

Guided Computer Tutorials

**Learning
Adobe
InDesign CC**

Module 1

By Greg Bowden

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Learning Adobe InDesign CC

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Publishing Project 1

Introduction to InDesign CC

Desktop Publishing is the process of combining text and graphics on a computer screen to produce publications. It is used to produce newsletters, greeting cards, restaurant menus, advertisements, pamphlets, books, catalogues or interactive materials and you will produce these types of publications as you progress through these tutorials.

The Page Layout program you will use for this is called Adobe InDesign CC and it gives you total control over the appearance of documents.

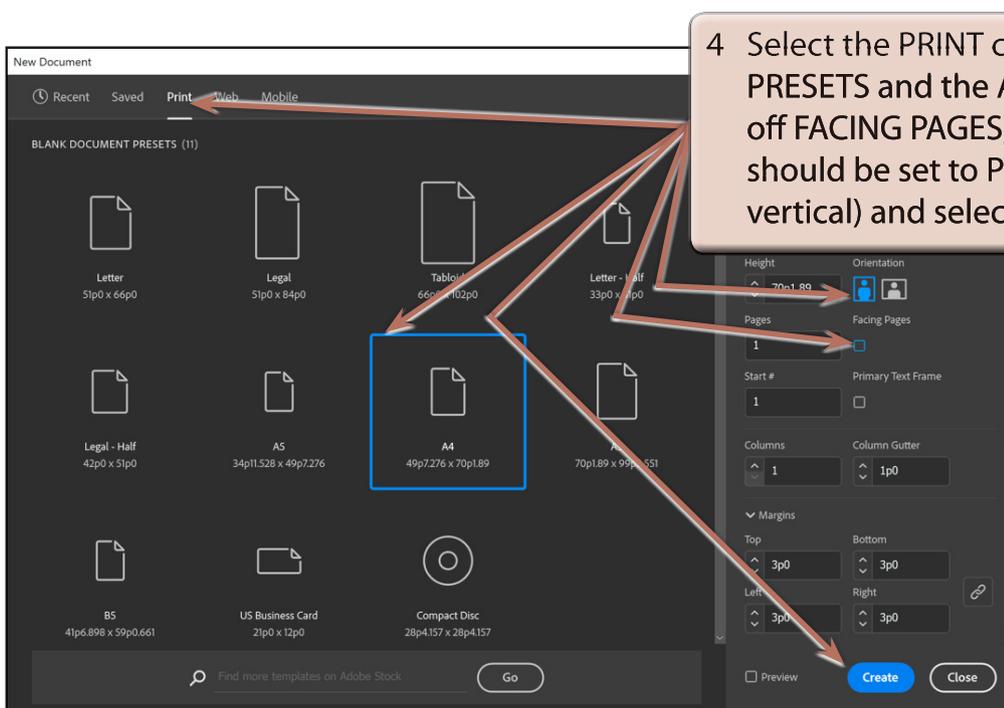
Starting an InDesign Document

- 1 Load Adobe InDesign and you should receive the InDesign Welcome Screen.



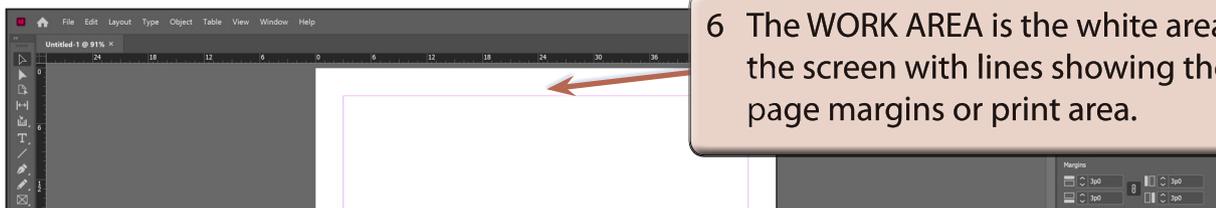
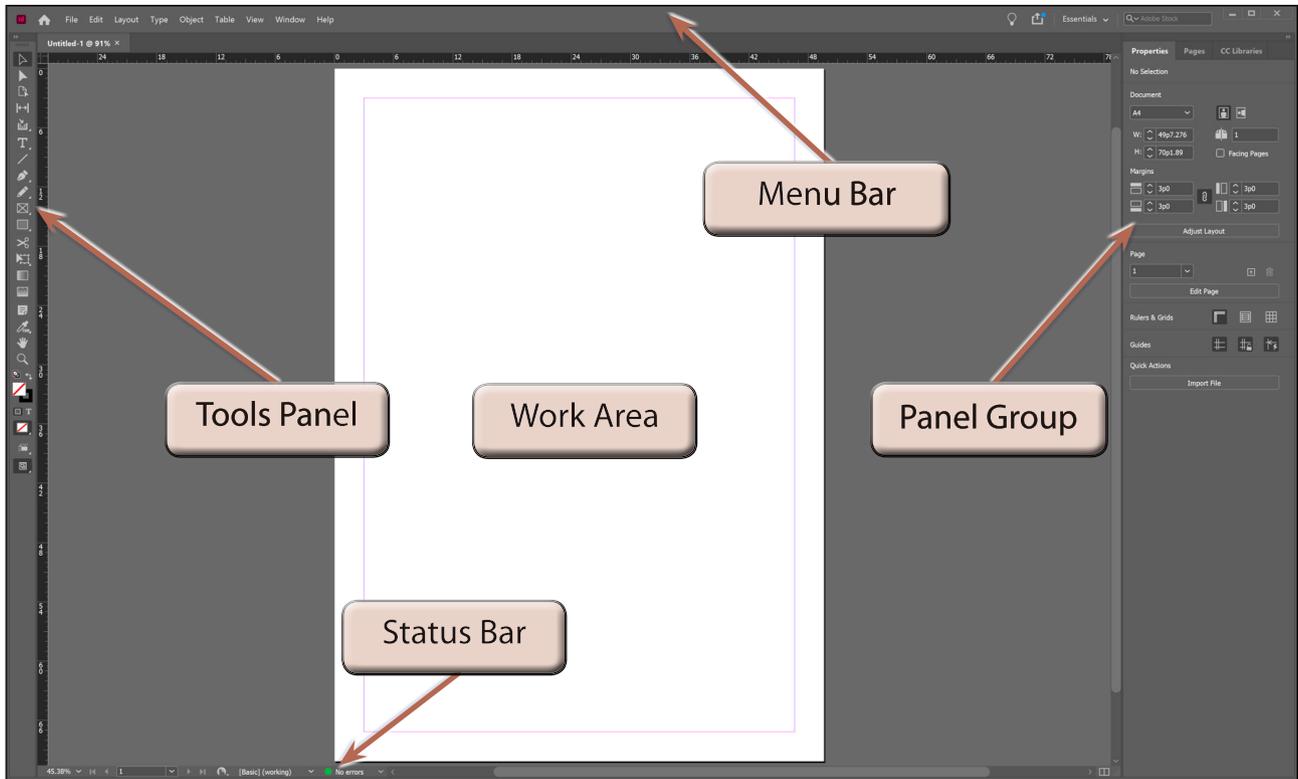
- 2 Select CREATE NEW to start a new document.

- 3 When you start a new InDesign document the program needs to know the required page measurements so the NEW DOCUMENT dialogue box is opened.

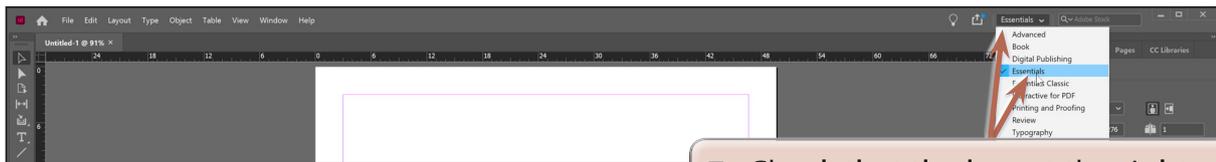


- 4 Select the PRINT category, VIEW ALL PRESETS and the A4 PRESET. Turn off FACING PAGES, the ORIENTATION should be set to PORTRAIT (or vertical) and select CREATE.

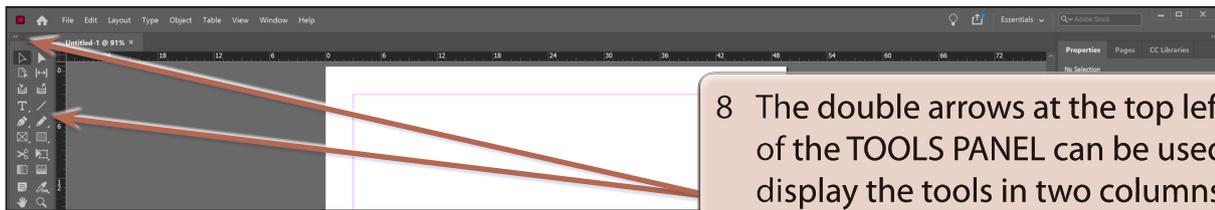
5 The INDESIGN work page is opened and it has the following labelled sections:



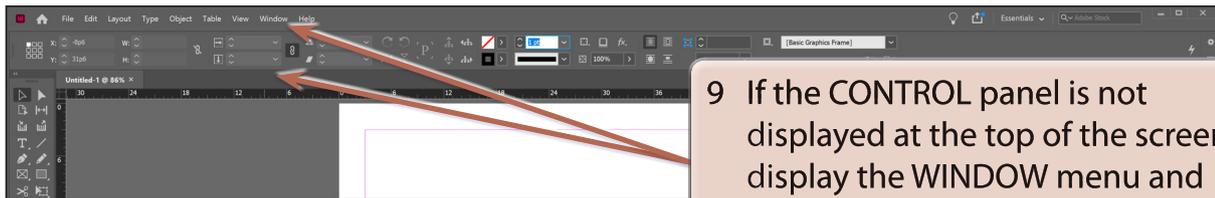
6 The WORK AREA is the white area of the screen with lines showing the page margins or print area.



7 Check that the box at the right of the MENU BAR at the top of the screen is set to the ESSENTIALS workspace.



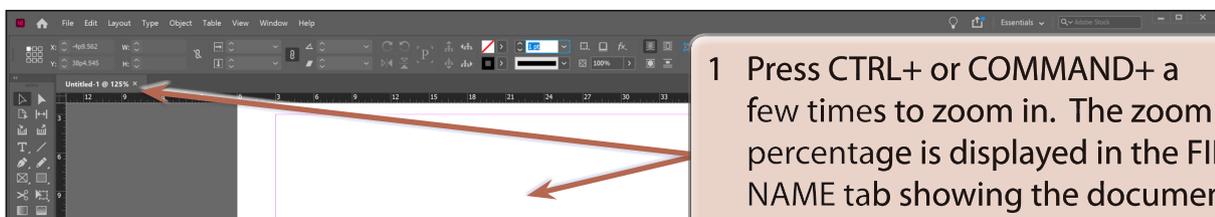
8 The double arrows at the top left of the TOOLS PANEL can be used to display the tools in two columns. Click on the double arrows to set the tools to two columns.



9 If the CONTROL panel is not displayed at the top of the screen, display the WINDOW menu and select CONTROL to turn it on.

The Screen Views

InDesign has numerous screen sizes which can be selected from the VIEW menu, or by holding down the CTRL key on the Windows system or the COMMAND key on the Macintosh system, and pressing a number.

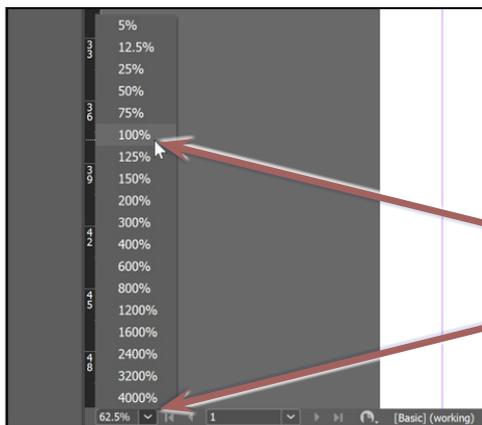


1 Press CTRL+ or COMMAND+ a few times to zoom in. The zoom percentage is displayed in the FILE NAME tab showing the document name.

- 2 Press CTRL- or COMMAND- a few times to zoom out.
- 3 Hold down the CTRL or COMMAND key and press 1. The screen view will be changed to show the page in ACTUAL (or 100%) size.

4 Use the CTRL or COMMAND key to try the following zoom sizes:

- | | |
|---------------------|--------------------|
| CTRL+5 or COMMAND+5 | 50% view |
| CTRL+1 or COMMAND+1 | 100% view |
| CTRL+2 or COMMAND+2 | 200% view |
| CTRL+4 or COMMAND+4 | 400% view |
| CTRL+0 or COMMAND+0 | Fit page in window |

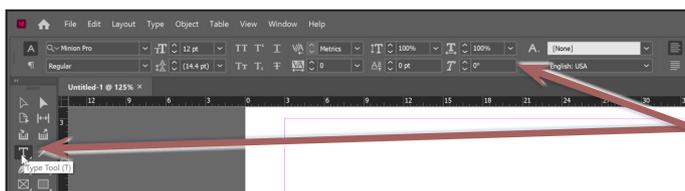


5 You can also select a zoom from the ZOOM CONTROLS in the STATUS BAR or type a percent value directly in the box next to the arrow.

NOTE: The ZOOM TOOL in the TOOLS panel can be used to drag a frame around sections of your document and the screen will zoom in on that section.

The Tools Panel

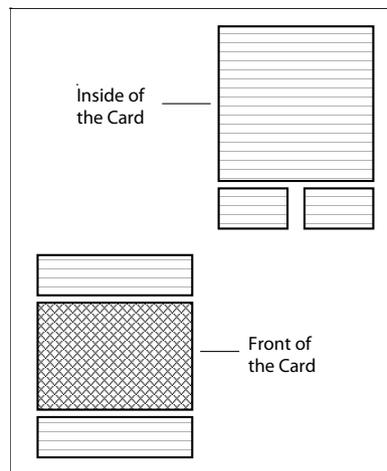
Look at the TOOLS panel at the left of the screen. These tools allow you to create and control how objects are placed in a document.



1 Click on some of the tools in the TOOLS panel. Notice that the CONTROL panel at the top of the screen and the PROPERTIES panel at the right change to show settings associated with that tool.

