

InDesign Workshop

Ideas  Exercises

Creating a Document

Type Composition

Pages & Masters

Text Frames & Flow

New Masters & Placing



Signature Design

Booklet Printing

CREATING A DOCUMENT

Open InDesign. File > New > Document

In the dialog box that opens, select:

Facing Pages;

...shows pages as if in book format (page spreads).

Page Size > Half Letter;

...this allows us to create pages that can later be printed as a booklet on letter sized sheets

Maintain portrait orientation;

...our letter sized *sheets* will be turned on the side, but the *pages* are tall

Increase margins as you like to see the effect.

...the margins are mere guides, not actual limits. when flowing text, however; autoflow *will* follow them.

Don't worry about Number of Pages.

...InDesign does not automatically create pages, but they can be added anywhere in the document later

Click OK.

Study the resulting document and various palettes (along the right).

Notice: You have a **page or pages** floating in a **workspace**.

Unlike a word processor, you can't interact with the page or workspace without choosing a **tool** and creating "frames" for various objects. You can put things anywhere in the workspace, but only those things on the page space will be printed.

TYPE COMPOSITION

Find the palettes (or "windows"): **Character & Paragraph & Character Styles**

In the **Character** Palette you can adjust:

Typeface

Type Style (different options for different faces, like light, **bold**, *italic*)

Type Size

Leading (this is the space between lines, measured in points)

Ker ning (with the cursor between 2 letters, kerning spreads them apart; necessary when using all-caps)

Letter S p a c i n g (creates uniform gaps between selected letters)

Vertical Size **Warp**

Horizontal Size **Warp**

Baseline Shift

Skew (*tilt*)

All Palettes have a drop down menu with basic commands and special options. Look over the drop down menu in the Character Palette.

...the drop down menu allows other style modifications like underline, small caps, and “open type”.

Character Styles Palette

The character styles palette allows you to save a particular set of character features, name it, and apply it with a single click to any selected text.

Create a text frame by dragging the **T** tool.
Type or paste some text.

Use the **Character palette** to adjust the typeface however you like. Try a little of everything.

OPEN the CHARACTER STYLES palette.

Click “New Style” button (looks like a page with a folded corner) at the bottom edge or use the drop-down menu. Double click the “untitled style.”

Name it either **TITLE, MAIN, or EMPH (or something)**.

Look at how InDesign defines it by clicking the menu items on the left.

Create two more styles.

Create 3 styles:

a “Title” style,
a “Main” text style,
and an “Alternate” style.

Create a large text frame.

Fill with text. (Look near the bottom of the “Type” drop-down menus: “Placeholder Text.”)

Break the text up into titles and short paragraphs—a series of main texts.

Apply **Character Styles** by selecting text and clicking on the name of the style you want to apply. Yay!

PARAGRAPH

The **Paragraph** palette allows you to adjust:

Justification & Alignment
Left and Right Indentation
First and Last Line Indent
Space Before and After
Drop Caps (large Initials)
Hyphentation

There is also a Paragraph Styles Palette, where you can save the characteristics of paragraphs to apply wherever needed.

Adjust the paragraph features of your current document.

PAGES & MASTERS

The **Pages Palette** allows you to navigate and move your pages. It's like having your work spread out in front of you on a table.

The drop down menu allows you to insert pages at any point in the document without changing the objects on other pages.

You also use the PAGES palette to create and use **MASTER PAGES**.

Master Pages are like templates.

A Master Page can contain any kind of object, image or line. Any page to which a Master is “applied” will contain all the objects on the Master.

Master objects on a document page can only be altered or removed if the objects are “detached.”

DETACH an object by holding down SHIFT-COMMAND while clicking on the object.

Exercise with Pages & Masters & Text.

Create a NEW Document with 3 pages; facing; half-letter; portrait.

Go to the **Pages Palette**.

