Adobe InDesign + Photoshop
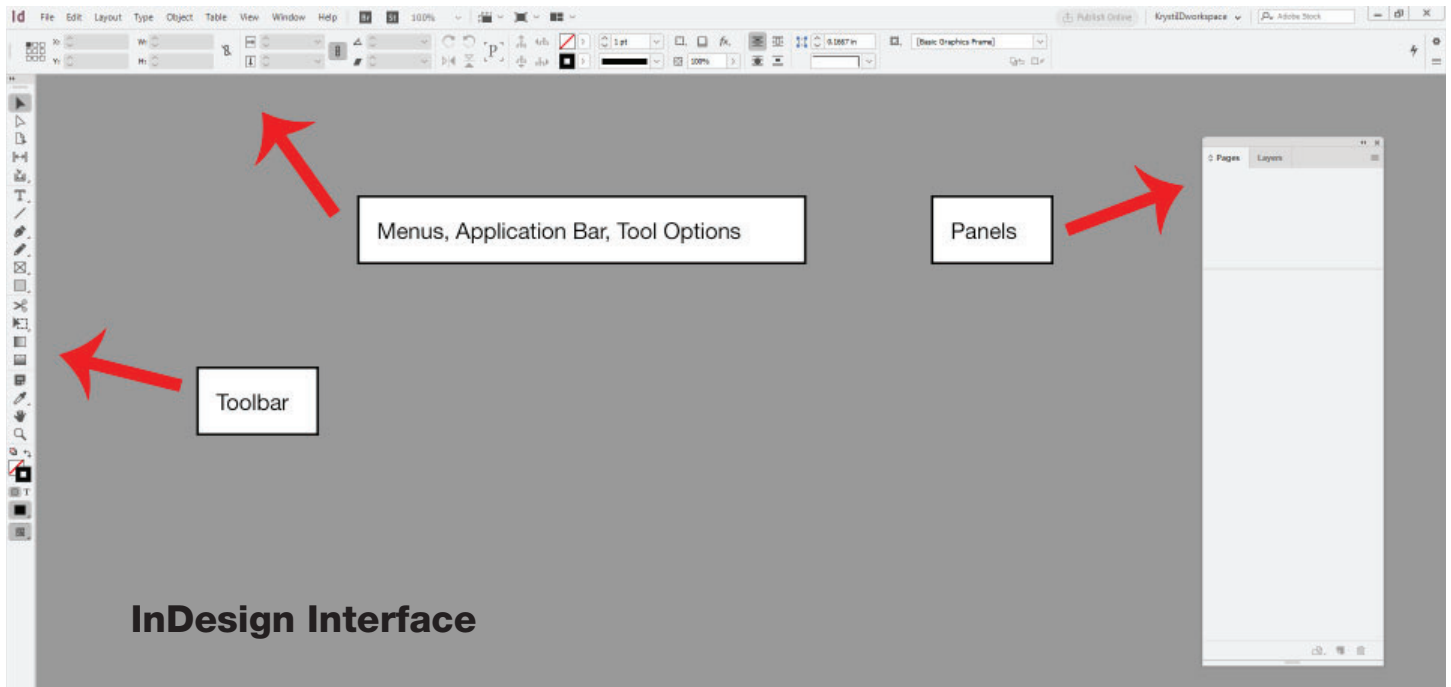

Menus, Application Bar, Tool Options

Panels

Toolbar

InDesign Interface

Menu Bar:

- File Menu > New
- File Menu > Place
- File Menu > Document Set Up
- Layout > Pages
- Layout > Margins and Columns
- Type > Insert Footnote
- Type > Insert Endnote
- Type > Insert Special Character
- Object > Transform
- Object > Arrange
- Object > Text Frame Options
- View > Screen Mode
- Window > All Your Panels

Panels

- Pages
- Links
- Swatches
- Paragraph Styles
- Character Styles
- Paragraph
- Character
- Text Wrap
- Stroke

Toolbar

- Move Tool
- Text Tool
- Line Tool
- Pen Tool (curved lines)
- Rectangle Frame Tool (images)
- Rectangle Tool (shapes)
- Transform Tool
- Fill and Stroke color picker

Adobe InDesign + Photoshop

Move tool

Direct Selection - for selection

Gap tool - to control spacing between objects

Text tool

Line tool

Pen tool

Pencil tool

Rectangle Frame tool - for images

Rectangle tool - for shapes, also has ellipse and polygon

Free Transform tool - to resize or rotate

Eyedropper tool - sample colors

Color Picker/Fill & Stroke - Fill and Stroke colors

Adobe InDesign + Photoshop

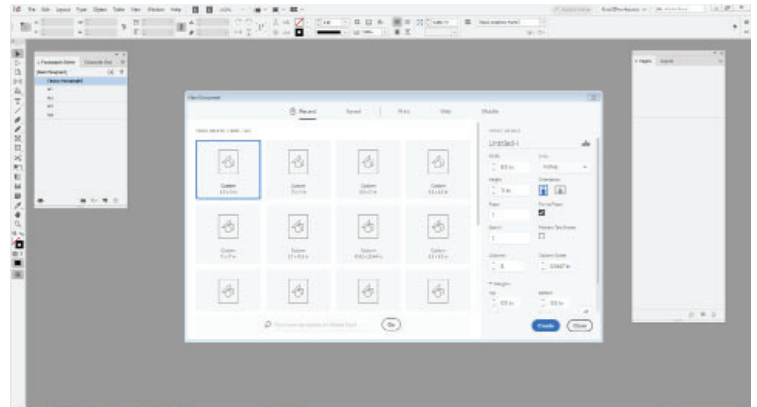**Make a folder on the desktop with your name to save your files.**

