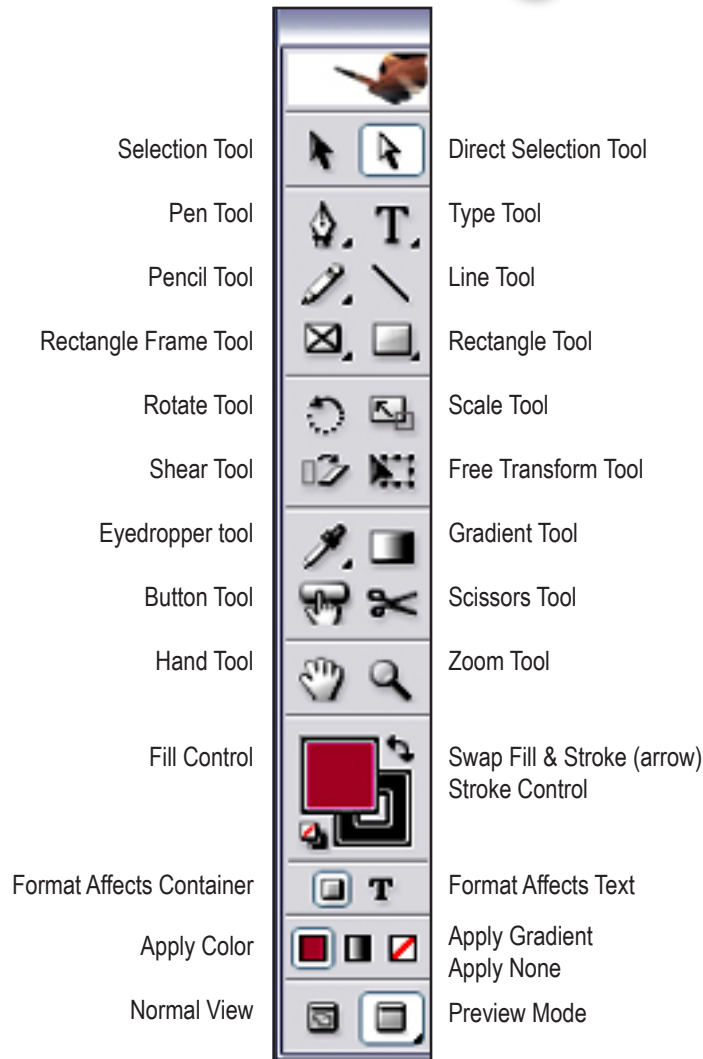


# The Adobe® InDesign® Toolbar



**Selection Tool** - Selects and moves items on a document, resizes frames by selecting anchor points

**Pen Tool\*\*** - Creates custom free form picture areas or shapes

**Pencil Tool\*\*** - Draws free form lines or shapes

**Frame Tools\*\*** - Draws picture areas

**Rotate Tool** - Rotates selected element

**Shear Tool** - Slants selected element to the left or right

**Eyedropper Tool** - Samples color from a photo or graphic, duplicates an attribute from one element/text to another

**Button Tool** - Not used for yearbook production

**Hand Tool** - Moves the document about the screen.

**Fill Control** - Adds selected color to element or text

**Format Affects Container** - Formats selected frame

**Apply Color** - Quick Application tool - applies current chosen color to the fill or stroke

**Normal View** - Shows paste boards and page attributes

**Direct Selection Tool** - Selects only the content of a frame, selects individual items within a group without having to ungroup, also reshapes frames

**Type Tool\*\*** - Adds or edits text

**Line Tool** - Adds linear elements to the page; use stroke palette to determine thickness

**Rectangle Tool\*\*** - Creates shapes for graphic or text areas

**Scale Tool** - Enlarges or reduces page elements \*Should not be used to resize photos or art

**Free Transform Tool** - Scales or rotates an element

**Gradient Tool** - Creates gradients within the document

**Scissors Tool** - Splits a path, graphic frame or empty text frame

**Zoom Tool** - Enlarges a specific area of the document

**Fill & Stroke switch arrow** - Changes out fill and stroke buttons making the foreground active

**Stroke Control** - Adds color to a line (stroke)


**Formatting Affects Text** - Formats all text in selected frame

**Apply Gradient** - Applies gradient to selected element

**Apply None** - Removes gradient

**Preview Mode** - Shows page as it will actually look

\*\*See fly-out menus on next page

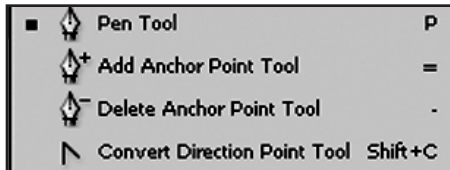
 Quickly access the hand tool by holding down the spacebar. Will not work if using the text tool.

# Tool Bar Fly-Out Menus

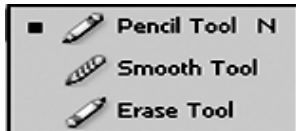
Icons on the Tool Bar with a small arrow at the bottom right corner offer more options. Click and hold on the icon for the fly-out menu to pop up.



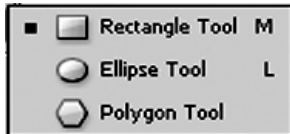
**Type on a Path** - Adds text to a line or shape



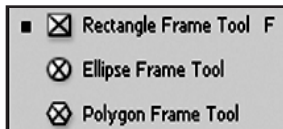
**Pen Tool** - Creates a path for type or a clipping path.  
**Add/Delete Anchor Point Tools** - Adds or deletes additional vector points for greater flexibility in shape.  
**Convert Direction Point Tool** - Manipulates the shape of the graphic once anchor points are in place.



**Pencil Tool** - Draws a free form path or graphic.  
**Smooth Tool** - Smooths the edges of the drawing.  
**Erase Tool** - Erases unneeded areas.