Double Click the *A-Master* (at top)

[A-Master is automatically applied to all pages at first]

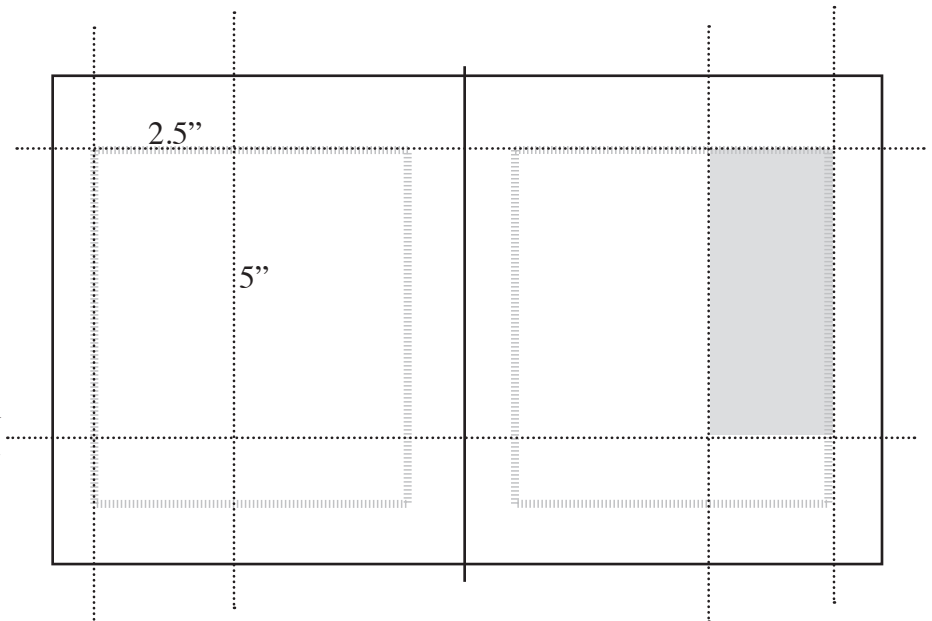
You should see a page spread.

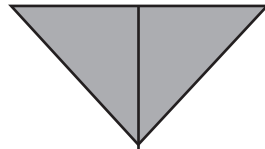
Press **Command - Semi-Colon** to toggle **Guides**—margins, in this case.

With Guides showing, click the mouse on the left hand ruler and drag to the right. You've created a *guide line*.

Create more Guidelines:

Using Guidelines, define columns oriented toward the outside edge of the pages. The columns should be 2.5 inches wide and 5 inches tall.





After finishing the Guidelines on the Master Page, check your document pages by double-clicking them in the pages palette.

When looking at a page or spread, press
Option + Command + 0 (zero)
 to bring the full page or spread into view in your window.
Use Command “-” or command “=” to zoom.
*You should see the **Guides** on every page.*

You can add additional guides on the *individual* pages that *won’t* repeat.

As long as you don’t DETACH an object or guide from its Master, anything you do to the MASTER will affect **all** of the connected pages.

Go to VIEW > Grids & Guides
 Make Sure that “*Snap To Guides*” is checked.

On you rpages, draw *Text Frames*, using the **T** tool, within the Guides.
 Notice how the frames you draw “snap” into place.

Make sure that under VIEW,
 you have selected “SHOW FRAME EDGES”

Using the Black Pointer,
 Click on the first text frame.
 Notice the larger white square in the lower Right Corner.
 Click on the white square.
 Your Cursor becomes “loaded” with imaginary text. When you hold it
 over another sex frame, it will become a chain.
 Click on the second text frame.
 These frames are now **LINKED**.

Go to VIEW > Show Text Threads

Find a large chunk of text and **PASTE** it into
 the first text frame. Notice how it flows into the
 Second frame.

Click on the second frame. You’ll see, instead of
 a white rectangle, a red “+”. This tells you that
 there is more text that would not fit.

