InDesign

TRAINING · 4

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Text & Graphics Together

| TOPIC	DETAILS
Graphic inside text	**To insert a graphic into text characters:**
	Convert the text to outline, as explained in Handout 3.
	Select the outlines with the black Pointer tool.
	From the File menu, choose Place (or press Command D).
	Make sure the option is checked to "Replace Selected Item."
	Double-click a graphic file.
	The graphic is now inside the text. Use the white Direct Selection tool to reposition or resize it.
Paste Into	This technique also puts a **graphic inside text.**
	Convert the text to outline, as above.
	Copy the graphic you want inside the text.
	Select the outline text.
	From the Edit menu, choose "Paste Into," OR press Command Option V.
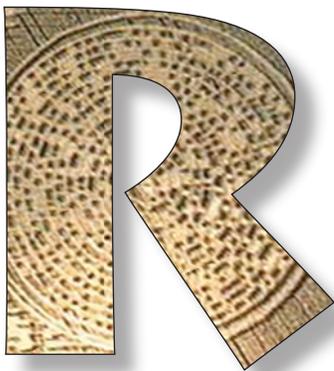
After making this letter an outline, I simply clicked the Text tool inside the outline and typed. Then I filled the object with dark yellow, added a black half-point stroke, and made the inside text (which is still editable) gray.

TOPIC	DETAILS
Graphic in text block	Anchor a graphic to text so it moves as you edit.

This is the trick: A graphic will drop in wherever the insertion point is flashing, whether you Place or Paste.

It acts like a graphic when you select it with the black Pointer tool. Here is a tiny graphc inserted in the text: . It moves along as I type.

Yet it acts like text when you select it with the text tool.

This my oldest son, Ryan. What happens when I type? Well, the photo acts just like a character; that is, if you use the Text tool you can apply a leading value, you can space the graphic over by hitting the Spacebar or Tab key, you can center it with a paragraph alignment, set it up like this one as a hanging indent, etc.

It also acts as a graphic; that is, if you select it with the black pointer, you can resize it, give it a drop shadow, make it transparent, rotate it, etc. (you cannot add a text wrap to it, though).

An inline graphic has a leading value attached to it. With the pointer tool, press on the graphic and you can drag it up and down on its baseline.

You can also use the **Drop Cap** feature in something like the example above because InDesign thinks the image is the first character on the line.

| TOPIC	DETAILS
Pen tools	The **Pen tool** includes the **Add Anchor Point, Delete Anchor Point,** and **Convert Direction Point** tools as well. Use these tools as in Illustrator: Draw with the Pen tool, then manipulate the points with the Direct Selection tool (the white pointer).

To move a point as you are drawing it: Hold down the Spacebar without letting go of the Pen tool.

Note: After you draw with the Pen tool, it *automatically* turns into the Add Anchor Point tool if you position it over a line in the path. It *automatically* turns into the Delete Anchor Point if you position it over an existing point. If you need to override this, hold down the Shift key.

To change a point from a corner to a curve: Use the Convert Direction Point tool; click on a corner point and pull out the direction lines.

If you drag these direction points with the white Direct Selection tool, it affects *both* lines. If you drag one of these direction points with the Convert Direction Point tool, it moves that *one line* independently.

TOPIC	DETAILS

Clipping paths
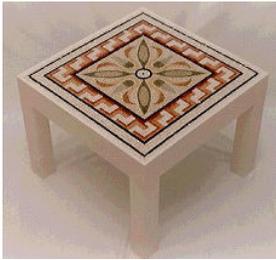
This is **the process:**

1. Place a graphic (Command D).

2. Use the Pen tool to make a path around an object. It doesn't matter right now whether this path has a stroke or not—you can always add or delete it later.

3. Either *cut* or *delete* the graphic. You still have the path.

4. Select the path with the black Pointer tool.

5. If you *cut* the graphic, go to the Edit menu and choose "Paste Into," OR press Command Option V.

   If you *deleted* the graphic, press Command D to re-*place* the graphic, and be sure to click the button to "Replace Selected Item."

Or draw a shape first with the Pen tool. Select the shape.

Then Place a graphic; check the box to "Replace Selected Item" and the graphic will be placed inside the shape (or cut something and paste into).

Direct Selection tool

When you're using the white Direct Selection tool, watch for the icon changes to indicate what you have selected.

The tiny line on the right of the arrow indicates you are positioned over the frame edge.

