

**Guided Computer Tutorials**

**Learning  
Adobe  
InDesign CC**

**Module 2**

**By Greg Bowden**

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# Learning Adobe InDesign CC

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# Table of Contents

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InDesign allows you to create Tables of Contents based on the headings in a document. These tables can be automatically updated when changes are made to the publication and exported to a PDF document that can be read by other programs such as Adobe Acrobat Reader. Interactivity can also be added through bookmark links to the headings.

## Looking at the Sample File

If you have used paragraph styles within a document you can automatically create a table of contents from these styles. A sample document with paragraph styles has been prepared for you.

### A Loading the Sample File

- 1 Load Adobe InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 11 folder and load the CHAPTER 11 file.

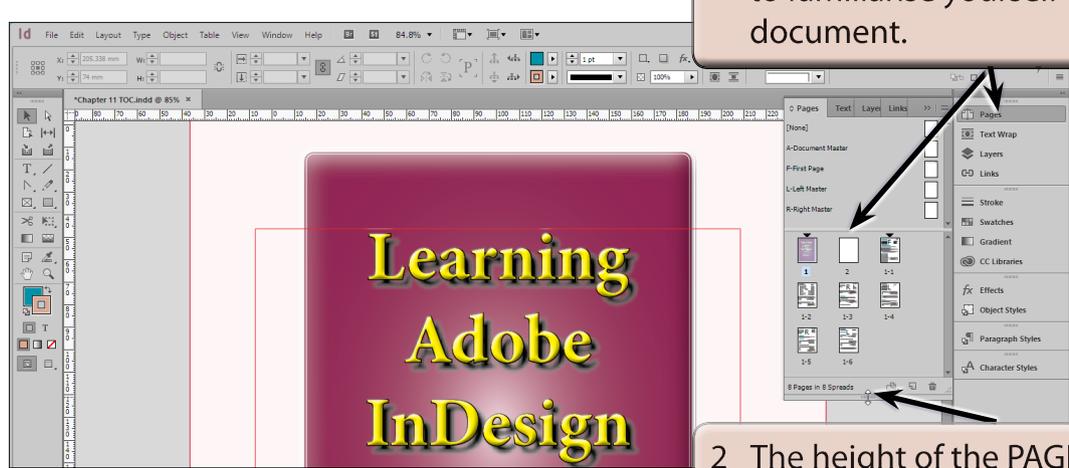
**NOTE: If a MISSING FONTS dialogue box is displayed, click on the flagged fonts, set the boxes at the bottom of the dialogue box to ARIAL, select the appropriate style and click on CHANGE ALL.**

- 4 The file contains the first 8 pages of the first chapter of these tutorials.
- 5 Check that the screen is set to the ADVANCED workspace.
- 6 Use SAVE AS from the FILE menu to save the document in your STORAGE folder under the file name:

Chapter 11 TOC

## B Looking at the Pages

The document consists of an opening page, a blank page where the Table of Contents will be placed and 6 pages of instructions.



1 Expand the PAGES panel and double click on some of the pages to familiarise yourself with the document.

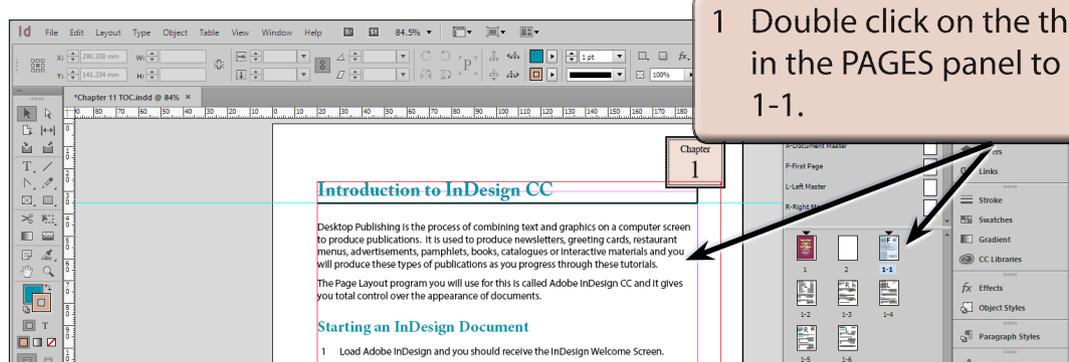
2 The height of the PAGES panel can be adjusted by dragging its bottom border.

The screenshot shows the Adobe InDesign interface. The main workspace displays a document page with a dark red background and the title "Learning Adobe InDesign" in a large, yellow, serif font. The Pages panel on the right side of the interface is expanded, showing a grid of page thumbnails. The first two pages are numbered 1 and 2, and the next six pages are numbered 1-1 through 1-6. The bottom border of the Pages panel is being dragged downwards, as indicated by an arrow.

- 3 The first two pages are numbered 1 and 2. The next 6 pages are numbered 1-1 through to 1-6.
- 4 The numbering of pages is set using NUMBERING & SECTION OPTIONS from the LAYOUT menu.

## C Looking at the Styles Used

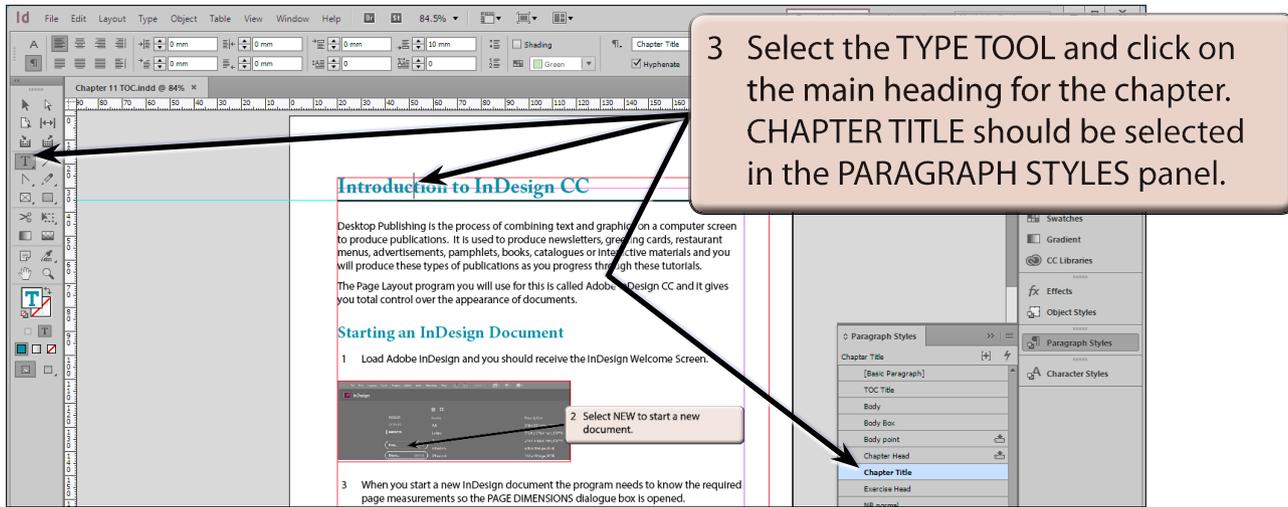
Three paragraph styles have been used for the headings in this document. Chapter Title, Sub-Head and Sub-Head Point.



1 Double click on the third page icon in the PAGES panel to open page 1-1.

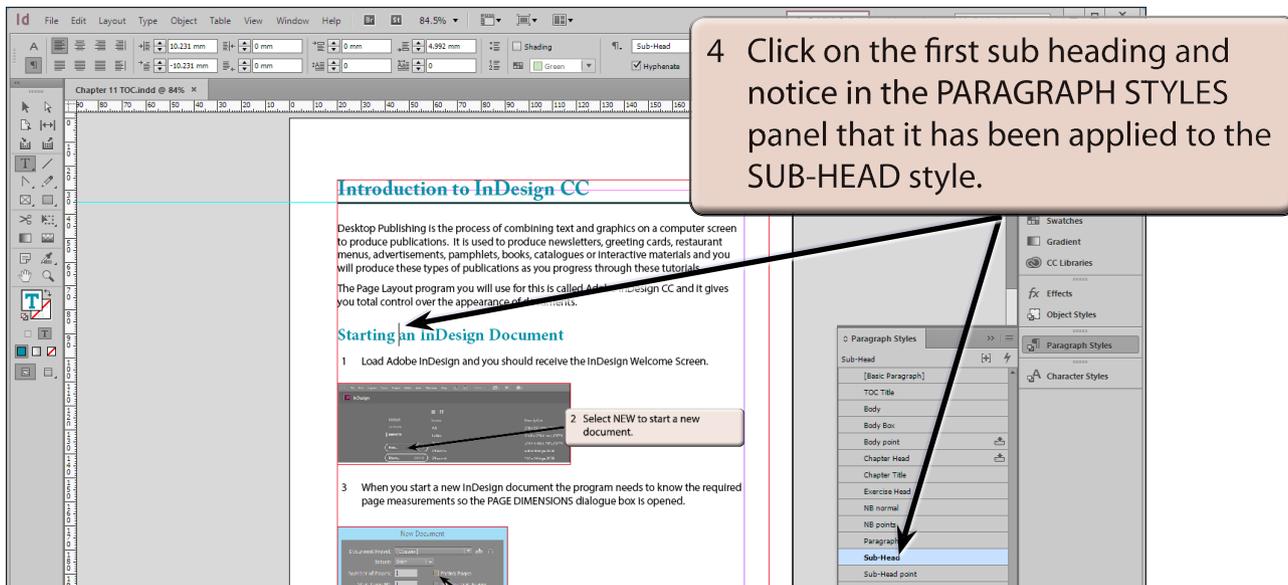
The screenshot shows the Adobe InDesign interface with the third page of the document open. The page features a blue header "Introduction to InDesign CC" and several paragraphs of text. The Pages panel on the right side of the interface is visible, and the third page icon (1-1) is being double-clicked, as indicated by an arrow.

## 2 Expand the PARAGRAPH STYLES panel.



3 Select the TYPE TOOL and click on the main heading for the chapter. CHAPTER TITLE should be selected in the PARAGRAPH STYLES panel.

The screenshot shows the Adobe InDesign interface. The main text area contains the heading "Introduction to InDesign CC" in a blue font. The Paragraph Styles panel on the right is expanded, and the "Chapter Title" style is highlighted in blue. A callout box with the number 3 points to the "Chapter Title" style in the panel. Another callout box with the number 2 points to the "NEW" button in the "New Document" dialog box.



4 Click on the first sub heading and notice in the PARAGRAPH STYLES panel that it has been applied to the SUB-HEAD style.

The screenshot shows the Adobe InDesign interface. The main text area contains the heading "Introduction to InDesign CC" and the sub-heading "Starting an InDesign Document" in a blue font. The Paragraph Styles panel on the right is expanded, and the "Sub-Head" style is highlighted in blue. A callout box with the number 4 points to the "Sub-Head" style in the panel. Another callout box with the number 2 points to the "NEW" button in the "New Document" dialog box.

**NOTE:** You may need to scroll through the PARAGRAPH STYLES to display the SUB-HEAD style. The panel's height can be increased by dragging its bottom border down.

5 Click on the PAGE box arrow at the left of the STATUS BAR at the bottom of the screen and select 1-5 to display that page.

6 Click on the lettered sub-heading and notice that it has been set to the SUB-HEAD POINT style in the PARAGRAPH STYLES panel.

1 Click on one of the panel icons in the PANEL GROUP to expand it.

2 Click on the panel label again to collapse the panel.

3 Click on the DOUBLE ARROW top right of the PANEL GROUP to expand all the panels.

2 Notice that some tools have arrows pointing to their base. These arrows indicate that you can hold down the mouse button on the TYPE TOOL to see its 2 tools.

The Panel Group  
InDesign houses many of its functions in collapsed panels at the right of the screen. You can add panels to or remove panels from the PANEL GROUP.

A Displaying Panels

1  
2  
1-1  
1-2  
1-3  
1-4  
1-5  
1-6  
A-Document Master  
F-First Page  
L-Left Master  
R-Right Master

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7 The Table of Contents will be created using these three styles.

## Creating the Table of Contents

The contents will be placed on the second page of the document, which is blank at the moment.

### A Setting the Contents Heading

1 Expand the PAGES panel and double click on the second page icon to open the blank page.

© Pages Text Layout Layers  
[None] Text Wrap  
-Document Master  
Layers  
F-First Page Links  
L-Left Master Stroke  
R-Right Master Swatches  
1 2 1-1 Gradient  
1-2 1-3 CC Libraries  
1-4 Effects  
Object Styles

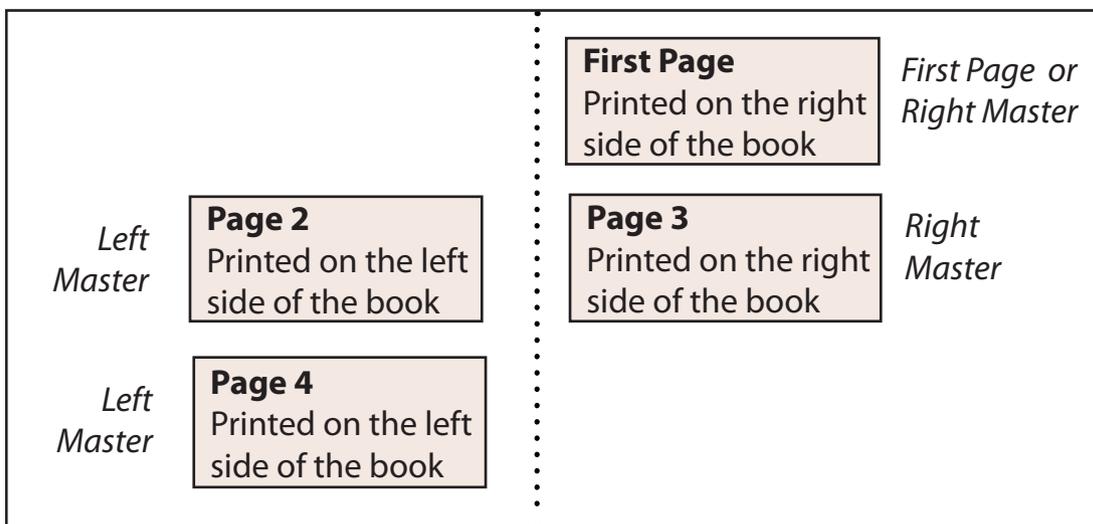
# Creating Magazines

Adobe InDesign is set up to make it easy to create magazines and books. In this chapter the first few pages of a school magazine will be created. The process involves the use of Master Pages.

Master Pages are templates that hold text, images and objects that can be applied to pages in a document. Their major advantage is that you only have to enter an entity in a Master Page once and any changes that you make to that entity only needs to be made once. The changes will be automatically updated to all pages set to that Master Page. Common examples of entities placed in master pages are headers, footers and page numbers.

## The Page Structure

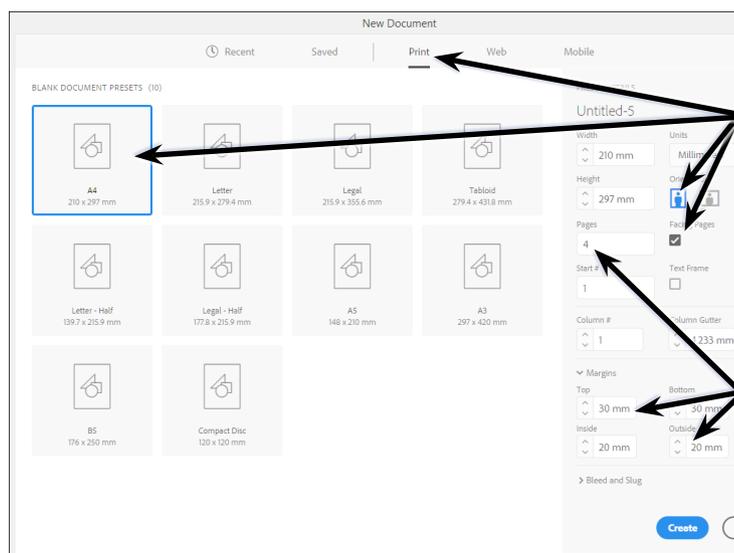
The document will be setup in a book format and would be printed on A3 paper set to landscape orientation (which is 2 A4 pages next to each other). Each page is created as an A4 page. The following diagram shows how the master pages relate to the pages in the document.



The first page in many publications is set to a different format to the other pages. In this case to make things simpler, the first page will be set to the RIGHT MASTER format.

## Starting the Document

- 1 Load Adobe InDesign or close the current documents and select NEW in the WELCOME screen to start a new document.



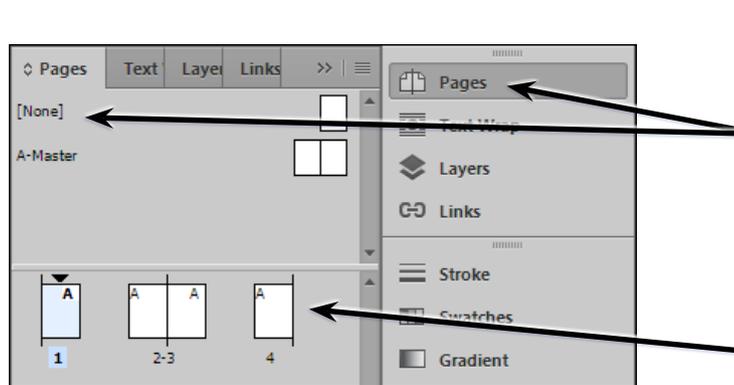
2 Select the PRINT category, the A4 PRESET, leave FACING PAGES turned on and set the ORIENTATION to PORTRAIT.

