




ADOBE INDESIGN

Adobe InDesign is a professional design-and-layout tool for producing high-quality documents for print and on-screen delivery. In this tutorial, we will learn how to use InDesign to create a newsletter.

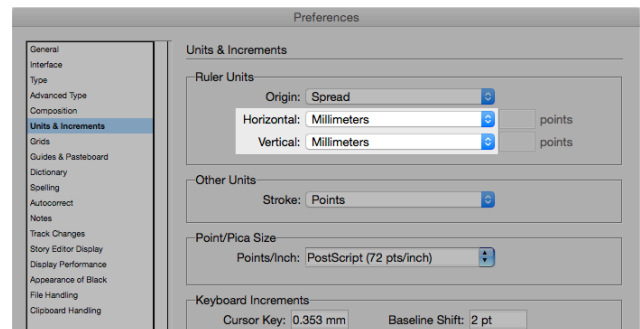
SETTINGS AND WORKSPACE

Change units settings

The default units settings are in picas, which you might not be familiar with. Therefore, let's change it to millimetres.

 Choose Edit > Preferences > Units & Increments (Windows) or InDesign > Preferences > Units & Increments (Mac OS).

Change horizontal and vertical ruler units from “Picas” (default settings) to “Millimeters” and click Ok.





Workspace overview

You create and manipulate your documents and files using various elements, such as panels, tools and windows. Any arrangement of these elements is called a workspace. Several preset workspaces are available, or you can customize your own.

Managing panels

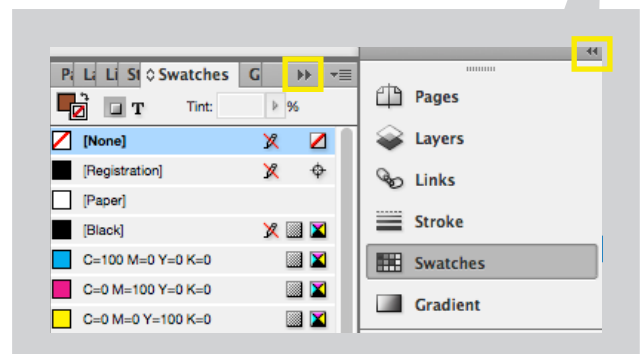
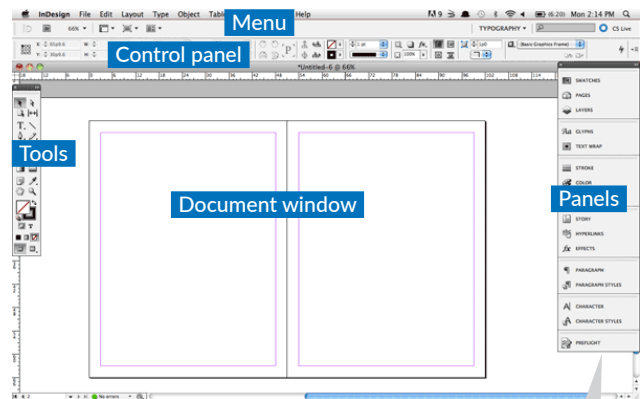
When the panels display only their name or icon, they are in collapsed mode.

 To collapse or expand all panel icons in a column, click the double arrow  at the top of the dock. Notice how all the docked panels expand to reveal their options.

Click the double-arrow  icon again to collapse the dock and return the panels to their previous state.

To resize panel icons so that you see only the icons (and not the labels), adjust the width of the dock until the text disappears.

To display the icon text again, make the dock wider.



LAYOUT AND DESIGN

Create new document

Page design begins with the basics: starting a new document, setting up pages, and positioning margins and columns or changing grid settings.



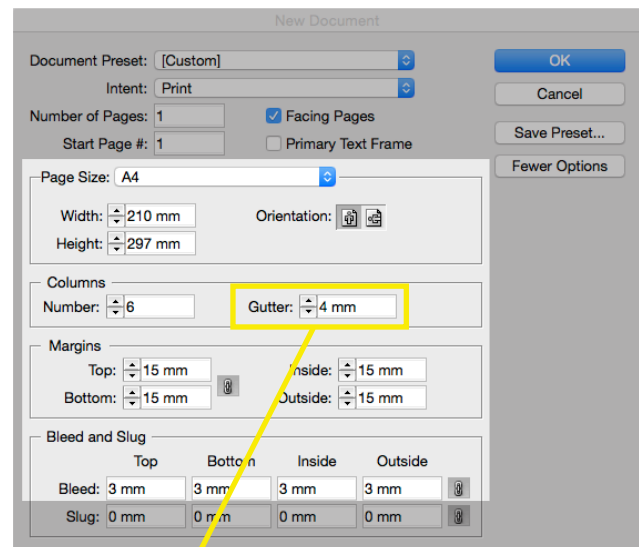
Choose File > New > Document.

Specify document setup options.

To specify the dimensions of the bleed and slug areas, click More Options.

Click Ok. To save, File > Save.

When printing professionally, the artwork is printed on a large sheet of paper and then trimmed down to size. To prevent the artwork running to the edge of the paper due to a slight inaccuracy when trimming, the artwork is usually extended by 3mm, called the **bleed** area.



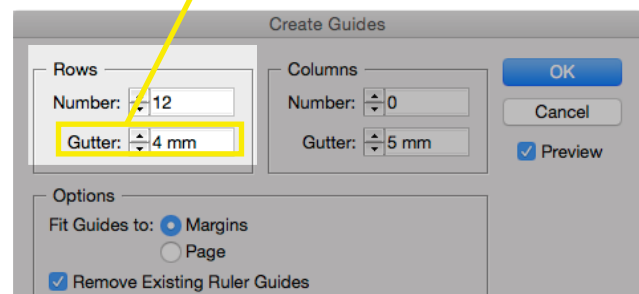
Ruler guides

To build up a modular grid system, use ruler guides to add some horizontal rows.



Choose Layout > Create Guides. Specify the number of rows and the gutter. In this example, the gutter will be similar to the column gutter created before.

To show or hide the guides, choose View > Grids & Guides > Show/Hide Guides.



Change rulers units



To show/hide rulers, choose View > Show Rulers or Hide Rulers.

To change ruler units, bring the cursor in the vertical/horizontal ruler area, right-click (Windows) or Control-click (Mac OS) a ruler and choose the units from the context menu.

Use Smart Guides

The Smart Guides feature makes it easy to snap objects to items in your layout. As you drag or create an object, temporary guides appear, indicating that the object is aligned with an edge or centre of the page or with another page item.



Choose View > Grids & Guides > Smart Guides and make sure that it is selected (checked).

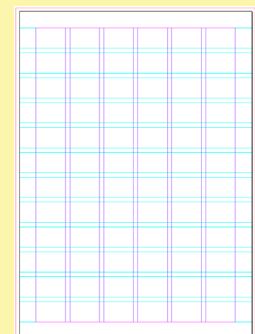
Snapping objects to guides

To precisely align objects to guides, use the Snap To Guides tool.



Choose View > Grids & Guides and make sure that Snap To Guides is selected (checked).

Your document should look like this.



PLACE (IMPORT) GRAPHICS

The Place command is the primary method used to insert graphics into InDesign because it preserves the original graphic file. It helps to reduce the InDesign project file size. It is also possible to copy and paste graphics into InDesign. However, the link to the original graphic file will be broken and won't appear in the Links panel.




Before importing, make sure that nothing in the document is selected.

