



# ***INSTRUCTOR NOTES***

The focus of this section is introducing InDesign but students should integrate graphic design components through continued creation or editing of graphics using skills learned in Photoshop or Illustrator.



**ExplorNet's**

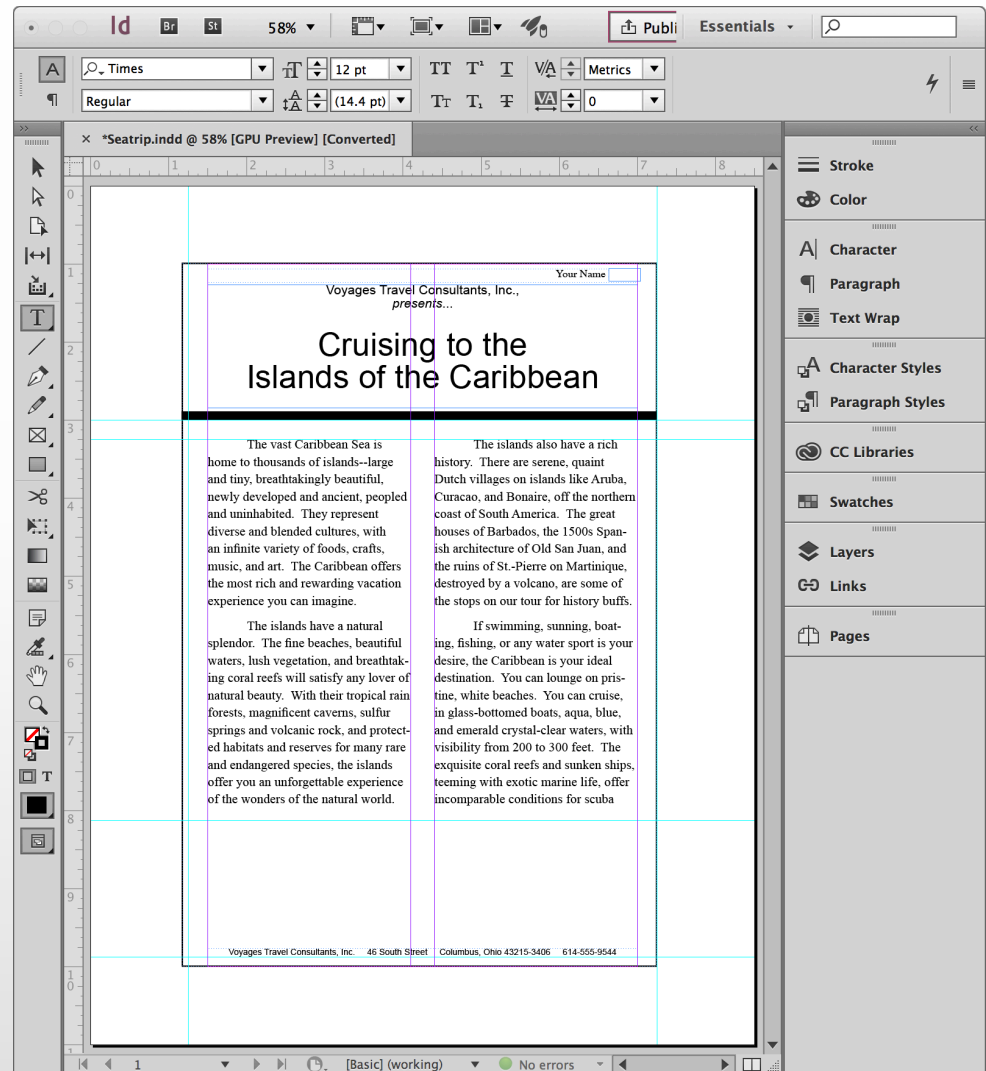
# *Digital Media*



Objective 203.02  
Select and utilize tools for digital imaging and design  
production.

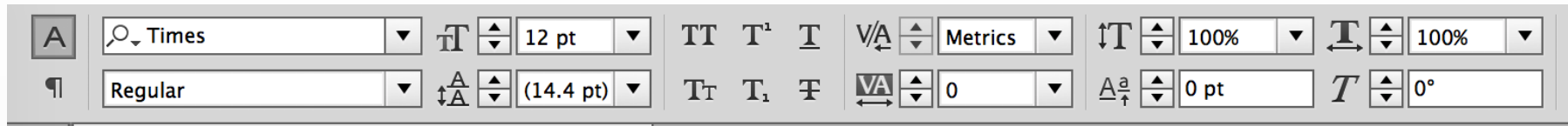
# DM PANELS IN INDESIGN WORKSPACE

- Control Panel
- Document Panel
- Tools Panel
- Character Styles Panel
- Paragraph Styles Panels
- Text Wrap Panel



