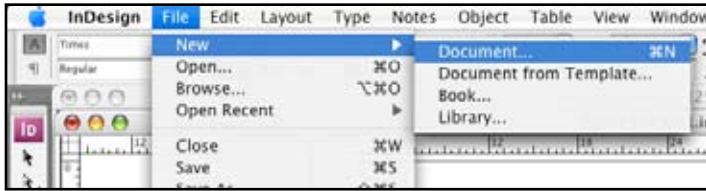


Introduction to InDesign CS3

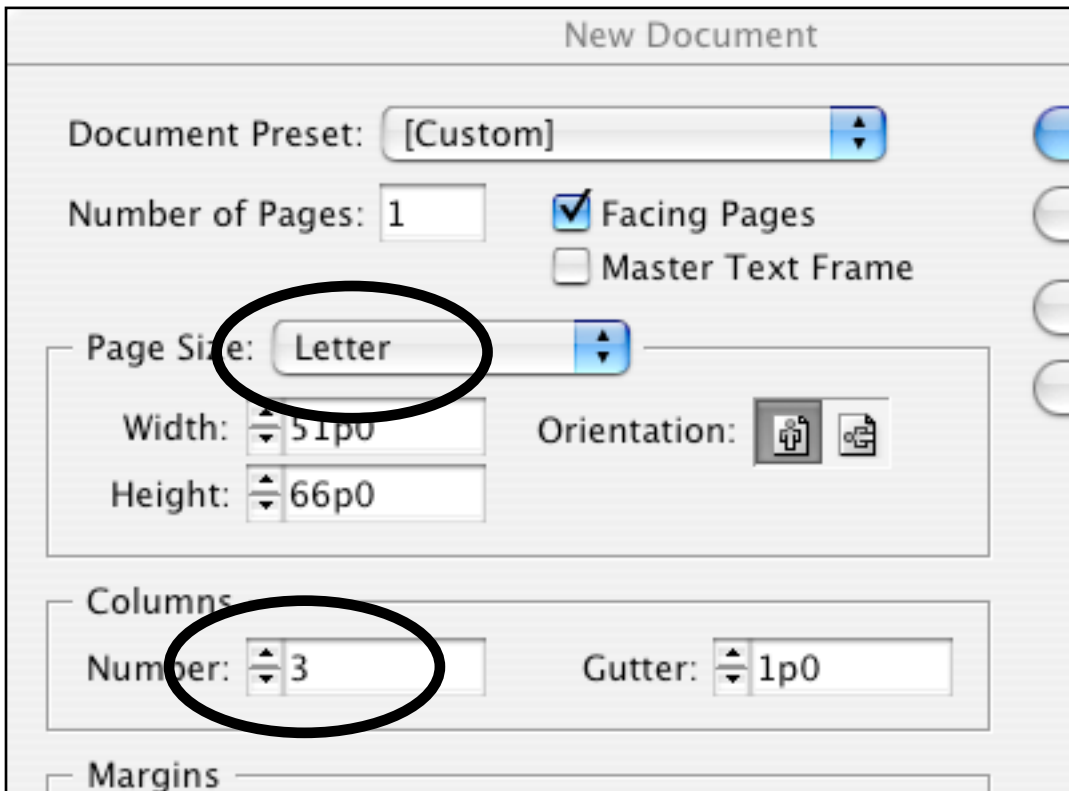
Lab One

By Steve Sloan



Before you begin be sure you have downloaded the files associated with this lab and have installed and unzipped them on your desktop.

To create a new document:

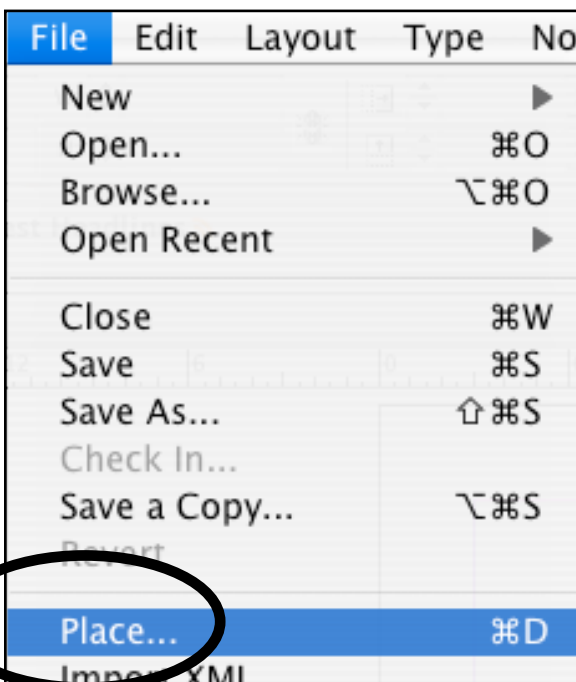


- Choose “File>New”.

