



Hours

Monday 10:00 a.m. – 8:00 p.m.
Tuesday 10:00 a.m. – 8:00 p.m.
Wednesday 10:00 a.m. – 8:00 p.m.
Thursday 10:00 a.m. – 4:00 p.m.
Friday by appointment
Saturday closed
Sunday 4:00 p.m. – 8:00 p.m.

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This tutorial was originally created in 2008 by Leah Sherman, A Professional and Technical Writing major at Saginaw Valley State University.

Adobe InDesign CS3®: Beyond the Basics

Adobe® *InDesign*® is a part of the Adobe Creative Suite. It integrates smoothly with other applications within the suite such as *Photoshop*® and *Illustrator*®. Used most often for document creation, when used in conjunction with its sister software, *InDesign*® can create detailed, image-driven print and electronic media. CD jackets, business cards, magazines, newsletters, brochures, and posters are just a few of the potential products creatable using *InDesign*'s® features.

This tutorial will cover some important tools that will take basic tasks to the next level of complexity.

- Create templates to maintain consistency between documents.
- Manage text imported from external sources.
- Create objects, and type on paths.
- Prepare documents for printing.

Creating Templates

Templates are saved document settings that can be used to create similar documents with varying content. Sometimes templates are referred to as skeletons or shells for new publications.

Templates may be created by saving document presets / layout parameters, as show in **Figure 1**. Templates may also be created by using the **Save As** feature, as shown in **Figure 2**. This would be useful after inserting design elements to be reused in future documents.

Save Presets

1. Create a new document: **File > New... > Document**
2. Customize presets as necessary, and click **Save Preset....**
3. Give the preset a name, and click **Save**.

Save Template

1. Design the document with elements to be maintained throughout documents created with the new template.
2. In the dialogue box, name the template appropriately. Then click **Save**. The document will be saved as a template with **.indt** as the extension.