# DM CONTROL PANEL

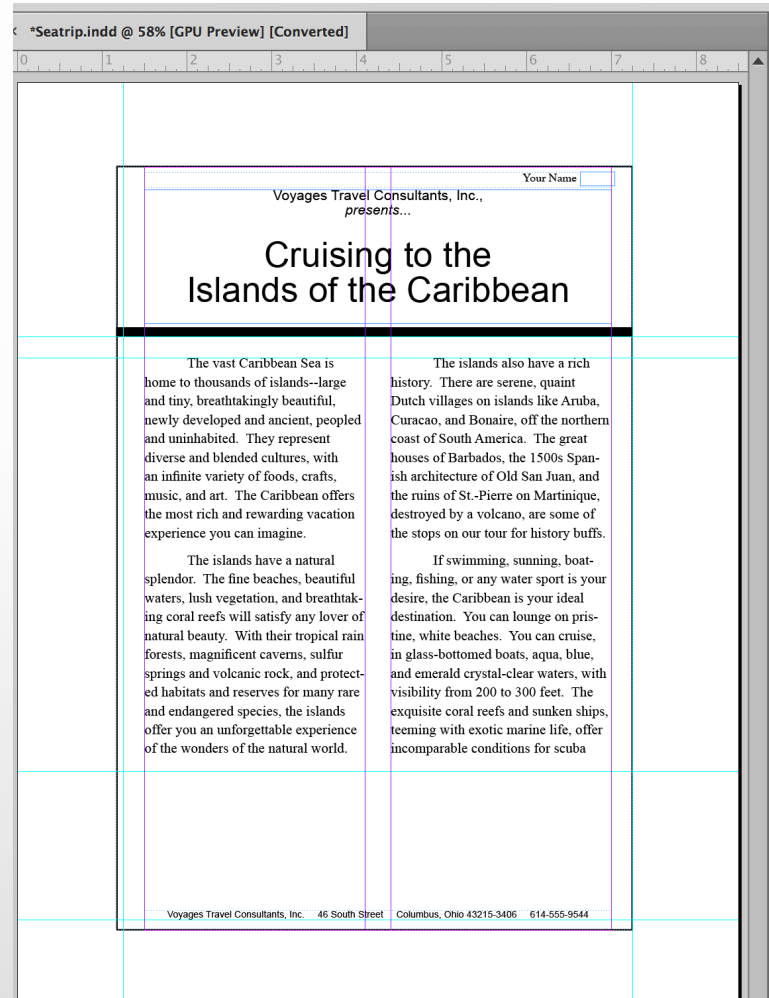
- Displays options for the currently selected tool.





# DOCUMENT PANEL

- Displays the file you're working on.
- Colored lines are non-printing guides.





# ***NON-PRINTING DESIGN ELEMENTS***

- Rulers help you accurately place and measure objects in an artboard.
- Grid appears behind your artwork and helps you align items on the artboard.
- Guides help you align text and graphic objects. You can create straight vertical or horizontal ruler guides. [Grid/Guides Video](#)
- Smart Guides are temporary snap-to guides that appear when you move objects. They help you align, edit, and transform objects relative to other objects.

# DM TOOLS PANEL

- Contains tools for creating and editing page elements.
- Tools grouped and hidden similar to Photoshop.
- Note new InDesign tools.

## Toolbox overview



### A Selection tools

- Selection (V, Escape)\*
- Direct Selection (A)
- Page (Shift + P)
- Gap (U)
- Content Collector (B)
- Content Placer

### B Drawing and Type tools

- Type (T)
- Type On a Path (Shift+T)
- Line (L)
- Pen (P)
- Add Anchor Point (=)
- Delete Anchor Point (-)
- Convert Direction Point (Shift+C)
- Pencil (N)
- Smooth
- Erase
- Rectangle Frame (F)
- Ellipse Frame
- Polygon Frame
- Rectangle (M)
- Ellipse (L)
- Polygon

### C Transformation tools

- Scissors (C)
- Free Transform (E)
- Rotate (R)
- Scale (S)
- Shear (O)
- Gradient Swatch (G)
- Gradient Feather (Shift+G)

### D Modification and Navigation tools

- Note
- Eyedropper (I)
- Measure (K)
- Hand (H)
- Zoom (Z)

