

— WEBINAR —

# Saving Time in InDesign with Anchored Objects



Laurie Ruhlin

The Adobe InDesign logo, consisting of the letters 'Id' in a white, sans-serif font inside a rounded square with a pink-to-purple gradient background.



# Saving Time in InDesign with Anchored Objects

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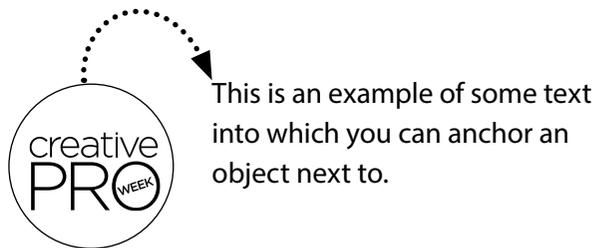
[www.laurieruhlin.com](http://www.laurieruhlin.com)

[laurieruhlin@gmail.com](mailto:laurieruhlin@gmail.com)

## What is an Anchored Object?

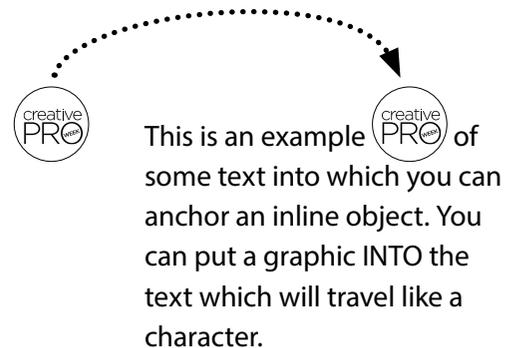
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Anchored objects are objects, such as images or text frames, that are attached—or anchored—to specific text. The anchored object will **travel with the text** to which it is anchored as the text reflows between columns or pages. Use anchored objects for all objects that you want to stay with a particular line or block of text, for example, sidebars, call-outs, figures, photos or icons which must stay with a specific word or line.



### Hanging, Anchored Object

**Graphic hangs inside or outside of the text frame**



### Inline Graphic

**Graphic moves with text like a character**

## Why would I anchor an object?

To keep any object traveling with text. When the text moves from column to column or page to page, any object which is anchored to text will also move, traveling along with the text.

## What types of objects can be anchored?

Anything that can be placed into an InDesign Frame: • Photo or Icon in a Graphic Frame • Text in a Text Frame • Frames with color and no content • Group of any number of InDesign frames.

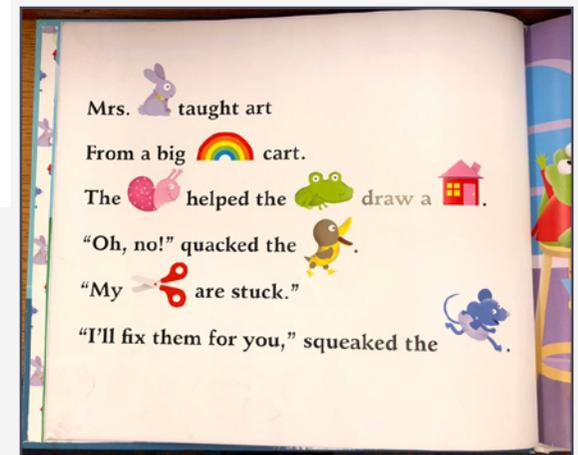
Wondering what you can use anchored objects for? Here are a few ideas.

- Anchor an icon (social media) in front of a name  Laurie Ruhlin
- Anchor a logo, icon, photo or graphic in place of text (kids book) or logo in  text
- Anchor a Drop Cap at the beginning of a story, an icon indicating the end of a story or a pull quote
- Anchor a graphic, figure, diagram to a paragraph of text
- Anchor a photo next to the bio or description of that photo
- Anchor a photo of a person in a phone directory next to or above the name
- Anchor an icon or any graphic into a table cell

## When you Anchor an object, it will react in two different ways

- **Anchored Graphic** Graphic is Anchored to a paragraph, but hangs inside or outside of the text frame. This graphic can be moved around the page, but it still remains anchored to the spot where you dragged it.
- **Inline Graphic** The object acts like it's a character. It can't be moved around the page, only in the line into which it's anchored.

Anything can be anchored as long as it's one frame, or a group.



# CAST BIOS

2013 | 14 SEASON

**NICK COULSON** (Josh Ensemble) is excited to be going out of the Grand Rapids theatre community with this fantastic production of *The Sound of Music*. Nick was most recently seen in last season's production of *Fast Stanley (Stanley)* and *Legally Blonde: At GRCT*. Nick has also appeared in *Captain Jack*, *Joseph*, *Dreamcoat*, *Princess of Persia*, *Peter Pan*, *Fame*, and *Eye Spy*. Other favorite credits include: *Godspell* (Lemon), *Annie* (Rabbit), and *My Favorite Year* (Bert) done at West Catholic High School as well as *Leap of Faith: A Sew Cabaret*. Last season Nick interned at GRCT, which helped him to achieve the 2500+ volunteer Service Hours Award. Nick would especially like to thank his family who has supported him immensely throughout this theatre journey the past five years, as well as his friends and Kelly for their encouragement, help, and support.

**KAREN AMBS** (Roz Keith) is excited to be making her Grand Rapids Civic Theatre debut. She has appeared in Circle Theatre's production *Nurse as Sister Hubert*. Karen has also been the choreographer for Jackson High School Theatre from 2011-2013. She is a regular presenter for the music education conferences in Michigan, and was awarded the Michigan Music Educator of the Year for the 2003-2004 school year.