3 Set the PAGES box to 4 and, in the MARGINS section, turn off the MAKE ALL SETTINGS THE SAME icon and set the TOP and BOTTOM margins to 30 mm, and the INSIDE and OUTSIDE margins to 20 mm.

- 4 Select CREATE to start the document and turn on the ADVANCED workspace.

## Master Pages

The PAGES panel is used to maintain any master pages that you create.



1 Expand the PAGES panel and you will see 2 items in the top section of the panel. [NONE] and A-MASTER. This is the MASTER PAGE section of the PAGES panel.

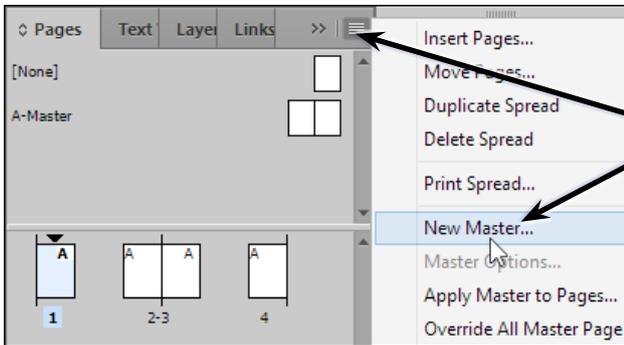
2 The lower section of the PAGES panel displays icons for each of the 4 pages of the document.

**NOTE:** The [NONE] Master Page is used to remove a master page from a page. The A-MASTER is a default blank Master Page that is added to all new documents.

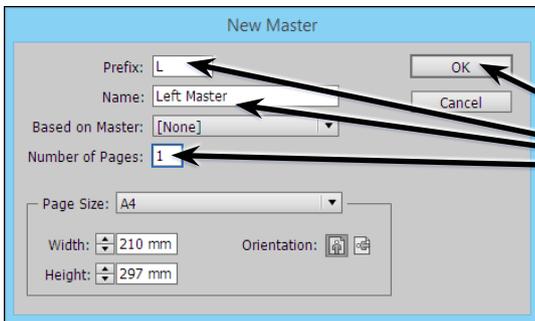
## Creating the Left Master Page

A Master Page will be created that can be applied to all pages on the left side of the magazine.

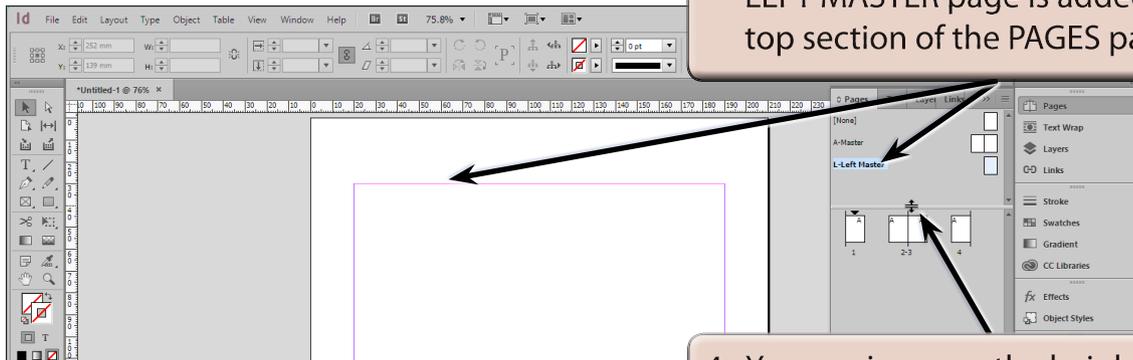
### A Setting the Master Page



1 Click on the PANEL MENU icon at the top right of the PAGES panel and select NEW MASTER.



2 Set the PREFIX to L, the NAME box to LEFT MASTER, the NUMBER OF PAGES to 1 and select OK.



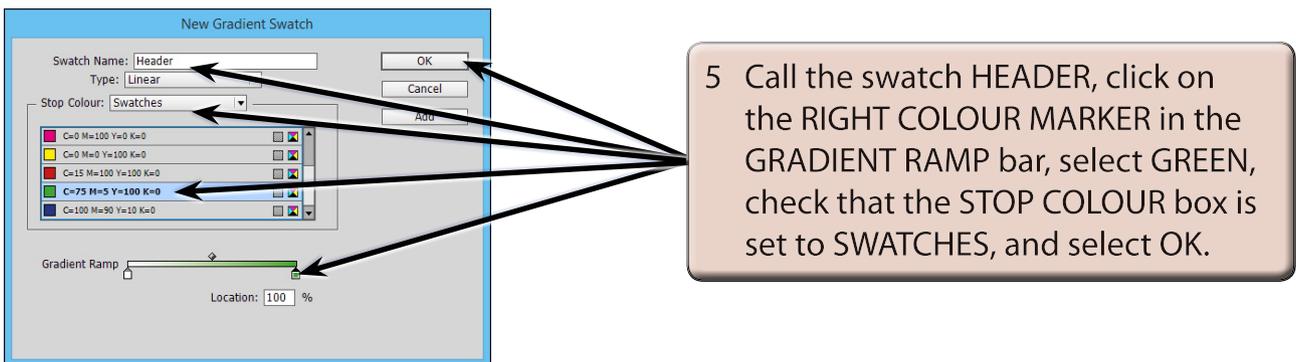
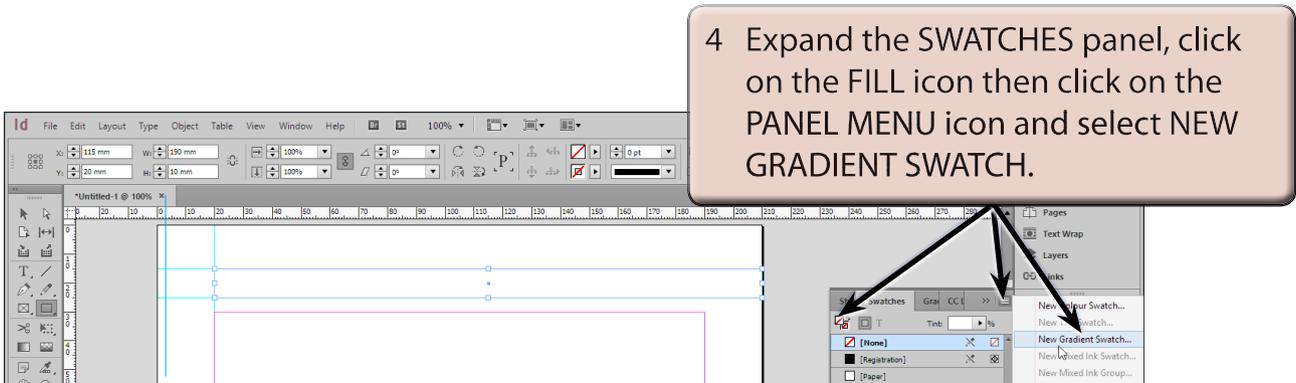
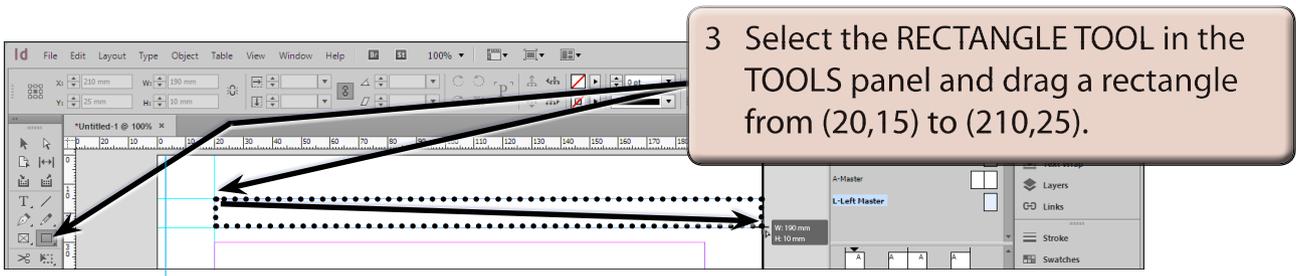
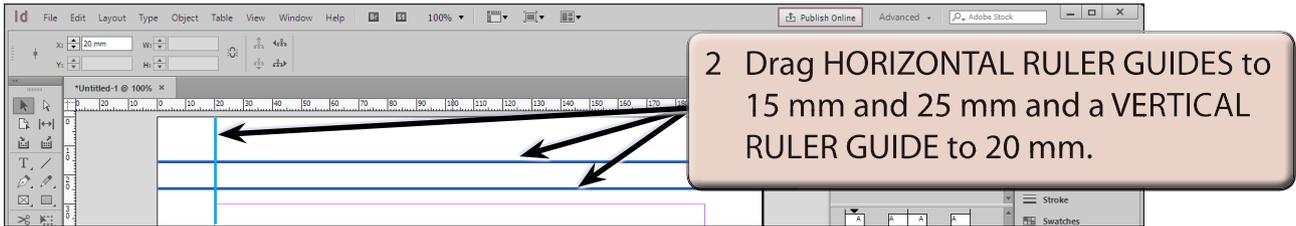
3 A blank screen is provided and the LEFT MASTER page is added to the top section of the PAGES panel.

4 You can increase the height of the MASTER PAGES section of the PAGES panel by dragging its bottom border down.

## B Adding a Header

The HEADER will simply be a rectangle filled with a gradient colour.

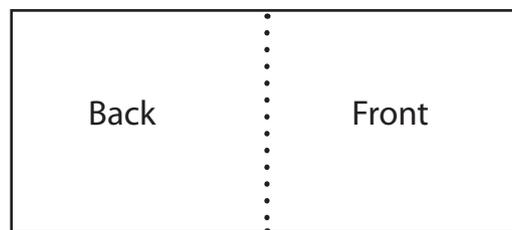
- 1 Set the screen to ACTUAL SIZE.



# Magazine Covers

Magazine covers are usually printed on thicker paper than the inside of the magazine, so they are created in a separate document. Most photocopiers and advanced printers can combine the cover with the contents to produce the magazine.

In this chapter you will create a simple A3 cover for the magazine that you created in the previous chapter. The structure of the document will be:



A3 sheet, Landscape Orientation

## Starting the Document

- 1 Load Adobe InDesign or close the current documents.
- 2 Select NEW in the WELCOME screen to start a new document.

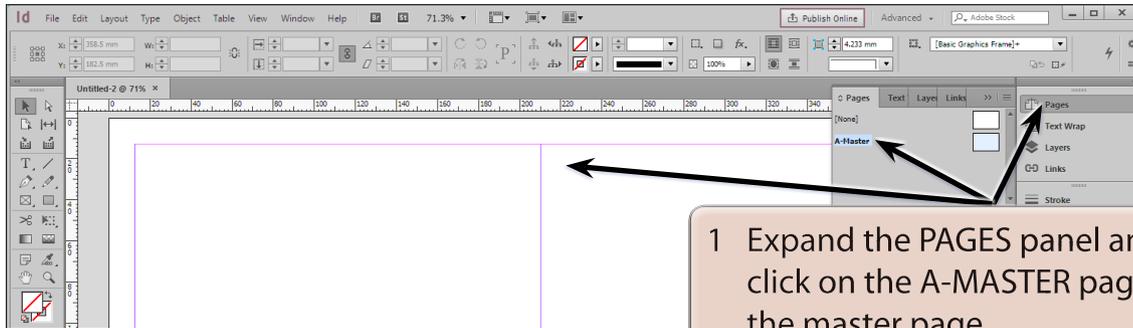
3 Select the PRINT category, the A3 PRESET, set the ORIENTATION to LANDSCAPE and turn off FACING PAGES.

4 Leave the PAGES box set to 1, set the COLUMNS set to 2 with a 0 GUTTER and select CREATE.

**NOTE:** Setting the COLUMNS to 2 with a zero GUTTER will display where the fold is at the centre of the page.

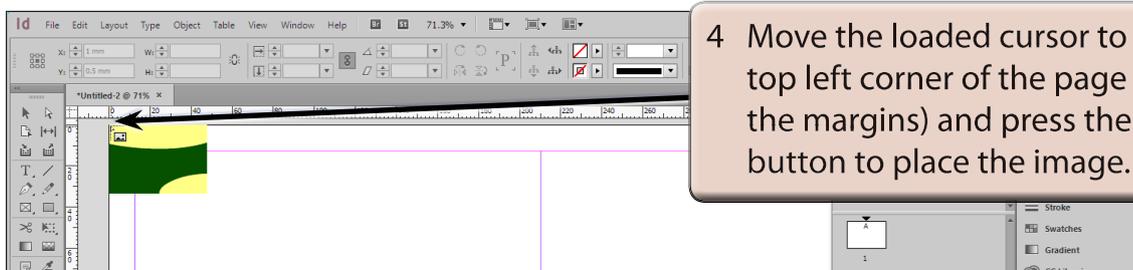
## Inserting the Background Image

A background image will be imported into the A-MASTER page.



**NOTE:** You can rename the A-MASTER page by selecting it in the PAGES panel then choosing MASTER OPTIONS FOR A-MASTER from the PANEL MENU.

- 2 Select the SELECTION TOOL and press CTRL+D or COMMAND+D to select the PLACE command.
- 3 Access the CHAPTER 13 folder of the IDcc SUPPORT FILES and import the BACKGROUND image.



- 5 The image will fill the whole of the page.

**NOTE:** The background image is just a collection of colours. The green area could have been replaced by a series of school photos and a watermark of the school's logo could have been placed in one of the yellow areas.

# Creating Multimedia SWF Products

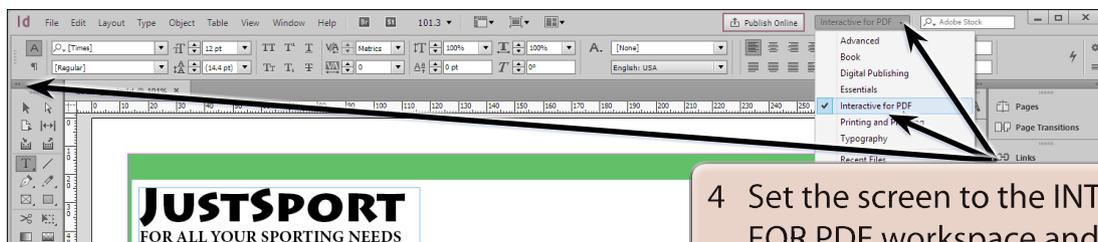
InDesign can be used to create multimedia products that combine movie clips, sounds, images and animations into professional products that can be distributed on DVDs or as SWF (Flash) files that can be played from web sites. Buttons can be used to allow the user to move to specific parts of the product.

In this chapter you will create an online product catalogue for a sports store and export it as a SWF file so that the file can be viewed from a web page.

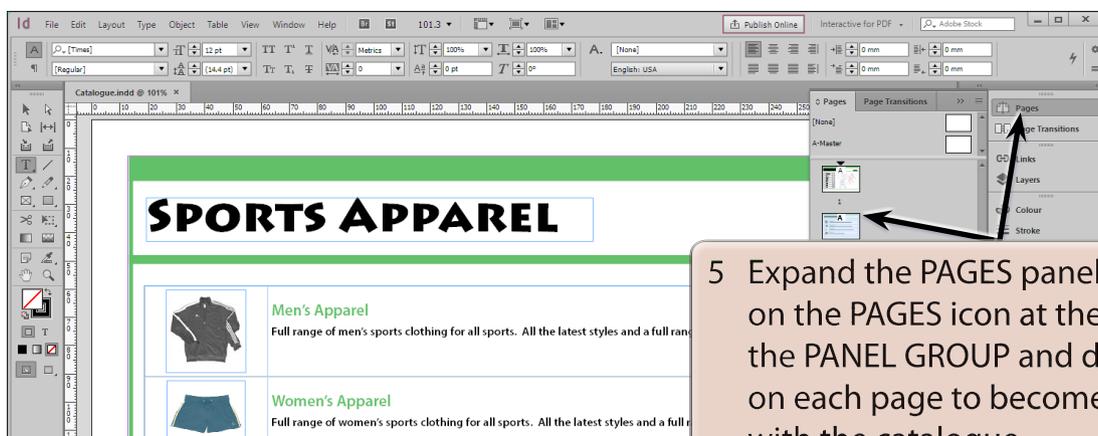
## Creating an Online Catalogue

A simplified catalogue for a sports store has been prepared for you. It will need navigation buttons added to it before it is exported to a SWF (Flash Player) file.

- 1 Load Adobe InDesign or close the current document.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 14 folder and load the CATALOGUE file.



- 4 Set the screen to the INTERACTIVE FOR PDF workspace and the TOOLS panel to 2 columns.



- 5 Expand the PAGES panel by clicking on the PAGES icon at the top right of the PANEL GROUP and double click on each page to become familiar with the catalogue.

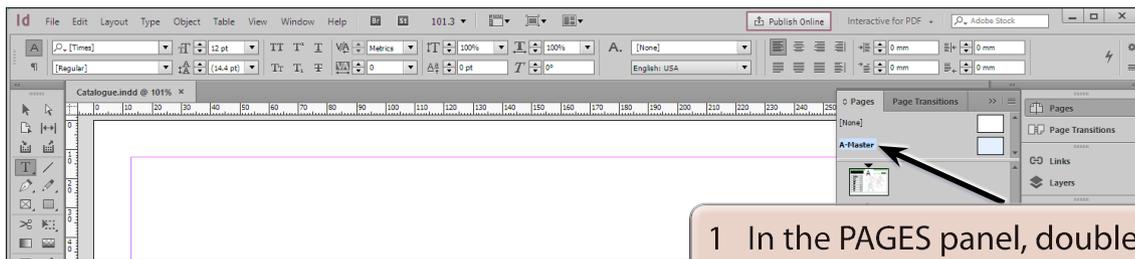
**NOTE:** There is a **DIGITAL PUBLISHING** workspace that you will use in the next chapter, but the **INTERACTIVE FOR PDF** workspace provides all the panels that will be needed for this activity.

