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## **Essentials of Adobe InDesign CS3**

“Skills and Drills” Learning

Kevin A. Siegel



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# About This Book

## About the Author

**Kevin A. Siegel** is the founder and president of IconLogic, Inc. He has written more than 100 step-by-step computer training books, including *Essentials of Adobe Captivate 2*, *Essentials of Adobe Dreamweaver 8*, *Essentials of QuarkXPress 7*, *Accelerated QuarkXPress 6*, *Essentials of Adobe InDesign CS2*, *Essentials of Adobe PageMaker 7* and *Essentials of Macromedia RoboHelp HTML X5*.

Kevin spent five years in the U.S. Coast Guard as an award-winning photojournalist and has more than 23 years experience as a print publisher and technical writer. He is a certified technical trainer, has been a classroom instructor for more than 13 years and is a frequent speaker at trade shows and conventions. Kevin holds multiple certifications from companies such as Adobe, MadCap Software and the CompTIA. You can reach Kevin at [ksiegel@iconlogic.com](mailto:ksiegel@iconlogic.com).

## About IconLogic Books

IconLogic books are unique. They are created by certified technical trainers with years of hands-on software experience. Before IconLogic books, our instructors rarely found a book that was perfect for a classroom setting. If the book was beautiful, odds were that the text was too small to read and hard to follow. If the text in a book was the right size, the quality of exercises left something to be desired.

Finally tiring of using inadequate materials, our instructors started teaching without any books at all. Over the years, we've had many students ask if the in-class instruction came from a book. If so, they said they'd buy the book. That sparked an idea. We asked students—just like you—what they wanted in a training manual. You responded, and the results appear in this book.



This book has been divided into several modules. Because each module builds on lessons learned in a previous module, we recommend that you complete each module in succession.

## Book Conventions

This book is designed for ease of use. During every module, you will be guided through lessons step by step. Instructions for you to follow will look like this:

- ☐ instructions for you to follow will look like this

If you are expected to type anything or if something is important, it will be set in bold type like this:

- ☐ type **9** in the box

If you are expected to press a key on your keyboard, the key will be in brackets like this:

- ☐ press [**command**]

This book is for both Macintosh and Windows users. The software is nearly the same for both, but the keyboard commands may be different. The term [**command**] is used in this book as a neutral term for [ctrl] (Windows) and [apple] (Mac); [**alt**] is used as a neutral term for [alt] (Windows) and [option] (Mac); and [**return**] is used as a neutral term for [enter] (Windows) and [return] (Mac).

## Confidence Checks

You will also come across the little guy at the right. He indicates a Confidence Check. Throughout each module you will be guided through hands-on exercises. But at some point you'll have to fend for yourself. That is where Confidence Checks come in. They're very important. You must be sure to complete each of them because some exercises build on completed Confidence Checks.



## System Requirements and Student Data Files

To complete the lessons presented in this book, you will need the following software and hardware:

**Windows:** Adobe InDesign CS3, Intel Centrino®, Intel Xeon®, or Intel Core™ Duo (or compatible) processor, Microsoft® Windows® XP with Service Pack 2 or Windows Vista™ Home Premium, Business, Ultimate, or Enterprise (certified support for 32-bit editions), 256MB of RAM (512MB recommended) for Windows XP, 512MB (1GB recommended) for Windows Vista, 1.8GB of available hard-disk space (additional free space required during installation), 1,024x768 monitor resolution with 16-bit video card, DVD-ROM drive.

**Macintosh:** Adobe InDesign CS3, Macintosh PowerPC® G4 or G5 or multi-core Intel processor, Mac OS X v.10.4.8, 256MB of RAM (512MB recommended) for PowerPC based system, 512MB (1GB recommended) for Intel-based system, 1.6GB of available hard-disk space (additional free space required during installation), 1,024x768 monitor resolution with 16-bit video card, DVD-ROM drive.

InDesign CS3 **does not come with this book**. InDesign CS3 can be purchased directly from Adobe at [www.adobe.com](http://www.adobe.com). In addition, you can download a 30-day trial version of InDesign CS3 from [www.adobe.com](http://www.adobe.com).

All of the data files necessary to complete the student activities presented in this book are provided. You can get the data files in two ways—copy them from the CD that comes with the book or download the files from our Web site ([www.iconlogic.com](http://www.iconlogic.com)).

You will be walked through the steps necessary to download the files during the following activity.

### Student Activity: Download Windows Data Files

1. Download the Windows student data files necessary to complete the lessons presented in this book (Mac users, turn to page page xii).
  - start Internet Explorer (we recommend you use Internet Explorer version 6 or newer)
  - go to the following Web address: <http://www.iconlogic.com/>
  - click the **data files** link and click the **Windows** link
  - scroll down and click the **InDesign CS3, Essentials of** link
  - when the dialog box appears, click **Save**
  - navigate to your desktop
  - click **Save**

The zipped data files will be downloaded to your desktop.





2. After the file downloads, close Internet Explorer.
3. Extract the data files to your hard drive.
  - find the **InDesignCS3Data\_Windows.exe** file you just downloaded to your desktop
  - double-click the file to open it
  - confirm **C:\** appears in the Unzip to folder area
  - click **Unzip**
  - click **OK**
  - click **Close**

There should be an **InDesignCS3Data** folder on your hard drive at C:\.

