

TechKnow Lesson

Subject: Setup and Organization

Program: InDesign

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- Paragraph Palette

2. InDesign Tools

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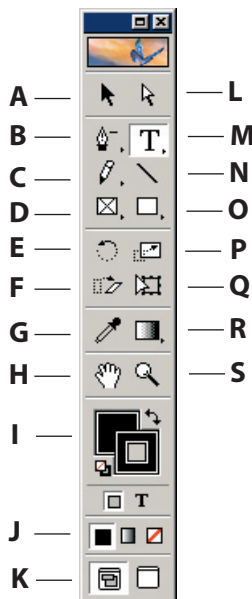
6. Centerspreads

- Which Pages are the Centerspread?
- Set Up Your Document for Facing Pages

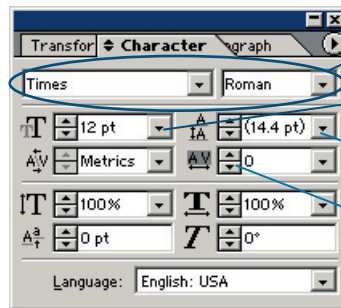
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Tool Box

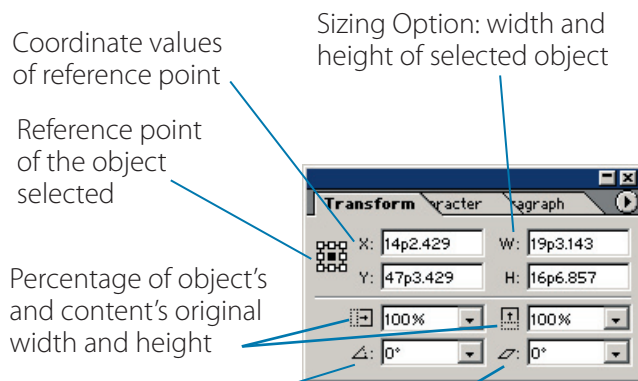
- A** Use the selection tool to select, move, and resize objects.
- B** Use the pen tools to draw objects, add or delete points along an object, and change the direction of points.
- C** Use the pencil tools to draw and erase freeform objects.
- D** Use the frame tools to draw squares, rectangles, circles, ellipses, and polygons.
- E** Use the rotating tool to select and rotate objects.
- F** Use the shear tool to slant or skew an object along its horizontal axis, or rotate both of the object's axes.
- G** Use the eyedropper tool to copy the character, paragraph, fill, and stroke attributes, and then apply those attributes to other type or objects.
- H** Use the hand tool to navigate pages.
- I** Use the stroke and fill tools to add color to objects or text.
- J** Use the color, gradient or none buttons to choose the kind of stroke or fill to be used.
- K** Use the normal and preview buttons to switch between modes.
- L** Use the direct selection tool to edit the content of a frame.
- M** Use the text tool to edit text.
- N** Use the line tool to draw lines.
- O** Use the box tool to draw squares, rectangles, circles, ellipses, and polygons.
- P** Use the scale tool to scale objects.
- Q** Use the free transform tool to change an object's attributes.
- R** Use the gradient tool to apply gradients. Use the hidden scissors tool to split a path, graphics frame, or empty text frame at any anchor point, or along any segment
- S** Use the zoom tool to increase or decrease the page view.



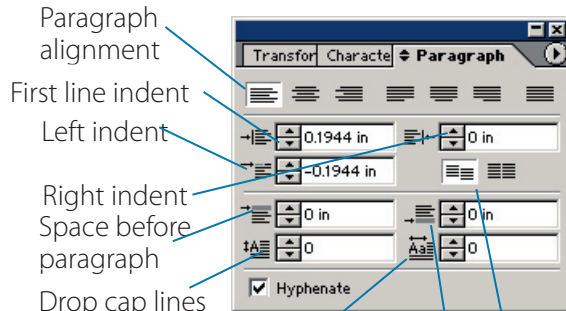
Character, Transform and Paragraph Palettes



- Choose Font Style Here
- Font Size
- Leading: Space between lines of type
- Tracking: Space between letters



- Coordinate values of reference point
- Reference point of the object selected
- Sizing Option: width and height of selected object
- Percentage of object's and content's original width and height
- Angle
- Skew



- Paragraph alignment
- First line indent
- Left indent
- Right indent
- Space before paragraph
- Drop cap lines
- Drop cap letters
- Space after paragraph
- Left: Do not lock to baseline grid
- Right: Lock to baseline grid

TIP: If your palettes aren't visible you can activate them by selecting:

Window > Tools
> Transform
> Paragraph

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Swatches Palette

With the object or type selected, choose a color.

