

INS AND OUTS OF INDESIGN

Southeast Technology Conference '07

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First: Edit>Preferences>Units and Increments
Set to Inches, not picas.

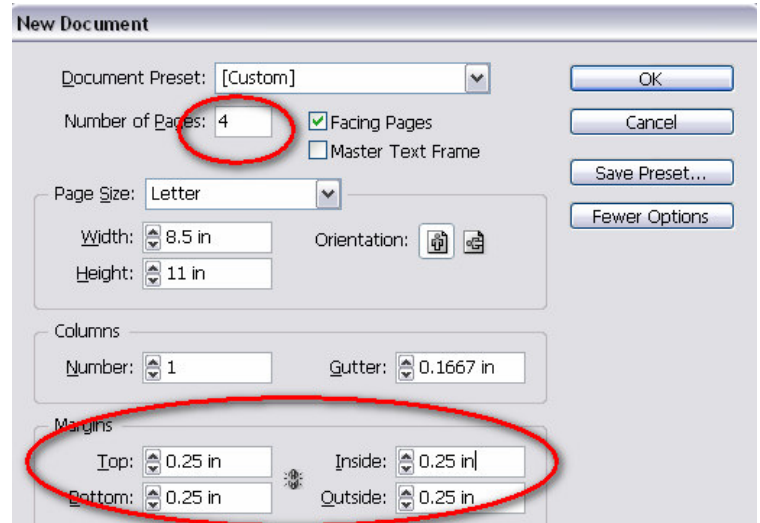
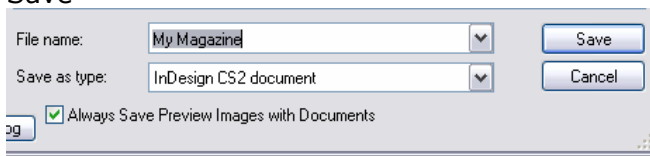
Workshop: July 31, Session 2, 2:00-3:30 PM

Want to learn about InDesign, but just haven't had the time? Come to this session to learn the basics of InDesign including how to create text effects, text on a path, see through elements, and much more. Bring a photograph of yourself (and more, if you'd like) and we'll create a short magazine starring YOU.

Workshop files: Please download and extract the following files to use in the activity (or you may use your own files, if you have them). <http://lessonplans.btskinner.com/dtp.htm> (click SE Tech Conf download)

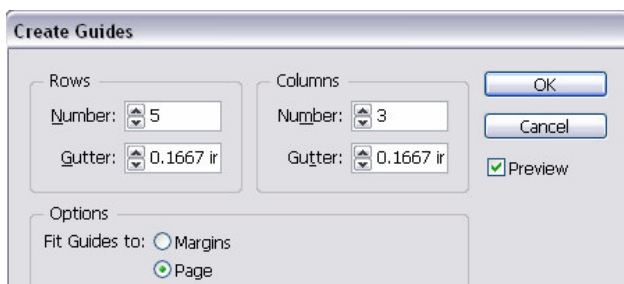
Part I: Document Setup

- Create a new document (File, New, Document)
- In the dialog box, set to 4 pages and all margin edges to 0.25"
- Click OK
- Save the document (File, Save As)
 - If you brought a storage medium, such as a USB/jump drive, save to that location; otherwise, save to the desktop to the folder with the image files
- Name the document My Magazine and press Save