### Student Activity: Download Macintosh Data Files

1. Download the Macintosh student data files necessary to complete the lessons presented in this book.
  - start Internet Explorer or Safari
  - go to the following Web address: **<http://www.iconlogic.com/>**
  - click the **data files** link
  - click the **Macintosh** link
  - scroll down and click the **InDesign CS3, Essentials of** link

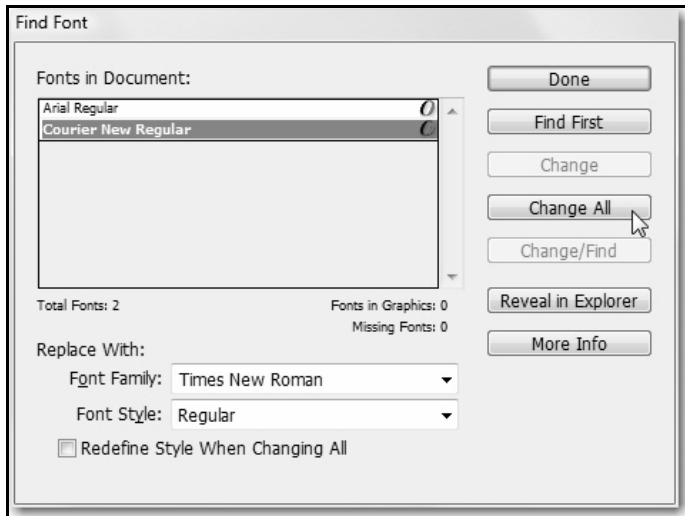
The file will be downloaded to your desktop and automatically opened.

2. After the file downloads, quit Internet Explorer and close all windows.

There should be an **InDesignCS3Data** folder on your desktop.

# Missing Fonts Alert

Standard OpenType (Windows) and TrueType (Mac) fonts were used when creating the data files for this book. When opening the data files, it is possible that you will encounter a Missing Fonts alert (shown below).



If you receive the message above, the fonts you need are most likely on your computer, and you need to help InDesign “clear the cobwebs” by following the steps below.

1. Select the missing Font from the Fonts in Document area.
2. From the Font Family area, select the same font (for instance, if Arial is listed as missing, select Arial from the Font Family list).
3. Click **Change All**.
4. When finished, click **Done**.





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# Rank Your Skills

Before starting this book, complete the skills assessment on the back of this page.

# InDesign CS3 Skills Assessment

## How this assessment works

Below you will find 10 course objectives for “Essentials of InDesign CS3.” **Before class:** Review each objective and rank your skills using the scale next to each objective. A rank of ① means **No Confidence** in the skill. A rank of ⑤ means **Total Confidence**. After you’ve completed this assessment, go through the entire book. **After class:** Review each objective and rank your skills now that you’ve completed the book. Most people see dramatic improvements in the second assessment after completing the lessons in this book.

## Before-Class Skills Assessment

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. I can customize InDesign’s preferences.       | ① | ② | ③ | ④ | ⑤ |
| 2. I can thread frames.                          | ① | ② | ③ | ④ | ⑤ |
| 3. I can create a Paragraph style.               | ① | ② | ③ | ④ | ⑤ |
| 4. I can edit a Table style.                     | ① | ② | ③ | ④ | ⑤ |
| 5. I can create a master page.                   | ① | ② | ③ | ④ | ⑤ |
| 6. I can create a hanging indent.                | ① | ② | ③ | ④ | ⑤ |
| 7. I can set tab stops.                          | ① | ② | ③ | ④ | ⑤ |
| 8. I can apply a master page to a document page. | ① | ② | ③ | ④ | ⑤ |
| 9. I can create book files.                      | ① | ② | ③ | ④ | ⑤ |
| 10. I can create an index.                       | ① | ② | ③ | ④ | ⑤ |

## After-Class Skills Assessment

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. I can customize InDesign’s preferences.       | ① | ② | ③ | ④ | ⑤ |
| 2. I can thread frames.                          | ① | ② | ③ | ④ | ⑤ |
| 3. I can create a Paragraph style.               | ① | ② | ③ | ④ | ⑤ |
| 4. I can edit a Table style.                     | ① | ② | ③ | ④ | ⑤ |
| 5. I can create a master page.                   | ① | ② | ③ | ④ | ⑤ |
| 6. I can create a hanging indent.                | ① | ② | ③ | ④ | ⑤ |
| 7. I can set tab stops.                          | ① | ② | ③ | ④ | ⑤ |
| 8. I can apply a master page to a document page. | ① | ② | ③ | ④ | ⑤ |
| 9. I can create book files.                      | ① | ② | ③ | ④ | ⑤ |
| 10. I can create an index.                       | ① | ② | ③ | ④ | ⑤ |



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# Module 1: The InDesign CS3 Environment

In This Module You Will Learn To

- Start InDesign and Open a Document
- Change Page Views
- Scroll Using the Hand Tool
- Show and Hide Panels
- View Multiple Documents
- Create and Use Custom Workspaces
- Create a New Document
- Change Document Setup
- Create a Text Frame
- Create Frames
- Resize and Move Page Elements
- Change the Units & Increments



# InDesign CS3 Basics

Adobe InDesign is a print publishing application produced by Adobe Systems, Inc. (<http://www.adobe.com>). InDesign made its debut in August 2000 as a direct competitor to QuarkXPress (the dominant desktop publishing application of the day).

