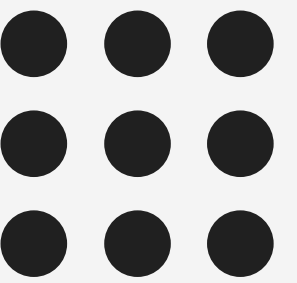


INDESIGN BASICS



ENTOURAGE ESSENTIALS: DAY 22

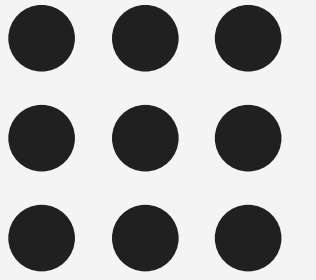
DO NOW:



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



OBJECTIVES:

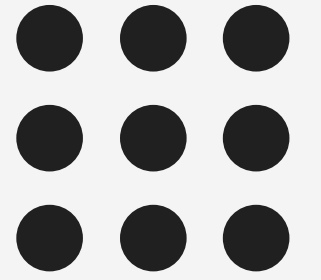


You will learn the basics of InDesign to create a yearbook spread by using the Selection Tool, Rectangle Tool, Rectangle Frame Tool, Swatches, and Align.

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

Width: 8.5 in

Units: Inches

Height: 11 in

Orientation:  

Pages: 3

Facing Pages:

Start #: 1

Primary Text Frame:

Columns: 3

Column Gutter: 0.1667 in

> Margins

▼ Bleed and Slug


Bleed

Top: 0.125 in

Bottom: 0.125 in

Inside: 0.125 in

Outside: 0.125 in





**SCROLL DOWN
TO THE DOUBLE
PAGE SPREAD.**



setup your grid

layout>argins 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)



no text past here:

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



BLEED

PAGE EDGE (TRIM)

MARGINS

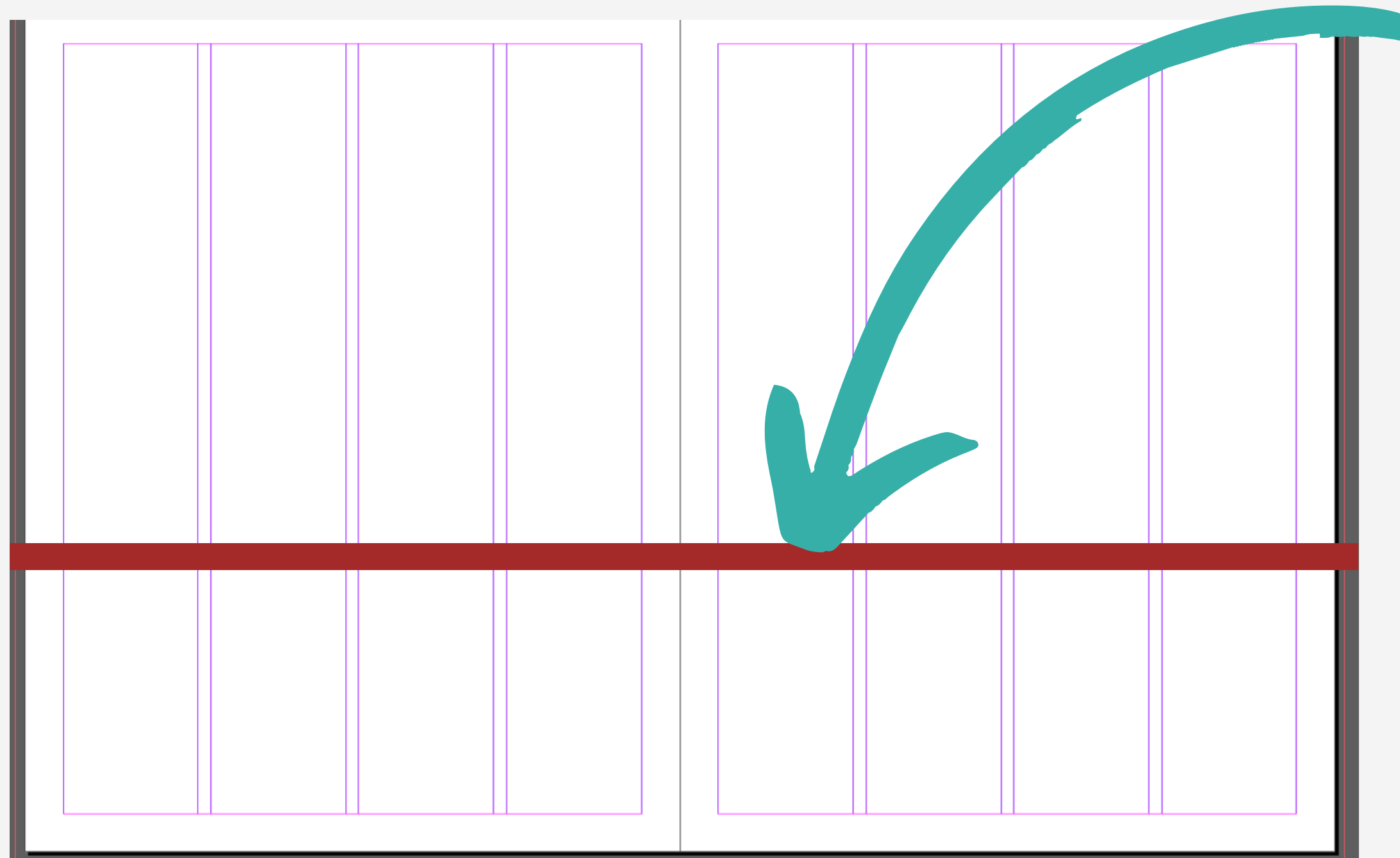
**bleed
review**



gutter review

				no text here / no faces or important photo elements				
--	--	--	--	---	--	--	--	--

EYELINE



Horizon line that carries your eye across both pages

TIPS

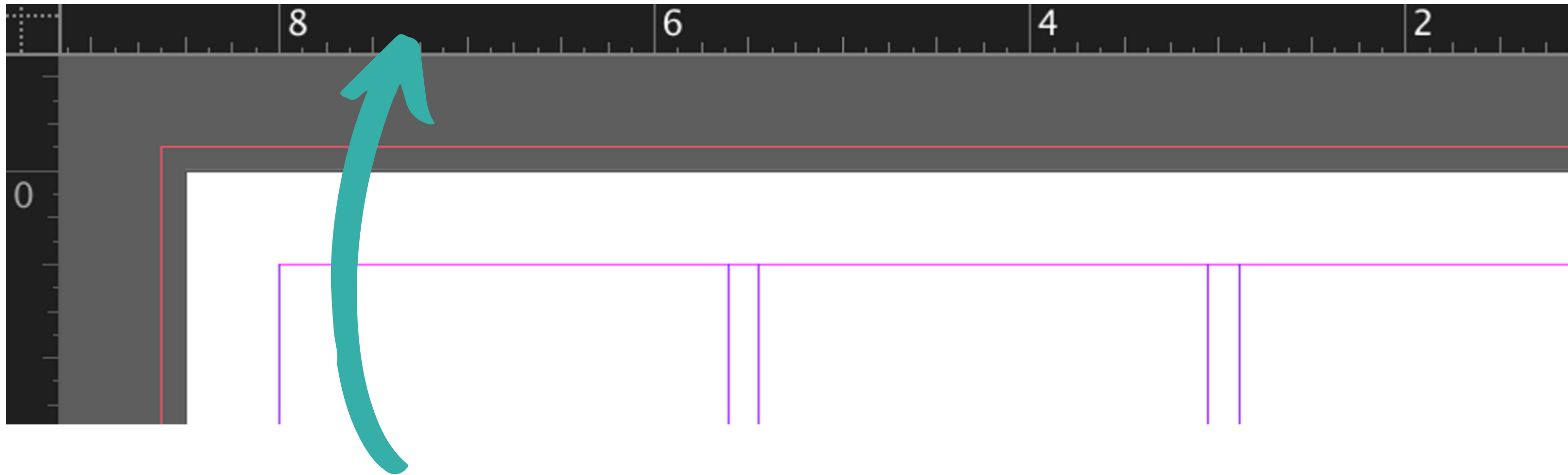
DRAW IT FIRST!

