Using InDesign --- Layout

Objective of Assignment: This assignment will introduce you to the tools of InDesign. InDesign is one of the common software programs for combining text and graphics in the correct layout.

Procedures:

☒ 1. Open Adobe InDesign (ID) by clicking the icon in the Dock.

☒ 2. From the documents window select: File/New/Document

    Page size: <u>8.5 x 11</u>

    Orientation: <u>portrait</u>

    Number of pages 1,

    Un-check: facing pages

    Margins: T <u>.5</u>, B <u>.5</u>, L <u>.5</u>, R <u>.5</u> inches.

    ☒ Click "OK"

☒ 3. If the Text dialogue box does not appear on the page, in the menu bar, select Window, Type & Tables > Character.

    From the Toolbox, select the rectangle tool. Click and drag a border around four sides of your page on the margin lines.

4. From the Window menu, select Stroke, then select a weight for the border from the stroke tab on the dialogue box. From the Object menu, select Corner Options then select a corner of your choice for each of the four corners. From the Color tool at the bottom of the Toolbox, select the fill box and choose no fill (white box with red diagonal line).

☒ 5. From the Toolbox, select the Line Tool. Divide your page in fourths, holding the shift key, draw a 2 point vertical line, from the top border to the bottom border. Then draw a horizontal line from the left border to the right border.

☒ 6. Click on the ruler and drag guide lines on all four sides of each section <u>1/4"</u> from the boarders and division lines for your margins. This will require the use of 8 guides. These are not real lines, they are only guides that show up in InDesign. They will not print.

☒ 7. Save the job by clicking Save As from the File menu. After the Save as… window is open, type the name of your file (lastname_firstname_indesign) and save it to the space where you save your work.

☒ 8. In the upper left section of your page, drag a box for your typesetting parameters from all margins (blue guide lines) by selecting the Text (T) tool from the Tool Box and then click and drag it from margin to margin.

☒ 9. Type in the information listed below, all lines centered select center from the paragraph window (sizes listed in parentheses). It is better to type all the lines in 10 or 12 point type first, then go back and highlight lines to change to the correct font, size, style, and alignment.

The Tools of Macintosh (18 point, bold)

Using InDesign CS3 (18 point, bold)

By: Your Name (14 point, fancy font, e.g. cursive, old English, script)

Graphic Communications (12 point)

Brighton High School (10 or 12 point)

Desktop Publishing (14 point, italics)

☒ 10. Type in the following text in 10 point, use justified text:

Desktop publishing (also known as DTP) combines a personal computer and page layout software to create publication documents on a computer for either large scale publishing or small scale local distribution. Users create page layouts with text, graphics, photos and other visual elements using software such as Adobe InDesign, combining graphics software, such as Illustrator, Photoshop or a MS Word documents. For small jobs a few copies of a publication might be printed on a local printer. For larger jobs a computer file can be sent to a vendor for high-volume printing.

The term "desktop publishing" is commonly used to describe page layout skills. However, the skills and software are not limited to paper and books. The same skills and software are often used to create graphics for sale displays, promotional items, trade show exhibits, retail packaging designs, outdoor signs, and web pages to name a few.

☒ 11. To check your typesetting for spelling, highlight the text. From the Edit menu, select Spelling/Check spelling. In the dialogue box, select "Start." Proceed by using the "Change," "Ignore all," "Change all," "Add", or "Skip" dialogue boxes as needed. Close the dialogue box by selecting "Done" when the indicator says the spell check has been completed.

☒ 12. Save

☒ 13. In the upper right section of your page, using the Line tool, draw a horizontal line (rule) from the left margin to the right margin, and aligned to the top margin. If the Stroke pallet is open, select a weight of 6 point. If it is not open, click and hold down the Window menu, drag to "Stroke". Then select a weight of 6 point from the palette. See the example on the other side of this sheet this step is the thick line on the top right of the assignment.

☒ 14. Find the top left area of your screen where the two rulers come together. Click and drag to reset the zero point (intersection of horizontal and vertical rulers – to the left side of the 6 point line that you just drew. Release the mouse button and the zero point is reset.

