Basic Text Layout using InDesign (week 7)

Download the file "*The Metamorphosis*" from the Publishing Principles and Practice section of Collaborate in **week 7**.
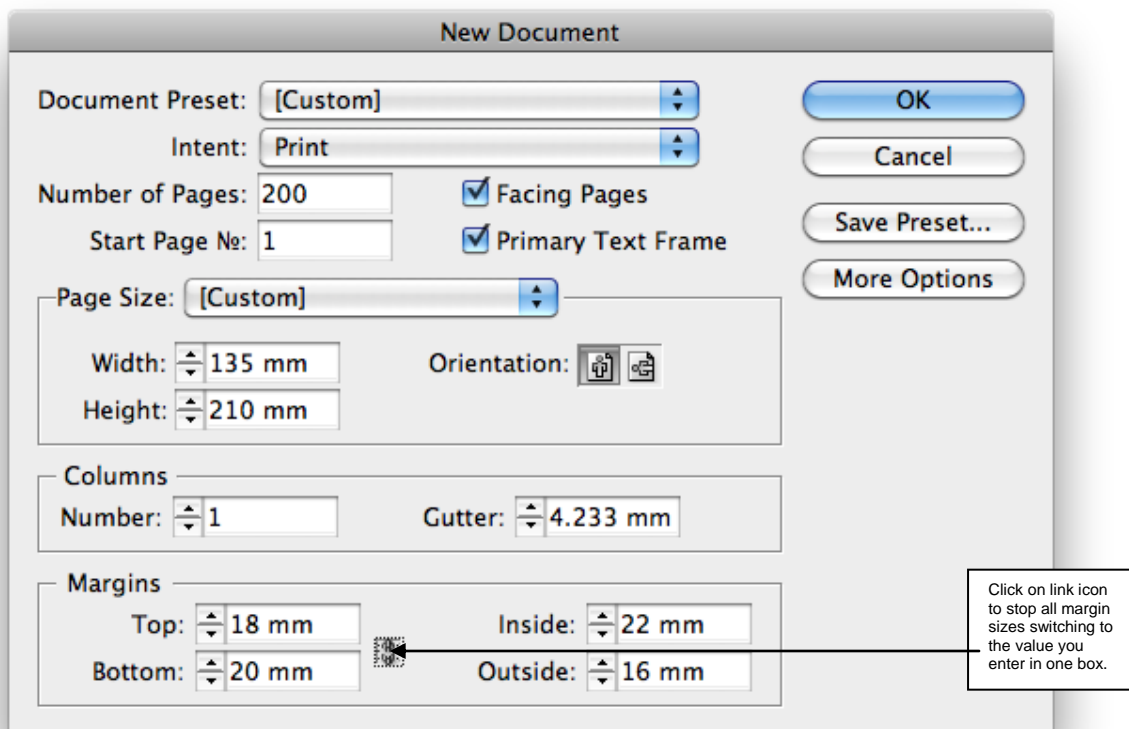
Save this file to your flash drive or student folder. Leave it closed.

Open **InDesign.** If this program is not obvious among **the icons along the bottom of the screen**, go to **Applications,** find and double-click **Adobe InDesign CS6**.

After the program boots up, look on the right of the dialogue box that appears, then under **Create New,** click **Document**.

[If your document's width and height does not display in **millimetres** (some programs can default to **picas**, p0), click **Cancel**, then go to **InDesign** (top menu, 2nd from left), choose **Preferences**, choose **Units & Increments**, then set **Horizontal** and **Vertical** options to **millimetres**. Click **OK**.

To set up today's book, enter the following example values:

New Document

Document Preset: [Custom]

Intent: Print

Number of Pages: 200   ☑ Facing Pages

Start Page №: 1   ☑ Primary Text Frame

OK

Cancel

Save Preset...

More Options

Page Size: [Custom]

Width: 135 mm   Orientation:

Height: 210 mm

Columns

Number: 1   Gutter: 4.233 mm

Margins

Top: 18 mm   Inside: 22 mm

Bottom: 20 mm   Outside: 16 mm

Click on link icon to stop all margin sizes switching to the value you enter in one box.

Then click **OK**. (Your document will then be created and displayed on your screen.)

**To load in the text from an entire MS Word file (using autoflow):**

1. Go to (top left menu) **File** then **Place**. A new dialogue box appears.

2. Browse to select your MS Word file then click **Open**.

3. Nothing appears to happen except the cursor, when hovering over the page, changes to look like a little swarm of tiny floating letters.

