

Guided Computer Tutorials

Learning Adobe InDesign CS6

Module 1

By Greg Bowden

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Learning Adobe InDesign CS6

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Publishing Project 1

The Society of Architects	P1-1
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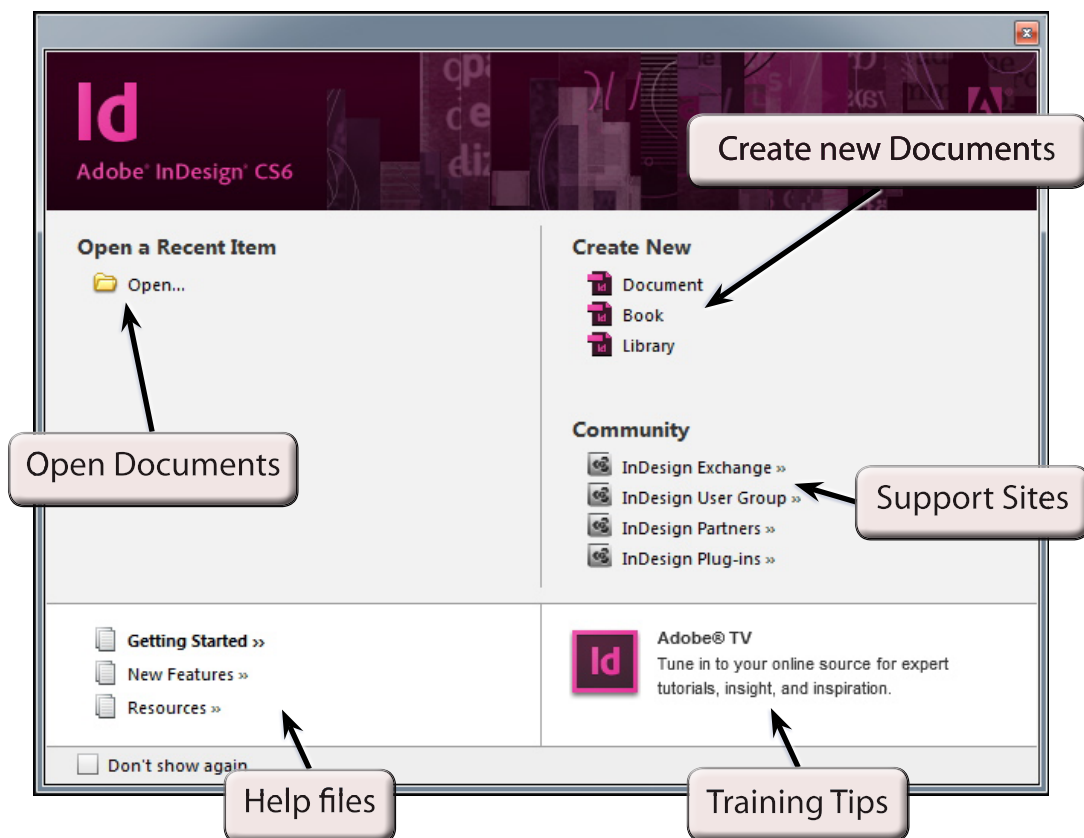
Introduction to InDesign CS6

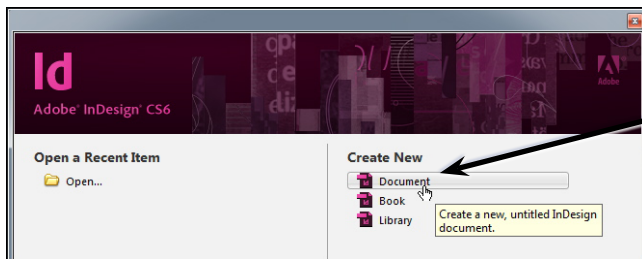
Desktop Publishing is the process of combining text and graphics on a computer screen to produce publications. It is used to produce newsletters, greeting cards, restaurant menus, advertisements, pamphlets, books, catalogues or interactive materials and you will produce these types of publications as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

Programs such as Microsoft Word are useful programs when simple Desktop Publishing activities are required, however, when detailed publishing is desired, a specific page layout program is needed. The program you will use for this is called Adobe InDesign CS6 and it gives you total control over the appearance of documents. You will still use programs like Microsoft Word and graphics programs such as Photoshop, but as support programs to the page layout program.

Starting an InDesign Document

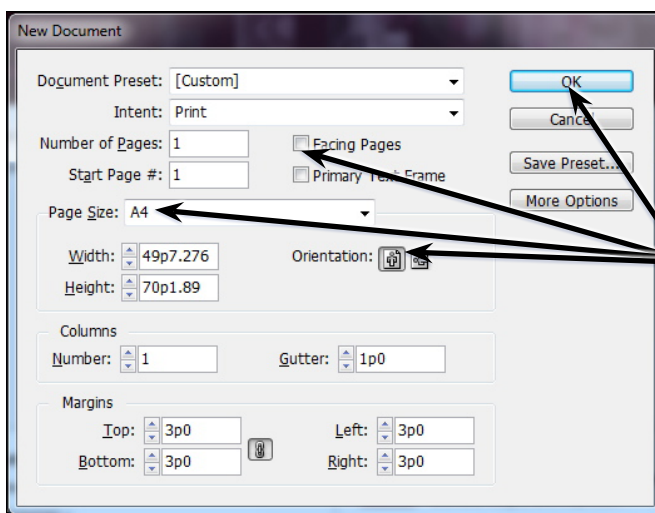
- 1 Load Adobe InDesign and you should receive the InDesign Welcome Screen, which has the five labelled sections shown.





- 2 Click on DOCUMENT in the CREATE NEW section to start a new document.

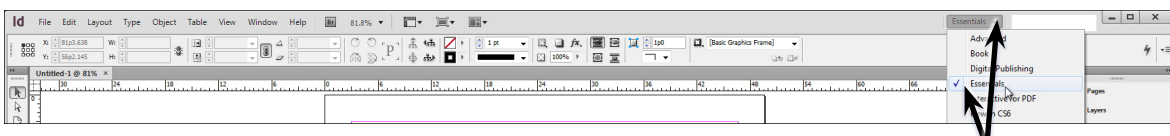
- 3 When you start a new InDesign document the program needs to know the required page measurements.



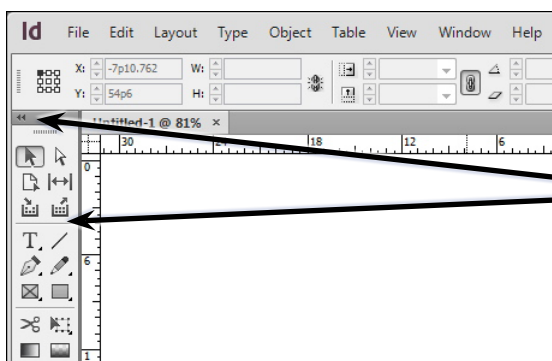
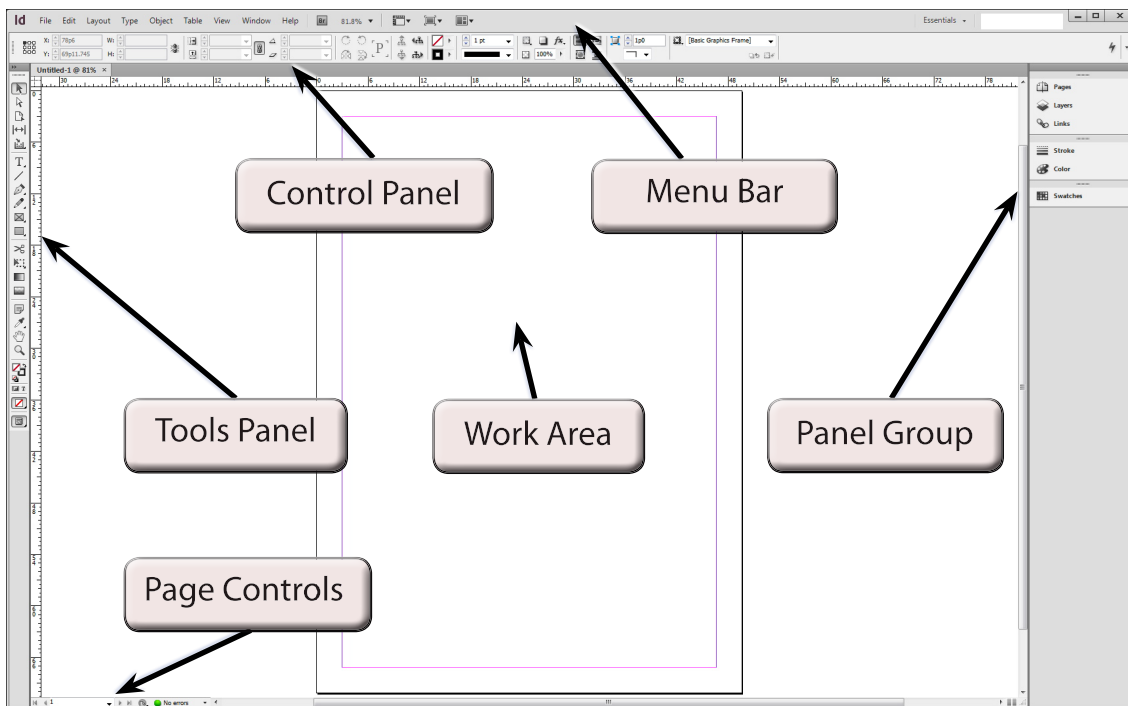
- 4 Set the PAPER SIZE box to A4, turn off FACING PAGES, the ORIENTATION should be set to PORTRAIT (or vertical) and select OK.

Looking at the InDesign Screen

- 1 Look at the labelled diagram at the top of the next page and refer to it regularly until you are familiar the various sections of the InDesign screen.
- 2 At the moment you are looking at the FIT PAGE IN WINDOW screen. That is, the page view has been adjusted to fit within the size of the screen.

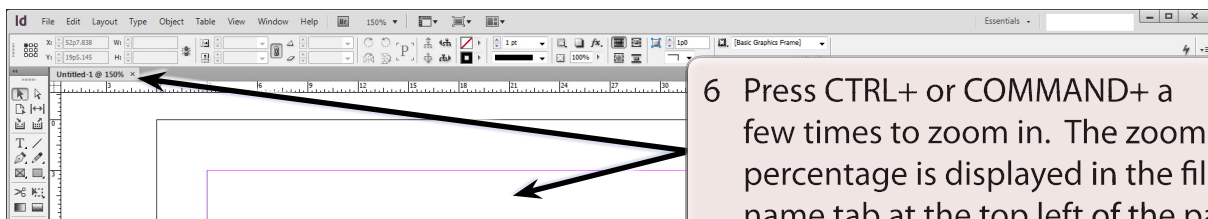


- 3 Check that the box at the right of the MENU BAR at the top of the screen is set to the ESSENTIALS workspace.



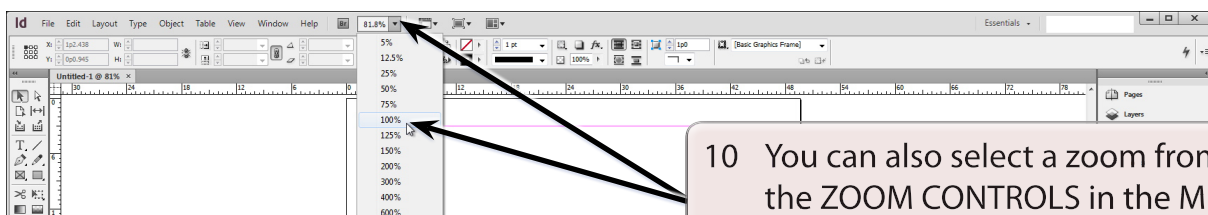
4 The double arrows at the top of the TOOLS PANEL can be used to display the tools in two columns. Click on the double arrows to set the tools to two columns.

- 5 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.



- 7 Press CTRL- or COMMAND- a few times to zoom out.
- 8 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.
- 9 Use the CTRL or COMMAND key to try the following screen 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

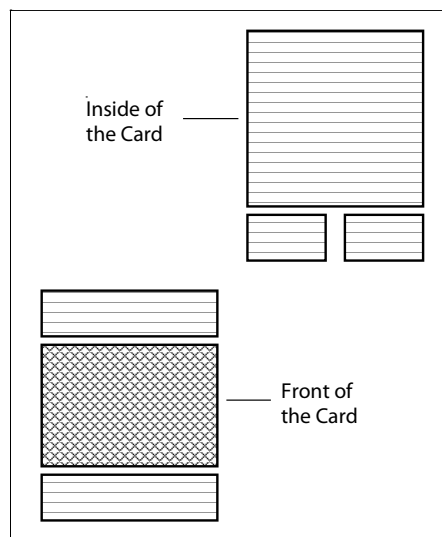


NOTE: The ZOOM TOOL in the TOOLS panel can be used to drag a frame around sections of your document and the screen will zoom in on that section.

