

Learning Adobe InDesign CS6

Module 1 Contents

Chapter 1: Introduction to InDesign CS6

Starting an InDesign Document	1-1
Looking at the InDesign Screen	1-2
The Tools Panel.....	1-5
The Panel Group.....	1-5
Displaying Panels	1-5
Adding or Removing Panels.....	1-6
Workspaces	1-7
Creating a Flyer	1-9
Laying out the Page	1-10
Setting the Ruler Units	1-10
Setting the Ruler Guides.....	1-11
Saving the Document.....	1-12
Entering the Heading.....	1-12
Adding the Text.....	1-12
Adding a Rectangle	1-14
Formatting the Rectangle.....	1-15
Changing the Text Colour.....	1-17
Inserting the Image.....	1-18
Aligning the Image	1-18
Placing the Image.....	1-19
Adding the Second Text Frame	1-21
Entering the Text	1-21
Formatting the Text.....	1-23
Adding a Page Border.....	1-25
Adjusting Objects Set to Behind Others	1-26
Spell Checking.....	1-26
Previewing the Document	1-27
Printing the Document.....	1-28
Planning Pages.....	1-29
Desktop Publishing Assignment 1	1-30

Chapter 2: Creating Greeting Cards

Starting a New Publication.....	2-1
Setting the Ruler Guides	2-2
Creating the Front Section	2-3
Inserting the First Graphic.....	2-3
Inserting the Second Graphic	2-4
Zooming In	2-5
Adding the Text.....	2-5
Centring the Image	2-7
Rotating the Front Elements.....	2-8
Completing the Inside of the Card.....	2-9
Entering the Invitation Text.....	2-9
Entering the Address and Reply Text.....	2-11
Adding a Border Around the Text Frames.....	2-14
Rounded Rectangles	2-15
Printing.....	2-16
Extension Activity	2-16
Desktop Publishing Assignment 2	2-17

Chapter 3: Text Formatting

Loading the Prepared Document	3-1
Setting Indents	3-1
Setting a First Line Indent.....	3-1
Setting a Hanging Indent.....	3-3
Bullets and Numbering Buttons.....	3-5
Adjusting Indents Using the Control Panel	3-6
Using Tab Stops.....	3-9
Setting the Heading Tabs.....	3-10
Setting the Right and Decimal Tabs	3-11
Entering the Table Content	3-13
Removing Tab Stops.....	3-15
Creating a Contents Page	3-16
Entering the Headings.....	3-16
Setting the Leader Character	3-16
Entering the Contents.....	3-17
Formatting the Contents.....	3-18
Adding Lines to Text.....	3-19
Dynamic Spell Checking.....	3-21
Desktop Publishing Assignment 3	3-22

Chapter 4: Laying Out Pages Using Frames

Starting the New Publication	4-3
Setting the Ruler Guides	4-3
Adding the Frames	4-4
The Heading Frames	4-4
The Body Frames.....	4-5
Completing the Main Heading	4-7
Entering the Text	4-7
Shading the Frame	4-8
Setting the Text Colour to White	4-10
Entering the Sub-heading	4-10
Completing the Body of the Publication	4-12
Importing the Text	4-12
Threading the Text Through the Frames.....	4-13
Formatting the Text.....	4-14
Setting the Hanging Indents.....	4-15
Formatting the Text.....	4-17
Formatting the Prices	4-18
Creating the Reply Coupon.....	4-19
Entering the Text	4-19
Inserting the Lines	4-21
Highlighting the Coupon.....	4-23
Aligning the Reply Coupon	4-25
Adding a Page Border.....	4-26
Final Adjustments.....	4-27
Adding Rounded Corners	4-27
Moving the Coupon.....	4-28
Desktop Publishing Assignment 4	4-29

Chapter 5: Creating Menus Using Frames

Starting a New Publication.....	5-3
Laying out the Page.....	5-3
Inserting the Column Guides	5-3
Setting the Ruler Guides.....	5-4
Setting the Frames.....	5-4
The Headings	5-4
The Appetiser Items	5-5
The Salads and Soups Section	5-6
The Seafood Specialties Section	5-7
Entering the Main Heading	5-9
Creating the Sub-headings	5-11
Entering the Appetisers Heading.....	5-11
Copying the Appetisers Sub-Heading	5-13
Creating the Seafood Specialties Sub-Heading	5-14
Entering the Menu Details.....	5-15
The Appetizers	5-15
The Salads and Soups	5-18
The Seafood Specialties	5-20
Inserting the Bottom Graphic	5-22
Adding a Page Border.....	5-23
Printing.....	5-24
Desktop Publishing Assignment 5	5-25

