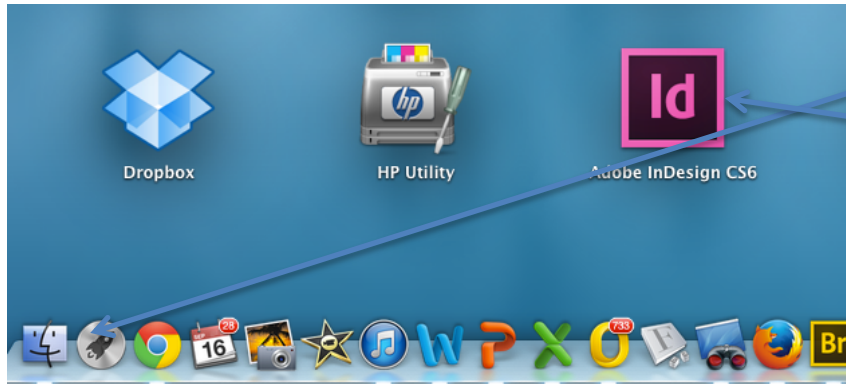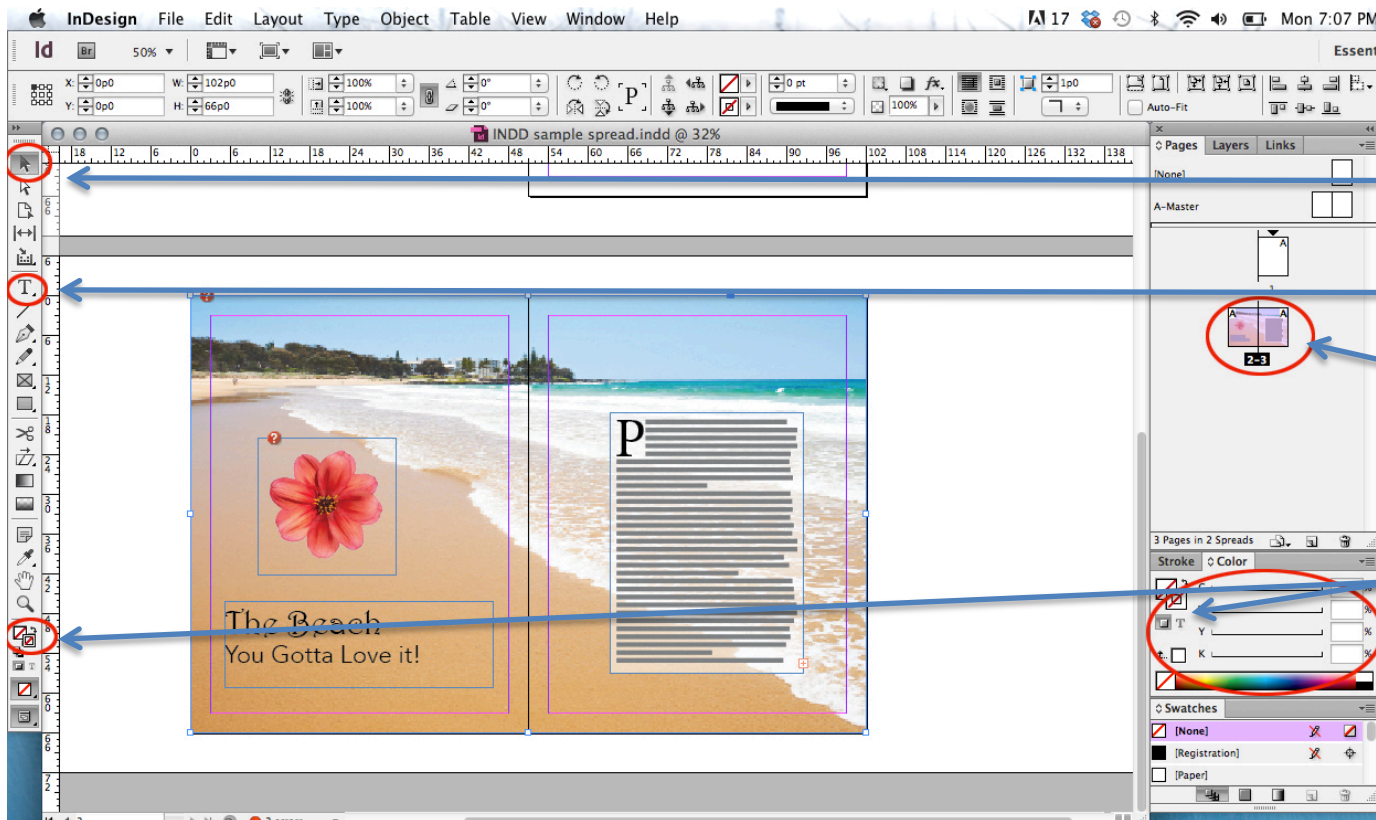# Finding InDesign on your Desktop

To Find InDesign go to the Launch button on your dock (usually at the bottom of the page). Look for the Id pink and black button. It might be on the first desktop page or the second.

The Indesign (ID) User Interface

Selection Tool: allows you to select items on the pasteboard.

Type tool: Allows you to add text.

Pages: a diagram of all the pages in your document. You need to have 3 page so that pages 2 and 3 are next to each other.

Fill Color: Fills a shape with color
Stroke Color: Puts a colored border around a shape.

Creating an Editorial Spread (2 pages next to each other) in ID

The Beach
You Gotta Love it!

What you are creating:

In order to learn how to use InDesign to create your profile article follow the steps here for the basics you will need to know.

After this, experiment, explore, look things up and design an interesting looking article.

Step 1: Open Indesign
Step 2: Create a new document using the settings in the image on the left.