## Drawing Navigation Buttons

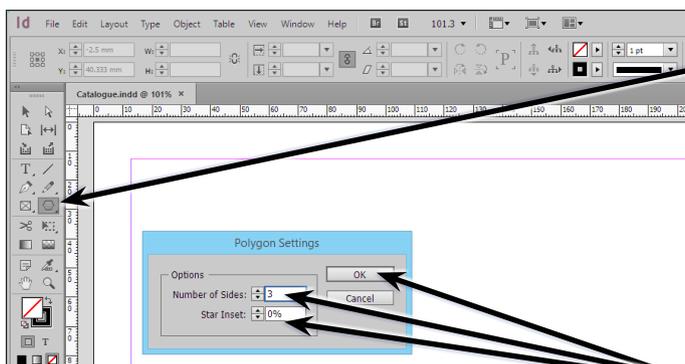
Any object within InDesign can be converted into a button or you can use some of the sample buttons provided by InDesign. In this case triangles and a circle will be drawn using the SHAPES tools and converted to buttons to allow the user to go to the next page, the previous page and return to page 1.

When creating buttons that will be used on all pages of a document, it is more efficient to place those buttons in a MASTER page so that they automatically appear on all pages.

### A Drawing a Triangle



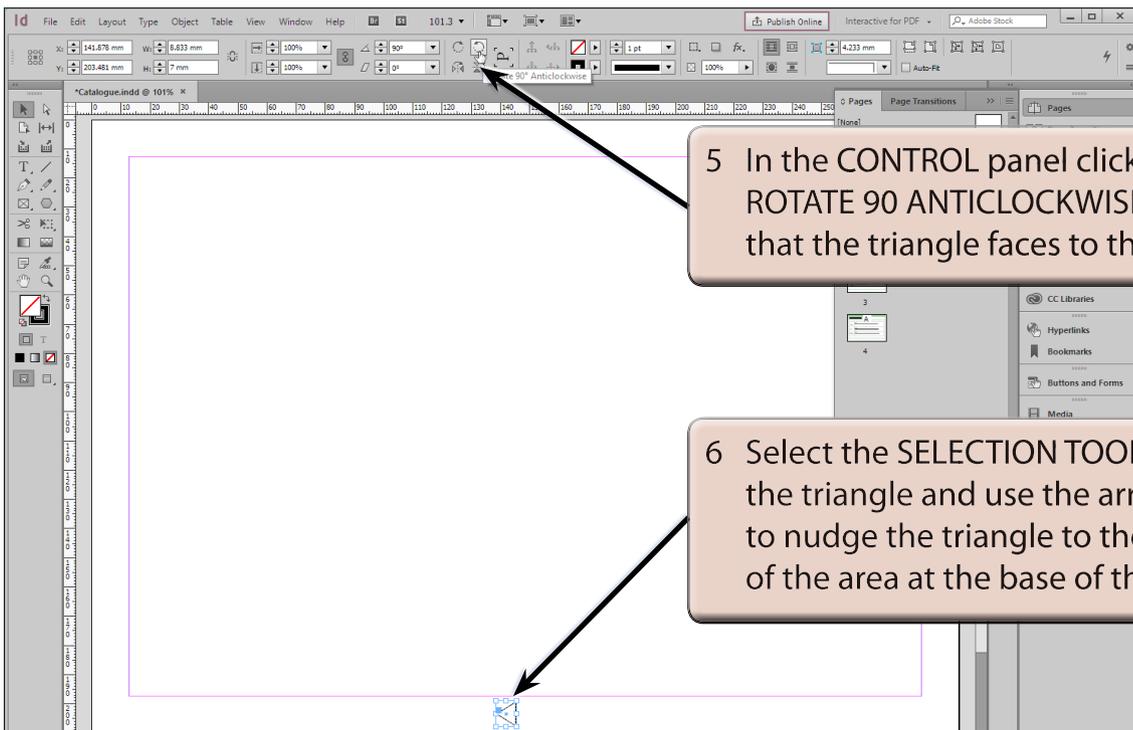
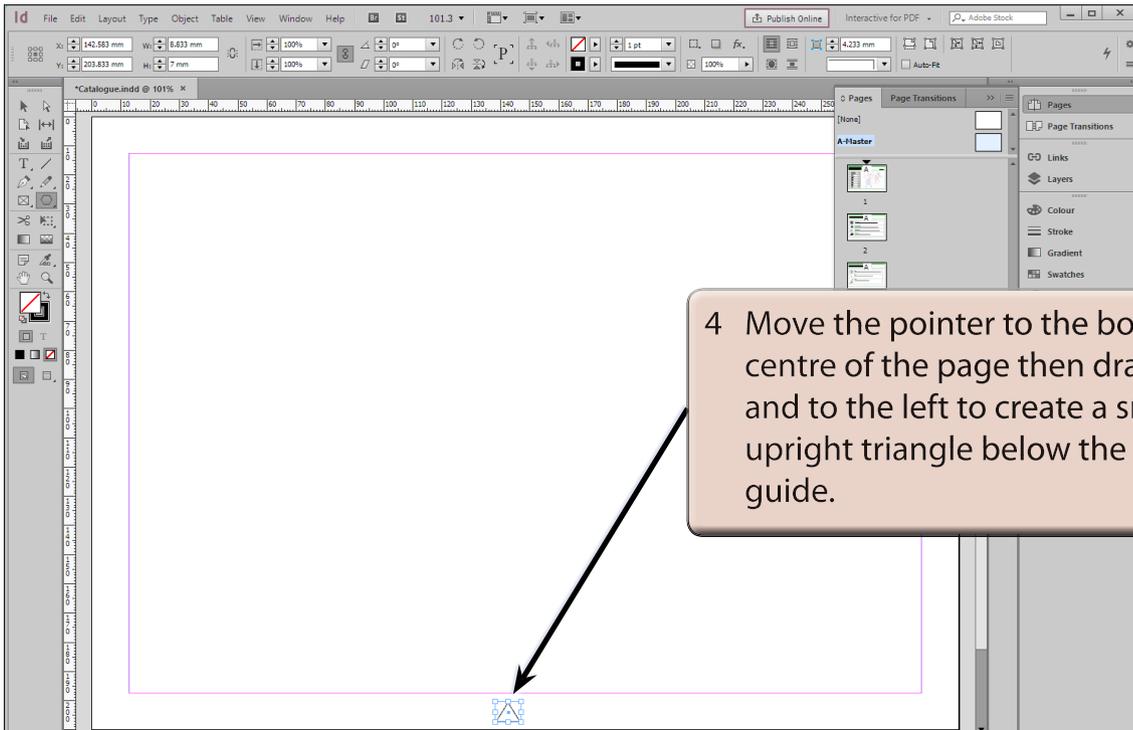
1 In the PAGES panel, double click on the A-MASTER page to open the MASTER PAGE.

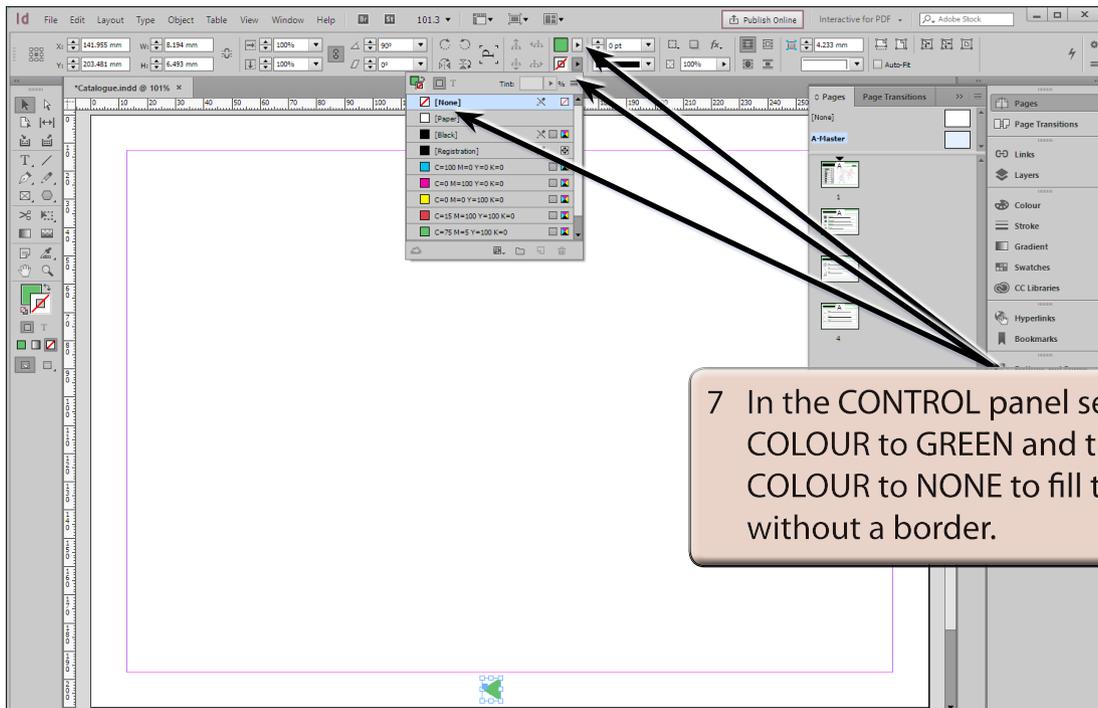


2 Click and hold on the SHAPES TOOL in the TOOLS panel and set it to the POLYGON TOOL.

3 Double click on the POLYGON TOOL to open the POLYGON SETTINGS dialogue box, set the NUMBER OF SIDES to 3, the STAR INSET to 0% and select OK.

**NOTE: Setting the NUMBER OF SIDES to 3 means that every shape drawn by the POLYGON TOOL will be a triangle.**



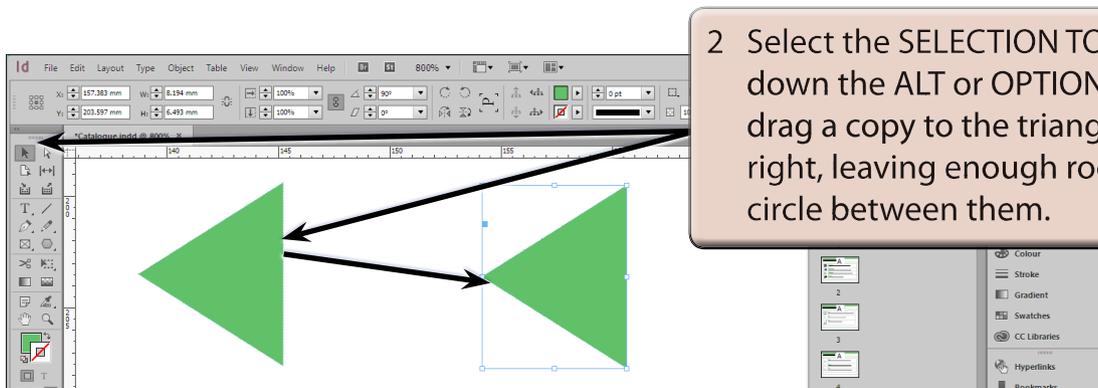


**NOTE:** You could add some bevel and drop shadow effects to the triangle if you wanted to.

## B Duplicating the Triangle

The triangle can be duplicated and flipped to create a button that faces to the right.

1 Zoom in on the triangle.



## Animations and Media

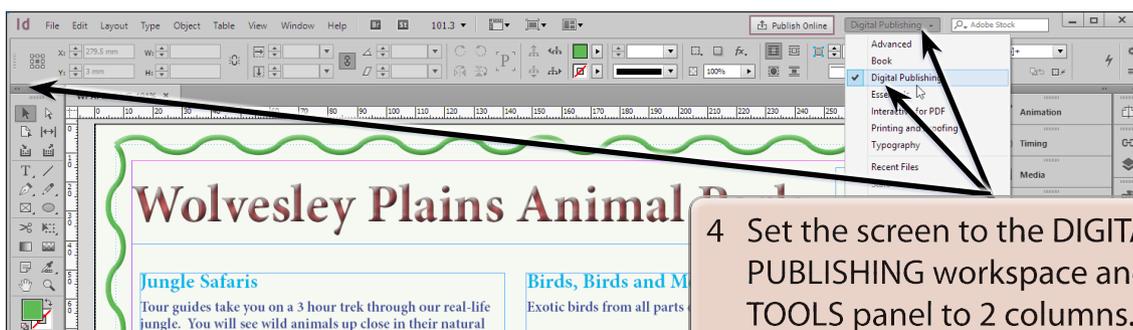
InDesign allows you to apply animation to frames and insert media such as video or sound files. These can then be exported as a Flash Player SWF file or as an Interactive PDF file for viewing outside InDesign.

To illustrate this, a presentation page for an Animal Park will be completed to include animated headings, stacked images that can be viewed by clicking buttons and a video that can be played when needed. The completed presentation could be displayed on monitors around the Animal Park.

### Loading the Prepared File

The design of the display has been prepared for you with blank frames for the images and video. It then will be exported as a SWF (Small Web Format) file or as an Interactive PDF file so that it can be viewed in a browser.

- 1 Load Adobe InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 15 folder and load the WPAP file.



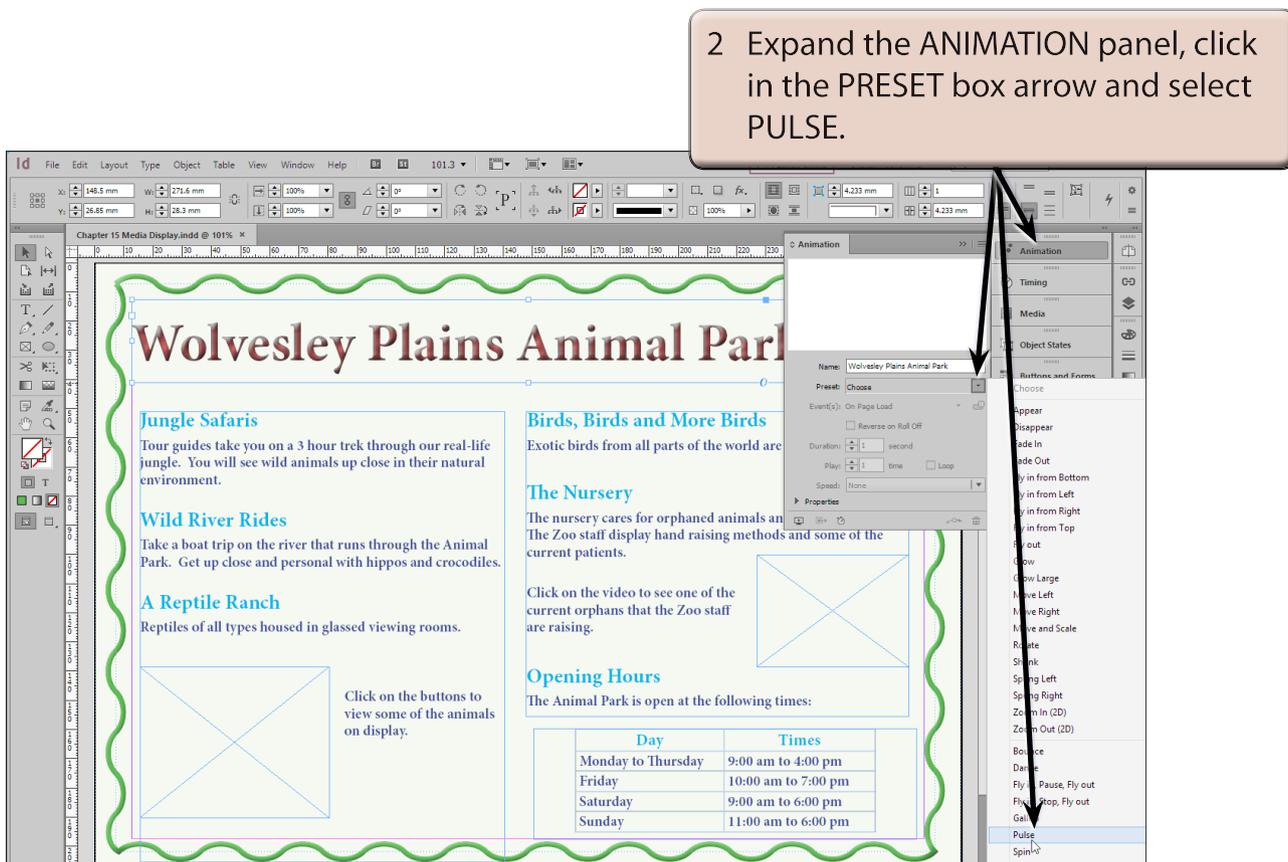
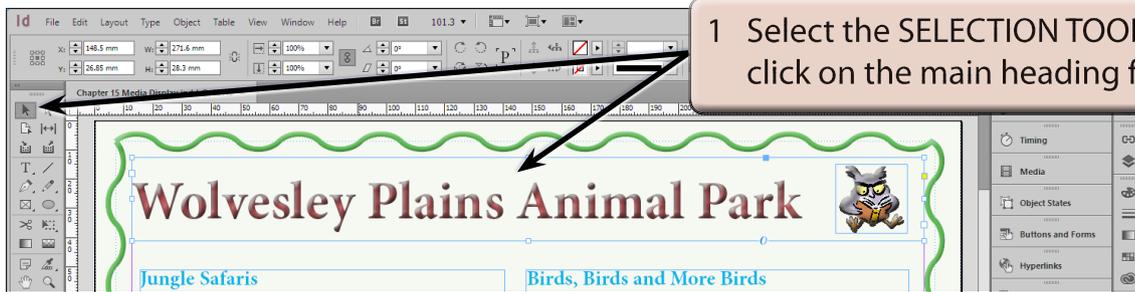
- 5 Use SAVE AS from the FILE menu to save the file in your STORAGE folder as:

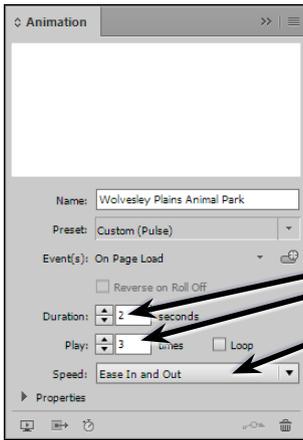
Chapter 15 Media Display

# Creating Animations

Let's set the main heading to pulse and the Owl image at the top right of the page to dance.

