

Welcome to  
**ADOBE INDESIGN**



instructor

**Kathe Kennedy**



# LESSON

# 3

3.1 Styles

3.2 Tables

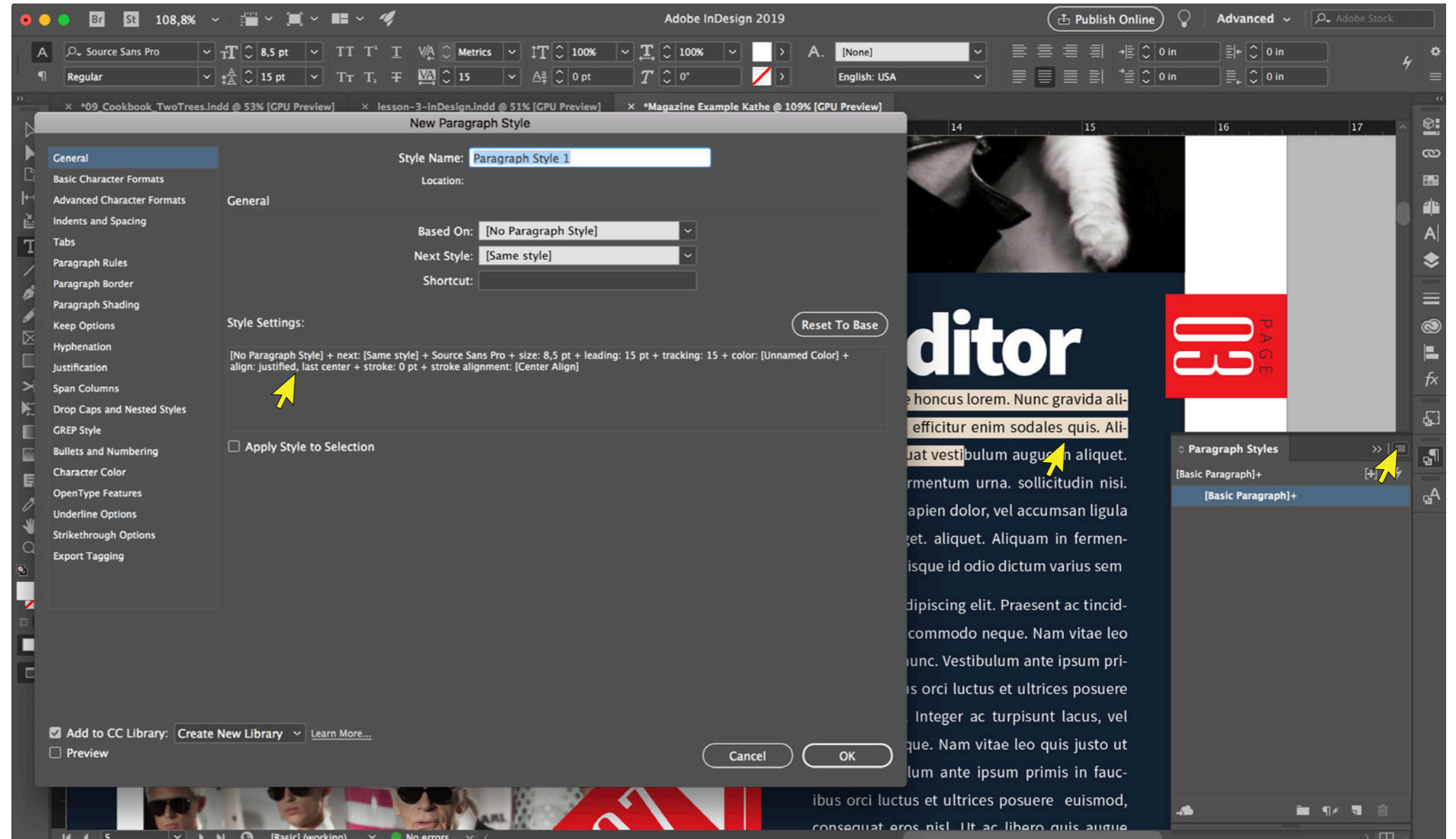
3.3 Interactive Documents

3.4 Package, Print, & Exporting

# Creating & Applying Paragraph Styles

InDesign lets you create styles for character formatting, paragraph formatting, object formatting, even table formatting. Styles are important, because they let you apply or change a specific formatting with a single click. To open the Paragraph Style go to **Window>Styles>Paragraph Styles**.

The first thing you should know is that you should avoid basic paragraph style as much as we can. The easiest way to make a new style is to create an example of your paragraph style you want to use. If you have a paragraph already formatted with the right size, and font, and everything, just put your text cursor in it or select some of the text. Then, go to the paragraph styles panel menu, (the little menu in the upper-right corner), and choose new paragraph style. The important thing here is because the cursor was inside that paragraph, it grabbed all of the



formatting and it dropped it in the new style. Now, all you need to do is give it a name.

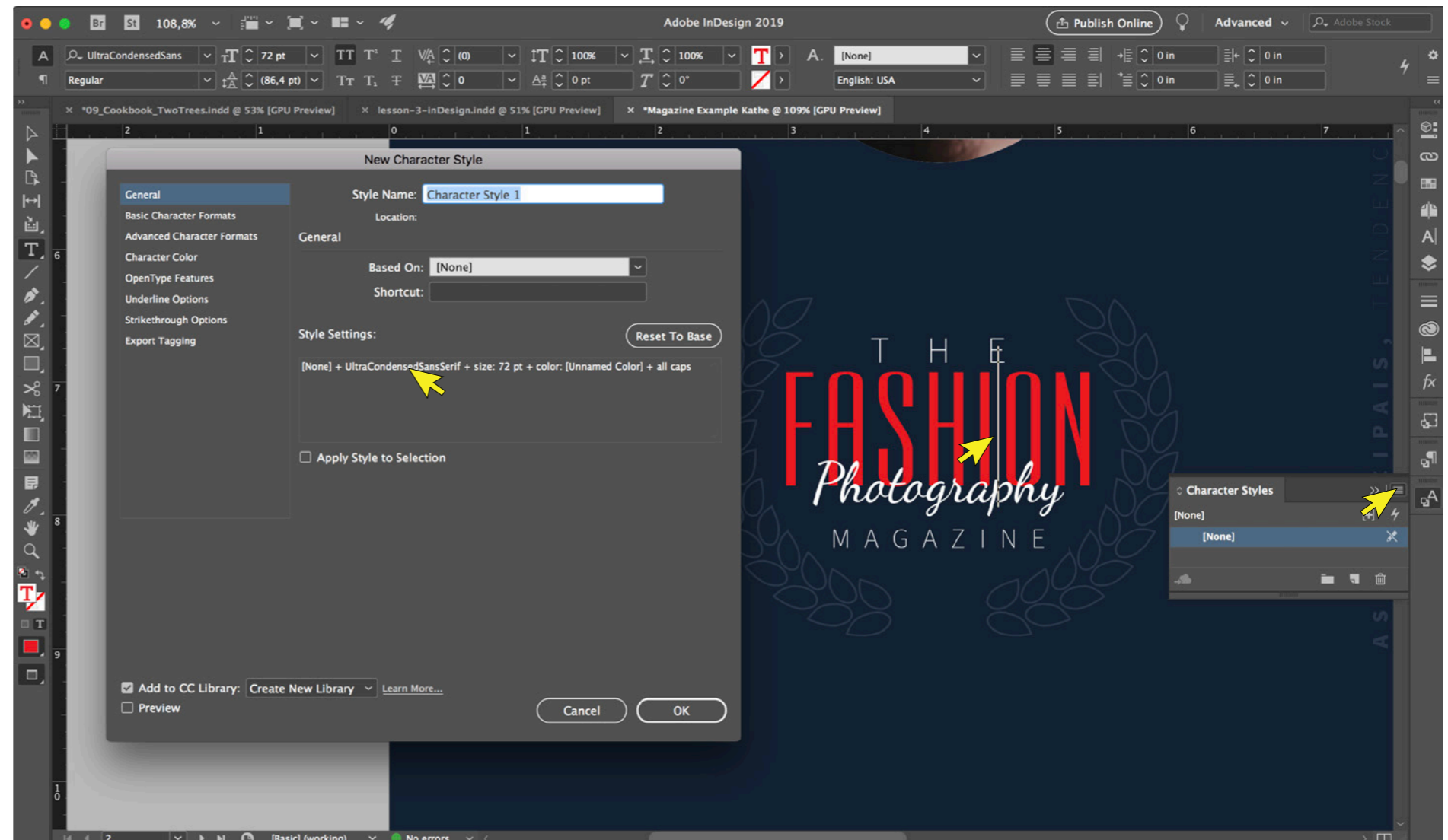
You could also create a new style by going through all the panes on the left and choose a font, size, scaling, and so on. Before I clicking OK, go back to the general panel and check two things: First, apply style to selection, and second make sure the add to CC library checkbox is turned off.

