

# INDESIGN WORKSHOP: ADVANCED

# WORKSHOP OBJECTIVES

- Viewing/Editing Pages, Master Pages
- Special Characters
- Paragraph Styles, Character Styles, Object Styles
- Object Effects
- Formatting Tools
- Text Wrap

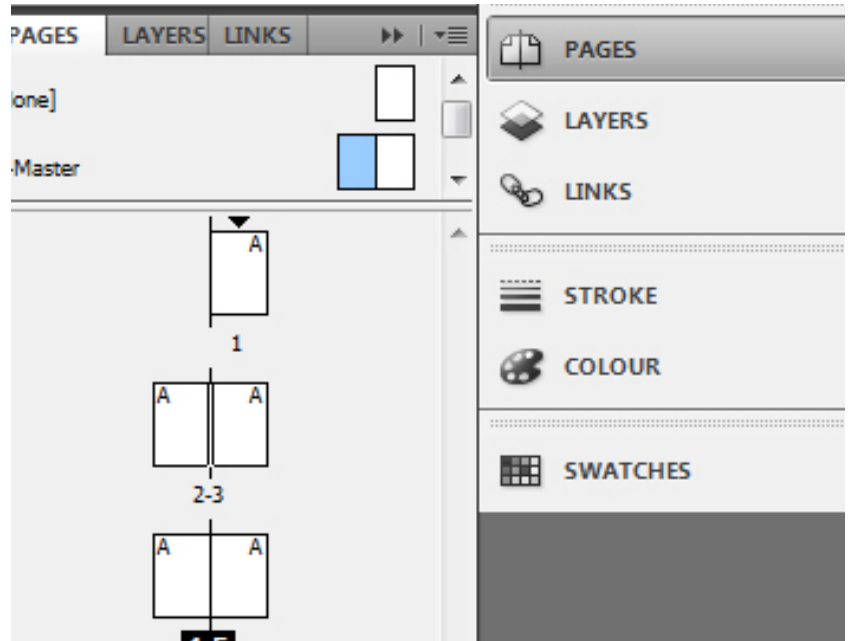
# WORKSHOP OUTLINE

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# VIEWING/EDITING PAGES

## Pages Panel

Often when you open an InDesign document, your pages will appear as shown on the right (when there are more than one). This particular setting is called Facing Pages, meaning your document will be laid out in spreads. In InDesign, there are more ways to change the way you view your page.

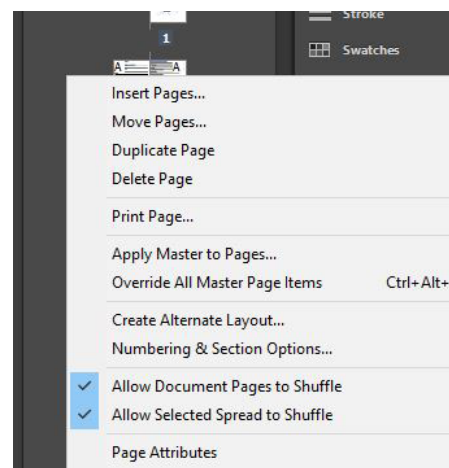


## View Pages side by side

Right click on each page, and check "Allow Document Pages to Shuffle" but UNCHECK "Allow Selected Spread to Shuffle". Now, you can drag your pages directly next to each other by clicking and dragging the icons adjacent to one another until you see a bracket to the desired page.

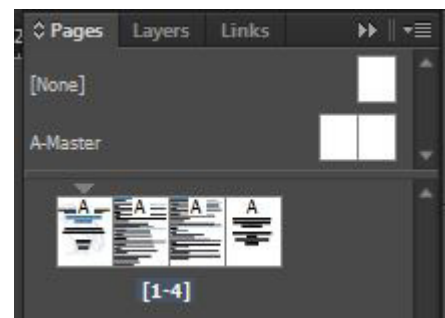


To return back to your view with facing pages, right click on your pages and UNCHECK "Allow Document Pages to Shuffle."



