

Introduction: The InDesign Interface

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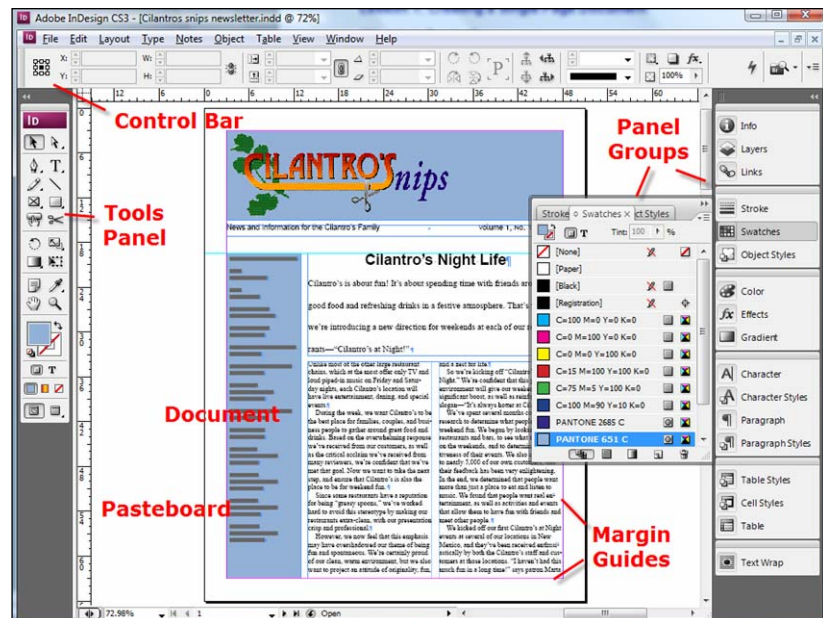
What is InDesign?

InDesign is a desktop publishing (DTP) application.

It performs the same basic function as programs like **Microsoft Word**, but it is much more powerful, and complex.

InDesign was created to compete with **Quark Xpress** and it replaces Adobe **PageMaker**.

If you work with InDesign, it is useful to know a photo-editing program (**Photoshop**), a vector-editing program (**Illustrator**), and a program to electronically share your layout files (**Acrobat**).



Adobe Bridge

Adobe Bridge is a browser that comes with InDesign which enables you to preview and open all Adobe file types in their appropriate applications.

Interface Shortcuts

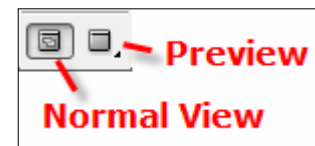
To hide and show all panels, press **Tab**.

To hide all panels except the **Tools panel**, press **Shift tab**.

To display a panel, open the **Window** menu.

To load or save your screen layout, choose **Window ► Workspace ►** etc.

To hide non-printing effects, click the **Preview** button (**W**) in the Tools panel.



Essential Navigation Shortcuts

Fit on Screen: **Command 0 (**

Fit a Spread on the Screen: **Ctrl Alt 0**

Hand Tool: Option

Zoom Tool press z

When you click a page in the Pages panel, you **select** the page.

To jump to a page press **Ctrl J** and enter the page number.

Display Performance

Remember that when you view graphics in InDesign, they may not appear high quality even when they are. To change a graphic's preview quality, **right-click** the graphic and select **Display Performance ► High Quality Display**.



Lesson 1: Creating a One-Page-Ad

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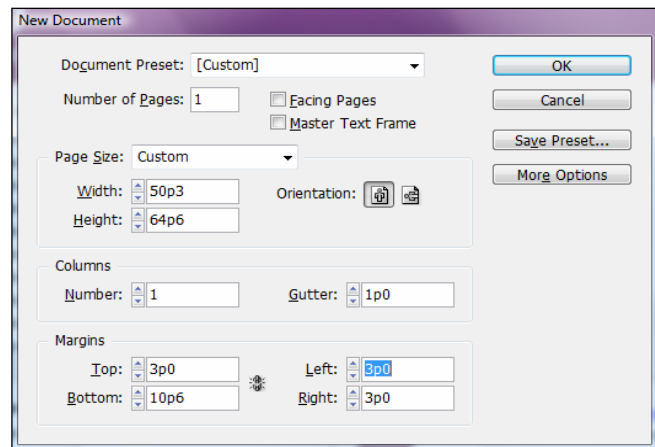
Margins are the guides around the perimeter of the page. They are not printed, and are used only for your visual reference. You can place objects that go beyond the guides.

