

# InDesign CS6



# InDesign CS6

**First Edition**

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# Session 1 Fill-in-the-Blanks

**Instructions:** While watching Session 1, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

## Introduction

1. InDesign is primarily used for \_\_\_\_\_ layout. [Role of CS6 Applications]
2. The Creative Cloud is an \_\_\_\_\_ way to purchase Adobe's Creative Suite applications.  
[Adobe Creative Cloud]

## Understanding the InDesign Interface

3. The \_\_\_\_\_ panel is where you can access all of the different tools available in InDesign CS6.  
[InDesign Panels]
4. When you have multiple documents open in InDesign CS6, each document gets its own individual \_\_\_\_\_.  
[Multiple Documents, Arrange Documents]

## Navigating Your Document

5. If you \_\_\_\_\_ on a page within the Pages panel, it will navigate to that specific page.  
[Navigating Documents]
6. The shortcut for the Fit Document to Window command is Ctrl/Cmd+ \_\_\_\_\_.  
[Zoom Tools and Shortcuts]
7. To rotate a page, \_\_\_\_\_ on it in the Pages panel and select Page Attributes, Rotate Spread View.  
[Spread Rotation]
8. The shortcut key for Preview Mode is \_\_\_\_\_. [Preview Mode]

## Setting Up a Document

9. InDesign is set to measure in picas by default, but you can type "10 in" and it will automatically convert it into \_\_\_\_\_ for you. [Units and Increments]
10. In InDesign CS6, you can now create documents with presets based on \_\_\_\_\_, Web, or Digital Publishing. [Document Properties and Presets]
11. The red guide along the outside of the document is the \_\_\_\_\_. [Margin Guides]
12. The new Page tool allows you to click on a page to change the overall \_\_\_\_\_ of that page.  
[Create a Magazine]
13. If you need to adjust a preset, you can edit them by going to the \_\_\_\_\_ menu, Define. [Editing Presets]

## Drawing Objects

14. Everything that you draw in InDesign is contained inside of a \_\_\_\_\_. [Shape Tools]

15. To move objects, use the \_\_\_\_\_ tool to click on them and drag them. [Moving Shapes]
16. You can create \_\_\_\_\_ shape with the Pen tool. [Pen Tool]
17. All objects in InDesign can be adjusted by their \_\_\_\_\_. [Object Grid, Duplicating Objects]
18. Using the Effects panel, you can change the \_\_\_\_\_ of a shape so you can see through it.  
[Effects Panel]

## Transforming Objects

19. If you \_\_\_\_\_ over the corners of an object, you can rotate the shape. [Transformations, Rotate Tool]
20. When using the Scale tool, you can hold down \_\_\_\_\_ as you drag and constrain the shape proportionately as you change its size. [Scale Tool and Free Transform Tool]
21. To select the Ellipse tool, click and \_\_\_\_\_ on the Rectangle tool. [Transform Again]
22. To make things easier when you are using the Transform Again command often, you can assign it a keyboard \_\_\_\_\_. [Mathematical Transform]
23. When multiple objects are grouped, they \_\_\_\_\_ as if there were one single object. [Group Objects]
24. As you draw objects in InDesign, they become \_\_\_\_\_ on one another. [Snippets]
25. You can adjust the \_\_\_\_\_ of a color to tone it down a bit. [Horizontal Transform]

# Basic Features and Capabilities

**Description:**

InDesign CS6 is a publishing application used to create original printed, digital, and interactive publications.

For this project, you will use the information learned while watching the Introduction section of Session 1 to answer the questions regarding the basic features and capabilities of InDesign CS6.

**Steps for Completion:**


1. View the worksheet on the next page.
2. Complete the questions as indicated.

**Reference:**

LearnKey's InDesign CS6 Training, Session 1:

Introduction: Role of CS6 Applications; New InDesign Features; Adobe Creative Cloud

**Project Files:** N/A

**Difficulty:** Beginner 

**Required Materials:** InDesign CS6

**Objectives:**

1.0 General knowledge

- 1.1 List and describe key features and benefits of Adobe InDesign.
- 1.2 List and describe the features that allow users to manage workspaces.
- 1.3 Explain how Adobe InDesign provides support for interoperability with other Adobe products.