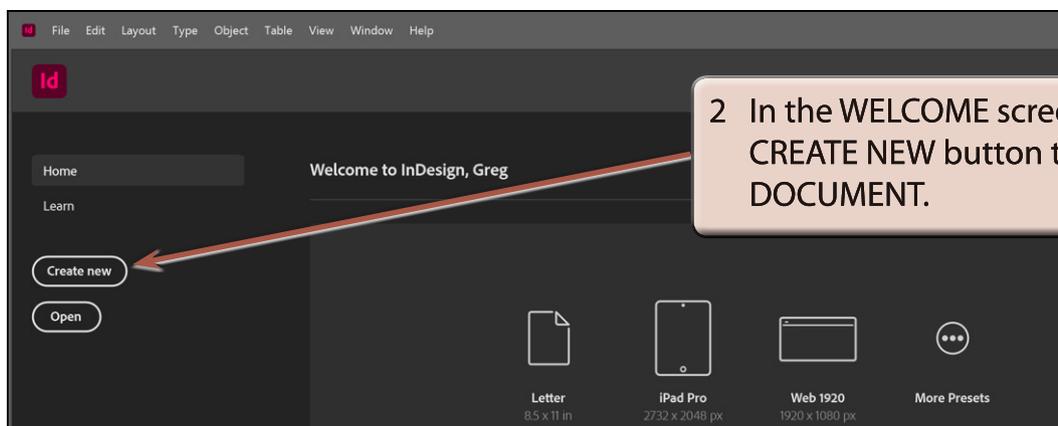
Creating Greeting Cards

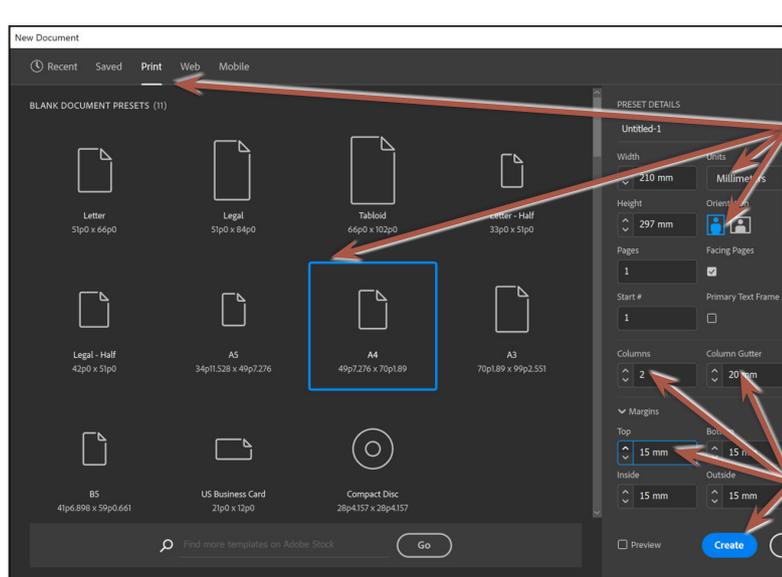
Over the next few chapters you will be shown how to use InDesign to create a range of different publications. In this chapter you will create a greeting card. This involves splitting a page into quarters and printing two quarters upside down. An example of what the card will look like is shown on the page 2-16. The following diagram shows a thumbnail sketch for the card.



Starting a New Publication

- 1 Load Adobe InDesign or close any open files.





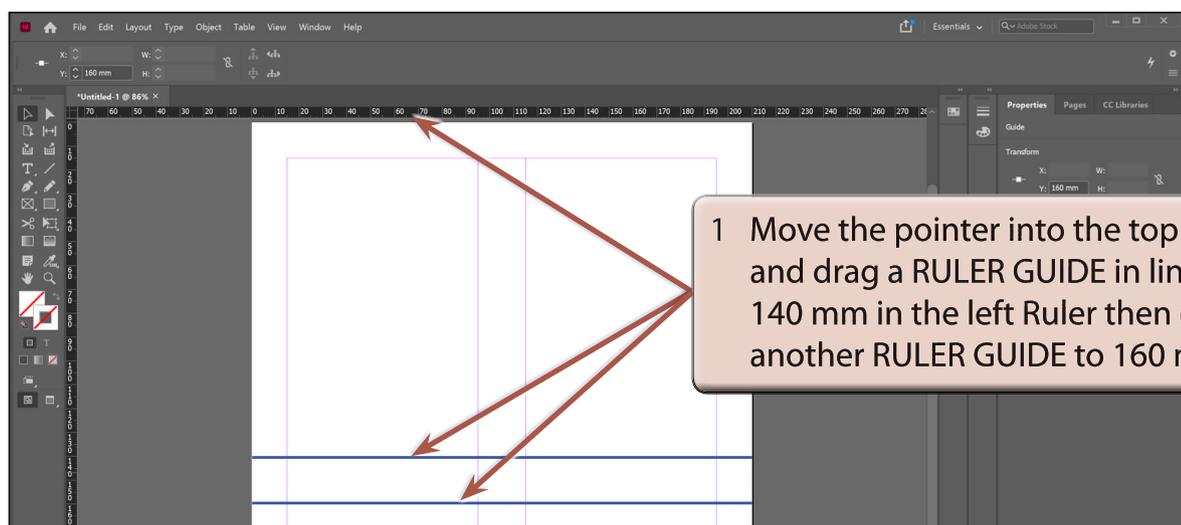
3 Select the PRINT category, VIEW ALL PRESETS and the A4 PRESET, then set the UNITS to MILLIMETRES and the ORIENTATION to LANDSCAPE.

4 Set the COLUMNS to 2 with a GUTTER of 20 mm, the MARGINS to 15 mm and select CREATE.

NOTE: By setting the COLUMNS to 2 we have been able to set an area through the centre of the page where the card can be folded.

Setting the Ruler Guides

Column Guides have been used to set the vertical fold area for the card. HORIZONTAL RULER GUIDES will be used to set the horizontal fold area. An A4 page is 297 millimetres high so the horizontal centre of the page is at 148.5 mm. We will set ruler guides at 140 mm and 160 mm which will be close enough to the centre of the page for this document.



1 Move the pointer into the top Ruler and drag a RULER GUIDE in line with 140 mm in the left Ruler then drag another RULER GUIDE to 160 mm.

- 2 Save the document in your STORAGE folder as:

Chapter 2 Greeting Card

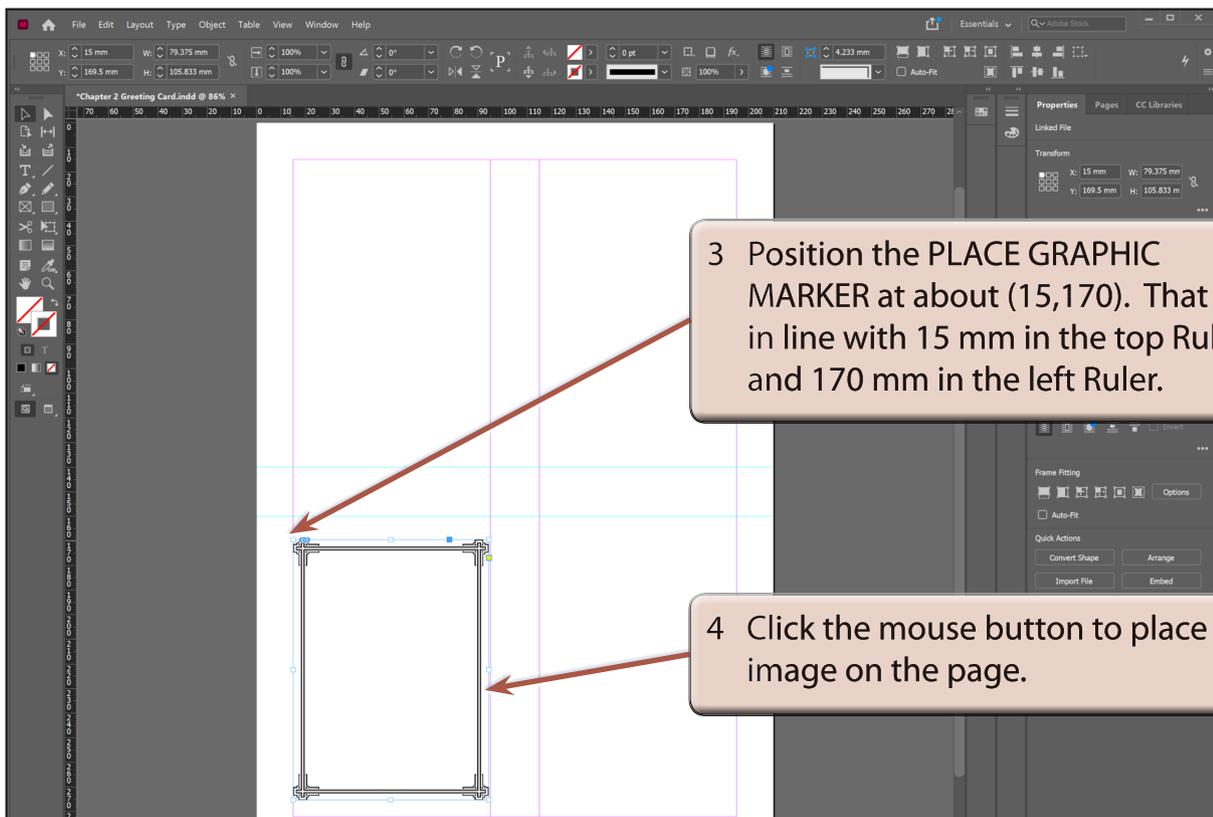
Creating the Front Section

The front cover of the card will be entered in the bottom left quarter of the page then rotated 180° to turn it upside down.

A Inserting the First Image

The first image will be the border.

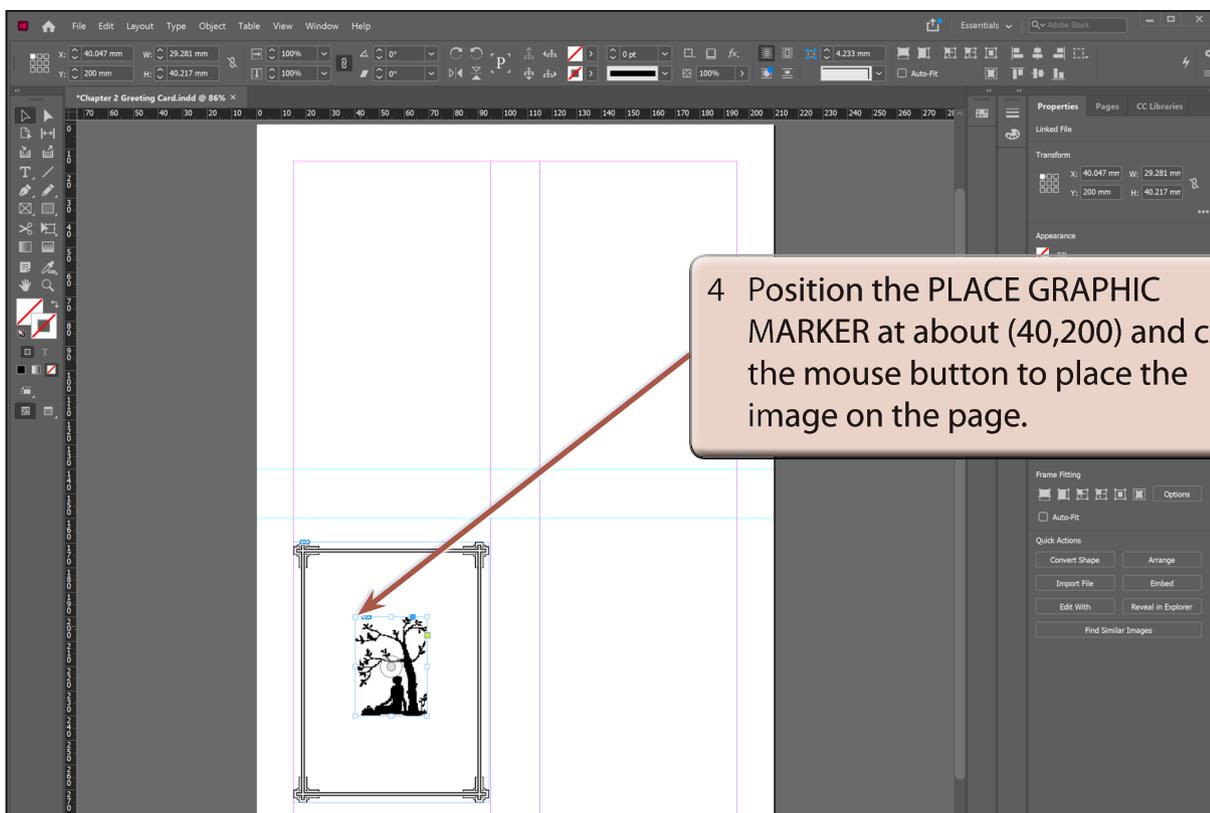
- 1 Select the SELECTION TOOL in the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the CHAPTER 2 folder of the IDcc SUPPORT FILES and double click on the BORDER file to insert the image.



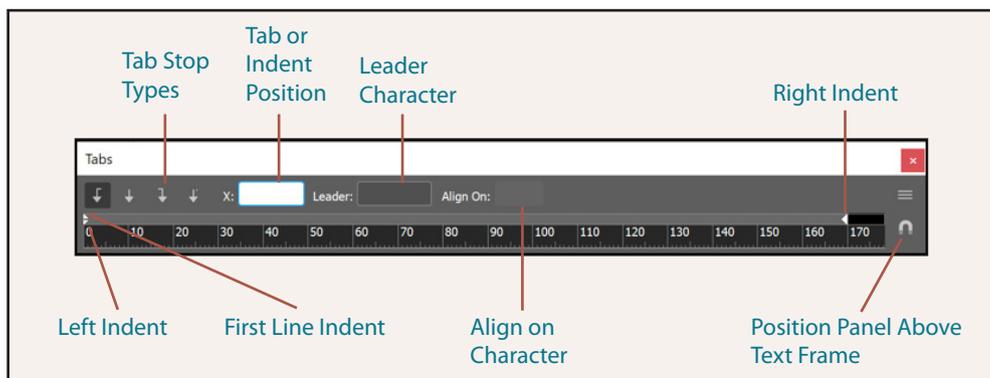
B Inserting the Second Image

The second image will be placed slightly down from the centre of the border.

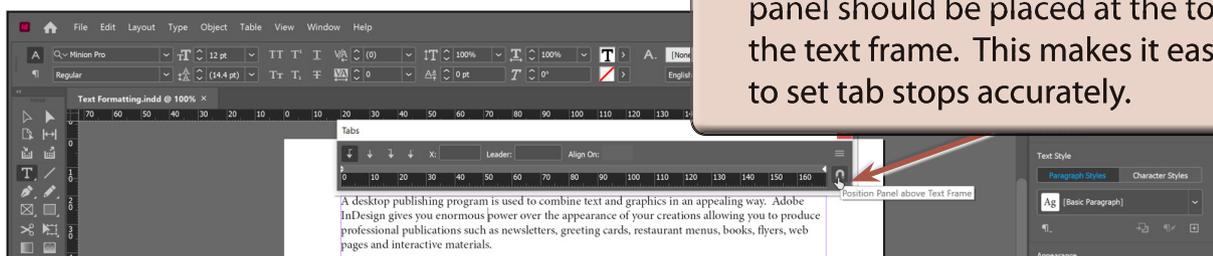
- 1 Click outside the BORDER frame to turn its selection handles off. If you have a frame selected when placing an image, that image will replace the existing image in the selected frame.
- 2 Press CTRL+D or COMMAND+D to select the PLACE command.
- 3 Double click on the FRONT file from the CHAPTER 2 folder of the IDcc SUPPORT FILES to insert the image.



