

Adobe® InDesign®

version
2.0

Working with InDesign and XML

Setting new standards for professional layout and design

Adobe InDesign 2.0 software can import and export XML (eXtensible Markup Language) files, making it more efficient to publish content to multiple channels, including print and Web. This document provides a quick introduction to XML and why it matters to designers. It also takes you on a hands-on tour of the new XML import and export support in InDesign. You will learn how to work with the easy-to-use, new Structure view and Tags palette to tag content in design files and export that content as XML files, as well as how to import XML files into templates and blank documents. These powerful new capabilities can help you eliminate the tedious, expensive, and error-prone aspects of preparing content for different channels, and open new opportunities to present your content anywhere you choose.

Before You Begin

Please do the following before you get started with this XML tutorial:

- **Install the XMedia UI plug-in.** To use the new Structure view and Tags palette in InDesign 2.0, you must have the XMedia UI plug-in installed. Locate the XMedia UI plug-in (XMedia UI.apln on Windows systems) in the XMedia Beta Plug-in folder on the Adobe InDesign Cross-media Publishing Resource CD. Then copy it to the Plug-ins folder in your Adobe InDesign 2.0 folder (Mac OS) or Adobe\InDesign 2.0 folder (Windows) on your hard drive. See the XMediaUI_Plug-in.pdf file on the Resource CD for installation instructions.
- **Make sure that Adobe InDesign is using its default preferences.** If you've already installed and worked with InDesign, you should restore its default preference settings. You can delete the preferences file, or, if you'd like to restore your preference settings later, you can rename the current file and reinstate it. Adobe InDesign automatically generates a default preferences file if one isn't available at launch. To restore default preference settings, do the following:
 - On Mac OS 9.1 or 9.2x systems, remove the Adobe InDesign folder from the Preferences folder in your System folder.
 - On Mac OS X, version 10.1 systems, remove the Adobe InDesign folder from Users > Username > Library > Preferences.
 - On Windows® systems, search for and remove the InDesign Defaults, InDesign SavedData, and AdobeFnt.lst files.
- **Install the OpenType® fonts that are included with Adobe InDesign 2.0.** The tutorial files use two OpenType fonts: Adobe Garamond® Pro and Adobe Caslon® Pro. These fonts are included with Adobe InDesign 2.0. You can locate them in the Goodies\Adobe OpenType folder on the Adobe InDesign product CD. To avoid font substitution, please follow the guidelines for your operating system to install these fonts. If you're using an Educational Version of InDesign 2.0 or another non-retail version, you may not have these fonts available, unless you've purchased them separately from Adobe. However, InDesign will prompt you to substitute other fonts when you open the files.
- **Check the version of Microsoft® Internet Explorer or Netscape Communicator you have installed.** For the optimal experience previewing XML files in a Web browser, be sure to use Microsoft Internet Explorer 5.0 and later or Netscape Communicator 6.0 and later.
- **Organize the tutorial files on your hard drive.** Decompress the tutorial files, which we've provided with this Guided Tutorial. Make backup copies so you can easily review steps as often as you want.
- **Launch Adobe InDesign 2.0,** and then follow the directions for each exercise.

For the latest information about the cross-media support in InDesign, visit www.adobe.com/products/indesign/crossmedia.html.

Lesson Files

To complete the hands-on exercises, you need these files:

01_a.indd To practice adding structure to layouts
 Tags.xml To import tags
 01_b.indd To view final version with structure

02_a.indd To practice importing XML files into a template

Article_Context.xml To import into a template

02_b.indd To view final version with XML file flowed in

These InDesign files include the following linked Adobe Photoshop® (PSD) files. All of these RGB graphics are saved in lower resolution to minimize file sizes for Web download. They are not intended for high-resolution printing.

01_c.psd
 01_d.psd
 01_e.psd
 01_f.psd

What is XML, and Why Does It Matter?

XML is a method based on open standards for tagging content in a document, so that the components can be identified and reused in another computer application. You use tags to label information and control its structure. For example, to indicate that a particular sequence of words is a headline element, you could label it with a tag that describes its content, such as this headline tag:

```
<Head>Imagine That!</Head>
```

You can also use XML tags to identify the structure of information in a file. Let's say that you have a group of photos and a credit line. You can tag them as a unit in which the picture group is the parent element and the individual images and credit are child elements.

If you're accustomed to HTML tags, you'll find XML tags familiar and easy to work with. It's important to keep in mind, though, that XML tags have significant differences. For example, HTML tags are predefined by the HTML standard, and they primarily describe how to display information, so you can specify how content looks in Web browsers. XML, on the other hand, enables you to define your own tags and document structure. Plus, XML tags identify what data is, not how it looks.

This distinction gets at the heart of what makes XML so powerful: It separates form (how something looks) and content (what it is) and stores information about the content in an open format for exchanging it. This capability is exactly what makes XML exciting. You can now prepare content once in InDesign 2.0, tag it to produce XML files, and then quickly transform exported XML files into appropriately formatted content for different publishing channels.

For example, you could design print pages in InDesign, export XML files, and then use Adobe GoLive® 6.0 to dynamically generate Web pages from the XML content. This new workflow effectively eliminates much of the labor involved in pulling content out of print pages, stripping out the formatting, and preparing it for the Web.

In addition, print designers can use XML to pull content from one design, and then incorporate it into as many different templates as they choose to quickly generate different print versions. This ability to deploy content quickly and cost effectively is increasingly important for designers and content publishers. The lessons that follow demonstrate how straightforward it is to tag content and create XML structure with InDesign 2.0. Jump in and see for yourself how this integrated new XML import/export functionality can transform your design process and open new opportunities.

Adding Structure to Existing Documents

With InDesign 2.0, you can easily add XML structure to pages that have already been designed. To add structure, you apply tags to the different elements in a layout. A tag is a label that identifies the content in an exported XML file. You can, for example, open an existing InDesign 2.0 layout, assign tags to the headline, body copy, and graphics in it, and then export an XML file. Additionally, you can open older InDesign documents, QuarkXPress® 3.3–4.1x files, and PageMaker® 6.5–7.0 files and quickly transform their design elements into structured content. Adding structure increases the value of the content significantly, because you can repurpose XML content in a variety of ways.

