

Advanced InDesign

MBEA 2010 Summer Conference

WE WILL COVER FOUR CONCEPTS: TABBED LEADERS, TABLES, NESTED STYLES, AND NEXT STYLE

Tabbed Leaders

Leaders fill the space between tabs—dots, lines, symbols—and can be set using the Tabs panel.

Tabbed _____	Line _____	Leaders
Tabbed.....	Dot	Leaders

From the CONTROL PANEL, select Type>Tabs.

Tabs can be Left-justified (text aligns to the left side of the tab)

Center-justified text centers on the tab)

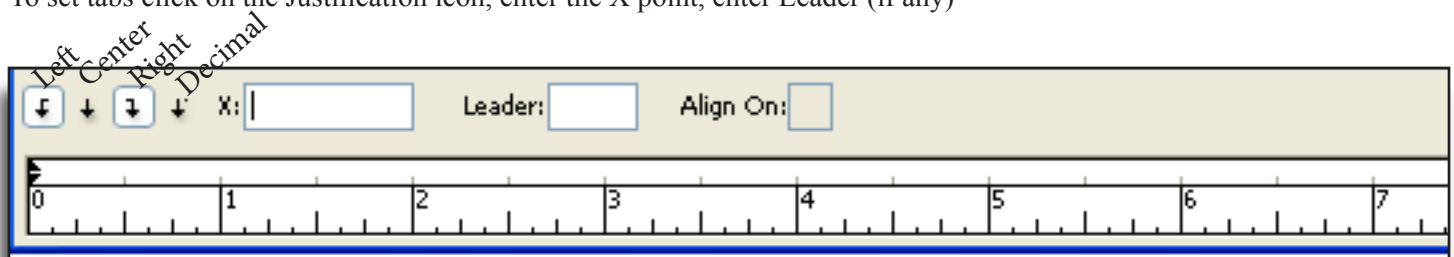
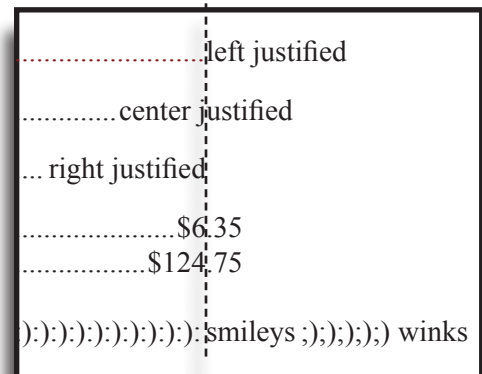
Right-justified (text aligns to the right side of the tab)

Align to Decimal (lines up numbers based on the decimal point)

X begins the tab and can be typed or placed above the ruler to set.

Leader can be any character between the tabs

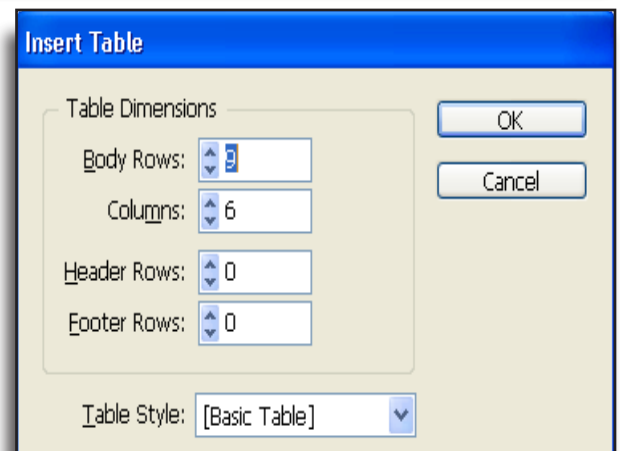
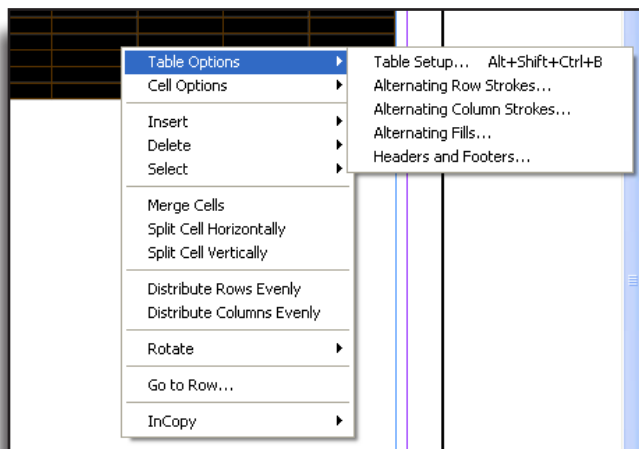
To set tabs click on the Justification icon, enter the X point, enter Leader (if any)



Tables

From the Control panel, select Table>Insert Table.