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



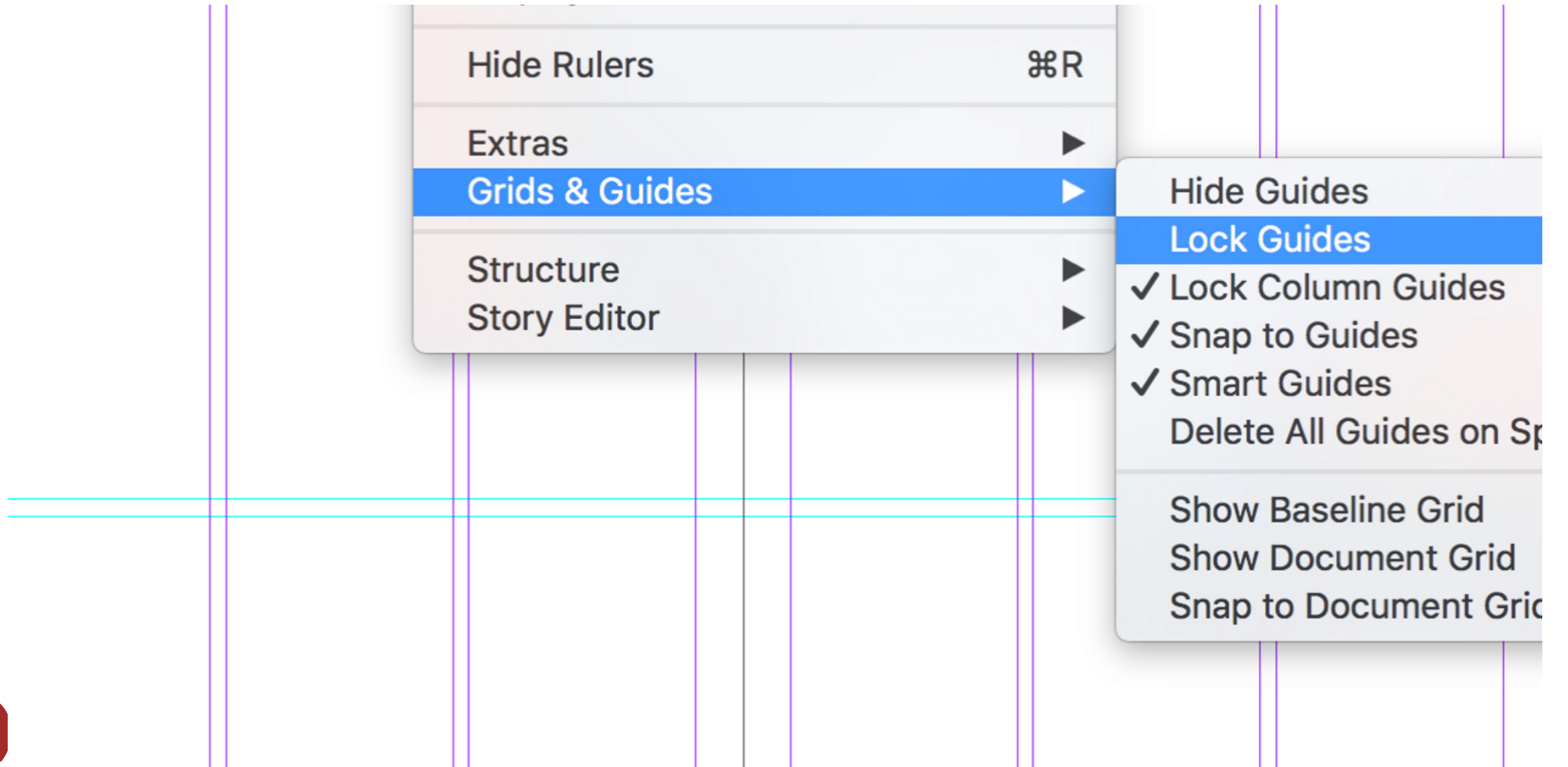
ADD YOUR EYELINE GUIDES

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!)



eyeline

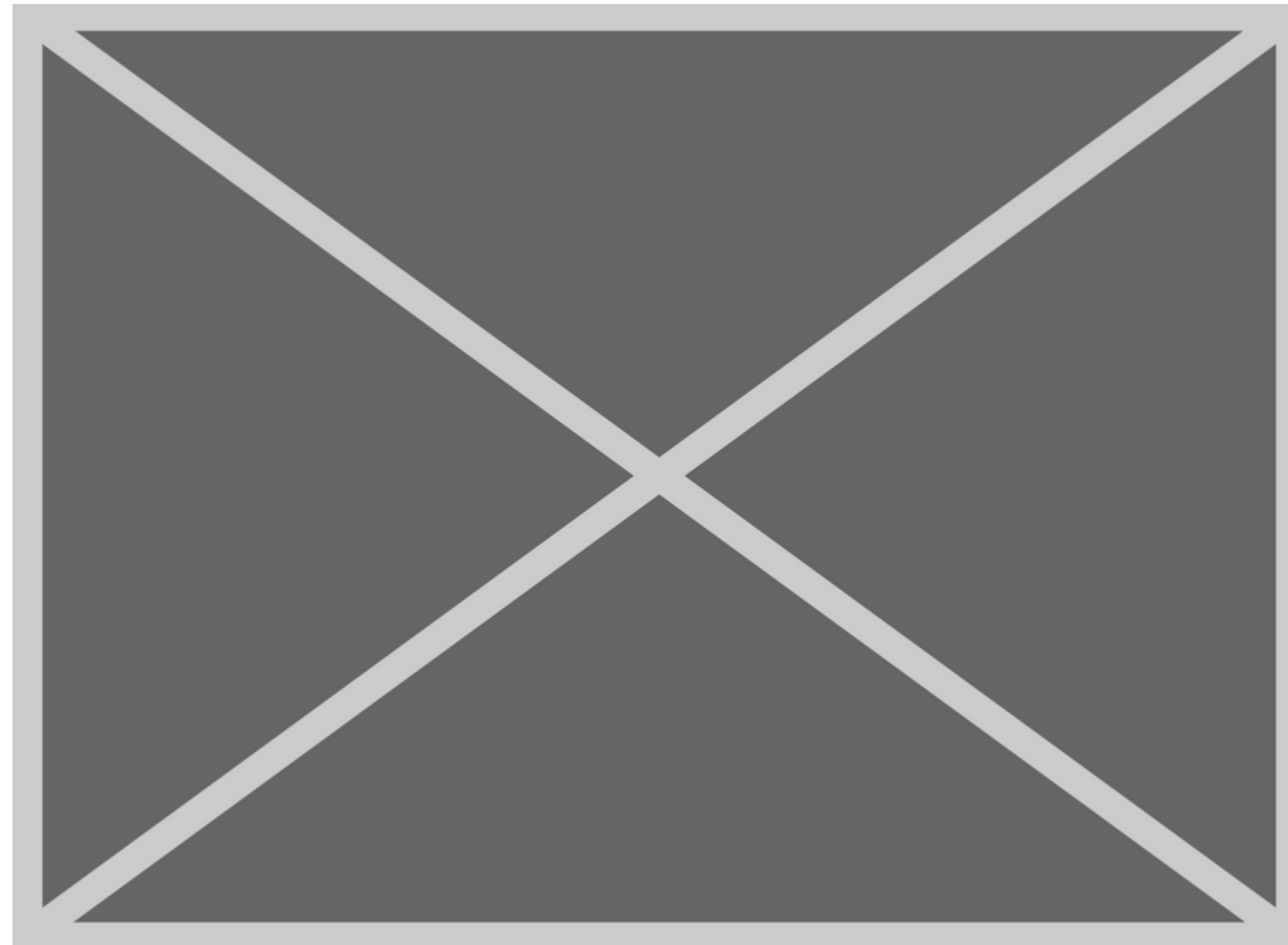
VIEW MENU



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



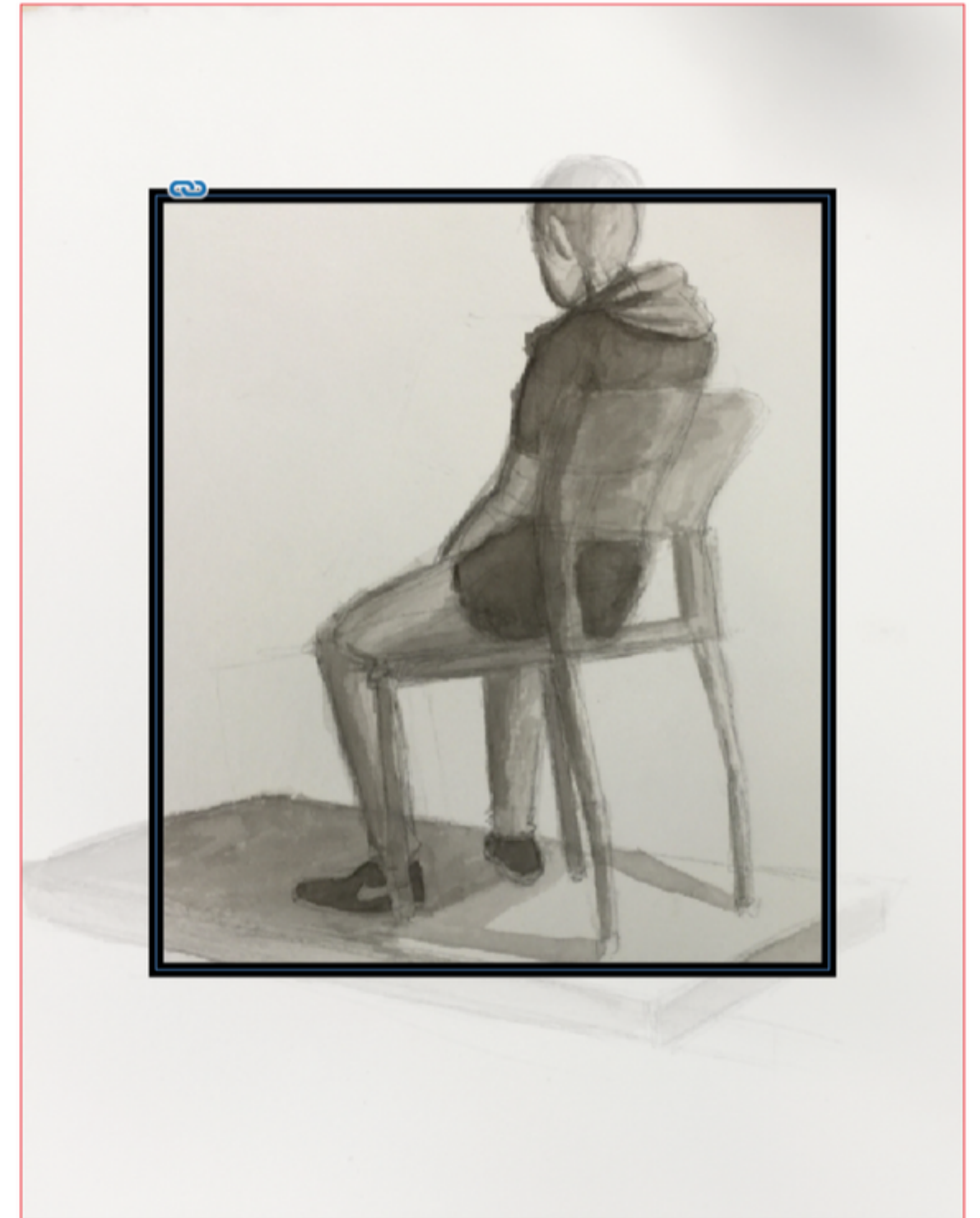
When you place an image, you automatically get a frame with it. The image is placed into the frame.

