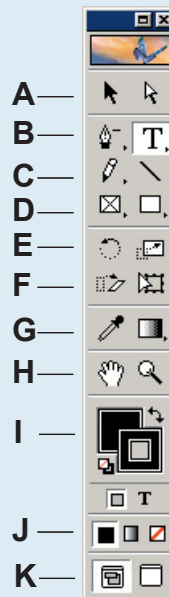


If your palettes aren't visible you can activate them by selecting:

**Window > Tools**  
**Transform**  
**Color**

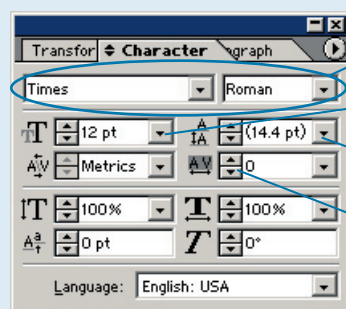
## Tool Box

- A** Use the selection tool to select, move, and resize objects.
- B** Use the pen tools to draw objects, add or delete points along an object, and change the direction of points.
- C** Use the pencil tools to draw and erase freeform objects.
- D** Use the frame tools to draw squares, rectangles, circles, ellipses, and polygons.
- E** Use the rotating tool to select and rotate objects.
- F** Use the shear tool to slant or skew an object along its horizontal axis, or rotate both of the object's axes.
- G** Use the eyedropper tool to copy the character, paragraph, fill, and stroke attributes, and then apply those attributes to other type or objects.
- H** Use the hand tool to navigate pages.
- I** Use the stroke and fill tools to add color to objects or text.
- J** Use the color, gradient or none buttons to choose the kind of stroke or fill to be used.
- K** Use the normal and preview buttons to switch between modes.



- L** Use the direct selection tool to edit the content of a frame.
- M** Use the text tool to edit text.
- N** Use the line tool to draw lines.
- O** Use the box tool to draw to draw squares, rectangles, circles, ellipses, and polygons.
- P** Use the scale tool to scale objects.
- Q** Use the free transform tool to change an object's attributes.
- R** Use the gradient tool to apply gradients. Use the hidden scissors tool to split a path, graphics frame, or empty text frame at any anchor point, or along any segment
- S** Use the zoom tool to increase or decrease the page view.

## Character, Transform and Paragraph Palettes



Choose Font Style Here

Font Size

Leading  
*Spacing between lines of type*

Tracking  
*Spacing between letters*

Paragraph alignment

First line indent

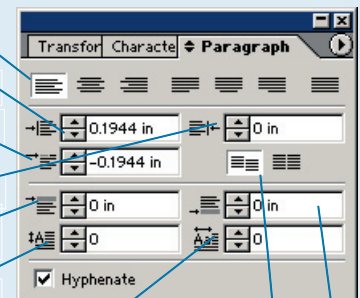
Left indent

Right indent

Space before paragraph

Drop cap lines

Drop cap letters

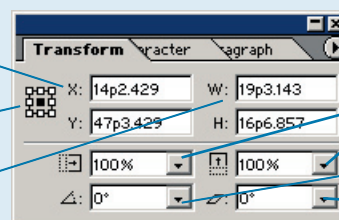


Left: Do not lock to baseline grid  
Right: Lock to baseline grid

Space after paragraph

Coordinate values of reference point  
Reference point of the object selected

Sizing Option:  
width and height of selected object

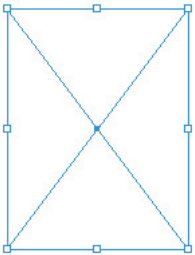


Percentage of object's and content's original width and height

Angle

Skew

All text in InDesign is contained either in text boxes, text frames or text paths. When you click text with the pointer tool, the text object's border is displayed. A text object can be moved, resized or threaded to other text objects. We'll be using a combination of text frames and text boxes to create the test page.