Adjustments can be made to the columns, rows, header rows and footer rows from the initial menu.

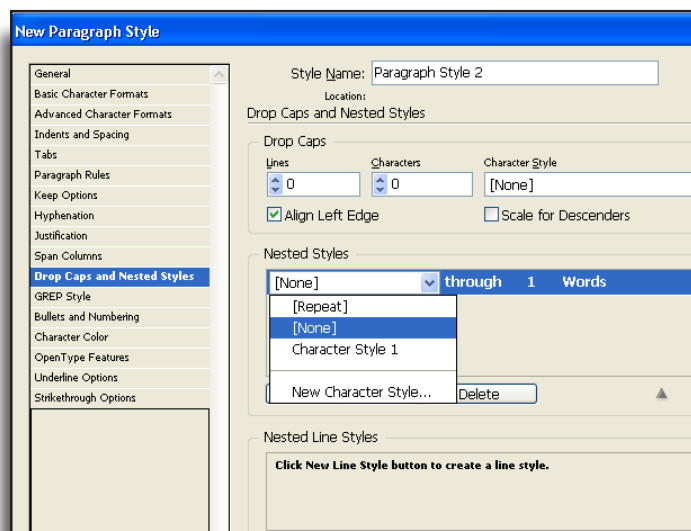


Once the table has been inserted, adjustments can be made by highlighting the entire table and using the drop-down options from the Table tab on the Control panel; or highlighting specific rows or columns and right-clicking to access the same menu.

Nested Styles

Nested styles applies a series of Character styles to a paragraph or line of text. Changes can be made to individual words or characters such as size, color or font. This is useful in maintaining the continuity of the publication.

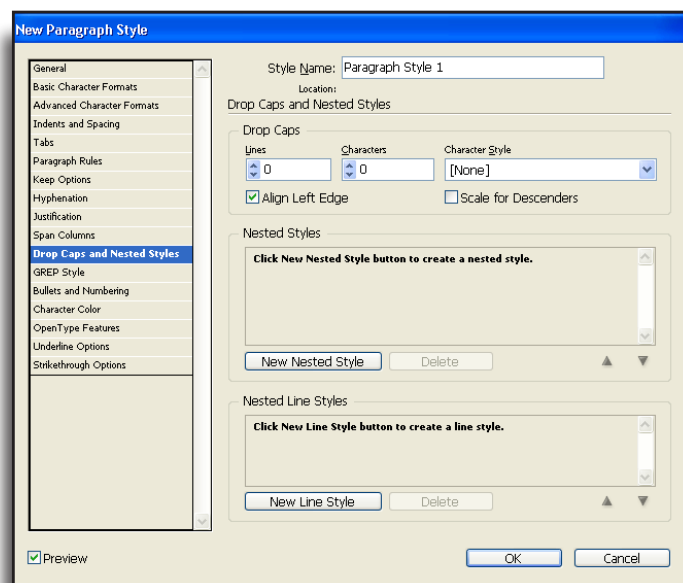
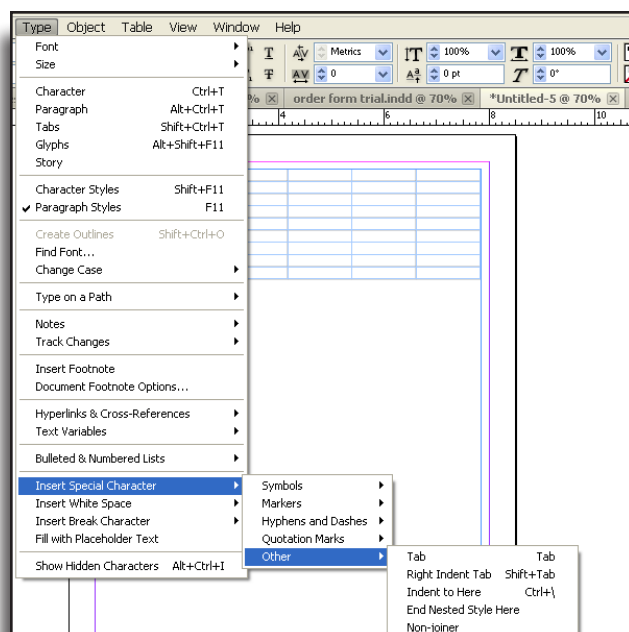
Click on Paragraph Styles and Create a New Paragraph Style.



