

Section 1

Overview of InDesign

What is InDesign?

Adobe® InDesign® CS® is a desktop publishing software program for a personal computer. **InDesign** is the Adobe version of Aldus PageMaker. With **InDesign** you can create page layouts for a variety of different documents, including:

- Newsletters
- Brochures
- Flyers
- Business Cards
- Calendars
- Manuscripts
- Yearbooks
- Catalogs
- Journals
- Web Pages

Using Picas and Points

By default, the unit of measurement within **InDesign** is picas. Picas and points are preferred because the same unit of measure may be used for both graphics and text. A character that is a 72 point type is equal to one inch on a printed page. Twelve points are equal to one pica and six picas equal an inch.

An **InDesign** document with a top margin of 0.5 inch is equivalent to 3 picas or 3p. A 0.75 inch top margin would convert to 4 picas 6 point or 4p6.

Layers

Layering is an important feature that is common to all of the Adobe Creative Suite software applications. If you want to insert a ‘watermark’ in a document, first create a layer where the graphic will reside. Create a second layer where you may place one or more text frames. Add a third layer to set the text wrap options.

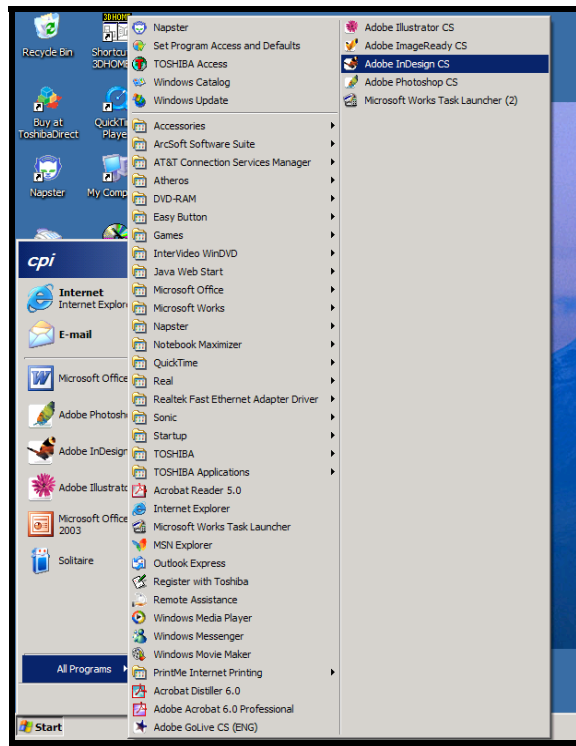
InDesign allows easy movement between layers and the ability to hide and/or lock one or more layers.

InDesign Text

InDesign uses text frames to position text in a document. Text can be typed in a text frame or it can be pasted directly from **Microsoft Word**. **InDesign** has a fully functioning word processor that allows you to type directly into text frames.

Starting InDesign

1. Click on [**Start**] then select **All Programs**.



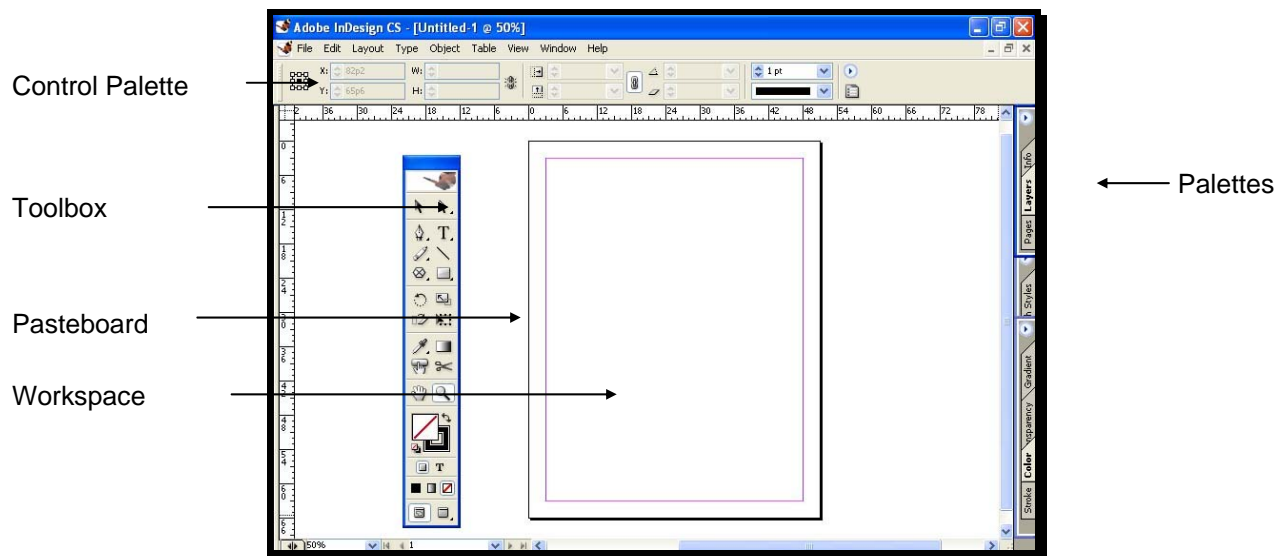
2. From the menu, select **Adobe InDesign CS**.
*The **InDesign** application window will open.*