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

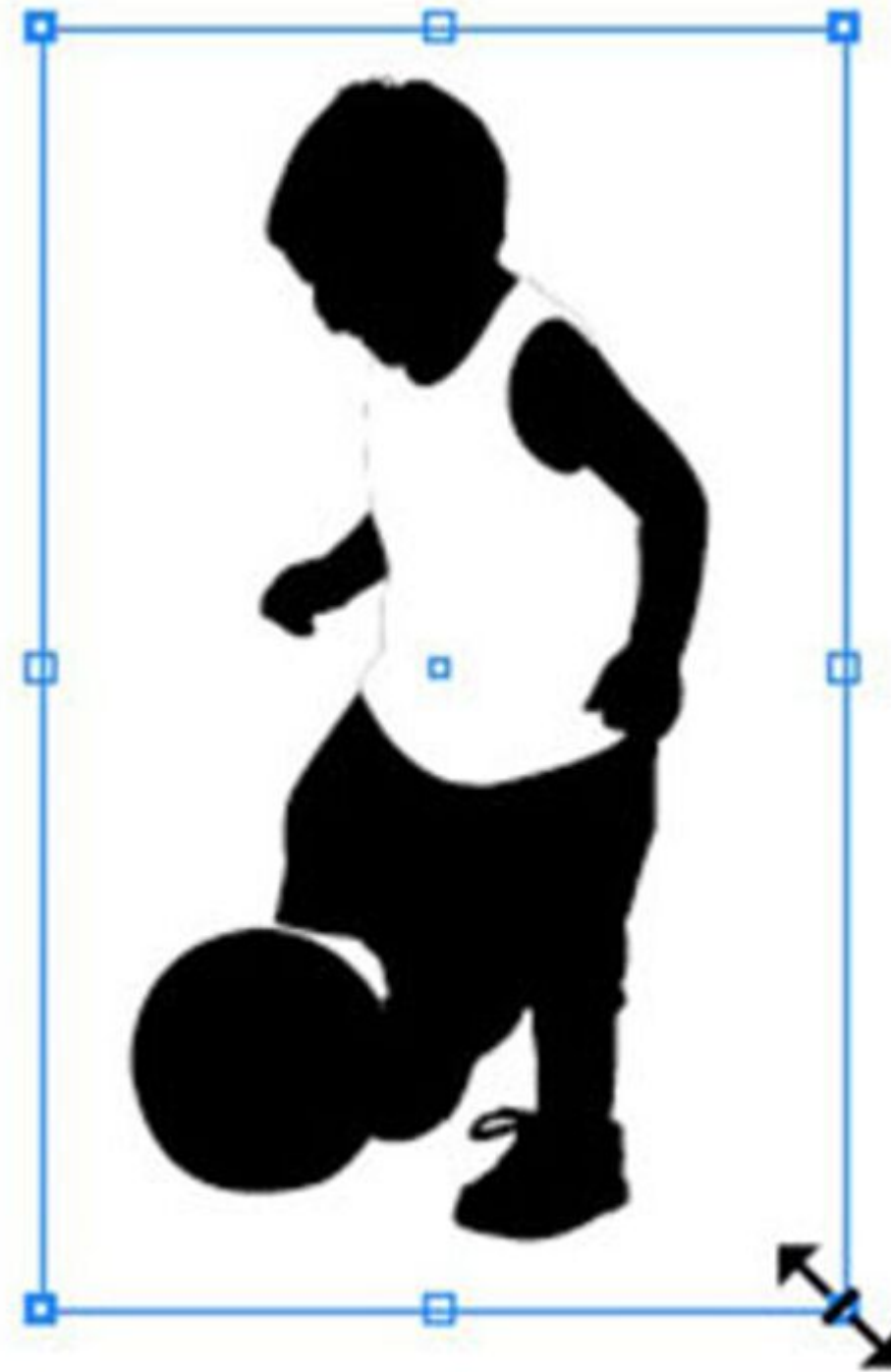
ADDING IMAGES

TO FRAMES

video



FREE TRANSFORM

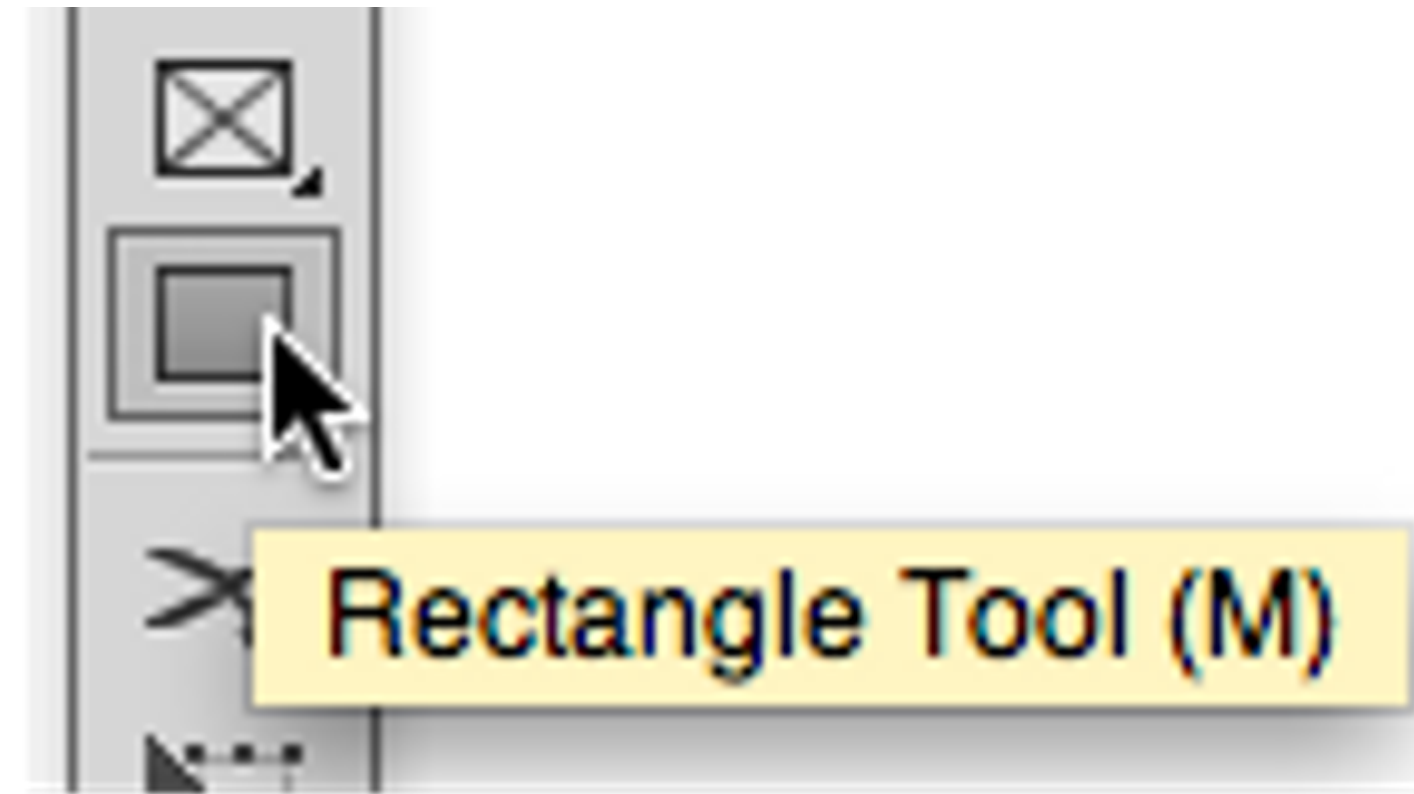


**HOLD SHIFT
WHILE RESIZING
SO YOU DON'T
STRETCH THE IMAGE**

Scale



RECTANGLE /SHAPES TOOL



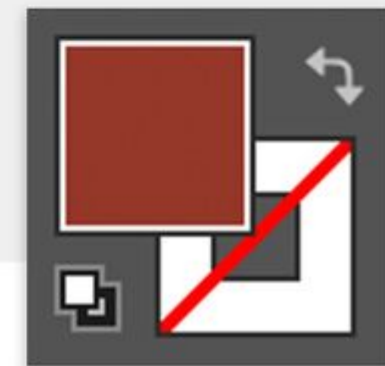
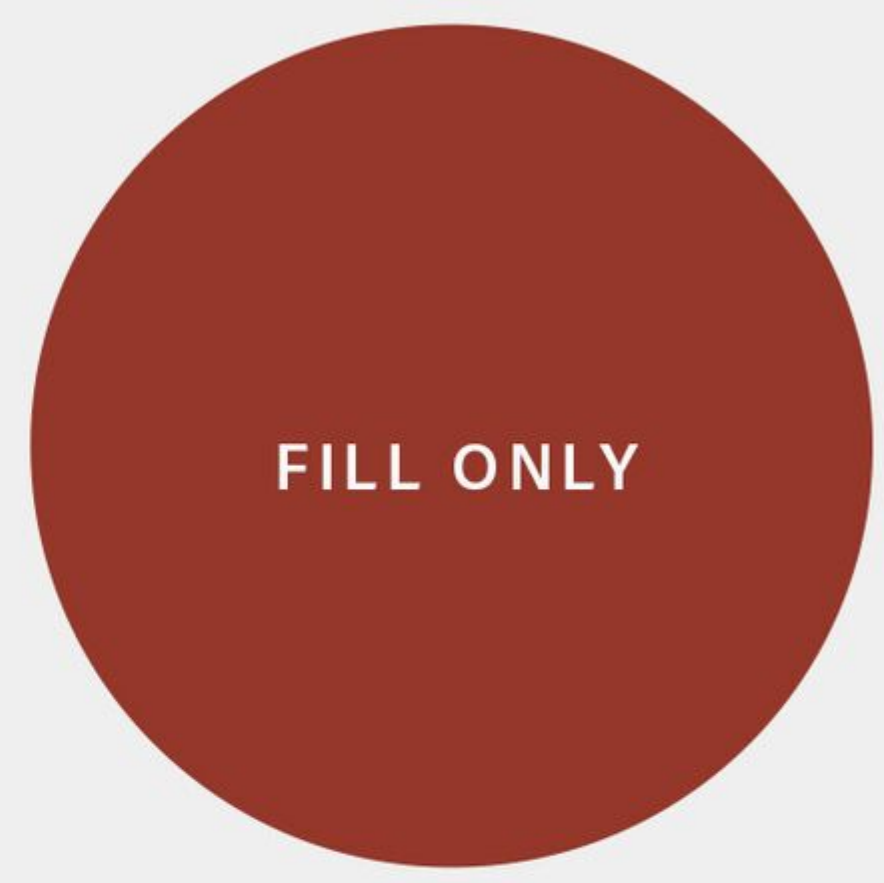
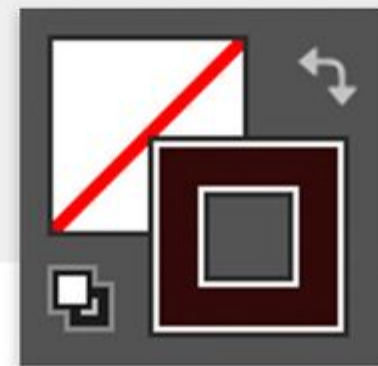
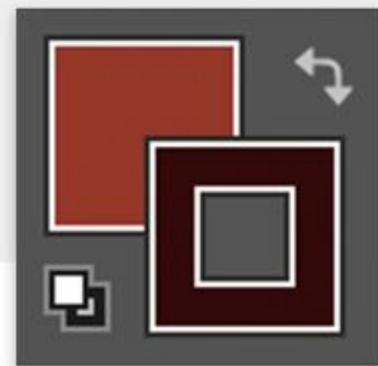
USE TO ADD SOLID COLORS OR BACKGROUNDS

