

# YEARBOOK

— TRAINING MATERIALS —

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InDesign is a powerful design program with so many tools and features it can be a bit tricky to find a topic to begin with. With this in mind, we've put together a collection of beginner guides on various InDesign topics like the best way to create a new document, how to import text and images and even useful advice on what to do when a document is corrupted and how to make comments and track changes. Work your way through the guides and you will be well on your way to mastering InDesign.

# INDESIGN

## TUTORIALS

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### CONTENT OVERVIEW

Toolbox overview

Creating a new InDesign document

Navigating in InDesign

Creating and formatting text

Formatting text with paragraph styles

Adding, deleting, and moving pages

Importing, cropping, and scaling photos

Placing artwork

# INDESIGN CHEATSHEET

## Tools You Will Always Use



### Rectangular frame tool (rectangle with X through it)

- to create boxes (will lock to margins if you approach close enough)



### Selection tool (black arrow)

- to choose and modify boxes (size, position, etc.)

### File>Place (or Apple-D)

- to put photo or story document into box



### Direct selection tool (white arrow)

- to modify content in box (move photo within frame, etc.)



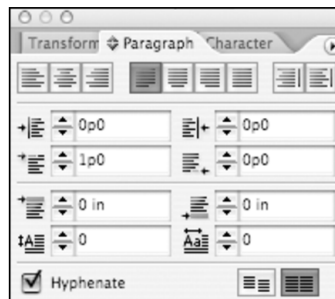
### Text tool (the letter T)

- to modify your text



### Line tool (diagonal line)

- to create lines [hold shift key until you release mouse button to keep line straight]



### Paragraph settings














- please refer to left for the settings we will use for this assignment.

### Photo border settings

- please refer to bottom left for border settings
- bottom right is contains photo modification tools
- you can show the whole photo in the frame
- or you can fill the frame with your photo
- and then you can fit the frame to the photo



# TOOLBOX OVERVIEW

A.	<b>Selection Tool (V, Escape)</b> <b>Page Tool (Shift + P)</b>	 	<b>Direct Selection Tool (A)</b> <b>Gap Tool (U)</b>	<b>A. Selection Tools</b>
B.	<b>Type Tool (T)</b> <b>Pen Tool (P)</b> <b>Rectangle Frame Tool (F)</b>	  	<b>Line Tool (N)</b> <b>Pencil Tool (N)</b> <b>Ellipse Tool (A)</b>	<b>B. Drawing Tools and Text Tools</b>
C.	<b>Scissors Tool (C)</b> <b>Gradient Swatch Tool (G)</b>	 	<b>Free Transform Tool (E)</b> <b>Gradient Feather Tool (Shift + G)</b>	<b>C. Transformation Tools</b>
D.	<b>Note Tool</b> <b>Hand Tool (H)</b>	 	<b>Eyedropper Tool (I)</b> <b>Zoom Tool (Z)</b>	<b>D. Modification and Navigation Tools</b>
	<b>Fill (X)</b>		<b>Swap Fill &amp; Stroke (arrow)</b> <b>Stroke (X)</b>	
	<b>Formatting Affects Container</b>		<b>Formatting affects text (A)</b>	
	<b>Apply Colour</b>		<b>Apply Gradient, Apply None</b>	
	<b>Normal View</b>		<b>Preview Mode</b>	

# TOOLBOX OVERVIEW

## HIDDEN TOOLS

**T** - Type Tool (T)

 - Type on a Path Tool (Shift+T)

 - Pen Tool (P)

 - Add Anchor Point Tool (=)

 - Delete Anchor Point Tool (-)

 - Convert Direction Point Tool (Shift+C)

 - Rectangle Frame Tool (F)

 - Ellipse Frame Tool

 - Polygon Frame Tool

 - Apply Color

 - Apply Gradient

 - Apply None /.Num /



 - Pencil Tool (N)

 - Smooth Tool

 - Erase Tool

 - Free Transform Tool (E)

 - Rotate Tool (R)

 - Scale Tool (S)

 - Shear Tool (O)

 - Eyedropper Tool (I)

 - Measure Tool (K)

 - Normal

 - Preview

 - Bleed

 - Slug

 - Presentation

# CREATING A NEW DOCUMENT

**File>New>Document** or  
**CTRL/CMD + N**

Here you setup the document size, margins, and columns.

Change, go to:

**File>Document Setup** and  
**Layout>Margin & Columns**

Choose how many pages you want in your document (you can add more later)

Check off **Facing Pages**

Enter your page size.

Set your **margins**.

Set the number of **columns**.

