# Create an InDesign CS3 Document I

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**Creating an InDesign CS3 Document** Training Session Handout

Topics came directly from InDesign Help.
# USING PLACEHOLDERS TO DESIGN PAGES

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What is InDesign?
Adobe InDesign is a desktop publishing program. It is a tool to be used for design and layout purposes. Use InDesign for making any document that needs some creative layout, from posters to newspapers. It offers all kinds of features to modify your text and images, which can work together in interesting ways to create a unique and professional design.

Workspace overview
You create and manipulate your documents and files using various elements such as panels, bars, and windows. Any arrangement of these elements is called a workspace. When you first start an Adobe Creative Suite component, you see the default workspace, which you can customize for the tasks you perform there. For instance, you can create one workspace for editing and another for viewing, save them, and switch between them as you work.

Tip: You can restore the default workspace at any time by choosing the default option on the Window / Workspace menu.

Although default workspaces vary across Flash, Illustrator, InCopy, InDesign, and Photoshop, you manipulate the elements much the same way in all of them.

- The menu bar across the top organizes commands under menus.
- The Tools panel contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped together.
- The Control panel displays options for the currently selected tool.
- The Document window displays the file you’re working on.
- Panels help you monitor and modify your work. Certain panels are displayed by default, but you can add any panel by selecting it from the Window menu. Many panels have menus with panel-specific options. Panels can be grouped, stacked, or docked.

Toolbox overview
Some tools in the toolbox are for selecting, editing, and creating page elements. Other tools are for choosing type, shapes, lines, and gradients. You can change the overall layout of the toolbox to fit your preferred window and panel layout. By default, the toolbox appears as two vertical columns of tools. You can also set it up as a single vertical column or as one horizontal row. However, you can’t rearrange the positions of individual tools in the toolbox. To move the toolbox, drag the toolbox by its title bar.

Select a tool from the default toolbox by clicking it. The toolbox also contains several hidden tools related to the visible tools. Hidden tools are indicated by arrows to the right of the tool icons. Select a hidden tool by clicking and holding the current tool in the toolbox and then selecting the tool that you want.

The name of the tool and its keyboard shortcut appear when you hold the pointer over the tool—this text is called the tool tip. You can turn off tool tips by choosing None from the Tool Tips menu in General preferences.

Control panel overview
The Control panel (Window / Control) offers quick access to options, commands, and other panels related to the current page item or objects you select. By default, the Control panel is docked to the top of the document window; however, you can dock it to the bottom of the window, convert it to a floating panel, or hide it altogether.
Options displayed in the Control panel vary depending on the type of object you select:

- When you select a frame, the Control panel displays options for resizing, repositioning, skewing, and rotating the frame, or applying an object style.

- When you select text inside a frame, the Control panel displays either character or paragraph options. Click the icons on the left side of the Control panel to determine whether paragraph or character options are displayed. If your monitor size and resolution allows, the Control panel displays additional options. For example, if Character Formatting Controls is selected, all the character options are displayed, and some paragraph options appear on the right of the Control panel. If you click Paragraph Formatting Controls, all paragraph options are displayed, and some character options appear on the right.

- When you select a table cell, the Control panel displays options for adjusting row and column dimensions, merging cells, aligning text, and adding strokes.

As the options in the Control panel change, you can get more information about each option by using tool tips—pop-up descriptions that appear when you hover over an icon or option label with the pointer.

**Dock or float the Control panel**

Do one of the following:

- Drag the vertical bar on the left side of the Control panel until the toolbar is docked to the top or bottom of the application window.

Choose **Dock At Top, Dock At Bottom, or Float** from the Control panel menu

**Display the toolbox**

1) Choose **Window / Tools**.

**Toolbox overview**

- **Selection tools**
  - Selection (V)
  - Direct Selection (A)
  - Positions (Shift-A)

- **Drawing and Type tools**
  - Pen (P)
  - Add Anchor Point
  - Delete Anchor Point
  - Type (T)
  - Type On a Path (Shift-T)
  - Pencil (N)
  - Smooth
  - Erase
  - Line (L)
  - Rectangle Frame (F)
  - Ellipse Frame
  - Polygon Frame

- **Transformation tools**
  - Rotate (R)
  - Scale (S)
  - Shear (O)
  - Free Transform (E)
  - Gradient (G)
  - Gradient Feather (Shift-G)

- **Modification and Navigation tools**
  - Note
  - Eyedropper (L)
  - Measure (K)
  - Hand (H)
  - Zoom (Z)

**Display and select hidden tools**

1) In the toolbox, position the pointer over a tool that has hidden tools and hold down the mouse button.

2) When the hidden tools appear, select a tool.
Creating an InDesign Document Handout

Topics came directly from Adobe InDesign Help.
Common selection tools

Selection tool: Allows you to select text and graphics frames, and work with an object using its bounding box. You can use the Selection tool to select the object’s bounding box for performing general layout tasks, such as positioning and sizing objects.

Using the Selection tool, do one of the following:

- Click the object. If the object is an unfilled path, click its edge.
- Drag a dotted selection rectangle or marquee around part or all of the object.
- With a graphic object or nested content selected, click the Select Container button on the Control panel.

When you select one or more objects with the Selection tool, you see a bounding box that indicates the size of each object. If you don’t see a bounding box when an object is selected, you may have selected the object using the Direct Selection tool.

If you click a frame and it is not selected, the frame may be on a locked layer or master page. If the frame is on a locked layer, a pencil icon appears. If the frame is on a master page, you can override it to select it.

Direct Selection tool: Allows you to select the contents of a frame, such as a placed graphic, or work directly with editable objects, such as paths, rectangles, or type that has been converted to a text outline.

Type tool: Allows you to select text in a text frame, on a path, or in a table.

Tip: Double-click an object to switch between the selection tools. Double-click a text frame to place the insertion point and switch to the Type tool.

Select objects

An object is any printable element on a page, such as a path or an imported graphic. A frame or path is a shape you draw or a container for text or graphics.

A bounding box is a rectangle with eight selection handles that represents an objects vertical and horizontal dimensions. Before you can modify an object, you must select it using a selection tool.

An imported graphic is always contained within a frame. It’s possible to select the graphic and its frame, the graphic only, or its frame only. The frame and bounding box of an imported graphic can be different sizes.

Bounding box selected (left) compared to rectangular path selected (right)
With rectangular objects, it can be difficult to tell the difference between the object’s bounding box and the path of the object itself. A bounding box always displays eight large hollow anchor points. A rectangular path always displays four small anchor points (which can be hollow or solid).

