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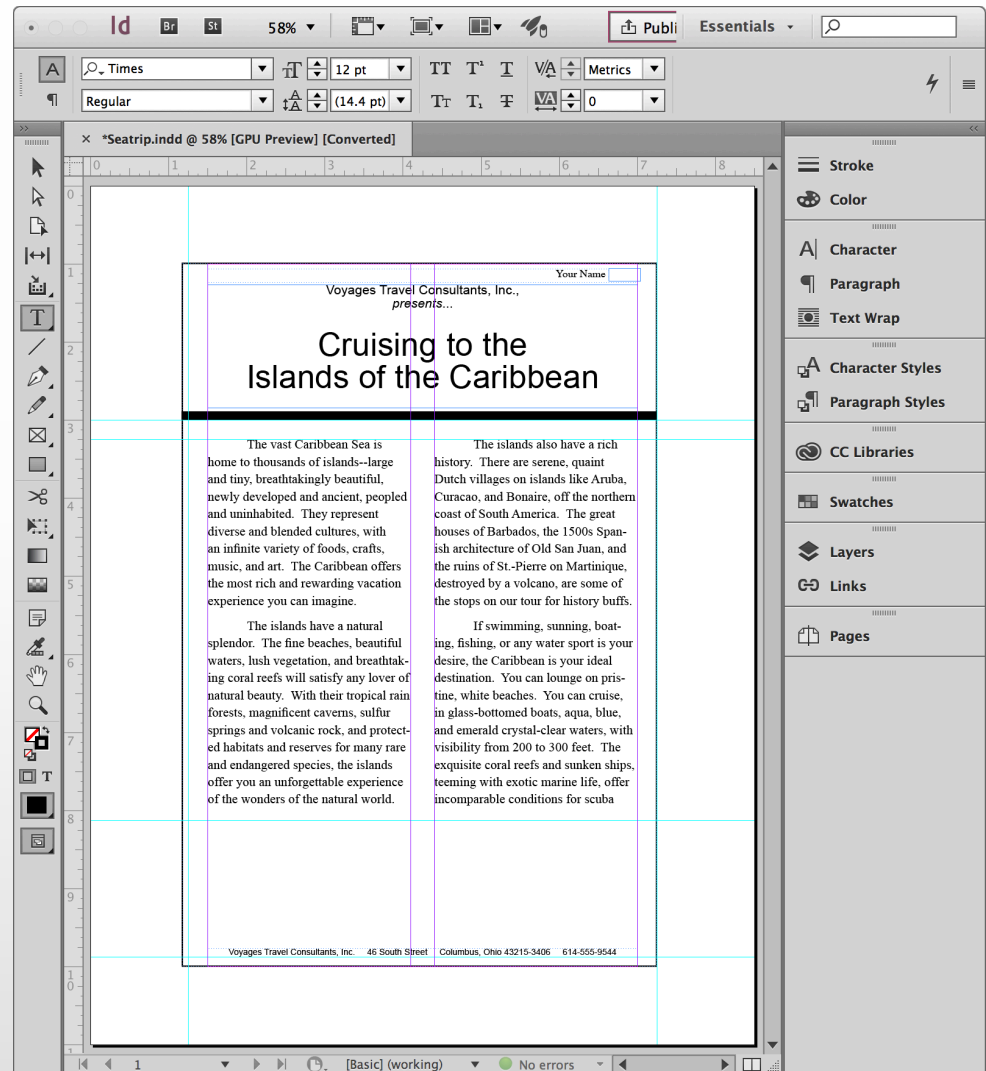
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Objective 203.02
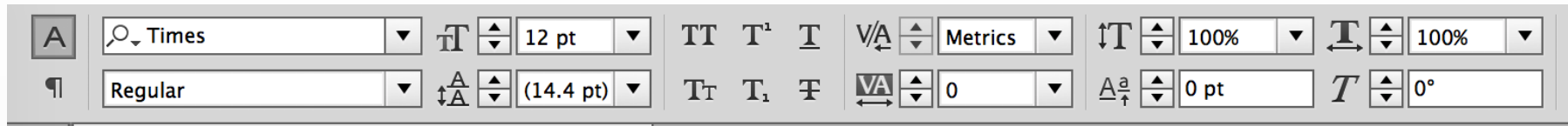Select and utilize tools for digital imaging and design production.

