

InDesign® CS2 FOR **DUMMIES®**

by Barbara Assadi and Galen Gruman



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***InDesign*[®] CS2**

FOR

DUMMIES[®]

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InDesign® CS2 For Dummies®

Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774
www.wiley.com

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Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

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Library of Congress Control Number: 2005923416

ISBN-13: 978-0-7645-9572-1

ISBN-10: 0-7645-9572-5

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

1B/RS/QV/QV/IN



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Dedication

To my nephew, Ali Ghezelbash, with my deepest respect and admiration.

—Barbara

To a group of dear friends — Cameron and Anita Crotty, Steve and Denise Kazan, Rosey Machado, Kevin McGee, and Missie McCarthy — whose friendship I all too often take for granted.

—Galen

Authors' Acknowledgments

Bianca Wolf designed the sample documents shown in Figures 1-1 and 1-2. Arne Hurty, of San Francisco-based agency BayCreative, designed the brochure shown in Figure 1-3.

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

Some of the people who helped bring this book to market include the following:

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Introduction



What is Adobe InDesign and what can it do for you? InDesign is a powerful publishing application that lets you work the way *you* want to work. You can use InDesign as a free-form but manual approach to layout, or as a structured but easily revised approach. The fact that you can choose which way to work is important for both novice and experienced users, because there isn't a single, correct way to lay out pages. Sometimes (for example, if your project is a single-instance publication), creating a layout from scratch — almost as if you were doing it by hand on paper — is the best approach. And sometimes using a highly formatted template that you can modify as needed is the way to go, because there's no need to reinvent the wheel for documents that have a structured and repeatable format.

InDesign can handle sophisticated tasks, such as magazine and newspaper page layout, but its simple approach to publishing also makes it a good choice for smaller projects, such as one-off ads and flyers. InDesign is also a good choice for corporate publishing tasks, such as proposals and annual reports. Plug-in software from other vendors adds extra capabilities.

But that's not all. InDesign was designed from the ground up as an *electronic* publishing tool. That means that you can easily send documents to service bureaus and printing presses for direct output, which saves you lots of time and money. It also means that you can create documents for electronic distribution, particularly using the Adobe Portable Document Format (PDF). These electronic files can include interactive features, such as fill-in-the-blank forms.

Once you get the hang of it, InDesign is quite easy to use. At the same time, it's a powerful publishing program with a growing following among the ranks of professional publishers — and the latest InDesign CS2 version is certain to accelerate that trend. Part of its success is due to the fact that its interface is not unlike that of its sister applications, Adobe Illustrator and Adobe Photoshop, which are also components of the Adobe Creative Suite.

If you are just getting started with InDesign, welcome! We hope you'll find the information in these pages to be helpful in getting you started.

How to Use This Book

Although this book has information that any level of publisher needs to know to use InDesign, this book is primarily for those of you who are fairly new to the field, or who are just becoming familiar with the program. We try to take the mystery out of InDesign and give you some guidance on how to create a bunch of different types of documents. Here are some conventions used in this book:

- ✓ **Menu commands** are listed like this: Window⇨Pages.

If we describe a situation in which you need to select one menu and then choose a command from a secondary menu or list box, we use, for example: press Shift+⌘+P or Ctrl+Shift+P. Note that the Macintosh sequence comes first, followed by the Window equivalent.

- ✓ **Key combinations:** If you're supposed to press several keys together, we indicate that by placing plus signs (+) between them. Thus Shift+⌘+A means press and hold the Shift and ⌘ keys, and then press A. After you've pressed the A key, let go of the other keys. (The last key in the sequence does not need to be held down.) We also use the plus sign to join keys to mouse movements. For example, Alt+drag means to hold the Alt key when dragging the mouse.
- ✓ **Pointer:** The small graphic icon that moves on the screen as you move your mouse is a pointer (also called a cursor). The pointer takes on different shapes depending on the tool you select, the current location of the mouse, and the function you are performing.
- ✓ **Click:** This means to quickly press and release the mouse button once. On most Mac mice, there is only one button, but on some there are two or more. All PC mice have at least two buttons. If you have a multi-button mouse, click the leftmost button when we say to click the mouse.
- ✓ **Double-click:** This tells you to quickly press and release the mouse button twice. On some multi-button mice, one of the buttons can function as a double-click. (You click it once, the mouse clicks twice.) If your mouse has this feature, use it; it saves strain on your hand.
- ✓ **Right-click:** A Windows feature, this means to click the right-hand mouse button. On a Mac's one-button mouse, hold the Control key when clicking the mouse button to do the equivalent of right-clicking in programs that support it. On multi-button Mac mice, assign one of the buttons to the Control+click combination.
- ✓ **Dragging:** Dragging is used for moving and sizing items in an InDesign document. To drag an item, position the mouse pointer on the item, press and hold down the mouse button, and then slide the mouse across a flat surface.

How This Book Is Organized

We've divided this book into seven parts, not counting this introduction. Note that the book covers InDesign on both Macintosh and Windows. Because the application is almost identical on both platforms, we only point out platform-specific information when we need to, or when we remember to, or both.

We have also included some bonus content on the InDesignCentral Web site (www.InDesignCentral.com).

