InDesign Guide

InDesign User Guide: https://helpx.adobe.com/indesign/user-guide.html
InDesign Keyboard Shortcuts: https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html

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InDesign Page Layout https://helpx.adobe.com/indesign/using/create-new-documents.html

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Printing /Page Set Up/ Imposition

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Make New Doc InDesign
https://helpx.adobe.com/indesign/using/create-new-documents.html#new_document_options

CREATE A NEW DOCUMENT
Choose File > New > Document.

The New Document dialog box combines the Document Setup and the Margins And Columns dialog boxes, so that you can set up the page size, margins, and page columns all in one place. You can change these settings at any time.

Specify document setup options. (See New Document options.)
To specify the dimensions of the bleed and slug areas, click the Arrow button before the Bleed and Slug label. The bleed and slug areas extend out from the edges of the defined Page Size. To make the bleed or slug areas extend evenly on all sides, click the Make All Settings The Same icon .

Select the Preview checkbox to see how your new document will look like.
Click OK to open the new document with the settings you specified.

Note: To set default layout settings for all new documents, choose File > Document Setup or Layout > Margins And Columns, and set options when no documents are open.

NEW DOCUMENT OPTIONS
Output to PDF or SWF for the web, choosing the Web option changes several options in the dialog box, such as turning off Facing Pages, changing the orientation from portrait to landscape, and using a page size based on monitor resolution.

Number of pages   Specify the number of pages to create in the new document.
Facing Pages
Select this option to make left and right pages face each other in a double-page spread, such as for books and magazines. Deselect this option to let each page stand alone, such as when you're printing flyers or posters or when you want objects to bleed in the binding.
After you've created a document, you can use the Pages panel to create spreads with more than two pages or force the first two pages to open as a spread.

Master Text Frame
CS5.5 and earlier: Select this option to create a text frame the size of the area within the margin guides, matching the column settings you specified. The master text frame is added to the A Master.
The Master Text Frame option is available only when you've chosen
 File > New > Document.

Primary Text Frame
CS6 and later: select this option to add a primary text frame on the master page. When you apply a new master page, the story in the primary text frame automatically flows into the primary text frame of the new master page.

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Page Size

Choose a page size from the menu, or type values for Width and Height. Page size represents the final size you want after bleeds or other marks outside the page are trimmed.

Orientation

Click Portrait (tall) or Landscape (wide). These icons interact dynamically with the dimensions you enter in Page Size. When Height is the larger value, the portrait icon is selected.

Preview

(Only in InDesign CC) Select this checkbox to see how your new document will look like. Make necessary changes to the options if the preview is not as desired.

Note: You can also click the Save Document Preset icon to save document settings for future use.

INDESIGN MULTI PAGE DOC SET UP

https://helpx.adobe.com/indesign/using/pages-spreads.html

Facing Pages option in the File > Document Setup dialog box, document pages are arranged in spreads. A spread is a set of pages viewed together, such as the two pages visible whenever you open a book or magazine. Every InDesign spread includes its own pasteboard, which is an area outside a page where you can store objects that aren't yet positioned on a page. Each spread's pasteboard provides space to accommodate objects that bleed, or extend past the edge of a page.

Change the page and spread display

The Pages panel provides information about and control over pages, spreads, and masters (pages or spreads that automatically format other pages or spreads). By default, the Pages panel displays thumbnail representations of each page's content.

If the Pages panel isn't visible, choose Window > Pages.
Choose Panel Options in the Pages panel menu.
In the Icons section, specify which icons appear next to the page thumbnails in the Pages panel. These icons indicate whether transparency or page transitions have been added to a spread, and whether the spread view is rotated.

Target or select a page or spread

You either select or target pages or spreads, depending on the task you are performing. Some commands affect the currently selected page or spread, while others affect the target page or spread. For example, you can drag ruler guides only to the target page or spread, but page-related commands, such as Duplicate Spread or Delete Page, affect the page or spread selected in the Pages panel. Targeting makes a page or spread active and is helpful when, for example, several spreads are visible in the document window and you want to paste an object onto a specific spread.
   In the Pages panel:
To both target and select a page or spread, double-click its icon or the page numbers under the icon. If the page or spread is not visible in the document window, it shifts into view.
. To select a page, click its icon. (Don't double-click unless you want to select it and move it into view.)
To select a spread, click the page numbers under the spread icon.