## A Animating the Main Heading

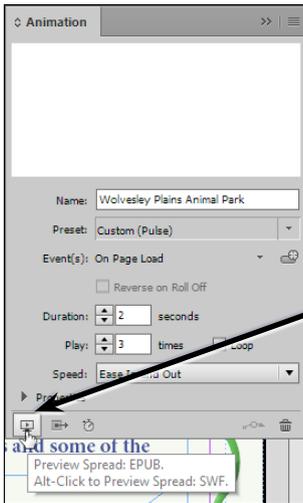




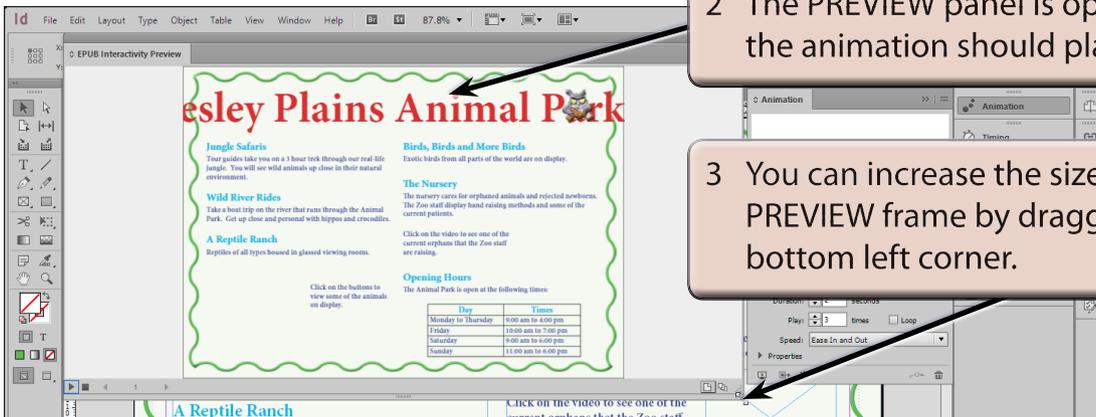
3 Set the DURATION to 2 seconds, the PLAY box to 3 so that the frame pulses 3 times and the SPEED to EASE IN AND OUT.

## B Previewing the Animation

You can preview an animation from within inDesign using either the PREVIEW SPREAD icon at the bottom left of the ANIMATION panel or by displaying the WINDOW menu, highlighting INTERACTIVE and selecting SWF PREVIEW.

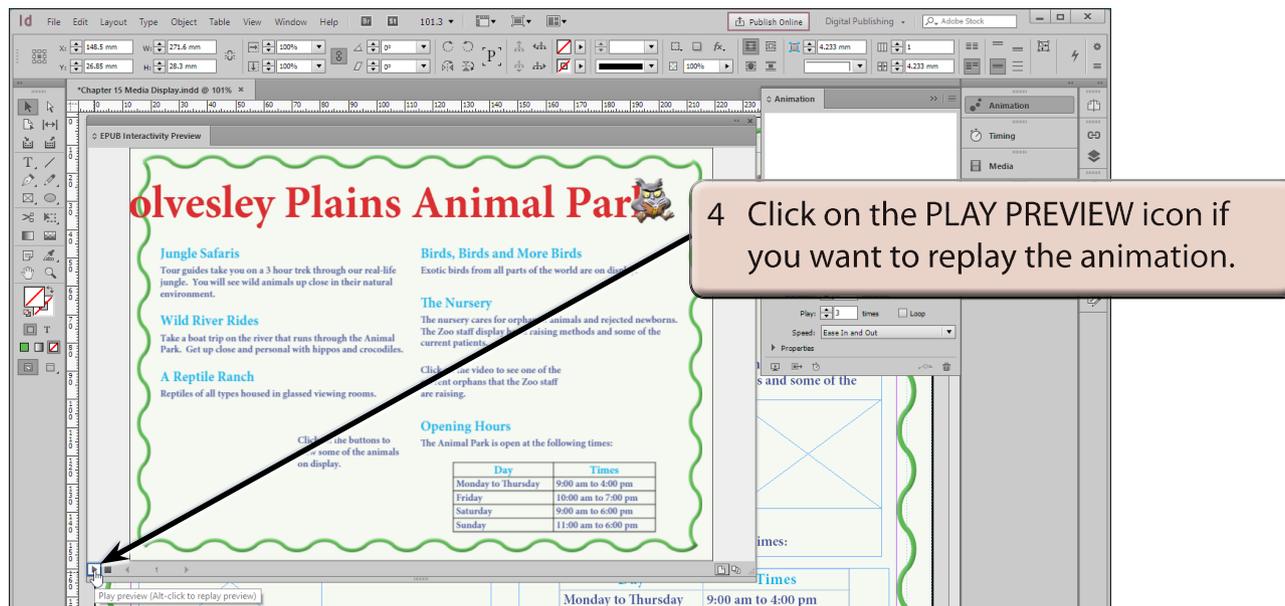


1 Click on the PREVIEW SPREAD icon at the base of the ANIMATION panel.



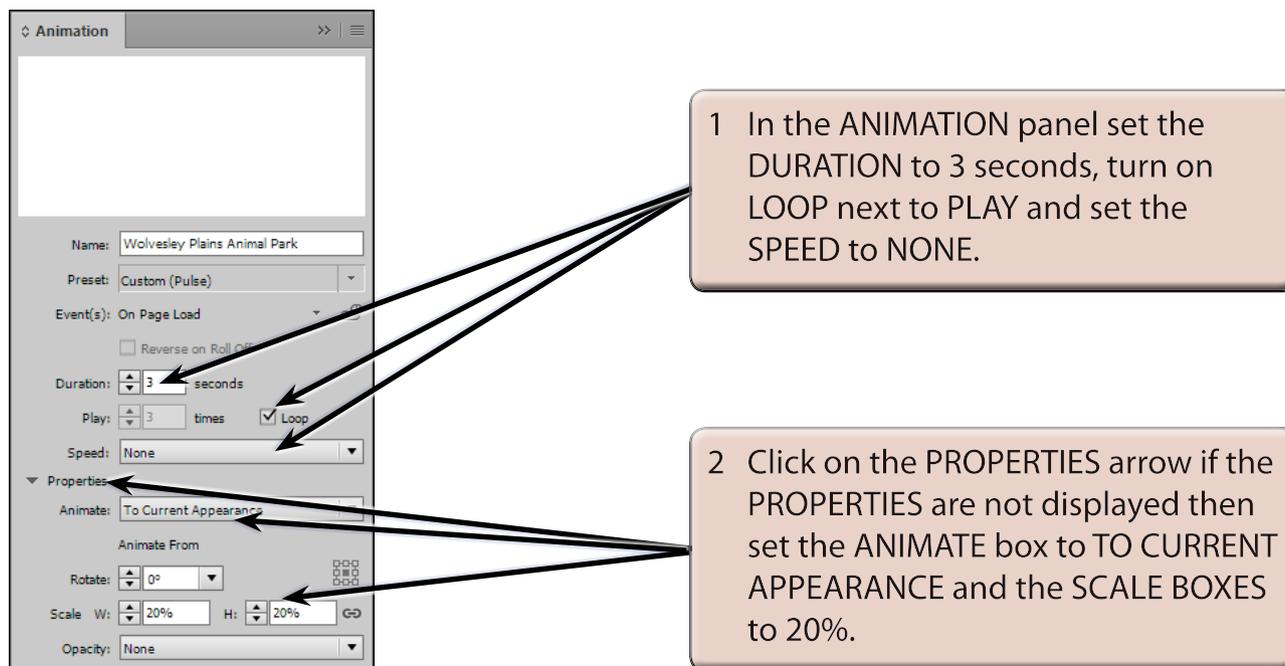
2 The PREVIEW panel is opened and the animation should play.

3 You can increase the size of the PREVIEW frame by dragging its bottom left corner.



## C Adjusting the Animation

The animation can easily be adjusted if you are not happy with it.



**NOTE:** These changes will cause the heading to start at 20% of its size, grow to its actual size then loop continuously.

# Creating Multimedia PDF Products

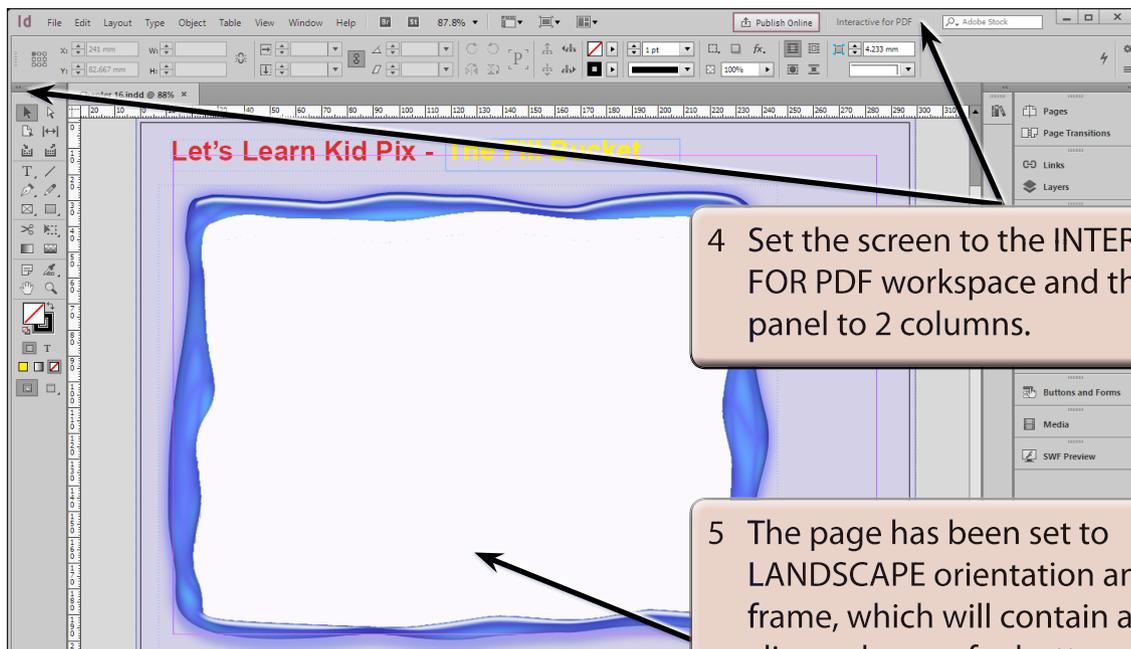
You can also create PDF documents that play movie clips using InDesign. The movie clips need to be in the FLA, SWF or F4V formats. The advantage of exporting to a PDF file is that it is easy to provide bookmarks that open specific pages.

In this chapter you will create a multimedia PDF product for a primary school. It will demonstrate to primary school students how to use features of the Kid Pix program, which is used in many primary schools.

## Loading the Prepared File

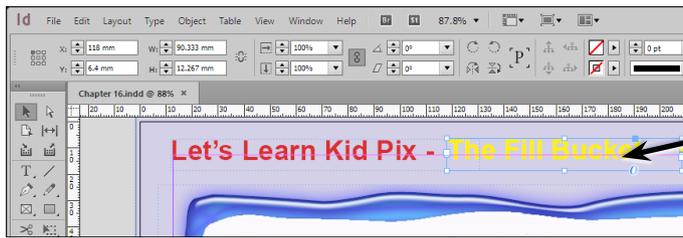
The screen design has been prepared for you.

- 1 Load Adobe InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 16 folder and load the CHAPTER 16 file.



4 Set the screen to the INTERACTIVE FOR PDF workspace and the TOOLS panel to 2 columns.

5 The page has been set to LANDSCAPE orientation and has a frame, which will contain a movie clip, and space for buttons which will be added to the right of the frame.



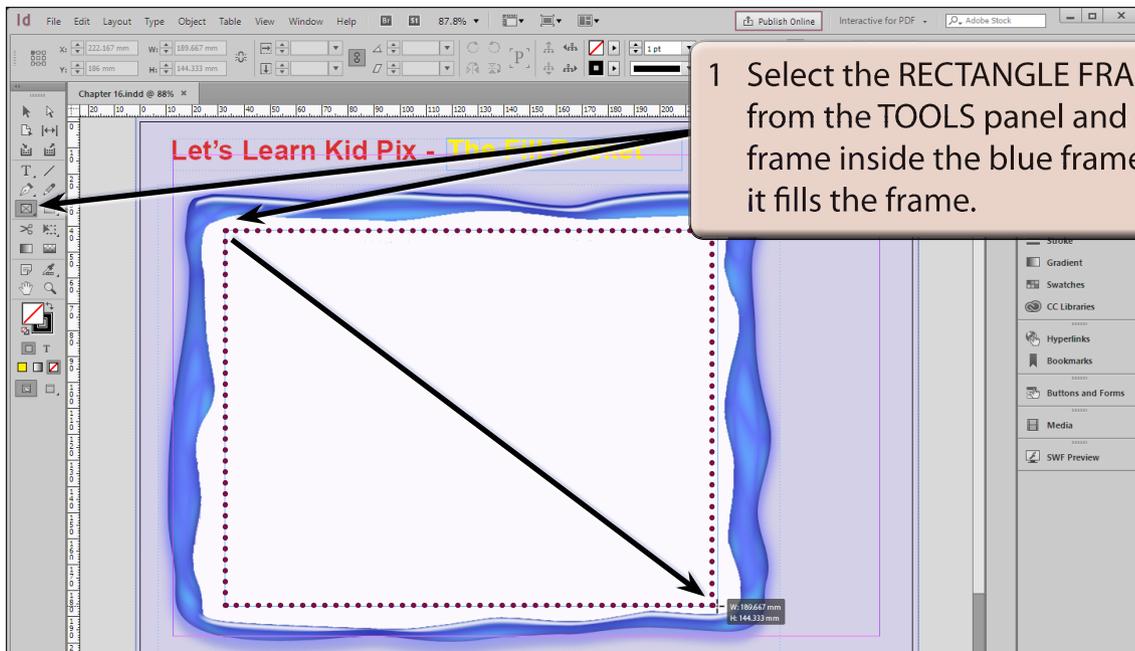
6 Use the SELECTION TOOL to click on parts of the screen. You will notice that the yellow text frame is the only part of the screen that you can select.

**NOTE**

- i All of the other items have been placed in a MASTER PAGE so that they do not interfere with the production of the page.
- ii The blue frame was created in Adobe Photoshop and placed over a light blue rectangle.

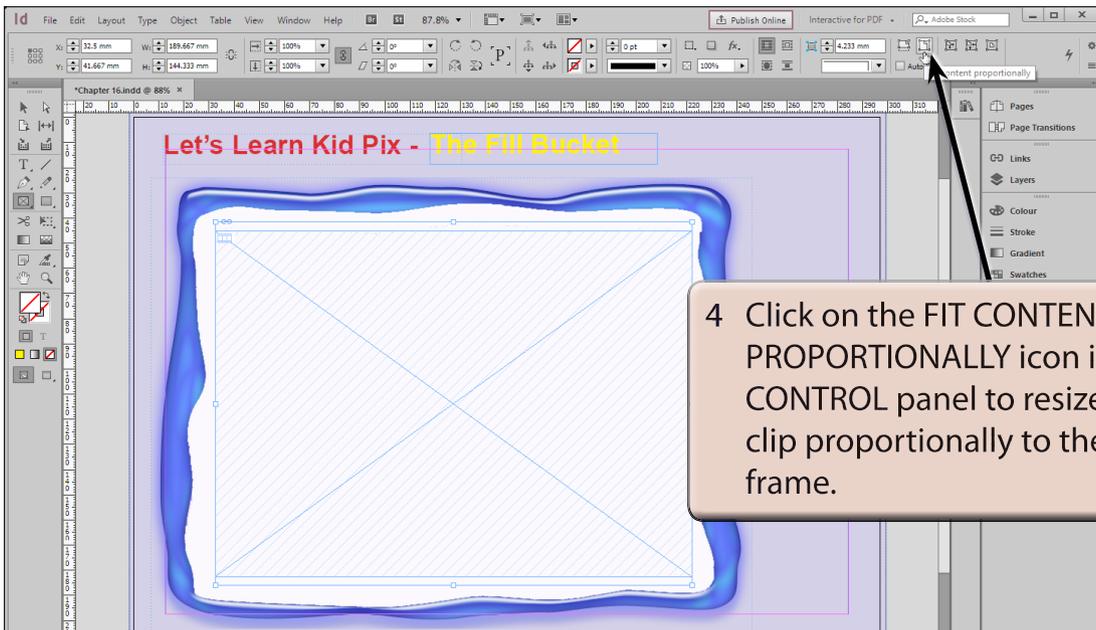
## Inserting a Movie Clip

A movie clip will be placed in a frame inserted inside the blue frame.



