

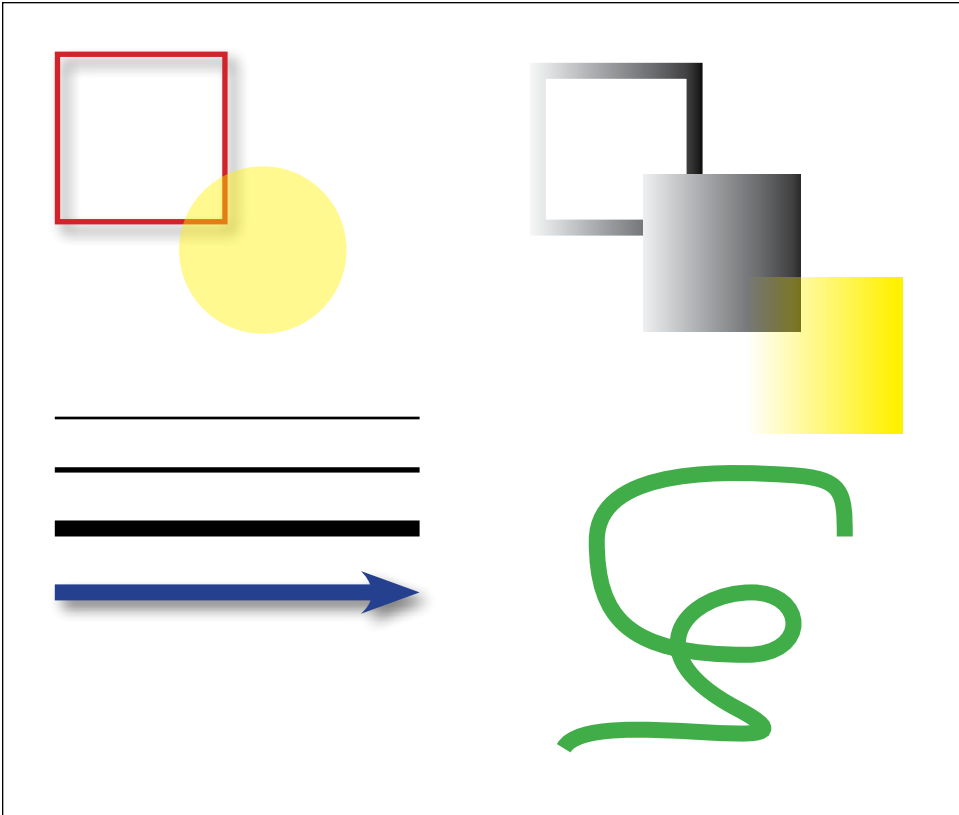
BAC Gateway Workshop - InDesign

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Graphic Elements Exist

You can draw them.



There are graphic elements which you can draw. The shapes in InDesign are pretty much the same as you'll find in Illustrator except for most of what they can do is a subset of what Illustrator can do and the program lacks the sophisticated drawing tools of Illustrator. If you need to put down some graphic elements or simple drawings, InDesign can help you get the job done. If you need to make a more complex drawing, just make it in Illustrator and place the AI file into your InDesign document. It helps keep your document file size down too.

Text Frames Exist

You can type in them.



There are frames which hold text. These are called text frames. Use the Type Tool to draw out a frame on the page.

Type directly into InDesign or import text from an external file. InDesign even handles MS Word files fairly well.

Text can be made to wrap around other elements on the page. That is done by applying a Text Wrap to the other object. Then any text that encounters it will back off.

For layout purposes, it is good to use Type: Fill With Placeholder Text. This fills a text frame with text that is meaningless but has the same “color” as English. This provides you with a visual element on the page to allow you to continue to design the layout without having to switch brain modes and think about the actual meaning and wording of the text.

Graphics Frames Exist

You can put pictures in them.

