



# GRAPHICS DESIGNING

# 07

# ADOBE INDESIGN



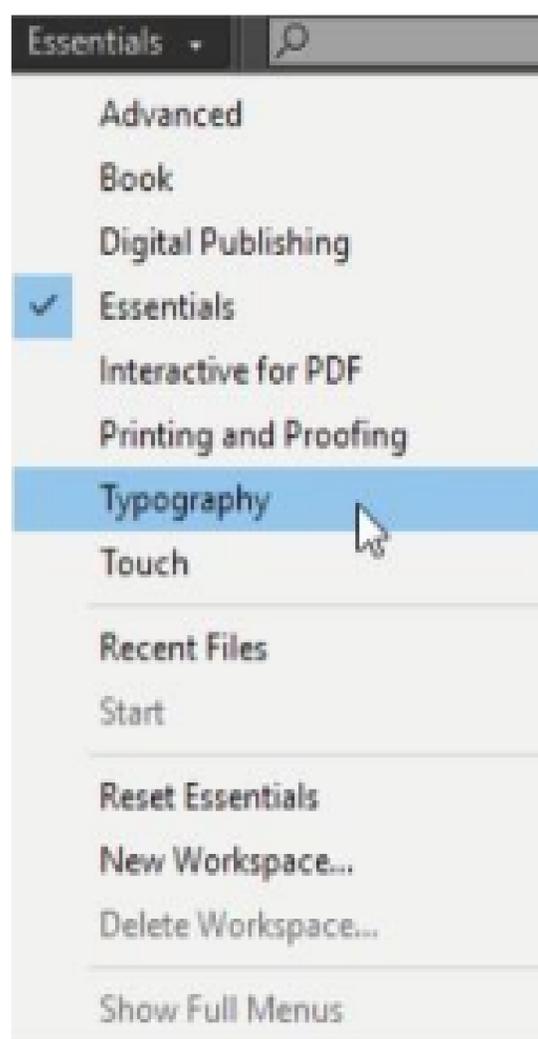
## INTRODUCTION

Adobe InDesign is a leading desktop publishing software used by designers, publishers, and marketing professionals. Renowned for its versatility, InDesign excels in creating print and digital media, from brochures and magazines to eBooks and interactive PDFs. With a robust set of typography tools, layout features, and seamless integration with other Adobe Creative Cloud applications, InDesign empowers users to craft visually stunning and highly professional designs. Its intuitive interface and extensive library of templates and assets make it accessible for both beginners and advanced users, ensuring efficient and creative workflow management. Whether producing single-page flyers or complex book layouts, Adobe InDesign stands as an essential tool in the design and publishing industry.

- **Workspace**

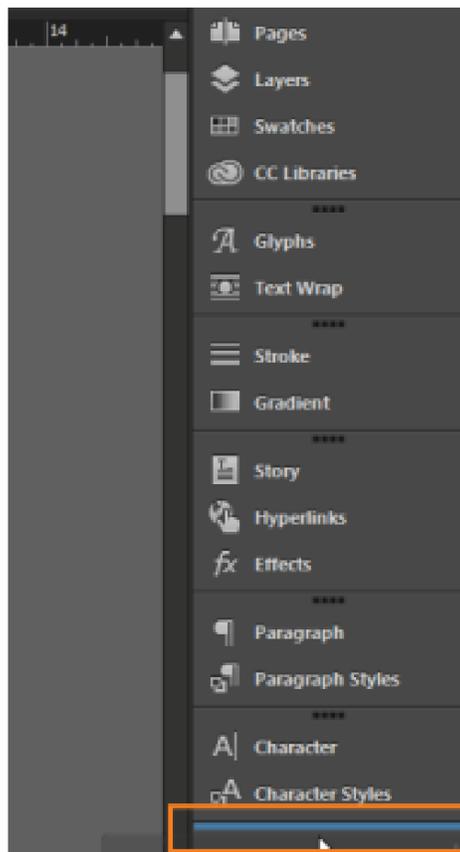
The Workspace refers to how the entire InDesign window is configured—the panels on the Panel Dock, the tools that are displayed on the top level of the Toolbar, etc. There are several preset workspaces built into InDesign that are geared for different kinds of projects, such as Digital Publishing. Customized workspaces can also be created by users.

1 -To select a preset workspace, click the Workspace menu at the upper right of the InDesign window.

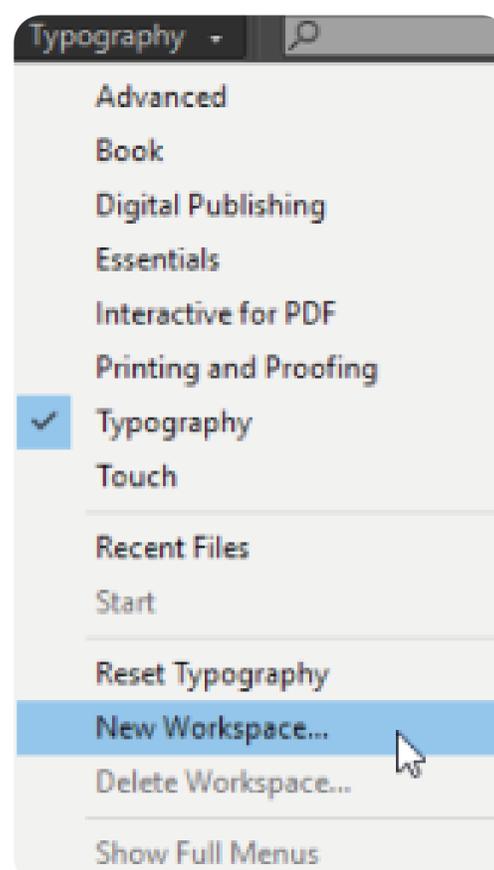


2 -I've chosen Typography as can be seen in figure 7.1 to use as the base for the custom workspace I'll be creating. Now I'll bring out some additional panels by going to the Window menu and, in this case, scrolling to Object & Layout and choosing Align.

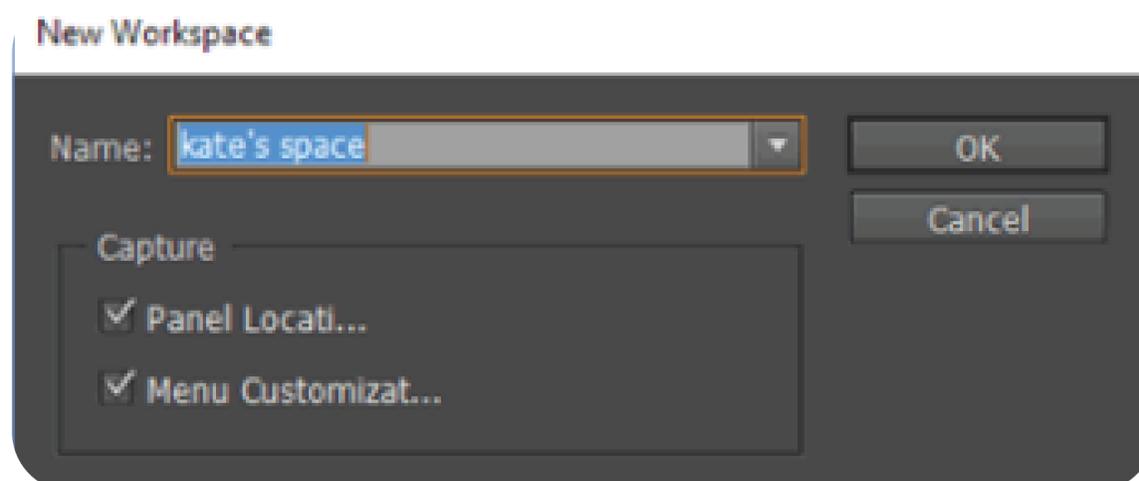
3-The panel opens in the middle of the InDesign window. To anchor it to the Panel Dock at the right, I'll click and hold on the bar at the top of the Align Panel group and drag it underneath the other panels on the dock so that a blue highlight appears. This indicates the panel will be anchored to the dock.



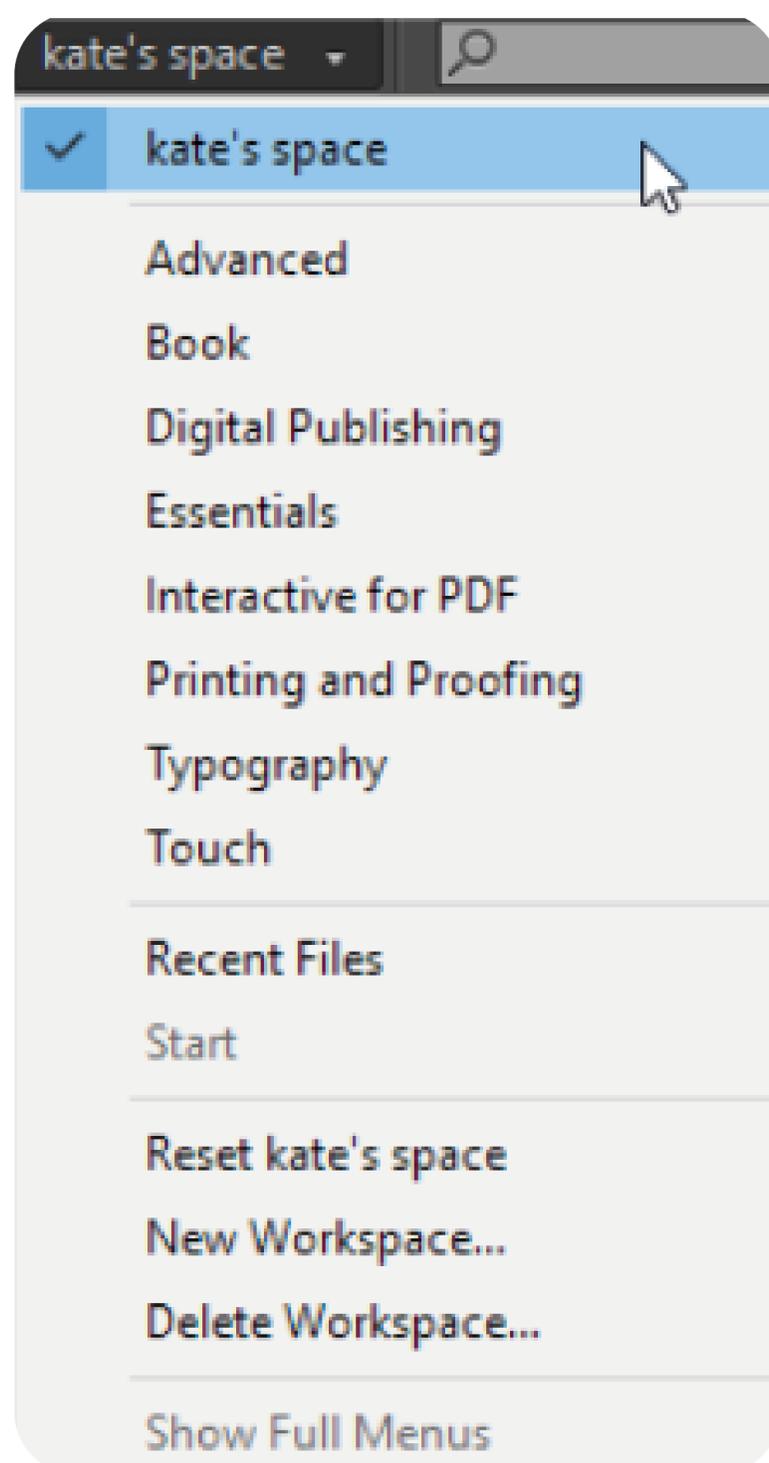
4-This new configuration can be saved by going back to the Workspace menu and choosing NewWorkspace.



