



Adobe InDesign: Maximizing Styles for Advanced Workflows

CERTIFIED INSTRUCTOR
Creative Suite® Master

Presented by:

David Creamer

ADOBE Authorized Instructor & Certified Expert since 1994
Adobe Community Professional: Wizard Level

Providing training on:

The **Adobe Creative Cloud** (Acrobat, Photoshop, Illustrator, InDesign/InCopy, XD, Lightroom, Premiere Rush, Premiere Pro, After Effects, XD, Dimension, Dreamweaver, Animate, and Audition),

The **Adobe Technical Communication Suite** (FrameMaker, Captivate, RoboHelp, Presenter, Acrobat)

Adobe LiveCycle/AEM Designer

Articulate Storyline, Rise, and Studio

Techsmith Camtasia and SnagIt

Microsoft Office including: Word, Excel, PowerPoint, Access, Publisher, Project, and more
Authorized **QuarkXPress** Instructor and Certified Expert since 1988

FileMaker Business Alliance member: Trainer





Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEASTraining.com

Advanced Paragraph Style Settings

From
This ←
to
This →
in minutes

http://www.adelawies.com Mckinley Yampolsky Biddle & Associates 111 S 5th St Watertown Jefferson WI 53094 920-261-3208 920-261-3793 mckinley@yampolsky.com http://www.mckinleyyampolsky.com Felicia Cramp Ohara Ruberg & Taylor 3905 Us Highway 1 Monmouth Junction Middlesex NJ 8852 732-821-9380 732-821-8887 felicia@cramp.com http://www.feliciacramp.com Dixie Gervase Subway Sandwiches & Salads 5000 A Norwest Cent Minneapolis Hennepin MN 55402 612-337-6985 612-337-1759 dixie@gervase.com	Salvador Divine Imperial Hotels Corp 100 Congress Ave Austin Travis TX 78701 512-476-2735 512-476-7041 salvador@divine.com http://www.salvadordivine.com Michal Helferty Marriott Key Largo Bay Bch 511 E John Carpenter Fwy # 2 Irving Dallas TX 75062 972-444-1859 972-444-0649 michal@helferty.com http://www.michalhelferty.com Benita Imhof Kurdys & Lovejoy 1930 S State Ave Indianapolis Marior IN 46203 317-783-8366 317-783-0748 benita@imhof.com http://www.benitaimhof.com Kellee	Flahiff Funeral Chapel Inc 700 Ne Multnomah St # 900 Portland Multnomah OR 97232 503-238-1380 503-238-6718 dee@petrilla.com http://www.deepetrilla.com Lori Aylock E L S Language Center 193 S Civic Dr # 6 Palm Springs Riverside CA 92262 760-323-8118 760-323-6415 lori@aylock.com http://www.loriaylock.com Ernest Grantz De Roos, Dirk W Esq 3726 27th St Long Island City Queens NY 11101 718-361-3677 718-361-2232 ernest@grantz.com http://www.ernestgrantz.com Claudette Craner Brasserie La Salle
--	---	--

Cara Hingst Bohnen, Thomas P Esq 1717 Elm Hill Pike Nashville Davidson TN 37210 615-883-8400 615-883-7730 cara@hingst.com http://www.carahingst.com	Lea Knighon Shick And Wesley 3202 W Charleston Blvd Bldg Las Vegas Clark NV 89102 702-878-2130 702-878-8563 lea@knighon.com http://www.leaknighon.com	Samuel Monn Larsen, Allen S 811 S Bellview Ave Riverton Burlington NJ 8077 856-829-9200 856-829-6399 samuel@monn.com http://www.samuelmonn.com
Diane Ort Monroeville Area Chmbr Com mnce 3 Embarcadero Ctr San Francisco San Francisco CA 94111 415-393-6166 415-393-0937 diane@ort.com http://www.dianeort.com	Patsy Rezac Micro Enterprises 4 W Main St Franklin Crawford IN 46734 828-524-5325 828-524-0618 patsy@rezac.com http://www.patsyrezac.com	Darwin Howington Cogun Industries Inc 201 E 5th St Pittsburg Crawford KS 66762 620-231-1773 620-231-7922 darwin@howington.com http://www.darwinhowington.com
Zane Opunui Parks Arizona State 416 Park St Charlottesville Charlottesville City VA 22903 401-861-6066	Lorene Taglauer Carpenter Benschof & Klein Pa 2 Bridge St Providence Providence RI 2903 401-861-6066	Maxwell Lenske Associated Metals & Mnrls Corp 122 S Michigan Ave # 2050 Chicago Cook IL 60603 312-427-6118



Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEASTraining.com

Step 1: Create Paragraph Styles

The image shows a screenshot of the Adobe InDesign interface. The main window displays the "Paragraph Style Options" dialog box for a style named "FirstName". The "Basic Character Formats" tab is selected, showing settings for Font Family (Myriad Pro), Font Style (Bold), Size (12 pt), Leading (14 pt), Kerning (Metrics), Tracking (0), Case (Normal), and Position (Normal). There are also checkboxes for Underline, Strikethrough, and Ligatures. To the right, the Paragraph Styles panel is visible, showing a list of styles including "[Basic Paragraph]", "FirstName", "LastName", "Company", "Address", "City", "County", "State", "Zip", "Phone", "Fax", "Email", and "Web".

