

InDesign CS6 Notes

Notes by Gavin Kirby

Building your documents.

Graphic Design becomes a bit more complicated when you are designing over multiple pages. You will need to keep track of many different elements, styles, layouts, typographic formats etc. This task is made easier by several functions available to you in InDesign, like Master Pages, Paragraph Styles, Character Styles etc.

Imagine that your task is to build a large house. You would first plan the layout of the house by drawing the basic structure, the number of rooms, the room dimensions and roughing out what goes in each room.

Once the planning is done, you can now build your house by choosing sturdy materials for the construction and methodically adding all the details to each of the room.

What does this have to do with designing a multi page document? I hear you ask. Well, think of the large house as your task of designing a multi page document (MPD). You would not dream of building a house without any plans and the same applies to building an MPD, planning is *very* important.

Putting the house together with poor building materials will give a poor finish, plus you don't want it to fall down. The contents of your MPD are your building materials. They need to be right, images need to be the correct size and colour mode, text needs to be spelt correctly. Remember this, *if you put crap in, you will get crap out!!*

The rooms of the house are your pages, some will be standard while others will have a specific job within the MPD. You will need to have a system to help style your pages to give continuity throughout your document.

Getting Started.

The first thing to do is to create a *New Document*, this sounds easy and straight forward but there are several key design factors that you need to know about the document that you are about to design so that they can be input at this stage. These can be altered later but it is best to sort this out before you have added too much content and have spent time on your layouts.

Creating a New Document.

1. To create a New Document go to *File - New - Document* or you can press *cmd+N* on the keyboard.

The screenshot shows the 'New Document' dialog box with the following settings:

- Document Preset:** [Default]
- Intent:** Print
- Number of Pages:** 1
- Start Page No:** 1
- ☒ Facing Pages
- ☐ Master Text Frame
- Page Size:** A4
- Width:** 210 mm
- Height:** 297 mm
- Orientation:** Portrait (indicated by a vertical page icon)
- Columns:** 1
- Gutter:** 4.233 mm
- Margins:** Top: 12.7 mm, Bottom: 12.7 mm, Inside: 12.7 mm, Outside: 12.7 mm

Buttons on the right: OK, Cancel, Save Preset..., More Options.

2. Take a moment to look at the options available to you in the *New Document* window.

Document Preset: If you are regularly working on a set layout format, you can save the preset information and select it from this menu.

Intent: This gives you the choice of designing for either *Print* or *Web* and will alter setting accordingly depending on your choice. The *Web* option is a bit misleading as InDesign will not create a web page but will create a screen optimized document.

Number of Pages: Allows you to automatically add the number of pages for your document.

Starting Page No: If you are working on a large project like a book, it is a good idea to break it up into smaller documents. *Starting Page No* allows you to keep the page numbering consistent through the documents.

Facing Pages: Depending on the type of document you are working on and the type of bind or fold you plan to use you may need to have left and right pages as apposed to individual pages.

Master Text Frame: This creates an automatic text frame on your master pages. It is recommended not to use this as you will want to have total control over your text boxes.

Page Size: Either choose from a list of common page sizes or you can create a custom page size. Also set your page orientation.

Columns: If you have planned your document properly you will know how many columns you want to be working with for the majority of your pages, this area allows you to set this. The *Gutter* width refers to the space between the columns.

Margins: Sets the space between the edge of the page to the content area on your design layout. If you are working on single pages these will be *Top, Bottom, Left, Right*. If you are working on facing pages the these will be *Top, Bottom, Inside, Outside* (Inside refers to the edge by the bind or fold).

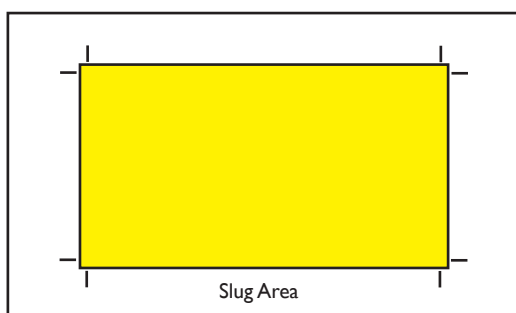
3. Click on the *More Options* button.

The 'New Document' dialog box is shown with the following settings:

- Document Preset: [Default]
- Intent: [Print]
- Number of Pages: 1
- Start Page No: 1
- Page Size: A4
- Width: 210 mm
- Height: 297 mm
- Orientation: Portrait
- Columns: 1
- Gutter: 4.233 mm
- Margins: Top: 12.7 mm, Bottom: 12.7 mm, Inside: 12.7 mm, Outside: 12.7 mm
- Bleed and Slug: Top: 0 mm, Bottom: 0 mm, Inside: 0 mm, Outside: 0 mm

Bleed and Slug: If your design has colour or an image running up to the edge of your design you must allow it to 'Bleed' over the edge of the page by at least 3mm. The bleed prevents white lines appearing at the edge of the art work due to poor trimming. *I would strongly recommend that you ALWAYS include a 3mm bleed on every document even if you don't need to use it!!*

The *Slug* area refers to the area of scrap paper beyond the edge of the bleed area. This area is used to carry print related information like colour bars, dates, and sign off information.

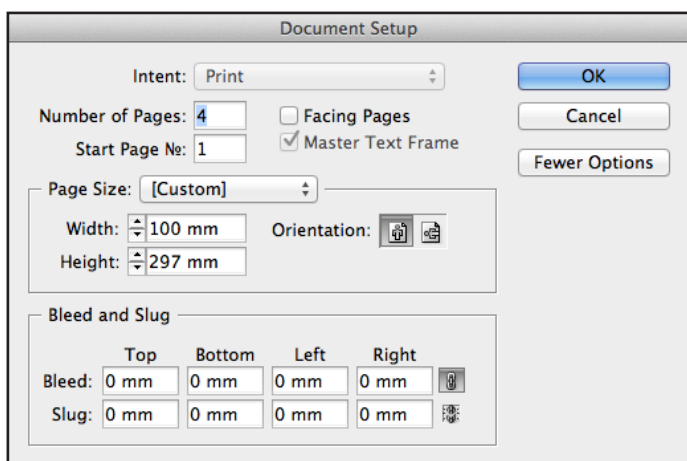


4. Once you have set all of your New Document parameters, click *OK* to create your document.

Altering an Open Document.

It is quite common to want to alter some of the *New Document* settings in an existing document. This could be due to a change of design style or the wish of your client. The settings are spread over two palettes.

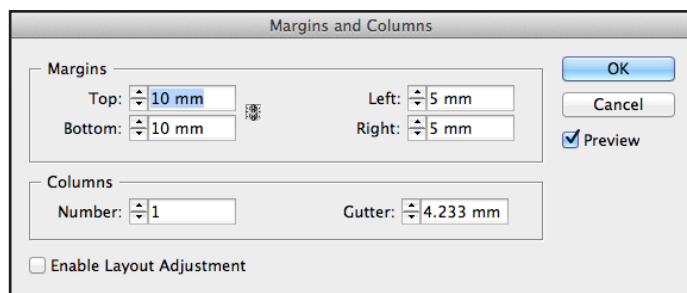
1. Go to *File - Document Setup* or press *alt+cmd+P*.



Many of the settings that you may need to alter are available to you so that you can alter things retrospectively.

Notice that some options are not available from this window. The margin options are found in a different area.

2. Apply any alterations that you want and click *OK* or just *Cancel* to close the window.
3. Go to *Layout - Margins and Columns*.



As the name suggests you can alter the *Margins* and *Columns* of your document in this window. There are also a couple of new buttons available to you, *Preview* and *Enable Layout Adjustment*.

Preview is self explanatory, when it is enabled you can see your alterations in real time and how they affect your layout design. This is very useful when you are using *Enable Layout Adjustment* as well.

Enable Layout Adjustment will attempt to force your existing content into the new column structure. This is very hit and miss and can cause more problems for you over several pages. I would advise against using it on a MPD.

4. Click *OK* or *Cancel* to close the window.

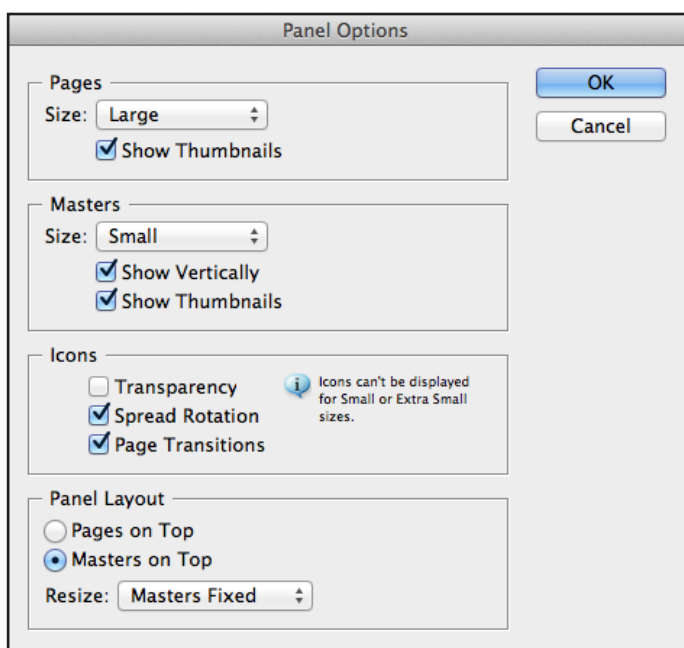
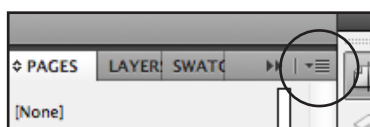
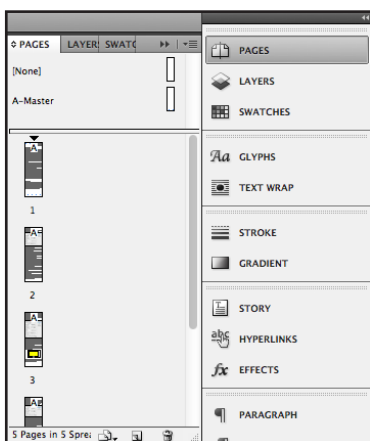
The Pages Panel.

More often than not you will want to manage your pages in your InDesign document. There are several ways to do this but the easiest way is via the *Pages* panel.