■ Indicates default tool \* Keyboard shortcuts appear in parenthesis



## ***QUESTIONS TO CONSIDER***

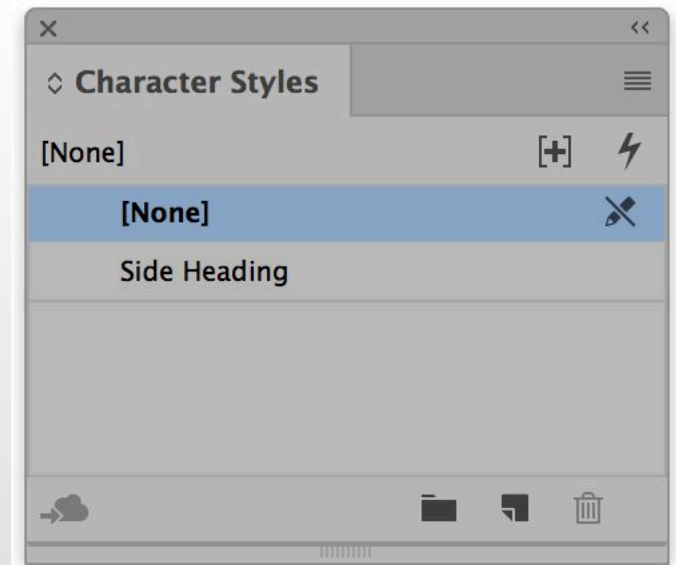
- What are some tools that may not be available in other Adobe software? Why?
- When would grids be preferable to guides?





# CHARACTER STYLES PANEL

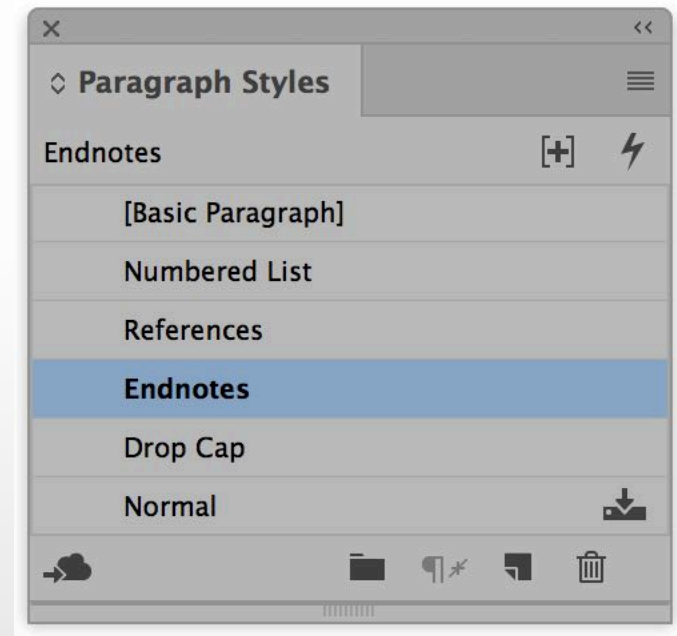
- Styles can be created one time and easily applied to text. If the style is modified, all text to which the style has been applied is automatically updated.
- Character Style
  - Includes formatting such as font, size, bold, italics and color, etc.
- Use the Character Styles panel to create, name, and apply character styles to text.