# Basic Features and Capabilities Worksheet

Instructions: While watching Session 1, answer the questions regarding the basic features and capabilities of InDesign CS6 according to the information presented by the instructor.

1. What types of items can be created using InDesign?

2. Which other Adobe products have features that are similar to features in InDesign?

3. List a few of the new features of InDesign CS6.

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# Understanding the InDesign CS6 Interface

**Description:**

The InDesign CS6 interface can be easily navigated once you are familiar with the workspace and the ability to customize it for individual projects.

For this project, you will use the information learned while watching the Understanding the InDesign Interface section of Session 1 to answer the questions regarding the InDesign CS6 interface.

**Steps for Completion:**


1. View the worksheet on the next page.
2. Complete the questions as indicated.

**Reference:**

LearnKey's InDesign CS6 Training, Session 1:

Understanding the InDesign Interface: InDesign Interface; InDesign Panels; Customizing Workspace, New Workspace; Multiple Documents, Arrange Documents

**Project Files:** N/A

**Difficulty:** Beginner 

**Required Materials:** InDesign CS6

**Objectives:**

- 1.0 General knowledge
  - 1.2 List and describe the features that allow users to manage workspaces.
- 2.0 Setting up documents
  - 2.1 Given a scenario, describe what is affected by selecting various settings.

# Understanding the InDesign CS6 Interface Worksheet

**Instructions:** While watching Session 1, answer the questions regarding the InDesign CS6 interface according to the information presented by the instructor.

1. Which screen appears first upon opening InDesign CS6 and what are some of its features?
2. What is the purpose of the Application bar in InDesign?
3. What appears on the left and right sides of the Document window in the Essentials workspace layout?
4. Explain how to locate additional panels and add them to the Panel Dock.
5. What is the keyboard shortcut for toggling between multiple open documents in InDesign?
6. Where can the Arrange Documents button be found?
7. Explain how to change from a tabbed view to a floating window view when multiple documents are open in the Document window.

# Navigating Your Documents

**Description:**

It is important to know how to navigate your InDesign CS6 documents so unnecessary time is not wasted. When documents are multiple pages long, there are features built into InDesign to make the navigation easy, fast, and accurate. Some of these features include the Pages panel, Power Zoom, and Preview Mode.

In this project, you will demonstrate knowledge of these features learned in the Session 1 training.

**Steps for Completion:**


1. View the worksheet on the next page and answer the questions as directed.

**Reference:**

LearnKey's InDesign CS6 Training, Session 1:

Navigating Your Documents: Navigating Documents; Zoom Tools and Shortcuts; Spread Rotation; Preview Mode

**Project Files:** N/A

**Difficulty:** Beginner 

**Required Materials:** InDesign CS6

**Objectives:**

1.0 General knowledge

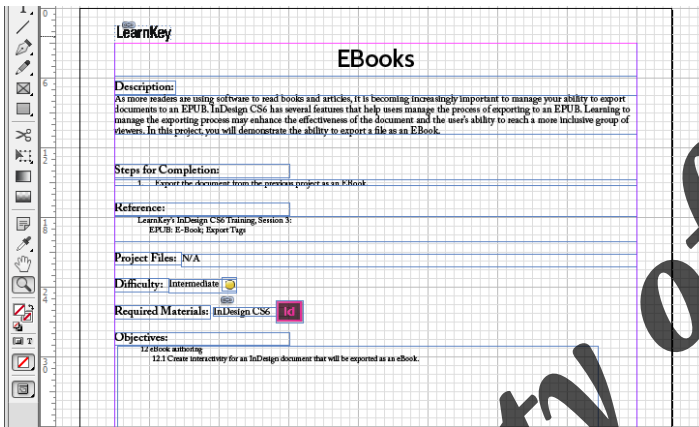
1.2 List and describe the features that allow users to manage workspaces.