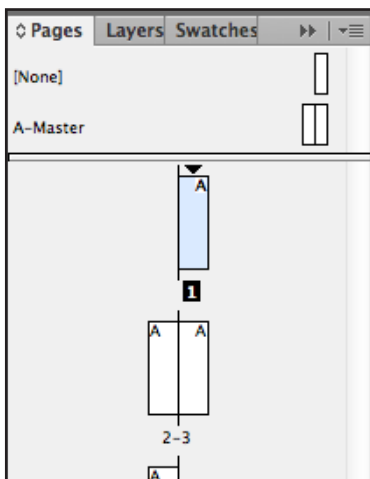
1. Click on the *Pages* panel button. If it is not visible go to *Window - Pages*.

The *Pages* panel has two sections. The upper is for your *Master Pages* and the lower is for the pages of your document. By default your pages are viewed one above the other as individual pages or as spreads if you are working with *Facing Pages*.

You can change this view by selecting *Panel Options* from the *Pages Panel Menu*.



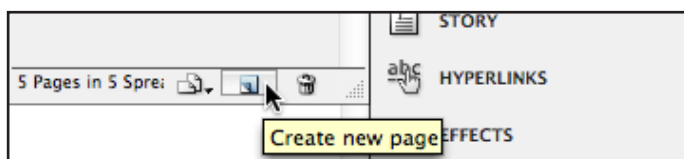
2. In the *Panel Options* window you can increase the size of the thumbnails that you see in the Pages Panel. You can also set the master pages to *Show Vertically* to save some space in the top of the panel.



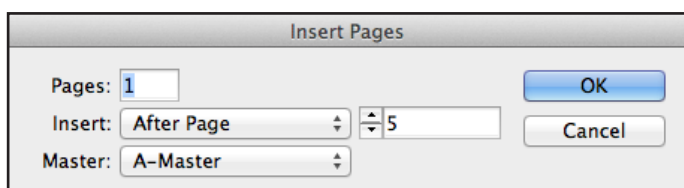
Inserting New Pages.

There are several ways to add extra pages to your InDesign document. The easiest ways are via the *Pages Panel*.

1. At the bottom of the *Pages Panel* there is a *Create new page* button. Clicking on this button will add one new page based on the *A-Master* master page.



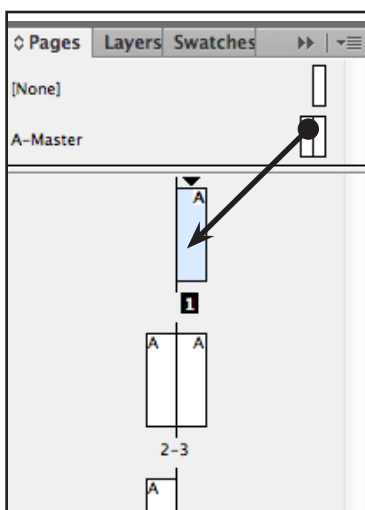
2. If you hold down *alt* and click on the *Create new page* button you will activate the *Insert Pages* window.



Here you can set the number of pages you want to insert, where you want to insert them in the document and which master page style you want to use.

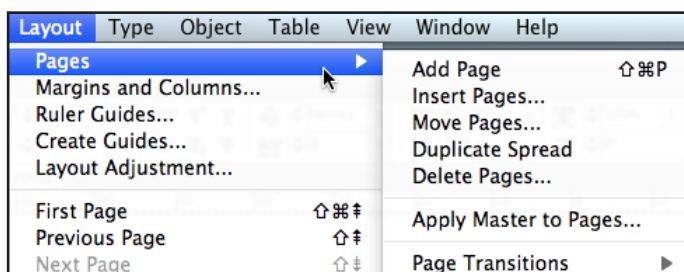
3. Another way to add pages in the *Pages Panel* is to drag and drop a master page style into the document section of the panel.

This method allows you to choose the master page style and apply it directly to the new page that you want to create.



4. Another way to add extra pages is to do it via the *Layout* menu.

Here you can add, delete, move and duplicate pages in your document.

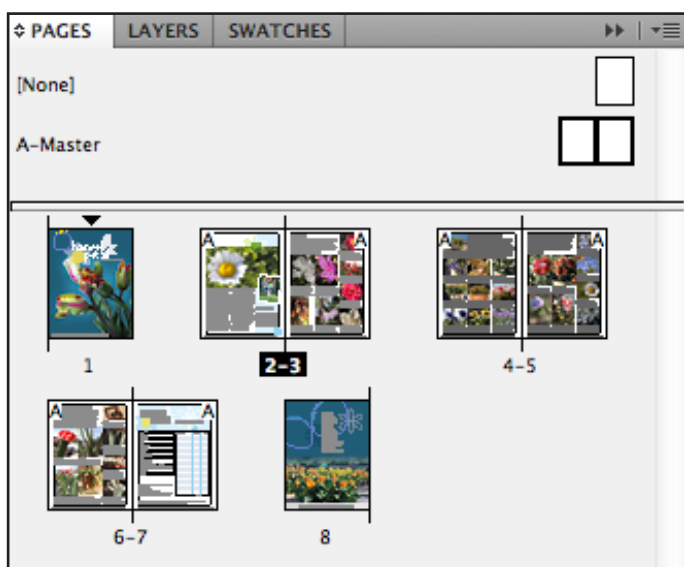


Moving Pages.

Moving pages around in your document is done by drag and drop. Simply click and move the page you want to move. There are some things that you will need to take into consideration though.

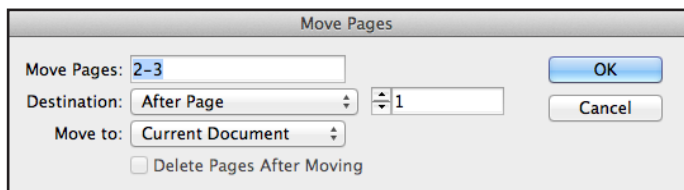
If your document has linked text boxes you could encounter issues with re-flowing text.

1. Moving individual pages is straight forward, click on the page and move it to where you want it to go.
2. When moving spreads you will need to select both the left and right pages. Do this by clicking on the page numbers on the thumbnail then move it to where you want it to go.



3. You can also move pages between documents. To do this you will need two documents open, one with the pages you want to move and one where you want to move the pages to.

Select the pages you want to move and go to *Layout - Pages - Move Pages*.

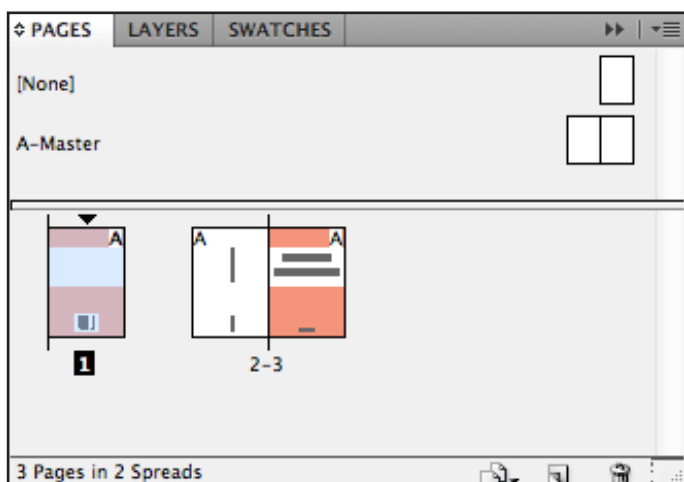


In the *Move Pages* window you can choose exactly where you want to move the selected pages too. In the *Move to* section you can choose another open InDesign document. It is worth mentioning that the document you are moving the pages too should have the same page dimensions otherwise you will get error messages. (A4 to A4 = Good, US Letter to A4 = Bad).

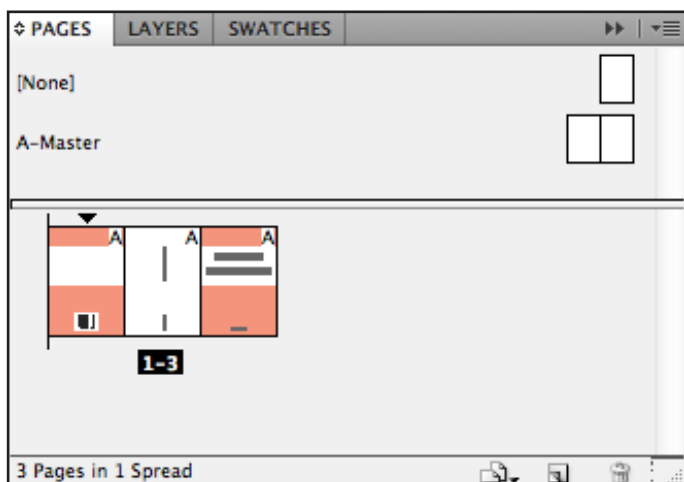
Foldout Spreads & Book Jackets.

InDesign also allows you to make foldout spreads for folding leaflets or book jacket spreads. The unique part of this is that although the pages will have the same height some of the pages will have different widths, like the spine of a book for example.

To arrange the pages into a book jacket layout you will first need to turn off an option in the *Pages Panel*.

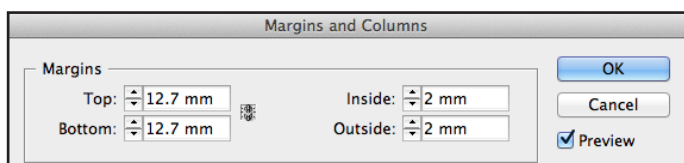


1. Go to the *Pages Panel Menu* and select *Allow Document Pages to Shuffle*. You can now move the pages together so that the edges are touching and create the book jacket spread.



