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Adobe
InDesign CC
2019 release

CLASSROOM IN A BOOK®
The official training workbook from Adobe

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2 Using the Selection tool (▶), click the text frame at the top of the page containing the "Partial Class Calendar" text and Shift-click the logo above it. (Unlike the two logos you imported earlier, this logo is a group of InDesign objects. You'll work with this group later in the lesson.)

3 Choose Window > Object & Layout > Align to open the Align panel.

4 In the Align panel, choose Align To Page from the Align To menu, and then click the Align Horizontal Centers button (🛶). The objects are now aligned to the center of the page.
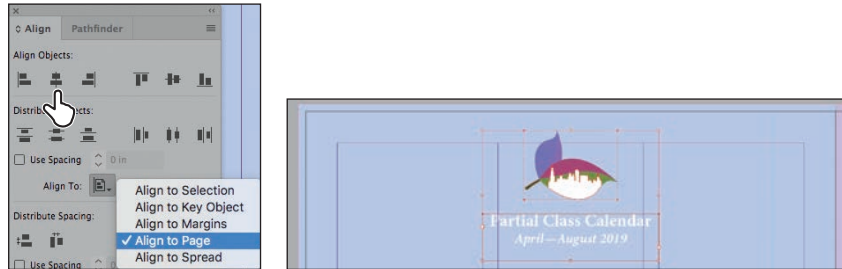
Align the objects dialog box. Result.

5 Click a blank area or choose Edit > Deselect All.

6 Use the scroll bar at the bottom of the document window to show more of the pasteboard on the left of page 2. You'll see nine icons.

● **Note:** When you specify a key object, the alignment of the other selected objects will be relative to the key object's position.

7 Using the Selection tool (▶), Shift-drag-select the nine graphics frames in the pasteboard. Press the Shift key and select the graphics frame with the tomato that is on the page.

8 In the Align panel, choose Align To Key Object from the Align To menu. Click the tomato graphic again. Notice that it now has a thick red border, indicating that it's the key object.

▶ **Tip:** InDesign automatically assigns the object you selected first as the key object. To change the key object once you've selected all objects to be aligned, click the object that should be the key object. A thicker selection border will then appear around that object.

9 Click the Align Right Edges button (▤).
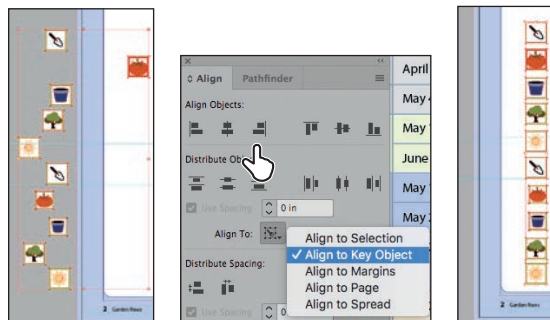
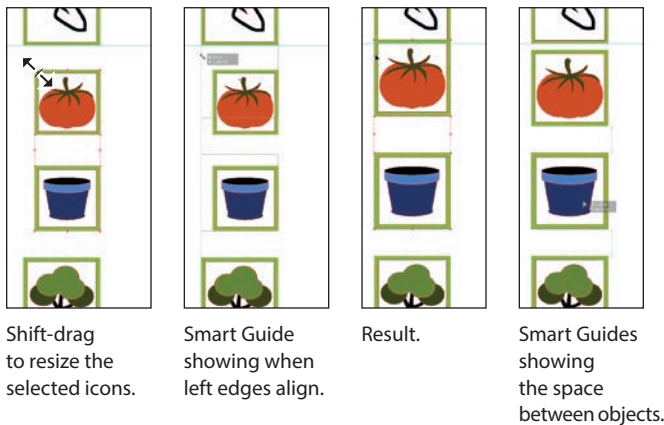**10** Choose Edit > Deselect All, and then choose File > Save.

Scaling multiple objects

InDesign lets you scale multiple selected objects.

Next you'll select two of the icons and resize both of them at once.

1 Use the Zoom tool (🔍) to zoom in on the two icons that are smaller than the rest of the icons in the column.

2 Using the Selection tool (▶), click the first of the icons to select it, and then Shift-click the second icon to select both.

