

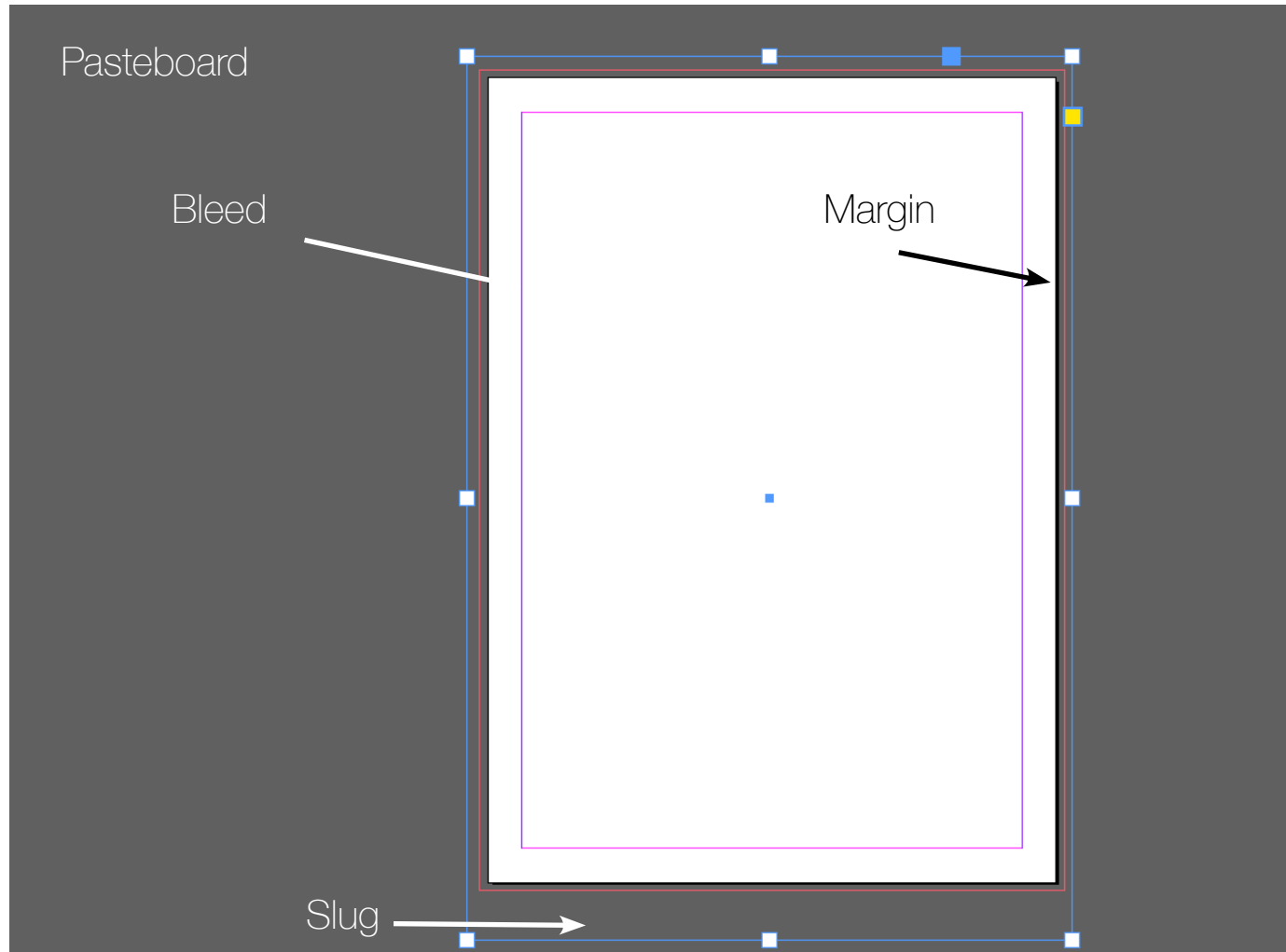
# How to make a Report in Adobe InDesign

# Table of Content

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# Naming

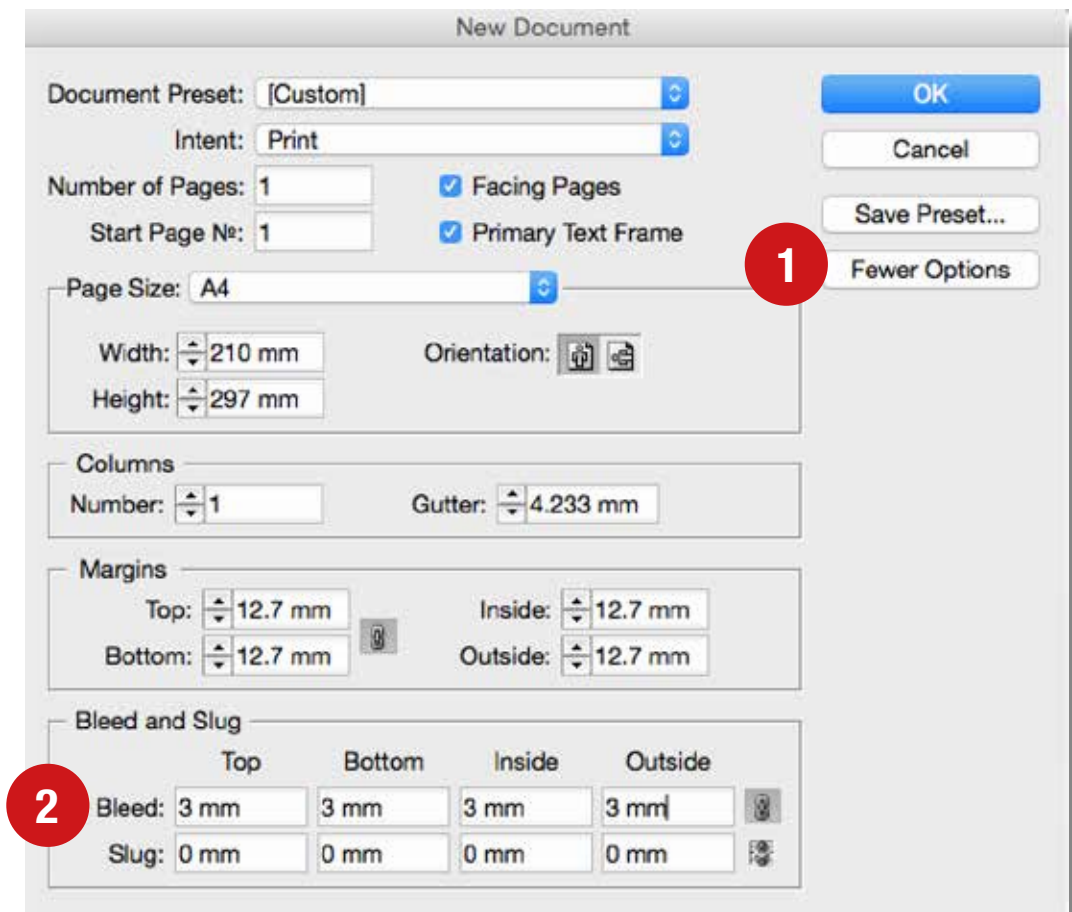
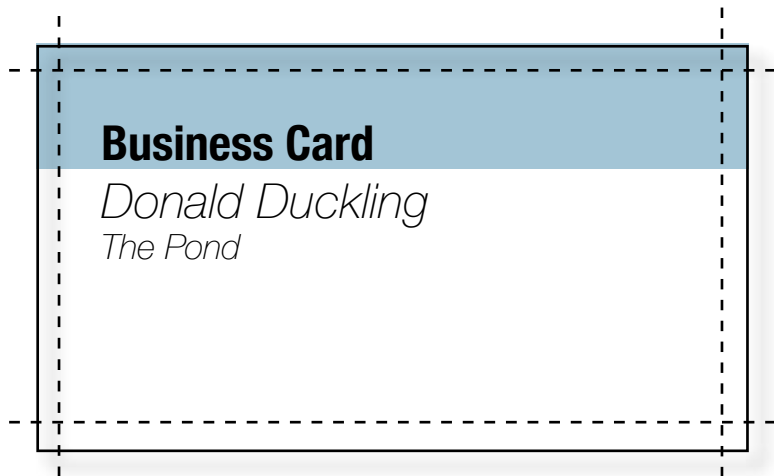


# Bleed

**Bleed** we need to know about, if the document is for print.

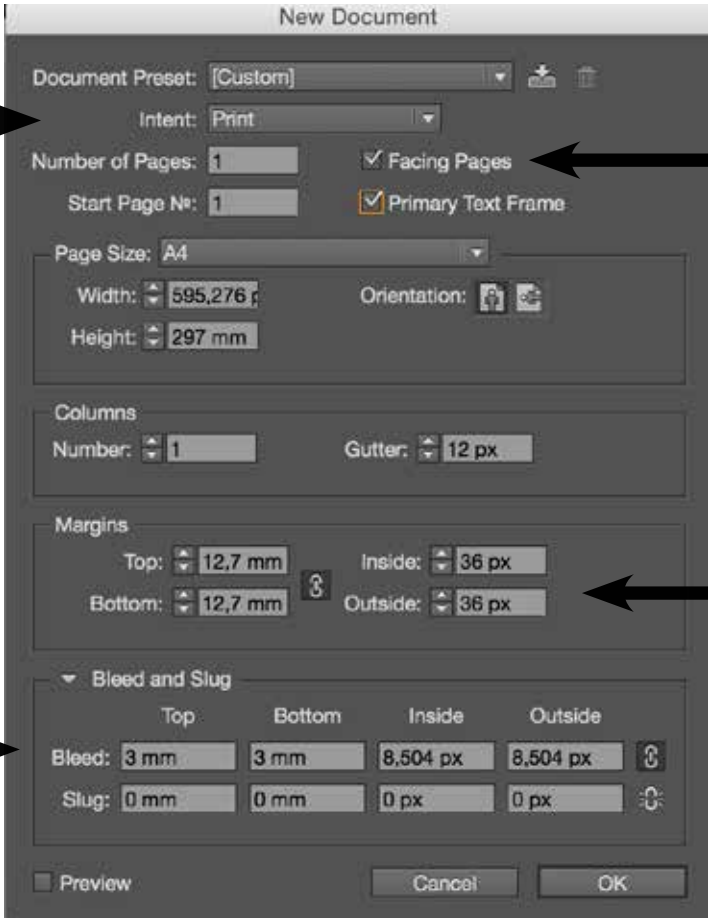
If this document was for print, there would be a problem, it need to have **3 mm all around the edges, for the cutting process!**

