

Adobe InDesign CS6

New Features

Layout

- **Liquid layout** – Apply liquid page rules to automatically adapt content when users create an alternate layout with different size or orientation.
- **Alternate Layout** – Efficiently create and design multiple versions of a layout for different devices and print needs.

Content

- **Linked content** – link content within or across InDesign documents so that changes made to the parent text or object are applied to all linked children objects.
- **Content Collector tools** – Grab text and objects from an existing layout using the Content Collector.

PDF Forms

Create form fields directly within InDesign before your export to PDF.

Split Window

View two side-by-side layouts within the same document to compare the look and feel of the layouts and help ensure consistency.

Grayscale

- **Grayscale Preview** – preview layouts in grayscale to see how they will look on a black-and-white device or when printed in black and white.
- **Grayscale PDF export** – Export PDF files in grayscale directly from the Print dialog box.

Interactive PDF Export

Export an interactive PDF as pages instead of spreads.

Interactive HTML

Include interactive HTML – such as Google Maps and animation developed with Adobe Edge software – in InDesign layouts.

Export to PNG

Exports InDesign documents to PNG, a lossless format, for use on the web.

Creating a New Document

1. On the Menu bar, click **File**.
2. Move the cursor over **New**, click **Document...**
3. Modify any desired options.
 - a. **Document Preset** – Name and save document settings including page size, columns, and margins.
 - b. **Number of Pages** – Set the number of pages in initial document.
 - c. **Facing Pages** – Indicates that the document is to open up in book fashion, with the right and left pages facing each other.
 - d. **Master Text Frame** – Configure the initial set of frames to allow text to be entered directly into it, as opposed to imported.
 - e. **Page Size** – Offers pager size and layout options.
 - f. **Width, Height, Orientation** – Type or choose values in Width and Height.
 - g. **Orientation** – offers portrait or landscape layout.
 - h. **Columns** – Set the automatic number of columns appearing on all new pages.
 - i. **Gutter** – Set space between columns.

- j. **Margins** – Set page margins.
 - k. **Save Preset** – Save and name settings to use later.
 - l. **More Options** – Set options regarding Bleed and slug, non-printable areas of the document.
4. Click **OK**.

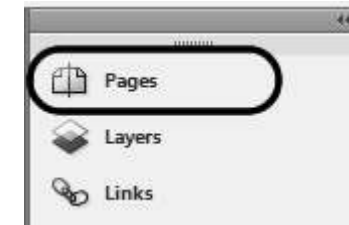
Saving a New Document

1. On the Menu bar, click **File > Save**.
2. Enter the **File name**.
3. Click **Save**.

Planning the Document

Opening the Pages Panel

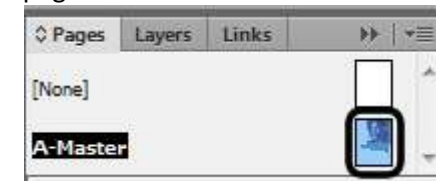
1. In the Panels group, click **Pages**



Viewing the Master Page

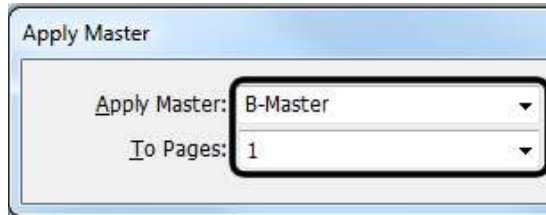
Note: Master Page – A master page is like a background that users can quickly apply to many pages. Users can create multiple master pages in a single document.

1. In the **Pages** panel, double-click the Master page icon.



Applying Master to a Page

1. In the **Pages** panel, click the desired page icon (**Note:** Not the master page icon).
2. Right-click the page, select **Apply Masters to Pages...**
 - a. The **Apply Master** dialog box appears.
3. Click the **Apply Master** drop-down menu and select the desired master page.
4. If desired, click the **To Pages** drop-down menu and select the desired options.



- a. Or, type in the page number in the **To Pages** field. (**Note:** A range of page numbers can also be used with a comma or hyphen)
5. Click **OK**.

Grids

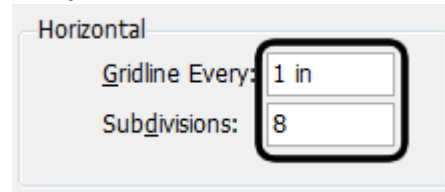
Viewing Grids

1. From the Menu bar, click **View**.
2. Move the cursor over **Grids & Guides**, select **Show Document Grid**.
 - a. Or press **Ctrl + '**

Changing Grid Sectors

1. On the Menu bar, click **Edit**.
2. Move the cursor over **Preferences**, select **Grids...**
3. To specify subdivisions per inch along both axes, in the **Horizontal** or **Vertical** section, enter the desired numbers in the **Gridline**

Every or Subdivisions fields.