Chapter 6: Using Styles In Publications

Starting a New Publication.....	6-1
Importing the Text.....	6-2
Paragraph Styles	6-2
Displaying the Paragraph Styles Panel.....	6-2
Formatting the Main Heading.....	6-3
Creating the Sub-Heading Style.....	6-3
Applying the Style	6-5
Adjusting the Styles	6-6
Creating the Numbered Points Style.....	6-7
Defining the Style's Formats	6-7
Creating the Style.....	6-8
Applying the Style.....	6-9
The Lettered Point Style.....	6-11
Defining the Style's Formats	6-11
Defining the Style	6-11
Applying the Style.....	6-12
Duplicating Styles	6-13
Deleting Styles.....	6-14
Copying Styles to Other Documents.....	6-16
Character Styles.....	6-17
Formatting the Character.....	6-17
Applying the Style.....	6-18
Changing Character Styles.....	6-19
Desktop Publishing Assignment 6	6-21

Chapter 7: Single-Page Newsletters

Starting a New Publication.....	7-1
Importing the Text.....	7-2
Setting the Text into Columns.....	7-3
Spanning Text Across Columns.....	7-3
Formatting the Footer Text.....	7-5
Formatting the Header Text	7-5
Adding a Drop Cap Letter	7-6
Formatting the Column Text.....	7-7
Applying Some Finishing Touches	7-8
Adding a Header Frame.....	7-8
Adding a Footer Frame	7-10
Adding a Page Border	7-12
Desktop Publishing Assignment 7	7-14

Chapter 8: Multiple Page Newsletters

The Front Page.....	8-1
Starting a New Publication.....	8-3
Formatting the Pages Panel	8-3
Laying out the First Page.....	8-5
Inserting the Column Guides	8-5
Setting the Ruler Guides.....	8-5
Inserting the Frames	8-6
Creating The Heading	8-6
Entering the Text	8-6
Adding Lines to the Heading.....	8-9
Entering the Title of the Newsletter.....	8-10
Adding Text Effects	8-11
Completing the Page	8-13
Adding an Image	8-15
Placing an Oval Around the Graphic	8-17
Filling the Frame	8-18
Adding a Page Border.....	8-20
Producing Page 2	8-21
Displaying Page 2.....	8-23
Importing the Text	8-23
Formatting the Text.....	8-24
Inserting the First Graphic.....	8-25
Wrapping the Text Around the Graphic	8-25
Manually Adjusting the Wrap.....	8-26
Inserting the Second Graphic	8-27
Wrapping the Text Around the Graphic	8-28
Adding a Page Border	8-29
Printing the Pages.....	8-30
Desktop Publishing Assignment 8	8-31

Chapter 9: Using Tables in Publications

Loading the Sample File	9-1
Inserting a Table	9-1
Setting the Table Frame	9-1
Setting the Table	9-2
Adjusting the Column Width	9-3
Changing the Row Heights	9-4
Completing the Table	9-4
Formatting the Table	9-5
Shading the First Column.....	9-5
Selecting the Whole Table	9-6
Vertically Centring the Text	9-7
Indenting the Text.....	9-7
Cell Borders	9-8
Formatting the Heading	9-9
Text Wrapping	9-10
Adding a Second Table	9-11
Setting the Frame.....	9-11
Inserting the First Graphic.....	9-12
Formatting the Table.....	9-13
Importing a Microsoft Word Table.....	9-15
Setting the Text Frame.....	9-15
Wrapping the Table.....	9-17
Adjusting the Table	9-18
Desktop Publishing Assignment 9	9-19

Chapter 10: Creating Pamphlets

The Page Layout	10-2
Completing Side 1	10-3
Setting the Frames	10-3
Completing the Top Frame	10-3
Adding the Graphic	10-5
Completing the Lower Frame	10-6
Adding a Border Around the Frames	10-8
Completing Side 6	10-10
Importing the Text	10-10
Formatting the Text	10-10
Adding Lines Around the Heading	10-12
Setting Paragraph Styles	10-13
The Section Heading Style	10-13
The CD Heading Style	10-14
The CD Contents Style	10-15
Completing Side 5	10-17
Importing the Text	10-17
Formatting the Text	10-17
Placing Lines Around the Heading	10-19
Completing Side 2	10-20
Importing the Text	10-20
Formatting the Text	10-20
Completing Side 3	10-21
Importing the Text	10-21
Formatting the Text	10-22
Placing Lines Around the Heading	10-23
Completing Side 4	10-24
Importing the Text	10-24
Formatting the Text	10-25
Placing Lines Around the Heading	10-26
Adjusting The Columns	10-26
Checking and Printing	10-28
Desktop Publishing Assignment 10	10-29