Choose File > Place and select the photo in the folder "links/banner.jpg, click Open and click with the cursor where you want the upper-left corner of the photo to appear, to the top-left corner of the bleed.


InDesign places the imported photo into a graphic frame. The current photo is too large and needs to be resized.



To resize the image to the width of the document, select the Free Transform tool , single-click on your image, drag any bounding box handle until the object fits to the width of the bleed area. Shift-drag the handle to preserve the selection's proportions.

The image will serve as a banner background of the newsletter, with a height corresponding to the third of the document (four modular blocks).



Use the Selection tool  to select the graphic frame and adjust the height to the fourth modular blocks.

To move the photo (and not the frame), use the Direct Selection tool.





Select the Direct Selection tool  and move the cursor on the photo. The Direct Selection tool automatically changes to the Hand tool. Shift-drag to move vertically without moving the X position of the photo to the desired position so that the girl's face is centred.



Links panel

All files placed in a document are listed in the Links panel.



Choose Window > Links

If the original file is "out of date", an icon  will appear. Click the  button to update.

If the original file is missing, an icon  will appear. Click the  button and relink.

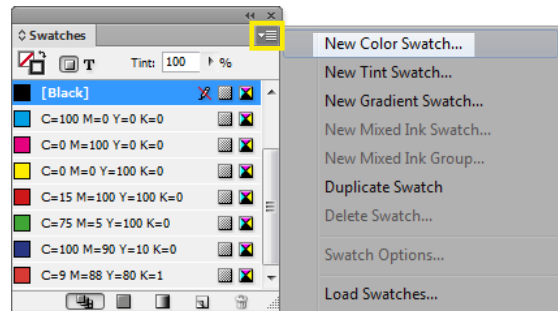
SWATCHES (COLOURS)

The Swatches panel (Window > Color > Swatches) lets you create and name colours, gradients or tints and quickly apply them to your document. Any change you make to a swatch affects all objects to which the swatch is applied. Swatches make it easier to modify colour schemes without having to locate and adjust each individual object.

When the fill or stroke of selected text or an object contains a colour or gradient applied from the Swatches panel, the applied swatch is highlighted in the Swatches panel.



Choose New Color Swatch in the Swatches panel menu.



In the New Color Swatch window, deselect "Name With Color Value" and type a Swatch Name as "UNHCR blue". Change CMYK value to 99,50,0,0 and click Ok.

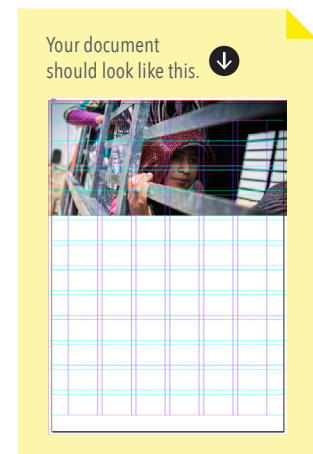
Now, a new swatch "UNHCR blue" should be available in your swatches.



Create another swatch "UNHCR yellow" with the CMYK value of 3,1,100,0.




Create another swatch "B80" with the CMYK value of 0,0,0,80.



TEXT

Create text frame

Text in InDesign resides inside containers called text frames.

- Select the Type tool , and then drag to define the width and height of a new text frame. When you release the mouse button, a text-insertion point appears in the frame. Type “Humanitarian Issues”.

As with graphics frames, text frames can be moved, resized and changed. The tool with which you select a text frame determines the type of changes you can make.


Move and resize a text frame


- Use the Selection tool  to select the text frame and move to the top-left margin. Adjust the frame size by dragging any of the frame handles on the frame’s border so that it fits to four columns.

Format texts

Use the Control panel (top of the interface) to change the appearance of the text. When the text is selected or when the insertion point is placed in the text, the Control panel displays either the character-formatting controls, the paragraph-formatting controls or a combination of both, depending on your monitor’s resolution.

You can also use the Character panel and Paragraphs panel to change the appearance of text (Window > Type & Tables > Character/Paragraph).

- Select the Type tool  and select the text that you want to format, in this case, “Humanitarian Issues”.

In the Control panel, click the Character Formatting Control icon  and change to formatting options as below

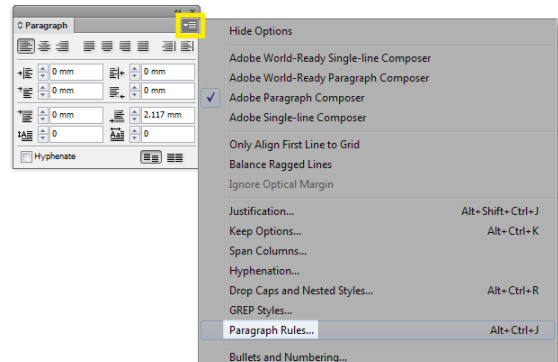


Change “issues” to bold.

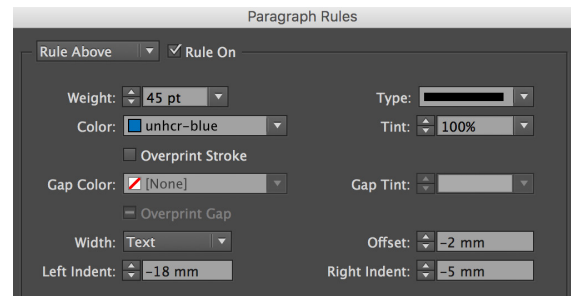
Format paragraphs

We will now add a blue background behind the “Humanitarian Issues” title to make them readable. Most designers will manually add rectangles behind the text, but we will use paragraph rules to do this.

- Open the Paragraph panel menu (Window > Type & Tables > Paragraph) and choose Paragraph Rules from the Paragraph panel menu.




Change the properties as below.

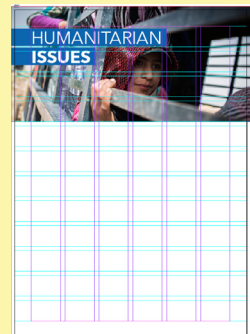



You will notice that the rule is only applied to the first line of the text and not to the second line.

- Add a line break between “Humanitarian” and “Issues” (press enter) so that the rule will also be applied to “Issues”.

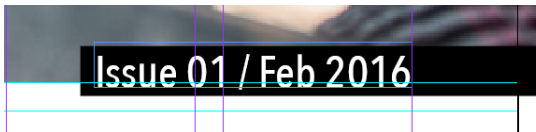
- Adjust the text leading to 49pt to have less space between “Humanitarian” and “Issues”.


Your document should look like this. 




-  Create another text frame and type “Issue 01 / Feb 2016”. Use the following properties:
Character: Proxima Nova, Semibold, font size of 16pt. Paragraph: Align right.


Add a paragraph rule and play with the properties so that it will look like the image below. Make sure that the text is placed within the margin.



-  Create a text frame that is four columns wide and three modules high. Type “Over half a million Syrians newly displaced” and use the following properties:
Character: Proxima Nova, Bold, font size of 30pt, leading of 34pt and UNHCR blue colour.
Paragraph: Align left, unselect “Hyphenate”, Space After of 10pt.


-  Below the headlines, in the same text frame, type “Syria remains the largest displacement crisis globally, with an estimated 7.6 million people displaced internally and almost 4 million people registered as refugees.”

Use the following text properties:
Character: Proxima Nova, regular, font size of 13pt, UNHCR blue colour.

