



## **Adobe Photoshop CS6 Tutorial**

# GETTING STARTED

Adobe Photoshop CS6 is a popular image editing software that provides a work environment consistent with Adobe Illustrator, Adobe InDesign, Adobe Photoshop and other products in the Adobe Creative Suite. This tutorial is an introduction to using Adobe Photoshop. Here you will learn how to get started, how to use the interface, and how to modify images with basic editing skills.

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# 1. GETTING STARTED

1. Begin by opening Adobe Photoshop CS6.

On a PC, click **Start > Programs > Adobe > Photoshop CS6**, or click on the shortcut on the desktop.

On a Mac, click **Go > Applications > Adobe Photoshop CS6 > Photoshop CS6** shown in Figure 1, or click the icon in the Dock.

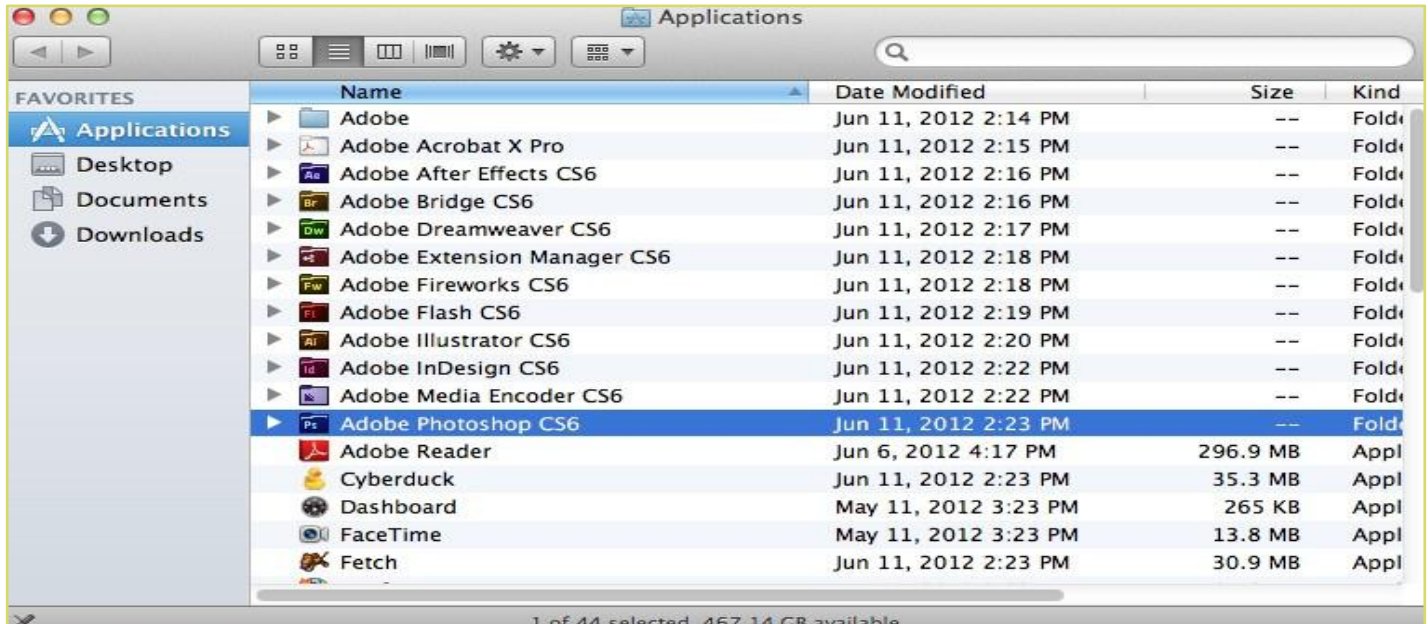


Figure 1. Navigation to Photoshop CS6 on a Mac

## Setting up the document

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning. For example, if your final output will be a brochure, you may need to set up your document to be horizontal and double-sided.

To create a new document, click **File > New**. This will open the Document Setup dialog box (Figure 2).



Figure 2. Document Setup dialog box

Here you will be able to name your file, set up the correct page size and orientation for your document. Options include, but are not limited to:

### Page Size and Orientation

Change the page size by typing in new values for width and height. Page size represents the final size you want after bleeds or trimming other marks outside the page. In the Preset dropdown menu you can find such common sizes as letter, legal, tabloid, etc. Typing in exact values for **Height** and **Width** gives you more control over the size and orientation of your page.

### Resolution

Resolution is the number of pixels on a printed area of an image. The higher the resolution, the more pixels there are on the page, the better the quality of the image. However, high resolution increases the size of the file. The standard recommended resolution for printed images is 150-300, for Web images it is 72.

### Color Mode

Choose a color mode that will best fit your project. For example, when making a graphic for a web site, choose RGB. When making an image for print choose CMYK.

### Background Contents

Choose the background: white, color or transparent. When you have entered all of your document settings, click **Ok**.

### Opening an image from a disk

If the image you have is saved on a disk or to the computer, select **File > Open**, and then navigate to the disk drive/file where your image is saved. Choose the image file and click **Open**. At this point, you may want to save your image under a different name so that you can always have the original to fall back on in case of a mistake. To save your file, select **File > Save As** and type in the new name of the file in the dialogue box.

## 2. Interface Layout

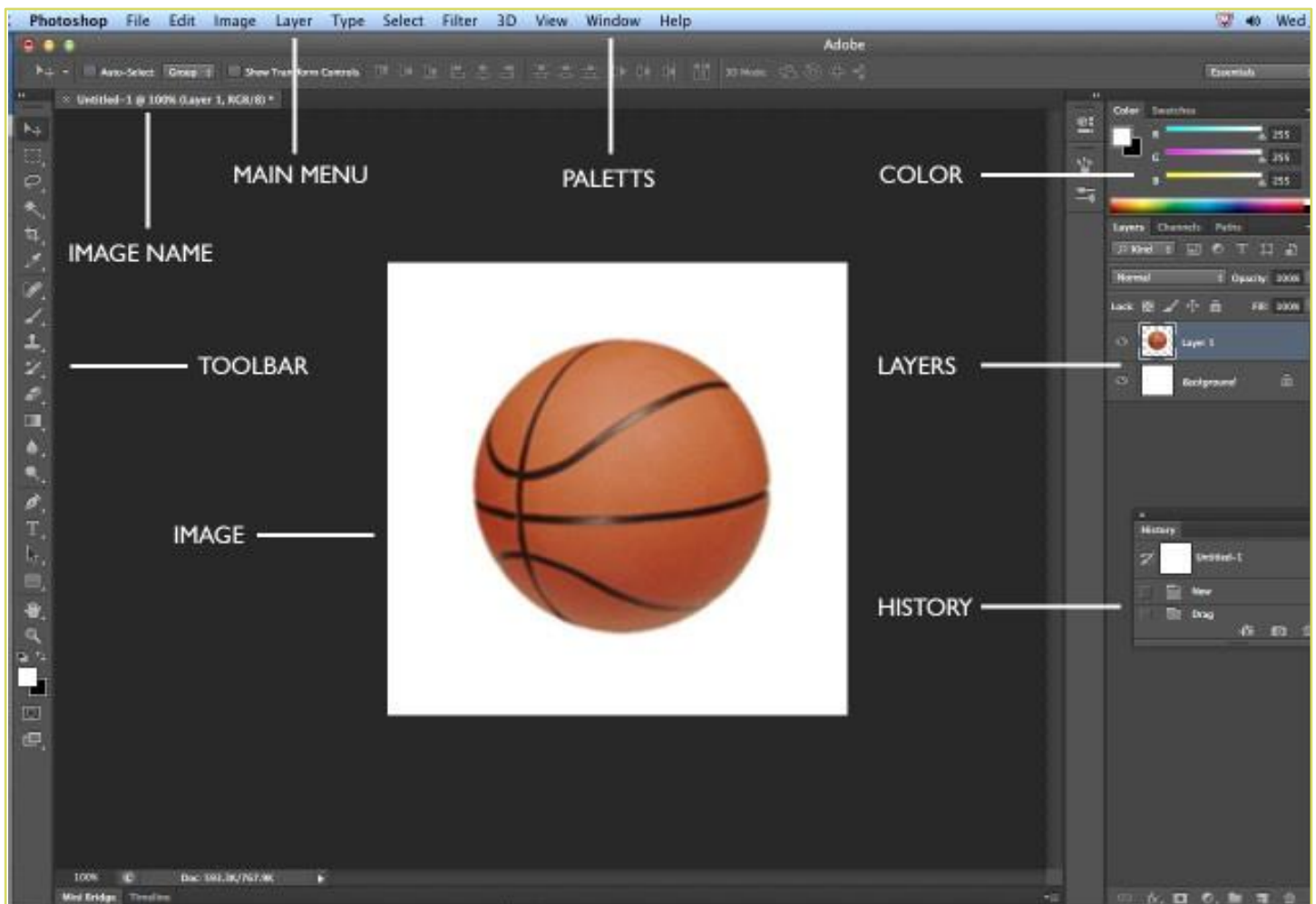


Figure 3. This is the layout of Adobe Photoshop interface.

### Menu Bar

If you look at the top of the screen you will see the Menu bar (Figure 3), which contains all the main functions of Photoshop, such as **File**, **Edit**, **Image**, **Layer**, **Select**, **Filter**, **Analysis**, **3D**, **View**, **Window**, and **Help**.

### Toolbar

Most of the major tools are located in the Toolbar for easy access.

### The Image

The image will appear in its own window once you open a file.

### Image Name

The name of any image that you open will be at the top of the image window as shown above.

### Palettes

Palettes contain functions that help you monitor and modify images. By default, palettes are stacked together in groups. These are the palettes that are usually visible: **Color**, **Adjustments** and **Layers**. If none of the palettes are visible, go to **Window** in the **Menu** bar and choose the palettes you need.

### 3. Palettes

Below is the description of the most commonly used palettes in Adobe Photoshop CS6. Palettes used for more advanced image editing will be covered in the Adobe Photoshop CS6 Tutorial - Intermediate.

#### Color, Swatches, Style

The **Color** palette (Figure 4) displays the current foreground and background colors and RGB values for these colors. You can use the sliders to change the foreground and background colors in different color modes. You can also choose a color from the spectrum of colors displayed in the color ramp at the bottom of the palette.

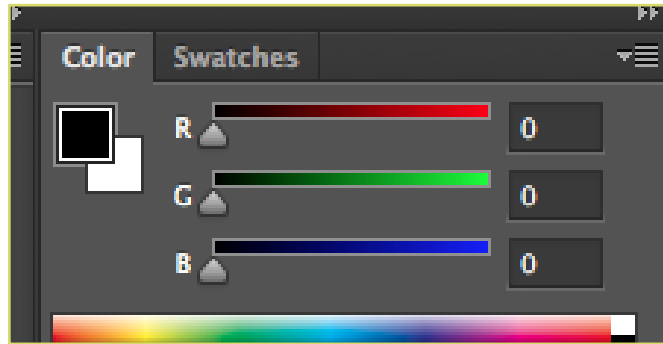


Figure 4. Color palette

In the **Swatches** palette (Figure 5) you can choose a foreground or background color and add a customized color to the library.



Figure 5. Swatches palette

The **Styles** palette (Figure 6) allows you to view, select, and apply preset layer styles. By default, a preset style replaces the current layer style. You can use the styles in the palette or add your own using the **Create New Style** icon.



Figure 6. Styles palette

## History

The **History** palette (Figure 7) stores and displays each action performed allowing you to jump to any recent stage of the image alteration. The alterations should be created during the current working session. After saving or closing the document, the History palette clears all the contents. Each time you apply a change to an image, the new state of that image is added to the palette. It is important to know that once you click on any of the previous stages, all the changes that were made after it will be lost.

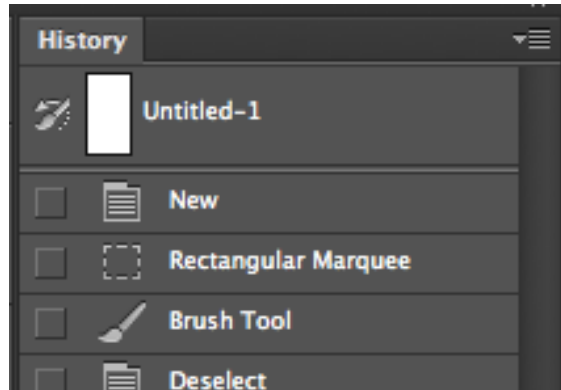


Figure 7. History palette

## Adjustments

The **Adjustment** layers palette give you the ability to apply an effect to a group of layers in Photoshop, and then you can edit that effect later, while preserving the original layers.

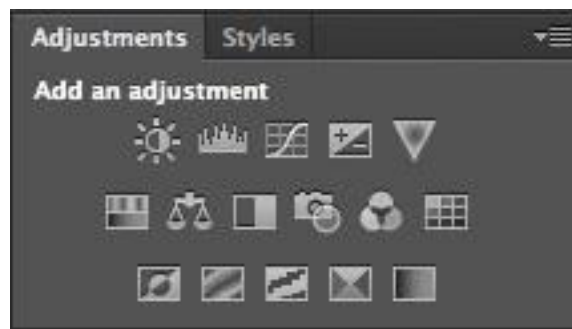


Figure 8. Adjustments palette

## Layers

**Layers** let you organize your work into distinct levels that can be edited and viewed as individual units. Every Photoshop CS6 document contains at least one layer. Creating multiple layers lets you easily control how your artwork is printed, displayed, and edited. You will use the **Layers** palette (Figure 9) often while creating a document, so it is crucial to understand what it does and how to use it.

- A) **Layer Visibility** -The eye shows that the selected layer is visible. Click on or off to see or to hide a layer.
- B) **Layer Locking Options** -Click the checkered square icon to lock Transparency, click the brush icon to lock the Image, click the arrow icon to lock the Position, and click the lock icon to lock all options.
- C) **Layer Blending Mode** -Defines how the layer's pixels blend with underlying pixels in the image. By choosing a particular blending mode from the drop-down menu you can create a variety of special effects.
- D) **Fill** -By typing in a value or dragging the slider you can specify the transparency.
- E) **Opacity** -By typing in a value or dragging the slider, you can specify the transparency of the entire layer.

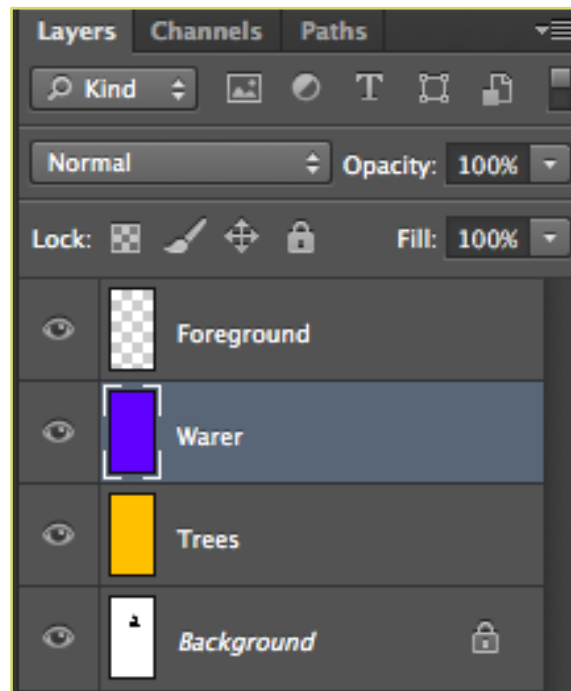


Figure 9. Layer palette



F) **Layer Lock** -The icon shows when the layer is locked and disappears when it is unlocked. Double-click the icon to unlock the layer.

G) **Layer Options Menu** -Click the black triangle to display the following options: New Layer, Duplicate Layer, Delete Layer, Layer Properties, etc. Some of the options are presented as icons at the bottom of the Layers palette.

H) **Link Layers** – Can be used to link layers together.

I) **Layer Styles** -If a layer has a style, an “F” icon shows at the bottom of the **Layers** palette. Click the little black triangle to see style options.

J) **Layer Mask** -Allows you to hide certain parts of the layer, which can then be revealed by using the paintbrush and the white paint color to expose portions of the layer.

K) **Layer Set** -This option helps to organize images with multiple layers. Click the icon to create a folder for several layers.