NOTE: You can drag the image so that its X and Y values are close to 40 mm and 200 mm in either the CONTROL panel or the PROPERTIES panel.

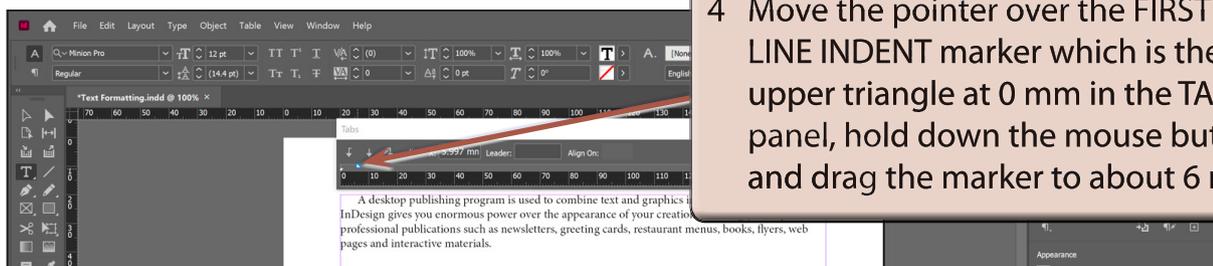


3 Click on the POSITION PANEL ABOVE TEXT FRAME icon and the TABS panel should be placed at the top of the text frame. This makes it easier to set tab stops accurately.



NOTE: There must be enough space above the text frame for the TABS panel to fit. If the TABS panel doesn't jump to the top of the text frame, scroll the screen down a little and try again.

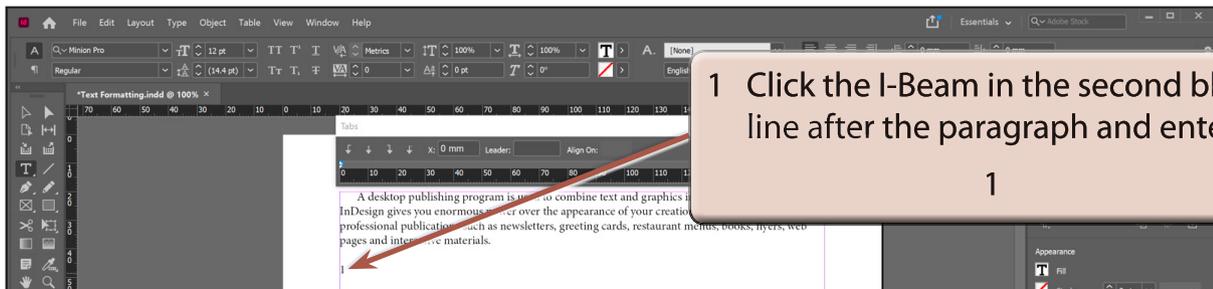
4 Move the pointer over the FIRST LINE INDENT marker which is the upper triangle at 0 mm in the TABS panel, hold down the mouse button and drag the marker to about 6 mm.



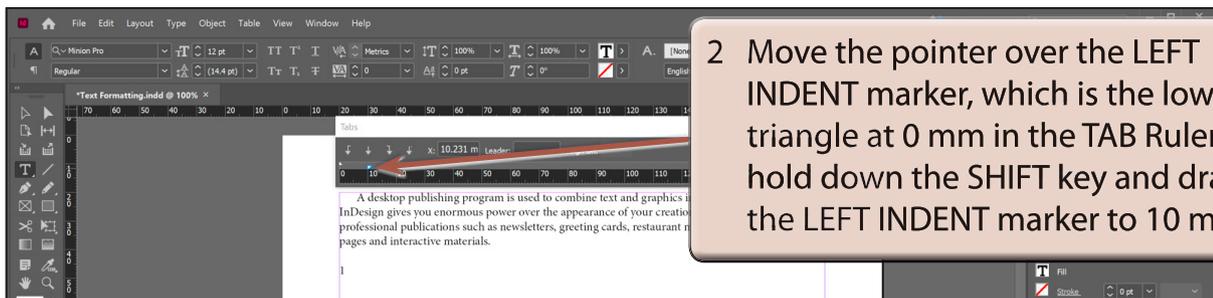
NOTE: The value that you move the marker to is displayed in the POSITION (X) box. The first paragraph should be indented.

B Setting a Hanging Indent

Numbered points will be added below the first paragraph. These points will need their text aligned at the left indent. This is called creating a HANGING INDENT. To create a hanging indent you move the LEFT INDENT marker to the right.



NOTE: Notice that the original indent settings are returned when you clicked on the blank line. Indent adjustments only apply to the paragraph that the cursor is in.

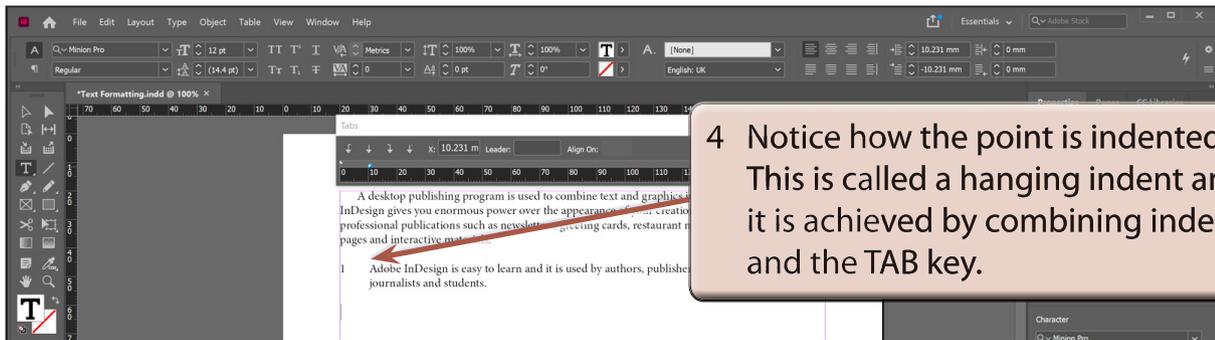


NOTE: The SHIFT key allows just the lower triangle marker to be moved. If you don't hold down the SHIFT key, both triangle markers are moved when you move the lower marker.

- 3 Press the TAB key to move the insertion point marker to the LEFT INDENT marker and enter:

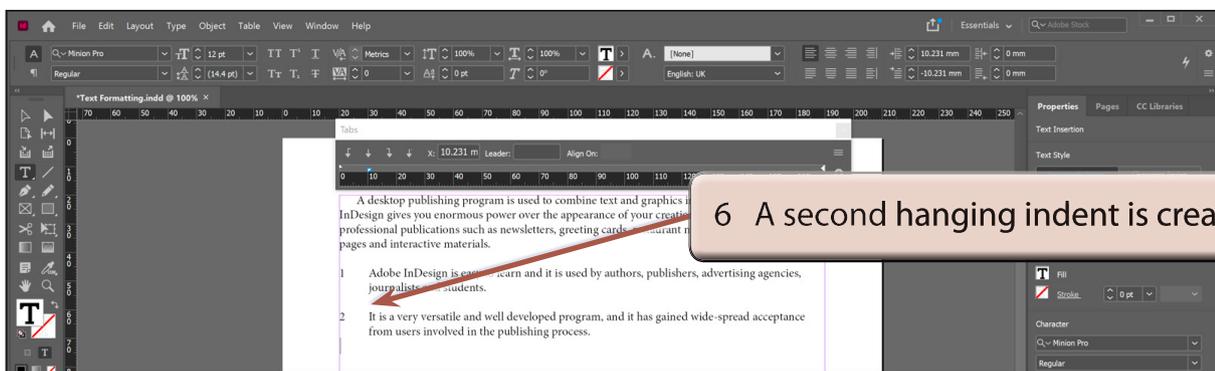
Adobe InDesign is easy to learn and it is used by authors, publishers, advertising agencies, journalists and students. <enter>

<enter>



- 5 Enter: 2 press the TAB key and enter:

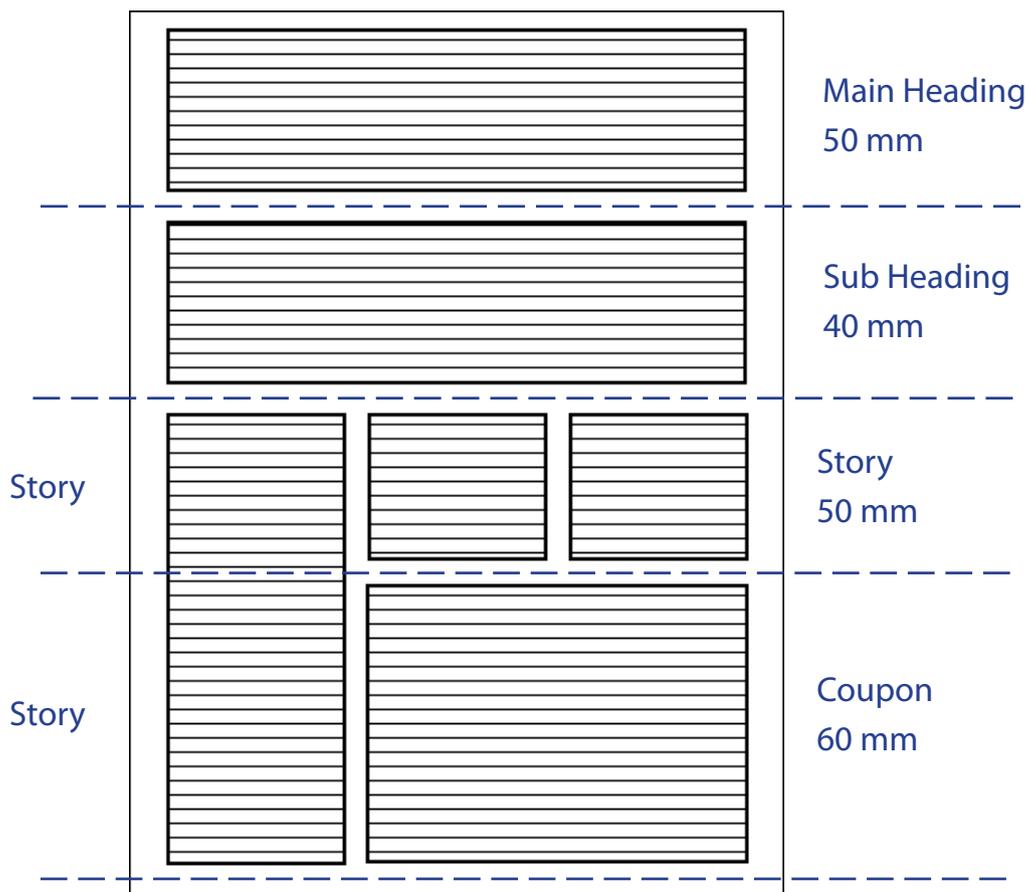
It is a very versatile and well developed program, and it has gained wide-spread acceptance from users involved in the publishing process. <enter>



Laying Out Pages Using Frames

So far you have created text blocks and placed graphics to produce publications. When you did this a frame was set around the text or image. InDesign also offers the alternative of inserting FRAMES first to store either text or graphics. The advantage of setting frames is 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 page. Frames are used in publications where the structure needs to stay the same, but the content is updated from time to time.

You can turn on borders or apply shading to frames, flow text from one frame to another, adjust the size of graphics within the frame, etc. To illustrate the use of frames you will create the publication shown on the next page. The text has been prepared for you and its thumbnail sketch is shown below.



MicroArts is pleased to announce

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:

MicroArts Computer Services
72 Andrews St.
St Kilda, 3182

Prices:
Windows \$1,550
Macintosh..... \$1,650

Please send me more details about *OptiScan*

Name:.....

Company:.....

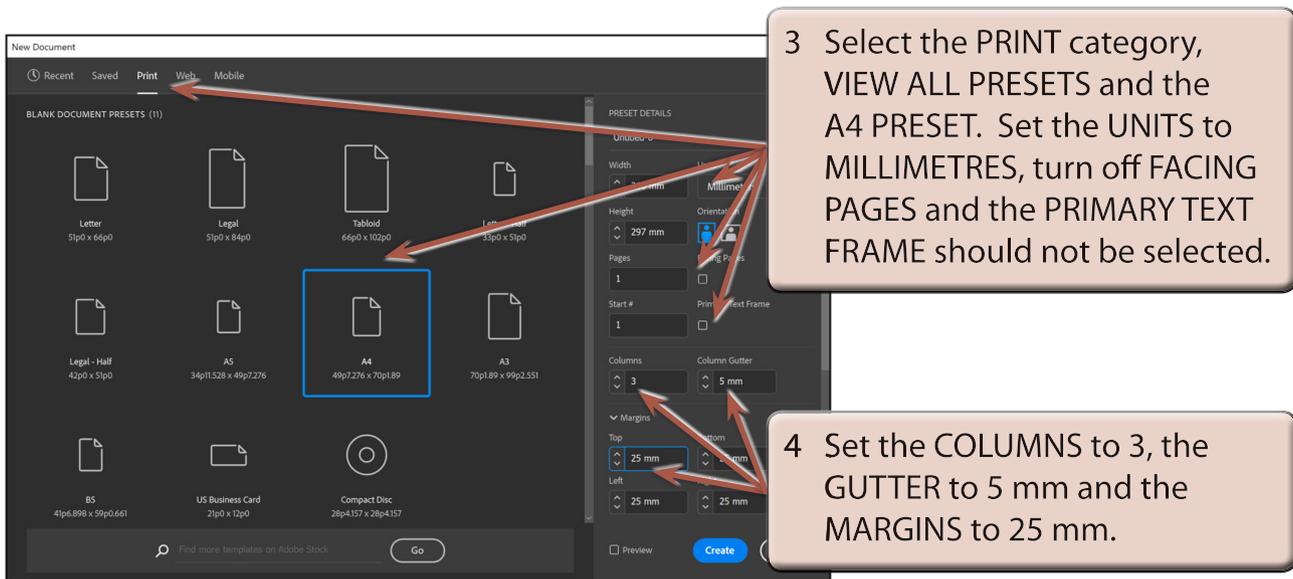
Address:

.....

Postcode:..... eMail:

Starting the New Publication

- 1 Load Adobe InDesign or close the current document.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.



3 Select the PRINT category, VIEW ALL PRESETS and the A4 PRESET. Set the UNITS to MILLIMETRES, turn off FACING PAGES and the PRIMARY TEXT FRAME should not be selected.