PANELS IN INDESIGN WORKSPACE

o Control Panel

o Document Panel

o Tools Panel

o Character Styles Panel

o Paragraph Styles Panels

o Text Wrap Panel
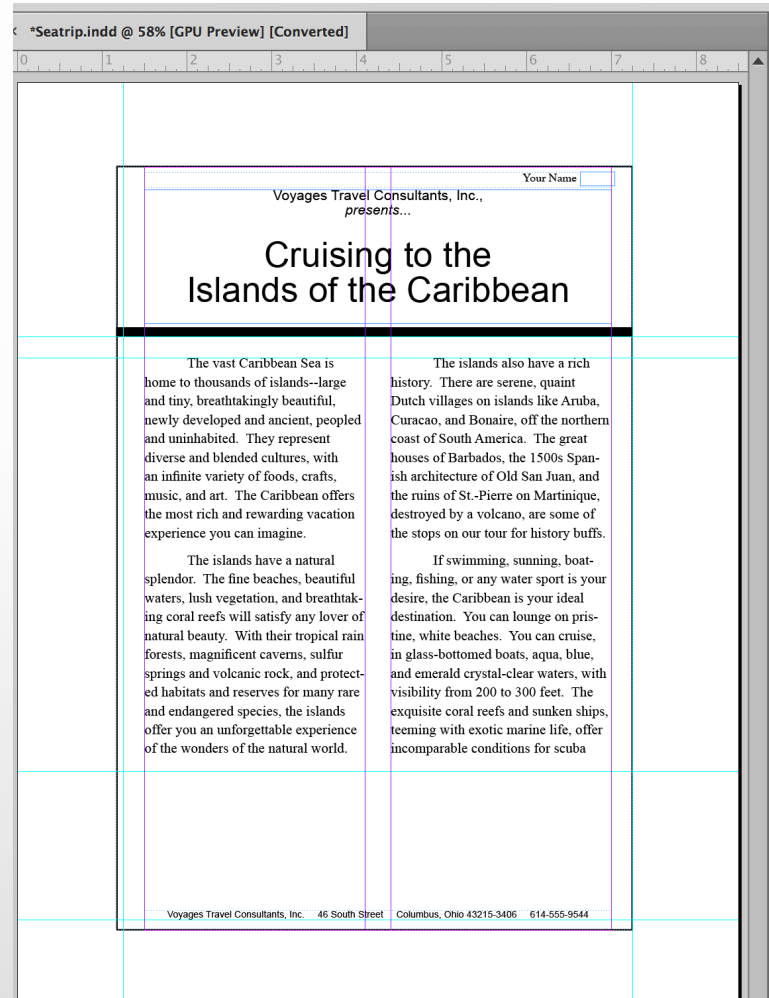

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CONTROL PANEL

o Displays options for the currently selected tool.

DOCUMENT PANEL

o Displays the file you're working on.

o Colored lines are non-printing guides.

NON-PRINTING DESIGN ELEMENTS

o Rulers help you accurately place and measure objects in an artboard.

o Grid appears behind your artwork and helps you align items on the artboard.

o Guides help you align text and graphic objects. You can create straight vertical or horizontal ruler guides. Grid/Guides Video

o 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.

TOOLS PANEL

o Contains tools for creating and editing page elements.

o Tools grouped and hidden similar to Photoshop.

o 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 (\)
- 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

o What are some tools that may not be available in other Adobe software? Why?

o When would grids be preferable to guides?

