

Adobe InDesign

2025 Release



Classroom in a Book[®]

The official training workbook from Adobe

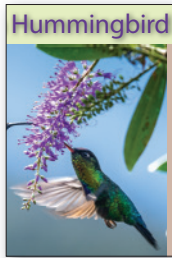
Kelly Kordes Anton & Tina DeJarld

CONTENTS

GETTING STARTED 1

About Classroom in a Book.....	1
Prerequisites	2
Installing the software	2
Online content	3
Saving and restoring the InDesign Defaults file	4
Training resources	5

1 INTRODUCING THE WORKSPACE 6



Getting started	8
Reviewing and customizing the work area.....	9
Selecting and using tools	13
Working with panels.....	17
Reviewing the document window and pasteboard	23
Navigating through a document	26
Changing the magnification of a document	28
Exploring on your own.....	31

2 GETTING TO KNOW INDESIGN 34



Getting started	36
Viewing guides	37
Adding text.....	38
Working with styles.....	41
Working with graphics	45
Adding a graphic with a text prompt	47
Working with objects	48
Working with object styles	51
Preflighting as you work	51
Viewing the document in Presentation mode.....	53
Exploring on your own.....	53

3 SETTING UP A DOCUMENT AND WORKING WITH PAGES 56



Getting started 58

Creating a new document. 59

Creating and saving custom document settings 60

Creating a new document from a preset 61

Working with parent pages 62

Applying parent pages to document pages 71

Adding new document pages 72

Rearranging and deleting document pages 72

Changing the size of pages within one
InDesign document. 73

Adding sections to change page numbering 74

Printing to the edge of the paper: Using the bleed guides... 79

Rotating spreads for easier editing 81

Exploring on your own 83

4 WORKING WITH OBJECTS 86



Getting started 88

Introducing layers 89

Working with layers 92

Transforming the shape of frames 95

Creating and modifying graphics frames 99

Adding metadata captions to graphics frames 105

Wrapping text around a graphic 108

Transforming and aligning objects 110

Selecting and modifying grouped objects 118

Flowing type along a path 119

Drawing lines and adding arrowheads 120

Exploring on your own 123

5 WORKING WITH COLOR 126



Getting started128

Managing color.....129

Defining printing requirements133

Creating colors135

Applying colors.....141

Finding and changing color swatches145

Working with tint swatches146

Working with gradients.....148

Working with color groups.....151

Exploring on your own.....152

6 FLOWING TEXT 158



Getting started160

Flowing text into an existing frame161

Flowing text manually164

Creating text frames while flowing text.....166

Creating threaded frames automatically.....167

Flowing text automatically.....169

Using Find/Change to delete extra paragraph returns.....172

Applying paragraph styles to text173

Adjusting columns.....175

Using the baseline grid to align text177

Adding a jump line page number181

Exploring on your own.....182

7 EDITING TEXT 184



Getting started186

Entering and importing text187


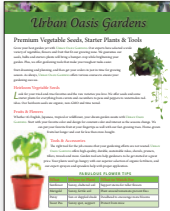

Finding and changing text and formatting.....189

Checking spelling.....194

Using the Story Editor.....197

Tracking changes and adding notes198

Exploring on your own.....199

8	WORKING WITH TYPOGRAPHY	202
	Getting started	204
	Adjusting vertical spacing	205
	Working with fonts, type styles, and glyphs	207
	Working with columns	214
	Changing paragraph alignment	216
	Creating a drop cap	218
	Adjusting letter and word spacing	219
	Adjusting line breaks	221
	Setting tabs	224
	Working with paragraph shading and rules	228
	Exploring on your own	230
9	WORKING WITH STYLES	232
	Getting started	234
	Creating and applying paragraph styles	237
	Creating and applying character styles	241
	Nesting character styles inside paragraph styles	243
	Creating and applying object styles	250
	Creating and applying table and cell styles	252
	Globally updating styles	257
	Loading styles from another document	259
	Exploring on your own	261
10	CREATING TABLES	264
	Getting started	266
	Working with tables	267
	Converting text to a table	267
	Changing rows and columns	268
	Formatting a table	275
	Adding graphics to table cells	278
	Creating a header row	282
	Creating and applying table and cell styles	283
	Exploring on your own	286

11 IMPORTING AND MODIFYING GRAPHICS 288



Getting started290

Adding graphics from other programs..... 291

Comparing vector and pixel-based graphics 291

Managing links to imported files292

Updating revised graphics295

Adjusting display quality.....297

Importing and sizing graphics.....298

Editing placed pictures303

Working with dropped backgrounds304

Importing native Adobe graphic files.....308

Using Subject-Aware Text Wrap315

Filling type with a graphic.....317

Using an InDesign library to manage objects318

Using generative AI features in InDesign.....322

Exploring on your own.....325

12 WORKING WITH TRANSPARENCY 328



Getting started330

Creating a background graphic..... 331

Applying transparency settings333

Adding transparency effects to imported vector
and bitmap graphics.....337

Importing and adjusting Illustrator files that
use transparency339

Applying transparency settings to text340

Working with effects.....342

Exploring on your own.....354

13 PRINTING AND EXPORTING 356



Getting started358

Preflighting files358

Previewing separations362

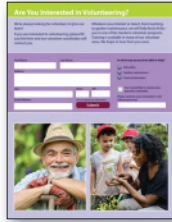
Managing colors.....364

Previewing the pages368

Creating an Adobe PDF proof369

Creating a press-ready PDF and saving a PDF preset	370
Printing a proof and saving a print preset	373
Packaging files	376
Exporting graphics for the web and other digital destinations	378
Exporting pages for social media	381
Exploring on your own	384

