

Welcome to Adobe InDesign

My Name is Naomi Schmidt

This class will cover the basics of InDesign and the logic of the program.
see naomigraphics.com/indesign for more links and all these links active

I will cover the basic logic of the InDesign program, starting with the work area of InDesign, working and learning the very basics of the tools panel, control panel, document window and some of the other essential panels.

You will learn how to create various documents, how to style type and paragraphs, import images, work with some of the unique features of InDesign, and export files for proof or print. A business card, a poster and a tri- folder brochure will be created during this course.

InDesign is similar to that of all Creative Suite 5 programs. You have a Menu Bar on top, the Tools and the Panels. Panels are little windows which have specialized functions, e.g., you have one that handles colors, one that handles paragraphs, one that handles pages, etc. By default, there is a special Panel just under the Menu Bar called Control Panel. The Control Panel changes depending on what tool you are using or what you are doing while you are working with the different items of your layout.

some urls or interest

start of indesign

<http://www.jdkds.com/downloads/indesignCS5.pdf>

<http://www.digitaltutors.com/11/training.php?pid=524>

<http://www.lynda.com/InDesign-CS5-tutorials/essential-training/59967-2.html> (but have to pay for it)

<http://www.vtc.com/products/AdobeInDesignCS5Beginner/InterfaceBasics/95202>

<http://tv.adobe.com/watch/visual-design-cs5/g01-understanding-the-application-window/>

<http://vector.tutsplus.com/articles/techniques/a-look-inside-indesign-cs5/>

<http://www.theindesignguy.com/cs5-thoughts.shtml>

**<http://vector.tutsplus.com/tutorials/tools-tips/quick-tip-eleven-tricks-that-will-help-your-workflow-in-indesign/>

bullets and numbering

<http://www.peachpit.com/articles/article.aspx?p=1623556&seqNum=7>

different pages size in the same document

<http://tv.adobe.com/watch/learn-indesign-cs5/mixing-page-sizes-with-the-new-page-tool/>

short cuts

<http://www.keyxl.com/aaadf18/459/Adobe-InDesign-CS5-keyboard-shortcuts.htm>

very usefully as it break it down into different categories

http://www.shortcutworld.com/en/win/InDesign_CS5.html

<http://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html>

character formatting:

<http://www.peachpit.com/articles/article.aspx?p=1623556&seqNum=2>

Replacing missing fonts: <http://layersmagazine.com/adobe-indesign-cs2-going-beyond-finding-text.html>