## LESSON 3.1 STYLES

# Using Character Styles

The **big difference between defining a paragraph style and a character style**, is that paragraph styles always define all the character and paragraph formatting, the font, the size, the indents, everything that describes a paragraph. But **character styles** are different. They can be set up to define just one attribute, like just the font, or just the size, or the size and the color but nothing else.

To open the Character Styles panel, go to **Window > Styles > Character Styles**. To create a brand new style, apply the same concept of the paragraph styles: make character styles based on an example and while your text is still selected, go back to your Character Styles panel, and then in the panel menu, choose New Character Style. Now, all the formatting that you did, are sucked up into the dialog box, the font, the color, and so on. All you need to do is give it a name. Now, every time you want to use that same character style, just select some text, and click on the new style.



**Character styles should only be applied to one letter**, or one word, or maybe a sentence or two, but never, never an entire paragraph. This is really important. Character styles are only for a piece of a paragraph. If you need to apply formatting to an entire paragraph, use a paragraph style.

Also you need to be careful to **never click on any character styles when no text is selected** on the page, because if you do, whatever style you click on becomes the new default style for the whole document, and then you'll end up accidentally applying it every time you create a new text frame. It's incredibly annoying, so make sure that the Character Styles panel is set to None unless you're actually applying a style.

## LESSON 3.1 STYLES

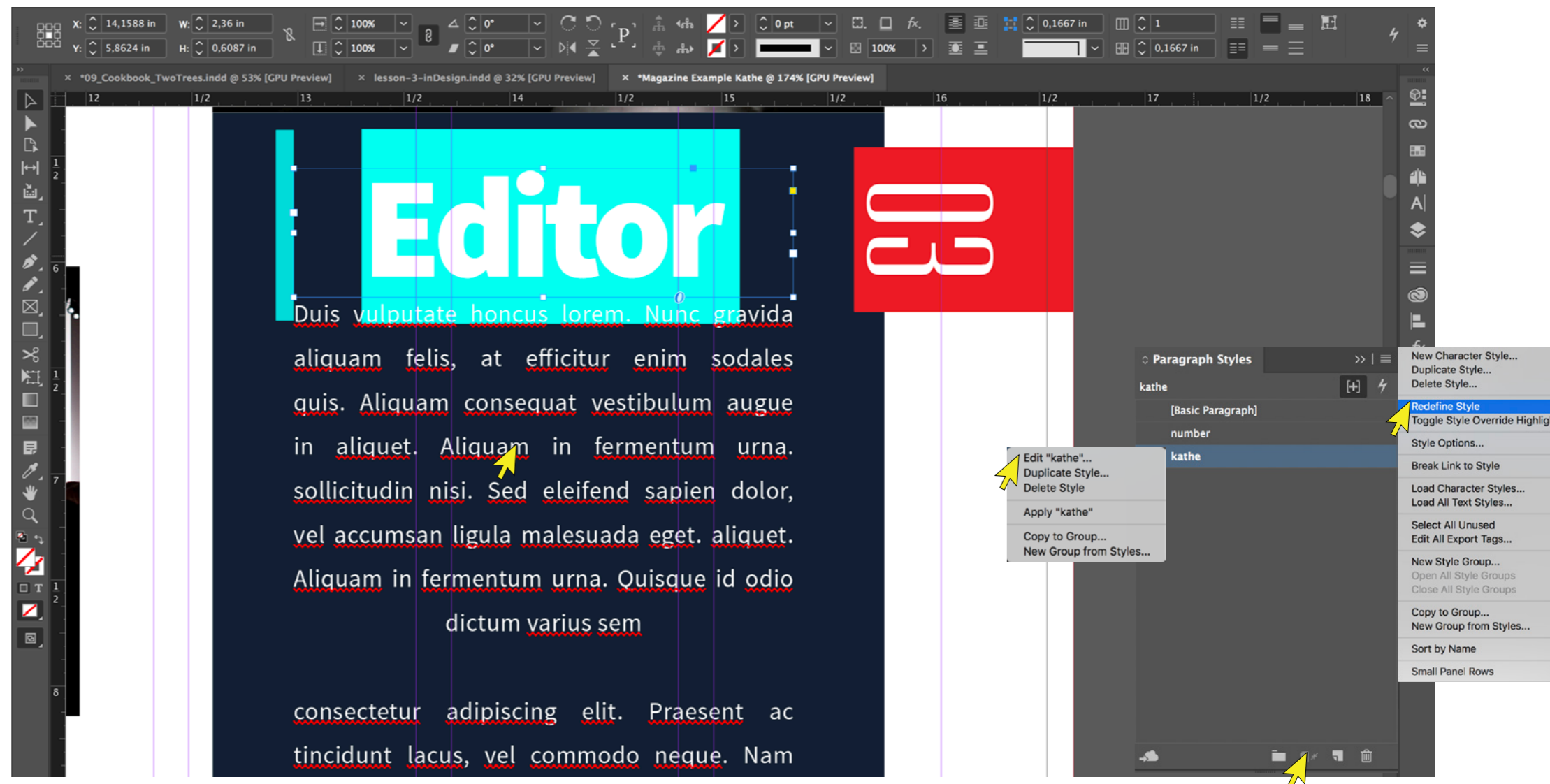


# Editing, Clearing, & Redefining Styles

**Style overrides** are shown as a **little plus** symbol in the paragraph or character styles panel. It means that there is a change of formatting on top of the paragraph style, something different. This is called a local override, and in fact, if you hover your cursor over that style, you'll see a little tool tip that shows you the override (for example the size and letting has been changed).

You can make local formatting or local overrides more obvious by **clicking a little plus sign button in the upper right corner of the paragraph styles panel**. That turns on the local override alert, which is this bright blue highlighting, and that just lets you know that there is formatting on top of or different than the paragraph style.

Now if you ever have a document where you see that plus sign or blue highlighting, you can do one of two things. You can redefine the style to match the new formatting, or you can get rid of it by clicking anywhere inside the paragraph and then clicking on the remove local overrides button down at



the bottom of the paragraph styles panel. As soon as you click remove overrides, anything that was done to that paragraph on top of the paragraph style definition is removed, and the plus sign and the highlighting disappears.

There are two ways to edit a style, either a paragraph style or a character style. The first way is to change it on the page, and go to the paragraph styles panel menu, and choose Redefine Style. This feature takes the formatting from wherever the cursor is selected, and redefines the style based on it.

