About the Tutorial

Adobe InDesign is a part of the Adobe Creative Suite and is an upgrade from Aldus PageMaker, a widely used Desktop Publishing (DTP) software which was subsequently purchased by Adobe.

Adobe InDesign is available on Windows and Mac and can be purchased as a standalone product or as part of the Adobe Creative Suite. The functions and capabilities of InDesign are much more than what is possible with a word processing program such as Microsoft Word. It is the de facto program used by large publishing houses and big websites. This tutorial aims to give a comprehensive tour of the program enabling you to leverage its full potential.

Audience

This tutorial is intended for InDesign users of all levels of experience. Beginners will find valuable information on how to set up the right document layout and choosing the best colors. Intermediate users will find information on adjusting transparency, inserting QR codes and working with objects and layers.

Advanced users will find handy information on creating eBooks, preflighting and packaging documents, and also transitioning workflows between InDesign and popular software such as Word, Photoshop, and Illustrator. All lessons apply equally to users of both Windows and Mac versions of the program.

Prerequisites

Users are expected to have a basic knowledge of navigating around their OS (Windows or Mac) and installing software. If you’re installing this software for the first time, you would be needing an Adobe account to download the latest trial version from Adobe’s website which is valid for 30 days, post which you can purchase and convert it into a subscription.

Purchasing a subscription also gives you access to other Creative Suite apps depending on your plan. You can also purchase only InDesign; however, it would be more cost-effective to purchase it in a bundle. It is recommended to ensure that your computer meets the minimum requirements, which can be checked at https://helpx.adobe.com/uk/indesign/system-requirements.html to ensure a smooth experience. You can work on your own templates or download them online from www.indesignsecrets.com or any such website.

Copyright & Disclaimer

© Copyright 2017 by Tutorials Point (I) Pvt. Ltd.

All the content and graphics published in this e-book are the property of Tutorials Point (I) Pvt. Ltd. The user of this e-book is prohibited to reuse, retain, copy, distribute or republish any contents or a part of contents of this e-book in any manner without written consent of the publisher.

We strive to update the contents of our website and tutorials as timely and as precisely as possible, however, the contents may contain inaccuracies or errors. Tutorials Point (I) Pvt. Ltd. provides no guarantee regarding the accuracy, timeliness or completeness of our website or its contents including this tutorial. If you discover any errors on our website or in this tutorial, please notify us at contact@tutorialspoint.com
Table of Contents

About the Tutorial...........................................................................................................i
Audience ...........................................................................................................................i
Prerequisites ......................................................................................................................i
Copyright & Disclaimer....................................................................................................i
Table of Contents .............................................................................................................ii

1. DESKTOP PUBLISHING ─ INTRODUCTION.....................................................................1

2. DESKTOP PUBLISHING ─ POPULAR DTP SOFTWARE.....................................................2
   Adobe PageMaker ..........................................................................................................2
   QuarkXpress ....................................................................................................................3
   Microsoft Publisher .........................................................................................................4
   Serif PagePlus ................................................................................................................5

