INDESIGN BASICS

ESSENTIALS: DAY 22

DONOW:

Decide on your favorite layout to practice with today. How many columns and/or rows were in the grid?

OBJECTIVES:

You will learn the basics of InDesign to create a yearbook spread by using the Selection Tool, Rectangle Tool, Rectangle Frame Tool, Swatches, and Align.

You will recreate your layout using design principles and proper use of grid, bleeds, links, margins, and gutters.

BEFORE YOU START **(you only need to do this once)**

Setup Your Preferences:
(with no documents open)

Change your units to inches if you like,
MAKE SURE SPELL CHECK IS ON

Object>Fitting>Frame Fitting Options
Change to "Fill Frame Proportionally"

BEFORE YOU START

FILE ORGANIZATION:
Photos for each spread must be downloaded in their own folders.
PHOTOS CANNOT BE MOVED AROUND ONCE YOU START WORKING!

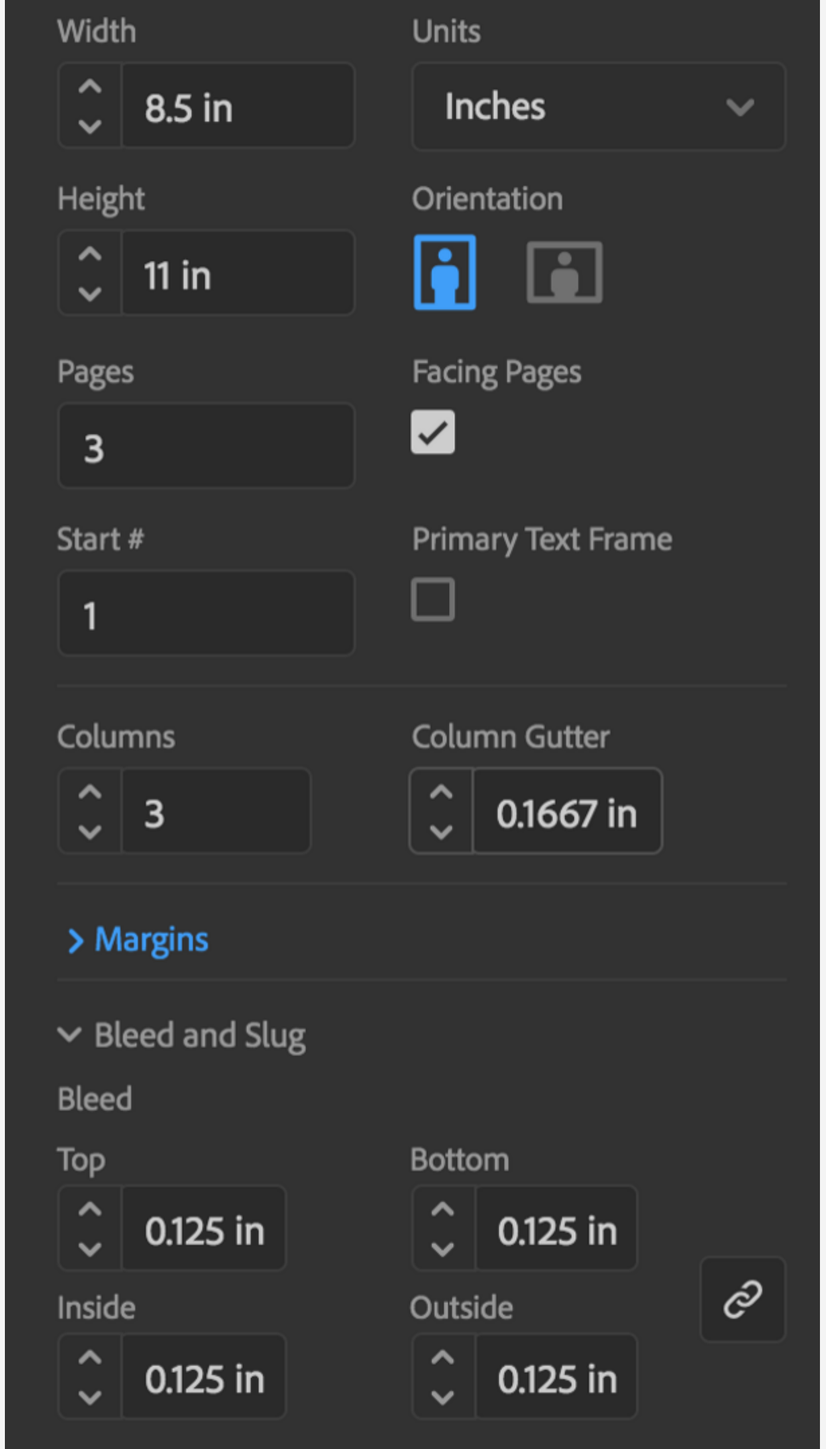
Your InDesign file must be stored in the same folder as its photos.
FOLDER NAME and SPREAD NAME:
002_003_PAGE TOPIC_YOUR NAME

NEW DOCUMENT

File > New Document

In the future, you'll work on an existing document, but let's start here for practice.

8.5x11 inches
3 Pages (facing)
# of columns you want
BLEED: 0.125 around



SCROLL DOWN TO THE DOUBLE PAGE SPREAD.

setup your grid

layout>margins and columns
you can change your columns here

layout>create guides
you can add or change rows here

Start with your selected grid.
You can change your grid anytime!

NO BLEED!
(white margin)

BLEED

PAGE EDGE (TRIM)

no text past here:

