

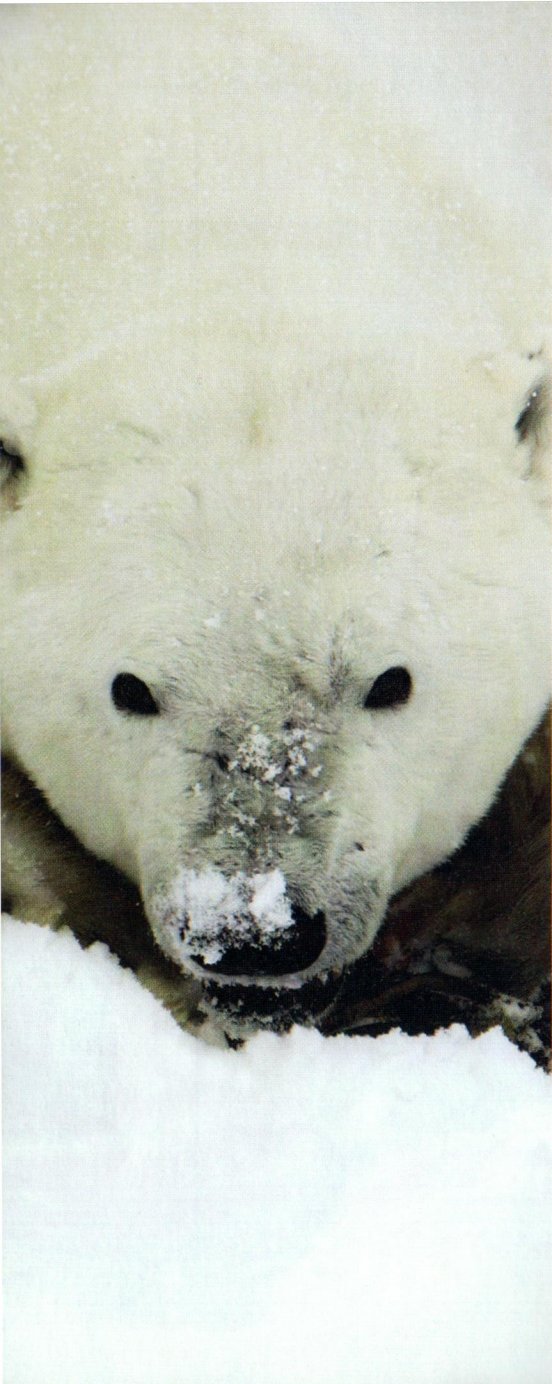
chapter

1

EXPLORING THE INDESIGN WORKSPACE

1. Explore the InDesign workspace
2. Change document views
3. Navigate through a document
4. Use InDesign Help





EXPLORING THE INDESIGN WORKSPACE

Introduction

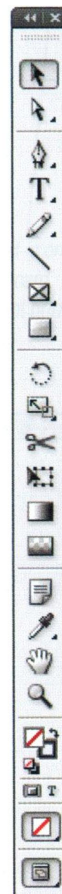
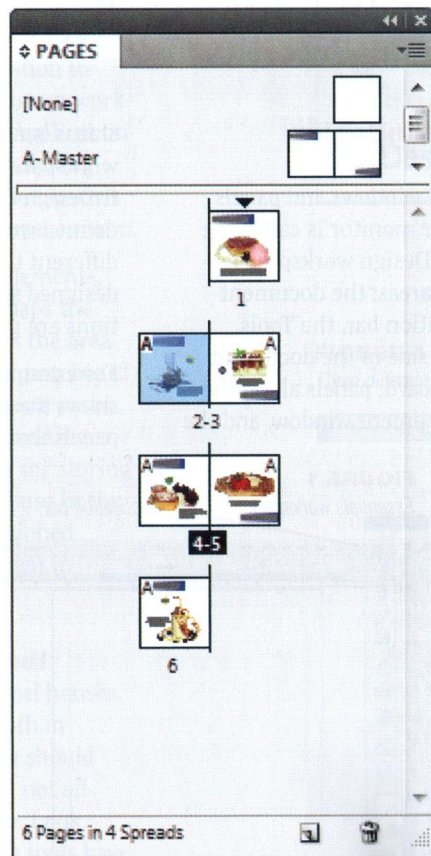
Welcome to Adobe InDesign! InDesign is a comprehensive software program that allows you to create output-ready layouts for anything from a simple coupon to an 8-page newsletter to a 120-page full-color magazine. What's even better is that, with InDesign, Adobe Systems has created a layout program that interfaces seamlessly with Adobe Photoshop and Illustrator.

If you love those two applications, you'll love InDesign too. In terms of its concept and its intuitive design, InDesign is pure Adobe. You'll feel right at home. In fact, at times, you may need to remind yourself that you're working in InDesign, not Photoshop or Illustrator.

The key word to keep in mind is layout: That's InDesign's primary function. Everything you need is here along with some pleasant surprises. With InDesign, you can build tables quickly and easily. You'll also find that the table of contents and index features are fun and easy to learn. And try to remember that you're not using Illustrator when you're positioning that text on a curved path!

Best of all, you'll never have to leave the world of Adobe. The interface of InDesign with Photoshop and Illustrator allows them to work together as something of a trinity. From that combination, InDesign emerges as one of the most powerful layout utilities ever devised.

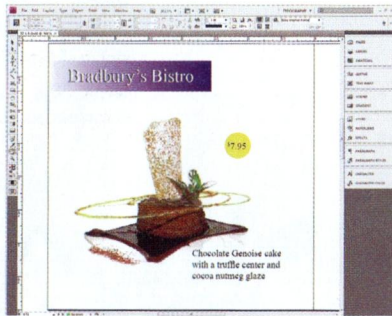
Tools You'll Use




LESSON 1

EXPLORE THE INDESIGN WORKSPACE

What You'll Do



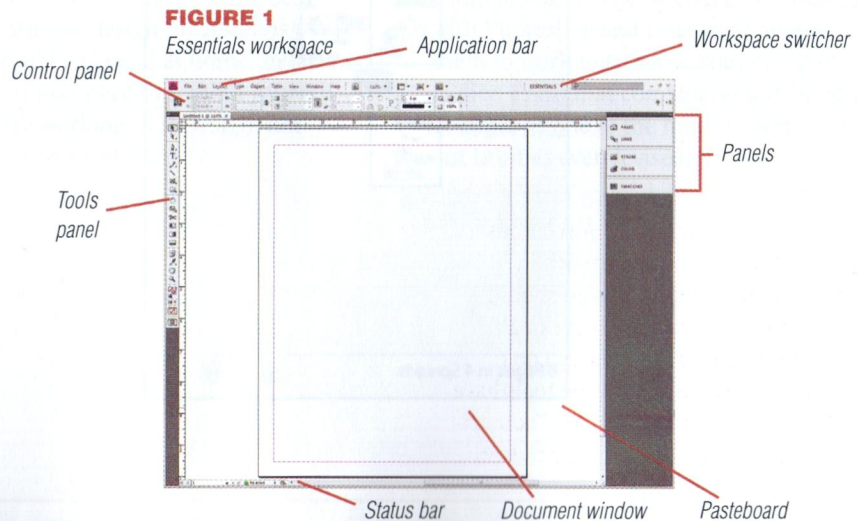
 In this lesson, you will start Adobe InDesign and explore the workspace.

Looking at the InDesign Workspace

The arrangement of windows and panels that you see on your monitor is called the **workspace**. The InDesign workspace features the following areas: the document window, the Application bar, the Tools panel along the left side of the document window, the pasteboard, panels along the right side of the document window, and the

status bar. Figure 1 shows the default workspace, which is called Essentials. InDesign CS4 offers a number of predefined workspaces that are customized for different types of tasks. Each workspace is designed so that panels with similar functions are grouped together.

