

# INDESIGN WORKSHOP: INTRO

# WORKSHOP OBJECTIVES

- Set up a document
- Customize your workspace
- Utilize pages panel
- Create/edit objects, images, and text
- Print and export your document

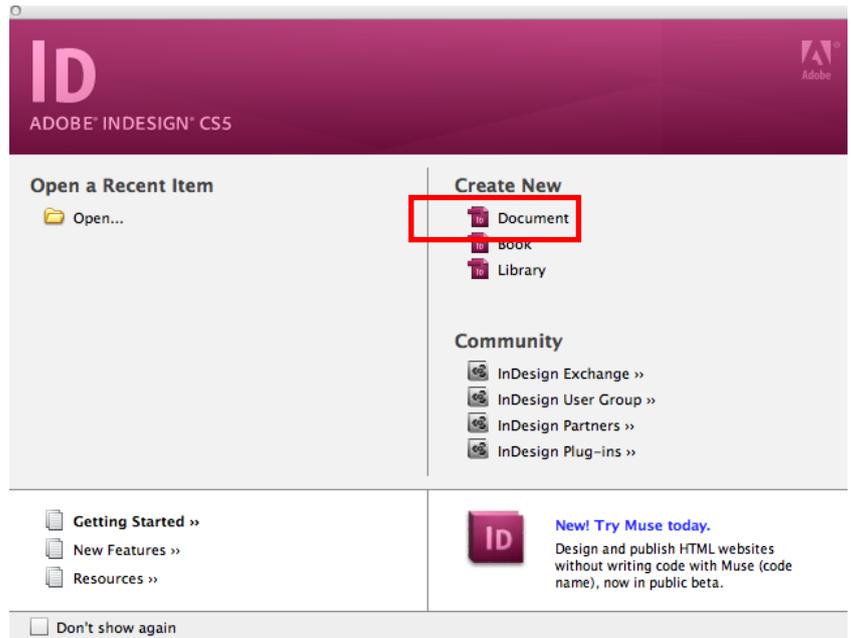
# WORKSHOP OUTLINE

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# GETTING STARTED

## Create a new project in InDesign

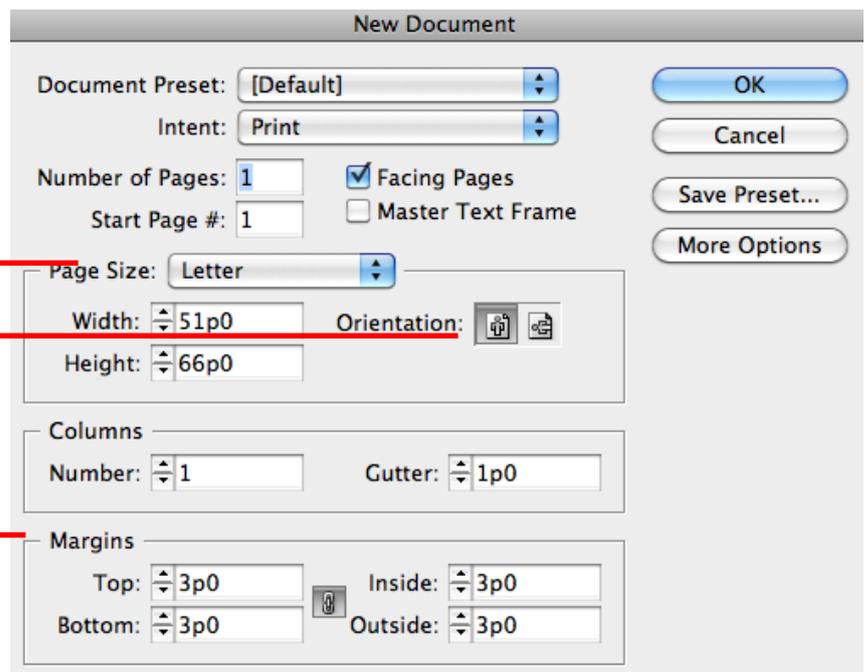
Start by opening up the program and create a new document. Setup the page size you want, the orientation, margins, and the number of pages.



Page size (letter / tabloid)

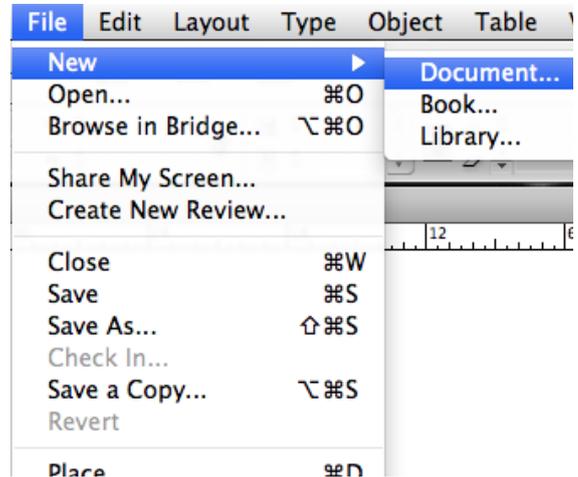
Orientation  
(portrait/landscape)