Open InDesign

Dialogue Box or **File > New > Document**

Choose your options:

- Document size - 8.5 x 11 inches is standard
- Orientation - Portrait or Landscape
- Pages - Facing Pages
- Columns - how many do you need
- Gutter - space between columns
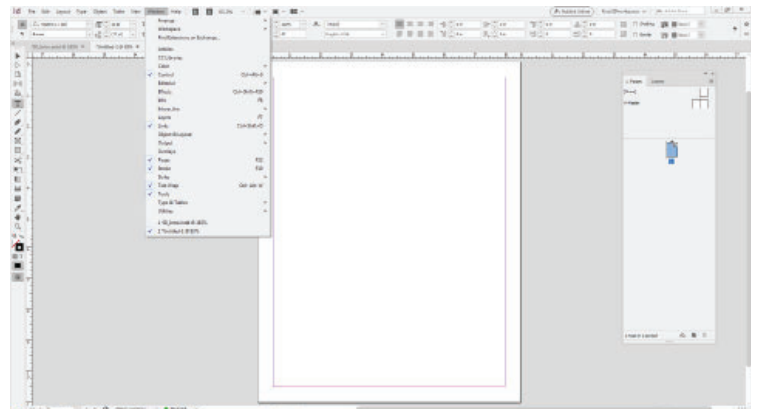- Margins - space before edge of paper

Hit **Create**

CREATE NEW DOCUMENT WINDOW

Go to Window and choose:

- Window > Pages
- Window > Links
- Window > Paragraph Styles
- Window > Character Styles
- Window > Character
- Window > Paragraph
- Window > Control (may be default)
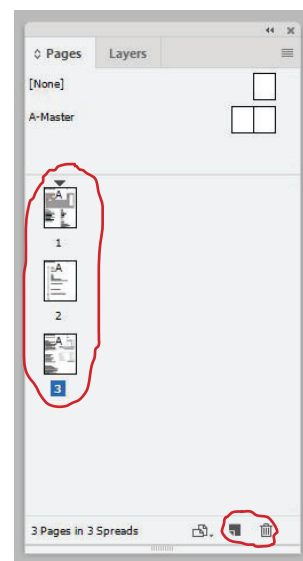

GET YOUR PANELS OUT

Look at your **Pages Panel**

Notice all your pages are in a list.

You can scroll down the document or double-click on the page you want to work on

You can add pages at the bottom of the panel using the New Page icon; Delete pages by clicking on the Trashcan icon

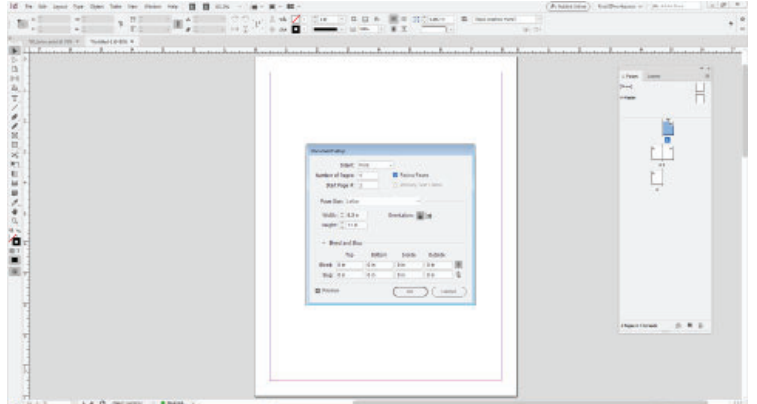To fit your whole page into view, you can choose CNTRL 0

Adobe InDesign + Photoshop

If you are making a booklet, you may need to change your document set up to "Facing Pages".

You can edit this by going to:

- **File > Document Setup**
  and check "**Facing Pages**"
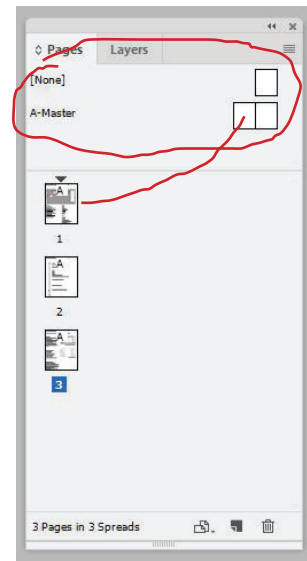
Master Pages

In your **Pages Panel**, notice the top, where it says **A-Master**

Your **Master Pages** are an opportunity for you to make templates in your document for reoccurring items, like headings or page numbers. It also allows you to set the margins and columns, individually.

