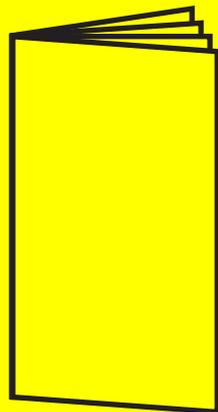
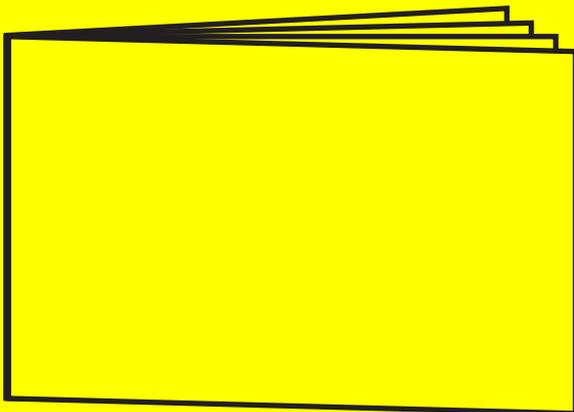
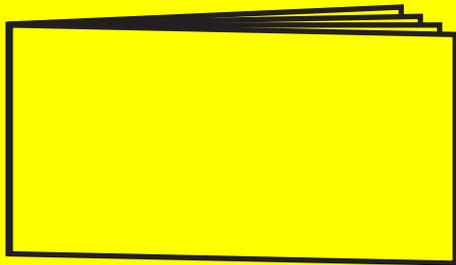
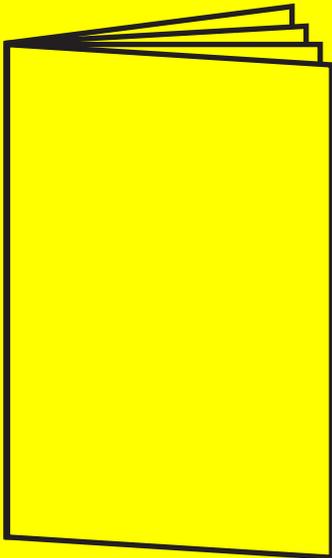
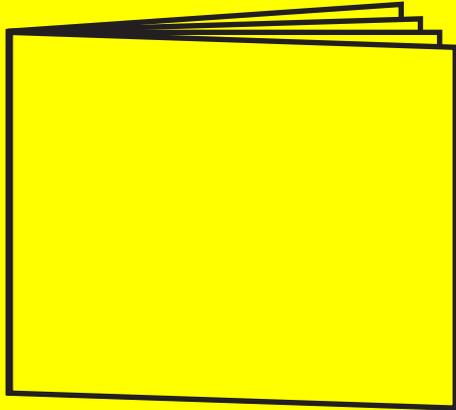
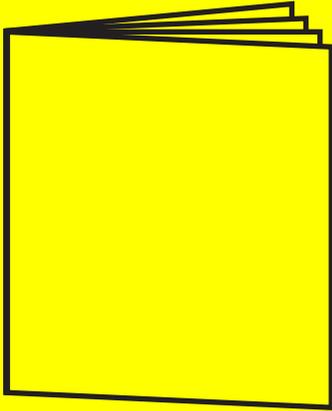
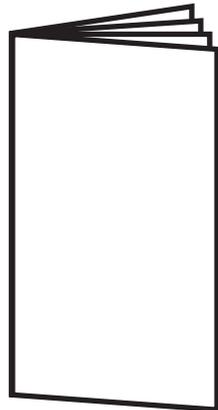
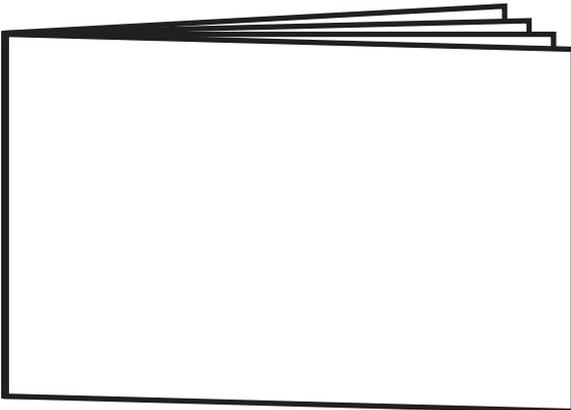
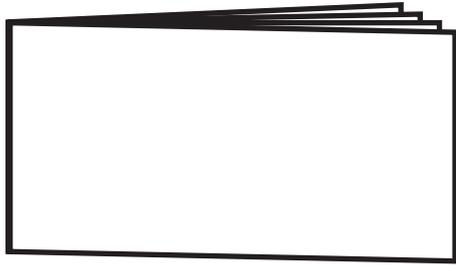
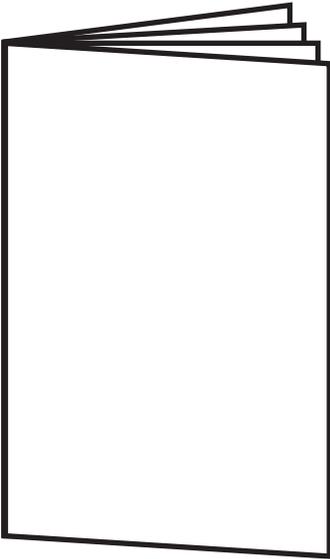
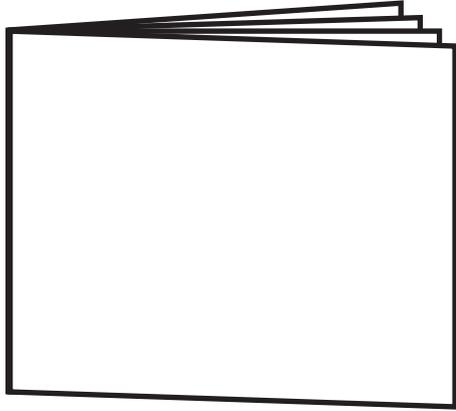
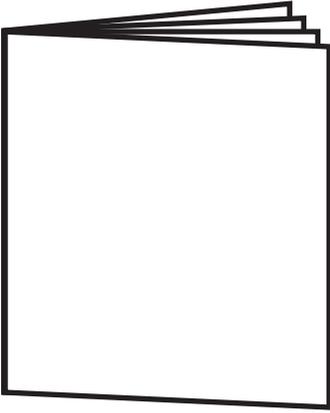
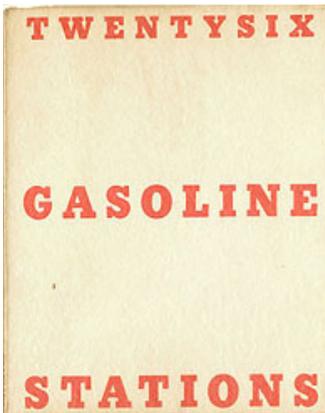