-  Align the text frame to the right margin, below the banner.


Fit the frame to the text

The text frame created is larger than the text content.

-  To quickly fit the frame to its content, use the Selection tool to select the text frame, and double-click the centre-bottom handle; the bottom of the frame snaps to the bottom of the text.

Add columns to a text frame

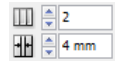
Text frames can have multiple columns. The body text will be in two columns.

-  Create a new text frame that is four columns wide and five and a half modules high. Set the character properties to: Proxima Nova, Regular, font size of 10pt, CMYK colour of 0,0,0,80. Set the paragraph Space After to 6pt.

Fill the frame with placeholder texts by choosing Type > Fill with Placeholder Text.

Choose Object > Text Frame Options.



Use 2 for the number of columns and 4mm for the spacing between each column (gutter) for the text frame.



You can also edit from the control panel .


Overset text frame



If any text is overset (text not fitting to the frame), a red “+” sign appears on the bottom right.

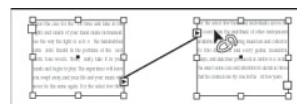
-  Change the height of the body text, a “+” sign  appears to tell you that there is more text in the content to be placed, but that there are no more frames in which to place it. Double-click a handle on an overset text frame to expand the height or width to fit all text in the frame.

Thread text frames


Instead of having one text frame split into two columns, you can also create two text frames and connect/link/thread them.

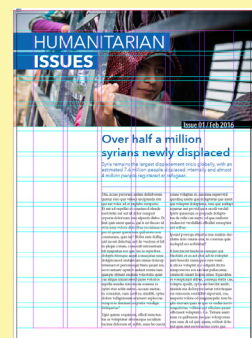
Using the Selection tool , select a text frame, and then click the in port or out port (the little square icons on the frame) to load a text icon.

Position the loaded text icon  where you want a new text frame to appear, and then click or drag to create a new text frame. You can also position the loaded text icon over the frame you want to connect to. The loaded text icon changes to the thread icon  and click inside the second frame to thread it to the first.



To unthread text frames, double-click an in port or out port to break the connection between frames.

Your document should look like this. 



PARAGRAPH & CHARACTER STYLES

A character style is a collection of character-formatting attributes that can be applied to text in a single step. A paragraph style includes both character- and paragraph-forming attributes, and it can be applied to a paragraph or range of paragraphs.

When you change the formatting of a style, all text to which the style has been applied will be updated with the new format, saving you time and effort.


Create a paragraph style

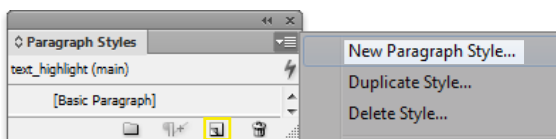
Create a new text frame that is 53.6mm wide and six modules high and align to the left margin, below the image. Copy and paste the other headlines and text from the text.docs.

Select the first headline “More aid reaches besieged Syrian towns” and set the character properties to: Proxima Nova, Bold, font size of 10pt, black colour and remove the “Hyphenate”. This will be your table of content headline.

Select that text or place the insertion point inside the text.

Choose Type > Paragraph Styles to open the Paragraph Styles panel.

Choose New Paragraph Style from the Paragraph Styles panel menu or click the icon  “Create new style” on the bottom of the panel and double click on the newly created paragraph style to open the Paragraph Style Options.



Type “TOC_headlines” as the name for your new style and click ok.

Select the placeholder text “Lorem ipsum... purus.” and set the character properties to: Proxima Nova, Regular, font size of 10pt, B80 colour. Create new paragraph style and name it “TOC_text”.

Select “p. XX” and set the character properties to: Proxima Nova, Semibold, font size of 10pt, UNHCR blue colour. Set 15pt for paragraph space after. Create new paragraph style and name it “TOC_page”.

Apply a paragraph style

Select all or part of the following paragraphs that belong to the second headline.

Click the paragraph style “TOC_headlines” in the Paragraph Styles panel.


If any unwanted formatting remains in the text, choose Clear Overrides from the Paragraph Styles panel.

Apply the paragraph styles to the rest.

Create a character style

Character style is used to apply style to text within a paragraph, for example, to highlight a text.

Choose Type > Character Styles to open the Paragraph Styles panel.

Choose New Character Style from the Character Styles panel menu or click the icon  “Create new style” on the bottom of the panel. Double click on the newly created character style to open the Character Style Options and name it “highlight_text”. Set the properties to: Bold and UNHCR blue color and click ok.

Apply a character style

Select any word in the body text and click the character style “highlight_text” in the Character Style panel. The word is now in bold and blue.

Your document should look like this.



COPY & PASTE GRAPHICS

When you copy and paste artwork from another application, it is embedded in the InDesign document.

- Open the “scrap.ai” file in Illustrator, select the circle and arrow icon, and choose Edit > Copy.

Switch to an InDesign document window, place the insertion point on top of the table of content text frame. Choose Edit > Paste and click “enter” to add a line break after the icon.

TRANSFORMING OBJECTS

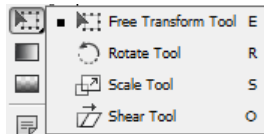
Resize object

- Select the icon and display the Transform panel (Window > Object & Layout > Transform). Its geometric information appears in both the Transform and Control panels.

Check that the Constrain Proportions icon  is selected and change the width to 7mm.


Copy and paste the icons on top of the other TOC headlines.

- Copy and paste the UNHCR logo from “scrap.ai”. file and scale it so that the height fits into 1.5 modular grids (30mm width). You can use the Selection tool to transform objects or use transformation tools. Note that later, you will use the Rotate Tool.



Change transformation settings

The Transform panel includes several options that determine how objects are transformed. All transformations originate from a fixed point called the reference point.

To specify a different reference point for the selected object, click any of the nine points on the reference point locator  in the Transform or Control panel.

When using the scale tool, the reference point is displayed as an icon .




ALIGN OBJECTS

You use the Align panel (Window > Object & Layout > Align) to align or distribute objects horizontally or vertically along the selection, margins, page or spread.



- Hold down the Shift key and select the logo and the table of content text frame.

We would like to centre the logo to the text frame, meaning that the text frame should not move; only the logo moves.

- Release the Shift key and the mouse (the logo and the table of content are still selected). Move the mouse over the text frame, the arrow will change

from  to . Click again on the text frame (you do not need to hold down the Shift key as you click this time); a blue outline appears around the key object. It sets the text frame as the reference object and locks its position. Click on the Align horizontal centres button .

VIEW MODES

The first page is almost finished. Therefore, you might want to check how it looks without grids and guides. You can change the visibility of the document window using the Mode buttons  at the bottom of the toolbox or by choosing commands from the View > Screen Mode menu or by using the button  in the control panel.

- Switch to preview mode.

DISPLAY PERFORMANCE OPTIONS

These options control how graphics are displayed on the screen, but they do not affect the print quality or exported output. The speed of displaying the images will vary depending on your computer processors. For example, if you are using many high-resolution photos in your document, it might take some time to display the images at High Quality Display.

- Choose View > Display Performance, and select High Quality Display.

LAYERS


Use the “Layers” panel (Window > Layers) to list, organize and edit the objects in a document. Think of layers as clear folders that contain artwork. If you reshuffle the folders, you change the stacking order of the items in your artwork. You can move items between folders and create subfolders within folders. The Layers panel provides an easy way to select, hide and lock.

