


# Introduction to InDesign

CTE Summer Conference

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# The Interface



Adobe  
InDesign

# New Document

## Project Name

The title of your project. When you save, it will default to the Project name and add the proper file extension to it.

## Document Size

Determines the size of your document. You can change units of measure (i.e. pixels, inches, picas, etc.) in the drop down to the right.

## Orientation

Portrait is when the image is taller than it is wide. Landscape is when the image is wider than it is tall.

## Facing Pages

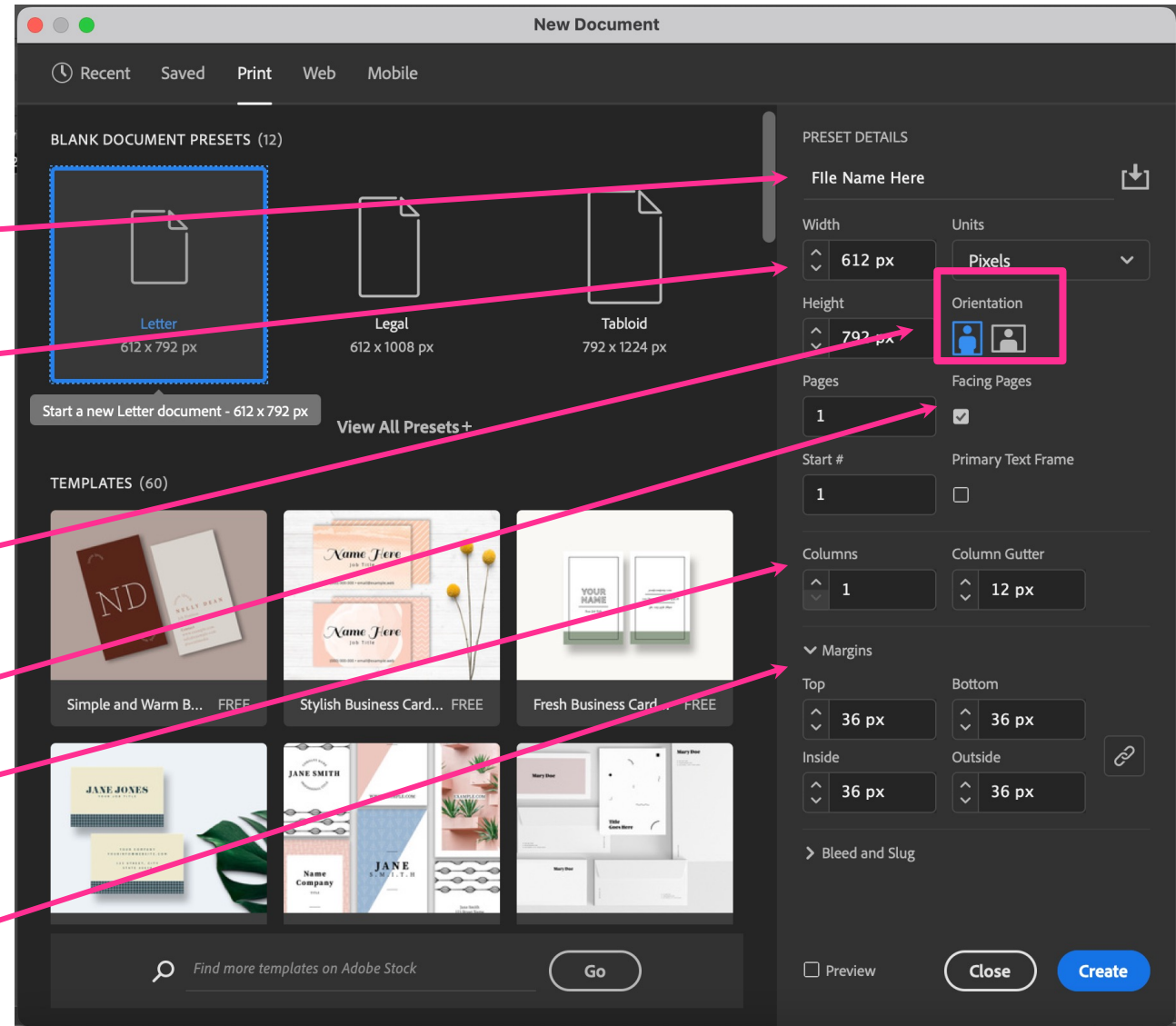
Determine if your document pages display together like a book.

## Columns

How many columns will display on the page to help guide you during layout.

## Margins

Allows you to adjust the margin guides to help you during layout.



# InDesign Interface

MENU BAR

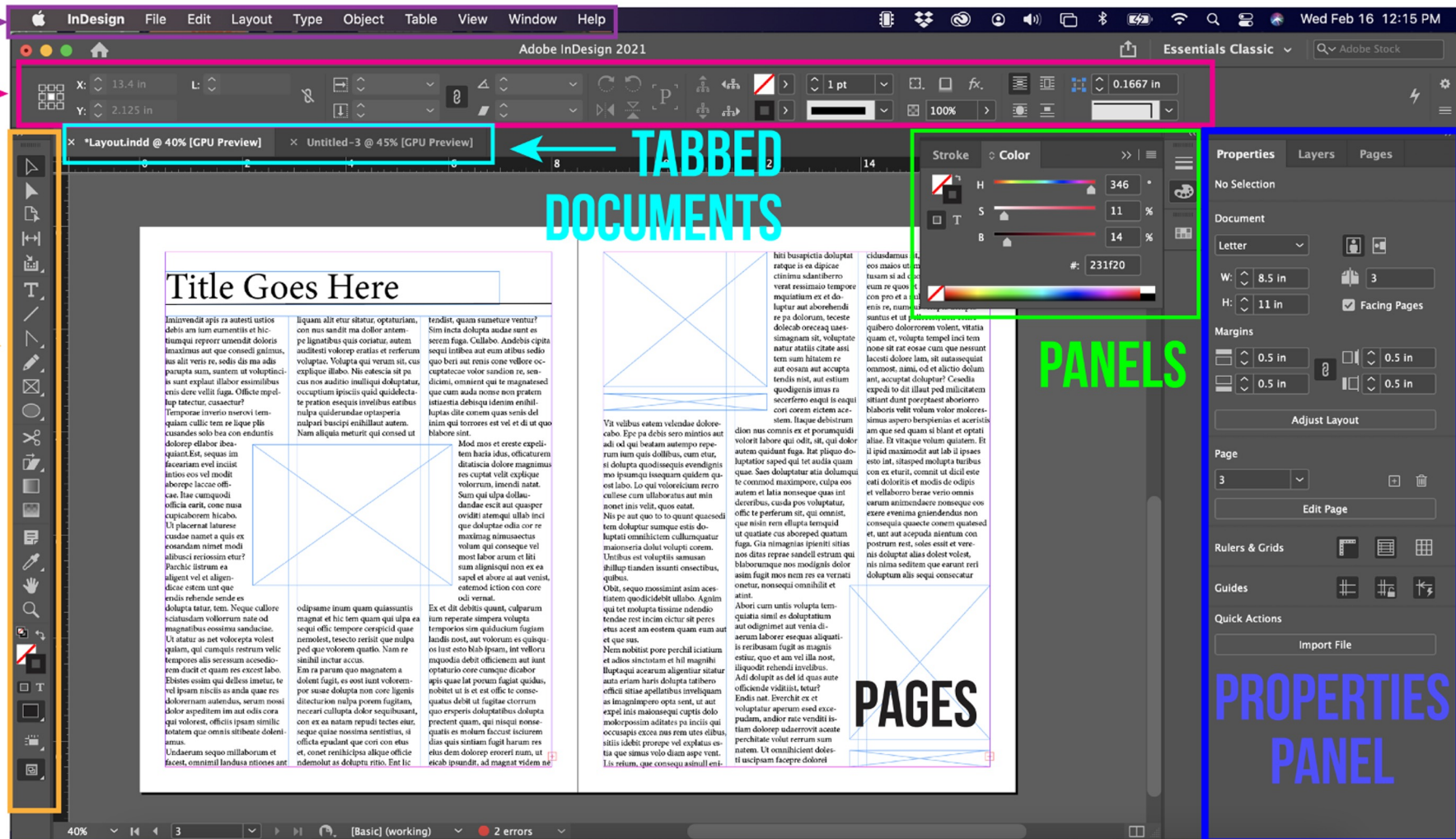
CONTROL BAR

TOOL BAR

TABBED DOCUMENTS

PANELS

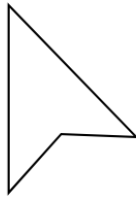
PROPERTIES PANEL



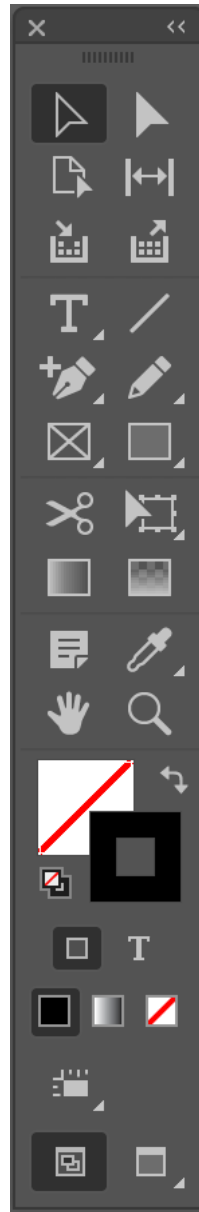
## CURSOR EXAMPLES:



Selection Tool



Direct Select Tool



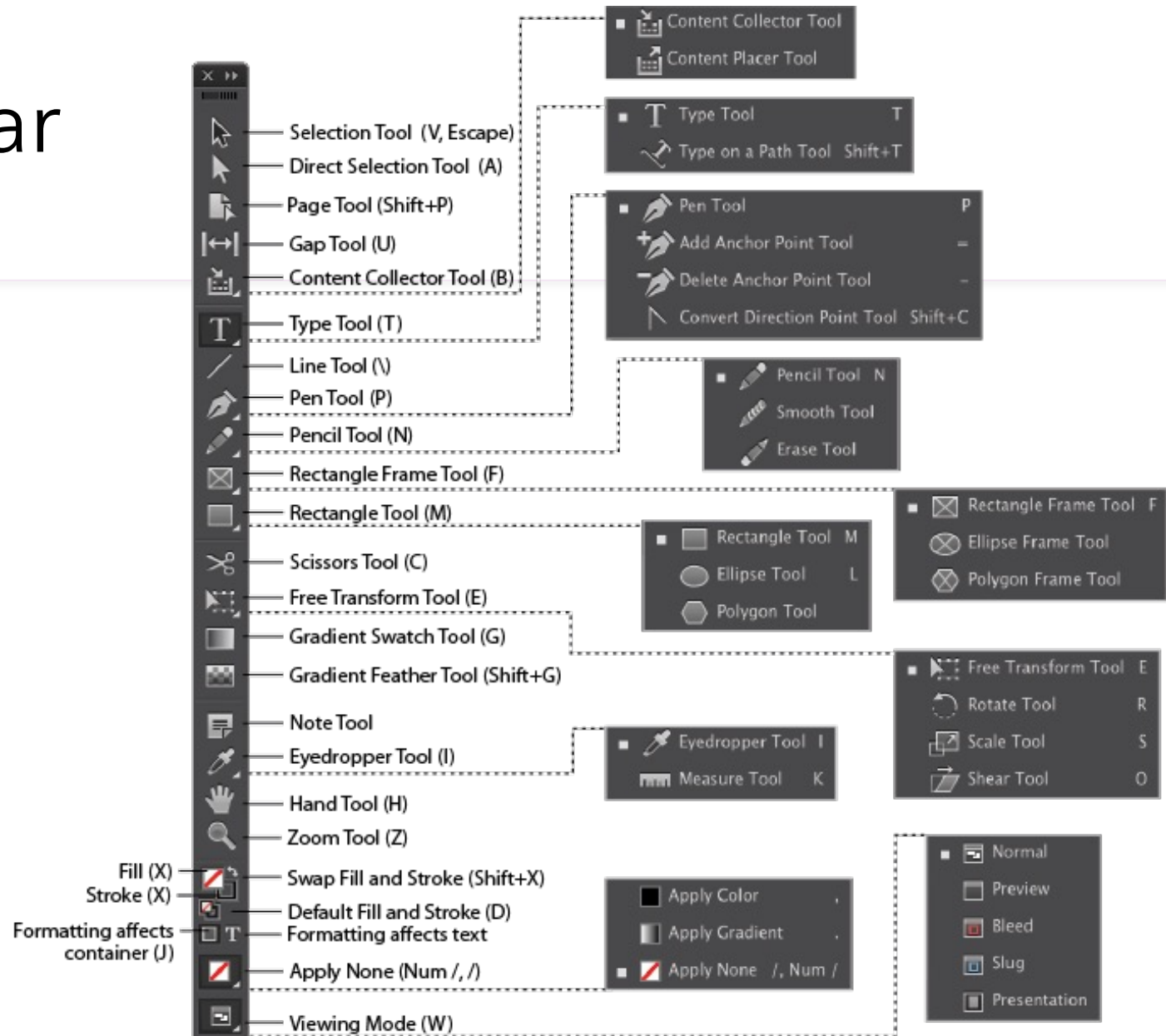
# The Toolbar

InDesign has a lot of tools that you can use. These tools can be accessed through the “Tool Bar” [usually found on the left]. If you do not see the toolbar, you can load it by going to Window > Tools at the menu bar on the top of your screen.

Tools are grouped together with similar function. If you click and hold the icon on the toolbar, a dropdown will appear with other possible tools. You can also access these tools using keyboard commands (by holding “Shift” + [the proper keyboard letter]). By doing so it will toggle between all of the tools in that category. The default tools are defined in the next page.

Each tool changes the “Control” panel options (located above your “Document Window”). You can also see a change in the cursor icon to let you know what tool is being used [as well as the cursors size & shape].

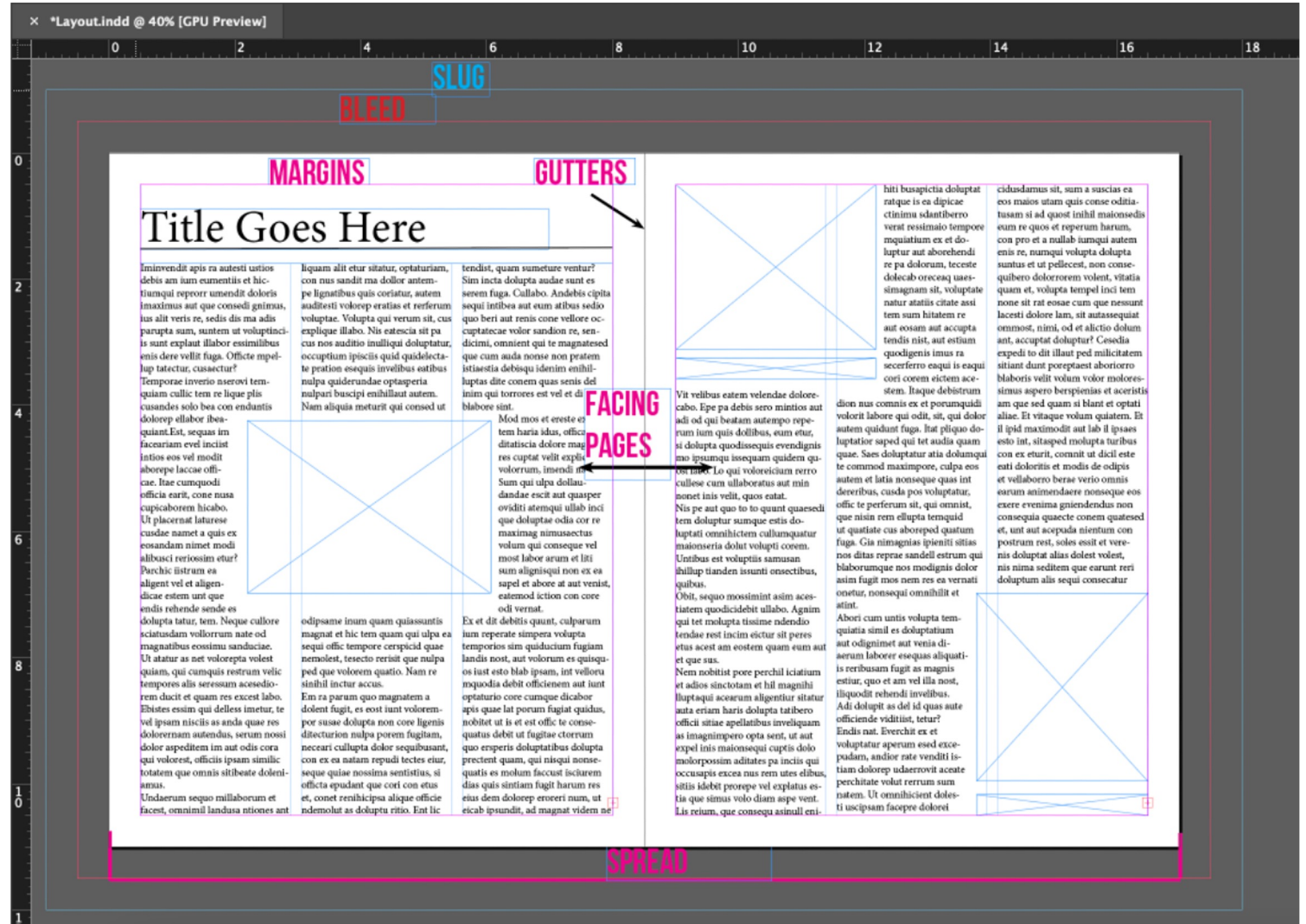
# The Toolbar





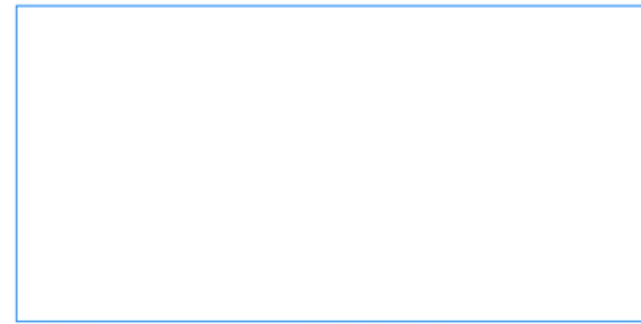
# Documents in InDesign

- Gutter
  - Space between columns in a publication. Sometimes referred to as an “Alley”.
- Bleed
  - Extra space beyond your page that allows you to run objects beyond the edge of the page to ensure that they print to the edge of the page to prevent a white border when cutting.
- Slug
  - Extra space beyond your page used to show markings or provide notes for the printer.

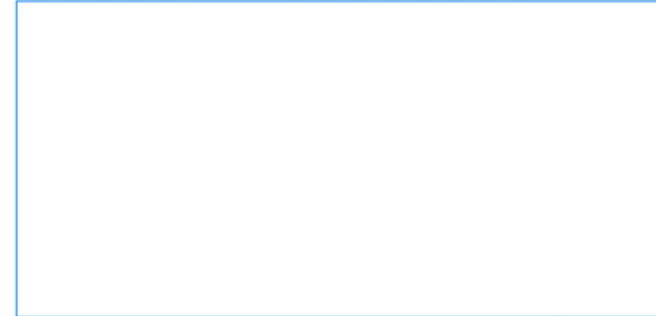


# Frames in ID

- Frames
  - Objects that serve as containers or placeholders in InDesign for text, graphics, and other design elements.
- Text Frame
  - Contains text, can be moved and resized; text can be connected between text frames
- Placeholder Text
  - Text that is placed in a text box that "holds a place" in a design to allow for creating a layout or adjusting the text design.
- Graphics Frames
  - Serves as a placeholder for placing a graphic.



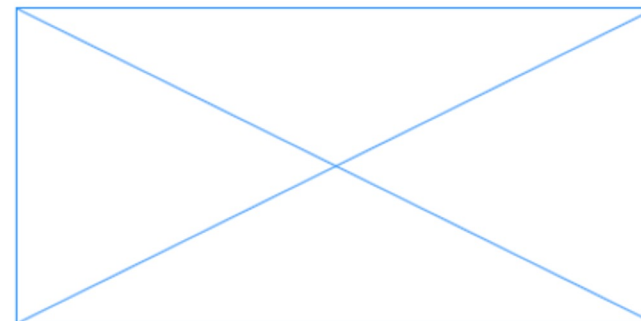
**FRAME**



**TEXT FRAME**

Ibus, solendel iuntota assunt quati cum fugiti acipsan ducimil minctio. Me custis rersperrum quia core laccus natemquia simaxime solo-rumquat est la sapeligenis is eatur sum iducim ape vel ipsapiet que labo. Vit pernam sequi volorio et estissi ut harum voluptatur, aut et es mostrum

