

Contents at a Glance

Foreword	vii
Preface	ix
Acknowledgments	xi
Introduction	xxxiii
InDesign QuickStart	1

PART I: Welcome to InDesign. 19

Chapter 1: What InDesign Can Do for You	21
Chapter 2: A Tour of InDesign	29
Chapter 3: Getting InDesign Ready to Go	73

PART II: Document Fundamentals. 115

Chapter 4: Creating, Opening, and Saving Documents	117
Chapter 5: Working with Pages	135
Chapter 6: Working with Layers	151
Chapter 7: Creating Layout Standards	163
Chapter 8: Defining Colors and Gradients	189

PART III: Object Fundamentals. 211

Chapter 9: Adding Text Frames, Graphics Frames, and Lines	213
Chapter 10: Manipulating Objects	225
Chapter 11: Orchestrating Objects	259
Chapter 12: Timesaving Techniques	291

PART IV: Text Fundamentals 299

Chapter 13: Preparing Text Files for Import	301
Chapter 14: Working with Text	315
Chapter 15: Flowing Text through a Document	351
Chapter 16: Specifying Character Attributes	373
Chapter 17: Specifying Paragraph Attributes	393
Chapter 18: Creating Special Text Formatting	413
Chapter 19: Setting Up Styles	435
Chapter 20: Setting Up Tabs and Tables	453

PART V: Graphics Fundamentals. 471

Chapter 21: Preparing Graphics for Import	473
Chapter 22: Importing Graphics	487

Chapter 23: Modifying Imported Graphics	499
Chapter 24: Special Effects for Graphics	521
Chapter 25: Drawing Free-Form Shapes and Curved Paths	537
Chapter 26: Modifying Shapes and Paths	551
Chapter 27: Treating Text as Artwork	569

PART VI: Output Fundamentals 579

Chapter 28: Preparing for Color Prepress	581
Chapter 29: Preparing for Printing	597
Chapter 30: Printing Techniques	611
Chapter 31: Creating Output Files	637

PART VII: Specialty Publishing Techniques. 659

Chapter 32: Book and Long-Document Publishing	661
Chapter 33: Interactive Document Setup	687
Chapter 34: Working with XML	701
Chapter 35: Working with Others	711
Chapter 36: Using Plug-Ins	729
Chapter 37: Using Scripts	733

PART VIII: Introduction to Publishing. 747

Chapter 38: The Publishing Environment	749
Chapter 39: Layout Theory and Practice	763
Chapter 40: Typography Theory and Practice	783
Chapter 41: Using Special Characters	797
Chapter 42: Color Fundamentals	809

PART IX: Appendixes. 815

Appendix A: Installing or Upgrading InDesign	817
Appendix B: What's New in InDesign CS2	823
Appendix C: Switching from QuarkXPress	831
Appendix D: Switching from PageMaker	845
Appendix E: Using Adobe InCopy CS2	853
Appendix F: More Resources	861
Appendix G: Shortcuts Cheat Sheet	863

Index.	873
----------------	-----

Contents

Foreword	vii
Preface	ix
Acknowledgments	xi
Introduction	xxxiii
InDesign QuickStart	1
Creating a New Document	2
Working with Frames	4
Working with Text	5
Working with Lines	11
Working with Graphics	12
Creating Colors	14
Applying Colors	15
Printing a Composite	16

PART I: Welcome to InDesign

19

Chapter 1: What InDesign Can Do for You 21

Discovering the InDesign Approach	24
The frame-based metaphor	24
The free-form metaphor	25
Understanding Global and Local Control	25
Knowing which tools to use	26
Specifying measurement values	26
Summary	28

Chapter 2: A Tour of InDesign 29

The InDesign Application Folder	29
The Presets folder	30
The Plug-ins folder	30
The Required folder	30
Exploring the Document Window	31
Title bar	31
Zero point	33
Scroll bars	34
Pasteboard, pages, and guides	34
Show/Hide Structure button	35

Zoom field and pop-up menu	35
Version Cue pop-up menu	35
Page controls	36
Using Tools	38
Using Tool Tips and keyboard shortcuts	38
Opening and closing the Tools palette	39
Selecting tools	40
Tool definitions	41
Color buttons	49
View buttons	50
Working with Palettes and Panes	50
Panes versus palettes	50
Managing palettes	51
Using panes	53
Checking out the panes	54
Reviewing Menu Commands	62
InDesign menu	63
File menu	63
Edit menu	63
Layout menu	65
Type menu	65
Object menu	65
Table menu	67
View menu	67
Window menu	68
Help menu	69
Contextual menus	69
Summary	71

