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# INFOGRAPHIC **EXERCISES**



## EXERCISE: SIMPLIFY THE VISUAL

List all of the problems that you see with this visual.

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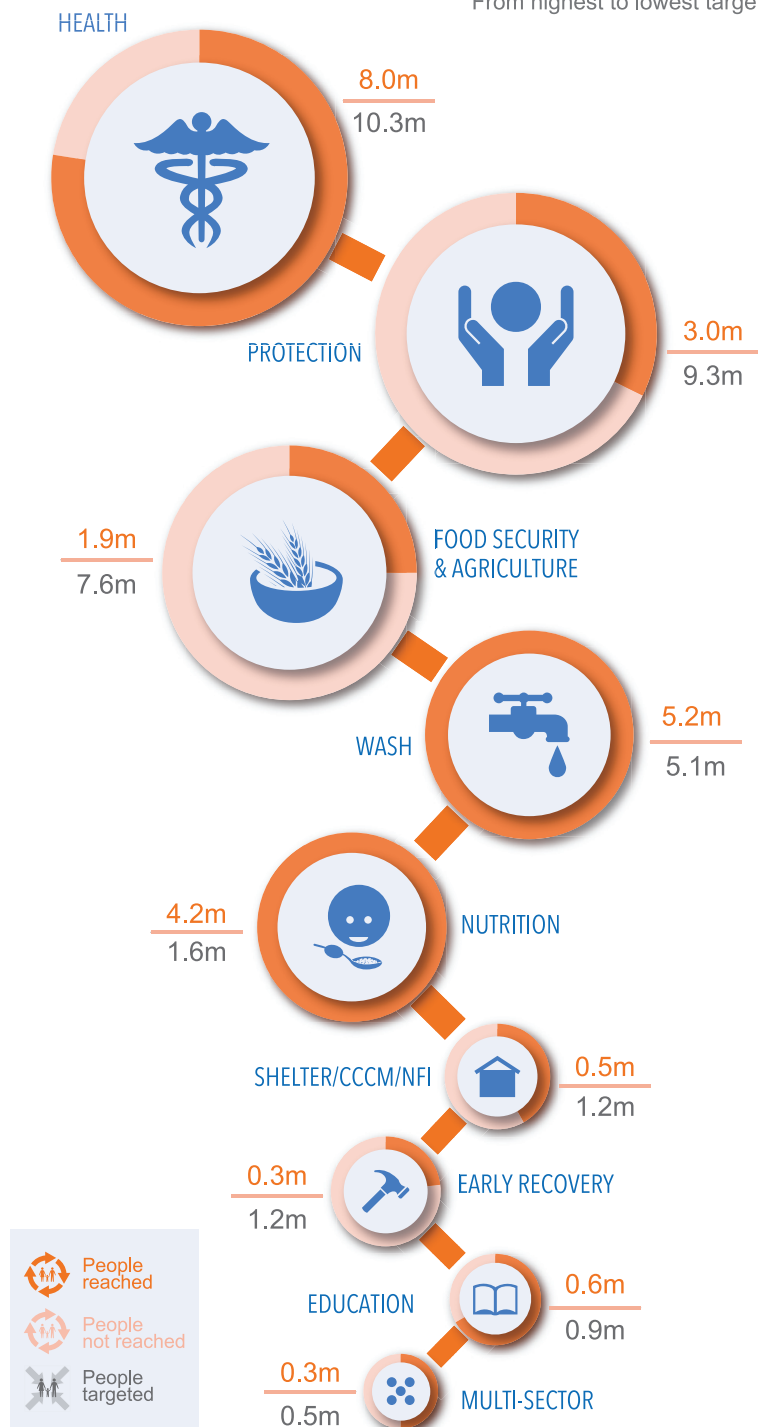
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### PEOPLE REACHED BY CLUSTER (December 2015)\*

\*From highest to lowest target.









## EXERCISE: EVALUATE THE LAYOUT

Look at the infographic on Burundi and answer the questions below. Highlight the problem areas directly on the infographic.

**Orientation:** Is the landscape layout the best choice?

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**Grid:** Does the infographic use a grid system?

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**Alignment:** Do elements in the infographic properly align to the grid system?

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**Proximity:** Analyse whether the sequence of the content makes sense. Are related elements close to each other? Is there distance between unrelated elements? Describe whether the infographic makes good use of the **enclosure**, **connection** and **separation** techniques.

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**Space:** Is the layout balanced, uncluttered and without too much empty space?