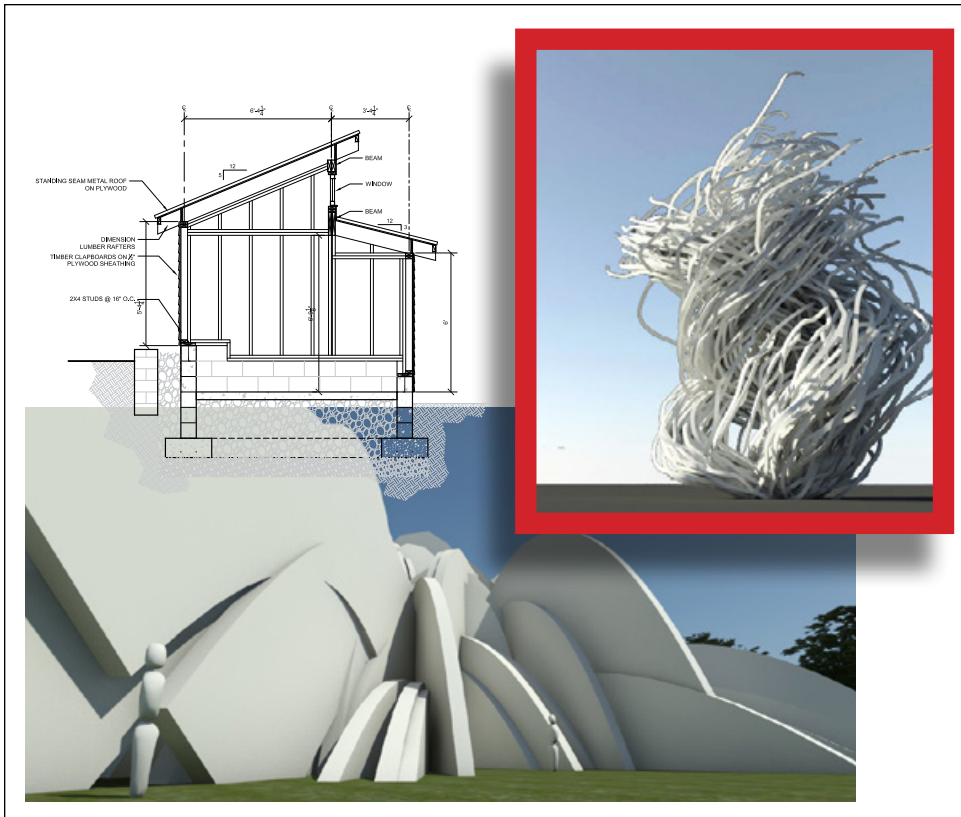


Image manipulated



Fit Content Proportionally. Image smaller than frame.

There are frames which hold graphics. They can hold bitmap graphics such as jpegs or Photoshop. They can hold vector graphics such as Illustrator. They can hold mixed files such as PDF or even a page from another InDesign file.

The graphic is contained inside the frame. If you hover over an image you see a circle target at the center, click on this (or just double click anywhere on the image) to manipulate the image inside the frame. The frame stays still and crops the image. You usually don't want to do this.

You can tell if you have the image or the outside frame selected by color. With the image selected, the grips are orange. With the frame selected the grips are blue.

The common thing to do is select the frame and resize it with the Selection Tool by dragging a corner and holding down ctrl-alt (or making sure the "Auto-Fit" check box on the top control panel is selected).

Fitting

If you get the image distorted use one of the "proportional" fitting tools to fix that. If you get the image and the frame different sized from each other use one of the "fit... to" tools to fix that.

My favorite technique is: first "Fit Content Proportionally" then "Fit Frame to Content." I use the hotkeys: ctrl-alt-shift-E, ctrl-alt-C.