5- Name the workspace in the next dialog box and click OK



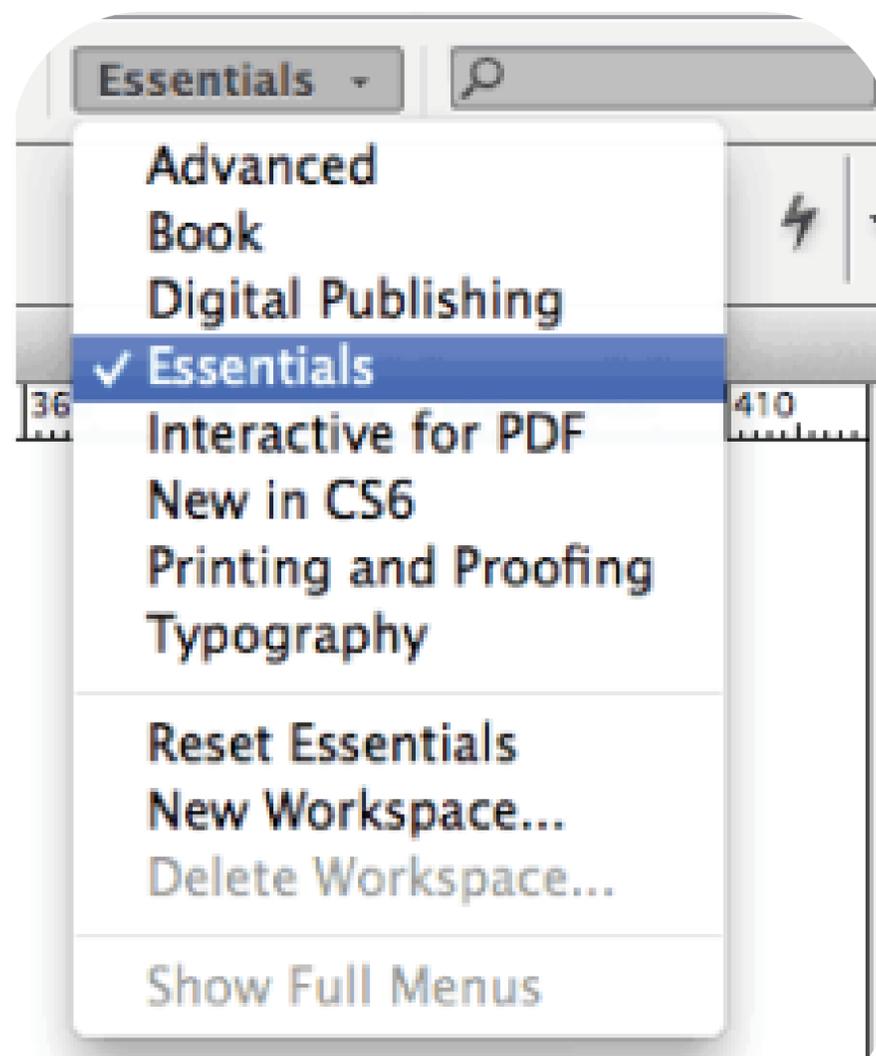
6- The custom workspace now appears in the Workspace menu.



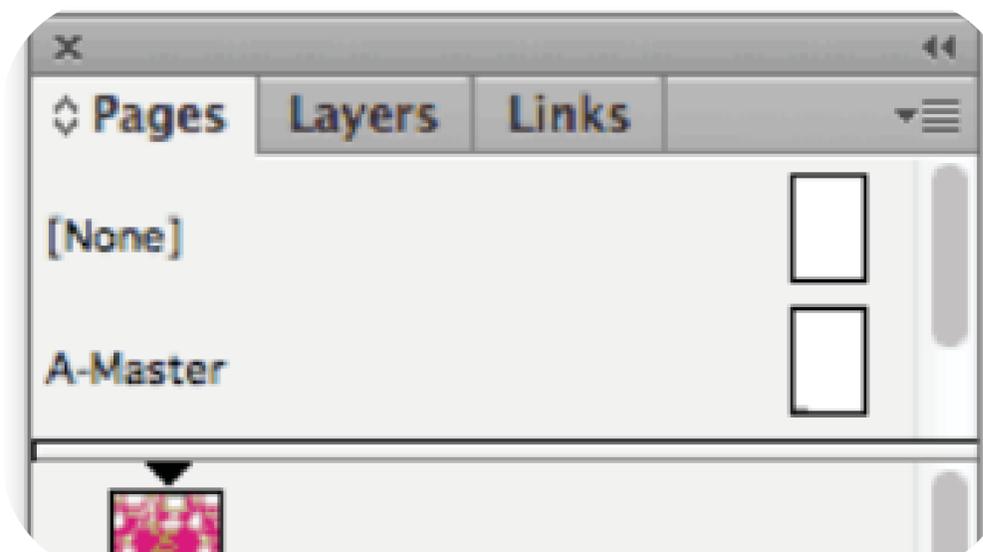
- **Pages Panel**

**Step 1: Locate/Open the Pages panel**

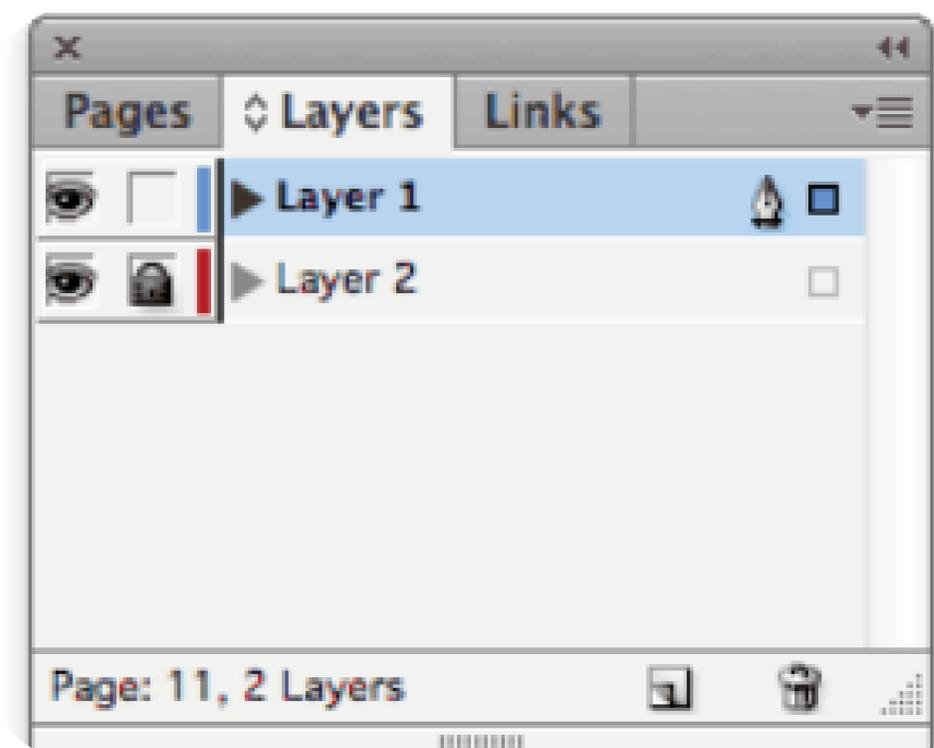
When you click the OK button in the New Document window, InDesign creates a blank document set up to your specifications. If you're used to working in a single-page program, like Illustrator or Photoshop, or even a word-processing program, like Microsoft Word or Pages, the way that documents are laid out and navigated through in InDesign can seem quite different and may not be immediately intuitive. Unless you have set your Preferences to open a pre-defined Workspace, InDesign will open the workspace (the collection and arrangement of panels) in Essential's mode. You can view this, or alter the workspace to suit your specific purposes, from the top right of the control panel running along the top of your screen



One of the most important, and useful, panels in InDesign is the Pages panel. This will open by default, or you can find it in the Window menu (Window > Pages). You will see that the panel is actually a group of three panels: Pages, Layers and Links



The Layers panel allows you to manage layers in your document, just as you would in Photoshop or Illustrator. You can choose to View or Hide layers, and Lock or Unlock them, by clicking in the two square spaces to the left of the layer's name in the panel

