

8th July, 2010

To all of my friends, seniors, companies with whom I have had the pleasure to work, particularly Deepak Gupta, Baljeet Singh, and Sudhanshu, who helped me in writing this book.

A special thanks to P. Verma who inspired me for teaching and writing study materials, who provides me with continuous support and caring.

Dear Reader,

Greetings!

We never take birth with knowledge. There are lots of people surrounding who provide this. But as time passes, we become very professional or mean. We start hiding our knowledge, tools and other beneficial thoughts from others. Different people have different reasons for this. Some say that if we share our knowledge then other will beat us in professional life. Some says why should I share my knowledge for free, I have collected it with very hard work.

But At that time we forget that there were lots of Friends, Seniors, Companies and other People who gave this knowledge or helped us. OK!!! They are right that we will not get money by sharing this knowledge free but then!!....Is there no responsibility for society? Is there no cost of "Thanks" from true hearts?

I think, it must be YES.

So we just want to welcome those Professionals, Students, Trainers and others people, who feel pleasure by sharing their knowledge and feel proud that they have done something nice for this society.

So in this process, we feel glad to present the "InDesign Training - a Self Study Handbook".

This Handbook explains the basic knowledge for operating InDesign. We have written and designed it in such way so that all Hindi/English speaking person can understand it easily.

Question, Suggestion and Feedback are welcomed.

Thanks for your valuable time.

*Kind Regards,
Biotics Education
9899123045*



8th July, 2010

Before going ahead...

Dear all,

Before going ahead, I would like to share something with all of you...

For your more support we provide “communication training - a self study handbook” for free on demand.

That Handbook explains the basic knowledge for writing and speaking. We have written and designed it in such way so that all hindi speaking person can understand it easily.

Cheers!!!!

With Warm regards,

*Biotics Education
9899123045*

Adobe InDesign® CS3 Teaching Plan (60 Hours)

Compiled by

Biotics Faculties

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Week 2

WEEK AT A GLANCE

Day 6	Day 7	Day 8	Day 9	Day 10
Placing Text Files and Images, Style	Pages (Document and Master)	Colors, Swatches, Tint and Gradient	Styles	Formatting Paragraphs
Placing Word/Text Files in InDesign Insert Pages, Apply Masters Making Master Item a Page Item (Overriding) Manual/Auto Flowing Text Apply Paragraph and Character Style Difference between regular space bar and Tab Insert Images: In-line and Non-In-line Test	Creating Master Pages Automatic Page Numbers, Sectioning Moving Pages/Master to currents/other document Master Option: Name a Master, Based on Master Option etc. Shuffling Technical Exercise 3	CMYK, RGB Spot Color (Pantone) Mixing of Colors Gradient Technical Exercise 4	Paragraph Styles Character Styles Nested Styles Editing Styles Orphan and Widow Control Technical Exercise 5	Tabs Alignments and Hanging Indents Multiple Column Text Frames The Story Editor Drop Caps Frame Strokes and Inset Spacing Technical Exercise 6

Placing Text Files and Images, Style

Placing Word/Text Files in InDesign

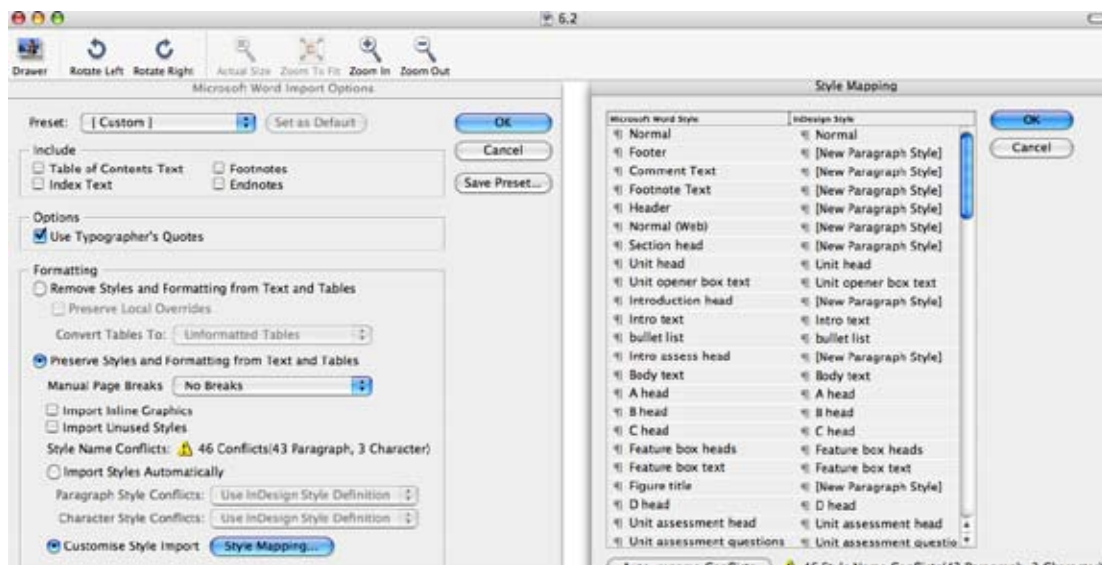
Create Text Box ⇒ Go to File Menu ⇒ Place (Now select the text/word file you want to place)

