

INDESIGN TUTORIAL GUIDE - PRESS PASS

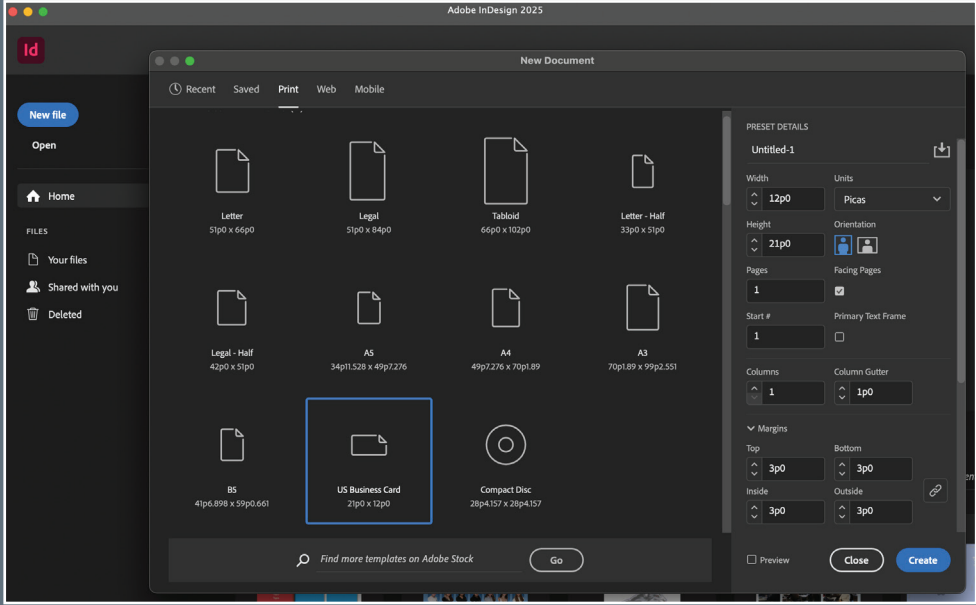
Step 1: Open InDesign & File Set-Up

Go to your Applications and open Adobe InDesign. Sign in using your school email & password.

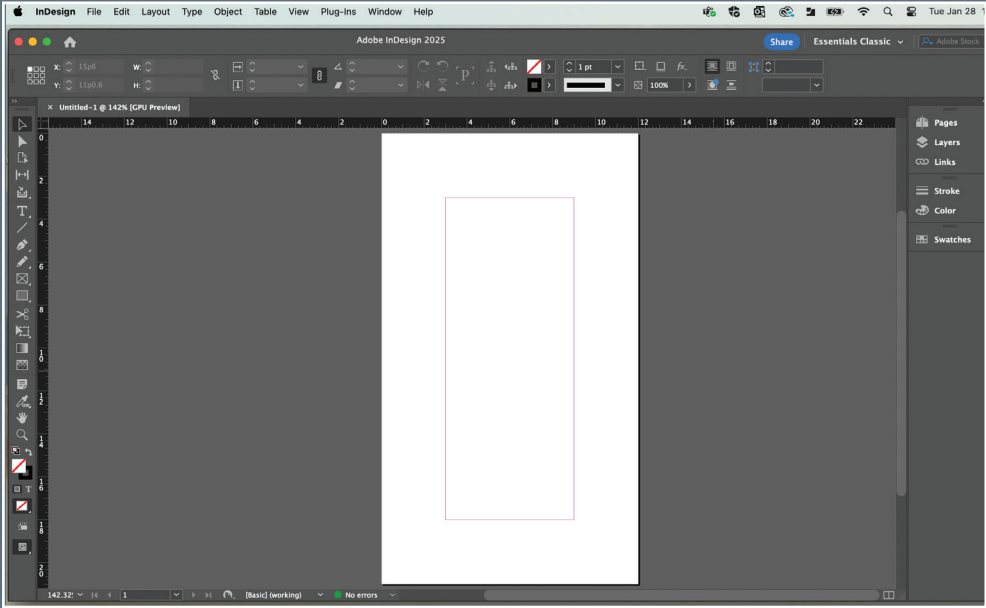
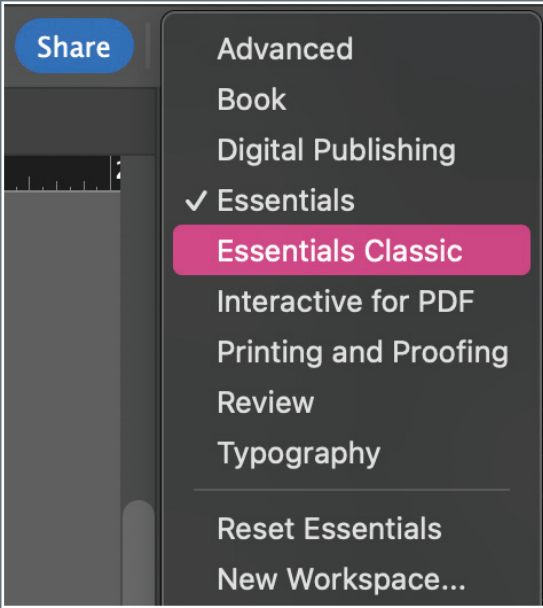
Click on the New File button (top left). Choose Print and More Presets. Scroll until you find US Business Card.

