InDesign (Jumpstart) Beginner

Let's Make a Book!

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Resources tips:
http://tv.adobe.com/show/learn-indesign-cc/
http://tv.adobe.com/show/visual-design-cs6/

To understand the power of InDesign this resource will walk you through making a book. We are not digging in to understand all the interface, but rather understanding why InDesign is such a great programme and getting the feel of a work flow. You can follow along, or if you feel confident and want to try with another book or your own illustrations please feel free.

I don't like creating the raw material to work with so I will make use of text and images that are made available at the Project Gutenberg (www.gutenberg.org)

Collect all the source materials
My source files are The Tale of Peter Rabbit by Beatrix Potter(http://www.gutenberg.org/ebooks/14838)
Please read the copyright so that you know what you can and cannot do with the material. Note that the images are in resolution intended for online viewing and not for print.
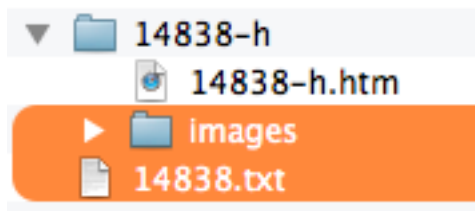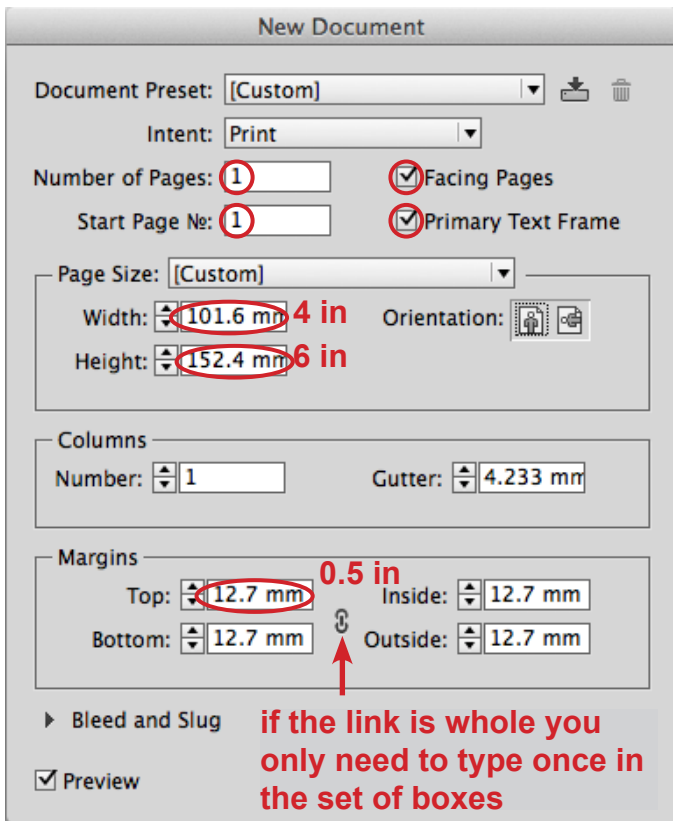
Under "More files…" I choose to download the folder 14838-h.zip so that i get the images, and the file *14838.txt* so that I have the text. Place the text file *14838.txt* file and the *images* folder from the unzipped 14838-h.zip in a new folder called MyFirstBook on the desktop of the computer (you can place it where you like but this is where I will be referring to it.)
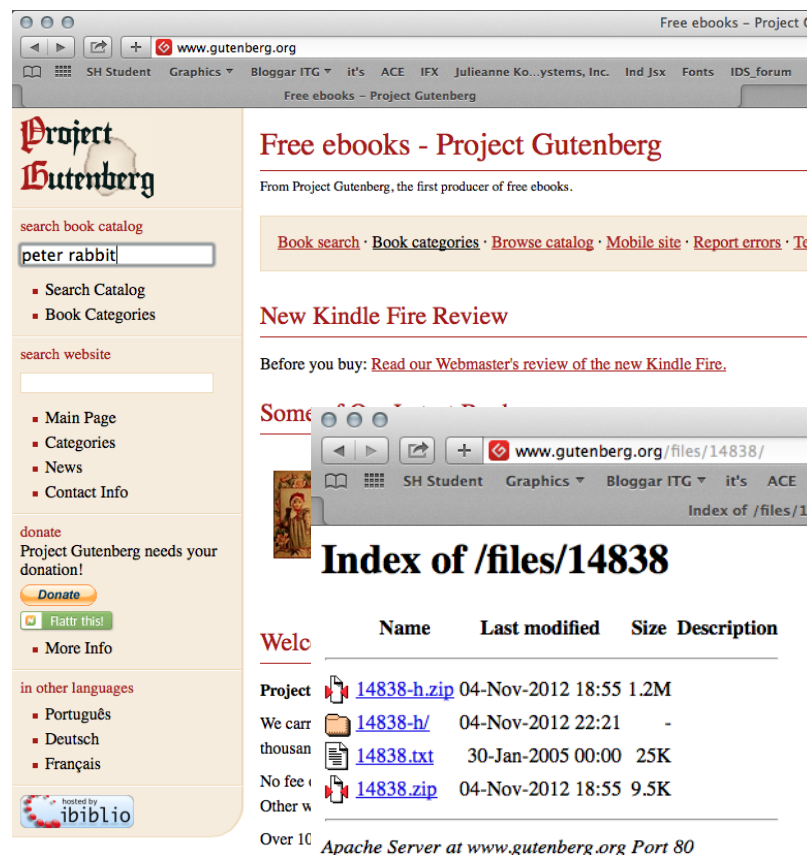
Now open InDesign (I am assuming InDesign has the default settings) and create a new document. In the New menu there is the option to create a book, but that is for more advanced books, this book we can make as just one document.

