

Activity 3—Designing from a Template

Learn how to:

- Use a pre-designed template
- Place text and graphics in frames
- Fit an object to a frame
- Select and edit text
- Save the document
- Save a document as a template

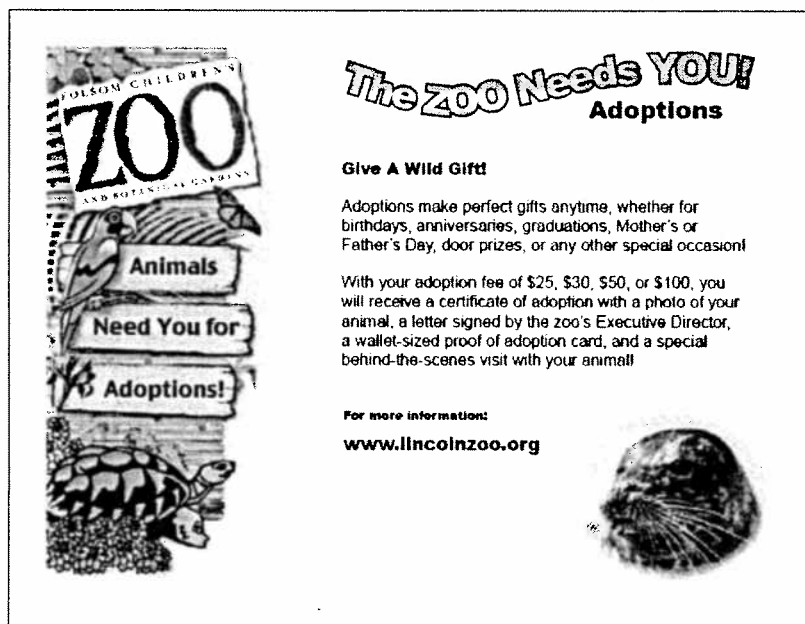
About Templates

A template is a pre-designed document that is used as a starting point for creating many versions of the same document. Anyone doing a regular newsletter or periodical should learn to save steps by using a template including master pages, character or paragraph style sheets (covered later), as well as any repeating elements.

A template can also be used as a quick design helper rather than starting from scratch. There are no templates currently being shipped with InDesign CS, unless the PageMaker Edition is installed. There are over 80 templates in various categories provided with the PageMaker Plug-ins for InDesign CS.

Creating a Flyer from a Template

Creating a flyer from a template will make an easy first project and provide practice for using text and graphic frames. The project is to create a flyer for the local zoo, asking zoo patrons to adopt an animal. The finished project will look similar to the sample below.