14 CREATING ADOBE PDF FILES WITH FORM FIELDS 386



Getting started	388
Setting up a workspace for forms	389
Adding form fields	390
Setting the tab order of the fields	395
Adding a button to submit the form	395
Exporting an interactive Adobe PDF file	397
Testing your form in Adobe Acrobat Reader	397
Exploring on your own	398

15 CREATING A FIXED-LAYOUT EPUB AND PUBLISHING ONLINE 400



Getting started	402
Creating a new document for fixed-layout export	403
EPUB: Fixed-layout versus reflowable	403
Adding animation	404
Buttons	408
Adding multimedia and interactive elements	416
Exporting a fixed-layout EPUB file	421
InDesign Publish Online	424
Exploring on your own	426

INDEX 428

2

GETTING TO KNOW INDESIGN

Lesson overview

In this lesson, you'll learn how to do the following:

- View layout aids.
- Type and style text.
- Import text and thread text frames.
- Import a graphic.
- Use AI to add a graphic based on a prompt.
- Move, rotate, fill, and stroke (outline) an object.
- Add a QR code.
- Automate formatting with paragraph, character, and object styles.
- Check on potential production issues with the Preflight panel.
- Preview a document in Presentation mode.



This lesson will take about 60 minutes to complete. To get the lesson files used in this chapter, download them from the web page for this book at peachpit.com/InDesignCIB2025. For more information, see “Accessing the lesson files and Web Edition” in the Getting Started section at the beginning of this book.

edible blossoms

Bistro & Bar

Relax in our elegant dining room or charming patio and enjoy the creations of our bartender, chef and gardener! Our irresistible appetizers, seasonal entrées and home-made desserts feature fruits, flowers and herbs grown right here in our stunning Urban Oasis Gardens.

Starters & Small Plates

Sip a rosé martini, try zucchini blossom fritters (*V*) or braised dandelion greens (*V, GF*) for appetizers, and share small plates such as orange ginger seared scallops or chive flower flatbread.

Entrées & Desserts

Indulge in our chef's daily creations, such as lavender honey grilled chicken or fresh basil pesto (*V*) and be sure to leave room for scrumptious violet macarons or candied pansies (*V, GF*).



See the full menu!



The building blocks of an Adobe InDesign layout are objects, text, and graphics. Layout aids such as guides help with size and placement, and styles let you format page elements automatically.

Getting started

The document for this lesson is a standard-size postcard designed to be printed and mailed. In addition, the postcard can be exported as a JPEG to use in email marketing and social media. The postcard is landscape orientation, but it can be converted to a portrait layout for other media via the InDesign Create Alternate Layout feature or the Liquid Layout feature (both found in the Layout menu). As you will see in this lesson, the building blocks of an InDesign document are essentially the same, regardless of the output media. In this lesson, you will add the text, images, and formatting necessary to finish the postcard.

● **Note:** If you have not already downloaded the project files for this lesson to your computer from your Account page, make sure to do so now. See “Getting Started” at the beginning of the book.

- 1 To ensure that the preferences and default settings of your Adobe InDesign program match those used in this lesson, move the InDesign Defaults file to a different folder following the procedure in “Saving and restoring the InDesign Defaults file” on page 4.
- 2 Start InDesign.
- 3 When the InDesign Home screen displays, click the Open button at the left. (If the Home screen does not display, choose File > Open from the InDesign menu bar.)
- 4 Open the 02_Start.indd file in the Lesson02 folder, located inside the Lessons folder within the InDesignCIB folder on your hard drive.
- 5 If an alert informs you that the document contains links to sources that have been modified, click Update Modified Links.
- 6 Choose File > Save As, rename the file **02_Postcard.indd**, and save it in the Lesson02 folder.
- 7 This lesson uses the default Essentials workspace. If necessary, choose Window > Workspace > [Essentials], and then choose Window > Workspace > Reset Essentials.

● **Note:** To better view the interface onscreen or in print, the screen captures in this book reflect the Medium Light interface rather than the default setting of Medium Dark. In addition, some screen captures illustrate User Interface Scaling for a closer look at interface elements. You can modify interface settings in Preferences.

- 8 If you want to see what the finished document looks like, open the 02_End.indd file in the same folder. (Note that your final document may look slightly different due to varying Text To Image AI results.) You can leave this document open to act as a guide as you work.
- 9 When you're ready to resume working on the lesson document, display it by clicking its tab in the upper-left corner of the document window.