**Rectangle Tool, Ellipse Tool and Polygon Tool** - Defines the shapes as shown at left for graphic or text design.



**Rectangle Frame Tool, Ellipse Frame Tool and Polygon Frame Tool**  
Defines frames for photos. Double click on the Polygon Tool to have the option to change the number of sides and/or indent.



**Eyedropper Tool** - Duplicates an attribute or color from one photo/graphic to another.  
**Measure Tool** - Measures the distance between two points or angles.



If you click on the **Text Tool** and then click inside any frame, it will convert to a text frame.

## Notes:

# Docking Palettes

## Customizing Your Workspace

In addition to the Drop Down Menus at the top of the display, palettes that dock at the side of the screen are available. Sorted in stacked groups, these palettes provide quick access to commonly used tools and features. Palettes are arranged by default, but are easily reorganized to create custom groups.


### To move or remove a palette from Dock:

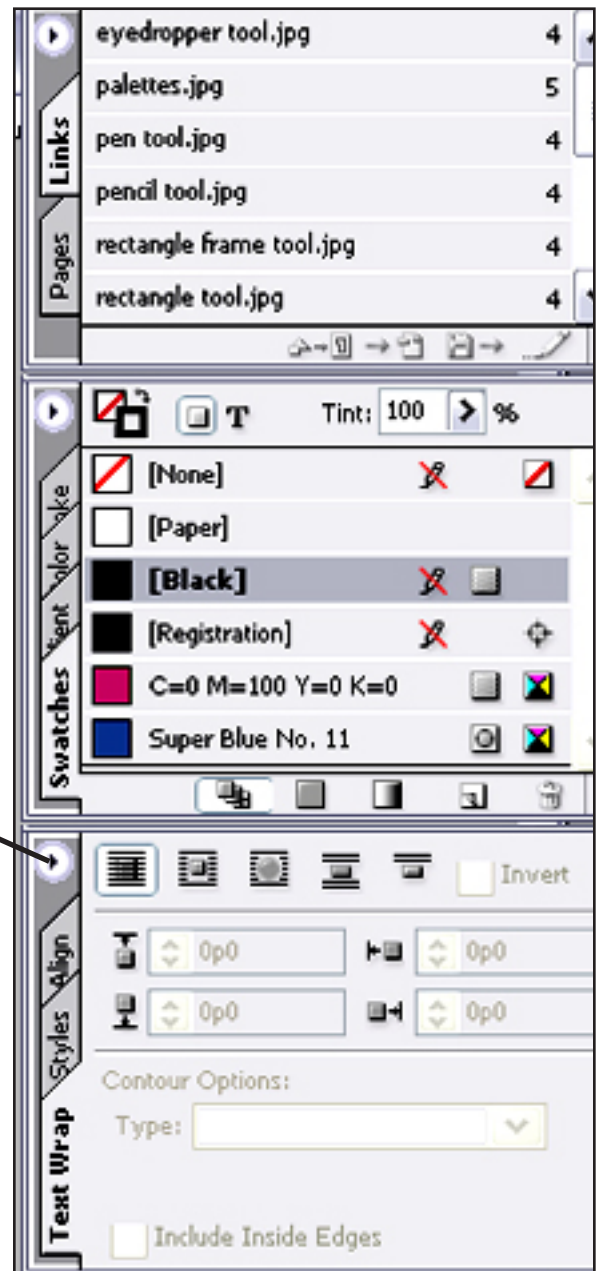
Select a specific palette by clicking on the individual tab. Drag the tab outside the group to either move to another group or simply close the palette to remove from docking area.

### To add a palette to Dock:

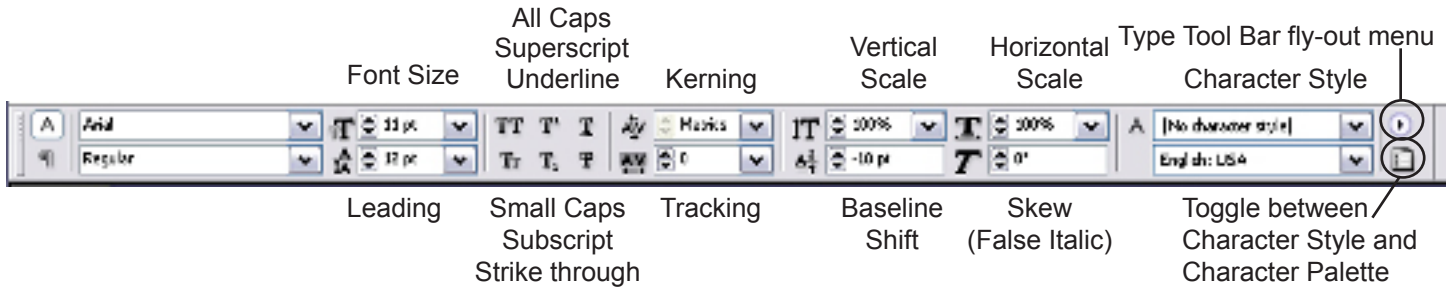
Select the desired palette under Windows Drop Down Menu. When the palette appears, click on the tab, drag and drop into the desired dock.

\*Press **Tab** to hide all open palettes and the toolbox. Press **Tab** again to redisplay. You can hide or display just the palettes (not the toolbox) by pressing **Shift + Tab**.

Most palettes have a **Fly Out Menu** that offers additional options. Access this by clicking on the arrow  at the top left of the palette. (When undocked, the arrow moves to the top right corner).



# Type Tool Bar



You can quickly see samples of fonts to make your selection easier. Highlight a word, place your cursor in the font bar and arrow up or down. When used in the font size bar, the font size changes by points as you arrow up or down. The same can be done with all of the individual bars in the Type Tool Bar.