Placing Directly Tagged Word File (.Doc)

First we will talk about tagged word file. If we are importing tagged word file in InDesign then InDesign gives the facility to mapping the styles with template. Just see the below arts:

1. Here we are just importing any .doc file named "unit 10 edited.doc". Both importing option must be "ON"
2. Now see second art. In bottom there is an option named "Customize Style Import (Style Mapping)". If you just click here you will see third art
3. In third art there is a comparison between MS Word Styles vs. InDesign Style. Now you match the style as per your requirement.
4. InDesign automatically convert word formatting into the InDesign.

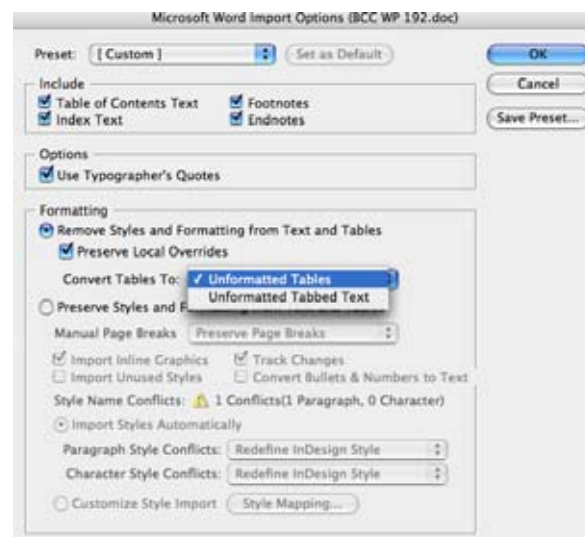
This procedure is beneficial only if client has used tagging and formatting in word file and we have to just match them with our InDesign Template.



Placing Directly Non-Tagged Word File (.doc)

If client has not applied styles in MS-Word then you need to import word file with the option given in images.

1. Here we are just importing any .doc file named "unit 10 edited.doc". Both importing option must be "ON"
2. Now see this image. In Formatting, there is an option named "Remove Styles and Formatting from Text and Tables". Select it, and ON the Preserve Local Overrides.
3. If you need to set the table with InDesign Table Feature then select "Unformatted Tables". Or if you have to set table manually with tab then select "Unformatted Tables".
4. You must cross checked first that all formatting i.e. "italic", "bold", "Super" are coming perfectly in Text as well as in Tables.



5. If you see that formatting is not coming correctly then go back to original word file, Re-save it and then re-place it again. Check now. If still formatting is not perfect then place the word file by using "Preserve Styles and Formatting. But this time don't click on Customize Style Import.
6. There is a script named "pretext" (for get it free, send mail to "deepak@cybermedia.com"). By running this script, all formatting will convert in "Character Styles"
7. Select all text and right click and select "Clear All Overrides". It will clean the InDesign file. (Never forget to run script first)

Your word file has been placed perfectly. Do the Paging now.

that's all.

Insert Pages, Apply Masters

Open Pages Palette: [Window](#) ⇒ [Pages](#)

Insert Pages: [Layout](#) ⇒ [Pages](#) ⇒ [Add/Insert/Delete](#) etc

Apply Master: Select the page and click on required master with holding "Alt key".

Making Master Item a Page Item (Overriding)

If there is an item on Master you can select that on page by just click.

Select Master Item with "Command + Shift" for making it Page Item

Manual/Auto Flowing Text

Lets assume you have 2 pages in your InDesign file and You have place a word file which contains text for more than 50 pages then how will you flow the text on other pages.