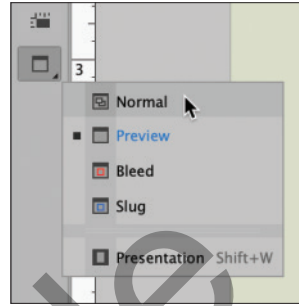


Viewing guides

Revising or completing an existing document, as you will do in this lesson, is typical work for entry-level InDesign users. Currently, the postcard document is displayed in Preview mode, which displays artwork in a standard window, hiding nonprinting elements such as guides, grids, frame edges, and hidden characters. To work on this document, you will view guides and hidden characters (such as spaces and tabs).

- 1 Click and hold down the Screen Mode button at the bottom of the Tools panel, and choose Normal (🖨️) from the menu.

Any layout aids previously turned on now display. For example, light blue nonprinting lines now indicate existing text frames and objects because frame edges were already displayed (View > Extras > Show Frame Edges). You will now enable other layout aids.

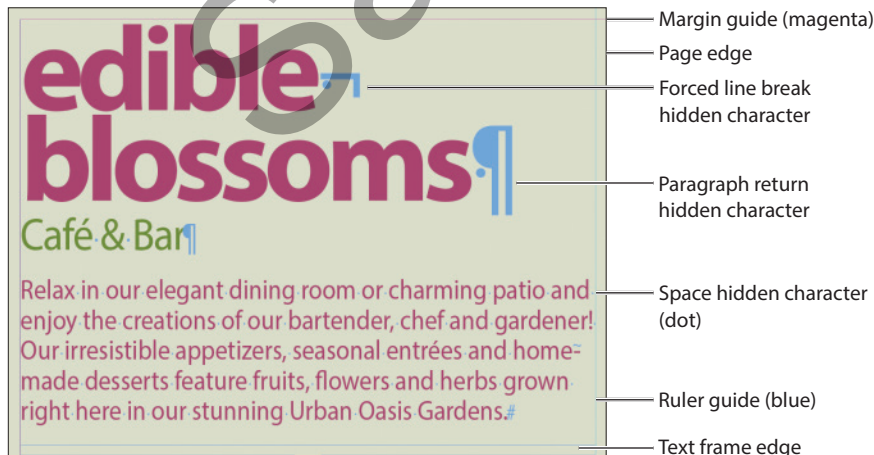


- 2 Choose View > Grids & Guides > Show Guides.

When guides are displayed, it's easy to position objects with precision, including automatically snapping text frames and graphics frames into place. The guides do not print and do not indicate the print or export area.

- 3 Choose Type > Show Hidden Characters.

Displaying hidden (nonprinting) characters—such as tabs, spaces, and paragraph returns—helps you precisely select and style text. In general, it's a good idea to show hidden characters whenever you are editing or formatting text.



- 4 As you work on this document, use the skills you learned in Lesson 1 to move panels, scroll, and zoom as necessary.

► **Tip:** The lesson document starts out in Preview Mode and then you switch to Normal Mode. The other modes are Bleed, for reviewing the predefined bleed area for objects that extend beyond the page boundaries; Slug, for displaying the area outside the bleed area that can contain information such as printer instructions; and Presentation, which fills the screen and works well for presenting design ideas to clients.

► **Tip:** As you become comfortable working with InDesign, you will discover which screen modes and layout aids work best for you.

Adding text

► **Tip:** Use the Type tool to edit text, format text, and create new text frames.

With InDesign, most text is contained in a text frame. (Text can be contained in table cells and flow along paths as well.) You can type text directly into a text frame or import text files from word-processing programs. When importing text files, you can add the text to existing frames or create new frames to contain the text. If text doesn't fit within a single frame, you can link multiple text frames using a process called "threading." You will learn more about flowing text, including dividing text frames into columns, in Lesson 6, "Flowing Text."

Typing and styling text

You're ready to start working on the incomplete postcard. To get started, you'll edit and style the text under the main headline.

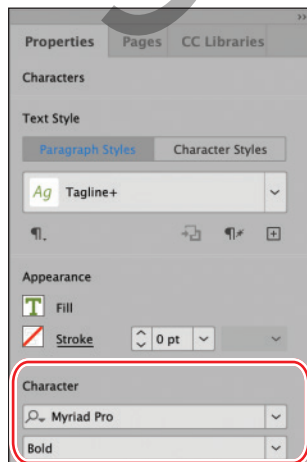
- 1 Select the Type tool (**T**), and click immediately after the word "Café."
- 2 Press Backspace (Windows) or Delete (macOS) four times to delete the word "Café."
- 3 Type **Bistro** in the text frame so that the restaurant's descriptor is changed from "Café & Bar" to "Bistro & Bar."

► **Tip:** When you enter edits, consider copying and pasting text from the notes in Acrobat or InDesign to ensure that you don't introduce typographical errors.



- 4 With the insertion point still in the text, triple-click to select "Bistro & Bar."
- 5 Locate the Character controls of the Properties panel at the right. From the Font Style menu, select Bold.

