ADOBE INDESIGN

Welcome to In2-Training

Delegate Information

In-2 Training (UK) Ltd is a nationally authorised training and consultancy company with over 25 years experience of providing high quality training on a variety of platforms - Windows, Apple Macintosh. All our qualified Training Consultants have a high level of experience together with an in-depth working knowledge of each product they train on.

We hope you find the friendly, informal atmosphere helps you to relax and enjoy your training session. If you have any questions during the day, please do not hesitate to ask. We want you to gain the maximum benefit from your investment.

About this Manual

This course manual is for you to keep and is intended as a reference so that it can be referred to during your daily work. Each section covers a different topic with easy to follow step-by-step instructions.

Copyright

bistro Nouveau

I THINK, THEREFORE I DINE.

Boston | Chicago | Denver | Houston | Minneapolis
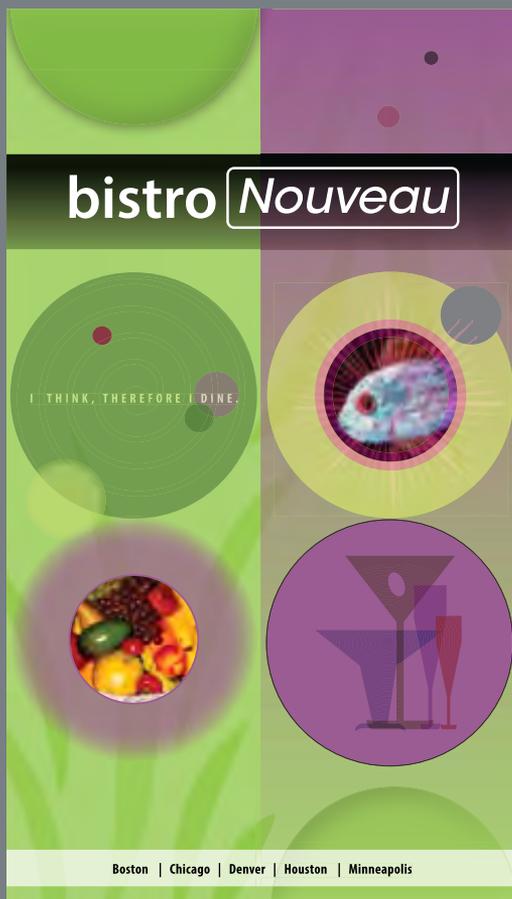
Adobe InDesign Creative Cloud offers an array of transparency features to feed your imagination and creativity. These include controls over opacity, effects, and color blends. You can also import files that use transparency and apply additional transparency effects.

Getting started

The project for this lesson is the cover of a menu for a fictional restaurant, Bistro Nouveau. By applying transparency effects and using a series of layers, you'll create a visually rich design.

1   To ensure that the preference and default settings of your Adobe InDesign program match those used in this lesson, move the InDesign Defaults file to a different folder following the procedure in "Saving and restoring the InDesign Defaults file" on page 3.

2   Start Adobe InDesign. To ensure that the panels and menu commands match those used in this lesson, choose Window > Workspace > [Advanced], and then choose Window > Workspace > Reset Advanced. To begin working, you'll open an InDesign document that is already partially completed.

3   Choose File > Open, and open the 12_a_Start.indd file in the Lesson12 folder, which is located within the Lessons folder in the InDesignCIB folder on your hard drive.

4   Choose File > Save As, name the file **12_Menu.indd**, and save it in the Lesson12 folder.

The menu appears as a long, blank page because all of the layers are currently hidden. You'll reveal these layers one by one as you need them, so it will be easy to focus on the specific objects and tasks in this lesson.