This opens a document setup box.

- Set Page size to “letter” and columns to “3”

Look for the InDesign Tools Palette (shown right.) If you cannot see it, choose “Window>Tools.” Some tools have “tiny arrows.” These arrows bring up other tools via “flying menus.”



Note the view menu! It gives you a lot of options regarding how you can view your page. Here you have the option to hide and show many of the palettes that are the basis for InDesign.

On your desktop you will find a folder called “InDesign_Files.”

Please do the following:

- Choose “File>Place” and select the file “text01.txt.”

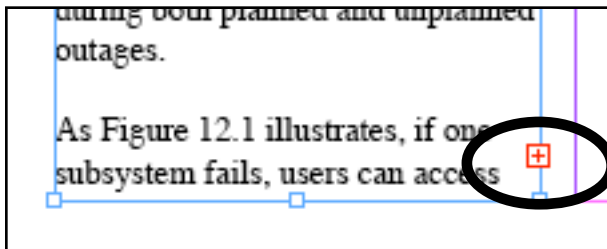
This will cause the normal pointer icon to be replaced with an icon similar to the one shown on the next page. Without clicking, move this icon to any place on your

document. This new pointer icon will move as though it were your pointer icon.

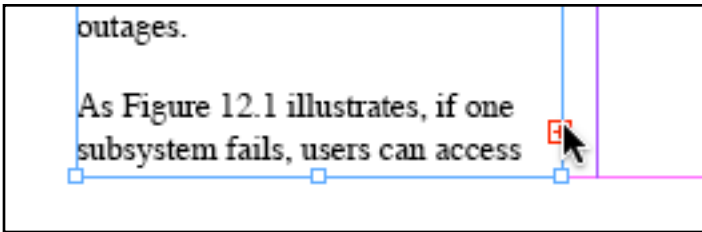
Click the placement icon about an inch down from the top on the left side of the left column on the three column document.

This will cause text to flow into this column. You will notice that there is a red "+" in the lower right margin of this text box you just created. If you click on this plus sign you will get another text placement icon which you can use to place text into another location. Text will then flow from the first box to the next.

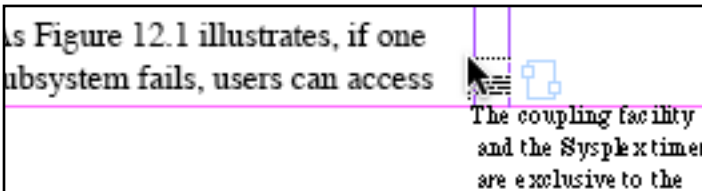
The Magic Red Plus:



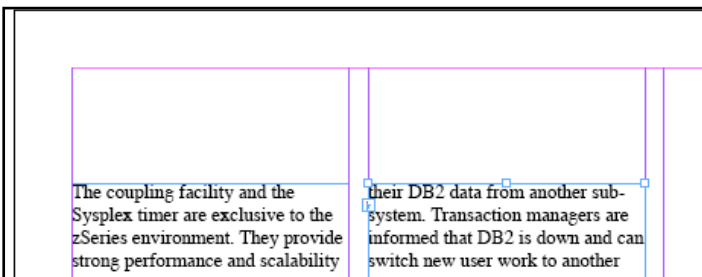
When there is a red "+" sign in the lower right hand corner of a text box it means there is more text to be placed than could fit in this text box.



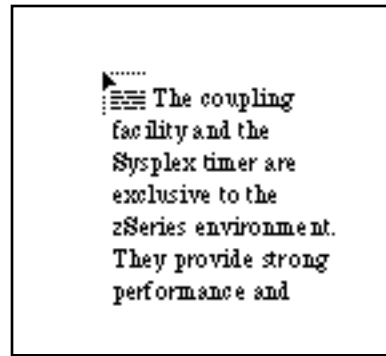
To continue the story in a new text box you should click on the red "+".



