Tools Panel

Menu Bar or **Application Frame**

Application Bar: Contains the workspace switcher, menus, and other controls.

Control panel: Displays options, commands, and other panels for selected tool.

File   Edit   Layout   Type   Object   Table   View   Window   Help

Essentials

X: 11.94 in   W:
Y: 6.625 in   H: 1 pt   100%   0.1667 in

sample.indd @ 58%

Rulers

Pasteboard

Pages

Layers

Links

Stroke

Color

Swatches

Pasteboard

Panels Group

Adobe InDesign CS 6

New Features
Layout
•   Liquid layout – Apply liquid page rules to automatically adapt content when you create an alternate layout with different size or orientation.
•   Alternate Layout – Efficiently create and design multiple versions of a layout for different devices and print needs.
Content
•   Linked content – link content within or across InDesign documents so that changes made to the parent text or object are applied to all linked children objects.
•   Content Collector tools – Grab text and objects from an existing layout using the Content Collector.
PDF Forms
Create form fields directly within InDesign before your export to PDF.
Split Window
View two side-by-side layouts within the same document to compare the look and feel of the layouts and help ensure consistency.
Grayscale
•   Grayscale Preview – preview your layouts in grayscale to see how they will look on a black-and-white device or when printed in black and white.
•   Grayscale PDF export – Export PDF files in grayscale directly from the Print dialog box.
Interactive PDF Export
Export an interactive PDF as pages instead of spreads.
Interactive HTML
Include interactive HTML – such as Google Maps and animation developed with Adobe Edge software – in InDesign layouts.
Export to PNG
Export your InDesign document to PNG, a lossless format, for use one the web.

New Document Dialog Box
•   Document Preset – Name and save document settings including page size, columns, and margins.
•   Number of Pages – Set the number of pages in initial document.
•   Facing Pages – Indicates that the document is to open up in book fashion, with the right and left pages facing each other.
•   Master Text Frame – Configure the initial set of frames to allow text to be entered directly into it, as opposed to imported.
•   Page Size – Offers pager size and layout options.
•   Width, Height, Orientation – Type or choose values in Width and Height. Orientation offers portrait or landscape.
•   Columns – Set the automatic number of columns appearing on all new pages.
•   Gutter – Set space between columns.
•   Margins – Set page margins.
•   Save Preset – Save and name settings to use later.
•   More Options – Set options regarding Bleed and slug, non-printable areas of the document.

Using the Grid
1.   To show the Grid, on the Menu bar
a.   Click View > Grids and Guides.
b.   Click Show Document Grid.
2.   To change Grid sectors divisions to inches, on the Menu bar
a.   Click Edit > Preferences.
b.   Click Grids.
3.   To specify subdivisions per inch along both axes, in the Horizontal

Spread Control

1   No errors

Adobe InDesign CS6

New Features

Layout

- **Liquid layout** – Apply liquid page rules to automatically adapt content when users create an alternate layout with different size or orientation.
- **Alternate Layout** – Efficiently create and design multiple versions of a layout for different devices and print needs.

Content

- **Linked content** – link content within or across InDesign documents so that changes made to the parent text or object are applied to all linked children objects.
- **Content Collector tools** – Grab text and objects from an existing layout using the Content Collector.

PDF Forms

Create form fields directly within InDesign before your export to PDF.

Split Window

View two side-by-side layouts within the same document to compare the look and feel of the layouts and help ensure consistency.

Grayscale

- **Grayscale Preview** – preview layouts in grayscale to see how they will look on a black-and-white device or when printed in black and white.
- **Grayscale PDF export** – Export PDF files in grayscale directly from the Print dialog box.

Interactive PDF Export

Export an interactive PDF as pages instead of spreads.

Interactive HTML

Include interactive HTML – such as Google Maps and animation developed with Adobe Edge software – in InDesign layouts.

Export to PNG

Exports InDesign documents to PNG, a lossless format, for use on the web.

