

Self-Made Assignment - Adobe InDesign

Placing & Managing Graphics

Course
&
Test Series

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

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 LAW Entrance

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1. Create the Big Word

- Open Adobe InDesign and create a new document (File > New > Document).
- Select the **Type Tool (T)** and type your word (e.g., **INSIDE**).
- Choose a **bold font** like Impact, Bebas Neue, or Arial Black.
- Make the font size very large (e.g., 200 pt or more), so it takes up most of the page.

2. Convert Text to Shapes

- Select the word using the **Selection Tool (V)**.
- Go to **Type > Create Outlines** (or press Shift + Ctrl + O on Windows / Cmd + Shift + O on Mac).
- Your text is now a vector **shape** (not editable text anymore).
- Convert Shapes to Frames
- With the outlined text selected, go to **Object > Convert Shape > Rectangle** or skip this if the next step works directly.
- Then go to **Object > Content > Text**.
- This tells InDesign: "Treat this shape like a text frame."

3. Fill the Letters with Text

- **Copy** any text you want to use (e.g., Lorem Ipsum or real content).
- Use the **Type Tool (T)** and click inside one of the letters (it should now act like a text box).
- **Paste** the copied text.
- Repeat this for each letter if needed (or select all at once and paste one big chunk).

4. Format the Text

- Select all the text inside the letter.
- Set font size small (e.g., 6 pt or smaller depending on your layout).

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- Set alignment to **Justified** for full block appearance.
- (Control Panel > Align Left / Center / Justify).
- Adjust spacing using Text Frame Options (press Ctrl + B / Cmd + B) to tweak insets or columns if needed.

5. Add Background (Optional)

- Use the **Rectangle Tool (M)** to draw a background behind your text.
- Fill it with any color (e.g., navy blue).
- Send it to back: Right-click > Arrange > Send to Back.