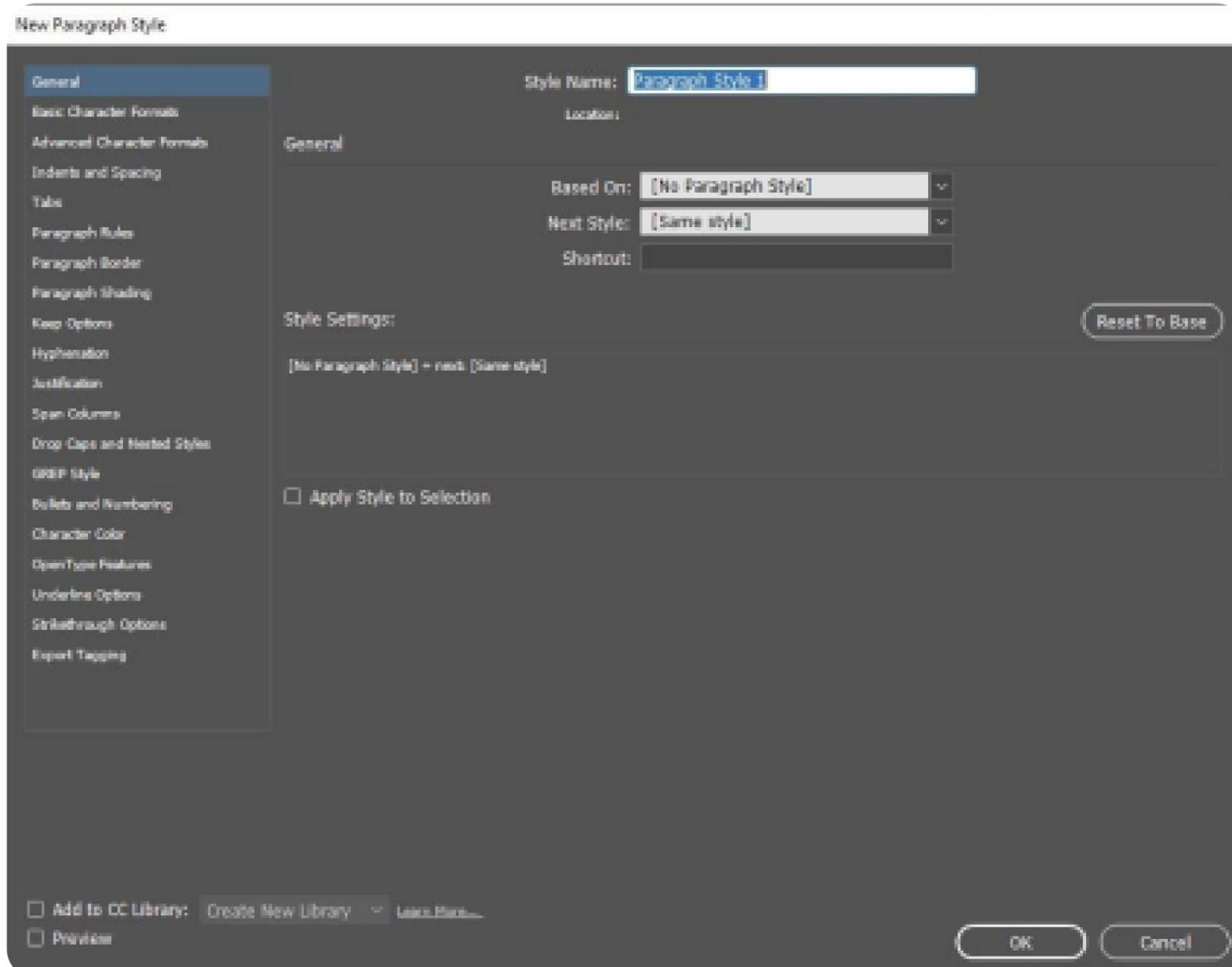


## • Different Styles:

### Paragraph Styles:

Paragraph styles allow you to save and re-use specific text formatting (e.g. font or size) and paragraph formatting (e.g. tabs, indents or paragraph spacing) reference in figure below.

- Font family Font style Font size Leading Spacing
- Horizontal/vertical scale Alignment
- Indents
- Space before/after Tabs
- Paragraph Colour

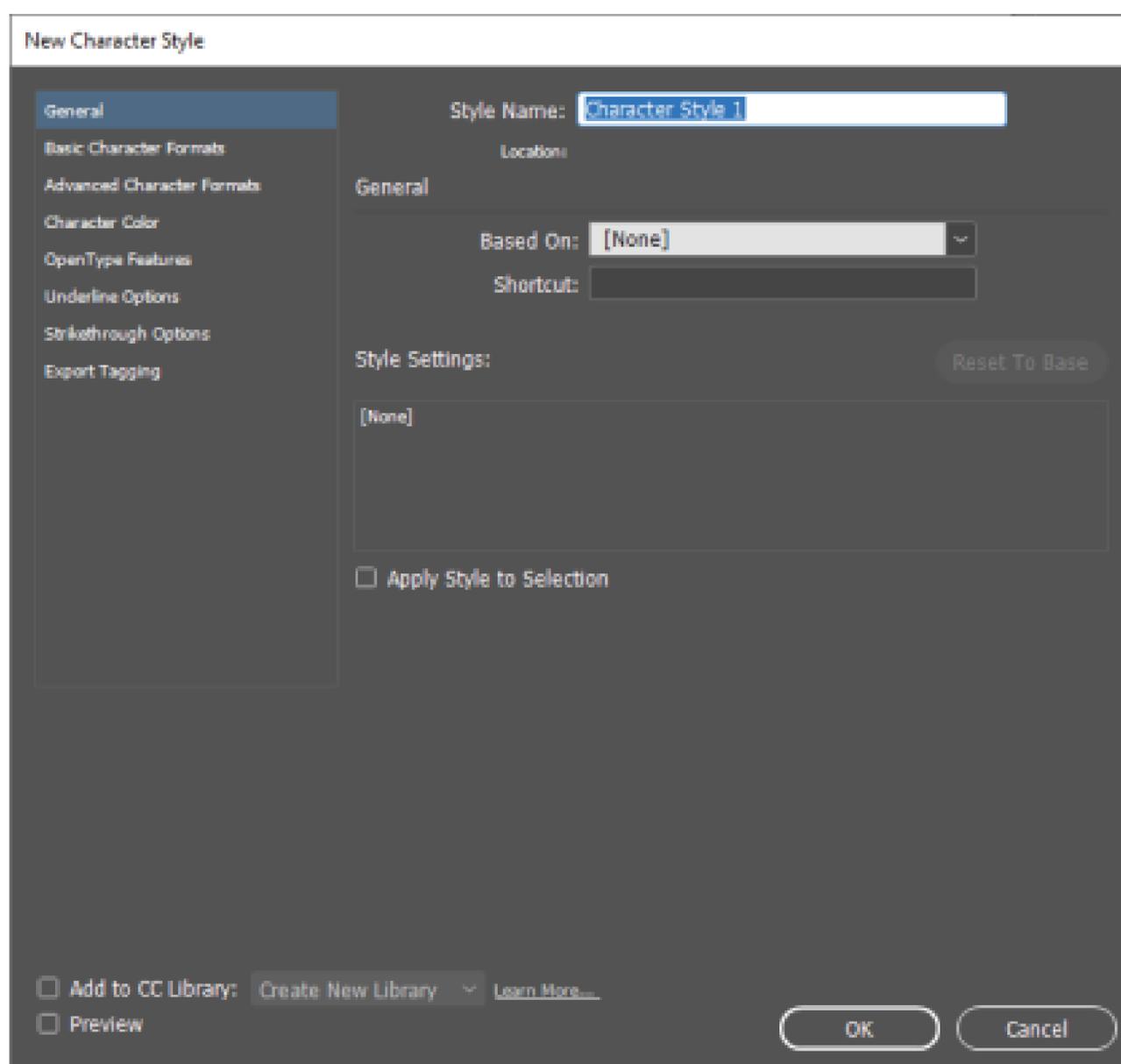


## • Character styles

Character styles allow you to save and re-use specific text formatting (e.g. font face or font colour). Using a character style allows you to customize specific text within a paragraph

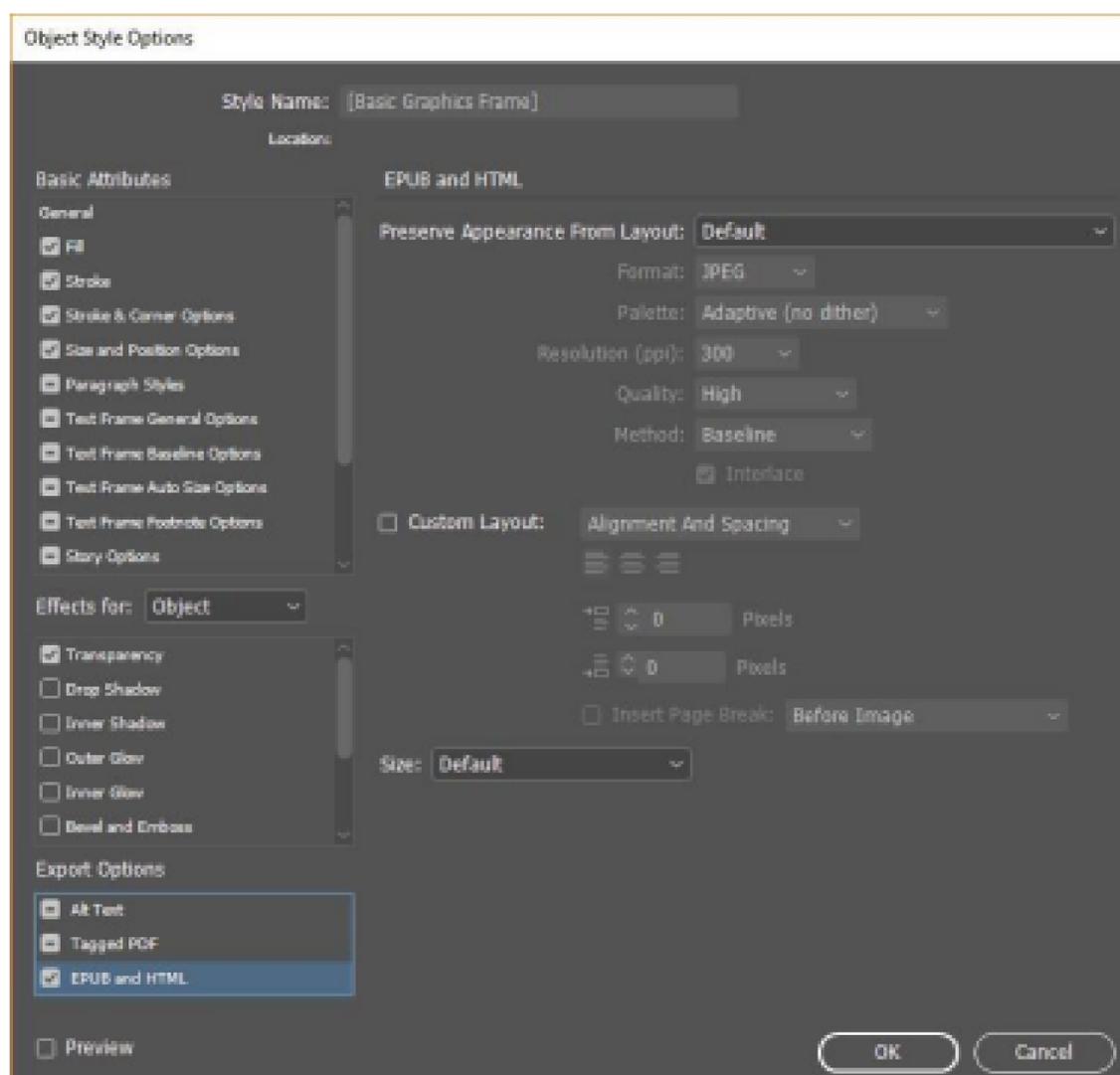
Reference in figure below:

- Font family Font style Font size Leading Spacing
- Horizontal/vertical scale Character Colour
- As a general rule, you should have a lot more paragraph styles defined than character styles. Character styles are for the exceptions, paragraph styles are for everything else



Use the Object Styles panel to create, edit, and apply object styles. For each new document, the panel initially lists a default set of object styles. Object styles are saved with a document and display in the panel each time you open that document.