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Add New Pages To A Document
Any of the following:
To add a page after the active page or spread, click the New Page button in the Pages panel or choose **Layout > Pages > Add Page**. The new page uses the same master as the existing active page.
 To add multiple pages to the end of the document, choose File > Document Setup. In the Document Setup dialog box, specify the total number of pages for the document. InDesign adds pages after the last page or spread.
 To add pages and specify the document master, choose Insert Pages from the Pages panel menu or choose **Layout > Pages > Insert Pages**. Choose where the pages will be added and select a master to apply.

INDESIGN CHANGE DOC SET UP
https://helpx.adobe.com/indesign/using/creating-documents.html#change_document_setup_margins_and_columns

Customize the pasteboard and guides
You can control the colors used to display guides for page margins and columns, as well as the guides for the bleed and slug areas on the pasteboard.

Control snap to a guide, guides should be displayed in front of or behind objects, Size of the pasteboard.

InDesign > Preferences > Guides & Pasteboard (Mac OS).
Under Color, choose the desired colors from each of the following menus, or choose Custom to specify a custom color using the color picker.
   Margins Sets the color of the page margins.
   Columns   Sets the color of the column guides for the page.
   Bleed   Sets the color of the bleed area (which is set in theDocument Setup dialog box).
   Slug   Sets the color of the slug area (which is set in theDocument Setup dialog box).
   Preview Background   Sets the color of the pasteboard when in the Preview mode.
   To set how close an object must be to snap to a guide or grid, specify a value in pixels for Snap To Zone.
   To display guides behind objects, select Guides In Back.
   Click OK to close the Preferences dialog box.

Note: You can change the on-screen color of your paper. With no text or objects selected, double-click the Paper color in the Swatches panel (choose Window > Swatches). The Paper color appears on-screen only and does not affect output; it is intended only to simulate designing for nonwhite paper.

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Change Document Setup, Margins, And Columns

Change single pages instead of facing pages, change the page size or margin settings.

Change document setup

Changing options in the Document Setup dialog box affects every page in the document. If you change page size or orientation after objects have been added to pages, you can use the Layout Adjustment feature to minimize the amount of time needed for arranging existing objects.

   Choose File > Document Setup.
   Specify the document options, and then click OK.

Change page margin and column settings

You can change column and margin settings for pages and spreads. When you change the column and margin settings on a master page, you change the setting for all pages to which the master is applied. Changing the columns and margins of regular pages affects only those pages selected in the Pages panel.

Note: The Margins And Columns dialog box doesn't alter columns inside text frames. Text frame columns exist only within individual text frames, not on the page itself. You can set up columns within individual text frames by using the Text Frame Options dialog box. (See Add columns to a text frame.) Text frame columns can also be affected by the Layout Adjustment feature.

Do one of the following:

To change margin and column settings for one spread or page, go to the spread you want to change, or select one spread or page in the Pages panel.

 To change margin and column settings for multiple pages, select those pages in the Pages panel, or select a master that controls the pages you want to change.
   Choose Layout > Margins And Columns, specify the following options, and then click OK.
   Margins
   Type values to specify the distance between margin guides and each edge of the page. If Facing Pages is selected in the New Document or Document Setup dialog box, the Left and Right margin option names change to Inside and Outside, so that you can specify additional inside margin space to accommodate binding.
   Columns   Specify the number of columns.

Create unequal column widths

When you have more than one column on a page, the column guides in the middle appear in pairs. When you drag one column guide, the pair moves. The space between the column guides is the gutter value you specified; the pair moves together to maintain that value.

   Go to the master or spread you want to change.
   If column guides are locked, choose View > Grids & Guides > Lock Column Guides to deselect it.
   Using the Selection tool , drag a column guide. You can't drag it past an adjacent column guide or beyond the edge of the page.

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MASTER PAGES
https://helpx.adobe.com/indesign/using/master-pages.html

InDesign Page Numbering
https://helpx.adobe.com/indesign/using/numbering-pages-chapters-sections.html

About masters, stacking order, and layers
A master is like a background that you can quickly apply to many pages. Objects on a master appear on all pages with that master applied. Master items that appear on document pages are surrounded by a dotted border. Changes you make to a master are automatically applied to associated pages. They can also contain empty text or graphic frames that serve as placeholders on document pages. A master item cannot be selected on a document page unless the master item is overridden.