For example, the Typography workspace shows the many type- and typography-based panels that are useful for working with type.



You can switch from one workspace to another by clicking Window on the application bar, pointing to Workspace, and then choosing a workspace or you can use the workspace switcher on the Application bar.

You can customize the workspace to suit your working preferences; for example, you can change the location of the Tools panel and any of the other panels in relation to each other. You can also save a custom workspace by clicking Window on the Application bar, pointing to Workspace, then clicking New Workspace. Once the new workspace is named, it will appear in the workspace menu.

Of all the four main workspace elements, the role of the pasteboard is perhaps the least obvious. The **pasteboard** is the area surrounding the document. The pasteboard provides space for extending objects past the edge of the page (known as creating a bleed), and it also provides space for storing objects that you may or may not use in the document. Objects that are positioned wholly on the pasteboard, as shown in Figure 2, do not print.

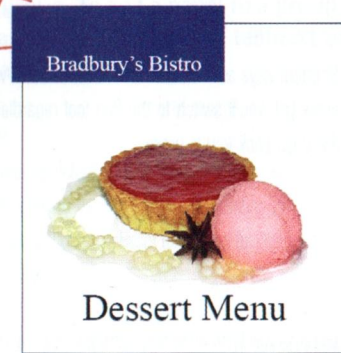
Exploring the Tools Panel

As its name implies, the Tools panel houses all the tools that you will work with in InDesign. The first thing that you should note about the Tools panel is that not all tools are visible; many are hidden. Look closely and you will see that some tools have small black triangles beside them. These triangles indicate that other tools are hidden behind them. To access hidden tools, point to

FIGURE 2

Using the pasteboard

Object that "bleeds" onto the pasteboard on two sides



This object is on the pasteboard and will not print

FIGURE 3

Hidden tools on the Tools panel

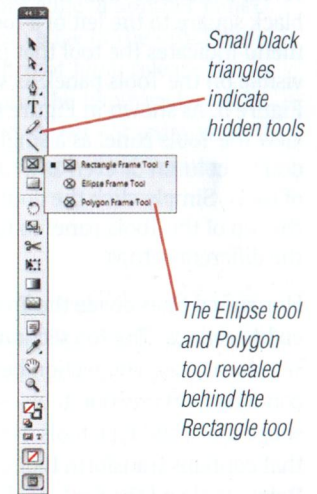
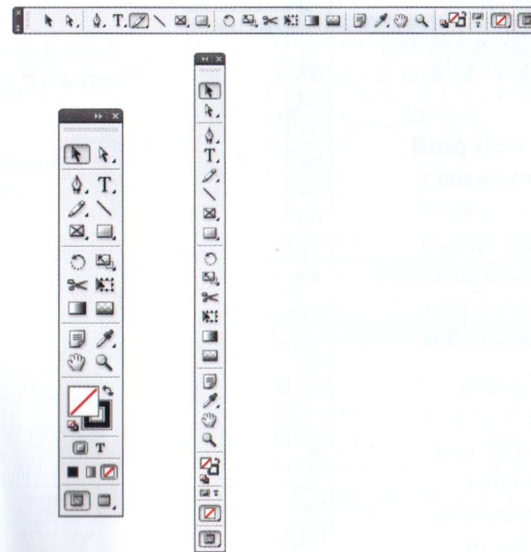


FIGURE 4

Three different setups for the Tools panel



the visible tool on the Tools panel, then press and hold the mouse button; this will reveal a menu of hidden tools. The small black square to the left of a tool name in the menu indicates the tool that is currently visible on the Tools panel, as shown in Figure 3. As shown in Figure 4, you can view the Tools panel as a single column, a double column or even as a horizontal row of tools. Simply click the double arrows at the top of the Tools panel to toggle between the different setups.

Horizontal lines divide the Tools panel into eight sections. The top section contains the selection tools. The section beneath that contains item creation tools—drawing tools, shape tools, and type tools. Next is a section that contains transform tools, such as the Rotate tool and the Scale tool. You can think of the next section as the navigation section, which houses the Hand tool—used for scrolling through the document—and the Zoom tool—used for magnifying your view of the document.

The bottommost sections of the Tools panel contain functions for applying colors and gradients to objects and choices for viewing modes used to display the page on your screen. The Preview mode is probably used most often since it allows you to view your document without the guides being visible.

To choose a tool, simply click it; you can also press a single key to access a tool. For example, pressing [p] selects the Pen tool. To learn the shortcut key for each tool, point to a tool until a tooltip appears with the tool's name and its shortcut key in

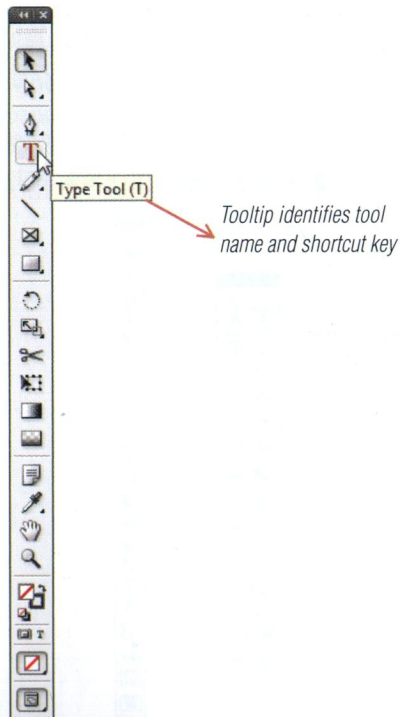
parentheses. Figure 5 shows the tooltip for the Type tool.

QUICK TIP

Shortcut keys are not case-sensitive. In other words, if you press [p], you'll switch to the Pen tool regardless of whether the Caps Lock key is pressed.

FIGURE 5

Viewing a tool name and shortcut key



Working with Panels

Many InDesign functions are grouped into panels. For example, the Paragraph panel contains paragraph editing functions such as text alignment and paragraph indents. The Character panel, shown in Figure 6, offers controls for changing the font, font size, and leading. All panels can be accessed from the Window menu. Some panels are placed within categories on the Window menu. For example, all of the text and table-related panels, such as the Character panel and the Table panel, are listed in the Type & Tables category on the Window menu.

FIGURE 6

Character panel

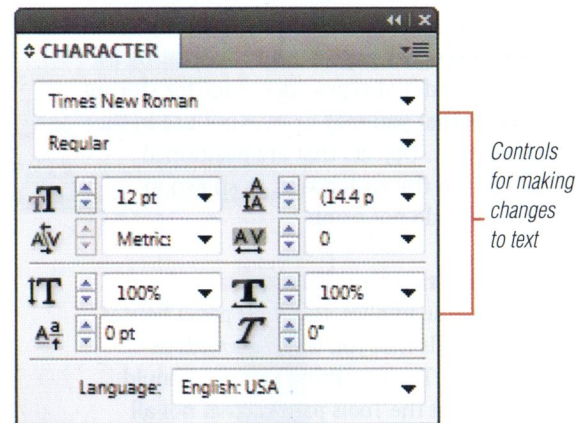


Figure 7 shows three panels grouped together. The Paragraph panel is the active panel—it is in front of the others in the group and available for use. To activate a panel in a group, simply click its name tab. Panels are collapsed along the right side of the workspace. Clicking a panel name tab opens the panel as well as the group of panels that the panel is part of. The other panels in the group appear as tabs. You can activate other panels in the group by clicking the appropriate panel name tab. Clicking the active panel name tab closes the entire group. When you choose a panel from the Window menu instead of from the workspace, the panel is displayed in its expanded view and it includes a close button for closing the panel.