Creating a New Document

1. On the Menu bar, click **File**.
2. Move the cursor over **New**, click **Document…**
3. Modify any desired options.
   a. **Document Preset** – Name and save document settings including page size, columns, and margins.
   b. **Number of Pages** – Set the number of pages in initial document.
   c. **Facing Pages** – Indicates that the document is to open up in book fashion, with the right and left pages facing each other.
   d. **Master Text Frame** – Configure the initial set of frames to allow text to be entered directly into it, as opposed to imported.
   e. **Page Size** – Offers pager size and layout options.
   f. **Width, Height, Orientation** – Type or choose values in Width and Height.
   g. **Orientation** – offers portrait or landscape layout.
   h. **Columns** – Set the automatic number of columns appearing on all new pages.
   i. **Gutter** – Set space between columns.
   j. Margins – Set page margins.
   k. **Save Preset** – Save and name settings to use later.
   l. **More Options** – Set options regarding Bleed and slug, non-printable areas of the document.
4. Click **OK**.

Saving a New Document

1. On the Menu bar, click **File** > **Save**.
2. Enter the **File name**.
3. Click **Save**.

Planning the Document

Opening the Pages Panel

1. In the Panels group, click **Pages**
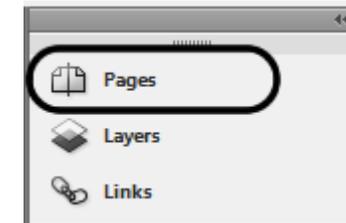
Viewing the Master Page

Note: Master Page – A master page is like a background that users can quickly apply to many pages. Users can create multiple master pages in a single document.

1. In the **Pages** panel, double-click the Master page icon.
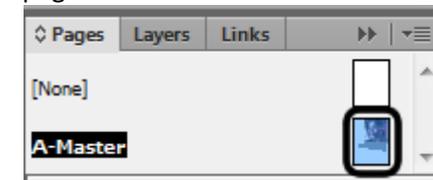
Applying Master to a Page

1. In the **Pages** panel, click the desired page icon (**Note:** Not the master page icon).
2. Right-click the page, select **Apply Masters to Pages…**
   a. The **Apply Master** dialog box appears.
3. Click the **Apply Master** drop-down menu and select the desired master page.
4. If desired, click the **To Pages** drop-down menu and select the desired options.
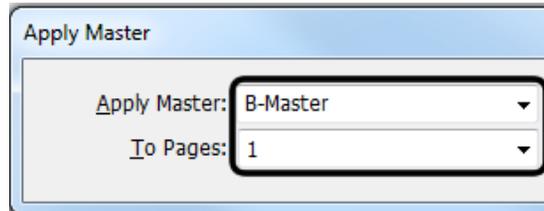
   a. Or, type in the page number in the **To Pages** field. (**Note:** A range of page numbers can also be used with a comma or hyphen)
5. Click **OK**.

Grids

Viewing Grids

1. From the Menu bar, click **View**.
2. Move the cursor over **Grids & Guides**, select **Show Document Grid**.
   a. Or press **Ctrl + '**

Changing Grid Sectors

1. On the Menu bar, click **Edit**.
2. Move the cursor over **Preferences**, select **Grids…**
3. To specify subdivisions per inch along both axes, in the **Horizontal** or **Vertical section**, enter the desired numbers in the **Gridline**

Every or **Subdivisions** fields.
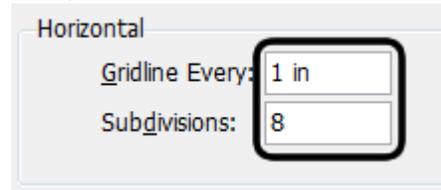
Rulers

Viewing Rulers

1. On the Menu bar, click **View** > **Show Rulers**.
   a. Or press **Ctrl + R**.

Configuring Rulers

1. On the Menu bar, click **Edit**.
2. Place the cursor over **Preferences**, click **Units & Increments…**
   a. The **Preferences** window will pop up.
3. To change Horizontal unit of measurement:
   a. Click the **Horizontal** drop-down button and select the desired option.

   b. Click **OK**.
4. To change Vertical unit of measurement:
   a. Click the **Vertical** drop-down button and select the desired option.

   b. Click **OK**.

Working with Text

- **Frame** – A container for text or graphic objects.
- **Nameplate** – Custom space for the title of the publication.

Creating a Text frame

1. From the **Tools** panel, click the **Type Tool** icon.
2. Position the cursor's crosshatch to the desired location of the text frame.
3. Press and drag the cursor vertically downward and across the columns to the desired height and width of the frame.
4. Enter the text in the frame.

