How to make a Report in Adobe InDesign

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Naming



Bleed

Bleed we need to know about, if the document is for print.

If this document was for print, there would be a problem, it need to have **3 mm all around the edges, for the cutting process!**

Find More Options under New Document and remember when you create the PDF, that you have to tick the Bleed settings



| | | | New Docu | ument | | |
|------------------------------|----------------------|---------|--|---------|---|---------------|
| Document Pr | reset: [(| Custom] | | 0 | | ОК |
| Ir | ntent: P | rint | | 0 | | Cancel |
| Number of Pa | | | Facing P Primary ¹ | | | Save Preset |
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| - Bleed and | Slug | Bottom | Inside | Outside | | |
| | | 1.0 | 11 | a state | a | |
| Bleed: 3 | mm | 3 mm | 3 mm | 3 mm | 3 | |

Creating a new file

1. Open InDesign - Go to File in the top menu bar - New document



The Pages panel

Go to top menu - **Window - pages** Now you can see all your new pages



Here you can see on which page you are

Create a new page

Guides and Help lines

When you plan to create a Report or Catalog, you can make Guides from your Rulers (can be dragged out from top & sides)

START at the A-Master page

You can remove the guides if you press \boldsymbol{w}





Text or images - create a box

-AN \leftrightarrow à. T, 一 % 覧 ŝ -

Make a **box** in InDesign

TEXT

If you want text drag a box with the Type tool or make a box - both ways works Remember it's good idea to create guides with your rulers in the A-Master

IMAGES & TEXT

Create a box with any of the 2 box tools

Choose cmd + d or ctrl + d

- and import your image

or go to File - place and find your image



USE **Contrast** in size and color Alignment in the content (at tingene flugter)

Check Spelling

Go to Edit > Spelling and grammar

> Check Spelling While Typing

to view errors while you type.

The Check Spelling window will give you possible corrections for each error, and invite you to Change or Skip them. When you're finished, click Done.

| Spelling | | Check Spelling | ЖI |
|--|---|--|----|
| Transparency Blend Space Transparency Flattener Presets | • | Dynamic Spelling Autocorrect User Dictionary | |

Word Count:

Word count - Go to **Window** - **Info** and stand with **the curser in the tex box** (it will tell how many words and characters for the text boxes that are chosen

Alternatively you can download a script...

Go to indesignsecrets.com/downloads

And then just enter the exact name for the script with the .zip

www.lynda.com/articles/surprising-ways-to-do-a-word-count-in-indesign-indesign-secrets

http://www.indesignskills.com/skills/word-count-in-indesign/

indesignsecrets.com/how-to-install-scripts-in-indesign.php

Spell check - Dictionary and Autocorrect

Go to InDesign - Preferences - and choose



Image placement

cmd + d on Mac and ctrl + d on pc for importing an image



Choose the **white arrow** tool

you can select the image inside the frame and move it around



If you want to change the size Remember to **hold down Shift** while you drag in the corner

Correct Image placement

You need to make sure the **proportions** are correct The image has to have same proportion

RIGHT

| 499,872 px | | ▼ 2 ▼ 2 |
|------------|-----|------------|
| 0 | 200 | |
| | | |
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Image Display

If your image dosen't look sharp, it's because InDesign has a pre-setting for importing images to Typical Display. Select the image with your black selection tool - Right click and choose High Quality



Typical Display To save speed InDesign changes the Display



High Quality Display

| Cut | жx | |
|----------------------|------|------------------------|
| Сору | жc | |
| Paste | жv | |
| Paste in Place | V第公元 | |
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| Transform Again | • | |
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| Edit With | • | |
| Hyperlinks | • | |
| Interactive | • | |
| Generate QR Code | | |
| Object Export Option | s | |
| Tag Frame | • | |
| Autotag | | 1 |
| | _ | Fast Display |
| Display Performance | Þ | Typical Display |
| InCopy | • | ✓ High Quality Display |
| Graphics | | Use View Setting |

Arranging an imported image

When you **Import an image** it might be too big or too small, you can either select one of these or the **white selection tool** and the %



Always check that the proportions are correct in the proportions %



Guidelines

Font sizes for text

Body Text: Minimum 10 pt — Maximum 12 pt

Chapter Headings ('A' Headings): Minimum 14 pt — Maximum 16 pt

Sub-titles ('B' Headings):

Minimum 12 pt – Maximum 14 pt

Make sure to think about your Leading too — as a general rule, try to make it a little more generous than the Auto leading value in InDesign

http://www.indesignskills.com/inspiration/fonts-for-books/D

Designing for grids, create helping guides and rulers in your Master page Rulers can be found under View

Importing from Word

If you have written all in Word and want to import it - then look at these videos

www.lynda.com/InDesign-tutorials/Importing-text/368575/412991-4.html

http://www.lynda.com/Acrobat-tutorials/Import-formatted-Word-text-InDesign/440650/484395-4.html?

