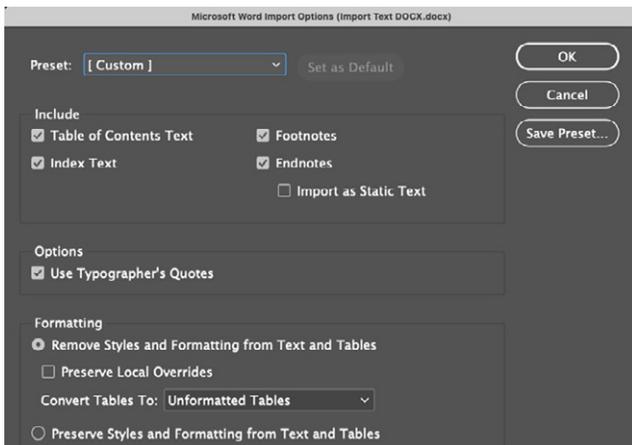


Kevin Slimp's

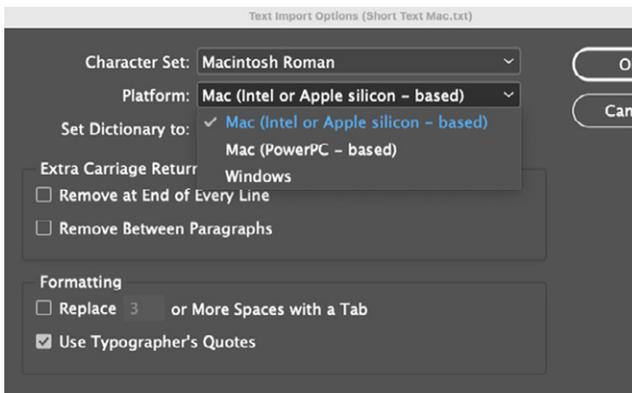
InDesign Tools

including a few you didn't know about and a few you've forgotten

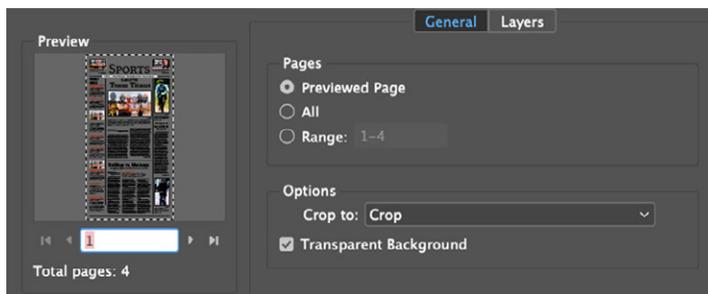
1. Placing Files: Things a lot of users don't know about placing files



Word & RTF Files



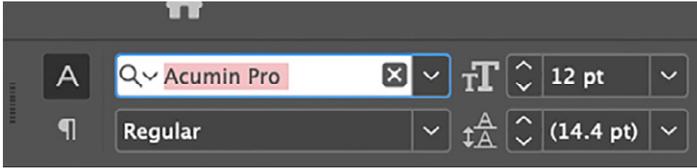
TXT Files



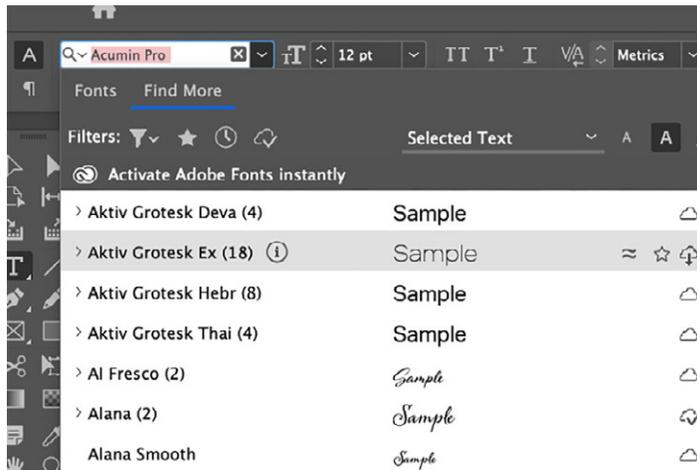
PDF File (Multiple Pages)