Margin

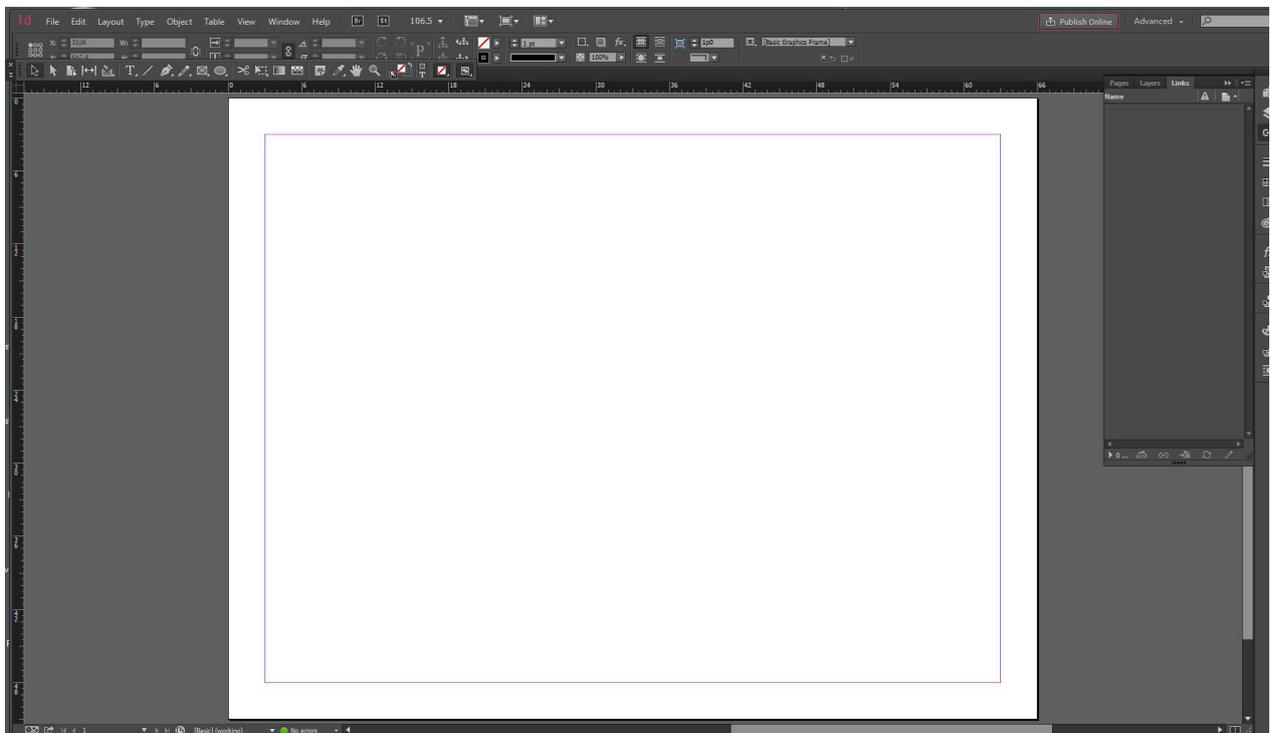


## Alternate Method

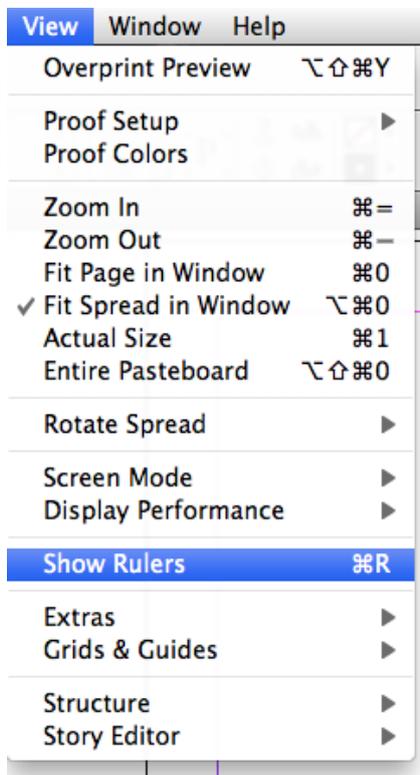
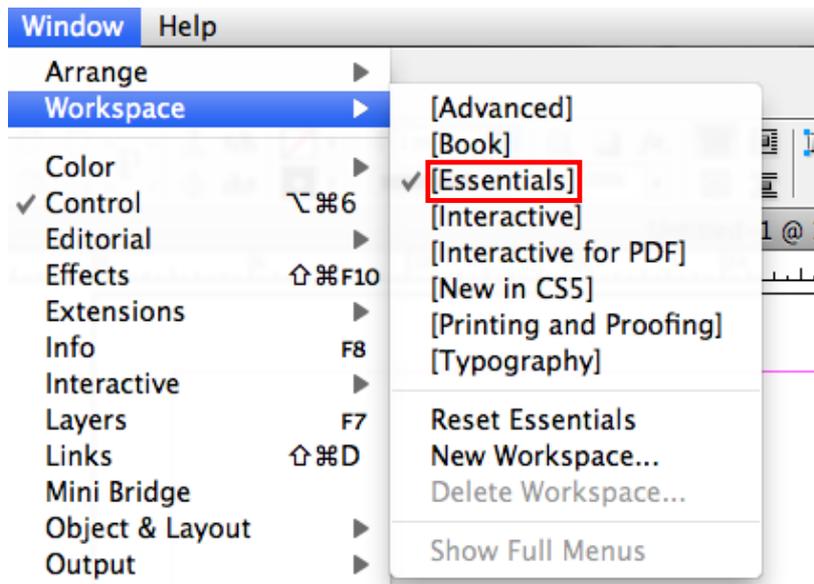
You can also go to File>New to make a new document at any time.



## New Blank Document

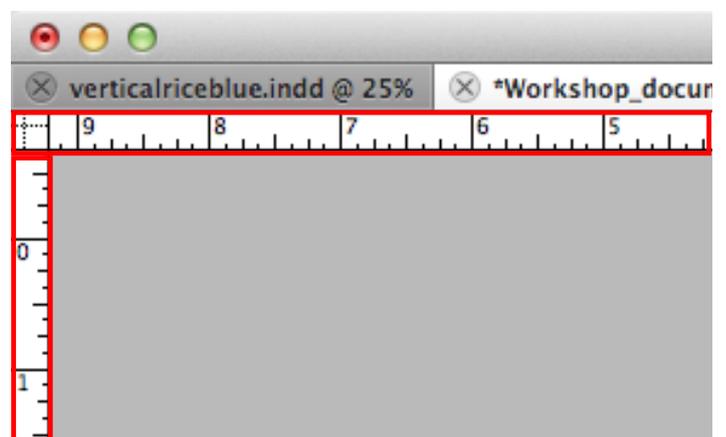


# CREATING A WORKSPACE



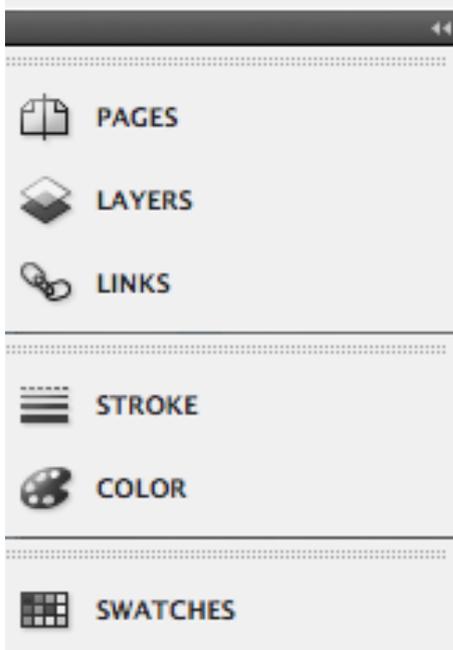
## Create your workspace in InDesign

You can customize your workspace in InDesign by going to Window > Workspace > Essentials. For more advanced functions, use one of the other workspaces. Turn on your rulers under View > Show Rulers. Right click on the Rulers to change units.



## Use the different toolbars

InDesign has a variety of toolbars, including the basic tools and the control tools. The basic tools cover basics like text, line, etc. The control tools allow you to set up pages, layers, links, etc.

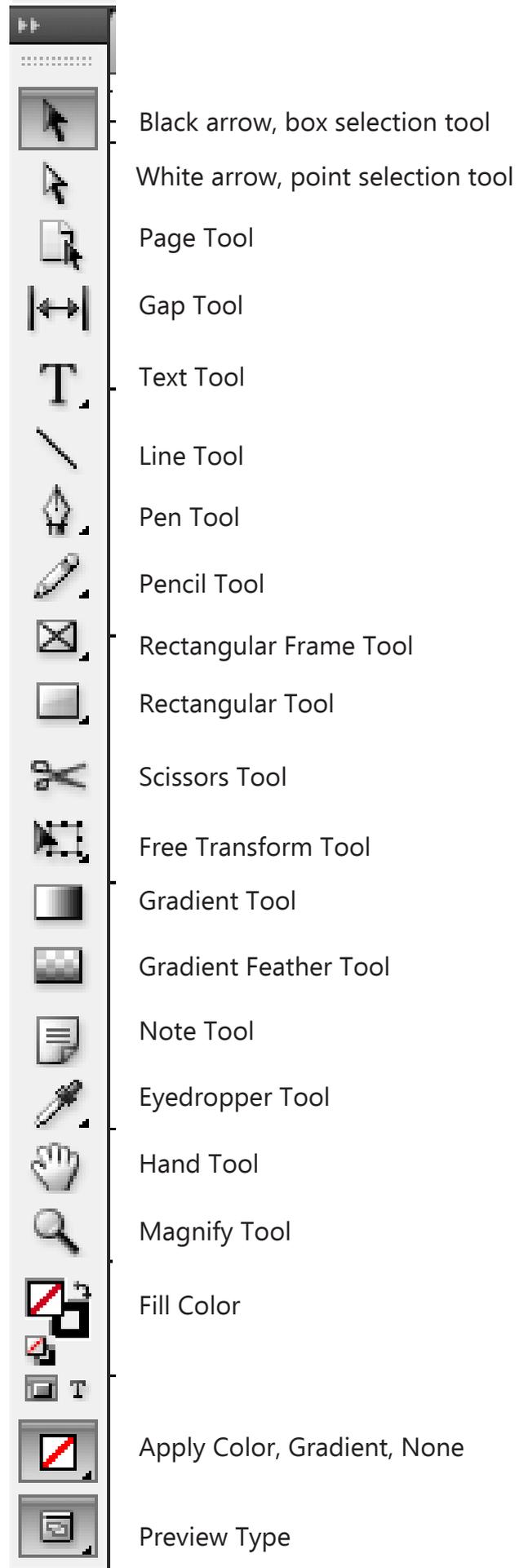


## Customize how you preview documents

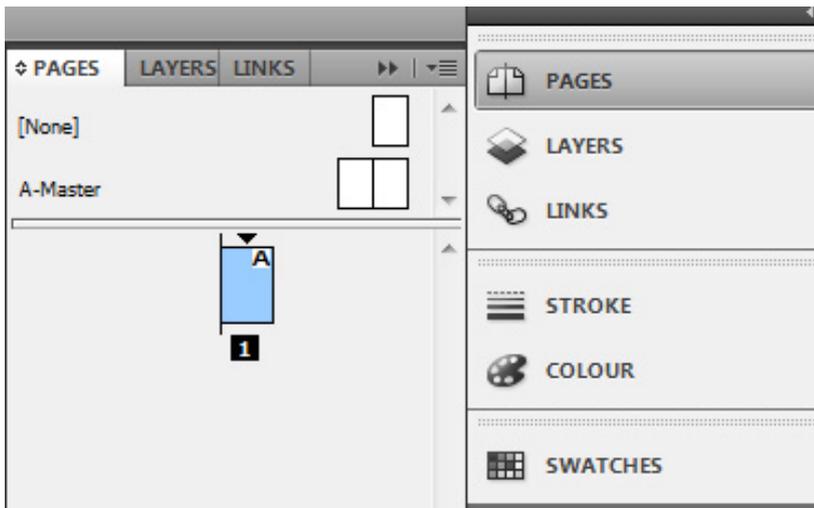
Use Normal to show guidelines, bounding boxes, etc. as you work on your document. Use Preview to see what your pages will look like.

### SHORTCUTS

Hover over any tool and it will tell you both its name and its shortcut in parentheses.

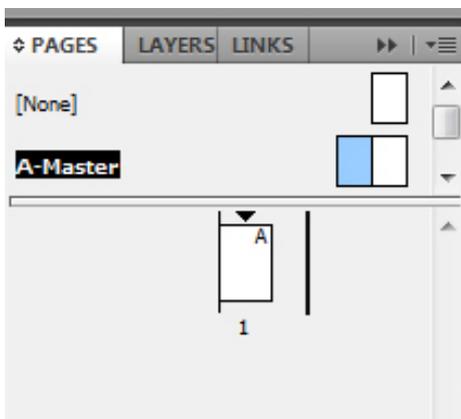


# PAGES, COLUMNS AND GUIDES



## The Pages Toolbar

In InDesign, you can use the pages toolbar to add or delete pages, change the order, and apply Master pages.

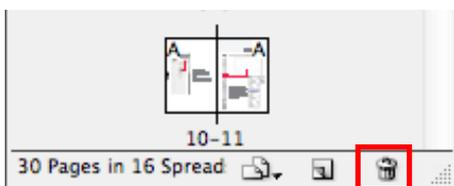


## Adding pages

Right click anywhere on the pages panel and go to insert pages, or click the new page icon.