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CHARACTER STYLES PANEL

o 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.

o Character Style

- Includes formatting such as font, size, bold, italics and color, etc.

o Use the Character Styles panel to create, name, and apply character styles to text.
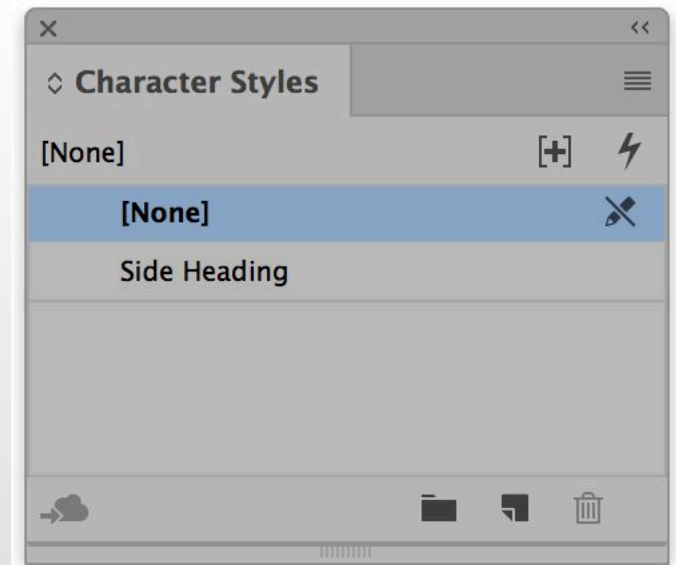
PARAGRAPH STYLES PANEL

o Paragraph Style

- Includes paragraph formatting such as indents, bullets, and alignment as well as the character formatting options.

o Use the Paragraph Styles panel to create, name, and apply paragraph styles to paragraphs.
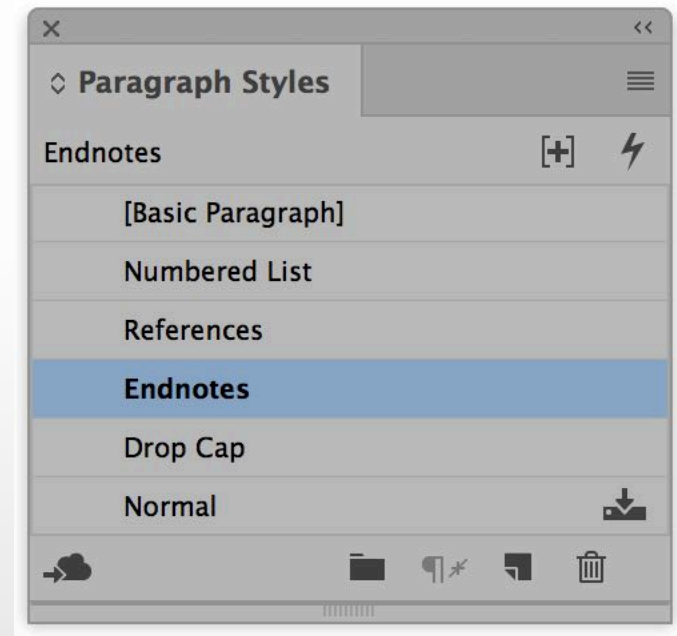
TEXT WRAP PANEL
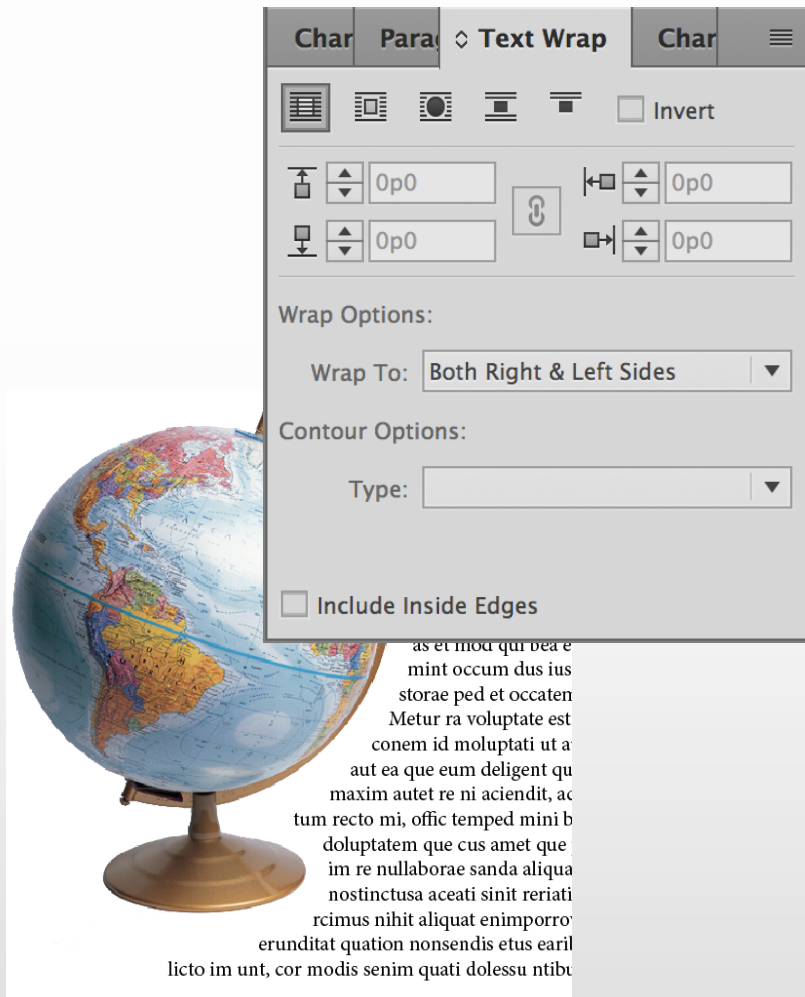
o You can wrap text around any object, including text frames and imported images.