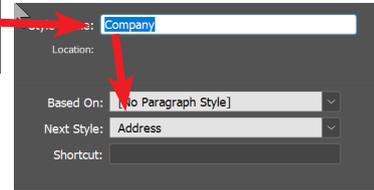
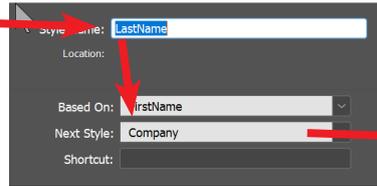
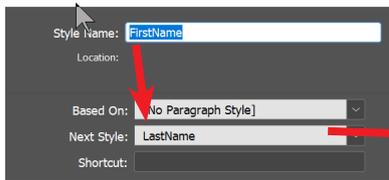
FirstName
LastName
Company
Address
City
County
State
Zip
Phone
Fax
Email
Web



Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 2: Set Next Styles

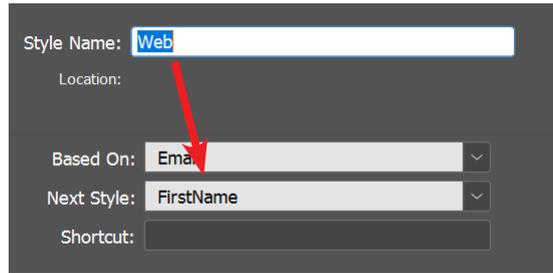


Etc.

FirstName
LastName
Company
Address
City
County
State
Zip
Phone
Fax
Email
Web



Step 3: Loop the Styles back





Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 4: Select all the text

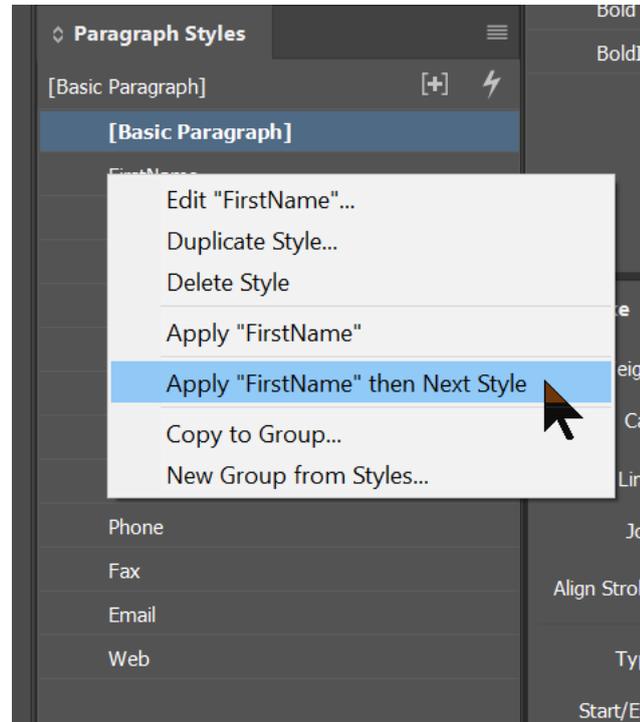
The screenshot shows the Adobe InDesign interface. The 'Edit' menu is open, and the 'Select All' option (Ctrl+A) is highlighted with a mouse cursor. The background shows three columns of text with black selection bars covering each line, indicating that all text is selected. The text in the columns is as follows:

Column 1	Column 2	Column 3
Cara	Rezac	201 E 5th St
Hingst	Micro Enterprises	Pittsburg
Bohnen, Thomas P Esq	4 W Main St	Crawford
1717 Elm Hill Pike	Franklin	KS
Nashville	Macon	66762
Davidson	NC	620-231-1773
TN	28734	620-231-7922
37210	828-524-5325	darwin@howington.com
615-883-8408	828-524-0618	http://www.darwinhowington.com
615-883-7736	patsy@rezac.com	Maxwell
cara@hingst.com	http://www.patsyrezac.com	Lenske
http://www.carahingst.com	Lorene	Associated Metals & Mnrls Corp
Diane	Taglauer	122 S Michigan Ave #-2050
Ort	Carpenter Benshoof & Klein Pa	Chicago
Monroeville Area Chmbr Com	2 Bridge St	Cook
...	Davidence	



Step 5: Right-Click on the First Style

Select
the menu
shown





Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEASTraining.com

Step 6: Then wait...



<p>Cara Hingst Bohnen, Thomas P Esq 1717 Elm Hill Pike <i>Nashville</i> <i>Davidson</i> <i>TN</i> 37210 615-883-8408 615-883-7736 cara@hingst.com http://www.carahingst.com</p>	<p>Lea Knighon Shick And Wesley 3202 W Charleston Blvd Bldg <i>Las Vegas</i> <i>Clark</i> <i>NV</i> 89102 702-878-2130 702-878-8563 lea@knighton.com http://www.leaknighton.com</p>	<p>Samuel Monn Larsen, Allen S 811 S Bellview Ave <i>Riverton</i> <i>Burlington</i> <i>NJ</i> 8077 856-829-9200 856-829-6395 samuel@monn.com http://www.samuelmonn.com</p>
<p>Diane Ort Monroeville Area Chmbr Com- mrce 3 Embarcadero Ctr <i>San Francisco</i> <i>San Francisco</i> <i>CA</i> 94111 415-393-6166 415-393-0937 diane@ort.com http://www.dianeort.com</p>	<p>Patsy Rezac Micro Enterprises 4 W Main St <i>Franklin</i> <i>Macom</i> <i>NC</i> 28734 828-524-5325 828-524-0618 patsy@rezac.com http://www.patsyrezac.com</p>	<p>Darwin Howington Cogun Industries Inc 201 E 5th St <i>Pittsburg</i> <i>Crawford</i> <i>KS</i> 66762 620-231-1773 620-231-7922 darwin@howington.com http://www.darwinhowington.com</p>
<p>Zane Opunui Parks Arizona State 416 Park St <i>Charlottesville</i> <i>Charlottesville City</i> <i>VA</i> 22902</p>	<p>Lorene Taglauer Carpenter Benshoof & Klein Pa 2 Bridge St <i>Providence</i> <i>Providence</i> <i>RH</i> 2903 401-861-6066</p>	<p>Maxwell Lenske Associated Metals & Mnrls Corp 122 S Michigan Ave #-2050 <i>Chicago</i> <i>Cook</i> <i>IL</i> 60603 312-427-6118</p>



Advanced Object Styles

From
This ←
to
This →
in One click
(or two...)