**EMILY DIENER** (Judy Bently) is delighted to be returning to the Civic Theatre stage! She has previously appeared as a citizen of France in *Les Miserables*, *Baroness Elberfeld* in *The Sound of Music*, and *Vivienne* in *Legally Blonde*. She is a graduate of Calvin College and currently teaches middle school Drama for Kalamazoo in Rockford. Emily is excited to be given the opportunity to bring this story to life on the stage. Emily would like to give a special thanks to her parents, Uncle Steve, and the entire production staff.

**LEANNE CHALLA** (Margaret) is excited to be back on the Civic stage. Some favorites she has performed in include *Willy Wonka*, *Joseph and the Amazing Technicolor Dream Coat*, *Wizard of Oz*, *Fiddler on the Roof*, and *Legally Blonde*. Leanne was a Grand Award Nominee for Best Supporting Actress for her role as Paula in *Legally Blonde*. She thanks John, Jack, Rose, and Nora for all of their support. Cheers!

**LOGAN DOLENCE** (Cop Ensemble) will be returning to the Civic stage after appearing in last season's *Legally Blonde*. He has been seen in *The Grand Rapids Civic Theatre's Bye Bye Birdie*, *All Cornstones University*, *Heaven*, *The Wizard of Oz*, *Grease*, *Chaperone* (Gangster #1), *Legally Blonde*, and *Legally Blonde: Musical* (Wickham #1) and *Green Zoo* (Zoo). Logan has appeared in Zeland East High School's production of *The Flamingo* (Schooby), *Little Women* (Mr. March), *Just Another High School Play* (Phantom), *The Wizard of Oz* (Cowardly Lion), and *Brooklyn Lady* (Charlie Travis). Logan has also been a member of Zeland High School's *Dance Ensemble* for one year. "I would like to thank my family for all of their love and support of me. I would also like to thank Mr. Tony for getting me involved in this production. Without you, I wouldn't be here tonight, so thank you. I couldn't have asked for a better opportunity."

## CAST

	<b>Kylee</b> – <b>Dancer</b> Kylee will be a freshman at PCHS. She's been in many plays involving the GCTY and hopes to be in many more! Enjoy!		<b>Sophie</b> – <b>Lola La Mar</b> Sophie will be a sophomore at PCHS. She has been in many productions for GCTY and is involved in tennis. Enjoy the glorious Copacabana!
	<b>Zoe</b> – <b>Dancer</b> Zoe will be a freshman at PCHS. She has participated in many productions with GCTY, Peter Pan Jr. being the most recent. Enjoy the show!		<b>Javon</b> – <b>Dancer</b> Javon Wilkerson is going to be a sophomore next year. He has only been in 3 productions but he still enjoys being a part of them.
	<b>Audrie</b> – <b>Dancer</b> Audrie will be a freshman at PCHS. She has been involved in theater for 8 years. She also enjoys art and cheerleading. Enjoy the show!		<b>Kahlil</b> – <b>Dancer</b> Kahlil is going to be a sophomore at PCHS. This is his first production. He likes to run and play airsoft. He is ecstatic about being in Copacabana.
	<b>Mia</b> – <b>Dancer</b> Mia will be a sophomore at North Posey High School. She has enjoyed working and meeting everyone in the cast. Hope you enjoy the show!		<b>Keshawn</b> – <b>Tony Farte</b> Keshawn will be a junior at PCHS. He has been in 6 productions. He's had a great time working on this show, and hopes you enjoy it!

## How to Anchor a Graphic

### Anchored Graphics

**Object is connected to the text, but free floating, can be placed anywhere on the page.**

- Using the Selection Tool, select a frame, click and drag the little blue square\*, (located at the top right of the frame) into text.
- The Anchored Object is able to be positioned anywhere, but will travel with the line of text into which it was anchored.

### Inline Graphic

**Object will anchor and travel in a line of text, like a character**

- Using the Selection Tool, **Hold the SHIFT key** then drag the blue box at the top right corner of a frame or a group, in between two characters, release the SHIFT key **after** releasing in the text.
- Graphic is an **INLINE graphic**, and remains in between the text characters. The graphic acts like a character.
- Use the **Selection Tool** to move the Inline Graphic up and down from the baseline of the text. It can't be moved further up or down further than the baseline, can't move left or right at all.

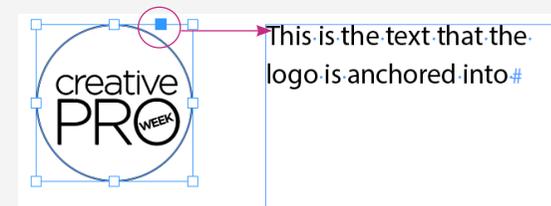
### Anchor a graphic with a cursor in your text

- With your cursor blinking in text, choose **File > Place**. Choose a graphic, icon, photo etc.
- Your placed graphic will automatically be an Inline Graphic.
- I usually do this method by **mistake - be careful**. If the graphic is too large, you might overset your text and not be able to see the large graphic. I believe that you have better control by placing and sizing the graphic first, then anchoring it - by dragging it into the text, holding the Shift key.

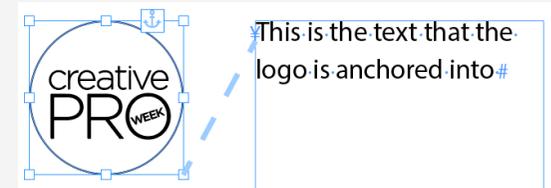
\*Note: In my notes and presentation, I'll be saying drag the "little BLUE anchoring square". As a default, it is light blue because it's on the default Layer 1. If you change layer colors, or put an object on a different layer, your square might be a different color.