5   To see what the finished project looks like, open the 12_b_End.indd file in the Lesson12 folder.
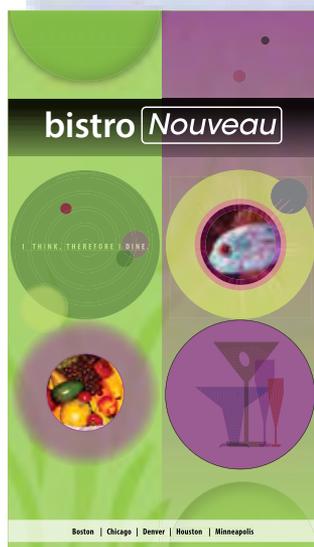
6 When you are ready to start working, either close the 12_b_End.indd file or leave it open for your reference. Then return to your lesson document by choosing 12_Menu.indd from the Window menu or clicking the 12_Menu.indd tab in the upper-left corner of the document window.

Importing and colorizing a grayscale image

You'll begin by working with the Background layer for the restaurant menu. This layer serves as a textured background that is visible through the objects layered above it that have transparency effects. By applying transparency effects, you can create see-through objects that reveal any objects underneath.

Because nothing is below the Background layer in the layer stack, you won't apply any transparency effects to objects on this layer.

1 Choose Window > Layers to display the Layers panel.

2 In the Layers panel, select the layer labeled Background, scrolling as necessary to find it at the bottom of the layer stack. You'll place the image you import on this layer.

3 Make sure that the two boxes to the left of the layer name show that the layer is visible (the eye icon [👁] appears) and unlocked (the layer lock icon [🔒] does not appear). The pen icon (✏) to the right of the layer name indicates that this is the layer on which the imported objects will be placed and new frames will be created.

4 Choose View > Grids & Guides > Show Guides. You'll use the guides on the page to align the background image that you import.

5 Choose File > Place, and then open the 12_c.tif file in your Lesson12 folder. This file is a grayscale TIFF.

6 Move the loaded graphics icon (⬚) slightly outside the upper-left corner of the page; then click the corner where the red bleed guides meet so that the placed image fills the entire page, including the margins and bleed area. Keep the graphics frame selected.

7 Choose Window > Color > Swatches. You'll use the Swatches panel to colorize the image, first adjusting the tint of the desired swatch.

8 In the Swatches panel, select the Fill box (⬚). Scroll down the list of swatches to find the Light Green swatch and select it. Click the Tint menu at the top of the panel and drag the slider to 76%.

The white background of the graphics frame is now a 76% tint of the green color, but the gray areas of the graphic remain unchanged.

9 Using the Selection tool (⬚), move the pointer within the content grabber at the center of the frame. When the hand pointer (⬚) appears, click to select the graphic within the frame, and then select Light Green in the Swatches panel. Light Green replaces gray in the image, leaving the Light Green 76% areas as they were.

After applying a fill color and tint to the frame.

After applying color to the graphic.

InDesign lets you apply color to grayscale or bitmap images saved in PSD, TIFF, BMP, or JPEG format. When you select the graphic within a graphics frame and then apply a fill color, the color is applied to the gray portions of the image rather than to the background of the frame, as it was in step 8, when the frame was selected.

10 In the Layers panel, click the empty box to the left of the Background layer name to lock the layer. Leave the Background layer visible so that you can see the results of the transparent objects you will be placing above this layer.

11 Choose File > Save to save your work.

You've just learned a quick method for colorizing a grayscale image. While this method works well for creating composites, you may find the color controls available in Adobe Photoshop more effective for creating your final artwork.

Applying transparency settings

InDesign Creative Cloud has extensive transparency controls. For example, by lowering the opacity of objects, text, and even imported graphics, you can reveal underlying objects that would otherwise not be visible. Additional transparency features, such as blending modes, drop shadows, feathered and glowing edges, and bevel and emboss effects, provide a wide range of options for creating special visual effects; you'll learn about these additional features later in the lesson.

In this part of the project, you'll practice using various transparency options on each layer in the restaurant menu.

About the Effects panel

You use the Effects panel (Window > Effects) to specify the opacity and blending mode of objects and groups, isolate blending to a particular group, knock out objects inside a group, or apply a transparency effect.

