



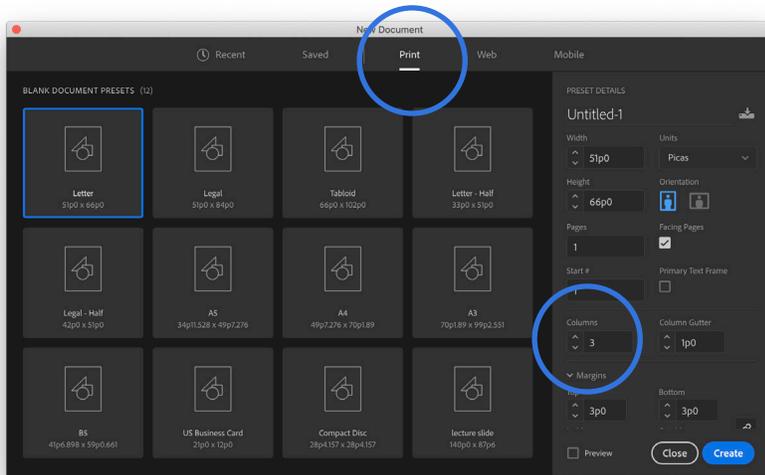
UP AND RUNNING WITH INDESIGN

This handout will give you all the essentials for getting started with Adobe InDesign.



INDESIGN SKILLS TODAY

1. Creating a new document
2. Adding and cropping images
3. Adding type and changing type styles
4. Drawing a box and changing stacking order



NEW DOCUMENT

Launch InDesign. From the Home screen, you can open an existing document or create a new one. (You can also click the “Learn” button to watch a short video that will help you learn an aspect of the program.)

To create a new file, you can:

- Click the “Create New” button or
- Go to File > Create New or
- Hit Command-N.

On the next screen, you can choose from various presets and within several intents (print, web, mobile). You can then set various parameters, such as the number of pages, page size, margins and columns.

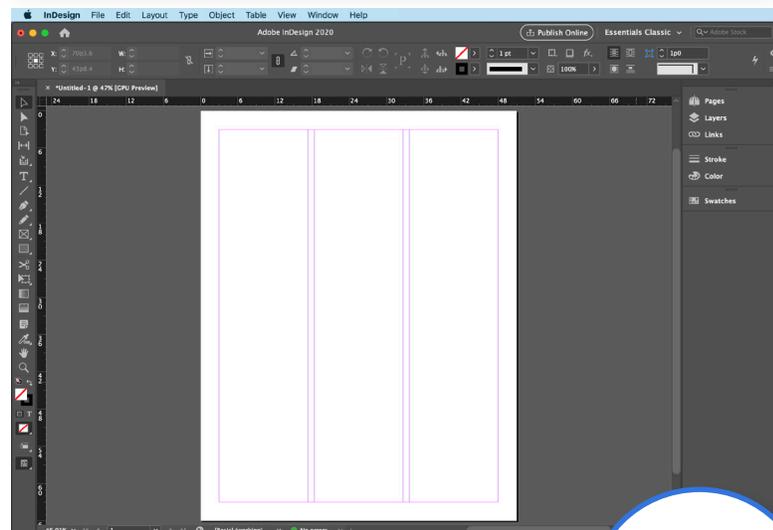
For this exercise, choose the following:

- Print project
- Letter size (8.5 x 11 inches)
- 1 page
- 3 columns.

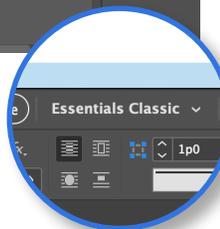
The document will open as you see on the left.