## Facing pages

InDesign defaults to making facing pages, meaning they pop up in the pages panel in a book style with spreads (sets of two pages, pictured left). If you don't want facing pages, go to File > Document Setup and uncheck Facing Pages.

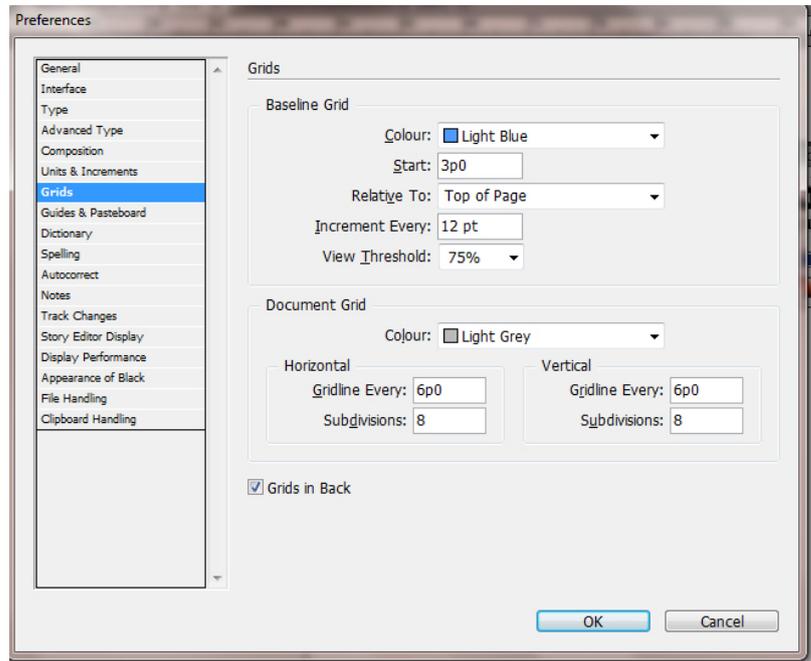


## Change page dimensions

At any time you can go to File > Document Setup to change page size or orientation of your document.

## Create a baseline grid

To create a baseline grid, go to Edit > Preferences > Grid and select Baseline grid. Set your baseline grid based on how frequently you want it to occur. Make sure that under View > Show Baseline Grid is turned on. Also, be aware that there is a threshold for when you can see and not see the grid based on the original preferences you chose.

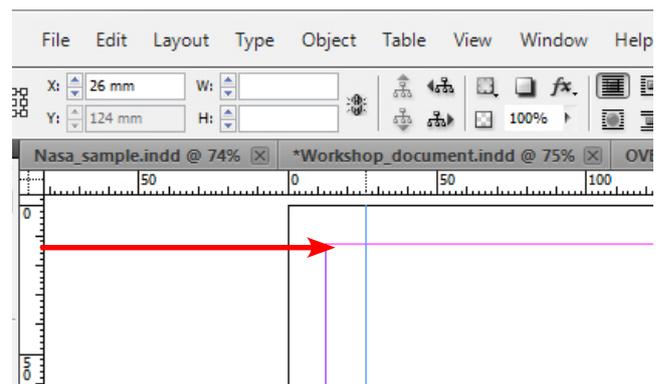


## View the baseline grid

You can go to View > Grids and Guides > Snap to Document Grid to line things up with the grid in your document.

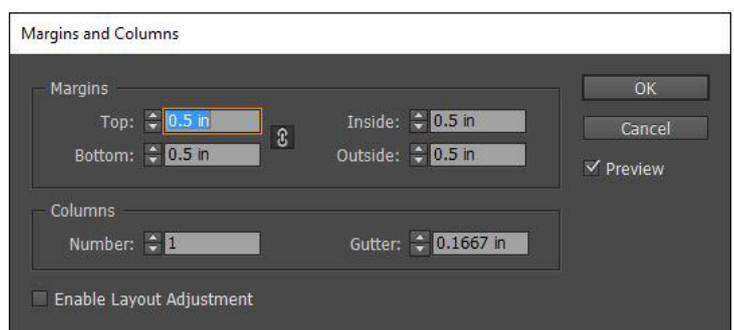
## Adding Guides

Click and drag from the rulers on the side of your screen to where you want the guides.



## Create Columns

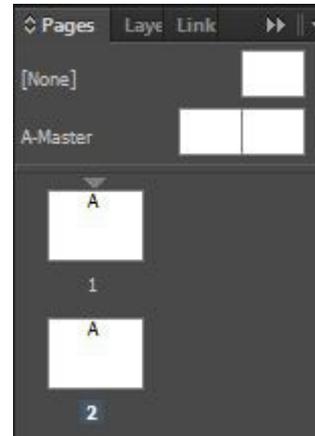
Go to Layout > Margins and Columns to choose how many columns you wanted on a selected page.



# TRY IT YOURSELF:

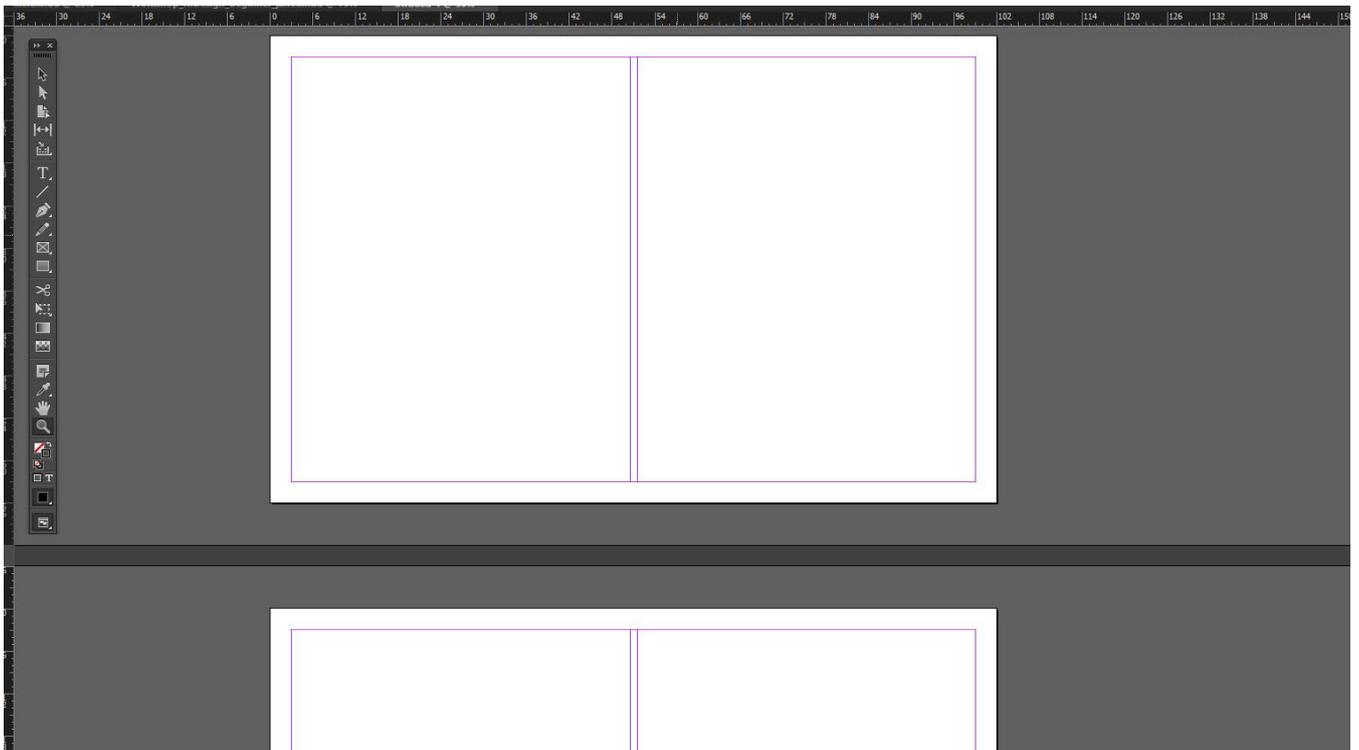
## Create two pages

Using either the new page icon at the bottom of the pages panel or right clicking on the panel and selecting Insert Pages, add another page so there are now two. Make sure that the pages are not facing so they appear as pictured left.

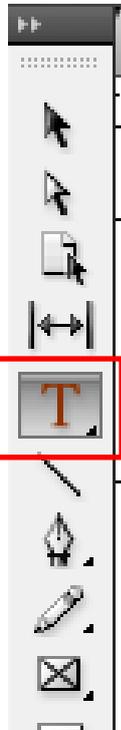


## Create columns/edit Margins

Since we're creating a trifold, we want three columns on each page. Select both pages in the page panel by clicking both while holding Shift, and go to Layout>Margins and Columns and type in 2 for columns, and .25 in for margins.