You can link your text boxes by just clicking on the right bottom corner of the text box (to pick the text in cursor) and then click on next page.

If you insert with "Shift Key" then all other pages will insert automatically and text will flow on those pages.

Apply Paragraph and Character Style

Open Paragraph Style Sheet: [Window](#) ⇒ [Type and Tables](#) ⇒ [Paragraph Styles](#).

For Apply Paragraph Style: Put the cursor anywhere within the Paragraph and click on style in Style Sheet.

Open Character Style Sheet: [Window](#) ⇒ [Type and Tables](#) ⇒ [Character Styles](#).

For Apply Character Style: Select the text on which you want to apply the character style and click on Character style in Character Sheet.

Difference between regular space bar and Tab

Regular space is fixed space which take width according to the point size.

Wherever **Tab** is an user define space. You can fix/repeat the position of tab with Tabs ([Type](#) ⇒ [Tabs](#))

Insert Images : In-line and Non-In-line

Insert Images: [File](#) ⇒ [Place](#)

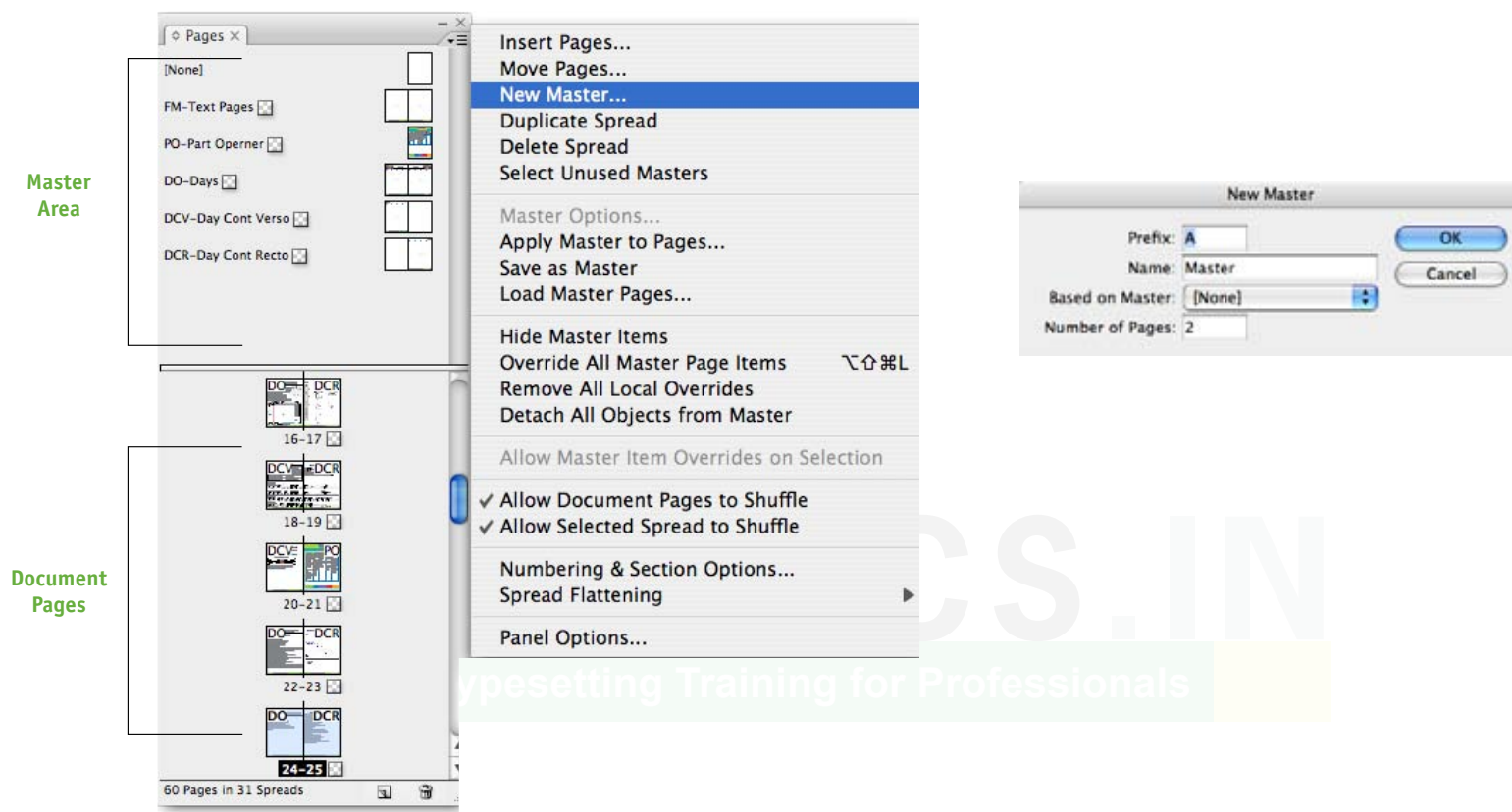
In-line Images: When it flow with text is called In-line (you have to insert the image with text tool). This images are used for unnumbered images.

