week::four
Precision & Efficiency Tools in InDesign

Margins, Rulers, & Guides*

*...key tools for creating a clean, consistent, & perfectly-aligned page layout.

Margins

- o   Establishes the **live area** of a layout.
- o   Use File > Document Setup... to make margin changes to *all* pages.
    - ▪ Even better, use Parent Pages to create consistent margins across all pages.
- o   However, margins are **page-specific**. They can be changed independently of other pages.
    - ▪ Select a page in the Pages panel, then Use Layout > Margins and Columns... to change a specific page's margins.
    - ▪ Or select multiple pages using the Pages panel, then adjust the margins.
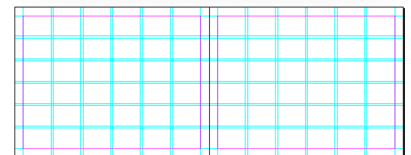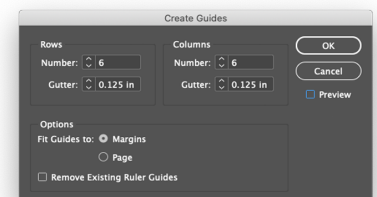
Rulers

- o   Command-R shows/hides rulers.
- o   Right-click on a ruler to change your document's unit of measurement.
    - ▪ Using this method, the horizontal and vertical rulers can be changed independently from one another, allowing each ruler to have its own unit of measurement. Weird, I know...
- o   The ruler's zero point can be changed by dragging from the top-left area where the two rulers intersect; Double-click this space to reset.

Column Guides

- o   Single-purpose guides useful for quickly creating vertical columns in your layout, dividing the horizontal space on the page into layout units.
- o   They only occupy the space *within* the page margins.
- o   Column Guides are **page-specific**. They can be changed independently of other pages.
    - ▪ Use Parent Pages to create consistent column guides across all pages.
- o   Column Guides are locked by default.

Ruler Guides

- o   Create by dragging out from document rulers.
- o   **Command-;** shows/hides all guides (the W key also will toggle guides).
- o   **Command-Option-;** locks/unlocks all guides.
- o   Guides are **page-specific**—even on a spread they will be applied to just one page.
    - ▪ To apply to both pages of a spread, hold down the **Command key** while creating a guide.
- o   When unlocked, Guides are **selectable** with the Selection tool, and can be moved or copied-and-pasted to duplicate.
- o   Use the **Control Bar** or the Transform panel to **position guides numerically**.
- o   Some appearance options can be changed using the Layout > Ruler Guides... menu.
- o   **Layout > Create Guides**
    - ▪ Quickly creates consistent vertical and/or horizontal guides on a page.
    - ▪ Very helpful for creating the framework for **grid-based designs**.
    - ▪ They can be placed within the page *margins* or page *dimensions*.

— Lecture Outline —

Alignment & Precision Tools

Precision Drawing of Objects

- o With most drawing tools, double-click on the artboard with it to bring up a dialog box that allows you to enter numeric values for the new object.

Numeric Movement with the Move tool

- o After selecting an object, **double-click** on the Move tool to bring up the Move dialog box.
- o You can also access this by selecting Object > Transform > Move (Command-Shift-M).
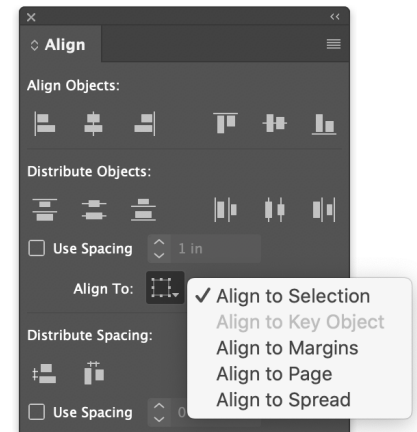
Nudging using the Arrow Keys

- o With an object select, use the Arrow keys to nudge an object up/right/down/left.
- o Use the Shift key with an Arrow key to move an object 10x as far.
- o Settings can be changed under Preferences > Units & Increments > Keyboard Increments.

