 142, 330, **332**, 472
 changing, 333
 rendering machine, 287
 repeating elements, master pages
 for, 237
 replacing fonts, **282**, 282, 283
 replicating effects, 176
 resizable panels, 5
 resizing vector graphics, 105
 resolution
 of display, and performance, 287
 when flattening, 343
 Restart Numbering command, 262
 Reveal in Bridge command (Links
 panel), 161
 Reveal in Finder/Explorer command
 (Links panel), 161
 reverse path, 127
 RGB color, 472
 converting to CMYK, 330
 rich black, 331, 350, 472
 rich text, 472
 Rich Text Format (RTF), 27, 32, 473
 rich text word processors, importing
 text from, 27
 right indent for paragraphs, **39**
 Right Indent Tab character, 82
 right-read, 472
 RIP (rastor image processor), 107,
 338–339, 472
 flattening in, 344–345
 rivers, 45, 473
 Rotate tool, 6
 .rpln file extension, 16
 .rtf file extension, 27, 32, 473
 ruler
 changing units, 214
 origin for, 216, 217
 Ruler Guide dialog, *291*
 Ruler Guide Options dialog, 222
 ruler guides
 creating, 289, 289
 layout adjustment and, 226
 rules (lines)
 for footnotes, 271
 for paragraphs, **53–54**, 55
 run-in head, 382, 473
 character styles for, 378
 run-in index format, 312, 312

run-in table of contents, 316, 317
 run-on, 473
 run-up, 473
 runts, 45, 50, 473
 Russian Cyrillic font, 59

S

sans-serif typefaces, for screen
 display, 265
 satin effect, 174
 Saturation rendering intent, 332
 Save As EPS Options dialog (Illustrator
 CS3), 144, 145
 Save icon (Command Bar), *10*
 Save Link Verson command (Links
 panel), 161
 saving
 book files, 297
 libraries, 404
 to older versions of InDesign,
 411–412
 printing presets, 367
 templates, 224
 Scale tool, 6
 scaling, 68, 68–69
 of characters, 68, **68–69**
 horizontal, 66
 pages when printing, 362
 Scissors tool, 6, **126–127**
 screening, 364
 Script Label panel, 409
 icon, 3
 scripting, **407–409**
 folder for, 408
 peer friendly, 408
 Scripts panel icon, 3
 Section Indicator, 295
 section marker, 299
 section symbol (§), 81
 sections, numbering, in books,
 298–300, 299
 See Also reference, 309
 See reference, 309
 Select All Unused command, 186
 selected object
 moving between layers, 295
 Transform Again for group, 209
 selecting, sequential files in list, 152
 Selection tool, 6, 24
 for threading frames, 246
 semi-autoflow mode, 247, 248, 251
 Sentence Case, 73
 separating paragraphs, **39–41**
 separations, 473
 checking, 331
 proof, **337–338**
 Separations Preview panel
 icon, 3
 for ink management, 337, 337
 separators, in indexes, 313

seps, 473
 sequential styles, automatic, 375–376
 serif typefaces, for print, 265
 service mark, 75
 Shadow Honors Other Effects, 173
 shapes
 compound paths, 123, 123–126, 124, 125
 vs. frames, 118–119
 Scissors tool for editing, 126–127
 tools for, 117–135
 merging, dividing, 122, 122–123, 123
 reshaping, 120–126
 sharing reusable settings
 Autocorrect word pairs, 440
 dictionaries, 439
 document size presets, 442
 Find/Change queries, 440–441
 glyph sets, 99, 441
 keyboard shortcuts, 443
 libraries, 404
 PDF Export Presets, 441
 print presets, 441–442
 stroke styles, 440
 styles, 439–440
 swatches, 190–192, 440
 templates, 442
 transparency flattener presets, 442
 workspaces, 442–443
 Shear tool, 6
 shuffling, 234
 Single-Line Composer, 39, 44–46
 sixth space, 83, 83
 Skew effect, for type on path, 206
 skewed text, 70–71, 71
 slashed zero, in OpenType fonts, 92, 92
 sliding trap, 355
 slug, 473
 slug area, 217, 217, 473
 color of guides, 222
 contents, 218–219
 Slug mode for view, 288
 Slug tool, 6
 small caps, 69
 from Character panel, 74
 in OpenType fonts, 91, 92
 smooth anchor points, 109
 converting anchor points between corner and, 111
 Smooth tool, 6, 116
 snap zone, 106, 226
 changing distance, 290
 snapping, 290
 snippets, 404–405, 473
 soft proofs, 335, 473
 purpose, 336
 solidus, 473–474
 Sort By fields, for index entries, 304
 Sort Options dialog, 307, 307

