# LESSON X
InDesign

InDesign Workplace

InDesign's basic appearance consists of a piece of paper on a working area known as the '**paste board**', surrounded by a set of tools to perform a whole host of functions. Luckily, most of the terminology and tools are very similar to Photoshop and Illustrator. This virtual 'piece of paper' is your leaflet or poster, or the current page of a longer document such as a newsletter or booklet:
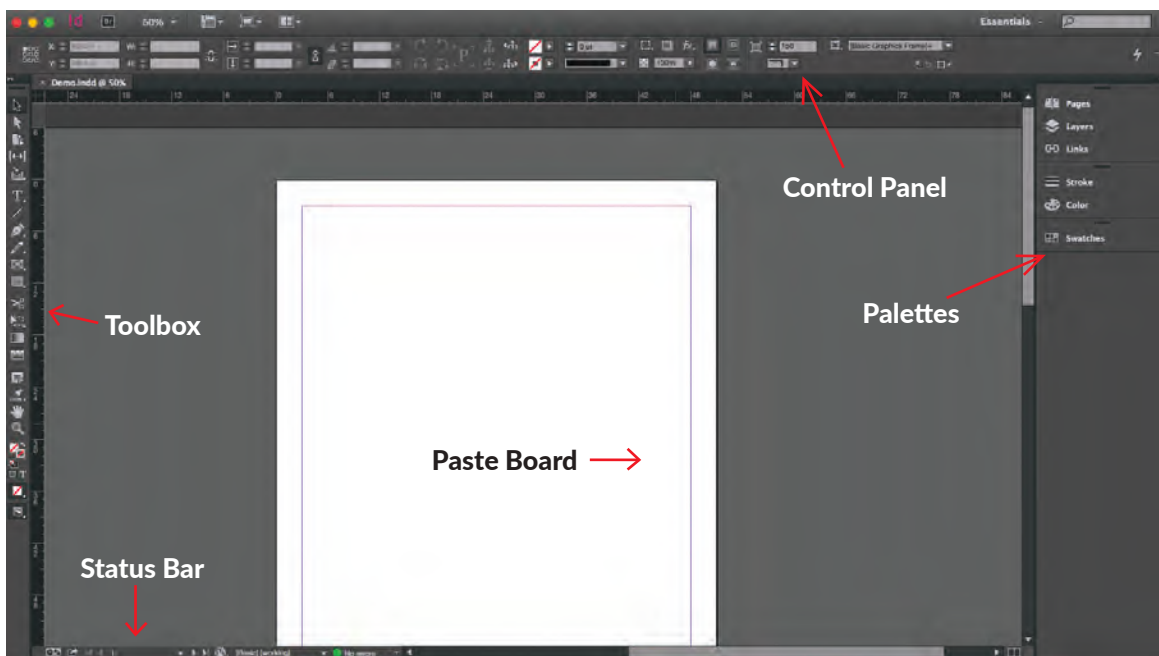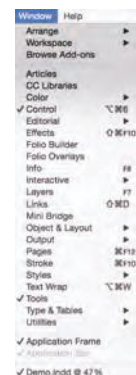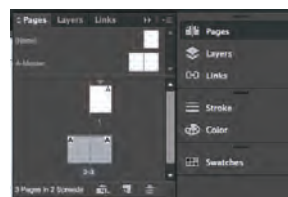

Getting Around

Status bar: Since InDesign is often used with pages, the status bar allows you to jump page to page with the arrows, or type a page number in to jump to that page.

Palettes: Palettes are like the panels of Illustrator, and you can select or deselect any of them under >> Window. Some useful ones are colour, swatches,and pages.

Shortcuts

The hotkeys for InDesign are also very similar to Photoshop and Illustrator. The usual Text (**T**), Pen Tool (**P**), Selection (**V**), and Zoom (**Z**) are the same, but here are a few specific/useful in InDesign:

W: Toggle between normal view and preview view (seeing the layout with or without line guides)
**Cmd/ctrl-opt-0 (zero)**: Fit spread to window
Cmd/ctrl-opt-G: Select all guides
Opt-up/down arrow: Increase/decrease leading (space between lines)