**Frames act as placeholders for content and are marked with a non-printing "X" if empty.**

**The only difference between a text frame and a picture frame is the content.**

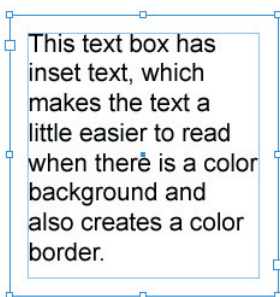
## Text Boxes...

- Can be created quickly by dragging the text tool and immediately typing or pasting.
- Generally work best for long document work.



## Text Frames...

- Can be created and threaded before content is added, preserving a layout for text to come.
- Maintain their initial height as you add, delete and reformat text.
- Can be any shape--rectangle, oval, or polygon--and can have strokes and fills applied.
- Generally work best for layouts where the design is determined before the text is ready to flow.



Frame with inset type

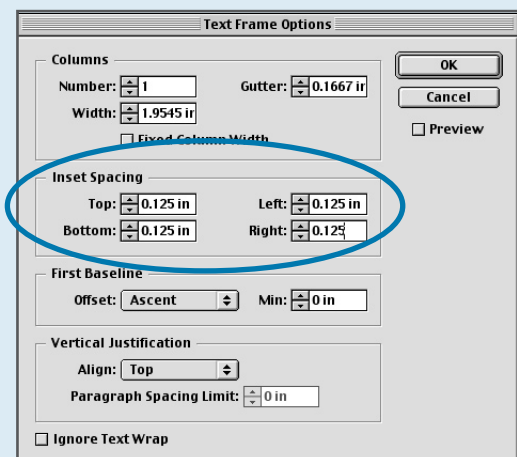
## Frame Options

To bring up the frame options window:

Choose **Object > Text Frame Options**

You can specify how the content of a frame is positioned within a frame.

To specify an inset value between text and the frame border, type a value in each of these fields. We'll be using this feature on page 12.

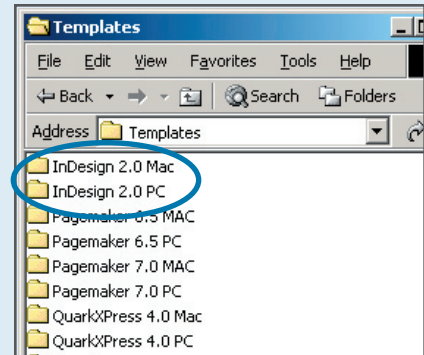
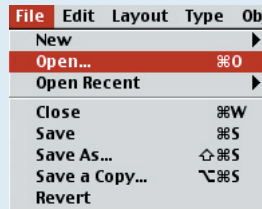


**1** You are now ready to begin creating your test page. Each set of Action Steps builds on the previous page. Go at your own pace and give us a call if you need our help.

If you haven't done so already copy the folder TEST PAGE ELEMENTS to your computer.

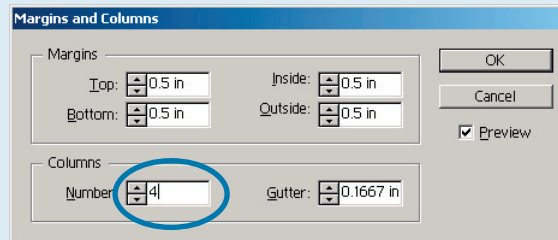
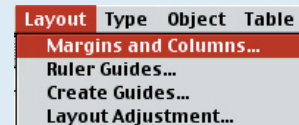
## Open the Eight Page Template

- Open InDesign.
- Open the template located in the folder **Templates**.
- In the InDesign menu select **File > Open** and browse to the folder. Then select 01-08.indt and click **Open**.

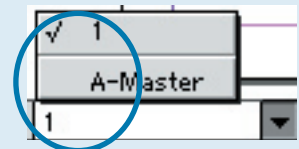


## 2 Create Column Guides

- Click on the master pages located in the bottom left corner of your screen.
- From the Menu Bar Select **Layout > Margins and Columns**
- Enter the number of columns you want. We selected four columns for this exercise. Leave the default space between the columns.
- Click OK



- Go back to the first page of your document by clicking on the "1" at the bottom left of your document.