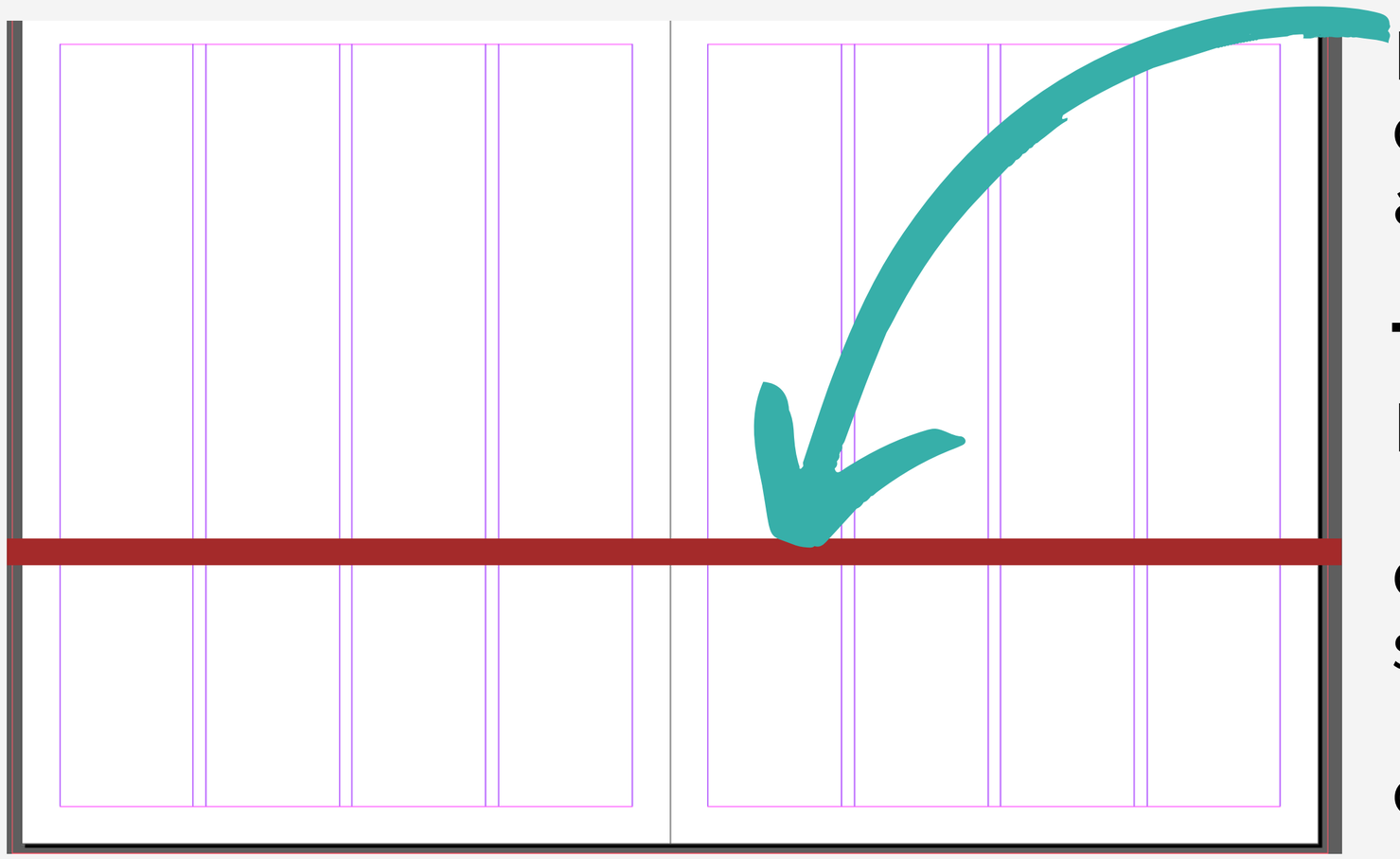
MARGINS

BLEED!
(printed to the edge)
go past red line if
you want a bleed

bleed review

gutter review

EYELINE



Horizon line that carries your eye across both pages

TIPS

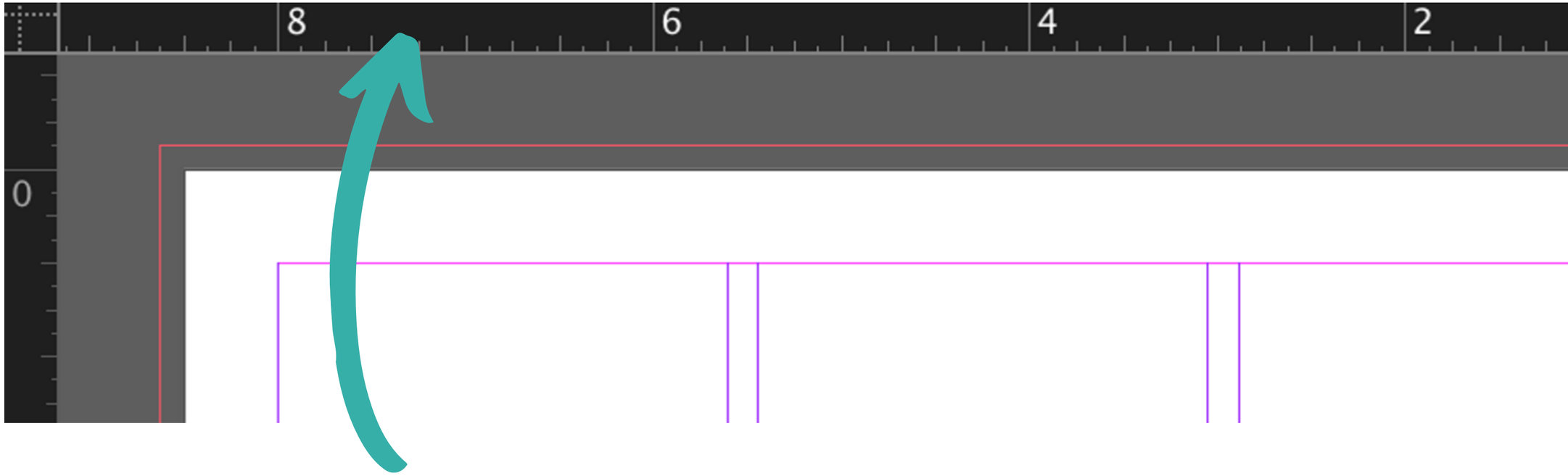
DRAW IT FIRST!

do not divide the spread exactly in half

can be broken once

rulers/guides

make sure your rulers are visible - if not: view > show rulers

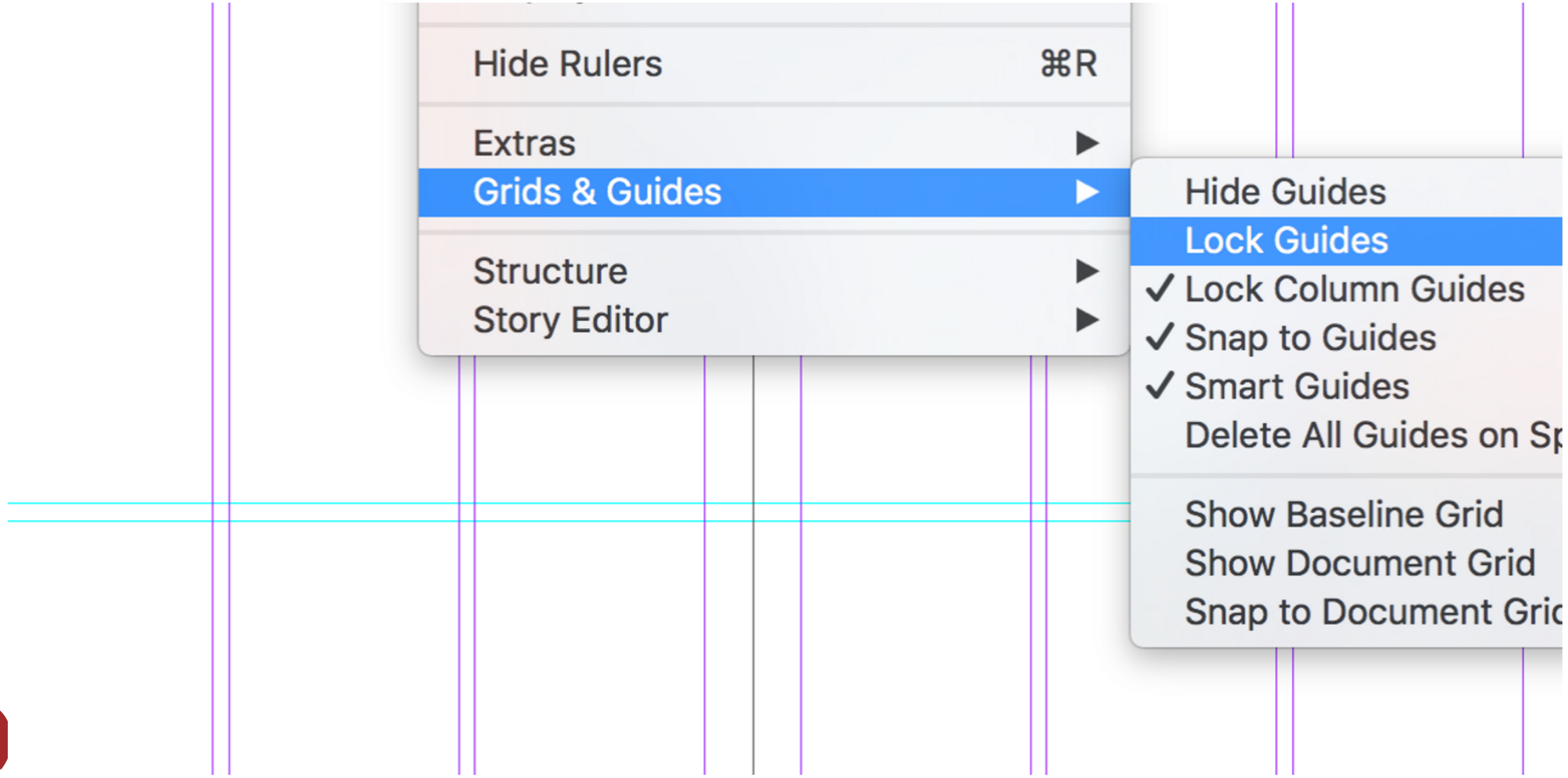


ADD YOUR EYELINE GUIDES

Drag a horizontal guide down from the ruler and place it where you want your eyeline to be. Do this on both sides of the spread. Make sure they align. Add another line one pica below for spacing.
(if you are using rows, skip this step!)