You can ungroup panels by dragging a panel's name tab away from the other panels in the group. To add a panel to a group, simply drag a panel by its name tab next to another panel name tab.

QUICKTIP

You can restore the default arrangement of a given workspace by clicking Window on the Application bar, pointing to Workspace, then clicking the Reset command for that workspace's name.

Don't confuse grouping panels with docking panels. Docking panels is a different function. When you dock panels, you connect the bottom edge of one panel to the top edge of

another panel, so that both move together. To dock panels, first drag a panel's name tab to the bottom edge of another panel. When the bottom edge of the other panel is highlighted in bright blue, release the mouse button and the two panels will be docked. Figure 8 shows docked panels. To undock a panel, simply drag it away from its group.

QUICKTIP

You can temporarily hide all open panels and the Tools panel simply by pressing [Tab]. Press [Tab] again to show the panels and the Tools panel.

FIGURE 7

Three grouped panels

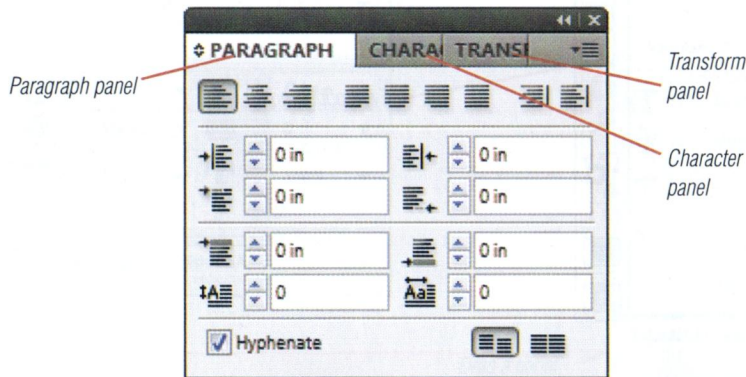
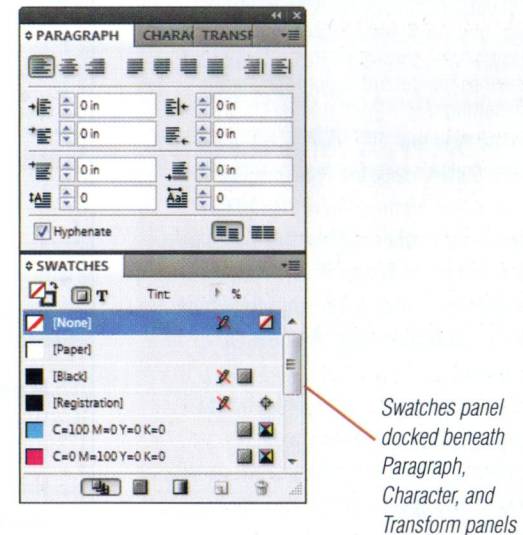



FIGURE 8

Docked panels





Explore the Tools panel

1. Click **Start**  on the taskbar, point to **All Programs**, then click **Adobe InDesign CS4** (Win) or double-click the **hard drive icon**, double-click the **Adobe InDesign CS4 folder**, then double-click **Adobe InDesign CS4** (Mac). If you see a startup screen, click the **Don't show again check box** in the lower-left corner.
2. Click **File** on the Application bar, click **Open**, navigate to the drive and folder where your Chapter 1 Data Files are stored, click **ID 1-1.indd**, then click **Open**.

TIP If you see the Missing Fonts dialog box, you can use the font chosen by InDesign by clicking OK, or click Find Font and choose another font in the Find Font dialog box. If you see a warning about missing links, click Update Links.

3. Click **Window** on the Application bar, point to **Workspace**, then click **[Typography]**.

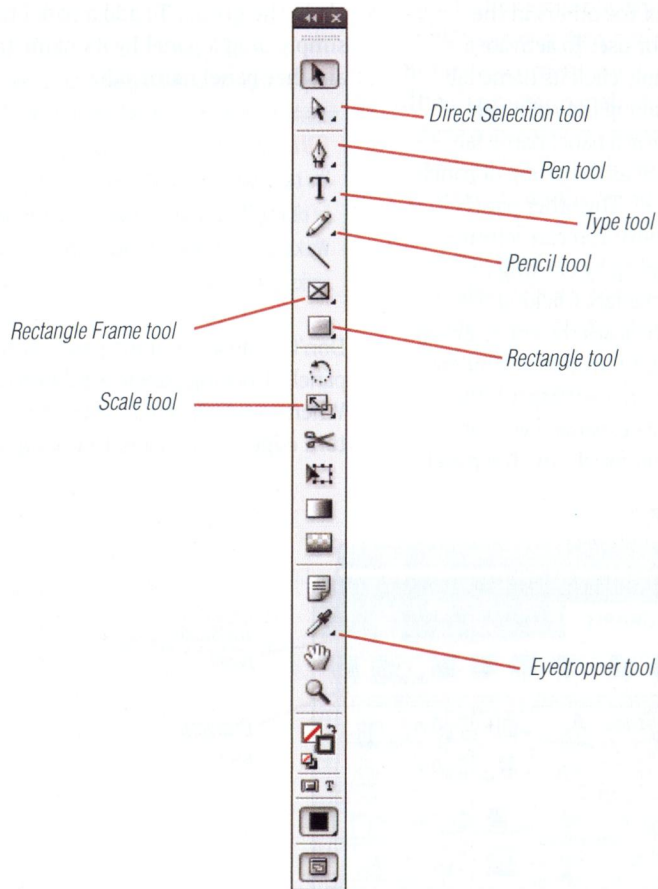
TIP If you are already working in the Typography workspace, click Window on the Application bar, then click Reset Typography to return to the default Typography workspace settings.

4. Point to the **Type tool** , then press and hold the mouse button to see the Type on a Path tool.
 5. Using the same method, view the hidden tools behind the other tools with small black triangles, shown in Figure 9.
- Your visible tools may differ from the figure.
6. Point to the **Selection tool**  until its tooltip appears.
 7. Press the following keys: **[v]**, **[a]**, and **[p]**. The associated tools are selected.
 8. Press **[Tab]** to temporarily hide all open panels, then press **[Tab]** again. The panels reappear.

(continued)

FIGURE 9

Tools that contain hidden tools



Responding to the Links dialog box

When you open a file, you may see a dialog box saying that this file contains links to missing or modified files. If so, click Update Links. If necessary, do this whenever this dialog box appears, with one exception: Chapter 6 is about linking support files, and the Data Files have been provided with intentionally missing links.

FIGURE 10

Removing the Paragraph panel from the group

Drag a panel by its name tab



FIGURE 11

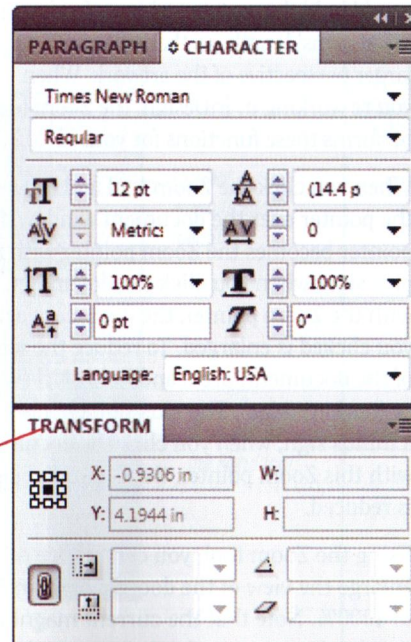
Grouping the Character panel with the Paragraph panel



Drag a panel to the bottom edge of another to dock it

FIGURE 12

Docking the Transform panel



You explored the Tools panel, revealed hidden tools, used shortcut keys to access tools quickly, hid the panels, then displayed them again.