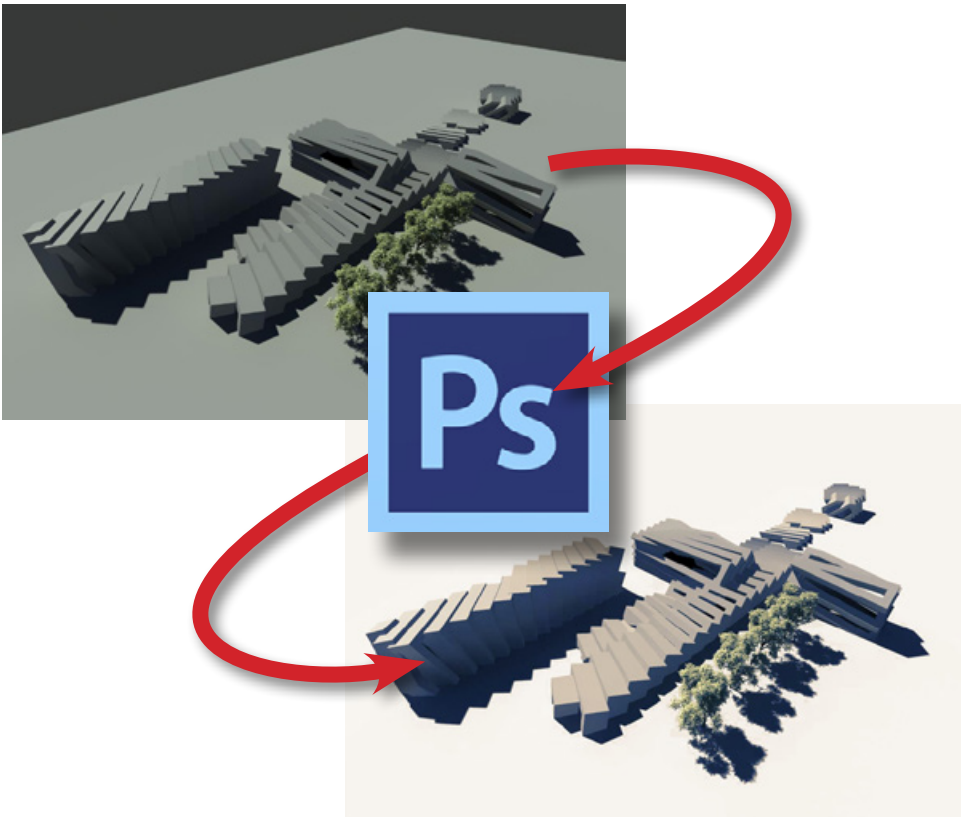
Fill Frame Proportionally. Crops image.



Fit Content To Frame. Distorts image.

Editing Graphics

Bounce them off your favorite application.



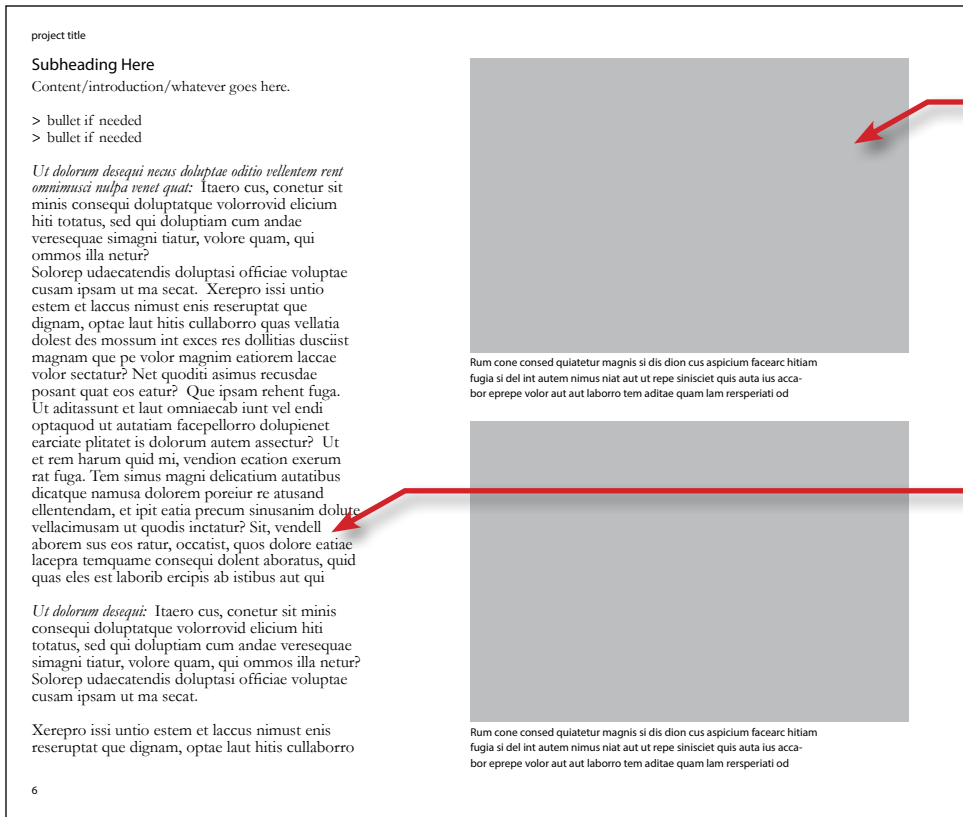
At some point you will see a piece of art on a page and want to modify it. Since InDesign does not embed the art, only a link to the existing file on disk, you could go out and modify the file then reload it. But since this is a common task, InDesign provides a way directly inside the program.