Go to **BB - 6MMD-info - to the right link to www.Lynda.com** search Word formatting import to InDesign or just read next pages..

Importing from Word

Do you want to retain formatting from the Word document or not?



Under **Home** in Word find the styles, and set them to **"Styles in use"**

If you work on Windows and open InDesign, you will need to close Word first. Mac can keep both programmes open.



Importing from Word

Can File - **new document** Make 1 page in InDesign

Create a box and select it with the text tool and

Mac: cmd + d (import your document) find the doc.Pc: ctrl + d (import your document) find the doc.

it will automatically create all pages for you, it you have ticked the Priamry text frame.

www.lynda.com/lnDesign-tutorials/Understanding-text-flow-methods/101959/110157-4.html

| New Document | | | | | |
|---------------|----------|--------------------|--|--|--|
| ment Preset: | [Custom] | T | | | |
| Intent: | Print | | | | |
| per of Pages: | 1 | ✓ Facing Pages | | | |
| tart Page №: | 1 | Primary Text Frame | | | |
| be Size: A4 | | | | | |

Creating Bookmarks

Choose **Window** in the top menu Go to **Interactive - Bookmarks**

The easiest way is to make all the **titles** in your document the same style in **Character Styles** or **Paragraph Styles**

They can be found under Window - Styles

This video from Lynda.com explains it http://www.lynda.com/InDesign-tutorials/064-Creating-bookmarks-PDFs/85324/116353-4.html?



Character & Paragraph Styles

The Font in every page has the same formatting, I have selected it, and clicked at the Character Styles, where I choose the font and size.



Character & Paragraph Styles

Fill out under "General" and "Basic Character Formats"

| , | New Paragraph Style |
|------------------------------|--|
| | New Paragraph Style |
| Ceneral | |
| Basic Character Formata | Style Name: Paragraph Style 1 |
| Advanced Character Formata | Location: |
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| Personali Stading | Font Family: Helvelica Neue |
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| OpenType Features | Strikethrough |
| Underline Options | |
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| Add to CC Library: Tinas | Learn More |
| Preview | Cancel OK |
| | |

Choose a font that will be easy to read

For longer text, like the body text use the **Paragraph Styles** and for short areas like a **Bold** or *italic* word, use **Character Styles**

Select the text and click at the Paragraph or Character styles palette to change the text into the wanted formatting.

http://www.lynda.com/InDesign-tutorials/Fixing-style-overrides-Redefine-Style/374188/437037-4.html?

Creating Table Of Contents

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| Numb | ering & | Section C | ptions | 0 |

Table of Contents... Update Table of Contents Table of Contents Styles...

Layout - Table Of Contents

Make sure **all your headers** of each page are created with Paragraph Styles named the same like ex. "TOC Title"

| 1 | fable of Contents | | |
|--|--|--------------|---|
| TOC Style: [⊟elault] Tille: <mark>Contents</mark> | Style: TOC Title | OK Cancel | |
| Styles in Table of Contents | | Save Style | |
| Include Paragraph Styles: | Other Styles: | | |
| TOC TIBO | (Basic Paragraph) | T | Find the F OC titles and click the |
| Style: TOC Title Entry Style: TCC Body Text Page Number: After Entry Between Entry and Number: At Sort Entries in Alphabetical Order | Style: [None] | | Add button in he middle |
| Options Create PDF Bookmarks Replace Existing Table of Contents Include Book Documents Make text anchor in source paragraph Numbered Paragraphs: Include Full Paragr | Run-In Include Text on Hidden Layers aph | | |

Creating Table Of Contents

Table of Content

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"Enter" Choose Type - Tabs and drag the arrow to the preferred distance and make dots in the Leader if you want a dotted line The text has to selected to make it work and press Tabs tttr Leader: Align On: 400 🕥 100 200 300 How to make a Report in Adobe InDesign Table of Content Bleed Creating a new file The Pages panel Text or images - create a box Check Spelling Spell check - Dictionary and Autocorrect mage placement Correct Image placement Arranging an imported image 13 Guidelines 14 15 mporting from Word mporting from Word 16 Creating Bookmarks 18 Character & Paragraph Styles 19 Creating Table Of Contents 20 21 23 AGE Numbers PAGE Numbers 24 Exporting to PDF

Here the text was selected with the black selection tool and I choose to make Colomns