Work with panels

1. Click **Paragraph** on the right to open the Paragraph panel.
The Paragraph panel is grouped with the Paragraph Styles panel in the Typography workspace.
2. Drag the **Paragraph panel name tab** to the left so it is ungrouped, as shown in Figure 10.
3. Drag the **Character panel name** to the blank space next to the Paragraph panel name tab, then release the mouse.

The Character panel is grouped with the Paragraph panel, as shown in Figure 11.

4. Click **Window** on the Application bar, point to **Object and Layout**, then click **Transform**.
5. Drag the **Transform panel name tab** to the bottom edge of the Character and Paragraph panels group, then release the mouse when they snap together.

The Transform panel is docked, as shown in Figure 12.

6. Click the **Transform panel name tab**, then drag it away from the other two panels.
The Transform panel is undocked.
7. Press **[Tab]** to hide all panels and the Tools panel, then press **[Tab]** again to show them.
8. Click **Window** on the Application bar, point to **Workspace**, then click **Reset Typography**.

You explored methods for grouping and ungrouping panels, and you docked and undocked a panel.

CHANGE

DOCUMENT VIEWS

What You'll Do



In this lesson, you will explore various methods for changing the magnification of your document.

Using the Zoom Tool

Imagine creating a layout on a traditional pasteboard—not on your computer. For precise work, you would bring your nose closer to the pasteboard so that you could better see what you were doing. At other times, you would hold the pasteboard away from you, say at arms' length, so that you could get a larger perspective of the artwork. When you're working in InDesign, the Zoom tool performs these functions for you.

When you click the Zoom tool and move the pointer over the document window, the pointer becomes the Zoom pointer with a plus sign; when you click the document with the Zoom pointer, the document area you clicked is enlarged. To reduce the view of the document, press and hold [Alt] (Win) or [option] (Mac). The plus sign changes to a minus sign; when you click the document with this Zoom pointer, the document size is reduced.

Using the Zoom tool, you can reduce or enlarge the view of the document from 5% to 4000%. Note that the current magnification level appears in the document tab and

in the Zoom Level text box on the Application bar, as shown in Figure 13.

Accessing the Zoom Tool

As you work, you can expect to zoom in and out of the document more times than you can count. The most basic way of accessing the Zoom tool is simply to click its icon on the Tools panel, however this can get very tiring if you have to access it often. A better method for accessing the Zoom tool is to use keyboard shortcuts. When you are using any tool, for example the Selection tool, don't switch to the Zoom tool. Instead, press and hold [Ctrl][Spacebar] (Win) or [⌘] [Spacebar] (Mac). This keyboard combination changes the Selection tool into the Zoom tool (in the enlarge mode). Click the document to enlarge the view; when you release the keys, the Zoom tool changes back to the Selection tool.

To access the Zoom tool in reduction mode, press and hold [Ctrl][Alt][Spacebar] (Win) or [⌘] [option][Spacebar] (Mac).

QUICK TIP

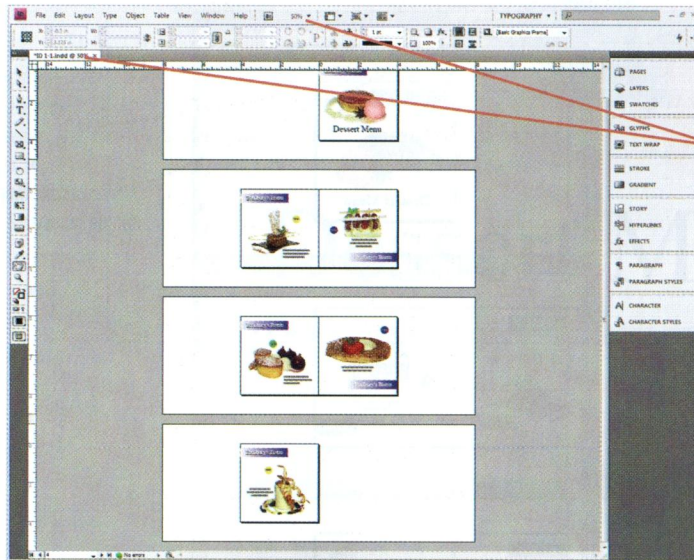
Double-clicking the Zoom tool on the Tools panel changes the document view to 100% (actual size).

In addition to the Zoom tool, InDesign offers a number of other ways to zoom in and out of your document. One of the quickest and easiest is to press [Ctrl][+] (Win) or [⌘][+] (Mac) to enlarge the view and [Ctrl][-] (Win) or [⌘][-] (Mac) to reduce the view.

You can also use the Zoom In and Zoom Out commands on the View menu.

FIGURE 13

A reduced view of the document



Current magnification identified

Scrolling with the Hand tool

Using the Hand Tool

When you zoom in on a document—when you make it appear larger—eventually the document will be too large to fit in the window. Therefore, you will need to scroll to see other areas of it. You can use the scroll bars along the bottom and the right sides of the document window. You can also use the Hand tool to scroll through the document, as shown in Figure 14.

The best way to understand the concept of the Hand tool is to think of it as your own hand. Imagine that you could put your hand

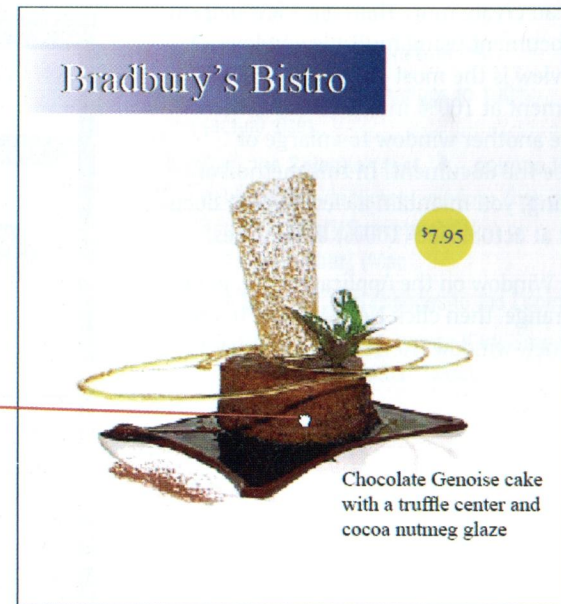
up to the document on your monitor, then move the document left, right, up, or down, like a paper on a table or against a wall. This is analogous to how the Hand tool works.

QUICK TIP

Double-clicking the Hand tool on the Tools panel changes the document view to fit the page (or the spread) in the document window.

FIGURE 14

Scrolling through a document



The Hand tool is often a better choice for scrolling than the scroll bars. Why? Because you can access the Hand tool using a keyboard shortcut. Regardless of whatever tool you are using, simply press and hold [Spacebar] to access the Hand tool. Release [Spacebar] to return to whatever tool you were using, without having to choose it again.

QUICK TIP

When you are using the Type tool, don't use the [Spacebar] shortcut to access the Hand tool because it will add spaces to the text you are working with. Instead, use the scroll bar.

Creating Multiple Views of a Document

You can create more than one view of a single document using multiple windows. A dual view is the most common—view the document at 100% in one window, then create another window to enlarge or reduce the document. In this method of working, you maintain a view of your document at actual size (100%) at all times.