### TAKE IT EASY!

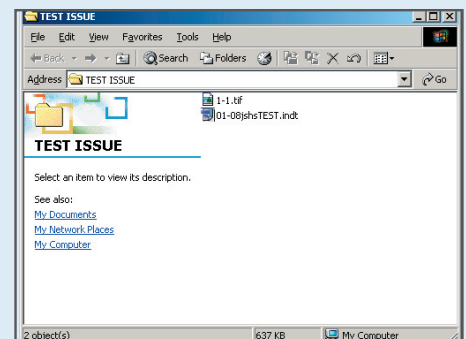
We've made it easier by creating blank templates. We've already set all the preferences for you.

## 3 Save Your File

### File > Save As

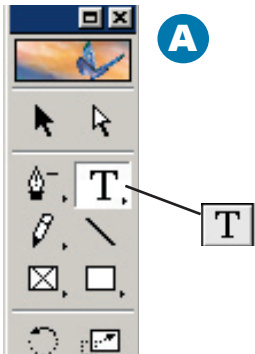
Save this file into the **TEST ISSUE** folder. Name the file with the page sequence, school initials, and issue name.

Example: 01-08jshsTEST.indd



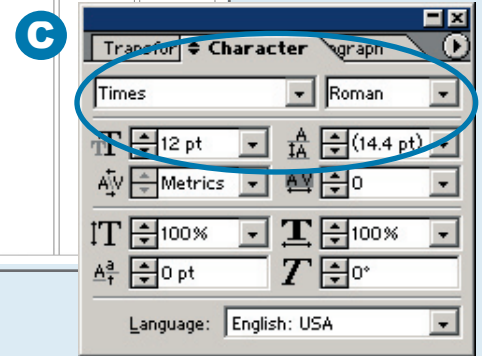
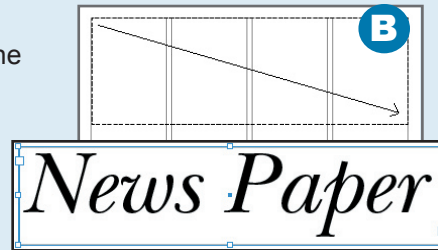
## 1

### Type the Masthead in a Text Block



Feel free to choose a different font and size.

- To create a text block, select the text tool from the toolbox. The pointer turns into an I-beam.
- In the top left corner of the page drag a rectangular area to define the width you want the masthead to occupy. This creates a custom-size text block. The insertion point jumps to the left side of the text block.
- In your character palette choose the font "Times New Roman" and size "125". Type the words "News Paper". (You may choose a different font and size.)



## 2

### Choose Text Alignment

The text must be highlighted to change the alignment or size.

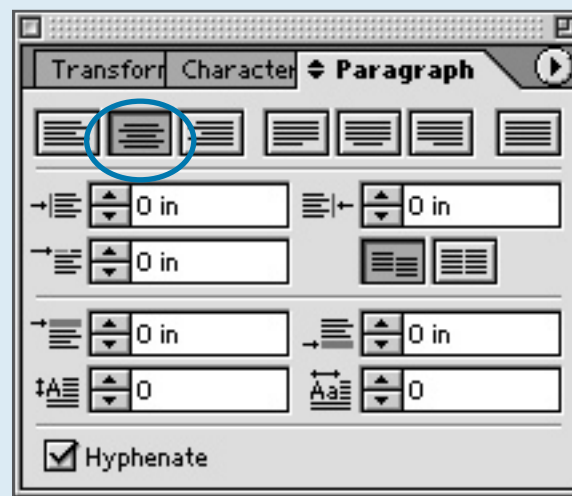
To align the text go to  
**Type > Paragraph**

Type	Object	Table	View	Window
Font				
Size				
Character...				⌘T
Paragraph...				⌘M
Tabs...				⇧⌘T

OR

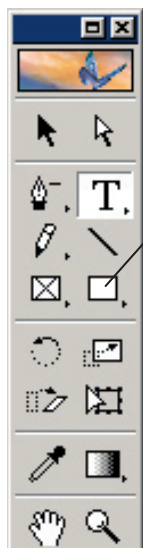
Select **Windows > Paragraph**. Both of these bring up the Paragraph palette.

