

# Cool Tools in InDesign!

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## Placing Pictures in Text

- 1) Choose the Text Tool and create a Text Frame.
- 2) Type the desired word in the Text Frame and make the text very large.
- 3) Select the Text Frame using the Selection Tool.
- 4) Click Type—Create Outlines.
- 5) Choose the Direct Selection Tool (the white arrow) and then click the text.
- 6) Click File—Place.
- 7) Find your picture and then click Place.
- 8) Now the picture will be in the text.
- 9) If you need to adjust the size or placement of the picture, click once on the picture with the Direct Selection Tool. You can then use the Handles to adjust the size of the picture or move the picture.

*Example:*



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## Placing a Picture in Many Words

- 1) Use the Text Tool to create a Text Frame.
- 2) Type many words into the Text Frame.
- 3) Select the Text Frame using the Selection Tool.
- 4) Click Type—Create Outlines.
- 5) Click Object—Ungroup.
- 6) Go to Object—Paths—Make Compound Path.
- 7) Click File—Place and choose your picture.
- 8) Now the picture will be in the text.
- 9) If you need to adjust the size or placement of the picture, click once on the picture with the Direct Selection Tool. You can then use the Handles to adjust the size of the picture or move the picture.

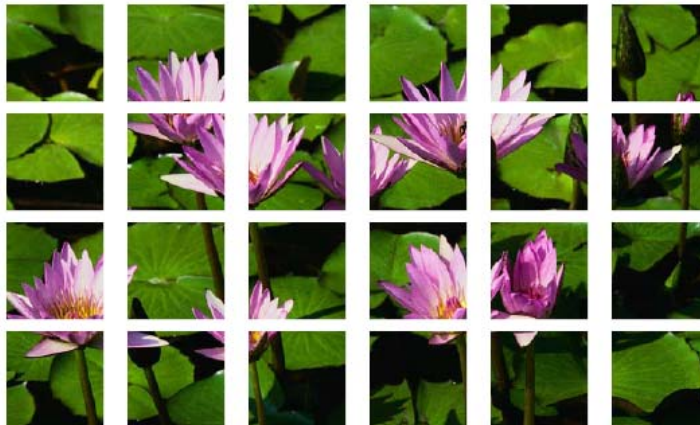
*Example:*



## Placing One Picture into Multiple Frames

- 1) Make sure your Units are set to Inches.
- 2) Select the Rectangular Frame Tool and click once on your page.
- 3) Make the frame 1 inch by 1 inch (or really any other desired size) and click OK.
- 4) Put your Rectangular Frame in the top left corner of the page.
- 5) Make sure your Rectangular Frame is selected and then click Edit—Step and Repeat.
- 6) In the Step and Repeat window, check off the preview box, so you can see what is happening on your page.
  - a. For Repeat Count, choose the number of times you wish to repeat.
  - b. For Horizontal Offset, enter "0" (zero).
  - c. For Vertical Offset, type the distance you would like the repeated frames to move vertically. (it must be greater than the height of your original Rectangular Frame)
  - d. Click OK.
- 7) Use the Selection Tool and drag around your frames to select them all.
- 8) Click Edit—Step and Repeat again. Now you will be repeating your frames horizontally.
  - a. For Repeat Count, choose the number of times you wish to repeat.
  - b. For Horizontal Offset, type the distance you would like the repeated frames to move horizontally. (it must be greater than the width of your original Rectangular Frame)
  - c. For Vertical Offset, enter "0" (zero).
  - d. Click OK.
- 9) Select all of the frames by using the Selection Tool to drag and highlight all of them.
- 10) Then click Object—Path—Make Compound Path.
- 11) Finally, click File—Place and chose the picture you will fill the frames with.
- 12) Use the Direct Selection Tool (white arrow) to adjust the size and location of the picture.

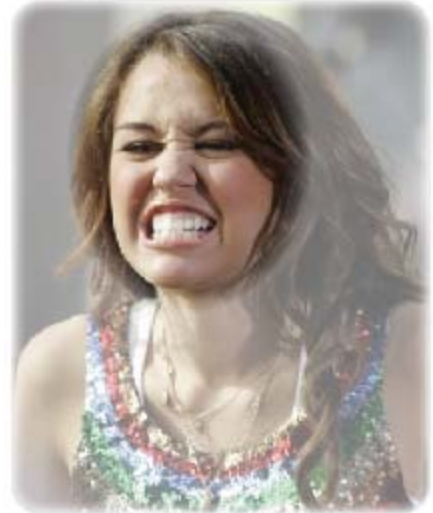
*Example:*



## How to Emphasize an Item

- 1) Create a Frame on your document (rectangular, ellipse, star, etc.)
- 2) Go to the Internet or your files and pick a picture with a face.
- 3) Place that picture within the Frame in your document.
- 4) With this new picture frame selected, click Edit—Copy.
- 5) Choose the Ellipse Frame Tool. Draw an Ellipse Frame around the face in your picture.
- 6) With this new Ellipse Frame selected, click Edit—Paste Into.
- 7) Select the original Frame (not the Ellipse Frame). Then click Object—Effects—Transparency.
  - a. In Effects window, check off Preview.
  - b. Change the opacity to a smaller percentage.
  - c. Then click Basic Feather. Change the opacity and blending to achieve the look you are going for.
- 8) You can also use the Basic Feather effect on the Ellipse Frame to achieve a more blended look.

*Example:*



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## How to Type on a Path...

- 1) Make a shape.
- 2) Right click the Text Tool and choose the Type on Path Tool.
- 3) Hover over the lines of the shape and wait for the Type Tool to have a tiny plus sign. Then click.
- 4) Type your desired word.

*Example:*

**GRAND OPENING!**