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**Consistency:** Is the style of elements consistent across the infographic?

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Sketch an improved version here.



## KEY FIGURES<sup>1</sup>

**269,678** Refugees Post-Influx

Tanzania	141,614
Rwanda	79,217
Uganda	25,507
DRC	23,340

**99,792** Internal Displaced Persons

Makamba:	15,380
Muyinga:	8,595
Rutana:	7,143
Ruyigi:	9,910
Kirundo:	395
Other provinces:	Estimates

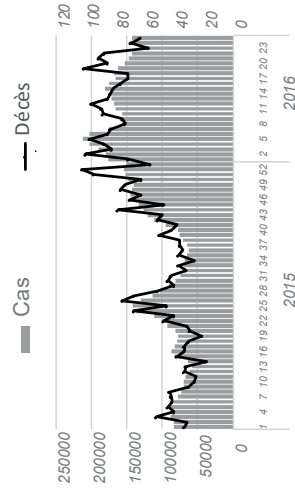
**4.6M** Food Insecure People

Severe	590,170
Moderate	4,011,150

**150,000** Children under 5 with Acute Malnutrition

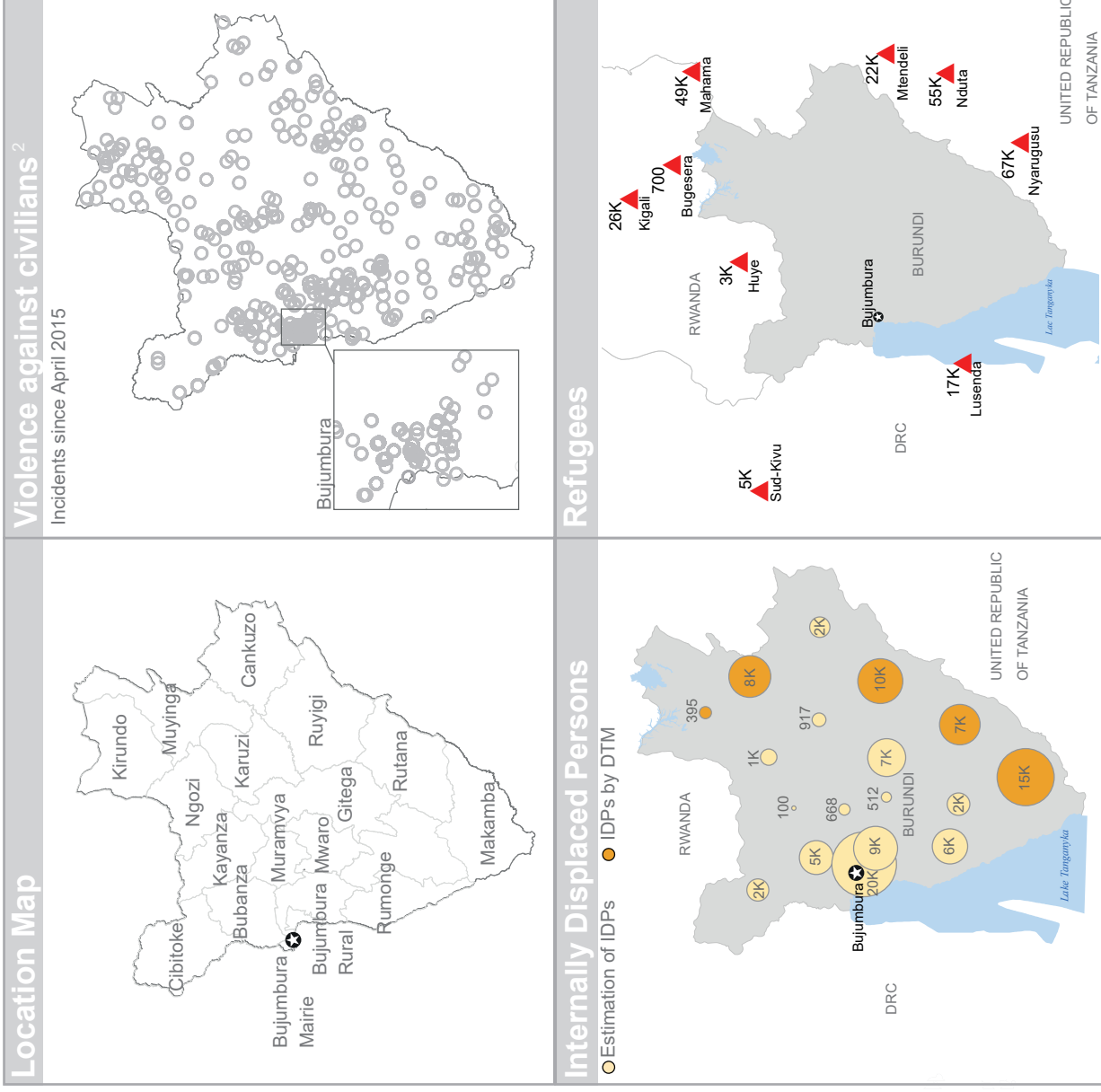
Severe	50,000
Moderate	100,000

**4.2M** Malaria cases in 2016

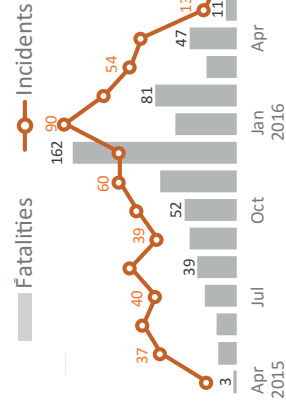


Creation date: 02 July 2016 | 1. Sources: UNHCR; OCHA, IOM (DTM May 2016), WFP (FSA May 2016), FAO, UNICEF (HRP Estimate), WHO (Jan to June 2016) | 2 Source: www.acleddata.com | 3 Source: Financial Tracking Services (FTS). DTM: Displacement Tracking Matrix. RRRP: Regional Refugee Response Plan. HRP: Humanitarian Response Plan

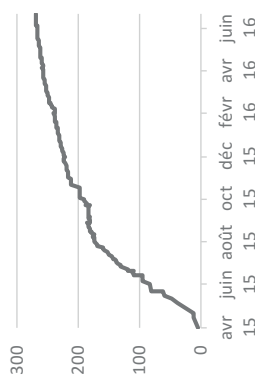
The boundaries and names shown and the designations used on these maps do not imply official endorsement or acceptance by the United Nations. Feedback: konate12@un.org www.unocha.org www.refliefweb.int



Incident trend (Apr 2015 - Jun 2016)<sup>2</sup>



Refugee trend (Apr 2015 - Jun 2016)<sup>1</sup>



Humanitarian Funding<sup>3</sup>



\*USD million



## EXERCISE: VISUALIZE DATA

Nigeria's north-east region is undergoing a humanitarian crisis due to prolonged conflict, continuous violence against civilians by Boko Haram, and counter-insurgency measures to combat terror. Over the last six years, more than 2.1 million people have fled towns and villages as their homes and farms were razed to the ground.

The Humanitarian Country Team meets tomorrow to discuss the response to displaced people. You have been asked to prepare an infographic that will summarize Nigeria's internal displacement situation.

