

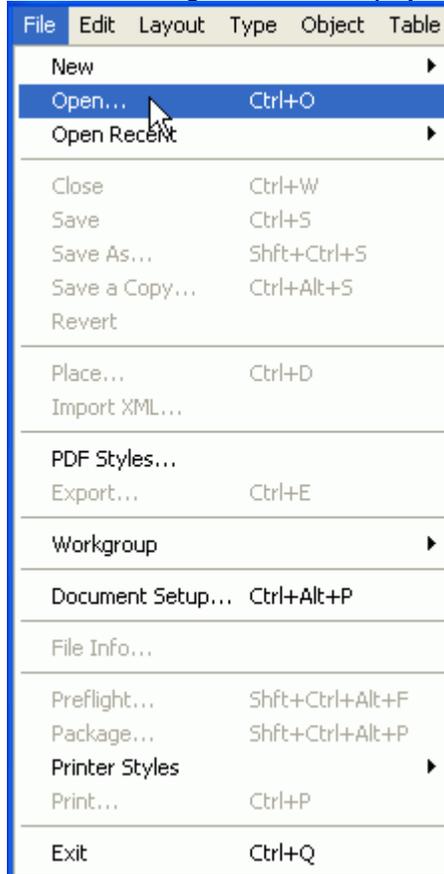
## Finishing a Book in Adobe InDesign 2.0

### Adding a Document to Your Book

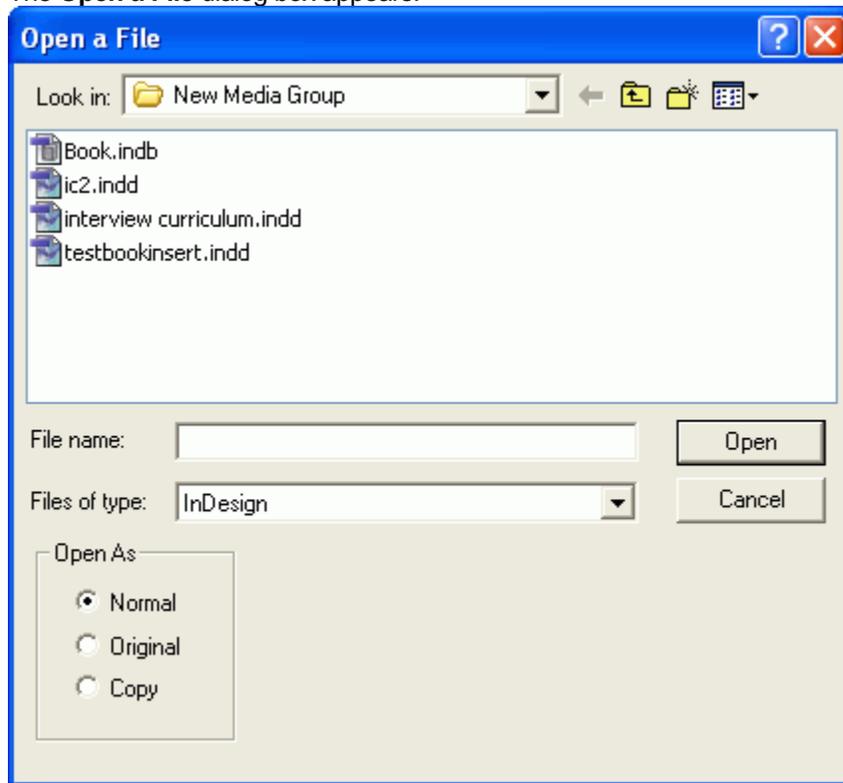
Your book palette should include all of the front matter and content documents that you want in your book.

To add documents to a book in Adobe InDesign 2.0, perform these steps:

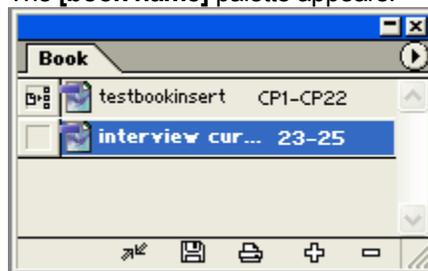
- 1) In Adobe InDesign 2.0, click **File | Open**.