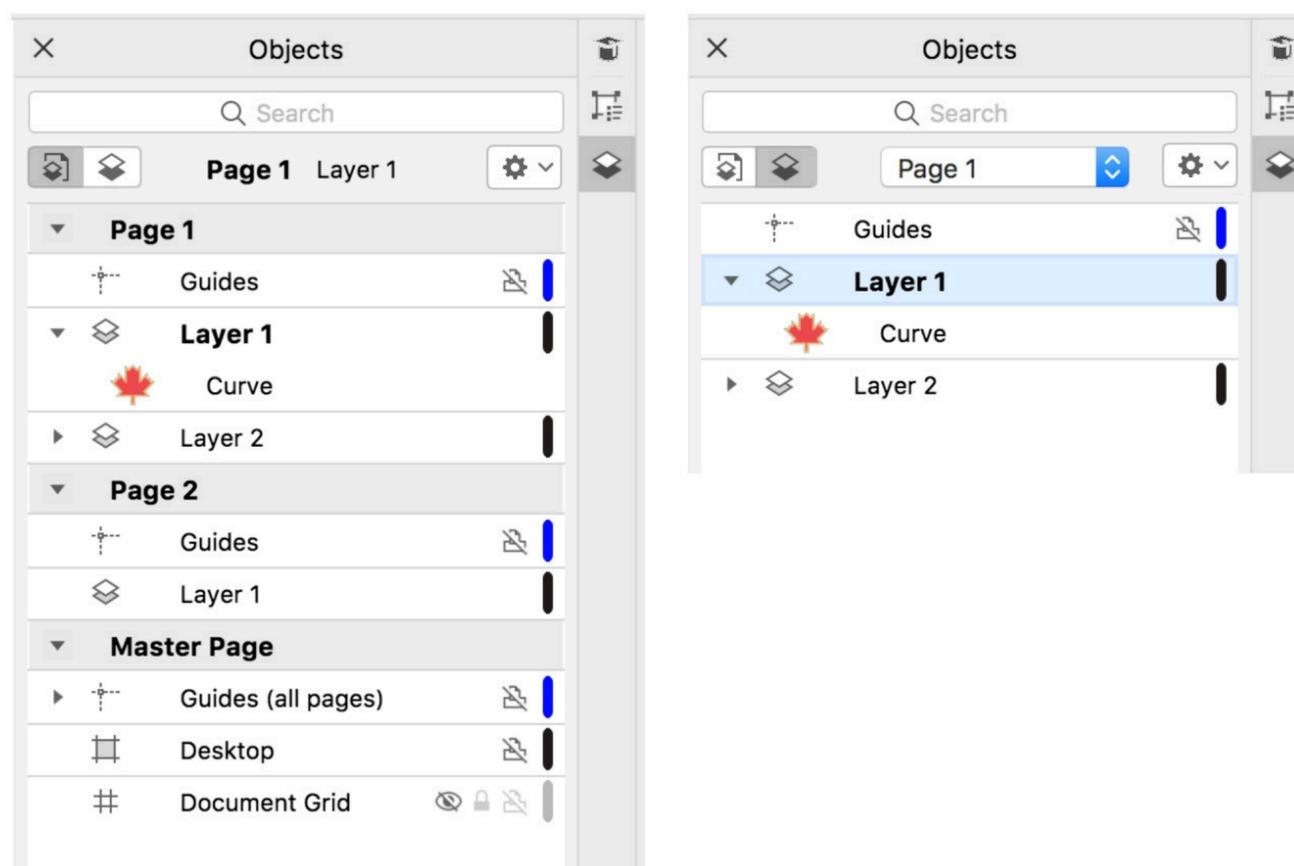
The Text Frame icon marks the default style for text frames; the Graphics Frame icon marks the default style for graphics frames and drawn shapes. Use the Object Styles panel to create, name, and apply object styles. For each new document, the panel initially lists a default set of object styles. Object styles are saved with a document and display in the panel each time you open that document. The Text Frame icon marks the default style for text frames; the Graphics Frame icon marks the default style for graphic frames; the Grid icon marks the default style for frame grids



- **Layers**

Each document includes at least one named layer. By using multiple layers, you can create and edit specific areas or kinds of content in your document without affecting other areas or kinds of content.

For example, if your document prints slowly because it contains many large graphics, you can use one layer for just the text in your document; then, when it's time to proofread the text, you can hide all other layers and quickly print the text layer only. You can also use layers to display alternate design ideas for the same layout, or versions of advertisements for different regions. Think of layers as transparent sheets stacked on top of each other. If a layer doesn't have objects on it, you can see through it to any objects on layers behind it



Each document layer has a disclosure triangle that can be expanded to reveal the objects and their stacking order on that layer for the active spread. Groups, buttons, and multi-state objects also have disclosure triangles that can be expanded to display their contained objects.

You can re-order these objects, lock and unlock them, and add or remove them from groups. Objects on masters appear at the bottom of each layer. Master items can appear in front of document page objects if the master page objects are on a higher layer. Layers involve all pages of a document, including masters. For example, if you hide Layer 1 while editing page 1 of your document, the layer is hidden on all pages until you decide to show it again.

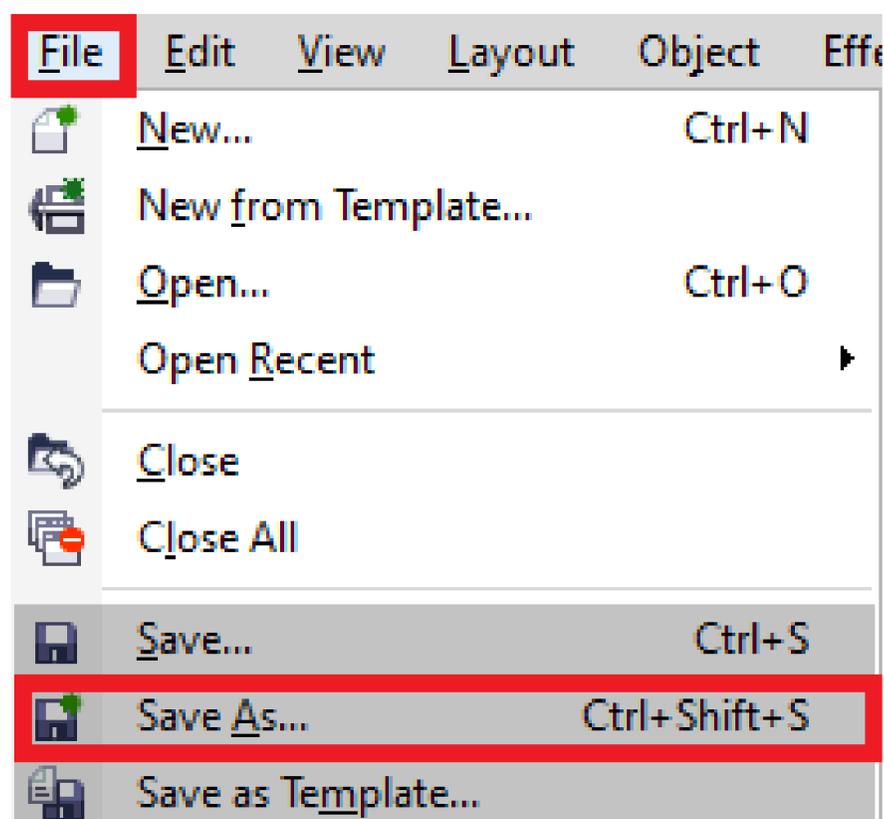
 Make sure to work in layers it is easy to revert changes



## • **Importing File**

**Step 1 - Open a new InDesign document by selecting "New," then choose "Document" from the "File" menu.**

**Step 2 - Select "Place" from the "File" menu. Navigate to the location of the file which is to be imported, then click "Open." The Illustrator file is now part of the InDesign document**



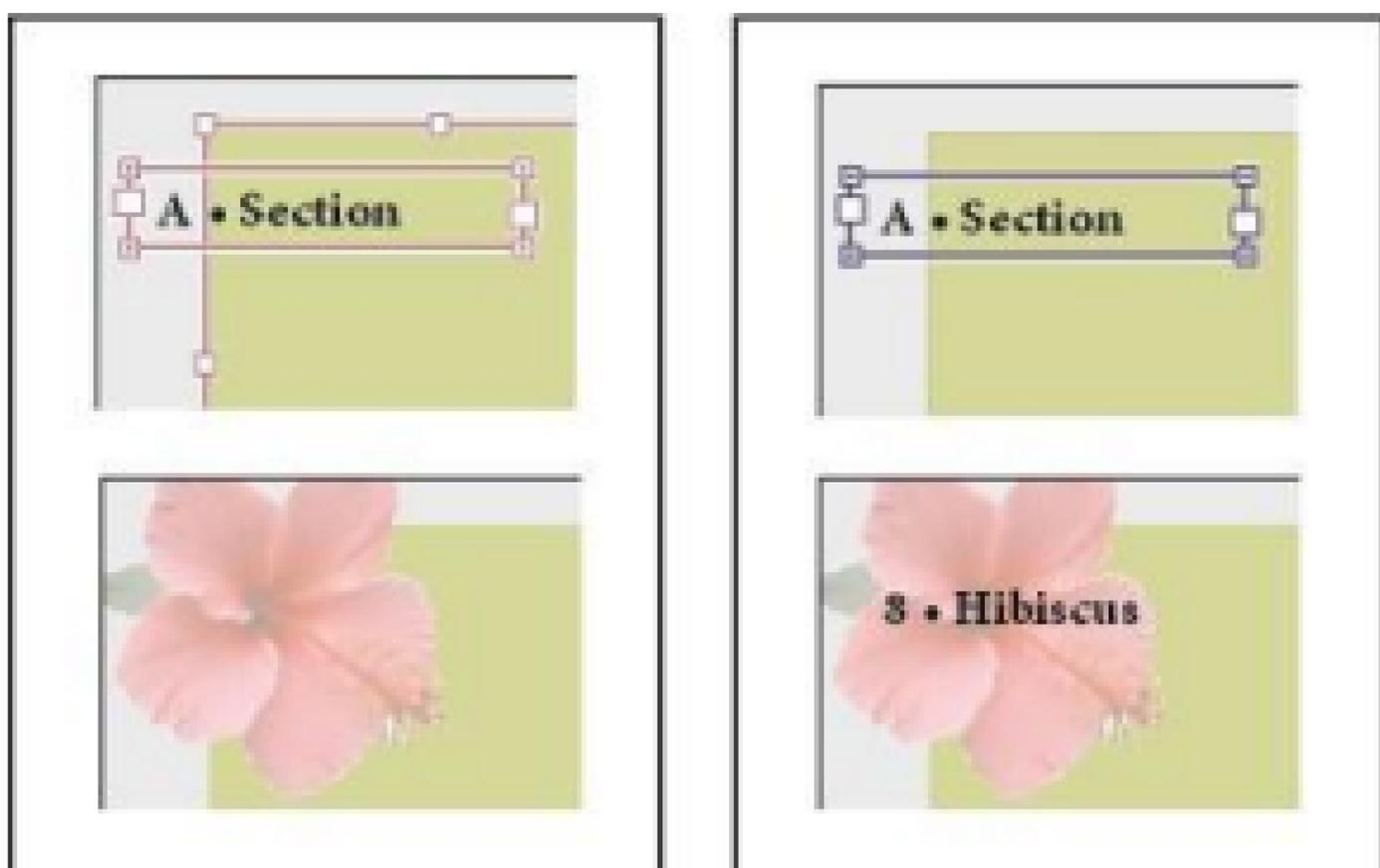
**After completing this section, students will be able to: -**

