How to use books

A *book file* is a collection of Adobe InDesign CS6 documents that can share styles, swatches, master pages, and other items.

Books files are designed to help you group documents into books. If you think about a book's common characteristics across chapters, most of these characteristics are represented in InDesign book files.

- By using common styles, swatches, and master pages, you can ensure that a book looks consistent from the first to last page.
- You can sequentially number chapters in books.
- While keeping chapters consistent with the rest of the book, you can also treat chapters as separate documents. For example, you can print individual documents in a book or export individual documents to PDFs.
- Book files also give you flexibility in how you distribute content. For example, one chapter can belong to multiple book files.

Style sources

Book files designate one document (chapter) as a style source to maintain consistency. A *style source* contains all of the paragraph, character, and object styles InDesign uses to synchronize the other documents in the book. Initially the style source is the first document in the book. You can select a new style source at any time.

Often, chapters are created at different times by different authors, or you may decide to change styles in the middle of the production process. As long as the chapters have styles with the same names, you can synchronize styles across the book. When you *synchronize* documents, styles and swatches from the style source replace the styles and swatches in the book's other documents.

Creating a new book

In the following steps, you create a new book and save it on your system.

To create a new book::

1. Start InDesign.
2. Choose File > New > Book.

   The New Book dialog box appears.
3. Type a name for the book, select a location, and then click Save.

   The book file is saved with the filename extension .indb and the Book panel appears (**Figure 1**).

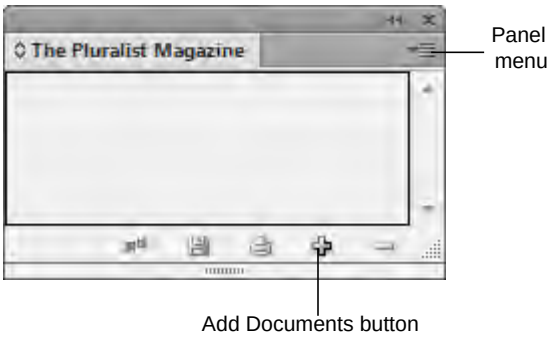

Figure 1 Book panel

Adding documents to a book file

When you create a book file, it opens in the Book panel. The Book panel is the working area of a book file, where you add, remove, or rearrange documents.

To add documents to a book file:

1. Click the Add Documents button in the Book panel (**Figure 1**).

   The Add Documents dialog box appears.

2. Browse to the location of the InDesign document or documents you want to add to the book. Select the document(s).

   Note: You can select multiple files by holding down Ctrl (Windows) or Command (Mac OS) while you click.

3. Click Open.

   The Add Documents dialog box closes, and the document(s) appear in the Book panel.

4. You can change the order of the documents in the panel by dragging them up or down in the list.

   In the example (**Figure 2**), Invitation is being moved under Calendar of Events.

5. To designate a document as the style source, click the box next to the document's name in the panel (**Figure 3**).

6. To open a document, double-click the document's name in the Book panel.

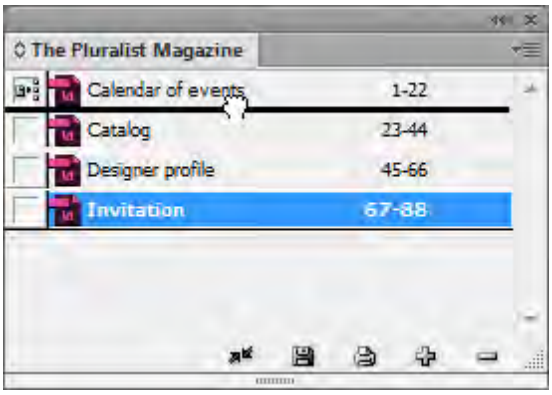

Figure 2 Changing the document order in the Book panel

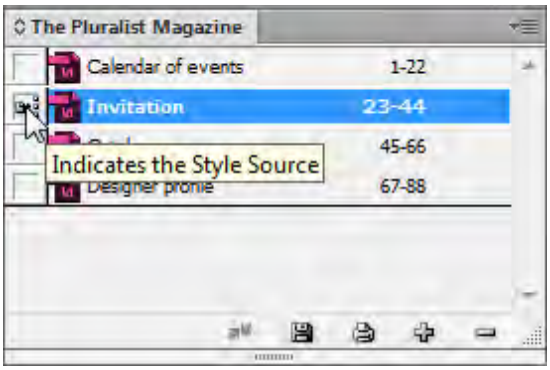

Figure 3 Documents in the Book panel

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Synchronize book documents

When you synchronize documents in a book, the items you specify—styles, variables, master pages, numbering lists, and swatches—are copied from the style source to the specified documents in the book, replacing any items that have identical names.