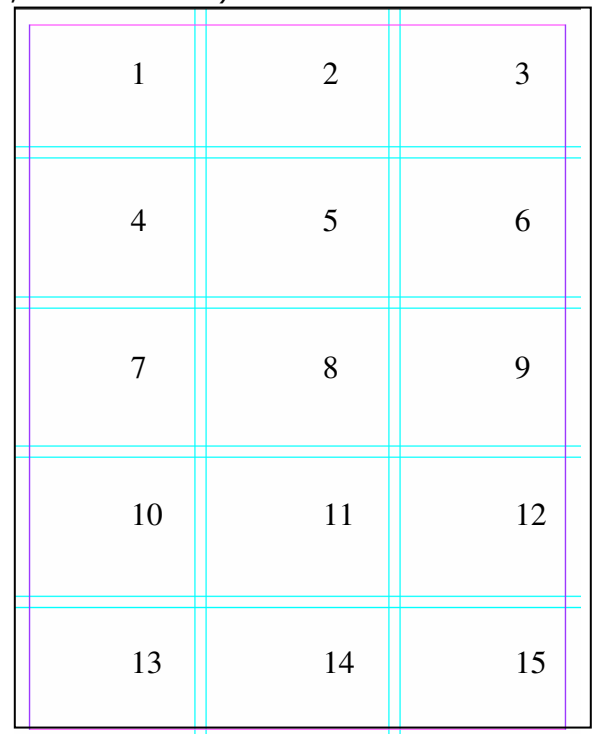


Part II: Set Guides

- To make it easier to line things up, turn on gridlines (Layout, Create Guides)
- Set as follows: 5 rows and 3 columns

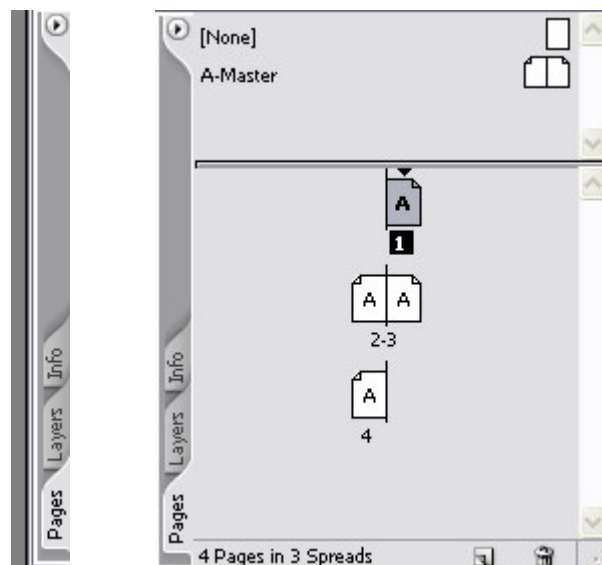


- You should have 15 quadrants (labeled at the right so you will be able to follow later portions); as you draw elements for your layout, you may cover any of the guidelines (typically a blue/green color). However, do not go past the pink/purple margin guides as items past those areas will likely not print.



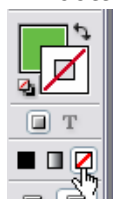
Part III: Exploring the Workspace Panels look a bit different, but they are on the right.

- Notice that there are collapsed panels at the right of the screen. To expand panel, click on the left dark gray bar. Two panels we will be using are the Layers and Pages panels, both docked in the first panel set. Click in the gray area to expand the panel.
- If you click the tabs, you will toggle between those grouped panels. The view at the right is the active Pages panel.
- Click to switch between panels, but return to the Pages panel.
- Notice all four of your pages are listed in the Pages panel. You can double click on any page to jump to that page.



Part IV: Drawing Shapes

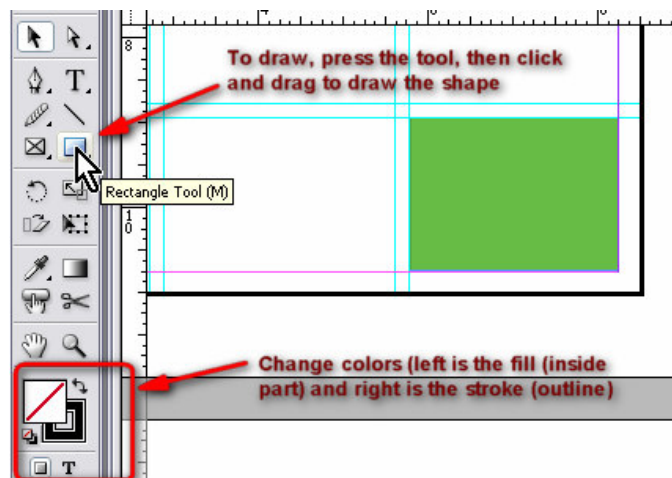
- First, we are going to put a “page peel” graphic in the bottom right corner (quadrant 15). Zoom to that general area, if desired.
- In the toolbox, access the Rectangle tool; click and drag to draw the shape within the blue guides in the bottom right corner (as shown at the right).