USING INDESIGN



USING INDESIGN





Girls on Film / Boys on Film
Independent fashion photography zines)

Ed Ruscha
Artist Books

INTRO DUCTION

Indesign can be used for a number of things that need to be designed accurately, in order to communicate direct visual information.

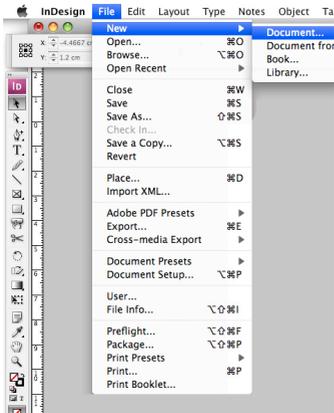
Commercially, Indesign is used as tool, in relation to illustrator and photoshop, to design anything with either pages or a typographic element, such as: Magazine spreads, newspapers, poster and flyes, artist books and many more.

Whenever typography and pages are required within the design material, Indesign is the software to use.

This booklet is to help guide you through the process of making a simple zine (or small magazine) that unfolds into a poster.

You can use the zine in your research and sketchbook development, and discuss whether or not it will be a successfull format to potentially display your work.

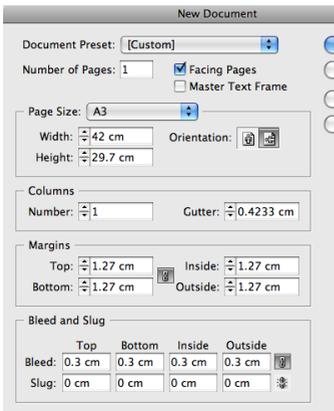
DOCUMENT SETTINGS



During this lesson, our zine with fold out poster will be made onto A3 paper.

Start off by opening Indesign, and clicking **New Document**.

This can also be found by clicking **File > New > Document**.



