Adobe Visual Design II

Objective: 2.00

Apply project setup and interface in Adobe InDesign.

ADOBE VISUAL DESIGN
Abode Classes
Wake County Public Schools

Objective 2.01

Create a document with the appropriate settings for web, print, and mobile.

Documents in ID

- **Facing Pages**
  - Pages in a document that appear on opposite sides of a book or magazine, also called a spread.

- **Spreads**
  - Facing pages that can be printed together.

- **Margins**
  - Space between the edge of the page and the content.

Documents in ID

- **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.

SLUG

BLEED

MARGINS

GUTTERS

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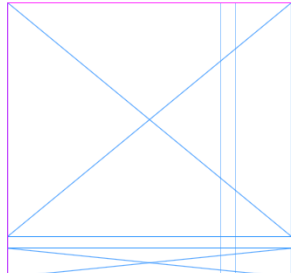
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FACING PAGES
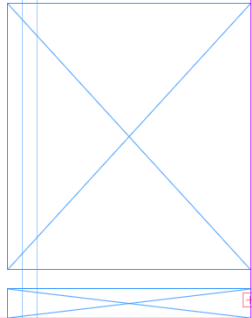
SPREAD

Documents in ID

- **Raster Effects Resolution**
  - Determines the resolution of specific raster effects such as drop shadows.

- **Color Mode**
  - A specific set of colors used for a document. RGB is used for screens and CMYK for printing.

Objective 2.02

Navigate, organize, and customize the application workspace.

InDesign Interface

- **Control Panel**
  - Displays options for the currently selected tool.

- **Menus Bar**
  - Gives you access to a wide range of functions and extra commands. Menus include the File, Edit, Object, Type, Select, Effect, View, & Window menus.

- **Panels**
  - A group of related commands and options.

InDesign Interface

- **Toolbar**
  - Contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped.

- **Properties Panel**
  - This will change based on the tool you are using and give you a variety of useful options and commands.

InDesign Interface

- **Pages**
  - Separating different components of a design into pages, like in a book or magazine. Can use the Pages panel to switch between pages.
- **Spreads**
  - A set of pages viewed together, such as with facing pages.
- **Workspace**
  - The way the panels and tools appear in InDesign. Different workspaces are best used for different types of work.

InDesign Interface

- **Tabbed Documents**
  - Having multiple documents or projects open at the same time in InDesign. Can switch between the document tabs beneath the control panel.
- **Showing, Hiding, Docking, & Nesting Panels**
  - The ability to move, hide, and reveal different panels within a given InDesign workspace.

