



# INDESIGN PROJECT 1: Create a Graduation Announcement

## Objectives Practiced

- ▶ Change the workspace
- ▶ Use the Type tool
- ▶ Work with the Character panel
- ▶ Work with the Paragraph panel
- ▶ Work with the Swatches panel
- ▶ Draw with the Rectangle tool
- ▶ Work with the Stroke panel
- ▶ Apply the Corner Options command
- ▶ Adjust the Screen Mode

*Your graduation is coming up soon and you have decided to design your own graduation announcement in InDesign. Use your school colors to design a professional looking invitation. Check with your instructor for the date and time of this year's graduation ceremony.*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, and the page size to Letter - Half.
3. Save your InDesign document as **graduation**.
4. Set your workspace to Typography.
5. Use the Type tool to type a heading for your announcement.
6. Use the Type tool to type the information for your announcement. (Note: This should include your name, school, and the time and place of the event.)
7. Using the Character panel and the Paragraph panel, format the text on your announcement.
8. Using the Swatches panel, color your text with one of your school colors. (Note: Create a new color swatch by selecting New Color Swatch on the Swatches panel menu, and then add one of your school colors.)
9. Set your workspace to Essentials.
10. Use the Rectangle tool to draw a border around your announcement.

### Hint

*Limit the design of your announcement to using no more than three fonts.*

### Hint

*Click the Formatting affects text button on the Swatches panel or the Fill button on the Control panel to apply color to your text.*



# INDESIGN PROJECT 1: Create a Graduation Announcement

11. Modify the color of the stroke on the Control panel and the stroke type on the Stroke panel.
12. Modify the corners of the rectangle by selecting the Object menu, and then clicking Corner Options.
13. Set the Screen Mode to Preview.
14. Export your file as an Adobe PDF (Print) with the default settings.
15. Save your InDesign document in the native file format (.indd).
16. Close your InDesign document, and then exit InDesign.

## Hint

*You can also adjust text, color, and strokes in the Control panel. Click either the Character formatting controls icon or the Paragraph formatting controls icon to specify the formatting options that will appear in the Control panel.*

## Hint

*Adjust the corner size and shape in the Corner Options dialog box.*

## Hint

*Screen Mode options can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

## Critical Thinking

Conduct research on the Internet to see various graduation announcements before designing your own announcement.

## INDESIGN PROJECT 2: Design a Recognition Banner

### Objectives Practiced

- ▀ Change the workspace
- ▀ Use the Type tool
- ▀ Work with the Character panel
- ▀ Work with the Paragraph panel
- ▀ Work with the Swatches panel
- ▀ Draw with the Line tool
- ▀ Work with the Stroke panel
- ▀ Align text and objects
- ▀ Adjust the Screen Mode

*Your school's basketball team has won their first state championship. The head basketball coach has asked you to design a recognition banner that can be hung in the gymnasium. To keep the costs down she needs you to use only two colors, not including black. She would like you to include the school name, school logo or mascot, the current school year, and the words State Champions. (Note: You will need a copy of the school logo or mascot before you begin.)*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, and the page size to Custom Page Size, name it **banner** in the Custom Page Size dialog box, and then set the size to **24 in × 48 in**.
3. Save your InDesign document as **recognition banner**.
4. Set your workspace to Typography.
5. Use the Type tool to type the heading **State Champions** on your banner. (Note: Because this is a banner, the font size needs to be very large; type a number in the Font Size box such as 118.)
6. Use the Type tool to add the name of your school and the current school year.
7. Using the Character panel and the Paragraph panel, format the text on your announcement.
8. Using the Swatches panel, color your text with one of your school colors. (Note: Create a new color swatch by selecting New Color Swatch on the Swatches panel menu to add your school colors.)
9. Using the Swatches panel, modify the color of the text stroke.