Step 1: Create base Paragraph styles

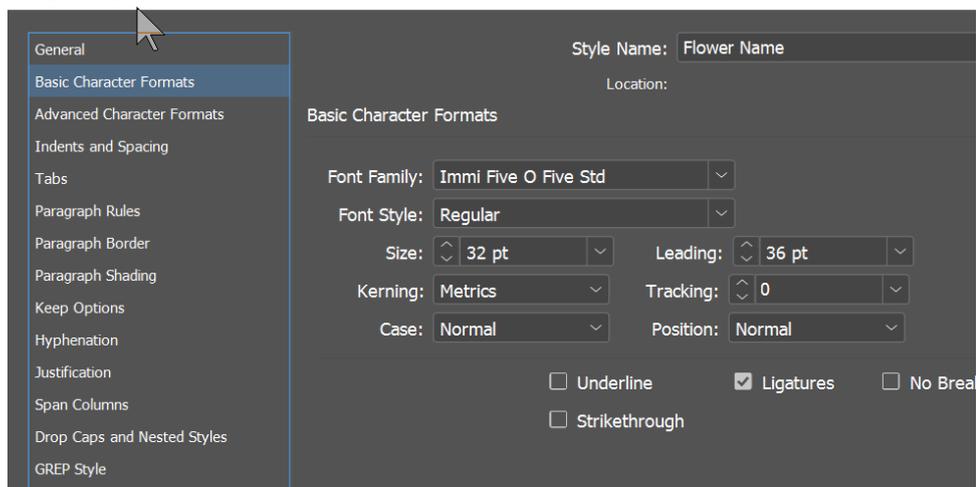
Flower Style 1

This is a nice flower that you can purchase.
\$14.50 plus shipping and postage

Flower Style 1

This is a nice flower that you can purchase.
\$14.50 plus shipping and postage

Paragraph Style Options



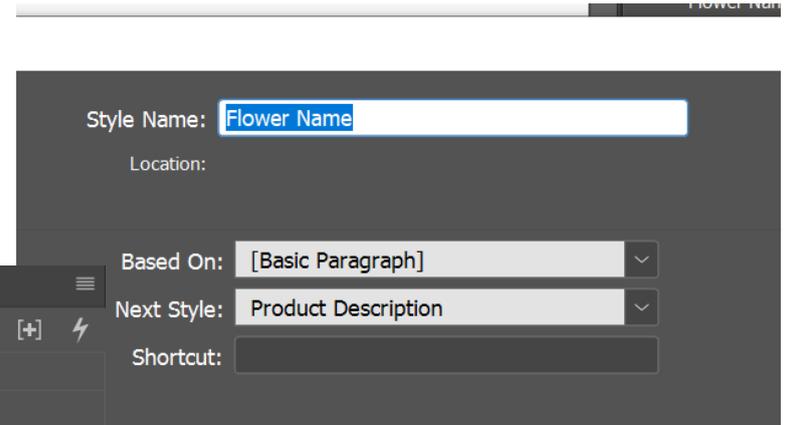
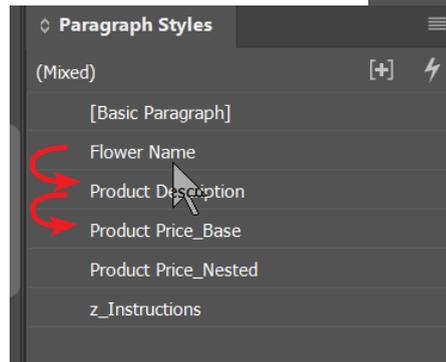


Step 2: Set up *Next Style* settings in Paragraph style

Flower Style 1

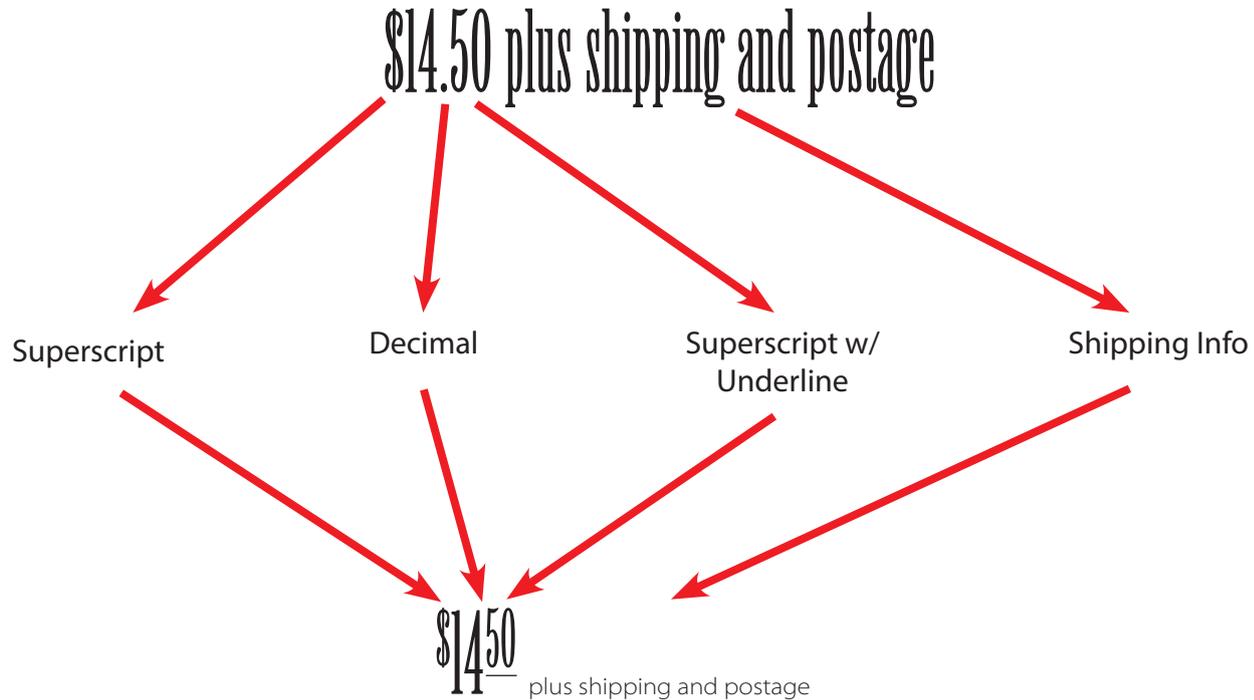
This is a nice flower that you can purchase.

