

Presented by:

David Creamer

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

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Adobe InDesign: Maximizing Styles for Advanced Workflows

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Advanced Paragraph Style Settings

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Antop://www.alaneort.com Zane: Opunui: Parks Arizona State: 416 Parks Sti Charlottesville City: Ve: 22902	Lorenet Taglauer Carpenter Benshoof & Klein Par 2 Bridge St Providence Providence RI 2903 401-851-6666	Maxwellt Lenskei Associated Metals & Mnrls Corr (122 5 Michigan Ave # 2050) Chicagor Cookt //L: 60603 312-427-6118		

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Web

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Step 1: Create Paragraph Styles

eral	Style Name: FirstName
ic character Formats	Location:
anced Character Formats	Basic Character Formats
ents and Spacing	
)S	Font Family: Myriad Pro
agraph Rules	Font Style: Bold
agraph Border	Size: C 12 pt Y Leading: C 14 pt [Basic Paragraph] [+]
agraph Shading	Korping: Matrice Tracking: 0
p Options	FirstName
ohenation	Case: Normal Y Position: Normal LastName
tification	Company
n Columns	Address
p Caps and Nested Styles	
EP Style	County
ote and Numbering	State
	Zip
	Phone
	Fax

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Step 2: Set Next Styles





Step 3: Loop the Styles back

Style Name: 🚺	Veb
Location:	
Based On:	Ema
Next Style:	FirstName 🗸
Shortcut:	



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Step 4: Select all the text

t Layout Type Object Tab	le View Window	Help	Br	St	114.8% ~	100	i 🗰 🗡											
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Paste in Place	Ctrl+Alt+Shift+V																	
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Place and Link																		
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Step 5: Right-Click on the First Style

Select the menu shown



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Step 6: Then wait...

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Advanced Object Styles



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Step 1: Create base Paragraph styles

Paragraph Style Options

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**

General 🔨			Style Na	me: Flowe	r Name				
Basic Character Formats		Location:							
Advanced Character Formats	Basic Character	Basic Character Formats							
Indents and Spacing									
Tabs	Font Family:	Immi Five O	Five Std						
Paragraph Rules	Font Style:	Regular							
Paragraph Border	Size:	🗘 32 pt		Leading:	🗘 36 pt				
Paragraph Shading	Korning	Motrice		Tracking	^ n				
Keep Options	Kerning.	inetines		macking.					
Hyphenation	Case:	Normal		Position:	Normal				
Justification			🗌 Underlii	ne	Ligatures	🗌 No Brea			
Span Columns									
Drop Caps and Nested Styles				rough					
GREP Style									

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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**

urchase.		St	yle Name:	lower Name	
Paragraph Styles			Based On:	[Basic Paragraph]	 ~
ixed)	[+]	4	Next Style:	Product Description	
[Basic Paragraph]			Shortcut:		
Flower Name					
Product Price_Base					
Product Price_Nested					
z_Instructions					



450 plus shipping and postage

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Step 4: Set up Nested Styles settings in Paragraph style

Hyphenation	Nested Chiles				
Justification	Nested Styles				
Span Columns	Price SuperScript	through	1	Characters	
	[None]	up to	1		
Drop Caps and Nested Styles	Price Decimal	through	1		
GREP Style	Price Conto	through	2	Charactere	
Bullets and Numbering	Price Cents	unrougn	2		
Character Color	New Nested Style			\sim	
OpenType Features					
Underline Options					





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



450

plus shipping and postage



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

Flower Style 1

This is a nice flower that you can purchase.

plus shipping and postage

Basic Attributes	Paragraph Styles	
General ☑ Fill	Paragraph Styles	
Stroke	Paragraph Style: Flower Name 🗸 🗸	
Stroke & Corner Options	Apply Next Style	
Size and Position Options		Ň
Paragraph Styles		

Object Styles	
[None]+	4
[None]	×
[Basic Graphics Frame]	
[Basic Text Frame]	2
Orchid Text	
Orchid Photos	



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Create Object Style for Images





Step 1: Apply Object Fitting options



Fill Frame Proportionally works best



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Step 2: Apply Effects







Step 3: Apply Corner Options as desired



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Step 4: Create Object Style and turn on Fitting option



Object Style Options	
Style Name:	Orchid Photos
Location:	
Basic Attributes	Frame Fitting Options
 Size and Position Options Paragraph Styles 	Auto-Fit
Text Frame General Options	Content Fitting
Text Frame Baseline Options	Fitting: Fill Frame Proportionally
Text Frame Auto Size Options	Alian From: 모므모
Text Frame Footnote Options	
Story Options	
🗹 Text Wrap & Other	Crop Amount
Anchored Object Options	Ton: ^ 0.0139 in Left: ^ 0.0139 in
Frame Fitting Options	
Export Tagging	
Effects for: Object	
Transparency	
✓ Drop Shadow	
Innor Shadow	



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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

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Step 2: Design Paragraph Styles



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

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Step 3: Create Cell Styles



(Cell Style Options			Α
	General	Style Name:	TableHead_1	/ \
	Text Graphic	Location: General		P
•	Strokes and Fills Diagonal Lines	Style Info		
		Based On: Shortcut:	[None]	t
		Style Settings:	[None] + Paragraph Style: Table_Head1 + Ver Justification: Center + Fill Color: [Black] + Fill	_
				Cr
		Paragraph Styles		ea
		Paragraph Style:	Table_Head1	

Assign Paragraph Styles to the Cell Styles.