See PDF on line InDesign CS training

Book I suggest for this class

InDesign 5 for Macintosh and Windows: Visual Quickstart

Sandee Cohen

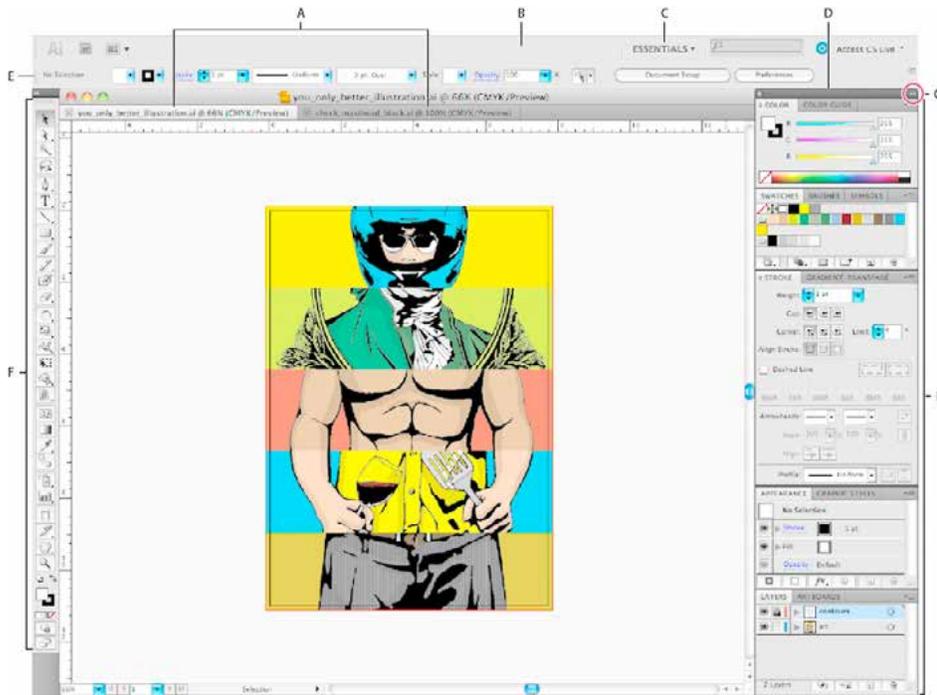
Paperback - 564 pages

Peachpit Press; ISBN: 987-321-70520-4

<http://www.peachpit.com/articles/article.aspx?p=1761171>

This is from berkeley.edu with really good basic info
http://www-laep.ced.berkeley.edu/classes/la254/htdocs10/lab_tutorials/Module_10/Module%2010%20-%20Intro%20to%20InDesign.pdf

WORKSPACE OVERVIEW



You create and manipulate your documents and files using various elements, such as panels, bars, and windows. Any arrangement of these elements is called a workspace. The workspaces of the different applications in Adobe® Creative Suite® 5 share the same appearance so that you can move between the applications easily. You can also adapt each application to the way you work by selecting from several preset workspaces or by creating one of your own.

Although the default workspace layout varies in different products, you manipulate the elements much the same way in all of them.

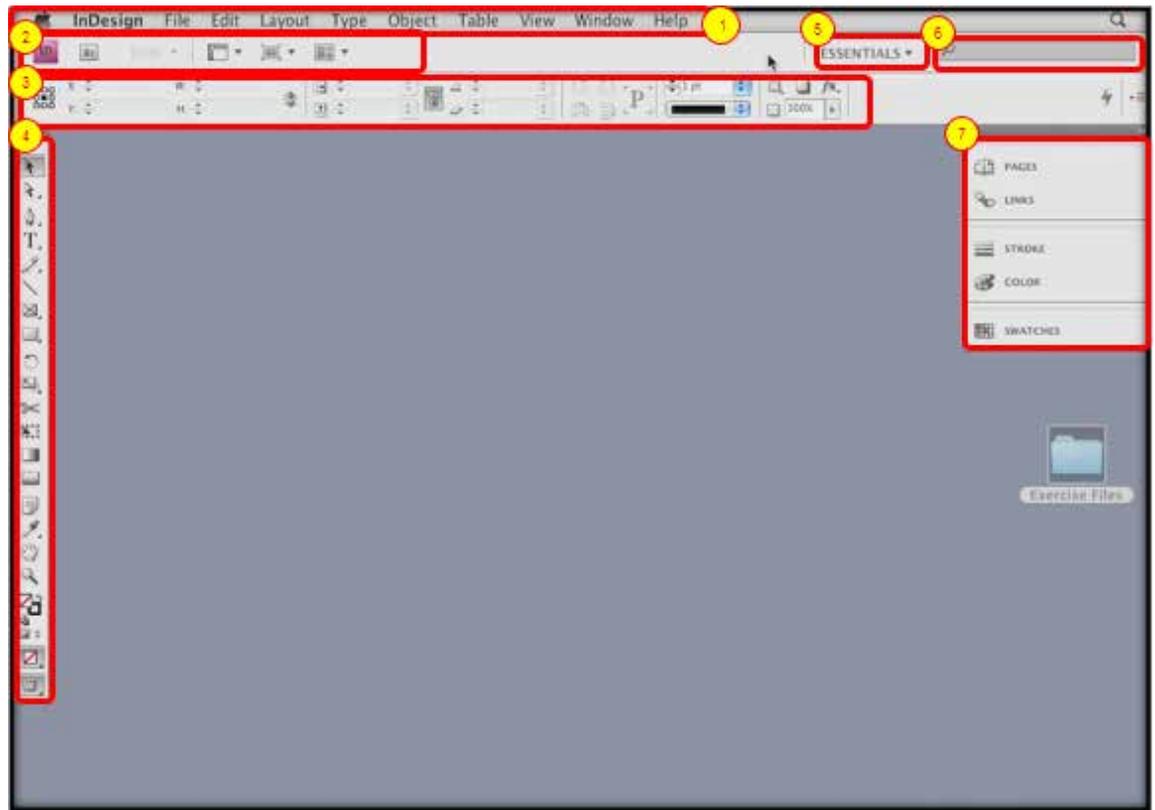
A. Tabbed Document windows
B. Application bar
C. Workspace switcher
D. Panel title bar
E. Control panel
F. Tools panel
G. Collapse To Icons button
H. Four panel groups in vertical dock

The Application bar across the top contains a workspace switcher, menus (Windows only), and other application controls. On the Mac for certain products, you can show or hide it using the Window menu.