Preferences

The default preferences should be fine, but they're fun to look through (like changing the colour of your grid lines or tweak things like autocorrect and unit of measurement preferences). One thing you should consider changing is checking the box "Use Typographer's Quotes," which will make the default quotation marks " " instead of " ". **InDesign >> Preferences >> Type.**
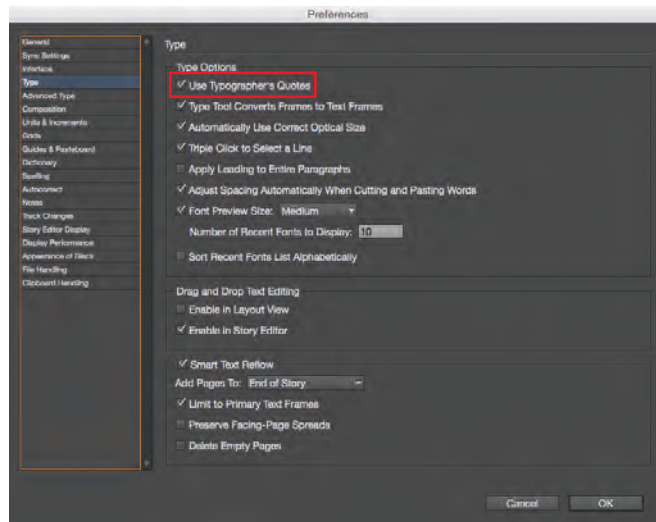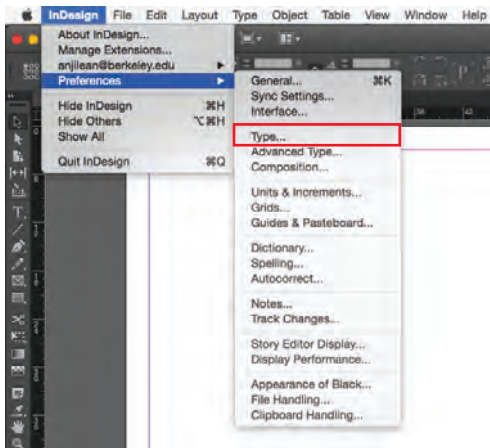
Margins

Layout >> Margins and Columns
Margins are usually around 0.5 inches. (The unit of measurement can be changed in preferences) You can also preview the margins and columns to see if they are to your liking.
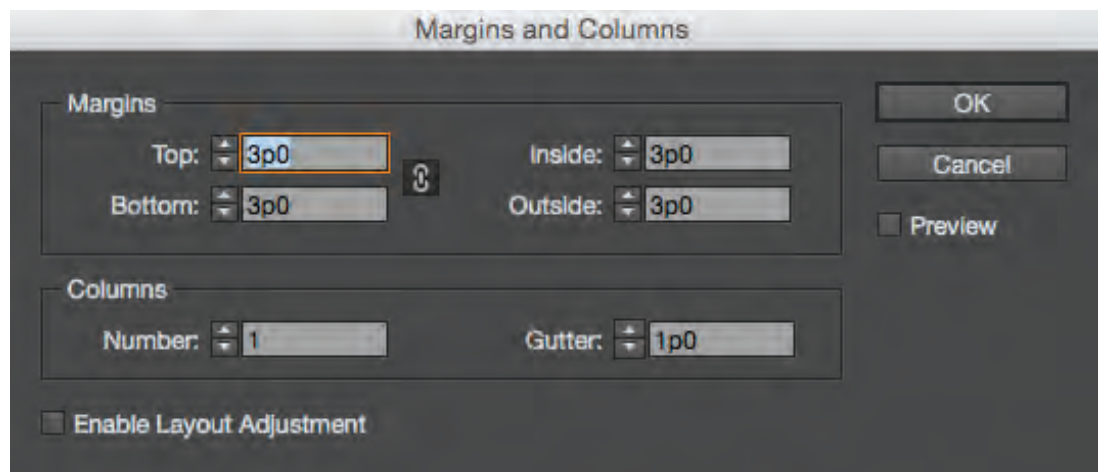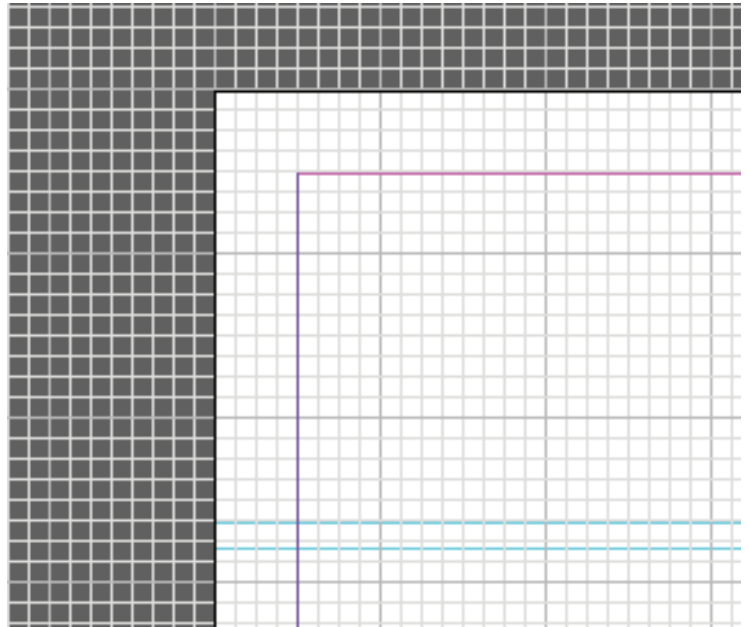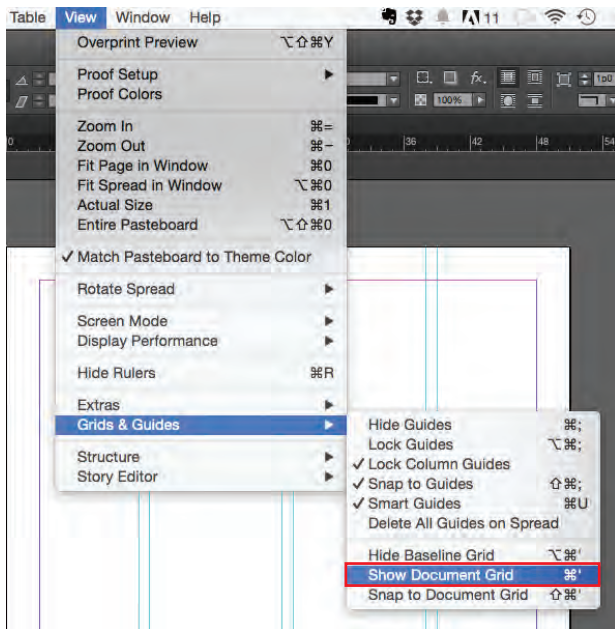
Grids