Select the artwork then go to **Object: Edit Original**. InDesign opens whatever application is associated with that file type and has the file open in that app. You can make whatever modifications you want and then when you save it from the editing app InDesign updates automatically.

This is such a useful thing that I create my own hotkey for it.

Sometimes you'll find that the computer you are using doesn't have a file association you would like. You could go into Explorer and fix that (Tools: Options: File Types) or you in InDesign you can use "Edit Original With...". That lets you choose the program you want to use.

Getting your voice heard.



Just drop an image on top of one of the gray boxes to place it on the page.

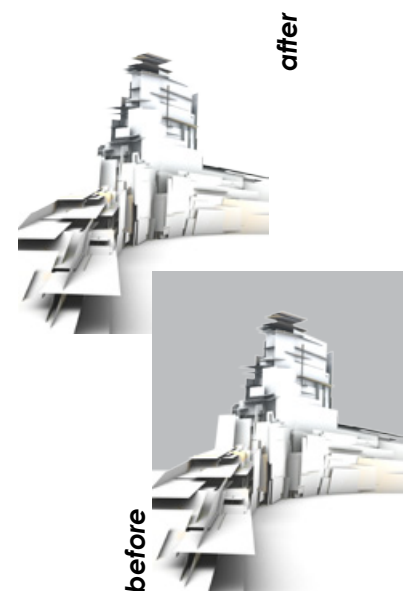
Just double click on text to edit it.

The Gateway templates have placeholder text and images already on the page.

To change the text, just double click on it and type what you want. Select a different tool from the tool bar or just hit the “escape” key to get out of text editing mode.