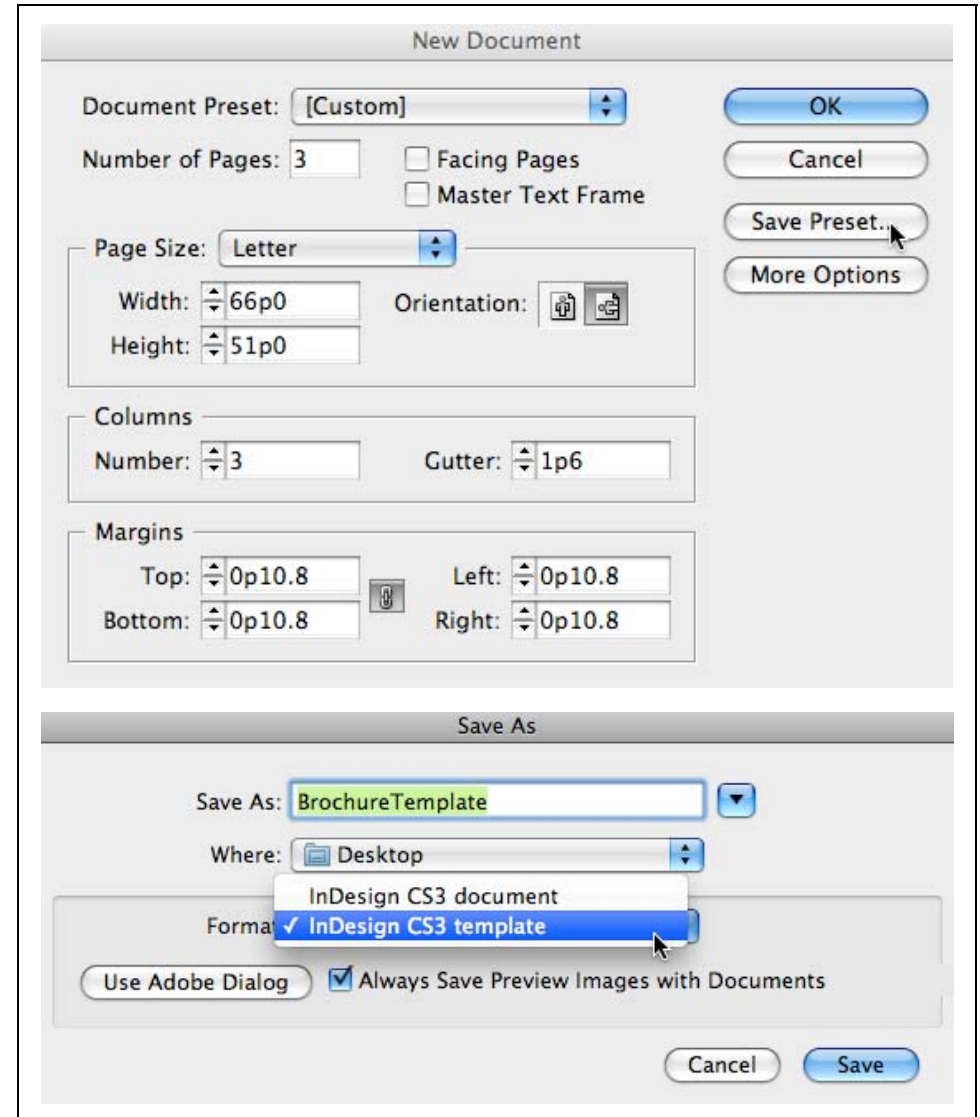


Figure 1. Save the document presets.


Figure 2. Save the document as a template.

Managing Text

Text can be imported from previously drafted documents created in word processing programs such as Microsoft *Word*. Imported text can be formatted or unformatted, and can include graphics, tables, and reference tools.

Text can also be manipulated to flow in more ways than from left to right and top to bottom. **Type paths** allow text to flow as shapes – creating design elements with words.

Import Existing Text File

1. Select the **Type** or **Type on Path** tool from the **Tools Panel**.
2. Click on the **Frame** or **Type Path** that will contain the text.
3. Choose a text file to import: **File > Place...**
In the Place... dialogue box, locate the text file to import. Check **Show Import Options**, as shown in **Figure 3**, to control the formats and other elements imported with the text. Check **Replace Selected Item** to replace the existing graphic in the frame, if any. Unchecking this item loads a cursor to create a new text frame.
4. Click **Open**.
The import options, if shown, allow manipulation of imported formatting and elements.
5. Imported text may “overflow” or be too large for the defined frame or path. If this happens, a  icon will appear. One of the following will be necessary.
 - a. Click in a text frame or type path to drop the text there.
 - b. Click and drag to create a new text frame. Alt+Shift+click to create a frame within the margin guides for the text drop.

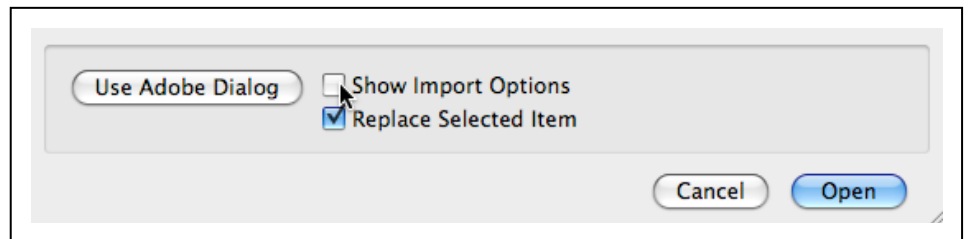


Figure 3. Choose appropriate import options.

Create a Path

A path can be any *InDesign*® object. The simplest dynamic path is a shape.

1. Click and hold the **Rectangle tool** to view the shape options. The **Ellipse tool** creates circular or rounded shapes. The **Polygon tool** creates multi-sided figures and allows for manipulation of angles and number of sides.
2. Select the **Polygon tool** to create a star.
3. Click on the document to display the **Polygon Options** dialogue box, as shown in **Figure 4**.
4. To create a star, enter 5 in the **Number of Sides** field, and enter 53% in the **Star Inset** field.
5. Click **OK**. A star will appear on the document, as seen in **Figure 5**.

Type on a Path

1. Click and hold the **Type tool**, and select **Type on a Path Tool**.
2. Click on any path to place the blinking text insertion point. A path can only be selected if the tool is directly over it and a plus sign appears next to the cursor.
3. Begin typing. The text will follow the defined path, as shown in **Figures 5 and 6**.