Formatting Characters

1. While using the **Type Tol**, on the Control panel, make sure the **Character Formatting Controls** icon is selected.
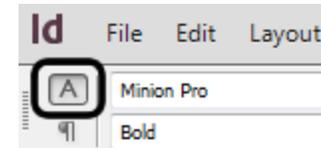
2. To select the text, press and drag to highlight the text.
3. To change the font size, click the drop-down menu in the font field on the Control panel, then select the desired font size.
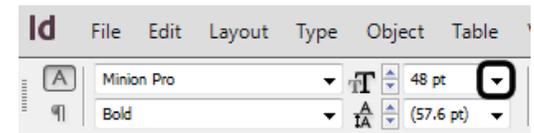
4. To change the font type, click the font type drop-down menu and select the desired font type.
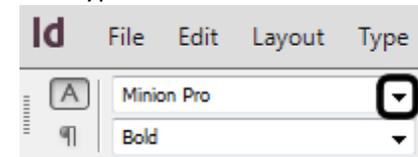
5. To change the font style, click the font style drop-down menu and select the desired

font style.
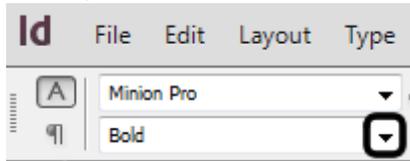
6. To change the font color, click the **Fill** drop-down menu and select a color from the list.
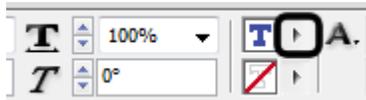
Changing the Tracking
Note: Tracking – The spaces between characters in a block of text.

1. While using the **Type Tool**, locate the **Tracking** icon on the Control panel.
2. Click the drop-down menu and select the desired option.

Changing the Kerning
Note: Kerning – The spaces between a pair of characters.

1. While using the **Type Tool**, click between the characters to change the spacing.
2. Locate the **Kerning** icon on the Control panel.
3. Click the drop-down menu and select the desired option.

4. Repeat step 1 – 3 to make adjustments between other pairs of characters.

Changing Text Leading
Note: Leading – The vertical space between lines of type.

1. Use the **Type Tool** to highlight the desired text.
2. Click the **Leading** drop-down menu and choose a value.

Working with Paragraph
Note: To activate the **Paragraph Formatting Controls** panel, click the paragraph icon while using the **Type Tool** :
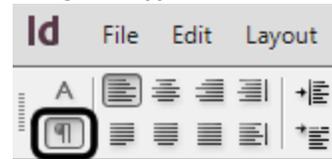
Changing the Paragraph Alignment
1. While using the **Type Tool**, click the **Paragraph Formatting Controls** icon from the Control panel.
2. Locate the paragraph alignment section on the Control panel.
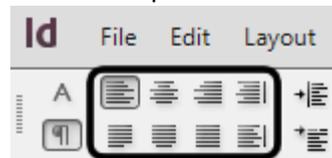
3. Click the desired alignment.

Applying First Indents
1. Click the **Type Tool**, make sure the **Paragraph Formatting Controls** panel is activated.
2. Place the cursor to the desired location.

3. In the **First Line Left Indent** field, use the up or down arrow button to change the indent value.

a. Or, type in a value in the field, press **Enter**.

Applying Paragraph Spacing
1. Use the **Type Tool** to highlight the desired text.
2. In the **Space After** field, use the up or down arrow button to adjust the value.
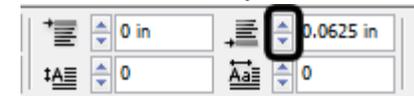
a. Or, enter a value in the field, press **Enter**.

Creating a Paragraph Style
Users can create a paragraph style based on the existing formatting.

1. Use the **Type Tool** to highlight the desired text.
2. On the Control panel, click the **Paragraph Style** icon > **New Paragraph Style…**
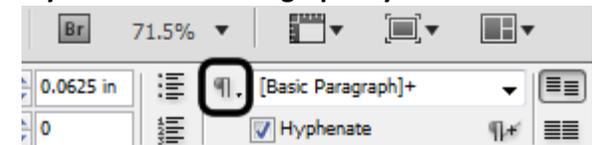
a. The **New Paragraph Style** window appears.
3. Enter the **Style Name**.
4. Modify any remaining options if desired.
5. Click **OK** when finishes.