3 Press Shift+Ctrl (Windows) or Shift+Command (macOS), and then drag the handle at the upper-left corner up and to the left to make the two icons the same width as the trowel icon above or the tree icon below the selected icons. A Smart Guide is displayed when the left edges of the selected frames align with the frame above. Note that you may have to repeat the scaling more than once to get the size correct.

Shift-drag to resize the selected icons.

Smart Guide showing when left edges align.

Result.

Smart Guides showing the space between objects.

4 Drag these icons down to adjust the vertical position of these icons, again watching how the Smart Guides show you the space between adjacent objects. You will need to move them individually to end up with equal space between. Choose Edit > Deselect All when you are satisfied, and then choose File > Save.

Transforming multiple objects

InDesign lets you apply a transformation to multiple selected objects. Next, you'll duplicate the icons, apply a transformation to one of them, and then apply the same transformation to the rest of them at once.

1 Choose View > Fit Page In Window.

2 Using the Selection tool (▶), select the trowel icon and press Alt (Windows) or Option (macOS) while dragging it up to the area between the table and the calendar headline. This technique makes a copy of the object.

3 Use the same technique to drag copies of the tomato, pot, tree, and sun icons to the same area. Notice how the Smart Guides show you when the objects are aligned.

4 Move the sun icon to the right and align it with the guide on the right of the page. Then drag-select all five icons and select Align To Selection from the Align panel or the Control panel. Then select Distribute Horizontal Centers. The icons are now spread evenly across the top of the table.

5 Choose Edit > Deselect All then select the trowel icon again. Set the reference point in the Control panel to the center position. Choose 125% for the scale and 30° for the angle.

6 Drag across the other four icons (because the Background layer is locked, you won't select the background box). Then choose Object > Transform Again > Transform Sequence Again Individually. InDesign applies the same scale and angle that you applied to the trowel icon to the other four icons without you having to apply them one at a time to each object. A sequence of many transformations can be applied to other objects using this command.
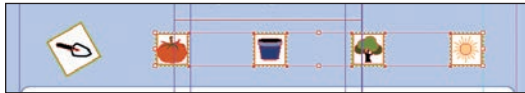
7 Select all five icons and nudge them up or down using the keyboard arrow keys so that they are approximately centered between the table and the calendar headline, if necessary.


8 Choose Edit > Deselect All, and then choose File > Save.

Selecting and modifying grouped objects

Earlier you aligned the logo at the top of page 2 to the center of the page. Now you'll change the fill color of some of the logo's shapes. Because they're grouped, you can select and modify them as a unit, or you can select individual objects within a group. You'll now change the fill color of just a few of the shapes without ungrouping or changing the other objects of the group.

The Direct Selection tool, the Select Content buttons, or a set of commands in the Object menu (Object > Select) let you select individual objects in a grouped object.
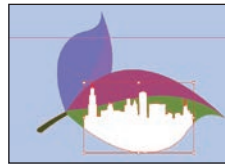
1 Choose View > Fit Spread In Window.

2 With the Selection tool (▶), click the logo at the top of page 2. If you want, use the Zoom tool (🔍) to magnify the area you're working on.

3 Click the Select Content button (⊕) in the Control panel to select one object in the group without ungrouping.
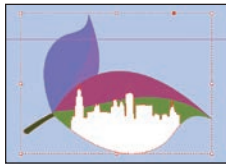
Select the group with the Selection tool.
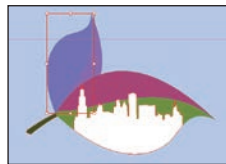
Click Select Content.

Result.

4 Click the Select Next Object button (⊞▶) in the Control panel to select the first vertical leaf in the logo. Note that the Select Previous Object button selects in the opposite direction.