Chapter 3: Getting InDesign Ready to Go 73

Working with Preferences Files	73
InDesign Defaults file	73
Presets folder	74
Using the Preferences Dialog Box	74
General preferences	75
Type preferences	77
Composition preferences	81
Units & Increments preferences	83
Grids preferences	86
Guides & Pasteboard preferences	88
Dictionary preferences	89
Spelling preferences	91
Autocorrect preferences	92
Story Editor Display preferences	92
Display Performance preferences	94
Appearance of Black preferences	96
File Handling preferences	97
Setting Other Global Preferences	98
Setting up automatic program updates	98
Customizing keyboard shortcuts	99
Color management settings	103

Modifying Defaults for Documents, Text, and Objects	103
Document defaults	103
Text defaults	105
Object defaults	105
Modifying Defaults for Views	107
Color and Style Defaults	108
Reverting Preferences and Defaults	108
Changing Views	109
Zooming and scrolling	109
Object display options	112
Opening Multiple Document Windows	113
Summary	114

PART II: Document Fundamentals

115

Chapter 4: Creating, Opening, and Saving Documents 117

Before You Begin	117
Setting Up a New Publication	118
Opening Documents and Templates	122
Opening documents versus opening templates	125
Converting documents created with other programs	126
Importing text files	128
Recovering a document after a crash or power failure	128
Saving Documents and Templates	129
Saving documents versus saving templates	131
Knowing how to not save changes	131
Saving files in other formats	132
Summary	133

Chapter 5: Working with Pages 135

Working with Multipage Documents	135
Adding pages	136
Copying pages	138
Deleting pages	138
Moving pages	138
Starting documents with a left page	139
Creating island spreads	139
Working with Page Numbers	141
Entering page references in text	141
Dividing a document into sections	142
Removing a section	144
Navigating Documents and Pages	144
Navigating with the Pages pane	144
Navigating with the menus and shortcuts	145
Using the Navigator pane	145
Adjusting Page Layouts and Objects	147
Summary	149

Chapter 6: Working with Layers	151
Understanding Layers	151
Creating Layers	154
Creating a layer	154
Customizing layers	154
Working with Objects on Layers	156
The active layer	156
Selecting objects on layers	156
Placing objects on layers	157
Moving objects to different layers	157
Manipulating Layers	158
Selecting layers	158
Hiding layers	158
Locking objects on layers	159
Rearranging layers	159
Combining layers	159
Deleting layers	160
Summary	161
Chapter 7: Creating Layout Standards	163
Creating and Applying Master Pages	164
The Pages pane	165
Creating a new master page	168
Laying out a master page	170
Applying a master page to document pages	173
Modifying master items on document pages	174
Using Templates	175
Storing Objects in Libraries	176
Adding and deleting library objects	179
Cataloging library objects	180
Copying library objects onto document pages	181
Using Ruler Guides and Grids	182
Ruler guides	182
Working with the baseline grid	185
Working with the document grid	187
Summary	188
Chapter 8: Defining Colors and Gradients	189
Defining Colors	189
Creating colors the ideal way	190
Other ways to create colors	195
Creating tints	196
Creating mixed colors	197
Editing Colors and Tints	199
Deleting and Copying Swatches	199
Deleting swatches	199
Copying swatches	200
Importing swatches	201
Spot Color versus Process Color	201

Working with Color Pictures	203
Working with EPS files	203
Working with TIFF files	204
Working with PDF files	204
Working with Gradients	204
Creating gradients	205
Creating unnamed gradients	207
Editing gradients	208
Applying Colors	209
Summary	210

PART III: Object Fundamentals

211

Chapter 9: Adding Text Frames, Graphics Frames, and Lines 213

Creating a Text Frame	214
Creating a Graphics Frame	217
Modifying Frames	219
Drawing Straight Lines	221
Deleting Objects	223
Summary	223