Let’s organize our document into three layers: 1) banner, 2) TOC and 3) content.

Create layers



Choose Window > Layers.

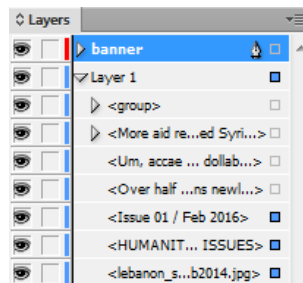
Click the New Layer button . Double-click on the layer that you just created and change the name to “banner”.

Add objects to layers

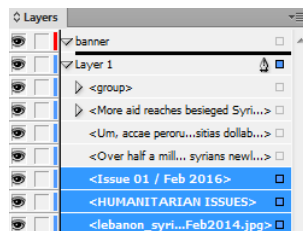


Choose Window > Layers.

Select the photo, the “humanitarian issues” title, and “Issues 01 / Feb 2016” text in the document window. In the Layers panel, the selected layers have now square-coloured marks.



Select them (click on the name of layers, not on the squared marks) on the Layers panel (the layers should be highlighted in blue) and move them to the “banner” layer.



Click the triangle icon next to the “banner” layer to display all.



Create two new layers and name them “TOC” and “content”.

Organize the logo and TOC text frame in “TOC” layer and the rest of the text in “content” layer.

Change the order of layers

The Layers panel lists layers with the frontmost layer appearing at the top of the panel.




In the Layers panel, drag the title “humanitarian issues” layer up or down the photo layer in the list. See how the title is hidden by the photo when the title layer is down in the list?

Show or hide layers and objects

Hidden layers and objects can’t be edited and don’t appear on screen or in print.



Hide the logo by clicking on the eye icon . Click again on the icon to show the logo again.

Lock or unlock layers

Locking is useful for preventing accidental changes to a layer. A locked layer displays a crossed-out pencil icon in the Layers panel. Objects on locked layers cannot be selected or edited directly.



Click a square in the second column from the left to show (lock) or hide (unlock) the layer.




EXPLORING ON YOUR OWN

Add the photo credit “Photo: © UNHCR/Andrew McConnell” in Proxima Nova, Regular, size of 6pt. and B80 colour, right alignment.

Create paragraph style and name it “photo_credit”.

Rotate by 90 degrees and place it on the left below the banner.

Your document should look like this. 



MANAGING PAGES

Insert pages


You are now going to add six additional pages to your newsletter.



Choose Window > Pages.

In the Pages panel menu, choose Insert Pages.


In the Insert Pages dialog box, type 6 in the Pages box and click Ok. Six blank pages are added.

You can also click on the Create new page icon  on the bottom of the panel.

Delete pages



In the Pages panel, hold down the Shift key and click page 4 to 7 to select them.

Click the Delete Selected Pages button icon  at the bottom of the panel. Pages 4 to 7 are deleted from the document.

Move pages

In the Pages panel, drag a page icon to a new position within the document.

Duplicate a page or spread

Select a page or spread, and then choose Duplicate Page or Duplicate Spread in the Pages panel menu. The new page or spread appears at the end of the document.

MASTER PAGES

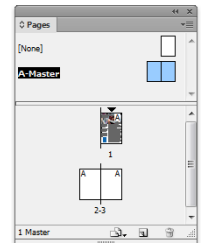
A master is like a background that you can quickly apply to many pages. Any object that you add to a master page automatically appears on the document pages to which the master page has been applied. Changes you make to a master are automatically applied to associated pages. Masters commonly contain repeating logos, page numbers, headers, and footers.

By default, any document you create has a master page.

Open master pages



In the upper section of the Pages panel, double-click the name A-Master. The master spread's left and right pages appear in the document window.



You can see that the columns set up earlier appear by default. You will now create a header with page number.

Insert page number



On the left master page, create a rectangle text of 7mm height and 18mm width. Align to the top-left margin corner.

Text frame inset spacing

You will add margins around the text.



With the text frame still selected, choose Object > Text Frame Options. In the Inset Spacing section, type 1mm for top, bottom, left and 4 mm for right in the Inset box. Select the Preview box in the lower-left corner to see the change, and then click OK.



Change the text properties to Proxima Nova, Bold, 12pt size, white colour and align right. Create a new paragraph style and call it "page_number". When creating a new style, make sure that "[No Paragraph Style]" is selected for "Based on".

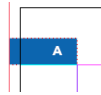


Apply the UNHCR blue colour to the frame (not to the text) by selecting the frame and applying the colour.

Add page number



Place the insertion point in the text frame. Choose Type > Insert Special Character > Markers > Current Page Number.



The letter A appears in your text frame. On the document pages that are based on this master page, the correct page number is displayed, such as “2” on document page 2.

For customization of page number style (e.g. having 01, 02, 03), go back to the document page (not a master page) and choose Layout > Numbering & Section Options.



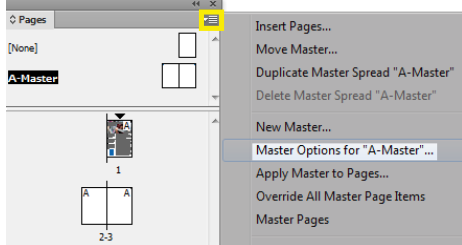
Do the same to the right page, but flip the alignment and space.

Renaming the master page

When documents contain several master pages, you may want to assign a descriptive name to each master page to make them all easier to identify.



Select the A-Master page. Choose Master Options For “A-Master” from the Pages panel menu. In the Name box, type “6-column layout” and click Ok.




Creating an additional master page

You can create multiple master pages within a document. You can build them independently or base one master page on another master page. If you base a master page on another master, any change made to the parent master is automatically applied to the child master.

For instance, the 6-column layout master page is useful for most of the pages in the newsletter and can be used as the basis for another set of master pages that share key layout elements, such as margins and the current page number character.

To accommodate different layouts, you will create a separate master page spread that uses an eight-column format, and then you will modify the six-column layout.



In the Pages panel, choose New Master from the Pages panel menu or click on the Create new page icon .

In the Name box, type “8-column layout”. Type B for Prefix. From the Based On Master menu, choose A-6-column layout, and click OK.

Notice that the letter A is displayed on the B-8-column layout master page icons at the top of the Pages panel. This letter indicates that the A-6-column layout master serves as the foundation for the B-2-column layout master. If you were to change the A-6-column layout master, the changes would also be reflected in the B-8-column layout master. You may also notice that you cannot easily select objects, such as the headers, from other master pages.

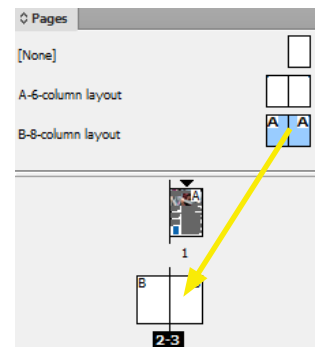


Choose Layout > Margins And Columns. In the Margins And Columns dialog box, set the number of columns to 8 and then click OK.

Applying master pages to document pages



Double-click the name of the B-8-column layout master in the Pages panel. Make sure that all master pages and document pages are visible in the panel.



Drag the left page icon of the B-8-column Layout

master onto the icon of document page 2. When page 2 is displayed with a black border, indicating it's the page to which the selected master will be applied, release the mouse button.



Apply the B-8-column master to page 3 as well.

