

YEARBOOK

— TRAINING MATERIALS —

BY NOAH CHOY



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

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.)



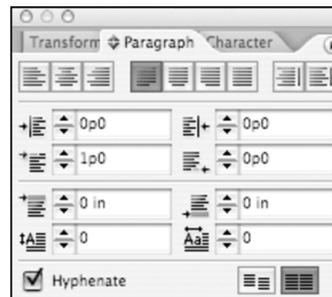
Text tool (the letter T)

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

TOOLBOX OVERVIEW

HIDDEN TOOLS

-  - 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 UNITITLED to prevent you from overwriting the file.

New Document

Document Preset: [Custom] Intent: Print

Number of Pages: 2 Facing Pages
Start Page #: 2 Master Text Frame

Page Size: Letter

Width: 51p0 Orientation:

Height: 66p0

Columns

Number: 4 Gutter: 1p0

Margins

Top: 3p0 Inside: 3p0
Bottom: 3p0 Outside: 3p0

Bleed and Slug

	Top	Bottom	Inside	Outside
Bleed:	0p9	0p9	0p9	0p9
Slug:	0p0	12p0	0p0	0p0

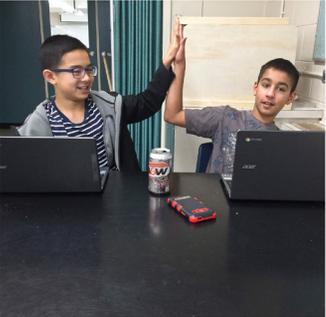
OK Cancel Save Preset... Fewer Options

THE FINE LINE BETWEEN LAYOUT & DESIGN

 KHYRA SHARMA	 SHRIYA SHARMA	 DHARMIKA SHERRY	 ESHA SAHU	 JASHVI SAHU	 PRANSHU SAHA
 ALEXANDER SOMERVILLE	 HAINCOR BRAN	 SHANIKA STRANGE	 BILLY STREET	 GIANA TESTI	 KEREN THOMPSON
 JULIA TOWNSEND	 AMELKA TROTTER	 DAVID VALENCIA	 SHELBY VASILEVA	 GABRIELA VOLICO SAM	 MANAVPREET VOHRA
 NIHAR VIROD	 JUSTIN WILDER	 JOHAN WOLFF	 EMILY WOOD	 ETHAN WOOD	 WILLIAM YUEN

GRADE EIGHT

Aw yeah! Here we go; first year of high school! New friends to be made, plenty of opportunities to be discovered, what is there to be afraid of, that you won't be able to handle all the awesomeness that high school is going to throw at you. I mean learning, education, and knowledge, what else could you ask for in life?