Applying Paragraph Style

1. Use the **Type Tool** to highlight the desired text.
2. On the Control panel, click **the Paragraph Style** drop-down menu and select the desired style.
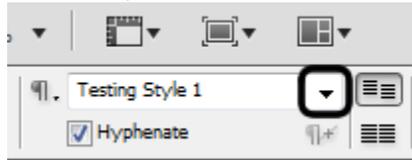

Working with Frames

Selection Tools

- The **Selection Tool** – Selects an entire frame.

- The **Direct Selection Tool** – Selects parts or segments of a frame to apply various effect.

Changing Alignment within a Text Frame

1. From the **Tools** panel, click the **Selection Tool** icon.
2. Use the **Selection Tool** to select the desired text frame.
3. On the Menu bar, click **Object** > **Text Frame Options…**
   a. The **Text Frame Options** dialog box opens.
4. Under **Vertical Justification**, click the **Align** drop-down menu, select the desired option, e.g., **Center**.
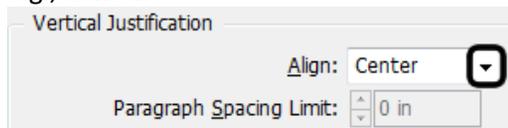
5. Click **OK**.

Creating a Frame Using the Frame Tool

1. From the **Tools** panel, click the **Rectangle Frame Tool** icon.
2. Position the cursor to the desired area.
3. Click and drag to draw a new frame.
   a. **Note:** To create a perfect square frame, press and hold the **Shift** key while creating a frame.
4. To indicate the frame's status as a text frame:
   a. Right-click the frame.
   b. Place the cursor over **Content**, click **Text**.

Moving a Frame

1. Use the **Selection Tool** to select the desired frame.
2. Click and drag the frame to the desired location.

Creating Headers and Footers

1. On the **Pages** panel, double-click the desired Master page icon.
2. Click the **Type Tool**.
3. Click and drag to create a new text frame.
4. Type the header or footer text.
   a. To insert a special character:
      i. Right-click the frame, move the cursor over **Insert Special Character**.
      ii. Move the cursor over the desired character type, e.g., **Markers**.
      iii. Click the desired option, e.g., **Current Page Number**.
   b. To center the text, click the **Justify with last line aligned center** icon on the Control panel.

   c. To activate the **Text Frame Options** dialog box, press **Ctrl** + **B**.
      i. To specify a vertical justification of center: under **Vertical Justification**, click the **Align** drop-down menu > **Center**.
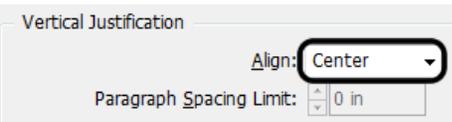
      ii. Click **OK**.
5. If desired, use the **Selection Tool** to adjust the header or footer frame location on the document.

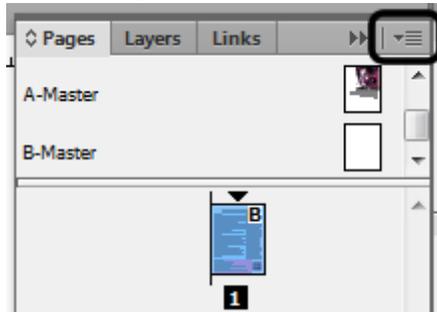# Working with Document Pages

Creating a New Page

1. On the **Pages** panel, click the desired page icon. (**Note:** The new page will be added after the selected page)
2. On the bottom of the **Pages** panel, click the **Create new page** icon.
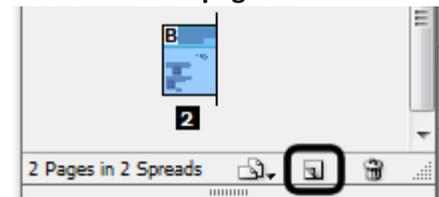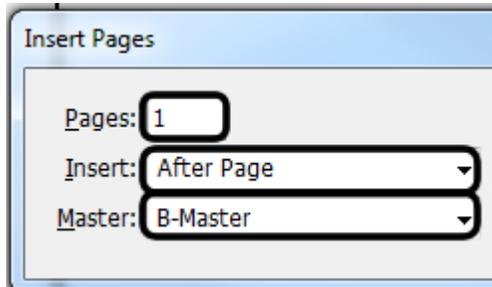