**Select a bounding box**
For any object, you can select its bounding box—a rectangle that represents the object’s horizontal and vertical dimensions. (For grouped objects, the bounding box is a dashed rectangle.) The bounding box makes it possible to quickly move, duplicate, and scale the object without having to use any other tool. For paths, the bounding box makes it easy to work with an entire object without accidentally altering the anchor points that determine its shape.

**Select text inside a frame**
- To select text by dragging, click on a text frame using the Type tool. An insertion point appears.
- To create an insertion point in text, double-click a text frame using any selection tool. InDesign switches to the Type tool automatically.

**Select multiple objects**
- To select all the objects in a rectangular area, use the Selection tool to drag a marquee over the objects you want to select.
- To select nonadjacent objects, use the Selection tool to select an object and then press Shift as you click additional objects. Clicking selected objects deselects them.
- To add more objects to a selection, press Shift as you use the Selection tool to drag a marquee over additional objects. Dragging over selected objects deselects them.

**Tip:** You can use these same techniques with the Direct Selection tool to select objects nested inside groups or frames.

**Select or deselect all objects**
To deselect all objects on the spread and its pasteboard, choose Edit / Deselect All. Or, with the Selection tool or Direct Selection tool, click at least 3 pixels away from any object.

The Select All command has a different effect depending on the situation:
- If the Selection tool is active, all paths and frames on the spread and pasteboard are selected, with their bounding boxes active.
- If the Direct Selection tool is active and an object is direct-selected, Select All selects all the anchor points of that object but does not select any other object. If nothing is selected, Select All selects all the path objects on the spread and pasteboard.
- If the Type tool is active and there is an insertion point in a text frame (indicated by a flashing vertical line), Select All selects all text in that text frame and any text frames threaded to it, but selects no other objects.
- If an object in a group is selected, Select All selects the rest of the objects in the group but no other objects on the spread.

1) Select the tool you want to use.
   a) If desired, select an object or place the insertion point in a text frame.

2) Choose Edit / Select All.
Note: The Select All command doesn’t select nested objects, objects that are positioned on locked or hidden layers, master page items that are not overridden on document pages, or objects on other spreads and pasteboards (except for threaded text).

Create a new document
2) Choose a Page Size or specify a custom Width and Height for your document.
3) Click the orientation for the page, either Portrait (tall) or Landscape (wide).
4) Specify options in the Margins and Columns sections, if necessary.
5) To specify the dimensions of the bleed and slug areas, click More Options. The bleed and slug areas extend out from the edges of the defined Page Size. To make the bleed or slug areas extend evenly on all sides, click the Make All Settings The Same icon. “More Options” changes to Fewer Options when the bleed and slug area is displayed.
6) Click OK to open a new document with the settings you specified.

Tip: To set default layout settings for all new documents, choose File / Document Setup or Layout / Margins And Columns, and set options when no documents are open.

New Document options

Facing Pages: Select this option to make left and right pages face each other in a double-page spread. Deselect this option to let each page stand alone, such as when you plan to print on both sides of a sheet of paper or want objects to bleed in the binding.

After you’ve created a document, you can use the Pages panel to create spreads with more than two pages or force the first two pages to open as a spread.

Master Text Frame: Select this option to create a text frame the size of the area within the margin guides, matching the column settings you specified. The master text frame is added to the A-Master.

The Master Text Frame option is available only when you’ve chosen File / New / Document.

Page Size: Choose a page size from the menu, or type values for Width and Height. Page size represents the final size you want after bleeds or other marks outside the page are trimmed.

Orientation: Click Portrait (tall) or Landscape (wide). These icons interact dynamically with the dimensions you enter in Page Size. When Height is the larger value, the portrait icon is selected. When Width is the larger value, the landscape icon is selected. Clicking the deselected icon switches the Height and Width values.

Bleed: The Bleed area allows you to print objects that are arranged at the outer edge of the defined page size. For a page of the required dimensions, if an object is positioned at its edge, some white may appear at the edge of the printed area due to slight misalignment during printing. For this reason, you should position an...
object that is at the edge of the page of the required dimensions a little beyond the edge, and trim after printing. Bleed area is shown by a red line on the document. You can set bleed area settings from Bleed in the Print dialog box.

**Slug:** The slug area is discarded when the document is trimmed to its final page size. The slug area holds printing information, customized color bar information, or displays other instructions and descriptions for other information in the document. Objects (including text frames) positioned in the slug area are printed but will disappear when the document is trimmed to its final page size.

Objects outside the bleed or slug area (whichever extends farther) do not print.

**Tip:** To specify the dimensions of the bleed and slug areas, click **More Options** in the New Document dialog box. To make the bleed or slug areas extend evenly on all sides, click the **Make All Settings The Same** icon.

**Note:** You can also click **Save Preset** to save document settings for future use.

### Change document setup

Changing options in the Document Setup dialog box affects every page in the document. If you change page size or orientation after objects have been added to pages, you can use the Layout Adjustment feature to minimize the amount of time needed for arranging existing objects.

1) Choose **File / Document Setup**.
2) Specify the document options, and then click **OK**.

### Set defaults

If you change settings when no documents are open, your changes set the defaults for new documents. If a document is open when you change settings, the changes affect only that document.

Similarily, if you change settings when no objects are selected, your changes set the defaults for new objects.

**Specify default settings for new documents**

1) Close all InDesign documents.
2) Change any menu items or panel or dialog box settings.

**Specify default settings for new objects in a document**

1) With an InDesign document open, choose **Edit / Deselect All**.
2) Change any menu items or panel or dialog box settings.

### Restore all preferences and default settings

- Start InDesign, and then press **Shift+Ctrl+Alt**.
  - Click **Yes** when asked if you want to delete preference files.
Add new pages to a document

Do any of the following:

- **To add a page after the active page or spread:** click the New Page button in the Pages panel or choose Layout / Pages / Add Page. The new page uses the same master as the existing active page.

- **To add multiple pages to the end of the document:** choose File / Document Setup. In the Document Setup dialog box, specify the total number of pages for the document. InDesign adds pages after the last page or spread.

- **To add pages and specify the document master:** choose Insert Pages from the Pages panel menu or choose Layout / Pages / Insert Pages. Choose where the pages will be added and select a master to apply.