You will create your 2 page (spread) article on these 2 pages

Pages · Lay · Link

[None]

A-Master

1

2-3
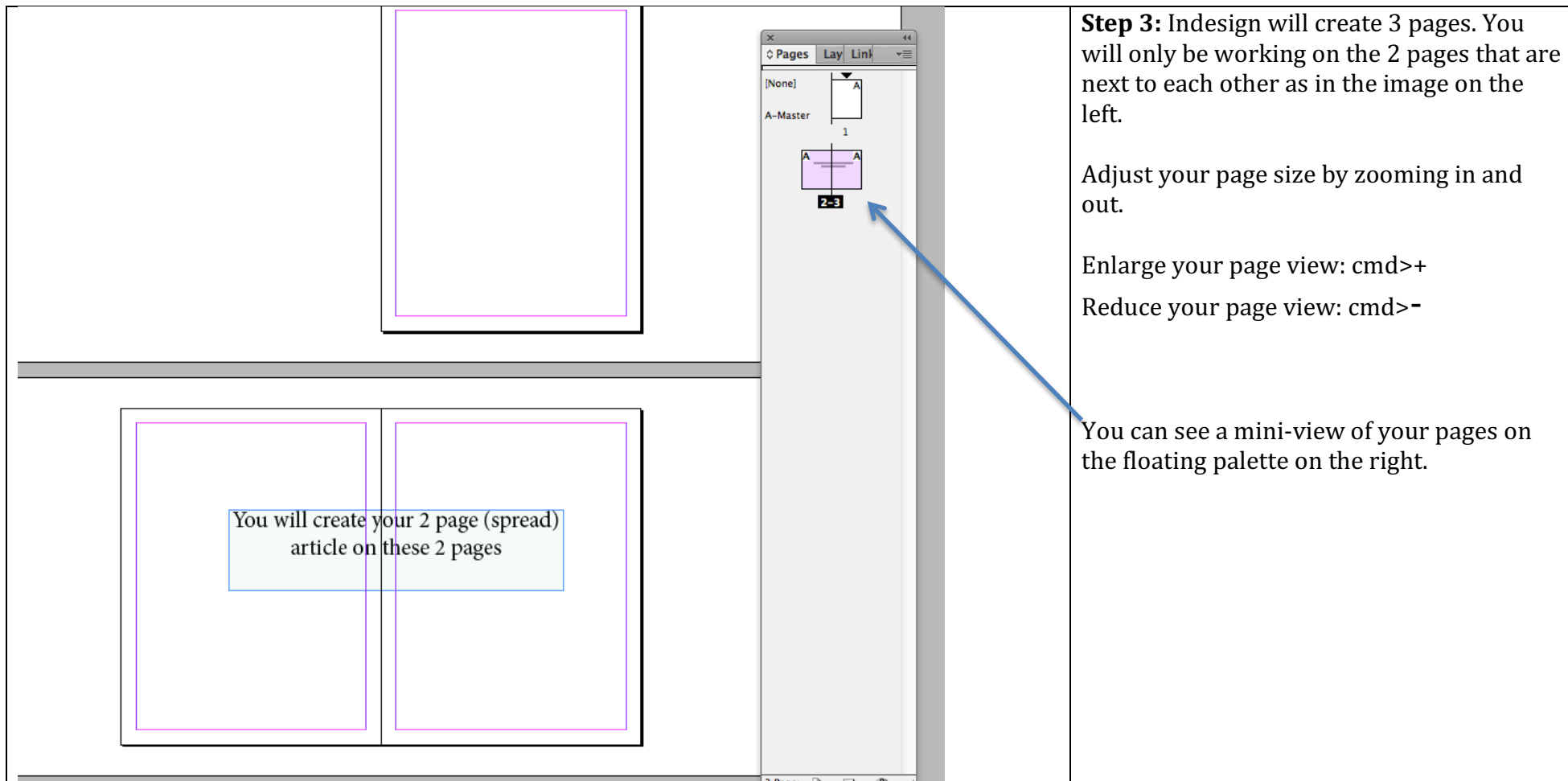
3 Pages

Step 3: Indesign will create 3 pages. You will only be working on the 2 pages that are next to each other as in the image on the left.

Adjust your page size by zooming in and out.

Enlarge your page view: cmd>+

Reduce your page view: cmd>-

You can see a mini-view of your pages on the floating palette on the right.