#### Hint

*Limit the design of your announcement to using no more than three fonts.*

#### Hint

*Click the Formatting affects text button on the Swatches panel to apply color to your text.*



## INDESIGN PROJECT 2: Design a Recognition Banner

10. Using the Stroke panel, modify the alignment of the text stroke.
11. Use the Place command on the File menu to place an image of the school logo or mascot. (Note: You will need a 2-color version of this graphic.)
12. Use the Line tool to draw line segments to add visual interest to your banner.
13. Modify the color of the stroke on the Control panel and the stroke type on the Stroke panel.
14. Align your text and lines as needed.
15. Set the Screen Mode to Preview.
16. Export your file as an Adobe PDF (Print) with the default settings.
17. Save your InDesign document in the native file format (.indd).
18. Close your InDesign document, and then exit InDesign.

### Hint

*You will need to click the Formatting affects text button to enable the Align Stroke option in the Stroke panel.*

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

# INDESIGN PROJECT 3: Design with Typography

## Objectives Practiced

- ▶ Change the workspace
- ▶ Use the Type tool
- ▶ Work with the Character panel
- ▶ Work with the Paragraph panel
- ▶ Work with the Swatches panel
- ▶ Explore the Kuler panel
- ▶ Adjust the Screen Mode

*You are studying poetry in English and have decided to create a poster of a poem you are studying in class to demonstrate the impact that can be made with typography.*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, and the page size to Custom Page Size, name it **poster** in the Custom Page Size dialog box, and then set the size to **13 in × 19 in**.
3. Save your InDesign document as **typography**.
4. Set your workspace to Typography.
5. Use the Type tool to type the text of your poem, including the title and poet.
6. Using the Character panel and the Paragraph panel, format the text of the poem.

### Hint

*Select certain words, and then modify the font, size, or style to distinguish them from other words, as shown in the figure below.*





## INDESIGN PROJECT 3: Design with Typography

- Using the Swatches panel, work with color by applying it to the text fill color or the text stroke color. (Note: Use the Kuler panel to add colors to your Swatches panel. Kuler can be found under the Window menu by pointing to Extensions, and then clicking Kuler; to add a Kuler theme, click a theme, click the arrow next to the theme, and then click Add to Swatches Panel.)
- Set the Screen Mode to Preview.
- Export your file as an Adobe PDF (Print) with the default settings.
- Save your InDesign document in the native file format (.indd).
- Close your InDesign document, and then exit InDesign.

### Hint

*You may also choose to add color to the text frame to place color behind the text.*

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

### Hint

*Explore [www.1001freefonts.com](http://www.1001freefonts.com) for additional fonts that could enhance the visual impact of your poem.*

### Critical Thinking

When working primarily with text, you can still create a huge impact with your design. On the Internet, research *typography* to learn how to maximize the impact of your text.

# INDESIGN PROJECT 4: Create a Flyer

## Objectives Practiced

- ▶ Change the workspace
- ▶ Draw guides
- ▶ Switch between pages
- ▶ Use the Type tool
- ▶ Work with the Character panel
- ▶ Work with the Paragraph panel
- ▶ Work with the Swatches panel
- ▶ Use the Rectangle Frame tool
- ▶ Draw with the Rectangle tool
- ▶ Work with the Stroke panel
- ▶ Apply the Corner Options command
- ▶ Adjust the Screen Mode

*The local farmer's market is getting ready for summer and would like to mail out flyers advertising the market's annual opening. They would like you to include the date for opening day and regular hours of operation for the season. They have also provided pictures they would like to have included. The flyer will be double-sided with a tri-fold design. A center panel will need to be designed for mailing information such as the return address, a place for a stamp, and a mailing label. Use the following information for your flyer:*