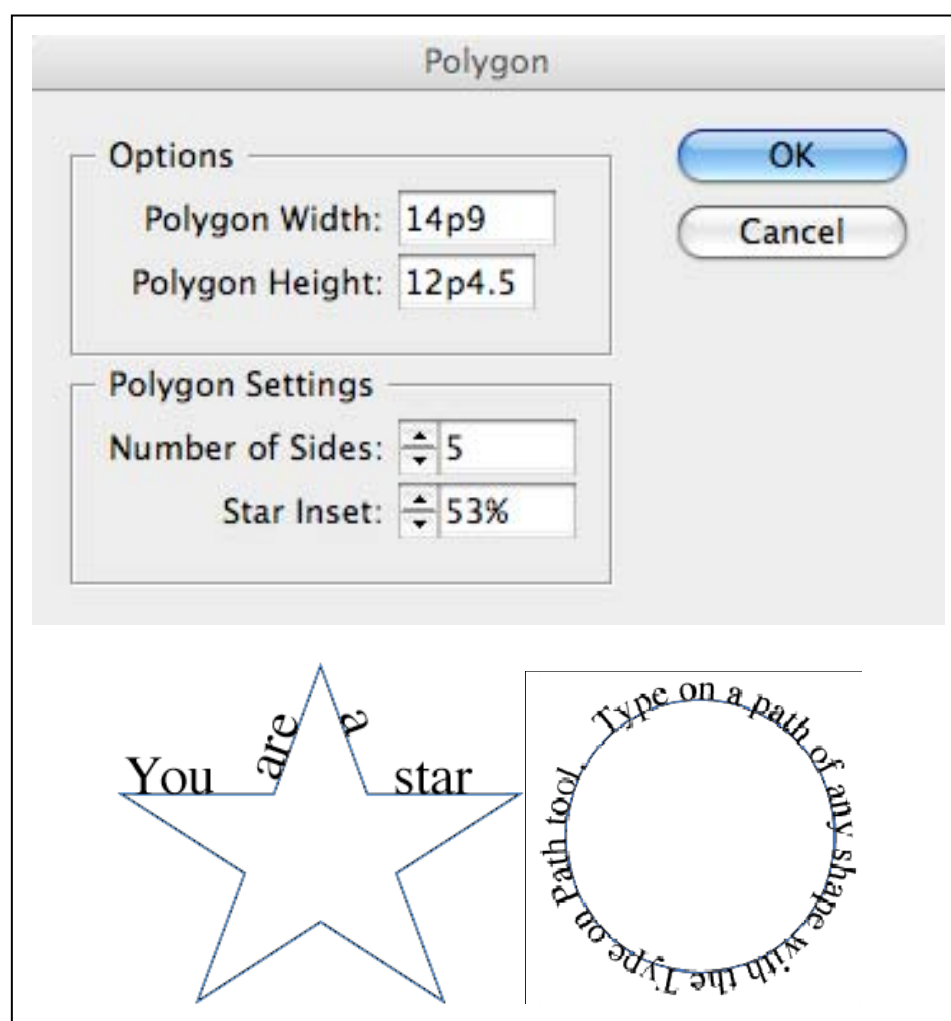


Figure 4. Set options to create a star.
Figures 5 and 6. Type on paths of any shape.

Position Type on a Path

Text may be repositioned relative to a path, and various effects may be applied.

1. Select the path with either the **Selection** tool or the **Type on a Path** tool.
2. Open the **Type on a Path Options: Type > Type on a Path > Options...**
3. In the **Type on a Path Options dialogue box**, as shown in **Figure 7**, apply effects, realign, manipulate spacing, or flip text. Also, choose how the text is positioned relative to the path.

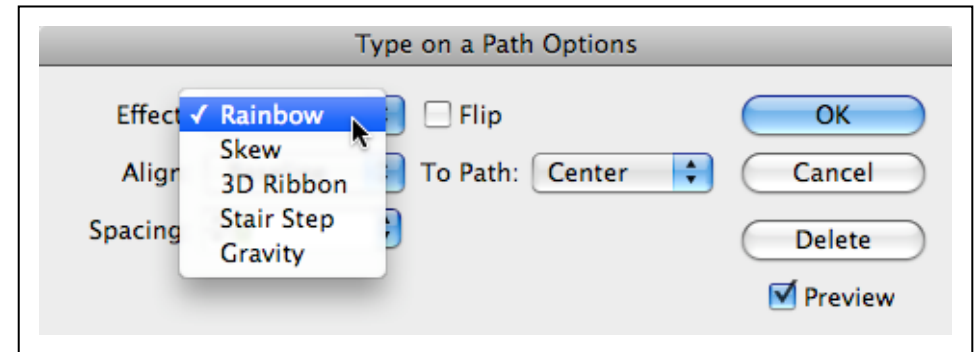


Figure 7. Change the options for Type on a Path.

