

InDesign lesson 2

Multi-page documents

Create a 6 page document with facing pages; use master page to set page numbering and running title; etc.

Create new document, as shown right: six A4 sheets with facing pages.

To create running titles and page numbers, we need to work on a "master page". Open the Pages panel.

- See how the pages are shown: masters on top and content pages below.
- To open the master page, double click on "Master-A".
- The master page is for elements common to content pages.
You can have more than one master page, with unique names as you choose.
We will have just one single master page applied to the whole document.

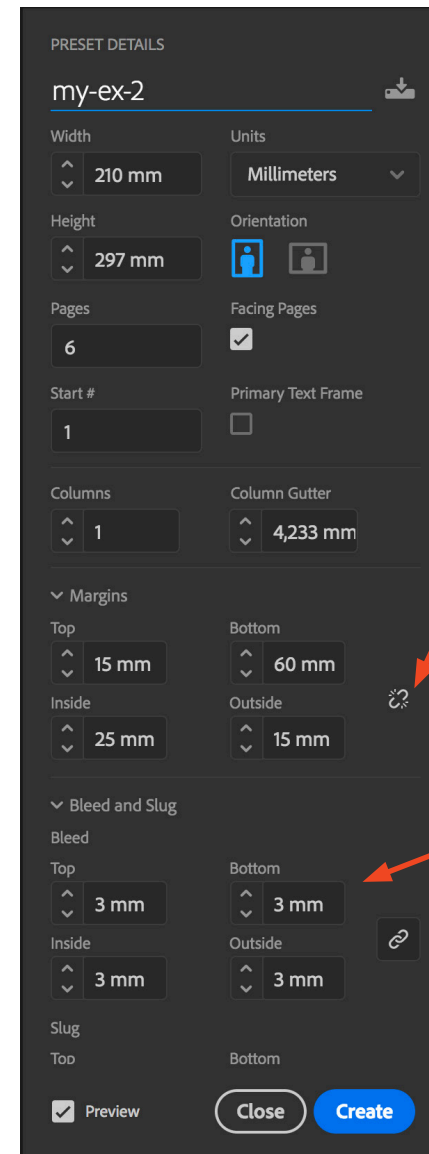
- While still on the master page, create four text blocks at the base of the document as shown below.

The "A" is a page number, and to insert this go:

» [Type](#) » [Insert Special Character](#) » [Markers](#) » [Current Page Number](#).

See below, and note the alignments.

- Look: now scroll through the 6 pages and note that page numbers and running titles are now inserted.




Note: you need to un-check this anchor in this case

Bleed is important if this document is for typical professional printing



Assume that on page 4 you do not want the running title nor page number: with the Pages panel still open drag the master page "[None]" onto page 4.

If, on a page, you want to modify a master page element, press  and click on the element to remove or modify it.

To add more pages, do one of the following from the Pages panel:

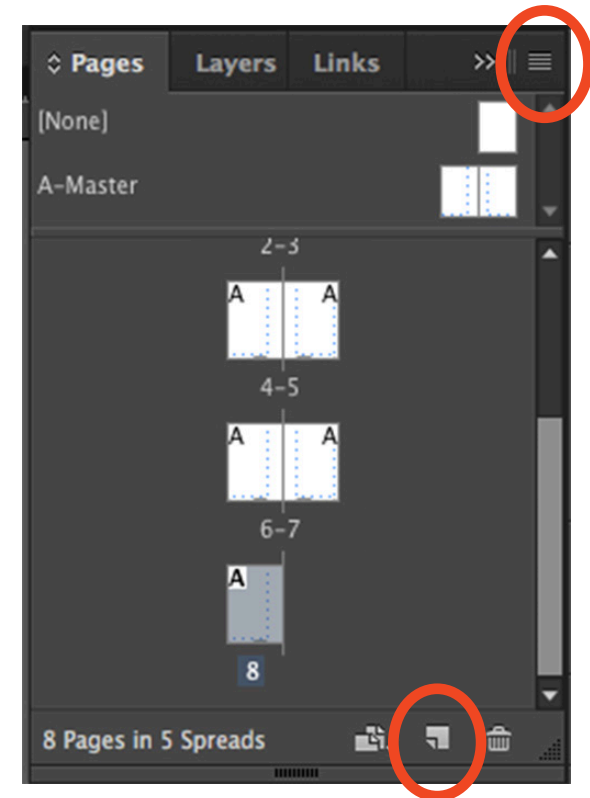
- drag a master page to where you want the page inserted, or
- click on the "Create new page" symbol at the bottom of the panel, as indicated here with an orange circle (at the bottom of the panel).