Make a document 4x6 inches with 1/2" margin and a primary text frame.
Even if you have your software you can mix units so it's possible to type 4in or, 4" in the field for width and 6in for height. We want to start on page 1 and have facing pages. We don't know how many pages we need this time so we will just select "Primary Text Frame", this creates a linked text flow that can add more pages if needed. (See next page if you want to compare your settings) Now click OK to create the document.

New Document dialog (annotated):

Document Preset: [Custom]
Intent: Print
Number of Pages: 1   ☑ Facing Pages
Start Page №: 1   ☑ Primary Text Frame

Page Size: [Custom]
Width: 101.6 mm **4 in**   Orientation: [portrait] [landscape]
Height: 152.4 mm **6 in**

Columns
Number: 1   Gutter: 4.233 mm

Margins
Top: 12.7 mm **0.5 in**   Inside: 12.7 mm
Bottom: 12.7 mm   Outside: 12.7 mm

▸ Bleed and Slug
☑ Preview

if the link is whole you only need to type once in the set of boxes

Set the font to Century School book 12pt

This is a children's book. It going to be a small book, with little text so we will keep it at 12 points and I will use the font Century Schoolbook (you may want to choose another font). The font and size can be set in the control panel below the menu. Depending on how big your monitor is you will see a different amount of settings in the control pannel.

This book was written in england, so letts just also check that the spelling is set to "English:UK". The choice of language will have effects on spelling and hypenation as well as the appearance of quotation marks (try changing language to french or german and you may see some interesting results)

If nothing is chosen then everything is chosen. Setting the font with a document open and nothing selected sets tha text properties for new text objects in the document.

Placing the text.

Now we will place the text file. In InDesign we place text and graphics in blocks we call *frames*. From the file menu choose "Place…" The three dots ,or *elipses*, after a word means that the command is not complete, so when we choose this menu item we get a dialogue asking for the file. Use your operating systems interface to navigate to the file "14836.txt" and select "Show Options" before clicking OK .

Text Import Options (14838.txt) dialog:

Character Set: ANSI
Platform: Windows
Set Dictionary to: English: UK
[OK] [Cancel]

Extra Carriage Returns
☑ Remove at End of Every Line
☑ Remove Between Paragraphs

Formatting
☑ Replace 3 or More Spaces with a Tab
☑ Use Typographer's Quotes

In the Options we can choose to clean up the text. Depending on the type of file you open the options will vary. Here we can make a guess about where the document came from so that we clean up any peculiarities. Also we can remove extra empty space wich will give us a cleaner text.

When you press OK you will see a placement cursor and as you move it over the part of the page with the Primary Text Frame the cursor will change to have brackets around to signal that InDesign has found a container in which to dump the text. (Thinking of dumping text and images will help you remember shortcut for place which is cmd-D or ctrl-D on windows). This is a long text and it does not fit on one page, and this is where the Primary Text Frame is usefull. Clicking once will place the text, and after a moment generate enough pages for all the text to fit.
If you do not have the Primary Text Frame you will see an angled placement cursor. If you at that point hold down shift the cursor will change to a squiggly arrow and you can click near the top left margin, and you will get, for this excercise a similar result. (See http://helpx.adobe.com/indesign/using/threading-text.html)

Doubble click on the text on the first page to get into the text editing mode. Mark the text upp to where you find [Illustration] and delete, the Project Gutenberg licence is written in full at the end of the file. Later we will be placing a picture in this area, but first we will clean up some text.

Cleaning up the text.