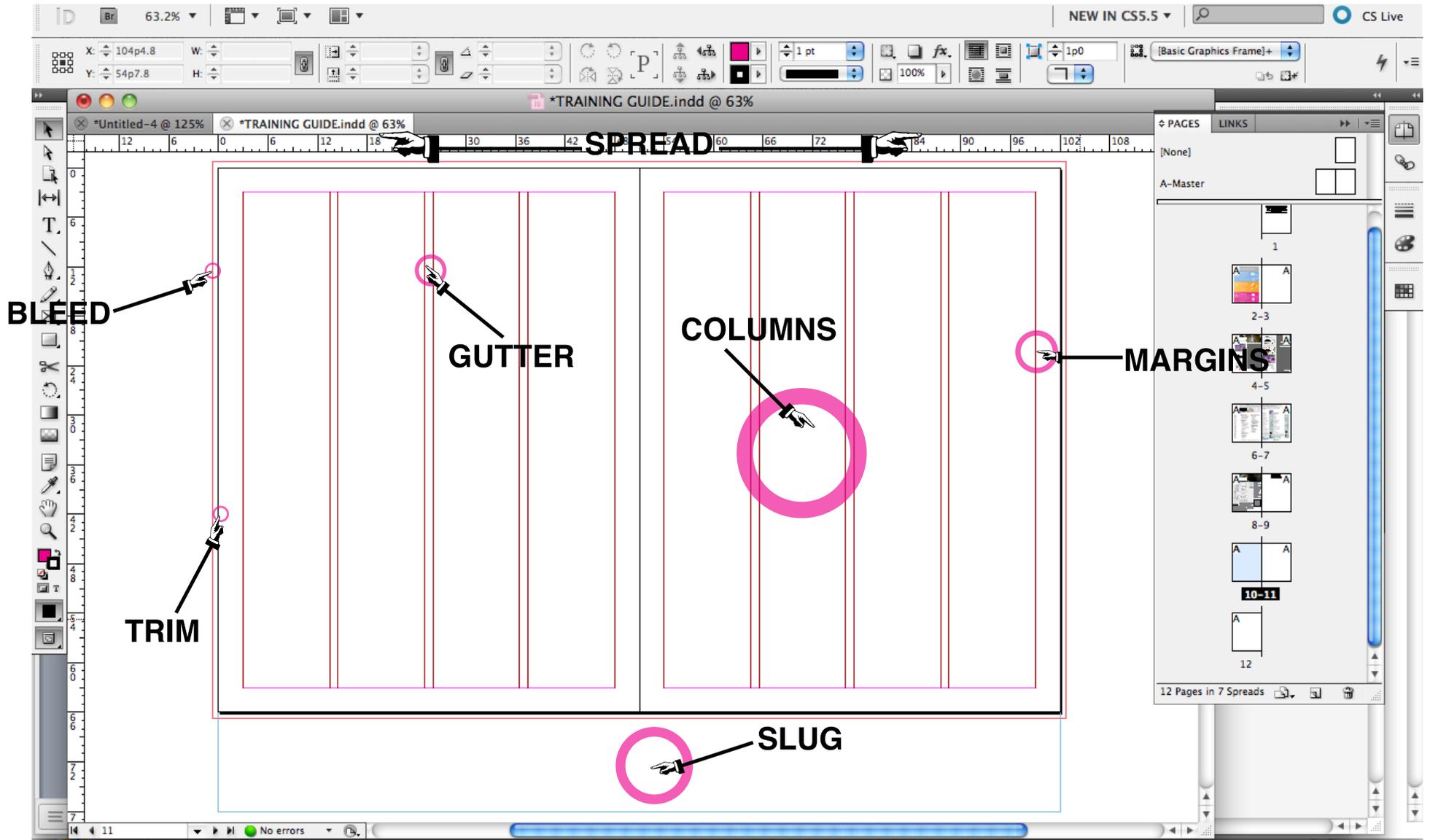
(30)