L) **Create New Fill or Adjustment Layer** -Have the same opacity and blending mode options as image layers and can be rearranged, deleted, hidden and duplicated in the same manner as image layers. Click the icon and select an option to create a new fill or adjustment layer.

M) **Create New Layer** -Click this icon to create a new layer.

N) **Delete Layer** -To delete a layer, select a layer in the **Layers** palette and drag it to the **trash can** icon, or select a layer and click the icon.

## 4. Toolbox

If you used other Adobe products, such as Illustrator or InDesign, you should be familiar with the toolbox in Adobe Photoshop CS6 as it shares some of the tools from these applications. If you are a new user of Adobe products, you should keep in mind that you might not need to use all of the tools. In this tutorial, only the basic tools will be discussed in-depth.

Some tools in the toolbar have additional “hidden” tools. These tools have small black triangles in the right-hand corner. To view the “hidden” tools, click and hold down on any tool that has a gray triangle in the corner (Figure 10).

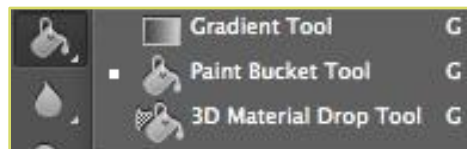


Figure 10. “Hidden” tools

## 5. Selection Tools

### Move



Used to select and move objects on the page.

Click the tool button, then click on any object on the page you wish to move.

### Marquee



Selects an object by drawing a rectangle or an ellipse around it.

Click the tool button, choose a rectangular or an elliptical marquee. Drag the marquee over the area of the image you wish to select.

### Lasso



Selects an object by drawing a freehand border around it.

Click the tool button, drag to draw a freehand border around the area of the image you wish to select.

### Magic Wand



Selects all objects in a document with the same or similar fill color, stroke weight, stroke color, opacity or blending mode. By specifying the color range or tolerance, you can control what the Magic Wand tool selects.

### Crop



Click the tool button, then click and drag the tool over the part of the image that you want to keep. Resize the selected area dragging the squares at the sides and corners. Click the **Return/Enter** key when your crop box is sized correctly.

### Eye Dropper



Takes color samples from colors on the page and displays them in the **Color Boxes**.

Select the tool, click on the color in the image you wish to sample. The **Color Box** will display this color.

## 6. Alteration Tools

### Healing Brush



Corrects small blemishes in scanned photos.

Select the tool, hold down the **ALT** key and left-click on the base color you need to heal. Then left-click over the blemish.

### Brush



Draws brush strokes of different thicknesses and colors.

Select the tool. Then click on the selected area, drag to draw lines. Use the **Options** bar to change the **brush**, **mode**, **opacity** and **flow**.

### Clone Stamp



Takes a sample of an image and applies over another image, or a part of the same image.

Select the tool. Hold down the **ALT** key and left-click on a certain point of the document where you want to start your copy point. Then, put your mouse over whatever part of the new document you want the picture to go to. Hold down the left mouse button and drag the mouse across the page to copy the picture.

### Art History Brush



Paints over an image using the source data from a specified history state or snapshot.

Select the tool, specify the **brush**, **blending mode**, **opacity**, **style**, **area** and **tolerance**.

### Eraser



Removes part of an existing path or stroke. You can use the **Erase** tool on paths. Text can only be erased when rasterized.

Select the tool, click on the part of the image you wish to erase. Drag to erase pixels.

### Paint Bucket



Applies a color fill to a selected part of the image or to an entire layer.

Select a layer you wish to apply the paint bucket to, click the tool button, click on the starting point, and click the area you wish to fill.

### Blur



Blurs the sharp edges of an image.

Select an area where you wish to apply the tool. Click the tool button and choose the **brush**, **mode**, and **strength**. Drag the brush along the edges.

## 7. Drawing and Selection Tools

### Path Selection

Selects paths and path segments.



Select the tool, click anywhere on the path.

### Type

Types text on a page. Every time you click the **Type Tool** on a new portion of the page, a new layer will be created.



Select the type tool, click on the page and begin to type. You can specify the font and size in the Options bar. You can also resize and transform the text box by dragging the squares at the sides and corners. Use the **Move Tool** to move the text on the page.

### Pen

Draws smooth-edged paths.



Select the tool, click on the page and drag to draw a path. Click and drag the anchor points to modify the path.

### Line Shape

Draws a straight line. Other shapes that are hidden in this tool are: Rounded Rectangle Tool, Ellipse Tool, Polygon Tool, Line Tool, and Custom Shape Tool.



Select the tool, click and drag on the page to draw a line.

## 8. Additional Tools

### Hand

Allows you to move around within the image.



Select the tool, click on the spot on the page, hold the mouse button down, drag to move in the area.

### Magnify

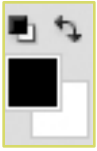
Magnifies or reduces the display of any area in your image window.



Select the tool, choose **Zoom In** or **Zoom Out** in the **Options** bar, click on the area of the image you wish to magnify or reduce.

## 9. Color Boxes and Modes

### Color Boxes



The foreground color appears in the upper color selection box and represents a color that is currently active. The background color appears in the lower box and represents an inactive color.

1. To change the foreground color, click the upper color selection box in the **Toolbox**.
2. To change the background color, click the lower color selection box in the **Toolbox**.
3. To reverse the foreground and background colors, click the **Switch Colors** icon (the arrow) in the toolbox.
4. To restore the default foreground and background colors, click the **Default Colors** icon (the little black and white boxes) in the toolbox.

**Note:** If you are using the **Gradient Tool**, the currently selected foreground and background colors will be the default colors of the gradient.

## 10. Basic Image Editing

Now that you know how to find your way around in the Adobe Photoshop CS6 interface and are familiar with the most common commands, palettes, and tools, you can start doing some basic image editing. In the next few chapters of this tutorial you will learn how to crop, resize, correct, and sharpen/blur your images.

# 11. Cropping

Cropping is one of the most basic editing techniques that can improve your images. Cropping helps to bring out the most important features in your image and focus the viewers' attention on these features. Cropping also allows you to make your image a standard photo size.

There are several ways to crop images in Adobe Photoshop:

1. Cropping with the **Crop Tool**
2. Cropping to a specific size
3. Cropping with the **Marquee Tool**

## Cropping with the Crop Tool

The **Crop Tool** allows you to make a precise selection of an image you wish to edit. To crop with the **Crop Tool**, follow these steps:

1. Open the image you wish to crop (see Getting Started for detailed instructions).
2. Select the **Crop Tool** from the **Toolbox** (see Selection Tools for location and description).
3. It will automatically select your entire image. Drag the edges to fit the dimensions you desire. (See Figure 11).

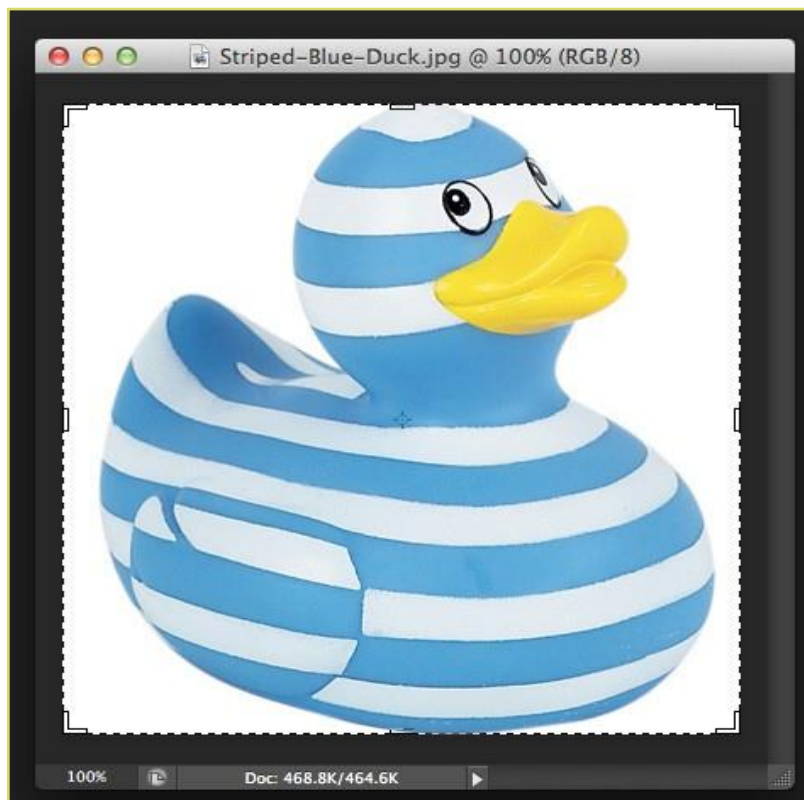


Figure 11. Cropping border

4. Resize the border by dragging the squares at the sides and corners until you are satisfied with the way your image looks.
5. Once you are completely satisfied with your cropped image, press **Enter**.

**Note:** You can also rotate your cropping border. Move the cursor outside the border, you will see how it turns into a double-headed arrow (Figure 12). Drag the arrows in the directions you wish to rotate your selection.

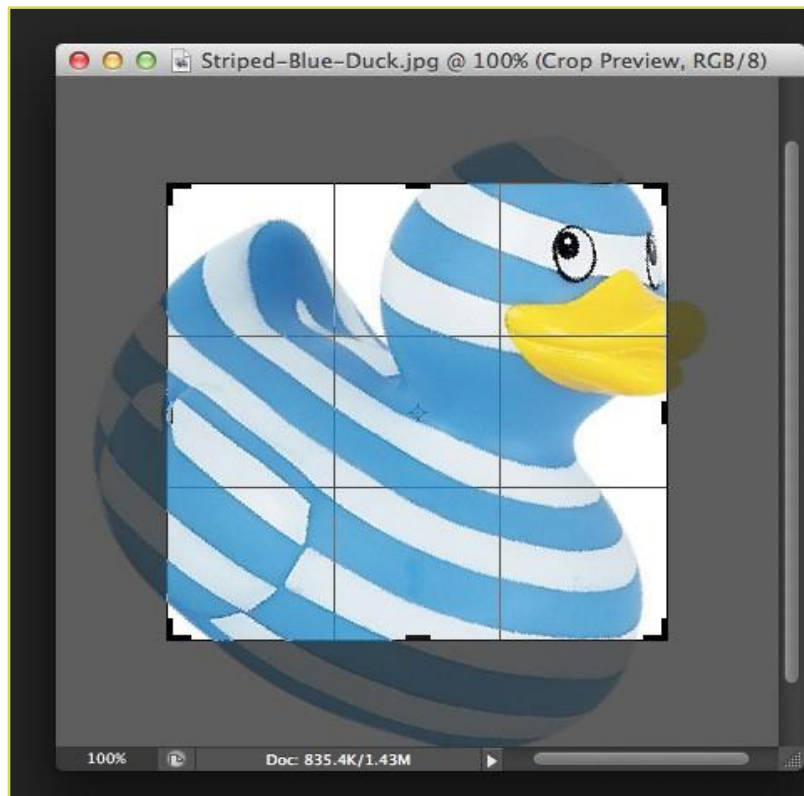


Figure 12. Rotating the cropping border

### Cropping to a specific size

If you wish to print your digital photos or other images on standard size photo paper, you will have to crop your images to a specific size, such as 8x10. To crop an image to a specific size, do the following:

1. Open the image you wish to crop.
2. Select the **Crop Tool** from the **Toolbox**.
3. In the Options bar, specify the values for **Width** and **Height** (Figure 13).



Figure 13. Crop Tool Options bar

4. Click in your image and drag the cropping border. Notice that the border is constrained. You cannot make it wider or longer than the specified values (Figure 14). For example, if you entered 8 for **Width** and 10 for **Height**, whatever size you make the border, the area within it will fit on an 8x10



photo.

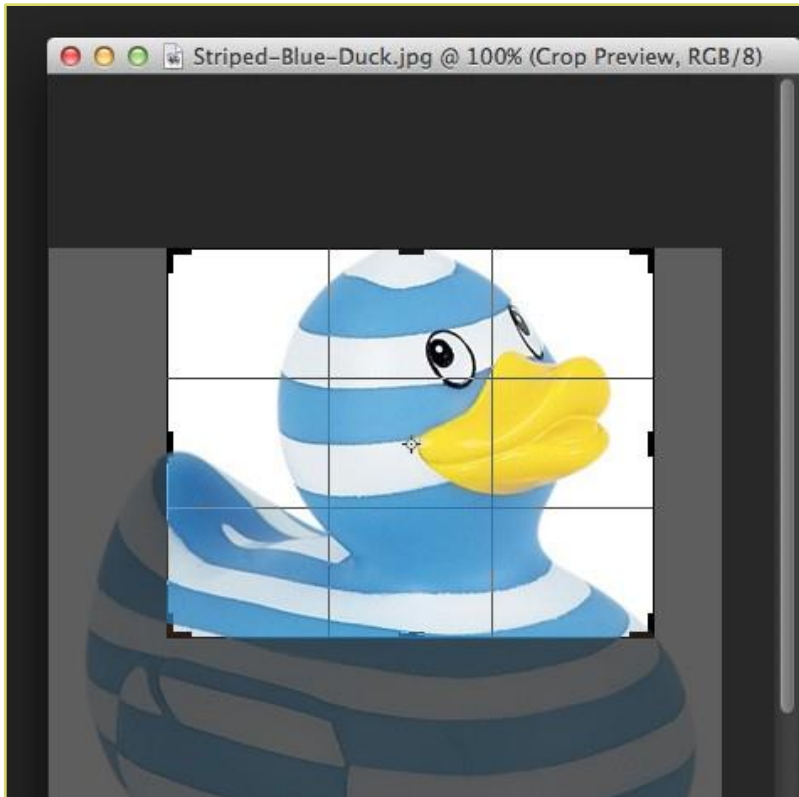


Figure 14. Cropping to a specific size

5. Once you are completely satisfied with your cropped image, press **Enter**.

### **Cropping with the Marquee Tool**

If you are in a hurry and need just a simple crop, you can use the **Marquee Tool** and a menu command. To crop with the **Marquee Tool**, follow the steps below:

1. Open the image you wish to crop.
2. Select the **Rectangular Marquee Tool** from the **Toolbox** (see Selection Tools).
3. Click and drag the mouse to draw a marquee around the area you wish to crop (Figure 15).

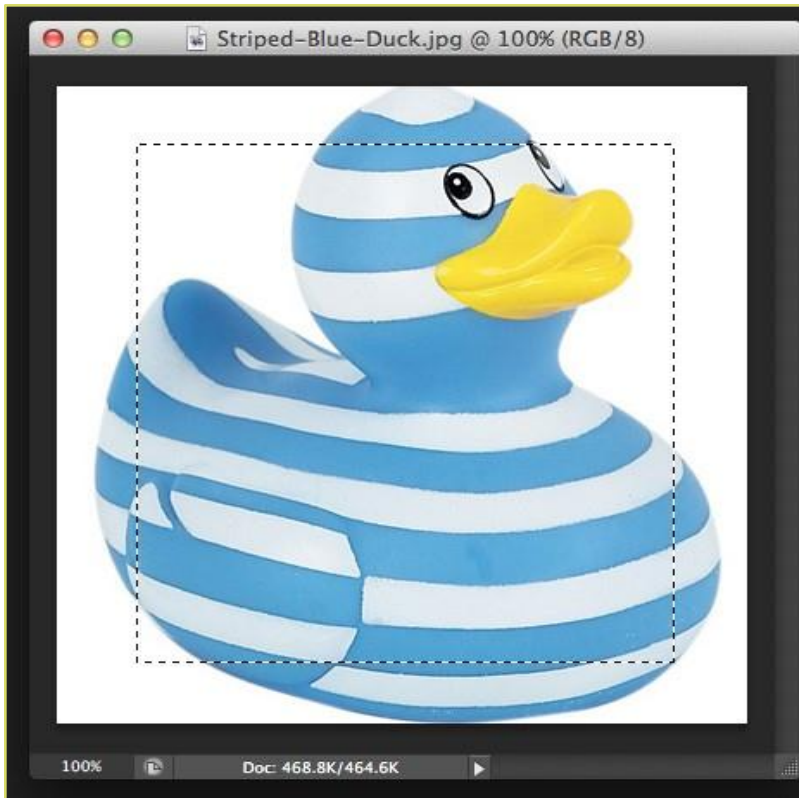


Figure 15. Drawing a marquee

4. In the main menu, go to **Image** > **Crop** (Figure 16). The image will be immediately cropped.

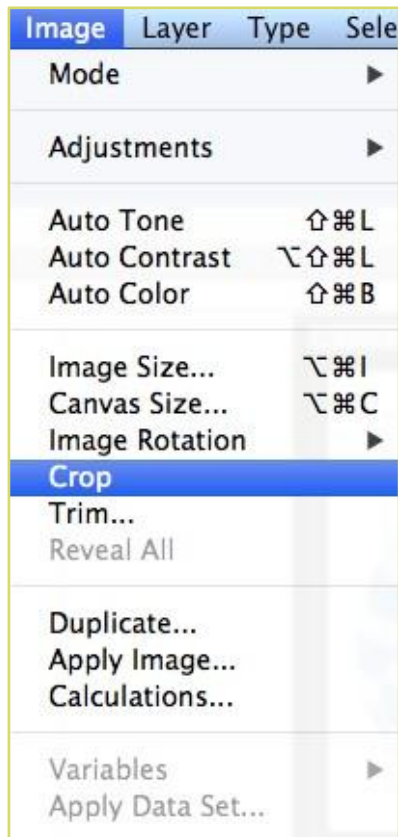


Figure 16. **Image** > **Crop**

## 12. Resizing

Resizing in Photoshop can help you print your images in standard photo sizes, resize and preserve the high quality of digital photos, and enlarge small images to a poster size.