Change the **gutter**, the space between the columns (1p0 or 0p6).

**LANDSCAPE** or **PORTRAIT** style for your orientation

## RECOMMENDATION:

Setup a new document, and save it as a template. Saves you time in the future.

**File>Save As...**

Change the format to InDesign Template (.indt). Choose a file name, and each time you open up the template it opens as UNTITLED to prevent you from overwriting the file.

The 'New Document' dialog box is shown with the following settings:

- Document Preset:** [Custom]
- Intent:** Print
- Number of Pages:** 2
- Start Page #:** 2
- ☒ **Facing Pages**
- ☐ **Master Text Frame**
- Page Size:** Letter
- Width:** 51p0
- Height:** 66p0
- Orientation:** Portrait (indicated by the icon)
- Columns:**
  - Number:** 4
  - Gutter:** 1p0
- Margins:**
  - Top:** 3p0
  - Bottom:** 3p0
  - Inside:** 3p0
  - Outside:** 3p0
- Bleed and Slug:**

	Top	Bottom	Inside	Outside
<b>Bleed:</b>	0p9	0p9	0p9	0p9
<b>Slug:</b>	0p0	12p0	0p0	0p0

Buttons on the right: OK, Cancel, Save Preset..., Fewer Options.

# THE FINE LINE BETWEEN LAYOUT & DESIGN



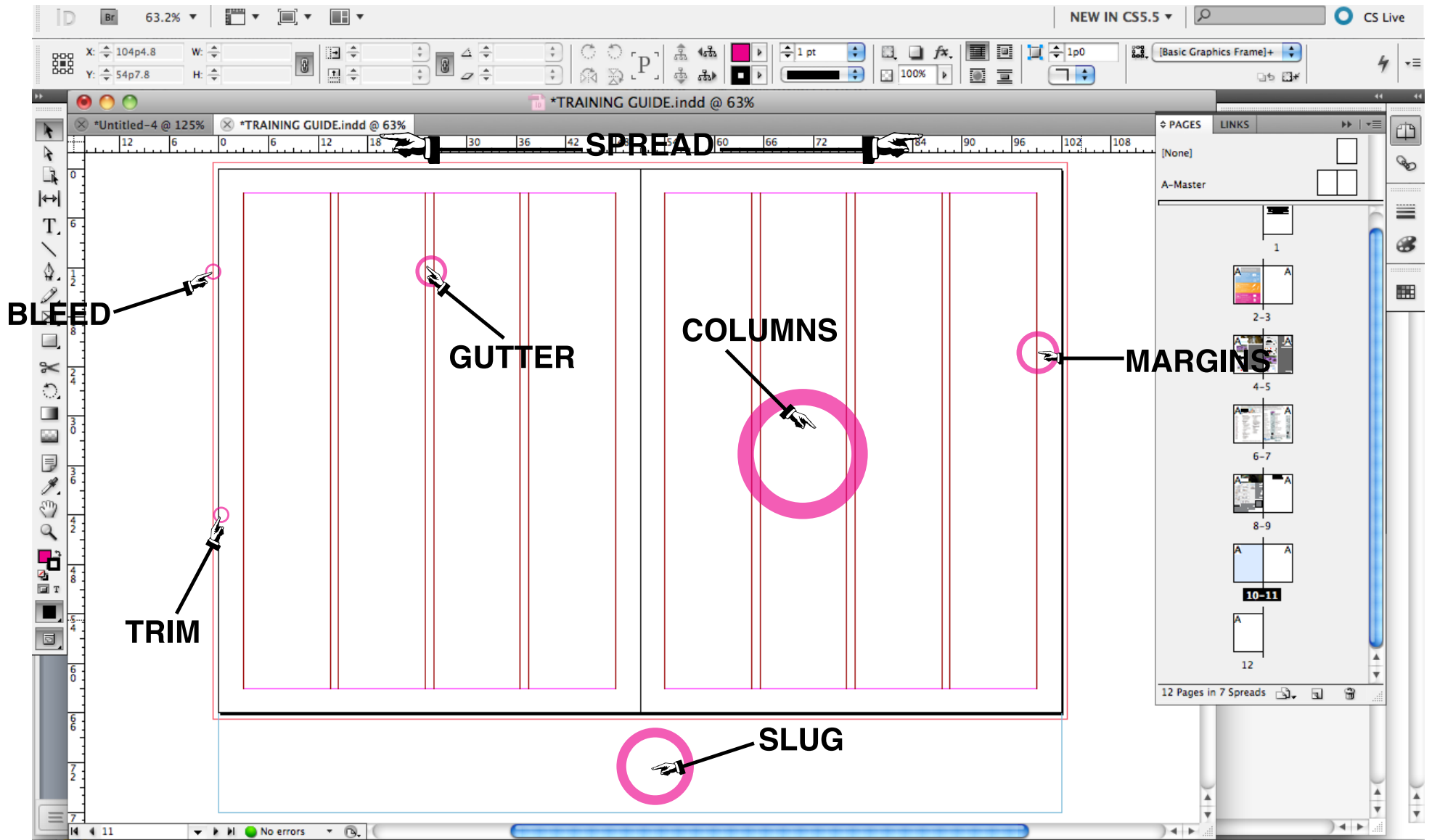
**LAYOUT** is defined as the arrangement of predetermined items on a page. Items such as photographs, text, and graphic images. You're given the pieces to arrange. There is nothing to create, you decide on the placement of text and images.