*Farmer's Market*

*Grand Opening June 4 from 7:00 am until 3:00 pm*

*100 S. Market Street*

*Buffalo, New York 14201*

*Hours of Operation*

*Friday 5:00 pm until dusk*

*Saturday 7:00 am until 2:00 pm - Sunday Noon until 4:00 pm*

*Rain or Shine*

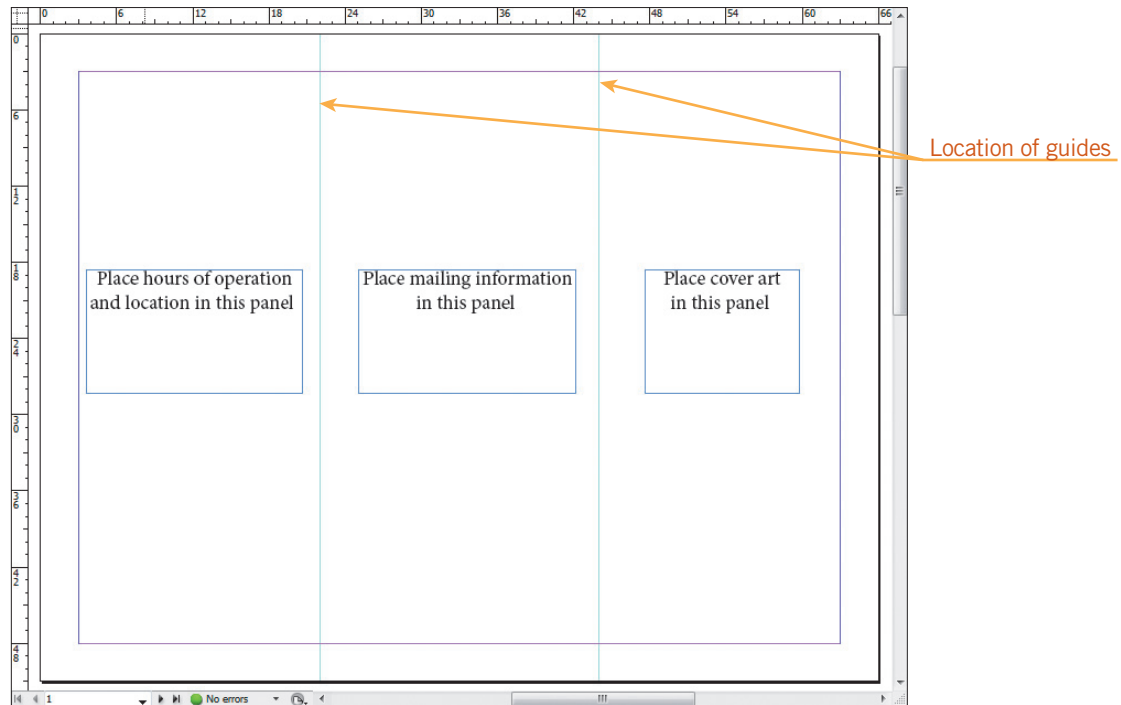
1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, the number of pages to **2**, the page size to Letter, uncheck Facing Pages, and then set the orientation to Landscape.
3. Save your InDesign document as **flyer**.
4. Place vertical guides to divide both pages into thirds.

### Hint

*Drag a guide from the vertical ruler until the first guide ScreenTip reads X:22p0 and the second guide ScreenTip reads X:44p0. (Note: If your ScreenTip does not display the measurements in picas, right-click on the ruler, and then choose Picas.)*

## INDESIGN PROJECT 4: Create a Flyer

5. On Page 1 in the center area, enter the mailing information; the flyer will be folded as shown in the figure below.



6. Use the Rectangle Frame tool to draw five rectangles to determine the location for your images.
7. Using the Place command, import images from the data files folder to the graphic frames. (Note: To fit the image to the frame, select the Object menu, point to Fitting, and then click Fit Content to Frame.)
8. Using the Stroke panel, add borders to the graphic frames.
9. Use the Rectangle tool to draw borders on your flyer.
10. Modify the color of the stroke on the Control panel and the stroke type on the Stroke panel.
11. Modify the corners of the rectangle by selecting the Object menu and then clicking Corner Options.

### Hint

Verify the frame you have drawn is set for a graphic. Select the frame, choose the Object menu, point to Content, and then verify that Graphic is selected.

### Hint

Adjust the corner size and shape in the Corner Options dialog box.





## INDESIGN PROJECT 4: Create a Flyer

12. Align your text and images as needed.
13. Set the Screen Mode to Preview.
14. Export your file as an Adobe PDF (Print) with the default settings.
15. Save your InDesign document in the native file format (.indd).
16. Close your InDesign document, and then exit InDesign.