Masters, stacking order and layers
Master items (top left) appear behind page objects on the same layer (bottom left); moving a master item to a higher layer (top right) moves it in front of all objects on lower layers (bottom right).

Tips and guidelines for masters
   To quickly lay out new documents, you can save a set of masters in a document template, along with paragraph and character styles, color libraries, and other styles and presets.

 If you change column or margin settings on a master, or apply a new master with different column and margin settings, you can force objects on the page to adjust to the new layout automatically.

Automatic page numbers inserted on a master display the correct page number for each section of the document to which the master is applied. (See Add basic page numbering.)

Create masters
By default, any document you create has a master page. You can create additional masters from scratch or from an existing master page or document page. After you apply master pages to other pages, any changes made to the source master carry forward to the masters and document pages that are based on it. With careful planning, this provides an easy way to make layout changes to multiple pages across your document.

Create a master from scratch
   Choose New Master in the Pages panel menu.
   Specify the following options, and click OK:
      For Prefix, type a prefix that identifies the applied master for each page in the Pages panel. You can type as many as four characters.
       For Name, type a name for the master spread.
      For Based On Master, choose an existing master spread on which you'll base this master spread, or choose None.
       For Number Of Pages, type a value for the number of pages you want in the master spread (as many as ten).

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Create a master from an existing page or spread

   Drag an entire spread from the Pages section of the Pages panel to the Masters section.

   Select a spread in the Pages panel and choose Save As Master from the Pages panel menu.

Any objects on the original page or spread become part of the new master. If the original page used a master, the new master is based on the original page's master.

Creating a new master spread based on another page or spread

You can create a master variation that is based on and updates with another master.

To base one master on another, in the Masters section of the Pages panel, do either of the following:

  Select a master spread, and choose Master Options for [master spread name] in the Pages panel menu. For Based On Master, choose a different master, and click OK.

 Select the name of the master spread you want to use as the base and drag it onto the name of another master to apply it.

   B-Master based on A-Master

Edit the layout of a master

You can edit the layout of master pages at any time; changes you make are automatically reflected on all pages with that master applied. For example, any text or graphic you add to a master will appear on document pages to which the master is applied.

Note: When you override or detach a master page object on a particular page, that object may not update to reflect changes made on the master page.

   In the Pages panel, double-click the icon for the master you want to edit, or select the master page from the text box list at the bottom of the document window. The master spread appears in the document window.

   Make changes to the master.

InDesign automatically updates any pages using that master.

To change the size of the master page, select it using the Page tool, and then use the options in the Control panel to change the dimension. See Use multiple page sizes.

Note: Use multiple views to see the results of master edits. Choose Window > Arrange > New Window, and then choose Window > Arrange > Tile. Set one view to a page and the other view to the master applied to that page. Then edit the master and watch the page update.

Change Master Page Options

You can edit master page options to change the name or prefix of the master, base the master on another master, or change the number of pages in the master spread.

   In the Pages panel, click the name of a master spread to select the master spread.

   Choose Master Options For [master name] in the Pages panel menu.

   Change any option, and then click OK.

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Apply Master Pages

If your document contains custom spreads (such as a 3- or 4-page foldout in a magazine), any master you apply should contain the same number of pages.

If your master page has a different page size than the layout page, applying the master page changes the size of the layout page. If the layout page has a custom page size, you can specify whether to keep the custom layout page size or apply the size of the master page.

Note: Master items on a document page have a dotted border. If you cannot view master items on a document page, the master item may be hidden on a lower layer or the master items may be hidden. Choose Show Master Items from the Pages panel menu.

Apply a master to a document page or spread

To apply a master to one page, drag the master page icon to a page icon in the Pages panel. When a black rectangle surrounds the desired page, release the mouse button.

To apply a master to a spread, drag the master page icon to a corner of the spread in the Pages panel. When a black rectangle surrounds all pages in the desired spread, release the mouse button.

Apply a master to multiple pages

Do one of the following:

In the Pages panel, select the pages to which you want to apply a new master. Then press Option (Mac OS) as you click a master.

Choose Apply Master To Pages from the Pages panel menu, select a master for Apply Master, make sure that the page ranges in the To Pages option are the ones you want, and click OK. You can apply a master to multiple pages at once. For example, you can type 5, 7-9, 13-16 to apply the same master to pages 5, 7-9, and 13-16.