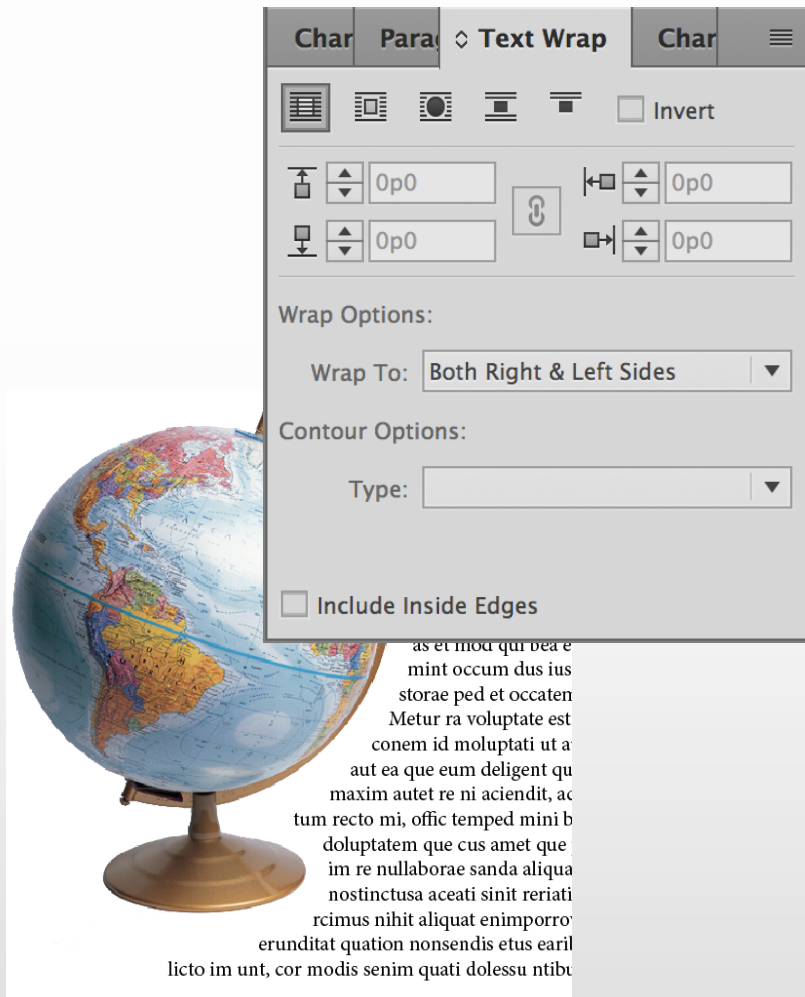


# PARAGRAPH STYLES PANEL

- Paragraph Style
  - Includes paragraph formatting such as indents, bullets, and alignment as well as the character formatting options.
- Use the Paragraph Styles panel to create, name, and apply paragraph styles to paragraphs.



# DM TEXT WRAP PANEL

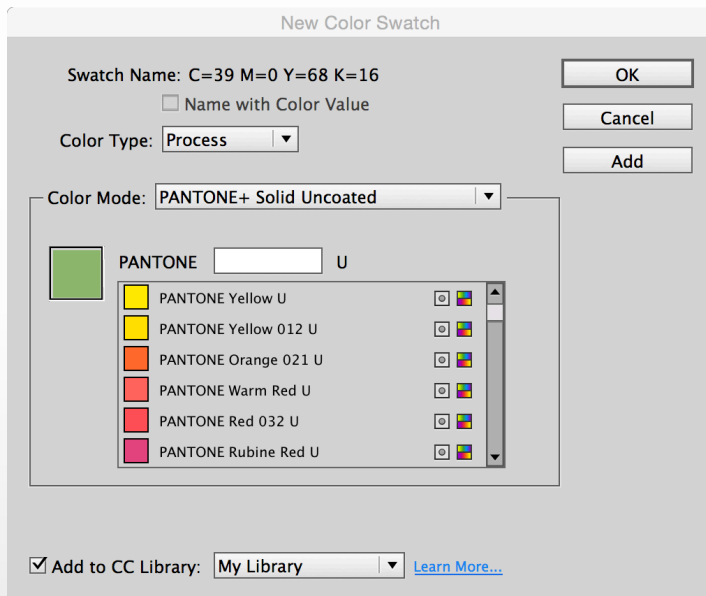


- You can wrap text around any object, including text frames and imported images.
- Text Wrap Options:
  - Wrap Around Bounding Box
  - Wrap Around Object Shape
  - Jump Object
  - Jump to Next Column

# DM

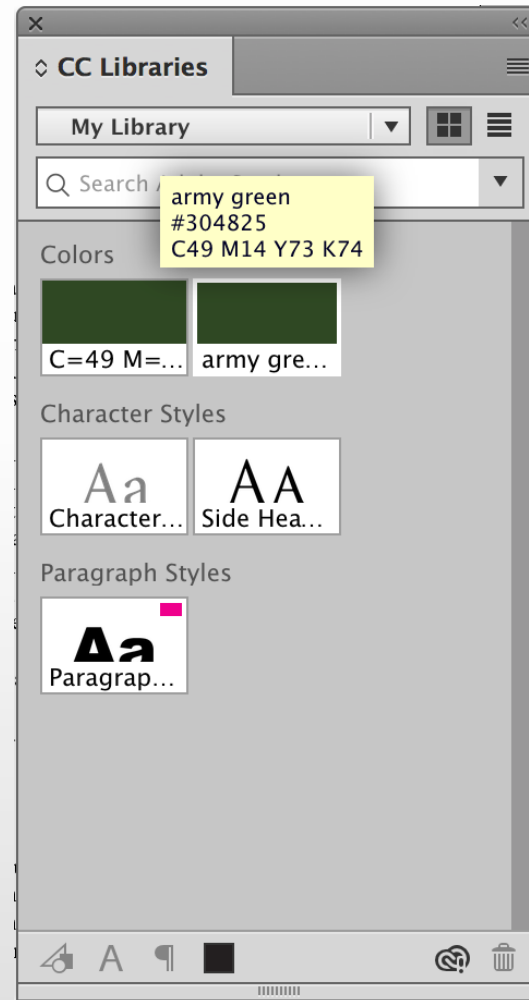
## ADD COLOR SWATCHES

- Create a new color
  - Choose the New Color option in the Swatches Panel menu.
  - Adjust CMYK sliders for desired color.
- Use a color library
  - Choose New Color option.
  - In Color Mode, choose a color library.
  - Select desired color.