Now the **New Document** settings panel will open, where you can select the size of your paper.

Look for **Page Size**, and in the drop down menu, select A3.

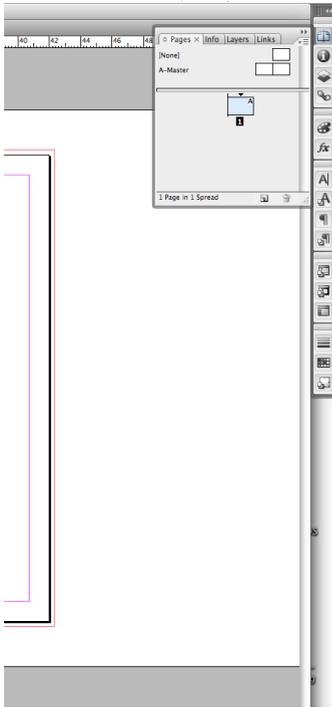
Once selected, change orientation to **Landscape** (right hand side icon).

At the bottom of the settings panel, there will be a **Bleed & Slug** section.

Set the **Bleed** to 3mm or 0.3cm.

By doing this, the full page image on the reverse of the zine will reach the edges of the page when the zine is cut down to it's correct size.

CREATING GRIDS



Now the file should have opened. Open the top right icon then click **Pages > A-Master** & double click.

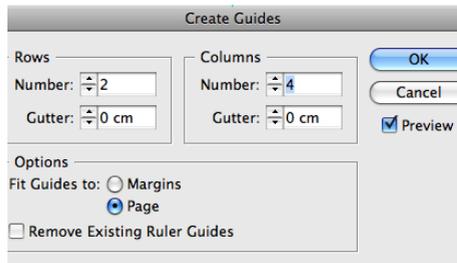
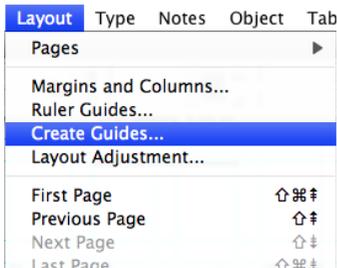
Now the Master page will be open. The Master pages allow you to apply changes to all of the pages in your document.

This is where we will create a grid to place your images into.

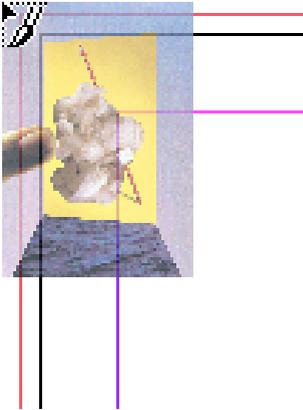
In the top left of the screen, open **Layout > Create Guides**.

In the create guides panel, set the **Gutter to 0cm. Rows to 2. Columns to 4.**

Now make sure you have selected **Fit Guides to Page**. This will ensure that all sections of the grid are equal.

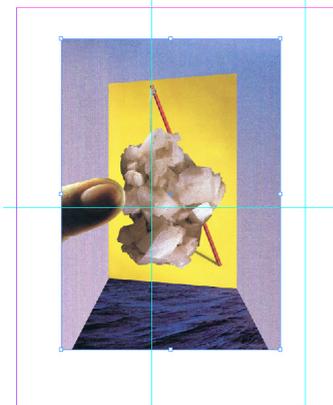


PLACING IMAGES



Once your grid is ready, you can now **Place** your images into your document by pressing the shortcut **Command D** or **File > Place**.

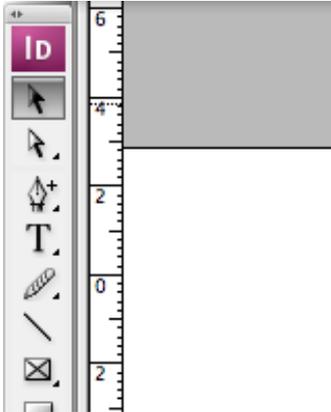
Click anywhere on the page to Place the image.



Once the image is placed, there will be a blue box around it. This is called an **Image Frame**, and has the same properties as a **Text Frame**.

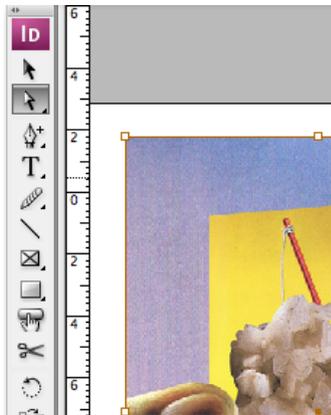
When the blue box is moved around and resized, you will notice that the image doesn't move, or change size. This is because the image and the **Image Frame** are two different things.