4 Set the COLUMNS to 3, the GUTTER to 5 mm and the MARGINS to 25 mm.

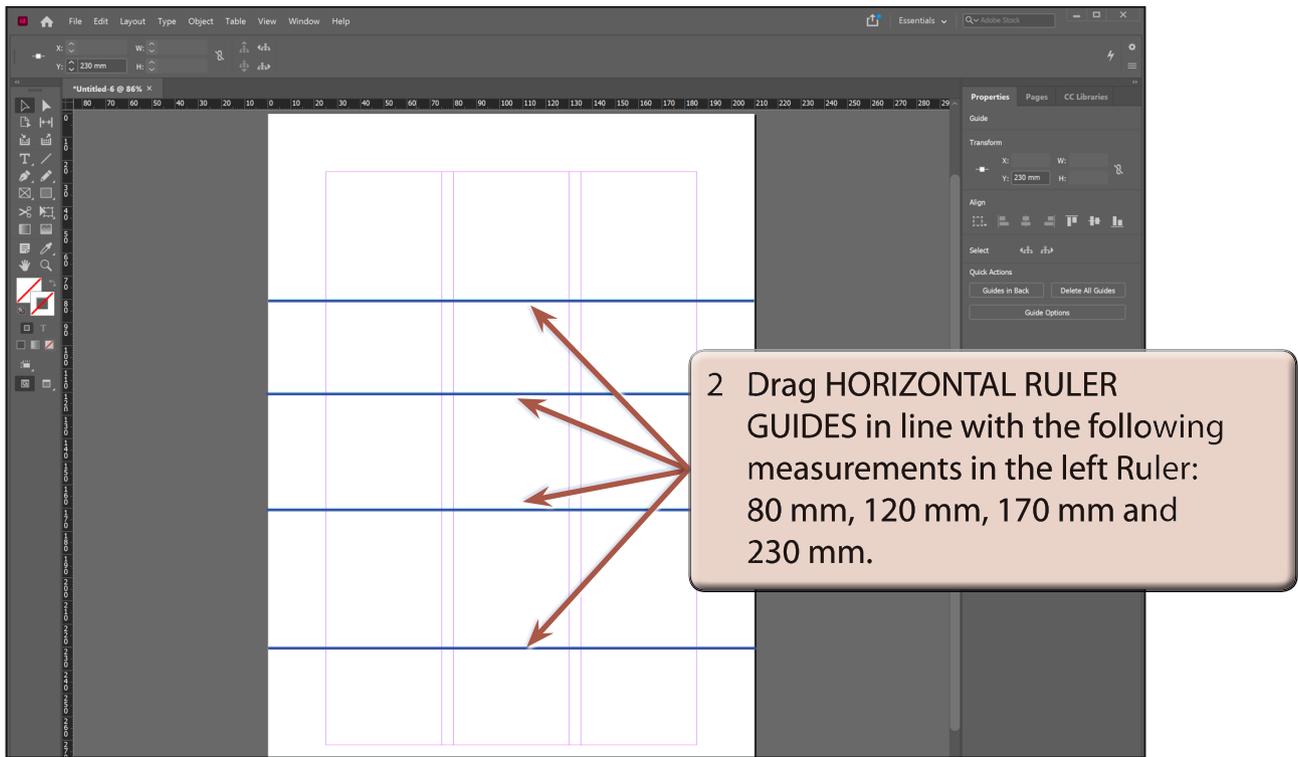
NOTE: A page border at 20 mm will be inserted after the page is complete. This will be 5 mm from the set margins.

- 5 Select CREATE and the InDesign work page should be displayed.

Setting the Ruler Guides

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

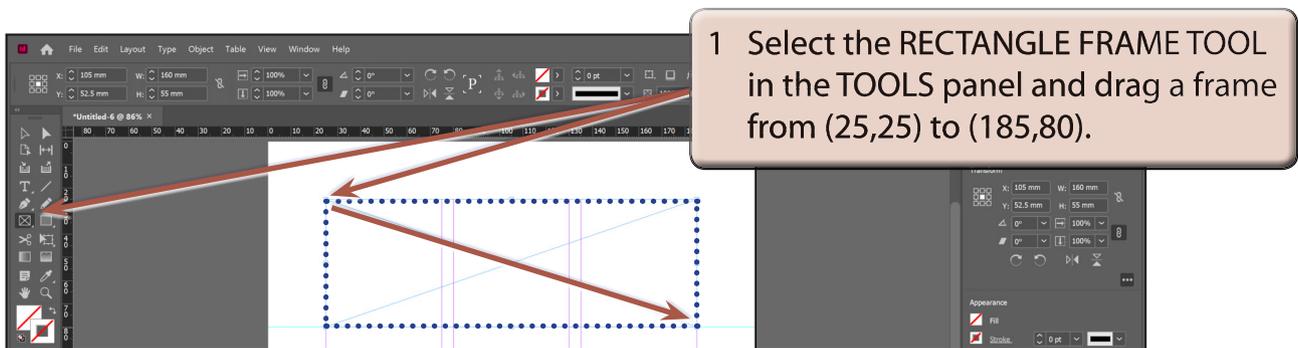
- 1 Refer to the thumbnail sketch on page 4-1 and try to work out the positions in the sketch where each guide line is needed.



Adding the Frames

Frames can now be added between the column guides and the inserted guides.

A The Heading Frames

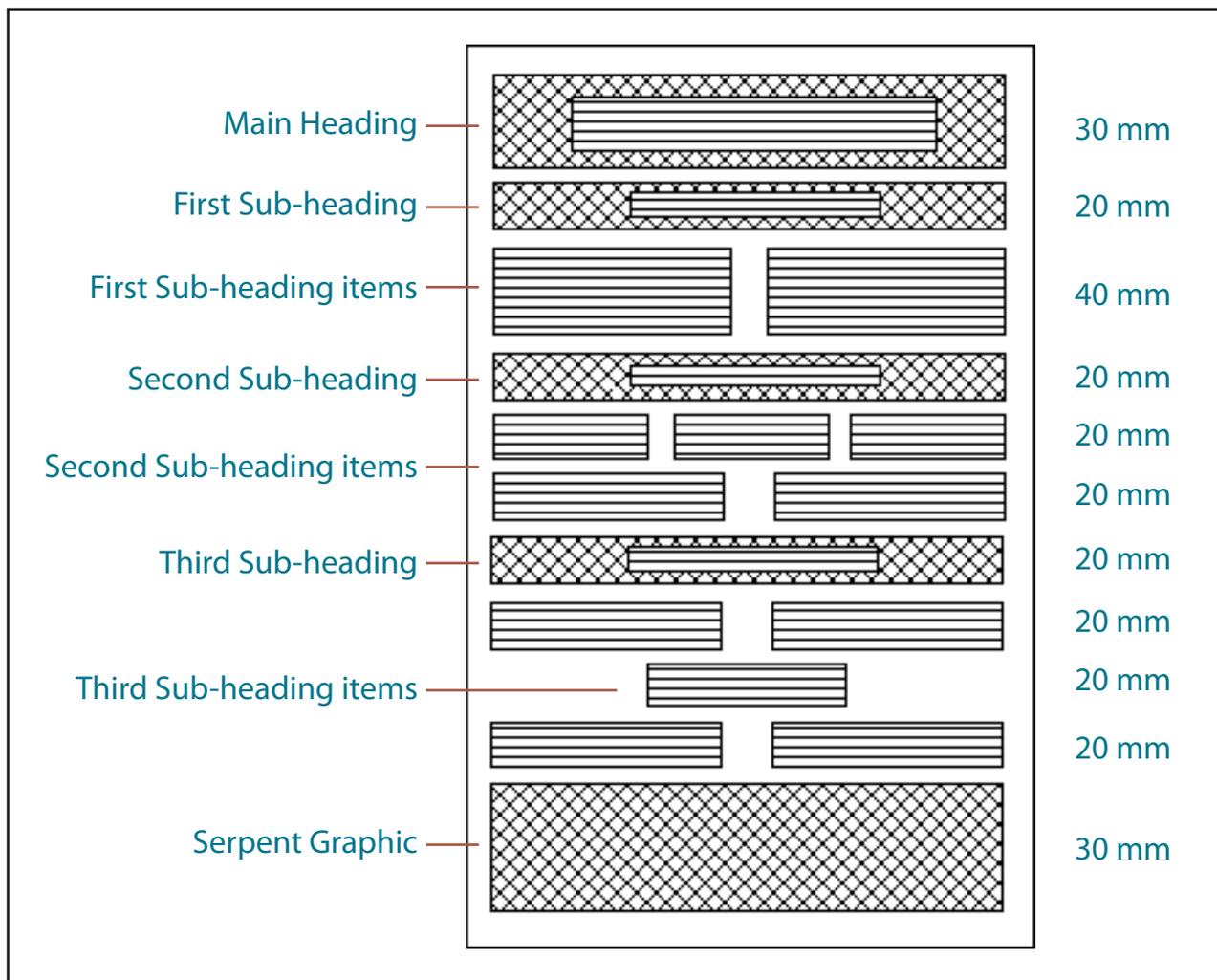


NOTE: This frame will contain the main heading. Frames have diagonal lines through them to distinguish them from normal rectangles and text frames.

Creating Menus Using Frames

Many hotels or restaurants like to change their menus weekly, or even daily. By using a Desktop Publishing program to create the menu, the process is made much easier. The menu that you will produce for a seafood restaurant is shown on the next page. Frames will be used to place the menu items. By doing this, if the restaurant needed to alter a menu item, just the content would need to be updated, not the layout.

The thumbnail sketch for the menu is:



SERPENT'S CELLAR

Appetisers

Seafood and Avocado Cocktail \$5.25
Avocado overflowing with deep sea scallops and green prawns.

Oysters Rockefeller \$8.30
Half a dozen oysters topped with traditional spinach sauce.

Sardines in a Crust \$5.95
Deliciously crisp served with lemon wedges

Crab In Parsley Crepes \$6.75
Lightly curries and generously filled.

Calamari \$7.80
Deep Fried to perfection with zesty Italian sauce.

Mushroom Mousse \$4.30
Gently pureed with walnuts and lemon.

Salads and Soups

Roman Salad \$3.00
A blend of romaine lettuce, seasoned croutons, anchovies, eggs and grated parmesan

Crunchy Spinach Salad \$2.55
Fresh young spinach leaves topped with avocado and black olives.

Seafood Salad \$10.50
A light and easy meal of prawns, crab, scallops and your favourite dressing. Ideally served with white wine.

Onion Soup with Beef and Cheese \$2.65
Our own version of French onion soup topped with a generous sprinkling of grated parmesan.

Fishmonger's Special \$2.95
Clam chowder served light yet creamy with added piquancy of white wine.

Seafood Specialties

Trout of the Jura \$11.50
Whole trout poached in a jura rose. Ideally served with a fine red wine.

Prawns on a Golden Base \$13.75
Green prawns sauteed in ginger, garlic and lemon juice served on a bed of pawpaw.

Scallops With Mushrooms \$11.65
Sauteed in butter, garlic and parsley, served in a pair of coquille shells. Ideally served with the house white wine.

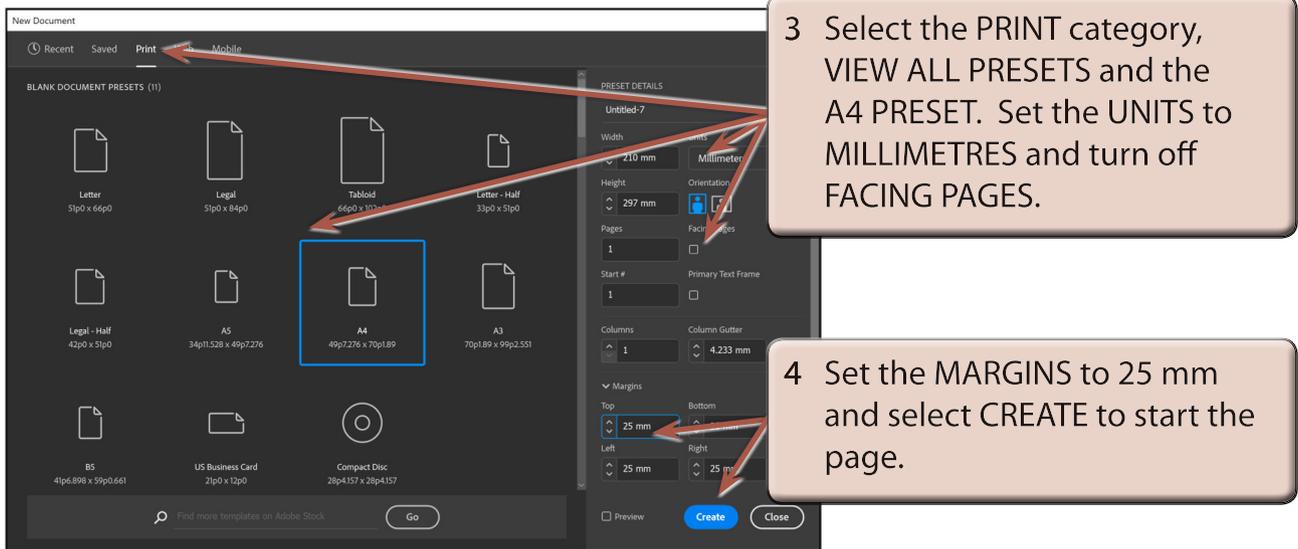
Lobster With Herb Butter \$19.45
Whole lobster baked in butter and fresh herbs and served with a squeeze of lemon

Gratin of Fish of the Day with Sauces \$9.55
Fillets gently broiled and served with a combination of béchamel and fresh tomato sauce.



Starting a New Publication

- 1 Load Adobe InDesign or close the current documents.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.

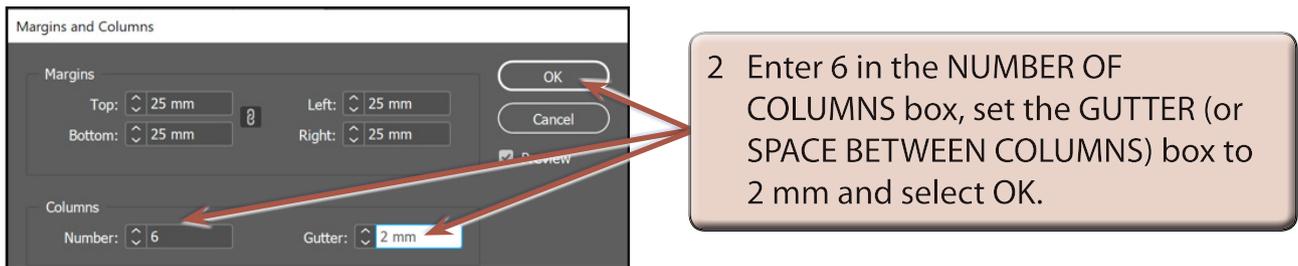


Laying out the Page

For this publication we can use a six-column page with a 2 mm gap between the column guides. This is a more efficient method than setting six vertical ruler guides. A series of horizontal ruler guides will then be set.