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

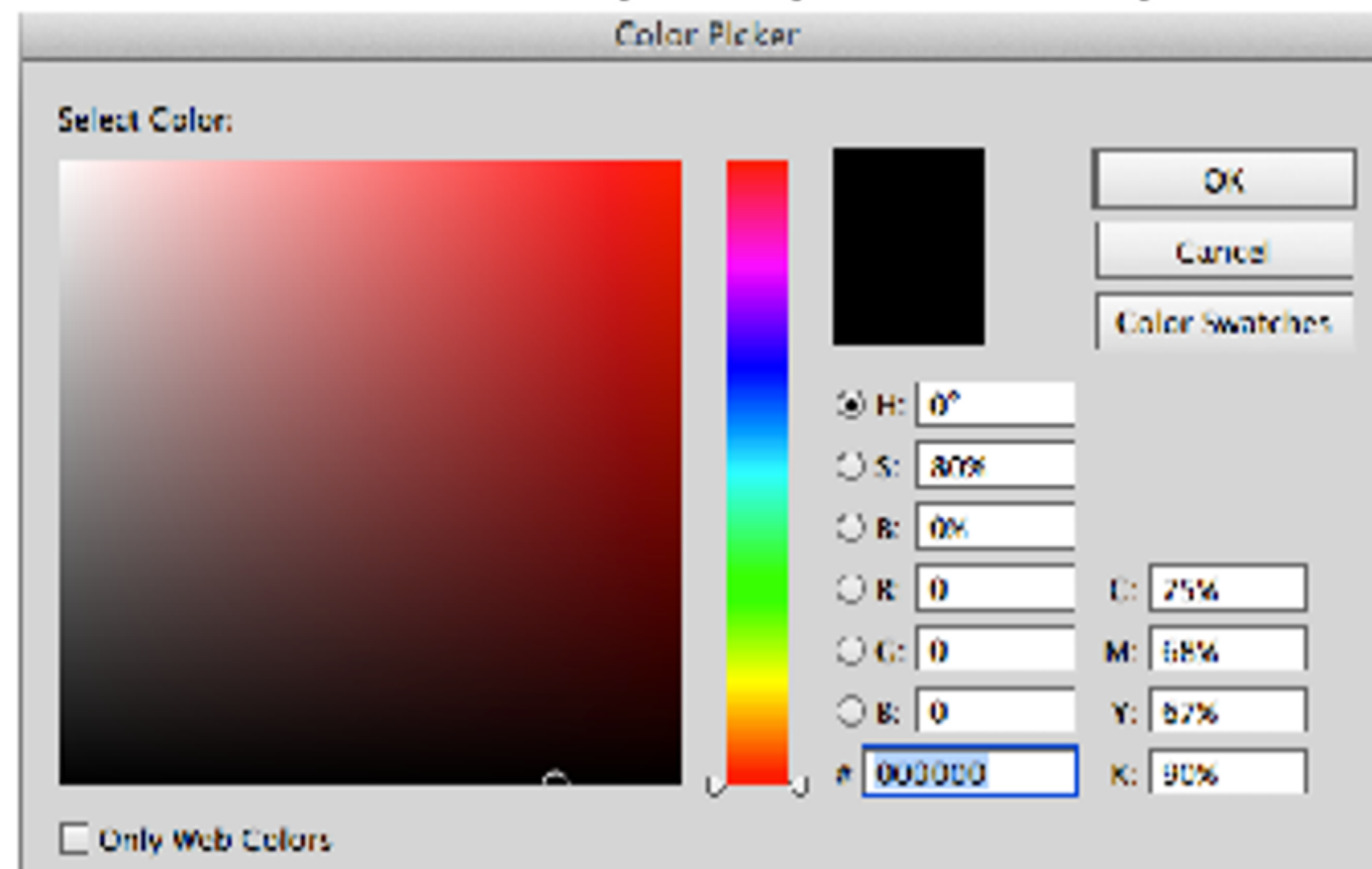


Swap colors!



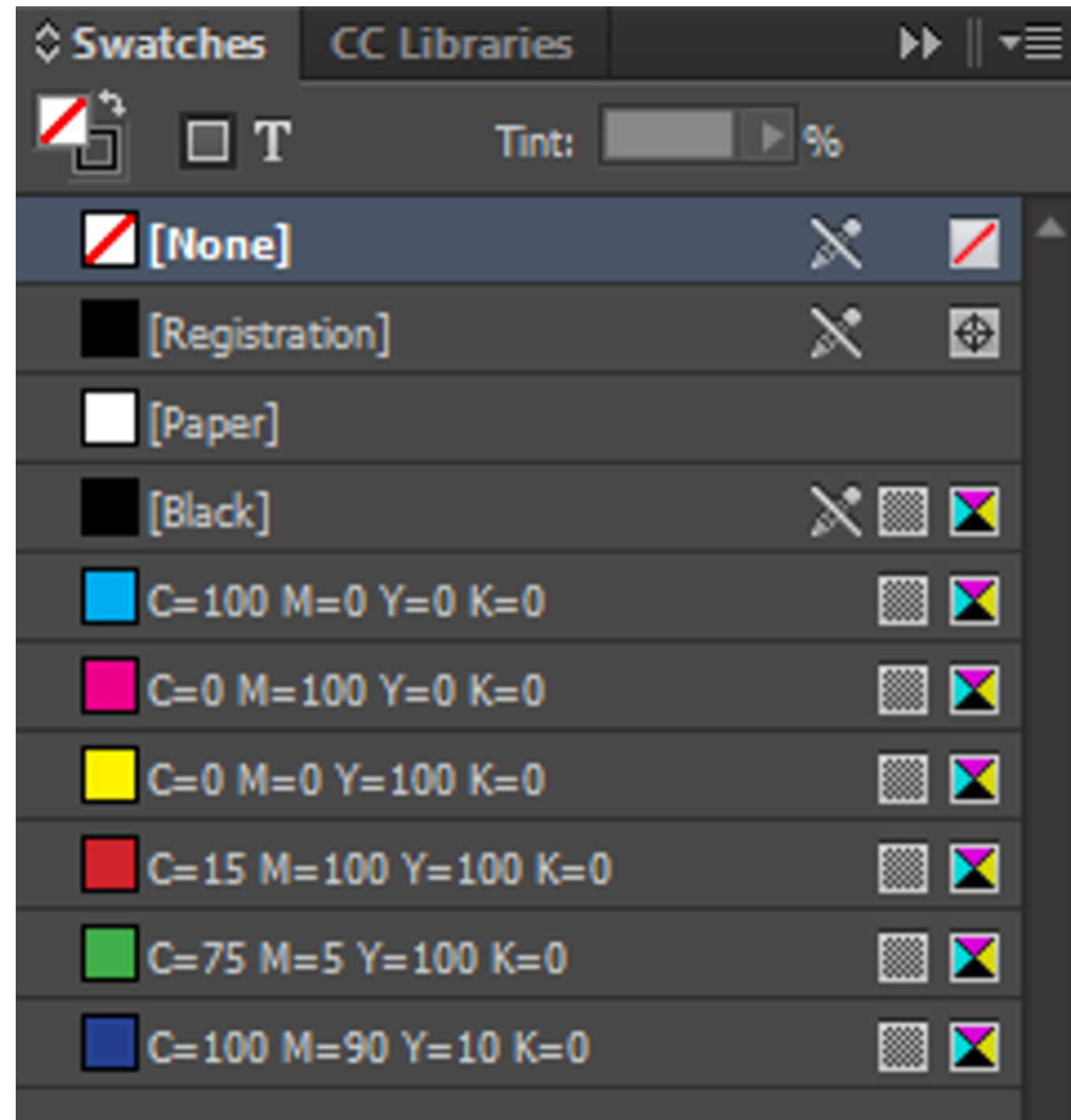
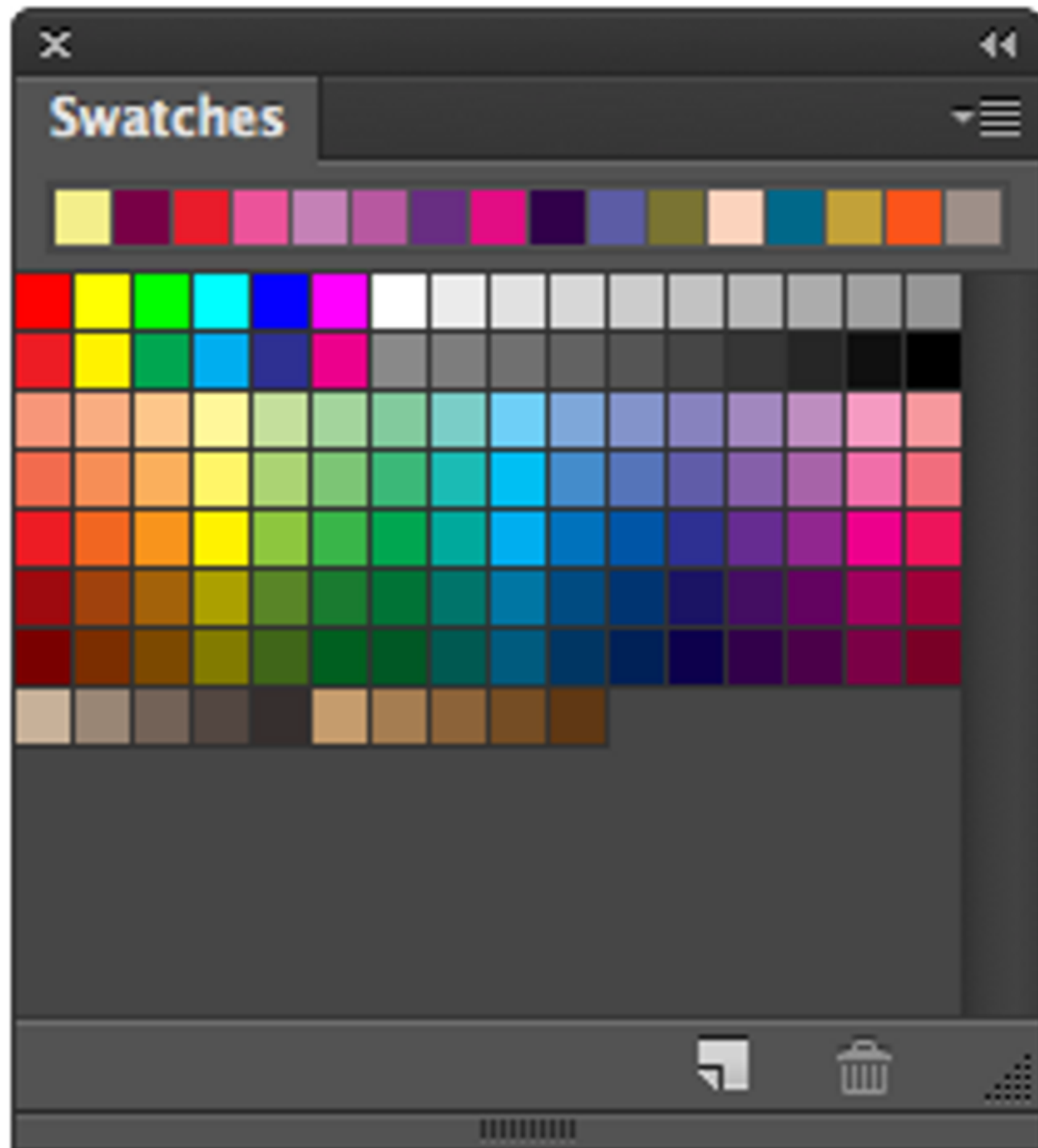
The box on top is the active color choice
Just click it to activate