\$14.50 plus shipping and postage



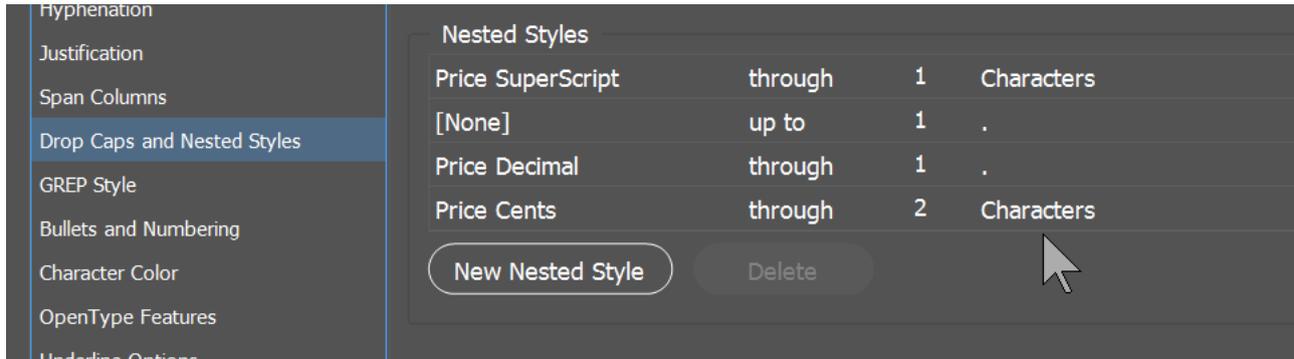


Step 3: Create Character styles





Step 4: Set up Nested Styles settings in Paragraph style



\$1450
plus shipping and postage



Step 5: Apply background color, drop shadow, and frame inset

Flower Style 1

This is a nice flower that you can purchase.

~~\$1450~~ plus shipping and postage



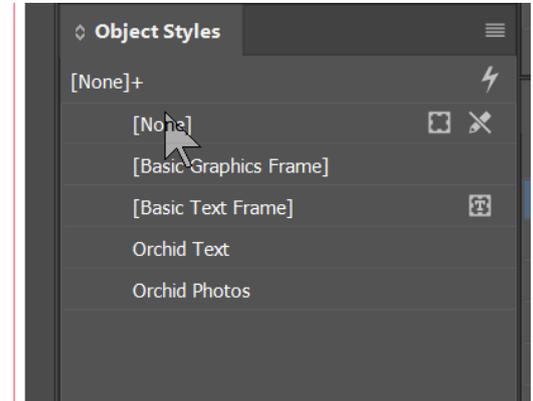
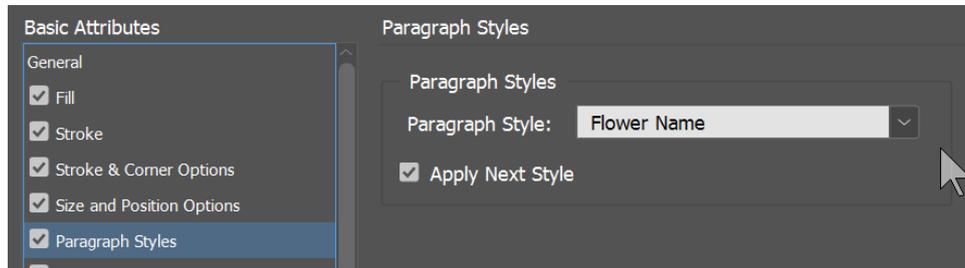
Step 6: Create Object Style and turn on Paragraph Styles options

Flower Style 1

This is a nice flower that you can purchase.

\$1450

plus shipping and postage





Adobe InDesign: Maximizing Styles for Advanced Workflows

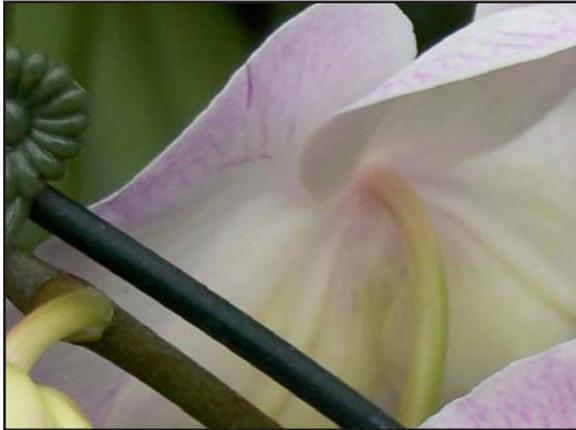
Presented by David Creamer, DCreamer@IDEAStraining.com

Create Object Style for Images





Step 1: Apply Object Fitting options



Fill Frame
Proportionally
works best





Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 2: Apply Effects





Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 3: Apply Corner Options as desired





