ADOBE INDESIGN CS5

table of contents

Created by Eli Blumenthal
For the Media Center at
Dickinson College. © 2011

Right Clicking is helpful!
selecting an object and right clicking will list
almost every option available to that object
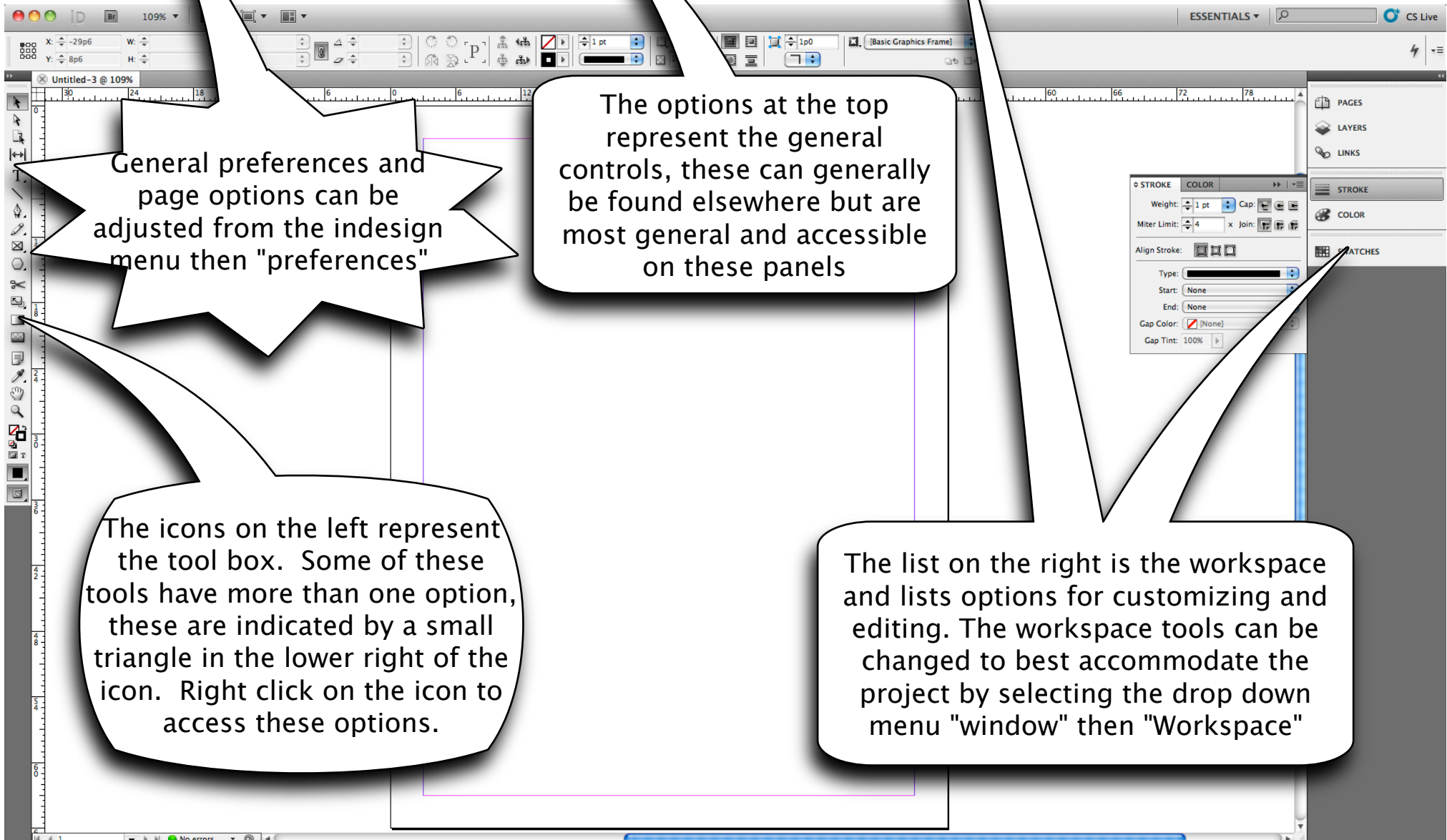
InDesign   File   Edit   Layout   Type   Object   Table   View   Window   Help

