

InDesign: strength is multipage documents. (NOT DRAWING, NOT PHOTOS)

CREATING NEW DOCUMENT: From the beginning... we are using a new measuring system.

Points & Picas: 1 in = 6p 12pt = 1p 1 in = 72pt

Adobe spec boxes, you can type in measurement in any mode

Margins, bleeds and slugs: If you are preparing a document for print, keep your margins and bleeds in mind from the beginning. Your printer will give you the measurements for the bleed, but **generally 0.25 inch or 1p6 (one and half points) should suffice.**

InDesign does NOT imbed files. All font and graphic files must accompany the original indesign file for it to output properly because InDesign creates links to the file. **BIG CHANGE from Illustrator or Photoshop. You must keep up with your files, so good management is imperative**

The **place command (cmd+D)** is used to import graphics and text

Use the **Links palette** to manage, update and relink graphic files. **Shft + cmd+ D**

File changes need to be relinked

InDesign only saves InDesign files and templates. (not embedded)

One strength is **exporting PDF files (CMD + E). These are platform independent files that retain font and layout information. HOWEVER...** InDesign cannot reopen exported PDF files!

To save all your linked files you **must PACKAGE** your InDesign before closing.

Quick word about master pages... THEY SAVE TIME if contain elements on every page.

To set them up, bring up the Pages palette and double-click on "A-Master."

Frames: InDesign places your content in frames. This goes for both text and images

There are two types of frames: **text and image.**

Rectangle Frame tool (F) has a big X to designate a graphic placeholder. Another **rectangle tool (M)** gives a rectangle for color or stroking

Shapes or frames can be combined easily with the **Pathfinder** palette **Window>Object & Layout**

Both frames and shapes can be filled with graphics and color

Text is applied using Type Tool – Type is made into ART by creating OUTLINES. Outlines can be filled with graphics or color also.

Elements can be aligned with the Align palette

You have color swatch palettes available. You can create specific color swatches in Illustrator, save them and use them in InDesign

Always use the right black..

rich black, which is made up of all CMYK colors (for example, 40, 60, 60, 100). Rich black is excellent for large areas of black, such as logos and black backgrounds. It prevents fading (to a dull gray), which is especially useful for outdoor posters and flyers.

However, **body text should always be in process black (i.e. 100% K)** to avoid trapping problems. For the same reason, **registration black (which is composed of 100% CMYK) should never be used for body text or thin lines.**

TYPE Special characters — an apparently underused InDesign feature — include things like date, page numbers and the “page 1 of (x)” format. Special characters free you from having to insert this data by hand (or having to modify it by hand whenever significant changes are in order).

GLYPHS With them, **you can explore all of the characters in a font, which is handy when you’re looking for a particular symbol or working in a language that has accented characters.**

Toggle between Normal and Preview (W key)

You can also **show/hide frame edges** with **CMD+H**

Show or hide rulers with **CMD+R** (**ctrl click in ruler to change measurement system.**

Pull guides out of rulers... exact placement by typing measurements

Adobe spec boxes **DO MATH!**

CMD+T opens Character palette (TONS OF OPTIONS)

- **Leading**
- **Tracking**
- **Kerning**
- **Baseline shift**
- **SKEWING (FAKE ITALICS)**

You can **Bold** and **Italicize** with keystrokes **SHFT + CMD + B** or **i**

Keyboard shortcuts are **a MUST** in InDesign. All about speed and efficiency.

TYPE ON A PATH TOOL... Working with type on ellipses

CMD+OPTION+W opens the **Text Wrap** palette