**DESIGN** is defined as the art or skill of combining text, images, and other items into a visually pleasing arrangement. As a designer you create a plan of the visual presentation/appearance of the layout. There are many choices to make such as fonts/type faces, color, style, balance, space, and graphics.



# PAGES & LAYOUTS

## Terminology





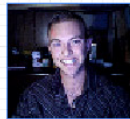
# PAGES & LAYOUTS

## Terminology

SPREAD

TRIM

MARGINS



I FEEL YOUNG UNTIL I'M AROUND HIGH SCHOOL KIDS. THEN I'M LIKE NOPE, I'M OLD.

1255- 010-011

1255- 010-011

PAGES 010-011

PAGE CONTENT: Staff HS photos, Dept. Divider

SLUG



BLEED

# PAGES & LAYOUTS

## Terminology

**BLEED-** Any element that extends up to or past the edge of the photograph that goes off the page should expand at least 1 pica past the edge of the spread. Helps make sure text or photos don't get trimmed when they are cut or folded.

**MARGINS-** Margins define borders of your document. Act as a frame of white space around the contents of the spread. All design elements should fall inside this margin. The exception are photos, which can bleed off the page.

**GUTTER-** Where the pages meet in the middle. A minimum of 2p0 should be kept on each of the pages

**PICA-** Unit of measurement used in printing. Written in this way: *1p0 = 1 pica*

6 picas = 1 inch

1 pica = 12 points (1p0 = 12pt)

**SIGNATURE-** A group of pages that are printed on both sides of a single sheet of paper (large) that once folded, trimmed, bound and cut, become a booklet.

**SPREAD-** What you see in a publication, the side by side pages. Design your pages in this view.

**NATURAL SPREAD-** The 2 pages in the middle of a signature. These pages are printed side-by-side. The best location for large photographs because in the middle of the spread you won't lose any detail.

# PAGES & LAYOUTS

## Terminology



# PAGES & LAYOUTS

## Terminology

**EYELINE-** Before you start placing the elements on your pages, it's also important to consider an eyeline. An eyeline helps unify your spread. To create a single eyeline on a spread, pull down guides to create a consistent internal margin running horizontally across both pages of the spread. Use the guidelines to start and end elements; the spread's eyeline is formed by aligning design elements horizontally so the consistent internal spacing extends most or all the way across the spread. An eyeline should never fall exactly in the middle of a spread since that would visually divide the spread in half. In addition, you will not want to break your eyeline more than once (otherwise, it will decrease its impact).

**COPY-** Good writing (copy) means good storytelling. Use a 8-10pt type and fonts that are readable.

**HEADLINES-** Before you place additional photos, you'll want to add your headline unit. More often than not, the attention-grabbing main headline and the smaller, fact-filled secondary headline are positioned above the columns of the copy block to form a rectangle. This type package is generally positioned to the outside of the spread and it typically either falls below or rests on the eyeline. Headlines should draw your reader and engage them into your pages. *Primary- 48pt type or more. Secondary- 14-16pt type.*

**FOLIO-** In a book, it is the number of each page. Usually 10-12pt type.

**WHITE SPACE-** It helps separate elements on a page, makes it look less busy and cluttered. All items on the layout are evenly spaced and has better balance, It creates focus and makes elements stand out.