**S**pace  
SPACE

**Kerning** reduces or increases the space between any two letters. It is especially useful in reducing the space between the first letter of a drop cap and the remainder of the word. Place the cursor between the letters to be spaced and select the correct spacing.

Space available  
Limited space available

**Tracking** reduces or increases the space between a series of letters, words or sentences. Used in copy fitting, eliminating unwanted hyphens or widows. Highlight the word/phrase and select the correct spacing.

Tall  
Short

**Vertical Scale** increases or decreases the height of letters or words. Highlight the letters/words to be scaled and select the degree desired.

HIGHLIGHT

**Baseline Shift** moves letters/words up or down by point increments. Highlight the letter/word to shift and select the desired spacing.

**WIDE** LOAD

**Horizontal Scale** increases or decreases the width of letters/words. Highlight the letters/words and select the desired width percentage.

A Different  
**SLANT**

**Skew (false italic)** applies a slant, or italic where none is available in the font selected. Highlight the word and indicate the degree of slant.

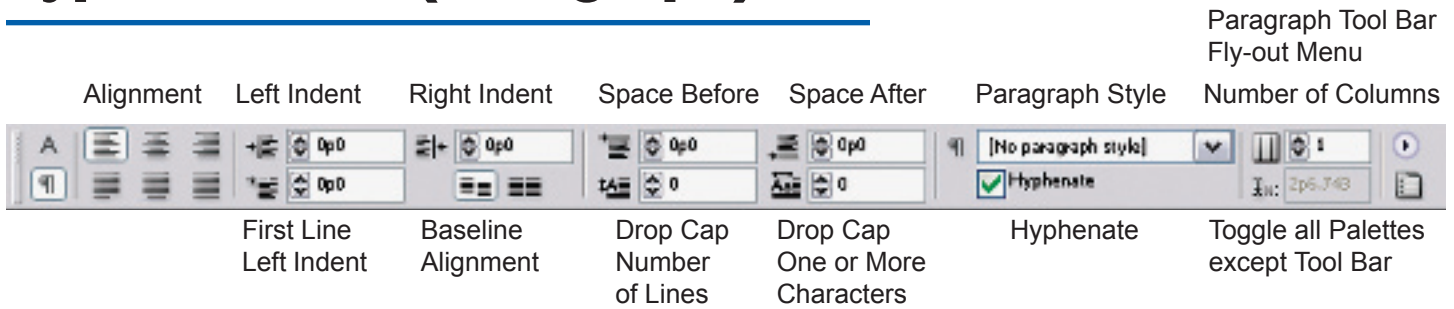
**Type Tool Bar Fly-out Menu** displays a number of type and character options. It also displays palette docking options.

**Character Style** displays any character style currently in use.



Click on the frame, type Alt/Ctrl/C (Option/Command/C for th to size the frame to the content.

# Type Tool Bar (Paragraph)



**Alignment** allows selection of align left, align center, align right, justify with last line aligned left, justify with last line aligned center or justify all lines.

There are places I'll remember all my life though some have changed. Some forever not for better some have gone and some remain. All these places have their moments with lovers and friends I still can recall, in my life I have loved them all.  
*The Beatles*

**Left Indent** and **Right Indent** indent entire paragraphs.

**Space Before** and **Space After** place a specific amount of space between one paragraph and the next, or, select a headline and first paragraph of body copy and use to designate a specific space between the two.

**First Line Left Indent** sets an indent space at the beginning of each new paragraph.

At left is an example of using Left Indent and Right Indent to indent the entire paragraph on both sides.

To use any of these options, place the cursor anywhere in the paragraph, select the desired option and specific indent space.

There are places I'll remember all my life though some have changed.

**Drop Cap Number of Lines** determine the depth in lines of the drop cap.

Place the cursor behind the first letter of the first word and select the desired number of lines on the Drop Cap option bar.

There are places I'll remember all my life though some have changed.

**Drop Cap One or More Characters** determines the number of letters to be dropped. Place the cursor behind the first letter of the word and select the desired number of dropped characters on the Drop Cap One or More Characters option bar.

There are places I'll remember all my life though some have changed.

To create a **Top Line Drop Cap or Raised Cap**, determine the depth using Drop Cap Number of Lines. Next, specify 2 or more characters using Drop Cap One or More Characters and hit return. Finally, change the Character count back to one on the Drop Cap One or More Characters option bar.



To quickly increase/decrease the font size of a word, phrase, headline by 2 pts increments., highlight the word and hold shift/control > or <.

# Type Tool Bar (Paragraph)

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**Hyphenate** - turns on or off hyphenation in any text block.

There are places I'll remember all my life though some have changed. Some forever not for better some have gone and some remain.

All these places have their moments with lovers and friends I still can recall, in my life I have loved them all.  
*The Beatles.*

**Number of Columns** - determines the number of columns needed in a text block. Place the cursor anywhere in the text frame and select the desired number of columns.

**Toggle all Palettes except Tool Bar** - this option hides all palettes with the exception of the Tool Bar. Toggle back to show the palettes.



Ctrl Z will undo the last action(s) up to 200 times! Ctrl/Shift Z to redo.



Click once on a word to insert the cursor, twice to highlight the word, 3 times to highlight the line and 4 times to highlight the entire paragraph.



Not sure which point size is right? Rather than highlighting the text and manually entering a number in the font size bar, click on the text block with the selection arrow, hold Shift/Ctrl, grab a corner of the text block and drag diagonally upward to enlarge, or inward to shrink.

## Notes:

# Type Menu

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The **Type Menu** displays all options as related directly to type.

The entries with the arrow to the right (fly out menu) offer further options that become visible when the entry is selected.