## 1 Anchored Graphic

Click and drag the little blue square at the top right of the frame into text. Graphic is able to be positioned anywhere.



Logo before Anchoring



**Logo after Anchoring.** Notice the Anchor Icon and the dotted line showing exactly where it has been anchored. (**View > Extras > Show Text Threads**). You'll also see a **¥** symbol showing the location of the anchored graphic.

## 2 Inline Graphic (SHIFT Key)

Hold the SHIFT **2** key while dragging and releasing the same blue box. Graphic is an **INLINE graphic**, and stays with the text as a character.

Here is a logo  example of an inline graphic.

## Anchor Icons into text

Let's create a list of Parks, with icons after the park names, as Inline Graphics. If the park names are re-ordered or renamed or the icons are changed, each icon doesn't have to be manually moved.

1. Type in the names of the Parks, use a Return/Enter after each name.
2. Place the icons on the page, using Gridify. (**File > Place**, choose multiple icons, click OK. Click and drag the mouse, hit the up & down and/or right & left arrows to create a grid. Release the Mouse)
3. Add a few spaces after each park name. You can drag each icon between these spaces.
4. Turn on Drag and Drop.  
Choose **Preferences > Type - Drag and Drop Text Editing**  Enable in Layout View.
5. Select a single icon with Selection Tool. Hold the Shift Key. Click and drag the little blue square between the spaces after a park name. Release the mouse, then release the Shift Key. Repeat for each icon, leaving a space (optional) between each icon.
6. With the Selection Tool, drag each icon up or down to line up where you want it.  
Or use the down arrow key to move it a specific number of points. (or see #8)
7. To change the order of the icons, with the **Type Tool**, select the icon and a space, then drag the selected "letters" (because icons are acting like a character) to a different location in the text.  
After you start to drag and drop the text, you can hold the Option (mac) or Alt (win) key to copy. This works because you turned on Drag & Drop in **Preferences > Type**. (#4)
8. **Note:** If there are many icons to place, create a Character Style for the icons to control the Tracking and Baseline Shift. Apply this character style only to the icons, selected with the Type tool to change the spacing and vertical location of the icons for the entire document.
9. If the order of parks need to change, triple click on the paragraph, then drag the entire paragraph to a different order - and all the icons travel with it, because they are like characters after the park name.

### Social Media Icons

- Anchor a social media icon in the same manner. Select an icon, hold Shift, drag icon before the word "Facebook". Add in a space or em space between the icon and the words.
- Select the icon with the selection tool, drag or use the arrow keys to position.

## Entertainment at the Parks

Independence Park   

Stadium Park   

Horizon Nature Center   

 Facebook

 Instagram

 Twitter

 Yelp

## Anchor a graphic so it hangs outside of the text frame

If you have an icon, photo, group or text frame that needs to stick with a name or paragraph of text, you can anchor it and allow the graphic to hang **outside** of the text frame. The best way to control the placement of multiple anchored graphics would be to create an **Object Style** to control the exact size of the graphic, attributes (stroke, shadow etc) and the distance from the text frame.

### To Anchor and hang a graphic outside of a text frame

1. Type in a list of text, names, or paragraphs. Format.
2. Place your photos or icons on the page, use gridify to make them all the same size.
3. Select one graphic with the Selection Tool and drag the little blue square into the line of text with which it should travel.
4. Using the Selection Tool, drag to move the graphic anywhere in relation to the text frame.
5. Choose **View > Extras > Show Text Threads** to show the dotted line from the anchored object to the text into which it has been anchored.
6. Choose **Object > Anchored Objects > Options** to position it perfectly. (see graphic)
7. Create an **Object Style** to save the exact location of the object relative to the text. Apply to the Object Style each time a new object is anchored into the text.

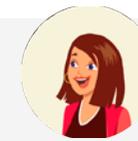
### Where should you drag the anchor?

Don't release the anchor in the middle of a word, because Find or Spell Check won't recognize it as a word. I like to drag the anchor to the END of the line of text. If I need to select the entire block of text, I'll be sure to select the anchor. If it's at the beginning of the paragraph, sometime it will be missed in the selection.

Anchored Position Reference Point indicates the left side of the photo.

**X Relative To** - can choose Text Frame, Anchored position etc. The X offset value will move the anchored object **left** (positive) and **right** (negative). The value of .1" says that the top right corner of the photo is .1" to the left of the text frame.

**Y Relative To** - can choose Text Frame, Line (Baseline), Anchored position etc. The Y offset value will move the anchored object **up** (negative) and **down** (positive). The value of -.1" says that the top right corner of the photo is -.1" above of baseline of the line of text in which you dropped the anchor.