The tagging and structure controls in InDesign are designed to be flexible, intuitive, and interactive. This lesson guides you through how to use them to add structure to an existing InDesign document and then export an XML file.

Try adding structure to an existing document:

1. Choose File > Open, locate 01_a.indd, and click Open to open the file. If necessary, click Fix Links to relink the placed files. Then choose File > Save As to save the file to a new name. As you work, choose File > Save periodically to save the changes you're making.

Task: Tagging Items in Files

2. Choose View > Show Structure to open the Structure view, or press Command+Option+1 (Mac OS) or Ctrl+Alt+1 (Windows) to open it.

Important

If you open the View menu and don't see the Show Structure command, then the XMedia UI plug-in is not installed with InDesign. You need to install this plug-in before you can complete this tutorial. Please see page 1 of this Guided Tutorial for details.

Tip: Tagging Content

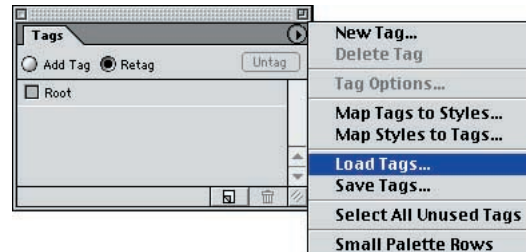
InDesign gives you many different ways to tag content. You can:

- Drag and drop a element from the Structure view to the page, or from the page to the Structure view. When you drag an item onto the Structure view, a context-sensitive menu appears so you can select the tag.
- Drag and drop a tag from the Tags palette to an item on a page or an element in the Structure view.
- Activate a context-sensitive menu for an item on a page or an element in the Structure view, and then choose a tag name.
- Map paragraph styles to tags.
- Select an item on a page and then click the tag in the Tags palette or the element in the Structure view.

3. Choose Window > Tags to open the Tags palette.

To tag content for XML export, you first need to create or import a set of tags to use. Creating tags is easy: Click the New Tag button on the Tags palette, enter a name, and press Return or Enter. The important point is to plan your tags, so you name them meaningfully (for example, by choosing names that match corresponding paragraph styles) and use them consistently. Consistent tags enable you to exchange files with predictable results, autoflow XML content into tagged templates, and perform other tasks. You can also import tags from an XML file or from another InDesign 2.0 document.

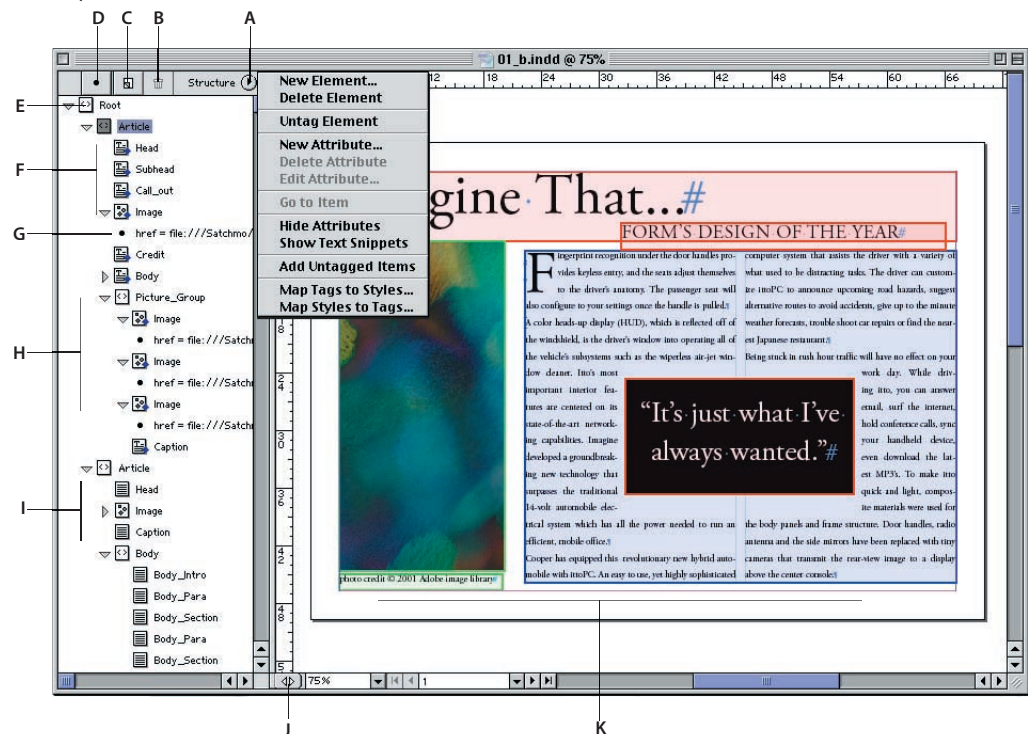
4. Choose Load Tags from the Tags palette menu. Locate Tags.xml and click Open.



Choose Load Tags from the Tags palette menu to import XML tags from an XML file or another InDesign 2.0 document.

At A Glance: InDesign 2.0's Structure View

We've integrated XML structure into the heart of InDesign 2.0, making it easy for you to design documents as you intend and then output them for a variety of cross-media workflows. The Structure view offers the tools you need to view and browse structured documents, import and lay out the content of XML files, add structure to existing documents, create templates for autoflowing XML content, rearrange the hierarchy of XML content, and more. Here is a quick overview of what you can do with the Structure view. For a complete overview of the icons used in the Structure view, see the "Glossary of Structure View Icons" later in this document.



- A Opens the Structure menu.
- B Deletes selected items and any child elements from the Structure view and layout. Also deletes selected attributes.
- C Adds an element to the structure.
- D Adds an attribute to a selected element.
- E Contains the document structure. Required part of XML file, which you can rename and place but cannot delete.
- F Indicates (■ □) that the text or graphic element is placed in the layout.