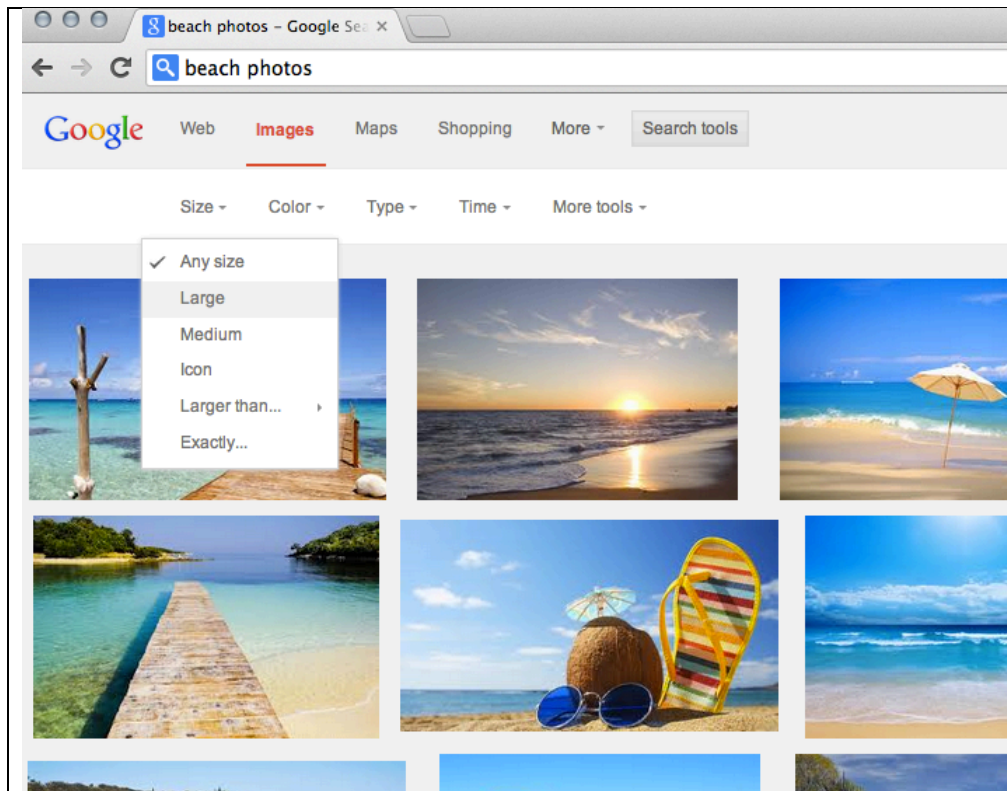|	
	Step 4: Find a **large** background image. To do this go to Google>Images>Size and choose large. If you don't find a large image your background image will pixilate when enlarged and look terrible. *You do not have to find the background image that I used but you can if you want.
	Step 5: In ID, go to File>Place (see left) and browse to the background image you found. Place your image at the very up left of your page and click. Your image will probably run off the page. In the next step you will learn how to resize it.
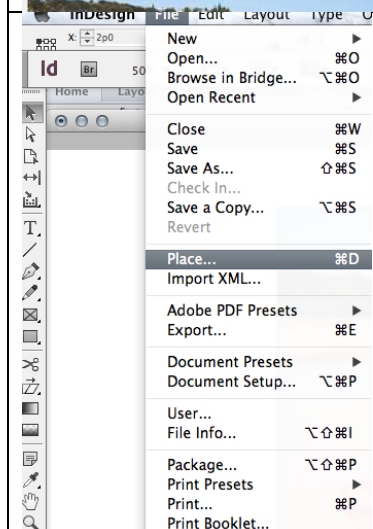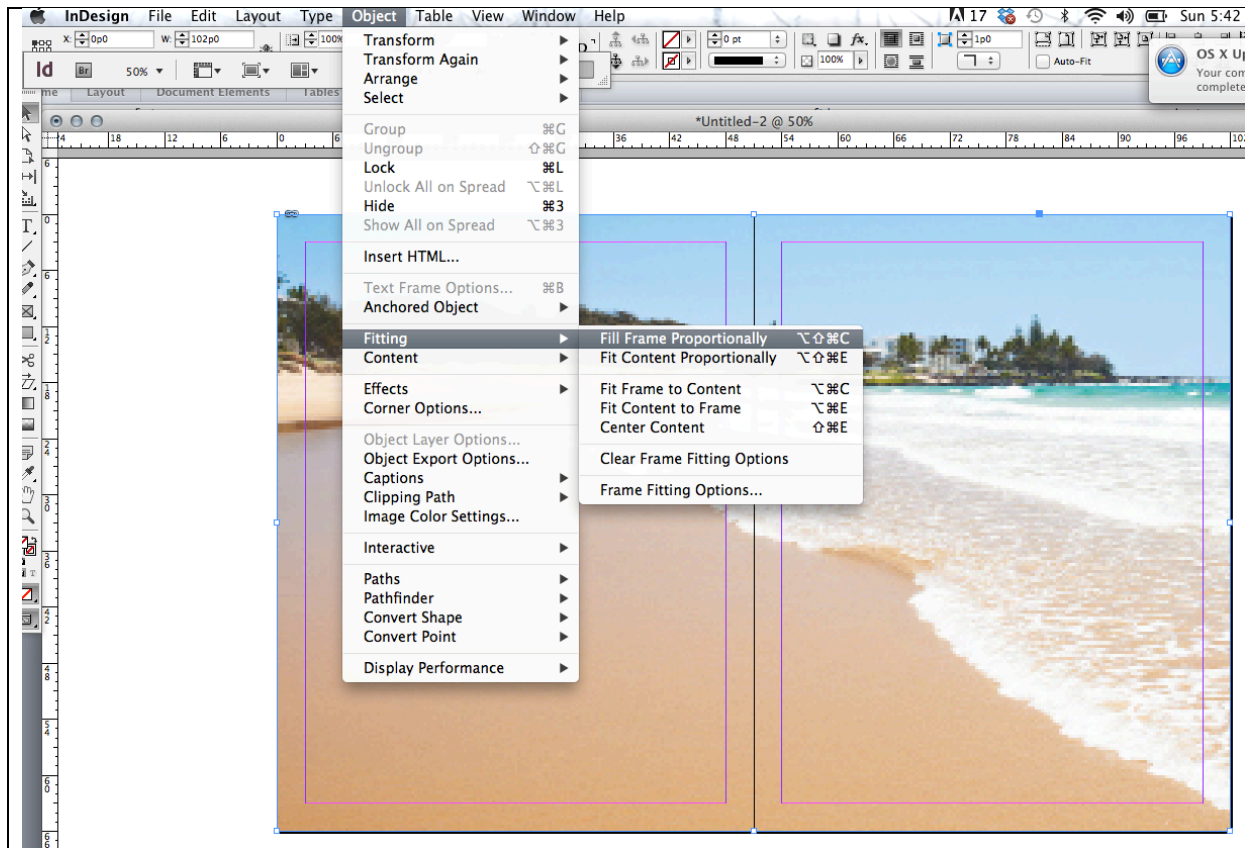
Resize your background Photo

Step 6: Resize your background. First grab the bottom right corner and bring it up to match the outside rectangle of your pages.

Your image WILL NOT RESIZE like it does in Word. That's ok.

Go to: Object>Fitting>Fill Frame Proportionately (see left)

This will make your fit as well as it can inside your two page spread.