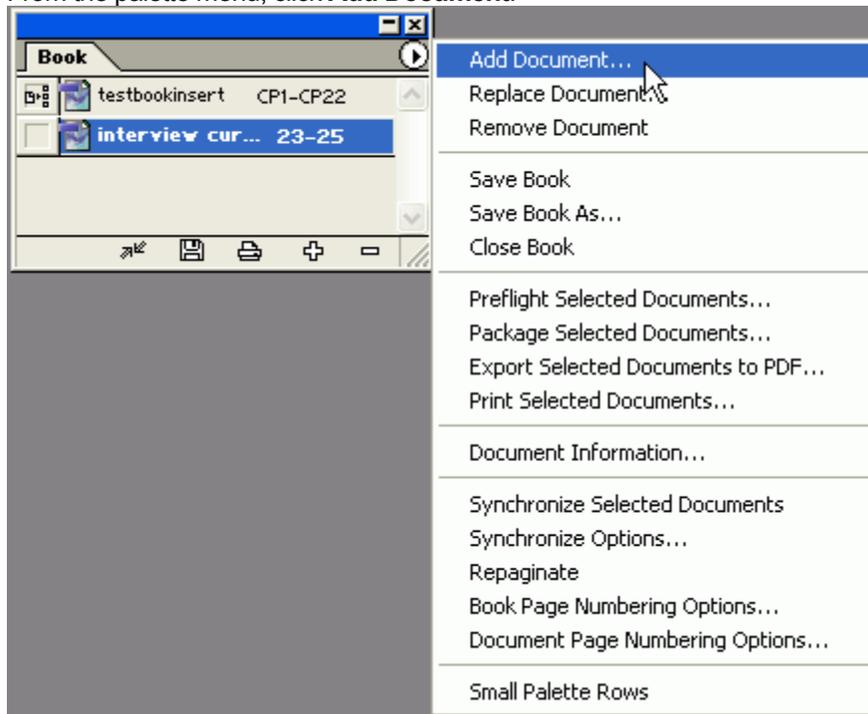
The **Open a File** dialog box appears.



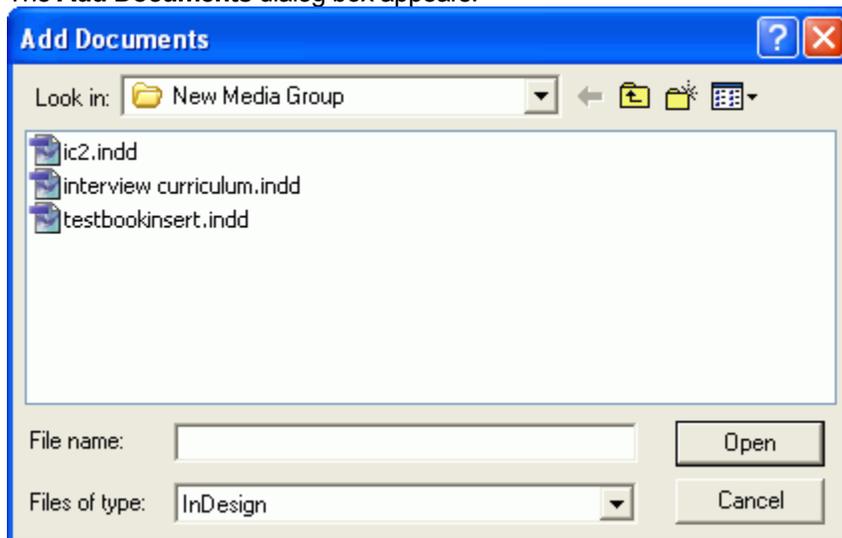
- 2) Browse to the directory containing the book to which you want to add a table of contents.
- 3) Double-click the book file (\*.indb).  
The **[book name]** palette appears.



- 4) From the palette menu, click **Add Document**.

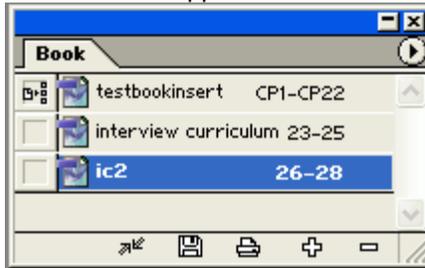


The **Add Documents** dialog box appears.



- 5) Browse to the folder containing the document you want to add.

- 6) Double-click the document you want to add.  
The document appears in the list of documents in the book palette.

