

## Illustrator + InDesign CC

### New Document, Bleeds, Type Tools, Placing Images

#### 01. Document Setup | Profile, Artboards, Bleed

##### AI

New Document >>  
Profile: Print - 300 ppi + CMYK  
Web - 72 ppi + RGB

##### Number of Artboards

An artboard is like a piece of paper.

- This is not exactly the same as having multiple pages as for a book or magazine.

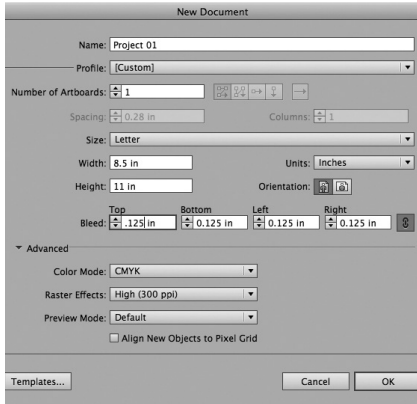
InDesign is the software for that kind of project.

- Create a new document and enter the number of artboards you want.

All will have the same dimensions.

- To change the dimensions of individual artboards or to add or delete artboards use the artboard tool in the toolbar.

- When printing a file with artboards, treat them like pages in the print dialogue box. Specify the ones that you want to print.



Illustrator New Document

##### Set the Bleed

Bleed: enter either .125 inches or 0p9.

.125 inches is 1/8 inch

.125 inches is equivalent to 0p9

0p9 is shorthand for 9 points

This is the standard bleed value for print.

ALWAYS use a bleed in Illustrator and InDesign. Make this a habit.

Even if you don't need a bleed, having one doesn't hurt.

#### 02. Type Tools

##### AI

##### First three type tools in type flyout menu

- (Point) Type Tool
- Area Type Tool
- Type on a Path

##### Point Type Tool: Shortcut = T

The Point Type Tool types on a straight, **non-wrapping** line. Use only for headlines or labels.

- After selecting the Type Tool (T) but before clicking the mouse inside your AI document, you will see an I-beam cursor with a dotted square around it.

- Once you click on your document, a blinking cursor appears. Whether you type or not, you have created a type point in the document.

-To create **wrapping** text (necessary for paragraphs or long sentences) draw a box or type container with the Point Type Tool then type within the box.

##### Area Type Tool

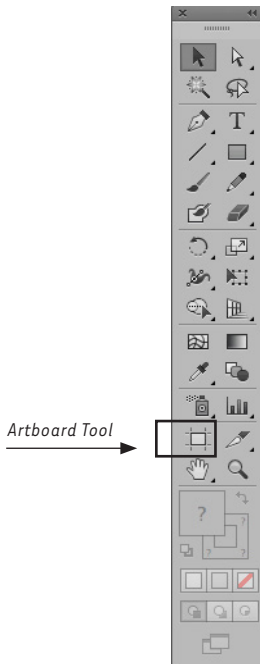
Draw a shape with rectangle or other tool and then type within the shape with the Area Type Tool.

-The Area Type Tool has an ellipse shape around the I-beam cursor.

##### Path Type Tool

Draw a path with the Pen Tool then place Path Type Tool on path and type.

-The Path Type Tool has a bar through the I-beam cursor.



# Illustrator + InDesign CC

## 03. Kerning & Tracking

### AI + ID

#### Character Palette: Shortcut = Cmd + T

The Character Palette controls typeface selection, size, kerning, leading and tracking.

- Kerning: to kern two letters place the cursor between the letters and enter a value in the Kerning field of the Character palette.
- Kerning is measured in 20/1000 em.

#### Keyboard Shortcuts for Kerning & Tracking

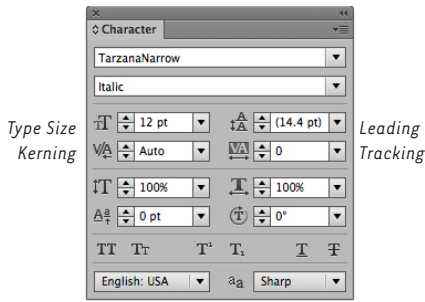
### AI + ID

- Increase kerning/tracking = *Shift Command ]* or *Option + Left Arrow*
- Decrease kerning/tracking = *Shift Command [* or *Option + Right Arrow*
- To reset kerning/tracking = *Option Command Q*

To adjust Illustrator's kerning value go to Illustrator > Preferences > Type

- Adjust the Tracking increment. Default is 20/1000 em.
- 10/1000 em decreases distance, 30/1000 em increases distance.

To adjust InDesign's kerning value go to InDesign > Preferences > Units & Increments



Type Size  
Kerning

Leading  
Tracking

Illustrator Character Palette:  
Kerning & Tracking controls

## 04. Document Setup | Facing + Non Facing Pages, Bleeds

### ID

File>> New> Document [Cmd + N]

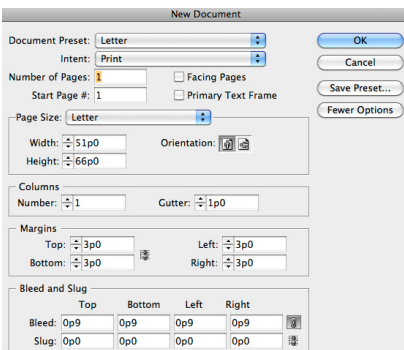
Intent: Print - 300 ppi + CMYK

Web - 72 ppi + RGB

Facing Pages - Check this for publications with spreads, like books and magazines

Do not check this for designs with single pages like postcards and posters

Primary Text Frame - To automatically have text box placed on page check this



InDesign New Document

#### Bleeds (If you don't see the bleed option, click More Options)

Bleed: enter either .125 inches or 0p9.

