CD-ROM Included

Adobe® InDesign® 2.0

CLASSROOM IN A BOOK®

Adobe®

The official training workbook from Adobe Systems, Inc.

Adobe® InDesign® 2.0

Classroom in a Book®

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Adobe® InDesign® 2.0 Classroom in a Book® for Windows and Mac OS

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9 8 7 6 5 4

Contents

Getting Started 1
About Classroom in a Book 1
Prerequisites 1
Installing the program 2
Installing the Classroom in a Book fonts 2
Copying the Classroom in a Book files 2
Restoring default preferences 3
Additional resources 4
Adobe Certification 4

A Quick Tour of Adobe InDesign 5
Getting started 6
Threading text in frames 10
Working with styles 20
Placing graphics 24
Working with master pages 31
On your own 36

Lesson 1 **Getting to Know the Work Area** 39
Getting started 40
Looking at the work area 41
Changing the magnification of your document 51
Navigating through your document 54
Working with layers 59
Using context menus 61
Using online Help 63
Using Adobe online services 65
On your own 66
Review questions 67
Review answers 67

Lesson 2

Setting Up Your Document 71
Getting started 72
Starting a new document 73
Editing master pages 75
Creating a master for footers 77
Creating a placeholder master 84
Applying the masters to document pages 94
Adding sections to change page numbering 96
Placing text and graphics on the document pages 98
Overriding master-page items on document pages 100
Editing master pages 102
Viewing the completed spread 104
On your own 104
Review questions 106
Review answers 106

Lesson 3

Working with Frames 109
Getting started 110
Modifying text frames 111
Modifying graphics frames 116
Creating new frames and adjusting the contents 124
Orienting objects in space 130
Finishing up 133
On your own 134
Review questions 135
Review answers 135

Lesson 4

Creating and Applying Colors, Tints, and Gradients 139
Getting started 140
Defining printing requirements 141
Adding colors to the Swatches palette 141
Applying colors to objects 143
Creating dashed strokes 146

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Working with gradients 147
Creating a tint 150
Creating a spot color 151
Applying color to text 154
Using advanced gradient techniques 157
Viewing the completed spread 162
On your own 163
Review questions 164
Review answers 164

Lesson 5 **Importing and Linking Graphics** 167
Getting started 168
Adding graphics from other programs 170
Comparing vector and bitmap graphics 170
Managing links to imported files 171
Placing a Photoshop file and adjusting view quality 176
Working with clipping paths 178
Working with alpha channels 181
Importing an Illustrator file 186
Placing a PDF file 188
Using a library to manage objects 190
On your own 193
Review questions 194
Review answers 194

Lesson 6 **Drawing Vector Graphics** 197
Getting started 198
Setting up the document grid 200
Drawing straight segments 201
Drawing with the pencil tool 210
Drawing curved segments with the pen tool 215
Drawing combinations of curved and straight segments 217
Creating a compound path 227

Creating a perfect semicircle 229
Adding an end shape to an open path 232
Creating a texture effect using a colorized image 233
Creating and adding an inline graphic 235
Reflecting objects 239
On your own 241
Review questions 243
Review answers 243

Lesson 7 **Working with Transparency** 247
Getting started 248
Importing and colorizing a black-and-white image 249
Applying transparency settings 250
Exporting to Adobe Acrobat PDF files 261
On your own 264
Review questions 265
Review answers 265

Lesson 8 **Importing and Editing Text** 269
Getting started 270
Flowing text 272
Working with styles 277
Aligning text vertically 283
Threading text 284
Changing the number of columns on a page 286
Adding a page continuation note 290
Creating and applying a character style 293
Finding and changing 295
Spell-checking a story 300
Creating text on a path 301
On your own 304
Review questions 306
Review answers 306

Lesson 9

Working with Typography 309
Getting started 310
Adjusting vertical spacing 311
Changing fonts and type style 317
Changing paragraph alignment 319
Adding a decorative font and special character 320
Applying special font features 323
Adjusting letter and word spacing 327
Working with tabs 331
Creating a hanging indent 335
Adding a rule below a paragraph 336
On your own 337
Review questions 339
Review answers 339

