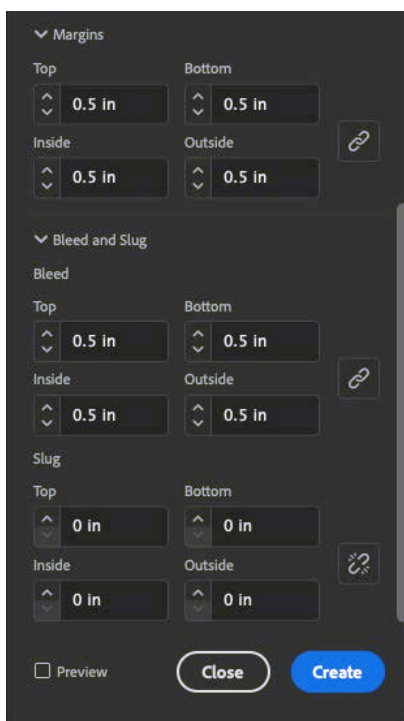
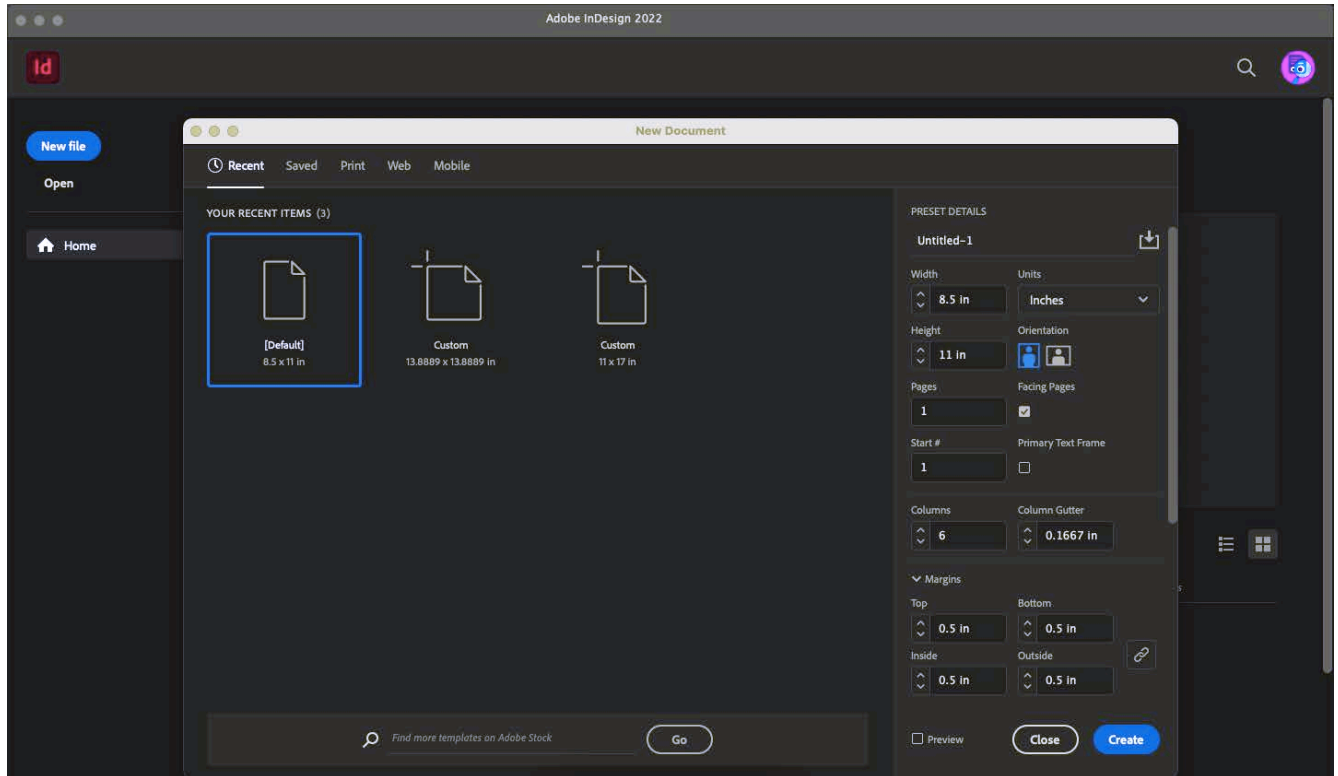


Graphics 9

INDESIGN TUTORIAL

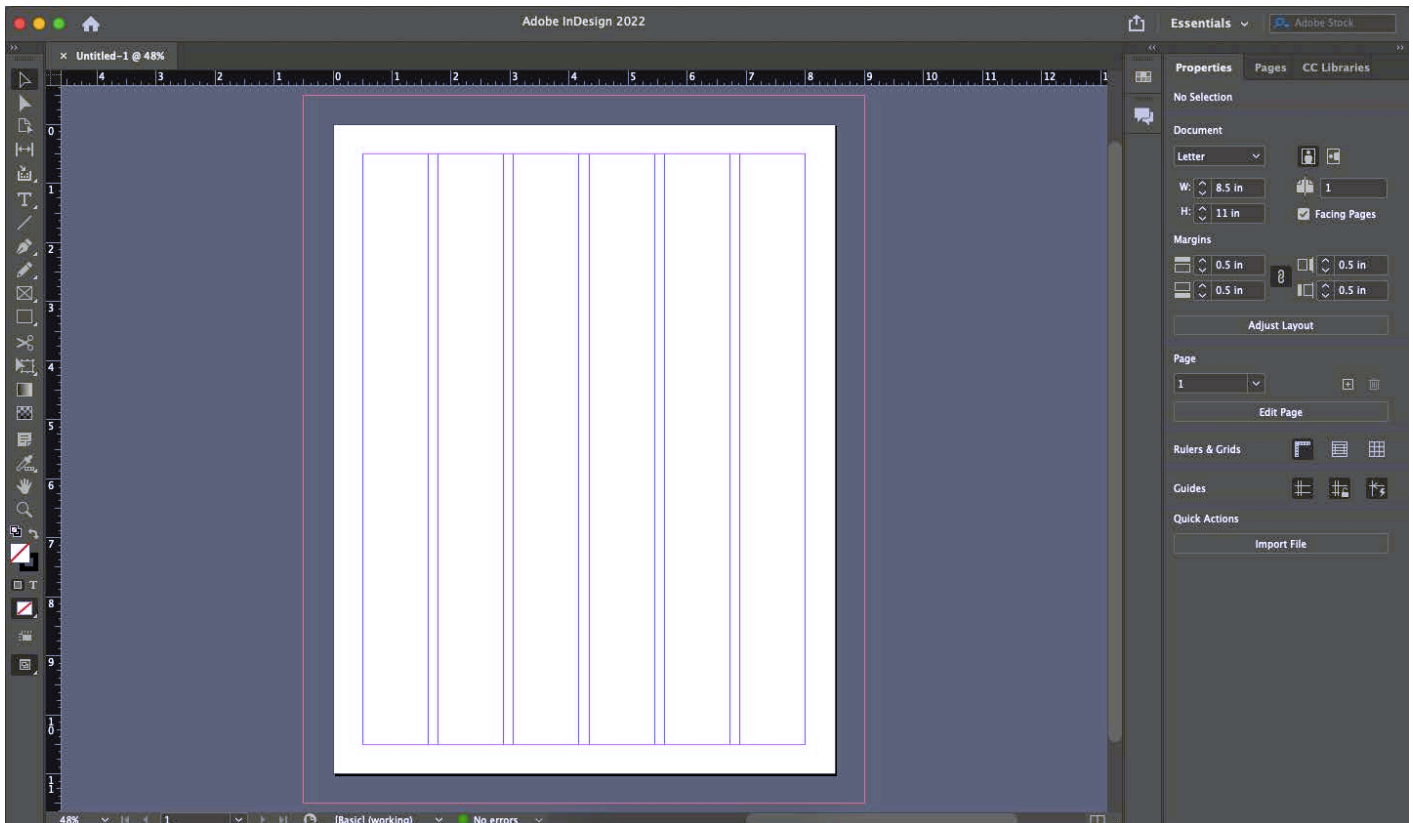
PERSONAL PROMO

Open your Launchpad and look/search for "Adobe InDesign" and open it.
If you don't see InDesign, look/search for "Creative Cloud" and install it.
Now press "New File" and create an 8.5" by 11" document with 6 columns.

