

TechDay: InDesign Skills

Instructor: Kevin Valentine

Email: kjvalentine@noctrl.edu

Website: kevinvalentine.net

Part 1: SET UP

- Preferences>Units & Increments
- Set up workspace
- Set up document> New document dialogue box
- Go over basic tools
- And Keyboard shortcuts
- Accessing Palette options
- Guides from rulers

InDesign Preferences>Units & Increments

Choose from picas, inches, mm.

Set up workspace

Top right. Choose advanced.

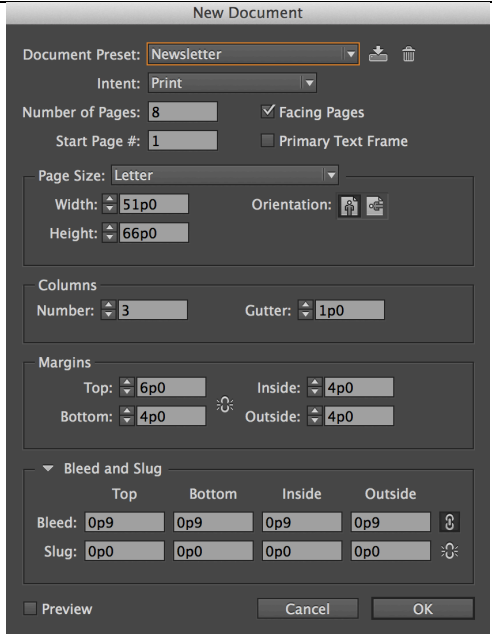

Go to Window>Output>Preflight to open the Preflight panel. Dock this below Character Styles. You can also add other panels like Textwrap next to object styles.

Choose New Workspace and call it Creator or Director or something.

It will now be at the top of your workspace choices.

