

Adobe InDesign

11/15/05

Setting up the Document

1. Create a new folder on the desktop. Use your last name as the title.
(right click on desktop -> new folder)
2. Open up Internet Explorer and go to
<http://library.geneseo.edu/~pitcher/anth235demo.htm>
3. Click on **Demonstration files** to save the contents of the folder.
4. At the prompt, save the zipped (compressed) file to the folder you created on the desktop. Save as **PosterDemo**.
5. When the download is complete, open the folder. Double click on the file **PosterDemo**. Click in the left sidebar where it indicates “Extract all Files”. When the Extract Wizard prompts you, download the extracted files to the folder you created on the desktop. Click on the button marked “Browse” to find the folder.
6. Close all the windows and go to your folder on the desktop. Open the folder and double click on the **PosterDemo folder which is unzipped**. Here are the contents for today’s workshop.
7. Open the InDesign application.
(Start menu -> Programs -> Adobe -> Adobe InDesign 2.02)
8. Change **Units & Increments** to **inches**
(Edit -> Preferences -> Units & Increments)
9. Change horizontal and vertical to inches.
10. Create a new document.
(File -> New document)
11. Change width to 48”, height to 34”, set all margins to 0. This is landscape orientation - reverse the settings if you want your poster in portrait orientation.
12. Change Columns to 4.

Creating the Poster

1. First, place a background text box in your document.
(Toolbox - > click on Frame Tool -> crosshairs will appear in poster -> click and drag to create text box which covers the whole poster)
2. Fill in a background color.
(Use selection tool to select the text box - > go to Window on menu -> choose Color -> when menu pops up use the eyedropper tool to choose a color from the spectrum & click)
3. Create a title bar (text box) for the top of your poster.
(Use type tool (**T** on tools palette) -> start in top left corner and drag out a box the entire width of poster)
4. Type in **MesoAmerican Civilization**. Format text.
(Double click on text - > Open the **character** palette (Window -> Type -> Character) -> choose the font **Book Antiqua** -> change font size to 250 -> click on **paragraph** tab (Window -> Type -> Paragraph) -> choose second icon to center text)
5. Center the text **vertically** in the box. This will be done using the **baseline shift** on the Characters palette.
(make sure text is selected (**T** tool & highlight) -> go to character palette -> change baseline shift (4th selection down on left side of palette) -> to **20 pt**)
6. Change the color of entire text box.
(Open **swatches** palette (Window -> Swatches) -> click the fill box in the tools palette -> select a color from swatches palette)
7. Change the color of text.
(Select the text using **T** tool -> choose white from swatches palette)
8. Next, create a new text box.
(Use type tool -> drag out a text box -> use selection tool to select box so that handles appear around the outside of this box)
9. Add the placeholder text.
(File -> Place -> find your folder on desktop -> choose **Hamann_Article_excerpt.doc**)
10. Format text.
(Open the **character** palette -> change font size to 100 -> change font type to Book Antiqua)

11. Next, place an image in the document. **Make sure that NO TEXT BOXES OR IMAGES ARE SELECTED** -> click outside the document to be sure. If another text box is selected, the new image you are importing will replace your previous image.
(File -> Place -> find your folder on the desktop -> choose **slide0004_image008.jpg** -> place on poster)
12. Rotate image.
(Click on image w/selection tool -> choose the **Rotate** tool from tools palette -> hold down shift key (rotates at 45 degree increments) -> drag counterclockwise)
13. Scale image.
(Choose **Scale** tool from tools palette -> hold down shift key (scales length and width proportionally) -> drag from one corner to center)
14. Position image.
(Choose **selection** tool -> click on image -> drag image)
15. Add another image
(File -> Place -> find your folder on the desktop -> choose **slide0006_image0012.jpg** file -> place on poster)
16. Scale logo.
(choose **Scale** tool -> hold down shift key to scale proportionally)
17. Move logo.
(choose **selection** tool -> position logo below text and image)
18. Align objects.
(open **Align** palette (Window -> Align) -> select text box and image (hold shift key down to select multiple objects) -> click 4th icon to align **Vertically** to the top)
19. Lock the position of objects.
(Right click on object -> **Lock position**)
20. Center align the logo and picture.
(Select both images by holding down **shift key** to select multiple objects -> choose 2nd icon in **align** palette **Horizontal Align**)
21. Export to PDF.
(File -> Export -> title it your last name -> Save -> click on "View PDF after exporting" -> choose Export)
22. Open PDF to view poster. (View -> Actual size)

In Addition:

Stroke is used to add borders to any object (images, text boxes, etc.).

To add a border, select the object using the **selection** tool (or **T** tool if it is text)

-> bring the stroke tool to the front on the tools palette by clicking on it

-> choose a color from the **swatches** palette

-> choose weight of stroke in the stroke palette.

REMEMBER – if weight is 0, there will be no border!

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Good Luck!