Make sure your Orientation is set to Portrait (vertical).

Click the Create button in the bottom right corner.



I typically use Essentials Classic as my workspace. You set your space up to look just like it. In the top right portion of the window next to Share, you can toggle the option to Essentials Classic.



Step 2: Make a Background

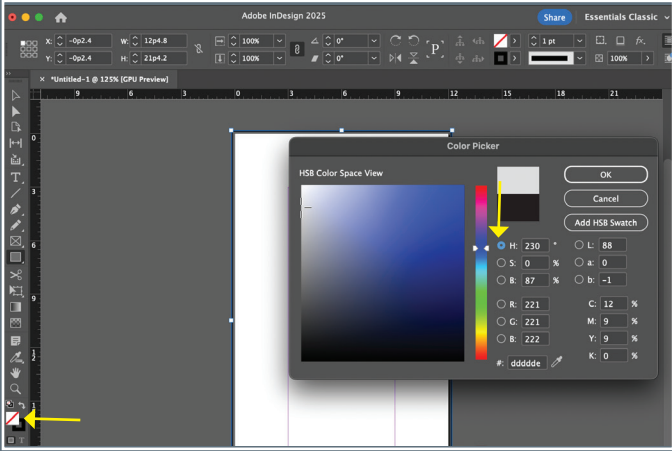
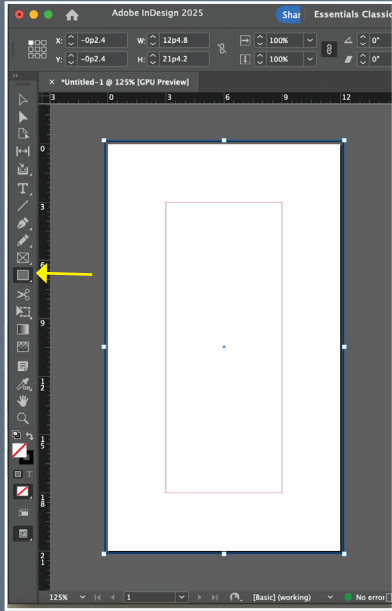
Go to the left Tool Bar and find the Rectangle Tool (M).

Click & Drag across the artboard to put a large rectangle across.

Add a grey colour to the rectangle by double clicking on the square with a red line in the bottom part of the Tool Bar.

In the Color Picker, press H and adjust your colour accordingly.

Remember we are looking to use a grey colour.



Step 3: Adding an Image

Click on the Selection Tool (V) in the Tool Bar.

Right-Click on the rectangle and choose Lock.

This will keep the background from moving as you build other parts.

Next, choose the Frame Tool (F) on the Tool Bar.