Read IOM's displacement tracking matrix (DTM) report. Extract information that you find useful and then sketch the infographic (use the grid template).



## OVERVIEW

In response to the need for accurate information on internally displaced persons (IDPs) in Nigeria, the International Organization for Migration (IOM) began implementing the Displacement Tracking Matrix (DTM) project in July 2014. The project is supporting the Government of Nigeria and other humanitarian response partners to conduct IDPs assessments in a systematic way as well as to establish a profile of the IDP population.

Working in close collaboration with the National Emergency Management Agency (NEMA) and State Emergency Management Agencies (SEMAs), the DTM programme is worked to expand its reach to addressing the needs in accessible areas and gathering accurate information on the caseload of IDPs.

More and more LGAs are now accessible out of the 27 LGAs in insurgency-hit north-eastern State of Borno, bringing to light heightened need for immediate humanitarian response. IOM also assessed all LGAs in Yobe for the first time during this duration of this Round 11 Report. This is in addition to the assessments ongoing in 12 other states (Abuja FCT, Adamawa, Bauchi, Benue, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara) that cover a total of 224 LGAs and 1,495 wards where IDPs had been identified.

Since December 2015, IOM has also been conducting Biometric Registration of IDPs in camps, camp-like sites and host communities in the three north-eastern States of Adamawa, Borno and Yobe. Biometric Registration includes capturing fingerprints of all members of household and in case of children below five photographs are taken. A profile of each IDP is created by collecting detailed information at the household level. The data is captured through an individual interview with the head of household and includes information on household members, displacement history, education, livelihood, return intention, assistance received and needs as well as on vulnerability.

