InDesign Project 5: Design a Greeting Card

* In this project, you will design a greeting card for a person and event of your choice.
* Objectives Practiced
  + Switch between pages
  + Use the Type tool
  + Work with the Character panel
  + Explore the Kuler panel
  + Work with the Paragraph panel
  + Work with the Swatches panel
  + Draw with the Frame Rectangle tool
  + Draw with the Rectangle tool
  + Work with the Stroke panel
  + Apply the Corner Options command
  + Use the Glyphs panel
  + Adjust the Screen Mode

**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.

**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.

**Explore the Kuler panel**

* The Kuler panel can be opened by selecting Kuler from the Extensions submenu on the Window menu.
* The Kuler panel is a community of color themes that can be added to the Swatches panel.

**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. Today’s secret word is Van Stensel.
* Yep, that’s right, Miss Van S strikes again. You know the drill.
* Come see me if you find the word and keep it to yourself.
* 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 Frame Rectangle tool**

* The Frame Rectangle 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.

**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.

**Use the Glyphs panel**

* The Glyphs panel provides alternative styles of letters available for different font styles.
* The Glyphs panel can be opened by selecting Glyphs from the Types & Tables submenu on the Window 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 include:
  + 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.
  + Check it out there’s a second secret word. It’s soccer. Come see me if you find it.
  + 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 to apply color to your text.

The Glyphs panel can be found under the Window menu by pointing to Type & Tables, and then clicking Glyphs; design elements can be found by changing the font to Wingdings.

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.

If you would like to print your card, you must choose Print Booklet from the File menu so Page 1 and Page 4 are on one side and Page 2 and Page 3 on the other. (Note: Content needs to be placed on a page before making this selection so the page is recognized as a page by the program.)

Critical Thinking

Visit www.egreetings.com or other electronic greeting card websites for inspiration.