# Navigating Your Documents Worksheet

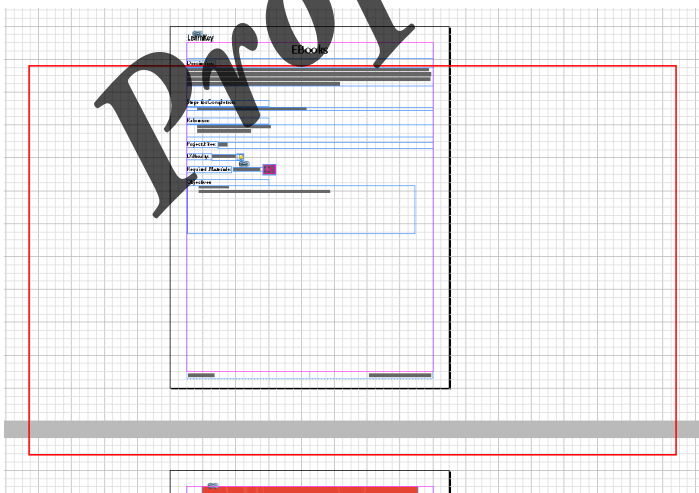
Instructions: While watching Session 1, answer the following questions according to the information presented by the instructor.

1. How would you navigate to Page 12 using the Pages panel?

2. Which keyboard shortcut is used to go to page 12?



3. Describe the quickest method to zoom in on the “Description” section using the Zoom tool.



4. Which tool should be active to use the Power Zoom feature?

5. Describe Preview Mode. Which shortcut is used to toggle in and out of Preview Mode?

# Label the Guides

**Description:**

When creating a new document, consider how the guides will show up in your actual workspace. The number of columns will determine column guides. The margins will have their own guides also to help you in positioning elements in your document. The bleed will identify an area for objects to extend beyond the trimmed page for printing purposes, and the slug will identify a non-printing area for you to keep notes. You can print the slug but it will not show up in the final project.

To become familiar with these guides, you will be asked to label them in the diagram below.


**Steps for Completion:**

1. Use the worksheet on the next page to label the margins, trim, bleed, and slug.

**Reference:**

LearnKey's InDesign CS6 Training, Session 1:  
Setting Up a Document: Margin Guides