# ADDING TEXT



## Create a box for text

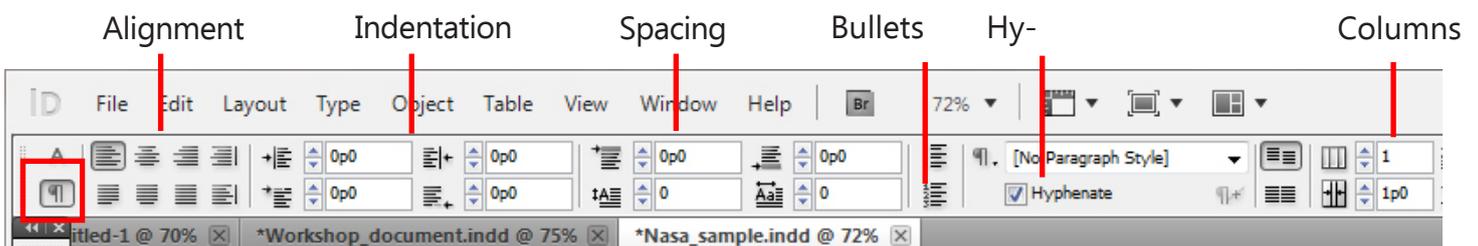
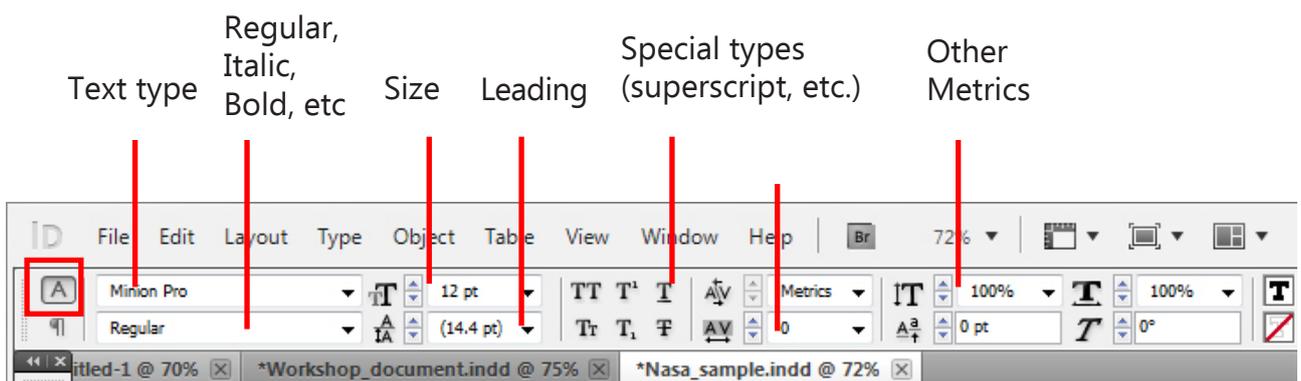
Create a bounding box and then click the text button in the box to start putting in text. You can either place text (same method as adding an object) or copy and paste text into the box.

## Use the formatting tabs to edit the text and paragraph style

Change the text type, metrics, tilt, spacing between text, add superscripts, subscripts through the text tab. In the paragraph tab, change alignment, indents, drop cap, hyphenation, add bullets, etc.

## INCREASE TEXT SIZE QUICKLY

If you want to increase the size of your text quickly, instead of going to the top toolbar, highlight the desired text and hold down Ctrl-Shift-> (Command for Macs)



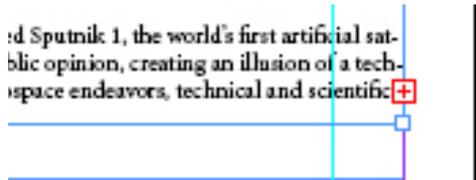


## Text Color

When you have text selected, you can change the color of it either using the top toolbar with the rest of your text settings or the left toolbar (pictured left).

## Text Overset

If you get the red plus sign that appears to the left, that means that your text won't fit in the text box you've drawn. You either need to make the box bigger or make your text smaller.



IGY) for the period, July 1, 1956 to December 31, 1958, a cooperative effort to gather scientific data about the Earth. The Soviet Union quickly followed suit, announcing plans to orbit its own satellite. The Naval Research Laboratory's Project Vanguard was chosen on 9 September 1955 to support the IGY effort, largely because it did not interfere with high-priority ballistic missile development programs. It used the non-military Viking rocket as its basis while an Army proposal to use the Redstone ballistic missile as the launch vehicle waited in the wings. Project Vanguard enjoyed exceptional publicity throughout the second half of 1955, and all of 1956, but the technological demands upon the program were too great and the funding levels too small to ensure success. A full-scale crisis resulted on October 4, 1957 when the Soviets launched Sputnik 1, the world's first artificial satellite as its IGY entry. This had a "Pearl Harbor" effect on American public opinion, creating an illusion of a technological gap and provided the impetus for increased spending for aerospace endeavors, technical and scientific.

## Stringing text

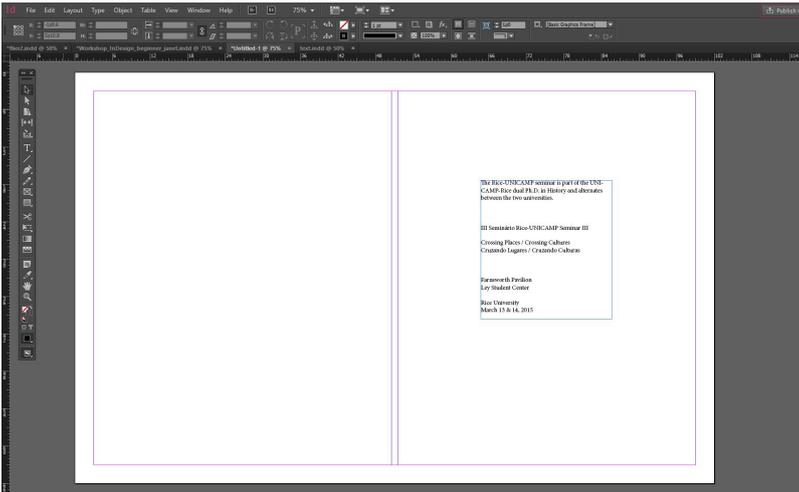
In InDesign, you can link two text boxes together so that the text from one box flows directly into the other. In order to do so, create the two text boxes you want. Place your text in the first box, then click the red + sign and click the next box where the text will follow.

The Naval Research Laboratory's Project Vanguard was chosen on 9 September 1955 to support the IGY effort, largely because it did not interfere with high-priority ballistic missile development programs. It used the non-military Viking rocket as its basis while an Army proposal to use the Redstone ballistic missile as the launch vehicle waited in the wings. Project Vanguard enjoyed exceptional publicity throughout the second half of 1955, and all of 1956, but the technological demands upon the program were too great and the funding levels too small to ensure success. A full-scale crisis resulted on October 4, 1957 when the Soviets launched Sputnik 1, the world's first artificial satellite as its IGY entry. This had a "Pearl Harbor" effect on American public opinion, creating an illusion of a technological gap and provided the impetus for increased spending for aerospace endeavors, technical and

# TRY IT YOURSELF:

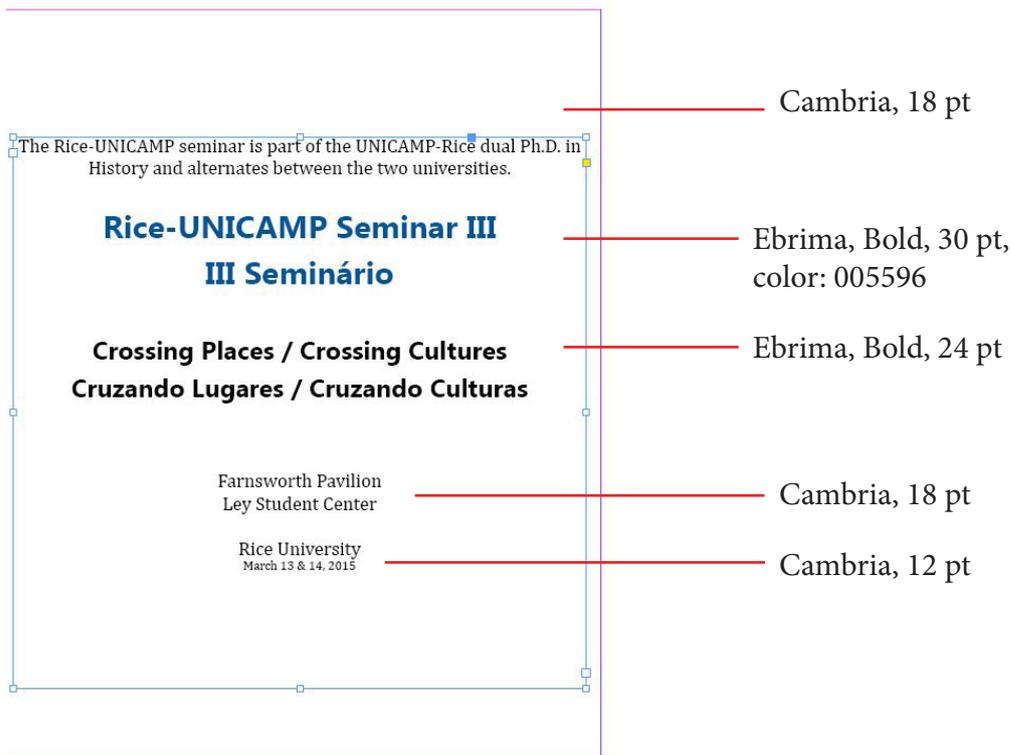
## Create a text box

On the right half of the first page, which will be the front flap, create a text box that extends to the margins you're given. Then, copy and paste over the title page text from the provided text document into your front flap.