Document Setup

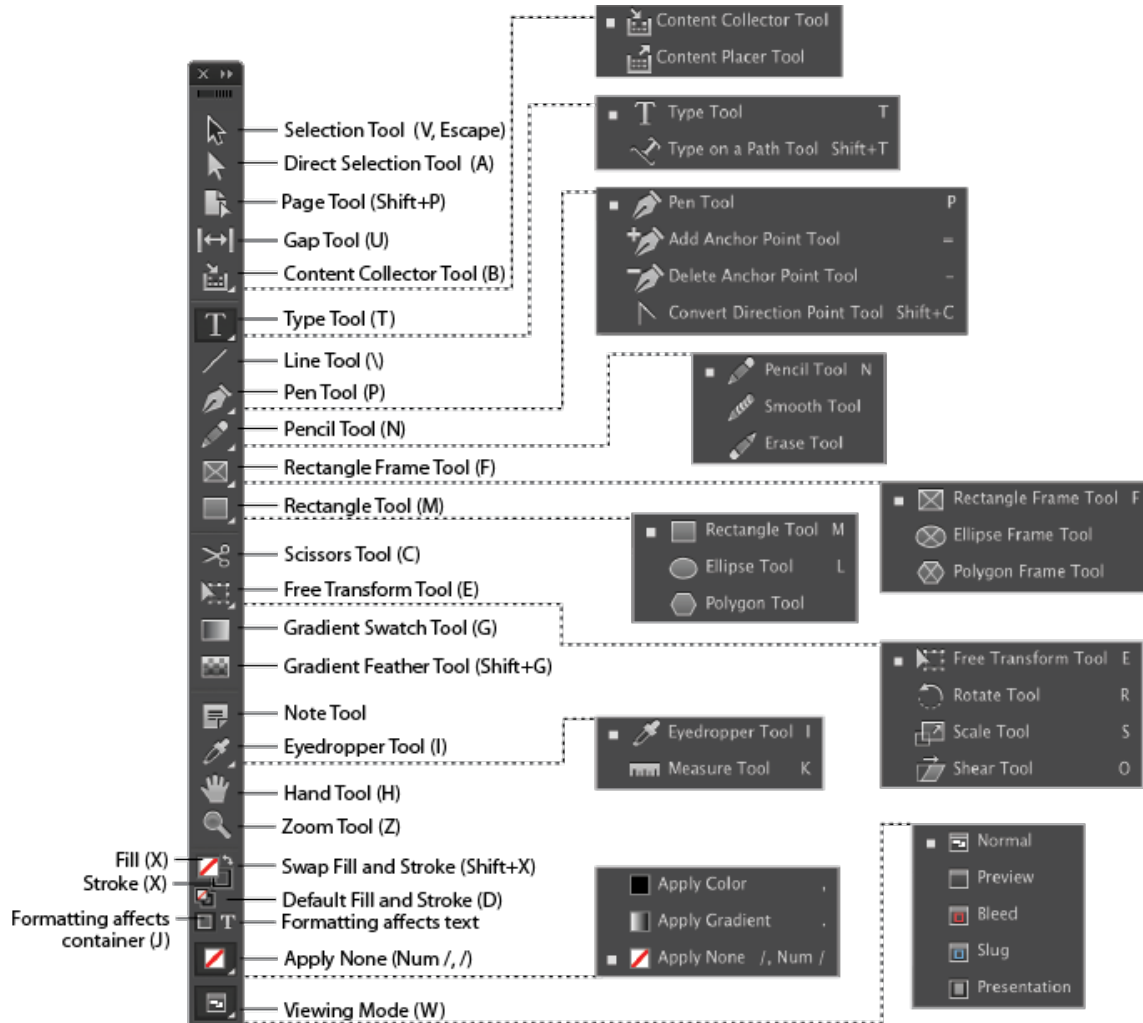
- File>New>Document

	<ul style="list-style-type: none">○ Choose Intent: Print or other○ Pages> 1○ Start page> 1○ Uncheck Facing Pages○ Uncheck Primary Text Frame (unless that's what you want)○ Choose size○ Select orientation○ Select margins (unlink if the bottom is weighted)○ Select Bleed (bleed areas extend beyond printing and will be cropped during a commercial printing).○ Indicate Slug areas, again for commercial printing, to include crop marks and color bars. Not necessary for desktop printing.○ Save to designated folder. <p>Save as a preset with the button at the top of the new document panel: </p>
---	---

****EXERCISE 1**

Create a new 1 page document for print:
8.5"x5.5" portrait with 1/2" margin (3p0)
Save as *InD-Ex1.indd*

Tools Menu



Keyboard Shortcuts:

<https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html>

Select tool: V,esc

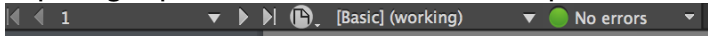
Page tool: Shift P

Rectangular Frame tool: F

Shift + Command B for bold, etc.

There's also a way to create your own keyboard shortcut sets:

https://helpx.adobe.com/indesign/using/customize-menus-keyboard-shortcuts.html#use_keyboard_shortcut_sets

- Create guidelines by dragging from the horizontal and vertical rulers.
- On top control panel:
 - View mode> normal
 - View Options:
 - Frame Edges
 - Rulers
 - Guides
 - Smart Guides
 - Hidden characters
- Window>Output>Preflight
 - Checks for errors in overprinting, color mode compatibility...
 - Green light in preflight panel and at bottom of main panel near navigation. 
- Palettes have option menus accessed through top right pop-down button

TIP: To change margins and columns after creating a document:
Layout>Margins and Columns

Part 2: TYPE

- Type tool
- Type palette
- Character Palette >color text
- Text boxes
- Overflow text
- Flowing text
- Area Text
- Text on Path
- Text Wrap
- Spell Check cmd+I

TIP: for Placeholder Text (*Lorum Ipsum*): **Type>Fill with Placeholder Text**


Type tool: **t**

Floating Character palette: **Cmd t**

Type goes into Text boxes.

