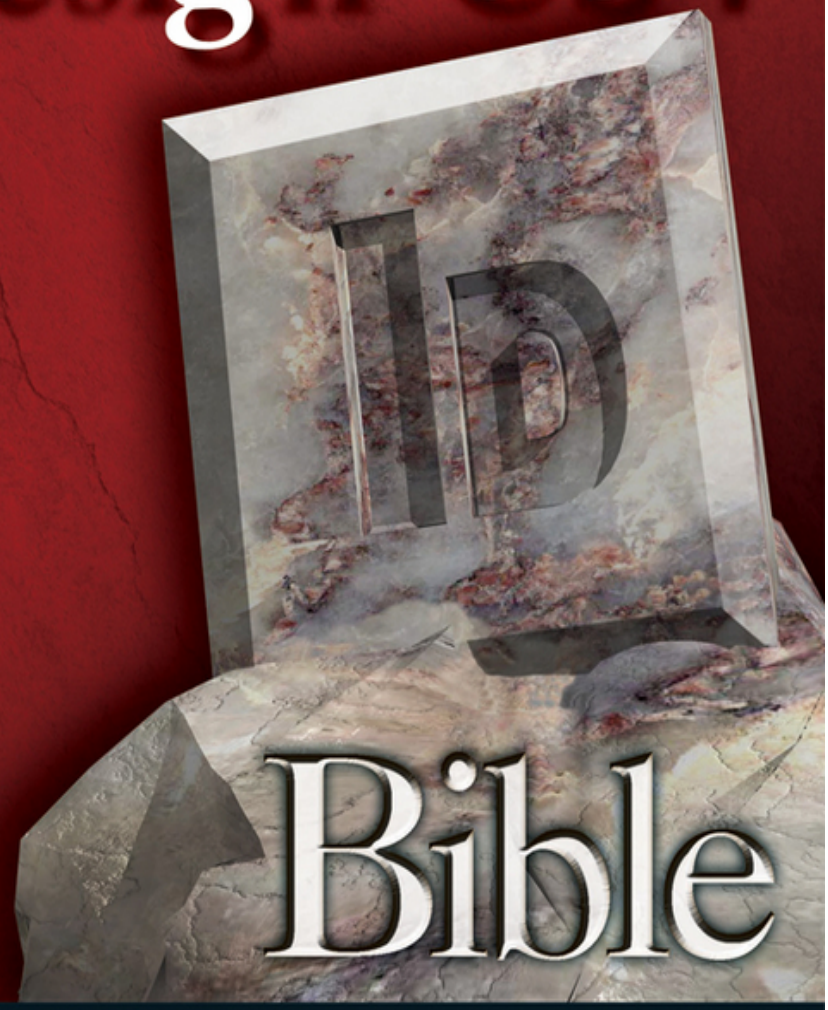
Companion Web Site
- Links to plug-ins, utilities, and scripts
- Additional tips and resources

8-Page Color Insert!
- Beautiful, full-color examples

Galen Gruman

Adobe® InDesign® CS4 Bible



Create pieces that capture attention

Export files for use in Flash® multimedia

Prepare prepress files to avoid surprises

The book you need to succeed!

InDesign® CS4 Bible

Table of Contents

- Building a Document from Start to Finish
  - Creating a New Document
  - Working with Frames and Pages
  - Working with Text
  - Working with Lines
  - Creating and Applying Colors
  - Working with Graphics
  - Adding Special Effects
  - Printing a Composite
- Part I: Welcome to InDesign
  - Chapter 1: What InDesign Can Do for You
    - InDesign's Flexible Approach
    - Understanding Global and Local Control
    - Summary
  - Chapter 2: Inside the InDesign Interface
    - Exploring the InDesign Application Folder
      - The Presets folder
      - The Plug-ins folder
      - The Required folder

- Exploring the Document Window
  - Title tab
  - Rulers
  - Zero point
  - Scroll bars
  - Pasteboard, pages, and guides
  - Page controls
  - Version Cue pop-up menu
  - Application frame
  - Application bar
  - Zoom field and pop-up menu
  - Adobe Community Search field
- Working with Multiple Document Windows
- Using Tools
  - Selecting tools
  - Understanding what the tools do
  - Color buttons
  - View buttons
  - Using Tool Tips and keyboard shortcuts
  - Opening and closing the Tools panel
- Working with Panels and Docks
  - Arranging panels
  - Changing the dock display
  - Using panels
  - Checking out the panels
- Reviewing Menu Commands

