Adobe INDESIGN

OBJECTIVES

Upon completion of these guidelines, you will be able to:

- Understand the uses and benefits of InDesign
- Create a basic layout using InDesign and its various functions
- Start working on your master plan

WHY CHOOSE INDESIGN?

Adobe InDesign is a page layout program used to create booklets, brochures, newsletters and any printable document containing large amounts of text. It offers a wide range of tools to construct complex documents consisting of text and graphics. InDesign works closely with other Adobe products (such as Photoshop and Illustrator) making it easy to use the various software, depending on the task.

FOLDER STRUCTURES

It is a good idea to set up your folder organization beforehand. Create a folder on your Desktop or wherever you desire. All of the objects you place in your design, such as your images, need to be saved in this folder. I recommend creating another folder within your main folder and calling it images. This will help with the missing links trap later on.

CREATING A NEW DOCUMENT

- Create a blank document. *File > New > Document*
- Select the number of pages.
- If you are creating a booklet or newspaper, choose Facing Pages, otherwise deselect it.
- If the dimension of the document appears in pica form (55p0) simply add (in) for inch after the dimension you type.
- The columns help to layout text and photos in a way that will keep information flowing evenly among pages.
- The number of columns can also be changed once the document has been created - *Layout > Margins and columns*
- You are always able to adjust your document once you have created it - *File > Document Setup*
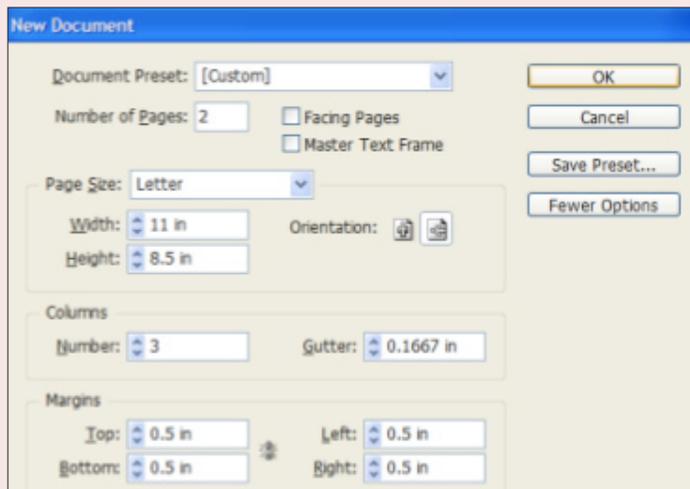
SOFTWARE LAYOUT

MENU BAR
- Pretty much everything InDesign offers can be found in the Menu Bar.
- Shortcuts are shown on the right of the tabs, e.g. *File > Open* is apple O