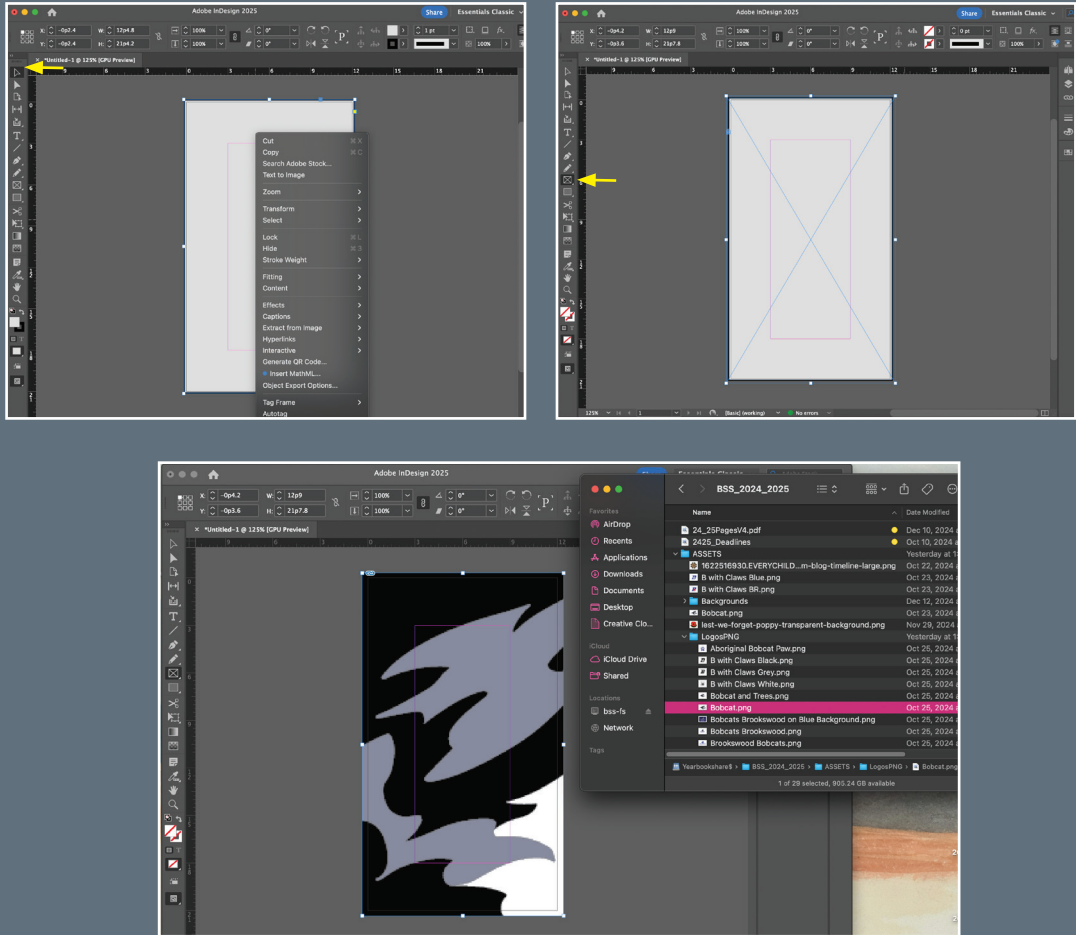
Draw a rectangle around your artboard.

This rectangle will have an X inside it.

To add a photo, you can drag an image into this frame.

For this build use the Bobcat image in the Yearbook Server.

ASSETS -> LogosPNG



Step 4: Adjusting an Image

Click on the Selection Tool (V) in the Tool Bar.

Right-Click on the image.

You may need to click on the double-circle in the middle of the image first.

Choose the Fitting option in the menu.