sorting
 on Glyphs panel, 97
 libraries, 403
 table of contents entries, 316
 spacing
 after paragraphs, 40
 of characters, horizontal, 47
 special character marker, Current Page Number, 298
 special characters, 80–99. *See also*
 OpenType fonts
 in Find/Change utility, 276, 277, 278
 Glyphs panel, 95–99, 96
 white space characters, 82–84
 spectrophotometer, 323
 spell check, 271–273
 dictionary editing, 273–275
 dynamic spelling, 275
 ligatures and, 87
 spine
 alignment relative to, 39
 anchored object position relative to, 197
 and facing pages, 215
 as ruler origin, 216
 splitting footnotes, 270
 spot colors, 474
 converting to process color mix, 188, 348
 in mixed colors, 183
 spreads, 474
 multipage, 234, 235
 sRGB color profile, 329, 330
 stacked panels, 5
 stacking order, 103, 338
 Stair Step effect, for type on path, 206
 star, for frames, 118
 start of stroke, 180
 Start Paragraph option, 52
 State panel icon, 3
 Std (standard) OpenType fonts, 86
 Step and Repeat dialog, 207
 step for trapping, 355
 sticky, 474
 stop character, for nested styles, 383
 Story Editor, 263, 263–265, 264
 customizing, 264–265
 drag and drop, 265
 for editing footnotes, 267, 268
 Preferences dialog, Display options, 264
 Story panel
 icon, 3
 Optical Margin Alignment, 49
 Story view, in InCopy, 265, 266
 strikethrough, 77–78
 Strikethrough Options dialog, 78
 stripes, for custom stroke, 182
 Stroke panel, 178, 179
 icon, 3

Stroke tool, 6
 strokes, 178–183
 color, for Pen tool, 106
 custom styles, 180–183
 default assigned to frames, 164
 overprinting, 351
 sharing styles, 440
 styles. *See also* character styles;
 paragraph styles
 editing, Quick Apply for, 407
 enforcing, 380
 for footnotes, 268
 for hyperlink underline, 79
 in imported Word text
 name conflicts, 29
 removing, 28
 unused, 29, 30
 for index levels, 313
 for index title, 312
 nested, 381–384
 for objects, 399–400
 redefining when changing font, 282
 for section numbers, 299
 sharing, 439–440
 shortcuts for, 405–406
 synchronizing for book, 300–301
 for tables, 398
 stylistic sets, in OpenType fonts, 92, 93
 subscript, 74, 74–75
 substrate, 474
 color of, 324
 superscript, 74, 74–75
 Swap Fill and Stroke tool, 6
 swashes, 90, 90
 swatches, 183–192
 default, 191
 deleting unused, 186
 finding unfindable, 187–189
 managing, 186–190
 mixed inks, 183–186
 sharing, 190–192, 440
 undeletable, 187, 190
 viewing without opening or importing, 191–192, 192
 Swatches panel, 183
 customizing, 20
 icon, 3
 in Illustrator, 189
 ink type, 345
 New Mixed Ink Group, 184
 Swatches Panel icon (Command Bar), 10
 Synchronize Options dialog, 300, 300

T

tab character, 82
 tab position, for bullets, 257
 tab-separated text file, for data merge, 391