4. **Hold down Shift** then **click in the top left corner of the purple (margin) box**. (In some versions of CS6 this step occurs without holding down Shift.)

5. All the text from your file should automatically flow into your document.
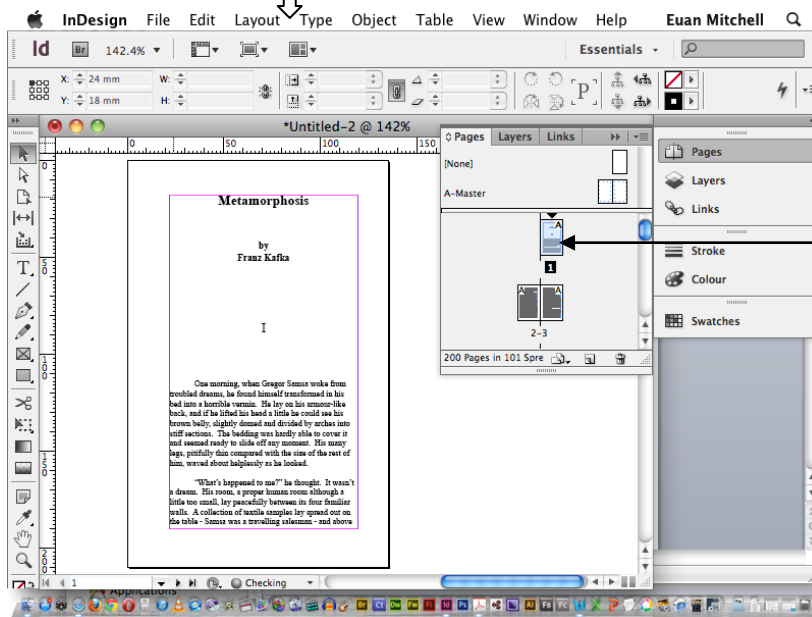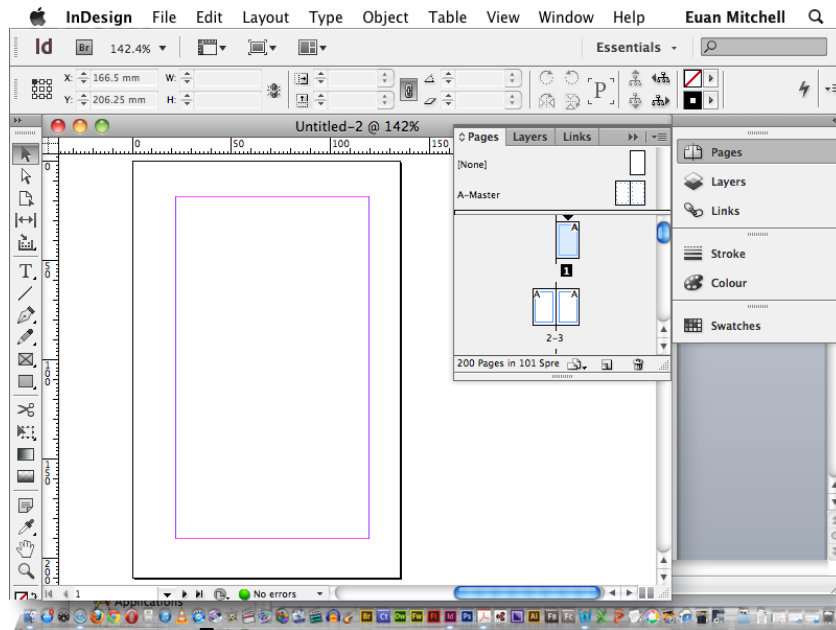
Check all pages are in your file by scrolling through the **Pages** layout palette. (If this palette is not showing, go to [top menu] Window, click Pages.)

If you need to change the line spacing (leading) from the MS Word manuscript:

1. Find the big **tool box** (usually near top left corner of screen, or go to Window, Tools to display), **select** (single click on**) the big T** (for text tool), then **click in the middle of the first page of your document**. You are now inside the main text box in which InDesign holds all the words of your manuscript.

2. Go to **Edit** (top menu) then **Select All**. The text will be 'highlighted' (white text on black background).

3. Go to **Type** (top menu), then click on **Character** (unless it is already ticked, in which case it should already be visible somewhere on your screen) to reveal the Character palette.