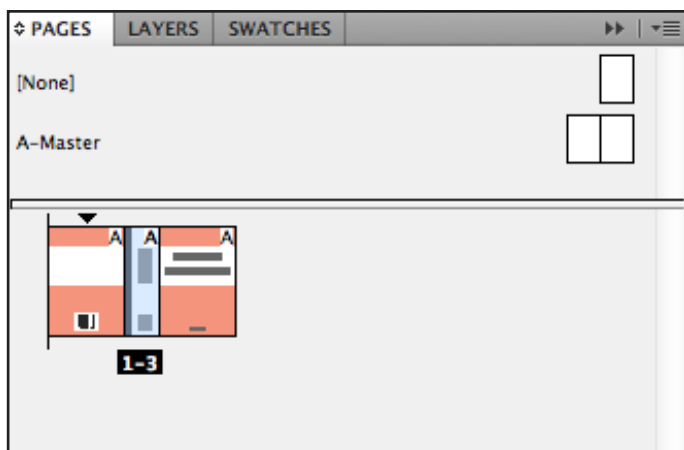
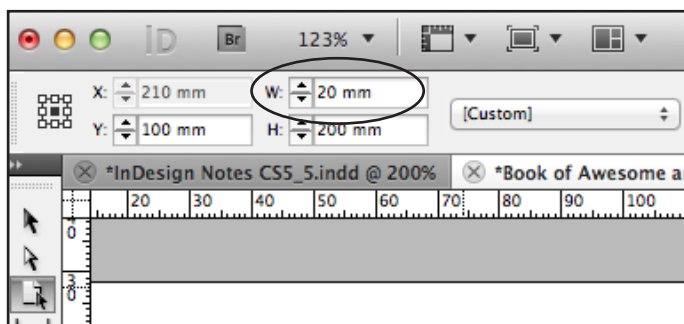
You now need to alter the width of the middle page (the spine of the book) to the correct size. However, you will need to alter the pages margins first to prevent unwanted error messages from occurring.

2. Go to *Layout - Margins and Columns* and set the *Inside* and *Outside* margins to 2mm.



Changing the margins is important because the width of the page (the spine) must be greater than the combined width of the margins. So by reducing the margins to 2mm we can have a spine as thin as 4.5mm. If you didn't change the margins the minimum width you could have for the spine would be 26mm.

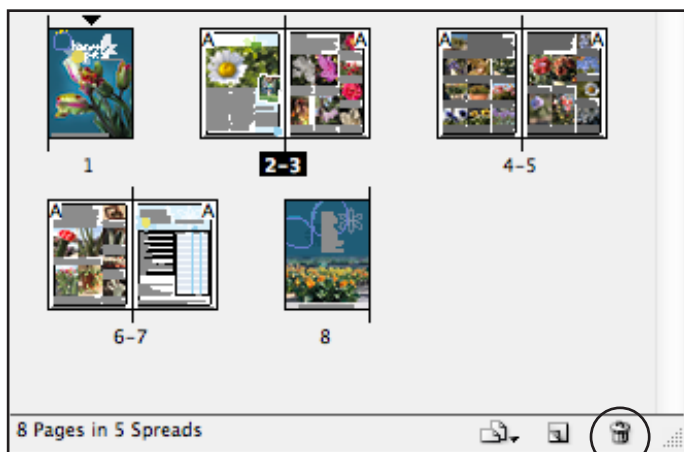
3. Select the *Page Tool*  from the tools panel and click on the middle page to select it.
4. In the *Control Panel* set the width to 20mm and select *Enable Layout Adjustment*, press *Return* key to apply the change.



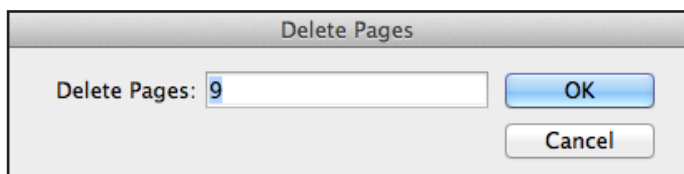
Deleting Pages.

You can either delete pages via the *Pages Panel* or from *Layout - Pages - Delete Pages*.

1. In the *Pages Panel* select the page/ pages that you want to delete, then click on the bin at the bottom of the panel. If the pages contain content you will need to confirm a warning window.



2. Deleting pages via *Layout - Pages - Delete Pages* gives you the *Delete Pages* window. Enter in the ages you want to delete, and click OK. You can enter in more than one page. Entering 2-3 will delete pages 2 & 3, entering 2-5 will delete pages 2, 3, 4 & 5. Entering 2, 4, 6 will delete pages 2, 4 & 6.

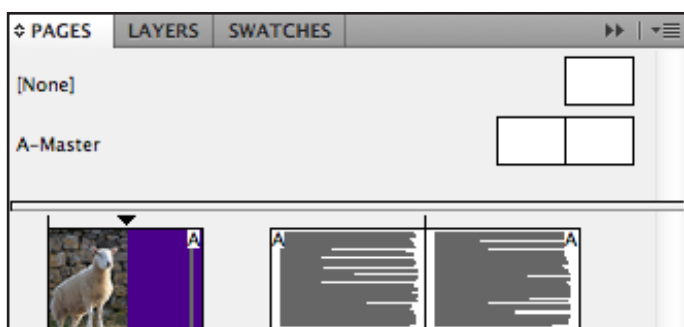


Working with Mater Pages.

Master Pages are really useful when working on MPD's. They allow you to control the design of common elements across your document, things like page structure and layout, page numbering, page headers etc. They are also very handy when you are working in a team of designers or when you are regularly designing on monthly, weekly or daily publications.

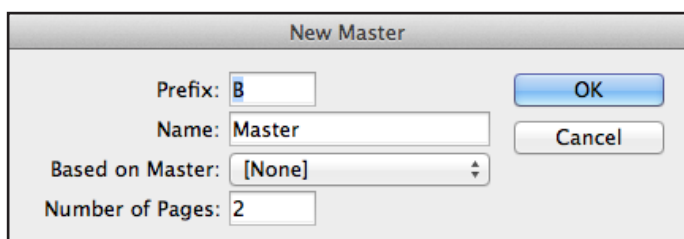
It is common for your MPD's to have several different Master Pages each solving specific design problems. You could have Master Pages for the following, Cover page, contents, article, advert page etc.

1. By default you will start with two Master Pages on any document you create in InDesign. They are *[None]* and *A-Master* and can be found in the top section of the *Pages Panel*.



In this example there is some basic content that I will be formatting by using Master Pages.

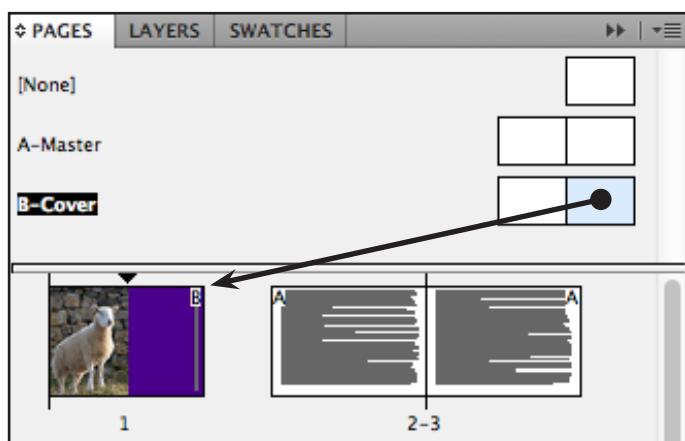
2. To create a new Master Page for the cover go to the *Pages Panel Menu* and choose *New Master*.



In the *New Master* window you can set some basic settings. I will just change the name from *Master* to *Cover*, this will show as *B-Cover* in the *Pages Panel*.

Notice that all the page thumbnails have an *A* in the corners. This tells me that all the pages are currently setup with the *A-Master* master page, so any alterations to that master page will affect all of my pages. I do not want anything to alter the cover of the document so that is why I created the *B-Cover* master page.

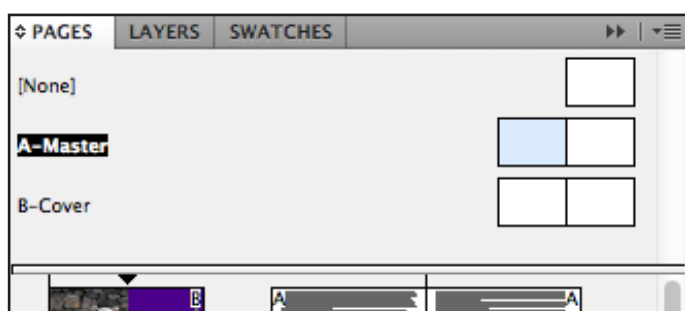
3. To apply a master page to a document page just drag and drop the master page(*B-Cover*) onto the document page thumbnail in the *Pages Panel*.



Editing Master Pages.

1. To edit a master page, double click the master page you want to change in the upper section of the *Pages Panel*. This will open the master page view for you to apply your edits.

To get back to the document, double click on any of the document page thumbnails in the lower section of the *Pages Panel*.



To make sure that you are working on the correct master page, look to see what is highlighted. In the example above *A-Master* is highlighted and the *Left Page* is selected so any changes will be applied to that page only.

2. Go to *Layout - Margins and Columns* and set the following.

Margin Top: 70mm

Number of Columns: 3

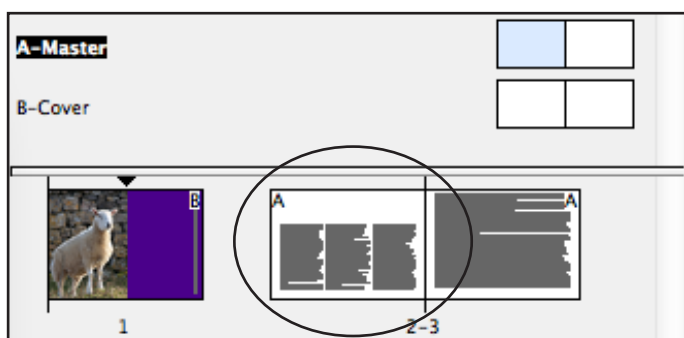
Gutter: 8mm

Enable Layout Adjustment

Margins and Columns

Margins		OK Cancel ☒ Preview
Top: 70 mm	Inside: 20 mm	
Bottom: 20 mm	Outside: 20 mm	
Columns		
Number: 3	Gutter: 8 mm	
☒ Enable Layout Adjustment		

You will be able to see the changes being applied to the document page thumbnails in the *Pages Panel*.