**Make sure to save your document Often

If your background photo looks pixelated or blurry see the instructions of page 8 of this document.
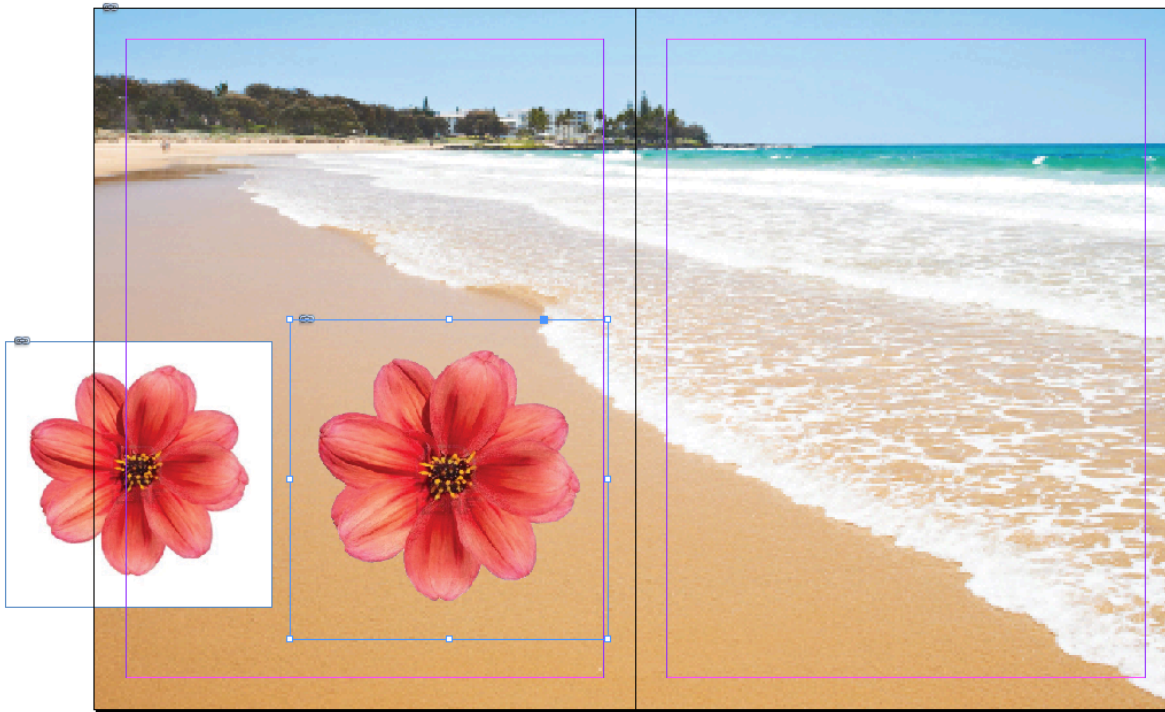
Cutting out Backgrounds in Photoshop

Sometimes you will want to use an image—but not it's background. This is when designers may use more than one program.

Photoshop is the best way to cut out backgrounds. Images that are against a white background (see left) are the easiest.

Open your image in Photoshop. Unlock the background image by double clicking on it (then selecting OK). This allows you to remove the background pixels. Use the magic wand tool and select the white background. PS should select all of the the pixels that are white. Then click **delete.**

Make sure to save your document as a .psd so that it preserves the transparent background.

Place image in ID. The background will not be there like in the image on the left.
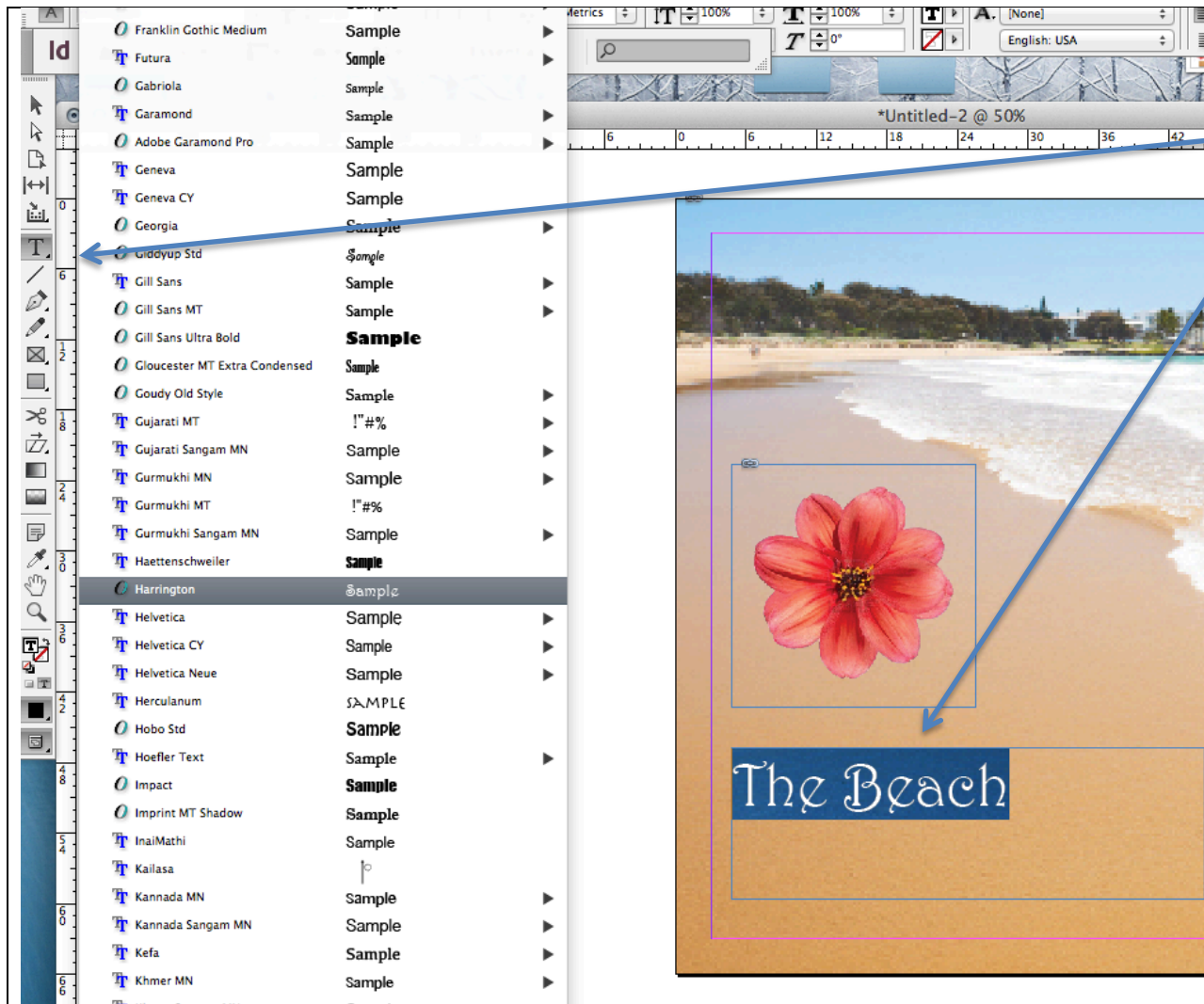
Adding Text

To add a text box to you layout, choose the "**T**" text tool and draw a box where you want your text to be.

To change the type size and style, select **Type** (up top) and Font and size is the first to things on the drop down menu.