Arrange, duplicate, and remove pages and spreads

You can use the Pages panel to freely arrange, duplicate, and recombine pages and spreads. Keep the following guidelines in mind when adding, arranging, duplicating, or removing pages:

- InDesign preserves the threads between text frames.
- InDesign redistributes pages according to how the Allow Document Pages To Shuffle command is set.
- Objects that span multiple pages stay with the page on which they cover the most area.

**Move pages using Move Pages command**

1) Choose Layout / Pages / Move Pages, or choose Move Pages from the Pages panel menu.
2) Specify the page or pages you want to move.
3) For Destination, choose where you want to move the pages, and specify a page if necessary.
4) Click OK.

**Move pages by dragging**

As you drag, the vertical bar indicates where the page will appear when you drop it. If the black rectangle or bar touches a spread, the page you’re dragging will extend that spread; otherwise, document pages will be redistributed to match the Facing Pages setting in the File / Document Setup dialog box.

In the Pages panel, drag a page icon to a new position within the document.

![Moving a page’s position using the Pages panel](image)

**Duplicate a page or spread**

In the Pages panel, do one of the following:

- Drag the page range numbers under a spread to the New Page button. The new spread appears at the end of the document.

- Select a page or spread, and then choose Duplicate Page or Duplicate Spread in the Pages panel menu. The new page or spread appears at the end of the document.
• Press Alt as you drag the page icon or page range numbers under a spread to a new location.

**Note**: Duplicating a page or spread also duplicates all objects on the page or spread. Text threads from the duplicated spread to other spreads are broken, but all text threads within the duplicated spread remain intact—as do all text threads on the original spread.

**Remove a page from a spread while keeping it in the document**
1) Select the spread and deselect Allow Selected Spread To Shuffle in the Pages panel menu.
2) In the Pages panel, drag a page out of the spread until the vertical bar is not touching any other pages.

**Delete a page or spread from the document**
Do one of the following:
- In the Pages panel, drag one or more page icons or page-range numbers to the Delete icon.
- Select one or more page icons in the Pages panel, and click the Delete icon.
- Select one or more page icons in the Pages panel, and then choose Delete Page(s) or Delete Spread(s) in the Pages panel menu.

**Control spread pagination**
Most documents use two-page spreads exclusively. When you add or remove pages before a spread, the pages shuffle by default. However, you may want to keep certain pages in a spread together. For example, you can create gatefold or accordion foldouts by creating a multiple-page spread (also called an island spread) and adding pages to it. By not allowing pages to shuffle, you can ensure that pages are kept in the same spread.

![Diagram of pages]

**Pages panel**
A. One-page spread
B. Four-page spread, identified by brackets around page numbers
C. Entire two-page spread selected

**Create a multiple-page spread**
1) Do one of the following:
   a) To keep a single spread together, select a spread in the Pages panel, and then deselect Allow Selected Spread To Shuffle in the Pages panel menu. You can identify an island spread in the Pages panel by the brackets around its page numbers.
   b) To allow the creation of spreads of more than two pages in the entire document and to preserve those spreads when you add, remove, or arrange preceding pages, deselect Allow Document Pages To Shuffle on the Pages panel menu. InDesign will preserve spreads of more than two pages while letting two-page spreads repaginate normally.
2) Add pages to the selected spread either by using **Insert Pages** to insert a new page in the middle of a spread or by dragging an existing page to the spread in the Pages panel. To drag an entire spread, drag its page numbers.

**Note:** You can include up to ten pages in a spread. When you have reached the limit, the black vertical bar will not appear.

### Create headers and footers

Headers and footers run through the top and bottom of the pages in your document, providing important background information. They can include such items as page, chapter, or section numbers; title or heading text; the author’s name; and the document’s filename and creation or modification date.

1) Go to the master page where you want to add the header or footer.
   a) The header or footer will appear on any document page to which the master page is applied.
2) Create a text frame large enough to include all the header or footer information. Place the text frame above or below where the content of the document pages will appear.
3) Add text, auto page numbers, and variables as needed.
4) Apply the master page to document pages where you want the header or footer to appear.
5) If necessary, create headers and footers for additional master pages.

### Add an automatically updated page number

You can add a page number marker to your pages to specify where a page number sits on a page and how it will look. Because a page number marker updates automatically, the page number it displays is always correct—even as you add, remove, or rearrange pages in the document. Page number markers can be formatted and styled as text.

A single InDesign document can contain up to 9,999 pages, but page numbers can be as large as 99,999. (For example, you can correctly number a 10-page document that starts on page 9,949.) By default, the first page is a recto (right) page numbered 1. Odd-numbered pages always appear on the right; if you use the Section Options command to change the first page number to an even number, the first page becomes a verso (left) page.

1) If necessary, create a new text frame large enough to hold the longest page number and any text you want to appear next to it.
2) Position the text frame where you want the page number to appear.

**Tip:** If you want a page number to appear on all pages based on a master, create the page number text frame on a master page. In addition to the page number, you can add other header and footer variables, such as the creation date or file name.
3) In the page number text frame, add any text or variables that will come before or after the page number.

4) Position the insertion point where you want the page number to appear, and then choose **Type / Insert Special Character / Markers / Auto Page Number**.

By default, pages are numbered using Arabic numerals (1, 2, 3...); however, you can number pages using upper or lowercase Roman (i, ii, iii...) or alphanumeric (a, b, c...) numbering.

**Change the format of page numbering**

1) Choose **Layout / Numbering & Section Options**.

2) Under **Page Numbering**, select a new number format for **Style**.

3) Click **OK**.

**Create masters**

You can create a new master from scratch or from an existing master page or spread. After you apply master pages to other pages, any changes made to the source master carry forward to the masters and document pages that are based on it. With careful planning, this provides an easy way to make layout changes to multiple pages across your document.

**Create a master from scratch**

1) Choose **New Master** in the Pages panel menu.

2) Specify the following options, and click **OK**:

   a) For **Prefix**: type a prefix that identifies the applied master for each page in the Pages panel. You can type as many as four characters.

   b) For **Name**: type a name for the master spread.

   c) For **Based on Master**: choose an existing master spread on which you’ll base this master, or choose **None**.

3) For **Number of Pages**: type a value for the number of pages you want in the master spread (as many as ten).
Create a master from an existing page or spread

1) Do one of the following:
   a) Drag an entire spread from the Pages section of the Pages panel to the Masters section.

   b) Select a spread in the Pages panel and choose Save As Master from the Pages panel menu.
      • Any objects on the original page or spread become part of the new master. If the original page used
        a master, the new master is based on the original page’s master.