Step 4: Create Object Style and turn on Fitting option



Object Style Options

A screenshot of the Adobe InDesign Object Style Options panel. The panel title is "Object Style Options". At the top, there is a "Style Name" field containing "Orchid Photos" and a "Location" field. Below this, the "Basic Attributes" section is expanded, showing a list of options: "Size and Position Options" (checked), "Paragraph Styles" (unchecked), "Text Frame General Options" (unchecked), "Text Frame Baseline Options" (unchecked), "Text Frame Auto Size Options" (unchecked), "Text Frame Footnote Options" (unchecked), "Story Options" (unchecked), "Text Wrap & Other" (checked), "Anchored Object Options" (unchecked), "Frame Fitting Options" (checked and highlighted), and "Export Tagging" (unchecked). To the right, the "Frame Fitting Options" section is visible, containing an "Auto-Fit" checkbox (unchecked), a "Content Fitting" section with a "Fitting" dropdown menu set to "Fill Frame Proportionally", and an "Align From" grid. Below that is the "Crop Amount" section with four input fields: "Top" (0.0139 in), "Left" (0.0139 in), "Bottom" (0.0139 in), and "Right" (0.0139 in). At the bottom, the "Effects for:" dropdown is set to "Object", and there are checkboxes for "Transparency" (checked), "Drop Shadow" (checked), and "Inner Shadow" (unchecked).



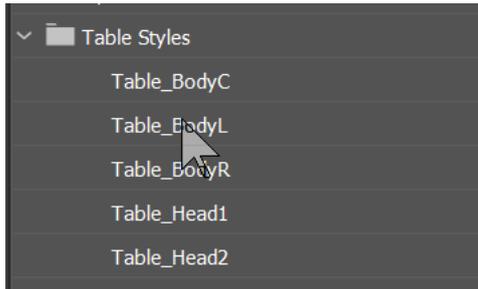
Table Styles & Linking Excel files

Step 1: Design a Sample Table

	1.5 X LPI		2 X LPI	
	Resolution	File Size	Resolution	File Size
Newsprint — 100 LPI	150	6.9	225	12.2
Magazine — 133 LPI	200	12.2	266	21.6
Magazine — 150 LPI	225	15.4	330	27.5
Brochure — 175 LPI	263	21.1	250	37.5
Brochure — 200 LPI	300	37.5	400	48.8



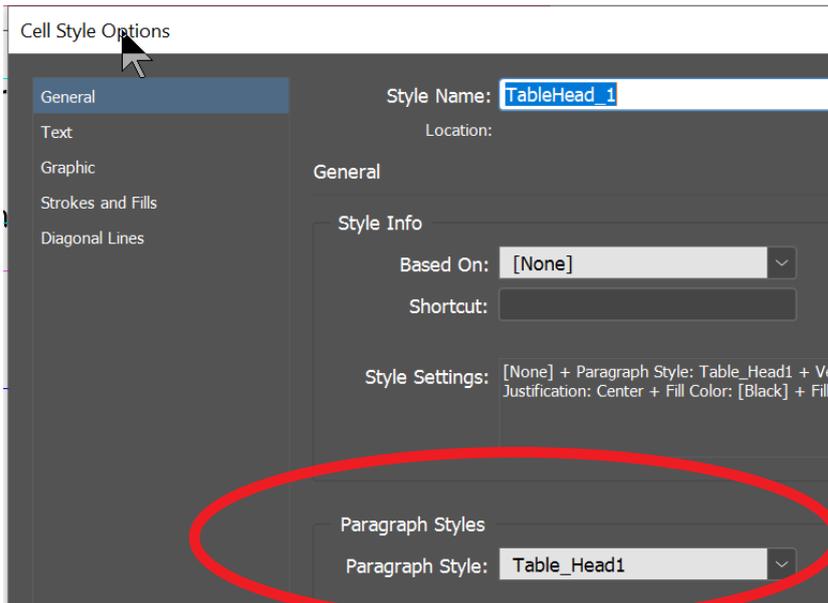
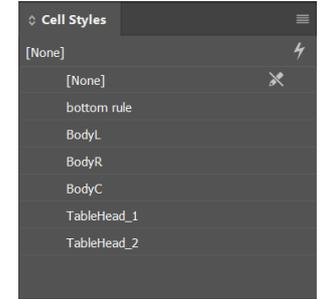
Step 2: Design Paragraph Styles



Header Level 1		
Header Level 2		
Body Left Align	Body Center Align	Body Right Align



