



Adobe InDesign

2022
release



Classroom in a Book®

The official training workbook from Adobe

Kelly Kordes Anton & Tina DeJarld



Adobe InDesign

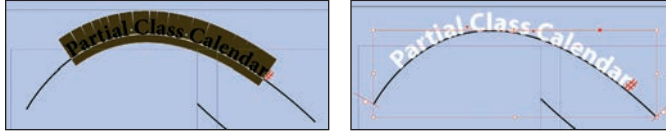
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- 6 Double-click the text frame (double clicking while using the Selection tool switches to the Type tool) or switch to the Type tool (T), and triple-click to select the whole line. Change the font to Myriad Pro Bold and the size to **24 pt** using the Control, Character, or Properties panel. Press the Esc key to return to the Selection tool.

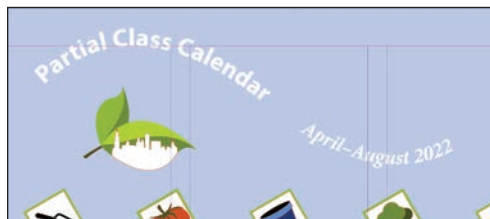


● **Note:** It may be helpful during this exercise to toggle back and forth between Normal view and Preview to see your work without the guides and invisible characters.

- 7 Now select the other curved line and drag it to the right to position it so that it loosely continues the curve of the first line.
- 8 With the Type tool, select the subhead “April–August 2022” and press Ctrl+C or Command+C to copy this text.
- 9 Select the Type On A Path tool (⌘T) again, and this time move the pointer over the second line until you see the plus sign appear. Click and press Ctrl+V or Command+V to paste the text onto the path.
- 10 Press Ctrl+A (Windows) or Command+A (macOS) to select all of the text, and change the font size to **20 pt** using the Control, Character, or Properties panel. Press the Esc key to return to the Selection tool.
- 11 Drag-select both curved paths that now have type flowing along them. Open the Swatches panel (F6), and choose Select Stroke Color (⌘S), or use the Stroke button on the Control or Properties panel. Change the stroke to [None].
- 12 Adjust the position of the paths to approximate what’s shown here:



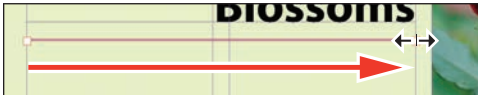
- 13 Finish up this new design of the headline by moving the logo back to the left and under the main headline. Delete the original text frame with the headline by selecting it with the Selection tool and pressing Delete on the keyboard, or choose Edit > Clear. Finally, choose Edit > Deselect All and then File > Save.



Drawing lines and modifying arrowheads

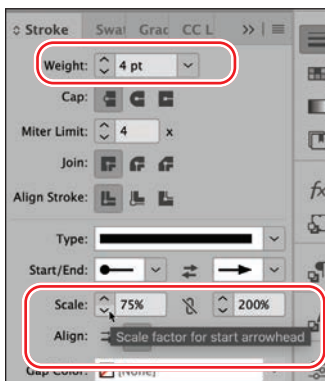
InDesign has the ability to add many styles of arrowheads or other shapes to the beginning and/or end of a line, and they can be scaled independently of line size. Next, you'll use this feature to complete the design of the newsletter.

- 1 Navigate to page 4 and zoom in near the “Featured Blossoms” headline. Select the Line tool (↵). Position the pointer on the left margin guide, slightly below the text frame with the “Featured Blossoms” text. (See the figure in step 3.)
- 2 With the Line tool selected, open the Swatches panel (■) and change the fill color to None (■) and the stroke color to Purple-Warm (■). Change the tint on the stroke to **60%**.
- 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 (≡) in the panel dock or choose Window > Stroke to open the Stroke panel. Choose 4 from the Weight menu, CircleSolid from the Start Arrowhead menu, and Triangle 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 field, enter **200** in the Scale Factor For End Arrowhead field, and press Enter or Return.