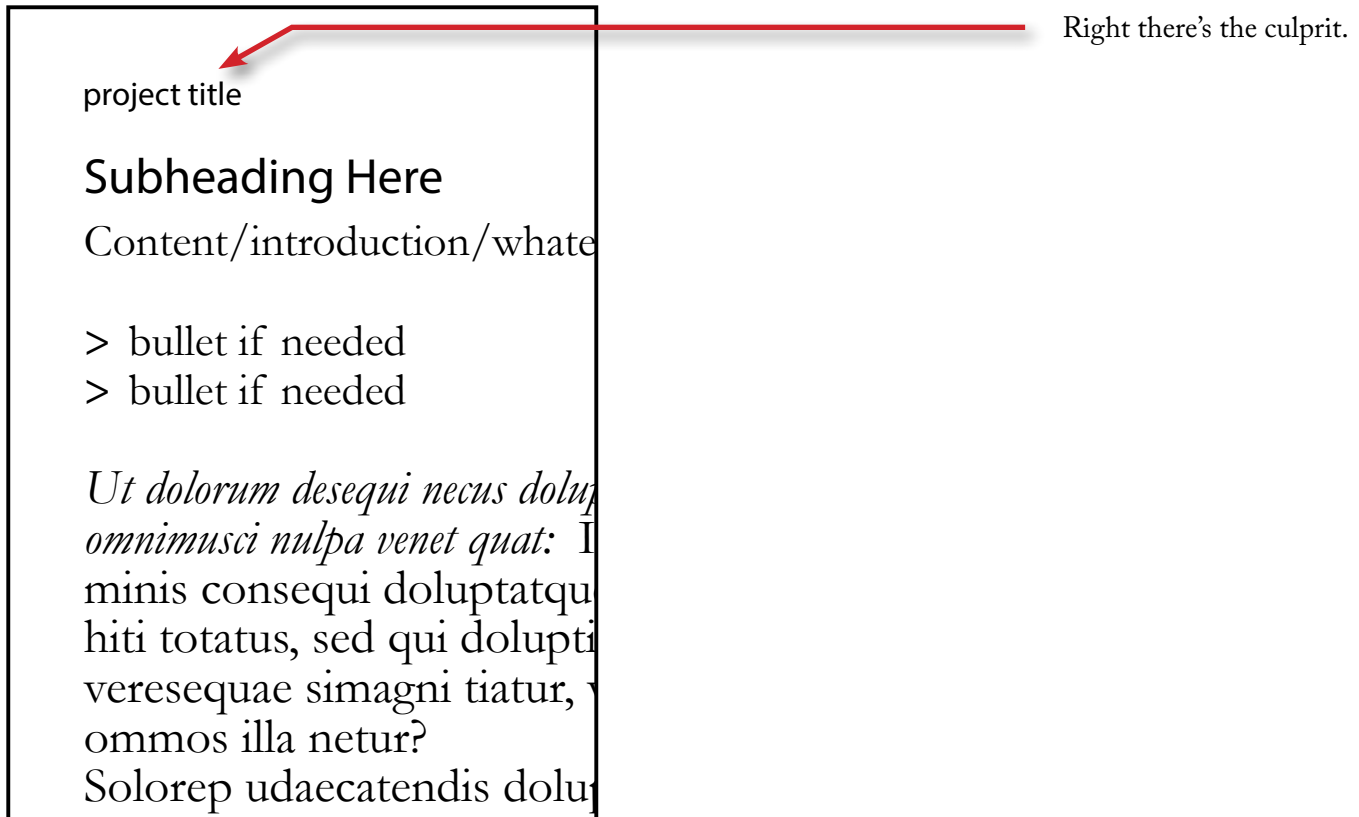
To add your own graphics to the page, open MiniBridge or Bridge and drag and drop the images onto a gray rectnagle.

If your image has any transparency or isn't the exact right shape, you may notice the gray showing around the edges. This is just the fill color of the frame. Select the frame, go to the Swatches palette, activate the fill swatch and set it to None.



Repeated Elements

Master Page sneakiness.



project title

Subheading Here

Content/introduction/whatever

- > bullet if needed
- > bullet if needed

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minis consequi doluptatque
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Right there's the culprit.

There are some elements on the Template page that you can't change. Page Numbers, but they seem to always know what page they are on so you don't have to change them. And the "project title". You'd think you are supposed to change that. Yet you just can't click on it.

There are two ways to solve this problem.

The Wrong Way - Ctrl-Alt-Click on the title and change it. On every. Single. Page.

The Right Way - change it on the master page.

Elements that should appear on every page, or at least most, like titles, page numbers, guide lines are properly placed on a Master Page. Have a quick look at the Pages Palette and you'll see that there are Master Pages at the top, in a separate section above page 1.