- Table menu > Insert Table, 398
- table of contents, **314–318**, 317
- Table of Contents dialog, 314, 314
- Table of Contents text, in imported Word text, 27
- Table panel icon, 3
- Table Styles Options dialog, 399
- Table Styles panel, 398, 398
 - icon, 3
- tables
 - efficiency working with, **397–398**
 - in imported Word text, 29
 - styles, **398**
 - sharing, 439–440
- Tabs icon (Command Bar), 10
- tabs, to replace spaces in imported text, 27
- tabular numerals, 94, 94
- Tagged Image Format (TIF), 141
- Tags panel icon, 3
- target document for data merge, 391, **392**
- templates, **224–225**
 - saving, 224
 - sharing, **442**
 - for trap presets, 353
- tethered objects, 192. *See also* anchored objects
- text
 - converting to outline, 133, 343
 - cutting to fit space, 66
 - efficiency working with, **369–396**
 - with character styles, **378–379**
 - with data merge, **389–396**
 - with nested styles, **381–384**
 - with paragraph styles, **369–377**
 - with text variables, **384–389**
 - pasting without formatting, 157
 - placing without frame, **31–32**
- text files, in Bridge, 154
- Text Frame Options dialog, **33–37**, 34
 - Baseline Options tab, 295
- Text Frame Options icon (Command Bar), 10
- text frames
 - converting to image-filled frame, **132–135**
 - counting words in, 33
 - creating, **23–24**
 - filling with placeholder text, 32
 - importing text file, **24–31**
 - inset spacing, **35–36**, 36
 - on master pages, **239–240**
 - matching columns and gutters in, 213
 - resizing, 24
 - threading, **245–254**
 - adding frame, 250–251
 - autoflowing text, **251**
 - and multiple documents, 414–415
 - pre-created frames, **246–248**, 247
 - removing frame, 250
 - when importing, 248
 - without pre-created frames, 248
 - without text, 248–249
 - vertical justification, **36**, 36
- Text Import Options dialog, 26, 26
- text macros, in InCopy, 265
- Text tool, 78
- text variables, **384–389**
 - Chapter Number, 300
 - page number, 384
 - types, **385–387**
- text wrap, and hidden layers, 296
- Text Wrap panel, 193
 - icon, 3, 10
- thesaurus, in InCopy, 265
- thin space, 83, 83
- third space, 83, 83
- threading, 474
 - text frames, **245–254**
 - adding frame, 250–251
 - autoflowing text, **251**
 - and multiple documents, 414–415
 - pre-created frames, **246–248**, 247
 - removing frame, 250
 - when importing, 248
 - without pre-created frames, 248
 - without text, 248–249
 - tips, 249
 - unthreading, 249
 - viewing, 249, 250
- threshold for gridline display, 294
- thumbnail drive, InDesign on, 19
- thumbnails
 - of pages, in Page panel, 230, 230
 - viewing in Bridge, 154
- ThumbsPlus, 154
- TIF (Tagged Image Format), 141
- tilde (~), for discretionary hyphen, 274
- tiling pages when printing, 362
- time notations (AM/PM), 75
- tint build, 183
- tint, for underline, 77
- title
 - of index, 312
 - of table of contents, 314
- Title Case, 73
- titling alternates, in OpenType fonts, 90
- ™ (trademark), 70, 75, 81
- Toffler, Alvin, 369
- Tools panel, 6, 6–7
 - arrangement options, 7
 - Polygon Frame tool, 120
 - view modes, 288, 289
- Topic mode, for Index panel, 303, 303, 310
- Topic Options dialog, 306, 307
- topics in index, creating before references, 310
- tracking, 64, **64–67**, 67
 - tightening, 66
- trademark (™), 70, 75, 81
- Transform panel icon, 3
- transparency
 - alpha channels for, 142
 - attribute-level, 170, **170–171**
 - copy and paste impact, 156
 - for PDF background in Acrobat, 149
 - in PNG file, 143
- Transparency Flattener Preset dialog, 342
- Transparency Flattener Preset Options dialog, 342, 342
 - sharing settings, **442**
- Transparency palette, 170
- Trap Presets panel, 353, 353
 - Assign Trap Preset, 355–356
 - icon, 3
- trapping, **348–356**, 474
 - assigning presets to page, 355–356
 - data in PDF document, 148
 - InDesign vs. In-RIP, 351–352
 - loading presets from other InDesign documents, 353
- trim area, 217, 217
 - cropping PDF to, 149
- trim edge, proximity of design elements to, 221
- troubleshooting, pasting from Illustrator, 156
- TrueType fonts, 86
 - limit to number of glyphs, 84
- .txt file extension, 32
- Type 1 fonts, 86
- Type menu
 - > Bulleted & Numbered Lists >
 - Define Lists, 259
 - > Change Case, 73–74
 - > Create Outlines, 133
 - > Document Footnote Options, 268
 - > Find Font, 282
 - > Font, 60, 60
 - > Insert Footnote, 267
 - > Insert Special Character, 387
 - > Frame Break, 249
 - > Hyphens and Dashes, 80
 - > Marker > Current Page Number, 240, 299
 - > Marker > Footnote Number, 268

- Marker ➤ Next Page Number, 253
- Marker ➤ Section Marker, 299
- Other, 384
- Symbols, 80
- Insert White Space ➤ Nonbreaking Space, 311
- Show Hidden Characters, 24, 308
- Text Variables
 - Define, 385
 - Insert Variable, 385, 389
- Type on a Path
 - Delete Type from Path, 205
 - Options, 206–207