You can have multiple sets of **Master Pages.**

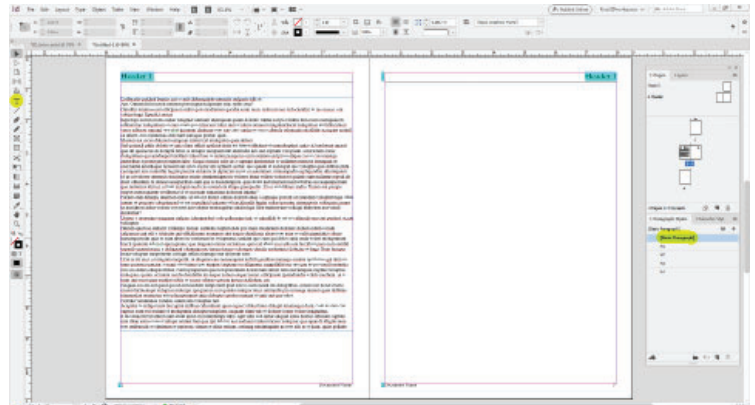To apply them, you just click and drag it onto your layout pages in the list.

To get back to your editable document pages, double click on the page in the list.

Adobe InDesign + Photoshop

Paragraph Styles!

Noticed that our text is automatically formatted in "Basic Paragraph" style in our **Paragraph Styles** panel.
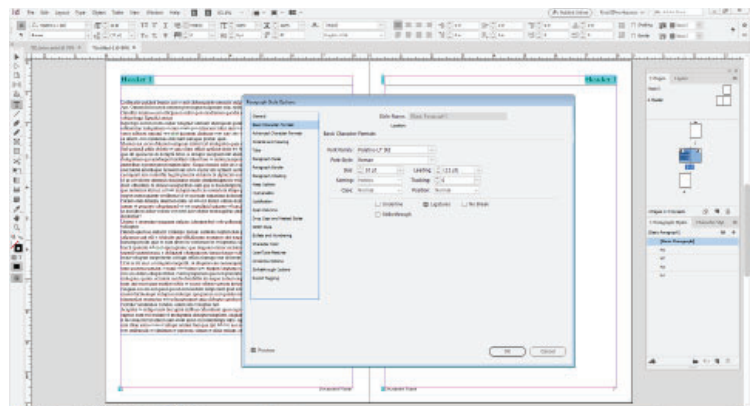

USING THE TEXT TOOL AND PARAGRAPH STYLES

If you Right Click on "**Basic Paragraph**", you can edit the properties of the text for font, size, spacing, color, etc.

To make a new **Paragraph Style**, like "Header 1" or "bullet list", click on the new icon at the bottom of the panel or the hamburger menu on the top right of the panel and choose "**New Paragraph Style**".

Let's make a few styles!

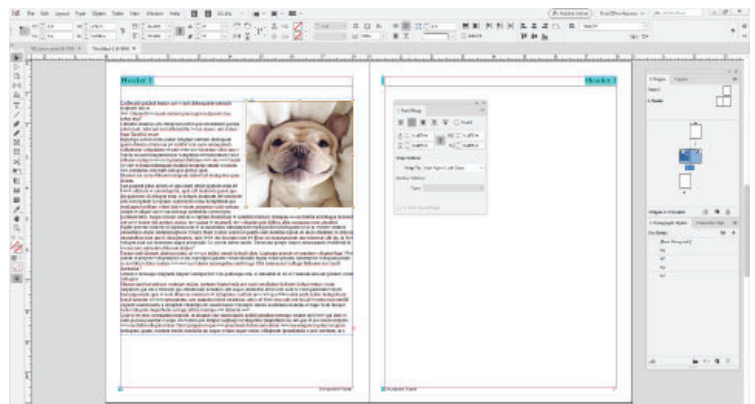**EDITING AND CREATING PARAGRAPH STYLES**

Inserting graphics

Want to add a photo inside your text with a text wrap? No problem!

Go to **File > Place** and choose your image.

Draw the box in the position/size you want.

Click on the image and either use the tool option panel up top, or the **Text Wrap** panel to apply your text wrap.

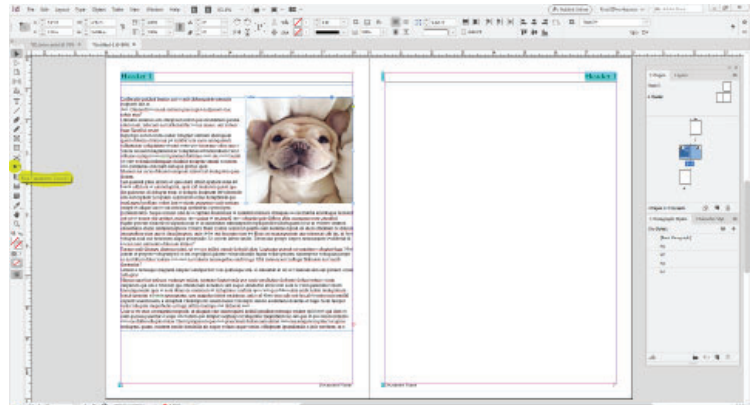You can choose **Wrap Around a Bounding Box** or **Wrap Around an Object Shape**.

PLACE AN IMAGE WITH TEXT WRAP

Adobe InDesign + Photoshop

Need to resize that puppy? Literally?