► **Tip:** In addition to adding arrowheads to straight lines created with the Line tool, you can add arrowheads to curved lines created with the Pen tool.



Default arrowhead scales.




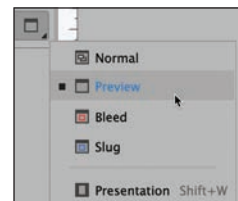
Start and End scaled independently.

- 6 Notice the difference between the ends when you use the default scale and when they are independently scaled. This independence gives you a lot of flexibility in designing arrows. Nudge the arrow down if needed. Close the Stroke panel, and choose File > Save.

Finishing up

Now it's time to admire your work.

- 1 Choose Edit > Deselect All.
- 2 Choose View > Fit Spread In Window.
- 3 At the bottom of the Tools panel, hold down the Current Screen Mode button () and choose Preview from the menu that appears. Preview mode is an ideal way to see what a document will look like when it's printed or exported to PDF or other formats. Preview mode displays artwork as if it were printed and trimmed, with all nonprinting elements suppressed (grids, guides, frame edges, nonprinting objects). The pasteboard is set to the preview color defined in Preferences.
- 4 Press the Tab key to close all the panels at the same time. Press the Tab key again when you are ready to show all the panels.
- 5 Navigate to the next spread to view those results as well. Choose File > Save.





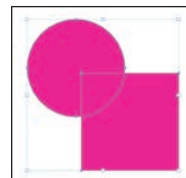
Congratulations! You have finished the lesson.

Exploring on your own

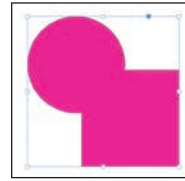
One of the best ways to learn about objects is to experiment on your own.

In this section, you'll experiment with more Pathfinder features. You'll see that using the Pathfinder functions enables you to cleanly create many custom shapes without drawing them from scratch.

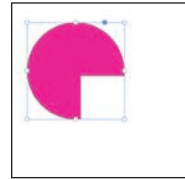
- 1 Create a new document using the default settings in the New Document dialog box. Open the Properties panel.
- 2 Select the Ellipse tool (). Hold down the Shift key while you drag to create a circle. Set the fill to Magenta and the stroke to [None].
- 3 Switch to the Selection tool (), press Alt+Shift (Windows) or Option+Shift (macOS), and drag down and to the right to make a copy of the circle moved along a 45-degree angle from the first circle.
- 4 Convert the second circle to a square by choosing Object > Convert Shape > Rectangle or by using the Pathfinder or the Properties panel. Drag-select both frames.



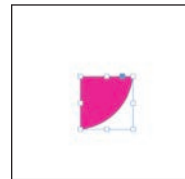
- 5** Press Alt+Shift (Windows) or Option+Shift (macOS), and drag a second copy of these two frames to use later. Then drag-select the first two objects again. Choose Window > Object & Layout > Pathfinder to display the panel. Click the Add button. Notice that the two objects are now one.



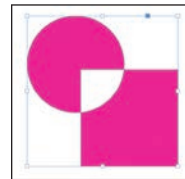
- 6** Make three more copies of the second set of frames and spread them out on the page. Now you'll try each of the other Pathfinder functions. Select one set of two frames and click the Subtract button. The front object is used to subtract the area of overlap from the back object.



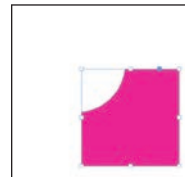
- 7** Next, select another set of two frames and click the Intersect button. This creates a new object that includes only the area of overlap.



- 8** Select another set of two frames and click the Exclude button. This keeps only the areas that don't overlap.



- 9** Select the last set of two frames and click the Minus Back button. This is the opposite of the Subtract button, cutting out the area where the back object overlaps the front object from the front object.



When you need to transform objects, letting InDesign do the calculation is faster than looking at the current values, doing the math on your own, and entering the new value you calculated. You can use addition (+), subtraction (-), multiplication (*), division (/), or percent (%).

