A plan for a session activity
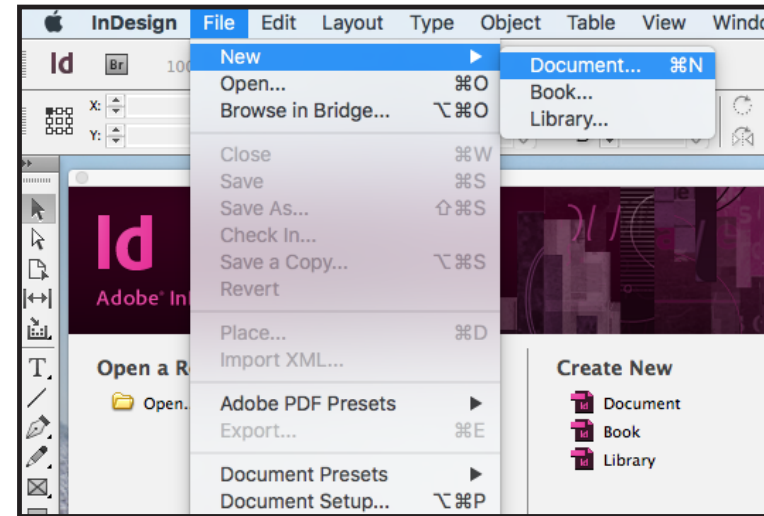
Setting up a business card in

InDesign

Tonia Vassell PgCert
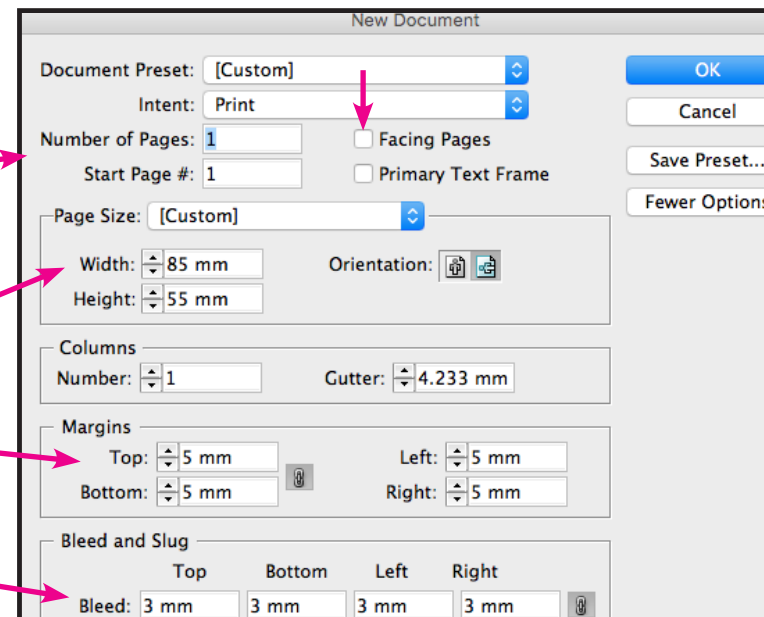
How to set up a business card in InDesign

Open Indesign

‣ File

‣ New

‣ Document

Setting document size (European)
Custom cards 85mm x 55mm

‣ Set number of pages/sides 1

‣ Set page size Width & Height 85mm x 55mm

‣ Margins 5mm for all

‣ Bleed 3mm for all

‣ Untick facing pages
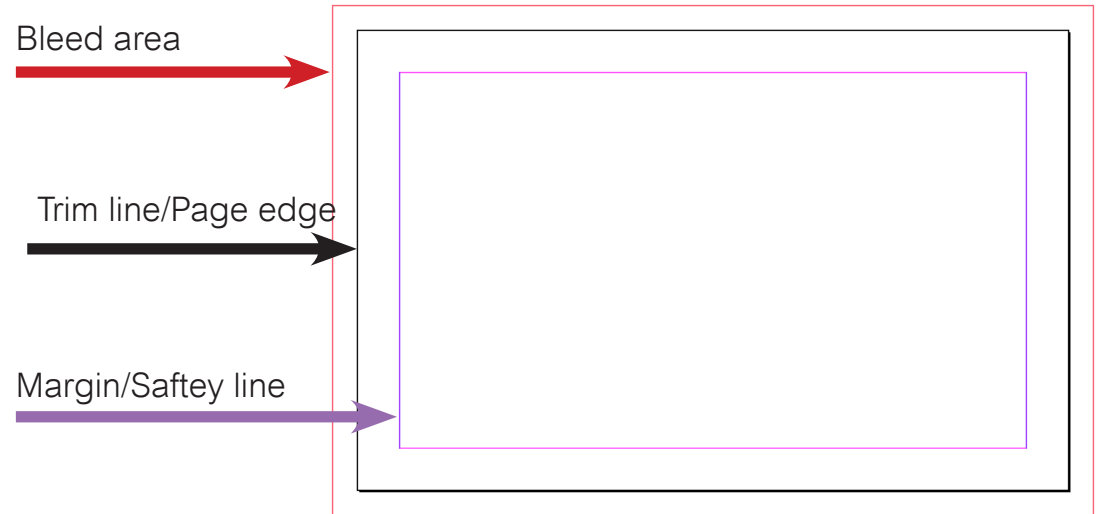
Your Art board 85mm x 55mm