1 Select the RECTANGLE FRAME TOOL from the TOOLS panel and drag a frame inside the blue frame so that it fills the frame.

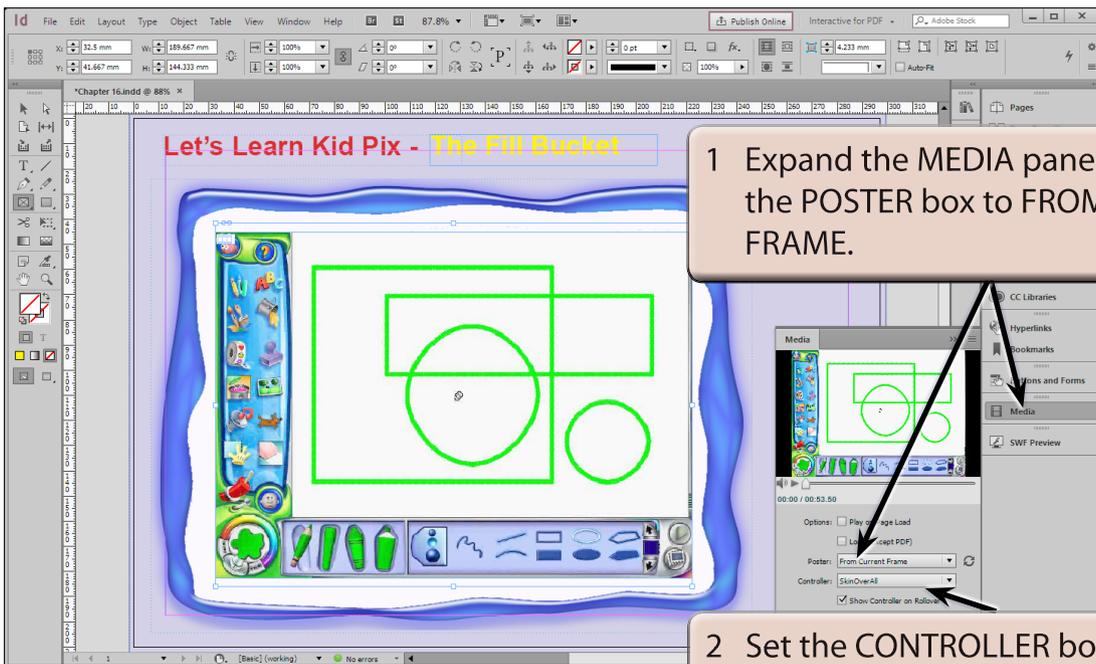
- 2 Display the FILE menu and select PLACE (or press CTRL+D or COMMAND+D).
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 16 folder and load the FILL movie clip.



4 Click on the FIT CONTENT PROPORTIONALLY icon in the CONTROL panel to resize the movie clip proportionally to the size of the frame.

## The Movie Clip Settings

When a movie clip is placed in a frame just a shaded frame is provided. The frame can be formatted to display a frame from the movie clip and add a CONTROLLER BAR to the movie clip.



1 Expand the MEDIA panel and set the POSTER box to FROM CURRENT FRAME.

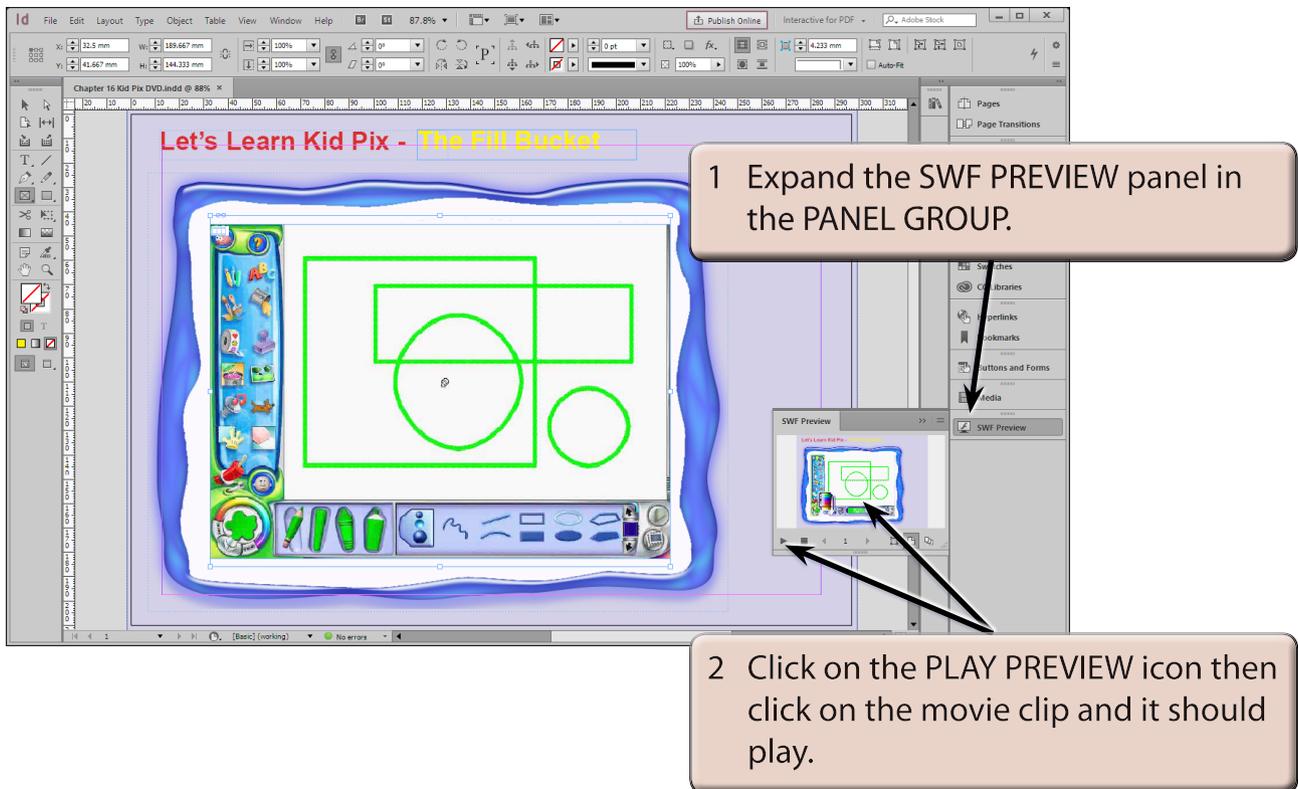
2 Set the CONTROLLER box to SKIN OVER ALL and turn on SHOW CONTROLLER ON ROLLOVER.

- 3 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:  
Chapter 16 Kid Pix DVD

**NOTE:** The movie clip is not saved in your document. Just a link to the movie clip's location on your network or hard disk is recorded. You can embed the movie clip from the LINKS panel, but this increases the file size significantly.

## Looking at the Movie Clip

The SWF PREVIEW panel can be used to test the operation of the movie clip.



## Liquid Layouts

Increasingly, publications are needed for a variety of different devices and sizes. To accommodate for this, InDesign has introduced LIQUID LAYOUTS so that a document can easily be adjusted to a different page size or orientation. For example, you might want to create a publication for the landscape view on an iPad and another for the portrait view.

### Loading the Prepared File

The front page of a Travel Agency brochure set to iPad portrait (vertical) orientation has been prepared for you and it will be converted to landscape (horizontal) view.

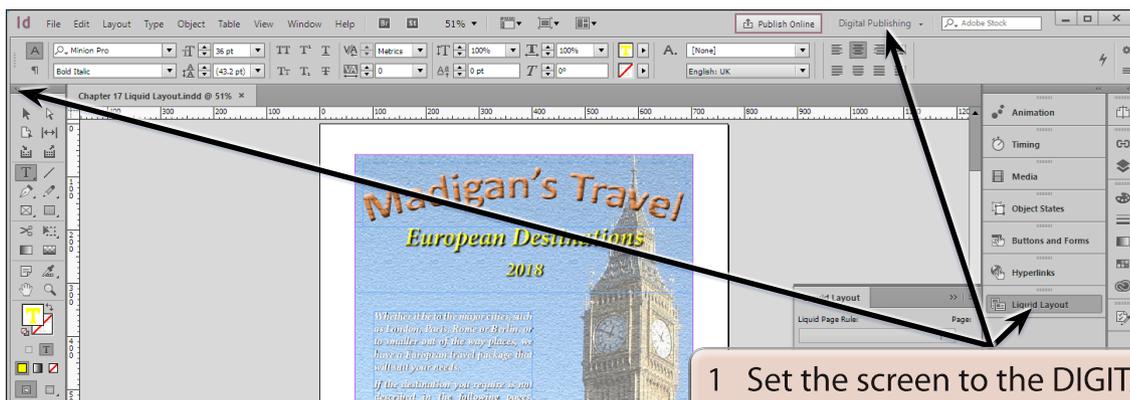
- 1 Load Adobe InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu. Access the IDcc SUPPORT FILES, open the CHAPTER 17 folder and load the TRAVEL COVER file.
- 3 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 17 Liquid Layout

- 4 The page has a background image, a simple company logo and three text frames.

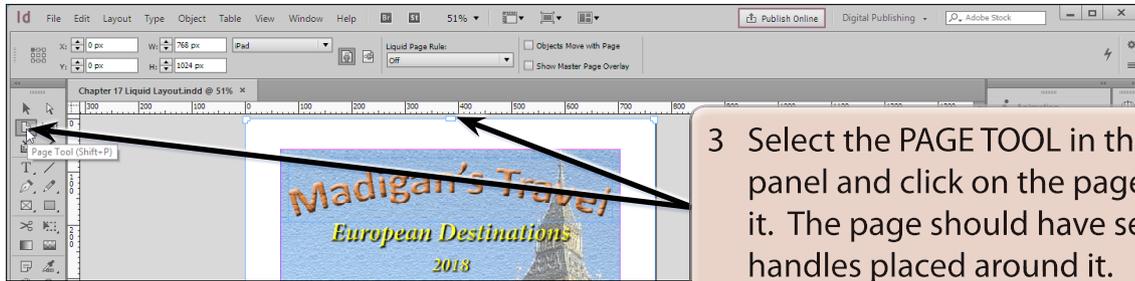
### Looking at the Liquid Layout Tools

To use the Liquid Layout tools the page needs to be selected using the PAGE TOOL.

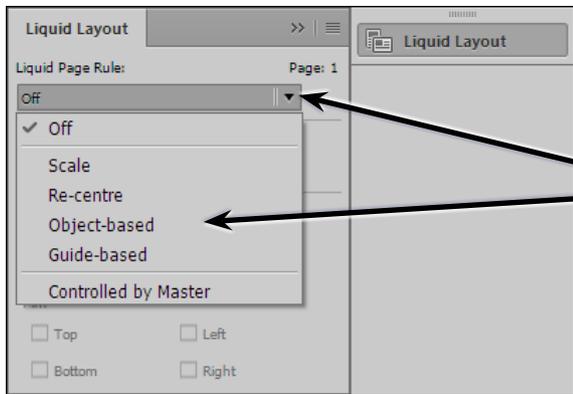


- 1 Set the screen to the DIGITAL PUBLISHING workspace, set the TOOLS panel to 2 columns and expand the LIQUID LAYOUT panel in the PANEL GROUP.

2 At the moment no LIQUID LAYOUT tools are selectable because the page has not been selected.



3 Select the PAGE TOOL in the TOOLS panel and click on the page to select it. The page should have selection handles placed around it.

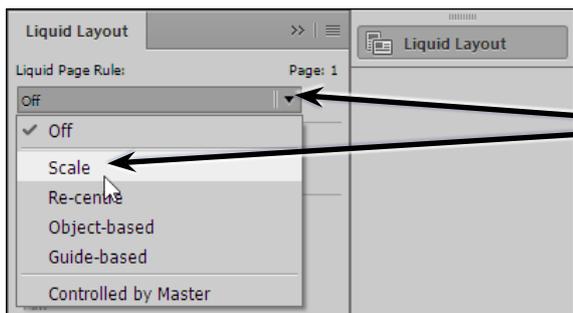


4 Click on the arrow next to the LIQUID PAGE RULE box in the LIQUID LAYOUT panel and the 4 rules are displayed.

5 Each rule will be looked at over the next sections.

## Scaling Pages

The simplest LIQUID PAGE RULE is SCALE. It allows to adjust the page size or orientation and the whole document page will be scaled to fit within the new margins.



1 Click on the arrow next to the LIQUID PAGE RULE box in the LIQUID LAYOUT panel and select SCALE.

2 Drag the top left page handle to the right and down to adjust the page, but don't release the mouse button.

3 The document is scaled so that it fits within the new page margins.

4 When you release the mouse button the page returns to its original size.

5 Try dragging the bottom right handle up and to the right and the document is scaled down.

- 6 If you want to permanently adjust the page size or orientation, the ALT or OPTION key is used.

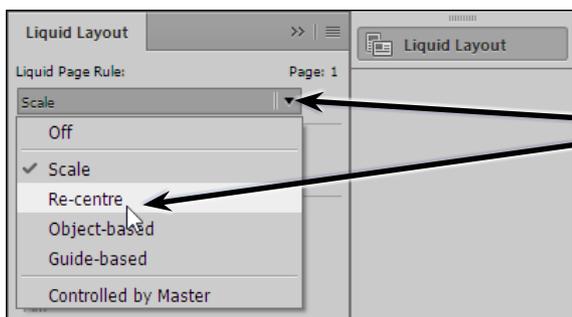


**NOTE: SAVE AS from the FILE menu can be used to save the document under a different name if you wish to keep the resize.**

- 8 Press CTRL+Z or COMMAND+Z to undo the resize.

## The Re-Centre Rule

The RE-CENTRE RULE sets the document to be in the centre of whatever the page margins are adjusted to. The document page is not scaled.



1 With the page still selected, click on the LIQUID PAGE RULE box in the LIQUID LAYOUT panel and select RE-CENTRE.

# Alternate Layouts

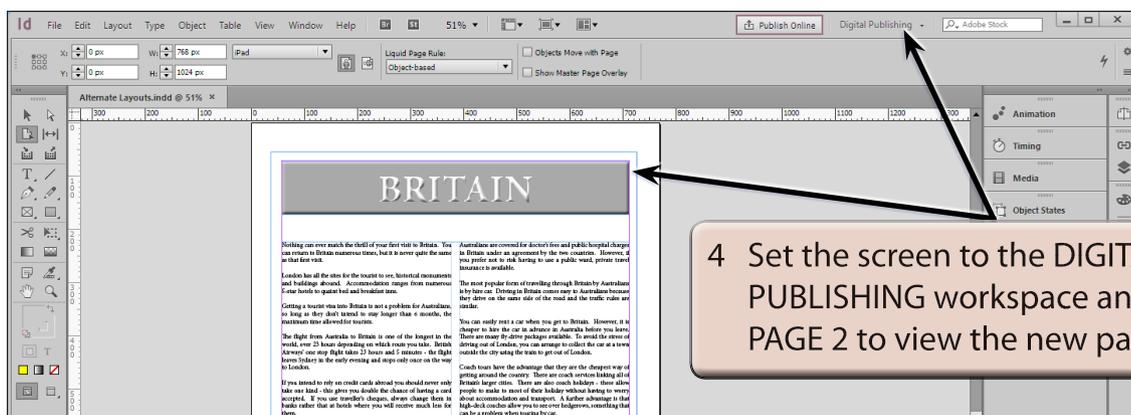
Alternate layouts work with Liquid Layouts. They allow you to create different versions of the one layout within the same document and use the Liquid Page Rules to adjust the new layouts.

An obvious example of this is the creation of different orientation documents for viewing vertically and horizontally on mobile devices. In the previous chapter the views were saved in separate files. With Alternate Layouts many different views of the one layout can be stored within the one document.

## Loading the Prepared File

A document setup to be viewed vertically on an iPad has been prepared for you. Alternate Layouts will be used to create a horizontal view for the iPad, and vertical and horizontal views for an Android tablet. The document has an extra page to the front cover that you used in the previous chapter.

- 1 Load Adobe InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDCC SUPPORT FILES, open the CHAPTER 18 folder and load the ALTERNATE LAYOUT file.



**NOTE:** Object-Based Liquid Page Rules have been applied to each object on the two pages.

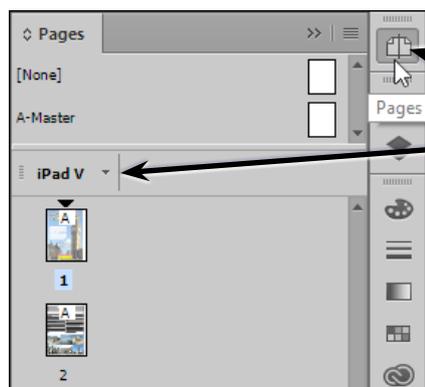
- 5 Scroll back to PAGE 1.
- 6 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

## Chapter 18 Alternate Layouts

### Creating a Horizontal Alternate Layout

Both pages can be converted to a horizontal (landscape) iPad orientation.