Another way of editing styles is in the dialogue box. You can edit styles inside the paragraph or character styles panel by right-clicking on the style and choose edit. Make any change you want and click OK. One important thing is to know that you can double click a style inside the panel to edit it, but it is better not to, because it is too easy to accidentally apply it to some text or make your document default style.

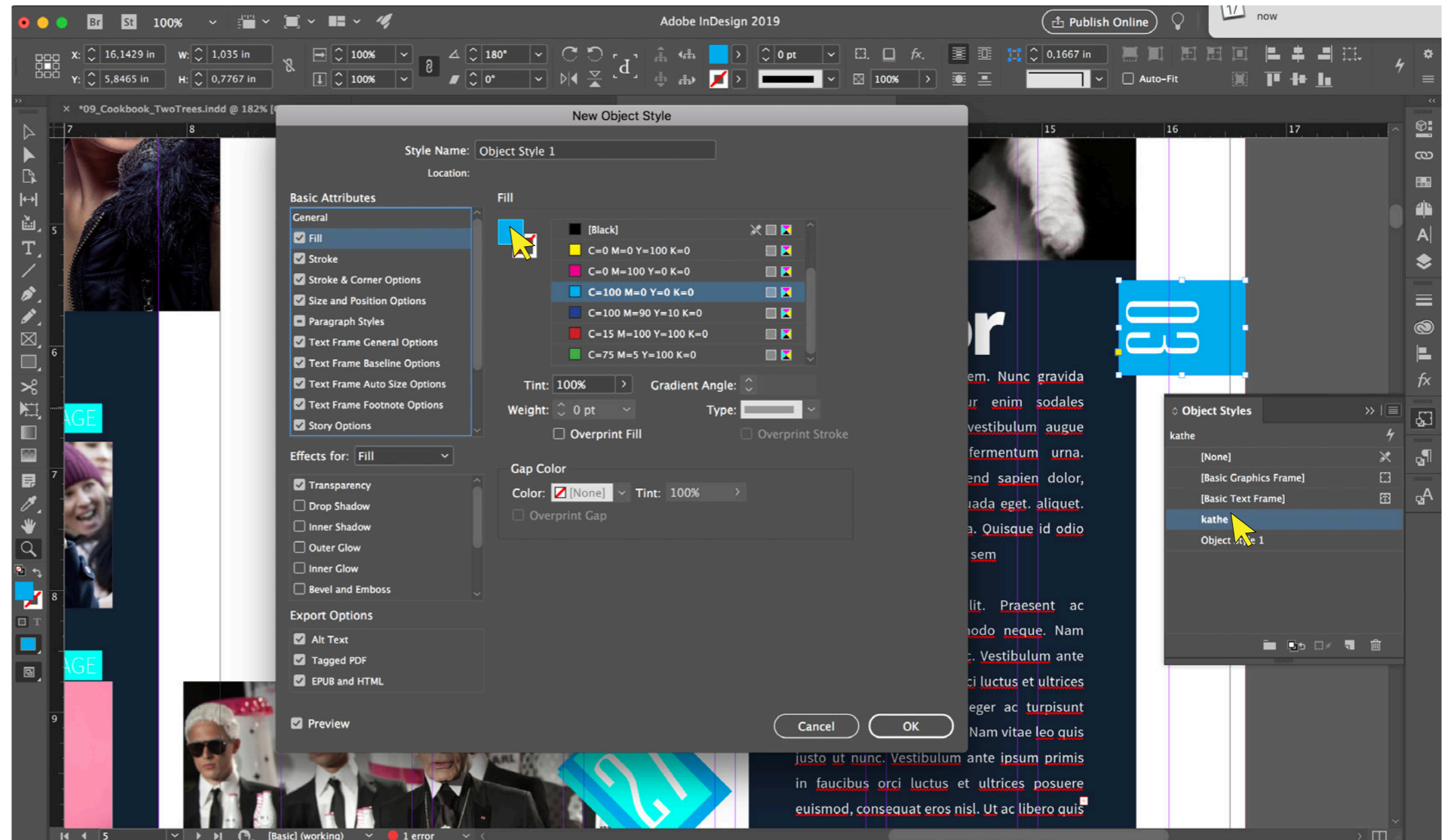
## LESSON 3.1 STYLES

# Using Object Styles

You can define an **object style** which with a single click will apply all sorts of object formatting, such as fill, stroke, transparency effects, and more.

First, apply some formatting to an object and once done open the object styles panel. If you don't see it in the dock, make sure you are in the advanced work space up in the application bar or simply go to **Windows>Styles>Object Styles**. Create a new object style by going to the panel menu and choosing new object style and you can even add some additional features in the dialog box.

Next time you want to apply



that object style, simply select a frame and then click on the object style.

Now of course, just like paragraph and character styles, it's really easy to edit these styles. Just make some changes to the object itself and go to the object styles panel, open the menu, and choosing redefine style. You can also make changes by right-clicking on the style and choose edit.