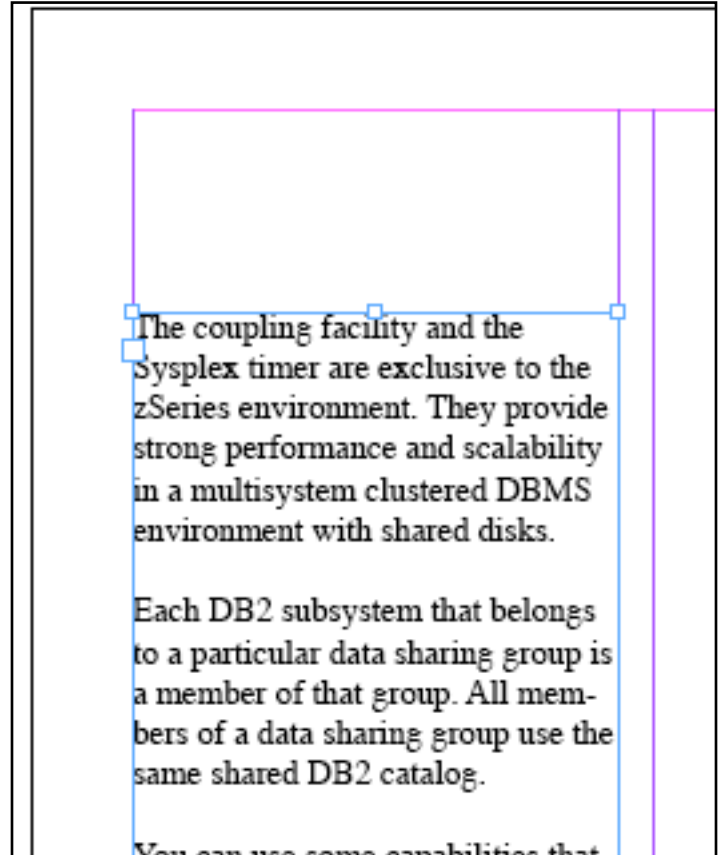
When you click on the red "+" you get a new loaded text icon.



Following this procedure you can control the layout of text boxes for long stories.



Indesign CS 3 Pointer Icon loaded with text.

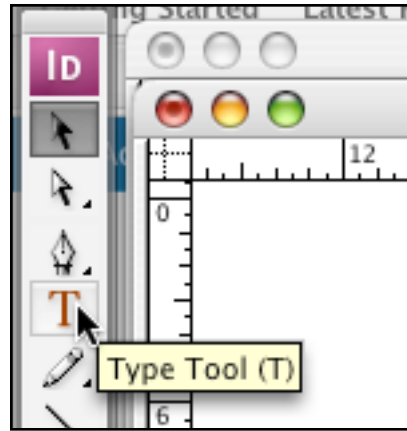


Clicking the Indesign CS 3 Pointer Icon, when it is loaded with text, about an inch down from the top left should yield this result.

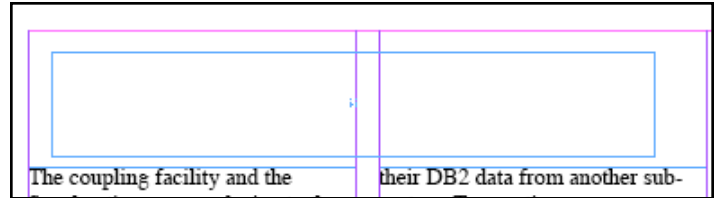
The text boxes you create can be resized and manipulated. If you click on the “Text” tool in your “Tools” palette you can create empty text boxes for new headlines and image captions.

Let’s bring in a photo. Please do the following:

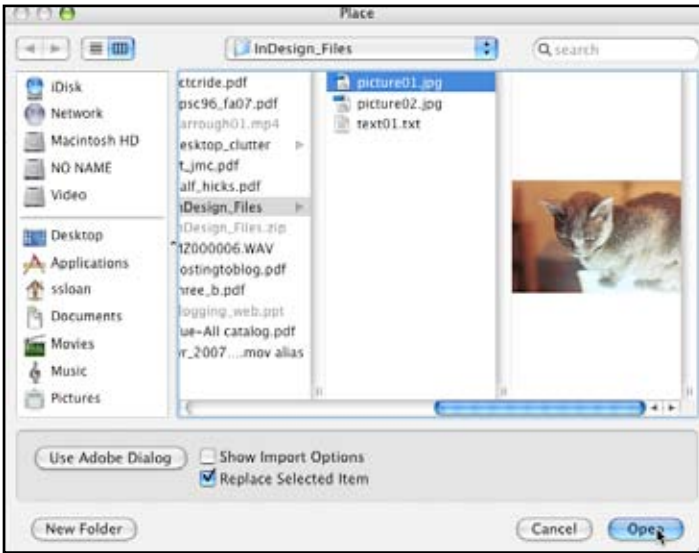
- Choose “File>Place” (as you did before) and now select the file “picture01.jpg.” Now you will get a different mouse icon.



The Type Tool, shown left, is in the Tools palette. This tool can be used to create text boxes. This comes in handy for writing photo captions and headlines.



An empty text box being created using the Text Tool.



Grabbing an image using the File>Place command.



The placement cursor loaded with an image.

The image is placed in the document, then it is resized!