The InDesign Screen

When you launch **InDesign**, the **Toolbox** and the **Control** palette appear automatically even though the contents of the window are empty. The **InDesign Palettes** also appear along the right side of the window in collapsed view. The tools and palettes offer various options as you work with textboxes and graphics in your **InDesign** document.

- From the menu, click **File** then **New Document** to open a new workspace.

The pink board in the **Workspace** indicates margins. The **Pasteboard** is an area outside the workspace where you may work with text and graphics.

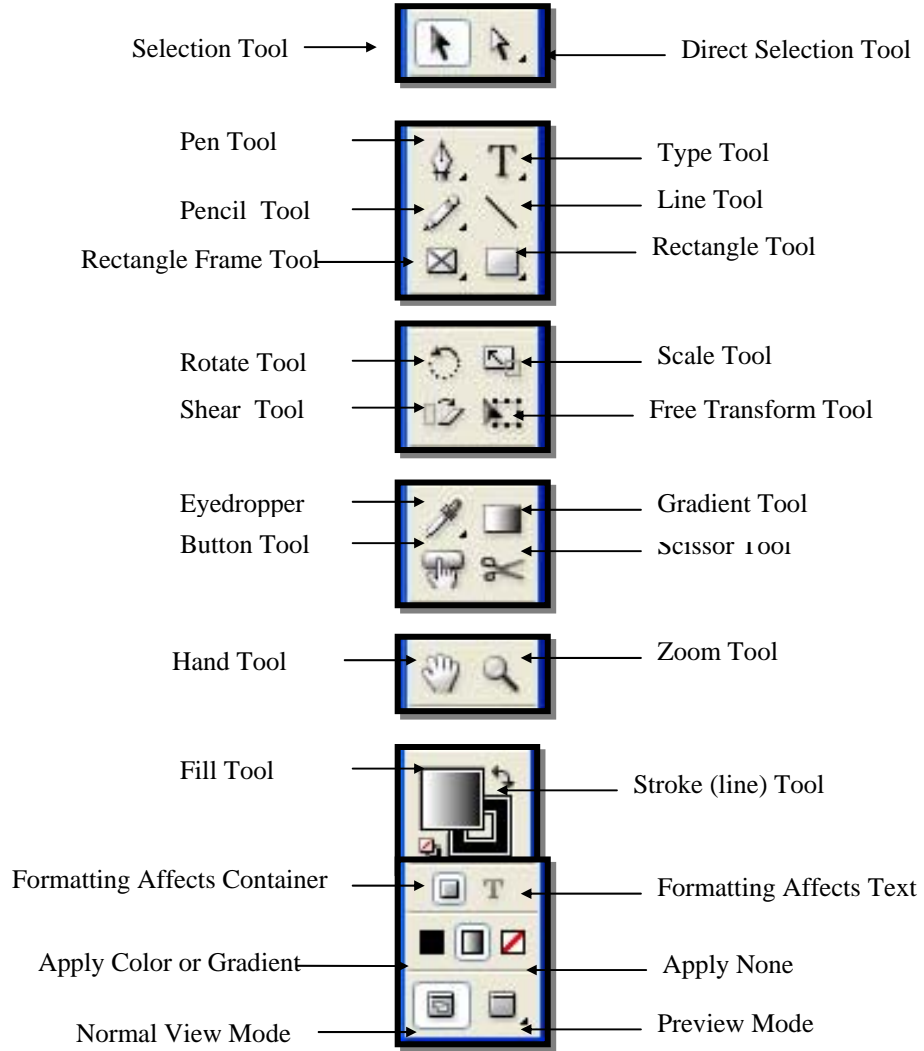


Toolbox

In each application within **Adobe Creative Suite**, a **Toolbox** appears floating on the left side of the screen. The **Toolbox** contains tools to work with either text or graphics. Within **InDesign**, some tools may be used to create original graphics. Many of the tools have a triangle in the lower right corner of the tool icon indicating that related hidden tools are associated with a particular tool.