To change size you can also use the keyboard commands:
Bigger type: Cmd/shift and >
Smaller type: Cmd/shift and <

To change the color, select the type you want to change and double click on the color picker at the bottom of the tool bar to choose a new color. The square with the T must be on top.
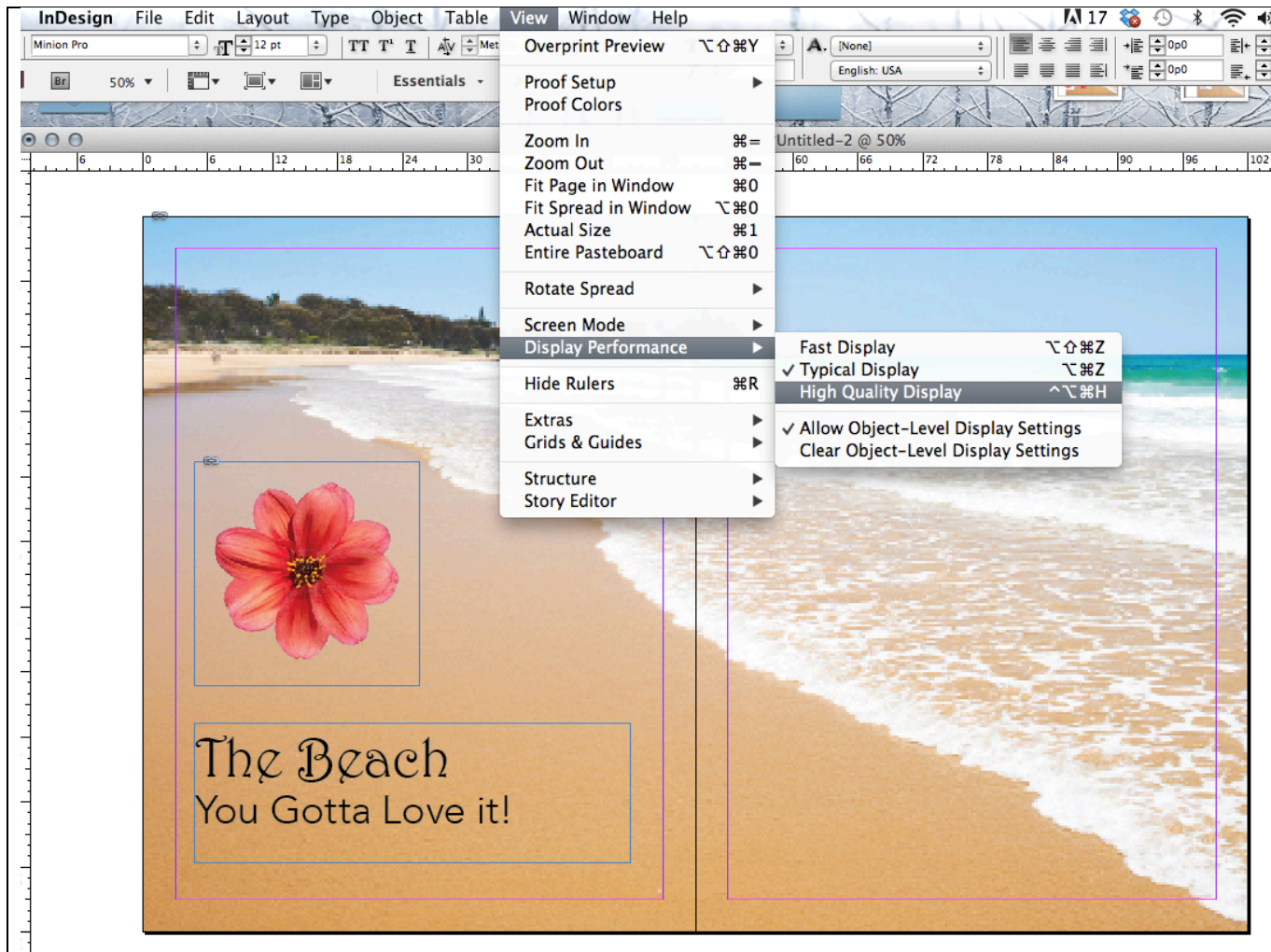
Note about the Appearance of your Background Image

If your background image seems very pixilated or blurry, that is because ID does that so that you can work faster.

If you want to change that go to:
View>Display Performance>High Quality Display (see left)

This will make your background image look much better provided is big enough to begin with.

Make sure to save your document often

Use the shift key to get this box
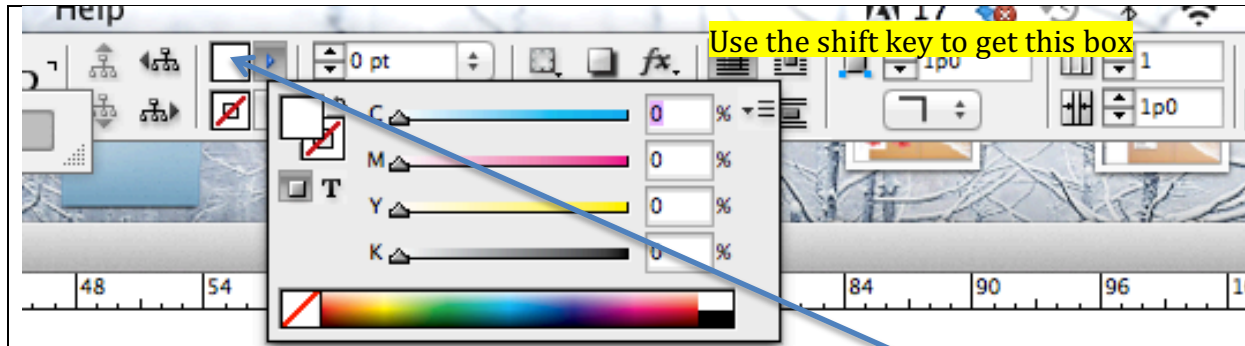
Creating a Text Box for the Words of your Article

All text will be in a text box. Usually that text box is clear so that you can see through it, but if you are putting text on a photo, you might need to make your text box a color so that you can read your text.

Using the "T" tool on the left bar, draw a text box where you want it

On the top, you will see a box that if you hover over it, it says "fill."
Press shift and click on the little arrow and you will see a color box like on the left.