Using placeholders to design pages

When your final text and graphics are available, you can simply add them to a document. InDesign
automatically creates frames when you import them (unless you’re importing text or graphics directly into
existing frames). However, when you don’t have the content yet or you want to block out the design before
adding text and graphics, you can use frames as placeholders.

Types of placeholders
A. Graphics frame placeholder
B. Text frame placeholder

For example, you might use any of these strategies:

- Draw text frames using the Type tool, and draw graphics frames using the drawing tools. Thread empty
text frames together so that importing final text takes just one step.
- Draw empty placeholder shapes using drawing tools. When you’re ready to start designating areas for text
  and graphics, redefine the placeholders as either text or graphics frames.
- Set frame fitting options for a placeholder frame so that when you place an image in the frame, the image
  is cropped and fit accordingly.

About text frames

All text in InDesign resides inside containers called text frames.

Like graphics frames, text frames can be moved, resized, and changed. The tool with which you select a text
frame determines the kind of changes you can make:

- Use the Type tool to enter or edit text in a frame.
- Use the Selection tool for general layout tasks such as positioning and sizing a frame.
- Use the Direct Selection tool to alter a frame’s shape.
Text frames can also be connected to other text frames so that the text in one frame can flow into another frame. Frames that are connected in this way are threaded. Text that flows through one or more threaded frames is called a story. When you place (import) a word-processing file, it comes into your document as a single story, regardless of the number of frames it may occupy.

Text frames can have multiple columns. Text frames can be based on, yet independent of, page columns. In other words, a two-column text frame can sit on a four-column page. Text frames can also be placed on master pages and still receive text on document pages.

**Create text frames**

When you place or paste text, you don’t need to create a text frame; InDesign automatically adds frames based on the page’s column settings.

Do any of the following:

- Select the **Type** tool, and then drag to define the width and height of a new text frame.
  
  o Hold down **Shift** as you drag to constrain the frame to a square. When you release the mouse button, a text insertion point appears in the frame.

- Using the **Selection** tool, click the in port or out port of another text frame, and then click or drag to create another frame.

- Use the **Place** command to place a text file.

- Using the **Type** tool, click inside any empty frame.
  
  o If the **Type Tool Converts Frames To Text Frames** option is selected in Type preferences, the empty frame is converted to a text frame.

**Change text frame properties**

Use **Text Frame Options** to change settings such as the number of columns in the frame, the vertical alignment of text within the frame, or the inset spacing, which is the distance of the margins between the text and the frame.

1) Using the **Selection** tool, select a frame, or using the **Type** tool, click inside the text frame or select text.

2) Choose **Object** / **Text Frame Options**.

3) Change text frame options, and then click **OK**.

**Change text frame inset spacing (margins)**

1) Using the **Selection** tool, select a frame, or using the **Type** tool, click inside the text frame or select text.

1) Choose **Object** / **Text Frame Options**.

2) In the **Inset Spacing** section on the **General** tab, type the offset distances you want for Top, Left, Bottom, and Right.
Tip: Click the Make All Settings The Same icon to use the same spacing on all sides.

If the frame you’ve selected has a non-rectangular shape, the Top, Left, Bottom, and Right options are dimmed, and an Inset option is available instead.

Move a text frame

- Using the Selection tool, drag the frame.
- Using the Type tool, hold down Ctrl and drag the frame. When you release the key, the Type tool is still selected.

Resize a text frame

Do any of the following:

- To resize using the Type tool, hold down Ctrl, and drag any frame handle. If you hold down the mouse button for one second before you begin dragging, the text will recompose while you resize the frame.
  
  Note: If you click the text frame instead of dragging it, you’ll lose your text selection or insertion point location.

- To resize using the Selection tool, drag any of the frame handles on the frame’s border. Hold down Ctrl to scale the text within the frame.

- To quickly fit the frame to its content, use the Selection tool to select the text frame, and double-click any handle.
  
  o For example, if you double-click the center bottom handle, the bottom of the frame snaps to the bottom of the text. If you double-click the center right handle, the height is preserved while the width narrows to fill the frame.

  ![Example of double-clicking frame handles]

- To fit the text frame to the content, select the frame using the Selection tool, and choose Object / Fitting / Fit Frame to Content.
  
  o The bottom of the text frame fits the contents of the text. If a text frame includes more overset text than can reasonably fit on the page, the text frame isn’t resized.

Thread text frames

The text in a frame can be independent of other frames, or it can flow between connected frames. Connected frames can be on the same page or spread, or on another page in the document. The process of connecting text among frames is called threading text.

Each text frame contains an in port and an out port, which are used to make connections to other text frames. An empty in port or out port indicates the beginning or end of a story, respectively. An arrow in a port indicates that the frame is linked to another frame. A red plus sign (+) in an out port indicates that there is more text in the story to be placed but no more text frames in which to place it. This remaining unseen text is called overset text.
Choose View / Show Text Threads to see visual representatives of threaded frames. You can thread text frames whether or not they contain text.

**Add a new frame to the thread**
1) Using the Selection tool, select a text frame, and then click the in port or out port to load a text icon.
   a) Clicking the in port lets you add a frame before the selected frame; clicking the out port lets you add a frame after the selected frame.
2) Position the loaded text icon where you want a new text frame to appear, and then click or drag to create a new text frame.

**Tip:** When the loaded text icon is active, you can perform many actions, including turning pages, creating new pages, and zooming in and out. If you start to thread two frames and change your mind, you can cancel the thread by clicking any tool in the Toolbox. No text will be lost.

**Add an existing frame to the thread**
1) Using the Selection tool, select a text frame, and then click the in port or the out port to load a text icon.
2) Position the loaded text icon over the frame you want to connect to. The loaded text icon changes to the thread icon.
3) Click inside the second frame to thread it to the first.

**Unthread text frames**
When you unthread a text frame, you break the connection between the frame and all subsequent frames in the thread. Any text that previously appeared in the frames becomes overset text (no text is deleted). All subsequent frames are empty.

Using the Selection tool, do one of the following:
- Double-click an in port or out port to break the connection between frames.
- Click an in port or an out port that represents a thread to another frame. For example, in a two-framed thread, click either the out port of the first frame or the in port of the second frame. Position the loaded text icon over the previous or next frame to display the unthread icon. Click in the frame.
**Draw a placeholder shape**
A placeholder shape is an ellipse, rectangle, or polygon that appears in the document window with an X, indicating that it should be replaced by text or an image later.

