


VISUAL QUICKSTART GUIDE



InDesign CS6

A surreal illustration on a green hill under a blue sky with clouds and birds. A woman in a blue shirt and tan shorts is riding a high-wheel bicycle. To her left is a large, leafy green tree with two ladders (one pink, one blue) leaning against its trunk. A small brown box sits on the grass at the base of the tree.

SANDEE COHEN

LEARN THE QUICK AND EASY WAY!

VISUAL QUICKSTART GUIDE

InDesign CS6

FOR WINDOWS AND MACINTOSH

SANDEE COHEN



Peachpit Press

InDesign CS6: Visual QuickStart Guide

Table of Contents

Table of Contents

Introduction

Chapter 1 Getting Started

- Working with Panels

- Using Workspaces

- Using the Tools Panel

- Using the Tool Hints Panel

- Using Contextual Menus

Chapter 2 Document Setup

- The Welcome Screen

- Setting Up Documents

- Setting the Layout Options

- Changing Layout Options

- Using the Document Presets

- Using Document Rulers

- Using the Page Tool

- Working with Guides

- Using Smart Guides

- Viewing Transformation Values

- Working with Document Grids

- Changing the Magnification

- View and Pasteboard Controls

Table of Contents

Using the Zoom and Hand Tools

Controlling Windows

Using the Application Bar

File Maintenance

Chapter 3 Basic Text

Creating Text Frames

Typing Text

Selecting Text

Moving and Deleting Text

Using the Character Panel

Setting the Typeface and Point Size

Styling Text

Setting Line and Character Spacing

Applying Text Distortions

Setting the Language

Applying Paragraph Formatting

Setting Alignment and Indents

Bullets and Numbering

Setting Paragraph Effects

Working with Hidden Characters

Using the Glyphs Panel

Working with Text Flow

Setting Text Frame General Controls

Spanning and Splitting Columns

Using the Control Panel for Text

Using Special Text Characters

Table of Contents

Chapter 4 Working with Objects

- Types of Frames
- Creating Basic Shapes
- Selecting Objects
- Moving Objects
- Replicating Objects
- Resizing Objects
- Using the Transform Tools
- Using the Transform Panel
- Using the Transform Commands
- Using the Arrange Commands
- Aligning Objects
- Smart Dimensions; Smart Spacing
- Using the Gap Tool
- Grouping and Pasting Into Objects
- Using the Measure Tool
- Using the Info Panel with Objects
- Locking Objects
- Selecting Frames

Chapter 5 Working in Color

- The Basics of Color
- Using the Color Panel
- Defining and Storing Swatches
- Using Swatch Libraries
- Creating Tints
- Using the Color Picker