InDesign version 1 ran slowly, was buggy and struggled against Quark's superior product and loyal fan base. However, a much improved InDesign version 2 appeared early in 2002 and, according to Wikipedia ([http://en.wikipedia.org/wiki/Adobe\\_InDesign](http://en.wikipedia.org/wiki/Adobe_InDesign)), began outselling QuarkXPress. *Why?* Quark did not release a version of QuarkXPress that would run natively on a Macintosh using OS version X quickly enough. Adobe also bundled InDesign with some of its core tools, such as Adobe Illustrator and Adobe Photoshop, at a far better price than having to buy QuarkXPress, PhotoShop and Illustrator separately.

## What Can You Create With InDesign?

Working with InDesign, the sky, or your imagination, is the limit. You can create newsletters, magazines, posters, flyers, business cards, letterheads, certificates, brochures—anything. While you are creating your masterpieces, you can use InDesign's incredible typography commands to set beautiful type. And you can import myriad graphic formats. When you have completed your document, you can package it into a folder with key components such as the layout, images and fonts. And you can export your documents in a Portable Document Format (PDF).

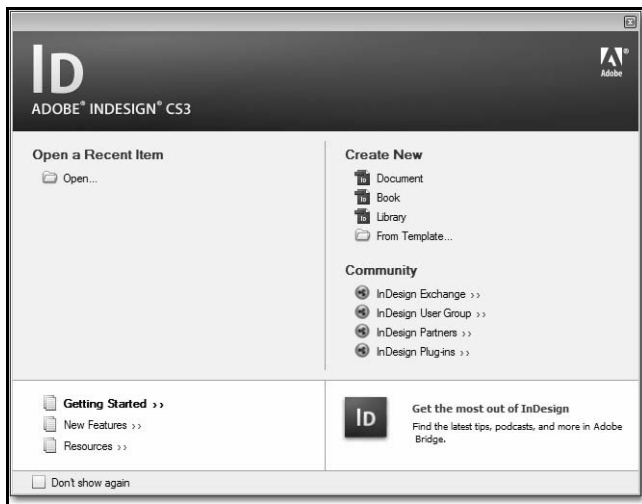
**Note:** InDesign versions and ship dates—InDesign 1.0 shipped August 16, 2000; InDesign 1.5 shipped in early 2001; InDesign 2.0 shipped in January 2002; InDesign CS (3.0) shipped in October 2003; InDesign CS2 (4.0) shipped in May 2005; InDesign CS3 (5.0) shipped in April 2007.

## Student Activity: Start InDesign and Open a Document

### 1. Start InDesign CS3.

- if you're on a Windows computer, choose **Start > All Programs > Adobe InDesign CS3**
- if you're on a Macintosh, open the folder containing InDesign CS3 and double-click the InDesign icon

The first time you start InDesign CS3, a Welcome Screen appears.



It is possible that a previous user has disabled the Welcome Screen and it will not appear on your screen. You can display the Welcome Screen now by choosing **Help > Welcome Screen**.

### 2. Open an existing document.

**Note:** If you have not already downloaded and installed the student data files that go with this book to your computer, please stop and complete the activity on page xi (Windows) or page xii (Mac) now.

- click **Open** on the Welcome Screen (if the Welcome Screen is not open, choose **File > Open** instead)

The Open a File dialog box appears.

- find** and **open** the **InDesignCS3Data** folder
- open **flyer1.indd**

The file opens in **Preview Screen Mode**. When a file is in this view, you can get a good idea of how it will look when you print. If you are an MS Word user, you will find this concept similar to Word's Print Preview.





3. Switch to Normal Screen Mode view.

choose **View > Screen Mode > Normal**

While working in Normal Screen Mode view, you can see design elements such as the pink margin guides and blue ruler guides.

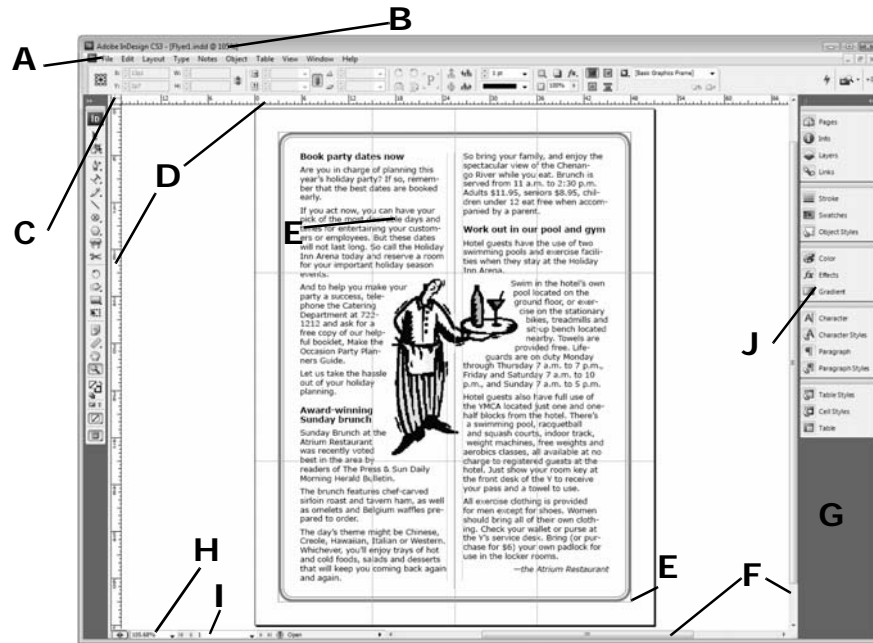
4. Show the Tools panel.

choose **Window > Tools**

If it was already showing, the Tools panel (shown at the right) is now gone. If necessary, choose **Window > Tools** again to show the Tools panel.

