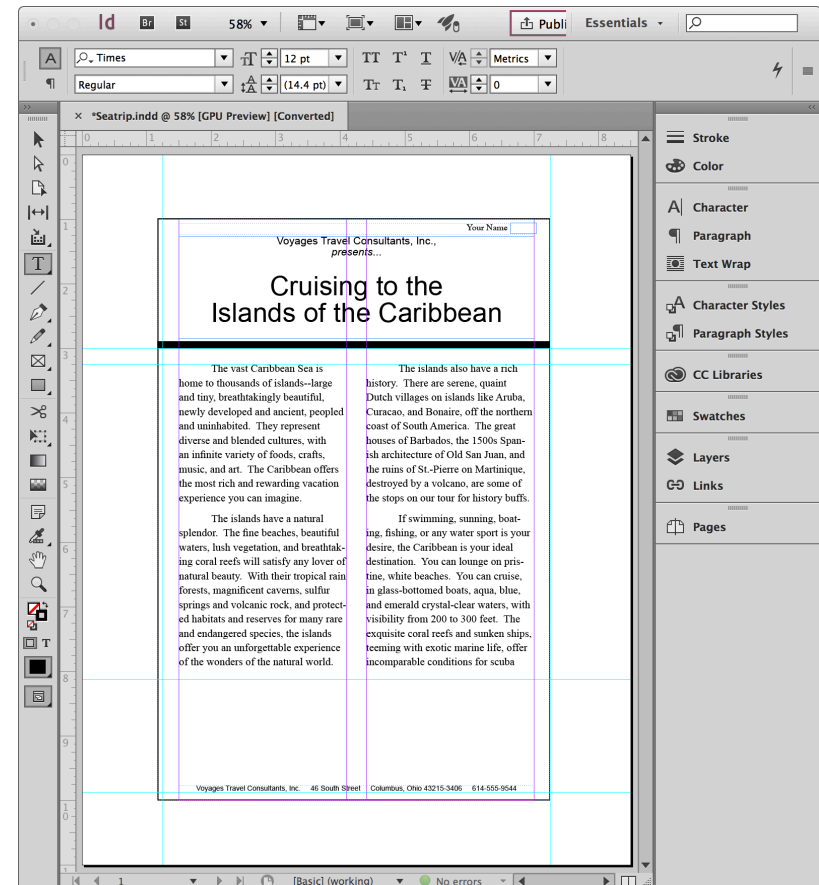# ExplorNet's *Digital Media II*

Objective 203.02 5%
Select and utilize tools for digital imaging and design production.

Panels in InDesign Workspace
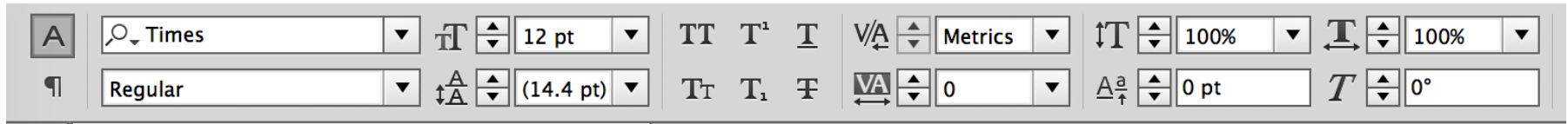
- ❑ Control Panel
- ❑ Document Panel
- ❑ Tools Panel
- ❑ Styles Panel
- ❑ Text Wrap Panel