To align the text, just click on the appropriate alignment icon on the paragraph palette.




## 1

### Create a Text box



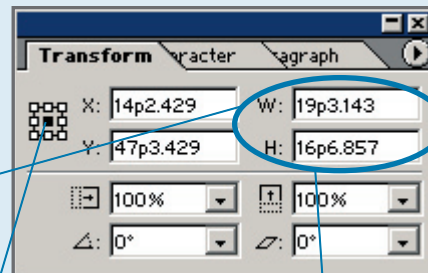
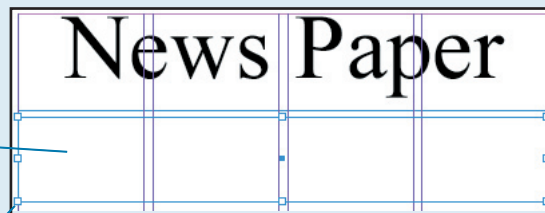
Use the rectangle box tool to draw a placeholder for the headline text.

Choose a method to size the frame:

- Adjust the size of your frames by dragging one of the handles with the pointer tool. 

or

- Use your transform palette. To adjust your frame to this size, type directly over the existing numbers.

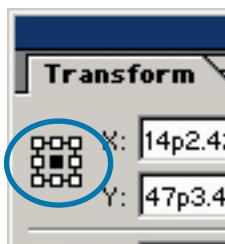


Click in the middle to set the reference point.

Then type the coordinates and size into the appropriate boxes.

## 2

### Create More Boxes



*If things aren't lining up correctly, check to see if you have the middle point selected.*

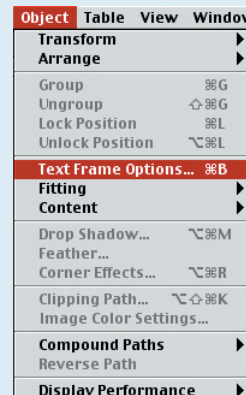
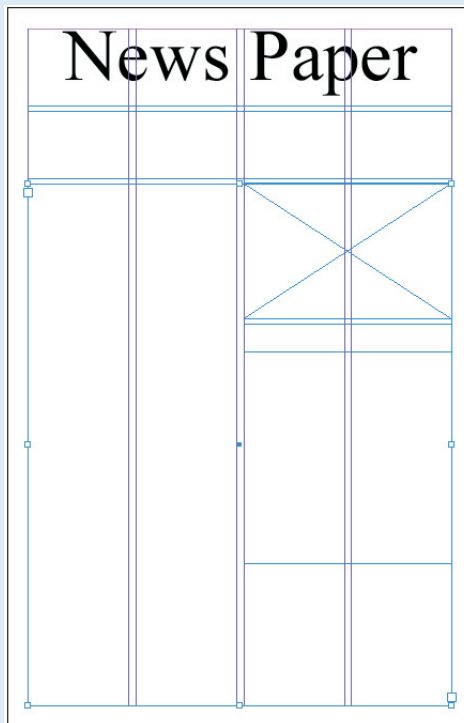
1) Draw a text box the width of the paper from just under the headline to the bottom edge. Select **Object > Text Frame Options**. Change the number of columns to 4.

2) Draw a picture box on top of the text box, just under the headline. Make it the width of two columns.

3) Using the **rectangular text box** tool, draw a box for the caption just under the picture box and the same width. Go to **Window > Text Wrap**. Type 6pt in the **Bottom** field to change the runaround on the bottom edge of the caption so the article text is properly spaced from the caption text. On the photo box, set the text wrap at 6 pts for the left side.