The registered family is given an electronic card that is unique to them and the technology helps in removing duplications and accurate targeting of intended beneficiary. While following IOM's international principles of confidentiality and data protection, biometric data is shared with humanitarian agencies to aid targeted assistance in selected communities of their intervention. To date, over 300,000 beneficiaries had been registered in north-east Nigeria by IOM.

The DTM teams are composed of representatives of NEMA, SEMAs, the Nigerian Red Cross and IOM. The assessment includes the collection of baseline information at LGAs and ward level and detailed surveys in camps and camp-like sites. The DTM programme is funded by the United States Agency for International Development (USAID) and the European Commission's Humanitarian Aid and Civil Protection department (ECHO). NEMA is also providing financial support to the programme.

## 1 POPULATION PROFILE

### 1A: LOCATION OF DISPLACEMENT

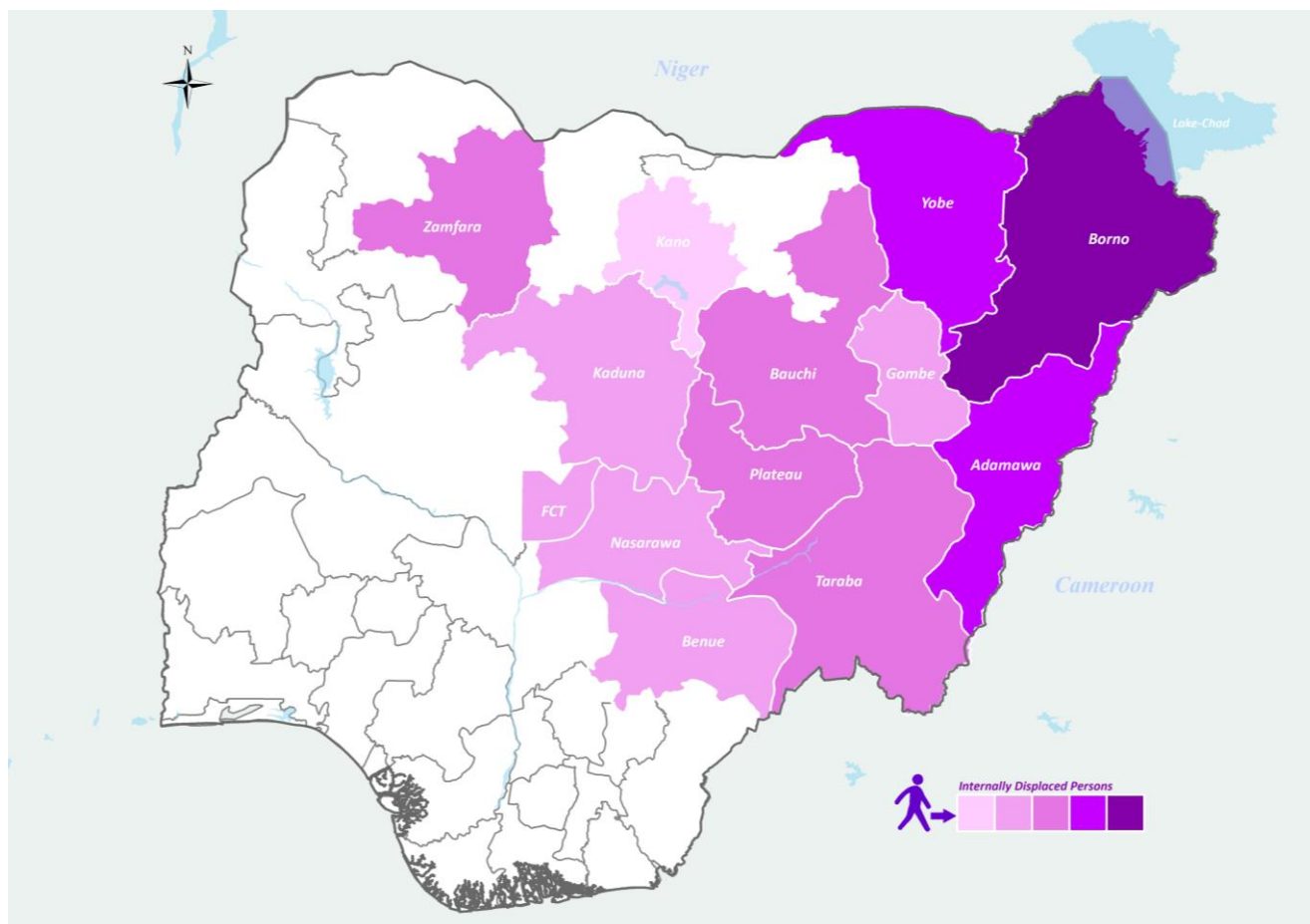
The total number of IDPs identified in Abuja, Adamawa, Bauchi, Benue, Borno, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara as of 31 August 2016 is 2,093,030 IDPs (370,389 households).