Non In-Line Images: When it does not flow with text is called In-line (you have to insert the image as a floating element). This option is used for numbered images when client has requested to keep images only on top or bottom.

Pages (Document and Master)

Creating Master Pages

Open Pages Palette: **Window** ⇒ **Pages**



Automatic Page Numbers, Sectioning

Automatic Page Numbers: Generally automatic page number is used on master pages so that they can visible on pages automatically.

Type ⇒ **Insert Special Character** ⇒ **Marker** ⇒ **Current Pager Number**

Sectioning: Sectioning is used on document pages It is used for following reasons:

- For renumbered the pages
- For change the style of numbers (Arabic, roman etc)
- For prefix (any text) before or after folio

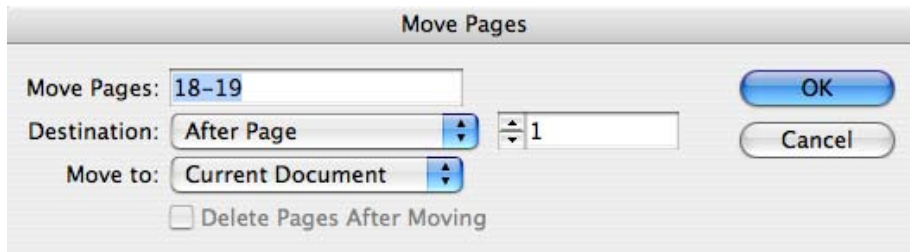
Generally Front Matter start with roman number (i, ii) and body restart numbering with Roman Number 1. So we have to use Section page 1 of FM and select the style Roman Page (1, 2, 3). Then we have to make sectioning on body page 1 to re-number from page 1 and select "style" to arabic number (1, 2, 3).

Moving Pages/Master to Currents/Other Document

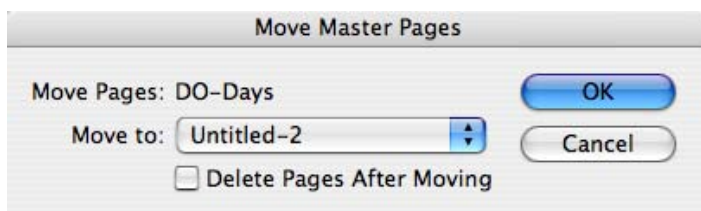
See Second Option "Move Pages" in above image.

When you will select and document page/pages, this option will be "Move Pages", But if you have selected the "Master/Masters" then this option will become "Move Master".

When you will choose Move Pages then Option will be as follows. You can Move Page to either current document of Other Opened documents.



When you will choose Move Master then Option will be as follows. You can Move Page to only Other Opened documents. Please note that If there are no other file is opened then Move Master will not be highlighted. As you can understand that Master can not be moved in the same file



1. Ask them to make new master pages (PO, CO and TX)
2. Using Sectioning and inserting document page and apply the different master.

When you will choose Move Master then Option will be as follows. You can Move Page to only Other Opened documents. Please note that If there are no other file is opened then Move Master will not be highlighted. As you can understand that Master can not be moved in the same file

Master Option: Name a Master, Based on Master Option etc.

See Seventh Option "Move Pages" in image on previous page for naming a master, Based on options etc.

Shuffling

See 4 and 5th Option from bottom in image on previous page

What is Shuffling: In InDesign, when you delete any page, other pages automatically get moved to fill the place of deleted page. This is called Shuffling. It means if you delete page 1 then page 2 automatically become page 1 and it move from verso to recto.

But if shuffling is off then page 2 will not move to recto. It will remain on Verso. Generally we don't use this option. Shuffling is off only in rare condition when client specially asks for this.