Click the word **Through** to enable an option of choosing **Up to**.

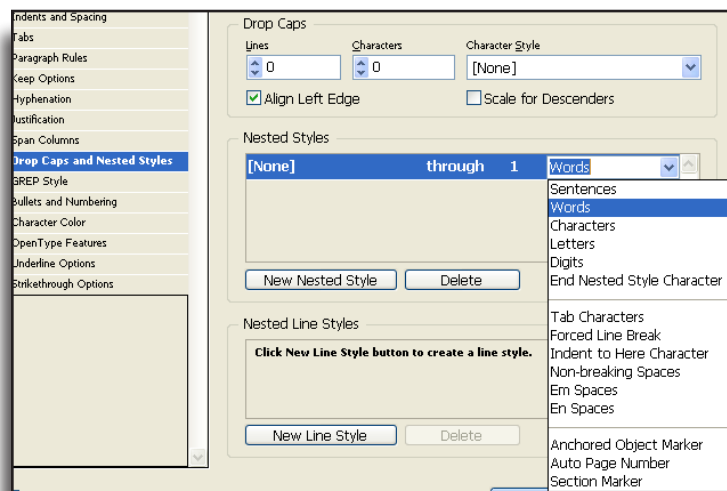
When you click on the numeral 1, you can type in another number if desired.

Click on the word **Word** to enable the drop-down menu. From here there are a large number of options—sentences, words, characters, letters and digits.



Select Drop Cap and Nested Styles. Under Nested Styles, select New Nested Style. Click on the word None and a drop-down option will appear. You have the option of creating a new character style, using an existing character style, or repeating a previous style.

If you choose New Character Style, the menu will open to create a new style based on your preferences.



End Nested Style is a non-printing character that is inserted through Type>Insert Special Character>Other>End Nested Style Here. Also found under the Other menu are Tab and Indent to here.

Type>Insert White Space>gives you Em spaces, En spaces, Non-breaking spaces.

Type>Insert Break Character>Forced Line Break.

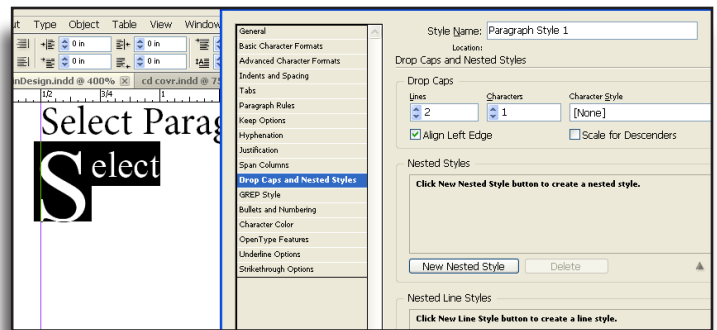
A series of Nested styles can be set up. To apply the nested style, simply highlight the text and click on the style.

Save with the word Nested in the title to distinguish from other styles.

Drop Cap

Select Paragraph Styles and Create a New Paragraph Style.