The Tools panel contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped.

- The Control panel displays options for the currently selected tool. In Illustrator, the Control panel displays options for the currently selected object. (In Adobe Photoshop® this is known as the Options bar. In Adobe Flash®, Adobe Dreamweaver®, and Adobe Fireworks® this is known as the Property Inspector and includes properties of the currently selected element.)
- The Document window displays the file you're working on. Document windows can be tabbed and, in certain cases, grouped and docked.
- Panels help you monitor and modify your work. Examples include the Timeline in Flash, the Brush panel in Illustrator, the Layers panel in Adobe Photoshop®, and the CSS Styles panel in Dreamweaver. Panels can be grouped, stacked, or docked.
- The Application frame groups all the workspace elements in a single, integrated window that lets you treat the application as a single unit. When you move or resize the Application frame or any of its elements, all the elements within it respond to each other so none overlap. Panels don't disappear when you switch applications or when you accidentally click out of the application. If you work with two or more applications, you can position each application side by side on the screen or on multiple monitors.
- If you are using a Mac and prefer the traditional, free-form user interface, you can turn off the Application frame. In Adobe Illustrator®, for example, select Window > Application Frame to toggle it on or off. (In Flash, the Application frame is on permanently for Mac, and Dreamweaver for Mac does not use an Application frame.)

- 1 - Regular Menu
- 2 - Application Bar - “Widgets”- pull-down menus for quick access to things we would normally find in the regular menu at the top.
- 3 - Control Panel
- 4 - Toolbar
- 5 - Dropdown list of workspaces
- 6 - Search field for online help
- 7 - Panel dock



APPLICATION BAR

BAR - PG48

The Application Bar is spread across the top of the window in Windows and below the menu in Mac. It has a link to launch Bridge, scaling option, view options, screen mode, document arrangement options and the Workspace switcher. Workspace



- 1 - Shortcut to Bridge
- 2 - Zoom Level
- 3 - View Options (Frame Edges, Rulers, Guides, Smart Guides, Baseline Grid, Hidden Charac
- 4 - Screen Mode (Normal, Preview, Bleed, Slug)
- 5 - Arrange Documents (Creating a new window, arranging windows, etc.)

switcher will help you to choose predefined workspace, create, save and reset custom workspaces.

CONTROL PANEL pg85 - text | pg 117-objects | tables - 357

The Control panel (Window > Control) offers quick access to options, commands, and other panels related to the current page item or objects you select. By default, the Control panel is docked to the top of the document window; however, you can dock it to the bottom of the window, convert it to a floating panel, or hide it altogether.

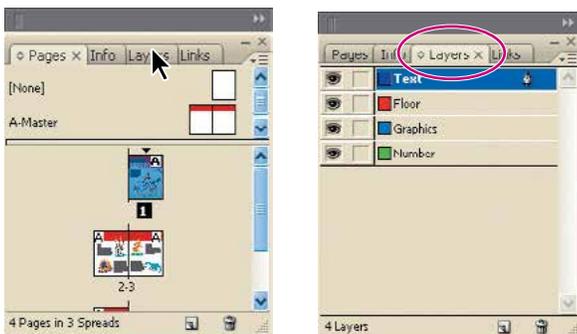
- Options displayed in the Control panel vary depending on the type of object you select:
 - When you select a frame, the Control panel displays options for resizing, repositioning, skewing, and rotating the frame, or applying an object style.
 - When you select text inside a frame, the Control panel displays either character or paragraph options. Click the paragraph and character icons on the left side of the Control panel to determine whether paragraph or character options are displayed. If your monitor size and resolution allows,
- the Control panel displays additional options. For example, if the character icon is selected, all the character options are displayed, and some paragraph options appear on the right of the Control panel. If you click the paragraph icon, all paragraph options are displayed, and some character options appear on the right.
- When you select a table cell, the Control panel displays options for adjusting row and column dimensions, merging cells, aligning text, and adding strokes.