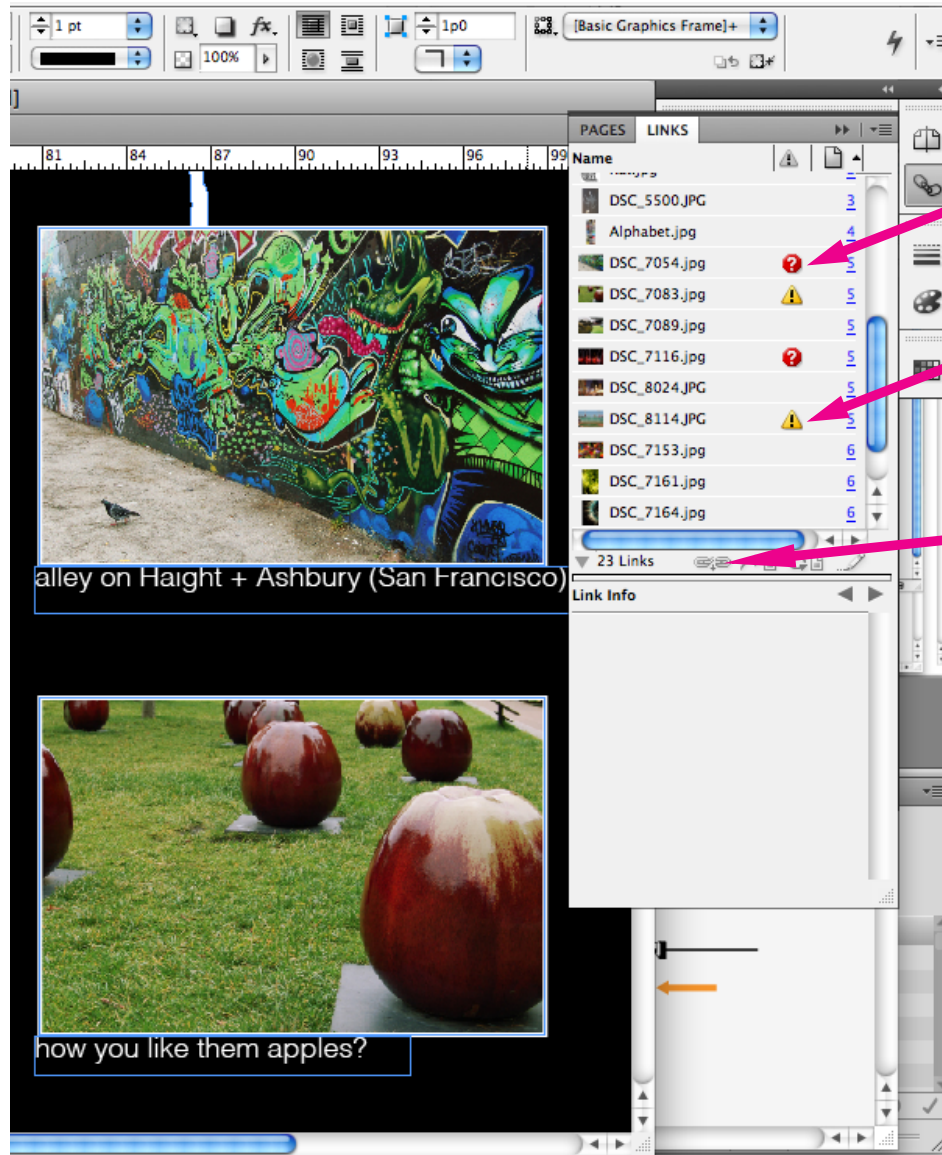
**DOMINANT PHOTO-** Photos are usually the strongest visual element in your yearbook. When designing your spreads, select the best photo, both in terms of its story-telling power and technical quality. The best image should become the dominant photo and should be at least two and a half times larger than any other photos on the spread. It should be the first element placed on your spread. The subject and action of your dominant photo should direct the eye to the center of your spread. Never cut faces in half by placing them in or near the gutter. The dominant is often the one photo that violates the eyeline by extending to the top or bottom external margin.

**SUPPORTING PHOTOS-** As you place supporting photos, you will work to use a variety of sizes and shapes of photos and to maintain consistent internal margins.



