

Welcome to
ADOBE INDESIGN



instructor

Kathe Kennedy



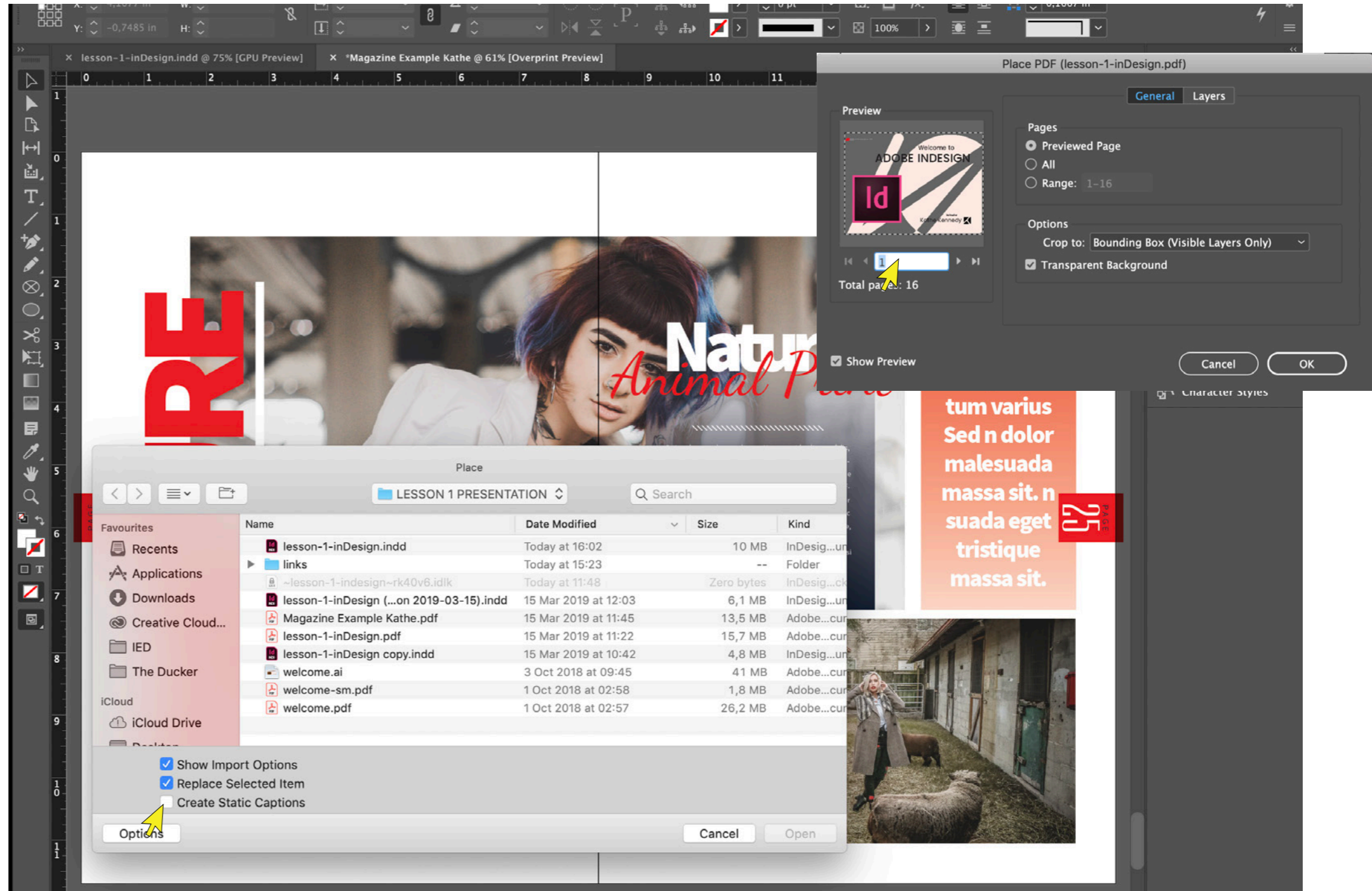
LESSON 2

- 2.1 Graphics
- 2.2 Color & Transparency
- 2.3 Frames & Paths
- 2.4 Managing Objects
- 2.5 Text Formatting

Options When Placing Images

You can place a single image or multiple images. To bring a simple image, go to **File>Place** and click on the page to insert the image. If you need to place all the images at once, go to the **file>place**, and now select the images that you want, click open and the images selected are loaded on to your place cursor. You can tell the number of the images being loaded because if you look really closely there's a little number inside the cursor. In fact, you can actually move through those one at a time by pressing the left or right arrow keys on your keyboard. You can get rid of any images being loaded by pressing the escape key on my keyboard.

When you have a file that has **multiple pages** or art boards like Illustrator or PDF, you can tell InDesign which page or art board you actually want to import. To do that, **turn on the show import options checkbox**. Now when you click open, InDesign opens the options dialog



box for that kind of file format. You could bring in all of the pages if you want to. To **replace** one image with another, hold down the option or the alt key on your keyboard, and then click inside the frame. That discards the image that was there, and it places this one in the frame instead. You can also **drag images** right out of a folder on your desktop. Open your links folder in finder and grab any image right on top of the InDesign window. When I return to InDesign, you can see that it's automatically loaded.

Using the Links Panel

When you **import a picture into InDesign**, using place, or by dragging in a file from disk, InDesign does not actually embed the image into your document. Instead, you get a thumbnail preview of the image, and a link to the file on disk. And this happens with any image file. Whether you import a PDF, or a JPEG, or TIF, or whatever.

When you open a document, InDesign goes looking for all the linked images on disk, and if one of them is missing or modified, you must update or find the image used. Or you could also ignore the warning sign by clicking on Don't Update and do it manually. The key to fixing these images the links panel where all your linked graphics are listed, giving you information about those links as well.

Now if there's no alert icon at all, it means it's okay. **The red icon** means there is no image, and the **yellow icon** means the

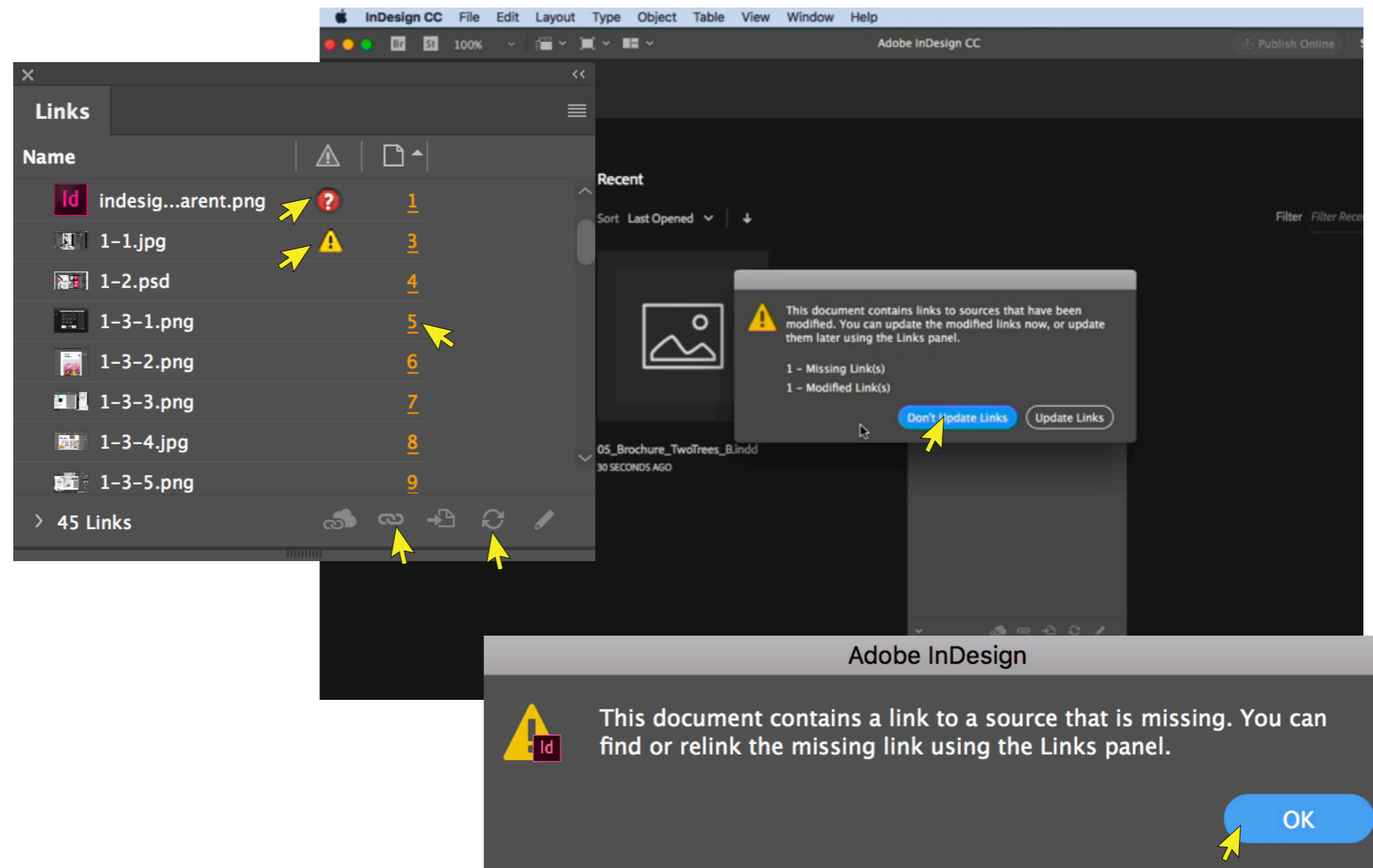


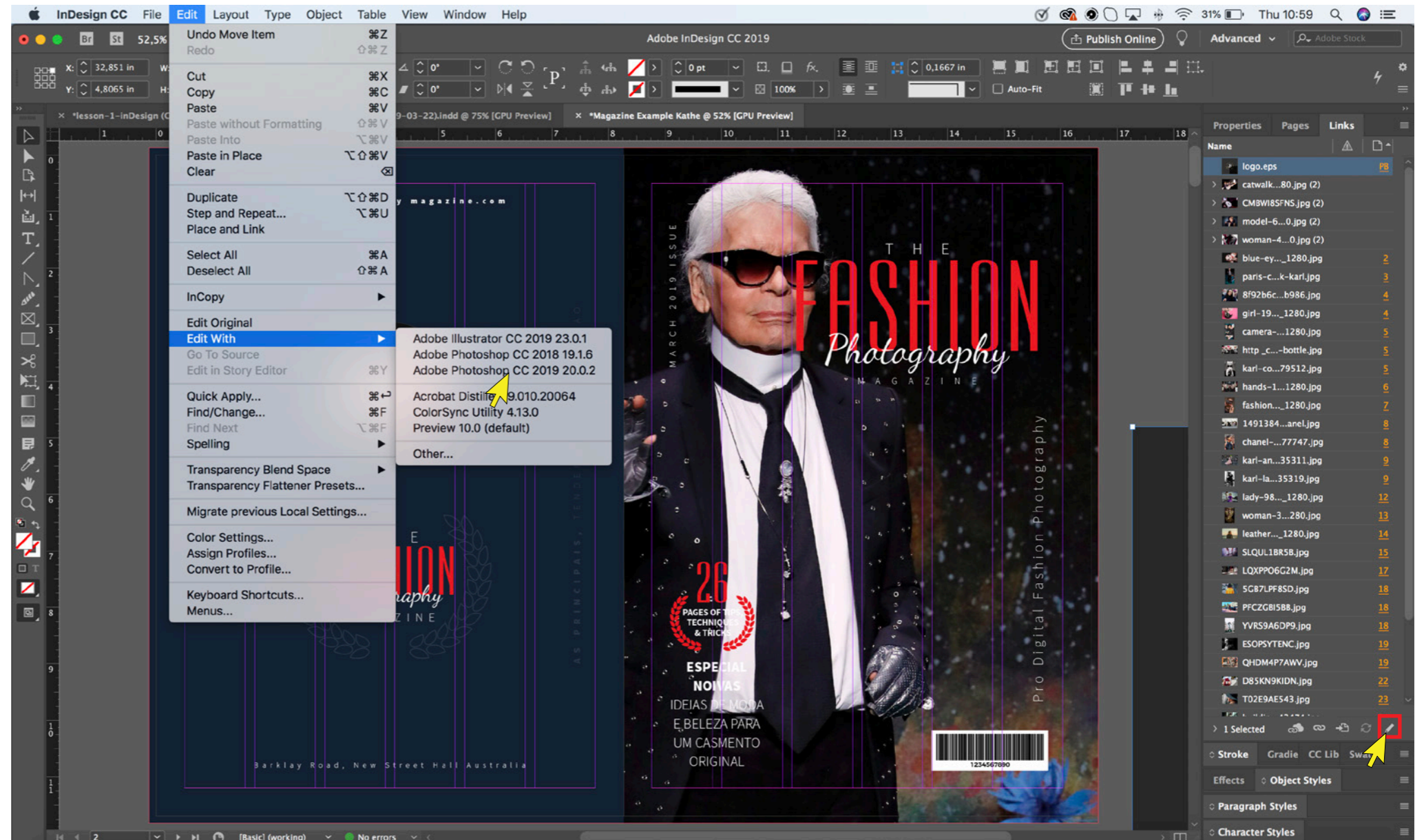
image has been modified. The **number next** to the image means the page number where is located, and if you click on it, it will take you to that specific image and page. If you see the yellow icon, you can update the photo by clicking on the **Update Button** at the bottom of the Links Panel, or you can just click once on the Warning yellow icon on the image itself. If you see a red icon, you can relink the photo by clicking on the **Relink Button** at the bottom of the Links Panel, or you can just click once on the Warning red icon on the image itself. Then find the images in the Links folder.

LESSON 2.1 GRAPHICS

Editing Images in their Original App

If you need to **edit an image** after you place it in the document, you can use Edit Original. You can find Edit Original in several different places. For example, after selecting the image, you could go to the **Edit>Edit Original**. Or, if you open the Links panel, you can **click on this little pencil icon**. That pencil icon means Edit Original. But the fastest way to get to Edit Original is simply by **Option or Alt + double clicking** on the image. By doing that you automatically launch the program like Photoshop or Illustrator to modify it. Once you save the image changed, InDesign will automatically update the graphic without relinking it.