## NOTE:

If you plan on laying out your pages side by side, it may be easier to also uncheck Facing Pages in File > Document Setup. However, you still need to go into your pages panel and double check that "Allow Document pages to Shuffle" is checked.



## Pages Tool

The pages tool allows you to quickly access/change the dimensions and orientation of the page quickly without going to File > Document Setup. Select the pages tool and click on the page (either the icon in the pages panel or the actual page). The top toolbar will change and show the settings of the current page.



# MASTER PAGES

## Master Pages

At the top of your pages panel, you'll find your master pages. Master pages are templates which you can apply to your pages to quickly and easily apply graphic elements, guides, page numbers, etc. to your document.

## Apply and Unapply Master Pages

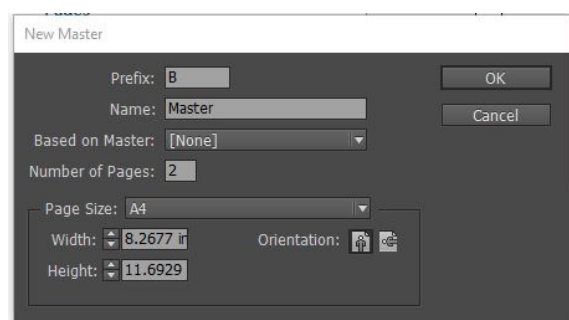
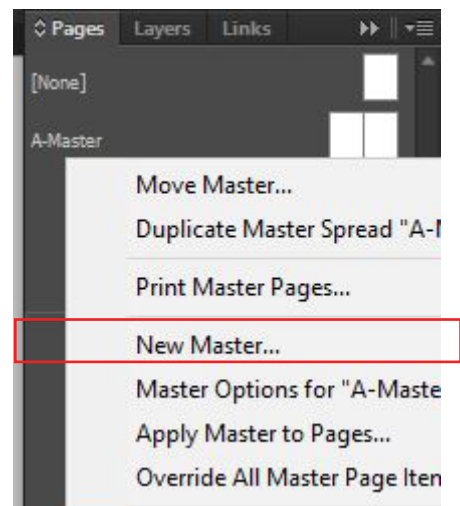
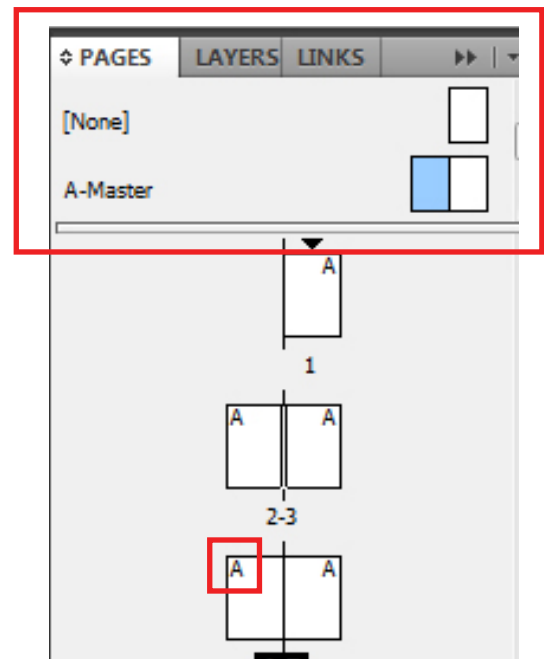
InDesign will automatically apply the default Master Page. You can tell if a page has a master page applied by looking to see if the corner of each page icon has a letter. "A" would mean "A-Master" is applied.

To apply a master page, drag the Master page icon on top of the page desired. To clear it of Masters, drag the [None] page icon on top of the page desired.

## Add/Delete Master Pages

To add a new master, you can right click in the Master part of the pages panel and select New Master. This will pull up a panel of options; you MUST select a different Prefix from any existing Masters, and can also choose whether it is a master page for 1 or more pages, and the size of the page.

