

Intermediate InDesign

Master Pages

- Pages Panel - Master pages are displayed in top window. Double click one to edit.
- Anything you add onto a master page- text, graphics, guides, etc- will display on ALL pages that have the master applied to them.
- Master pages have left-page and right page versions, these will apply appropriately to the pages in your document.

To add page numbers

- Create a text box where you want the page number to live.
- Right click > insert special character > markers > current page number. It will appear as an "A". Repeat for facing page.

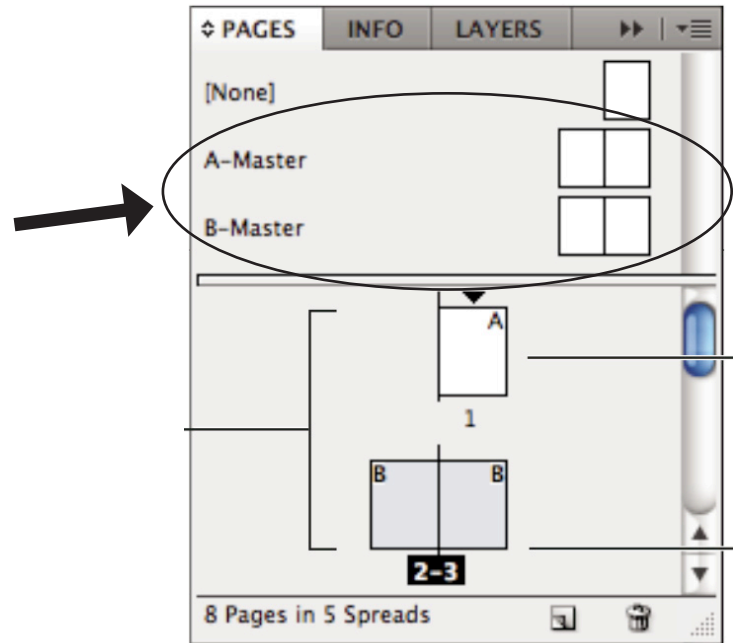
You can have multiple masters, for example if you want some pages to have a certain look and others to have another. To add a new master, click the menu arrow at the top right corner and select "new master".

Most pages will have Master "A" applied to them automatically. To apply a different master to pages, click and hold the master page, drag it over the page you want to apply it to, and let go. You can also select "Apply master to pages" in the pages panel menu.

You can add text frames on the master, they will auto-thread through document when you place in text.

To get back to your main document, double click on one of the numbered pages in lower window.

Objects added to master pages will be locked when you're looking at the main document. To move a master object, select it by holding down Shift- CMD (Mac) or Shift- Control (PC), and clicking. You can then move it around at will.



Text Threading

If you have a long document you can have the text thread through multiple text frames while remaining connected.

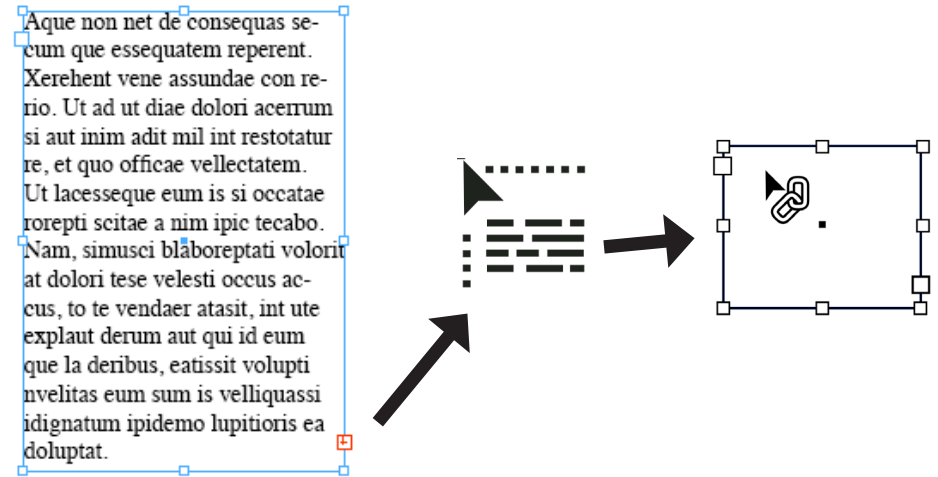
Click in the text frame “out-port” in the lower right corner. This will load your cursor with the overflow text.

You can then draw a new text frame with this loaded cursor, or click into an existing text frame, and it will thread the overflow text into the new frame.