Viewing and arranging panels

Panels provide quick access to commonly used tools and features. InDesign CS3 provides an entirely new way of working with panels, as you will see.

By default, panels appear in stacked groups, which you can reorganize in various ways. Here you'll experiment with hiding, closing, and opening panels.

- 1 Choose Window > Workspace > Default Workspace to reset the panels to their original location.
- 2 Click the double arrow at the top of the dock to expand the dock and display the panels. Click the Layers tab or choose Window > Layers.



 To find a hidden panel, choose the panel name on the Window menu. If the panel name already has a check mark, then the panel is already open and in front of any other panels in its panel group. If you choose a checked panel name on the Window menu, the panel will close.

Dock and undock panels

A dock is a collection of panels or panel groups displayed together, generally in a vertical orientation. You dock and undock panels by moving them into and out of a dock.

Note: Docking is not the same as stacking. A stack is a collection of free-floating panels or panel groups, joined top to bottom.

- To dock a panel, drag it by its tab into the dock, at the top, bottom, or in between other panels.
- To dock a panel group, drag it by its title bar (the solid empty bar above the tabs) into the dock.
- To remove a panel or panel group, drag it out of the dock by its tab or title bar. You can drag it into another dock or make it free-floating.

—From InDesign Help

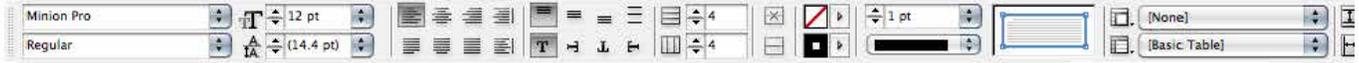
see panels/workspace handout

http://help.adobe.com/en_US/aftereffects/cs/using/WS5421A290-E54C-489f-806F-BCB0C0879136a.html#WSB21CF943-DC86-4f72-8366-F5FBA47629FC

Control Panel - Text



Control Panel - Tables



Control Panel - Object



TOOLS PG 18-SEE HANDOUT

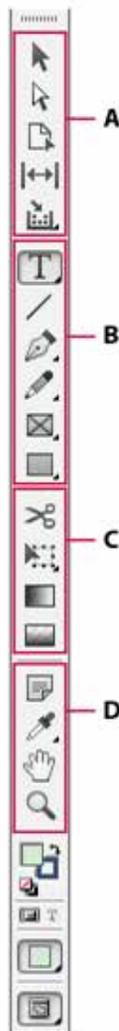
contains various tools to create and edit elements on the pages. Related tools are grouped. A tool group is denoted by a small triangle on the bottom right corner of the buttons. Click and hold down the button to to open the fly out menu that shows you the other tools in that group.

If in doubt try: [option\(mac\)/alt\(pc\) - http://indesignsecrets.com/secrets-of-the-control-panel-revealed.php](http://option(mac)/alt(pc) - http://indesignsecrets.com/secrets-of-the-control-panel-revealed.php)

swatches in the control panel - <http://indesignsecrets.com/a-colorful-experience-with-cs5.php>

<http://www.dummies.com/how-to/content/discover-the-indesign-cs5-panels.html>

Toolbox overview



A Selection tools

- Selection (V, Escape)*
- Direct Selection (A)
- Page (Shift + P)
- Gap (U)
- Content Collector (B)
- Content Placer

B Drawing and Type tools

- Type (T)
- Type On a Path (Shift+T)
- Line (l)
- Pen (P)
- Add Anchor Point (=)
- Delete Anchor Point (-)
- Convert Direction Point (Shift+C)
- Pencil (N)
- Smooth
- Erase
- Rectangle Frame (F)
- Ellipse Frame
- Polygon Frame
- Rectangle (M)
- Ellipse (L)
- Polygon