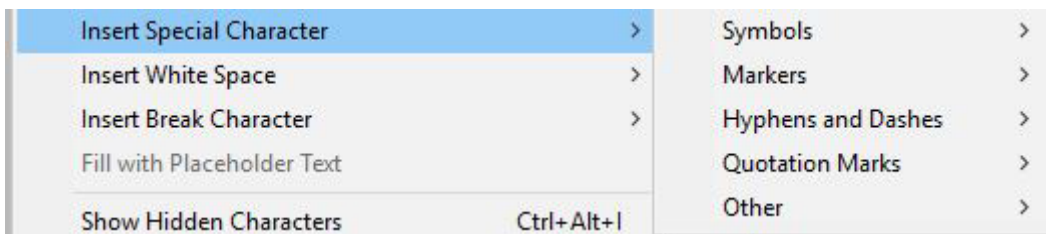
Delete a master page by right clicking on the master page icon desired and select Delete Master Page.



# SPECIAL CHARACTERS

## Special Characters

This is where you will find all characters not on the convention keyboard (trademark symbols, em dashes, copyright symbols, etc.) Go to Type > Insert Special Character to view them.



## Markers

You can also insert Markers, such as page numbers into your InDesign document. These markers will show what the current page number is, so if you move the marker to another page, the marker will change, too. To access these, go to Type > Insert Special Character > Markers.

### Inserting Markers on Master Pages

This is the quickest way to apply a page number to all of your pages. By placing a marker on the Master Page that is automatically applied to all of your pages, you're done.

# PARAGRAPH, CHARACTER, & OBJECT STYLES

## Paragraph Styles

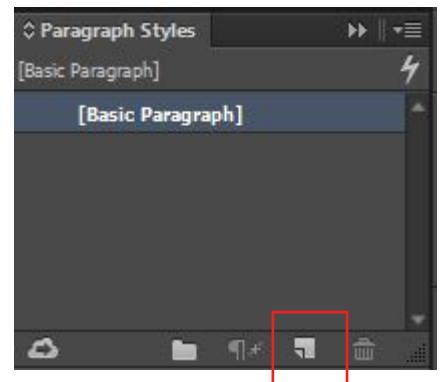
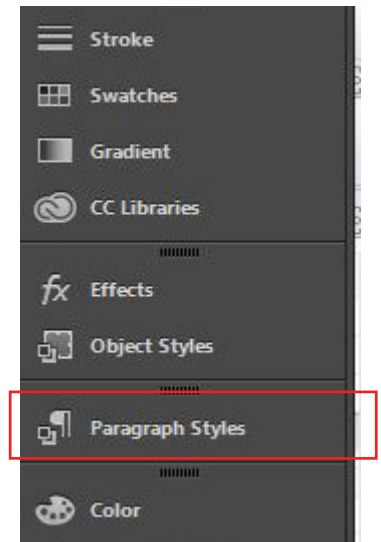
If you are formatting a document with many pages that consistently uses the same type of paragraph with the same formatting, you can use Paragraph Styles. This feature allows you to set templates for your paragraphs.

If your Paragraph Styles window is not yet open on the toolbars on the right side of your screen, you can go to Window > Workspace > Advanced to pull up your advanced panels (including Paragraph Styles).