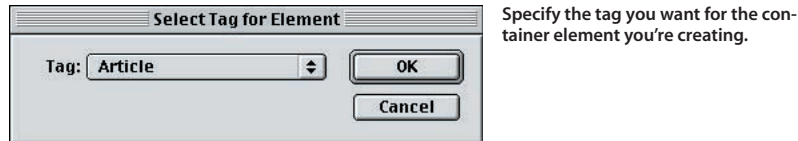
- G Indicates an attribute that's assigned to the element (all tagged linked graphics automatically create an href attribute with the path where the graphic file is stored).
- H Example of a parent and its subordinate child elements.
- I Indicates (■ □) elements that haven't been placed yet.
- J Provides a shortcut for showing and hiding the Structure view: Simply click it to open or close the view.
- K Shows on-screen what elements have been tagged when View > Show Tagged Frames is activated. The displayed colors match the ones assigned to the tag.

Once you've imported tags, you're ready to assign these tags to page items in your document, including graphics frames, text frames, and text blocks within text frames. First, though, let's create a container element into which you can organize your tagged content.

- Click Root in the Structure view. Then click the Add An Element button, or choose New Element from the Structure menu at the top of the Structure view.



- Choose Article for Tag in the Select Tag dialog box, and click OK.

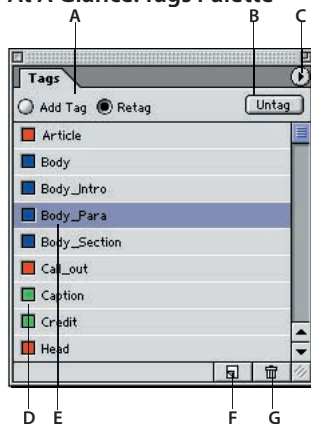


- If necessary, press V on your keyboard to choose the selection tool. Then click the headline "Imagine That..." in the layout and click Head in the Tags palette to assign this tag to it.
- Choose View > Show Tagged Frames. Then continue to assign tags to add structure to this document:
 - Click the subhead "Form's Design of the Year" and click Subhead in the Tags palette.
 - Click the callout "It's just what I've always wanted" and click Call_Out in the Tags palette.
 - Click the image on the left side of the page and click Image in the Tags palette.
 - Click the credit under the image and click Credit in the Tags palette.
 - Click the text frame containing the article ("Fingerprint...") and click Body in the Tags palette.

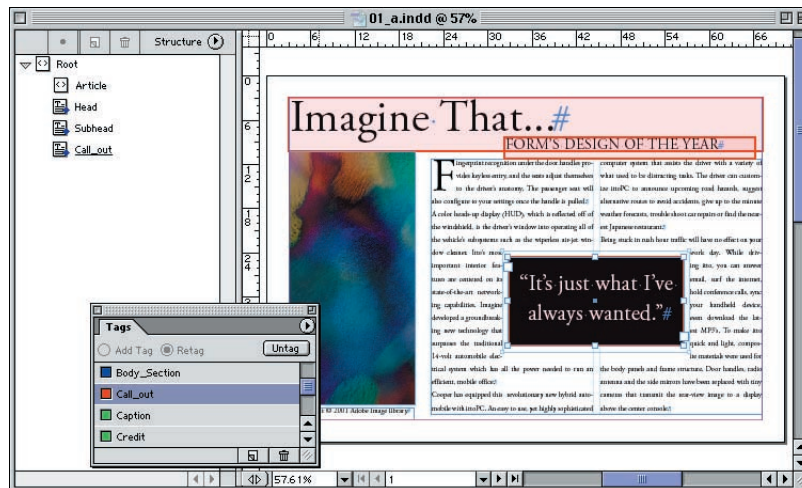
Tip: Using Color Coding to Identify Tagged Frames

To quickly see which page items are tagged, choose View > Show Tagged Frames. InDesign then highlights tagged frames on-screen in the color you've specified for a particular tag or set of tags. For example, you can highlight all tagged text items in blue, so you can quickly see whether any text items are untagged or mistagged. You can assign a color to a tag when you create the tag or edit its options (choose New Tag from the Tags palette menu or select a tag and choose Tag Options from the menu). Just as with layer colors, tag colors provide a visual cue on-screen and don't affect

At A Glance: Tags Palette



- Click an insertion point in text and then add or change a tag.
- Remove a tag from a selected element or frame.
- Display the Tags palette menu.
- View the color assigned to tag(s). Then use the color to identify different groups of tagged items.
- Click a tag to assign it to a selected item. Double-click the tag name to edit it, or the color swatch to edit tag options.
- Create a new tag.
- Delete a tag.



As you select elements and click tags in the Tags palette to assign them, InDesign adds the elements to the Structure view.

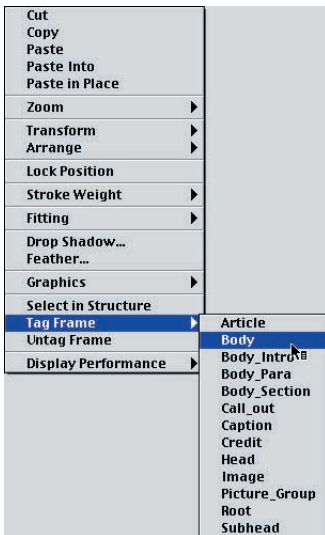
Task: Mapping Styles to Tags

- Press T on your keyboard to switch to the type tool. Then, select (highlight) the first paragraph in the text frame that you just tagged as Body.
- If necessary, choose Type > Paragraph Styles to open the Paragraph Styles palette. Then check the name of the paragraph style assigned to the paragraph.

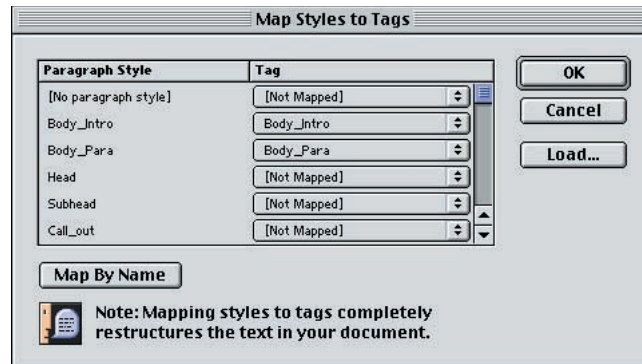
We matched the paragraph style names and the tag names to help make the structure easier to manage.

