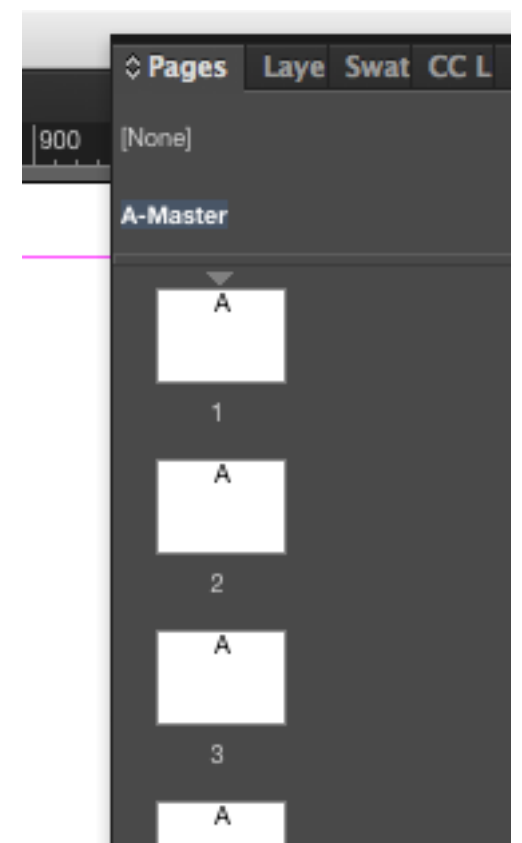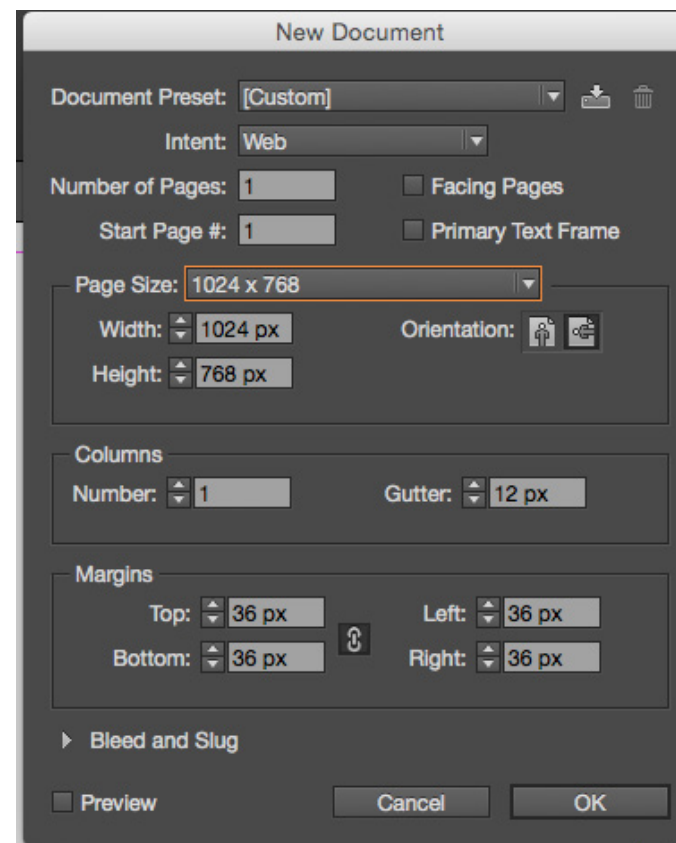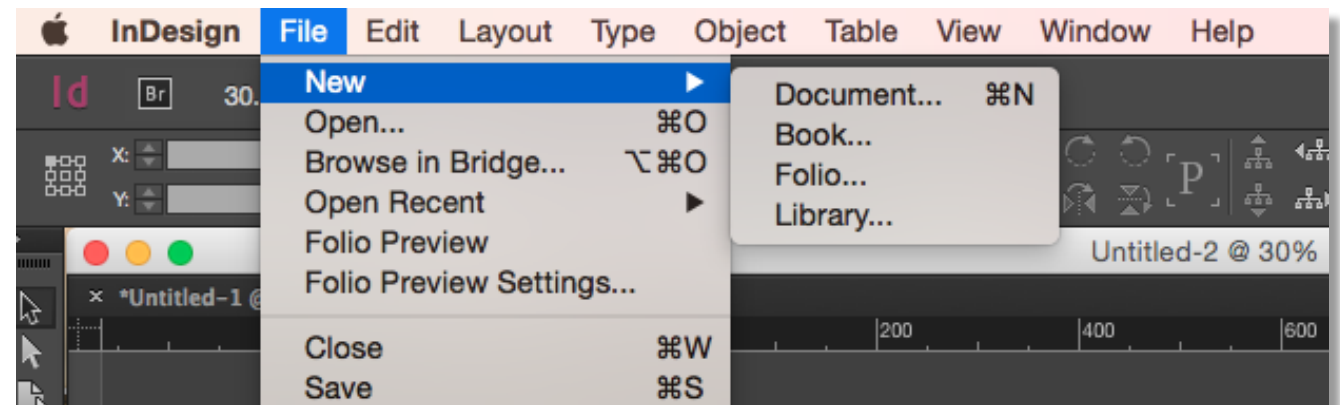# MAKING A PDF PRESENTATION

- Open InDesign

- File > new document

- Set Intent to Web

- Page size to 1024 x 768

- number of pages depends on your presentation; you can add pages as needed, also.