VIEW MENU

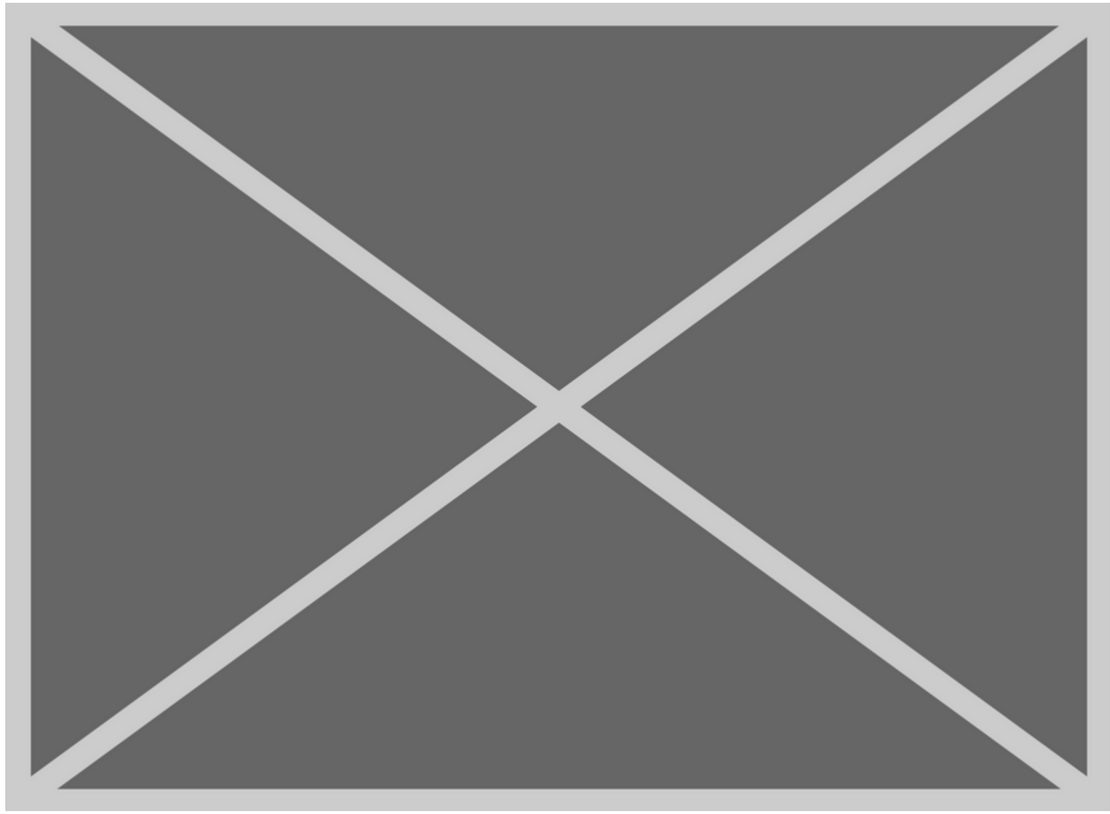
eyeline



LOCK YOUR GUIDES AFTER YOUR EYELINE IS IN PLACE

FIND THE

FRAME TOOL



DRAW A BOX! MOVE IT AROUND WITH THE SELECTION TOOL

RESIZE FROM THE CONER POINTS

RECREATE YOUR LAYOUT USING FRAMES! RESIZE USING THE SELECTION TOOL. MAKE SURE YOUR INTERNAL SPACING IS EQUAL.

ALLOW WHITE SPACE.

DIVIDE EACH SPREAD INTO A LAYOUT USING A VARIETY OF GRIDS:
ALL SKETCHES MUST INCLUDE:

Dominant photo (2-3X bigger than any box)

Headlines with story

Secondary Coverage Mod

Caption Box

Additional photos of varying size/shape

Eyeline (start with this, then do dom. photo)

White space near the outside

FRAMES

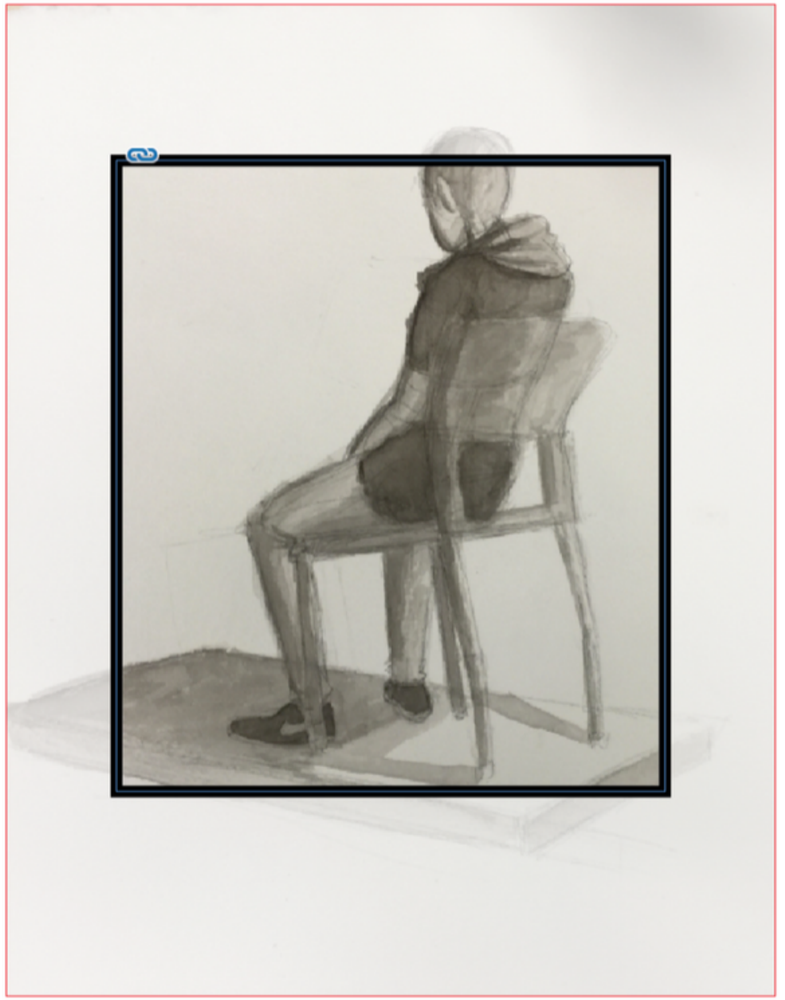
Ian Pasetsky

When you place an image, you automatically get a frame with it. The image is placed into the frame.

This might be what it looks like.

But the rest of the image still exists, it just can't be seen because it's been cropped by the box.

This is what's actually happening



Faded image=cropped by the frame.