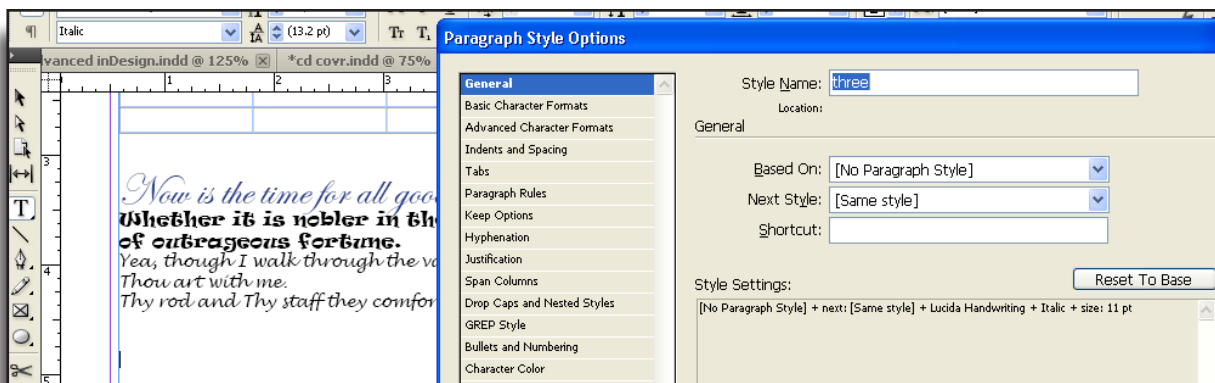
Select Drop Cap and Nested Styles>Under Drop Cap, change the Lines to 2 to see a change. Choices include the number of characters that will be larger, character style, left alignment and scale for descenders.



Next Style

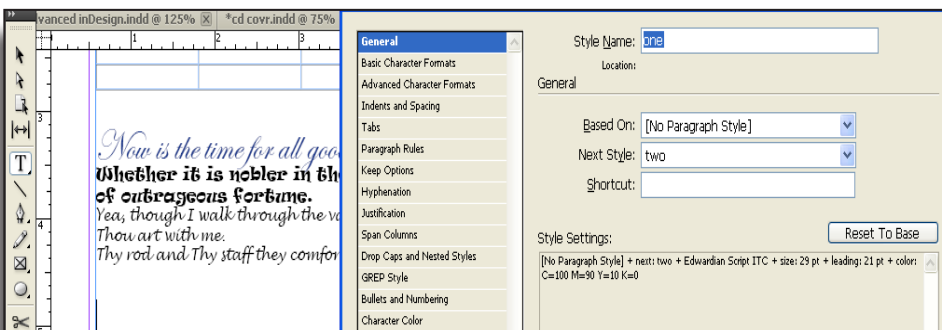
This is a paragraph style that utilizes a series of paragraph styles in a pattern. When there is a hard return, InDesign begins the next paragraph style.

Beginning with the last Paragraph style in the series, create a New Paragraph Style. Change the Font and size (this can be changed later). Under the General tab>Next Style>Same Style. If you are going to have three different styles, name this one something creative like “three”.

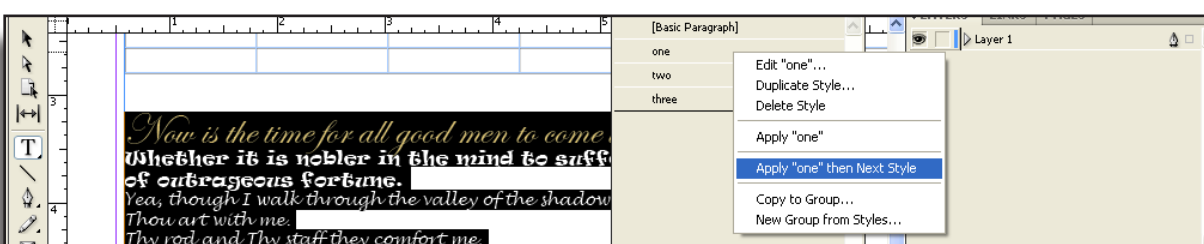


Create a New Paragraph Style and name it “two”. Change the font and size. Under the General tab>Next Style>three.

Create a New Paragraph Style and name it “one”. Change the font and size. Under the General tab>Next Style>two.



Type a three line paragraph, highlight it, open the Paragraph Styles panel, right-click “one” and “Apply one then next style”. This will apply your style. Changes can be made by right-clicking each individual style and editing changes.



Project 1—Order Form

Create a New Document leaving the settings at the default. Click OK.

Pick up the TEXT tool and drag a text box fitting the margins of the page.

Font>Minion Pro>24 pt. Align>Right. Type **No Name Company Order Form**. Press ENTER twice.

Select Font>Arial>14 pts>Left alignment.

Select Type>Tabs. Set a right tab stop at 7 1/2". Type two UNDERLINE marks in the Leader box.

Type **Name** and press the TAB key; press ENTER.

Type **Address**, press TAB key, press ENTER.

Clear the tabs and set right tabs at 2, 4.25, & 7.5 with an UNDERLINE mark in the leader box. Set left tabs at 2.125 & 4.125 with no leaders.