- **Understand hierarchy of master pages • define page sizes**
- **Define master page creation and formatting**
- **Understand automatic page numbering**
- **Understand incorporation of text and images in master frames**

- **Master Page**

A master is like a background that you can quickly apply to many pages. Objects on a master appear on all pages with that master applied. Master items that appear on document pages are surrounded by a dotted border. Changes you make to a master are automatically applied to associated pages. Masters commonly contain repeating logos, page numbers, headers, and footers. They can also contain empty text or graphic frames that serve as placeholders on document pages.

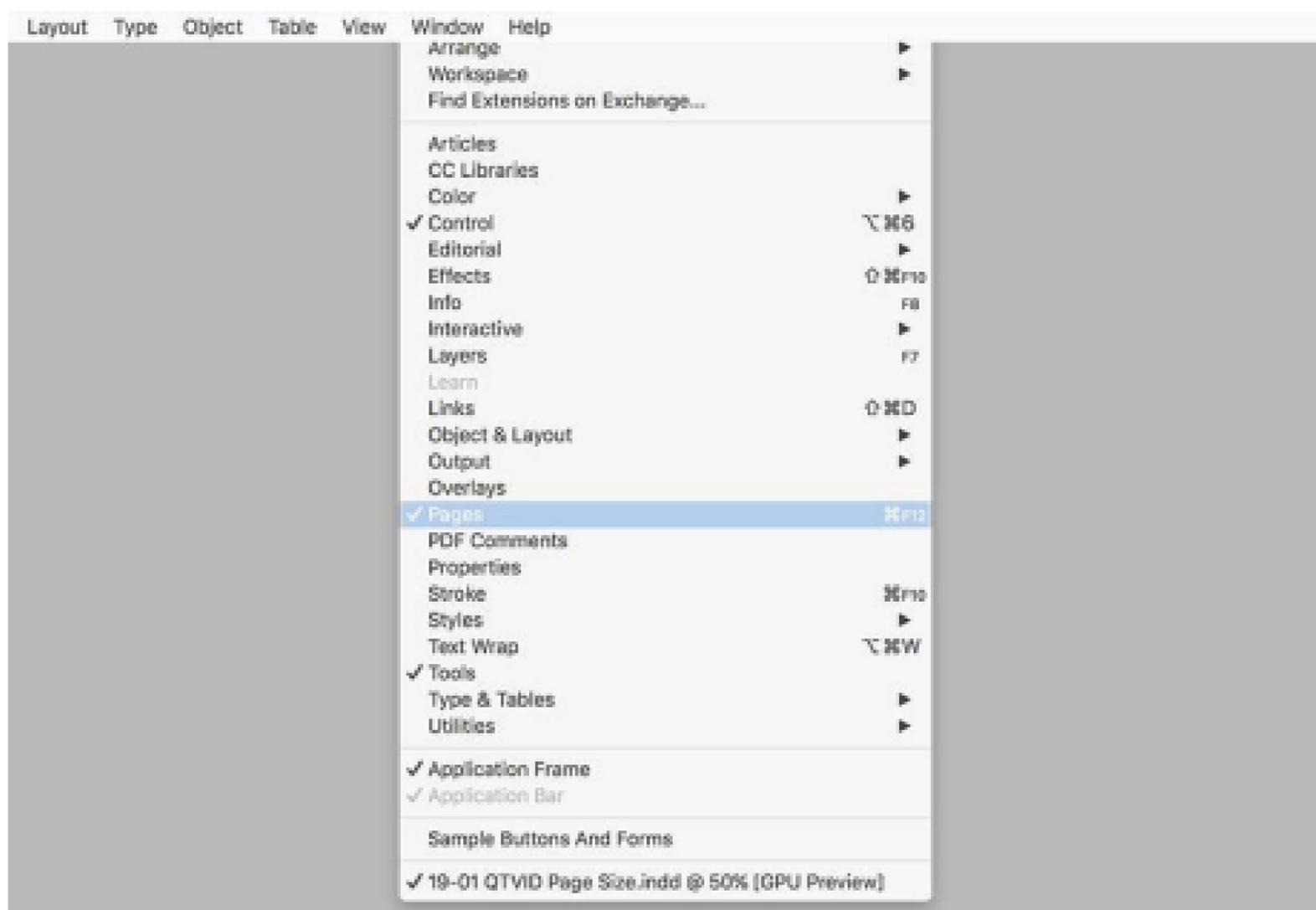
A master item cannot be selected on a document page unless the master item is overridden. Masters can have multiple layers, just like pages in your document. Objects on a single layer have their own stacking order within that layer. Objects on a master page layer appear behind objects assigned to the same layer in the document page.



- **Page Size**

Page size refers to the area of your publication. Paper, or sheet, size is the size of the paper used for printing. Orientation refers to the portrait (vertical) or landscape (horizontal) layout. Changing the page size Use the Change Page Size option on the Pages panel if you are planning on changing a single page on the document and don't want the elements to resize.

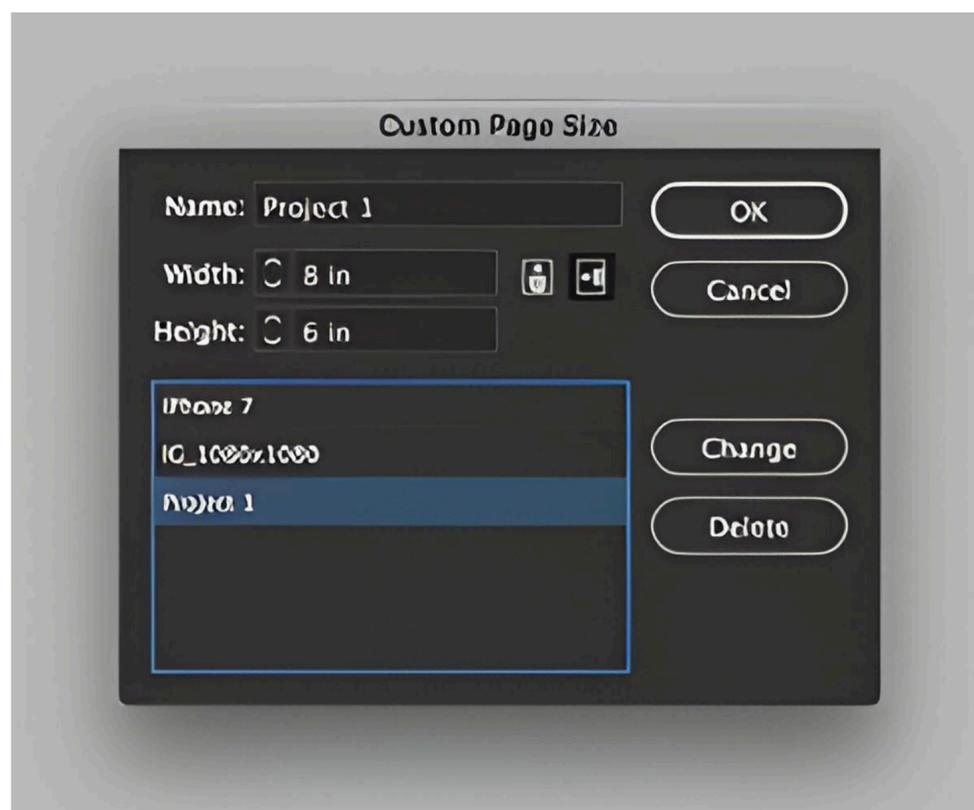
**Step 1 - Open the Pages panel by going to Window > Pages, as can be seen in figure below:**



