

# InDesign CS6

---

**IN SIMPLE  
STEPS**

*Authored by:*

**Kogent Learning Solutions Inc.**

*Published by:*

The logo for Dreamtech Press features the word "dreamtech" in a lowercase, sans-serif font. A red curved line arches over the "m". Below "dreamtech", the word "PRESS" is written in a bold, uppercase, sans-serif font, with each letter contained within a black rectangular box.

# IN SIMPLE STEPS

©Copyright by 2013 Dreamtech Press, 19-A, Ansari Road, Daryaganj, New Delhi-110002

This book may not be duplicated in any way without the express written consent of the publisher, except in the form of brief excerpts or quotations for the purposes of review. The information contained herein is for the personal use of the reader and may not be incorporated in any commercial programs, other books, databases, or any kind of software without written consent of the publisher. Making copies of this book or any portion for any purpose other than your own is a violation of copyright laws.

**Limits of Liability/disclaimer of Warranty:** The author and publisher have used their best efforts in preparing this book. The author make no representation or warranties with respect to the accuracy or completeness of the contents of this book, and specifically disclaim any implied warranties of merchantability or fitness of any particular purpose. There are no warranties which extend beyond the descriptions contained in this paragraph. No warranty may be created or extended by sales representatives or written sales materials. The accuracy and completeness of the information provided herein and the opinions stated herein are not guaranteed or warranted to produce any particulars results, and the advice and strategies contained herein may not be suitable for every individual. Neither Dreamtech Press nor author shall be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages.

**Trademarks:** All brand names and product names used in this book are trademarks, registered trademarks, or trade names of their respective holders. Dreamtech Press is not associated with any product or vendor mentioned in this book.

**ISBN:** 978-93-5004-602-9

**Edition:** 2013

**Printed at:** Anand Book Binding House, New Delhi

# CONTENTS

<b>Chapter 1 ■ Introduction to InDesign CS6</b>		<b>1</b>
Introducing New and Enhanced Features in Adobe InDesign CS6.....		2
Getting Started with InDesign CS6 .....		3
Creating a New Document in InDesign CS6 .....		4
Exploring the User Interface of InDesign CS6 .....		6
The Application Bar .....		7
The Menu Bar .....		8
The Control Panel.....		8
The Tools Panel.....		8
The Document Window.....		12
The Panels Group.....		13
Defining a Workspace.....		19
Creating a Workspace.....		20
Saving the Workspace.....		21
Resetting the Default Workspace .....		21
Working with Ruler Guides .....		21
Creating Ruler Guides .....		21
Deleting Ruler Guides.....		22
Saving a Document.....		23
Saving a Document in Earlier version .....		24
Creating an Alternate Layout.....		25
Closing the Document and Quitting Application .....		31
<b>Chapter 2 ■ Working with Document</b>		<b>33</b>
Introducing Master Page .....		33
Creating a Master Page from Scratch .....		34
Deleting a Master Page .....		35
Working with Text Frames.....		37
Creating an Auto-Sized Text Frame.....		37
Modifying Text Frames .....		39

Importing Text to a Document.....	41
Wrapping Text around an Object.....	43
Using Type on a Path Tool.....	46
Creating Text on a Path.....	46
Removing Text from a Path.....	47
Working with Layers.....	48
Creating a Layer.....	49
Adding Objects to the Layer.....	50
Locking and Unlocking the Layers.....	52
Deleting a Layer.....	54
Introducing Interactive PDF forms.....	55
Creating an Interactive PDF Form.....	55
Exporting the Interactive PDF Form.....	60

**Chapter 3 ■ Formatting the Document 63**

Applying the Basic Formatting Tasks.....	63
Changing Font Size of the Text.....	64
Changing Font Color of the Text.....	65
Aligning Text.....	66
Applying Bulleted and Numbered Lists.....	68
Adding Automatic Page Numbering.....	69
Working with Styles.....	72
Introducing Different Types of Styles.....	73
Defining the Character Style.....	73
Defining the Paragraph Style.....	80
Defining the Nested Styles.....	85
Importing Styles from Other Documents.....	88

