Section Four
Laying Out Pages with Adobe InDesign

I. Frequently Used Items

A. Selection Tools

The black and white selector arrows (technically called the Selection tool and the Direct Selection tool) are the most commonly used tools aside from the type tool. You'll use them just as you would for any other InDesign project. When using the white arrow to resize photos, it's important to remember to hold down the Shift key so that the image remains proportionate. Skewed or stretched images are a definite taboo in journalism design.

> **Note:**
> This section of the handbook is designed for those who are already familiar with Adobe InDesign. If you haven't used it before or need to brush up on some of the basics, see Appendix B.

B. Other tools

1. **Type tool:** The type tool is used to edit existing copy, but it's easier to *not* use it for drawing text boxes. Instead, use the preformatted text box from the Hilltop Views library and edit it as needed (i.e. to change number of columns or text alignment, etc.).

2. **Rectangle frame tool:** This tool is most often used to draw gray boxes around articles that need to stand out and to create sidebars or other supplementary items. As with the type tool, it's easier not to use it for drawing text boxes, and the same rule applies for photo boxes. The HV library has a preformatted photo box available.

3. **Line tool:** Lines are used to separate different articles, and the line tool is always used to draw them since there is no preformatted line in the library. The line tool should be set to draw a 0.5 pt. line, which is the correct setting for most lines used by the Hilltop Views. This tool is also used to underline headings, usually in sidebars or other info boxes (such as the Staff Box).

C. Palettes

To avoid confusion, your workspace should only have the palettes that you work with all the time. Of course you can always open and close palettes as the need arises, but it's good to remember that simple is better so that you aren't constantly hunting through twenty palettes for the one that you need.

The palettes you'll need to use most often are:

- **Paragraph**
- **Paragraph styles**
- **Text wrap**
- **HV library**
- **Layers** (mastheads and folios are on a different layer from everything else)
- **Swatches** (for coloring in gray boxes, or color boxes if you're working with a color page)
- **Color** (for changing the percentage of the color, i.e. darkening or lightening the background of a gray or color box)
- **Links**

I like to divide these palettes up into three groupings, but feel free to arrange them in any order or switch them out according to what works best for you.

D. The Hilltop Views Library

The library pictured on the right contains the vast majority of page elements that you'll need to put together a typical page of the Hilltop Views. Not all of these elements will be used on every page, and it's important for you to know when they are and aren't appropriate.

Uses of library elements:

- The three items labeled "**Briefs**" are used for News Briefs, which are very short blurbs of news. Sometimes other sections have briefs too, and you'll use these same library items for those too. These three elements format the text and the different type of headlines used for briefs.
- **Bylines** containing the writer's name go at the beginning of the body copy for every article except the editorial (in the Viewpoints section).
- **Cutlines** are the captions that go underneath the photo credit of a photo.
- Articles that appear in every issue have **gray headlines**. For example a gray head that reads "Editorial" goes above the editorial in each issue.
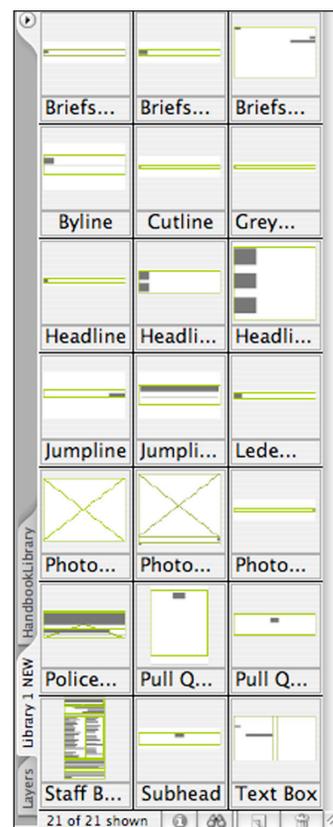

Fig. 3.1