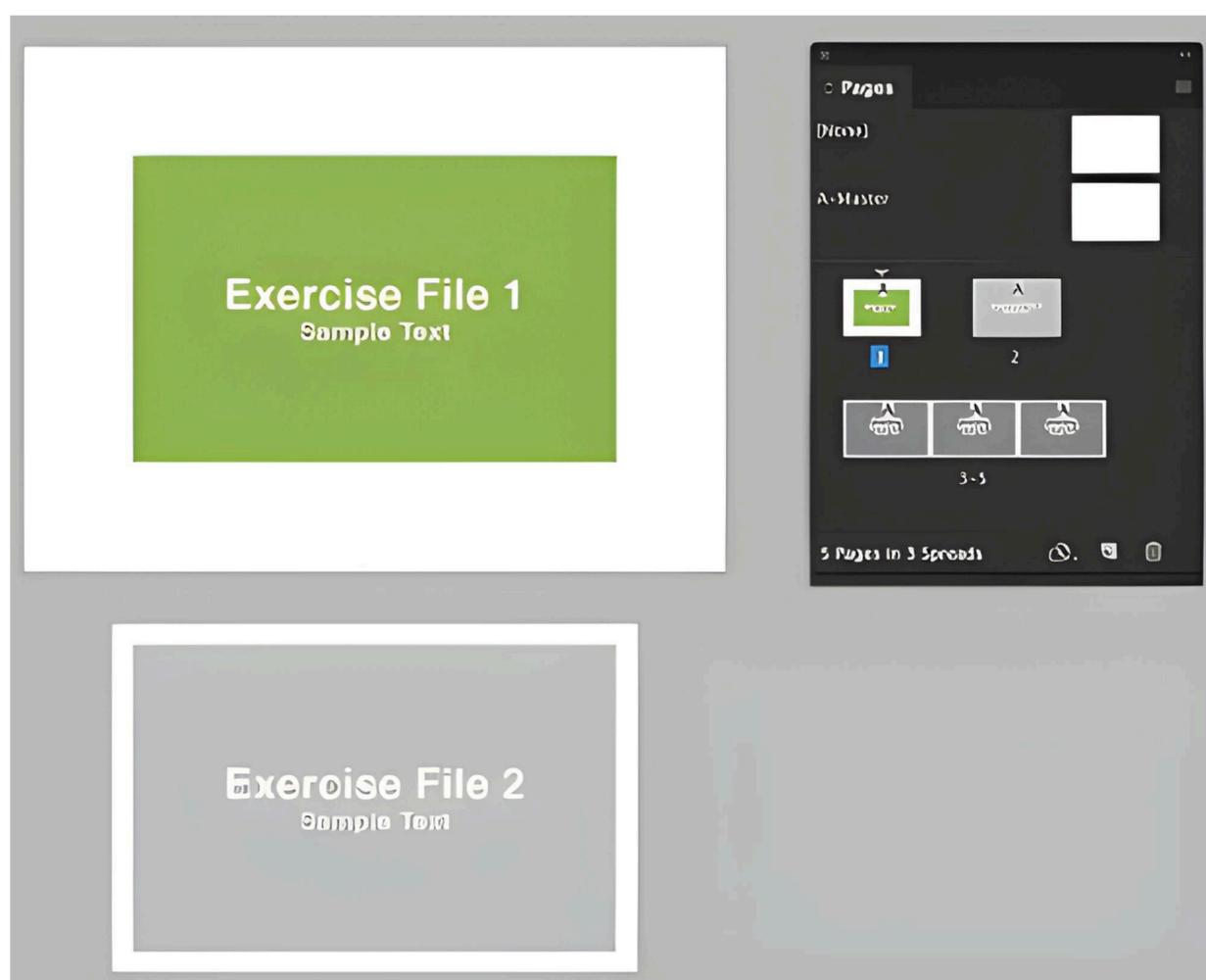
**Step 2- On the Pages panel, click on the Edit Page Size button, and select Custom.**



**Step 3- In the Custom Page Size option window, you will be able to find previous sizes you've used that you can select from. You can also create a new size by adding a Name and changing the Width and Height. Let's create a new option, and set the Name to Project 1. Set the Width to 8 in and the Height to 6 in. Click on Add. Select the new setting from the options below and click OK.**



**Step 4-** In the image below, it's evident that page 1 is larger than page 2. This difference in size is noticeable within the layout window, although it won't be apparent in the Pages panel. This method is limited to resizing the dimensions of one or more selected pages, and it doesn't provide the capability to alter the size of the elements on the page itself. When working with documents that contain pages of varying sizes, it's important to note that any adjustments made through this approach are strictly confined to the pages' dimensions. This means that while you can increase or decrease the size of a particular page or multiple pages, the contents within these pages remain unchanged in size. The visual representation in the layout window will reflect these changes accurately, allowing for a clear understanding of how the overall layout will appear with pages of different dimensions.



- **Master Page Creation**

By default, any document you create has a master page. You can create additional masters from scratch or from an existing master page or document page. After you apply master pages to other pages, any changes made to the source master carry forward to the masters and document pages that are based on it. With careful planning, this provides an easy way to make layout changes to multiple pages across your document.

### **CREATE A MASTER FROM SCRATCH**

- 1- Choose New Master in the Pages panel menu.
- 2- Specify the following options, and click OK:

For Prefix, type a prefix that identifies the applied master for each page in the Pages panel. You can type as many as four characters. For Name, type a name for the master spread.

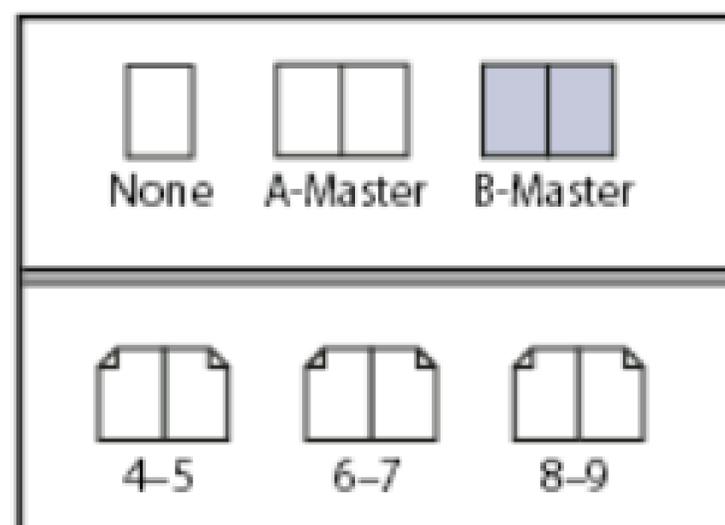
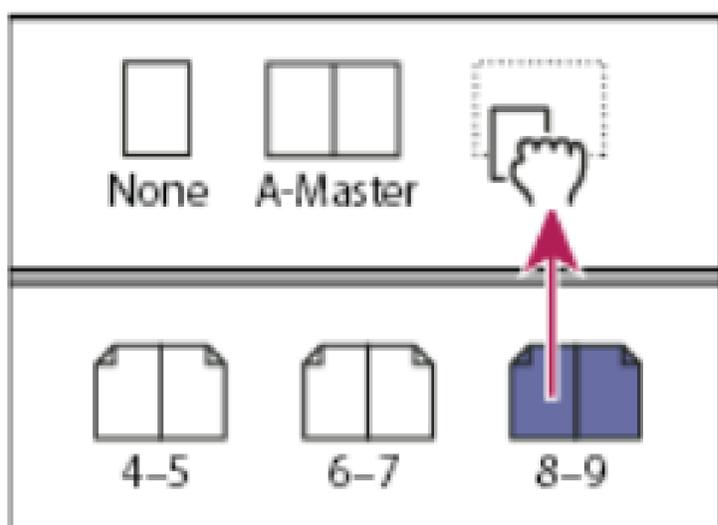
For Based on Master, choose an existing master spread on which you'll base this master spread, or choose None

For Number of Pages, type a value for the number of pages you want in the master spread (as many as ten)

## CREATE A MASTER FROM AN EXISTING PAGE OR SPREAD

● Drag an entire spread from the Pages section of the Pages panel to the Masters section. Select a spread in the Pages panel and choose Save As Master from the Pages panel menu.

● Any objects on the original page or spread become part of the new master. If the original page used a master, the new master is based on the original page's master refer to the image below.



- **Formatting a master page**

You can edit the layout of master pages at any time; changes you make are automatically reflected on all pages with that master applied. For example, any text or graphic you add to a master will appear on document pages to which the master is applied.

1- In the Pages panel, double-click the icon for the master you want to edit, or select the master page from the text box list at the bottom of the document window. The master spread appears in the document window.

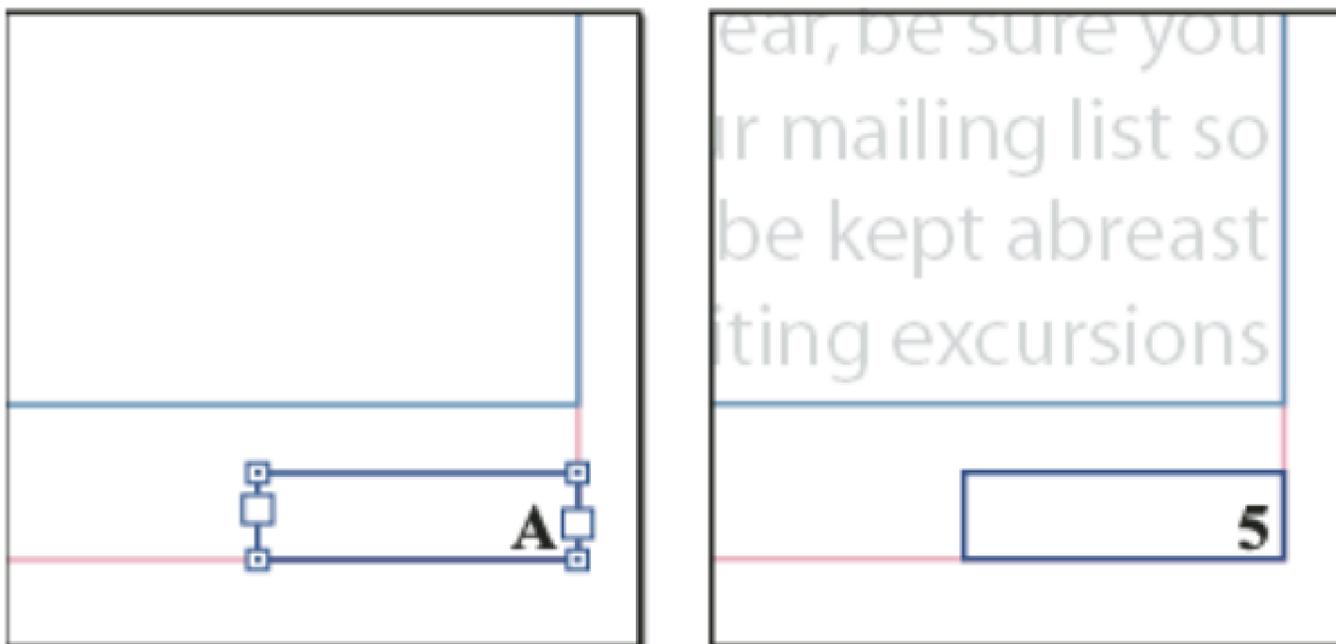
2- Make changes to the master. InDesign automatically updates any pages using that master. To change the size of the master page, select it using the Page tool, and then use the options in the Control panel to change the dimension. See 'Use multiple page sizes'

- **Page Numbering**

You can add a current page number marker to your pages to specify where a page number sits on a page and how it looks. Because a page number marker updates automatically, the page number it displays is always correct—even as you add, remove, or rearrange pages in the document. Page number markers can be formatted and styled as text.