Click on the image then choose your **Free Transform** tool from the toolbar. This allows you to resize, rotate or shear your image.
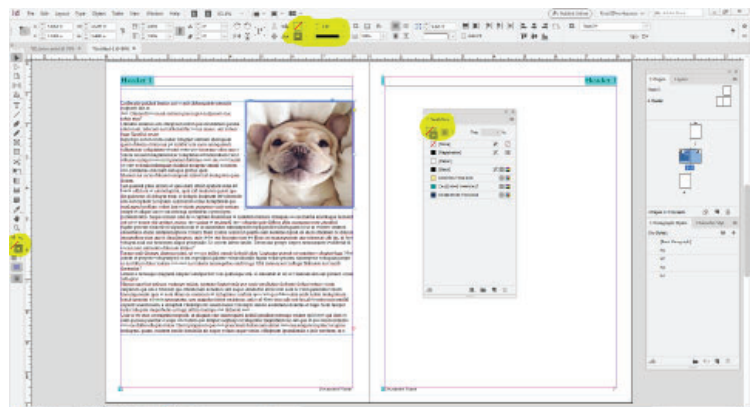
Hold down **SHIFT** when you resize to keep your image ratios correct.

RESIZE YOUR IMAGE WITH FREE TRANSFORM TOOL

Want a border on that puppy?

Click on the image. You can either choose a border color and size up top, in the tool options panel, choose to add color in the color picker area, or use your **Swatch** panel to apply colors to either fill or stroke.
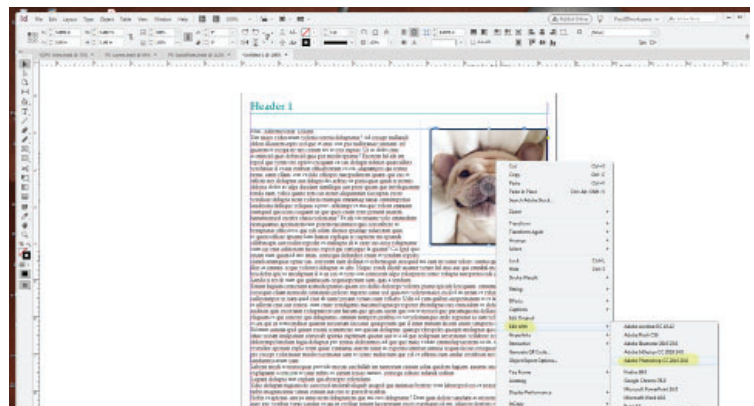
ADD A BORDER TO YOUR IMAGE

Do you need to edit that puppy?

Just right click on the image and choose **Edit With > Adobe Photoshop**

That will open your file in Photoshop so you can edit easily between programs.
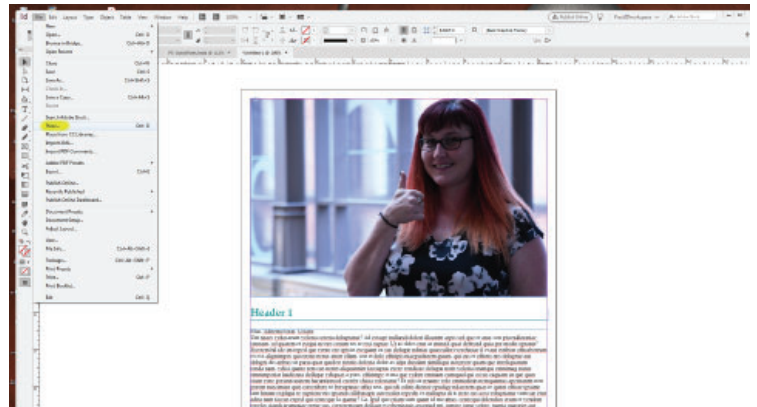
OPEN IMAGE IN PHOTOSHOP

Adobe InDesign + Photoshop

Let's bring in a photo with problems!