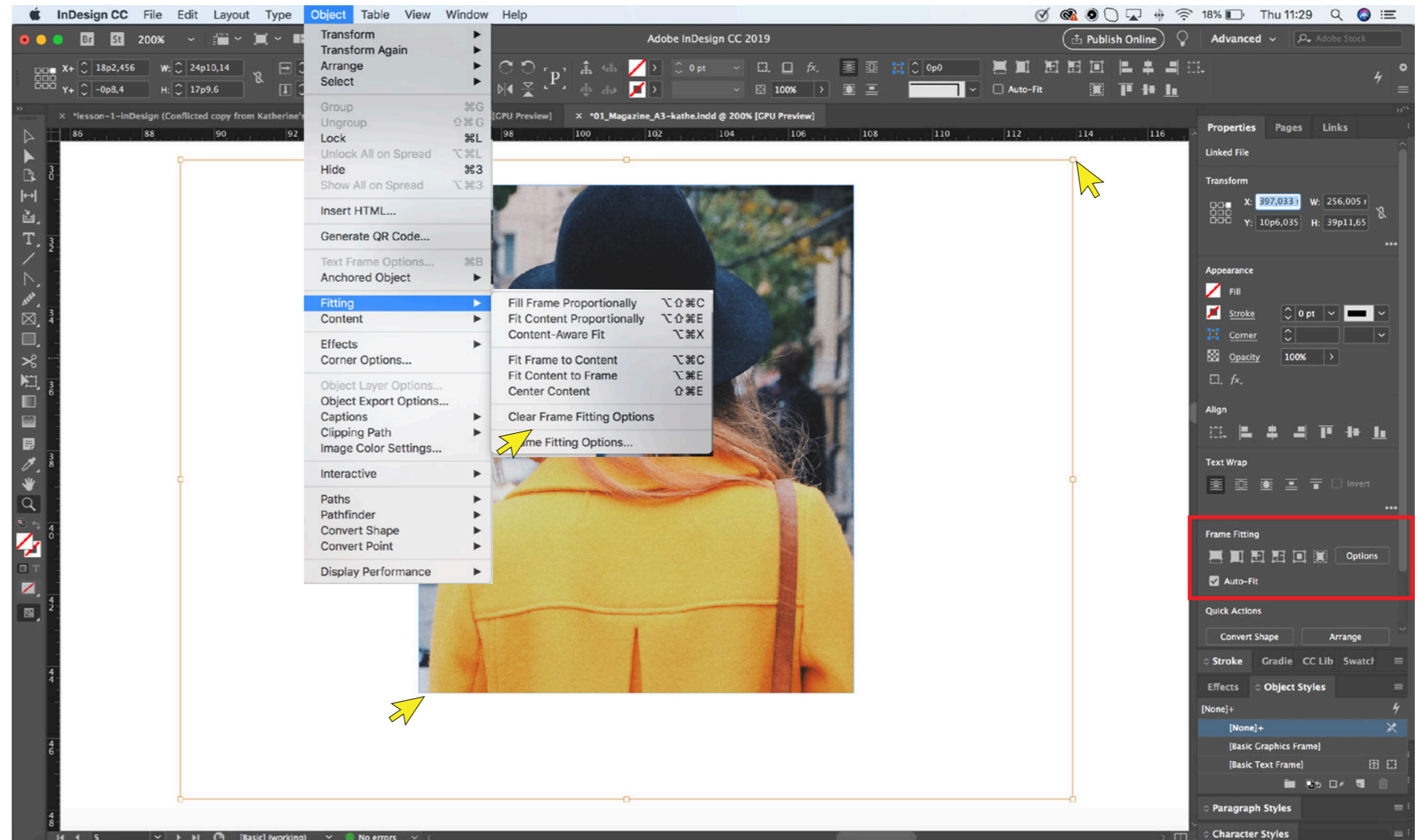
If the wrong program opens when you want to modify an image, you can force InDesign to open it in the program you want. Go to **Edit>Edit With**. Edit With lets you choose exactly which program you want to open the image in. Getting efficient with InDesign isn't just about InDesign, but also getting all the Adobe programs working together as smoothly as possible.



Cropping & Fitting Graphics

When you **place an image** into an empty frame, it often doesn't appear at the correct size on your page. It is important to remember that the frame is not the same as the image. They're two separate things, one inside the other. If you **double click on the image frame** with the selection tool, the image inside the frame will be selected so you can move or scale it. You can also change the size of the frame dragging on the corner or side handles. By resizing the frame it crops the image differently. If you click and hold for a moment or two before you drag on one of the side corner handles, a preview of the entire image will show, so you can easily reposition the image as you want. That is called **Live Screen Mode**.

If you go to **Object>Fitting**, there are a bunch of options to fit the image in a frame. The control panel usually includes all of those same frame fitting features, but if you are on a small screen



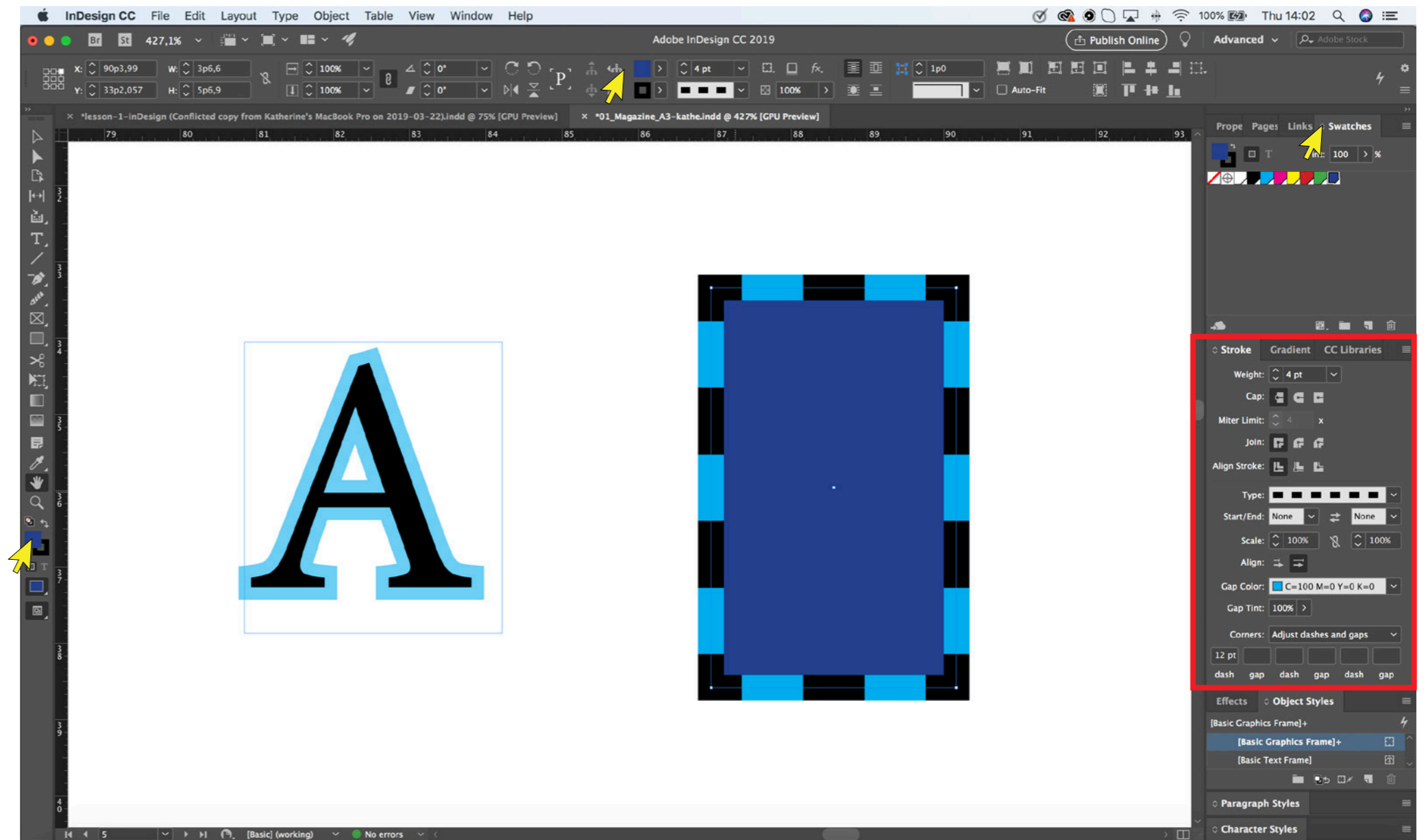
you won't be able to see them. What you can do, is open the **Properties Panel** from the window menu and you will find the Frame Fitting box. There you can **Fill Frame Proportionally, Fit Content Proportionally, Fit Content to Frame, Fit Frame to Content, Center Content and Content-Aware Fit**. Under these features there is the **Auto-Fix** check box which makes content resizes as frame resizes. InDesign's cropping and fitting features are essential for getting your images to look just the way you want them on your page.

LESSON 2.1 GRAPHICS

Stroking & Filling Frames & Paths

If you want to set the background or stroke **color of an object or text**, InDesign lets you do it in many ways. You could choose a foreground and background color at the **bottom of the tools panel** or in the **Control Panel**, or even the **Swatches Panel**. In the Swatches Panel you not only can change the color, but also the **Tint**, if you want a color to be almost transparent.

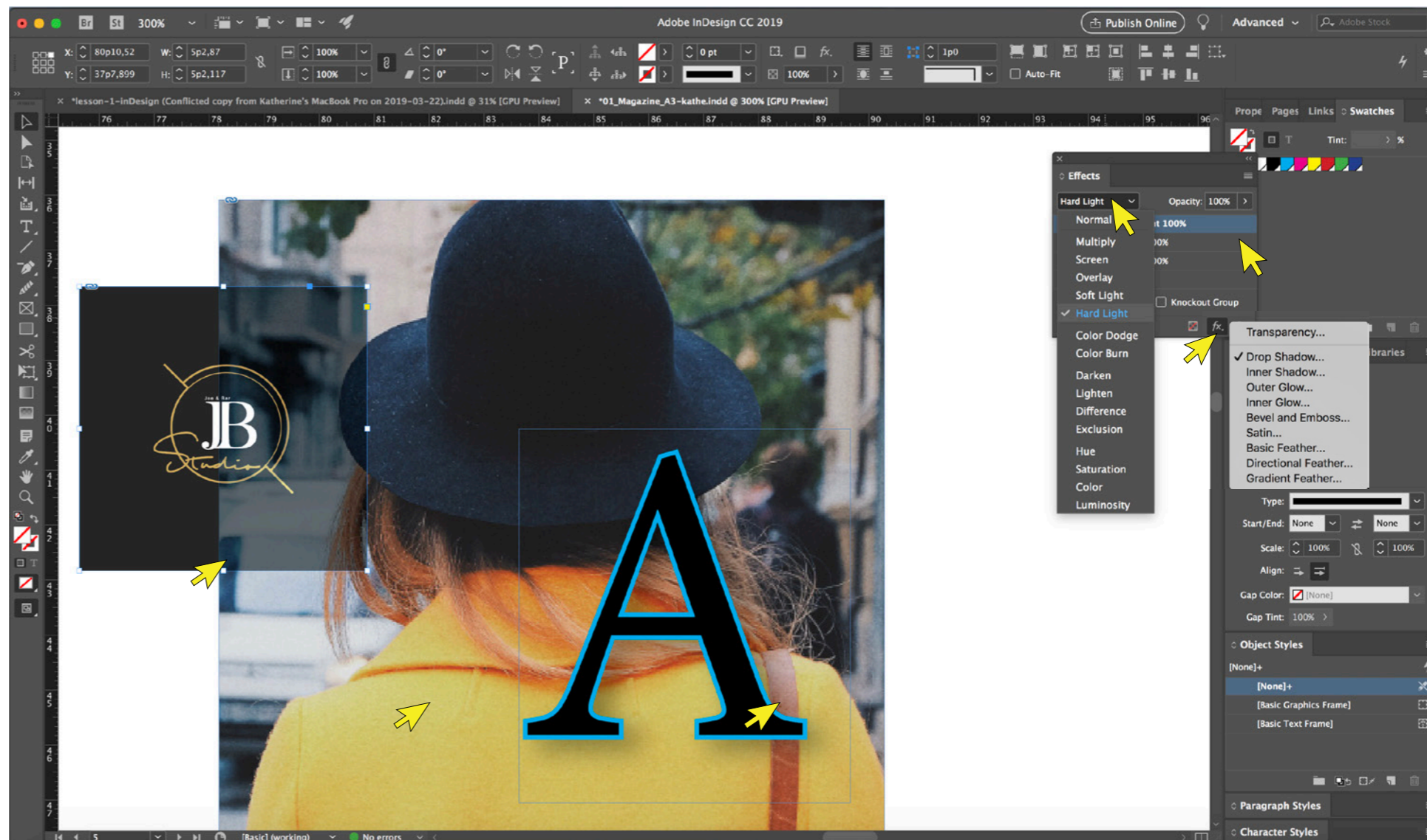
Once you apply a stroke color on an object or font, you can change the **stroke weight** on the **Stroke Panel**. In this panel, you could also change the type of stroke, alignment, and even apply an arrow to an object's stroke. Also, there is the **Gap color** where you can apply color to some specific stroke types.



Transparency, Drop Shadows, & Effects

InDesign lets you apply **transparency effects** in the **Effects Panel** whether it is a graphic frame, a text frame or a line. The **Blending Mode**, located on the top left of the panel, has almost all the options from Photoshop and Illustrator, so, you could apply the **Multiply or Overlay** effect for example. Also in the Effects Panel you could control to which piece of the object you want to apply the effect by selecting the item down its list.

InDesign has a bunch of other transparency features like **Drop Shadows**. At the bottom of the Effects panel if you click on the little **FX button**, you can see all the different transparency effects available.



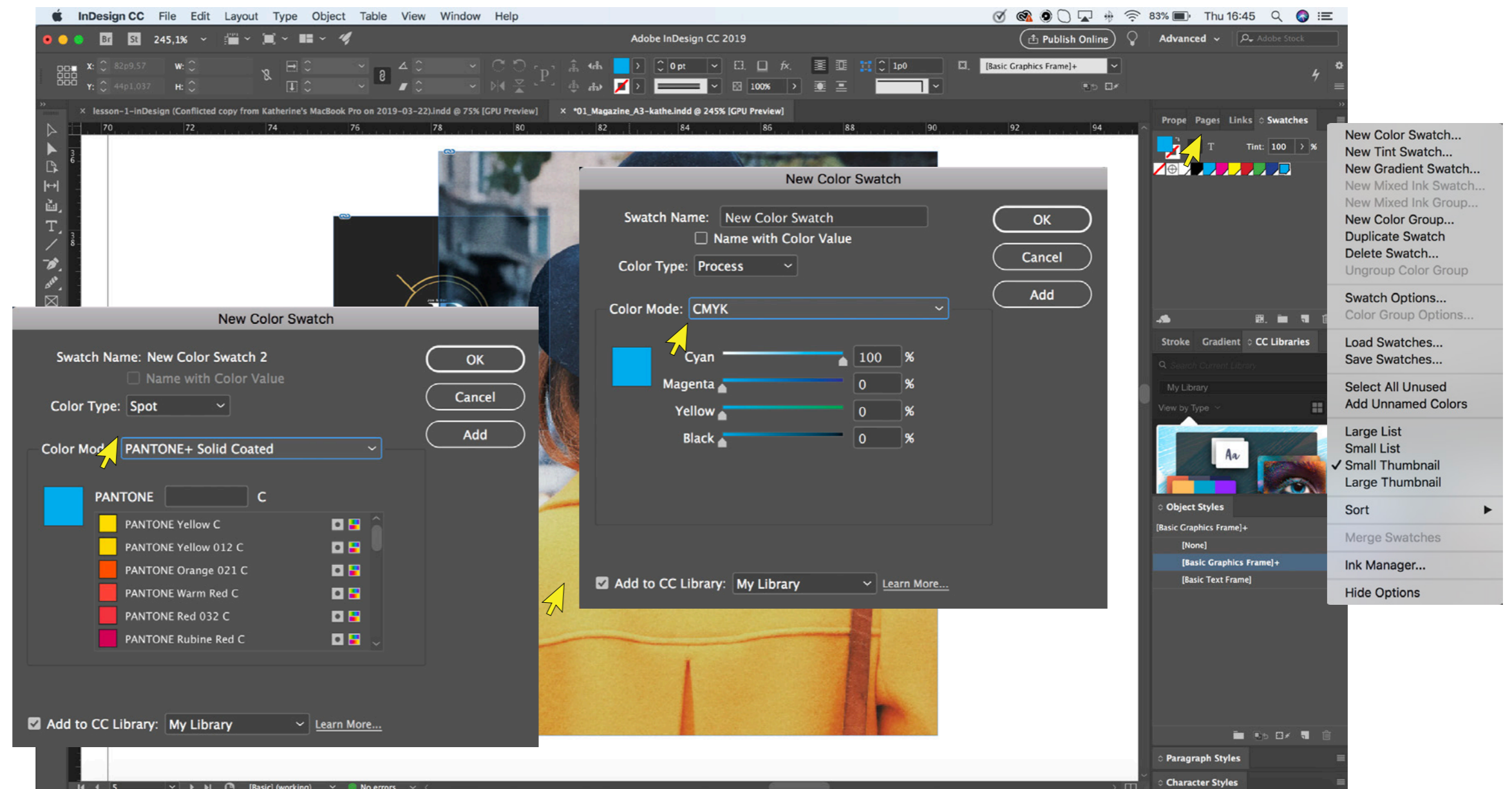
There is one thing to remember. You can apply a transparency effect to any object, whether it's a text frame, graphics line, or anything, but **you cannot apply transparency to individual bits of text**, like one word inside of a text frame.