- InDesign menu
- File menu
- Edit menu
- Layout menu
- Type menu
- Object menu
- Table menu
- View menu
- Window menu
- Help menu
- Contextual menus

Undoing What You've Just Done

Summary

Chapter 3: Getting InDesign Ready to Go

Working with Preferences Files

- InDesign Defaults file
- Presets folder

Using the Preferences Dialog Box

- General preferences
- Interface preferences
- Type preferences
- Advanced Type preferences
- Composition preferences
- Units & Increments preferences
- Grids preferences
- Guides & Pasteboard preferences

- Dictionary preferences
- Spelling preferences
- Autocorrect preferences
- Notes preferences
- Story Editor Display preferences
- Display Performance preferences
- Appearance of Black preferences
- File Handling preferences
- Clipboard Handling pane

Setting Other Global Preferences

- Setting up automatic program updates
- Customizing keyboard shortcuts
- Customizing menus
- Workspaces
- Color management settings

Modifying Defaults for Documents, Text, and Objects

- Document defaults
- Text defaults
- Object defaults

Modifying Defaults for Views

Setting Color and Style Defaults

Reverting Preferences and Defaults

Changing Views

- Zooming and scrolling
- Object display options

Summary

Part II: Document Fundamentals

Chapter 4: Creating, Opening, and Saving Documents

- Taking Stock before You Begin
- Setting Up a New Publication
- Opening Documents and Templates
  - Opening documents versus opening templates
  - Working with files in the Bridge file system
  - Converting documents created with other programs
  - Recovering a document after a crash or power failure
- Saving Documents and Templates
  - Saving documents versus saving templates
  - Knowing how to not save changes
- Saving Files in Other Formats
  - Export formats for whole documents
  - Export formats for document elements
- Summary

Chapter 5: Working with Pages and Layers

- Working with Multipage Documents
  - Adding pages
  - Deleting pages
  - Copying and moving pages
  - Starting documents on a left page
  - Controlling page shuffling
  - Creating gatefold spreads
  - Working with page numbers