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2

PAGE Numbers

The A-Master



What you create here will be **visible at all pages!** So make sure where you are

Now we can make page numbers

MAKE sure you have clicked twice at the A-Master so it's selected

With the TYPE tool you click and drag to make a box down in the right bottom corner



PAGE Numbers

Select the Letter **A** Go to **TYPE - Insert Special Character - Markers - Current Page number**



PAGE Numbers

For making **page numbers** in the bottom right side use the **type tool** and **make a new box** and write the Letter **A**

Select the letter so it's black

Go to TYPE - Insert Special Character - Markers - Next Page number

Then all page numbers automatically change for each page

Page numbers - Lynda video

www.lynda.com/lnDesign-tutorials/117-lncluding-total-page-count-your-page-numbers/85324/155456-4.html

Exporting to PDF

File - Export

You can save to **Print PDF** and still have **Hypelinks and Bookmarks** to work

| Bog_IP/ | Adobe Experience Manager Mobile article Adobe PDF (Interactive) | | | |
|---------------|--|--|--|--|
| Format 🗸 | Adobe PDF (Print) | | | |
| | EPS | | | |
| older | EPUB (Fixed Layout) | | | |
| | EPUB (Reflowable) | | | |
| | Flash CS6 Professional (FLA) | | | |
| 8 | Flash Player (SWF) | | | |
| | HTML | | | |
| 1 | InCopy Document | | | |
| | InDesign Markup (IDML) | | | |
| | InDesign Snippet | | | |
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| $\frac{1}{4}$ | XML | | | |

Exporting to PDF

| | | Export Adobe | PDF | | |
|--|---|---|---|--------|--|
| Adobe PDF Preset: | [High Quality Print] (modified) | | | | |
| Standard: | None | 2 | Compatibility: Acrobat 8/9 (PDF 1.7) | | |
| Standard: Nor General Compression Marks and Bleeds Output Advanced Security Summary | General Description: Pages All Range: Pages Pages Options Embed P | Based on '[High Quality documents for quality p PDF documents can be later. All Pages Spreads Spreads Page Thumbnails for Fast Web View | Compatibility: Acrobat 8/9 (PDF 1.7) Print]"] Use these settings to create Adobe PDF rinting on desktop printers and proofers. Create opened with Acrobat and Adobe Reader 5.0 and Viewing View: Default View: Default Open in Full Screen Mode View PDF after Exporting Create Acrobat Layers | d 1 | |
| | Include Bookmar Hyperlink Interactive L | rs: Visibie & Printable I rks | Non-Printing Objects Visible Guides and Grids de online to the web | rt | |

www.lynda.com/InDesign-tutorials/215-Making-print-PDF-do-double-duty-online-PDF/85324/439036-4.html

Placeholder text & columns

Go to **Type** - Fill with placeholder text - select the frame

Making Columns

Choose the **black selection Tool** select the box - write number of columns



Ratem re num arumqui stiunt aspel inihiciisqui necus, aut ut am, que vollam nonse simi, alitio. Pici inullec ulluptatet veles molupiet adisquodisi a corecus, cus molenih iliciderum estiatium rem et magnat

Ratem re num arum-
qui stiunt aspel inihi-
ciisqui necus, aut ut
am, que vollam nonseulluptatet veles mo-
lupiet adisquodisi a
corecus, cus molenih
iliciderum estiatium
rem et magnat

For print - Links

If you have to send your work off to print - start with collecting all your images and **save them in the same** folder

Make sure you have all Links fixed (Always save all your images/logos/fonts in a folder)



Arranging objects - The Transform pallet



When you want to have the same distance between objects at every page, use the **Transform function.**

It shows the coordinates, here at the top right corner.



It tells me that the box has to be placed at these numbers at every page, then it will have a consistency in the Design.

For print - Package & Preflight

If you have to send your work off to print

Make sure you have all your links in a folder - the Package function can create it for you.

Choose in the top menu InDesign - File - Package

if you want to assemble a copy of your InDesign document

- 1. In the Instructions Dialog box
- 2. Tick for copy Fonts
- 3. Copy linked Graphics
- 4. Update Graphic Links in Package

Links

TOC - Table of Content (Epub)

www.lynda.com/InDesign-tutorials/Creating-navigation-TOC/374187/415018-4.html

Spell check

http://www.indesignskills.com/skills/spell-check-indesign-document/

How to put text into a document

www.lynda.com/InDesign-tutorials/Adding-editing-text/368575/412960-4.html

Rules above or under a paragraph

www.lynda.com/InDesign-tutorials/Using-drop-caps/368575/413047-4.html

Created as a guide for all my students by Tina Filsø - TOFI