Publishing Project 1

The Society of Architects	P1-1
---------------------------------	------

Module 2 Contents

Chapter 11: Table of Contents

Looking at the Sample File	11-1
Loading the Sample File	11-1
Looking at the Pages	11-2
Looking at the Styles Used	11-2
Creating the Table of Contents.....	11-4
Setting the Contents Heading	11-4
Including the Chapter Title Style	11-5
Including the Sub-Head Style.....	11-6
Including the Sub-Head Point Style	11-7
Saving the Table of Contents Formats	11-7
Placing the Table of Contents	11-8
Changing the Contents	11-9
Formatting the Table of Contents	11-10
Creating PDF Documents.....	11-13
Setting Bookmarks	11-15
Turning on the Bookmarks.....	11-15
Exporting the PDF File	11-17
Desktop Publishing Assignment 11.....	11-19

Chapter 12: Creating Magazines

The Page Structure.....	12-1
Starting the File.....	12-2
Master Pages.....	12-2
Creating the Left Master Page	12-3
Setting the Master Page	12-3
Adding a Header.....	12-4
Inserting the Footer Image.....	12-6
Inserting Page Numbers.....	12-8
Creating the Right Master Page	12-10
Applying Master Pages.....	12-12
Deleting Master Pages.....	12-14
Editing Master Pages.....	12-15
Completing Page 1	12-16
Creating the Page Heading.....	12-16
Saving the Style.....	12-18
Adding the Body Text	12-19
Completing Page 2	12-21
Creating the Page Heading.....	12-21
Setting the Style.....	12-22
Inserting the Content.....	12-22
Completing Page 3	12-24
Creating the Page Heading.....	12-24
Inserting the Content.....	12-24
Completing Page 4	12-26
Creating the Page Heading.....	12-26
Inserting the Content.....	12-27
Printing.....	12-27
Adding More Pages	12-28
Desktop Publishing Assignment 12.....	12-30

Chapter 13: Magazine Covers

Starting the Document.....	13-1
Inserting the Background Image	13-2
Completing the Front Cover	13-3
The Top Text	13-3
The Bottom Text	13-5
The Back Cover.....	13-6
Desktop Publishing Assignment 13.....	13-8

Chapter 14: Creating Multimedia SWF Products

Creating an Online Catalogue	14-1
Drawing Navigation Buttons	14-2
Drawing a Triangle	14-2
Duplicating the Triangle	14-4
Creating a Home Button.....	14-5
Formatting the Buttons	14-7
The Previous Page Button	14-7
Setting the Home Button.....	14-9
Setting the Next Page Button.....	14-11
Exporting the File.....	14-12
Setting the SWF Settings	14-12
Using the Buttons.....	14-15
Using the Interactive Page Curl	14-16
Using Sample Buttons	14-18
Inserting a Sample Button.....	14-18
Formatting the Button	14-19
Duplicating the Button	14-21
Page Transitions.....	14-22
Exporting.....	14-23
Desktop Publishing Assignment 14.....	14-25

Chapter 15: Animations and Media

Loading the Prepared File	15-1
Creating Animations	15-2
Animating the Main Heading	15-2
Previewing the Animation.....	15-3
Adjusting the Animation.....	15-4
Animating the Image	15-5
Controlling the Order of Animations	15-7
Animating States	15-8
Inserting the first Image	15-8
Inserting the Other Images	15-9
Converting the Frames to States	15-11
Adding Buttons.....	15-13
Inserting Videos.....	15-16
Importing the Sample Video.....	15-16
Formatting the Video.....	15-17
Exporting the File.....	15-18
Desktop Publishing Assignment 15.....	15-20

Chapter 16: Creating Multimedia PDF Products

Loading the Prepared File	16-1
Inserting a Movie Clip.....	16-2
The Movie Clip Settings.....	16-3
Looking at the Movie Clip	16-4
Creating the Second Page.....	16-5
Duplicating Page 1	16-5
Inserting the Movie Clip.....	16-6
Adding a Third Page	16-7
Setting Bookmarks	16-9
Setting the Paragraph Styles.....	16-9
Creating a Table of Contents	16-11
Exporting to PDF	16-12
Providing Buttons.....	16-14
The Play Fill Movie Button.....	16-14
Adding Text to the Button	16-15
The Button States.....	16-17
Adding Text to the Rollover State.....	16-18
Testing the Button	16-19
Creating the Paint Button	16-20
Creating the Backgrounds Button	16-23
Desktop Publishing Assignment 16.....	16-24