There are two kinds of nonprinting grids: baseline grid for aligning columns of text and photos, and a document grid for aligning objects. The baseline grid covers entire spreads, but document grid covers the entire pasteboard.

Document Grid (Cmd-')

**View >> Grids & Guides >> Show/Hide Document Grid**

The **document grid** resembles graph paper, and is used for aligning objects. It can appear in front of or behind all guides, layers, and objects, but cannot be assigned to any layer.
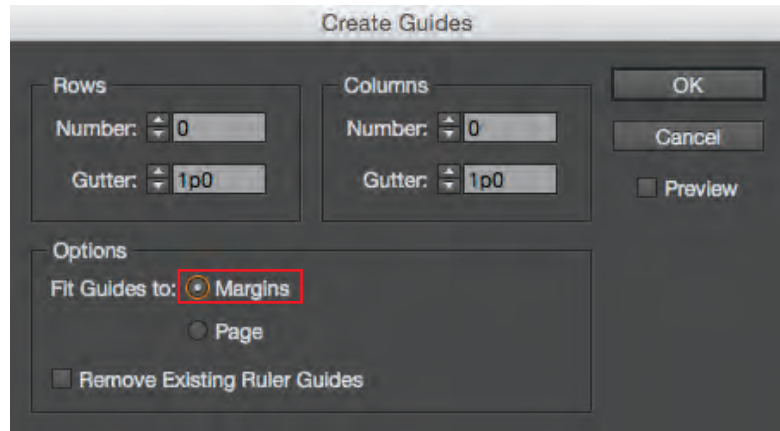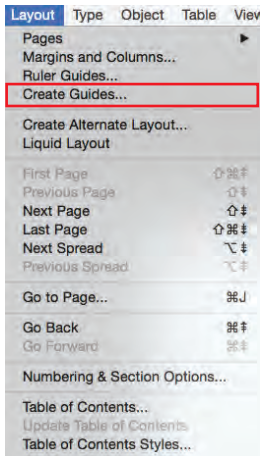