# DM CC LIBRARIES

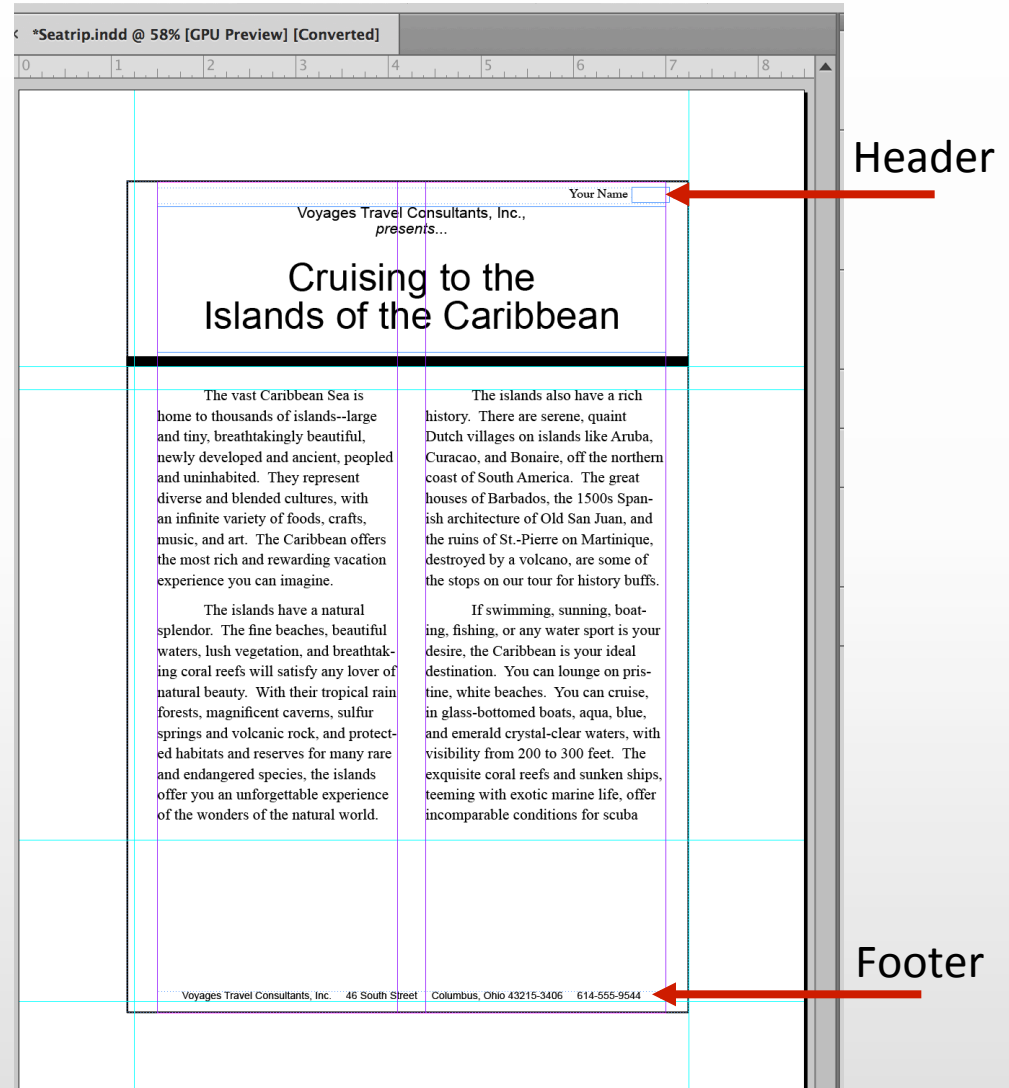
- Some features such as styles and new colors are applied to the current document only.
- To access these features in other documents you may retrieve them from the CC Libraries Panel.





# DM MASTER PAGE

- It provides a template for the other pages, with shared layout and function.
- Allows you to create a consistent look and behavior for all the pages in your document.





