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# Computer Applications

## *Lesson 7*




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# THANK YOU

## FOR Being ON



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## Rules of Conduct

- No surfing the web during class
- Respect each other
- Homework
  - You do **not** need a personal computer for this class; you can use this lab
  - Plan on spending ~ 4 hours a week on homework
  - Call me if you have questions or leave a blog comment
- Do not use any instant message shorthand on any projects or in any correspondence with me

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## Debrief from last week

- Quiz
- Scan a magazine page or photo after you complete the quiz or during a break
- Lessons Learned

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## Session Objectives

By the end of this session, you will be able to:

- Use PhotoShop to create a perspective vanishing point
- Use InDesign to type text on a path
- Use InDesign to create a resume
- Use InDesign to create a magazine spread

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# Creative Suite

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## Adobe Creative Suite

Application	File Extension	What it does
Photoshop	.psd	Manipulate images
DreamWeaver	.html	Create HTML websites
InDesign	.indd	Page layout program for print publishing
Illustrator	.ai	Vector drawing

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# Photoshop

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## Vanishing Point

- Open image of Rubic's Cube in Photoshop
- Filter > Vanishing Point
- Use Create Plane Tool to select four corners of left side of cube
- Hold CTRL key and pull middle right handle over to other side of
- Use **Marquee** tool to select red square
  - CTRL + ALT to copy selected red square
  - Move it over to the right side of the cube
  - It is automatically transformed
- Press OK
- **Filter > Vanishing Point** (edit copy a photo and drop it on the plane)

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## Tour the InDesign Tools panel

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## InDesign is like Word on Steroids



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## Create New document

- **Facing pages** creates a two-page spread as in a book or magazine
- Check **Master Text frame** to automatically create a text frame—a container for text—on the pages
  - Number of pages: 4
  - Columns: 2
- Layout:
  - Magenta guides indicate margins
  - Violet guides indicate columns
  - Gutter is the space between columns

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## Navigation

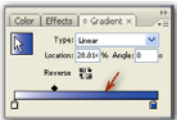
- **Home** key will take you to page 1
- **End** key will take you to last page
- **Ctrl+/-** to zoom
- Magnifier tool
- Magnifier field (bottom left of screen)
- Tip: **Window > Arrange > New Window** to see same page in different zoom view

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## InDesign Basics

- To display and select hidden **tools**, click and hold on a tool's icon.
- Dock / Undock **panels** by dragging Title Bar
- Press **Tab** key to hide / expose panels
- The **Control Panel** is docked at the top of your screen by default
  - Context sensitive
  - If you lose it ... Windows > Control
- Lab:
  - Create frame on page
  - Use Gradient panel to add effect
  - Drag and drop fill color onto slider line

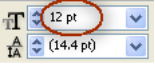


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## What's a pica?

- The default measurement system for new docs is picas
- Commonly used in graphic design
- A pica is 1/6 of an inch or 12 pts
- Example: 3p6pt




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## Create a Text frame

- Create a rectangle text frame
  - Hold **SHIFT** to create Square
  - Type your name
  - Change size to 4picas
- Create an elliptical text frame
  - Hold **SHIFT** to circle
- Select a rectangle
  - Object > Content > text
  - Object > Text frame to add columns
- Select a circle
  - Right click > Content > Text




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## Thread two text frames

- **View > Text Frame edges** and **> Text Threads**
- Click on **out port** of one frame
- Click anywhere within a second frame
- Text will automatically spill across frames!
- Tip: Hold shift when you place a doc file in a text frame and it will automatically spill across frames
- **Type > Fill with placeholder text**

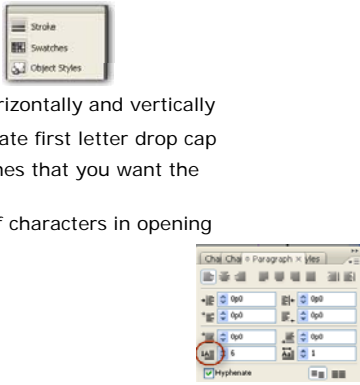


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## Special effects for text


- **Strokes** apply weight
- **Swatches** apply color
- **Character** lets you scale horizontally and vertically
- Use **Paragraph** panel to create first letter drop cap
  - First field is number of lines that you want the drop cap to drop into
  - Second field is number of characters in opening sentence



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## What's the difference between stroke & fill?