o Text Wrap Options:
- Wrap Around Bounding Box
- Wrap Around Object Shape
- Jump Object
- Jump to Next Column

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ADD COLOR SWATCHES

o Create a new color
  - Choose the New Color option in the Swatches Panel menu.
  - Adjust CMYK sliders for desired color.

o Use a color library
  - Choose New Color option.
  - In Color Mode, choose a color library.
  - Select desired color.

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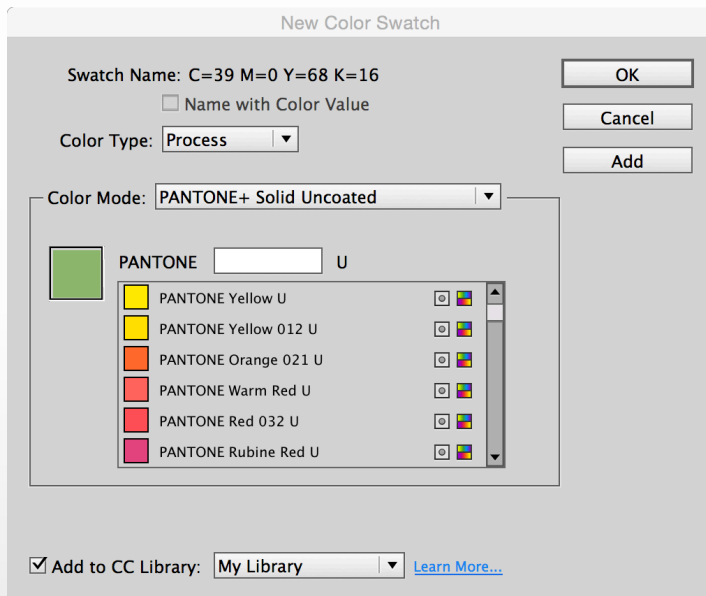
CC LIBRARIES

o Some features such as styles and new colors are applied to the current document only.