A Inserting the Column Guides

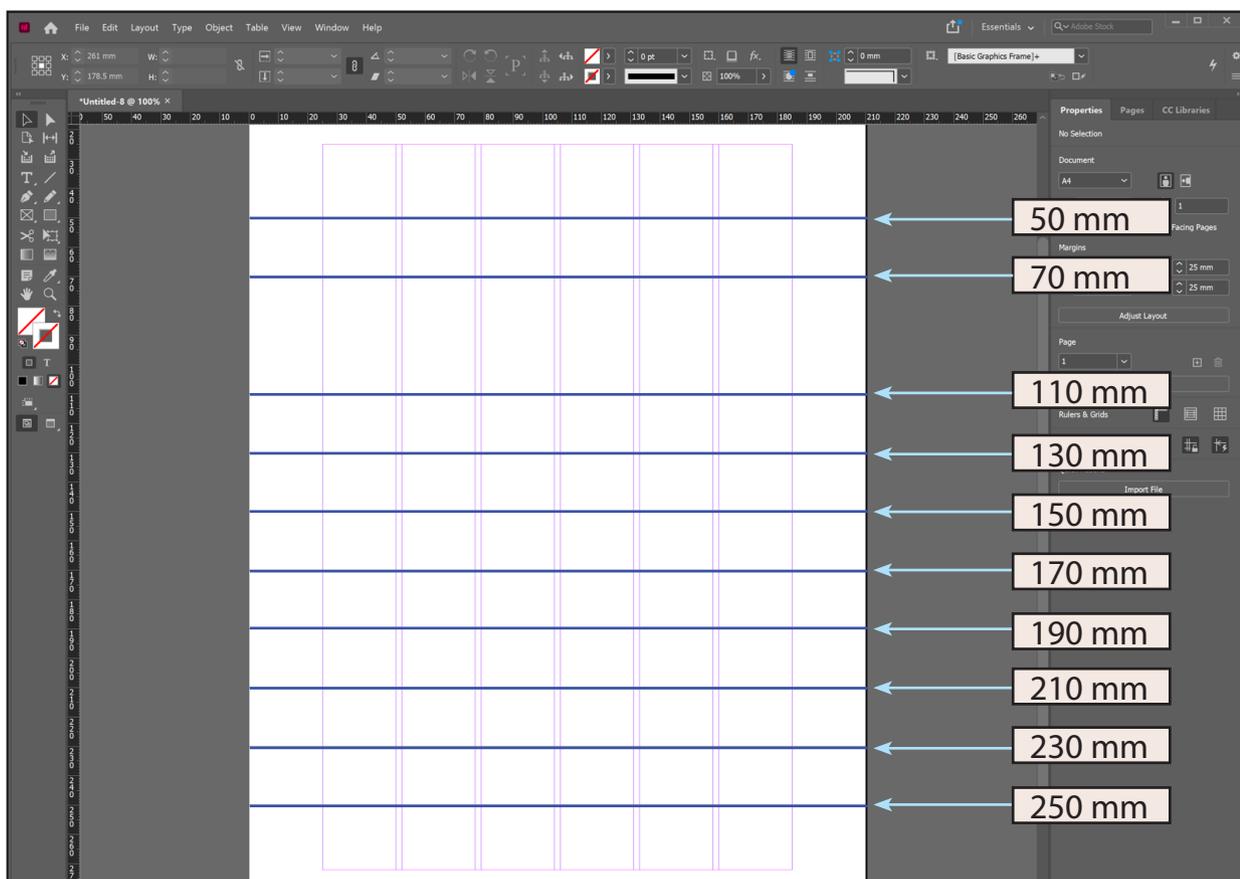
- 1 Display the LAYOUT menu and select MARGINS AND COLUMNS.



B Setting the Ruler Guides

Ten HORIZONTAL RULER GUIDES can be set to complete this more complex page structure.

Drag HORIZONTAL RULER GUIDES in line with the following measurements in the left Ruler: 50 mm, 70 mm, 110 mm, 130 mm, 150 mm, 170 mm, 190 mm, 210 mm, 230 mm and 250 mm.



Setting the Frames

A large number of frames will need to be placed between the Ruler and Column guides on the page to create the structure of the page.

A The Headings

- 1 Select the RECTANGLE FRAME TOOL in the TOOLS panel.

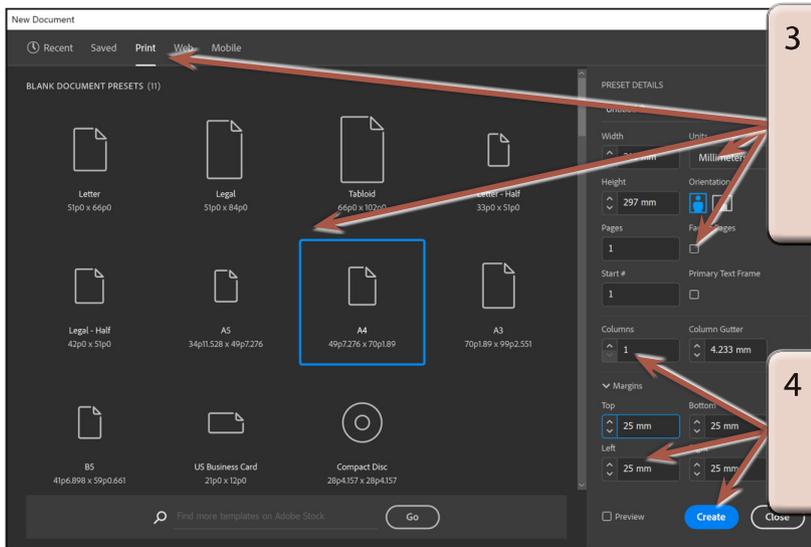
Using Styles In Publications

Styles are a collection of formatting information. There are two types of styles in InDesign, PARAGRAPH STYLES for formatting paragraphs and CHARACTER STYLES for formatting individual words, letters or numbers.

Styles are an important feature of any desktop publishing package. They allow you to ensure consistency throughout a document and make the formatting process easier and quicker. A major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically updated.

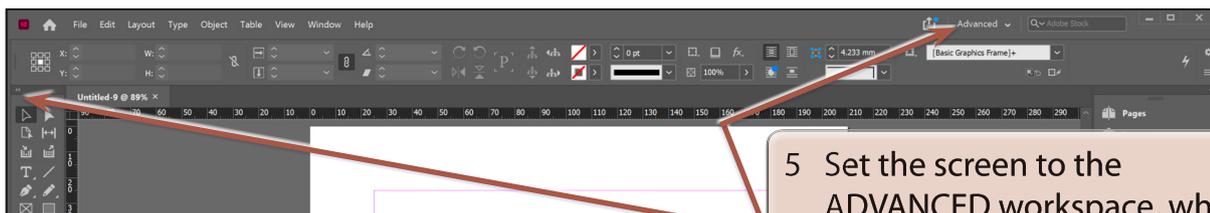
Starting a New Publication

- 1 Load Adobe InDesign or close any open documents.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.



3 Select the PRINT category, VIEW ALL PRESETS and the A4 PRESET. Set the UNITS to MILLIMETRES and turn off FACING PAGES.

4 Leave the COLUMNS set to 1, set the MARGINS to 25 mm and select CREATE to start the page.



5 Set the screen to the ADVANCED workspace, which provides more panels, then set the TOOLS panel to 2 columns.

Importing the Text

To illustrate the use of styles an article about a golf club's rules will be imported then some styles will be created and applied to its text.

- 1 Select the TYPE TOOL from the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the IDcc SUPPORT FILES, open the CHAPTER 6 folder and open the GOLF RULES file.



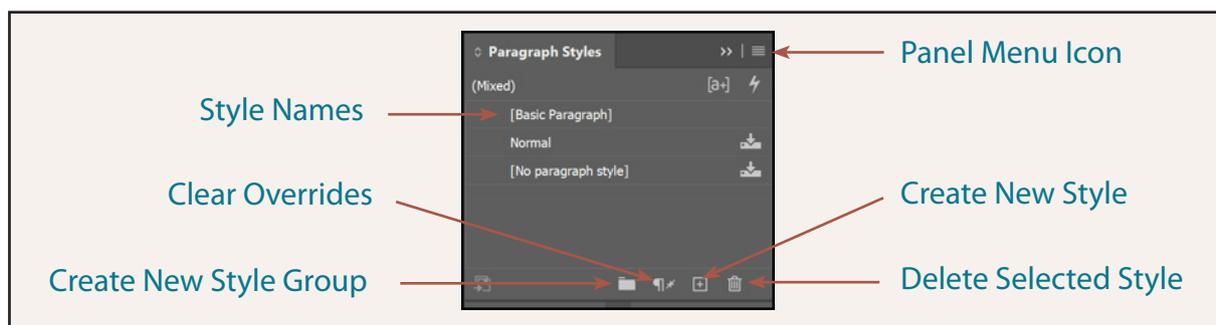
- 4 The text should be placed in a text frame covering the whole page.

Paragraph Styles

We will create a series of paragraph styles to format the document. The easiest way to create a style is to carry out the formats on the text to 'teach' the style the required formats, then create the style.

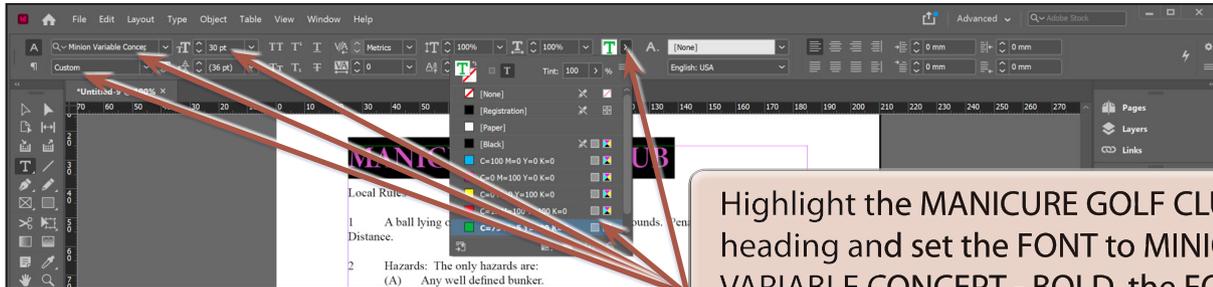
A Displaying the Paragraph Styles Panel

- 1 Set the screen to ACTUAL SIZE (CTRL+1 or COMMAND+1).
- 2 Expand the PARAGRAPH STYLES panel in the PANELS GROUP.
- 3 The following diagram labels the various sections of the PARAGRAPH STYLES panel.



B Formatting the Main Heading

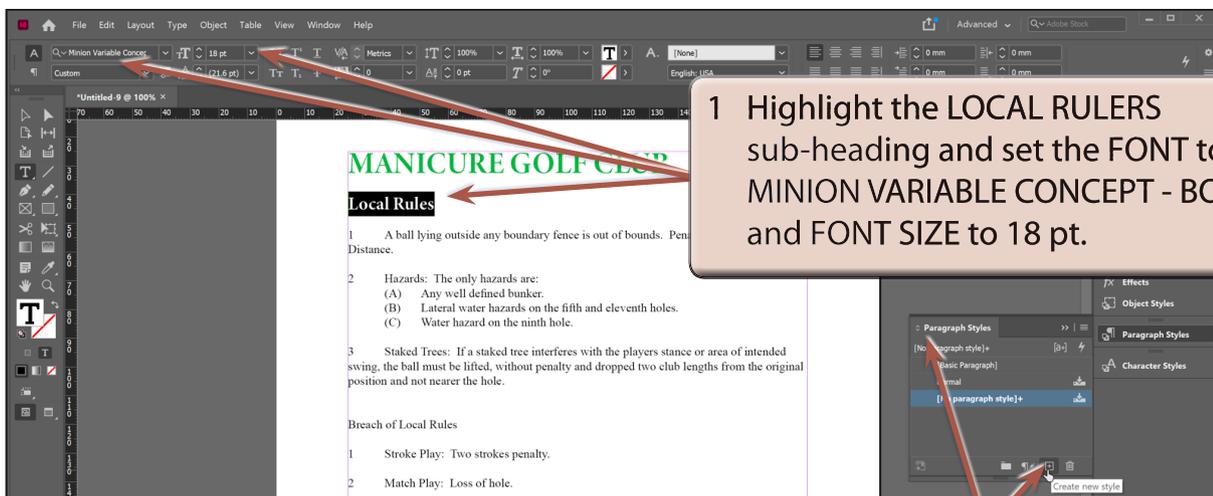
As there is just one main heading we will format it without setting it to a style.



Highlight the MANICURE GOLF CLUB heading and set the FONT to MINION VARIABLE CONCEPT - BOLD, the FONT SIZE to 30 pt and the TEXT COLOUR to GREEN.

C Creating the Sub-Heading Style

The first sub-heading will be formatted and a style created from it.

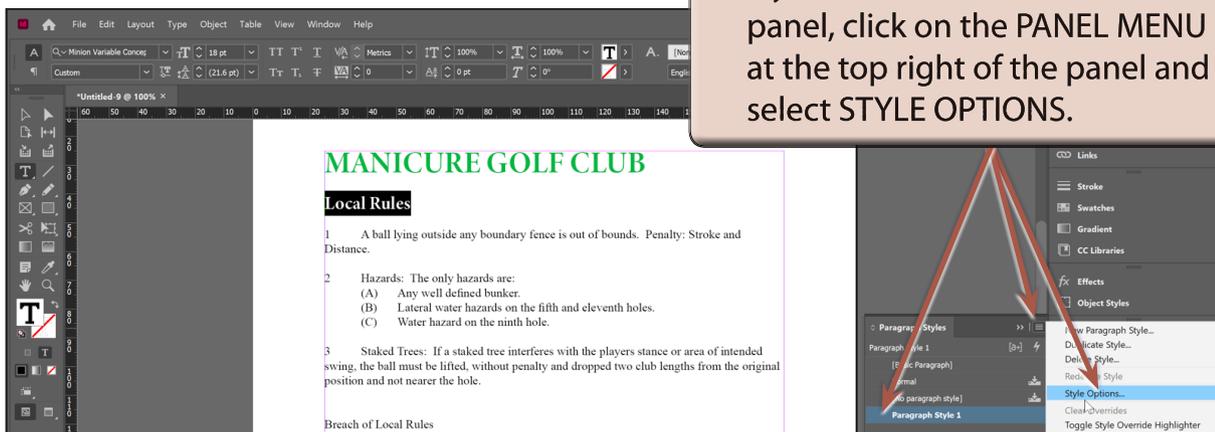


1 Highlight the LOCAL RULERS sub-heading and set the FONT to MINION VARIABLE CONCEPT - BOLD and FONT SIZE to 18 pt.

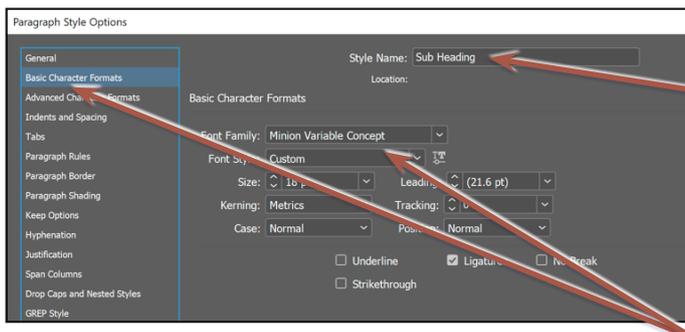
2 In the PARAGRAPH STYLES panel click on the CREATE NEW STYLE button (+) to add a new style with the formats you set.