Select the title, and change the size and justification. In my case:
 "THE TALE OF PETER RABBIT" to 24pt centred.
Set the size of the text "BY BEATRIX POTTER" to 18pt centred,

This is the end of the cover, once the image is in place so we want the next text to start on the next page. From the Type menu choose "Insert Break Character > Page Break" (Note the shortcut at the far right)

Correct the typo "WAaRNEa" by removing the extra a's. Add a new Page Break after the word you just corrected. *Pressing enter at the numberpad area of your keyboard is the shortcut to get a new page, on a MacBook you can press "fn" and "return".*

Change the size and justification of :

<div align="center">
First published 1902
Frederick Warne & Co., 1902
Printed and bound in Great Britain by William Clowes Limited, Beccles and London
</div>

If you need to force the text to change line set the I-beam where you want the one line to end and choose "Insert Break Character > Forced Line Break" from the Type menu. (shift-return).

At this point there is one [Illustration] too many, so we will remove one and instead insert a page break.

Later you may add page breaks and forced line breaks to make your book exactly as you want it…but now we want to get placing those Illustrations.

Creating a frame to put our illustrations in.
There are many ways to get to the top of the document, you can scroll or doubble click on the first page in the Pages panel. Choose the Rectangle Frame Tool, the rectangle with an X and click drag a square 4x4 inches starting on the page. It doesn't matter exactly, where the rectangle is we are going co cut and paste this into the text flow. While the rectangle still has all its selection points visible we will change the behaviour of how the illustrations will fit into this frame.

From the Object menu choose:
 "Fitting > Frame Fitting Options…"
check Auto Fit (this enables the illustration to scale as you scale the frame) and from the Fitting pop-up "Fit Content Proportionally"
Make sure the centre dot in the Align From widget is selected.

Any object you now place in this frame will fit in the frame resized as big as possible without loosing any of the image or changing the proportions.

Next we will place this frame anywhere where there was the word Illustration. To do this we must copy the frame into memory and do a Find/Change operation. This has several steps so let's save what we have.

From the File menu choose "Save…" and choose a name that you will remember. A good place to save is in the folder we created on the desktop where the rest of the files are, you may copy this to a safe place where you normally store your files after.
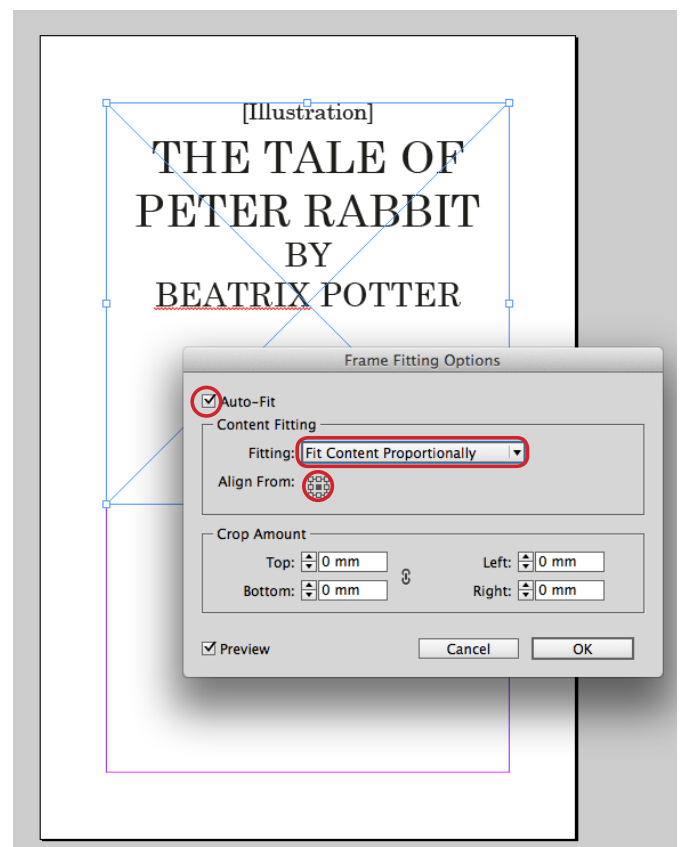
Replacing [Illustration] with our Rectangular Frame that Fits Content Proportionally

Select the frame and cut it out, since we just saved the file this is safe.

From the Edit menu choose "Find/Change…"

In the Find what field type "[Illustration]" exactly as it was written in the text with the square brackets. DON'T try to copy remember we have the Frame in the clipboard so copying anything else is not possible at this point!

Next to the "Change to" field there is an @ menu where you can get help with some special symbols. From the Change to @ select "Other > Clipboard Contents, Formated." (you will see ^c in the field)

Make sure that Search Document is selected.