MENU BAR

CONTROL BAR

TOOL BAR
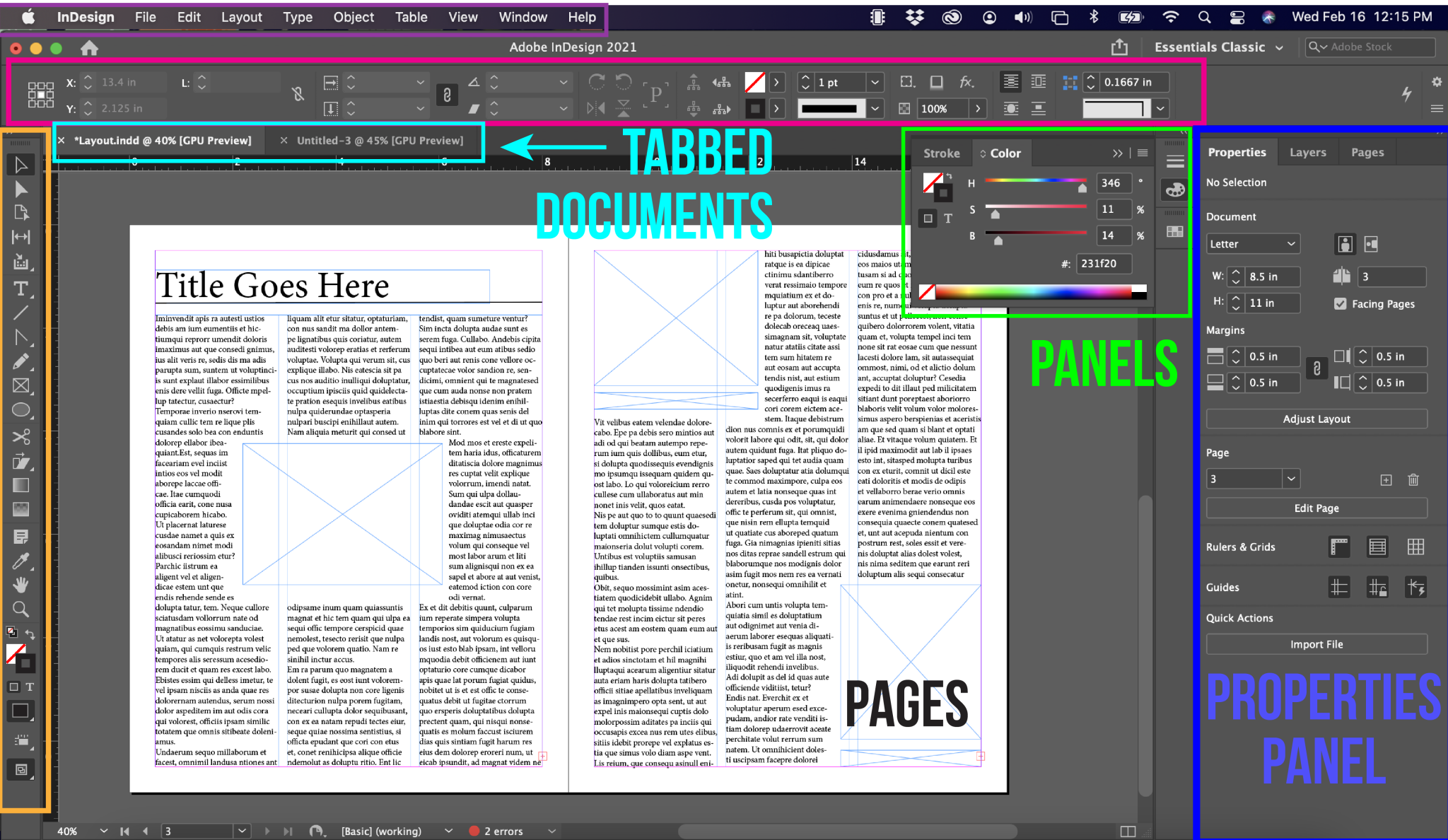
TABBED DOCUMENTS

PANELS

PROPERTIES PANEL

InDesign   File   Edit   Layout   Type   Object   Table   View   Window   Help

Wed Feb 16   12:15 PM

Adobe InDesign 2021

Essentials Classic

Adobe Stock

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Properties   Layers   Pages

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Document

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Adjust Layout

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3

Edit Page

Rulers & Grids

Guides

Quick Actions

Import File

Title Goes Here

PAGES

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InDesign Interface

- **Default workspace: Essentials:**
  - The default workspace when you first open InDesign

- **Saving custom workspaces:**
  - In InDesign you can create a custom workspace and save it so you can use it over and over.

- **Resetting the Workspace:**
  - Resetting a specific workspace to its default settings after making changes to it, such as closing the layers and pages panel.

InDesign Interface

- **Shortcuts and Menus**
  - Using shortcuts and menus to aid in design work.

- **Interface**
  - The appearance of the blank space color in InDesign. Can change between four default shades of grey / black.

InDesign Interface

- **Grids**
  - Grids can be used to aid in alignment and design principles. Can be customized to the user's desire.
- **Guides**
  - Can create guides using rulers to measure components in a design.
- **Pasteboard**
  - The area outside of the page where items, colors, swatches, etc. etc. can be stored.