1) In the toolbox, select the **Ellipse Frame** tool, the **Rectangle Frame** tool, or the **Polygon Frame** tool.
2) Drag in the document window to create the path or frame. Hold down **Shift** to constrain the width and height of the frame.

**Tip:** You can change the crop amount, reference point, and other fitting options for a placeholder frame by choosing **Object / Fitting / Frame Fitting Options**.

**Content placement options**
The following options appear in the Content Placement Options dialog box:

- **Fit Images Proportionally:** Maintains the image’s aspect ratio but scales the image to fit within the frame (default).
- **Fit Images To Frames:** Scales the image so that its aspect ratio is identical to the frame’s aspect ratio.
- **Fit Frames To Images:** Preserves the image size but adjusts the frame size to match it.
- **Preserve Frame And Image Sizes:** Places the image at its intrinsic size into the frame, aligned to the upper-left corner of the frame. The image is cropped if too big for the frame.
- **Fill Frames Proportionally:** Places the image so that its height or width fills the frame, leaving the rest of the image cropped.
- **Center In Frame:** Aligns the center of the image to the center of the frame.
- **Link Images:** Creates a link, or file path, to the original image file. If this option is not selected, all image data is embedded in the InDesign document.

- **Remove Blank Lines For Empty Fields:** Remove paragraph returns inserted for empty fields. This is especially useful for mailings in which you have an optional address field. This option ignores soft returns.

**Record Limit Per Document:** Specifies the maximum number of records for each merged document. When the threshold is reached, a new document is created with the number of pages necessary to hold the remaining records being merged (up to the per-record limit). This option is available only when Single Record is selected.

**Page Limit Per Document:** Specifies the maximum number of pages for each document. When the threshold is reached, a new document is created with the number of pages necessary to hold the remaining records being merged (up to the per-page limit). This option is available only when Multiple Records is selected from the Records Per Document Page menu when merging.

**Move objects**
You can move objects by cutting them from one spot and pasting them into another, by entering new horizontal and vertical coordinates, or by dragging them. Dragging also allows you to move a copy of an object or to copy objects between software applications.

Use the **Selection** tool to move both the frame and its content; use the **Direct Selection** tool to move either the frame or its content.
Note: For best results, use the Selection tool to move multiple objects. If you use the Direct Selection tool to select multiple objects or paths, dragging moves only the selected graphic, path, or anchor points.

1) Select an object to move.
   a) To move both the frame and its content, use the Selection tool to select the frame.
   b) To move the content without moving its frame, use the Direct Selection tool.

2) Do one of the following:
   a) To paste the object (or a copy of it) in a new location:
      • Choose Edit / Cut or Edit / Copy.
      • Target the destination spread and choose Edit / Paste.
        (1) The objects appear in the center of the target spread.
   b) To paste a copy at the same position as the original:
      • Choose Edit / Copy.
      • Then, choose Edit / Paste In Place.
        (1) To offset the copy from the original, nudge it using the arrow keys.
   c) To nudge an object slightly in one direction:
      • Press or hold an arrow key; to nudge an object ten times as far, hold down Shift as you press an arrow key.
   d) To move an object by dragging:
      • Drag the object to a new position.
      Tip: Shift-drag to constrain the movement of the object horizontally, vertically, or diagonally (in multiples of 45°).

Place (import) text
When you place a text or spreadsheet file, you can specify options to determine how the imported text is formatted.

1) Do one of the following:
   a) To create a new frame for the placed text, make sure that no insertion point is present and that no text or frames are selected.
   b) To add text to a frame, use the Type tool to select text or place the insertion point.
   c) To replace the contents of an existing frame, use a Selection tool to select the frame. If the frame is threaded, a loaded text cursor appears.
      Tip: If you accidentally replace a text file or graphic using this method, choose Edit / Undo Replace, and then click or drag to create a text frame.

2) Choose File / Place.
3) Select Replace Selected Item if you want the imported file to replace the contents of a selected frame, to replace selected text, or to be added to the text frame at the insertion point. Deselect this option to flow the imported file into a new frame.
4) Select Show Import Options, and then double-click the file you want to import.
5) Set import options, and then click OK.

If you haven’t already designated an existing frame to receive text, the pointer becomes a loaded text icon, ready to flow text wherever you click or drag.
If you receive an alert that the requested filter wasn’t found, you may be trying to place a file from a different word-processing application or from an earlier version of Microsoft® Word, such as Word 6. Open the file in its original application and save it as RTF, which preserves most formatting.

If the imported Microsoft Excel document displays red dots in cells, adjust cell size or text attributes so that overset content becomes visible. You can also place the file as unformatted tabbed text, and then convert the tabbed text to a table.

**Text-file import options**

If you select **Show Import Options** when placing a text file, you can choose from these options:

- **Character Set** Specifies the computer language character set, such as ANSI, Unicode, or Windows CE, that was used to create the text file. The default selection is the character set that corresponds to the default language of InDesign.
- **Platform** Specifies whether the file was created in Windows or Mac OS.
- **Set Dictionary To** Specifies the dictionary to be used by the imported text.
- **Extra Carriage Returns** Specifies how extra paragraph returns are imported. Choose Remove At End Of Every Line or Remove Between Paragraphs.
- **Replace** Replaces the specified number of spaces with a tab.
- **Use Typographer’s Quotes** Ensures that imported text includes left and right quotation marks (‘”’) and apostrophes (‘’) instead of straight quotation marks (" ") and apostrophes (‘’).

**Save Word or RTF import options as presets**

1) When placing a Word or RTF file, make sure that **Show Import Options** is selected, and choose **Open**.
2) In the Import Options dialog box, specify the desired settings.
3) Click **Save Preset**, type a preset name, and click **OK**.
4) (Optional) Click **Set As Default** to use the preset each time you import a file of that file type.

You can then select custom presets from the Preset menu in the Import Options dialog box whenever you open a Word or RTF file.

**Add text to a document**

Add text to a document by typing or by pasting or placing text from a word-processing application. If your word-processing application supports drag-and-drop, you can also drag text into InDesign frames. For large blocks of text, the **Place** command is an efficient, versatile way to add text to your document. InDesign supports a variety of word-processing, spreadsheet, and text file formats.

When you place or paste text, you do not need to create a text frame first; InDesign will create one for you automatically.

When you place text, you can select **Show Import Options** to determine whether the imported text maintains its styles and formatting. Before you paste text, you can select **All Information** or **Text Only** under **Clipboard Handling Preferences** to determine whether the pasted text includes additional information such as swatches and styles.