2. Things to know about Type

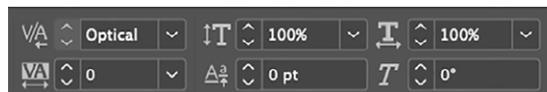
a. Selecting fonts



b. Adding fonts from the Adobe Library (CC version)



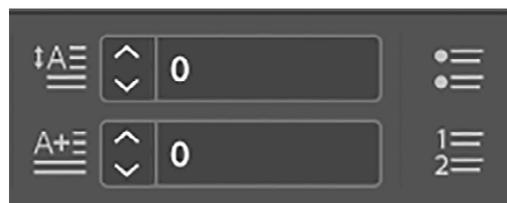
c. Optical spacing, tracking & baseline shift



d. Space before, after paragraph & First Line Indent

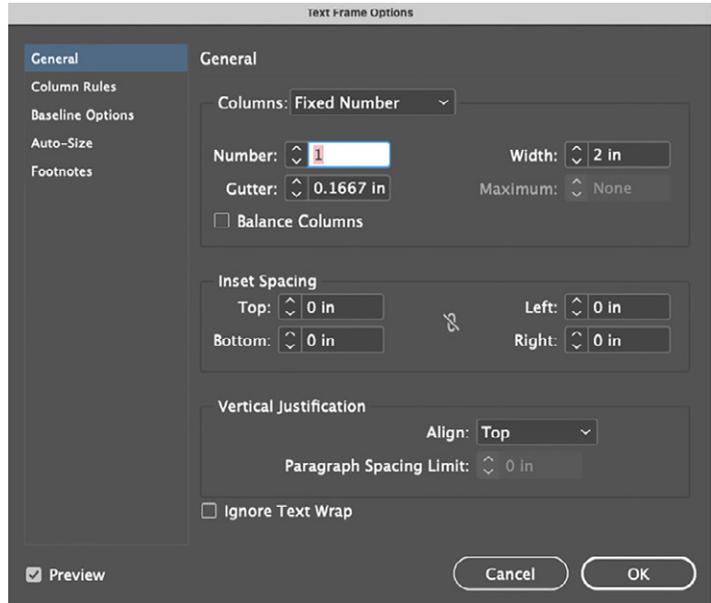


e. Setting bullets, numbers and Drop Cap



3. Object > Text Frame Options

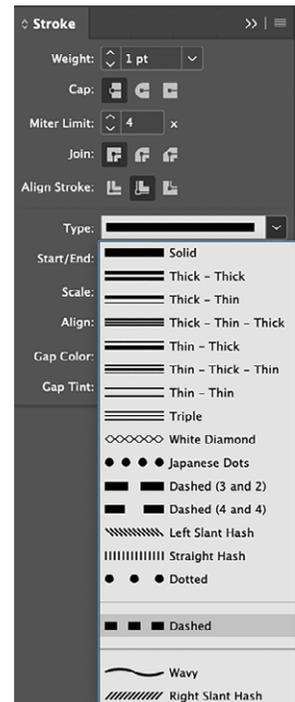
- a. Column numbers
- b. Inset spacing
- c. Vertical justification
- d. Ignore text wrap