TUTORIAL

ADDING IMAGES TO FRAMES

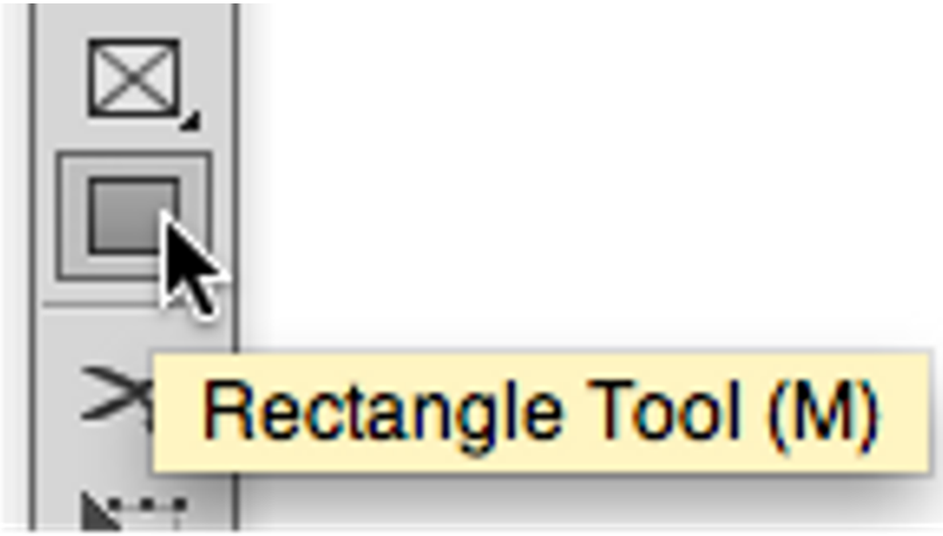
video

FREE TRANSFORM

Scale

HOLD SHIFT
WHILE RESIZING
SO YOU DON'T
STRETCH THE IMAGE

RECTANGLE /SHAPES TOOL

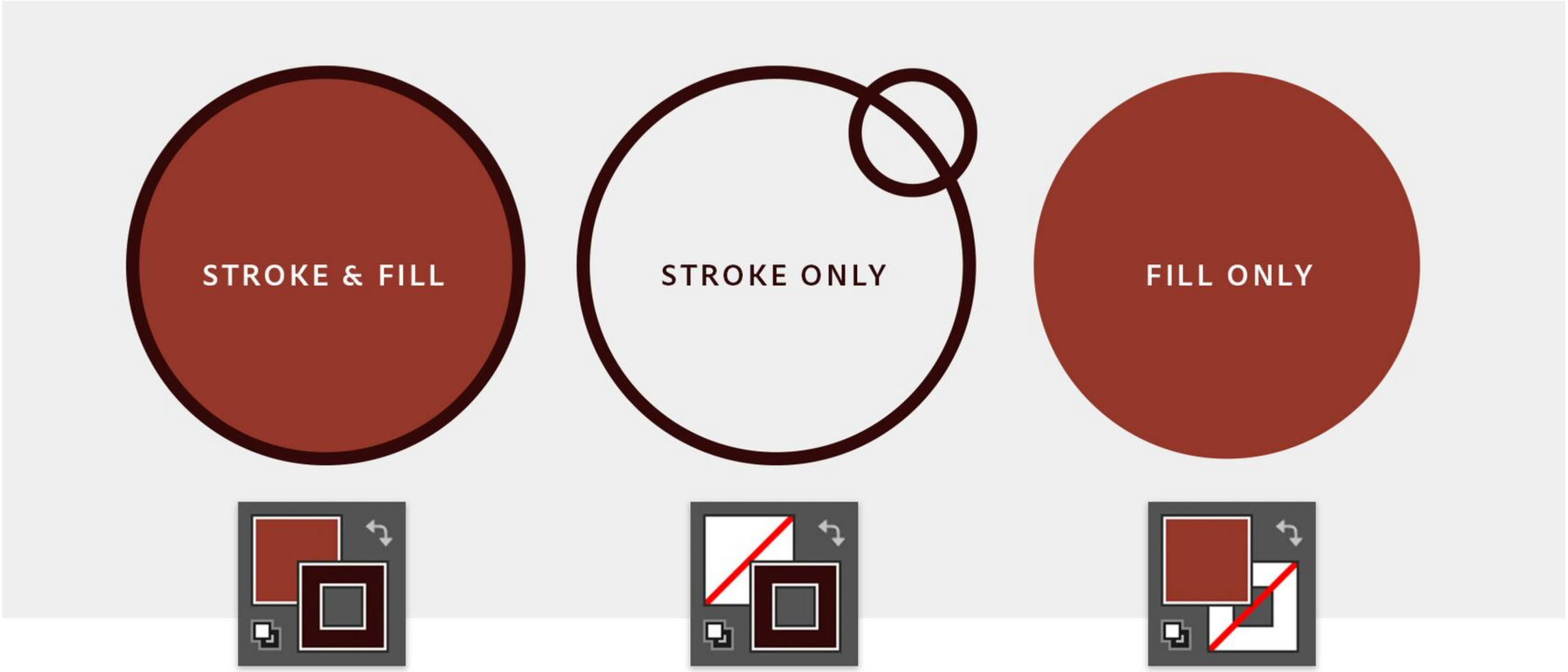


USE TO ADD SOLID COLORS OR BACKGROUNDS

DRAWN THE SAME WAY AS THE FRAME TOOL

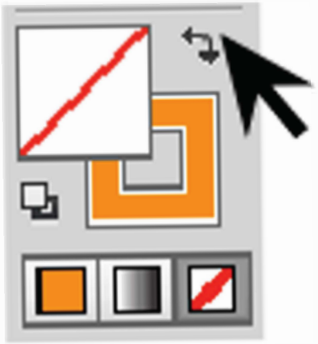
CLICK AND HOLD ICON FOR OTHER SHAPE OPTIONS

FILL/STROKE



WHAT ARE THE DIFFERENCES?

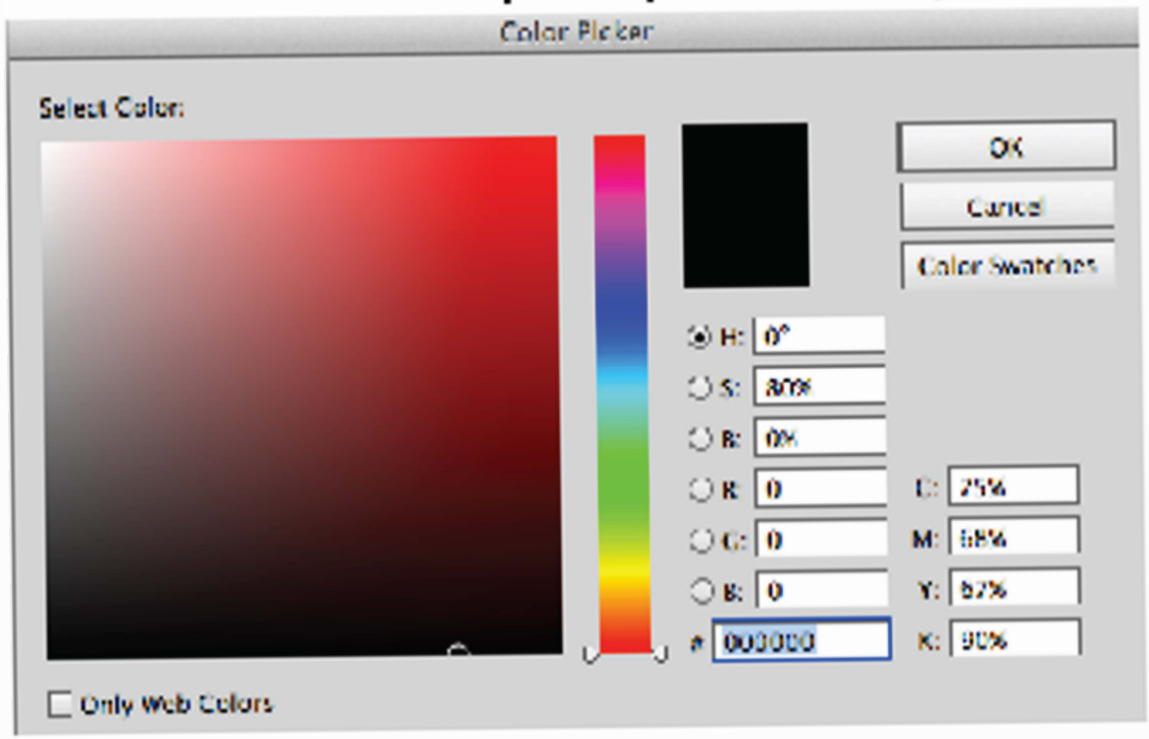
Fill on the left
Stroke on the right



Swap colors!

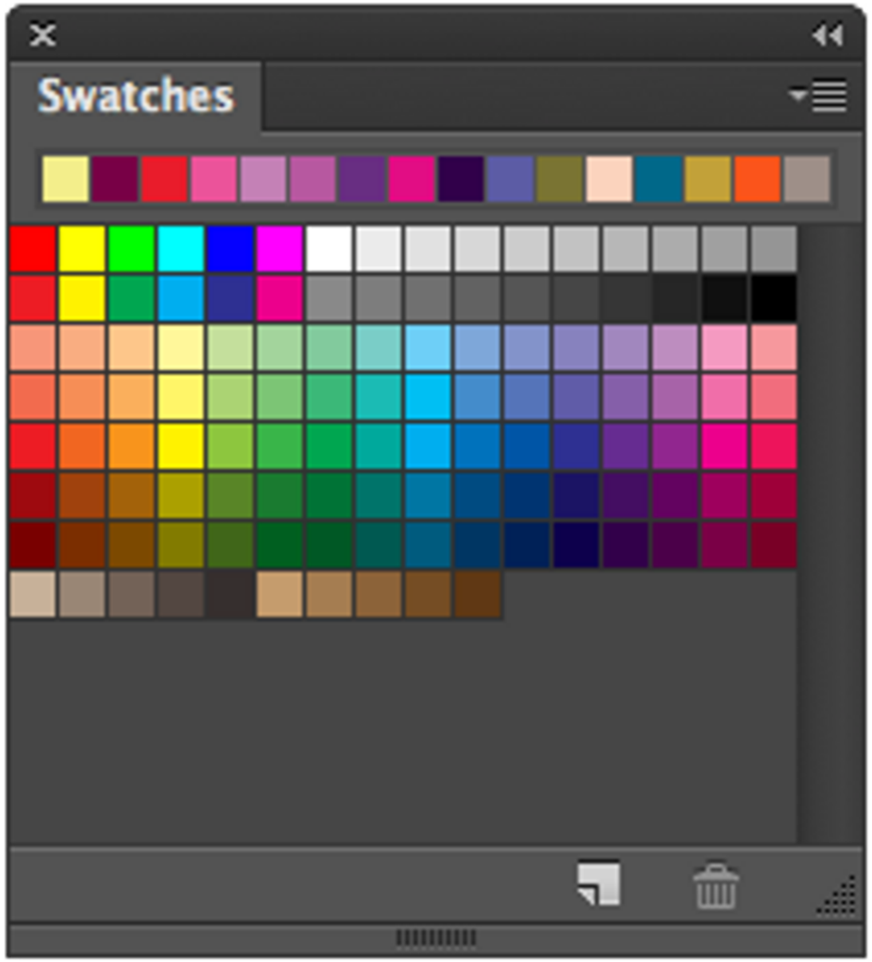
The box on top is the active color choice
Just click it to activate