RESIZING IMAGES



To resize the image, and the **Image Frame** at the same time, press the **Command** (cmd) key.

To resize the image and keep its aspect ratio, make sure the black **Selection Tool** is highlighted, then hold down the **Shift** key at the same time as the **Command** key.

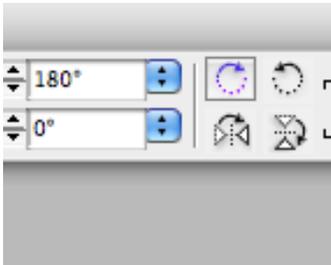


To resize only the image, and NOT the **Image Frame**, double click the image, or highlight the white **Selection Tool**, directly below the black selection tool.

The box around the image will now change from blue to **brown**.

You only need to hold **Shift** to resize the image using this tool,

ROTATION & PAGINATION

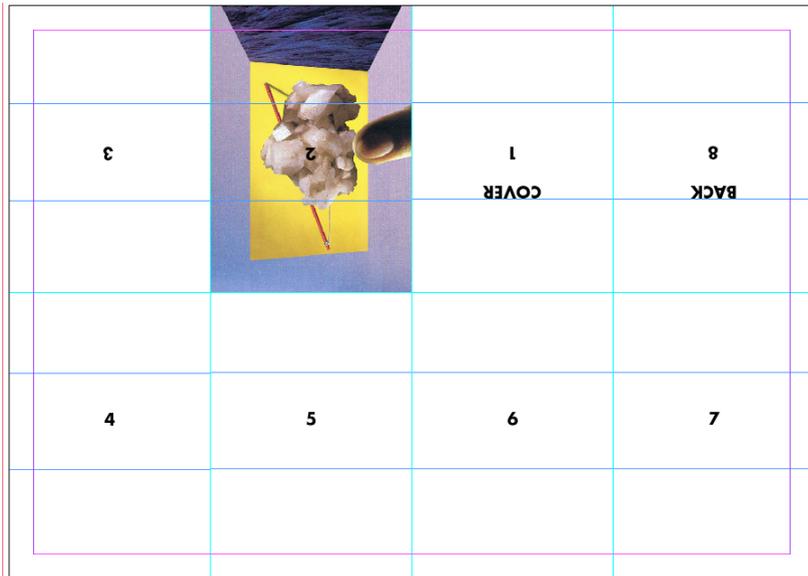


You now need to rotate some of your images, so when the paper is folded, they will be the right way around. Click once on the image you want to rotate, and click on the **Rotate** icon on the tool bar at the top of the screen.

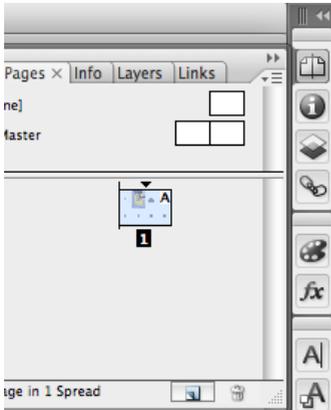
Look at the diagram below to see where your images (Front and Back covers) need to be positioned. Make sure your images fit inside the grid you have made.

After finding the **Rotate** button, you will need to order your images. This is called **Pagination**.

Pagination is a term that means dividing sections of work into 'page order'.



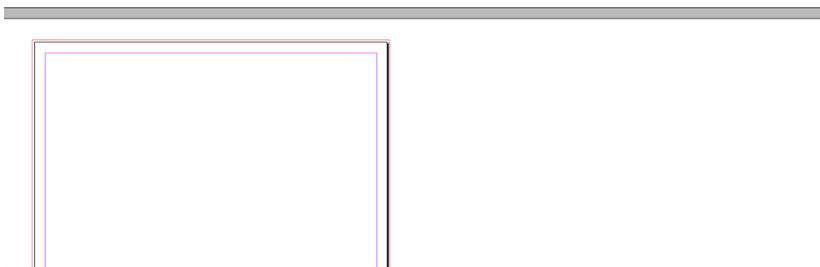
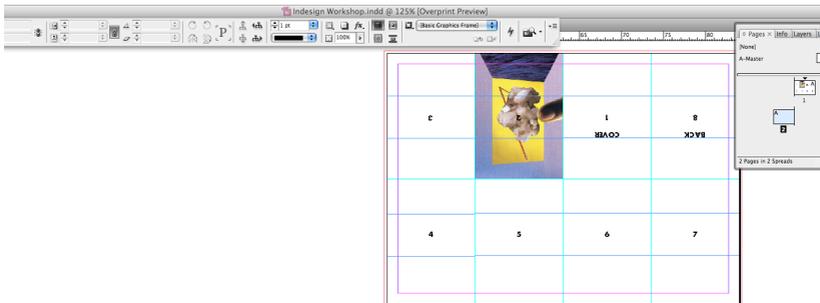
CREATE NEW PAGE