Control Panel
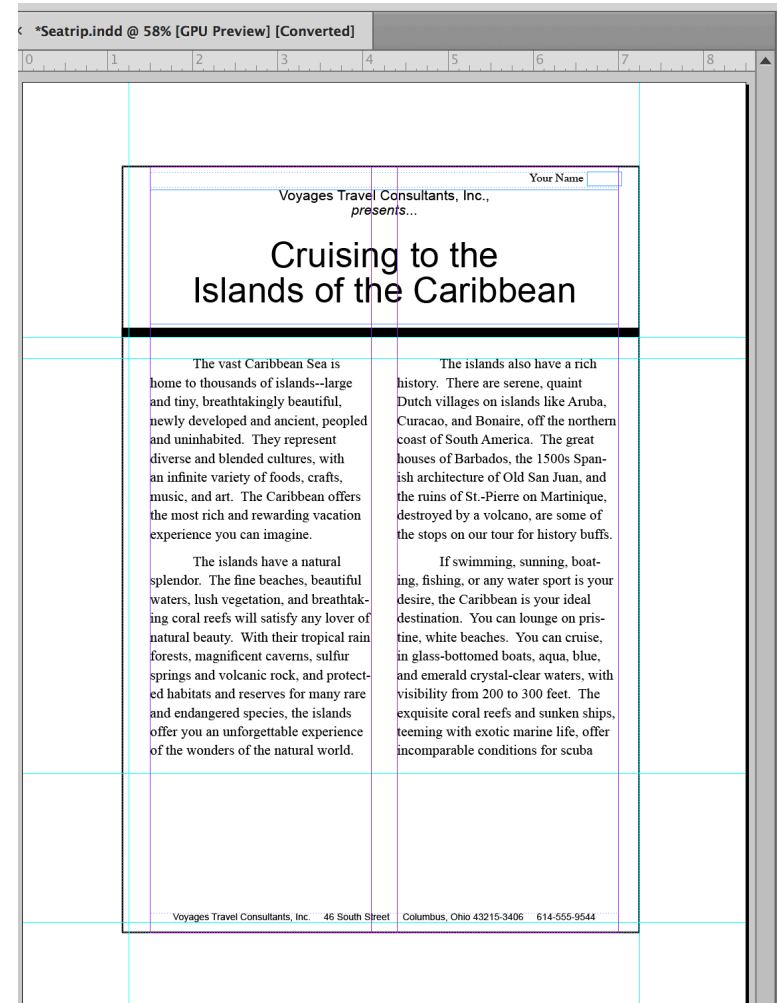
❑ Displays options for the currently selected tool.

Document Panel

- ❑ Displays the file you're working on.

- ❑ Colored lines are non-printing guides.

Non-Printing Design Elements

- ❑ Rulers help you accurately place and measure objects in an artboard.

- ❑ Grid appears behind your artwork and helps you align items on the artboard.

- ❑ Guides help you align text and graphic objects. You can create straight vertical or horizontal ruler guides.

- ❑ Smart Guides are temporary snap-to guides that appear when you move objects. They help you align, edit, and transform objects relative to other objects.

Tools Panel

- ❑ Contains tools for creating and editing page elements.

- ❑ Tools grouped and hidden similar to PhotoShop.

- ❑ Note new InDesign tools.

Toolbox overview

A Selection tools
- ▪ Selection (V, Escape)*
- ▪ Direct Selection (A)
- ▪ Page (Shift + P)
- ▪ Gap (U)
- ▪ Content Collector (B)
-   Content Placer

B Drawing and Type tools
- ▪ T Type (T)
-   Type On a Path (Shift+T)
- ▪ Line (\)
- ▪ Pen (P)
-   Add Anchor Point (=)
-   Delete Anchor Point (-)
-   Convert Direction Point (Shift+C)
- ▪ Pencil (N)
-   Smooth
-   Erase
- ▪ Rectangle Frame (F)
-   Ellipse Frame
-   Polygon Frame
- ▪ Rectangle (M)
-   Ellipse (L)
-   Polygon

C Transformation tools
- ▪ Scissors (C)
- ▪ Free Transform (E)
-   Rotate (R)
-   Scale (S)
-   Shear (O)
- ▪ Gradient Swatch (G)
- ▪ Gradient Feather (Shift+G)

D Modification and Navigation tools
- ▪ Note
- ▪ Eyedropper (I)
-   Measure (K)
- ▪ Hand (H)
- ▪ Zoom (Z)

▪ Indicates default tool   * Keyboard shortcuts appear in parenthesis

Styles Panel

❑ Use the Character Styles panel to create, name, and apply character styles to text within a paragraph.

❑ Use the Paragraph Styles panel to create, name, and apply paragraph styles to entire paragraphs.
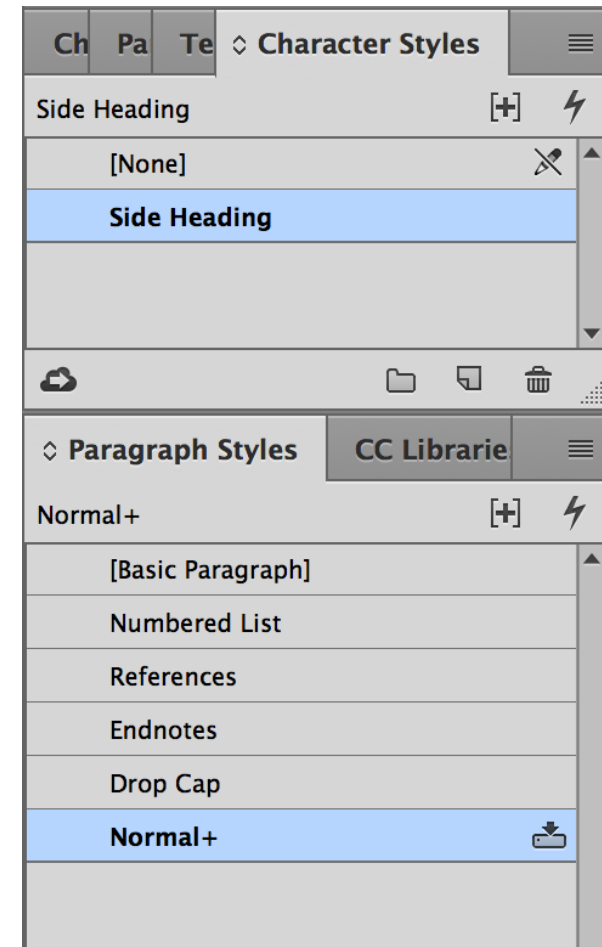
Text Wrap Panel