To get rid of any transparency effects just come back to the Effects panel and drag that little FX icon in the right column down into the trash can.

LESSON 2.2 COLOR & TRANSPARENCY

Creating Color Swatches

The **Swatches Panel** is the central headquarters for your document's colors, and you can use it to apply fill and stroke colors to any object or text on your page. You can **create a new color swatch** for your document. In the Swatches panel menu in the upper right corner, choose **New Color Swatch**. In the Swatch dialog box, the first thing you need to decide is what color type to choose. There's two options, **Process or Spot**. Spot should only be used if you're going to be printing using special **Pantone** inks. The most used spot color is PANTONE+ Solid Coded. You can search through the list or just type the Pantone number. When you add a new swatch, if you want to add it to your CC Library click the check box "add to CC libraries". CC



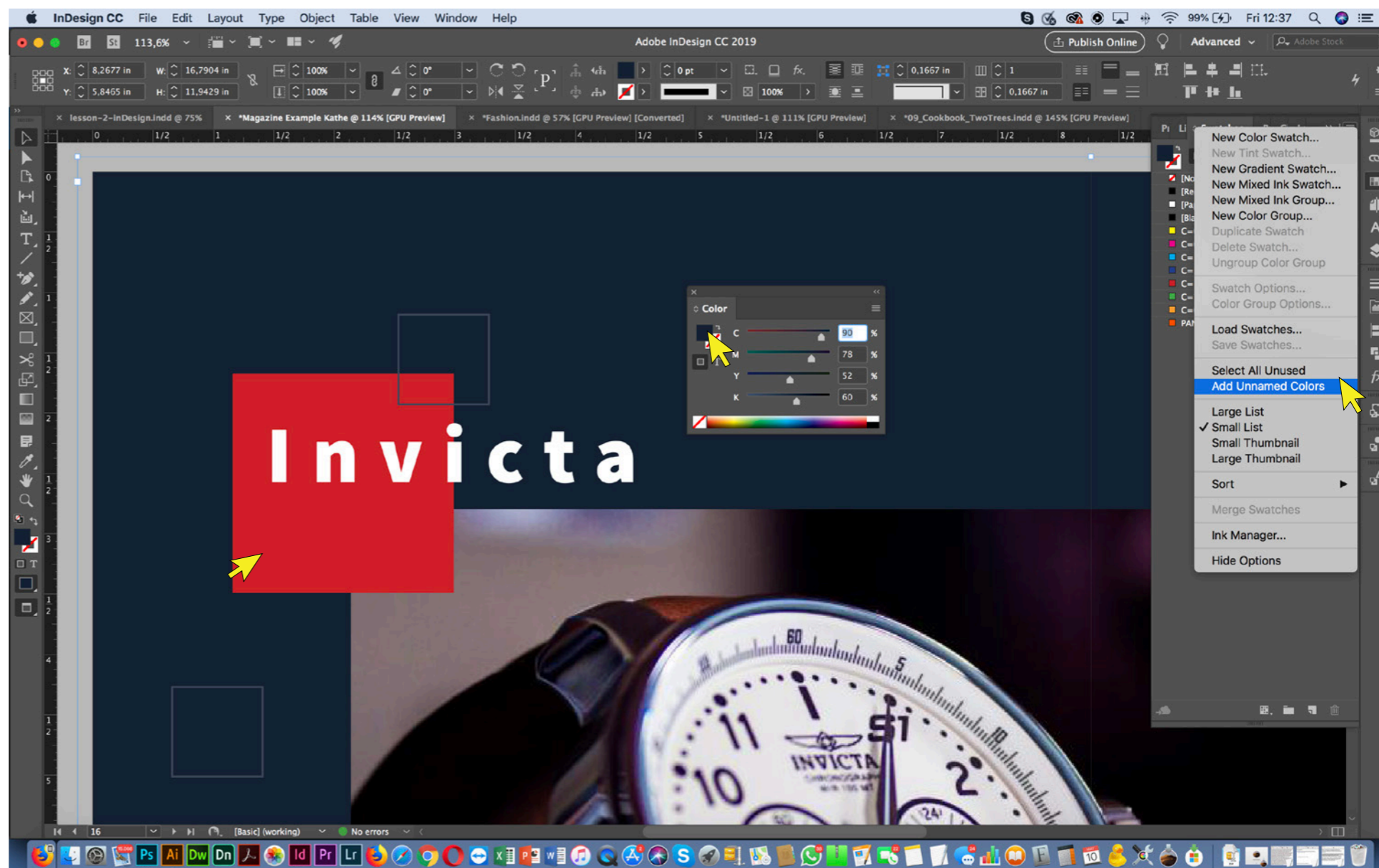
libraries are useful because you can use them across not just InDesign documents, but Photoshop and Illustrator, and more. If you need to use **CMYK** or **RGB** colors, change the color type to Process. You can name you new swatch as you wish or you could name it with its color value. To edit an specific color, just double-click on it in the Swatches panel, and make the changes that you need. The new changes will apply to all filled and stoked objects or type with that specific color throughout the whole document.

LESSON 2.2 COLOR & TRANSPARENCY

The Danger & Power of Unnamed Colors

The **Color Panel**, **Window>Color** lets you select any color you like. When you select any object on your page that already has a color swatch applied to it, the color panel displays a tint ramp. This tint ramp, lets you change the tint of the color, not the color itself.

To change a color itself, go to the color panel flyout menu and choose **CMYK** or **RGB**. You could dial in the colors exactly the way you want them, or you could click in the color ramp. Whatever you click on, is applied to an specific object if selected. Choosing the colors this way is a little dangerous because it wont be save in the Swatches Panel unless you save them. Go to the **Swatches Panel**



menu, and then choose **Add Unnamed Colors**. This tells inDesign to go through your whole document, find all the unnamed colors and add them to the swatches panel, not only does it add it, but it also links it to the objects. You can also choose a new color with the **Color Picker** double-clicking on the filler stroke icons either inside the color panel or down at the bottom of the tool panel, or the **Eye-Dropper Tool**, where you can pick up a color from anywhere on your page. Once you click on a color the eyedropper is full and you can apply that color to an object. In order to pick up a different color, you need to hold down the **Option** or **Alt** key and that changes it to a white empty eye dropper.

LESSON 2.2 COLOR & TRANSPARENCY

Creating & Applying Gradient Swatches

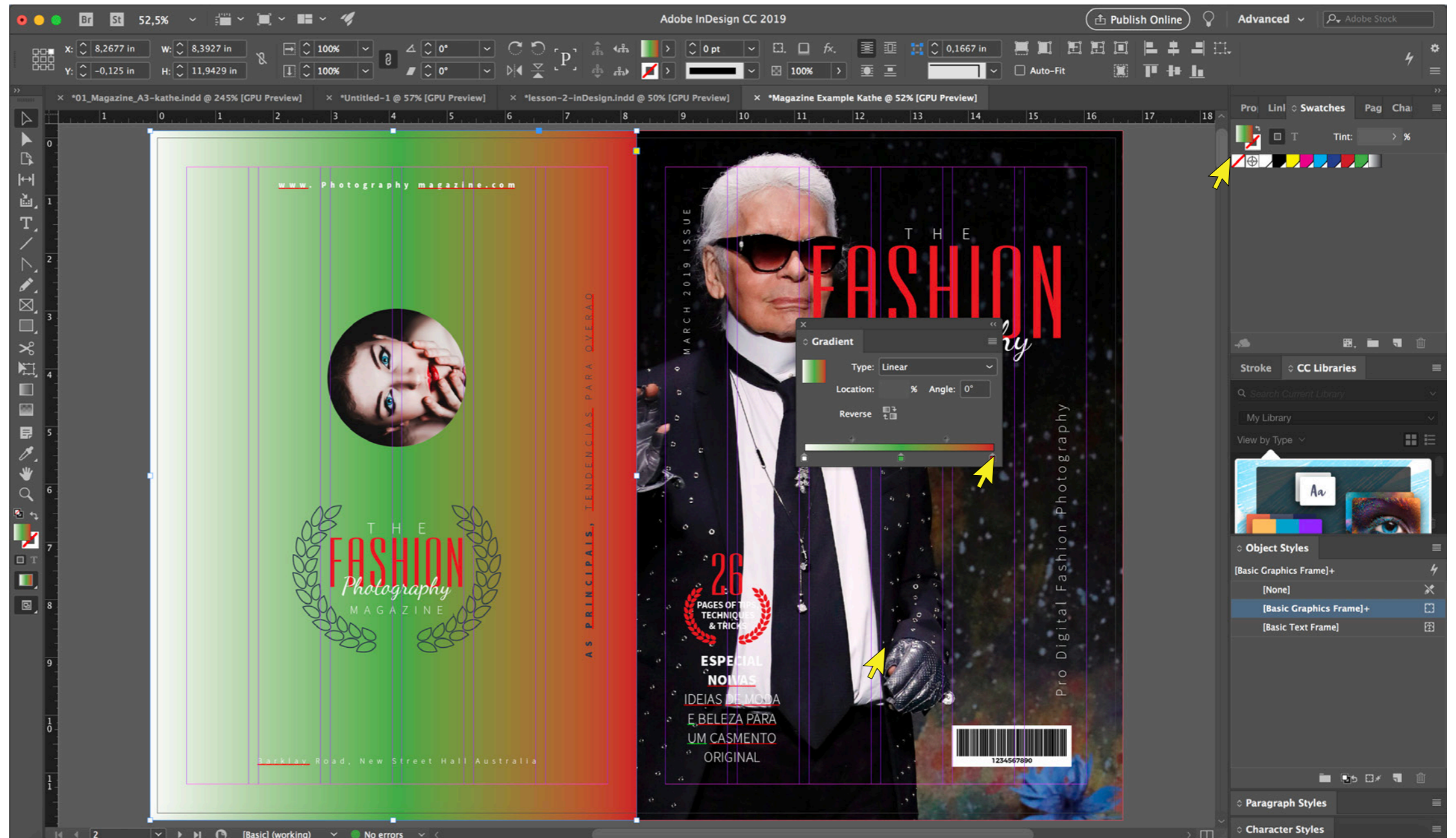
In InDesign you can apply gradients not only to objects but also to text. Click on the tab color gradient and change by holding **Option/Alt** on the swatches.

To save the specific gradient click on the Swatches Panel Menu and click **NEW GRADIENT SWATCH**

You can apply the gradient at any angle with the **Gradient Swatch Tool** click and drag.



Apply Gradient



LESSON 2.2

COLOR & TRANSPARENCY

Drawing Path & Frame Shapes

In InDesign you draw straight lines with the **Line Tool**, hold shift to constrain the lines to go vertical, horizontal or 45 degrees.

You can also draw Bezier curves with the **Pen Tool**. Click and Drag and Click and Drag. To edit the path use the **Direct Selection Tool** or the white arrow.

With the **Convert Direction Point Tool** drag a direction point out of a corner point to create a smooth point.

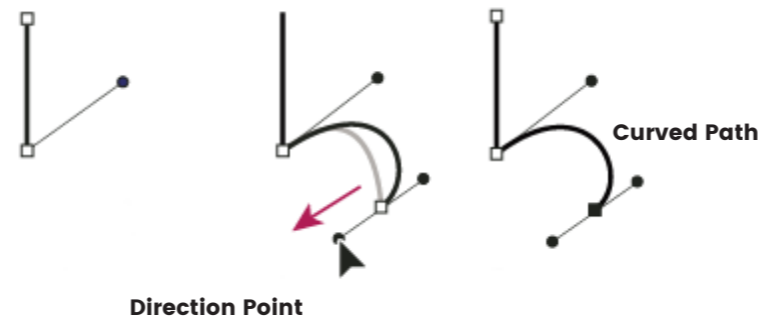
To create a **corner point**, just click a **smooth point** with the **Convert Direction Point Tool**.



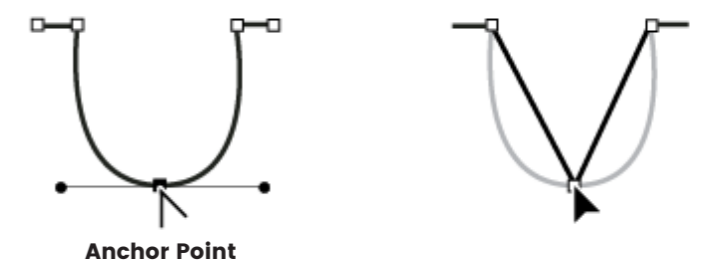
Drawing a straight segment followed by a curved segment (part 1)



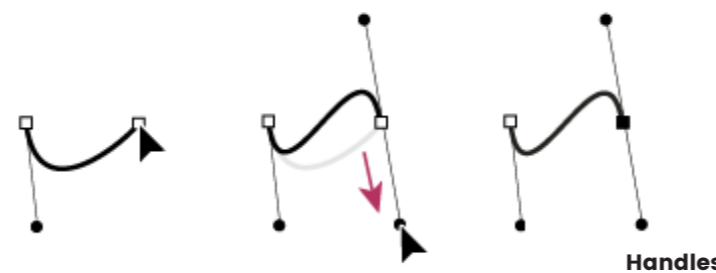
Dragging a direction point out of a corner point to create a smooth point



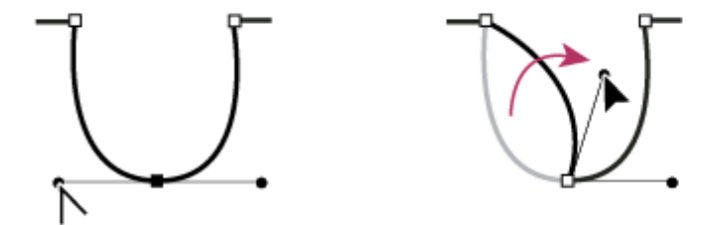
Drawing a straight segment followed by a curved segment (part 2)