Type **City**, TAB twice, **State**, TAB twice, **Zip**, TAB twice and press ENTER.

Clear the tabs and set right tabs at 2 and 7.5 with an UNDERLINE in the leader box. Set left tabs at 2.125 & 4.125 with no leaders.

Type **Phone**, TAB twice, **E-mail**, TAB twice and press ENTER twice.

Highlight all four lines and increase the leading to 24 pts.

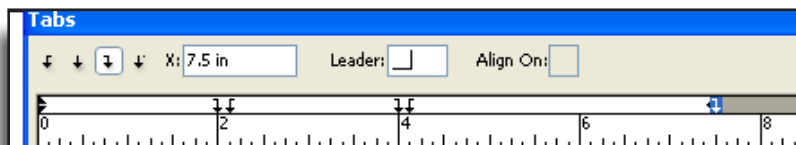
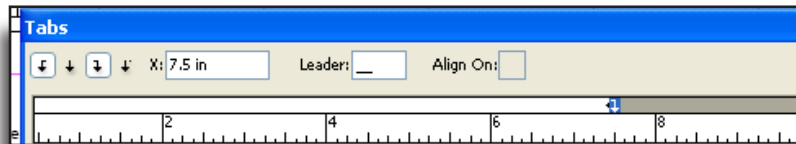
Select TABLE>Insert

Table>Body rows>9; Columns>6. Click OK. In the top row of the table, type the following in each cell using the tab key to advance: **Item, Number, Description, Quantity, Price, Totals**.

Highlight the top row and center the text horizontally and vertically. Adjust the columns by clicking and dragging to reposition.

Place cursor beneath table and press ENTER twice.

Change the font back to Minion Pro>12 pt.



No Name Company Order Form					
Name					
Address					
City		State		Zip	
Phone		E-Mail			

Item	Number	Description	Qty	Price	Totals

Open the TAB PALETTE and clear any information. Set a right tab at 6.25 and at 7.5 with an underline leader only on the 7.5 stop. Set a left tab at 6.5.

Type the following:

Send to:, TAB, **Sub-total**, TAB, TAB, ENTER

No Name Company, TAB, Sales Tax, TAB, TAB, ENTER

1234 N. Main, TAB, **Shipping and Handling**, TAB, TAB, ENTER

Anywhere, MO 66555, TAB, **Total**, TAB, TAB, ENTER twice.

Type **Payment Method**, ENTER.

Open the TABS palette. Set Right tabs at 2, 3.5 & 5.

Change the FONT to Wingdings. Select Type>Glyphs. Find the character that looks like a box and double-click on it to place it in the document and to put it in the recently used section. Change the font back to Minion Pro.

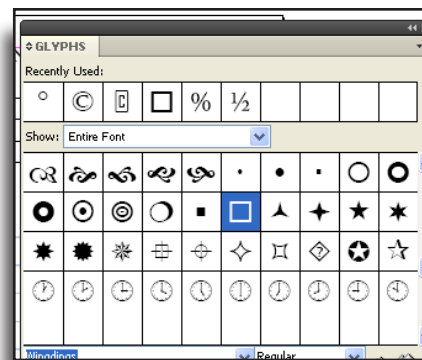
Put the insertion point beneath Payment Method. INSERT the square glyph, SPACE, **Check**, TAB, insert square, SPACE, **Master Card**, TAB, insert square, SPACE, **Visa**, TAB, insert square, SPACE, **Discover** and press ENTER.

Click on the tab palette and add UNDERLINE leaders to each tab.

Type the pound sign, #, TAB, # TAB, # TAB, # TAB, ENTER.

Method of Payment			
<input type="checkbox"/> Money Order	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check	<input type="checkbox"/> Purchase Order
# _____	# _____	# _____	# _____

Send to:	Sub Total
No Name Company	Sales Tax (8%)
1234 N. Main	Shipping & Handling
Anywhere, MO 66555	Total



Based on project from *InDesign CS2@work*.

References

- layersmagazine.com
- indesignsecrets.com
- graphic-design-employment.com
- creativecurio.com
- Cruise, John, and ., Kelly Kordes Anton. Adobe InDesign CS4 How-tos 100 Essential Techniques. Berkeley, CA: Adobe, 2008. Print.
- Indiano, Cate Brosseau. Adobe InDesign CS2 @ Work: Projects You Can Use on the Job. Indianapolis, IN: Sams, 2006. Print.
- Murphy, Michael. Adobe InDesign Styles: How to Create Better, Faster Text & Layouts : CS4. Berkeley, CA: Adobe, 2009. Print.
- McWade, John. Before & after Page Design. Berkeley, CA: Peachpit, 2003. Print.