- Change the colors using the toolbox. Make the fill green and the stroke null (No stroke). NOTE: You can add your colors to the Swatches palette

- Draw a second rectangle at the top of the page all the way across the top (from margin to margin) with the same settings (green fill, no stroke).

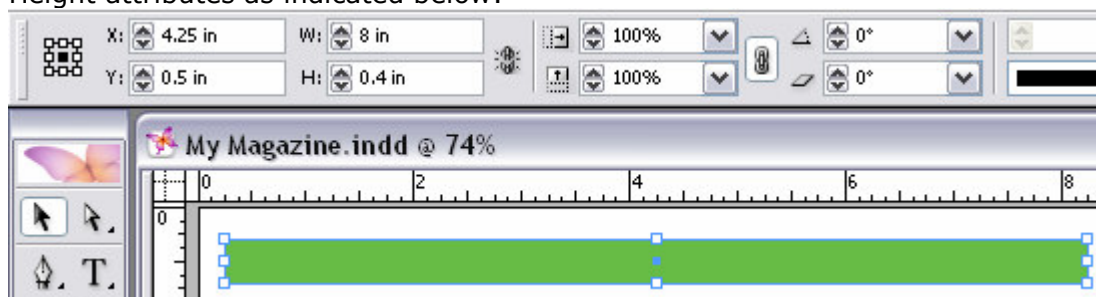
- Zoom out so you can see both of your shapes.



Part V: Modifying and Moving Shapes

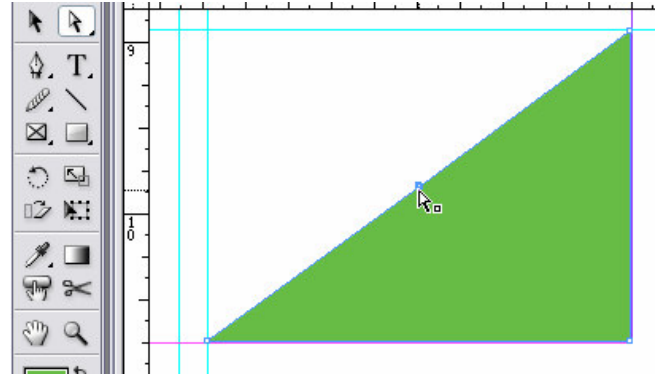
You can modify shapes various ways. To modify their sizes, you can either click the black arrow (selection) tool and then click and drag the handles around the shape. Or, if you know precisely where you want the shape, you can type in its size and/or position. We will be selecting a specific size and placement.

- Click the top rectangle, then in the options panel at the top of the screen, apply the X, Y, and Width and Height attributes as indicated below:



(NOTE: This has an X of 4.25; since paper is 8.5 inches wide, 4.25 positions the center of the box at the center point of 8.5 inches; and, the Y value places it .5” down on the page; the actual rectangle size is 8” wide by .4” high)

→ You can also modify shapes using the subselection tool (the WHITE arrow tool). We are going to modify the shape in the bottom corner and transform it from a square to a triangle. First, click the border of the shape with the white arrow tool. You'll see white dots in each corner. Click and drag the top left white dot and drag it over the top of the center dot to make a triangle.

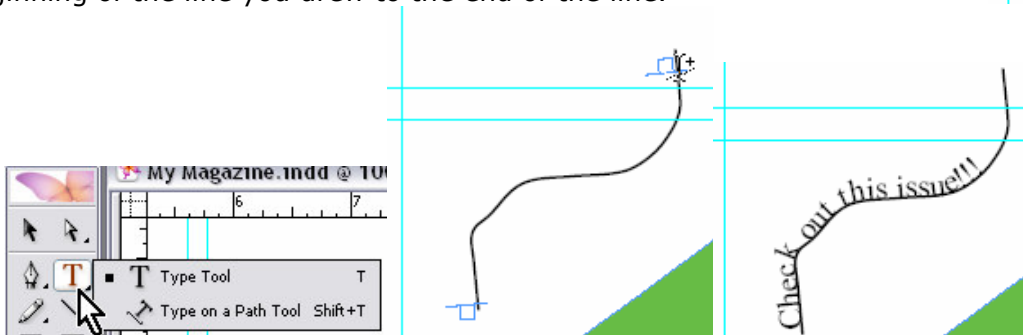
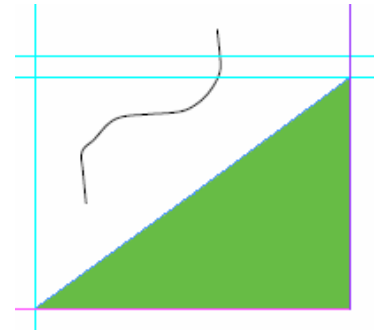