**Tip:** If the text you import into your document includes pink, green, or another color of highlighting, you likely have one or more composition preference options turned on. Open the **Composition** section of the **Preferences** dialog box, and notice which options are turned on under Highlight. For example, if the pasted text is formatted with fonts not available, the text is highlighted in pink.

Creating an InDesign Document Handout

Topics came directly from Adobe InDesign Help.
Microsoft Word and RTF import options

If you select **Show Import Options** when placing a Word file or an RTF file, you can choose from these options:

| **Table Of Contents Text:** | Imports the table of contents as part of the text in the story. These entries are imported as text only. |
| **Index Text:** | Imports the index as part of the text in the story. These entries are imported as text only. |
| **Footnotes:** | Imports Word footnotes. Footnotes and references are preserved, but renumbered based on the document’s footnote settings. |
| **Endnotes:** | Imports endnotes as part of the text at the end of the story. |
| **Use Typographer’s Quotes:** | Ensures that imported text includes left and right quotation marks (“””) and apostrophes (’’) instead of straight quotation marks (“””) and apostrophes (’). |
| **Remove Styles And Formatting From Text And Tables:** | Removes formatting, such as typeface, type color, and type style, from the imported text, including text in tables. Paragraph styles and inline graphics aren’t imported if this option is selected. |
| **Preserve Local Overrides:** | When you choose to remove styles and formatting from text and tables, you can select Preserve Local Overrides to maintain character formatting, such as bold and italics, that is applied to part of a paragraph. Deselect this option to remove all formatting. |
| **Convert Tables To:** | When you choose to remove styles and formatting from text and tables, you can convert tables to either basic, unformatted tables or unformatted, tab-delimited text. |
| **Preserve Styles And Formatting From Text And Tables:** | Preserves the Word document’s formatting in the InDesign document. You can use the other options in the Formatting section to determine how styles and formatting are preserved. |
| **Manual Page Breaks:** | Determines how page breaks from the Word file are formatted in InDesign. Select Preserve Page Breaks to use the same page breaks used in Word, or select Convert To Column Breaks or No Breaks. |
| **Convert Bullets & Numbers To Text:** | Imports bullets and numbers as actual characters, preserving the look of the paragraph. However, in numbered lists, the numbers are not automatically updated when the list items are changed. |
| **Import Inline Graphics:** | Preserves inline graphics from the Word document in InDesign. |
| **Import Unused Styles:** | Imports all styles from the Word document, even if the styles aren’t applied to text. |
| **Track Changes:** | Selecting this option causes highlighting and strikeout to appear when you edit the imported text in InCopy while Track Changes is turned on; deselecting this option causes all the imported text to be highlighted as a single addition. Track Changes can be viewed in InCopy, not InDesign. |
| **Import Styles Automatically:** | Imports styles from the Word document into the InDesign document. If a yellow warning triangle appears next to Style Name Conflicts, then one or more paragraph or character style from the Word document has the same name as an InDesign style. |

To determine how these style name conflicts are resolved, select an option from the Paragraph Style Conflicts and Character Style Conflicts menu. Choosing Use InDesign Style Definition causes the imported style text to be formatted based on the InDesign style. Choosing Redefine InDesign Style causes the imported style text to be formatted based on the Word style, and changes existing InDesign text formatted with that style. Choosing Auto Rename causes the imported Word styles to be renamed. For example, if InDesign and Word have a Subheading style, the imported Word style is renamed Subheading_wrd_1 when Auto Rename is selected. |

**Note:** InDesign converts paragraph and character styles but not list styles. |

| **Customize Style Import:** | Lets you use the Style Mapping dialog box to select which InDesign style should be used for each Word style in the imported document. |
| **Save Preset:** | Stores the current Word Import Options for later reuse. Specify the import options, click Save Preset, type the name of the preset, and click OK. The next time you import a Word style, you can select the preset you created from the Preset menu. Click Set As Default if you want the selected preset to be used as the default for future imports of Word documents. |
Type text in a document

1) To place the insertion point inside the text frame, do one of the following:
   a) Using the **Type** tool, drag to create a new text frame, or click in an existing text frame.
   b) Using a **Selection** tool, double-click inside an existing text frame. The **Type** tool is selected automatically.

2) Begin typing.

If you created a text frame on a master page, hold down **Ctrl+Shift** as you click in the frame on your document page. This makes a copy of the master page frame on the document page. You can then use the **Type** tool to add text to the selected frame.

Flow text manually or automatically

Your pointer becomes a loaded text icon after you place text or click an in port or out port. The loaded text icon lets you flow text onto your pages. By holding down a modifier key, you can determine how the text is flowed. The loaded text icon changes appearance, depending on where it is placed.

When you position the loaded text icon over a text frame, parentheses enclose the icon.

When you position the loaded text icon next to a guide or grid snapping point, the black pointer becomes white.

You can flow text using four methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual text flow</td>
<td>Adds text one frame at a time. You must reload the text icon to continue flowing text.</td>
</tr>
<tr>
<td>Semi-autoflow by holding down Alt when you click.</td>
<td>Works like manual text flow, except that the pointer becomes a loaded text icon each time the end of a frame is reached, until all text is flowed into your document.</td>
</tr>
<tr>
<td>Autoflow by Shift-clicking.</td>
<td>Adds pages and frames until all text is flowed into your document.</td>
</tr>
<tr>
<td>Fixed-page autoflow by holding down Shift+Alt when you click.</td>
<td>Flows all text into the document without adding frames or pages. Any remaining text is overset.</td>
</tr>
</tbody>
</table>

Flow text manually

1) Use the **Place** command to select a file, or click the out port of a selected text frame.

2) Do one of the following:

   a) Position the loaded text icon anywhere within an existing frame or path, and then click.
      - The text flows into the frame and any other frames linked to it.

      **Note** that text always starts filling the frame at the top of the leftmost column, even when you click in a different column.
b) Position the loaded text icon in a column to create a text frame the width of that column.
   - The top of the frame appears where you click.

c) Drag the loaded text icon to create a text frame the width and height of the area you define.

3) If there is more text to be placed, click the out port and repeat steps 1 and 2 until all text has been placed.

Note: When you place text in a frame that is threaded to other frames, text autoflows through the threaded frames, regardless of the text flow method you choose.

**Format text**

Use the Control panel to change the appearance of text. When text is selected or when the insertion point is placed in text, the Control panel displays either the character formatting controls or the paragraph formatting controls, or a combination of both, depending on your monitor resolution. These same text formatting controls appear in the Character panel and Paragraph panel.

