



Adobe InDesign CS6

Level I

Topics:

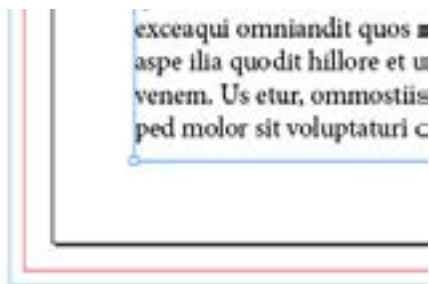
- What is InDesign?
- Workspace
- Tools
- Selection
- Navigation



The default unit for measurement in InDesign is the point. For example, an 11 inch sheet would be noted as 66p0, meaning 66 picas and 0 points. A 12 point font would be 1/6 of an inch tall.

Bleed and Slug

In order to print color all the way to the edge of a page, a printer needs to put ink outside the bounds of the page edge and then cut the paper to size. The area outside of the page edge that does get printed on is for the bleed and slug. The bleed area is anything outside of the page that contains page graphics. The slug area is anything outside of the page that contains printer marks, like the color test dots you can find on most packaging or in the corner of a newspaper.



What is InDesign?

Adobe InDesign is templating and word processing software. You will use InDesign to create documents for print media, usually multi-page documents. The core design of InDesign as software is in the creation of magazine articles, so the closer your work is to that, the more InDesign has to offer.

Some Terms

Before you make your first document, there are some terms you should be familiar with:

Units of measurement

- in: inches, plain old inches
- pc: pica, a pica is 1/6 of an inch
- pt: points, a point is 1/12 of a pica or 1/72 of an inch

Formatting terms

- spread: two facing pages make a spread
- portrait or landscape: page orientation that is tall (portrait) or long (landscape)
- column: the left to right bound of a text passage
- gutter: the space between columns on a page
- bleed: the printed area outside of the page edge
- slug: the area outside the printed area that contains printer marks

We will use many more technical terms as we explore InDesign, most of them bent on carefully describing how text looks on a printed page. Most of these will be familiar sounding words disguised as strangers hailing from the world of typesetting. You will come to know them as friends as you use InDesign to build magazine spreads, books, and papers of your own.

InDesign

Tour the Workspace

The arrangement of panels and menus you use to interact with a document is called the workspace. Much of InDesign is customizable: you can move or show or hide the panels to suit your needs. This lesson is an overview of the workspace and the customization options available to you.

Panels

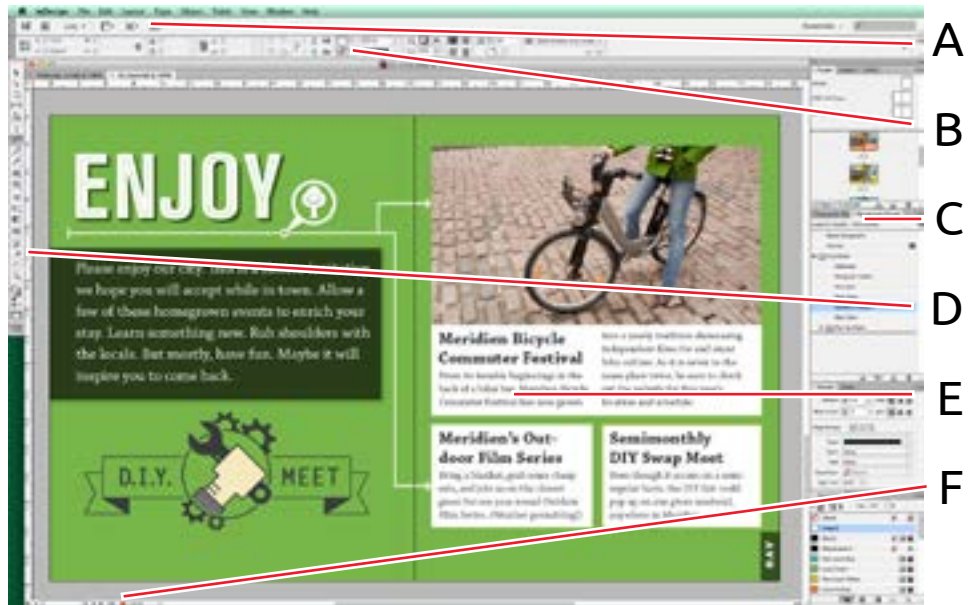
Every component of the InDesign workspace (except the menu) is a panel. The Window menu or workspace selector allows you to hide or show panels.

