Prelim

We need a list of BAC ids so they can get you permission into Tech Classes for the course material.

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I work at the LRC who is in part sponsoring this workshop. If you need help with pretty much any class you are taking, come on down. First floor in back to the right. Same place as advising. They'll set you up.

This will be a too short hardcore whirlwind tour.

The handout is more of a first draft, but feedback from the Photoshop class said something would be better than nothing, so I present this document.

Quick Intro

Open InDesign

What is it?
> Object manipulator
>> Graphics
>> Images
>> Text

Three parts of the UI

EVERYTHING is on the Window menu. Can't find a tool? Was it on a palette? Yeah? Look on the Window menu.

Let's make some stuff

Rectangles
> Fill. Stroke. Colors.

Pen tool.
> Fill. Stroke. Colors. Include arrows

Text
> Type: Fill With Placeholder Text
> Multiple frames
>> Flow
> Properties
>> Columns
>> Inset
>> Vertical

Images
> Images can be dropped from Bridge, Mini-Bridge, Explorer... I use a different program.
> If you drop an image into an existing image frame it replaces
> An image is contained in a frame.
>> The image and the frame can be manipulated semi-independently.
>> Use right-click Fitting options
>> Use ctrl-shift to proportionally resize both
> Look, you can drop multiple
> Look, you can drop multiple into a grid

hold ctrl-shift when you first click and drag to start dragging out the grid
then use arrow keys to adjust number of row and cols
and shift arrow keys to adjust space between

Let's align some stuff

What are we going to do?
- Master Pages : Peter does a little demo here. Probably just watch.
  - They exist
  - Anything on a Master is on pages "based on" that master
  - You can override. But if you do, make sure it's a considered move
- Swatches : Peter does a little demo here. Probably just watch.
- Paragraph Styles : Peter does a little demo here. Probably just watch.
  - Use "based on" to create dependent hierarchies

Make a Portfolio

New Document
- Any number of pages
- Letter
  - Those units are weird, change them in preferences later. You can just type " if you want inches.
- Orientation Landscape
- Facing
- Leave everything else for now

First things first...
- Edit: Preferences: Units. Set the Rulers to Inches
- Edit: Transparency Blend Space: Document RGB
  - If you don't do this, pages with transparent images print solid colors different than pages without. At least in CS4. This is probably the wrong way to solve the problem. But it seems to work.

Set up First master Page
- On the Pages Palette select A-Master
- Drag some guides in from the ruler
  - You can drag them in close then fix them perfect on the options bar.
- Select them all, right click and change their color
- Layout: Create Guides
  - Turn on Preview
  - 3 x 3
  - Fit to margins
- Make those a different color
- Right click: Master Options. Rename it "template"
- Set up Masters for two different kind of content pages
- New Master
- Based on A-Template
- Call it "Project"
- New Master
- Based on A-Template
- Call it "Class Content"

Master Content

Back to A-Template

Text tool.

Drag out a little rectangle on the page

Type: Insert Special Character: Markers: Current Page Number

 If it doesn't show up, use the Selection Tool to resize the text frame.

 Don't worry right now about the alignment or font

Right click on it to select Text Frame Options.

 Change the alignment and or inset to pull it away from the margins a little.

Use the Selection Tool with Ctrl-Alt to make a copy on the other side. Use the Smart Guides
 to snap it to the corner of the margin. Don't worry for now about the alignment.

Go to B-Section

Select the page numbers and delete them.

 Ha ha! You can't.

 Since they are on a master that this master is based on, you have to override them before you
  can delete them.

 ctrl-shift-click on them to select

 delete

Use the rectangle tool. Drag out a nice rectangle.

Make sure it's still selected and go to the color palette.

You may have to go to the palette menu and pick RGB if all you've got is grays.

Select the Fill pot and pick an ugly color for the rectangle

Select the Stroke pot and pick the "none" color.

Text tool.

Drag out a nice frame for the project info.

Use the Color and Stroke pPalettes to, oh say, fill it white and have a nice black border.

Add project info. Don't worry now about font and stuff.

 Project Title

 Class

 Instructor

 Program

Right click and Text Frame Options to add some inset.

Go to C-Class

I can't think of anything that needs to go on this page right now.

Get some general document structure put down

 Drag two Project masters into the document

 Drag two Class Content masters into each section

  It's starting to get hard to see the pages list. I usually end up with two columns of palettes.

 Let's drag the Pages and Paragraph Styles palette sections into a new column.

  Do that by dragging the blank space between the palette tabs and the palette menu button.

Start adding real content!

 I like to throw down some images first, gives a sense of accomplishment.

 Drag and drop a bunch of images from your image source.

 Include some of the PDFs from B2-Chinatown.

  Notice that they are the wrong way 'round.

  Use the Rotate tool to fix that problem

  Hold down Shift to snap to 90 degree rotations

  You can pull in the sides of the frame to crop the title block or whatever if you don't like it.

 Arrange the content on the page.

 You may notice that your images look raggedy. Go to View: Display Performance: High Qual-

ity.

If you have some of sketches...

    Move some of them so they overlap

    Select them all

    Go to the Effect palette.

    In that top dropdown where it says "Normal" pick "Multiply."

    Now you can arrange them in close with overlap. This really only works with white on white. Otherwise you need to set up a clipping path or use Photoshop for transparency.

Add some text boxes so you'll have a place to write about the projects later.

