

Adobe Creative Suite **InDesign**

MTSU School of Journalism
Visual Communication



MTSU SCHOOL OF JOURNALISM

mtsujournalism.org

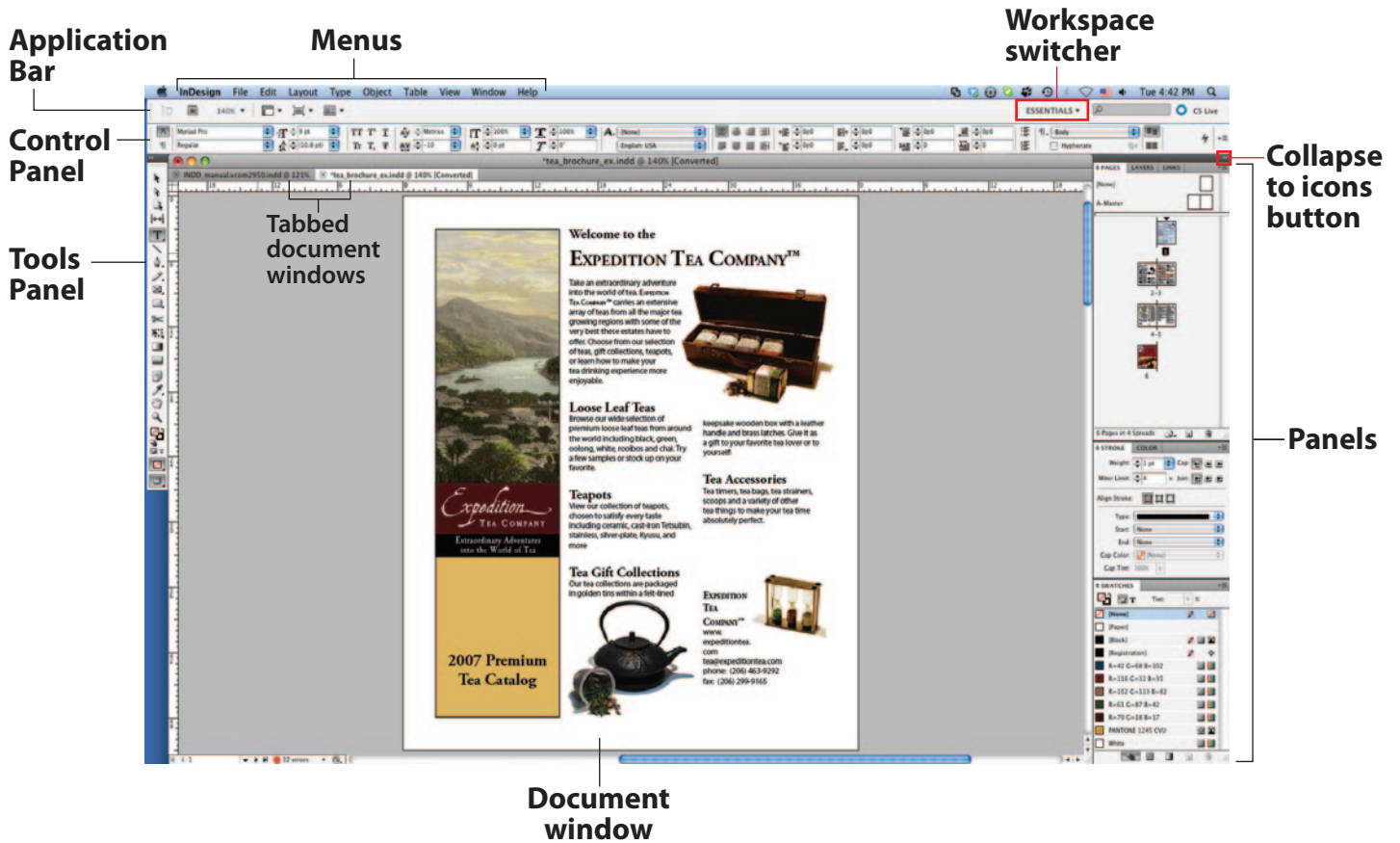
Visual Communication

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The contents of this manual were written and prepared by Philip Loubere, assistant professor, MTSU School of Journalism.
ploubere@mtsu.edu

