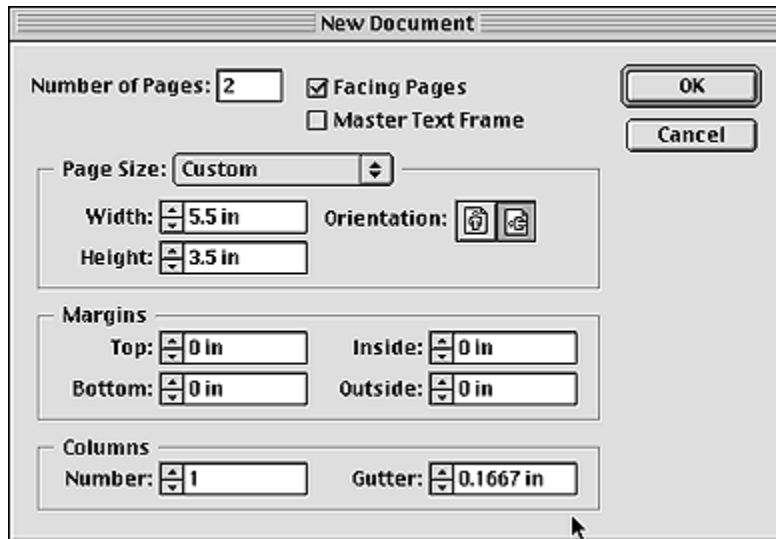


FREEDOM HIGH SCHOOL

da Vinci postcard (ind0002)

1. Before you begin, download and decompress the file ind0002.zip either from your e-mail or from www.behtek.com (provided they have relaxed the restrictions).
2. Open InDesign.
3. Create a new document. Go to the FILE menu and choose NEW. In the New Document dialog, set the number of pages to 2, and leave the Facing Pages box checked. Set the paper size to 5.5 inches wide and 3.5 inches tall, landscape orientation. Set all margins to 0 inches. Leave the number of columns at 1. Click the OK button to continue.

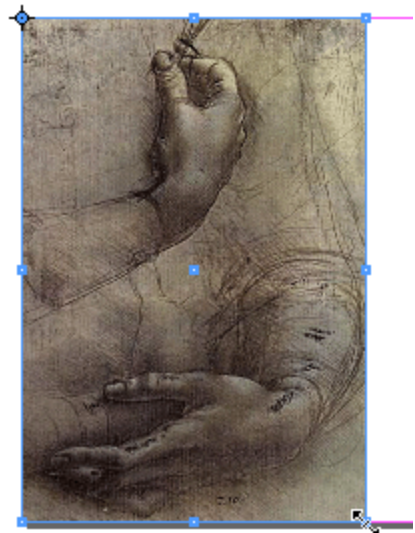


4. Your document window will appear. You will want to zoom out a bit to work more comfortably. Select the Zoom tool from the toolbar. Hold down the Option button and click in the window to zoom out. Double-clicking the Zoom tool will automatically zoom to 100%. Zoom out until you can see both of your document pages.

5. Zoom to 100% on the first page. Select the Selection tool (insert icon). Click in page 1 to make it active.

6. Go to the FILE menu and choose PLACE. Find the ind0002 folder and choose hands.tif. Click the Open button. The cursor will change to the place picture cursor. Move the cursor so that it is at the upper left corner of the document. Click to place the image.

7. The image is too large. Select the Scale tool. Hold down the Shift key to constrain proportions and drag the bottom right handle until the bottom edge of the image is in line with the bottom of the document.



8. Save your document. Go to the FILE menu and choose Save. Name your document ind0002.indd and save it to the ind0002 folder.

9. Now, we need to place our text. Select the TEXT tool. Draw a text box in the space to the right of the image. Be sure to leave a bit of white space between box and the image and edges of the document.

10. Go to the FILE menu and choose PLACE again. This time, select postcardinfo.txt. Click the Open button.

11. Your text will appear in the text box. We need to play around with the formatting of the text to make it more suitable for our postcard.

12. Select the text using the text tool. Open the Character palette. Select a script as the font and set the size to 10 pt.