## Create/Edit Paragraph Styles

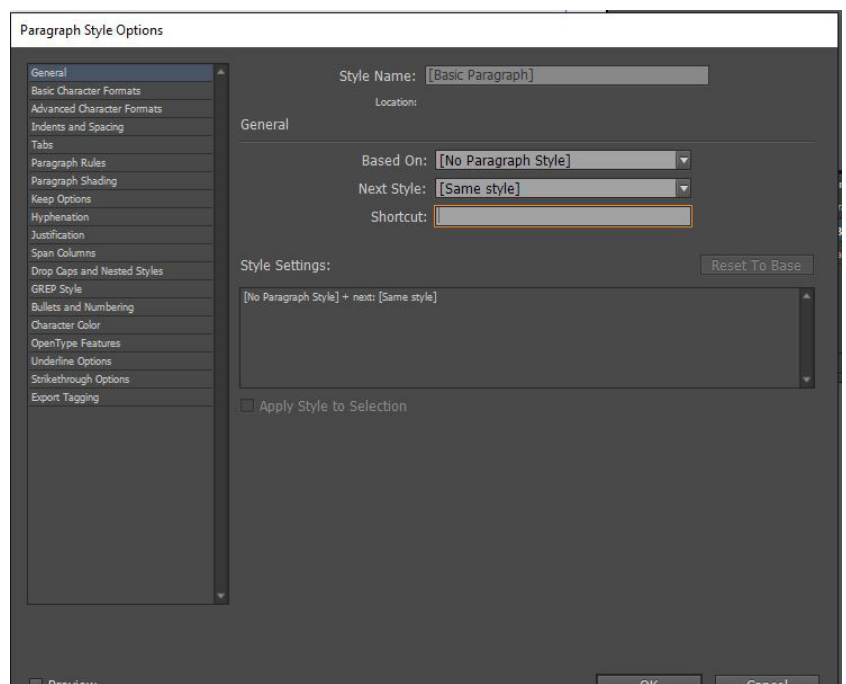
To create a new paragraph style, you can click on the square icon at the bottom of your panel. From here, you can double click on the name of the new style to pull up the options you can edit.

These options include: font options, indents/spacing and tabs, paragraph shading, hyphenation, justification, alignment, drop caps, spanning columns, bullet/numbering, etc.



## Create Style from existing Paragraph

To create a style from an existing paragraph, highlight the text from that paragraph and click on the create new style icon. The new style created will have the settings of the select paragraph automatically applied.





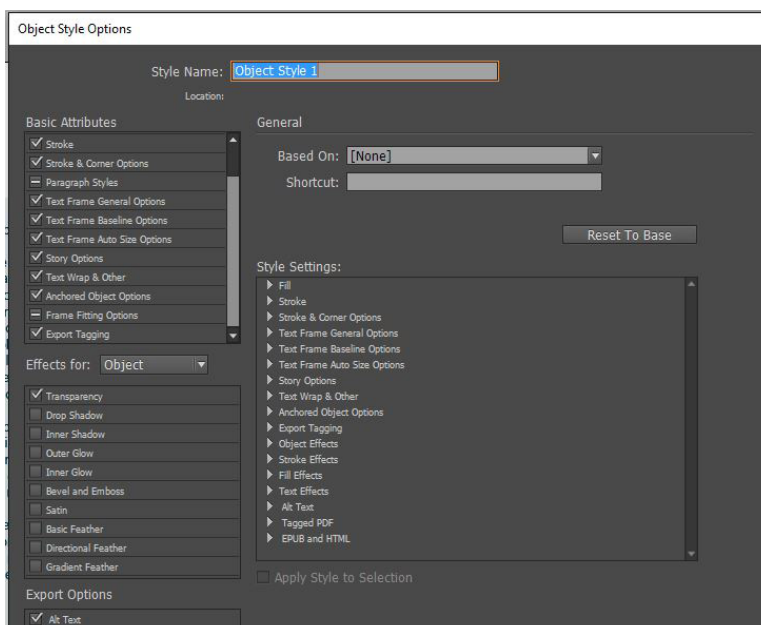
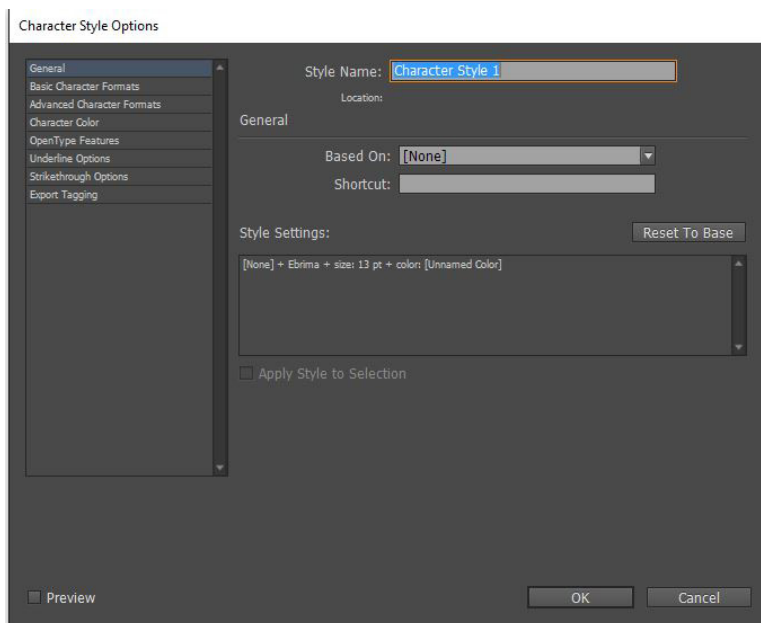
## Paragraph, Character, and Object Styles

