

Creating Books

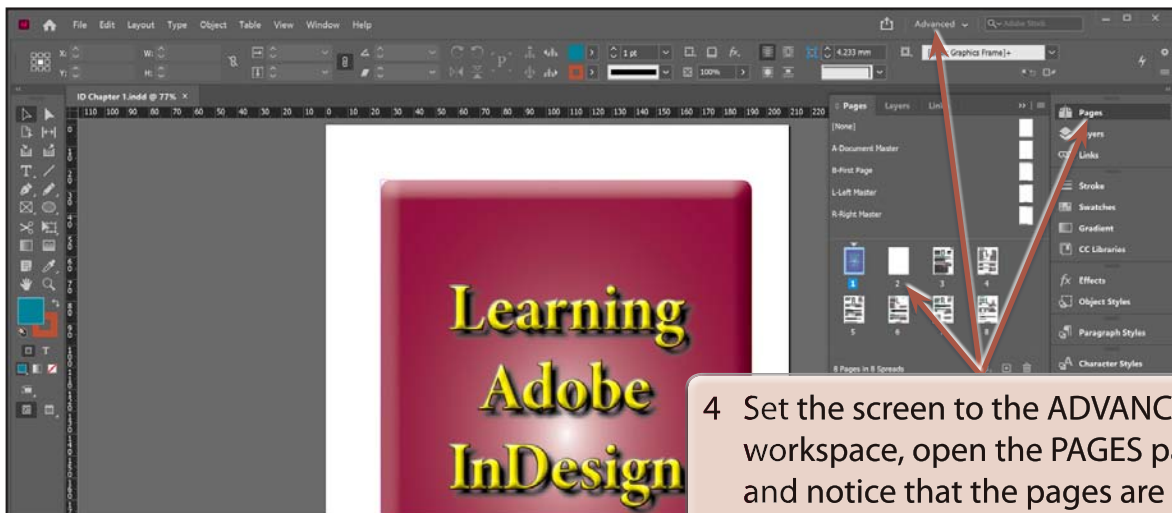
Books are usually quite large documents. InDesign provides a BOOK file that allows large documents to be broken down into smaller manageable sections (for example, chapters) and combined together. This means that you can create the individual sections of the overall document then combine them together at the end of the process.

To illustrate how the BOOK file operates, sample pages from the first three chapters of these tutorials will be combined into a book.

Loading the Sample Files

The sample documents have been prepared for you and they will need to be loaded from the IDcc SUPPORT FILES.

- 1 Load Adobe InDesign or close the current documents.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 18 folder and open the ID CHAPTER 1 file.



- 4 Set the screen to the ADVANCED workspace, open the PAGES panel and notice that the pages are numbered 1 to 8.

NOTE: If a missing font message appears, select OK as it won't affect this activity. It just means that one or more fonts in the document are different to the ones in your system and the text will look different.

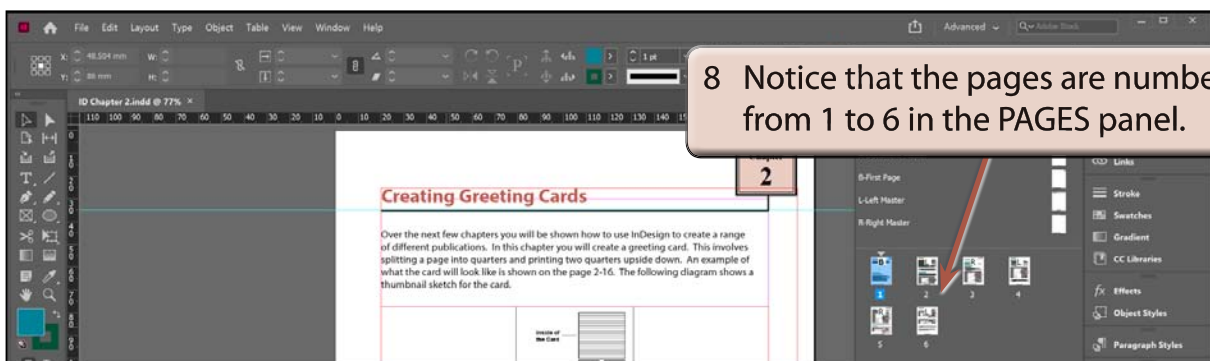
5 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