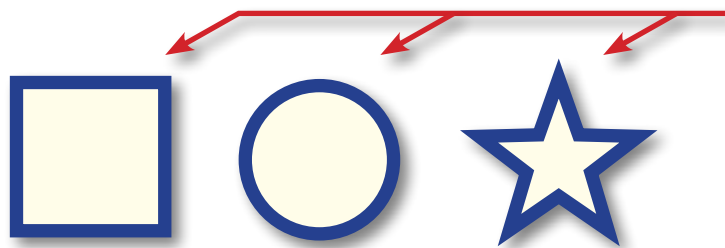
Double click on the A-Template page. Now you can manipulate the project title to your hearts content. And when you change it here, just the once, it shows up on every document page that uses A-Template as its basis.

Saving A Look

It's all about styles.



Use Object Styles to save how this object looks...



... and give that look to other objects.

Now that we have one text frame set up with the colors we want, let's have InDesign remember that setting and make life a little easier on ourselves in the future.

Go to Window: Styles: Object Styles. This opens the Object Styles Palette. Move it somewhere nice or dock it or however you like your interface.

Now select the text frame you changed to have None for a Fill. On the Object Styles Palette, click the New button.

Alternate Frame Shapes

If you can draw it, it can hold text or images.

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patro egitum o tabem nos
obus locatiens consus efaudes
con horica; nosum ad seri-
vit, fauci in ne non-
ocrit. Imussis
crit reo Cas-
tiae llabis, ta
ponde es nost virtem
nontin Etropos, viribus eret;
nonce praccionsus rem nos, pos
forevil ibemum hactam
atilicae int, Missi
poremplis.
U r

Ellipse Tool.

Modified with Add Anchor Point Tool and Direct Selection Tool.

Neither text nor graphics need to be in a rectangular frame.

Draw frames with the other shape tools. Use the Pen tools and Direct Selection tool to reshape frames. Copy/Paste shapes from Illustrator and use them as frames.


Text In Multiple Frames

Thread the ports.v

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viverum ni immovive, veresigilica sent.
Gracrum pessupios, nunteberit.

Nesente, fatus. Verficus, culuderunte ad
morum nos bon dii pliu et; no. Aberem
et perte consu sena, nonsulicae, sultorei
porum. Nostorbi primis; none es diissul



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aberridius.

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virt erdio, postrum patuusq uisquamqua
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consumam. Sat aucientin destima iorae

It is possible to have text flow from one frame to another. InDesign calls this “threading” and uses little boxes on text frames called “ports” to act as in and out buttons. Click on the out port of one frame then click on another frame to thread the two.

Sometimes you will see an Out Port with a red ‘+’ in it. This indicates that the frame has more text in it than fits; “Overset Text”. Click on the red port to grab the out thread and then you can either click on an existin frame or drag out a new one to contain some or all of the extra text.

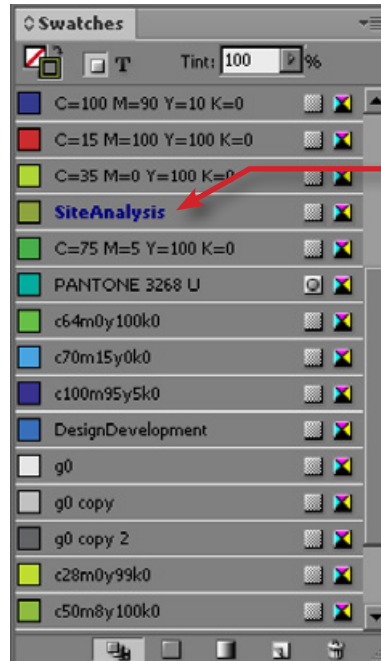
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The Out Port.

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Overset text.