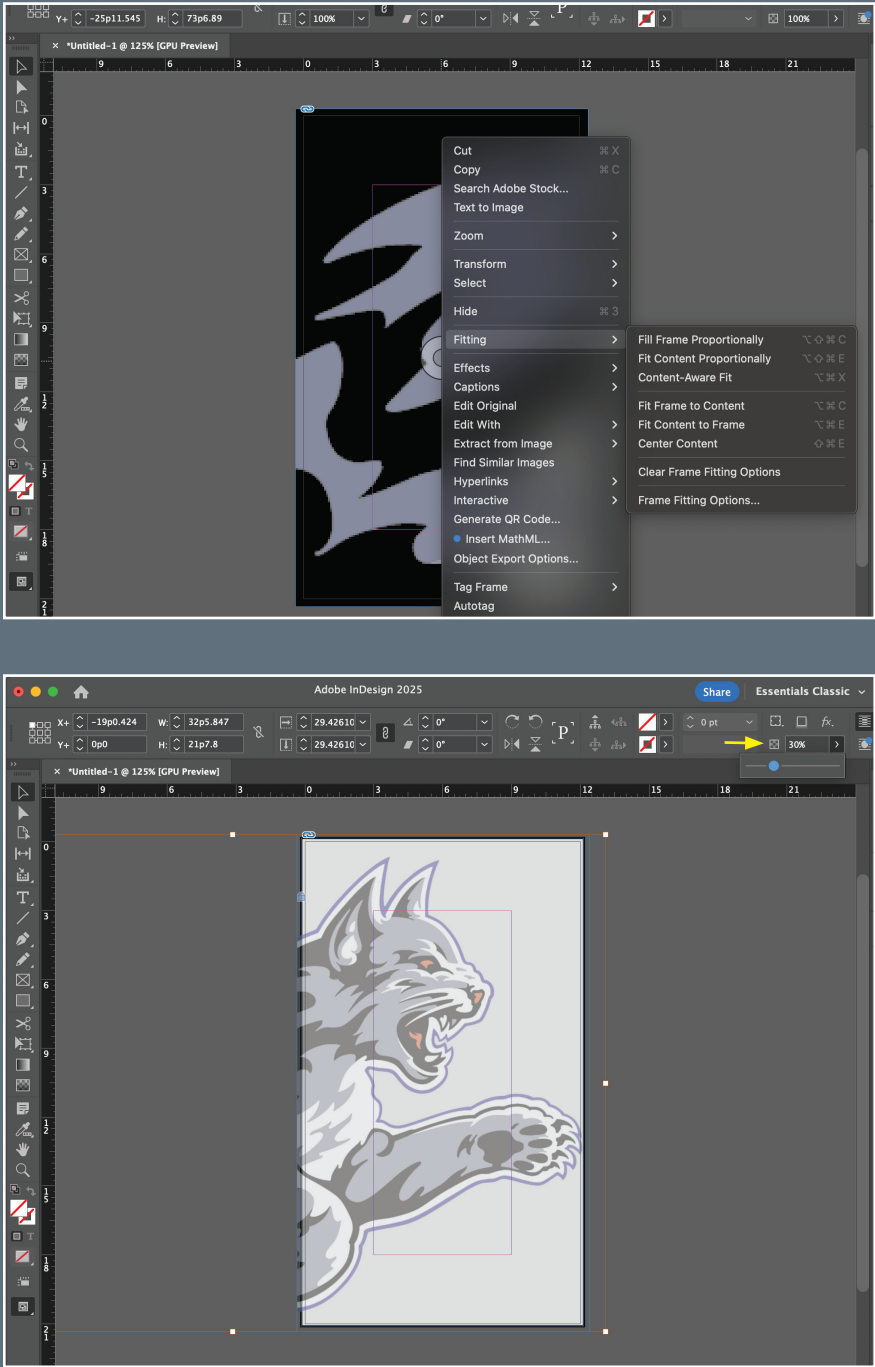
Pick Fill Frame Protortionally.

Now move the image to offset it in the frame. You can use the mouse or the arrow keys to move it.

Next, adjust the Opacity of the image.

In the top window tool bar, use the Opacity slider to make the Bobcat less visible.

I adjusted mine to 30%.



Step 5: Adding Text

Click on the Type Tool (T) in the Tool Bar.