Blending mode
Opacity
Levels
Delete
Clear effects   FX button
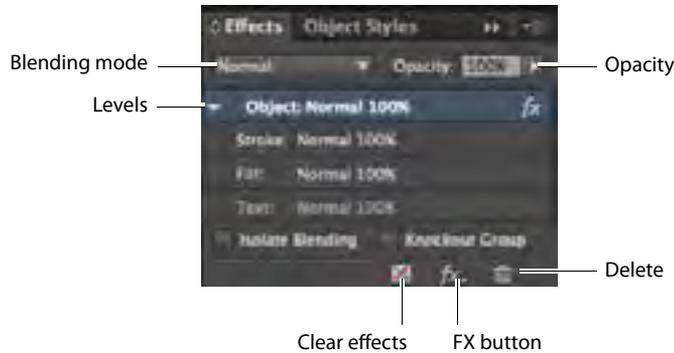
Effects panel overview

Blending Mode—Lets you vary the ways in which the colors of overlapping objects blend with each other.

Levels—Tells you the Object, Stroke, Fill, and Text opacity settings of the selected object, as well as whether transparency effects have been applied. Click the triangle to the left of the word Object (or Group or Graphic) to alternately hide and display these level settings. The FX icon appears on a level after you apply transparency effects there, and you can double-click the FX icon to edit the settings.

Clear Effects—Clears effects (stroke, fill, or text) from an object, sets the blending mode to Normal, and changes the Opacity setting to 100% throughout the selected object.

FX button—Displays a list of transparency effects.

Trash Can—Removes effects, but not a blending mode or opacity, from an object.

Opacity—As you lower the opacity value of an object, the object becomes increasingly translucent, and underlying objects become increasingly visible.

Isolate Blending—Applies a blending mode to a selected group of objects but does not affect underlying objects that are not part of the group.

Knockout Group—Makes the opacity and blending attributes of every object in a group knock out, or block out, underlying objects in the group.

## Changing the opacity of solid-color objects

With the background graphic complete, you can start applying transparency effects to objects on layers stacked above it. You'll start with a series of simple shapes that were drawn using InDesign Creative Cloud.

1 In the Layers panel, select the Art1 layer so that it becomes the active layer, and click the lock icon (▣) to the left of the layer name to unlock the layer. Click the empty box on the far left of the Art1 layer name so that the eye icon (◉) appears, indicating that the layer is visible.
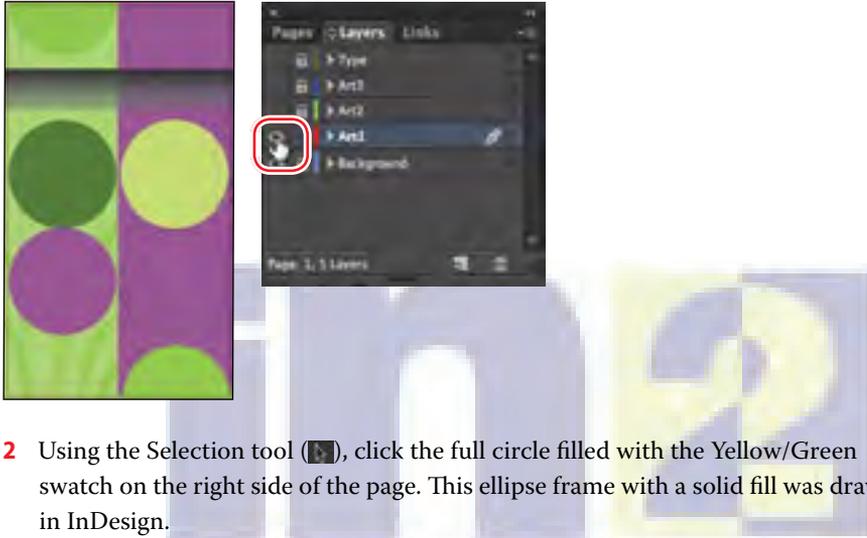

2 Using the Selection tool (▶), click the full circle filled with the Yellow/Green swatch on the right side of the page. This ellipse frame with a solid fill was drawn in InDesign.