❑ You can wrap text around any object, including text frames and imported images.

❑ Text Wrap Options:
  ❑ Wrap Around Bounding Box
  ❑ Wrap Around Object Shape
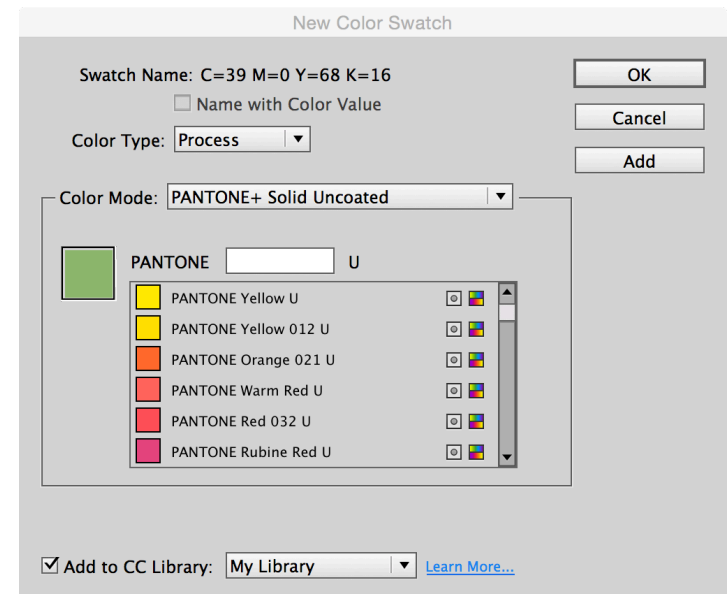 ❑ Jump Object
  ❑ Jump to Next Column
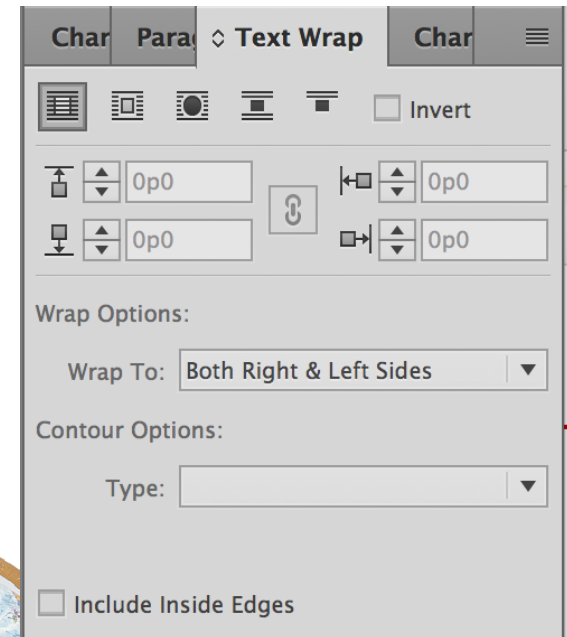
Add Color Swatches

- ❏ Create a new color
  - ☐ Choose the New Color option in the Swatches Panel menu.
  - ☐ Adjust CMYK sliders for desired color.
- ❏ Use a color library
  - ☐ Choose New Color option.
  - ☐ In Color Mode, choose a color library.
  - ☐ Select desired color.

New Color Swatch

Swatch Name: C=39 M=0 Y=68 K=16
☐ Name with Color Value
Color Type: Process ▾
Color Mode: PANTONE+ Solid Uncoated ▾

PANTONE ▢ U

PANTONE Yellow U	
PANTONE Yellow 012 U	
PANTONE Orange 021 U	
PANTONE Warm Red U	
PANTONE Red 032 U	
PANTONE Rubine Red U	

OK
Cancel
Add

☑ Add to CC Library: My Library ▾ Learn More...