4. Creating tabs in InDesign



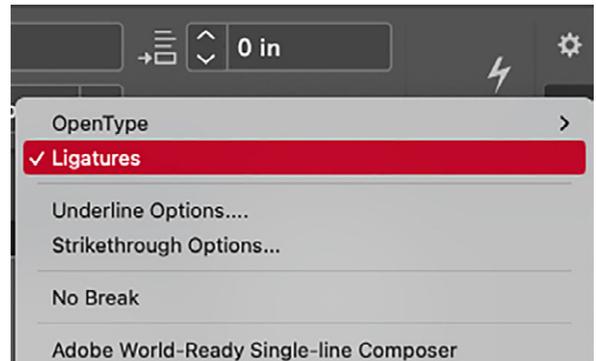
5. Getting strokes (frames) right



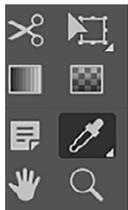
6. Getting rid of ligatures in text

ff ff

Th Th



7. Using the Eyedropper Tool



8. Getting rid of that dratted circle in the middle of photos

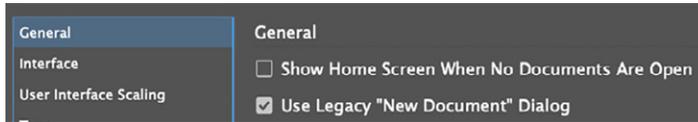
- a. View > Extras > Hide Content Grabber



