

InDesign lesson 1



Image placement and fitting

Place the TV-on-beach image in a circular frame with 100mm diameter so that the TV is in the centre occupying about one-third of the space vertically, and put a black rim around the image; also experiment with a rectangular frame

- Create a new A4 landscape document.
- Choose the Ellipse Frame tool which is “beneath” the Rectangle Frame tool, and drag an approximate circle on the document.
- From the Control Panel make Width 100mm and Height 100mm, to make a circle.
- With the circle frame selected, place the image “tv on beach.jpg”: go » **File** » **Place** or **⌘D** — and navigate to the file.
- Double click the image to show the image boundary (a brown rectangle), or click the target if you are using a mouse; and drag the TV to the centre of the circular space.
- Because the TV is too large for the image boundary box, reduce the size by about one-half: with the image boundary box still showing, type about 50 (for 50%) in the vertical or horizontal arrows in the Control Panel.
- You can now drag and/or resize the image to be placed as you want it. If you want to drag the corner of the boundary box and restrain the image proportions, then hold down **⌘** while you are dragging (the little square at the corner of the brown box). Remember this tip!
- To create a black rim, use this in the Control Panel as shown here just below.



Experiment by changing some sizes and positions. Remember that (in this case) the blue outline is the image frame on the page, and on double-click the brown outline is the image boundary box. It is fundamental that you understand the difference between image and frame.

Create a rectangle frame (rectangle frame tool “F”) and place the same image. Experiment with the object fitting buttons in the control panel.



Or if your computer screen is too small to see these (above) buttons, then go » **Object** » **Fitting** » etc.

It is important that you become fluent at placing and sizing images.

Try rotating the image by dragging from near the outside of the corner of the boundary box.

Alignment, spacing, and some tricks

● Create 6 red circles of 10mm diameter, align horizontally, space equally such that the gap is 10mm, and group them

- Create the 6 red circles of 10mm diameter, and spread them anywhere on the page, with no special alignment or spacing.
Hints: use Ellipse Tool which is under the Rectangle Tool ("L"); use copy-paste to create the second and more circles.
- To align the circles horizontally, mark all circles then click on one of these three buttons on your Control Panel.



- If your computer monitor is too narrow to see these, then go » [Windows](#) » [Object & Layout](#) » [Align](#) to open the panel for this.

- To distribute equally with a 10mm gap do some calculations:

the X coordinate of the last must be 100mm more than that for the first.

So click on the left most circle, and make the X coordinate 10 mm, then click on the right most circle and make the X coordinate 100 mm.

Make sure that there are no circles to the right of the one you have just re-positioned.

- Then click on one of the distribute horizontally buttons



- To group all the buttons, just mark them all, and go » [Object](#) » [Group](#) or **⌘G**.
- To check that this has worked, move this group to somewhere else on the page.
- To un-group, one goes » [Object](#) » [Ungroup](#) or **⇧⌘G**.

Some tips

To "drag and create a copy", select the object and then drag while pressing **⌘** or **⌘⇧** for copying horizontally or vertically. Try making a matrix with six circles horizontally and two vertically.

To drag something either exactly horizontally, vertically or at 45°, hold down the shift key (**⇧**) while you drag.

Test it by dragging the circles.

This works also for making a horizontal or vertical line. Try it with the Line tool ("L").

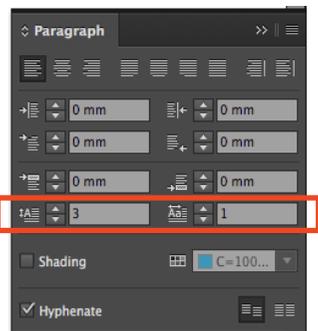
You need to be fluent with all of the above.

Text wrap

- Open the file "3 inDesign text wrap.indd".
- Drag the image halfway into the text.
- Open the Text Wrap Panel, go » [Windows » Text Wrap](#)
- Experiment!

Drop caps

- Mark the very first character of the text, in this case the "U".
- Go » [Windows » Type & Tables » Paragraph](#) to open the paragraph panel.
- Key in something like this...



- Experiment.

The line

On the same document, create a horizontal line:

- Choose the line tool  (or press “\”).
- Hold down the shift key then drag to create a horizontal line.
- Set the line colour and thickness from the menu bar, and here is an example of a green line of 2 pt width



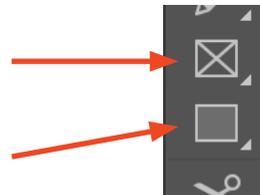
- Click on the Stroke Panel to see some options.
- For having an arrow head click “End” and choose the arrow.
- Look at line “Type”.
- Experiment.

