

Useful Features

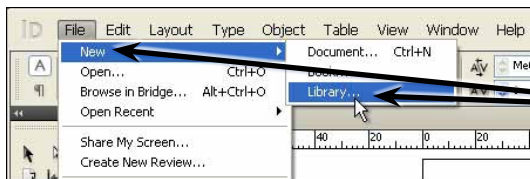
InDesign provides a number handy features to make the publishing process easier. Some of these include Library items, the Eyedropper tool, setting pages of different sizes, adjusting the gaps between multiple frames, using layers, typing Text Along a Path, Adobe OpenType fonts and embedding files.

- 1 Load InDesign or close the current document.
- 2 Display the FILE menu, highlight NEW and select DOCUMENT or click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.
- 3 Select A4 as the PAPER SIZE and select OK.
- 4 Set the screen to the ADVANCED workspace.

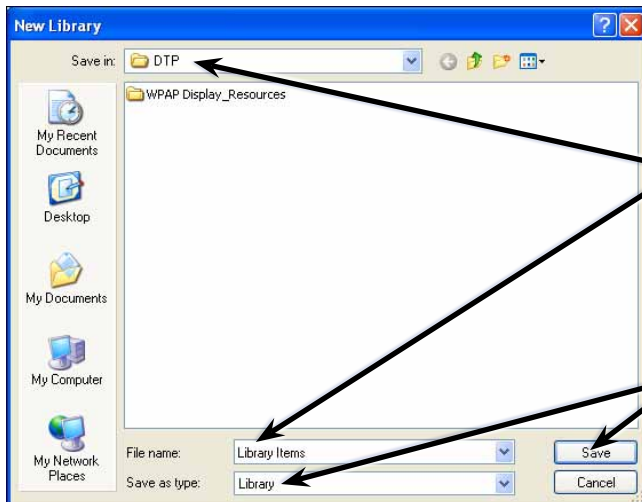
Library Items

You can create a library of commonly used text and images that you can drag into a document when needed.

A Creating the Library File

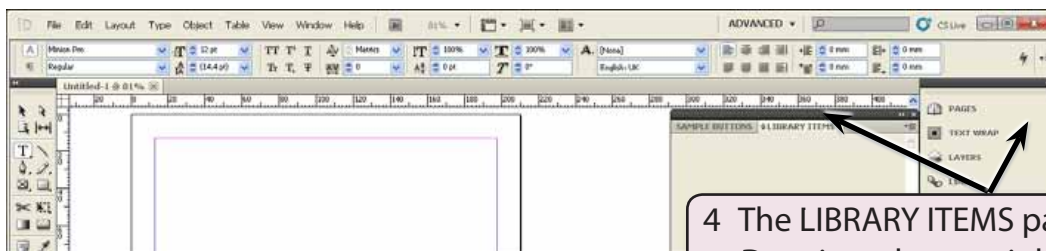


- 1 Display the FILE menu, highlight NEW and select LIBRARY.



- 2 Access your STORAGE folder and call the file LIBRARY ITEMS.

- 3 Notice that the SAVE AS TYPE or FORMAT box is set to LIBRARY and click on SAVE.