Middle Tennessee State University
1301 East Main Street, Murfreesboro, TN 37132-0001 USA
+1.615.898.2300

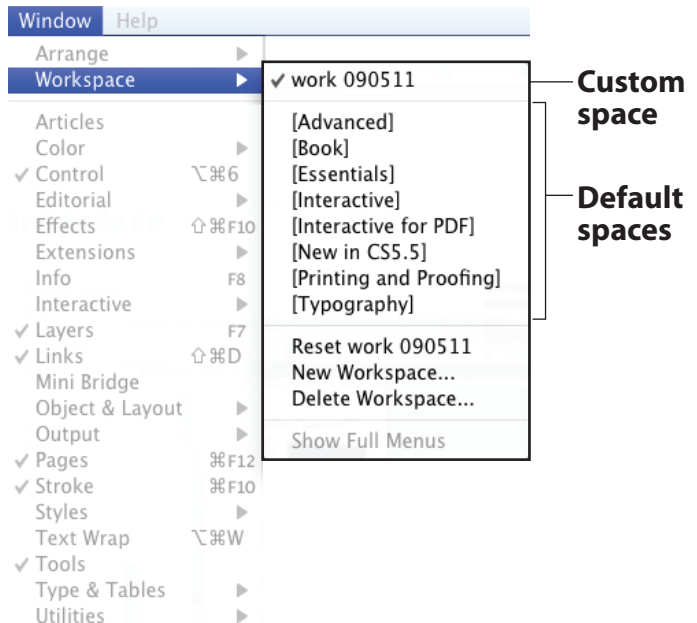
Interface



Saved workspaces

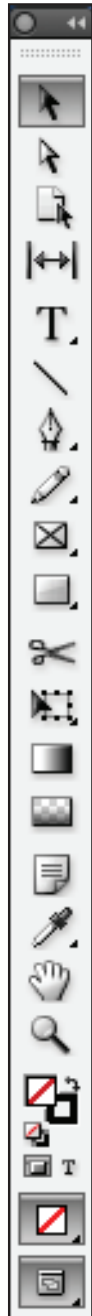
Under the **Window** menu, highlight **Workspace**. There will be several default spaces in the popup menu that will change the choice and appearance of panels and bars.

You can save your own custom workspace. Arrange panels and bars the way you want, then select **Save Workspace . . .**



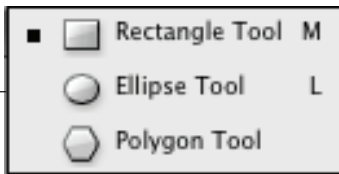
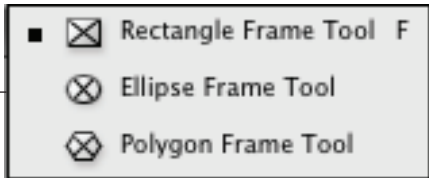
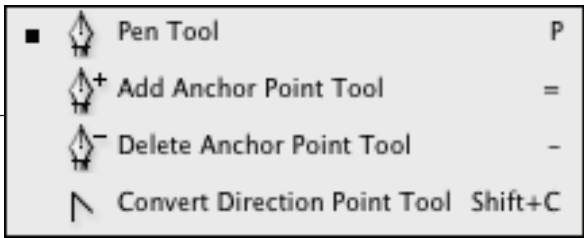
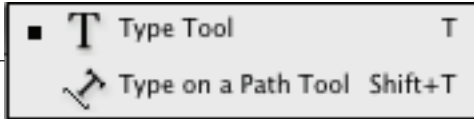
Tools, Navigation

InDesign has many of the same tools as Illustrator. Panning and zooming use the same tools and keyboard commands.

