

Getting Started

Welcome to Adobe® InDesign™—the future of professional publishing, and your solution for creating graphics-intensive documents. InDesign is an extremely capable design and production tool that offers unparalleled precision and control and seamless integration with Adobe’s professional graphics applications, including Adobe Photoshop® and Adobe Illustrator®. When you have special requirements, you can enhance or customize almost any part of InDesign using plug-in software from Adobe and other vendors. InDesign is capable of producing professional-quality, full-color output on high-volume color printing presses, and also supports a wide range of output devices and formats such as desktop printers, PDF files, and HTML files.

About Classroom in a Book

Adobe InDesign 1.5 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software developed by experts at Adobe Systems. The lessons are designed to let you learn at your own pace. If you’re new to Adobe InDesign, you’ll learn the fundamental concepts and features you’ll need to master the program. If you’ve been using Adobe InDesign for a while, you’ll find Classroom in a Book teaches many advanced features, including tips and techniques for using this exciting design tool.

Although each lesson provides step-by-step instructions for creating a specific project, there’s room for exploration and experimentation. You can follow the book from start to finish or do only the lessons that correspond to your interests and needs. Each lesson concludes with a review section summarizing what you’ve covered.

Prerequisites


Before beginning to use *Adobe InDesign 1.5 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. The lessons fonts are located in the Fonts folder on the InDesign Classroom in a Book CD. If you already have these on your system, you do not need to install them. If you have ATM, see its documentation on how to install fonts. If you do not have ATM, installing it from the CIB CD will automatically install the necessary fonts.

 *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. Doing so makes the fonts available to InDesign but not to other applications.*

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 drive to use the files for the lessons. To save room on your drive, you can install the folders for each lesson as you need them.

- 1 Insert the Adobe InDesign Classroom in a Book CD into your CD-ROM drive.
- 2 Create a folder on your hard disk and name it **IDCIB**.
- 3 Do one of the following:
 - Copy the Lessons folder into the IDCIB folder.
 - Copy only the single lesson folder you need.


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 creates 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 1.5 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.*

Additional resources

Adobe InDesign 1.5 Classroom in a Book is not meant to replace documentation that comes with the program. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features, refer to these resources:

- The *Adobe InDesign User Guide* and the *Adobe InDesign 1.5 User Guide Supplement*. Included with the Adobe InDesign software, these guides contain a complete description of all features. For your convenience, you will find excerpts from these guides, including the Quick Tours for the software, in this Classroom in a Book.
- The Web Tour, available on the application CD.
- The *Quick Reference Card*, a useful companion as you work through the lessons.
- Online Help, an online version of the user guides and *Quick Reference Card*, which you can view by choosing Help > Contents. (For more information, see Lesson 1, “Getting to Know the Work Area.”)
- The Adobe Web site (www.adobe.com), which you can view by choosing Help > Adobe Online if you have a connection to the World Wide Web.

Adobe Certification

The Adobe Training and Certification Programs are designed to help Adobe customers improve and promote their product proficiency skills. The Adobe Certified Expert (ACE) program is designed to recognize the high-level skills of expert users. Adobe Certified Training Providers (ACTP) use only Adobe Certified Experts to teach Adobe software classes. Available in either ACTP classrooms or on site, the ACE program is the best way to master Adobe products. For Adobe Certified Training Programs information, visit the Partnering with Adobe Web site at <http://partners.adobe.com>.