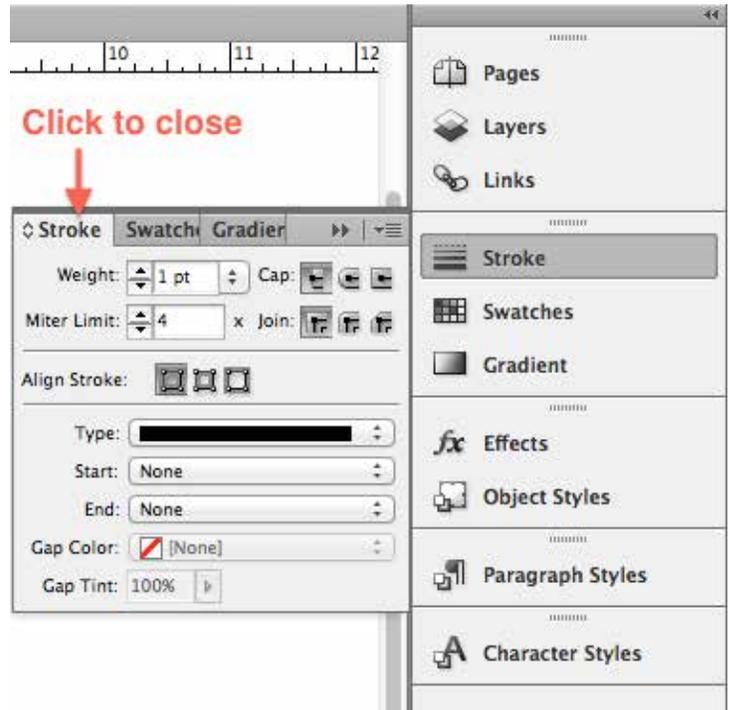
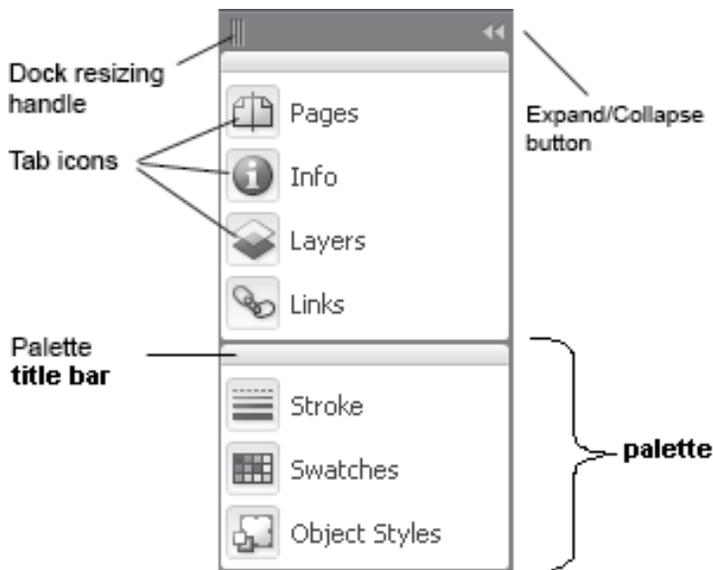
C Transformation tools

- Scissors (C)
- Free Transform (E)
- Rotate (R)
- Scale (S)
- Shear (O)
- Gradient Swatch (G)
- Gradient Feather (Shift+G)

D Modification and Navigation tools

- Note
- Eyedropper (I)
- Measure (K)
- Hand (H)
- Zoom (Z)