Try adding two pages to the end of the document. The document now has a total of 8 pages.

Note: the below (from here to the bottom of this page) is not intuitive and is rather difficult, so you will not be examined on this. However this is very useful, so do this once, and then just remember where to find this for future reference. Or, just skip this section.

If this document does not have a separate cover (as is typical of an A4 newsletter printed on folded A3), then the last page is adjacent to the first: page 8 is left of page 1 at the beginning. To accomplish this, from the Pages panel:

- Select page 1 on the Pages panel, then click on the panel options symbol top-right (indicated).
- From the drop-down menu un-tick "Allow Selected Spread to Shuffle".
- Select page 8, and from the panel options click "Numbering and Selection Options...", and put the value of "Start Page Numbering at:" to 8. Click "OK".
- Drag page 8 to the left side of page 1 such that you see a bracket and arrow arrangement as is shown here (very magnified; orange just for emphasis).
- You need to renumber what is now page 9 back to page 1: select page 9, and from panel options click "Numbering and Selection Options..." and put the value "Start Page Numbering at:" to 1.




Printing a document

Before sending a document for printing, it is good practice to Preflight the document: go » [Windows](#) » [Output](#) » [Preflight](#), and the Preflight panel opens: here you are alerted to any errors in the document (missing links for example).

In modern times one no longer sends an InDesign document to a printer — a PDF is all one requires.

To create a PDF for offset printing, you might need to find out from the printers what PDF settings they want. The following is typical.

Go » [File](#) » [Export](#) or E and in the window that opens do not forget to choose for the format “Adobe PDF (Print)”. Click “Save”.

Next the “Export” panel opens, and in the “Adobe PDF Presets”:

- “High Quality Print” is typical for an office printer or (if the file is not too large) for online use.
- “PDF/X-1a:2001” is still the most common setting for professional printing.

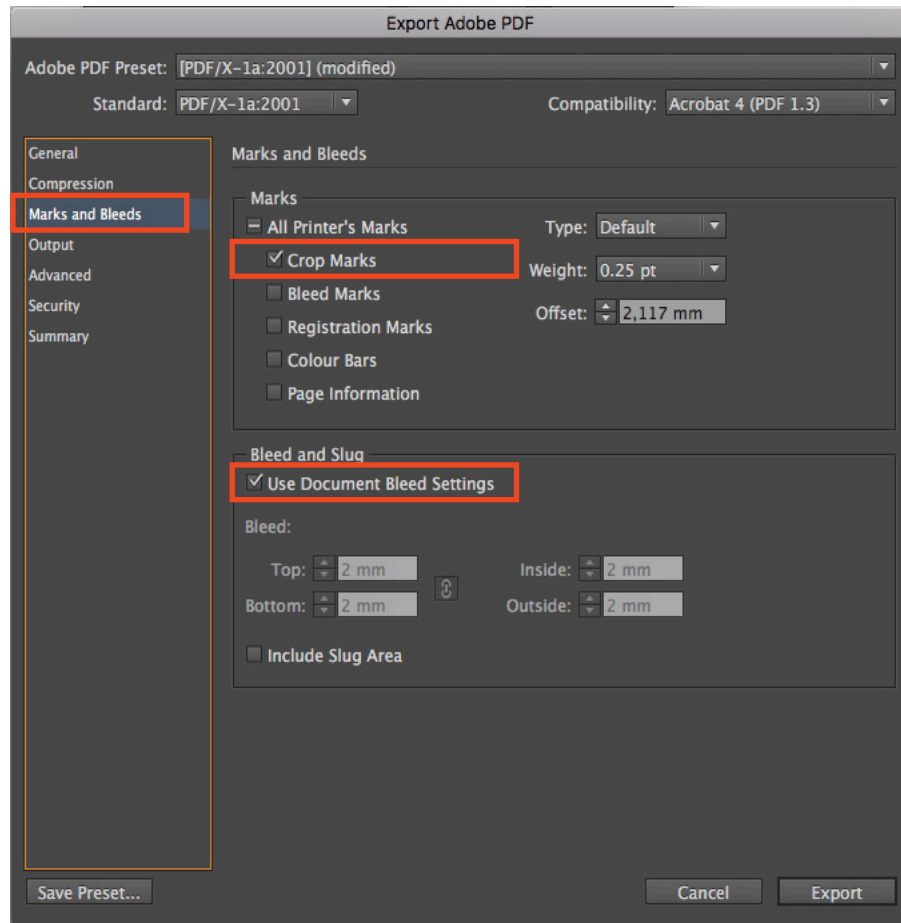
For the “Marks and Bleeds” tab: you do not need these for office or online printing; you do need at least the bleed for professional printing.