Preparing for Printing

Printing can result in a hard copy or in a PDF. A PDF is an image of the original document that maintains the design and formatting integrity of a document. Font incompatibilities and other compatibility issues are not relevant when a document is exported as a PDF.

InDesign[®] also offers many tools to ensure that documents are printed as expected.

Create a PDF

A PDF is not “printed” as a hard copy. Instead, it is exported and saved as a PDF file.

1. Export the document: **File > Export...**
2. In the **Export dialogue box**, give the PDF file an applicable name and navigate to its location.

3. From the **Save as Type** menu, choose Adobe PDF.
4. Click **Save**.
A dialogue box will appear prompting printing preferences. Various settings may be customized using these options, including compatibility options. Choosing to make the PDF compatible with earlier versions of Adobe software is a good idea when the technology access of the audience is unknown.
5. Click **Export**.
Any notifications of possibly missed text overflow or missing fonts will be displayed. Clicking **OK** ignores these notices and completes the PDF creation. Clicking **Cancel** will end the process and return to the original document.

Prepare for Printing

InDesign® offers a diagnostic feature called **Preflight** that will analyze the document to ensure that it is ready for printing. It will find and flag possible errors in printing, so they can be corrected beforehand. Preflight should be run before every printing:

File > Preflight...

Once the document is ready for printing, customize the settings:

File > Print...

There are far more settings available here than can be covered in this tutorial. For more information on some of these settings, check out *Adobe® InDesign® CS3 How-Tos: 100 Essential Techniques*, by John Cruise and Kelly Kordes Anton, available in the STC.

The print options dialogue box offers a **Save Preset...** option, much like the template option at the beginning of this document. If multiple documents will be printed with the same presets, this is a way to save time and reduce the likelihood of inconsistency and errors.

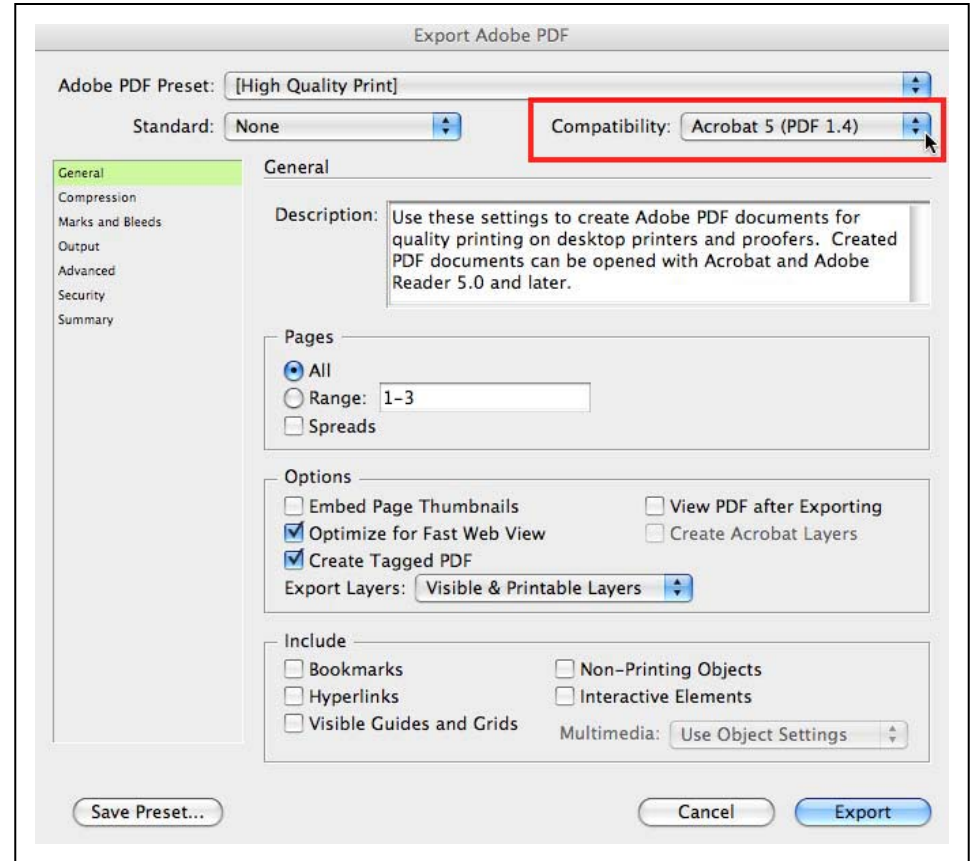


Figure 8. Customize export options.