5. Explore the InDesign work space.

compare the picture below with what you see on your screen



- A. Menu Bar:** Gives you access to InDesign's myriad commands.
- B. Title Bar:** Tells the name of the file and the percentage of zoom.
- C. Zero Point Area:** Lets you change the zero point of the measurement rulers.
- D. Horizontal and Vertical Rulers:** Helps you measure where you're placing items on your document.



- E. **Margin Guides (pink):** Shows your page's columns and margins, but these lines do not print. Currently, your page margins are one-half inch. You set these numbers when you set up your document. If you want to change them, choose Layout > Margins and Columns at any time.
- F. **Scroll Bars:** Moves the view up and down or right and left in your document.
- G. **Pasteboard:** Lets you place text or graphics until you decide where you'd like to put them. (This is a nonprinting area of your window.)
- H. **Magnification Area:** Lets you change how close or far away you view the page.
- I. **Page Popup Menu:** Lets you quickly move from page to page.
- J. **Panels:** There are many panels in InDesign. You will learn to use many of them as you complete activities in this book.

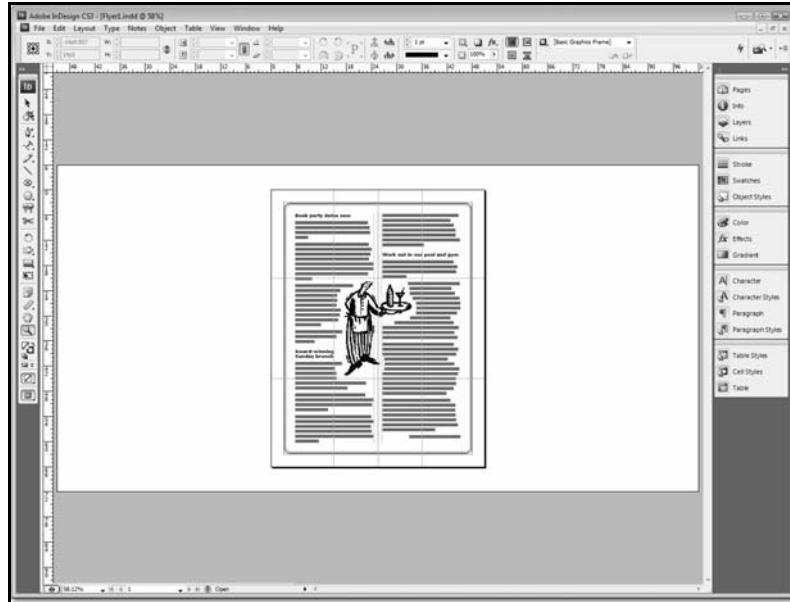




## Student Activity: Change Page Views

1. Use a menu to change the size of your document window.

choose **View > Entire Pasteboard**



You can now see the layout and the entire pasteboard.

choose **View > Fit Page In Window**

This frequently used view fits the page to your monitor window.

2. Use the Magnification Area.

highlight the number you see in the **Magnification Area**

type **227** 

press **[return]**

Now you're viewing the page up close. The maximum zoom in InDesign is **4000%**.




3. Use keyboard shortcuts to Fit Page in Window and switch to Actual size.

**Note:** This book is for both Mac and Windows users. The software is nearly the same for both, but the keyboard commands can be different. The term **[command]** is used in this book as a neutral term for [ctrl] (Windows) and [apple] (Mac); **[alt]** is used as a neutral term for [alt] (Windows) and [option] (Mac); **[return]** is used as a neutral term for [enter] (Windows) and [return] (Mac).

press **[command] [zero]** to Fit Page in Window

press **[command] [1]** to zoom to Actual size (100%)

## Student Activity: Scroll Using the Hand Tool

1. Change your view to 200% size.
  - press [**command**] [**2**]
2. Scroll around the page using the Hand Tool.
  - on the Toolbar, select the **Hand Tool** 
  - drag** the page (press and hold your mouse button and then move your mouse)
3. Scroll by using a temporary Hand Tool.
  - on the Toolbar, select the **Selection Tool** 
  - press [**spacebar**] on your keyboard to invoke the **Hand Tool**  temporarily and then **drag** the page

As long as you keep [**spacebar**] depressed, you will be scrolling around the page.

If you intend to use this trick, be careful if you have selected the Type Tool instead of the Selection Tool. If the Type Tool is selected, pressing [**spacebar**] would insert spaces within the text. If you want to scroll while the Type Tool is selected, press and hold [**alt**] and then drag the page.

- release [**spacebar**]

**Note:** If you want to quickly zoom in, press [**command**] [**spacebar**] at the same time, and use your mouse to **drag** a marquee over a selection. If you want to quickly zoom out, press [**command**] [**0**] for Fit Page in Window.





## Student Activity: Show and Hide Panels

1. Change your view to Fit Page in Window (press [**command**] [**zero**]).

2. Show the default workspace.

- choose **Window > Workspace > Default Workspace**

You will learn later how to create a Workspace. By selecting the Default Workspace, two panels should now be on your screen: Tools and Pages.

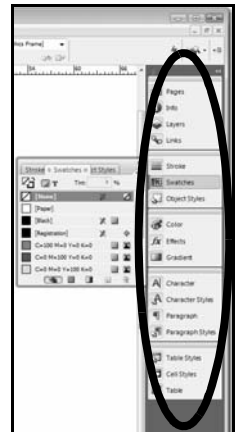
3. Display hidden panels using the Window menu.