Dividing a document into sections

Navigating pages

Navigating by page number

Working with specialty page controls

Adjusting page layouts

Working with Layers

Creating layers

Working with objects on layers

Manipulating layers

Summary

Chapter 6: Creating Layout Standards

Creating and Applying Master Pages

The Pages panel

Creating a new master page

Importing a master page

Laying out a master page

Applying a master page to document pages

Modifying master items on document pages

Using Templates

Creating templates

Modifying templates

Creating documents from templates

Storing Objects in Libraries

Adding and deleting library objects

Cataloging library objects

Copying library objects onto document pages

Using Ruler Guides and Grids

Ruler guides

Working with column guides

Working with the baseline grid

Working with the document grid

Snapping to guides

Summary

Chapter 7: Defining Colors, Tints, and Gradients

Defining Color Terms

Understanding Process and Spot Color

Identifying methods of color printing

Mixing spot and process colors

Converting spot color to process color

Working with Color Models

Understanding Paper Variation Models

Defining Colors and Tints

Creating colors the ideal way: the Swatches panel

Using Kuler to add to your color swatches

Mixing color swatches to create more colors

Creating colors the risky way: Using the Colors panel

Importing and sampling colors

Working with Gradients

Creating gradients

Creating unnamed gradients

Adjusting gradient angle and location

Managing Swatches

Editing swatches

Merging swatches

Deleting swatches

Duplicating swatches

Applying Colors, Tints, and Gradients

Summary

Part III: Object Fundamentals

Chapter 8: Adding Frames, Shapes, and Lines

Creating a Text Frame

Creating a Graphics Frame

Converting Frames for Specific Content

Drawing Straight Lines

Summary

Chapter 9: Manipulating Objects

Selecting Objects

Understanding the selection tools

Selecting objects

Selecting overlapping objects

Selecting multiple objects

Deselecting objects

Moving Objects

Creating Copies of Objects

Copying objects within documents

Copying objects between documents

Deleting Objects

Preventing Objects from Printing

Aligning and Distributing Objects

Working with the Align panel

Working with smart guides

Working with smart spacing and measurements

Summary

Chapter 10: Transforming Objects

Resizing and Scaling Objects

Resizing methods

Scaling methods

Performing Other Transformations

Rotating objects

Using the Shear tool

Flipping objects

Using the Free Transform tool

Repeating Transformations

Undoing Transformations

Replacing Object Attributes

Summary

Chapter 11: Applying Effects to Objects

Working with Strokes

Adding strokes

Creating stroke styles

Adding Corner Options

Applying Lighting Effects

Using the Effects panel and related controls

Applying transparency

Applying drop shadows and inner shadows

Applying feathering

Applying outer and inner glows

Applying beveling and embossing

Applying satin effects

Summary

Chapter 12: Orchestrating Objects

Stacking Objects

Combining Objects into a Group

Using groups within groups

Selecting objects within groups

Ungrouping

Locking Objects

Creating Inline Frames

Creating an inline frame with the Paste command

Creating an inline frame with the Place command

Creating an inline frame using the Anchored Object command

Adjusting inline frames

Deleting inline frames

Setting Up “Follow Me” Anchored Frames

When to use anchored frames

Adding anchored frames

Converting existing frames to anchored frames

Adjusting anchored frames

Releasing and deleting anchored frames

Wrapping Text around Objects

Using the Text Wrap panel

Setting text-wrap preferences

Changing the shape of a text wrap

Defining and Applying Object Styles

Creating object styles

Managing object styles

Using style groups

Understanding predefined styles

Applying object styles

Managing Links

Summary

Part IV: Text Fundamentals

Chapter 13: Importing Text Files

Determining Where to Format Documents

Preparing Text Files

Preserving special features in text files

Avoiding text-file pitfalls

Adding Text

Using the Type tool

Pasting text

Dragging and dropping text

Importing text with the Place dialog box

Summary

Chapter 14: Flowing Text through a Document

- Working with Text Frames
  - Creating text frames on master pages
  - Drawing additional text frames
- Threading Text Frames
  - Threading frames manually
  - Threading frames semiautomatically
  - Threading frames and adding pages automatically
  - Breaking and rerouting threads
- Adjusting Columns
  - Specifying columns in master frames
  - Adjusting columns in text frames
  - Placing rules between columns
- Managing Spacing and Alignment within Text Frames
- Working with Overset Text
- Summary

Chapter 15: Editing and Formatting Text

- Editing Text
  - Controlling text view
  - Navigating text
  - Highlighting text
  - Cutting, copying, and pasting text
  - Deleting and replacing text
  - Undoing text edits
  - Using the Story Editor

Correcting Spelling Mistakes

Fixing spelling on the fly

Checking spelling as you type

Using the Check Spelling dialog box

Working with multiple languages

Customizing the Spelling and Hyphenation Dictionaries

Customizing the spelling dictionary

Customizing hyphenation points

Setting spelling and hyphenation dictionary preferences

Searching and Replacing

Searching and replacing text

Changing special characters

Searching and replacing formatting

Changing fonts globally

Working with saved search queries

Adjusting Text Appearance in Text Frames

Setting text frame options

Working with Notes

Summary

Chapter 16: Specifying Character Attributes

Working with Character Formats

Changing Font Family, Font Style, and Font Size

Selecting fonts

Changing font size

Applying Other Character Formats

Horizontal Scale and Vertical Scale

Baseline Shift

Skew (false italic)

Language

All Caps and Small Caps

Superscript and Subscript

Underline and Strikethrough

Ligatures

OpenType options

No Break

Leaving Space between Characters and Lines

Kerning

Tracking

Leading

Summary

Chapter 17: Specifying Paragraph Attributes

Understanding Paragraph Basics

Using leading

Controlling alignment and indents

Adding Space between Paragraphs

Using Drop Caps

Applying basic drop caps

Using the Drop Caps and Nested Styles dialog box

Using special initial cap techniques

Adding Automatic Bullets and Numbered Lists

Controlling Hyphenation and Justification

Manual hyphenation

Automatic hyphenation

Justifications controls

Composing text

Setting Other Paragraph Formats

Keep Options

Paragraph rules

Optical margin override

Summary

Chapter 18: Creating Special Text Formatting

Using Bulleted and Numbered Lists

Defining lists

Applying lists

Working with imported lists

Formatting Fractions

Applying a fraction typeface

Formatting fractions manually

Reversing Type out of Its Background

Creating Sidebars and Pull-Quotes

Optical Margin Alignment

End-of-Story Markers

Underline and Strikethrough Options

Adjusting character strokes

Converting text into shapes

Making Text Follow a Path

Summary

Chapter 19: Setting Up Styles

- Creating and Applying Styles
  - Paragraph styles
  - Character styles
- Working with Nested Styles
- Changing Styles
  - Modifying styles
  - Modifying text that's been styled with a style
- Importing Styles
  - Importing styles from InDesign documents
  - Working with style sheets in imported text files
- Summary