## Orange revolution

Glasgow's circular Subway makes a refreshing change, says Greg Neate

**A** new project in Glasgow, orange has not been used and will do it elsewhere as 'giant' associations, technological developments in the railway, the 'Orange' Orange, the third oldest (after London and London's) infrastructure on the planet in the world. Having 4000 people daily across both sides of the River Clyde, the Subway has been the most modernised and refurbished since opening in 1896 but it still follows much the same, original underground 4.5 mile (7.3 km) loop of 48 stops, though some stations and locations have been changed.

"A model railway for people," tagged any new landscape when I talked about their home town. Certainly in answer, but for 1200 metro group needs for station trains with working lines, rise along the carriage while train and platform only needs to show carriage lengths. In these alternatives, along with Glasgow's variable gauges and economic factors, which have prevented the railway's expansion from the railway network above ground. While these factors have been the cause of expansion and station survival, but for it was suggested that the railway might have to close.

Originally the railway ran using a cable haulage system, similar to London's cable cars, before tracks were described in 1914. As stations then consisted of single platform stations, some serving as the River Clyde and some with double tracks and underpasses respectively only had down as one side. The Subway then closed between 1977 and 1986 for substantial modernisation with additional platforms built at its former stations. Six new rectangular-shaped platforms with lower-level doors and lifts for the elderly by Buchanan Street when given the Subway - along with its separate historic - an urban, historical fact.

However it was the bright orange exterior of the post-modernist trains that brought a Glasgow



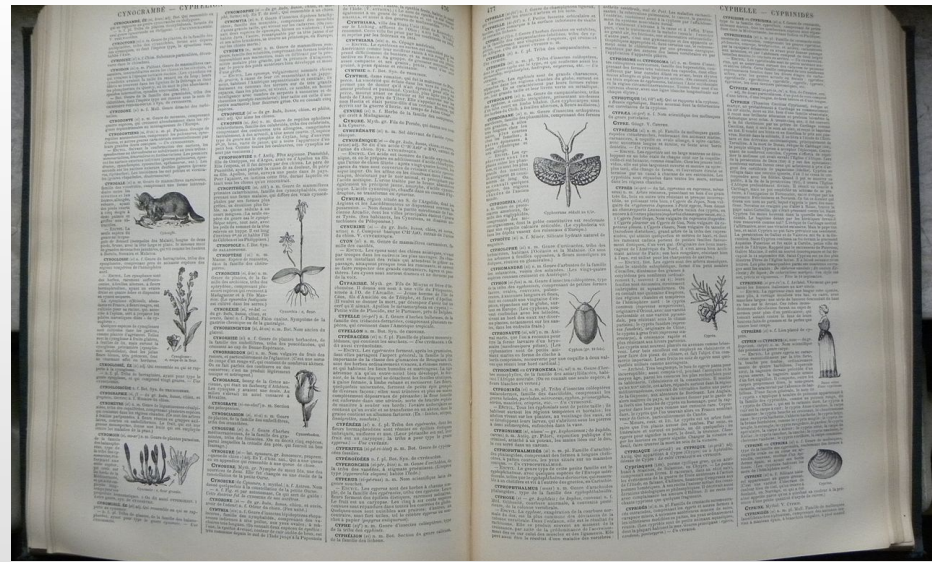
**By George**  
By George's Cross was introduced in 1976, and modernised between 1977-86 in double-headed operation.



- Sub standard**  
Key facts about the Subway
- Before the 1977-80 modernisation, train seats were formed with two carriages. The best (metal) carriage had an interior made of the same material. Carriage's seats were brown leather. Double was permitted in the rail carriage only.
  - In 1936, the subway was reserved the Glasgow Underground and during the late 1970s modernisation, large, multi-level orange 'U' signs were placed at station entrances. With this re-activation in 2003 of the name 'Subway', these have now been removed. Though traces of the Subway's past can still be seen with 'U' signage still present in many stations.
  - Unlike the London Underground, a ticket is not required to use stations.
  - The Glasgow 'Subway' can be undertaken with an all day Discovery ticket (2.50) and having a pass in the rear bar at each of the 15 stations. The usually takes a whole day and completing the route by driving in the same pass you started it regarded as a standard day out.
  - Partick is the only station on the Subway that overhangs directly onto a railway station, although Buchanan Street Station is linked to Queen Street by a single footbridge. Although it once shared this distinction, before it was closed and demolished in the 1940s.
  - Three subway stations on the GFT Subway branch from nearby Glasgow's service modern - Partick, Buchanan Street and Ibrox. These links allow users of the GFT circular network to use their double-decker while waiting for a Subway train. The idea was to trial the technology of the former stations and if successful, to put similar devices at each station, eventually extending service across the entire network. As yet, the trial is incomplete.
  - The backs of the seats of the former carriages were attached to the sides of the carriage and raised later - independently from those that remain. Passengers' seats entered at the middle of the train (U) Here signs were painted on the partition, facing by the foot, clear of the foot carriage or the rear door.