Inserting New Pages

1. On the **Pages** panel, double-click the desired page icon.

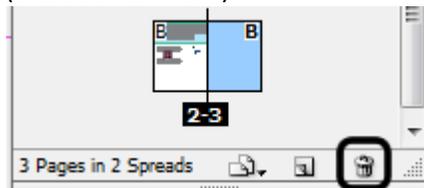2. Click the context menu on the **Pages** panel > **Insert Pages…**

3. In the **Insert Pages** pop-up window, specify the **Pages**, **Insert option**, and **Master** option for the new page.

4. Click **OK**.

Deleting a Page

1. On the **Pages** panel, click the desired page icon.
2. On the bottom right corner of the **Pages** panel, click the **Delete Selected Pages** icon (the trash bin icon).


3. Click **OK**.

Placing Files/Images

1. On the **Pages** panel, double-click the desired page icon where the file will be placed.
2. On the Menu bar, click **File** > **Place…**
   a. The **Place** dialog box appears.
3. Locate and select the file, click **Open**.
4. Place the cursor in the desired potion, left-click the mouse to place the file.

Placing File in an Existing Frame

1. In the **Tools** panel, click the **Selection Tool** , then click the desired frame.
2. On the Menu bar, click **File** > **Place…**
   a. The **Place** dialog box appears.
3. Locate and select the desire file, click **Open**.

Resizing a Frame

1. In the **Tools** panel, click the **Selection Tool** , select the desired frame.
2. Click and drag the frame handler(s) to resize the frame, example below:
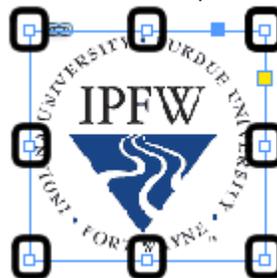
   a. **Note:** To resize the frame that constrains the aspect ratio, press and hold the **Shift** key while resizing the frame using the corner handler(s).

Hiding Guides, Grids, and Frames

- To hide the Document Grid, click **View** on the Menu bar.
  - o Move the cursor over **Grids and Guides**, click **Hide Document Grid**.
- To hide Guides, click **View**.
  - o Move the cursor over **Grids and Guides**, click **Hide Guides**.
- To hide boundaries of frames, click **View**.
  - o Move the cursor over **Extras**, click **Hide Frame Edges**.

## Modifying Frame Properties

Stroke and Fill

The **Fill and Stroke Swatches** can be found in the **Tools** panel.

- **Fill** – The top left square controls the inside, or the color of an object.
- **Stroke** – The bottom right square controls the border.

Applying Stroke Color

1. Click the **Selection Tool**.
2. Select the desired frame.
3. Double-click the bottom right square of **Fill and Stroke Swatches Tool**.
   a. **Note:** This will bring the Stroke square to the front.
4. In the **Color Picker** pop-up window, use the slider to adjust the color, then use the crosshair cursor on the left side to pick the

desired color.
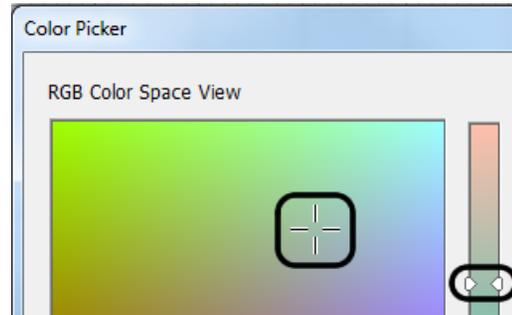
a. Or, enter the color code in the **RGB**, **Lab**, or **CMYK** color fields.
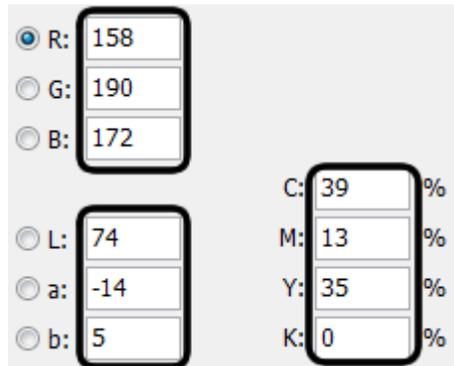

5. Click **OK**.

Applying Fill Color
1. Use the **Selection Tool** to select the desired frame.
2. Double-click the top left square of **Fill and Stroke Swatches Tool**.
3. In the **Color Picker** pop-up window, use the slider to adjust the color, then use the crosshair cursor on the left side to pick to the desired color.
   a. Or, enter the color code in the **RGB**, **Lab**, or **CMYK** color fields.
4. Click **OK**.