Chapter 20: Using Special Characters

- Inserting Glyphs
  - Using keyboard shortcuts
  - Using menus
  - Using the Glyphs panel
- Using Other Tools to Access Special Characters
- Understanding Special Spaces, Dashes, and Quotes
  - Using special spaces
  - Using dashes
  - Using quotation marks and apostrophes
- Working with Foreign Languages
- Summary

Part V: Business Document Fundamentals

Chapter 21: Setting Up Tabs and Tables

- Using the Tabs Panel
  - Tab style buttons
  - X field
  - Leader field
  - Align On field
  - Tab ruler
  - Position Panel above Text Frame button
  - Flyout menu
- Creating Tables
  - Creating a table
  - Working with rows and columns
  - Working with cells
  - Using table and cell styles
- Converting Tabs to Tables
- Summary

Chapter 22: Using Automatic and Custom Text

- Automating Page Numbers
- Using Section Markers
- Using Text Variables
  - Creating text variables
  - Formatting text variables
  - Editing and managing text variables
  - Inserting text variables
- Working with Cross-References

Adding and editing cross-references

Working with cross-reference formats

Using Conditional Text

Working with Merged Data

Setting up merged data

Creating pages with merged data

Working with multiple records per page

Using Tagged Text for Database Publishing

Summary

Chapter 23: Working with Footnotes, Indexes, and TOCs

Working with Footnotes

Numbering and Formatting pane

Layout pane

Indexing Documents and Books

Choosing an indexing style

Using the Index panel

Creating Tables of Contents

Planning a TOC

Defining a TOC

Summary

Chapter 24: Creating Multidocument Projects

Planning Your Book

Creating and Opening Books

Adding chapters to books

Opening and editing chapters

Understanding a book panel's status reports

Working with Style Sources

Working with Page Numbers and Sections

Numbering pages consecutively

Numbering pages with sections

Specifying chapter numbers

Printing Chapters and Books

Summary

Part VI: Graphics Fundamentals

Chapter 25: Importing Graphics

Preparing Graphics Files

Graphics embedded in text files

Issues with vector files

Issues with bitmap formats

Identifying Color Issues

Color systems

Calibrated color

Exploring Methods for Importing Graphics

Using the Place dialog box

Using import options

Using other ways to import graphics

Summary

Chapter 26: Fitting Graphics and Frames Together

Fitting Graphics within Their Frames

Resizing a graphic's frame

Moving a graphic in its frame

Using an irregular frame

Figuring Out the Fitting Commands

Working with Clipping Paths

Using a graphic's own clipping path

Creating a clipping path in InDesign

Modifying clipping paths

Deleting clipping paths

Summary

Chapter 27: Drawing Free-Form Shapes and Curved Paths

Finding Out All about Paths

The properties of a path

The anatomy of a path

Drawing Lines with the Pen Tool

Straight and zigzag lines

Curved lines

Combining straight and curved segments

Drawing Free-Form Shapes

Editing Free-form Lines and Shapes

Adding and deleting anchor points

Modifying segments

Working with open and closed paths

Using the Scissors tool

Joining Paths

Working with Compound Paths

Examples of compound paths in use

Creating compound paths

Editing compound paths

Changing a path's direction

Splitting a compound path

Using the Pathfinder

Using Other Path Effects

The Convert Shape options

The Smooth tool

The Erase tool

The Corner Options dialog box

Summary

Part VII: Output Fundamentals

Chapter 28: Preparing for Color Prepress

Managing Color Management

Setting up your system

Adjusting the on-screen display

Adjusting color output settings

Applying profiles to images

Changing document color settings

Managing color during output

Saving color-management preferences

Proofing on-screen

Working with Color Traps

Understanding trap methods

Specifying knockout and overprinting

Specifying trapping presets

Applying trapping to pages

Summary

Chapter 29: Preparing for Printing

Making Initial Preparations

Setting up Macintosh printers

Setting up Windows printers

Preflighting Your Document

Telling InDesign what to look for

Fixing preflight problems

Creating a Document Package

Final preflighting before you package

Putting the package together

Dealing with Service Bureaus