Single page layouts use left /right margins.

Facing pages layouts use **inside /outside** margins.

The **Master Text Frame** option places a text frame on the page within the margins.

To save the same document settings for future projects, click the **Save Preset** button.



Creating a Bleed

When you want to print to the edge of a page, you go beyond the edge of the page. The standard bleed is **one eighth** of an inch, but always communicate with your printer about their exact bleed specifications.

Placing Graphics

To add a picture, choose **File ► Place (Ctrl/Cmd D)**. A placed graphic is not *on* the page, but is **linked** to the page. Remember, the picture frame is a separate element from the picture *inside* of the frame. To resize a frame to its picture, select **Object ► Fitting ► Fit Frame to Content**.

Selection Tool (V) – Enables you to move or edit an item's frame.

Direct Selection Tool (A) -Enables you to reshape a frame or reposition the content within.

Position Tool (Shift A) - Enables you to switch between editing the frame and the content

When moving, resizing, or rotating objects, you can access a **live preview** by holding down the mouse button for several seconds before moving.

Locking Objects

To prevent items from being moved or deleted, choose **object ► Lock Position (Ctrl/Command L)**. You can also place objects on a separate layer and lock the layer.

Selecting Text

Click 2x: Select a **word**

Click 3x: Select a **line**

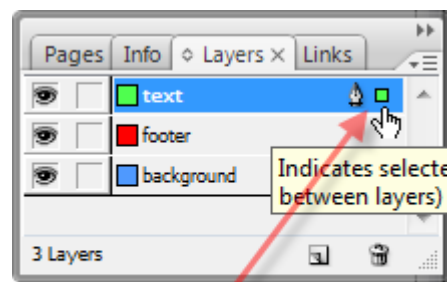
Click 4x: Select a **paragraph**

Click 5x: Select **entire story**
(also **Ctrl A**)

Layers

You can organize the elements of your layout on different layers. This enables you to **lock** or hide objects and control stacking order.

To move an object from one layer to another, **select** the object and drag the **Indicates selected item** icon to the layer which you want to move the object.



their
to

Indicates selected item

Lesson 2: Structuring a Multi-Page Document

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Picas and Points

Picas are a unit of measurement favored by designers and typographers because it is a smaller unit of measurement than inches. There are **six** picas in 1 inch. There are **twelve** points in 1 pica. The notation for 3 picas and 6 points is **3p6**.



Adding Pages

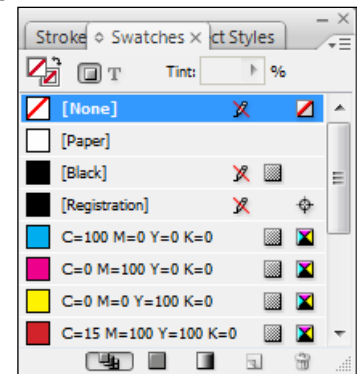
You can add pages using several methods

- To add a single page (or a 2-page spread), drag a master page icon into the **Pages** panel.
- To add pages using the menu, choose **Layout** ► **Pages** ► **Insert Pages**.

Spot and Process Colors

It is nearly impossible to ensure that the colors you see on the screen will be the exact same colors in print. The reasons for this are many and diverse.

- RGB** color is composed of colored **light** and is intended for **on screen** use (for example, Web pages, PowerPoint presentations).
- CMYK** color is composed of colored **inks** and is used in **printing**.
- A **Process color** is comprised of a mixture of CMYK inks.
- A **Spot color** is a premixed ink, such as PMS colors (**PANTONE**). Spot colors are used for the following reasons:
 - To print colors which are not in the CMYK **gamut** (ex, royal blue).
 - To print special inks such as **metallic** inks.
 - To ensure color **consistency**, such as for logos (color branding).
 - To print color documents with fewer than **four** inks.