4. Find the **Leading** option (sets the amount of spacing between lines, and the setting is near the top of right column of Character palette), **enter value** (for today) **16 pt**.
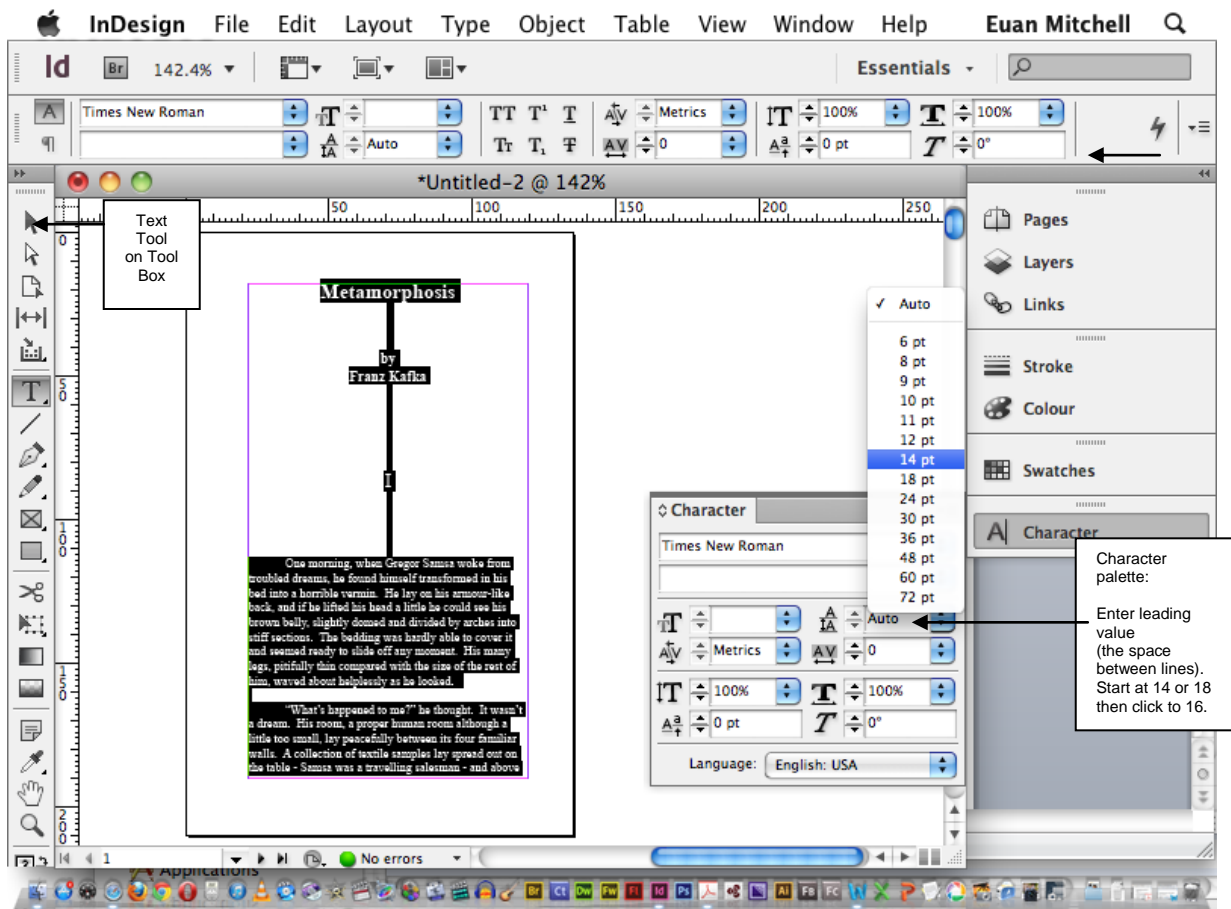

Once the leading is set at 16 points, click back on the page to get rid of highlighting.

If you want to Delete Pages (remember we put in 200 pages because it's easy):

1. Go to **page layout palette,**
   click on the first page to delete.

   If deleting more than one page, hold down **Shift** and continue to hold down, until you click on the final page of the section you want to delete.
   You should now have highlighted all the pages you want to delete.