**Project Files:** N/A

**Difficulty:** Beginner 

**Required Materials:** InDesign CS6

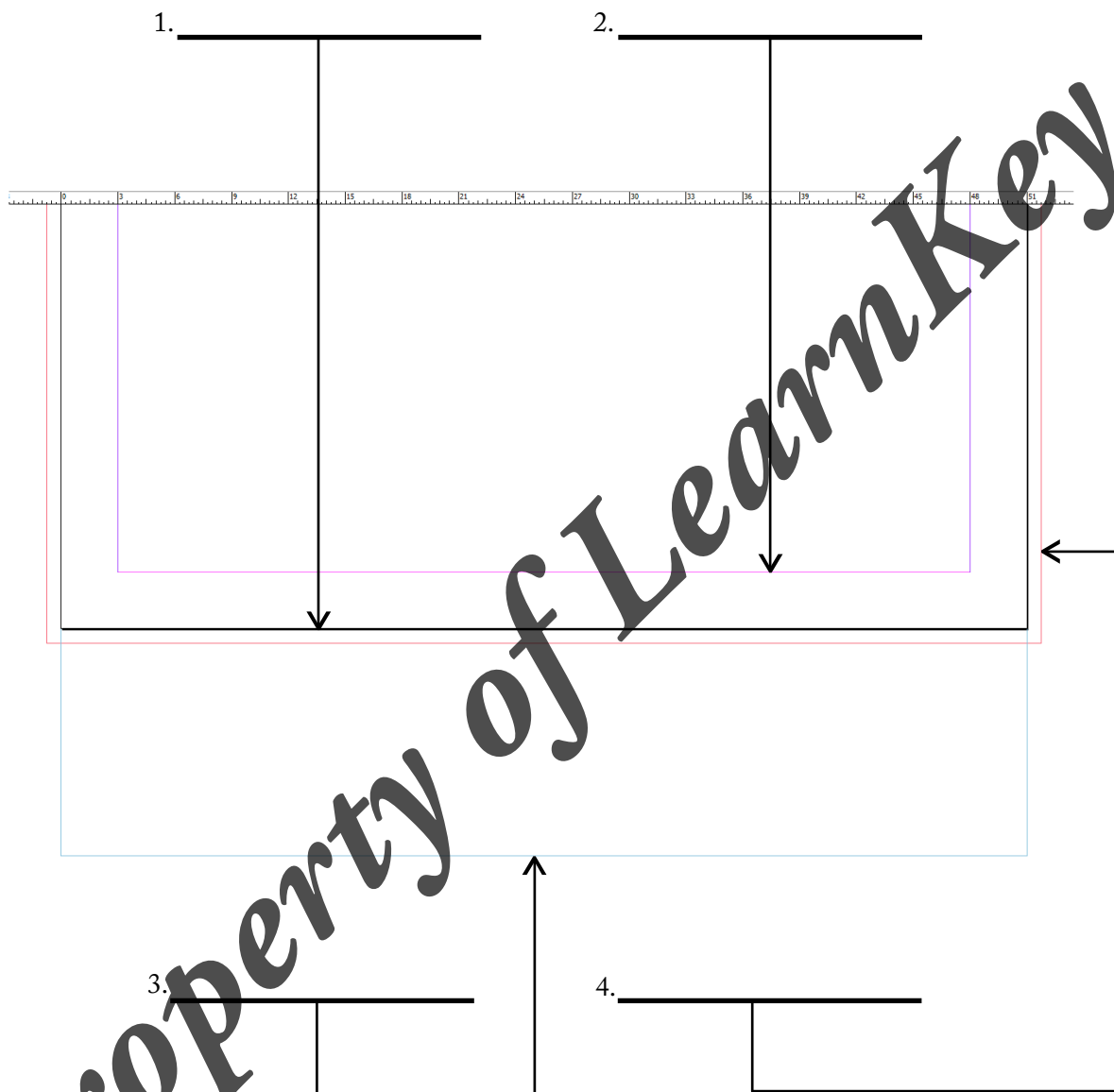
**Objectives:**

2.0 Setting up documents

- 2.1 Given a scenario, describe what is affected by selecting various settings. (scenarios include: no documents open, a document open, a specific object selected)
- 2.2 Given a scenario, create a document by using the Document Setup dialog box.
- 2.3 Create and apply document presets.
- 2.4 Given a scenario, create the structure of a document by using guides and grids.

# Label the Guides Worksheet

Instructions: While watching Session 1, use the diagram to label the margins, trim, bleed, and slug according to the information presented by the instructor.



# Document Setup

## Description:

Once you are familiar with the InDesign CS6 workspace, you can create a document from scratch. Consider the different options available and what the goal of your document will be. A letter page size and facing pages might apply to a magazine while a half letter with facing pages turned off might apply more to a postcard. InDesign CS6 allows you to save such presets so you do not need to spend time setting them up later if it is something you use often.

In this project, you will create a custom preset for a postcard, save it, and edit it. You will also practice adjusting the units and measurements.

## Steps for Completion:


1. Open a new document and cancel out of the New Document dialog box.
2. Change the Units & Increments ruler settings to inches under Preferences so that all documents from here on out will have the ruler units set to inches instead of picas.
3. Open a new document and set it for Print with a page size of Letter - Half. Turn off Facing Pages. Set the width to 8.5 inches and the height to 5.5 inches with one column. Give it 0.5-inch margins, a 0.125-inch bleed, and a 2-inch slug.
4. Save this preset as YourName's Postcard and click the OK button.
5. Reopen the YourName's Postcard preset to edit it by going to the File menu, Document Presets, Define. Remember to click Edit in the Document Presets dialog box. Change the margins to 0.25 inch.

