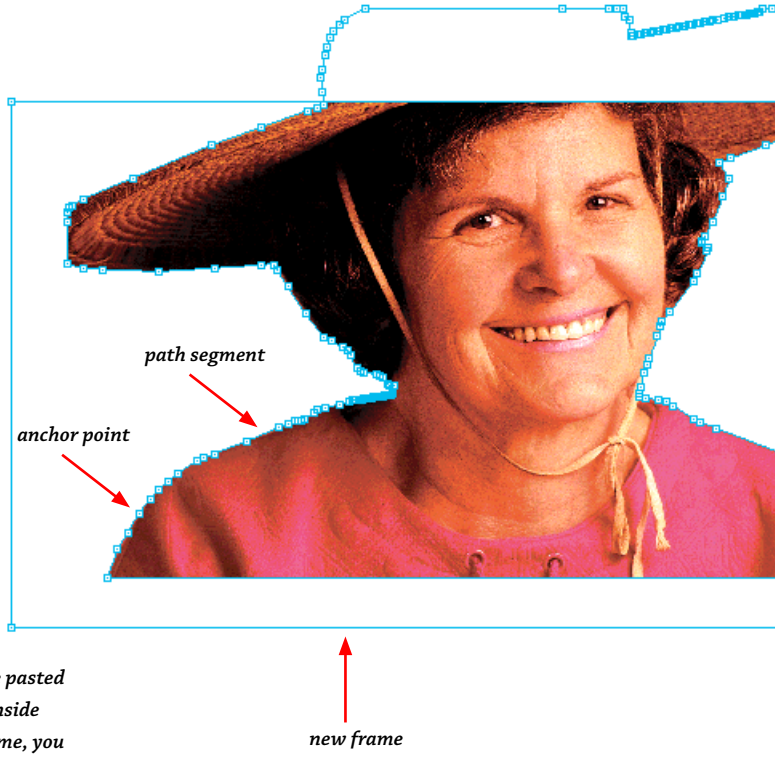
InDesign

When I try to crop an imported image with a clipping path, nothing reacts the way I expect. Instead, I change the clipping path without affecting the image, or I distort the clipping path. What's going on?

Nothing you can't fix by using a specific cropping technique, which is described below. But first, here's a quick explanation of what's happening. You're probably trying to crop the image and clipping path with the selection and direct-selection tools. However, the selection tool always resizes the clipping path without affecting the image. And the direct-selection tool either moves the image, moves the clipping path, or edits the clipping path (if you've selected an anchor point rather than a path segment). Instead, to crop the image and clipping path, you need to paste them inside of another frame. Here's how.

1. Use one of the drawing tools to create a new frame that you'll use to crop the other frame.
2. Click the image with the selection tool to select it and its clipping path.
3. Choose Edit > Cut. Then select the new frame and choose Edit > Paste Into. InDesign automatically pastes the upper-left corner of an object into the upper-left corner of the new frame. However, you can adjust this positioning easily.



Once you've pasted the image inside the new frame, you can move it around to get the exact crop you want.

4. Move the image you've pasted inside of the new frame by holding down Ctrl (Windows) or Command (Mac), positioning the direct-selection tool on the image's clipping path, and dragging inside the frame. Be careful to select a path segment on the clipping path, not an anchor point, or you'll accidentally edit the path.

Resizing the InDesign pasteboard

LOOKING FOR A LITTLE MORE ROOM on an InDesign pasteboard? It's easy to resize one. By default, InDesign will set up pasteboards with a one-inch border above and below the page, and a page-width of space at either end. But an InDesign pasteboard resizes dynamically if you add pages to a spread (up to ten). You can take advantage of this to create pasteboards larger than the default space. Here's how.

1. Choose File > New.
2. In the New Document dialog box, enter a value for Width that is equivalent to or larger than the page size you ultimately want. Then enter a value for Height that is two inches shorter than the final pasteboard height you want. Click OK.
3. Choose View > Entire Pasteboard.
4. Select the rectangle tool and draw a rectangle that's the exact size of the current pasteboard.
5. Choose File > Document Setup. Then change the page size to your desired page size, and click OK. Delete the rectangle.