Go to **File > Place** and bring in the image of me. Noticed how I'm under-lit and hard to see? Let's fix that!
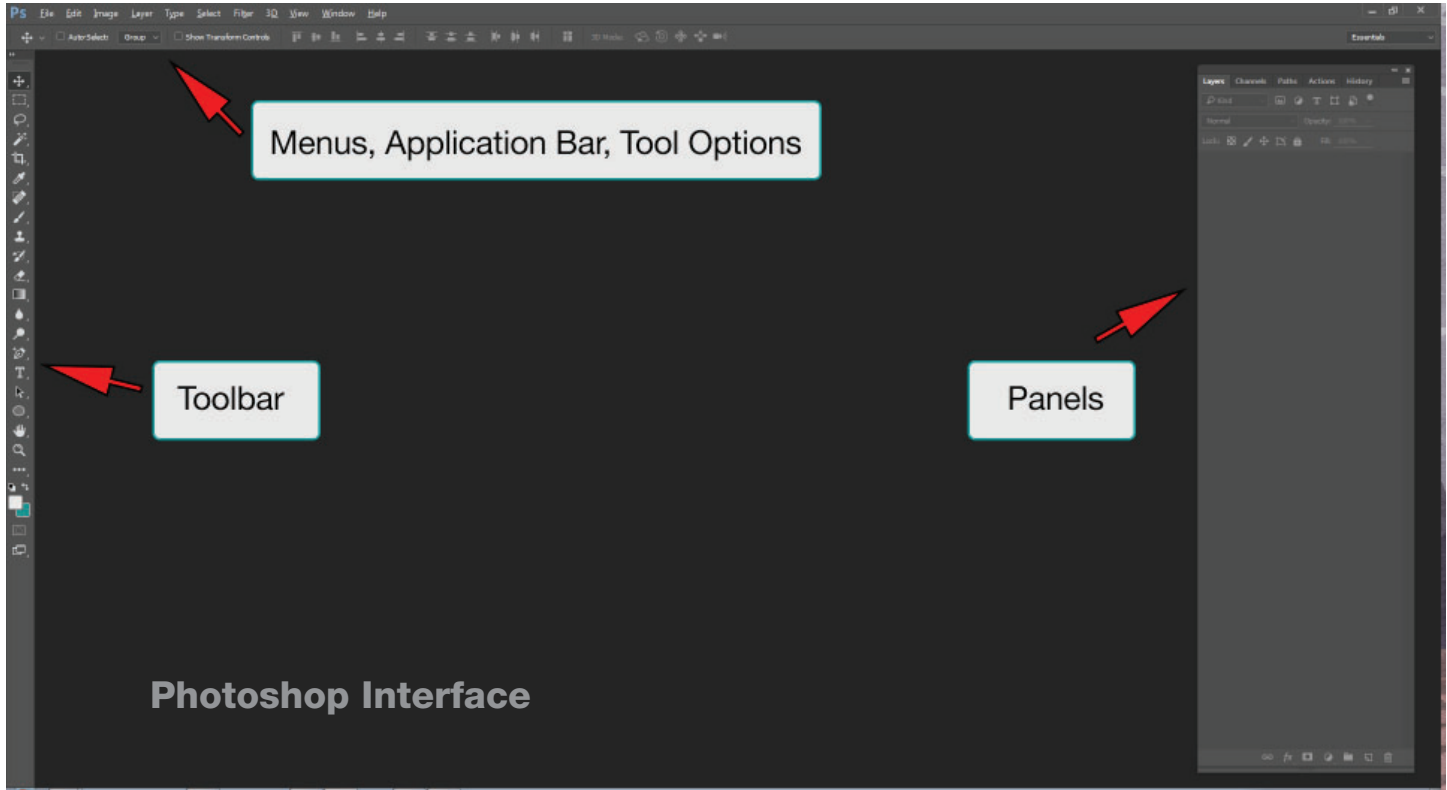
Right click on the image and choose **Edit With > Adobe Photoshop**

That will open your file in Photoshop so you can edit easily between programs.

AN EVEN CUTER SUBJECT!

Adobe InDesign + Photoshop

Menus, Application Bar, Tool Options

Toolbar

Panels

Photoshop Interface

Menu Bar:

- File Menu > New >
- File Menu > Place Embedded
- Image Menu > Image Size
- Image Menu > Canvas Size
- Window Menu > Where your Panel windows are located
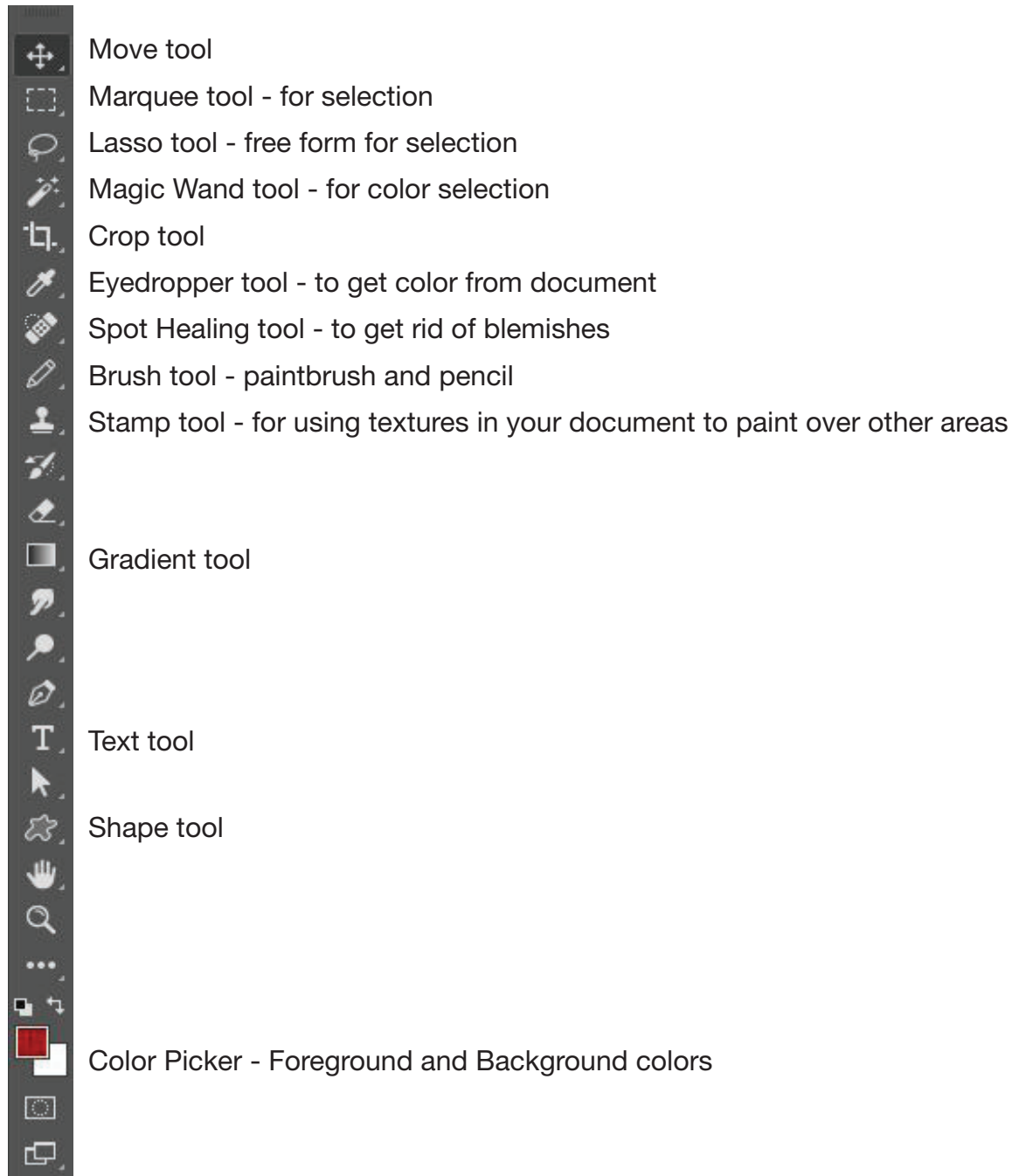- Select > Inverse
- Select > Deselect