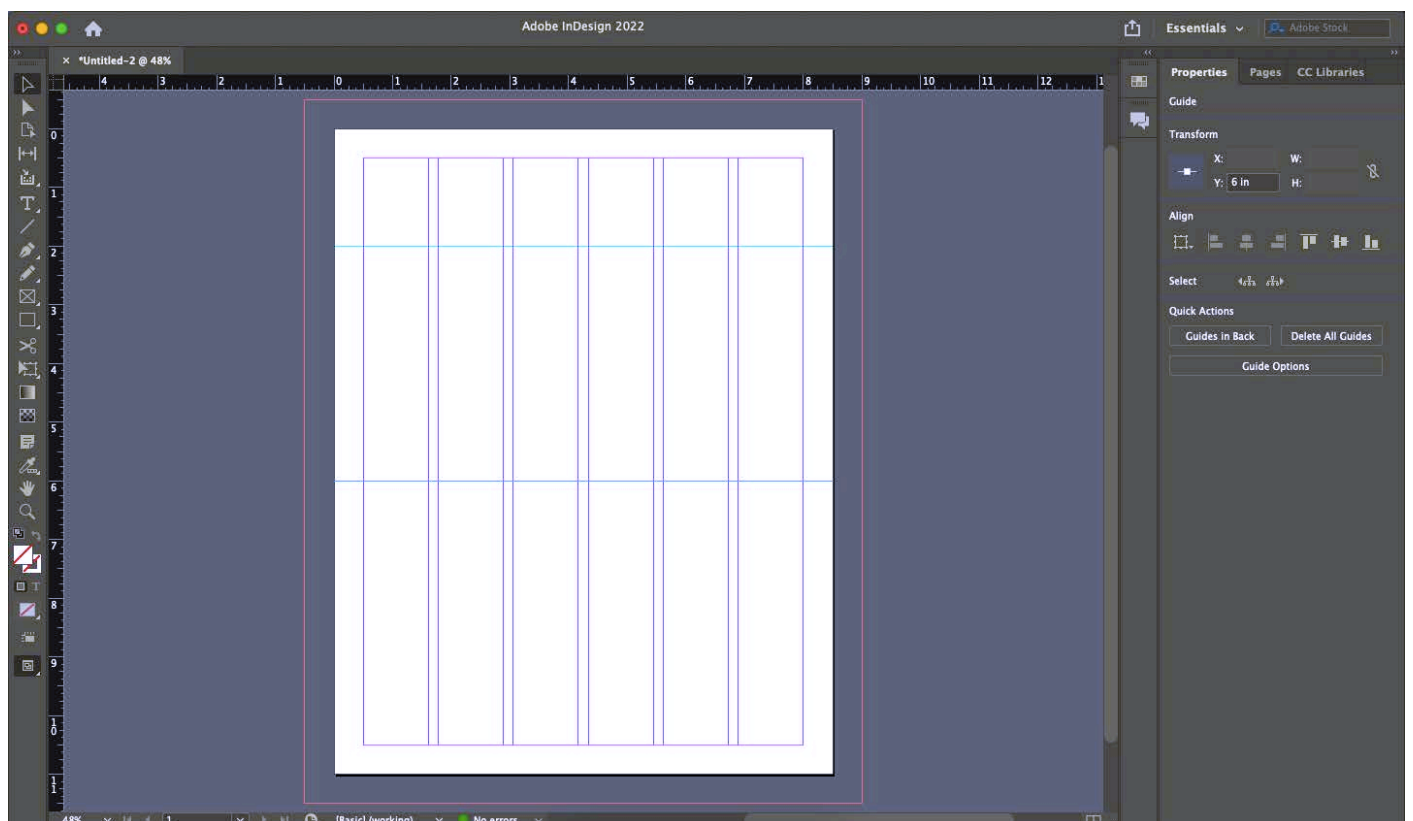


Then, set the Margins and the Bleed to 0.5", but leave the slug to 0" and press "Create".

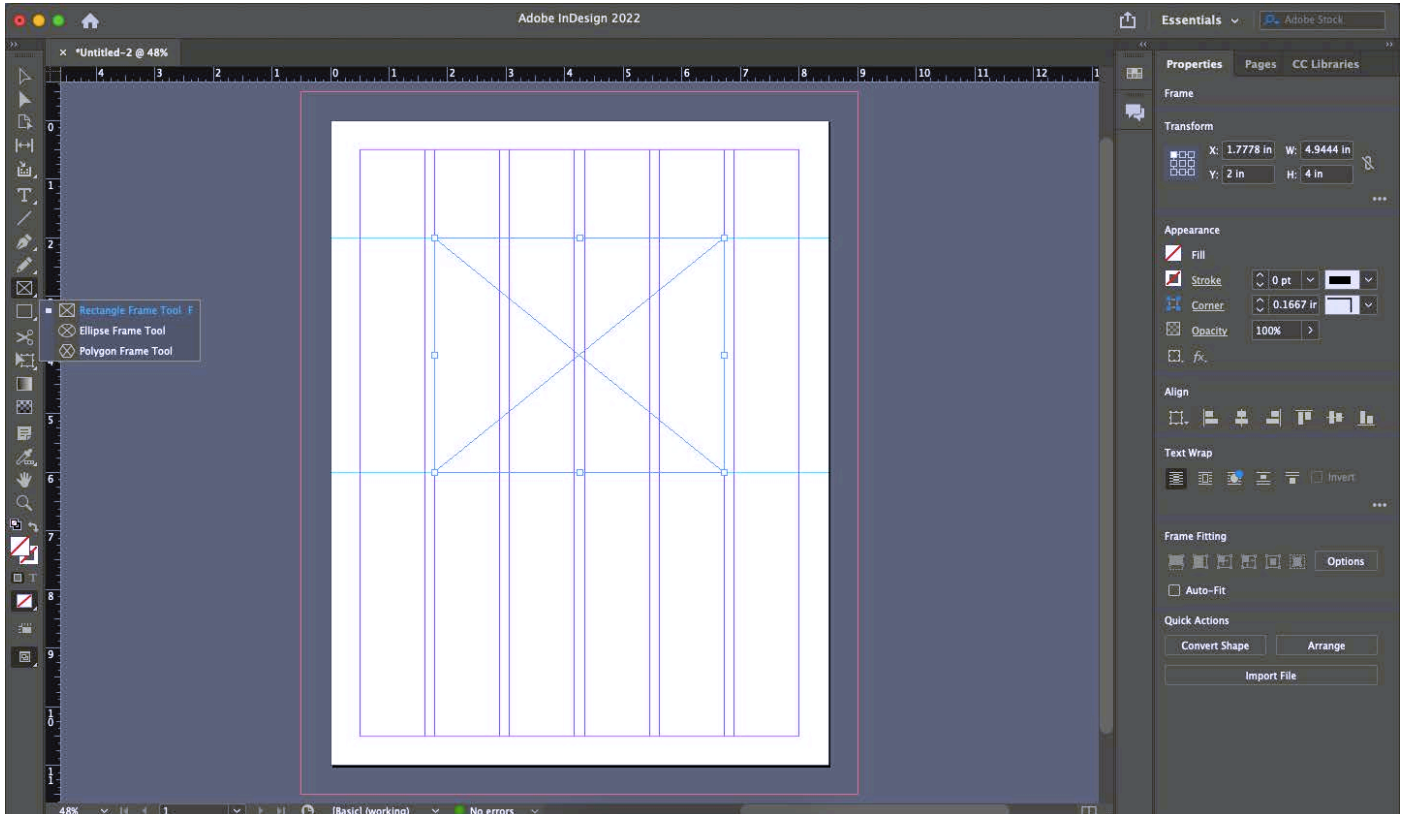
Once you create your document, you should be greeted with something that looks like this. Notice the columns (the big vertical spaces and the margins (the small vertical spaces between them). You will use these column guides to align elements.



Make sure your rulers are visible by pressing Command R (or View> Hide Rulers/Show Rulers). Then, click and drag from the ruler at the top, drag down a guideline to the 2" mark and another to the 6" mark.

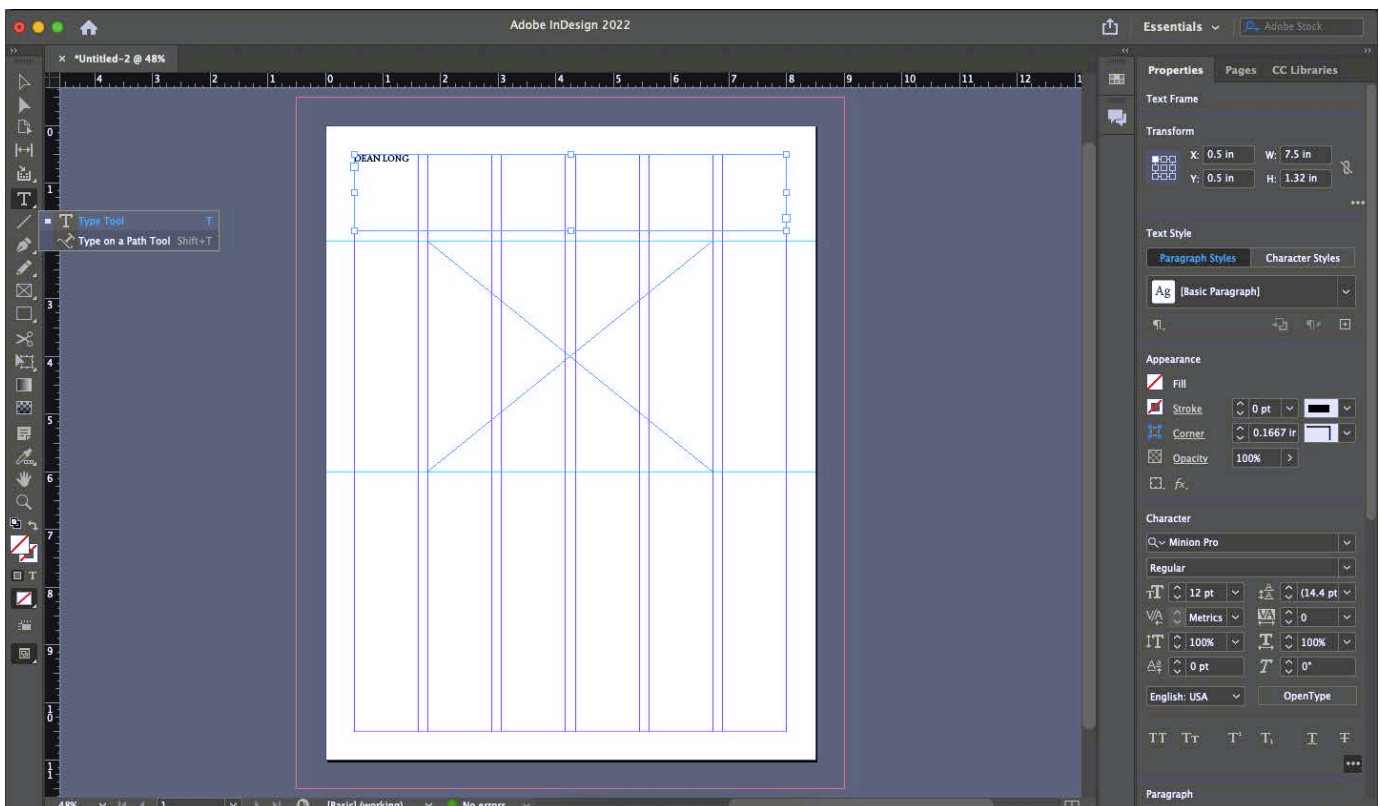


Selecting the Rectangle Frame tool, click and drag a frame (it looks like a box that has an X through it) from guideline to guideline and across the middle four columns of the document.