### Resizing to a specific size

To resize your image to a preset size, follow the steps below:

1. In the main menu, go to **File > New**.
2. In the **New** dialog box, click on the **Preset** dropdown menu. You will see several preset sizes, such as 2x3, 4x6 and 5x7. Remember that 72 ppi is fine for online images, but a ppi of 150-300 is better for printed images. (Figure 17).



Figure 17. Preset size in the New dialog box

3. Choose the size that you wish and click **OK**.

**Note:** All the preset sizes are in portrait orientation. If you wish to resize an image with the landscape orientation, you need to create your own preset. To create your own size, do the following:

1. Type in the values for **Width** and **Height**, for example 7x5.
2. Type in your desired resolution (150 ppi for high quality prints, and 72 ppi is good for web images).
3. Click the **Save Preset** button

## Resizing digital photos

Digital photos usually have large dimensions but low resolution, 72 ppi, which affects their quality when their size is decreased or increased. When printed, the photos with the changed size will look pixelated. To resize the digital photos without losing the quality, follow these steps:

1. Open the digital photo you wish to resize.
2. In the main menu, go to **View > Rulers**. You will see the dimension of your photo (Figure 18).

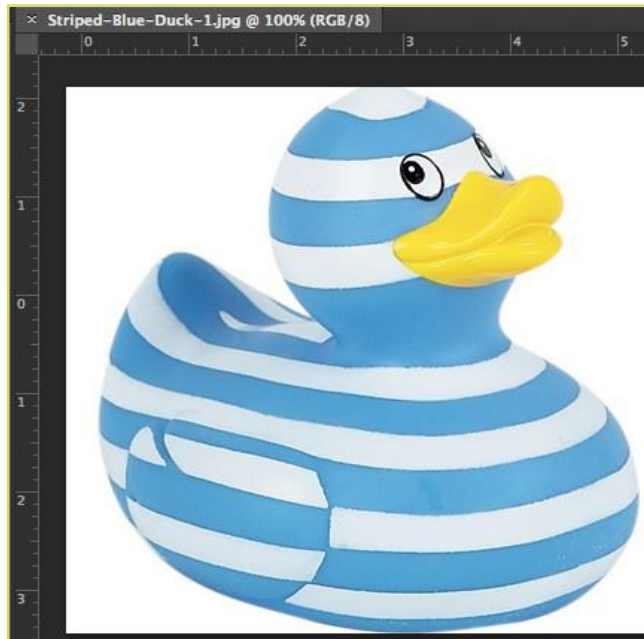


Figure 18. Dimensions of a digital photo

3. In the main menu, go to **Image > Image Size**.
4. In the **Image Size** dialog box, check the **Resample Image** box off (Figure 19). Type in your desired resolution (anything between 150 and 300 ppi). The photo is now 3.208 x 3.083 inches.

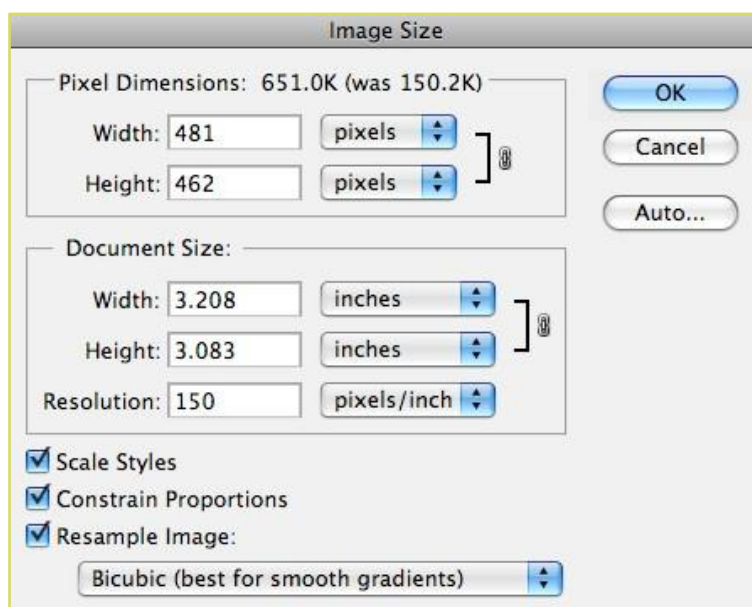


Figure 19. Changing resolution

## Enlarging

If you want to make your digital photo into a poster size image, you can do it in the Image Size dialog box. However, just increasing the dimensions will make the image appear blurry and pixilated. To enlarge the image without losing the quality, follow these steps:

1. Open the digital image you wish to enlarge.
2. In the main menu, go to **Image > Image Size**.
3. In the **Image Size** dialog box, make sure the **Resample Image** box is checked off and choose **Bicubic Smoother** from the dropdown box (Figure 20).

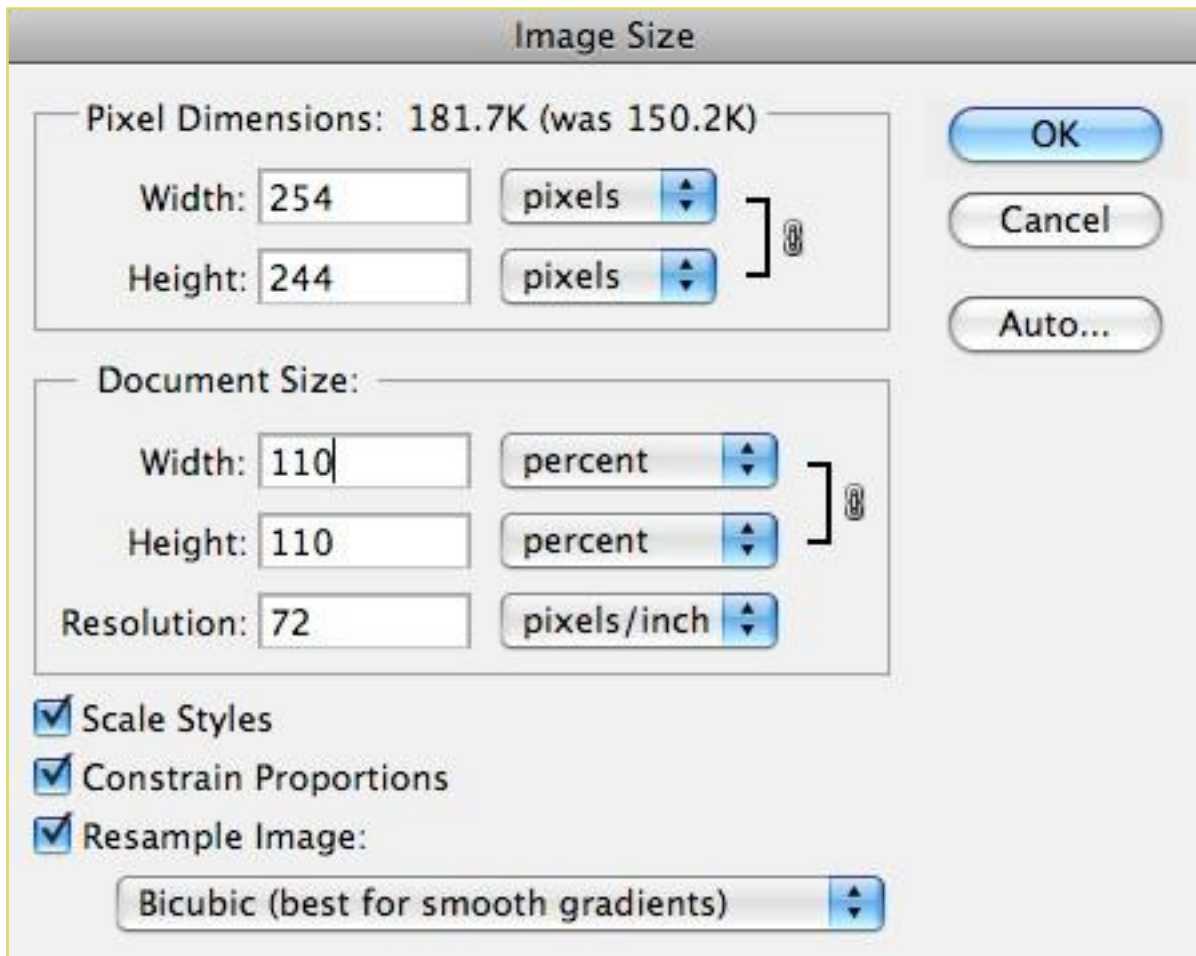


Figure 20. Increasing the size by 10 percent

4. Change the **Document Size** measurements to **Percent**. Type in 110. This will increase the size of the image by 10 percent (Figure 20).
5. Continue enlarging by 10 percent until you are satisfied with the size.

## 13. Correcting

Digital cameras tend to cause various problems, such as “red eye” or “hot spots”, if you use flash, or underexposure, if you don't. In Photoshop, you can correct these problems, as well as adjust the overall color of your digital photo.

### Red Eye Removal

The digital camera flash is located right above the lens, which causes the “red-eye”; however, you can fix your photos easily in Photoshop. To remove the “red eye”, follow the steps below:

1. Open a photo you wish to correct.
2. Select the **Zoom Tool** from the **Toolbox**. Click and drag a rectangle around the eye (Figure 21).

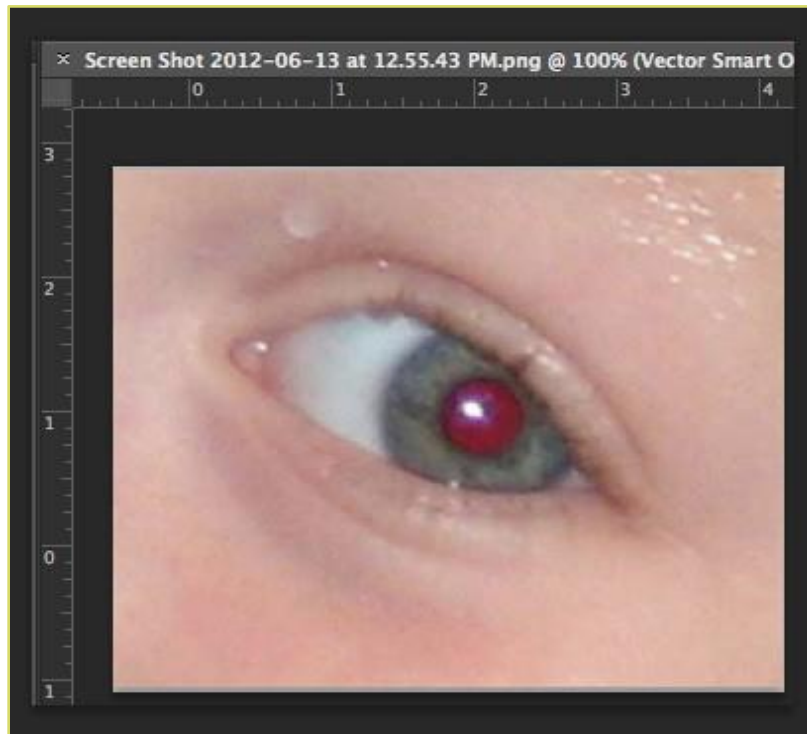


Figure 21. Red eye zoomed in

3. Make sure your default **Foreground** and **Background** colors are black and white.



4. Click and hold on the little black triangle of the **Healing Brush Tool** button and select the **Red Eye Tool** (Figure 22).

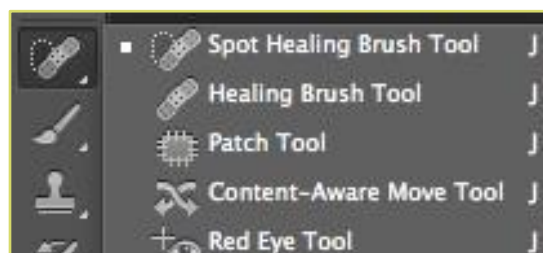


Figure 22. Red Eye Tool



5. Click on the red part of the eye and paint, holding down the mouse button. You will see how the red will disappear (Figure 23).

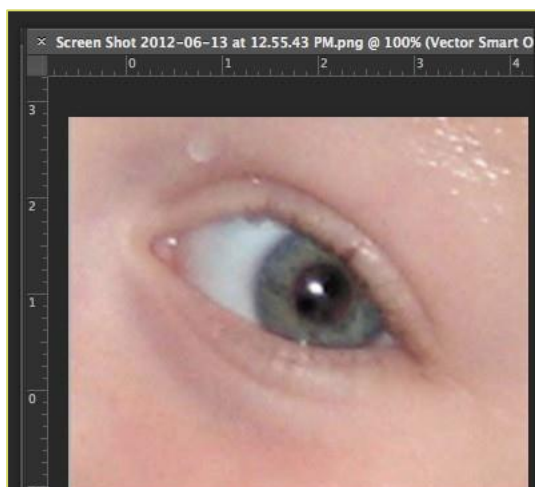


Figure 23. Red eye corrected

## Hot Spot Removal

Using a flash can also cause shiny areas on peoples' faces or the flash to reflect on shiny surfaces. To correct this problem, follow the steps below:

1. Open the photo you wish to correct.
2. Select the **Clone Stamp Tool** from the **Toolbox**.
3. In the Options bar, change the **Blend Mode** from **Normal** to **Darken** (Figure 24).



Figure 24. Setting the options for the Clone Stamp Tool

4. Set the **Opacity** to 50 percent.
5. Choose a soft-edged brush, set the diameter to 40 or 50.
6. Hold down the **Shift** key and click in the clean area (without "hot spots") to get a sample of color (Figure 25).



Figure 25. Clone Stamp selection

7. Paint over the "hot spot", the light area will gradually darken (Figure 26).



Figure 26. Corrected image



## Adding Flash

If you took pictures indoors without a flash, they will turn out underexposed and dark. To fix underexposed photos, follow these steps:

1. Open a digital photo you wish to correct (Figure 27).



Figure 27. Underexposed photo

2. In the main menu, go to **Layers > Duplicate**. In the next window, name the layer **Layer 1**.
3. Make sure **Layer 1** is selected in the **Layers** palette. Select **Image** from the menu, select **Adjustments** and select **Exposure** (Figure 28). Select the amount of exposure. The whole image will lighten.