If an item—such as a swatch—in the style source is not found in the documents being synchronized, InDesign adds this item to the document. Any item that is not included in the style source is left as-is in the documents being synchronized. (In other words, InDesign will not remove objects such as styles or swatches from synchronized documents, but it will add such objects.)

To set synchronization options:

1. Choose Synchronize Options in the Book panel menu (**Figure 4**).

   The Synchronize Options dialog box appears (**Figure 5**). This dialog box lists options you can synchronize across the book's documents. After the synchronization process runs, all documents will match the style source for the selected options.

   For example, if you select Character Styles and Paragraph Styles and set the introduction document as the style source, all character and paragraph styles in the other documents will match those in the introduction document.

2. Select the items in the Synchronize Options dialog box you want to synchronize.

   Keep in mind that some styles depend on other styles. For example, an object style could contain paragraph or character styles, and a character style could be defined by a swatch. Be sure to select all items that define other items you have selected.

3. Click OK.

   The Synchronize Options dialog box closes.

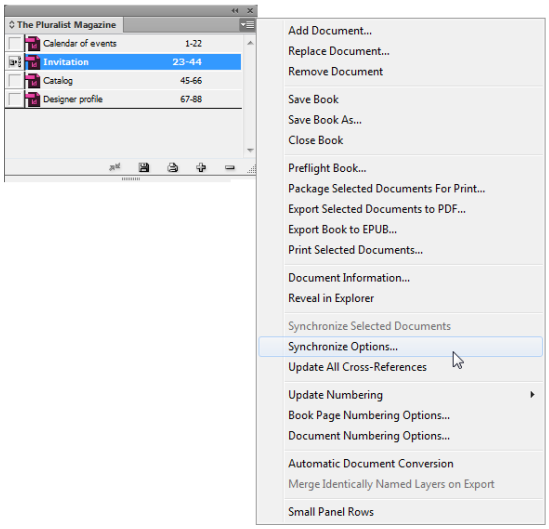

Figure 4 Book panel menu

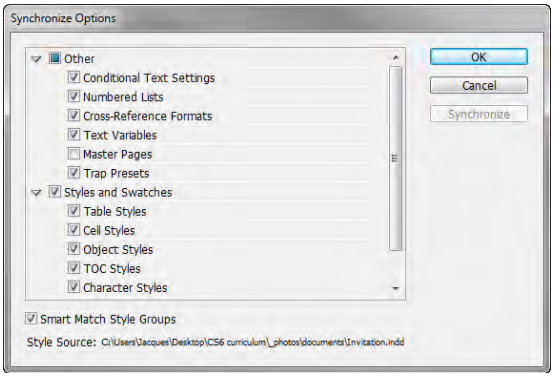

Figure 5 Synchronize Options dialog box

Synchronization process

When you run Synchronize Book Documents, InDesign matches the characteristics of selected documents to the characteristics of the style source. To make these changes, InDesign needs to open the book's documents.

- If a document is currently closed, InDesign opens the document, synchronizes it, saves it, and closes it.
- If a document is currently open, InDesign synchronizes it but does not save it.

To synchronize book documents:

1. In the Book panel, click to select the documents you want to synchronize with the style source (**Figure 6**).

   If you do not select any documents, InDesign synchronizes the entire book.

   Note: When you want to synchronize the whole book, you can make sure no documents are selected by clicking the blank gray area below the booked documents. You may need to scroll down or resize the Book panel.

2. Click the Synchronize button at the bottom of the Book panel.

   A message appears saying that the synchronization was completed successfully.

   Note: You're probably used to being able to undo most commands in InDesign. The Synchronize command is an exception for documents that are closed when you start the synchronization. You cannot undo changes InDesign makes to closed documents. Choosing Edit > Undo will undo changes in documents that are open when synchronization occurs.

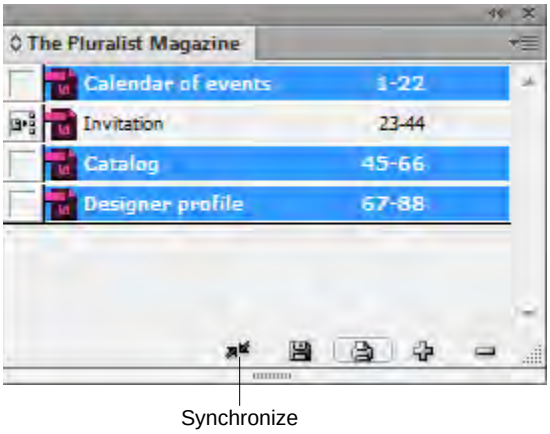

Figure 6 Selected documents in the Book panel

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