→ If you, for some reason, wanted to move the triangle, you would use the black arrow tool to position it (move it now, but move it back). You can use the arrow keys on the keyboard for more precise control.

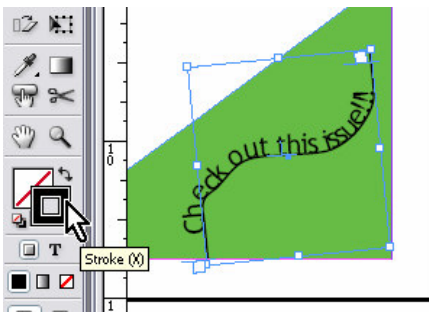
Part VI: Adding Wavy Text

You can put text on a line that you can draw yourself (or attach it to a shape). Let's just draw a wavy line!

- Using the pencil tool, click and drag to draw a line in the space above the triangle (but not on the triangle; we'll move it into the triangle later, though, so don't make it too big)
- To connect words to the line, select the Type on a Path Tool (click and hold the text tool to get it). Point to the line you want to attach text to (you should see a little plus sign+). Then, click and drag from the beginning of the line you drew to the end of the line.



- Now, change your text size to something small using the options bar at the top (probably size 10 or 12) and start typing on the line.
- Then, click the paragraph symbol beneath the A button on the options bar at the top. Set to center align the text on the line. (Or you could have done this before typing)
- Switch back to the type options at the top (the A button) and adjust your font, scaling, spacing, etc, until you are satisfied. You may need to highlight the text first.
- Next, use the black arrow tool to move the text into the triangle. Then, use the toolbox to remove the stroke (change the black stroke to none).



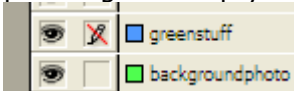
- If you wish, add another text box and use the rotate tool in the toolbox to rotate it; I added "NEW" and changed the color to white. NOTE: when creating a text box, if the text cannot fit due to size, words disappear and a red out port appears (plus sign). Just use the black arrow tool to pull out the sizing handles to make the box bigger until you see the text.



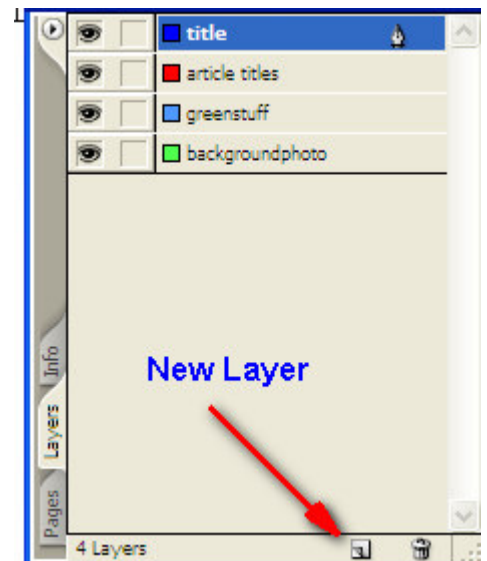
Part VII: Setting Layers

If a particular palette (panel) is not visible, it can be found in the Windows menu.