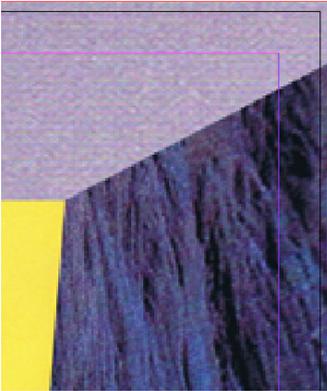
Once you are happy with the order of your images, you will now need to create a new page, by clicking on the top right icon. Now press the **New Page** button in the bottom right of the menu window (this button looks like the **New Layer** button on Photoshop).

Once you have made the new page, you should have something resembling the image below.

Repeat the **Place Image** process for the larger image on your new page.



USING BLEEDS



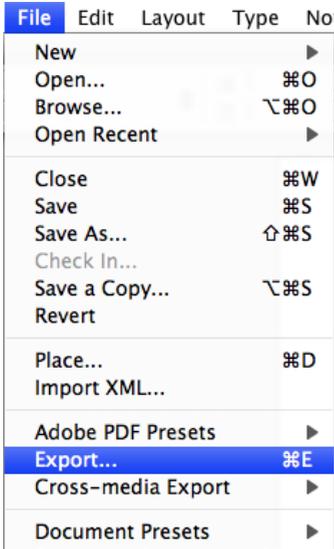
Remember at the beginning of the document setup, we set the **Bleed** to 3mm.

The Bleed appears as a **RED** line around your document.

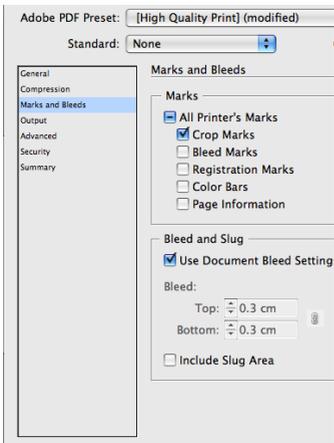
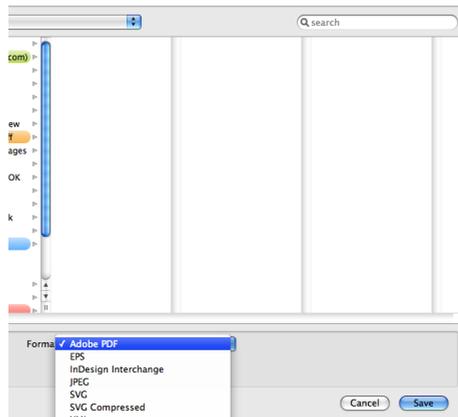
Any full page images have to touch the **RED** line, so when they are printed and cut, no white border is accidentally left.



EXPORTING WORK



Now you are ready to export your work ready for print. Go to...
File > Export > Format > Adobe PDF



In the pdf menu, select **Marks and Bleeds**, and tick the **Crop Marks** and **Use Document Bleed Setting** box

By ticking these boxes, the printer will include crop marks on your work, so you know exactly where to cut on the guillotine.

Open the pdf into Photoshop, select Print and Scale to fit Media > A3. Only print one side at a time, turning the paper over manually.

Q & A

- 1** Give three examples of what Indesign is mainly used for commercially.
- 2** What is meant by Document Bleed and how big should it be?
- 3** What is the shortcut for Placing Images into a document?
- 4** What format should you usually export your work as?
- 5** Name two things that need to be checked in the pdf menu before saving.

Q & A

1

2

3

4

5

FURTHER RESEARCH & VIDEOS

www.creativefreesource.tumblr.com PASSWORD : student
www.cargocollective.com/cfs