To add a new color to the Swatches panel, click the Swatches panel drop down list and select **New Color Swatch**.

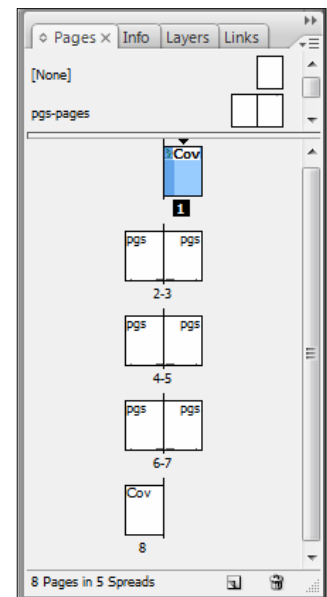
Working with Master Pages

Any item that you add to a master page automatically appears on any pages in the document which use that master page. To view a master page, double-click the page in the Pages panel.

- To rename a master page, right-click the page and select **Master Page Options**.
- To insert the current page number on a master page, choose **Type** ► **Insert Special Character** ► **Markers** ► **Current Page Number**.

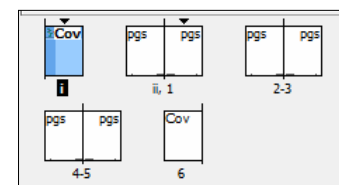
To apply a master page, do one of the following:

- Drag the master page icon on top of the page.
- Select the pages you want, hold down the **option** key, and click the master page.



Sectioning

To specify the beginning of a new section, right-click on the page in the Pages panel and choose **Numbering & Sectioning Options**. You can specify that the page is a section start and you can change the numbering format (for example, **i**, **ii**, **iii**, **a**, **b**, **c**, etc).



Lesson 3: Typesetting

Flowing Text

To import a text document, choose **File ► Place (Ctrl/Cmd D)**. To flow text from one box to another, click the **in-port** or **out-port** and then click another text frame or draw a new text frame with the loaded cursor. Choose **View ► Show Text Threads** to display lines between linked text boxes.

Formatting marks show the hidden characters which identify how a document is formatted. To display formatting marks, open the **Type** menu and choose **Show Hidden Characters (Ctrl/Cmd Alt I)**.

Give Me a Break!

To add a line break, press **Shift Enter**.

To add a column break, press **Enter** on the numeric keypad.

To add a frame break, press **Shift ENTER** on the numeric keypad.

Character Formatting: Leading

Leading is the measurement of the distance from the baseline of one line to another. Default leading is set to **120%** of the font size, but you can increase it to suit the needs of your document and font.

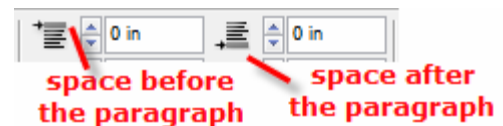
Box Formatting

To change the settings of a text box, choose **Object ► Text Frame Options (Ctrl/ Cmd B)**.

The **Inset Text** value determines how close the text inside a box gets to the **edge**. You usually need to increase this value when your text is in a **colored** text box or if the text box contains a border. Other text frame box settings include **vertical text** alignment and number of columns.

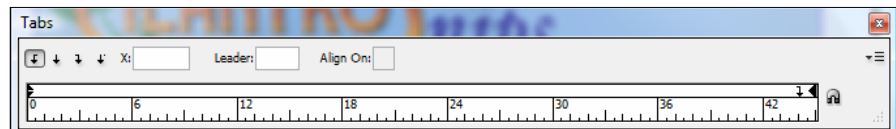
Paragraph Formatting: Space Before/ Space After

You should have **one** paragraph break(s) at the end of every paragraph. To increase the space between paragraphs, use the **Space after** or **Space before** options.