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.



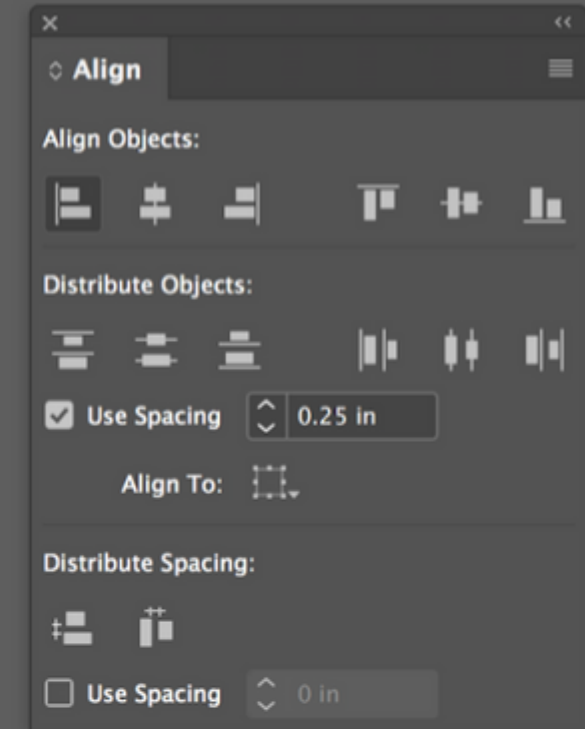
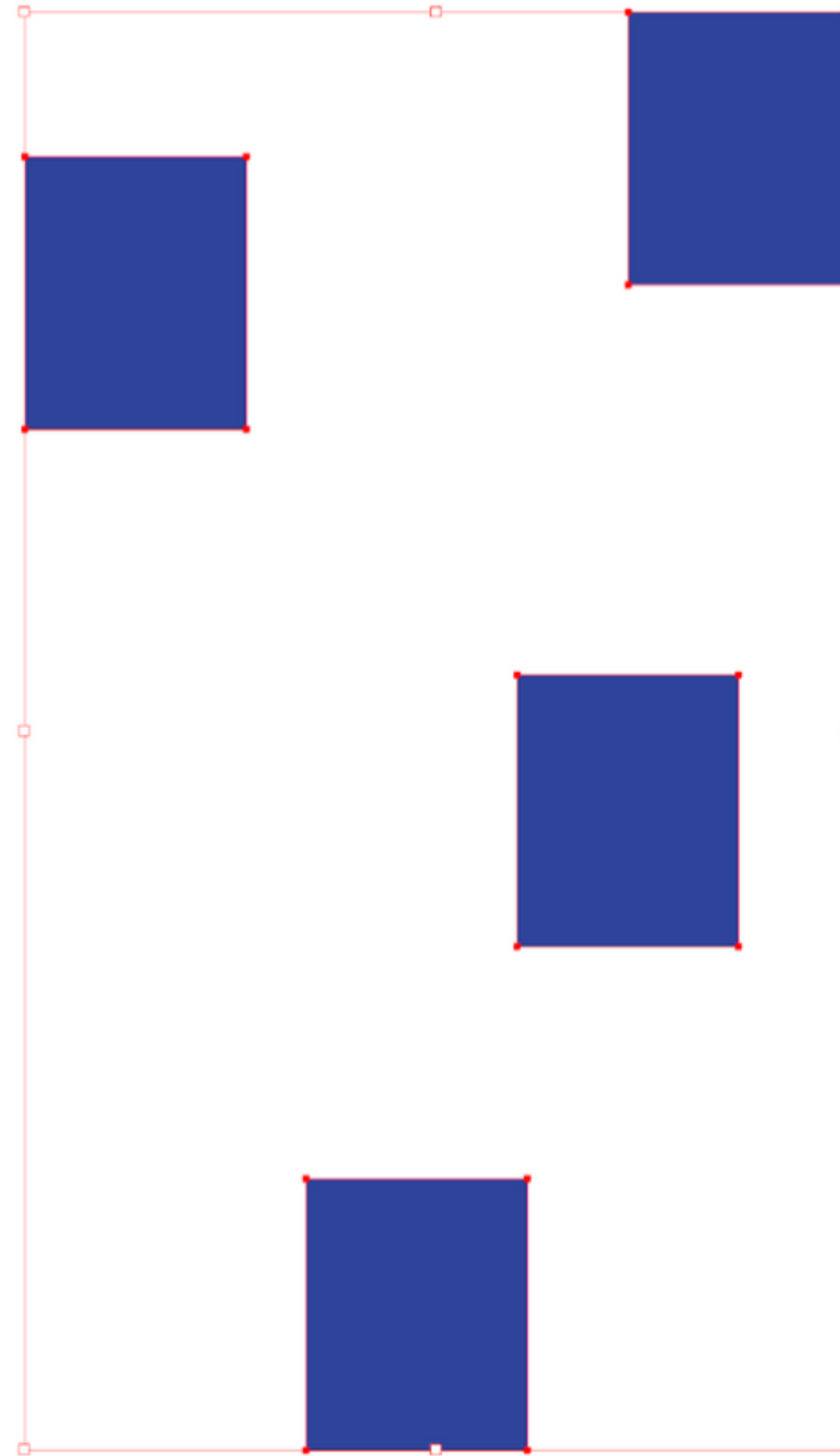
ALIGNMENT