The tools panel (at right) is like other panels in that you can expand and collapse it, move it, and dock it.

It is unique from other panels in that it has icons instead of text, it is more difficult to close, and has its own system of sub-panels.



Overview



A Application Bar

A row of menus, view options, and operating system buttons



B Control Panel

Shows common typesetting and formatting options

C Panels

Can be moved, docked, collapsed or closed. Each panel displays information or allows you to modify the document or selected object.

D Tools Panel

Clicking a tool changes the cursor within the document. You will use the selection tool  and type tool , in this lesson.

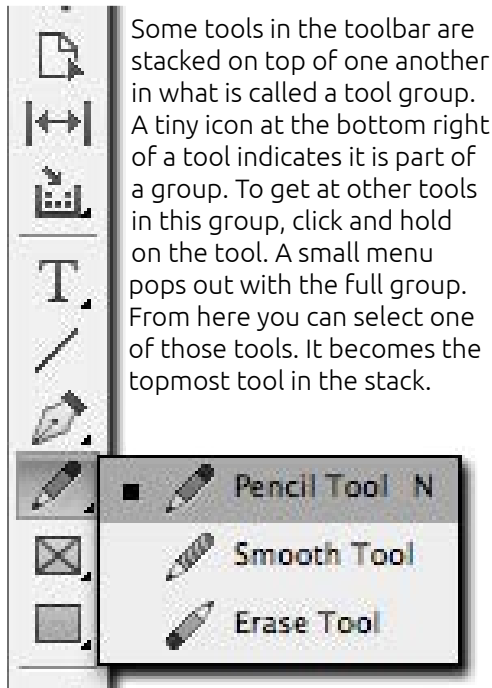
E Document Window

The content you are working on

F Status Bar

Displays some information and navigation controls.

Tool Groups



Some tools in the toolbar are stacked on top of one another in what is called a tool group. A tiny icon at the bottom right of a tool indicates it is part of a group. To get at other tools in this group, click and hold on the tool. A small menu pops out with the full group. From here you can select one of those tools. It becomes the topmost tool in the stack.

id



Zoom Methods

There are several ways to change your document zoom

From the view menu

- Zoom in (command =)
- Zoom out (command -)
- View full size (command 1)
- Fit in screen (command 0)

Using the zoom tool

- Zoom in  (click)
- Zoom out  (alt click)
- Drag a view (click and drag)
- View full size (double-click toolbar)


Tools

Tools are a means of using the mouse to interact with document components. When you select a tool, the mouse cursor becomes loaded with that tool in the document view. Tools live in a small panel to the left of your interface by default. This panel is arranged into sub-groups of tools with a similar theme or focus. We will expand on the use of some tools as we approach activities where they are most useful.

Panels

The InDesign interface is divided into several sub-regions called panels. You can drag and move panels around freely, expand and collapse them, and even close them. You can also re-arrange your interface all at once to restore all the panels to their default locations.

Panel menus

Some panels have additional options available from an internal menu . Some of these options are available from a right-click, some are not.


Navigating a Document

InDesign is a visually driven wysiwyg (what you see is what you get) interface. Moving your view to where you want it is an important and fundamental activity to creating documents in InDesign.

Zoom

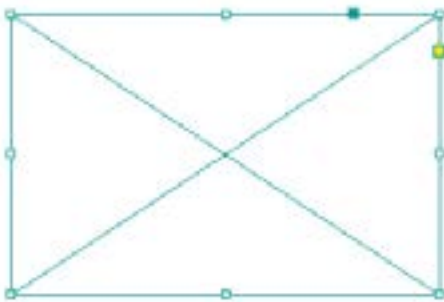
By default, InDesign will open a document either to 100% size or to the largest size that will fit an entire page on screen. Full size represents a preview of what your document will look like when printed out, and you can zoom in or out to see details of a document or a broader layout all at once.