**Find More Options** under New Document and remember when you create the PDF, that you have to tick the Bleed settings



# Creating a new file

1. Open InDesign - Go to **File** in the top menu bar - **New document**



The image shows the 'New Document' dialog box in Adobe InDesign. It is divided into several sections: Document Preset, Intent, Number of Pages, Start Page No, Page Size, Columns, Margins, and Bleed and Slug. Annotations with arrows point to specific settings:

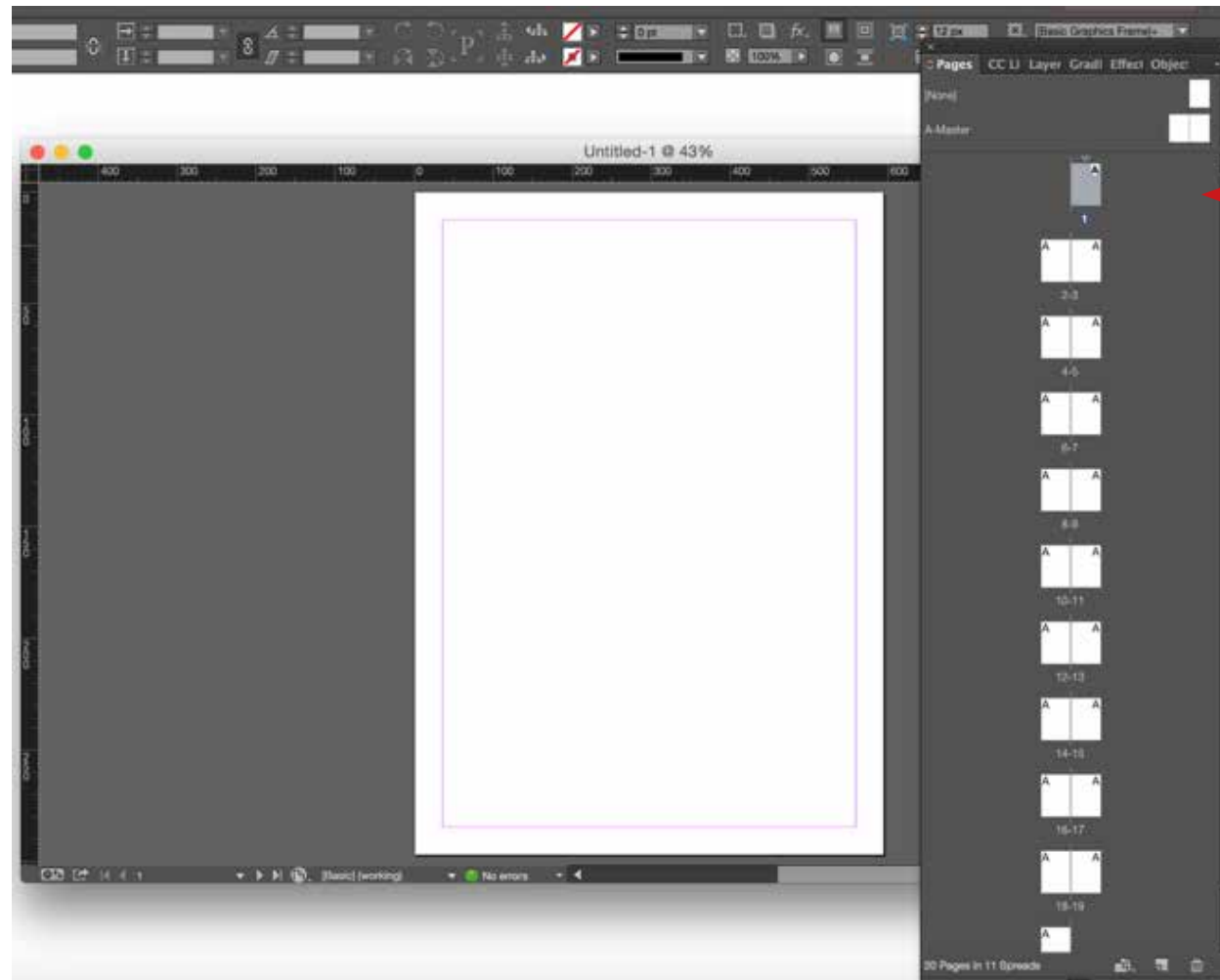
- An arrow points to the 'Intent' dropdown menu, which is set to 'Print'. The text says: 'Choose between print or web'.
- An arrow points to the 'Facing Pages' checkbox, which is checked. The text says: 'If you want pages to open like a book choose **V** in Facing Pages'.
- An arrow points to the 'Bleed' settings in the 'Bleed and Slug' section, where the top and bottom values are set to 3 mm. The text says: 'For print choose **extra 3 mm** under Bleed'.
- An arrow points to the 'Margins' section, where the inside and outside margins are set to 36 px. The text says: 'Margins help you make the text in a distance away from the edge.'

At the bottom of the dialog box, there are buttons for 'Preview', 'Cancel', and 'OK'.

# The Pages panel

Go to top menu - **Window - pages**

Now you can see all your new pages



Here you can see on which page you are

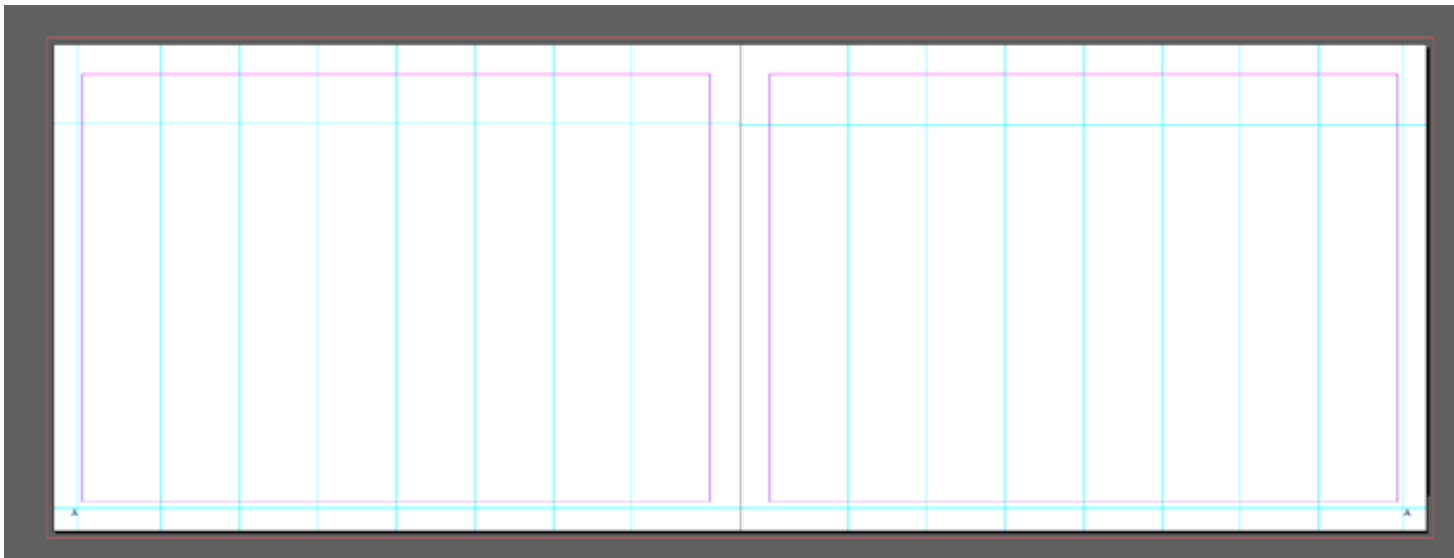
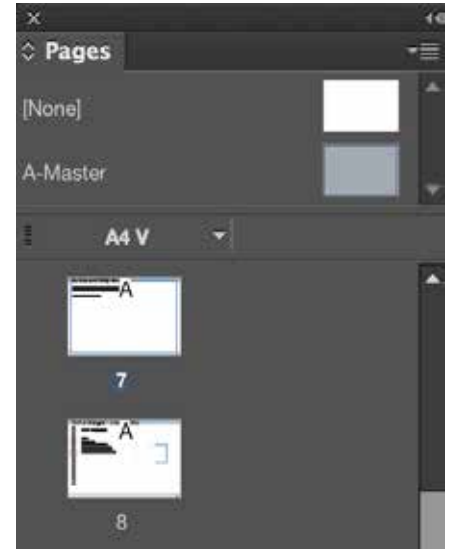
Create a new page

# Guides and Help lines

When you plan to create a Report or Catalog, you can make Guides from your Rulers (can be dragged out from top & sides)

**START at the A-Master page**

You can remove the guides if you press **w**



# Text or images - create a box



Make a **box** in InDesign

## TEXT

If you want text  
drag a box with the Type tool  
or make a box - both ways works  
Remember it's good idea to create  
guides with your rulers in the A-Master

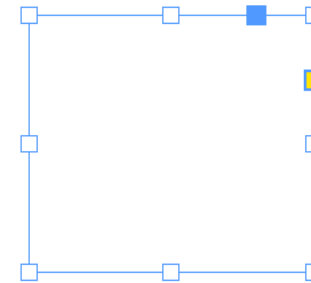
## IMAGES & TEXT

Create a box with any of the 2 box tools

Choose **cmd + d** or  
**ctrl + d**

- and import your image

or go to **File** - place and find your image



USE **Contrast** in size and color  
Alignment in the content  
(at tingene flugter)



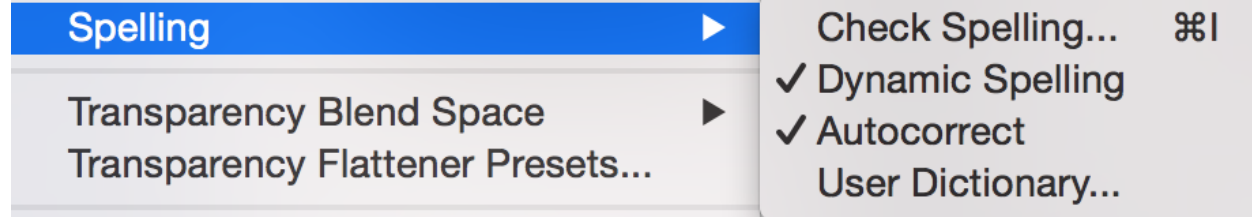
# Check Spelling

Go to **Edit > Spelling and grammar**

## > **Check Spelling While Typing**

to view errors while you type.