3 The style can be renamed.

4 Click on the PARAGRAPH STYLE 1 style in the PARAGRAPH STYLES panel, click on the PANEL MENU icon at the top right of the panel and select STYLE OPTIONS.



5 In the STYLE NAME box enter:
Sub Heading



6 Click on the BASIC CHARACTER FORMATS category at the left of the dialogue box. The formats that you set are displayed and they can be changed if necessary from this section.

7 Select OK to return to the document.

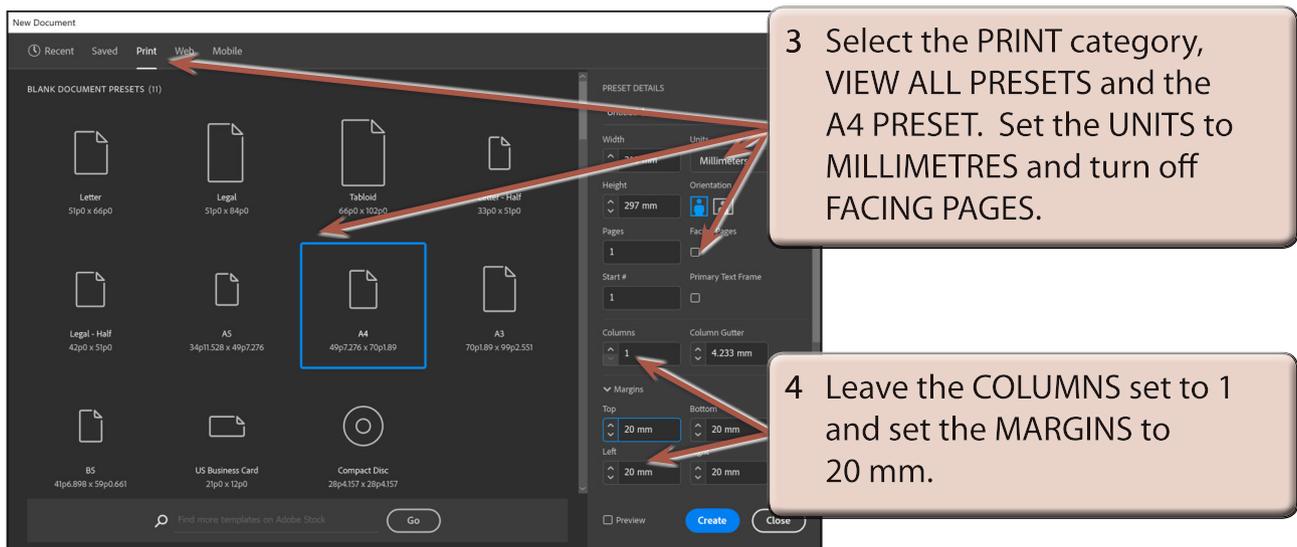
NOTE: If you simply want to change a style's name without changing any of its formats, you can click on the style in the PARAGRAPH STYLES panel then click again on its name to highlight the text and enter the new name.

Single-Page Newsletters

When you need to create a single-page newsletter, but don't want to go to the trouble of setting frames and threading text through those frames, the COLUMNS tool can be used to split a text frame into columns. To illustrate this a simple 3-column one-page newsletter about travelling to Britain will be created.

Starting a New Publication

- 1 Load Adobe InDesign or close the current documents.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.



- 5 Select CREATE and the InDesign work page should be created.

Importing the Text

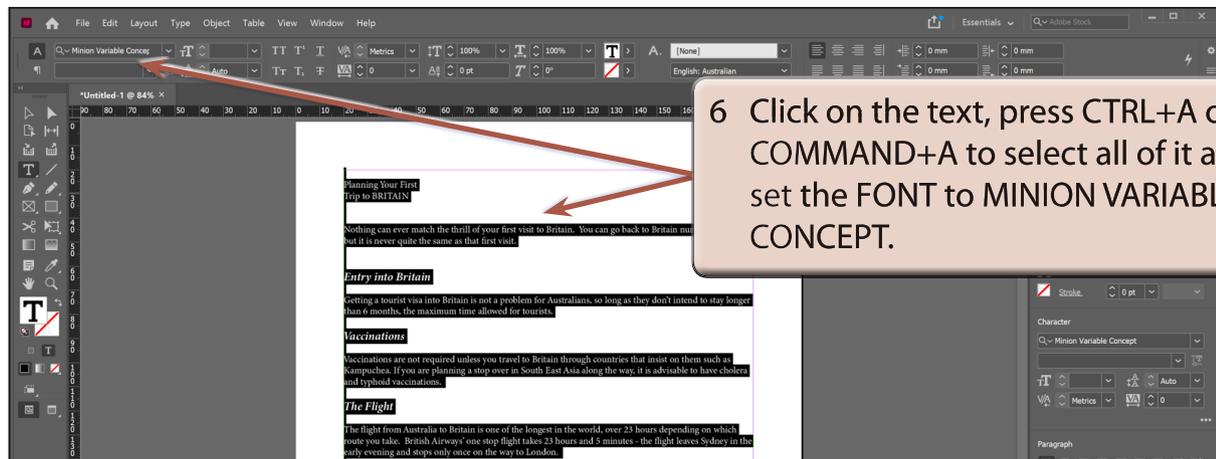
The text has been prepared for you and it needs to be imported into a text frame.

- 1 Select the TYPE TOOL from the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the IDcc SUPPORT FILES and open the CHAPTER 7 folder.
- 3 Select the BRITAIN TEXT file followed by OPEN.



- 5 The text should be placed in a text frame covering the whole page.

NOTE: If a MISSING FONTS dialogue box is displayed, select OK.

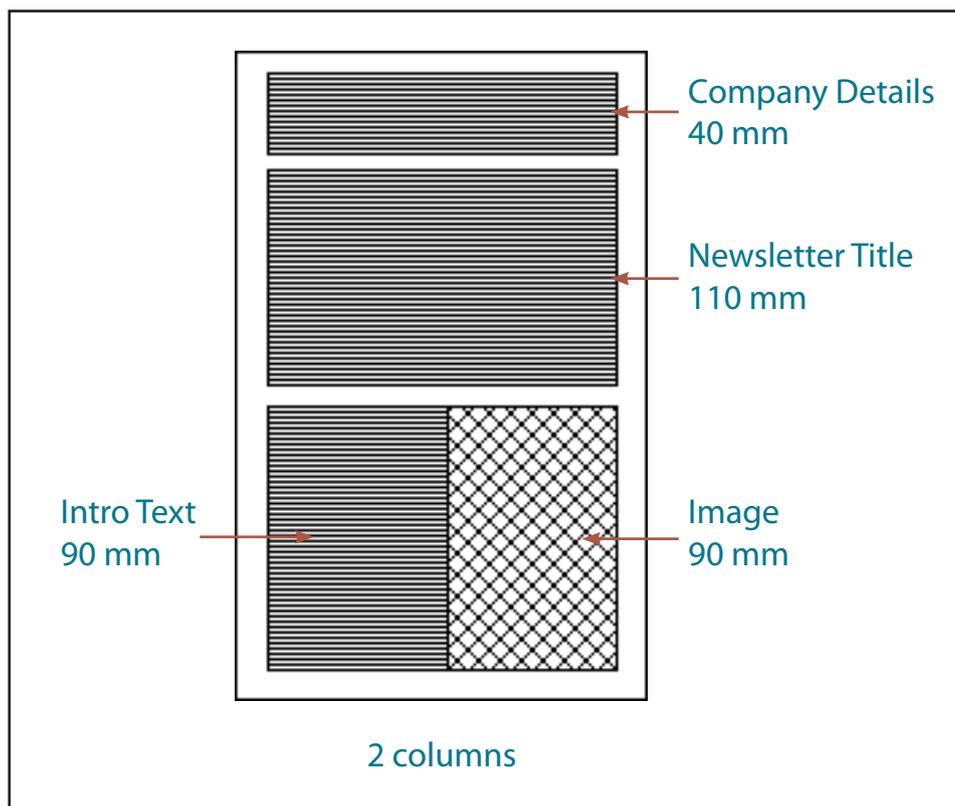


Multiple Page Newsletters

InDesign allows you set multiple pages in a document. Each page can act as a separate entity or pages can be linked to one another. To see how to use multiple pages you will create 2 pages of a 4-page newsletter for a travel agency. All the text and graphics required have been entered for you. Your task will simply be to incorporate them into well designed pages.

The Front Page

The first page of the newsletter is shown on the next page. Its thumbnail sketch is:



Madigans Travel Agency

24 Simpsons Road, South Melbourne, 3205

June 2022

PASSPORT TO THE WORLD

This month we will be looking at some places for the honeymoon.

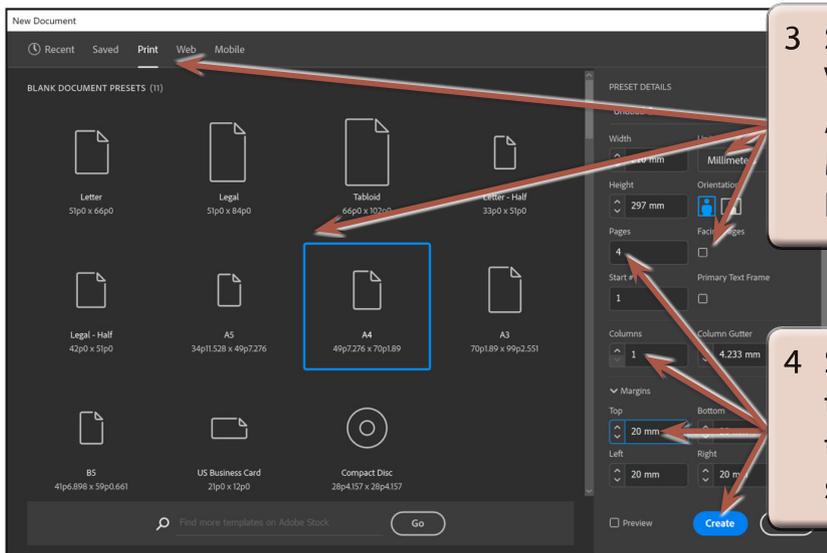
The most romantic trips the world has to offer.

Accommodation at five star hotels, providing a wide variety of elegant cuisines, organised day trips and an exotic nightlife.



Starting a New Publication

- 1 Load Adobe InDesign or close the current documents.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.

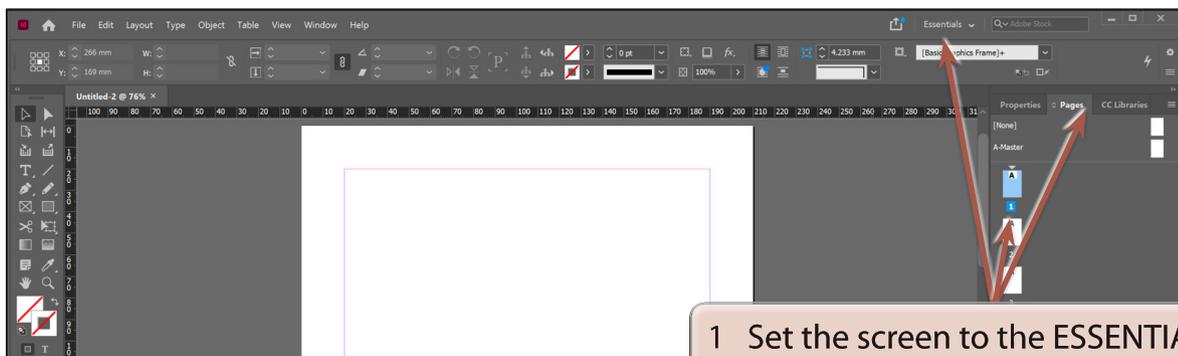


3 Select the PRINT category, VIEW ALL PRESETS and the A4 PRESET. Set the UNITS to MILLIMETRES and turn off FACING PAGES.

4 Set the PAGES box to 4, leave the COLUMNS set to 1, set all the MARGINS to 20 mm and select CREATE.

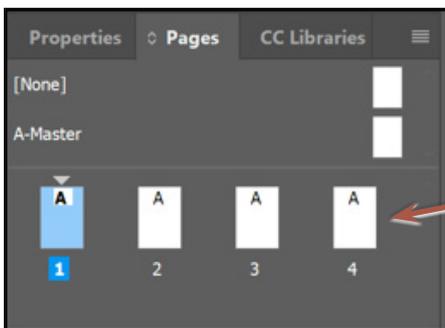
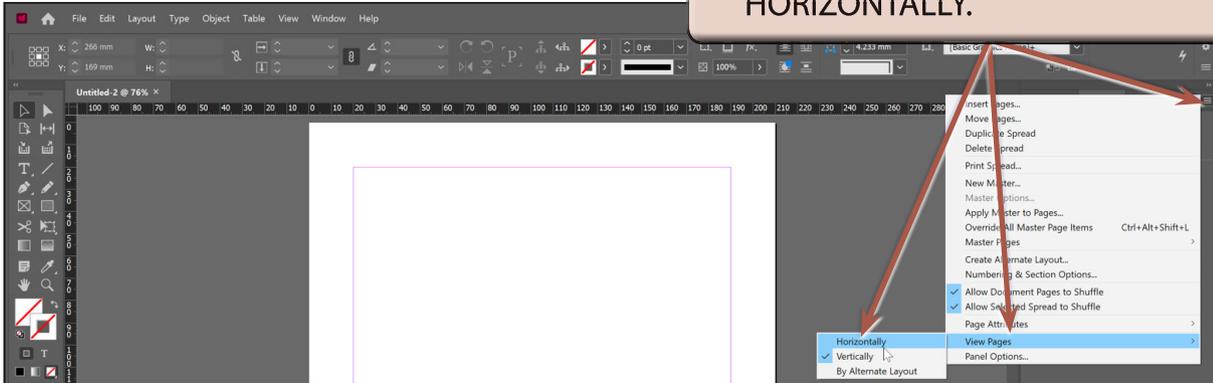
Formatting the Pages Panel

The pages in the document are controlled using the PAGES panel.