The same values that you used for Illustrator apply to InDesign.

## 05. Adding Pages

### ID

#### Inserting New Pages in Page Palette (5 options)

- Click new page icon at bottom of page palette or...
- Option click new page icon to get new page dialogue box or...
- Choose insert pages from page palette menu or...
- Drag: master page icon into bottom half of palette or...
- Go to Layout > Pages > Add or Insert pages

## 06. Type Tools

### ID

Many tools are similar to Illustrator, but the Rectangle & Rectangle Frame Tools are unique to InDesign.

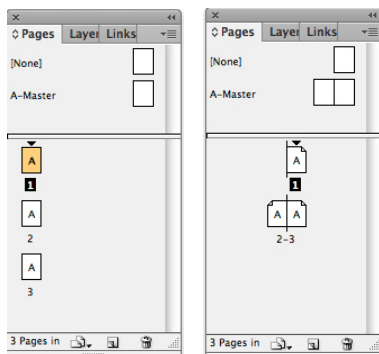
- Rectangle Tool - draw this rectangle to create a text box which contains type.

Click & type with text tool

- Rectangle Frame Tool - draw this rectangle to contain an image.

If you click inside a Rectangle Frame with the text tool, it will be changed to a text rectangle (this can be changed in Preferences)

- Like Illustrator, you can simply draw a rectangle with the text tool and then type inside the rectangle



InDesign Non Facing  
Pages as shown in  
the pages palette

InDesign Facing Pages  
as shown in the pages  
palette

### Linked Image

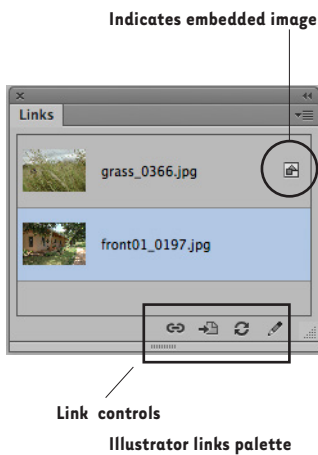
**PRO** The image is linked to the Illustrator file, therefore you can quickly open the file in Photoshop by clicking a button in Illustrator. This makes changing or editing the image in Photoshop quick and easy. *This is the best way to work.*

**CON** Because the image is linked it is not encoded in the Illustrator file. In other words, if you move the Illustrator file to another folder or another disk, you must also move the linked image file.

### Embedded Image

**PRO** Unlike a linked image, an embedded image becomes part of the Illustrator file. The image file you embedded into Illustrator may be deleted or moved to a new location on the hard drive with no effect on the Illustrator file. Because the image is part of the Illustrator file, the Illustrator file will increase in size.

**CON** The downside of embedding is that the image file is difficult to access from Illustrator. This slows down workflow because editing images in Photoshop becomes difficult.



## 07. Placing Text

### AI + ID

- Place the cursor in a text box and go to File > Place, navigate to text file and select. Text will be automatically placed in text box.
- Or copy and paste from file into the text box  
(Note: if you copy and past text from a Word.doc that also has footnotes, the footnotes will not be imported. You must use the "Place" command to import footnotes.)

## 08. Placing Photoshop Images

### AI

#### Linking vs. Embedding

1. Go to File > Place...
2. Locate and select a Photoshop file.
3. Before clicking OK, see options located at the bottom of Place dialogue box
  - **Link:** If selected, the image will be linked to the Illustrator file, if not selected, the image will be embedded in the Illustrator file.
  - **Template:** If selected, the image will be placed on new layer in a template. The image layer will be "grayed out" which is good for tracing; you trace on top of the layer.
  - **Replace:** If selected, the new image will replace a previously placed image in Illustrator if that image is actively selected upon importation of the new file.

## 09. Using the Links Palette

### AI + ID

The links palette shows a list of all the images that are either linked or embedded in the file.

From the links palette you can perform several functions to images: Find an image in the document, replace an image with another, or open a linked image in Photoshop to edit it.

## 10. Placing Images (2 options)

### ID

#### Use the place command from menu

To place an image with Place command:

1. Go to > File > Place
2. Find file and click OK
3. Position the cursor over the place on the page where you want the image to appear and click.

#### Use keyboard shortcut Cmd + D

1. With the Selection Tool active (black arrow)
2. Click in document where you want the image to be located
3. Use the keyboard shortcut Cmd + D; this opens a navigation dialogue box
4. Navigate to image file on your hard drive and select it.

## 11. Using the Links Palette

### ID

To view Links palette go to > Window > Links

Editing images from the links palette is the same as in Illustrator