When using Find/Change first test that the parameters are correct by using the Find button. If you have selected the first instance of [Illustration] then go ahead and chose Change, otherwise check that you have typed correctly in the Find What and that Document is selected as search.
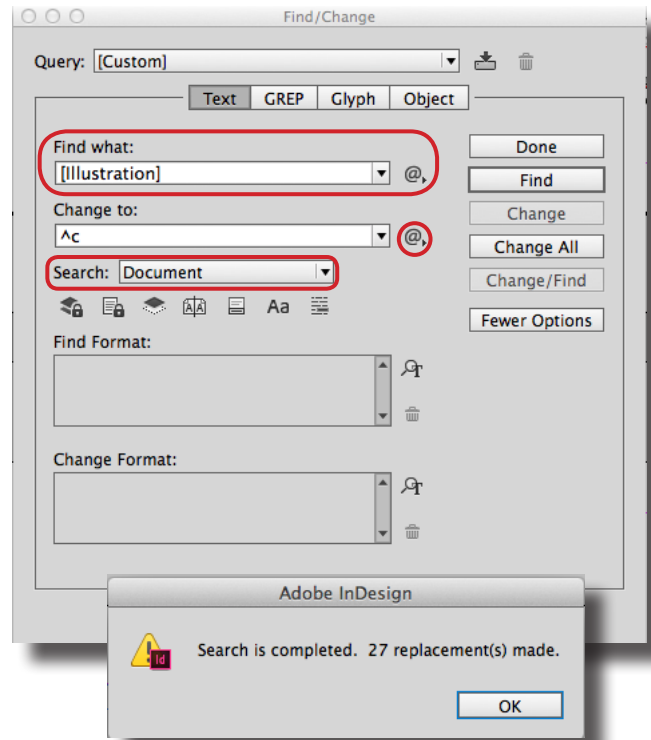
When you press change it looks like you have a big black rectangle. That it is black is because it is selected. Now choose Find again and when you see the next instance of [Illustration]selected click "Change All".

Save the file.

Now you can place all your images.

Placing images

Go to the pages panel so that you can return to the first page. Choose the selection tool by pressing Escape or choosing the black pointer from the Tool bar. Make sure nothing is selected (the control panel should be blank and greyed out in the transform part).

Choose "Place…" from the file menu and find the file "peter04.jpg" in the images folder. You will see an faded likeness of the image and a picture icon (in older versions of InDesign there is a brush instead of a picture). When the the cursor is over a suitable frame container you will have, as we had with the text, brackets around the cursor.

You should now have your cover ready. The image will look very blocky, but this is because InDesign wants to save computing power, if you want to see the image as good as possible choose Display Preformance > High Quality Display from the view menu.

We could place all images in this way, but to better see what we are doing we will use a panel called Mini Bridge. (Overview of interface at http://www.adobe.com/support/indesign/gettingstarted/pdfs/indesign_howto_c_minibridge.pdf)

Adobe Bridge is a great way to manage images, and Mini Bridge is like a short cut to this but inside a panel so that I can keep it open in InDesign. From the Window menu find Mini Bridge and browse to the images folder. You should see thumbnails of all the images you will need for the book. You may want to enable the navigation pod from the pull down menu in the Mini Bridge panel.

Resize the windows so that you can see the Mini Bridge and your document. You can now drag the images from the Mini Bridge to the desired frames, since they have automatic fitting the drop zone is quite generous, just make sure that you see the brackets around the placement cursor.

You can now add pictures and adjust the text so that it breaks in places that feel natural for the story.
(if you need help you may open the html version of the book)

Don't forget to save regularly.

Adding page numbers
The best way to add page numbers is to add them on the master page. This is like a template that is applied to pages in the document.

From the Pages panel double click on A-Master to select the template. From the View menu select Fit Spread in Window, note the short cut this is a useful one to learn!

There are many ways to create a text frame to contain the page numbers, we will create the text frame with the Text tool. Select the T in the Tool Bar. When nothing is selected the I-beam text cursor will have a square around it if there is no text object underneath it. If there is a shape that can be used as a text frame it will have brackets and if there is an editable text frame you will just see an I-beam.

Click-drag a rectangle as wide as the text area in the bottom margin. Check that the font is Century Schoolbook and the style is italic. Also check that the justification is set to be centred. From the Type menu choose Insert Special Character > Markers > Current Page Number.

Hold down command on Mac or control on Windows to temporarily switch to the selection tool. Now while still holding the short cut for the selection tool press alt/option to change the "move" cursor to the double arrowed "Copy" arrow and while still keeping the mouse button and keys pressed drag the page number text frame to the other page (you may also add the shift key to keep the texts at the same height).

Scrolling through the document you may notice that it is inappropriate to have page numbers on the cover, or title page. In the Pages panel you can drag the [None] master to those pages that you want to have without page numbers.