- Do that by using the add new page in the pages tab in the left hand column in InDesign
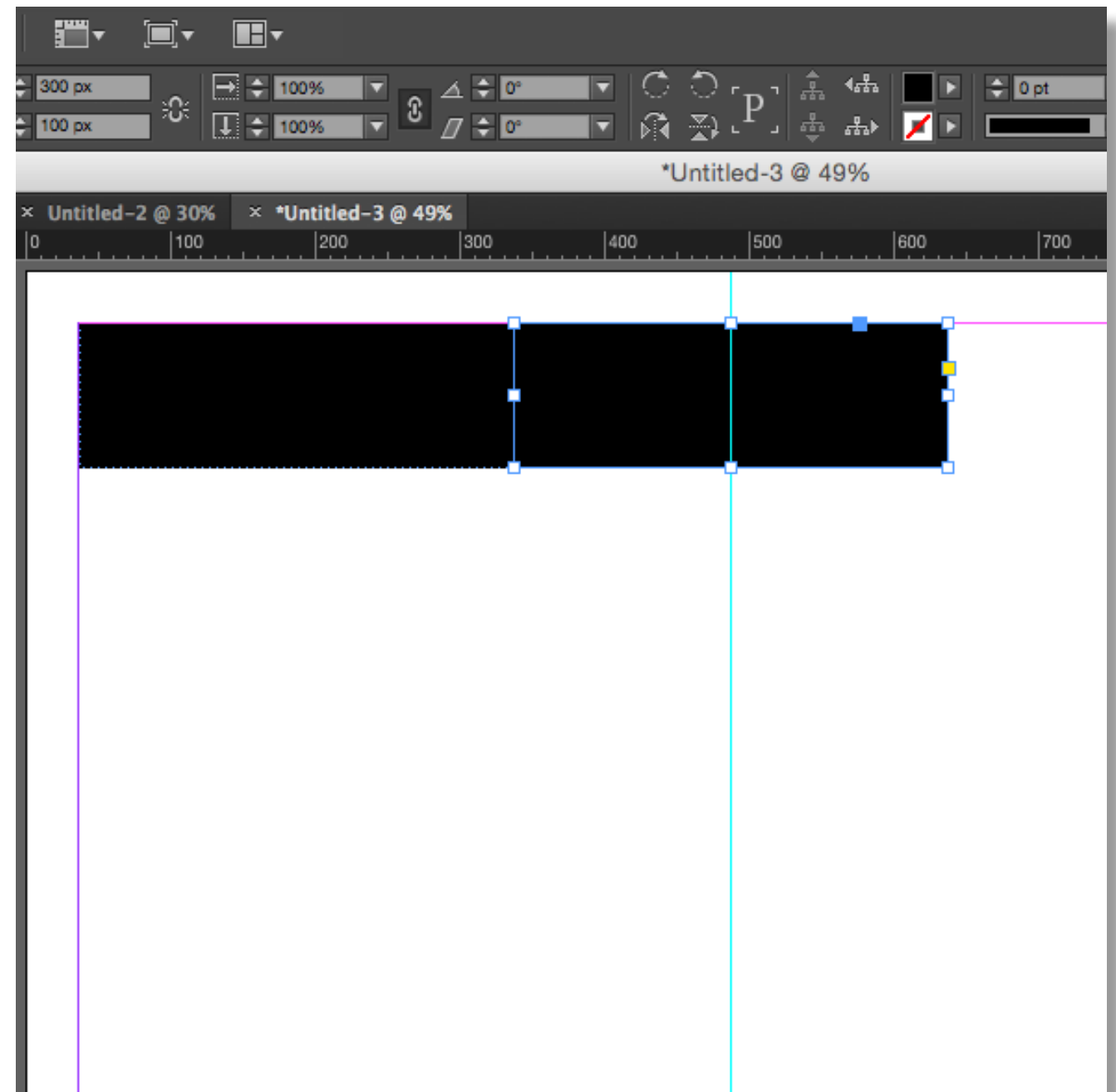
CREATING YOUR LAYOUT

• Double click on the A-Master so that all of these layout changes happen in the entire document for continuity

• Start by creating a rectangle using the rectangle tool.

