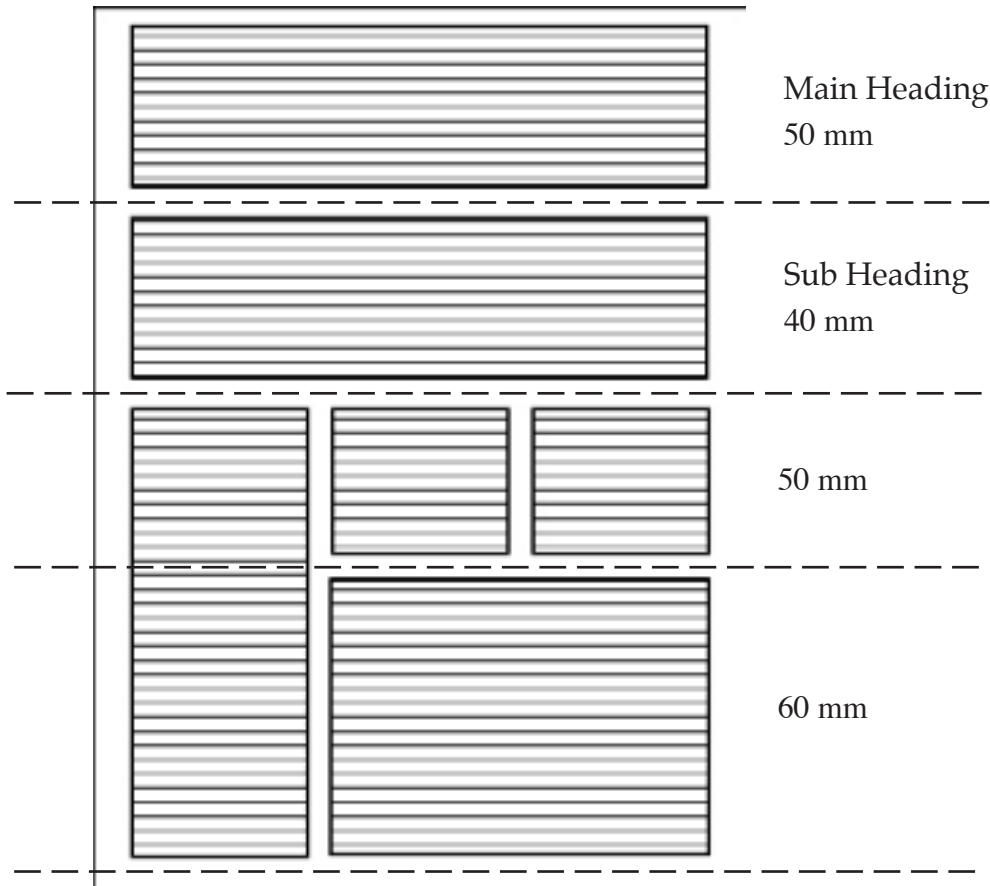


Creating Newsletters Using Frames

So far you have created text blocks and placed graphics to produce publications. InDesign also offers the alternative of inserting FRAMES to store either text or graphics. The advantages of using frames are that they can be set to a variety of different shapes. For example, you can place text in a circular frame. Frames can also be used as place holders where a new graphic or story can be entered into a set area of the screen. Frames are used in publications where the structure needs to stay the same but the content is updated from time to time.

Frames act in a very similar way to text blocks and placed graphics. You can set borders or shading, flow text from one frame to another, adjust the sized of graphics within the frame, etc. To illustrate the use of frames you will create the publication shown on the next page. Its thumbnail sketch is shown below.



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OptiScan, the most accurate Optical Character Recognition Program ever!

OptiScan is a new Optical Character Recognition program that will read text in any font from 5-point fine print to 72 point headlines. It intelligently analyses the document for context and spelling, making smart decisions on hard to read characters. All you need is a scanner and a PC.

Some of the features of *OptiScan* are:

- its full word processing features allows editing to be done within the program.
- you can train *OptiScan* to recognise special symbols or characters.
- it can scan both text and graphics on the same page.

- *OptiScan* is available for both the Windows and Macintosh operating systems.

If you would like further details about *OptiScan*, tear off the coupon below and send it to:

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Please send me more details about *OptiScan*

Name:.....

Company:.....

Address:

.....

Postcode:..... Phone:

Starting the New Publication

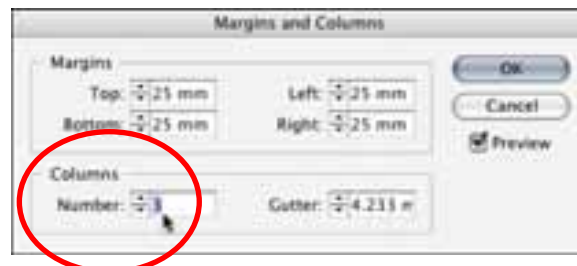
- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT.
- 3 In the NEW DOCUMENT dialogue box set the PAPER box to A4, turn off FACING PAGES, leave the COLUMNS as 1 and set the MARGINS to 25 mm.
NB: We will add a page border at 20 mm after the page is complete.
- 4 Select OK and the InDesign work page should be displayed.