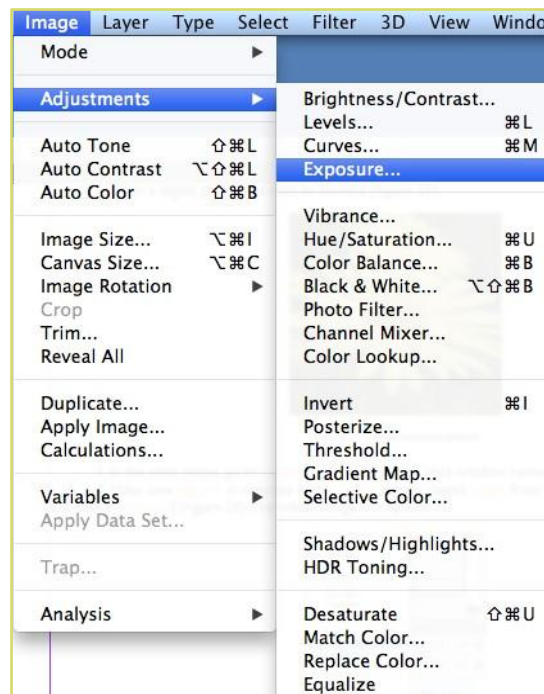


Figure 28. Changing the Blending Mode

4. Keep duplicating Layer 1 until you are satisfied with the your image (Figure 29).



Figure 29. Corrected photo

## Color Adjustment

Color adjustment options in Photoshop CS6 can help you to make your digital photos look more natural. To color correct your images, follow these steps:

1. Open the image you wish to correct.
2. In the main menu, go to **Image > Adjustments > Levels**. You will see a dialog box displaying a diagram of the colors in your image (Figure 30). The black triangle is for shadows, the gray is for midtones, the white is for highlights. In the **Channels** dropdown menu, you can choose between RGB. These indicate whether your changes effect all the colors, or just one (red, green, or blue).

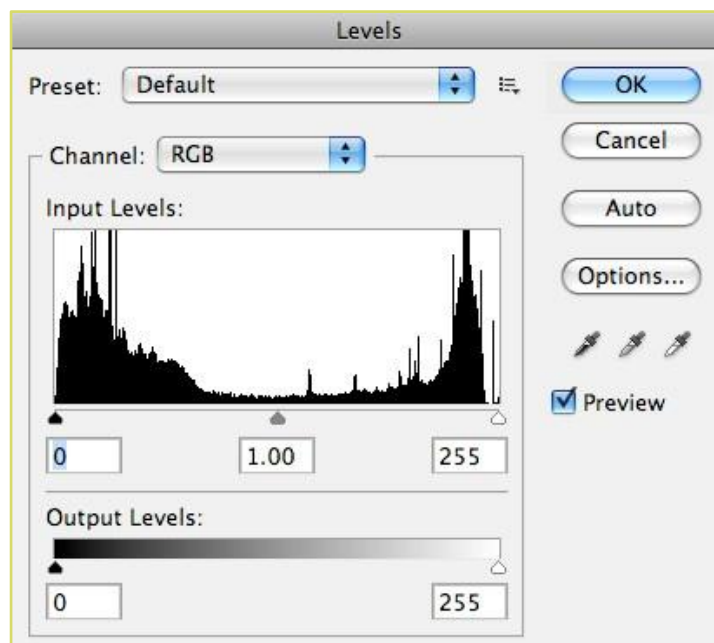


Figure 30. Levels dialog box

3. Make sure the **Preview** box is checked off. Choose the channel you wish to change and drag the triangles. Dragging the black triangle to the right will make the shadows in your photo darker. Dragging the white triangle to the left will make the highlights in your photo lighter, and dragging it to the right will make the midtones darker. You will be able to see the changes in your image. Figure 31 shows an underexposed photo. By correcting the highlights and making the image lighter, we are able to make the photo appear much brighter (Figure 32).



Figure 31. Underexposed photo



Figure 32. Corrected photo

## g

Remember to save your work often. Saving frequently lessens the risk of losing the work you have been doing.

To save your Photoshop document, do the following:

1. Click **File > Save As**.
2. Navigate to the place you would like your document to be saved by using the drop down menu and the navigation window.
3. Enter the name of your document in the **Save As** text field.
4. Choose a format to save your project in from the **Format** drop-down menu (Figure 33)

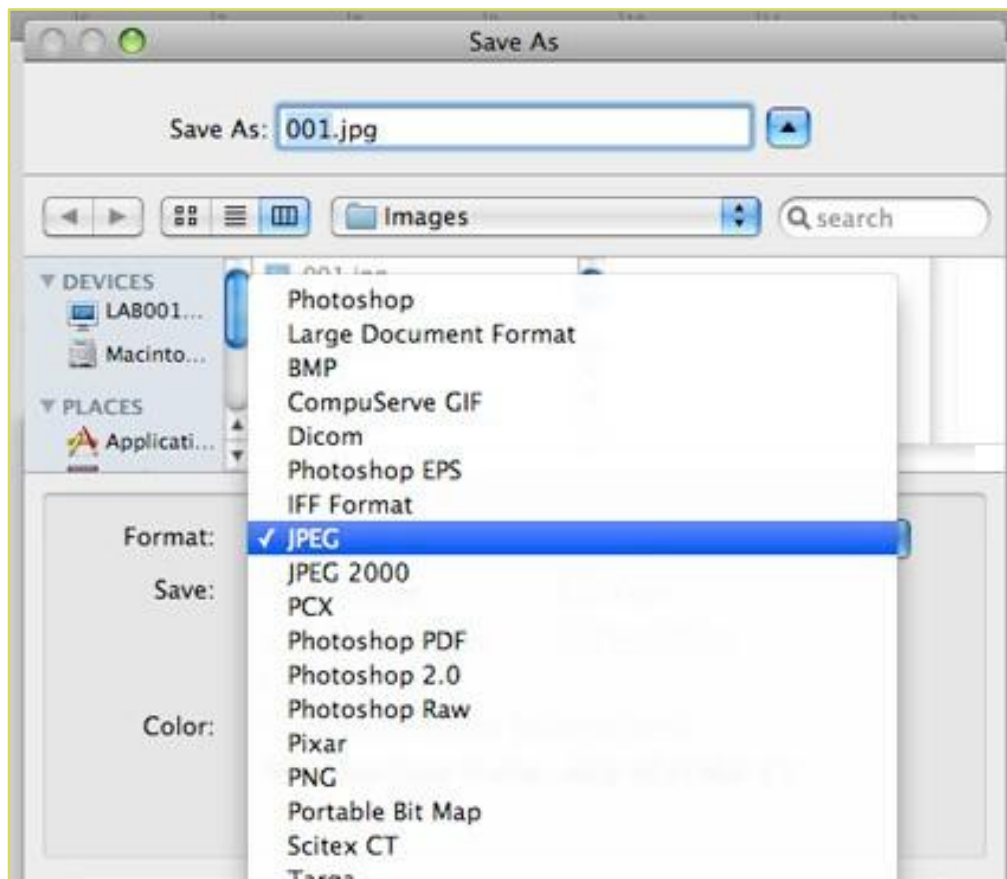


Figure 33. Saving a document

5. Click the Save button in the bottom right corner of the dialogue box.
6. Check to make sure that your document is saved in the place you intended.

**Note:** If you save your file as PSD (default Photoshop saving format) your layers will be preserved, but the file size will be large. If you save your file as JPEG (a common image format) your layers will be flattened and become one layer, and the file size will be significantly smaller.

# Adobe Illustrator CS6 Tutorial



# GETTING STARTED

Adobe Illustrator CS6 is an illustration program that can be used for print, multimedia and online graphics. Whether you plan to design or illustrate multimedia artwork Illustrator offers all the tools needed to produce professional and quality results for even a beginner. This tutorial will take you through some of the basic uses of Illustrator CS6.

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# 1. GETTING STARTED

1. Begin by opening Adobe Illustrator CS6.

On a PC, click **Start > Programs > Adobe > Illustrator CS6**, or click on the Illustrator short cut on the desktop.

On a Mac, click **Macintosh HD > Applications > Adobe Illustrator CS6**, or click the Illustrator icon in the Dock. (Figure 1)

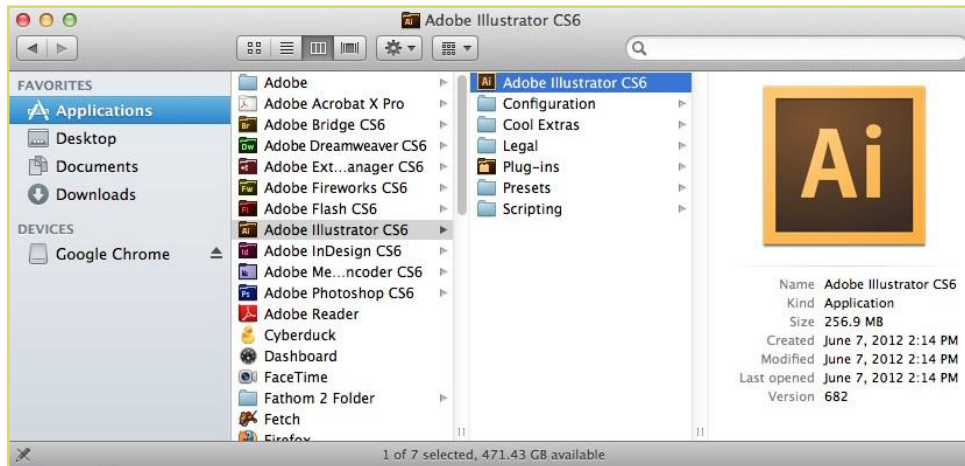


Figure 1. Navigation to Illustrator CS6 on a Mac.

# 2. SETTING UP THE DOCUMENT

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning. For example, if your final output will be a brochure, you may need to set up your document to be horizontal and double-sided. See Figure 2 for an example of opening a new document on a Mac.

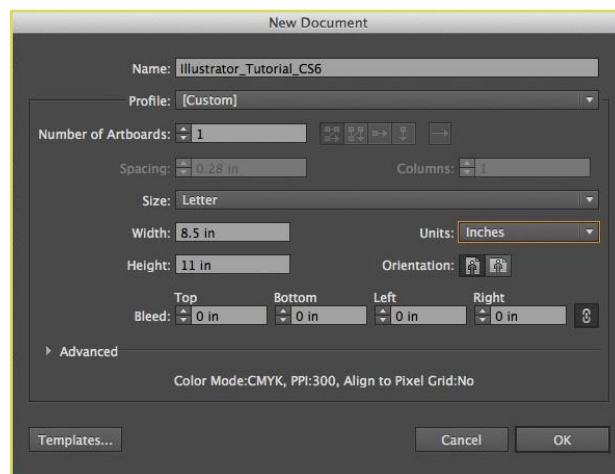


Figure 2. Opening a new document in Illustrator.



## 2. SETTING UP THE DOCUMENT CONT.

1. To create a new document, click **File > New**. This will open the **Document Setup** dialog box. Here you will be able to set up the correct page size and orientation for your document. Options include, but are not limited to:

**Page Size:** Choose a page size from the menu, or type values for width and height. Page size represents the final size you want after bleeds or trimming other marks outside the page. There are presets for common sizes such as letter, legal and tabloid. To change unit size from points to inches, click on the units drop down and choose inches.

**Orientation:** Click the **Portrait** (tall) or **Landscape** (wide) icons. These icons interact dynamically with the dimensions you enter in Page Size. When Height is the larger value, the Portrait icon is selected. When Width is the larger value, the Landscape icon is selected. Clicking the opposite icon switches the Height and Width values.

**Document Profile:** Choose a profile that will best fit your project. For example, when making a graphic for a brochure, choose Print. When making a graphic for Web, choose Web. Each document profile has the appropriate presets for your project.

2. When you have entered all of your document settings, click **OK**.

**NOTE:** If you enter incorrect information in the Document Setup dialog box, or if you need to adjust any of this information while you are working, you can make changes any time by clicking **File > Document Setup > More Options**.

## 3. TOOLBOX

If you used Adobe PageMaker or Adobe InDesign before you should be familiar with the toolbox in Illustrator CS6 as it shares some of the tools from these applications. If you are a novice user of Adobe products you should keep in mind that you might not need to use all the tools. In this tutorial, only the basic tools will be discussed in depth.



Figure 3. Tools in Illustrator.

## 3. TOOLBOX CONT.

Some tools in the toolbox have additional tools linked to them. These tools have small gray triangles in the right-hand corner. To view the additional tools click and hold down on any tool that has a gray triangle in the corner. (Figure 4)

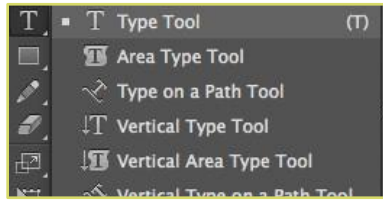


Figure 4. Extra Tools in Illustrator.

If you need to use some of the additional tools often, you can tear off the additional tools into their own toolbar. To Tearoff additional tools, do the following:

1. Click and hold on the tool you want to see the additional tools for.
2. While holding down your mouse button drag your mouse to the end of the tools to the button with the gray triangle.
3. Let go of the mouse button to make the additional tools and new toolbar (Figure 5).



Figure 5. Sub-Toolbar in Illustrator.

## 4. TOOLBOX DESCRIPTION



### Selection tool

The most commonly used tool, which selects text and graphic frames and allows you to work with an object using its bounding box.



### Direct Selection tool

Selects the contents of a frame, such as a placed graphic; allows you to work directly with editable objects, such as paths, rectangles, or type that has been converted to a text outline.



### Group Selection tool

Selects a group of points all at once, such as the four points of rectangle.



### Magic Wand tool

Selects all objects in a document with the same or similar fill color, stroke weight, stroke color, opacity, or blending mode. By specifying the Color Range, or Tolerance, you can control what the Magic Wand tool selects.



### Lasso tool

Selects objects, anchor points, or path segments by being dragged around all or part of the object.

## 4. TOOL DESCRIPTION CON T.



### Pen tool

Creates a line between two anchor points you make. Creates straight lines if you simply click and release to make anchor points.



### Add Anchor Point tool

Adds a point to a path, which is a simple way to change any path. This helps to turn one shape into another.



### Delete Anchor Point tool

Deletes points from a path without causing a break in the path.



### Convert Direction Point tool

Changes the control handles around an anchor point, reshaping the segments controlled by that anchor point.



### Type tool

Creates resizable and moveable text frames in which you can type text.



### Type on a Path tool

Used to type on an object's path.



### Line tool

Creates straight lines.



### Ellipse tool

Creates ellipse shapes that hold text.



### Rectangle tool

Creates rectangle shapes that hold color or text.



### Polygon tool

Creates polygon shapes that hold color or text.



### Paintbrush tool

Draws a path and applies a brush stroke simultaneously.



### Pencil tool

Draws open and closed paths as if you were drawing with a pencil on paper. It is most useful for fast sketching or creating a hand-drawn look.



### Smooth tool

Removes excess angles from an existing path or a section of a path.

## 4. TOOL DESCRIPTION CONT.



### Arc tool

Creates a curved line segment or a closed, wedge-like shape.



### Spiral tool

Creates a spiral-shaped object of a given radius and number of winds.



### Grid tool

Creates rectangular grids of a specified size with a specified number of dividers.



### Polar Grid tool

Creates concentric circles of a specified size and a specified number of dividers.



### Star tool

Creates star-shaped objects with a given size and number of points.



### Flare tool

Creates flare objects with a bright center, a halo, and rays and rings. Use this tool to create an effect similar to a lens flare in a photograph.



### Erase tool

Removes part of an existing path or stroke. You can use this tool on paths, but not on text.



### Rotate tool

Changes orientation, or angle, of the object on the page.



### Reflect tool

Flips the object across an invisible axis that you specify. You can copy while reflecting to create a mirror image of an object.



### Scale tool

Scales a selected object by being dragged anywhere in the document window. Scales objects relative to their center points, or to any reference point you make anywhere in the document window.



### Shear tool

Slants or skews an object along its horizontal axis, also rotates both of the object's axes.



### Reshape tool

Selects one or more anchor points and sections of paths and then adjusts the selected points and paths globally.



### Warp tool

Stretches objects as if they were made of clay. When you drag or pull portions of an object using this tool, the pulled areas attenuate.

## 4. TOOL DESCRIPTION CONT.



### Twirl tool

Creates swirling distortions of an object.



### Pucker tool

Deflates an object by moving control points toward the cursor.



### Bloat tool

Inflates an object by moving control points away from the cursor.



### Scallop tool

Adds random, smooth, arc-shaped details to the outline of an object.



### Crystallize tool

Adds random spike- and arc-shaped details to the outline of an object.



### Wrinkle tool

Adds random arc- and spike-shaped details to the outline of an object.



### Free Transform tool

Provides a way to perform any transformation, such as rotating and scaling.



### Symbol Spray tool

Creates a set of symbol instances or increases more instances to an existing set.



### Symbol Shift tool

Moves symbol instances around.