# LINKS & CHECKING

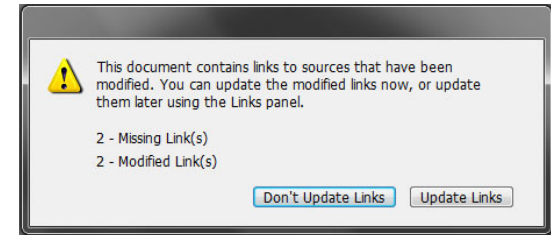
Prep for submissions



MISSING LINK

MODIFIED LINK

RELINK/  
UPDATE  
LINK



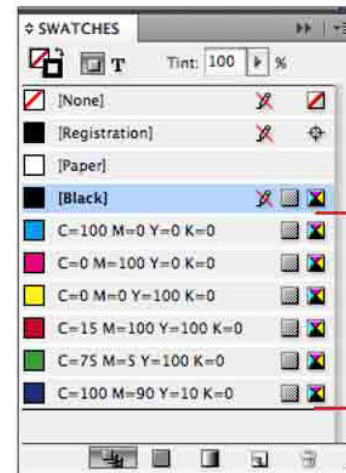
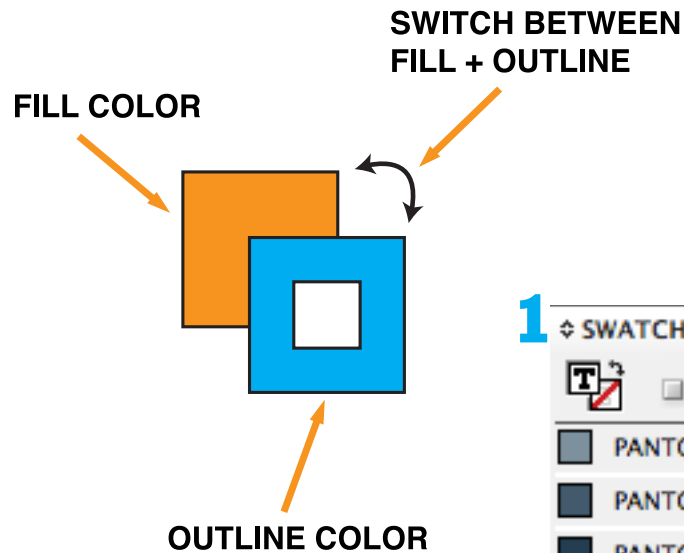
InDesign checks your linked files when you open the document. If you have missing links and errors, you will have to relink/update the photos/images links before they can be sent for printing.

InDesign keeps links to all the elements you put into your document. Do not delete, move, or rename any of your source files (photos, text, graphics), or your document will have missing items.

The reason behind this is it keeps the file sizes small. Modified images will be updated automatically.

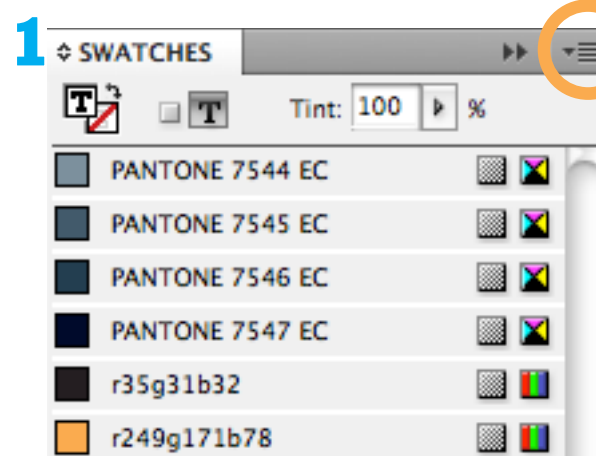
# COLOR

## Swatches, Fills, Outlines, and Palettes



The default Swatches palette

An initial sampling of CMYK colors. You can edit or delete these and start creating your own palette if desired.

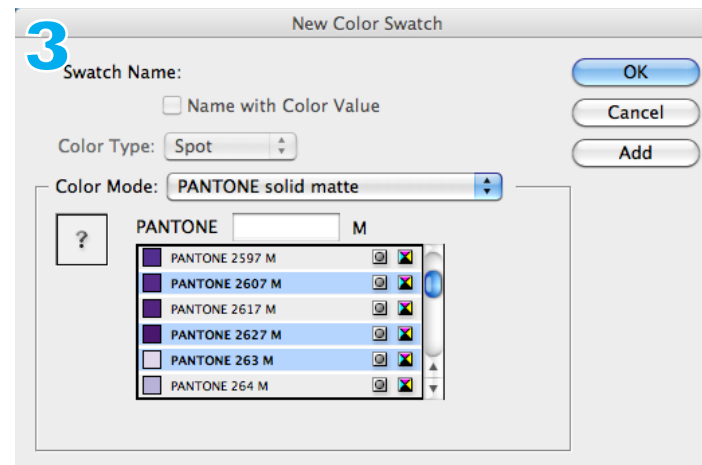
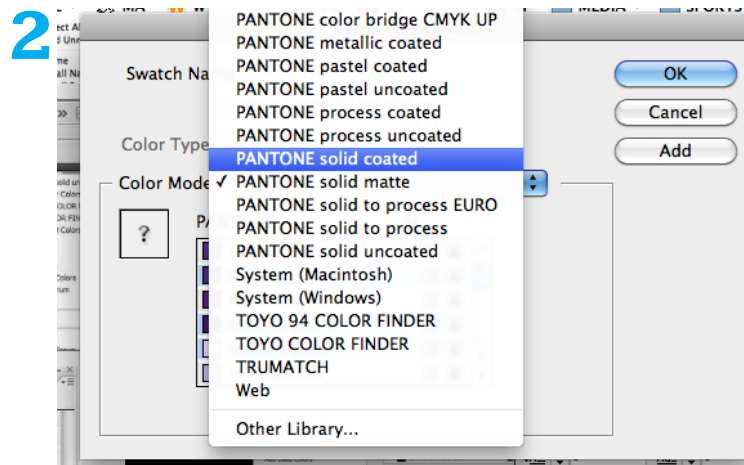