• No outline

• Black Fill

• 300 px wide x 100 px tall
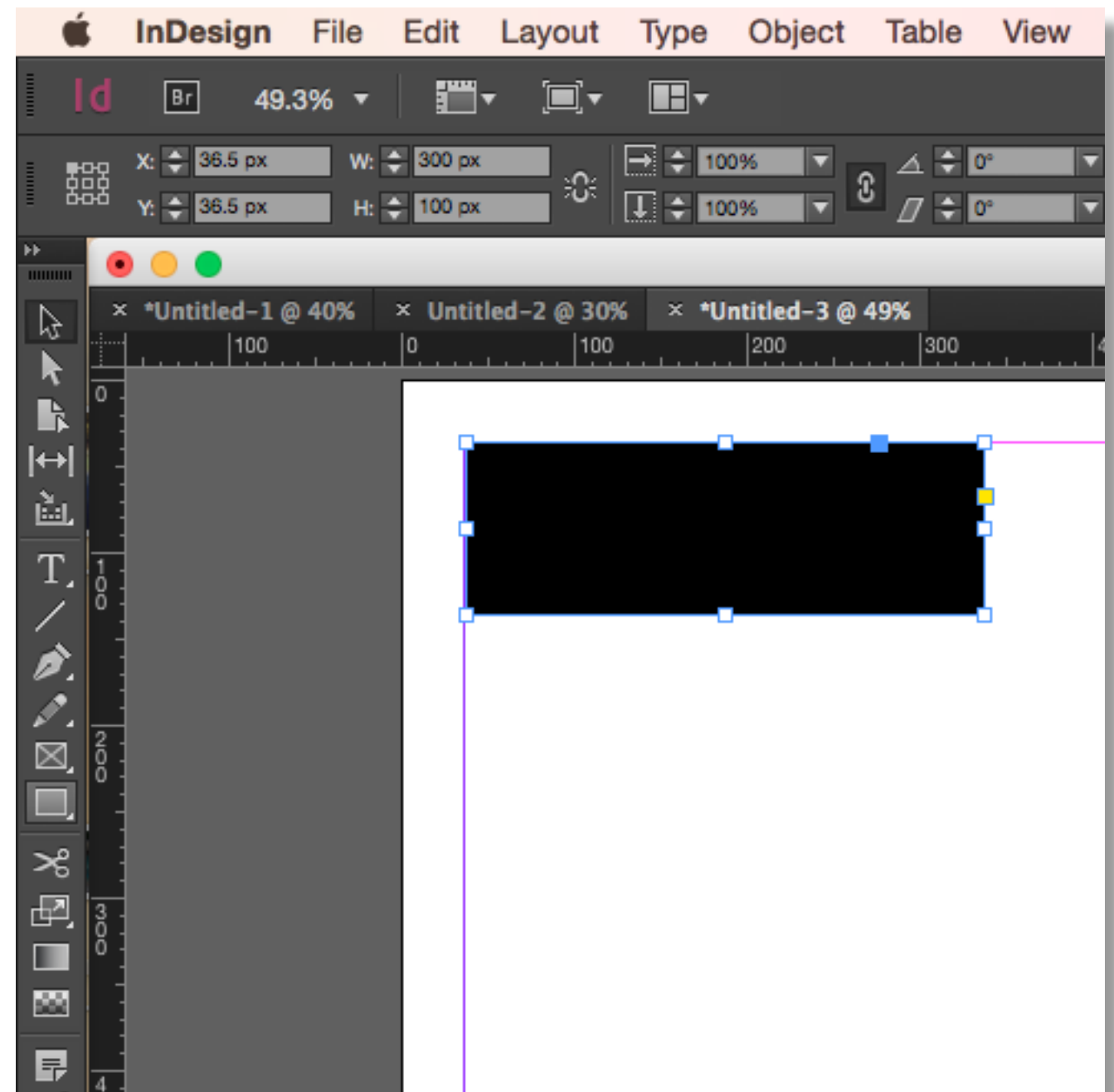
CREATING YOUR LAYOUT

• hold down command, option, & shift while you click and drag a copy of the 1st black rectangle directly beside the 1st.

• Drag a vertical guide from the ruler to the middle of the second rectangle.

CREATING YOUR LAYOUT

• reduce the 2nd rectangle to half of its size by dragging the right, middle anchor point in towards the guide you just placed.

• drag a new guide from the ruler to the new mid line of that rectangle.

• you can now delete the rectangle.

• these guides make the gutter to separate your text column from your image column.
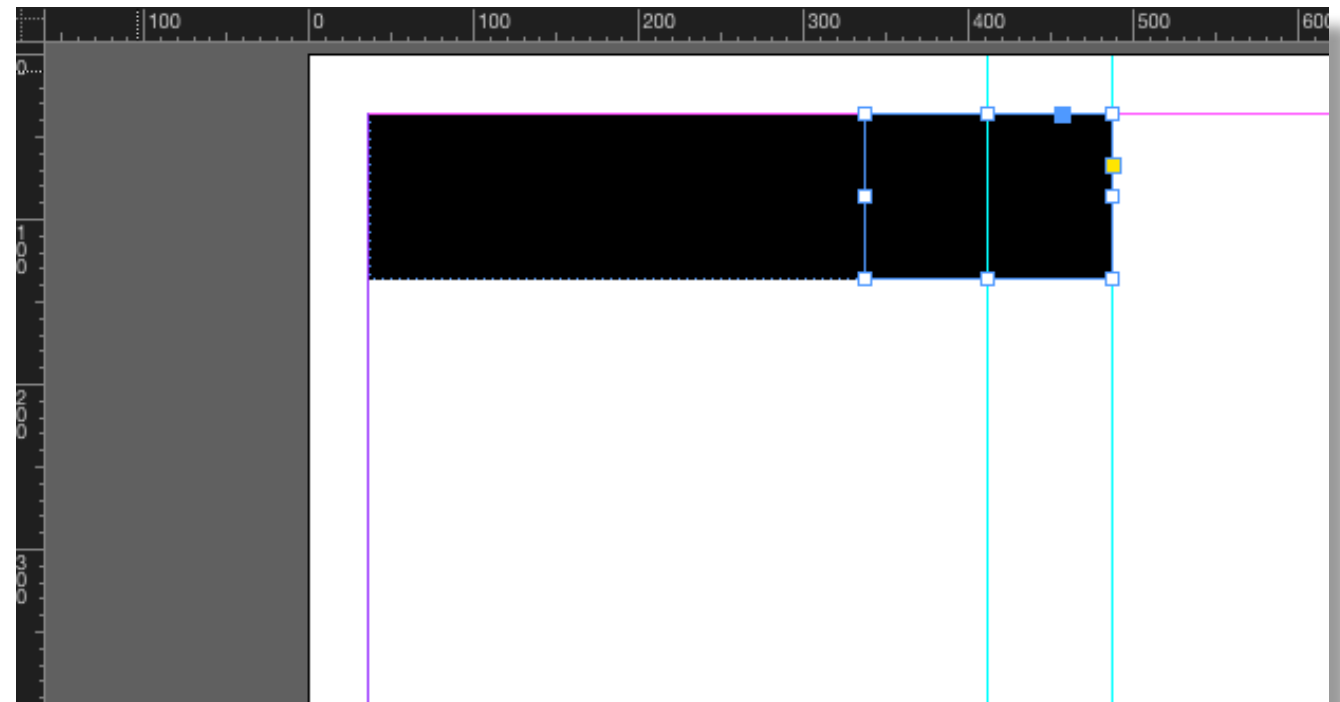
CREATING YOUR LAYOUT