Creating Greeting Cards

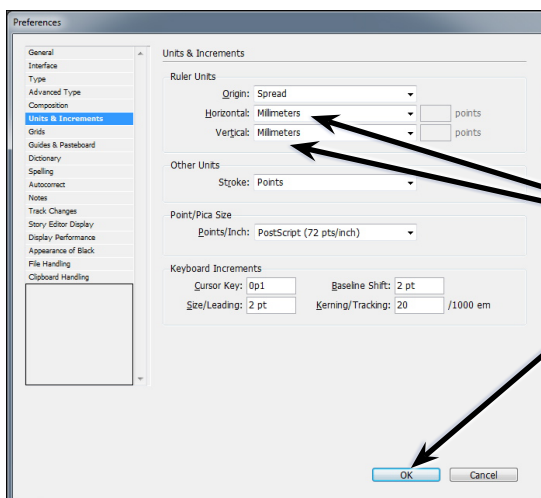
Now that you have been introduced to Adobe InDesign CS6, over the next few chapters you will be shown how to use it to create a range of different publications.

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.



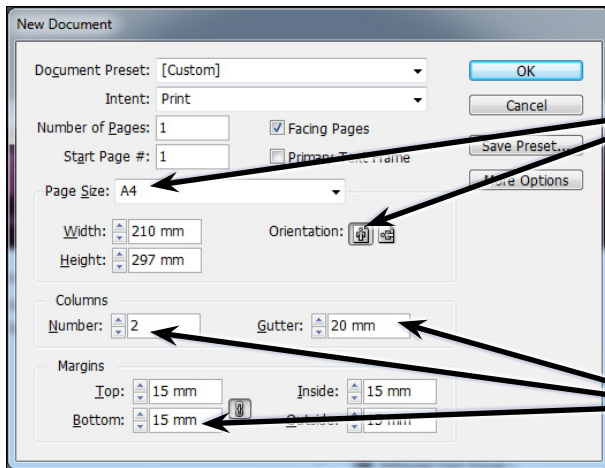
Starting a New Publication

- 1 Load Adobe InDesign CS6 or close the current file.
- 2 Display the EDIT (or INDESIGN) menu, highlight PREFERENCES and select UNITS & INCREMENTS.



- 3 In the RULER UNITS frame set the HORIZONTAL and VERTICAL boxes to MILLIMETRES, then select OK.

- Click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN (or display the FILE menu and select NEW - DOCUMENT) to start the document.



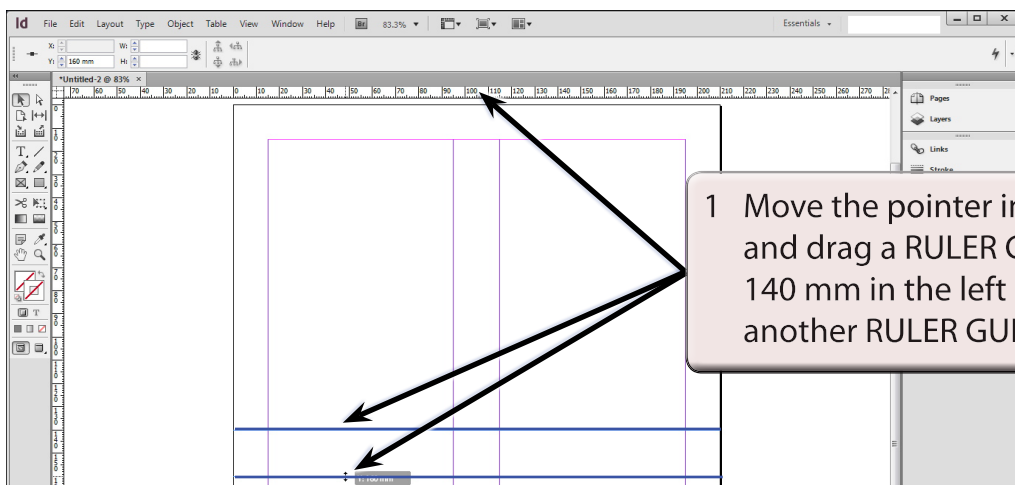
5 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4 and the ORIENTATION to PORTRAIT.

6 Set the COLUMNS to 2 with a GUTTER of 20 mm, set the MARGINS to 15 mm and select OK.

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

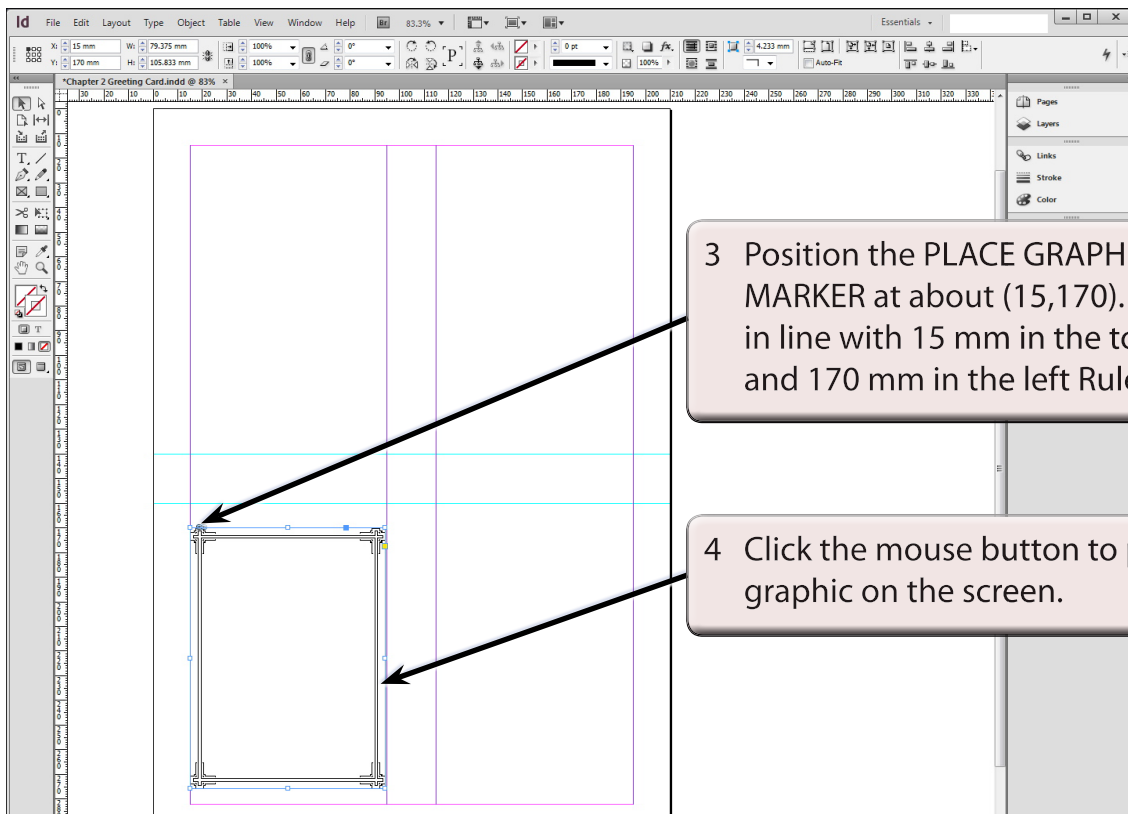
Creating the Front Section

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 Graphic

The first graphic will be the border.

- 1 Click on 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 IDCs6 SUPPORT FILES and double click on the BORDER file to insert the image.



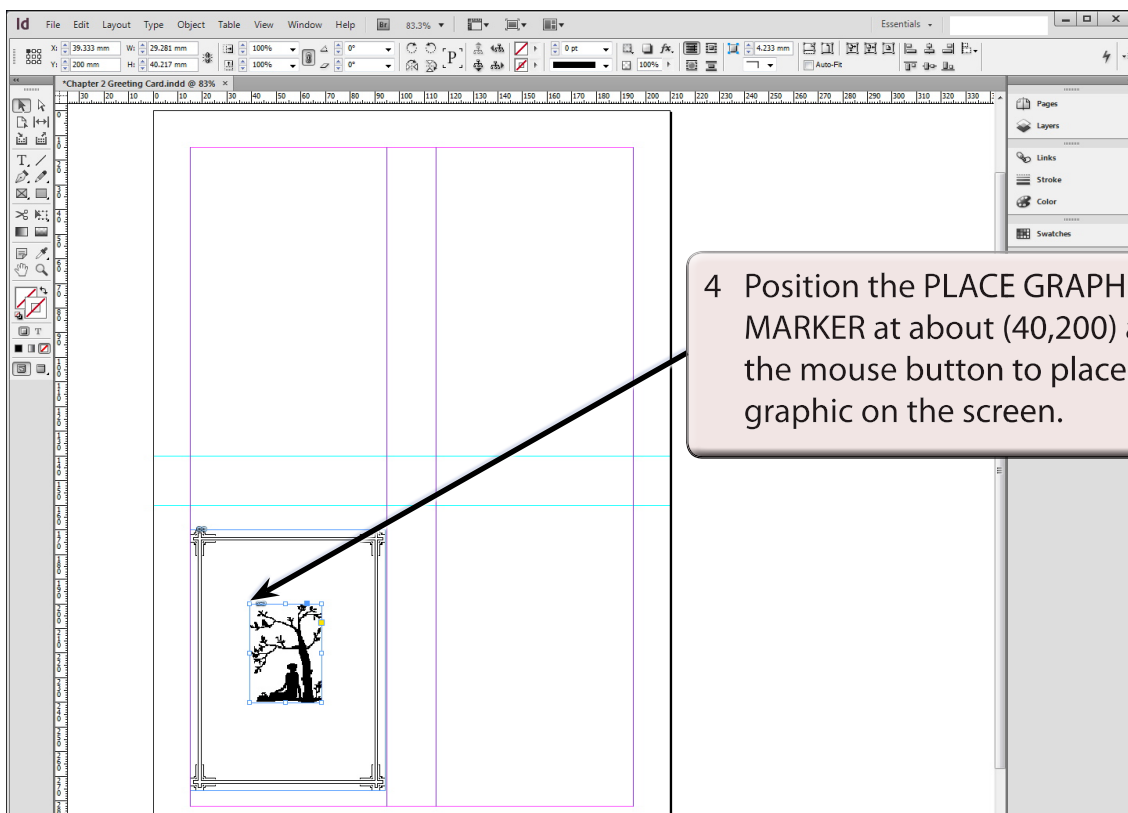
3 Position the PLACE GRAPHIC MARKER at about (15,170). That is, in line with 15 mm in the top Ruler and 170 mm in the left Ruler.

4 Click the mouse button to place the graphic on the screen.

B Inserting the Second Graphic

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

- 1 Click outside the BORDER frame to turn its '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 image from the CHAPTER 2 folder of the IDcs6 SUPPORT FILES to insert the graphic.



Text Formatting

InDesign offers a full set of word processing features very similar to those found in Microsoft Word. In this chapter we will look at Indents and Tabs which are a vital part of any publishing process, and they should be used regularly to ensure that text is aligned correctly. The space bar should never be used to align text.

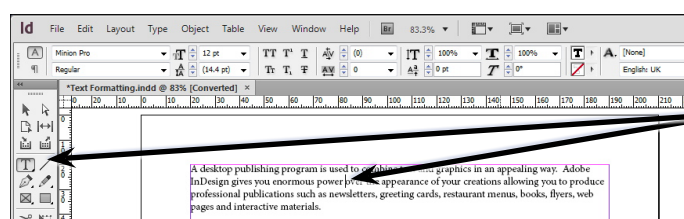
Loading the Prepared Document

- 1 Load Adobe InDesign or close the current file.
- 2 Select OPEN from the OPEN A RECENT ITEM section of the WELCOME SCREEN or display the FILE menu and select OPEN.
- 3 Access the IDcs6 SUPPORT FILES, open the CHAPTER 3 folder and open the file:
Text Formatting
- 4 The document contains a paragraph of text that was entered into a text frame that was dragged over the whole page.

Setting Indents

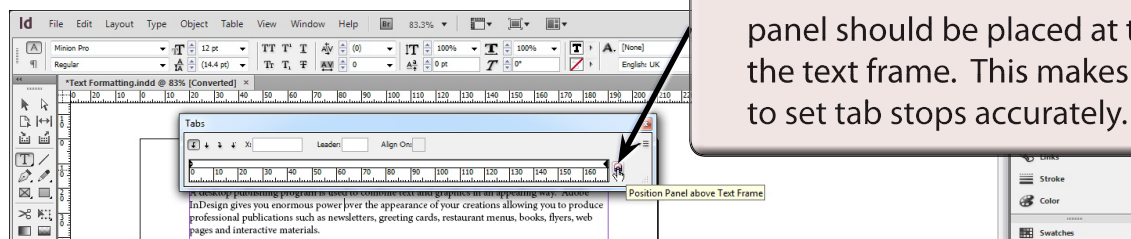
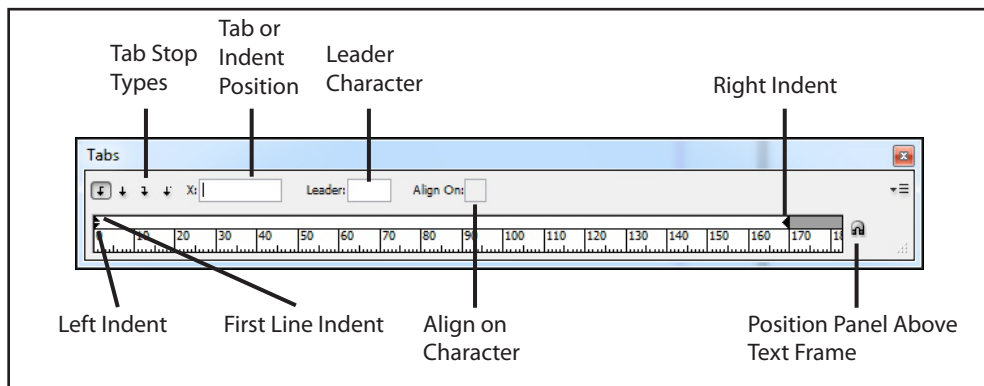
A Setting a First Line Indent

Sometimes you need to indent the first line of a paragraph. To avoid having to do this manually you can set an indent to carry out the task automatically.