Click Window on the Application bar, point to Arrange, then click New Window to create a new window. To view both windows

simultaneously, click Window on the Application bar, point to Arrange, then click Tile. The document in the new window will have the number 2 in the document tab. Figure 15 shows two tiled documents with different magnification settings. You can also use the new Arrange Documents menu on the Application bar to manage and view multiple document windows. The Arrange Documents menu includes many options for viewing multiple documents in a single window, such as 2-Up, 3-Up, 4-Up, and 5-Up. You can choose to tile the windows vertically or horizontally, or in a grid. This allows you to move objects across documents.

Click the Float All in Windows command to view each open document in a separate floating window or the Consolidated button to return all open documents to tabbed documents.

QUICK TIP

(Macintosh) The commands for accessing the Zoom tool are also the same shortcut commands for accessing Spotlight. For the purposes of this chapter you should deactivate the Spotlight feature by clicking the Apple icon on the Application bar, clicking System Preferences, then clicking Spotlight. Remove the check marks in the Spotlight menu keyboard shortcut and the Spotlight window keyboard shortcut checkboxes.

FIGURE 15

Two views of the same document

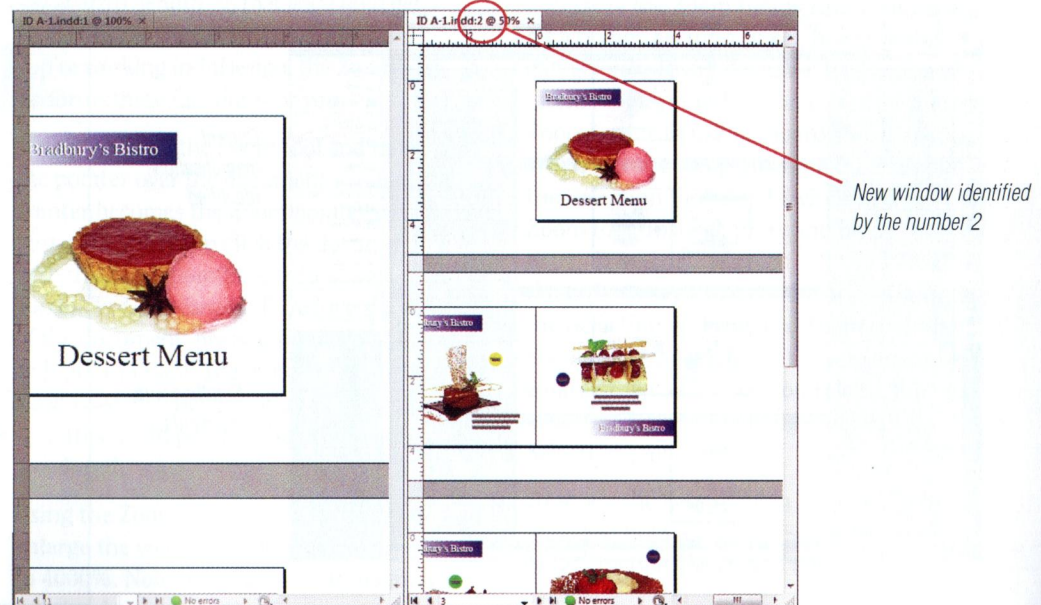








FIGURE 16

Scrolling with the Hand tool



The Hand tool becomes a fist when clicked and dragged

Use the Zoom tool and the Hand tool

1. Press [z] to access the Zoom tool .
2. Position the Zoom tool over the document window, click twice to enlarge the document, press [ALT] (Win) or [option] (Mac), then click twice to reduce the document.
3. Click the **Zoom Level list arrow** on the Application bar, then click **800%**.
Note that 800% is listed in the document tab.
4. Double-click **800%** in the Zoom Level text box, type **300**, then press [Enter] (Win) or [return] (Mac).
5. Click the **Hand tool**  on the Tools panel, then click and drag the **document window** so that the image in the window appears as shown in Figure 16.
6. Double-click the **Zoom tool** .
The magnification changes to 100% (actual size).
7. Click the **Selection tool** , point to the center of the document window, then press and hold [Ctrl][Spacebar] (Win) or  [Spacebar] (Mac).
The Selection tool changes to the Zoom tool.
8. Click three times, then release [Ctrl][Spacebar] (Win) or  [Spacebar] (Mac).

(continued)

9. Press and hold **[Spacebar]** to access the Hand tool, then scroll around the image.
10. Press and hold **[Ctrl][Alt][Spacebar]** (Win) or **[⌘][option][Spacebar]** (Mac), then click the mouse multiple times to reduce the view to 25%.

Your document window should resemble Figure 17.

You explored various methods for accessing and using the Zoom tool for enlarging and reducing the document. You also used the Hand tool to scroll around an enlarged document.

Create a new window

1. Click **View** on the Application bar, then click **Fit Page in Window**.

TIP Make it a point to memorize the keyboard shortcuts for Fit Page in Window—**[Ctrl][0]** (Win) or **[⌘][0]** (Mac)—and Fit Spread in Window—**[Ctrl][Alt][0]** (Win) or **[⌘][option][0]** (Mac). (Be sure to press the zero key, not the letter O.)

2. Click **Window** on the Application bar, point to **Arrange**, then click **New Window**.

The two windows are positioned side-by-side, as shown in Figure 18.

(continued)

FIGURE 17

A reduced view of the document

Four spreads visible at a reduced magnification

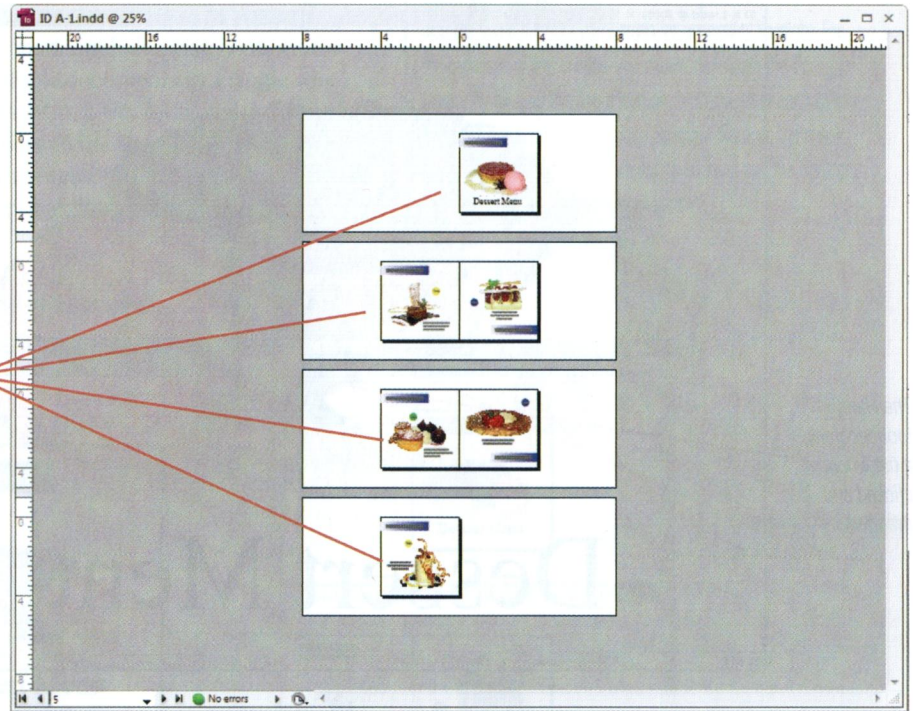
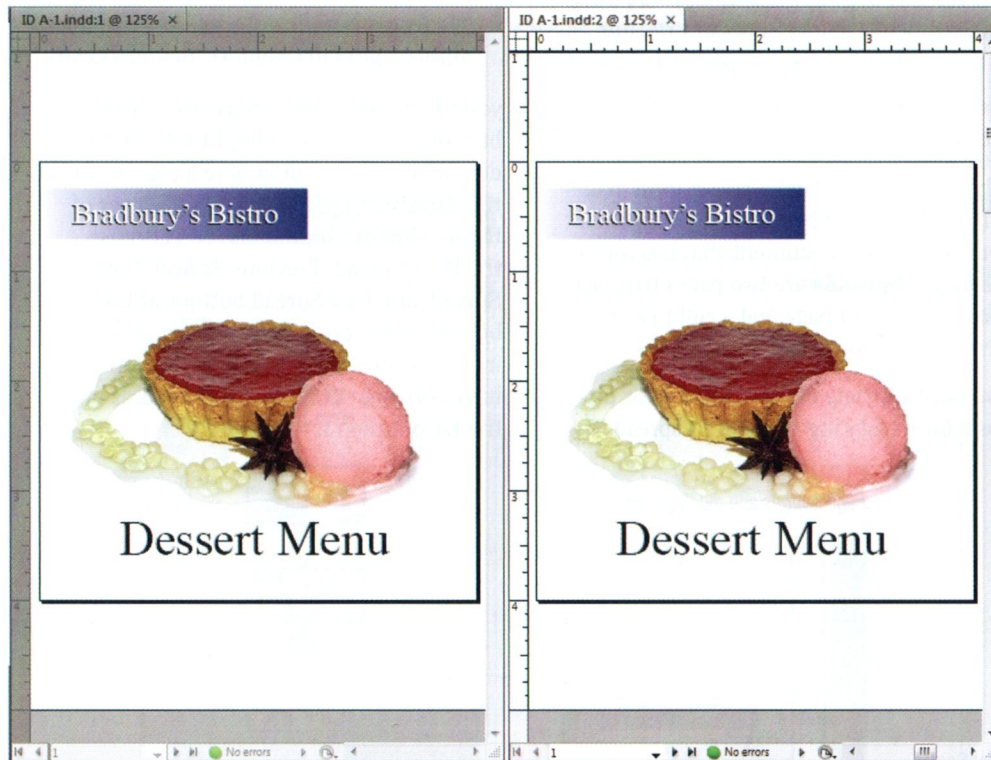