The Check Spelling window will give you possible corrections for each error, and invite you to Change or Skip them. When you're finished, click Done.



# Word Count:

Word count - Go to **Window - Info** and stand with **the curser in the tex box**  
( it will tell how many words and characters for the text boxes that are chosen

Alternatively you can download a script...

Go to **indesignsecrets.com/downloads**  
And then just enter the exact name for the script with the **.zip**

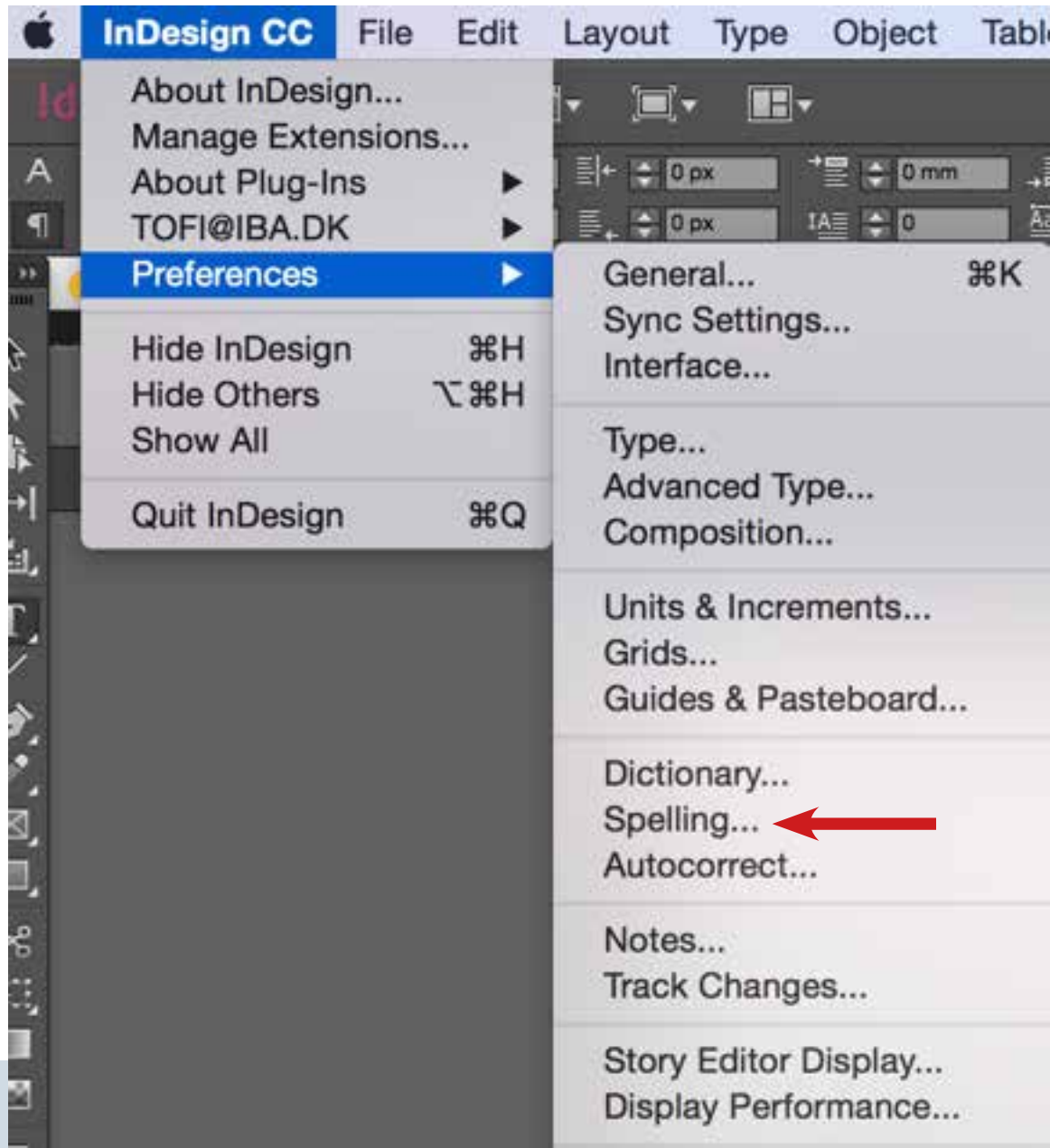
[www.lynda.com/articles/surprising-ways-to-do-a-word-count-in-indesign-indesign-secrets](http://www.lynda.com/articles/surprising-ways-to-do-a-word-count-in-indesign-indesign-secrets)

<http://www.indesignskills.com/skills/word-count-in-indesign/>

[indesignsecrets.com/how-to-install-scripts-in-indesign.php](http://indesignsecrets.com/how-to-install-scripts-in-indesign.php)

# Spell check - Dictionary and Autocorrect

Go to **InDesign - Preferences - and choose**

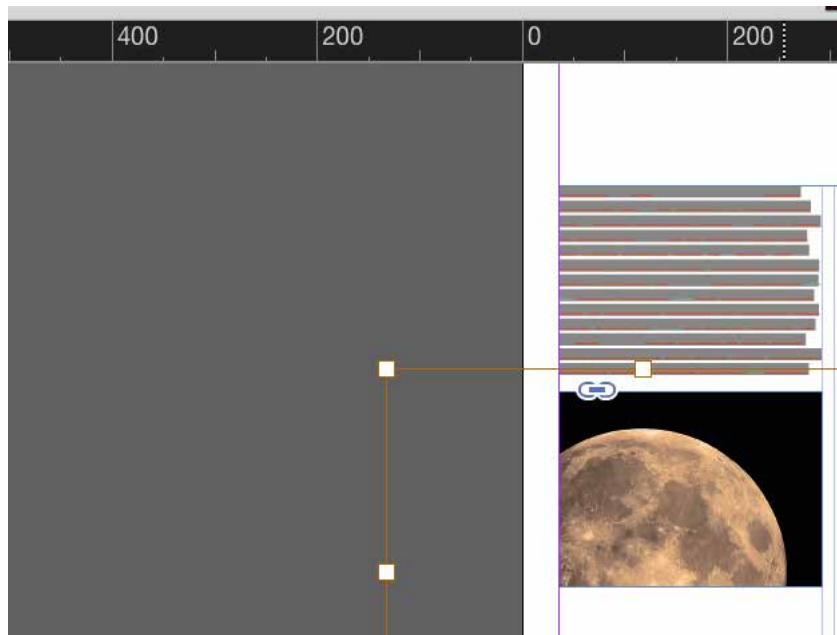


# Image placement

**cmd + d on Mac** and **ctrl + d on pc** for importing an image



Choose the **white arrow** tool  
you can select the image inside the frame and move it around

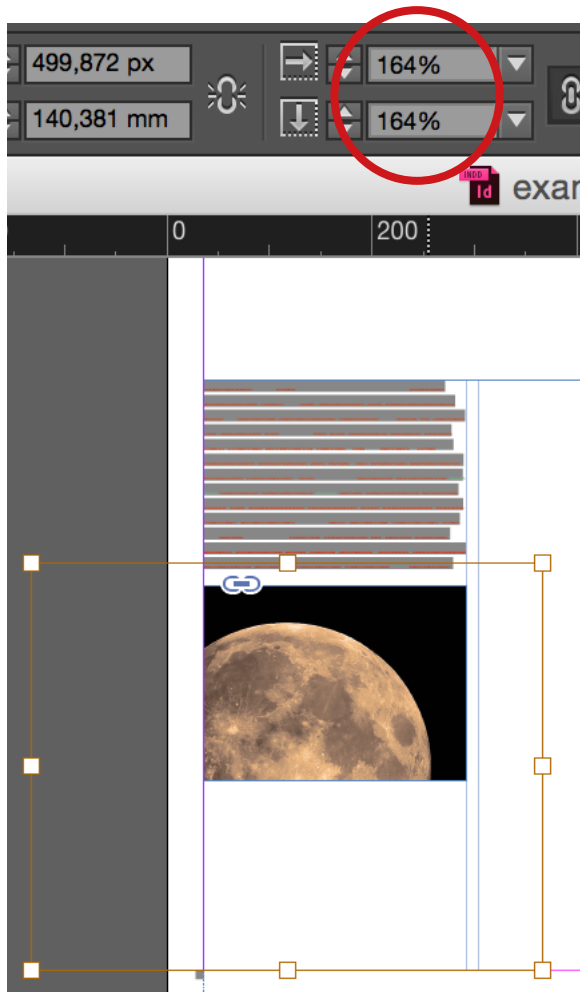


If you want to change the size  
Remember to **hold down Shift**  
while you drag in the corner