PROPERTIES PANEL
- Each tool you select from the tool bar has its own properties.
  - The text tool, for example, allows you to select a font family, alignment, etc.
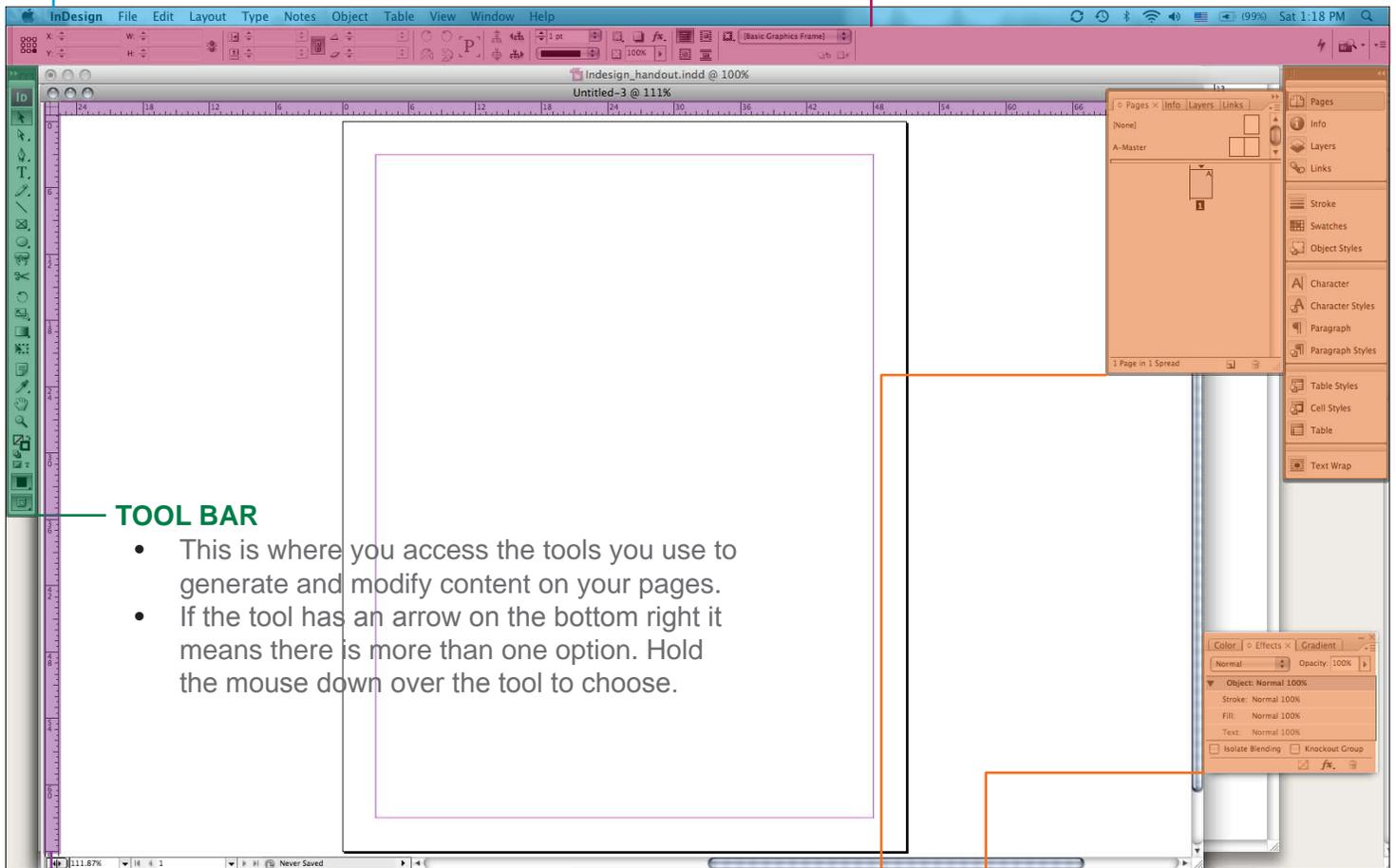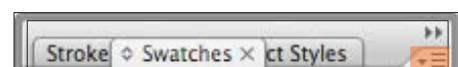

TOOL BAR
- This is where you access the tools you use to generate and modify content on your pages.
- If the tool has an arrow on the bottom right it means there is more than one option. Hold the mouse down over the tool to choose.