No Name Company Order Form					
Name _____					
Address _____					
City _____		State _____		Zip _____	
Phone _____		E-Mail _____			
Item	Number	Description	Qty	Price	Extended
Send to:		Sub Total			
No Name Company		Sales Tax (8%)			
1234 N. Main		Shipping & Handling			
Anywhere, MO 66555		Total			
Method of Payment					
<input type="checkbox"/> Money Order		<input type="checkbox"/> Credit Card		<input type="checkbox"/> Check	
<input type="checkbox"/> Purchase Order		<input type="checkbox"/> Discover		<input type="checkbox"/> Visa	

Project 2—CD Cover & Insert

Create a NEW DOCUMENT>Number of Pages>2; Page Size>Custom Page Size>Landscape>W-9.75, H-4.75; Gutter>.25; Margins>.125. Click MORE OPTIONS and set the BLEED to .125 Name it **CD cover** and click OK.

Create two LAYERS. Name the bottom layer **graphics** and the top layer **text**.

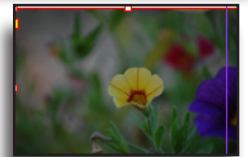
With the bottom layer active, pick up the RECTANGULAR FRAME TOOL and drag a box to the BLEED on the first page.

File>Place>**Dragonfly** photo. Adjust the photo so the dragonfly is filling most of the front cover and the back cover is also filled with the photo.



Place **Flower** on the second page without first drawing the frame.

File>Place>Flower and it will be loaded onto the cursor. Click roughly in the center of the page. This photo will need to be mirror-imaged. Click the Flip Horizontal icon and then drag and re-size the image to cover the Bleed.



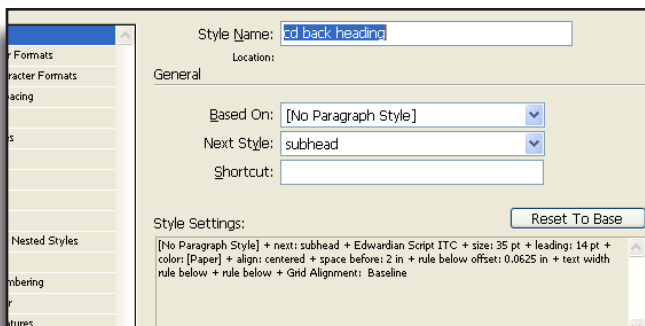
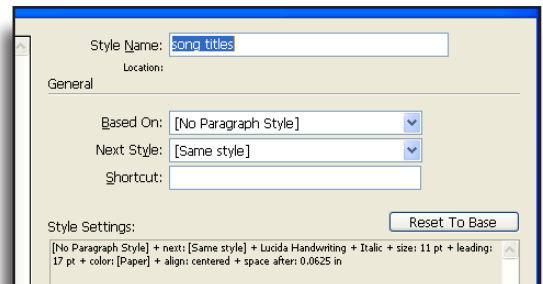
BACK COVER

Lock the Graphic layer and click on the Text layer to activate it.

You are going to create a Next Style.

Create three different NEW PARAGRAPH STYLES in the following order:

song titles>GENERAL>Next Style>Same style; BASIC CHARACTER FORMATS>Lucinda Handwriting>Size>11 pt, Leading>17 pt, Style>Italic; INDENTS AND SPACING>Align>Center, Space after>.0625; CHARACTER COLOR>Paper



subhead>GENERAL>Next Style>song titles; BASIC CHARACTER FORMATS>Eras Demi ITC>10 pt; INDENTS AND SPACING>Space After>.125, Space before>.0625, Alignment>Center; CHARACTER COLOR>Paper.

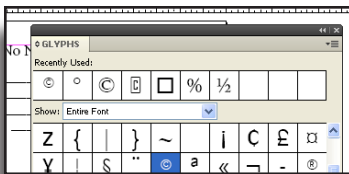
cd back heading>GENERAL>Next Style>subhead; BASIC CHARACTER FORMATS>Edwardian Script ITC>Size>35 pt>Leading>14 pt; INDENTS AND SPACING>Space before>.2, Alignment>Center, Align to Grid>All lines; CHARACTER COLOR>Fill>Paper, Stroke>None; PARAGRAPH RULES>Rule Below>Rule On>Weight>1 pt>Offset>.0625, Width>Text.