CC Libraries

❑ Some features such as styles and new colors are applied to the current document only.

❑ To access these features in other documents you may retrieve them from the CC Libraries Panel.
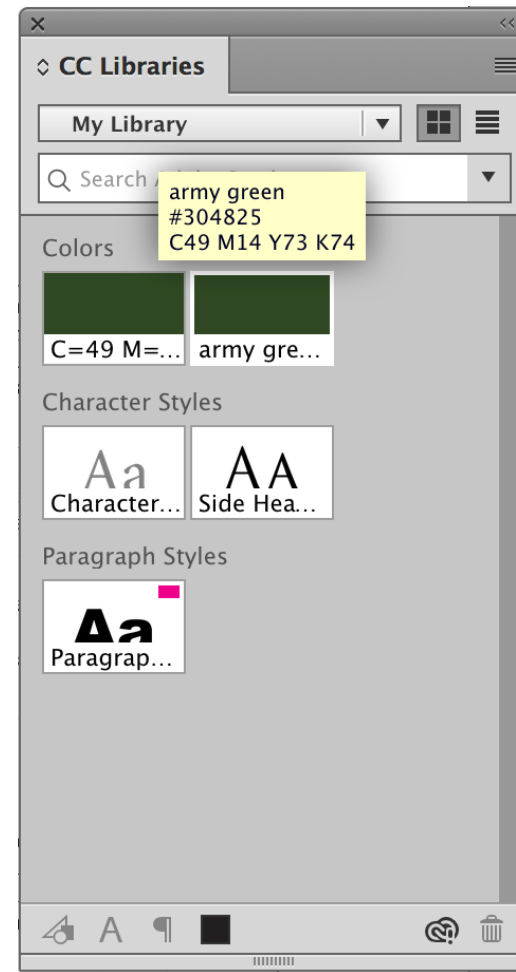
Layout Terms

- ❑ Master Page
    - ☐ It provides a template for the other pages, with shared layout and function.
    - ☐ Allows you to create a consistent look and behavior for all the pages in your document.
- ❑ Facing Pages
    - ☐ Pages in a document that appear on opposite sides of a book or magazine, also called a spread.
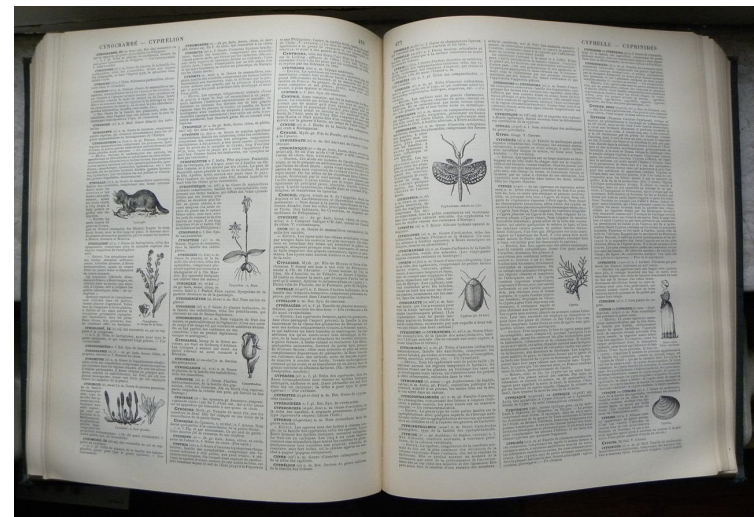
Layout Terms

- ❑ Gutter
  - ☐ The space between columns of text.

- ❑ Margin
  - ☐ In print, "margin" typically refers to the blank space around the page, while on the Web it describes the spacing between elements on a webpage.

Layout Terms

❑ Bleed
   ☐ A printing term that refers to graphics or design elements which extend beyond the print edge of your design piece. It ensures that no unprinted edges occur in the final trimmed document

❑ Slug
   ☐ Usually non-printing information such as a title and date used to identify a document. It appears on the pasteboard, usually near the bottom of the document.

Text Editing Terms

❑ Typography
  ☐ The design and use of fonts and typefaces as a means of visual communication in a design.

❑ Readability
  ☐ A characteristic of fonts that make them easy to identify and read; all fonts in a graphic design should be legible unless desired effect is otherwise.

Text Editing Terms

- ❑ Font Families
  - ☐ Collection of fonts that fall within a group or subset that are visually similar, but with minor variations (ex. Arial, Courier, Times, etc.)
- ❑ Serif
  - ☐ A slight projection finishing off a stroke of a letter. Fonts with the serif are called serif fonts.
- ❑ Sans Serif
  - ☐ Fonts without the serif on the letters.