RULERS AND GUIDES
- The rulers and guides ensure everything is the correct size and is properly aligned.
- Guides can be accessed by clicking on either the x or y axis ruler and dragging it. They will not appear on the final print.
- You can hide or show your rulers, guides and frame edges by going to the *View* tab in the menu bar.
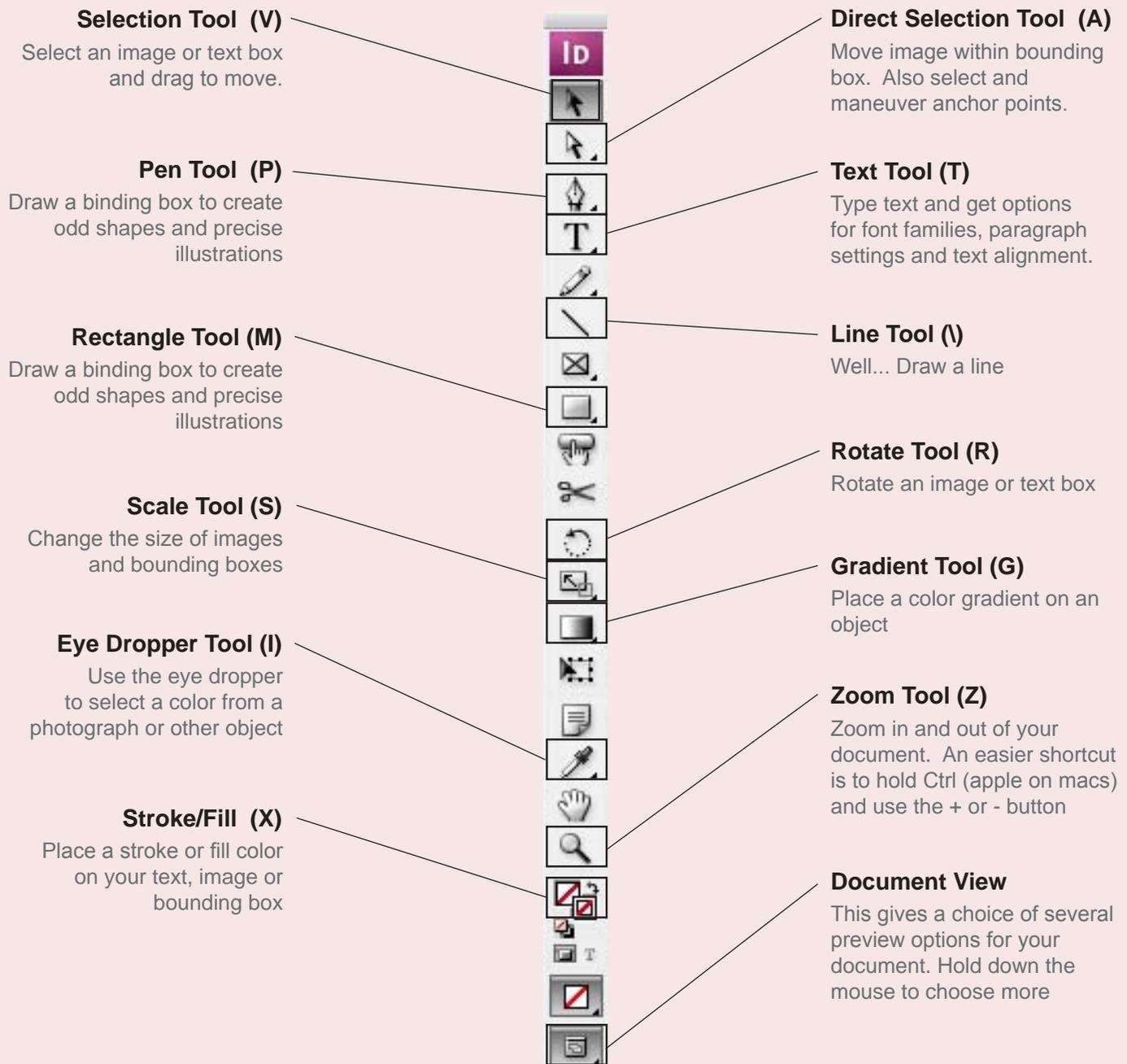
FLOATING PALLETS
- The floating pallets have various styles and information about objects related to your document.
- You can access all the pallets through the *window* menu in the menu bar.
- Pallets can be detached by grabbing the top bar and moving it.
- All pallets have a menu option in the top right corner, giving you more options.