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



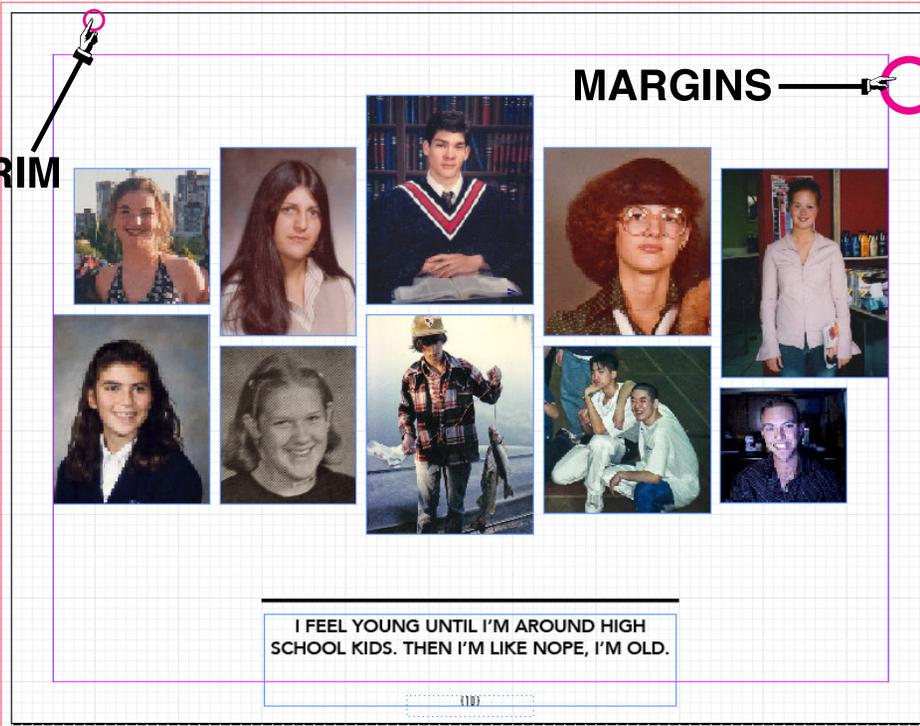
PAGES & LAYOUTS

Terminology

SPREAD

TRIM

MARGINS



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 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.

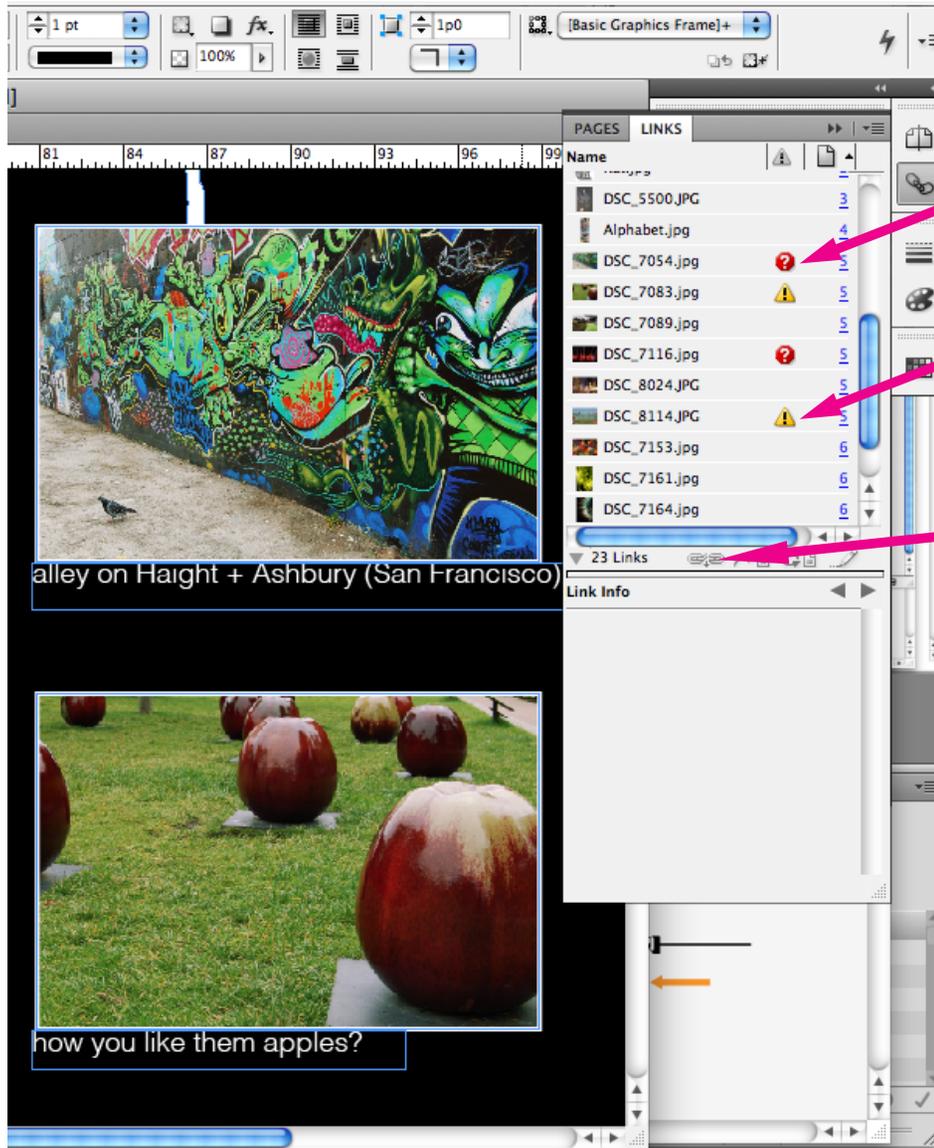
WHITE SPACE- It helps separate elements on a page, makes it look less busy and cluttered. All items on the layout are evenly spaced and has better balance, It creates focus and makes elements stand out.