Three Types of Indents

- **First line indents**
- **Hanging indents**
- **Block indents**



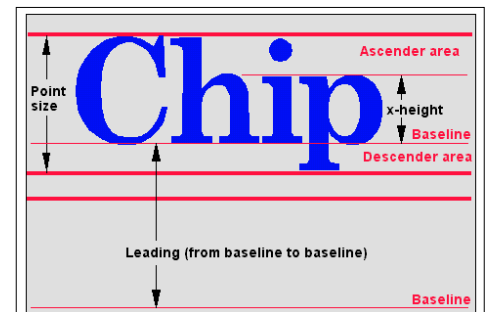
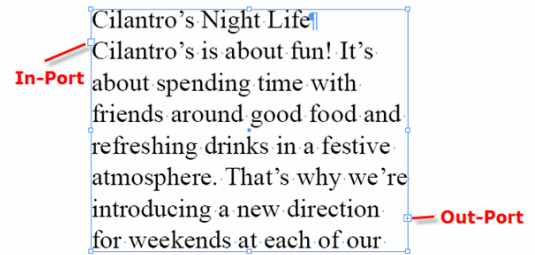
Tabs

Tabs are used to bridge most any gap larger than a **spacebar**. You can align to the default tabs, which are spaced every .25 inches, or you can create custom tab stops. You can add a **leader** character to a custom tab stop to create a dot-dot-dot style or a long underscore.

Adding Paragraph Rules

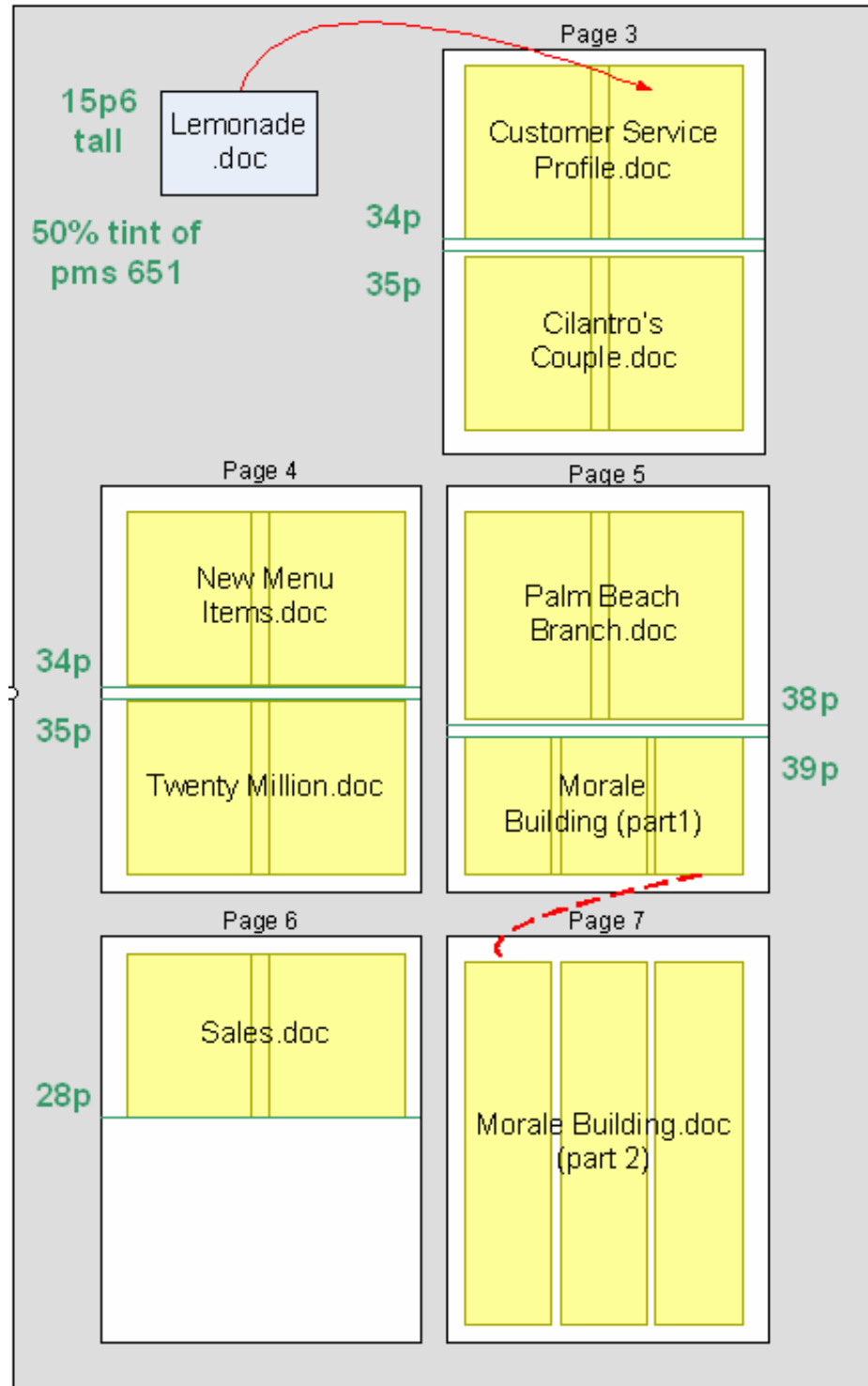
You can add a rule above or below a line of text to add emphasis. To add paragraph rules open the drop down list in the **Paragraph** panel and select **Paragraph Rules**.