Lesson 10

Creating Tables 343
Getting started 344
Importing and formatting a table 347
Using graphics within tables 355
Formatting text within a table 360
Finishing up 364
On your own 364
Review questions 366
Review answers 366

Lesson 11

Publishing with XML 369
Getting started 370
About XML tags 371
Defining XML tags 372
Working with the Structure pane 378
Exporting to XML 381
On your own 387
Review questions 389
Review answers 389

Lesson 12

Combining Files into Books 393
Getting started 394
Defining a book 395
Working with a table of contents 399
Maintaining consistency in a book 405
Indexing the book 408
On your own 413
Review questions 414
Review answers 414

Lesson 13

Setting Up Your Monitor for Color Management 417
Getting started 418
Color management: An overview 419
Calibrating and profiling your monitor using Adobe Gamma 422
Saving the monitor profile 432
Review questions 433
Review answers 433

Lesson 14

Ensuring Consistent Color 437
Getting started 438
Components of a CMYK press-oriented workflow 440
Setting up color management in InDesign 441
Color-managing imported graphics in InDesign 446
Assigning a profile after importing an image 447
Embedding a profile in a Photoshop TIFF image 449
Assigning a profile while importing a graphic 452
Embedding a profile in an Illustrator graphic 454
Review questions 460
Review answers 460

Index 461

Getting Started

Welcome to Adobe® InDesign® 2.0. InDesign is a powerful design and production tool that offers precision, control, and seamless integration with other Adobe professional graphics applications. Using InDesign, you can of produce professional-quality, full-color output on high-volume color printing presses, or to a wide range of output devices and formats, such as desktop printers, PDF files, and HTML files.

Writers, artists, designers, and publishers today can communicate to a broader audience than ever before and through an unprecedented variety of media. The Adobe Network Publishing vision recognizes this with tools for creating visually rich content that is available anywhere, any time, and on any device. InDesign supports this view with its seamless integration with Adobe Photoshop®, Adobe Illustrator®, Adobe Acrobat®, and Adobe GoLive®. The *Adobe InDesign 2.0 Classroom in a Book* introduces and describes new features, workflows, and techniques that support this new wave of publishing.

About Classroom in a Book

Adobe InDesign 2.0 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software from Adobe Systems, Inc.

The lessons are designed so that you can learn at your own pace. If you're new to Adobe InDesign, you'll learn the fundamentals you'll need to master to put the program to work. If you've already been using Adobe InDesign, you'll find that *Classroom in a Book* teaches many advanced features, including tips and techniques for using this exciting design tool.

Each lesson provides step-by-step instructions for creating a specific project. You can follow the book from start to finish, or do only the lessons that meet your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

Prerequisites

Before beginning to use *Adobe InDesign 2.0 Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure you know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your Windows or Mac OS documentation.

Installing the program

You must purchase the Adobe InDesign software separately. For complete instructions on installing the software, see the Introduction to the *Adobe InDesign User Guide*.

Installing the Classroom in a Book fonts

To ensure that the lesson files appear on your system with the correct fonts, you may need to install the Classroom in a Book font files. These fonts are in the Fonts folder on the Adobe InDesign Classroom in a Book CD. If you already have these on your system, you do not need to install them. If you have Adobe Type Manager (ATM®), see its documentation on how to install fonts. If you do not have ATM, installing it from the Classroom in a Book CD automatically installs the fonts. Please read the instructions carefully because you do not need to install ATM if you are running Windows XP or Mac OS 10.1.

You can also install the Classroom in a Book fonts by copying all the files in the Fonts folder on the InDesign Classroom in a Book CD to the Fonts folder within the folder in which you installed InDesign on your hard disk. This makes the fonts available to InDesign but not to other applications.

To install the Adobe InDesign Classroom in a Book fonts

1 Insert the Adobe InDesign 2.0 Classroom in a Book CD into your CD ROM drive.

2 (Windows only.) Select the appropriate folder for your version of Windows.

3 Install the font files using the procedure for the version of your operating system:

• Windows (other than Windows XP). Open the ATM installer files on the CD, which are located in the Fonts/ATM/set folder. Double-click the installer files (Setup), and follow the on-screen instructions for installing ATM and the fonts.