Chapter 10: Manipulating Objects 225

Selecting Objects	225
Selecting overlapping objects	228
Selecting multiple objects	230
Deselecting objects	231
Moving, Copying, Resizing, and Deleting Objects	231
Moving and copying objects	231
Copying objects	232
Resizing objects	233
Deleting objects	235
Adding Strokes, Fills, and Other Effects	235
Adding strokes	236
Creating stroke styles	240
Adding fills	242
Adding special effects to corners	243
Performing Other Transformations	244
Using the Rotation tool	244
Using the Scale tool	245
Using the Shear tool	246
Modifying objects using the Transform pane	247
Modifying objects using the Control palette	249
Repeating transformations	250
Modifying Lines	251
Preventing Objects from Printing	251
Applying Lighting Effects	251
Using transparency	252
Drop shadows	255
Feathering	256
Summary	257

Chapter 11: Orchestrating Objects 259

Stacking Objects	259
Combining Objects into a Group	262
Groups within groups	263
Selecting objects within groups	264
Ungrouping	264
Locking Objects	264
Nesting Objects within Frames	265
Nesting Frames within Other Frames	266
Creating Inline Frames	267
Creating an inline frame with the Paste command	267
Creating an inline frame with the Place command	268
Creating an inline frame using the Anchored Object command	269
Adjusting inline frames	271
Deleting inline frames	272
Setting Up "Follow Me" Anchored Frames	272
Adding anchored frames	273
Converting existing frames to anchored frames	276
Adjusting anchored frames	276
Releasing and deleting anchored frames	276
Defining and Applying Object Styles	277
Creating object styles	277
Managing object styles	286
Applying object styles	288
Summary	290

Chapter 12: Timesaving Techniques 291

Creating Copies of Objects	291
Copying Objects between Documents	293
Aligning and Distributing Objects	294
Positioning Objects Precisely with Guides	296
Summary	297

PART IV: Text Fundamentals**299****Chapter 13: Preparing Text Files for Import 301**

Determining Where to Format Documents	301
Importing Text Files	303
Preserving special features in text files	304
Avoiding text-file pitfalls	309
Using Tagged Text	310
Summary	313

Chapter 14: Working with Text 315

Adding Text	315
Typing text	315
Pasting text	316
Dragging and dropping text	318
Importing text	318
Exporting text	325

Editing Text	325
Controlling text view	325
Navigating text	325
Highlighting text	326
Cutting, copying, and pasting text	326
Deleting and replacing text	326
Undoing text edits	327
Correcting mistakes on the fly	327
Using the Story Editor	328
Searching and Replacing	330
Searching and replacing text	330
Finding special characters	332
Searching and replacing formatting	335
Changing fonts globally	336
Checking Spelling	337
Checking spelling as you type	337
Using the Check Spelling dialog box	337
Working with multiple languages	339
Customizing the Spelling and Hyphenation Dictionaries	340
Customizing the spelling dictionary	340
Customizing hyphenation points	342
Setting spelling and hyphenation dictionary preferences	343
Adjusting Text Appearance in Text Frames	345
Setting text frame options	346
Scaling text with the mouse	348
Summary	349

Chapter 15: Flowing Text through a Document 351

Working with Text Frames	352
Creating text frames on master pages	353
Drawing additional text frames	355
Getting the Text	356
Importing text files	357
Handling word processor style sheets	358
Threading Text Frames	359
Threading frames manually	360
Threading frames semiautomatically	361
Threading frames and adding pages automatically	362
Breaking and rerouting threads	362
Adjusting Columns	363
Specifying columns in master frames	363
Adjusting columns in text frames	364
Placing rules between columns	364
Working with merged data	365
Summary	371

Chapter 16: Specifying Character Attributes 373

Working with Character Formats	373
Changing Font Family, Type Style, and Size	376
Selecting fonts	377
Changing type size	378

Applying Other Character Formats	380
Horizontal Scale and Vertical Scale	381
Baseline Shift	381
Skew (false italic)	382
Language	382
All Caps and Small Caps	383
Superscript and Subscript	383
Underline and Strikethrough	384
Ligatures	385
OpenType options	385
No Break	387
Leaving Space between Characters and Lines	388
Kerning	388
Tracking	389
Leading	390
Summary	391
Chapter 17: Specifying Paragraph Attributes	393
Paragraph Basics	393
Leading	394
Controlling alignment and indents	396
Adding Space between Paragraphs	400
Adding Drop Caps	400
Adding Automatic Bullets and Numbered Lists	402
Controlling Hyphenation and Justification	402
Manual hyphenation	402
Automatic hyphenation	403
Justifications controls	405
Composing text	407
Setting Other Paragraph Formats	408
Keep Options	408
Paragraph Rules	409
Summary	411
Chapter 18: Creating Special Text Formatting	413
Indenting Text	413
First-line indents	414
Hanging indents	414
Block indents	416
Using Bullets and Formatting Lists	416
Adding Initial Caps	418
Creating automatic drop caps	419
Creating raised initial caps	420
Converting text to outlines for initial caps	421
Using graphics as initial caps	421
Labeling Paragraphs	421
Adding Professional Touches	423
Reversing type out of its background	424
Creating sidebars and pull-quotes	425
Formatting fractions	425
Hanging punctuation	427
Choosing and placing end-of-story markers	428