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Cilantro's Newsletter Layout Guide

The following diagram displays the order and appearance of articles in the **Cilantros Snips** newsletter.



Lesson 4: Style Sheets

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Style sheets enable you to group a set of **formats** together so that they can be applied together quickly and easily.

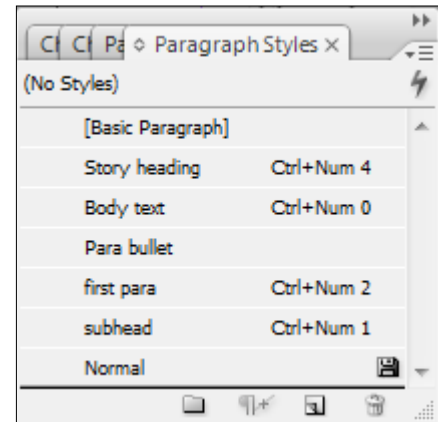
For example, if you want all chapter titles to use **Arial, 12 pts, bold**, with a **1.5 point rule below**, you can create a style sheet called **Chapter title** which contains those settings. When you apply the style, all of the settings are applied.

There are two main types of styles:

- **Paragraph styles:** Apply to the entire **paragraph**.
- **Character styles:** Affect **selected** text, so use them when you don't want to affect an entire paragraph.

Defining Styles

To define a style sheet, format some text in the way that you want to define your style. With the formatted text selected, click the **New Style** button in the **Paragraph Styles** or **Character Styles** panel.



TIP: When creating a new style, hold down the **option** key when you click the **Create New Style** button to open the **Paragraph Style Options** dialog box right away. Also, the keys on the numeric keypad are unassigned so that you can use them for your own keyboard shortcuts.

Local Formatting

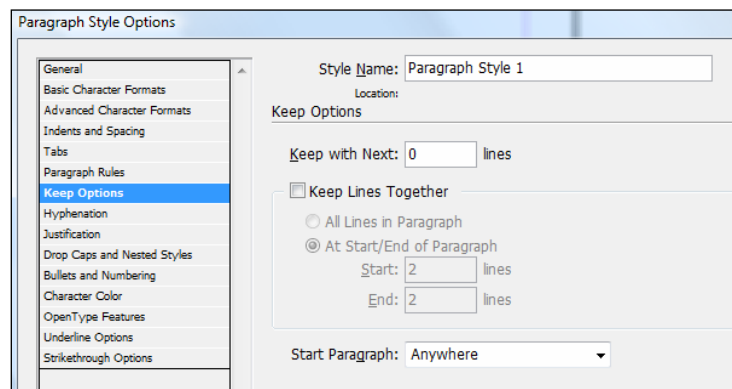
If text contains additional (local) formatting, you will see a **plus** next to the style name. When applying a style sheet, to override the local formatting, hold down the **Alt/Option** key and click the style name.

Keep Options

Keep Options is a paragraph format that enables you to prevent paragraphs from being split across columns or pages. This helps prevent **widows** and **orphans** from occurring.

Basing one style on another

When you base one style on another, you create a parent style that can affect multiple **children** styles. When you make changes to the parent style, you also affect the children.



Updating Styles

Once you apply a style, you can easily update every instance where that style has been applied by changing the style definition. You can open the Style definition dialog box and make changes there, or change one instance of the style and choose **Redefine Style** from the Styles panel drop down list.