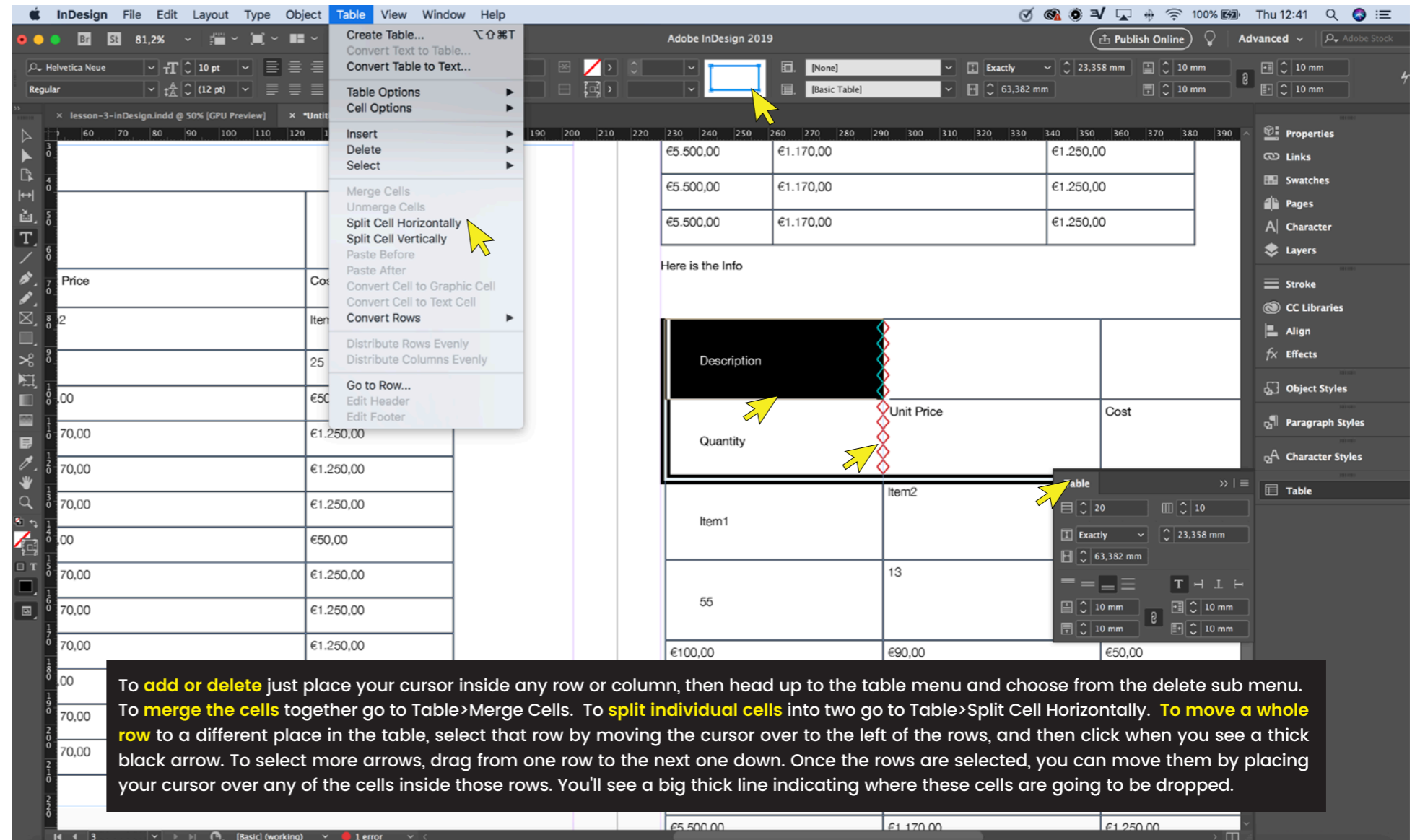




# Adjusting Rows & Columns

To **adjust** any rows or columns in your table, choose the selection tool, and drag over one of the column dividers. Tables are always inside text frames, so you have to use the type tool to do almost anything to a table. When your cursor is inside of a cell, you can drag the row and column lines and they all move together. If you want to move a column divider without moving the other dividers, **hold down the shift key and drag**. Notice that the shift key does something different if you use it on the outside edge. You should explore how you can drag the rows and columns to get used to the idea.

If I wanted the columns to be all the same width, select at least one cell from each column dragging over them. Then go to **Table>Distribute Columns Evenly**. Notice that when you choose one or more cells,



To **add or delete** just place your cursor inside any row or column, then head up to the table menu and choose from the delete sub menu. To **merge the cells** together go to Table>Merge Cells. To **split individual cells** into two go to Table>Split Cell Horizontally. To **move a whole row** to a different place in the table, select that row by moving the cursor over to the left of the rows, and then click when you see a thick black arrow. To select more arrows, drag from one row to the next one down. Once the rows are selected, you can move them by placing your cursor over any of the cells inside those rows. You'll see a big thick line indicating where these cells are going to be dropped.

the control panel changes to give you a bunch of table formatting features. You can do text formatting inside these cells, adjust the number of rows and columns, add or remove rows. If you want to get access to some table features, open the table panel by going to the **Window>Type and Tables>Table**. These features lets you set the width of the columns or the height of the row, specify an exact height for that row, precisely set the width of one or more columns, change the number of rows and columns in your table and you could tell it if you want the row above or below the current row.

# LESSON 3.2 TABLES

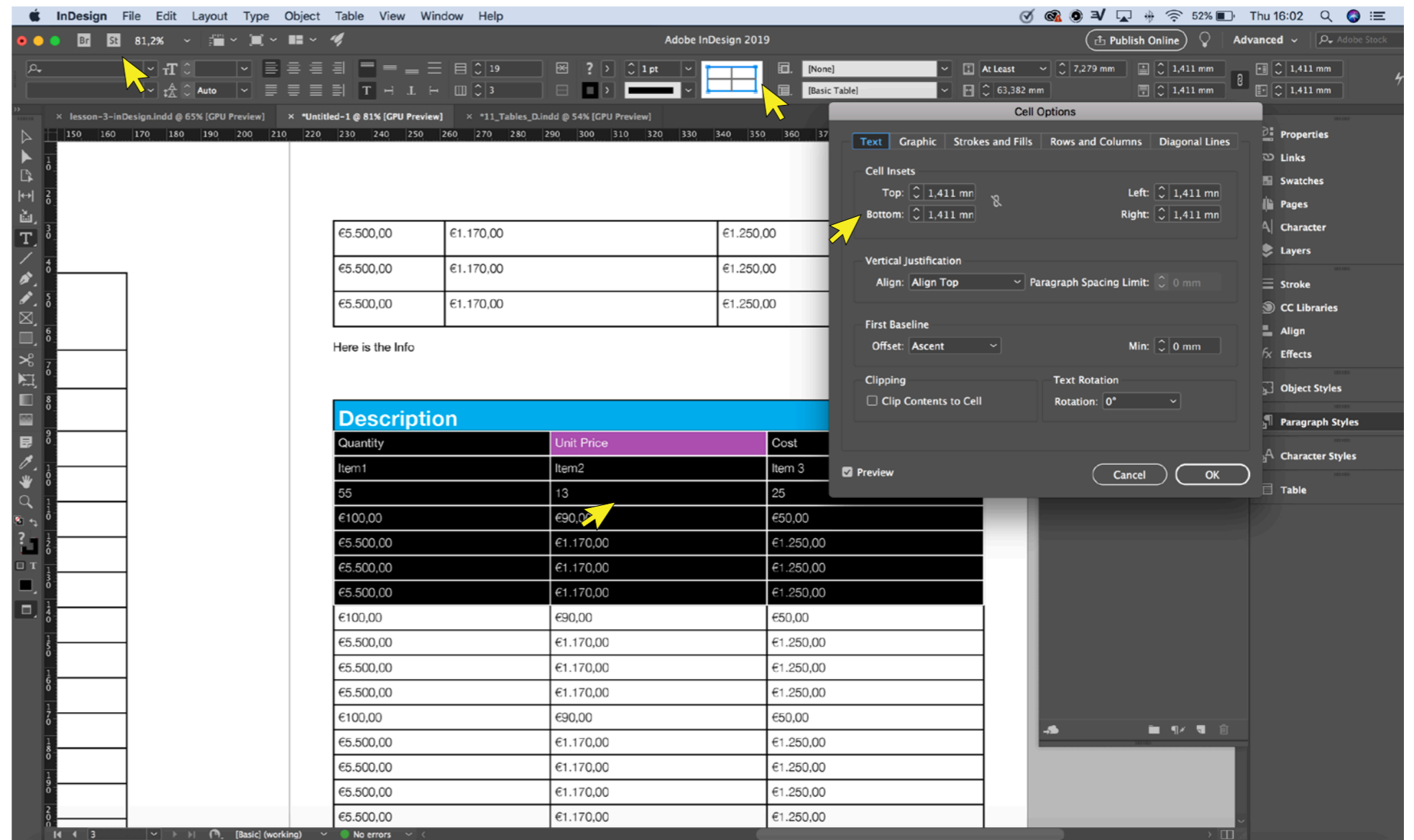




# Formatting Cells

To format the data inside the cells, you can use the top **Control Panner** changing the row color or font size, but also you can apply a **Paragraph Style**. To do that, open the Paragraph Styles panel and place your text cursor inside any paragraph to apply the desired style.

To change the strokes the a look at the **icon in the middle of the Control Panel**. When it comes to Formatting Tables it's really important that you understand what this icon represents. Each of the blue lines represents the strokes inside the current selection of cells. The bottom line and the top line represent the bottom most and top most lines in the selection. Not the whole Table, just the selection. Same thing with the left and right. The left and right lines inside this icon represent the leftmost and the rightmost columns inside the selection. The lines in the middle represent the



middle strokes. If you want to change the strokes of each of those columns you need to turn off all of the strokes on the outside and turn on the ones in the middle. **You can turn on or off a stroke simply by clicking on it in the icon.**

Another way to modify the cells is to select all the cells you want to modify and go to **Table>Cell Options**. This Cell Options dialog box gives you all kinds of control over each cell that you've selected. For example, you could change how far the text is going to sit from the edge of the cell or more. Take a look and explore!