• command,control,shift and drag a copy of the black rectangle directly below it. Notice the snaps guide it into place.

• drag one horizontal guide to the line where the two rectangles meet.

• drag another horizontal guide to the mid-line of the 2nd rectangle.

• Take that 2nd rectangle to the bottom left corner of the page, and drag yet another horizontal guide to the mid-line of that rectangle.
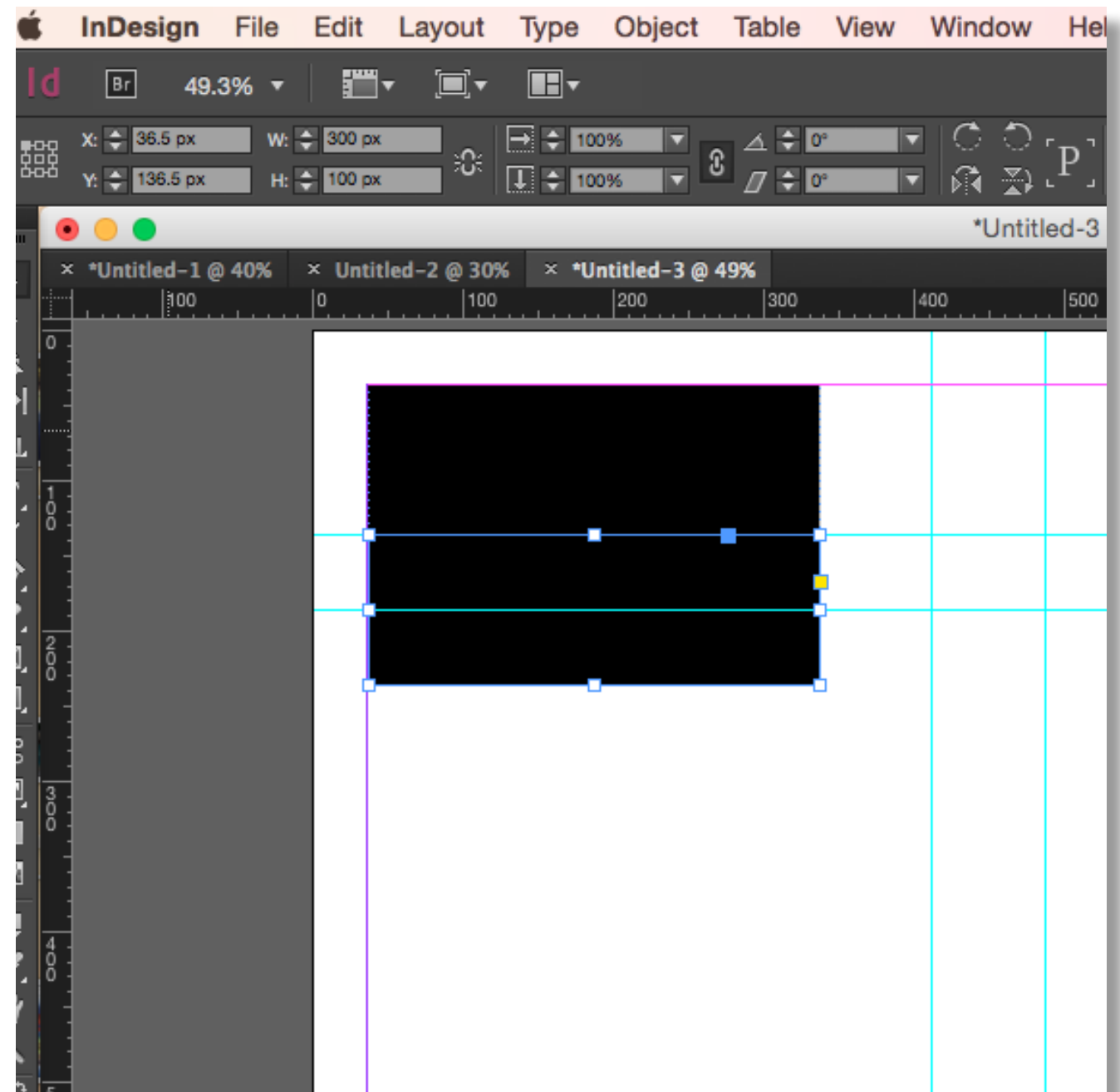
STYLING

• Drag the original rectangle to be the width of the page, keeping the height the same.