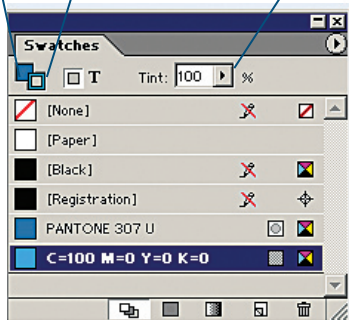
Choose Cyan anytime you want to apply color to an object or text.

To create gray screens, choose a shade of black. 20% works best on newsprint.

Select Fill

Select Stroke

Tint field and slider: Allows you to determine the shade of color



TIP: If your palettes aren't visible you can activate them by selecting:

Window > Swatches

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Create Three Folders for Each Issue

If your computers are networked together, create a central folder where all the elements of the newspaper can be stored.

- Create one folder that has all the elements of your current issue in it.
- Within that folder create two folders:
 - Articles
 - Pictures
- Create a shortcut on your desktop to the main folder.



Keeping Up With Pictures

In your **Pictures** folder, place all of your scans, digital pictures and other graphics.

Open each picture you plan to use in Photoshop.

Size it, crop it, and save it in the correct format.

Save your adjusted pictures into the **Pictures** folder.

TIP: A good way to name your finished picture is with the page number and place number. Example 1-1 would be page 1. picture 1.

TIP: Always save your pictures to your hard drive. When images are stored on floppy disks or CDs it becomes very easy to lose the link.

Naming and Saving Document Files

- Save all your document files in the Issue folder.
- Name your layout files by page numbers / school initials / issue. Example: 01-08phsSEPT.p65
- Layout the newspaper pages in the design file as you'd read them in the paper:
 - 1, 2, 3, 4, etc.

TIP: Get to know your Network Administrator. You may need his/her help more than once.

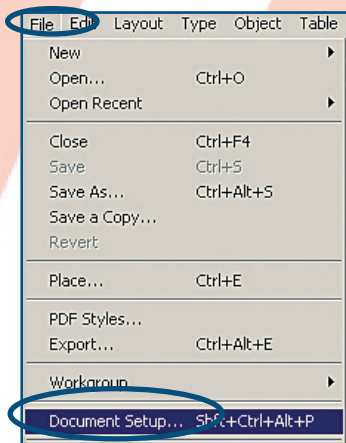


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Set up Your Document

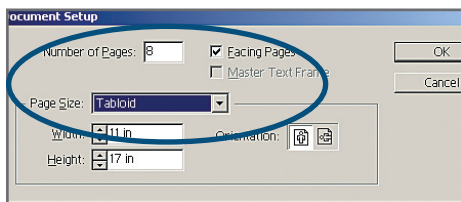
TIP: Do not include blank pages in your document.

Bring up the **Document Setup** window by creating a new document **File > New Document** or by clicking **File > Document Setup**



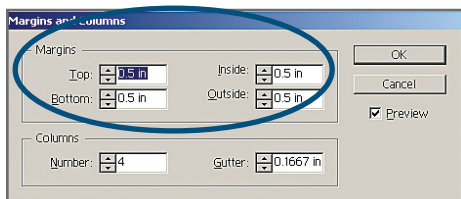
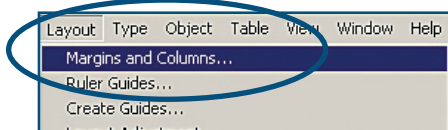
The Document Setup window is where you will choose your paper size. Choose Tabloid.

Select the number of pages. Choose Facing Pages to allow you to see two pages side by side.



The **Layout > Margins and Columns** window is where you will choose the margins.

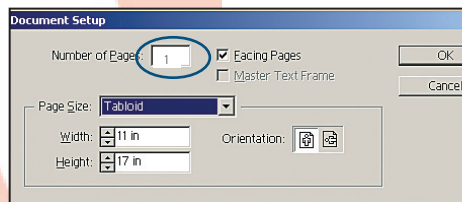
Input the margins. (Always a half inch on all sides.)