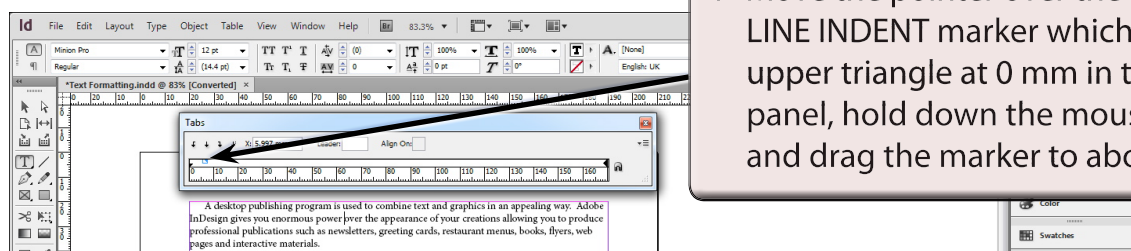
- 1 Select the TYPE TOOL, move the I-Beam anywhere over the paragraph and click the mouse button to set the insertion point in the paragraph.

- 2 Display the TYPE menu and select TABS to display the TABS panel. The diagram at the top of the next page labels the sections of the TABS panel.



3 Click on the POSITION PANEL ABOVE TEXT FRAME button 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.

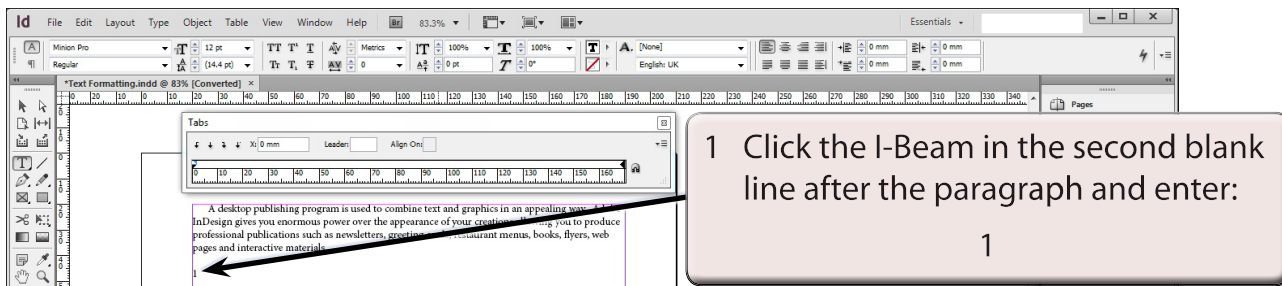


4 Move the pointer over the FIRST LINE INDENT marker which is the upper triangle at 0 mm in the TABS panel, hold down the mouse button and drag the marker to about 6 mm.

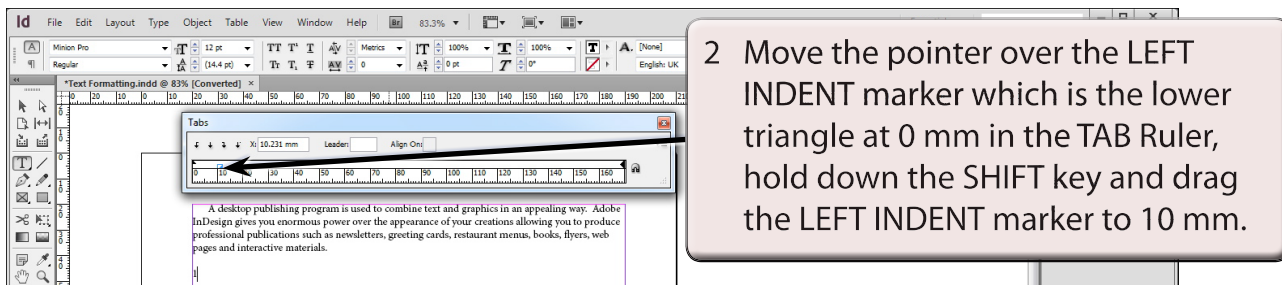
NOTE: The value that you move the marker to is displayed in the POSITION (X) box. The first paragraph should be indented.

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.

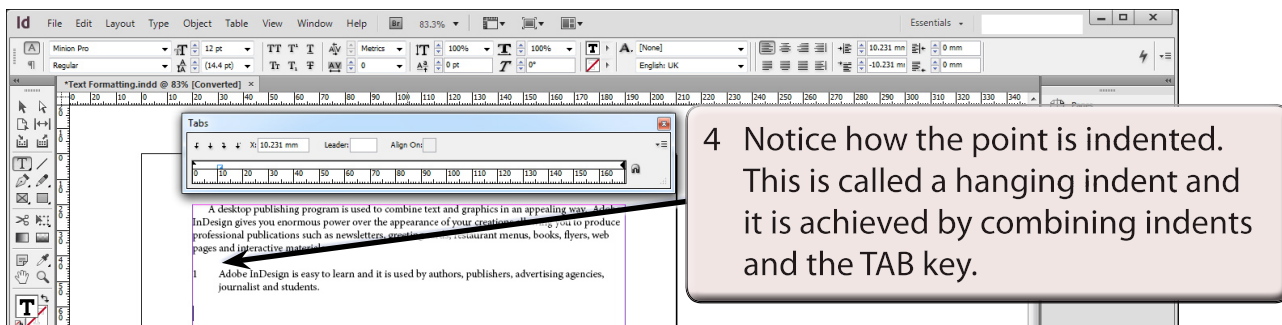


NOTE: The SHIFT key allows just the lower triangle marker to be moved. If you don't hold down the SHIFT key, both triangle markers are moved when you move the lower marker.

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

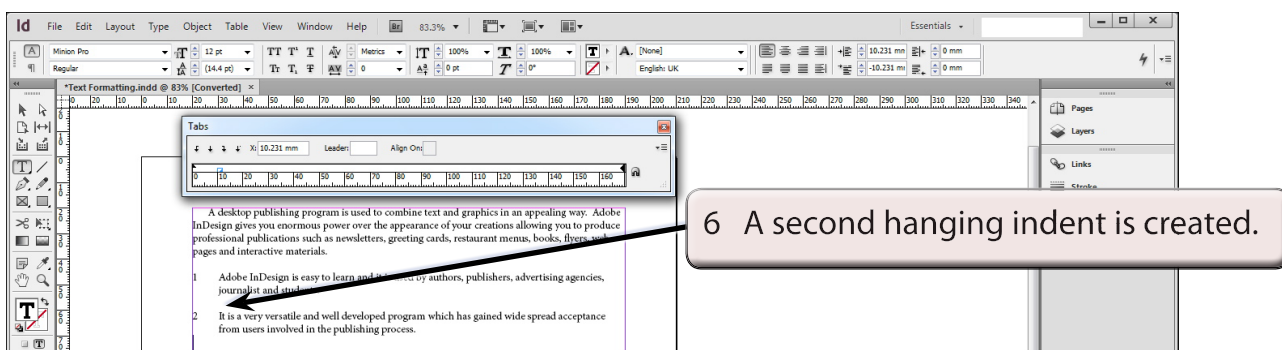
Adobe InDesign is easy to learn and it is used by authors, publishers, advertising agencies, journalists and students. <enter>

<enter>



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

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



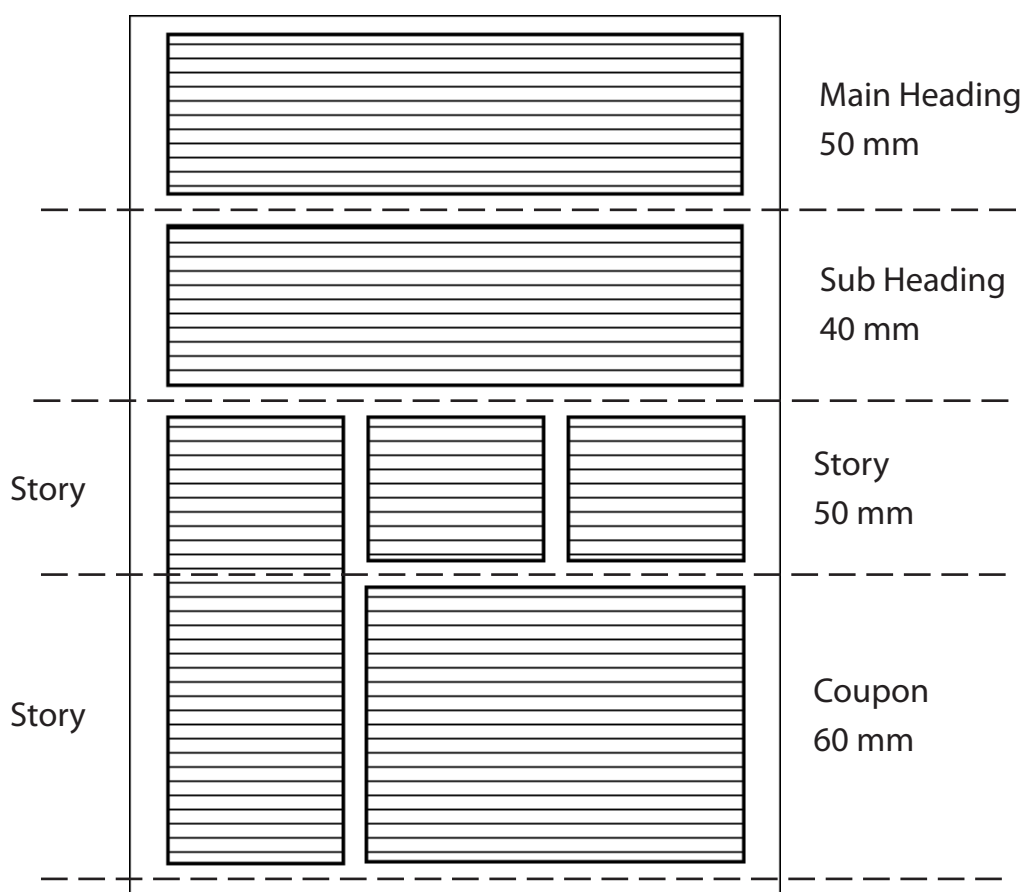
- 7 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 3 Formatting

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 screen. 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:

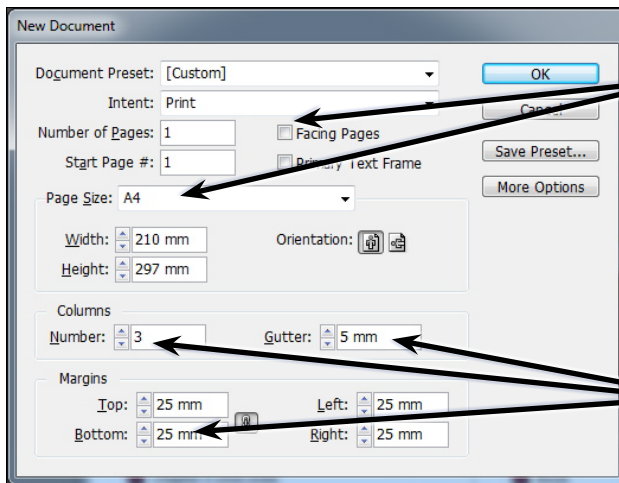
Address:

.....

Postcode: Phone:

Starting the New Publication

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT or click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4 and turn off FACING PAGES.