► **Tip:** When you apply bold or italic formatting in InDesign, you are actually applying a variation of the font, which you select from a menu. Depending on the font, you may have various choices such as extra bold or bold italic. As a result, InDesign and other professional publishing applications do not provide a simple bold or italic button for applying these styles.



- 6 Click outside the text frame to deselect the text.
- 7 Choose File > Save to save your work.

Options for styling and placing text


In the Essentials workspace, the Properties panel displays at the right to provide quick access to the most common text formatting options. InDesign provides other options for formatting characters and paragraphs and for positioning text within a frame. Common text formatting options include:


- **Character formats:** Style, Size, Leading (line spacing), All Caps
- **Paragraph formats:** Alignments such as Center, Indents, Space Before/After
- **Text Frame Options:** Columns, Inset Spacing, Vertical Justification

The Control panel, Paragraph panel (Type > Paragraph), and Character panel (Type > Character) provide all the controls you need to style text. To control the positioning of the text within its frame, such as dividing text into columns, choose Object > Text Frame Options. Many of these styling options also are available in the Control panel (Window > Control or Window > Workspace > Advanced).

Importing and flowing text

In most publishing workflows, writers and editors use word processors. When the text is almost final, they send the files to graphic designers. To complete the postcard, you will import a Microsoft Word file into a text frame at the bottom of the page using the Place command. You will then thread (link) the first text frame to the second frame. All the text in a series of threaded text frames is called a “story.”

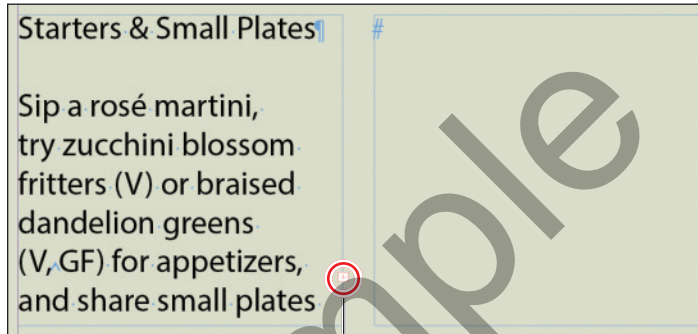
- 1 Using the Selection tool (), click a blank area of the pasteboard to make sure no objects are selected. (Scroll to the right or left as needed to see the pasteboard.)
- 2 Choose File > Place. At the bottom of the Place dialog, make sure that Show Import Options is not selected. (On macOS, click Options if necessary to see Show Import Options.)
- 3 Navigate to the Lesson02 folder in the Lessons folder, and double-click the Bistro.docx file.

The pointer changes to a loaded text icon (). You'll add this text to the text frame in the lower-left quadrant of the postcard. (The text frames are outlined by light blue nonprinting lines.)

● **Note:** To see where to place the text, view the finished lesson document, 02_End.indd.

► **Tip:** When the loaded text icon is displayed, you have several choices: You can drag to create a new text frame, click inside an existing frame, or click to create a new text frame within the page's column guides.

- 4 Position the loaded text icon in the text frame, and then click.

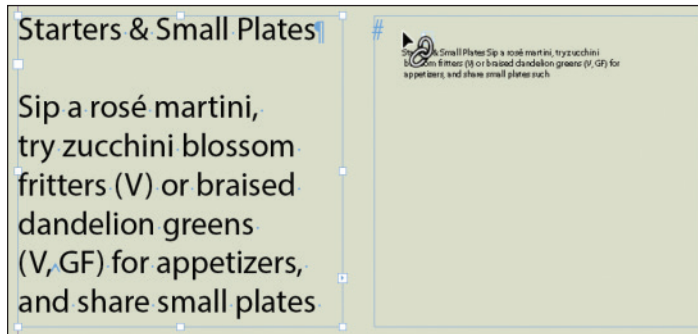


An out port on the text frame, the red plus sign indicates overset text.

The text in the Word file fills the frame, but it may not all fit. A red plus sign (+) in the out port of the frame (in the frame's lower-right corner) indicates overset text. You will thread the two bottom text frames so that the text flows through them.

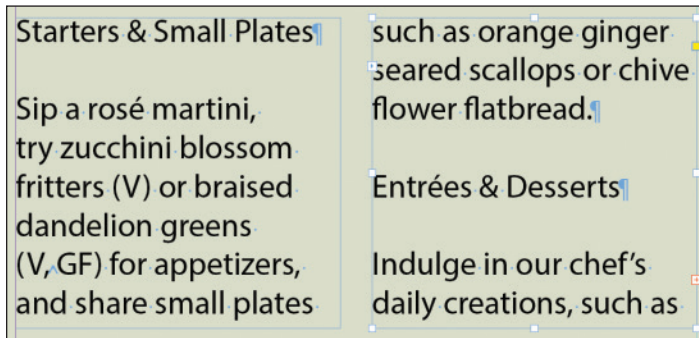
► **Tip:** You can create columns by threading individual text frames or by dividing text frames into multiple columns using the General tab of the Text Frame Options dialog (Object menu). Some designers prefer to create columns using separate text frames for more layout flexibility.