Create one Cell Style for each Paragraph Style.



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Step 4: Create Table Style

Assign Cell Styles

Table Style Options		
General	Style Name: Data Table	
Table Setup	Location:	
Row Strokes	General	
Column Strokes		
Fills	Style Info Based On: [No Table Style] Shortcut: Style Settings: [No Table Style] + Body Region Cell Style: BodyC + H TableHead_1 + Footer Region Cell Style: TableHead_2 Bodyl + Soare Before: 0.0625 in + Soare After 0.0625	leader Region Cell Style:
	Rows: 1 + Alternating Fill Next Rows: 1 + Alternating I	Now Fill First Color:
	Header Rows: TableHead_1 Left Column	: BodyL
	Footer Rows: TableHead_2	: [Same as Body 🗹
	Rody Rows: BodyC	



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

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Step 5: Design rest of Table Style

Table Style Options	
Romenal Table Setup Rom Strokes Column Strokes Fills	Style Name: Data Table Location: Table Setup Table Border Weight: 0 1 pt Type: V Color: [Black] Tint: 00% Overprint Gap Color: [Poper] Gap Tint: 100% Overprint
	Table Spacing Stroke Drawing Order Space Before: 0 0.0625 in Draw: Best Joins ~
Pictural Table Setup Row Strokes Column Strokes Fills	Style Name: Data Table Location: Row Strokes Alternation Battern: Mone
	Alternating First: 0 Rows Weight: 1 pt Weight: 0.25 pt Type: Type: Image: Color: [Black] Color: [Black] Color: [Black] Tint: 100% Overprint Tint: 100% Gap Color: [Paper] Gap Tint: 100% Overprint

	Style Name	Data Table					
tup	Location						
okes	Column Strokes						
	Alternating	Pattern: None					
	Alternating						
	First			Next:			
	Weight	: 0 1 pt		Weight:	0.25 pt		
	Туре			Type:		11	
	Color	Black]	~	Color:	Black]		-
	Tint	: 2 100%	Overprint	Tint:	€ 100%	D Overpri	rit
	Gan Color	[Paper]		Gan Color:	[Paper]		
General Table Setup Row Strokes	File	Style Name: Location:	Data Table			_	
Column Strokes Fills		Alternating Pi	attern: Every C	ther Row			
Column Strokes Fils		Alternating P Alternating First: Color: Tint:	attern: Every C	ows 311 Overprint	Next: Color: Tint:	C 1 ☑ [None] C 100%	Rows

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Step 6: Test the Table Style

Table View V	Vindow	Help	Br	St	174.8	
Insert Table			Ctrl+Alt	:+Shift+	Т	
Convert Text to	o Table				~	
Convert Table	to Text				\leq	
Table Options					>	
Call Ontions						
Insert Table						
Table I B Hea For	Dimensions ody Rows: Columns: der Rows:	5	4 5 2 0			OK Cancel
Table Sty	le: Data	Table		~		

- 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

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Step 7: Turn on Linking to Spreadsheets

Preferences

eneral	File Handling
terface	Document Recovery Data
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ivanced Type	
omposition	Saving InDesign Files
nits & Increments	Number of Recent Items to Display: 20
ids	Always Save Preview Images with Documents
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ctionary	Preview Size: Medium 256x256
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ory Editor Display	
splay Performance	Links
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t Handling	
ıblish Online	Create Links When Placing Text and Spreadsheet Files
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	Default Relink Folder: Most Recent Relink Folder \sim
	Hide New Lavers When Updating or Relinking

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Step 8: Place Excel file



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Step 9: Place Excel file





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

2 X LPI		
Resolution	File Size	
225	Cell Options	>
266	2' Delete	>
330	2. Merge Cells	/
250	3. Split Cell Horizontally Split Cell Vertically	
	Convert to Header Rows	



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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	



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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

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Step 14: Open Excel file from Links panel



After editing in Excel, save and return to InDesign

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Step 15: Edits will appear in InDesign

No

Adobe InDesign



Edits have been made to the imported version of "Resolution Requirements.xls". You will lose these edits (with the exception of changes applied to spreadsheets through cell styles or table styles) when you update the link. Update anyway?

You will get a confirmation dialog box

	1.5 X LPI Resolution File Size		2 X LPI		
			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	

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Step 16: Turn OFF Linking when done

Preferences

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omposition	Saving InDesign Files
nits & Increments	Number of Recent Items to Display: 20
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uides & Pasteboard	Pages: First 2 Pages \checkmark
ctionary	Preview Size: Medium 256x256
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utocorrect	
otes	Snippet Import
ack Changes	Position at: Cursor Location
ory Editor Display	
splay Performance	Links
	Check Links Before Opening Document
le Handling	Z Find Missing Links Refere Onening Document
Handling	
ublish Online	Create Links When Placing Text and Spreadsheet Files
	Preserve and Dimension With Fairmany
	Default Relink Folder: Most Recent Relink Folder
	Hide New Lavers When Lindating or Pelinking