Double-click page numbers 2–3 in the Pages panel to display this spread. Notice that the two pages of this spread have the 8-column layout of the applied master page, as well as the header and footer elements that you placed on the parent master page. Double-click the icon for document page 1. Because it's based on the A-6-column layout master, the number of columns is six.

DRAW OBJECTS

Draw lines

You will draw a separator line between the table of contents and the main text on the first page.


- Select the Line tool  in the toolbox. Drag in the document window to create the path. Hold down the Shift key to make a straight vertical line.

You can also use the Pen tool  to draw a line.

- Select the Pen tool. Position the Pen tool where you want the straight segment to begin, and click to define the first anchor point (do not drag).

Click again where you want the segment to end (Shift-click to constrain the angle of the segment to a multiple of 45°).

Select anchor points

If you need to edit an anchor point, select the line using the Direct Selection tool , then select the anchor point. Shift-click to select multiple points.

Set strokes

You can apply strokes or line settings to paths, shapes, text frames and text outlines. The Stroke panel provides control over the weight and appearance of the stroke, including how segments join, start and end shapes, and options for corners. You can also select stroke settings in the Control panel when a path or frame is selected.


- With the line still selected, choose Window > Stroke to display the Stroke panel.

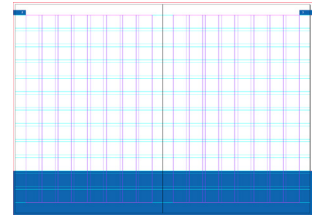
For Weight, type 0.3pt and press Enter or Return.

Note: Strokes thinner than 0.25 point may be too thin to see when printed.



If additional options are not visible, choose Show Options from the panel menu to display the other stroke attributes. This is where you can change the stroke attribute to have dashed/dotted lines and create arrows using start and end shapes.

Draw shapes

- Select the Rectangle tool  and drag to create a rectangle that expands the full spread and fills the bottom of page 2-3, as with the image on the right.





Draw ellipses/circles

- Click and hold the Rectangle tool  to select the Ellipse tool . Shift drag in the document window to create a circle. Change its size to 11.5mm.

Duplicate the circle. Lock the circle on the back so that it cannot be edited.

Reshape objects



You will modify the circle to make it half the size. It will be used to represent a half per cent of a pie chart.

- Select the circle using the Direct Selection tool . Select the Delete Anchor Point tool . Position the pointer over the left anchor point and click to delete.

The current shape is not a clean half circle due to its curved anchor points. You will need to modify them.

Convert between smooth points and corner points

When the anchor point is selected, it displays direction handles, which consist of direction lines that end in direction points. The angle and length of the direction lines determine the shape and size of the curved segments.

- Select the half circle top anchor point . Select the Convert Direction Point Tool  and double click on the extremity of the left handle. Do the same for the bottom anchor point to obtain a perfect half circle.

The circle and demi-circle will be used to represent a pie chart later.

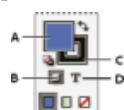
APPLY COLOUR

Adobe InDesign provides a number of tools for applying colour, including the Toolbox, the Swatches panel, the Color panel, the Color Picker and the Control panel.

When you apply a colour, you can specify whether the colour applies to the stroke or fill of an object. The stroke is the border or frame of an object and the fill is the background of an object. When you apply a colour to a text frame, you can specify whether the colour change affects the text frame or the text inside the frame.


- 1 Select the separator line on page 1. In the Toolbox or in the Color or Swatches panel, select the Stroke box to specify the stroke of the object.

Select the UNHCR blue colour using the Swatches panel.





A. Fill box B. Formatting Affects Container C. Stroke box D. Formatting Affects Text

Remove fill colour

- 1 In the Toolbox or in the Color or Swatches panel, click the Fill box.
Click the None button  to remove the object's fill.

Apply colours using the Eyedropper tool

Use the Eyedropper tool  to copy fill-and-stroke attributes, such as colour, from any object in an InDesign file, including an imported graphic.

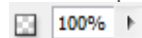
- 1 With the rectangle on page 2-3 selected, select the Eyedropper tool . Click the page number background that has the UNHCR blue fill attributes you want to sample. A loaded eyedropper appears , and the rectangle is automatically updated with the fill (UNHCR blue) and stroke (none) attributes of the page number background you clicked.

SET OPACITY OF AN OBJECT



- 1 Copy the woman icon from scrap.ai and paste into page 2 in InDesign. Do the same with the man icon.

Duplicate the woman and man icons so that you have a total of four icons. Order them so that you have woman - man - woman - man icons. Make them white.

Select the last man icon and on the Control panel or Effects panel, type a value of 40% for Opacity



DISTRIBUTE OBJECTS

- 1 Select all woman and man icons. Choose Window > Object & Layout > Align to display the Align panel. Align them by clicking on the Align bottom edges icon .
- 1 To space the icons horizontally at a defined distance, choose Show Options from the panel menu. With all icons selected, select Use Spacing under Distribute Objects, and then type 0.5mm as space. Click a button  to distribute the selected objects along their horizontal axes.

GROUP OBJECTS

You can combine several objects into a group so that they are treated as a single unit. You can then move or transform the objects without affecting their individual positions or attributes.

- 1 Select the four icons and choose Object > Group. Now, you can move all icons all together as a single unit. To ungroup the selected objects, choose Object > Ungroup.

EXPLORING ON YOUR OWN

On the bottom banner, add three 1.5pt dotted separator lines on page 2. Layout the information as below, using text and drawing tools, transparency and pasting icons from scrap.ai:




TEXT WRAP

On the second page, you will wrap the body text around an image.

- Make a text frame of six columns wide and align it to the right margin. Copy the headline and introduction from text.docx and paste them. Apply their corresponding paragraph styles.

Create another text frame just below and paste the body text. Apply the corresponding paragraph style. Make it 2 columns.

- Draw a circle that is two column wide including the gutters (50mm width). Align in the middle and centre of the body text.

To display the Text Wrap panel, choose Window > Text Wrap and click on Wrap Around Object Shape  while the circle is still selected.

Specify offset values of 4 mm.

- To place a photo in the circle, select the circle and choose File > Place. Browse to “aid_reached.jpg”.


To fit the photo to the circle, click the Fill Frame

Proportionally button  in the control panel or go to Object > Fitting > Fill Frame Proportionally.

ANCHORED OBJECTS

Anchored objects are items, such as images or text boxes, that are attached or anchored to specific text. The anchored object travels with the text containing the anchor as the text reflows. Use anchored objects for all objects that you want associated with a particular line or block of text, e.g., sidebars and callouts, figures or icons associated with a specific word.

You will add icons in a different part of the text.


- Copy the clash icon  from scrap.ai file. Use the Type tool to position an insertion point at the beginning of the second paragraph of the body text on page 2, then place or paste the object.

To position the object, select it with a selection tool and choose Object > Anchored Object > Options. Choose Inline or Above Line from the Position menu and use -4 mm for Y Offset. Click Ok.

You can also use the mouse to drag the object vertically on the page.


- Add a text wrap of 1 mm right offset.

Now, if you add any text above, the icon will move down with its associated paragraph. You can also use the custom position and drag it to the position you want.