All three of these features are edited and created in the exact same manner. They each have their own toolbar on the right panel which can be opened and collapsed, and you can create the styles and apply them the same way in which you apply the Paragraph Style. The only real difference is the features that the panels control.

Paragraph Styles is better for a body of text since you can manipulate alignment, justification, hyphenation, indents, drop caps, and other elements that are relevant.

Character Styles is much more specific to text on the scale of groups of words; you can modify color, font/font size/ font style, strikethrough and underline options, etc.

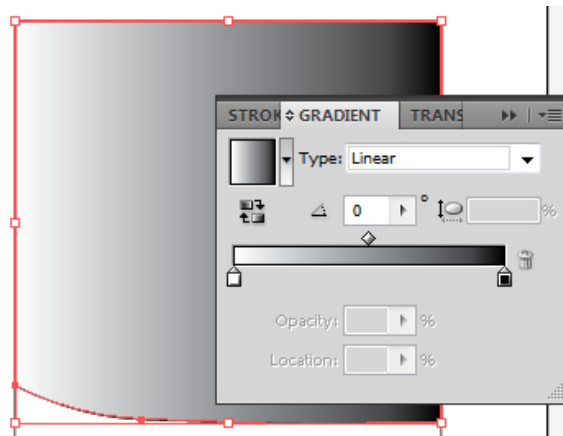
Within Object Styles, you can modify the fill and stroke, text wrapping, as well as more artistic affects.



# OBJECT EFFECTS

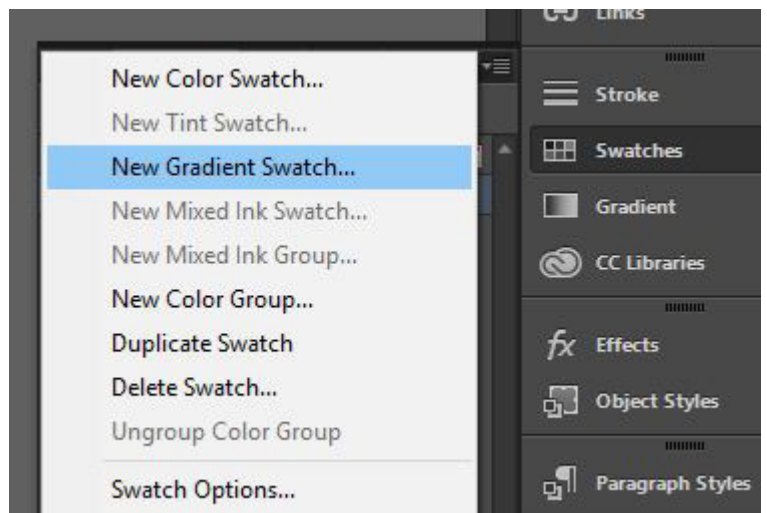
## Adding a gradient

The gradient tool allows you to apply color gradients to your objects. You can create gradients that are radial or linear, and can also include as many colors as you like. To apply a gradient, select the object and click on the gradient icon.



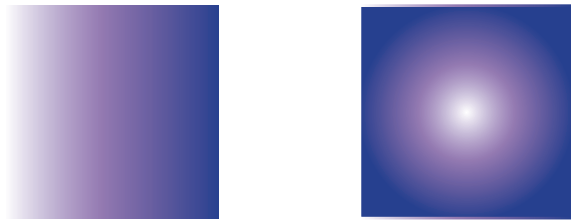
## Making a color gradient

To create a color gradient, you have to make a new Gradient Swatch. Go to your swatches panel on the right toolbar and click on the small drop down menu in the top right corner and select New Gradient Swatch.