Font	▶
Size	▶
Character	Shift+Ctrl+D
Paragraph	Ctrl+M
Tabs	Shift+Ctrl+T
Glyphs	
Story	
Character Styles	Shift+F11
Paragraph Styles	F11
Create Outlines	Shift+Ctrl+O
Find Font...	
Change Case	▶
Type on a Path	▶
Insert Special Character	▶
Insert White Space	▶
Insert Break Character	▶
Fill with Placeholder Text	
Show Hidden Characters	Ctrl+I

**Font** - Select to choose desired font, or display font in use.

**Size** - Select to choose desired font size, or display size in use.

**Character** - Shortcut to Character Palette

**Paragraph** - Shortcut to Paragraph Palette

**Tabs** - Shortcut to Tabs Palette

**Glyphs** - Shortcut to Special Character Palette

**Story** - Shortcut to Story Palette - Adjusts optical margin alignment. Useful with pull quotes.

**Character Styles** - Shortcut to Character Styles palette

**Paragraph Styles** - Shortcut to Paragraph Styles palette

**Create Outlines** - Changes text to a graphic

**Find Font** - Searches for fonts used in a document

**Change Case** - Changes the case of a font

**Type on a Path** - Creates type along lines or frames

**Insert Special Character** - Displays selection of more commonly used special characters

**Insert White Space** - Displays selection of white space options

**Insert Break Character** - Displays selection of commonly used breaks

**Fill with Placeholder Text** - Fills a selected text box with "Latin" text. Text can also be customized

**Show Hidden Characters** - Displays and hides hidden characters (i.e. paragraph breaks, line returns, etc.)

## Notes:

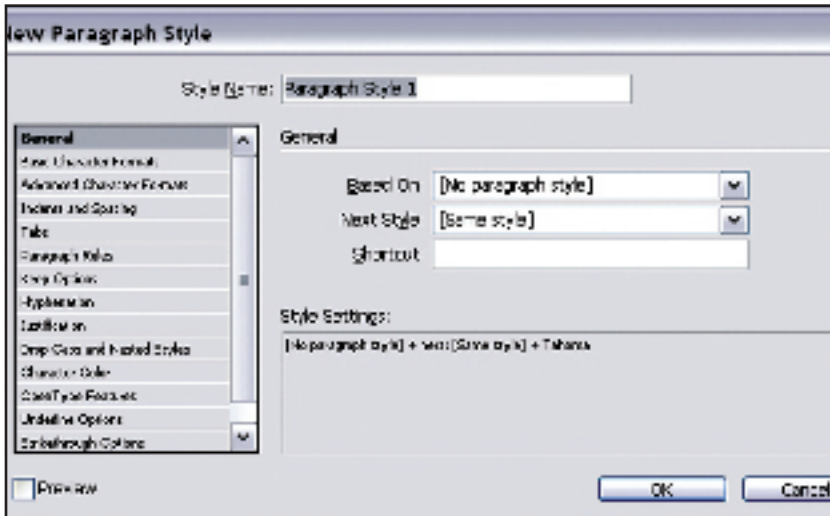
# Type Menu

**Paragraph Styles** make it easy to apply repetitive formatting throughout a document in order to save time and create consistency throughout the document.

After selecting Paragraph Styles from the Type menu, Select New Paragraph Style from the Paragraph Style fly-out menu. An unnamed Paragraph Style bar will appear on the palette.

After creating a paragraph, headline, caption, sideline, etc., highlight the text (desired formatting).

Highlight the desired formatting, select New Paragraph Style, name the new paragraph style something easily identifiable with it's function. With the desired formatting still highlighted, click on the name of the new style in the



palette. This creates a link between the text and the new style. A shortcut can also be assigned to each new style using either Ctrl, Alt, or Shift (Command, Option or Shift for Mac) combined with a number on the keypad.



**Glyphs** - are the special characters available within fonts. Here you will find special symbols including tilde, trademark, copyright, mathematical, Greek, etc. Position the cursor where the glyph is to be and double click on the glyph.

**TAYLOR**

**Create Outlines** - transforms a font into a graphic. Select the type frame with the selection arrow, then select Create Outlines from the Type Menu. After creating outlines, use the selection arrow to manipulate type size and shape by pulling on the frame grab handles. Manipulate individual letters by grabbing the anchors with the white direct selection arrow.



**Create Outlines** makes it possible to place photos into outlined text. Create Outlines of your text frame and select the frame, next go to **File>Place**. Choose the desired photo (make sure the photo has been cropped and saved to the correct folder). Use the white arrow tool to move the photo around in the photo area, if needed.

\*\*If placing a grayscale photo, change the fill (**Windows>Swatches**) from black to none. A grayscale photo will not show through a black fill. Color photos do fine.




# Type Menu

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row row row your boat gently down the stream merrily

Rubber Ducky you're the one you make path time lots of fun Rubber Ducky I'm awfully fond of you Rubber Ducky



**Type on a Path** - Contours type along a line or around an object. Position the mouse over the Type Tool on the Tool Bar and hold down until the fly-out menu appears. Choose Type on a Path. As you bring the cursor close to the type path you will notice a small plus sign (+) appear next to the cursor which identifies the path. Start typing at this point. There are numerous variations of flow style and text placement available under **Type>Type on a Path>Options**.

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**Fill With Placeholder Text** holds the space planned for text. Select the text frame and go to **Type>Fill With Placeholder Text**. Add columns, if desired, by selecting the appropriate number from the icon on the Paragraph Tool Bar at the top of the page.

**Eyedropper Tool** - Quickly apply text attributes from one frame to another. If there is a text frame with special attributes on a page that you wish to apply to one or more other text frames, highlight the text to apply the new attribute to, select the eyedropper and click on the text frame you wish to duplicate. The attributes will immediately be applied to the former frame.