• select gradient on the tool bar

• in the swatches tab of the right side-bar, select new swatch, and then select the colors you want, name it, and say OK.

• give the rectangle the new gradient fill, and select no outline.
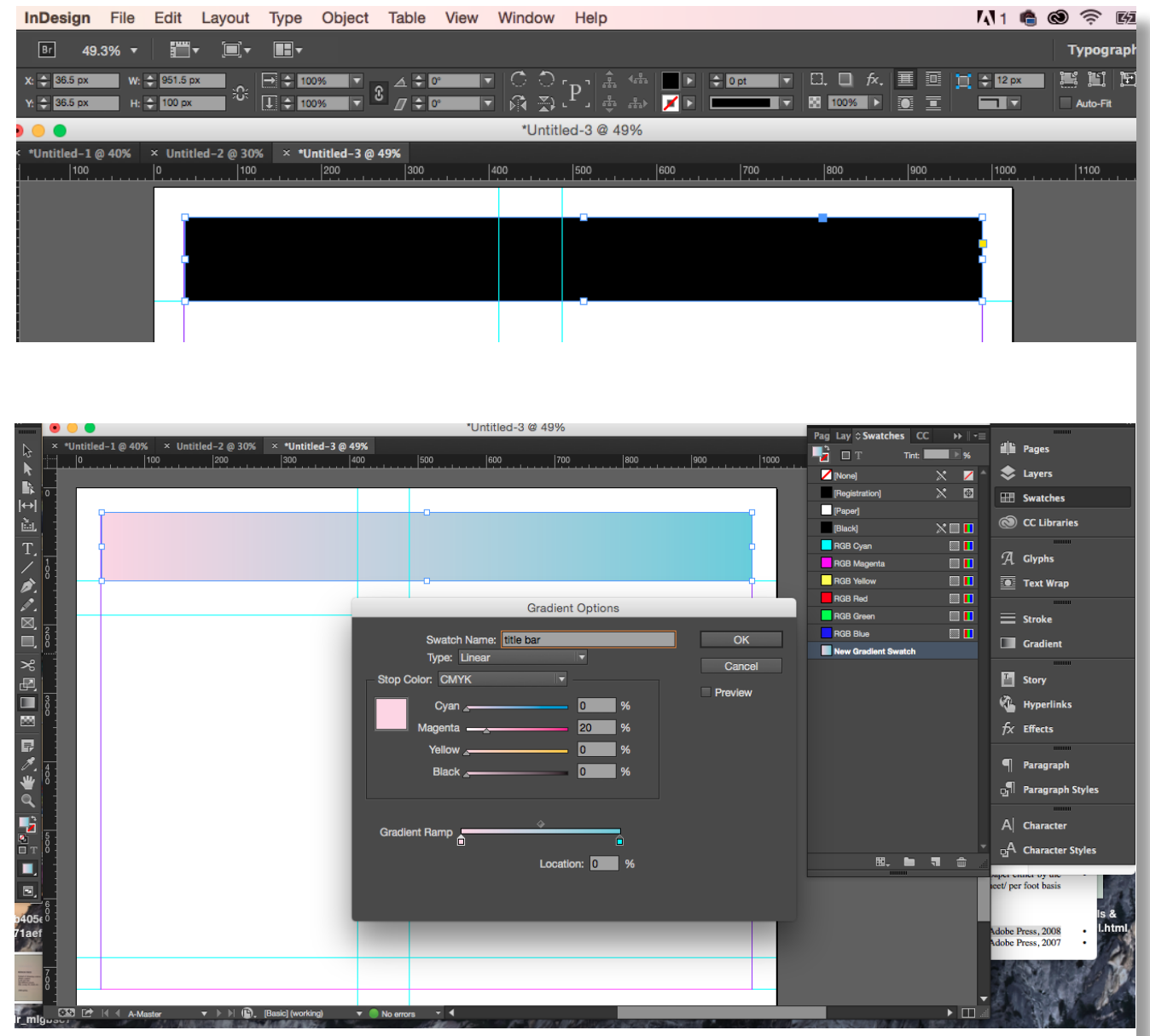
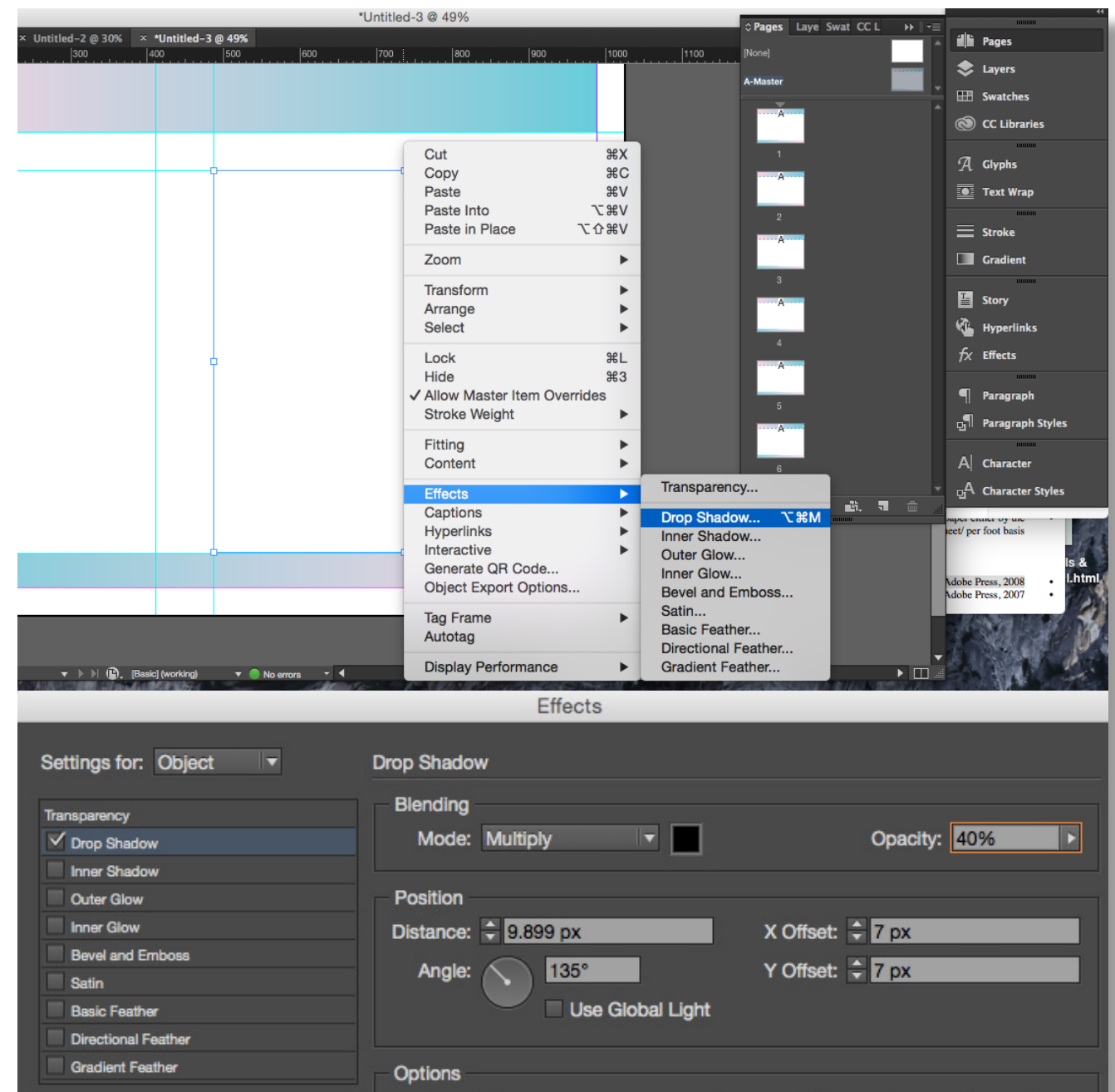• Create a bottom bar in the same way