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

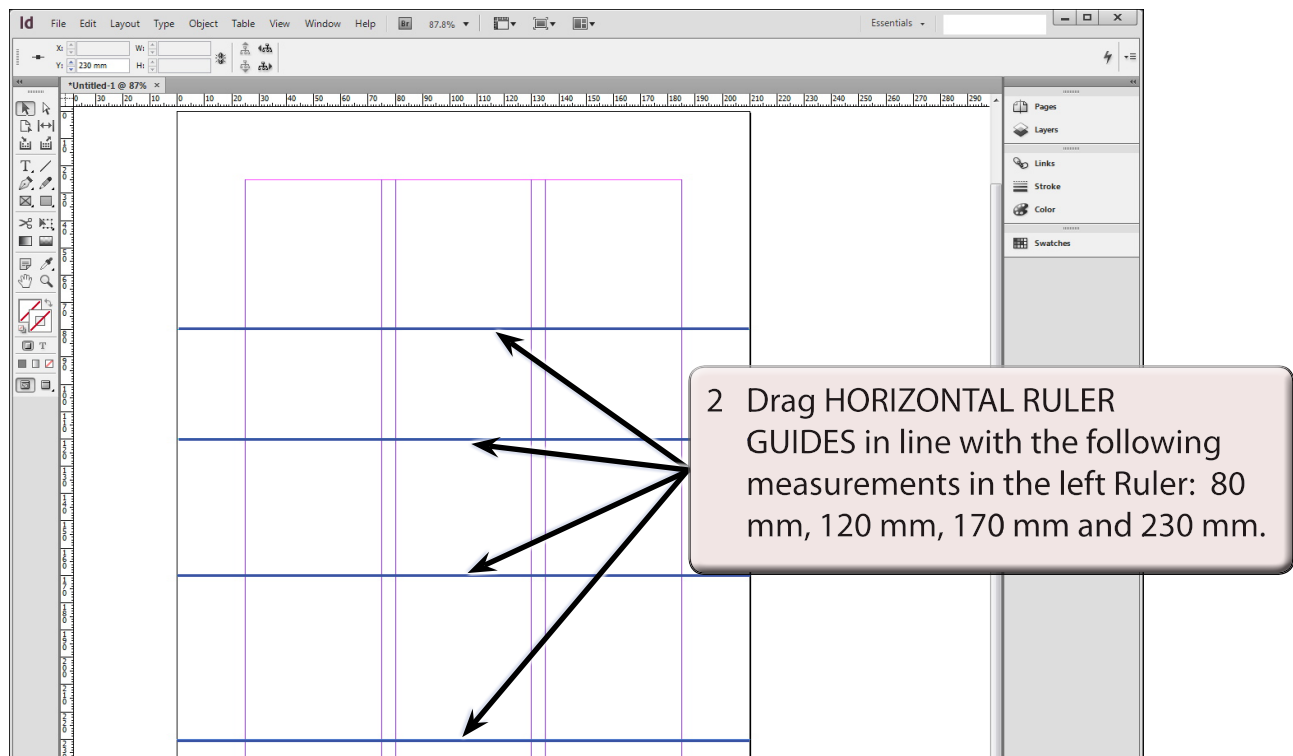
NOTE: A page border at 20 mm will be inserted after the page is complete. This will be 5 mm from the set margins.

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

Setting the Ruler Guides

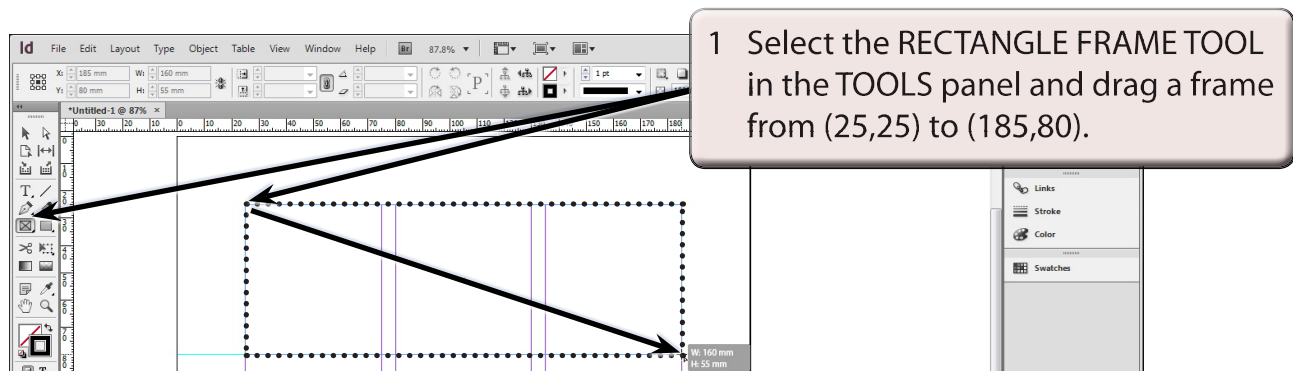
A series of horizontal ruler guides can be set to help position the frames.

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



Adding the Frames

A The Heading Frames

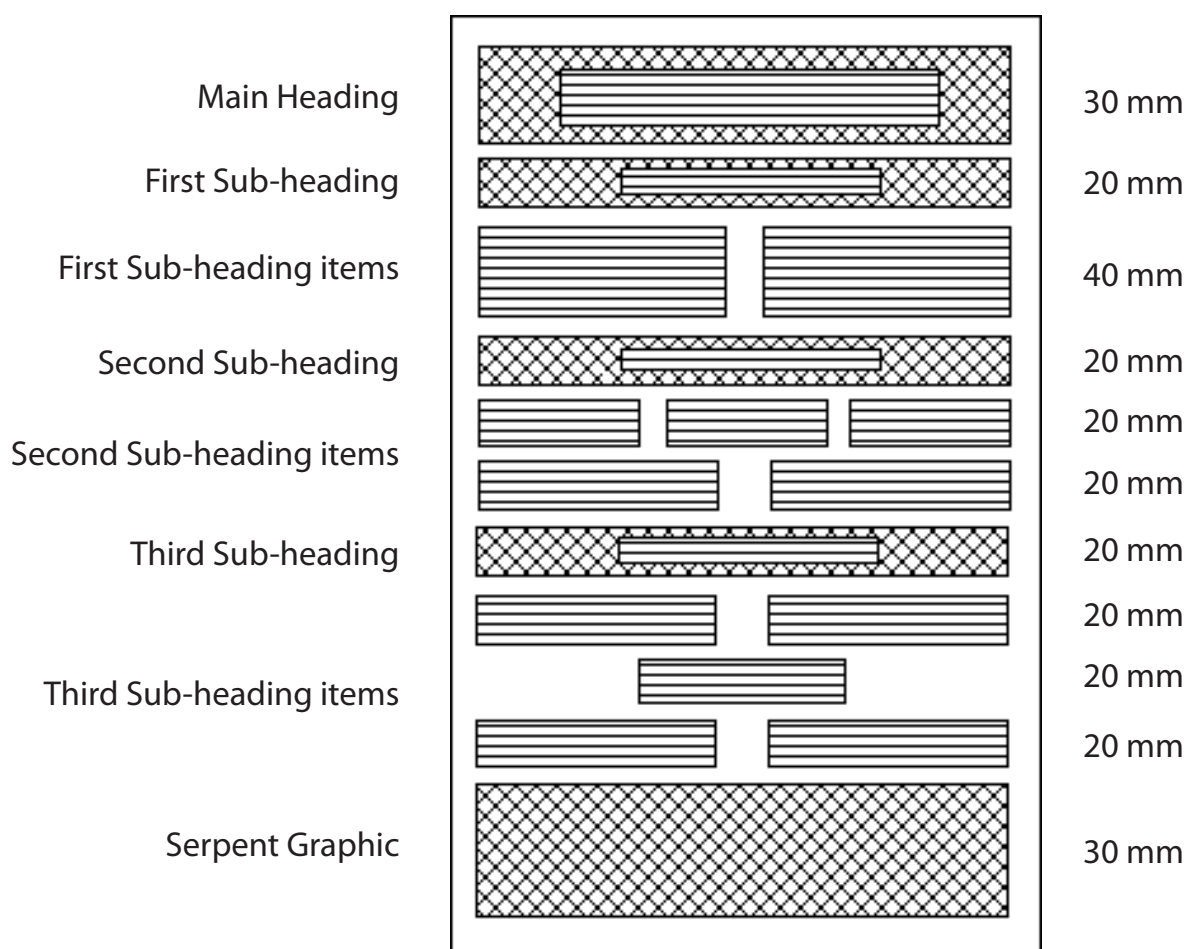


NOTE: This frame will contain the main heading. Frames have diagonal lines through them to distinguish them from normal rectangles and text frames.

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

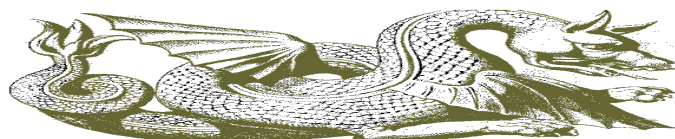
- | | |
|--|--|
| Seafood and Avocado Cocktail \$5.25
Avocado overflowing with deep sea scallops and green prawns. | Oysters Rockefeller \$8.30
Half a dozen oysters topped with traditional spinach sauce. |
| Sardines in a Crust \$5.95
Deliciously crisp served with lemon wedges | Crab In Parsley Crepes \$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. | |

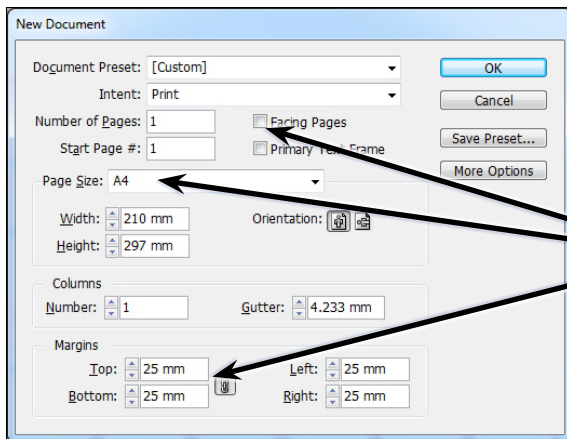
Seafood Specialties

- | | |
|---|---|
| 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 document.
- 2 Display the FILE menu and select NEW - DOCUMENT or select DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



- 3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4, turn off FACING PAGES and set the MARGINS to 25 mm.

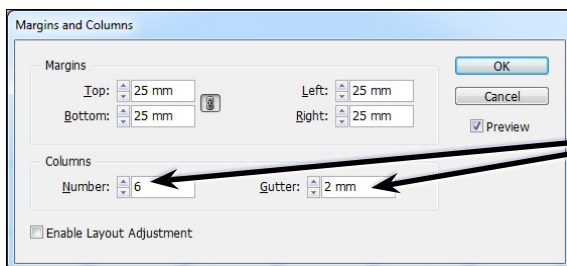
- 4 Select OK and the InDesign work page should be displayed.

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.



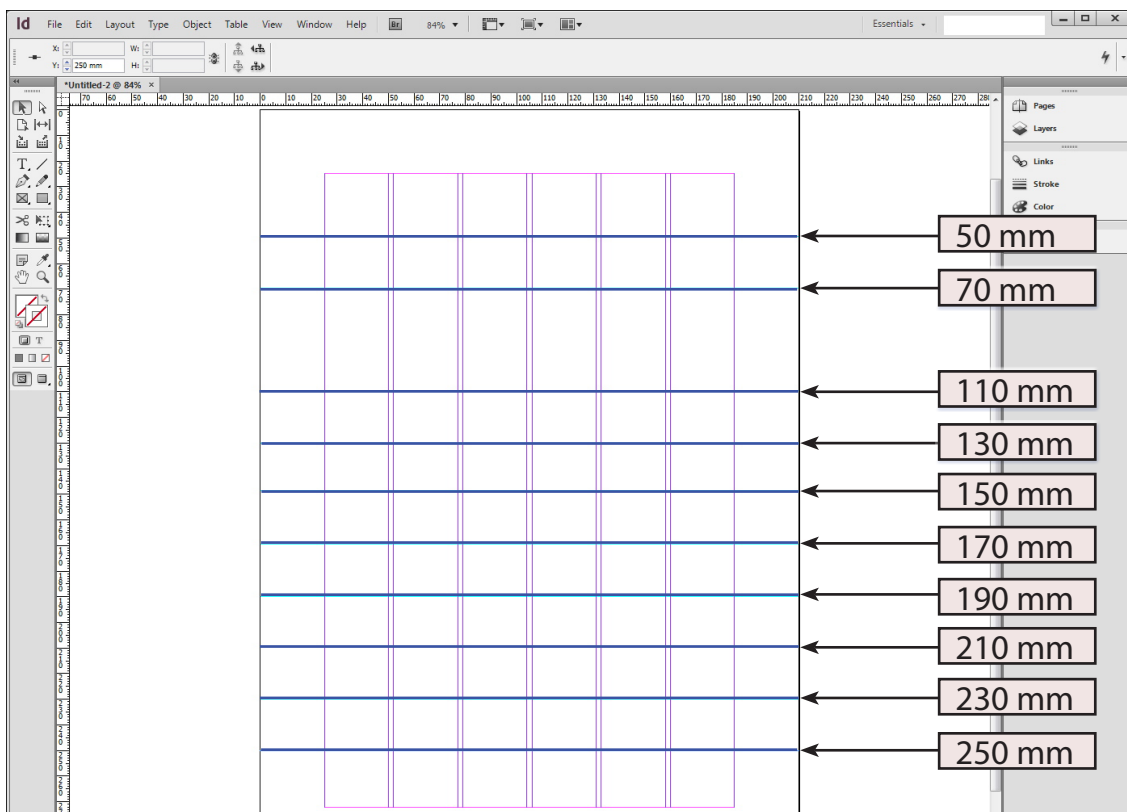
- 2 Enter 6 in the NUMBER OF COLUMNS box and set the GUTTER (or SPACE BETWEEN COLUMNS) box to 2 mm.

- 3 Select OK and the column guides should be placed on the page.

B Setting the Ruler Guides

A series of ten HORIZONTAL RULER GUIDES can be set to show you how to complete this more complex page structure.

- 1 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 Click on the RECTANGLE FRAME TOOL in the TOOLS panel.