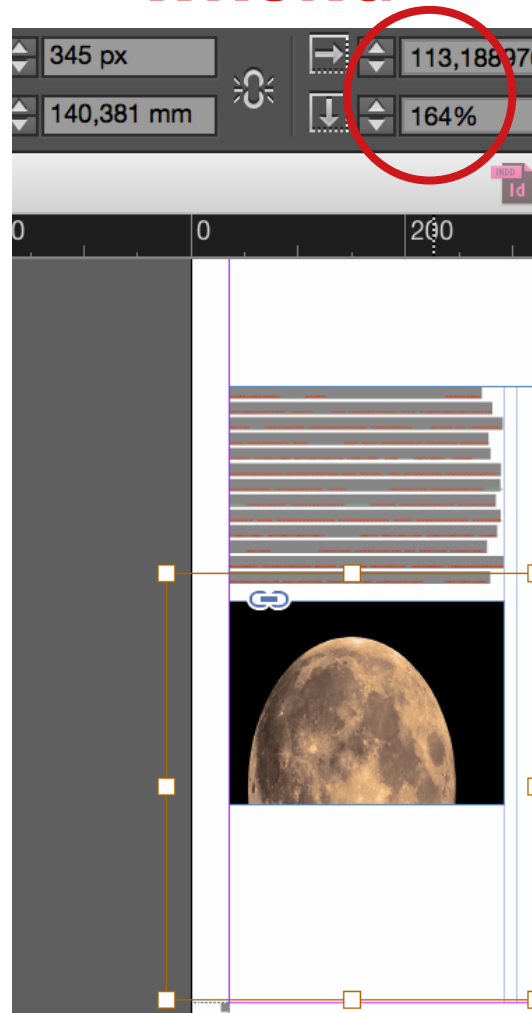
# Correct Image placement

You need to make sure the **proportions** are correct  
The image has to have same proportion

**RIGHT**



**WRONG**



# Image Display

If your image doesn't look sharp, it's because InDesign has a pre-setting for importing images to Typical Display. **Select the image** with your **black selection** tool - **Right click** and choose **High Quality**

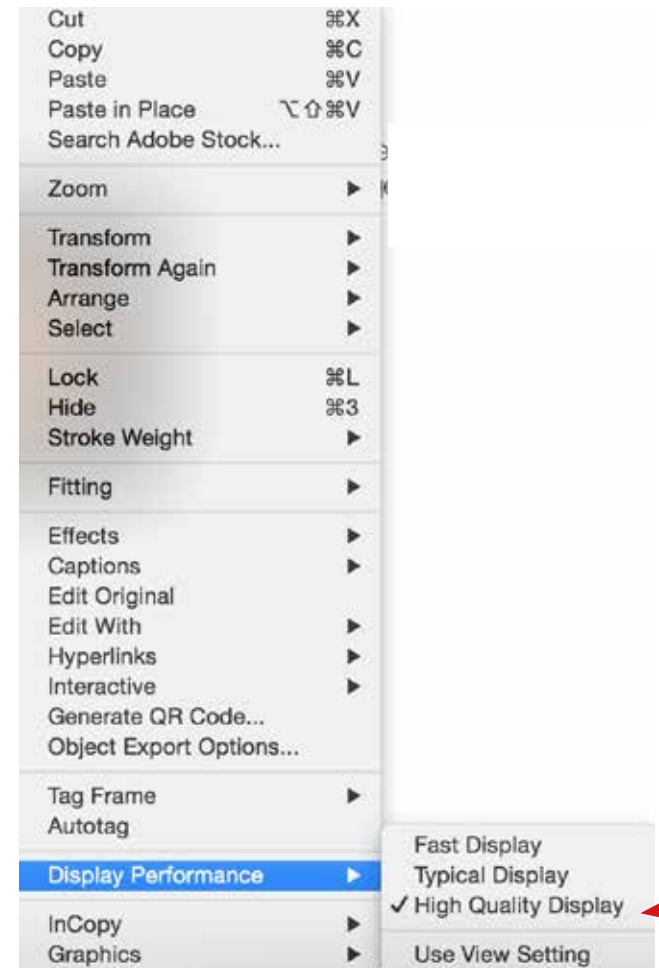


Typical Display

To save speed InDesign changes the Display

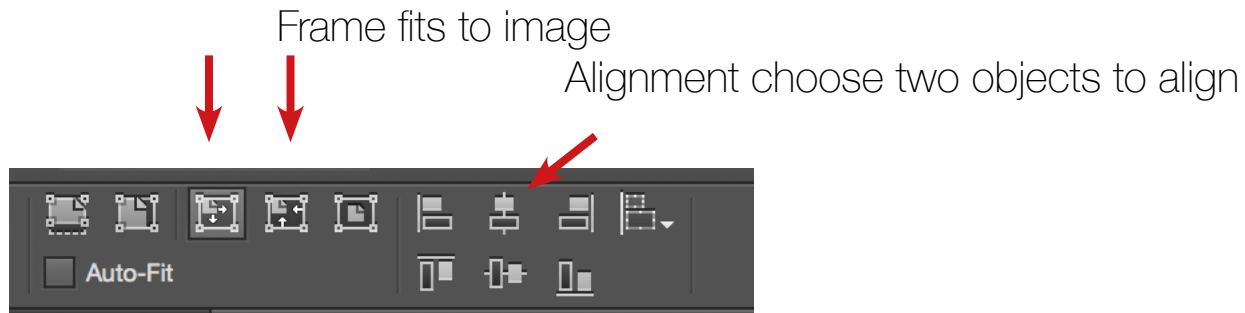


High Quality Display

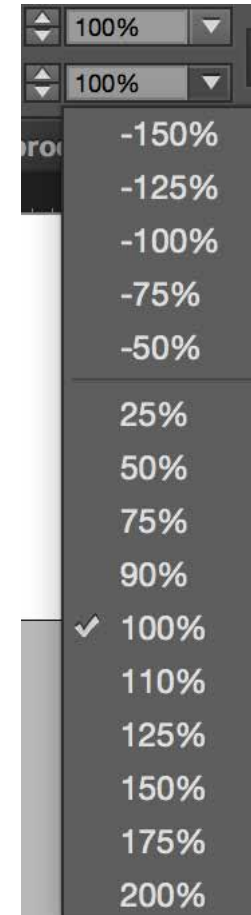


# Arranging an imported image

When you **Import an image** it might be too big or too small, you can either select one of these or the **white selection tool** and the %



Always check that the proportions are correct in the proportions %



# Guidelines

## Font sizes for text

### Body Text:

Minimum **10 pt** — Maximum **12 pt**

### Chapter Headings ('A' Headings):

Minimum 14 pt — Maximum 16 pt

### Sub-titles ('B' Headings):

Minimum 12 pt — Maximum 14 pt

Make sure to think about your Leading too — as a general rule, try to make it a little more generous than the Auto leading value in InDesign

<http://www.indesignskills.com/inspiration/fonts-for-books/D>

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**Designing for grids, create helping guides and rulers in your Master page**

**Rulers** can be found under **View**



# Importing from Word

If you have written all in **Word** and want to import it - then look at these videos

[www.lynda.com/InDesign-tutorials/Importing-text/368575/412991-4.html](http://www.lynda.com/InDesign-tutorials/Importing-text/368575/412991-4.html)

<http://www.lynda.com/Acrobat-tutorials/Import-formatted-Word-text-InDesign/440650/484395-4.html?>

Go to **BB - 6MMD-info - to the right link to www.Lynda.com**  
search Word formatting import to InDesign or just read next pages..

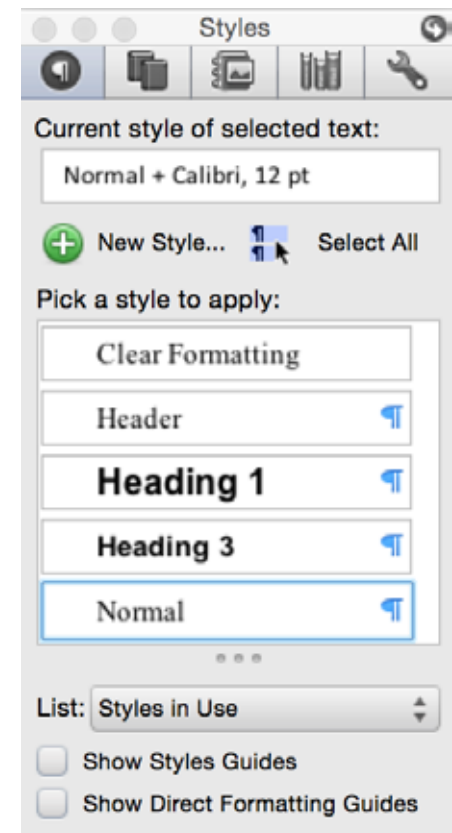
# Importing from Word

Do you want to retain **formatting from the Word** document or not?



Under **Home** in Word find the styles, and set them to **“Styles in use”**

If you work on Windows and open InDesign, you will need to close Word first. Mac can keep both programmes open.



# Importing from Word

## Can File - new document

Make 1 page in InDesign

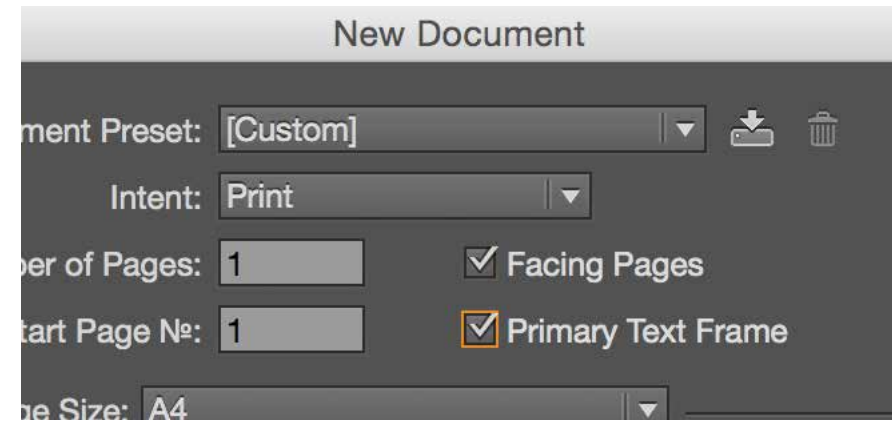
Create a box and select it with the text tool and

**Mac:** **cmd + d** (import your document) **find the doc.**

**Pc:** **ctrl + d** (import your document) **find the doc.**

it will automatically create all pages for you, if you have ticked the Primary text frame.