Copy Masters

You can copy masters within the same document or from one document to another to use as the starting point for a new master. You can also copy masters to other documents when you synchronize documents in a book or import master pages from another document.

Copy a master within a document

In the Pages panel, do one of the following:

Drag the page name of a master spread to the New Page button at the bottom of the panel.

Select the page name of a master spread, and choose Duplicate Master Spread [spread name] in the panel menu. When you copy a master, the page prefix of the copied master becomes the next letter in the alphabet.

Copy or move a master to another document

Open the document you want to add the master to. Then open the document with the master you want to copy.

In the Pages panel of the source document, do either of the following:

Click and drag the master spread to the destination document's window to copy it.

Select the master you want to move or copy. Choose Layout > Pages > Move Master, and choose the destination document name from the Move To menu. If you want to remove the page or pages from the source document, select Delete Pages After Moving, and then click OK.

Delete a master from a document

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In the Pages panel, select one or more master page icons.
Note:To select all unused master pages, choose Select Unused Masters in the Page panel menu.

Do one of the following:
Drag a selected master page or spread icon to the Delete icon at the bottom of the panel.
Click the Delete icon at the bottom of the panel.
Choose Delete Master Spread [spread name] in the panel menu.
When you delete a master, master is applied to any document page to which the deleted master was applied.

OVERRIDE OR DETACH MASTER ITEMS

When you apply a master page to a document page, all objects on the master, called master items, appear on the document page. Sometimes you want a specific page to be only slightly different from a master. In this situation you don't need to re-create the master layout on the page or create a new master. You can override or detach the master item, and other master items on the document page will continue to update with the master.

Note the difference between overriding and detaching master items on a document page:

Override master item attributes
Overriding a master item puts a copy of it on the document page without breaking its association with the master page. Once the item itself is overridden, you can selectively override one or more attributes of the item to customize it. For example, you can change the fill color of the local copy. After that, changes to the fill color on the master page itself will not update to the local copy. However, other attributes, such as size, will continue to update because they have not been overridden on the local copy. Overrides can be removed later to make the object match the master.

Attributes you can override for a master page object include strokes, fills, contents of a frame, and any transformations (such as rotating, scaling, shearing, or resizing), corner options, text frame options, lock state, transparency, and object effects.

Detach items from their master
On a document page, you can detach (disassociate) a master item from its master. The item must be overridden on the document page, creating a local copy, before you can detach it. A detached item does not update with the master because its association with the master page is broken.

Override a master item
Make sure the master item can be overridden.
You can override a master item only if Allow Master Item Overrides On Selection is selected in the Pages panel menu for that item.
Do either of the following:
To override specific master items on a document page, press Command+Shift (Mac OS) and click the item (or drag to select multiple items). Change the selected master items as desired. The item can now be selected like any other page item, but retains its association with the master page.

To override all master page items on a document spread, target the spread, and then choose Override All Master Page Items in the Pages panel menu. You can now select and modify any and all master items as you wish.
Once you override any master item, its dotted bounding box becomes a solid line to show that a local copy has been created.

Note: If you override a threaded text frame, all visible frames in that thread are overridden, even if they are on a different page in a spread.

Detach a master item

To detach a single master item from its master, first override it by pressing Command+Shift (Mac OS) and clicking the item on a document page. Then choose Detach Selection From Master in the Pages panel menu.

To detach all overridden master items on a spread, override the master page items you want to detach, and target that spread in the document. (Don't go to the original master page.) Choose Detach All Objects From Master from the Pages panel menu. If the command isn't available, there aren't any overridden objects on that spread.

Prevent a master item from being overridden

In some instances, you want to override all but a few master items. For example, you may want to override master items such as background images on a document page, but you want to prevent a page-numbering header from being overridden. By preventing the header from being overridden, you can choose the Override All Master Items option to override all master items except for the header.

On the master page, select the item.

Deselect Allow Master Item Overrides On Selection on the Pages panel menu.

Use the Hide Master Items to hide master page items on one or more pages in your document. Hidden master items are not printed or output.

In the Pages panel, select the pages and spreads on which you'd like the master items to be hidden.

From the Pages panel menu, choose Hide Master Items.

To display master items again, select the spreads in the Pages panel and choose Show Master Items from the Pages panel menu.