Applying Color to Text	429
Rotating Text	430
Using the Rotation Angle field	430
Using the Rotate tool	430
Scaling Text	431
Underline and Strikethrough Options	431
Drop Shadows and Feathering	433
Summary	433

Chapter 19: Setting Up Styles 435

Creating and Applying Styles	436
Paragraph styles	436
Character styles	442
Working with Nested Styles	444
Changing Styles	447
Modifying styles	447
Modifying text that's been styled with a style	447
Unapplying styles	448
Importing Styles	448
Importing styles from InDesign documents	449
Working with style sheets in imported text files	450
Summary	452

Chapter 20: Setting Up Tabs and Tables 453

Using the Tabs Pane	455
Tab style buttons	455
X field	456
Leader field	456
Align On field	457
Tab ruler	457
Magnet icon	458
Tabs pane menu	458
Creating Tables	458
Creating a table	459
Working with rows and columns	463
Working with cells	464
Converting Tabs to Tables	469
Summary	469

PART V: Graphics Fundamentals

471

Chapter 21: Preparing Graphics for Import 473

Determining Where to Format Documents	473
Preparing Graphics Files	474
Graphics embedded in text files	474
Issues with vector files	476
Issues with bitmap formats	479
Identifying Color Issues	483
Color systems	484
Calibrated color	484
Summary	485

Chapter 22: Importing Graphics	487
Using the Place Command	488
Specifying Import Options	490
Import options for bitmap graphics	490
Import options for vector file formats	493
Using Other Ways to Import Graphics	495
Copy and Paste	496
Drag and Drop	496
Adobe Illustrator files	497
Summary	497
Chapter 23: Modifying Imported Graphics	499
Making Basic Graphic Modifications	499
Cropping graphics	500
Rotating, scaling, and shearing graphics	502
Using the Control Palette and the Transform Pane	504
Changing an object's point of origin	505
Repositioning a graphic within its frame	506
Scaling a graphic	507
Rotating a graphic	507
Skewing a graphic	508
Flipping a graphic	508
Figuring Out the Fitting Commands	508
Modifying Bitmap Graphics versus Vector Graphics	509
Applying color and tint to bitmap graphics	510
Applying a tint to a graphic	511
Managing Links to Imported Graphics	511
Managing links and versions	513
Purchasing imported graphics	514
Finding imported graphics	515
Embedding imported graphics	515
Displaying link information	515
Sorting imported files in the Links pane	515
Changing the view	516
Working with Imported Layers	516
Summary	519
Chapter 24: Special Effects for Graphics	521
Wrapping Text around Graphics	521
The Text Wrap pane	522
Setting text-wrap preferences	526
Changing the shape of a text wrap	527
Working with Clipping Paths	528
Using a free-form shape to clip a graphic	529
Using InDesign's Clipping Path command	530
Trying Other Special Effects	532
Using transparency, drop shadows, and feathering	532
Using text characters as graphics frames	533
Using compound shapes as graphics frames	533
Applying corner effects	534

Creating inline frames	535
Slicing a graphic with the Scissors tool	536
Summary	536

Chapter 25: Drawing Free-Form Shapes and Curved Paths 537

Finding Out All about Paths	538
The properties of a path	538
The anatomy of a path	540
Drawing Lines with the Pen Tool	543
Straight and zigzag lines	543
Curved lines	544
Combining straight and curved segments	547
Drawing Free-Form Shapes	549
Summary	550

Chapter 26: Modifying Shapes and Paths 551

Adding and Deleting Anchor Points	552
Modifying Segments	554
Moving anchor points	554
Converting anchor points	555
Manipulating direction handles	556
Working with Open and Closed Paths	557
Extending an open path and connecting open paths	557
Closing an open path	558
Using the Scissors tool	559
Working with Compound Paths	560
Creating compound paths	561
Editing compound paths	562
Changing a path's direction	562
Splitting a compound path	563
Using the Pathfinder	563
Other Path Effects	564
Converting shapes	564
The Erase tool	565
Adding corner effects to paths	566
Summary	567