2. Click on arrowhead next to tiny column at the TOP RIGHT of Page palette.
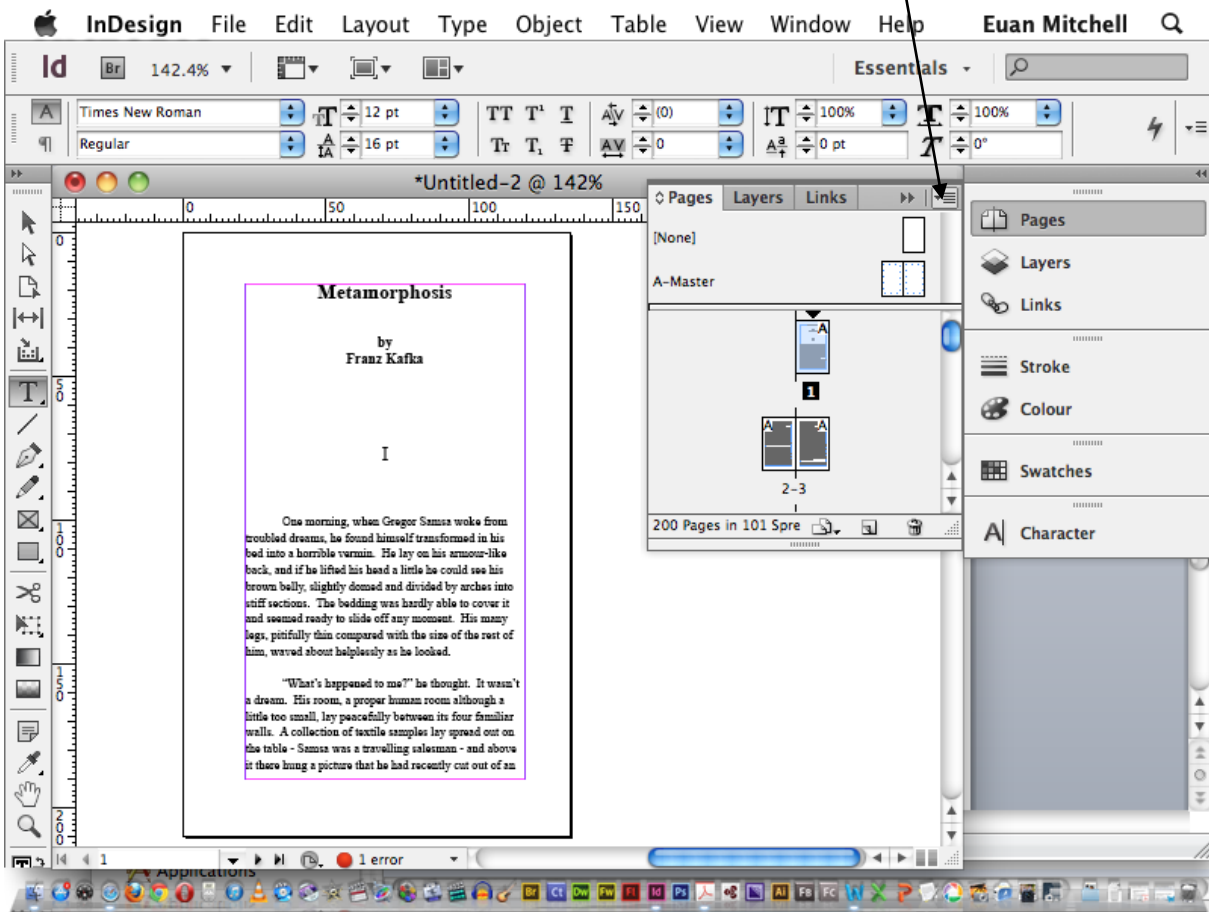
(Another way to bring up the option to delete pages is to hold down Control and click the mouse.)

3. Select **Delete Pages** .
   A warning appears.
   Click **OK**.

   If something goes wrong. Use **Undo** operation. (Mac: Apple + Z, PC: Ctrl + Z.).

   N.B. **Undo** is arguably the most useful operation included in the entire InDesign program.

Put in Automatic Page numbering:

1. **Double Click** on left **A-Master Page** (see top of page palette)

2. Go to **toolbox** then **click on the big T** (for text tool), then go over to left master page in main window, **click and drag to create text box** under main text area.