Applying Stroke Weight
1. Use the **Selection Tool** to select the desired frame.
2. On the Control panel, click the stroke weight drop-down menu and select a weight value.

   a. Or, on the Menu bar, click **Window** > **Stroke**.
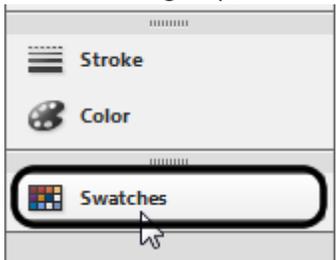   b. In the **Stroke** panel, change the **Weight** value.
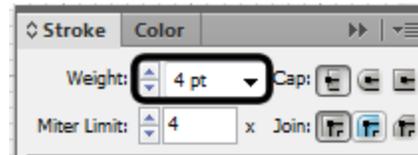
   c. Click the **>>** arrow button to close the **Stroke** panel.

Using Swatches
Besides **Color Picker**, users will also be able to change frame color properties using the pre-defined color in the **Swatches** panel.

Applying Swatch to a Frame
1. Use the **Selection Tool** to select the desired frame.
2. In the Panels group, click **Swatches**.

3. On the top-right corner of the **Swatches** panel, use the **Fill and Stroke Swatches** icon
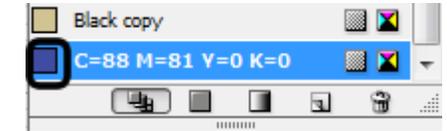
to activate **Stroke** or **Fill**.
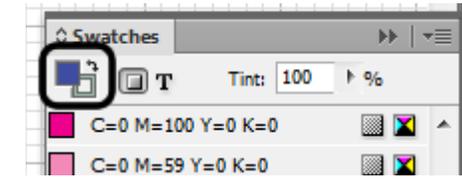
4. Click one of the pre-defined swatches from the list.

Creating a New Swatch
1. In the Panels group, click **Swatches**.
2. On the bottom of the **Swatches** panel, click the **New Swatch** icon.

   a. The newly created swatch will appear at the end of the list.
3. Double-click the new swatch icon to bring up the **Swatch Options** window.

4. To name the new swatch, un-check **Name with Color Value**, then enter a name in the **Swatch Name** field.

5. If desired, change the **Color Mode** to **RGB** or **Lab**.
6. Use the sliders to create a new color.
7. Click **OK** when finished.

Deleting a Swatch
1. In the **Swatches** panel, click the desired swatch.
2. On the bottom right corner of the **Swatches** panel, click the **Delete Swatch** icon (the

trash bin icon).

3. Click **OK**.

# Working with Graphics

Understanding Graphic Formats

*   **TIFF** – Tagged Image File Format, is bitmapped graphics (based on pixels).
*   **EPS** – Encapsulated PostScript, may contain vector graphics (based on objects).
*   **GIF** – Graphic Interchange Format, it is designed with the World Wide Web in mind. This is much smaller in file size than TIFF and EPS.
*   **JPEG** – Joint Photographic Experts Group, it is also designed with the World Wide Web in mind. This is also much smaller in file size than TIFF and EPS. GIF and JPEG files do not print out as well as TIFF and EPS, so, avoid using them in print publications.

Understanding Image Resolution

Image Resolution – Refers to the number of dots per square inch, or dpi. The higher the resolution, the sharper or clearer images.

Resizing Images

Note: Resizing images are different from resizing frames in InDesign CS 6. In CS 6, InDesign separates the regular frame and the image frame, therefore, a placed image file contains two frames, the regular frame and the image frame, example below:
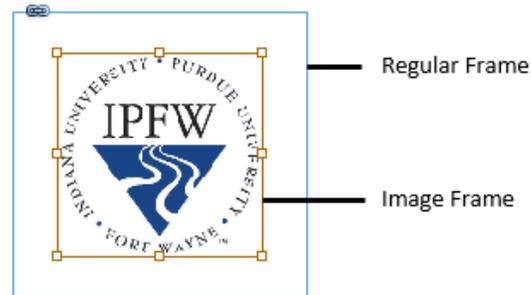
There are two ways to resize an image, the scale tool or the image frame handlers.