Now you have a white box to put your text into.

Make sure to save your document Often

Layout Type Object Table View Window Help

Font ▶
Size ▶

Character ⌘T
Paragraph ⌥⌘T
Tabs ⇧⌘T
Glyphs ⌥⇧F11
Story

Character Styles ⇧⌘F11
Paragraph Styles ⌘F11

Create Outlines ⇧⌘O
Find Font…
Change Case ▶

Type on a Path ▶

Notes ▶
Track Changes ▶

Insert Footnote
Document Footnote Options…

Hyperlinks & Cross-References ▶
Text Variables ▶

Bulleted & Numbered Lists ▶

Insert Special Character ▶
Insert White Space ▶
Insert Break Character ▶

Fill with Placeholder Text

Show Hidden Characters ⌥⌘I

*Untitled-2 @ 50%

…ld Placeholder Text to your Page

…esigners often need to do design work …fore they have actual words (called *…py*). When this is the case they add …aceholder text. To do this …lect your text box and go to **Type>Fill …ith Placeholder text** (see the drop down …x on the left)

…his will fill your text box with nonsense …xt to just give your page the "look" of …ving text.

Make sure to save your document …ten

The Beach
…ou Gotta Love it!
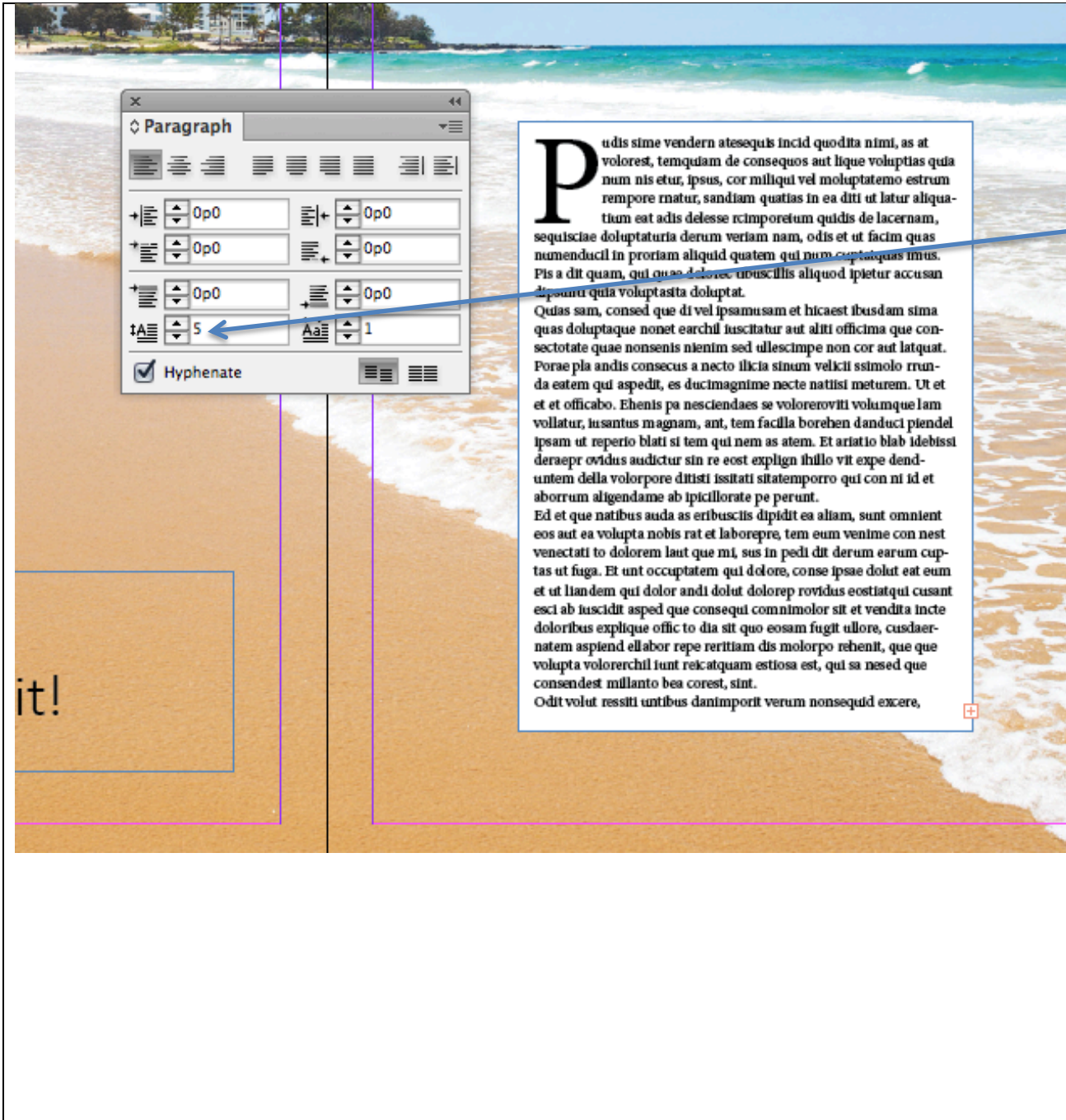
Add a Drop Cap to your Page

To make the large P like on the left, select the text box, go to **Type** (on the top) and select **Paragraph.** You will get a floating box like on the left. Type in the number of lines you want your Drop Cap to take up. I made mine 5.

Pull your text away from the edges of the box.

You never want your text to touch the edge of a box so you are going to use <u>Inset Spacing</u> to create this space.

Select the text box with the arrow tool. Then right click on the box OR use **Cmd B** which is **Text Frame Options**. In the menu make all the <u>Inset Spacing</u> margins to 1p. This means 1 pica, which is a design measurement that is a little less than ¼ inch.

Pudis sime vendern atesequis incid quodita nimi, as at volorest, temquiam de consequos aut lique voluptias quia num nis etur, ipsus, cor miliqui vel moluptatemo estrum rempore rnatur, sandiam quatias in ea diti ut latur aliquatium eat adis delesse rcimporeium quidis de lacernam, sequisciae doluptaturia derum veriam nam, odis et ut facim quas numenducil in proriam aliquid quatem qui num cuptatquas imus. Pis a dit quam, qui quas dolorec uibuscilis aliquod ipietur accusan ipsunti quia voluptasita doluptat.

