

# Library Items and Content Tools

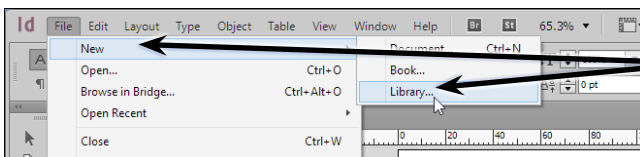
InDesign provides tools for storing items permanently in a Library for use at any time or temporarily in a Content Conveyor so that objects can quickly be placed within a current document or in another document. In this chapter you will look at both tools.

## 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.

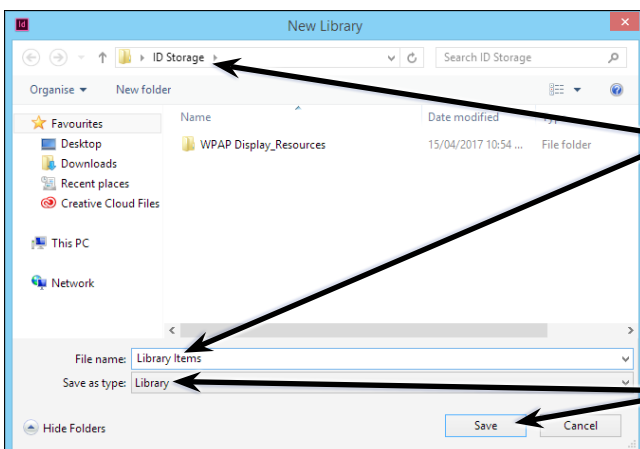
### A Creating the Library File

- 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.



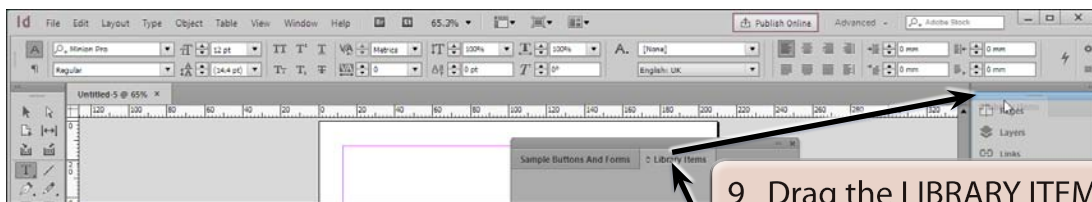
- 5 Display the FILE menu, highlight NEW and select LIBRARY.

- 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.



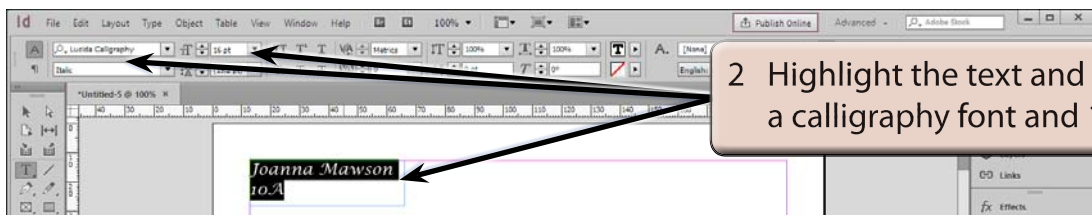
9 Drag the LIBRARY ITEMS label to the top right of the page or into the PANEL GROUP.

