

Using the interface, two InDesign exercises:

Excercise One

To prepare, please create a new document:

- Choose “File>New”. This opens a document setup box.
- Set Page size to “letter” and columns to “3”

Look for the InDesign Tools Palette. If you cannot see it, choose “Window>Tools.” Some tools have “tiny arrows” that bring up other tools via “flying menus.”

Note the view menu! It gives you a lot of options regarding how you can view your page. Here you have the option to hide and show many of the palettes that are the basis for InDesign.

On your desktop you will find a folder called “InDesign_Files.”

Please do the following:

- Choose “File>Place” and select the file “text01.txt.”

This will cause the normal pointer icon to be replaced with a placement icon. Without clicking, move this icon to any place on your document. This new pointer icon will move as though it were your pointer icon.

Click the placement icon about an inch down from the top on the left side of the left column on the three column document.

This will cause text to flow into this column. You will notice that

there is a red “+” in the lower right margin of this text box you just created. If you click on this plus sign you will get another text placement icon which you can use to place text into another location. Text will then flow from the first box to the next.

The text boxes you create can be resized and manipulated. If you click on the “Text” tool in your “Tools” palette you can create empty text boxes for new headlines and image captions.

Let’s bring in a photo. Please do the following:

- Choose “File>Place” and select the file “picture01.jpg.” Now you will get a different mouse icon.

When you click into your document this new picture will be placed into it. If the picture is too big or too small simply choose the selection tool in the tools palette then right-click on the image (or control-click on a single button Mac.) On the menu that comes up select “transform” then “scale.” You can change the size of the object by adjusting the scale or magnification of the object.

The toolbars, menu items and palette choices can change depending on which tool you have selected in tools palette. There are some significant terms differences between Quark and ID. For example lines are strokes in ID and the colors you want to fill an object with are called “fills.” Some oth-

er terms, like step and repeat, are the same.

Go under the “Window” menu. Be sure stroke is selected. If it is grouped with other menus, grab its tab and tear it away from them. Now, drag its tab to the side of your work space until it forms a vertical bar. Then, click on its tab to open it and again to close it. Now, drag it to a menu group. Click on its flyout menu triangle. On the very lower left you will see a resizer bar. Please resize it with this bar. Finally go to window and deselect it. Note, that there is a keyboard equivalent to do this.

Excercise Two

Go to Layout>Margins and Columns. Change the number of columns to one and click ok, now change it back.

Rulers help you measure and align objects on the page. Drag guides from them from both the top and left margins. Do this by Click+Hold+Dragging from inside ruler areas. Note that you can move guides anywhere on page and it works the same with the left ruler. Remember, guides do not print. Go to View>Snap To Guide and be sure it is selected. Note that once you enable alignment, if you move an object close to a guide, its bounding box snaps to the guide!