Also pulls color from a photo to apply to another element on a page. In the type on a path example, the eyedropper was used on the duck's bill and then applied to the new text. To keep the color for further use, go to **Swatches>New Color Swatch**. When the pop up screen appears uncheck the *name with color value* box, name the new color and click Add.

# Type Menu

“What is REAL?” asked the Rabbit one day, when they were lying side by side near the nursery fender, before Nana came to tidy the room. “Does it mean having things that buzz inside you and a stick-out handle?” “Real isn’t how you are made,” said the Skin Horse. “It’s a thing that happens to you. When a child loves you for a long, long time, not just to play with, but REALLY loves you, then you become Real.” “Does it hurt?” asked the Rabbit. “Sometimes,” said the Skin Horse, for he was always truthful. “When you are Real you don’t mind being hurt.”

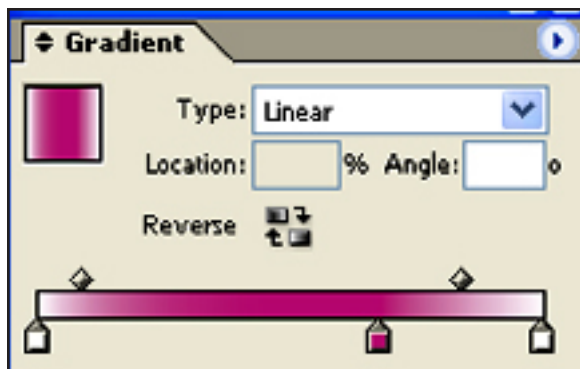


“Does it happen all at once, like being wound up,” he asked, “or bit by bit?” “It doesn’t happen all at once,” said the Skin Horse. “You become. It takes a long time. That’s why it doesn’t happen often to people who break easily, or have sharp edges, or who have to be carefully kept. Generally, by the time you are Real, most of your hair has been loved off, and your eyes drop out and you get loose in the joints and very shabby. But these things don’t matter at all, because once you are Real you can’t be ugly, except to people who don’t understand.”  
The Velveteen Rabbit

*Magic*

*Magic*

**Magic**



**Text Wrap** - Manipulates text around a photo or graphic. When selected, the text wrap palette offers 5 options including text over the object, around the frame, following a clipping path, above and below the object and only above the object. There is only one place in InDesign CS where the command for text wrap is found.

Select the object to text wrap.

**Window>Type and Table>Text Wrap.**

Choose the desired icon and place the object in the text. The example shown uses the second icon from the left on the text wrap palette.

**Additional Type Manipulation:**

**Stroke** - Outlines text or a frame.

Numerous options/sizes available.

Highlight text (or select the frame if placing the stroke around a photo or graphic frame) to be outlined.

**Windows>Stroke** - choose the desired stroke weight. The color of the stroke can also be chosen through the swatches palette.

**Fill** - Fills the interior of text or a frame with color. Highlight the text (or select the frame if filling a frame). Choose the color desired from the swatches palette.

**Gradient** - Controls concentration and fade of color in text or a background. Select **Windows>Gradient** to bring up the gradient palette. From the Swatches palette (**Windows>Swatches**) click and drag the colors desired to the gradient color bar. The paint buckets along the bottom of the bar and the diamonds along the top of the bar control the fade. Once done, you can click on the gradient swatch in the Gradient palette and drag it back to the Swatches palette to keep the newly created gradient.

# Objects Menu

Object	Table	View	Plug-Ins	Wind
Transform				▶
Arrange				▶
Select				▶
Group			Ctrl+G	
Ungroup			Shift+Ctrl+G	
Lock Position			Ctrl+L	
Unlock Position			Alt+Ctrl+L	
Text Frame Options...				
Fitting				▶
Content				▶
Drop Shadow...			Alt+Ctrl+M	
Feather...				
Corner Effects...				
Clipping Path...			Alt+Shift+Ctrl+K	
Image Color Settings...				
Interactive				▶
Compound Paths				▶
Pathfinder				▶
Reverse Path				
Display Performance				▶

**Transform** - Moves, scales, rotates or shears.  
**Arrange** - Moves objects to front or back of layers.  
**Select** - Selects a layer or container.

**Group** - Group selected items together  
**Ungroup** - Ungroups selected items

**Text Frame Options** - Controls spacing, columns and justification of selected text frame.

**Fitting** - Fits content to frame, fits frame to content or centers content within a frame. When fitting photos choose "Fit Content Proportionally".

**Content** - Designates a frame as text or graphic.

**Drop Shadow** - Applies a drop shadow to text, graphic or photo.  
**Feather** - Feathers (blurs) the outside edges of text, graphics or photos.  
**Corner Effects** - Contains numerous options for application of corner, effects to frames.

**Clipping Path** - Removes unwanted light backgrounds from images by detecting the outlines of the image.

**Compound Paths** - Adds transparent holes to shapes or letters.  
**Pathfinder** - Manipulates selected paths, either by adding them together or subtracting one from the other to create one united shape.

**Display Performance** - Choose display view of selected object. Typical gives a preview while High Quality gives the better view, but slows computer response time.



Use the **Align Palette (Windows/Align)** to align objects and/or text frames on a document. There are options to align left, center, right, top, center, bottom. Select the objects to be aligned and choose the correct alignment.



To move a frame in 1pt. increments, select the frame and arrow (key) in the desired direction. **Shift/arrow** will move the frame in 1 pica increments.

# Objects Menu

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YEARBOOK



**Drop Shadow** - Applies a drop shadow to text, graphic or photo frame. Highlight text or select frame. **Object>Drop Shadow**. Check preview box. Choose placement and degree of drop shadow. (+) numbers are top and right, (-) numbers are bottom and left.