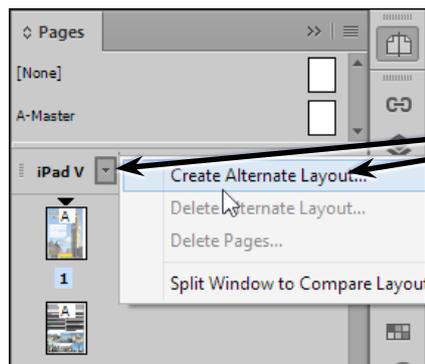
#### A Creating the Alternate Layout



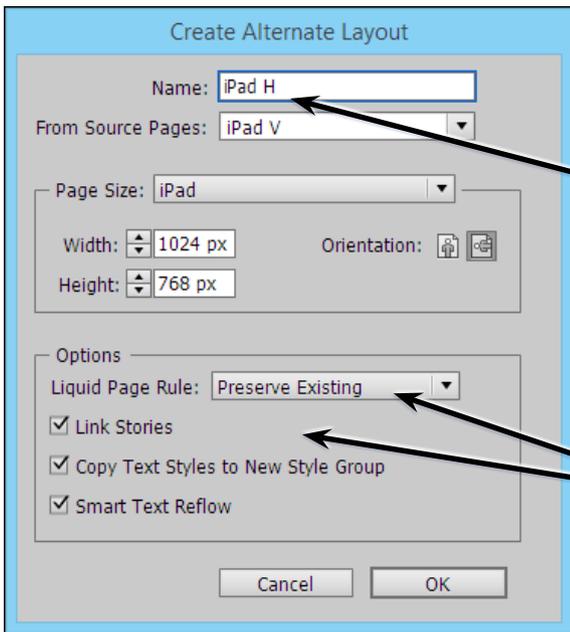
1 Expand the PAGES panel by clicking on its icon in the PANEL GROUP and notice that the top of the pages are labelled iPad V.

**NOTE:**

- i The V stands for Vertical Orientation.
- ii The label at the top of the pages in the PAGES panel is inserted when the DOCUMENT SETUP is set to specific layouts.



2 Click on the arrow next to the iPad V label and select CREATE ALTERNATE LAYOUT.



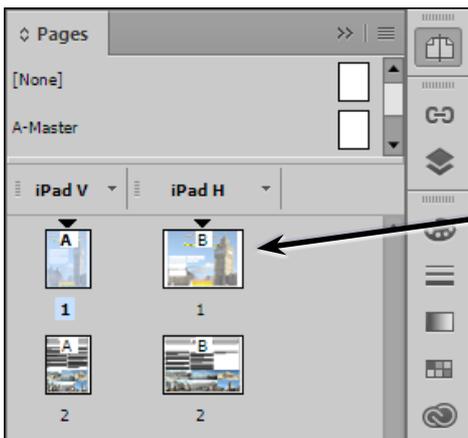
3 The program assumes that you want a horizontal version of the iPad and inserts that name.

4 You can adjust the LIQUID PAGE RULES if need be, but we need to use the existing ones and the default options will be required.

**NOTE:**

- i You can enter a different page NAME or select a different PAGE SIZE as you will see shortly.
- ii Alternate Layouts can also be applied by selecting CREATE ALTERNATE LAYOUT from the LAYOUT menu.

5 Select OK to return to the document.



6 The second set of pages is created with the orientation set to horizontal (landscape).

**NOTE: The small grey bars at the left of the page labels can be dragged to adjust the order of the alternate layouts.**

## B Adjusting the New Layouts

Whenever Liquid Page Rules are used to adjust pages sizes, some manual adjustment of objects is usually required.

1 Double click on PAGE 1 of the iPad H layout to open it.

2 Use the SELECTION TOOL to adjust the objects so that background fills the margins, the column text is level and all the text is displayed.

3 Open PAGE 2 of the iPad H layout and quickly adjust the logo, text frame and images.

# Creating Books

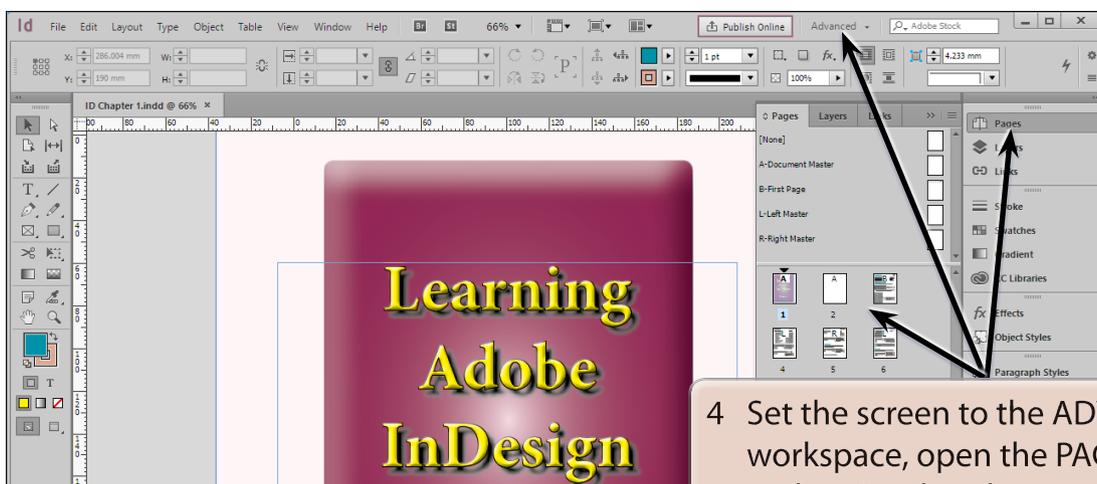
Books are usually quite large documents. InDesign provides a BOOK file that allows large documents to be broken down into smaller manageable sections (for example, chapters) and combined together. This means that you can create the individual sections of the overall document then combine them together at the end of the process.

To illustrate how the BOOK file operates, sample pages from the first three chapters of these tutorials will be combined into a book.

## Loading the Sample Files

The sample documents have been prepared for you and they will need to be loaded from the IDcc SUPPORT FILES.

- 1 Load InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 19 folder and load the ID CHAPTER 1 file.



- 4 Set the screen to the ADVANCED workspace, open the PAGES panel and notice that the pages are numbered 1 to 8.

**NOTE:** If a missing font message appears, select OK as it won't affect this activity. It just means that one or more fonts in the document are different to the ones in your system.

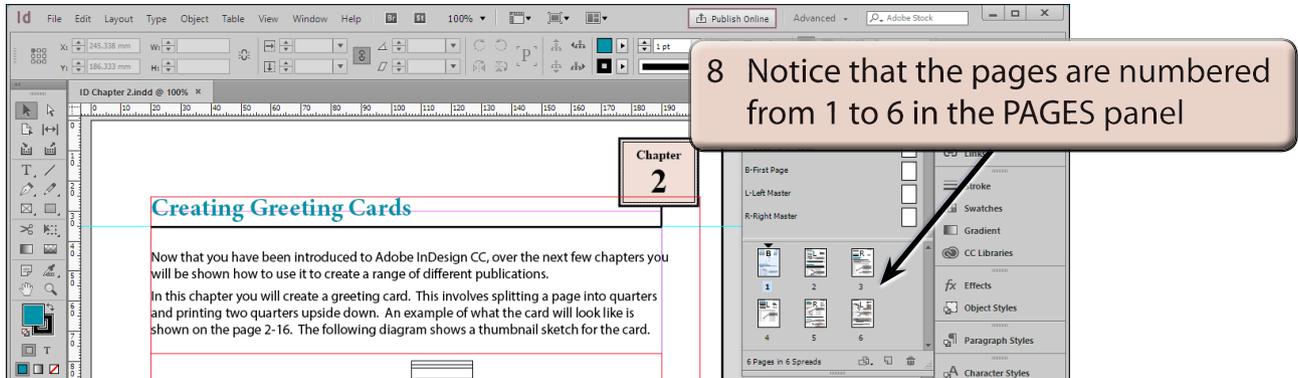
5 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 19 ID Chapter 1

6 Close the file and select OPEN from the WELCOME screen or FILE menu.

7 In the IDcc SUPPORT FILES, open the CHAPTER 19 folder and load the file:

ID CHAPTER 2

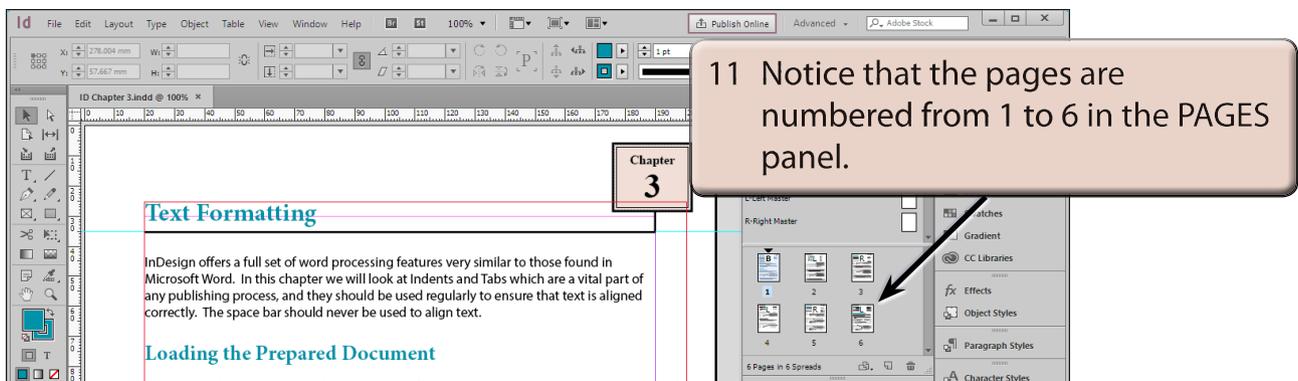


9 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 19 ID Chapter 2

10 Close the file, select OPEN from the WELCOME screen or FILE menu and, in the IDcc SUPPORT FILES, open the CHAPTER 19 folder and load the file:

ID CHAPTER 3



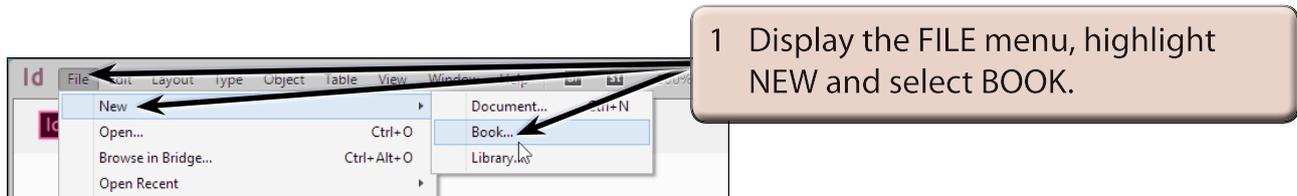
12 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 19 ID Chapter 3

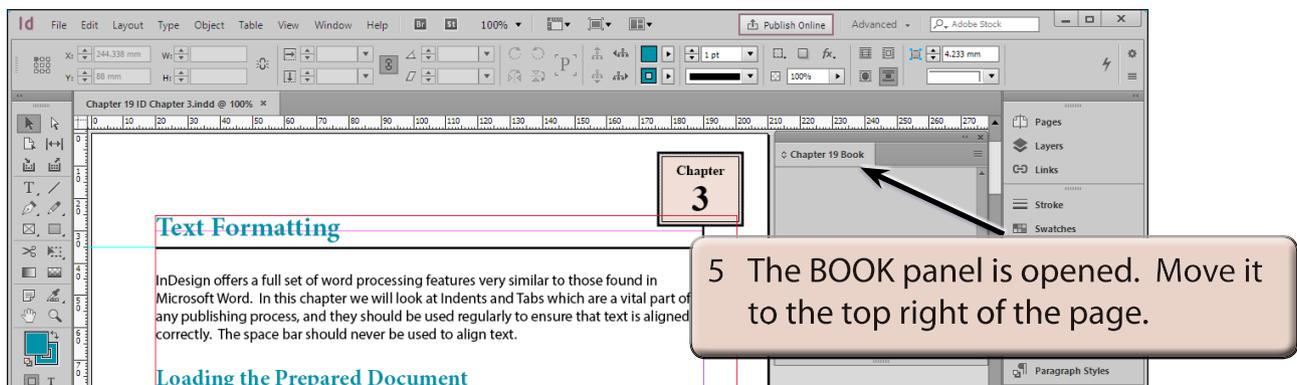
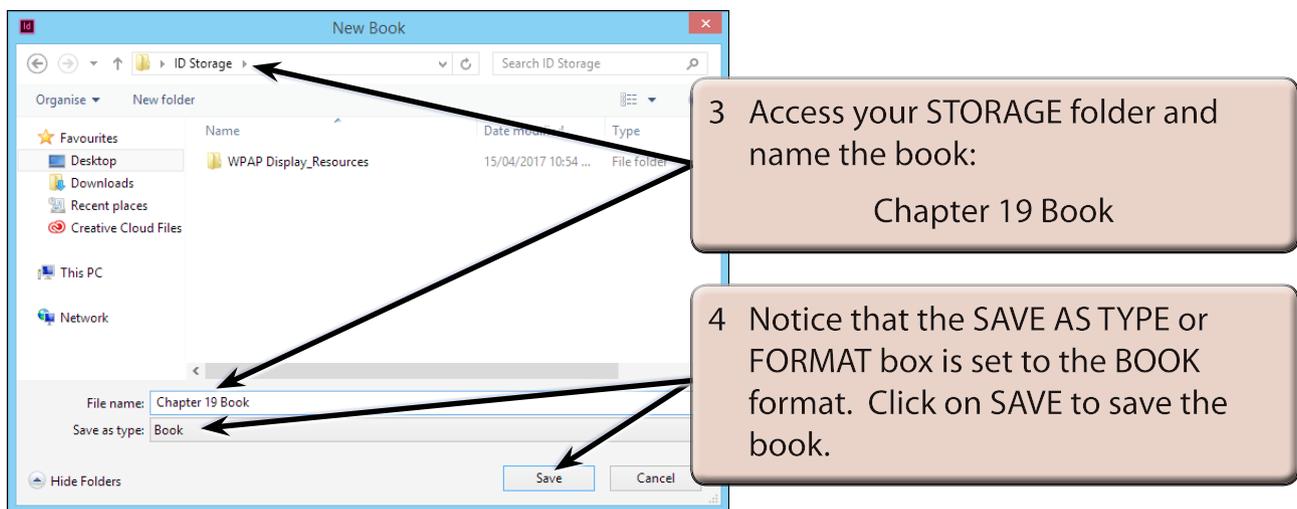
13 Collapse the PAGES panel.

## Starting the Book

A BOOK file will combine the three documents.



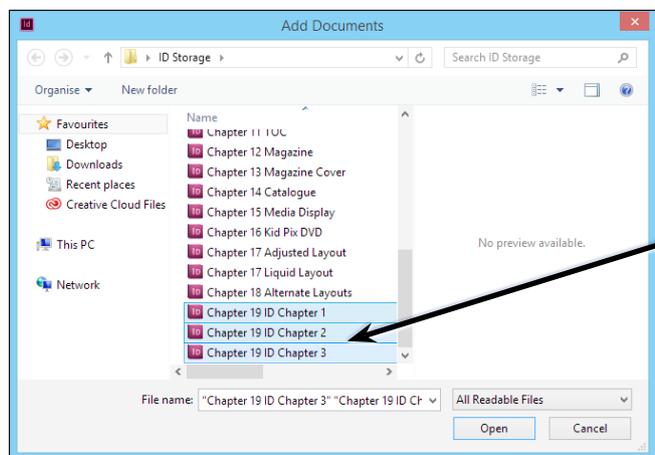
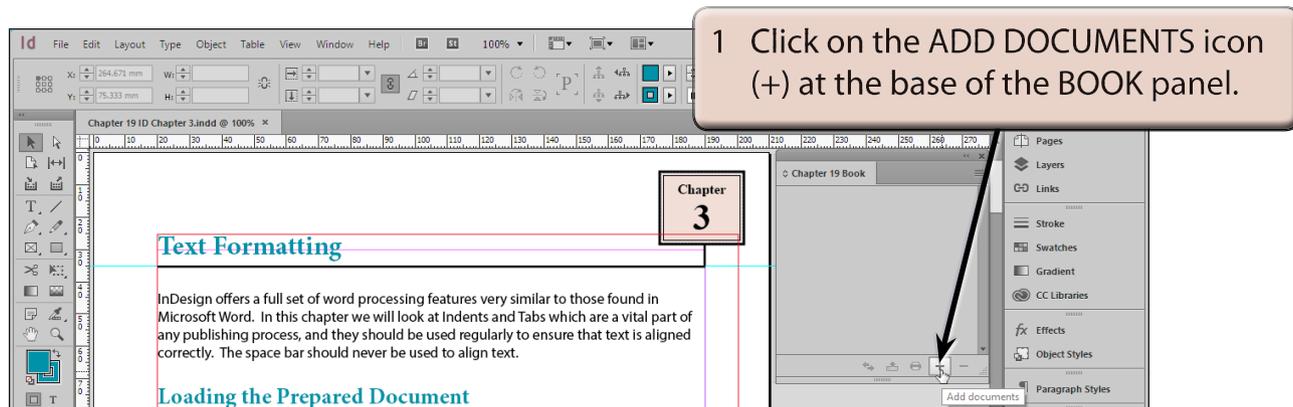
2 You will be asked to save the BOOK.



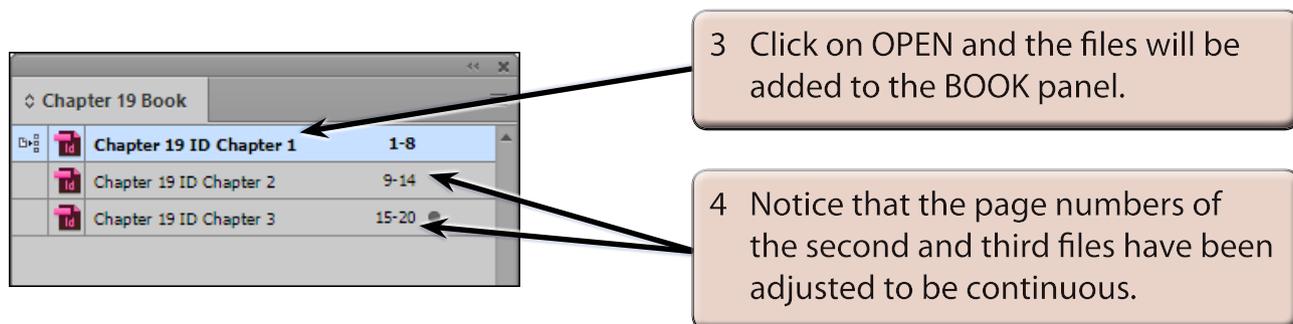
**NOTE:** If you are using a small screen, the BOOK panel can be docked in the PANEL GROUP.