Clicking a smooth point to create a corner point



Drawing an S curve



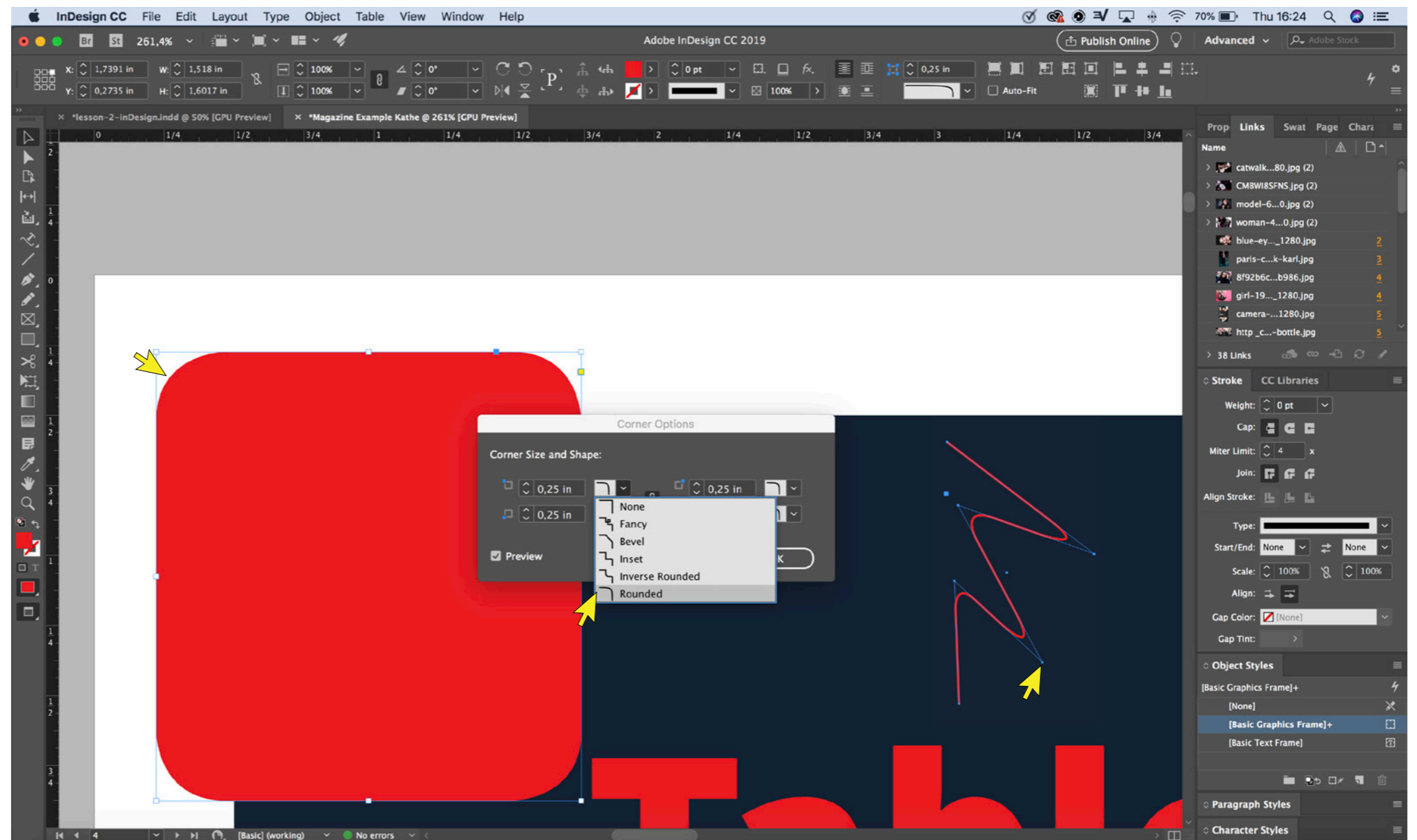
Converting a smooth point to a corner point

Adjusting Corner Options

To change the shape of the corners on an object go to **Object>Choose Corner Options**. Up comes the corner options dialogue box and you can see that all four corners are currently set to none or a sharp corner. But inside this pop-up menu, you'll see five other choices: **fancy, bevel, inset, inverse rounded, and rounded**. If you want to affect some corners and not others just turn off the link icon.

There is another more interactive way to change the corners as well. **Click on the little yellow box** in the upper right corner of the frame getting four diamonds indicating that it's changed into the corner editing mode. These yellow diamonds determine how each corner is going to appear. If you want to change the radius for just one single corner, hold down the shift key and then drag.

You can use corner options on open **Paths** as well. Just draw a point shape and apply the corner options, and you

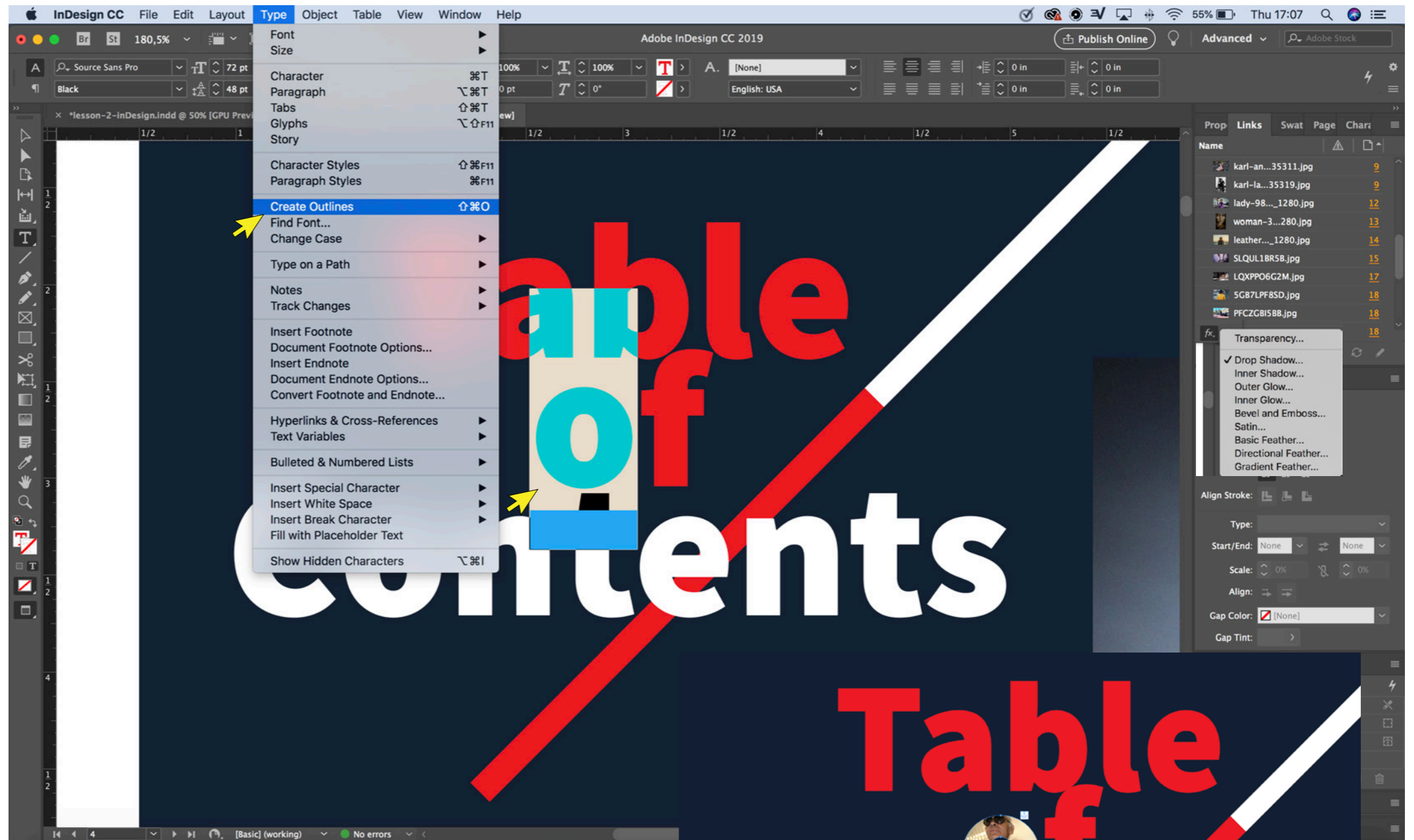


will see the corner changes, but if you select the shape with the **Direct Selection Tool** you will see that the points are still there. These kind of corner effects make it so easy to create great looking layouts fast and, even better, quickly update them later.

Creating Text Outlines

InDesign lets you **convert any text from any font into editable paths**. In fact, there are two ways to convert text to outlines: converting a whole frame or converting just some selected text. Select the text or the piece of text you want to convert to outlines and go to **Type>Create Outlines**. That outlined text acts kind of like its own object inside the text frame so that you can apply an effect to it without affecting the rest of the text in the frame. Now if you need to convert all the text frame, just select it and convert it.

Use the **Direct Selection Tool** to drag the points around. You can see that you can change



this to any shape you want. I could even use my pen tool to add points, remove points, and edit this in all kinds of ways. One of the best reasons to convert text to outlines is to put something inside those outlines like an image.



LESSON 2.3

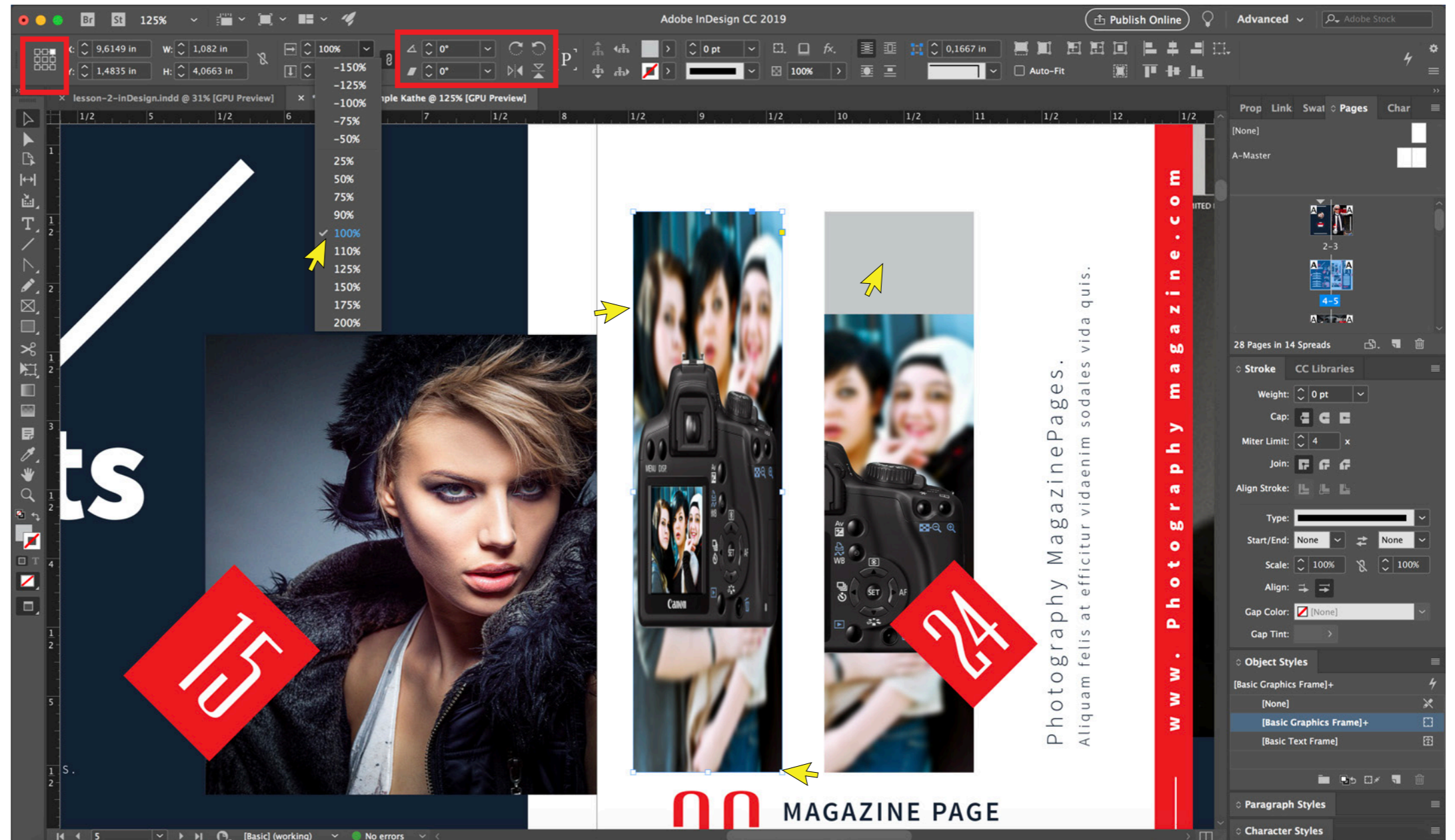
FRAMES & PATHS

Resizing & Rotating Objects

In InDesign when you import an image you have the frame of the image and the image itself. To scale down an image, you could see that in the control panel the image is set at 100%, but remember, that's just the frame. The image inside the frame is not necessarily 100%. You can double-click on an image to select the image inside the frame, and you can see the image's real size there.

To resize the image frame just drag one of the side corner handles. But that doesn't resize the image inside the frame, it just changes the size of the frame. **To scale both the frame and what's inside the frame hold the Command key while dragging the frame.** To scale the image proportionally hold the **Command key + shift** or control while dragging the frame.

You can also use the **scale fields on the Control Panel.** Make sure that the reference point is set properly. The **Reference Point** tells InDesign



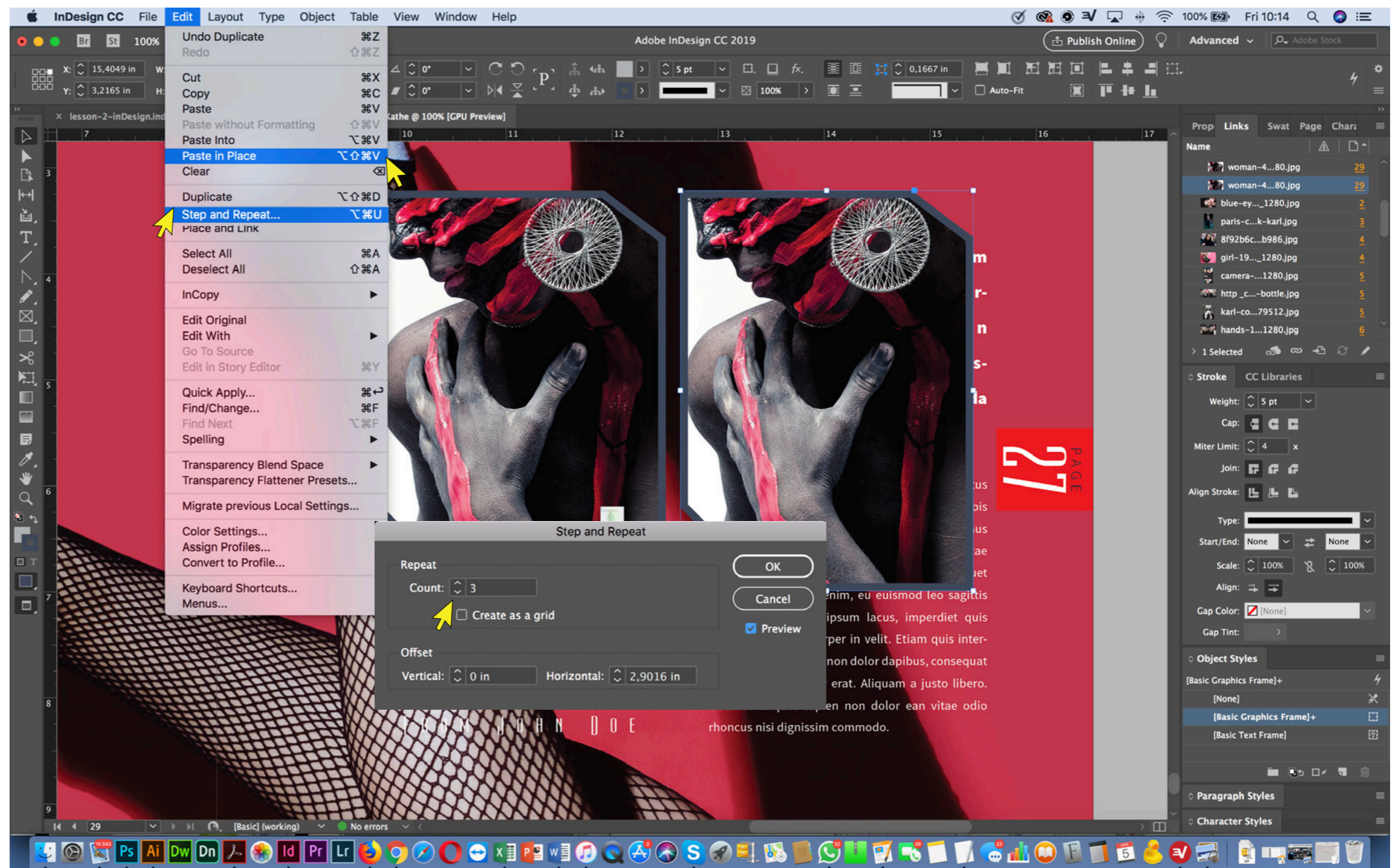
what should anchor and what should move. Everything else will scale around that point. You can also scale an image with an specific value. To do it, replace the percentage with a value with the desire number unit like cm or in. Its important to remember that when you scaled it down or up, InDesign automatically resets these fields to 100% once the scale has been done.