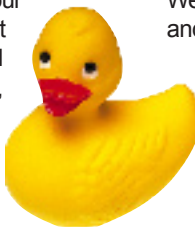
**Feather** - Applies a blur to text, graphic or photo frame. Highlight text or select frame. **Object>Feather**. Check preview box. Choose degree and shape of feathering.



**Corner Effects** - Applies corner effects to photo frames. Select the frame, **Object>Corner Effects**. Check the preview box. Choose desired corner effect from the options and the degree.

\*All three of the above effects can be used in conjunction with one another.

Hardship. Unity. Progress. History repeats itself. The events of the past 50 years continue to resonate in our society. In the next 50 years the events of today will be written in our history books, right along with the Civil Rights movement, the Vietnam War and the fall of the Berlin Wall. Whether catastrophic or miraculous, we all shared grief, happiness and knowledge through the same occurrences. However, did these alone determine who we were? Each afternoon at 3:19 p.m. we were set free to do whatever we wanted. We

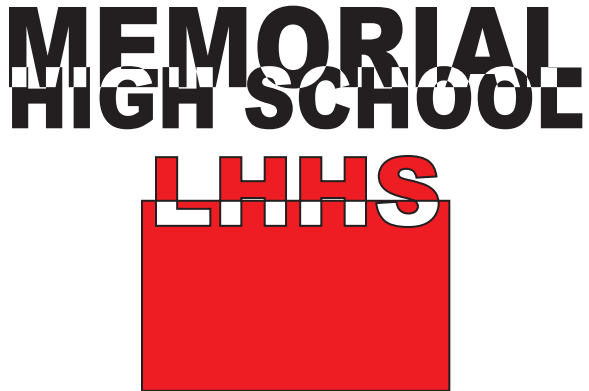


could read a novel, volunteer or watch a play. We could visit our best friend and have a movie marathon. We could sit on the couch and do absolutely nothing. We were more than our grades and SAT scores. We were our hobbies, our thoughts and our dreams. We were so many things other than going to class. Although we could not deny that school was fundamental in our growth as individuals, it would have been equally wrong to ignore the many things we did when we were not on the 5100 block of Maple Street. It was through this extra dimension that we excelled above the average and held ourselves to higher stakes and a gold standard.

**Clipping Path** - Removes unwanted background from an image. InDesign can detect very light or white backgrounds. For other backgrounds, it is preferable to use Photoshop. Select the object, choose **Object>Clipping Path**. In the Type pop-up menu, select Detect Edges. Check the preview box.

# Objects Menu

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**Compound Paths** - Creates transparent spaces in shapes or letters. The shapes/letters must be the same color. If using type, Create Outlines (**Type>Create Outlines**) must be applied to each text frame prior to applying Compound Paths. Position the shapes as desired. Select all. Select **Object>Compound Paths>Make**.



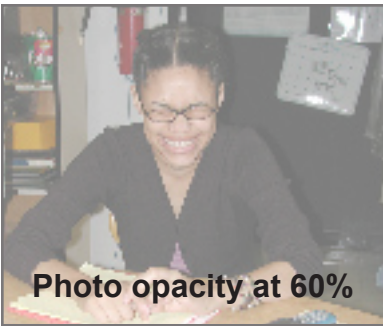
**Pathfinder** - Adds, subtracts, combines and intersects objects. Used here to add (combine selected objects into one shape). The 6 separate frames were drawn, combined into one shape, then a photo was placed in the new shape. Select all of the objects to be combined and go to **Windows>Pathfinder** and select the appropriate icon.



To quickly copy an object, select it, hold the Alt key (Option key for Mac) and drag the object with the selection tool. This makes a copy wherever you drag it.

# Window Menu

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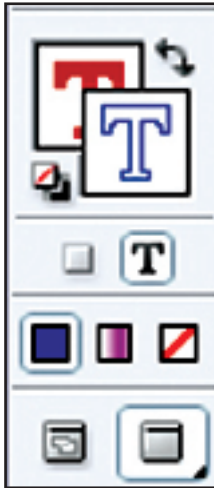


## Transparency

*Create Type Effects*

**Transparency** - Determines the opacity of a photo, text or graphic. **Windows>Transparency** to bring up the palette. Select the object and use the opacity bar in the top right to determine opacity percentage. Often used when placing text over a photo to make the text more visible. The example above places secondary text over the main text which has been lightened or “ghosted”. If the desired effect is to only lighten the portion of the photo over which text is placed (as in top left), select the text frame, go to **Windows>Swatches**. Select Paper as the fill for the text frame. Select the degree of opacity desired from the sliding bar in the Transparency palette. The entire text frame will lighten accordingly. The transparent type over the photo below was achieved by selecting the text frame and bringing the transparency down to 50%.

# Window Menu



**Stroke/Fill** - At the lower end of the tool bar are buttons to quickly determine the stroke and/or fill of type or an object.

The solid T is the Fill button and the outlined T is the Stroke button. Simply click on either to toggle back and forth.

To have the formatted stroke or fill quickly affect the container (frame), select the frame and then click on the small white box.

The T within the box will apply the formatted Stroke/Fill to text if the text frame is selected.

The buttons in the third row apply (from left) formatted color, gradient or none to the selected frame.



**Stroke** - **Window>Stroke** brings up the Stroke Palette.

Strokes are weighted lines added around a photo, text or graphic. Additionally, strokes can be used to create paths for Type on a Path. There are several pull down menus within the strokes palette. Click on the Type menu arrow (▾) to choose the style of stroke desired. Click on the Weight menu arrow (▾) to determine the thickness of the selected stroke. By selecting the stroke and going to **Window>Swatches** the color of the stroke can be determined.