Tip: Tagging Content with Context-Sensitive Menus

InDesign 2.0 gives you instant access to tagging options with context-sensitive menus. You can, for example, Ctrl-click (Mac OS) or right-click (Windows) a frame in a layout and quickly assign a tag, delete a tag, or highlight the corresponding element in the Structure view. In addition, you can open context-sensitive menus to perform actions on any element in the Structure view.

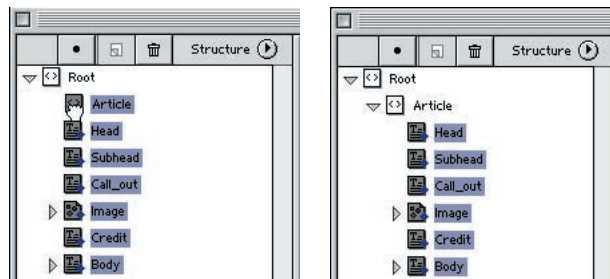


11. Click Body_Intro in the Tags palette to assign this tag. Then select the next paragraph and tag it as Body_Para.
- Manually applying tags to paragraphs works well. However, InDesign also offers a more efficient way to get this work done if you've set up and applied paragraph styles in your document. Using the Map Styles To Tags command, you can automatically assign XML tags to text that is styled with paragraph styles.
12. Press Command+Z (Mac OS) or Ctrl+Z (Windows) twice to undo the two tags you've applied.
13. Choose Map Styles To Tags from the Structure menu at the top of the Structure view or from the Tags palette menu.
14. Under Paragraph Style, find Body_Intro, and then choose Body_Intro under Tags to map the style. Repeat these steps for Body_Para and Body_Section (scroll down to find Body_Section). Click OK.



Quickly tag a styled document by assigning—or *mapping*—paragraph styles to tags.

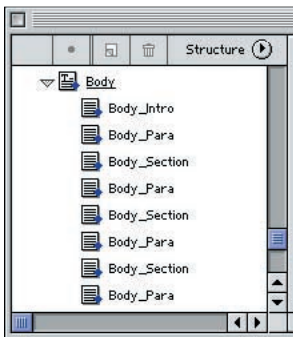
15. Now make all of the elements you've tagged subordinate to Article, so they relate as a unit: Shift-select the Head, Subhead, Call_out, Image, Credit, and Body elements in the Structure view. Then drag these elements onto the Article element icon so it's highlighted and release the mouse button.



Shift-select elements and then drag them on top of Article to make them subordinate.

Task: Navigating a Structured Document

16. Click insertion points in different paragraphs to see that the appropriate tags are now applied. When you tag text in a text frame, those elements appear as subordinate elements—called *child elements*—under the text frame element (the *parent element*) in the Structure view. You can easily hide and display these child elements by clicking the triangle to the left of the parent element's name. For example, click the triangle to the left of Body to see the tagged paragraphs you just added.
17. Double-click a tagged text element or image in the Structure view to highlight that item in the document window. If you double-click an element that appears on the second page, InDesign will automatically center that page in your view and highlight the text or graphic. In addition, selecting a page item in your layout selects that element in the Structure view: An underline appears under the element to help you identify related items.

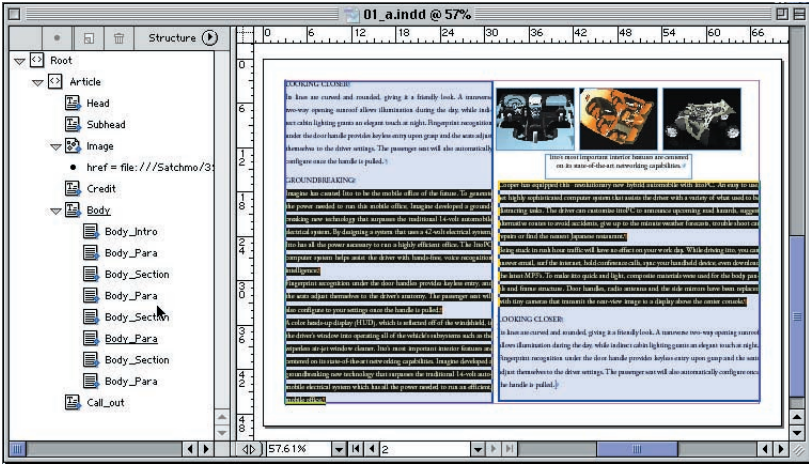


Example of a parent element and its subordinate child elements

**Alternative Technique:
Dragging Items from Your
Layout to the Structure View**

You can also add elements to your structure by dragging them from the document page to the structure view. For example, you could organize images in a picture group (as you did in Steps 21–23) by doing the following:

- Click Article in the Structure View and click the Add An Element button.
- Choose Picture_Group for Tag in the Select Tag dialog box, and click OK.
- Drag one of the images from the layout on top of the Picture_Group element, so that it's highlighted and release the mouse button. When a menu appears, choose Image. Repeat with the other images and caption (you can Shift-select the remaining images and drag them onto the Picture_Group, and then repeat with the caption).



Use the Structure view to navigate to different content in your document. For example, double-click an element in the Structure view to highlight it in the layout.

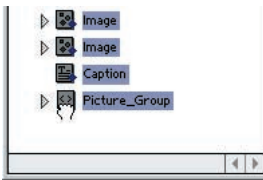
- 18. If necessary, scroll to the second page or click the Next Page button at the bottom of the window.

Task: More Practice with Creating Parent and Child Elements

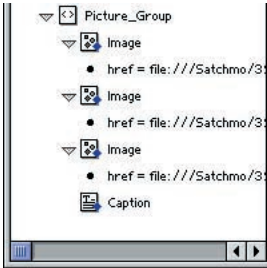
- 19. Switch back to the selection tool by selecting it in the toolbox or pressing V on the keyboard (make sure you don't have an insertion point in any text first).
- 20. On page 2, select each of the three images at the top of the page, and tag it with the Image tag in the Tags palette. Also, select the caption under the three images and tag it with the Caption tag.
- 21. Click Article in the Structure view. Then click the Add An Element button, or choose New Element from the Structure menu at the top of the Structure view.
- 22. Choose Picture_Group for Tag in the Select Tag dialog box, and click OK.
- 23. Turn the Image elements into child elements of Picture_Group: In the Structure view, drag the first Image element onto the Picture_Group element so that it's highlighted, and then release the mouse button. Then Shift-select the other two Image elements and the caption, and repeat this process to make them all child elements in the Picture_Group.