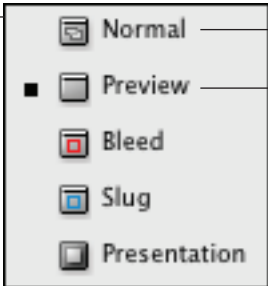


- SELECTION TOOL (V)
- DIRECT SELECTION TOOL (A)
- PAGE TOOL (SHIFT + P)
- GAP TOOL (U)
- TEXT TOOL (U)
- LINE TOOL (\)
- PEN TOOL (P)
- PENCIL TOOL (N)
- RECTANGLE FRAME TOOL (F)
- RECTANGLE TOOL (M)
- SCISSORS TOOL (C)
- FREE TRANSFORM TOOL (E)
- GRADIENT TOOL (G)
- GRADIENT FEATHER TOOL (SHIFT + G)
- NOTE TOOL (G)
- EYEDROPPER (I)
- HAND TOOL(H)
- ZOOM TOOL(Z)
- FILL AND STROKE ICONS
- FILL OPTIONS
- VIEW OPTIONS

Submenus (Click and hold on tool):



Hold down:
Spacebar: Hand Tool
Command + Space Bar: Zoom In Tool
Command + Option + Space Bar: Zoom Out Tool



Keyboard commands

Cmd: Apple key
 Opt: Option key

Fit in window	Cmd 0 (zero)
Actual size	Cmd 1
Hand tool	Space bar (hold down)
Zoom tool	Cmd / Space bar (hold down)
Zoom out tool	Cmd / Opt / Space bar (hold down)
Zoom in incrementally	Cmd +
Zoom out incrementally	Cmd -

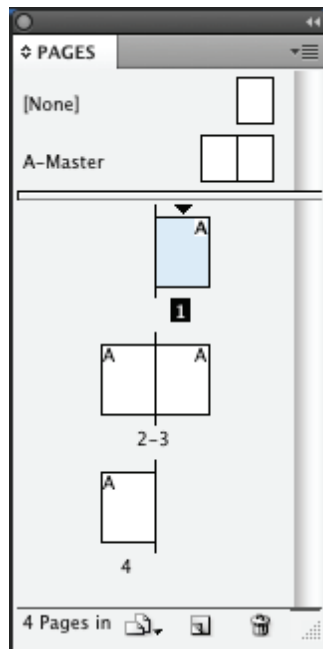
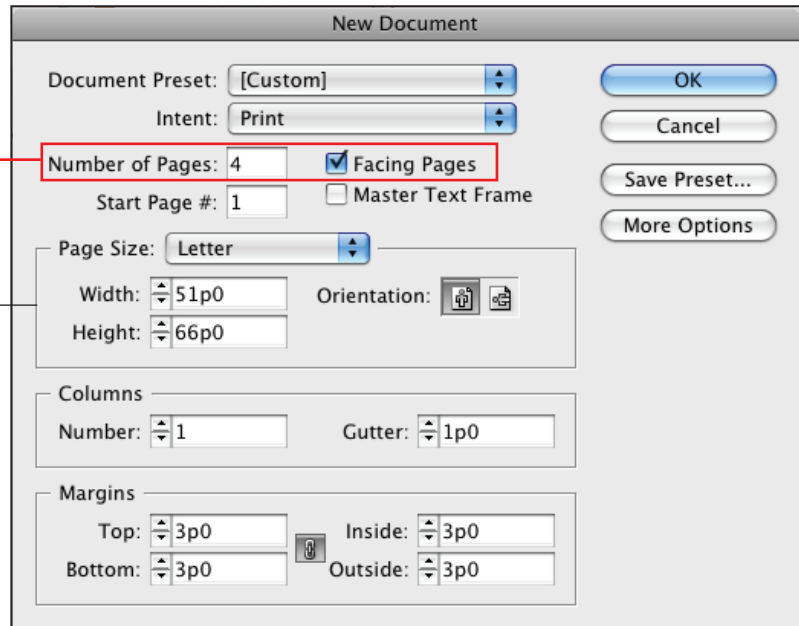
New Document

InDesign is used to create print documents such as books and brochures, and PDFs for the Web. When you create a new document (**File menu > New > New Document . . .**), the dialog box gives you options for the number of and size of pages.

Number of Pages; Facing Pages

Check **Facing Pages** if you're creating a multi-page document that will be printed double-sided. You must always choose an even number of pages in this situation.