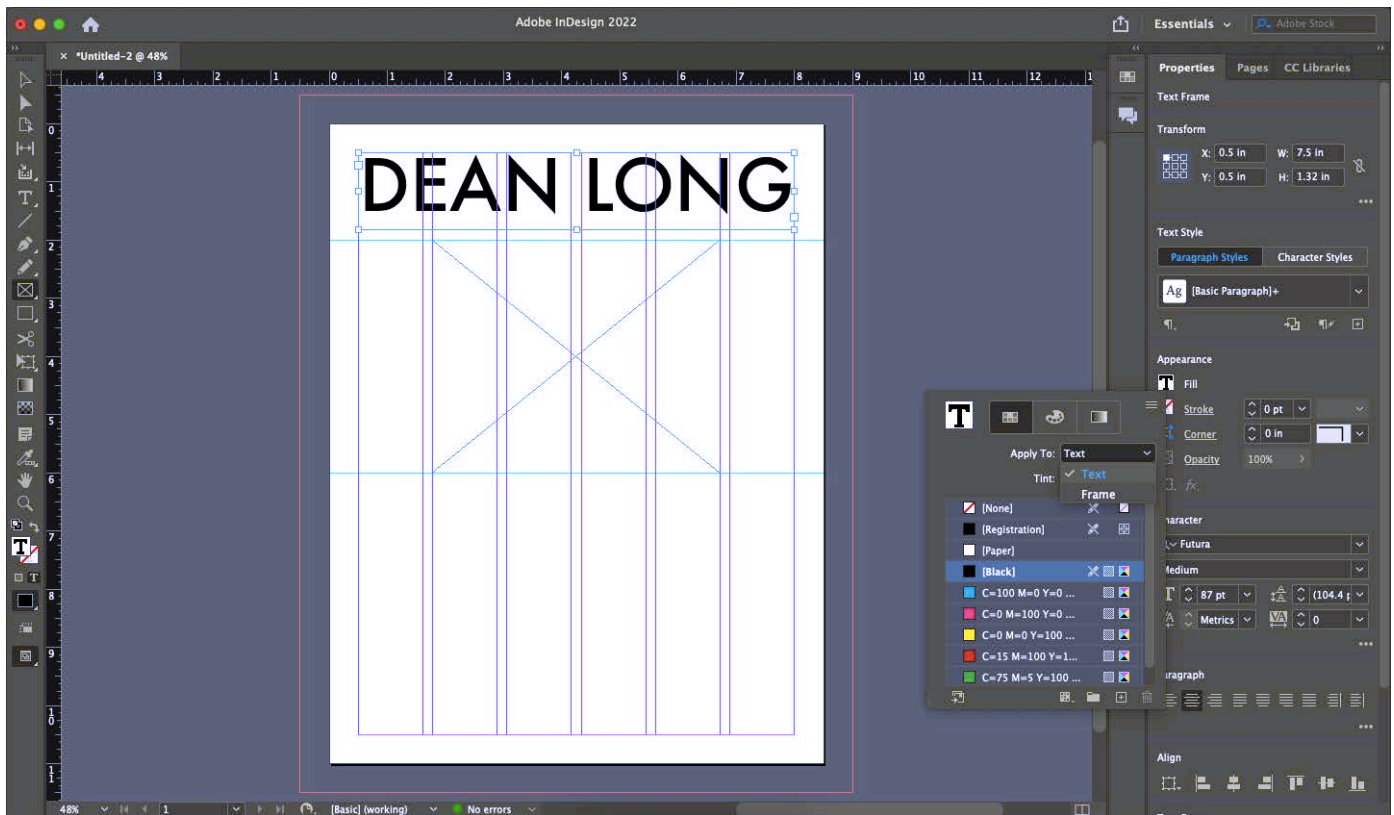


Then, press V (or select the Type Tool), click and drag a box at the top of the page across all 6 columns of your document. **The box should be approximately a margin width away from your rectangle frame tool. Just eyeball it for now.**

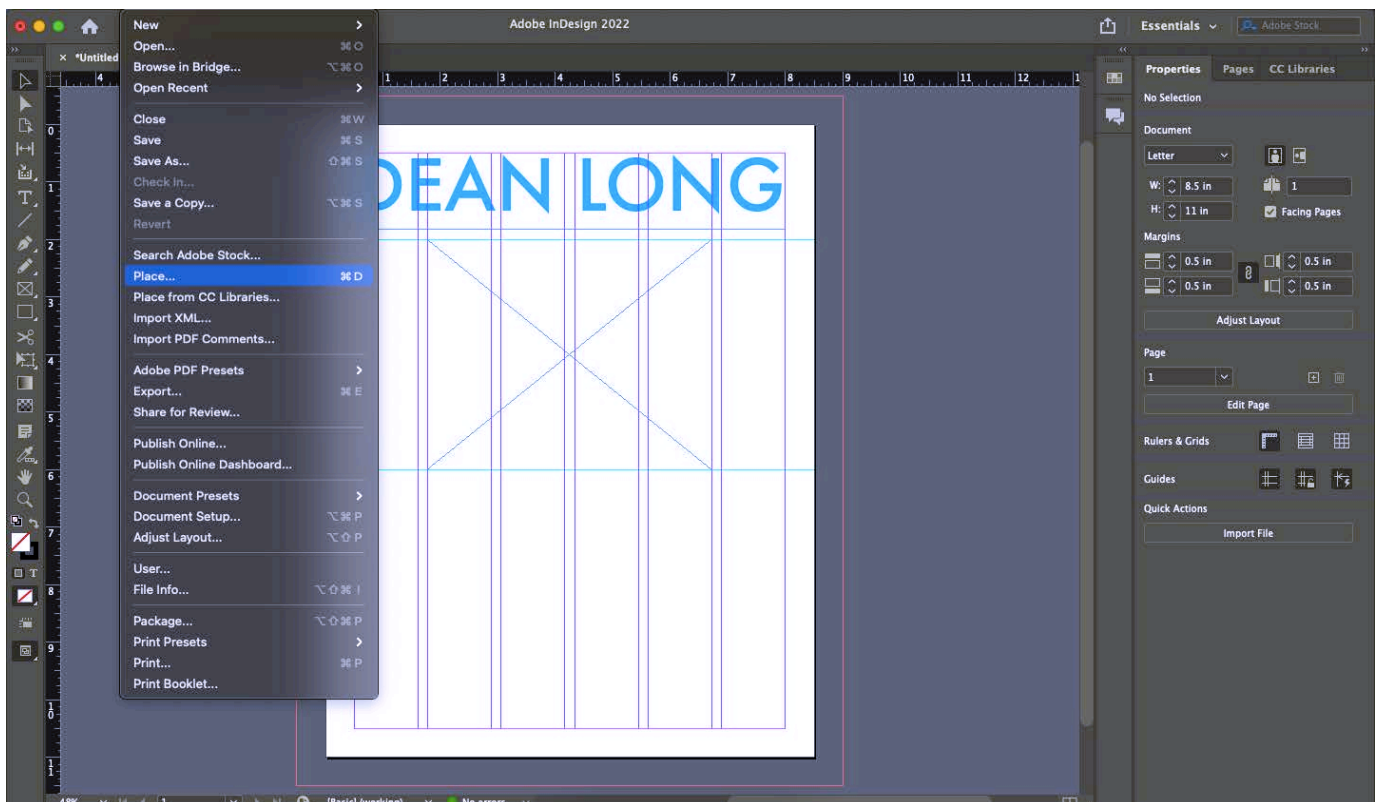
Type your name.



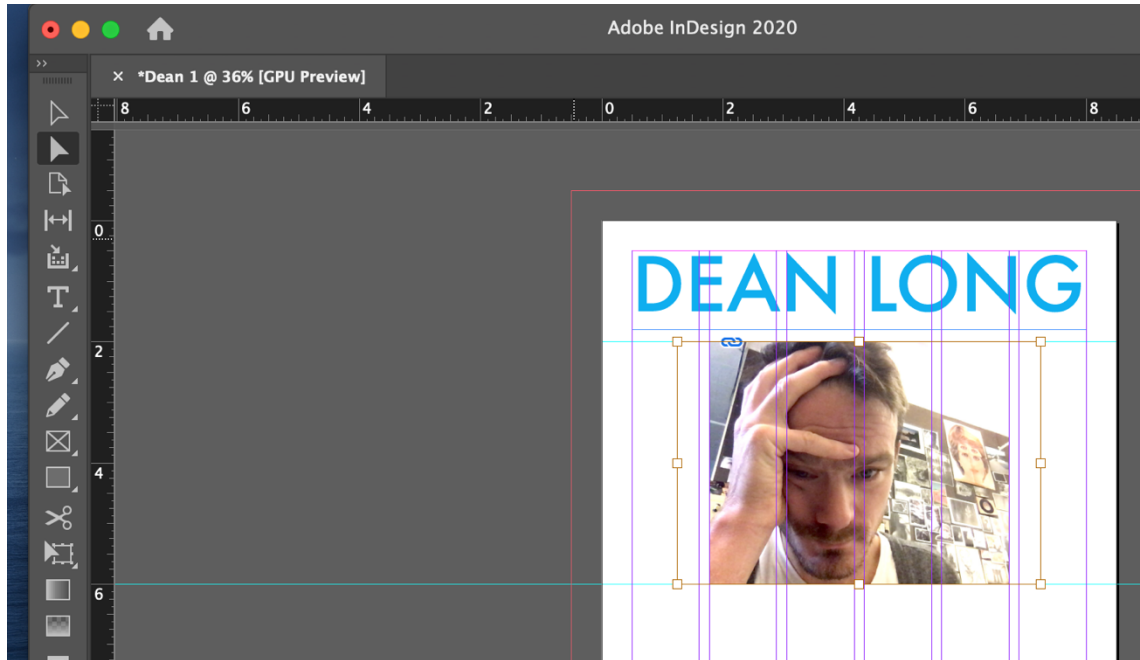
Change the font style and size to something you like. Make sure your name stretches across all 6 columns. You can also change the colour of your text by clicking the “Fill” button in the appearance window.