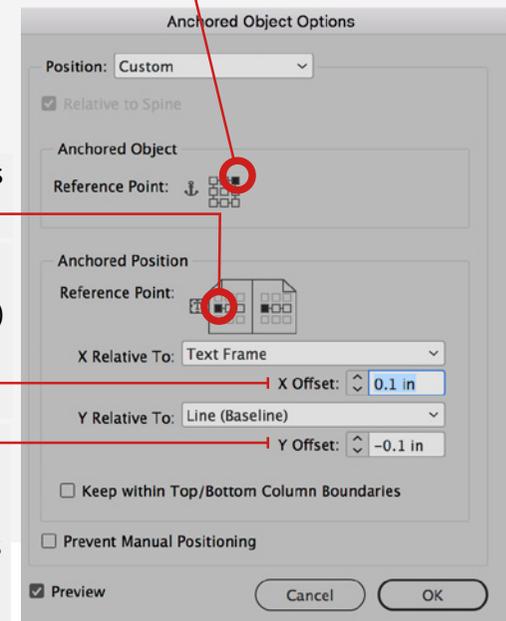
**Karen Dineen Adams, M.D.**  
Child Psychology  
301 State Blvd  
Galveston, TX 77555-0188  
PH: (409) 555-8330  
[kwagner11@utmb.edu](mailto:kwagner11@utmb.edu)



**Art Walas, M.D., M 1552**  
Dept of Psychiatry  
6001 Ress Park Blvd  
Madison, WI 53719  
PH: (608) 555-6106  
[awalask@wisc.edu](mailto:awalask@wisc.edu)



**Roger Dale Walker, M.D., M 0769**  
Dept of Psych, (GH-155)  
3181 SW Sam Jackson Park Rd  
Portland, OR 97239  
PH: (503) 555-3703  
[walker@ohsu.edu](mailto:walker@ohsu.edu)



## Anchor a Photo into a story - To Wrap or Not to Wrap

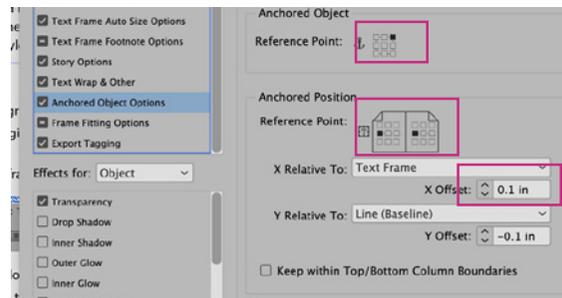
A common use for Anchored Objects is to place a photo, then anchor it in a story and make sure that the photo travels with the paragraph that it pertains to - *and* have the text wrap around it.

In the example to the right, icons are anchored, and hanging OUTSIDE the frame. Later, we'll move these into the text, and wrap the text around the icon.

For this example I have a paragraph with an Adobe program name in color and a full paragraph description formatted as body text. I've anchored the icon into the beginning of the paragraph of text. We'll find out the best location to anchor the photo, and how to create an object style to automatically place the photo in the correct position.

### Hang Outside of the Frame

1. Place Icons on the page. (Use Gridify!) Place and format text. Make a Body Text Paragraph Style.
2. Select an Icon and drag the blue anchor box into the text, to the beginning of the body text paragraph.
3. Select the Icon and drag to position it to the left of the body text frame.
4. Open **Window > Styles > Object Styles** panel. Choose **New Object Style** from the panel menu. Name the style and click OK. Don't forget to apply the style to the selected Icon (or make sure to check mark **Apply Style to Selection** in the Object Styles dialog before clicking OK).
5. Anchor another Icon into the next body text and apply the Object Style to precisely position the photo to the left of the text.
6. You may have to visit **Object > Anchored Objects > Options** (or, better yet, open the Object Style and modify Anchored Object Options from there) and choose the TOP RIGHT of the icon (Anchored Object) to line up with the LEFT side of the Text Frame (Anchored Position) you can also add a bit of X Offset Space under X Relative to: this moves the icon left or right
7. Repeat anchoring more Icons and applying the Object Style.



**InDesign** is a desktop publishing and layout application for creating books, magazines, and brochures, as well as print and digital publications. It's the industry standard editing software for laying out long-form multi-page documents, but it's not limited to that.



**Illustrator** is a graphic design application. Graphic designers use Illustrator to create vector graphics. Vector images and graphics are made of points, lines, shapes, and curves based on mathematical formulas rather than a set amount of pixels.



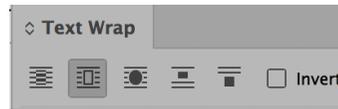
**Photoshop** is the industry-standard photo editing software, and the go-to application for everything from small retouching changes to mind-bending photo art. Photoshop is where editors crop photos, adjust photo composition, correct lighting, and make any subject imaginable look its absolute best.



**Adobe Acrobat** software is the free, trusted global standard for viewing, printing, signing, sharing, and annotating PDFs. It's the only PDF viewer that can open and interact with all types of PDF content – including forms and multimedia.

## Use Text Wrap

1. Place Icons. (Use Gridify!) Place and format text. Make a Body Paragraph Style.
2. Select an Icon and drag the blue anchor box into the text, to the beginning of the body text paragraph.
3. Select the Icon and drag it. Put it over the first few lines, on top of the body text.
4. Open the **Window > Text Wrap** panel and choose the second button, and increase the offset. Notice how the text will wrap, starting at the **second** line of the paragraph. The first line, the one in which you've anchored the Icon will not wrap. To solve this problem, drag the icon below the first line.



- **Here is the rule about anchoring and text wrap:** If you Anchor a photo into the text, without making it inline (holding shift) the text in the line that contains the anchor won't wrap. It has to be placed in the paragraph or line above the first line you want to wrap. You could just hold Shift and make it inline, but then you don't have flexibility to place it anywhere you want. (more on this later)
5. Open **Window > Styles > Object Styles** panel. Choose **New Object Style** from the panel menu. Name the style and click OK. Don't forget to apply the style to the selected Icon (or make sure to check mark **Apply Style to Selection** in the Object Styles dialog before clicking OK).
  6. Anchor another Icon in the next paragraph and apply the Object Style to precisely position the Icon in the text.
  7. You may have to visit **Object > Anchored Objects > Options** and choose the TOP LEFT of the Icon (Anchored Object) to line up with the LEFT side of the Text Frame (Anchored Position). This is nice because the Icons may not be the same size. You want to position the top left of the icon to the left of the text frame, so if the icon is smaller or larger, it grows to the right and down.