• Windows XP. Do not use the ATM font installer to install the fonts. Instead, simply drag the fonts from the Classroom in a Book CD to your hard disk and place them in either the InDesign 2.0 fonts folder (typically in C:\Program Files\Adobe\InDesign 2.0\Fonts) or your system fonts folder (typically in C:\Program Files\Common Files\Adobe\Fonts).

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• Mac OS 9. Open the ATM installer file on the CD, located in the Fonts/Fonts/ATM 4.6.1+Fonts Installer folder. Double-click the ATM 4.6.1+Fonts Installer to install the fonts.

• Max OS 10.1. Open the Fonts/Fonts/ATM 4.6.1 + Fonts Installer folder on the CD. Select all of the fonts in the Fonts folder and drag them into the Library/Fonts folder on your hard disk. You can select and drag multiple fonts to install them, but you cannot drag the entire folder to install the fonts.

Copying the Classroom in a Book files

The Classroom in a Book CD includes folders containing all the electronic files for the lessons. Each lesson has its own folder. You must install these folders on your hard disk to use the files for the lessons. To save room on your hard disk, you can install the folders for each lesson as you need them.

To Install the Classroom in a Book files:

1 Insert the ID2_CIB CD into your CD-ROM drive

2 Create a folder on your hard disk and name it **IDCIB**

3 Copy the lessons that you want to the hard drive:

• To copy all of the lessons, drag the Lessons folder from the CD into the IDCIB folder

• To copy a single lesson, drag the individual lessons folder from the CD into the IDCIB folder

If you are installing the files in Windows, you must unlock them before using them. You don't need to unlock files if you are installing them in Mac OS.

4 In Windows unlock the files you copied

• If you copied all of the lessons, double click the unlock.bat file in the IN2_CIB/Lessons folder

• If you copied a single lesson, drag the unlock.bat file from the Lessons folder on the CDinto the IDCIB folder. Then double-click the unlock.bat file in the IDCIB folder

Note: *If you are using Windows XP or Windows 2000 you need to set your computer's time zone to Pacific Standard Time in order to prevent error messages when working on Classroom in a Book lessons that involve linked files.*

Open the Date and Time Control Panel and make sure that Pacific Standard Time is selected.

Restoring default preferences

To ensure that the tools and palettes function exactly as described in this lesson, you must delete or deactivate (by renaming) the InDesign Defaults file and the InDesign SavedData file.

The InDesign Defaults file and the InDesign SavedData file control how palettes and command settings appear on your screen when you open the Adobe InDesign program. Each time you exit Adobe InDesign, the position of the palettes and certain command settings are recorded in these files. To ensure that the tools and palettes function exactly as described in this book, you can delete the current InDesign Defaults and InDesign SavedData files at the beginning of each lesson. (If they don't already exist, Adobe InDesign will create new versions of these files the next time you start the program and save a file.)

Important: *If you want to save the current settings, rename the defaults files rather than deleting them. When you are ready to restore the settings, change the names back and make sure that the files are located in the InDesign 2.0 folder (Windows®) or the Preferences folder (Mac OS).*

1 If InDesign is running, choose File > Exit (Windows) or File > Quit (Mac OS).

2 To locate the InDesign defaults files, do one of the following:

• (Windows) Choose Start from the Windows taskbar, and then choose Find > Files or Folders. For Named, type **"InDesign Defaults", "InDesign SavedData"** (including the quotation marks). For Look In, select Local Hard Drives (or the drive that contains Windows). Then click Find Now. Drag the InDesign Defaults and InDesign SavedData files to the Recycle Bin (or rename them). Do not delete any other InDesign file. Close the Find dialog box.

• (Mac OS) Choose File > Find from the Finder menu. For Find Items, choose On Local Disks, Except CD-ROMS. In the text box, type **InDesign Defaults**. Then click Find. Drag the InDesign Defaults file to the Trash or rename it. In the same way, search for **InDesign SavedData** and delete or rename this file. Do not delete any other InDesign file. Close the Find windows.