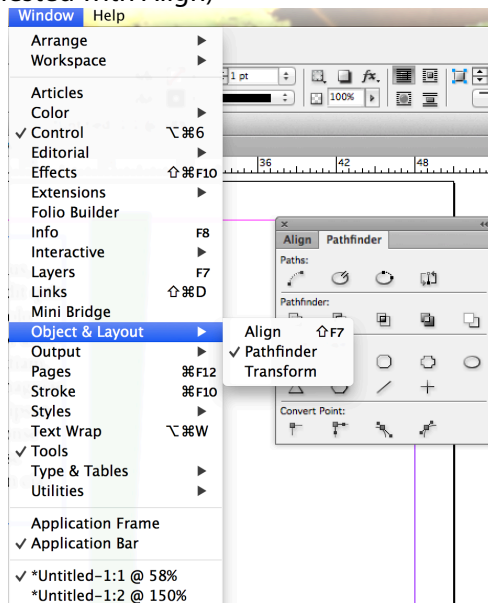
- Text> fill with placeholder text (when testing layout/design)
- Panel Options menu, when text frame is selected (not text) includes scaling stroke weight and assorted styles.

Overflow text can be **Threaded** when there is more text than can fit in one box

- Use the select tool (v)  to click on the '+' out port near the bottom right of the text box (the red turns blue)
- The cursor should turn into a text-loaded cursor.
- Then click in the top corner of an empty text box, or click and drag to describe a new box.

Text is in essence area text (in text boxes): shapes can be made, combined and filled with text. Use the pathfinder palette to create combined shapes to fill with text.

- Window>Object & Layout>Pathfinder
- Pathfinder includes multiple menus: Paths, Pathfinder, Convert Shape and Convert Point (nested with Align)



****EXERCISE 2 (use the LongChapter.docx file provided)**

- Change your *InD-Ex1.indd* document to 8.5"x5.5" portrait with 1/2" margin (3p0) and a 3/4 inside margin (4p6)
- 2 columns.
- Save as *InD-Ex2.indd*
- File > Place
- Choose LongChapter.docx file
- Hold down shift to fill multiple pages/text boxes at once.
- Save

Part 3: GRAPHICS

- Placing Graphics
- Moving in frame
- Resizing Frame/Graphic
 - On Control Bar
 - Shift+drag

- Control bar buttons
- **Embedding** in Links menu
- Creating Objects
 - Alt = from center
 - Shift = equal dimensions
 - Up/down = more objects
 - Spacebar + up/down = more sides
 - Control bar
 - Fancy corners
 - Effects
 - Drop shadow
 - Blending modes
 - Align
 - Duplicating (Opt+drag)

EXTRA	<p>Object > Clipping Path to detect edges and more Buttons on menu bar to fit frame to content and vice versa</p> <p>Clipping to Text</p> <ul style="list-style-type: none">• Use a Black or bold font• Choose Select tool (v)• Snap frame to content• Resize while holding shift (to avoid distortion)• Type>Create Outlines• Use select tool to choose path of type or frame• File>Place the image <p>If you have more than one shape or text:</p> <ul style="list-style-type: none">• Object>Make Compound Path first before selecting image <p>Clipping to Graphic or Image</p> <ul style="list-style-type: none">○ Drag and drop image○ Object>Clipping Path>Options○ In Options box choose: Type> Detect Edges. Check Include Inside Edges. Press OK○ Object>clipping path>Convert clipping path to frame○ Delete (this deletes image- now your outlines become a frame)○ Drag in image, it will fill frame
-------	---

**EXERCISE 3: FRAMES & TEXT

A. Document & Text

- Open InDesign-TechDay-2015-Ex2
- Look at the elements on page one.
- Navigate to page two
- Change the number of columns to 3 using Master pages in Pages Palette
- Create more placeholder text

- Create character style from the paragraph text
- Add character style and change the first paragraph to italic.
 - Notice how the Italic style is based on the Paragraph style
- Add character style and change the font size to 14pt or more
- Apply style to text
- Adjust for overflow text
-

B. Image Placement

- Create an oval frame between columns
- File>Place> **oucher_jupiter.png file provided**
- Fit Frame to Content
- Adjust text wrap to Wrap Around Object Shape
 - NOTE:** png files include an alpha channel for transparency; jpeg will add a white bounding box.
- **Effects Panel**> blend modes and effects (like drop shadow)
- Links Panel
- Difference between image and frame
- Use stroke and stroke style to change one frame
- Use the Pen Tool (**p**) to manipulate another frame edge
- Check out **View > Overprint Preview** for higher quality (or change Display Performance)
- Move images and frames- note the difference
OPT: Place other images, styles, text etc.