o To access these features in other documents you may retrieve them from the CC Libraries Panel.
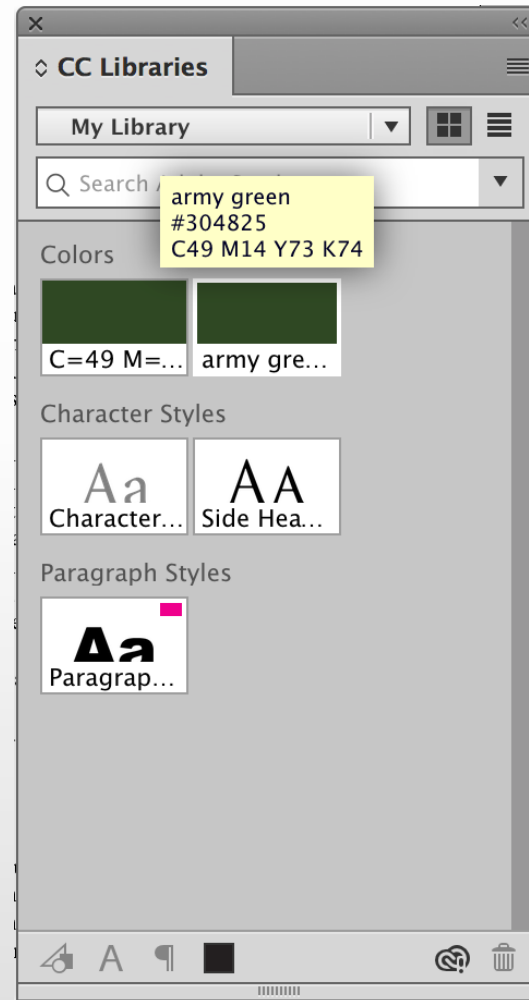
MASTER PAGE

o It provides a template for the other pages, with shared layout and function.

o Allows you to create a consistent look and behavior for all the pages in your document.

Header

Footer

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FACING PAGES

o Pages in a document that appear on opposite sides of a book or magazine, also called a spread.
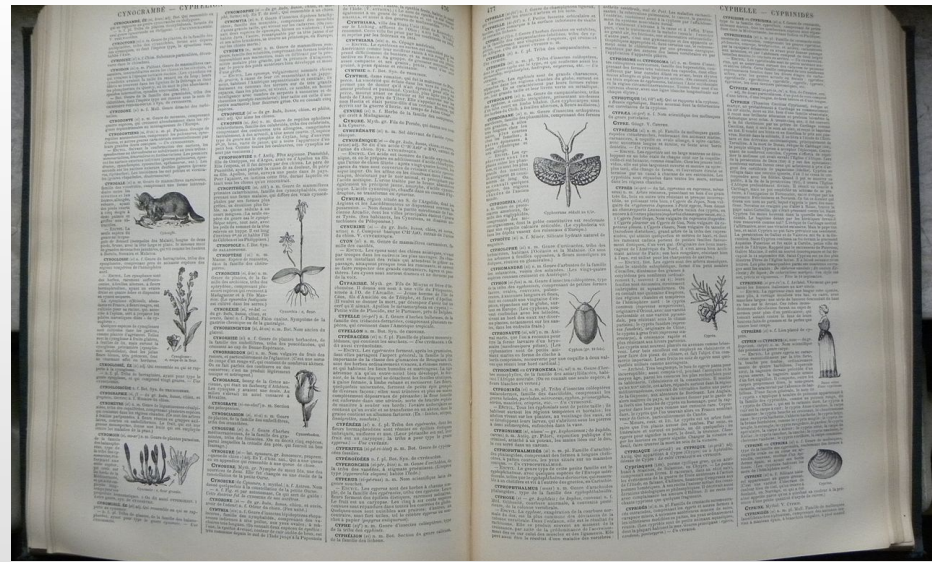
GUTTER & MARGIN

o Gutter - The space between columns of text.

o 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.