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## Are you always using a few icons within your documents?

If you consistently use an inline graphic/icon(s) in your documents, it can be difficult to size and place it every time the same way, or, to find it in an old document. We can save these little icons in our CC Library.

1. Place icon on the page, size it. Holding the Shift key, anchor it as an Inline graphic into your text.
2. With the selection tool, move the icon up and down to place it exactly how you want it to look, comparative to the body text. You can also resize it while it's anchored as an inline graphic.
3. Using the Type Tool, drag over the Inline graphic as if it's a character. Open the CC Library Panel, and make sure the library where you want to save this icon is active (or make a new Library)
4. Choose the "+" at the bottom of the CC Library Panel and choose Text.
5. Name the new library entry.
6. To Insert this icon into your text, put your cursor where you want it to go. Right click on the Icon in the CC Library and choose **Place Inline**. Repeat every time you want to place it in a new position in your text. The graphic is linked to the graphic on your hard drive (when you originally placed it), not to a library entry.
7. I use this for social media icons, program icons, shortcut keys, icons for a specific business, icons on menus to indicate vegetarian, spicy etc.

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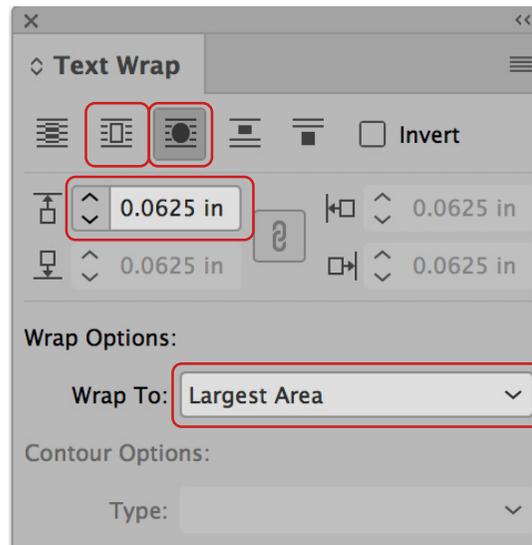
## Drop Caps

### Wrap body text around the BOX of Drop Cap

1. Select the Text Frame containing the letter.
2. Hold the **Shift** Key. Drag the blue anchor square into the text, at the beginning of the paragraph. Release mouse, then the shift key on the keyboard.
3. With the Selection Tool, drag the letters' frame down into the text.
4. **Window > Text Wrap** and choose the second button to Wrap around bounding box.
5. Adjust the size of the frame, or the Text Wrap offset

### Wrap body text around the SHAPE of the letter

1. Select the Text Frame containing the letter. Choose **Type > Create Outlines**.
2. Hold the **Shift** Key. Drag the blue anchor square into the text, in the beginning of the paragraph. Release mouse, then the shift key on the keyboard.
3. With the Selection Tool, drag the letter frame down into the text.
4. **Window > Text Wrap** and choose the third button to Wrap around object shape.
5. Change the Offset value to push the text further from the letter.
6. Under **Wrap Options**: Choose "Right" or "Largest Area" to make the text wrap only on the right.



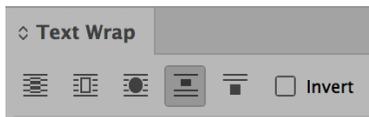
Cuptus por si sam re  
pelestrum quibusd  
aeritis expellatio.  
Lupta quae consequi  
quatum aut perrovid  
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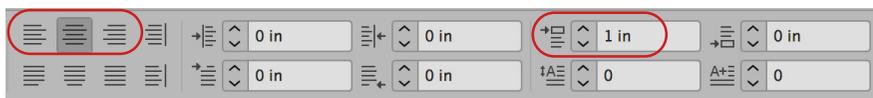
## Anchor a Quote or Graphic in a story

1. Type and format a quote in a text frame. If using multiple frames, group them.
2. In your story, make an extra return between the paragraphs. This way you can align the anchored object left, right or center and apply a paragraph style to the placeholder return.
3. **Shift drag** the anchored object (text, group or graphic frame) into the empty paragraph return.
4. Select the pull quote frame and apply the fourth Text Wrap option, to Jump the object, and not allow the text to wrap on the sides of the quote.
5. Select the anchored quote and drag up or down to adjust the location.



OR Same as above steps 1. - 3

6. Put your cursor in the paragraph return that holds the quote. Add quite a bit (~1") of Space Before and Align Center.
7. Make a Paragraph Style for the paragraph return that holds the pull quote. This way, you can add more space above or below, and align left, center or right. (use this method if all the quotes or graphics will be similar in height, and you'll be placing quite a few of them.



8. Apply the Paragraph Style to the return that holds the quote.

Cuptus por si sam re pelestrem  
quibusd aeritis expellatio. Lupta  
quae consequi quatum aut per-  
rovid quae sequam volorum restini  
hicidit, consequo omni.