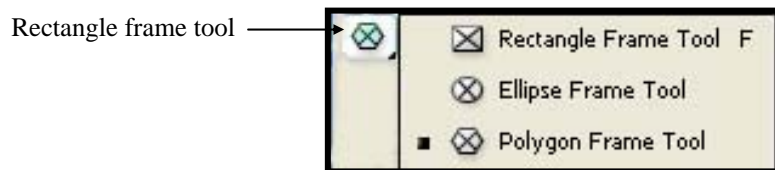
Tools in the Toolbox

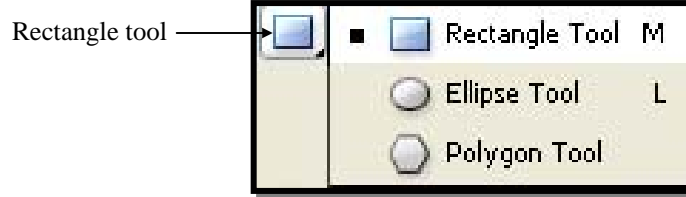
Below are sections of the **Toolbox** with each tool labeled.



Hidden Tools

Shown below are two examples of hidden tools. To display the hidden tools, move the mouse pointer over the triangle and hold down the left mouse button.





Palettes

Below are two examples of the **Control** palette. The **Control** palette changes appearance and options depending on what is selected in the document.

Text Selected



To switch between character formatting as shown above and paragraph formatting, click on the paragraph symbol.



Graphic Selected



A series of palettes are located along the right side of the **InDesign** screen. Click on a tab in a palette to restore the palette to the workspace window.

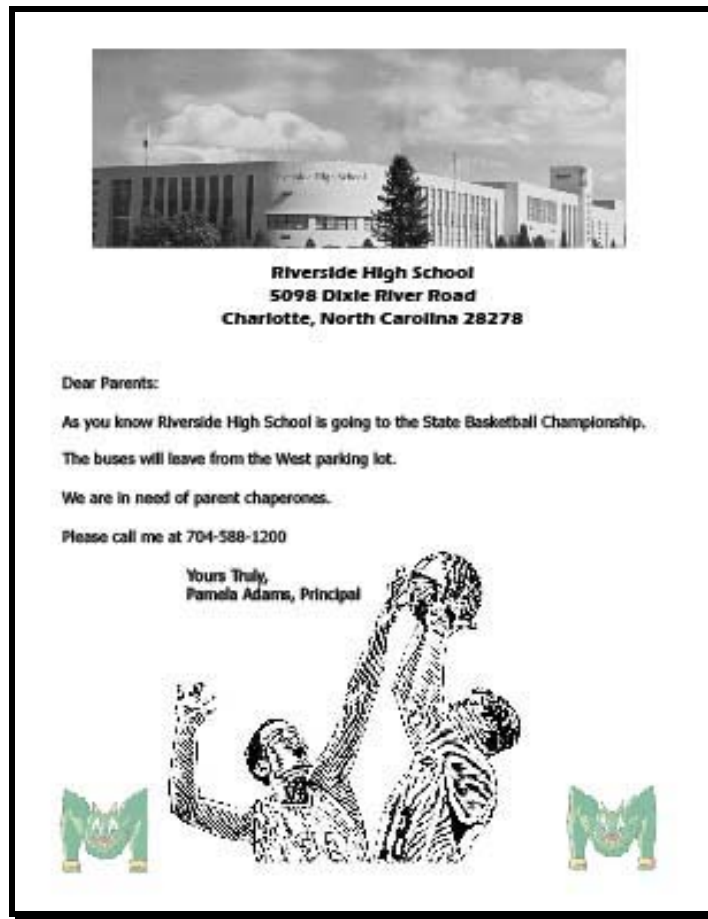
When you press the **<Tab>** key, all the palettes and the **Toolbox** will be removed from the workspace. Hold the **<Shift>** key and press **<Tab>** to restore only the **Toolbox**. Press **<Tab>** once more to restore the palettes to the application window.

Section 1

Summary Exercises

Part One

1. Open the file **RHSLetter to parents 040105** from the **Student** folder.
2. Click on the **Layers** palette tab.
3. How many layers does this document have? _____
4. Which layers contain graphics? What is the color of the layer(s)? _____ What is the name of the layer(s)? _____.
5. Which layers contain text? What is the color of the layer(s)? _____ What is the name of the layer(s)? _____.



6. What is contained in Layer 1? _____
7. Close the letter to parents without saving.

Part Two

1. The original name for **InDesign** was _____.
2. **InDesign** is a desktop publishing software that allows a user to create _____ _____ for various document types.

3. Name at least three types of documents you can create in **Adobe InDesign CS**:

4. The default measurement for **InDesign** is in _____ and _____.
5. Name two ways that text can be added to an **InDesign** document.

6. The _____ floats on the left side of the workspace or pasteboard.
7. The 'bar' at the top of the screen is called the _____.

8. The **Swatches** palette contains three tabs:

9. You cannot type directly in a text frame.
(True / False)
10. Press <Ctrl> <F1> to open the Help feature. (True / False)