General preferences and page options can be adjusted from the indesign menu then "preferences"
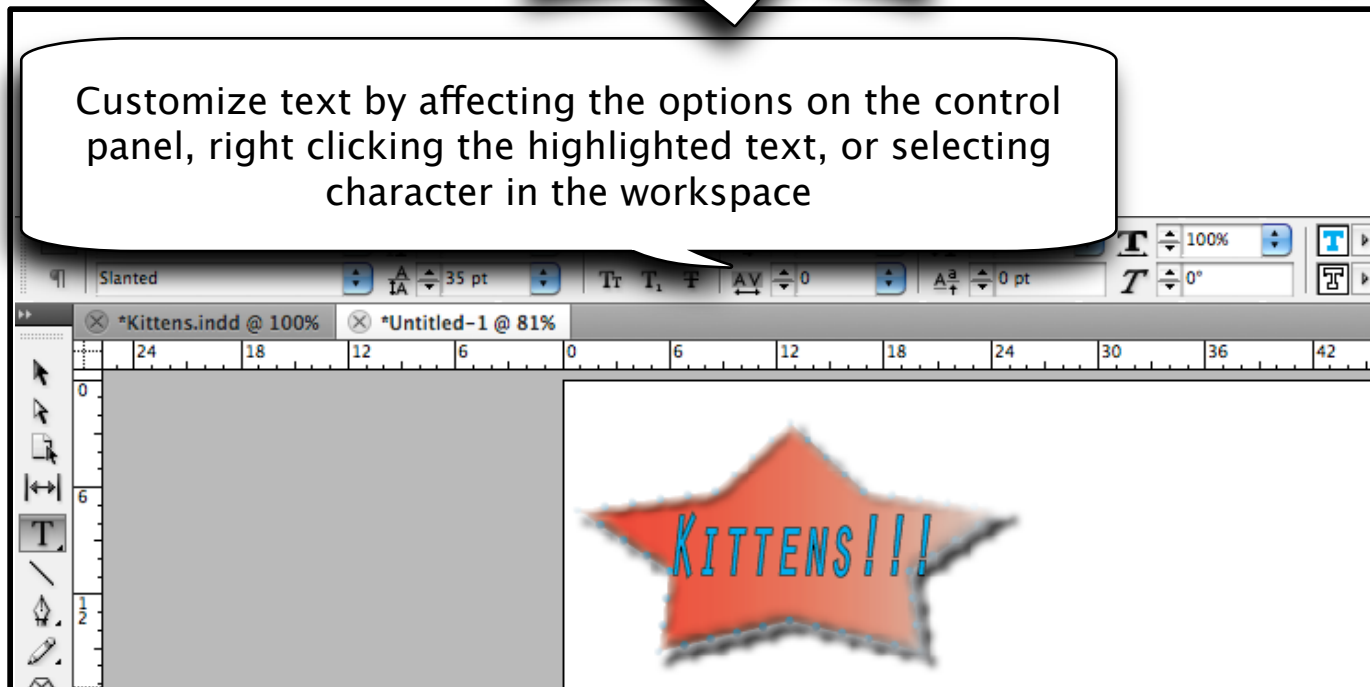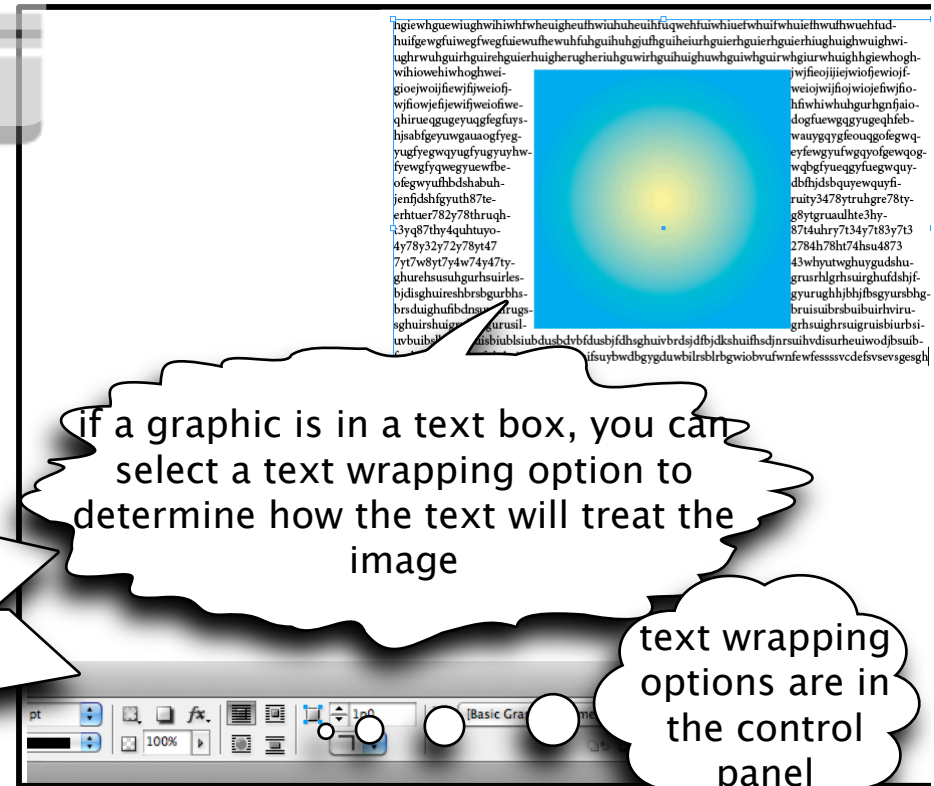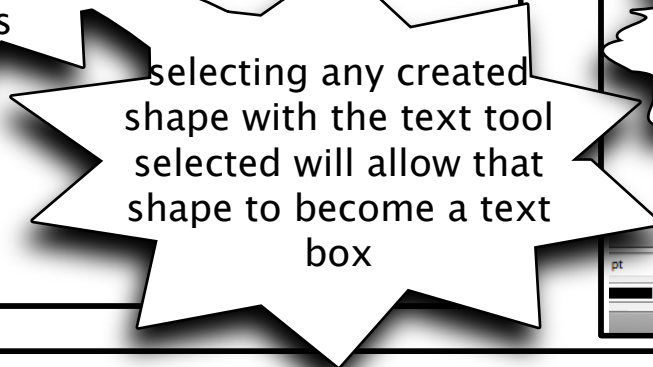