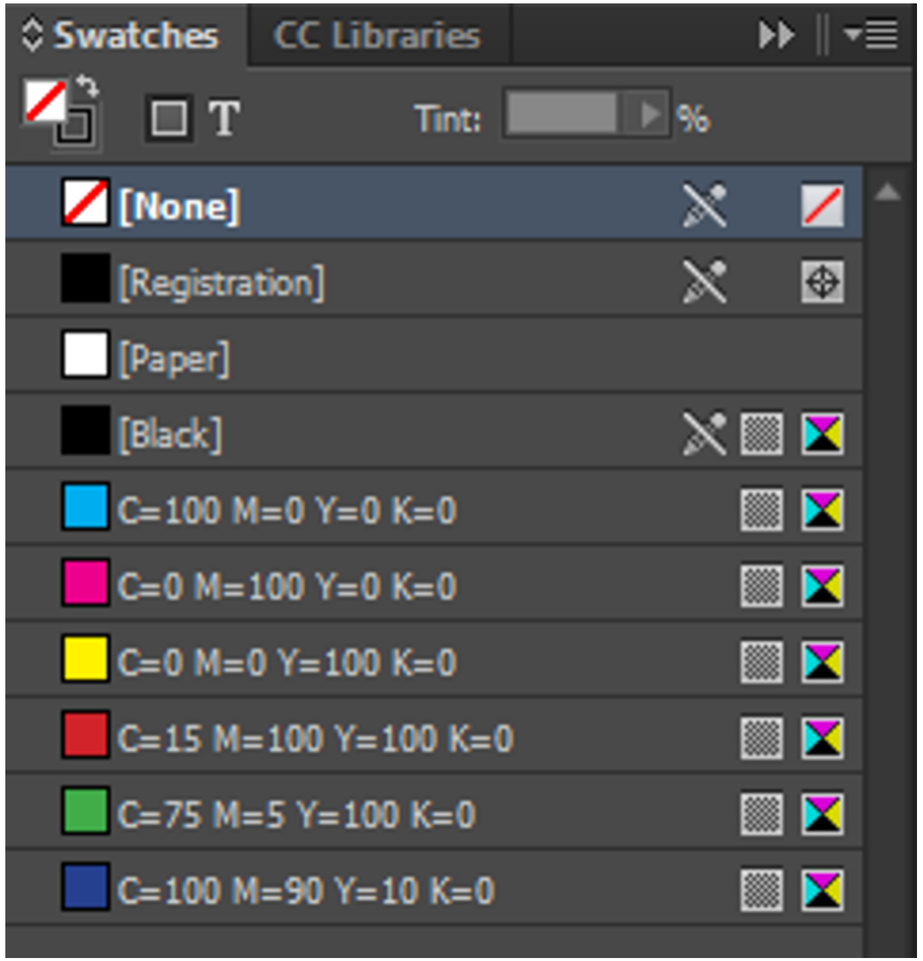
Double click to pull up the color picker



SWATCHES

WINDOW > COLOR > SWATCHES





Your yearbook color palette will be loaded in your swatches on the template. Choose any color for now, try double clicking on a swatch to adjust.

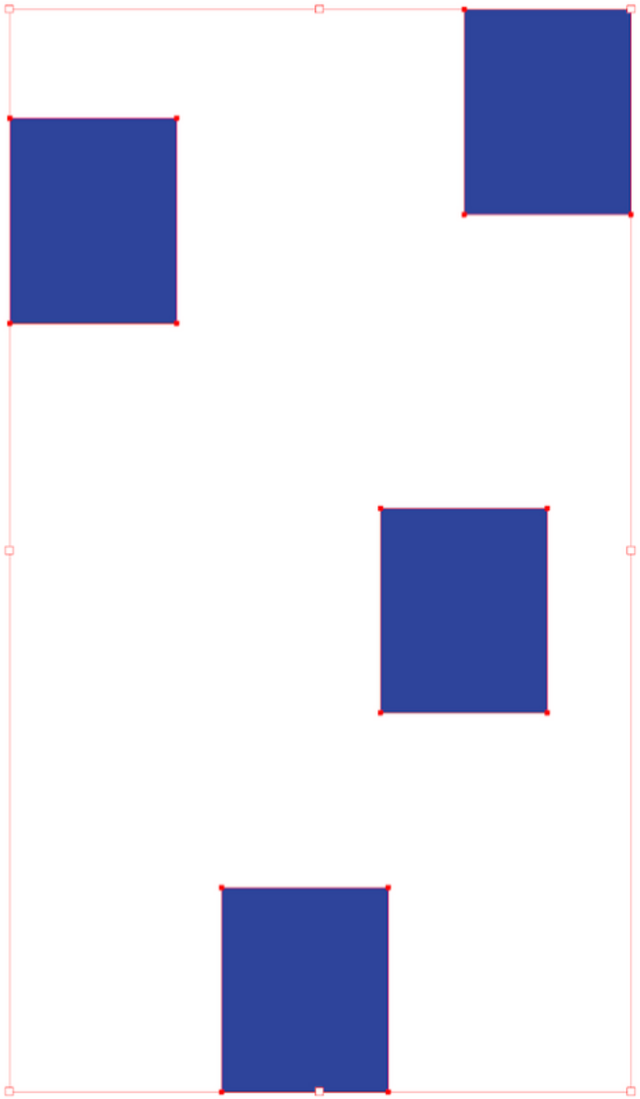
ALIGNMENT

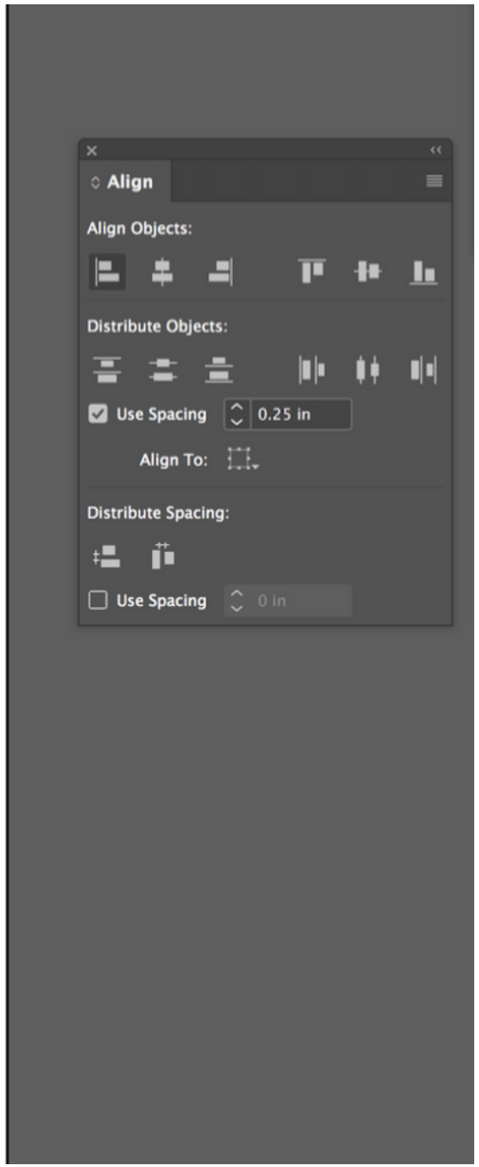
WINDOW > OBJECT AND LAYOUT > ALIGN

Ian Pasetsky

select the elements you want to align

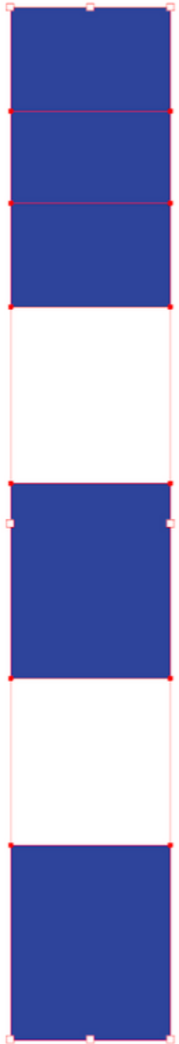
drag over them using the selection tool or shift-click them