- choose **Window > Swatches** (you can also press [**F5**])
- choose **Window > Color** (you can also press [**F6**])


4. Display hidden panels using the Dock.

- using the **Dock** panel (shown circled in the picture at the right), click **Layers**
- choose **Window > Object & Layout > Align** (you can also press [**Shift**] [**F7**])

There should now be a few open panels on your screen (the Tools at the left, the Layers panel, the Dock and the Align panel).



5. Hide and Show all panels at one time except for the Tools panel.

- select the **Selection Tool** 
- click anywhere on the page
- press [**shift**] [**tab**] on your keyboard

Notice that most of the panels go away.

- press [**shift**] [**tab**] (to show the panels)

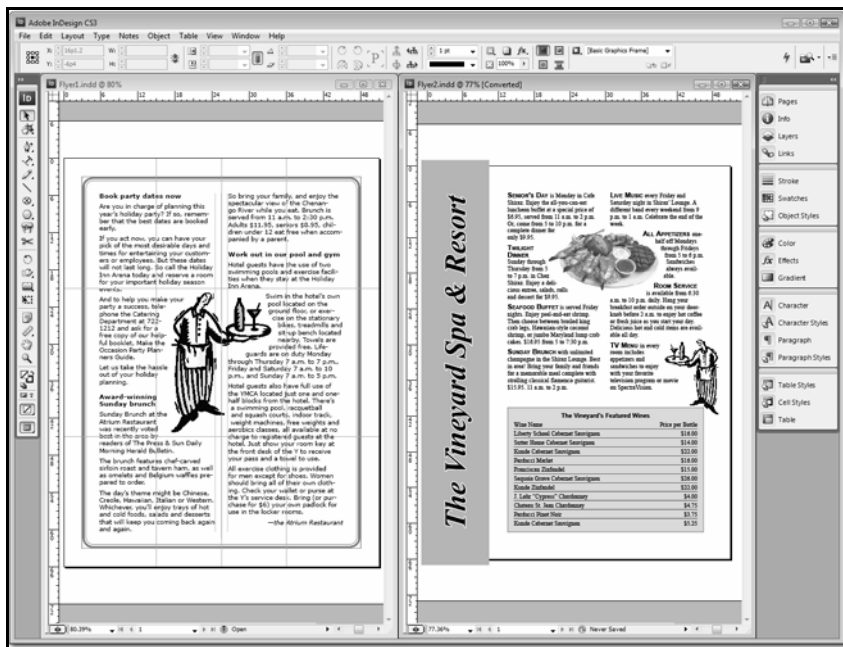
## Student Activity: View Multiple Documents

1. Hide all of the panels except for the Tools panel.
2. Change your view to Fit Page in Window.
3. Open a second file using a keyboard shortcut.
  - press [**command**] [**o**] on your keyboard (the letter **o**; not zero)
  - open **flyer2** from the **InDesignCS3Data** folder

Two InDesign documents are now open: **flyer1** and **flyer2**.

4. Tile documents.
  - choose **Window > Arrange > Tile Vertically**

Both files occupy equal space on your screen. You will create both of these flyers as you move through the lessons in this book.



5. Activate each document, one at a time.
  - click in the title bar of each file to make it active
6. Close both documents.
  - choose **File > Close** for each document (do not save if prompted)





## Workspaces

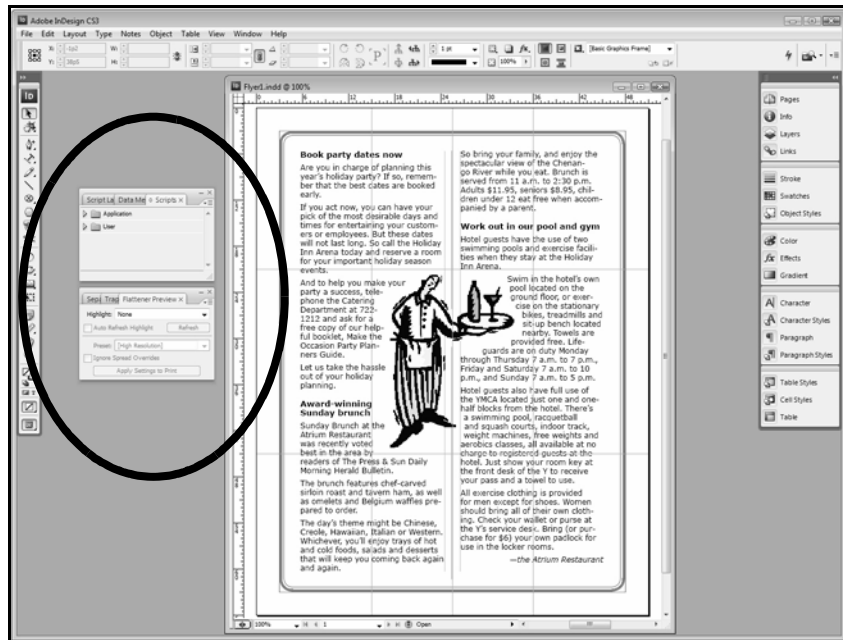
You have already learned that many panels are available in InDesign. The panels can be opened, closed, resized and positioned to suit your needs. You can save the sizes and positions of panels on your screen as a custom workspace. After you save the workspace, you can access it at any time via the Workspace submenu (Window menu).

### Student Activity: Create and Use Custom Workspaces

1. Open a recent document.
  - choose **File > Open Recent > Flyer1.indd**
2. Show the Default Workspace.
  - choose **Window > Workspace > Default Workspace**
3. Set up a custom workspace.
  - choose **Window > Automation > Scripts**
  - choose **Window > Output > Flattener Preview**

You should now have three panels on your screen: Tools, Scripts and Flattener Preview (Scripts and Flattener may be sitting on top of each other).