Hand

When zooming in and out, you will sometimes want to pan the view to see just what you wanted to zoom in on. The horizontal and vertical scrollbars allow you to do this, as does the mousewheel. For a more precise pan, the Hand Tool  allows you to click and drag to pan your view as if you were using a touchscreen. The hand tool is available most of the time by holding the spacebar, no matter what tool you have selected.



Above: the pages panel
Below: an empty frame





Pages

By default, InDesign will create multiple pages for you to work with. You can use the Pages panel to navigate between them, and use other techniques to turn pages and find the one you wish to edit.

Basic Editing


Finding Needed Edits

The preflight panel allows you to quickly find and address document errors, even in documents that are hundreds of pages long. A small green light  indicates that there are no display errors in the document, where a red light  indicates there is at least one. Using this panel, you can jump to places that need editing.

Text in Frames

Objects (text and images) in InDesign live in frames. A text frame controls the bounds of where a story can be displayed. If a story is too big to fit in the frame it has available, the extra text will be overset and not displayed. We will use the Selection Tool to change the size of a text frame so all the text can be displayed.

Type Tool

Additionally, we can use the Type Tool  to create new text frames and to edit copy inside of frames.

A Simple Thread

Using either the Selection Tool or the Type Tool, we can thread a story across multiple frames. This is another way to relieve overset text and resolve preflight errors. There are many techniques for threading we will cover in a later lesson.

Inline Text Edits

Click and drag across text to highlight it, then change parameters for it using the options available in the Application Bar. This works much the same way it does in Microsoft Word.

Local edits of this kind are called overrides. While you can always use this technique to apply a



style of your choice directly to text, it is usually better to manage your styles as a whole and have as few overrides as possible. We will explore overrides and styles in a later lesson.

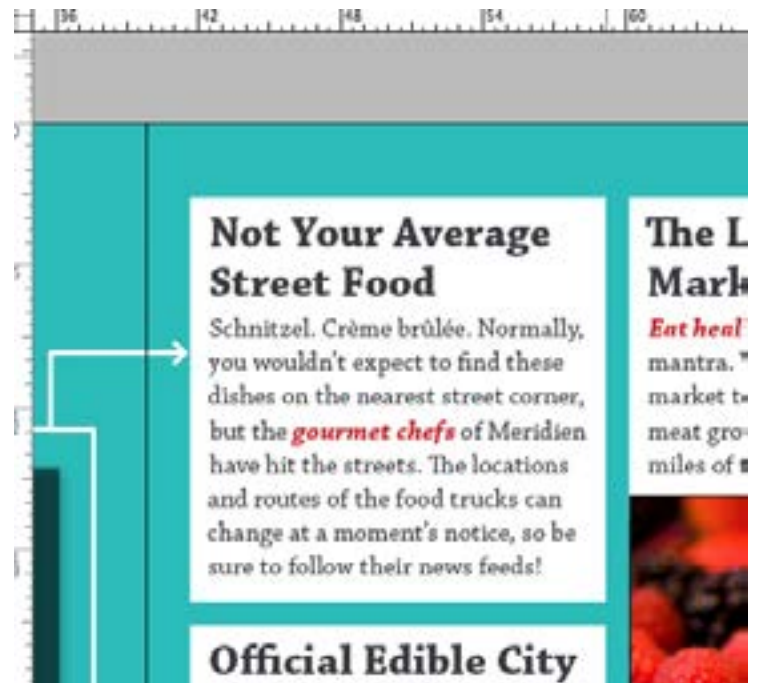
Previewing a Document

After you've made some changes to a document, take a look at it without the interface markup by deselecting on objects, then hitting the W key or selecting View > Display Mode > Preview. You can also dismiss the operating system and look at the document in isolation by choosing View > Display Mode > Presentation or hitting Shift-W. You can hit the escape key to exit Presentation Mode.

While not previewing a document, the interface has extra characters and guides that help you align content. You can control how many of these extras you see from the View menu.



Normal mode with guides



Preview mode, no guides

Wrap-up

Upon completing this workshop, you should be able to do the following:

- Understand basic typesetting terms
- Select from among several tools
- Change panel locations and preferences
- Navigate across document pages
- Zoom in or out in a document
- Anticipate output errors
- Create, move, and modify text frames
- Thread text across frames
- Identify and manage overset text
- Make inline changes to text
- Use guides and preview mode