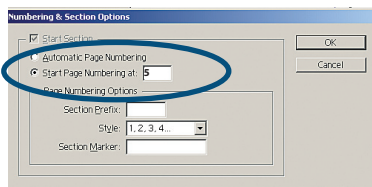
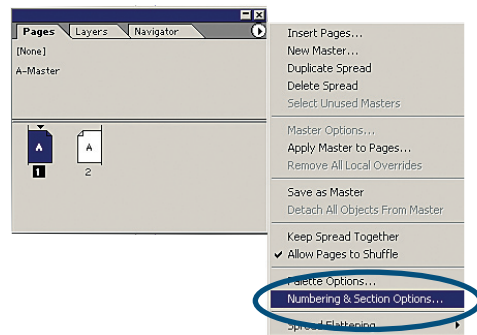
Creating Single or Double Page Documents

If you need to create your paper in multiple files you can set your pages up like the examples below.

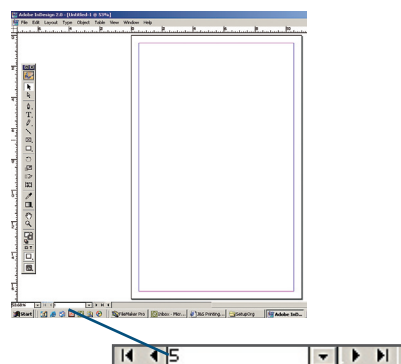
One-page file: To create a document that contains only page 5, choose **Number of pages - 1**



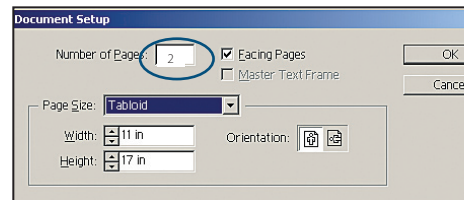
Next, select **Window > Pages**. From the **Pages Palette** drop-down menu, select **Numbering and Section Options**. Then select **Start Page Number At** and enter 5.



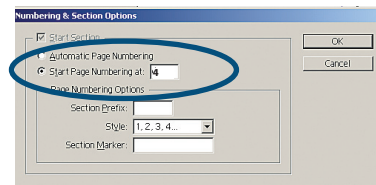
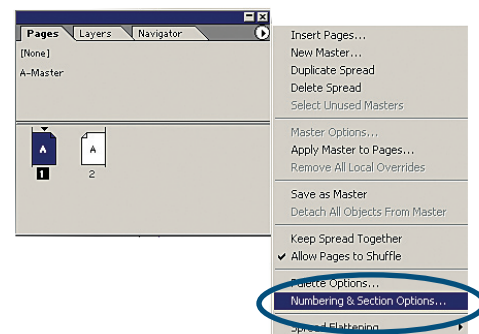
A one-page file, as seen onscreen



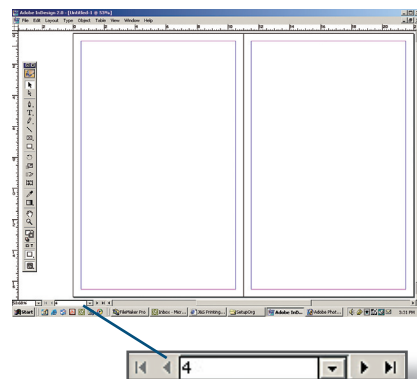
Two-page file: To create a document that contains only pages 4 and 5 choose, **Number of pages - 2**



Next, select **Window > Pages**. From the **Pages Palette** drop-down menu, select **Numbering and Section Options**. Then select **Start Page Number At** and enter 4.



A two-page file, as seen onscreen



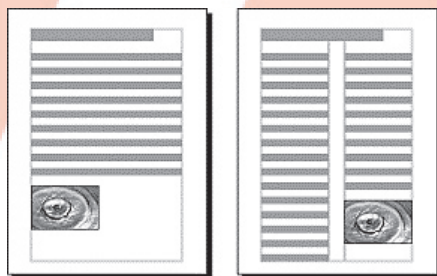
IMPORTANT: The page numbers MUST match the page of the paper.

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TIP: Use our blank templates to make your life easier. We've already set all the preferences. Just download them from www.jsprinting.com.

What are Column Guides?

You can create columns to help control the flow of text in text blocks that you place automatically, and to help position text and graphics. How you specify columns is determined by the command you use.



