

TABLE OF CONTENTS

	Introduction	xi
Chapter 1	Getting Started	1
	Choosing Palettes	2
	Working with Palettes	10
	Using Workspaces	14
	Using the Toolbox	15
	Using Contextual Menus	16
Chapter 2	Document Setup	17
	Starting Documents	18
	Choosing Layout Options	20
	Changing Layout Options	23
	Using the Document Presets	24
	Using Document Rulers	26
	Working with Guides	28
	Working With Document Grids	32
	Changing the Magnification	33
	View and Pasteboard Controls	35
	Using the Zoom and Hand Tools	37
	Using the Navigator Palette	39
	Controlling Windows	41
	File Maintenance	42
Chapter 3	Basic Text	45
	Creating Text Frames	46
	Typing Text	49
	Selecting Text	50
	Moving and Deleting Text	52
	Using the Character Palette	53
	Setting the Typeface and Point Size	54
	Styling Text	55
	Setting Line and Character Spacing	57
	Applying Text Distortions	59
	Setting the Language	60
	Applying Paragraph Formatting	61
	Setting Alignment and Indents	62
	Inserting a Manual Indent	64
	Setting Paragraph Effects	65
	Using the Text Utilities	66
	Working with Text Flow	68
	Setting Text Frame Controls	69

	Using the Control Palette for Text	72
	Using Special Text Characters	73
	Windows Commands	74
	Macintosh Commands	74
Chapter 4	Working with Objects	75
	Types of Frames	76
	Creating Basic Shapes	77
	Selecting Objects	79
	Moving Objects	80
	Replicating Objects	82
	Resizing Objects	84
	Using the Transform Tools	85
	Using the Transform Palette	90
	Using the Transform Palette Menu	94
	Using the Arrange Commands	95
	Aligning Objects	96
	Grouping and Pasting Into Objects	99
	Using the Control Palette for Objects	103
	Using the Measurement Tool	104
	Using the Info Palette with Objects	106
	Locking Objects	107
	Selecting Frames	108
Chapter 5	Working in Color	109
	The Basics of Color	110
	Using the Color Palette	112
	Defining and Storing Swatches	116
	Using Swatch Libraries	124
	Creating Mixed Inks	126
	Creating Tints	130
	Creating Gradient Swatches	132
	Using the Eyedropper	135
	Overprinting Colors	136
Chapter 6	Styling Objects	137
	Applying Fills	138
	Applying Stroke Effects	142
	Creating Custom Stroke Styles	149
	Adding Arrows and Corner Effects	156
	Applying Transparency	157
	Adding Drop Shadows and Feathers	161
	Using the Pathfinder Commands	163
	Using the Eyedropper	164
	Setting Object Defaults	166

Chapter 7	Pen and Bezier Tools	167
	Pen Points	168
	Drawing Lines	169
	Drawing Curves	170
	Changing Curves and Corner Points	171
	Modifying Paths	172
	Modifying Points	174
	Using the Pencil Tool	176
	Using the Smooth Tool	178
	Using the Erase Tool	179
	Adding or Deleting Points on Paths	180
Chapter 8	Imported Graphics	181
	Placing Artwork	182
	Specialty Frames	184
	Setting Image Import Options	187
	Working with Images Inside Frames	189
	Fitting Graphics in Frames	191
	Nesting Graphic Elements	193
	Inline Graphics	196
	Styling Placed Images	198
	Linking Graphics	199
	Embedding Graphics	203
	Using Clipping Paths	204
	Importing Transparent Images	208
	Viewing Images	210
	Applying Effects to Images	213
Chapter 9	Text Effects	215
	Wrapping Text	216
	Text on a Path	221
	Working with Paragraph Rules	224
Chapter 10	Pages and Books	229
	Changing the Pages Palette	230
	Adding Blank Pages	231
	Navigating Pages	233
	Creating and Separating Spreads	236
	Importing Text	238
	Flowing Text	240
	Creating Text Breaks	244
	Working with Master Pages	245
	Adjusting Layouts	250
	Working with Page Numbers	251
	Making Books	253
	Creating a Table of Contents	258