Sending documents versus output files

Determining output settings

Ensuring correct bleeds

Sending oversized pages

Setting up Booklets

Summary

Chapter 30: Printing Documents

Selecting InDesign Printing Options

Common options

The General pane

The Setup pane

The Marks and Bleeds pane

The Output pane

The Graphics pane

The Color Management pane

The Advanced pane

The Summary pane

Working with Spot Colors and Separations

Managing color and ink output

Adjusting screen angles

Working with Transparency

Using transparency the ideal way

Flattening transparency during output

Summary

Chapter 31: Creating Prepress Files

Selecting the Best Prepress File Option

Exporting to PDF

Exporting to EPS

Printing to EPS or PostScript files

Creating PDF Files

Exporting PDF files

Using Distiller job options

Printing to PDF files

Exporting EPS Files

The General pane

The Advanced pane

Creating Output Files

Summary

Part VIII: Electronic Publishing Techniques

Chapter 32: Creating Web, Interactive PDF, and Flash Documents

Using Hyperlinks

Creating hyperlinks

Importing hyperlinks

Modifying and deleting hyperlinks

What works where

Creating Bookmarks

Using the Bookmarks panel

What works where

Creating Buttons and Page Actions

Creating buttons

Creating states

Setting actions

What works where

Embedding Movies and Sound

The Movie Options dialog box

The Sound Options dialog box

What works where

Exporting to the Web

General pane

Images pane

Advanced pane

Working with exported files

Exporting to Flash Files

The Export SWF dialog box

The Export Adobe CS4 Flash Professional (XFL) dialog box

Exporting to Interactive PDFs and eBooks

Considerations for exporting interactive PDFs

Considerations for exporting eBooks

Summary

Chapter 33: Working with XML

Importing and Creating XML Tags

Importing tags

Creating tags

Mapping tags and styles

Applying Tags

Taking Advantage of Other XML Options

Exporting XML Files

Exporting to IDML

Summary

Part IX: Workgroup Publishing Techniques

Chapter 34: Working with Others

Sharing Elements with Other Users

Where InDesign stores what

Preference files

Color definitions

Paragraph, character, table, cell, and object styles

Spelling dictionaries

Graphics and text files

Libraries

Snippets

Templates

Output settings

Master pages

InDesign documents

Interface preferences

Mixing Mac and Windows Environments

InDesign differences

Platform differences

Transfer methods

Working with Other Creative Suite Applications

Working with graphics and colors

Working with Web content

Working with Adobe Flash Professional

Working with Adobe Bridge

Summary

Chapter 35: Workgroup Editing with InCopy

Setting up Workgroup Assignments

Identifying the user

Preparing story files for InCopy

Editing and manipulating assigned stories

Using the Stand-Alone InCopy Program

Story views

Story checkout, check-in, and saving

Revisions tracking

Special features

Summary

Part X: Extending InDesign

Chapter 36: Using Plug-Ins

Using the Default Plug-Ins

Purchasing Special-Purpose Plug-Ins

Understanding How Plug-Ins Work within InDesign

Managing Plug-Ins

Summary

Chapter 37: Using Scripts

Using Scripts

Script tips

Script locations

Scripting principles

Exploring JavaScript

Learning the language

What you need to write and run scripts

Exploring AppleScript

Learning the language

What you need to write and run scripts

Locating more AppleScript tools

Exploring VBA

Learning the language

What you need to write and run scripts

Creating and Running Scripts

Writing simple scripts

Labeling items

Writing conditional scripts

Summary

Part XI: Appendixes

Appendix A: Installing or Upgrading InDesign

Running the installation program

Activating and registering

Finishing your setup

Appendix B: What's New in InDesign CS4

Document windows, workspaces, and dialog boxes

Tools

Docks and panels

Shortcuts and gestures

Menus

Preferences

Help

Page sizes, elements, and actions

Object handling

Color creation

File exchange and management

Multidocument projects

Text import

Text editing

Paragraph and character formatting

Spelling and indexing

Styles

Hyperlinks

Interactivity

Appendix C: Using Version Cue

Creating file versions

Working with versions

Appendix D: Shortcuts Cheat Sheet