Gutter

Margin
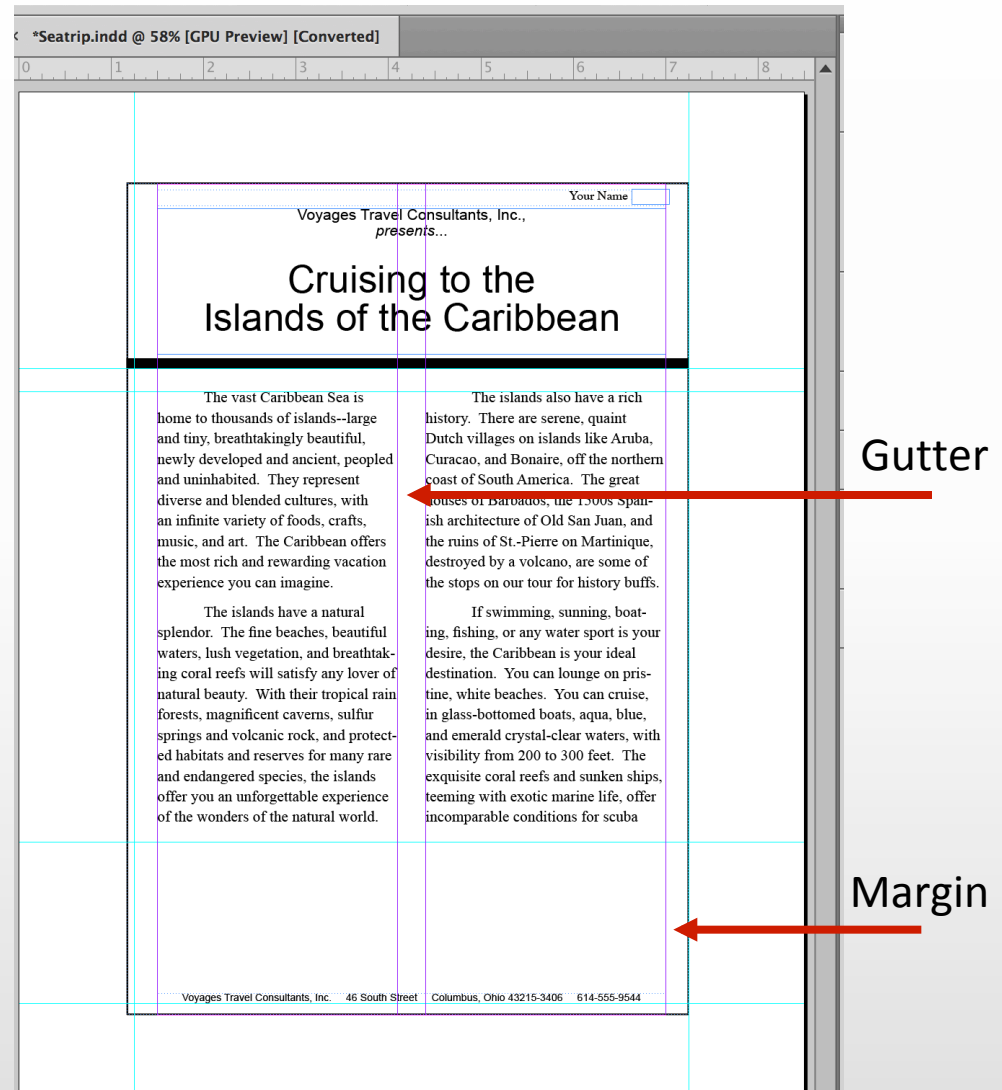
BLEED & SLUG

○ 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

o What is the advantage to adding commonly used graphics to a Creative Cloud library as opposed to inserting them directly into the document?

o Why would designers want to allocate resources to set up a master page?

o 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?

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.)

