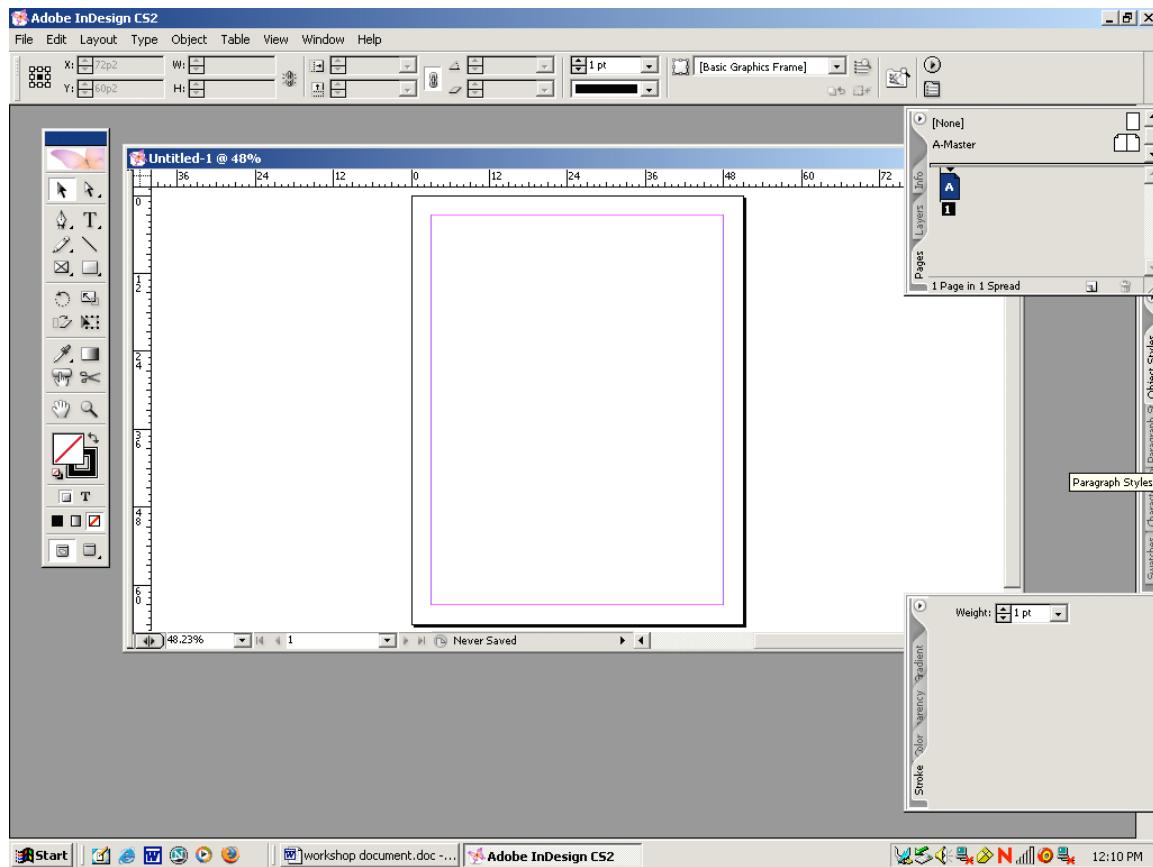


In this workshop we will explore various features of Adobe InDesign including the basic working environment, palettes, text and images, shapes and styles. We will create a basic flyer using sample files found in the “InDesign Workshop” folder on your Desktop.

Part I: The Environment

Palettes are located on the left part of the screen and are opened and collapsed by clicking on the tabs. To collapse the palette, click on the tab again. The palettes I use the most are:

- Tools
- Pages
- Paragraph and Character Styles
- Stroke
- Color
- Swatches
- Text Wrap



TIP! To customize the palettes in your workspace, choose Window > Workspace > Save Workspace!