**PLACEHOLDER  
TEXT**

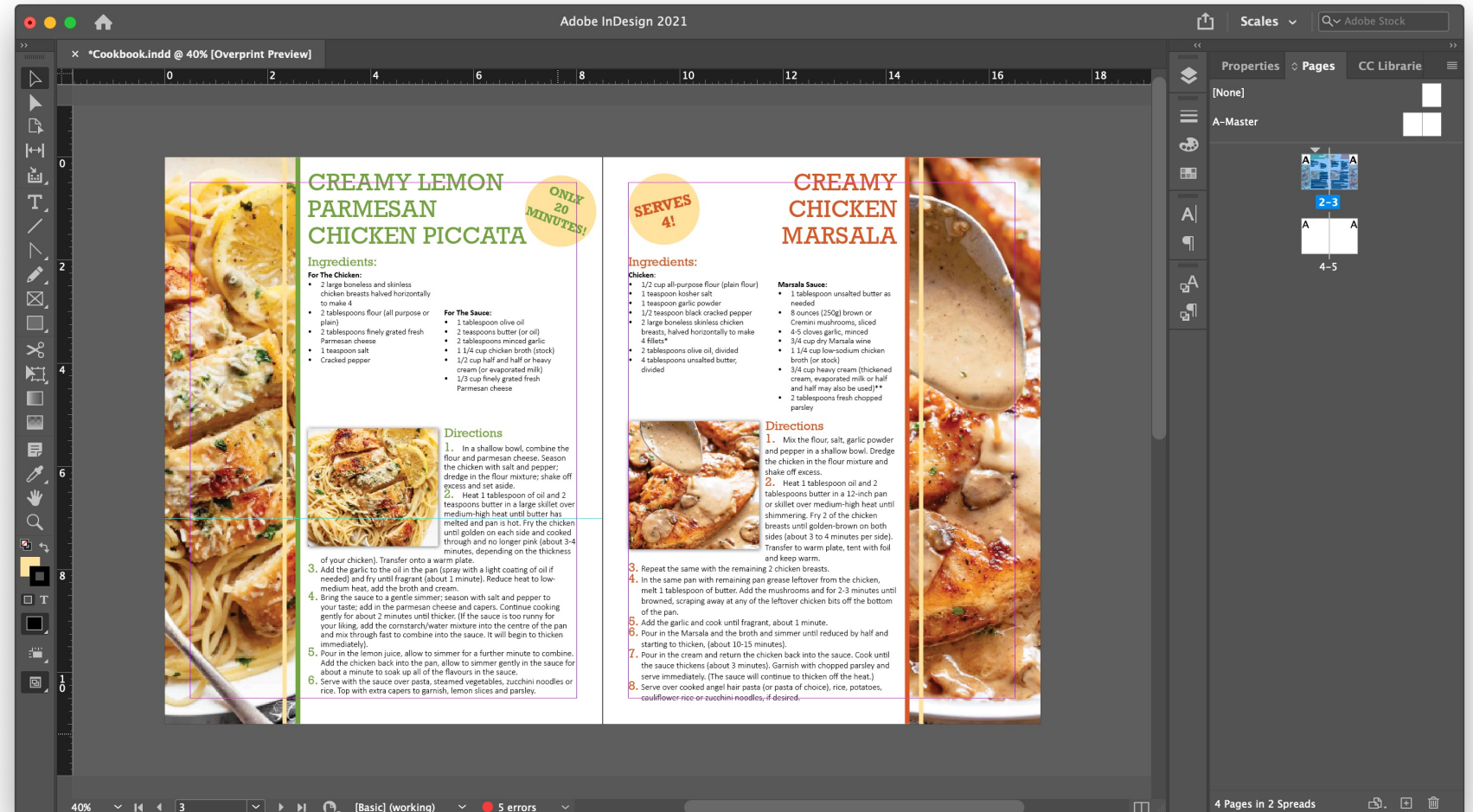


**GRAPHICS  
FRAME**



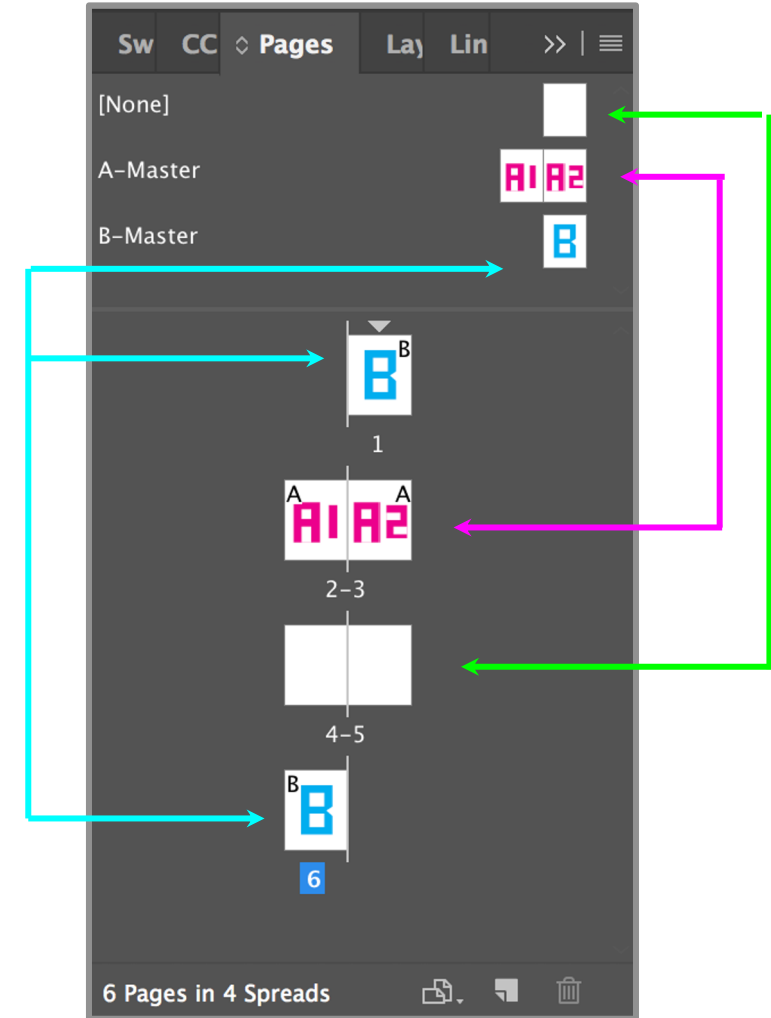
# Pages

- Facing Pages
  - Two pages shown side-by-side used for book style publications that will be bound.
- Spreads
  - Any two facing pages in a publication.



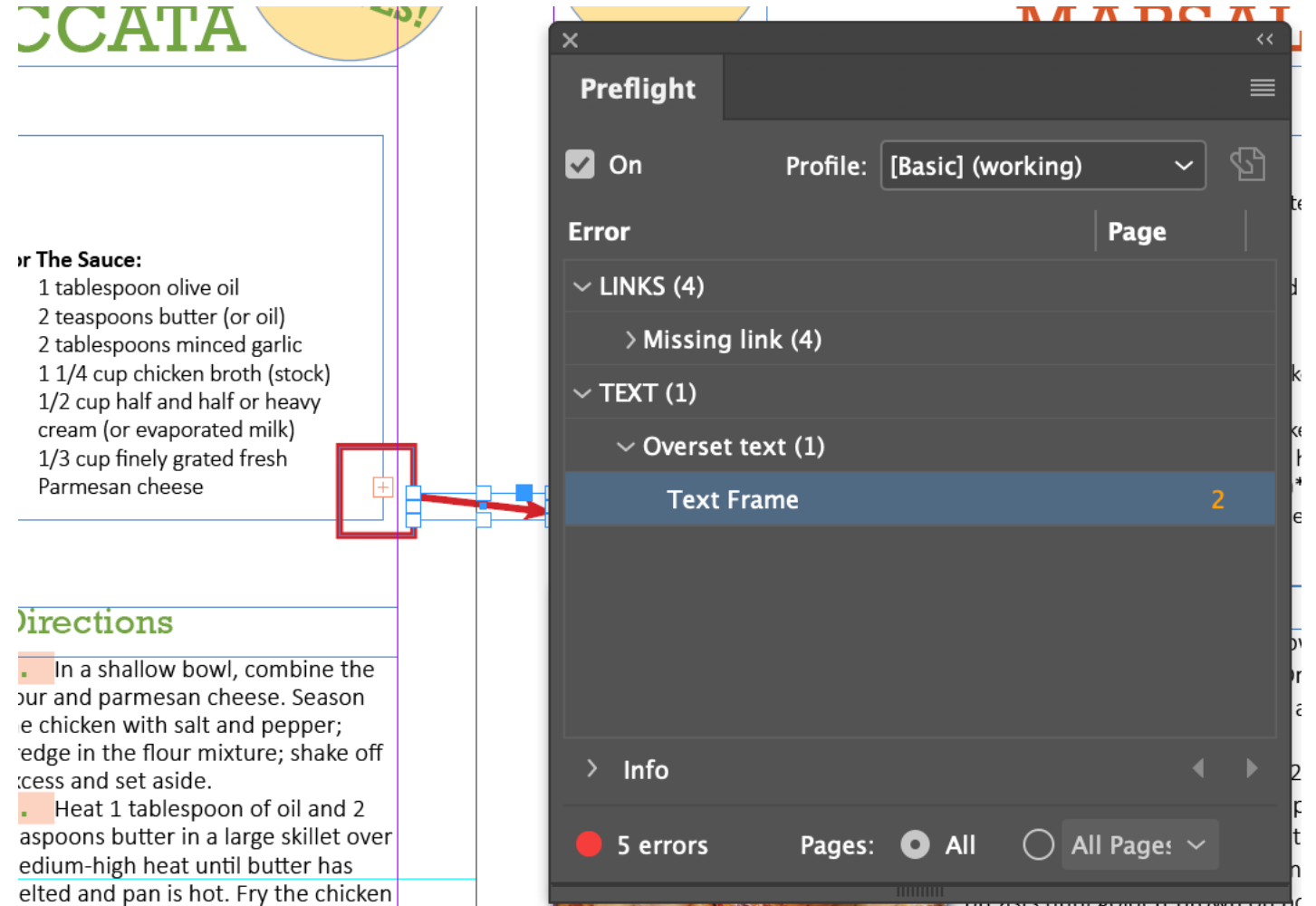
# Pages Panel

- Pages Panel
  - The Pages panel allows you to select, adjust, move, and navigate pages in a publication. The Pages panel, which you open by choosing Window→ Pages, also lets you add new pages to the document, duplicate pages, delete a page, or change the size of a page. The pages panel contains two main areas: the master pages (upper) section and the (lower) section containing the document's pages.
- Master Pages
  - A Master Page is a nonprinting page that you can use as the template for the rest of the pages in your document. Master pages can contain text and graphic elements that will appear on all pages of a publication (i.e. headers, footers, page numbers, etc.) By default, every InDesign document you create contains two masters, one for pages on the left and one for those on the right. In the image to the right, the creator is able to assign the proper Master Page by dragging the appropriate style onto the page.
- Facing Pages
  - When you use default settings, pages are created as facing pages, which means that they're laid out as two-page pairs, or spreads. This format is meant to mimic the needs for printing a book. Page one is always on the right because when folded it will appear as the cover. Otherwise, pages are laid out individually. Whether a page is part of a spread or a single page is reflected in the Pages panel, the option is specified when you create a new document and can be changed in the Document Setup window.



# Exporting in InDesign

- Preflight Panel
  - A panel warns of problems that can prevent a document or book from printing or outputting as desired. These problems include missing files or fonts, low-resolution images, overset text, and a number of other conditions.