### Symbol Scrunch tool

Pulls symbol instances together or apart. Use this tool to shape the density distribution of a symbol set.



### Symbol Size tool

Increases or decreases the size of symbol instances in an existing symbol set.



### Symbol Spin tool

Orients the symbol instances in a set. Symbol instances located near the cursor orient in the direction of the cursor's movement.



### Symbol Stain tool

Colorizes symbol instances changing the hue toward the tint color, while preserving the original luminosity.

## 4. TOOL DESCRIPTION CONT.



### Symbol Screener tool

Increases or decreases the transparency of the symbol instances in a set.



### Symbol Style tool

Applies or removes a graphic style from a symbol instance.



### Column Graph tool

Compares one or more sets of values by using rectangles whose lengths are proportional to the values.



### Stacked Column Graph tool

Is similar to a column graph, but stacks the columns on top of one another, instead of side by side. This graph type is useful for showing the relationship of parts to the total.



### Bar Graph tool

Is similar to a column graph, but positions the rectangles horizontally instead of vertically.



### Stacked Bar Graph tool

Stacks the bars horizontally instead of vertically.



### Line Graph tool

Uses points to represent one or more sets of values, with a different line joining the points in each set. This type of graph is often used to show the trend of one or more subjects over a period of time.



### Area Graph tool

Is similar to a line graph, but emphasizes totals as well as changes in values.



### Scatter Graph tool

Plots data points as paired sets of coordinates along the X and Y axes.



### Pie Graph tool

Creates a circular graph whose wedges represent the relative percentages of the values compared.



### Radar Graph tool

Compares sets of values at given points in time or in particular categories, and is displayed in a circular format.



### Gradient tool

Changes the direction of a gradient, its beginning point and endpoint, and applies a gradient across multiple objects.

## 5. WORKING WITH LAYERS

Layers let you organize your work into distinct levels that can be edited and viewed as individual units. Every Illustrator CS6 document contains at least one layer. Creating multiple layers lets you easily control how your artwork is printed, displayed, and edited. You will use the Layers palette (Figure 7) often while creating a document, so it is crucial to understand what it does and how to use it.

**NOTE:** To show the Layers palette click **Window > Layers**.

### Exploring the layers palette

Figure 7. Layers palette with two layers

- A. Eye Icon (Hide/Show)
- B. Lock Icon
- C. Make/Release Clipping Mask
- D. Create New Sub layer
- E. Create New Layer
- F. Delete Layer

B —————

A —————

C D E F

## 6. MAKING SELECTIONS

### Using the selection tool

In Illustrator CS6 you will need to use the Selection tool often, so it is crucial to understand what it does and how to use it. To select an object, choose the Selection tool from the toolbox and click on the object you wish to select. When the object is selected, you can move, transform, and change its properties.

Some selections may be easier to make by creating a marquee around the object. To make a marquee selection, do the following:

1. Choose the Selection tool from the toolbar.
2. Click and drag the Selection tool over multiple objects to select them all.

**NOTE:** By holding down **SHIFT** you can make multiple marquee selections.

### Duplicating objects

To duplicate objects, do the following:

1. Select the object you wish to duplicate.
2. Hold the **ALT** (Windows) or **OPTION** (Mac OS) key on the keyboard as you click and drag the object to another position on the artboard (Figure 6).
3. Once you release, a duplicate will show up where the object has been moved.

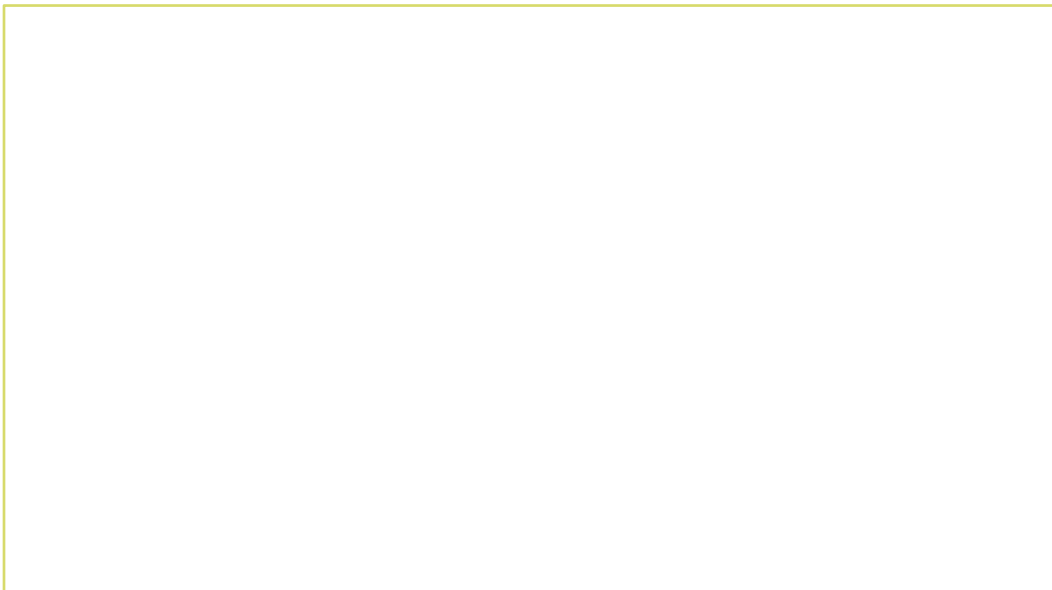


Figure 6. Duplication Objects.



## 7. CREATING BASIC SHAPES

Illustrator CS6 offers a large variety of shape tools to create any shape.

To create a shape, do the following:

1. Select the Shape tool that corresponds to the shape you wish to create. Click and drag on the art board to create desired size and proportion of the shape.

OR

2. Select the Shape tool you wish to use and click on the art board. This will open a window with the properties of your new shape. Here you can type in specific height, width, number of points on a star, etc.

**NOTE:** Holding down the **SHIFT** key while creating your shape will make an ellipse a perfect circle, a rectangle a square, etc. (Figure 9). Also, don't be upset if you make your shapes too big or too small, you can always resize them.



Figure 8. Reshaping without shift.

Figure 9. Reshaping with shift.

## 8. INSERTING AND FORMATTING TEXT

One of the most powerful features of Illustrator CS6 is the ability to use type as a graphic element. Like other objects, type can be painted, scaled, rotated, etc. You can also wrap type around objects, make it follow a path, create type masks, import text files into containers, and modify the shape of individual letters in a block of type.

To add type to a document, do the following:

1. Select the **Type tool** from the toolbox.
2. Click and drag anywhere on the art board to create a marquee for your text.
3. Use the Character palette to choose the font, font color, font size, etc.

**NOTE:** To view the Character palette, click **Window > Type > Character**.

### Wrapping text around a graphic

To make your work, for example a brochure, look professional, you may want to use Text Wrap (Figure 10). Objects, which you will wrap text around, must be in front of the type. To make a Text Wrap, do the following:

1. Select the object you wish to wrap text around.
2. Choose **Object > Arrange > Bring To Front**.
3. Choose **Object > Text Wrap > Make**.
4. Set the Text Wrap Options (Figure 11).

**NOTE:** You can change how close the text wraps around an image after you have made it by changing the offset (Figure 11). Choose **Object > Text Wrap > Text Wrap Options**. The lower the offset the closer the wrap. After your Text Wrap is set you can move the object freely without resetting your wrap options.

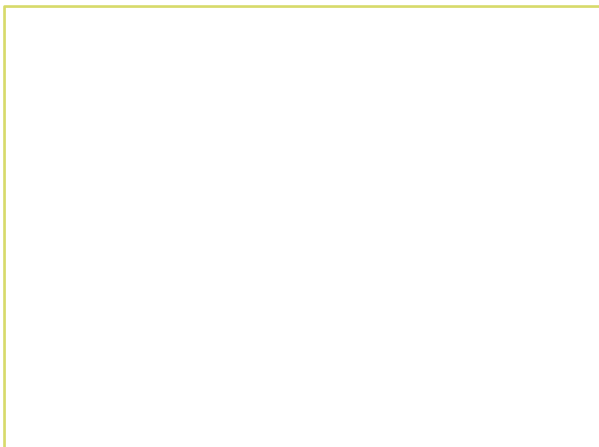


Figure 10. Texting Wrapping.

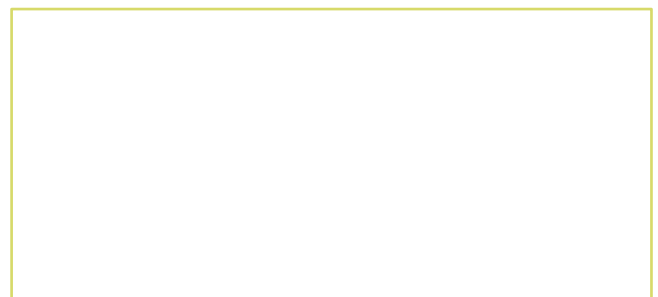


Figure 11. Texting Wrapping. Options

## 9. TYPING ON A PATH

Another way to create type in Illustrator CS6 is to enter type along a path (Figure 12). You can type along any path you make with the Pencil, Pen, and even the Shape tools. To type along a path, do the following:

1. Start by drawing a path on the art board (Figure 13).
2. Select the **Path Type tool** from the toolbox and click anywhere on the path to start your text at that spot on the path.
3. Adjust the position of the type along the path by positioning the Selection tool over the start, middle, or end of the type bracket until a small arrow icon appears.
4. Click and drag to the desired position.
5. When finished, you can move the type with the Selection tool.

**NOTE:** After typing on a path the path will have no stroke or fill.

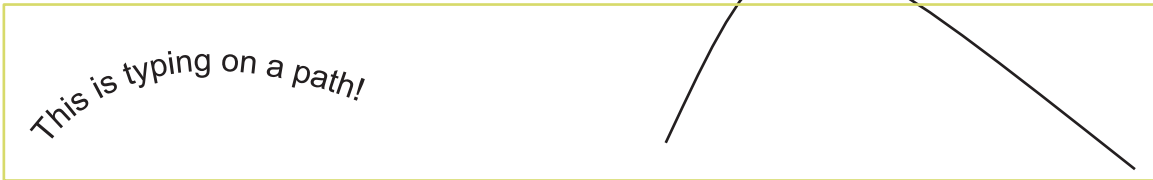


Figure 12. Typing along a path.

Figure 13. Create Path to type on.

## 10. PLACING IMAGES

If you need to insert an image into your document you should use the Place function.

To place an image into your document, do the following:

1. Make sure the layer you wish to place your image in is selected.

**NOTE:** Placed images are added to the selected layer. If you want it to be on its own layer, create a new layer by clicking the **New Layer button** near the bottom of the Layers palette (shown in Figure 1 of the Working With Layers section of the tutorial) and select it then place your image.

2. Click **File > Place**.

3. Navigate through the pull down menus to find the file that you want to insert. Select the file and click **OK**.

Once you have placed the object, switch to the Selection tool to move the object to the precise location you want. If you single-click on your image, you can resize it with the “grippers” - little black squares around the image. Click and drag a gripper inward or outward to expand or shrink your image as desired.

If you would like to maintain the original proportions of the image when you resize it, hold down the **SHIFT** key as you perform the resizing action.

## 11. WORKING WITH OBJECTS

To create professional and effective documents in Illustrator CS6, you need to learn how to work with different kinds of objects. Before you start working with objects it is crucial to understand what each of the objects is:

**Text** - a block of text within a defined “textbox”

**Image** - a picture file with one of the following extensions: .jpg, .gif, or .tif

**Graphic** - vector art created in Illustrator, or tables, charts, graphs, etc., created in another program, for example, Microsoft Excel

To use objects such as images and graphics, you will need to use the Place function.

1. Click **File > Place**.

2. Navigate to the desired file and click **Place**.

The following sections offer an in depth explanation of how to adjust images, graphics, and text within your document.

## 12. ARRANGING

### Using guides

Guides help in arranging and aligning text and objects on the art board. When creating a poster or a brochure you will most likely align objects in an organized manner; guides make this task easy. To use guides, you must first make the rulers visible on your document. Choose **View > Rulers > Show Rulers**. To create a guide, do the following:

1. With the Selection tool click and drag the ruler on the edge of the page onto the art board.

2. A blue marquee line will appear where your guide will go. Move the marquee to the position you want and let go of the mouse button.

**NOTE:** After you have created your guides you can't move them because they are locked. To unlock a guide, click **View > Guides > Lock Guide**. Remember to lock guides again after you have unlocked them, or you might accidentally select and move them.

### Creating clipping masks

Clipping masks are shapes that act as windows showing only the artwork located within the boundaries of those shapes. The clipping masked object must be on top of the stack of objects you wish to mask. To create a clipping mask, do the following:

1. Choose the object you wish to mask with using the Selection tool.

2. Click **Object > Arrange > Bring to Front** (Figure 14).

3. Select all objects you wish to include in the mask.

4. Click **Object > Clipping Mask > Make** (Figure 15).



Figure 14. Object Arrange.



Figure 15. Object Clipping Mask.

## 13. GROUPING

### Grouping Objects

When there are multiple objects on the art board that you need to move as a whole you can group them instead of selecting each of the objects every time you wish to move them. To group multiple objects, do the following:

1. Select all of the objects that you want to group together. This can be done in two ways:
  - (1) Hold down the **SHIFT** key and click on each object individually,
  - (2) Starting in an empty space on the page, click and drag the mouse outward creating a marquee box around all of the objects you want to select.
2. Choose **Object > Group** (Figure 16).

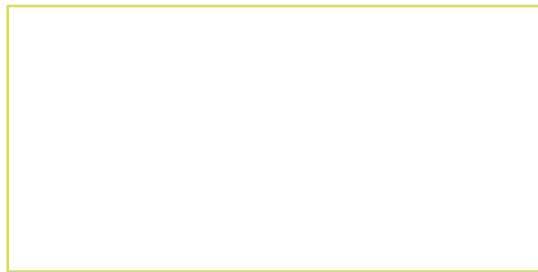


Figure 16. Grouping Objects.

If you click over the newly grouped objects with the selection tool you will notice that they are bound together as one large object. To ungroup these objects, click on the grouped objects and choose:

**Object > Ungroup.**

## 14. LOCKING

Sometimes, you may have an object placed exactly where you want it and you want to avoid moving it by accident. For example, if you have a large image or graphic as a background for the page, you may select it and move it accidentally if you are not careful. To help you avoid such situations, Illustrator CS6 has a function called Locking. When an object is locked it cannot be moved, adjusted, or altered in any way.

To lock objects, select them using the Selection tool and choose **Object > Lock > Selection.** Notice how Illustrator restricts the object from being altered in any way.

To unlock the object(s), choose **Object > Unlock All.**

## 15. APPLYING TRANSPARENCIES

### Changing the opacity of an object

In some cases, you may want to make an object almost transparent like a watermark. To do this, you would use the Transparency palette. In this palette you can adjust the Opacity of an object. Opacity refers to the solidness of an object shown in percentage, from 0% (completely transparent) to 100% (completely solid).

Under the Transparency tab (Figure 17), you will see a dropdown menu that holds all the blending options for applying transparencies. To apply a transparency, do the following:

1. Select the object you want to apply the transparency to with the Selection tool.
2. Choose which blending mode you want to use in the transparency.
3. Type in or drag the slider to the amount of opacity you wish to apply.

**NOTE:** Transparencies can always be edited by repeating the steps above or by choosing **Edit > Undo**.



Figure 17. Transparencies.

## 16. APPLYING STYLES, EFFECTS, AND APPEARANCES

### Styles

A style is a set of effects and appearances. Using styles, you can quickly and globally change the appearance of an object. To add a style, do the following:

1. Select the object with the Selection tool.
2. Click on the **Graphic Styles** tab (Figure 18). Select the style you wish to apply.

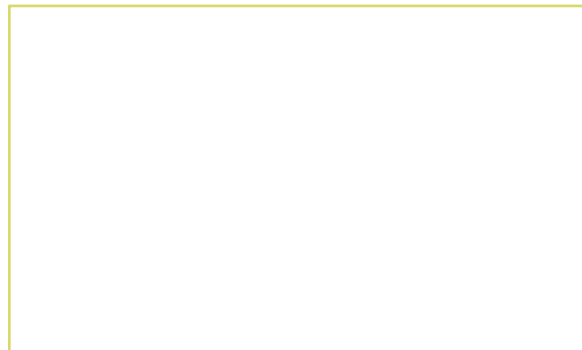


Figure 18. Graphic Styles.