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

# INDESIGN PROJECT 5: Design a Greeting Card

## Objectives Practiced

- Switch between pages
- Use the Type tool
- Work with the Character panel
- Explore the Kuler panel
- Work with the Paragraph panel
- Work with the Swatches panel
- Draw with the Frame Rectangle tool
- Draw with the Rectangle tool
- Work with the Stroke panel
- Apply the Corner Options command
- Use the Glyphs panel
- Adjust the Screen Mode

*A special day for a member of your family or one of your friends is coming up. You have decided to design a personalized greeting card. Using your skills in Adobe InDesign, create a personalized greeting card for an individual of your choice. (Note: Page 1 will be the front of the card, and Page 3 will be the inside of the card.)*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, the number of pages to **4**, and the page size to Letter - Half.
3. Save your InDesign document as **greeting card**.
4. Use the Type tool to type a title for your greeting card on Page 1. (Note: You will need to switch between pages as you work.)
5. Use the Type tool to type the sentiment for your greeting card on Page 3.
6. Use the Type tool to on the back of the card add a “created especially for you” statement using your name.
7. Using the Character panel and the Paragraph panel, format the text on your announcement.
8. Using the Swatches panel, color your text. (Note: Use the Kuler panel to add more swatches to your Swatches panel. Kuler can be found under the Window menu, by pointing to Extensions, and then clicking Kuler; to add a Kuler theme, click a theme, click the arrow next to the theme, and then click Add to Swatches Panel.)

### Hint

*Limit the design of your announcement to using no more than three fonts.*

### Hint

*Click the Formatting affects text button on the Swatches panel to apply color to your text.*

## INDESIGN PROJECT 5: Design a Greeting Card

9. Use the Type tool to position the insertion point where you want to insert a glyph, and then using the Glyphs panel, add design elements to your text.
10. Use the Rectangle tool to draw a border on the front of your greeting card.
11. Modify the color of the stroke on the Control panel and the stroke type on the Stroke panel.
12. Modify the corners of the rectangle by selecting the Object menu, and then clicking Corner Options.
13. Set the Screen Mode to Preview.
14. Export your file as an Adobe PDF (Print) and in the Export Adobe PDF dialog box check the Spreads check box. (Note: This will place your pages so that the two-inside pages appear together.)
15. Save your InDesign document in the native file format (.indd).
16. Close your InDesign document, and then exit InDesign.

### Hint

*The Glyphs panel can be found under the Window menu by pointing to Type & Tables, and then clicking Glyphs; design elements can be found by changing the font to Wingdings.*

### Hint

*Adjust the corner size and shape in the Corner Options dialog box.*

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

### Hint

*If you would like to print your card, you must choose Print Booklet from the File menu so Page 1 and Page 4 are on one side and Page 2 and Page 3 on the other. (Note: Content needs to be placed on a page before making this selection so the page is recognized as a page by the program.)*

### Critical Thinking

Visit [www.egreetings.com](http://www.egreetings.com) or other electronic greeting card websites for inspiration.

# INDESIGN PROJECT 6: Design an Art Gallery Newsletter

## Objectives Practiced

- Create new layers
- Name layers
- Use the Rectangle Frame tool
- Switch between pages
- Work with the Character panel
- Work with the Paragraph panel
- Draw with the Rectangle tool
- Work with the Stroke panel
- Apply the Corner Options command
- Use the Place command
- Use the Text Wrap panel
- Adjust the Screen Mode

*An art gallery in your town has hired your graphic design company to create a newsletter advertising a special exhibit of Mission Photography, which will be on display at the gallery during the winter months. They would like to advertise the upcoming exhibit, including information about the artist, samples of the work that will be on display, and when the exhibit will be open to the public. Create a design comp to share with the Gallery using filler text for the placement of the text and the supplied images.*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, the number of pages to **4**, and the page size to Letter.
3. Save your InDesign document as **newsletter**.
4. Create and name layers as you work.
5. Use the Rectangle Frame tool to draw frames for the placement of text and images. (Note: You will need to switch between pages as you work.)
6. Using the Fill with Placeholder Text command, fill the text frames with filler text.
7. Using the Character panel and the Paragraph panel, format the filler text on your newsletter.
8. Using the Place command, import images from the data files folder to the graphic frames. (Note: To Fit the image to the frame, select the Object menu, point to Fitting, and then click Fit Content to Frame.)