When you're done, press ESC. Then press V (or select the Selection Tool) and click on the rectangle frame. Then press Command D (or File> Place).



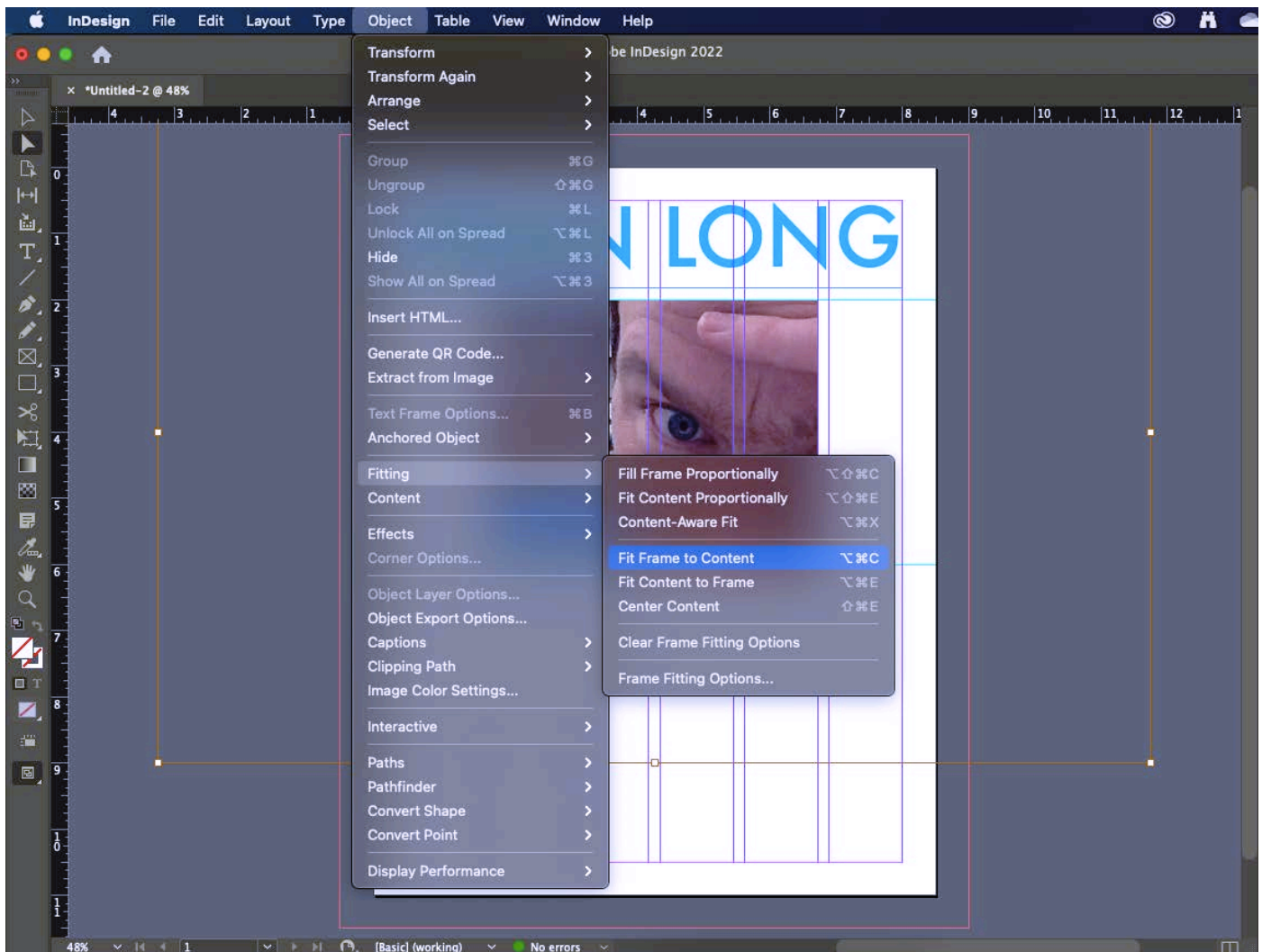
Find and select the image that you want to use. **It's a 300 DPI (or larger) image right? Have you edited it in Photoshop?**



Now press A (or select the Direct Selection Tool) and click on your image.

Notice the brown box that appears? That's the actual size of your image – as opposed to the size of the frame that you put it in.

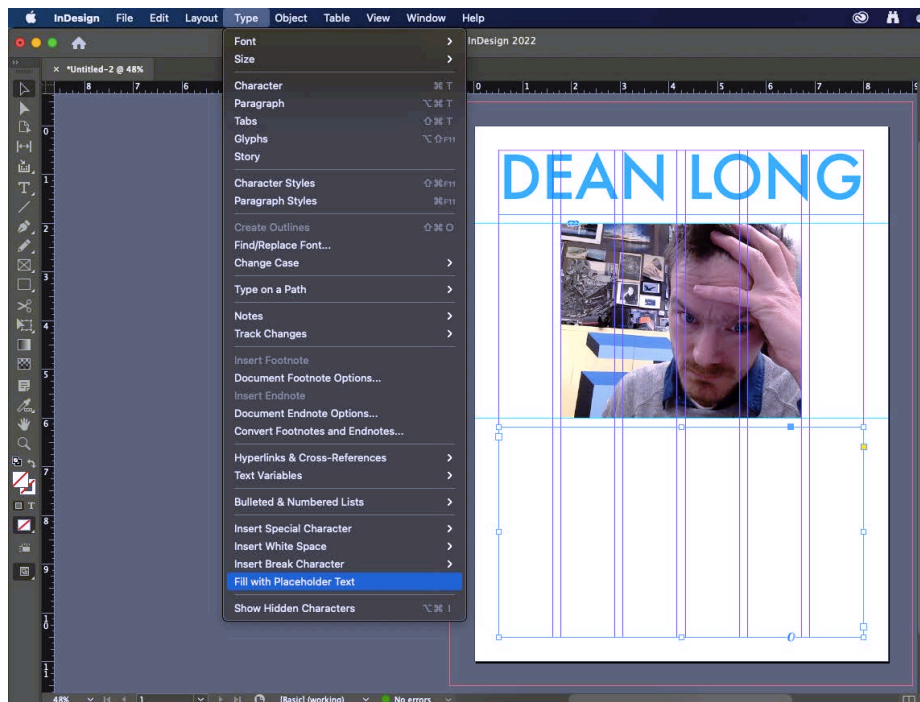
In your Menu bar, select Object>Fitting>Fill frame proportionately.



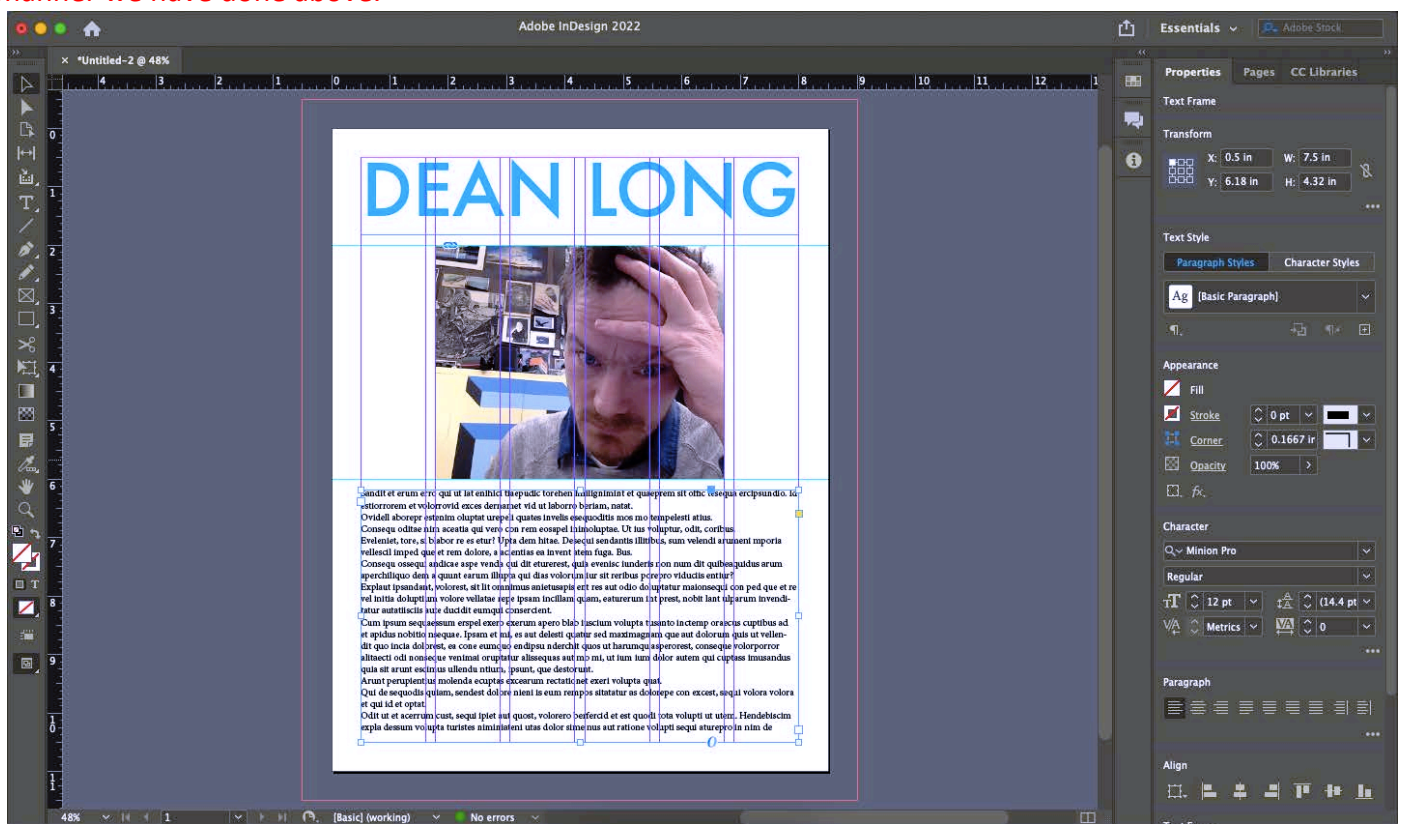
Now, selecting the Type Tool (press V) again, drag a box across the lower half of your document. Again approximately a margin width away from your image and across 6 columns.