Open the template

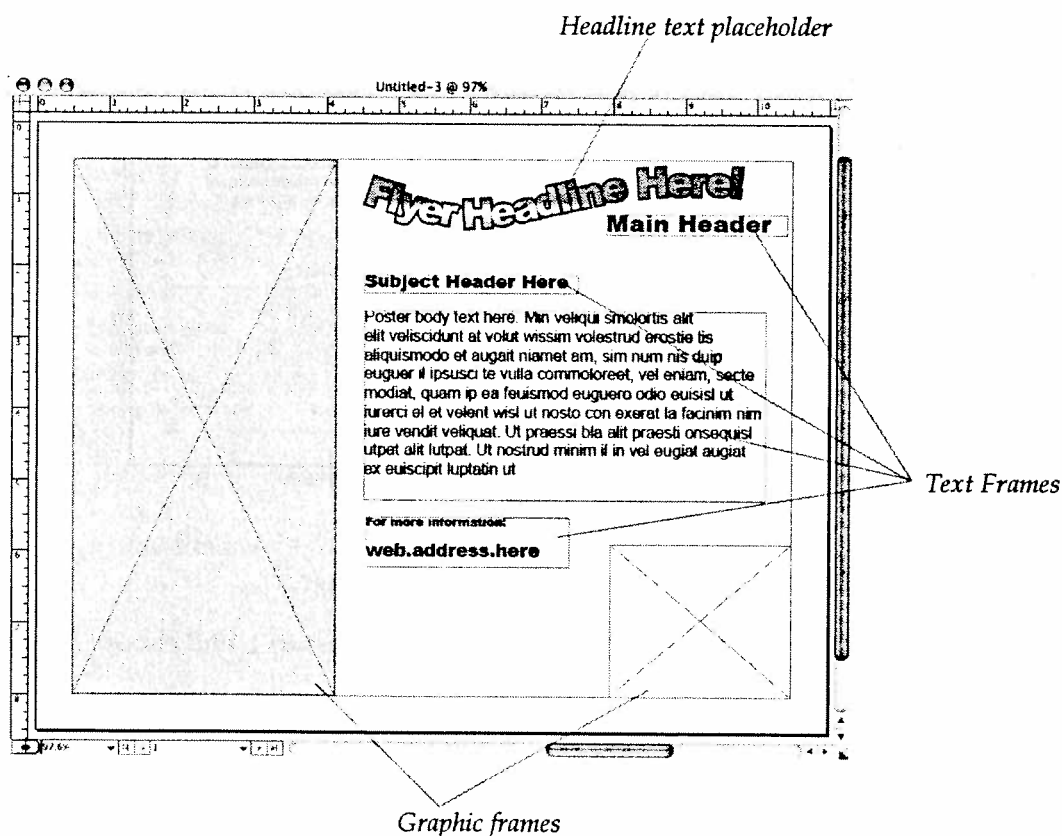
1. Choose **File>Open**. In the resulting window, navigate to the *InDesign Training Files* folder.
2. Open the *Zoo flyer* folder, and then open the file named *one-page flyer.indt*.
3. The *Missing Fonts* alert box will probably appear. Click **OK** and don't worry about finding missing fonts for now.

Because the *one-page flyer.indt* is a template, it opens as a new *Untitled* document.

FYI—

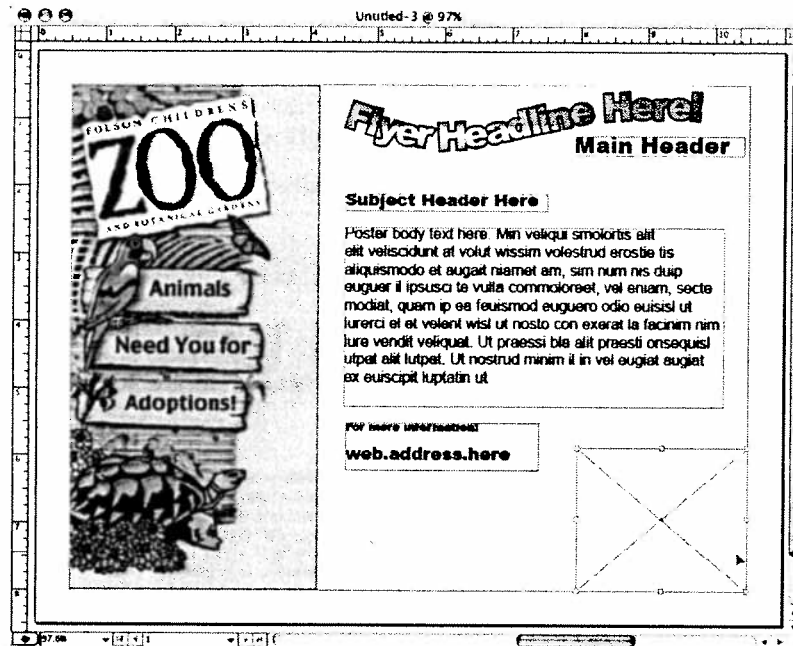
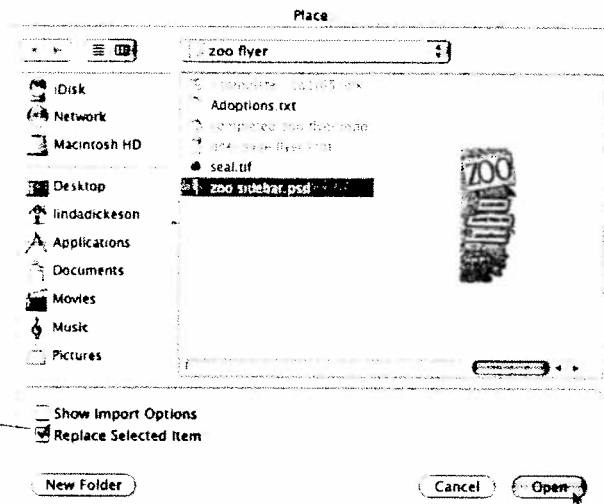
When a template is opened, it actually opens a copy of the document as a new untitled document. When the new document is saved, a *Save As...* window automatically appears to force the new document to be saved under another name, preventing the template from being altered.