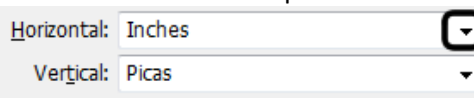
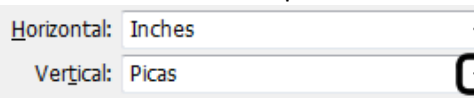


Rulers

Viewing Rulers

1. On the Menu bar, click **View > Show Rulers**.
 - a. Or press **Ctrl + R**.



Configuring Rulers

1. On the Menu bar, click **Edit**.
 2. Place the cursor over **Preferences**, click **Units & Increments...**
 - a. The **Preferences** window will pop up.
 3. To change Horizontal unit of measurement:
 - a. Click the **Horizontal** drop-down button and select the desired option.
- 
- b. Click **OK**.
4. To change Vertical unit of measurement:
 - a. Click the **Vertical** drop-down button and select the desired option.
- 
- b. Click **OK**.

Working with Text

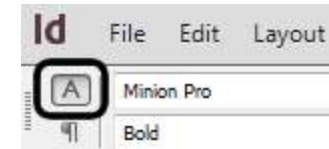
- **Frame** – A container for text or graphic objects.
- **Nameplate** – Custom space for the title of the publication.

Creating a Text frame

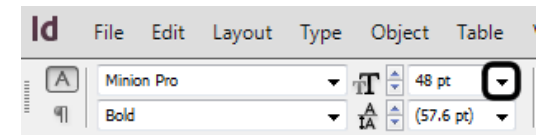
1. From the **Tools** panel, click the **Type Tool** icon. 
2. Position the cursor's crosshatch  to the desired location of the text frame.
3. Press and drag the cursor vertically downward and across the columns to the desired height and width of the frame.
4. Enter the text in the frame.

Formatting Characters

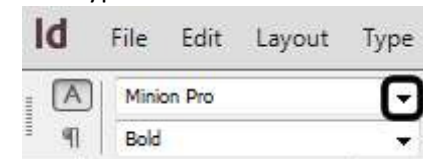
1. While using the **Type Tool**, on the Control panel, make sure the **Character Formatting Controls** icon is selected.



2. To select the text, press and drag to highlight the text.
3. To change the font size, click the drop-down menu in the font field on the Control panel, then select the desired font size.

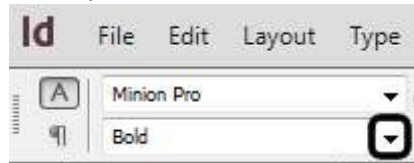


4. To change the font type, click the font type drop-down menu and select the desired font type.

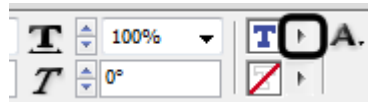


5. To change the font style, click the font style drop-down menu and select the desired

font style.



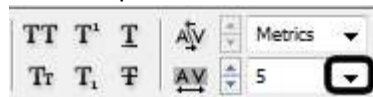
6. To change the font color, click the **Fill** drop-down menu and select a color from the list.



Changing the Tracking

Note: Tracking – The spaces between characters in a block of text.

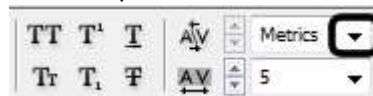
1. While using the **Type Tool**, locate the **Tracking** icon **AV** on the Control panel.
2. Click the drop-down menu and select the desired option.



Changing the Kerning

Note: Kerning – The spaces between a pair of characters.

1. While using the **Type Tool**, click between the characters to change the spacing.
2. Locate the **Kerning** icon **AV** on the Control panel.
3. Click the drop-down menu and select the desired option.



4. Repeat step 1 – 3 to make adjustments between other pairs of characters.

Changing Text Leading

Note: Leading – The vertical space between lines of type.

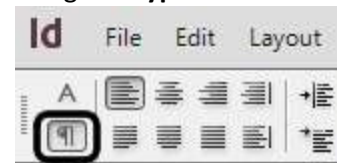
1. Use the **Type Tool** to highlight the desired text.
2. Click the **Leading** drop-down menu and choose a value.



Working with Paragraph

Note: To activate the **Paragraph Formatting Controls** panel, click the paragraph icon while

using the **Type Tool** **T**:



Changing the Paragraph Alignment

1. While using the **Type Tool**, click the **Paragraph Formatting Controls** icon **¶** from the Control panel.
2. Locate the paragraph alignment section on the Control panel.



3. Click the desired alignment.

Applying First Indents

1. Click the **Type Tool**, make sure the **Paragraph Formatting Controls** **¶** panel is activated.
2. Place the cursor to the desired location.