When InDesign redraws the page size, the pasteboard remains as large as the rectangle you drew. You can also enlarge the pasteboard in a current document. Just choose File > Document Setup and temporarily change the page size. Then draw a rectangle, and change the page size back. Don't worry about any page elements moving—as long as you don't touch anything, they'll be in their original positions when you revert to the previous size.

When some (not all) of my colleagues open the PDF files I've saved from InDesign, they see these error messages: "Unable to find or create the font <font name>." This is followed by "This file contains information not understood by the viewer. Suppress further errors?" Then, when the PDF opens, dots appear where there should be type. What is going on?

InDesign saves PDF files that are compatible only with Acrobat 4.0 and Acrobat Reader 4.0. The colleagues who are using version 4.0 can read your files, while the ones using earlier versions of Acrobat are running into error messages and font substitution. Let these colleagues know that they can easily read your InDesign PDFs—plus other PDFs they customarily view—by downloading the free Acrobat Reader 4.0 from the Adobe Web site at *www.adobe.com/support/downloads/acrwin.htm* or */acrmac.htm*. If you have Acrobat Exchange 3.0 or Acrobat 4.0, you can also make 3.0-compatible PDF files by printing your InDesign document to a PostScript file and then distilling it using the 3.0 compatibility option.

When I apply a paragraph style to text, it overrides formatting that I've applied to individual words or phrases and causes me annoying rework. Is there any way to keep local formatting when I apply a paragraph style?

Yes, and it's really simple! Just hold down Alt + Shift (Windows) or Option + Shift (Mac) as you click the style name in

the Paragraph Styles palette. InDesign will then preserve any local formatting while applying the attributes specified in the style. Another option is to define character styles for formatting individual words and phrases, because paragraph styles won't override them.

Character styles have other benefits, too: They are easy to define and apply. You can specify a wide range of type attributes in your character styles, including font, size, leading, kerning, color, ligatures, and so on. And, they're easier to update than locally applied formatting. Simply edit the character style and it updates automatically across your document—just as with paragraph styles. For more details about working with character styles, see "Using styles" on pages 163–168 in the *Adobe InDesign User Guide*. In addition, you can request "Formatting Text in InDesign," document 323901, from *www.adobe.com/support/database.html*.

To remove a stroke from an InDesign frame, select it and right-click (Windows) or Control-click (Mac) it, and then choose Stroke Weight > 0.0 Point.

PageMaker

PageMaker 6.5 Plus (Windows only): I've copied all of the clip art files on the Content CD to my hard disk. But when I drag clip art images from the Picture palette to a publication, this message always appears: "The image cannot be found. Please enter the new location of the image:". Even after I locate the clip art files for PageMaker, it looks for them on the CD the next time I use the Picture palette. Do I have to use the Content CD?

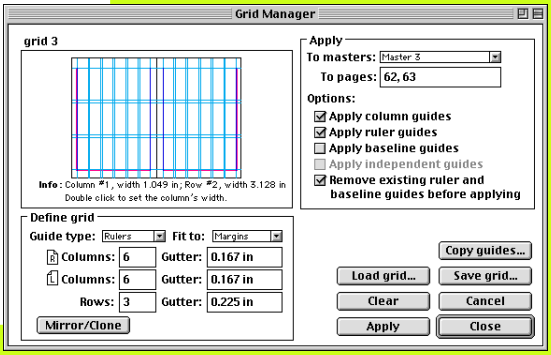
No, you just need to set up your clip art files in a location that PageMaker recognizes. PageMaker looks for the clip art files in a Library directory at the root of the hard disk that the library is stored on (whether that's on your system or on a network). In addition, the directory's name and structure must exactly match what's on the Content CD. For example, PageMaker looks for files in D:\Library\<category>\<picture name>, where D:\ designates the CD-ROM drive. To fix the problem, create a Library directory on your hard disk, organize it like the one on the Content CD, and move the clip art files to it. Or, delete the clip art files on your hard disk, and recopy them from the CD using the guidelines above.

PageMaker 6.5: I create a company newsletter every quarter, and I need to use a variety of repetitive layout grids in it. Is there an easy way to create grid templates for this in PageMaker?