[www.lynda.com/InDesign-tutorials/Understanding-text-flow-methods/101959/110157-4.html](http://www.lynda.com/InDesign-tutorials/Understanding-text-flow-methods/101959/110157-4.html)



# Creating Bookmarks

Choose **Window** in the top menu

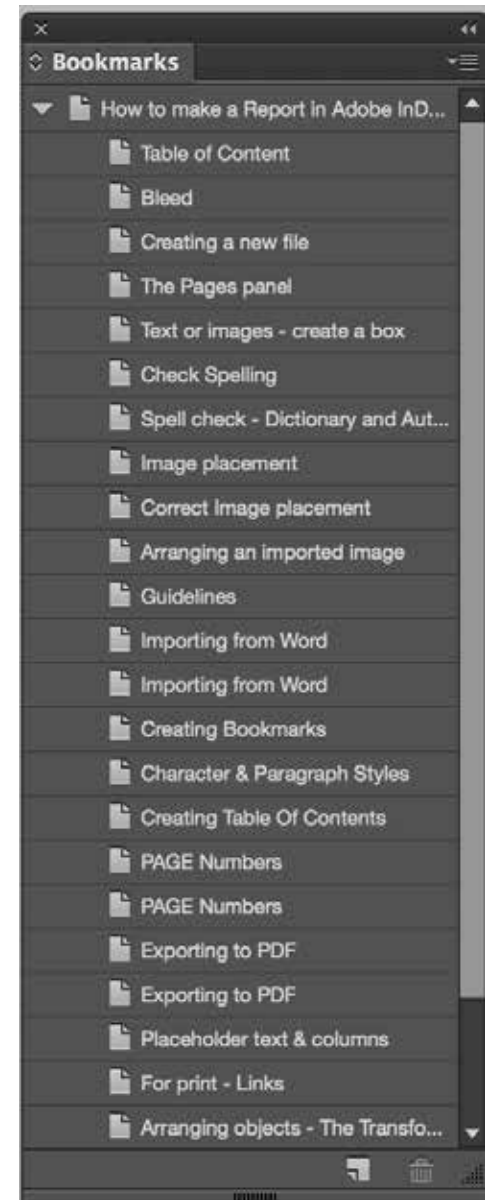
Go to **Interactive - Bookmarks**

The easiest way is to make all the titles in your document the same style in **Character Styles** or **Paragraph Styles**

They can be found under **Window - Styles**

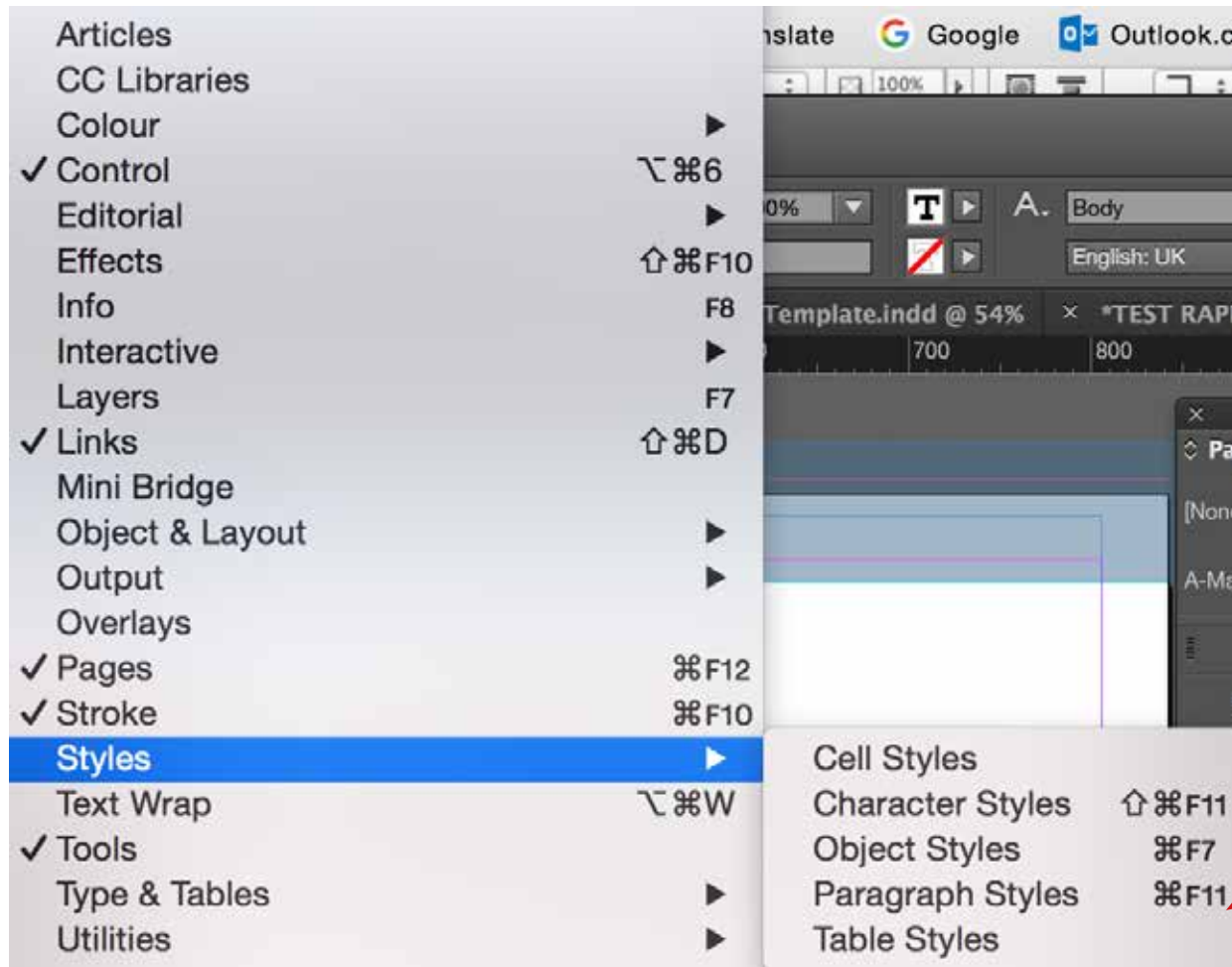
This video from Lynda.com explains it

<http://www.lynda.com/InDesign-tutorials/064-Creating-bookmarks-PDFs/85324/116353-4.html?>

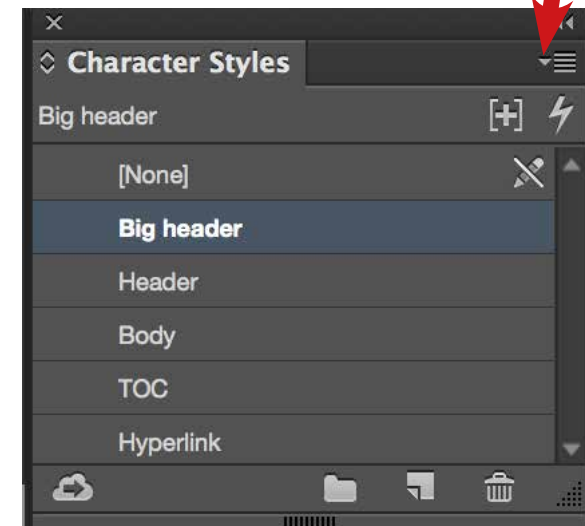


# Character & Paragraph Styles

The **Font** in every page has the same formatting, I have selected it, and clicked at the **Character Styles**, where I choose the font and size.



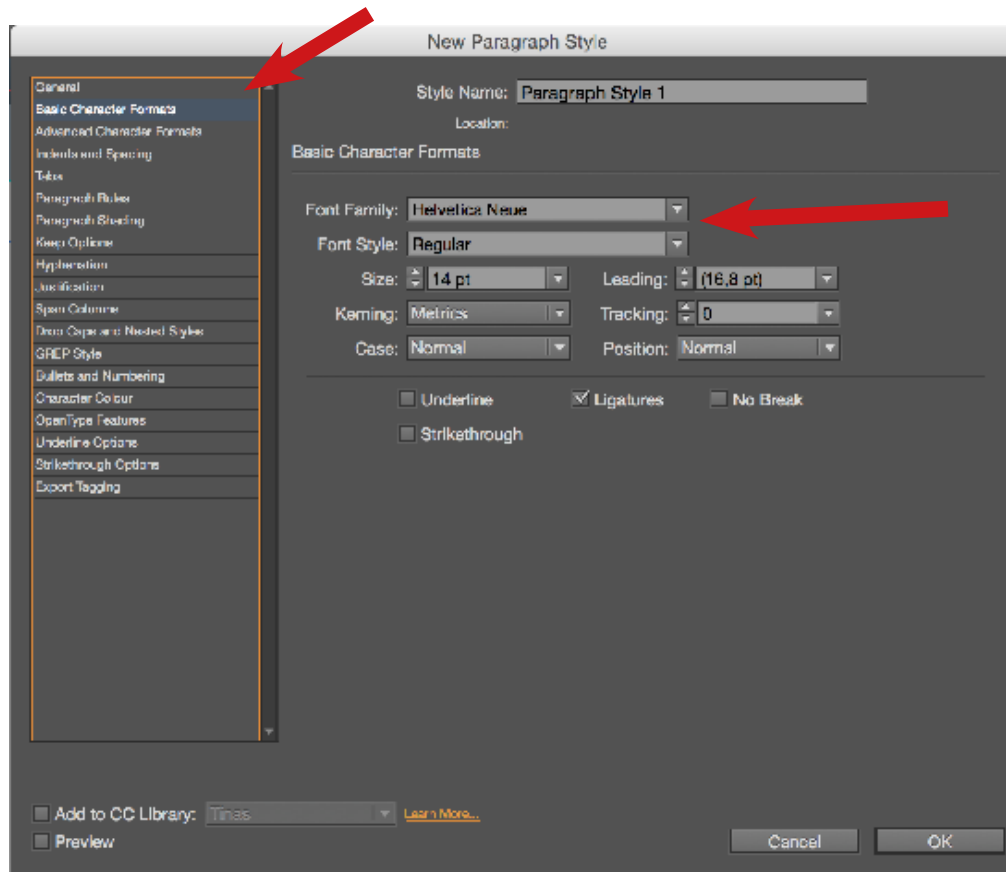
To create a new **Character Style**, just click here and