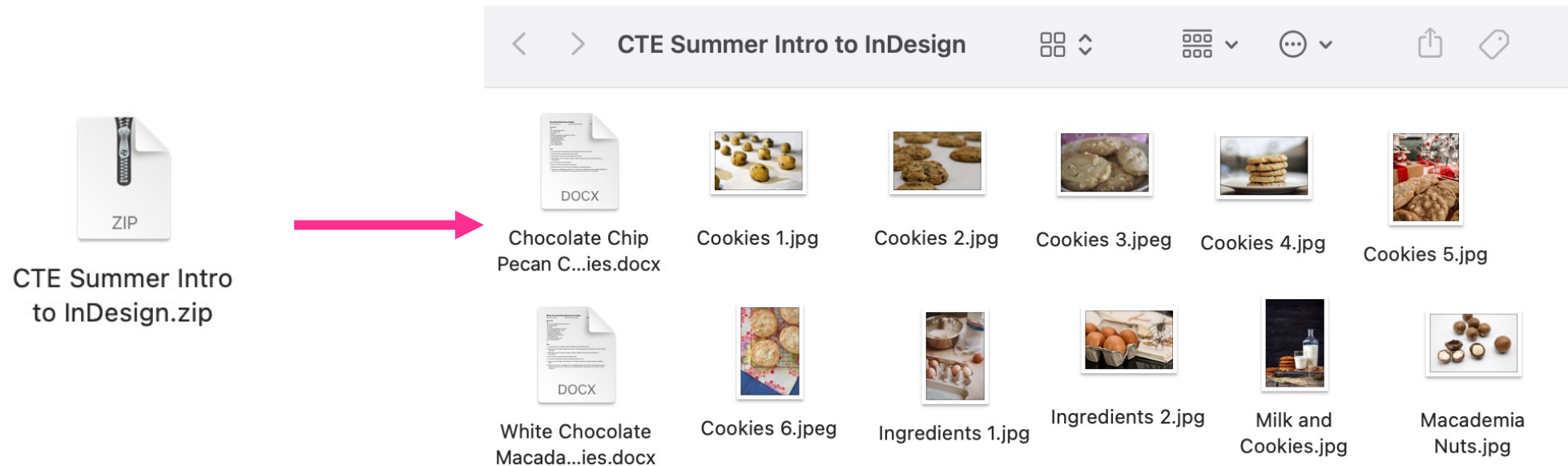
# Hands on Learning



Adobe  
InDesign

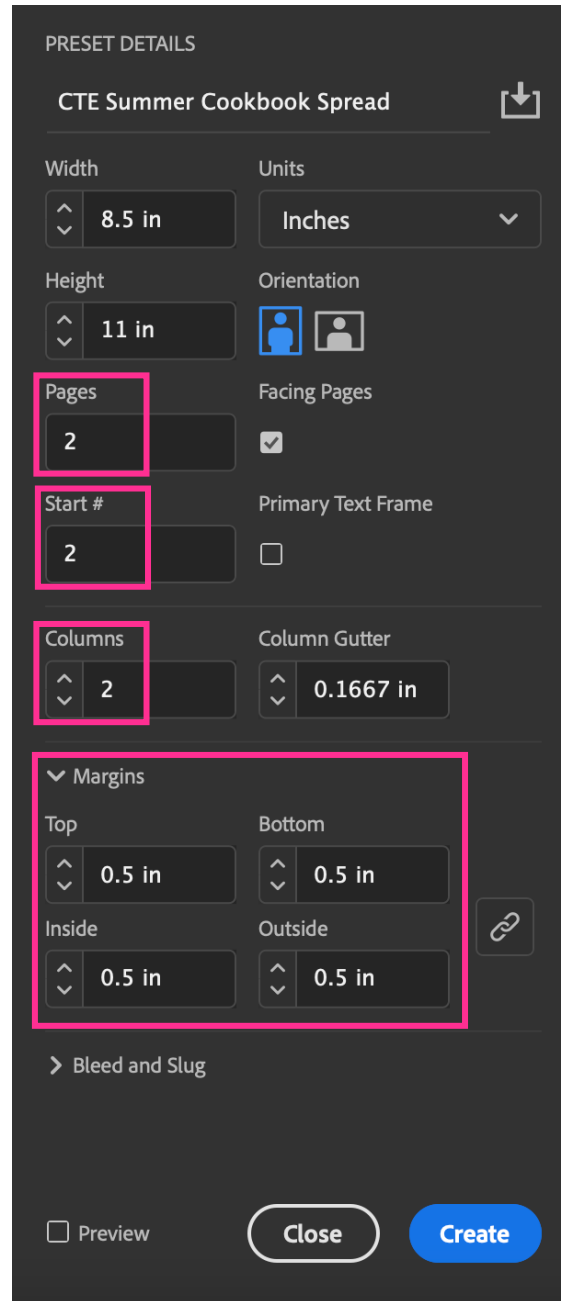
# Let's start here....

- Start by downloading the zipped folder of files we have provided for you to use
- After downloading, unzip the folder

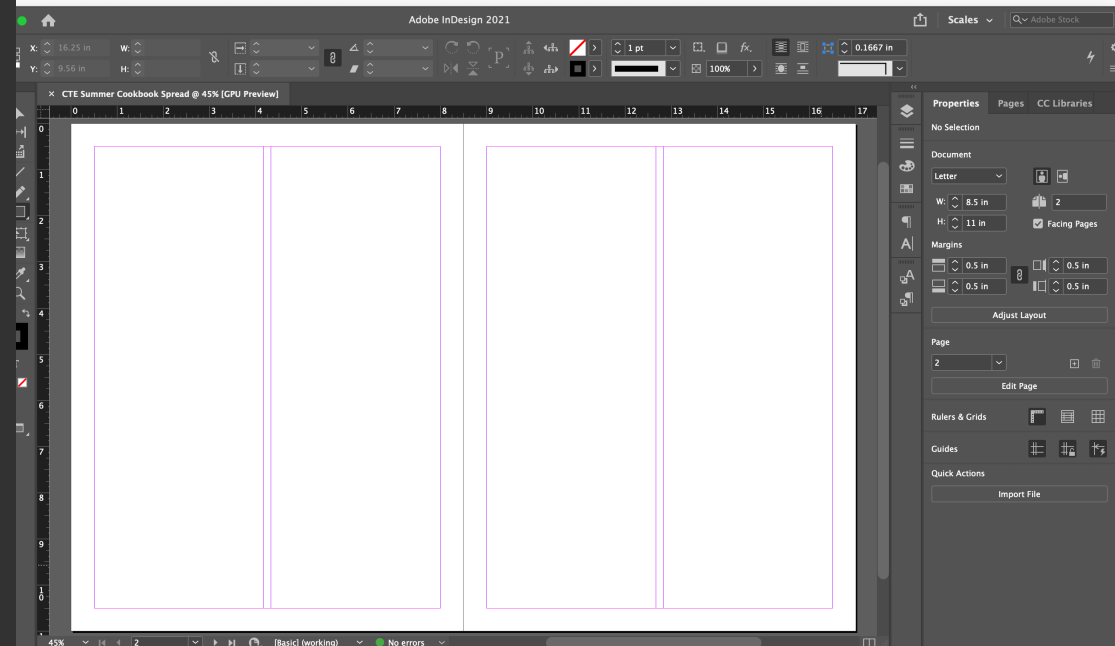


# New Document

- Create a Letter Size Document with the following settings
- Click Create when you are ready!



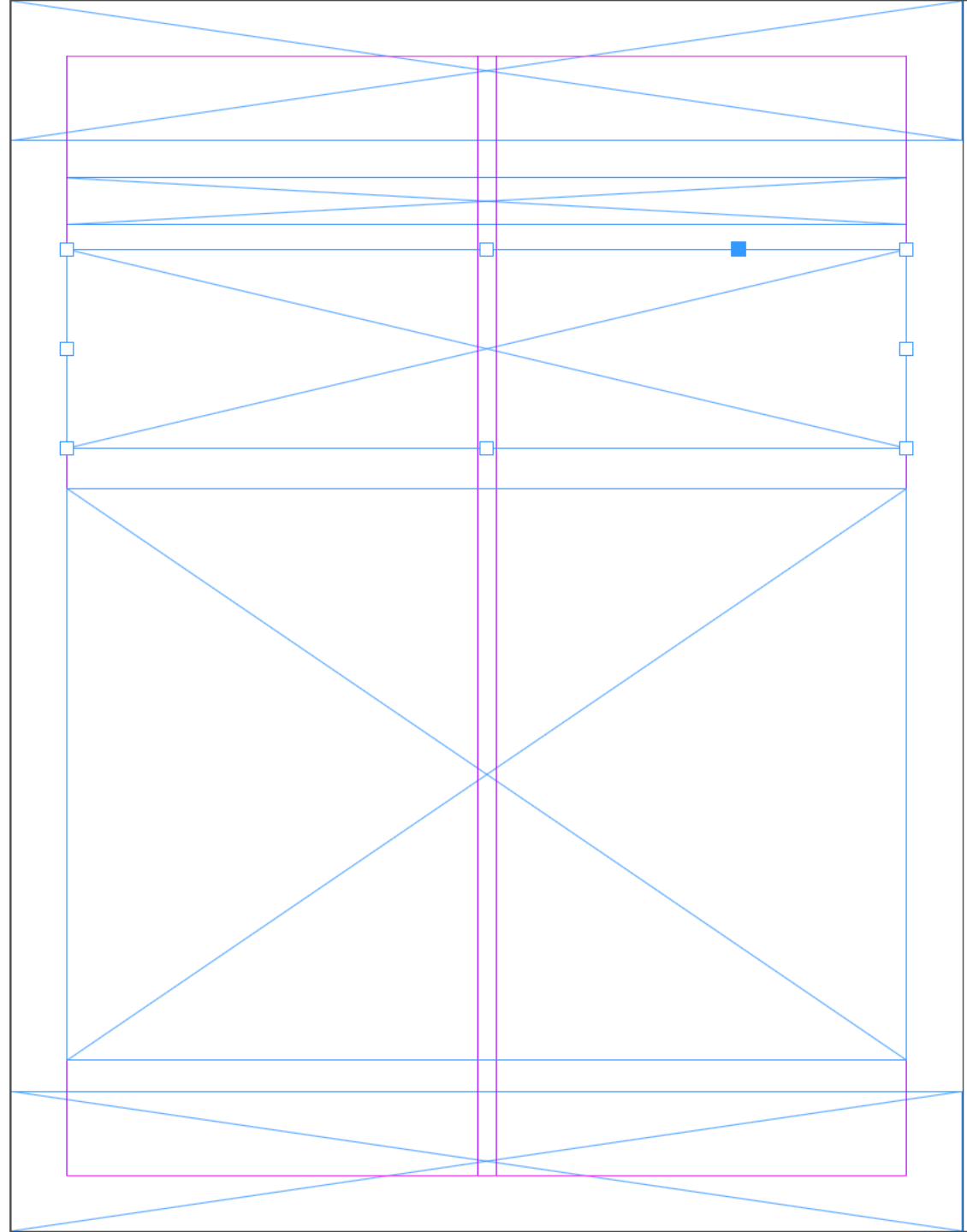
It will look like this:

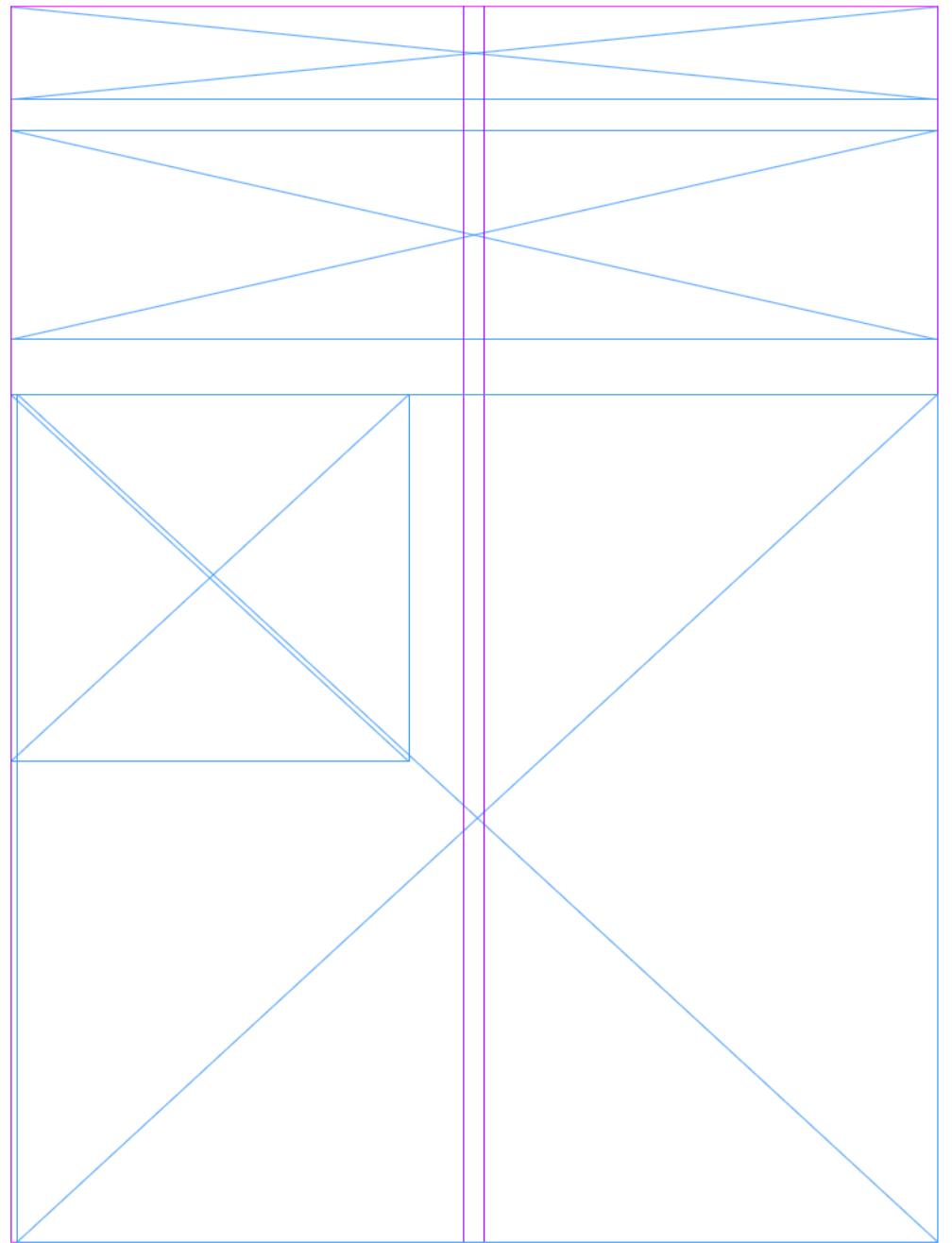
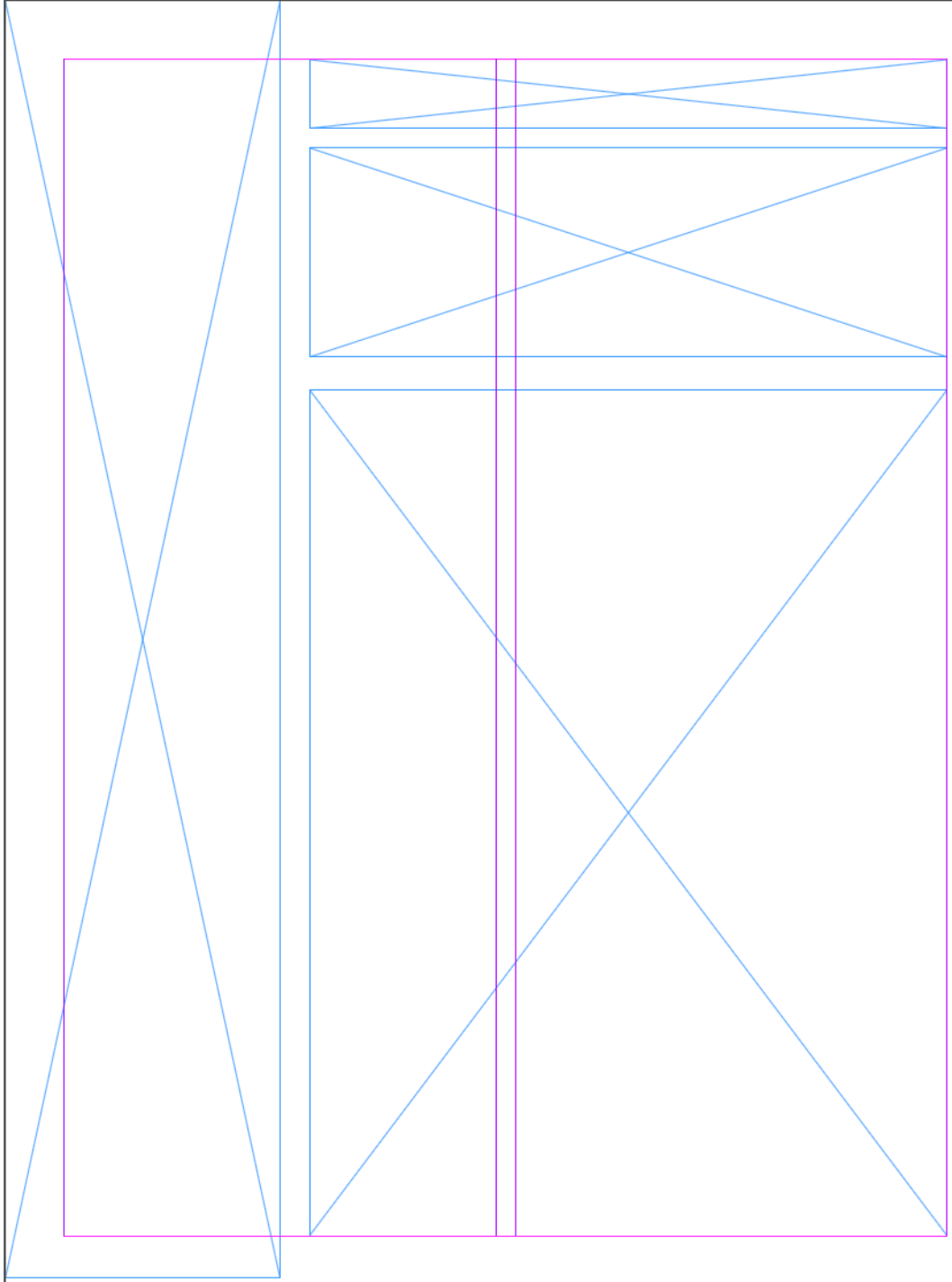




# Framing a Cookbook Spread

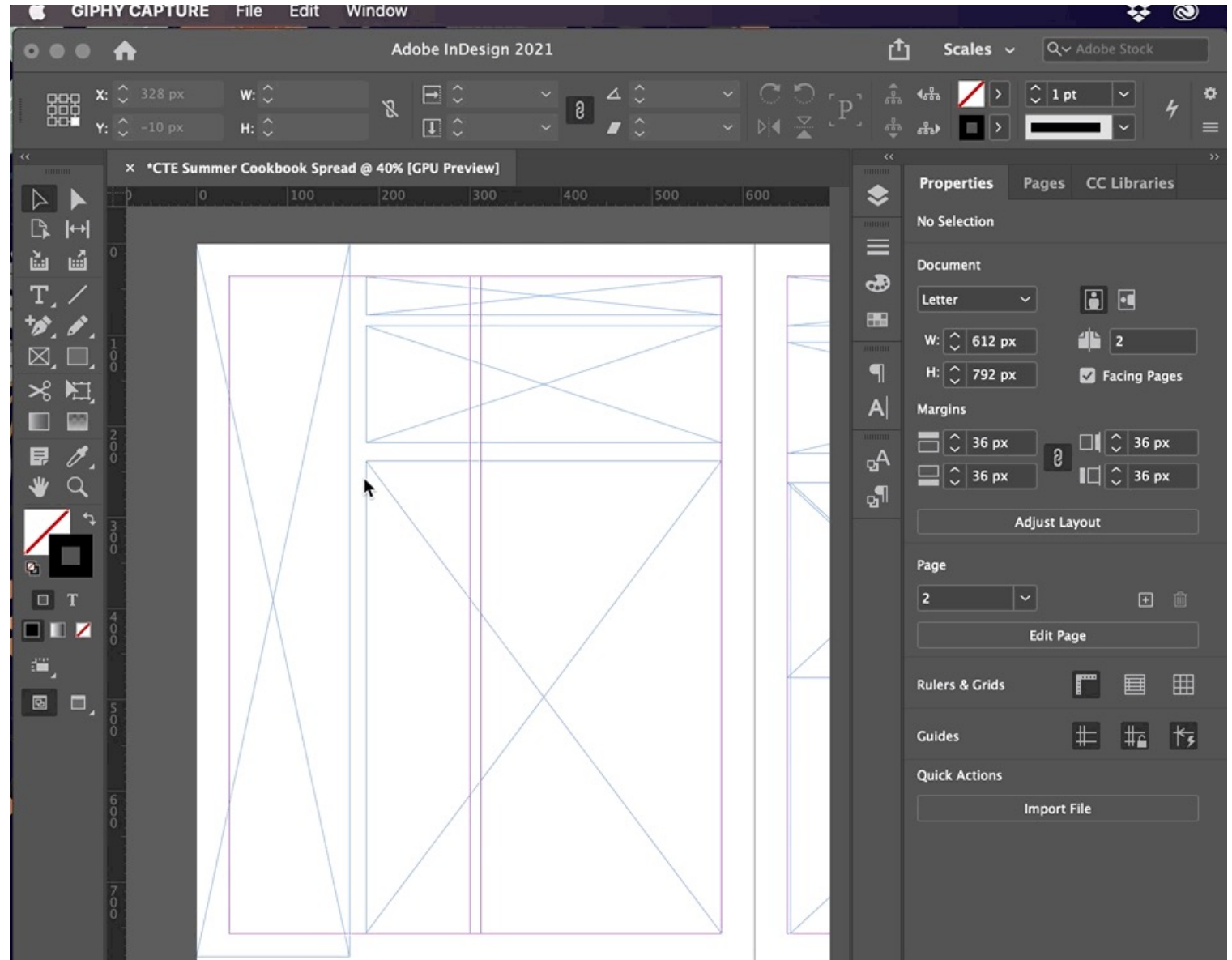
- On page 1 of your spread we will start adding frames using the Frame Tool (F) of where you want to add the following items:
  - Recipe Title
  - Images
  - Ingredients
  - Directions
- Use the Selection Tool (V) to help you resize and rearrange. Remember you aren't locked into this layout.
- Look at mine as an example! *(doesn't have to match!)*