### Hint

Verify the frame you have drawn is set for a graphic or for text accordingly. Select the frame, choose the Object menu, point to Content, and then verify the selection.

### Hint

The Fill with Placeholder Text command is found on the Type menu.



## INDESIGN PROJECT 6: Design an Art Gallery Newsletter

9. Using the Stroke panel, add borders to the graphic frames.
10. Use the Rectangle tool to draw borders on your flyer.
11. Modify the color of the stroke on the Control panel and the stroke type on the Stroke panel.
12. Modify the corners of the rectangle by selecting the Object menu, and then clicking Corner Options.

**Hint** *Adjust the corner size and shape in the Corner Options dialog box.*
13. Align your text and images as needed.
14. Using the Text Wrap panel, wrap text around your images to add visual interest.
15. Set the Screen Mode to Preview.

**Hint** *Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*
16. Export your file as an Adobe PDF (Print) with the default settings.
17. Save your InDesign document in the native file format (.indd).
18. Close your InDesign document, and then exit InDesign.

**Hint** *If you are using InDesign CS4 or earlier, templates for newsletters are available in the New Document dialog box by clicking the From Template icon.*

# INDESIGN PROJECT 7: Design a Restaurant Menu

## Objectives Practiced

- Change the workspace
- Create new layers
- Switch between pages
- Name layers
- Use the Type tool
- Work with the Character panel
- Work with the Paragraph panel
- Draw with the Rectangle tool
- Work with the Stroke panel
- Apply the Corner Options command
- Use the Glyphs panel
- Adjust the Screen Mode

*Create a menu for a theme restaurant using the items listed below. Come up with a creative name for the restaurant and for each of the food items along with a description. For example, if you use a tropical island theme, you might have the Hawaiian Chicken as the creative name and “Fired grilled chicken marinated in a habanero mango glaze topped with a mango pico de gallo. Served with coastal rice and island vegetables” as the description. The menu may use only two colors and black. Be sure to use borders for enhancement. Your menu will be four pages.*

### Menu Items

Entrees come with your choice of potato (fries, baked, mashed) or rice and choice of cole slaw or mixed vegetables; bread

#### **Appetizers**

Cheese Sticks \$4.75  
Toasted Ravioli \$5.00  
Potato Skins \$5.50  
Nachos \$5.75

#### **Soups/Salads**

Regular Tossed Salad \$4.25  
Caesar Salad \$5.75  
Grilled Chicken Salad \$6.75  
Baked Potato Soup \$3.75  
French Onion Soup \$3.75  
Tomato Basil Soup \$4.00

#### **Sandwiches**

Barbecue Sandwich and  
Chips \$6.75

Hamburger and French Fries  
\$7.00

Grilled Chicken and French  
Fries \$7.00

Breaded Chicken and French  
Fries \$7.50

Reuben Sandwich \$6.75

#### **Entrees**

Sirloin Steak \$11.50  
Ribeye Steak \$15.75  
T-bone Steak \$16.50  
New York Strip Steak \$15.00  
Grilled Chicken Breast  
\$10.50

Chicken Strips \$8.75  
Chicken Fried Steak \$9.75  
Fried Shrimp Dinner \$10.25

#### **Desserts**

Cheesecake (plain) \$3.50  
Apple Pie \$3.25  
Fudge Brownie \$2.50  
Ice Cream Sundae \$2.50

#### **Beverages** (free refills)

Coke, Diet Coke, Sprite,  
Dr. Pepper \$1.75  
Tea and Lemonade \$1.75  
Coffee \$2.00



## INDESIGN PROJECT 7: Design a Restaurant Menu

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, the number of pages to **4**, the page size to Legal, and the bleed to **0.125 inches** (make all settings the same).
3. Save your InDesign document as **restaurant menu**.
4. Create and name layers as you work.
5. Set your workspace to Typography.
6. Use the Type tool to type the information for your menu on the various pages. (Note: You will need to switch between pages as you work.)
7. Using the Character panel and the Paragraph panel, format the text on your menu.
8. Using the Character Styles panel, create styles that will be reused throughout your menu such as menu headings, dollar amounts, and food descriptions.
9. Set your workspace to Essentials.
10. Use the Rectangle tool to draw borders on your menu.
11. Modify the color of the stroke on the Control panel and the stroke type on the Stroke panel.
12. Modify the corners of the rectangle by selecting the Object menu, and then clicking Corner Options.
13. Use the Type tool to position the insertion point where you want to insert a glyph, and then using the Glyphs panel, add design elements to your text.