WINDOW > OBJECT AND LAYOUT > ALIGN

Ian Pasetky

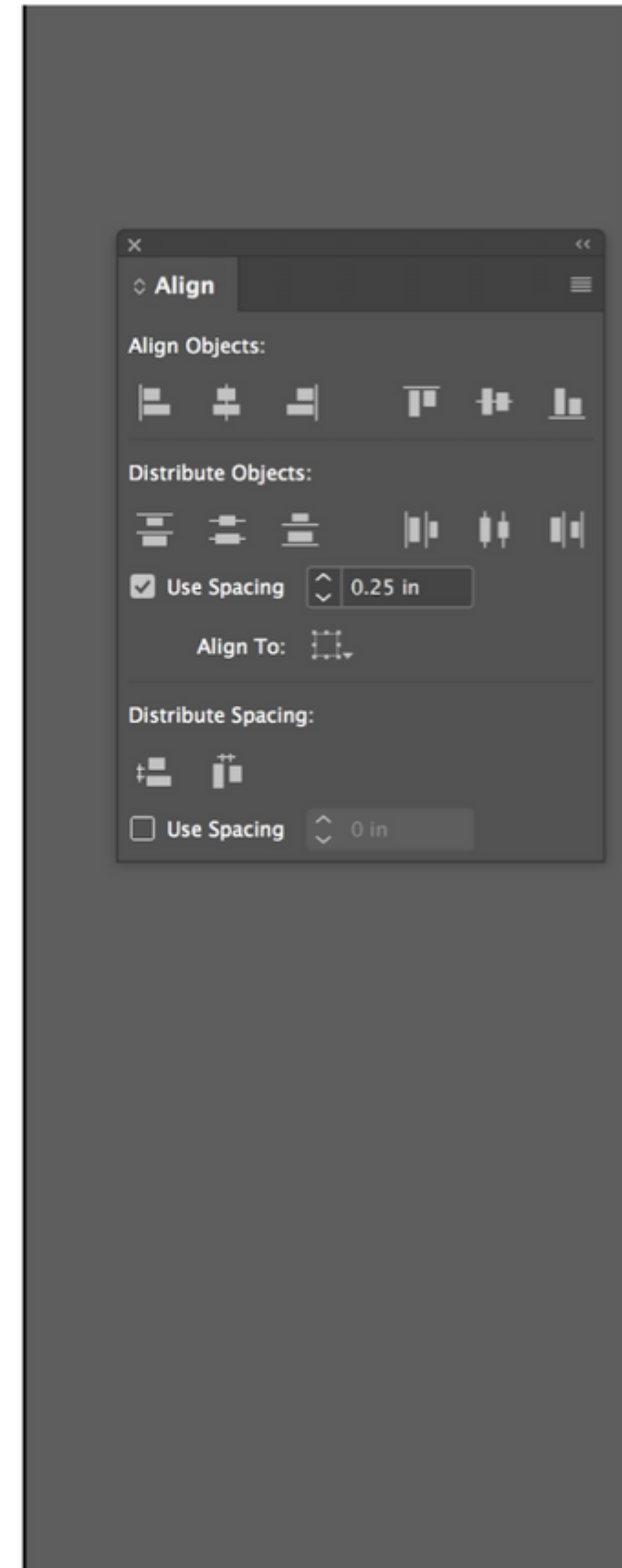
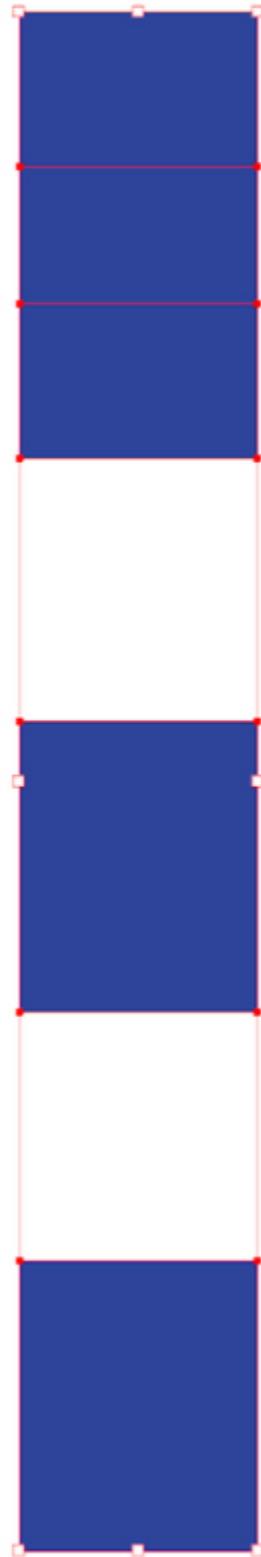
select the
elements you
want to align

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



ALIGNMENT

Ian Pasetky

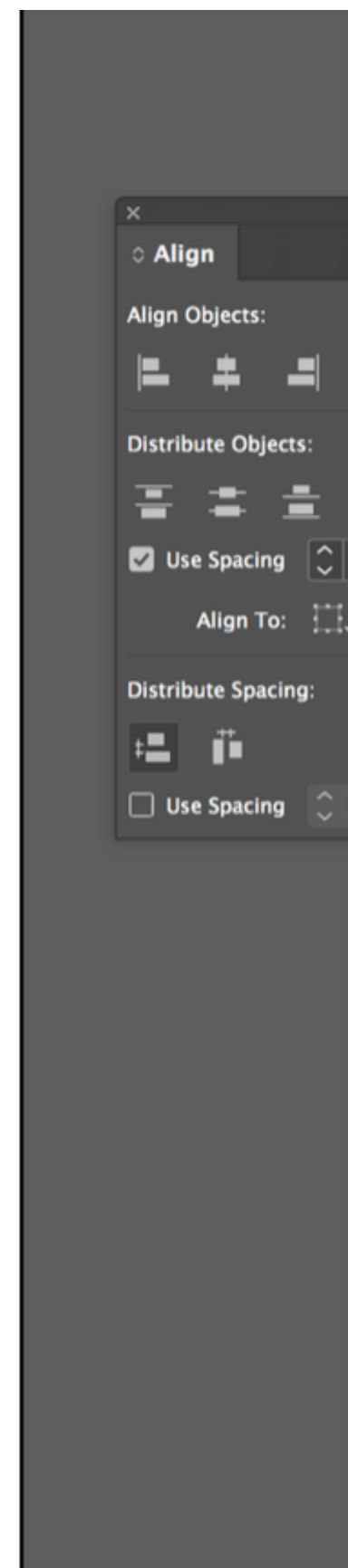
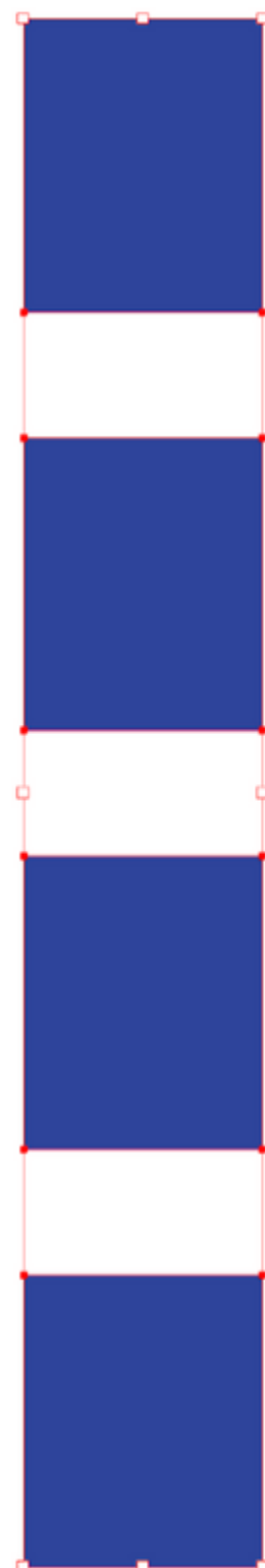