## Adding Documents to the Book

The documents that are going to make up the book need to be added to the BOOK panel.



**NOTE:** If the three files are not next to one another in your STORAGE folder, use the CTRL or COMMAND key to select them.



# Library Items and Content Tools

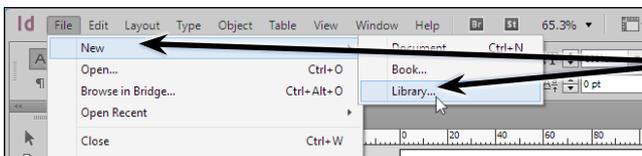
InDesign provides tools for storing items permanently in a Library for use at any time or temporarily in a Content Conveyor so that objects can quickly be placed within a current document or in another document. In this chapter you will look at both tools.

## Library Items

You can create a library of commonly used text and images that you can drag into a document when needed. These items are permanently stored until you delete them.

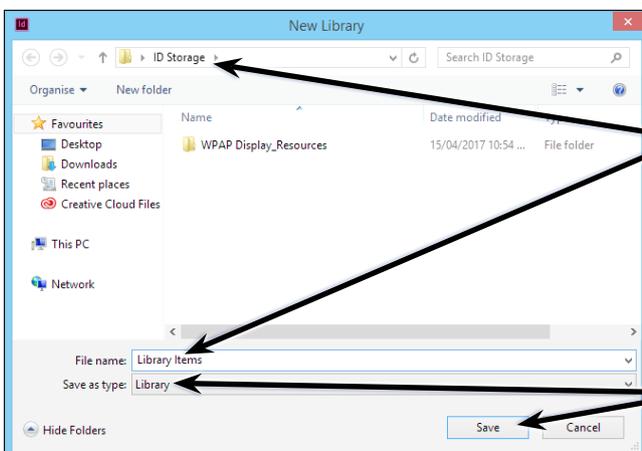
### A Creating the Library File

- 1 Load InDesign or close the current documents.
- 2 Select NEW in the WELCOME screen to start a new document.
- 3 Select the A4 PRESET in the PRINT category of the NEW DOCUMENT dialogue box and select CREATE.
- 4 Set the screen to the ADVANCED workspace.



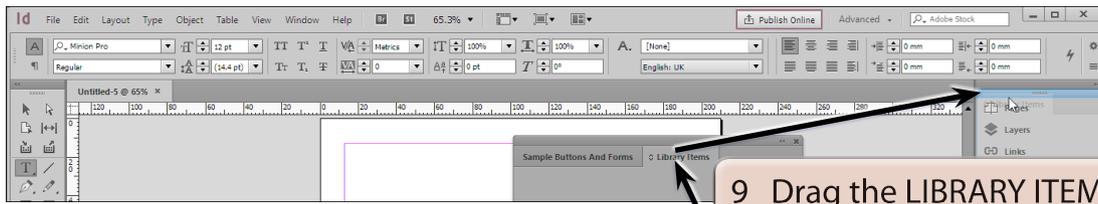
5 Display the FILE menu, highlight NEW and select LIBRARY.

- 6 Select NO to the CREATIVE CLOUD message at this stage.



7 The file needs to be saved. Access your STORAGE folder and call the file LIBRARY ITEMS.

8 Notice that the SAVE AS TYPE or FORMAT box is set to LIBRARY. Click on SAVE and the LIBRARY ITEMS panel is opened.



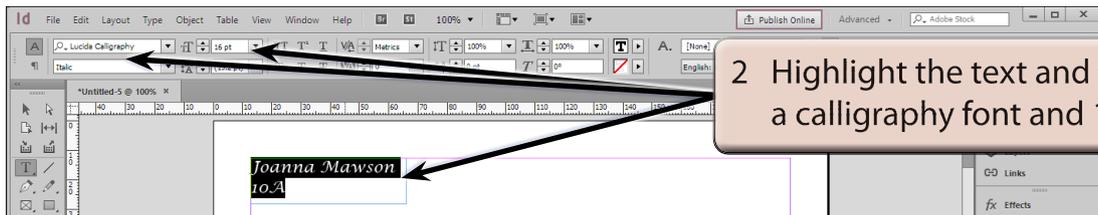
9 Drag the LIBRARY ITEMS label to the top right of the page or into the PANEL GROUP.

10 Close the SAMPLE BUTTONS AND FORMS panel if it is open.

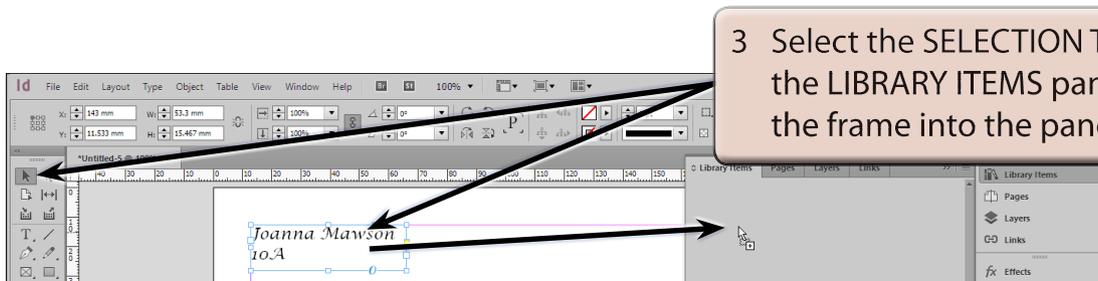
## B Storing Text

Commonly used text can be stored in the LIBRARY ITEMS panel.

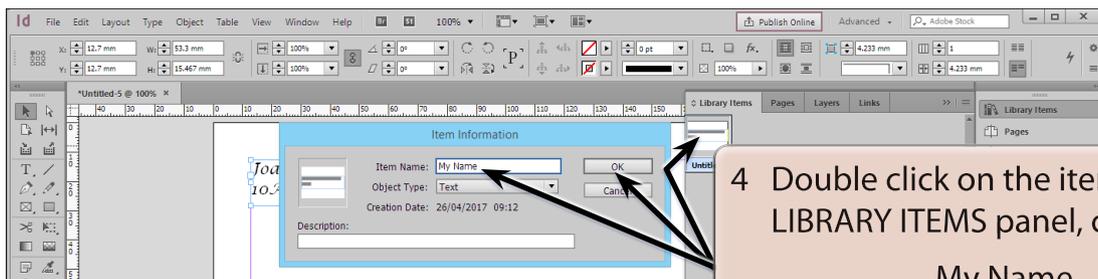
- 1 Set the screen to ACTUAL SIZE, select the TYPE TOOL, drag a frame near the top left of the page and enter your name and class.



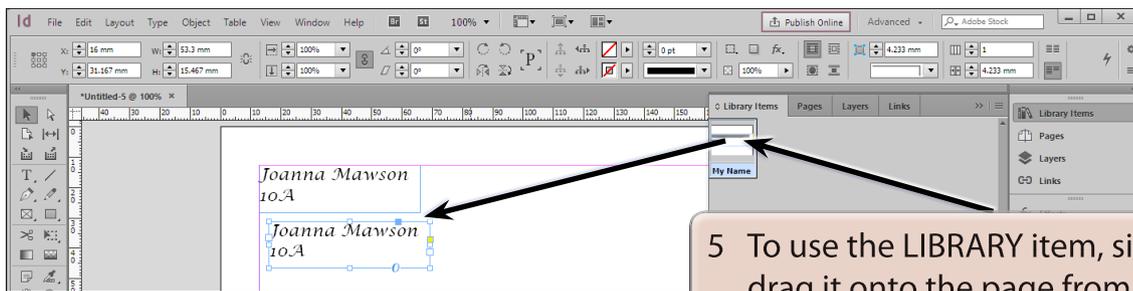
2 Highlight the text and format it to a calligraphy font and 16 pt.



3 Select the SELECTION TOOL, open the LIBRARY ITEMS panel and drag the frame into the panel.



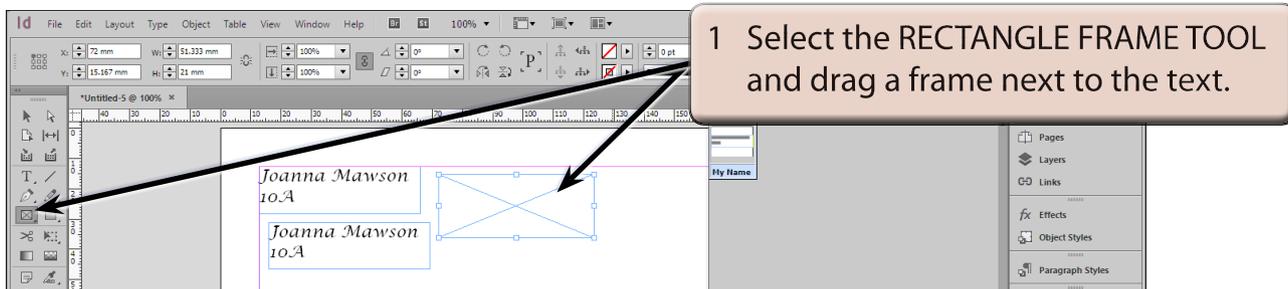
4 Double click on the item in the LIBRARY ITEMS panel, call it: My Name and select OK.



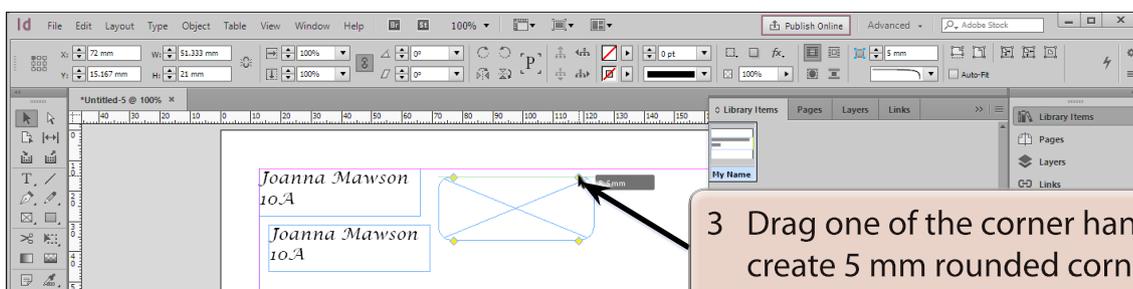
**NOTE:** You can create a number of different text LIBRARY items to save re-entering the same text.

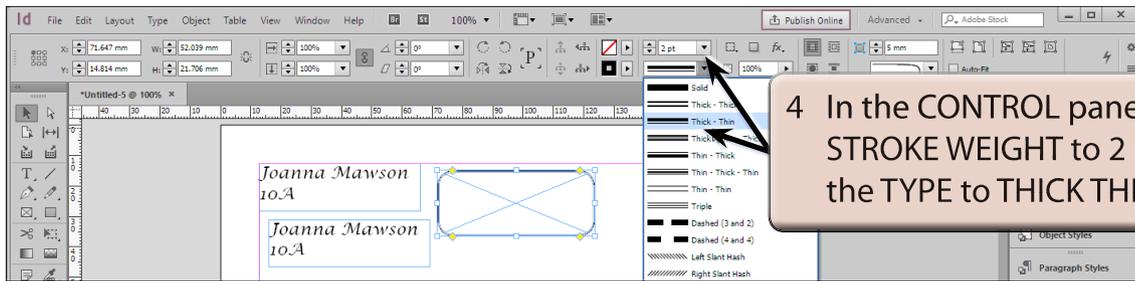
## C Storing Graphics

You can store images and graphics in the LIBRARY ITEMS panel. Let's say you regularly use a shaded rectangle to highlight text.

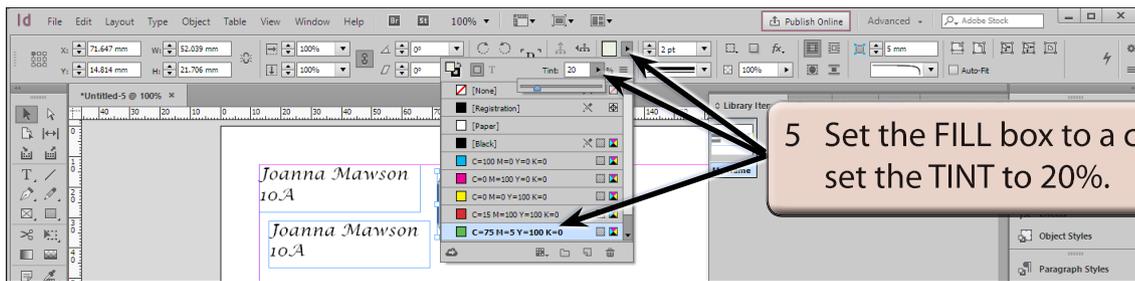


2 Select the SELECTION TOOL and click on the yellow EDIT CORNERS handle at the top right of the frame.

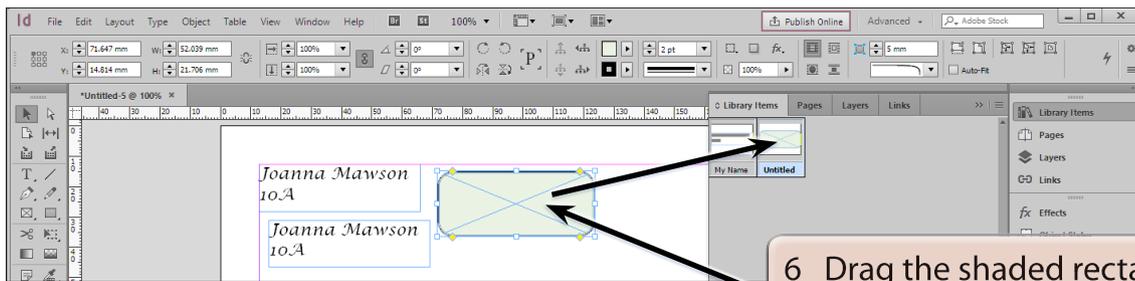




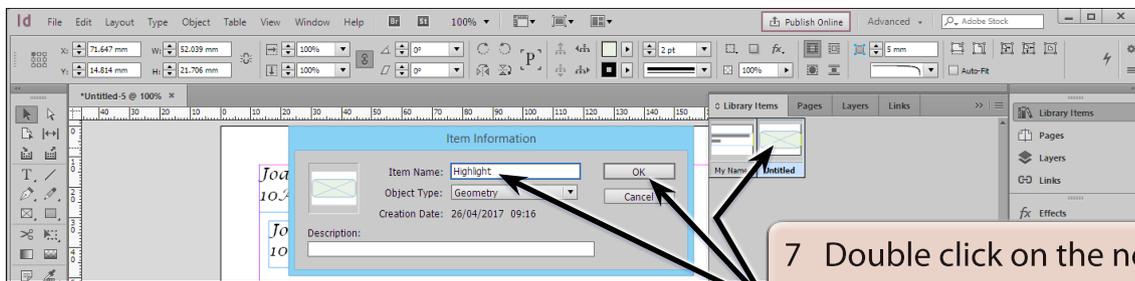
4 In the CONTROL panel, set the STROKE WEIGHT to 2 pt and the TYPE to THICK THIN.



5 Set the FILL box to a colour and set the TINT to 20%.



6 Drag the shaded rectangle into the LIBRARY ITEMS panel.



7 Double click on the new library item, call it HIGHLIGHT and select OK.

# Creating Online Forms

InDesign provides tools for creating online forms. These are exported to Adobe Acrobat as a PDF file and can be used to collect information from users. The information entered into the form can be sent to a web site or as an attachment in an e-mail.

## Loading the Prepared File

The form labels have been prepared for you. The fields will need to be entered to complete the form.

