

## indesign classes

This page is intended to guide you in class along with the presentation slides.

### exercise 1

#### preliminary

1. Sign in to the computer using your A-State username and password. Open **InDesign** and follow along in class!
2. When finished with the project, be sure the file you created is NAMED CORRECTLY. After packaging as directed, submit files to this link: <https://drive.google.com/drive/folders/1Z-bKugViLMKV0DFryJ5FWVqdU0dYUyrA>

#### steps

1. Create a new Document (File : New). Call it YOUR **LAST NAME\_EX1**.INDD (INDD will be saved automatically, so do not type it). See specs on slides. Save to desktop. Save early and often throughout the exercise.
2. Take a **screenshot** of desktop > Shift + Command + 4
3. Using the **Rectangle Frame** tool, draw an Image Box on your page that resembles the size of your screen. Click and Drag.
4. **File : Place** the Screen Shot PNG file from your Desktop.
5. Using **Type** tool, draw a Text Box somewhere other than on the image.
6. Using the **Type** tool, type your name. Select all (still on Type tool).
7. Open the **Character palette** (Command T). Mess with type size and tracking. Find/use your favorite font(s).
8. **File : Package** to desktop with Copy **Fonts**, Copy **Linked Graphics**, and Include **PDF (Print)** checked. Open this folder and see! Submit folder to provided [link](#).

### exercise 2

#### preliminary

1. Go to this **Google Drive shared folder link** and **download** the files to the Desktop. <https://drive.google.com/drive/folders/1ICFINYXZqZmZUCecbW9nnaLk8X0C5Uo>. It's a large file and that lab has older computers, so it may take a bit. IF YOU ARE HAVING PROBLEMS WITH THIS, TELL PROF. NIKKI.
2. Open the InDesign file. EX2 Folder : **EX2.indd**. [If you get any warnings about versions, close this and open the EX2.idml file.]
3. When it opens, there will be a warning that there are a number of **missing links**. Hit **OK** and it will open your document with question marks on image boxes.
4. *The document will probably not ask for fonts because they are common. If your computer does, please see Prof. Nikki.*
5. Go to **Window : Links** and a dialogue box will open.

*see next page*

- preliminary (cont.)
6. **Select the first file** (probably “spa\_mark\_green.ai).
  7. In the **top right corner** of this dialogue box is a **pull-down menu**. The first option states “**Relink all instances of .....**”. Select this.
  8. Another dialogue box will open, asking where this file is. Find the folder on your desktop. Within EX2 Folder is a folder called **Links**. Open this. Within this is the file you need! Select this and click Open.
  9. As InDesign is relinking this, it will come up with another box that states, “**Searched this relink directory, and found and relinked 6 missing links.**” Click **OK**.
  10. **DONE!** The file has all of its links. Carry on with Exercise 2.

When finished with the project, be sure the file you created is NAMED CORRECTLY.

After packaging as directed, submit files to this link:

<https://drive.google.com/drive/folders/1Z-bKugViLMKV0DFryJ5FWVqdU0dYUyrA>

- steps
1. Open EX2.INDD file. Ignore the Links warning, as you will be replacing them. File : Save As **YOUR LAST NAME\_EX2.INDD**.
  2. Click around. (Edit : Undo/Redo, Cut, Copy, Paste). The next steps will allow you to change the photos in the file for a new design.
  3. *Find the file **REVISED\_LIKE\_THIS.PDF** and open to reference.*

**FOR EACH IMAGE:**

4. **Select** the image box.
5. **File : Place**. Find the image required.
6. With image box **selected**,
  - > **Object : Fitting : Fit Content Proportionally**.
  - > Using Direct Select and Shift (to scale proportionally), resize image appropriately and move around.
7. Change vector file (.AI) of **logo** on cover and reposition.
8. Change the **color of “THESPA” to white** by selecting it with the Type tool. Window : Colors : Swatches, pick white.
9. **File : Package** with Copy **Fonts**, Copy **Linked Graphics**, and Include **PDF (Print)** checked. Submit folder to provided [link](#).