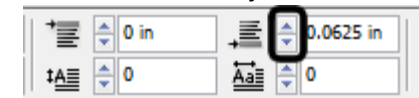
3. In the **First Line Left Indent** field, use the up or down arrow button to change the indent value.



- a. Or, type in a value in the field, press **Enter**.

Applying Paragraph Spacing

1. Use the **Type Tool** to highlight the desired text.
2. In the **Space After** field, use the up or down arrow button to adjust the value.

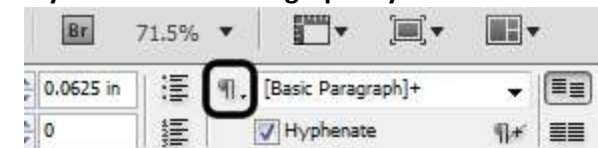


- a. Or, enter a value in the field, press **Enter**.

Creating a Paragraph Style

Users can create a paragraph style based on the existing formatting.

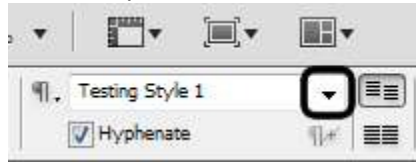
1. Use the **Type Tool** **T** to highlight the desired text.
2. On the Control panel, click the **Paragraph Style** icon > **New Paragraph Style...**



- a. The **New Paragraph Style** window appears.
3. Enter the **Style Name**.
 4. Modify any remaining options if desired.
 5. Click **OK** when finishes.



Applying Paragraph Style

1. Use the **Type Tool** to highlight the desired text.
2. On the Control panel, click the **Paragraph Style** drop-down menu and select the desired style.




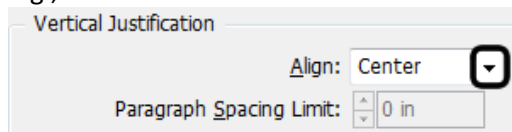
Working with Frames

Selection Tools

- The **Selection Tool**  – Selects an entire frame.
- The **Direct Selection Tool**  – Selects parts or segments of a frame to apply various effect.


Changing Alignment within a Text Frame

1. From the **Tools** panel, click the **Selection Tool** icon. 
2. Use the **Selection Tool** to select the desired text frame.
3. On the Menu bar, click **Object > Text Frame Options...**
 - a. The **Text Frame Options** dialog box opens.
4. Under **Vertical Justification**, click the **Align** drop-down menu, select the desired option, e.g., **Center**.



5. Click **OK**.


Creating a Frame Using the Frame Tool

1. From the **Tools** panel, click the **Rectangle Frame Tool** icon. 
2. Position the cursor to the desired area.
3. Click and drag to draw a new frame.
 - a. **Note:** To create a perfect square frame, press and hold the **Shift** key while creating a frame.
4. To indicate the frame's status as a text frame:
 - a. Right-click the frame.
 - b. Place the cursor over **Content**, click **Text**.

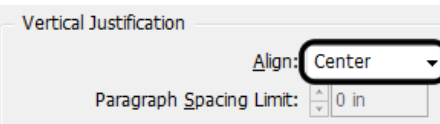

Moving a Frame

1. Use the **Selection Tool** to select the desired frame.
2. Click and drag the frame to the desired location.

Creating Headers and Footers

1. On the **Pages** panel, double-click the desired Master page icon.
2. Click the **Type Tool**. 
3. Click and drag to create a new text frame.
4. Type the header or footer text.
 - a. To insert a special character:
 - i. Right-click the frame, move the cursor over **Insert Special Character**.
 - ii. Move the cursor over the desired character type, e.g., **Markers**.
 - iii. Click the desired option, e.g., **Current Page Number**.
 - b. To center the text, click the **Justify with last line aligned center** icon on the Control panel.

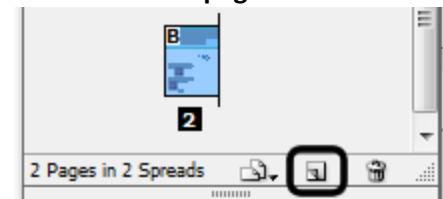


- c. To activate the **Text Frame Options** dialog box, press **Ctrl + B**.
 - i. To specify a vertical justification of center: under **Vertical Justification**, click the **Align** drop-down menu > **Center**. 
 - ii. Click **OK**.
5. If desired, use the **Selection Tool**  to adjust the header or footer frame location on the document.

Working with Document Pages

Creating a New Page

1. On the **Pages** panel, click the desired page icon. (**Note:** The new page will be added after the selected page)
2. On the bottom of the **Pages** panel, click the **Create new page** icon.



Inserting New Pages

1. On the **Pages** panel, double-click the desired page icon.

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