# FACING PAGES

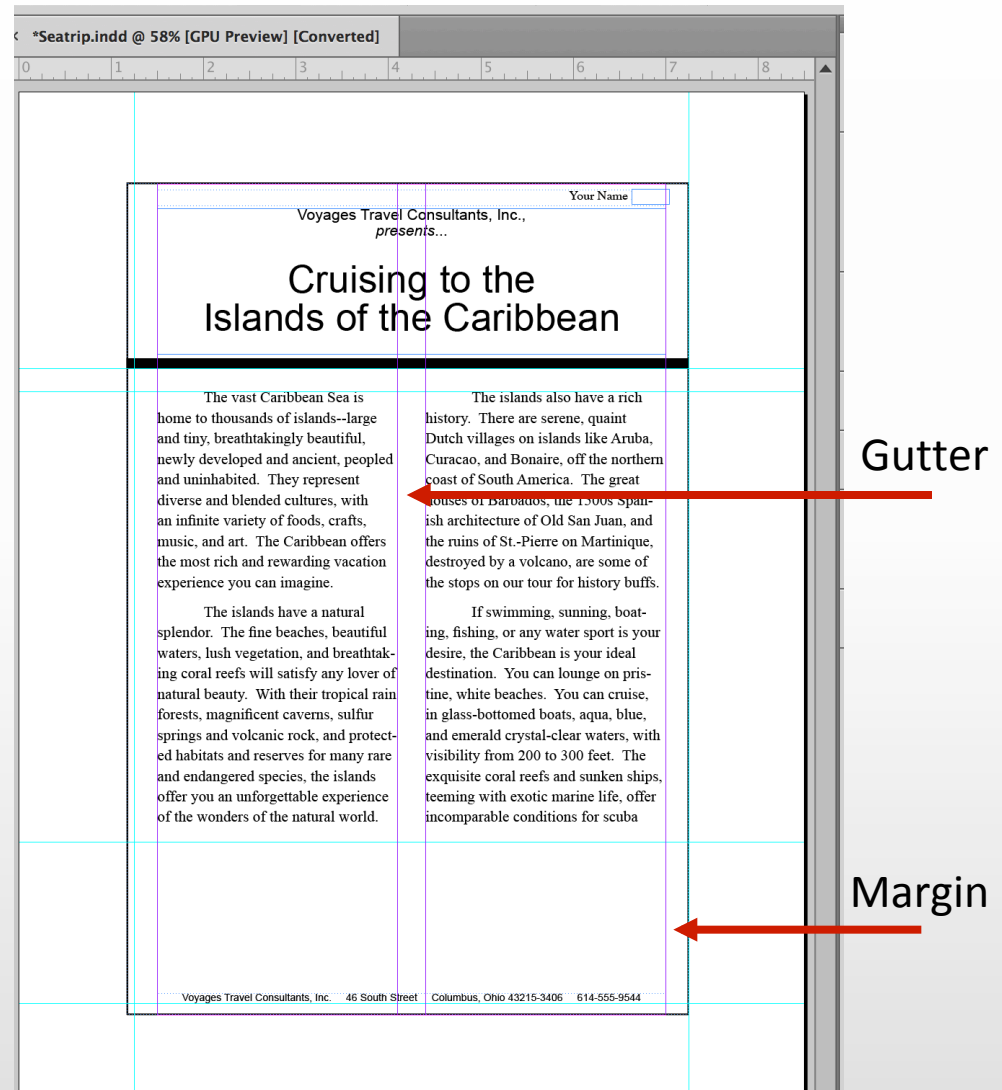
○ Pages in a document that appear on opposite sides of a book or magazine, also called a spread.





# DM GUTTER & MARGIN

- Gutter - The space between columns of text.
- Margin - In print, typically refers to the blank space around the page, while on the Web it describes the spacing between elements on a webpage.







# **DM** **BLEED & SLUG**

## ○ Bleed

- A printing term that refers to graphics or design elements which extend beyond the print edge of your design piece. It ensures that no unprinted edges occur in the final trimmed document.

## ○ Slug

- Usually non-printing information such as a title and date used to identify a document. It appears on the pasteboard, usually near the bottom of the document.



## **QUESTIONS TO CONSIDER**

- What is the advantage to adding commonly used graphics to a Creative Cloud library as opposed to inserting them directly into the document?
- Why would designers want to allocate resources to set up a master page?
- Explain why a magazine's editor would need to approve not only the printed copy but also the digital final draft, including non-printing characters?