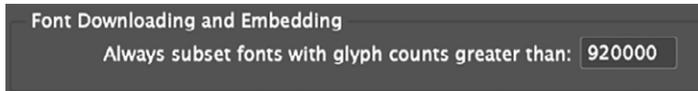
9. Scissors tool

10. Preferences that will help

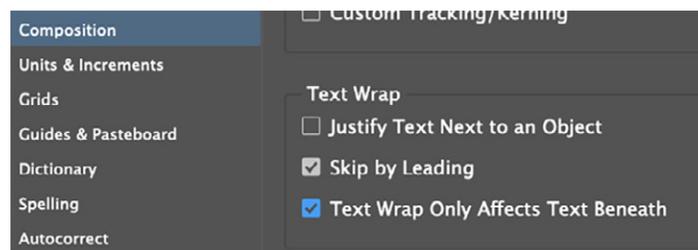
a. Legacy Dialog



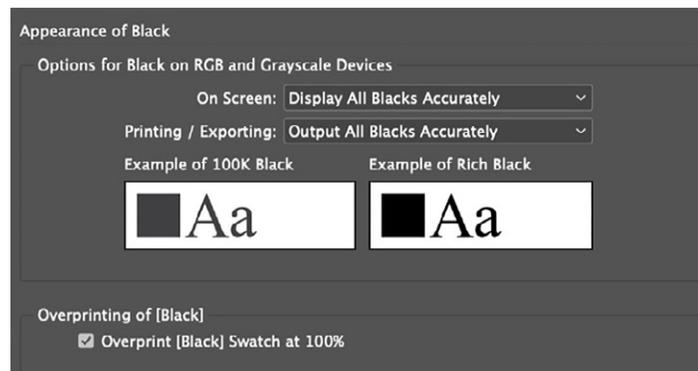
b. Subsetting fonts



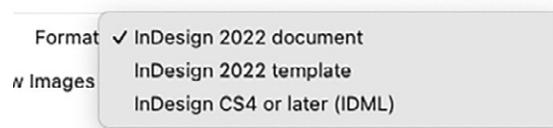
c. Text wrap



d. Appearance of black



11. Options when saving files



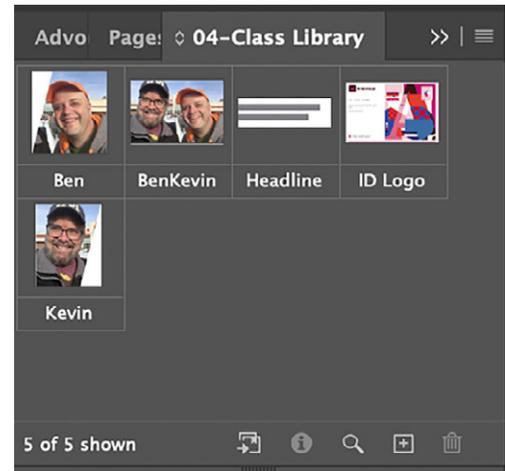
11. Creating Libraries

a. Photos

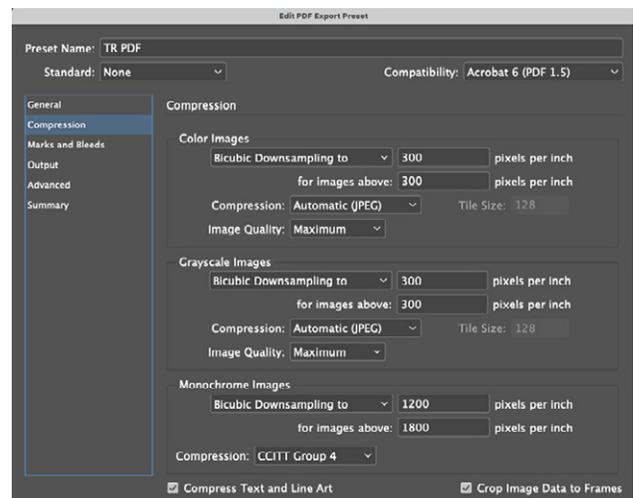
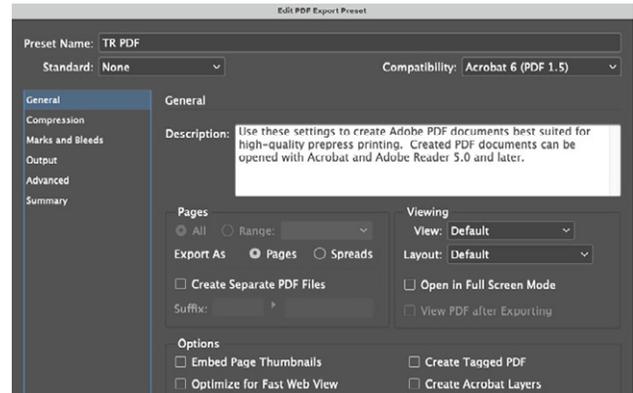
b. Text

c. Special Effects

d. Importance of Embedding



12. Creating the correct PDF settings for printing newspaper pages



13. Clipping simple images in InDesign

- a. Object > Clipping Path



14. Using the Page tool

- a. The Option/Alt key is the secret ingredient



14. Using the Direct Selection Tool

- a. The "White" Arrow



15. Filling Text with a Photo

- a. Type Create Outlines



Selected Tools in InDesign

with Kevin Slimp

1. InDesign Scripts

Scripts Included with InDesign

AddGuides Great for adding centered guides to a pic/frame



Add Points

Points are added in middle of point segments



AdjustLayout

Moves content of entire pages



For moving all items on all even/odd pages in a document.

Export All Stories

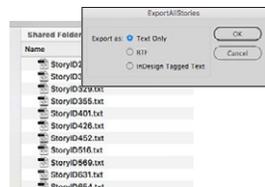
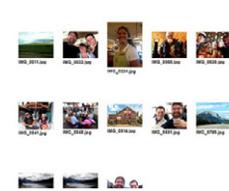


Image Catalog (Use Javascript Version)



MakeGrid



Sort Paragraphs

Alphabetize lists

Mary	Clarise
John	Gilroy
Kevin	Hurley
Wilfred	Jethro
Hurley	John
Marx	Kevin
Jethro	Marx
Gilroy	Mary
Clarise	Wilfred

Place MultiPagePDF

Similar to "Break Frame" script, except this script splits the links of all frames, not just the one selected.

Tab Utilities

Chili Dogs w/ Ketchup \$9.89
Cold Slaw/Pickles \$14.99

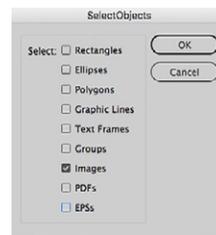


Chili Dogs w/ Ketchup \$9.89
Cold Slaw/Pickles \$14.99

SelectObjects

Great for selecting all PDF files in a document (as well as other types)

Selects all of the objects on a spread that belong to a specific object type (or set of types).