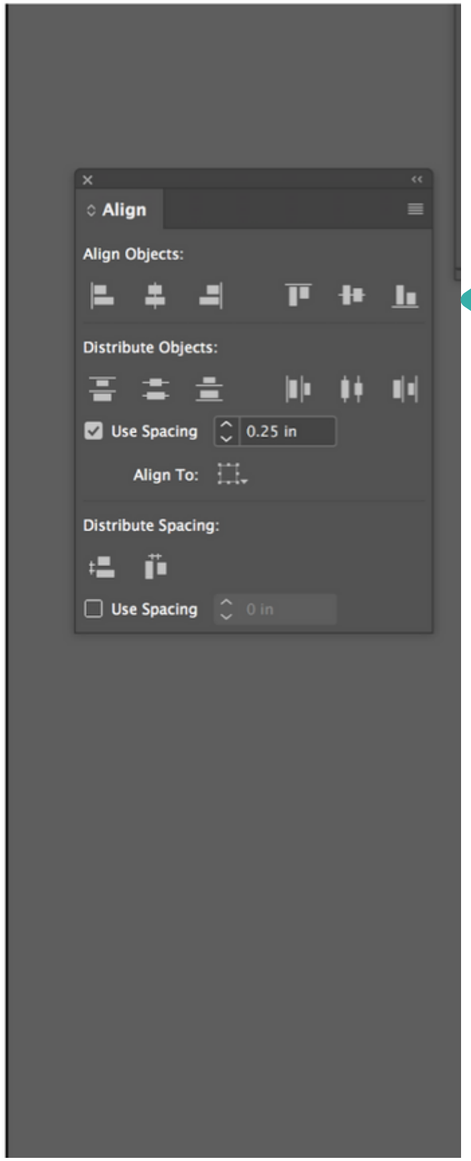




ALIGNMENT

Ian Pasetsky



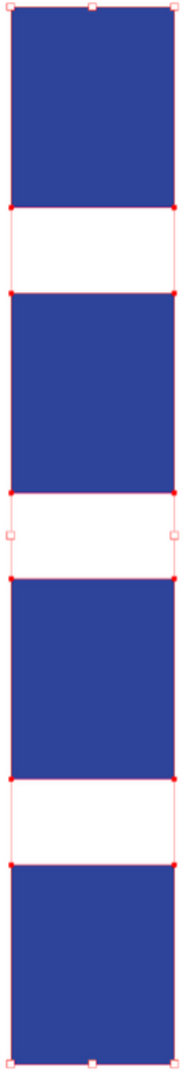


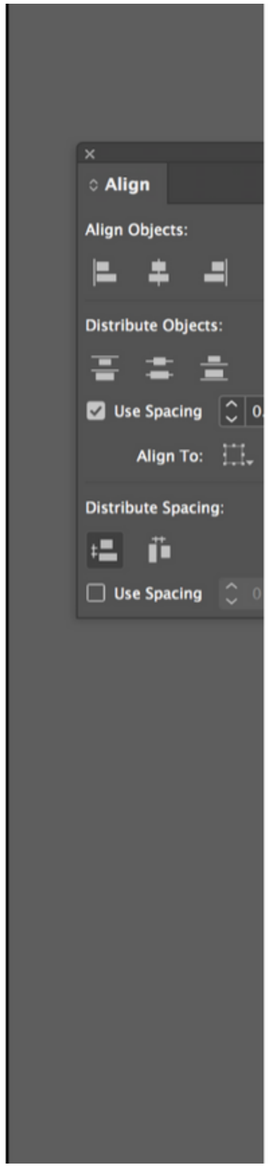
CHOOSE HOW YOU WANT THEM ALIGNED.

WE WILL FIX THE SPACING NEXT!

Ian Pasetsky

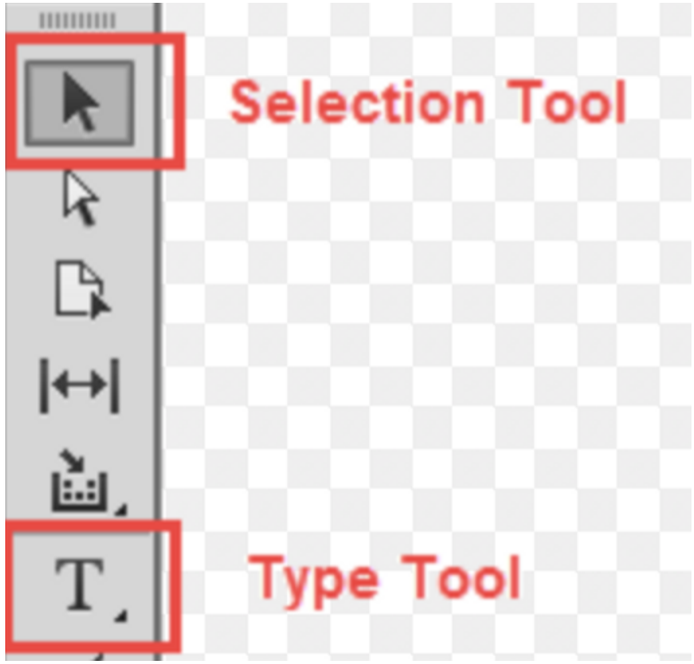
DISTRIBUTE SPACING





SPACE IS DISTRIBUTED BETWEEN THE FIRST AND LAST OBJECT

TYPE TOOL



click and drag to create a text box

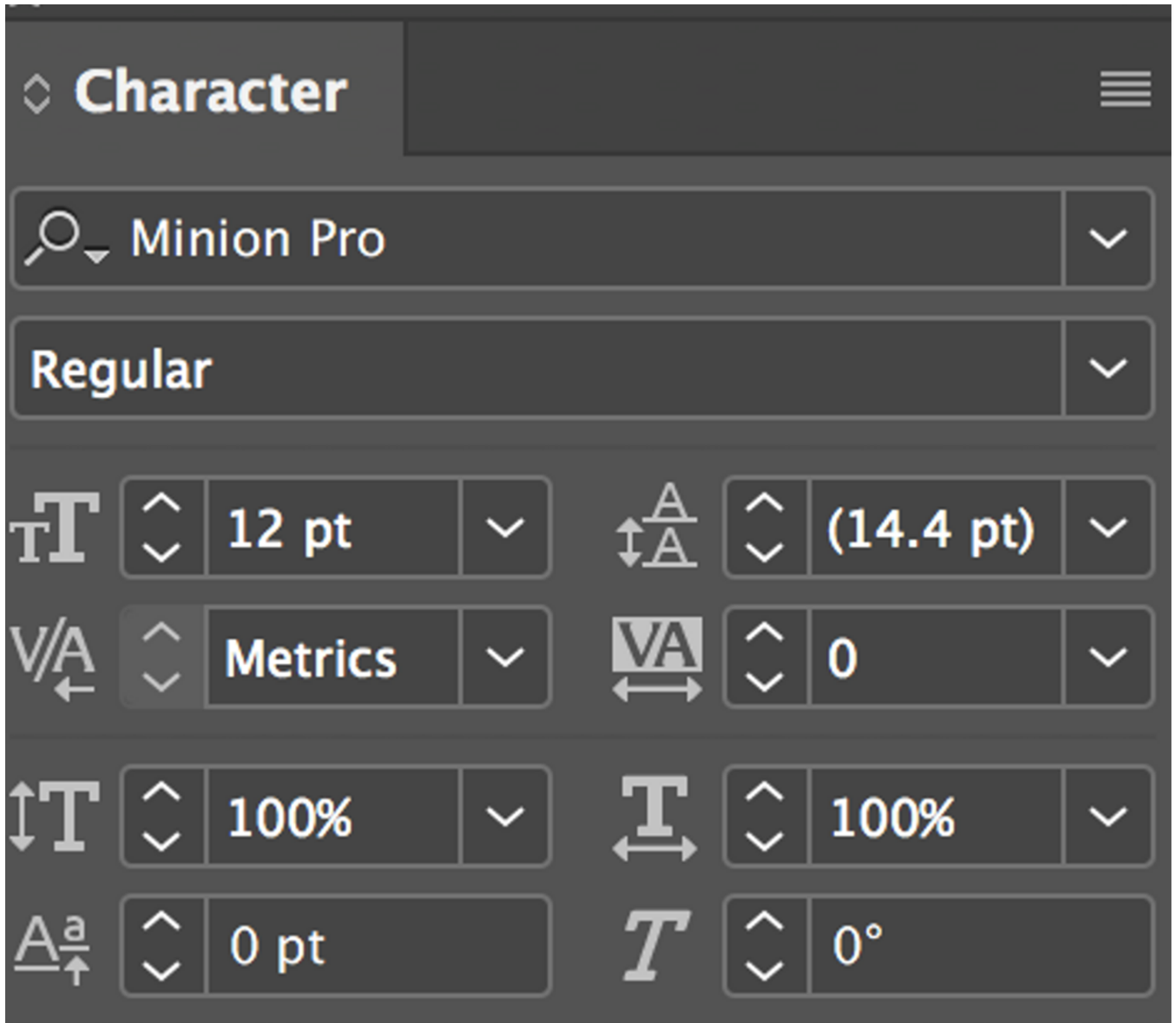
move/resize with selection tool

window > type and tables > character

font

style

size

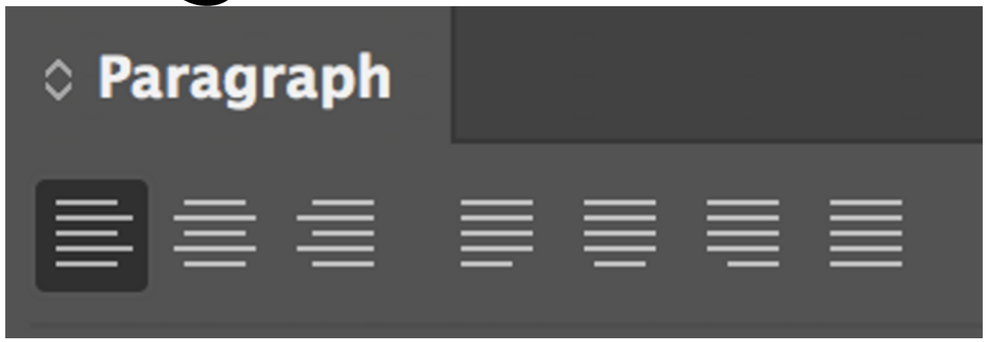


leading
(space between lines)