- move the panels until your screen is similar to the picture below

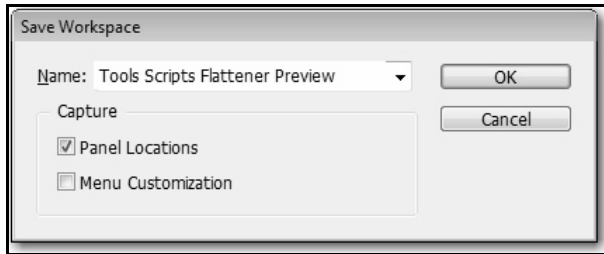


4. Save the workspace.

- choose **Window > Workspace > Save Workspace**

The Save Workspace dialog box appears.

- type **Tools Scripts Flattener Preview** into the Save Workspace area
- from the Capture area, ensure **Panel Locations** is selected



- click **OK**

5. Display the Default workspace.

- choose **Window > Workspace > Default Workspace**

Because the Script and Flattener Preview panels are not default panels, they are now hidden

6. Display your custom workspace.

- choose **Window > Workspace > Tools Scripts Flattener Preview**

Notice that the Script and Flattener Preview panels reappear in the exact location you left them (thanks to the Capture Panel Locations option you selected a bit earlier).

7. Delete a custom workspace.

- choose **Window > Workspace > Delete Workspace**

The Delete Workspace dialog box appears.

- ensure **Tools Scripts Flattener Preview** appears in the Name area



- click **Delete**





8. Show the Tools panel in one and two columns.

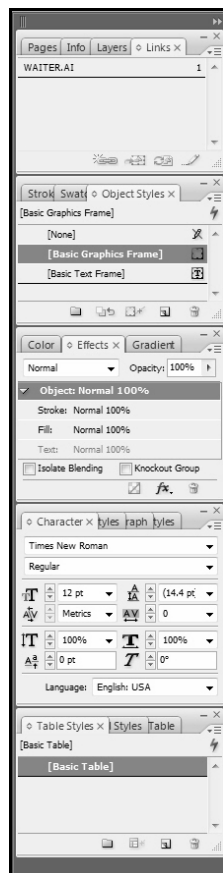
- on the Tools panel, notice that the tools appear in one long column
- on the Tools panel, click in the gray space just above the panel

The panel expands to two columns and is shorter than before.

9. Expand and collapse the Dock panel.

- on the Dock panel, notice that the panel options appear with both words and icons, but none of the panels are open
- on the Dock panel, click in the gray space at the top of the Dock

Several panels expand on the Dock and could now be used.



10. Reset the panels.

- choose **Window > Workspace > Reset Panels**

11. Close flyer1.indd (do not save if prompted).

## New Documents

Creating new documents is as simple as choosing **File > New > Document**. And while that's certainly how you begin, create new documents presents myriad options. The new document dialog box offers an opportunity to set the number of pages, page size, orientation, number of columns per page, gutter width and much more. The decisions you make in this dialog box are not permanent. You can, at any time, change the settings long after you have created and worked in the document. However, making changes to a document's setup could cause more work for you later if the document reflows.

### Student Activity: Create a New Document

1. Explore the New Document dialog box.

choose **File > New > Document**

Notice that the Default page size is Letter.

choose **Legal** from the **Page Size** area

The values in the Width and Height areas change. You are about to change the page margins. Before you do, understand that InDesign's default measurement system is *picas*. Even though the measurement system is picas (**p**), you can work with other measurement systems *on the fly*. For instance, you can work with inches by typing a number followed by **in** in any field. You can work with millimeters by typing **mm** or centimeters by typing **cm**. You will learn all about the advantages of picas on page 176. Until then, we will show you how to use both inches and picas during the first one-third of this book. Because you may not be comfortable working with picas, you will learn how to change the measurement system during this module so you can work in inches.

2. Change the page margins.

click the **Make all the settings the same** button  to turn the button **off** (when off, the button will appear as a broken link)

highlight the number in the Top Margins area and replace it with **1in** (or **6p0**—see the note in the margin of this page)

click the **Make all the settings the same** button  to turn the feature on

Clicking *Make all the settings the same* has changed all of the margins to 6p0. Since the Default measurement system is picas, notice that the number you typed changed to 6p0 (which is the same as 1 in).

3. Select and deselect check boxes.

click in both the **Facing Pages** and **Master Text Frame** fields

**Note:** When typing pica values in a dialog box, you will see *three* values (such as **6p0**). The number to the left of the **p** indicates **picas**, the number to the right of the **p** indicates **points**. You will learn more about picas and points on page 176.





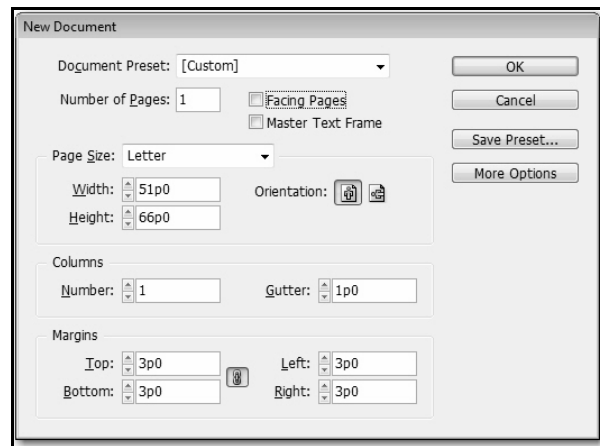
You can either put checks in the fields or remove them. A check means the option is active or turned on. It's like saying, "Yes, I want this."