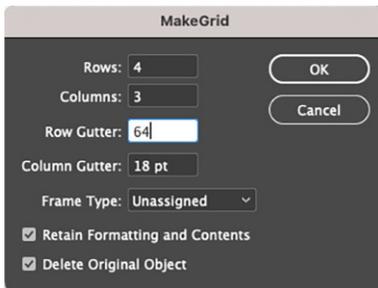


Calendar Wizard



Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10

2. Creating a Grid



Matt Yeager's Auto Sales

You can trust Matt more than your mother!

We lose money so you can save money!

865.867.5309

3. Tips for Better Libraries

Library Elements

What goes in the library is what comes out



Wiff with Ligatures

Wiffout without Ligs



We'll crop this one

Text with Effects

Here is a story that jumps from page one to page three. How can we make sure the jump page number is always right on page one? Well, it's simple. You simply: Insert Special Character>Markers>Next Page Number. Here is a story that jumps from page one to page three. How can we make sure the jump page number is always right on

Jump to page3



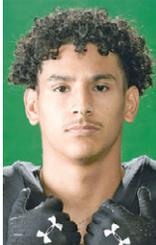
Creating automated jumps

4. Using the Page Tool

Page Tool

TenderCare Lawn & Landscape's
Panther of the Week 

AMARE RAMIREZ | Sr. #3 Defensive Safety



Amare Ramirez came from San Antonio, Texas, to Derby by his junior year and has been a part of the Panther program for just two years.
He says one of the unique parts of the Derby football environment he has seen is the city's atmosphere. "It's a football city and I love it," Amare said.
He says the community supports the team even though they can't go to the games. He also appreciates what the coaches do.
"The coaches are great. They push us every day and try to make us the best men we can be," he said.
Football has given Amare the ability to see the value of hard work, dedication and to have a never-give-up attitude. One thing he will always remember is holding up that state championship trophy last year.
"It was a great feeling and something you can never replace," Amare said.
He hopes his plans after high school include being able to play football at the college level. He plans to study dentistry and be an orthodontist upon completion of his education.

5. Using the Eyedropper

Eyedropper Tool

Text like this is fancy

Text Here

Stroked Text



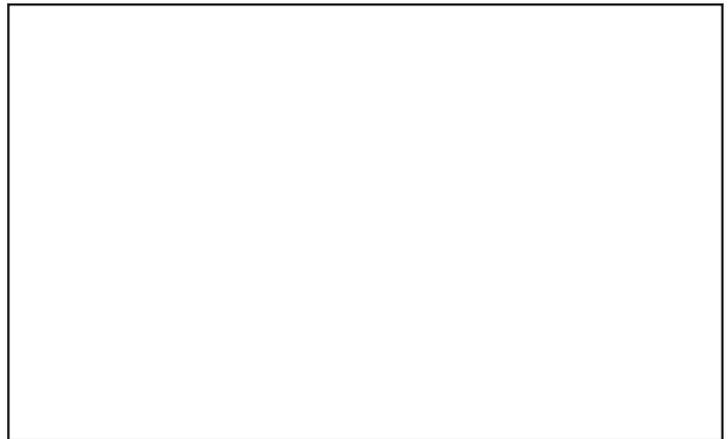
6. Tips for Creating a New Template

The STANDARD BANNER

Date/Etc/Price

Headline style

Body text goes here so we can create a paragraph style. Body text goes here so we can create a paragraph style. Body text goes here so we can create a paragraph style. Body text goes here so we can create a paragraph style. Body text goes here so we can create a paragraph style.



Jump to page1



Automated jump goes in Library

cutline style will go here with photo credit, etc. cutline style will go here with photo credit, etc.

character style for classified body

character style for classified bold

Get rid of all Type 1 fonts by January 1!