Click Select Next Object.
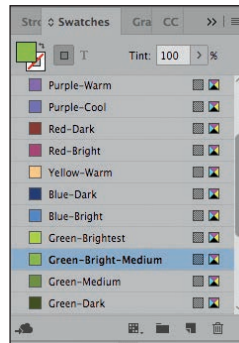
5 Change the fill color of this object to Green-Bright-Medium from the Swatches panel. Then click the Next Object button (⊞▶) again and change this object to Green-Medium. Click the Next Object button two more times to select the third large leaf object and change its fill color to Green-Brightest.
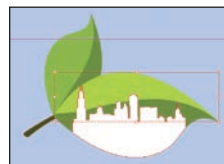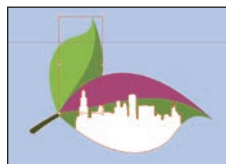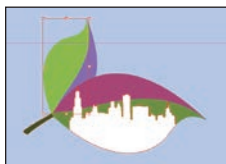
6 Choose Edit > Deselect All, and then choose File > Save.

Drawing lines and modifying arrowheads

InDesign has the ability to scale arrowheads independently of line size. Next, you'll use this feature to complete the design of the newsletter.

1 Navigate to page 4. Select the Line tool (/). Position the pointer on the left margin guide, slightly below the text frame with the "Featured Blossoms" text.

2 With the Line tool selected, change the fill color to None and the stroke color to Black.

3 While pressing the Shift key, drag horizontally from the left margin guide to the vertical column guide at the right of the second column. The Shift key constrains the line to be perfectly horizontal.

4 Click the Stroke panel icon or choose Window > Stroke to open the Stroke panel. Choose 4 from the Weight menu, CircleSolid from the Start Arrowhead menu, and Curved from the End Arrowhead menu.

5 Make sure Link Start And End Arrowhead Scales is not selected (⬚) so that you can independently scale the start and end arrowheads. Enter **75** in the Scale Factor For Start Arrowhead box; enter **150** in the Scale Factor For End Arrowhead box, and press Enter or Return.
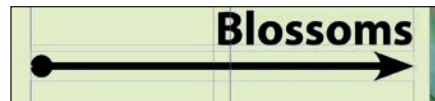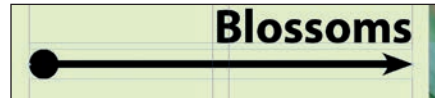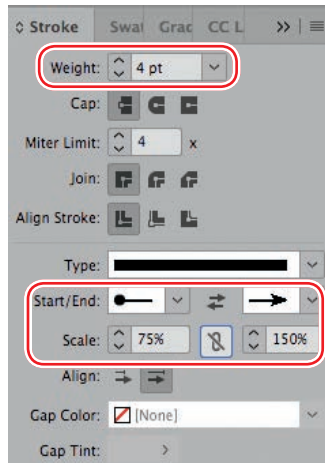
6 Choose File > Save.

Creating a QR code

InDesign lets you quickly generate and edit high-quality quick response (QR) code graphics. QR codes are machine-readable printed representations of data for various industry uses and have become common in consumer advertising. A consumer with a smartphone can install a QR-code scanner app that can read and decode the URL information and redirect the phone's browser to a company website. After scanning QR codes, users may receive text, add a business card contact to their devices, open a web hyperlink, or compose an email or text message.

The QR code generated in InDesign is a high-fidelity graphic object that behaves exactly like other InDesign objects. You can easily scale the object and fill it with color, apply transparency effects, or copy and paste the object as a vector graphic into a standard graphics editor tool such as Adobe Illustrator.

Next, you'll add a QR code to the back page of the newsletter and configure it to open a web page.

1 Navigate to page 4 of the document (the back cover), and then choose View > Fit Page In Window to center the page.

2 Choose Object > Generate QR Code.

3 Choose each of the options in the Type menu to see the possibilities, and then choose Web Hyperlink for this lesson.

4 In the URL field, enter **http://www.adobe.com** (or the complete URL for any website you choose).

▶ **Tip:** Click the Color tab in the Generate QR Code dialog box to apply a swatch color to the code.

▶ **Tip:** To edit a QR code, right-click the code with the Selection tool, and then choose Edit QR Code from the context menu or choose Object > Edit QR Code.

5 Click OK to close the dialog box.

6 Click above the caption "SCAN for the latest information from Adobe." The automatically generated graphic is placed. Adjust its position to left-align with the caption.