Import a master from another document

You can import masters from another InDesign document (any version) into the active document. If your destination document contains master pages that have different names from any master page in the source document, those pages and their document page overrides will be unchanged.

In the Pages panel menu, choose Load Master Pages.

Locate and double-click the InDesign document containing the master pages you want to import.

Determine what should occur if a loaded master has the same name as a master in the current document.

Choose Replace Master Pages if you want the masters from the source to override the destination document's masters with the same names. If your destination document does not have any overridden items, it is safe to Replace Master Pages on import.

Choose Rename Master Pages to change the page prefixes to the next available letter in the alphabet.

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INDESIGN STYLE SHEET RESOURCES

https://helpx.adobe.com/indesign/using/paragraph-character-styles.html

About character and paragraph styles

A character style is a collection of character formatting attributes that can be applied to text in a single step.

A paragraph style includes both character and paragraph formatting attributes, and can be applied to a paragraph or range of paragraphs. Paragraph styles and character styles are found on separate panels. Paragraph and characters styles are sometimes called text styles.

When you **change the formatting of a style**, **all text to which the style has been applied are updated** with the new format.

[Basic Paragraph] styles

By default, each new document contains a [Basic Paragraph] style that is applied to text you type. You can edit this style, but you can't rename or delete it. You can rename and delete styles that you create. You can also select a different default style to apply to text.

Character style attributes

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.

Next Style

You can automatically apply styles as you type text. If, for example, your document's design calls for the style "body text" to follow a heading style named "heading 1," you can set the Next Style option for "heading 1" to "body text." After you've typed a paragraph styled with "heading 1," pressing Enter or Return starts a new paragraph styled with "body text."

To use the Next Style feature, choose a style from the Next Style menu when you're creating or editing a style.

Styles panel

Character Styles panel to create, name, and apply character styles to text within a paragraph; use the Paragraph Styles panel to create, name, and apply paragraph styles to entire paragraphs. Styles are saved with a document and display in the panel each time you open that document.

When you select text or position the insertion point, any style that has been applied to that text is highlighted in either of the Styles panels, unless the style is in a collapsed style group. If you select a range of text that contains multiple styles, no style is highlighted in the Styles panel. If you select a range of text to which multiple styles are applied, the Styles panel displays "(Mixed)."

Open the Paragraph Styles panel

   Choose Type > Paragraph Styles, or click the Paragraph Styles tab, which appears by default on the right side of the application window.

Open the Character Styles panel

   Choose Type > Character Styles, or click the Character Styles tab on the right side of the application window.

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Add paragraph and character styles

Define paragraph or character styles

If you want to base a new style on the formatting of existing text, select that text, or place the insertion point in it.

If a group is selected in the Styles panel, the new style is part of that group.

Choose New Paragraph Style from the Paragraph Styles panel menu, o**r choose New Character Style** from the Character Styles panel menu.

For Style Name, type a name for your new style.

For Based On, select which style the current style is based on.

The Based On option lets you link styles to each other, so that changes in one style ripple through the styles that are based on it. By default, new styles are based on [No Paragraph Style] for paragraph styles or [None] for character styles, or on the style of any currently selected text.

For Next Style (Paragraph Styles panel only), specify which style is applied after the current style when you press Enter or Return.

To add a keyboard shortcut, position the insertion point in the Shortcut box, and make sure that Num Lock is turned on. Then hold down any combination of Shift, Option, and Command (Mac OS), and press a number on the numeric keypad. You cannot use letters or non-keypad numbers for defining style shortcuts. If your keyboard does not have a Num Lock key, you cannot add keyboard shortcuts to styles.

If you want the new style to be applied to the selected text, select Apply Style To Selection.

Note: For character styles, attributes you do not specify are ignored; when the style is applied, text retains the paragraph style formatting for that attribute. To remove an attribute setting from a character style:

From a setting's menu, choose (Ignore).

In a text box, delete the option text.

In a check box, click until you see a small box (Windows) or a hyphen (-) (Mac OS).

For a character color, hold down Command (Mac OS) and click the color swatch.

When you've finished specifying the formatting attributes, click OK.

Styles you create appear only in the current document. If no document is open, the styles you create appear in all new documents.

Base one paragraph or character style on another

Create a new style.

In the New Paragraph Style or New Character Style dialog box, select the parent style in the Based On menu. The new style becomes the child style.

