

PROFESSORS

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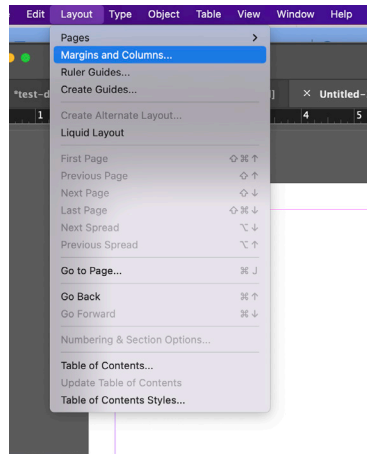
Department of Arts,  
Culture & Media

Chair: Ned Drew

Course pre-requisites:  
As specified by major sequence

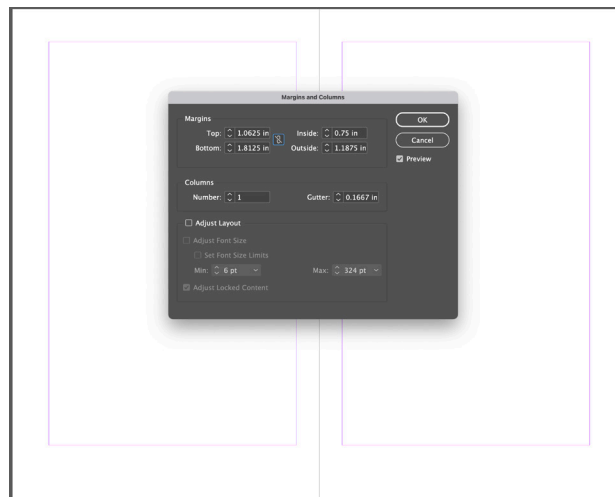
\*This course is a BFA in  
Graphic Design Requirement.

SETTING UP YOUR GRID IN INDESIGN -1



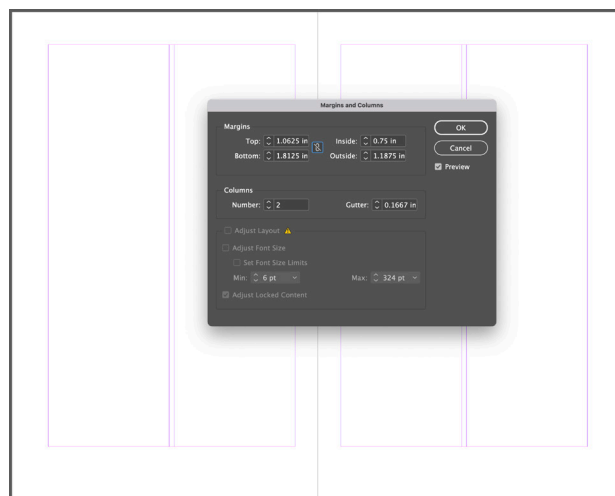
**Menu > Layout > Margins and Columns**

Margins and Columns is where you can customize your guidelines to the grid you are going to use.



**Margins and Columns**

Unlink the margins so that you can adjust them individually.



Choose number of columns you want and the “gutter” dimensions. (You can try the default gutter initially if you want first.)

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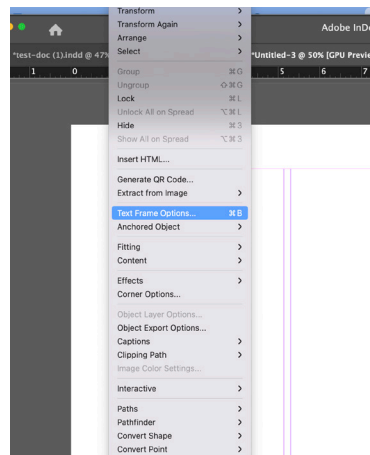
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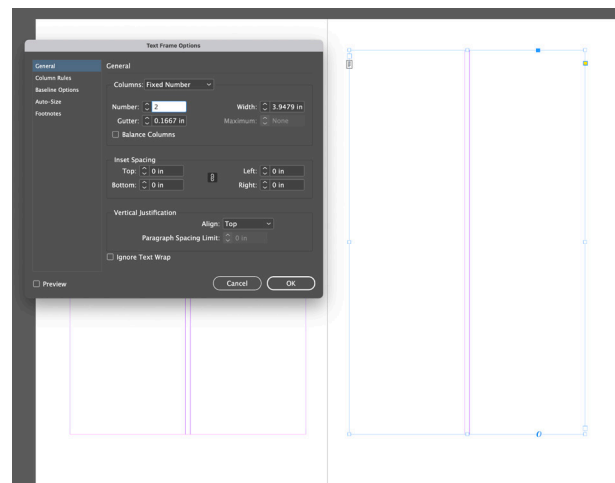
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SETTING UP YOUR GRID IN INDESIGN -2



**Menu > Object > Text Frame Options**

Text Frame Options Margins is where you can set up the multi-column text box(es) that matches the grid you created in Margins and Columns.