3. Apply the same setting to the *A-Master - Right Page*.

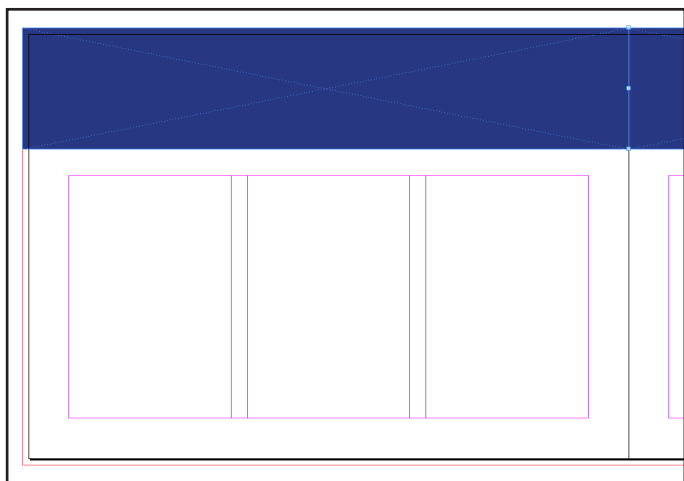


By enabling *Enable Layout Adjustment* the text boxes are automatically altered to the new height and 3 column structure. However, for this to work all edges of the text box **MUST** be in contact with the margin guides before you edit them.

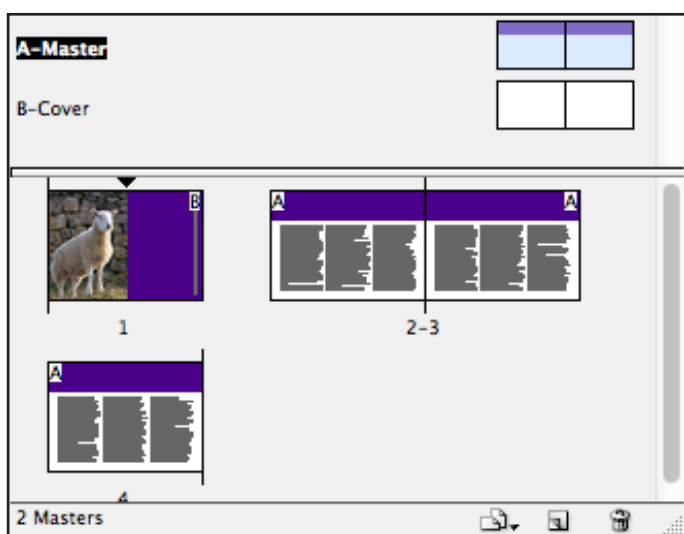
Adding Elements to Master Pages.

If you have design elements that are to be common to your pages throughout your document you can add them via your Master Pages. The advantage of applying them via master pages is that you know that each page element will be identical on each page that they appear. You also have the ability to edit or even delete common elements in those one off design decisions that can occur.

1. Go back to the *A-Master* master pages.
2. Draw a box in the top of the page. On the left page I have drawn a box 300mm x 60mm from the bleed margin and coloured it blue.



3. Do the same for the right page. Notice that the preview thumbnails have updated.



4. Double click on the *Page 4* thumbnail to view the document.

Overriding Master Page Items.

Items that belong to a master page are locked by default to prevent them from being changed accidentally. There will be times when you will want to edit master page items on one page and not the others.

1. From the *Pages Panel Menu* deselect *Override All Master Page Items*. This will 'unlock' the master page items on the page that you are currently working on. You can also do this by doing *Shift+cmd+click*.
2. Change the colour of the box.
3. To reapply the master page protection go to the *Pages Panel Menu* and select *Master Pages - Remove Selected Local Overrides*. Note that this will remove your edits and return it to as it appears on the master page.

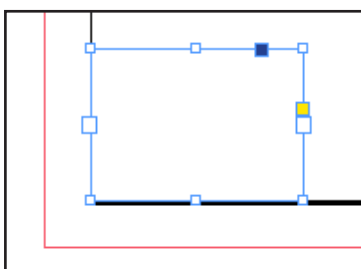
Adding Page Numbers.

It is best to add page numbers via the master pages as it is most likely that you will want them on almost all of your content pages. You can always delete the odd page number here or there as needed.

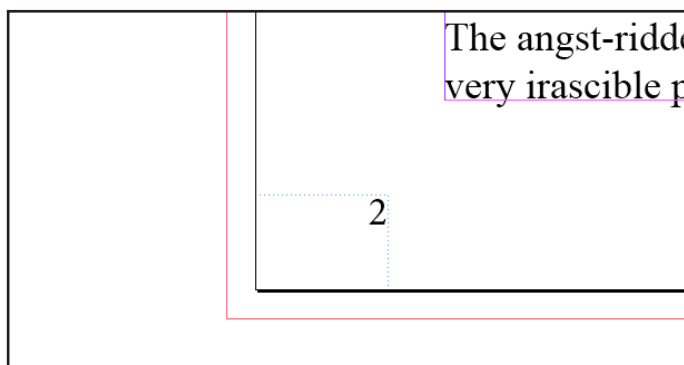
1. Go to the *A-Master* master pages.



2. Draw a text box where you want the page number to go. I have drawn a 14mm wide, 10mm high box in the bottom left corner on the left page and set the text to *Align Right*.



3. With the text tool selected, go to *Type - Insert Special Character - Markers - Current Page Number* or press *Shift+alt+cmd+N*. This will place a *Current Page Number Indicator* into the box. You will see an 'A' because it is on the *A-Master* master page, if it was on *B-Cover* you would see a 'B'.
4. Select the box you drew for the page number and *Copy & Paste* it onto the right master page and set the text to *Align Left*.
5. Go back to your document and look to see if the page numbers have been applied.



Working With Style Sheets.

Using Paragraph and Character Style sheets is a great way to manage the appearance of your text within your InDesign documents. Especially when you need to repeat font and formatting appearances across your document be it over one or several pages.

As the names suggest, Character Styles control the appearance of the typeface in terms of Font, colour, size, leading etc. Paragraph Styles control the formatting of your areas of text, Alignment, indents, spacing after/ before paragraphs etc.

Paragraph Styles also allow you to embed a character style to the formatting that you are controlling.

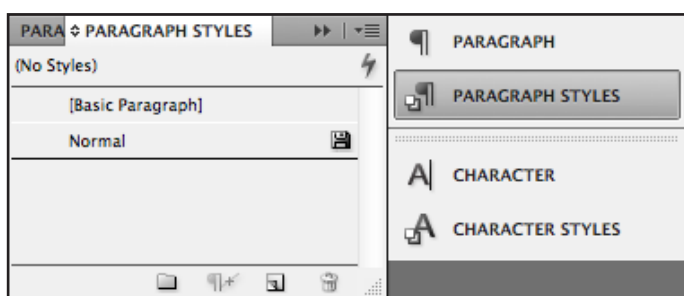
1. Open the file *Menu Portrait START.indt*. The file is the beginnings of a menu with some text that needs formatting and styling.



2. Go to *Type - Show Hidden Characters*. This shows you all of the bits of text that you don't normally see, things like returns, spaces, tabs, soft returns etc. If you are working with text you need to see these invisible elements to format your text correctly, especially if you have been issued the text by someone else.

You will need to clean up all the extra tabs, spaces and returns so that you have total control over the formatting (this text has already been cleaned up).

3. Open the *Paragraph Styles* panel. You can do this by pressing *alt+cmd+T*. Notice that there are two default styles [*Basic Paragraph*] and *Normal*.



4. Select some of the text on the document. You will now see a + symbol next to *Normal*. This indicates that there is a variation to the styles given by the *Normal* style sheet.

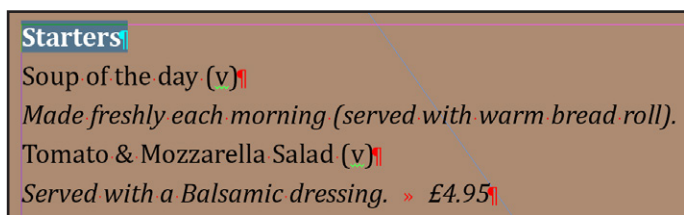
As a designer you will want to have an individual style sheet for every variation of text in the document. This may sound heavy handed but it really speeds up your design edits and you will be changing styles on a document wide basis.

Making a New Style Sheet.

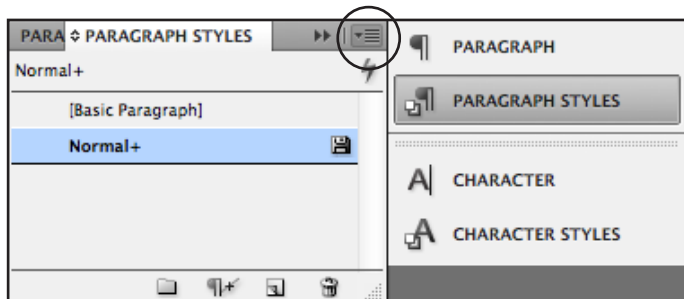
There are two different ways to develop your style sheets. You can either start with a blank document and create your style sheets before you start adding content. This can be a problematic method as you will styling blind. I find the best way is to build the style sheets with the help of some of my document text. This is the method you will do next.

1. You will notice that there is still a bit of formatting on the menu text. There is text that is bold, normal and italic for instance.

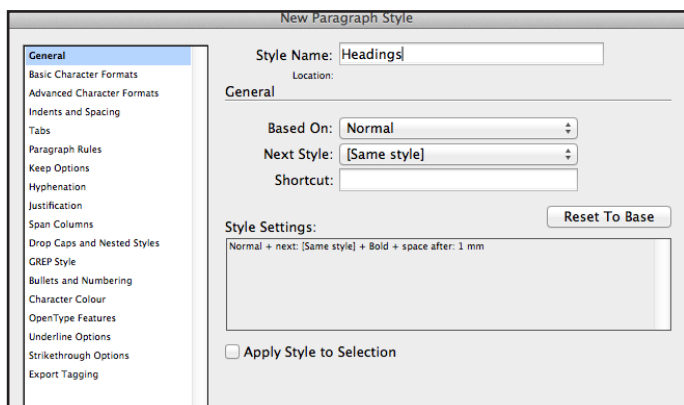
Click 3 times on the word *Starters* to select it.



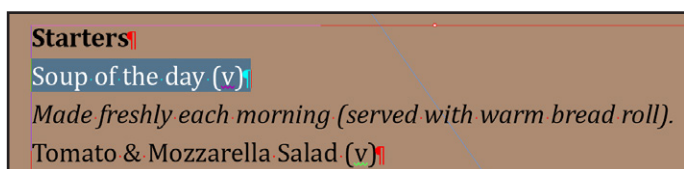
2. From the *Paragraph Styles Panel Menu* select *New Paragraph Style*.



3. Name the new paragraph style *Headings* and click OK. You will add your styles later, first you will create all your blank style sheets.