Chapter 27: Treating Text as Artwork 569

Applying Strokes to Type	569
Applying Color to Type	574
Converting Text into Graphics	575
Making Text Follow a Path	577
Summary	578

PART VI: Output Fundamentals

579

Chapter 28: Preparing for Color Prepress 581

Calibrating Color	582
Setting up your system	584
Adjusting on-screen display	585

Calibrating imported colors	588
Saving color-management preferences	589
Changing document color settings	590
Calibrating output	591
Working with Color Traps	591
Using choking versus spreading	591
Specifying trapping presets	593
Specifying trapping to pages	595
Summary	596
Chapter 29: Preparing for Printing	597
Making Initial Preparations	597
Setting up Macintosh printers	598
Setting up Windows printers	599
Preflighting Your Document	601
Creating a Document Package	605
Dealing with Service Bureaus	607
Sending documents versus output files	608
Determining output settings	608
Ensuring correct bleeds	609
Sending oversized pages	610
Summary	610
Chapter 30: Printing Techniques	611
Selecting InDesign Printing Options	611
General options	611
The General pane	614
The Setup pane	615
The Marks and Bleeds pane	618
The Output pane	620
The Graphics pane	624
The Color Management pane	625
The Advanced pane	626
The Summary pane	627
Printing to File	628
Working with Spot Colors and Separations	629
The Ink Manager dialog box	629
Process colors	631
Color and separations preview	631
Screen angles	632
Working with Transparency	633
Summary	636
Chapter 31: Creating Output Files	637
Selecting the Best Output Option	637
Exporting to PDF	637
Exporting to EPS	638
Exporting to PostScript prepress	638
Creating PDF Files	639
Exporting PDF files	639
Using the Summary pane	650

Using Distiller job options	650
Printing to PDF files	652
Creating EPS Files	653
The General pane	653
The Advanced pane	655
Creating PostScript Prepress Files	656
Creating JPEG and SVG Files	657
Summary	657

PART VII: Specialty Publishing Techniques

659

Chapter 32: Book and Long-Document Publishing 661

Managing Multiple Documents with Books	661
Planning your book	663
Creating and opening books	663
Adding chapters to books	664
Opening and editing chapters	664
Understanding book pane status reports	666
Working with style sources	666
Synchronizing chapter formatting	667
Printing chapters and books	668
Handling chapters with sections	668
Creating Tables of Contents	669
Planning a TOC	670
Defining a TOC	670
Indexing Documents and Books	675
Choosing an indexing style	675
Using the Index pane	675
Working with Footnotes	682
Numbering and Formatting pane	683
Layout pane	685
Summary	686

Chapter 33: Interactive Document Setup 687

Using Hyperlinks in PDF and eBook Files	687
Creating hyperlinks	689
Modifying and deleting hyperlinks	692
Creating Bookmarks	692
Creating Page Actions	694
Playing Movies and Sound	697
Movie Options	698
Sound Options	698
Summary	699

Chapter 34: Working with XML 701

Importing and Creating XML Tags	702
Importing tags	702
Creating tags	704
Mapping tags and styles	704

Applying Tags	705
Taking Advantage of Other XML Options	706
Exporting XML Files	707
Creating XML Snippets	709
Summary	710
Chapter 35: Working with Others	711
Sharing Elements with Other Users	711
Where InDesign stores what	712
Preference files	712
Color definitions	713
Paragraph, character, and object styles	713
Spelling dictionaries	714
Graphics and text files	714
Libraries	714
Snippets	715
Templates	715
Master pages	716
InDesign documents	716
Managing Shared Projects and File Versions	716
The Version Cue interface	717
Enabling and disabling Version Cue	720
Working with versions	720
Working with Version Cue tools	721
Mixing Mac/Windows Environments	723
InDesign differences	723
Platform differences	724
Transfer methods	727
Summary	727
Chapter 36: Using Plug-Ins	729
Using the Default Plug-Ins	729
Purchasing Special-Purpose Plug-ins	730
How Plug-Ins Work within InDesign	730
Setting Plug-In Preferences	731
Summary	732
Chapter 37: Using Scripts	733
Using Scripts	733
Exploring JavaScript	735
Learning the language	735
What you need to write and run scripts	735
Exploring AppleScript	737
Learning the language	737
What you need to write and run scripts	738
Locating more AppleScript tools	739
Exploring VBA	739
Learning the language	739
What you need to write and run scripts	740