InDesign Interface

- **Spelling**
  - Making sure all spelling is correct. Can use the built in spell checker to aid in spelling.
- **Story Editor Display**
  - Displays text from a text box as if you were writing in a simple text editor.

InDesign Interface

- **Units & Increments**
  - A specific unit of measurement that InDesign uses such as pixels, inches, picas, or points.
- **Navigating InDesign Documents**
  - Using different workspaces and shortcuts to move through different projects or documents in InDesign.

Objective 2.03

Use non-printing design tools in the interface to aid in design or workflow.

Non-Print Tools in ID

- **Panning**
  - The ability to move around a document in the program.
- **Zooming**
  - The ability to increase and decrease the view size of a document.
- **Rotation Pages**
  - The ability to change the orientation of a document.
- **Pasteboard**
  - The area that extends beyond the edge of the document where you can store objects not currently used in the publication.

Non-Print Tools in ID

- **Rulers**
  - Allows the user to see the exact dimensions of a document and exactly where on a document objects are placed.
- **Guides**
  - Lines created using rulers or dimensions in a document that allow the user to align objects to specific locations.
- **Smart Guides**
  - Temporary snap-to guides that appear when you move objects; help you align, edit, and transform objects relative to other objects
- **Grids**
  - A non-printing Element that divides the document into equal parts rectangular parts. Used for alignment and balance purposes.
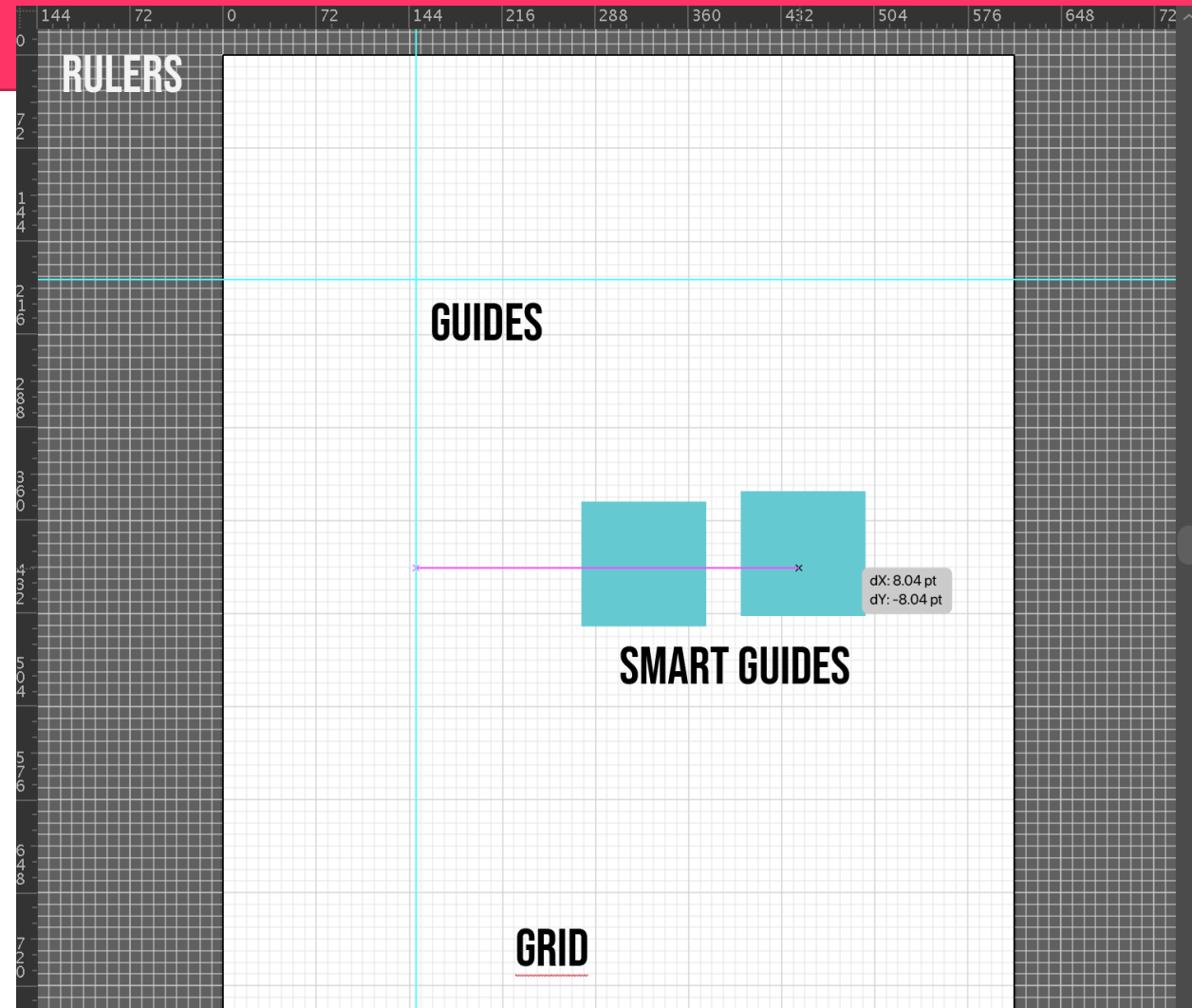
Non-Print Tools in ID