Choose between **Character Styles** and **Paragraph Styles**

# Character & Paragraph Styles

Fill out under “General” and “Basic Character Formats”



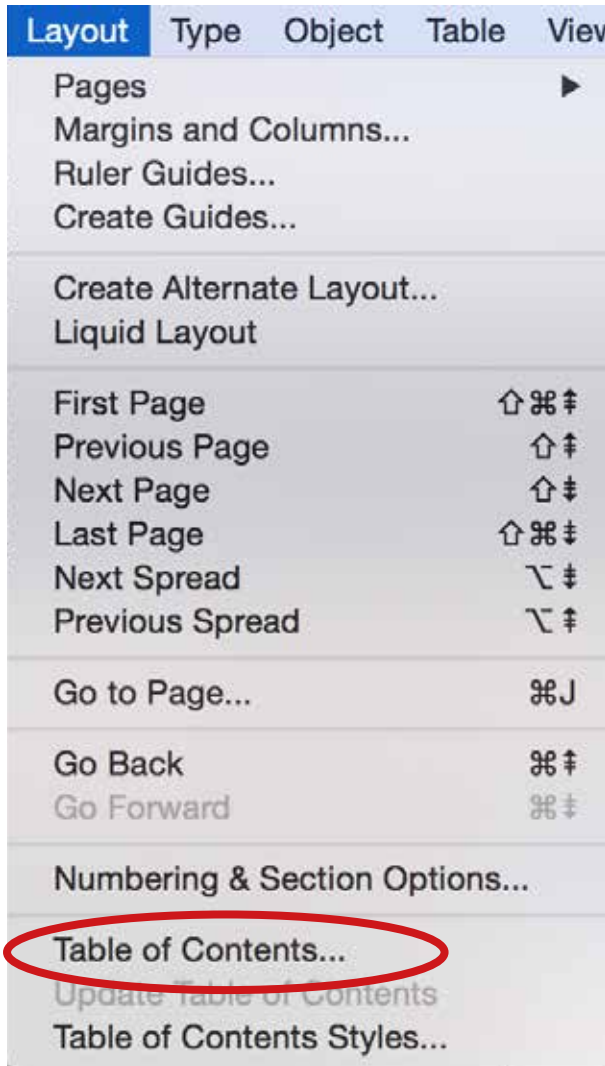
Choose a font that will be easy to read

For longer text, like the body text use the **Paragraph Styles** and for short areas like a **Bold** or *italic* word, use **Character Styles**

**Select the text** and **click** at the **Paragraph** or **Character styles palette** to change the text into the wanted formatting.

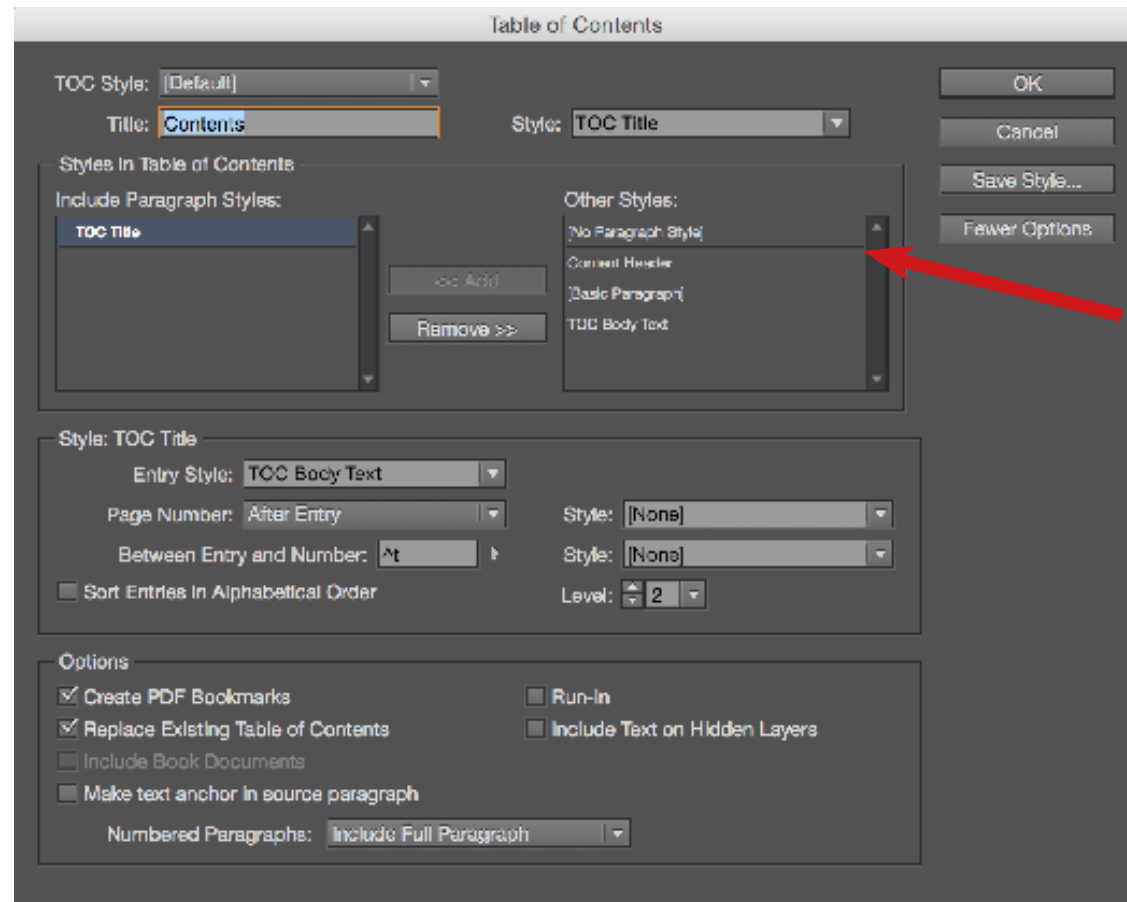
<http://www.lynda.com/InDesign-tutorials/Fixing-style-overrides-Redefine-Style/374188/437037-4.html?>

# Creating Table Of Contents



## Layout - Table Of Contents

Make sure **all your headers** of each page are created with **Paragraph Styles named the same** like ex. **“TOC Title”**



Find the **TOC titles** and click the **Add** button in the middle

# Creating Table Of Contents

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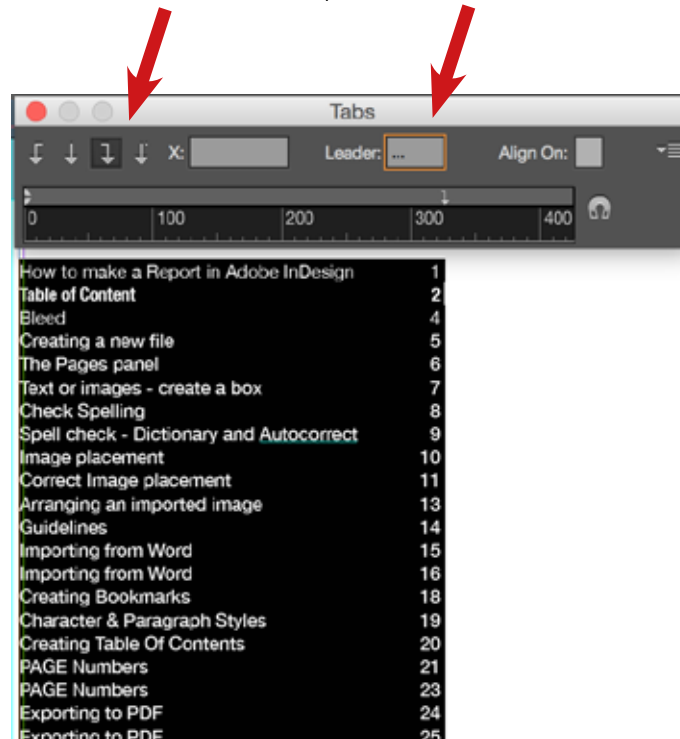
Choose **Type - Tabs**

“Enter”

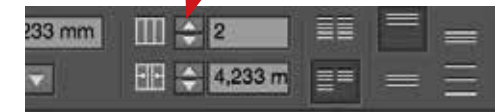
and drag the arrow to the preferred distance

and make **dots in the Leader** if you want a dotted line

The text has to be selected to make it work and press



Here the **text was selected** with the **black selection tool** and I choose to make **Columns**

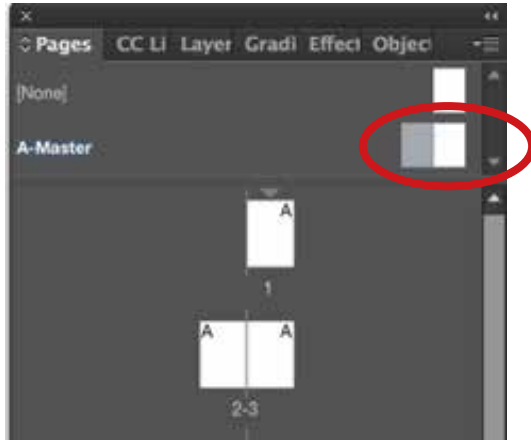


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# PAGE Numbers

## The A-Master



What you create here  
will be **visible at all pages!**  
So make sure where you are

