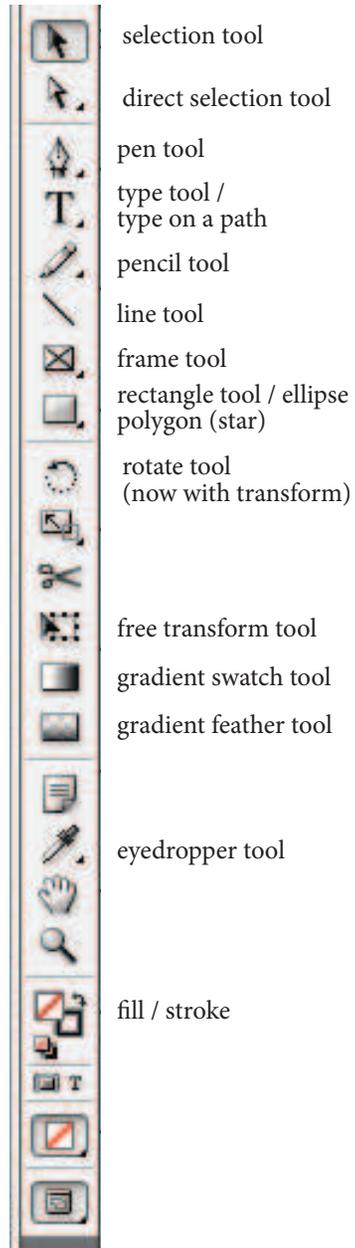


InDesign Tip Sheet

Toolbox items



selection tool

direct selection tool

pen tool

type tool /
type on a path

pencil tool

line tool

frame tool

rectangle tool / ellipse
polygon (star)

rotate tool
(now with transform)

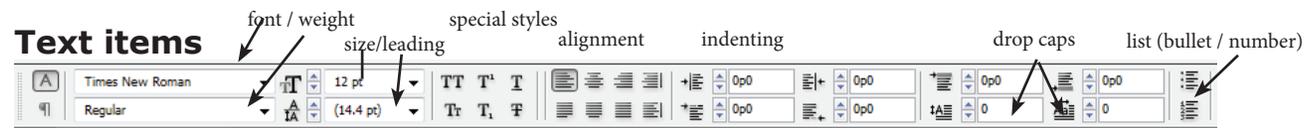
free transform tool

gradient swatch tool

gradient feather tool

eyedropper tool

fill / stroke



Text items

Menu items

File: place, document setup
(change # of pages, orientation), new,
open, save, print, export (make a pdf)

Edit: undo, paste, step and repeat,
spelling

Layout: margins and columns,
pages (add, insert, delete)

