

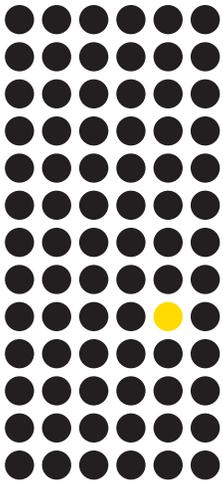
InDesign

TRAINING • 2

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Tools & Graphic Extras

TOPIC	DETAILS
Master pages	<p>Master page options; create a template with.</p> <p>You can create text frames on master pages and then insert text into these frames on regular pages: Command-Option-click to select a master page frame so you can type into it.</p> <p>You can create graphic frames on master pages and then insert graphics into these frames on regular pages: When you place the graphic, the loaded graphic icon will display parentheses when positioned above a master page graphic frame.</p>
Layers	<p>Layers work just as in Photoshop (except you can't apply modes to entire layers).</p>
Step and repeat	<p>Duplication of objects in step-and-repeat format.</p> <p>To create the pattern you see to the left: Draw the black circle. Select it and choose "Step and Repeat" from the Edit menu. "Repeat Count" is 5 to make a total of 6 circles across. "Horizontal Offset" is 1p2 (one pica, two points). "Vertical Offset" is 0 (zero) Click ok. Then select all six circles and repeat the process, this time using zero in the "Horizontal Offset" box.</p>
Alignment palette	<p>Align and distribute multiple objects by their tops, centers, bottoms, left sides, or right sides.</p> <p>To align objects with a specific space between facing edges, use the "Distribute Spacing" section.</p>
Selection tool black Pointer tool	<p>Add your own shortcut for selecting it while in text (I use Control Spacebar).</p> <p>If you are using the text tool or some of the transform tools and want to temporarily use the Pointer tool, hold down the Command key.</p>
Direct Selection tool white Pointer tool	<p>Use this just as you do in Illustrator. If you are using any drawing tool and want to temporarily use the Direct Selection tool, hold down the Command key.</p>





TOPIC	DETAILS
Select an object in a stack	<p>To select an object in a stack: With either selection tool, Control-click on the stack and use the “Select” submenu.</p> <p>OR Command-click on an object, then Command-click again and again until the particular object you want is selected.</p>
Pencil tool	<p>To draw freeform: Drag the Pencil tool.</p> <p>To draw a closed path: Start drawing with the Pencil tool, then hold down the Option key. When you let go, the path will close and fill with the default fill.</p> <p>To merge two paths: Select both paths with either selection tool. Get the Pencil tool. Click directly on the last point of one path, start to draw, then hold down the Command key. Drag to the first point on the other path, let go of the Pencil tool, then let go of the Command key. (The “Edit Selected Paths” feature must be turned on in the Preferences.)</p> <p>Double-click the Pencil tool to get its preferences. The higher the “Fidelity” values, the smoother the line (ranges from .5 to 20 pixels). The higher the “Smoothness,” the fewer points on the line and the less faithful to the irregularities in your line (ranges from 0 to 100 percent)</p>
Smooth tool	<p>The Smooth tool is under the Pencil tool. Either select it OR hold down the Option key while you have the Pencil tool to use it temporarily.</p> <p>Press-and-drag over a Pencil line to smooth it out and delete excess points. Repeat as necessary. Use the same Preferences as above.</p>
Erase tool	<p>The Erase tool is under the Pencil tool. (This won’t work on text even if it’s been outlined.)</p> <p>First select a path with the Direct Selection tool. Then get the Erase tool and drag over the portion of the path you want to erase.</p>
Scissors tool	<p>Use the Scissors tool to split a path or a graphics frame.</p>
Import graphics	<p>You do NOT need to make a frame first!</p> <p>You <i>can</i> import native files from Illustrator and Photoshop (.ai and .psd files), but for fewer headaches on output, it’s best to use standard .tif, .eps, or .pdf files instead.</p> <p>To change and update files instantly: Control-click on a graphic. Choose “Graphics,” then “Edit Original.” The graphic will open in its native application.</p> <p>After you make the editing changes to the graphic in its native app, simply save and close the document and click back on InDesign.</p> <p>If the changes are not visible on the screen immediately, press Command Shift D to open the Links palette, then update the link.</p>