**CHOOSE HOW
YOU WANT THEM
ALIGNED.**

**WE WILL FIX THE
SPACING NEXT!**



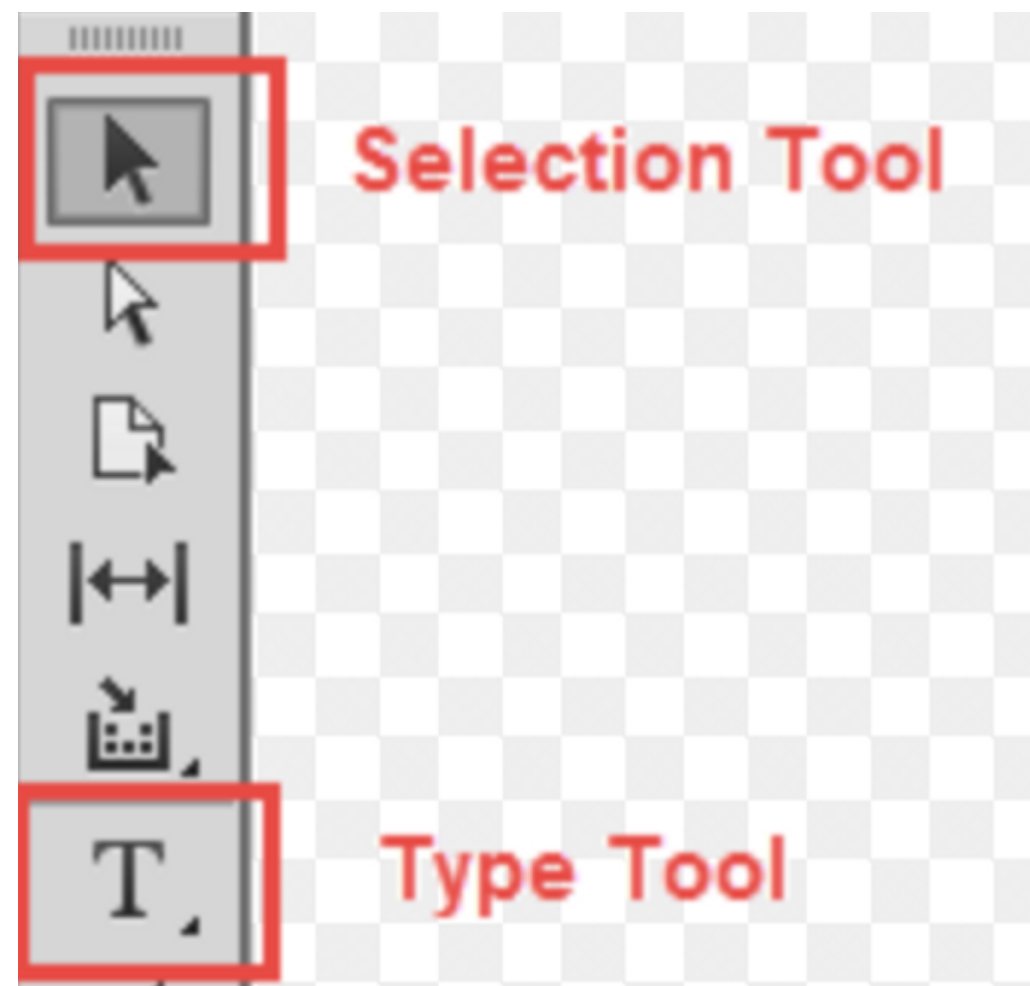
DISTRIBUTE SPACING



**SPACE IS
DISTRIBUTED
BETWEEN THE
FIRST AND LAST
OBJECT**



TYPE TOOL



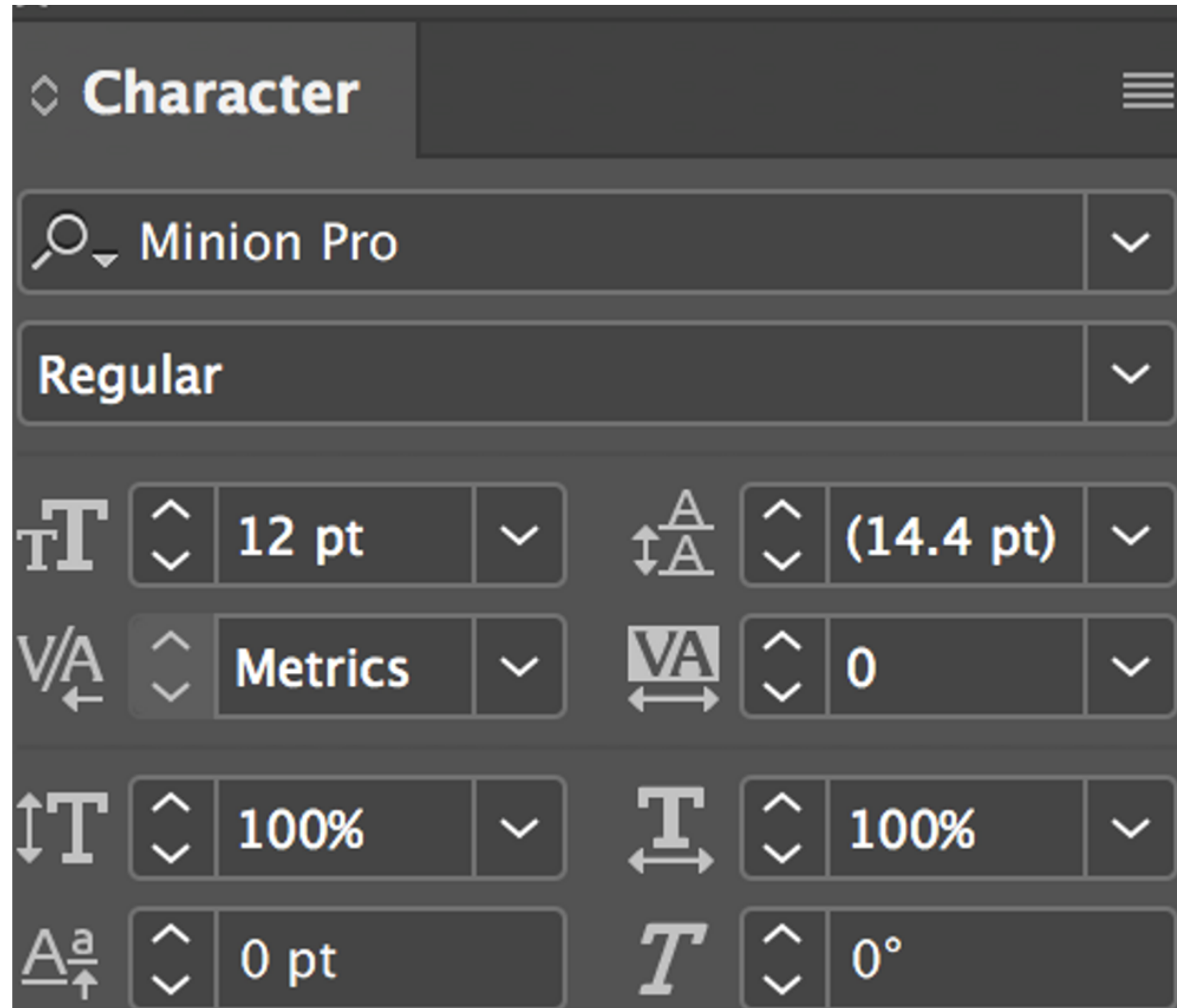
click and drag to create a text box

move/resize with selection tool



window > type and tables > character

font
style
size



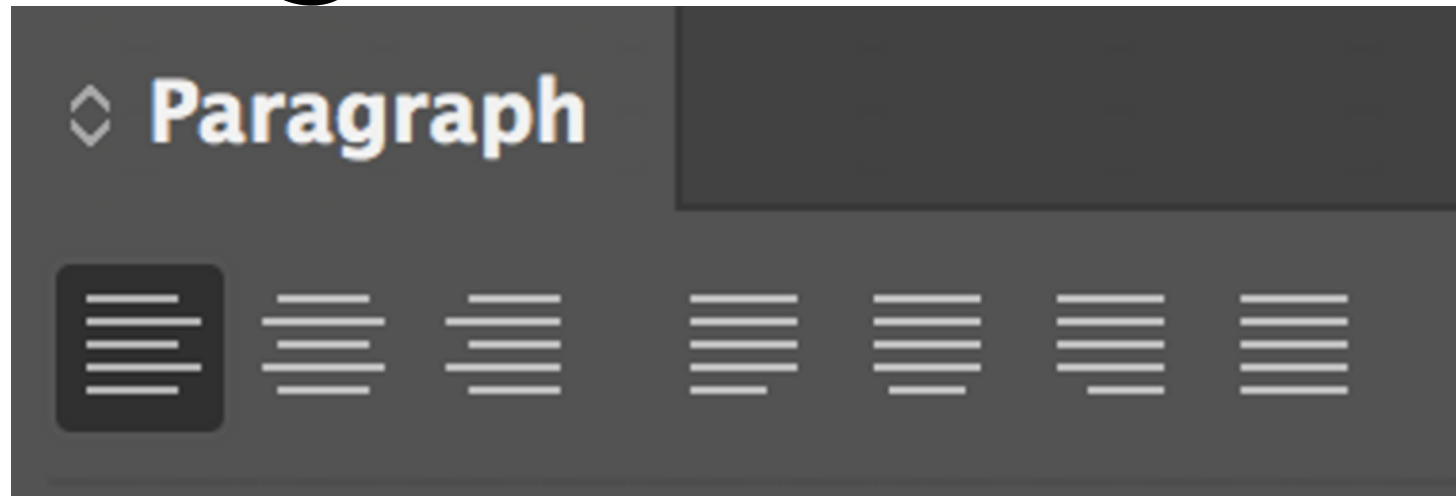
leading
(space between lines)

kerning
(space between letters)



window > type and tables > paragraph

alignment



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

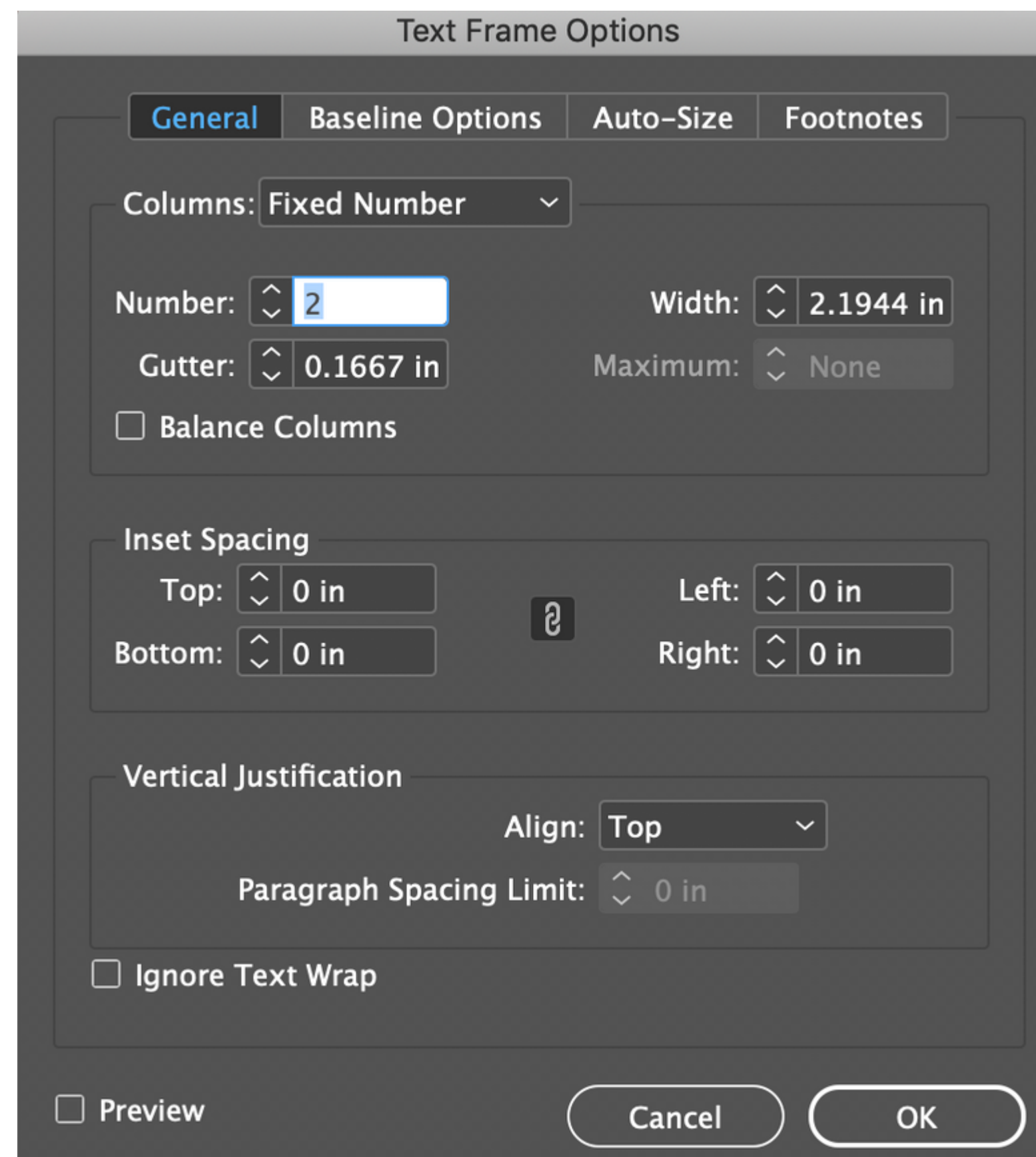
SELECT THE TEXT FRAME

OBJECT>TEXT FRAME OPTIONS

CHANGE NUMBER OF COLUMNS



VIDEO





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?

avoiding widows and orphans



Lorem ipsum dolor sit amet, consectetur tortor elit. Integer rutrum imperdiet leo tincidunt sollicitudin. Curabitur iaculis mattis tincidunt. Vivamus mauris metus, elementum a turpis eget, **fringilla.**

Cras **orphan** nibh malesuada metus turpis, vel vestibulum odio

widow

convallis praesent justo.