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

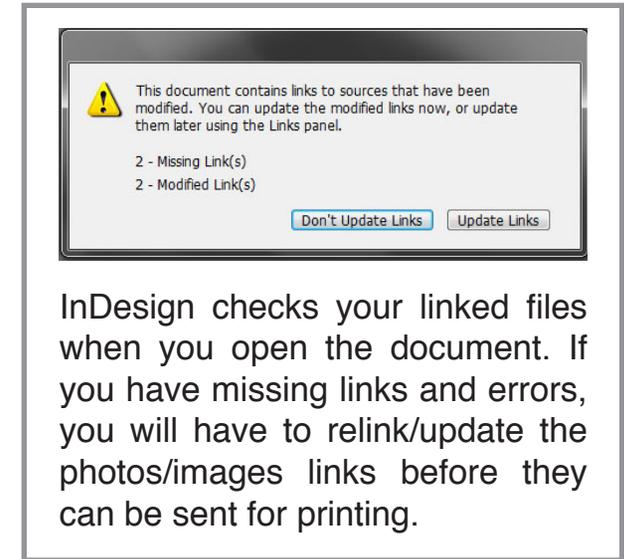
Prep for submissions



MISSING LINK

MODIFIED LINK

RELINK/
UPDATE
LINK



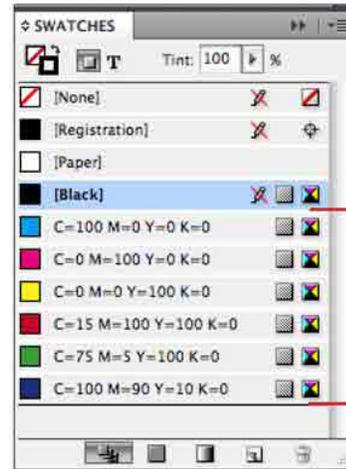
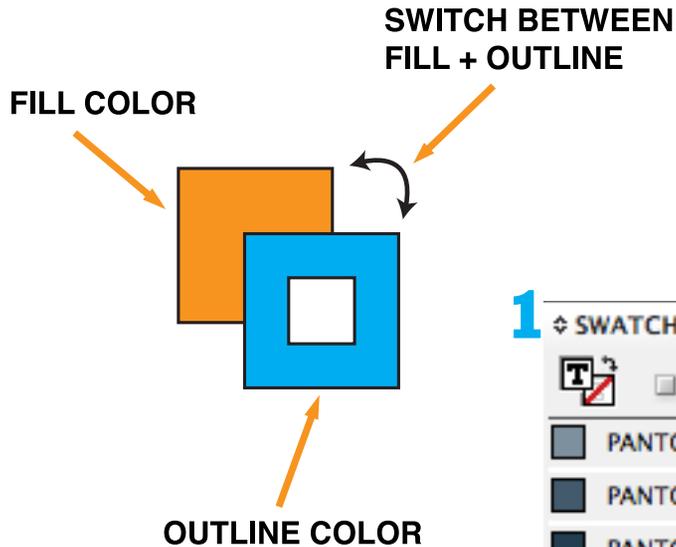
InDesign checks your linked files when you open the document. If you have missing links and errors, you will have to relink/update the photos/images links before they can be sent for printing.

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.

