

InDesign

InDesign is a robust page layout program. These notes cover a few key elements of working with designing multipage documents in InDesign. To learn more, visit [Help > InDesign Help](#) for a full reference guide.

Tips and guidelines for master Pages

- If you need masters that require slight variations on one main design, you can create a main master and base design variations on it. When you update the main master, the “child” masters are updated as well.
- You can quickly compare alternative design ideas by creating a variety of masters and applying them in turn to sample pages containing typical content.
- Like document pages, masters can contain multiple layers. You can use layers to determine how objects on a master overlap objects on a document page.
- To quickly lay out new documents, you can save a set of masters in a document template, along with paragraph and character styles, color libraries, and other styles and presets.
- If you change column or margin settings on a master, or apply a new master with different column and margin settings, you can force objects on the page to adjust to the new layout automatically.
- You can thread text frames on a master, but only across a single spread. To automatically flow text across multiple spreads, thread text frames on the document pages instead.
- Masters cannot contain sections for page numbering. Automatic page numbers inserted on a master display the correct page number for each section of the document to which the master is applied.
- If your document contains custom spreads (such as a 3- or 4-page foldout in a magazine), any master you apply should contain the same number of pages.
- To view master items on a document page, select the page or spread, and then choose **View > Show Master Items**.

About styles

A character style is a collection of character formatting attributes that can be applied to text in a single step. **A paragraph style** includes both character and paragraph formatting attributes, and can be applied to a selected paragraph or range of paragraphs.

When you change the formatting of a style, all text to which the style has been applied will be updated with the new format.

By default, each new document contains a [Basic Paragraph] style that is applied to text you type. You can edit this style, but you can't rename or delete it. You can rename and delete styles that you create. You can also select a different default style to apply to text. Paragraph styles and character styles are found on separate palettes.

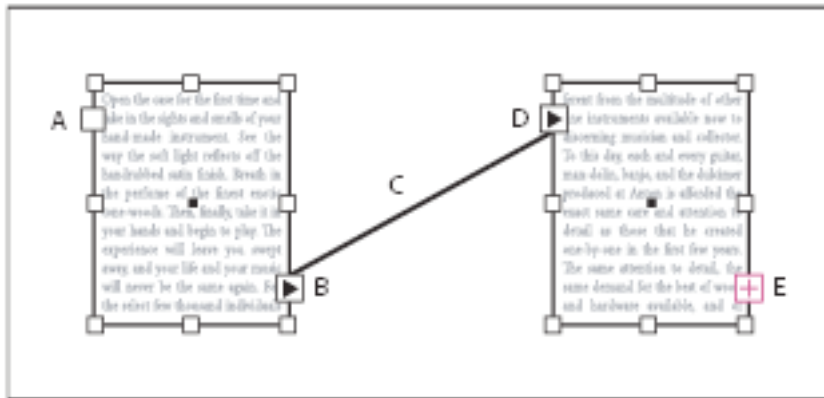
Some recommendations on style sheet usage:

- Work with paragraph styles primarily
- Use either 'space after' or 'space before' to create spaces between elements
- Use two typefaces that complement each other: one sans serif and one serif
- Consider the leading carefully; I recommend 3pts of leading above the type size

Threading text frames

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

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



Threaded frames

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

Choose **View > Show Text Threads** to see visual representatives of threaded frames. You can thread text frames whether or not they contain text.

To wrap text around simple objects

If necessary, choose **Window > Text Wrap** to display the Text Wrap palette.

Using the Selection tool or Direct Selection tool, select a frame—usually the image you want the text to wrap around.

In the Text Wrap palette, click the button for the desired wrap shape:

- **Wrap Around Bounding Box** creates a rectangular wrap whose width and height are determined by the bounding box of the selected object.
- **Wrap Around Object Shape** also known as contour wrapping, creates a text wrap boundary that is the same shape as the frame you've selected (plus or minus any offset distances you specify). For information on specifying contour options, see To wrap text around imported graphics.
- **Wrap Around Bounding Box** setting (left) compared to Wrap Around Object Shape setting (right)
- **Jump Object** keeps text from appearing in any available space to the right or left of the frame.
- **Jump to Next Column** forces the surrounding paragraph to the top of the next text column or text frame.
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For the wrap offset values, type offset distances. Positive values move the wrap away from the edges of the frame; negative values position the wrap boundary inside the edges of the frame.