	Creating an Index	263
Chapter 11	Layers	265
	Creating and Deleting Layers	266
	Setting the Layer Options	268
	Working with Layers	271
Chapter 12	Libraries	273
	Storing Items in a Library.	274
	Setting the Library Display	276
	Searching and Sorting Libraries	277
Chapter 13	Tabs and Tables	279
	Inserting Tab Characters	280
	Setting Tab Stops	281
	Creating Tab Leaders	284
	Creating and Using Tables.	285
	Navigating Through Tables	290
	Selecting Tables	291
	Working with Rows and Columns	293
	Adjusting Tables Within a Text Frame.	299
	Working with Headers and Footers	300
	Adding Images to Tables	302
	Customizing Cells	303
	Setting Borders, Strokes, and Fills	306
	Alternating Strokes and Fills.	309
	Adding Diagonal Lines in Cells	312
	Using the Table or Control Palettes	313
Chapter 14	Automating Text	315
	Changing Case	316
	Checking Spelling	316
	Finding and Changing Text	319
	Find Dialog Box Settings	324
	Using the Story Editor	326
	Defining Styles	328
	Paragraph Style Categories	329
	Defining Styles (continued)	332
	Applying Styles	337
	Overriding Styles	338
	Changing and Deleting Styles	339
	Automatic Drop Cap Styling	342
	Using Nested Styles	344
	Using the Eyedropper on Text	348
	Creating Tagged Text	350
	Using Find Font	352

	Keeping Lines Together	353
	Using Scripts	354
Chapter 15	Typography Controls.	357
	Optical Margin Alignment	358
	Using Adobe Paragraph Composer	359
	Applying Justification Controls	360
	Controlling Hyphenation	364
	Baseline Grid	366
	Balancing Ragged Lines.	368
	Using OpenType	368
	OpenType Features	370
Chapter 16	Color Management	373
	Choosing Color Settings	374
	Working with Profiles	378
Chapter 17	Interactive PDF Elements	379
	Types of Interactive Elements	380
	Defining Hyperlinks	381
	Working with Hyperlinks	390
	Working with Bookmarks.	391
	Adding Sounds	394
	Adding Movies	396
	Movie Display Options.	399
	Creating Buttons	401
	General Button Properties	403
	Setting the Button States	404
	Applying Behaviors	409
	Button Behaviors	410
	Applying Behaviors (continued)	412
	Deleting or Deactivating Behaviors	413
	Exporting Interactive PDFs	416
Chapter 18	Output.	417
	Printing a Document.	418
	Print Dialog Box Categories.	419
	Setting the General Print Options	421
	Choosing the Setup Controls	422
	Tiling Pages.	423
	Setting Marks and Bleed	425
	Setting the Output Controls.	427
	Working with Separations Preview	429
	Separation Preview Plate Settings	430
	Color Separations and Ink Manager	432
	Setting the Graphics Options	434
	Setting the Advanced Options	435

	Flattener Presets and Preview	436
	Working with Print Presets	440
	Creating a Print Summary	442
	Creating Postscript Files	443
	Creating a Preflight Report	444
	Packaging a Document	447
Chapter 19	Exporting	449
	Setting the Export File Options	450
	Creating PDF Files	451
	General PDF Options	453
	Compression PDF Options	456
	Advanced PDF Options	459
	Security PDF Options	460
	Working with PDF Presets	462
	Creating EPS Files	464
	InDesign Interchange Format	467
	Setting JPEG Export Options	467
	Exporting SVG Files	469
	Exporting Text	472
	Packaging for GoLive	473
Chapter 20	Customizing InDesign	477
	Modifying Keyboard Shortcuts	478
	Setting the Preference Categories	481
	General Preferences	485
	Text Preferences	488
	Composition Preferences	490
	Units & Increments Preferences	492
	Grids Preferences	493
	Guides & Pasteboard Preferences	494
	Dictionary Preferences	495
	Spelling Preferences	497
	Display Performance Preferences	497
	File Handling	499
	Updates Preferences	500
	Configuring Plug-ins	500
Appendix	Keyboard Shortcuts	501
	Macintosh Shortcuts	502
	Windows Shortcuts	514
	Index	527