

InDesign Basics

Adobe InDesign is a layout program that allows you to layout any type of print format, from newsletters and brochures to publications with multiple pages. It has advanced functions that aid in the management of large publications with many sections.

The **Pasteboard** is the area that is printed or saved. The document consists of the area around the Pasteboard that might include bleeds and slugs (printers instructions). The distance between the black and purple lines on the Pasteboard indicates the margin. You may also see lines on the Pasteboard that indicate columns or guides. These will help you in laying out text and objects on the Pasteboard.

File, New Document – allows you to set up the paper size, number of pages, columns, width, and other features of your document. Use Facing Pages for documents that will contain two-page spreads, like a magazine or newspaper. You can create a preset to reuse these settings. (File, Document Presets, Define).

You can add **Guides** by dragging them from the ruler. You can have the guides go across the entire spread (2 pages) by clicking the Apple key (Command) while dragging.

Under **Preferences**, you can set up the Units and Increments (change inches to picas) and you can adjust the way the grid looks.

Master pages –allow you to develop a format and then apply that to specific pages. Use the Option menu (small triangle in upper right) on the Pages palette to create a New Master. You can also base a new master on a previous one by selecting it in the “Based on Master” box. (Recall in Lesson 2 when we saved a Grid master, then a Footer that was based on the Grid, then a Placeholder that was based on the Footer).

You apply a Master to a page by dragging the icon for the Master to that page. Or you can select Apply Master to Pages in the Options menu on the Pages palette.

You can add Sections to your page and control Numbering options by using the Numbering and Sections Options in the option menu. Choose where you want to section to begin and then set up the options for that section. A tiny triangle appears over a page number that starts a new section. You can easily Insert Pages from the Options Menu as well. To delete a page, simply drag it to the Trash in the pages palette.

Layers – you can use layers to isolate different parts of your document to move, arrange, lock, and to make them visible or not.

Like other Adobe Products, use the **Selection Tool** (black arrow) for selecting and the **Direct Selection Tool** (white arrow) for working with paths and points.

You can put objects on the pages by selecting the page and then drawing the proper frame. You can **Place** materials that you wish to import into InDesign (tiff, eps, doc) by choosing File, Place, then browsing for the file. You can click on the screen when you see a loaded cursor and it will place your file.

Other helpful palettes in working with images and text include the **Transform** palette (lets you change the orientation of text), **Text Wrap** (allows you to wrap text with other objects on the page), and **Swatches, Color, Stroke, Transparency** and **Gradient** (allow you to work with strokes and fills on shapes).

Use the **Scale, Rotate, or Transforms** Tools to change the placement or size of a frame.

You can align multiple objects by selecting them (use the Selection Tool, hold down shift to select all objects), then open the **Align** palette and align appropriately.

To **Text Wrap** around a graphic, the graphic first must have a clipping path associated. This can be done in the program that the graphic was created or it can be done by creating a clipping path in InDesign (use the pen tool and direct selection tool to create a path that can be wrapped around. You place the Text Wrap on the object, not the text.

For creating transparent images (removing white background, so image can sit on a color), use **Object, Clipping Path, Detect Edges**.

You can also type text on a path. This is very similar to Illustrator in which you create a path, then you select the **Text on Path** tool (under the regular text tool).

You can adjust the size of the frame or graphic by using the Object, Fitting feature (Fit Frame to Content or Fit Content to Frame).

For styling text, use the **Character and Paragraph** palettes. The Character palette allows you to set typeface, size, tracking, leading, kerning, same as in Photoshop and Illustrator. The Paragraph palette allows you to set paragraph alignments and indents. You can also make a drop cap by selecting the paragraph, selecting the number of rows to drop the cap and the number of letters that should be in that format.

You can create **Character and Paragraph Styles** for reuse with those palettes. Paragraph styles allow you to set up certain elements of a paragraph and then save them to use on other areas of the document. Select one area of Text, Open the Paragraph Styles palette, then create a new style (use the New icon). You can name it and then make your selections. If you choose preview, then you can see what is happening to the text. To apply the style, you must select the text with the type tool, then click on the style. Character styles work in the same way, except they let you apply it to certain parts of a paragraph as opposed to the whole paragraph. If you change the contents of a style, it will change that style everywhere it is used in the document. (Tip: Make sure you don't have any text or text frames selected when you are modifying styles after they are set. This way, you won't change text by accident that is not associated with that style.

Use **Object, Text Frame Options** to control the look of the text frame, primarily to set up columns.

You can flow text from one frame to another by clicking the Out Port (square in bottom right of frame) with the Selection Tool. Once you see a loaded cursor, you can click in another frame. As you move to another frame, you will see a lock icon for the cursor. Text is automatically flowed. A red plus sign in the Out Port means there is still more text to flow.

You may want to override some items on a page from the Master. For instance, when you have placeholder text on the master, you will want to change this on the actual pages. (Shift, Command, click on frame). Changes to the frame still apply (for instance, changing the Transform), but the text is changed to reflect what you desire for that page.

InDesign has a **Spell Check and Dictionary** feature under Edit. Use them to assure your work is correct.

Creating a Spot Color – In the Swatches palette menu, select New Color Swatch, for Color Type choose Spot, and for Color Mode, pick a Pantone library. Then select your desired Pantone color. A swatch is created. You use Pantone colors when you are trying to select a color that is mixed specifically or if you are doing two or three color printing that requires special mixing of inks.

For more information on Spot and Process Color, read page 239 in the InDesign book.