

Quick Tip: Importing Graphics using InDesign CS5

InDesign can handle a variety of graphics including jpg, eps, pdf, tiff, psd and most Adobe formats to name a few. InDesign doesn't actually place the graphic into the document. Instead it makes a link to the original file and generates a preview within the document

Step 1 - New Document

Create a new document:

File > New > Document (CONTROL + N)

Setup your columns and rows:

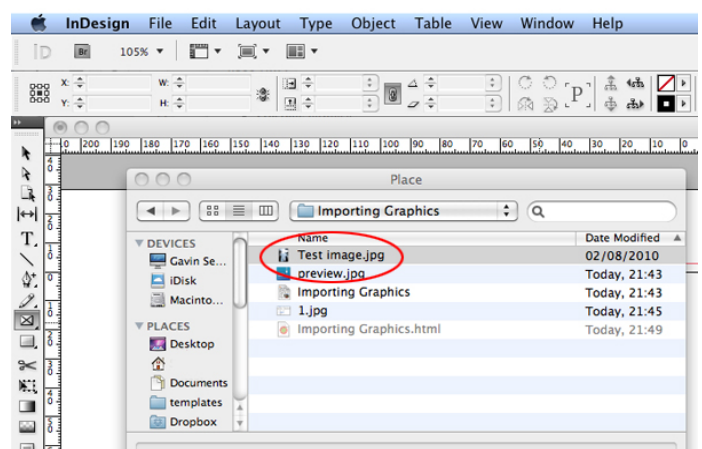
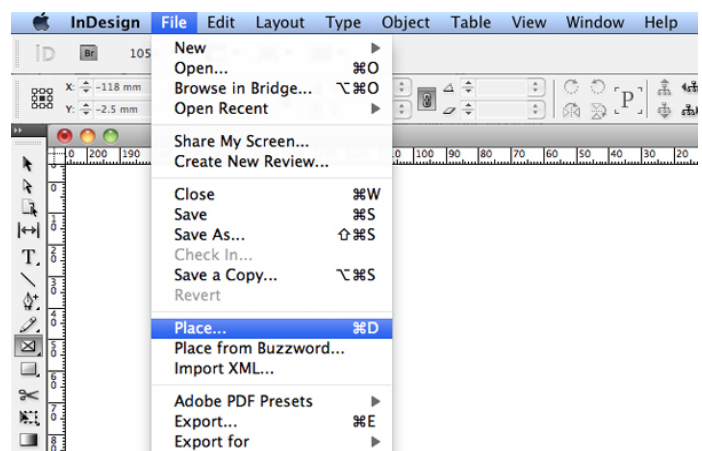
Layout > Create Guides

Step 2 - Place an image

Place an image on your new file: Do this by
File > Place (Command + d)

This imports the graphic directly into the document, which will automatically create a frame for the graphic to sit in.

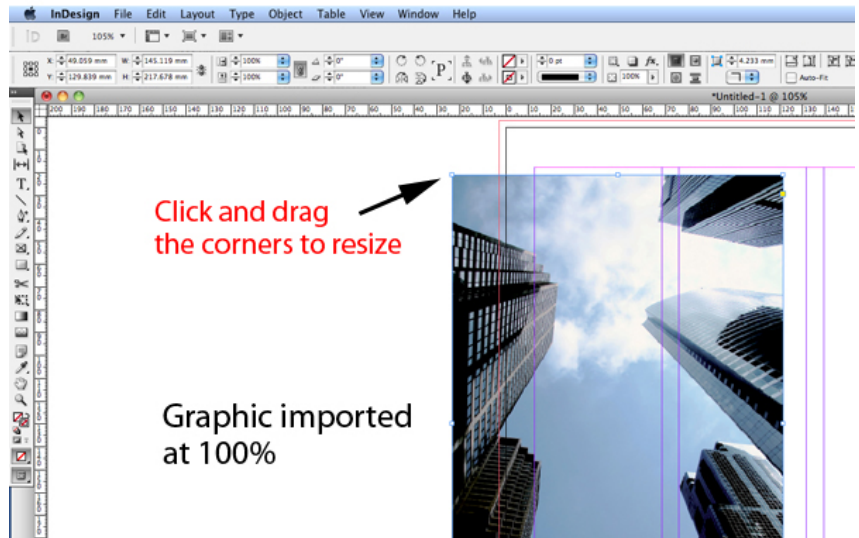
When importing graphics you can either import into an existing frame by selecting the frame with the Selection Tool (V) before starting step 1. Or import the graphic directly into the document, which will automatically create a frame for the graphic to sit in. I will explain both processes and the effect each of them will have on the imported graphic.



