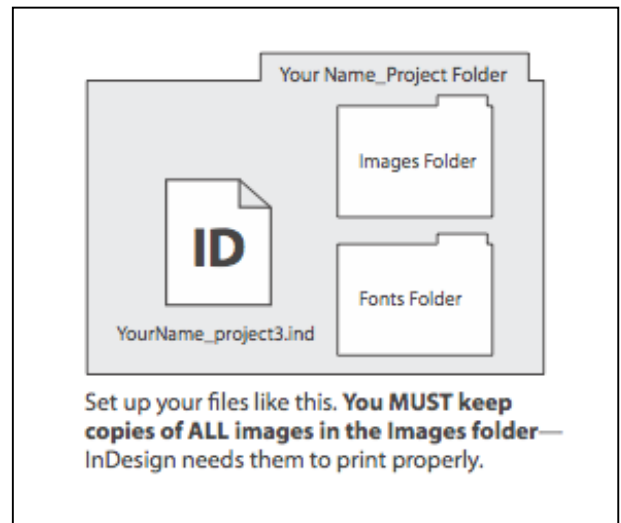


Basics of InDesign

Because InDesign does not embed images like Microsoft Word does — images are merely linked to the document, and you have to have the original high-res image available for the image to print out clearly — it will be easier for you and for anyone else working on your files in a design studio if you start out creating a Project Folder.

Project Folder

1. Create a set of folders like at right on your computer
2. Place all the images you want to use in your document in your “Images” folder, and any special fonts in a “Fonts” folder



Set Up InDesign File

3. Open InDesign (Click on the "ID" square at the bottom of your screen)
4. Create a new file (File>New or command-N)
5. Intent = "print." Number of pages = "2." Start page" 2." Turn "Facing Pages" on. Set the page size to "letter"
6. Set margins to .5" , and set the number of columns to "3." This creates a basic "grid" for your magazine. (Remember to not place type in the margins.)
7. Click More Options and set the bleed to p9.
8. Click "Okay." Your document will open up. IMMEDIATELY save your file into your project folder.

Changing Your Setup: If you made a mistake with the setup of your InDesign file, there are two places to go.

- Page size, orientation and bleed are under File>Page Setup.
- Margins and columns are under Layout>Margins and Columns.

Rulers and Guides: Go to View>Show Rulers or Hide Rulers and make sure your rulers are on. Control-click the rulers with your mouse to check that they are set to inches. You can drag "guides" out of the rulers by clicking on the rulers and dragging guides out of them. They help you align items, or create more complex grids.

Preview: Hit the "W" key to show guides or preview document.

TEXT

You create text by first clicking and dragging a text box with the type tool. Unlike Word, you have to create a text box to be able to type. Also unlike Word, you can place that textbox anywhere, and that textbox will stay there. You can copy and paste type in the box, or type it in. Type will come in at 12pt/14pt lead; reduce to 10/12.

Type Adjustment. Many of the type adjustments are in the tool-sensitive bar on the top of your screen below the menu. When you're oin the ype tool, at the left there are buttons for character and paragraph tools. For more complete control, Command-T (or Window>Type>Character) brings up type controls; command-option-T (or Window>Type>Paragraph) brings up paragraph controls.

To import text, first click on your pasteboard to make sure nothing is selected, then go to File>Place (command-D) and navigate to the file you want to import; your icon will change and you can place the type by clicking and dragging. If your text extends beyond the box you create, you will see a little red box on the lower right when in "Normal" view; clicking that box changes your cursor icon, and you can then click and drag a new text box that's linked to your previous textbox.

Greeking: To add "greeking," or dummy type, place your cursor in your textbox, and use Text>Fill with Placeholder Text.

Text Wrap: If you want text to "wrap around" your artwork, go to Window>Text Wrap; you will get a pallet (right side of screen) with 5 buttons at the top; click the second one from left and the type will wrap. You want white space between your text and your image, so use the controls directly below to move the text away from your artwork.

DESIGN HINT: Try to use as few text boxes as possible. You don't need a new text box for each paragraph, but you will need one for your headline, one for each column of text, one each for your image captions, and one for your credits.

IMAGES

Convert your images to proper size and color space:

Place all the images you are going to use in the Images folder

Open your images in Photoshop. For each one:

1. Go to Image > Image Size
 - i. Uncheck Resample Image
 - ii. Change resolution to 300ppi (pixels per inch)
 - iii. Click OK.

This sets your image to print quality resolution. When you import it into InDesign, if you just click to place it, it will open up at the largest size it should be printed at.
2. Change Color Space
 - i. Go to Image > Mode > CMYK.
 - ii. You will get a warning that you are about to save to the colorspace "U.S. Web Coated (SWOP) v2." This is okay -- it allows your file to print to virtually any printer.
 - iii. Click OK.
3. Save
 - a. Go to Save, save the file into your job folder, change the format to .tif or .psd file and check on "Embed Color Profile" at the bottom of the screen. (You can print from properly converted jpg files, but every time you edit and save jpegs, you decrease their quality.)
 - b. If you save it as a .tif, you will get a second window; check LZW compression.

When you work in InDesign, use these .tif or .psd files, not the original files. Create a folder called "Originals" inside the images folder and stash the original files there, in case you muck up your .tif or .psd files.

To add images to your document: First make sure no object is selected; if you have a text box selected, the image will be placed in your text. Hit command-D to import images. You will get a preview of the image. Wherever you click next, the image will appear. If you goof, hit command-z to undo.

Adjusting the image: You can either move the edges of the box around the image (cropping the image) or you can move the box with the image.

- **To adjust the frame**, click on the image using the Selection Tool (black arrow) and a set of blue handles appear. The handles on the blue box change the box around the image and how the image is cropped.
- **To adjust the image**, click on the image using the Direct Selection Tool (white arrow), and a brown box appears that indicates the actual size of the image, and the handles on the brown box allow you to change the size of the image within the frame.
- **To adjust the image proportionally** (image doesn't become squashed or stretched from the original), hold the shift key while you move a handle.

Be sure to keep all images you import in the images folder, and keep the images folder. Unlike Word, InDesign does NOT store the images in your InDesign file, and if you move them around, their link to the InDesign file can be broken, and you'll wonder why your images print like junk.

ON SCREEN IMAGE QUALITY

You might wonder why your high-res image looks all funky on your screen. InDesign uses a lower resolution preview, to reduce the drag on your computer with large projects. To view your images at their highest resolution, go to View>Display Performance>High-Quality Display and your image should look better (unless your images aren't high-enough resolution.)

PREVIEW

To see the screen as it'll look when you print (without the box outlines, guides, etc.), go to the bottom of the tool bar. Click on the last window and change it to "Preview." If you aren't using the text tool, you can also just type "w."

SAVING

Always save your files both on the class server and on your Flash drive. If you save your files to your Flash drive, be sure they are saved to the same version of InDesign that you are going to open them up in. (We are currently using CS6.)