View: hide frame edges, different
ways to view page, display perfor-
mance

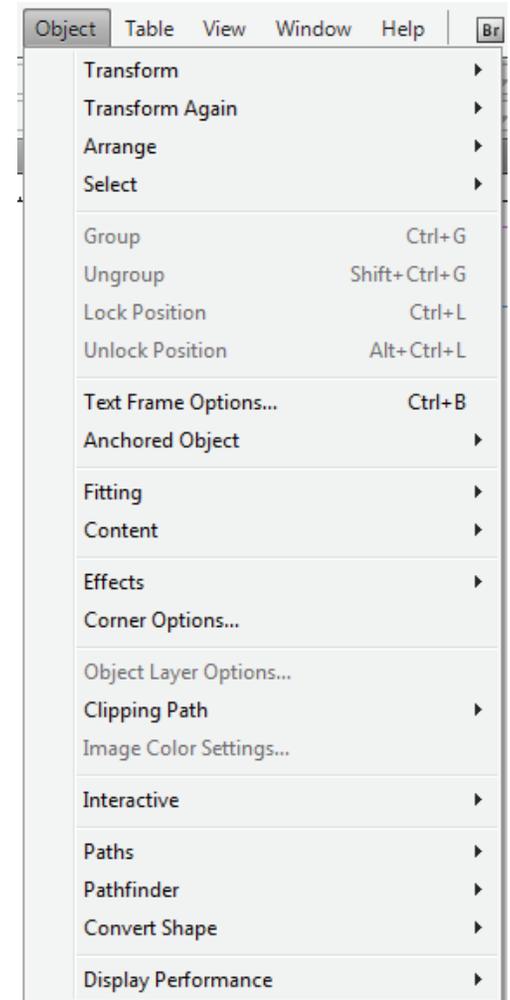
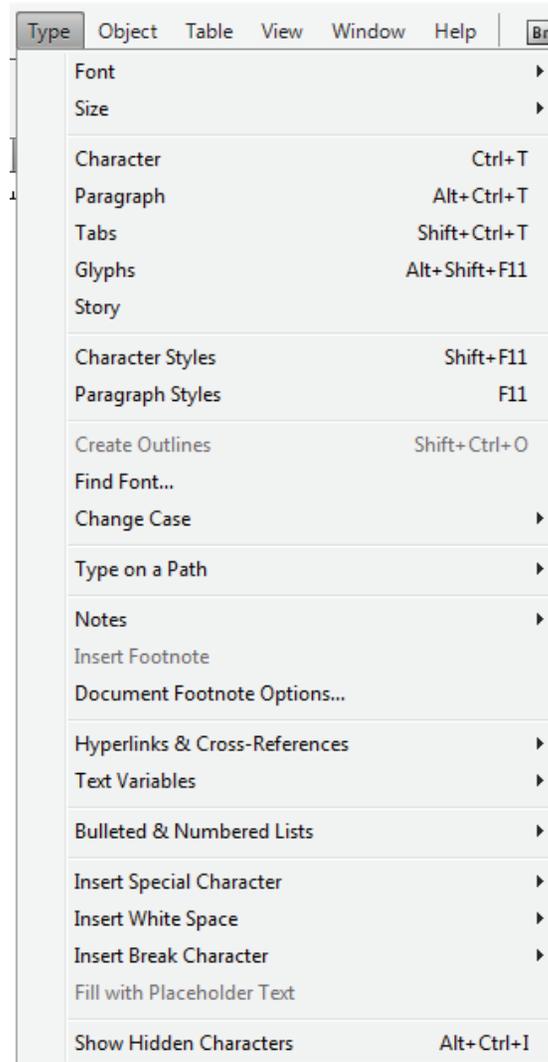
Window: see all open docu-
ments, open a palette

Palettes

Stroke: change weight of line,
type, start and end (can use to turn
off outline)

Swatch: change fill color and
stroke color, tint

Text Wrap: text wrap around
an object. Wrap around object ashape
and change to detect edges to wrap
around a cut out



Five things to do in InDesign

AIPA Fall Convention ♦ September 2011

CS4 ♦ Instructor: Jill Jones

#1) Type on a path

Draw the object you want to type on. This can be a shape, like a rectangle, circle or star, or a free-form shape. To draw a free-form shape, use the pencil tool. Then hold down the Type tool to go to the Type on a Path Tool. Click on the shape and start typing. You can adjust the font, size, color, etc. If you don't want the shape to show, change the line stroke to 0 or the line color to none.

#2) Putting a graphic in text

Use a good thick font for your text. I prefer a sans serif font, like Arial Bold. Type the text you want to convert to a graphic. If you want a black outline around the letters, add the outline now. Then go to the menu option Font and select Create Outlines. Place the photo, and it will appear in your text. With the Direct Select tool (white arrow), click on the photo and you can resize it, move it, etc. to get just the right look.

#3) Change the shape of an object or text

Draw the object or type the text that you want to change. If you are changing text, create outlines from the text (see above). Using the Direct Select tool, click on an anchor point and move it to the desired position. You can also add or delete anchor points (options are with the pen tool).

#4) Use the eyedropper

The eyedropper tool lets you copy formatting to other text and objects. It also lets you copy a color. Experiment with this tool and you will find it very useful.

#5) Working with tables

Tables can be very useful in a layout. You can use them to show the results of a poll, for many sidebar options, and also as an alternative to setting tabs when you want to line up a lot of information, like sports statistics. Start with a text box. Then go to the menu option Table and select Insert Table. You can choose the number of rows and columns. You can adjust the column width and row height. Cells will automatically text wrap as you type. You can add shading, remove the outlines, etc.

#6) Clipping paths

Sometimes you have to use a photo cut out or clip art that has a white box around it. You can use clipping paths to get rid of the white box in a shaded box.

If we have time:

- ▶ Inserting glyphs
- ▶ Snippets
- ▶ Effects and Corner options
- ▶ Placing more than one photo at a time & fitting options
- ▶ Text wrapping and Drop caps