By default, new styles are based on [No Paragraph Style] or [None], or on the style of any currently selected text.

Specify formatting in the new style to distinguish it from the style on which it's based. For example, you might want to make the font used in a subheading slightly smaller than the one used in the heading (parent) style.

Import styles from other documents

You can import paragraph and character styles from another InDesign document (any version) into the active document. During import, you can determine which styles are loaded and what should occur if a loaded style has the same name as a style in the current document. You can also import styles from an InCopy document.

You can import paragraph styles and character styles from an InDesign or InCopy document into a stand-alone InCopy document or InCopy content that is linked to InDesign. You can determine which styles are loaded, and what should occur if a loaded style has the same name as a style in the current document.

Note: If you import styles into linked content, new styles are added to the InDesign document when the content is updated, and any style with a name conflict is overridden by the InDesign style with the same name.

In the Character Styles or Paragraph Styles panel, do one of the following:

Choose Load Character Styles or Load Paragraph Styles in the Styles panel menu.

Choose Load All Text Styles in the Styles panel menu to load both character and paragraph styles.

Double-click the InDesign document containing the styles you want to import.

In the Load Styles dialog box, make sure that a check mark appears next to the styles you want to import. If any existing style has the same name as one of the imported styles, choose one of the following options under Conflict With Existing Style, and then click OK:

INDESIGN APPLY STYLE SHEET

https://helpx.adobe.com/indesign/using/paragraph-character-styles.html#apply_styles

Apply styles

By default, applying a paragraph style does not remove any existing character formatting or character styles applied to part of a paragraph, although you have the option of removing existing formatting when you apply a style. **A plus sign (+) appears** next to the current paragraph style in the Styles panel if the selected text uses a character or paragraph style and also uses additional formatting that isn't part of the applied style. Such additional formatting is called an override or local formatting.

Character styles remove or reset character attributes of existing text if those attributes are defined by the style.

Apply a character style

Select the characters to which you want to apply the style.

Do one of the following:

Click the character style name in the Character Styles panel.

Select the character style name from the drop-down list in the Control panel.

Press the keyboard shortcut you assigned to the style.

Apply a paragraph style

Click in a paragraph, or select all or part of the paragraphs to which you want to apply the style.

Do one of the following:

Click the paragraph style name in the Paragraph Styles panel.

Select the paragraph style name from the menu in the Control panel.

Press the keyboard shortcut you assigned to the style. (Make sure that Num Lock is on.)

If any unwanted formatting remains in the text, choose Clear Overrides from the Paragraph Styles panel.

Apply sequential styles to multiple paragraphs

The Next Style option specifies which style will be automatically applied when you press Enter or Return after applying a particular style. It also lets you apply different styles to multiple paragraphs in a single action.

For example, suppose that you have three styles for formatting a newspaper column: Title, Byline, and Body. Title uses Byline for Next Style, Byline uses Body for Next Style, and Body uses [Same Style] for Next Style. If you select an entire article, including the title, the author's byline, and the paragraphs in the article, and then apply the Title style using the special "Next Style" command in the context menu, the article's first paragraph will be formatted with the Title style, the second paragraph will be formatted with the Byline style, and all other paragraphs will be formatted with the Body style.

Before and after applying a style with Next Style

Select the paragraphs to which you want to apply the styles.

In the Paragraph Styles panel, right-click (Windows) or Control-click (Mac OS) the parent style, and then choose Apply [Style Name] Then Next Style.

If the text includes formatting overrides or character styles, the context menu also lets you remove overrides, character styles, or both.

InDesign User Guide: https://helpx.adobe.com/indesign/user-guide.html

InDesign Keyboard Shortcuts: https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html

INDESIGN STYLE SHEET PANEL
https://helpx.adobe.com/indesign/using/paragraph-character-styles.html#styles_panel_overview

Styles panel overview
Use the Character Styles panel to create, name, and apply character styles to text within a paragraph; use the Paragraph Styles panel to create, name, and apply paragraph styles to entire paragraphs. Styles are saved with a document and display in the panel each time you open that document.

When you select text or position the insertion point, any style that has been applied to that text is highlighted in either of the Styles panels, unless the style is in a collapsed style group. If you select a range of text that contains multiple styles, no style is highlighted in the Styles panel. If you select a range of text to which multiple styles are applied, the Styles panel displays "(Mixed)."