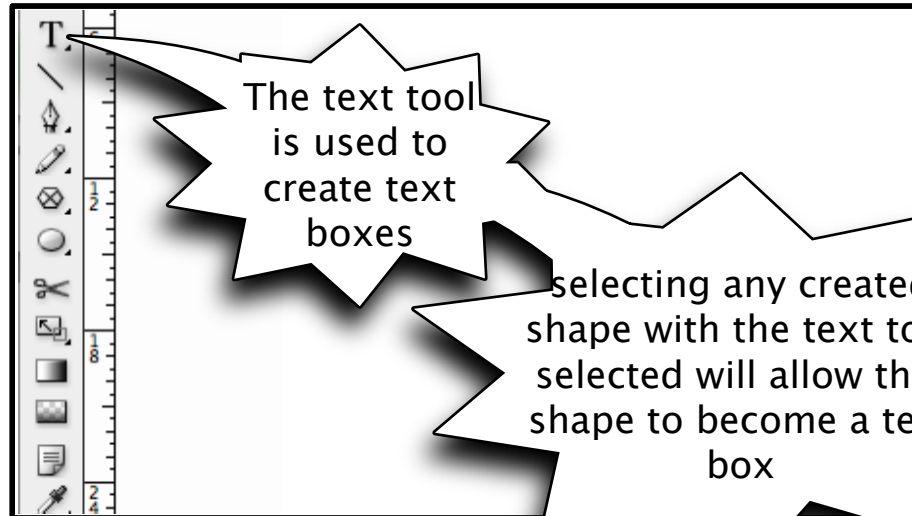
The options at the top represent the general controls, these can generally be found elsewhere but are most general and accessible on these panels