Lesson 5: Enhancing a Publication's Readability

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The Story Editor

The Story Editor enables you to view the text of a story in a window by itself, which enables you to focus on the content without the layout. To switch into the Story Editor view, choose **Edit ► Edit in Story Editor (Ctrl/Command Y)**.

| | | |
|---------------|------|---|
| Story heading | 1.6 | Morale Building! |
| First para | | The restaurant industry can be pretty demanding. With the day-in, day-out concerns quality food, and keeping the restaurant spotless, it's easy to get burned out. When complaints fly, arguments break out, and morale sinks. |
| Body text | | But there are many things you can do to keep morale high, even during stressful times. Our branch, offers this issue's hot tips for keeping your work environment cheery and |
| subhead | 24.7 | Rally the troops! |
| first para | | Every group works best when they feel like a team. At our branch, I make sure we have interesting! No one wants to sit through "another boring meeting," so we make ours about ideas for decorating and dressing seasonally. These meetings not only help bring about the most effective ideas I've implemented in my restaurant. |
| | 42.7 | |

Checking Spelling

You can run a spell check by choosing **Utilities ► Spelling ► Check Spelling (Ctrl I)**.

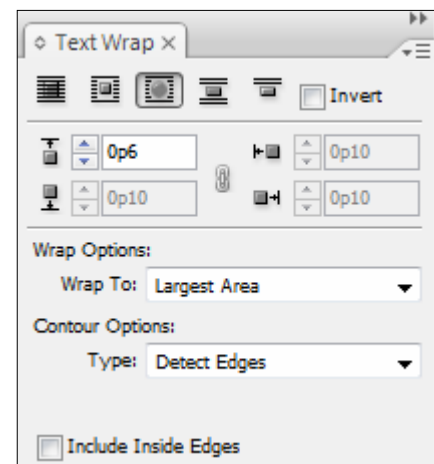
To display the squiggly red underlines (similar to Word), you can turn on **Dynamic Spelling**.

AutoCorrect

AutoCorrect is a function that enables you to automatically replace commonly misspelled words with the correct spelling or add custom shorthand glossaries. To add or edit AutoCorrect entries, go to the **AutoCorrect** category in your **Preferences**.

Text Wrap

You can apply a text wrap to graphics or text frame in order to ensure that the text does not overlap the frame. To create a text wrap that detects the white edges of an image, select **Wrap Around Object Shape**, and, under **Contour Options**, choose **Detect Edges**.



Rotating

You can rotate objects numerically in the Control bar or with the **Rotate Tool** (R). The place where you initially click becomes the axis of rotation as you drag the object, so it is recommended that you click in the center of the object.

Apply Strokes to Images

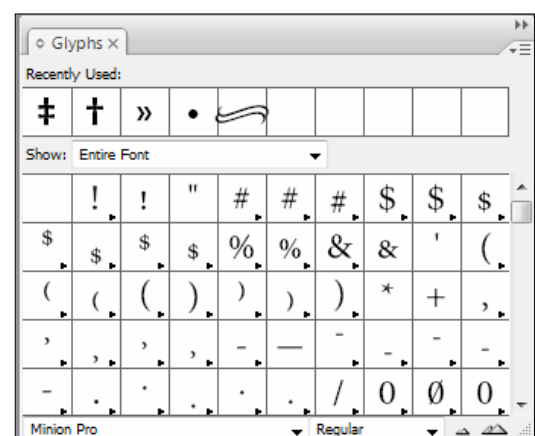
You can add a stroke to a Text or Graphics frame to give it a border.

Continuation Page Numbering

When you create a continuation text box, you can add a special character to show the page number of the next linked text box or the previously linked text box. Choose **Type ► Insert Special Character ► Markers ► Next/Previous Page Number**. It is necessary that the text box **overlap** the text box that is linked in order for the automated page numbering to work.

Glyphs Panel

The Glyphs panel enables you to access special characters in any font. You can select from subsets of a font, such as **Ornaments**, **Discretionary Ligatures**, and **Oldstyle Figures**, depending on what font you have selected. The best fonts to use with the Glyphs panel are **OpenType** fonts because they contain the largest numbers of alternate characters.