- **View Modes**
  - Ability to view projects and adjust the display on the screen.
- **Normal Mode**
  - This mode will display everything in your design such as the document pages, guides, pasteboards, bleed, slug areas, etc...
- **Preview Mode**
  - This mode will display the document in the program that looks like the final result if it were printed, removing all the guides and lines blocking a clear view of your design.

Non-Print Tools in ID

- **Slug**
  - Extra space beyond your page used to show markings or provide notes for the printer.

- **Bleed**
  - The amount of artwork that falls outside of the printing bounding box that gives the printer a small amount of space to account for movement of the paper, and design inconsistencies.

Objective 2.04

**Import assets into a project.**

Importing into ID

- **Templates**
 - A file that allows you to create and save a layout for future use.

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.
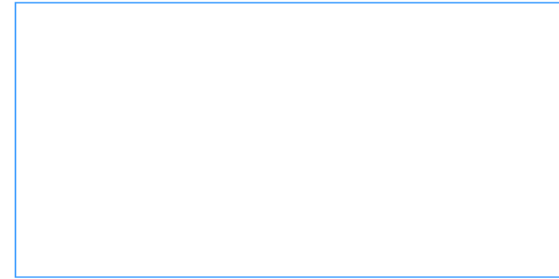
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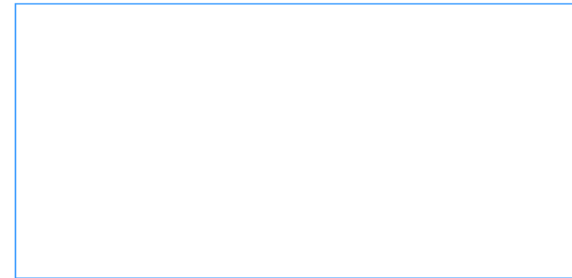
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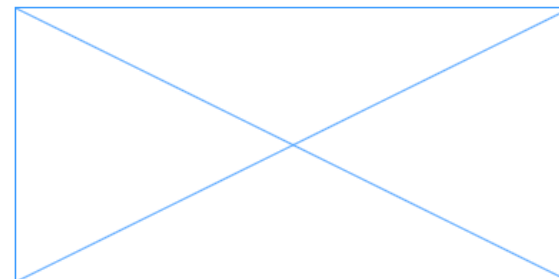
GRAPHICS FRAME

Importing into ID

- **Placing Assets**
  - To add an asset into your design by either embedding or linking the asset.

- **Embedding**
  - Permanently placing an asset into a project. If the project moves, the asset moves as well.

- **Linking**
  - Placing an asset into a project where the asset is not permanent. If the project moves the asset will not stay with the file. If the original asset is updated the asset is updated in the project as well.