Now we can make page numbers

MAKE sure you have **clicked twice** at the **A-Master**  
**so it's selected**

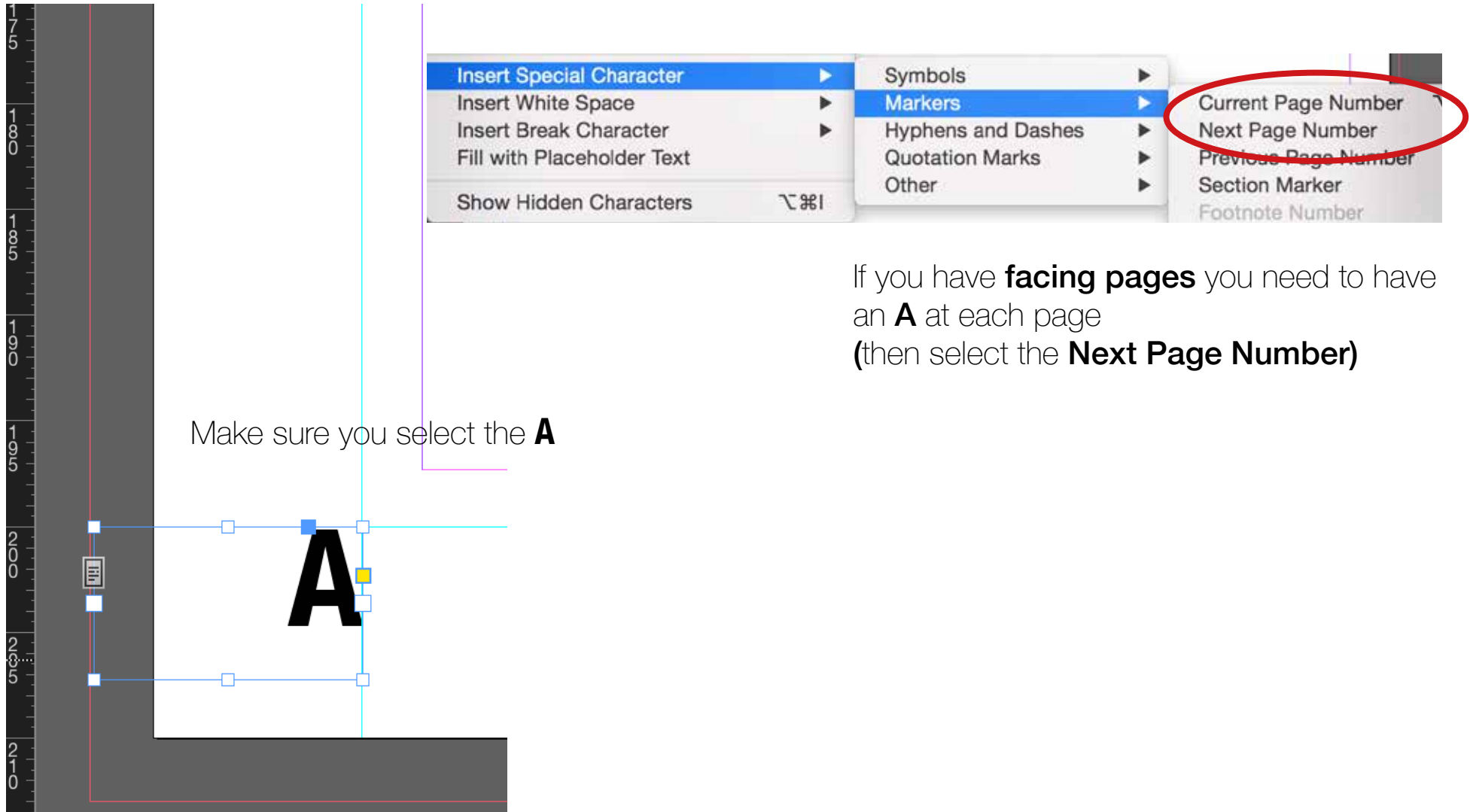
With the TYPE tool you click and drag to make a box down  
in the right bottom corner



# PAGE Numbers

Select the Letter **A**

Go to **TYPE - Insert Special Character - Markers - Current Page number**

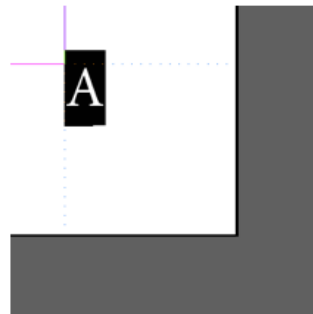
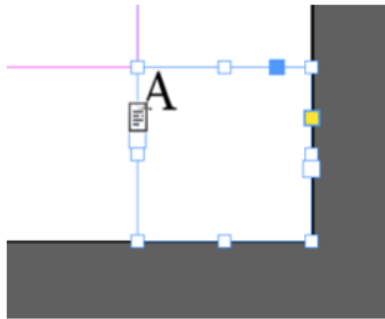


If you have **facing pages** you need to have an **A** at each page  
(then select the **Next Page Number**)

# PAGE Numbers

For making **page numbers** in the bottom right side use the **type tool** and **make a new box** and write the Letter **A**

**Select the letter so it's black**



Go to **TYPE - Insert Special Character - Markers - Next Page number**  
Then all page numbers automatically change for each page

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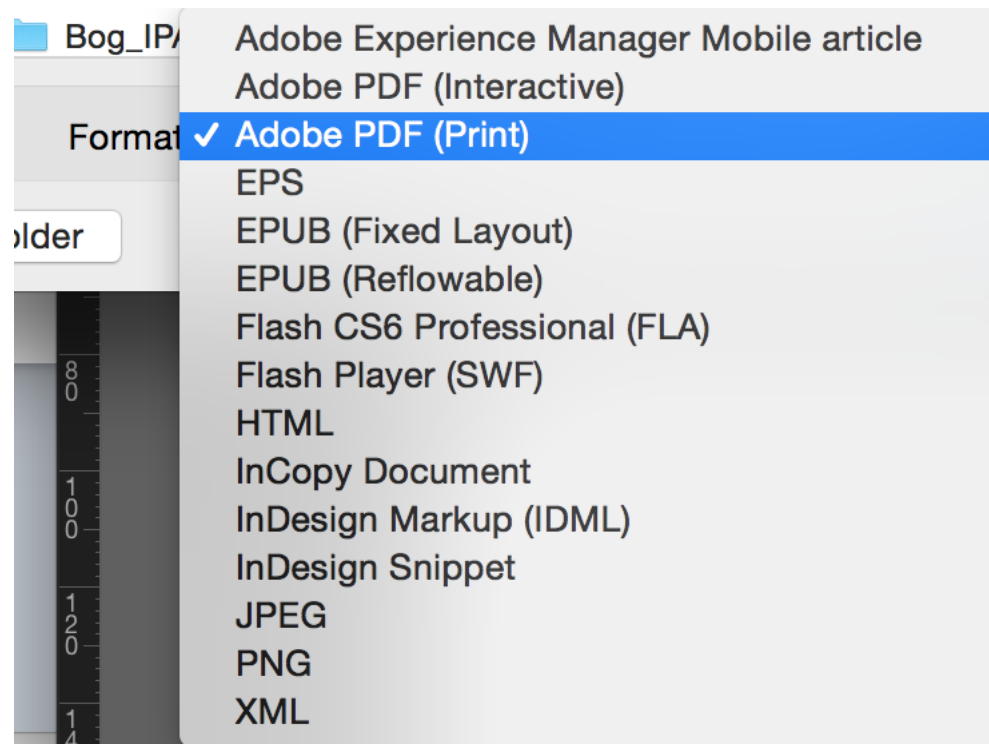
Page numbers - Lynda video

[www.lynda.com/InDesign-tutorials/117-Including-total-page-count-your-page-numbers/85324/155456-4.html](http://www.lynda.com/InDesign-tutorials/117-Including-total-page-count-your-page-numbers/85324/155456-4.html)