## 16. APPLYING STYLES, EFFECTS, AND APPEARANCES

### Effects

You may want to create your own style for an object instead of choosing one from the graphic style that comes with Illustrator CS6. This can be done by adding multiple effects to an object. To add an effect, do the following:

1. Select the object with the Selection tool.
2. Click on **Effect** in the menu bar at the top of the screen.
3. Select the effect you want, set the parameters and click **OK**.

### Appearances

You can specify which part of an object you add styles and effects to by using effects in the Appearance palette (Figure 19). The Appearance palette contains the following types of editable attributes:

**Fill** - lists all fill attributes (fill type, color, transparency, and effects)

**Stroke** - lists some stroke attributes (stroke type, brush, color transparency, and effects)

**Transparency** - lists opacity and blending mode

**NOTE:** All other stroke attributes are displayed in the Stroke palette.



Figure 19. Appearance.

You can duplicate strokes and fills in the Appearance palette which allows you to have multiple strokes and fills with different effects and styles on a single object. An appearance attribute can be changed or removed at any time without changing the original object or any other attributes applied to the objects. Just like layers, you can move your appearances to any order you wish.

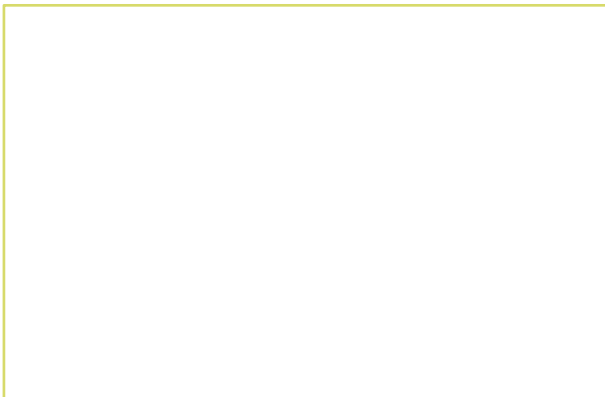


Figure 20. Appearance with green, red and blue.,



Figure 21. Appearance with pink, yellow, and blue.

## 17. WORKING WITH SYMBOLS

A Symbol is an object that is placed in the Symbols palette and can be applied multiple times by painting them onto the page. Symbols used in combination with the Symbolism tools offer options that make creating repetitive shapes easy.

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You can draw and create your own symbols using the Symbols palette. To create a symbol, do the following:

1. Select an object with the Selection tool.
2. Click on the **New Symbol button** on the Symbols palette.
3. Delete the original on the art board once your new symbol appears in the Symbols palette.
4. Select the **Symbols Sprayer** tool from the toolbox and select your new symbol in the palette.
5. Click and drag to apply the symbols to the area you wish.

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## y m b o l s

In the Symbols palette you can update attributes of your symbols without deleting the ones you already have on the art board. To update a symbol, do the following:

1. Click on the **Place Symbol Instance** button at the bottom of the Symbols palette. This will place the symbol one time in the middle of your page.
2. With the symbol selected choose **Object > Expand > OK** to put the symbol back in the editable mode.
3. After you have made your changes hold down **ALT** (Windows) or **OPTION** (Mac OS) key and drag the new symbol on top of the original in the Symbols palette.
4. Release when you see a black border around the original symbol.

## G

Remember to save your work often. Saving frequently reduces the risk of losing the work you have been doing. To save your Illustrator document, do the following:

1. Click **File > Save**.
2. Navigate to the place you would like your document to be saved by using the dropdown menu and the navigation window.
3. Enter the name of your document in the Save As text field.
4. Choose a format to save your project in from the Format dropdown menu.
5. Click the **Save** button in the bottom right corner of the dialogue box.
6. Check to make sure that your document is saved in the place you intended.



## **Adobe InDesign CS6 Tutorial**

Adobe InDesign CS6 is a page-layout software that takes print publishing and page design beyond current boundaries. InDesign is a desktop publishing program that incorporates illustration capabilities into its interface. It also allows for cross platform interaction with Illustrator, Photoshop, and Acrobat.

**NOTE:** This tutorial is fairly comprehensive in that it discusses the most common aspects of InDesign and has been developed to take beginners through the software from start to finish.

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## 1. GETTING STARTED

Begin by opening Adobe InDesign CS6.

On a PC, click **Start > Programs > Adobe > InDesign CS6**, or click on the InDesign short cut on the desktop.

On a Mac, click **Macintosh HD > Applications > Adobe InDesign CS6**, or click the InDesign icon in the Dock. (Figure 1)



Figure 1. Navigation to InDesign CS6 on a Mac.

## 2. SETTING UP THE DOCUMENT

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning.

1. To create a new document, click **File > New > Document**. This will open the **Document Setup** dialog box. Here you will be able to set up the correct page size, margins, and page columns for your document. (Figure 2)

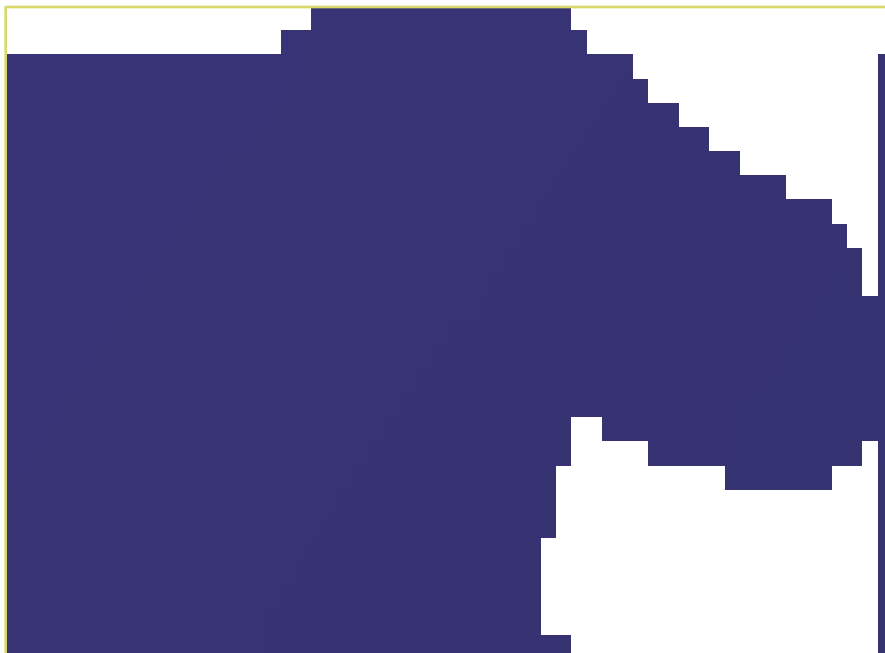


Figure 2. Opening a new document in InDesign.

## 2. SETTING UP THE DOCUMENT CONT.

Options include, but are not limited to:

### ***Number of Pages***

Type a value for the total number of pages for this document.

### ***Facing Pages***

Select this option to make left and right pages face each other in a double-page spread. Deselect this option to let each page stand alone, such as when you plan to print on both sides of a sheet of paper or want objects to bleed in the binding.

### ***Master Text Frame***

Select this option to create a text frame the size of the area within the margin guides, matching the column settings you specified. The master text frame is added to the master.

### ***Page Size***

Choose a page size from the menu, or type values for Width and Height. Page size represents the final size you want after bleeds or trimming other marks outside the page. There are presets for common sizes such as letter, legal, and tabloid.

### ***Orientation***

Click the Portrait (tall) or Landscape (wide) icons. These icons interact dynamically with the dimensions you enter in **Page Size**. When Height is the larger value, the portrait icon is selected. When Width is the larger value, the landscape icon is selected. Clicking the deselected icon switches the Height and Width values.

**NOTE:** The default unit of measurement in InDesign is pica (p0). If you type a value into the Width or Height text fields and use the abbreviation for inches (in), InDesign will automatically convert it.

### ***Bleed***

After clicking **More Options**, the bleed area is used to align objects that you want to extend all the way to the trim line of your printed document.

### ***Slug***

After clicking **More Options**, the slug area is used for instructions to the printer, sign-off forms, or other information related to your document. The slug area is discarded when the document is trimmed to its final page size.

2. When you have entered all of your document settings, click **OK**.

**NOTE:** If you incorrectly enter information in the Document Setup dialog box, or if you need to adjust any of this information while you are working, you can make changes at any time by clicking **File > Document Setup**.

## 3. TOOLBOX

If you used Adobe Photoshop or Adobe InDesign before you should be familiar with the toolbox in InDesign CS6 as it shares some of the tools from these applications. If you are a novice user of Adobe products you should keep in mind that you might not need to use all the tools. In this tutorial,

only the basic tools will be discussed in depth.

### 3. TOOLBOX CONT.



Figure 3. Tools in InDesign.

Some tools in the toolbox have additional tools linked to them. These tools have small black triangles in the right-hand corner. To view the additional tools click and hold down on any tool that has a black triangle in the corner. (Figure 4)

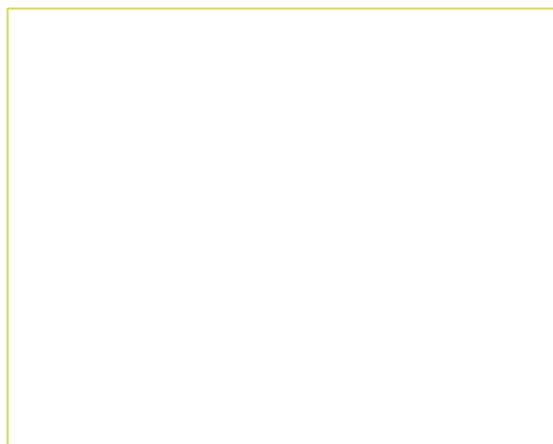


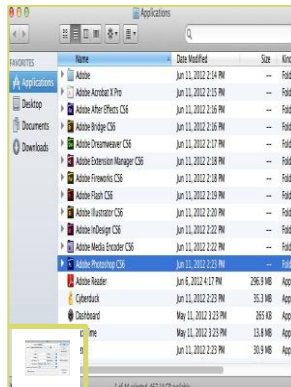
Figure 4. Extra Tools in InDesign.

### 3. TOOLBOX CONT.

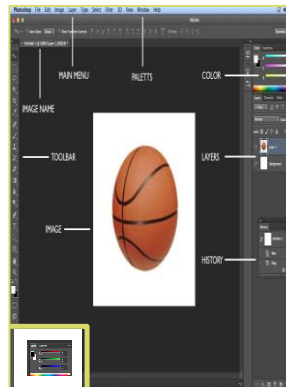
#### Selection Tools



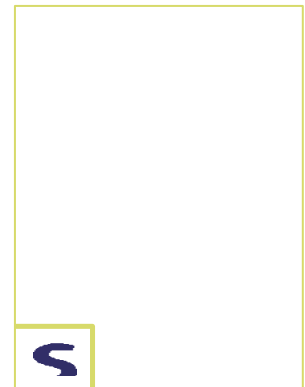
Selection tool lets you select entire objects.



Direct Selection tool lets you select points on a path or contents within a frame.

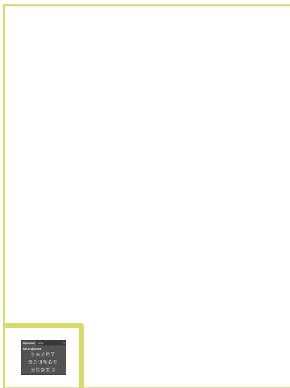


Page tool lets you create multiple page sizes within a document.

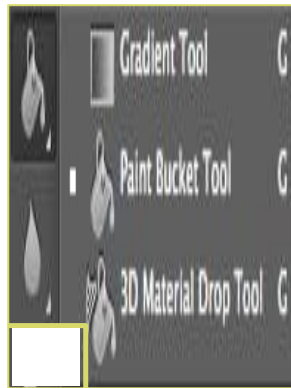


Gap tool lets you adjust the space between objects.

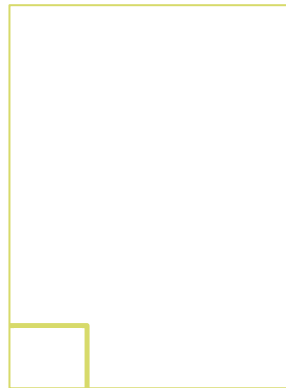
#### DRAWING AND TYPE TOOLS



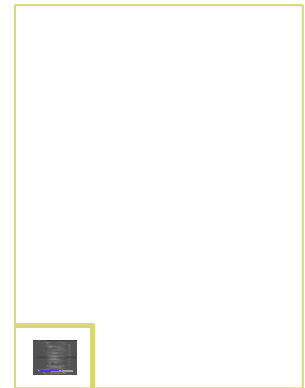
Pen tool lets you draw straight and curved paths.



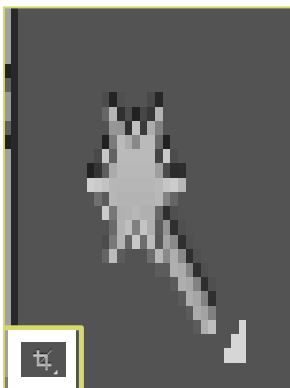
Add Anchor Point tool lets you add anchor points to a path.



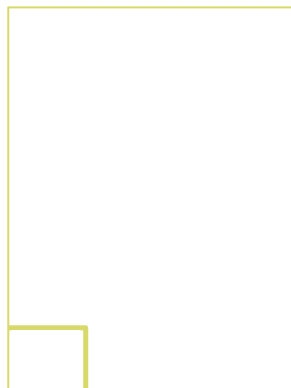
Delete Anchor Point tool lets you remove anchor points from a path.



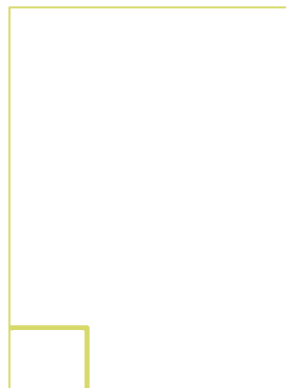
Convert Direction Point tool lets you convert corner points and smooth points.



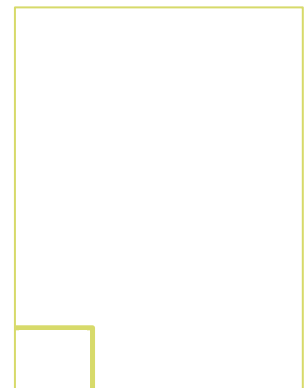
Type tool lets you create text frames and select text.



Type on a Path tool lets you create and edit type on paths.



Pencil tool lets you draw a freeform path.

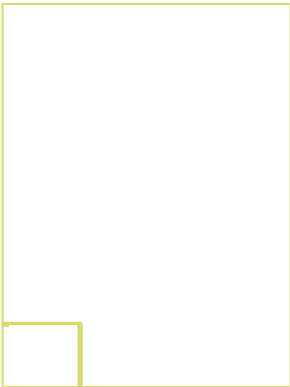


Smooth tool lets you remove excess angles from a path.

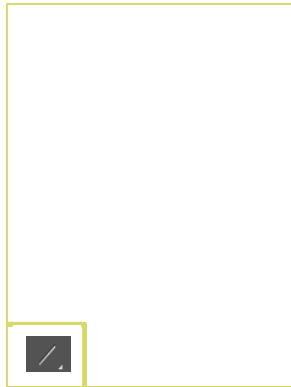


### 3. TOOLBOX CONT.

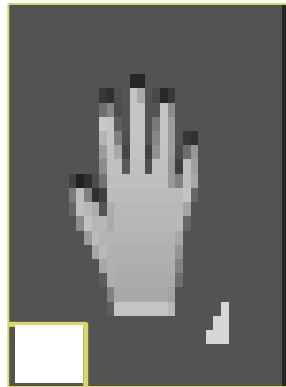
#### DRAWING AND TYPE TOOLS CONT.