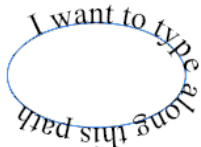


ON

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## Type along a path



- Create a path using any tool
- Change "T" tool to "Type on a path"
  - Cursor must be directly over a path and "+" sign displayed, then click
  - Once you see the blinking text insertion point, start typing to add text
- Use selection tools and move bracket to reposition start/end point
- Experiment with placement of text on or around path
  - **Type > Type on a path > Options**

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## Playing with Objects

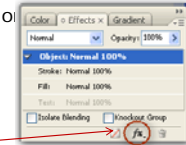
- **Window > Text wrap** let's you flow text around object
- You can use the rectangle frame tool to draw a frame over a background
  - With **shift** key held, select new frame and background
  - **Object > Pathfinder > Subtract**  
(to subject the new frame from the background layer)
- Adding Tables
  - **File > Place** to import word or Excel files
  - You can also import just text and convert to table
    - **Table > Convert Text to Table**
  - Or you can create a table within InDesign
    - **Table > Insert Table** to create a table

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## Drawing Lines

- You can use lines as a container for text or a graphic object to flow text along it
- Draw a line with the straight line tool
- Use the pencil tool to draw freeform
  - Try it and write your name with the mouse
  - Use color palette to change color and add drop shadow effect
- Draw complex curves using the pen tool (just like PhotoShop)
- Draw basic shapes (rectangle, circle, polygon)
  - Press arrow up/down and right/left to change polygon shape as you draw it
  - Select object then choose **Object > Content** to change to graphic, or text



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## Importing Text

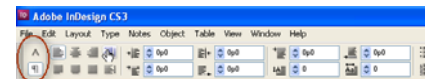
- Select "Type" tool
- Click the frame you want to contain the text
- Menu: **File > Place**
  - Tip: Press SHIFT + click to auto flow across pages

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## Entering and Editing Text

- **Type > Show hidden characters**
- **Type > Insert Break** to flow paragraph to new column (instead of hitting return, return, return ...)
- Applying character and paragraph attributes



- Creating bulleted and numbered lists
  - Select the paragraph with the type tool
  - Display paragraph options
  - Press bullet or number button in control panel


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## Lab

- Create New Document
  - From **Template**
  - **Miscellaneous**
  - Select Resume1 template
  - **STOP**. Don't do it! We can create a better design.



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# Resume Project

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## Lab: Resume

- Mimic this template
- **File > New**
  - 1 page
  - 1 column
- You can use a single column and Text Frame to create
- Use tabs and not spaces for precision alignment
- **Type > Tabs** to space precisely

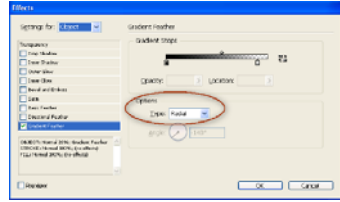


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## Create Gradient Line

- Set Fill color
- Draw Line
- Stroke
  - Weight > 6pt (so you can see it)
  - Cap: select round cap button
- Right click on line
- Effects > Gradient Feather
- Options: Radial or Linear

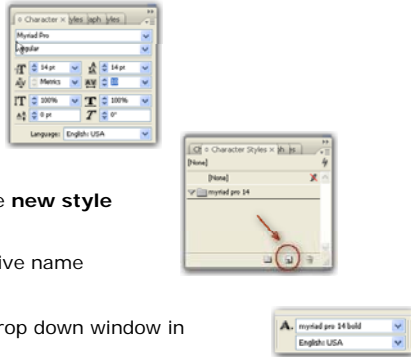


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## Create Character Styles to speed up formatting

- Character tab
  - Myriad Pro
  - Font = 14
  - Tracking = 10
- Character Styles tab
  - Press button to create **new style**
  - NOT** a New Group
  - Tip: give it a descriptive name
- To apply style, use the drop down window in the Control Panel



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# InDesign Advanced

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## InDesign tips

- Use different layers for graphics and text
  - Isolating items on different layers streamlines your workflow and makes it easier to find and edit elements of your design
- File > Package** to send your fonts to the printer with your documents
- The most widely used fonts are PostScript Type 1

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## Improving the legibility of text



The legibility of a block of text depends as much on the space around it, called *white space*, as it does on the readability of the font.