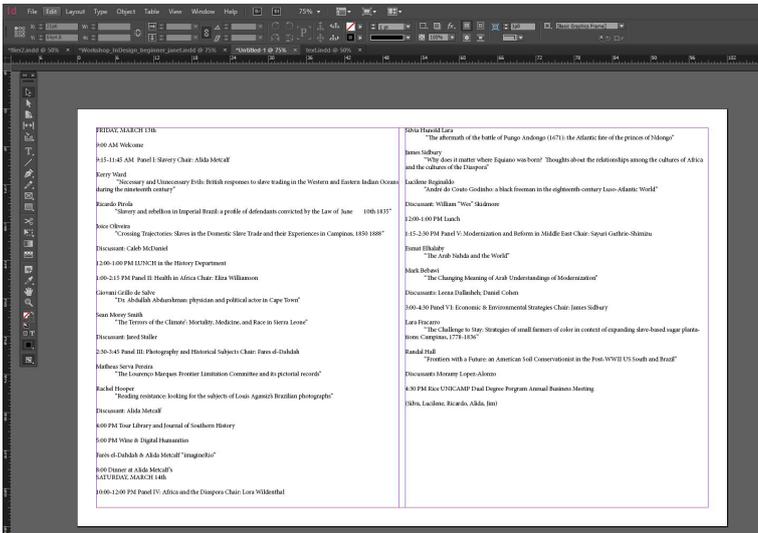
## Format your text

Now, use the formatting tab on the top toolbar to edit your text as you see fit. The example flier is formatted as shown on the left.



## Create 2 text boxes

Now on the second page, create three text boxes, one per column, that take up most of the height of each column.



## Place and String Text

Take the text provided and place it in the first text box. It will likely overflow out of the text box, so click the red plus sign and then the next text box to string them.

Ebrima, Bold, 24 pt, 005596 Ebrima, Bold, 16 pt

Cambria, Italic, 14 pt, 70% black



## Format Text

Now, format the text as you see fit. It's helpful to vary font, size, and italics/boldness to distinguish titles and subtitles from body text.

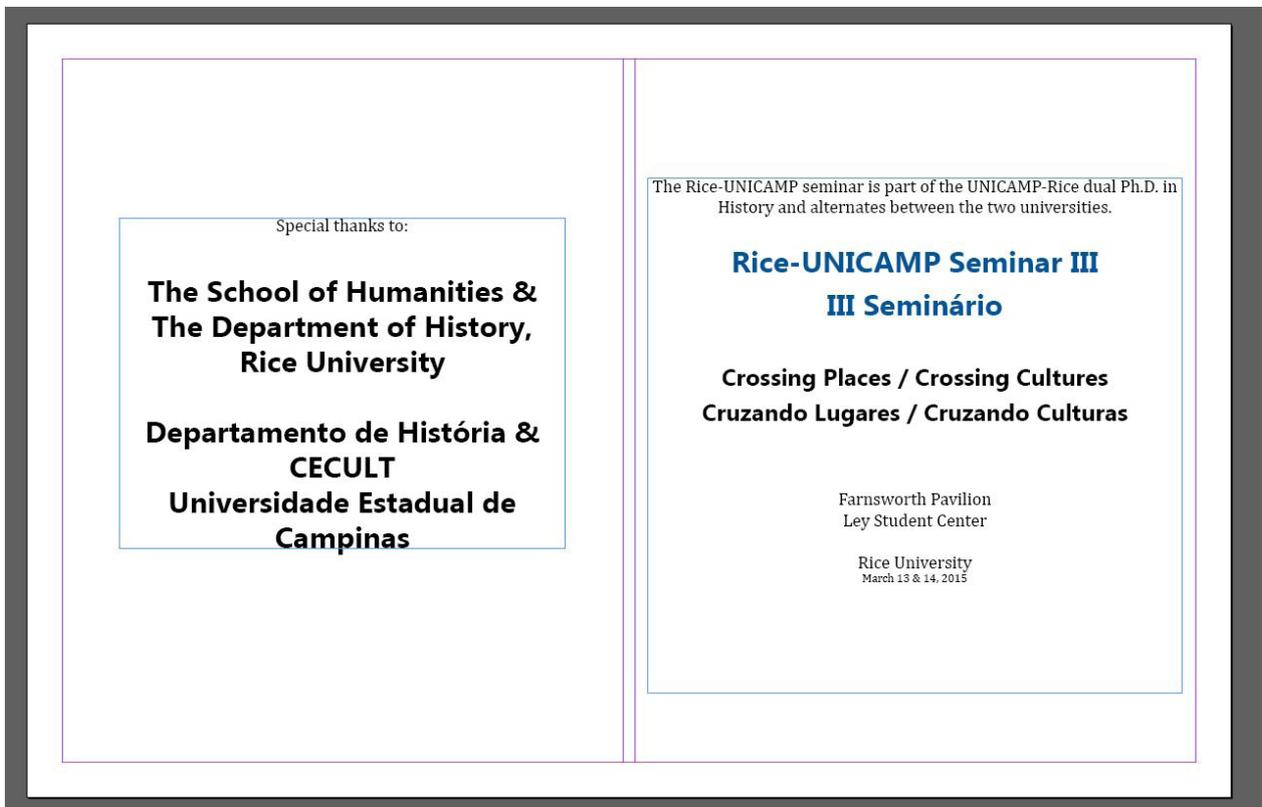
## Eyedropper Tool

You can use the eyedropper tool to quickly match text settings (or other object properties). Select the text you want to change, and then use the eyedropper tool to click on another body of text and apply those properties.

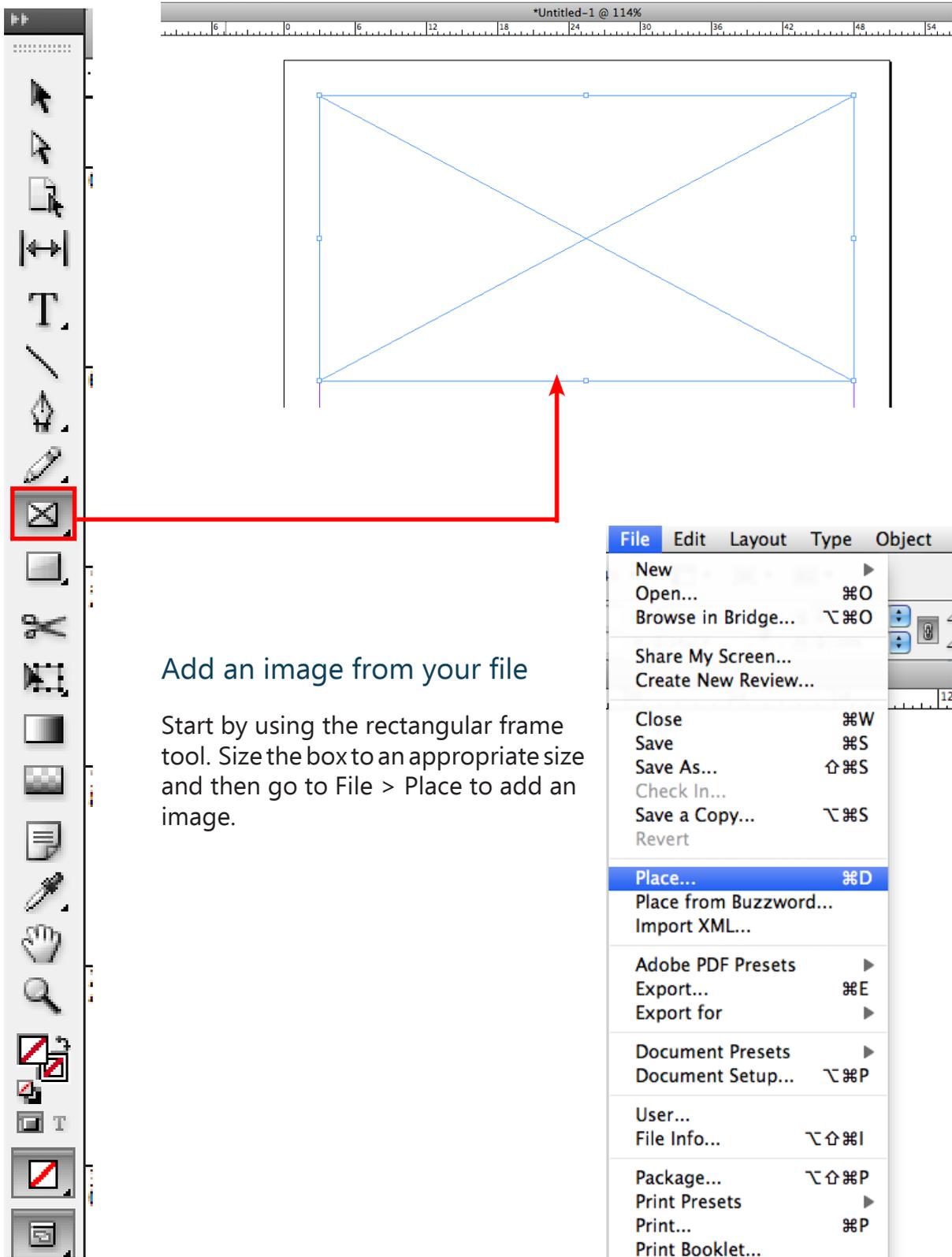


## Place Text

Finally, go back to the first page and place the last paragraph of text provided on the left column, which will then be the last flap.