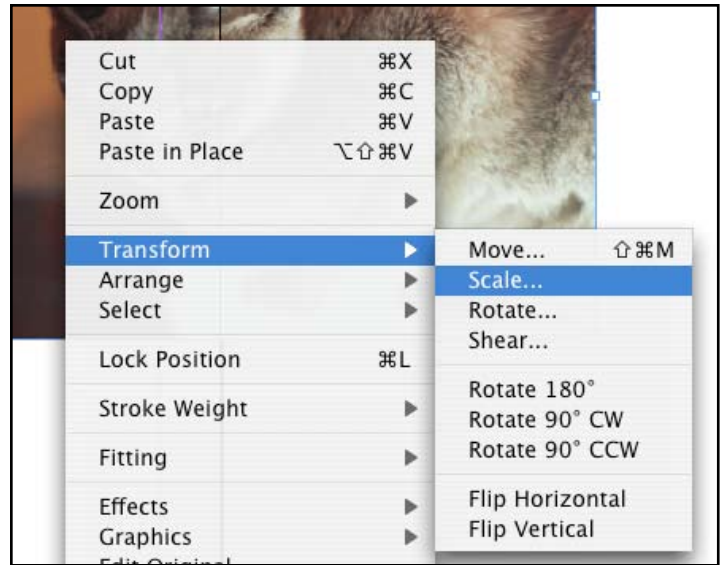


When you click into your document this new picture will be placed into it. If the picture is too big or too small simply choose the selection tool in the tools palette then right-click and hold on the image (or control-click and hold on a single button Mac) this will bring up a contextual menu. On the menu that comes up select “transform” then “scale.” You can change the size of the object by adjusting the scale or magnification of the object.

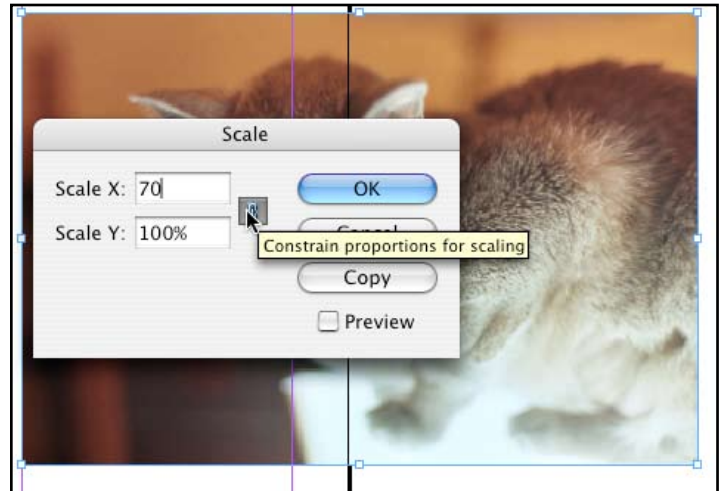
The toolbars, menu items and palette choices can change depending on which tool you have selected in tools palette. There are some significant terms differences between Quark and ID. For example lines are strokes in ID and the colors you want to fill an object with are called “fills.” Some other terms, like step and repeat, are the same.

Now you know how to place text and pictures into your document. The help menu will tell you how to use the tool. Like anything, it takes time to learn.

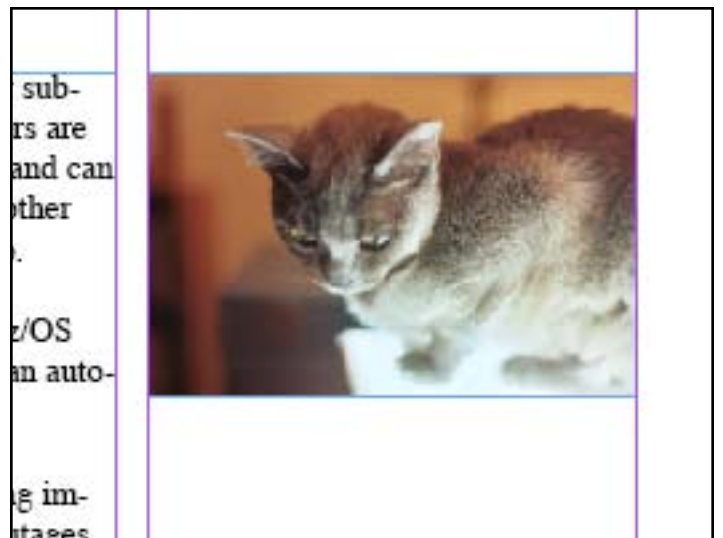
**Stop Now!
Raise your hand so
your work can be
inspected and you
can be signed off for
this lab!**



One way to resize photos to fit is to right click (or control click) and hold, then select the contextual menu item Scale...



Be sure to click the “constrain proportions” chain-like icon within the scale dialog box. You may need to repeat this.



The appropriately sized image can now be placed in the document.