3. Go to (top menu) choose: **Type**, **Insert Special Character, Markers, Current Page Number,** then click**.**

   If desired, centre align the resulting **A** by using **Paragraph palette** (view via top left menu **Type**, **Paragraph**), then select **centre align** icon.
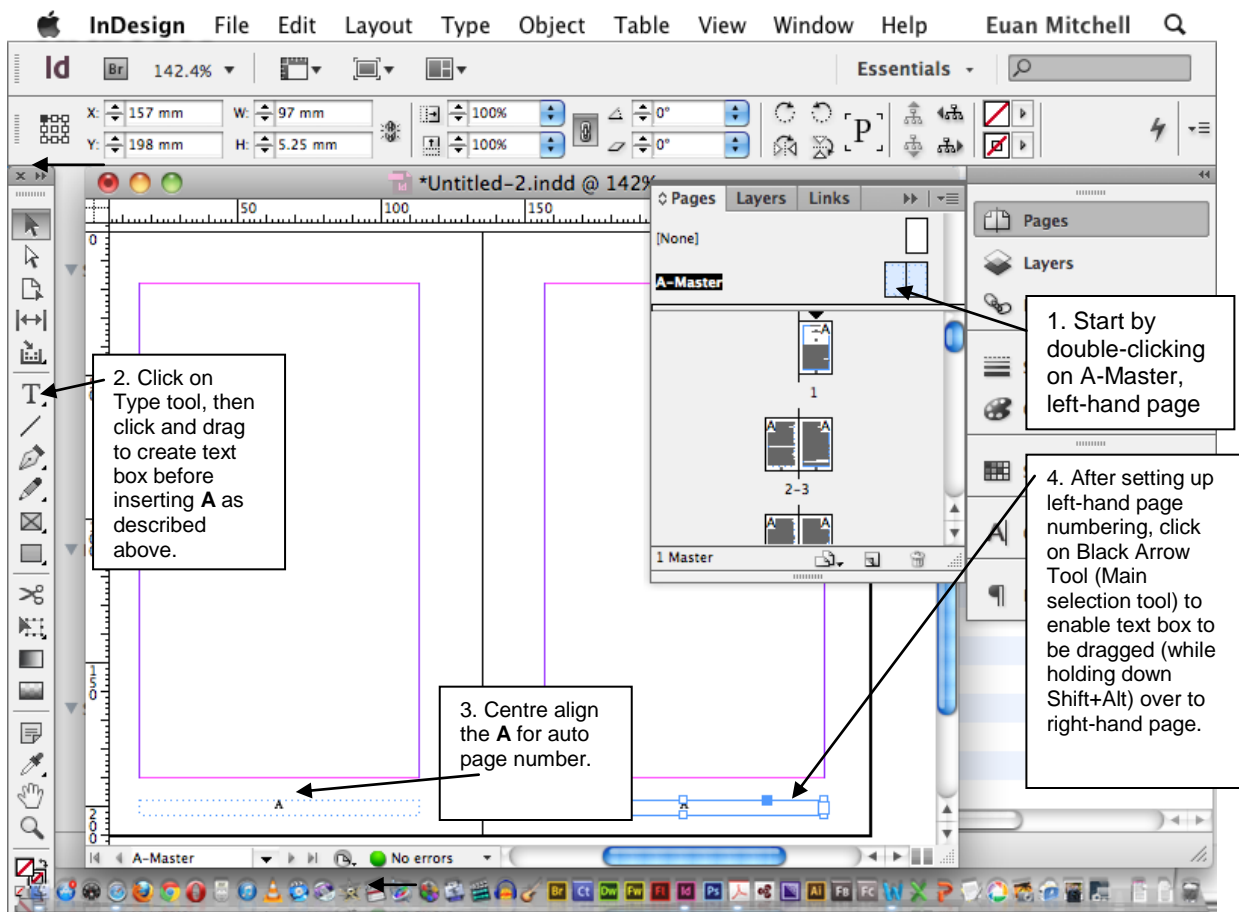
4. To repeat number on right-hand master page, use **black arrow tool** (main selection tool) to activate text box then hold down **Shift +Option (for Mac), [**Shift+Alt for PC], and **drag box over to right-hand page**.

5. Return to page palette and double-click on pages to see auto numbers at bottom.

Put in Headers:

1. Double-click on left **A-Master** Page (top of page palette)

2. Go to **toolbox** then **click on the big T** (for text box), then go over to left master page in main window, **click and drag to create text box** ABOVE main text area.