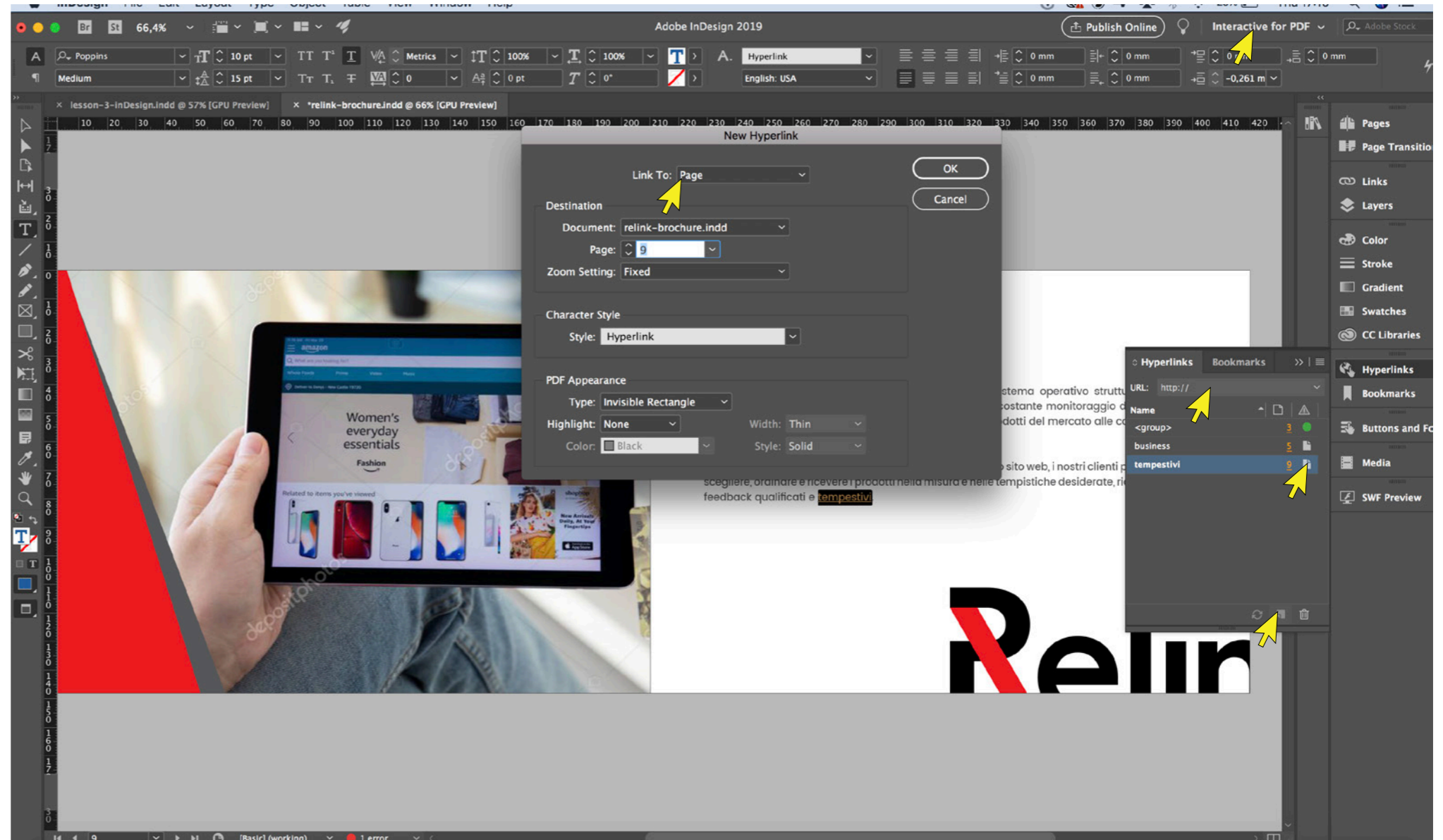
# LESSON 3.2 TABLES

# Adding Hyperlinks

InDesign is a tool for laying out pages and those could be either print pages or interactive on-screen pages. The three main interactive formats that InDesign supports are **PDF, EPUB and Publish Online**. Each one of these supports different types of interactivity. Like EPUB (electronic publication) and Publish Online, support animation, but not form fields and you can make a PDF with interactive form fields but it doesn't currently support animation.

There's one thing that all these formats support very well and that's **Hyperlinks**. When you are making a hyperlink, you can either select text with a type tool or an object with a selection tool. Open the hyperlinks panel from the Window menu by choosing Interactive, or go to the application bar, and change the workspace from advanced to **interactive for PDF workspace**. This workspace gives me most of the tools you need to make interactive files.

In the **Hyperlink Panel** you can add a hyperlink by typing a web address in



the URL field, and also, you have all kinds of options like changing the URL, to a page specific page inside the document. To do that, you select the word and in the Hyperlink panel click on the **page icon** at the bottom right. You can also change the underline text by setting the style pop up menu from hyperlink to none. Every time you create a hyperlink an icon appears at right column of the panel, and this icon tells me that this is a page link and if I click on it, it'll actually take you to that page.