Other environmental items include:

Grids & Guides (Snapping)

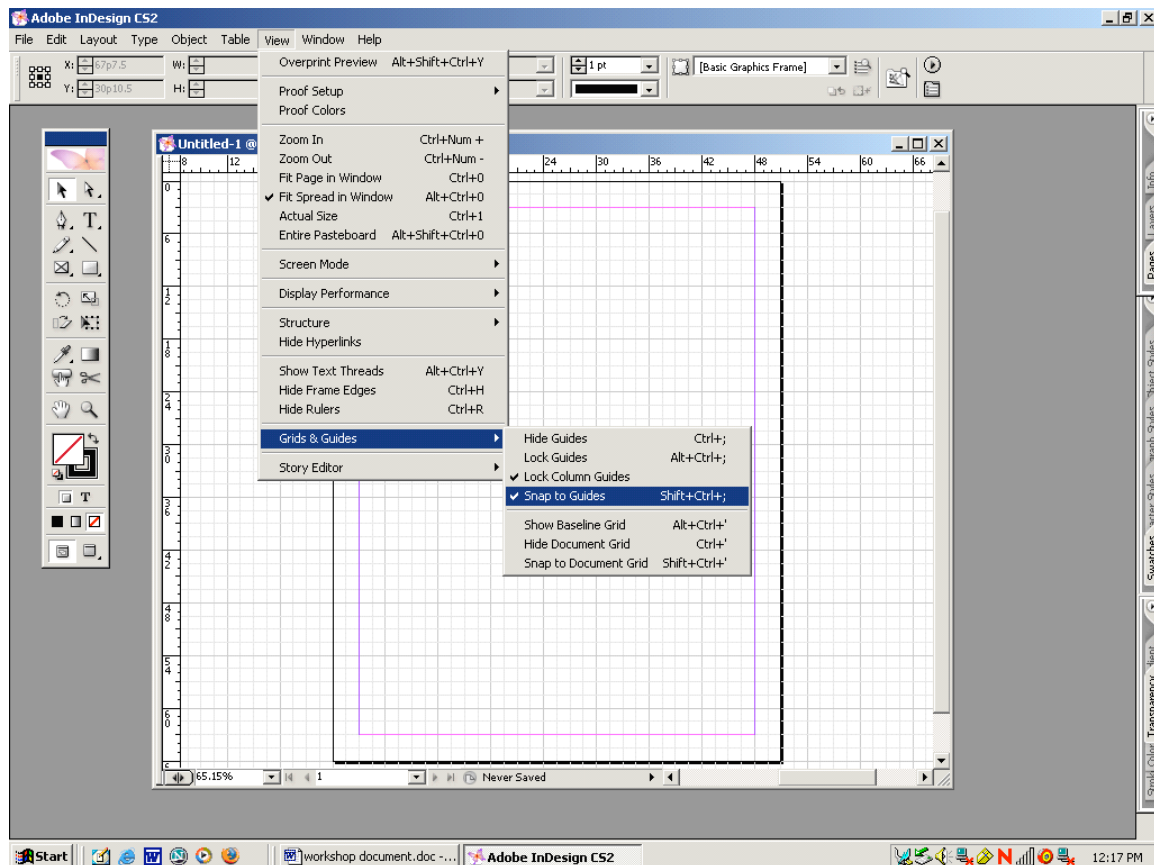
The Pasteboard

Zoom 200% Ctrl (mac Cmd) + 2

Zoom 100% Ctrl (mac Cmd) + 1

Zoom 50% Ctrl (mac Cmd) + 5

Zoom In or Out Incrementally (Ctrl +) and (Ctrl -).



Part II: The Palettes

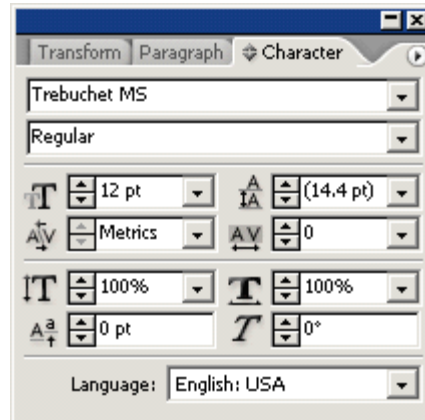
Page – use to set up master pages, insert or delete pages in your document.

Stroke – use to define line thickness, color etc.

Text Wrap (Alt+Ctrl+W) – Window>Text Wrap use to adjust padding around images.

Paragraph and Character Styles – use to define styles in your document and set text attributes.