Open the Paragraph Styles panel
Choose Type > Paragraph Styles, or click the Paragraph Styles tab, which appears by default on the right side of the application window.

Open the Character Styles panel
Choose Type > Character Styles, or click the Character Styles tab on the right side of the application window

InDesign User Guide: https://helpx.adobe.com/indesign/user-guide.html

InDesign Keyboard Shortcuts: https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html

PRINTING /PAGE SET UP/ IMPOSITION

Print Booklet:

https://helpx.adobe.com/indesign/using/printing-booklets.html

Impose a document for booklet printing

The Print Booklet feature lets you create printer spreads for professional printing.

For example, if you're editing an 8-page booklet, the pages appear in sequential order in the layout window. However, in printer spreads, page 2 is positioned next to page 7, so that when the two pages are printed on the same sheet, folded, and collated, the pages end up in the appropriate order.
Impose a document for booklet printing
Pages appear in sequence in the layout window, but are printed in a different order so that they appear correct when folded and bound.

The process of creating printer spreads from layout spreads is called imposition. While imposing pages, you can change settings to adjust spacing between pages, margins, bleed, and creep. The layout of your InDesign document is not affected, because the imposition is all handled in the print stream. No pages are shuffled or rotated in the document.

You cannot create a new document just InDesignPrint Booklet option

You must create a postscipt file when you print and then opnen that file with Acrobat distller.

View tutorial here

http://goo.gl/S6UUj

https://indesignsecrets.com/creating-pdf-indesigns-print-booklet-feature.php

https://blog.psprint.com/printing/figuring-printer-spreads-for-saddle-stitched-documents/

print a booklet

Print it to disk as a PostScript file and then use Acrobat Distiller to convert that into a PDF.

Step 1: Set up Print Booklet.
The first step is to choose File > Print Booklet and set it up properly for your needs:
Step 2: Print Settings. Click the Print Settings button at the bottom of the dialog box to open InDesign's Print dialog box. Choose PostScript File from the Printer pop-up menu.
Make sure the rest of the Print dialog box is set up properly for printing on that device.
Step 3: Print PostScript. When you click OK, the Print dialog box will close and you'll return to the Print Booklet dialog box. (At this point, make sure the Preview tab is showing the booklet properly.)
Click Print and you can save the PostScript file with a name and location:

Step 4: Convert to PDF.
Once your PostScript file has been saved convert it to a PDF file.
Use Acrobat Distiller, or, in Acrobat Pro,
Choose File > Create > PDF from File:
Acrobat launches Distiller in the background, converts the PS file to a PDF file, and quits.
(Note that if you want to control the job options — that is,
change which PDF Presets Acrobat will use — you can do that in Acrobat's Preferences dialog box, or in Distiller.)

InDesign User Guide: https://helpx.adobe.com/indesign/user-guide.html

InDesign Keyboard Shortcuts: https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html

PRINTER
https://helpx.adobe.com/acrobat/kb/print-double-sided-acrobat-reader.html

Print double-sided using a single-sided printer
If your printer doesn't support double-sided printing, you can manually print your document using both sides of the paper. The steps vary depending on the way the printer feeds and outputs the pages. Print a few test pages following the instructions to understand how to feed the pages back into the printer.

Printer outputs paper face-down
Choose File > Print.

From the **Subset pop-up menu In the Print Range area, select Even Pages Only.**

Select Even Pages Only from Subset menu, Print Range

Select the Reverse Pages option. In this scenario, the Reverse Pages option ensures that the page sequence is correct.

Click OK or Print.

If the total number of pages is odd, add a blank sheet so the final odd page has a sheet to print on.

 Put the stack of printed paper back into the supply (source) paper tray so that the unprinted sides print. Point the top of the pages toward the printer. Make sure that the edges of the paper stack are square.

Choose File > Print and select Odd Pages Only from the Subset menu. (Do not select Reverse Pages this time.)

Choose File, Print Odd Pages Only

Click OK or Print.

Printer outputs paper face-up
Follow these instructions if the printer outputs the pages in reverse order (last page first). The pages exit the printer face up (common with inkjet printers).

Choose File > Print.

From the Subset pop-up menu in the Print Range area, select Even Pages Only.

Select Even Pages Only from Subset menu, Print Range

Click OK or Print.

If the total number of pages is odd, add a blank sheet so the final odd page has a sheet to print on.