3. INDESIGN CC ─ INTRODUCTION..................................................................................6

4. INDESIGN CC ─ WORKSPACE BASICS........................................................................8

5. INDESIGN CC ─ CREATE THE FIRST DOCUMENT ........................................................13

6. INDESIGN CC ─ PAGE MANAGEMENT ......................................................................19

7. INDESIGN CC ─ SECTION OPTIONS ........................................................................26

8. INDESIGN CC ─ TEXT FRAMES .................................................................................28

9. INDESIGN CC ─ STORY EDITOR ................................................................................30

10. INDESIGN CC ─ SPELLCHECKING FEATURES ..............................................................33

11. INDESIGN CC ─ FIND/CHANGE FUNCTION .................................................................34

12. INDESIGN CC ─ IMPORT IMAGES ..........................................................................36

13. INDESIGN CC ─ IMAGE LINKS ................................................................................37
<table>
<thead>
<tr>
<th>Number</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>INDESIGN CC – EDIT IMAGES</td>
<td>39</td>
</tr>
<tr>
<td>15</td>
<td>INDESIGN CC – IMAGE FITTING</td>
<td>40</td>
</tr>
<tr>
<td>16</td>
<td>INDESIGN CC – IMAGE TRANSPARENCY</td>
<td>42</td>
</tr>
<tr>
<td>17</td>
<td>INDESIGN CC – QR CODES</td>
<td>45</td>
</tr>
<tr>
<td>18</td>
<td>INDESIGN CC – SELECTION TOOLS &amp; FILL STROKES</td>
<td>47</td>
</tr>
<tr>
<td>19</td>
<td>INDESIGN CC – IMAGE COLOR &amp; TRANSPARENCY</td>
<td>50</td>
</tr>
<tr>
<td>20</td>
<td>INDESIGN CC – DROP SHADOWS</td>
<td>52</td>
</tr>
<tr>
<td>21</td>
<td>INDESIGN CC – SPECIAL EFFECTS TO OBJECTS</td>
<td>54</td>
</tr>
<tr>
<td>22</td>
<td>INDESIGN CC – EYEDROPPER TOOL</td>
<td>55</td>
</tr>
<tr>
<td>23</td>
<td>INDESIGN CC – FIND/CHANGE FEATURE FOR OBJECTS</td>
<td>56</td>
</tr>
<tr>
<td>24</td>
<td>INDESIGN CC – SWATCHES PANEL</td>
<td>57</td>
</tr>
<tr>
<td>25</td>
<td>INDESIGN CC – COLOR PANEL</td>
<td>58</td>
</tr>
<tr>
<td>26</td>
<td>INDESIGN CC – GRADIENTS &amp; BLENDS</td>
<td>59</td>
</tr>
<tr>
<td>27</td>
<td>INDESIGN CC – PATHS &amp; OUTLINES</td>
<td>62</td>
</tr>
<tr>
<td>28</td>
<td>INDESIGN CC – STACK OBJECTS</td>
<td>65</td>
</tr>
<tr>
<td>29</td>
<td>INDESIGN CC – LAYERS</td>
<td>66</td>
</tr>
<tr>
<td>30</td>
<td>INDESIGN CC – NEST OBJECTS</td>
<td>69</td>
</tr>
<tr>
<td>31</td>
<td>INDESIGN CC – ALIGN OBJECTS</td>
<td>71</td>
</tr>
<tr>
<td>32</td>
<td>INDESIGN CC – TEXT WRAP &amp; ANCHOR OBJECTS</td>
<td>73</td>
</tr>
<tr>
<td>33</td>
<td>INDESIGN CC – OBJECT TRANSFORMATION</td>
<td>76</td>
</tr>
</tbody>
</table>
34. INDESIGN CC – CHARACTERS.......................................................................................... 79
35. INDESIGN CC – TEXT FORMATTING .............................................................................. 80
36. INDESIGN CC – PARAGRAPH FORMATTING ................................................................. 81
37. INDESIGN CC – PARAGRAPH & CHARACTER STYLES ................................................... 83
38. INDESIGN CC – TABLES ................................................................................................. 86
39. INDESIGN CC – LONG DOCUMENTS ............................................................................. 91
40. INDESIGN CC – TABLE OF CONTENTS ......................................................................... 93
41. INDESIGN CC – INTERACTIVE DOCUMENTS ............................................................... 95
42. INDESIGN CC – EBOOK ................................................................................................. 98
43. INDESIGN CC – PREFLIGHTING .................................................................................... 100
44. INDESIGN CC – PACKAGE DOCUMENTS ...................................................................... 102
45. INDESIGN CC – PRINT DOCUMENTS & BOOKLETS ................................................... 104
46. INDESIGN CC – EXPORT DOCUMENTS AS PDFS ....................................................... 108
47. INDESIGN CC – SELECTIVE TEXT FRAME EXPORT ..................................................... 112
48. INDESIGN CC – WORD & INDESIGN ............................................................................ 114
49. INDESIGN CC – WORD FILE IMPORT TO INDESIGN .................................................. 115
50. INDESIGN CC – WORD TO INDESIGN ........................................................................ 117
51. INDESIGN CC – PHOTOSHOP & ILLUSTRATOR WORKFLOWS .................................. 120
52. INDESIGN CC – EXPORT INDESIGN ARTWORK ......................................................... 125
53. INDESIGN CC – PRESERVE LAYERS & VECTORS ......................................................... 126
Desktop Publishing (DTP) is the creation of electronic forms of information such as documents, presentations, brochures, books, or even website content using computer programs. DTP has evolved to be an important component of creating and disseminating information as it allows an amalgamation of various tasks that are generally performed independently at printing presses such as layouts, typesetting, graphic design, etc.

Evolution of DTP Software

Earlier, DTP was specifically meant to cater to printed matter but modern DTP allows for even more forms of electronic content. A modern DTP software can be your word processor, graphic design tool and publishing tool, all rolled into one package. With the explosive growth of smartphones and mobile PCs, the way people consume information has changed dramatically over the last decade. Modern DTP software enables content output that caters dynamically to all screen sizes, without the need to republish the same for each device or form factor.

Types of DTP Content

The content created by DTP software can be broadly classified into two categories –

- Electronic Pages
- Virtual Pages

Electronic pages commonly refer to websites, manuals, eBooks, digital archives, presentations, etc. which are normally not printed but are shared digitally. This tutorial is an example of an electronic page which can be opened in a browser.

Virtual pages on the other hand are electronic pages created in the DTP software which are eventually published as printed pages. Virtual pages allow the author to visualize exactly how the printed page will look and can help in easy editing. The process is called WYSIWYG which stands for, ‘What You See Is What You Get’. This means all the changes and formatting that are made will be exactly replicated in print.
DTP software comes in all shapes and sizes. There are software to cater to every need right from free software to professional grade subscription based software. Although InDesign has now taken over the DTP market, in this section, we will take a look at some of the popular DTP software other than InDesign that are also quite popular with the publishers.