Day 7_Test for Fresher Folder: Placing Text Files and Images, Style, Pages

1. Give "Test for Freshers" to Students now. (1 hour)
Read the PDF " What to do instruction.PDF"
Then do accordingly.

Technical Exercise 2: 7 Pages (Document and Master)

1. Open the document "Day 5_Exercise_your name.indd". There is already one page appearing in this document.
2. Open Pages Palette Tab. (Windows: Pages)
3. **Rename Master Pages** as follows:
Right click on A-Master
Select "Master Options for A-Master"
Prefix: TX Name: Text Based on Master: None Number of Pages: 2
4. **Create New Master** as follows:
Click on down Triangle in Page Palette and select "New Master...".
Prefix: CO Name: Chapter Opener Based on Master: None Number of Pages: 2
5. Select CO Master.: Select Margins and Column from Layout Menu.
Top: 7p Leave other margins as it is.
6. Now **Insert 4 pages** after 1st page with "TX Master".
7. **Apply "None" Master to Page** number 2
Select Page 2 in Page Palette. Now Hit Option Click on None Master Page.
8. Apply "CO" Master to page number 3
9. Go to the TX Master
10. Change top margin to 7p
11. Create a text box 40 p x 2p
12. Position of this text box should be X 3p6 x Y 3p
13. Type "Chapter Title" in Left then shift tab and set "automatic page number"
(Type: Insert Special Character: Marker: Current Page Number)
14. Set this Running Head in ITC Officina Sans 8/10 and Folio (Page Number should be bold)
15. Fix Same on Recto Page
16. Now go to the CO Master
17. Create a text box 40 p x 2p
18. Position of this text box should be X 3p6 x Y 63p
19. Insert Folio (Automatic Page Number) in centre of text box"
20. Go to Document Page 1,
22. Make it Section (**Layout** ⇒ **Number & Section Option**)
23. Start Page Numbering from 1. Select Page Numbering Style i, ii, iii....
24. Now Select Page iii
25. Make it section (**Layout** ⇒ **Numbering & Section Option**)
26. Remove Section Prefix (Keep it blank)
27. Start Page Number from 1. Select Page Numbering Style I, 2, 3....
28. Save with "Day 7_Exercise_your name.indd". (Please add your name in the filename always.)
29. Create the package and send it to your tutor.

Colors, Swatches, Tint and Gradient

Day

8

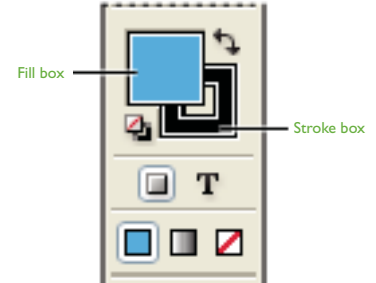
1 HOUR

Swatches vs Color

Window ⇒ Swatches

Both are Colors. Only difference is this that Swatches are saved Colors. When you save any color it becomes Swatches

Swatches make it easier to modify color schemes without having to locate and adjust each individual object. Wherever unnamed colors do not appear in the Swatches panel, and they do not automatically update throughout the document when the color is edited in the Color panel. You can, however, add an unnamed color to the Swatches panel later.



Tint

Percentage of any color is called Tint of that particular Swatches. (Tint are basically Solid Color Percentage)

Gradient

Mixing of 2 or more than 2 color is called Gradient

CMYK, RGB

CMYK: Cyan, Magenta, Yellow, Black

RGB: Red Green, Blue

Spot Color (i. e. Pantone)

Please see Day 2, Page 9

Mixing of Swatches/Colors

As its name shows "it is the mixing of two different swatches"

Remember for creating a mixing color, there must be a spot color. Otherwise mixing of color option will not be highlighted.

Technical Exercise 4: Colors, Swatches, Tint and Gradient

Q1. Write down the full form of following

CMYK : *Cyan Megenta, Yellow Black*

RGB: *Red Green Blue*

PMS: *Pantone Magic System*

1. Ask them to create color. Give them values to create the Swatches, Tint, Gradient

Q2. What is Spot Colors? What is the use of these color in printing

Q3. Gradient is a mixing of at least 4 colours. Is it true or false

Q4. Open the document "Day 7_Exercise_your name.indd".