 Put the stack of printed paper back into the supply (source) paper tray so that the unprinted sides print. Point the top of the pages toward the printer. Make sure that the edges of the paper stack are square.

Choose File > Print and select Odd Pages Only from the Subset menu.

Select the Reverse Pages option. In this scenario, the Reverse Pages option ensures that the page sequence is correct.

Select the Reverse Pages option

Click OK or Print.

InDesign User Guide: https://helpx.adobe.com/indesign/user-guide.html

InDesign Keyboard Shortcuts: https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html

PREPRESS

https://helpx.adobe.com/indesign/using/preflighting-files-handoff.html

Preflight panel overview

Before printing or handing off the document to a service provider, you can perform a quality check on the document. Preflight is the industry-standard term for this process. While you edit your document, the Preflight panel warns of problems that can prevent a document or book from printing or outputting as desired. These problems include missing files or fonts, low-resolution images, overset text, and a number of other conditions.

You can configure preflight settings to define which conditions are detected. These preflight settings are stored in preflight profiles for easy reuse. You can create your own preflight profiles or import them from your printer or another source.

To take advantage of live preflighting, create or specify a preflight profile in the early stages of creating a document. If Preflight is turned on, a red circle icon appears in the status bar when InDesign detects any problems. You can open the Preflight panel and view the Info section to get basic guidance for fixing the problems.

Package files

https://helpx.adobe.com/indesign/using/preflighting-files-handoff.html

Gather the files you've used, including fonts and linked graphics, for easy handoff to a service provider. When you package a file, you create a folder that contains the InDesign document (or documents in a book file), any necessary fonts, linked graphics, text files, and a customized report. This report, which is saved as a text file, includes the information in the Printing Instructions dialog box; a list of all used fonts, links, and inks required to print the document; and print settings.

InDesign performs an up-to-date preflight check. The Package Inventory dialog box indicates any detected problem areas. You can also give your service provider a composite PDF file made from your document or a PostScript file.

   Do one of the following to open the Package dialog box:
      Choose File > Package. (If Package does not appear in the File menu, try choosing a different workspace, such as Window > Workspace > Advanced.)

   An alert icon indicates problem areas.
   In the Package dialog box, do one of the following:
      If you're notified of problems, click Cancel, and use the Preflight panel to resolve problem areas.
      Click the problem area (such as Fonts) and then correct the problem. When you're satisfied with the document, begin the packaging process again.

   Click Package to begin packaging.
   Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files.
   Click Continue, and then specify a location in which to save all packaging files.
   Select the following, as needed:
   Copy Fonts
   Copies all necessary font files, not the entire typeface.
   Copy Linked Graphics
   Copies linked graphics files to package folder location.
   Update Graphic Links In Package
   Changes graphic links to the package folder location.
   Use Document Hyphenation Exceptions Only
    If this option is selected, InDesign flags this document so that it doesn't reflow when someone else opens or edits it on a computer that has different hyphenation and dictionary settings. You can turn on this option when sending the file to a service provider.

   Include Fonts And Links From Hidden And Non-Printing Content
   Packages the objects located on hidden layers, hidden conditions, and layers for which the Print Layer option is turned off. When this option is not selected, the package includes only what is visible and printable in the document when you create the package.
   Select IDML options

InDesign User Guide: https://helpx.adobe.com/indesign/user-guide.html

InDesign Keyboard Shortcuts: https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html

Select IDML options

Include IDML

Packages the IDML file with the package. This enables the InDesign document/book to be opened in previous versions of InDesign.

Include PDF(Print)

Select to package a pdf (print). All pdf presets currently present are available for use in packaging. Last used pdf preset is the default pdf preset in the pdf preset drop down.

In case of any warning during pdf creation, pdf is created successfully. But, a warning message is displayed.

In case of any error during pdf/idml creation or during packaging, complete rollback takes place and nothing gets created.

Name of the created idml and pdf file is same as .indd document.

View Report

Opens the printing instructions report in a text editor immediately after packaging. To edit the printing instructions before completing the packaging process, click the Instructions button.

Click Package to continue packaging.

http://www.indesignskills.com/skills/prepare-for-print-one/

http://www.indesignskills.com/skills/prepare-for-print-two/

https://design.tutsplus.com/articles/the-beginners-guide-to-prepping-and-sending-to-print--cms-23657