To rotale the image you can use again the Control Panel or just rotate it with the selection tool. Just make sure to use the right anchor point before rotating the image.

Duplicating Objects & Making Grids

To **duplicate an object** in InDesign just select it and hold down the **Option/Alt** key, and drag it. To duplicate an object keeping it in perfect vertical or horizontal align with the object copied just hold down the **Option/Alt + Shift** key. Also, when you see a little green, double-headed arrows on the right side, you now know that the space between your new object and the one above it matches the space between the others.

To **copy and paste** an object simply click **Command C** and **Command V**, but this action will paste the object on the center of the page. To paste an object from one page to another using the same place, go to **Edit>Paste in Place**. This feature tells InDesign to remember where those objects were when you copied them, and it puts them in exactly the same location. This feature won't work when using facing pages document, The same location means the same place on the same-side page. So, if you copy and paste something from a



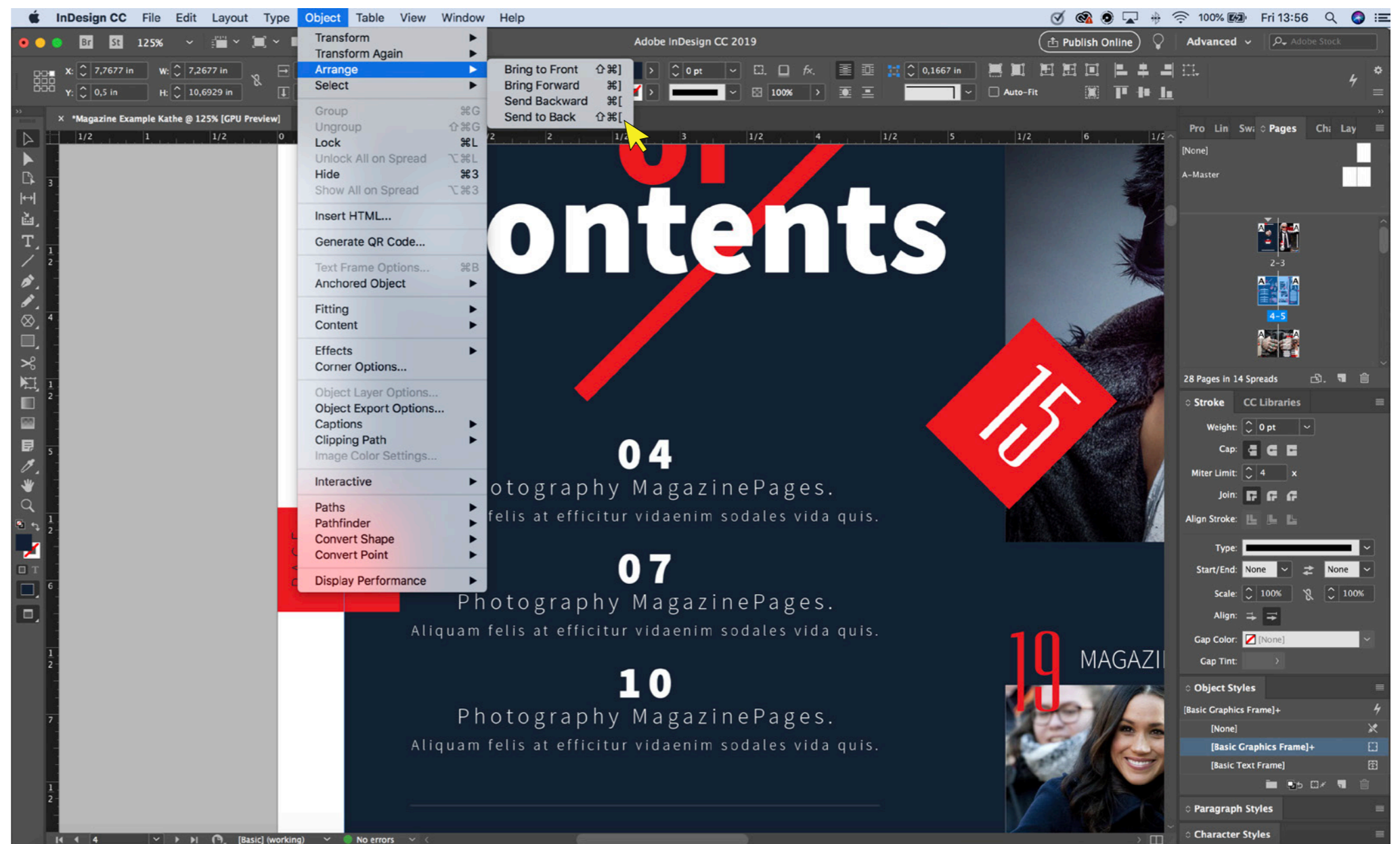
right-hand page, to a left-hand page, the paste in place feature is probably going to go off onto the paste board.

One more way to duplicate objects is to use **Edit>Step and Repeat**. This is a great tool because you can make a lot of copies at the same time. You can either make it repeat in one direction, or as a grid with very precise measurements.

Moving Objects Above or Below

You can **select through one object** when an object is behind it by **holding down the command key and then click**. You command clicked once and it selected through that object to the next object down. Then if you command click again and it selects to the frame in the back. One more time, it re-selects the top object and that's because there's no more objects behind it.

To **bring an specific image to the top** of bottom go to **Object>Arrange>Bring to front** and you could also bring forward, backwards and back. To get a visual on the stacked objects showing us exactly which objects are above or below others allowing us to control this visually, go to the **Layers panel**.



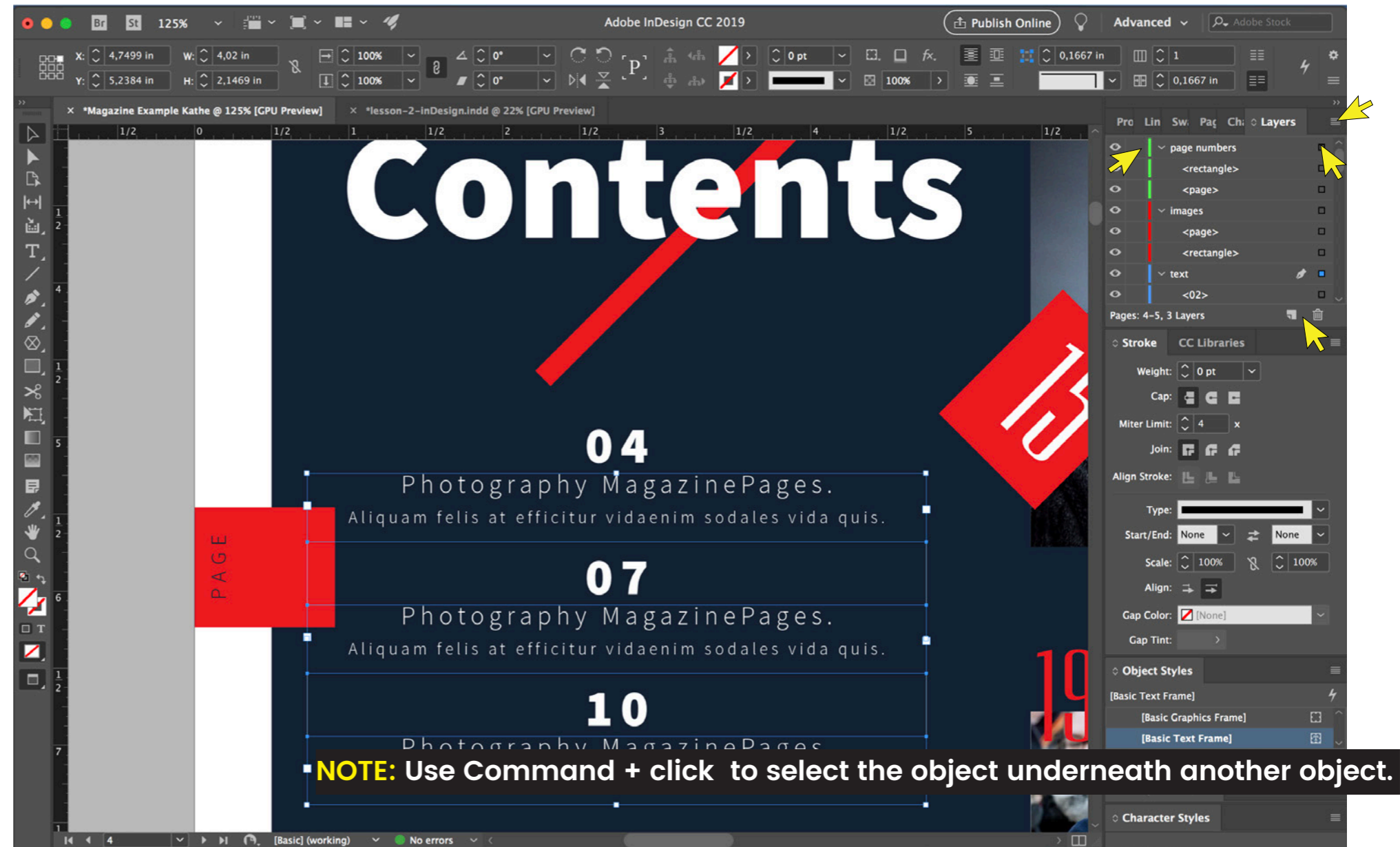
Creating & Controlling Layers

To organize your objects in InDesign, use the **Layers Panel**. Every document starts with one layer, called layer one and all your objects are currently on that layer. In this panel, you can make New Layers, erase them, rename them, lock them and more (just like in Photoshop). When you select a specific object, a little blue square lights up (or other color depending on the layer color) on the right side of the layer. That square is a proxy for whatever is selected on the page at that moment. If you drag that little blue square up from layer one to layer two, you'll see that the object moves to that layer reflecting the color of that specific layer.

If you **click once on the little selection proxy square** you will select all the objects on that layer. If you **double click on a layer**, it opens the **Layer Options** dialog box. In here you could change the

name of the layer, the color or even various behaviors. For example, if you turn off the Print Layer check-box, the objects on this layer will appear on screen but if you print or export a PDF, the objects won't appear.

Inside the layer you can see and manipulate the stack of objects inside each layer by clicking the little triangle to the left of the layer's name. You have the same controls of the layers, like being able to lock, hide or show individual objects. Also, this gives you control over the stacking order because you can drag the objects up and down inside the Layers panel. We can even drag them into another layer.

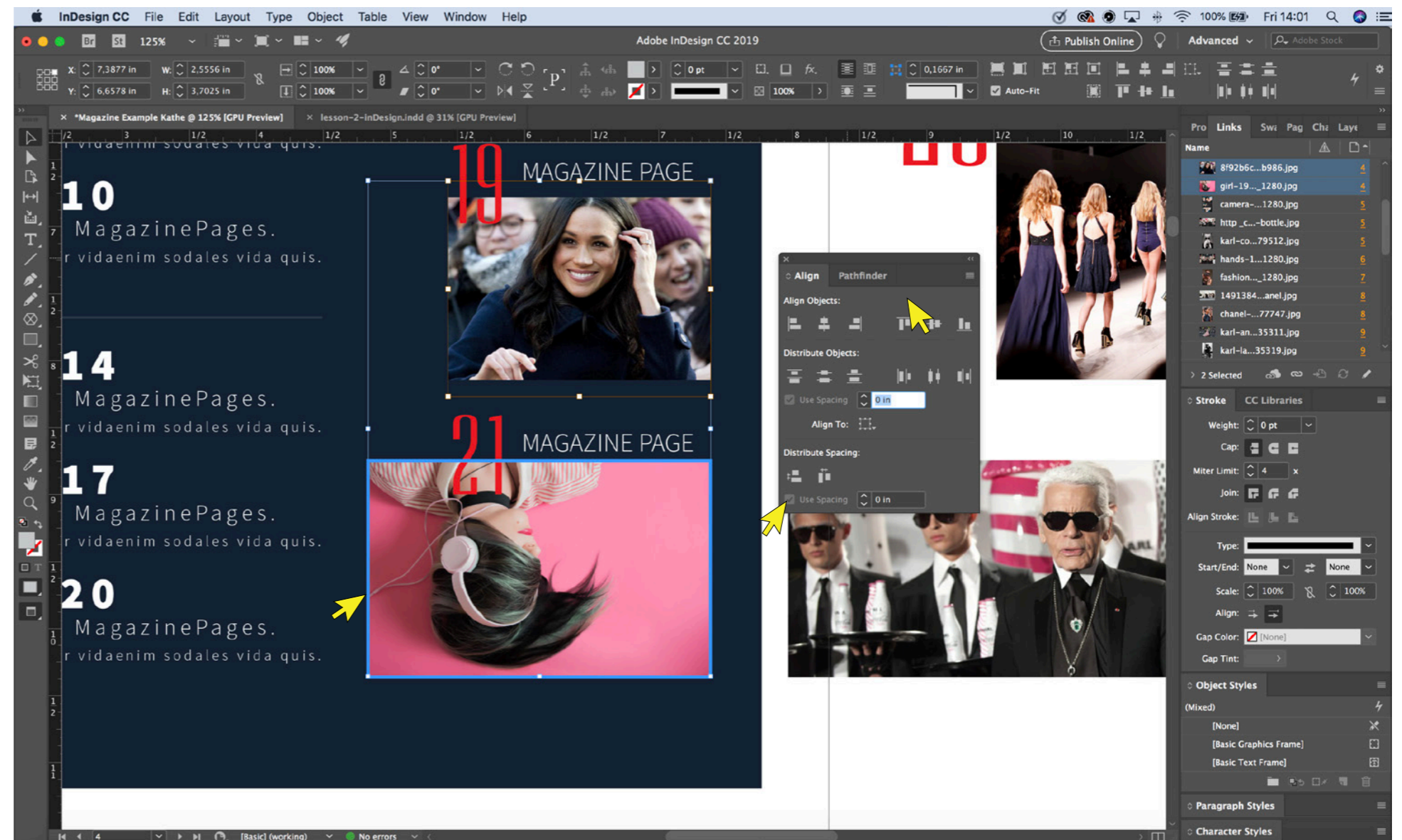


LESSON 2.4 MANAGING OBJECTS

Aligning & Distributing

In InDesign you can **align two or more images in many ways**. When there is a line of objects and you drag one of them you'll notice little lines showing up and disappearing. Those are called **Smart Guides** and they make life so much easier. The **magenta line** means the object is centered on the page. The **green horizontal lines** appear means those two objects are aligned. The **two little double headed green arrows** mean that the spaces between the objects are equal. Smart guides are great for aligning two or three things but if you have a lot of objects to align, it's much easier to use the **Align Panel (Window>Object and Layout>Align)**. Here you can align and distribute objects, but if you want to specify an exact amount of space between objects, you need to turn on the use **Spacing checkbox** down at the bottom of the panel.

To **align objects to an specific object**, select them all, and click again on the specific object. When you do that, you'll



see that the selected object highlights with a heavy outline. Now that object is they **Key Object**. All the other objects will align to it. Whenever you have two or more objects that need to stay together on your page, you should consider **grouping them (Command G)**. A dash lines around it appears and InDesign actually treats this group as a single object, but all of the objects in a group have to be on the same layer. If they're not on the same layer, grouping will actually put them on the same layer.