Page size

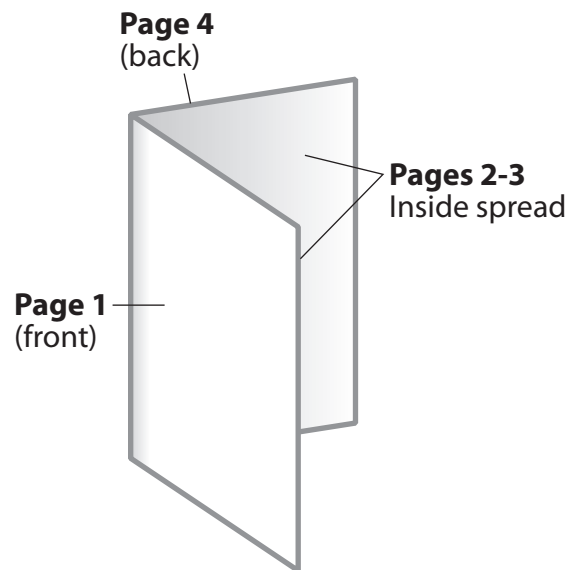


Pages Panel

In this example, the document will have four pages. Pages 2-3 will face each other on the inside—this is called a spread.

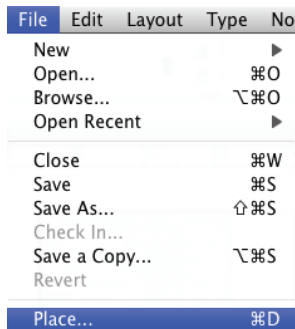
Double-clicking on a page in the panel will take you to that page.

The A-Master at the top is for placing elements that will repeat on all the regular pages, such as section heads and automatic page numbering. Master pages will not print. See page 9 for more information.



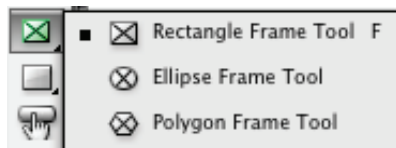
Text Blocks

Everything placed on an InDesign page has to be placed inside a container — a frame or a shape. It’s important to remember the difference between a frame and its contents: each are edited separately.



Use the **Place** command under the **File** menu to import both text and photos.

You can also copy text, photos and graphics from their source and paste directly into your InDesign document.



The **Frame Tool** allows you to make containers in which to place text, photos or graphics. Use the **File > Place . . .** command, or **Edit > Paste Into . . .**

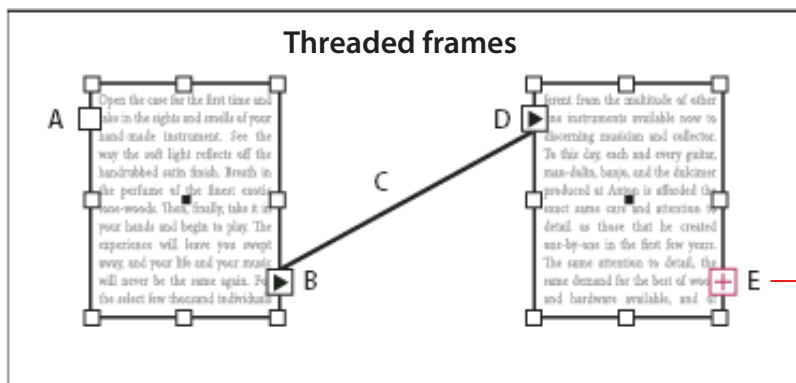
You can also draw shapes with the Pen tool and place images or text inside by placing or pasting. Any shape can become a container for text, photos or graphics.

Creating text blocks

Text is always contained in a box. If you’re importing text, use the **Place** command and find the text file you want to import. You will get a “loaded cursor” — it will change into a small preview of what you’re placing.

If you drag out a box it will fill with the text. If you click on a guide or margin a box containing the text will automatically be created within the existing guides or margins.

If there’s **overset text**, that is, too much text for the box, a small red square will appear in the lower right corner. **Clicking on it with the Selection Tool** will load the cursor again, allowing you to create an additional box that the text will flow into. The two boxes, or frames, will be linked, or **threaded** — if you resize the first one, the text will flow into the second one.



- A. In port at beginning of story
- B. Out port indicating thread to next frame
- C. Text thread
- D. In port indicating thread from previous frame
- E. Out port indicating overset text



Use the **Selection Tool**, not the Text tool, to pick up overset text.