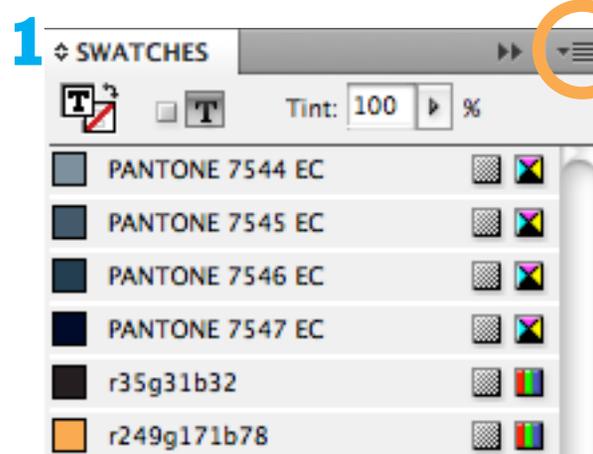
COLOR

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.

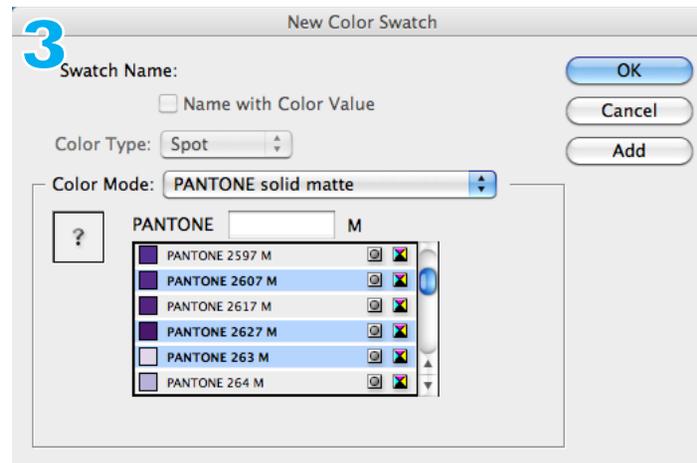
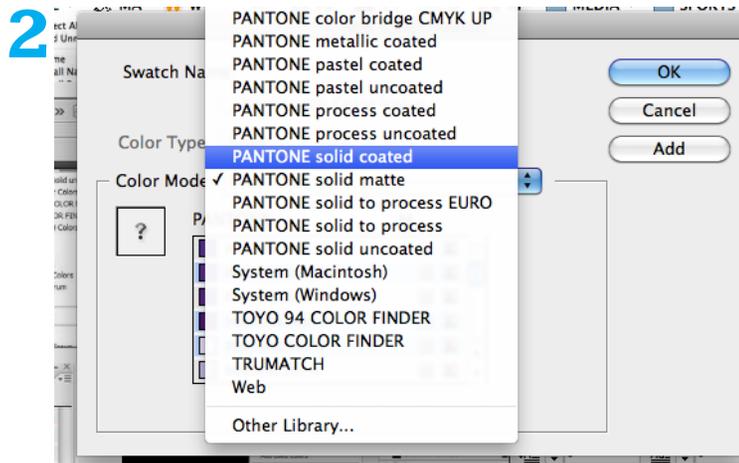


To get to #2, find the **SWATCHES** panel.

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.