**FLEIGGER, Mia**  
*Alex, Nathaniel*  
354 Arlington Drive  
Hanover Park, IL 60133  
**312/223-9866**  
[saf.fleig@gmail.com](mailto:saf.fleig@gmail.com)  
[asfsewr@gmail.com](mailto:asfsewr@gmail.com)

arisitis ea volorrovidio eic tempor-  
estrum essim ditiorum ne volessit  
de di intemquist, sit evel eatempo  
saerum num aut fugit occum que  
de nos ad

qui ommolo dolut volorit, ni untiis  
sequis ipsam et pere ide et.d quae-  
sequam volorum restini hicidit,  
consequo omnis arisitis

“

*Anchoring a Graphic  
keeps it with the text*

”

ea volorrovidio eic temporestrum  
essim ditiorum ne volessit de di in



**FREDRICK, Darin**  
354 Patricia Lane  
Bartlett, IL 60123  
**312/229-0724**

## Why won't my Text Wrap around my graphic???

Text will wrap around an anchored object in any line BELOW the line into which the object is anchored. If you want a graphic free to be moved and positioned anywhere, and the first line of the paragraph text to wrap, then you need a little trick.

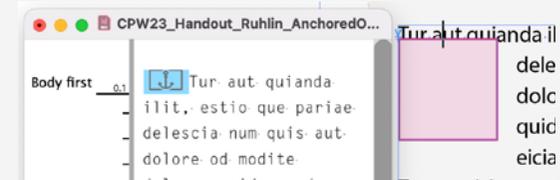
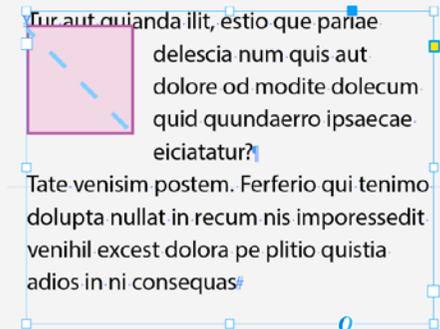
### Setup

1. Create a text frame and fill with text (**Type > Fill with Placeholder Text**)
2. Create a frame, fill and stroke with a pink color. This is the frame we'll anchor into the text.
3. Click and drag the little blue square of the pink frame into the beginning of the paragraph.
4. Apply Text wrap (with .125" offset) to the pink frame. Move frame around and notice that the text BELOW will honor the wrap, but the line it's anchored into nor the lines above will wrap.

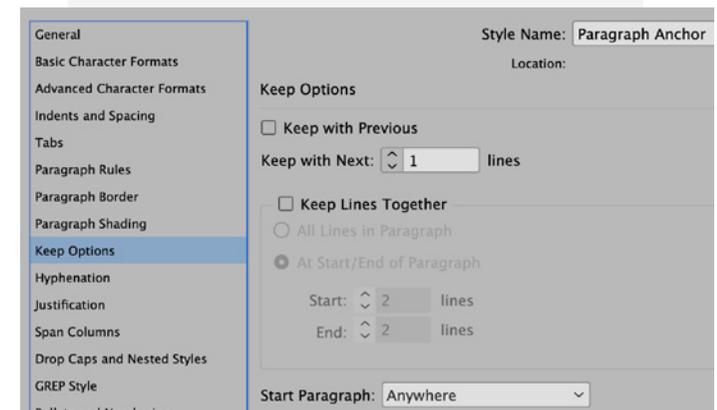
### Trick

1. **Edit > Story Editor.** Locate the camera icon (the anchored object) and drag over it to select.
2. **Edit > Cut.** Hit Enter or Return to move the paragraph down, and put your cursor in the return that is above the paragraph. **Edit > Paste.** Your anchored graphic is now in the paragraph above, and the text wrap will honor for all lines of the paragraph.
3. Now we need to make the paragraph above "be" there, but not be noticeable.
4. Highlight the paragraph which holds the Anchor. Change the Type size = .1" and Leading = .1" (or the smallest measurement in mm, cm, picas etc). Make sure there is no space after or before this paragraph.
5. Create a new Paragraph style, called Paragraph for Anchor. Make sure it's applied to this paragraph.
6. Now, every time you need a graphic anchored in your first line of a paragraph, make a return before the paragraph, Anchor the graphic into the empty paragraph and apply the Paragraph for Anchor style.
7. **Another cool tip** - Edit the Paragraph for Anchor Paragraph Style, choose **Keep Options** from the list on the left, choose Keep with Next "1" paragraph. This way, it will always stick with the paragraph below. (see dialog box illustration to the right)

The Pink frame is anchored to the beginning of the paragraph, (see the dotted line and the Y symbol). The text on the first line isn't moving to honor the text wrap, yet the text in the lines BELOW where it's anchored will honor the text wrap.



Open Edit > Story Editor (left) to be able to select the anchor.



## End of story icon

---

1. Place and size the end of story graphic to fit the space.
2. Shift drag the small graphic to the very end of the story, after the period.
3. Using the Selection Tool, drag the icon up or down, or use the up and down arrows on your keyboard.
4. Place your cursor between the period and the anchored object, type [Shift+Tab] to put in a Right Indent or "Flexible" Tab. This will force the anchored object to the right of the text frame. (Type > Insert Special Character > Other > Right Indent Tab)
5. When you need this end of story character somewhere else, using the type tool, drag to select both the shift+tab and the Inline Anchored graphic, Edit > Copy, then Edit > Paste at the end of another story.
6. **To use a CC Library** Select the Shift+Tab and the Inline Anchored graphic, make a new or select an existing Library. Click the "+" icon at the bottom of the Libraries panel, and add only the **text** to the library. When you need the end of story character, place your cursor at the end of another story, in a CC Library, find the Text section, **right click** and choose **Place Inline**.
7. Use this trick to quickly place your logo and the flexible tab as text within a story.

### End of story icon

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### End of story icon

Tecaerio quat utem. Itateniet exero imolorit, voloremiscienis dolenim totatem enda consed qui dolorendipsa et vel lendit, se quatur?