## Radial Gradient

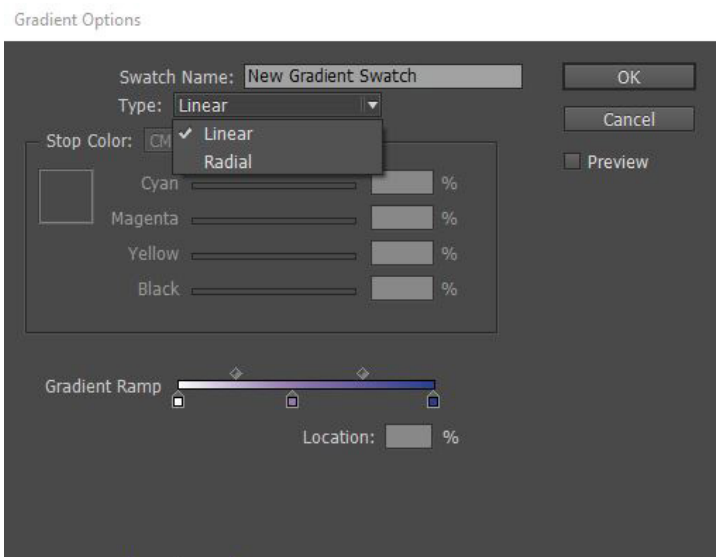
In the drop down menu that says Type, you can also switch from Linear to Radial. This makes the gradient radiate from a central point.



## Add More Than One Color

To add more than one swatch, click directly under the color bar where you would like the new color to be. To delete the swatch, you can click on it and hit the small trash can to the right of the color bar.

Use the small white diamonds to drag the gradient left or right to adjust where the gradient shows.

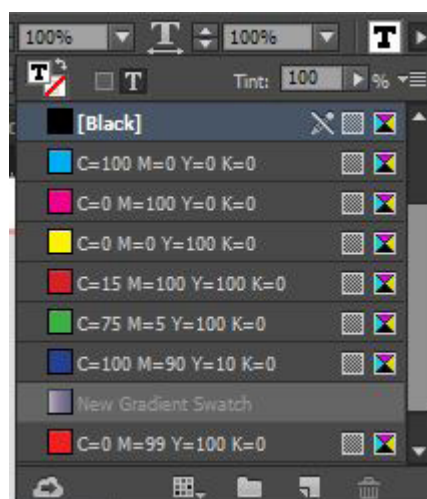
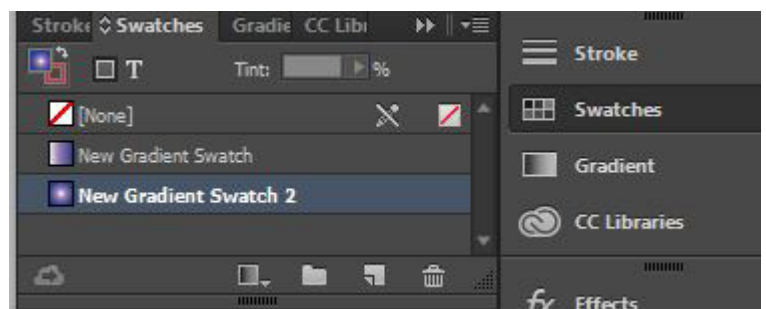


## Apply the Gradient

Now that you've created this swatch, you can apply it to any object and even text.

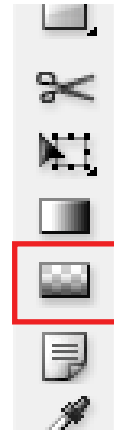
To apply it to an object, select the object then click on the gradient in your swatches panel on the right side of the screen.

To apply it to text, select your text and use the text color menu in the top toolbar and find your swatch in the dropdown.