4) At the bottom of the page, draw a 2-column text box that is 2 inches tall. Change the runaround on the top edge to 6 pts.

5) Draw another text box off to the side of the page in the pasteboard.





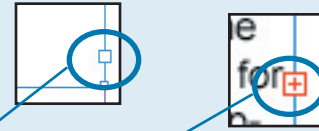
1

## Threading Text Boxes

Connecting text blocks together (threading) allows you to easily flow text from one page to another, or one column to another. You can link text boxes whether or not they contain text.

To link text from one box to another:

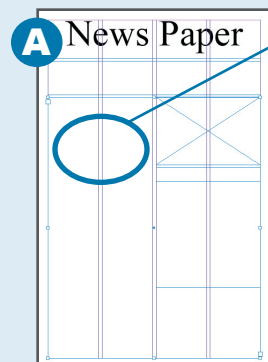
- 1) With the pointer tool selected, click on the 4-column text box.
- 2) Click on the square on the bottom right of the box. (It will be empty if there is no text in the box, or it will display a red plus sign if there is more text in it than the box can show.)
- 3) Once you've clicked on the square, the cursor will display the threading icon.
- 4) Next click on the text box off to the side of the page.
- 5) The boxes are now linked, and will show arrows in the squares.



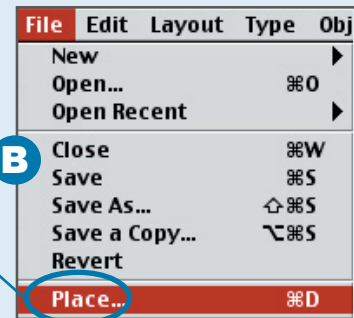
2

## Place Text

The text you are going to place is located in the folder **TEST PAGE ELEMENTS > Articles**.



A. Select the 4-column box with the pointer tool.

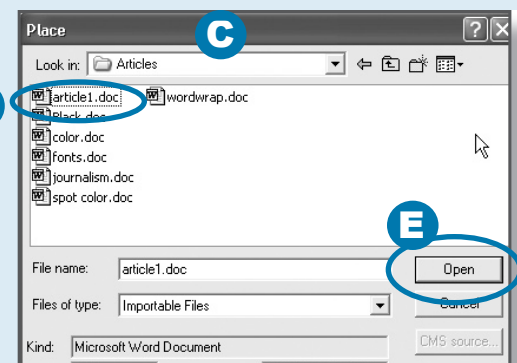
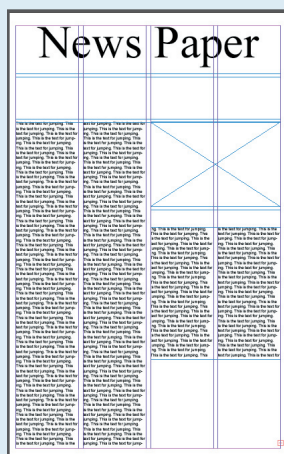


B. From the menu bar select **File > Place**.

C. Browse to the **Articles** folder, located inside the **Test Page Elements** folder.

D. Select "article1.txt"

E. Click **Open**



Your document should look similar to this. Choose **File > Save** to save your work.

1

## Type the Headline and Caption

The fonts and sizes are suggestions only.



Select the text tool.  
Your cursor will turn into an I-Beam when you move it onto the page.



I-Beam

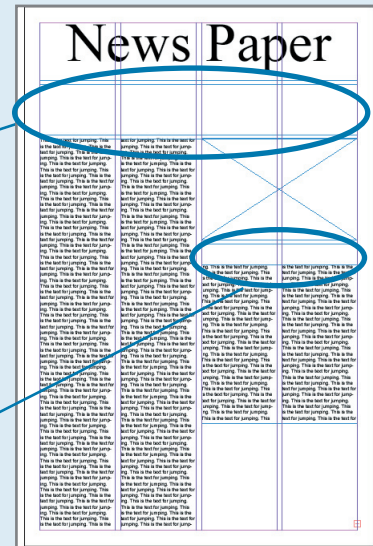
Click the I-Beam inside the text box you wish to type in. Select your text attributes and begin typing.