Click on down Traingle in Swatches Palette and select "Select All Unused". And Delete these colors

Now Create the following colors in this InDesign file

Name of Color	Cyan	Megenta	Yellow	Black
Color 1:	100	20	30	0
Color 2	90	60	0	0
Color 3	25	60	60	10
Pantone 112 C				
20% Tint of Color 1				
25% Gray				

Gradient 1: Gradient of mixing of Color 1 and Color 3

Mixing Color: Mixing of Pantone 112C and Color 3 (50%)

Save with "Day 8_Exercise_your name.indd". (Please add your name in the filename always.)

Create the package and send it to your tutor.

Styles

Character and Paragraph Styles

Window ⇒ Type and Tables ⇒ Character Styles

Window ⇒ Type and Tables ⇒ Paragraph Styles

A character style is a collection of character formatting attributes that can be applied to text in a single step. When you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style.

A paragraph style includes both character and paragraph formatting attributes, and can be applied to a paragraph or range of paragraphs.

When you change the formatting of a style, all text to which the style has been applied will be updated with the new format. So it save so much time not only at the time of formatting but also in case of any modification later.

[Basic Paragraph] styles

By default, each new document contains a [Basic Paragraph] style that is applied to text you type. You can edit this style, but you can't rename or delete it. You can rename and delete styles that you create. You can also select a different default style to apply to text.

Nested Styles

You can apply any character style within the Paragraph Styles by using the Nested Style feature.

Nested styles are especially useful for run-in headings. For example, you can apply one character style to the first letter in a paragraph and another character style that takes effect through the first colon (:). For each nested style, you can define a character that ends the style, such as a tab character or the end of a word.

Editing Styles

You can simple double click on any style and edit it as per requirement.

OR

You can edit the paragraph and re-define the style

Orphan and Widow Control

You can control the Orphan and Widow Lines through “keep option” in paragraph styles option.

There are lots of option in style pallete. You have to learn them one by one yourself.

Technical Exercise 5: Styles

Open the document “Day 8_Exercise_your name.indd”.

1. Create the following styles with given specifications:

H2

Font: ITC Officina Sans Std Style: Bold Size: 14 pts Leading: 16 pts Kerning Method: Metrics Tracking: 0 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Align Left Indent: 0p0 First Line Indent: 0p0 Right Indent: 0p0 Space Before: 1p0 Space After: 0p6

Tx

Font: Photina MT Std Style: Regular Size: 10 pts Leading: 12 pts Kerning Method: Metrics Tracking: 10 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Justified Left Indent: 0p0 First Line Indent: 1p6 Right Indent: 0p0 Space Before: 0p0 Space After: 0p0

Txf

Font: Photina MT Std Style: Regular Size: 10 pts Leading: 12 pts Kerning Method: Metrics Tracking: 0 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Justified Left Indent: 0p0 First Line Indent: 0p0 Right Indent: 0p0 Space Before: 0p0 Space After: 0p0

Tx_w

Font: Photina MT Std Style: Regular Size: 10 pts Leading: 12 pts Kerning Method: Metrics Tracking: 10 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Justified Left Indent: 0p0 First Line Indent: 0p0 Right Indent: 0p0 Space Before: 1p6 Space After: 0p0

Nl

Font: Photina MT Std Style: Regular Size: 10 pts Leading: 12 pts Kerning Method: Metrics Tracking: 0 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Justified Left Indent: 1p6 First Line Indent: -1p6 Right Indent: 0p0 Space Before: 0p2 Space After: 0p0

Tt/Ft

Font: ITC Officina Sans Std Style: Bold Size: 12 pts Leading: auto (14.4 pts) Kerning Method: Metrics Tracking: 0 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Align Left Indent: 0p0 First Line Indent: 0p0 Right Indent: 0p0 Space Before: 1p2.173 Space After: 0p5.669

Tb

Font: ITC Officina Sans Std Style: Regular Size: 8.5 pts Leading: 11 pts Kerning Method: Metrics Tracking: 0 Case: Normal
 Position: Normal Underline: off Strikethrough: off Ligatures: on No Break: off
 Alignment: Left Align Left Indent: 0p0 First Line Indent: 0p0 Right Indent: 0p0 Space Before: 0p0 Space After: 0p0

Save with “Day 9_Exercise_your name.indd”. (please add your name in the filename always.)