Part I: Starting at the Beginning

Designing a document is a combination of science and art. The science is in setting up the structure of the page: How many places will hold text, and how many will hold graphics? How wide will the margins be? Where will the page numbers appear? And so on. The art is in coming up with creative ways of filling the structure to please your eyes and the eyes of the people who will be looking at your document.

In this part, we tell you how to navigate your way around InDesign using the program's menus, dialog boxes, palettes, and panes. We give you a test drive of the application so you can see how it works. We also show you how to set up the basic structure of a document and then how to begin filling the structure with words and pictures. We also tell you how to bring in text and graphics created in separate word processing and graphics applications.

Part II: Document Essentials

Good publishing technique is about more than just getting the words down on paper. It's also about opening, saving, adding, deleting, numbering, and setting layout guidelines for documents. This part shows you how to do all that and a lot more, including tips on setting up master pages that you can use over and over again.

Part III: Object Essentials

This part of the book shows you how to work with *objects*: the lines, text frames, picture frames, libraries, and other odds and ends that make up a publication.

Part IV: Text Essentials

When you think about it, text is a big deal when it comes to publishing documents. After all, how many people would want to read a book with nothing but pictures? In this part, we show you how to create and manipulate text, in more ways than you can even imagine.

Part V: Graphics Essentials

Very few people would want to read a book with nothing but text, so this part is where we show you how to handle graphics in InDesign. We include some nifty special effects that can add visual pizzazz to your work.

Part VI: Printing and Output Essentials

Whether you're printing a publication or simply creating a PDF file for readers to download from a Web site, you still need to understand the basics of outputting an InDesign document. This part is where we show you how to set up your files, manage color, and work with service bureaus.

Part VII: The Part of Tens

This part of the book is like the chips in the chocolate chip cookies; you could eat the cookies without them, but you'd be missing a really good part. It's a part that shows you some important resources that will help you make the most of InDesign. It also gives some pointers on switching to InDesign from QuarkXPress and Adobe PageMaker.

Icons Used in This Book



So that you can pick out parts that you really need to pay attention to (or, depending on your taste, to avoid), we've used some symbols, or *icons*, in this book.

When you see this icon, it means we are pointing out a feature that's new to InDesign CS 2.



If you see this icon, it means that we're mentioning some really nifty point or idea that you may want to keep in mind as you use the program.



This icon lets you know something you'll want to keep in mind. If you forget it later, that's fine, but if you remember it, it will make your InDesign life a little easier.



If you skip all the other icons, pay attention to this one. Why? Because ignoring it could cause something really, really bad or embarrassing to happen, like when you were sitting in your second-grade classroom waiting for the teacher to call on you to answer a question, and you noticed that you still had your pajama shirt on. We don't want that to happen to you!



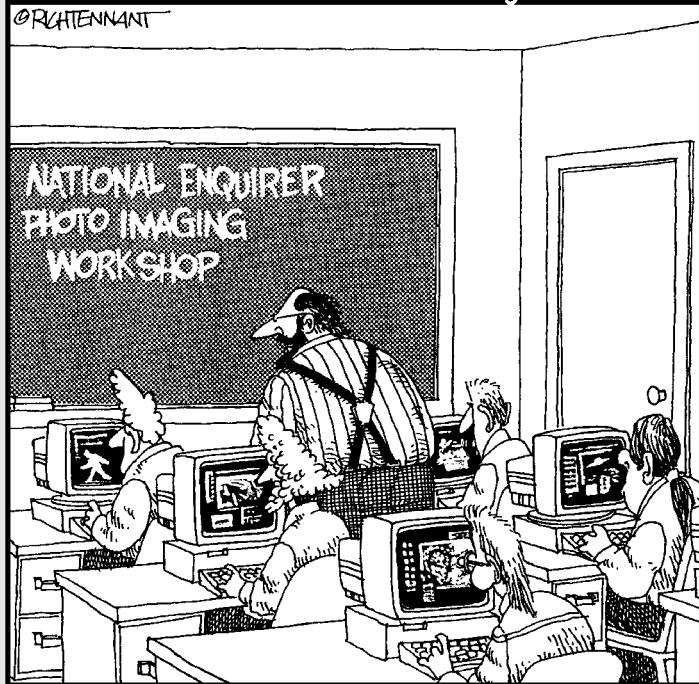
This icon tells you that we are about to pontificate on some remote technical bit of information that might help explain a feature in InDesign. The technical info will definitely make you sound impressive if you memorize it and recite it to your friends.

Part I

Starting at the Beginning

The 5th Wave

By Rich Tennant



"Remember, your Elvis should appear bald and slightly hunched. Nice Big Foot, Brad. Keep your two-headed animals in the shadows and your alien spacecrafts crisp and defined."

In this part . . .

You have your copy of InDesign and you'd like some basic information on how to get started, right? Well, you have come to the right place. Read along with us and, before you know it, you'll be sailing smoothly through InDesign. This part of the book gives you a general idea of what InDesign can do. We explain the layout approaches you can take, and how to set up InDesign to work the way *you* work. Plus, we take you on a test drive, where you can see the steps involved in creating your first document in InDesign. Along the way, we help you navigate the plethora of panes, palettes, tools, and shortcuts that can seem overwhelming at first, but which soon become second nature as you gain experience using the program. Welcome aboard!