☒ 15. Under the current thick line, draw ONE -1 point horizontal line, ¼" below the first line. *Holding the shift key while dragging the line will keep the line straight. Select that line and go to Edit > Copy > Edit >Step and Repeat. In the dialogue box, Repeat = 12, Horizontal = 0, Vertical = .25 in. This will make that one line repeat 12 times. Do NOT draw all 12 lines.

☒ 16. Draw a total of 4 vertical lines from the top to the bottom of your 12 lines on the left and right sides and 1 - one inch in from the left margin, and 1- one inch from the right margin. See the example.

☒ 17. Using the Line Tool, draw a .25 rule (line) from the upper right corner of the margin, to the lower left corner. You just created a diagonal line.

☒ 18. Using the Circle – Ellipse Tool draw an oval approximately 2"x1". When you click once on the document you will have the option to type in the exact size of the ellipse you want to create.

19. Using the Type on Path Tool, set your curser point on the oval and type your name. Using the Slider (little line) and the Selection Tool center your name on the oval. Change the oval to no line by changing the stroke to none.

☒ 20. Save

☒ 21. Using the bottom scroll bar, scroll your job about half way off to the left so you can use your desktop. Using the Text (T) Tool, click and drag parameter box approximately ½" x 3" on the blank desktop. Type your name using 14 point type in a font of your choice. Using the direct select arrow, shorten the type bars as short as possible. Click and drag your name into the section with lines, near the diagonal line.

☒ 21. Using the Rotate Tool from the tool box, rotate your name to the same angle (as close as possible) as the diagonal line, then drag the line of type into position ¼" above the diagonal line.

☒ 22. Save

☒ 23. In the lower left section of the page, using the Rectangle, Ellipse, Polygon tool (to change the number of sides double click the tool and change the number of sides and/or star inset) draw the following shapes: at least one perfect circle (use shift key), one oval, one rectangle, one polygon and one rectangle with corners. After drawing the rectangle select Corner Effects from the Object menu, and then select the corner of your choice, then click the "OK" dialog box. Also use the following: one solid shape, one tinted, one gradient, and one white shape within a solid. All shapes must be within the margins.

Note: to fill a shape with a tint, go to the Color Palette – set for the percentage of tint that you want. You may also tint line strokes by following the same procedure. Also, fill one object you have drawn with a gradient.

☒ 24. Save

☒ 25. In the lower right section of the page, draw a parameter box (text box) for the Working with Graphics title in 14 point Times. Using the Rectangle Frame tool, draw a box in the lower right quarter of your page about 2 inches square.

☒ 26. From the menu bar, select File, then Place. Place an image your have saved. Then click the Open button. The image will appear in the box. Select Object/Fitting/Fit content to box proportionally.

☒ 27. Following the directions in step 25, place another copy of the "image" in the lower right section. With the direct select arrow selected, in the center section of the Transform Palette, replace the "100%" notations with "50%" in both width (right arrow) and height (up arrow) boxes. To change the image from facing left to facing right, click on the arrow in the transform window and select flip horizontal. See the example below. You must have two of the same image. One image is 50% smaller and facing the opposite directions of the first.

Save

☒ 28. From the File menu, choose print. Print one copy of your page.

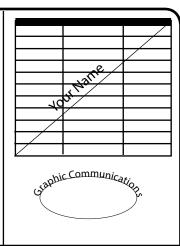Make sure you preview what your document looks like before you print and turn it in.

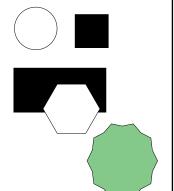This is an example of what your file should look like.

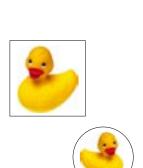**The tools of Machintosh Using InDesign**
By:
Donna Smalley
Graphic Communications Technology
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Desktop Publishing

There are more than 30 million personal computers installed in the United States, in homes, industrial, educational and governmental organizations. These computers are employed primarily in internet ad word processing applications. About 75% of these are used as desktop publishing workstations that have additional memory, graphics capabilities, large storage capacity, publishing software, and laser printers.

Today, complete desktop systems can be purchases for less than $2000 for a computer, software, and laser printer. The Machintosh, using InDesign software and a laser printer is an example of such a system.

Your Name

Graphic Communications

Working with Graphics