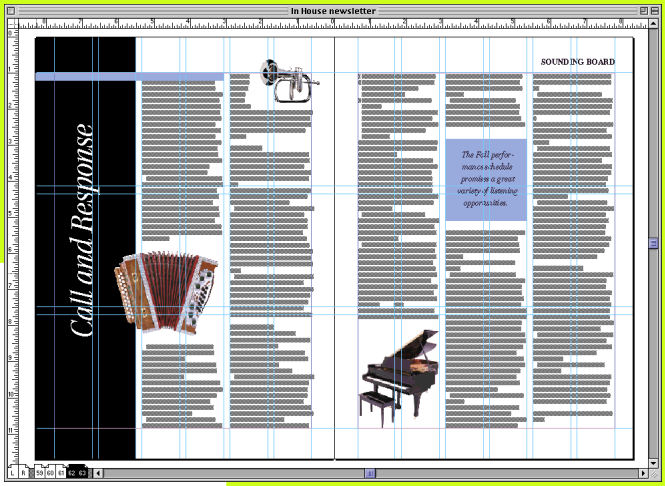
Yes, you can use the Grid Manager plug-in, which was designed for this specific purpose (the Guide Manager plug-in performs a similar role in PageMaker 6.0). The best way to get started is to define the grids you need, apply each one to a master page, and then save the file as a template. Every quarter, you can open a copy of this template, and start your newsletter layout by applying the appropriate master page to each newsletter page. Plus, you can save any grids you create to use in other publications. Now let's define some grids!

1. In your new PageMaker 6.5 file, choose Utilities > Plug-ins > Grid Manager.
2. In the Grid Manager window, use the controls under Define Grid to set up the structure of your grid: Choose Rulers for Guide Type. Enter the number of rows and columns you want. For example, enter 3 for Columns and 4 for Rows to define a grid with three horizontal sections and four vertical ones. Also specify your gutter size and whether the guides fit to the whole page or to the margins.
3. Preview your new grid in the interactive window above the Define Grid section. To make changes, double-click any of the gutters in the preview, and adjust options in the Set Width Or Height dialog box that appears.
4. Apply your complete grid to a master page (or to document pages): Choose the name of the master page from the To Masters pop-up menu, or enter page numbers in the To Page text box under Apply. Then click Close (even if you're on a designated page for a grid, you won't see it until you click Close).
5. Repeat steps 2–4 to create additional grids.

You can also save your grids as separate files that you can load into the Grid Manager and apply to pages or master pages in your other publications. Just click the Save Grid button, and specify a name and location. For more information about working with grids and the Grid Manager, see pages 90–93 in the *Adobe PageMaker 6.5 User Guide*. While PageMaker 6.0's Guide Manager produces similar results, it works a little differently. For details, see pages 75–80 in the *Adobe PageMaker 6.0 User Guide*.



Use the Grid Manager plug-in to define grids, apply them to master or regular pages, and save them as separate files to use in multiple publications.



I'm trying to convert my spot colors to process via the Print dialog box for a color composite proof, but I keep getting spot plates anyway. Help!

It sounds like you're working with DCS (desktop color separation) 2.0 files, and, unfortunately, the method you're using to get proofs isn't going to work. A DCS file is a preseparated image that includes individual files for each separation and for display (DCS is an enhancement to the EPS format). There's no way to re-separate the colors in a DCS file (from any application), so if its colors are spot colors, that's what you're going to get.

But don't be downhearted; you can achieve your goal easily by creating a second copy of the DCS file, converting it to CMYK EPS, and replacing it through the Links (PageMaker 6.0) or Links Manager (PageMaker 6.5) commands before printing a composite with only process colors. Here's how.

The first step is to create a CMYK EPS file from your existing DCS 2.0 file. (Make a copy of the DCS 2.0 file beforehand for safekeeping.)

1. Open the DCS 2.0 file in Photoshop. If the file is in multichannel mode, change its image type to CMYK.
2. Merge the spot-color channel in the CMYK file into the other channels: select the spot channel in the Channels palette, and choose Merge Spot Channel from the Channels palette menu. (By the way, if you've created spot-color objects on a layer rather than a channel, and therefore can't select the Merge Spot Channel option here, see *Adobe Magazine*, Autumn 1999, page 72, for information about how to switch your objects over to a channel.)
3. Choose Save A Copy from the File menu.
4. Choose Photoshop EPS from the Format menu.
5. Name your file to distinguish it as a CMYK EPS file.