Type on a Path tool, 6

- type on path, 203, 203–207
 - editing, 204–205
 - options, 206, 206–207

type style, 57–60

Type tool, 6, 23, 80

Type on a Path tool, 204

typeface design, 62

typesetting

- to fit text, 66–67
- vertical scale increase for emphasis, 68

Typical Display display performance setting, 287, 288

typographer's quotes, in imported text, 27, 28

U

undeletable swatches, 187, 190

underline, 76–77

for hyperlinks, 78–79

Underline Options dialog, 76, 76–77

undoing page move, 234

Unicode, 474

Unicode font table, 85

for Glyphs panel sort, 97

uniformity, of global light effect, 177, 177

unlocking guides, 222

unthreading text frames, 249

Update Link icon (Command Bar), 10

uppercase, 73

U.S. Web Coated (SWOP) v2 color

profile, 329, 329, 330

USB stick, InDesign on, 19

User dialog, 424, 424

user names, for assignments, 424

V

Variable Data Printing (VDP), 389, 474

vector graphics, 103–105. *See also* paths in vector shapes
resizing, 105

Verdana font, 265

Version Cue, 474

Versions command (Links panel), 161

vertex, 104

vertical justification, for text frames, 36, 36

vertical scaling of characters, 68, 68–69

View menu

- Display Performance, 288
 - Clear Object-Level Display Settings, 288
- Grids & Guides
 - Lock Guides, 222, 290
 - Snap to Guides, 290
- Proof Colors, 335, 336
- Screen Mode, 288
- Show Text Threads, 249
- Story Editor
 - Collapse All Footnotes, 268
 - Expand All Footnotes, 268
 - Hide Style Name Column, 265
 - Show Depth Ruler, 265

virgule, 473–474

visibility of layer, 295

Visual Basic Script, 407

W

waisted bullet (•), 70, 81

WebDings font, 97, 99

weight

- of paragraph rules, 54
- of strikethrough, 78
- of stroke, 178
- of underline, 76

white, in QuarkXPress swatch, 190

white space

- characters, 82–84
- need for, 222
- between story column and footnotes, 270

whole word search and replace, 278

widows, 50, 474

width

- of columns, 34–35
- of paragraph rules, 54

Window menu

- Arrange ➤ New Window, 287
- Assignments, 425
- Automation
 - Data Merge, 392
 - Scripts, 408, 409
- Effects, 170
- Object & Layout
 - Command Bar, 10
 - Navigator, 286
 - Pathfinder, 128
- Output, 353
 - Flatten Preview, 339
 - Separations Preview, 337

➤ Text Wrap, 193

➤ Type & Tables, 398

➤ Character, 57

➤ Character Styles, 378

➤ Glyphs, 95

➤ Index, 303

➤ Paragraph, 37

➤ Paragraph Styles, 370

➤ Story, 49

➤ Table, 397

➤ Workspace

➤ New and Improved in CS3, 13

➤ Printing and Proofing, 13

➤ Save Workspace, 18, 443

Window menu (Photoshop), ➤ Layer Comps, 146

Windows, Image Color Management (ICM) user interface, 323

Windows Meta File (WMF) format, 141

wireframe, 474

wireframe cube, 104

WMF (Windows Meta File) format, 141

Word. *See* Microsoft Word

word processing, 262–271

Autocorrect, 275–276, 276

endnotes, 271

Find/Change, 276–281

fonts, replacing, 282, 282, 283

footnotes, 267, 267–271, 268

InCopy, 265–267

story view, 266

spell check, 271–273

dictionary editing, 273–275

dynamic spelling, 275

Story Editor, 263, 263–265

customizing, 264–265

drag and drop, 265

WordPerfect, RTF for, 32

words

adding references to index for all instances, 305

preventing hyphenation, 274

in text frames, counting, 33

workflow

for book design, redefining and optimizing, 228–229

Book File Collaboration Workflow, 412–414

content-first workflow, image placement in, 158

Divide and Conquer workflow, 417–418, 418

potential problems, 418–419

frame-first workflow, image

placement in, 139–140

InCopy LiveEdit Workflow, 415, 424

InDesign-InCopy LiveEdit Workflow, file types for, 423

- Live Workflow
 - with copy before layout, 437
 - plug-ins for InDesign/InCopy communication, 430
- Open Prepress Interface (OPI)
 - workflow, and flattening, 344
- Placed Page Collaboration
 - Workflow, 415–417, 416, 420
 - output from, 420–421
- workstations with focus on, 14–15
- workflow-focused workstations,
 - creating, 14–15
- working spaces (color), 329–331
 - changing, 333
 - converting to, 331
- workspaces, 475
 - customizing, 18
 - sharing, 442–443

- workstations, creating workflow-
 - focused, 14–15
- Wrap Around Bounding Box, 193
- WYSIWYG onscreen preview, 287, 475

X

- x-heights, of typeface, 65
- X Offset field, for anchored
 - object, 200
- XHTML-based Digital Editions
 - format, 302
 - .xls file extension, 32
- XML code, snippet as, 404
- XMP (eXtensible Metadata
 - Platform), 475
- XMP metadata dialog, 161

Y

- Y Relative To field, 199, 201
- yen symbol (¥), as anchored object
 - marker, 195, 195–196

Z

- Zapf Dingbats typeface, 97
- Zapfino Extra LT Four font, 70
- zero-point of ruler, 216
- zero, slashed, in OpenType fonts, 92, 92
- zoom, for Glyphs panel, 97
- Zoom In icon (Command Bar), 10
- Zoom Out icon (Command Bar), 10
- zoom percentage field, 286
- Zoom tool, 6, 285, 285
- zooming, 285–286
- z-order, 338, 475