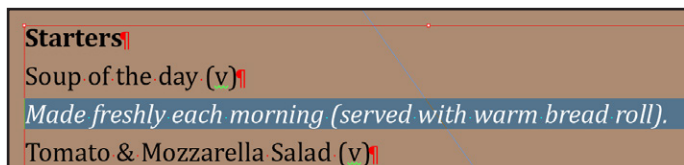
4. Click 3 times on the line *Soup of the Day* to select it.



5. From the *Paragraph Styles Panel Menu* select *New Paragraph Style*.

Name the new paragraph style *Sub Headings* and click OK.

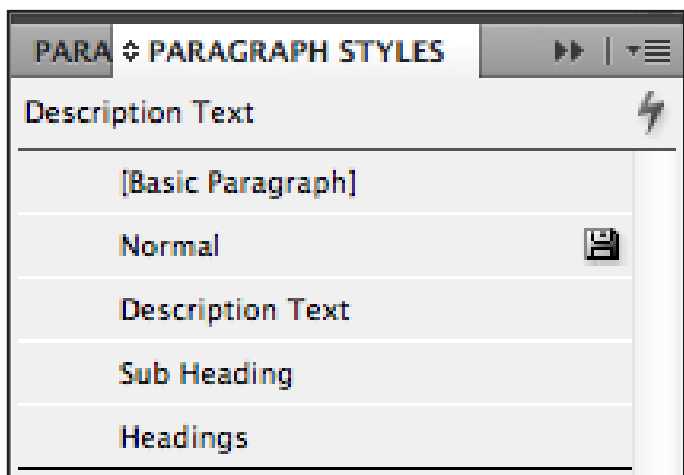
6. Click 3 times on the line *Made freshly...* to select it.



7. From the *Paragraph Styles Panel Menu* select *New Paragraph Style*.

Name the new paragraph style *Description Text* and click OK.

You should now have three new paragraph styles in the Paragraph Styles panel.



Assigning Styles to Text.

Now that you have your blank style sheets you need to assign them to the text in the document. This can take a bit of time and can be quite boring BUT it really will save you time when you are designing.

1. You will need to methodically go through the document text, selecting each paragraph in turn and setting each to a paragraph style.
2. In the menu document set the following:

All '**Bold**' text to *Headings*

All '*Regular*' text to *Sub Headings*

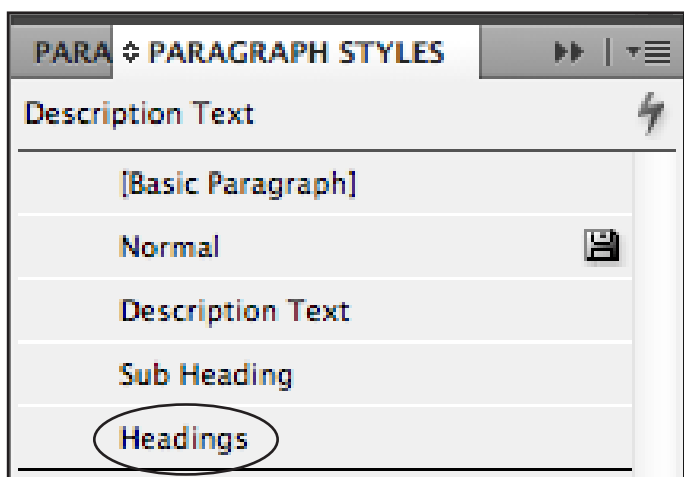
All '*Italic*' text to *Description Text*

Remember, clicking 3 times on a bit of text will select the whole paragraph, then choose the required paragraph style from the Paragraph Styles Panel.

Editing Styles.

Now that all the text has been organised into their paragraph styles we can format all the text relating to a paragraph style at the same time.

1. Double click on the *Headings* paragraph style to edit the style sheet.

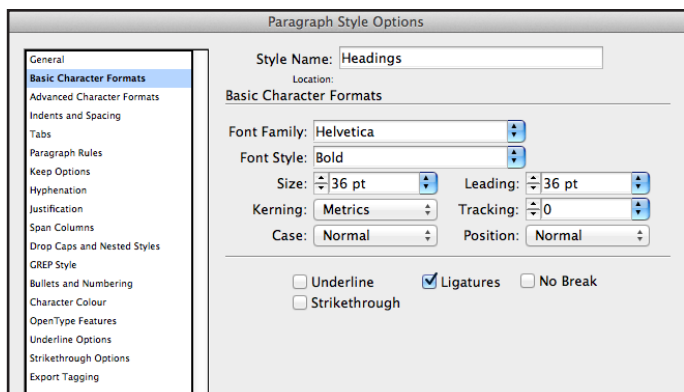


2. In the *Basic Character Formats* set the following.

Font Family: *Helvetica*

Font Style: *Bold*

Size: *30pt* Leading: *36pt*



3. In the *Indents and Spacing* set the following.

Alignment: *Left*

Space After: *6mm*

The screenshot shows the 'Paragraph Style Options' dialog box with the 'Indents and Spacing' tab selected. The 'Style Name' is 'Headings'. The 'Location' is set to 'Indents and Spacing'. The 'Alignment' is set to 'Left'. The 'Balance Ragged Lines' and 'Ignore Optical Margin' checkboxes are unchecked. The 'Left Indent' is 0 mm, 'First Line Indent' is 0 mm, 'Right Indent' is 0 mm, and 'Last Line Indent' is 0 mm. The 'Space Before' is 0 mm and 'Space After' is 6 mm. The 'Align to Grid' is set to 'None'.

4. In the *Character Colour* set the colour to *Paper*. Then Click *OK* to close the Paragraph Styles Options window.

The screenshot shows the 'Paragraph Style Options' dialog box with the 'Character Colour' tab selected. The 'Style Name' is 'Headings'. The 'Location' is set to 'Character Colour'. The 'Character Colour' is set to '[Paper]'. The 'Tint' is 100% and 'Weight' is 1 pt. The 'Overprint Fill' and 'Overprint Stroke' checkboxes are unchecked.

All of the text connected to the *Headings* paragraph style sheet will now have changed to the new style.

1. Double click on the *Sub Headings* paragraph style to edit the style sheet.

2. In the *Basic Character Formats* set the following.

Font Family: *Helvetica*

Font Style: *Bold*

Size: *12pt* Leading: *14pt*

The screenshot shows the 'Paragraph Style Options' dialog box with the 'Basic Character Formats' tab selected. The 'Style Name' is 'Sub Heading'. The 'Location' is set to 'Basic Character Formats'. The 'Font Family' is 'Helvetica', 'Font Style' is 'Bold', 'Size' is 12 pt, 'Leading' is 14 pt, 'Kerning' is 'Metrics', 'Tracking' is 0, 'Case' is 'Normal', and 'Position' is 'Normal'. The 'Underline', 'Strikethrough', and 'No Break' checkboxes are unchecked, and the 'Ligatures' checkbox is checked.

3. In the *Indents and Spacing* set the following.

Alignment: *Left*

Space After: *1mm*

The screenshot shows the 'Paragraph Style Options' dialog box with the 'Indents and Spacing' tab selected. The 'Style Name' is 'Sub Headings'. The 'Location' is set to 'Indents and Spacing'. The 'Alignment' is set to 'Left'. The 'Balance Ragged Lines' and 'Ignore Optical Margin' checkboxes are unchecked. The 'Left Indent' is 0 mm, 'First Line Indent' is 0 mm, 'Right Indent' is 0 mm, and 'Last Line Indent' is 0 mm. The 'Space Before' is 0 mm and 'Space After' is 1 mm. The 'Align to Grid' is set to 'None'.

4. In the *Character Colour* set the colour to *Paper*. Then Click *OK* to close the Paragraph Styles Options window.

The screenshot shows the 'Paragraph Style Options' dialog box with the 'Character Colour' tab selected. The 'Style Name' is 'Sub Headings'. The 'Location' is set to 'Character Colour'. The 'Character Colour' is set to '[Paper]'. The 'None' option is selected with a checkmark. The 'Registration' and 'Black' options are also visible. The 'C=100 M=0 Y=0 K=0' and 'C=0 M=100 Y=0 K=0' options are also visible.

All of the text connected to the *Sub Headings* paragraph style sheet will now have changed to the new style.

1. Double click on the *Description Text* paragraph style to edit the style sheet.

2. In the *Basic Character Formats* set the following.

Font Family: *Palatino*

Font Style: *Regular*

Size: *10pt* Leading: *12pt*

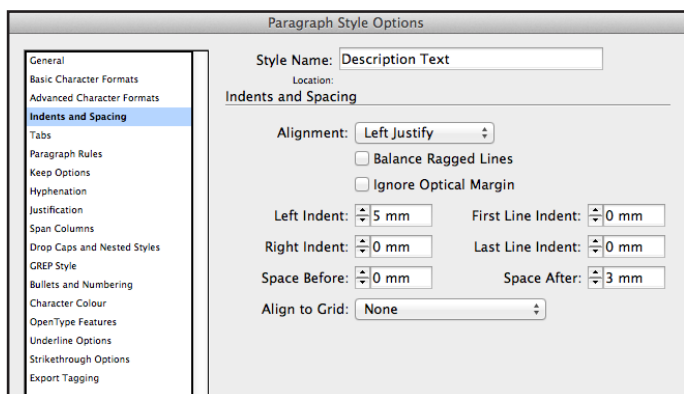
The screenshot shows the 'Paragraph Style Options' dialog box with the 'Basic Character Formats' tab selected. The 'Style Name' is 'Description Text'. The 'Location' is set to 'Basic Character Formats'. The 'Font Family' is 'Palatino' and the 'Font Style' is 'Regular'. The 'Size' is 10 pt and the 'Leading' is 12 pt. The 'Kerning' is 'Metrics' and the 'Tracking' is 0. The 'Case' is 'Normal' and the 'Position' is 'Normal'. The 'Underline' and 'Strikethrough' checkboxes are unchecked. The 'Ligatures' checkbox is checked. The 'No Break' checkbox is unchecked.

3. In the *Indents and Spacing* set the following.

Alignment: *Left Justify*

Left Indent: *5mm*

Space After: *3mm*



4. In the *Character Colour* set the colour to *Black*. Then Click *OK* to close the Paragraph Styles Options window.

All of the text connected to the *Description Text* paragraph style sheet will now have changed to the new style.

The basic general styles have now been set for the document. However, there are still some individual edits that are still required. These will involve tables and tabs to help organise the prices and lists.