**Chapter 4 ■ Working with Tables 91**

Creating Tables.....	91
Adding Text to a Table.....	93
Working with Rows and Columns.....	95

Inserting Rows and Columns.....	95
Changing the Row Height and Column Width .....	97
Deleting Rows and Columns .....	100
Inserting a Header in a Table.....	102
Formatting Cells and Text in a Table.....	104
Applying Alignment of Text in a Cell .....	104
Splitting and Merging Cells .....	105
Text Orientation of Cells.....	107
Formatting Cell Text.....	109
Formatting Text in Table by Columns.....	111
Defining Cell and Table Styles .....	112
Creating a Cell Style .....	113
Applying a Cell Style .....	117
Creating a Table Style.....	119
Applying a Table Style.....	122
Table Strokes and Fills .....	124
Changing the Table Border .....	124
Adding Colors to the Background of a Table .....	126

**Chapter 5 ■ Working with Drawing Tools 129**

Drawing with Shape Tools.....	129
Creating Shapes.....	129
Editing a Shape .....	131
Drawing with Pencil Tool .....	134
Drawing a Figure .....	134
Drawing a Closed Path.....	136
Using the Smooth and Erase Tool.....	137
Drawing with the Pen Tool.....	141
Drawing Straight Lines.....	141
Drawing Curves.....	142
Editing a Path.....	144

**Chapter 6 ■ Working with Objects 149**

Importing an Object .....	149
Transforming an Object .....	151
Flipping an Object .....	151
Rotating an Object .....	152
Cropping an Object.....	154
Scaling an Object .....	156
Working with Corner Options.....	158
Arranging the Objects.....	160
Aligning Objects with Key Object.....	162
Working with Pathfinder.....	166

**Chapter 7 ■ Using Graphics 169**

Explaining Different Types of Graphics .....	169
Defining the Vector Graphic.....	169
Defining the Bitmap Graphic.....	170
Adding Graphics to a Layout.....	170
Adjusting Image in a Frame.....	171
Fitting an Image within an Existing Frame .....	171
Auto Fitting an Image .....	174
Using the Content Collector Tool.....	176
Using an Object Styles for Graphics.....	179
Creating an Object Style.....	179
Applying an Object Style.....	182
Changing an Object Style .....	183
Deleting an Object Style.....	186

**Chapter 8 ■ Applying Effects and Animations 189**

Using Effects on an Object.....	189
Applying the Transparency Effect.....	190
Applying the Drop Shadow Effect.....	192
Applying the Feather Effect.....	194
Applying Bevel and Emboss Effect .....	201

Animating an Object .....	205
Animating an Object using a Motion Preset.....	205
Previewing the Animation .....	207
Exporting the Animation in SWF format.....	208
Working with Transitions.....	210
Adding Transition between two Pages.....	210
Previewing the Transition effect.....	213

**Chapter 9 ■ Working with Colors and Strokes 215**

Defining the Types of Colors.....	215
The Process Color .....	216
The Spot Color .....	216
The RGB Color .....	216
Working with Colors and Strokes.....	216
Applying Color to an Object.....	216
Applying Strokes to an Object.....	218
Working with Strokes.....	220
Applying Color to a Stroke.....	220
Changing the type of Stroke .....	222
Using Swatches Panel .....	223
Creating a Color Swatch.....	224
Creating a Gradient Swatch .....	227
Creating a Tint Swatch .....	230
Saving a Swatch .....	232
Deleting a Swatch .....	235
Applying Gradients .....	237
Applying Linear Gradient .....	237
Applying Radial Gradient.....	240

**Chapter 10 ■ Publishing the Document 243**

Performing the Preflight Check in the Document .....	243
Saving a Document as PDF File.....	247

Previewing and Exporting in Grayscale.....	250
Previewing a Document in Grayscale.....	250
Exporting a PDF in Grayscale.....	252
Exporting a Document in the PNG Format.....	255
Printing a Document .....	258
Print Previewing a Document.....	259
Using Different ways to Print a Document .....	260
Using Print Preset .....	262
Creating Print Preset.....	263
Applying Print Preset.....	265