The icons on the left represent the tool box. Some of these tools have more than one option, these are indicated by a small triangle in the lower right of the icon. Right click on the icon to access these options.

The list on the right is the workspace and lists options for customizing and editing. The workspace tools can be changed to best accommodate the project by selecting the drop down menu "window" then "Workspace"

ESSENTIALS ▾   CS Live

Untitled-3 @ 109%

PAGES
LAYERS
LINKS
STROKE
COLOR
SWATCHES

STROKE   COLOR
Weight: 1 pt   Cap:
Miter Limit: 4   x   Join:
Align Stroke:
Type:
Start: None
End: None
Gap Color: [None]
Gap Tint: 100%

X: -29p6   W:
Y: 8p6   H:

[Basic Graphics Frame]

No errors

text

The text tool is used to create text boxes

selecting any created shape with the text tool selected will allow that shape to become a text box

if a graphic is in a text box, you can select a text wrapping option to determine how the text will treat the image

text wrapping options are in the control panel

Customize text by affecting the options on the control panel, right clicking the highlighted text, or selecting character in the workspace

Indesign has no feature similar to wordart, but it allows enough customization to make it all yourself.

KITTENS!!!

*Kittens.indd @ 100%   *Untitled-1 @ 81%

SPECIAL TEXT

The alternate option for the text tool is typing on a path.

to type on a path, select the type on path tool, and move the cursor over the desired line. a + should appear on the cursor when a line is selectable

Type on a Path Options

Effect:	Stair Step	☐ Flip		OK
Align:	Baseline	To Path: Center		Cancel
Spacing:	0			Delete
			☑ Preview	

use the drop down menu "type" or highlight and right click the text on the path to customize the style and orientation of the text on the path

Threading text allows connection of text between text boxes

To Thread Text from frame to frame, select the first box in the string, and click the lowest

option box on the right side of the frame, then select the box you'd like to thread it to, an out or in arrow should appear on the frame.

to thread, click the lowest box on the right of a text frame

this arrow shows that this box is threaded with another
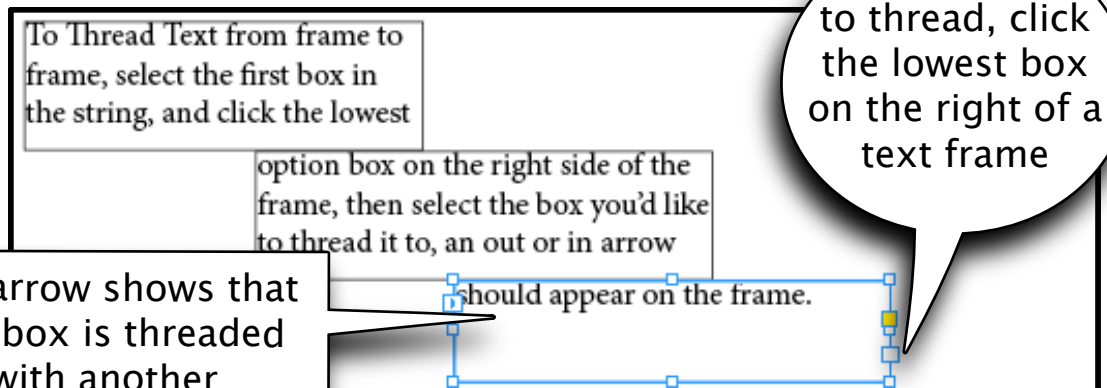
shapes

holding shift while dragging any shape will keep the sides of that shape proportional. e.g. holding shift while drawing an ellipse makes a circle