- 1 Load InDesign or close the current documents then select OPEN from the WELCOME screen or FILE menu.
- 2 Access the IDcc SUPPORT FILES, open the CHAPTER 21 folder and open the FORM document.
- 3 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 21 Form

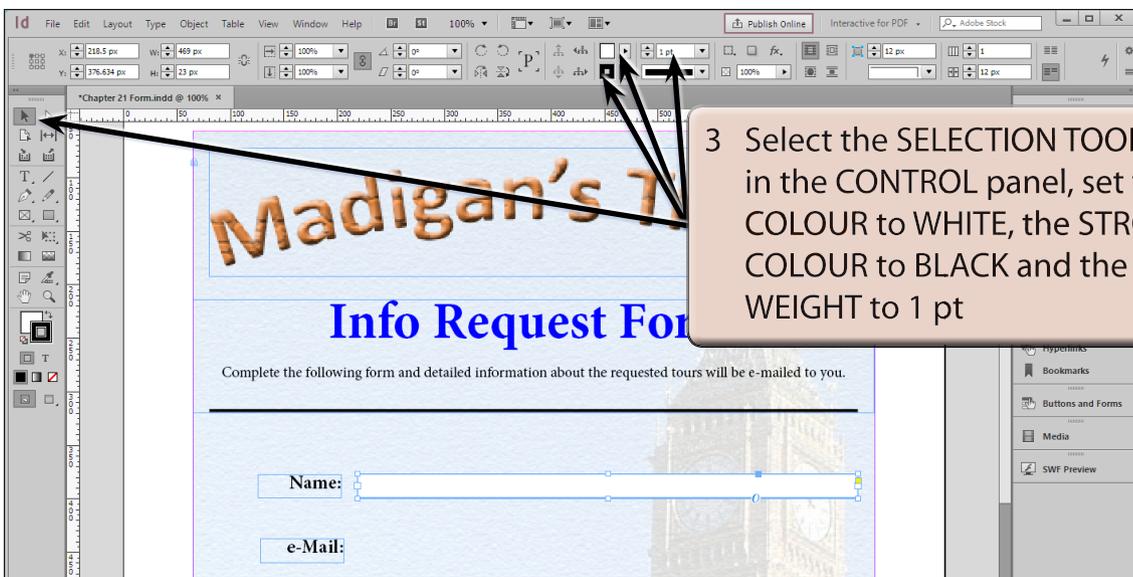
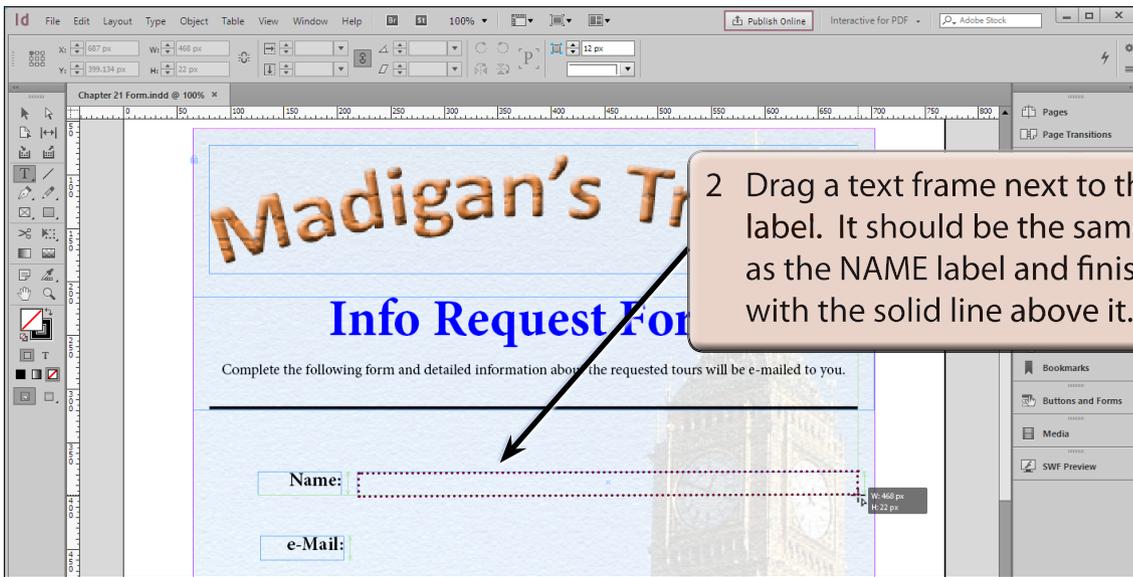
## Adding Text Fields to the Form

The most common field in a form is a TEXT field. It simply allows users to enter data such as names, addresses, comments, etc.

### A Inserting a Text Frame

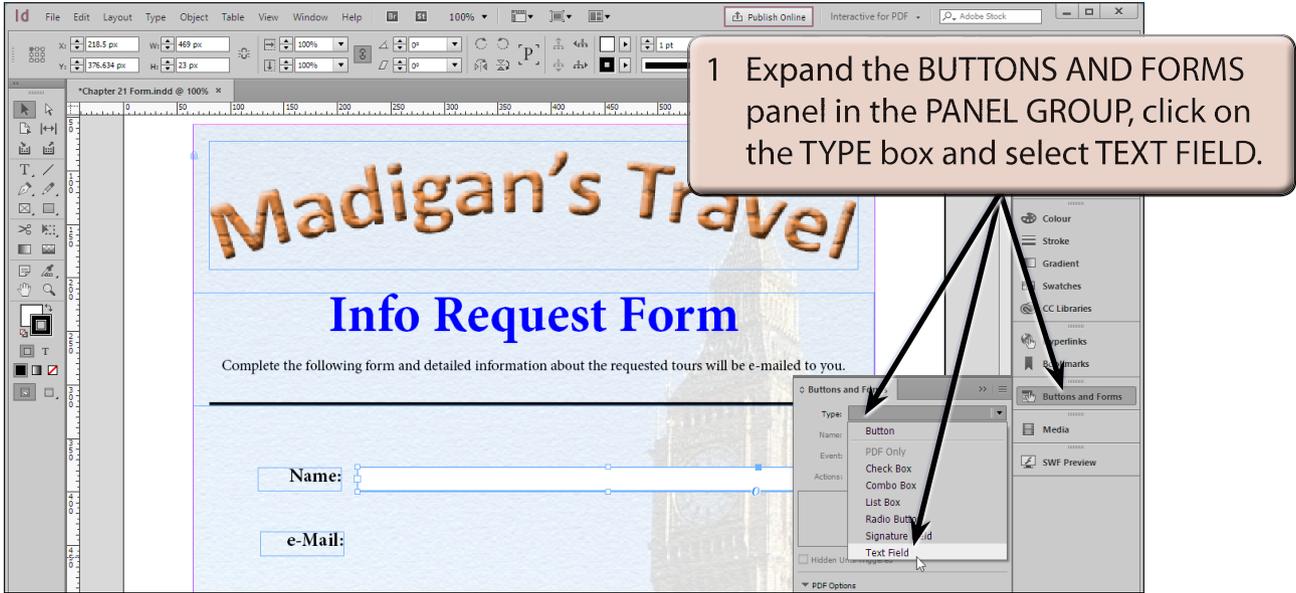


- 1 Set the screen to the INTERACTIVE FOR PDF workspace, set the ZOOM to 100% and select the TYPE TOOL in the TOOLS panel.

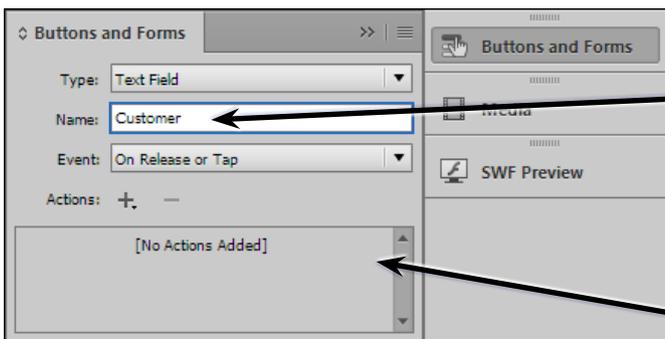


## B Creating the Text Field

The text frame now needs to be converted into a text field.



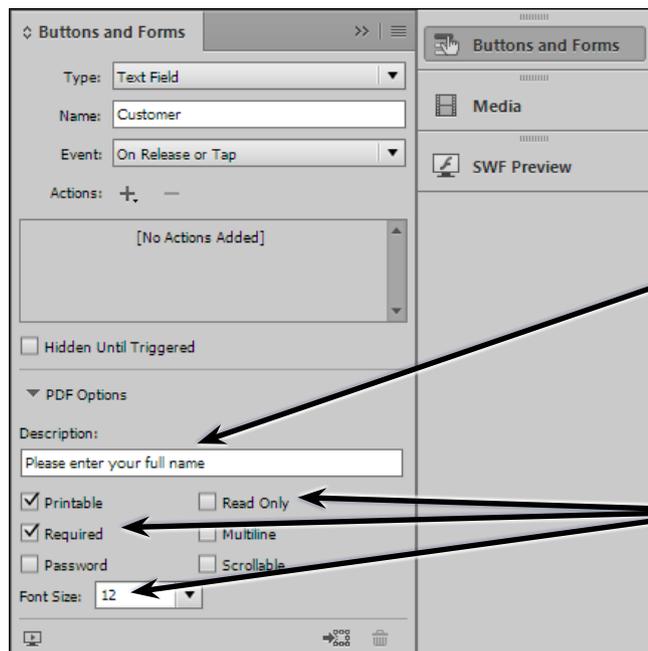
**NOTE:** A text frame can also be converted to a text field by displaying the **OBJECT** menu, highlighting **INTERACTIVE** and selecting **CONVERT TO TEXT FIELD**.



2 In the **BUTTONS AND FORMS** panel set the **NAME** box to **CUSTOMER NAME** and press **<enter>** or **<return>**.

3 No **ACTIONS** need to be set as this is a **FIELD** that just collects data, not a **BUTTON** that executes something.

4 The **PDF OPTIONS** need to be set.



5 Set the DESCRIPTION box to:  
Please enter your full name

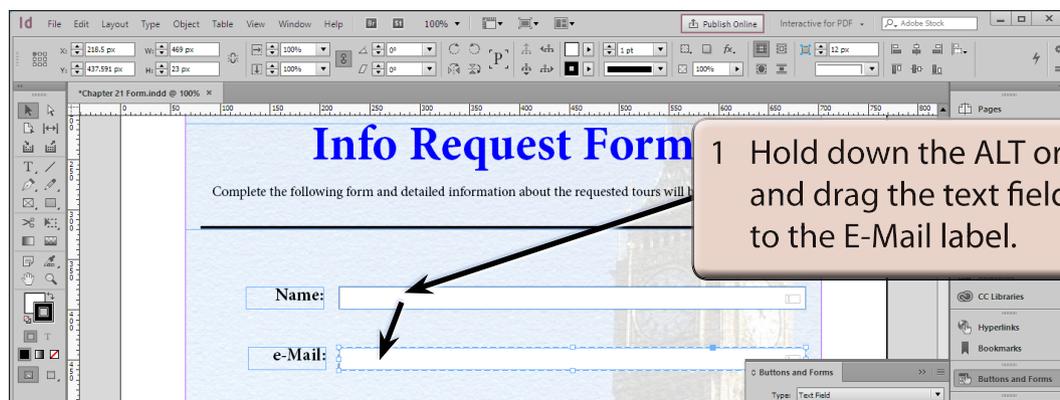
6 Leave PRINTABLE selected, turn on REQUIRED, turn off the other options and leave 12 pt selected in the FONT SIZE box

**NOTE:**

- i The DESCRIPTION will appear as a tool tip when a user hovers their mouse pointer over the field in Acrobat Reader.
- ii Turning on REQUIRED means that the field must have data entered into it before the form can be submitted.

## C Duplicating a Text Field

The previous steps could be repeated to add an e-mail text field, but it is easier to duplicate the NAME field and adjust its settings.



1 Hold down the ALT or OPTION key and drag the text field straight down to the E-Mail label.

# Useful Features

InDesign provides a number handy features to make the publishing process easier. Some of these include the Eyedropper Tool, setting pages of different sizes, adjusting the gaps between multiple frames, using Layers, setting to a path, font tools and embedding files.

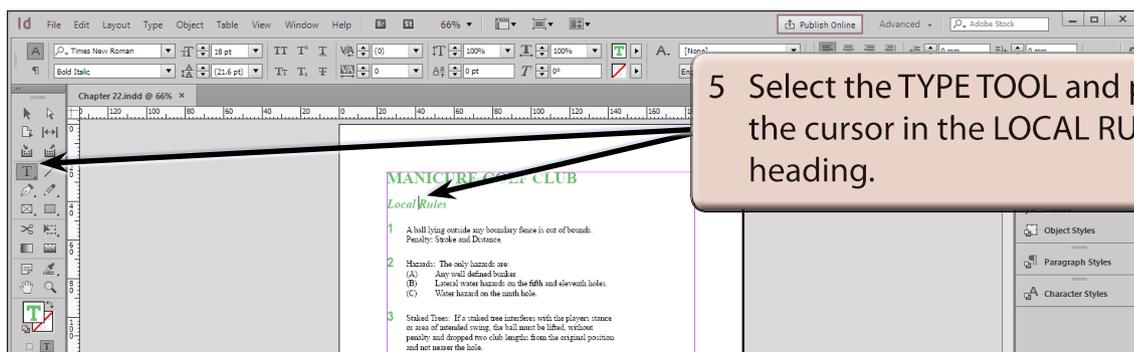
## The Eyedropper Tool

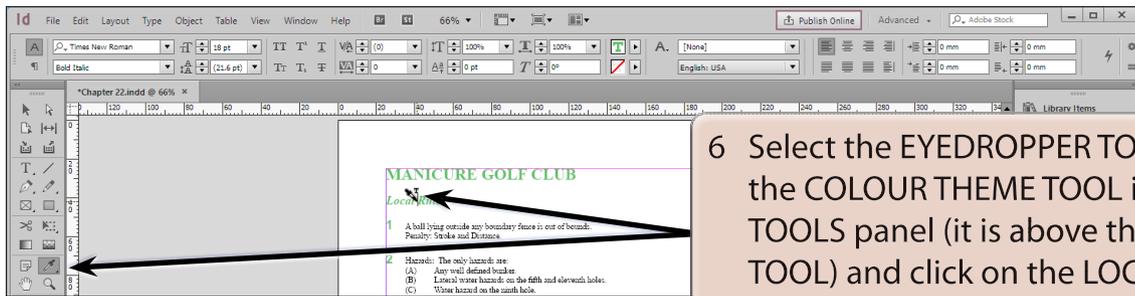
The EYEDROPPER TOOL allows you to copy formats from text or graphics and apply those formats to other text or objects.

### A Copying Text Formats

The EYEDROPPER TOOL can be used to quickly copy the formats of text when you don't want to create a style.

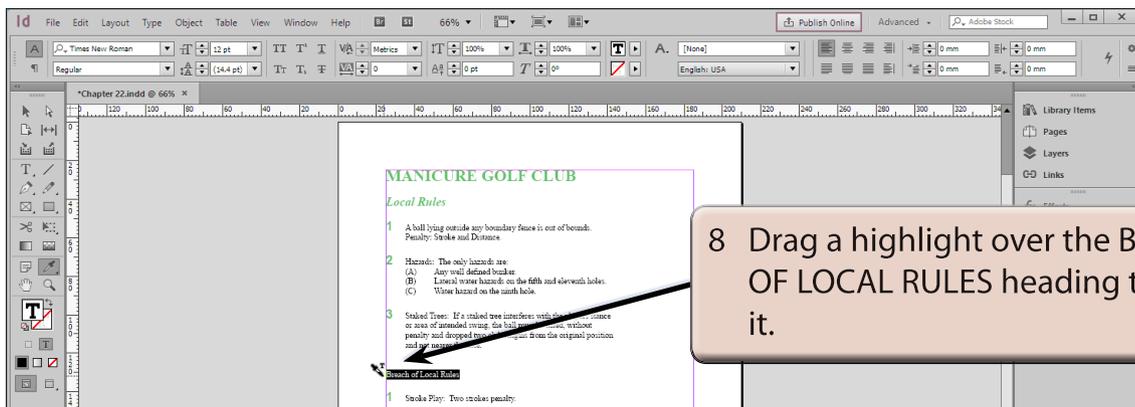
- 1 Select OPEN from the WELCOME screen or FILE menu.
- 2 Access the IDcc SUPPORT FILES, open the CHAPTER 22 folder and open the CHAPTER 22 document.
- 3 The file is a copy of the GOLF RULES document you created earlier. The format of the first sub-heading will be copied to the other sub-headings.
- 4 Set the view to FIT PAGE IN WINDOW and set the screen to the ADVANCED workspace.



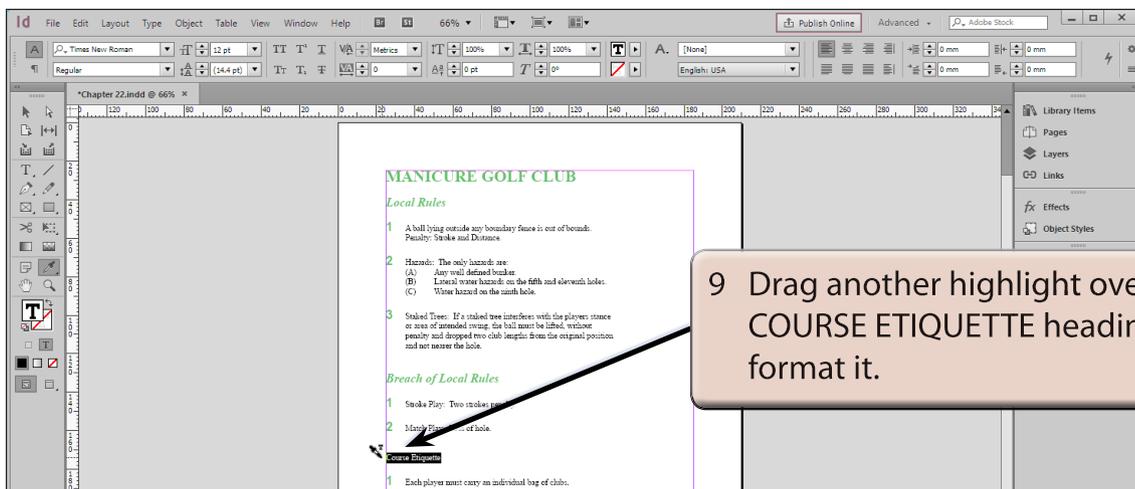


6 Select the EYEDROPPER TOOL within the COLOUR THEME TOOL in the TOOLS panel (it is above the ZOOM TOOL) and click on the LOCAL RULES sub-heading.

7 The EYEDROPPER pointer will be 'filled' with the text formats and turned to face to the right.



8 Drag a highlight over the BREACH OF LOCAL RULES heading to format it.



9 Drag another highlight over the COURSE ETIQUETTE heading to format it.

10 To turn the EYEDROPPER TOOL off simply select another tool from the TOOLS panel. Select the SELECTION TOOL.