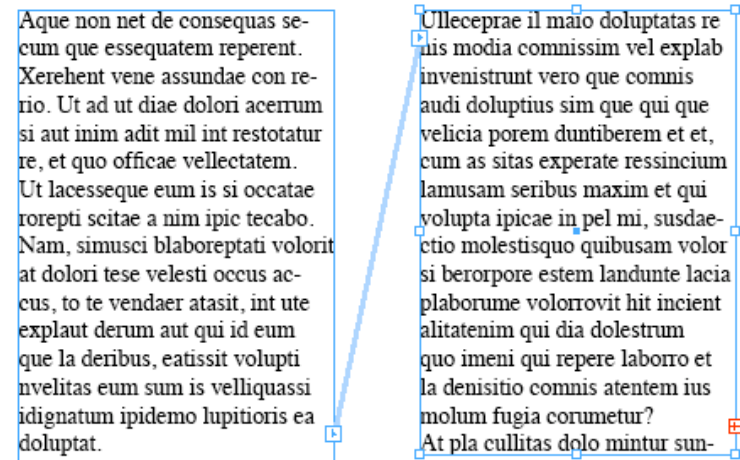
Repeat at will for as many text frames as you want or need.

If you want to see what’s threaded where, select “Show Text Threads” under the view menu.

If you have master text frames (you can set these up in “document set-up”) text will automatically thread throughout the document once you place it into the first frame.



Click out-port, cursor will load, click inside another text frame (or drag new frame).



Two text frames with threaded text.

Text Styles

A “style” is what particular font, size, color, or formatting you want to apply to your text. Applying styles to text in a document allows you to keep a uniform look. It also allows you to make global changes if you change your mind about a font, size, etc.

Paragraph Styles- Used most frequently, applies style to whole paragraph.

Character Styles- Use only when you want a single letter or word to have a different style.

To create a style:

- Highlight some text and format it the way you want it to look.
- Go to “Paragraph Styles” panel.
- Click menu in upper right corner and select “New Paragraph Style”. It will open a style options window. It will base the new style on the text you had highlighted. You can also make adjustments in this window.
- Be sure to name your style so you’ll remember what it is (“heading” , “body text”, etc).

To apply an existing style to text:

- Highlight the text.
- Click on the style you want in the styles panel.

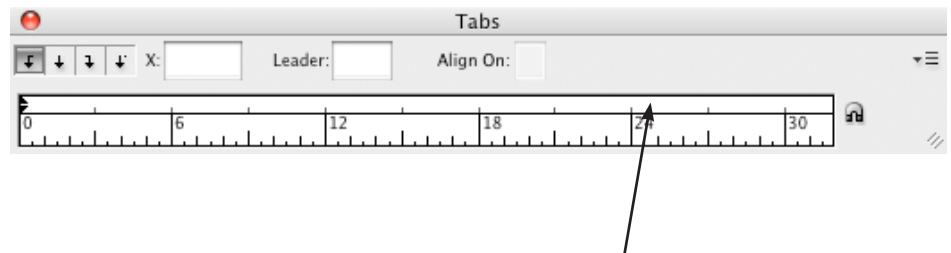
If a style doesn’t look like it’s supposed to when you apply it, clear overrides with button at bottom of panel.

To make changes to a style, double click on it in the styles panel. Any changes you make will automatically apply themselves to text in that style throughout your document.

Tabs

To apply tabs to text, highlight the text you want them to apply to. Select Type Menu > Tabs.

This window will appear:



Click in the narrow space above the ruler where you want your tab. Click, hold, and drag to move it around.

Repeat as needed.

To add a leader (ie if you want in front of your tab) select the tab you want to have the leader, type your desired leader (usually a space and a period) into the “leader” box.

Table of Contents

To create a table of contents you first need to have the headings or chapters of your document as their own Paragraph Style.

Then Layout Menu > Table of Contents

Name it what you want.