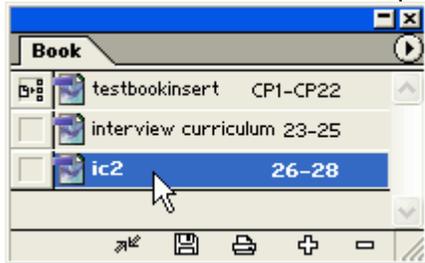


## Removing a Document from Your Book

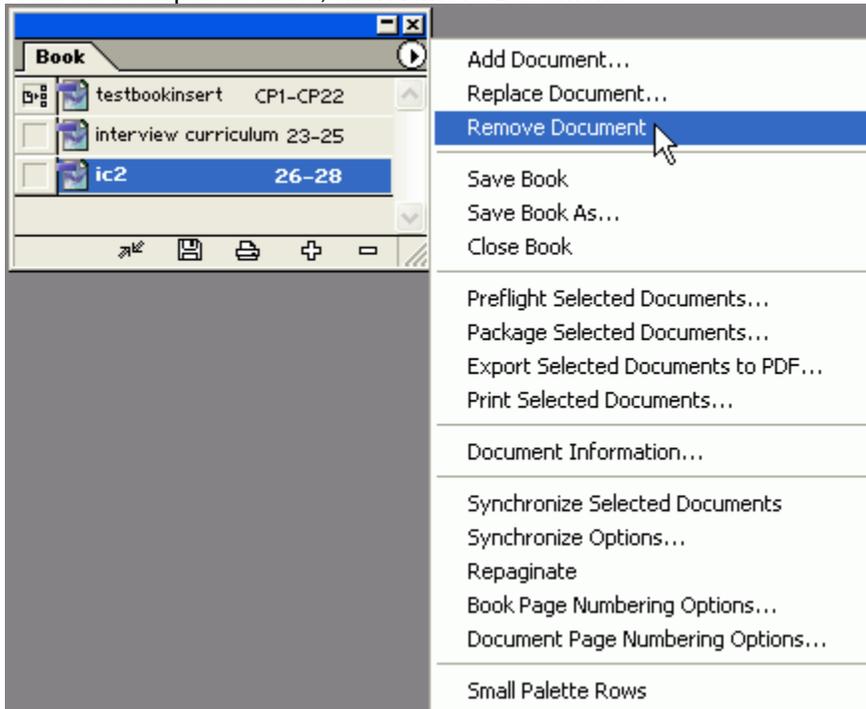
You can remove a document from your book at any time.

To remove a document from your book, perform these steps:

- 1) In the list of documents in the book palette, select the document you want to remove.



- 2) From the book palette menu, click **Remove Document**.



The document disappears from the book palette. Removing the document from the

book does not affect the document itself in any way. It simply removes it from the list of documents to include in this book file.

## Changing the Order of Documents in Your Book

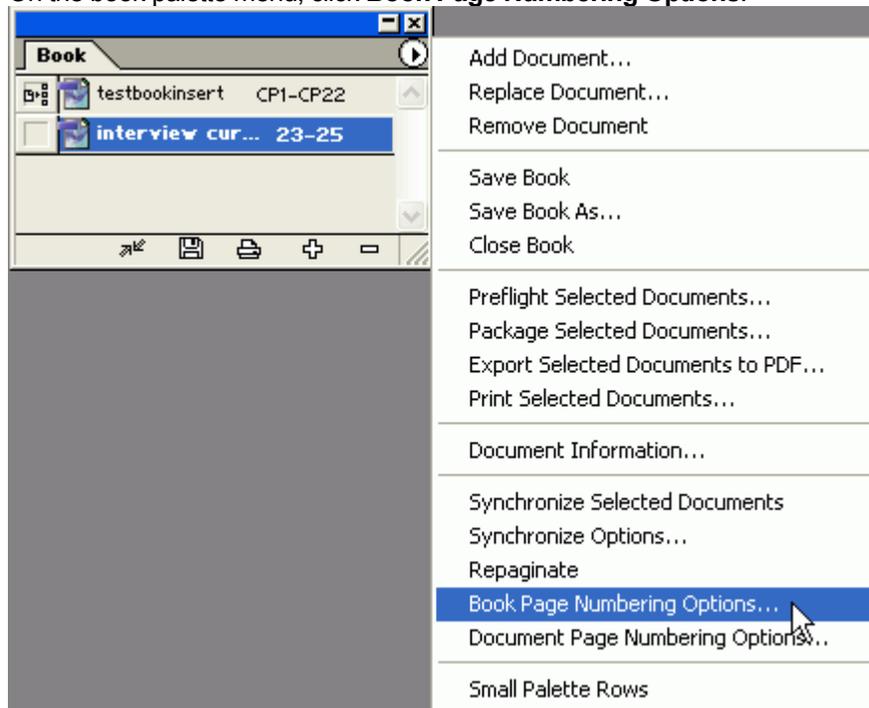
Documents will print in the order in which they appear in the book palette. To rearrange them, drag and drop them into the desired order.