Placing Photos and Graphics

Photos and graphics must always be placed inside a container, or frame. You can create the container with the Frame tool or the Pen tool, and then use the **File > Place . . .** command. Also, simply pasting a photo on the page automatically creates a container.

The frame and its contents are edited independently of each other: if you resize the frame, for example, the contents will not be resized (unless you use the right keyboard combination).



SELECTION TOOL selects the frame and contents together.

DIRECT SELECTION TOOL selects either the frame or the contents, in order to edit each independently.



Using Direct Selection Tool:

Click on frame edge to select it, click anywhere inside to select contents.

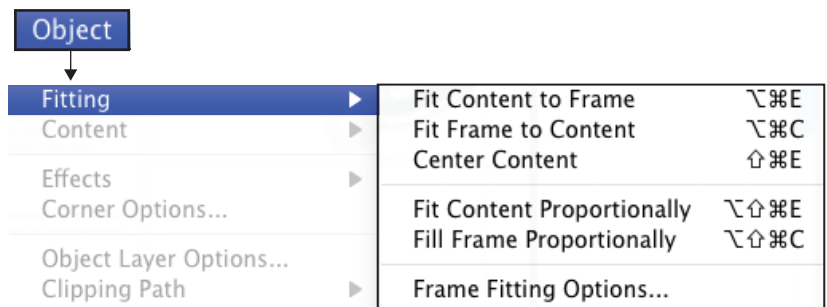
BLUE BOX is the frame. It crops the photo.

BROWN BOX is the contents. Clicking and holding will show ghosted areas outside the frame.

To resize both frame and contents at the same time, select with Selection Tool (black arrow) and hold down **Command** and **Option** keys as you drag a corner.

You can add a **stroke** to the frame using the Stroke Panel or the Stroke field in the Control Panel at the top of your window layout. You can change the stroke's color in the Swatches or Color panels.

The **Fitting** options under the **Object** menu allow you to make the contents fit the frame or vice versa. It's usually a good idea to fit proportionally if you've resized the frame unevenly.



You can draw a shape with the **Pen** tool and then place an image inside it with the **Place** command under the File menu, or by using the **Paste Into** command under the Edit menu (if you've copied the photo or graphic from the program it was created in).

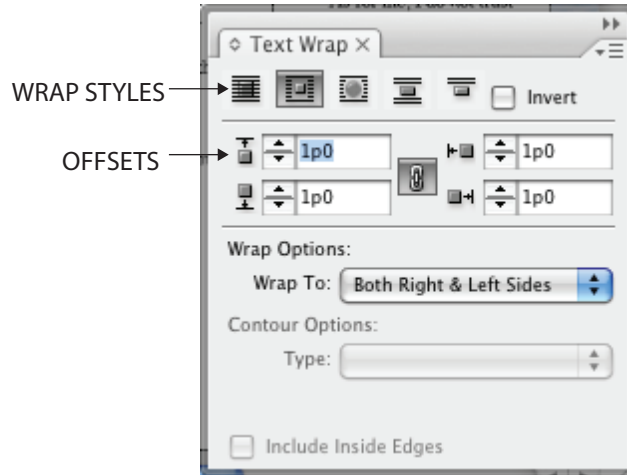


The anchor points and control handles can then be repositioned with the **Direct Selection tool** or by holding down **Option** while still using the Pen tool.

Wrapping Text

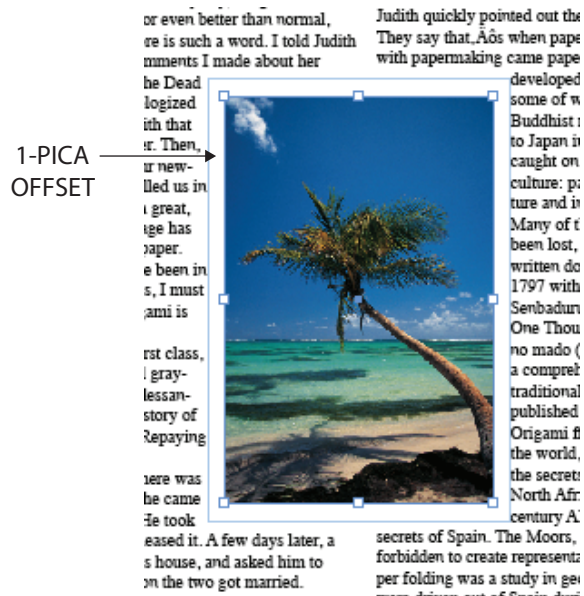
CREATING A WRAP

The **Text Wrap Panel** is accessed from the Windows menu. Select a photo or graphic, then click on one of the five icons across the top for different ways to make text wrap around it.