1 Set the screen to the ESSENTIALS workspace, expand the PAGES panel in the PANEL GROUP and the 4 pages should be listed. Page 1 is highlighted as it is the page that is on the screen.

2 Click on the PANEL MENU icon at the top right of the PAGES panel, highlight VIEW PAGES and select HORIZONTALLY.



3 The page icons are displayed next to one another.

NOTE:

- i You can drag the left and bottom borders of the PAGES panel to alter its width and height.
- ii PANEL OPTIONS from the PANEL MENU can be used to change the size of the page icons and the position of the page icons and master page icons (the top icons).

Using Tables in Publications

InDesign provides a TABLES tool that allows you to insert professional and detailed tables into documents. If you have used the tables feature in Microsoft Word, you will find the InDesign tables features as easy to use, but with more functions. You can also insert fully formatted Word and Excel tables into InDesign and have full editing control over them.

To illustrate the use of tables in InDesign, an advertising document for a new car has been prepared for you. Your task will be to add two tables to the document.

Loading the Sample File

- 1 Load Adobe InDesign or close the current document.
- 2 Select OPEN from the WELCOME screen or FILE menu.
- 3 Access the IDcc SUPPORT FILES, open the CHAPTER 9 folder and load the CHAPTER 9 file.
- 4 The file provides details about a new car that has just been released.
- 5 Use SAVE AS from the FILE menu to save the file in your STORAGE folder under the name:

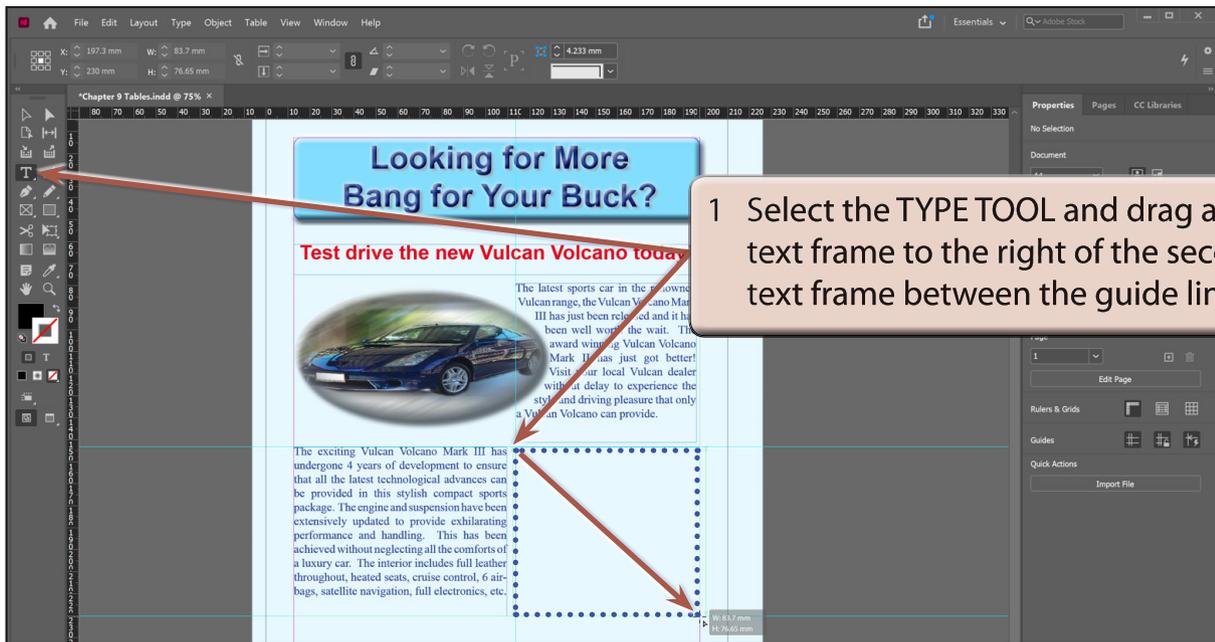
Chapter 9 Tables

Inserting a Table

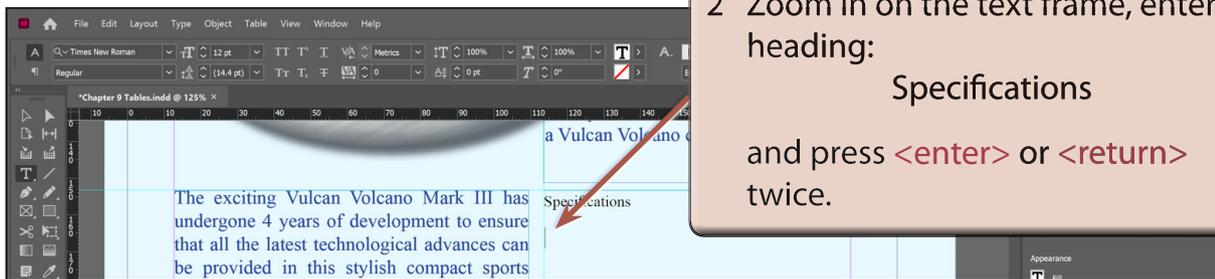
Let's place a table to the right of the second text frame to display the specifications of the car.

A Setting the Table Frame

Tables are text orientated so the TYPE TOOL needs to be used when working with tables and those tables are placed in frames created with the TYPE TOOL or the RECTANGLE FRAME TOOL. You can include graphics in table cells when needed.



1 Select the TYPE TOOL and drag a text frame to the right of the second text frame between the guide lines.

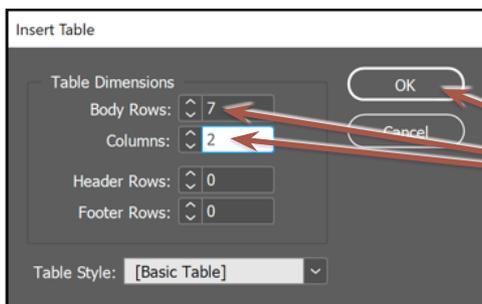


2 Zoom in on the text frame, enter the heading:
Specifications
and press <enter> or <return> twice.

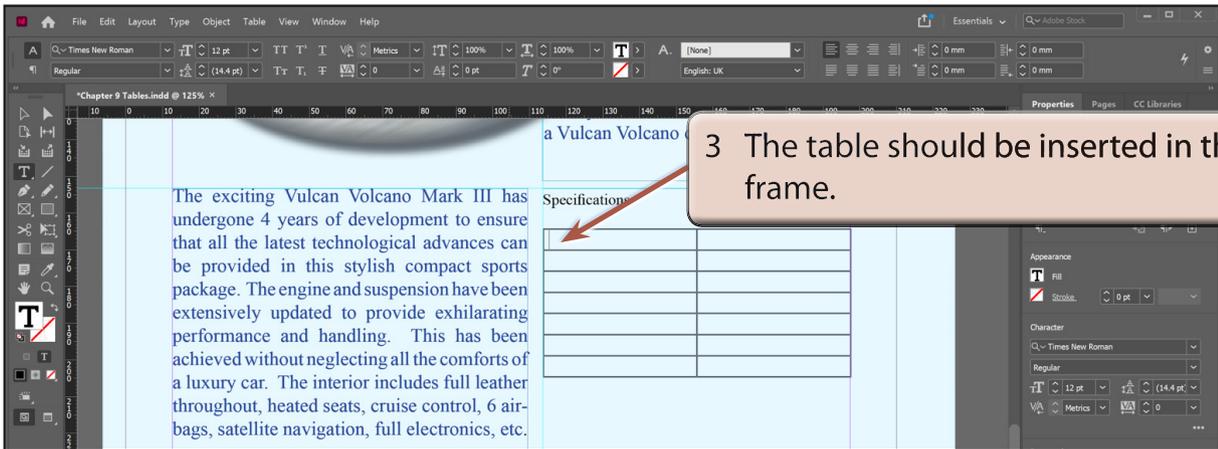
B Setting the Table

A table with 7 rows and 2 columns will be required.

- 1 Display the TABLE menu and select INSERT TABLE.



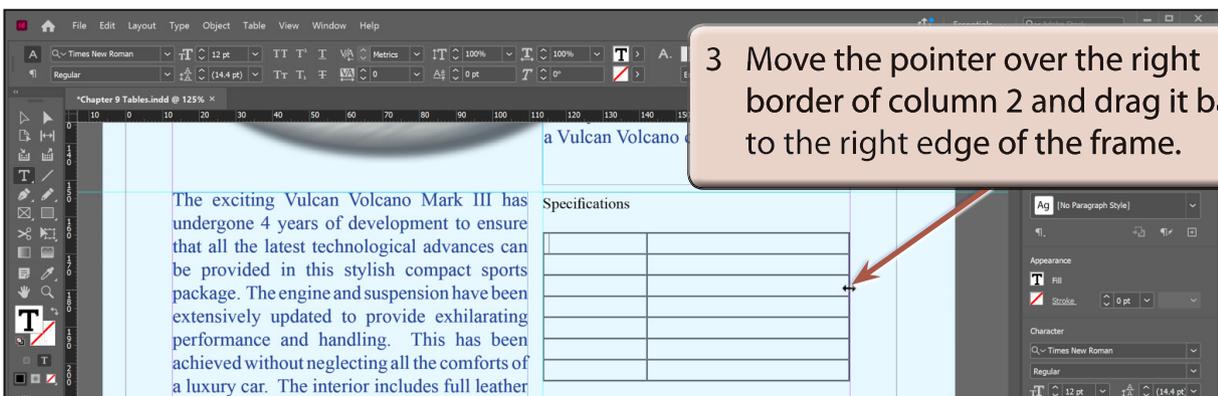
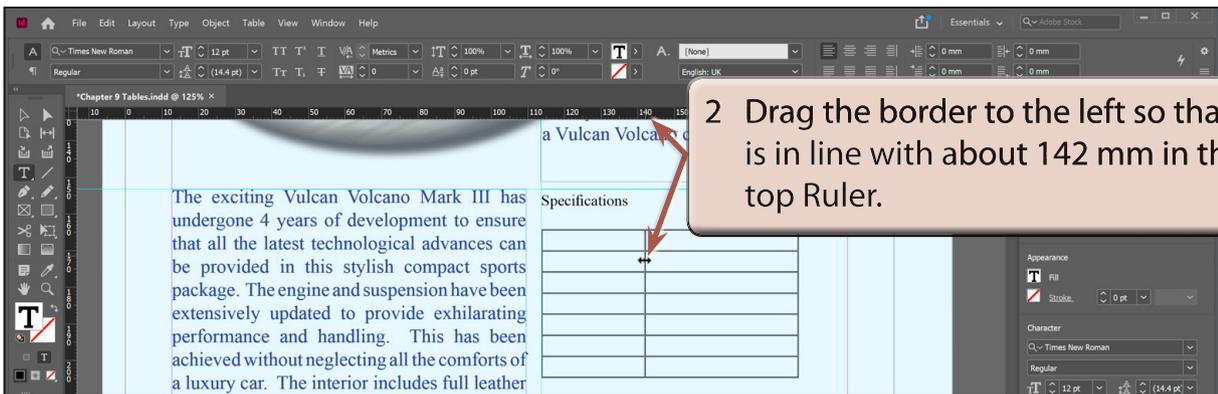
2 Set the BODY ROWS to 7, the COLUMNS to 2 and select OK.



C Adjusting the Column Width

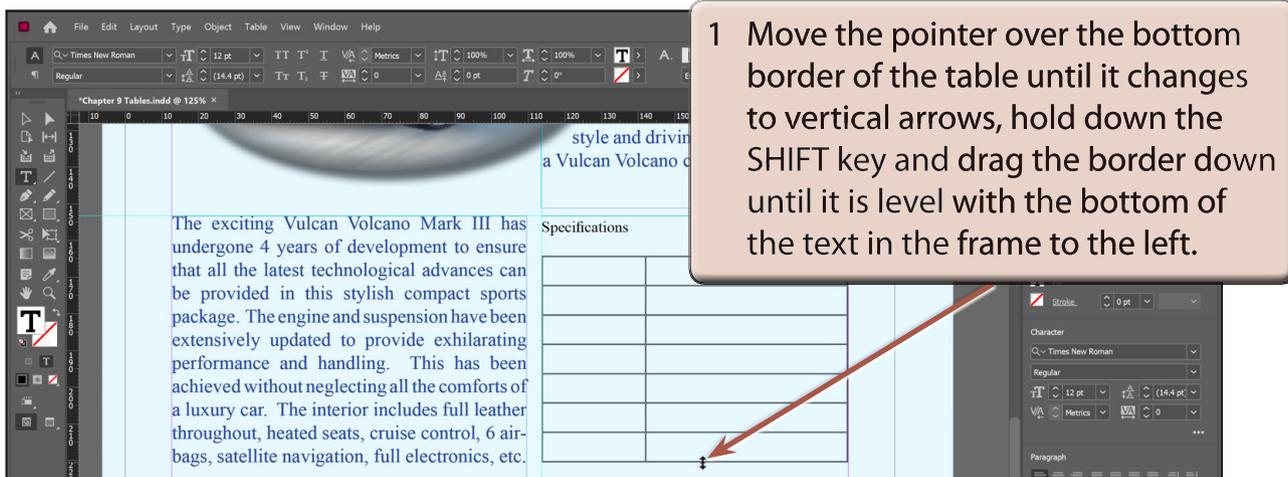
The second column will need to be wider than the first.

- 1 Move the pointer over the border between the two columns until the pointer changes to horizontal arrows.



D Changing the Row Heights

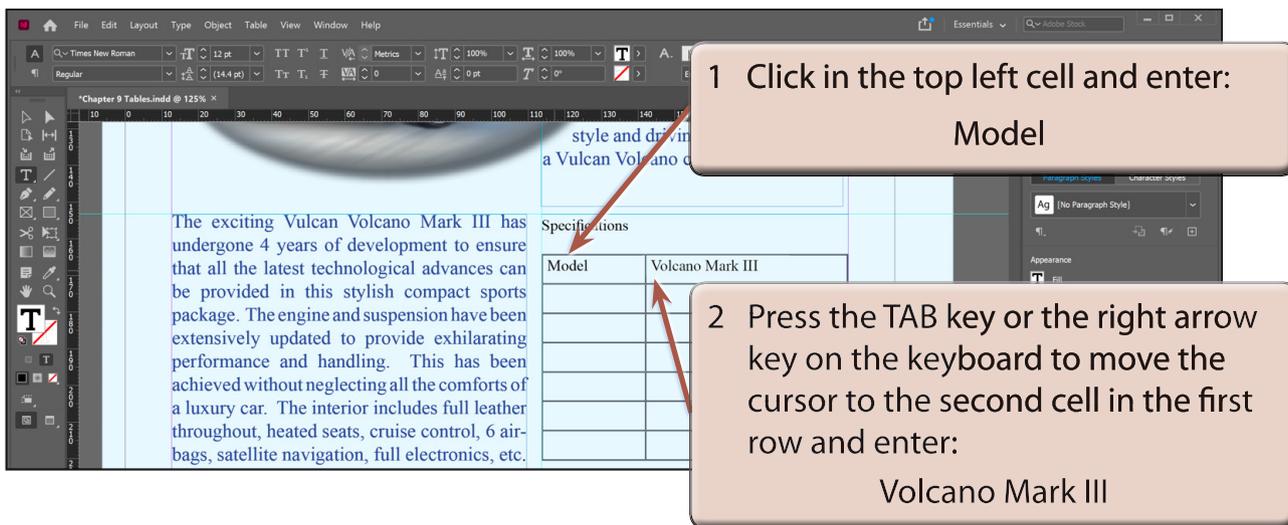
Each row can have its height changed individually or all the rows can be changed proportionally using the SHIFT key.