Creating and Running Scripts	741
Writing simple scripts	741
Labeling items	743
Writing conditional scripts	744
Summary	746

PART VIII: Introduction to Publishing

747

Chapter 38: The Publishing Environment 749

Choosing the Right Hardware	749
The computer	749
Storage capacity	751
Connectivity	752
The Mac/PC connection	752
The network connection	752
The Internet connection	753
Input and output devices	754
Getting the Essential Software	756
Working with Fonts	757
Procuring fonts	757
Installing fonts through the operating system	758
Using a font manager and font utilities	760
Summary	762

Chapter 39: Layout Theory and Practice 763

Layout Terms	763
Layout tools	763
Design elements	764
Image manipulation	765
Seven Basic Rules of Good Design	766
Rule #1: Keep an idea file	767
Rule #2: Plan your document	767
Rule #3: Keep it simple	767
Rule #4: Leave some white space	767
Rule #5: Don't use every bell and whistle	767
Rule #6: Make it look like what it is	768
Rule #7: Don't break Rule #6	768
Getting Started	769
Visualizing your layout	769
Sketching your layout on paper	769
Sketching your layout in InDesign	771
Imitating and Creating Good Designs	772
Avoiding formulas	772
Laying out ads and circulars	773
Creating newsletters	776
Working with magazines	778
Doing other cool stuff	780
Looking at common threads	781
Summary	782

Chapter 40: Typography Theory and Practice 783

Identifying Terms	783
Characters	783
Typographic measurement units	785
Spacing	786
Paragraphs	788
Hyphenation	788
Using Typographic Color and Typefaces	789
Typographic color	789
The influence of typeface	789
Learning about Typefaces	790
Typeface variations	790
What's in a face?	791
A font is a typeface by any other name	791
Selecting the Right Typefaces	792
Defining a standard set	793
Some basic guidelines	794
Summary	795

Chapter 41: Using Special Characters 797

Working with OpenType Variants	799
Shortcuts for Symbols	801
Shortcuts for Foreign Characters	803
Summary	808

Chapter 42: Color Fundamentals 809

Defining Color Terms	809
Understanding Process and Spot Color	810
Identifying methods of color printing	810
Mixing spot and process colors	811
Converting spot color to process color	811
Working with Color Models	812
Paper Variation Models	812
Summary	814

PART IX: Appendixes 815

Appendix A: Installing or Upgrading InDesign 817

InDesign CS2 System Requirements	817
Installing InDesign CS2	818
Upgrading from Prior Versions of InDesign	821

Appendix B: What's New in InDesign CS2 823

InDesign Interface	823
Operating-system interaction	823
Tools, palettes, and panes	824
Views settings, guides, and grids	824
Preferences	824

Document and Object Functions	825
Page actions	825
File exchange and sharing	825
Object handling	825
Text Functions	826
Text import	826
Text editing	826
Paragraph and character formatting	827
Spelling, hyphenation, and indexing	828
Color Functions	828
Graphics Functions	829
Image import and editing	829
Strokes and paths	829
Output Functions	829
Other Functions	830
PDF files	830
XML files	830

Appendix C: Switching from QuarkXPress 831

Opening QuarkXPress Documents	831
Conversion Issues	832
Understanding Tool Differences	834
Converting Keyboard Shortcuts	835
Document Differences	836
Working with Objects Rather Than Items	837
Working with Text	838
Flowing text	838
Editing text	839
Formatting text	839
Working with Tables	840
Working with Graphics	841
Manipulating Pages	842
Working with Color	843
Printing and Output	843

Appendix D: Switching from PageMaker 845

Opening PageMaker Documents	845
Differences from PageMaker	846
Using tools and setting preferences	846
Working with objects rather than elements	847
Working with text	848
Working with graphics	849
Manipulating pages	850
Working with color	850
The PageMaker toolbar	851

Appendix E: Using Adobe InCopy CS2 853

Using InCopy within InDesign	853
Working with notes	853
Working with other users	855

Using InCopy Alone	856
Story views	856
Story checkout, checking, and saving	858
Revisions tracking	858
Special features	860
Appendix F: More Resources	861
Appendix G: Shortcuts Cheat Sheet	863
Index	873