# ADDING OBJECTS, IMAGES



## Add an image from your file

Start by using the rectangular frame tool. Size the box to an appropriate size and then go to File > Place to add an image.

# EDITING OBJECTS



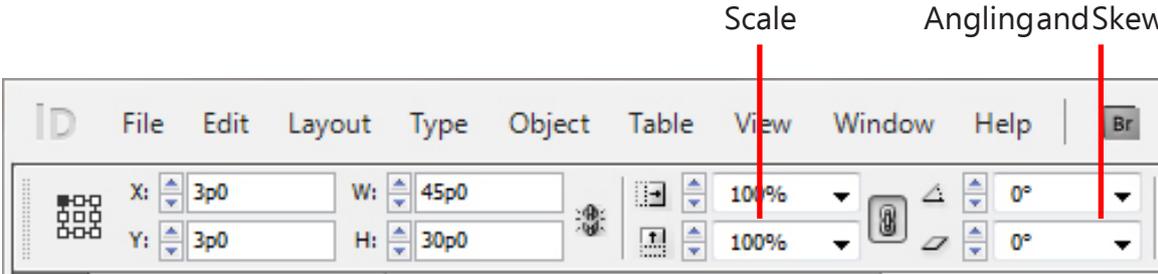
Selects the bounding box to move the image around the page.

Selects the object to move the image around in the frame.

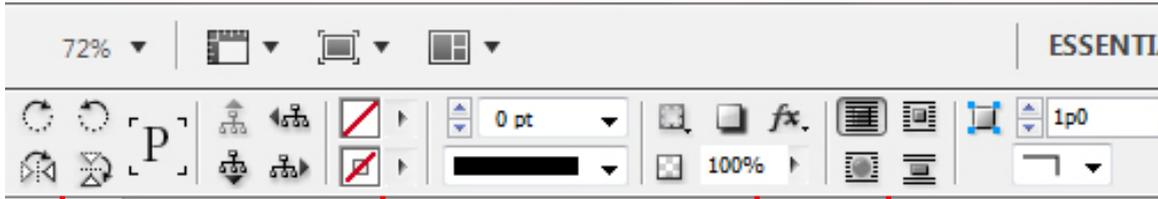
Selects the bounding box to move the image around the page.

Use the panel at the top to make edits

Left click the image and change scale, the position in the text, rotation, mirroring, transparency, effects and more using the panel at the top of the page.



Scale Angling and Skewing

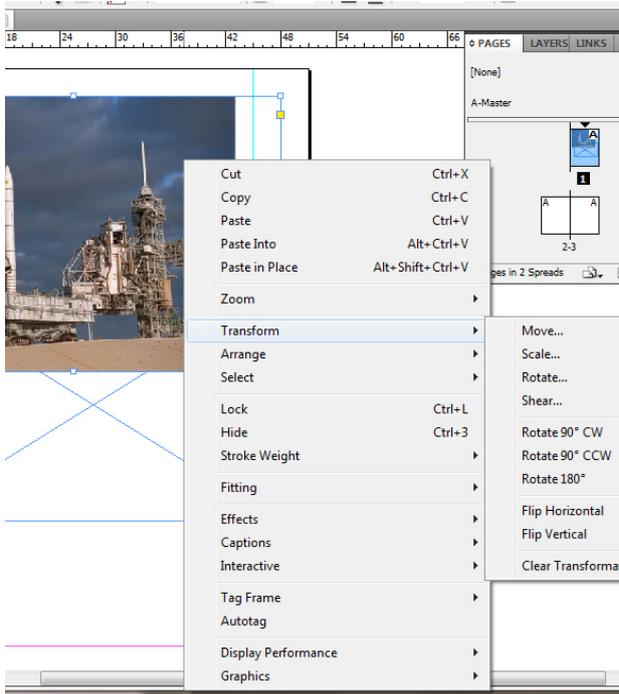


Rotation and Mirroring

Stroke and Fill

Transparency

Text Wrap

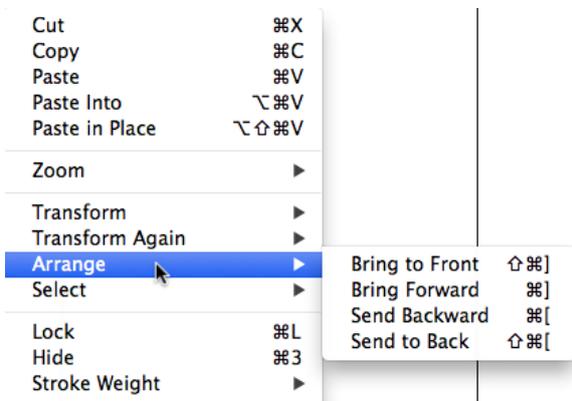


## Edit the arrangement, scale, and more for images

Right click and go to transform to make a typical transformation, including scale, rotation, mirroring, etc. If you right click and go to arrange, you can change the order in which the object appears.

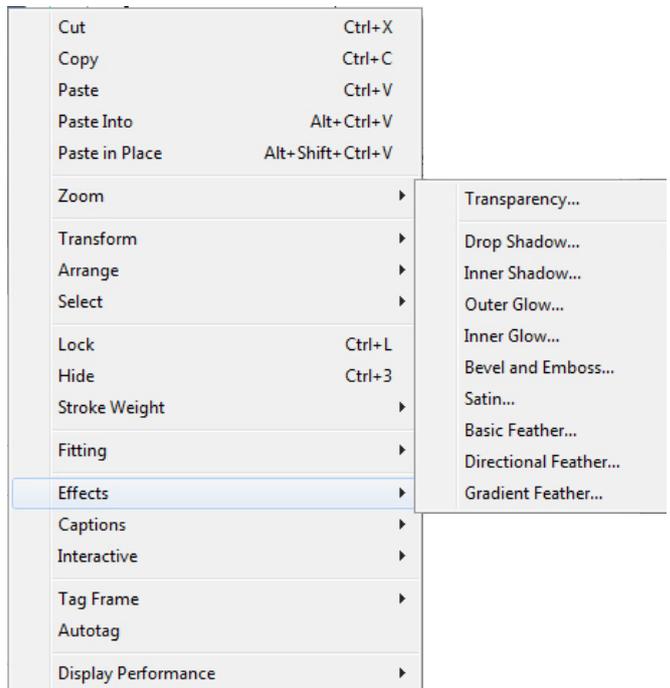
### FREE TRANSFORM TOOL

To be able to edit your shapes more easily, use the free transform tool by selecting the object and then the tool to start moving it.



## Draw Order

To control which elements appear to be on top in the event that multiple images or objects overlap, right click on the object and go to "Arrange." Front and Forward means on top and Back and Backward means below.



## Create effects with your image

Right click and go to effects to change some of the properties of the image. This includes adding shadows, glows, feathers, and most importantly, transparency. Click on transparency and change the percentage.

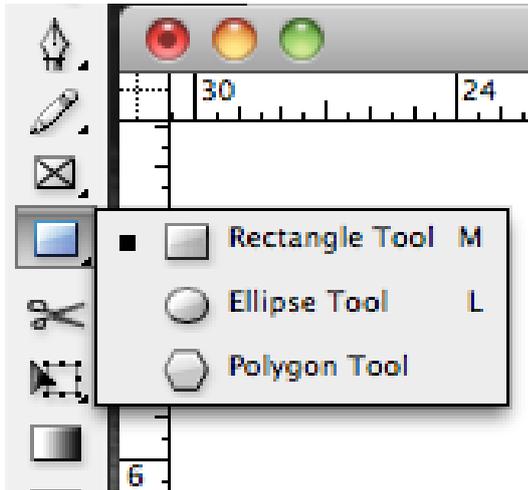
# TRY IT YOURSELF:

## Place an image

Go to File>Place and file the owl crest to place it on the first page of your document. Then, use the free transform tool to scale the owl to the size of your liking. Turn the opacity down to about 15%, and change the draw order so the image is at the back.



# CREATING SHAPES

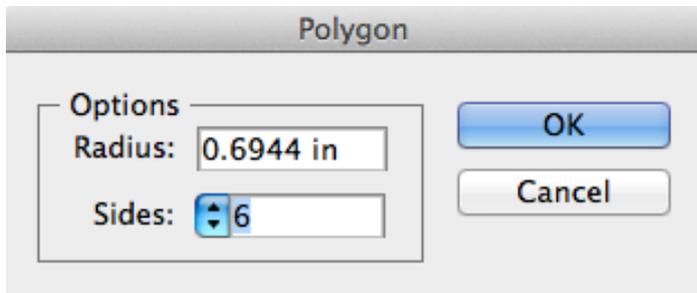


## Create typical shapes

Create rectangles, ellipses, and polygons using the Rectangle Tool and its drop down menu.