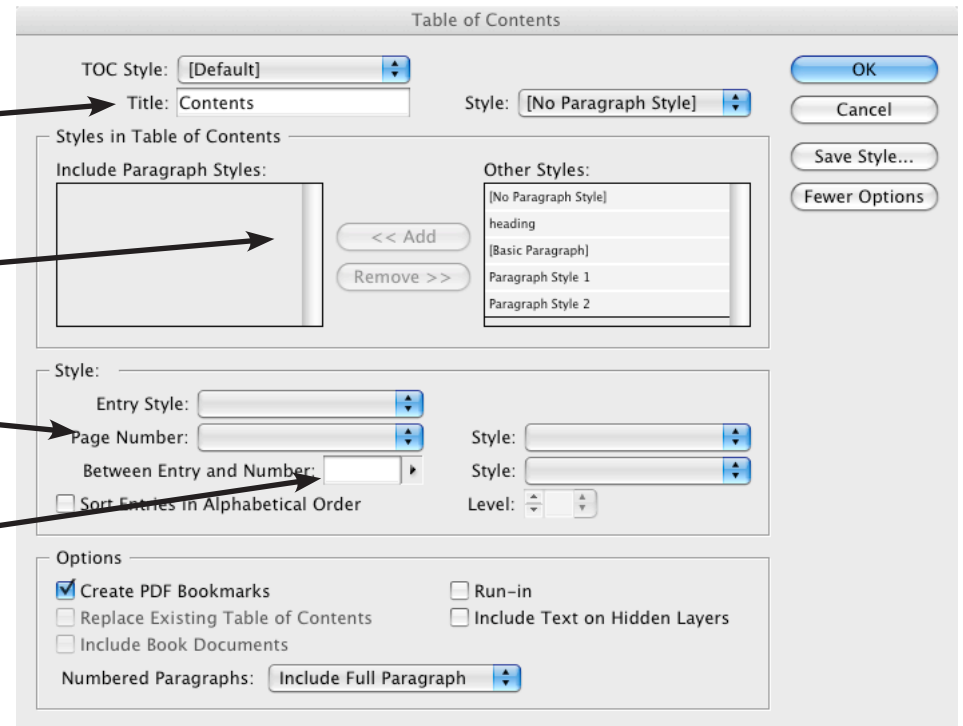
Choose the style you want to be included (ie which style did you use for your chapter headings).

Choose where you want the page number, etc.

You can tell it what you want in between the chapter name and the number, maybe a tab, maybe a tab with a leader like “. . .”. etc.

Click OK. Your cursor will be loaded with the table of contents. Drag a text box for it, or click into an existing text box.

Format as necessary, you may need to apply tabs to the table of contents to have it look right.



Tables

To create a new table:

Table Menu > Insert Table

Right click or use the Table menu for options like adding or deleting rows, columns, etc. You can also use the Table panel (get it under the Windows Menu).

If you have text that has tabs separating it into columns you can highlight the text, Table Menu> Convert Text to Table and it will create a table for you out of that text.

Text Wrap

Text wrap allows you to have a frame displace the text around it like this:

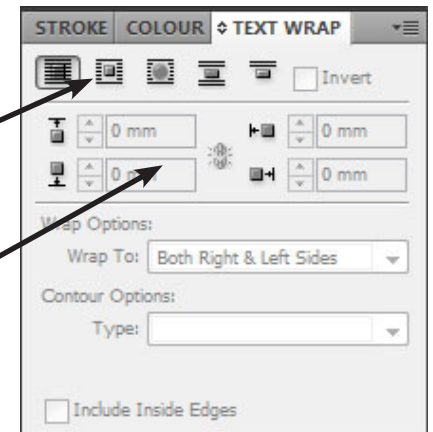


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To apply Text Wrap to a frame, open the Text Wrap panel (get it from the windows menu).

Choose what kind of text wrap you want. You can wrap to the bounding box or exact shape outline.

If you want a margin area around the frame, set it here. Click the chain link icon in the middle to be able to change one side at time (vs all sides at once).




If you have a text box that you want to ignore a frame's text wrap, such as for a caption, select the text frame, right click, select Text Frame options, and in that box check "Ignore Text Wrap."

Other Cool Stuff

Type on a path tool:

This allows you to type on the outline of a shape.

- Click and hold on Type tool, select Type on a path Tool ().
- Click on the outline of the shape you'd like to type on.


Object styles:

You can set styles for objects and frames just as you can for type. This is handy if you want a bunch of frames to all have black outline and red fill, for instance. Just grab the “Object Styles” panel from the Windows menu.

Eyedropper tool:

The eyedropper tool will copy the style of text or a frame and apply it to other text or another frame.

For text:

- Select the eyedropper tool.
- Click it on the text you want the style of. It will appear “full”. 
- Click and drag over the text you want to apply the style to.

For frames and objects:

- Select the object you want to apply the style TO.
- Click the eyedropper tool. Click it over the fill or stroke of the object you want the style of.

- It should apply the style to the selected object.

To apply a tint to a black and white picture:

- Place in a grayscale image.
- Direct select the image.
- Click on the swatch you'd like it to have the color of.

Object Effects

You can apply photoshop-esque effects to frames and text. Right click your object or use the Object menu for “Object Effects”. This will open a big preference pane where you can apply transparencies, drop shadows, etc. You can select whether you want to apply the effect to the entire object, or the stroke, fill or text only with the drop-down menu in the upper left corner.

Book

You can create a multi-chapter book using InDesign. Each chapter is a separate InDesign document and they live as part of a larger Book file. To create one, choose File Menu > New > Book. The same styles and master pages can be used throughout all the documents in a book.