

## Type 2: Structure

### Setting up your file

1

Select from the menu bar:  
**File > New > Document**

2

Set up the document with the following parameters:

**Number of Pages:** 1

**Start Page#:** 1

**Facing Pages:** Unselected

**Primary Text Frame:** Unselected

**Page Size:** Letter

(measurements should load automatically, convert to inches from picas)

**Width:** 8.5 inches

**Height:** 11 inches

**Orientation:** Portrait (first icon)

**Columns:** 1

**Gutter:** 0 inches

### Margins

**Top:** 2 inches

**Bottom:** 2 inches

**Inside:** 0.75 inches

**Outside:** 0.75 inches

3

**Save Preset** as "Typographic Structures Template"

4

Press **OK**

5

Select **A-Master** in **Pages Palette**

6

Click the **Rectangle tool** and create a gray (30% black) background over the entire page. Then create a 7 inch white square in the center using the same tool.

7

**Save File** as "name\_su2016\_type2\_structures\_template.indd"

### Setting up your workspace

1

Bring up **Pages Palette:**  
**Window > Pages**

2

Bring up **Character Palette:**  
**Type > Character**

3

Bring up **Paragraph Palette:**  
**Type > Paragraph**

4

Bring up **Align Palette:**  
**Window > Object & Layout**

5

Bring up **Color Palette:**  
**Window > Color > Color**

6

Lock the **Pages Palette** on the right side of the window.

7

Combine **Character, Paragraph, Align,** and **Color Palette** and attach that to the right of the **Pages Palette**.

8

Set up **Smart Guides** by selecting  
**View > Grids & Guides > Smart**

Set up **Snap to Guides** by selecting  
**View > Grids & Guides > Snap to Guides**

9

Save your workspace by selecting  
**Window > Workspace > New Workspace...** and name it "Type 2 Workspace"

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### InDesign Tips

When you open a new document, set your default typeface immediately by going into the **Character Palette** and selecting **Univers, 55 Roman**, before creating any text boxes. This prevents you from reselecting it every time there's a new text box.

While you're in the **Character Palette**, set the **Kerning** from "Optical" to "Metric." This allows the program to visually space the letters out evenly.

Keep your file clean. Don't use multiple text boxes when you can use just one. A tidy file usually means the typography is also precise.

Guides are a great way to check if things are lining up. Drag a guide from the **Rulers (View > Show Rulers)**, they'll appear on top and left of the document window) to some type to quickly see if things need to adjust.

If it helps, use the document grid to construct your compositions. If you select **Show Document Grid** and **Snap to Document Grid** (both in **View > Grids & Guides**, this will disable **Smart Guides** though). If you can't see the grid behind the gray background, go to **InDesign > Preferences > Grids...**, and at the bottom of that menu, unselect "**Grids in Back.**" Now you can draw directly onto the grid and it will all be very precise.

And feel free to explore the program beyond this basic setup laid out here. Find new functions that might look interesting when applied to type.

### Helpful InDesign Features

#### Paste in Place

Copy and paste an element in the same location.

**Edit > Paste in Place**

#### 45° angles

Hold down the **Shift** key and drag or draw an element at these basic angles. You can use this function for rotating at 45° angles as well.

#### Copy a page

Want to try a variation on one of your compositions, but still keep the original one? Go to **Layout > Pages > Duplicate Spread**. It will copy the current page and paste it at the end of the document.

#### Presentation Mode

Hit **Shift+W** key to view your document in Preview mode, which will show you an approximation of what it will look like when it's printed. (Make sure you're not in a text box!) Hit **Escape** to go back.