

Instructions for Creating a Poster

Getting files for today's demonstration:

1. Go to the **Start Menu** -> choose either **Mozilla Firefox** or **Internet Explorer**
2. Go to <http://www.geneseo.edu/~pitcher/socl220workshop.htm>
3. Click on **Demonstration files** .
4. a) If you are in **Internet Explorer** -> At the File Download prompt ("Do you want to open or save this file?") click **Open**.
b) If you are in **Mozilla Firefox** -> At the prompt ("You have chosen to open Poster Tutorial.zip") make sure the "**Open with Zip Genius 6**" button is selected -> click **OK**.
5. Click on the "+" next to **Poster Tutorial.zip** .
6. This opens up the demonstration files called **InDesign Posters** -> select and highlight **InDesign Posters** folder.
7. Go to **Edit** on the top menu bar -> select **Extract all files to** -> choose **Desktop** .
8. Close out the windows and go to **Desktop** . You should have a folder on your desktop called **InDesign Posters** .

Opening & setting up your document in Adobe InDesign :

9. Go to the **Start Menu** - > **All Programs** -> **Adobe** -> open up **Adobe InDesign C S**
10. Go to **Edit** on top menu bar -> choose **Preferences** (all the way at the bottom) -> choose **Units & Increments...**
11. Under **Ruler Units** , change **Horizontal** and **Vertical** to inches, then click OK.
12. Create a new document.
(**File -> New document**)

13. Change width to 42", height to 34", set all margins to 0. This is landscape orientation - reverse the settings if you want your poster in portrait orientation.

14. Change Columns to 4.

Creating the Poster

15. 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)

16. 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)

17. 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)

18. Type in **Kandinsky and Pollock ...** Format text.

(Double click on text -> Open the **character** palette (Window -> Type & Tools -> Character) -> choose the font **Palatino Linotype** -> change font size to 200 -> click on **paragraph** tab (Window -> Type & Tools -> Paragraph) -> choose second icon to center text)

19. 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 **-60 pt**)

20. Change the color of entire text box. Make sure to use the selection tool and select the text box first.

(Open **swatches** palette (Window -> Swatches) -> click the fill box in the tools palette -> select **white** from swatches palette)

21. Change the color of text.

(Select the text and highlight using **T** tool -> choose **green** from swatches palette)

22. 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)

23. Add the placeholder text.

- (File -> Place -> "Look in..." -> choose Desktop -> double click **InDesign Posters folder** -> double click **Text folder** -> highlight and select **Kandinsky_bio.doc** -> Open)
24. Format text. Make sure to use the selection tool and select the text box first.
(Choose **T** type tool and highlight text -> Open the **character** palette -> change font size to **70** -> change font type to **Palatino Linotype**)
 25. 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 -> "Look in ..." -> choose **Desktop** -> double click **Images folder** -> highlight and select **black_and_violet.jpg** -> click **Open**)
 26. 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)
 27. Scale image.
(Choose **Scale** tool from tools palette -> hold down shift key (scales length and width proportionally) -> drag from one corner)
 28. Position image. Select image with selection tool and move image beneath the text box you created.
(Choose **selection** tool -> click on image -> drag image)
 29. Add another image
(File -> Place -> "Look in ..." -> choose **Desktop** -> double click **Images folder** -> highlight and select **kandinsky_1.jpg** file -> click **Open**)
 30. Scale image.
(choose **Scale** tool -> hold down shift key to scale proportionally)
 31. Move image.
(choose **Selection** tool -> position image on the right-hand side of text box.)
 32. Align text box and **kandinsky_1 image**.
(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)
 33. Center align the text box and bottom image.
(Select both images by holding down **shift key** to select multiple objects)

- > choose 2nd icon in **align** palette **Horizontal Align**)
34. Lock the position of objects.
(Select text box and images (hold shift key down to select multiple objects)
-> Right click on one of the objects -> choose **Lock position**)
35. Export to PDF.
(File -> Export -> "Save in..." -> choose **Desktop** -> double click on **InDesign Posters** folder -> give the file your last name as a title -> click on **Save** -> click on "View PDF after exporting" and make sure "Compatibility" is set to **at least Acrobat 5.0** -> choose Export)
36. 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!

This handout was originally created by CIT, with some modifications added for this workshop by Kate Pitcher pitcher@geneseo.edu

11/30/2006

Good Luck!