CHAPTER 18 ID Chapter 1

6 Close the file and select OPEN from the WELCOME screen or FILE menu.

7 In the IDcc SUPPORT FILES, open the CHAPTER 18 folder and open the file:

ID CHAPTER 2



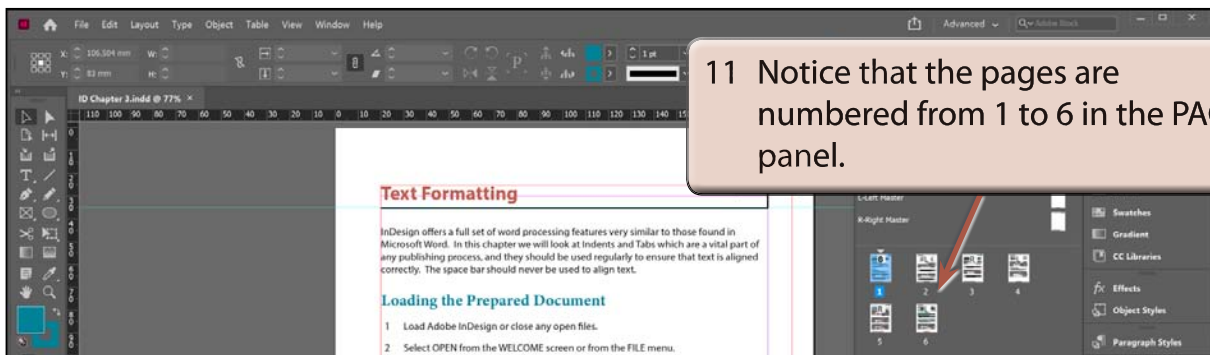
8 Notice that the pages are numbered from 1 to 6 in the PAGES panel.

9 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

CHAPTER 18 ID Chapter 2

10 Close the file, select OPEN from the WELCOME screen or FILE menu and, in the IDcc SUPPORT FILES, open the CHAPTER 18 folder and open the file:

ID CHAPTER 3



11 Notice that the pages are numbered from 1 to 6 in the PAGES panel.

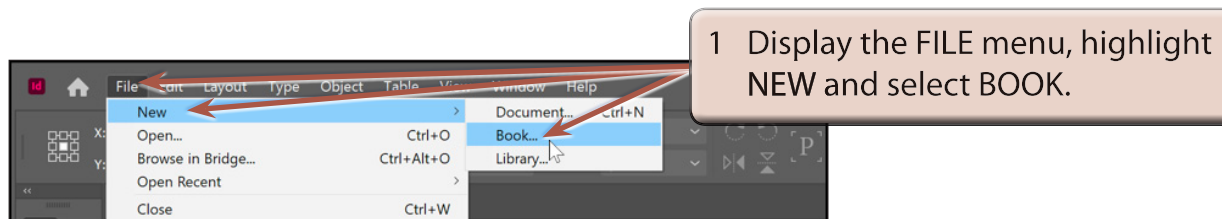
12 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

CHAPTER 18 ID Chapter 3

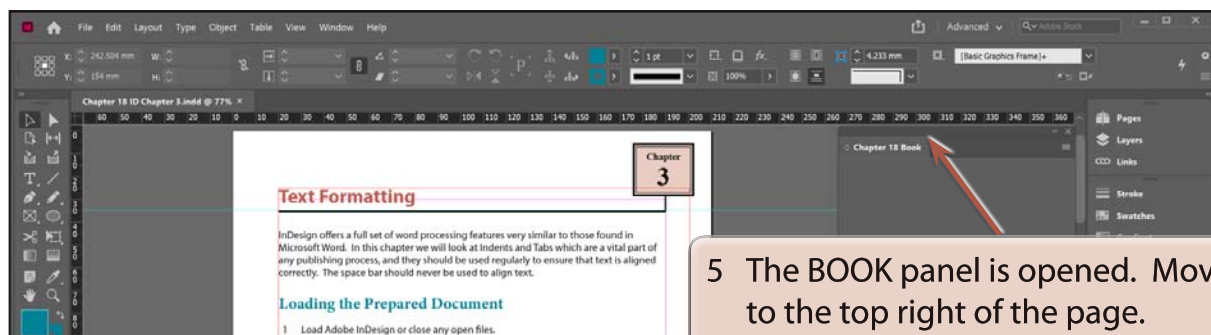
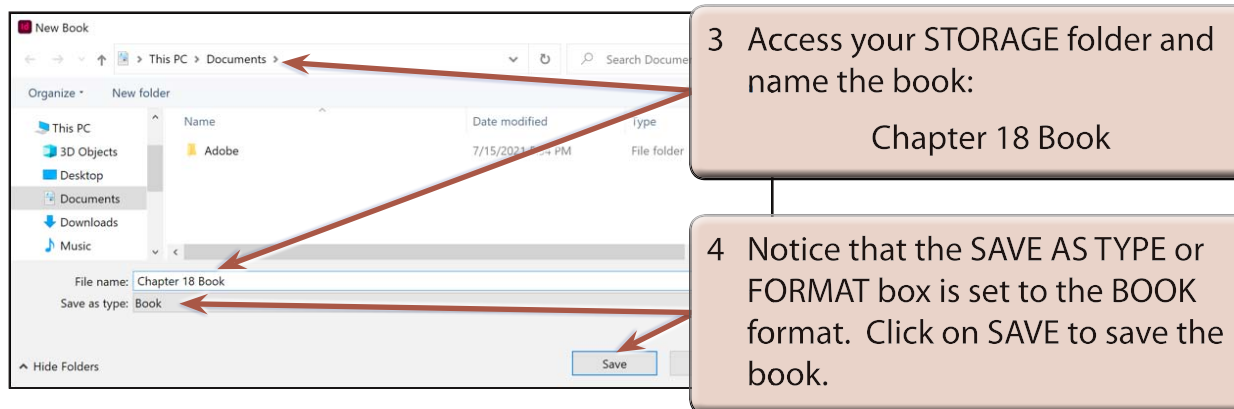
13 Collapse the PAGES panel.