Table of Contents

Creating Gradient Swatches

Using the Eyedropper

Overprinting Colors

Chapter 6 Fills, Strokes, and Effects

Applying Fills

Applying Stroke Effects

Creating Custom Stroke Styles

Adding Arrows

Corner Options

Opacity and Blend Mode Effects

Working with Effects

Shadow Effects

Glow Effects

Bevel and Emboss Effects

Satin Effect

Feather Effects

Setting the Global Light

Using the Pathfinder Commands

Using the Eyedropper

Setting Object Defaults

Chapter 7 Points and Paths

Pen Points

Drawing Lines

Drawing Curves

Changing Curves and Corner Points

Modifying Paths

Table of Contents

Modifying Points

Using the Pencil Tool

Using the Smooth Tool

Using the Erase Tool

Adding or Deleting Points on Paths

Chapter 8 Imported Graphics

Placing Artwork

Using Bridge and Mini Bridge

Specialty Frames

Setting the Image Import Options

Working with Images Inside Frames

Fitting Graphics in Frames

Linking Graphics

Setting Layer Visibility

Importing Transparent Images

Viewing Images

Chapter 9 Text Effects

Wrapping Text

Text on a Path

Working with Paragraph Rules

Inline and Anchored Objects

Chapter 10 Pages and Books

Changing the Pages Panel

Adding Blank Pages

Navigating and Moving Pages

Modifying Page Sizes

Table of Contents

Creating and Separating Spreads

Importing Text

Flowing Text

Creating Text Breaks

Working with Master Pages

Rotating Spreads

Page Numbers and Text Variables

Making Books

Creating a Table of Contents

Chapter 11 Layers

Creating and Deleting Layers

Setting the Layer Options

Working with Layers

Layer Contents

Chapter 12 Libraries and Snippets

Storing Items in a Library

Applying Library Items to a Page

Setting the Library Display

Searching and Sorting Libraries

Creating and Using Snippets

Chapter 13 Tabs and Tables

Inserting Tab Characters

Setting Tab Stops

Creating Tab Leaders

Creating and Using Tables

Navigating Through Tables

Table of Contents

Selecting Tables

Working with Rows and Columns

Adjusting Tables Within a Text Frame

Working with Headers and Footers

Adding Images to Tables

Customizing Cells

Setting Borders, Strokes, and Fills

Alternating Strokes and Fills

Adding Diagonal Lines in Cells

Using the Table or Control Panels

Chapter 14 Automating Your Work

Changing Case

Checking Spelling

Using Find/Change

Using the Text Find/Change

Using the GREP Find/Change

Using the Glyph Find/Change

Using the Object Find/Change

Saving Searches

Adding Captions to Images

Using the Story Editor

Tracking Text Changes

Conditional Text

Conditional Text Sets

Footnotes

Using Find Font

Table of Contents

Keeping Lines Together

Using the Eyedropper on Text

Using Scripts

Chapter 15 Styles

Working with Paragraph Styles

Working with Character Styles

Working with Styles

Creating Style Groups

Loading and Importing Styles

Importing Text Styles from Word

Applying Styles and Style Overrides

Clearing Style Overrides

Redefining and Deleting Styles

Automatic Drop Cap Styling

Using Nested Styles

Creating Nested Line Styles

Creating GREP Styles

Defining Object Styles

Working with Object Styles

Defining Table and Cell Styles

Using the Quick Apply Feature

Chapter 16 Typography

Optical Margin Alignment

Using Adobe Paragraph Composer

Applying Justification Controls

Controlling Hyphenation

Table of Contents

Baseline Grid

Balancing Ragged Lines

Using OpenType

OpenType Categories

Chapter 17 Interactive and Multimedia

Types of Interactive Elements

Defining Hyperlinks

Creating Cross-References

Working with Bookmarks

Adding Sounds

Movies and Animations

Creating Buttons

Sample Buttons

Creating PDF Forms

Sample Forms

Animating InDesign Objects

Timing

Multi-State Objects

Working with the SWF Preview Controls

Setting Page Transitions

Chapter 18 Working with Layouts

Collecting and Placing Content

Linking Items

Mapping Styles

Creating Alternate Layouts

Applying Liquid Layout Rules

Table of Contents

Auto-Fit Commands

Chapter 19 Printing

Printing a Document

Setting the General Print Options

Choosing the Setup Controls

Tiling Pages

Setting Marks and Bleed

Setting the Output Controls

Working with Separations Preview

Color Separations and Ink Manager

Setting the Graphics Options

Setting the Advanced Options

Flattener Presets and Preview

Working with Print Presets

Creating a Print Summary

Creating Printers Spreads

Creating PostScript Files

Preflighting Documents

Creating Preflight Profiles

Setting the Preflight Options

Packaging a Document

Chapter 20 Exporting

Setting the Export File Options

Creating Print PDF Files

Setting the PDF General Controls

Setting the PDF Compression Options

Table of Contents

- Exporting Interactive PDF Files
- Setting the PDF Security Options
- Using InDesign Markup Files
- Exporting for InCopy
- Exporting EPUB Files
- Exporting HTML Files
- Exporting JPEG Files
- Exporting PNG Files
- Exporting as SWF Files
- Exporting as FLA Files
- Exporting Text

Chapter 21 Customizing

- Modifying Keyboard Shortcuts
- Modifying the Menu Commands
- Choosing the Preferences Categories
- General Preferences Controls
- Interface Preferences
- Type Preferences
- Advanced Type Preferences
- Composition Preferences
- Units & Increments Preferences
- Grids Preferences
- Guides & Pasteboard Preferences
- Dictionary Preferences
- Spelling Preferences
- Autocorrect Preferences

Table of Contents

Notes Preferences

Track Changes Preferences

Story Editor Display Preferences

Display Performance Preferences

Appearance of Black Preferences

File Handling Preferences

Clipboard Handling

Trashing Preferences

Index