3 Choose Window > Effects to display the panel.

4 In the Effects panel, click the arrow on the right side of the Opacity percentage. An Opacity slider adjustment appears. Drag the slider to 70%. Alternatively, enter **70%** in the Opacity box and press Enter or Return.
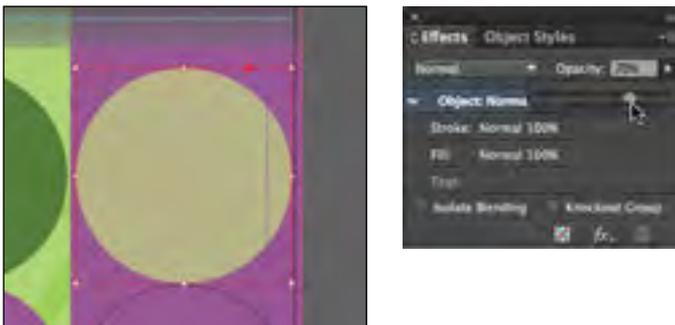
After you change the opacity of the Yellow/Green circle, it becomes translucent, and the resulting color is a combination of the Yellow/Green fill of the circle and the Light Purple rectangle beneath it that covers the right half of the page.

5 Select the Light Green-filled semicircle in the upper-left corner of the page, then go to the Effects panel and set the Opacity value to 50%. The semicircle now appears as a subtle variation in color against the background.
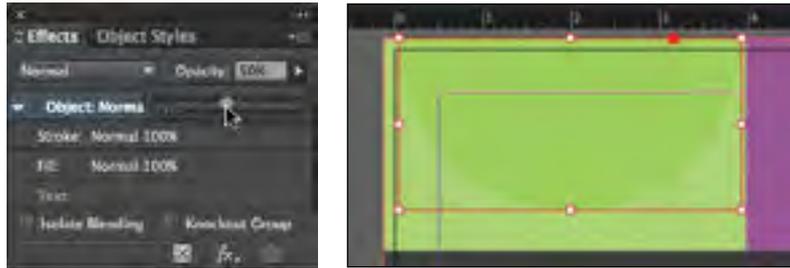

6 Repeat step 5 for the remaining circles on the Art1 layer, using the following settings to change the opacity of each circle:

- Left side, middle circle filled with the Medium Green swatch, Opacity = 60%.

- Left side, bottom circle filled with the Light Purple swatch, Opacity = 70%.

- Right side, bottom semicircle filled with the Light Green swatch, Opacity = 50%.

7 Choose File > Save to save your work.

Applying a blending mode

Changing an object's opacity creates a color that combines the color applied to an object with the colors applied to objects below it. Using blending modes is another way to create color interactions between stacked objects.

In this procedure, you'll apply a blending mode to three objects on the page.

1 Using the Selection tool (![icon]), select the Yellow/Green-filled circle on the right side of the page.

2 In the Effects panel, choose Overlay from the Blending Mode menu. Notice how the appearance of the colors changes.
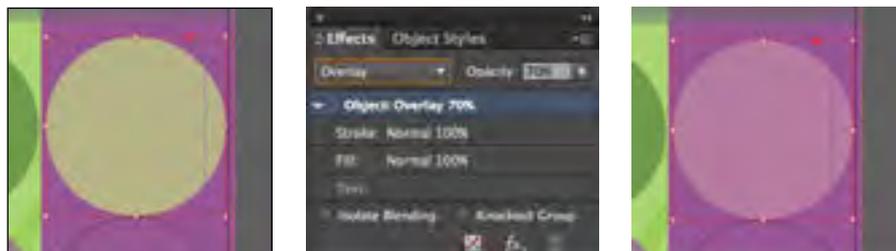
70% opacity.   Opacity and blending mode.

3 Select the Light Green-filled semicircle in the lower-right corner of the page, and then hold down the Shift key and select the Light Green-filled semicircle in the upper-left corner of the page.