Starting the Book

A BOOK file will combine the three documents.



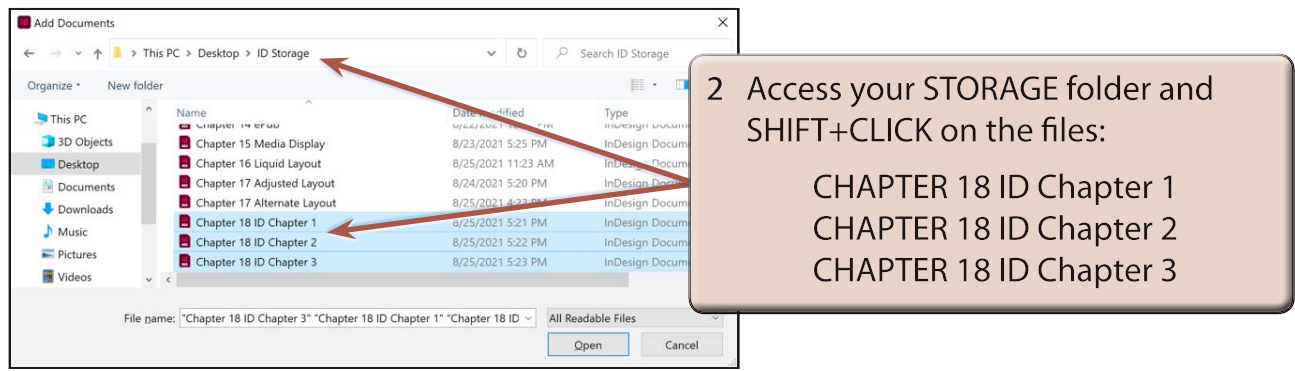
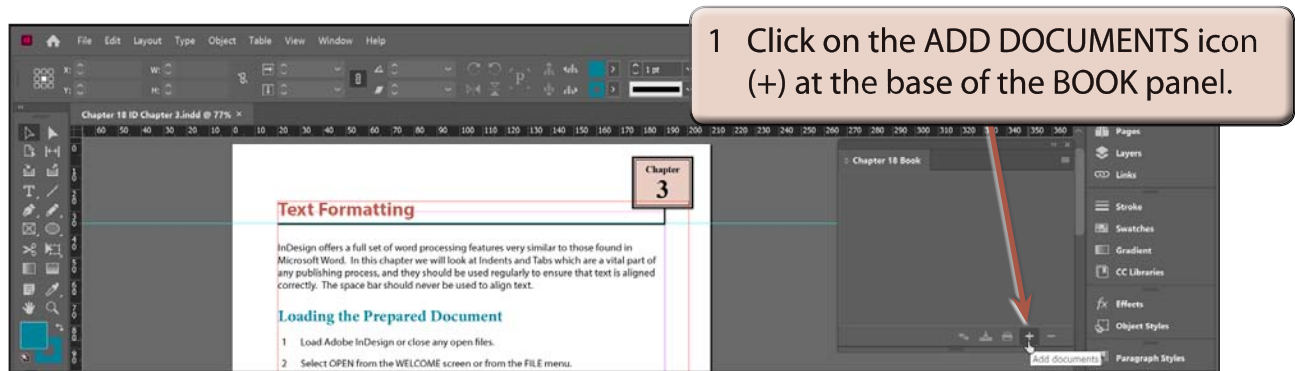
2 You will be asked to save the BOOK.



NOTE: If you are using a small screen, the **BOOK** panel can be docked in the **PANEL GROUP**.

Adding Documents to the Book

The documents that are going to make up the book need to be added to the BOOK panel.



NOTE: If the three files are not next to one another in your STORAGE folder, use the CTRL or COMMAND key to select them.