Baseline Grid

View >> Grids & Guides >> Show/Hide Baseline Grid

The baseline grid is used for aligning columns of text or pictures, and the number of rows and columns can be customized. The baseline grid covers entire spreads.
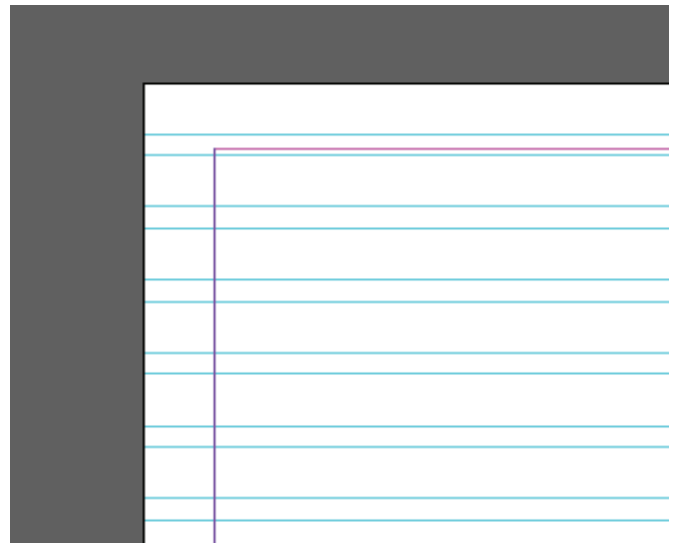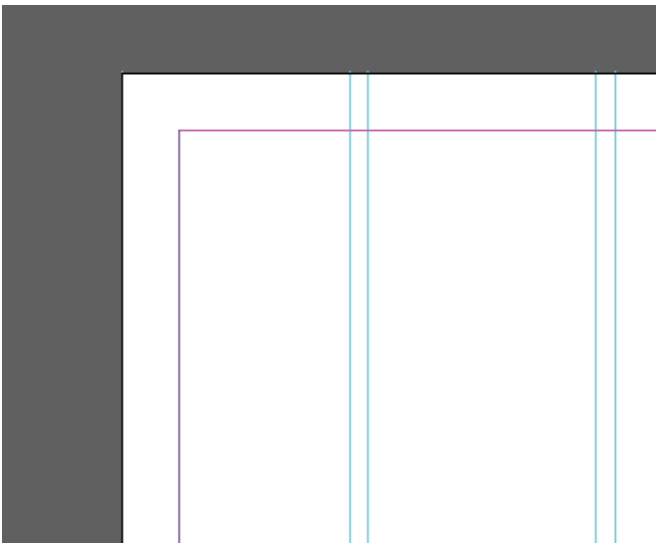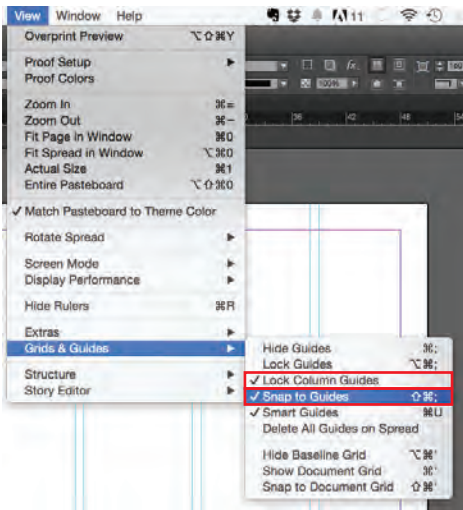
Layout >> Create Guides
The number of rows and columns are up to you, but make sure the Fit Guides are selected for Margins.

Gutters are the inside margins or blank space between two facing pages. It is the extra space allowance used to accommodate the binding in books and magazines.

View >> Grids & Guides >> Snap to Guides
This will make sure the objects you place align snap to the rows and columns of the baseline grid.

View >> Grids & Guides >> Lock Guides
This will keep the baseline grid in place.

W
The hotkey W will toggle between normal view and preview view (show or not show the grids you have in place).

Type
Since InDesign is often used in print, its text functions are very intuitive and really quite powerful.
With Type Tool (**T**), click and drag to create an area for text. Here are a few useful text-formatting tools:

Place (Cmd/ctrl-D)
File >> Place >> select document/picture
Here you can select a text file or photo and drag whatever sized box you wish for the text or photo to fill.

Character Formatting
To select text in different ways:
- **double-click** to select a word
- **triple-click** to select a line of text
- **quadruple-click** to select a paragraph
- **drag** over a range of text (single character or paragraphs)
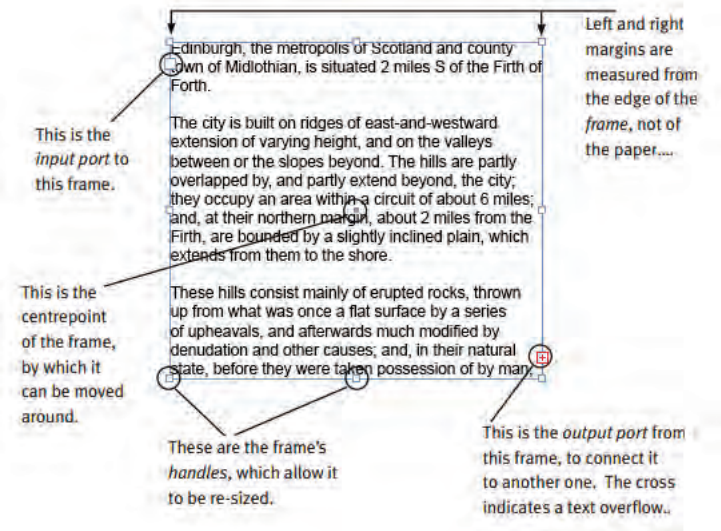- **Cmd/ctrl-A** to select all