Drag an element on top of another one in the Structure view to make it subordinate to that element.



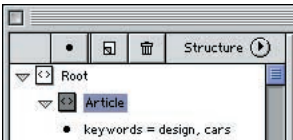
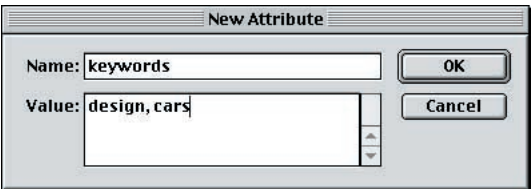
Shift-select elements to reorganize several at a time under a parent element.



When you tag a linked graphic, InDesign automatically creates an href attribute, which identifies the path for the link.

Task: Assigning Attributes

- 24. Review the attributes that are associated with the images in this file: Click the triangle to the left of any Image element in the Structure view to see the href attribute that specifies where the image is stored. An attribute is a string that contains a name and value. For example, you can create an attribute called keywords and then assign search words to the value, such as Cars, Design, and so on. Or you can assign an attribute that describes who created the file and when the work was done. Elements can have more than one attribute assigned to them.
- 25. Add an attribute to the Article: Click the Article element in the Structure view. Then click the Add An Attribute button or choose New Attribute from the Structure menu at the top of the Structure view.
- 26. For Name, enter **keywords**. For Value, enter **design, cars**. Then click OK.



Assign attributes to any element. These attributes appear in the Structure view for easy browsing. You can show or hide them by clicking the triangle to the left of the element name.

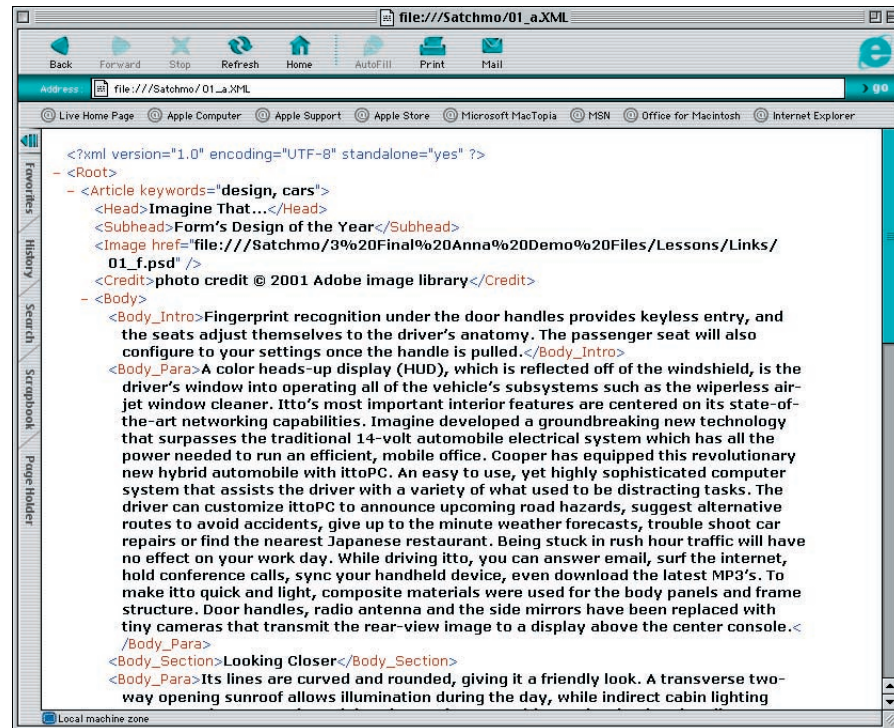
Tip: Exporting from a Selected Element

You can also export individual, selected elements as XML files. Just click the element you want to export in the Structure view, and choose File > Export. Select XML for Formats (Mac OS) or Save As Type (Windows). Then specify a file name, select a location to save the file to, and click Save. In the Export XML Options dialog box, choose the Export From Selected Element option and click OK. If you also choose View XML Using and specify a browser, you can preview the resulting XML file directly.

Task: Exporting an XML Files

Once you've created structure in a document, you can export it to XML in a few quick steps and view it in a Web browser directly. (The Web browser must support XML. For the best results, use Internet Explorer 5.0 and later or Netscape Communicator 6.0 and later.)

27. Choose File > Export. Select XML for Formats (Mac OS) or Save As Type (Windows). Then specify a file name, select a location to save the file to, and click Save.
28. In the Export XML dialog box, check View XML Using and select the Web browser you want to use. If you like, you can also enter comments and change the encoding method to UTF16 or Shift-JIS. Then click OK.
29. Preview the XML file you've exported in your Web browser. Then close the browser, switch back to InDesign, and close the file you've created in InDesign.



You've now separated the content of the file from its design, while maintaining the structure of the information. When you preview the XML file in your Web browser, none of the formatting is there anymore. However, the structure is apparent. You can now repurpose your XML content in different ways. For example, you can import it into another InDesign document that uses different paragraph styles to quickly create a different print design from the same content—a technique that is illustrated in the next section. In addition, you can incorporate your XML files into XML-savvy applications or content management systems to publish the content in a variety of places.

Importing XML Files into Templates

InDesign 2.0 expands the notion of templates through its XML support. In the past, templates included text and graphics frames as placeholders for content, plus paragraph and character styles, master pages, colors, libraries, and other tools for creating consistent designs. With InDesign 2.0, you can also tag elements in templates, adding structure that helps you automate layout. If an imported XML document matches the tagged structure of the template, it automatically flows into the placeholder frames. You can then map tags to paragraph styles to format the imported XML file. Planning is the key to setting up effective templates. You want to be sure that you're naming and using XML tags consistently for maximum benefit. This section shows you how to flow XML content into a tagged template.