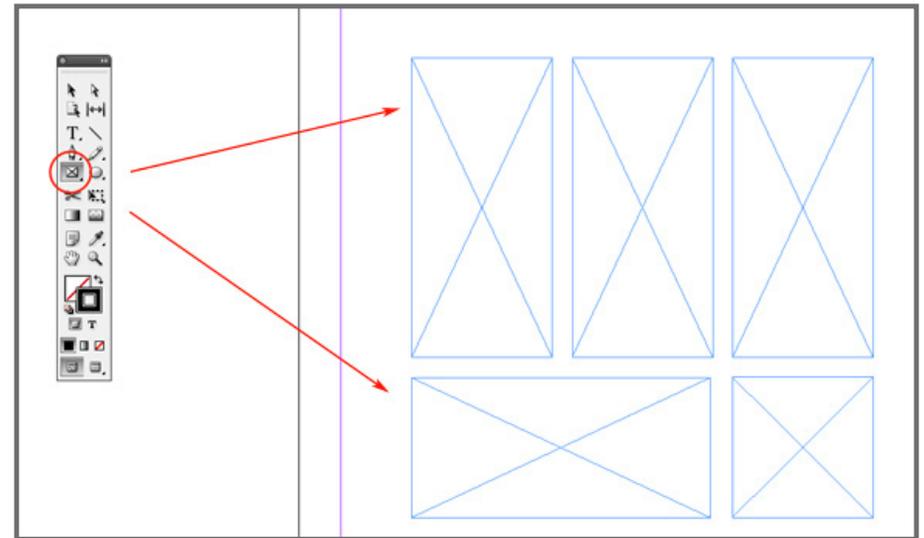
CREATING FRAMES

Photo and text boxes

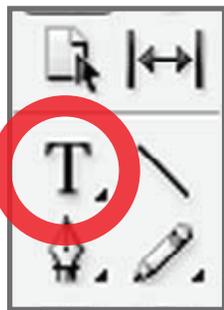
MAKING FRAMES



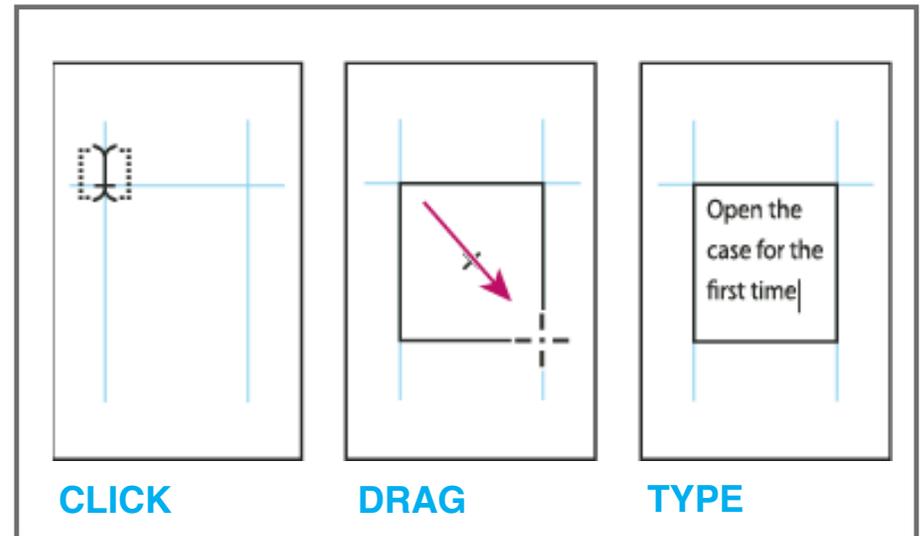
Click the “FRAME” tool in the toolbar. Hover the mouse cursor over the page, left-click and hold while you drag to create the text frame. Click the “Selection” tool to drag the frame on the page for placement and to resize the frame with the sizing handles in the corners and on the sides of the frame.



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.