Text Frames

Every piece of text or graphic in InDesign has to be held in a Frame. Simply dragging a box with the Type Tool (**T**) creates a Text Frame.

You can change the size and shape of your text frame by dragging its handles.
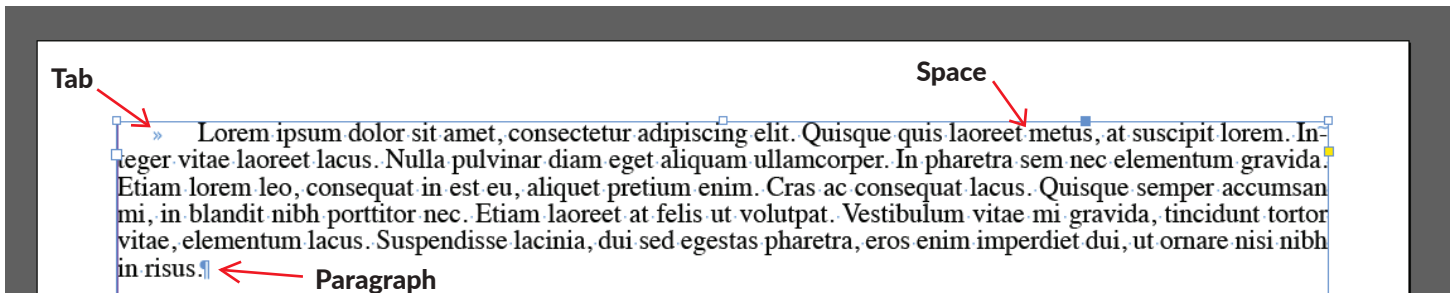
By selecting the Selection Tool (**V**) and clicking the cross in the output port, the pointer is now "loaded with text." Click and drag a box on the Pasteboard to make a temporary home for some more of the text.

Left and right margins are measured from the edge of the *frame*, not of the paper....

Edinburgh, the metropolis of Scotland and county town of Midlothian, is situated 2 miles S of the Firth of Forth.

The city is built on ridges of east-and-westward extension of varying height, and on the valleys between or the slopes beyond. The hills are partly overlapped by, and partly extend beyond, the city; they occupy an area within a circuit of about 6 miles; and, at their northern margin, about 2 miles from the Firth, are bounded by a slightly inclined plain, which extends from them to the shore.

These hills consist mainly of erupted rocks, thrown up from what was once a flat surface by a series of upheavals, and afterwards much modified by denudation and other causes; and, in their natural state, before they were taken possession of by man.

This is the *input port* to this frame.

This is the centrepoint of the frame, by which it can be moved around.

These are the frame's *handles*, which allow it to be re-sized.

This is the *output port* from this frame, to connect it to another one. The cross indicates a text overflow.

Hidden Characters

Type >> Show Hidden Characters

This lets you see the "invisible" characters in a document, like spaces, paragraphs, and tabs.

Tab

Space

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque quis laoreet metus, at suscipit lorem. Integer vitae laoreet lacus. Nulla pulvinar diam eget aliquam ullamcorper. In pharetra sem nec elementum gravida. Etiam lorem leo, consequat in est eu, aliquet pretium enim. Cras ac consequat lacus. Quisque semper accumsan mi, in blandit nibh porttitor nec. Etiam laoreet at felis ut volutpat. Vestibulum vitae mi gravida, tincidunt tortor vitae, elementum lacus. Suspendisse lacinia, dui sed egestas pharetra, eros enim imperdiet dui, ut ornare nisi nibh in risus.¶

Paragraph

Story Editor (Cmd-Y)

Edit >> Edit in Story Editor

The Story Editor is like a simple text editor built into InDesign. It allows you to see the raw text in your document, without the distractions of formatting or layout. This is a good way to work with lengthy text when doing basic editing, like spell check. It also has global change functions, like the Find/Change function, which allows you to replace every occurance of a word or phrase with another word or phrase.

Examples