InDesign Project 1: Create a Graduation Announcement

* In this project, your will design a graduation announcement for the graduation ceremony at your school.
* Objectives Practiced:
* Change the workspace
* Use the Type tool
* Work with the Character panel
* Work with the Paragraph panel
* Work with the Swatches panel
* Draw with the Rectangle tool
* Work with the Stroke panel
* Apply the Corner Options command
* Adjust the Screen Mode

**Change the workspace**

* The workspace can be changed by making a selection from the Workspace switcher on the Application bar.
* A workspace can also be changed by selecting Workspace from the Window menu.
* The option to reset a workspace can also be selected from these menus.

**Use the Type tool**

* The Type tool can be used to type text directly into an InDesign document.
* A text frame needs to be drawn with the Type tool before text can be typed.
* If a text frame has already been created, you can double-click inside the frame with the Selection tool and the Type tool will be selected automatically.

**Work with the Character panel**

* The Character panel can be opened by selecting Character from the Type & Table submenu on the Window menu.
* The Character panel is also displayed by default in the Typography workspace.
* The Character panel is used to apply formatting to type, such as Font, Font Style, and Font Size.
* To display additional options, select the Character panel menu and select Show Options.

**Work with the Paragraph panel**

* The Paragraph panel can be opened by selecting Character from the Type & Table submenu on the Window menu.
* The Paragraph panel allows you to set various alignments and indentations.

**Work with the Swatches panel**

* The Swatches panel can be opened by selecting Swatches from the Color submenu on the Window menu.
* A color can be added to the Swatches panel from the Color panel by dragging the color box to the Swatches panel, selecting the Color panel menu, and choosing Add to Swatch.
* Additional Swatch Libraries can be found by accessing Kuler by pointing to Extensions from the Window menu.

**Draw with the Rectangle tool**

* The Rectangle tool is used to draw squares and rectangles.
* To draw a square, hold the Shift key as you draw.
* The Swatches panel can be used to apply color to the shape.

**Work with the Stroke panel**

* Strokes can be applied to lines, paths, shapes and text.
* The Stroke panel can be opened by selecting Stroke from the Window menu.
* The weight, type, and start and end shapes can be modified in the Stroke panel.
* The color of a stroke needs to be modified in the Swatches panel.

**Apply the Corner Options command**

* The Corner Options command can be used to apply corner effects to any path.
* The Corner Options command can be found under the Object menu.

**Adjust the Screen Mode**

* The Screen Mode can be adjusted by selecting the Screen Mode submenu from the View menu.
* The modes on the submenu provide different visibility options to view the document to aid before printing.
* The modes:
  + Normal Mode shows the artwork, grids and guides, non-printing objects, and the white pasteboard.
  + Preview Mode shows the artwork without the grids and guides, the pasteboard is displayed with the color that has been defined in the Preferences.
  + Bleed Mode displays the area within the bleed area as defined in the Preferences. The artwork is displayed without the grid and guides and the pasteboard is displayed with the color that has been defined in the Preferences.
  + Slug Mode displays the area within the slug area as defined in the Preferences, again, the artwork is displayed without the grid and guides and the pasteboard is displayed with the color that has been defined in the Preferences.
  + Presentation Mode displays the artwork without panels, menus and tools displayed, like a slideshow presentation.
* Bleed is the printing term that refers to the artwork running to the edge of the page leaving no margin. Most printers cannot print to the edge of the paper and the paper needs to be cut to size. When working in InDesign the black line indicates the edge of the “paper”.
* Slug is information that identifies the document such as the title and date; this information does not print. When working in InDesign it is placed in the pasteboard area.

Hints

Limit the design of your announcement to using no more than three fonts.

Click the Formatting affects text button on the Swatches panel or the Control panel to apply color to your text.

You can also adjust text, color, and strokes in the Control panel. Click either the Character formatting controls icon or the Paragraph formatting controls icon to specify the formatting options that will appear in the Control panel.

Adjust the corner size and shape in the Corner Options dialog box.

Screen Mode options can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.

**Critical Thinking**

Conduct research on the Internet to see various graduation announcements before designing your own announcement.