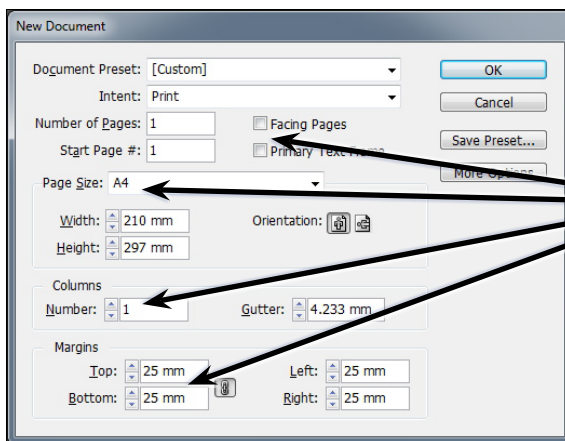
Using Styles In Publications

Styles are a collection of formatting information. There are two types of styles, 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.

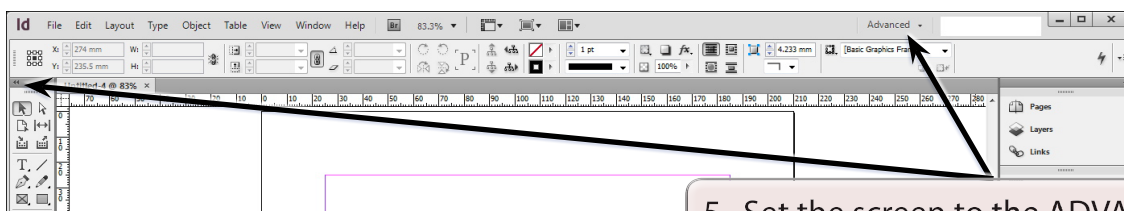
Starting a New Publication

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT or click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



- 3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4, turn off FACING PAGES, leave the COLUMNS set to 1 and set the MARGINS to 25 mm.

- 4 Select OK and the InDesign work page should be displayed.

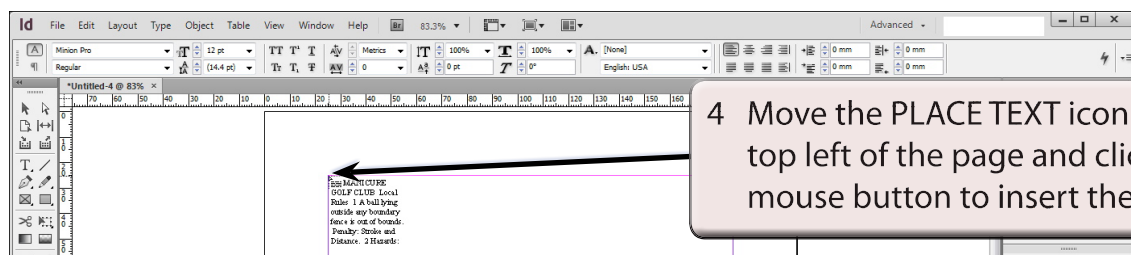


- 5 Set the screen to the ADVANCED workspace which provides more panels and set the TOOLS panel to 2 columns.

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 that 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 IDcs6 SUPPORT FILES and open the CHAPTER 6 folder.
- 3 Click on the GOLF RULES file followed by OPEN or OK.



4 Move the PLACE TEXT icon to the top left of the page and click the mouse button to insert the article.

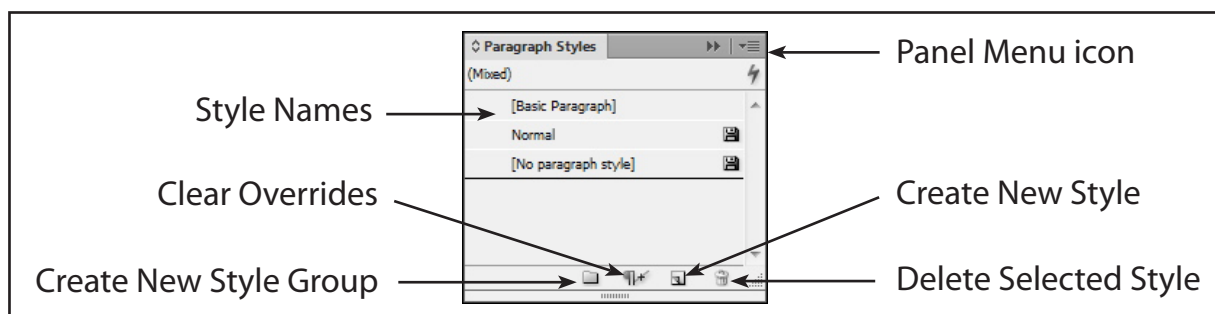
- 5 The text should be placed in a text frame covering the whole page.

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.

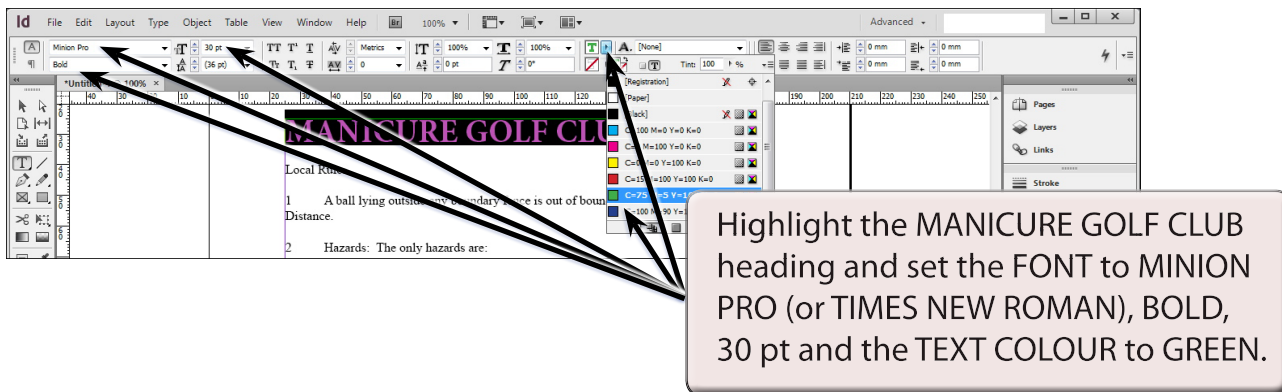
A Displaying the Paragraph Styles Panel

- 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.



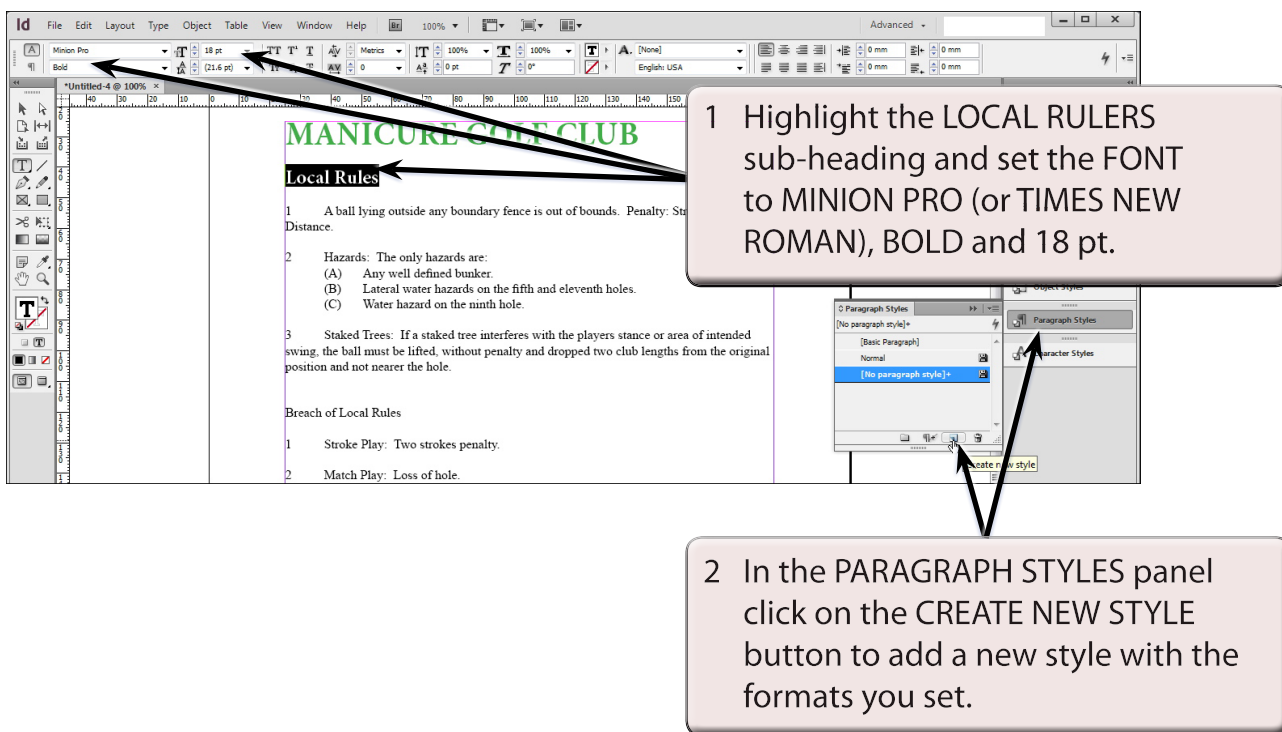
B Formatting the Main Heading

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

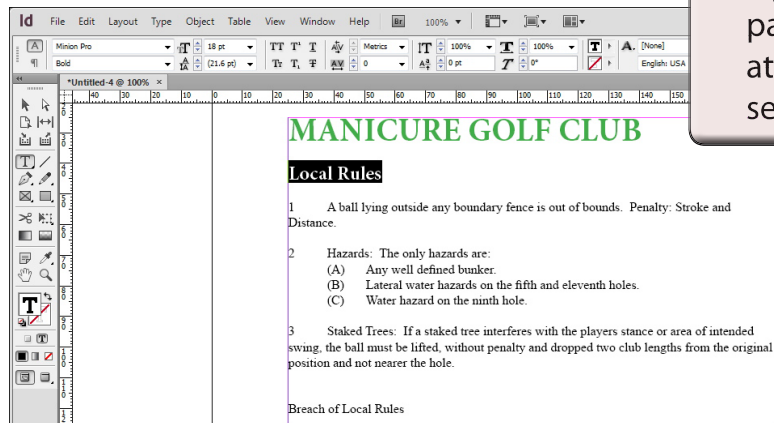


C Creating the Sub-Heading Style

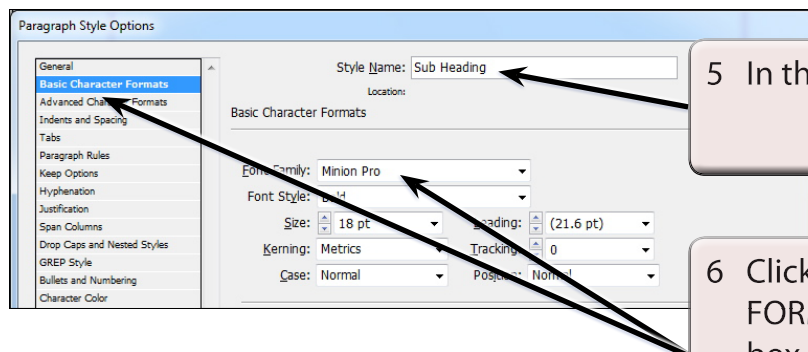
The first sub-heading will be formatted and a style created from it.



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 BASIC CHARACTER FORMATS at the left of the dialogue box. The formats that you set can be changed if necessary from this section.

7 Select OK to return to the document.

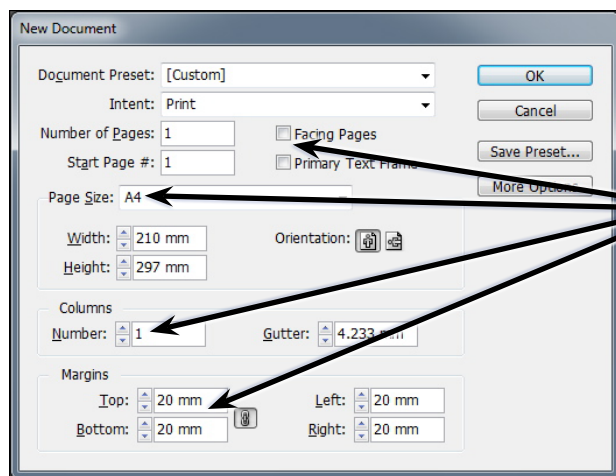
NOTE: If you simply want to change a style's name without changing any of its formats, you can click on the style in the PARAGRAPH STYLES panel then click again on its name to highlight the text and enter the new name.