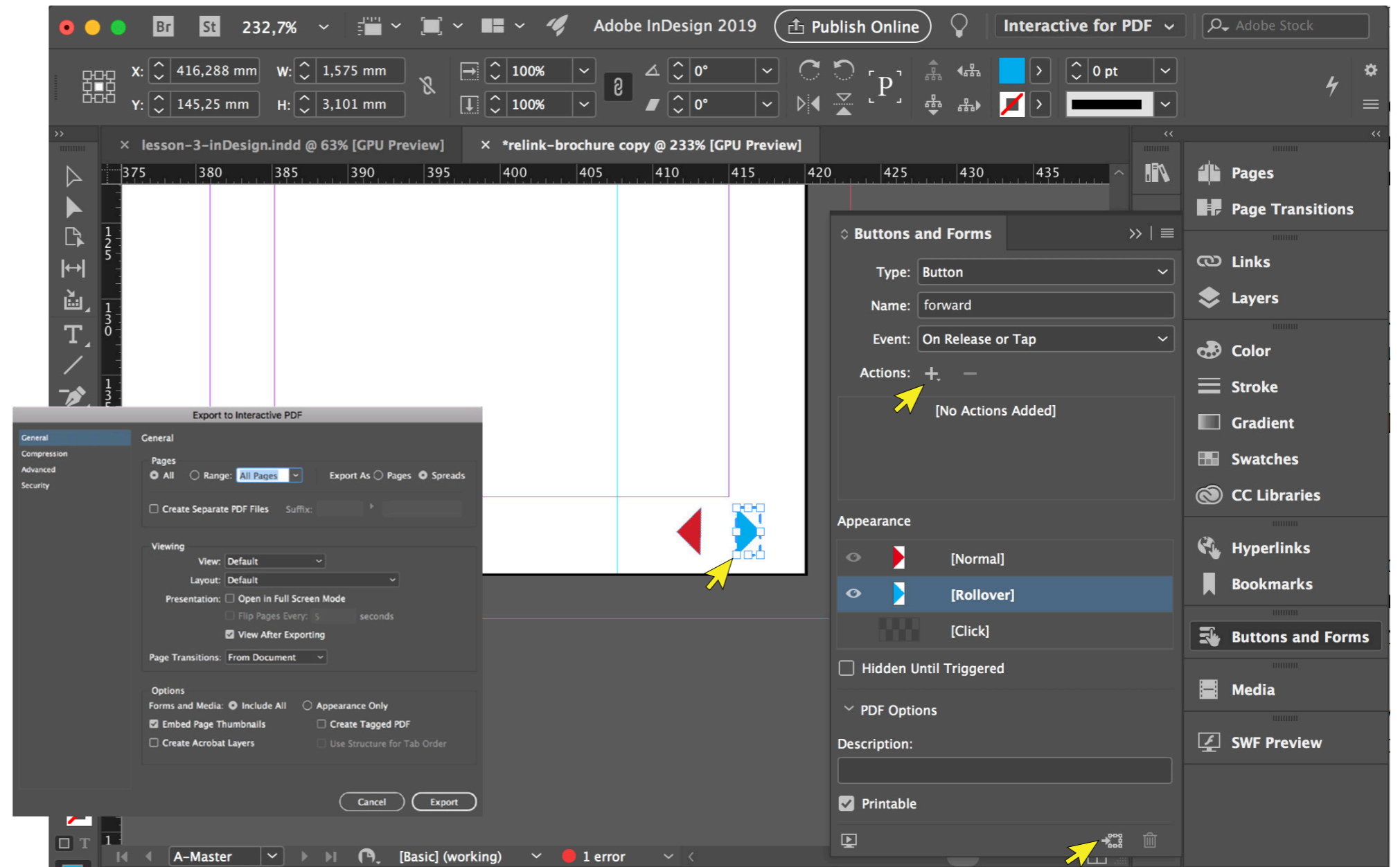
## LESSON 3.2

### INTERACTIVE DOCUMENTS



# Creating an Interactive PDF

If you create an interactive document designed to be viewed on screen, you can create buttons to add some interactivity. To make a go to next page button, open your **Buttons and Forms Panel**. You can turn any shape into a button by clicking on the little button at the bottom of the buttons and forms panel. As soon as you do that you'll see the dash line change around the shape and the panel springs to life. To start adding actions to this button. First, give it a name and change the event filed to go to next page. Now you are ready to set the button up so it does some action on a particular event, like on click, go to the next page. You can see a list of all the actions on the pop up menu (the one with a plus symbol). You can also add a rollover effect by clicking on the rollover state, down in the middle of the panel. At the beginning both normal and rollover look exactly the same, so you need to change the rollover effect like the color or stroke.



Once you are done, you can see your PDF in action by exporting it. Go to **File>Export** and in the format pop up menu, there are two options for making a PDF. **Interactive or print** and choose interactive. You will have a number of options like making sure the PDF fits the entire page in the window, or the resolution to 150 PPI. When you click export, InDesign will write this PDF to the disk, and then it'll automatically open it in acrobat. Note that **you do** have to have Flash Player installed on your system in order to play some kinds of interactive media, such as movie and audio files. And some interactive features, such as these buttons may not work on tablets and mobile devices, such as the iPad.

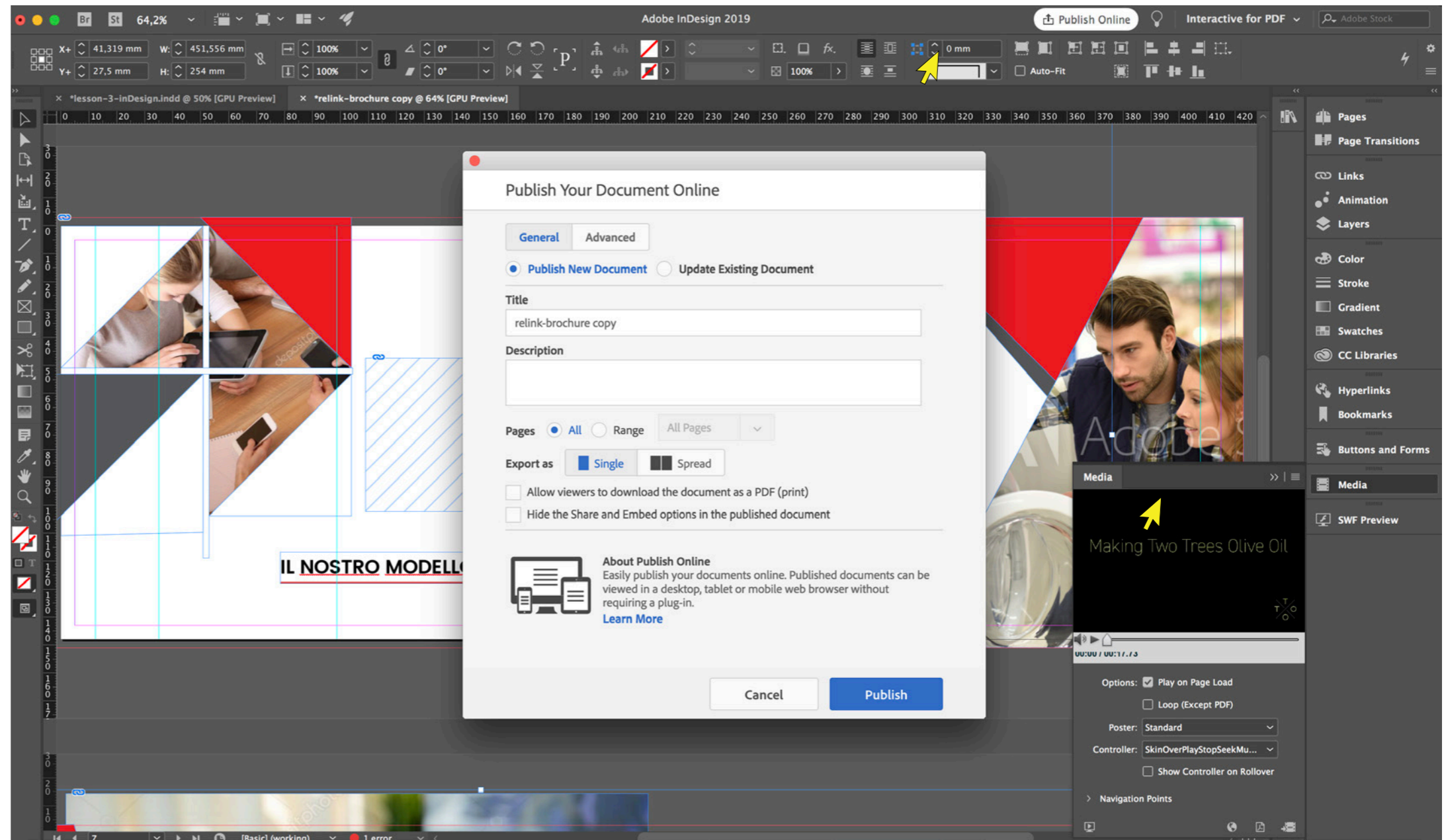
## LESSON 3.3

### INTERACTIVE DOCUMENTS

# Exporting to the Web with Publish Online

With **Adobe's publish online technology** you can export any InDesign file to publish online and it appears on the web, along with any interactivity you put in it, including hyperlinks, buttons, animations, videos, slideshows, even embedded HTML widgets like Google Maps, and more.

To animate the images of a document, you need the animation panel, choosing one of the built in animations. You can't play the animation on your InDesign page, but InDesign has a feature that can show you what it'll look like when you export it **Window>Interactive>SWF preview**. When you open the panel, InDesign exports the current page to a local temporary HTML file, and then opens it in the panel. To add a video just import it like any other graphic. Select the frame, go to the file menu, and choose place. Import a file like .mp4 which is a movie format that InDesign can read.



To export the document and see how it looks. Click the publish online button up in the application bar, or go to the file menu and choose publish online.

There are a few things you need to know about publish online. First, this is an **Adobe Creative Cloud service**, and the files are hosted on Adobe servers. That means, you can't just export HTML and put it on your own server. You can copy the URL from the field and share it with social media. If you need the HTML files so you can put on your own site, you need a third party tool called in5 from [ajarproductions.com](http://ajarproductions.com).