kerning
(space between letters)

window > type and tables > paragraph

allignment



Justified with last line left aligned

Interdum volgus rectum videt est ubi peccat. Si veteres ita miratur laudatque poetas ut nihil anteferat, nihil illis comparet errat. Si quaedam nimis antique, si peraque dure dicere credit eos ignave multa fatetur, et sapit et mecum facit et Iova iudicat aequo. Non equidem insector delendave carmina livi esse reor, memini quae plagosum mihi parvo orbilium dictare sed emendata videri pulchraque et exactis minimum distantia miror.

Justified with last line centred

Interdum volgus rectum videt est ubi peccat. Si veteres ita miratur laudatque poetas ut nihil anteferat, nihil illis comparet errat. Si quaedam nimis antique, si peraque dure dicere credit eos ignave multa fatetur, et sapit et mecum facit et Iova iudicat aequo. Non equidem insector delendave carmina livi esse reor, memini quae plagosum mihi parvo orbilium dictare sed emendata videri pulchraque et exactis minimum distantia miror.

Justified

Interdum volgus rectum videt est ubi peccat. Si veteres ita miratur laudatque poetas ut nihil anteferat, nihil illis comparet errat. Si quaedam nimis antique, si peraque dure dicere credit eos ignave multa fatetur, et sapit et mecum facit et Iova iudicat aequo. Non equidem insector delendave carmina livi esse reor, memini quae plagosum mihi parvo orbilium dictare sed emendata videri pulchraque et exactis minimum distantia miror.

Left aligned

Interdum volgus rectum videt est ubi peccat. Si veteres ita miratur laudatque poetas ut nihil anteferat, nihil illis comparet errat. Si quaedam nimis antique, si peraque dure dicere credit eos ignave multa fatetur, et sapit et mecum facit et Iova iudicat aequo. Non equidem insector delendave carmina livi esse reor, memini quae plagosum mihi parvo orbilium dictare sed emendata videri pulchraque et exactis minimum distantia miror.

Centred

Interdum volgus rectum videt est ubi peccat. Si veteres ita miratur laudatque poetas ut nihil anteferat, nihil illis comparet errat. Si quaedam nimis antique, si peraque dure dicere credit eos ignave multa fatetur, et sapit et mecum facit et Iova iudicat aequo. Non equidem insector delendave carmina livi esse reor, memini quae plagosum mihi parvo orbilium dictare sed emendata videri pulchraque et exactis minimum distantia miror.

Right aligned

Interdum volgus rectum videt est ubi peccat. Si veteres ita miratur laudatque poetas ut nihil anteferat, nihil illis comparet errat. Si quaedam nimis antique, si peraque dure dicere credit eos ignave multa fatetur, et sapit et mecum facit et Iova iudicat aequo. Non equidem insector delendave carmina livi esse reor, memini quae plagosum mihi parvo orbilium dictare sed emendata videri pulchraque et exactis minimum distantia miror.

TYPE TOOL

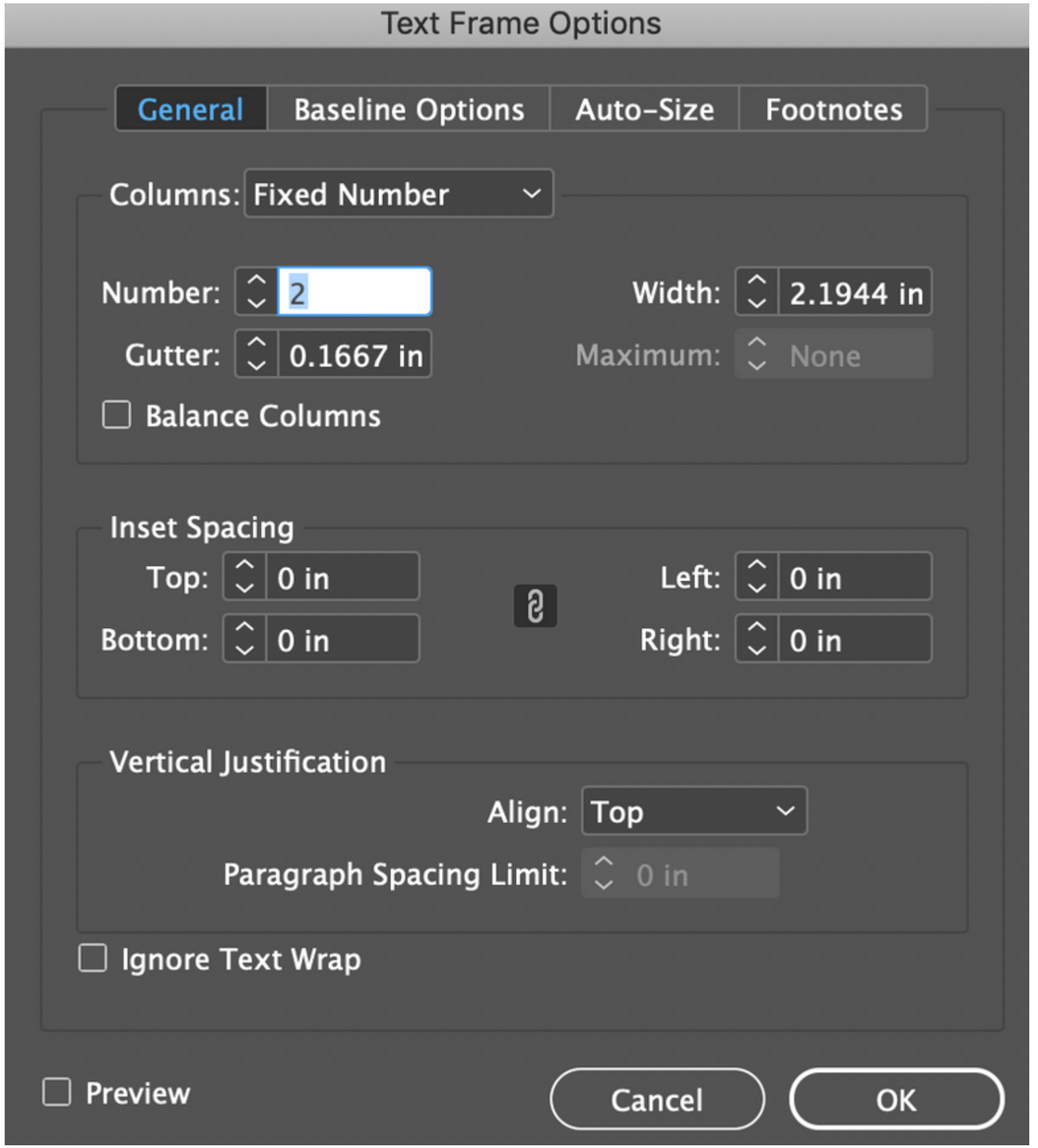
TUTORIAL ON TEXT COLUMNS

SELECT THE TEXT FRAME

OBJECT>TEXT FRAME OPTIONS

CHANGE NUMBER OF COLUMNS

VIDEO



working with text

Mary Stribley

Some Basic Gram-mar Rules

Using ampersands within body copy is incorrect & should be avoided. The same goes for double spaces used after punctuation. Got it?

Some Basic Grammar Rules

Using the word ‘and’ is a correct and easy substitute for an ampersand. Furthermore, one space after punctuation is more than enough. Got it?