If they have learnt about Working with PDFs then this is the time to give them again the same “test for fresher” but without template. So this time they will create the style sheet themselves

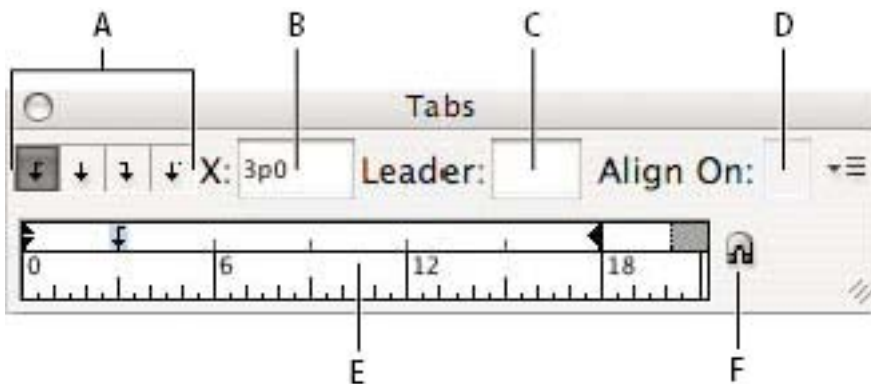
Otherwise

Give them value of to create the styles sheet.

Formatting Paragraphs

Tabs

Tabs position text at specific horizontal locations in a text frame. You can set left, centre, right, and decimal or special-character tabs.



A. Tab alignment buttons :- Left, Centre, Right, Decimal

B. Tab position

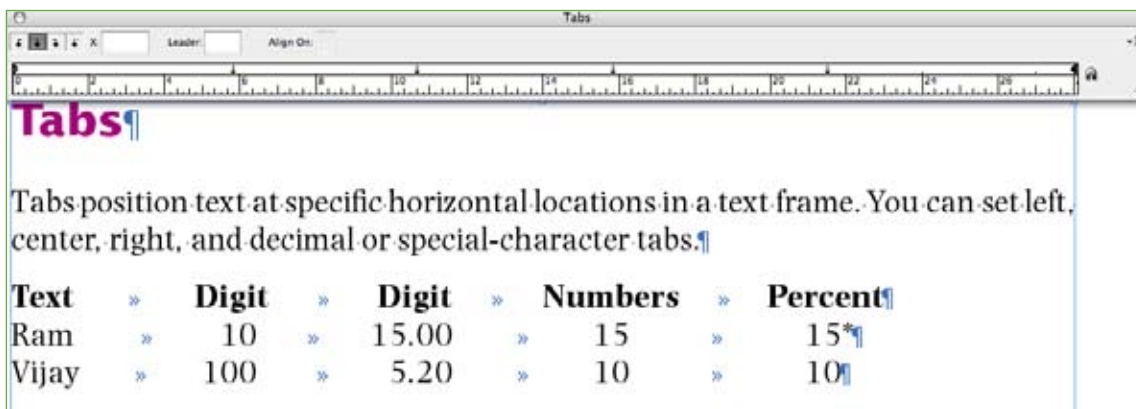
C. Tab leader box

D. Align On box: You can type any character for which you want to align that particular column

E. Tab ruler

F. Snap above frame: By clicking on this, you tabs bar will set on the top of text box with the same text frame width

See the following table as an example.



1. Give students a easy table which use Textual tabs and Numerical tab
2. Give them a typeset page which includes all these So that they can design that page in InDesign

Alignments and Indents

Alignments

Aligning the lines into the measure is alignment. Different types of alignments commonly used in typesetting are given below:

Justified Setting (Both Side Alignment): When lines are aligned from both sides.

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit ad modionsed dolessim zzrili-
 quis nulla faccum andipiscin ulla conulpu
 tatummy num acincil irit doles*

Left Alignment: When lines are aligned from left side only and leaving the right side ragged. This is also known as “ragged right”.

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit ad modionsed dolessim zzrili-
 quis nulla faccum andipiscin ulla conulpu*

Right Alignment: When lines are aligned from right side only and leaving the left side ragged.

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit ad modionsed dolessim zzrili-
 quis nulla faccum andipiscin ulla conulpu
 tatummy num acincil irit doles*

Centre Alignment: Aligning the lines to the centre of measure.

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit ad modionsed dolessim zzrili-
 quis nulla faccum andipiscin ulla conulpu
 tatummy num acincil irit doles*

Indents

Leaving the space from left/right side or both side of text into the measure is called “Indent”. There are three types of common indent:

Constant Indent: Leaving constant or regular/continued space from all lines of text is termed as “Constant Indent”. This is known as **Left Indent** too.