Menu Button

Adobe INDESIGN

THE TOOL BAR

- The tool bar is located on the left hand side of the screen. If it is not visible, go to *window > tools*
- Some of the tools have small arrows at the bottom right corner. This indicates there are more than one to select from. Hold the mouse over the tool and the others will be displayed.
- Each tool has its own shortcut, e.g. the pen tool's shortcut is the letter P. Make sure you are not using the text tool when attempting to use shortcuts, otherwise it will be added to the text box selected.

Selection Tool (V)

Select an image or text box and drag to move.

Pen Tool (P)

Draw a binding box to create odd shapes and precise illustrations

Rectangle Tool (M)

Draw a binding box to create odd shapes and precise illustrations

Scale Tool (S)

Change the size of images and bounding boxes

Eye Dropper Tool (I)

Use the eye dropper to select a color from a photograph or other object

Stroke/Fill (X)

Place a stroke or fill color on your text, image or bounding box

Direct Selection Tool (A)

Move image within bounding box. Also select and maneuver anchor points.

Text Tool (T)

Type text and get options for font families, paragraph settings and text alignment.

Line Tool (\)

Well... Draw a line

Rotate Tool (R)

Rotate an image or text box

Gradient Tool (G)

Place a color gradient on an object

Zoom Tool (Z)

Zoom in and out of your document. An easier shortcut is to hold Ctrl (apple on macs) and use the + or - button

Document View

This gives a choice of several preview options for your document. Hold down the mouse to choose more

ADDING TEXT

- Select the Type Tool
  - The Type Tool is the second tool on the right
- Draw A Box
  - You must draw a box to be able to add text. Once you have a text box you can type normally right in to it. If your box is not big enough for all the text then you will see a red plus sign in the right corner of the text box. Make the text box larger the text will show up.
- In the properties panel at the top of the screen, select a font family, size, alignment, etc.

Properties Panel while text tool is selected

MASTER PAGES

There is a page menu that allows you to see all the pages in your document and navigate between them. The master page allows you to set up a template for the entire document, for example you can add headings and page numbers to every page.

Select A-Master Located on the bottom left corner of the screen. Any text or imagery your place in the master page will appear on every page in the document.
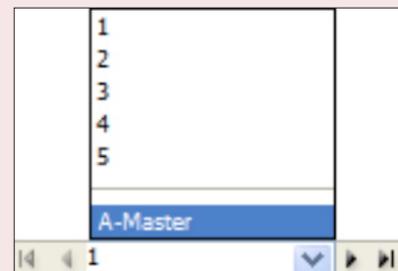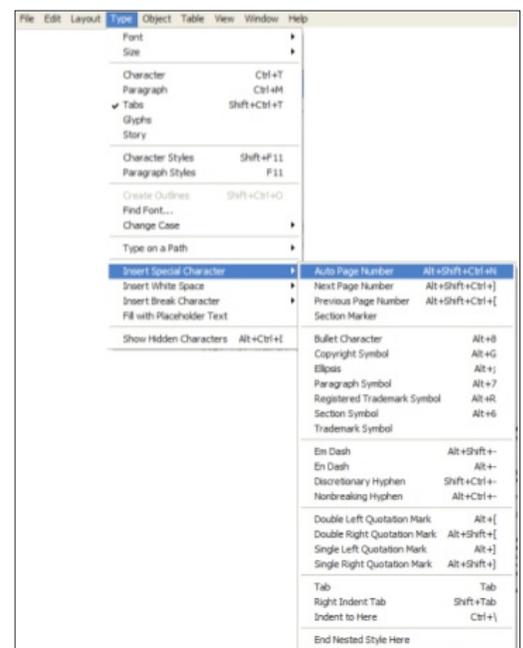