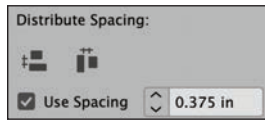
- 1** Choose any object in the lesson file and practice moving it horizontally by using + (moves right) or - (moves left) in the X Location field in the Control, Transform, or Properties panel. Type the math symbol after the number in the field; then type the amount you want to move and press Enter or Return. Try the same concept to move vertically using the Y Location field, entering + (moves down) or - (moves up). You will often need to move objects an exact amount.

- 2 Next we'll try division. Navigate to page 4 and select the arrow you made in the upper left of the page. Let's say you have to make the arrow half as long, and it needs to stay under the headline. In the Transform, Control, or Properties panel, set the reference point to the far-right center position (⌵). This will keep the end of the arrowhead in its current location. In the Line Length field, after 2.925 in, type a forward slash (/) and 2 and press Enter or Return. The arrow is now half as long as it was.



► **Tip:** You can use a Key Object to control which object remains in place and which object moves.

- 3 Another situation you'll often face is the requirement to have an exact amount of space between objects. InDesign can do this math for you in the Distribute Spacing area of the Align or Properties panel. Select two objects, and then click the field next to Use Spacing and enter a number. Click the Distribute Vertical Space (⌵) button, and the space between the objects changes to the amount you specified. Then set an exact amount for the horizontal space between two objects by clicking the Distribute Horizontal Space (⌵) button.



In this section, you'll examine the document structure of the Lesson 4 exercise file.

- 1 Open the file 04_End.indd in the Lesson04 folder.
- 2 Open the Pages panel. Notice the page order on the first spread is 4,1. This is because the first document page (page 4) is the outside back cover, which is on the same spread when a booklet is stitched as the outside front cover. The document setup shows this, and it's often advantageous to work this way when design elements flow across both covers.

Note that both pages in the first spread have a black triangle above, indicating the start of a section.

► **Tip:** You can also double-click the black triangle icon above the page icon to open the Numbering & Section Options dialog box.




- 3 Click to select the first page in the panel (page 4) and choose Layout > Numbering & Section Options. Start Page Numbering is set to 4. Click Cancel to close the panel.
- 4 Click to select the second page in the panel (page 1) and choose Layout > Numbering & Section Options. Notice that Start Section is turned on and that Start Page Numbering is set to 1. Click Cancel to close the panel.



Review questions

- 1 When should you use the Selection tool to select an object, and when should you use the Direct Selection tool to select an object?
- 2 How do you move an object from one layer to another?
- 3 When you select an object and choose Object > Arrange > Bring To Front, but the object is still not in front of some objects, why does that happen?
- 4 Without ungrouping objects, how do you select an object within a group?
- 5 How do you align objects to another specific object?

Review answers

- 1 Use the Selection tool for general layout tasks, such as positioning, rotating, and resizing objects. Use the Direct Selection tool for tasks involving editing paths or frames, such as moving an anchor point on a path or selecting an object within a group and then changing the object's fill or stroke color. Use the Direct Selection tool to select the content of the frame to make changes without changing the frame, such as rotating or scaling an image inside a frame while the frame remains unchanged.
- 2 When the object is selected, a solid square displays in the right column of the Layers panel. Drag this square to a different layer. The object will now be on the new layer. You'll be able to see that it's now behind or in front of objects on other layers, depending on whether you moved it to a higher or lower layer.
- 3 The arrange commands operate within each layer, and not between layers. That object is not on the top or frontmost layer.
- 4 To select an object within a group, use the Selection tool () to select the group, and then click the Select Content button () in the Control panel to select one object in the group. You can then click the Select Previous Object or Select Next Object button to select different objects in the group. You can also select an object in a group by clicking the object with the Direct Selection tool () or double-clicking it with the Selection tool.
- 5 Select all of the objects you want to align. Then click the object to which you want all of the other objects to align. This becomes the key object, which is indicated by a thicker highlight around that object. Then choose Align To Key Object from the Control or the Align panel. Click the alignment you want, such as Align Top Edges or Align Horizontal Centers, or any of the other choices.