If you renamed the defaults files to preserve them, you can return to your previous settings by first deleting the newest copies of the InDesign Defaults and InDesign SavedData files. Then restore the original names of the files you renamed in the steps above.

A Quick Tour of Adobe InDesign

This interactive demonstration of Adobe InDesign provides an overview of key features of the program. It should take you approximately 30 minutes to complete.

Getting started

You'll start the tour by opening a partially completed document. You'll add the finishing touches to this 6-page article on Mexican folk art written for an imaginary travel magazine. Before you start Adobe InDesign, you should restore the default preferences for InDesign if you have not already done so in this session. Restoring default preferences ensures that the tools and palettes function exactly as described in this lesson. After you learn how to use InDesign, this step is no longer necessary.

1 Delete or deactivate the InDesign Defaults file and the InDesign SavedData file, following the procedure in "Restoring default preferences" on page 3.

2 Start Adobe InDesign.

3 Choose File > Open, and locate the ID_00 folder in the Lessons folder you copied from the InDesign Classroom in a Book CD to your hard disk:

4 In the ID_00 folder, double-click ID_01.indd.

Note: *In Windows, your extensions may be hidden. If this is so, the file appears as ID_01 (not ID_01.indd) in the Open a File dialog box.*

If an alert message appears that asks which dictionary file you want to use, click No (Windows) or Document (Mac OS).

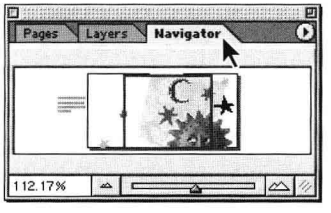
5 Choose File > Save As, and rename the file **Tour** in the ID_00 folder. If someone else has created this file, choose Yes to replace it.

Viewing the document

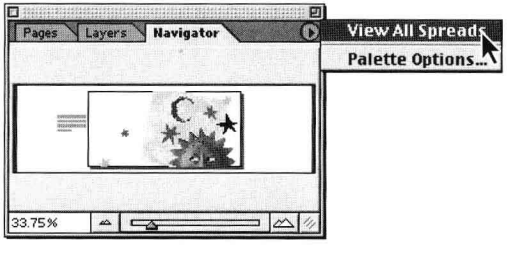
The first spread (pages 2 and 3) appears on your screen. You'll now look at the rest of the 6-page article using several navigation methods. First, you'll use the Navigator palette, which is useful for changing the view magnification. As in Adobe Illustrator and Adobe Photoshop, palettes are often grouped with other palettes. However, you can move, separate, and combine these palettes any way you like.

1 Choose View > Fit Spread in Window.

2 Click the Navigator palette tab to bring it to the front of the palette group.



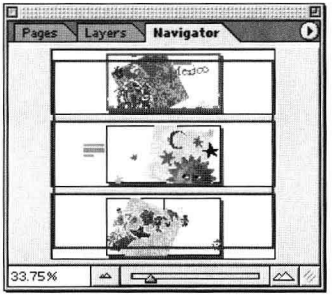
3 Position the pointer on the palette-menu button (⊙) on the right side of the palette window, and choose View All Spreads from the Navigator palette menu. If you can't see the three spreads well, drag the lower right corner of the palette down to resize it; drag it back up when you're finished.



Like many palettes, the Navigator palette has a menu that displays additional options.

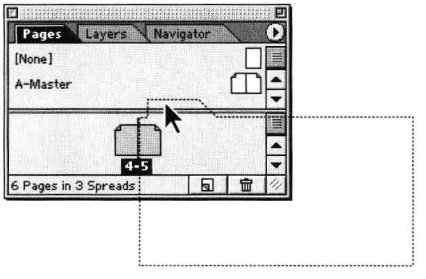
Notice that the red view box in the Navigator palette determines which area of the document is displayed.

4 In the Navigator palette, click the center of the middle spread to view pages 4 and 5. If necessary, drag the red box so that you can see pages 4 and 5.



Now we'll look at the Pages palette, which is another useful tool for turning pages. You'll be using the Pages palette throughout this tour, so you'll separate the Pages palette from the other two palettes.

5 Click the Pages palette tab, and then drag the Pages tab below the other palettes.



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