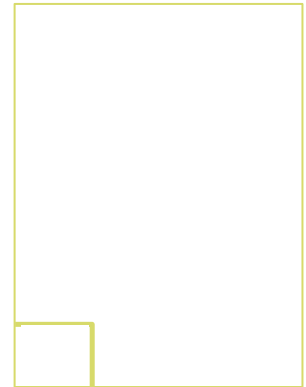
Erase tool lets you delete points on a path.



Line tool lets you draw a line segment.



Rectangle Frame tool lets you create a square or rectangle placeholder.



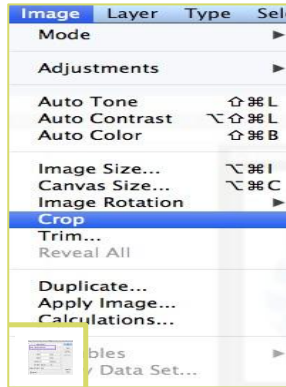
Ellipse Frame tool lets you create a circle or oval placeholder.



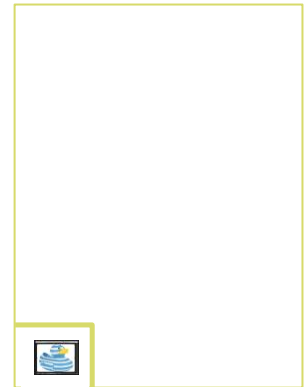
Polygon Frame tool lets you create a multi-sided shape placeholder.



Rectangle tool lets you create a square or rectangle.



Ellipse tool lets you create a circle or oval.

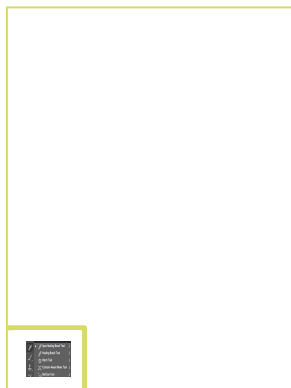


Polygon tool lets you create multi-sided shape.

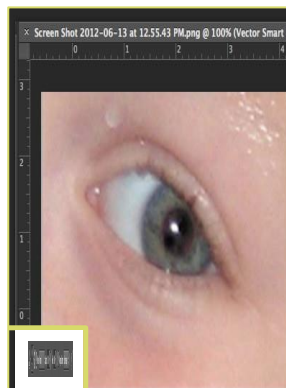
#### TRANSFORMATION TOOLS



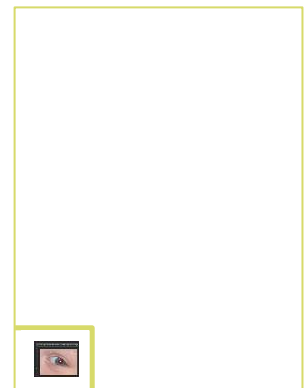
Free Transform tool lets you rotate, scale, or shear an object.



Rotate tool lets you rotate objects around a fixed point.



Scale tool lets you resize objects around a fixed point.



Shear tool lets you skew objects around a fixed point.

## 3. TOOLBOX CONT.

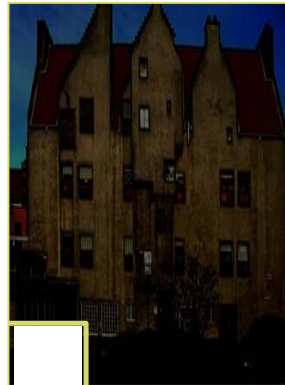
### MODIFICATION AND NAVIGATION TOOLS



Eyedropper tool lets you sample color or type attributes.



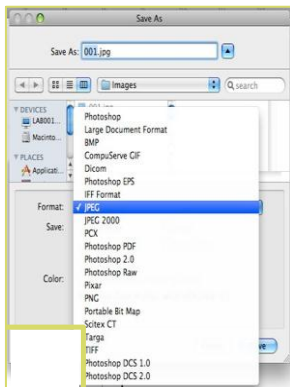
Measure tool measures the distance between two points.



Gradient Swatch tool lets you insert and adjust gradients



Gradient Feather tool lets you fade an object into the background.



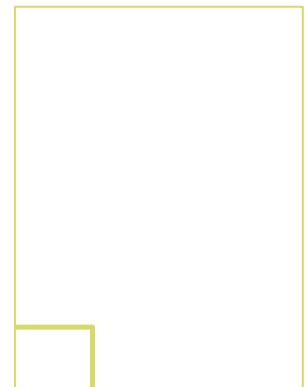
Scissors tool cuts paths at specified points



Hand tool moves the page view within the document window.



Zoom tool adjusts the view magnification in the document window.



Note tool lets you add comments.

## 4. ORGANIZING THE DOCUMENT

Working in InDesign can sometimes call for mathematical precision in the layout of the document. This section provides tips on how you can use the available **Rulers**, **Guides**, and **Column Specifications** to make your final output precise with the placement of your text and graphics exactly where you want them.

Using the **Zoom Tool** in conjunction with the Guides and Rulers is helpful because it allows you to focus in on specific areas of your documents to make the placement of your text and graphics as accurate as possible. You can access the Zoom Tool by selecting it from the Tool Box (Fig. 3)

The following sections within this tutorial explain:

- Column Specifications (Page 9)
- Rulers (Page 9)
- Guides (Page 10)

## 4. ORGANIZING THE DOCUMENT CONT.

### ***COLUMN SPECIFICATIONS***

To insert columns into your document click **Layout > Margins and Columns**.

1. Enter the number of columns you would like in the **Number of Columns** text field (Fig. 5).
2. Enter the space (in inches) that you would like in between your columns in the **Gutter** text field.
3. Make sure the chain image is linked and not broken if you would like InDesign to automatically make all the settings the same throughout the rest of your document.

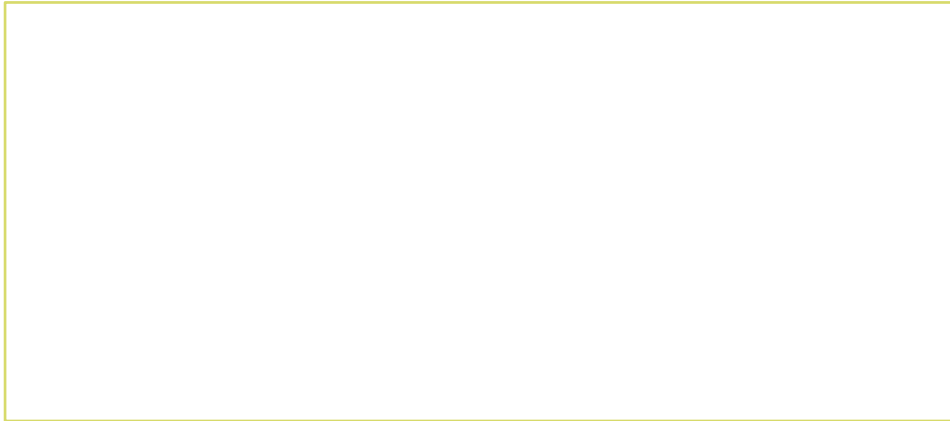


Figure 5. Margins and Columns

### ***RULERS***

Rulers are used to measure the placement of texts and images in your document. The rulers measure in inches, starting at "0", and run horizontally and vertically from the top left corner of your document.

If the Rulers are not displayed, click **View > Show Rulers** (Fig. 6). Or, if the Rulers are being displayed, and you want to get rid of them, go to **View > Hide Rulers**. Clicking and dragging on the box where the horizontal and vertical rulers meet adjusts the placement of the ruler.

**NOTE:** The rulers must be shown in order to draw Guides, which are described in the next section.



Figure 6. Rulers

## 4. ORGANIZING THE DOCUMENT CONT.

### **GUIDES**

Guides are temporary horizontal and vertical lines that you can set up within your document to produce page layout with mathematical precision. They are not actually drawn into your document; they exist only on-screen to help you with your layout. Guides are useful because they help keep all parts of the document aligned properly, and they assist when measuring with the rulers. The Rulers must be shown in order to insert Guides.

#### ***Inserting Guides***

To insert a Guide, place your pointer on the Horizontal (or Vertical) ruler at the top of your document. Click and drag down onto the document where you would like your guide to be. You should notice a dotted line that correlates with the movement of your pointer. Measure the distance you are pulling your Guide down at by using the Vertical (Horizontal) ruler on the left of your document. The Guide will appear as a thin aqua line. If you do not like where you placed your Guide, you can move it to another part of the document by clicking and dragging it, or, you can remove it completely by dragging it off of the document.

#### ***“Snap to” Guides***

Snapping to a Guide is like “magnetizing” it. If you drag an image or element near a Guide (within a fraction of an inch), the image or element will lock into place with the Guide. To turn snapping on or off, click [View > Grids and Guides > Snap to Guides](#) (Fig. 7).

#### ***Hiding Guides***

If you would like to view your document without the aid of the Guides, you can hide them temporarily by going to [View > Grids and Guides > Hide Guides](#) (Fig. 8).

## 4. ORGANIZING THE DOCUMENT CONT.

Figure 7. Snap to Guides

Figure 8. Hide Guides

## INSERTING AND FORMATTING TEXT

Now that you have a basic understanding of setting up a document and using the **Tool Box**, you can begin inserting text. Using the **Text Tool (T)** (Fig. 3), click onto your page to enable the text cursor. Don't be discouraged if the cursor does not line up exactly where you want to place your text – you can move and format your text later. Begin typing your content. Once you have your raw text on the page you can begin manipulating it to your liking.

Change from the **Text Tool** to the **Pointer Tool** and click over your text. You will notice that your text has been placed into a “box” of sorts. This is called an Element. Many objects and all of your text must be within an Element; there is no “freestanding” text in an InDesign document as you might find in a Microsoft Word document.

Using the **Pointer Tool**, you can move the Element of text around to anywhere you like on the page. Using the “grippers” on the corners of the Element, you can adjust the width and length of the Element. If you do not specify a length for the Element, it will expand according to the length of your text, however, if you adjust the length of the Element to be smaller than your text, your text will not be visible. A red tab below the Element indicates that there is more content within the Element that is not visible (Fig. 9).

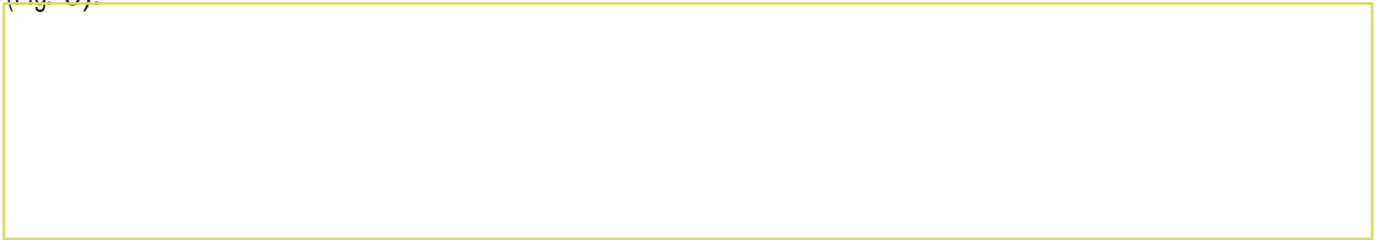


Figure 9. Left box shows text that fits in the Element. Right box shows that all text is not showing in the Element.

## TYPE AND PARAGRAPH MENU

A common way to format and manipulate your text is to use the Type Menu at the top of the screen. InDesign CS6 adds all the advanced features, as well as access to the Paragraph menu. When the Type Tool is selected, the Control Palette should appear at the top of the screen. If it is not, click **Window > Control**. At the extreme left hand side of the palette are the two buttons that let you switch back and forth between Type and Paragraph controls.



Figure 10. Type Palette



Figure 11. Paragraph Palette

## USING COLORS

InDesign includes thousands of color options as well as the ability to mix and create your own colors. After opening a new document, the Colors Palette window should appear on the right-hand side of the screen. If it is not there, click **Window > Color**.

InDesign includes 10 default color options within the Swatches Palette (Fig.12). These colors are selected from the two common color models: RGB and CMYK. (Use RGB colors if your output will be on a computer or TV screen. Use CMYK colors for print documents.)

To mix custom colors, open the Color Palette. Depending on the color mode, you're using, it will open in RGB (Fig.13) or CMYK (Fig.14). Mix hues using the slider bars. To add your custom color to the Swatches Palette, click **Add to Swatches**. You can also remove colors from the Swatches Palette by clicking and dragging.

The new swatch will appear in the Swatches Palette with the default name set to reflect the color mixture. For example, in Figure 12, pure Cyan in CMYK mode is listed as C=100 M=0 Y=0 K=0. One can easily change this to something more descriptive by double-clicking the swatch and simply renaming it.

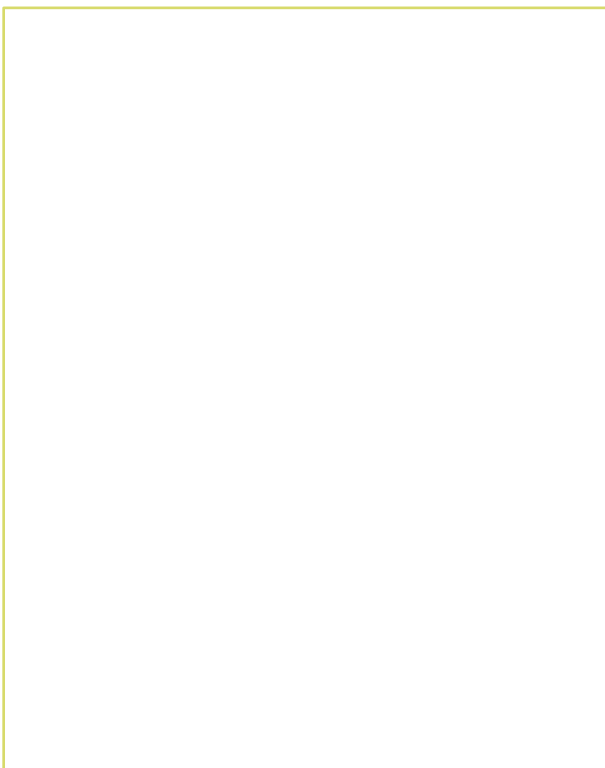


Figure 12. Default Swatches Palette

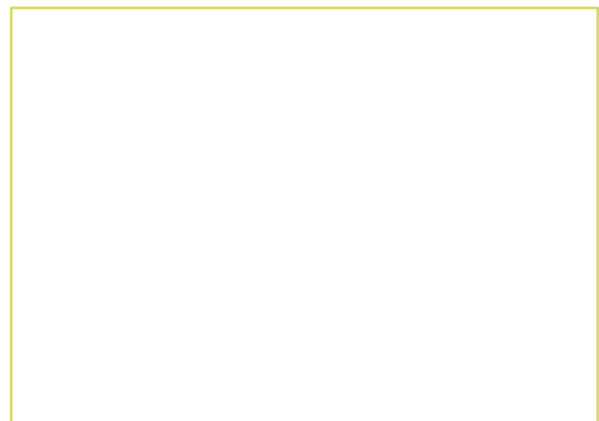


Figure 13. RGB color palette set to black



Figure 14. CMYK color palette set to black

## WORKING WITH OBJECTS

Now that you have learned how to insert and edit text Elements, you need to understand how to work with other kinds of objects within your document. Nearly every InDesign document will contain text, and/or graphics. Using the three together takes thorough knowledge of InDesign's capabilities.

For the purposes of this tutorial, it is important to understand the kind of “objects” to which this tutorial refers:

- **Text (Element)** - A block of text within a defined “text box” (discussed in a previous section).
- **Image** - A picture file with one of the following extensions: .jpg, .gif, .tif, .pct, .bmp, .ai, .pdf, or .png, created in another program such as MS Excel or Photoshop.
- **Graphic** - Vector illustration created directly in InDesign using the provided pen or other path tools.

The following sections offer an in depth explanation of how to insert and adjust Images, Graphics, and Elements within your document.

- Grouping (Page 15)
- Links (Page 15)
- Placing Images (Page 15)
- Enabling Text Wraps (Page 16)
- Layers and Arranging (Page 17)

### **LINKS**

InDesign is primarily a linking device; it can create simple graphics, but its strength lies in the way it assembles disparate elements into a cohesive document. As a general rule, when inserting images into your document, you should never use the “copy & paste” technique. Instead, save your image files in the same folder as your InDesign document, and “link” them into the document (discussed in the next section). You can view the source location of the images that are linked into your document, as well as other important data such as colorspace and filetype, by going to the Links Palette (Fig. 15). To view the palette, go to **Window > Links** (Fig. 16).