Step 3: Create Cell Styles

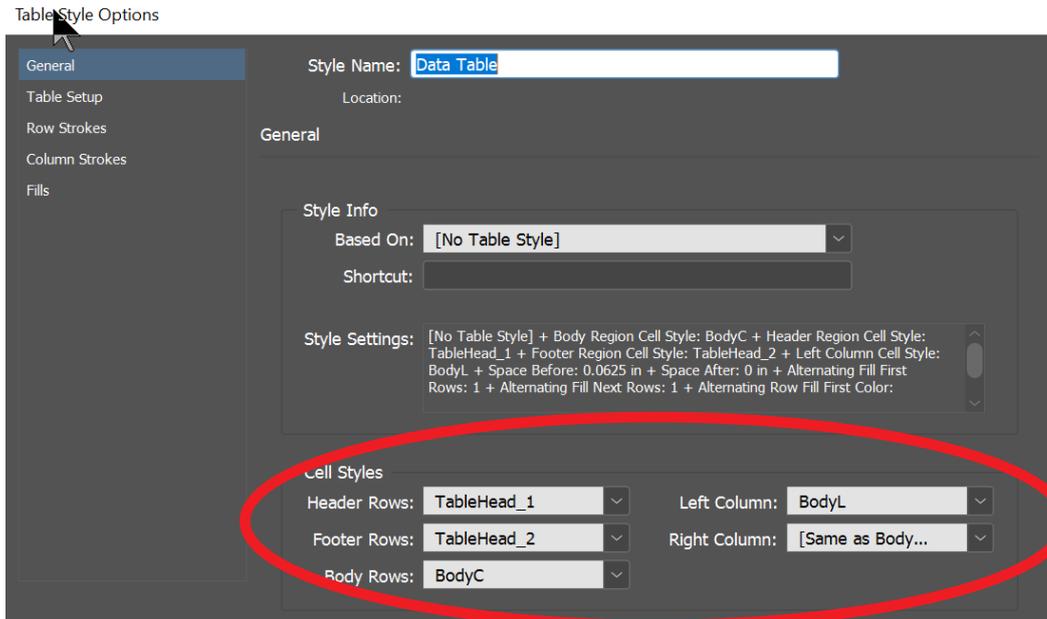


Assign
Paragraph Styles
to the Cell Styles.

Create one Cell Style for
each Paragraph Style.



Step 4: Create Table Style Assign Cell Styles



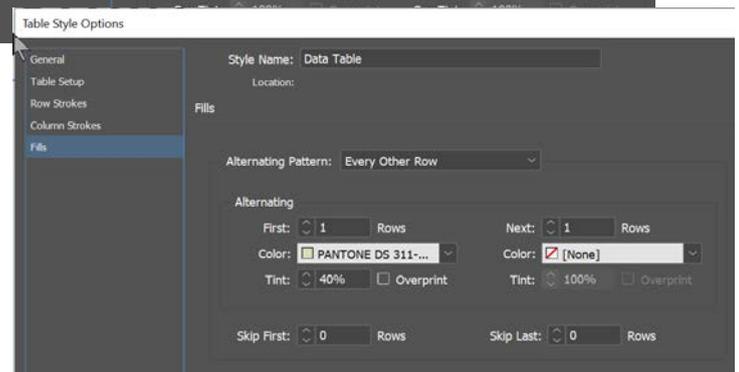
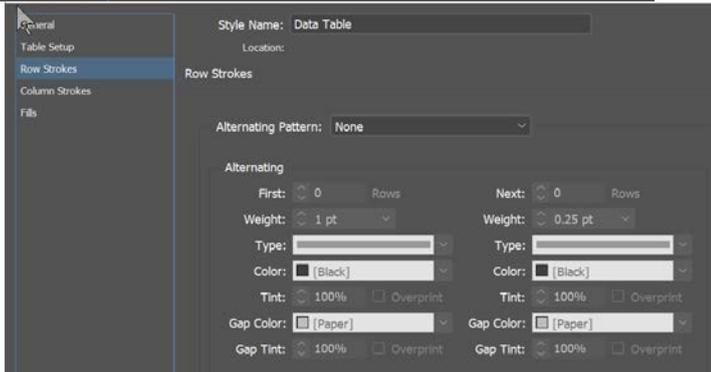
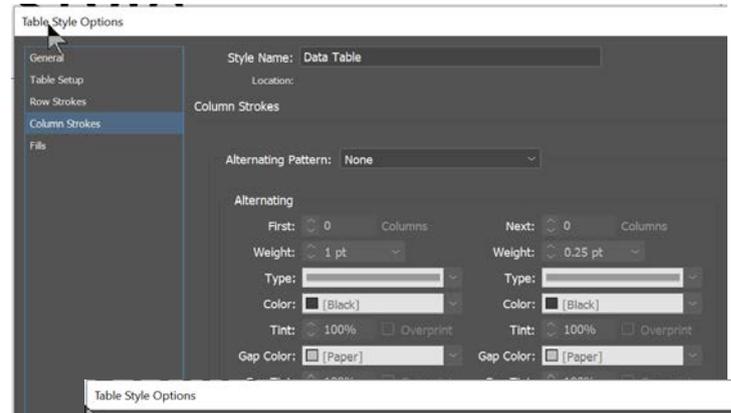
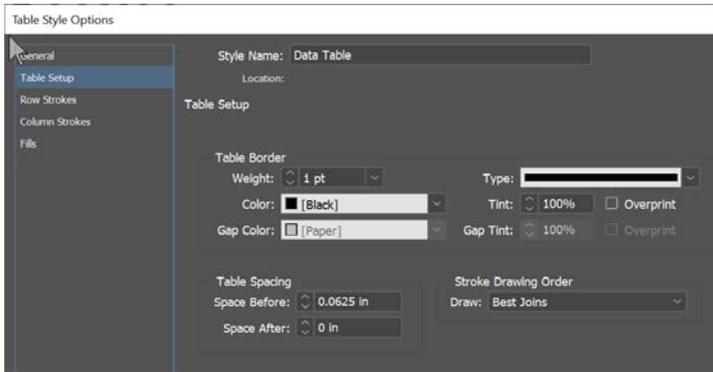
Note: You can only attach *one* Header Style automatically. You will have to manually apply the Cell Style to the second Header row.