## Setting Book Page-Numbering Options

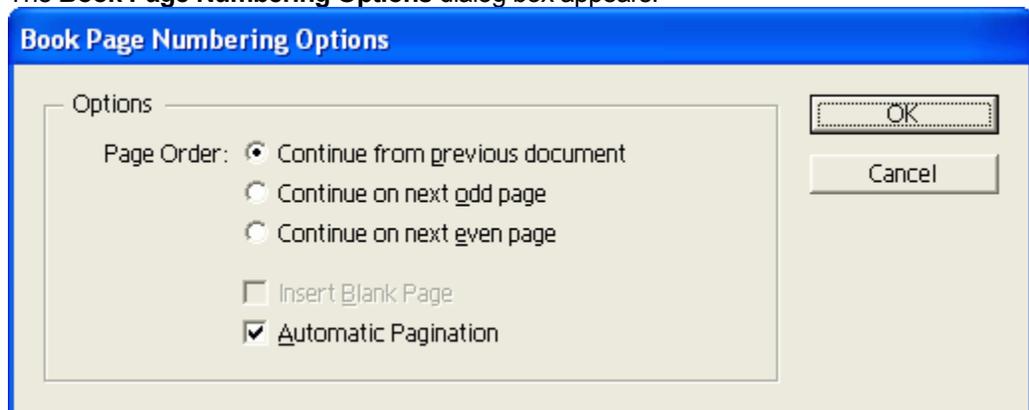
You can specify page-numbering options for the entire book.

To specify book page-numbering options, perform these steps:

- 1) On the book palette menu, click **Book Page Numbering Options**.



The **Book Page Numbering Options** dialog box appears.



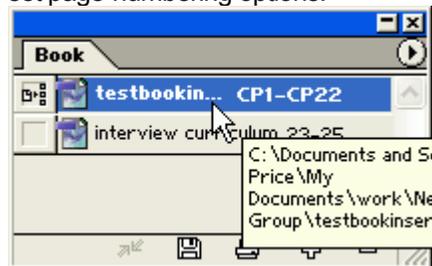
- 2) Select a page order.  
Select **Continue from previous document** if you want the entire book to have continuous page numbers.  
Select **Continue on next odd page** if you want each new document to start on an odd (right) page.  
Select **Continue on next even page** if you want each new document to start on an even (left) page.
- 3) If you chose to have documents start on an odd or even page, click the **Insert Blank Page** check box.
- 4) Leave **Automatic Pagination** checked unless you prefer to repaginate manually.
- 5) Click **OK**.

### Setting Document Page-Numbering Options

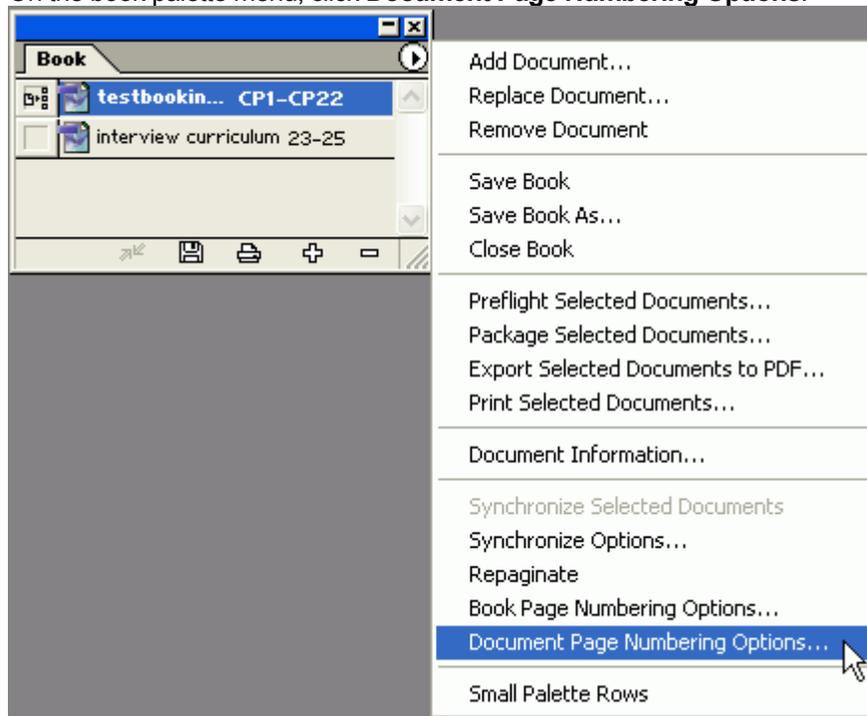
Documents within the book can have specific page-numbering options.