ADDING PAGE NUMBERS

- ***Open the master page*** and draw a text box in the area you want your page number.
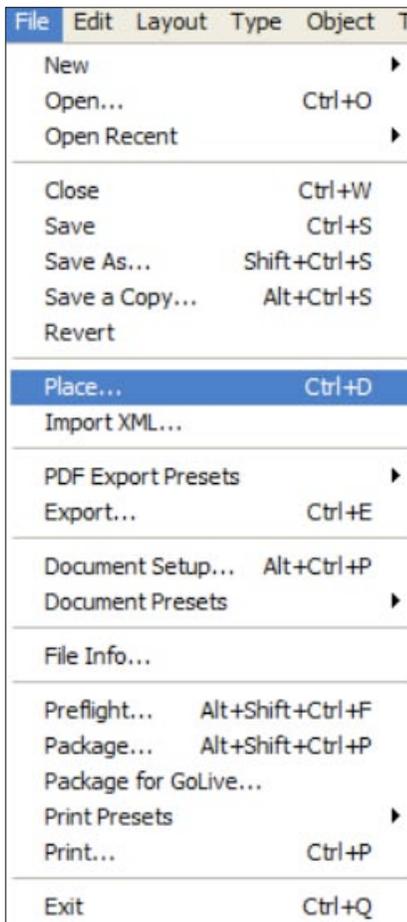- Go to ***Type > Insert Special Character > Markers > Current Page Number***

CHANGING MEASUREMENT UNITS

To change unit measurements from picas to inches:
- Go to ***Edit > Preferences > Units and increment***
- Change from picas to inches

If you have a previous version of InDesign, page numbering might be found in this location

IMPORTING TEXT

InDesign also allows you to import text from existing files, which is helpful and ensures you do not lose any information as you may by cutting and pasting.

- Click outside of the workspace. We need to make sure none of the boxes on the page are selected, if any are selected the text will be place inside it.
- Go To *File > Place*.
- Locate the text file (such as a word document, not including images) and click on open.
- Your cursor will preview a thumbnail of your file.
- Click and drag the mouse to draw your text box. If there is a red plus in the corner, this means there is more text to be placed.
- Click on the red plus sign.
- You will notice that your cursor will fill up with text again and look similar to when we placed the original file. Once again will click and drag to draw another text box and the remainder text will flow.

IMPORTING IMAGES

Importing photos is done the same way as text, only an image is selected rather then a text document:

- Click outside of the workspace
    - We need to make sure none of the objects on the page are selected. So the image is not placed into another object.
- Go to *File > Place*
- Select the picture file and click open
- You will notice your cursor is filled with the image. Click anywhere on the page to place the image into your document
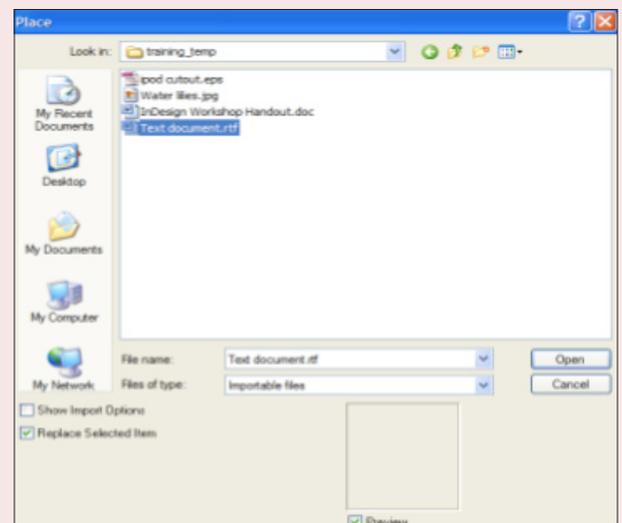
RESIZING

- Select the Scale tool located on the tool bar.

  Scale Tool (S)

- Hold down the **shift** key on the keyboard. This is to keep the image in the correct proportion.
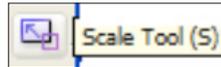
- Click on the edge of the image and hold down the mouse. Move the mouse to change the size of the image.