- One nice feature of InDesign is the ability to use layers. Layers can be good for staying organized, and you can toggle visibility of layers or lock layers so you don't accidentally move things. Expand the layers palette (same location as the Pages palette).
- Double click Layer 1 and call it greenstuff.
- Press the New Layer button. Create three more layers and name as shown at the right (click and drag to order them; be sure greenstuff is on the third layer).
 - Title
 - Article titles
 - Greenstuff
 - Background photo
- Since we are finished with the green elements, lock that layer by pressing the empty square.



- When creating new elements, pay attention to what layer you are on, though it is easy to move items from layer to layer by selecting the object, finding the shape representing the object beside the layer name, and dragging that dot to a different layer.



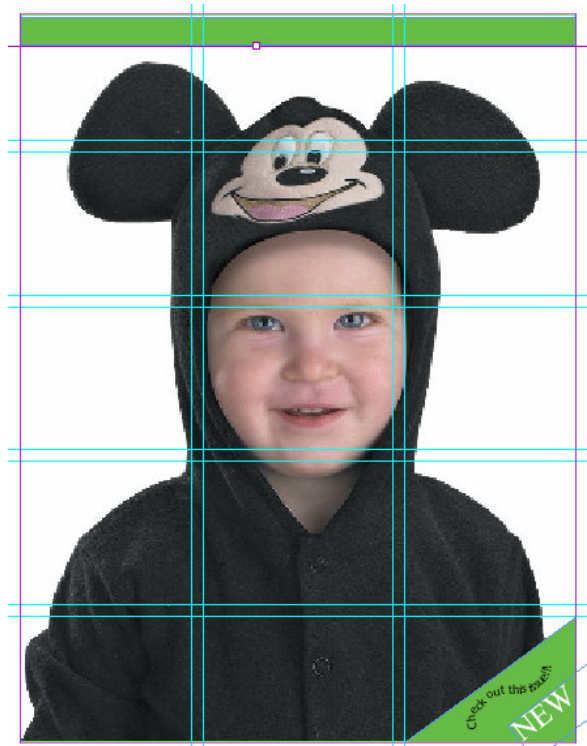
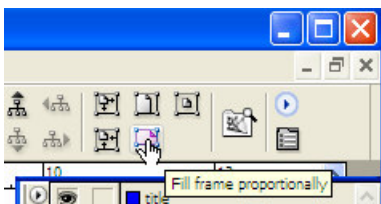
Part VIII: Background

All graphics are at www.sbbardin.com

Obtain the following graphic if you have not already ~~(or use your own)~~

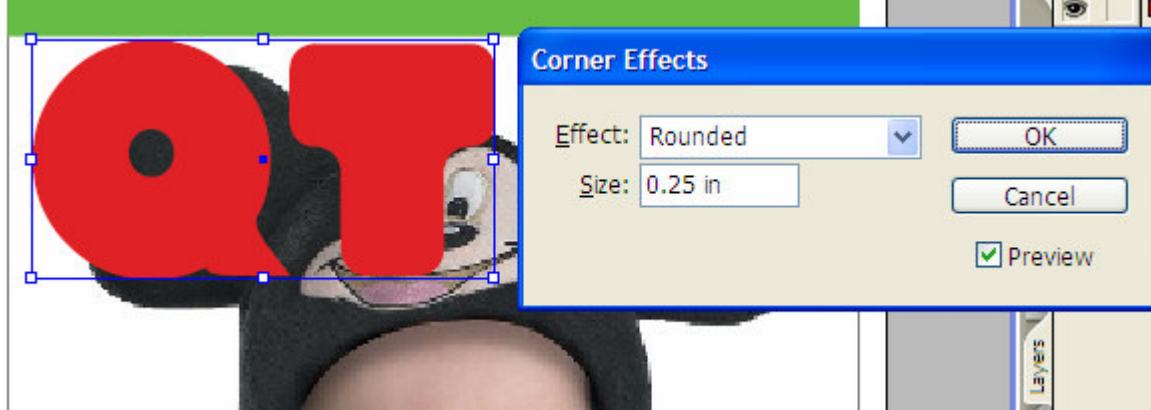
<http://images.buycostumes.com/mgen/merchandise/18478.jpg> and save it as mickeycostume.jpg