LESSON 2.4 MANAGING OBJECTS

Understanding Text Wrap

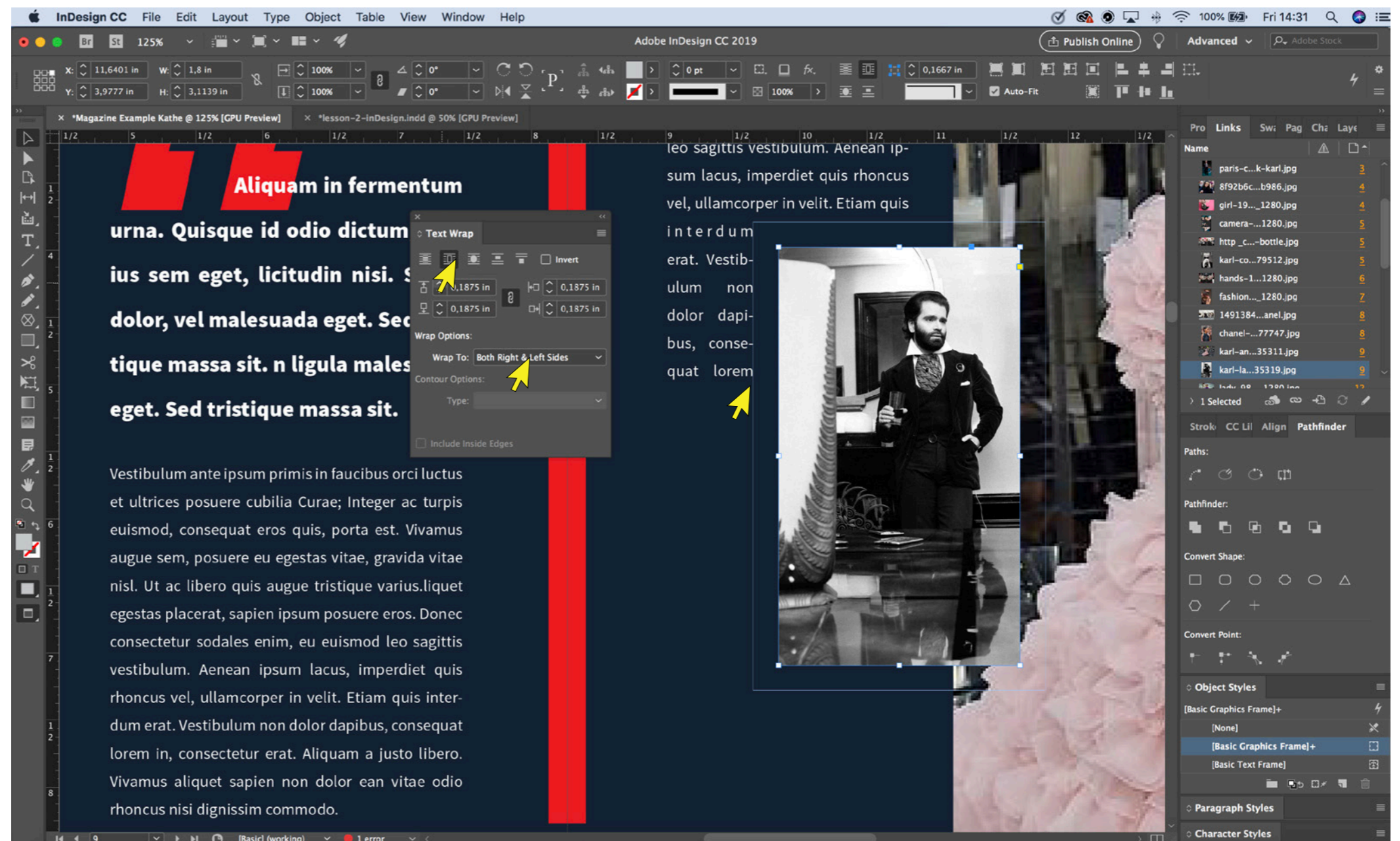
To get text to run around an object you need the **Text Wrap Panel**.

The first button in the **Text Wrap Panel** means no wrap.

The second button is to **Wrap Around the graphic frame**, the whole frame. If I want to fine-tune that text wrap, you can adjust the fields changing the amount of space on each side. If you click the link icon in the middle, it changes all of the fields.

The third button is to **Wrap Around a circle or taped object**. This means wrap around the object shape, but unfortunately, graphics are almost always technically rectangular. So you need to tell InDesign to wrap around what the graphic looks like by changing the type pop-up menu in the contour options section to detect edges. That asks InDesign to go in and find the edge around the image.

The four button means **jump over**. In other words, there should never be any text on the left or right side.



The last button means **skip to the next column** which forces the text right out of the text frame.

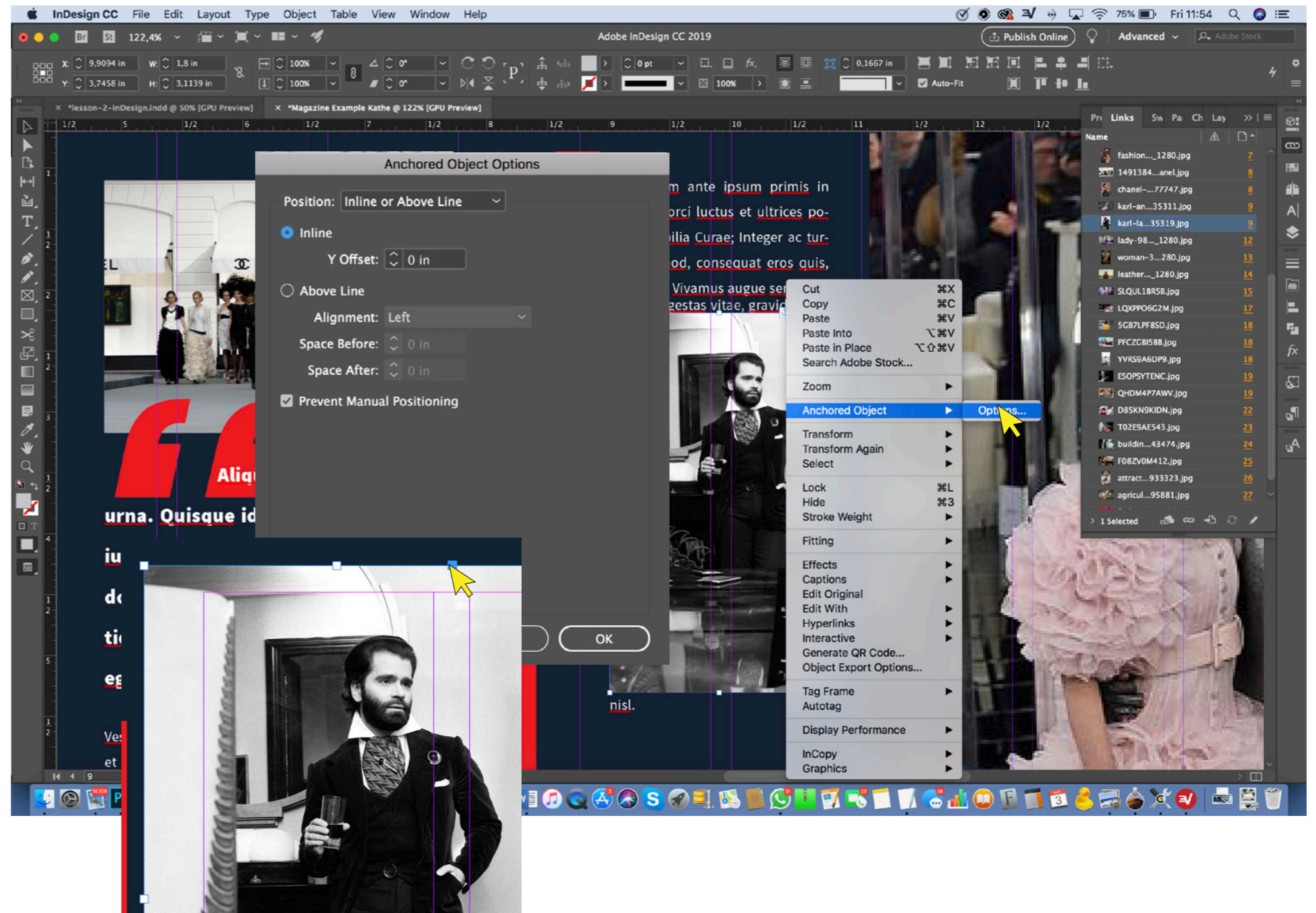
To never lose the content of your page when you wrap around an image, go up to the **Object > Text frame options**. Inside the text frame options dialog box, turn on the ignore text wrap checkbox. When you turn that on and click okay the text frame will never be affected by text wrap on your page.

Using Anchored Objects

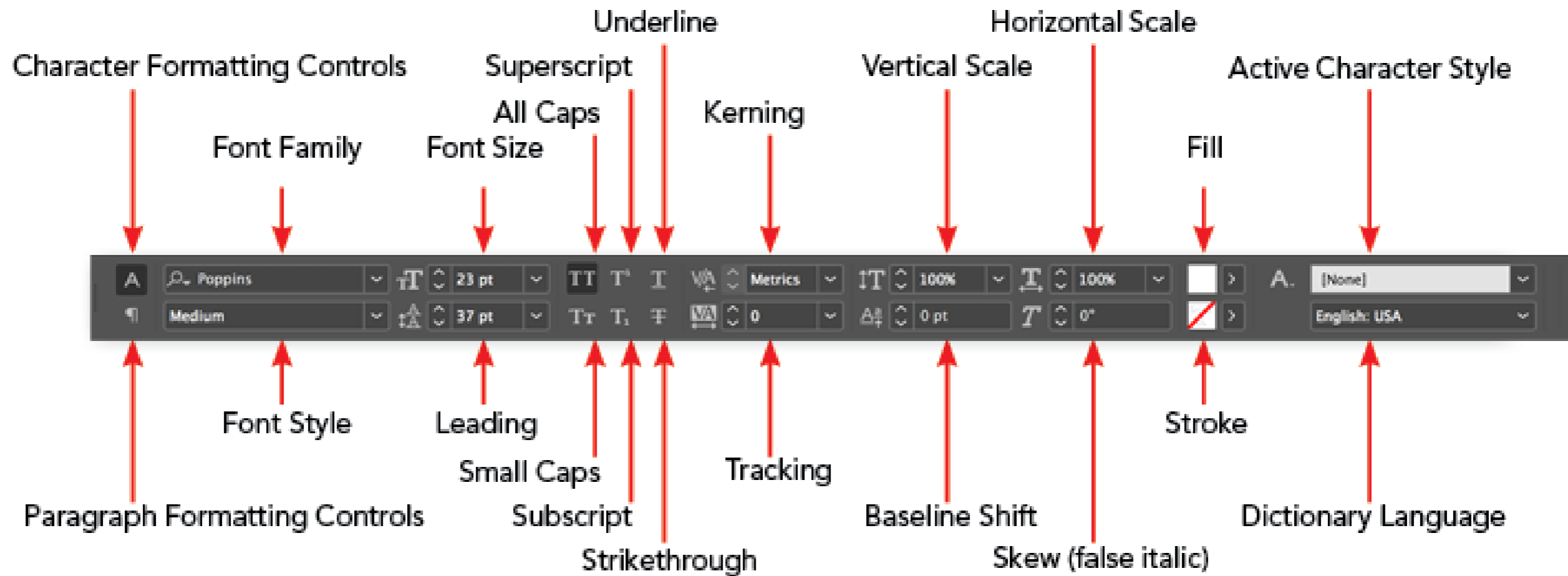
Anchored objects are items, such as images or text boxes, that are attached to specific text. The anchored object goes along with the text containing the anchor as the text reflows. Use anchored objects for all objects that you want associated with a particular line or block of text, for example, sidebars and callouts, figures, or icons associated with a specific word.

To add an anchored object, use the Type tool to position an insertion point where you want the object's anchor to appear, and then place or paste the object. You can also click on the blue box of the image and place it in the text using the shift key.

To position the object, select it with a selection tool and choose **Object>Anchored Object>Options**.