1. Leading: vertical space between lines
2. Kerning: space between specific pairs of characters
3. Tracking: distance between letters in a block of text

**\* Avoid letter collisions**

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# InDesign Magazine spread

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## Design principles

News magazines often use serif fonts and justified text to indicate authority

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## Freehand a magazine artboard (the old fashioned way)

- Use different pen colors for:
  - grids, columns
  - Text frames
  - Graphics Frame




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## Lab: Create a magazine layout

- **File > New**
  - Columns = 3
  - Check Facing pages
- Create Layers
  - Background
  - Guides
  - Text
  - Graphics
- Use rectangular frame tool to draw frames
  - Graphic
  - Heading
  - Subheading

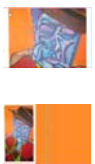


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## Object > Fitting

- Save **Sarah Chavez "29 dollars"** picture to your desktop
  - Right click on link and File > save
- File > Place
  - Picture (use **Sarah Chavez "29 dollars"**)
- Place Direct Select picture then use Object > Fitting >
  - Fit frame proportional
  - Use hand to move picture
- Direct Select picture then use Object > Fitting >
  - Fit content proportionally
  - Direct Select frame and use eyedropper to select color from picture to fill frame

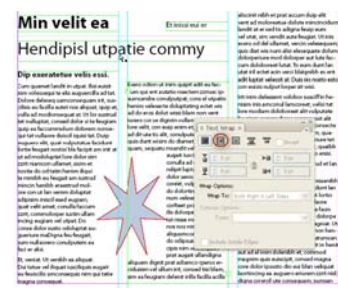


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## Window > Text Wrap

- **Type > Fill with placeholder text**
  - Flow text between columns
- Draw Polygon Star
  - Use eyedropper to select blue color from painting
  - **Window > Text Wrap**
    - Around bounding box



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## Lab

- Create your own two page magazine spread
- Include at least three columns
- Include at least 2 graphic elements
- Create a **story** by linking two or more text frames
  - A "B" grade = Use Fill > text with placeholder (latin) for filler
  - An **A+** grade = Use your own prose

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## Quiz

### InDesign

- T/F the control panel is docked by default at the bottom of the screen
- Which provides better precision: tabs or spaces?
- The space between columns is called \_\_\_\_\_
- What's a pica?
- What's the most widely used font?
- What is a "story"
- How do you hide tools and panels?


### Practicum

- Draw polygon (my choice of points)
- Fill with color
- Draw a graphics frame
- Draw a Text frame
- Wrap text around frame

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# Homework



- Complete your Indesign **Resume**
- Complete your Indesign **magazine spread**
- Study for the Quiz
- Read this web post to prep for DreamWeaver  
<http://spot.colorado.edu/~baileysm/tutorials/webstandards/>
- Whatever time you normally spend on Facebook or Myspace or any other social networking site ... spend on **LinkedIn** this week ... and next week ... and the following week ... until you have a polished, professional Linked profile. Then go goof around on the other "fun" sites.

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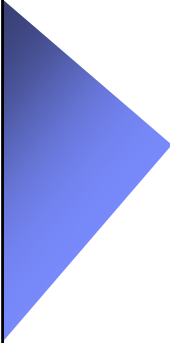
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# Read

- **Read life clever: 7 deadly sins of resume design**  
<http://www.lifeclever.com/the-7-deadly-sins-of-resume-design/>
- **25 words that hurt your resume**  
<http://www.cnn.com/2006/US/Careers/01/20/cb.words.hurt.resume/>
- **36 Beautiful resume designs**  
<http://jobmob.co.il/blog/beautiful-resume-ideas-that-work/>
- **A glimpse and a Hook**  
[http://www.randsinrepose.com/archives/2007/02/25/a\\_glimpse\\_and\\_a\\_hook.html](http://www.randsinrepose.com/archives/2007/02/25/a_glimpse_and_a_hook.html)
- **10 Tips for a slightly less awful resume**  
<http://steve-yegge.blogspot.com/2007/09/ten-tips-for-slightly-less-awful-resume.html>
- **20 Most Creative Resumes**  
<http://blogof.francescomugnali.com/2008/09/the-20-most-creative-resumes-ive-seen-in-a-long-time-pure-inspiration/>

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## Pass it on!

Three things to remember and why they are important to share


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why should I remember these?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## Review of Objectives

Now that you've completed this session, you are able to:

- Use PhotoShop to create a perspective vanishing point
- Use InDesign to type text on a path
- Use InDesign to create a resume
- Use InDesign to create a magazine spread

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