Panels

- Layer Panel
- History Panel
- Color/Swatches Panel
- Character/Paragraph Panel
- Brush Panel

Toolbar

- Move Tool
- Magic Wand Tool
- Spot Healing Brush
- Brush Tool
- Clone Stamp Tool
- Text Tool
- Shape Tool
- Foreground/Background colors

Adobe InDesign + Photoshop

Move tool

Marquee tool - for selection

Lasso tool - free form for selection

Magic Wand tool - for color selection

Crop tool

Eyedropper tool - to get color from document

Spot Healing tool - to get rid of blemishes

Brush tool - paintbrush and pencil

Stamp tool - for using textures in your document to paint over other areas

Gradient tool

Text tool

Shape tool

Color Picker - Foreground and Background colors

Adobe InDesign + Photoshop

Open Photoshop

Our file should come in as a PSD, or Photoshop document, which means it can have multiple layers.
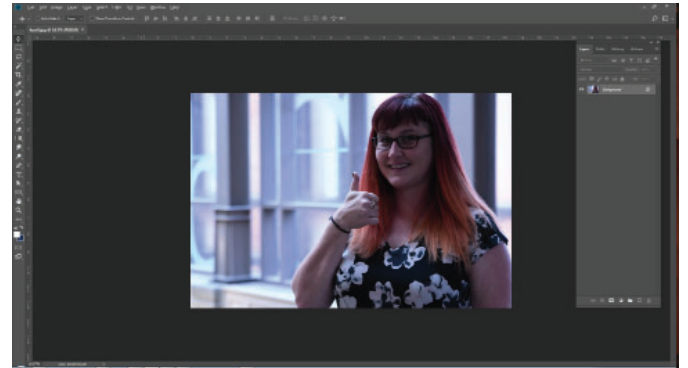
We always want to put new things or corrections on **NEW LAYERS**! This is **NON-DESTRUCTIVE** editing.

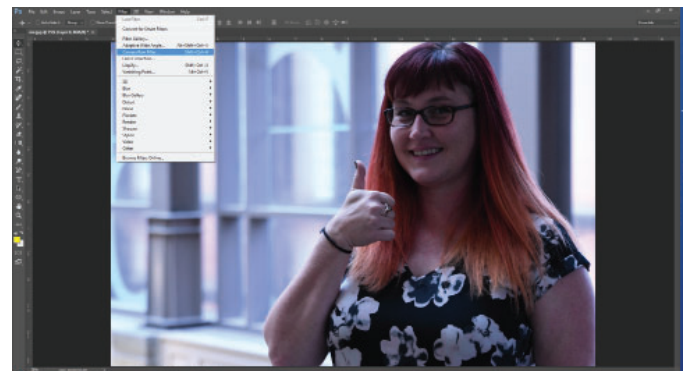You can use Ctrl+ and Ctrl- to zoom in and out.

Now let's fix this photo!

Filter > Camera Raw Filter

- Play with the toggles
- First tab
    Exposure - overall brightness/darkness
    Highlights - white highlights
    Shadows - middle greys
    Clarity - softens the image details
    Vibrance - brightens colors w/o weirdness
- Go to the HSL tab for Hue, Saturation
    Are your cheeks too pink?
- Go to the Detail tab for smoothness
    Luminance Detail gets rid of noise!
    Smooth out those freckles!
- Once you get something you like, press "p" to view the before/after (or see bottom right)
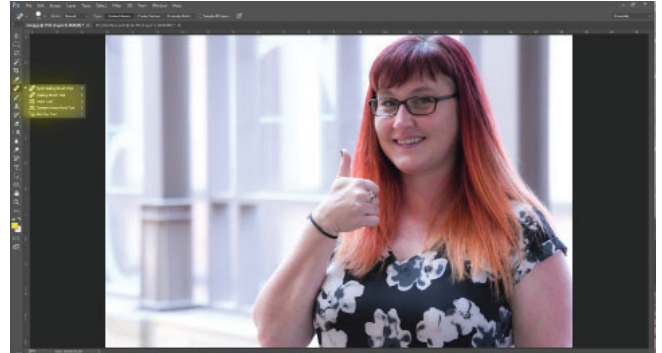- If good, hit OK