To get to #2, find the **SWATCHES** panel.

Click on the fly down menu (orange circle) and choose **NEW COLOR SWATCH**.

Choose your color mode.  
The color swatches will be loaded.

Select the swatches you want. You can choose multiple swatches by holding down CMD. Click ADD when done.



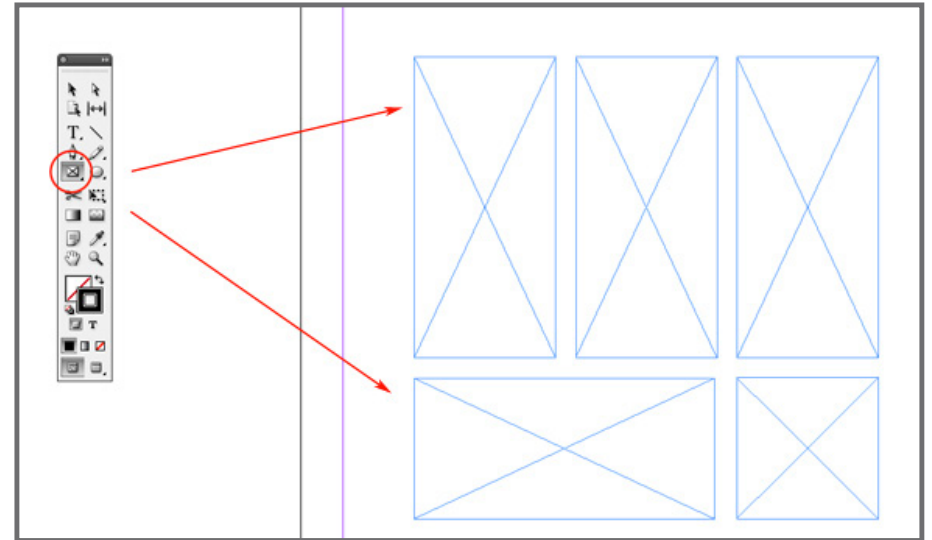
# CREATING FRAMES

Photo and text boxes

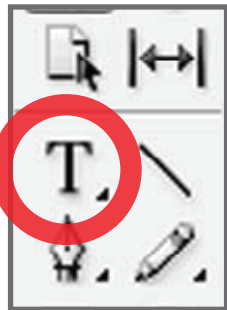
## MAKING FRAMES



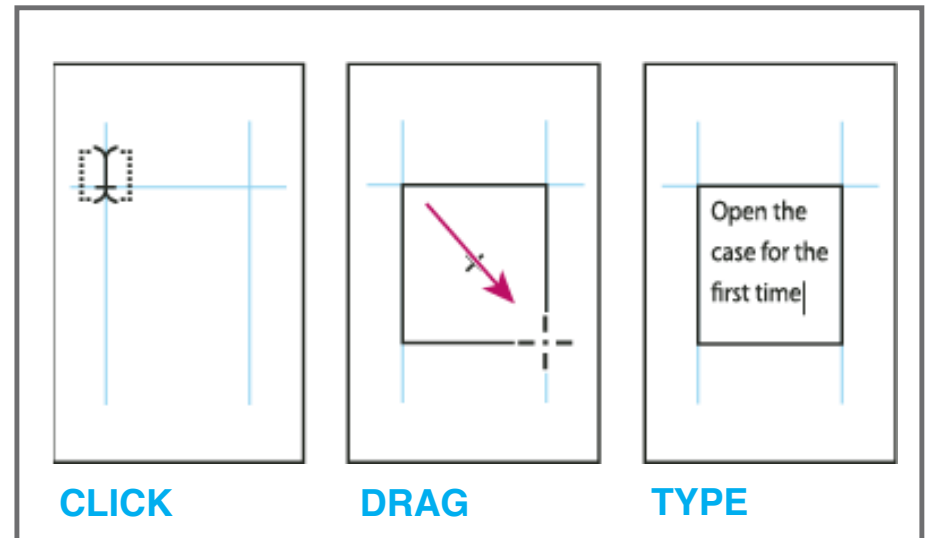
Click the “FRAME” tool in the toolbar. Hover the mouse cursor over the page, left-click and hold while you drag to create the text frame. Click the “Selection” tool to drag the frame on the page for placement and to resize the frame with the sizing handles in the corners and on the sides of the frame.



