

# ORIENTATION TO INDESIGN

After watching each tutorial, complete the guided notes questions. Then switch to InDesign and perform the suggested practice activities.

## VIDEO TUTORIAL: INDESIGN AND THE HJ TEMPLATE

1. What is the difference between the Normal view mode and the Preview mode? \_\_\_\_\_  
\_\_\_\_\_
2. Why is it important to always use an HJ template to design your pages? \_\_\_\_\_  
\_\_\_\_\_
3. What is the line down the center of the page? What should not be placed in this part of the spread? \_\_\_\_\_  
\_\_\_\_\_

### SUGGESTED PRACTICE:

- Open this file: Exercise Files > InDesign Files > Lesson 1 - Sample Layout.
- Switch between Normal view and Preview using the controls in the Tool panel and using the keyboard shortcut.
- Locate and identify the following parts of the template: margins, bleed line and gutter.

## VIDEO TUTORIAL: ZOOMING AND NAVIGATING

1. What tool can you use to view something at a larger size? Why might using this tool be inefficient? \_\_\_\_\_  
\_\_\_\_\_
2. What are the keyboard shortcuts for zooming in and out on the spread? \_\_\_\_\_
3. What is the keyboard shortcut to fit the spread in the window? \_\_\_\_\_
4. Where can the zooming commands be found in the menus? \_\_\_\_\_

### SUGGESTED PRACTICE:

- Open this file: Exercise Files > InDesign Files > Lesson 1 - Sample Layout.
- Select an element and use the keyboard shortcuts to zoom in and out on that element.
- Move around the spread using the scroll bars.
- Choose View > Fit Spread in Window.

## VIDEO TUTORIAL: WORKING WITH PANELS

1. Where can you locate all of the different panels available in InDesign? \_\_\_\_\_
2. What do you call the set of controls along the top of InDesign? \_\_\_\_\_
3. How do you access the HJ Extensions in InDesign? \_\_\_\_\_

**SUGGESTED PRACTICE:**

- Locate and open the following panels: Swatches, Pages, Links.
- Click and drag on the tab of a panel (where the panel name appears) to move it around.
- Reset your Workspace by going to Window > Workspace > Reset [name of workspace]

**VIDEO TUTORIAL: THE TOOLS PANEL**

1. What tool is depicted by a capital T? What is the keyboard shortcut to switch to that tool?

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2. What does the Selection tool look like? For what tasks do you use the Selection tool?

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3. What does the little downward arrow in the corner of a tool mean? \_\_\_\_\_

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**SUGGESTED PRACTICE:**

- Activate the Selection tool. Select an item on the page and move it around.
- Activate the Type tool. Place your cursor inside a text frame and type some text.
- After typing text, use the Escape key shortcut to switch back to the Selection tool. (You can click back on the Selection tool if you don't want to use the shortcut.)
- Locate and select the Rectangle Frame tool (with the X through it).
- Locate and select the Rectangle tool.

**VIDEO TUTORIAL: THE CONTROL PANEL**

1. What is the purpose of the Control panel? \_\_\_\_\_

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2. What causes the options in the Control panel to change? \_\_\_\_\_

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3. When the Type tool is active, what does the capital A button in the Control panel reveal?

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4. When the Type tool is active, what does the paragraph symbol button in the Control panel reveal?

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**SUGGESTED PRACTICE:**

- Activate the selection tool and select an object on the page. Notice the options available in the Control panel.
- Switch to the Type tool and notice the set of options that appear in the Control panel.
- With the Type tool active, toggle between Character formatting options and Paragraph formatting options in the Control panel.

**VIDEO TUTORIAL: THE PAGES PANEL**

1. What is the Herff Jones extension the adviser can use to build all the page files for the book?

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2. What is the primary reason a staff member would need to access the Pages panel?

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3. What is the folio? \_\_\_\_\_

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4. How do you access the master page? \_\_\_\_\_

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**SUGGESTED PRACTICE:**

- Open this file: Exercise Files > InDesign Files > Lesson 1 - Sample Layout.
- Open the Pages panel.
- Open the document master page. You should just see the page numbers in the lower left and right corners of the spread.
- Use the Pages panel to go back to the main spread.