3. Size the window, if necessary, to comfortably fill the work area on the screen. Choose **View>Fit Page in Window**, if necessary, to see the whole document in the window.



➔ Import images into graphic frames

1. With the *Selection Tool* (arrow), click on the large blue frame on the left side of the page to select it.
2. Choose **File>Place**. Navigate to the *Zoo flyer* folder (if necessary), and choose *zoo sidebar.psd* to select it.
3. Make sure that the box *Replace Selected Item* is checked. This puts the imported image inside the selected frame.
4. Click *Open*. This image is inserted into the frame.



5. Select the graphic frame in the lower right corner of the page.
6. Choose **File>Place**. Navigate to the *Zoo flyer* folder (if necessary), and choose *seal.tif* to select it.
7. Make sure that the box *Replace Selected Item* is still checked.
8. Click *Open*.

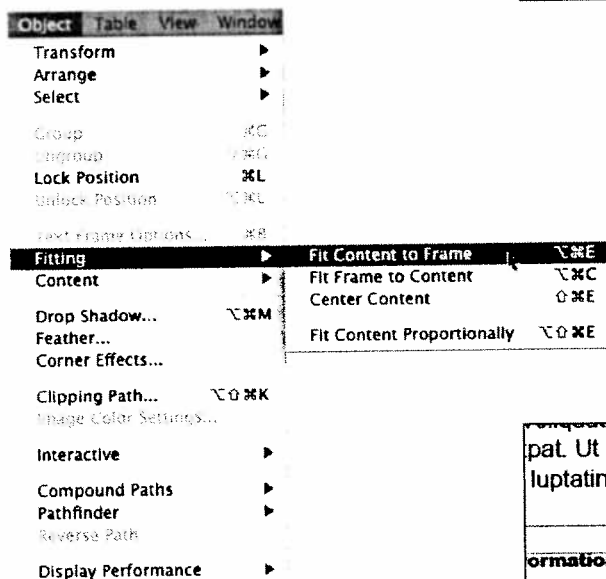
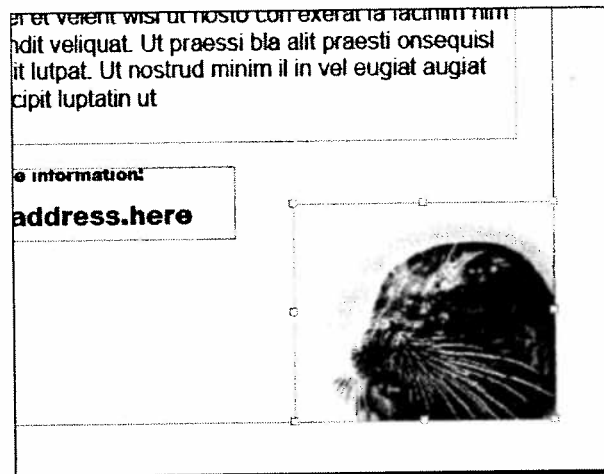
Fit the graphic to the frame

The *seal.tif* image is too large for the graphic frame so part of the image is cut off.

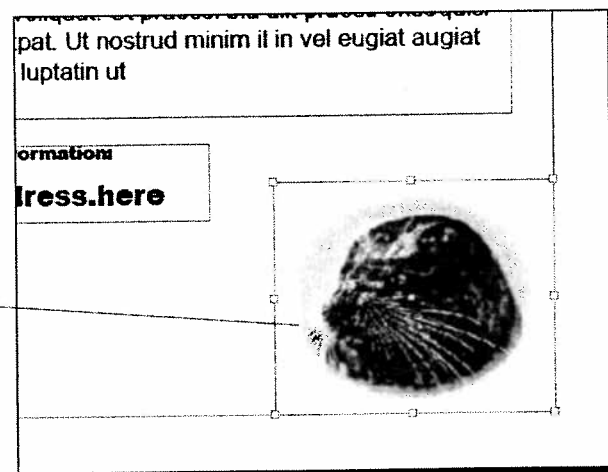
One way to size the image in the frame is to choose the *Direct Selection* tool (white arrow), and then, holding the SHIFT key to constrain the proportions, drag a corner handle of the seal image.