InDesign as Calculator

- o In most fields that accept numbers, you can perform simple math right in the number area.
- o Simple calculations using +, - , * , and / can be done.
- o Always press return/enter or tab to execute the calculation.
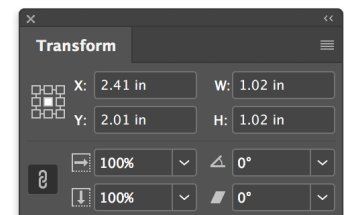
Align Panel (shift-F7)

- o Incredibly useful panel for aligning objects on a page.
- o Useful for making sure objects are perfectly aligned with each other, or evenly distributed across an axis.
- o The **Align To** option includes a few notable features:
  - ▪ Use **Align to Selection** to align a selected group of objects.
  - ▪ Use **Align to Key Object** to select ONE object in a group to align to. This is helpful if you wish to align to an object that not on the perimeter of a selection.
  - ▪ Use **Align to Page** to align objects based on the page dimensions. Useful for centering objects on a page (use align horizontal centers & align vertical centers), or to an edge of a page. **Align to Margins** is similar but uses the margins instead.
- o **Use Spacing** specifies an exact distance between objects.
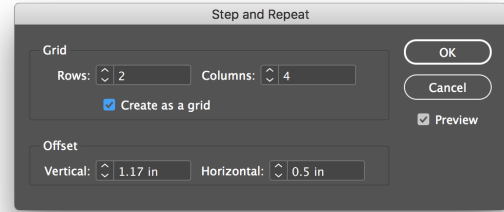- o Align options are also available in the Control Bar.

Transform Panel

- o Powerful panel to numerically adjust the position, size, and shape of an object.
- o Can set the **X/Y position** of an object on the page, and the exact **width and height**.
- o Use to **scale** options to resize an object, or enter numeric value for **rotate** and **skew** to apply those changes.
  - ▪ Click the chain link to the right of the Width and Height boxes to lock-in the proportions of the object. The screenshot to the right shows the width and height linked together.
- o An important component of the Transform panel are the nine **Reference Points** located at the top-left of the panel (or far-left of the Control Bar).
  - ▪ These allow you to set where on an object the X/Y coordinates are being read from, and where the transformations are being applied.
- o Options are also available in the Control Bar, and under the Object > Transform menu.

Step and Repeat (Command-Option-U)
- o Helpful tool to create evenly-spaced repeating objects.
- o Can create rows, columns, or a grid of objects very quickly and precisely.
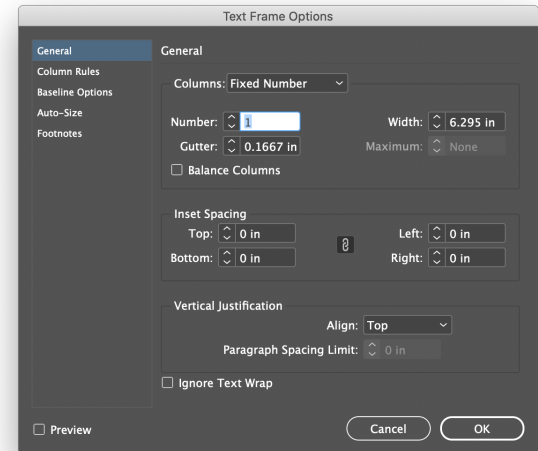- o Found under Edit > Step and Repeat…

Gap Tool (Command-U)
- o Adjusts the size of the space between two or more objects.
- o Drag between objects to change the object's size without changing the gap.
- o Use the Shift key to focus change on just the two nearest objects.
- o Command-click to resize the gap instead of the objects.
- o Option-click to move the gap and objects

InDesign Text Frame Options

Overview
- o Allows for customization of a text frame, including creation of dynamic columns, inset spacing and other frame options.
- o Select the text frame you wish to edit with the Selection tool, then select **Object > Text Frame Options…** (Command-B).
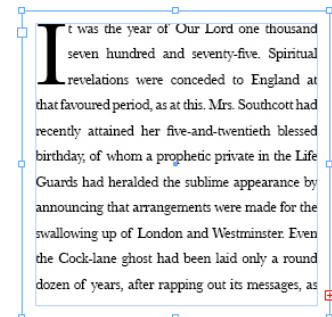
Columns
- o The. Most. Important. Option. Ever.
- o Set the number of columns, and specify exact Width and Gutter measurements.
- o Use the **Balance Columns** option to visually align the end of each column in a frame.
- o **Fixed Width Option** (under pull-down menu)
  - ▪ Forces a text frame to always use the Width measurement as specified.
  - ▪ When resized, a text frame will snap to a width that displays the full columns plus the gutter space.
  - ▪ This is especially useful in newspaper and magazine publishing, where column widths are always the same across publication editions.

Inset Spacing
- o Creates padding inside a text frame, adding space between the frame edge and its content.
- o Helpful when creating call-out boxes with strokes applied.
  - ▪ The example to the right has an .125" (⅛th inch) inset applied to all sides.

Vertical Justification
- o Positions text vertically within a text frame.

Ignore Text Wrap
- o When selected, text within the frame will not follow any text wrap settings applied to images and other elements.

Column Rules
- o Allow the placement of vertical rules between columns.