Pick up the TEXT tool and drag a text box within the margins on left-hand side of the first page. This will be the back cover of the CD cover. Type the following: **Jack Sprat**, ENTER, **Songs from the Soul**, ENTER, **Love**, ENTER, **Lady**, ENTER, **Cool**, ENTER, **Memphis**, ENTER, **Going to Town**, ENTER, **Where have the Dragonflies Gone**, ENTER, **Never**, ENTER

Highlight the text and apply the HEADLINE paragraph style.

Create a NEW PARAGRAPH STYLE titled **Production**>BASIC CHARACTER FORMATS>Font>Antique Olive>8 pt>center alignment; CHARACTER COLOR>paper.

Place the insertion point below the word **Never**. Press ENTER twice. Type the following: **Produced by: Jack Nimble**, ENTER, **Recorded by: Tom Thumb**, ENTER three times. Highlight the text and apply the PRODUCTION PARAGRAPH STYLE.



Place insertion point in the third return. You will insert a copyright symbol ©. From the control panel, Type>Glyphs. When the Glyphs menu pops up, scroll to find the copyright symbol. Double-click it to place it in your document. Close the menu. Type the words: **2010 All rights reserved.** Apply the PRODUCTION PARAGRAPH STYLE, highlight the text and reduce the font size by 2 pts.



Pick up the TEXT tool and draw a long narrow text box. Type the following: **Jack Sprat**, tab, **Songs from the Soul**. Pick up the SELECTION tool and select the box. Click the ROTATE 90° CLOCKWISE ICON. Drag the text box to the gutter which will be the spine of the cover. Adjust the text box to fill the spine.

FRONT COVER

Create a text box on the right-hand side of page 1 approximately above the dragonfly's back. Type the following text: **Songs from the Soul**, ENTER, **Jack Sprat**. Apply the HEADLINE paragraph style. Adjust the text box as necessary for visual appeal.

INSIDE FRONT COVER

For the inside cover, you will create a Nested Style

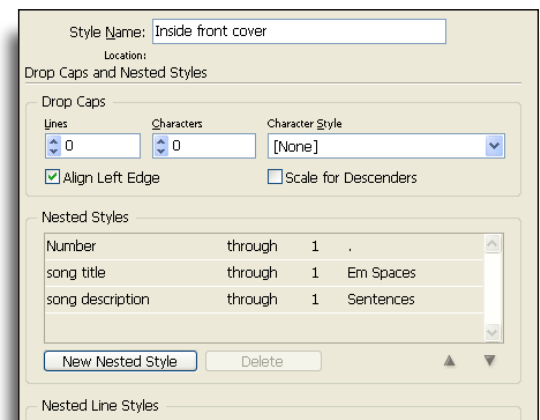
Create three different NEW CHARACTER STYLES as follows:
Number>Baskerville Old Face>10 Pt>White; **Song Title**>Bell MT>12 Pt.>White; **Song Description**>Bell MT>Italic>10 pt>White. You will have three new character styles: **Number**, **Song Title** and **Song Description**.

Create a NEW PARAGRAPH STYLE called **Inside Front Cover**>Drop Caps and Nested Styles. Make the changes as follows:

Numbers through 1.(period)

song title through 1 Em space

song description through 1 sentence



To enter an Em space: Select Type from the control panel>Insert White Space>Em space.

Pick up the TEXT tool and drag a text box to fill the margins of the left-handed side of page 2.

Type the following: 1. **Love**, INSERT EM SPACE, **Where has it gone?** ENTER, 2. **Lady**, INSERT EM SPACE, **Treat her right**, ENTER, 3. **Cool**, INSERT EM SPACE, **Leave them guessing**, ENTER, 4. **Memphis**, INSERT EM SPACE, **Gotta get away**, ENTER, 5. **Going to Town**, INSERT EM SPACE, **To see my baby**, ENTER, 6. **Where have the Dragonflies Gone**, INSERT EM SPACE, **Summer is gone**, ENTER, 7. **Never**, INSERT EM SPACE, **Gonna be alone again**

Apply the **Inside Front Cover** style to the text.