Sometimes one wants to save an InDesign document with all the associated images, fonts etc. in a separately created folder. You might for example be wanting to pass your work on to somebody else, or back it up. To do this go » [File](#) » [Package](#). Etc. Try it!

Sometimes one wants to reduce the file size of a InDesign generated PDF. The Adobe Acrobat application, which is included with the Creative Suite, is good for this.

PDF document for offset printing: an addendum...

Because I now find that you (students) are often forgetting to include the document export crop marks and bleeds, here I include a screenshot for what one generally needs as a minimum for offset printing...



Some very common errors, and good tools



Dashes

The short dash “-” is used for joining things like “they travelled at 12-15km/hr”. The long dash “—” is for a sentence breathing space or sometimes instead of an “and”. Here is an example of a short and a long dash:

They travelled at 120-150 km/hour — this was exhilarating.

On a Mac, the long dash is  and a medium dash is . Try both.


Line and carriage return

The return key () is for a new paragraph; shift+return () is for a new line. This distinction is very important (and relevant too when you soon start editing website pages).

Non breaking space

The non breaking space is used for joining words where a short word is “lost” at the end of a line. See the “St.” in the text on the right. It is a much better read if the “St.” is joined with the “Matthews” to become “St. Matthews”.

Your teacher is rather strict about this sort of thing!

To insert a non breaking space, replace the normal space with
» [Type » Insert White Space » Nonbreaking Space](#) or go .

View hidden characters

» [Type » Show Hidden Character](#) or . This works only in “Normal” view.

Spell checking

For dynamically checking spelling as you type, go
» [Edit » Spelling » Dynamic Spelling](#). (Works only in “Normal” view.)

To systematically go through the document to look for spelling mistakes, go
» [Edit » Spelling » Check Spelling](#).

Bad

They enjoyed listening to the good St. Matthews Passion playing with a world leading orchestra.

Good

They enjoyed listening to the good St. Matthews Passion playing with a world leading orchestra.

More good tools (some repetition too)

Create a new InDesign document, and (for example) place a few rectangle on the page. Then practice the below...





Aligning and spacing several elements

A useful panel to have is the "Align", and to get this (if you have not got this already) go » [Windows](#) » [Object & Layout](#) » [Align](#). Drag this panel into your panel space.

Use this to align or equally space several objects. Try it.

On wider monitors (than a typical laptop) one sees these tools within the control panel.

To select several objects: hold down the Shift key while selecting.

To group several objects: select the several objects, then go » [Object](#) » [Group](#), or . Ungroup is .

You can select several objects by holding down shift () while selecting.

To fit content (like a photo) to a frame or a frame to content

Load an image onto your page and test the following...

The two most common operations:

» [Object](#) » [Fitting](#) » [Fit Content Proportionally](#).

» [Object](#) » [Fitting](#) » [Fit Frame to Content](#).

If your computer monitor is wide enough, you have these tools on your control panel.

To constrain proportions while dragging (to resize) a frame or image boundary

Hold down  while dragging.

To copy and drag at the same time: Hold down  while dragging.

To drag at 0°, 45° or 90°: Hold down  while dragging.

To copy and drag at the same time at just 0°, 45° or 90°

You are combining the above two items: simply hold down both  and  while dragging!