13. You can adjust the sizes of the items to make certain information more prominent. Select the title and major information of the exhibit. Set the size to 12 pt. Keep the statement at 10 pt.

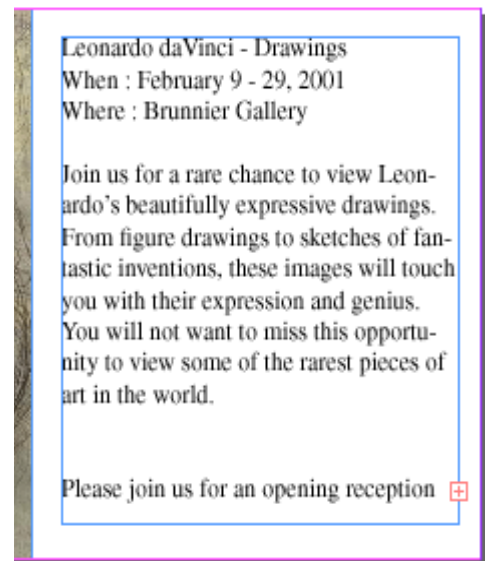
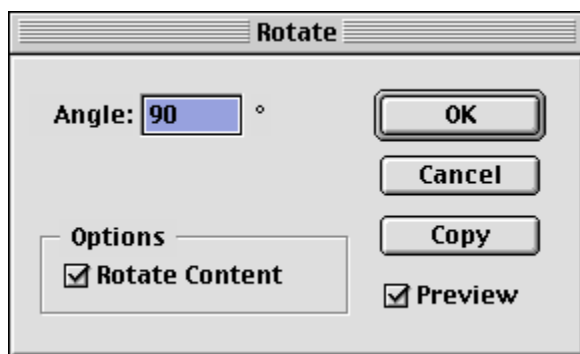
14. Save again.

15. Click on the page 2 document area to activate it.

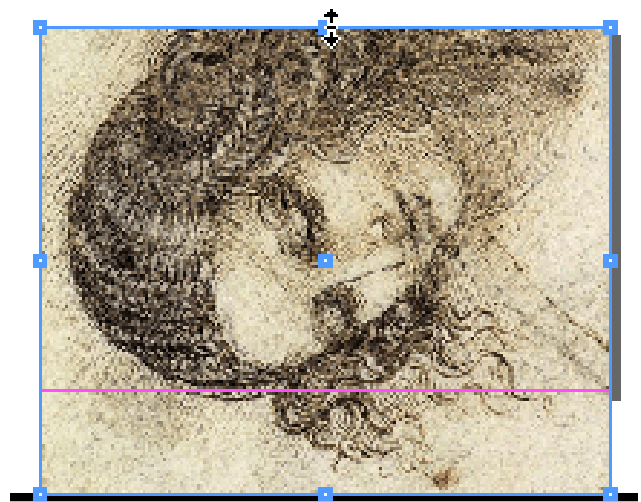
16. Now we need place the second image. Go to the FILE menu and choose PLACE. Select leda.tif and click the Open button. Click the mouse in the upper left corner to place the image.

17. This image needs to be rotated, scaled, and cropped. It's easier than it sounds!

18. Double-click the Rotate tool to bring up a rotate dialog. Enter 90 for the angle and click OK.



19. Select the scale tool. Scale the image proportionally so that the entire document area is covered.



20. Select the Selection tool and adjust the image box boundaries to the edges of the document area.

21. Use the Direct Selection tool to move the image within the image box (a form of cropping).

You now have both sides of your postcard.

22. Save your file again.

23. Create a text box and place your name in the lower right hand corner of the postcard. Make sure that you select a font that is readable.

We are going to export the file.

23. Select File → Preflight → Package and then save to Alternate Location (Flash drive if you have one – don't rely on the campus server to save your work).

24. Select File → Adobe PDF Preset → Smallest File and then save it to your H: drive with file name that is LastName_ind0002.pdf.

25. E-mail the file to behlingd@luhsd.net (and yourself). The time-date stamp will be used to determine when you turn in your work.