The shape tool allows the quick creation of simple shapes

There are multiple options you can access by right clicking or holding a click on the icon. you can also double click the icon for more options of a specific shape
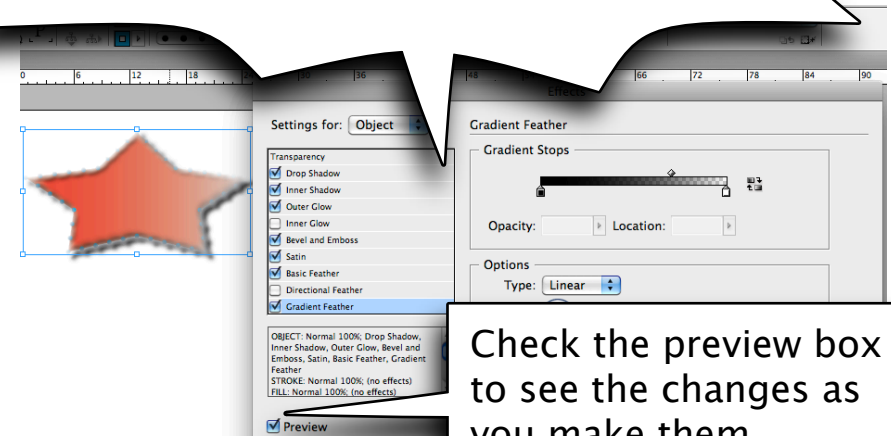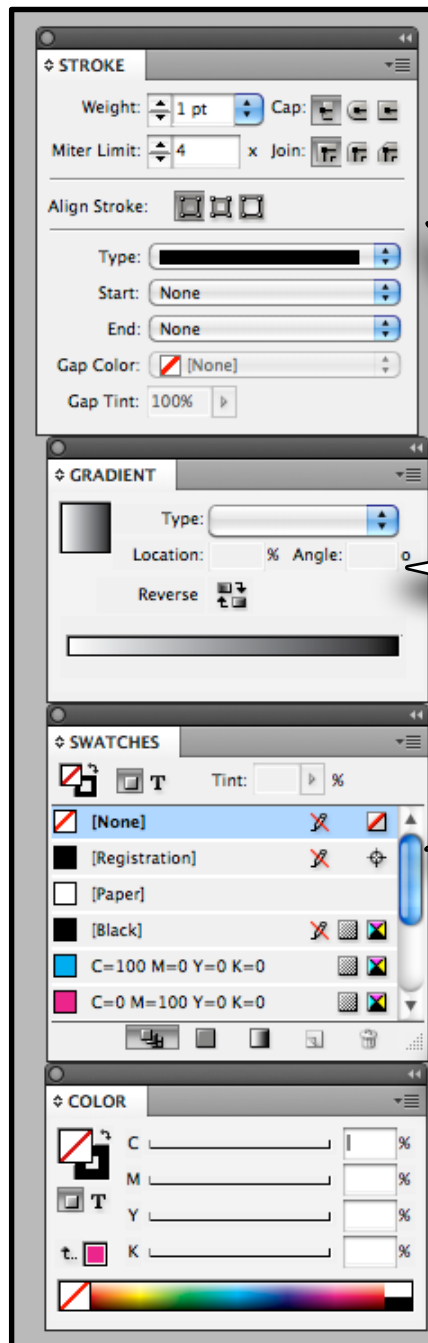
The outline of the shape is affected by the stroke settings, and the color by the fill settings. these can be found in the workspace or control panel

by right clicking and selecting effects or clicking the drop down "object" option, you can change many attributes of the shape

COLOR ◆ STROKE

Weight: 1 pt   Cap:
Miter Limit: 4   x   Join:
Align Stroke:
Type:
Start: None
End: None
Gap Color: [None]
Gap Tint: 100%

Settings for: Object   Gradient Feather

Transparency   Gradient Stops
☑ Drop Shadow
☑ Inner Shadow
☑ Outer Glow
☐ Inner Glow   Opacity: Location:
☑ Bevel and Emboss
☑ Satin   Options
☑ Basic Feather   Type: Linear
☐ Directional Feather
☑ Gradient Feather

OBJECT: Normal 100%; Drop Shadow,
Inner Shadow, Outer Glow, Bevel and
Emboss, Satin, Basic Feather, Gradient
Feather
STROKE: Normal 100%; (no effects)
FILL: Normal 100%; (no effects)

☑ Preview

Check the preview box to see the changes as you make them

STROKE

Weight: 1 pt   Cap:
Miter Limit: 4   x Join:

Align Stroke:

Type:
Start: None
End: None
Gap Color: [None]
Gap Tint: 100%

GRADIENT

Type:
Location: % Angle: o
Reverse

SWATCHES

Tint: %

[None]
[Registration]
[Paper]
[Black]
C=100 M=0 Y=0 K=0
C=0 M=100 Y=0 K=0

COLOR

C
M
Y
K

Stroke adjusts the outline of an object, the weight makes it larger or smaller, the type is the style, and the color can be changed using the swatches

Gradient affects color change within a fill, allowing a flow from one color to another in any direction or radially. Drag colors from the swatches to the start and end colors and adjust the ramp to change the gradient

Coloring can be adjusted in most ways with the Color, Stroke, Gradient, and Swatches tabs in the workspace

The Swatch tab holds colors you are using for easy access

The Color Tab allows customization of colors which can be kept in the swatches tab

stroke and fill can also be adjusted in the control panel

1 pt
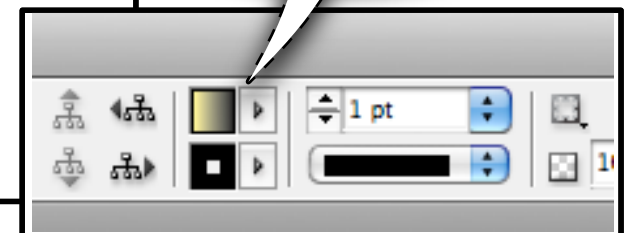
GRAPHICS

To add graphics to your project, you can drag and drop graphics from another folder or use the file menu then select "place".

X: 0p9.5
Y: 7p4.5

Graphics brought into indesign have a frame (blue outline) and the graphic itself (orange outline). to resize either you can simply drag the corners or sides (hold shift to maintain proportions) or right click, then select transform, then scale.
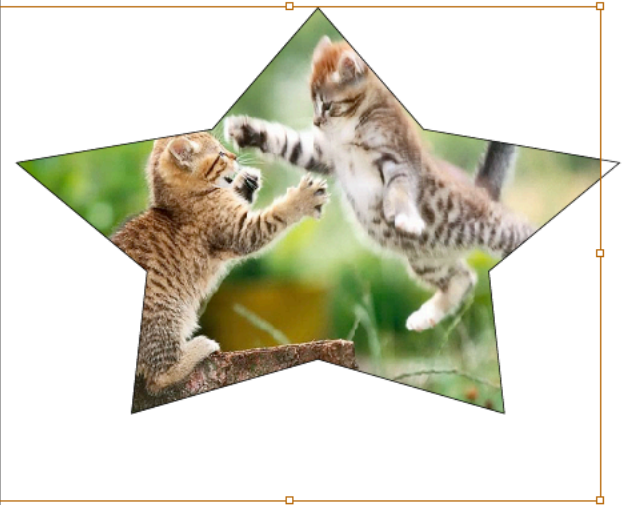
To allow a frame of different shape, create the shape and select it, then right click it and select "paste/Place Into"

GROUPing

To Group objects together, hold the shift key and select the objects you want grouped

When the objects are selected, release shift. and right click to select Group, or use the drop down object menu and select group

ARRANGING ITEMS

To rearrange elements that are out of order, you can right click the item, scroll over "Arrange", and move it backwards and forwards. The "object" drop down menu also has the arrange tab

Indesign will automatically arrange items based on the order they are added to the project (new stuff on top).

The Use of Layers tool is very helpful for organizing a project.

[Basic Graphics Frame]+

PAGES | ⇕ LAYERS | LINKS

Text
Graphics
Background

the pen icon shows the

PAGES
LAYERS
LINKS
STROKE
SWATCHES
GRADIENT

this tool can be used to specifically organize things in Layers. To add a new Layer to your project, you can right click a layer and select "add new layer" or click the menu tab on the layers panel and add a new layer

New Layers will be added on top of all previous layers, to rearrange the layers you can drag them up or down on the list.

and shall be for all of eterni

and shall be for all of eterni

donuts

you can create "donut holes" in any shape you create.

draw the "donut holes" in the object

select the shape you want to hollow along with the shape it is hollowing. shift-clicking allows selection of multiple objects.