A much faster way is to let InDesign fit the graphic object to the frame size automatically.

1. Make sure the graphic frame is still selected.
2. Choose **Object>Fitting>Fit Content to Frame**.



The image now fits inside the frame.



FYI—

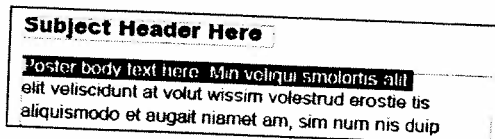
If the frame and the graphic aren't the same relative sizes, the graphic will distort. If this happens, choose **Object>Fitting>Fit Content Proportionately**.

➔ Shortcuts for text selection

In order to change any of the text on the page, it must be selected (highlighted) first. A common way to select text is to click the cursor and drag through the desired amount of characters, words or lines. Practice the following shortcuts for selecting various amounts of text.

Select the *Type Tool* and use the flyer's paragraph of body text to try the following:

1. Double-click on a word – selects just the word
2. Triple-click on a line – selects the whole line.
3. Four clicks anywhere in the paragraph – selects the whole paragraph. (The clicks do not have to be fast.)
4. Click in any text and press COMMAND (CTRL)-A to select all of the text (even if the text flows into multiple frames).



A triple-click selects a line.

➔ Edit text in frames

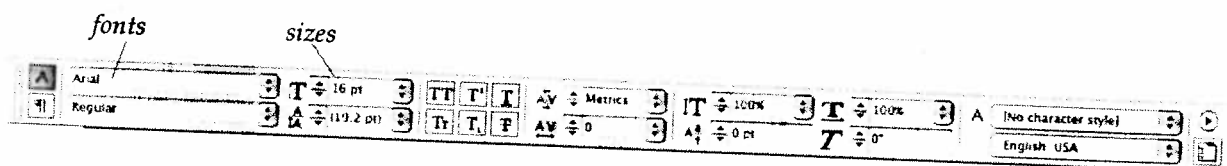
Edit the text in the placeholder frames with appropriate text for your Zoo flyer:

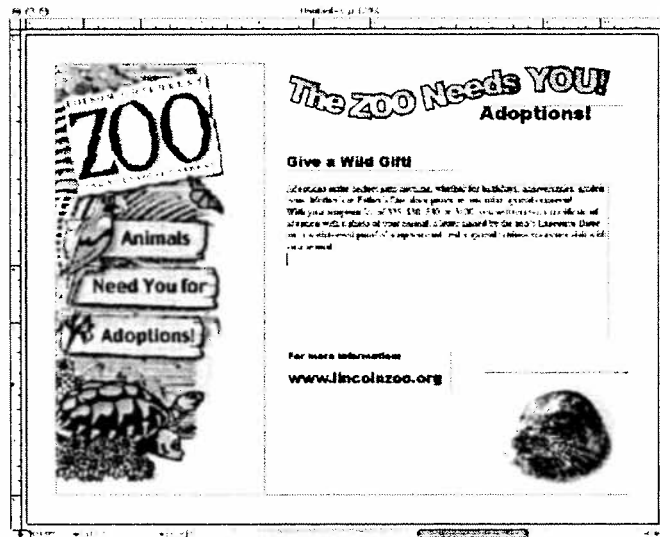
1. With the Type Tool selected, triple-click on the *Main Header* text and replace it by typing *Adoptions.*
2. Triple-click on the *Subject Header Here* text and replace it by typing *Give a Wild Gift!*
3. Triple-click on the *web.address.here* text and replace it by typing *www.lincolnzoo.org.*
4. Triple-click on the *Flyer Headline Here* text and replace it by typing *The ZOO Needs YOU!*

FYI—

If replacing this text with other text of your own, you can make the text larger or smaller as needed in order to fit in the frames by using the *Character Formatting* Toolbar.