To specify document page-numbering options, perform these steps:

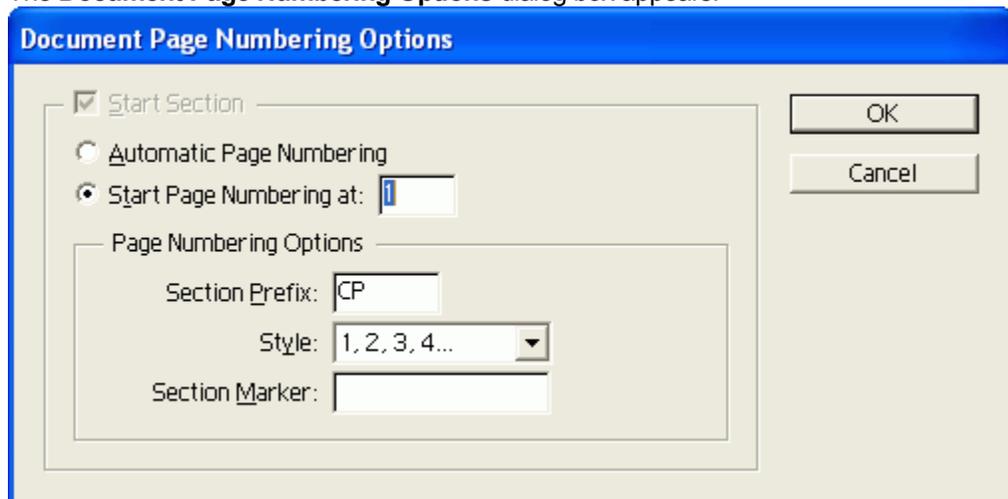
- 1) In the list of documents in the book palette, select the document for which you want to set page-numbering options.



- 2) On the book palette menu, click **Document Page Numbering Options**.



The **Document Page Numbering Options** dialog box appears.



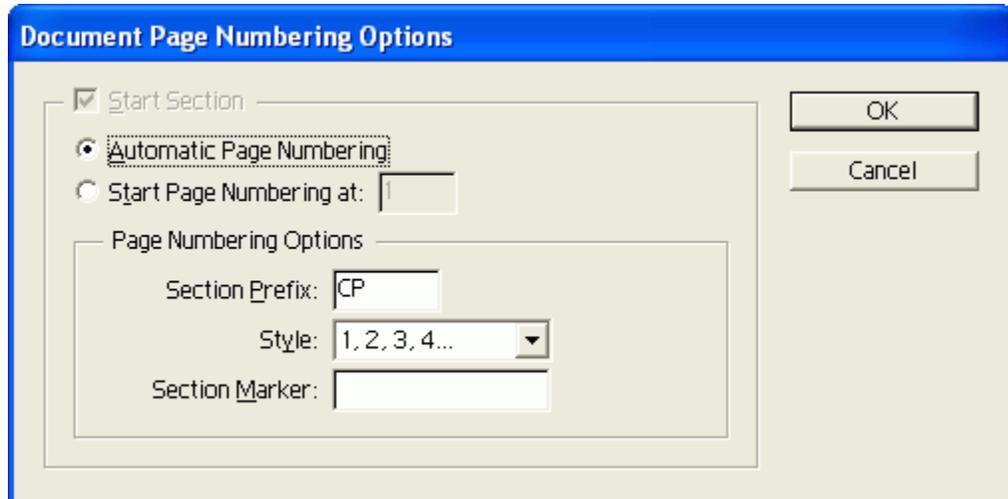
- 3) Select **Automatic Page Numbering** to have Adobe InDesign number the document's pages automatically in sequence with the rest of the book, or select **Start Page Numbering at** to specify the starting page number.

You may want to choose the latter option if another author is working with another part of the same book and you will combine books later, for example, or if you are working on a periodical with page numbering that continues throughout the year.

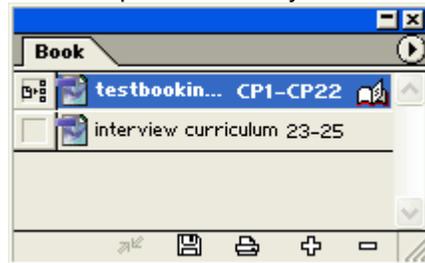
- 4) If you want a section prefix, type one in the **Section Prefix** text box.