when both the outside and inside shapes are selected, use the drop down "object" menu and select "paths" then "create compound path"

you can create as many donut holes as you please in a shape by repeating the same process
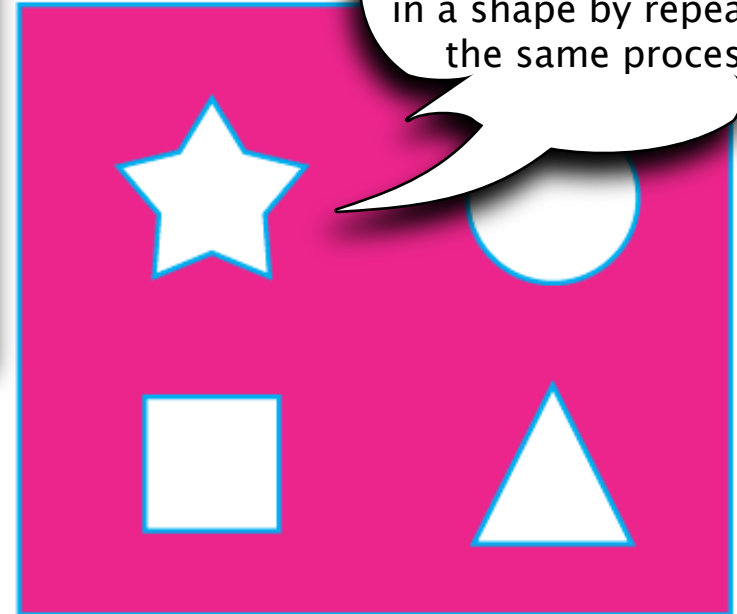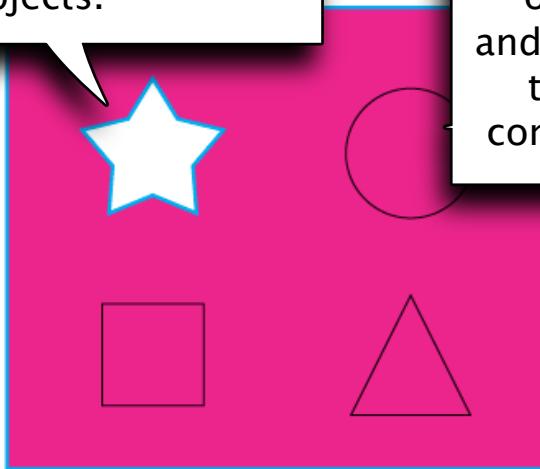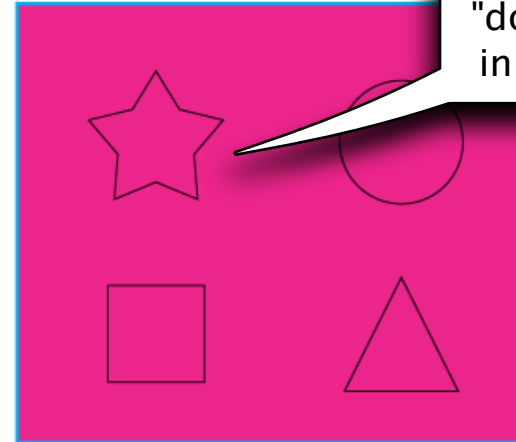
CLIPPING A GRAPHIC

Clipping a photo in indesign simply consists of creating a matching frame for it.

to create an accurate frame, paste the image into indesign and make it the size you want.