Newspaper Printing Made Easy

FONT: Arial SIZE: 50

Employees of J&S enjoy looking at all the wonderful papers created by their clients.

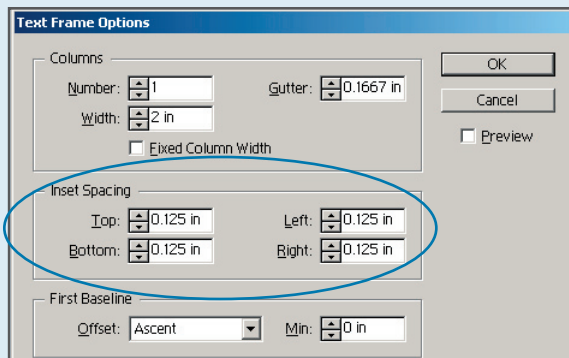
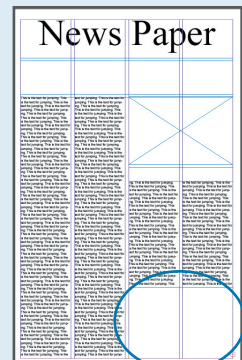
FONT: Times New Roman, Italic  
SIZE: 12



2

## Inset Type

- Click on the frame in the bottom right hand corner of the page.
- Bring up the **Text Frame Options** window by choosing **Object > Text Frame Options** (see page 4)
- Type .125 in each of the inset boxes. Click OK
- Select your **Text** tool.
- Click your I-Beam inside the box and begin typing.



Inside this issue

Type "Inside This Issue"

Font: Arial Size: 24

1

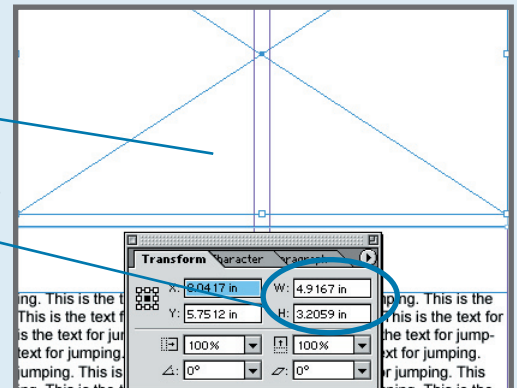
## Determine Picture Size

In your document, click on the picture box with the pointer tool.

Look at the **Transform Palette** to check the height and width of the box. Write this down.

Width = \_\_\_\_\_

Height = \_\_\_\_\_



The picture you will be working with is located in the **Unadjusted Picture** folder inside the **Test Page Elements** folder.

2

## Size and Crop the Picture in Photoshop

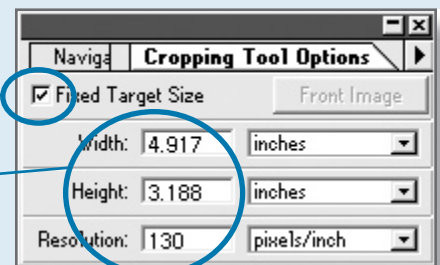
- Open Photoshop. Then open the file "staffpicture"  
**File > Open > TEST PAGE ELEMENTS > Unadjusted Pictures > staffpicture**
- Double click on the crop tool. This will bring up the cropping tool options. Depending on which version of Photoshop you are using, you will see one of these windows.



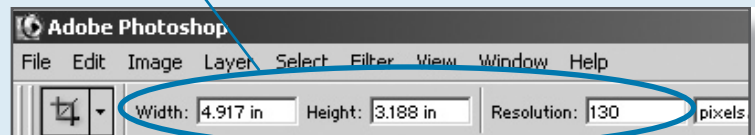
If you don't see the crop tool, click and hold to reveal more tools.