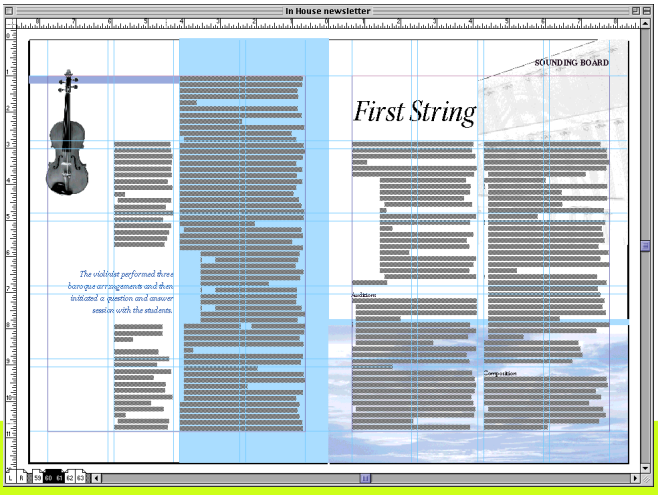
To display your graphics with the best possible clarity, choose File > Preferences > General, select the High Resolution option, and click OK.

6. Close the original and don't save the changes to it.

Now you're ready to relink and print in PageMaker.

1. In your publication, choose File > Links (PageMaker 6.0) or File > Links Manager (PageMaker 6.5).
2. Select your DCS file and click Info.
3. Navigate to your new CMYK EPS. Click Open and then click OK (Windows), or click Link, Yes, and then OK (Mac). Your DCS file will be replaced with the CMYK file, ready to print all colors as process separations.

For more information about using and managing spot channels, see "Using Spot Channels" in the *Adobe Photoshop 5.0 User Guide*, starting on page 245. You may also want to read "Desktop Color Separation (DCS) General Information," document 316726, and "Exporting Images with Spot Colors as DCS 2.0 from Photoshop," document 320606, both available on Adobe's Web site.



Once you set up grids on master pages, you can mix and match them throughout a publication. Here a 4-column grid falls on one spread (above), followed by a 6-column grid on another spread (left).

FrameMaker

What's the best way to keep a caption attached to an image as I move the image to different locations on the page (letting other text wrap around the two)?

It's not exactly obvious, but using a 1-row, 1-column table is the best way to bind your image and caption into a movable single unit. Here's how to do it.

1. Establish your text wrap: With your page open in FrameMaker, choose Graphics > Tools, select the text frame tool from the Tools palette, and then create a box that's about the size of your image. Click Set in the Create New Text Frame dialog box to accept the default values for number of columns (1) and gap (.25). With the text frame still selected, choose Graphics > Runaround Properties, select the style of text wrap you want and the amount of gap, and click Set.
2. Insert the table: Double-click inside the text frame to place your cursor inside it and choose Table > Insert Table. In the Insert Table dialog box, select Format A, and type 1 for columns, 1 for body rows, and 0 for both heading rows and footing rows. Click Insert.
3. Specify the caption: Click inside the table title area that contains the default text "Table 1:" and choose Format > Paragraph > Designer. Click the Numbering tab (Windows) or select Numbering from the Properties pop-up menu (Mac), and then deselect Autonumber Format. In the Default Font section, specify the font and size of your caption. Click Apply and then close the Paragraph Designer. The default title text is gone; now type the text for your caption.

   To change the placement of the caption, keep the cursor inside the caption area and choose Table > Table Designer. In the Table Designer, choose Above Table or Below Table from the Title Position pop-up menu. Click Apply and close the Table Designer.
4. Insert the image: Click inside the empty table cell, choose File > Import > File, find your image, and click Import. Click in the cell again, just above the image, and press Esc, then enter the letters **t w**, in that sequence. Your image now fits in the cell, and you can move your image and caption without fear of separating them. ◗