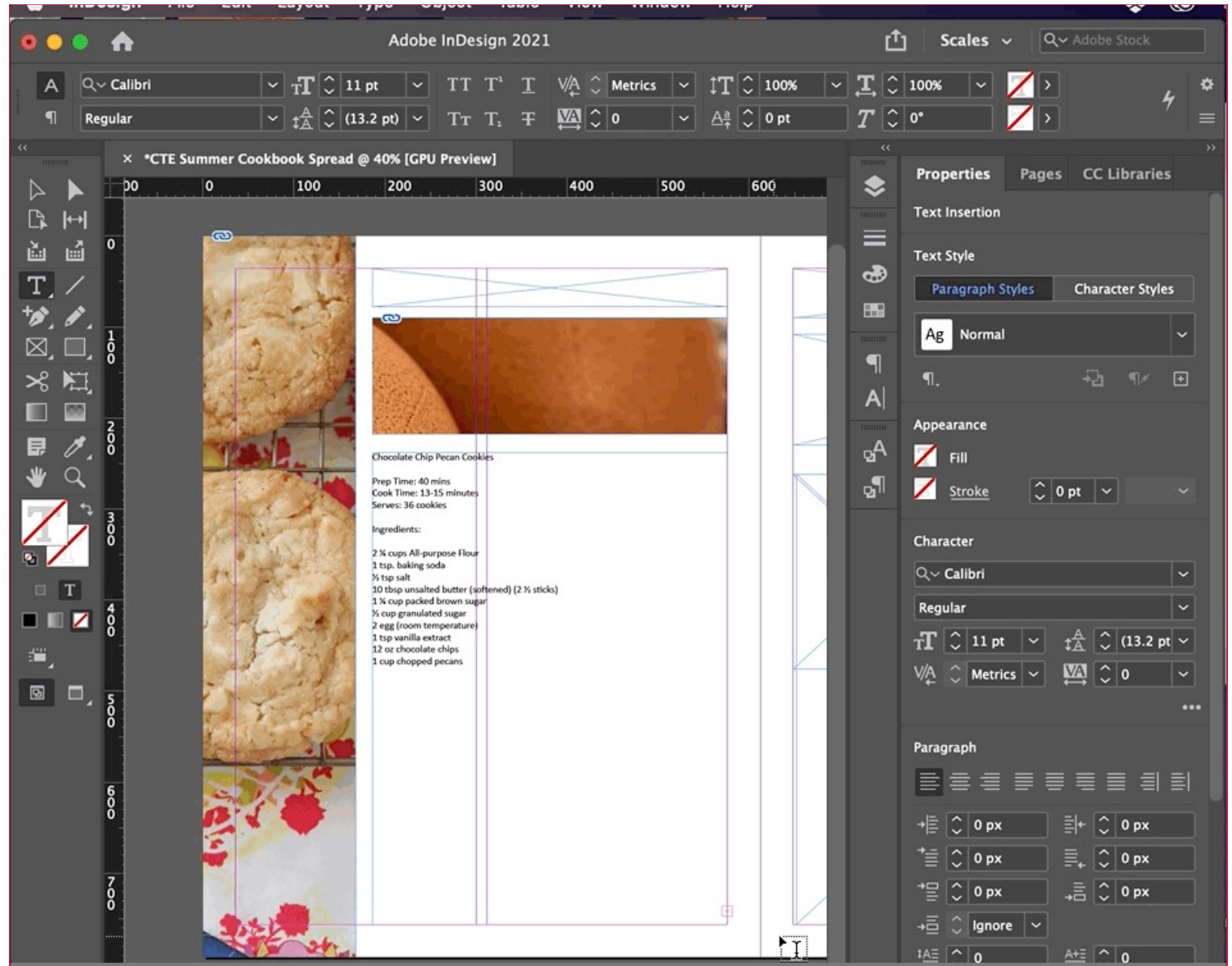
# Adding Content

- Using File > Place and then navigate to the Unzipped files that you were given for this activity.
- Chose the recipe first, and then holding down the Cmmd (or Ctrl) key select as many images as you need (based on how many frames you added for images)



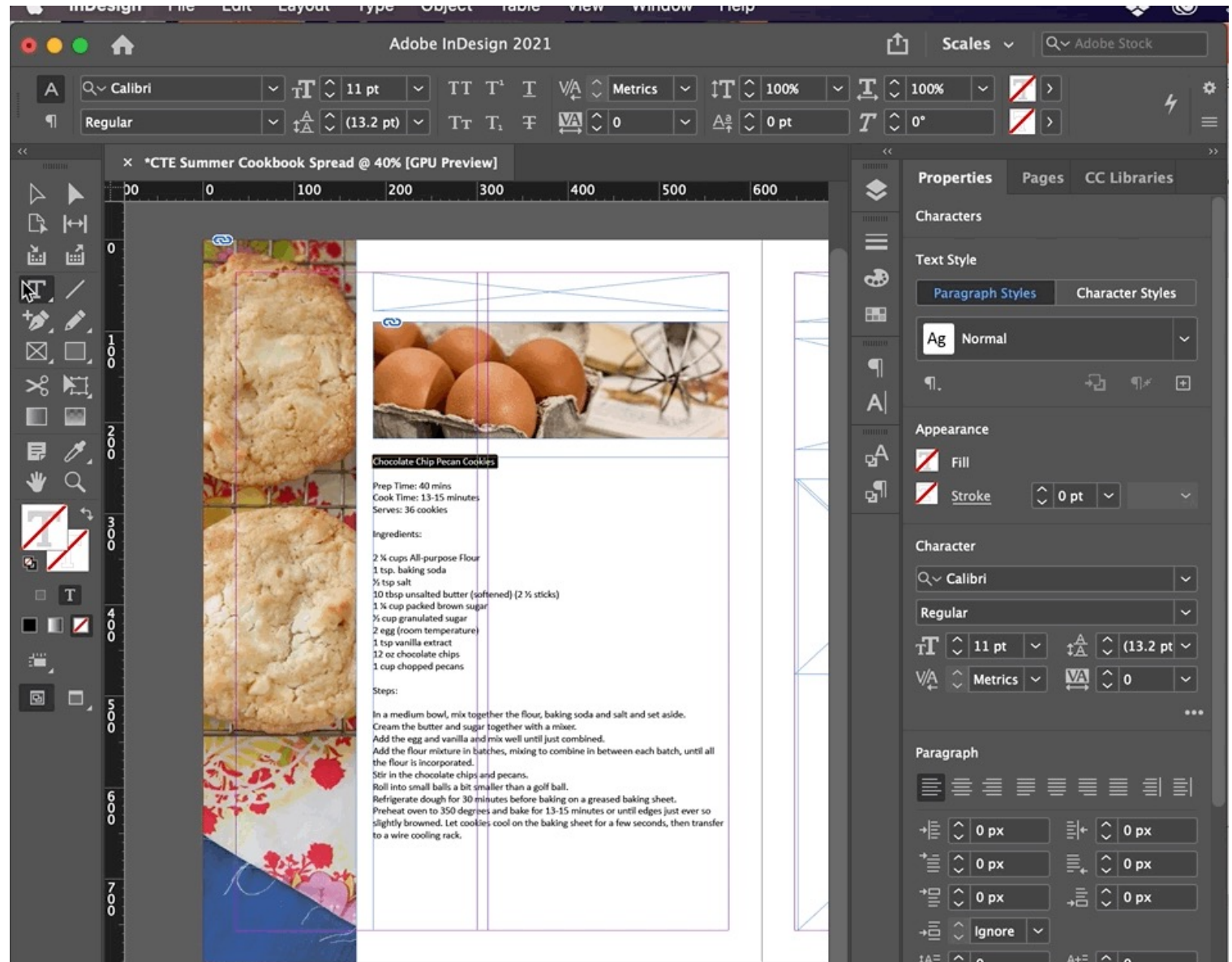
# Adjusting Content

- The text may overflow out of the box indicated by a red + sign in the bottom right-hand corner of your text box, click and hit delete (not backspace) at the end to show the text
- Next let's adjust the images, using the Selection tool click on one of the images you just placed and go to Objecting > Fitting and choose Fill Frame Proportionally (right click to get to Fitting).
- You can also adjust by grabbing the transparent circle in the middle of the image and dragging the image in the frame.



# Add a Title

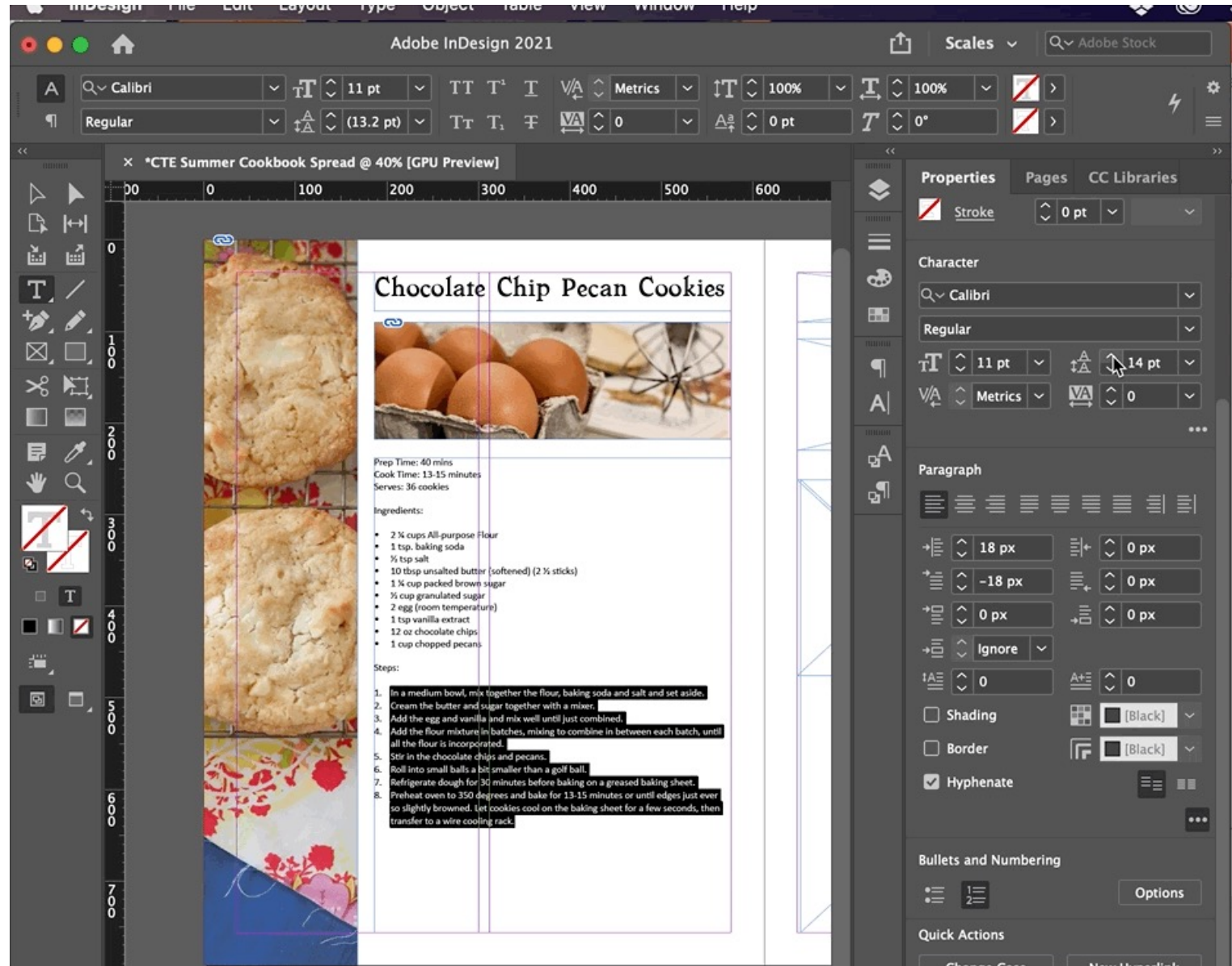
- In the recipe that we placed, highlight and copy (Cmmd/Ctrl + C) the title.
- In the Frame you added for your Title, using the Text Tool (T), click on the frame to change the unassigned frame to a text frame.
- Then Paste (Cmmd/Ctrl + V) your title.
- Highlight your text and in the Properties, Panel start adjusting the title's font and font size.