Bleed area:

Image or background color that extends beyond the trim area of your printing
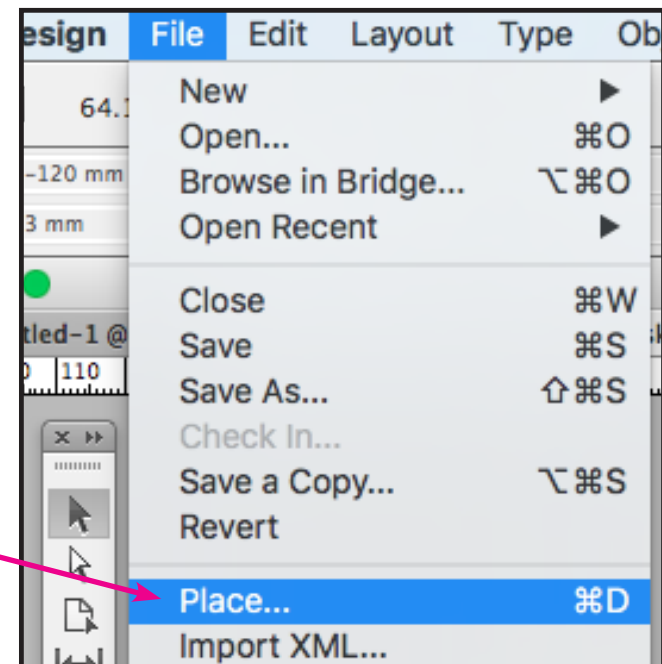
Trim line:

Cards will be cut here
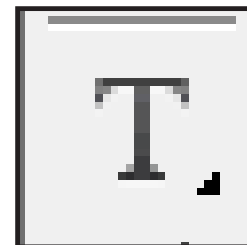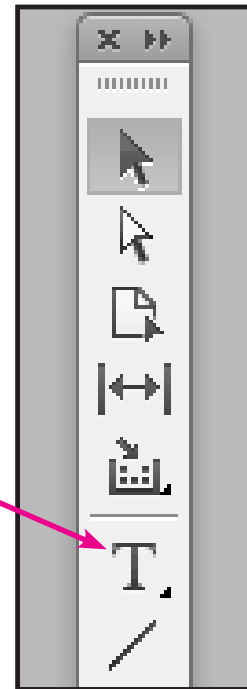
Saftey line:

Keep design within this area

Bleed area

Trim line/Page edge

Margin/Saftey line

Inserting images/graphics

‣ File
‣ Place
‣ Locate file
‣ Then open

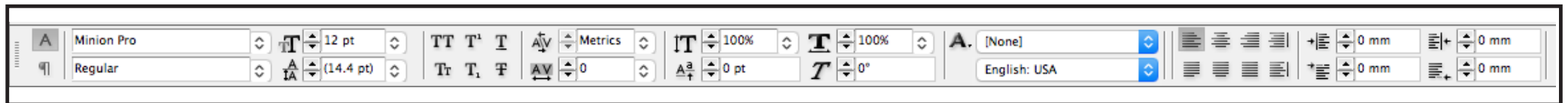| esign	File	Edit	Layout	Type	Ob
	New			►	
64.1	Open...			⌘O	
	Browse in Bridge...			⌥⌘O	
–120 mm	Open Recent			►	
3 mm					
●	Close			⌘W	
tled–1 @	Save			⌘S	
0 110	Save As...			⇧⌘S	
	Check In...				
	Save a Copy...			⌥⌘S	
	Revert				
	Place...			⌘D	
	Import XML...				