Character – Window>Type & Tables>Character floating text properties.







The Character palette

Part III: Type

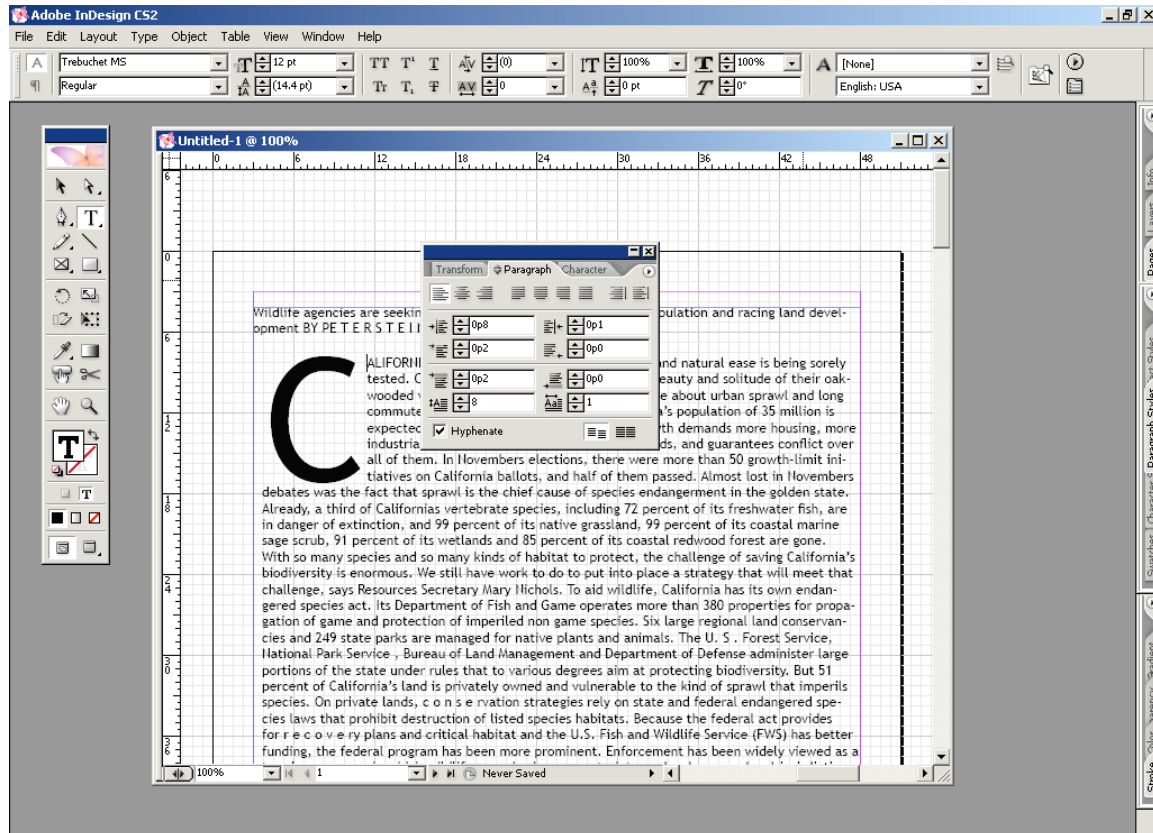
We use text frames (i.e. boxes) in InDesign, either by drawing them directly on the document or “Placing” (i.e. importing) them from the file menu. Industry professionals almost NEVER type their text directly into a page design program. It is usually typed in a word processing program like Word and then placed into the document for formatting.

It is important to understand how to thread or “flow” text through frames if you create something that is more than one page long.

Method	What it does
Manual text flow 	Adds text one frame at a time. You must reload the text icon to continue flowing text.
Semi-autoflow  by holding down Alt (Windows) or Option (Mac OS) when you click.	Works like manual text flow, except that the pointer becomes a loaded text icon each time the end of a frame is reached, until all text is flowed into your document.
Autoflow  by Shift-clicking.	Adds pages and frames until all text is flowed into your document.
Fixed-page autoflow  by holding down Shift+Alt (Windows) or Shift+Option (Mac OS) when you click.	Flows all text into the document without adding frames or pages. Any remaining text is overset.