Creating & Working with Tables

Tables are an efficient way to organise and arrange information or data and isolate it from the general flow of the document.

1. Open the file *Menu Tables START.indt*. The document now has two pages and a selection of style sheets that you should be familiar with from previous exercises.
2. Highlight the text from '*Sides*' to '*Cheesy Chips £2.50*'.



InDesign allows you to convert text directly into a table. It will also ask you how you want to identify the split for columns and rows.

3. From the top menu select *Table - Convert Text to Table*.

Convert Text to Table

Column Separator: Tab

Row Separator: Paragraph

Number of Columns: 2

Table Style: [Basic Table]

OK

Cancel

The *Convert Text to Table* window gives you the options to identify your columns and rows. You may need to re arrange the text you want in the table so that you can create the columns and rows in the way you want to.

In this example a new column will appear after each tab in the line of text and a new row will appear after each return (¶).

4. Click OK.

Sides (v) * LARGE BASKET FOR £3.50	#
* Chunky Chips. £1.75	* Seasoned Wedges. £1.95
Mixed Vegetables. £1.50	* American Thin Fries. £1.75
* Cajun Fries. £1.95	Seasonal Salad. £1.95
* Onion Rings. £1.80	* Cajun Onion Rings. £1.95
Sauteed Mushrooms. £1.95	Baked Potato. £1.95
Garlic Bread. £1.95	Cheesy Garlic Bread. £2.25
Corn on the Cob. £2.50	Homemade Coleslaw. £1.50
Breaded Mushrooms. £2.50	* Cheesy Chips. £2.50
#	#
Dips » Sauces	

As you will see, the default table appearance is very basic and will require further styling. There are a couple of extra table cells that are surplus to requirements at the bottom of the table, plus you will want to unite the top two table cells to create a header bar.

5. With the text tool click inside the top left table cell and drag to the cell to the right. This will select the two cells. (You could also click inside the top left table cell and go to *Table - Select - Row*).

Sides (v) * LARGE BASKET FOR £3.50	#
* Chunky Chips. £1.75	* Seasoned Wedges. £1.95

6. Go to *Table - Merge Cells*. This will unite the top two cells to create a header for the table.

Sides (v) * LARGE BASKET FOR £3.50	
* Chunky Chips. £1.75	* Seasoned Wedges. £1.95
Mixed Vegetables. £1.50	* American Thin Fries. £1.75

7. Select the bottom two blank cells.

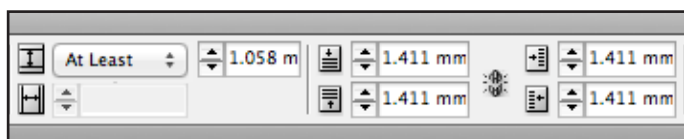
Breaded Mushrooms. £2.50	* Cheesy Chips. £2.50
#	#
Dips » Sauces	

8. Go to *Table - Delete - Row* to delete the unwanted cells.

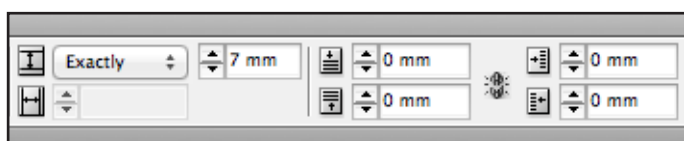
Corn on the Cob. £2.50	Homemade Coleslaw. £1.50
Breaded Mushrooms. £2.50	* Cheesy Chips. £2.50
Dips » Sauces	
BBO Dip. £1.00	Budweiser BBO. £1.50

Now you will start to format the table. To start with you will set the row sizes. There is no need to change the column widths as they are evenly spanning the text column.

1. Click into any one of the table cells and go to *Table - Select - Table*. To set the Row heights you need to use the settings in the Control Panel near the top of the screen.



2. Change *At Least* to *Exactly* and set the height to 7 mm. Set the other options (distance from top, bottom, left, right) to 0 (zero). This will remove any unwanted padding around the text in the cells.

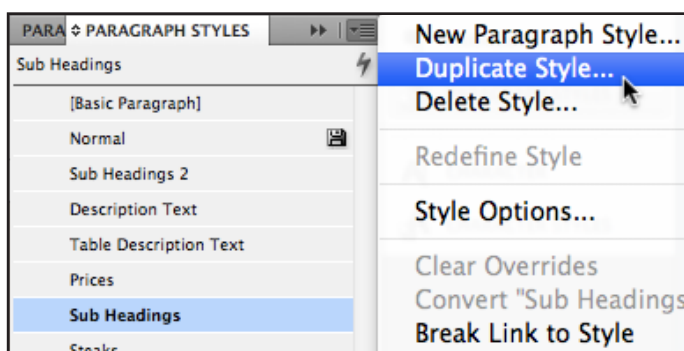


3. To vertically centre the text in the in the rows click on the *Align Centre* button in the Control Panel.

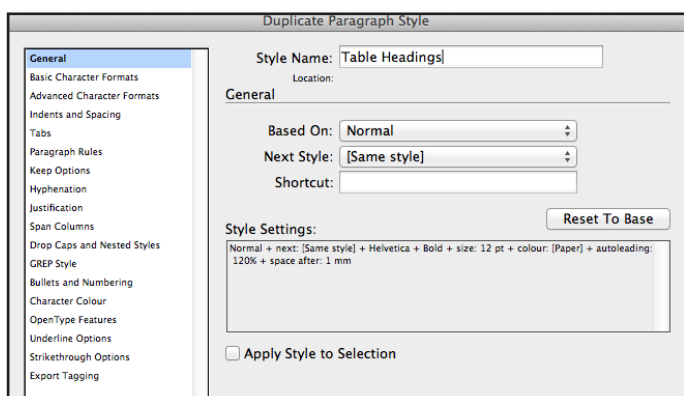


You will notice that the heading text is too close to the left edge of the table, this is because it is still set to the *Sub Heading* style sheet. This will need to be corrected.

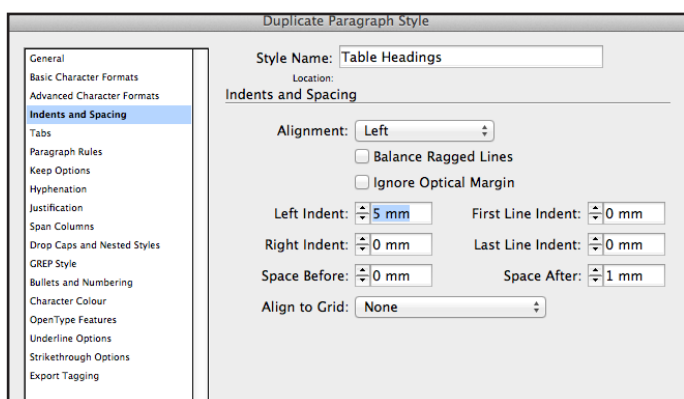
1. Highlight the heading text *Sides (V) *Large Basket for £3.50*.
2. Click on the *Sub Headings* style sheet in the *Paragraph Styles* panel and select *Duplicate Style...* from the panel menu.



3. In the *Duplicate Paragraph Style* window change the *Style Name* to *Table Headings*.



4. Under *Indents and Spacing* set the *left indent* to *5 mm*. Click OK to apply the settings and create the new *Table Headings* style sheet.



Colouring Table Cells.

To help give a table greater presence you can add colour to the table cells.

1. With any part of the table text selected, go to *Table - Table Options - Table Setup*.
2. Click on the *Fills* tab near the top of the window. and set the following.

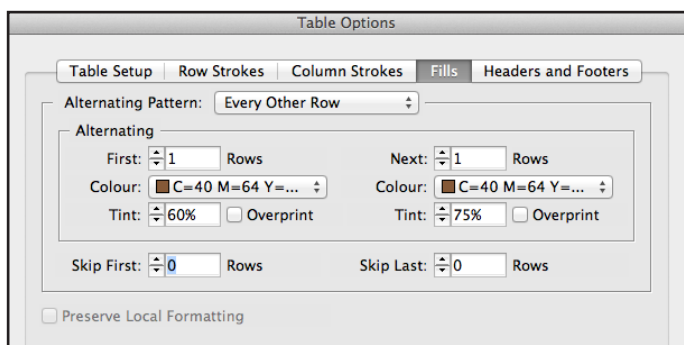
Alternating Pattern: *Every Other Row*

Set Both Colour Options to: C=40 M=60 Y=87 K=23

Set the First Tint to: 60%

Set the Next Tint to: 75%

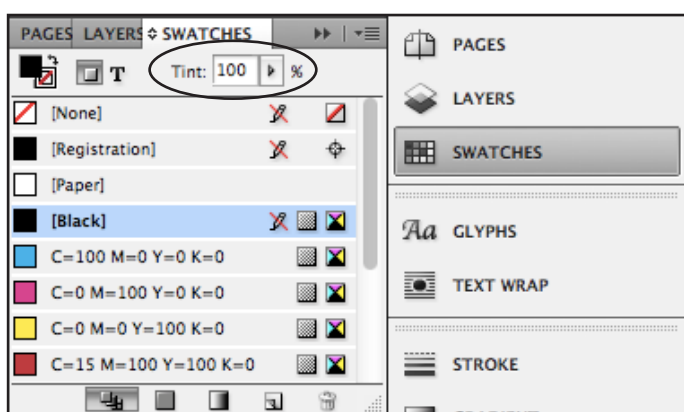
Click OK to apply the colour changes.



Sides (v) * LARGE BASKET FOR £3.50	
* Chunky Chips. £1.75	* Seasoned Wedges. £1.95
Mixed Vegetables. £1.50	* American Thin Fries. £1.75
* Cajun Fries. £1.95	Seasonal Salad. £1.95
* Onion Rings. £1.80	* Cajun Onion Rings. £1.95
Sauteed Mushrooms. £1.95	Baked Potato. £1.95
Garlic Bread. £1.95	Cheesy Garlic Bread. £2.25
Corn on the Cob. £2.50	Homemade Coleslaw. £1.50
Breaded Mushrooms. £2.50	* Cheesy Chips. £2.50

You can override the colour of a cell manually. This is something that you would want to do to isolate the table header.

1. With part of the header text selected, go to *Table - Select - Cell*.
2. From the *Swatches* panel set the Header Row colour to *Black* and make sure that the *Tint* is set to 100%.



Now convert the text at the top of the second page into a table and apply the same styles so that both tables look the same.