## Gradient Feather

In InDesign, you can also create gradient feather, which is a transparency gradient. Instead of regular gradients which work with colors, it controls opacity. This is a great tool for lightly fading in or fading out objects or bodies of text.



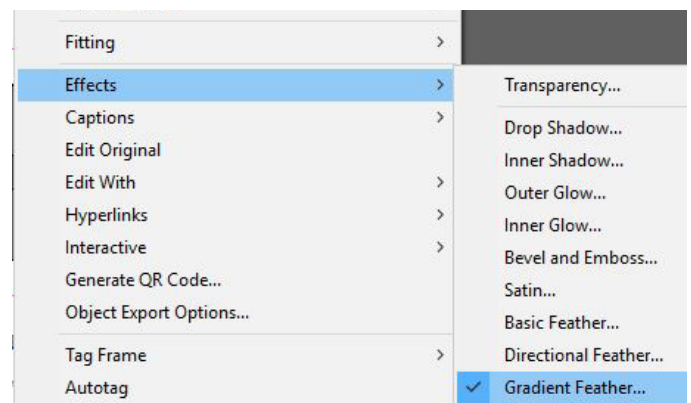
## Apply/Edit Gradient Feather

Click on the Gradient Feather tool and click and drag on any object you wish to apply it to. The direction in which you drag determines the direction in which the object will fade. The distance that you drag determines the intensity and abruptness of the fade.



## Remove Gradient Feather

Remove Gradient Feather by right clicking on the object/body of text and going down to Effects, then Uncheck Gradient Feather.

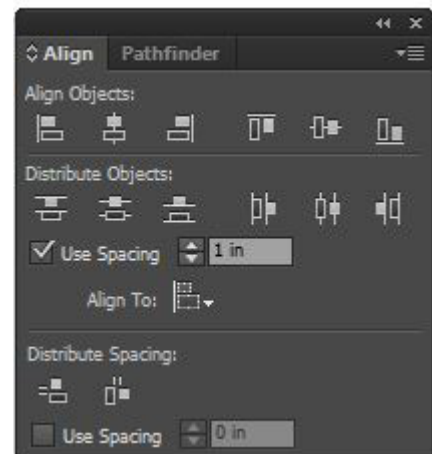


# FORMATTING TOOLS

## Align Panel

The Align Panel is incredibly handy for quickly aligning objects and elements on your document. Go to Window > Objects and Layout > Align to pull up your Align Panel.

From here, you should be able to tell more or less from the icons what each icon does. For the “Align Objects” section you can align objects left, center them to each other horizontally, align right, align top, center them to each other vertically, and align bottom. To use these, select the objects you wish to align and click the icon you want to use.



For the “Distribute Objects” section, this allows you to evenly space your objects horizontally and vertically to your preferred spacing.

## Gap Tool

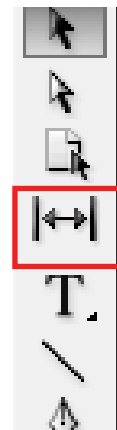
The Gap Tool is another handy tool in formatting because it allows you to adjust the size of a gap between two or more objects. It can also preserve the size of the gap and instead shift the elements and resize them according to where you want the gap to occur.

Click + Drag to move the gap and resize the objects accordingly

Alt + Drag to move the gap and move the objects with it

Ctrl + Drag (for Windows) to resize the gap and resize the objects accordingly

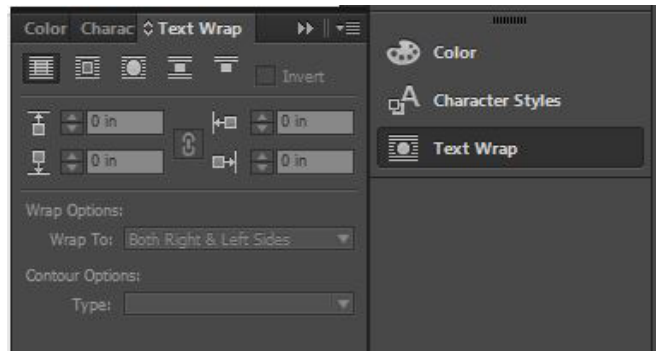
Ctrl + Alt + Drag to resize the gap and move the objects simultaneously.