- Copy the food icon  from scrap.ai file and paste it at the end of the third paragraph so that the icon can be wrapped at the beginning of the fourth

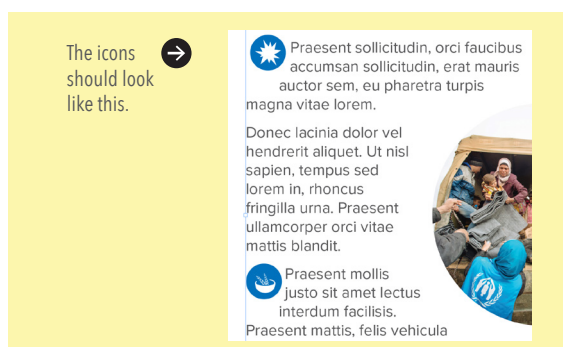
paragraph.

It is important to note that the object needs to be placed in the paragraph above, otherwise the text won't wrap.

-  Select the icon with a selection tool and choose Object > Anchored Object > Options. Choose Custom from the Position menu and click Ok.

The icon automatically moved outside the text frame.

-  Drag the icon to the position you want (at the beginning of the fourth paragraph) and add a text wrap of 1 mm right offset.




HYPERLINKS

You can create hyperlinks so that when you export to Adobe PDF, a viewer can click a link to jump to other locations in the same document, to other documents or to websites.

A source is hyperlinked text, a hyperlinked text frame or a hyperlinked graphics frame. A destination is the URL, file, e-mail address, page text anchor or shared destination to which a hyperlink jumps. A source can jump to only one destination, but any number of sources can jump to the same destination.

First, you will need to create a character style for hyperlinks and then create the hyperlinks.

-  To open the Hyperlinks panel, choose Window > Interactive > Hyperlinks.

Create a character style called “hyperlink” and use UNHCR blue colour, underline weight of 0.3 pt, underline offset of 2pt and underline colour as (Text Color).


Create a hyperlink to a web page (URL)

-  At the end of the body text on page 2, type “For more information: www.unhcr.org Contact: johndoe@unhcr.org”.

Right-click the selected text, frame or graphic and then choose Hyperlinks > New Hyperlink. The New Hyperlink dialog box is displayed.

Ensure that the URL option is selected in the Link To drop-down. In the URL text box, type “http://www.unhcr.org”, select “hyperlink” character style and click Ok.

Create a hyperlink to an e-mail

-  At the end of the body text, type “Contact: johndoe@unhcr.org”.

Select the e-mail address text and choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.

In the New Hyperlink dialog box, choose Email from the Link To menu.

For the address, type johndoe@unhcr.org. For the subject line, type the text that appears in the subject line of the e-mail message, i.e., “Humanitarian issues template”.


Select Shared Hyperlink Destination if you want the e-mail message to be stored in the Hyperlinks panel for easy reuse. Select “hyperlink” character style and click Ok.

Create a hyperlink destination

Creating a hyperlink destination is necessary only if you're creating a hyperlink or cross-reference to a text anchor. A text anchor can point to a selection of text or to the insertion point location. Then you create the hyperlink or cross-reference that points to the hyperlink destination.


Hyperlink destinations you create do not appear in the Hyperlinks panel; they appear in the dialog box that appears when you're creating or editing hyperlinks.

You want the first-page table of content headlines to be hyperlinked to their relative pages, where the full article will appear so that users can jump directly to the relevant pages.

-  Use the Type tool and select the heading “More aid reaches besieged Syrian towns” on page 2.

Choose New Hyperlink Destination in the Hyperlinks panel menu. Choose Text Anchor in the Type menu. Specify “More aid reaches” as a name for the text anchor, then click OK.

Create a hyperlink to a text anchor

 Select “More aid reaches besieged Syrian towns” on page 1 table of content. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.

Choose Text Anchor from the Link To menu. From the Text Anchor menu, choose the text anchor “More aid reaches” destination you created, then click OK.

Manage hyperlinks and hyperlink destinations


Use the Hyperlinks panel to edit, delete, reset or locate hyperlinks.

To edit or delete hyperlink destinations, choose Hyperlink Destination Options in the Hyperlinks panel menu. For Destination, select the name of the destination you want to edit.

CROSS-REFERENCES


If you’re writing a manual or reference document, you may want to include a cross-reference to refer the reader from one part of your document to another. Example: For more information, see “XXX” on page 249. You can specify whether a cross-reference derives from a paragraph style or from a text anchor you’ve created. You can also determine the cross-reference format, such as Page Number Only or Full Paragraph & Page Number.

You will add the page number in the table of contents on page 1.

 Place the insertion point before “p.XX” and choose Type > Hyperlinks & Cross-References > Insert Cross-Reference or choose Insert Cross-Reference from the Hyperlinks panel menu.

In the dialog box, you can do this in two ways:


1) Choose Text Anchor from the Link To menu. Choose the text anchor “More aid reaches” and select Page Number for Cross-Reference format. To

edit, click on the Cross-Reference Formats button  and change the format to “p. <pageNum/>”. Click Ok and Ok. Now, you should have p.2 inserted.

2) An alternative way is to use the paragraph style. In the dialog box, choose Paragraph instead of Text Anchor from the Link To menu. Click the headlines paragraph style in the left box to reduce the choices. Then select “More aid reaches besieged Syrian towns” and click Ok.

ADD COLUMN BREAKS

You can force the text to go to the next column or page by inserting special break characters.

 Using the Type tool, click at the beginning of the sixth paragraph to place the insertion point where you want the break to occur.









Choose Type > Insert Break Character > Column Break. You can also do page break or frame break.

VIEW HIDDEN (NON-PRINTING) CHARACTERS

 Choose Type > Show Hidden Characters.

If hidden characters still do not appear, turn off preview mode. Choose View > Screen Mode > Normal and choose View > Overprint Preview to deselect it.



Non-printing characters appear, such as those for spaces, tabs, ends of paragraphs, index markers and ends of stories. These special characters are visible only in a document window. Examples:

 End of paragraph,  soft return (line break),  space,  # end of story,  » tab,  ¥ anchor object,  column break,  page break.



CREATE TABLES

Tables in InDesign are created inside a text frame. When you create a table, the new table fills the width of the container text frame.



-  Select the Type tool , draw a text frame that is two-columns wide and align it on the left margin. Choose Table > Insert Table.


Specify the numbers of rows (20), columns (2), header rows (1) and footer rows (1). Click Ok.

You can always change the settings using the Table panel Window > Types & Tables > Table.

Add text to a table

You can add text, anchored objects and other tables to table cells. The height of a table row expands to accommodate additional lines of text, unless you set a fixed row height. You cannot add footnotes to tables.

-  Using the Type tool , position the insertion point in the first cell (header) and type “Governorate”. Go to the next cell and type “People in need (in millions)”.

Copy the governorate names from data.xlsx. Using the Type tool , select the first column without the header and paste.

Copy the number of people in need in millions from data.xlsx and paste on the second column.

Delete rows, columns or tables


-  Select the empty cells using the Type tool and then choose Table > Delete Row.

If you want to delete columns or tables, do the same: Table > Delete Column or Table.

Insert rows or columns

Use Table > Insert > Row or Column.

Select the entire table

-  To select the whole table, click inside a table with the Type tool and then choose Table > Select > Table.


Or move the pointer over the upper-left corner of the table so that the pointer becomes an arrow shape . Then click to select the entire table.


TABLE STROKES AND FILLS

You can add strokes and fills to your tables in a number of ways. Use the Table Options dialog box to change the stroke of the table border and to add alternating strokes and fills to columns and rows. To change the strokes and fills of individual cells or header/footer cells, use the Cell Options dialog box, or use the Swatches, Stroke and Color panels.