Inserting text

The tools pallette is located on the left hand side

‣ Select the text tool

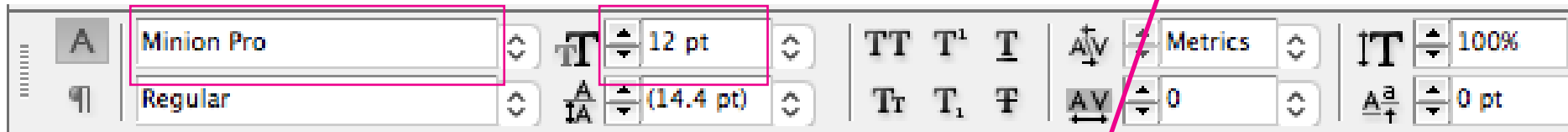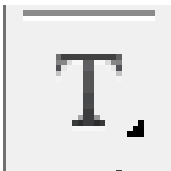‣ Click and drag the text box anywhere onto your page, release and start typing

Inserting text

The text pallette will be displayed across the top of the document once its selected.

Character settings

Text pallette a closer look

▸ Change character   ▸ Adjust Character point size   ▸ Left and right Align

Tools pallette additions

This would be a good time to experiment with some of the other tools, hover over and more options will appear. Try these tools below

‣ Pen tool - To drarw freehand

‣ Line tool - To drarw lines

‣ Rectangle/Ellipse tools - To draw shapes

‣ Gradient swatch tool - Blends that change from one colour
  to another

‣ Fill and Stroke (Outline) - Double click to activate

‣ Change colours

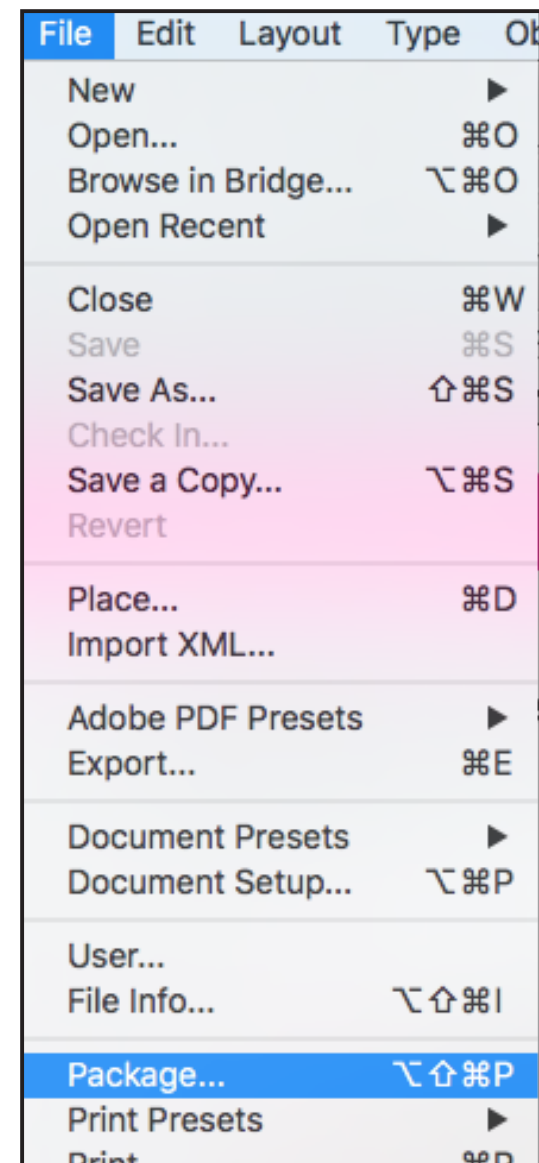‣ These colour boxes allows you to change the
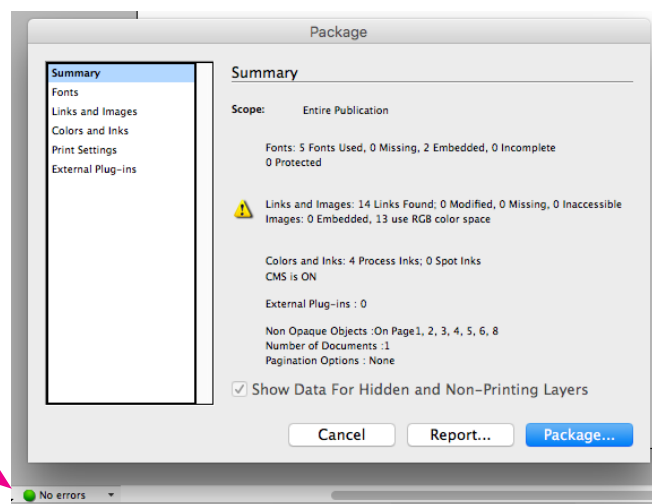 colours of text and shape

Packaging file and exporting for print

Packaging files

If you want to send your InDesign document to a colleague, client or the printers, a package creates a folder that contains the document, fonts and linked graphics. Other computers may not have access to all of the fonts you have selected, so supplying them is very useful.