This space is flexible  
from using a Shift+Tab

### Icon or logo within a story

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## Anchored Graphics in Tables

### To place an icon or logo into a Table Cell

1. Place multiple icons on the page. Use Gridify to make sure they are all the same size.
2. Select an icon.
3. Hold the **Shift** key and drag the little blue Anchor Square into the table cell. Each cell has a “#” indicating the end of a story in the text cell.
4. Switch to the Type tool and select cell or cells (hit escape key to select a single cell)
5. Center the text both vertically and horizontally in the table cell.



#### Another way to place a graphic into a table cell:

This is useful if you have some text already in the cell.

1. With the Selection Tool, select an icon, **Edit > Copy**. Make sure that your photo, icon or logo is small in size. If it's too large, it will not fit in the cell and force the text in the cell to be overset.
2. Switch to the Type tool, put cursor in a table cell, at the desired location, choose **Edit > Paste**.

### To place a photo into a cell

1. Choose the Selection Tool. Click on the pasteboard to have nothing selected. Choose **File > Place**.
2. Select a few photos (hold Shift or CTRL/Command to select multiple photos). Click OK
3. Click with the loaded cursor in a cell.
4. The photo will automatically fit in the cell. Click on another cell to place next photo.

### Trick to fit a long word into a table cell or table header row

If you must fit one long word into a table header or cell in a column that is very thin, you can anchor it. Make a new text frame, type the long word or phrase, then anchor the text frame into the cell.

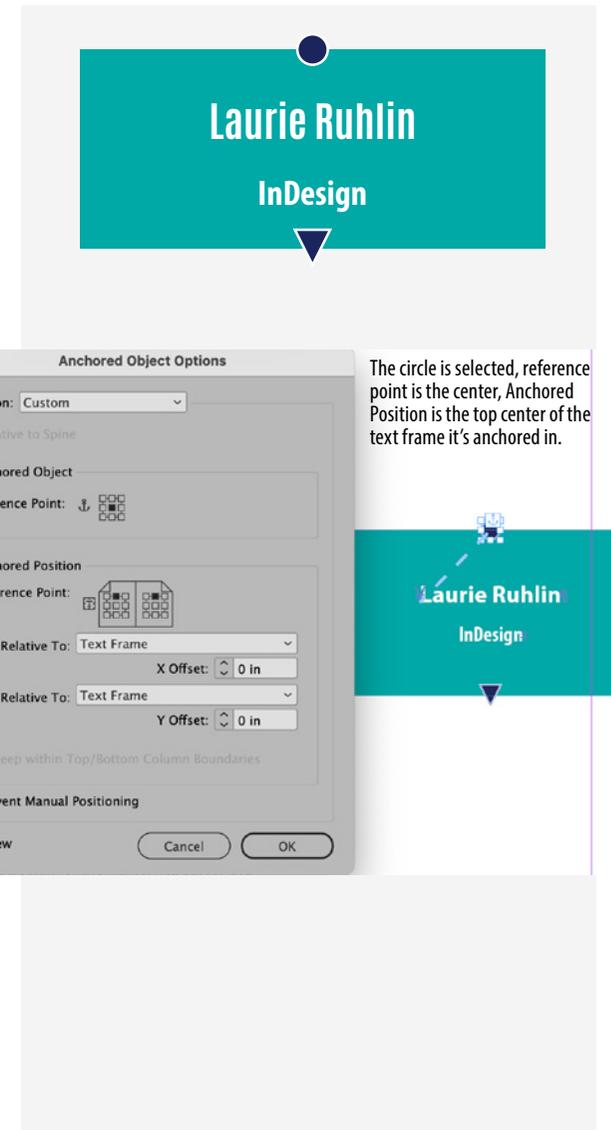
	Pro	Business
Style		
Grace		
Charisma		

MERCHANDISING ITEM #	IN STOCK	PAGE #	MERCHANDISING ITEM #	IN STOCK	PAGE #
01108	In Stock	1	0502	In Stock	3
01102	In Stock	4	2344	Custom Order	55
01702	Custom Order	14	0111	In Stock	14
00501	In Stock	42			

## Anchor an object to a specific spot on a frame

Do you want to jazz up your organizational charts from a simple line or arrow pointing to the next frame? We're going to make a little circle shape and ANCHOR it to the top, bottom, right or left of the frame. You CAN apply a little circle, arrow or triangle to the start or end of a line/arrow using the stroke panel, but what if you want different colors or sizes for the arrow than the line itself? Here is a trick.