# Adjust Other Text

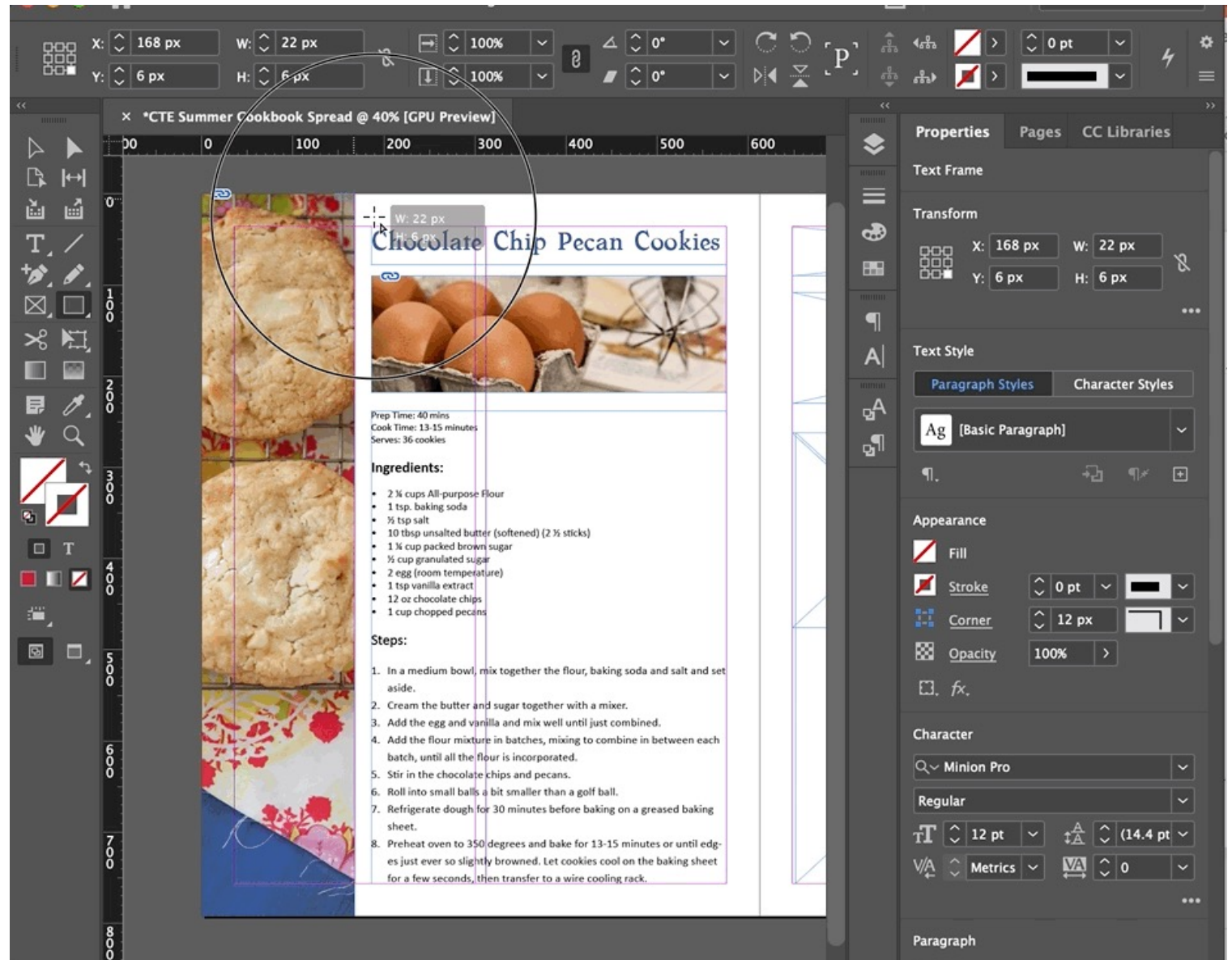
- Now we are going to highlight the ingredients only and bullet the list.
- Next, we are going to highlight the steps only and number the list.
- We will also adjust the font, line spacing, and bold the titles.





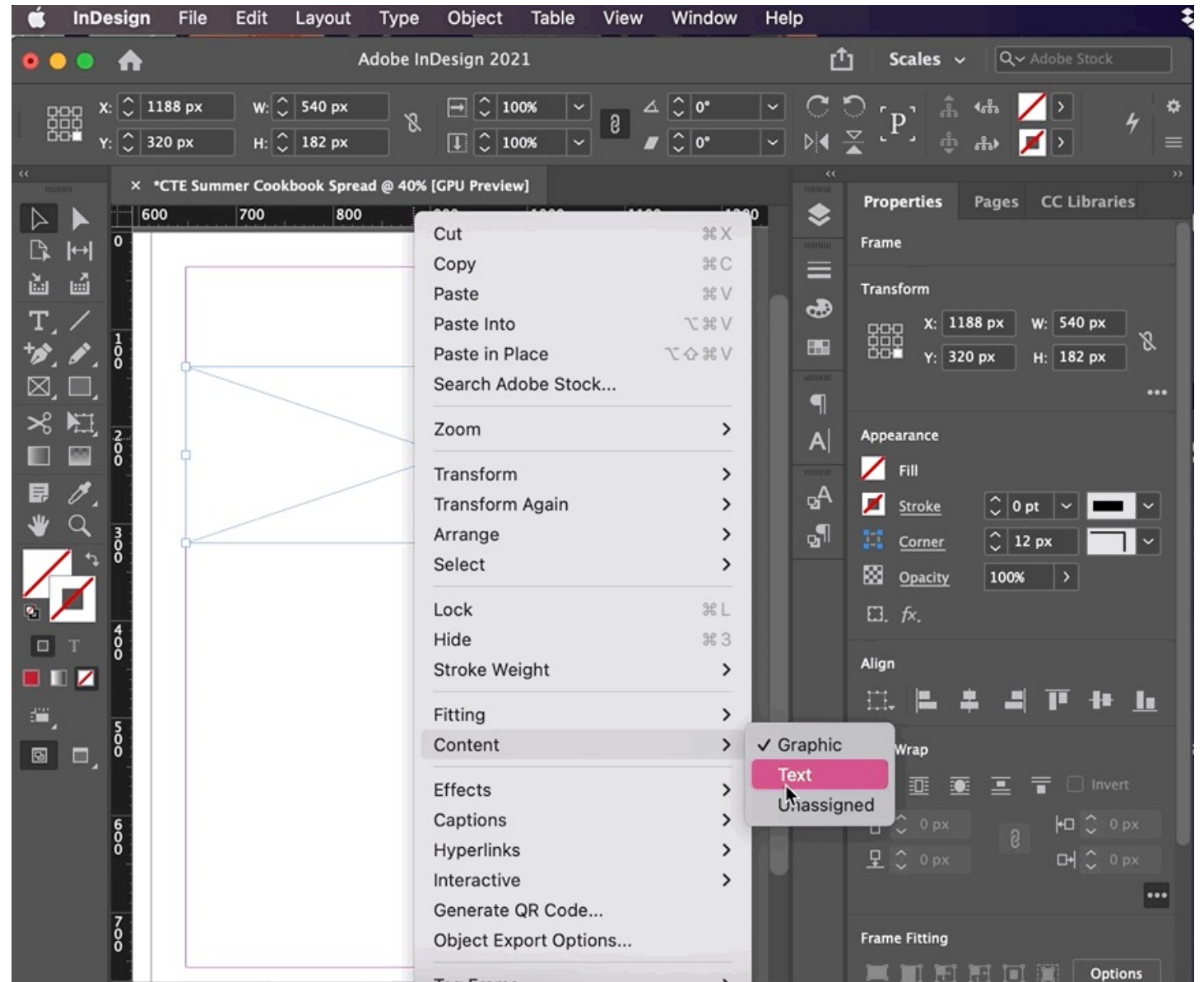
# Adding Color

- Let's work on changing the color of our title to match a color from one of your images.
- Highlight the text and use the Eyedropper Tool (i) to pick a color you like. Make sure the T floor box is selected.
- Let's also add a stripe or rectangle to add another accent color using the eyedropper tool again. Or you can click the Fill option under the Properties Panel.



