

InDesign Tips

Creating cool headlines

In InDesign you can put text inside type without having to use Photoshop or Illustrator to do it. Here's how it looks: And here's how to do it:



- Step 1: Create the word you want.
- Step 2: Find the photo or graphic you want to put inside of it.
- Step 3: Convert the word (when you do this, one-word headlines work best) to a graphic by choosing Type>Create Outlines.
- Step 4: Change the fill to none and the line to 1 pt. black or a color if this is a color page.
- Step 5: Drag the photo on top of the graphic in the approximate position you would like to have it appear inside the letters.
- Step 6: Choose Edit>Cut.
- Step 7: Select the headline you have converted to outlines with the Selection tool and choose Edit>Paste Into.

There you have it. One very descriptive headline.

The best way to put type on a photo

Magazines have type over pictures all the time. And many times when they do it instead of making the entire photo ghosted, they only ghost the part of the photo that will have the type on it, like this.

Easy to do in InDesign.

- Step 1: Place your photo.
- Step 2: Set your type.
- Step 3: Create a white box the size of the headline and place it on the photo in position.
- Step 4: Choose Object>Feather and accept the default setting of OP9 for now.
- Step 5: Open your Transparency palette and with the white box selected, move the slider over until it reads around 60%.
- Step 6: Move the type on top of the white box.
- Step 7: Play with the slider until you can see the photo underneath it but the type is still very readable. Try different settings. □



InDesign Tips

Work faster and smarter with your own keyboard shortcuts.

Often when I visit with schools and we are talking about tech, a big question that comes up is speed. You all want to know how to make your computers go faster. Well I can make your computer twice as fast without spending any money at all—learn to use your other hand. You know, the one without the mouse in it.

So many commands in so many software programs are already mapped to keyboard shortcuts. The simple act of using those shortcuts when working can literally make you twice as fast.

InDesign is also so much better than most software programs when it comes to keyboard shortcuts because it allows you to program your own. If you don't like the default keyboard shortcut, make up one of your own and use it instead.

To do this just choose Keyboard Shortcuts at the bottom of the Edit menu and this dialog box opens.



The first thing you may want to do is to create a new set of keyboard shortcuts (or you can change the defaults). Then choose the menu or any other area that has a command that you want to change by selecting them from the Product Area list.

Then from the Commands window, choose the command you want to change and type in the new shortcut that you like better than the default that Adobe created. You can choose to make it the default for that action or leave it and it will be triggered by your new shortcut as well as the original default shortcut. And don't worry, InDesign will tell you if you use a shortcut that is already in use by another command. □

InDesign Tips

The Guides are getting in my way in InDesign, too!

Just like in PageMaker, InDesign guides can get in the way of your designing. But InDesign lets you turn them off and on in an even easier way than PageMaker did. At the bottom of the toolbar you will see two boxes. Click the one on the left and you get Normal View mode and click the one on the right and you get Preview mode that allows you to see without any guides. It also makes anything on your pasteboard disappear as well, but don't worry, as soon as you click back on the Normal View mode, everything reappears.

I want to make sure everything is one pica apart

In InDesign, that is as easy as pie. Just go to the View Menu and choose Show Document Grid. You will get a one pica grid over your entire document. To hide the grid you can either choose Preview mode or you can choose Hide Document Grid from the View menu.

Creating your own grid

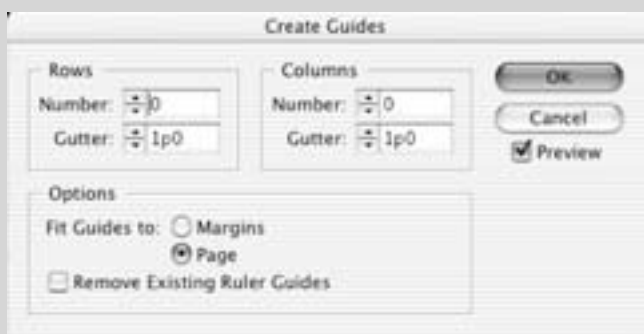
Another great way to create exactly the guides and grids you want is to choose Create Guides from the Layout menu. When you do a document box will appear. Make the changes to fit your page and you are all set. A few words of advice. First make sure that you click the Preview button in the dialog box as soon as it appears. That way you can see what you will be doing before you commit to it.

Then you can choose the number of rows and the number of columns you would like on that page. We recommend that you click Margins, otherwise your rows and columns will be based on the entire pages, including the Jostens info at the bottom of the DPS. □



↑ Normal View Mode

↑ Preview Mode



InDesign Tips

To upgrade or not upgrade?

That seems to be the questions when it comes to Adobe's new CS version of InDesign. And the answer depends completely on your individual situation.

Yes, InDesign CS does have some superb new features but your hardware limitations may help you make the decision to stay with InDesign 2.01 rather than upgrading to InDesign CS.

InDesign 2 installed on to your hard disk and used 220 MB of free disk space and needed to have a minimum of 128 MB of RAM. For Mac users InDesign 2 would run in OS 9.2 or OS10.x.

InDesign CS will take up a whopping 350 MB of disk space when it installs and also needs 128MB of RAM minimum. But be warned that without at least 256MB of RAM installed it will run very slowly and you will not be able to have any other programs (like Photoshop) open at the same time.

And unlike InDesign 2, InDesign CS will not run in OS 9.2 on a Macintosh. It is only compatible with OSX 10.2 or higher. On a PC InDesign CS will run only on Windows 2000 or WIndows XP. It is not compatible with any other version of Windows.

One other thing to consider before you decide to upgrade is that InDesign CS cannot save files in InDesign 2 format. This means that if you already own 10 copies of InDesign 2 and want to add three additional copies of CS, students who open files in CS will never be able to use those files in InDesign 2. Adobe is implying in recent press releases that this problem may be fixed in a future version of InDesign but it is not the case today.

So, if you have the RAM and the hard disk space and are running OS X on a Mac or Windows XP or 2000, by all means upgrade this summer. Starting with YearTech 2005, we will fully support InDesign CS. And the upgrade (especially if you also upgrade to Photoshop and Illustrator CS) is jam packed with new features that will make your creative yearbook life easier and more fun than ever before. But beware of those system requirements and plan accordingly. □