Lesson 6: Finalizing a Document for Print

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Relinking Images

Images are normally linked to the document, not embedded, so if you change the **names** or the locations of any of the linked files, you will break the link between your document and the images. In such cases, the images may still appear in the InDesign layout, but if you try to print, the missing images will not print well or at all. You can check the status of linked images using the **Links** panel. You can also use this panel to relink a broken link to its original image or to a different graphic.

Preflighting: Fonts

When printing a document professionally, it is critical that you send the Printer all of the fonts you used. If the printer has to substitute a font, it can cause your page to reflow and change your document layout. The Preflight dialog box enables you to review and replace the fonts used in the document.

Links and Images

Pictures in Adobe InDesign documents are not usually embedded; they are linked. When you preflight, InDesign will check to verify that your links are up-to-date.

Also, every picture should use the **CMYK** color mode, not RGB.

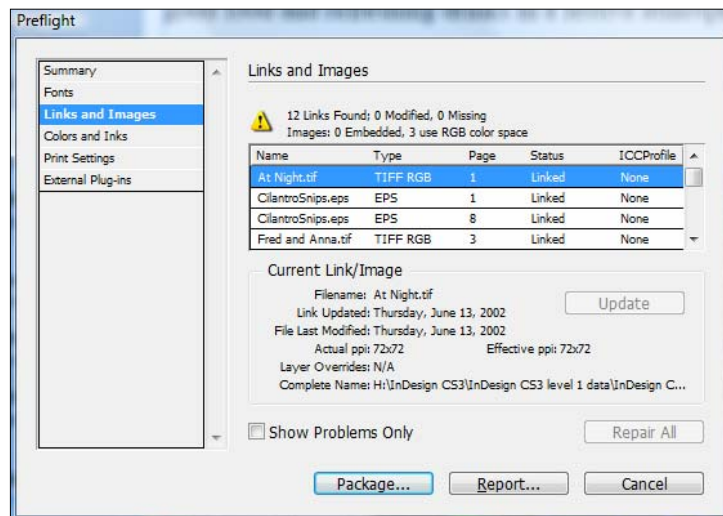
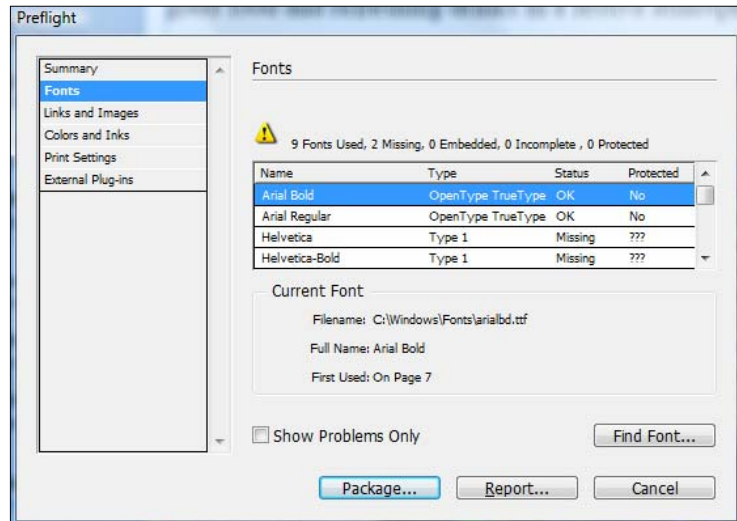
Proofs

It is recommended that you print a test copy of a document (especially if you are going to have many copies made) called a **proof**, to verify that the document will print as expected.

You can save the custom settings that you use for different printers as Print Styles (**Edit ► Print Styles**), which enables you to reload the various settings quickly.

Packaging for Output

When sending an Adobe InDesign document to be printed professionally, you must include all necessary files, including all linked **pictures**, the Adobe InDesign file (.indd), all **fonts**, and any spot colors. Including these files ensures that the document will print according to your expectations. To accomplish this, use the **Package** command (**File ► Package**). This command will also generate a printer's report.



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**The only part of you
your competitors
will see**

Verdana 30
point, bold

**verdana bold
12 point white**

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