Quias sam, consed que di vel ipsamusam et hicaest ibusdam sima quas doluptaque nonet earchil iuscitatur aut aliti officima que consectotate quae nonsenis nienim sed ullesci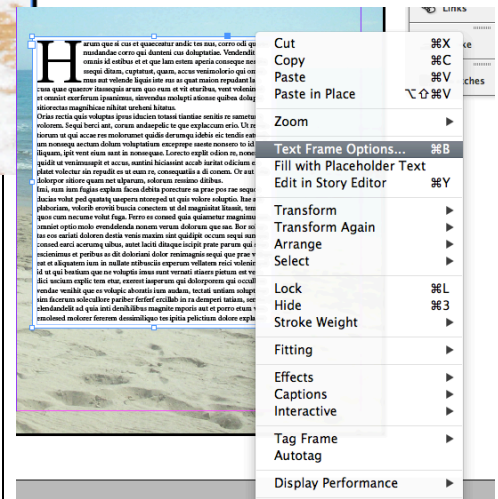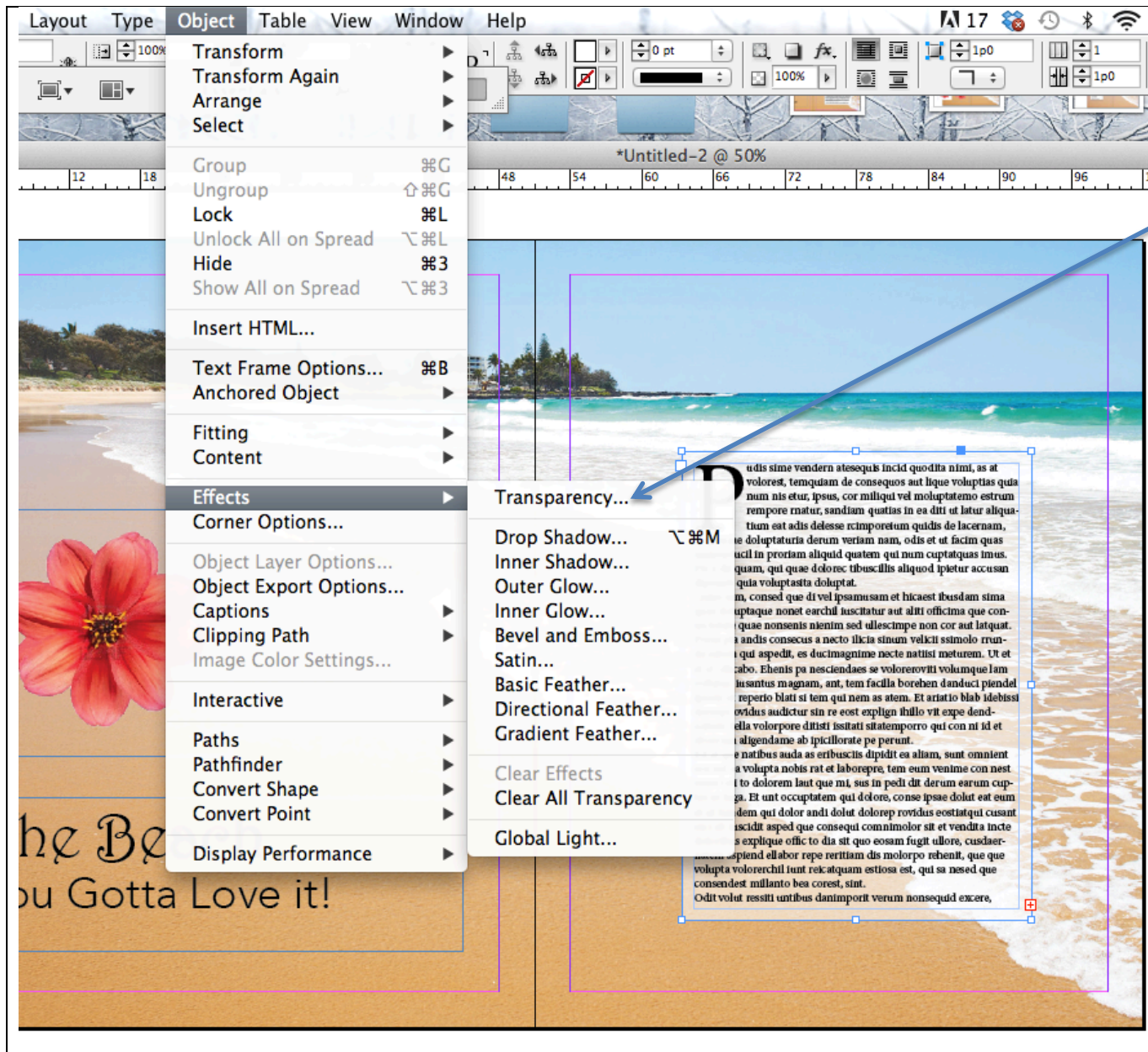mpe non cor aut latquat. Porae pla andis consecus a necto ilicia sinum velicii ssimolo rrunda eatem qui aspedit, es ducimagnime necte natiisi meturem. Ut et et et officabo. Ehenis pa nesciendaes se voloreroviti volumque lam vollatur, insantus magnam, ant, tem facilia borehen danduci piendel ipsam ut reperio blati si tem qui nem as atem. Et ariatio blab idebissi deraepr ovidus audictur sin re eost explign ihillo vit expe denduntem della volorpore ditisti issitati sitatemporro qui con ni id et aborrum aligendame ab ipicillorate pe perunt.

Ed et que natibus auda as eribusciis dipidit ea aliam, sunt omnient eos aut ea volupta nobis rat et laborepre, tem eum venime con nest venectati to dolorem laut que mi, sus in pedi dit derum earum cuptas ut fuga. Et unt occuptatem qui dolore, conse ipsae dolut eat eum et ut liandem qui dolor andi dolut dolorep rovidus eostiatqui cusant esci ab iuscidit asped que consequi comnimolor sit et vendita incte doloribus explique offic to dia sit quo eosam fugit ullore, cusdaernatem aspiend ellabor repe reritiam dis molorpo rehenit, que que volupta volorerchil iunt reicatquam estiosa est, qui sa nesed que consendest millanto bea corest, sint.

