

Adobe® InDesign® Tips & Tricks

No More Piles of Files

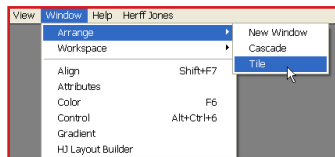
Ever had the need to combine layouts from two or more individual files, but there was no simple way to do it? You can Select All > Copy a layout from the original file, add pages to the destination file and then Paste in Place (the same as Power Paste in Adobe PageMaker®). But that's tedious and cumbersome. InDesign gives you a quick and easy way to combine layouts from different files into one file.

This technique is especially helpful for schools indexing a book greater than 200 pages. InDesign limits the indexing Book list to just 100 individual files. Assuming each file is a two-page spread, you would be limited to indexing 200 pages. By combining several individual two-page files into large multiple-page files, you can work around this limitation. This combining process will work best on completed pages you have archived for indexing after sending the originals to the plant.

STEP 1: Open your first file (destination file). In our example, we've opened the file for pages 102-103.

STEP 2: Open your second file (originating file). In our example, we've opened the file for pages 104-105. We want to add the layout for pages 104-105 (originating file) to the file with the layout for pages 102-103 (destination file).

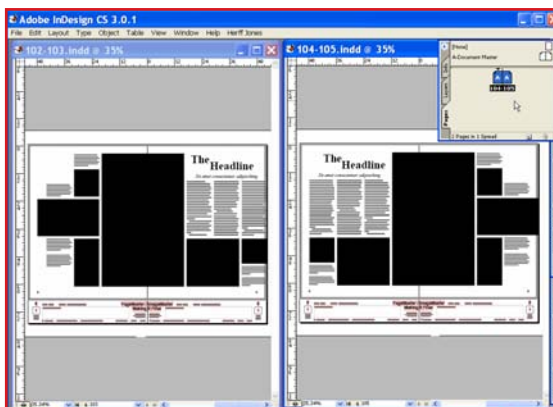
STEP 3: To view both layouts on the screen at the same time, go to Window > Arrange > Tile.



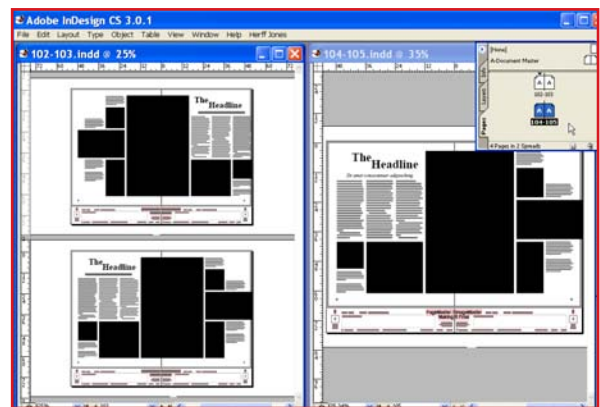
STEP 4: Open the Pages palette for the originating file. In our example, the Pages palette for 104-105 is opened.

STEP 5: Click, hold and drag the icon for originating page(s) onto the destination layout.

STEP 6: The originating pages have now been duplicated and added as the last pages in the destination file.



Open the Pages palette for the originating file



Drag the page icon to the destination file

STEP 7: It is important to remember that pages added to the destination file are always added as new pages at the end of the page list. You may need to rearrange the order of the page icons within the Pages palette to have your page numbering correct. You may also need to go to Layout > Numbering & Section Options to renumber the originating pages if they are not sequential with the destination pages.