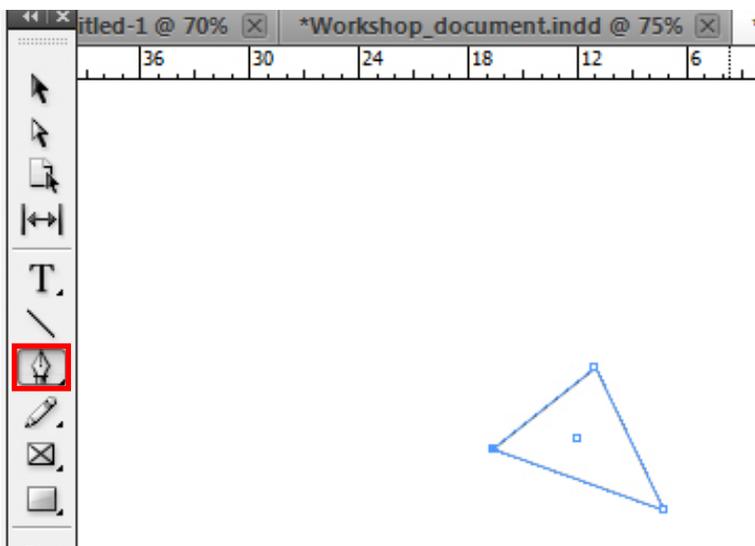
### CIRCLES AND SQUARES

If you want to create perfect circles and squares, use the ellipse and rectangle tools by holding shift while you click and drag to form the shape.



## Polygons

To create a polygon other than a hexagon (a triangle, or an octagon), with the polygon tool simply click on the artboard once and when this dialog box shows up, fill in however many sides you want your polygon to have.

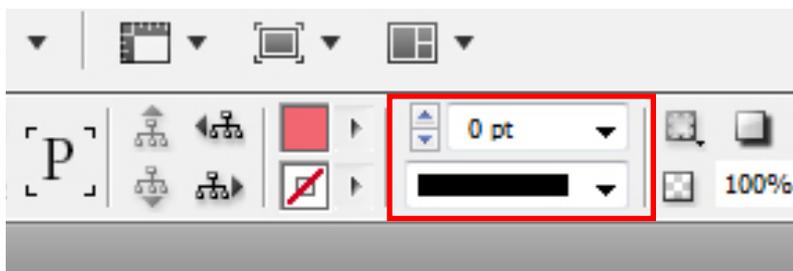
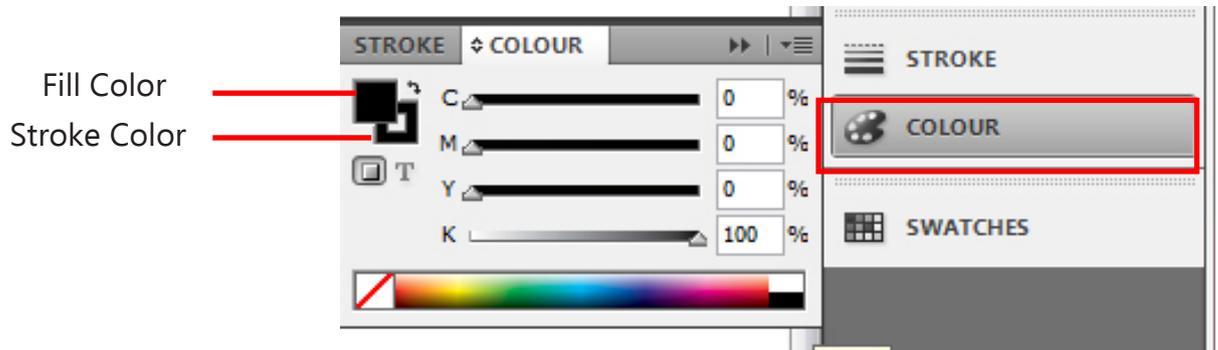


## Use the pen tool to create shapes

Choose the pen tool and then click points to create a shape. Make sure to join the edges of the shape.

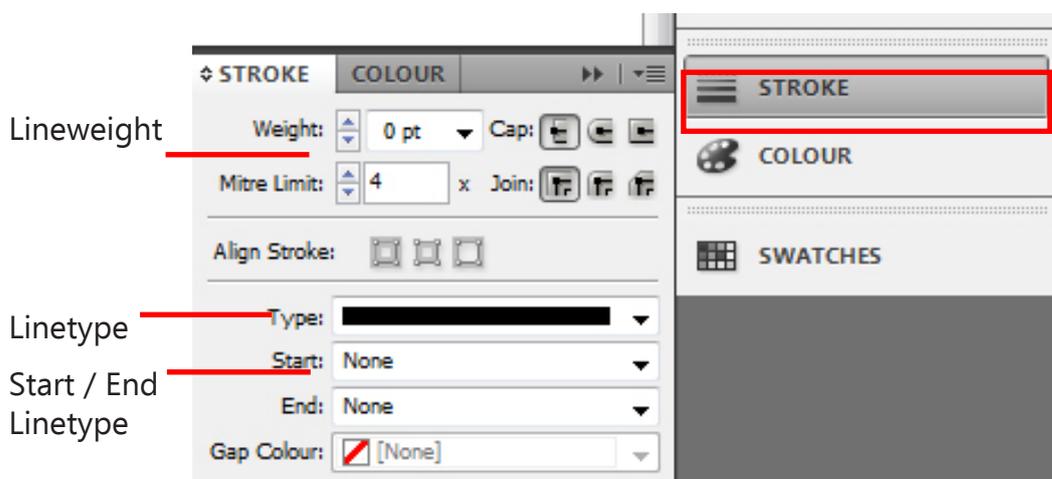
## Use the Line tool

Use the line tool by clicking and dragging to create lines. After creating lines, using the black cursor tool you can edit the line properties.



Change stroke and lineweight

Edit line stroke and type using the menu on the right edge of the screen.



# TRY IT YOURSELF:

## FRIDAY, MARCH 13th

**9:00 AM Welcome**

**9:15-11:45 AM Panel I: Slavery** *Chair: Alida Metcalf*

Kerry Ward

*"Necessary and Unnecessary Evils: British responses to slave trading in the Western and Eastern Indian Oceans during the nineteenth century"*

Ricardo Pirola

*"Slavery and rebellion in Imperial Brazil: a profile of defendants convicted by the Law of June 10th 1835"*

Joice Oliveira

*"Crossing Trajectories: Slaves in the Domestic Slave Trade and their Experiences in Campinas, 1850 1888"*

Discussant: Caleb McDaniel

**12:00-1:00 PM LUNCH in the History Department**

**1:00-2:15 PM Panel II: Health in Africa** *Chair: Eliza Williamson*

Giovani Grillo de Salve

*"Dr. Abdullah Abdurahman: physician and political actor in Cape Town"*

Sean Morey Smith

*"The Terrors of the Climate: Mortality, Medicine, and Race in Sierra Leone"*

Discussant: Jared Staller

**2:30-3:45 Panel III: Photography and Historical Subjects** *Chair: Fares el-Dahdah*

Matheus Serva Pereira

*"The Lourenço Marques Frontier Limitation Committee and its pictorial records"*

Rachel Hooper

*"Reading resistance: looking for the subjects of Louis Agassiz's Brazilian photographs"*

Discussant: Alida Metcalf

**4:00 PM Tour Library and Journal of Southern History**

**5:00 PM Wine & Digital Humanities**

Fares el-Dahdah & Alida Metcalf "imagineRio"

**8:00 Dinner at Alida Metcalf's**

## SATURDAY, MARCH 14th

**10:00-12:00 PM Panel IV: Africa and the Diaspora** *Chair: Lora Wildenthal*

Silvia Hunold Lara

*"The aftermath of the battle of Pungo Andongo (1671): the Atlantic fate of the princes of Ndongo"*

James Sidbury

*"Why does it matter where Equiano was born? Thoughts about the relationships among the cultures of Africa and the cultures of the Diaspora"*

Lucilene Reginaldo

*"André do Couto Godinho: a black freeman in the eighteenth-century Luso-Atlantic World"*

Discussant: William "Wes" Skidmore

**12:00-1:00 PM Lunch**

**1:15-2:30 PM Panel V: Modernization and Reform in Middle East** *Chair: Sayuri Guthrie-Shimizu*

Esmat Elhalaby

*"The Arab Nahda and the World"*

Mark Bebawi

*"The Changing Meaning of Arab Understandings of Modernization"*

Discussants: Leena Dallashah; Daniel Cohen

**3:00-4:30 Panel VI: Economic & Environmental Strategies** *Chair: James Sidbury*

Lara Fracarro

*"The Challenge to Stay: Strategies of small farmers of color in context of expanding slave-based sugar plantations: Campinas, 1778-1836"*

Randal Hall

*"Frontiers with a Future: an American Soil Conservationist in the Post-WWII US South and Brazil"*

Discussants Moramy Lopez-Alonzo

**4:30 PM Rice UNICAMP Dual Degree Program Annual Business Meeting**

(Silva, Lucilene, Ricardo, Alida, Jim)

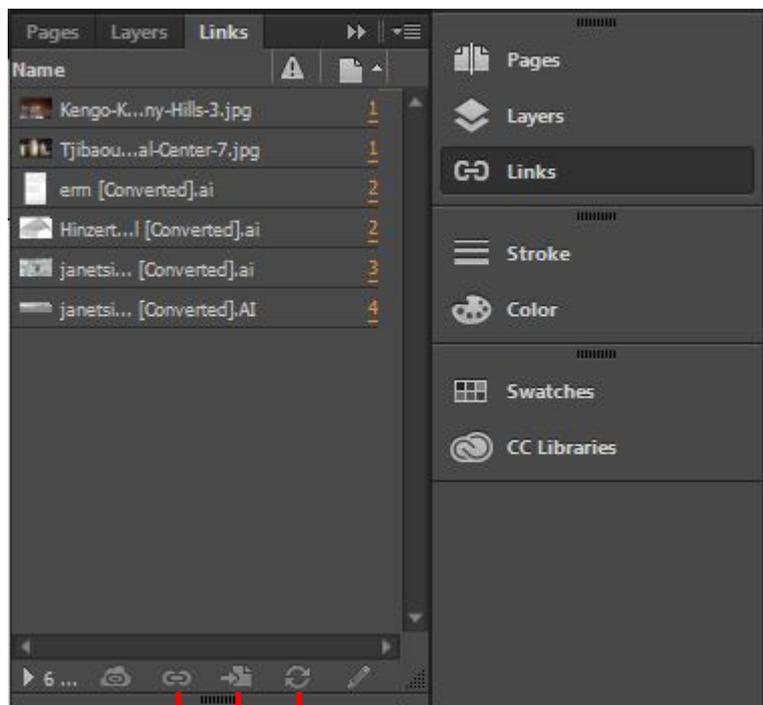
## Create lines

Using the line tool, create lines underneath the major Panel events and change it to a color/stroke weight of your liking.