TOPIC	DETAILS
Import options	<p>If a graphic has Photoshop clipping paths or alpha channels built into it, check the box in the Place dialog box to “Show Import Options.” You will be able to edit the paths in InDesign.</p> <p>You can add paths to any raster graphic while in InDesign, even if it didn’t have one originally.</p>
Pasting Illustrator graphics Generally, it’s better to place than paste graphics	<p>If an Illustrator graphic is uneditable in InDesign, it was probably pasted in PDF format instead of Adobe Illustrator clipboard (AICB) format. Do these two things:</p> <p>Check the InDesign General Preferences dialog box to make sure the option “Prefer PDF When Pasting” is <i>not</i> selected.</p> <p>Make sure Illustrator is configured to copy as AICB: In the Illustrator Preferences, choose the “File Handling & Clipboard” pane. Check the option to “Copy As” AICB. If you choose to “Preserve Paths,” the paths will import into InDesign and will be editable, but you will lose any transparency. Or choose to “Preserve appearance and overprints” to keep the look of the graphic and flatten any transparency.</p>
Graphic display	<p>To display a graphic in high-quality: Select the graphic, then Control-click on it. From the contextual menu, choose “Display Performance,” then choose “High Quality Display.”</p>
Dynamic preview	<p>If a graphic is large, you can choose to see just an outline of the bounding box as you drag it (which is faster) OR a preview of the image as you drag it (dynamic preview, which is slower).</p> <p>To drag the outline: Press-and-drag quickly, before the graphic has time to render.</p> <p>To drag a preview: Press on the graphic, hold the mouse button down for several seconds before you drag.</p> <p>You can do the same thing using the Direct Selection tool, such as when you reposition a graphic in a frame and when you drag text frames.</p>
Graphic frames	<p>You don’t need to create a frame first—it is created automatically as you place or paste a graphic.</p> <p>But even so—every graphic has both a frame and a separate bounding box.</p> <p>To snap a graphic or text frame to its object: Command Option C. The “Fitting” options are available in the Control bar when a framed graphic is selected—watch for them.</p>
Crop a graphic	<p>With the black Pointer tool, drag any graphic frame handle.</p>
Reposition a graphic	<p>To reposition a graphic within a frame: With the Direct Selection tool (white Pointer), press-and-drag the graphic.</p>



TOPIC **DETAILS**

Resize a graphic

With the Pointer tool, hold down the Shift and the Command keys to resize a graphic in proportion and without cropping.

Transform palette

Select an object with the black Pointer tool to transform an entire frame, path, and content.

Select with the white Direct Selection tool to transform just a selection of a path or the content without the path.

Resize, scale, shear, rotate, and position imported graphics, native graphics, or text blocks. Using this palette is the same as using the tools from the toolbar except you can set specific values.

Always check the proxy icon for the point of origin before you transform anything using this palette! If you're using a tool, click anywhere on the page (really) to set the anchor, or point of origin.

Click the "Constrain Proportions" icon so when you enter a value for scaling, it will scale in both directions. OR hold down the Command key as you hit the Enter key.

All values refer to the bounding box of the graphic (except the XY coordinates, which depend on the ruler origin and the anchor point of the graphic).

Check the Transform palette menu for the many options available.

Transform Content: If you uncheck this, the frame will transform, but not the image inside the frame.

Dimensions Include Stroke Weight: Choose this if you want the palette measurements to measure from the outside of the frame border.

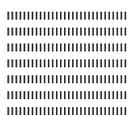
Transformations are Totals: Refers to grouped objects as opposed to an individually selected object within a group.

Choose it to display the values for nested objects in relation to the pasteboard. Unchoose it to display the values relative to the container object.

Show Content Offset: Whether this is on or off, when you select an object with the Pointer tool, the XY coordinates display the upper-left corner of the object relative to the zero point of the document.

If you use the Direct Selection tool and turn this feature on, the values will reflect the object relative to its frame (X+ and Y+).

Transform and duplicate



Select the object, enter the values for shear, rotate, or scale, then hold down the Option key and hit Enter in the Transform palette. This will apply the values to the *copy*, not to the original.

OR Option-arrow as you move an object (you will probably need to adjust the nudge value in the "Units & Increments" preferences).

OR select the image with the Pointer tool, hit the letter R, set the point of origin, press on the image, then hold down the Option key and drag.

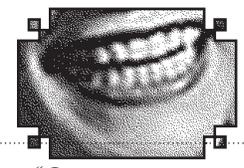
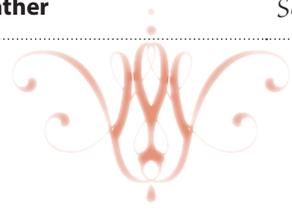


TOPIC	DETAILS
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Free Transform tool	Just like in Photoshop and Illustrator, you can do lots of different transformations with this tool or multiple things at once. To move: Press-and-drag anywhere inside the object. To scale: Drag any handle. Shift-drag to constrain proportions; Option-drag to scale from center. To rotate: Drag outside the bounding box. To reflect: Command-drag a handle across the object and past the opposite handle. To shear: Press on an edge handle, then hold down Command Option and drag. Add Shift to constraint it.
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Drop shadows	You can apply drop shadows to objects, graphics, text, etc. In the dialog box, select an option (use the Tab key to cycle through the options), then use the arrow keys on the keyboard to gradually change specs to your liking. The Modes are the same as those explained on the last page of your previous handout. You won't see their effects unless your object is on top of something like a photo or another graphic.
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Feather	Soften the edges of LBOs, imported graphics, photographs, text, etc.
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Corner effects	With the Pointer tool, select any graphic, then choose "Corner Effects" from the Object menu and make your choices.
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Redraw the screen	Press Shift F5.
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Double-page spread	To create a two-page spread: Create a three-page document. Be sure to choose "Facing Pages." In the Pages palette, select pages 2 and 3. From the palette menu, choose "Keep Spread Together." Select page 1 and delete it. This technique even lets you automatically number the left-hand page as number 1.
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In this handout I used a master page graphic frame for the images on the upper-left of each page.