Mary Stribley

avoiding widows and orphans

LINKS

Ian Pasetsky

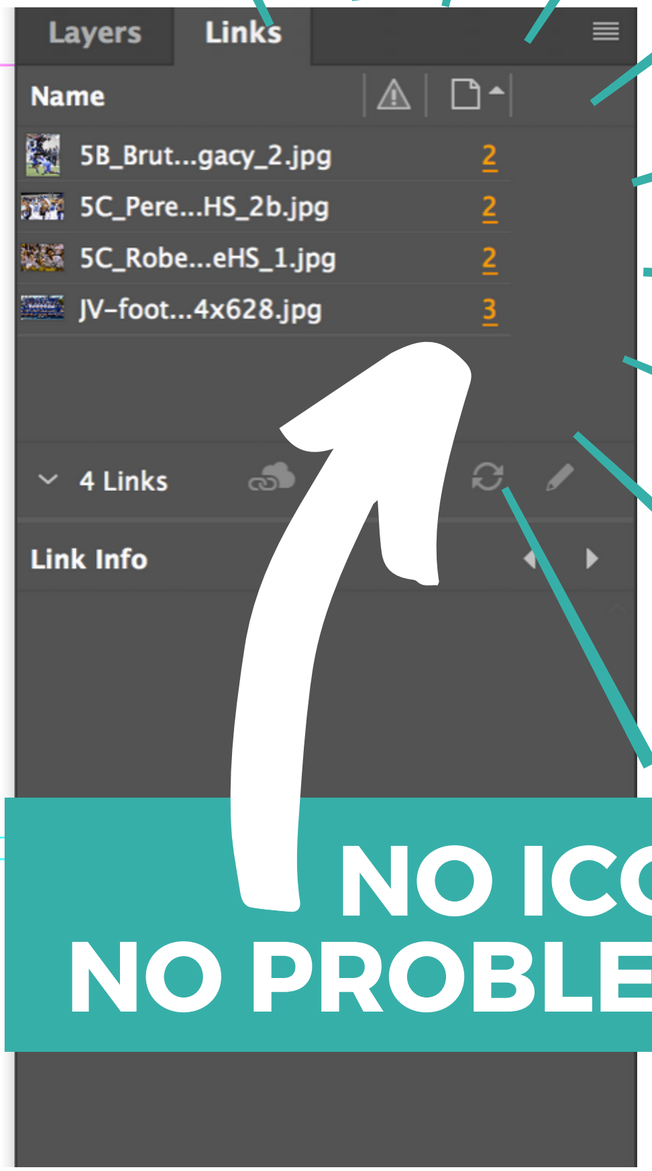
Your images are not IN your inDesign document, they are linked to it.

DO NOT COPY AND PASTE IMAGES INTO INDESIGN OR MOVE FILE LOCATIONS

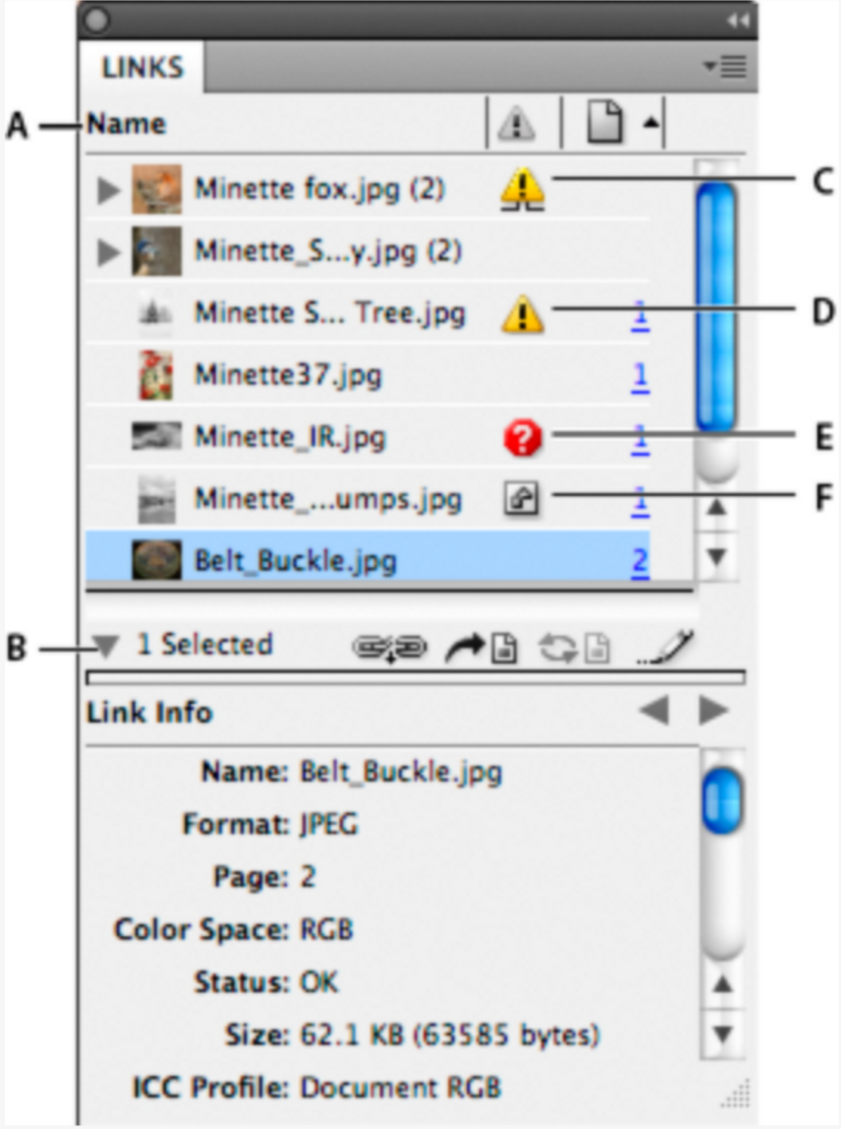
Translation: Keep all the images you are using for your files in one place (folder). If you move the image, then indesign won't be able to find it and **it will print low resolution (like this) --->**

LINKS

WINDOW > LINKS



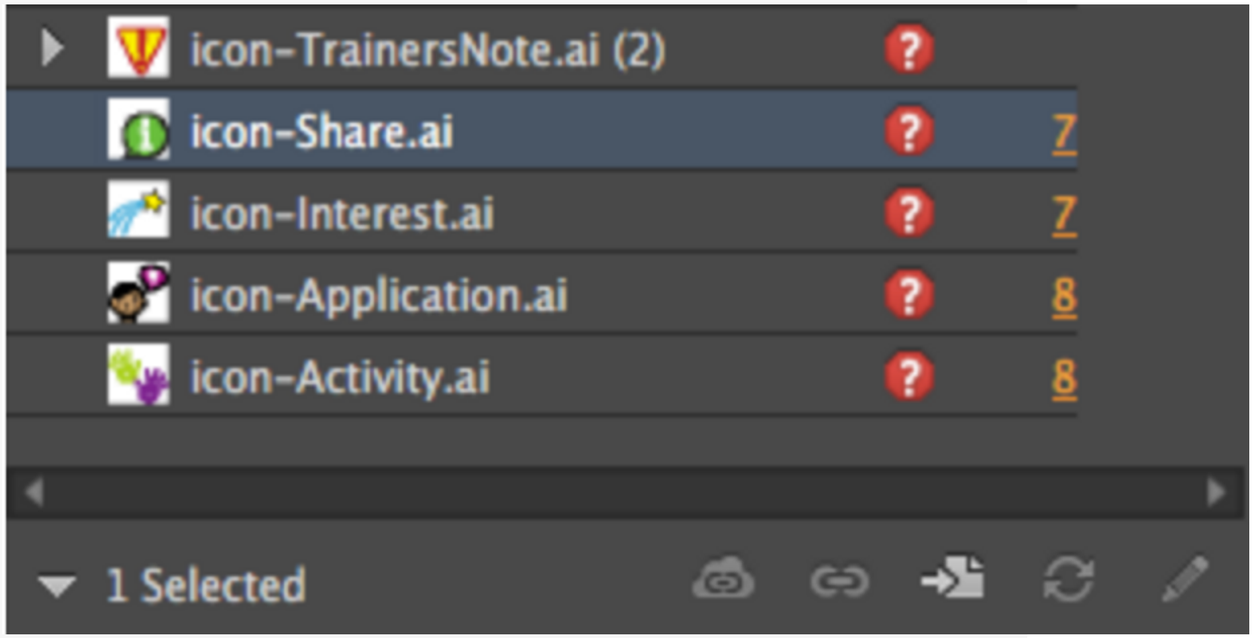
NO ICONS
NO PROBLEMS!



Links panel

CHECK YOUR LINKS

WHAT MIGHT HAVE HAPPENED?



A. Category columns **B.** Show/Hide Link Information **C.** One or more instances modified icon **D.** Modified icon **E.** Missing-link icon **F.** Embedded-link icon

SAVE

SAVE YOUR WORK EVERY 30 SECONDS!
CTRL S OR COMMAND S

To save a document under a new name, choose File > Save As, select the folder your spread images are in, name the file according to your staff guidelines, then click Save. The newly named file becomes the active document.

To save an existing document under the same name, choose File > Save.

CONTINUE WORKING ON YOUR SPREAD

next class we will apply the style guide to your spread