Add a pdf version of the file for viewing purposes

‣ File

‣ Package

‣ No errors,

‣ green dot means everything is ok

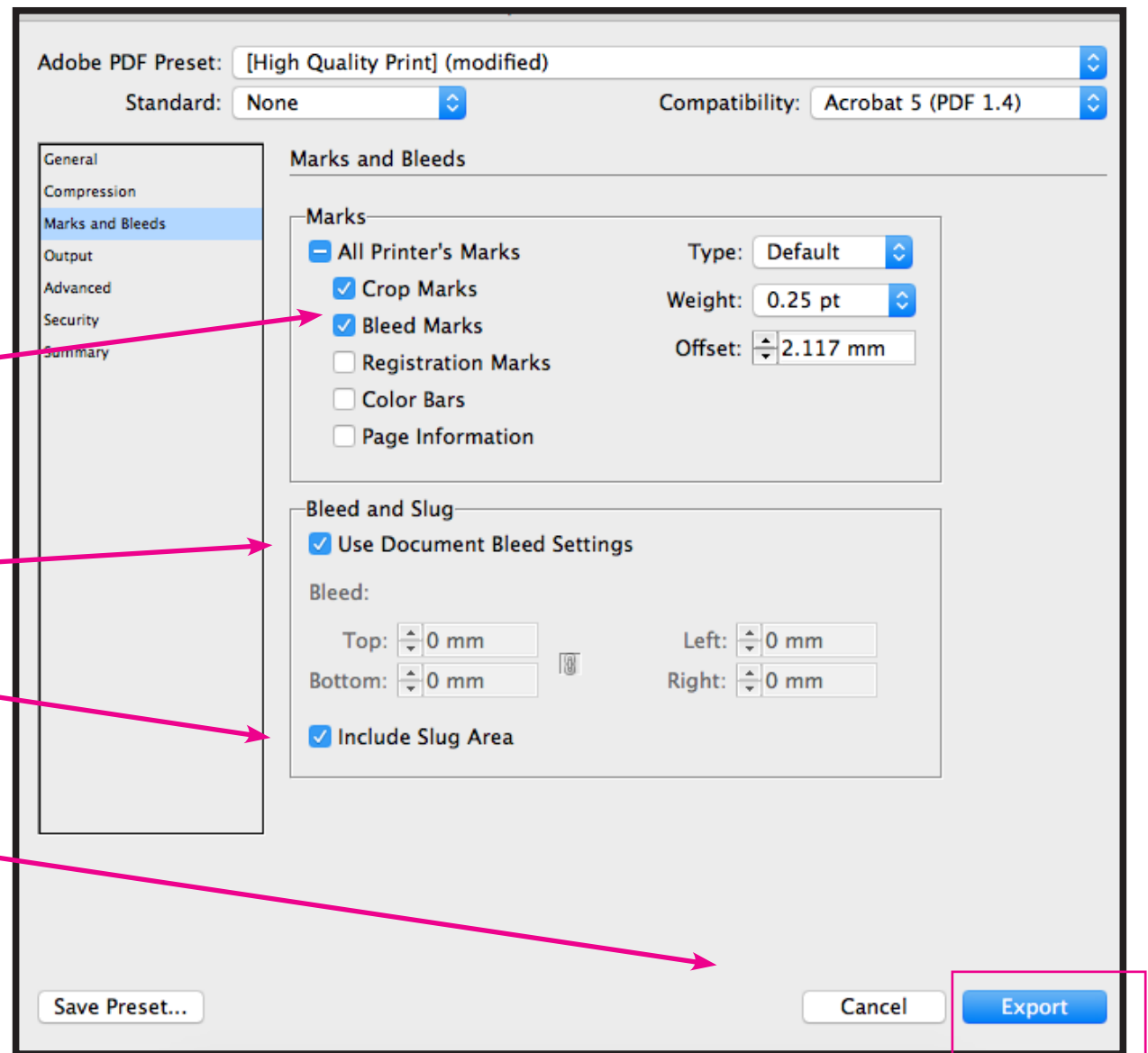‣ Click package and continue

Getting file ready for print

‣ File

‣ Export

‣ Select format PDF print

Exporting for print

Getting file ready for print

▸ Export PDF print dialog
  box appears

▸ **Blue Ticks below**

▸ Crop Marks

▸ Bleed Marks

▸ Bleed and Slug

▸ Include Slug

▸ Export blue button

This is a business card