FIGURE 18

Two views of the same document

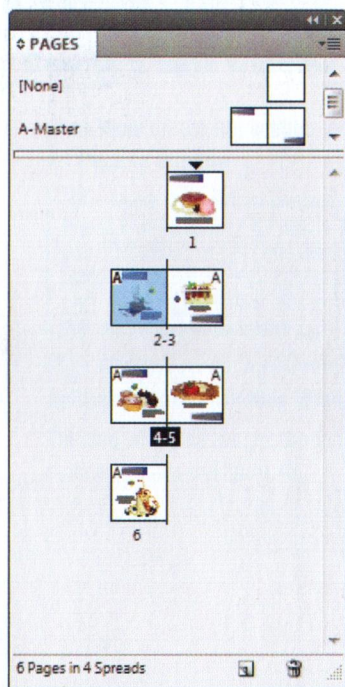



3. Verify that the new window is the active window.
4. Press and hold **[Ctrl][Spacebar]** (Win) or **[⌘][Spacebar]** (Mac), position the Zoom pointer over the center of the new window, then click twice.
5. Close the new window.
6. Click the **Maximize button** (Win) or the **Resize button** (Mac) on the Application bar to maximize the document window.

You created a new window and used the Zoom tool to enlarge the view of the new document.

LESSON 3

What You'll Do



 In this lesson, you will use various methods for viewing individual pages and navigating through a multiple page document.

NAVIGATE THROUGH A DOCUMENT

Navigating to Pages in a Document

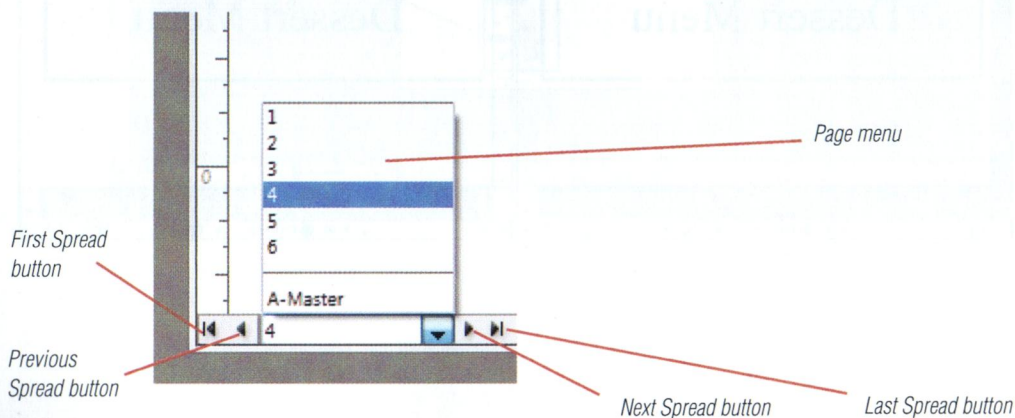
When you are creating a layout for a magazine, a book, or a brochure, by definition you will create a document that has multiple pages. **Spreads** are two pages that face each other; a left page and a right page in a multi-page document.

You have a variety of methods at your disposal for navigating to pages or spreads in

your document. You can use the scroll bars on the bottom and right sides of the document window or choose a page from the Page menu in the lower-left corner of the document window. You can also use the First Spread, Previous Spread, Next Spread, and Last Spread buttons at the bottom of the document window, as shown in Figure 19. These navigation buttons have corresponding menu commands on the Layout menu.

FIGURE 19

Page buttons and the Page menu



QUICKTIP

In multipage documents that do not have designated left and right pages, the buttons are called First Page, Previous Page, Next Page, and Last Page.

The Pages panel, shown in Figure 20, is a comprehensive solution for moving from page to page in your document. The Pages panel shows icons for all of the pages in the document. Double-clicking a single

page icon brings that page into view. The icon representing the currently visible page appears in blue on the panel.

Double-clicking the numbers under the page icons representing a spread, as shown in Figure 21, centers the spread in the document window. In this case, both icons representing the spread will appear as blue on the Pages panel. Click the Pages panel list arrow, also shown in Figure 21,

to display the Pages panel menu. This menu contains a number of powerful commands that you can use to control all of your page navigation in InDesign.

QUICKTIP

Click the Panel Options command at the bottom of the Pages panel menu to choose various display options for the Pages panel.