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit ad modionsed dolessim
 zzriliquis nulla faccum andipiscin ulla
 conulpu*

Hanging Indent: In this case the first line is set full measure and the turnover are indented. e.g.:

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit ad modionsed dolessim
 zzriliquis nulla faccum andipiscin ulla
 conulpu*

Paragraph/First Line Indent: When the first line is indented from the left hand margin and the following lines are set full measure, we call it “Paragraph Indent”. e.g.;

—————Measure—————
*Ros nullaorem zzriurem endipisim ipit
 accum verit
 ad modionsed dolessim zzriliquis nulla
 faccum andipiscin ulla conulpu*

In InDesign you can fix Alignment and Indent from Paragraph Pallete

Type ⇒ Paragraph

Story Editor

You can edit text in InDesign either on the layout page or in the story editor window.

Edit ⇒ **Edit in Story Editor**

When you edit a story, changes are reflected in the layout window.

There are some benefit to edit the text in story editor:

- (1) It shows the XML tags
- (2) It shows only text so if you have lots of graphic in document then it will be easy to modify the text in story editor.
- (3) It shows the style name in left column.

Each story appears in a different story editor window. (Complete set of link matter is called one story)

Multiple Column Text Frames

When Text in a Frame is divided into 2 or more than 2 columns with leaving a space in between is said to have multiple Column text Frame.

We can create columns within a text frame by using the Text Frame Options dialogue box.

Object ⇒ **Text Frame Options**.

Specify the number of columns, the width of each column, and the spacing between each column (gutter) for the text frame.

You can fix inset Spacing (spacing inside the text frame either on Top/Bottom/Left/Right)



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Technical Exercise 6: Formatting Paragraphs

Open “Day 9_Exercise_your name.indd”.

1. Create a new text box in text area on page 3 and place the word file named ““Day 10_Tab Setting and Styles.doc””.
2. Typeset this word file and match exactly mentioned below. (Color 1: Tint 10% for background Color with 3 pt Inset)
3. Save with “Day 10_Exercise_your name.indd”. Create the package and send it to your tutor.

This document suggested twelve characteristics of good primary healthcare shown in Table 2. Embellished characters should be clearly illustrated. If double embellishment or embellishment under characters or over cap-height characters are called for in text, extra leading is added, if necessary, to clear ascenders or descenders of adjoining lines.

Table 1.

General	The team	Community oriented
Accessible	Holistic	Co-ordinated
Integrated	Personal	Confidential
Continuous	Family oriented	Advocacy

Is also suggested a number of conditions for the development of general practice:

1. Structural conditions, which included such things as working environment, referral systems and payment systems;
2. Professional development, which included quality assurance, academic departments, research, and professional organisation;
3. Education – the three traditional blocks of basic medical education, specific training, and continuing medical education.
4. Organisational improvements – those of records, teams, and organisation.

Greek Characters

Greek Characters are very commonly used by authors for expressing the variables. Generally Cap Greek Letters are set in Roman and Lowercase Greek Letters are set in italic, unless otherwise specified by the publisher.

Lower Case Greek Character

α = alpha	γ = gamma	μ = mu	σ = sigma	υ = upsilon
β = beta	η = eta	ν = nu	τ = tau	ζ = xi
ψ = psi	ι = iota	\omicron = omicron	θ = theta	
δ = delta	ξ = xi	π = pi	ω = omega	
ϵ = epsilon	κ = kappa	ϑ = vartheta	φ = varphi	
ϕ = phi	λ = lambda	ρ = rho	χ = chi	

Upper Case Greek Character

Ψ = Psi	Φ = Phi	Ξ = Xi	Π = Pi	Σ = Sigma
Δ = Delta	Γ = Gamma	Λ = Lambda	Θ = Theta	Ω = Omega

Special Characters (Embellishing)

Any character can be embellished with dots, bars, accent or mathematical symbols. Embellished characters should be clearly illustrated. If double embellishment or embellishment under characters or over cap-height characters are called for in text, extra leading is added, if necessary, to clear ascenders or descenders of adjoining lines. e.g.:

\ddot{u} = umlet	option u then u	\tilde{n} = tild	option n then n	ç =	option c
\acute{e} = acute	option e then e	\hat{i} =	option i then i	å =	option a
\grave{e} = grave	option ` then e	\diamond = circumfles	command + shif v	\dots = ellips	option

Save with “Day 10_Exercise_your name.indd”. (Please add your name in the filename always.)

Thanks



Written and Composed by

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