IMAGE BOX

- create a rectangle in the right column: no outline / paper fill

- control + click on the rectangle and select effects > drop shadow

- change the opacity to 40% and leave the rest of the defaults

PARAGRAPH STYLES

• Double click on the 1st page of the document to get out of the A-Master.

• Select the Text tool and drag a text box the size of the top rectangle (type a title)

• Select the Paragraph Styles on the right and create a new paragraph style and title it "Title"

• First change the Basic Character Formats to be similar to mine seen here. Use a sans-serif font since this will be viewed on a computer.
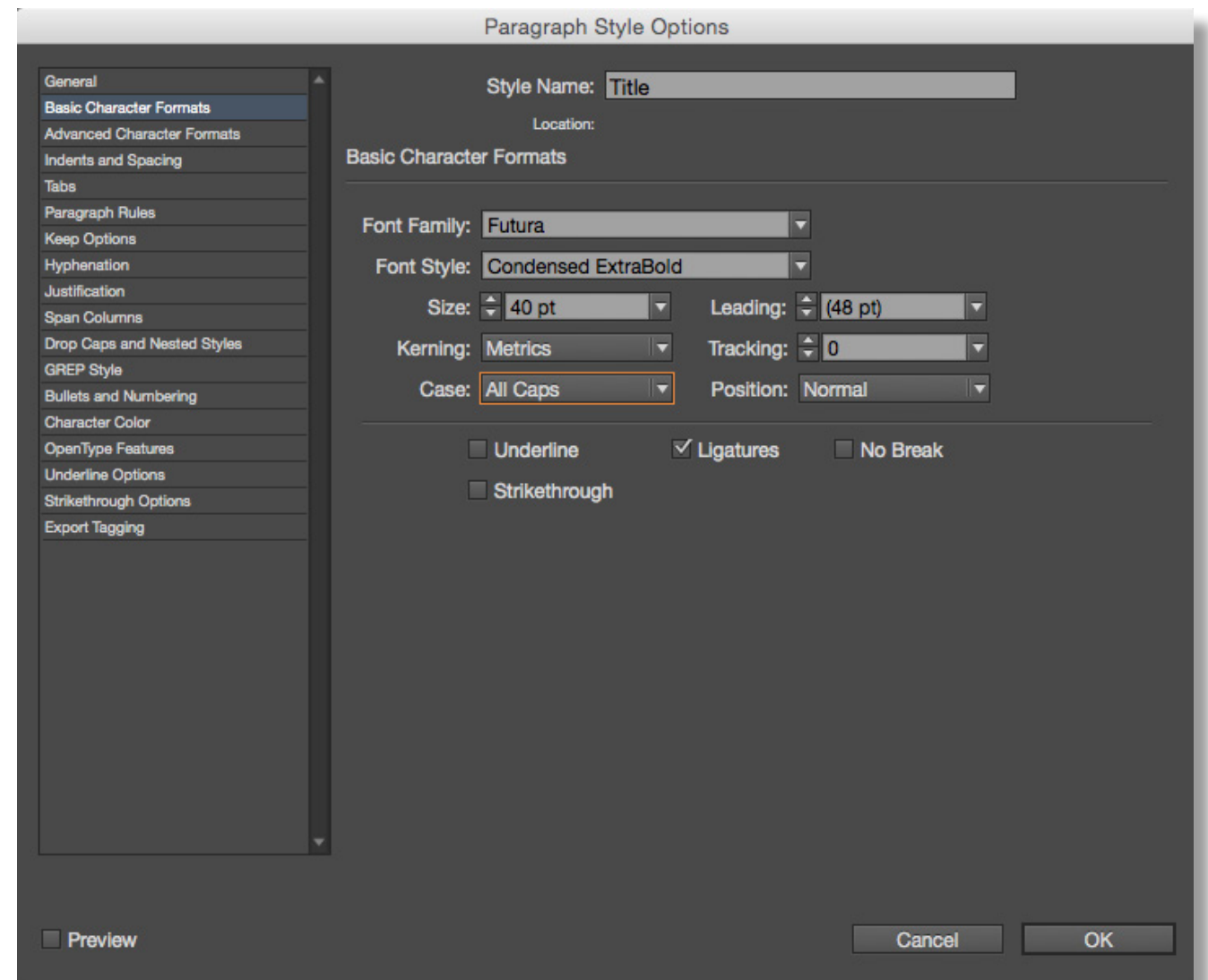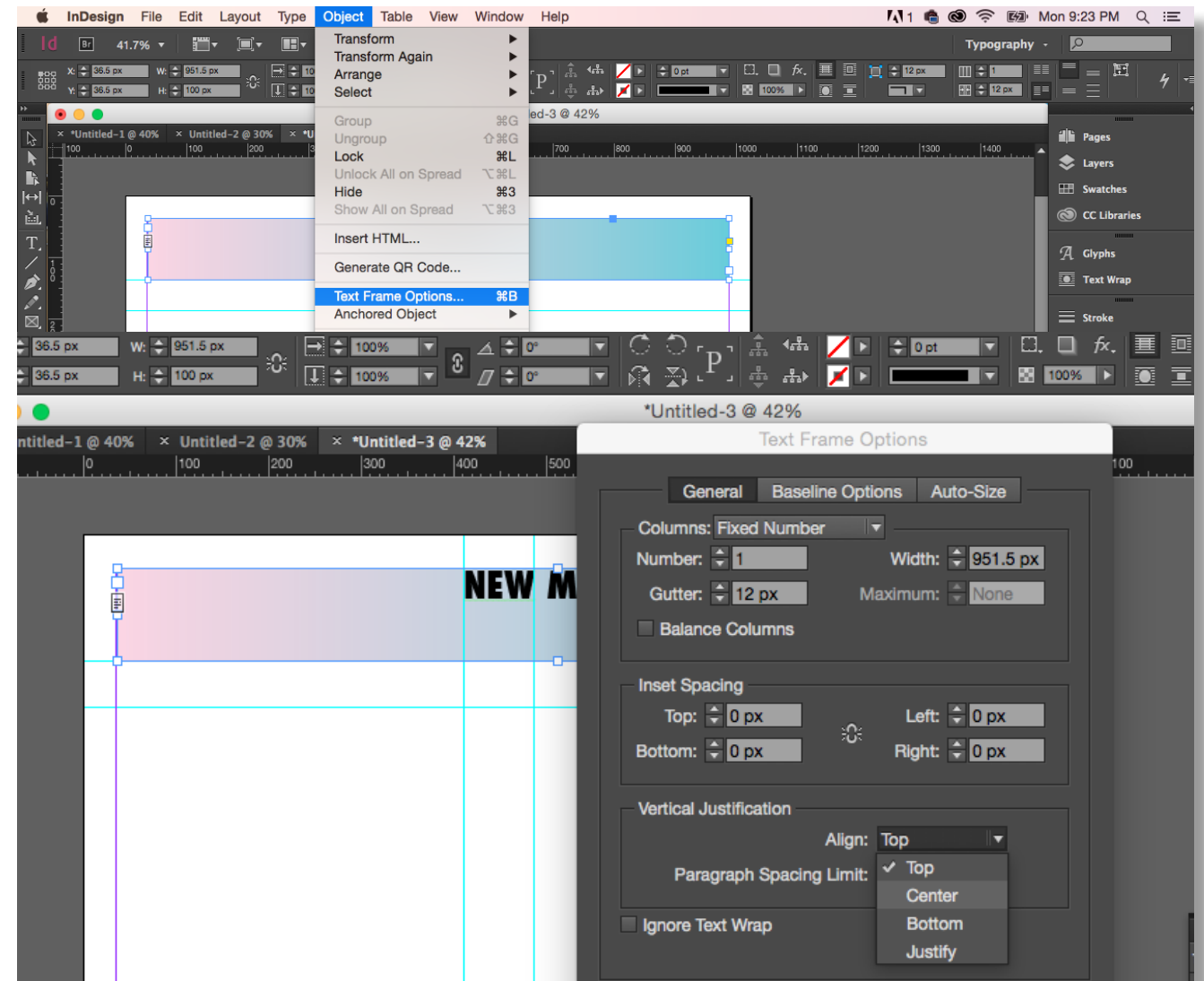
PARAGRAPH STYLES