Importing into ID

- **Relinking Assets**
  - This is required in a linked asset is moved and InDesign is no longer able to locate it.

- **Packaged Assets**
  - This allows you to create a folder that contains the InDesign documents, any necessary fonts, linked graphics, and text files when your work needs to be sent to others, such as a printing company.

- **Links Panel**
  - A panel for viewing information about placed graphics or linked texted files.

Objective 2.05

Manage colors, swatches, and gradients.

Colors in ID

- **Stroke / Fill**
  - The stroke is the color on the outside of a shape (the path) and the fill is the inside color. Strokes can be applied to any layer in photoshop to create a color border.
- **Tints**
  - A screened or lighter version of a color.

Colors in ID

- **Swatches**
  - Predefined, easy to access colors.
- **Eye Dropper**
  - A tool that allows the user to sample (steal) a color from another place in the image.
- **Hexcode**
  - A way of representing colors from various color models through hexadecimal (Base 16) values. A hexadecimal color follows the format #RRGGBB, where RR is red, GG is green, and BB is blue. These hexadecimal integers can be in a range of 00 to FF to specify the intensity of the color.
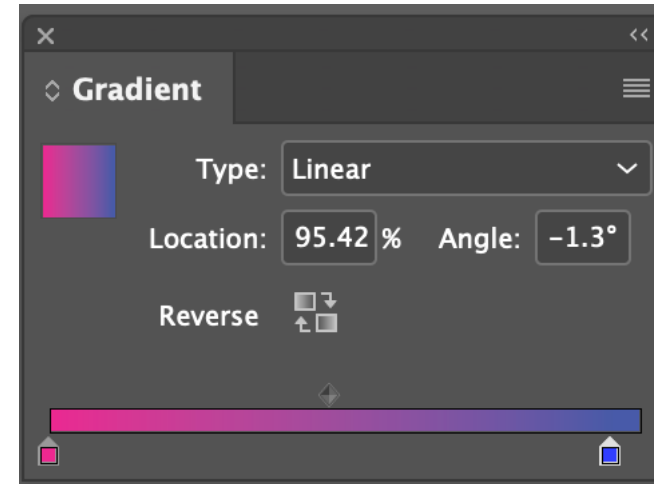
Colors in ID

- **Gradients**
  - A gradual change of color in an object. Can be two colors or multiple colors.

- **Gradient Panel**
  - This is the panel that allows you to create and edit gradients.

- **Color Libraries**
  - Preselected sets of colors such as PANTONE, Nature, Metal, Food.

Colors in ID

- **Spot Colors**
  - Uses a unique code to create a specific color.
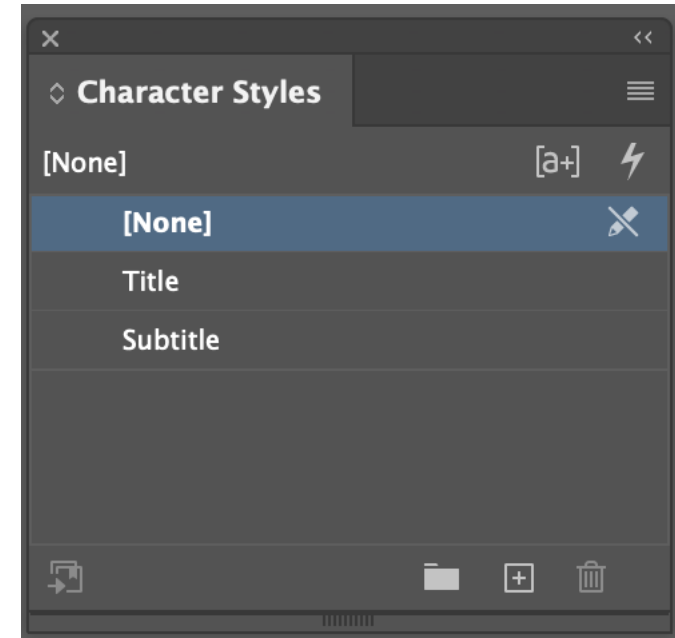- **Process colors**
  - Uses CMYK to produce colors.