Note the following methods of formatting text:

- **To format characters**: use the Type tool to select characters, or you can click to place the insertion point, select a formatting option, and then begin typing.

- **To format paragraphs**: you don’t need to select an entire paragraph—selecting any word or character, or placing the insertion point in a paragraph will do. You can also select text in a range of paragraphs.

- **To set the formatting for all future text frames that you’ll create in the current document**: make sure that the insertion point is not active and that nothing is selected, and then specify text formatting options.

1) Select a frame to apply formatting to all text inside it. The frame cannot be part of a thread.

2) Select the Type tool.

3) Click to place an insertion point, or select the text that you want to format.

4) In the Control panel, click the **Character Formatting Control** icon or the **Paragraph Formatting Control** icon.

![Control panel](image)

- A. Character formatting controls
- B. Paragraph formatting controls

5) Specify formatting options.

**Adjust paragraph spacing**

You can control the amount of space between paragraphs. If a paragraph begins at the top of a column or frame, InDesign does not insert extra space before the paragraph. In such a case, you can increase the leading of the first line of the paragraph or increase the top inset of the text frame in InDesign.

1) Select text.

2) In the Paragraph panel or the Control panel, adjust the appropriate values for **Space Before** and **Space After**.

**Apply color**

Adobe InDesign CS3 provides a number of tools for applying color, including the Toolbox, the Swatches panel, the Color panel, and the Color Picker.
1) Select the object you want to color by doing one of the following:
   a) For a path or frame: use the Selection tool or the Direct Selection tool, as necessary.
   b) For a grayscale or monochrome (1-bit) image: use the Direct Selection tool. You can only apply
two colors to a grayscale or monochrome image.
   c) For text characters: use the Type tool to change the text color of a single word or the entire text
       within a frame.

   Tip: To change the color of gaps in a dashed, dotted, or striped stroke, use the Stroke panel.

2) In the Toolbox or in the Color or Swatches panels, select the Formatting Affects Text or Formatting
    Affects Container to determine whether color is applied to the text or the text frame.

3) In the Toolbox or in the Color or Swatches panels, select the Fill box or the Stroke box to specify the fill
    or stroke of the object. (If you selected an image, the Stroke box has no effect.)

   A. Fill box
   B. Stroke box

4) Do one of the following:
   a) Select a color, tint, or gradient using the Swatches or Gradient panels.
   b) Double-click either the Fill or Stroke box in the Toolbox or the Color panel to open the Color Picker.
      Select the desired color, and click OK.

**Apply a color or gradient swatch**

1) Using the Selection tool, select a text or object frame; or using the Text tool, select a range of text.

2) If the Swatches panel is not open, choose Window / Swatches.

3) In the Swatches panel, select the Fill box or the Stroke box.

4) Do one of the following:
   a) To apply color to selected text, click the Text button.
   b) To apply color to a selected object or text container (such as a frame or a table), click the Object
      button.

5) Click a color or gradient swatch.
   a) The selected color or gradient is applied to any selected text or object, and it appears in the Color panel
      and in the Fill box or Stroke box in the Toolbox.

   Tip: You can set the default fill or stroke colors the same way you set other InDesign defaults. Choose Edit /
   Deselect All to make sure that no objects are selected, and then choose a color.
Apply the last used color
The Toolbox displays the last color or gradient you applied. You can apply this color or gradient directly from the Toolbox.
1) Select the object or text you want to color.
2) In the Toolbox, click the Fill button or Stroke button depending on which portion of the text or object you want to color.
3) In the Toolbox, do one of the following:
   a) Click the Color button to apply the last selected solid color in the Swatches or Color panel.
   b) Click the Gradient button to apply the last selected gradient in the Swatches or Gradient panel.
   c) Click the None button to remove the object’s fill or stroke.

Remove fill or stroke color
1) Select the text or object whose color you want to remove.
2) In the Toolbox, click the Fill button or Stroke button depending on which portion of the text or object you want to change.
3) Click the None button to remove the object’s fill or stroke.

Select a color with the Color Picker
The Color Picker lets you choose colors from a color spectrum or specify colors numerically. You can define colors using the RGB, Lab, or CMYK color model.
1) Double-click either the Fill or Stroke box in the Toolbox or the Color panel to open the Color Picker.
2) To change the color spectrum displayed in the Color Picker click a letter: R (Red), G (Green), or B (Blue); or L (luminance), a (green-red axis), or b (blue-yellow axis).

3) To define a color, do any of the following:
   a) Click or drag inside the color spectrum. Cross-hairs indicate the color’s position in the spectrum.
   b) Drag the triangles along the color slider or click inside the color slider.
   c) Enter values in any of the text boxes.
4) To save the color as a swatch, click Add CMYK Swatch, Add RGB Swatch, or Add Lab Swatch.
   a) InDesign adds the color to the Swatches panel, using the color values as its name.
5) Click OK.

**Apply colors using the Eyedropper tool**

Use the Eyedropper tool to copy fill and stroke attributes, such as color, from any object in an InDesign file, including an imported graphic. By default, the Eyedropper tool loads all available fill and stroke attributes of an object and sets the default fill and stroke attributes of any new objects you draw. You can use the Eyedropper Options dialog box to change the attributes the Eyedropper tool copies. You can also use the Eyedropper tool to copy type and transparency attributes.

**Note:** If an attribute is not listed in the Eyedropper Options dialog box, it can’t be copied with the Eyedropper tool.

1) Select one or more objects that have the fill and stroke attributes you want to change.
2) Select the Eyedropper tool.
3) Click any object that has the fill and stroke attributes you want to sample. A loaded eyedropper appears, and the selected objects are automatically updated with the fill and stroke attributes of the object you clicked.
4) To change other objects to the same attributes, click the objects with the loaded eyedropper. If an object is stroked and not filled, be sure to click the object’s outline.

**Change Eyedropper tool settings**

1) In the Toolbox, double-click the Eyedropper tool.
2) Choose Fill And Stroke Settings from the menu at the top of the Eyedropper Options dialog box.
3) Select the fill and stroke attributes you want to copy with the Eyedropper tool, and then click OK.

**Set strokes**

You can apply strokes, or line settings, to paths, shapes, text frames, and text outlines. The Stroke panel provides control over the weight and appearance of the stroke, including how segments join, start and end shapes, and options for corners. You can also select stroke settings in the Control panel when a path or frame is selected.