- Zoom out. Click onto the backgroundphoto layer. Now, place the photo of the Mickey Mouse kid onto the page.
 - Use the rectangle tool; click and drag to draw a rectangle the size of the page up to the margins
 - Click File, Place, and locate the photo
 - Once you insert it, it is a really big photo and you probably won't see it on the screen (but look closely in the bottom right corner); so, you could either size the photograph down or show a different part of it. We'll do the latter.
 - Use the direct selection tool (white arrow tool)
 - Click and drag to reposition the photo that is inside the rectangle shape until you like where it is
 - **NOTE:** If you wanted to show the entire photo height, you could click the button Fill Frame Proportionally on the options bar, near the top right corner (try this and undo so you can see)
 - **Finally, lock the layer!**



Part IX: Title

- Click onto the title layer; let's put the title on the page now
 - Use the text tool; click and drag to draw a text box across the top of the page (below the green bar)
 - Double click inside the box (with the black arrow tool) to type; choose Gil Sans Ultra Bold and type in size 210 (your choice on color)
 - Type "QT" for the magazine title; switch to the black arrow tool and click the text box
 - Convert the text to outlines so we can create effects on it (Type, Create Outlines)
 - Add a rounded edge to the letter (Object, Corner Effects, Rounded--".25")

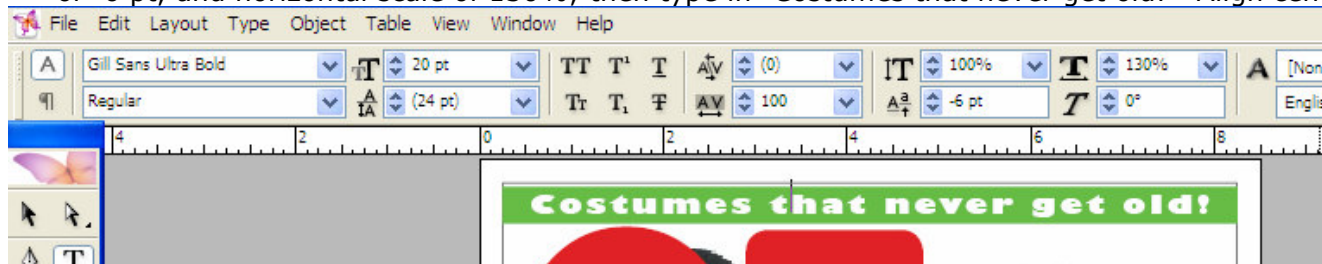


- NOTE: You could also add a drop shadow, if desired (Object, Drop Shadow)

Part X: Adding Text to the Cover

You can add text to an existing shape! Just choose the text tool, click in the shape, and start typing!

- Click onto the greenstuff layer and unlock it (lock the title layer)
- Choose the text tool; click into the top green stripe
- Select (see settings below) Gil Sans Ultra Bold font, white text, 20 pt font, tracking of 100, baseline shift of -6 pt, and horizontal scale of 130%; then type in "Costumes that never get old!" Align center.



You also need some article teasers. Create a textbox for one, type the text, and then use the black arrow tool to copy/paste, double click to change the words, and repeat. Create FOUR article teasers.

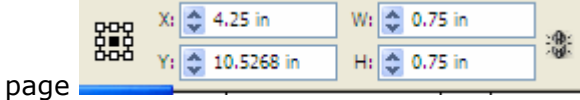
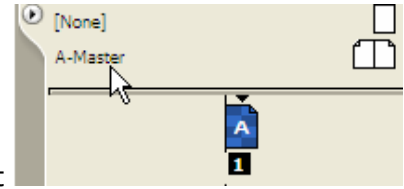
- Click onto the articletitles layer and unlock it (lock the greenstuff layer)
- Choose the text tool; click and drag to draw a box to type in
 - For the first box, use a bigger font (Gil Sans Ultra Bold Condensed) size 50 with black stroke and red fill (you could even add a drop shadow)
 - For the second box, go with just one color (black or red) and reduce the size; place in the white space
 - For the third box, same story, but use white text and place in the black area
 - For the fourth box, do what you want



Part XI: Masters and Page Numbers

Masters are places where you put repeating elements that you want to show on every page. If this was really a magazine, we'd want page numbers on each page. So, let's go there and do it!