# DM **TYPOGRAPHY**

- Typography
  - The design and use of fonts and typefaces as a means of visual communication in a design.
- Readability
  - A characteristic of fonts that make them easy to identify and read; all fonts in a graphic design should be legible unless desired effect is otherwise.
- Font Families
  - Collection of fonts that fall within a group or subset that are visually similar, but with minor variations (ex. Arial, Courier, Times, etc.)



# ***SERIF VS. SANS SERIF***

## **Serif**

- A slight projection finishing off a stroke of a letter. Fonts with the serif are called serif fonts.



## **Sans Serif**

- Fonts without the serif on the letters.





# *DM* **TEXT SPACING TERMS**

- Leading
  - The amount of vertical space between lines of text in a paragraph.
- Tracking
  - The amount of horizontal space between characters within a word or sentence.
- Kerning
  - The amount of horizontal space between pairs of individual characters.



# **TEXT SPACING TERMS**

Leading is the space between lines of text, what we often call line spacing.



**Leading**

Tracking is the space between letters in a line which is sometimes called character spacing.



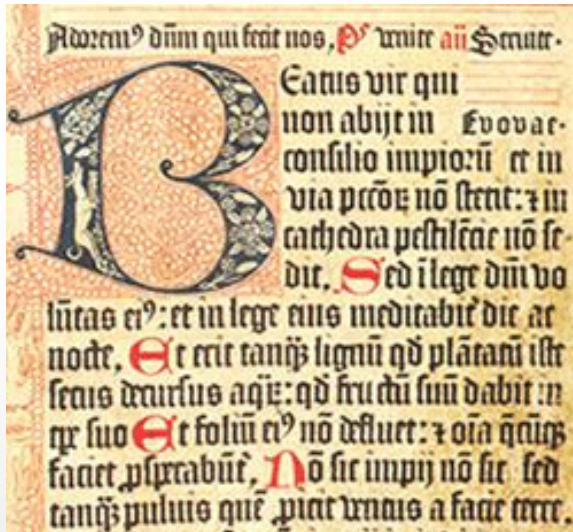
**Tracking**

Kerning is the space between a pair of letters.



**Kerning of  
i and r**

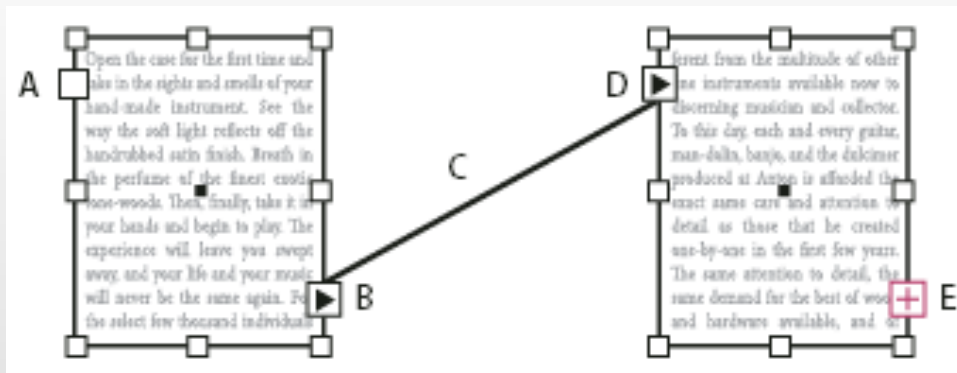
# DM DROP CAP



- The first letter of a paragraph that is larger in size than the rest that follow.
- The letter "drops down" below a few lines of the paragraph.
- Created in paragraph formatting.

# DM TEXT FRAMES

- Text in InDesign resides inside text frames.
- Text frames can be moved, resized, and deleted while using the Selection tool.
- The process of connecting text among frames is called threading text.



**A.** In port at beginning of story **B.** Out port indicating thread to next frame **C.** Text thread **D.** In port indicating thread from previous frame **E.** Out port indicating overset text





# ***PLACEHOLDER TEXT***

- Randomly generated words used to fill a defined space of a layout to give an impression of how the overall design will fit together.



# **QUESTIONS TO CONSIDER**

- Why use lorem ipsum to fill placeholders instead of just leaving an empty box?
- How does inserting additional text in a placeholder cause InDesign to overflow into another page?
- How does adjusting the spacing of two adjacent letters differ than adjusting the spacing horizontal (side to side) between the characters?
- Why would designers prefer to use fonts with serifs on printed material?