Odit volut ressiti untibus danimporit verum nonsequid excere,

Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste in Place ⌥⇧⌘V

Zoom ▸

Text Frame Options... ⌘B
Fill with Placeholder Text
Edit in Story Editor ⌘Y

Transform ▸
Transform Again ▸
Arrange ▸
Select ▸

Lock ⌘L
Hide ⌘3
Stroke Weight ▸

Fitting ▸

Effects ▸
Captions ▸
Interactive ▸

Tag Frame ▸
Autotag

Display Performance ▸

Menu bar

Layout　Type　**Object**　Table　View　Window　Help

Object menu

Transform	▶
Transform Again	▶
Arrange	▶
Select	▶
Group	⌘G
Ungroup	⇧⌘G
Lock	⌘L
Unlock All on Spread	⌥⌘L
Hide	⌘3
Show All on Spread	⌥⌘3
Insert HTML...	
Text Frame Options...	⌘B
Anchored Object	▶
Fitting	▶
Content	▶
Effects	▶
Corner Options...	
Object Layer Options...	
Object Export Options...	
Captions	▶
Clipping Path	▶
Image Color Settings...	
Interactive	▶
Paths	▶
Pathfinder	▶
Convert Shape	▶
Convert Point	▶
Display Performance	▶

Effects submenu

Transparency...

Drop Shadow...　　⌥⌘M
Inner Shadow...
Outer Glow...
Inner Glow...
Bevel and Emboss...
Satin...
Basic Feather...
Directional Feather...
Gradient Feather...

Clear Effects
Clear All Transparency

Global Light...

*Untitled-2 @ 50%

Right side text

Making Your Text box a Little Bit Transparent

Sometimes you might want to see a little bit of the background image through your text box. To do this go to **Object>Effects>Transparency.** Choose "Fill" in the Settings For: box and then change your **Opacity** to a percentage. 50% would be half transparent. I suggest something like 60% so that you can see the waves but yet your text is still readable.

Make sure to save your document often
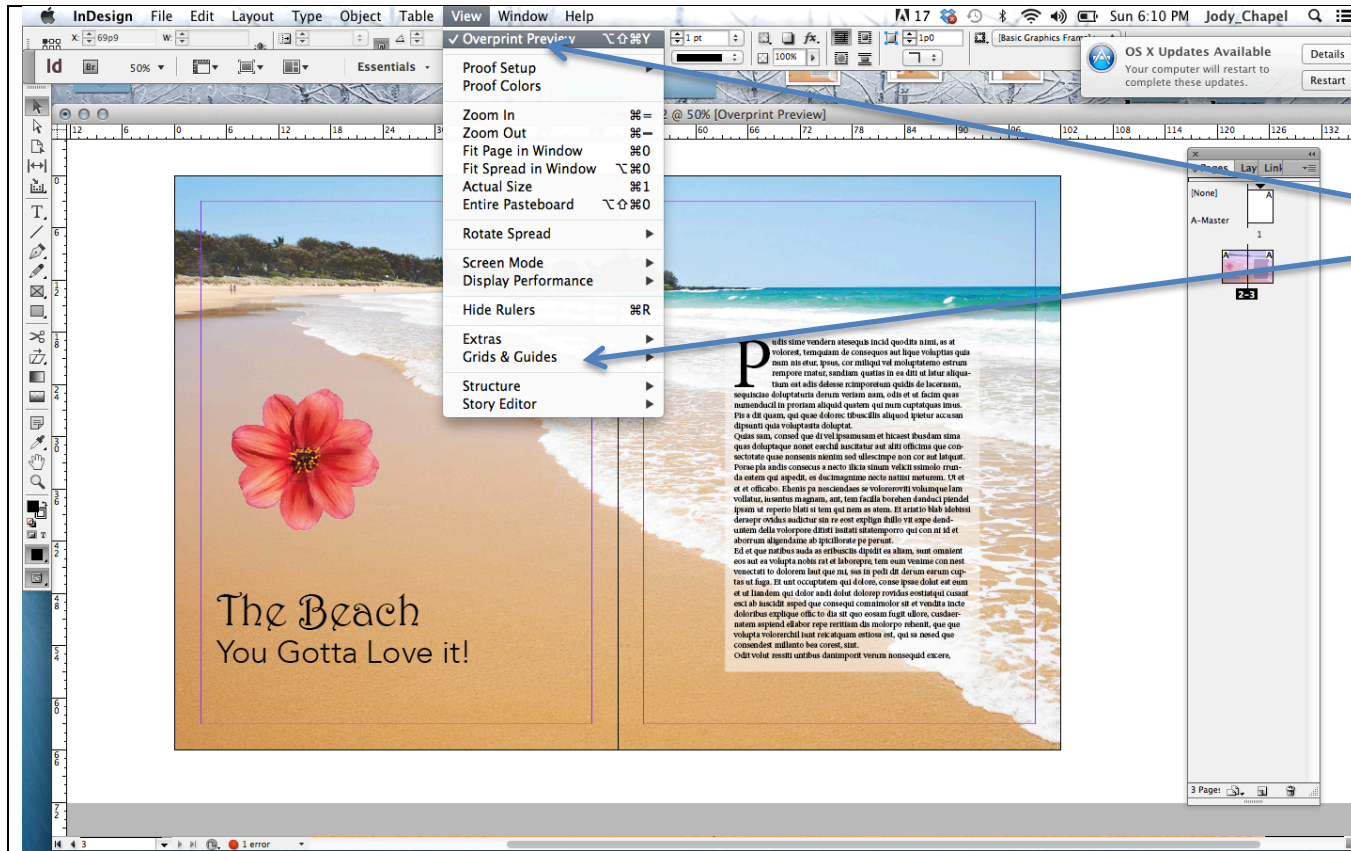
...e What Your Image Looks Like

...ow you will want to see your pages ...ithout all the guidelines.

1. **View>Overprint Preview**
2. **View>Grids & Guides>Hide Guides**

...ake sure to save your document to ...rn in. Save As:

...ourName_IDtutorial.indd

...ut it in our class drop box in the ...ppropriate folder to get credit for your ...rd work!