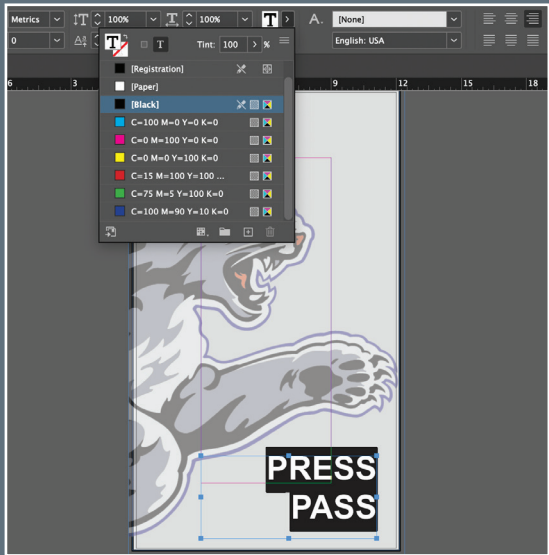
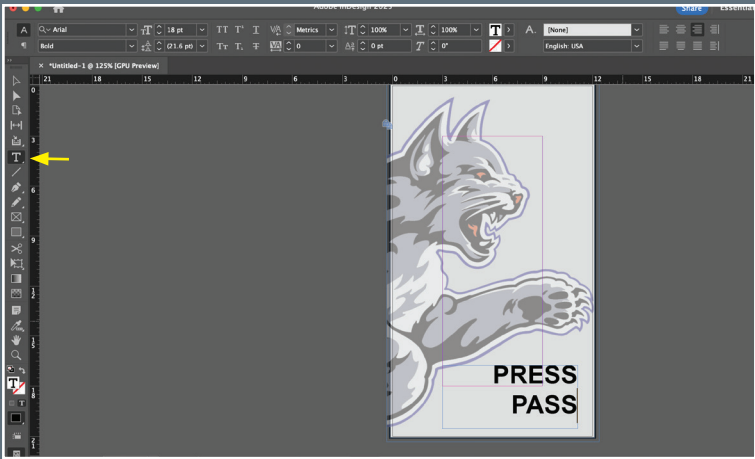
Click & drag across the area where you want to add text.

Once this tool is active, the top menu in the window will have all the text settings available.

Add your text. Check the picture to the left for details.

To change the colour, look for the big capital T in the top tool bar. Click on it and choose a colour.

You can also change the colour like we did for the background rectangle.



Step 6: Adding More Frames & Borders

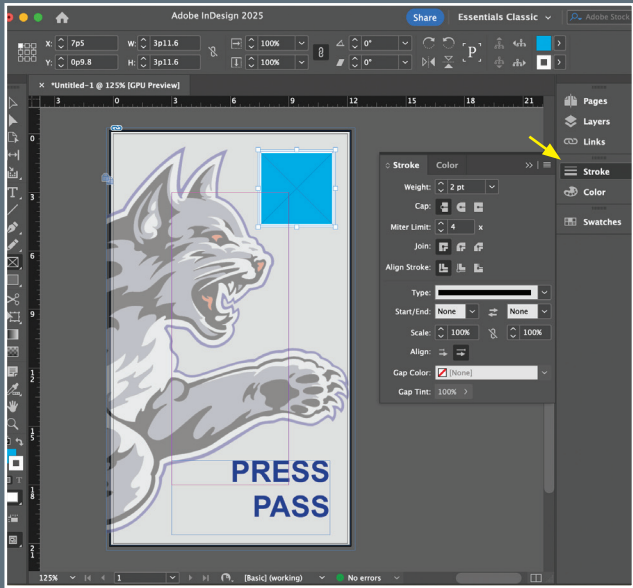
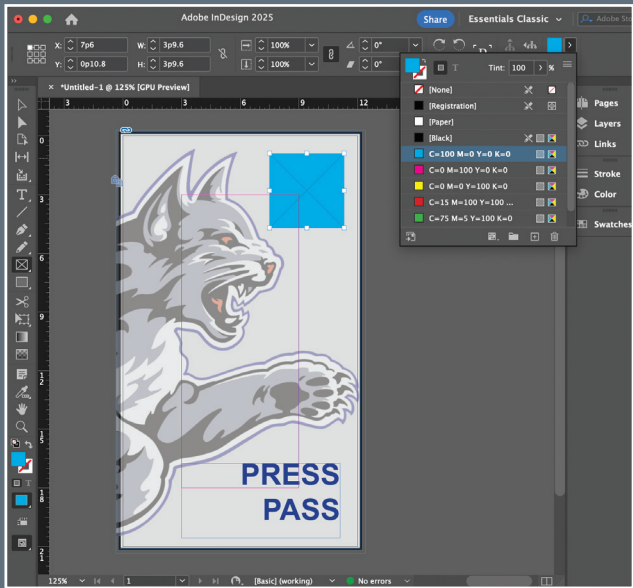
Click on the Frame Tool (F) in the Tool Bar.