2 The SHIFT key causes all the rows to be equally increased in height.

Completing the Table

Text can now be added to the table and formatted.



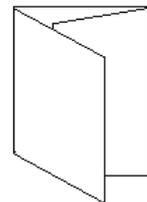
NOTE: You can use the TAB key, the arrow keys on the keyboard or the mouse to move around the cells in a table.

Creating Pamphlets

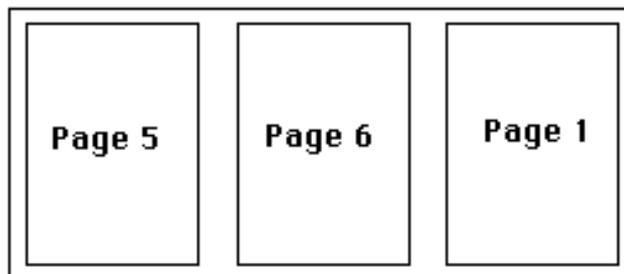
Pamphlets are an excellent way of displaying publicity information in a concise manner because they can be easily folded and distributed. The most common form of pamphlet is one comprising 6 sides (or columns), 3 on each side of a sheet of paper. The sheet of paper is then folded in three. You can also create 4 sided pamphlets that are folded in half.

The Pamphlet Sides

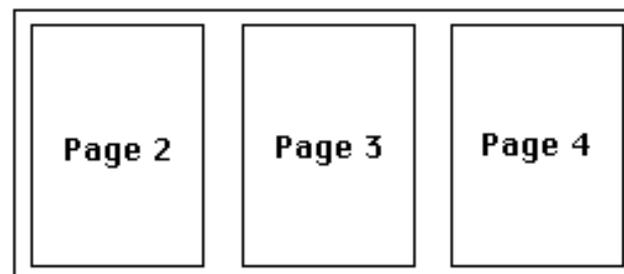
The most important step in the creation of this type of document is working out where each side should be placed so that the pamphlet folds correctly. Collect an A4 sheet of paper, turn it on its side (called landscape) and fold it into three even sections. Write the page number on each page so that page 1 is the first page and page 6 the last page. Open the sheet and you should have:



Front



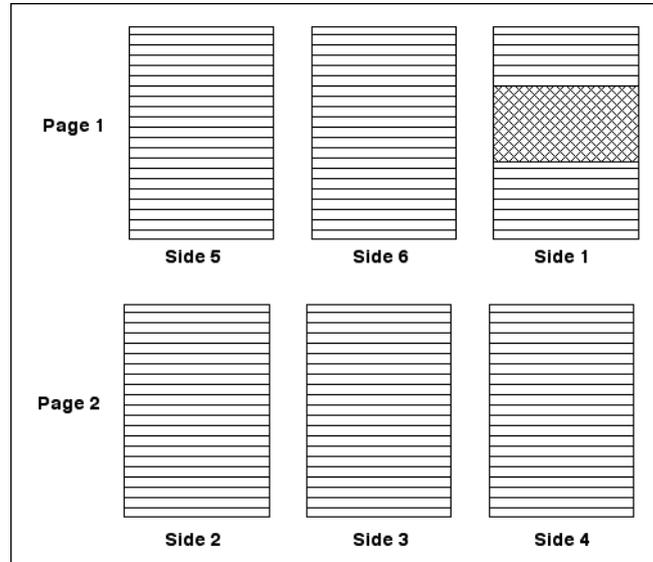
Back



This is the layout that you will produce in this activity to create a pamphlet for an online music store.

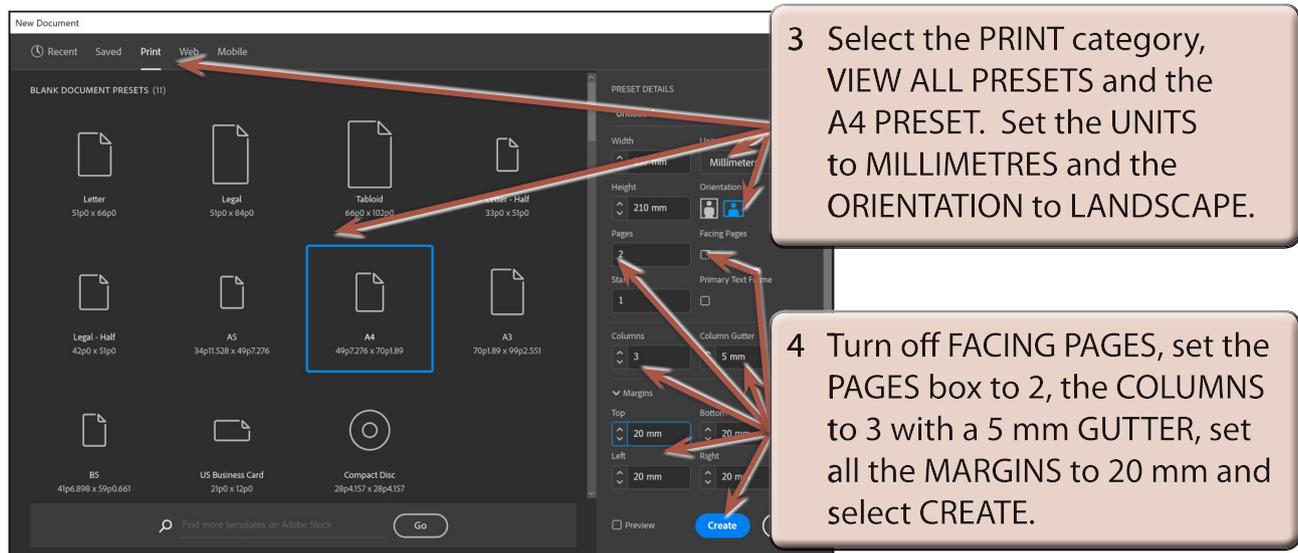
The Thumbnail Sketch

The following pamphlet layout will be created.



The Page Layout

- 1 Load Adobe InDesign or close the current documents.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.



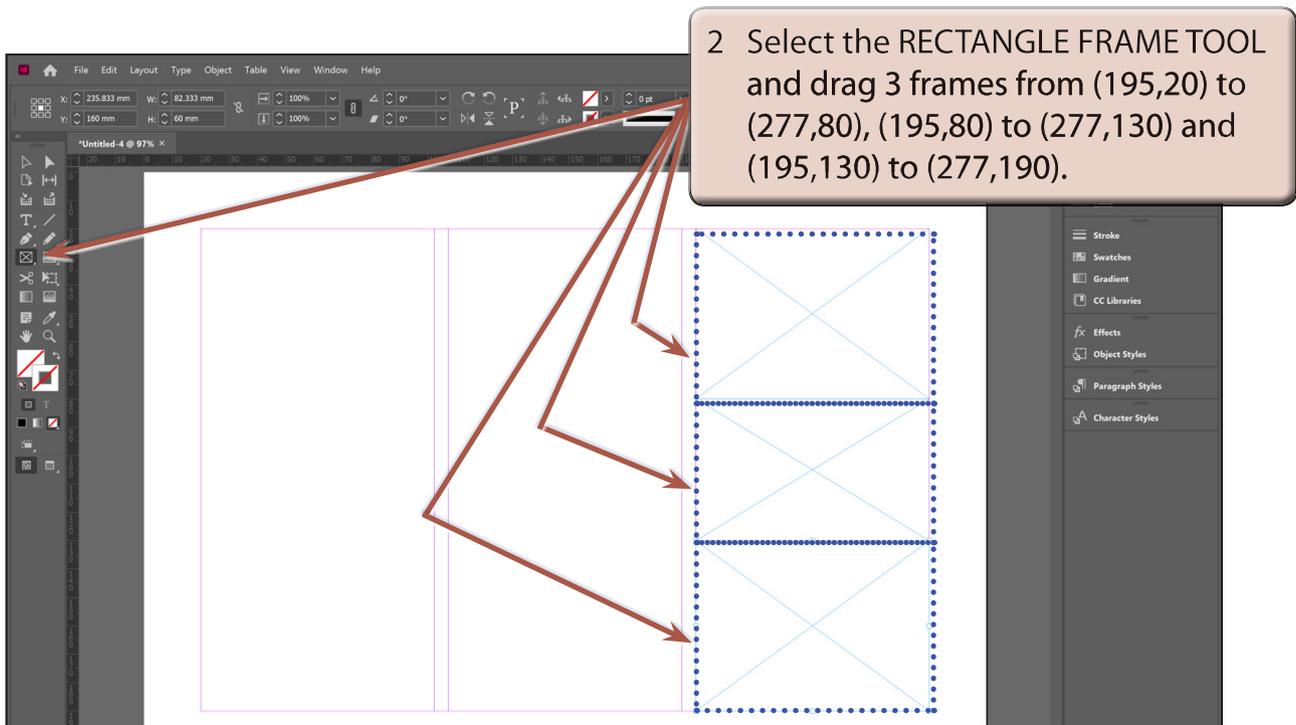
- 5 Set the screen to the ADVANCED workspace.

Completing Side 1

Side 1 of the pamphlet will be the front page. It is placed in the right column of page 1 and it will contain two text frames and a graphic frame, all enclosed in a rectangle.

A Setting the Frames

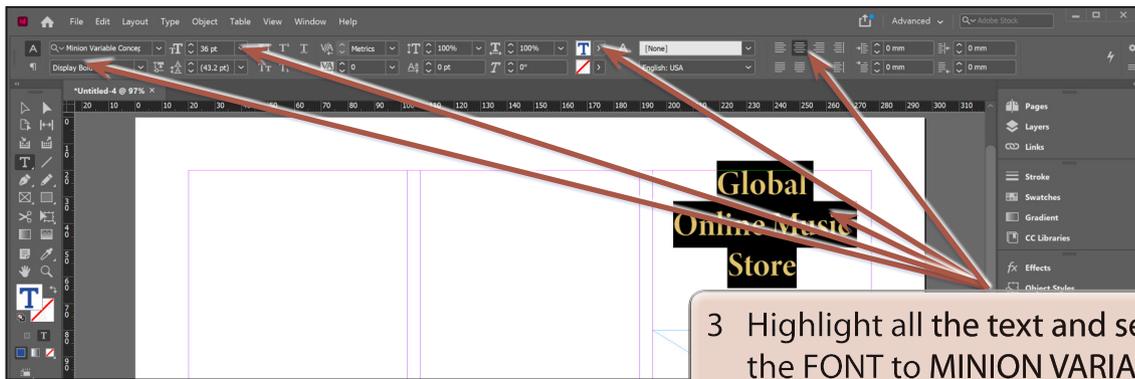
- 1 Page 1 should be on the screen. Set the view to FIT PAGE IN WINDOW.



B Completing the Top Frame

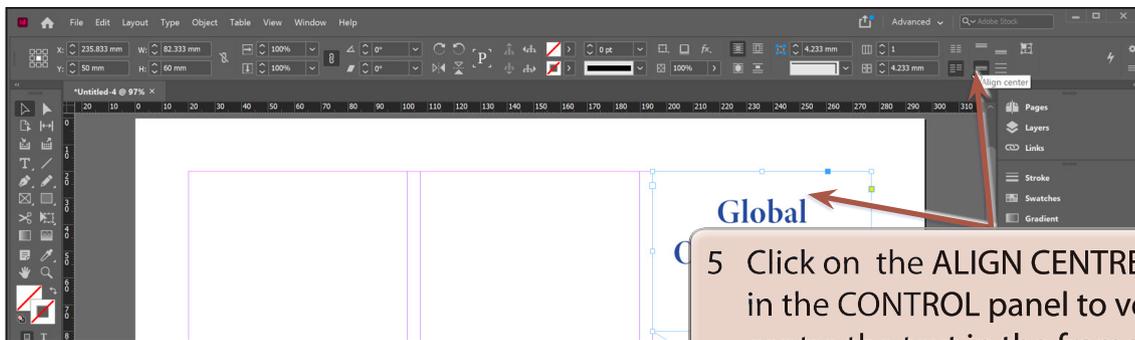
- 1 Select the TYPE TOOL and click the I-BEAM in the top frame.
- 2 Set the screen to ACTUAL SIZE and enter the following text:

Global	<enter>
Online Music	<enter>
Store	



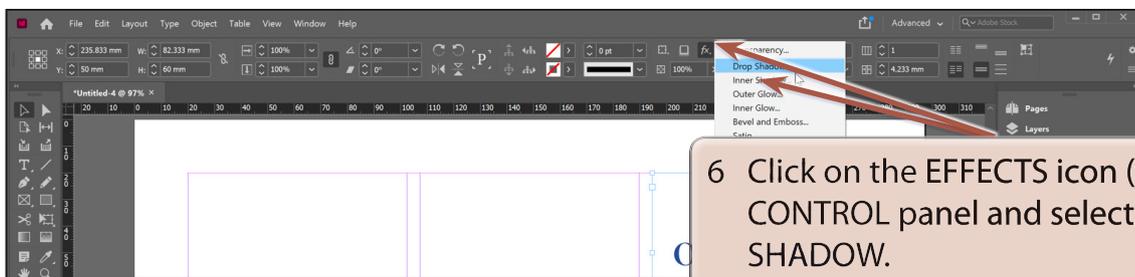
3 Highlight all the text and set the FONT to MINION VARIABLE CONCEPT - BOLD, the SIZE to 36 pt, the ALIGNMENT to CENTRE and the FONT COLOUR to DARK BLUE.

4 The text can be vertically centred in the frame and given a light drop shadow. Select the SELECTION TOOL and the frame should be selected.



5 Click on the ALIGN CENTRE icon in the CONTROL panel to vertically centre the text in the frame.

NOTE: You can also display the OBJECT menu, select TEXT FRAME OPTIONS, set the VERTICAL JUSTIFICATION - ALIGN box to CENTRE and select OK to vertically centre the text in the frame.



6 Click on the EFFECTS icon (fx) in the CONTROL panel and select DROP SHADOW.