Tip: Showing and Hiding All of the Elements in Structure View

Here are two keyboard techniques for quickly showing or hiding all of the elements in the Structure view.

- Press the Option (Mac OS) or Alt (Windows) key and click the triangle to the left of Root or of the parent element whose subordinate elements you want to show or hide. This technique also displays any associated attributes.
- Click the Root or parent element and use the right and left arrow keys to display their subordinate elements (though not the associated attributes).

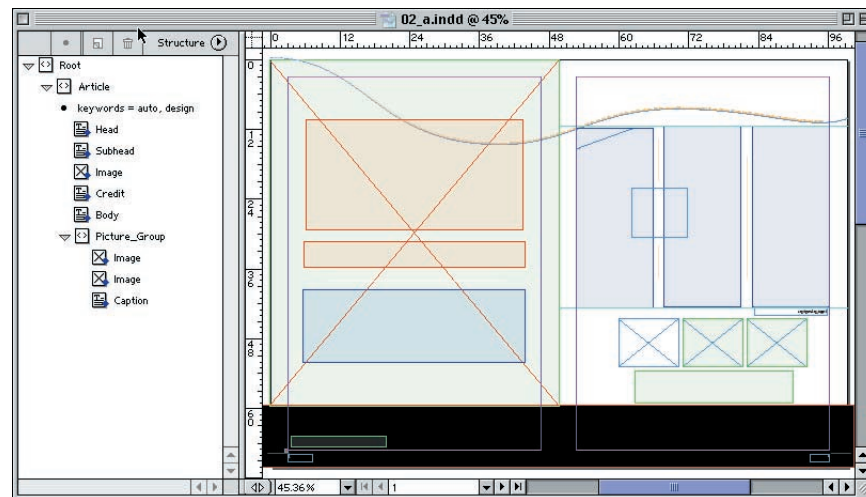
Try importing an XML file into a template:

1. Choose File > Open, locate 02_a.indd, and click Open to open the file. Then choose File > Save As to save the file to a new name. As you work, choose File > Save periodically to save your work.
2. If necessary, choose View > Show Structure. Also choose View > Show Tagged Frames. Then double-click the Subhead element to see which frame is tagged as Subhead. When you import the XML file, the content tagged as Subhead in that file will automatically flow into this frame. Let's try it.

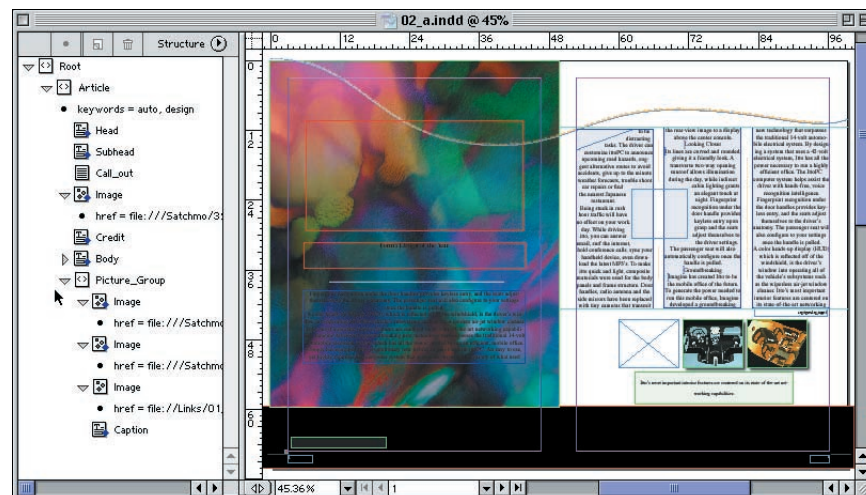
Task: Flowing XML Content into a Structured Template

3. Choose File > Import XML, and locate Article_Content.xml. Then make sure the Replace Content option is selected, deselect the Import Into Selected Element option, and click Open (or Choose).

The tags in the XML file match the tags in the template, so the unformatted content flows directly into the layout.



Open a template that contains tagged frames. If the tags assigned to the frames match an XML file you're importing, then...

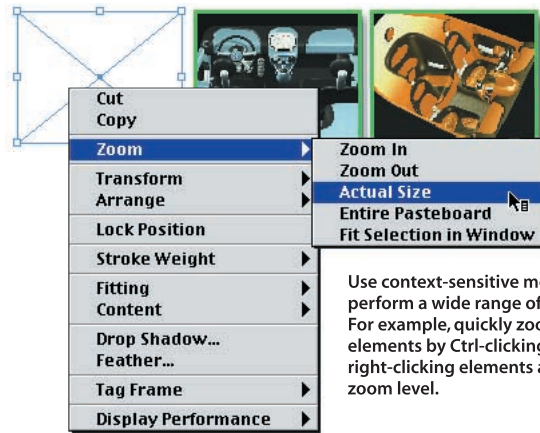


...the content of that XML file will automatically flow into the template.


4. If necessary, choose Window > Tags to open the Tags palette.

Task: More Practice with Tagging Page Items

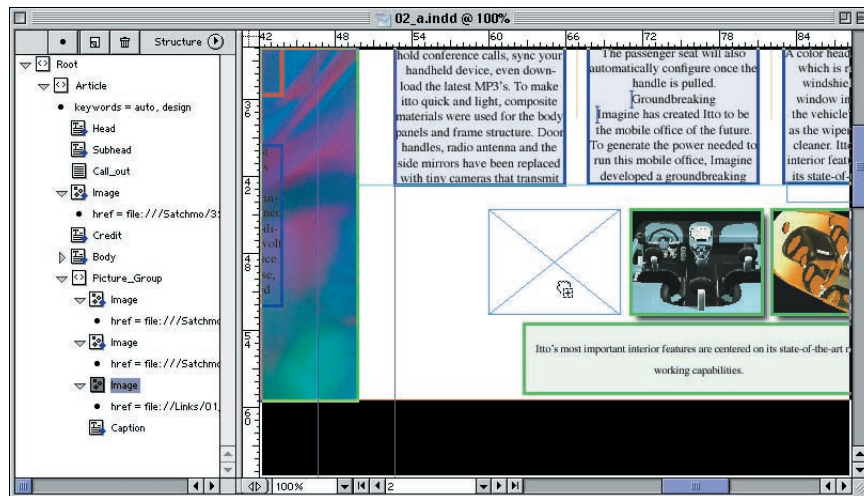
- Note that one graphics frame on the righthand page isn't highlighted and doesn't contain any content, indicating that it wasn't tagged for the XML content. Now, zoom in on it: Choose the selection tool, Ctrl-click (Mac OS) or Right-click (Windows) it, and choose Actual Size from the Zoom submenu.