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 document.
- 2 Display the FILE menu and select NEW - DOCUMENT or click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



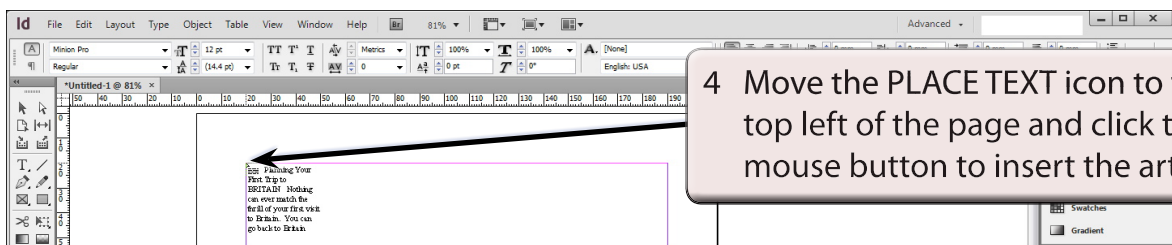
- 3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4, turn off FACING PAGES, leave the COLUMNS set to 1 and set the MARGINS to 20 mm.

- 4 Select OK and the InDesign work page should be displayed.

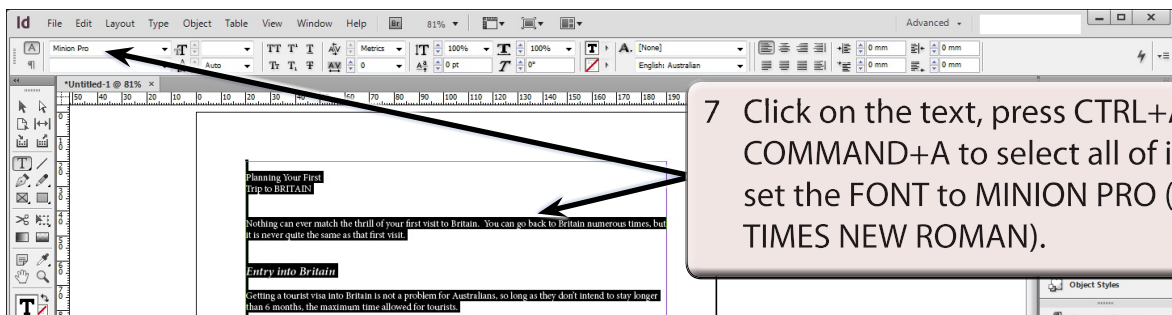
Importing the Text

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 IDcs6 SUPPORT FILES and open the CHAPTER 7 folder.
- 3 Click on the BRITAIN TEXT file followed by OPEN or OK.



- 5 The text should be placed in a text frame covering the whole page.
- 6 If a MISSING FONTS dialogue box is displayed, select OK.

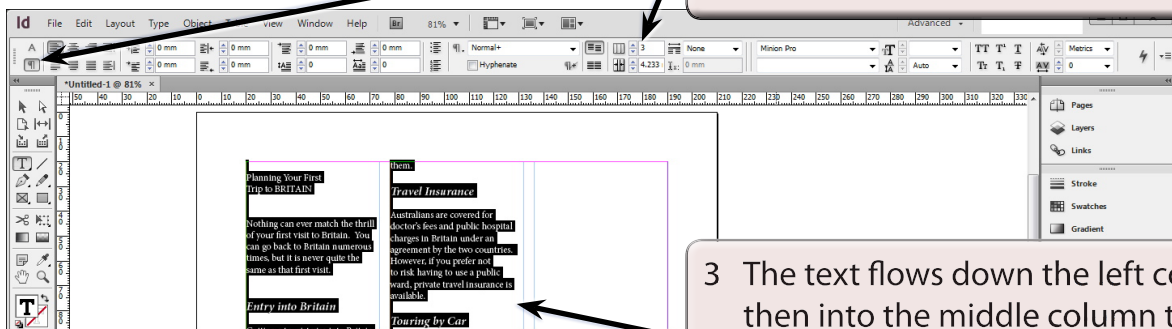


Setting the Text into Columns

All the text will be set into 3 columns then the text that needs to span across the columns will be set back to 1 column.

- 1 All the text should still be highlighted.

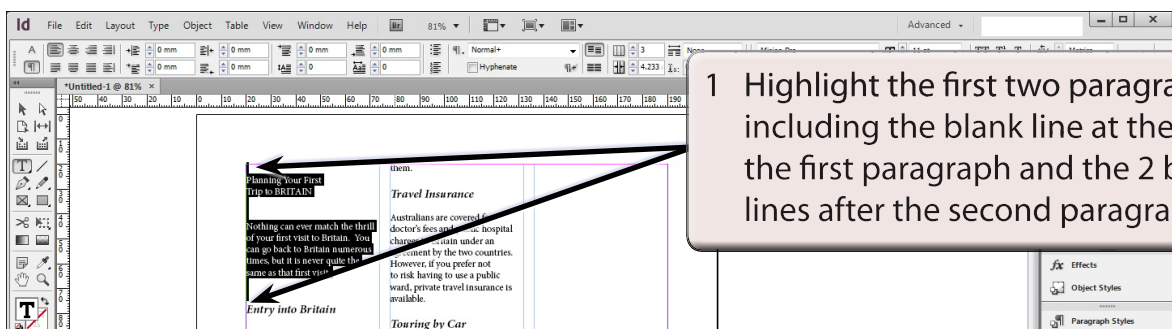
- 2 Open the PARAGRAPH FORMATTING CONTROLS and set the NUMBER OF COLUMNS box to 3.



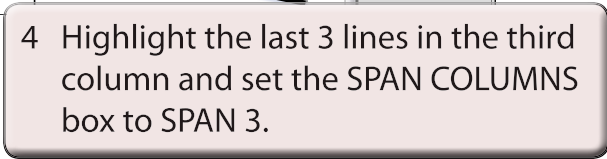
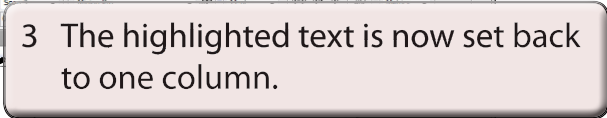
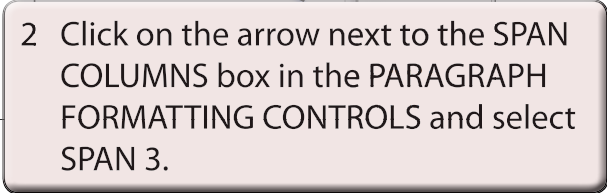
- 3 The text flows down the left column then into the middle column then (depending on the font size) into the right column.

Spanning Text Across Columns

The headings and footer text will need to span across the columns. You can set text to just span across just 2 of the columns, but in this case it will need to span across all 3 columns.



- 1 Highlight the first two paragraphs including the blank line at the top of the first paragraph and the 2 blank lines after the second paragraph.

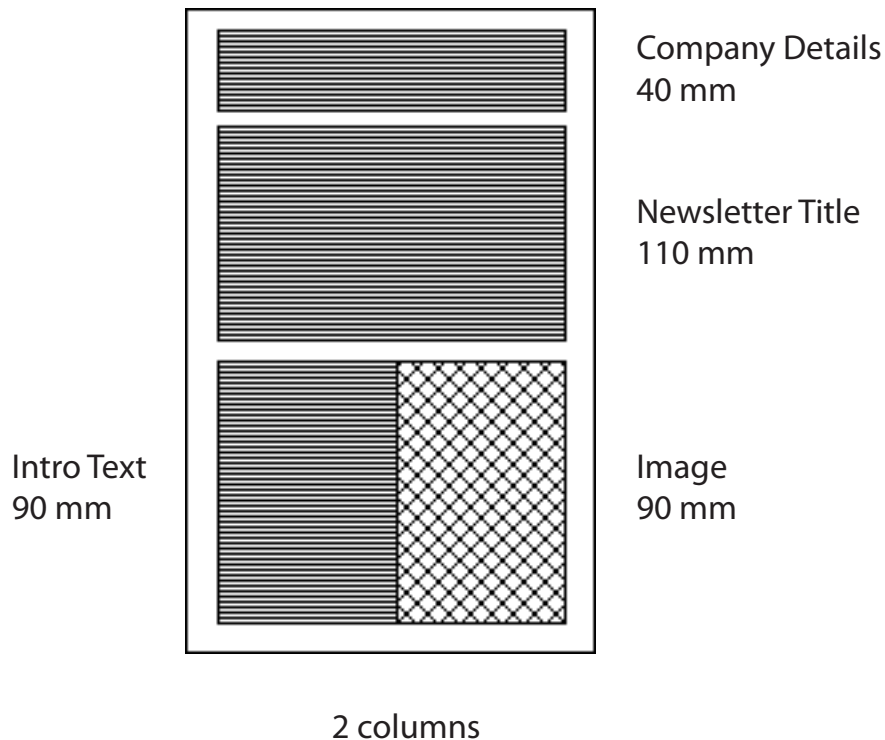


Multiple Page Newsletters

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 2013

PASSPORT TO THE WORLD

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

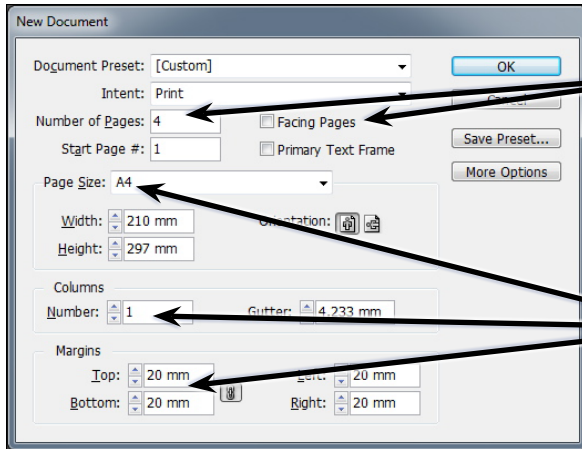
*The most romantic trips
the world has to offer.*

*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 document.
- 2 Display the FILE menu and select NEW - DOCUMENT or select DOCUMENT from the CREATE NEW section of the WELCOME SCREEN.



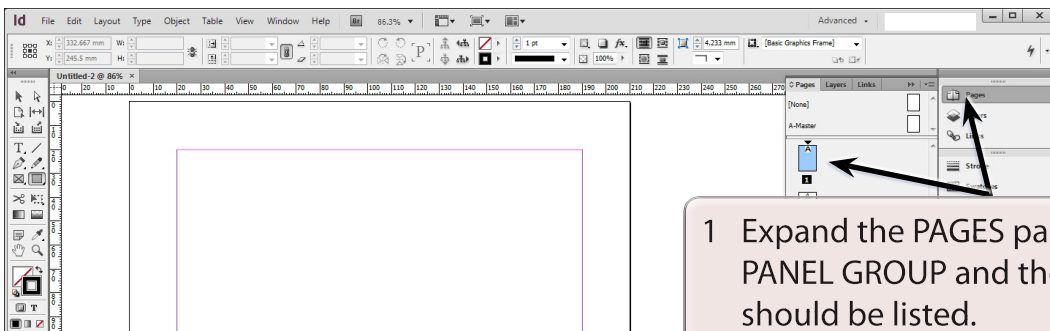
3 In the NEW DOCUMENT dialogue box turn off FACING PAGES and enter 4 in the NUMBER OF PAGES box.

4 Set the PAPER SIZE box to A4, leave the COLUMNS set to 1 and set the MARGINS to 20 mm.

- 5 Select OK to start the new document and set the screen to the ADVANCED workspace.

Formatting the Pages Panel

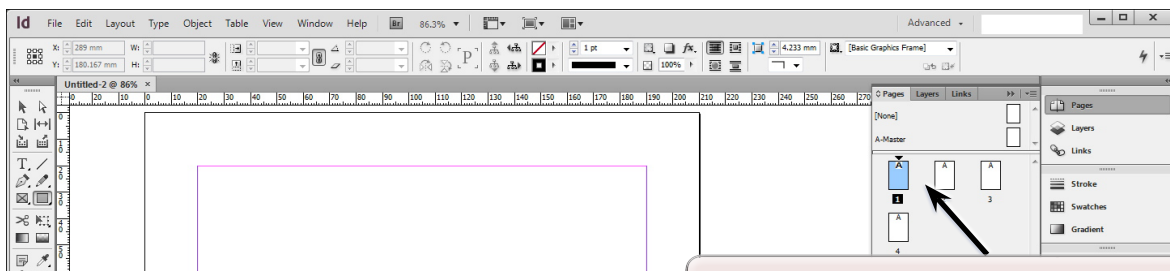
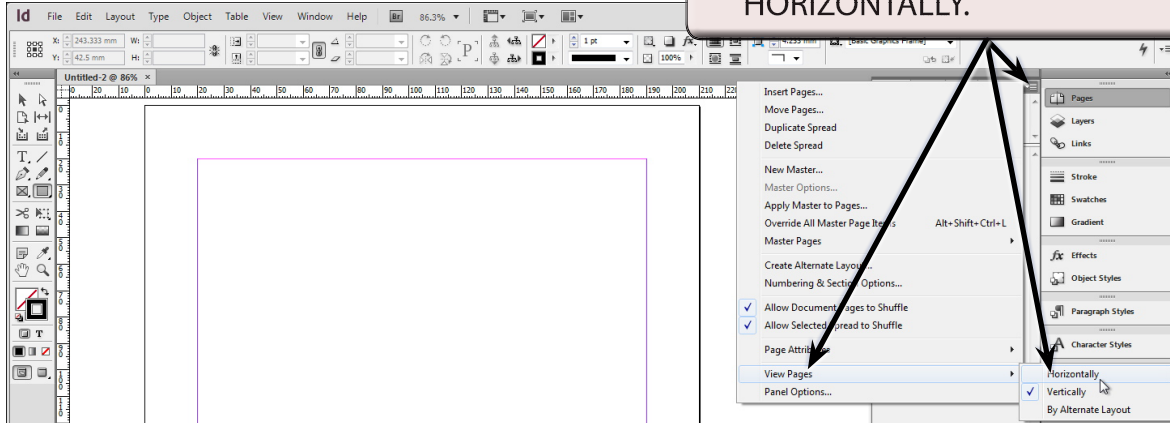
The pages in the document are controlled using the PAGES panel.