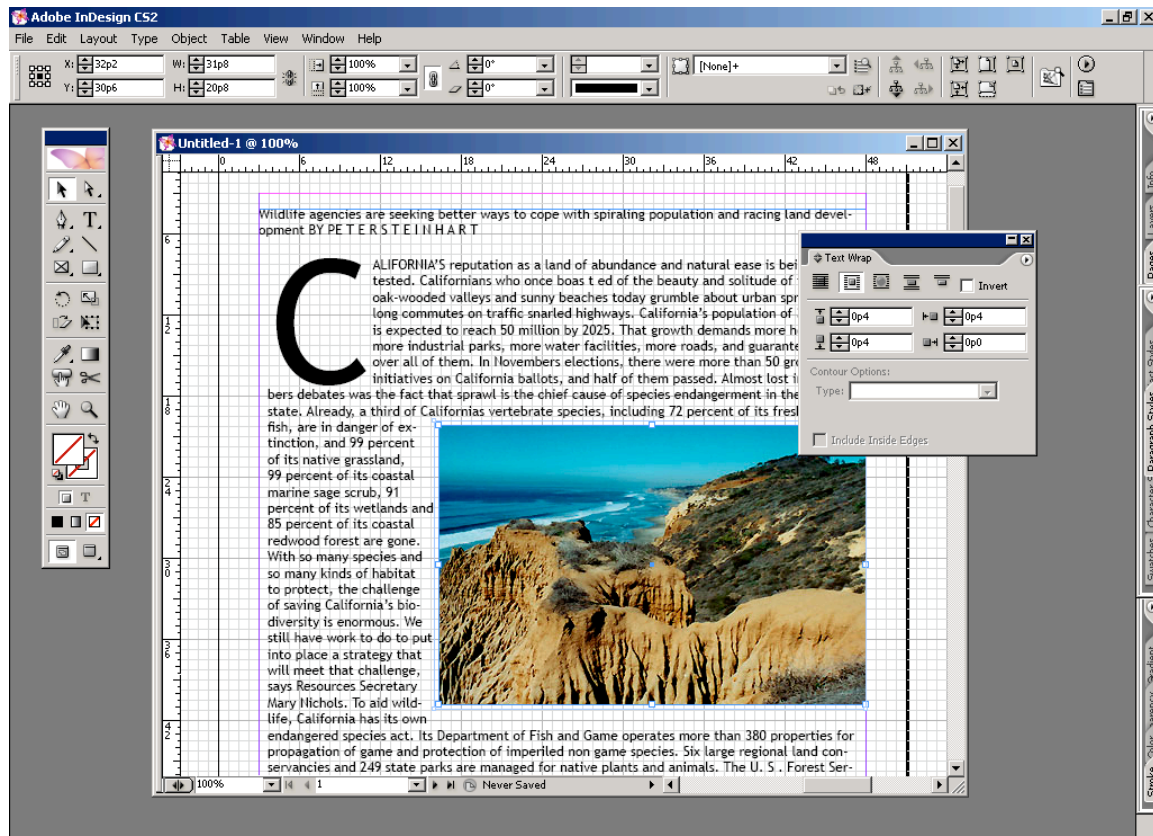
Your instructor will demonstrate these principles with the text file named “extinct.txt” including how to manually flow text one frame at a time.

The *Character* and *Paragraph* palettes allow you to adjust spacing, kerning, leading and even add a drop-cap to your production.



Part IV: Images

Inserting an image(s) into a document is similar to importing text; you “place” it in your layout. Most people recommend cropping, resizing and adjusting an image’s properties in a program like Photoshop BEFORE placing it into a page layout program. InDesign is not optimized to be an image editing program!



Using the “Text Wrap” tool to pad space around a picture placed within the document.

To resize the picture, select it with the point tool and then choose the Object > Transform > Scale command from the menu bar.

Part V: Shapes and Lines

Use shapes and lines to visually break up your document. Draw shapes like rectangles and circles and then fill them with color to produce professional looking layout pieces!

Arrange objects including text boxes using the following commands:

Shift + Ctrl +] Bring to Front

Ctrl +] Bring Forward

Shift + Ctrl + [Send to Back

Ctrl + [Send Backward

