InDesign CS3 Notes (2)

Video Workshops (ID)

http://www.adobe.com/designcenter/video_workshop/

Brochure setup

¼ margins all around, 3 columns

Column Guides
Thread text frames

The text in a frame can be independent of other frames, or it can flow between connected frames. To flow text between connected frames, you must first connect the frames. Connected frames can be on the same page or spread, or on another page in the document. The process of connecting text among frames is called threading text.

Each text frame contains an in port and an out port, which are used to make connections to other text frames. An empty in port or out port indicates the beginning or end of a story, respectively. An arrow in a port indicates that the frame is linked to another frame. A red plus sign (+) in an out port indicates that there is more text in the story to be placed but no more text frames in which to place it. This remaining unseen text is called overset text.

![Diagram of threaded frames]

**Threaded frames**
A. In port at beginning of story
B. Out port indicating thread to next frame
C. Text thread
D. In port indicating thread from previous frame
E. Out port indicating overset text

☐ **Add an existing frame to the thread**

1. Using the Selection tool, select a text frame, and then click the in port or the out port to load a text icon.
2. Position the loaded text icon over the frame you want to connect to. The loaded text icon changes to the thread icon.

![Diagram of adding existing frame to thread]

3. Click inside the second frame to thread it to the first.

*You can add automatic "continued on" or "continued from" jump lines that track threaded stories as they jump from frame to frame. (See Add automatic page numbers for story jumps.)*
View – Show Text Threads

Type - Insert Special Characters – Marker
Continued on Page #) two text boxes must be touching

Working with Type:

http://www.adobe.com/designcenter/video_workshop/?id=vid0075

Tabs (Type Menu – Tabs)

Lock to Text box

Bullets
<Alt> Bullet for options

Frame (has guidelines in center)

Place (Edit Menu - text or images)

Create a text or image frame prior to place or a frame will be created for you.
Direct Selection Tool (working with objects in frames)

Text wrap

http://www.adobe.com/designcenter/video_workshop/?id=vid0075

Lines and Stroke (Shift for true 45 degrees)
Colors/Swatches (Pantone – Coated – Uncoated) RGB or CMYK

Swatches panel overview

The Swatches panel (Window > Swatches) lets you create and name colors, gradients, or tints, and quickly apply them to your document. Swatches are similar to paragraph and character styles; any change you make to a swatch affects all objects to which the swatch is applied. Swatches make it easier to modify color schemes without having to locate and adjust each individual object.

When the fill or stroke of selected text or an object contains a color or gradient applied from the Swatches panel, the applied swatch is highlighted in the Swatches panel. Swatches you create are associated only with the current document. Each document can have a different set of swatches stored in its Swatches panel.

The Swatches panel stores the following types of swatches:

- **Colors** Icons on the Swatches panel identify the spot and process color types, and LAB, RGB, CMYK, and Mixed Ink color modes.
- **Tints** A percentage value next to a swatch in the Swatches panel indicates a tint of a spot or process color.
- **Gradients** An icon on the Swatches panel indicates whether a gradient is radial or linear.
- **None** The None swatch removes the stroke or fill from an object. You can’t edit or remove this swatch.
- **Paper** Paper is a built-in swatch that simulates the paper color on which you’re printing.

Stroke vs Fill
Arrange / Layers

Multiple object selection (Shift with Left Mouse Button)

Window - Object and Layout – Align – Align Objects & Distribute
Objects & Distribute Spacing
Object (Group)

This is a text box. I will use this to align with 3 other objects.

This is a text box. I will use this to align with 3 other objects.
**Edit in Story Editor** *(Ctrl+Y)*

### Operations
- **Undo Ungroup**: Ctrl+Z
- **Redo**: Shift+Ctrl+Z
- **Edit Original**
- **Edit in Story Editor**: Ctrl+Y

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This is a text box. I will use it to align with 3 other objects.

### Spell Check
*(Edit – Spelling – Check Spelling)* Set for Auto in Preferences.

### Free Rotate Tool

![Free Rotate Tool](image)

### Layout (Insert Pages) or Pages Panel

![Layout Panel](image)