Simply highlight the text and choose appropriate fonts and sizes from the choices in the pop-up menus, or use the up/down arrows by the size choices to move one point at a time.





The one page flyer with some of the text frames edited

Import text into a frame

The flyer's body text has already been typed into a word processor and saved in advance.

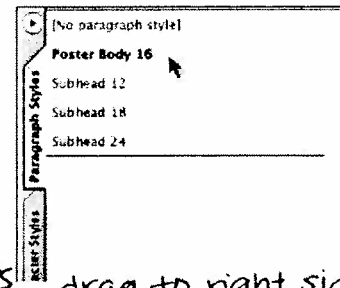
1. Click four times in the Poster body text area to select the whole paragraph.
2. Choose **File>Place**, and open the file *Adoptions.txt* (make sure the box is still checked beside *Replace Selected Item*).

NOTE: If the *Missing Fonts* alert appears, click **OK**. Don't worry about finding missing fonts. A paragraph style will be applied with similar fonts.

Apply a Paragraph Style

To apply appropriate text formatting, use a pre-defined *Paragraph Style*.

1. Click the mouse anywhere in the new text and press **COMMAND (CTRL)-A** to select all the text.
2. Click the palette tab on the right side of the screen marked *Paragraph Styles* to view the palette.
3. With all of the text highlighted, choose the style named *Poster Body 16*.



drag to right side of screen to keep in palette for future use.

Paragraph styles are defined with many formatting attributes. In this case, the style will format the text with Arial font, 16 pt., and adds .25" space after each paragraph. (Paragraph Styles are covered in more detail later.)

Hide or Show Frame Edges or Margin and Column Guides

To view the document without seeing the edges of the frames or the margin guides:

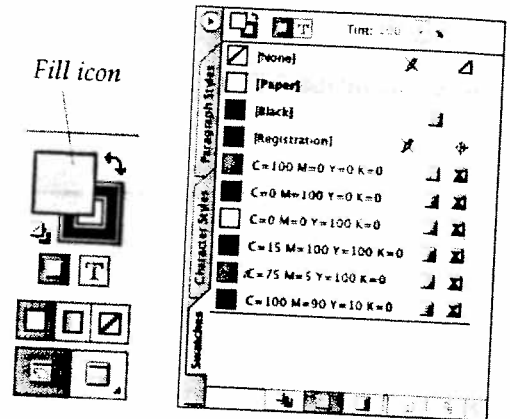
1. Choose **View>Extras>2>Hide Frame Edges** [keyboard shortcut: **COMMAND (CTRL)-H**]
2. Choose **View>Hide Guides** [keyboard shortcut: **COMMAND (CTRL)-;**]

↳ hides & guides

Change graphic frame fill

The blue fill in the graphic can be changed to another color or plain white, as another way to customize the template.