### In Photoshop 4, 5, 6 or Photoshop LE

- Select **Fixed Target Size**
- Type in the **Width** and **Height**  
Change the **Resolution** to 130.



### In Photoshop 7 or Photoshop Elements



- With the crop tool still selected, draw a box to select the area of the image which you wish to keep.
- When you have the area selected, press **enter** or double click inside the box.





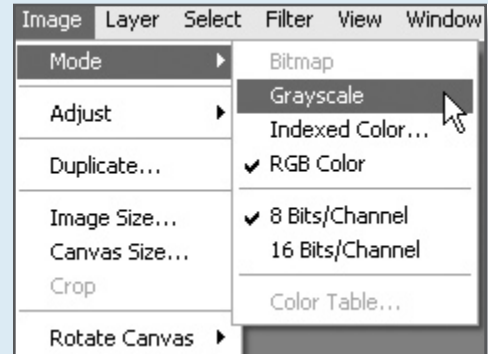
## 1

### Change the Mode to Grayscale

With the picture open in Photoshop choose:

**Image > Mode > Grayscale**

A picture may appear to be black and white but you should always check the mode to be sure.



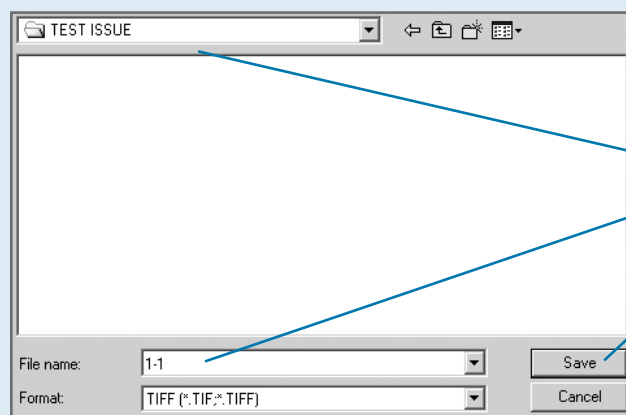
## 2

### Save the Picture as TIFF

Organize your pictures carefully as you create your document. First save your unadjusted pictures in a separate folder. Choose the pictures you will use. Size and crop them. Then save them into your **ISSUE** folder. By having the document and the pictures in the same folder, you preserve the link, even if you move the folder to another computer.

When you name your pictures, name them with the page number and the position. Example: 1-2 would be page 1, position 2 and 1-3 would be page 1, position 3. Later when you want to change something you won't have to ask "Now what did I name that picture?"

*If you see a screen asking for compression type, choose **NONE**.*



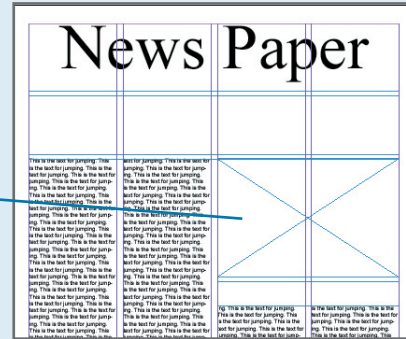
To save the file:

- Select **File > Save As**
- Browse to **TEST ISSUE**
- Name the file **"1-1"**
- Choose the format: **TIFF**
- Click **Save**

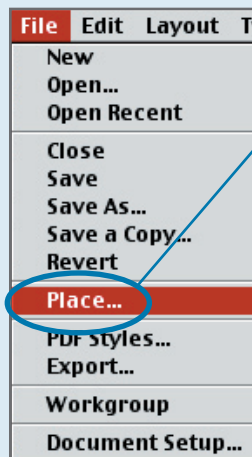
**1**

## Select the Picture Frame

In your InDesign document, select the picture frame with the pointer tool.