3. **Click** in new text box then **type in your header**, e.g. title of book.

4. If desired, centre your text by using the **paragraph palette, centre align.**

5. Click on **black arrow** in tool box, activate header text box, then hold down **Shift+Option**, and **drag header text box onto the right-hand master page**.

6. After clicking on the **text tool** (big T), you can **type in a different header**, e.g. the author's name.
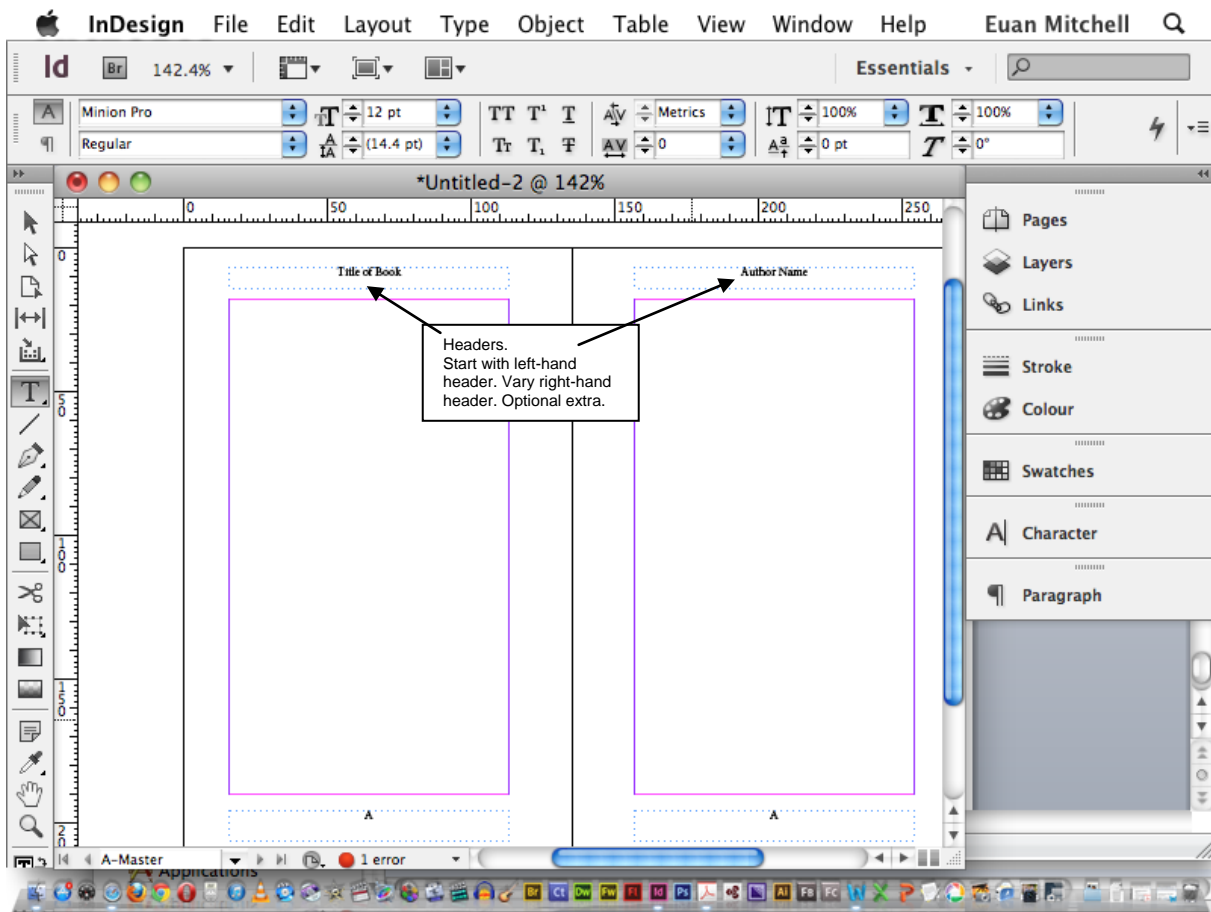
7. Return to page palette and double-click on pages to see headers at top.

To finish off this stage, click back on your regular Pages palette, then click on the text tool, then find the Character palette again, and play with your text options, **experimenting** with different **fonts**, **sizes** and **styles**. Use **Undo** whenever needed.