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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.

{ Serif }

A serif is a small decorative flourish on the end of the strokes that make up letters and symbols

[Sans Serif]

"Sans" (to be without) Serif fonts do NOT have any flourishes at the end of strokes.

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TEXT SPACING TERMS

o Leading
  - The amount of vertical space between lines of text in a paragraph.

o Tracking
  - The amount of horizontal space between characters within a word or sentence.

o Kerning
  - The amount of horizontal space between pairs of individual characters.

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TEXT SPACING TERMS

Leading is the space between lines of

text, what we often call line spacing.

Leading

Tracking is the space between l e t t e r s in a line which is sometimes called character spacing.

Tracking

Kerning is the space between a pair of letters.

**Kerning of i and r**

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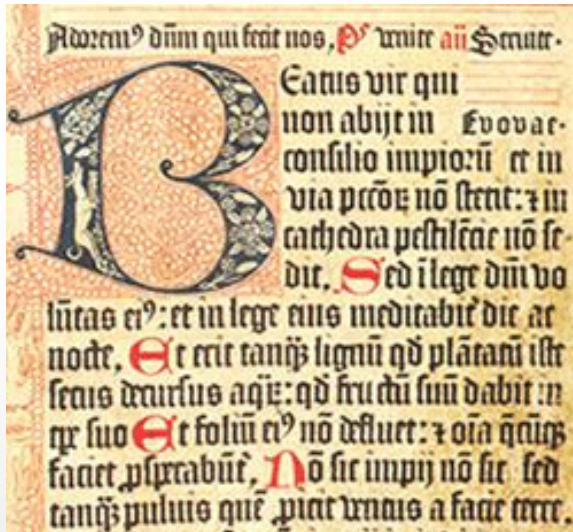
- The first letter of a paragraph that is larger in size than the rest that follow.
- The letter "**drops** down' below a few lines of the paragraph.
- Created in paragraph formatting.

TEXT FRAMES

o Text in InDesign resides inside text frames.

o Text frames can be moved, resized, and deleted while using the Selection tool.

o The process of connecting text among frames is called threading text.
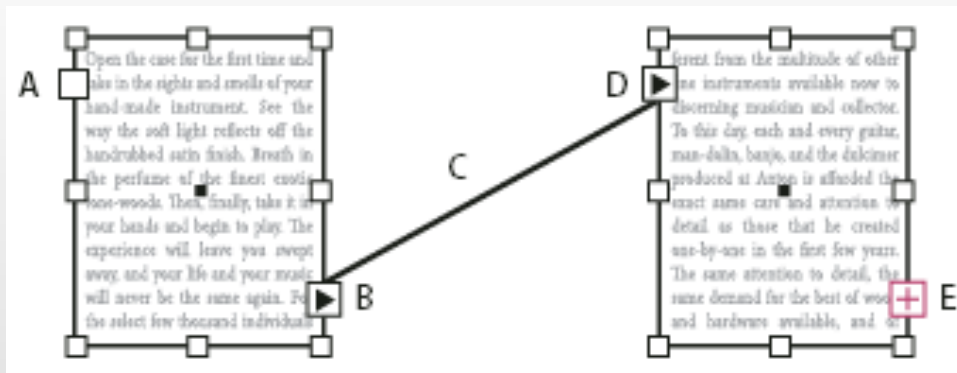
A. In port at beginning of story **B.** Out port indicating thread to next frame **C.** Text thread **D.** In port indicating thread from previous frame **E.** Out port indicating overset text

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PLACEHOLDER TEXT

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

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QUESTIONS TO CONSIDER

o Why use lorem ipsum to fill placeholders instead of just leaving an empty box?

o How does inserting additional text in a placeholder cause InDesign to overflow into another page?

o How does adjusting the spacing of two adjacent letters differ than adjusting the spacing horizontal (side to side) between the characters?

o Why would designers prefer to use fonts with serifs on printed material?

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