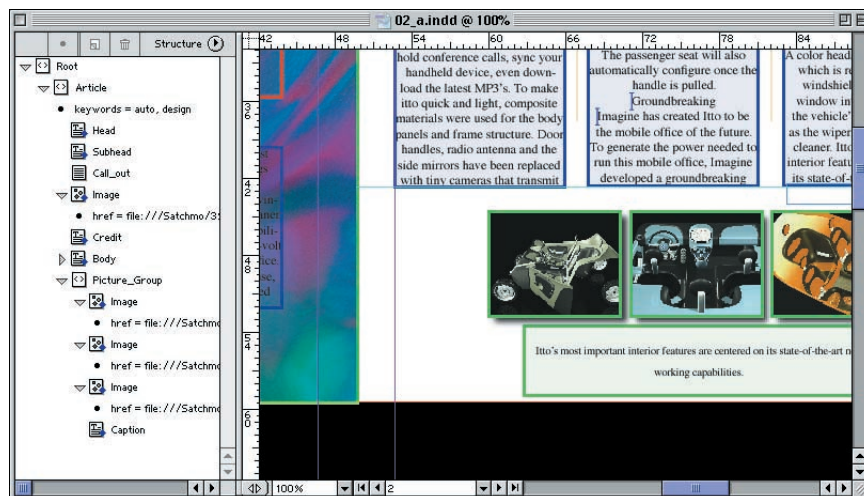
Use context-sensitive menus to quickly perform a wide range of tasks in InDesign. For example, quickly zoom in on selected elements by Ctrl-clicking (Mac OS) or right-clicking elements and choosing a zoom level.

- Select the filled image frame next to the empty image frame and note that it's tagged in the Tags palette. Then select the empty image frame again to see that no tag is assigned to it.
- Locate the image that hasn't been placed in the layout yet (look for an unplaced image icon ). Drag it from the Structure view directly onto the empty image frame to place the content.

If you're prompted to locate the file, browse to find it, and then click Open. Note that InDesign applies a drop shadow to the newly placed image because it's an attribute of the selected frame.



If a frame isn't tagged, then the associated content can't flow into it. However, the content appears in the Structure view, so you can quickly drag and drop it onto the frame...

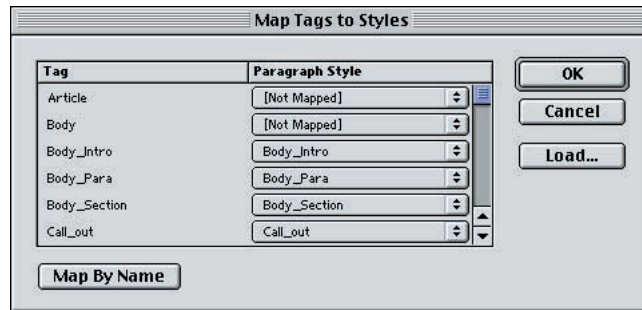


...where it will adopt any attributes, such as drop shadows, that you've applied to the frame.

8. Scroll up the page a short ways to the empty frame where a pull quote logically belongs. Then find the Call-out element in the Structure view and drag it into this frame.
9. Press Command+Option+0 (Mac OS) or Ctrl+Alt+0 (Windows) to view the whole spread again.

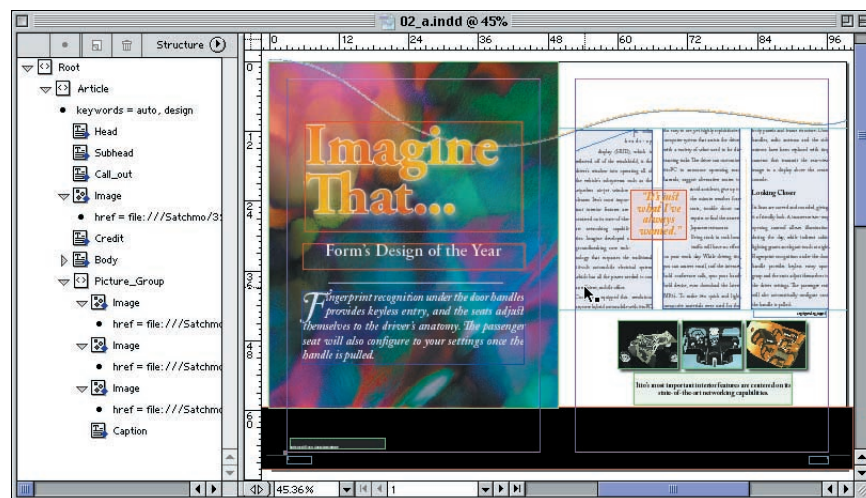
Task: Automatically Formatting Structured Text

10. Style the text content by mapping the tags to the paragraph styles stored in the template: Choose Map Tags To Styles from the Structure menu, click the Map By Name button, scroll through the list of tags to see how the styles mapped, and then click OK.



Click Map By Name to instantly map all of the tags and paragraph styles that have names in common. Planning your tags and styles to share names can save you a lot of time as you layout XML content.

11. Select the callout on page 2, and then Ctrl-click (Mac OS) or Right-click (Windows) it and choose Actual Size from the Zoom submenu to zoom in on it.
The Call_Out tag mapped to an older version of the style. However, you can quickly remap the style and tag to get the formatting you want.
12. Choose Map Tags To Styles from the Structure menu, scroll to locate the Call_out tag, and choose Call_out2 for the paragraph style. Then click OK.