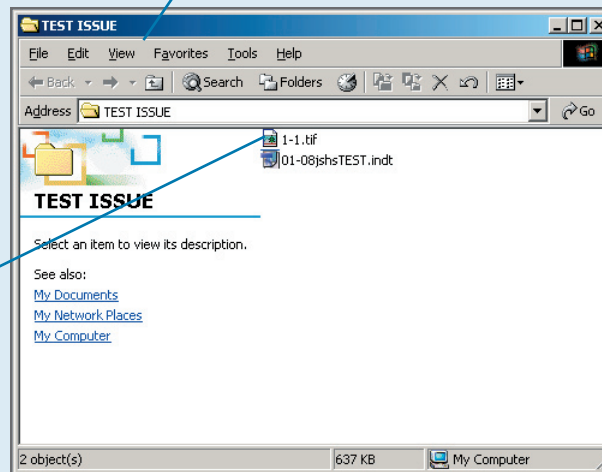
**2**

## Place the Picture into Your Document



A. From the menu select: **File > Place**

B. Browse to find the **TEST ISSUE** Folder



C. Select the picture "1-1"

D. Select Open

**3**

## Practice Running FlightCheck

Save your file by selecting **File > Save**. Then close the file so you can practice checking with FlightCheck. See page 5-7.

## 1

### Apply Color to Text

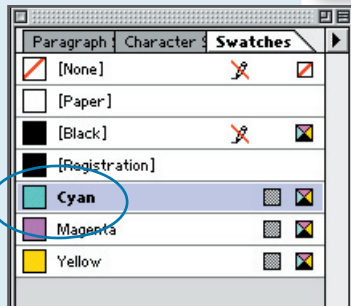
Using the text tool, highlight the masthead.

With the text highlighted, choose **Cyan** in the color palette.

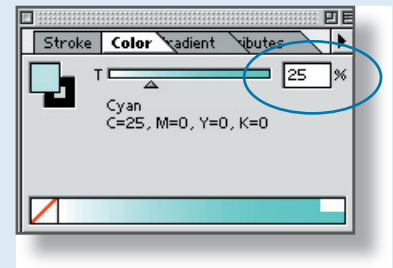
ALWAYS: Use **Cyan** to designate color.



*Registration is a special color used by printers. Although it looks black it will not print correctly.*

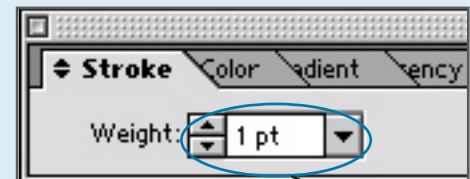
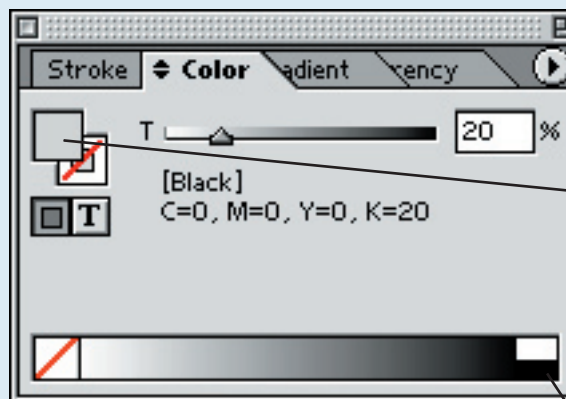


You can change how dark the color prints by changing the tint in the color palette. To open the palette, select **Window > Color**.



## 2

### Apply a Stroke and Fill



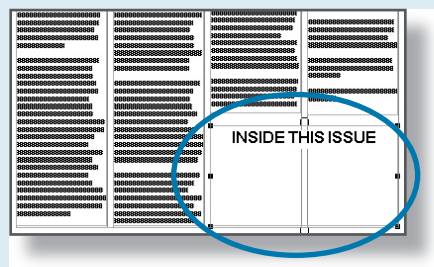
Fill

Stroke

Select the frame at the bottom right of the page.

Go to **Windows > Stroke**. Choose 1 point from the drop-down menu.

Next click on the color tab. Select the fill box, and then click on the black bar. Type 20% in the percentage box.



Click **File>Save** to save your work