- 5 Using the Selection tool, select the text frame that now contains the text.
- 6 Click the out port (+) of the selected frame to display the loaded text icon. Click in the text frame immediately to the right.



At this point, text likely remains overset. You will resolve this problem by formatting the text with styles later in this lesson.

Note: Due to variations in font versions, you may see slightly different text in your frames.



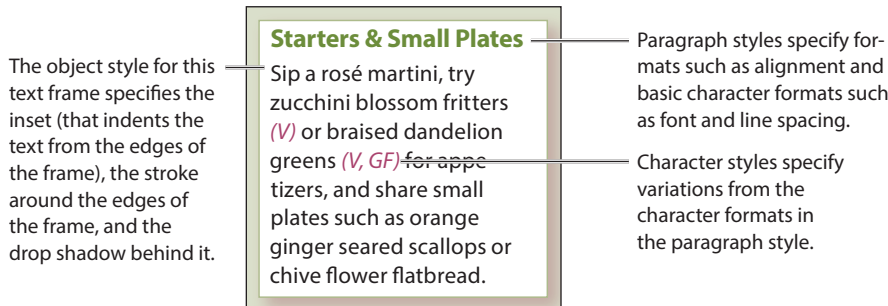
7 Choose File > Save.

Working with styles

InDesign provides paragraph styles, character styles, and object styles for quickly and consistently formatting text and objects. Another significant reason to use styles is that you can make global changes—such as changing the body text font or adjusting drop shadows—by simply editing the style. This can save you hours in making revisions to long documents such as books. Styles work as follows:

- A paragraph style includes all text formatting attributes—such as font, size, and alignment—and it applies to all the text in a paragraph. You can select a paragraph for formatting by clicking in it, highlighting any part of it, or highlighting all of it.
- A character style includes only character attributes—such as font style (bold or italic) and color—and it applies only to selected text within a paragraph. Character styles are generally applied to call attention to specific text within a paragraph.
- An object style lets you apply formatting—such as fill and stroke color, stroke styles and corner effects, transparency, drop shadows, feathering, text frame options, and text wrap—to selected objects.

Tip: A paragraph style can include nested styles that format the beginning of a paragraph and lines within a paragraph. This automates common paragraph formatting, such as starting a paragraph with a drop cap followed by all capital letters on the first line.

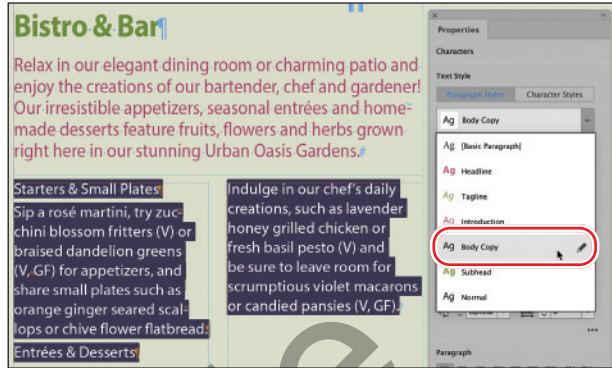


Applying paragraph styles

► **Tip:** In many publishing environments, including marketing and advertising, the text in a publication is referred to as “copy,” which is why the writers and editors are called “copywriters” and “copyeditors.”

Because the postcard is part of a series, all the paragraph styles you need are already created. You will first apply the Body Copy style to all the text in the two threaded text frames, and then you will apply the Subhead style to the headings.

- 1 Using the Type tool (T), click in one of the text frames containing the newly imported text.
- 2 Choose Edit > Select All to select all the text in the story.
- 3 Click the Paragraph Styles button at the top of the Properties panel. Click the Paragraph Styles menu and select the Body Copy style to format the entire story.



- 4 Using the Type tool, click in the first line of text in the story: “Starters & Small Plates.”
As you can see from the hidden character (the paragraph return) at the end of the line, this line is actually its own paragraph. Therefore, it can be formatted with a paragraph style.
- 5 Select the Subhead style from the Paragraph Styles menu in the Properties panel.
- 6 Apply the Subhead paragraph style to the “Entrées & Desserts” subhead as well.
- 7 Choose Edit > Deselect All, and then choose File > Save. (The Deselect All command is about halfway down the Edit menu.)

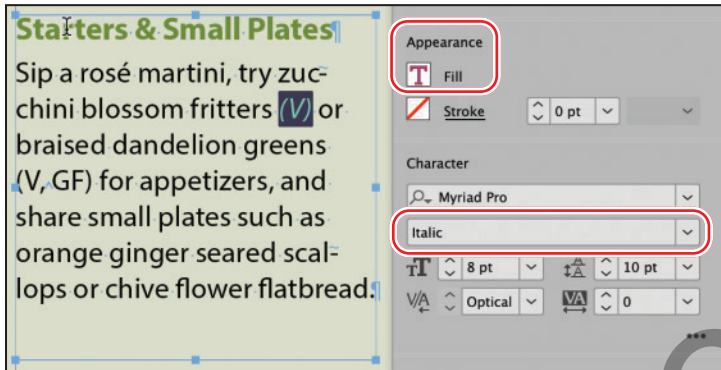
● **Note:** If a plus sign (+) displays next to the applied style (Body Copy or Subhead), it indicates that the text formatting does not precisely match the style’s formatting. To resolve this, click Clear Overrides (¶*) at the bottom of the Paragraph Styles panel. You will learn more about styles in Lesson 9, “Working with Styles.”