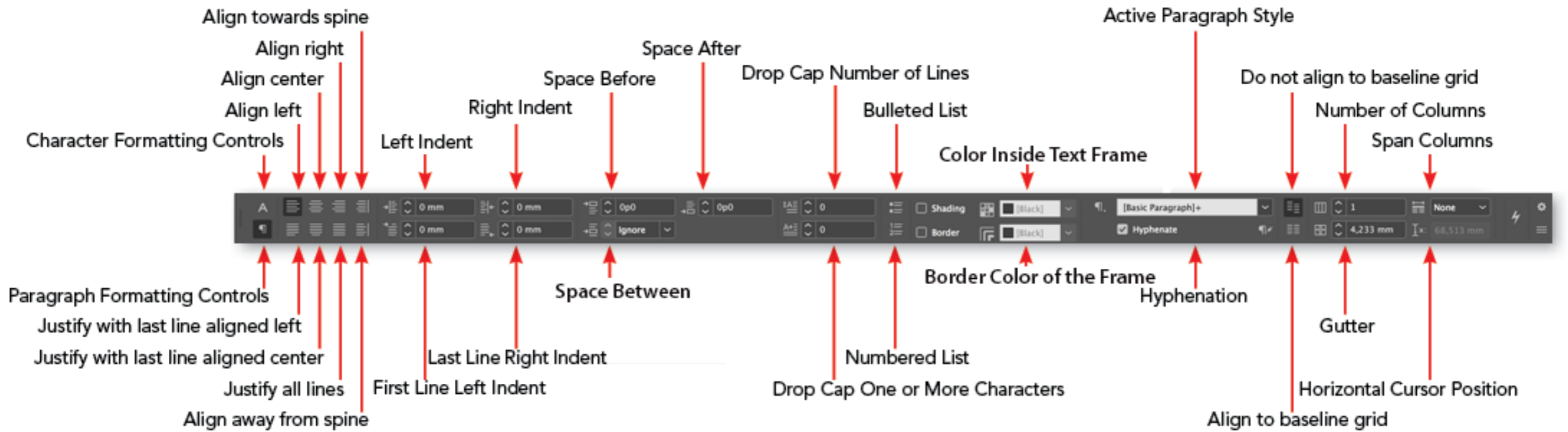
Character Formatting Controls



LESSON 2.5

TEXT FORMATING

Paragraph Formatting Controls



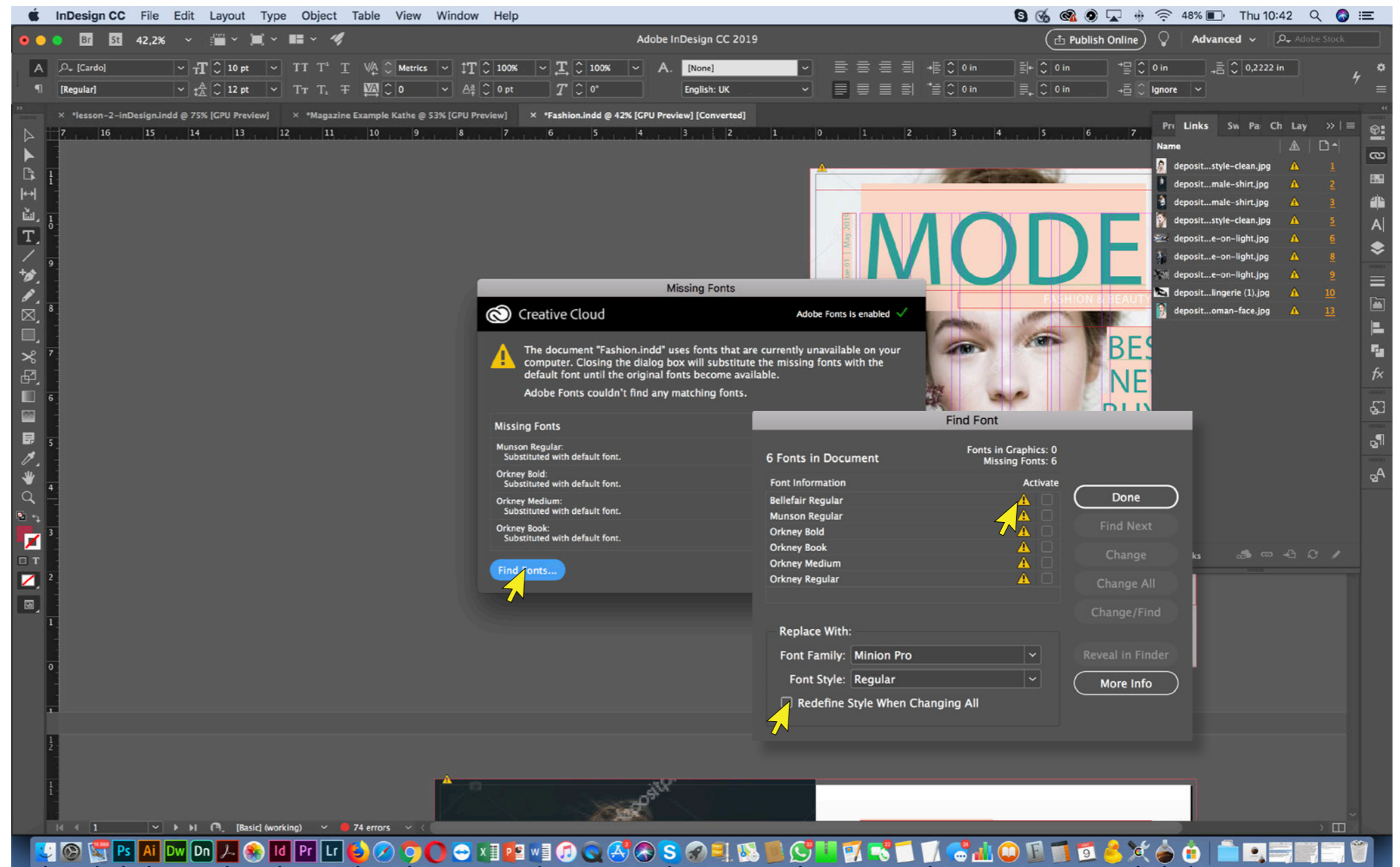
LESSON 2.5

TEXT FORMATING

Using Find Font

When you open an InDesign document and a dialog box shows up telling you that one or more of the fonts in the document you just opened are missing, you can ignore the problem by clicking close, or you can fix the problem by **Activating** the font missing with your **Creative Cloud subscription**. If the fonts are not in the CC library, a Missing Fonts dialog box. You can close the box or you can go to **Find Fonts**. Normally, unless you've turned off this feature in Composition Preferences, substituted fonts are highlighted in your document with a pink color.

When you click the **Find Fonts** button a dialog box opens and you can identify the missing fonts in the document, or in placed graphic files. You can do a complete Find and Replace for files in the InDesign file. Also, at any time, you can open this dialog box by choosing **Type > Find Font** to check on the status of your fonts.



Within this dialog, you can view the fonts used in the document in a scrolling list. InDesign uses the yellow alert icon to indicate missing fonts. If you need to access more information, click **More Info**. To replace an incorrectly-styled text, select the font from the list and click Change, Change All, or Change/Find. If you believe the errant font is actually inside a character or paragraph style definition, then turn on the **Redefine Style When Changing All** option before you click Change All.

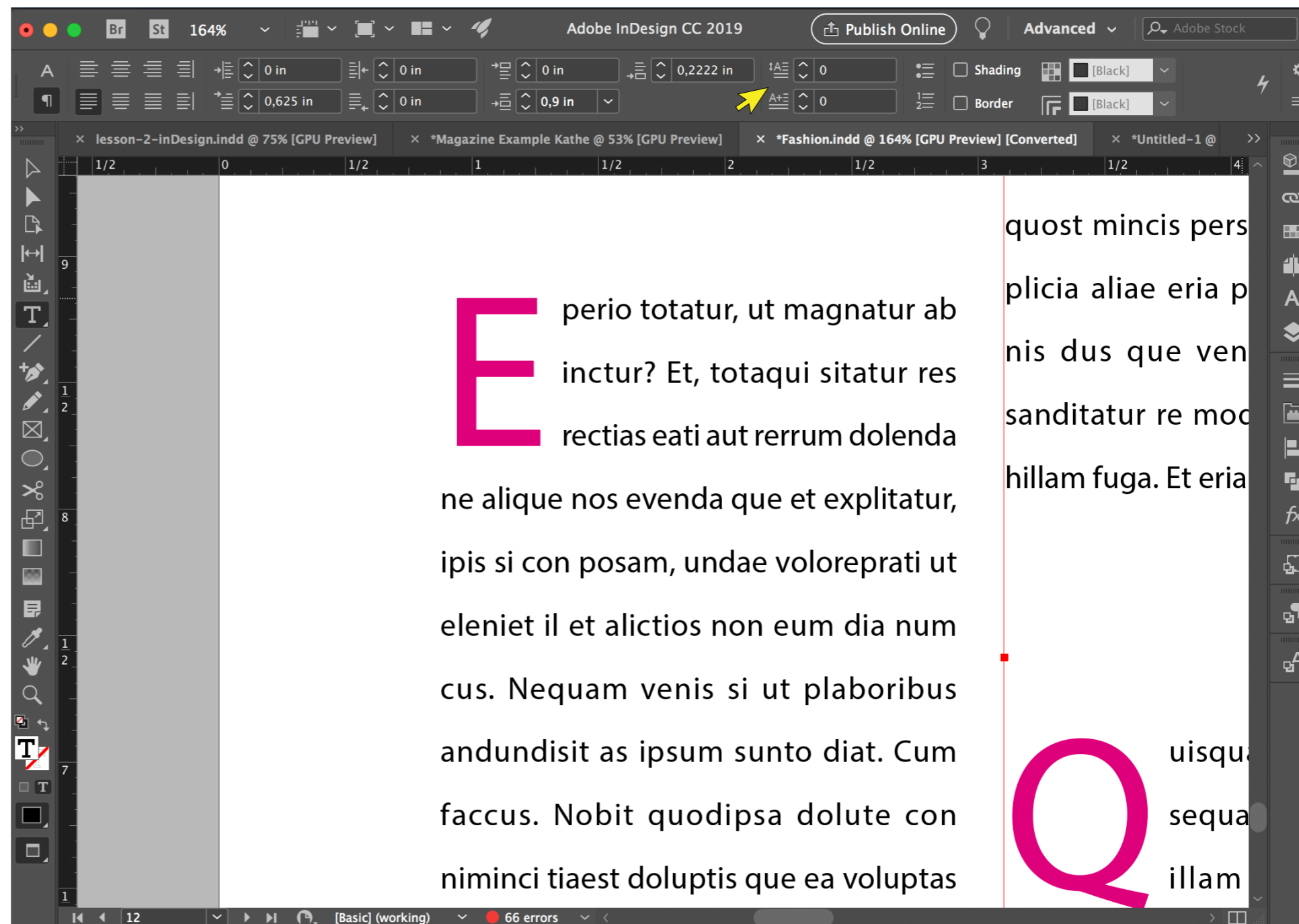
LESSON 2.5

TEXT FORMATING

Using Drop Caps

You can apply **drop-cap character** or characters in a paragraph. For example, if you want a drop-cap character to have a different color and font than the rest of the paragraph, you can define a character style that has these attributes.

Then you can either apply the character style directly to a paragraph, or you can nest the character style in a paragraph style.



LESSON 2.5

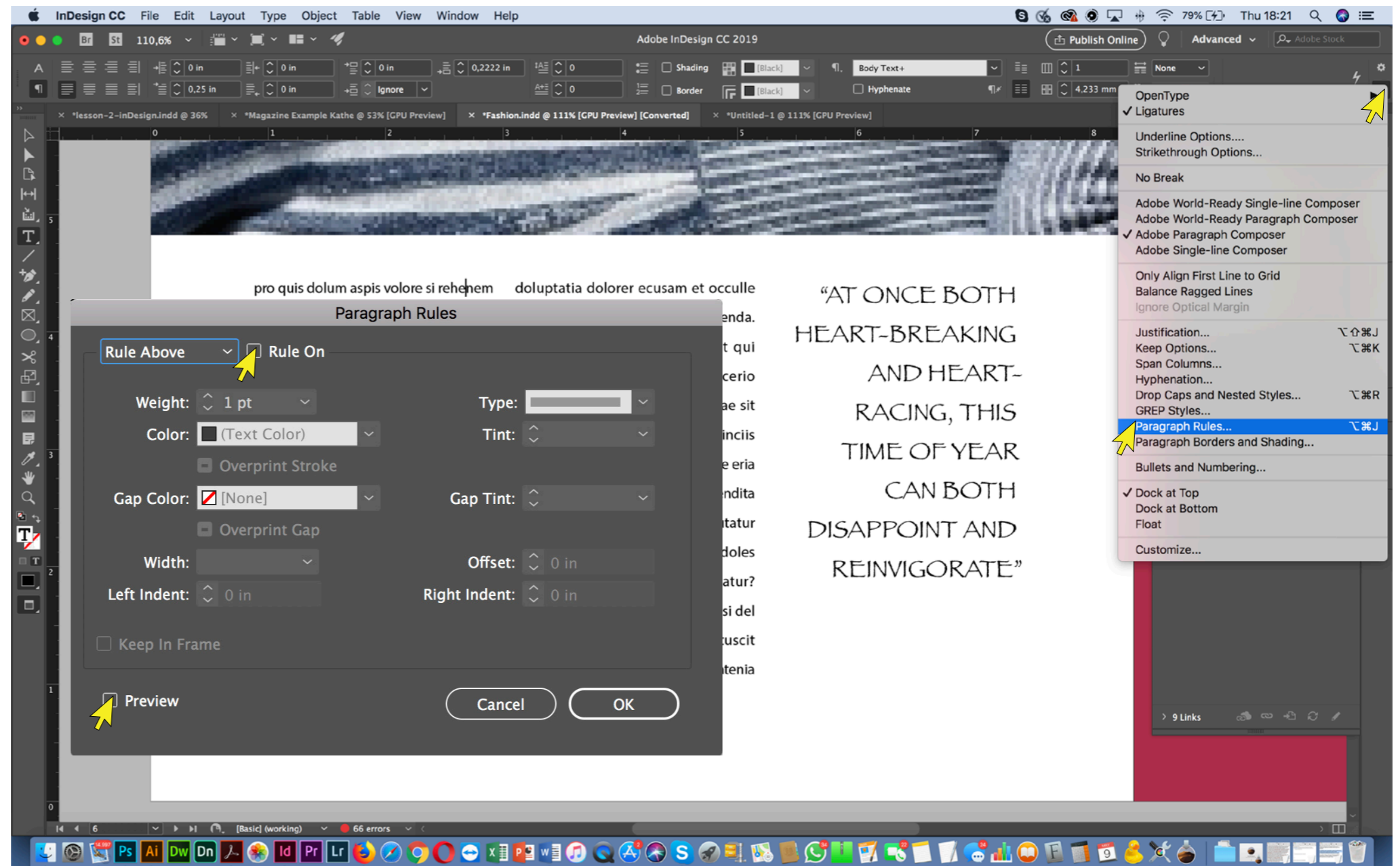
TEXT FORMATING

Adding Rules

You can make lines of text look more interesting by Adding **Paragraph Rules**. To access it press **Cmd+opt+J**, or by going to the lower right side of the Control Panel.

In here you can explore what you can do with this creative tool. You can set a rule above or below, set a line color weight, style and more. Don't forget to **check the Rule On check box**.

Have fun!

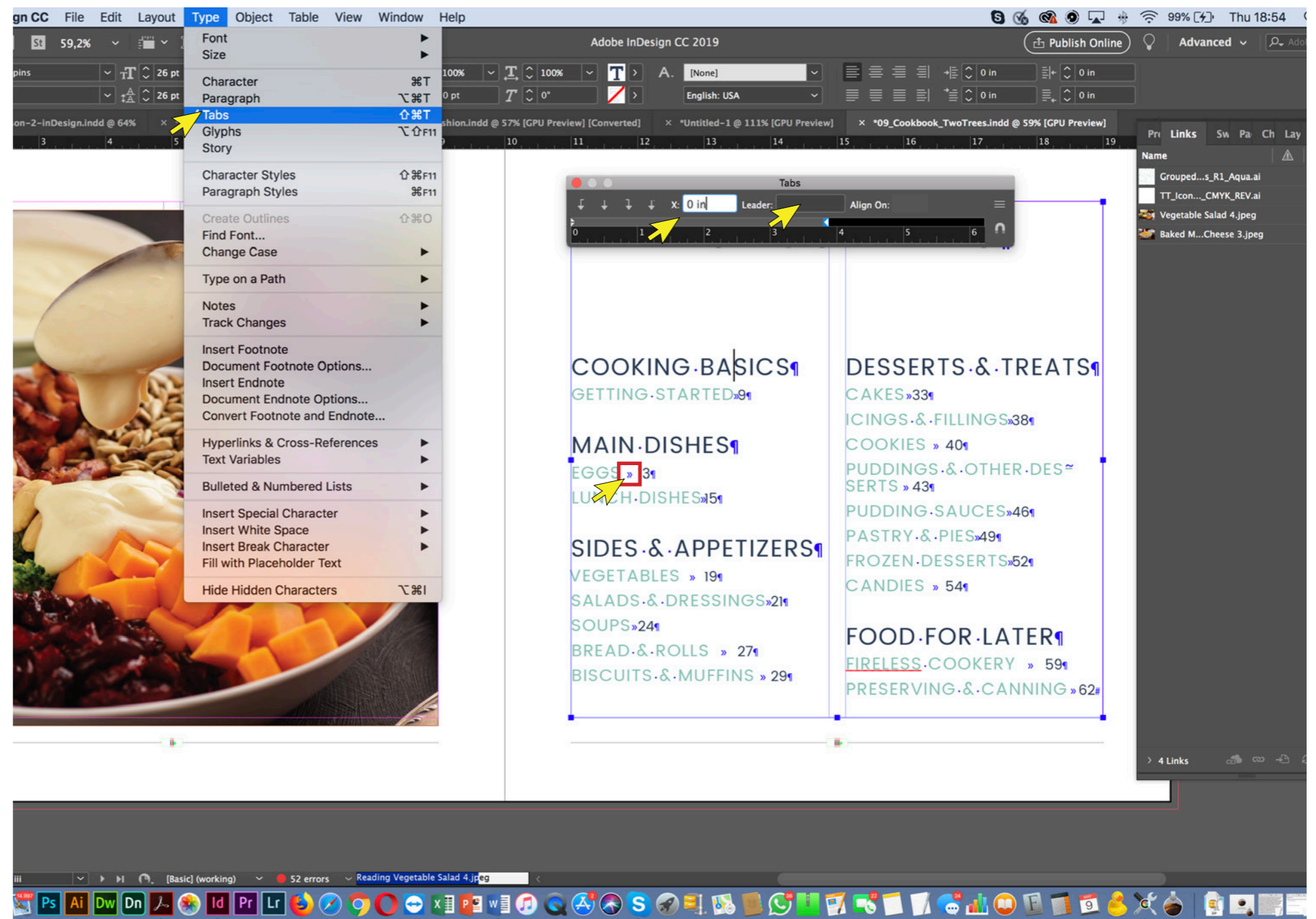


Setting Tabs & Tab Stops

If your text have tabs, you wont be able to see them. Go to **Type>Show Hidden Characters**. Now you can see a little blue double angle bracket. That's the symbol for a tab character.