(Tips: Text starts with *Dips* and ends at *Sweet Mango Dip*. £1.00. Retrace the steps in the notes to recreate the style).

Working With Tabs.

Tabs enable you to accurately organise text in a linear format. Tabs are most commonly used to apply visual space between information without the use of a table. Tabs can be set to alignment Left, Right, Centred and Decimal Centred to improve the appearance of the information.

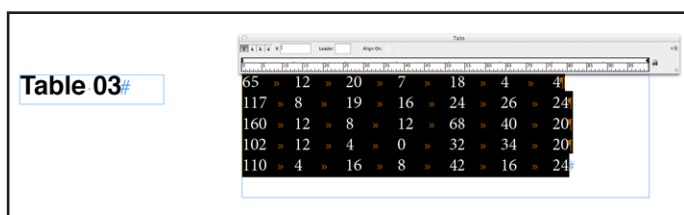
1. Open the file *Tabs01* from the *Tabs* exercise folder.

Table01 has tried to be formatted by not using Tabs. Instead the Space Bar has been used to try and balance the columns of numbers without much success.

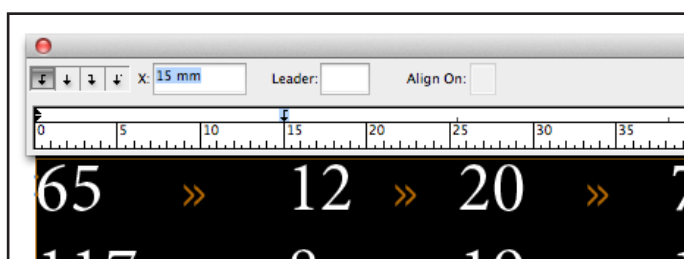
Table02 has been formatted with the default Tab measures. Each default Tab is approximately 12.75mm apart.

Setting Your Own Tabs.

1. Using the *Type Tool* select all the text in *Table 03*, then go to *Type - Tabs*.

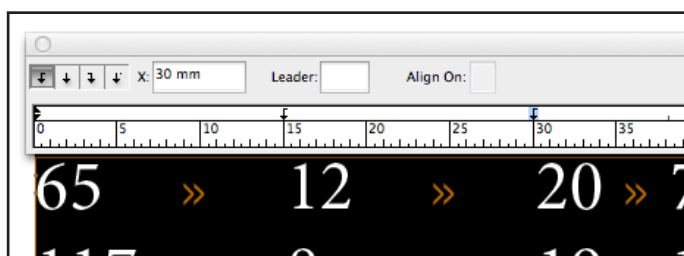


2. Make sure that you have *Alignment Left* selected. In the *X* data field enter *15mm* and press *Return* to apply your first Tab.



You will notice that a Range Left Tab marker has appeared in the rule above the selected text.

3. Click on the Tab rule near *30mm*. Then in the *X* data field enter *30mm* and press *Return* to apply your second Tab.



4. Repeat step 3 entering new Tab markers at 45mm, 60mm, 75mm and 90mm to format the text into well distributed columns.
5. Use *Table04* to try different alignments and spacing.

The Number 12 Bus Time Table.

1. Open file *Tabs02*.
2. Select all the text and format as follows:
 - 7pt Gill Sans, colour Black.
 - 9pt Leading.
 - Tabs Set to Centred.
 - First Tab positioned at 35mm.
 - Remaining Tabs set at 7.5mm intervals.

Bulleted Lists and Sequential Lists.

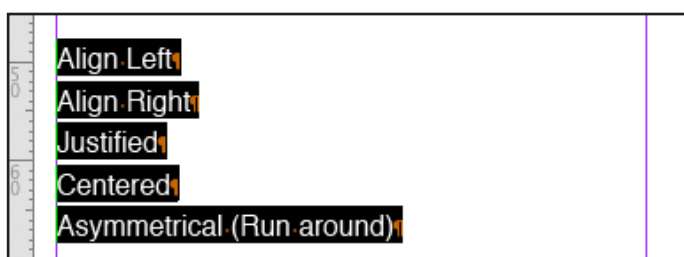
Working with bulleted lists and sequential lists has been made easy with Indesign. With the click of a few buttons you are able to quickly style up your lists.

For bullet and sequential lists the basic text that the list is to be made up of does not need to have the bullets or numbers as part of the text. Indesign will add these elements for you.

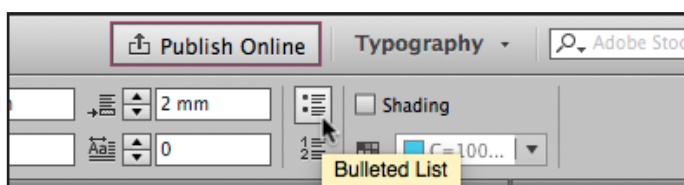
A quick note on using bullet points. The text that leads into the bullet points should end in a colon (:). If the information in the bullet points forms a list and not a full sentences then it can start with a lowercase character and have no full stop.

If the bullet point information forms a full sentence it should start with a capital and end with a full stop.

1. Open file *Lists.idml*. The file has three columns of text that need to be formatted into different types of lists, Bulleted, Sequential and Nonsequential.
2. In the *Bulleted List* column select the section of text as shown in this image.



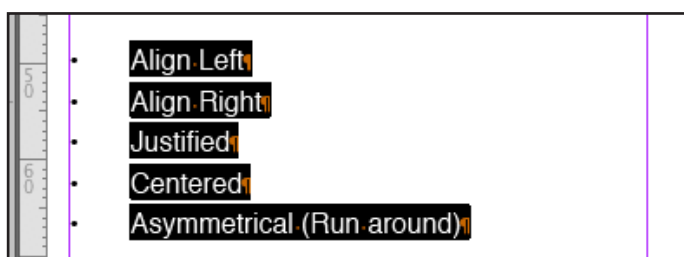
3. In the *Formatting Bar* at the top of the screen you should be able to see a small button for *Bulleted Lists*.



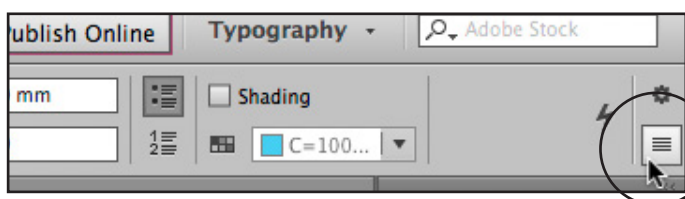
If you can not see the button you can go to the *Type Menu* and select *Bulleted & Numbered Lists - Apply Bullets*.



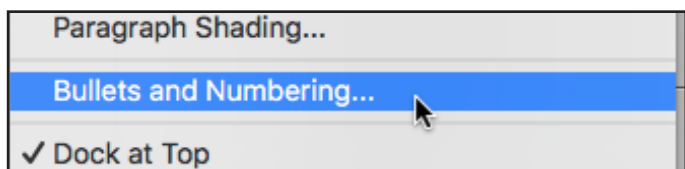
Either method will apply the default bullet points.



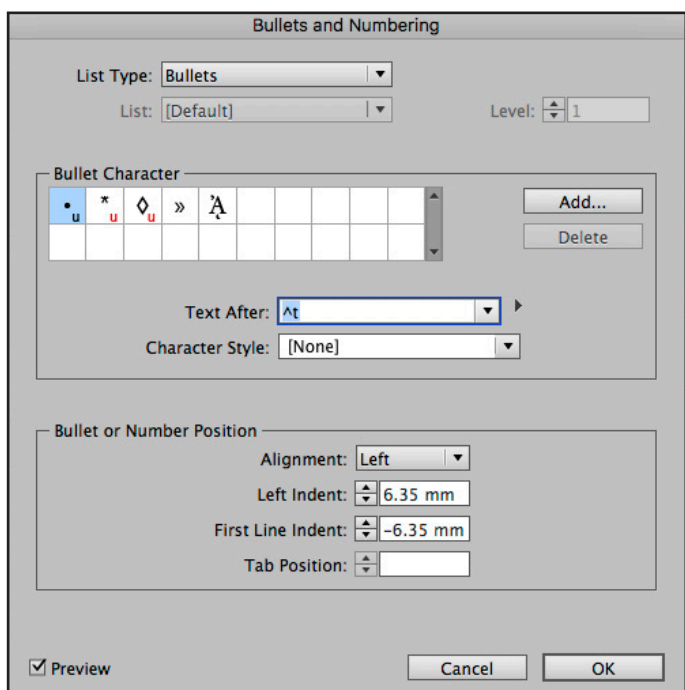
4. To adjust the distance between the bullet point and the text you will need to access the *Bullets and Numbering* palette. To do this go to the far right of the *Formatting Bar* and access the menu there.



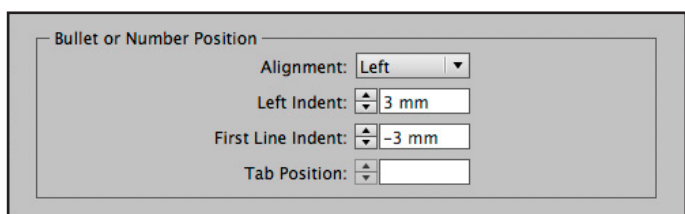
Choose *Bullets and Numbering* from the list. This will open the *Bullets and Numbering* palette so you can make your adjustments.



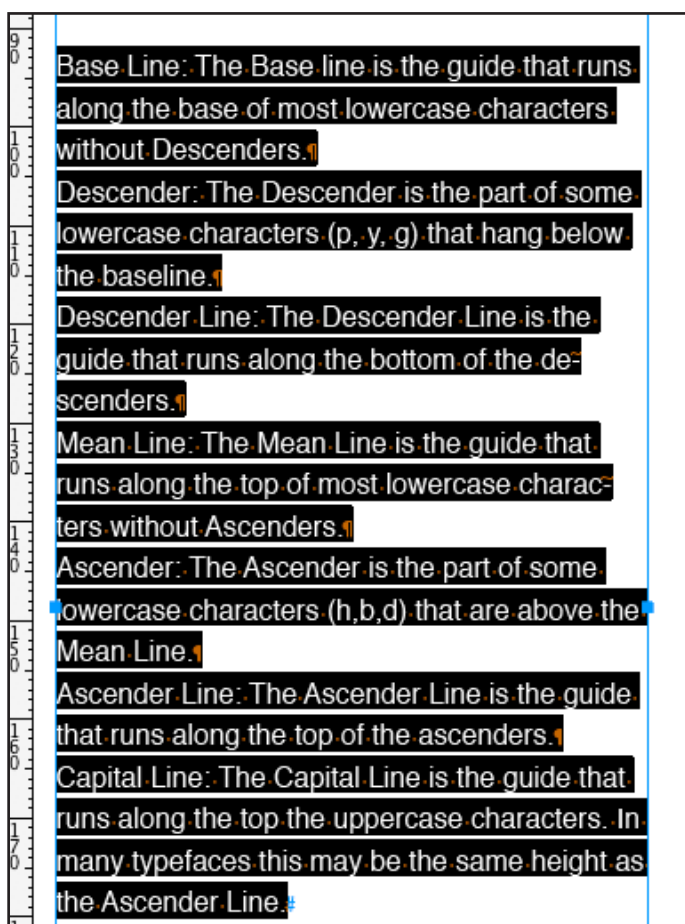
5. The *Bullets and Numbering* palette allows you to choose the type of list you are wanting to make as well as the distances and indents.