Formatting text for the character style

Highlighting key words in a paragraph can draw readers into the text. For the postcard copy, you will format the abbreviations for vegetarian foods (V) and gluten-free foods (GF) to make them “pop” and then create a character style based on that formatting. You can then quickly apply the character style to other selected words.

- 1 Using the Zoom tool (Q), zoom in on the first text frame in the lower-left quadrant of the postcard. This frame contains the subhead “Starters & Small Plates.”
- 2 Using the Type tool (T), select the “(V)” in the first paragraph of body copy; be sure to select both parentheses as well.

- 3 In the Character controls of the Properties panel at the right, select Italic from the Type Style menu.
- 4 Click the Fill box (T) to display the document's color swatches. Click the red swatch named Red-Bright to apply the color to the text.



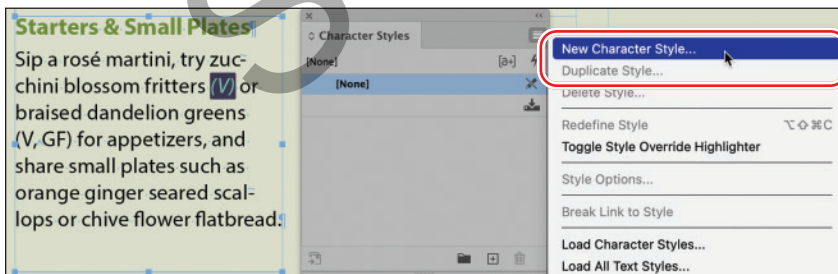
- 5 Click the pasteboard to deselect the text and view your changes.
- 6 Choose File > Save.

Creating and applying a character style

Now that you have formatted the text, you are ready to create a character style based on that formatting.

- 1 Using the Type tool (T), select the newly formatted "(V)"
- 2 Choose Type > Character Styles to display the Character Styles panel.
- 3 Select New Character Style from the panel menu (☰).

► **Tip:** Using the Type tool, you can double-click to select a word, triple-click to select a line, and click four times to select a paragraph.

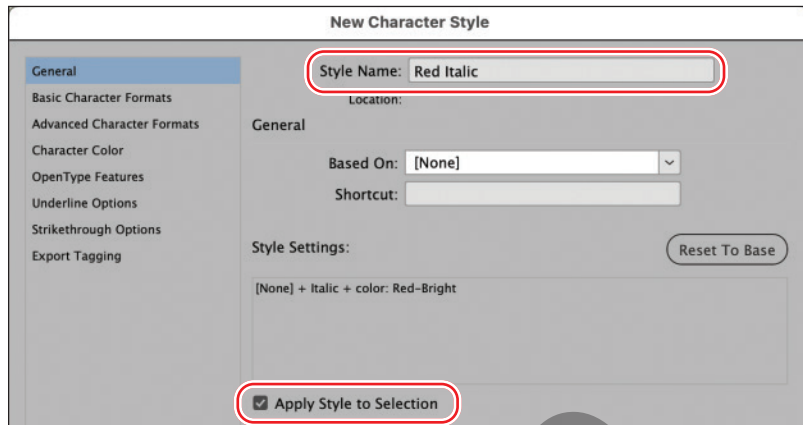


The New Character Style dialog opens with a new style named Character Style 1. This new style includes the characteristics of the selected text, as indicated in the Style Settings area of the dialog.

- 4 In the Style Name field, replace the default name (Character Style 1) with **Red Italic**.

● **Note:** If the New Character Style dialog does not open immediately, double-click Character Style 1 in the Character Styles panel.

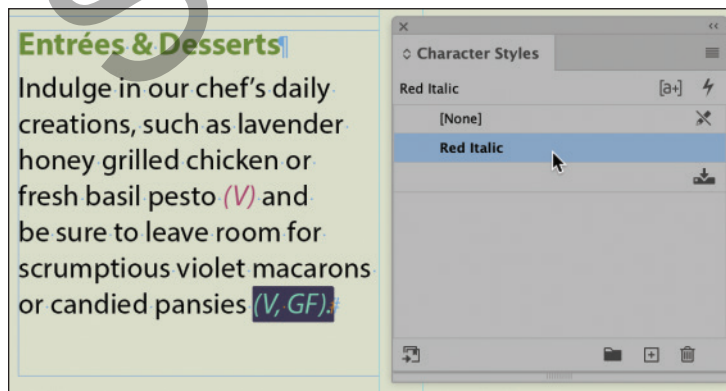
- 5 Below the Style Settings in the New Character Style dialog, select Apply Style To Selection.



- 6 Click OK.
- 7 Using the Type tool, select the “(V, GF)” later in the first paragraph.
- 8 Click Red Italic in the Character Styles panel.

