



ECAC-SIDA 2010 CONVENTION

BEGINNER'S InDESIGN PANEL

HOW TO CREATE A SIMPLE GAME PROGRAM

All the files for this presentation are available for download at
<http://people.brandeis.edu/~aslevin/ECAC-SIDA.zip>

- 1) Starting a new document
 - a. File -> New Document
 - i. Page Size
 - ii. Orientation
 - b. Changing Units of Measurement
 - i. Edit -> Preferences -> Units and Increments
 - ii. Change Horizontal and Vertical drop-down menus from Picas to Inches
 - c. Toolbox (see handout)
 - i. Selection Tool – selects objects in document
 - ii. Direct Selection Tool – selects and moves elements within an object
 - iii. Type Tool – Inserts a text object
 - iv. Rectangle Frame Tool – Adds a frame to identify where an element will be placed
 - v. Rectangle Tool – Adds a box
 - vi. Screen Views – Toggles between Normal View, which shows all borders on elements, and Preview View, which shows what the final product will look like
 - d. Margin
 - i. Pink lines on each page – stay within these for ease of printing
- 2) Adding pages
 - a. Pages Toolbar on right
 - b. Icons on lower right
 - i. Click Page to add page
 - ii. Click Trashcan to delete page
 - c. Navigating between pages
 - i. Page numbers on lower left of document
 - ii. Arrows between pages or to start or end page
 - iii. Scroll around with scroll bars
- 3) Page 1 – Cover Page
 - a. Adding Text Boxes
 - i. Click Type Tool
 - ii. Drag on page to inset box
 - iii. Enter your text
 - iv. Change text to match program
 1. Font
 2. Size
 3. Orientation
 - b. Placing Graphics
 - i. Change to Selection Tool to create a new object
 - ii. File -> Place
 - iii. Choose appropriate graphic
 - iv. Click in open area on page
 - v. Center graphic on page, using pink guide
 - vi. Extend graphic to edges
 1. Click on corners
 2. Hold down shift key to keep proportionality
 3. Stretch frame to margins
 4. Object -> Fitting -> Fit Content to Frame



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- 4) Page 2 – Roster Page
 - a. Add header (same as page 1)
 - b. Add roster
 - i. Add a new Text box
 - ii. Cut and Paste from MS Word
 - iii. Highlight text of roster
 - iv. Type -> Tabs
 - v. Similar to MS Word Tabs
 - c. Add logo
 - i. Place object
 - ii. Center object
 - iii. Change opacity
 1. Slider in Control panel at top of screen
 2. Slide to 30% (or type 30 and press enter)
 - iv. Send behind roster
 1. Object -> Arrange
 2. Send Backwards (or Send to Back)
 3. Can also be done with right-clicking
- 5) Page 3 – Visitor Roster page
 - a. Shift-click to select header, roster and logo
 - b. Copy and Paste
 - i. Paste in Place (Alt-Shift-Ctrl V)
 - ii. Shift and drag onto Page 3
 - c. Changing columns in MS Word
 - i. Select All
 - ii. Table -> Convert -> Text to Table
 - iii. Highlight and cut column to be moved
 - iv. Insert column in correct order
 - v. Table -> Convert -> Table to text
 - vi. Copy and paste into InDesign
 - d. Changing text - Edit -> Find/Replace
 - e. Place a new graphic
 - i. Select Gavel logo
 - ii. Place Bowdoin.jpg
 - iii. Fit Frame to Content
 - iv. Locate point on frame, shift and hold down to shrink graphic proportionally
 - v. Fit Content to Frame
- 6) Page 7 – Schedule page
 - a. Box with drop-shadow
 - i. Use Rectangle Tool
 - ii. Drag to approximate size
 1. Use Control panel to get exact size
 - iii. Change width of line on control panel
 - iv. Round off corners – Object -> Corner Effects -> Rounded
 - v. Drop Shadow -> Button on control panel
 - vi. Fill with white
 1. Double click Fill Box on tool panel
 2. Change K from 100 to 0
 - b. Cut and paste schedule and recap (Use Pasteboard)
- 7) The Final Product
 - a. Print – To print each page on 8x11
 - b. Print Booklet – To print the program
 - c. Export to PDF – To generate a PDF
 - d. Export to CS3 – To send to a user who is on a different version of Indesign