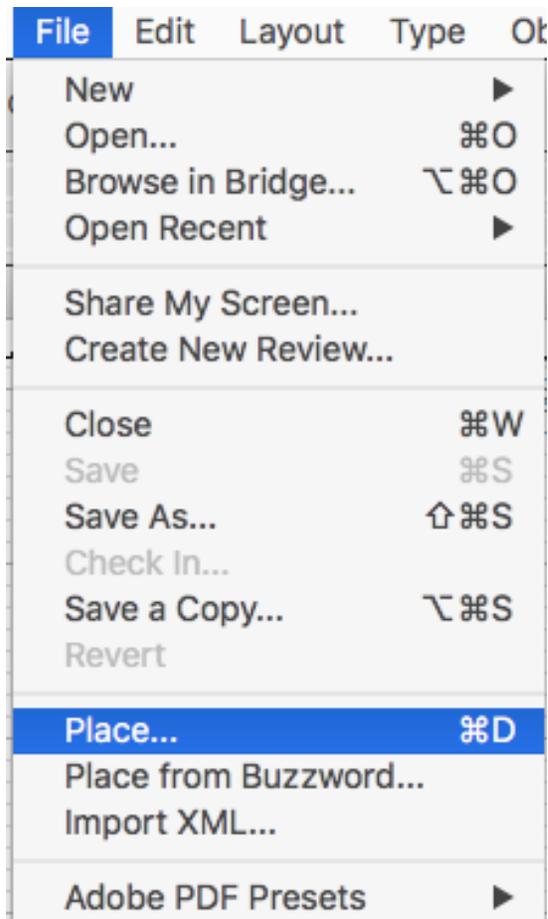
PLACING PHOTOS

Inserting photos and images into frames

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

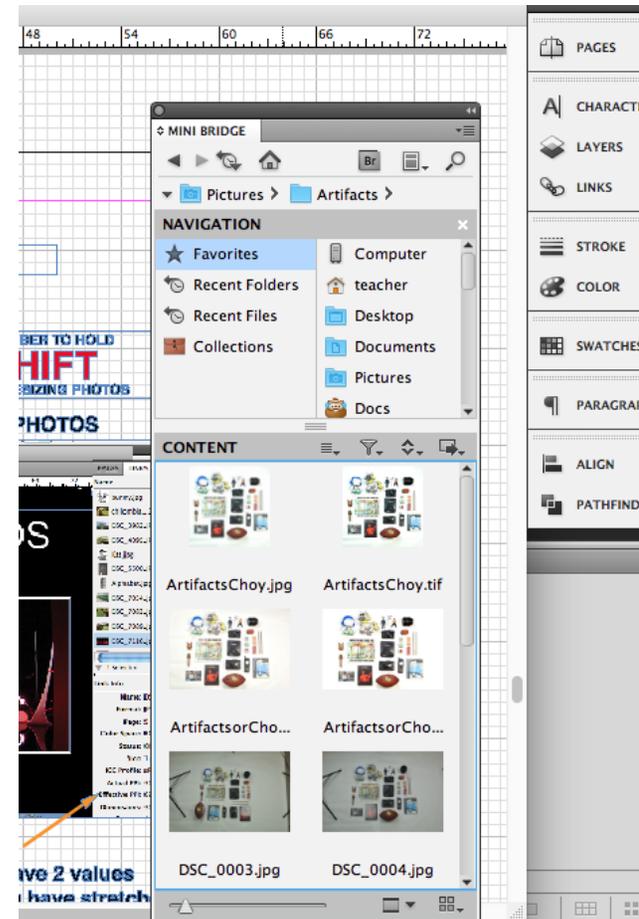
1. PLACE

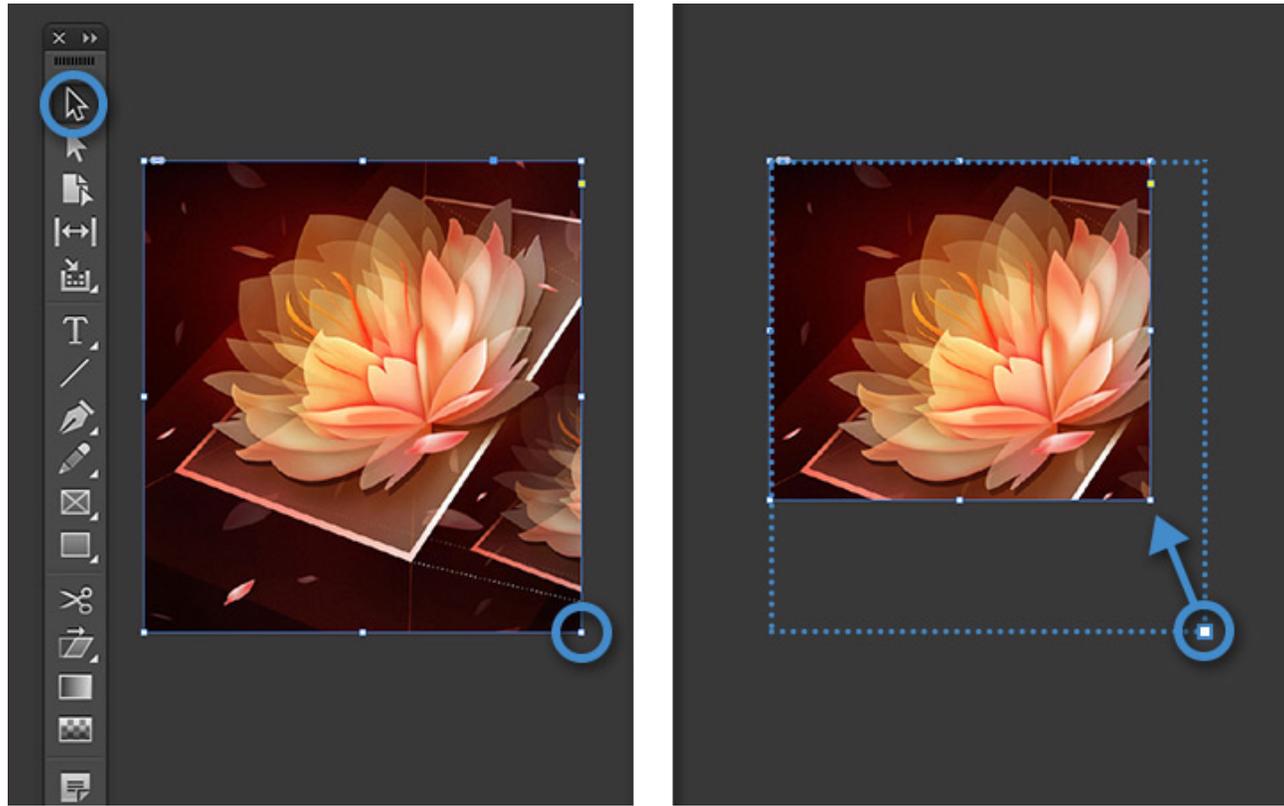