Figure 15. Links palette



Figure 16. To view Links palette



## WORKING WITH OBJECTS CONT.

### ***PLACING IMAGES***

Place is the function used to insert an image into your document. It is comparable to Microsoft Word's "Insert Picture from File" function. When you Place something into your document, it is "linked" to the document from its current location (as previously mentioned). Therefore, it is recommended that you store all of your content for your document in the same location.

To Place an image into your document do the following:

1. Make sure the Pointer Tool is selected. (If the Text Tool is selected when placing an image, the image will insert within a blank Element - not as an independent unit. Images within Elements are difficult to format and reposition.)
2. Go to **File > Place**.
3. Navigate through the pull down menus to find the file that you want to insert. Select the file and hit **OK** (Fig. 17).
4. Your cursor will change into a small grey picture box that represents your "unplaced" image. Find the approximate location where you want to drop the image and click the mouse once.

Once you have Placed the object, switch to the Pointer Tool to move the object to the precise location where you want it. If you want to resize your image, single-click on your image, click the Free Transform Tool (E) and you can resize it using the "grippers" – little black squares - that surround the image. Click and drag a gripper inward or outward to expand or shrink your image as desired. If you would like to maintain the original proportions of the image when you resize it, hold down the Shift key as you perform the resizing action.

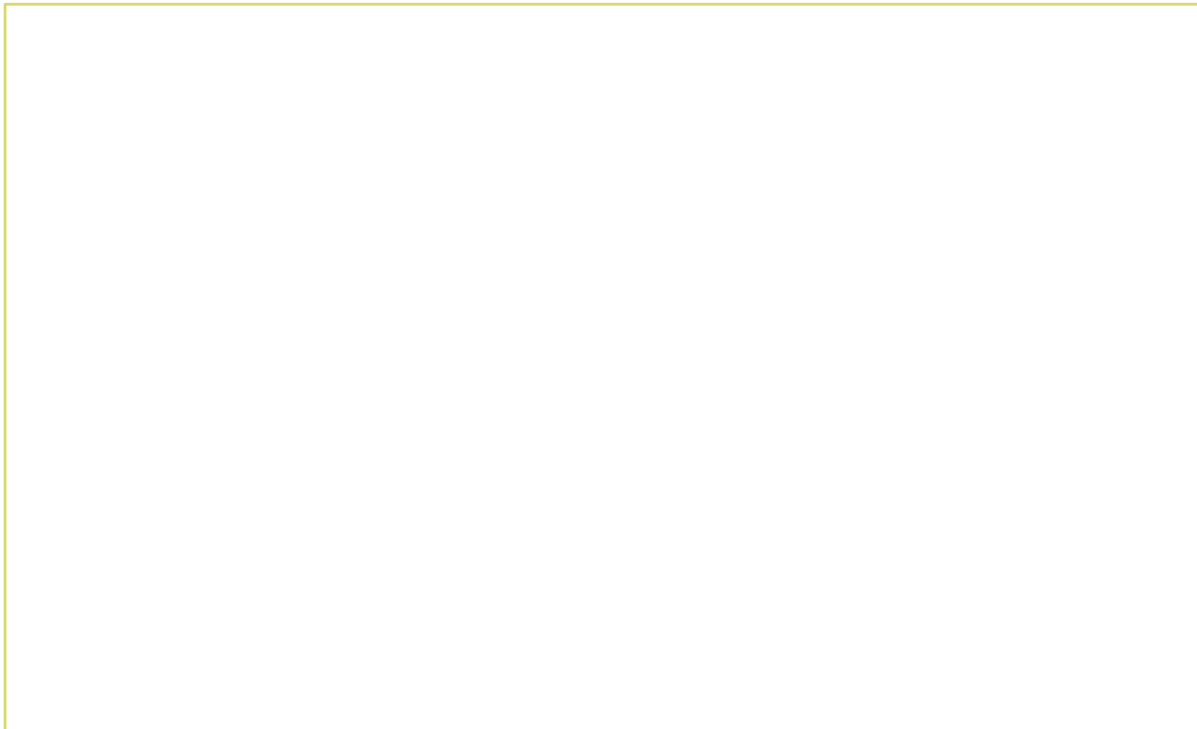


Figure 17. "Place" dialogue box

## WORKING WITH OBJECTS CONT.

### **ENABLING TEXT WRAP**

If you have a large block of text and would like to insert an image in close proximity without the text or image overlapping, you can use a function called Text Wrap (which is used frequently in Microsoft Word.) Using the Pointer Tool, click on the image and go to **Window > Text Wrap**. There are several visual options that display the different kinds of Text Wraps (Fig. 18). The numerical settings at the bottom of the window denote how much “buffer space” should be maintained between the image and the text.

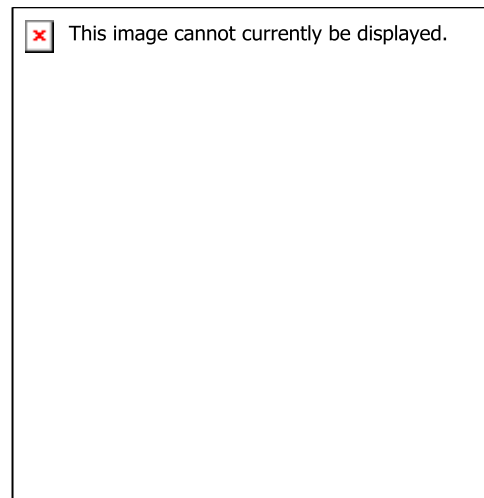


Figure 18. Text Wrap palette

### **GROUPING**

Frequently, you will have many Images, Graphics, and Elements on the screen at once. It can be very beneficial to connect several of these together once they are positioned correctly so that you can move all of them at once and maintain the relational distance between each of them. This function is called Grouping.

To Group two or more objects, do the following:

1. Select all of the objects that you want to Group together. This can be done in two ways (both using the Pointer Tool):
  - Hold down the Shift key and click on each object individually, or
  - Starting in an empty space on the page, click and hold the mouse and drag it outward creating a “ghost box” around all of the objects you want to select. When you release the mouse all of the items within the box should be selected. (Fig. 19)
2. Click **Object > Group** (Fig. 20).
3. If you click over the newly grouped objects with the pointer tool you will notice that they are bound together as one large object. The tip-off is that the bounding box connecting them, which was once solid, has now become dashed, and the individual object outlines have disappeared. (Fig. 21).
4. To ungroup these objects, click on the grouped objects and hit **Object > Ungroup**.



Figure 19. All selected, not grouped



Figure 20. Object > Group



Figure 21. Grouped

## LOCKING

Sometimes, you may have an object placed exactly where you want it and you will want to avoid moving it by accident. (For example, if you have a large image or graphic as a background for the page, you may select it and move it accidentally if you are not careful.) Therefore, InDesign has a function called Locking to help you avoid such accidents. When an object is Locked, it cannot be moved, adjusted, or altered in any way.

To Lock objects, select them using the Pointer Tool and click **Object > Lock Position** (Fig. 22). Notice now that InDesign restricts the object from being altered in any way. To unlock the object(s), click **Object > Unlock All on Spread** (Fig. 23).

**NOTE:** As with Grouping, you can hold down the Shift key to select multiple objects.



Figure 22. Object > Lock

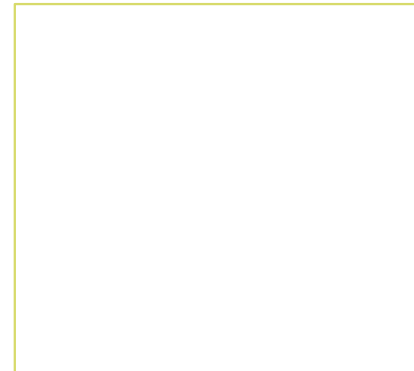


Figure 23. Object > Unlock All on Spread

## SAVING

Saving your document should be a habit when working in InDesign. Saving frequently lessens the risk of losing the work you have been doing.

1. To save your InDesign document go to **File > Save As**.
2. The Save As dialogue box will appear (Fig. 24).
3. Navigate to the place you would like your document to be saved by using the drop-down menu and navigation window.
4. Enter the name of your document in the **Save As** text field.
5. Click the **Save** button in the lower right corner of the dialogue box.
6. Check to make sure that your document is saved in the place you intended.

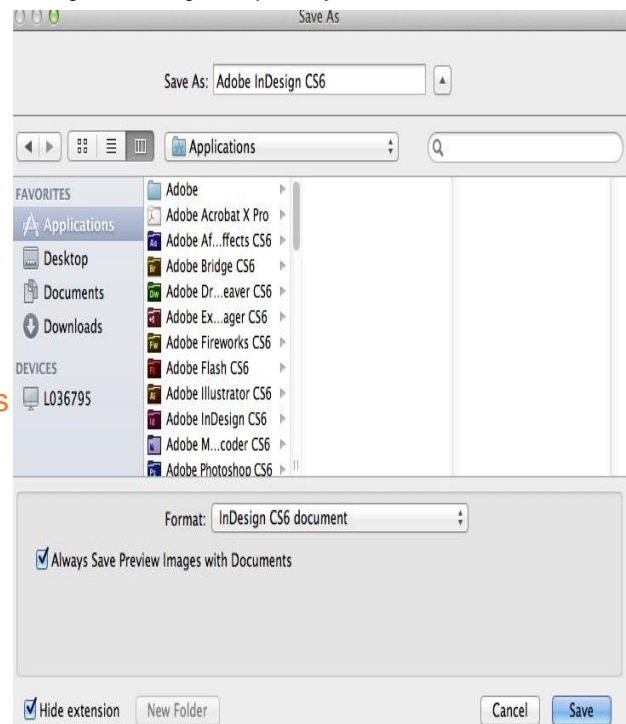


Figure 24. File > Save As

# EXPORTING TO PDF

## **WHAT IS A PDF?**

Portable Document Format (PDF) files are an excellent way to share page files with others without the common hassles of matching applications, fonts, large file sizes, and cross platform compatibility (Mac to PC). A PDF file contains all of the elements required to view and print a document that matches the original design in all respects (type style and size, images, color, layout, etc.)

PDFs can be viewed and printed without access to the original application that created it. Viewing and printing is done from Adobe Acrobat Reader, software that can be copied and freely distributed.

Another feature of PDF files is their compact nature. These files are compressed in multiple ways to render a document that is just a fraction of the size of the original document. This makes them very handy for transportation and storage. This feature enables PDF files to be efficiently attached to e-mail messages. Unlike their originating documents, PDF files are not fully editable, without specialized software. This can be an advantage when sharing files that you don't want changed in any way.

NOTE: InDesign differs from most programs in the way it creates PDFs.

## **CREATING A PDF**

When you are ready to create the PDF file take the following actions:

1. Save your document.
2. Go to **File > Export > Adobe PDF**.
3. A dialogue box will appear asking you to save (Fig. 27); this time, you will be saving the PDF file, not the original document. Name the new file (without deleting the .pdf file extension.) and hit **Save**. A dialogue box will appear in which you can adjust settings from jpg quality to the particular pages you want to include in the PDF (defaults to all). Make changes accordingly and hit **OK**.

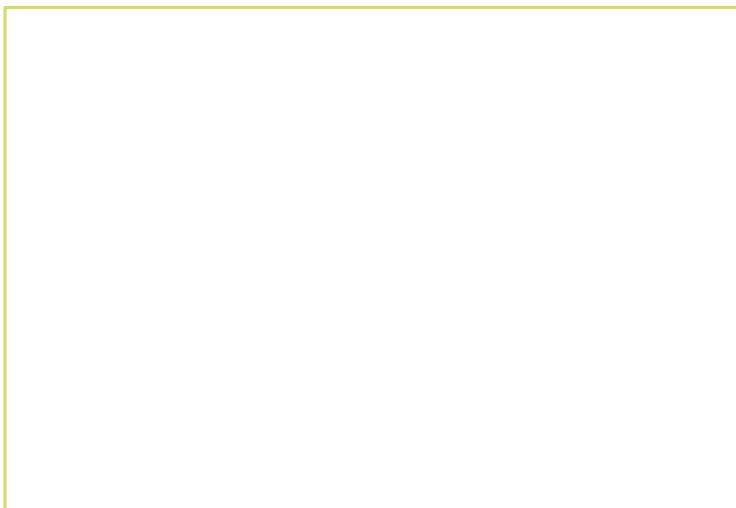


Figure 25. File > Export > Adobe PDF

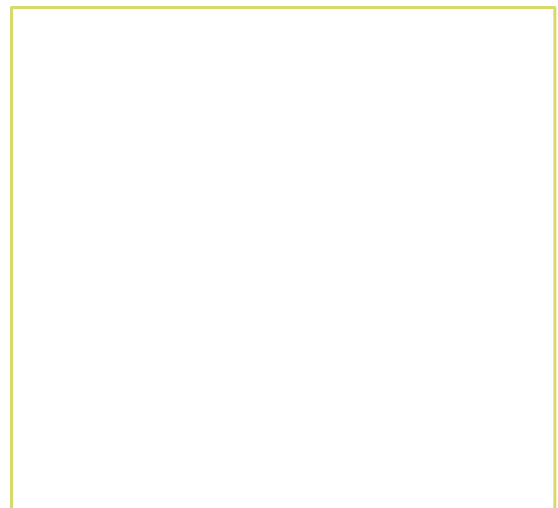


Figure 26. PDF dialogue box.

# New Features of InDesign CS6

## Turning on the New Features

Make sure to select the **New in CS6** (Fig. 26) tab located in a dropdown box at the top right of the application screen. When looking in the tabs located in the toolbar, the new changes will be highlighted in blue or purple (Fig. 27).



Figure 26. Essentials tab > New in CS6

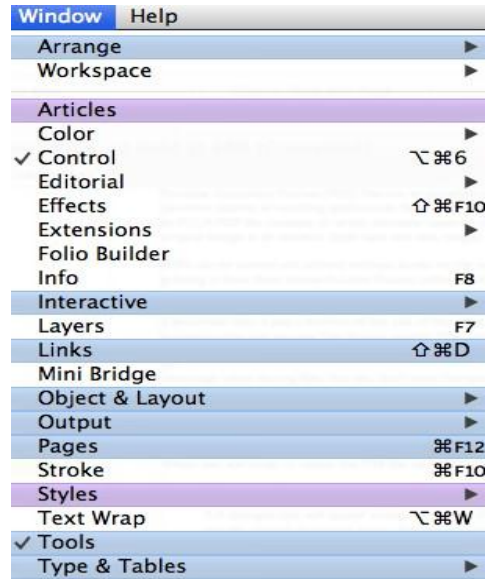


Figure 27. Window > Drop-down menu highlight new features.

# New Features of InDesign CS6

## Liquid Layout Feature

This feature can be used to keep contents on one page the same in a different page when using an alternate layout. For example, if one page is in a different layout or size, to keep it flowing smoothly without having to rescale each page, click on the **Layout** tab and turn on the **Liquid Layout** feature. Once this option has been selected, you are then presented with other options of how you want a certain page or the entire document to be presented.

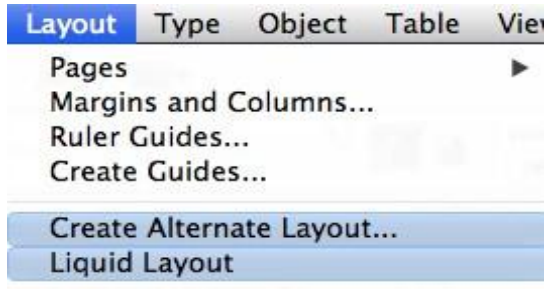


Figure 28. Layout > Liquid Layout

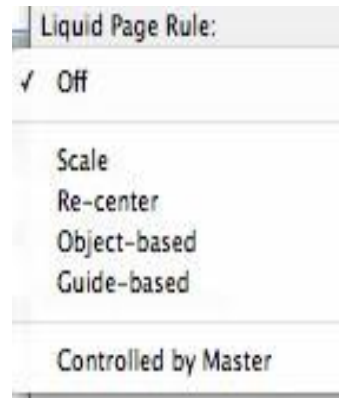


Figure 29. Choose from the drop-down menu to turn on Liquid Layout and options.