7. InDesign Tables

Creating a Simple Table

MFCP	SAPA	MACPA	CPM	WCP
Iowa	Tennessee	Pennsylvania	Michigan	Wisconsin
Lee	Douglas	Alyse	Jack	Janelle
236	111	188	132	204
Corn	Biscuits	Flapjacks	Beer	Cheese

Places to find things:

Align Text Vertically: Table>Cell Options>Text

Edit Strokes in/around the Table: Table>Cell Options>Strokes and Fills

Edit Column Fills (Colors): Table>Table Options>Alternating Fills

Adding Rows: Table>Insert>Rows

Adding Columns: Table>Insert>Columns

Select Entire Column (even on multiple-page table): Table>Select>Column

Merge Cells: Table>Merge Cells

Distribute Rows Evenly: Table>Distribute Rows Evenly

Importing and Creating a Table from Excel

First Name	Last Name	School	Photos
Alica	Anderson	Central High School	Alicia.jpg
Amanda	Bracket	Karns High School	Amanda.jpg
Billy	Chesney	Central High School	Billy.jpg
Candice	Dickenson	Central High School	Candice.jpg
Daniel	Druson	Karns High School	Daniel.jpg
Erica	Ferguson	Central High School	Erica.jpg
Gary	Frankel	Karns High School	Gary.jpg
Geroge	Harrison	Karns High School	George.jpg
Gwen	Hendrix	Central High School	Gwen.jpg
Harry	Jackson	Central High School	Harry.jpg
Jesse	Kristensen	Central High School	Jesse.jpg
Kendel	Larrimore	Karns High School	Kendel.jpg
Laurie	Miller	Karns High School	Laurie.jpg
Maddie	Morrison	Central High School	Maddie.jpg
Rebecca	Nicholson	Central High School	Rebecca.jpg
Samantha	Oliver	Karns High School	Samantha.jpg
Steve	Peterson	Central High School	Steve.jpg
Tammy	Robertson	Central High School	Tammy.jpg
Tommy	Sullivan	Central High School	Tommy.jpg

Data Merge in InDesign

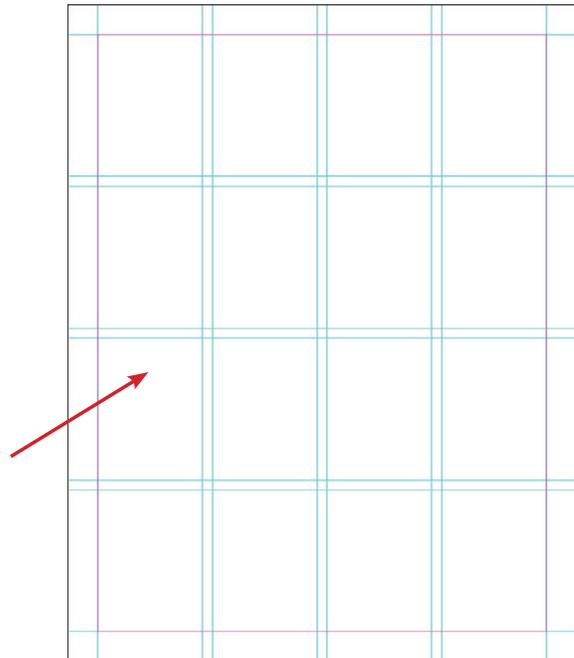
In Microsoft Excel, be sure to put a ' in front of the @ before photos ('@Photos)