Click on frame.
Go File>Place



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

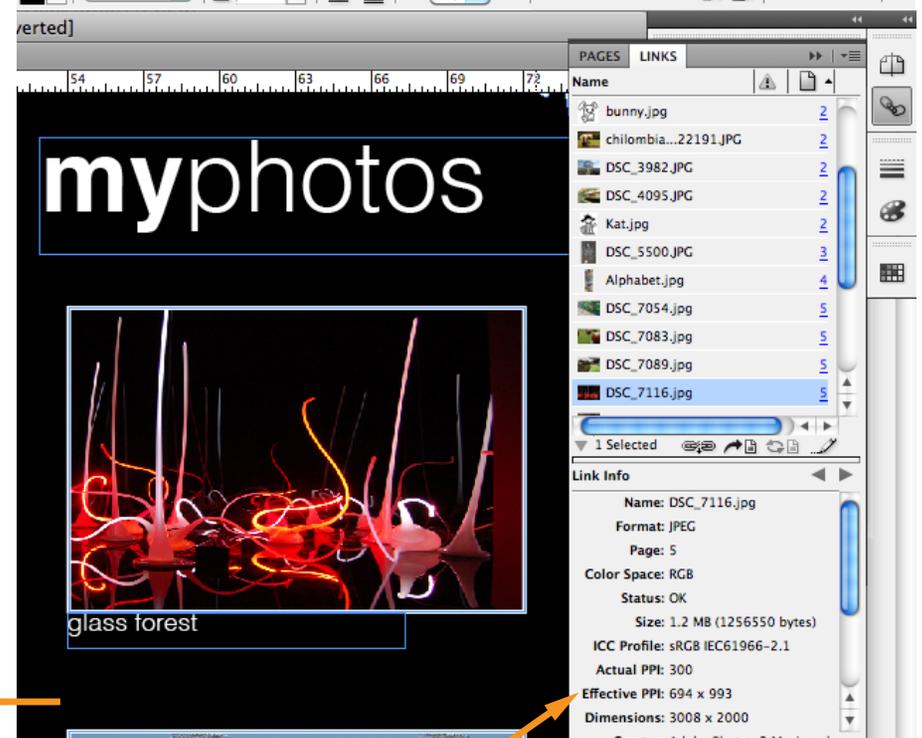
MINIMUM EFFECTIVE PPI= 300



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