Because you applied a character style instead of a paragraph style, the formatting affected only the selected text, not the entire paragraph.
- 9 Using the Type tool, select the “(V)” next to “fresh basil pesto” in the text frame at the right.
- 10 Click Red Italic in the Character Styles panel.
- 11 Repeat the process to apply the Red Italic character style to the “(V, GF)” and the trailing period at the end of the paragraph.

► **Tip:** Typesetters often apply the same style to any punctuation following text formatted with a different style. (For example, if a word is italicized, you would italicize a comma after it.) This may vary based on design preferences or a publisher’s style guide. The key is to be consistent.



- 12 Choose Type > Character Styles to close the panel, and then choose File > Save.

Importing graphics

To add one of the final design elements to the postcard, you'll import, resize, and position a graphic. In InDesign, graphics are placed inside frames, and the Selection tool (▸) allows you to resize the graphics frame and to position the graphic within the frame. You will learn more about working with graphics in Lesson 11, "Importing and Modifying Graphics."

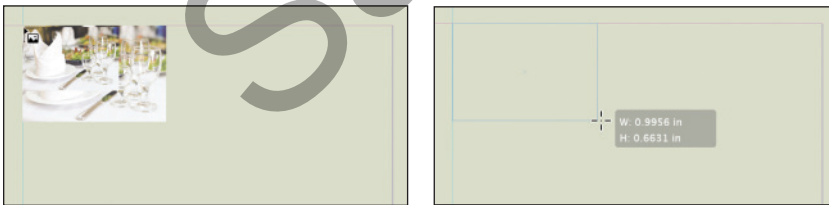
- 1 Choose View > Fit Page In Window.

You will position the graphic in the upper-right quadrant of the postcard.

- 2 Make sure that no objects are selected by choosing Edit > Deselect All.
- 3 Click the Import File button, the last option on the Properties panel at the right. In the Place dialog, make sure that Show Import Options is not selected.
- 4 Navigate to the Lesson02 folder in the Lessons folder, and double-click the DiningRoom.jpg file.

The loaded graphics icon (🖼️) displays a preview of the graphic. If you click the page, InDesign places the graphic at full size, inside an identically sized graphics frame. In this case, however, you will scale the graphic as you add it to the page. The resulting graphics frame will have the same dimensions as the graphic. The graphic will be placed in the upper-right quadrant of the postcard.

- 5 Position the loaded graphics icon at the intersection of the light blue and pink guides as shown. If necessary, consult the finished lesson document, 02_End.indd, to see where to place the graphic.
- 6 Drag down and to the right until the pointer touches the guide on the right side of the page.



When you release the mouse button, the graphic is added to the page, and a graphics frame is created automatically. If the Text To Image bar displays automatically, you may ignore it for now.

You will now experiment with cropping a graphic by decreasing the size of the frame, and you will try moving the graphic within the frame. You will undo these changes.

► **Tip:** You can place a graphic into an existing frame or create a new frame as you place the graphic. You can also drag graphic files from your computer's desktop onto an InDesign page or pasteboard.

► **Tip:** When you create a frame while placing a graphic on the page, the graphic is automatically scaled to fit within the frame. Use the scaling controls in the Properties panel and the Control panel to precisely adjust the graphic size. You will learn more about sizing in Lesson 11.

● **Note:** If a video displays to explain Text To Image or Generative Expand, click Got It.

- 7 Using the Selection tool (▸), select the middle handle at the bottom of the graphics frame and drag it up. You can crop the image by dragging any of its eight resizing handles.



Use the Selection tool to crop a graphic by reducing the size of its frame.

▶ **Tip:** To reposition a graphic with more control, press the Shift key while dragging. This constrains the movement to horizontal, vertical, and 45-degree angles. Click and pause briefly before moving the graphic within a frame to see the cropped part of the graphic ghosted but visible outside the frame area.

- 8 Press Ctrl+Z (Windows) or Command+Z (macOS) to undo the crop.
- 9 Still using the Selection tool, position the pointer over the graphic to display the content grabber (⊙) in the center of the graphic.
- 10 Click the content grabber to select the graphic, and then drag up to position the image within the frame as you please.



Drag the content grabber to position the graphic inside the frame.

- 11 Press Ctrl+Z/Command+Z to undo the image move. The eventual position of the graphic should be where you placed it in step 6.
- 12 Choose Edit > Deselect All, and then choose File > Save.

Adding a graphic with a text prompt

The InDesign Text To Image feature uses artificial intelligence (AI) to generate a high-resolution, royalty-free image based on text prompts you enter. The ability to generate an image within InDesign is helpful for creating mockups before assigning photography or searching a stock photo service. If a project does not require specific images, the generated images may be used in final projects as well. In the following steps, you will select an existing graphics frame, enter a text prompt, and select from the generated images.