**Adobe PageMaker**

PageMaker was first originally developed by Aldus and was later acquired by Adobe in the 90s. PageMaker is one of the most popular DTP software even today but its development has been stopped after version 7 although it is still being marketed to a select set of users. PageMaker’s features are now integrated with InDesign, which Adobe actively promotes.

PageMaker has tools for almost all DTP applications except book publishing. It can import files from PDFs, HTML, and convert QuarkXpress and Microsoft Publisher formats. It has support for plugins and runs on both Mac and Windows.
QuarkXpress was the *de facto* publishing standard before the advent of InDesign. It is still under active development on both Mac and Windows and the latest version is more or less feature similar to InDesign.

QuarkXpress supports converting Illustrator, PDF, EPS or even InDesign files into native QuarkXpress objects and runs on a perpetual license instead of a subscription model. The latest update also includes the ability to export HTML5 interactive publications. It also supports plugins called, XTensions for additional capabilities.
Microsoft Publisher

Microsoft Publisher is part of the Office 365 suite and is distributed as a standalone application. It is extremely simple to create flyers, brochures or cover art with this program as the interface is similar to other Office programs such as Word or Excel. It is more of an entry level software targeted at home and small businesses and does not directly compete with QuarkXpress or InDesign.

Microsoft Publisher is very easy to use and supports professional effects for text and pictures along with the ability to natively import albums from Facebook, Flickr, and other cloud services.
Serif PagePlus

PagePlus has now become a legacy software with the reins passing on to Affinity Publisher, which is yet to be released. However, Serif PagePlus continues to be a delight to anyone who is at an intermediate level with respect to DTP.

It is a step up from Microsoft Publisher and supports the CMYK color space, which is commonly used by printers and also OpenType fonts. It also has advanced features such as font kerning and dynamic text flow along with a host of templates on the Serif website. An icing on the cake is the presence of an integrated photo editor called PhotoLab, which gives easy access to picture correction tools. The latest version also supports creation of PDF files and eBooks suitable for Amazon Kindle. There’s also a free Starter Edition available if you want to try out the software.
Adobe InDesign is the industry leading DTP software for designing and layout of professional documents for the web, print, as well as for mobile devices such as tablets or smartphones.

InDesign has evolved from being a successor to PageMaker in version 1.0 to becoming a powerhouse software, which can seamlessly work with other Adobe Creative Suite applications such as Adobe Photoshop and Adobe Illustrator in the Creative Cloud suite.

The workflow in InDesign also comprises of word processing, which is usually done in a standalone word processing program such as Microsoft Word, although InDesign is also a capable word processor in itself. However, a lot of Microsoft Word styles are not carried into InDesign when the users switch between these programs. Adobe released a complimentary word processing program to InDesign called InCopy, which can read and export the various text formatting styles that InDesign uses.

InDesign uses the .indd file format for storing InDesign content. Newer versions have backward compatibility with files created in older versions of the program. Newer versions can save the InDesign document as a .idml file, which can be read by versions till CS4. For even more backward compatibility, the newer version can also export in the .inx format.

InDesign can either be purchased individually or as a part of the Creative Suite under a Creative Cloud subscription. The subscription enables the user to receive ongoing product updates without purchasing new versions every time a major version number update is released.

New features in Creative Cloud and InDesign CC 2017

Adobe InDesign is part of Creative Cloud (CC) which is a subscription service that bundles InDesign along with other popular programs such as Photoshop, Illustrator, Lightroom, Audition, Premiere Pro, After Effects, and many more.

The latest 2017 version of Creative Cloud can be downloaded by logging into the Adobe website and downloading the Creative Cloud app which will allow you to install the various CC programs that you are eligible for. You can also download trial versions to test drive the software before committing to buying them.

In addition to commonly used apps, Adobe is introducing two new apps with the 2017 version called Experience Designer (XD) and Project Felix. Adobe XD provides UX designers and UX testers with the tools to create great user interfaces for a variety of screen sizes and device form factors. You can design interactive prototypes to test out a wide variety of UX designs to ensure maximum app engagement by the users. Project Felix is under beta testing and it aims to combine 2D and 3D workflows in one app without having to learn the nuances of 3D creation.

The 2017 version of InDesign comes with some great new features to boost your productivity. It includes new footnote capabilities to create footnotes that can span across multiple pages and enhancements to the OpenType fonts. It includes direct integration with Adobe Stock to find the assets licensed by Adobe, which you can simply drag and drop into your document.
You can also add public Creative Libraries, where you can share assets with a team across all your Adobe apps. You can directly buy industry leading fonts from the Typekit marketplace from within InDesign. These fonts are available to all the other CC apps as well.

The cool new feature is the integration with Adobe Animate CC, which you can use to create great animation effects to incorporate into EPUBs designed with InDesign, and create interactive eBooks.