To set up your own tab stops, open the tabs panel **Type>Tabs**.

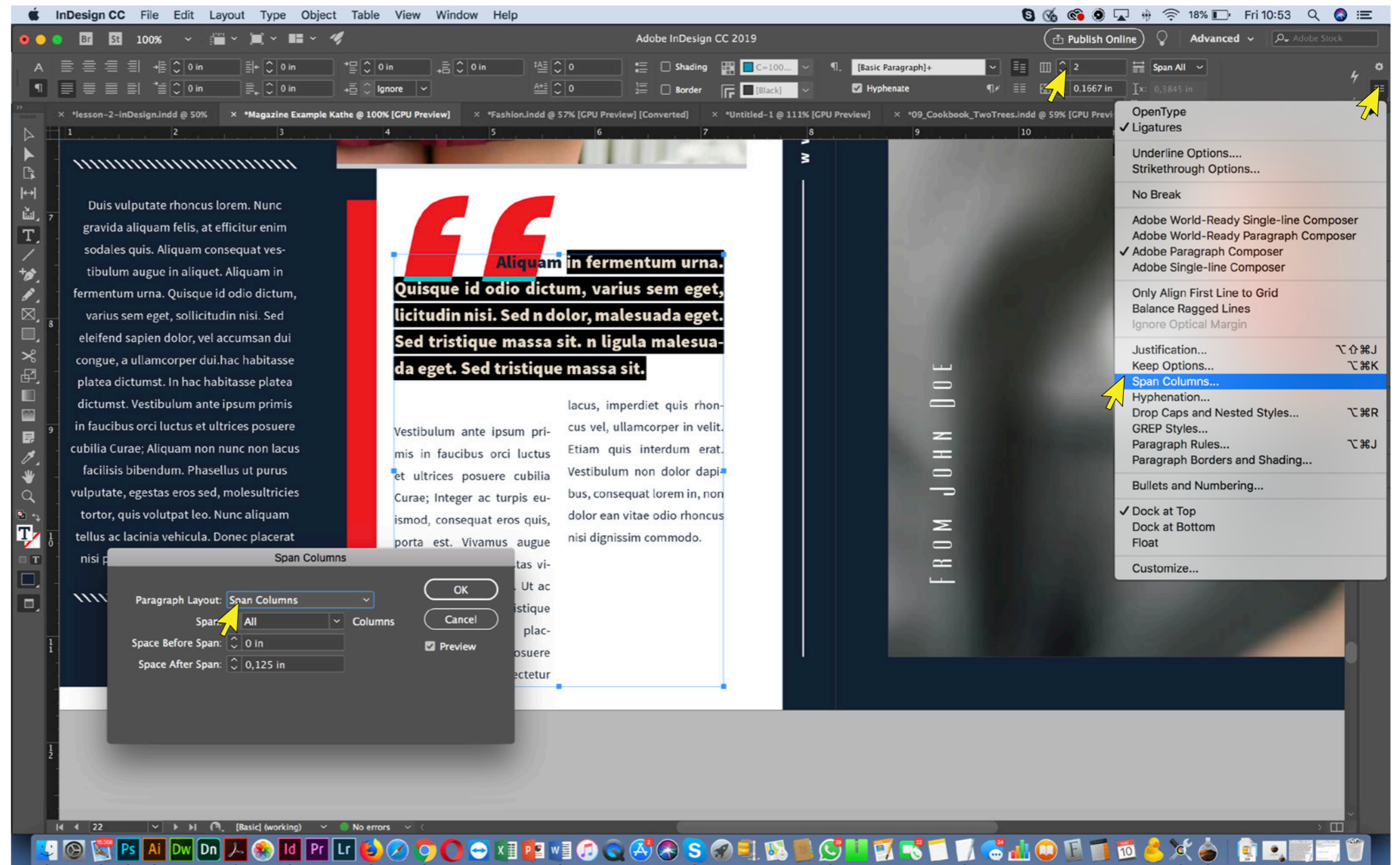
Now to add your first tab stop all you need to do is click in this blank area along the top of the ruler. Then if you want to move that tab stop, just drag it around. You'll notice that as you drag you can see a black line that indicates exactly where the tab stop is going to be. Exactly where those numbers are going to line up. If there's not enough room for most of the numbers at the end of each line, they're getting pushed down to the next line. To fix that, change the tab stop. While it's selected up in the Tabs panel, choose



one of the tab's buttons. These are the different kinds of tab stops for you to choose. You can also add some dots in between by typing the character desired in the Leader Box.

Spanning & Splitting Paragraphs

To **split text frames**, select the text frame and go up to **Object>Text Frame Options**. Then, in the number field inside the column section. But if you want the heading at the top to **span across** both of those columns, switch to the type tool by double clicking inside this text frame. While the cursor is flashing inside that paragraph, go up to the **control panel**, and look for the feature called **Span Columns**. Then, scroll down to Span Columns. Now from the Paragraph Layout pop up menu, choose Span Columns. You have various options including span all columns or just two or three columns. This feature only works in multi-column text frames. If this were two different text frames that were threaded together, span columns would not work. Whenever you span a paragraph, it breaks your page into zones. If you wish to split a text into two little mini columns, you use the same feature. Choose span columns one more time and instead of choosing

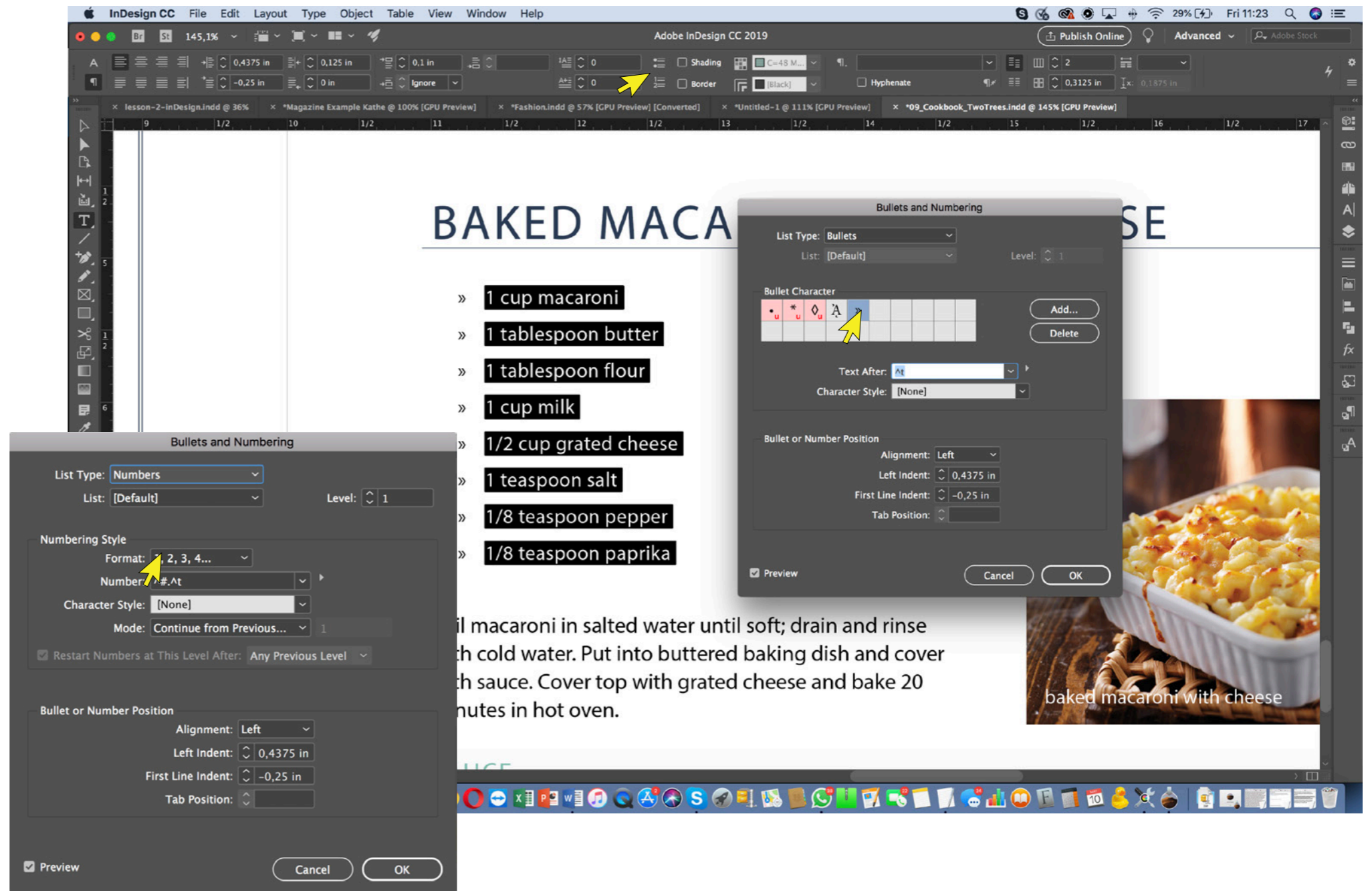


span columns, choose split column. You can choose how many sub-columns you want. InDesign actually creates a new little zone inside the text frame, and it splits it up into two columns. You can't really see the columns, but obviously the text is flowing down the left, and then over to the right.

Adding Automatic Bullets & Numbers

To add **Bullets or Numbers** in front of a list of paragraphs, switch to the type tool and select the rows you wish to apply. Make sure you are looking at paragraph formatting, not the character formatting in the control panel. To add automatic bullets, click the **Bullet Button**. To change the bullets, go to the bullets dialogue box holding the **option/alt key** and **click on that bullets button** one more time. Here you can see a number of different bullet characters that you could use, or make your own custom bullets. Click add button (they are always characters from inside a font). You need to tell InDesign what font you want to pull the character from.

Below the bullets number is the automatic **Number Button**. When you click on it you get numbers. If you want the paragraph number three to start



LESSON 2.5

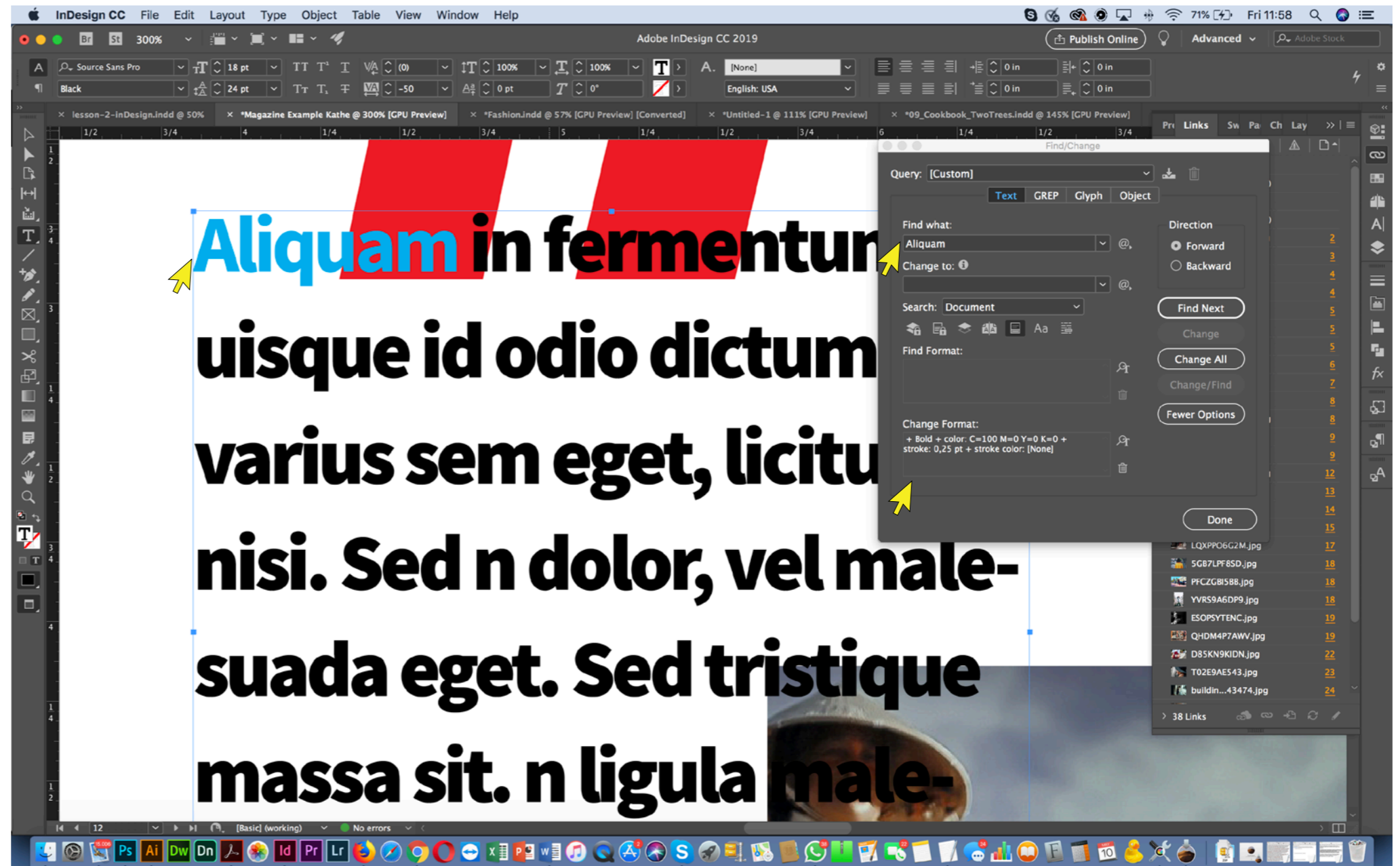
TEXT FORMATING

over at number one again, all you have to do is place my cursor inside the paragraph, then right click, or control click with a one button mouse, and then choose **Restart Numbering**. If you need to do anything more complex you need to visit the numbering dialogue box. Select the whole list again and hold down **option/alt key** and **click the automatic numbering button** one more time. Here you can change the style like roman numerals or letters instead of numbers, or the change desired.

Find/Change Text Formatting

To add **text formatting** to a specific word within your content, use **Fine Change Dialogue Box, Edit>Fine Change**. In the text tab type the word you want to change. You need to find that word everywhere you used it to apply formatting to it. To do that you need to change the Find Format area. If you don't see the Find Format and Change Format areas, you need to click on the More Options button. To use the Change Format field, click anywhere inside this box and up comes the **Change Format settings dialogue box**. This lets you specify exactly what you want this word to look like. For example you could change the font style to "Bold" and the color to "red". If you leave other fields blank, InDesign will just ignore them, and click ok.

To **find and change the formatting**, click in the Find Format field and click on Character Color, and choose the red color that you are searching for. Now



click in the Change Format area as well, and go back to Basic Formats and delete the word bold from this field. Then, go back to Character Color and I'll choose a different color and click Okay. So, once again, the Find Format and the Change Format fields show you exactly what's gonna be found and how it's gonna be changed, so go ahead and click Change All. To clear out all that formatting, all you have to do is click on this little trash can icon in the lower right corner leaving the formatting blank.

LESSON 2.5

TEXT FORMATING

Highlighting Paragraphs with Boxes

If you like a **border around the text, or maybe some background shading**, just double click inside the frame to switch to the type tool and select little bit of each of those paragraphs.

Remember you don't have to select the whole paragraph to tell InDesign what you want to change.

To apply paragraph shading to these paragraphs, **click on the shading checkbox in the control panel**. If you hold down the option or alt key and click on that little icon next to the popup menu, up comes the dialogue box. Now technically this is two different features in one, Shading, and Border.

Now you can apply the changes you desire.