In case you haven't noticed by now EVERY element that you place in your LAYOUT must be exactly the width of 1, 2, 3, 4, 5 or 6 columns.

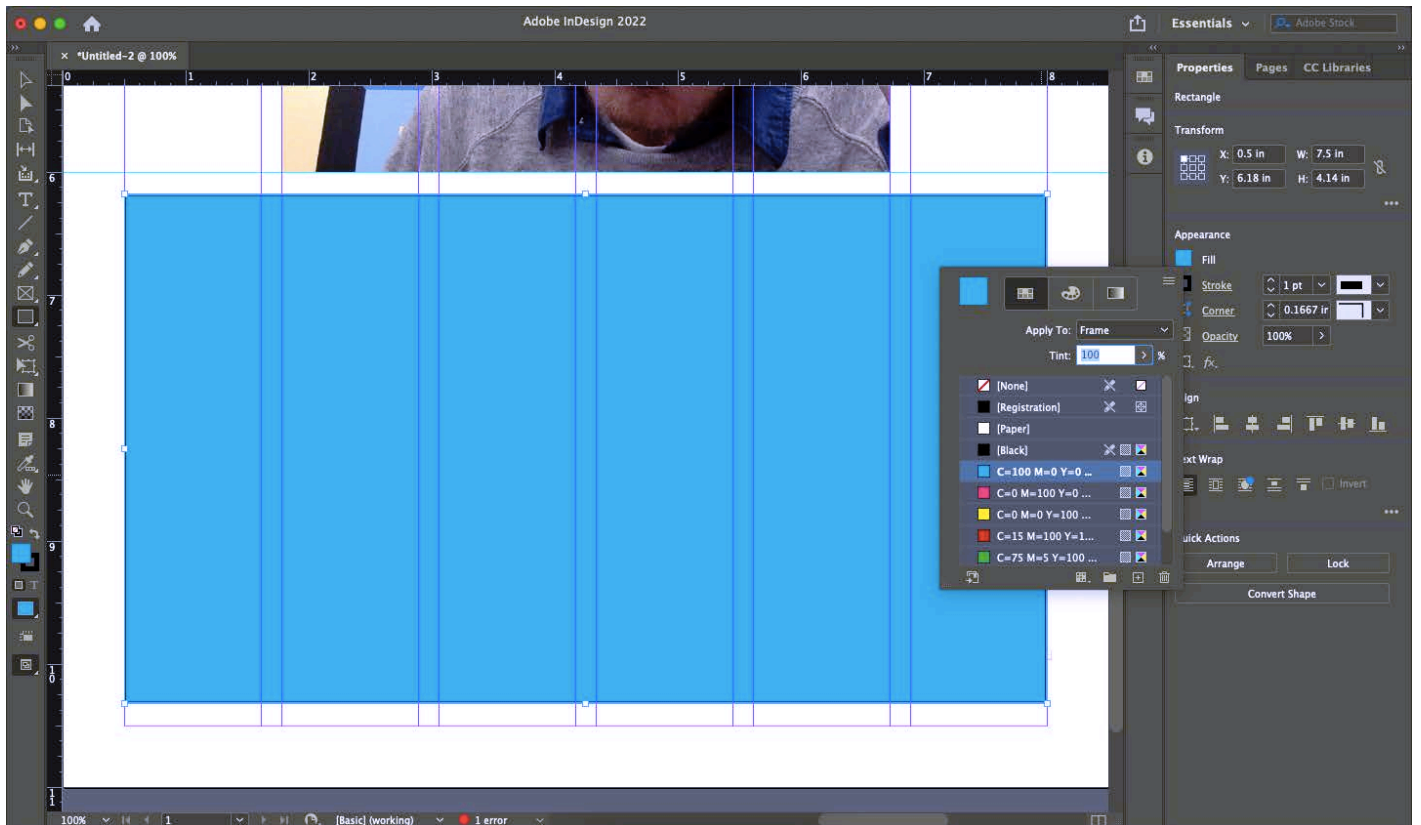
In your menu bar, select Type>Fill with Placeholder Text.



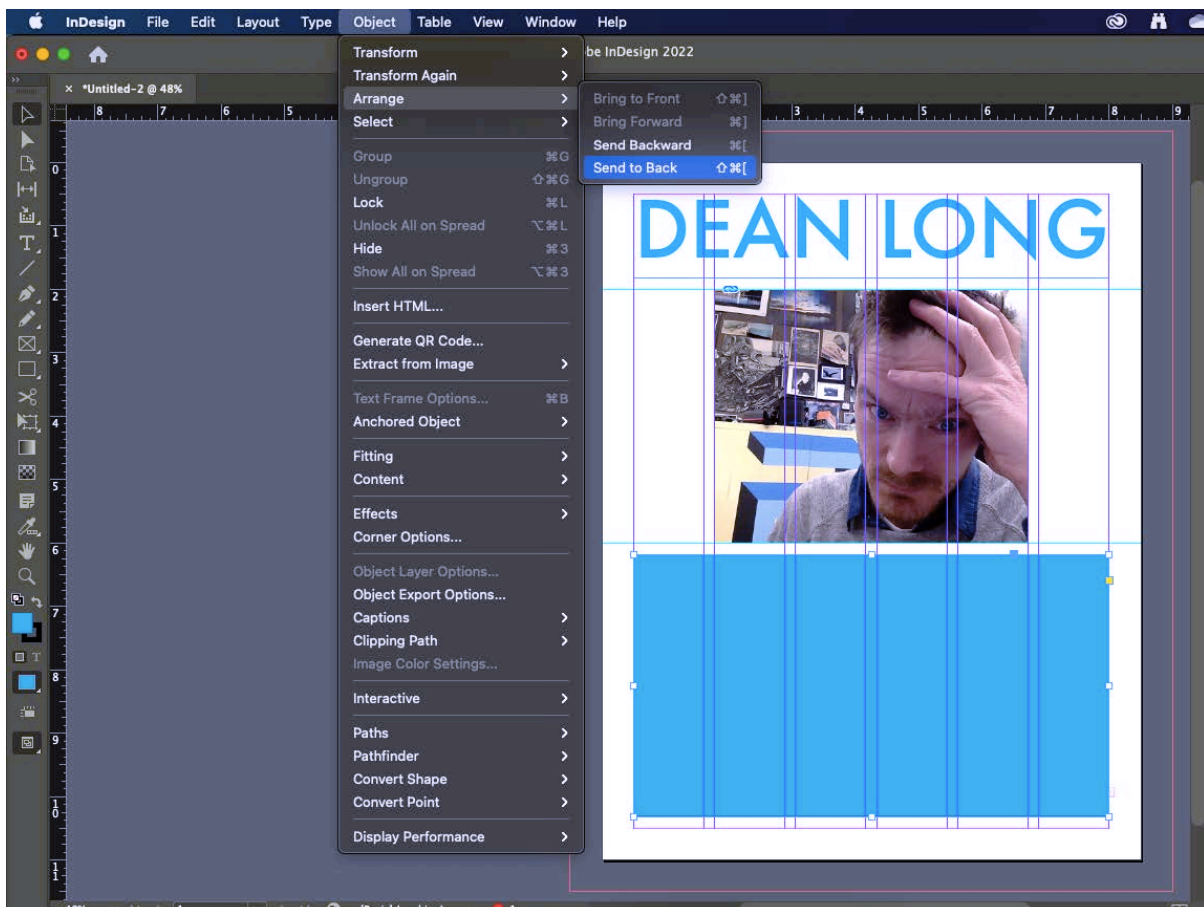
Now, of course you will have to copy and paste your own REAL text into this area or simply type what you want it to say (copying and pasting is better). You can also change the font, font style, size etc in the same manner we have done above.