Click on the red square.
 Your pointer is loaded again.
 Click on the third text frame.
Fill the last text frame.

Go to the **PAGES** Palette.

For fun, add a few simple elements to A-Master.
 Observe the results.

In the Pages Palette

...In the drop down menu, select “**Insert Pages.**”
 Insert 2 pages AFTER page 1.

NEW MASTERS & PLACING

Create a New Master...

In the PAGES palette drop down menu, select
 “NEW MASTER”
 a dialog box will appear...
 Keep the Prefix.
 Name the Master “SPREAD”
 Specify “2 Pages”

In the “**Spread**” Master

Use Guidelines to specify a space for a block of
 text, an image, a caption, and an image title. Be
 creative about placement of these elements.

Two ways to Apply the new Master.

1. From the Drop Down Menu, select “Apply Master to Pages...”

In the dialog box, type in a page range “2-3”.

-OR-

2. Click and drag the B-Spread page-image and drag it over the pages in the palette that you want to apply it to.

INSERT 2 more pages BEFORE page 1.

Use these to create a cover page & a blank.

Notice how the “Facing Pages” scenario places page 1 by itself, as you would see the front of a booklet.

Create a cover page.

Placing Images.

File > Place

...Allows you to select an image file and drop it into your document. If you have a frame already selects, the image will appear in that frame.

You may need to go to

Object > Fitting > Fit Content to Frame.

The advantage of placing is that you can “link” to a large image file without loading up your InDesign document.

Test Booklet

Choose a piece from *Invisible Cities* (see website at bottom) or other short work that can fit in its entirety.

Your signature should not have more than 8 sheets (32 pages).

Page one = the cover of the book.

Use Master Pages & Character Styles to control the design of your signature.

Experiment with page layout enough to allow you to do some interesting variations with your text.

Include images that look good in black and white.

GET TEXT

Many texts can be gotten on the web.

Many of them have the same idiosyncrasy as work from one good source, Project Gutenberg, which is the use of hard returns (or paragraph marks) at the end of every line instead of just at the end of paragraphs. Such works will usually have double paragraph marks at actual paragraphs.

These line breaks have to be cleared up before you can work with the text in InDesign.

Here is how.

1. Download (or copy-paste) text from Gutenberg Project or other legal source.

2. Transfer to Microsoft Word & remove unnecessary text.

Project Gutenberg uses a paragraph mark (“^p”) at the end of every line and two hard returns at the end of every paragraph. To normalize the formatting in Word, do the following.

Got to Edit > REPLACE.

FIND all double paragraph marks
^p^p

(^ = shift6)

and replace them with random text that won’t otherwise appear in the document, like “xzxz.”

Thus you have marked all of the actual paragraph breaks in the text.

Now find all remaining single hard returns, ^p. These are all the breaks at the end of lines that you don’t want. Replace them with a single space (otherwise the operation will jam words together).

Finally, find all “xzxz” and Replace with single paragraph marks, “^p”.

SAVE the Word Document.

In a new InDesign document, go to File > Place and choose the word document. Hold down shift and click somewhere on the first page. Text will flow, and new frames will appear within the margin of each new page necessary.

BOOKLET PRINTING

Notes

Remember, it looks very different on paper than on screen.

We're used to reading small type.

Typefaces can be active or passive.

Simple, regular designs allow the chaotic and weird to stand out.

Books are not flat.

The design of blocks of prose is an exercise in playing with readability that involves: the color of the page, the line length, the flow of the type design, the movement from line to line, the placement on the page, the space created by the margins.

Printing a booklet through InDesign.

Go to File > Print Booklet

Remove printer marks and other additives.

When printing a larger work in several signatures, print each signature separately by specifying a Range (multiples of 4).

Choose Page Setup: specify landscape printing.
Click Ok.

Choose Printer... Click Arrow to Reveal Options.
Choose Short-Edge Binding.

Print.