A typical section prefix might be D- for Appendix D, for example. It may be up to five characters long.

- 5) From the **Style** drop-down list box, select a numbering style.  
Usually regular content chapters use regular numerals and preface chapters use lower-case roman numerals. You might use capital letters for appendices.
- 6) If you want a text label to appear, such as “Introduction,” type it in the **Section Marker** text box.



- 7) Click **OK**.  
The book palette reflects your choices.

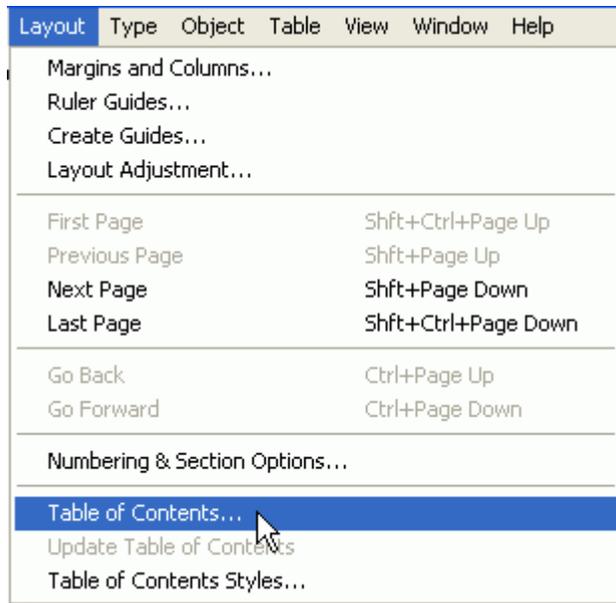


## Creating a Table of Contents

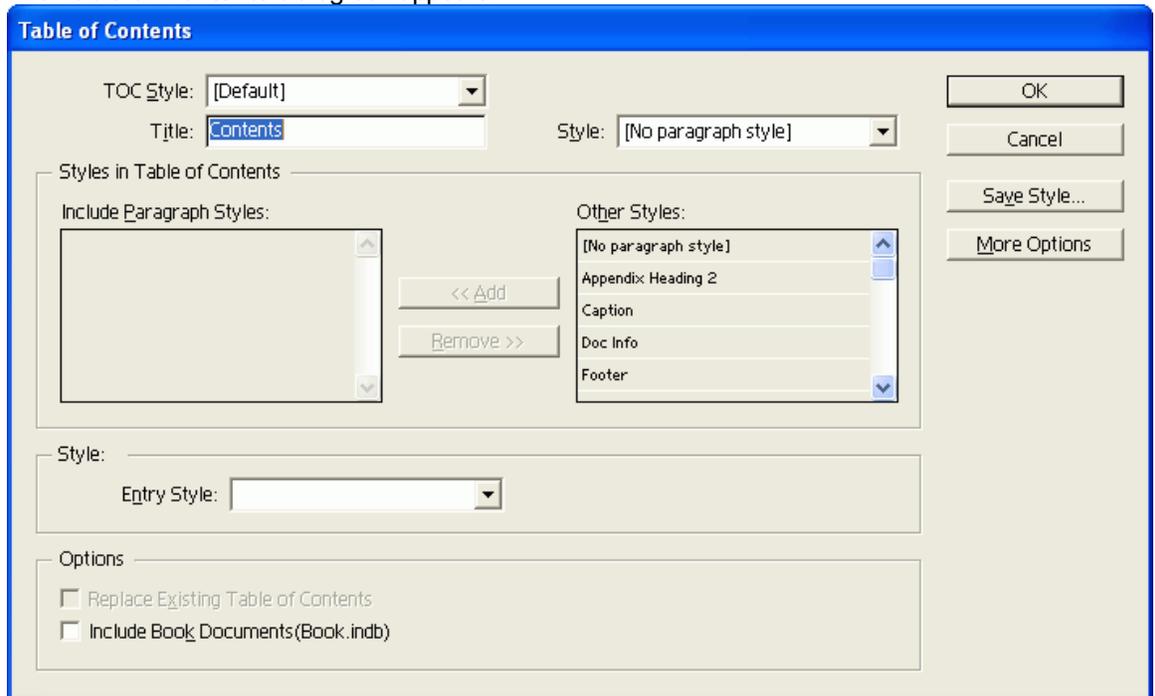
Adobe InDesign makes it easy for you to create and maintain an up-to-date table of contents for your book.