### Hint

*Click the More Options button if the Bleed and Slug settings are not visible.*

### Hint

*Limit the design of your menu to no more than three fonts.*

### Hint

*Adjust the corner size and shape in the Corner Options dialog box.*

### Hint

*The Glyphs panel can be found under the Window menu by pointing to Type & Tables and then click Glyphs; design elements can be found by changing the font to Wingdings.*



## INDESIGN PROJECT 7: Design a Restaurant Menu

14. Set the Screen Mode to Preview.
15. Export your file as an Adobe PDF (Print) with the default settings.
16. Save your InDesign document in the native file format (.indd).
17. Close your InDesign document, and then exit InDesign.

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

### Critical Thinking

Conduct research on the Internet before beginning your project for samples of restaurant menu layouts.



# INDESIGN PROJECT 8: Design the Front Page of a Newspaper

## Objectives Practiced

- Use the Type tool
- Work with the Character panel
- Work with the Character Styles panel
- Work with the Paragraph panel
- Use the Place command
- Use the Rectangle Frame tool
- Use the Text Wrap panel
- Adjust the Screen Mode

*Your United States history teacher has assigned a research report on the Civil Rights Movement of the 1960s. You have decided to make your report look like a newspaper from that era. The front page of your newspaper should include a top news story, two feature stories, and images. (Note: Always check the copyright information on any media you download from the Internet.)*

*Your front page should include the following:*

**Title for your Newspaper**—Be creative, include all the elements of the masthead of a newspaper.

**Top News Story**—Write an article that will be the top news story of your newspaper. This article should be about an event or person that had a great effect upon America during the Civil Rights Movement in the 1960s. Add a picture (with a caption) that supports your article.

**Feature Story**—Write an article about an important person during this time in history (such as Martin Luther King Jr., John F. Kennedy, Malcolm X, or Rosa Parks). Include a picture for each story with a caption to support the article.

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, and the page size to Custom Page Size, name it **front page** in the Custom Page Size dialog box, and then set the size to **11.25 in × 17 in**.
3. Save your InDesign document as **newspaper**.
4. Use the Type tool to type a masthead for your newspaper.
5. Use the Type tool to type the information for your newspaper.
6. Using the Character panel and the Paragraph panel, format the text on your newspaper.

### Hint

*Look at the front pages of newspapers to see what is included in the masthead.*



## INDESIGN PROJECT 8: Design the Front Page of a Newspaper

7. Using the Character Styles panel, create styles that will be reused throughout your newspaper such as article titles, body text, and captions.
8. Use the Rectangle Frame tool to draw frames for the placement of the images.
9. Using the Place command, import images to the Graphic Frames. (Note: Fit the image to the frame, click the Object menu, point to Fitting, and then click Fit Content to Frame.)
10. Align your text and images as needed.
11. Using the Text Wrap panel, wrap text around your images to add visual interest.
12. Use the Type tool to add captions to your images including information to cite your source.
13. Set the Screen Mode to Preview.
14. Export your file as an Adobe PDF (Print) with the default settings.
15. Save your InDesign document in the native file format (.indd).
16. Close your InDesign document, and then exit InDesign.

### Hint

*Verify that the frame you have drawn is set for a graphic or for text accordingly. Select the frame, choose the Object menu, point to Content, and then verify the selection.*

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

### Hint

*If you are using InDesign CS4 or earlier, templates for newspapers are available in the New Document dialog box by clicking the From Template icon.*

### Critical Thinking

Gather your information before beginning this project, type up your stories in Microsoft Word or Notepad, and then save your images so you can simply place your text when ready.