PHOTOSHOP INTERFACE

FILTER > CAMERA RAW

FILTER > CAMERA RAW INTERFACE
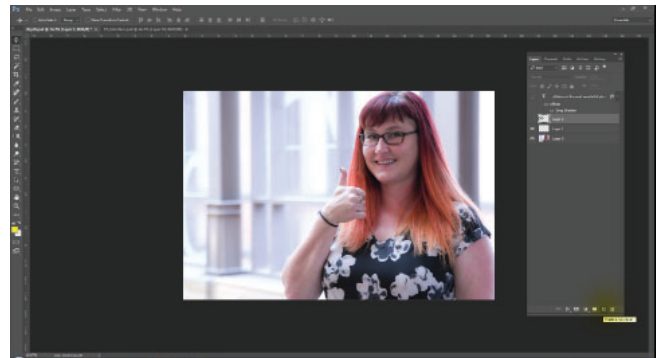
Adobe InDesign + Photoshop

Toolbar > Spot Healing Brush

- Click on any blemishes
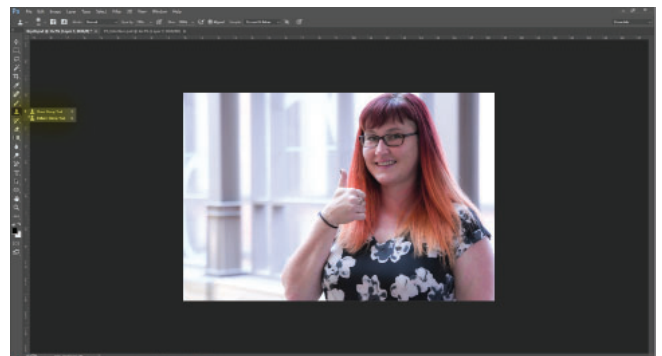

SPOT HEALING BRUSH

Layer > New Layer above

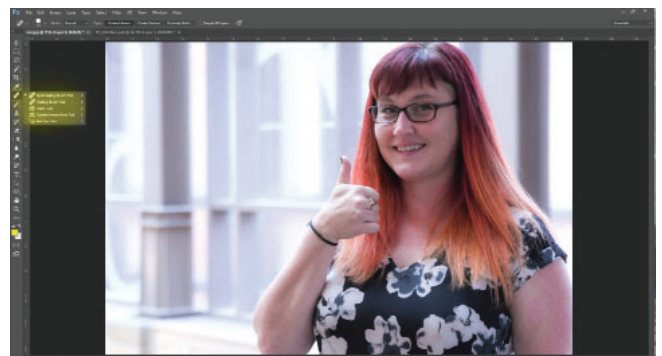NEW LAYER

Toolbar > Clone Stamp

- Make sure Sample: Current & Below is chosen
- Check Opacity - 25% is natural looking
- ALT-click to select area you want to replicate, then Click on area you want to cover
- You may need resample to move around

CLONE STAMP

Toolbar > Red Eye
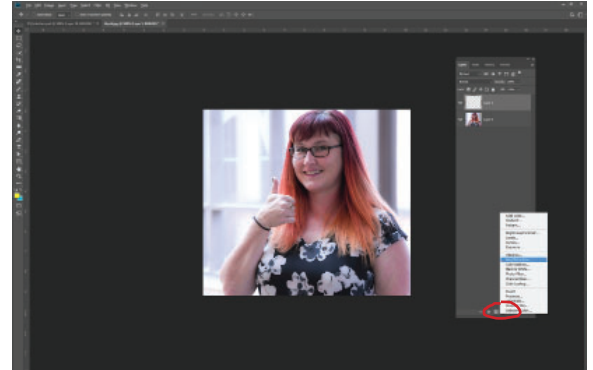
- Just draw a little circle over the "red eye".

RED EYE

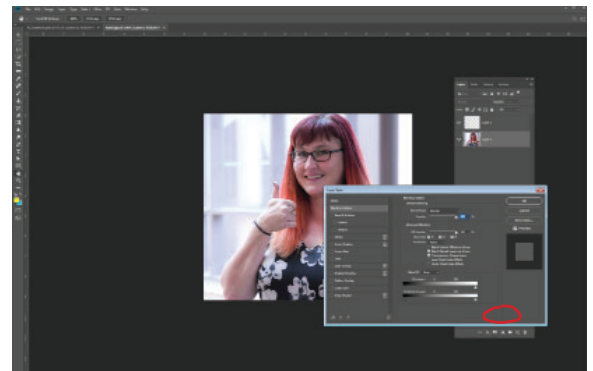# Adobe InDesign + Photoshop

Other ways to alter your images

Use the layer masks at the bottom of the **Layers Panel** to do non-destructive edits like Hue & Saturation, Photo Filters or Brightness & Contrast