6. To make adjustments to the position of the bullets you will need to change the *First Line Indent* first then change the *Left Indent* otherwise you may encounter error messages. Set *First Line Indent* to -3mm and *Left Indent* to 3mm, then click OK.



- Now select the following text from the first column and repeat steps 1 to 6.

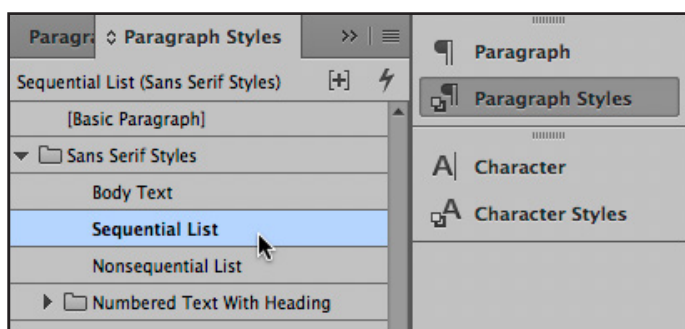


Making Lists with Style Sheets.

A more controlled way to apply a bulleted or sequential list is via a style sheet. This will help to ensure that all of your lists are formatted the same.

The second column of text in the *Lists.idml* has already had the text assigned to a style sheet that you are now going to format for a sequential list.

- From the *Paragraph Styles Menu* double click on *Sequential List* style sheet to open the *Paragraph Styles* palette.



- Now choose *Bullets and Numbering* from the list on the left hand side of the *Paragraph Styles* palette.



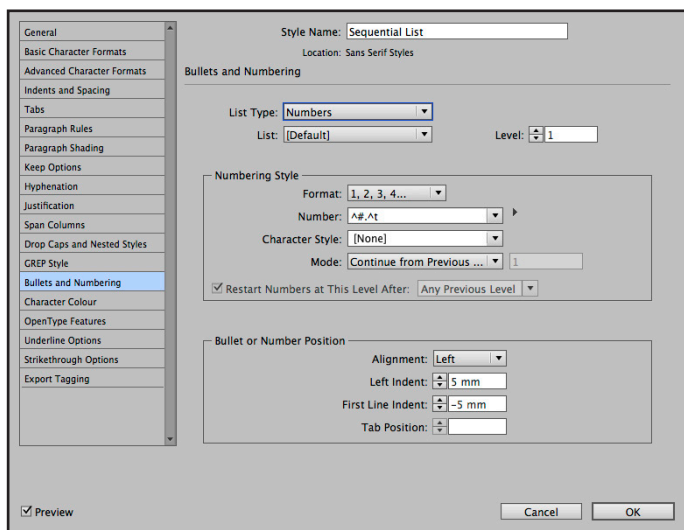
3. Set the following:

List Type: *Numbers*

Left Indent: *5mm*

First Line Indent: *-5mm*

Then click *OK*.

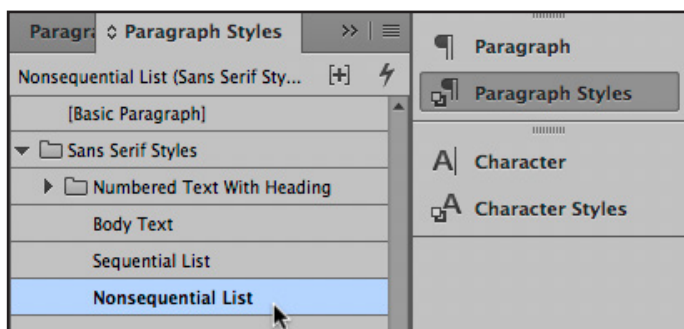


These changes will now have been applied to all bits of text linked to the *Sequential List* style sheet.

Nonsequential Lists.

Not all numbered lists that you will be wanting to create will be sequential. More often than not things like contents lists for books and magazines will be nonsequential in their numbering. This is how to apply a nonsequential list using style sheets.

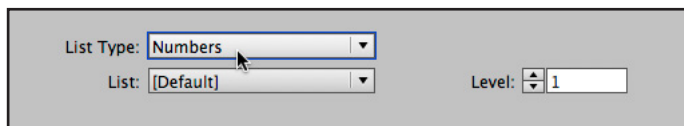
1. From the *Paragraph Styles Menu* double click on *Nonsequential List* style sheet to open the *Paragraph Styles* palette.



2. Now choose *Bullets and Numbering* from the list on the left hand side of the *Paragraph Styles* palette.

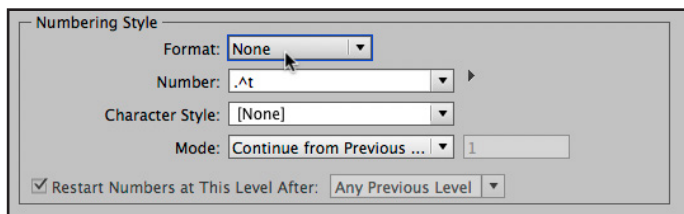


3. Set *List Type* to *Numbers*.



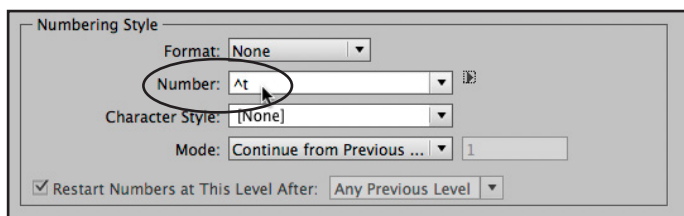
A screenshot of a settings panel. The 'List Type' dropdown is set to 'Numbers'. The 'List' dropdown is set to '[Default]'. The 'Level' is set to '1'.

4. Set *Format* to *None*. This needs to be set to *None* because the nonsequential page numbers have already been added to the text that is being formatted and you don't want Indesign to add the extra numbers.



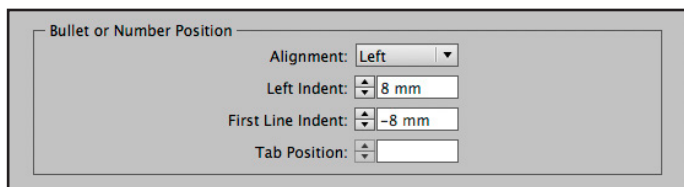
A screenshot of the 'Numbering Style' panel. The 'Format' dropdown is set to 'None'. The 'Number' field contains '.^t'. The 'Character Style' dropdown is set to '[None]'. The 'Mode' dropdown is set to 'Continue from Previous ...'. The 'Level' is set to '1'. The checkbox 'Restart Numbers at This Level After:' is checked, and the dropdown is set to 'Any Previous Level'.

5. In *Number* remove the *.* (full stop) so it reads *^t* only. Removing the full stop allows the tabs that have been added to the text to set the formatting distance.

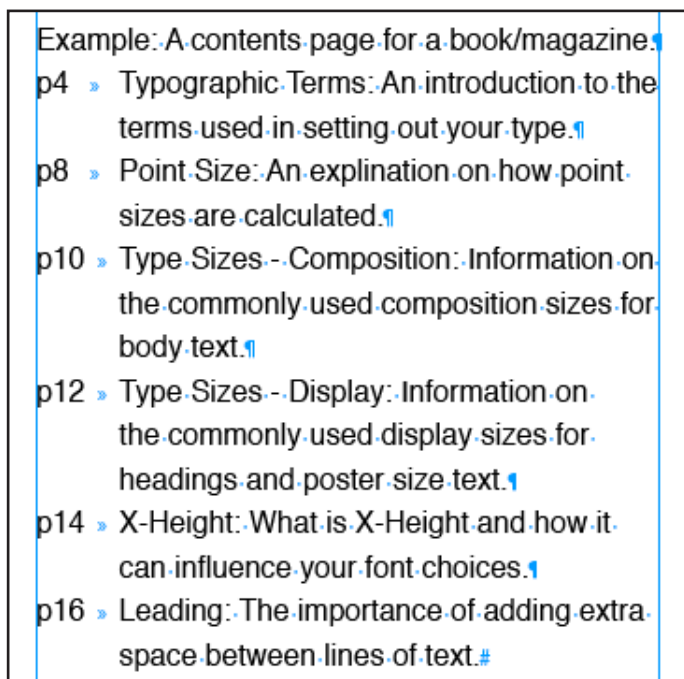


A screenshot of the 'Numbering Style' panel, identical to the previous one, but with the 'Number' field containing '^t' instead of '.^t'. The field is circled with a red oval.

6. Then set *Left Indent* to *8mm* and *First Line Indent* to *-8mm*. Click *OK*.



A screenshot of the 'Bullet or Number Position' panel. The 'Alignment' dropdown is set to 'Left'. The 'Left Indent' is set to '8 mm'. The 'First Line Indent' is set to '-8 mm'. The 'Tab Position' is empty.



A screenshot of a table of contents page. The page is titled 'Example: A contents page for a book/magazine.' and contains a list of items with page numbers and blue hyperlinks.

Page	Item
p4	» Typographic Terms: An introduction to the terms used in setting out your type.
p8	» Point Size: An explanation on how point sizes are calculated.
p10	» Type Sizes - Composition: Information on the commonly used composition sizes for body text.
p12	» Type Sizes - Display: Information on the commonly used display sizes for headings and poster size text.
p14	» X-Height: What is X-Height and how it can influence your font choices.
p16	» Leading: The importance of adding extra space between lines of text.