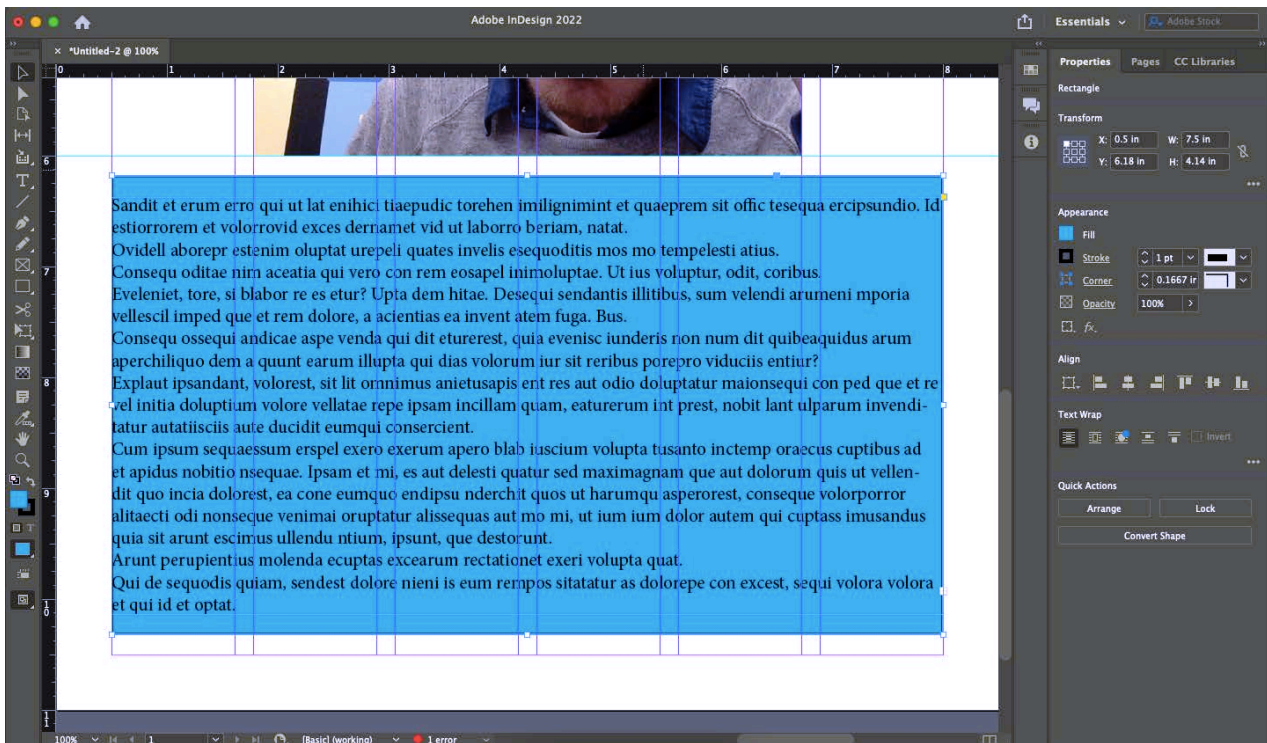
Now, press M (or select the Rectangle tool) from your Tools bar and drag a rectangle over your text box. Make it a bit taller than your text box (about an extra margin width on the top and bottom) . Then, under your Appearance window, choose a different colour for your rectangle. (Make it a light colour)



Now, with your coloured rectangle still selected, go to your object drop down in your menu bar and click Arrange> Send to Back (or give yourself a challenge and press Shift Command [).



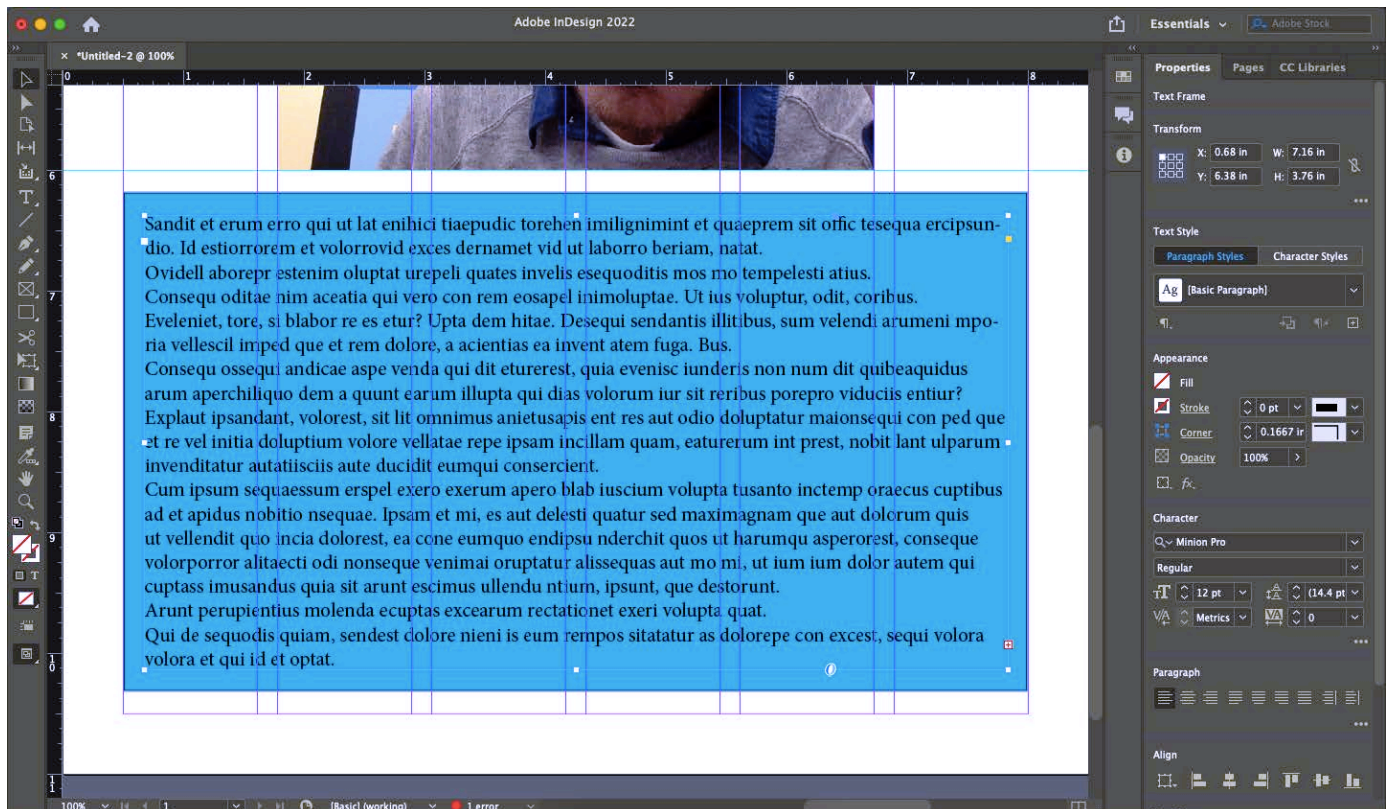
Look what happens!



Now, again using your Selection Tool click on the text box (which is now sitting on top of the coloured box) and drag the sides in so that they are about a margin's width inside the coloured box.

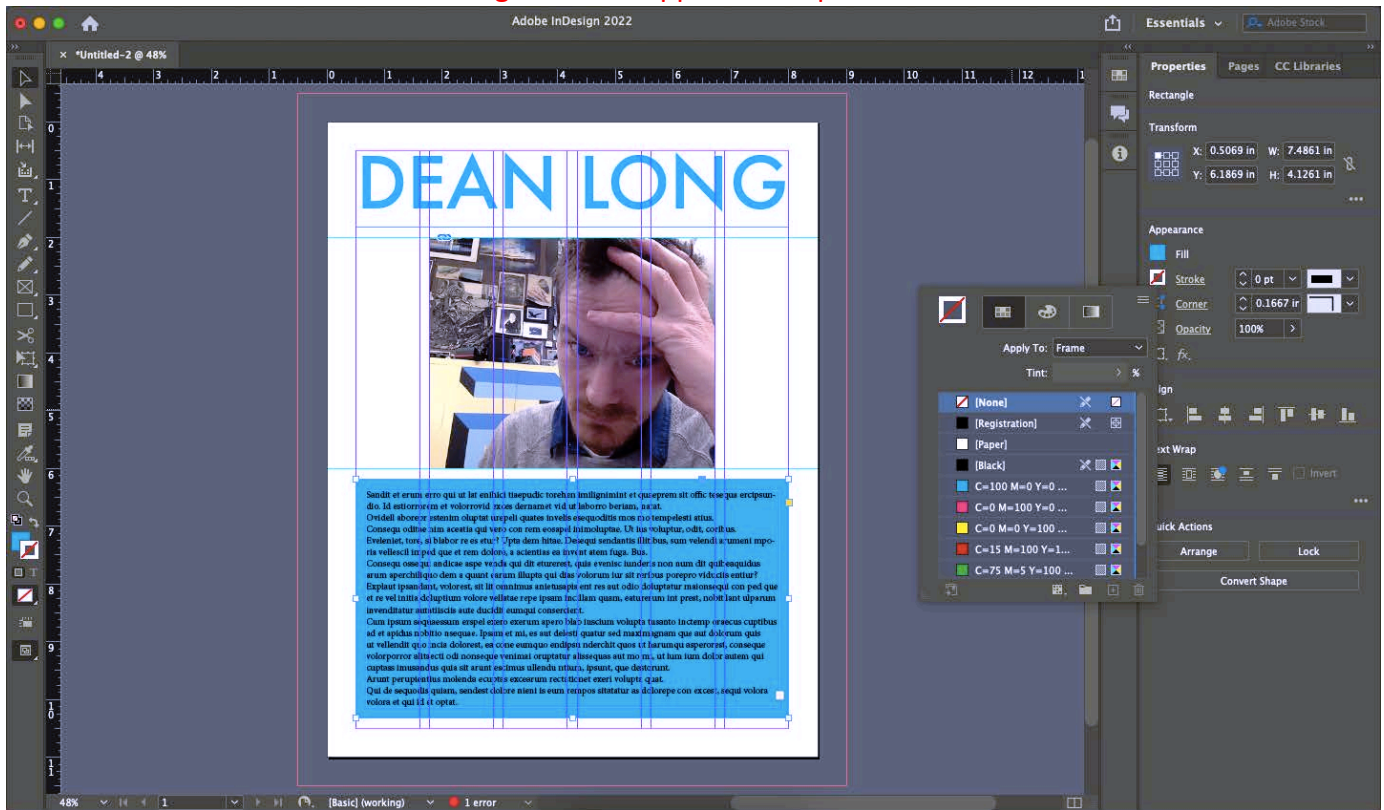
Are you noticing that almost everything is a MARGIN'S WIDTH away from everything else? Good.