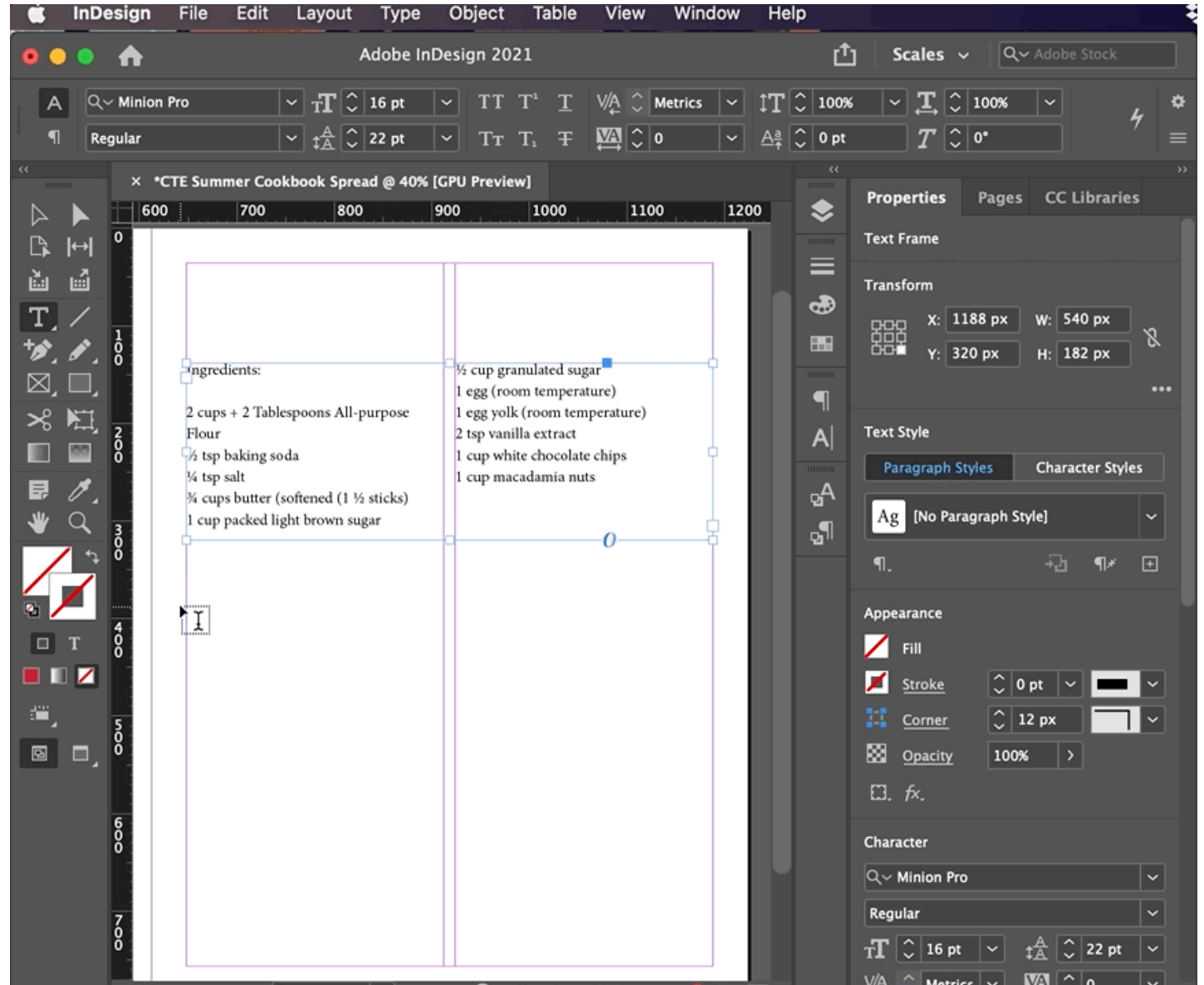
# Columns

- Now let's working on columns how to use them!
- On page 2 of your spread, we are going to add a a 2-column text box for ingredients. Use a Frame tool to draw a box towards the top of the page. Then we will copy and paste the ingredients from the White Chocolate Macadamia Nut Cookies recipe.
- Then using your selection Tool, click on the box and in the Properties Panel change the box to a 2 column.



# Threading Text Boxes

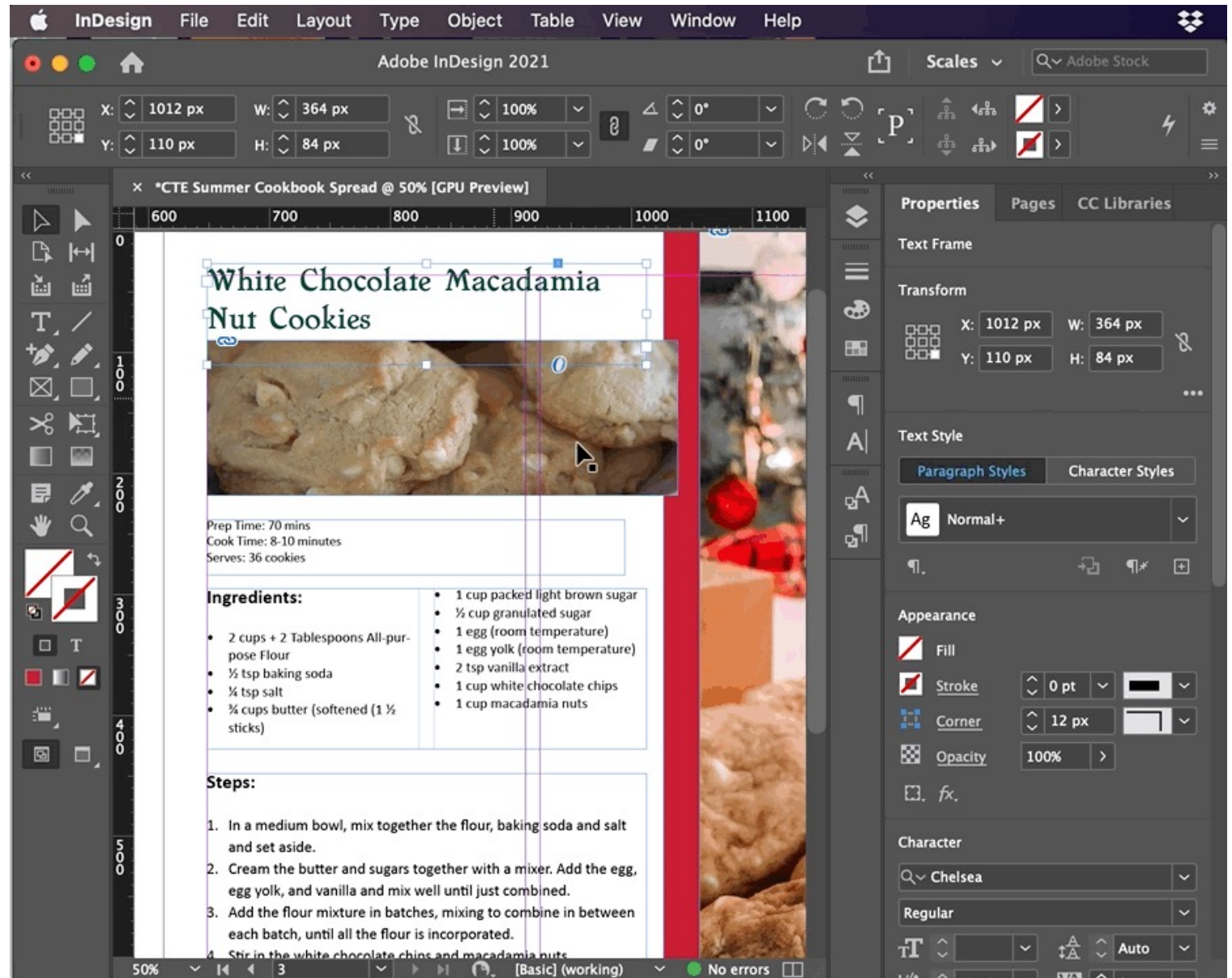
- Now let's working on threading text boxes and how to use those.
- Below your ingredients, we will add a smaller narrow text box, We will copy and paste the steps on the recipe we are working in.
- When you paste the text, you will see a red + sign in the bottom right-hand corner, this means that the text doesn't fit.
- Click some where else on the page to place the 2<sup>nd</sup> connected text box. To see the threading connections, go to View > Extras > Show Text Thread.





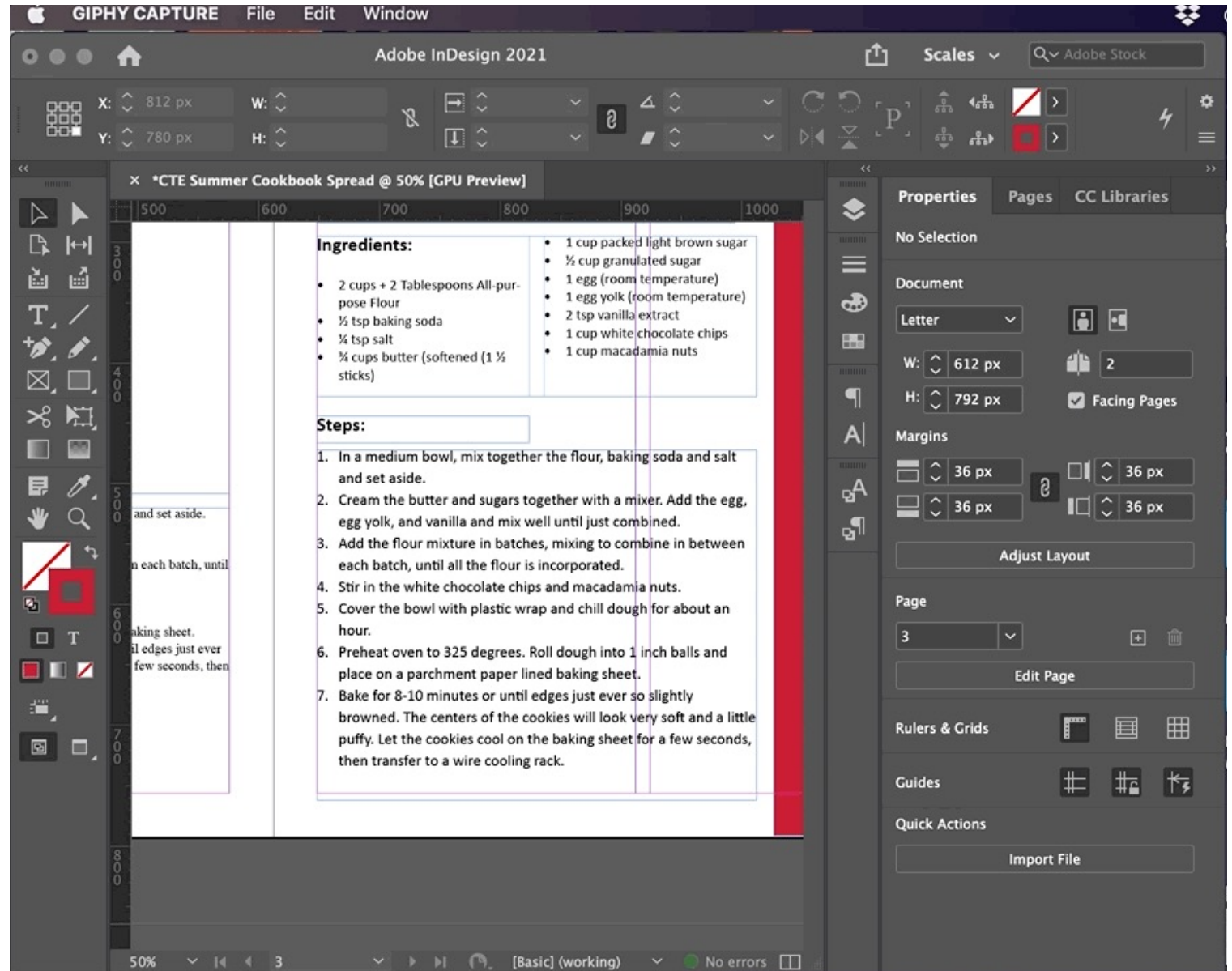
# Character Styles


- Before you start on this, make sure your title looks the way you want it!
- One of the best ways to work efficiently in InDesign are Styles.
- Go to Window > Styles > Character Style to open the panel to help you save styles.
- Click on the text box for your formatted title.
- Click the plus sign to save a new style. Double click to rename as Title or make changes!
- Click on another text box you want to be the same and then choose your new Title Character Style!




# Paragraph Styles

- Before you start on this, make sure your Steps text looks the way you want it!
- Go to Window > Styles > Paragraph Style to open the panel to help you save styles.
- Click on the text box for your formatted steps.
- Click the plus sign to save a new style. Double click to rename as Steps or make changes!
- Click on another text box you want to be the same and then choose your new Title Paragraph Style!





Keep adjusting your  
Spread until your  
Cookbook looks the  
way you want it!



Adobe  
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