■ Indicates default tool * Keyboard shortcuts appear in parenthesis



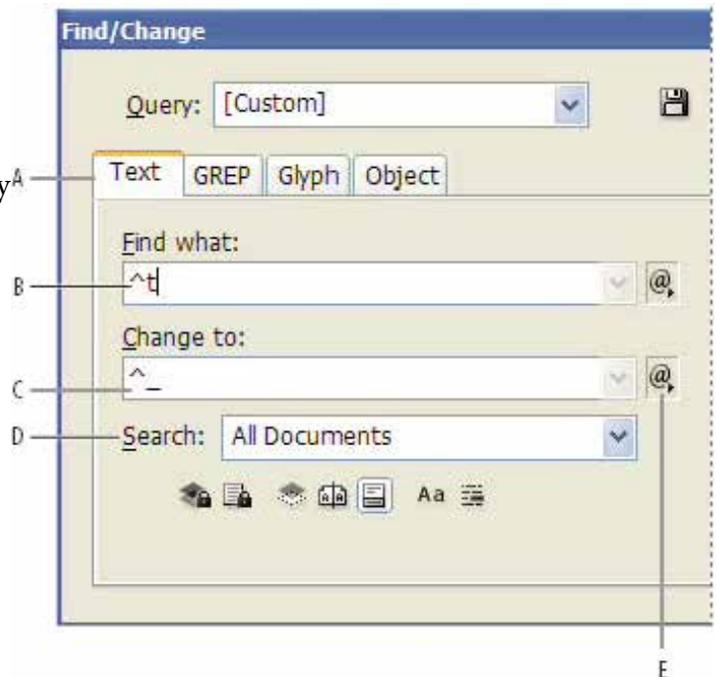
FIND/CHANGE IN THE BOOK- PAGE 325

This does more than just find text and change it. The Find/Change dialog box contains tabs that let you specify what you want to find and change.

Find/Change dialog box

A Find/Change tabs B. Find a tab character C. Replace with an em dash D. Search options E. Metacharacters menu

Text Search for and change specific occurrences of characters, words, groups of words, or text formatted a certain way. You can also search for and replace special characters such as symbols, markers, and white space characters. Wildcard options help to broaden your search.

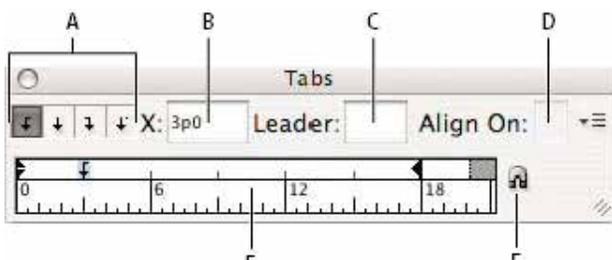


In Tabs IN THE BOOK- PAGE 325

Tabs position text at specific horizontal locations in a frame. The default tab settings depend on the Horizontal ruler units setting in the Units & Increments preferences dialog box.

Tabs apply to an entire paragraph. The first tab you set deletes all default tab stops to its left. Subsequent tabs delete all default tabs between the tabs you set. You can set left, center, right, and decimal or special-character tabs. When you use the special-character tab, you can set a tab to align to any character you choose, such as a colon or a dollar sign.

You set tabs using the Tabs dialog box.



Tabs dialog box

A. Tab alignment buttons B. Tab position C. Tab Leader box D. Align On box E. Tab ruler F. Snap above frame

OPEN THE TABS DIALOG BOX

1. Using the Type tool, click in the text frame.
2. Choose Type > Tabs.
3. If the top of the frame is visible, the Tabs dialog box snaps to the current text frame and matches its width to the current column.
4. Align the Tabs dialog box ruler with your text
5. Scroll through your document to display the top of the text frame.
6. Click the magnet icon on the Tabs dialog box. The Tabs dialog box snaps to the top of the column that includes the selection or the insertion point.
7. To the top

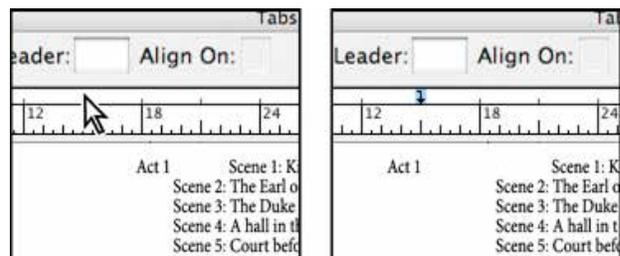
SET TABS

You can set left, center, right, and decimal or special-character tabs. When you use the special-character tab, you can set a tab to align to any character you choose, such as a colon or a dollar sign.

Bob Bringhurst provides an article about various tab and indent effects at [Tabs and Indents Gallery](http://blogs.adobe.com/indesign-docs/2009/09/tabs_and_indents_gallery.html). - "http://blogs.adobe.com/indesign-docs/2009/09/tabs_and_indents_gallery.html" is on my website with link

1. Using the Type tool, click an insertion point in the paragraph.
2. Press the Tab key. Add tabs in the paragraphs where you want to add horizontal space. (You can also add tabs after you create your tab settings.)
3. Choose Type > Tabs to display the Tabs dialog box.
4. To specify which paragraphs will be affected, select a paragraph or a group of paragraphs.
5. For the first tab, click a tab-alignment button (left, right, center, or decimal) in the Tabs dialog box to specify how text will align to the tab's position.
6. Do one of the following:

Click a location on the tab ruler to position a new tab.