To create a table of contents, perform these steps:

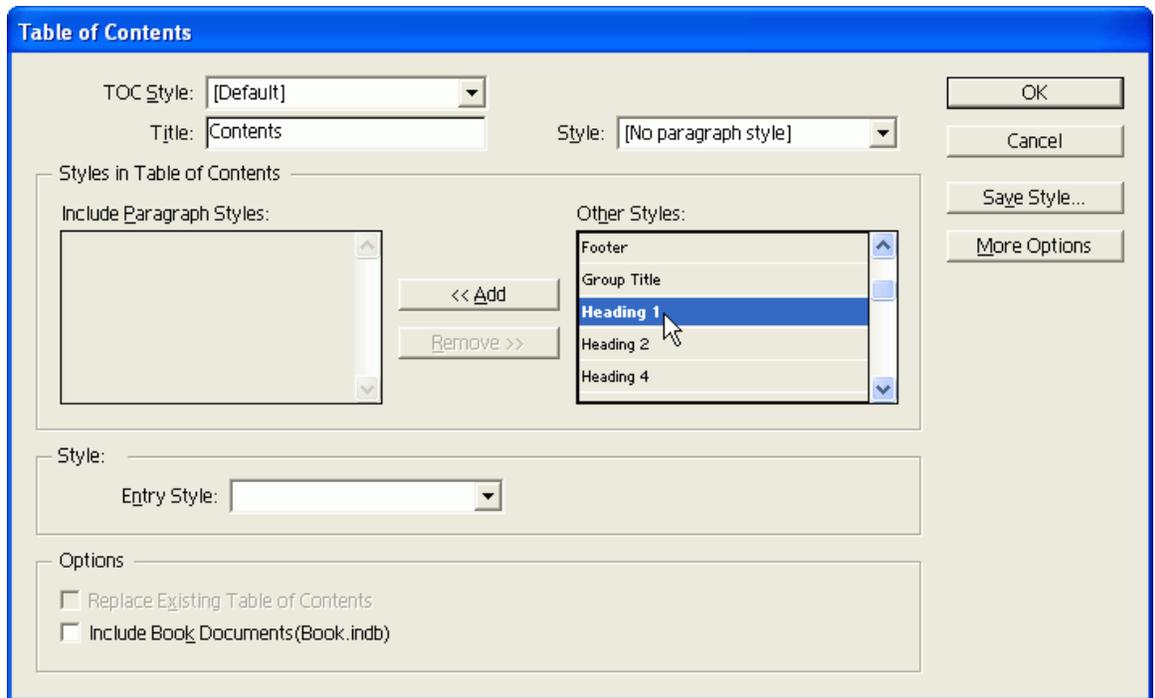
- 1) With the front matter document in your book open, on the menu bar, click **Layout | Table of Contents**.



The **Table of Contents** dialog box appears.



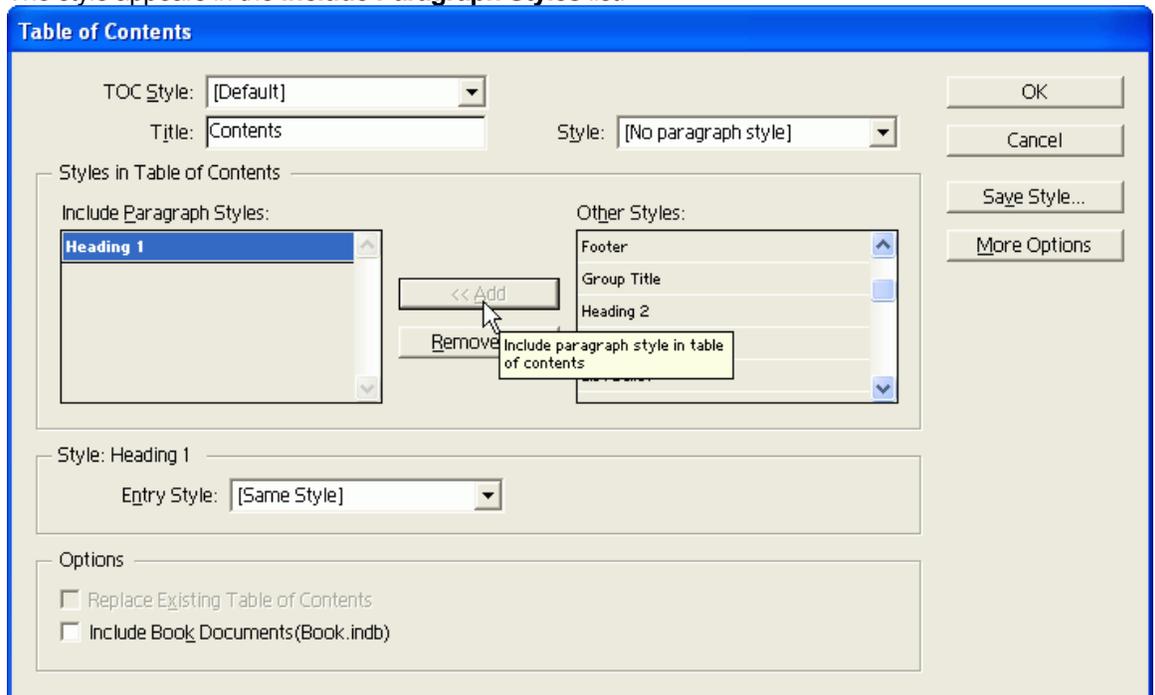
- 2) In the **Styles in Table of Contents** section, from the **Other Styles** drop-down list box, select a paragraph style you want to include in your table of contents.



