

# Desktop Publishing & Graphic Design

## 1<sup>st</sup> 9 Weeks Project

### ABC<sup>s</sup>

#### Supplies Needed:

- Adobe InDesign

#### Instructions:

You will make a 27 page document answering the questions provided in a complete paragraph.

- **On each page you will have:**
  - Title
  - Picture
  - Full paragraph explaining the question
- **Changing The Measurement**
  - Edit/Preferences/Units & Increments
    - Horizontal & Vertical change to inches
- **New Document Box**
  - File/New/Document
    - Intent: Print
    - # of Pages: 27
    - Start Page: 1
    - Make sure there is a check mark next to Facing Pages
    - Orientation: Portrait
    - Columns: 1
- **Making of the A-Master**
  - **MAKE SURE YOU ARE CLICKED ON THE A-MASTER**
    - Pages Panel/Double Click the word A-Master
  - **Make a Text Box (Both Pages) – Click the “T” on the toolbar**
    - Draw a text box towards the top of the page
    - Left Page
      - Click top left reference point
        - X:1      W: 6.54
        - Y: 1.02    H: 1.12
    - Right Page
      - Click top left reference
        - X: 9.48    W: 6.54
        - Y: 1.02    H: 1.12
    - Type the word Title (in both boxes)
      - Format – Character, Paragraph, & Swatches Panel
        - Font: Algerian
        - Size: 48 Pt.

- Align: Center Horizontally & Vertically
    - Horizontally through the Paragraph Panel
    - Vertically on the control bar at the top of your screen
      - You have to click off the box, click on your selection tool, click one time on the frame, and then your alignment tools will appear on the right section of your control bar
  - Fill Color: Dark Blue
    - Highlight the word, Swatches panel, make sure the Fill button is in front of the stroke, choose the color
- **Make a Rectangle Frame Box (Both Pages) – Click the Rectangle Frame Tool on the toolbar**
  - Draw the frame right under the text box you just made
  - Left Page
    - Click top left reference point
      - X: 1.73 W: 5.08
      - Y: 2.7 H: 4.02
  - Right Page
    - Click top left reference point
      - X: 10.21 W: 5.08
      - Y: 2.7 H: 4.02
  - Each rectangle must be set to:
    - Object/Content/Graphic
- **Make a Text Box (Both Pages) – Click the “T” on the toolbar**
  - Draw the text box under the rectangle frame box you just made
  - Left Page
    - Click top left reference point
      - X: 1 W: 6.54
      - Y: 7.36 H: 2.98
  - Right Page
    - Click top left reference point
      - X: 9.48 W: 6.54
      - Y: 7.36 H: 2.98
  - Type the word Paragraph (in both text boxes)
    - Format – Character & Paragraph Panel
      - Font: Book Antiqua
      - Size: 18 pt.
      - Align: Center Horizontally & Vertically
        - Horizontally through the Paragraph Panel
        - Vertically on the control bar at the top of your screen
          - You have to click off the box, click on your selection tool, click one time on the frame, and then your alignment tools will appear on the right section of your control bar
- **Applying the A-Master**
  - Pages Panel Options/Apply Master to Pages
    - Choose A-Master
    - Apply to Pages 2-27
  - OR Drag and Drop the A-Master onto Pages 2-27

- **Page 1 – Title Page**
  - **REMEMBER TO SELECT ANYTHING YOU FIRST HAVE TO HOLD DOWN SHIFT+CTRL THEN SELECT YOUR OBJECT**
  - Text Box 1
    - Top left reference point
      - X: .98    W: 6.54
      - Y: 1.02    H: 1.12
    - Title of your project goes in here
      - ABC<sup>s</sup>
        - Format
          - All Caps
          - Font: Algerian
          - Size: 60 Pt.
          - Fill Color: Dark Blue
          - Make the “S” superscript
  - Text Box 2
    - Top left reference point
      - X: .98    W: 6.54
      - Y: 3.36    H: 2.82
    - Type your last name/Press Enter/Type Hour
    - Format
      - Font: Bell MT
      - Size: 48 Pt.
      - Alignment: Centered Vertically & Horizontally
      - Fill Color: Black
  - Text Box 3
    - Top left reference Point
      - X: .98    W: 6.54
      - Y: 7.4    H: 1.12
    - Type 1<sup>st</sup> 9 Weeks Project
      - Format
        - Font: Book Antiqua
        - Size: 36 Pt.
        - Alignment: Centered Vertically & Horizontally
        - Fill Color: Black
        - Make the “ST” Superscript
- **Save As:**
  - Student Key/Semester 1/9 Weeks Projects/1<sup>st</sup> 9 Weeks/**ABC's**
    - **You will email your finished project to: [vbillington@bbisd.org](mailto:vbillington@bbisd.org)**
- **Inserting Pictures**
  - Find Pictures on Google Images
    - Copy and Paste them into your document
      - You will be using the **Object/Transform/Scale** options to resize your pictures

**Here are the questions that you will answer in a complete paragraph**

- **A-Assistant**

If you could be someone's assistant, whom would you choose and what would your duties be?

- **B-Bother**

What bothers you and why?

- **C-Collection**

What do you collect or what would you like to collect?

- **D-Don't**

What are the three "don'ts" you hear most often? Are they from your parents? Brothers/Sisters? Teachers? Who? Why do they bother you?

- **E-Eat**

What is your favorite thing to eat and why?

- **F-Families**

Describe the members of your immediate family and tell how you feel about each one.

- **G-Gifts**

What are some gifts you would like to receive in the next few years? Who should give them to you?

- **H-Heros**

Who is the bravest person you can think of and why?

- **I-If**

If you were only an inch tall, what are some of the things you would do that you cannot do now? Use your imagination!

- **J-Jealous**

Name something/someone that makes you feel jealous. Explain in detail.

- **K-Kite**

If you could lie down on the grass while flying a kite, just looking at the beautiful sky and trees around you, what are some of the things you would think about?

- **L-Love**

Describe someone you love very much. Tell all about that person and tell why he/she is so dear to you.

- **M-Magic**

If you were a magician and could change yourself into someone/something else, who or what would you change yourself into and why?

- **N-Noise**

What kinds of noises bother you? What kinds of noises/sounds do you enjoy?

- **O-Only**

If you could keep only one of your current possessions, what would it be and why?

- **P-Proud**

What are some of the things you have done in your life that make you proud of yourself?

- **Q-Questions**

What are some questions you would like to answer for yourself in this world?

- **R-Rules**

Describe five rules you would like to write for your parents to follow.

- **S-Surprise**

What is the greatest surprise you have ever had? What surprise thing would you like to do for someone else?

- **T-Title**

If you could change your name, what would you change it to and why?

- **U-Ugh**

What things make you say "UGH!" when you see them or have to do them?

- **V-Vitamin**

If you could invent a new vitamin for people to take, what would it do for human health?

- **W-Wishes**

What are some wishes you would like to have come true?

- **X-X-ray**

You have just been given X-ray eyes! What are some things you can see now that you were not able to see before?  
(STAY CLEAN WITH THIS QUESTION PLEASE!!!)

- **Y-Yell**

Tell about a time you really yelled at someone. What did you scream at him/her? Why were you so angry? What did he/she do that was so awful?

- **Z-Zligmur**

LUCKY YOU!!! Someone just gave you a zligmur as a gift. What in the world is it? Describe it in detail and draw a picture of it (Use paint to draw your picture and save it to your key then insert it into your document).