A tiny square appears when you are positioned directly over a point.

A tiny diamond appears when you are positioned directly over the point of a direction line.
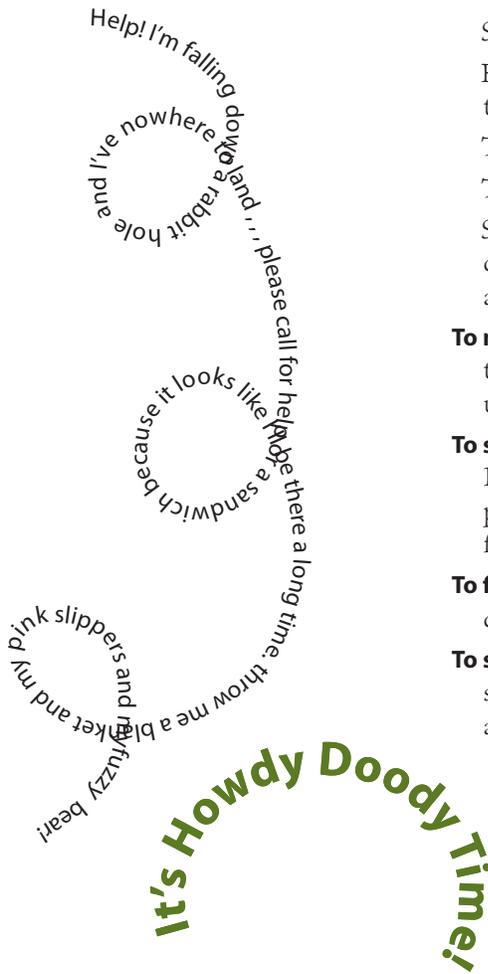

Pathfinder palette

To create this piece, I used the "Exclude Overlap" option. This made everything one color. So I released its compound path (from the Object menu), then used the white Direct Selection tool to select and color certain shapes.

Options for **compound paths.**

In most cases, the resulting shape takes on the attributes (fill, stroke, transparency, layer, etc.) of the *frontmost* object.

Add: Traces the outline of all objects to create a single shape.

Subtract: Objects in the front "punch holes" in the backmost object. When you subtract shapes, objects in the front are deleted. The resulting shape takes on the attributes of the *backmost* object.

Intersect: Creates a shape from overlapping areas.

Exclude Overlap: Creates a shape from areas that do not overlap.

Minus Back: Objects in the back "punch holes" in the frontmost object.

When you include a text frame in a compound shape, the shape of the text frame changes, but the text itself stays the same.

TOPIC	DETAILS
Type on a path	**To set text on a path:** Draw a path with the Pen tool (you cannot set text on compound paths, only simple paths).
	Select the Type-on-a-Path tool.
	Either click on the path or press-and-drag over where you want the text to be.
	Type! You can only set one line, but you can thread lines.
	To hide the path line, select it and apply a stroke of None.
	Select the text with the black pointer, then go to the Type menu, choose "Type on a Path," then choose "Options" and check them all out. You can adjust all sorts of parameters.
	To move the start or end position: Get the black Pointer tool. Select the text. Position the pointer at the beginning or end of the text until you see a tiny crossbar appear. Then press-and-drag.
	To slide the entire text selection along the path: Get the black Pointer tool. Select the text. Position the pointer at the center-point of the text until you see a tiny crossbar appear (it's different from the one above). Then press-and-drag the text along the line.
	To flip the text: Follow the technique directly above, but drag slightly downward. When you let go, you'll see the text flipped.
	To set type on a circle: Draw a circle with the Ellipse tool. Then select it with the white Direct Selection tool. Type on a path as directed above.

Help! I'm falling down a rabbit hole and I've nowhere to land . . . please call for help (maybe there a long time. throw me a blanket and my fuzzy bear! Pink slippers and because it looks like a sandwich

It's Howdy Doody Time!

My Good Round Friend, the Moon

Text wrap	**To create a text wrap:** Select a graphic object with the black Pointer tool. Then get the Text Wrap palette from the bottom of the Window menu, in the "Type & Tables" submenu (or press Command Option W).
	To create an interesting shape: Use the Pen tool to add points, then use the white Direct Selection tool to redraw the shape.
	Notice you can **invert the text wrap** so the text wraps inside the shape.
Search and replace	Press Command F to search and replace. If you click "More Options" you can search by formatting.
	To search for fonts, use the "Find Font" command in the Type menu.