**Text Frame Options**

Create either one text box that is multi-column, or individual columns, that match the grid you created in Margins and Columns.

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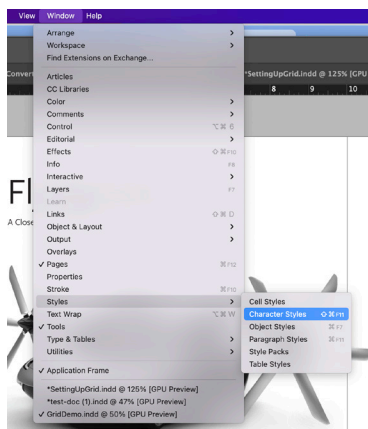
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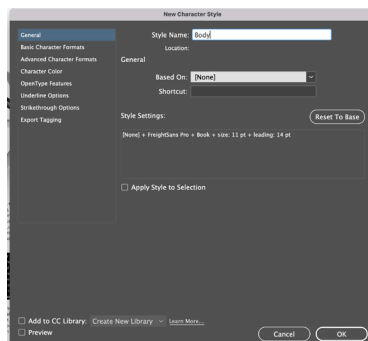
CREATING CHARACTER STYLES IN INDESIGN - 1



**Highlight text style you want to create a new Character Style for.**



**Menu > Window > Styles > Character Styles**



**Naming Style & Setting Parameters**  
When the dialog box opens, name your style. \*Notice that the attributes of the text you had highlighted will be the settings of the new style. (font, size, color, leading..)

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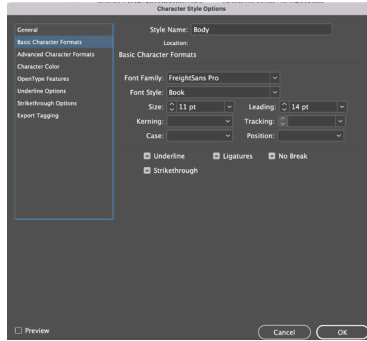
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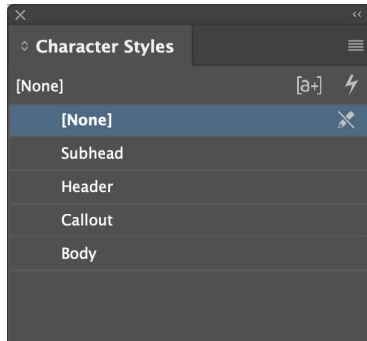
CREATING CHARACTER STYLES IN INDESIGN -2



**Reviewing and/or Making Changes**

With the Style you just created open, choose “Basic Character Formats” on the left menu of dialog box and you will see the basic settings: font, style, size, leading...

The major benefit of Character Styles is that if you want to make any adjustments to any parameter, once you do so in the Character Style everything will be updated throughout your document wherever that Style is used.



**Adding Styles**

The more Styles you create, the longer the list will be in your Character Styles menu.



**Applying Styles**

To apply a Style to text, highlight the text you want to style and then double-click on the Style you want to use for that content.

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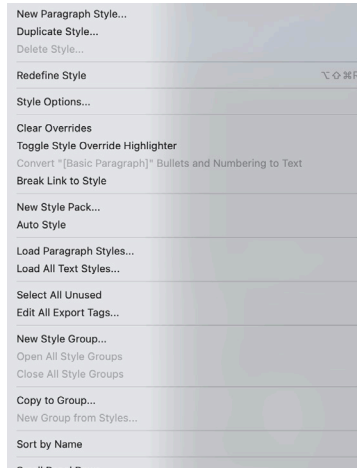
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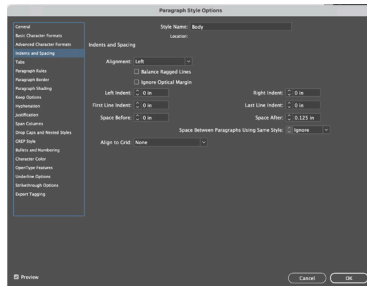
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CREATING PARAGRAPH STYLES IN INDESIGN -1



**Setting Up Styles**

Setting Paragraph Styles works just like setting Character Styles in its own panel. Open that panel, and then have the type selected whose paragraph style you want to set. Then go to the hamburger menu on the Paragraph Styles Panel and choose New Paragraph Style at top of dialog.



**Setting Paragraph Spacing**

Define the ideal paragraph breaks for your type by setting “Space After” under Paragraph Styles.