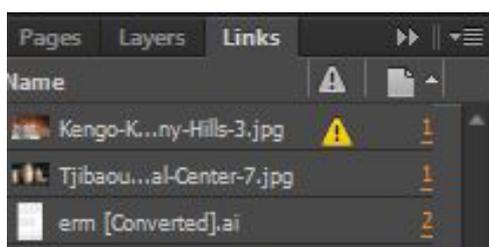
# LINKS

## WHAT ARE LINKS?

Links are the root files for the images/graphics you place in your InDesign file. These are extremely important because if you place a file into your document, you must make sure those links stay intact otherwise InDesign will not be able to export/save the file with those images/graphics at their highest quality.

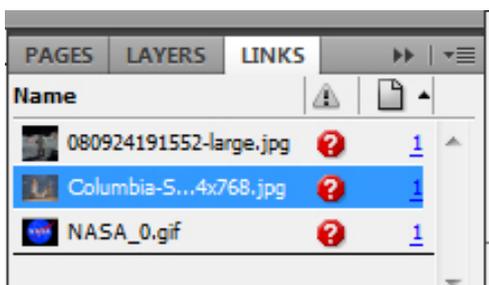


Relink    Go to link    Update link



## Updating links

If you get the yellow exclamation point, this means your link has changed in some way; the root file has been altered. Relink/update the file by clicking the relink icon or double clicking on the exclamation point.



## Relinking

If you get the red question mark, this means your link root file is missing or has changed locations within your computer. Double click on the red question mark and find your file to relink it.

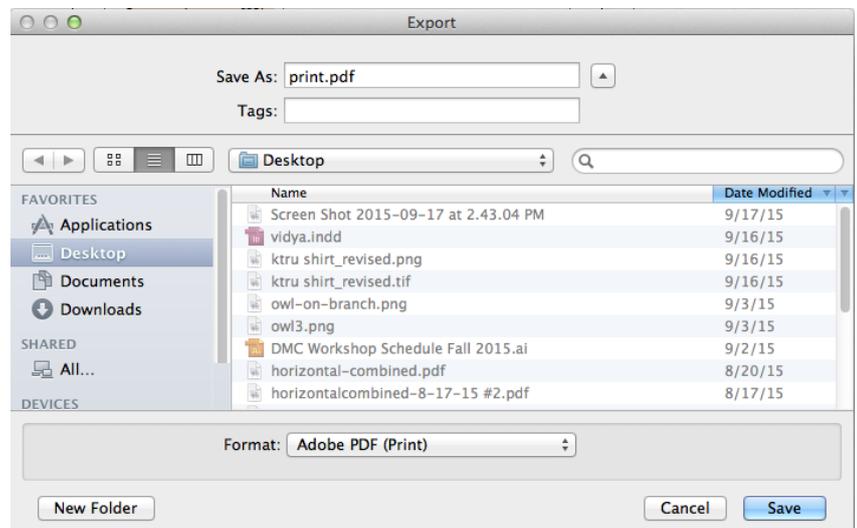
# PRINTING AND EXPORTING

## Save

While you're working, Save your document as an InDesign Document. Make sure to always have an .indd file because you cannot edit a PDF in InDesign.

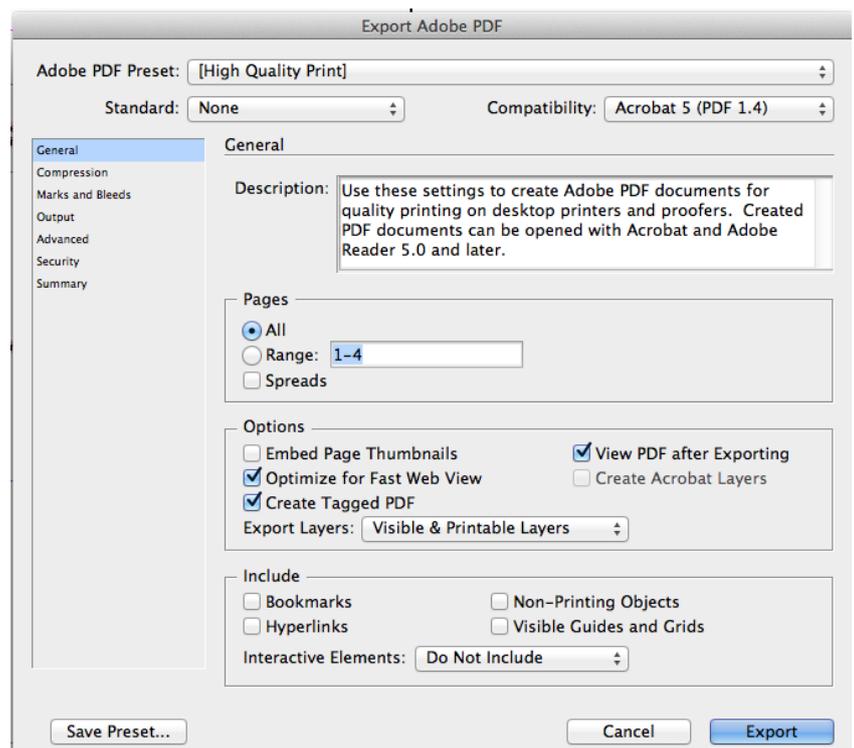
## Export to PDF (ctd.)

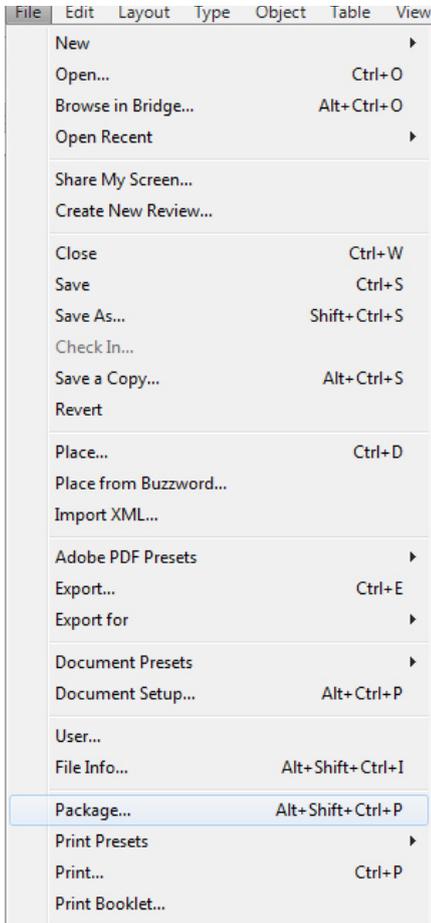
Export your document to PDF by going to File > Export. In this window, choose a name for your PDF and select a folder to export to and hit save.



If you're planning on printing this PDF, choose High Quality Print, and if you're intending to share this PDF via web, do Interactive Print.

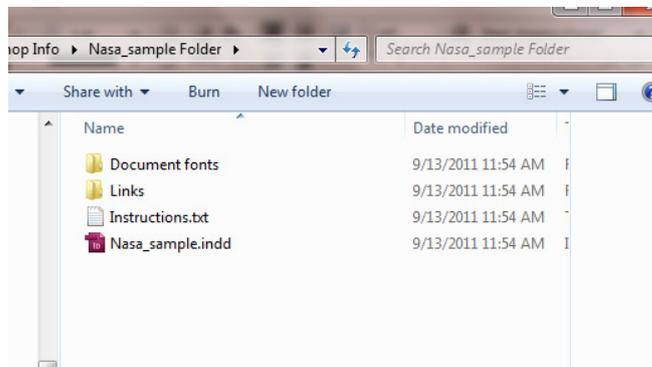
Select the range of pages you'd like to export and also designate whether or not you want Spreads (two pages facing each other, booklet style). Click Export. Note that depending on the size of your document it could take between 10 seconds to a few minutes to export your document so don't close InDesign until it's done!





## Package your document

To transfer your document with all the associated links, fonts, etc., package your document by going to File > Package. This creates a folder including all the information from the document which you can give or send.



## Printing your document

Print your document by going to File > Print. NOTE: It's usually better to print from a PDF rather than an InDesign document.

### BEFORE YOU PRINT...

Make sure all of your images/graphics or any file you have placed into your InDesign document is high quality. Do this by highlighting the files and right clicking, going to Display Performance > High Quality.