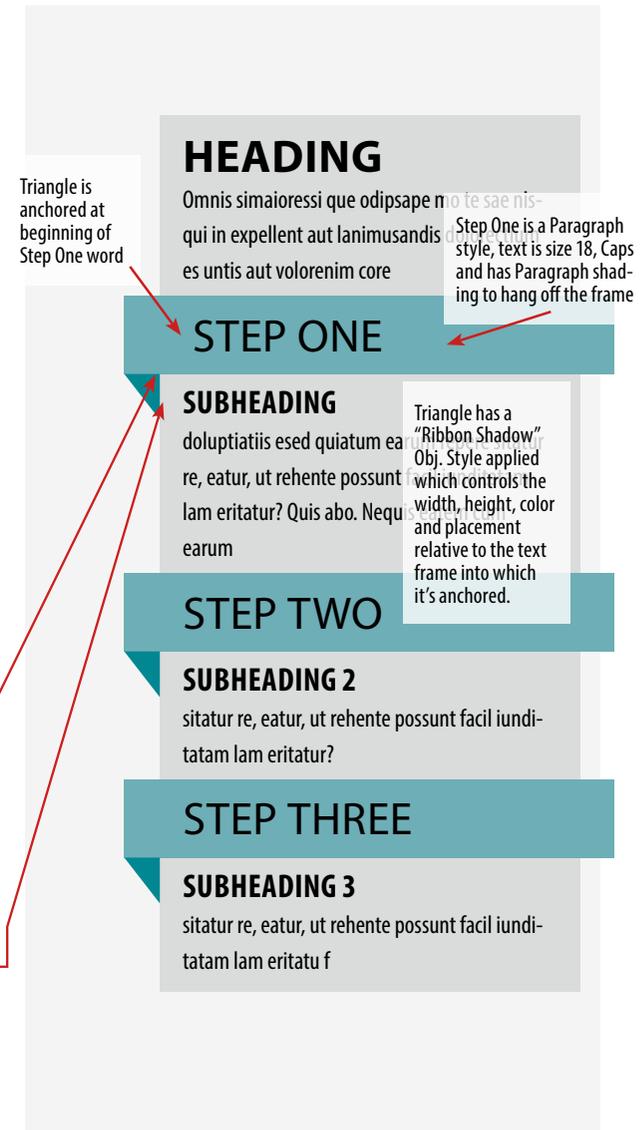
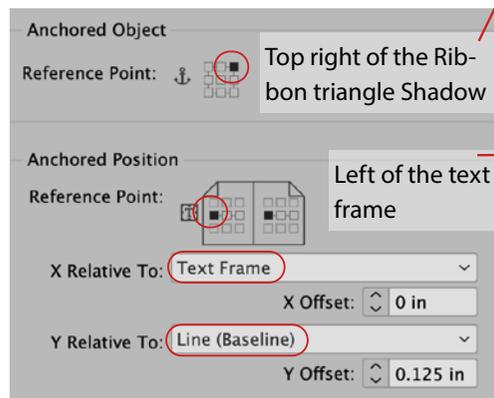
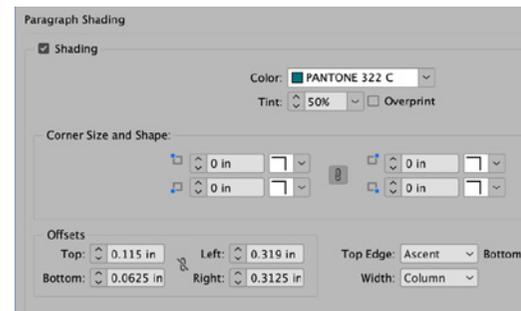
1. Make a frame, fill with a solid color and type in a Name and Title (create two paragraph styles).
2. Create a small circle or other shape, and fill with a different color, and stroke with paper (white).
3. Drag the little blue anchoring square to the beginning of the Name, to anchor the shape into the text frame.
4. Choose **Object > Anchored Object > Options**. Choose the Center Reference Point of the Anchored Object (indicating the center of the circle).
5. **Anchored Position** Make sure both X Relative To: and Y Relative To: are set to **Text Frame**. X Offset = 0 and Y Offset = 0. Select the top middle Reference Point. (See the screen shot for the settings). This will make the center of the circle (the Anchored Object) sit in the top middle of the frame into which it is anchored. Create an Object Style with the shape selected.
6. Now, with the type tool, drag and select the "¶" hidden character that is holding onto the anchored object (should be in front of the name, where you dropped the Anchored Object), open your CC Library panel, click the "+" at the bottom, and choose **Text**. Rename the library entry to Circle at Top.
7. To insert this shape and anchor it to the top middle of another frame, no matter the size, place the cursor at the beginning of the Name, right click on the CC Library entry you created and choose Place Inline.
8. The circle will appear perfectly centered at the top middle of the frame!
9. Make More! - Change the Anchored Object Options for the bottom, left, right sides and even the corners, and save them as an Object Style, then an additional CC Library entry to easily insert more.
10. Now you can move around the frames, resize them, and the shapes will stick to the edges or corners, where ever they are anchored. This is a great trick for infographics, call out boxes and more!



## Anchored Ribbon

When I design a document, I like to make it as visually pleasing and as “cool” as possible, but most importantly, EASY to apply the formatting and EASY to make changes. This ribbon with Step 1, 2 etc., is text formatted with a Paragraph Style. The triangle shadow is anchored into the text, and it sits perfectly under the shaded line. It is anchored into the text paragraph so it travels when text is added or deleted.

1. Place text, format and make paragraph styles for the Heading, Subheading, Body Text.
2. Type STEP ONE. Format with All Caps, text size and some space before and after. Add **Paragraph Shading** (see dialog)- Blue, 50% tint, and extend it left and right, off the frame edges.
3. Draw a triangle. Fill with Blue 80% tint. Anchor triangle to the beginning of the STEP ONE text, by dragging the triangle’s Anchor Square.
4. With the Triangle selected, **Object > Anchored Object > Options**. Choose the top right corner of the Anchored Object (triangle) and the left edge of the Anchored Position (frame). Change X relative To: **Text Frame**. X Offset will be 0, Change Y relative To: **Line (baseline)** Y Offset will be **0.125 in.** (or so, play with exact numbers) This positions the triangle to the bottom of the shading and on the left of the text frame exactly. Make an Object Style for the Ribbon Shadow Triangle to apply the color, tint and size/position and anchored position.
5. Repeat: Type STEP TWO, apply the paragraph style, then copy the triangle and paste it in front of the words, making sure to apply the Object Style.



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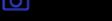
# Upcoming Events



**Presentation Design Conference**

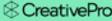


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