CROPPING

There are many ways to edit an image (or text box) to fit well into your document:

- Choose the **Selection tool** (black arrow)
  - By using the selection arrow you can change the size of the box that the picture was placed in.
- Select the **Direct Selection tool** (white arrow)
  - By using the direct selection arrow you can move the picture around within the picture frame.
- Click and Hold directly on the image
  - As you begin moving the image you will notice it gives a preview of the remaining image outside the bounding box.

LINKS

Links are extremely important and without them you would not be able to print images at full quality.

- To see if all your links are correct we need to bring up the links window (right)
- Go to **Window > Links**

This will bring up your links window. Your links window will show you many things including:

- The **file name**
- Whether the link is **missing** or has been **modified**
- The **page** the image is located in
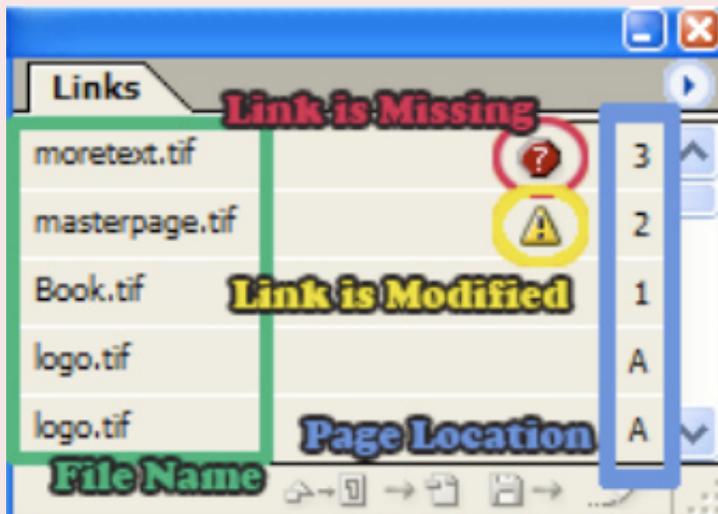
TEXT WRAP

Once you have text and pictures you can use the text wrap option.   To allow your text to wrap around selected objects:

- Select the image you would like to add the text wrap to.
  - You will know it is selected when it has a blue box around it.
- Go to **Window > Type & Tables > Text Wrap**
  - This will bring up a window which will have many text wrap options.
- Choose a text wrap style at the top and customize the size of the margins on each side.

Depending on the version of InDesign you have, you might get an option to link the margins. If a number is entered in one box it will be applied to all sides. To remove it just click on the image of the chain link in the center of the margins panel.

Text Wrap Style

Margins
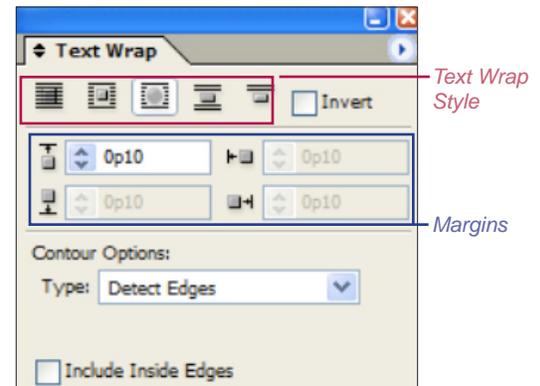
ROTATING OBJECTS

InDesign allows you to rotate objects by using the rotate tool, located in the tool bar:

- Select the object you would like to rotate
- Select the rotate tool from the tool bar
  - You will notice your cursor is a cross.
- Grab the edge of the object and begin moving your mouse.
  - The image you selected will begin to rotate. The blue dotted line shows what the rotated image will look like.
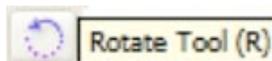
ADDING COLOR

Adding color can bring life to your document. The easiest way to add a touch of color is through the swatches pallet.

- Select text, an image or whatever object you would like to add color to.
- On the Swatches tool bar, select the **fill** color on the top left corner.
  - You might need to open the swatches pallet from **window > swatches** if you don't see it
- The fill color will add color to the inside of your object while the stroke is the outline of your object.
- After selecting the fill or stroke you simply Select the color from the swatches.
- If you want to edit a color you can double click the color from the swatches. If you want to sample a color from a corresponding photograph you can select the eye drop tool and click on the desired color.