Click & drag across the area where you want to add a frame.

Change the Fill colour of the frame.
This is good practice for when you don't know the exact photo to use or you want to reuse a design later.

To add a border, choose the stroke colour (below the Fill block) and click on the Stroke menu on the right side of the window.

In here you can change the size and style of the border.



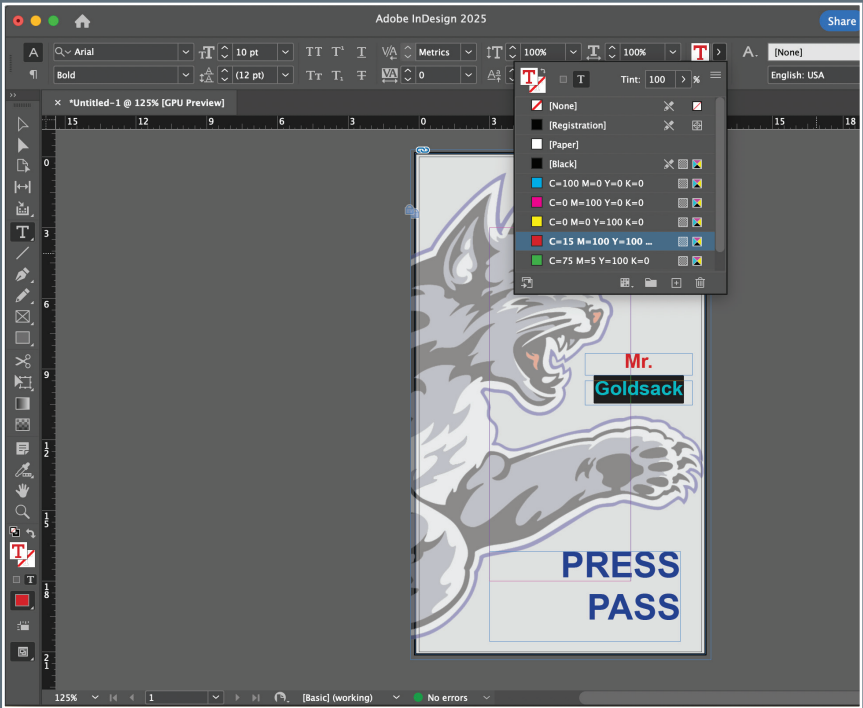
Step 7: Adding More Text

Click on the Type Tool (T) in the Tool Bar.

Click & drag across the area where you want to add text for your name.

Change the Fill colour of the text.

You can also change the stroke (outline) colour of the text for a more dramatic effect.



Step 8: Saving & Storing Files

To save a file go to -> File -> Save As

A window will appear asking if you want to save to Creative Cloud - *No you don't.*

Choose Save on your Computer.

Next determine where your file will save. *I like to save to my Desktop first and then move the file to where it needs to go after.*

Make sure to give your file an accurate name - *Untitled 3 is not a good name to save a file. Neither is KimsAwesomeFileOfCoolStuff.*

Once your file is saved, move it to where it needs to go. *For this build, move it to the S2 Portfolio folder in the Yearbook Server. There is a folder in there named PressPassBuilds.*