## LESSON 3.3

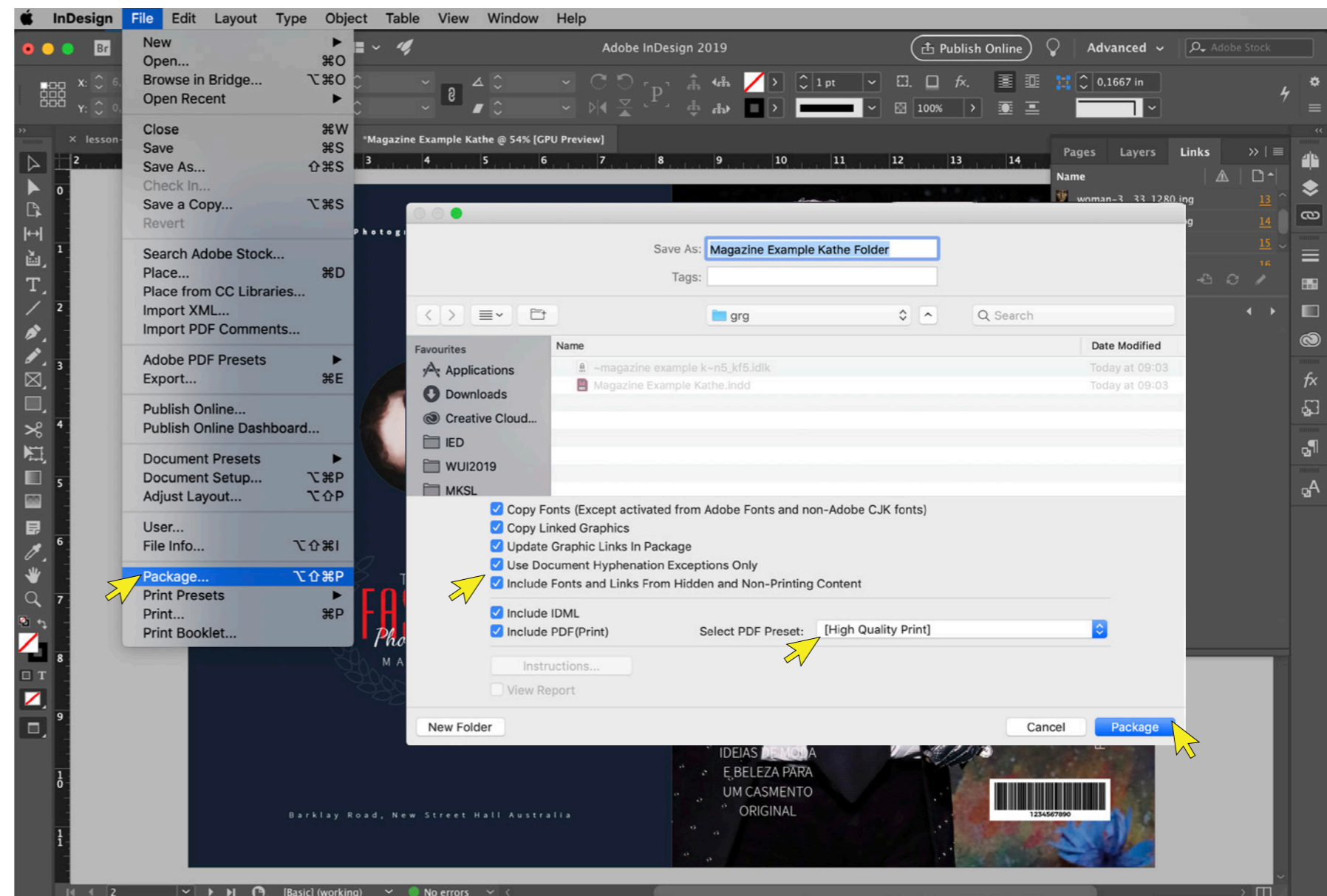
### INTERACTIVE DOCUMENTS



# Packaging for Output & Archive

To archive your document to send it the printer, you need the **Package Feature**. If you noticed at the bottom of your document window a red dot, it means there might be something wrong with your document. To see what it's alerting about, click on the little pop-up menu next to it and choose **Preflight Panel**. Inside that panel, you can see that there's a text error, and if you click on the little twirly triangle, you can see that it's overset text. Now click on this triangle and InDesign takes you right to the page and selects the object to fix the error.

Once the green light appears in the panel and also down at the bottom of the document page, you can package your document **File>Package**. First, InDesign shows you a summary of your document. While this is helpful to give you a sense of the file, sometimes it alerts you about stuff that you don't need to worry about.



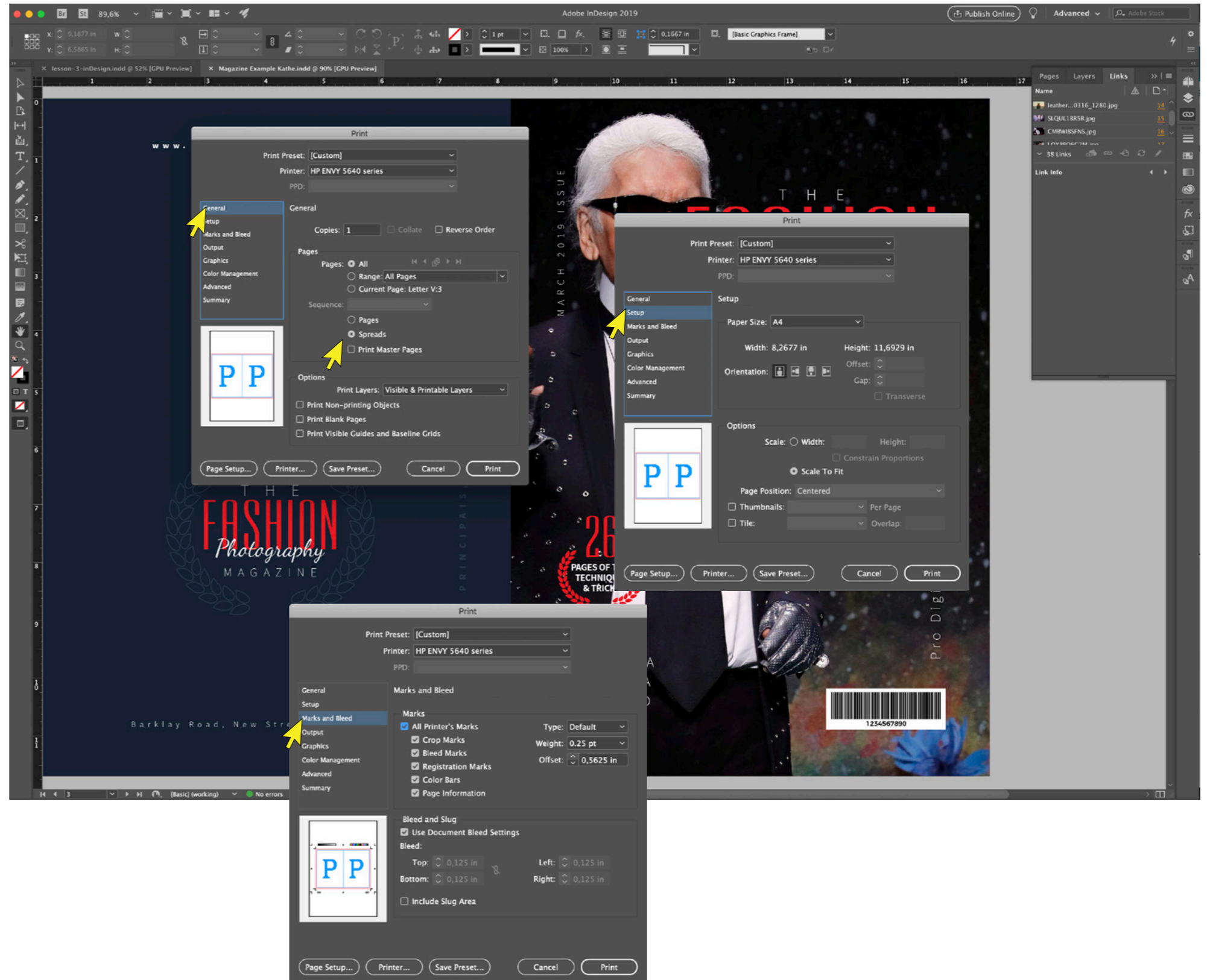
Once you click Package, InDesign points out that you have to save this file first. Click Save, and at the bottom inDesign is asking what you want to save. This is important!!! Generally, you want a copy of your fonts and linked graphics, but turning on **Copy Fonts** checkbox will collect all of your fonts except for the ones from your Creative Cloud subscription. The idea is that anyone you're sending an InDesign CC file to is also going to have the Creative Cloud. Also, there are two checkboxes that you want think about. First, Include IDML (for viewing earlier version on inDesign) and Include PDF (It exports a PDF and puts it into the same folder as the InDesign file). Finally, click on the **Package button**.