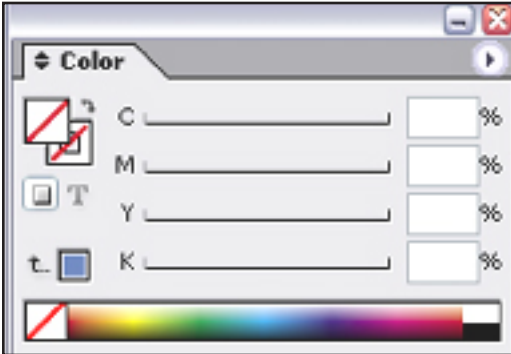


To manipulate the shape of a stroke, use the **Pen Tool**, found on the tool bar. Select the pen tool and hold down the cursor to show the fly-out menu. Select the Add Anchor Points tool. Click to add anchor (also called vector) points along the stroke where you want to change the shape. Next, go back to the pen tool fly-out menu and select the Convert Direction Point tool. Click on each anchor point and pull to guide the direction the stroke will take.

The puzzle piece at left started as a rectangle frame to which one anchor point was added to each side and then the direction manipulated to achieve the desired shape.

\*This example is to show that a stroke can be manipulated. Please note that the same process will work on any frame with or without a stroke. An example on page 9 also shows a stroke that has been manipulated into a wave pattern for Type on a Path.

# Window Menu



**Color Palette** - The color palette (**Windows>Color**) displays the same stroke and fill icons as the tool box allowing manipulation of fill and stroke from either. The fly-out menu offers color mix options of CMYK or RGB. Taylor prints CMYK, but either is fine to submit. The slider bars allow color manipulation.

As you move your cursor across the spectrum bar at the bottom of the palette notice the cursor becomes the eyedropper. This allows selection of any color along the spectrum for use in the document. The small white over black boxes at the right of the spectrum can be used to quickly switch from color to black/white. After creating a new color, it can be saved for future use in the Swatches Palette.

**Swatches Palette** - Stores all colors being used in a document. To save a new color for future use, Choose **Window>Swatches** to display the Swatches palette. Choose New Color Swatch from the fly-out menu (□ top right) and click Add. The color swatch will be named with the numerical CMYK values by default. To rename the swatch with something descriptive, uncheck the Name With Color Value box. It is suggested that the numerical values remain as part of the name for possible future reference.

Short Cut to add to Swatches Palette- simply click on the new color (it appears in the small box above and to the left of the spectrum bar in the color palette) and drag it to the Swatches palette. To name the new swatch, select it in the Swatches palette, choose New Color Swatch from the fly-out menu, uncheck Name With Color Value and name the new swatch.



To change Pantone to Process CMYK:

Create the new color swatch using Pantone color and load to Swatches palette  
Select the new color in the swatches palette and select New Color Swatch from the fly-out menu.  
Change Color Type to Process  
Change Color Mode to CMYK  
Name the color, but use the original Pantone number mix in the name to keep a record of the mix used in the original color creation.



Always delete unused colors before sending pages to Taylor, Windows>Swatches>fly-out menu>select all unused and then delete.



# Indexing Pages

## Indexing in InDesign®

Sample book for this process - 320 pages

1. Create a new file in InDesign with the same number of pages in your book.  
**File > New > Document > Number of Pages 320, beginning with Page 1**  
Double click on the Master Pages (A-Document Master) **Window > Pages**  
and add the number of columns you will use in your “real” index pages.  
**Layout > Margins and Columns** - choose 4 (or how many you will be using) columns per page with a pica space between and click **Okay**.  
Double click on page 1  
Save as “Index Book” in a location of your choice.

### File > Save

2. When a spread is finished on a real yearbook file, select all the text on the spread by holding down the shift key and clicking on each text block and copy.

### Edit > Copy

3. In the *Index Book* go to the corresponding spread (if the real spread is page 42-43, then go to page 42-43 of the Index Book file) and paste the text on that spread.

### Edit > Paste in Place

Make sure the copy boxes are touching only the page they are to be indexed on. If a text box is touching both page 42 and 43, any “tagged” names in that text box will be listed on page 42 in the index.

4. Click on a text box with the **arrow tool** or **text tool** and open the story in “Edit in Story Editor.” **Edit > Edit in Story Editor** or stay on the page and turn on “Show Hidden Characters” **Type > Show Hidden Characters**.

5. Highlight a name and press (mac) **Command+Shift+F8**

(win) **CTRL+Shift+F8** to make last names first or

(mac) **Command+Option+U** (win) **CTRL+Alt+U** to keep name as is. This will add a tag in front of the name to indicate it has been tagged (⤴).

⤴John Doe (a name that has been tagged) will appear in the index as Doe, John.

### InDesign indexes off the last word of a name

If the individual has a multiple name, such as *Mary Beth Jones*, she will appear as *Jones, Mary Beth* but *Joe de la Garza* will appear as *Garza, Joe de la*. Add a “non-breaking white space” between certain parts of the name and Joe will appear as *de la Garza, Joe* in the index.

To insert a white space, highlight the space between the words you want to keep together and “Insert a White Space” **Type > Insert White Space > Non-Breaking Space**, then highlight the entire name and press

**If you are using CS v3.0 download the update for 3.0.1 - It will save you a great amount of stress when indexing.**

**This process is for InDesign CS. If you are using InDesign 2, the differences are...**

1. The Index box is located in the “Window” tool bar.
2. There is no “Edit in Story Editor.”

### Your REAL INDEX pages

Have one file that contains all your index pages rather than several files containing only one spread each per file. This will make flowing and changing your actual index pages easier.

### Do you have a Saver?

A person in the room who every 5-10 minutes shouts “**SAVE.**”

You never know when a machine will freeze, the server goes down or power goes off and work will be lost.

### Floppy and zip disks often fail.

Avoid making these media a primary source of storing information. Save your files often and back-up at the end of each session to a secure location, such as a hard drive or server and burn a CD on a regular basis. This will save you time and frustration if your file becomes corrupt or storage device fails.