Adding a new tab setting

Type a position in the X box and press Enter or Return. If the X value is selected, press the up or down arrow key to increase or decrease the tab value by 1 point, respectively.

For subsequent tabs with different alignments, repeat steps 3 and 4.

This is from: http://help.adobe.com/en_US/indesign/cs/using/WSa285fff53dea4f8617383751001ea8cb3f-6dbba.html
video: <http://tv.adobe.com/watch/creative-sweet-tv/setting-tabs-indesign/>

<http://indesignsecrets.com/tab-tab-tab.php>

PARAGRAPH AND CHARACTER STYLES

A character style is a collection of character formatting attributes that can be applied to text in a single step. A paragraph style includes both character and paragraph formatting attributes, and can be applied to a paragraph or range of paragraphs. Paragraph styles and character styles are found on separate panels. Paragraph and character styles are sometimes called text styles.

When you change the formatting of a style, all text to which the style has been applied will be updated with the new format.

For a video tutorial on making a paragraph style, see www.adobe.com/go/lrvid4277_id. For a video tutorial on using text styles, see www.adobe.com/go/vid0076.

Thomas Silkjaer provides samples of styles at [Free InDesign Style Template](#).

[Basic Paragraph] styles

By default, each new document contains a [Basic Paragraph] style that is applied to text you type. You can edit this style, but you can't rename or delete it. You can rename and delete styles that you create. You can also select a different default style to apply to text.

Character style attributes

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.

Next Style

You can automatically apply styles as you type text. If, for example, your document's design calls for the style "body text" to follow a heading style named "heading 1," you can set the Next Style option for "heading 1" to "body text." After you've typed a paragraph styled with "heading 1," pressing Enter or Return starts a new

paragraph styled with "body text."

If you use the context menu when applying a style to two or more paragraphs, you can cause the parent style to be applied to the first paragraph and the Next Style to be applied to the additional paragraphs. (See Apply styles.)

To use the Next Style feature, choose a style from the Next Style menu when you're creating or editing a style.

Jeff Witchel provides a video tutorial about using the Next Style feature at [Using the Next Style feature](#).

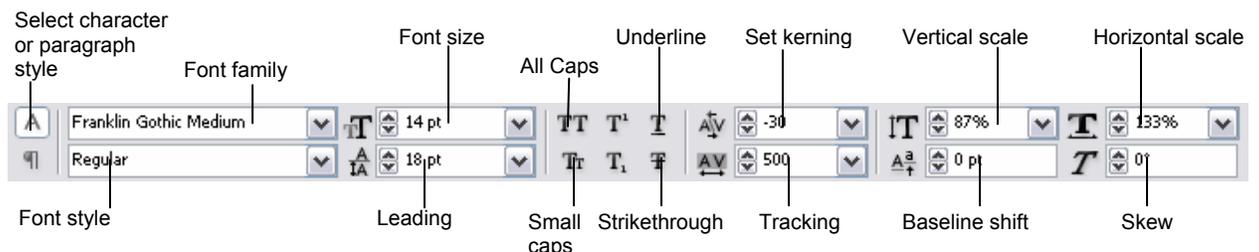
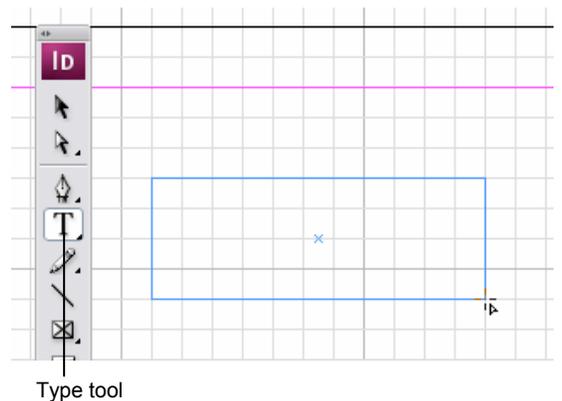
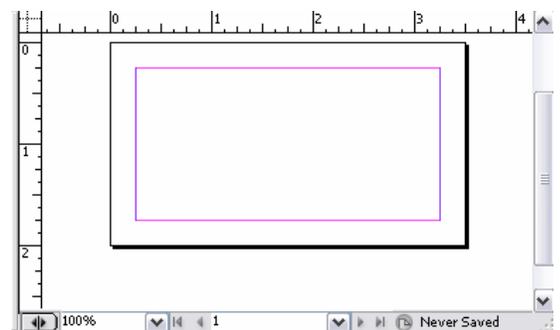
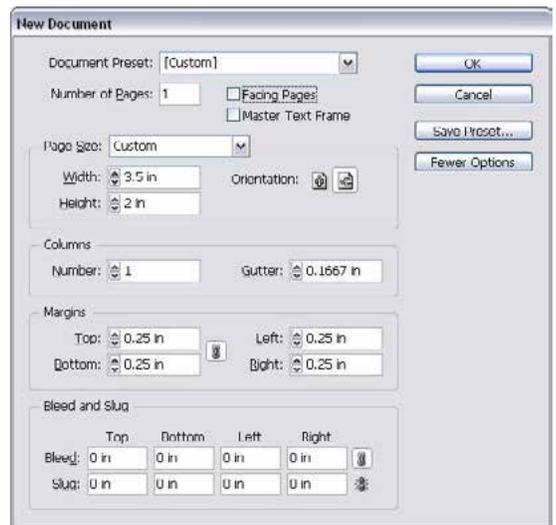
Styles panel overview