Using the Scale Tool

1. Use the **Selection Tool** ![cursor] to select the desired image.
2. Right-click the regular frame (by default, the regular frame and the image frame have the same width and height).
3. Move the cursor over **Transform** and click **Scale…**
4. Enter the percentage in the **Scale X** and **Scale Y** fields.
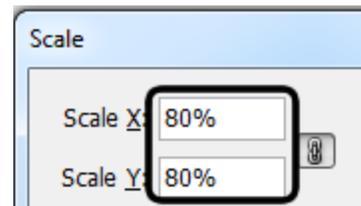
a. **Note:** By default, the scale will constrain proportions. To disable this default feature, click the link icon ![link icon] on the right and enter the **Scale X** and

**Scale Y** values, example below:
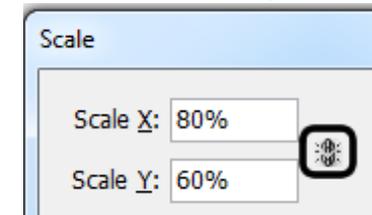
5. Click **OK**.

Using the Image Frame Handlers

Note: Be careful when selecting the right frame, using the regular frame handlers will resize the frame, not the image.

1. Use the **Selection Tool** to select the desired image.
2. Move the cursor to the image until the hand cursor and the circle icon appears (this means that the cursor is pointing to the image frame), example below:
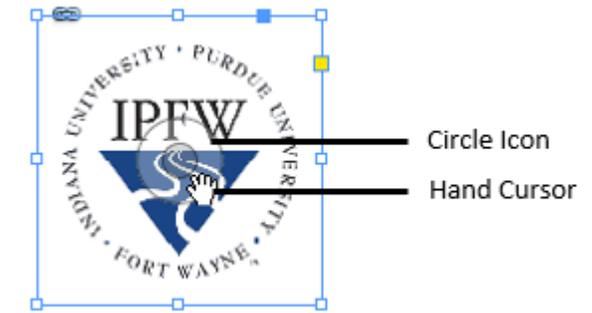
3. Click the image frame. The image frame should now appears.

4. Click and drag the image frame handlers to resize the image, example below:

   a. To constrain the proportions, press and hold the **Shift** key while resizing.

### Wrapping Text around a Graphic

Note: Users can wrap around the graphic that is placed inside a text frame.

1. Use the **Selection Tool** to select the graphic (**Note:** the regular frame).
2. To reposition the image:
   a. Press and hold the **Shift** key, click the anchor icon on the graphic and drag the graphic into the desired location within the text.

3. To change the wrapping option:
   a. On the Control panel (make sure the **Character Formatting Controls** [A] is

activated), click the desired wrapping option in the text wrapping section.
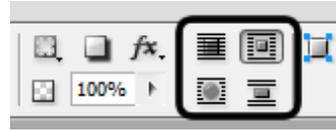
4. Press the **Up**, **Right**, **Down**, and **Left** arrow keys on the keyboard to adjust the position if desired.

Rotating an Object

1. Use the **Selection Tool** to select the desired object.
2. On the Control panel, locate the **Rotation Angle** icon. Use the **Up** and **Down** arrow buttons to adjust the value.

   a. Or click the drop-down menu and select the pre-defined value.

Refining the Publication

Exporting as PDF

1. On the Menu bar, click **File** > **Export...**
   a. The **Export** dialog window appears.
2. Browse to the desired location.
3. Enter the **File name**.
4. Click the **Saves as type** drop-down menu and select **Adobe PDF (Interactive)** or **Adobe PDF (Print)**.
5. Click **Save**.

Using Adobe PDF Preset

Users will be able to save the InDesign file into a pre-defined Adobe PDF format. These presets differ in print qualities.

1. On the Menu bar, click **File**.
2. Move the cursor over **Adobe PDF Preset** and select the desired PDF quality.
   a. The **Export** dialog window appears.
3. Browse to the desired location.
4. Enter the **File name**.
5. Click **Save**.