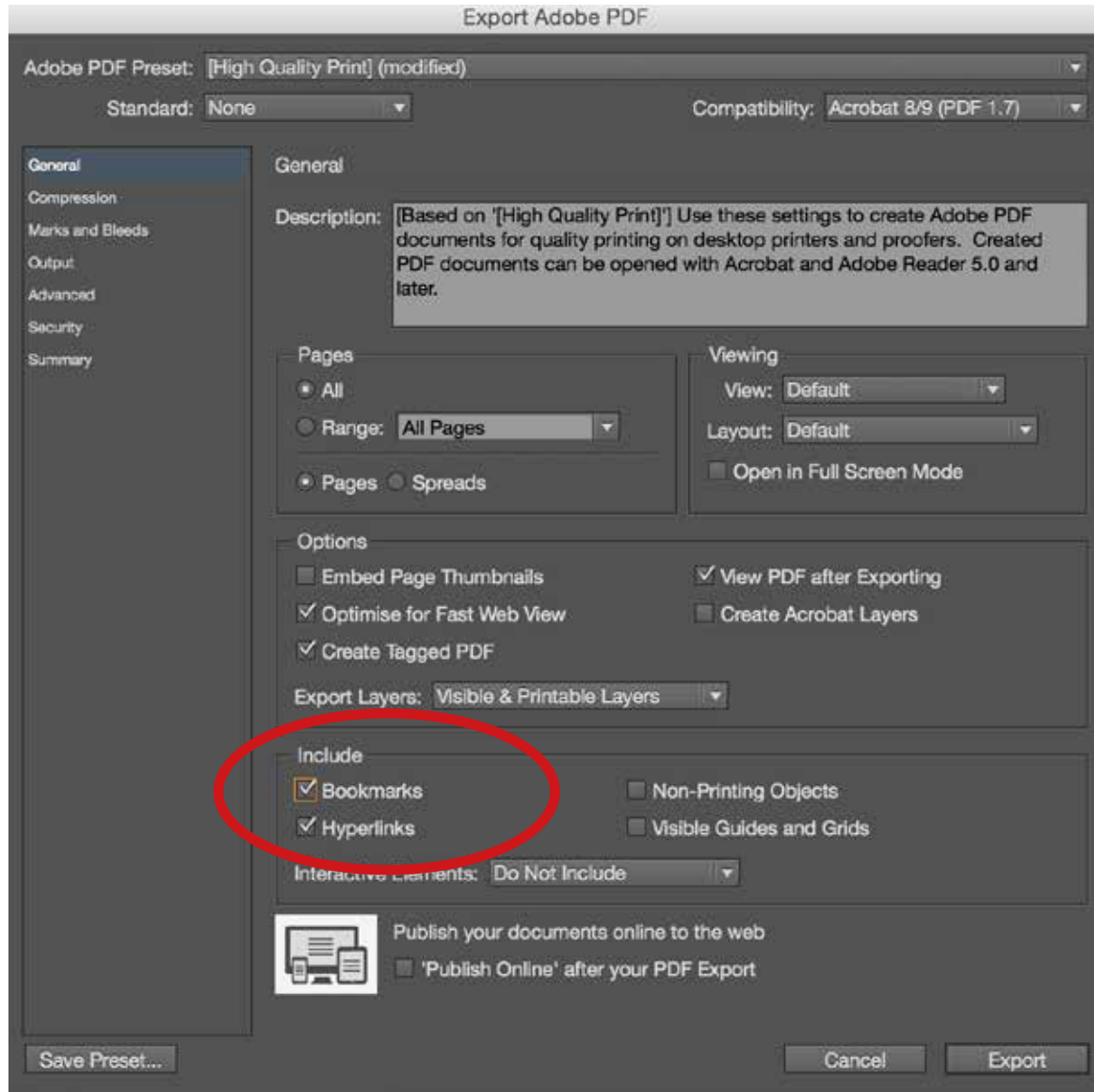
# Exporting to PDF

## File - Export

You can save to **Print PDF** and still have **Hypelinks and Bookmarks** to work



# Exporting to PDF



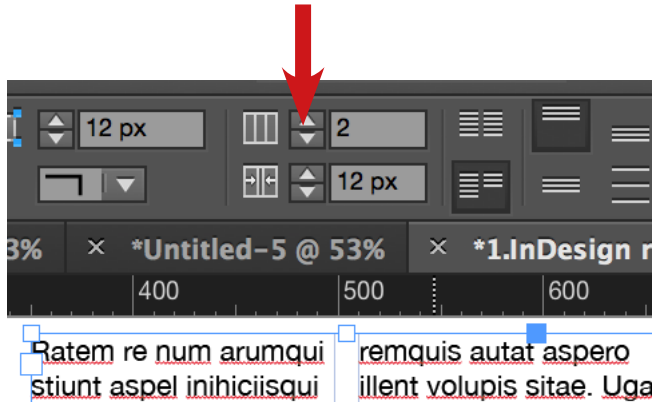
[www.lynda.com/InDesign-tutorials/215-Making-print-PDF-do-double-duty-online-PDF/85324/439036-4.html](http://www.lynda.com/InDesign-tutorials/215-Making-print-PDF-do-double-duty-online-PDF/85324/439036-4.html)

# Placeholder text & columns

Go to **Type** - Fill with placeholder text -  
select the frame

## Making Columns

Choose the **black selection Tool**  
select the box - write number of col-  
umns



Ratem re num arumqui stiunt aspel inihiciis-  
qui necus, aut ut am, que vollam nonse simi,  
alatio. Pici inullec ulluptatet veles molupiet  
adisquodisi a corecus, cus molenih iliciderum  
estiatium rem et magnat

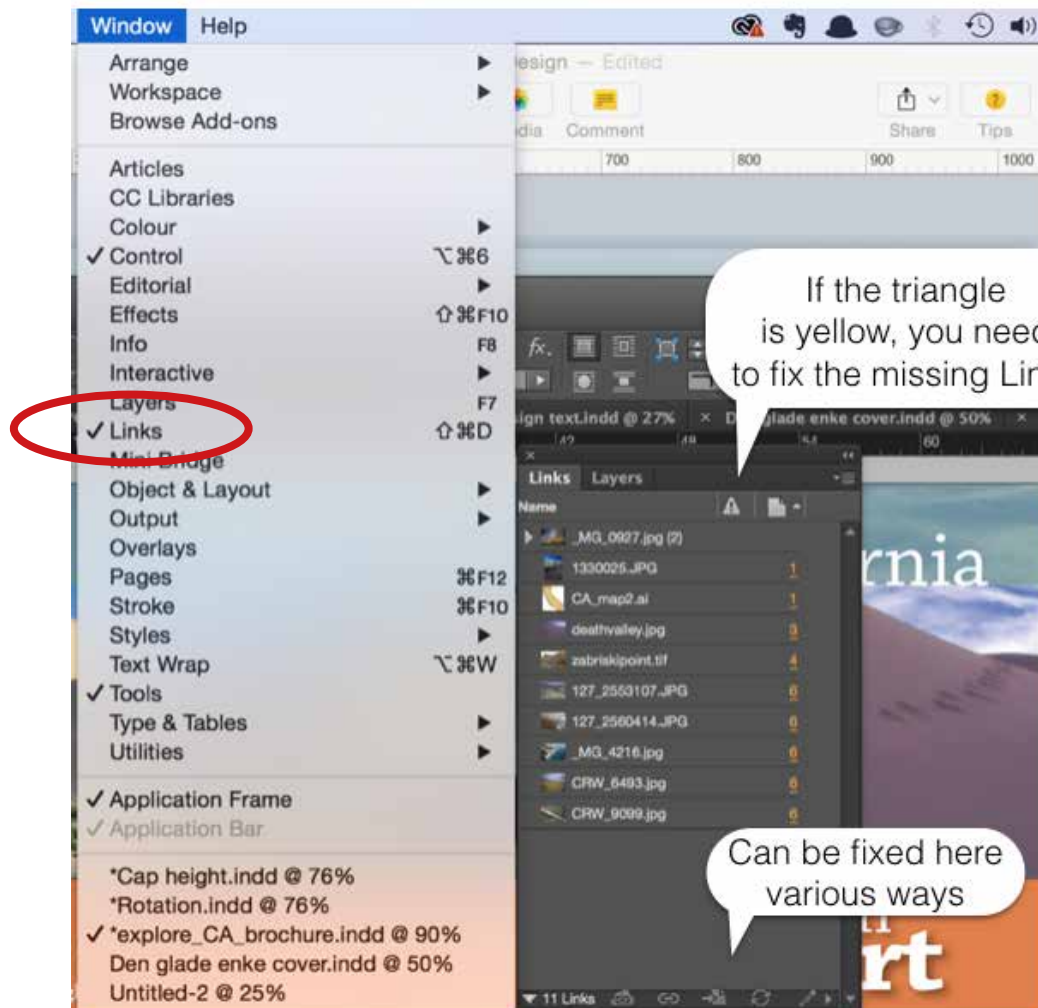
Ratem re num arum- qui stiunt aspel inih- iciisqui necus, aut ut am, que vollam nonse simi, alatio. Pici inullec	ulluptatet veles mo- lupiet adisquodisi a corecus, cus molenih iliciderum estiatium rem et magnat
------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

# For print - Links

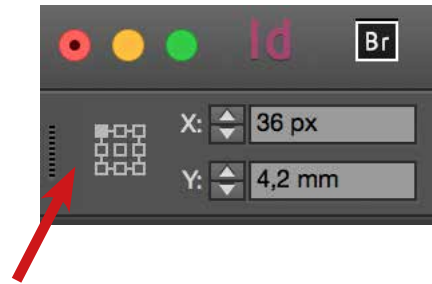
If you have to send your work off to print - start with collecting all your images and **save them in the same folder**

Make sure you have all Links fixed

(Always save all your images/logos/fonts in a folder)



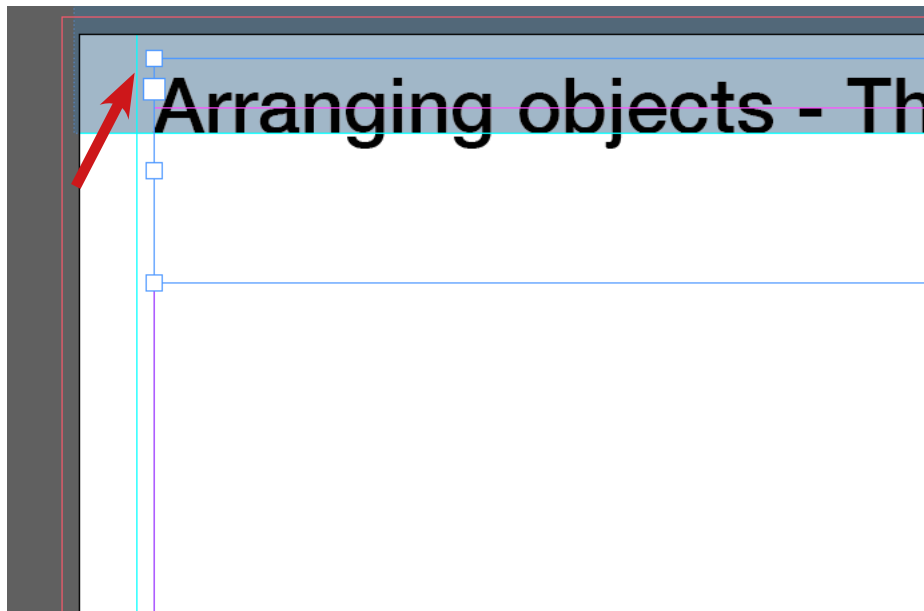
# Arranging objects - The Transform pallet



When you want to have the same distance between objects at every page, use the **Transform function**.

It shows the **coordinates**, here at the **top right corner**.

**It tells me that the box has to be placed at these numbers at every page, then it will have a consistency in the Design.**





# For print - Package & Preflight

If you have to send your work **off to print**

Make sure you have all your links in a folder - the Package function can create it for you.

## **Choose in the top menu InDesign - File - Package**

if you want to assemble a copy of your InDesign document

1. In the Instructions Dialog box
2. Tick for copy Fonts
3. Copy linked Graphics
4. Update Graphic Links in Package

## **TOC - Table of Content (Epub)**

[www.lynda.com/InDesign-tutorials/Creating-navigation-TOC/374187/415018-4.html](http://www.lynda.com/InDesign-tutorials/Creating-navigation-TOC/374187/415018-4.html)

## **Spell check**

<http://www.indesignskills.com/skills/spell-check-indesign-document/>

## **How to put text into a document**

[www.lynda.com/InDesign-tutorials/Adding-editing-text/368575/412960-4.html](http://www.lynda.com/InDesign-tutorials/Adding-editing-text/368575/412960-4.html)

## **Rules above or under a paragraph**

[www.lynda.com/InDesign-tutorials/Using-drop-caps/368575/413047-4.html](http://www.lynda.com/InDesign-tutorials/Using-drop-caps/368575/413047-4.html)