And

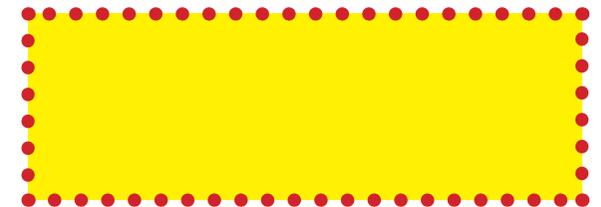
If you are finished before the end of class, either help somebody who has not finished or continue experimenting with images placement and fitting, creating shapes, sizing, alignment and spacing. You need to be fluent at this — to be able to do these things without thinking.

Remember that...

- this tool is the Frame tool, for framing an image 
- and that this is a Shape tool for creating a shape 



For a shape, the fill colour, and outline thickness and colour — they map like this for this



Choose a font from Typekit

If you do not yet have a paid Adobe Creative Cloud subscription, then skip this page and come back to it later.

Presumption: you all have the Adobe Creative Cloud suite installed on your computers, in English, with InDesign also installed.

Click on the Creative Cloud symbol in the menu bar. Then click on the “f” in the top bar near the right, then “Browse more fonts” and the Typekit website opens in your browser. The rest is obvious. Activate fonts as you wish.

Let’s choose the “Skolar Sans” font set as an example: search for “Skolar” on the Typkit website.

When you find Skolar Sans, have a general look at Weights & Styles and at Specimens.

Note also that this font set is available for Web and also for Sync (with your computer).

Then go “Activate Fonts” and choose “Skolar Sans Latin” and “Skolar Sans Latin Compressed”, also with all the variants — actually, activate all the Skolar Sans variants.

...and then these fonts are available on your computer!

Do the same for “Open Sans” and “Open Sans Condensed”.

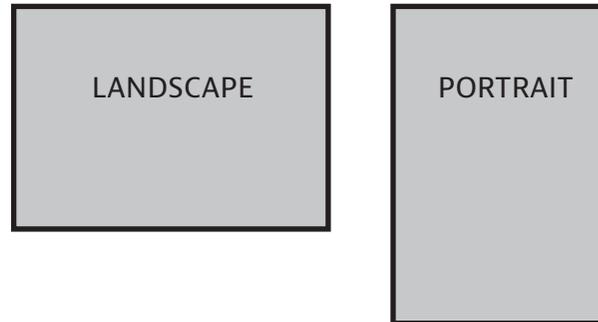
(Another good place to get (free) fonts, is from Google Fonts: fonts.google.com)

Create a new InDesign document and verify for yourself that you are able to use the various variants of the Skolar Sans and Open Sans typefaces.

Digression...

Standard paper sizes in Europe, and terms

Page orientation, "landscape" and "portrait".



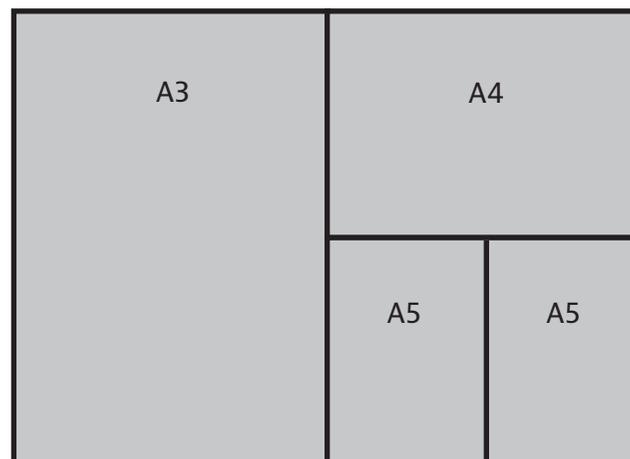
When a page is printed on two sides, it is called "recto-verso", with *recto* as the front side and *verso* the back.

The "most typical" standard page size in Europe, used most commonly in office printers, is called "A4", and is 210mm x 297mm.

If you put two A4 sheets together you get A3
Two A3 sheets together make A2, etc.

If you fold an A4 in half your get A5.
Fold again in half you get A6, etc.

Significantly, the proportions remain the same. (Trivia: this is only possible with the a paper size ratio width:height = $1:\sqrt{2}$.)



...and this entire spread is A2