OFFSETS

The **offset** amounts are the buffers between each edge of the photo and the text. Uncheck the chain icon in the middle to have different amounts in each field.



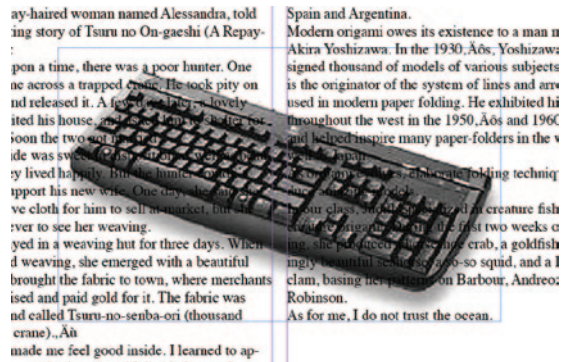
EDITING TEXT WRAPS

You can manually change the shape of the text wrap if you select the frame contents with the **Direct Selection tool**. You can then select and move the text wrap's anchor points.

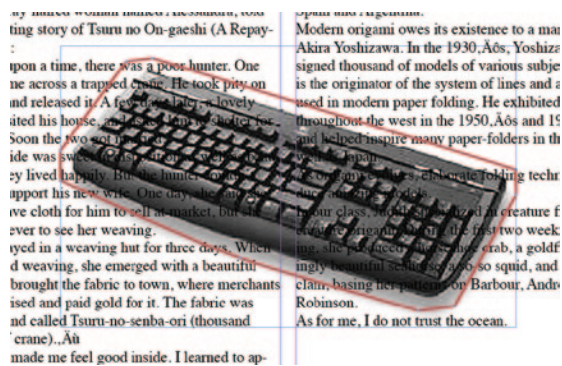


Wrapping text around an image

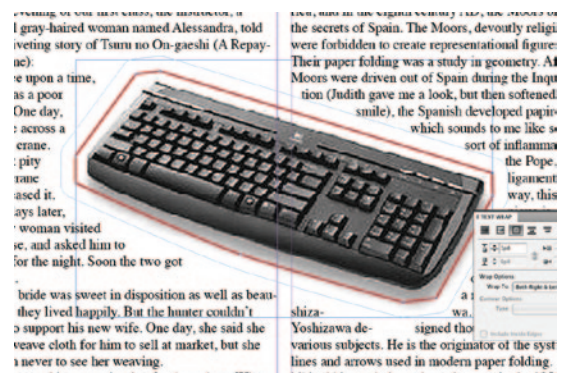
To wrap text around an image in a photo, place the photo behind the text blocks.



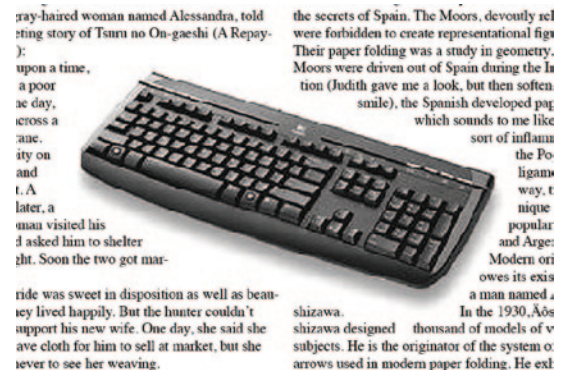
With the Pen Tool, draw a shape around the image.



Apply a text wrap to the shape you drew instead of the photo. Choose the third icon in the Text Wrap panel, "Wrap around object shape". You can add an offset here as well.



Give the drawn shape a stroke of none. You can either choose the no-color swatch in the Swatches panel, or change the weight to zero in the Stroke panel.