4. Change the page specifications again.

- select **Letter** from the Page Size area
- confirm that the Orientation is set to **Portrait** (the first button)
- confirm that Columns is set to **1**

Because there is only one column, the gutter width (the space between columns) is not important.

- if necessary, **remove** the check marks from both **Facing Pages** and **Master Text Frame**
- change all of the margins to **.5in** (or **3p0**)

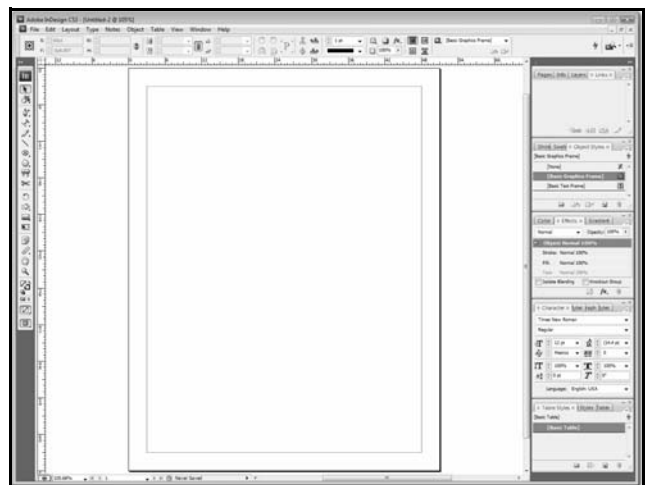


- click **OK**

5. Ensure you are in Normal Screen Mode now by choosing **View > Screen Mode > Normal**.

6. By default, InDesign presents the Fit Page in Window view of your one-page document.

During the next activity you will learn how to change the page orientation and margins.



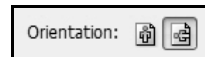
## Student Activity: Change Document Setup

1. Change the page orientation.

choose **File > Document Setup**

The Document Setup dialog box appears. You can change the Size, Width, Height and Orientation and can select Facing Pages. But also notice that options for changing the margins are NOT available. You will have to go to Layout > Margins and Columns to change those.

select the second Orientation button (**Landscape**)



click **OK**

Your page should now be flipped into a landscape orientation.

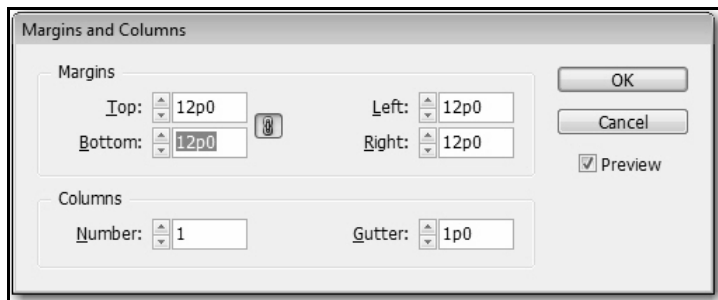
2. Change the page margins.

choose **Layout > Margins and Columns**

The Margins and Columns options appear.

ensure the **Make all the settings the same** button  is turned on

change the top Margin Guide to **2in** (or **12p0**)



click **OK**

Your page should now have very large margins.





## Confidence Check

1. Change the Orientation of your document to **Portrait**. If you need help, see page 15.
2. Change all of the page margins to **.5in** (3p0). If you need help, see page 15.
3. Change your view to **100%** or **Actual Size**.
4. Change your view to **Fit Page in Window**.
5. What is the Pasteboard?
6. Name at least five of the panels in InDesign.
7. What lets you change how close or far away you view the page?
8. There are two rulers. Name them.
9. If necessary, select the Default Workspace (Window > Workspace).



## Text Frames

If you would like text to appear in your document, the text needs to go into a container called a text frame. If you are a QuarkXPress user, you'll find the concept of text frames similar to text boxes; Adobe PageMaker users will find that text frames are very similar to text blocks.

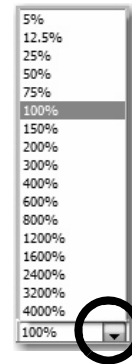
Once you have created a text frame, you can easily control how many columns the frame contains and you can control the text spacing within the frame. You can use the Type Tool to enter or edit text, use the Selection Tool to move or resize the text frame, and use the Direct Selection Tool to change the shape of the text frame (you will learn about each of these tools as you move through the following lessons).

You will learn later in this book that text frames can be threaded, or connected, allowing you to create complex text flows over multiple pages.

### Student Activity: Create a Text Frame

1. Use the Magnification Popup area to change your view to 100%.

- select **100%** from the Magnification area at the bottom left of the window



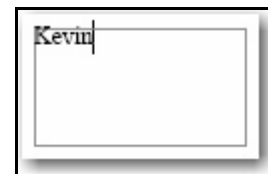
2. Draw a text frame.

- select the **Type Tool**
- position your pointer anywhere on the page
- draw a large text frame anywhere on your page (drag your mouse to draw the text frame)

3. Type text into the text frame.

- type **your name**

As you type your name, the blinking insertion point will move to the right, just like a word processor.



4. Delete the text frame.

- select the **Selection Tool**
- click on the text frame you drew
- press [**delete**] to clear the text frame and text





## Frame Tools

Frames serve as containers for text or graphics. Many print publishers use the Frame tools as placeholders, or containers without contents, that can be filled with content at a later date.