Use Placeholder Text to give them some "color"

Shortcut keys

Now that we are arranging elements on a full page, it might be nice to see the page without all the guides.

You can do this with View: Screen Mode: Preview

And switch back again with Normal.

I do this frequently. So much so that I like to have hotkeys set up for it.

Edit: Keyboard Shortcuts.

Product Area: View Menu

Find "Preview Mode"

Select the "New Shortcut" edit control. Type your shortcut in here. I use ctrl-alt-P.

It will tell you if there's already something using that. If you don't care about that, forge ahead.

Hit Assign.

First time you do this, InD will want you to save the set of shortcuts with a new name. I just call mine 'gruhn'.

Do the same for "Normal Mode". I use ctrl-alt-N.

Now you can just hit those two keys to switch back and forth. Anything else you find yourself doing a lot, make a key. I like to have one for placeholder text.

Okay, now that we've got some of the fun stuff with pictures down we really should bend our attention to text.

We have a few different roles for text on these pages:

    Body Copy - just regular text

    Section Headers - I like to sprinkle these about my text as guideposts through a project

    Project Headlines - Bigger text on the project page

And there could be call for separate:

    Captions

    Page Numbers

We need a paragraph style for each one but... for my documents I will usually use two primary typefaces, one a sans-serif face for various headers, and the other a serifed face for body and other text. For me I like to have two base styles that set up those two typefaces at a generic reading size. These two styles aren't for using, they are just place holders for "which face is which". Then I base my first header and body style off those and then I base everything else off of those.

Go to the Paragraph Style palette and hit the New button twice.

Select a text frame so you can get some feedback when you edit these.

Select one of the new styles. Edit it (right click and edit, or just double click)

Name it Sans.

Turn on Preview if you have to.

Your primary option sets in Paragraph Style are:

    - General

- Basic Character Formats
- Indents and Spacing

You may make use of:
- well, any of them ;-)
- Tabs
- Paragraph Rules
- Bullets and Numbering
- Character Color

The rest are all pretty cool. Might even turn you into a typesetting geek.
Basic Character Formats
Select a sans-serif typeface. If you are baffled, just pick Arial, Helvetica, Century Gothic, or anything with "sans" in the name.
Since the only thing this is for is to hold the Sans face, don't mess with anything else.
Select the other style and edit it.
Name it "serif"
Set it up with a serifed face. Times New Roman, Garamond, Palatino...
And OK that.

Now for the fancy stuff. First a bit of prep work.
In a filled text box, type in a couple lines to stand for section headers.
Click in a paragraph of normal text.
Select your Serif paragraph style.
Click the "new style" button.
Select the new style (with a name like "Paragraph Style 1" or something) to apply it to the body copy.
Edit it.
Name it "body"
Make sure it is "Based On" Serif
Basic Character Formats
Font Style: regular
Size: 10pt (or 11 or 12)
OK that
Select all the text in the frame. You can do this with ctrl-A. Apply the body style to all the text.
Select one of the section headers.
Select your Sans paragraph style.
Click the "new style" button.
Select the new style (with a name like "Paragraph Style 1" or something) to apply it to the section header.
Edit it.
Name it "Header - Section"
Make sure it is "Based On" Sans
Basic Character Formats
Font Style: Bold
Size: 14pt
OK that
Now select your other section headers and apply the new style.

Adjust spacing
That text should all be looking a little crowded.
Use right click on styles to keep from accidentally applying them.

AND with the selection tool select empty page so there's nothing selected. This also prevents accidents.

Edit the header-section style.

Indents and Spacing

Add some space before. Maybe an eight of an inch. Make it so you think it looks good.

Add some space after. Typically less than before. This makes the header cling to the paragraph below it so it's easy to see the grouping. Pay attention on the web, a lot of pages don't do this and the section headers look doofy.

Edit the body style.

Indents and Spacing

There are two ways to differentiate paragraphs:
- space between
- first line indent

You should use only one.

For space between, just use Space After

Adjust it all so it looks nice.

Alignment. You probably want "Left" or "Left Justify". If you do one of the Justify options, this is where you want to make sure Type: Story: Optical Alignment is turned on AND the type size adjusted to your body copy size.

Now for the Project header pages

Go to the Project master page.

Select the text frame.

Set up paragraph styles for the different parts.

Maybe the project title should be based on header-section but be bigger.

Maybe the rest is all just Body. Maybe it's a couple notches bigger.

We're almost done. As I type this up, I wonder how long it took us to get here.

Those Project pages could use some prettying up.

Go to the first actual Project page.

Override the text frame. How do you do that? …?

Edit the text to match this project

Override the color bar. How do you do that? …?

If the object orders got switched, use Object: Arrange: Send to Back or Bring to Front

Swatch palette; New Swatch; Double click the new swatch to edit it.

Turn off "Name With Color Value"

Give it a name that matches this project. Say… "B2".

Give it a prettier color.

There's still a lot more to do, but I worry that we'll manage to get this far.

Last minute before we all leave:

InD will do Table of Contents. It bases it on paragraph styles. You say "any text in this style is a ToC entry" and you get to set up hierarchies and stuff. It's good.

Text Wrap palette does text wrapping. Look at it with a photoshop image that has transparency

The third button, "wrap around object shape"

For Contour Options pick Alpha Channel

Right Click on a page in Pages palette and select Numbering & Section Options for some good stuff.