Your clipped image is then able to be copied and moved as you please

when the image is the size you desire, use the pen tool to create an accurate frame. when using the pen, you create points and the program connects them, so simply click to create points around the graphic
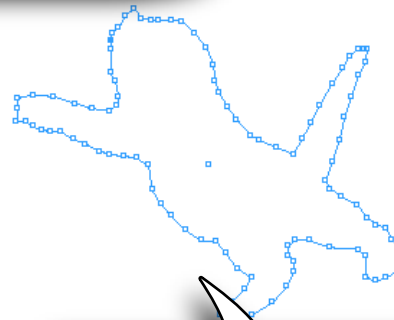
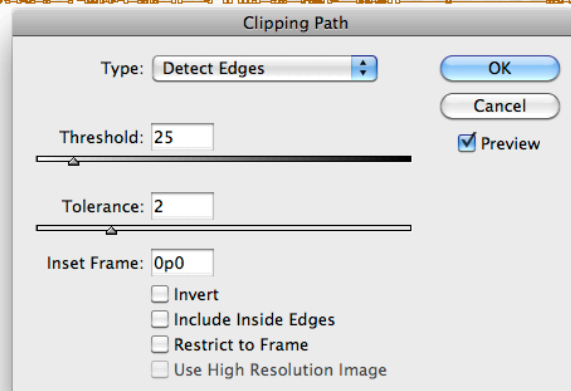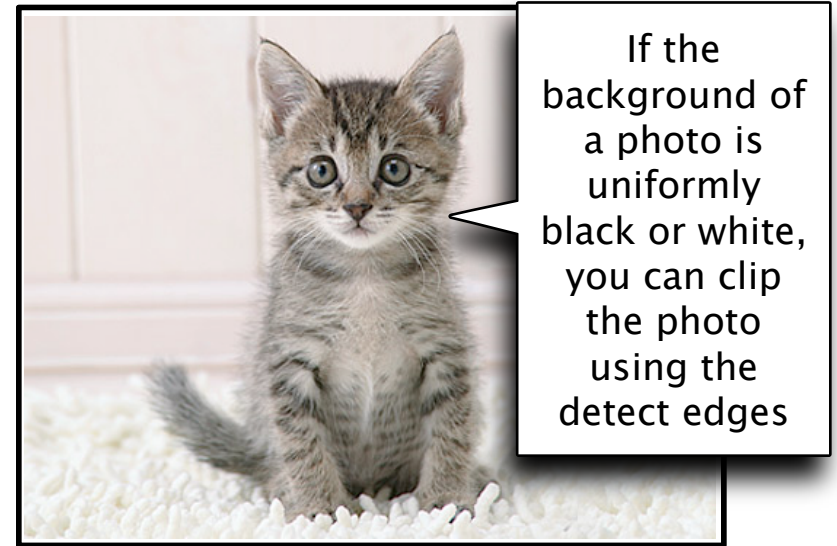after creating the frame, delete the graphic, leaving the frame

when you have the empty frame, simply paste the graphic into the frame and move it/resize it to fit the frame.
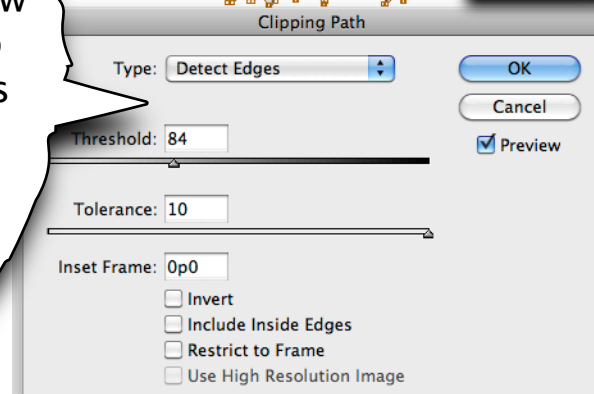
Another way to clip

If the background of a photo is uniformly black or white, you can clip the photo using the detect edges

When finished, use the drop down menu "object" then "clipping Path" then select "convert clipping path to frame"

The threshold number determines the level of white or black that will be removed. The tolerance determines how many points will be used to clip, higher tolerance means less points leading to smoother lines, but less perfect cutting of intended shades

Select the Object, then use the drop down "object menu" to select "clipping path" then "Options". drop down the "type" box and

Example

KITTENS!!!

This Project was created with many of the features gone over in this tutorial. more things were explained in this tutorial, and even more are possible; so play with indesign and figure more out! You can even make an interactive project for digital distribution.

Kittens are the cutest; this is indisputably true and shall be for all of eterni ty. If you have a kitten, treat him/her with love

and neverending respect, for she/he is only wit

rings true for all owners of

these gentle beings, for kitten > human, never

forget.

This not a kitty.

times, if you ask any kitten, he/she will tell

because he/she feels bad for you b

you and your friends...