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

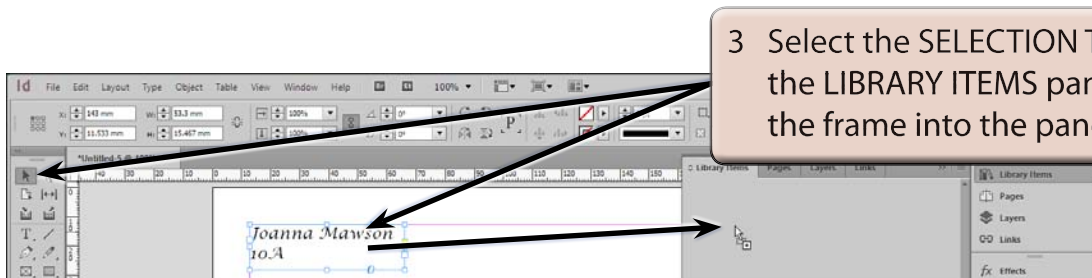
## B Storing Text

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

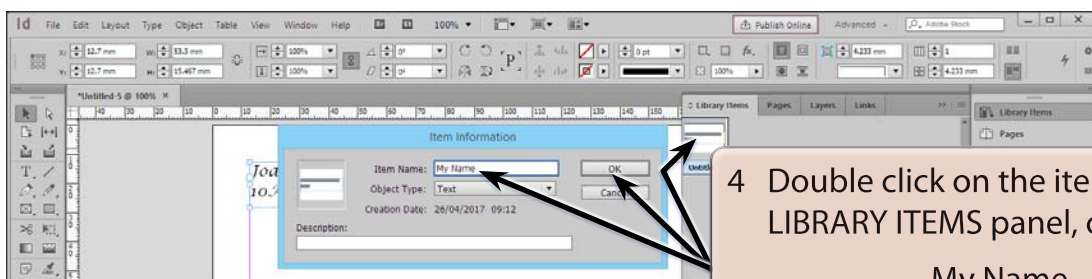
- 1 Set the screen to ACTUAL SIZE, select the TYPE TOOL, drag a frame near the top left of the page and enter your name and class.



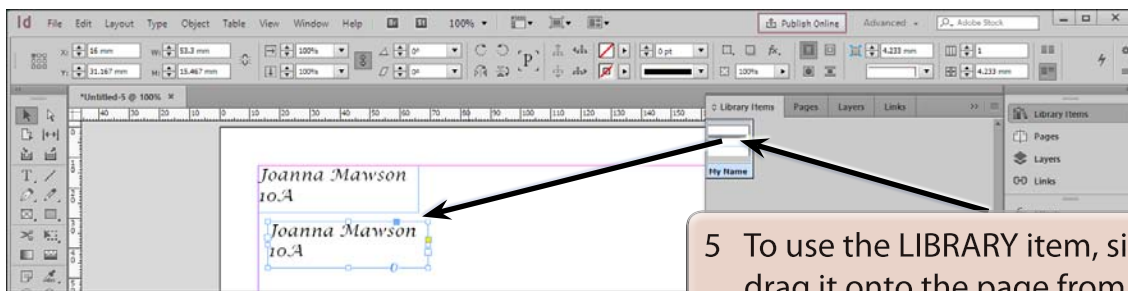
2 Highlight the text and format it to a calligraphy font and 16 pt.



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.