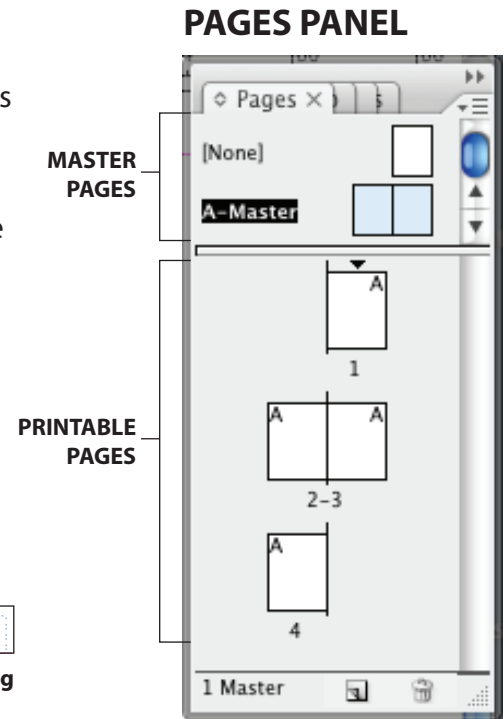
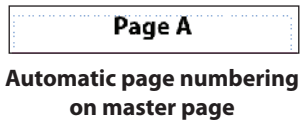


Master Pages

Elements placed on a master page will show up on all the pages of the publication. This facilitates adding logos, page numbers, headers and footers.

The **Pages Panel** has by default two **A-Master** pages, a left one and a right one (if you have facing pages). Anything you place on the left master page will appear on all left-hand pages in your publication, and anything on the right one will appear on all right-hand pages. Go to either one by double-clicking on it. You can also select both by holding down the shift key while double-clicking on each one.

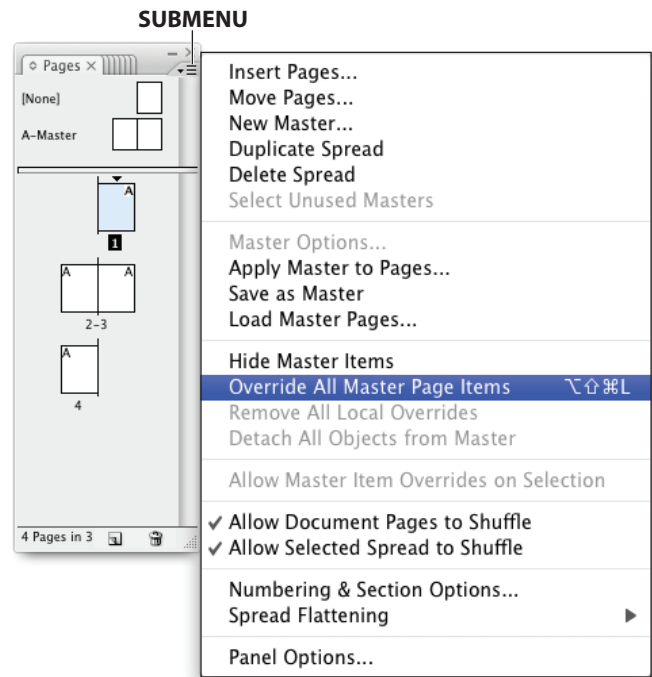
You can add special characters such as page numbers from the **Type > Insert Special Characters** menu. Create a text box with the Type tool first. Page numbers are found under **Markers**. They will appear as a capital letter A on the master pages, but will automatically number all pages.



OVERRIDING MASTER PAGE ITEMS

If you don't want master page items to appear on any given page, or if you want to change them just on that page, use the **Hide Master Items** or **Override All Master Page Items** commands from the **Pages Panel submenu**.

If you override on the page you're working on, master page items on that page can now be selected and deleted, or edited — color, size, position, etc. can be changed. Those items will be changed just on the page you're working on, not on the other pages.



MAKING NEW MASTER PAGES

You can have several master pages in your document: Create new ones by selecting **New Master ...** from the Pages Panel submenu.

Choose which master page to apply to a page you're working on by going to the submenu and selecting **Apply Master to Pages ...**

You can also choose the **[None]** option.