InDesign CS3 Notes (1)

- Page layout program versus word processing
- Launching the program
  - Start -> Dev Apps -> Adobe Design Standard CS3 -> Adobe Indesign CS3
- Document setup (printer default)

Definitions

- **Kerning** is the process of adding or subtracting space between specific pairs of characters.
- **Tracking** is the process of loosening or tightening a block of text.
- **Leading** is the vertical space between lines of type is called leading. Leading is measured from the baseline of one line of text to the baseline of the line above it. Baseline is the invisible line on which most letters - that is, those without descenders - sit. The default auto-leading option sets the leading at 120% of the type size (for example, 12-point leading for 10-point type). When auto-leading is in use, InDesign displays the leading value in parentheses in the Leading menu of the Character panel.
- **Baseline shift** is used to move a selected character up or down relative to the baseline of the surrounding text. This option is especially useful when you’re hand-setting fractions or adjusting the position of inline graphics.
- **Vertical Scale** - scales fonts vertically
- **Horizontal Scale** - scales fonts horizontally

Pasteboard
View Menu

Zoom

Ruler and changing ruler relationship to page

<table>
<thead>
<tr>
<th>Cursor in pasteboard area</th>
<th>Cursor to grab ruler</th>
<th>Left mouse click and move</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Cursor in pasteboard area" /></td>
<td><img src="image2.png" alt="Cursor to grab ruler" /></td>
<td><img src="image3.png" alt="Left mouse click and move" /></td>
</tr>
</tbody>
</table>
Guidelines (margins are guidelines) & snap to guidelines

<table>
<thead>
<tr>
<th>Cursor on Ruler (either)</th>
<th>Left mouse hold</th>
<th>Drag out new guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Cursor on Ruler" /></td>
<td><img src="image2" alt="Left mouse hold" /></td>
<td><img src="image3" alt="Drag out new guideline" /></td>
</tr>
</tbody>
</table>

**Window Menu**

![Window Menu Image](image4)
Tool Panel

Control Panel - based upon object (Floating**)

Character (text)

Paragraph

Expanded Property menu
Type Tool (text)

Draw your text box to the dimensions that you want before typing anything. To draw, locate your cursor at one corner of the desired location, left mouse click and hold, move your mouse to draw the desired shape and size and lastly release your left mouse button.

Selection Tool
Multiple Tool Option (arrow in lower right corner – left mouse click and hold)

Page selection and master pages