The **Layout > Margins and Columns** command creates a specified number of columns of identical widths, fitting them within the margins of the page.

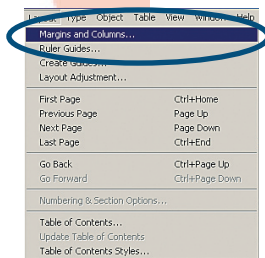
You can create up to 20 columns on a page. (The default setting is one column per page, which is the entire area between the margins.)

We've set up our templates with four columns, but you can change them on the master page.

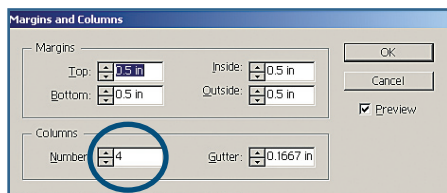
Create Column Guides

To set up columns on a page:

1. Turn to the publication page or master page where you want the columns.
2. Choose **Layout > Margins and Columns**.



3. Enter the number of columns you want. Select the space between columns. (You may choose to leave this at the default setting).



TIP: The number of columns you place on your document is strictly a matter of your preference.

Master Pages

To save time and ensure consistency, add column guides to master pages rather than to specific publication pages. For complete instructions on how to use Master Pages, read our **TechKnow Lesson: Master Pages**.

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Which Pages are the Centerspread?

Every publication has one pair of pages which prints side by side. This is referred to as a "Centerspread" or a "Double Truck". On these two pages you may ignore the center margin. This basically gives you an additional inch to work with and allows you to be creative in your design.

To determine which pages are your centerspread do this:

Take the number of pages in the paper and divide by 2. This is the 1st page in the pair.

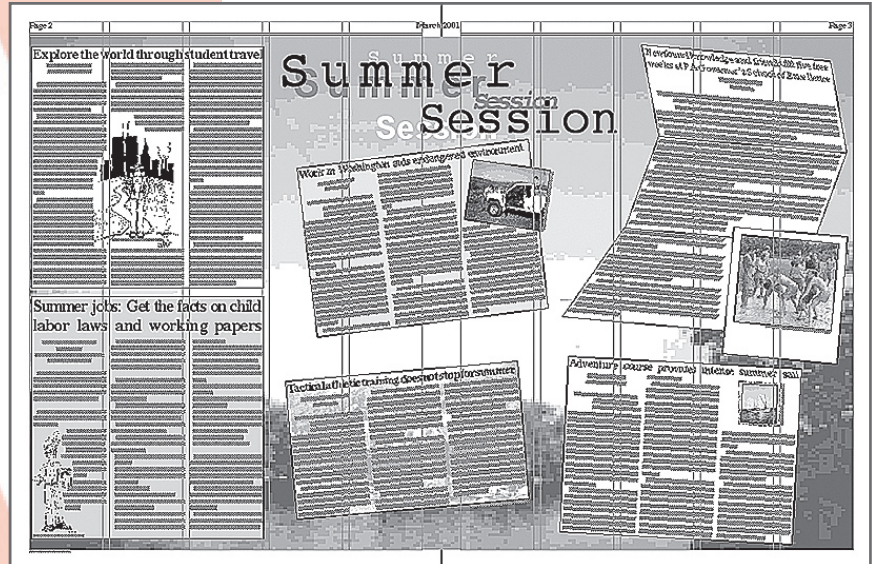
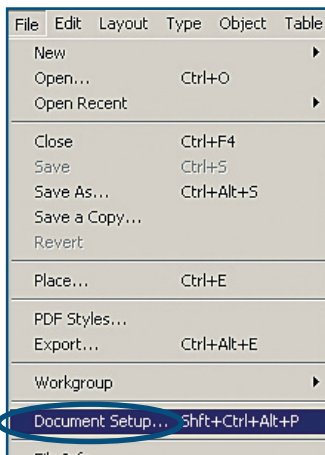
Example: 8 page paper divided by 2 = 4. So pages 4 and 5 are the center.

12 page center = 6-7

16 page center = 8-9

Set Up Your Document for Facing Pages

To be able to create a centerspread you'll need to be sure your document is set up with **Facing Pages**.



Here is an example of a well designed centerspread. A large photograph spans the length of both pages, creating one frame upon which to place articles and graphics.

IMPORTANT: There is one and only one centerspread for each publication.

Do not go across the center margins on any other page.

