

Stepping Out With InDesign CS 71.11A InDesign I

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FEATURED INDESIGN SKILLS

- Master Page
- Layers
- Paragraph Styles
- Character Styles
- Glyphs/Alternatives for Selection
- Graphic and Text Frames
- Place and Drag & Drop Graphics
- Transform Tools
- Tracking
- Ordinal Numbers
- Drop Cap
- Type on Path
- Transparency Effects
- Wrap Text
- Gridified Tools
- Named Colors
- Gradient
- Paragraph Rules
- Line Tool
- Threaded Text
- Ruler Guides and Smart Guides
- Mini Bridge
- Spell Check
- Links Panel (to verify effective PPI and update modified graphics)

Aretired virtual assistant, with many years experience as an executive assistant to the superintendent of a school district in Sonoma County, I have a lifelong passion for learning and have taken many courses at Santa Rosa Junior College. I especially enjoy learning new software applications in an effort to expand my creative pursuits.

My personal interests include gourmet cooking, travel, reading, all forms of needle arts, and spending time with my husband and family. With a fondness for collectible roosters, my kitchen boasts a colorful collection of more than 70 roosters in a variety of media.



WHAT IS INDESIGN?

Adobe InDesign is a software application that may be purchased as a stand-alone program or as part of the Adobe Creative Suite produced by Adobe Systems. The current version, CS5, was released in April 2010. A powerful and versatile desktop publishing application, InDesign may be used to create a broad spectrum of both print and electronic media. InDesign interfaces seamlessly with other Adobe applications, e.g. Photoshop, Flash, Illustrator, Bridge, Fireworks.

WHAT CAN YOU MAKE?

Users of Adobe InDesign may create a vast range of media:

- Business cards and stationary
- Fliers
- Reports
- Books
- E-zines
- Brochures
- Posters
- Magazines
- Newspapers and newsletters
- Slideshows
- Greeting cards and invitations
- CD covers
- And more... projects are limited only by one's imagination

TWO SAMPLE WORKFLOWS

The first step in any InDesign workflow is to create the original document by determining the presentation format—either print or web, establishing page layout (including number of pages, whether facing pages or not, margins, and ruler guides/smart guides), creating a master page if necessary, determining a color scheme, planning a general concept of the finished appearance, and importing graphics and text using the Place menu command or the drag and drop technique using Mini Bridge. After completion, proofread carefully as well as using the spell checking feature of InDesign.

The InDesign Package Folder: 1) Using the File..Package menu command to create an InDesign package that contains a copy of the document, fonts used, and any imported graphics; 2) Using



the InDesign package and a portable storage device (e.g. USB drive, CD, or electronic transmission), continue editing on another computer on which the identical or later version of InDesign is installed.

Portable Document Format: Depending upon the desired use for the finished document, save as a PDF document using the File..Adobe PDF Presets utilizing Smallest File Size for electronic viewing, High Quality Print for documents to be printed on an inkjet printer, or Press Quality for PDFs to be sent to a professional print shop.

MY FAVORITE FEATURE

The Layers feature is my favorite feature because of the way by which it enables the user to organize a complex document for ease of editing during the document's development. Additionally the use of layers allows for the creation of multiple documents using similar by different content on "conditional" layers, while the content remains unchanged on separate layers. The ability to further protect parts of a document from inadvertent modification by locking one or more layers is particularly helpful.

THIS IS TRICKY!

Learning to type on a circular path was the most difficult skill that I had to master in InDesign. Being a Photoshop user for many years, I struggled with the idea that I could not simply type in all the text that I wanted placed above and below the circle's perimeter using a method that I routinely use in

Photoshop. Once I grasped that concept, I did have a bit of a learning curve in mastering the placement of the beginning and end points of the text's path. It took a number of tries before I finally "got it."

NEW TO INDESIGN?

As a new user of InDesign, it is wise to be organized, to have patience, and to practice, practice, practice! Using layers is a great way to safely manage the development of a project. Plan ahead to decide on text and graphic content, color scheme and general layout of the end project; then create a single computer folder to house those items while in the design process to save time. Learning several of the important keyboard shortcuts will also be a time saver.

HERE'S MY STORY

I actually enrolled in this class as a favor to a friend who wanted to take the class and asked for my moral and technical support as a fellow student. Ironically, my friend had to drop the class and I was left to finish the course alone. To my surprise and delight, I absolutely loved taking this class. I had CS4 already installed on my computer but had never used it before. So I decided to use my CS4 as well as CS5 on a borrowed computer so that I could become familiar with both platforms—a good decision when I had to return the borrowed computer!

My InDesign experience at the onset of class was zero, and after a semester of instruction, I believe that my skills are above average for a new user. I am going to enroll in the next section of InDesign as I plan to revise a family cookbook I created some years ago into a digital format for gift giving at Christmas 2011. Aside from these plans, I know I'll use InDesign for numerous projects such as stationary, cards, newsletters and other personal projects.

