

Desktop Publishing – The Tools of Macintosh – InDesign

Objective of Assignment: This assignment will introduce you to the tools of Macintosh and the menu's of InDesign. InDesign is one of the common software programs for combining text and graphics. The basic concepts are necessary skills that should be practiced and mastered.

Procedures:

- ☐ 1. Turn on the computer. Allow it to boot. When the **Hard Drive** icon is visible on the screen, you can proceed.
- ☐ 2. Open Adobe InDesign (ID) by clicking the icon in the Dock.
- ☐ 3. From the documents window select **Create New Print Document** (or File/New/Document)

Page size: **8 1/2 x 11**

Orientation: **portrait**

Number of pages **1**,

Un-check: **facing pages**

Margins: **T .5, B .5, L .5, R .5** inches.

☐ Click **"OK"** (or press **Return Key**).

- ☐ 4. If the **Text dialog box** does not appear on the page, in the menu bar, select **Window**, hold down on the mouse button to see menu items, select **Type > Character**.

From the **Toolbox**, select the rectangle tool. Click and drag a border around four sides of your page on the margin lines. From the **Window menu**, select **Stroke**, then select a weight for the border from the stroke tab on the dialog box. From the **Object menu**, select **Corner Effects**; then select a corner of your choice. From the **Color tool** at the bottom of the **Toolbox**, select the fill box and choose none.

- ☐ 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. From the rulers, drag guide lines on all four sides of each section **1/4"** from the boards and division lines for your margins. This will require the use of 8 guides.

Remember: A margin is "white space" from the **inside** edge of the border to the next image.

- ☐ 7. Save the job by clicking **Save As** from the **File menu**. After the Save as... window is open, type in the file name "InDesign. your name" Then select Macintosh HD / Users / your class file / your name file in the "Where" section. In the "Format type" section, select InDesign CS3 document. Then click "Save" at the bottom right hand side of the dialog box.
- ☐ 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, justified:

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 pallet.
- ☐ 14. Reset the **zero point** (intersection of horizontal and vertical rulers – upper left corner of pasteboard) by positioning the pointer on the cross hair of the zero point and then clicking

and dragging it to the **bottom** of the 6 point line that you just drew. Release the mouse button and the zero point is reset.

- ☐ 15. Following the 6 point rule draw 1 point horizontal lines, margin to margin, $\frac{1}{4}$ " apart starting from the top margin to the middle of the section. Hint: *use 200% page size for accuracy*. In the lower left corner of your screen, type in **200%** and then press return. Holding the shift key while dragging the line. Select one line and go to Edit > Copy > Edit > Step and Repeat. In the dialogue box, Repeat = 12, Horizontal = 0, Vertical = .25 in.
 - ☐ 16. Draw vertical lines from the top to the bottom of your rules on the left and right sides of the margin, and one inch in from the left margin, and one inch from the right margin.
 - ☐ 17. Using the **Tool**, draw a .25 rule from the upper right corner of the margin, to the lower left corner.
 - ☐ 18. Using the **Circle – Ellipse Tool** draw an oval approximately 2"x1". Using the **Path Type Tool**, set your cursor point on the oval and type your name. Using the Slider and the Selection Tool center your name on the oval. Change the oval to no line by changing the stroke to none.
 - ☐ 19. Save
 - ☐ 20. 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 $\frac{1}{2}$ " 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 $\frac{1}{4}$ " 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 Pallet – 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 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**. Use the following path to select click art: **Hard drive/Applications/Photoshop/Samples/Ducky.tiff**. Then click the **Open** button. The duck 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 "Ducky" in the lower right section. With the direct select arrow selected, in the center section of the **Transform Pallet**, replace the "100%" notations with "50%" in both width (right arrow) and height (up arrow) boxes. To change the duck from facing left to facing right, click on the arrow in the transform window and select flip horizontal.

Save