**Applying strokes**

A. Stroke applied to text frame
B. Stroke applied to text outline
C. Stroke applied to circle
Tip: If you frequently use the same stroke settings, you can save the settings in an object style, and quickly apply the same settings to any object.

1) Select the path whose stroke you want to modify.
   
   **Note:** When you select a path using the **Selection** tool, you activate a bounding box that encompasses the entire object. If you want to see the actual path, select the path using the **Direct Selection** tool instead.

2) Choose **Window / Stroke** to display the Stroke panel.

3) For **Weight**, choose a stroke weight in the menu, or type a value and press **Enter**.
   
   **Note:** Strokes thinner than 0.25 point may be too thin to see when printed on high resolution output devices such as an imagesetter. To remove the stroke, type a value of 0 (zero).

4) If additional options are not visible, choose **Show Options** from the panel menu to display the other stroke attributes.

5) Change other stroke attributes as desired.
   
   **Note:** If you want to change the stroke’s color, use the toolbox and Swatches panel.

### Save documents

Saving a document saves the current layout, references to source files, which page is currently displayed, and the zoom level. Protect your work by saving often. You can save a file as any of the following:

- A regular document.
- A copy of the document, which creates a duplicate of the document under a different name, leaving the original document active.
- A template, which normally opens as an untitled document. A template can contain settings, text, and graphics that you preset as a starting point for other documents.

The Save, Save As, and Save a Copy commands store documents in the InDesign file format.

**Tip:** If you’re saving a document in order to bring it to a prepress service provider for final output, InDesign can automatically collect all necessary files, such as linked graphics and fonts, in one folder.

Do one of the following:

- To save a document under a new name, choose **File / Save As**, specify a location and filename, and click **Save**. The newly named file becomes the active document. Using the Save As command might reduce the file size.
- To save an existing document under the same name, choose **File / Save**.
- To save a copy of a document under a new name, choose **File / Save a Copy**, specify a location and filename, and click Save. The saved copy does not become the active document.

### Package files

You can gather the files you’ve used, including fonts and linked graphics, for easy handoff to a service provider. When you package a file, you create a folder that contains the InDesign document, any necessary fonts, linked graphics, text files, and a customized report. This report, which is saved as a text file, includes the information in the Printing Instructions dialog box; a list of all used fonts, links, and inks required to print the document; and print settings.
You don’t need to perform a final preflight check before packaging. InDesign performs an up-to-date preflight check. If problem areas are detected, a dialog box appears.

You can also give your service provider a composite PDF file made from your document.

1) Do one of the following to open the Package dialog box:
   a) Choose File / Package.
   b) In the Preflight dialog box, click Package.
2) If a dialog box appears alerting you to possible problems, do one of the following:
   a) Click View Info to open the Preflight dialog box where you can correct problems or get further information. When you’re satisfied with the document, begin the packaging process again.
   b) Click Continue to begin packaging.
3) Fill in the printing instructions.
   a) The filename you type is the name of the report that accompanies all other packaging files.
4) Click Continue, and then specify a location in which to save all packaging files.
5) Select the following, as needed:
   a) Copy Fonts (Except CJK): Copies all necessary font files, not the entire typeface. Selecting this option does not copy CJK (Chinese, Japanese, Korean) fonts.
   b) Copy Linked Graphics: Copies linked graphics files to package folder location.
   c) Update Graphic Links In Package: Changes graphic links to the package folder location.
   d) Include Fonts And Links From Hidden And Non-Printing Layers: Packages the objects located on hidden layers and layers for which the Print Layer option is turned off.
   e) View Report: Opens the printing instructions report in a text editor immediately after packaging. To edit the printing instructions before completing the packaging process, click the Instructions button.
   f) Do one of the following to specify how to handle hyphenation:
      • To prevent the document from composing with the external user dictionary, and to prevent the document’s hyphenation exceptions list from merging with the external user dictionary, select Use Document Hyphenation Exceptions Only. You may want to select this option when packaging a document to be printed by someone outside your workgroup, such as when you take the document to a service provider.
      • To allow the external user dictionary (on the computer on which the file is opened) to merge with the document’s hyphenation exceptions list, and to allow the document to compose using the exceptions lists stored in both the external user dictionary and inside the current document, leave Use Document Hyphenation Exceptions Only unselected.
6) Click Package to continue packaging.
Export to PDF

Exporting a document to Adobe PDF is as simple as using the default **High Quality Print** settings, or as customized as you need it to be to suit your task. The PDF export settings you specify are saved with the application, and will apply to every new InDesign document you export to PDF until you change them again. To quickly apply custom settings to PDF files, you can use presets.

When you export an InDesign file to PDF, you can preserve navigation elements such as table of contents and index entries, and interactivity features such as hyperlinks, bookmarks, media clips, and buttons.

**General options for PDFs**

Click the General category in the Export Adobe PDF dialog box to set the following options:

**Description:** Displays the description from the selected preset, and provides a place for you to edit the description. You can paste a description from the Clipboard.

- **All:** Exports all pages in the current document or book.
- **Range:** Specifies the range of pages to export in the current document. You can type a range by using a hyphen, and separate multiple pages or ranges by using commas. This option is unavailable when you’re exporting books or creating presets.

- **Spreads:** Exports pages together as if they were printed on the same sheet.
- **Important:** Do not select Spreads for commercial printing; if you do, the service provider cannot impose the pages.

**Embed Page Thumbnails:** Creates a thumbnail preview for each page being exported, or one thumbnail for each spread if the Spreads option is selected. The thumbnail is displayed in the InDesign Open or Place dialog boxes. Adding thumbnails increases the PDF file size.

**Optimize For Fast Web View:** Reduces PDF file size, and optimizes the PDF file for faster viewing in a web browser by restructuring the file for page-at-a-time downloading (byte serving). This option compresses text and line art, regardless of the settings you have selected in the Compression category of the Export Adobe PDF dialog box.

**View PDF After Exporting:** Opens the newly-created PDF file in the default PDF viewing application.

**Bookmarks:** Creates bookmarks for table of contents entries, preserving the TOC levels. Bookmarks are created from the information specified in the Bookmarks panel.

**Hyperlinks:** Creates PDF hyperlink annotations for InDesign hyperlinks, table of contents entries, and index entries.

**Export an open document to PDF**

1) Choose **File / Export**.
2) Specify a name and location for the file.
3) For **Save As Type**, choose **Adobe PDF**, and then click **Save**.
4) In the Export Adobe PDF dialog box, select desired options.
5) Click **Export**.