FIGURE 20

Pages panel

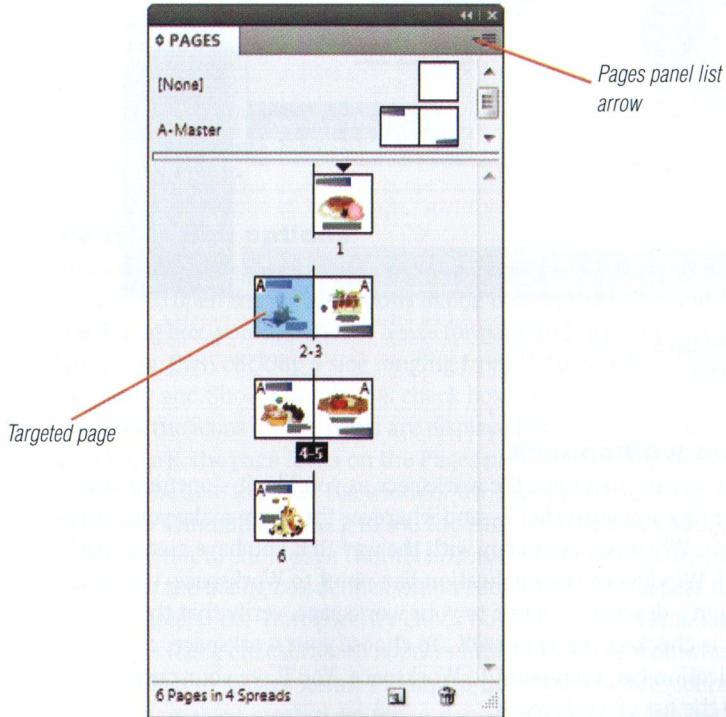
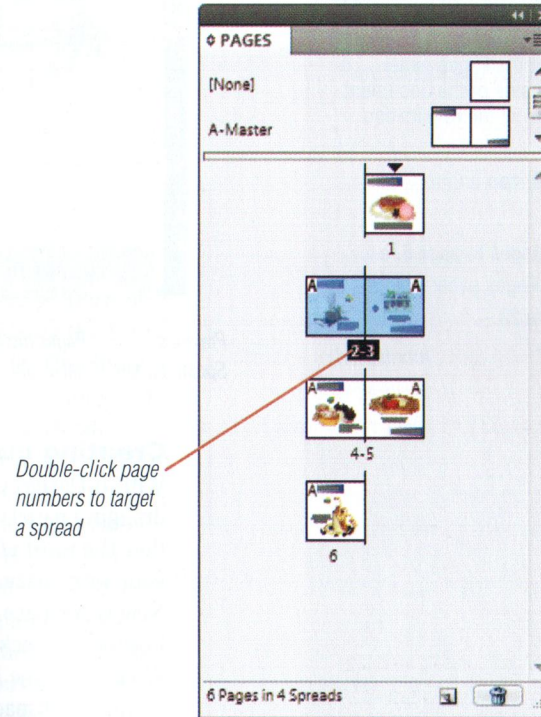




FIGURE 21

A two-page spread selected on the Pages panel



Navigate to pages in a document

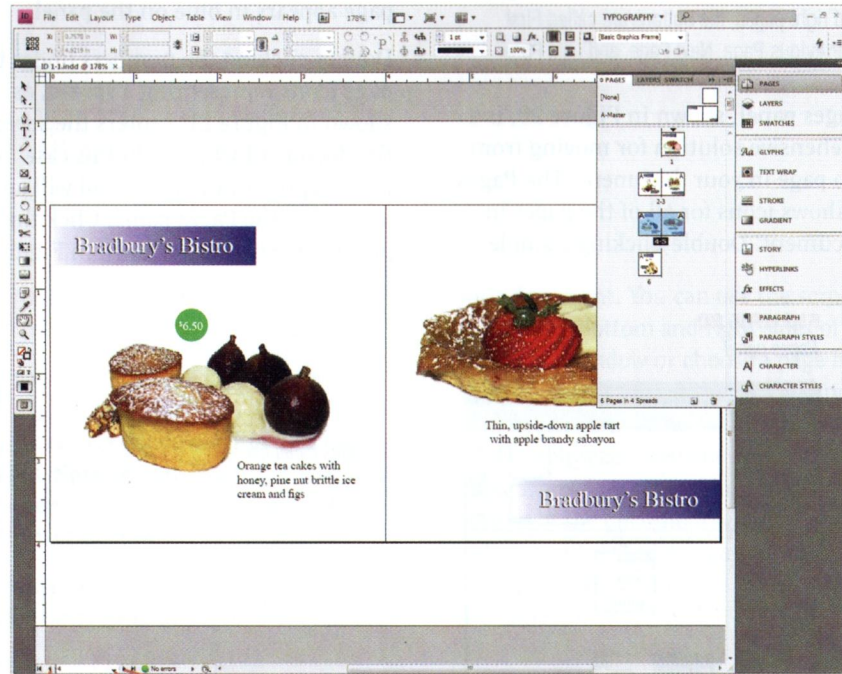
1. Click the **Page menu list arrow** at the bottom of the document window, then click **3**.
The document view changes to page 3.
2. Click **View** on the Application bar, then click **Fit Spread in Window**.
3. Click the **Next Spread button** .
4. Click the **Previous Spread button**  twice.
5. Click **Pages** on the right to display the Pages panel, (if necessary).

TIP If you do not see the Pages panel name tab on the right side of the document window, click **Window** on the Application bar, then click **Pages**.

6. Double-click the **page 6 icon** on the Pages panel.
The document view changes to page 6, and the page 6 icon on the Pages panel changes to blue, as shown in Figure 23.

(continued)

FIGURE 22
Page menu and the Page buttons



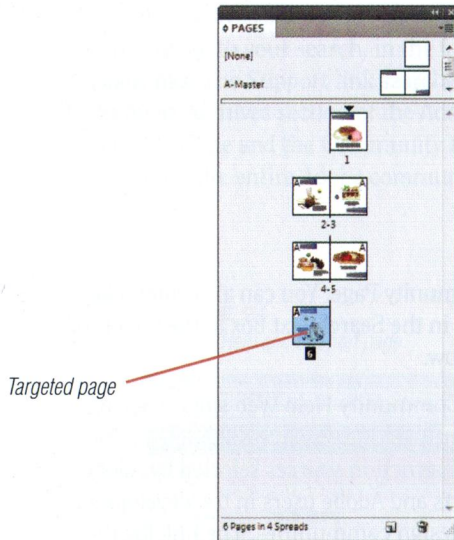
Previous Spread button Pages menu list arrow Next Spread button

Creating custom workspaces

With InDesign CS4, you can customize the workspace as you like it—opening and dragging panels wherever you want them—and wherever they help make your workflow the most efficient. When you are happy with the way that you have customized your workspace, click **Window** on the Application bar, point to **Workspace**, then click **New Workspace**. Assign a descriptive name to your workspace, verify that the **Panel Locations** check box is checked, then click **OK**. To choose your workspace, click **Window** on the Application bar, then point to **Workspace**. You'll see your custom-named workspace in the list of workspaces.

FIGURE 23

Targeting page 6 on the Pages panel



Targeted page

Pages panel options

To customize the Pages panel, click the Pages panel list arrow, then click Panel Options to open the Panel Options dialog box. In the Pages and Masters sections of the dialog box, you can choose a size for page and master icons by clicking the Size list arrow, then clicking a size ranging from Extra Small to Extra Large. The Show Vertically and Show Thumbnails check boxes in the Pages and Masters sections control how the icons on the panel are displayed. If you remove the Show Vertically check mark, the page icons on the Pages panel will be displayed horizontally and you will only be able to resize the width of the Pages panel, not the height. If you remove the Show Thumbnails check mark, the page icons will be blank on the Pages panel. Choosing not to show page thumbnails may free up computer memory. The Icons section of the dialog box defines which additional icons appear next to the page icons. For example, if the Transparency check box is checked, a small transparency icon that looks like a checkerboard appears next to the page icon where transparency has been applied to master items. Finally, in the Panel Layout section, you can choose whether you want masters on top or document pages on top of the Pages panel.

7. Double-click the **page 3 icon** on the Pages panel.

The right half of the spread—page 3—is centered in the document window.

8. Double-click the numbers **2-3** beneath the page 2 and page 3 icons on the Pages panel.

TIP Double-clicking numbers below the icons on the Pages panel centers the full spread in the document window.

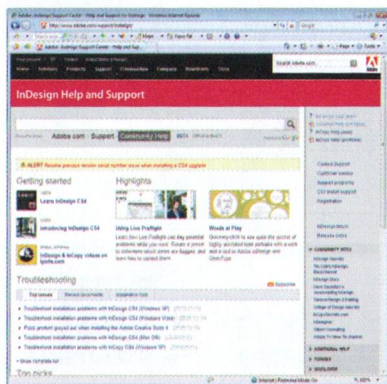
9. Click **Layout** on the Application bar, then click **First Page**.