Nec sagittis urna. Leo nibh, venenatis non suscipit venenatis, tempus vel risus. Nam vel odio sed turpis tincidunt bibendum. Morbi eu fermentum tortor.

Nullam eu vulputate sapien. Integer risus ex, ultrice diam et, rutrum...



Lorem ipsum dolor sit amet, consectetur tortor elit. Integer rutrum imperdie **orphan** sollicitud iaculis m Vivamus elementum a turpis **eget, fringilla.**

Cras condimentum nibh malesuada metus turpis, vel vestibulum odio **convallis praesent justo.**

Nec sagittis urna. Leo nibh, venenatis non suscipit venenatis, el risus. Nam vel turpis tincidunt n. Morbi eu m tortor.

Nullam eu vulputate sapien. Integer risus ex, ultrice diam et, rutrum. Vivamus a est suscipit, malesuada ex gravida, sapien nec tristique...

orphan is removed by bringing the preceding word down a line

widow is gotten rid of by adjusting column length

LINKS



Ian Pasetky

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



Layers Links

Name	
5B_Brut...gacy_2.jpg	2
5C_Pere...HS_2b.jpg	2
5C_Robe...eHS_1.jpg	2
JV-foot...4x628.jpg	3

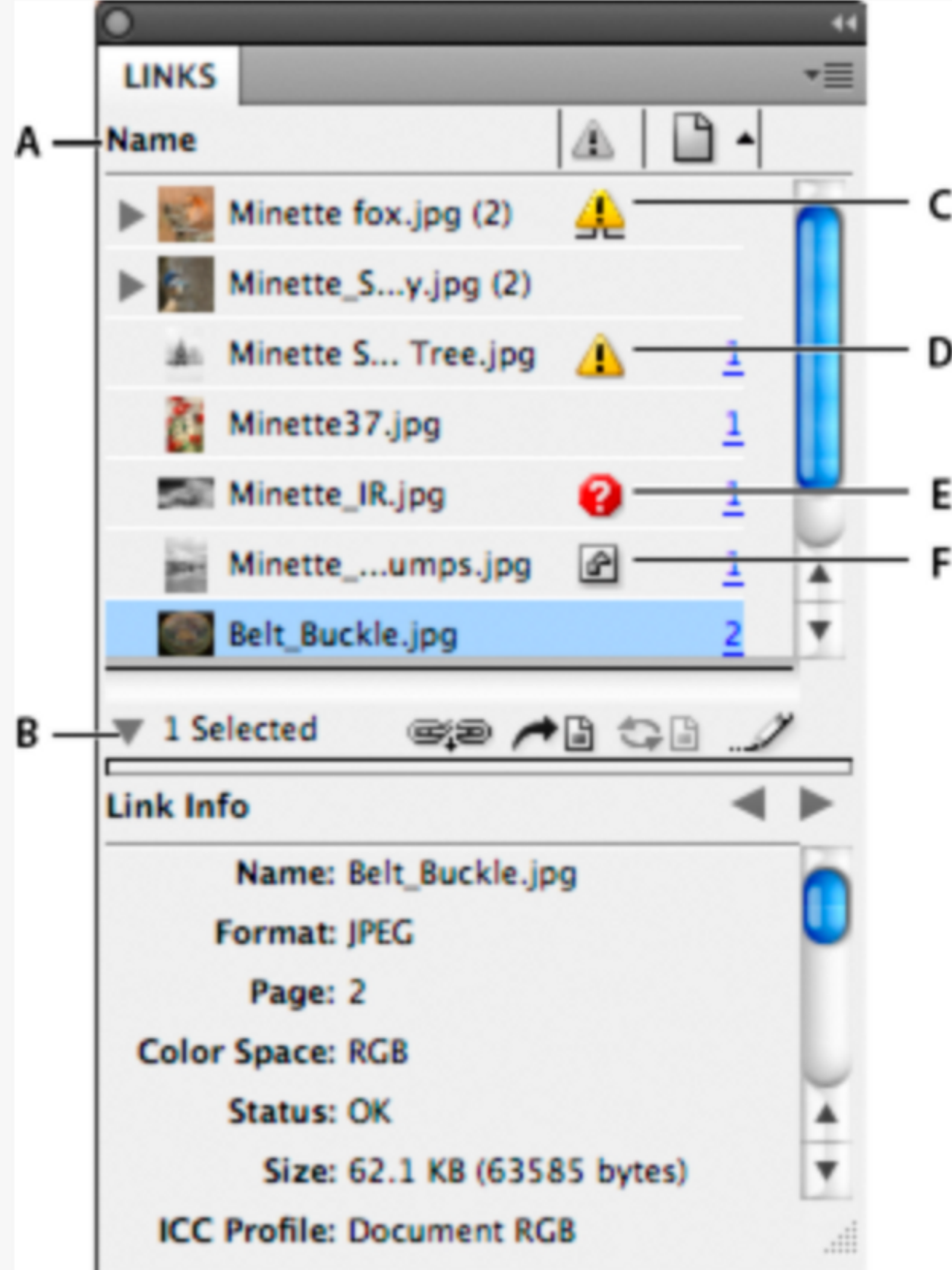
4 Links

Link Info



**NO ICONS
NO PROBLEMS!**



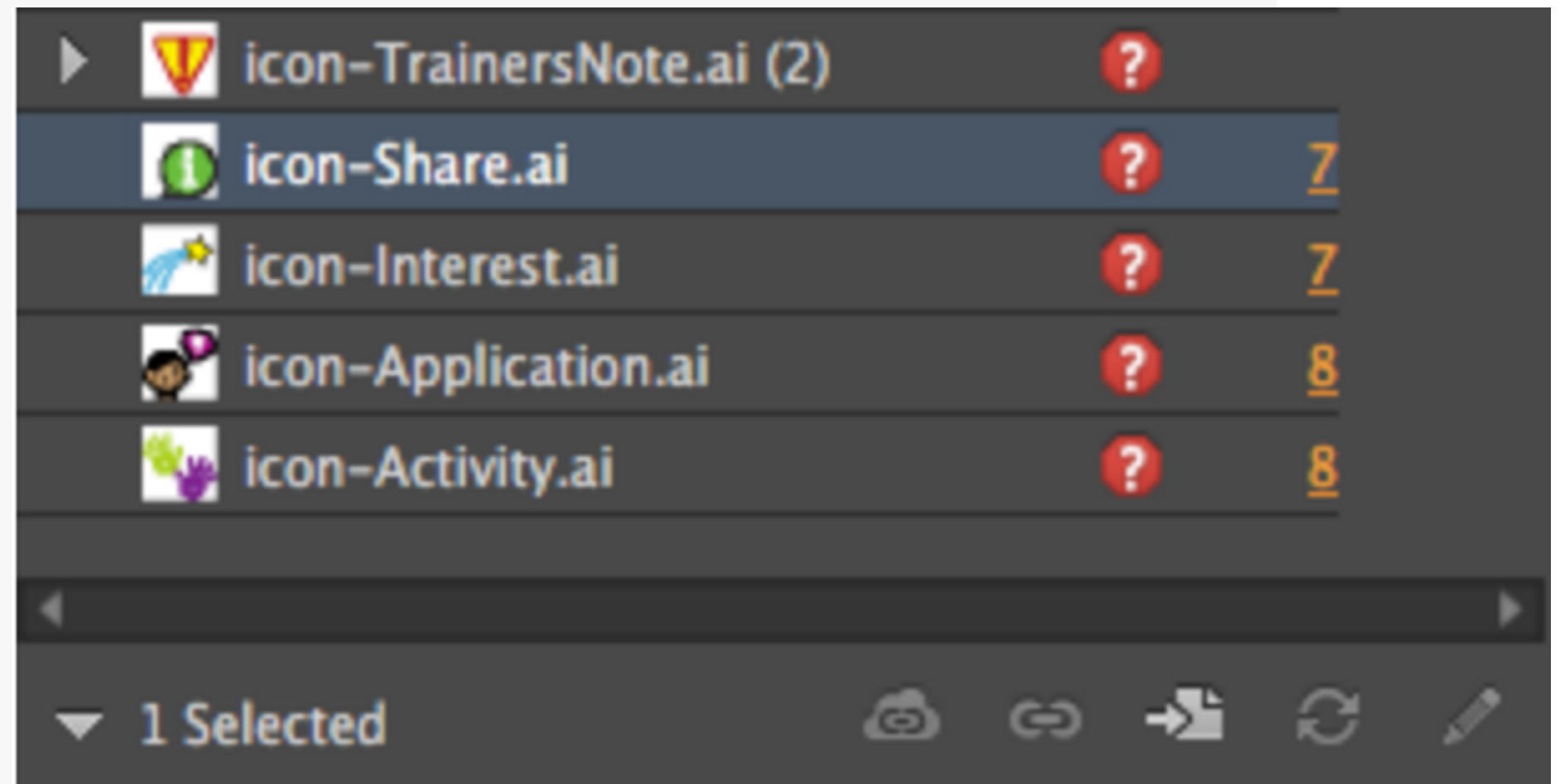


Links panel

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

CHECK YOUR LINKS

WHAT MIGHT HAVE HAPPENED?



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