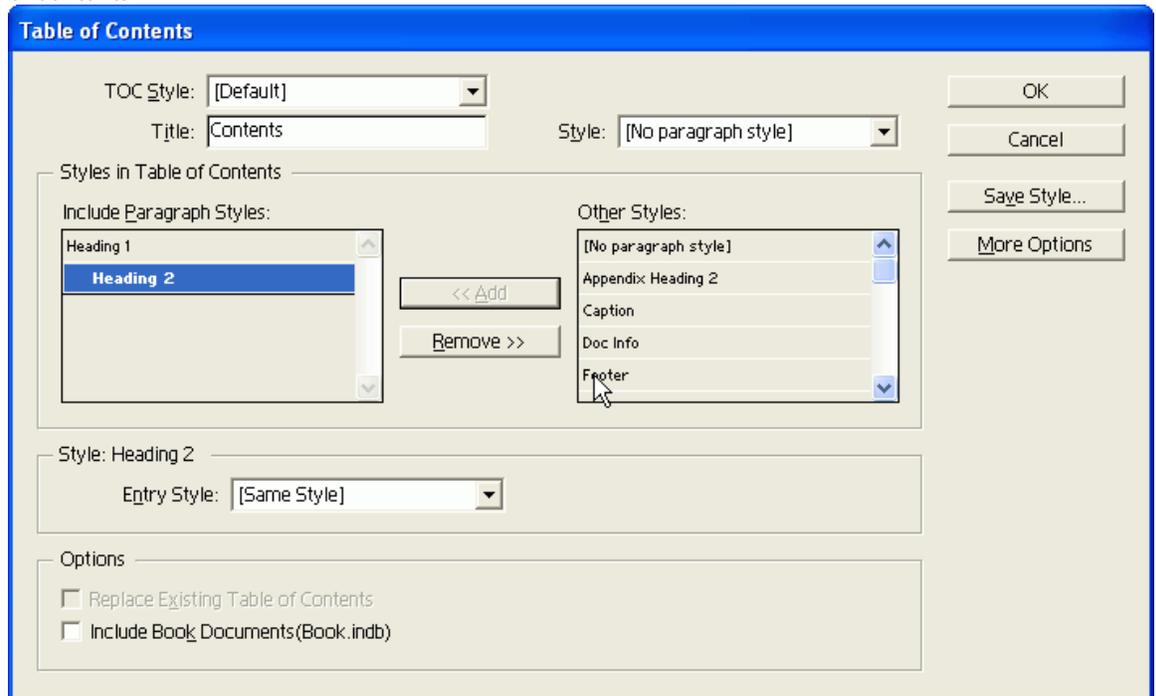
Typically a table of contents includes the top one to three levels of headings.

**3) Click Add.**

The style appears in the **Include Paragraph Styles** list.



- 4) Repeat steps 2)-3) until you have added all headings you want to include in your table of contents.



- 5) In the **Options** section, click the **Include Book Documents** check box.
- 6) Click **OK**.  
The mouse pointer changes to indicate that the next time you click, it will drop text.
- 
- 7) Click where you want the table of contents to appear.  
If you change your documents, update the table of contents by selecting it then clicking **Layout | Update Table of Contents** on the menu bar.