If you use the same formatting repeatedly for tables or cells, create and apply table styles or cell styles.


Change the table border

You can change the table border by using either the Table Setup dialog box or the Stroke panel.

-  With the insertion point in a cell, choose Table > Table Options > Table Setup. Under Table Border, specify 0pt for weight. This will remove the table border. Click Ok.

Add stroke and fill to cells

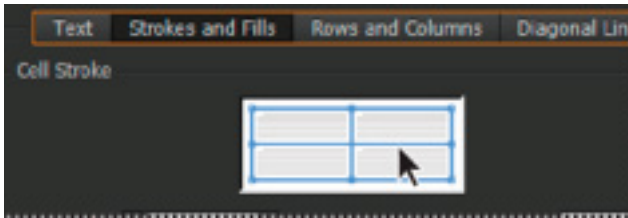
You can add stroke and fill to cells using the Cell Options dialog box, Stroke panel or Swatches panel.

-  Select the header cells and choose Table > Cell Options > Strokes And Fills. For Cell Fill, choose UNHCR blue and 100% tint. Do the same for the footer.

You will now remove all rows stroke and change the column stroke to white.

-  Select the entire table and choose Table > Cell Options > Strokes And Fills.

You can specify which lines will be affected by stroke changes in the proxy preview area. Selected lines are blue; deselected lines are grey.



To change the rows stroke, triple-click anywhere in the proxy to deselect all lines. All lines become grey. Then click the horizontal line in the middle to select it (the line becomes blue). Change the weight to 0pt and click Ok. All rows stroke have disappeared.

Repeat this process for the column stroke by deselecting all lines. Select the middle vertical line and change the colour to white and the stroke to 0.5pt.

Note: Double-click any outside line to select the entire outer selection rectangle. Double-click any inside line to select the inside lines.

In the footer cell, type “Total” in the first cell and “13.5” in the second cell.

Alternate strokes and fills in a table

You can alternate strokes and fills to enhance readability or improve the appearance of your table. Alternating strokes and fills in table rows does not affect header and footer rows. However, alternating strokes and fills in columns does affect header and footer rows.

Alternating stroke and fill settings overrides cell stroke formatting, unless you select the Preserve Local Formatting option in the Table Options dialog box.

With the insertion point in a cell, choose Table > Table Options > Alternating Fills.

For Alternating Pattern, select Every Other Row. Choose Black with 10% tint.

If you want to add alternating strokes to a table, choose Table > Table Options > Alternating Row Strokes or Alternating Column Strokes.

If you want to turn off alternating fills/strokes in a table, place the insertion point in the table and choose Table > Table Options > Alternating Row Strokes, Alternating Column Strokes, or Alternating Fills. For Alternating Pattern, choose None and then click OK. For Alternating Pattern, choose None and then click OK.

Format a text within a table

Select the entire table and change the font to Proxima Nova, Regular and 8pt size.

Select the header and make the font bold, all caps and white.

Select the first column (move the pointer over the top of the column so that the pointer becomes an arrow shape \blacktriangledown , then click to select the entire column) and align left. Select the second column and align right except for the header, which will be aligned centre.

Select the table rows and change the font colour to B80.

Select the footer and change the font to bold, all caps and white.

Resize columns without changing the table width

The first column is too narrow to fit the title “Governorate”. You will resize the column so that the title fits into one line.

Position the pointer over the edge of the first column so that a double-arrow icon $\blacktriangleleft\blacktriangleright$ appears. Then hold down the Shift key while dragging right to increase the column width.

Note: Holding down the Shift key while dragging the right table edge will resize all the columns proportionally.

If you know the exact size you need, you can also choose Table > Cell Options > Rows And Columns, specify Row Height and Column Width options and then click OK.

Distribute columns and rows evenly

Select cells in the columns or rows that should be the same width or height. Choose Table > Distribute Rows Evenly or Distribute Columns Evenly.

Change the spacing before or after a table

Place the insertion point in the table and choose Table > Table Options > Table Setup.

Under Table Spacing, specify 4 mm for Space After and Before. Click Ok.

Change cell inset spacing

 Select the whole table and choose Table > Cell Options > Text, or display the Table panel.

Under Cell Insets, specify values of 1 mm for Top, and Bottom and 1.5 mm for Left and Right. Click Ok. Adjust tabs into a table cell.

Adjust tabs into a table cell

To align text to the right but centred in the table cells, you will insert tabs into a table cell.

 Select the second column content (the numbers). Choose Type > Tabs to display the Tabs panel, and then adjust tab settings until the numbers are centred.

	Before adjusting tabs	After adjusting tabs
	PEOPLE IN NEED (IN MILLIONS)	PEOPLE IN NEED (IN MILLIONS)
	2.8	32.8
	0.8	0.8
	0.5	0.5

To help you see the changes more clearly, add a “3” before the first number. Note how the number is right aligned but now in the centre of the cell.


 Do the same for the total number. You can adjust to the exact location by using the X value.

TABLE STYLE

If you use the same formatting repeatedly for tables or cells, create and apply table styles or cell styles. Just as you use text styles to format text, you can use table and cell styles to format tables. A table style is a collection of table-formatting attributes, such as table borders and row and column strokes that can be applied in a single step. A cell style includes formatting, such as cell insets, paragraph styles, and strokes and fills. When you edit a style, all tables or cells to which the style is applied are updated automatically.

Note: There is one important difference between text styles and table styles. While all character styles attributes can be part of a paragraph style, cell style attributes are not part of the table style. For example, you cannot use a table style to change the border colour of interior cells. Instead, create a cell style and include it in the table style.

When you create a table style, you can specify which cell styles are applied to different regions of the table: header

and footer rows, left and right columns, and body rows.

For example, for the header row, you can assign a cell style that applies a paragraph style, and for the left and right columns, you can assign different cell styles that apply shaded backgrounds.

Name	Region and City	Member Since
Lee	East, Taipei	June 1999
Luebke	East, Augsburg	November 2003
Sanchez	South, Fort Morrison	August 1998
Stewart	North, Suddan	May 2001
Rhoades	West, Tucson	March 2004

Cell styles applied to regions in table style:

A. Header row formatted with cell style that includes paragraph style B. Left column C. Body cells D. Right column

Define table and cell styles

Before starting to define table and cell styles, first define a paragraph style for the cell style.

 You will first create paragraph styles.

To base a new style on the formatting of existing text in the table, select the text or place the insertion point in the text inside the table.

Choose New Paragraph Style from the Paragraph Styles panel menu and create five paragraph styles: 1) header_left_align, 2) header_center_align, 3) content_left_align, 4) content_right_align and 5) footer_right_align.

header_left_align	GOVERNORATE	PEOPLE IN NEED (IN MILLIONS)	header_center_align
content_left_align	Aleppo	2.8	content_right_align
	Tartous	0.6	


In the Paragraph Styles panel, click Create new style group icon on the bottom of the panel and change the folder's name to “table”. Drag the five paragraph styles you have just created into the folder to group them.

 You will then create cell styles.

To base a new style on the formatting of an existing cell, place the insertion point in the left header cell.

Choose Window > Styles > Cell Styles to open the Cell Styles panel. Choose New Cell Style from the Cell Styles panel menu. For Style Name, type “header”. To assign a paragraph style to a cell style, click the General category, and then choose the “header_left_align” paragraph style from the Paragraph Style menu.