Adobe InDesign: Maximizing Styles for Advanced Workflows

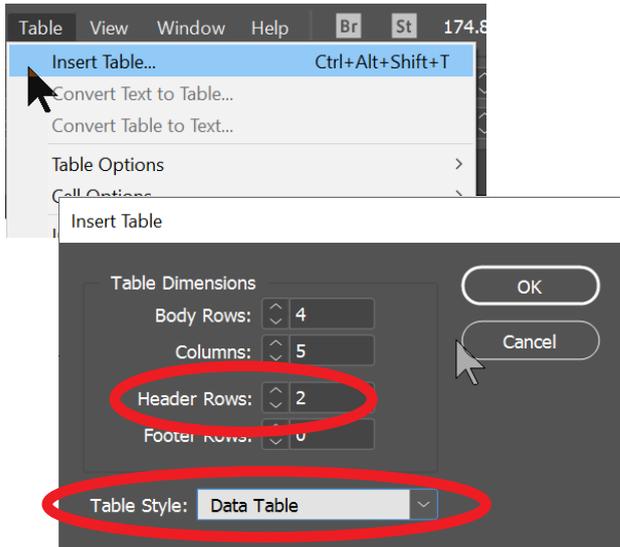
Presented by David Creamer, DCreamer@IDEAstraining.com

Step 5: Design rest of Table Style





Step 6: Test the Table Style



1. Create Text Frame
2. Insert Table (Be sure to insert Header Rows)
3. Apply Table Style upon insert
4. Enter text to test styles
5. Manually Select the Head 2 row and apply TableHead_2 Cell Style

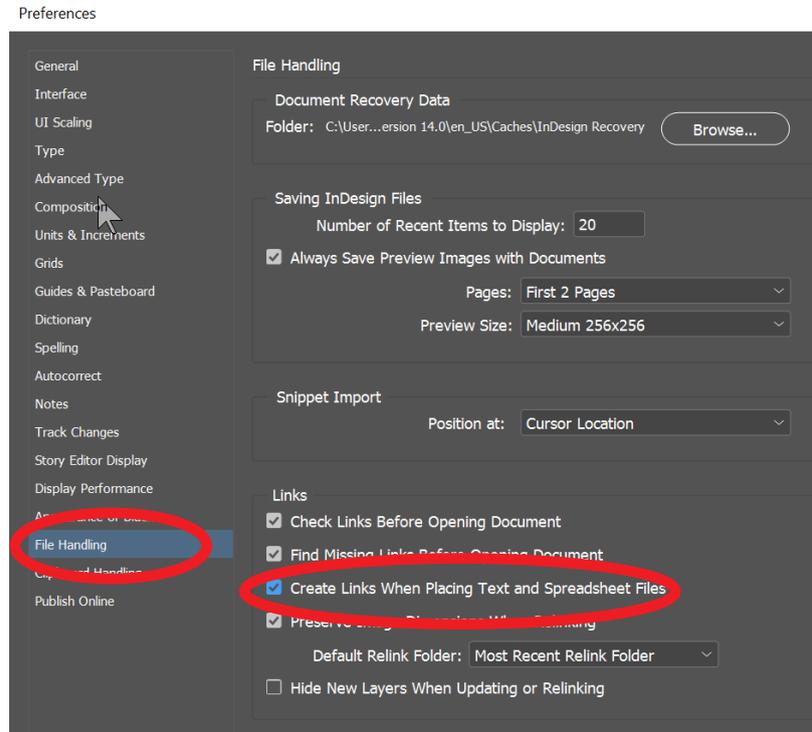
Head 1			
Head 2			
Body Left	Body Center	Body Center	Body Center



Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 7: Turn on Linking to Spreadsheets

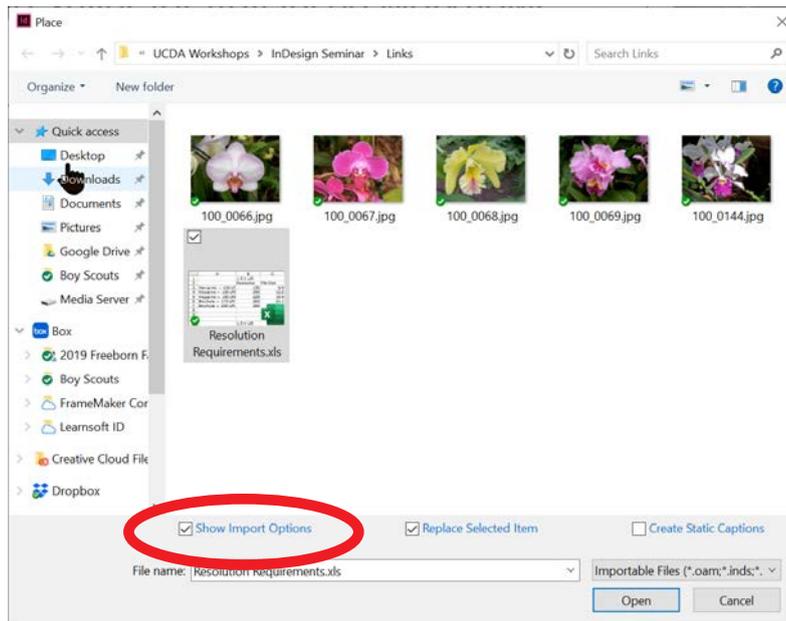
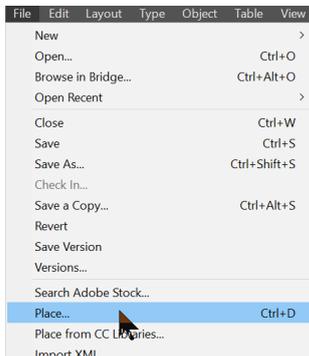




Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEASTraining.com

Step 8: Place Excel file



Turn on *Show Import Options*



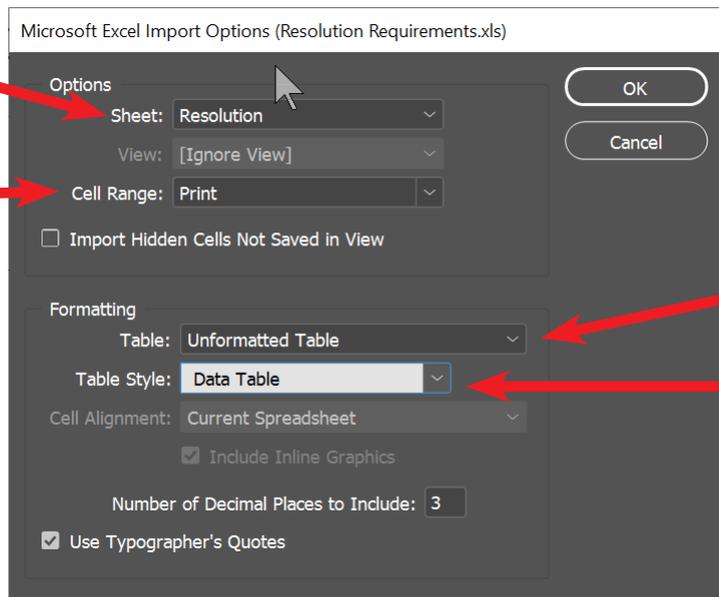
Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 9: Place Excel file