1 Expand the PAGES panel in the PANEL GROUP and the 4 pages should be listed.

NOTE: The 4 page icons are displayed in the PAGES panel with the PAGE 1 icon highlighted as that 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 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 features of Microsoft Word before, you will find the InDesign tables feature as easy to use, but with many 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 Display the FILE menu and select OPEN or click on the OPEN button in the WELCOME SCREEN.
- 3 Access the IDcs6 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

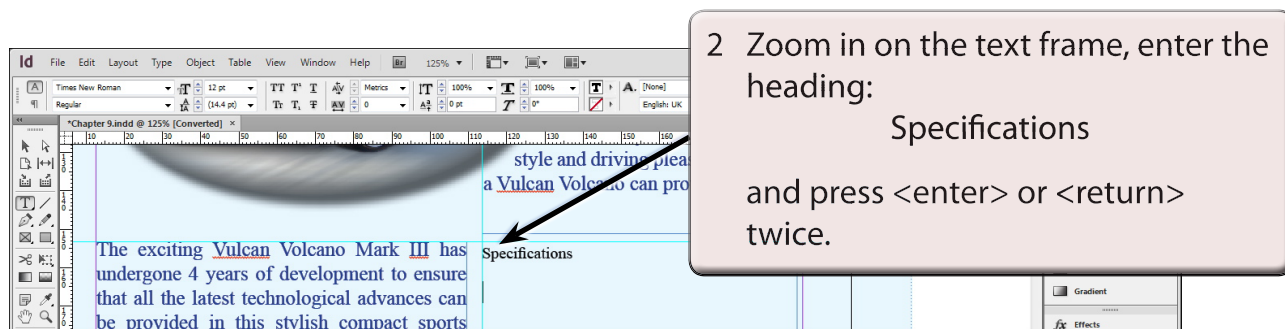
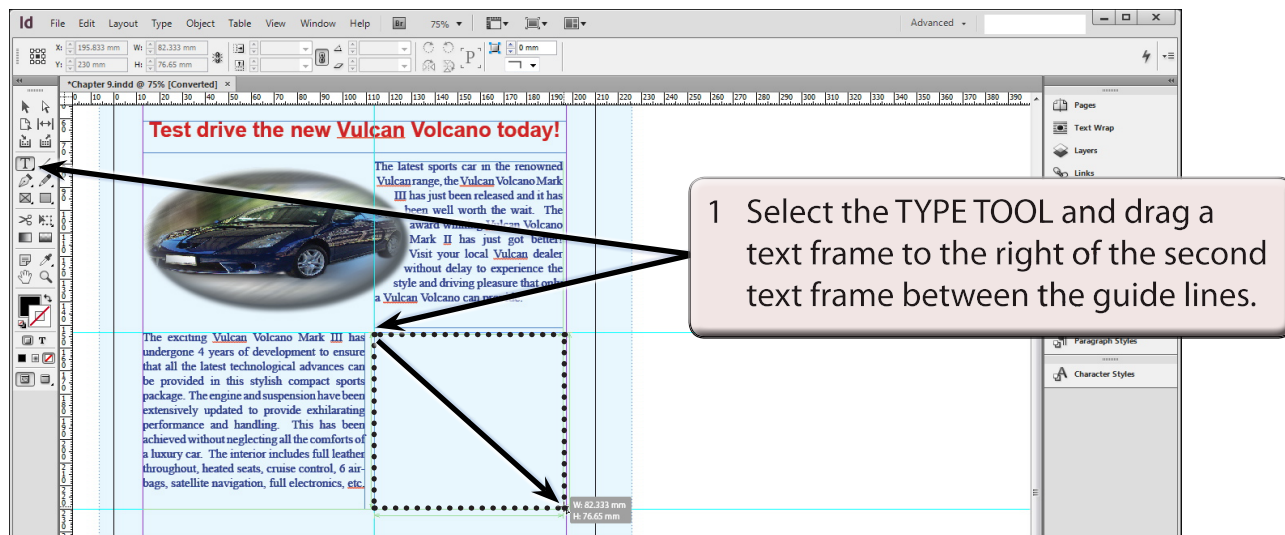
- 6 Check that the screen is set to the ADVANCED workspace.

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

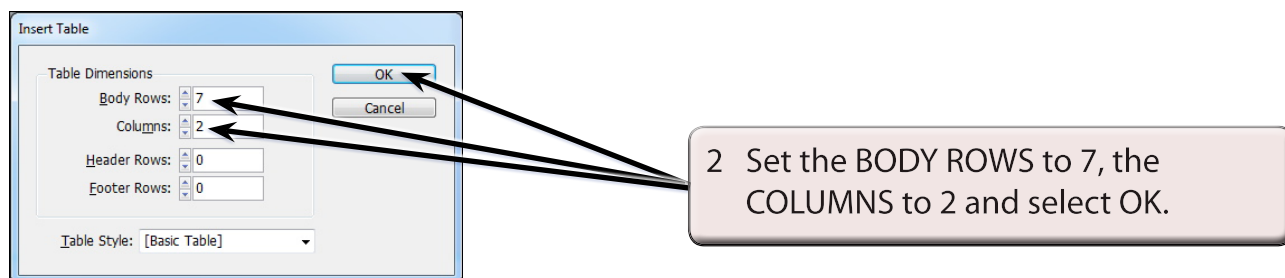
Tables are text orientated so the TYPE TOOL needs to be used when working with tables and those tables are placed in text frames. You can, however, include graphics in table cells when needed.

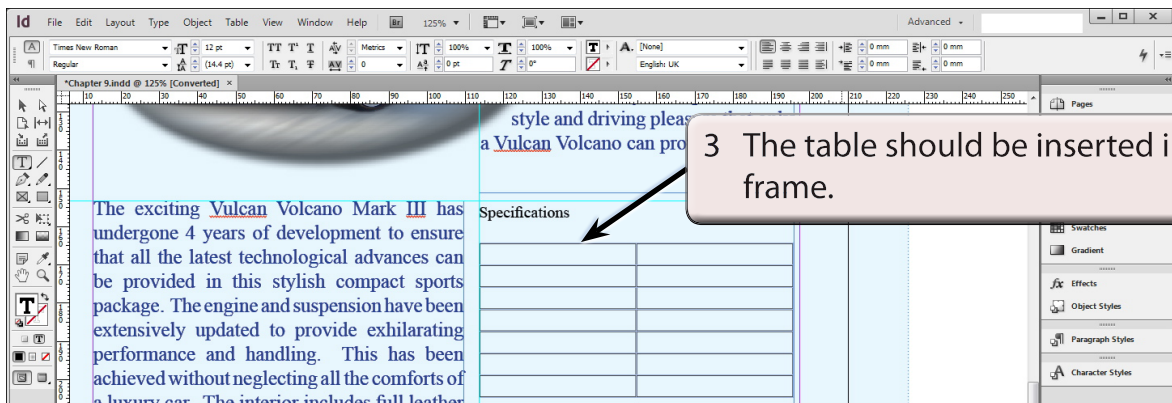


B Setting the Table

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

- 1 Display the TABLE menu and select INSERT TABLE.

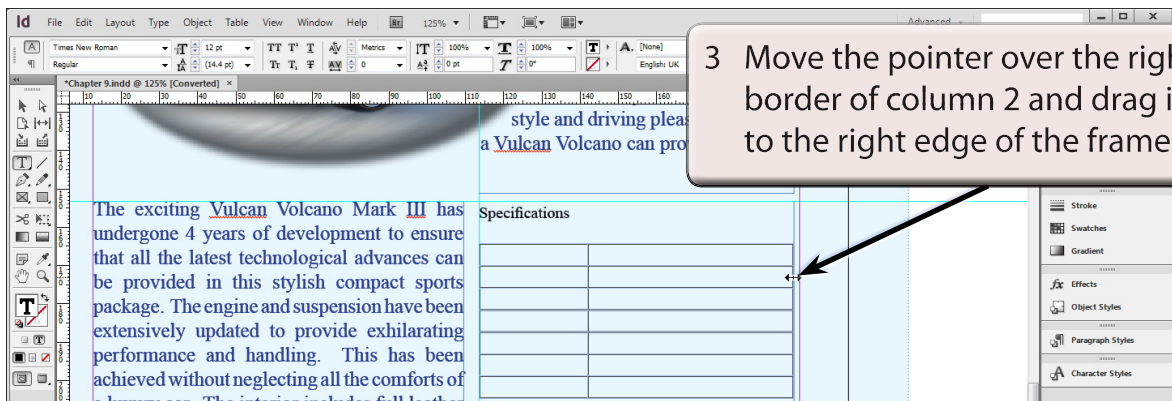
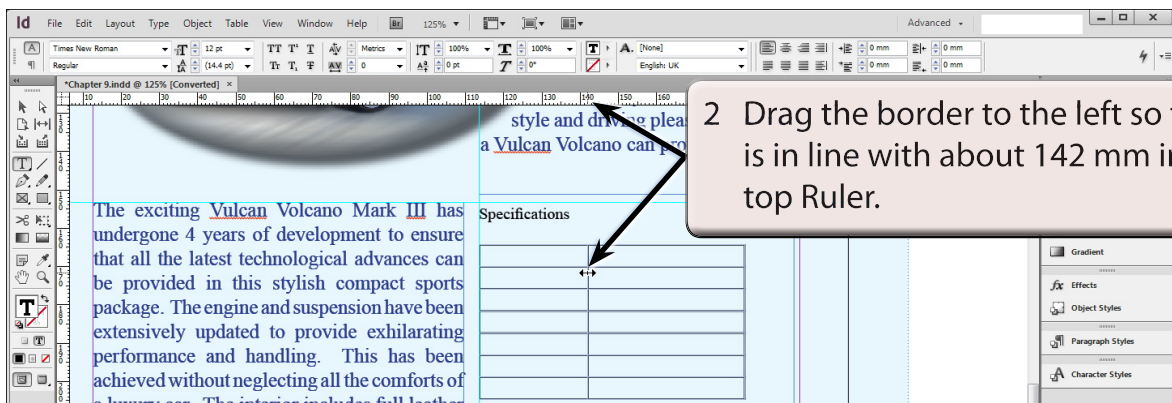




C Adjusting the Column Width

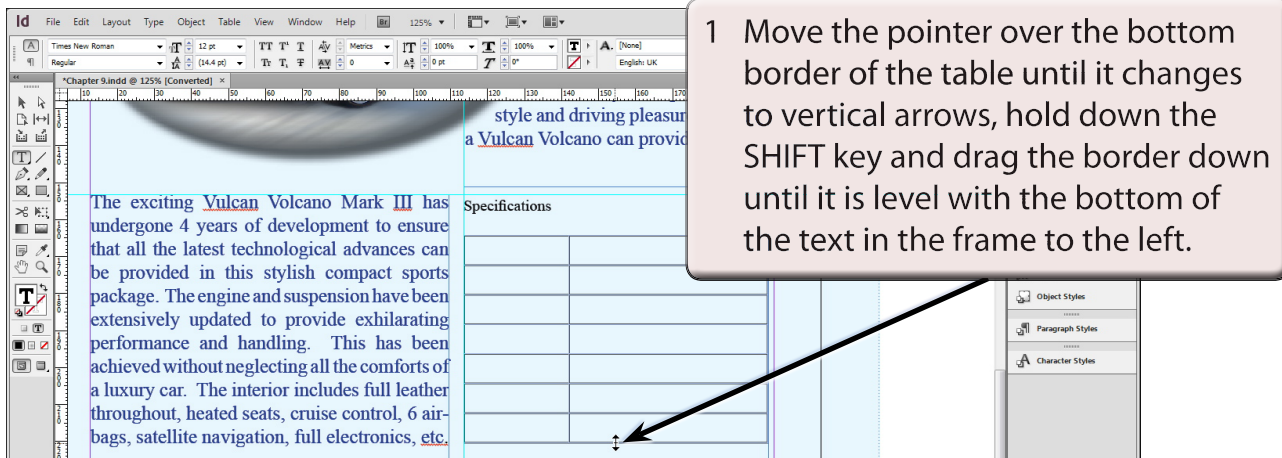
The second column will need to be wider than the first.