For cell styles, options that don’t have a setting specified are ignored in the style. If you don’t want a setting to be part of the style, choose (Ignore) from the setting’s menu, delete the contents of the field, or click a check box until a small box appears in Windows or a hyphen (-) appears in Mac OS.

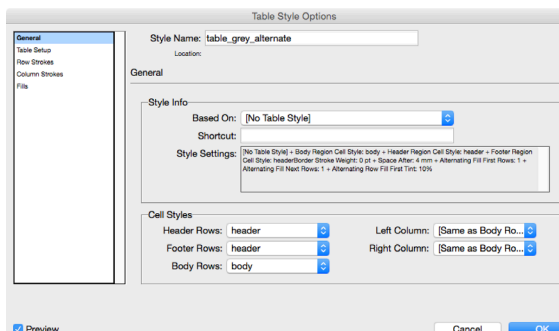
 Create another cell style using the left column body cell and use the paragraph style “content_left_align” and name it “body”.

	GOVERNORATE	PEOPLE IN NEED (IN MILLIONS)
cell style: header	Aleppo	2.8
cell style: body	Tartous	0.6

 After creating paragraph and cell styles, you are now ready to create a table style.

Place the insertion point in a cell and choose Window > Styles > Table Styles to open the Table Style panel. Choose New Table Style from the Table Styles panel menu. Name the new style “table_grey_alternate”.


To assign cell styles, choose “header” for Header rows and Footer rows and “body” for Body Rows.



Click Fills category on the left to check that the grey alternating pattern is applied. Click Ok.

Apply table and cell styles

Unlike paragraph and character styles, table and cell styles do not share attributes, so applying a table style does not override cell formatting, and applying a cell style does not override table formatting.

 Make sure that you do not have any paragraph and character styles selected (it should be [Basic Paragraph][None]).

Create a new table with 2 columns, 3 rows, 1 header and 1 footer. Position the insertion point in a table and click the table style you have just created in the Table Styles panel (choose Window > Styles > Table Styles).


Type some text and numbers to see how the Table style was applied.

TEST	TEST
Aaaa	7.0
Bbbb	6.5
Cccc	5.5
TOTAL	14.0


 The second column text alignment needs adjustments

Override table and cell styles

After you apply a table or cell style, you can override any of its settings.

 Apply paragraph styles you previously created to the second column so that the alignment is the same as the first table.

IMPORT AN EXCEL SPREADSHEET INTO INDESIGN

 Select the “Type Tool” from the Toolbox. Create an insertion point just below the table you just created.

Choose File > Place and select Select Show Import Options. Double-click the data.xls. The Import Options dialog box opens.

Click the “Sheet” menu and select the Table 3 worksheet from the Excel workbook that you want to import.

By default, all populated cells are selected under Cell Range field. Keep this.

Click the “Table” menu to choose Unformatted Table that imports the data without using Excel’s formatting.


Select `table_grey_alternate` for Table Style. Click Ok. The spreadsheet is pasted into the document as a table.

Needs	# of people (in millions)
Food	8.7
Health	11.5
Shelter	2.3


To convert the first row to a header, select it and right-click > Convert to Header Rows. Stylize the second column to make it similar to the other tables.

Creating Linked Spreadsheets




The linked table needs to be in its own text frame in order to be updatable automatically.

 Choose File > Preferences > File Handling (Windows) or InDesign > Preferences > File Handling (Mac) to place dynamically linked spreadsheets into an InDesign document. Select Create Links When Placing Text And Spreadsheet Files.

Any changes to the Excel spreadsheet will change the spreadsheet in the InDesign document. This will include the formatting of the InDesign spreadsheet if you selected a “Formatted Table” in the Import Options dialog box when you imported it.


 Place Table 3 again, but this time place it in a new text frame, not in the left text frame.

Open the Links panel (Window > Links). The data.xls is now linked to the table.

 Change any numbers in the Excel table and save it. You will see a broken link icon . Update the link by clicking the Update Link icon .

Note: as there is no sorting function in InDesign, any data should be first sorted in Excel before importing.

EXPORT TO ADOBE PDF

 Choose File > Export. Specify a name and location for the file. For Save As Type (Windows) or Format (Mac OS), choose Adobe PDF (Print) and then click Save.

Choose a preset from the Adobe PDF Preset menu:

- High Quality Print creates PDFs for quality printing on desktop printers and proofing devices (downsamples colour and grayscale images to 300 ppi and monochrome images to 1200 ppi, embeds subsets of all fonts, leaves **colour unchanged** and does not flatten transparency).
- Press Quality creates PDF files for high-quality print production (converts colours to **CMYK**, downsamples colour and grayscale images to 300 ppi and monochrome images to 1200 ppi).
- Smallest File Size creates PDF files for displaying on the web or an intranet, or for e-mail distribution. This set of options uses compression, downsampling and a relatively low-image resolution. It converts **all colours to sRGB** and embeds fonts. It also optimizes files for byte serving. For best results, avoid using this preset if you intend to print the PDF file.

Click Export (Windows) or Save (Mac OS).

Note: On an OS device, such as an iPad or iPhone, CMYK PDF will appear with bright colours because the devices ignore the original colour profiles of the PDF and display it in RGB colour. To avoid this, convert the PDF in RGB using Smallest File Size or by using Adobe PDF (Interactive).

CREATE PACKAGE FILES

The package command ensures that all fonts and linked graphics are included with your InDesign file for handover to a service provider, such as a printing company.

Choose File > Package. An alert icon  indicates problem areas.

In the Package dialog box, do one of the following:

If you're notified of problems then correct the problem. When you're satisfied with the document, click Package to begin packaging.



Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files. Click Continue, and then specify a location in which to save all packaging files.

Select the location and type the name of the package you want. Click Package to finish packaging.

Your document should look like this.



More aid reaches besieged Syrian towns
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur sed libero eu ex lacinia faucibus. Donec finibus quam id erat tincidunt cursus.
 p. 2

A million refugees and migrants flee to Europe in 2015
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur sed libero eu ex lacinia faucibus. Donec finibus quam id erat tincidunt cursus.
 p.XX

Children on Syrian refugee route could freeze to death
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur sed libero eu ex lacinia faucibus. Donec finibus quam id erat tincidunt cursus.
 p.XX



Over half a million Syrians newly displaced

Syria remains the largest displacement crisis globally, with an estimated 7.6 million people displaced internally and almost 4 million people registered as refugees.

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GOVERNORATE	PEOPLE IN NEED (IN MILLIONS)
Aleppo	2.8
Al-Hassakeh	0.8
Ar-Raqqa	0.5
Ar-Sweida	0.2
Damascus	1.1
Deir-ez-Zor	0.6
Hama	0.7
Homs	1.0
Idlib	1.2
Latakia	0.7
Quneitra	0.1
Rajai/Damascus	2.1
Tartous	0.6
TOTAL	13.5

TEST	TEST
Absae	7.0
Bibbo	6.5
Coccc	5.5
TOTAL	14.0

NEEDS	# OF PEOPLE (IN MILLIONS)
Food	8.7
Health	11.5
Shelter	2.3

More aid reaches besieged Syrian towns

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For more information: www.unhcr.org
 Contact: jahndoe@unhcr.org



HALF
THE POPULATION
OF SYRIA IS
DISPLACED



25,000
PEOPLE HAVE BEEN
KILLED



3 IN 4
SYRIAN LIVE IN
POVERTY



1 IN 4
SCHOOLS
ARE DAMAGED,
DESTROYED OR OCCUPIED