Select Excel worksheet if there is more than one

Select the *Named Region* from Excel if there is one



Remove Excel formatting

Apply InDesign's Table Style



Step 10: Resize Table as needed

Column size is not part of the Table Style

	1.5 X LPI		2 X LPI	
	Resolution	File Size	Resolution	File Size
Newsprint — 100 LPI	150	6.9	225	12.2
Magazine — 133 LPI	200	12.2	266	21.6
Magazine — 150 LPI	225	15.4	330	27.5
Brochure — 175 LPI	263	21.1	250	37.5
Brochure — 200 LPI	300	37.5	400	48.8



Step 11: Convert Header Rows

All rows from imported tables are considered Body rows by default

The screenshot shows a table in Adobe InDesign with two columns: 'Resolution' and 'File Size'. The first row is highlighted in dark blue and contains the text '2 X LPI'. The second row is highlighted in black and contains the text 'Resolution' and 'File Size'. The following three rows are highlighted in light green and contain the text '225', '266', and '330' in the 'Resolution' column, and '12', '25', and '27' in the 'File Size' column. The final row is highlighted in white and contains the text '250' in the 'Resolution' column and '35' in the 'File Size' column. A context menu is open over the table, listing various options: 'Table Options', 'Cell Options', 'Insert', 'Delete', 'Select', 'Merge Cells', 'Split Cell Horizontally', 'Split Cell Vertically', and 'Convert to Header Rows'. The 'Convert to Header Rows' option is highlighted in blue.

2 X LPI	
Resolution	File Size
225	12
266	25
330	27
250	35



Step 12: Apply Custom Cell Styles

The Header 2 row in this example

	1.5 X LPI		2 X LPI	
	Resolution	File Size	Resolution	File Size
Newsprint — 100 LPI	150	6.9	225	12.2
Magazine — 133 LPI	200	12.2	266	21.6
Magazine — 150 LPI	225	15.4	330	27.5
Brochure — 175 LPI	263	21.1	250	37.5
Brochure — 200 LPI	300	37.5	400	48.8



Step 13: Content Edits must be in Excel

This includes editing text and merging cells

	1.5 X LPI		2 X LPI	
	Resolution	File Size	Resolution	File Size
Newsprint — 100 LPI	150	6.9	225	12.2
Magazine — 133 LPI	200	12.2	266	21.6
Magazine — 150 LPI	225	15.4	330	27.5
Brochure — 175 LPI	263	21.1	250	37.5
Brochure — 200 LPI	300	37.5	400	48.8

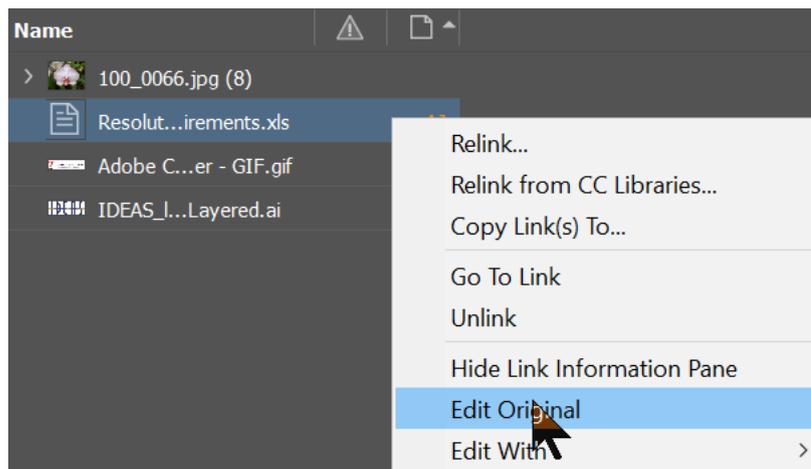
Any edits to content will be removed when updating the Excel file



Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

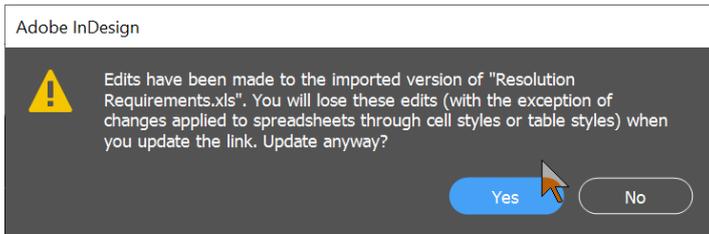
Step 14: Open Excel file from Links panel



After editing in Excel, save and return to InDesign



Step 15: Edits will appear in InDesign



You will get a confirmation dialog box

	1.5 X LPI		2 X LPI	
	Resolution	File Size	Resolution	File Size
Newsprint — 100 LPI	150	6.9	225	12.2
Magazine — 133 LPI	200	12.2	266	21.6
Magazine — 150 LPI	225	15.4	330	27.5
Brochure — 175 LPI	263	21.1	250	37.5
Brochure — 200 LPI	300	37.5	400	48.8



Adobe InDesign: Maximizing Styles for Advanced Workflows

Presented by David Creamer, DCreamer@IDEAStraining.com

Step 16: Turn OFF Linking when done