- ➔ In the Pages palette, locate the A-Master (at the top) and double click it
- ➔ The Master has nothing on it; we are just going to be simple, so near the bottom of the page, draw a circle with a black stroke and green fill (click and hold the rectangle tool to find the oval tool)
- ➔ Use the options bar to set the size of the circle to .75" H and W and X value of 4.25" to center it on the



- ➔ Use the text tool and click into the circle. Click Type, Insert Special Character, Auto Page Number to put the page number code onto the page (it will be an A since it is the A master)

- ➔ Use the options bar and toggle to the paragraph options and center the code in the box if needed, use the baseline shift to lower the number code in the circle
- ➔ Duplicate the circle (Edit, Duplicate) and then position the copy at the center of the right page (set X position to 8.5" + 4.25" = 12.75")
- ➔ To return to the rest of the magazine, double click on Page 1 on the Pages palette



Part XII: Unlinking Master from Cover

Notice the nice big and beautiful page number on the cover? We don't need that! But, since it is on the master, you can't grab it. So, let's unlink page 1 from the master.

- ➔ Notice the [None] above A-Master in the Pages palette
- ➔ Click and drag that onto the A that is on the page 1 icon; it should go away and so should the page number

Part XIII: Adding Articles

For the sake of time, we will not create the entire magazine. But, let's go to page 2 and create a short article

- ➔ Double click on the page 2 icon in the Pages palette
- ➔ Lock all the layers and create a new one called article 1
- ➔ Create a text box at the top of the page with an article title in size 48
- ➔ Create a big text box below it for an article; fill it with placeholder text (Type, Fill with Placeholder Text)
- ➔ Click the box with the black arrow, and select **Options, Text Object menu**
- ➔ Change to 3 columns, click OK
- ➔ Next, draw a circle in the middle of the page (no stroke)
- ➔ File, Place the picture of a computer in the circle (laptop.jpg)
- ➔ Notice the words are behind the picture; let's fix this!



Part XIV: Adding a Graphic/Changing Wrap

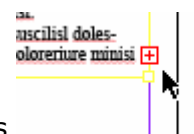
- Click the computer picture with the black arrow tool
- Use the text wrap palette (Window, Text Wrap) and choose Wrap Around Bounding Box
- Give the box a feathered effect by using Object, ~~Feathering~~ **Effects>basic feather** (experiment with settings for the desired effect; click preview so you can see what it looks like before you decide)



Part XV: Jumping to a New Page

- Pull the bottom edge of the text box up using the black arrow tool

et luptate
sciliquipit
pjam, velenit
ignim ver
riureet, quat,
onsequis ipit alit lamsan henis nulla
feugait iurero eum digna feugiam
dolent lor sum yoloreet lore molor
aut dolore dolesto dip ercidui smodo-
lum nullupat veriure del dolent ipit
lumsand ips
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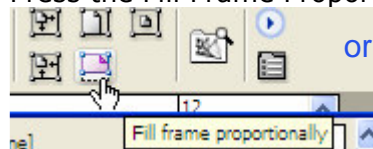


- Notice the right corner has a red out port (plus sign) indicating the text continues
- Click the red out port and notice the cursor changes (it's loaded with words)
- Click and drag on page 3 (it will draw a text box to put the extra words into)

As time permits, add additional articles and/or photographs to the pages.

Final Page: Using Transparency

- Change to page 4
- Lock all layers; create a new layer called lastpage
- Draw a rectangle that takes up a large area of the page
- Place the image kidcomputer.jpg into the shape (File, Place)
- Press the Fill Frame Proportionally button



or Object menu>Fill Frame Proportionally

- Add a textbox with the word KIDS in it (any font, 150 pt size, make it white text)
- Use the black arrow tool to position it over the chalkboard
- Use the rotate button in the tools and then drag one

corner to rotate



Object Menu>Transparency

- Add transparency using the ~~transparency palette~~ **Object>Window, Transparency** and drag the slider to 50% so the text is somewhat see-through



That's the general basics! Good luck as you continue to learn InDesign. Email me if you have questions!!! ☺