Bag of Sticky Colors



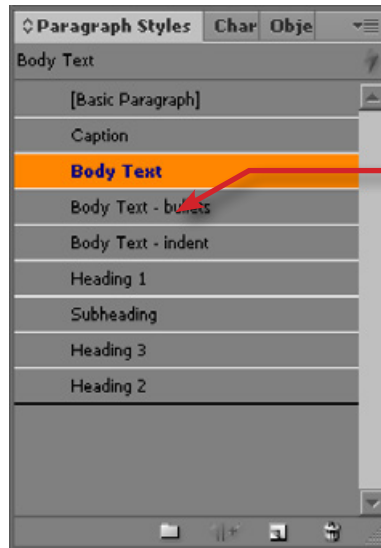
Renamed for better understanding.

For the Gateway Book, you should use only the colors from the Swatches Palette that match the 15 colors in the squares next to page 1. The primary reason for this is consistency throughout your own document and a family similarity across all the Gateway projects. Another nice thing is that you can double click a swatch in the palette and rename it to something that helps you remember how you intend to use the color. Maybe if you have a section for Site Analysis you want to add graphic touches in green and for your Design Development section you want the graphics to be in blue. Rename a green swatch and a blue swatch accordingly.

The extra nice thing about swatches is that if you tweak a swatch, any object using that swatch has its color updated automatically.

Paragraph Styles

Your new best friend.



Always use Paragraph Styles.

For the Gateway Book, when you want to change the look of some type you should always do so using the Paragraph Styles palette. Do not use the type controls at the top of the screen. If a paragraph of text is body copy then set it to the “Body Text” Paragraph Style. The same for headings and captions... all of the options are provided.

There are a number of benefits:

First, consistency. You never have to remember on page 37 what you chose to use for regular text on page 2. All of your regular text just uses “Body Text” and you don’t have to think about it.

Second, easy of modification. If you tweak a Paragraph Style, every piece of text that uses that Style will update its appearance to match.

And in the context of the Gateway Projects, by using the supplied styles we create a body of work - all the Gateway books - that share a common heritage.

Just some quick tips.

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Use “Space After”.

Pair headings with the paragraph the belong to. Don't float them equally between paragraphs. Use “Space Before” and “Space After”.

For less than a whole paragraph, use Character Styles. Just change the part you want to control. A typical example is “bold”.

Use ctrl-enter to make a new line without creating a new paragraph. You should make a paragraph style for this sort of thing, but it's an okay hack.

You may be used to using extra blank lines to put spaces between paragraphs and section headers in your documents. Stop doing that. It offers no ability to control spacing with any finesse; since Enter means “paragraph” it leaves empty paragraphs in your document (what if you want to change your document to first line indent instead of space between? You'd have to fix every one.). Use Space After in the Indents And Spacing section of the Paragraph Style Options dialog to control the space between paragraphs.

You may be used to seeing section headers floating evenly spaced between two paragraphs (not that I'm pointing at any entire world wide webs in particular...). Vow to do your part to rid the world of this scourge. If a section header names the section that comes after it, it should be grouped with that section. Use Space Before and Space After in the Indents And Spacing section to control that.

If you want to make a few words bold or underlined, they aren't a whole paragraph so you don't use Paragraph Styles, you should use Character Styles. Just highlight the applicable text and apply a style that makes only the required changes. Again, avoid using the text controls at the top of the screen.

Your font is missing

Charlestown Community Garden Shed

Refinement

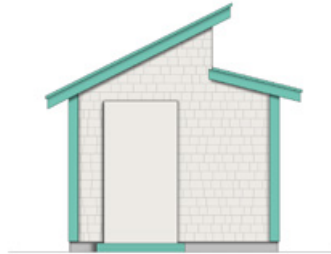
Content/introduction/whatever goes here.

- bullet if needed
- bullet if needed

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1

If you open your document and some of your text has ugly pink bars, that means that InDesign could not find the correct font.

Sometimes this happens when you manage to imply something that can't exist, like Arial Rounded MT Bold - Italic.

Usually it just means you brought the document to a different machine than where you started. That's OK. Don't make any important typography decisions, but you can enter type, move blocks of text around. In order to print correctly, you will need to open the document on a machine that has the correct font.