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



D Changing the Row Heights

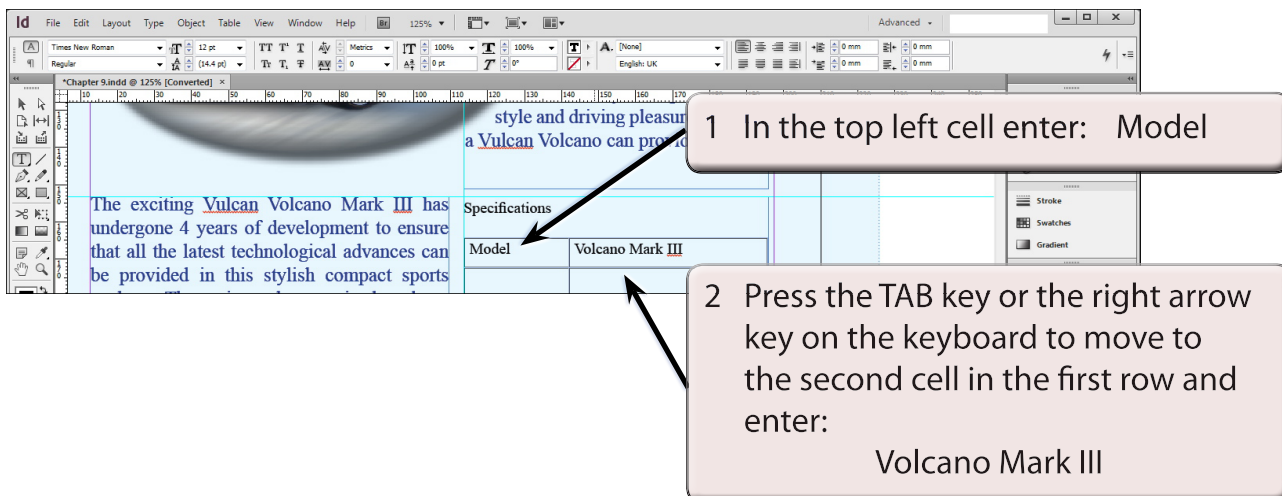
Each row can have its height changed individually or all the rows can be changed proportionally using the SHIFT key.



- 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.

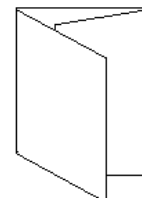


NOTE: You can use the TAB key, the arrow keys on the keyboard or the mouse to move around the cells in a table.

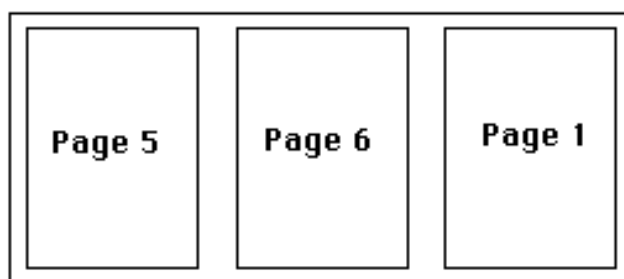
Creating Pamphlets

Pamphlets are an excellent way of displaying publicity information in a concise manner and they can be easily folded and posted. 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.

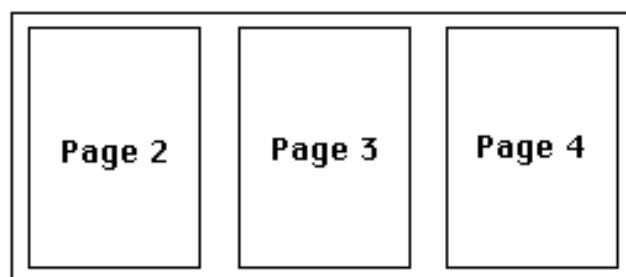
The most important step in the creation of this type of document is working out where each side should be placed so that the pamphlet folds correctly. Collect an A4 sheet of paper, turn it on its side (called landscape) and fold it into three even sections. Write the page number on each page so that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



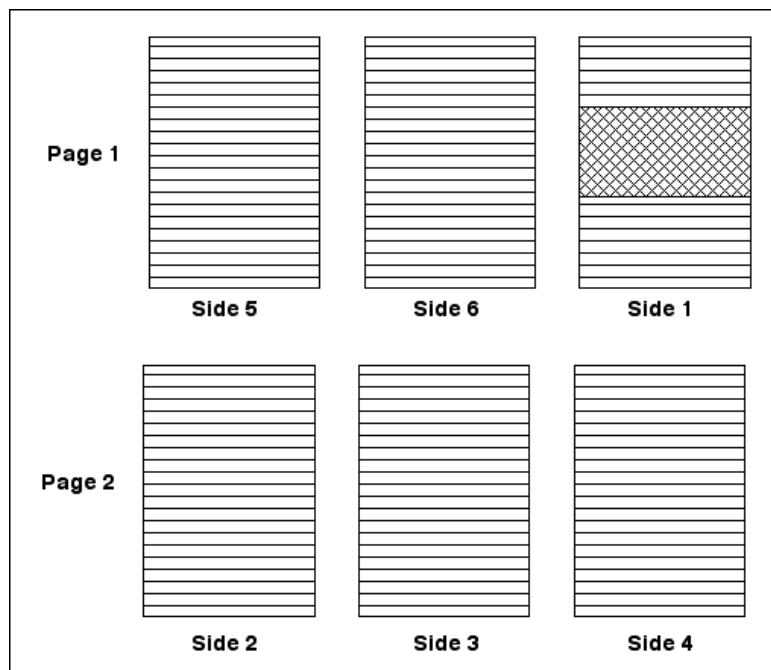
Front



Back

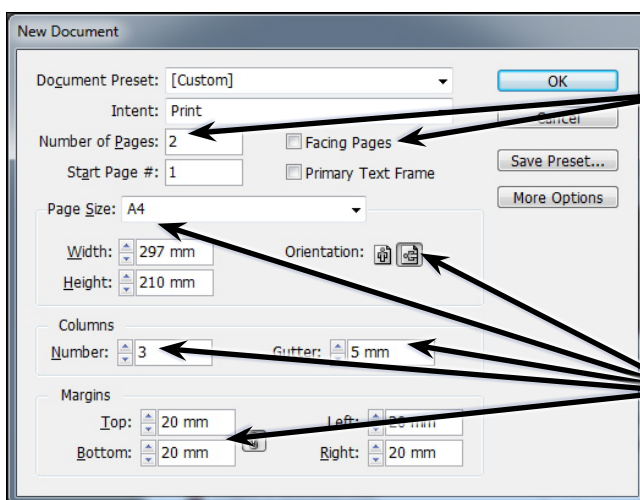


This is the layout that you will produce in this activity to create a pamphlet for an online music store. The thumbnail sketch for the pamphlet is displayed at the top of the next page.



The Page Layout

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT or click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



3 In the NEW DOCUMENT dialogue box turn off FACING PAGES and enter 2 in the NUMBER OF PAGES box.

4 Set the PAPER SIZE box to A4, the ORIENTATION to LANDSCAPE, the COLUMNS NUMBER to 3 with a 5 mm GUTTER and set the MARGINS to 20 mm.

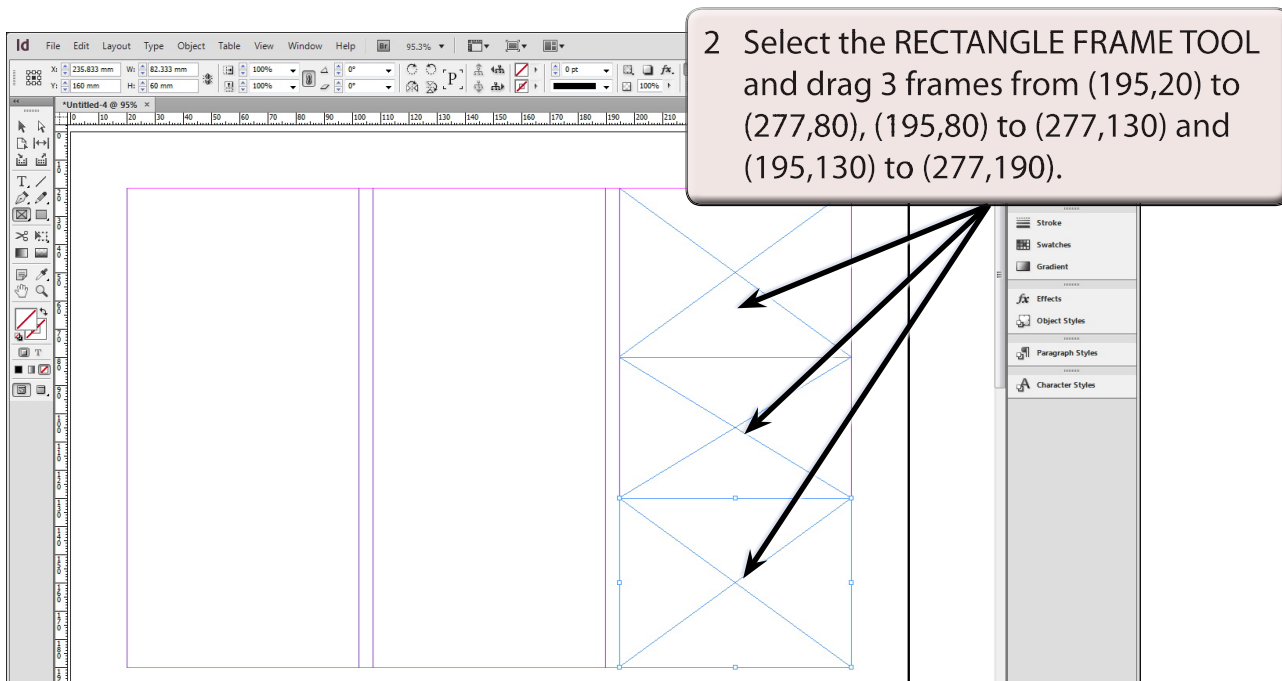
- 5 Select OK and the InDesign work page should be displayed. Check that the screen is set to the ADVANCED workspace.

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

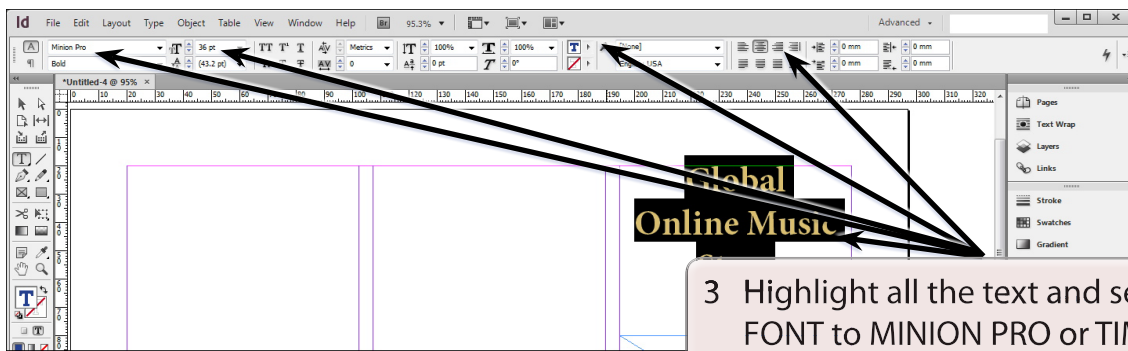
- 1 Page 1 should be on the screen. Set the view to FIT PAGE IN WINDOW.



B Completing the Top Frame

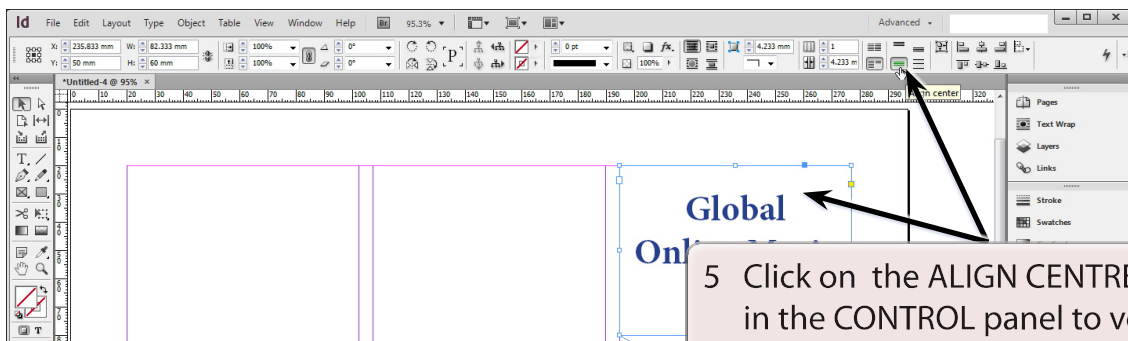
- 1 Select the TYPE TOOL and click the I-BEAM in the top frame.
- 2 Set the screen to ACTUAL SIZE and enter the following text:

Global	<enter>
Online Music	<enter>
Store	



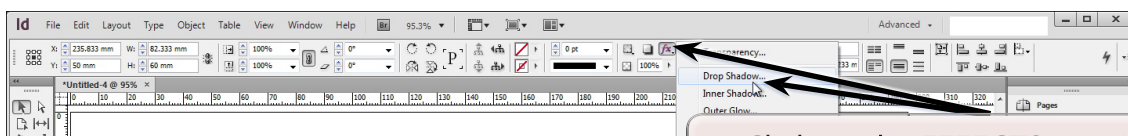
- 3 Highlight all the text and set the FONT to MINION PRO or TIMES (NEW ROMAN), the STYLE to BOLD, the SIZE to 36 point, the ALIGNMENT to CENTRE and the FONT COLOUR to DARK BLUE.

- 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 button 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 in the CONTROL panel and select DROP SHADOW.

Publishing Project 1

The Society of Architects