Fill Color

*Stroke Color*
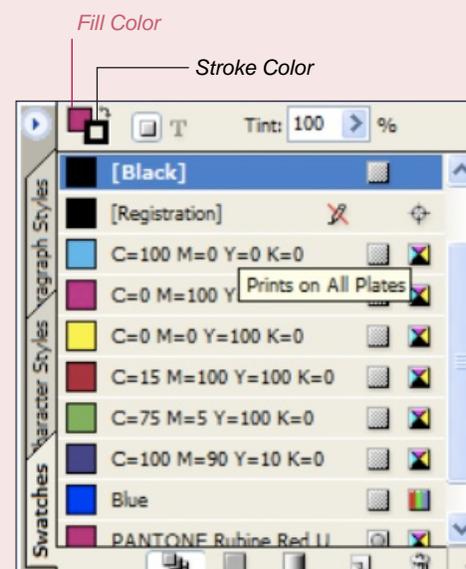
ADDING SHAPES

You can create various shapes in InDesign by using the shape tool and pen tool. Remember you can create rectangles, circles and polygons by holding down the mouse on the shape tool:

- Select one of the shape tools. Click and drag to draw the shape.
    - If you hold down the shift key it will keep the correct proportions.
- To draw a free form shape select the pen tool and click different areas to insert anchor points.
    - To draw curves hold down the mouse and move it around. It takes a bit of practice.
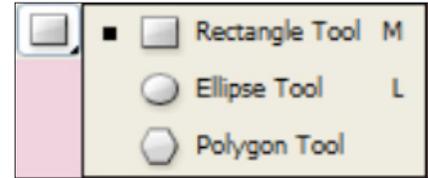
ADDING GRADIENTS

- Select or draw a new object such as a shape
- Go to *Window > Gradient*
    - If you have InDesign CS3, grab the top of the gradient window and detach it from the rest of the group.
- Open the swatches window and grab a color, dragging it down to the gradient window.
    - Add as many colors as you need and set your gradient type (The Gradient palette offers two effects, radial and linear).
- Now grab the gradient box in the upper left section of the window and drag it back into the swatches window. You can now apply it to any object.
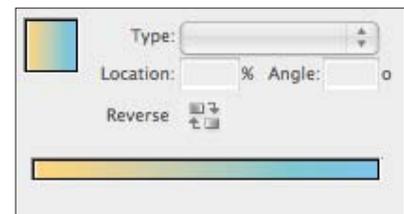
SAVING AND EXPORTING
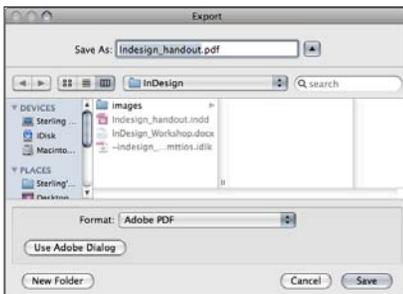
It is important to save often when working with InDesign - you don't want to lose everything!

- Go to *File > Save* and determine where you want it saved (preferably with your images folder in the root folder). Click Save.
- If you plan to have your document professionally printed it is best to save it as a PDF. To do this go to *File > Export*. Select Adobe PDF from the file types, name it and press save.
    - It is always best to check with the printer for their desired file type before you are scheduled to print.

EXTRA HELP

For more help with InDesign I recommend first looking in *Help* and typing a keyword in the search box. Most problems can be solved by looking in this area.

If you are still stuck you can reach me by e-mail at sterlingriber@gmail.com or by phone at 360-715-2033.

Another great resource on campus is the Student Technology Center located in Haggard Hall 121. Stop in to ask a question if you are stuck and are in the area. Reach them by phone at 360-650-4300.