Step 2: Resizing the Image

Use the Selection Tool to drag one of the corners to resize and crop the image to the box.

Hold down shift to constrain the proportions.

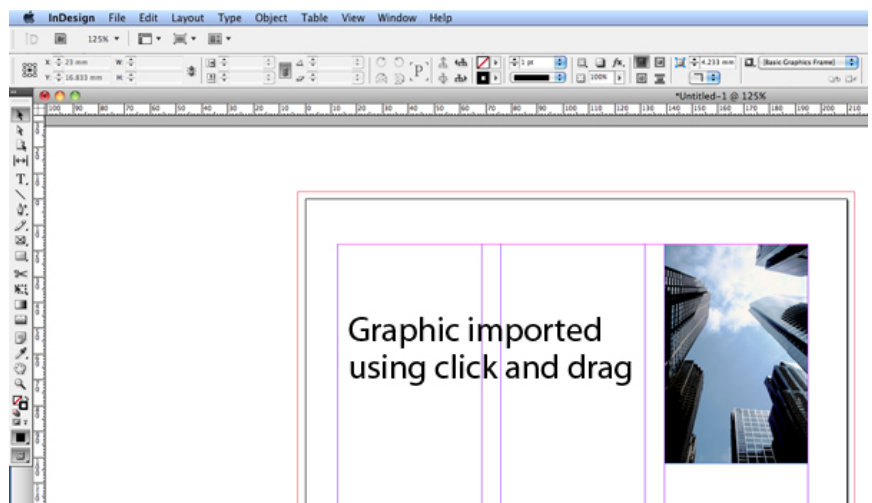


Step 3

Secondly, by clicking and holding down your mouse button, you can size the bounding box to suit the grid.

After selecting open, click on the document and don't release the click. Drag your mouse to the required size and then release.

Tip: Holding down Command after you clicked once and while you are dragging will constrain the proportions.



Changing an image's size INSIDE its frame

Step 1: Brown box selection

Click on the Direct Selection Tool (HOTKEY: A - The white arrow in the toolbox).

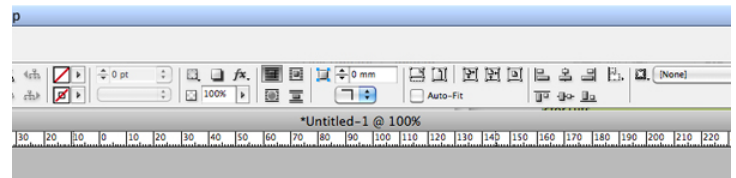
This will move, resize and position the content within the frame. Select the Direct Selection Tool and click once inside the cropped frame, you will notice that a brown frame will appear. This frame represents the bounding edges of the graphic you imported.



Step 2 - Resizing / moving inside a cropped box

Hover above the brown frame and the Hand Tool will appear. To edit, either click and drag to change the position, or resize by dragging on of the corners out or in.

Tip: Hold down shift to constrain the proportions. Move the image around in the box to see how the image in the brown box can be edited.



Placing an image in a shape you have drawn.

Step 1: Select the shape

that you drew

Click on the shape that you drew. Go to:
File > Place.

Find your image and click OK. you will see
you image is now inside the shape you drew.
You may find your image does not look as it
should. Double click on your image and the
brown box will appear. edit from here.



Step 2 - Add your images to your grid design. Can you figure out how to put a background image in?

HINT:When the image you want as the
background is selected, go to:
arrange > send to back