## TEXT FRAMES



Click the “TEXT” tool in the toolbar. Hover the mouse cursor over the page, left-click and hold while you drag to create the text frame. Click the “Selection” tool to drag the frame on the page for placement and to resize the frame with the sizing handles in the corners and on the sides of the frame.





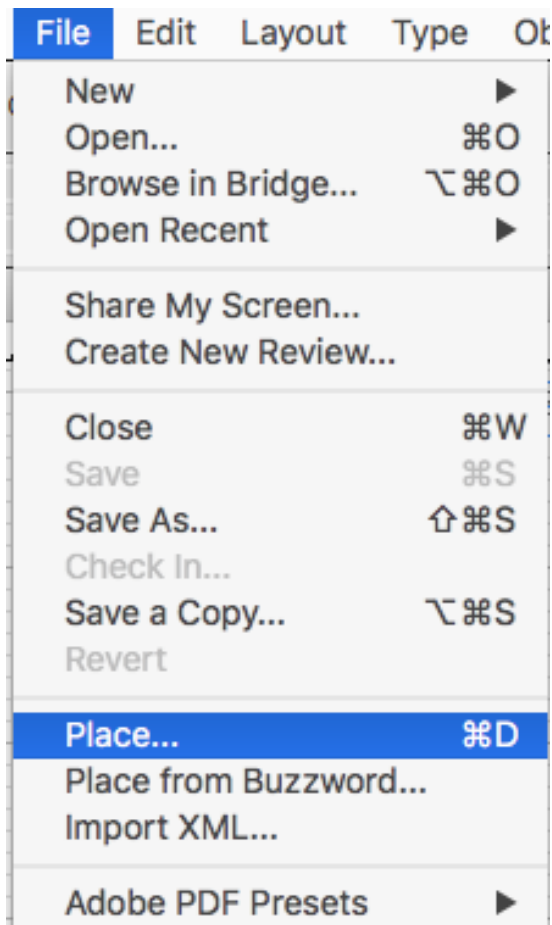
# PLACING PHOTOS

Inserting photos and images into frames

There are multiple ways to insert (PLACE) photos into your frames.