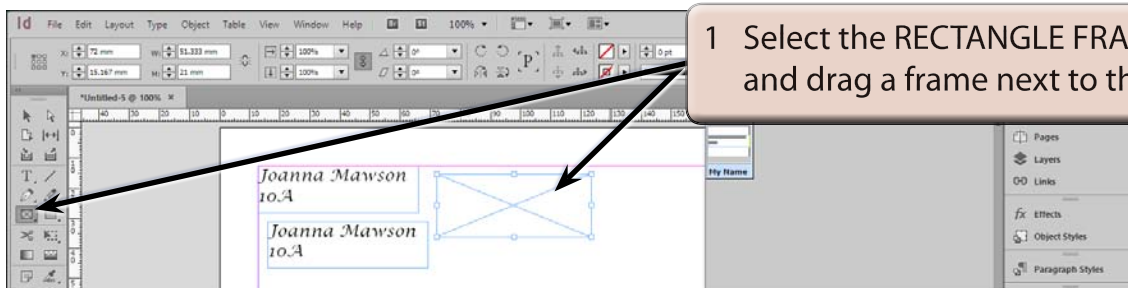


5 To use the LIBRARY item, simply drag it onto the page from the LIBRARY ITEMS panel.

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

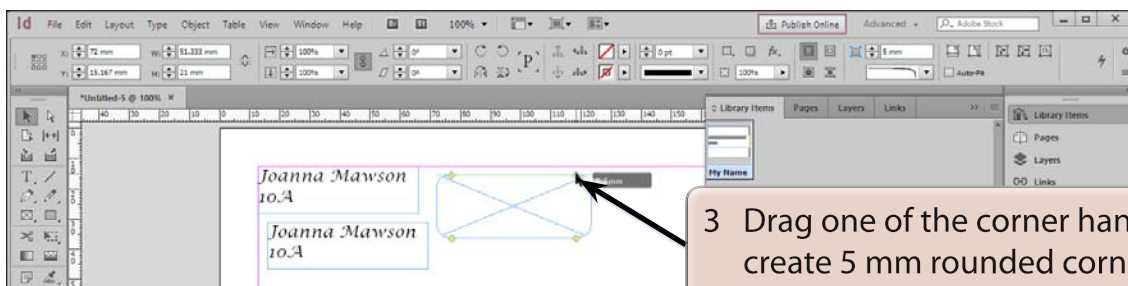
## C Storing Graphics

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

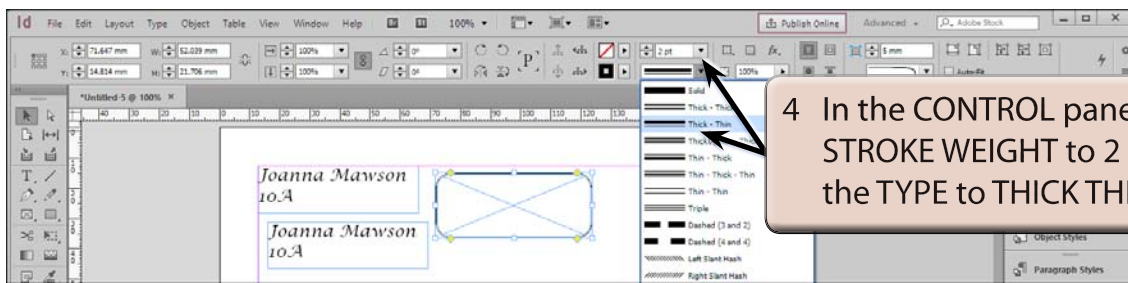


1 Select the RECTANGLE FRAME TOOL and drag a frame next to the text.

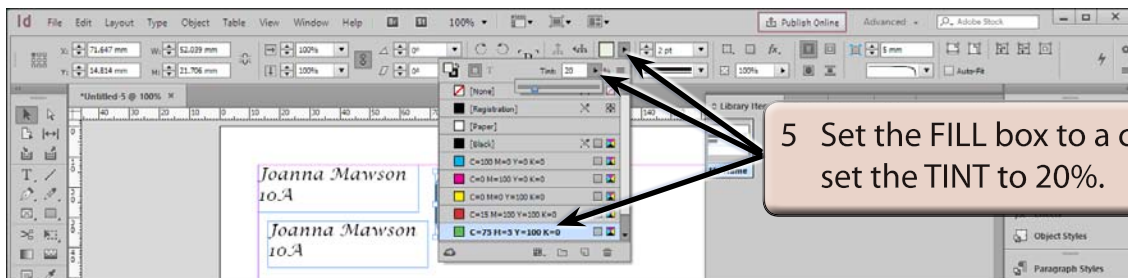
2 Select the SELECTION TOOL and click on the yellow EDIT CORNERS handle at the top right of the frame.



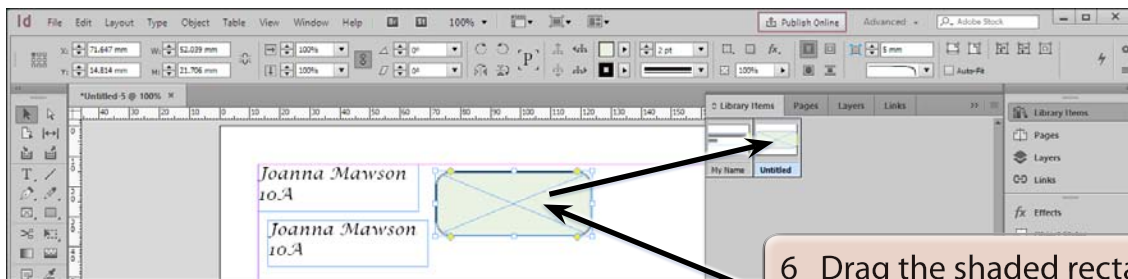
3 Drag one of the corner handles to create 5 mm rounded corners.



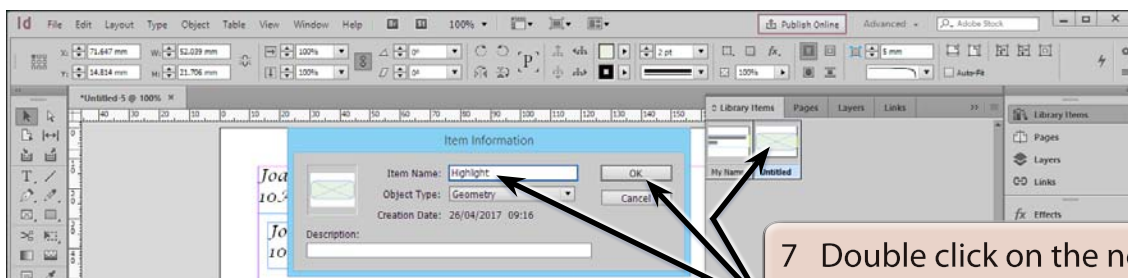
4 In the CONTROL panel, set the STROKE WEIGHT to 2 pt and the TYPE to THICK THIN.



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.