## LESSON 3.4 PACKAGE, PRINT, & EXPORTING



# Using the Print Dialog Box

To print an InDesign document go to the **File>Print**. Up comes the Print dialogue box and there are a lot of features in here. The first thing you need to do is **choose the proper printer** from the printer pop up menu. This tells InDesign where we're going to be printing. Next you can choose the number of copies and what **page range** you want to be printing. If the document is a tri-fold brochure where each panel of the brochure was set up as an individual page, you can choose whether you want to print these as **individual pages** or **spreads**. Next click is on the Setup panel where you can choose the **paper size**, meaning the paper that's actually in the printer. You can also tell InDesign to scale the document to fit on that paper, to do a printing a proof. You can also change the **orientation**. Next you can go over to the **Marks and Bleed** panel. The check boxes add marks and color bars around the outside of the page, and this is important if the document have objects that bleed off the side of the page. This is just the basics for printing an InDesign document.



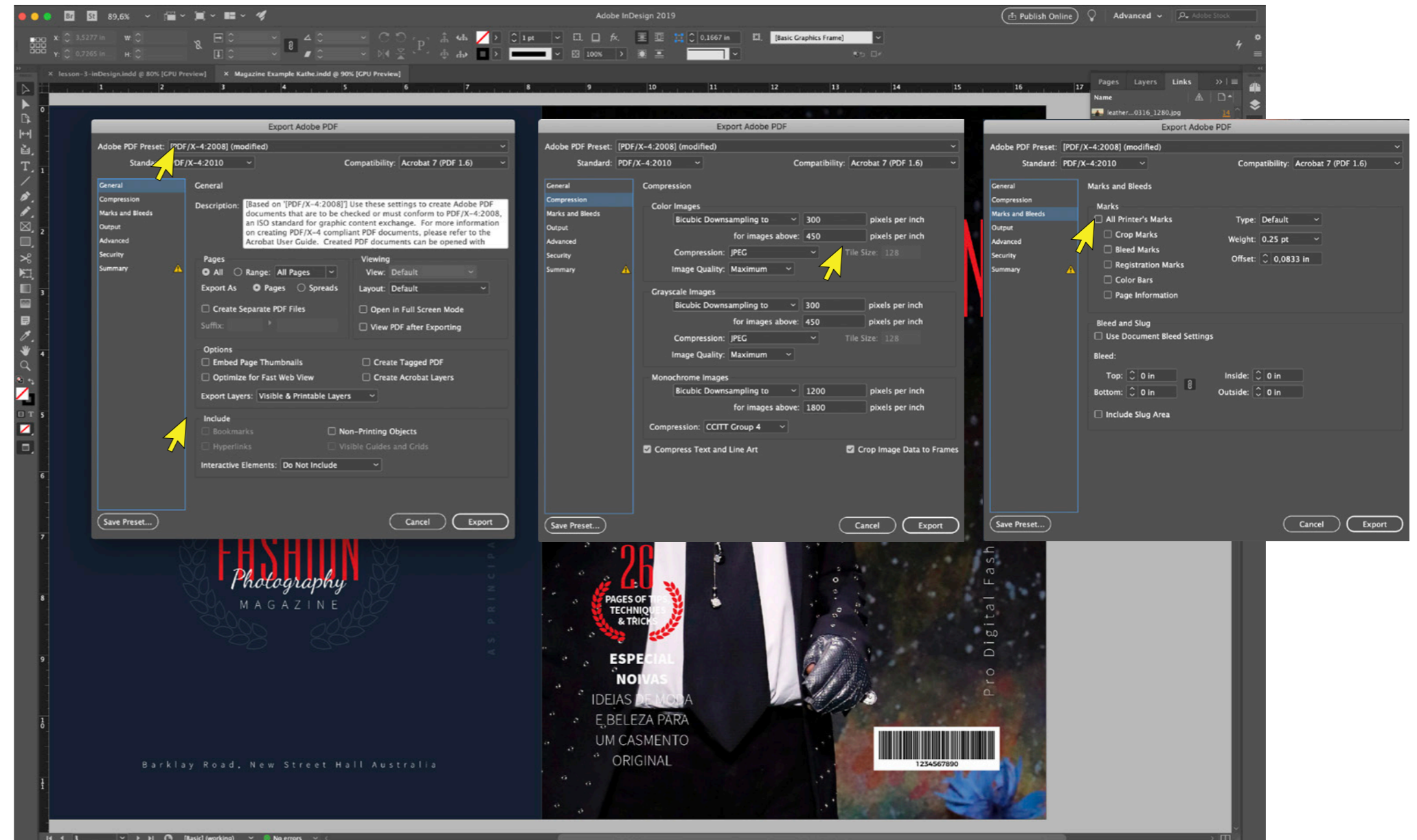
# LESSON 3.4

## PACKAGE, PRINT, & EXPORTING

# Exporting a PDF

If you want to send a **proof of your** file to a client or send a **finished document** to a printer, you should send them a **PDF**. To make a PDF, just go to **File>Export**. Then, from the format pop-up menu, you'll have to choose between two different PDF formats: PDF interactive or PDF print. The **interactive** option should only be used if your document has movies, or buttons, etc. But for the vast majority of PDFs you should choose Adobe PDF Print, even if you're using hyperlinks and bookmarks, this is a better choice. Now, when you click save, you get a lot of options to choose from. If you're sending this **PDF to a commercial printing press**, use one of this PDFx options. You need to ask your printer do they want PDF/x-1a or something else? If you're lucky, your printer will come back and say you can give us PDF/x-4, because it is a much better quality PDF. But, if you don't know who's gonna be printing, the safest option is PDF/x-1a or High Quality Print. If you're making a PDF to send it for a proof or posting it on your website, then, choose **High Quality Print**, but you should make some changes to customize it, for example, change the compatibility to Acrobat 6 or later.

Next, you could choose your page range like Spreads if you want the pages in the trifold to act like a single page. If you're



going to post your **PDF on a website**, I recommend you to turn on the **Create Tagged PDF** check box because this allows much better web SEO. Also, if you've used **hyperlinks** or bookmarks, then turn on the Bookmarks and Hyperlinks check boxes. Note that these are the only interactive features that are saved out in a printed PDF.

The **Compression** tab lets you choose the resolution from 300 down to 150 or whatever you need. Also, you can change the image quality to medium or maximum quality. The **Marks and Bleed** panel, lets you set the crop marks. If you're printing a document that has bleed, then you want to turn on the Use Document Bleed Settings. Again, that's if you're going to a commercial printing press. I suggest you to ask your printer whether or not they need the marks. If you're just printing this on screen, then you definitely don't wanna have that check box on.

In the General Panel, you wanna turn on **View PDF after Exporting** because you wanna see my PDF after it's done.

# LESSON 3.4

## PACKAGE, PRINT, & EXPORTING