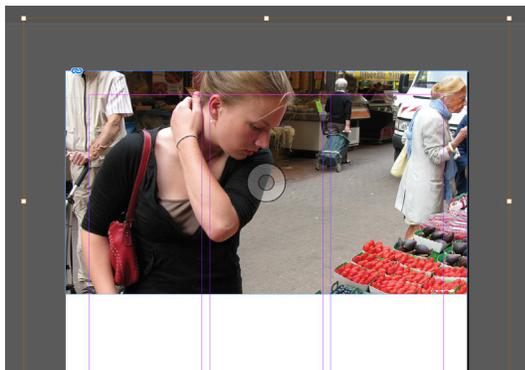
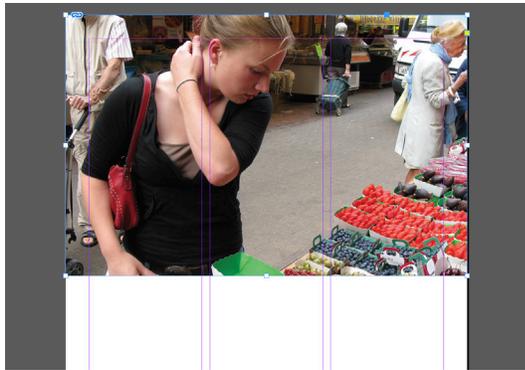
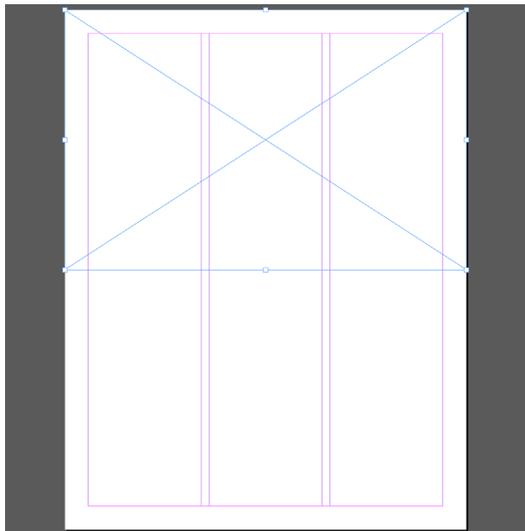
At the top right of the window, just beneath the menu bar, you will see the word “Essentials.” This is the current Workspace.

For C226, I recommend changing this to “Essentials Classic,” which will add the Control Panel across the top and add often-used panels in a list on the right.



NOTE: Different workspaces do not change the way InDesign works — only the accessibility of certain of its tools, buttons and commands.





ADDING AN IMAGE

The best way to add assets to your document is with the Place command (File > Place or Command-D). There are two ways to add an image. We will try both for this exercise. (You can use any image from your Picture Story project for this exercise.)

First option: Place image into frame



1. Select the Rectangular Frame tool by clicking it in the Tools panel.

2. Draw a box from the top left corner of the page that spans the width of the page, about halfway down.

3. Pull down File > Place or hit Command-D. Navigate to locate your image.

4. The image will appear inside your box at its actual size (dimensions in inches) with the center of the image matching the center of the frame. If the image is larger than the frame, it will be cut off at the edges.

Second option: Place image directly

1. With nothing in your document selected (clicked on), pull down File > Place or hit Command-D. Navigate to locate your image.

2. The cursor will “load up” with a thumbnail of your image.

3. Click on the top left corner of the page and pull down and to the right.

4. The image will display at its full crop, and the frame and image will be the exact same size.

In InDesign, the content and the frame are separate entities that can be altered individually or together.



To change just the frame: Use the Selection tool and click on the frame (it will show blue handles). Drag the corners to change the frame proportions — the content will remain in place.

To change just the content: Hover your mouse over the center of the image until you see the Content Grabber — it looks like a bullseye — and click it. Your content (image) will be selected and have bronze handles. Drag the image around to change the crop — the frame will remain in place.



To change the content and frame together: Instead of the Selection tool, click on the Free Transform tool. Click on the image, and drag one of the handles to make the image larger or smaller.

IMPORTANT! When resizing anything in InDesign, you must HOLD DOWN THE SHIFT KEY as you drag, or else you will stretch or squeeze the content.



ADDING TEXT

T You can use the Place command to add text assets to your document, copy and paste from a different file, or simply draw a text box (with the Type tool) and start typing directly in InDesign. For this exercise we will be using the third option.

1. Select the Type tool by clicking on it.
2. Position your cursor beneath your image — leave some space between the image and the text — then click down and draw a box. The box should span the grid area, leaving half an inch of margin on each side.
3. For this exercise, we will use “dummy text” — Latin gibberish that will look like words but not be something we will read. To fill your text box with this, make sure the text box is selected, then right-click or Control-click to call up a contextual menu. Choose “Fill with Placeholder text.”



The text will be Minion, 12 points. This is the default, but we will change the font using the Control panel.