You explored various methods for moving from one page to another. You chose a page from the Page menu, you clicked the Next Spread and Previous Spread buttons, you selected page icons on the Pages panel, and you used the Layout menu.

LESSON 4

USE INDESIGN HELP

What You'll Do



 *In this lesson, you will access InDesign help*

Accessing InDesign Help

Help! At some point we all need it. When you do, you can use it to search for answers to your questions using the InDesign Help command on the Help menu.

InDesign Help opens in a new window called InDesign Help and Support, with the Community Help page open, as shown in Figure 24. The Community Help page includes the Getting Started section which includes video tutorials, the Highlights section which features special topics of interest, the Troubleshooting section and the Top Picks section. There are a number of ways to learn more about InDesign using the

Community Page. You can also enter a keyword in the Search text box at the top of the window.

The Community Help Web site is a Help system that offers searchable information and instruction sources selected by Adobe experts and Adobe users in the development and design communities. The link for the Adobe Community Help Web site is available on the home page of the Using Adobe InDesign CS4 Web site. Clicking the link opens the Adobe Community Help Web site. There is a search text box at the top of the page. Before you execute a search, you can choose where you want your results from:

Opening InDesign CS4 files in InDesign CS3

InDesign CS3 cannot open InDesign CS4 documents. To open an InDesign CS4 document in InDesign CS3, you must export the CS4 document as the InDesign Interchange (INX) format. Click File on the menu bar, click Export, then choose InDesign Interchange from the Save as type menu. The exported document will be saved with the .inx file extension and can be opened in InDesign CS3. Note, however, that any new CS4 features applied to your document may be lost when the file is converted to the older format.

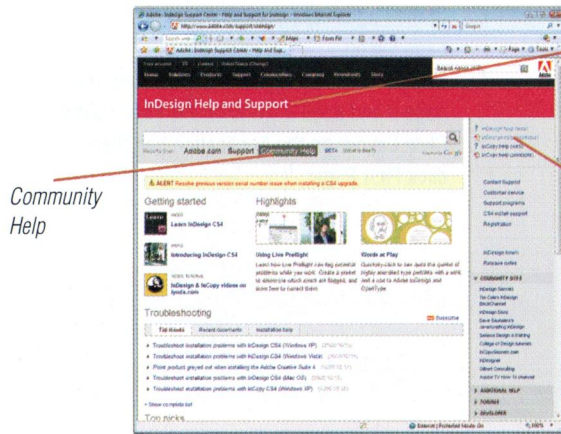
Adobe.com, Support, or Community Help. The Adobe.com link goes to a page on the Adobe Systems Web site which lists articles that may relate to your search, in the form of hyperlinks. The Support link searches in the Support Archives section of the Adobe Systems Web site and the Community Help link searches the entire Adobe community.

Using Adobe InDesign CS4 Help

You can also locate specific help by clicking InDesign help (web) in the top right corner of the window. This will open the Using Adobe InDesign CS4 window, as shown in Figure 25. The help information is organized by categories listed on the left side of the window. Clicking the plus sign to the

left of a category displays all related topics for that category. A plus sign to the left of a topic name indicates that the topic includes subtopics. Clicking a topic or a subtopic displays the information in the right pane. Adobe Help offers you the power to do much broader searches and to view a number of different topics at a glance that relate to your search.

FIGURE 24
InDesign Help and Support page

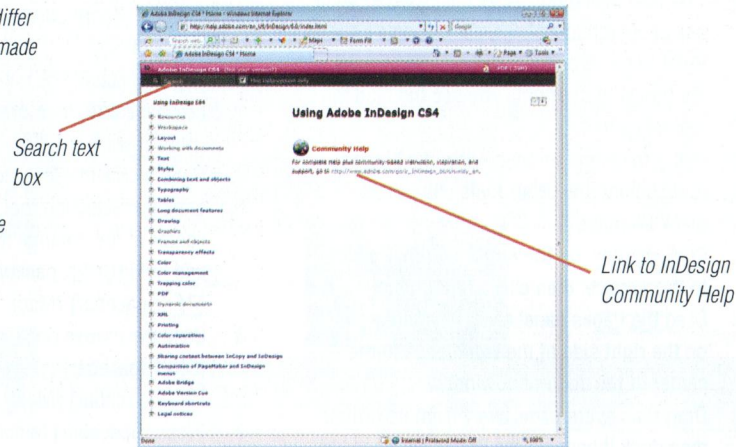


Community Help

Your page may differ due to changes made to the Web site

Link to Using Adobe Indesign CS4 page

FIGURE 25
Adobe InDesign CS4 Home page



Search text box

Link to InDesign Community Help

Using the Info panel

The Info Panel displays information about your document, selected object, or a current tool that you may be using. The Info panel is for viewing purposes only. You are not able to enter or change any information in the Info panel. The Info panel is used mostly to show position, size, or rotation, however more information can be shown. If you click on the Info panel list arrow and click Show Options, you can see other useful information such as names of swatches, document information (for instance, author, date modified, file size), values for fill and stroke, as well as gradient information.

SKILLS REVIEW

Explore the InDesign workspace.

1. Start Adobe InDesign, then open ID 1-2.indd. (Hint: You may see the Missing Fonts dialog box which lets you know that one or more fonts used in the document you are opening are not available on your computer. You can either use the substitute font chosen by InDesign by clicking OK, or click Find Font and choose another font of your choice in the Find Font dialog box. Also, if you see a dialog box about modified links, click Update Links.)
2. Point to the Type tool, and press and hold the mouse button until you see the hidden tool beneath it.
3. Using the same method, view the hidden tools behind the other tools with small black triangles.
4. Click Window on the Application bar, point to Workspace, then click [Typography].
5. Drag the Pages panel away from its group on the right side of the workspace to the center of the document window.
6. Drag the Layers panel away from its group, then dock it beneath the Pages panel.
7. Drag the Layers panel away from the Pages panel, so that it is no longer docked.

8. Drag the Layers panel name tab next to the Pages panel name tab so that the two panels are grouped.

Change document views.

1. Click the Zoom tool, then click inside the document window twice to enlarge the document, press and hold [Alt] (Win) or [option] (Mac), then click twice to reduce the document.
2. Click the Zoom Level menu list arrow, then click 600%.
3. Double-click 600% in the Zoom Level text box, type **800**, then press [Enter] (Win) or [return] (Mac).
4. Double-click the Zoom tool on the Tools panel.
5. Click the Selection tool, position it over the center of the document window, then press and hold [Ctrl][Spacebar] (Win) or [⌘][Spacebar] (Mac).
6. Click the mouse once, then release [Ctrl][Spacebar] (Win) or [⌘][Spacebar] (Mac).
7. Press [Spacebar] to access the Hand tool, then scroll around the document.

8. Press and hold [Ctrl][Alt][Spacebar] (Win) or [⌘][option][Spacebar] (Mac), then click the mouse three times.

Navigate through a document.

1. Click the Page menu list arrow, then click 3.
2. Click View on the Application bar, then click Fit Spread in Window.
3. Click the Previous Spread button.
4. Click the Next Spread button two times.
5. In the Pages panel, double-click the page 5 icon.
6. Double-click the numbers 2-3 beneath the page 2 and page 3 icons on the Pages panel.
7. Click Layout on the Application bar, then click First Page.

SKILLS REVIEW (CONTINUED)

8. Compare your screen to Figure 26, then close ID 1-2.indd without saving any changes.

FIGURE 26

Skills Review

