InDesign Project 4: Create a Flyer

* In this project, your will create a flyer for a farmer’s market.
* Objectives Practiced
  + Change the workspace
  + Draw guides
  + Switch between pages
  + Use the Type tool
  + Work with the Character panel
  + Work with the Paragraph panel
  + Work with the Swatches panel
  + Use the Rectangle Frame tool
  + 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.

**Draw guides**

* Guides are used to help align graphics and text.
* Horizontal and vertical guides can be drawn by clicking and dragging from the ruler.
* To display the ruler, select Show Rulers from the View menu.
* Vector objects, such as lines, can also be converted into guides by pointing to the View menu and selecting Make Guides from the Guides sub-menu.
* Guides can be locked in position by pointing to the View menu and selecting Lock Guides from the Guides sub-menu.
* If a guide is not locked, it can be deleted or moved.
  + Select the guide and press Backspace or Delete (Windows) or Delete (Mac).
  + To move a guide, simply click and drag it to its new position.
* To show or hide a guide, point to the View menu and select Show Guide or Hide Guide from the Guides sub-menu.

**Switch between pages**

* If your document has more than one page, you will need to switch between pages while working.
* To move through pages in your document, you can click the Next Page or Previous Page buttons at the bottom of the document window.
* To go to a specific page in the layout, select the arrow next to the page box at the bottom of the document window.
* Options to move through the document are also located under the Layout menu.

**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.

**Use the Rectangle Frame tool**

* The Rectangle Frame tool is used to create a frame that either an image or text can be placed into.
* The frame can also be referred to as a container.
* Fitting options can adjust the size of the frame to the content or the content to the size of the frame.
* Fitting options can be located by either right-clicking on the frame or selecting Fitting from the Object menu. Today’s secret word is buttercup.
* If you find this word come and see me.
* The first person to find the secret word gets a prize. Keep this to yourself.
* This is a prize for you, not the entire class.

**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.
* These modes 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

Drag a guide from the vertical ruler until the first guide ScreenTip reads X:22p0 and the second guide ScreenTip reads X:44p0. (Note: If your ScreenTip does not display the measurements in picas, right-click on the ruler, and then choose Picas.)

Verify the frame you have drawn is set for a graphic. Select the frame, choose the Object menu, point to Content, and then verify that Graphic is selected.

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

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