Objective 2.06

**Manage paragraph, character, and object styles.**

Styles in ID

- **Character Style**
  - Created and applied to text to save time; includes character formatting such as font, size, bold, italics and color, etc...

- **Character Styles Panel**
  - This panel is used to create, name, and apply character styles to text within a paragraph.
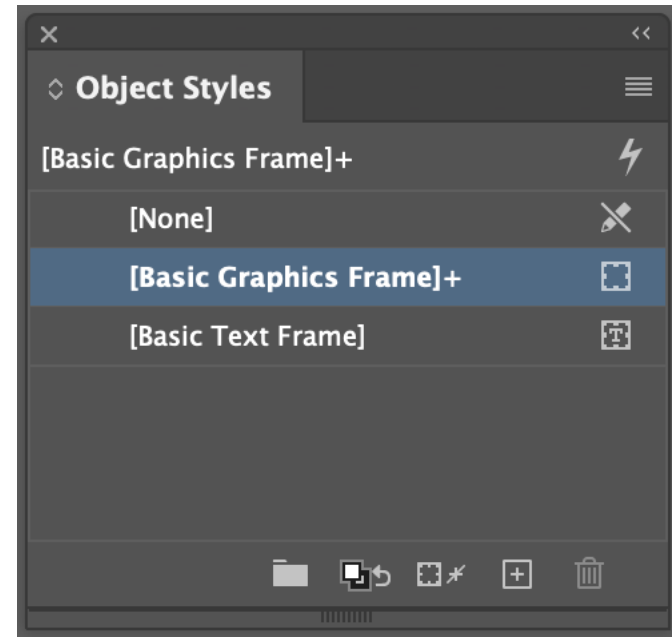
Styles in ID

- **Paragraph Style**
  - Created and applied to text to save time; includes paragraph formatting such as indents, bullets, and alignment as well as the character formatting options. Can be used to create table of contents or indexes as well.

- **Paragraph Styles Panel**
  - This panel is used to create, name, and apply paragraph styles to entire paragraphs.
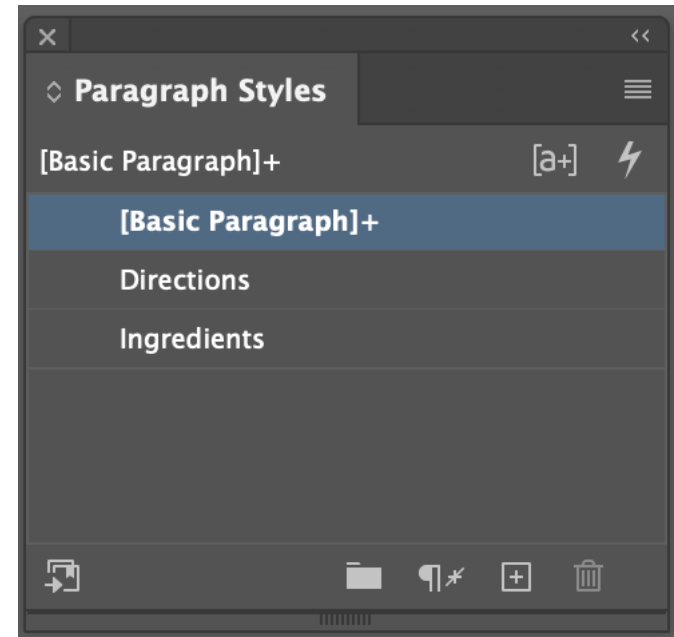
Styles in ID

- **Object Styles**
  - These are applied to design elements that contain specifications for the appearance of an element.

Styles in ID

- **Table of Contents**
  - A list of titles of the parts of a book or document, organized in the order in which the parts appear along with the page numbers.
- **Index**
  - An alphabetical list of names, subjects, etc., with references to the places where they occur, typically found at the end of a book.