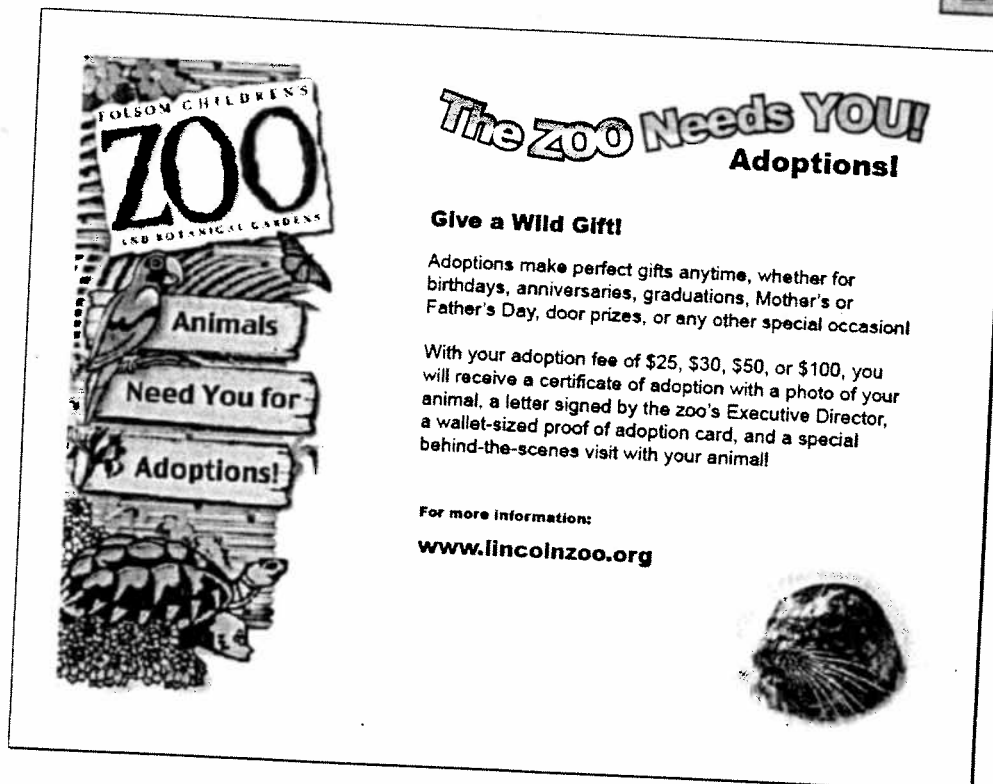
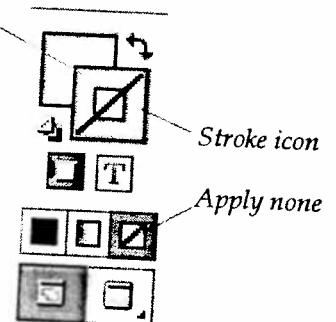
1. With the *Selection Tool*, click the graphic with the blue fill and the *zoo sidebar.tif* on the left side of the poster to select it.
2. Click the *Fill icon* in the toolbar.
3. Click the *Swatches* palette tab to view the palette.
4. Choose *Paper* fill for a white fill.



Remove the border from the frame

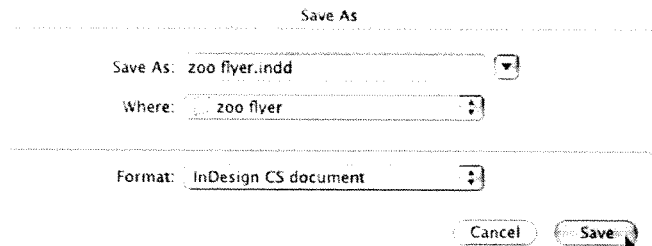
1. With the graphic frame still selected, click the *Stroke icon* in the tool bar.
2. Click the *Apply none* icon in the tool bar to take the border away from the graphic frame.

The customized version of the document should look similar to the one below:



Save the document

1. Choose **File>Save**.
2. Make sure the Format says *InDesign Document*.
3. Replace the name *Untitled.indd* with *zoo flyer.indd*



** stop here - File > Export to save as a pdf - copy pdf to "to be graded"*

Save a document as a template

For information only

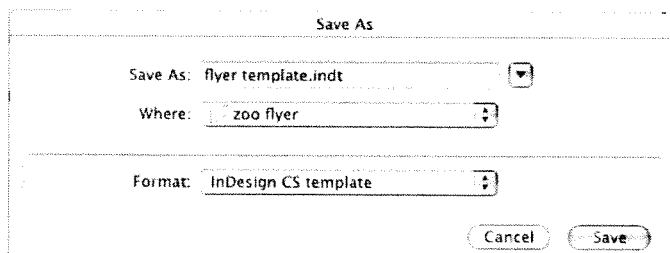
Any document can be made into a template by first creating the all the items on the document that need to remain the same each time the document is used. These items would include:

- Master pages
- Character and Paragraph Styles
- Any other repeating objects

During the saving process:

1. Choose **File>Save As...**
2. Give the file an appropriate name. It helps to put the word *template* in the filename so you can quickly see which files are templates in a document list.
3. Choose *InDesign Template* from the Formats, then click **Save**.

Notice the file extension for templates is different. Regular InDesign documents have an extension of *.indd*, while the template extension is *.indt*.



For Practice

Use this template, but replace the graphic and text frames with information and images of your own to make a flyer to publicize a charity or some upcoming event.