Text Editing Terms

{ **Serif** }
A serif is a small decorative flourish on the end of the strokes that make up letters and symbols

[**Sans Serif**]
"Sans" (to be without) Serif fonts do NOT have any flourishes at the end of strokes.

Text Editing Terms

- ❏ Leading
  - ☐ The amount of vertical space between lines of text in a paragraph.

- ❏ Tracking
  - ☐ The amount of horizontal space between characters within a word or sentence.

- ❏ Kerning
  - ☐ The amount of horizontal space between pairs of individual characters.
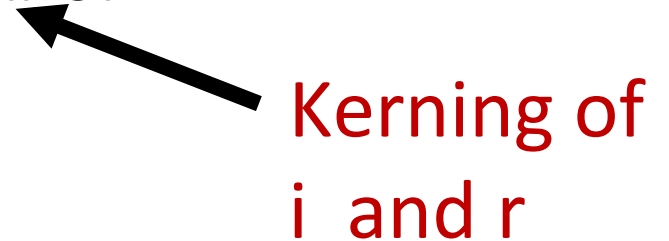
Text Editing Terms

Leading is the space between lines of

text, what we often call line spacing.

Leading

Tracking is the space between l e tt e r s in a line which is sometimes called character spacing.

Tracking

Kerning is the space between a pair of letters.

Kerning of i and r

Text Editing Terms

- ❑ Drop Cap
    - ☐ The first letter of a paragraph that is larger in size than the rest that follow.
    - ☐ The letter "**drops** down' below a few lines of the paragraph.
    - ☐ Created in paragraph formatting

Text Frames

❑ Text in InDesign resides inside text frames.

❑ Text frames can be moved, resized, and deleted while using the Selection tool.

❑ The process of connecting text among frames is called threading text.
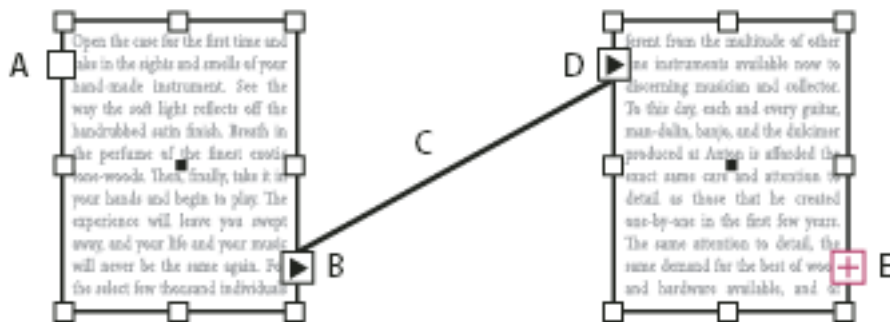
A. In port at beginning of story **B.** Out port indicating thread to next frame **C.** Text thread **D.** In port indicating thread from previous frame **E.** Out port indicating overset text

Layout Terms

- Placeholder Text
  - Randomly generated words used to fill a defined space of a layout to give an impression of how the overall design will fit together.

- Text Wrapping
  - A feature supported by many page layout programs that enables you to surround a picture or diagram with text.

Gulls are birds in the family Laridae. They are most closely related to the terns (family Sternidae), auks and skimmers, and more distantly to the waders. Most gulls belong to the large genus Larus.

They are in general medium to large birds, typically grey or white, often with black markings on the head or wings. They have stout, longish bills and webbed feet.

Most gulls, particularly Larus species, are ground nesting carnivores, which will take live food or scavenge opportunistically. The live food often includes crabs and small fish. Apart from the kittiwakes, gulls are typically coastal or inland species, rarely venturing far out to sea. The large species take up to four years to attain full adult plumage, but two years is typical for small gulls.

Figure 1: A gull

Gulls the larger species in particular are resourceful and highly-intelligent birds, demonstrating complex methods of communication and a highly-developed social structure. Certain species (e.g. the Herring Gull) have exhibited tool use behaviour. Many species of gull have learned to co-exist successfully with man and have thrived in human habitats. Others rely on kleptoparasitism to get their food.

Character vs. Paragraph Styles

- ❑ Styles can be created one time and easily applied to text. If the style is modified, all text to which the style has been applied is automatically updated.

- ❑ Character Style
  - ☐ Includes formatting such as font, size, bold, italics and color, etc.

- ❑ Paragraph Style
  - ☐ Includes paragraph formatting such as indents, bullets, and alignment as well as the character formatting options.