

TO: TC 310 Students
FROM: Dr. Turns
RE: Materials for In Design Class
DATE: 1 November 2001

Goals:

- To practice creating a document in InDesign according to specifications
- To develop a preliminary fact sheet, that you may modify for your assignment
- To provide opportunities for students to ask questions.

1. Create the InDesign Document

- a. Create new file
- b. Format the new document to consist of two one-page spreads (two pages).

2. Complete Page 2 (the back...)

- a. Make page 2 active
- b. Format page 2 to have two columns
- c. Turn on rulers, so you can see the exact placement of what you are doing
- d. Format the columns to be the desired width (two different size columns)
- e. Place quote/facts into text frame in left column
- f. Place details into text frame in right column
- g. Turn off “frame edges” so that you get a better sense of the final version.

3. Complete Page 1 (the front...)

- a. Format page 1 to have three columns
- b. Modify the columns to have the desired width
- c. Add text elements
 - i. Add title
 - ii. Add footer
 - iii. Create text frames for the threaded text (second and third columns)
 - iv. Thread text across these two text frames
- d. Add graphics
 - i. Add University of Washington Logo in left column
 - ii. Add picture to top middle
 - iii. Add picture to top right

4. Print final document for review

Congratulations!