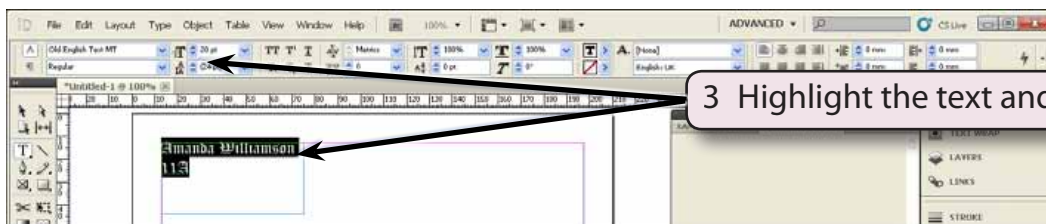


4 The LIBRARY ITEMS panel is opened. Drag it to the top right of the page or into the PANEL GROUP.

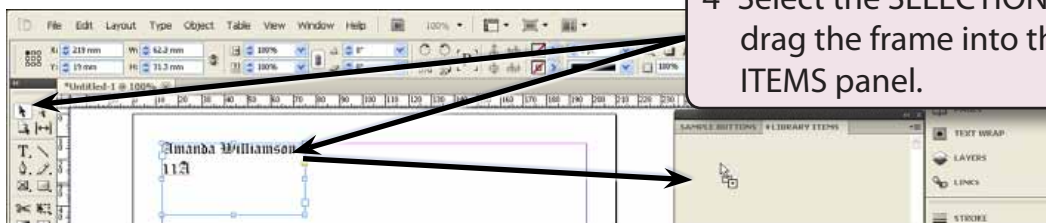
B Storing Text

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

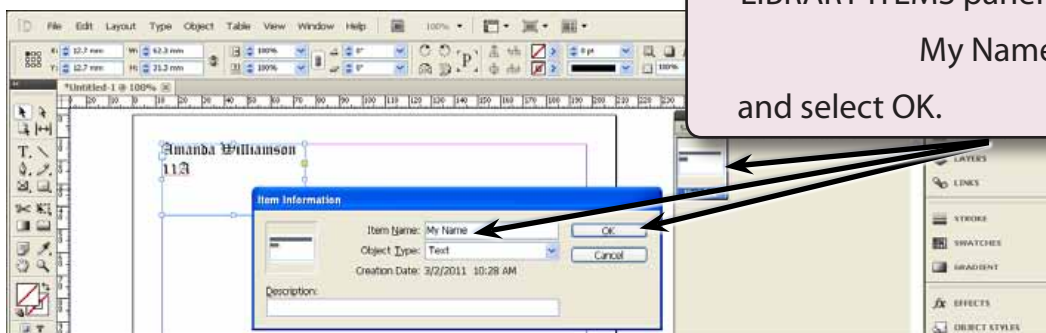
- 1 Set the screen to ACTUAL SIZE.
- 2 Select the TYPE TOOL, drag a frame near the top left of the page and enter your name and class.



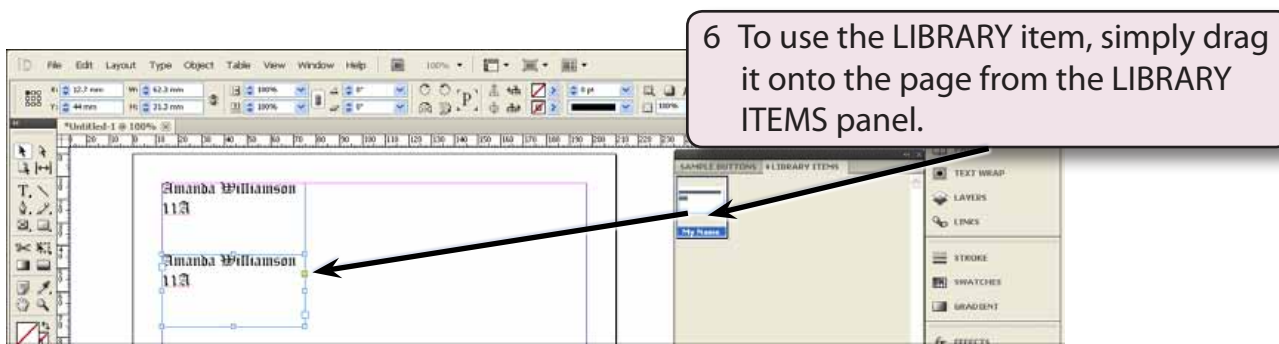
3 Highlight the text and format it.



4 Select the SELECTION TOOL and drag the frame into the LIBRARY ITEMS panel.



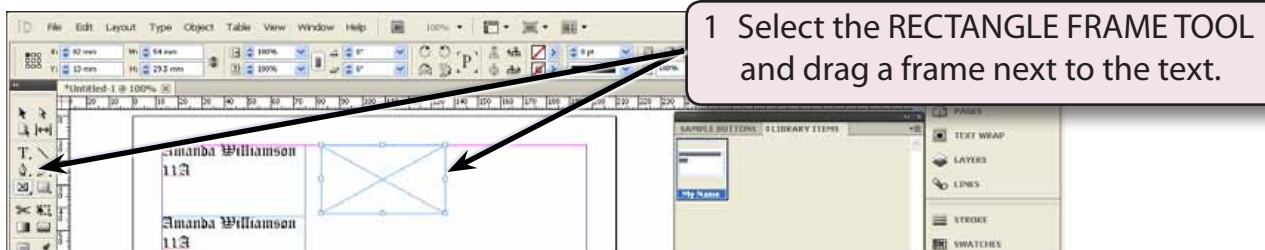
5 Double click on the item in the LIBRARY ITEMS panel and call it: My Name and select OK.



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.