**exercise 3**

preliminary There are no images in the file which we will work at first, but it does use an uncommon font. Therefore, go ahead and load that before InDesign bothers you about it. :)  
Do as follows:

1. Open the **EX3 Folder**. Open the **Document fonts** folder.

*see next page*

- preliminary (cont.)
2. Find **Font Book**, which is the app on your Mac that handles typeface font files. (This is good because many fonts carry viruses. When people used to load these directly into their System Folders, many a Sad Mac (corrupted hard drive) occurred. *(Font Book cont.)* >> If it's not on your Doc > Search for it. Use the magnifying glass in the top right of your screen. Type in Font Book and it will find the app. Open it.
  3. With both of these things open, drag the **Helvetica Neue** file to the **User** icon in the top right of your Font Book screen. It might give you a few warnings, but click ok.
  4. When finished with the project, be sure the file you created is NAMED CORRECTLY. After packaging as directed, submit files to this link: When finished with the project, be sure the file you created is NAMED CORRECTLY. After packaging as directed, submit files to this link: <https://drive.google.com/drive/folders/1Z-bKugViLMKV0DFryJ5FWVqdU0dYUyrA>

steps

1. File : Open EX3.INDD. It should look blank.  
File : Save As **YOUR LAST NAME\_EX3**. INDD. Save early and often.
2. **Window : Pages**. Double click **EX3\_Master** (not Page).
3. **Select** the Grouped boxes (everything else is locked.) These are 1.75 inch tall boxes.
4. **Object : Transform : Move**. Move them **0 in. horizontally** and **1.75 in. vertically**. Check **Preview** to see. Then click **Copy**.
5. The new row should be selected after it copies. (If it isn't, select it.)  
**Object : Transform : Move**. Measurement should be set. **Copy**.  
Repeat until you have **5 rows total**.
6. **Select** each row (Grouped). **Object : Ungroup**.
7. **Object : Unlock All On Spread**.
8. On **Pages** menu, be sure you are still on **EX3\_Master**. Select this.  
Then **Apply Master to Pages**. Apply Master EX3\_Master to Pages 1-12.
9. **Select all Pages**. On Pages menu: **Override All Master Page Items**.

*(OPTIONAL END HERE > File : Package with Copy Fonts, Copy Linked Graphics, and Include PDF (Print) checked. Submit folder to provided [link](#).)*

back cover steps

1. Pull down a **blank Master** after your last page.
2. Using **Type** tool, click and drag to draw a Text Box similar to that shown.
3. Using **Type** tool, type in the following: **This calendar was created by [Your Full Name] on November 21, 2019 for GRFX-2703 Introduction to Graphic Design. The purpose of this multi-page production was to teach the basics of Adobe InDesign and many of its automated tasks.**
4. **Select** all of the text using the **Type** Tool. Then change the font.  
**Window : Type & Tables : Character**. Do as shown (see slides).
5. **Window : Type & Tables : Paragraph**. Remove checkmark on Hyphenate.

- back cover steps (cont.)
6. Using **Rectangular Frame Tool**, draw Image Box similar to that shown.  
**File : Place RedWolves\_BW.psd.**
  7. With box selected, **Object : Fitting : Fit Content to Frame.**  
Adjust with Direct Select.
  8. With Image Box (wolf) selected, **Window : Text Wrap.**
  9. Adjust again so page looks similar to this. Be sure you have no widows (= one word on its own at the end of a paragraph).

- front cover steps
1. Pull down another **blank Master** before your first page.
  2. Design! See **Calendar Images folder** if you would like a photo(s).
  3. Remember that **Helvetica Neue Condensed Bold** is the type face used inside. That means you should use it again if you want to use a sans serif (no “feet”). Why? Because typefaces that are too similar will appear to be a mistake when used together. It also means you could use just about anything that isn’t a sans serif. Helvetica’s “voice” is a sort of MONOTONE – so the more extreme of another typeface, the better.
  4. Don’t forget size, case (caps or lowercase), weight (bold, regular, or light), tracking (space between letters), leading (space between lines), position on the page (vertical?), and color (or lack thereof!)
  5. **File : Package** with Copy **Fonts**, Copy **Linked Graphics**, and Include **PDF (Print)** checked. Submit folder to provided [link](#).