Right now we are just approximating those margin widths. Your teacher will show you how to make sure that your margins are exact!



Now make sure there is no stroke around your coloured box or text box:

A stroke is an outline around an element or object. Usually you DO NOT WANT ONE. Make sure you select the white box with the red slash through it in the Appearance palette.

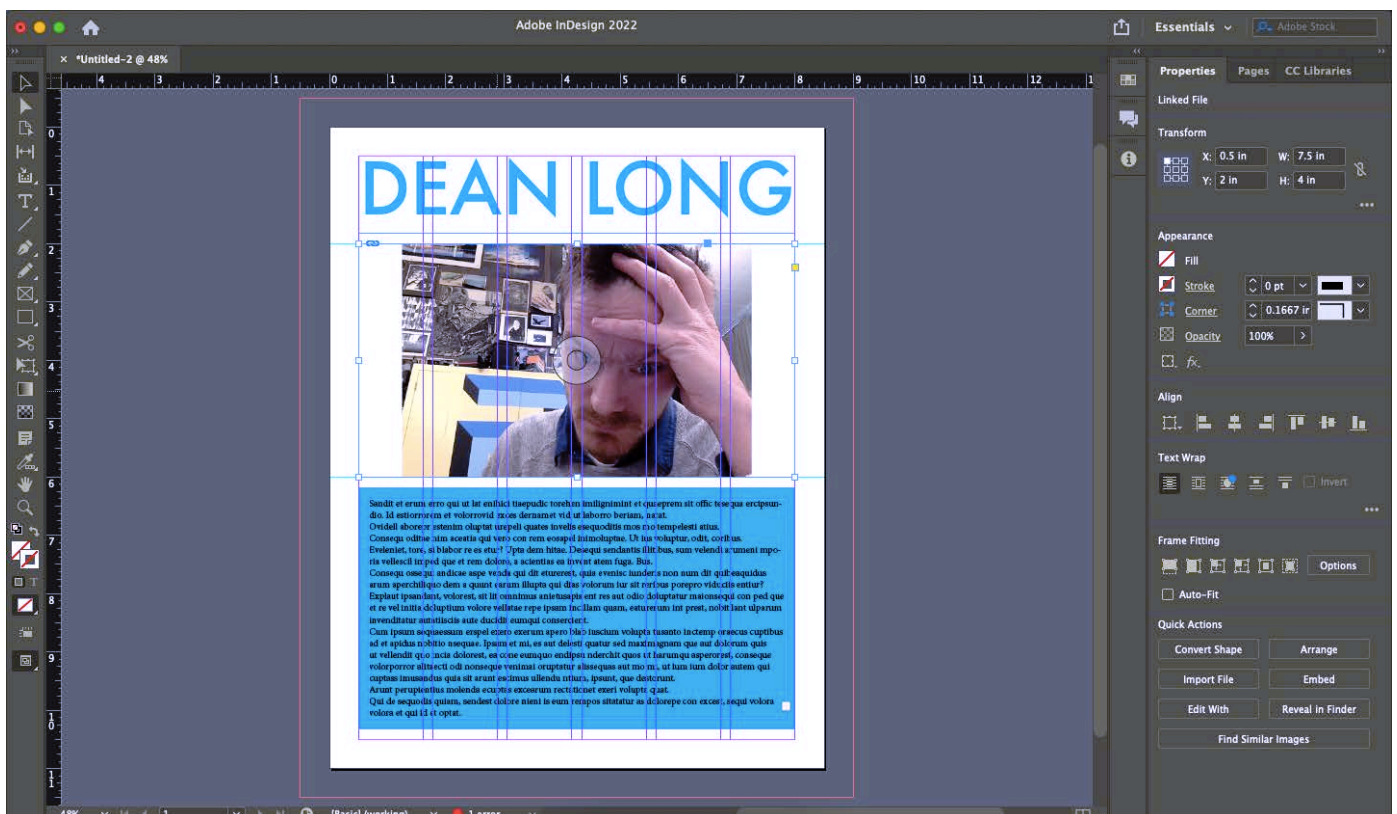


Now let's say that you want to change the size of your image.

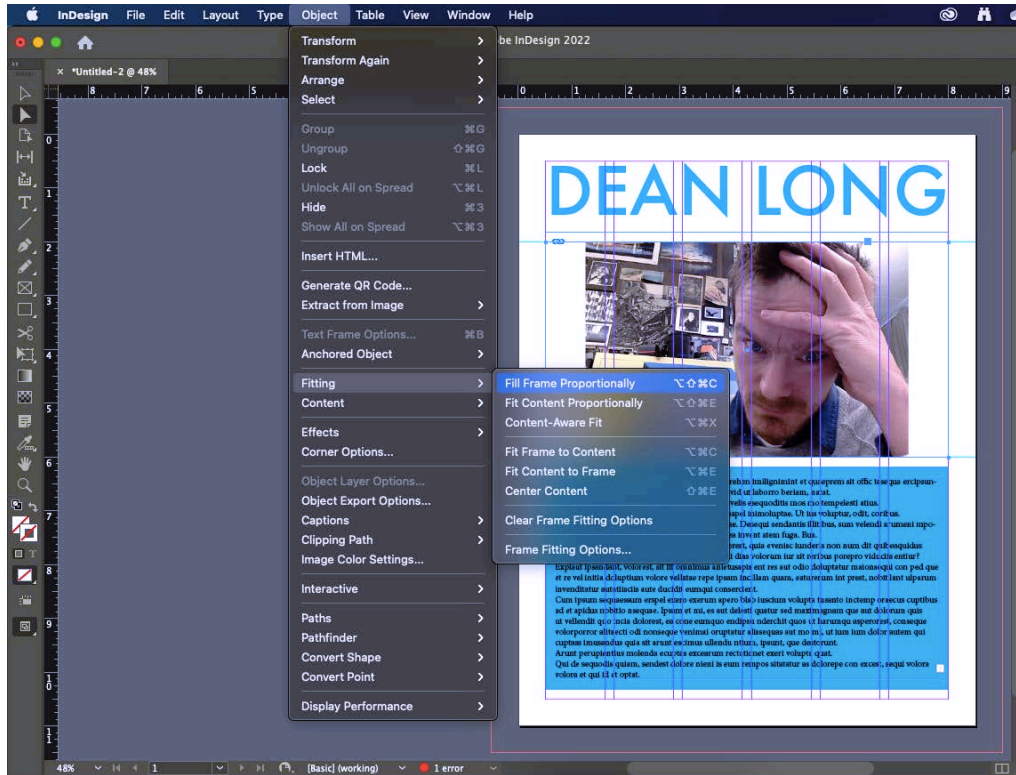
Select the rectangular frame that your image is sitting in.

Then, using the nodes on the bounding box, change to your new desired size and dimensions.

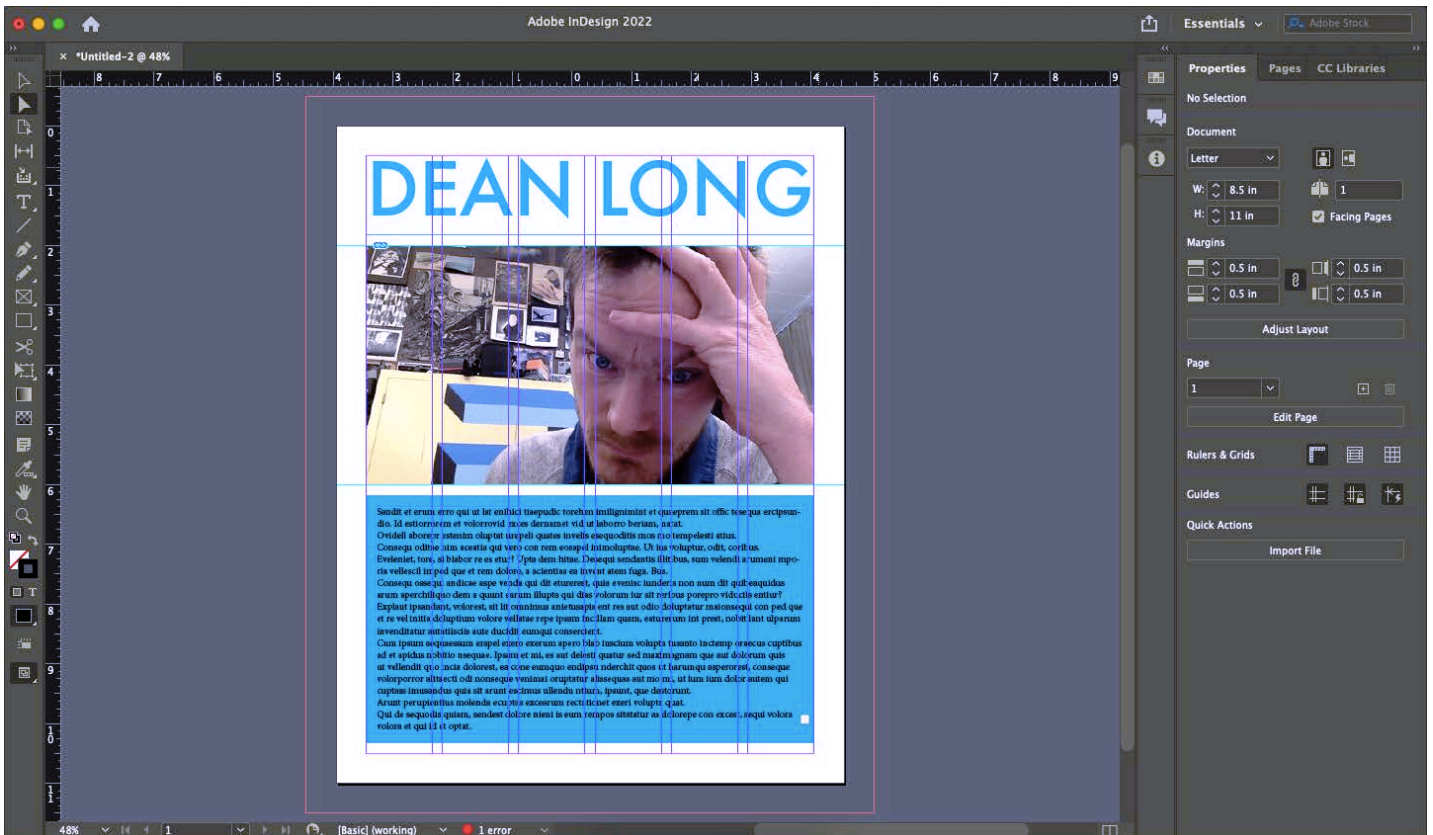
Notice that you are changing the frame – not the photograph.