Chapter 17: Liquid Layouts

Loading the Prepared File	17-1
Looking at the Liquid Layout Tools.....	17-1
Scaling Pages	17-2
The Re-Centre Rule.....	17-4
The Object-Based Rule.....	17-6
Scaling the Background Image.....	17-6
Pinning Objects.....	17-7
Flexible Width Columns.....	17-9
Setting the Page to Landscape Orientation.....	17-12
The Guide-Based Rule	17-13
Desktop Publishing Assignment 17.....	17-16

Chapter 18: Alternate Layouts

Loading the Prepared File	18-1
Creating a Horizontal Alternate Layout.....	18-2
Creating the Alternate Layout	18-2
Adjusting the New Layouts	18-4
Linked Text.....	18-5
Looking at Linked Pages	18-7
Looking at the Paragraph Styles.....	18-9
Adding More Alternate Pages	18-11
Creating the Android Vertical Layout	18-11
Creating the Android Horizontal Layout	18-13
Adding Single Page Alternate Layouts.....	18-14
Deleting Alternate Layouts.....	18-16
Exporting Pages to PDF Files	18-16
Desktop Publishing Assignment 18.....	18-18

Chapter 19: Creating Books

Loading the Sample Files	19-1
Starting the Book.....	19-3
Adding Documents to the Book.....	19-4
Adjusting the Page Numbers	19-5
Shuffling Book Documents	19-7
Removing Book Documents.....	19-8
Saving Books	19-8
Synchronising Styles and Swatches	19-9
Exporting a Book to a PDF File.....	19-10
Including Bookmarks in the Book.....	19-12
Formatting the Table	19-14
Creating the PDF Document	19-16
Desktop Publishing Assignment 19.....	19-18

Chapter 20: Library Items and Content Tools

Library Items	20-1
Creating the Library File	20-1
Storing Text.....	20-2
CStoring Graphics	20-3
Storing Photos	20-5
Deleting Library Items.....	20-6
Using the Library in Other Documents	20-6
The Content Placement Tools.....	20-7
Loading the Prepared File.....	20-7
Adding Items to the Content Conveyor.....	20-8
Placing Content From the Content Conveyor	20-10
The Content Placer Tool Options	20-12
Loading a Set of Items	20-14
Linking Items.....	20-17
Collecting Threaded Text Frames	20-19
Collecting Whole Pages	20-21
Desktop Publishing Assignment 20.....	20-24

Chapter 21: Creating Online Forms

Loading the Prepared File	21-1
Adding Text Fields to the Form	21-1
Inserting a Text Frame	21-1
Creating the Text Field	21-3
Duplicating a Text Field.....	21-4
Adding Check Boxes	21-5
Inserting the Rectangles	21-5
Converting the Rectangles to Check Boxes	21-6
Adding Radio Buttons.....	21-9
Inserting the Sample Buttons.....	21-9
Converting the Objects to Radio Buttons.....	21-11
Adding a Combo Box.....	21-12
Adding a Comment Field.....	21-15
Inserting the Text Field.....	21-15
Formatting the Text Field	21-16

Adding a Submit Button	21-17
Inserting a Sample Button.....	21-17
Formatting the Button	21-17
Adding Text to the Button	21-19
Exporting the Form	21-20
Testing the Form	21-21
Desktop Publishing Assignment 21.....	21-23

Chapter 22: Useful Features

The Eyedropper Tool	22-1
Copying Text Formats.....	22-1
Copying Graphic Formats.....	22-3
The Page Tool	22-4
Adding an Extra Page	22-4
Adjusting the Size of the Page	22-5
Adding Content to the Page	22-6
Looking at the Two Pages	22-6
Exporting the File	22-7
The Gap Tool.....	22-8
Loading the Sample Document	22-8
Turning on Auto-Fit	22-9
Adjusting the Frames	22-10
Adjusting Individual Images.....	22-11
Embedding Files.....	22-12
Using Layers	22-14
Loading a Sample Page	22-14
Naming layers.....	22-14
Looking at a Layer's Content	22-15
Adding a Layer for the Image	22-16
Adding a Layer for the Oval	22-18
Moving Layers	22-19
Locking Layers.....	22-21
Typing Text Along a Path.....	22-22
OpenType Fonts	22-24

Publishing Project 2

Home Bodies	P2-1
-------------------	------