4. With the Type tool still active, insert your cursor into the text, and hit Command-A (select all). The text will now be highlighted, shown in reverse (white on black).

5. Using the Control panel, change the typeface to Georgia and the size to 10 points. (these are the body copy variables we will use for the Design Project).

6. We will next adjust the number of columns of text. Pull down Object > Text Frame Options or hit Command-B. In the dialog box that opens, change the number of columns from 1 to 3.

A 7. Next, we will add a headline. To make room for it, between the image and the text, we will need to open up some space. Choose the Selection tool by clicking it, and drag the top handle of the placeholder text straight down — about an inch or so.

Exploring the markets of Paris

8. Choose the Type tool again and draw a shallow text box between the image and the existing text.

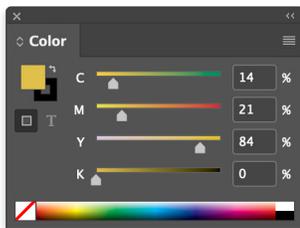
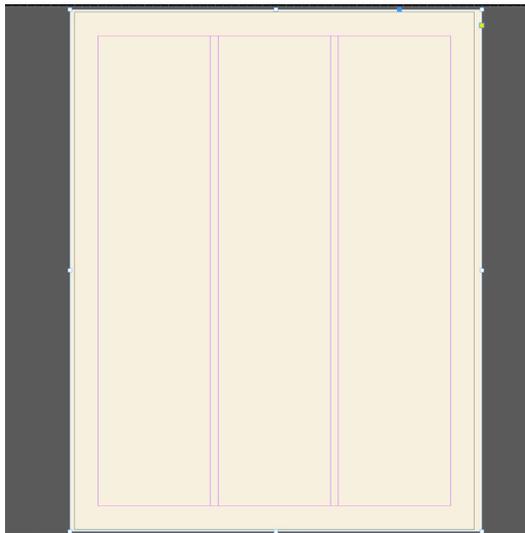


9. Type a short headline — try using the headline you used for your Picture Story.

10. Insert your cursor, and again, hit Command-A to select all the type. (Note that you can double-click to select a word, triple-click to select a line or quadruple-click to select a paragraph — or simply swipe across the letters you want to select.)

11. Change the typeface and size so that the headline is clearly dominant and that it fills the space.

12. As with the image, the text can be cut off if it is larger than the frame. If this happens, you will see a small red plus — text overset — in the lower right of the text box. Make adjustments so this overset goes away.



Exploring the markets of Paris

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ADDING A BOX AND CHANGING ITS COLOR

We will end our first InDesign exercise by adding a color to the page by drawing a box that covers our entire document, add a color fill to this box, and then move it to the back of the image and text elements.



1. Select the Rectangle tool by clicking on it.

It works essentially the same way that the Rectangular Frame tool works, but use the Rectangle tool when you want to draw a shape that will not hold content (like an image).

2. Draw a box from the top left that covers the entire page — don't worry about going beyond the page edge ... in fact, doing so would be a good idea.

3. At the right of the screen (in the Essential Classics workspace) you will see the Color panel. Click on it with the box you have just drawn still selected.

4. You can use this box to change the color or the stroke of any selected element. You toggle back and forth between them in the Color panel by hitting an X. Whichever is in the foreground is the attribute you will be changing.

5. Make sure the "fill" is above the "stroke" and change its color. You can do this by dragging the sliders (CMYK refers to the cyan, magenta, yellow, black inks of the printing process) or by clicking inside the color ramp (the rainbow area at the bottom of the panel).

6. We will need to be able to read black text against this color, so make sure you have not selected a color that is too dark. If so, try dragging the sliders to the left to lighten the color.

7. There's no need for a stroke on the box, so hit an X to make the stroke the focus (i.e. in the foreground). The white box with a red slash in the lower left means "nothing" — click that to remove the stroke.

8. The box was the last thing we added, so it is covering the image and text. But we can change the stacking order of these elements. With the box selected, pull down Object > Send to Back.

EXPORTING

Save your file! We will cover a lot more with InDesign in the next tutorial, but for now, we only need to export a PDF to submit for the lecture's Creative Exercise.

1. Pull down File > Export (or Command-E).

2. Change the format to PDF (Print) and navigate to where you'd like to save the file (I recommend the desktop). You will also get an oversight text warning, but just hit OK to dismiss it.