Laying out the Page

We can use a three-column page to produce the publication. This could have been set in the NEW DOCUMENT dialogue box, but it can also be done once the document is created.

A Inserting the Column Guides

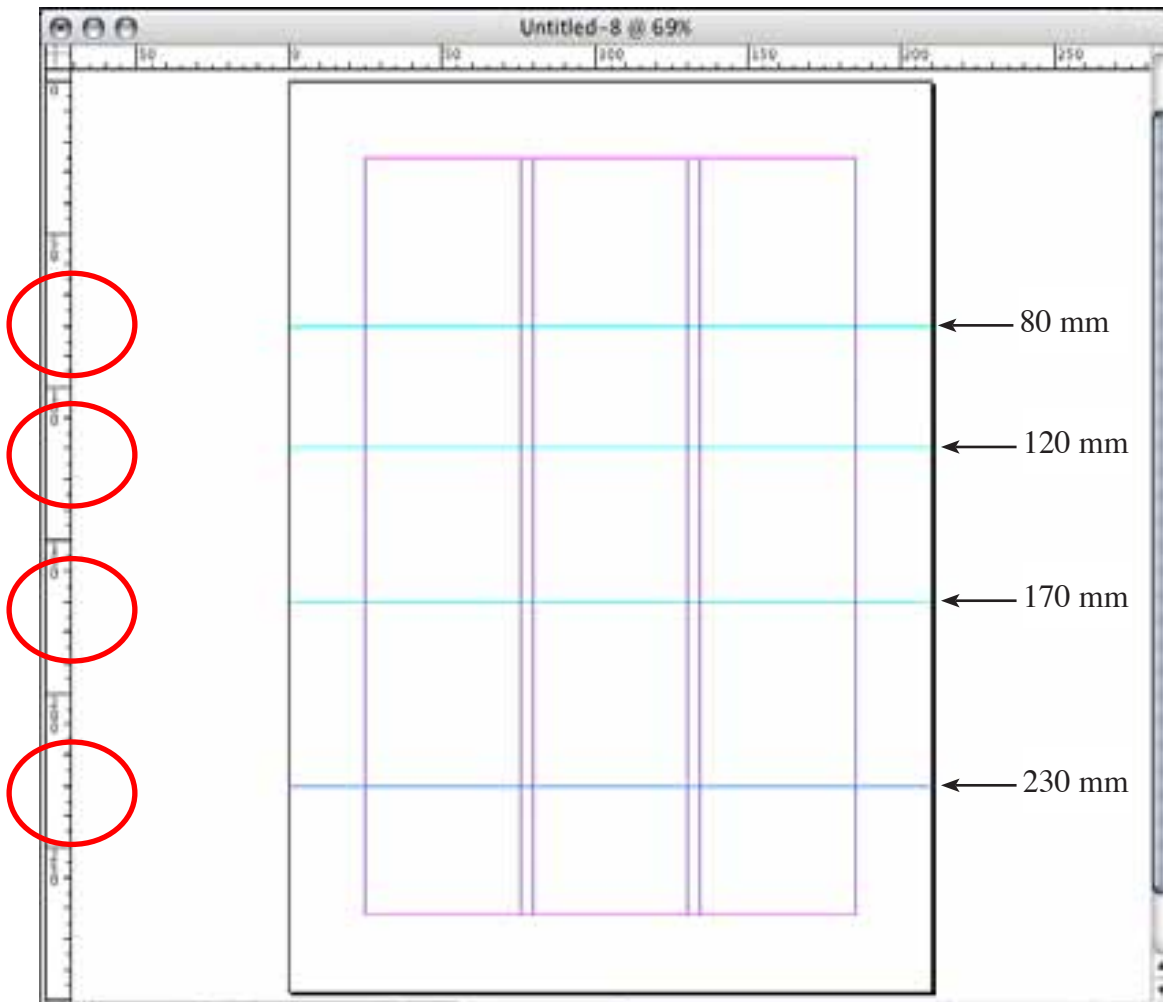
- 1 Display the LAYOUT menu and select MARGINS AND COLUMNS.
- 2 Enter 3 in the NUMBER OF COLUMNS box and leave the GUTTER (or SPACE BETWEEN COLUMNS) box at 4.233 mm.
- 3 Select OK and the column guides should be placed on the page.



B Setting the Ruler Guides

A series of horizontal ruler guides can be set to help position the frames.

- 1 Drag horizontal ruler guides in line with the following measurements in the left ruler: 80 mm, 120 mm, 170 mm and 230 mm. Refer to the diagram at the top of the next page. Refer also to the thumbnail sketch on page 4.1 and try to work out the positions in the sketch that each ruler line is based.



- 2 Save the document as CHAPTER 4.

Adding the Frames

A The Heading Frames

- 1 Select the RECTANGULAR FRAME TOOL  in the TOOLS palette and drag a frame from (25,25) to (180.5,80). This frame will contain the main heading.