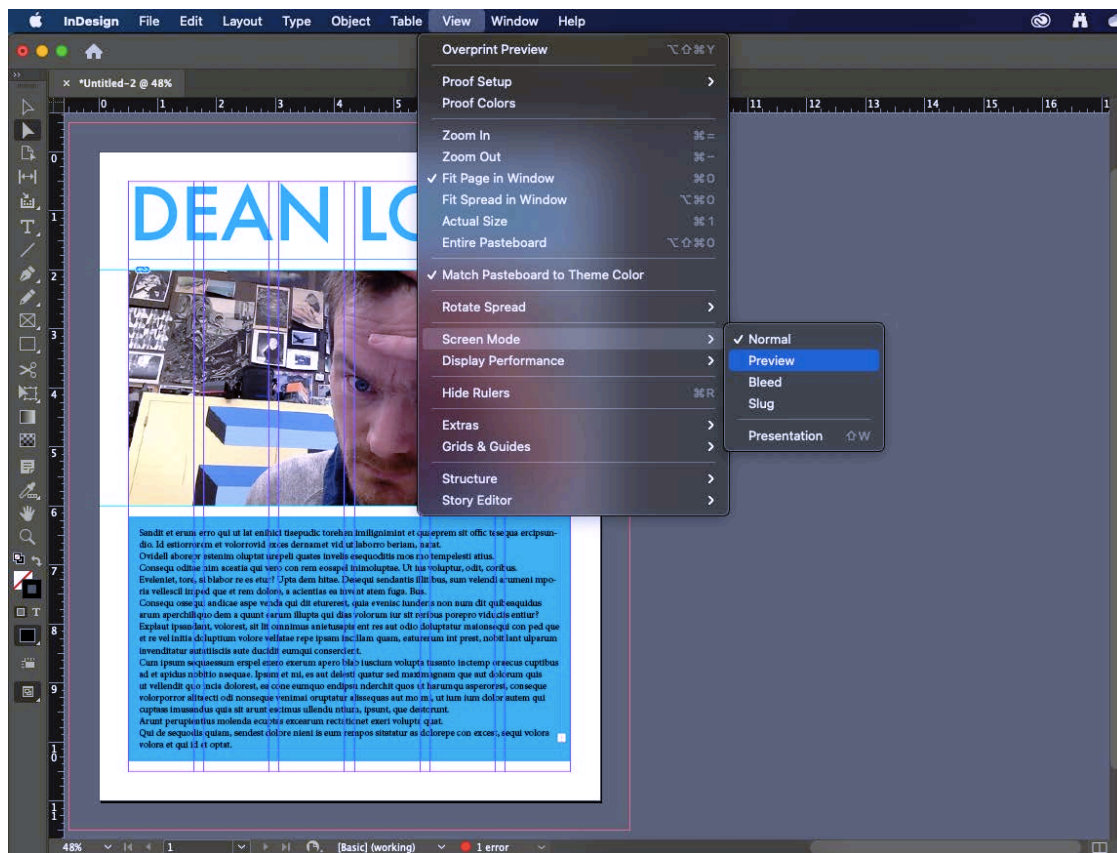
Now use the Direct Selection Tool to select the photograph, and again, as you did before, from your menu bar select Object> Fitting> Fill Frame Proportionally.



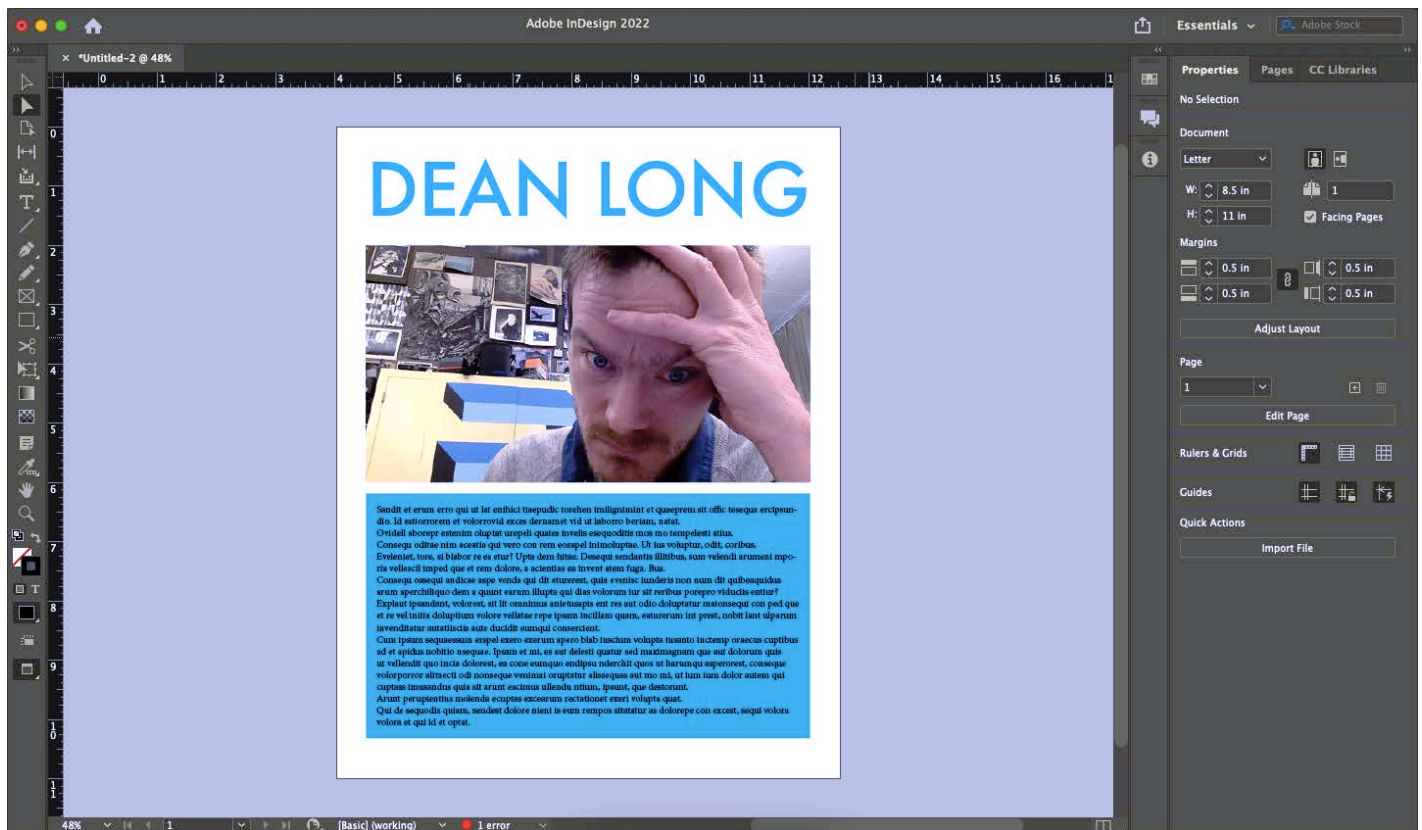
Now your image should look like this:



But – if you want to look at without all the guides and columns (which won't print anyway) go up to View> Screen Mode and select Preview (select Normal if you want to go back).



And it'll look really nice!



ASSIGNMENT:

#1

Follow along with all instructions contained in this document and construct your own layout.

- You can change the Photo, the name, and the colours.
- All elements must be aligned to column guides (including text)
- All margins (the space between elements) must be equal. Right now it's enough to be pretty close. Later you will have to be EXACT (0.18" per margin)!
- No strokes on anything.
- I just want to make sure that you can follow instructions and learn these BASICS of InDesign.

Ask your teacher about Exporting to PDF and submission instructions.

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#2

Construct your own composition in Indesign that contains:

- A title (Your name). Make it cool!
- A Photo of you (300 DPI people!)
- Text, written by you, about you.
- Coloured boxes. Hint: if you don't want a white background you can drag a REALLY big coloured box over the entire document, all the way to the bleed (that's the red outline around your document) Then Send it to the back!
- Appropriate margins.
- Proper alignment of elements.

Optional:

- More than one Photo
- A subtitle.
- As long as you fulfill the above criteria you can do anything you want.

Ask your teacher about Exporting to PDF and submission instructions.

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