HUE & SATURATION LAYER MASK

Layer Styles

You can also double click on the layer you want to spruce up and use Layer Styles to do drop shadows, fill with gradients and patters, make beveled edges, etc.
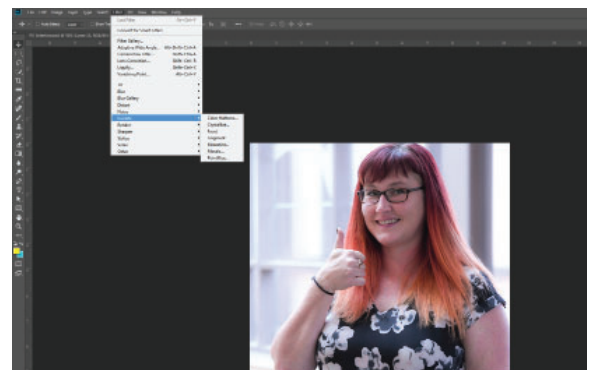

LAYER STYLES ARE COOL!

Filters

You can also use Filters to blur, pixellate, warp, artist paint, etc.!

Always duplicate your layer before adding filters! That way, if something really messes up... you have a backup layer!

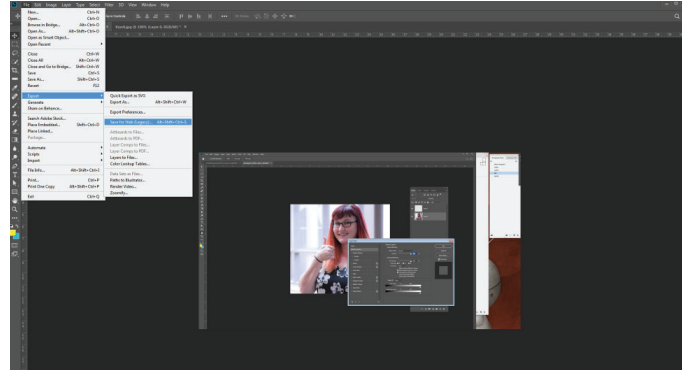Just **RT Click** on the layer and choose **Duplicate Layer**

FILTER MENU

Adobe InDesign + Photoshop

How to Save

File > Export > Save for Web
(SHIFT, ALT, CTRL S)

- Choose JPG for all photographs or art
- Choose GIF for solid color graphics
- Choose PNG if your background is transparent

EXPORT > SAVE AS FOR WEB

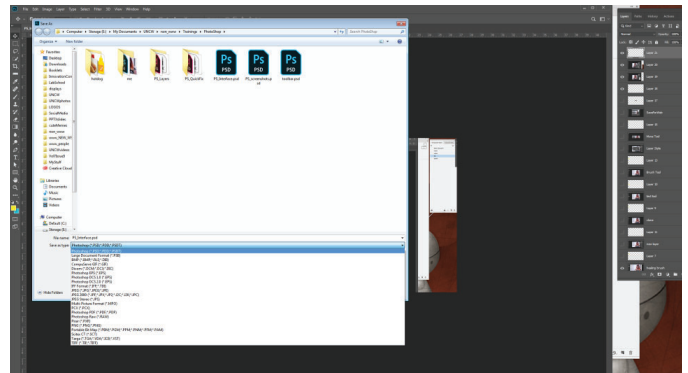**File > Save As** (SHIFT, CTRL S)

Choose TIF for printed documents

Choose JPG for images that will appear on a screen or lower resolution medium

Choose SVG for scalable vector web graphics (tricky little things!)

SAVE AS FOR WEB

File > Save (CTRL S)

This is just when you're saving your PSD. DO THIS OFTEN! EVERY FEW MINUTES!! DON'T LOSE YOUR HARD WORK!!

DPI / Resolution

DPI stands for dots per inch, so basically, how many dots fill up a square inch?

- 72dpi - web
- 150 dpi - printing words
- 300+ dpi - printing photographs

Raster vs. Vector

Raster images are TIF, GIF, PNG, JPG - can't resize without distortion due to pixels.

Vector images are EPS, SVG, AI - can resize all the time because it's made of math!
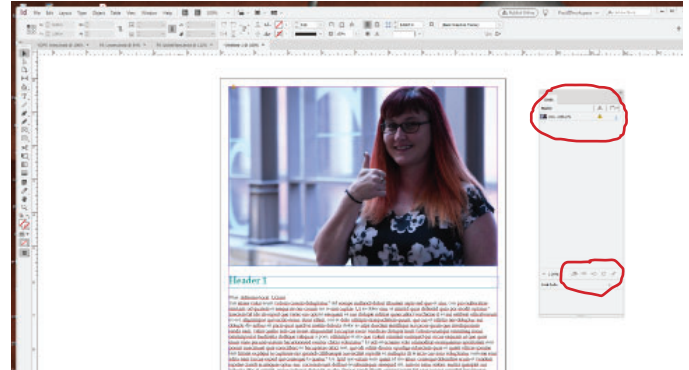
Adobe InDesign + Photoshop

Back to InDesign

Once you save your PSD and close it out, go back into your InDesign document.

In your **Links** panel, you'll notice a yellow caution triangle next to the image you edited. This let's you know that there is an updated version of this file that InDesign needs to load.

Just double click on the triangle to reload the edited image.

UPDATE YOUR LINKS

Last thing to do...

Hit **File > Save** or CTRL S

Go to **File > Print** to print to a printer or PDF.

Adobe InDesign + Photoshop

YES WE CARP