# TEXT WRAP

## Text Wrap

Like many Microsoft, InDesign gives you the object to apply text wrap to both objects and text. Your text wrap panel can be found on the right side of your screen. You have the option to have No Text Wrap, Wrap Around Bounding Box, Wrap Around Object Shape, Jump Object, and Jump to Next Column. You control the distance between the text and your object by typing in the distance, and can lock the dimensions to be proportional using the chain link icon.

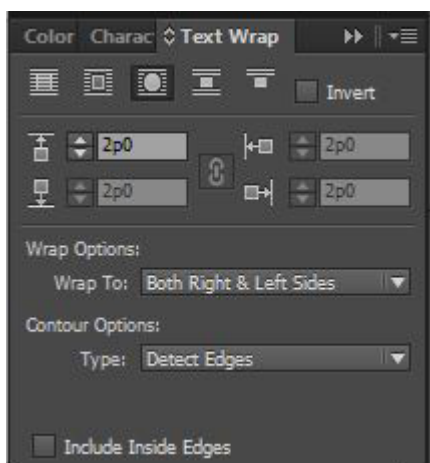


## Advanced Text Wrap

Unlike Microsoft softwares, InDesign also gives you the ability to wrap around complex objects, not only boxes. You can do this with both objects created within InDesign or with images.

If you are wrapping around an object, simply select the Wrap Around Object Shape option.

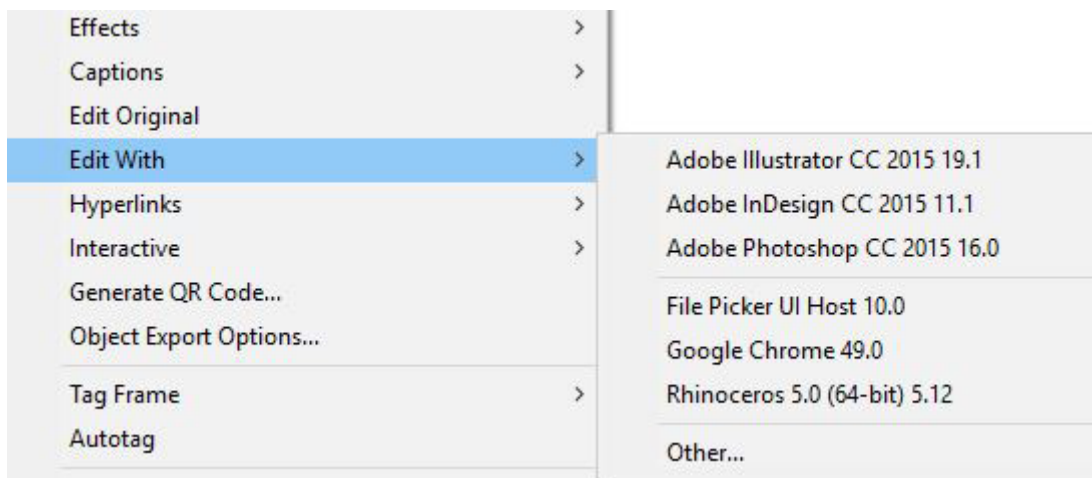
If you are wrapping around an image, select Wrap Around Object Shape and then for Contour Options select Detect Edges.



## Image File Type

Complex wrap will not work with JPEG, the reason being JPEGs will automatically fill out the rectangular border of the image with a white background. In order to use complex wrap with irregular borders, it must be an image format that allows you to preserve transparency, like .PNG or .PSD.

# EDITING LINKS



## Editing Links

You may find yourself in a situation in which you find something wrong with an image or link that you want to change. You can quickly access and edit your links through InDesign by right clicking on the link (image, drawing, etc.) and going to Edit With. InDesign then pulls up a variety of softwares you available on your computer that you can edit the file with. Once you've edited the file on the selected software, you can save the file to the same name and location and the link will automatically update within your InDesign document.