# Indexing Pages

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(mac) **Command+Shift+F8** (win) **CTRL+Shift+F8**, and the indexing feature will see the two or more words as one and index them as such

- *de la Garza, Joe*.

Ex: **Joe**(regular spacebar)**de**(white space)**la**(white space)**Garza** = de la Garza, Joe

## 6. Creating an index...

After doing a few spreads, go to the spread in the *Index Book* where the index will begin in the *real* book. Example: page 300, then do the following after selecting the **arrow tool**:

**Window > Type and Tables > Index** and the **Index** box will appear.

A name that has been indexed will appear off each letter.

To flow the index on the page click on the arrow at the top right side of the **Index** box and select **Generate Index**. A window will appear - click OKAY and the arrow tool will turn into a small text box. Click in the top left column and the index entries to that point will flow in that column.

If the column ends before the text, use the “arrow tool,” and click on the text once.

There will be a red arrow on the bottom right of the column - click on the red arrow with your “arrow tool,” and it will turn into a small text box. Click at the top of the next column, and the text will flow into the column. Continue this until there is no red arrow at the bottom of a column.

If you place photos, captions or stories on the Real Index pages, leave a column open on each page of the corresponding Index Book pages for placing and tagging those names to be in the index.

### Check to see if names are indexing correctly.

If there is a correction, go back to the page where that name appears, then using the *arrow tool* or *text tool*, click on the text containing the name needing to be corrected and go to the “Edit in Story Editor” mode.

### Edit > Edit in Story Editor

Delete the “tag” that is in front of the name, make the correction, highlight the name and “retag” using the earlier commands.

### ***Do not make a change in the index that has been flowed. It will be overwritten the next time you update the index.***

You can make changes in the “Index” box (Window > Type and Tables > Index) and when you run the index it will show the change - but it will not change the name on the page it appears. If Jim Doe on page 42 is changed to John Doe in the “Index” box and the index is updated, the index will show the change, but the name on page 42 will not change.

## 7. Rerun the index...

**Generate Index** from the **Index** box from the arrow in the upper right and click Okay.

Use the defaults listed in the generate Index box. One extra box will be checked - Replace existing index.

Go to the first index page in the *Index Book*. Check the changes and/or additional names added, flow more columns if necessary.

# Indexing Pages

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Continue this process when a spread is complete or at each deadline. Don't wait until the final deadline. This will allow you to check names and how many times someone is appearing in the book.

If James Smith and Jimmy Smith are the same person, and James is the name of choice, go back to the page where Jimmy appears in the *Index Book* - go to the *Edit in Story Editor* mode of that text box, remove the "tag", change Jimmy to James, highlight the name and retag. After the next time you rerun the index, check for the corrections you made.

8. Each name must be tagged individually - sorry, there is no multiple name tagging.

## 9. Changing type styles...

There are default fonts and sizes for indexing styles. You can find them in the "Styles" box by going to **Window > Type and Tables > Paragraph Styles**. Three index styles will be indicated.

Index level 1 ... names and page numbers

Index section ... the A, B, C between each section of names

Index title ... for the word "Index"

To change these, double click on the style name (Index level 1) - in the new window that pops up you can change the type style, size and such.

## 10. Moving the Index Book index to the Real Index...

If the *Real Index* is from page 300 through 317 - all the pages (300-317) should be in one file, columns in place along with any photos and copy.

Open both the *Real Index* and the *Index Book*. Go to the first index page of the Index Book (page 300), select the **text tool** and click anywhere in the first column of the index, select all, **Edit > Select All**, (all index columns should become highlighted), copy, **Edit > Copy**.

Switch to the Real Index file, **Window > Real Index (name of other file will be towards the bottom of the box)**, select the text tool and click in the first column where the final index will begin and paste, **Edit > Paste**.

The index will flow to the bottom of the first column. To make it flow into the remaining columns use the arrow tool, click on the column with the index and click on the red arrow at the bottom right of the column. This will turn the arrow into a small text box and then click it at the top of the next column where it will flow to the bottom.

Repeat this step until all columns are filled. To adjust the type styles use the Paragraph Styles - **Window > Type and Tables > Paragraph Styles**.

\*How fast a book creates an index depends upon book size, number of names tagged and speed and amount of RAM on the computer. It can take a few seconds or 20 minutes. If it does take several minutes, run the index after making several tags or changes.

# Page Submission

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Things to check before preflighting pages:

1. Page size: make sure the Document Setup is correct.
2. Bleeds: make sure bleeds are properly set. All bleeds should extend 1 pica over the edge of the page.
3. Confirm that the file is correctly named.
4. Confirm that the section start page numbering matches the actual page file numbers in the document.

**PREFLIGHTING PAGES:** Preflight pages for all submission methods.

## **File>Preflight**

What to check: Carefully check the summary. Look for any caution signs that warn of a possible problem. Check for missing or protected fonts. If you find a problem, stop and correct it.

Check for missing links and images. If any are missing or modified, correct. DO NOT ship pages with missing fonts, images and/or links.

Make sure the color coding is correct on all pages. Black/white pages should show only 1 ink. If more are shown, a photo is not in the correct mode (grayscale), or a color has been used on the page.

All 4-color pages should show 4 inks have been used. If a spot color has been used, it will show here.

## **SUBMITTING PAGES:**

### **To submit as Source Files:**

When everything checks out as correct during preflight, click the Package button.

Package Publication will take you to a save screen. Check the boxes at the bottom of the page.

Make sure that Copy Links, Copy Fonts and Update Graphics have been checked. Although you may check the remaining boxes, it is not necessary.

Create a shipment folder and save all packaged files in the shipment folder.

### **To submit as PDF:**

Contact your printer and follow their guidelines.

## **Hal Schmidt**

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