- 1 The Text To Image feature involves Creative Cloud processing, so be sure the computer is connected to the internet during this exercise.
- 2 Zoom in on the lower-right corner of the postcard, where you will see an empty graphics frame (indicated by a nonprinting outline and an x inside the frame).
- 3 Using the Selection tool (▸), select the graphics frame and choose Window > Text To Image.
- 4 In the Prompt field of the Text To Image panel, type **herbs in pots** in the field, and then click Generate. (If an alert displays at this point, click Agree.) After you click Generate, note the following:
 - The first generated image is placed in the graphics frame. Because the graphics frame was selected, InDesign generated options to work within the frame.
 - This AI feature is constantly being fine-tuned based on user feedback. You will see different results than those shown here each time you use the feature.
- 5 The Text To Image panel opens automatically, providing other image options and sizes.
 - Click other options in the Variations area of the Text To Image panel. If necessary, click the arrow next to Variations to view the area.
 - To see more variations in generated images, you can click Generate again or revise the text.
- 6 Select the image you prefer with the layout. The image shown here is not likely to be an option.
- 7 Click Done, and then choose Window > Text To Image to close the panel.
- 8 Choose Edit > Deselect All, and then choose File > Save.




Working with objects

► **Tip:** You will learn more about objects in Lesson 4, “Working with Objects.”

The building blocks of InDesign pages are objects: text frames, graphics frames, lines, and more. In general, you move and resize objects with the Selection tool. Objects can have a fill color (background color) and a stroke color (outline or border), which you can customize by specifying the width and style. You can move objects around freely, snap them to other objects, and place them with precision according to guides or values you enter. In addition, you can resize and scale objects and specify how text wraps around them. Here, you will experiment with a few object-related features, including adding a QR code for easy web access.


Moving and rotating an object


A flower graphic created by converting flower characters from the Zapf Dingbats font into outlines (Type > Create Outlines) was created on the pasteboard to the left of the page. You will move this graphic to the right of the restaurant name, “edible blossoms.” Then, you will rotate the object and adjust its placement.

- 1 Choose View > Fit Page In Window to center the page in the document window. Scroll left to see the flower graphic on the pasteboard.
- 2 To better focus on the objects, choose Type > Hide Hidden Characters.
- 3 Using the Selection tool (), click the flower graphic.
- 4 Drag the graphic to the right of the headline, “edible blossoms.”

With the object still selected, you will fine-tune the placement using the Properties panel.



► **Tip:** When you enter values in the Properties panel or Control panel X and Y fields, the object is repositioned according to its reference point. You can view and change the reference point () by clicking a box immediately to the left of the X and Y fields.

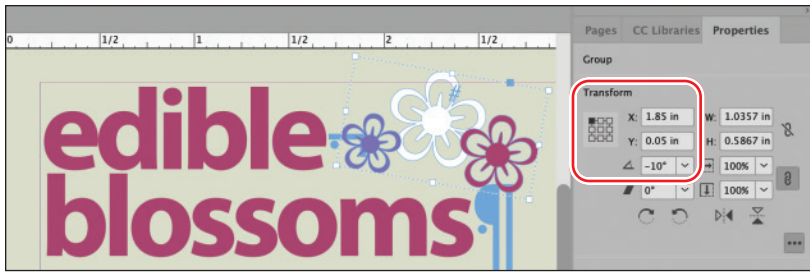
- 5 In the Transform controls of the Properties panel, click the More Options button () if necessary. To specify the object’s placement in relation to its reference point (upper-left corner), type the following values in the fields:

X: **1.85 in**

Y: **.05 in**

Rotation angle (): **-10**



You can tab between the fields, and then press Enter (Windows) or Return (macOS) to apply the changes.

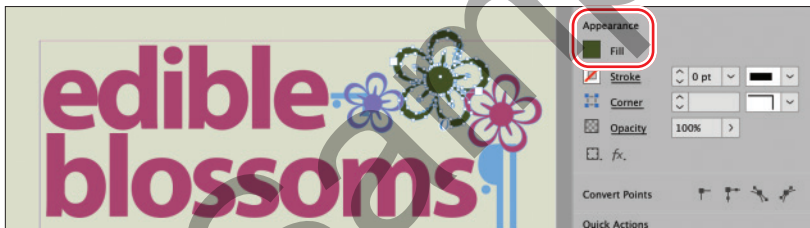




- 6 Choose File > Save.

Changing an object's stroke and fill

When an object is selected, you can change its stroke (outline or border) weight and color. In addition, you can apply a fill (background) color.

- 1 Choose Edit > Deselect All to make sure nothing is selected.
- 2 Click the Direct Selection tool () on the Tools panel, and then click the white flower in the graphic to select it.
- 3 In the Appearance controls of the Properties panel, click the Fill box () to display the document's swatches. Click the Green-Dark swatch.



- 4 Press the V key on the keyboard to switch to the Selection tool (). Click to select the black horizontal line at the bottom of the page.
- 5 In the Appearance controls of the Properties panel, click the Stroke box () to display the document's swatches. Click the Green-Medium swatch.



- 6 Click the pasteboard to deselect all objects.
- 7 Choose File > Save.

Note: The flower graphic is a group of objects. The Direct Selection tool lets you select a single object within a group. You can also select a single object in a group by double-clicking it with the Selection tool.