- **Add a page number marker to a master page**

Page number markers are commonly added to master pages. When master pages are applied to document pages, the page numbering is updated automatically, similar to headers and footers



1- If the automatic page number is on a master page, it displays the master page prefix. On a document page, the automatic page number displays the page number. On a pasteboard, it displays PB. In the Pages panel, double-click the master page to which you want to add your page number. To create master pages, see Create masters.

2- Create a text frame large enough to hold the longest page number and any text you want to appear next to it. Position the text frame where you want the page number to appear. If your document has facing pages, create separate text frames for the left and right master pages.

# • Working with Graphics and Text

## Adding Graphics in a Project

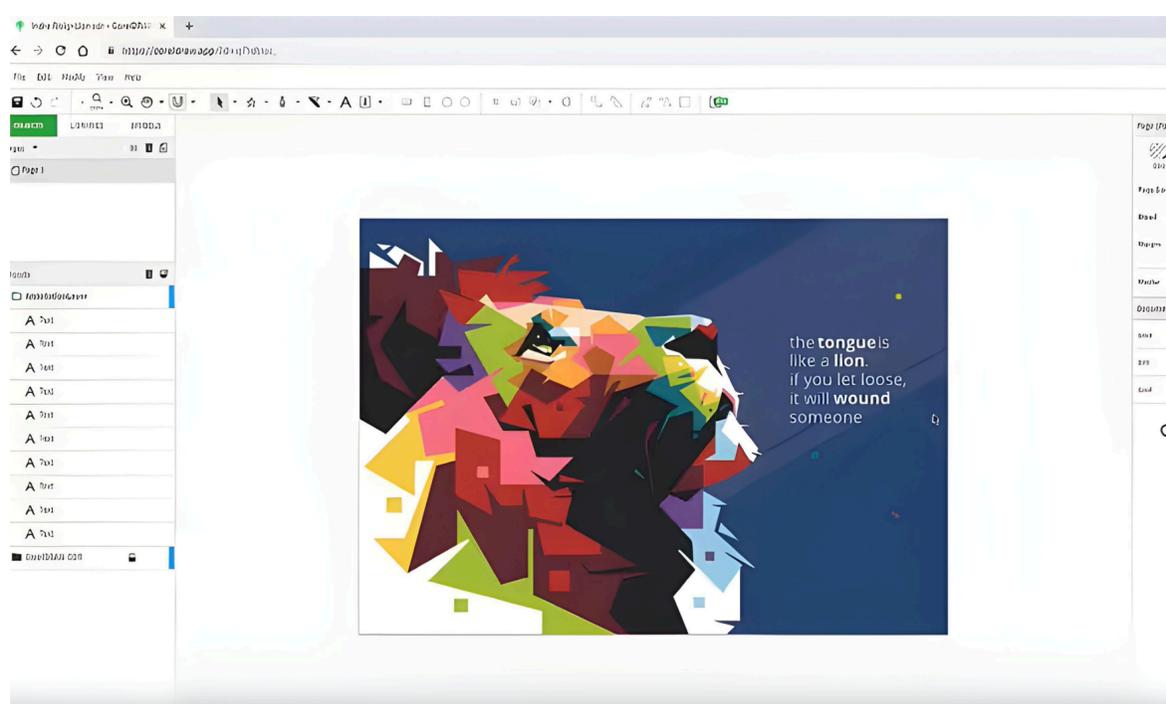
In InDesign, you can bring raster images, like an image you take with your phone, or vector graphics, like a logo, into your documents:

1- Choose File > Place to place a graphic (or multiple graphics) in your document.

2- Click Open. If a frame was selected before placing, the graphic is placed within the frame. You can also click to place a graphic into an existing empty frame or create a frame as you place a graphic.

3- With the Selection tool in the toolbox, drag a corner point of a graphic frame to resize the frame and to reveal or hide parts of the image.

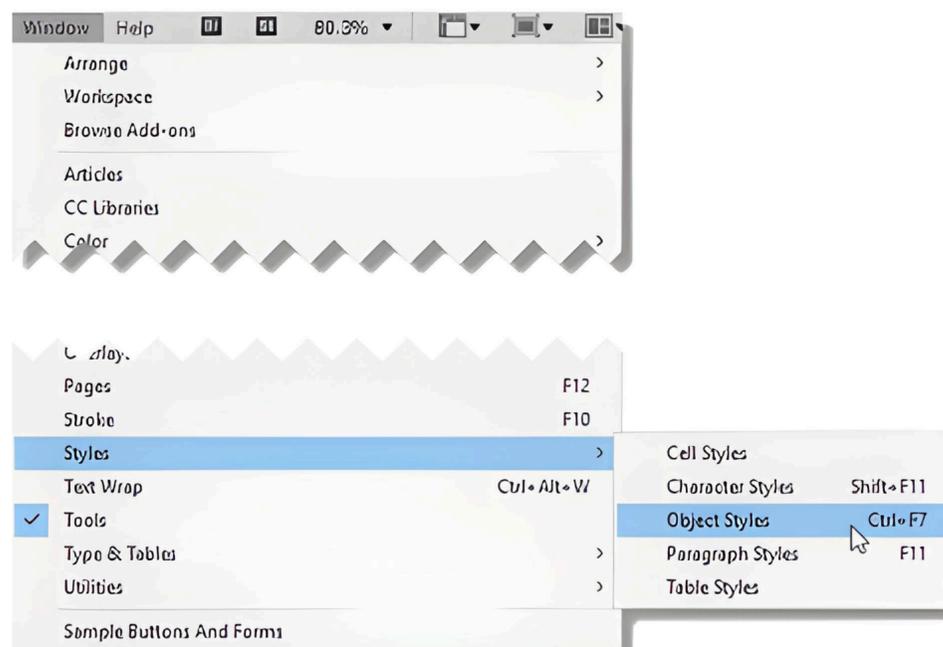
4- Drag within the graphic area (not the center) to reposition the graphic and the frame.



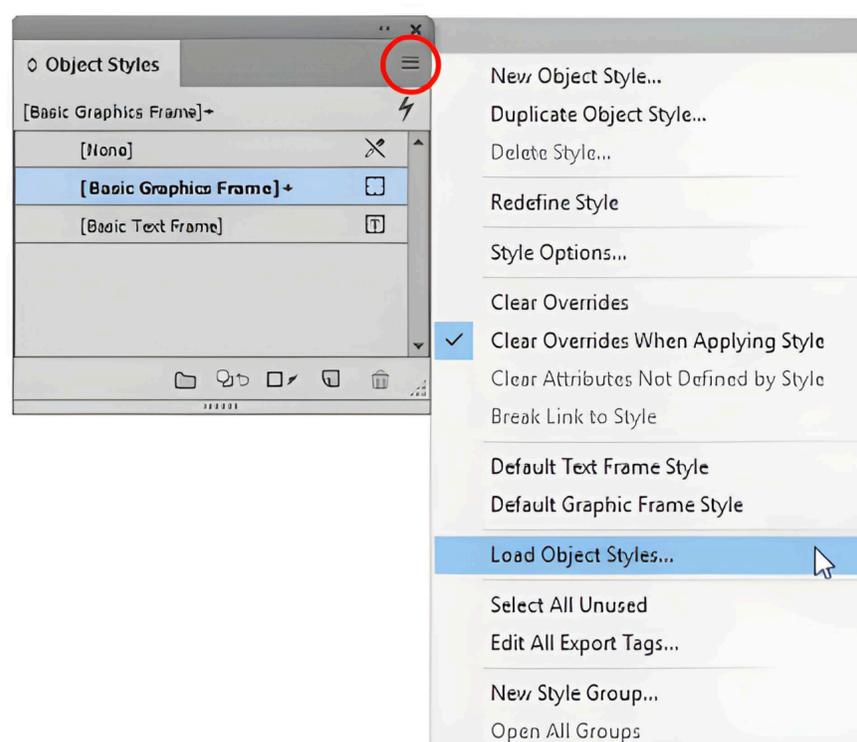
## • Importing Styles from another document

Just like Paragraph and Character Styles, Object Styles can greatly improve workflow by capturing commonly used attributes for frames. They can be used for text, image, and shape frames alike, and can also be loaded between various InDesign files.