### Student Activity: Create Frames

1. Fit Page in Window.

- press [**command**] [**0**] (zero) to Fit Page in Window

2. Draw a graphics frame using the Rectangular Frame Tool.

- press and hold on the seventh tool in the Tools panel

A list of frame shapes will appear.

- select the **Rectangle Frame** Tool 

- position your drawing pointer on your page

- draw a graphics frame

Notice that graphics frames contain an “X.” Text frames do not.

3. Draw a perfect circle.

- on the Tools panel, press and hold on the **Rectangle Frame** Tool to display a group of similar tools

- select the **Ellipse Frame** Tool  from the group that appears

- position your pointer on the page

- press the [**shift**] key

- keep [**shift**] pressed and draw a perfectly round frame


- release your mouse and then release [**shift**]

## Student Activity: Resize and Move Page Elements

1. Save the file.

- choose **File > Save**
- name the file **MyFirst**
- save the file to the **InDesignCS3Data** folder

2. Resize an object.


- select the **Selection Tool**  and click on the **rectangle** you drew

Notice the **dots** that appear around the rectangle. The dots are known as bounding box handles.

- click on the **circle** you drew
- press [**shift**] and drag any corner handle
- stop dragging and release [**shift**]

The circle was resized **proportionally**. If you had not pressed [shift] when you dragged the handle, the circle would not have resized proportionally.

3. Move the circle.

- ensure that **Selection Tool**  is still selected
- select the circle you drew (if necessary)
- drag the middle of the circle to a new location on your page and release the mouse

4. Delete both the oval and rectangle graphic frames.

- confirm that the circle is currently selected
- press [**shift**] and click once on the rectangle





Both page elements should now be selected.

- Mac users, press [**delete**]; Windows users, press [**backspace**]





## Confidence Check

1. Draw lines using the **Line Tool**. 
2. Draw a rectangular frame with the **Rectangle Frame Tool**. 
3. Select the **Pencil Tool**  and draw a squiggly line.
4. Notice the dots on your squiggly line? Using the **Direct Selection Tool** , drag any dot (known as an anchor point) to a new location to change the shape of your line.
5. Save your work. (Choose File > Save)



## Preferences

You can control several InDesign program preferences and settings such as the measurement system (points or picas), guide color and the way text superscripts. Changes you make are stored in two preference files: InDesign Defaults and InDesign SavedData. These files are saved each time you exit InDesign.

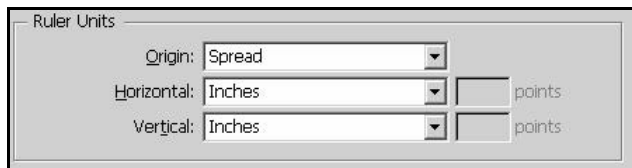
When you change Default preferences, your new settings are used for every new document or object you create.

### Student Activity: Change the Units & Increments to Inches

1. Set the Units & Increments Preferences.

- Windows users, choose **Edit > Preferences > Units & Increments**;  
Mac users, choose **InDesign > Preferences > Units & Increments**
- change the **Horizontal** and **Vertical** Ruler Units setting to **Inches**

Both the horizontal and vertical rulers (the one at the top of the page and the one at the left) will now read in inches instead of picas.



Because they are a more advantageous unit of measurement, picas and points are the preferred units of measure among publishers. But because many new print publishers may not yet be comfortable with points or picas, the first few lessons in this book will primarily use inches. In an attempt to get you thinking in points and picas, I will list the point/pica measurements whenever I give you measurements in inches. Later you will learn more about picas and points and a nifty technique for thinking in picas and points rather than in inches.

- click **OK**

**Note:** If you want to restore all of InDesign's default preferences, Windows users can start InDesign, and while the software is starting, press **[Shift] [Ctrl] [Alt]**. Click Yes when asked if you want to delete your preference files. Mac users, start InDesign, and while the software is starting, press **[Shift] [Option] [Apple] [Control]**. Click Yes when asked if you want to delete your preference files.

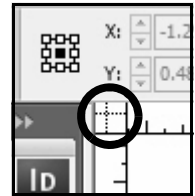




### Confidence Check

The largest page size you can define in InDesign is **18 feet** (216 inches). That's really nice—but how do you expect to print a page that big? If you are like most people, your printer is not capable of printing pages larger than legal or tabloid size.

To print a proof of a larger page, you can take advantage of two things: InDesign's ability to **tile** your pages when you print and the **zero point area** of the page rulers (shown at the right) that lies at the intersection of the horizontal and vertical rulers.



1. Choose **File > Print** and click the **Setup** tab.

You will see the **Tile** checkbox options at the bottom of the dialog box. If you choose **Auto** tiling, InDesign will print your large document as tiles (pages) with an **overlap** and print as many tiles as necessary until the entire document has printed. If you choose **Manual** tiling, InDesign will print only one page. The part of the document that prints depends on where the **zero point** is set.

2. Click **Cancel**.

You can control the zero point by dragging the **zero point** to the part of the page you want to print. When you print with Manual tiling, the single sheet of paper that prints will contain anything **below and to the right** of the zero point.

3. Spend a minute or two dragging the **Zero Point** (shown circled in the picture above) to different positions on the page to change the zero point.
4. Double-click the intersection of the horizontal and vertical rulers to return the zero point marker to its default location (top-left corner of the page).
5. Close the document without saving changes.