## Reference:

LearnKey's InDesign CS6 Training, Session 1:

Setting Up a Document: Units and Increments; Document Properties and Presets; Margin Guides; Create a Magazine; Editing Presets

**Project Files:** N/A

**Difficulty:** Beginner 

**Required Materials:** InDesign CS6



## Objectives:

2.0 Setting up documents

- 2.1 Given a scenario, describe what is affected by selecting various settings. (scenarios include: no documents open, a document open, a specific object selected)
- 2.2 Given a scenario, create a document by using the Document Setup dialog box.
- 2.3 Create and apply document presets.
- 2.4 Given a scenario, create the structure of a document by using guides and grids.

# Drawing Objects

## Description:

In addition to drawing shapes with the Shape tools, you may also use the Pen tool. Mastering the Pen tool is a valuable skill which can be used in the other creative Adobe applications. The Pen tool can be used to create straight-edged objects, but the real power is in utilizing it to create curved objects. With its anchor points and directional handles, the Pen tool can easily become your best friend when it comes to creating objects and paths.

Take some time to get familiar with the Pen tool by using it to create three different shapes as directed below.

## Steps for Completion:

1. Create a new InDesign document with default presets.
2. Create the first shape using the Pen tool to simply click and create a straight-edged object. Give it a fill color.
3. Create the second shape using the Pen tool to click and drag, creating a curved shape. Give it a fill color.
4. Use the Place command to import the image, piggy bank 02.jpg, onto its own layer. Lock the layer and use the Pen tool to trace the piggy bank on a layer above. Close the path and turn off the visibility of the jpeg layer. Give the newly traced shape a stroke or fill color.

## Reference:

LearnKey's InDesign CS6 Training, Session 1:

Drawing Objects: Shape Tools; Moving Shapes; Pen Tool; Object Grid, Duplicating Objects; Effects Panel

**Project Files:** piggy bank 02.jpg

**Difficulty:** Intermediate 🟡

**Required Materials:** InDesign CS6



## Objectives:

- 4.0 Drawing, arranging, and transforming objects
- 4.1 Describe how you can create and edit paths by using the appropriate InDesign tools.

# Transforming Objects

## Description:

Believe it or not, you can use shapes to create an illustration inside of InDesign CS6. The Shape tools, Pen tool, and transforming options provide many opportunities for creative illustrations. Transform options include but are not limited to Transform Again, Flip Horizontal, and Rotate mathematically.

In this project, you will start with an ellipse and end with a flower, stem, leaves, and background illustration.

## Steps for Completion:

1. Open the TransformingObjects\_Start.indd file.
2. Move the transformation point to the bottom center of the ellipse. Use the Rotate dialog box to mathematically transform the object at 360/17 degrees to create a flower with 17 petals. Before clicking OK, first click Copy.
3. Create all 17 petals.
4. Create a circle in the center of the flower. Give it a fill color. Group the objects together.
5. Draw the stem of the flower and position it behind the grouped objects.
6. Drag the leaf.idms snippet into your InDesign document and click once to place it in the document. Duplicate and position the leaves on the stem and arrange in the front or back as desired. Flip one of the leaves horizontally.
7. Create background objects so the canvas is completely filled up.

## Reference:

LearnKey's InDesign CS6 Training, Session 1:

Transforming Objects: Transformations, Rotate Tool; Scale Tool and Free Transform Tool; Transform Again; Mathematical Transform; Group Objects; Snippets; Horizontal Transform

**Project Files:** TransformingObjects\_Start.indd, leaf.idms

**Difficulty:** Intermediate 🟡

**Required Materials:** InDesign CS6



## Objectives:

- 4.0 Drawing, arranging, and transforming objects
- 4.3 Modify and transform objects by using various InDesign features.