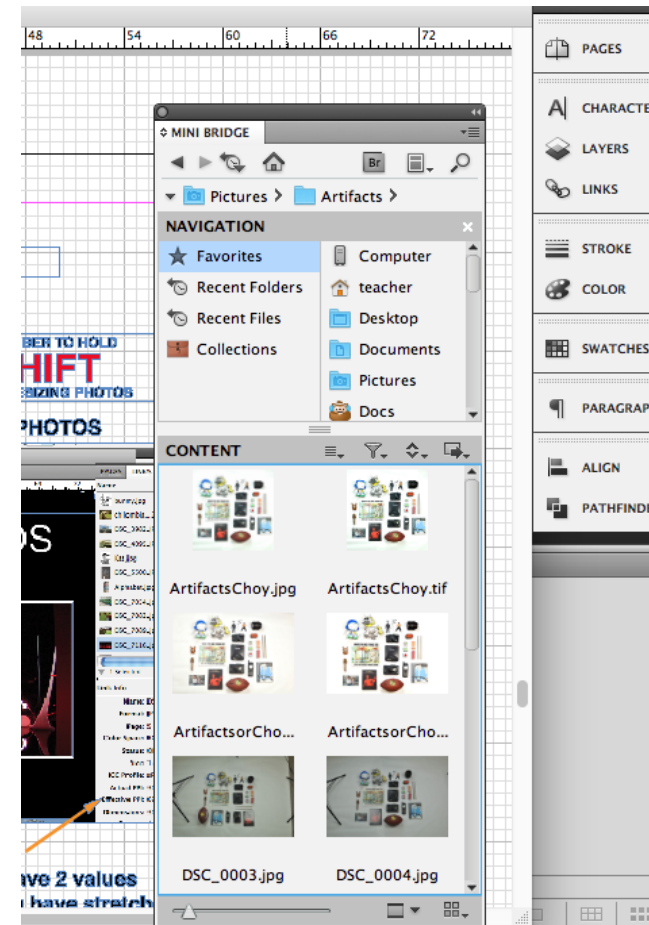
## 1. PLACE

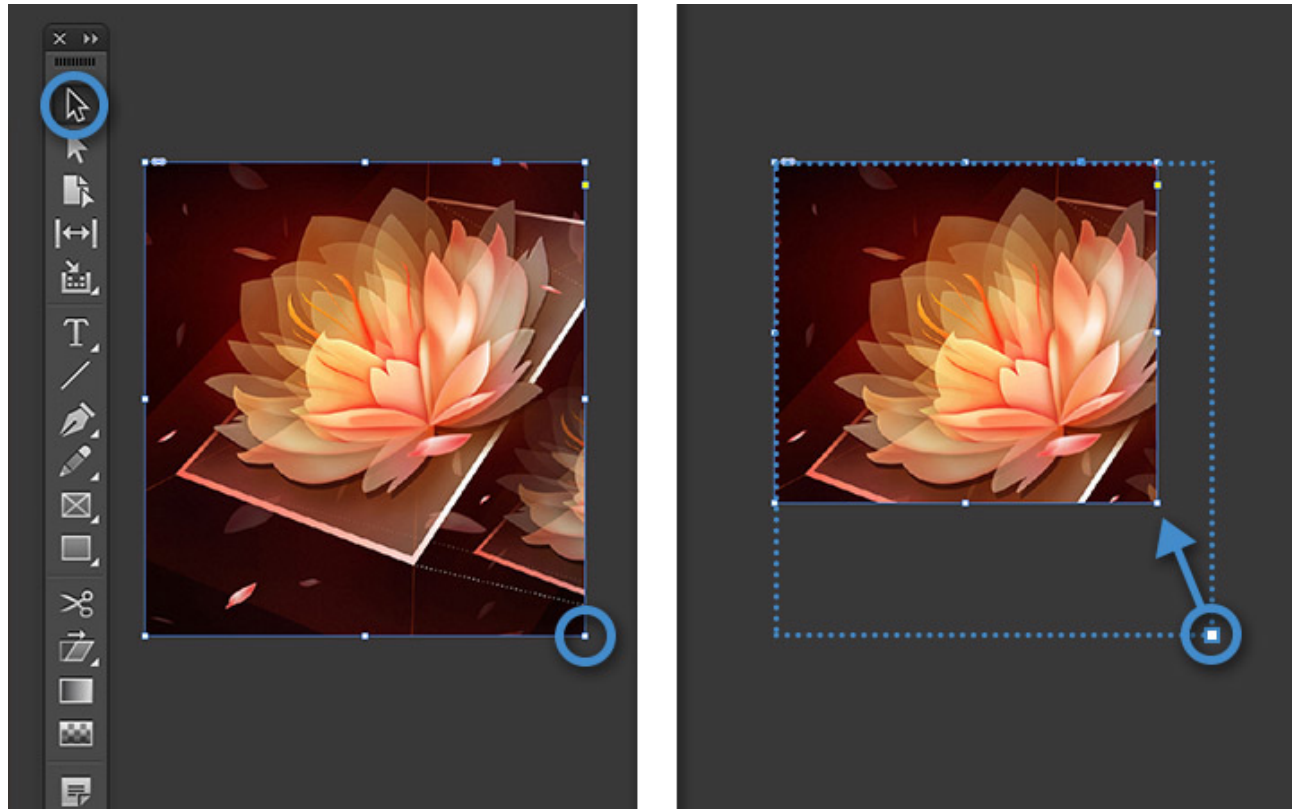
Click on frame.  
Go File>Place



## 2. BRIDGE or MINI-BRIDGE

Drag images into frames. You can insert multiples and scroll through.





REMEMBER TO HOLD  
**SHIFT**  
WHEN RESIZING PHOTOS

**[COMMAND/CTRL + SHIFT]**  
RESIZES BOTH FRAME AND CONTENT

# RESOLUTION & RESIZING

What to look for and common mistakes

## RESOLUTION

MINIMUM EFFECTIVE PPI= 300



**CORRECT**  
**> 300PPI**

REMEMBER TO HOLD

**SHIFT**

WHEN RESIZING PHOTOS

AVOID STRETCHED PHOTOS



**INCORRECT**  
When you have 2 values  
it means you have stretched  
the photograph