# INDESIGN PROJECT 9: Design a Bookmark

## Objectives Practiced

- ▶ Use the Type tool
- ▶ Work with the Character panel
- ▶ Work with the Paragraph panel
- ▶ Explore the Kuler panel
- ▶ Work with the Swatches panel
- ▶ Draw with the shape tools
- ▶ Work with the Stroke panel
- ▶ Adjust the Screen Mode

*The librarian at the elementary school has heard about your skills in InDesign and has asked you to design a bookmark that she can hand out to the students at her school to encourage them to read. (Note: Keep in mind the target audience when designing the bookmark.)*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, and the page size to Custom Page Size, name it **bookmark** in the Custom Page Size dialog box, and then set the size to **2 in × 6 in**.
3. Save your InDesign document as **bookmark**.
4. Use the Type tool to add some creative text to your bookmark.
5. Using the Character panel and the Paragraph panel, format the text on your bookmark.
6. Using the Swatches panel, color your text.  
(Note: Use the Kuler panel to add colors to your Swatches panel. Kuler can be found under the Window menu by pointing to Extensions, and then clicking Kuler; to add a Kuler theme, click a theme, click the arrow next to the theme, and then click Add to Swatches Panel.)
7. Use the shapes tools (Rectangle tool, Ellipse tool, or Polygon tool) to draw shapes on the bookmark.
8. Using the Swatches panel, modify the fill and stroke color of the shapes.
9. Using the Stroke panel, modify the stroke type of the shapes.

### Hint

*Click the Formatting affects text button on the Swatches panel to apply color to your text.*



## INDESIGN PROJECT 9: Design a Bookmark

10. Set the Screen Mode to Preview.
11. Export your file as an Adobe PDF (Print) with the default settings.
12. Save your InDesign document in the native file format (.indd).
13. Close your InDesign document, and then exit InDesign.

### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*

### Hint

*If you are using InDesign CS4 or earlier, templates for newsletters are available in the New Document dialog box by clicking the From Template icon.*

# INDESIGN PROJECT 10: Design a Hang Tag

## Objectives Practiced

- ▶ Use the Type tool
- ▶ Work with the Character panel
- ▶ Work with the Paragraph panel
- ▶ Work with the Swatches panel
- ▶ Draw with the Ellipse tool
- ▶ Work with the Stroke panel
- ▶ Adjust the Screen Mode

*The academic dean on your campus has asked you to design hang tags that can be hung on the door handles at your school to alert individuals to testing that is occurring in the classroom. She has asked you to use your skills in InDesign to create a hang tag that teachers can hang on their classroom doors when testing.*

1. Create a new InDesign document.
2. In the New Document dialog box, set the intent to Print, and the page size to Custom Page Size, name it **hang tag** in the Custom Page Size dialog box, and then set the size to **2 in × 3.5 in**.
3. Save your InDesign document as **hang tag**.
4. Use the Ellipse tool to draw a circle towards the top center of the document that is ½ in diameter to indicate the drill hole.
5. Use the Type tool to add some creative text to your hang tag.
6. Using the Character panel and the Paragraph panel, format the text on your hang tag.
7. Using the Swatches panel, color your text.  
(Note: Use the Kuler panel to add colors to your Swatches panel. Kuler can be found under the Window menu by pointing to Extensions and then clicking Kuler; to add a Kuler theme, click a theme, click the arrow next to the theme, and then click Add to Swatches Panel.)
8. Use the shapes tools (Rectangle tool, Ellipse tool, or Polygon tool) to draw shapes on the hang tag. (Note: You may want to use your school logo or mascot instead of drawing shapes.)

### Hint

*Click the Formatting affects text button on the Swatches panel to apply color to your text.*



## INDESIGN PROJECT 10: Design a Hang Tag

9. Using the Swatches panel, modify the fill and stroke color of the shapes.
10. Using the Stroke panel, modify the stroke type of the shapes.
11. Set the Screen Mode to Preview.
12. Export your file as an Adobe PDF (Print) with the default settings.
13. Save your InDesign document in the native file format (.indd).
14. Close your InDesign document, and then exit InDesign.



### Hint

*Screen Mode settings can be found under the View menu. The Preview mode allows you to view your document as it will appear when printed.*