• Still in your Title paragraph style, go to Indents and Spacing and select Center in the Alignment drop-down menu
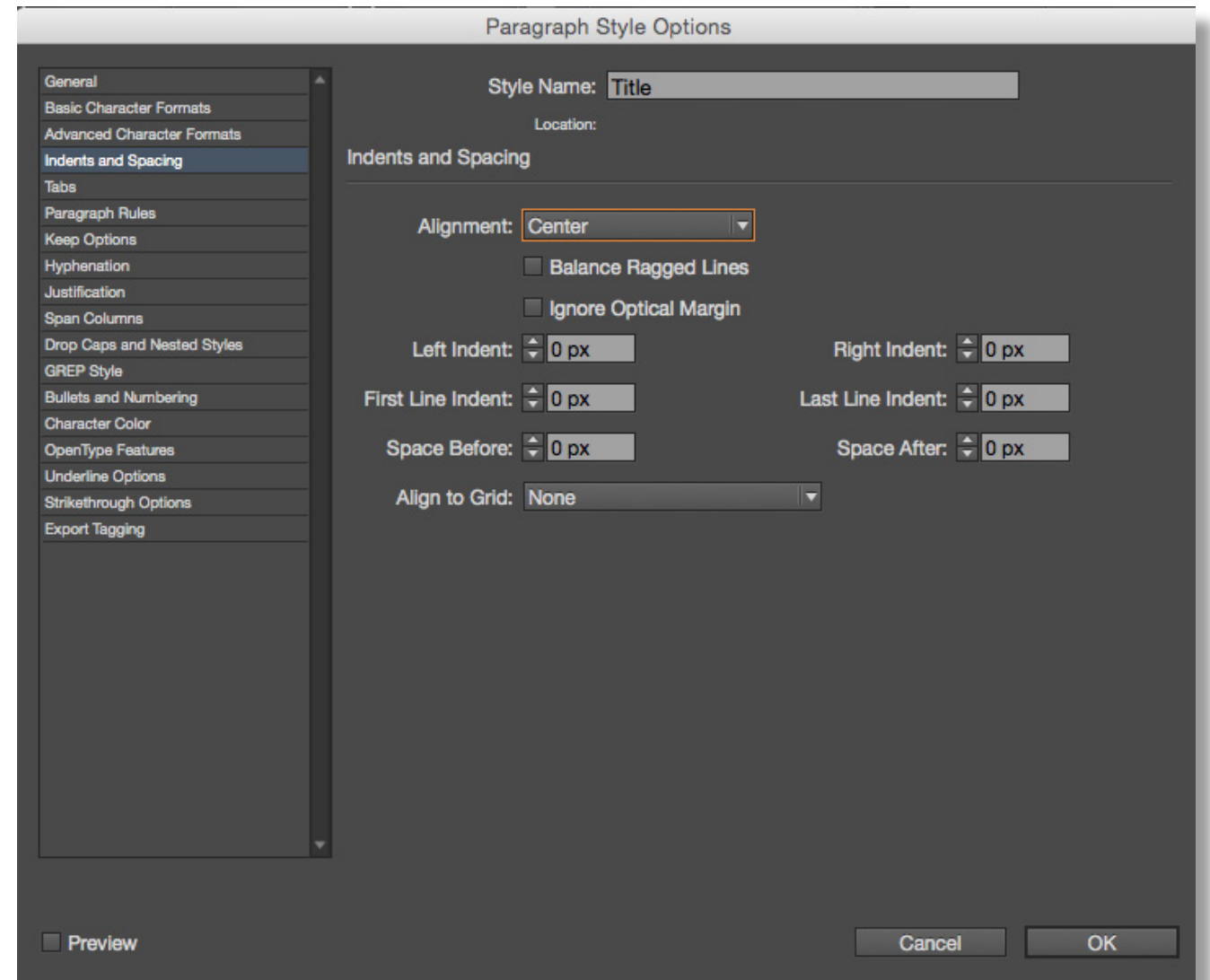
PARAGRAPH STYLES

• control click on your text box or go to Object > Text Frame Object and next to Vertical Justification, select Align > Center

PARAGRAPH STYLES

• Modify a Basic Paragraph Style to suit your needs for the text.

• As you can see I added bullets and modified the indents and spacing.

• Create more paragraph styles as you need them - say for captions under photographs and for quotes, ect. It will simplify your life to use these if you want to, say, change the font when you finish making your presentation.