Name	Address	City	State	Zip	@Photos
Kevin Slimp	435 Montbrook	Knoxville	TN	37919	/Photos/kevin.jpg
Brian Hurley	143 Madison	Chicago	IL	60608	/Photos/Tracey.jpg
Lisa Miller	Box 579	Parker	SD	57053	/Photos/Lisa.jpg
SDREA	222 W Pleasar	Pierre	SD	57501	/Photos/Ed.jpg
Lori Tolliver	111 First St	Knoxville	TN	37919	/Photos/Lori.jpg
Mandy Sargea	Old Stone Way	Pletheroage	ND	78771	/Photos/Mandy.jpg
Maria Wind	833 OK Way	Windrush	OK	68991	/Photos/Maria.jpg
Nathan Maloni	1224 Middlebr	Knoxville	TN	37919	/Photos/Nathan.jpg
Nick Neighbor	3456 English	Roanoke	VA	22198	/Photos/Nick.jpg
Nina Baker	789 Loveway	Princeton	IA	51003	/Photos/Nina.jpg
Rona Vickers	2344 Preston	Paris	TX	75461	/Photos/Rona.jpg
Serena Woods	869 Tiger Lane	Hollywood	CA	99001	/Photos/Serena.jpg
Tom McPherso	893 Old Jones	Jonesboro	TN	37611	/Photos/Tom.jpg
Tina Turner	888 Tina Lane	Los Angeles	CA	92277	/Photos/Tina.jpg
Tori Spelling	982 Kevin Wa	Lexington	KY	28897	/Photos/Tori.jpg
Vickie Jones	PO Box 397	Rock Rapids	IA	53301	/Photos/Vickie.jpg
Victor Parkins	991 First St.	Milan	TN	38991	/Photos/Victor.jpg

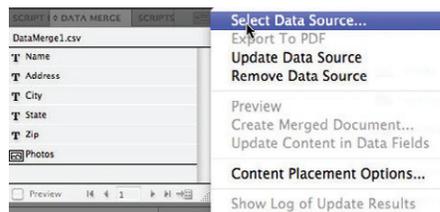
1. Create a database in Excel or some other application
2. Be careful to name each column heading with the name you will use in your InDesign database merge
3. If you are going to use photos in your database, be sure to title that column with a @ before the column name. In Excel, there must be an apostrophe before the @ symbol. Example: '@Photos
4. Save the database file as a CSV (or other database extension).

Creating the page in InDesign

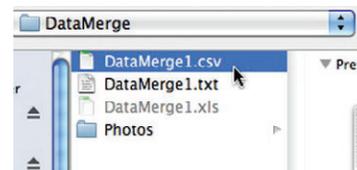
5. Create a page in InDesign. In most cases, your merge will work best if you do this on a Master Page in the Pages panel.
6. Create column and row guides to indicate where you want your data to be placed on the page. The page on the right is set up with a graduation listing in mind.



7. Window>Utilities>Data Merge
8. From the Data Merge menu, select “Select Data Source”

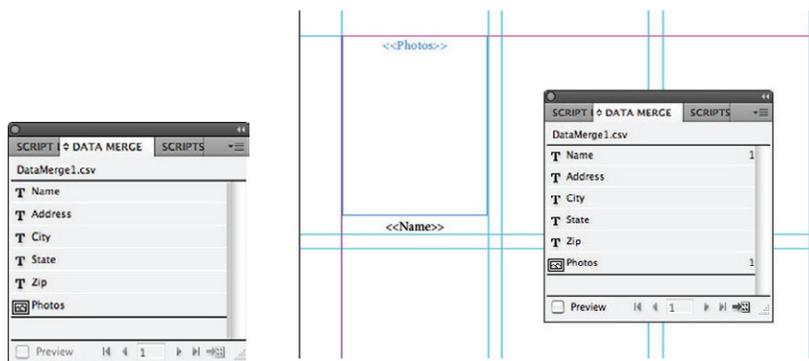


9. Choose the CSV (or other file) that was saved in your database application



10. Create a text frame on your page, then drag or double click on items in the Data Merge panel to place them in the text frame.

11. Photos can be placed in the same method as text. Resize the photo frame inside the text frame using the Direct Selection Tool (black arrow)



12. Hit the “Return” key on your keyboard to select another item from the Data Merge panel.

After your Text Frame has all the information needed

13. Click on “Create Merged Document” in the menu
14. Select “Multiple Records” in the “Records per Document Page” area
15. Click on “Multiple Record Layout” tab
 - a. Click “Columns First”
 - b. Set area between Columns to match your gap between columns on your page
16. Click “Options” tab
 - a. Fill Frames Proportionately
 - b. Center in Frame
 - c. Preview Multiple Record Layout
 - d. Click on “OK” button