Use the Character Styles panel to create, name, and apply character styles to text within a paragraph; use the Paragraph Styles panel to create, name, and apply paragraph styles to entire paragraphs. Styles are saved with a document and display in the panel each time you open that document.

When you select text or position the insertion point, any style that has been applied to that text is highlighted in either of the Styles panels, unless the style is in a collapsed style group. If you select a range of text that contains multiple styles, no style is highlighted in the Styles panel. If you select a range of text to which multiple styles are applied, the Styles panel displays "(Mixed)."

Creating a business card

1. Choose File > New > Document. [page 20]
The New Document dialog box appears. Because you changed ruler units to inches, the Page Size, Margins, and the other document dimensions appear in inches.
2. In the Width box, type 3.5. In the Height box, type 2.
3. Leave Columns set to 1.
4. In the Margins section, make sure the *Make All Settings The Same* icon (the chain link) is selected. This setting tells InDesign to set all margins to the same value.
5. Type .25 in the Top box and press the Tab key. All margins change to .25 inches.
10. Click OK.
The new document opens in InDesign. Observe that the margins are marked by a margin guide. Also observe that the rulers along the left and across the top are marked in inches.
11. Select the Type tool in the Tools palette. [page 48]
The pointer changes to a Type tool pointer. (The Type pointer looks like a text insertion pointer bordered by a dotted line).
12. Drag the Type tool across the page to create a Text frame. To help you position the frame, you may find it useful to show the Document grid (View > Grids & Guides > Show Document Grid). As you drag, a blue box appears
13. Release the mouse to create the text frame. Observe that a blinking text-insertion point appears in the text frame.
14. Type some text, such as your name. The text appears in whatever font family, font size, and other text settings were previously set in the **Type options bar**.
6. Without moving the insertion point, click the Selection tool at the top of the Tools palette. Frame handles appear at the edges of the text frame. You can use these handles to resize the text frame.
7. Format text using the control panel



WHERE TO FIND WHAT WE WORKING ON IN THE BOOK

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Choosing Panels	page 2	Tracking	page 376
Setting up a document	page 23	text wrap	page 121 / options 241
Application bar	page 48	Find / change	page 364
Using control panel for text	page 85	Glyphs	page 5, 77, 79
Using control panel for object	page 117	Opentype Categories	page 437
Tab	page 325	Effects	page 170
Paragraph styles -	page 392	Export pdfs -	page 491
Character styles	page 396	Adobe website text (but it is cs6 now): http://www.adobe.com/products/indesign.html	
Object styles	page 415	Adobe website video: http://tv.adobe.com/show/learn-indesign-cs5/	
Master pages	page 277		
page numbering	page 302		
Tabs	page 328		