Setting up templates helps you turn XML content into designs quickly. In fact, this capability shows off the power of separating form and content—you can set up different templates and then flow content into them to rapidly produce multiple designs.

13. *Optional:* Make changes to the content and export a new XML file to use in the next lesson. For example, add an exclamation point to the headline and change the subhead to read “Form’s Car Design for the 21st century.” Then choose File > Export. For Formats (Mac OS) or Save As Type (Windows), select XML. Select a location to save the file to, and click Save.
14. Close the InDesign file you’ve created.

Importing XML Files into Blank Documents

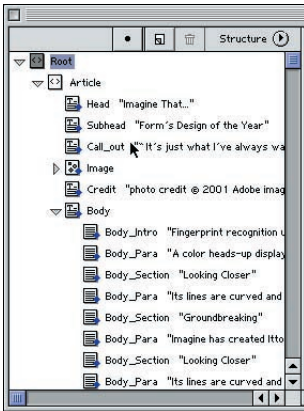
With InDesign 2.0, you can import XML files and drag and drop the content onto a page to start designing with it. This lesson shows you how easy it is to work interactively with XML files in InDesign.

Try importing XML files into blank documents:

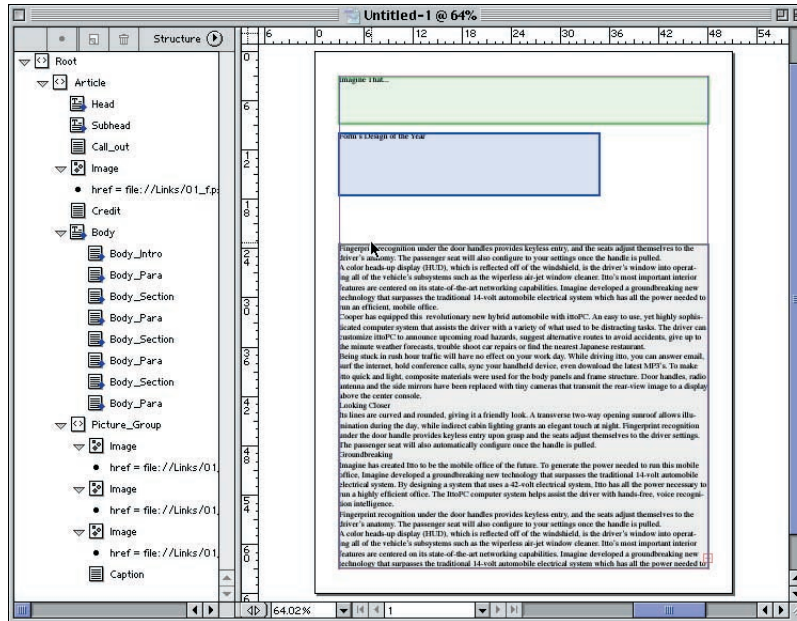
1. Choose File > New > Document.

Tip: Identify Text Elements More Easily with Text Snippets

Display text snippets in the Structure view, so you can more easily identify what each piece of text is. A text snippet contains up to 32 characters from the start of each story. Choose Show Text Snippets from the Structure menu, or Ctrl-click (Mac OS) or Right-click (Windows) any icon in the Structure view to open the context-sensitive menu. Then choose Show Text Snippets.

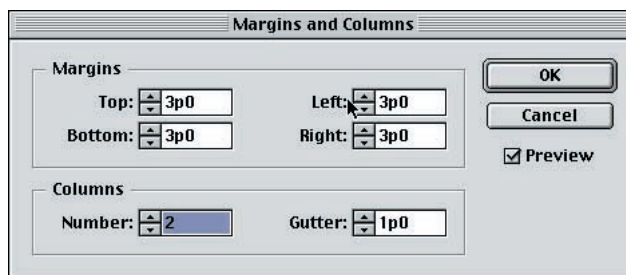


2. Choose File > Import XML. If you exported an XML document in the second lesson, locate that document and click Open. Otherwise, locate Article_Content.xml and click Open.
3. If necessary, press Option (Mac OS) or Alt (Windows) and click the triangle to the left of Root in the Structure view to display the imported content.
4. Design a spread with this content using one of the following techniques:
 - Drag and drop content from the Structure view onto the blank page. As you drop each piece of content, resize the frame to relate more closely to the size of the content.
 - Press the T on the keyboard to select the type tool. Create a frame on the blank page for the headline, and then drag the Head onto the frame to place it. Continue creating frames and dragging content into them as you design the layout.



Drag and drop structured content onto a page to start laying it out.

5. *Optional:* Choose Layout > Margins and Columns, enter 2 for Columns, and click OK. Then use the columns to lay out the longer article text.



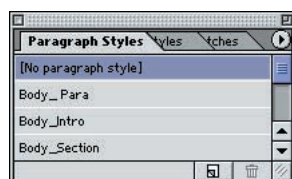
Set up columns for your design.

6. *Optional:* Quickly style the text by loading paragraph styles from another InDesign document and mapping tags to styles. If necessary, choose Type > Paragraph Styles to open the Paragraph Styles palette. Choose Load Paragraph Styles from the Paragraph Styles palette menu, locate 02_b.indd, and click Open to import the styles. Then choose Map Tags To Styles from the Structure menu, click Map By Name, and click OK.

Tip

To delete an element and leave the related content on the page, Ctrl-click (Mac OS) or right-click (Windows) a tagged item to display a context-sensitive menu and choose Untag Frame; or select the page item and click the Untag button on the Tags palette.









To delete an element and its placed content, click the element in the Structure view, and click the Remove Selected Elements button or choose Delete Element from the Structure menu. Then click OK in the Warning message box.



Load paragraph styles from another InDesign document.

7. Close the document when you're finished experimenting.

Glossary of Structure View Icons

Icon	Description	Icon	Description
	Root element; structural unplaced element with no content		Placed story element (A story element is a tagged frame that contains text.)
	Unplaced text element		Placed text element (Tagged text within a story element.)
	Unplaced graphic element		Placed graphic element
	Attribute assigned to an element		Placed tagged frame (no content)