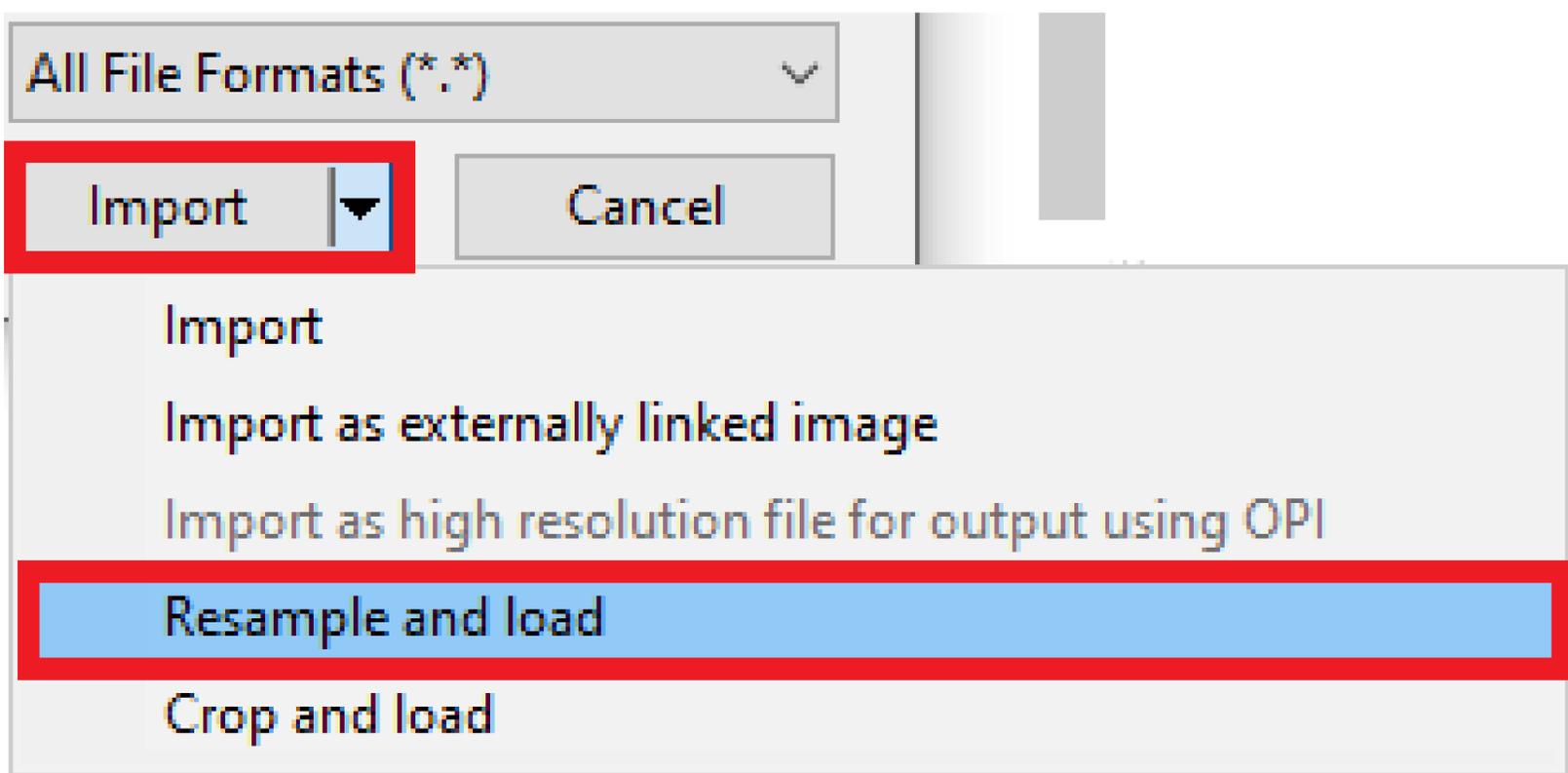
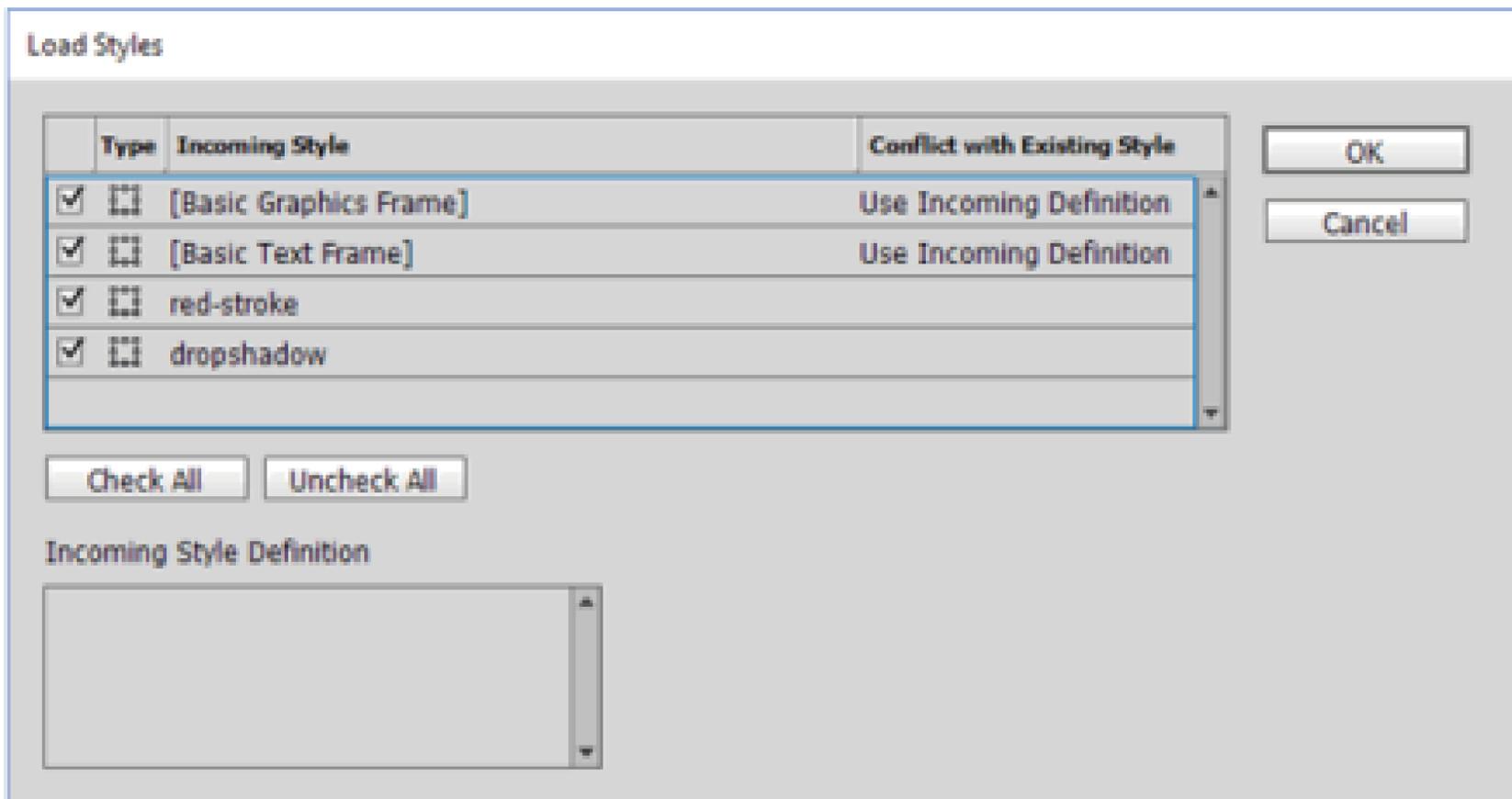
1- To import Object Styles from another document, go to the Window menu, then to Styles, and select Object Styles.



2- Go to the Object Styles Panel menu and choose Load Object Styles



3- In the file directory that opens, navigate to the file with styles you want to load and click OK. The next dialog box has options for loading all the styles or selectively choosing ones that are needed



- **Organizing group style**

You can organize styles by grouping them into separate folders in the Character Styles, Paragraph Styles, Object Styles, Table Styles, and Cell Styles panels. You can even nest groups within groups. Styles do not need to be in a group; you can add them to a group or to the root level of the panel.

### **Create a style group**

**1- In the Styles panel:**

**a. To create the group at the root level, deselect all styles.**

**b. To create a group within a group, select and open a group.**

**c. To include existing styles in the group, select the styles.**

**2- Choose New Style Group from the Styles panel menu, or choose New Group From Styles to move the selected styles into the new group.**

**3- Type the name of the group and click OK.**

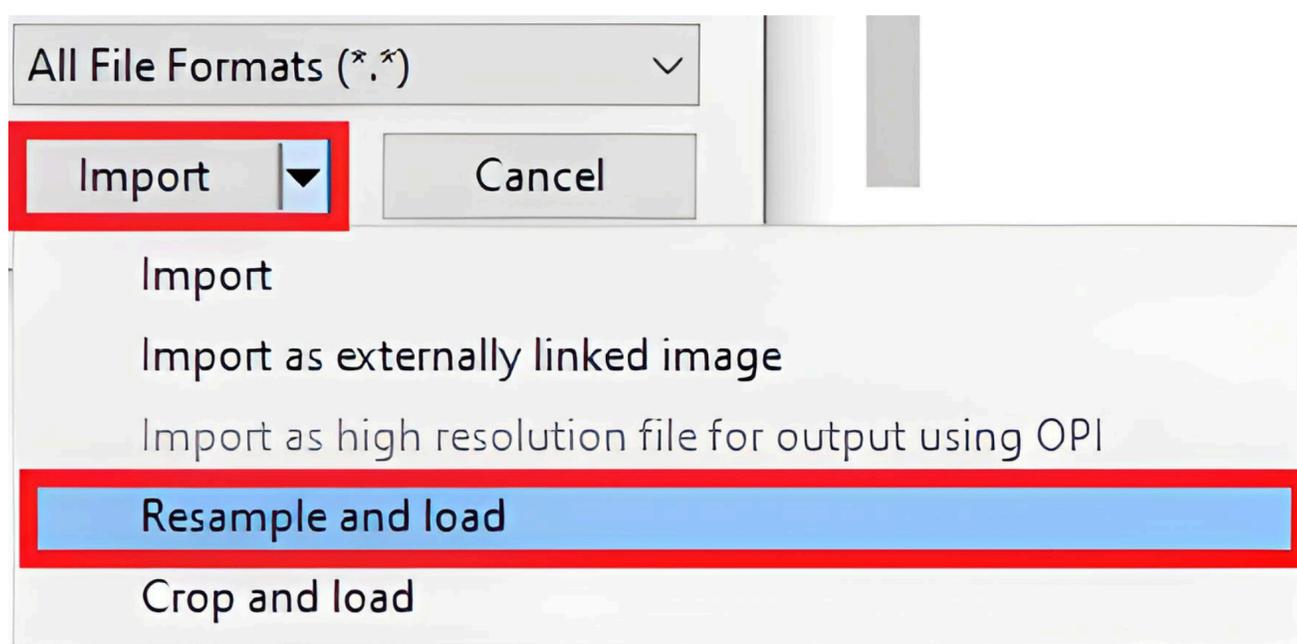
**4- To move a style into the group, drag the style over the style group. When the style group is highlighted, release the mouse button**

- **Organize multi page document**

1- To create a new page, with no content selected in the document, click the Create New Page button in the Properties panel.

2- To edit page properties like size and orientation, click the Edit button in the Page section of the Properties panel, with no content in the document selected. To stop editing page properties, click the Back button at the top of the Properties panel.

3- To duplicate a page, in the Pages panel (Window > Pages), you can drag a page thumbnail to the Create New Page button at the bottom of the panel.



4- In the Pages panel, drag a page thumbnail to reorder it in the document.

5- To delete a selected page or pages, click the Delete Selected Pages button (trash can) at the bottom of the Pages panel (Window > Pages).



- **Exporting files**

You can save all or part of an InDesign story in file formats that you can open later in other applications. Each story in a document export to a separate document.

InDesign can export text in several file formats, which are listed in the Export dialog box. The formats listed are used by other applications, and they may retain many of the type specifications, indents, and tabs set in your document.

You can save sections of commonly used text and page layout items as snippets.

Using the Type tool, click in the story you want to export. Choose File > Export. Specify a name and location for the exported story, and select a text file format under Save as Type (Windows) or Format (Mac OS).

If you don't see a listing for your word-processing application, you can save the document in a format the application can import, such as RTF. If your word-processing application doesn't support any other InDesign export formats, use a text-only format. Note, however, that exporting in text-only format removes all character attributes from the text. Click Save to export the story in the format you've selected.