*Table 1: Total IDP population by current location (State)*

State	Households	Individuals	Avg HH Size	Percentage
ADAMAWA	36,189	163,559	4.52	7.81%
BAUCHI	10,136	61,717	6.09	2.95%
BENUE	5,497	30,584	5.56	1.46%
BORNO	253,951	1,446,829	5.7	69.13%
FCT	3,160	20,924	6.62	1.00%
GOMBE	5,111	28,972	5.67	1.38%
KADUNA	3,842	28,927	7.53	1.38%
KANO	1,841	9,910	5.38	0.47%
NASARAWA	3,664	24,795	6.77	1.18%
PLATEAU	8,692	45,746	5.26	2.19%
TARABA	8,230	47,195	5.73	2.25%
YOBE	20,901	135,442	6.48	6.47%
ZAMFARA	9,175	48,430	5.28	2.31%
Grand Total	370,389	2,093,030	5.65	100%



In total, 1,878,205 IDPs have been displaced by the insurgency with the highest numbers recorded in Borno, Adamawa and Yobe states.



Map 1: Severity Map showing the population density of IDPs per state of displacement.

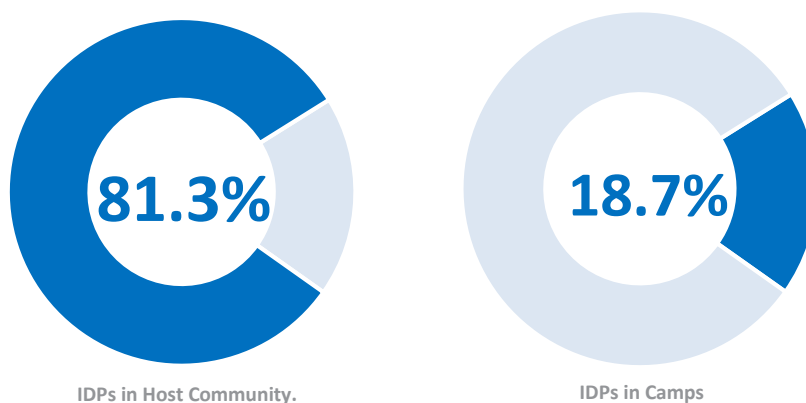
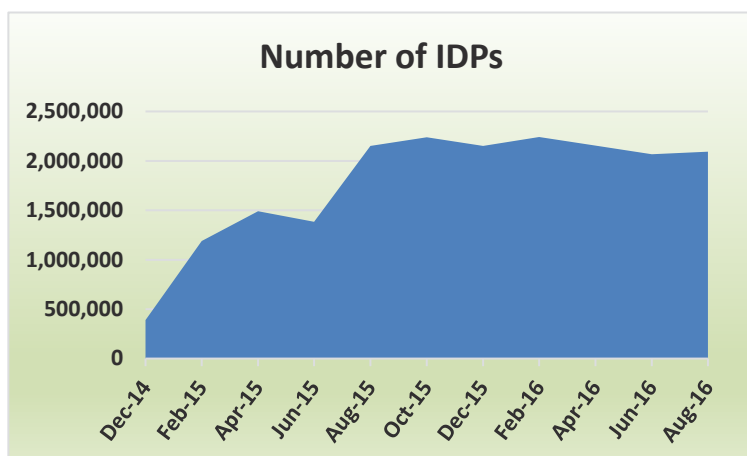


Fig 1: Percentage of IDPs in Host community and in Camps





The increase in the number of IDPs compared to the last round of assessment (2,066,783 IDPs) is mainly due to the fact that more areas became accessible in Borno and all LGAs became accessible in Yobe. Particularly, Monguno town in Borno witnessed influx of IDPs on account of returnees and people from neighbouring areas moving in. In Yobe, access to Gujba and Gulani led to increase in number of IDPs recorded. Some IDPs are also returning to the place of origin for farming purposes due to the ongoing rainy season. In Borno, Maiduguri LGA is hosting the highest number of IDPs (614,724), while most IDPs in Adamawa and Yobe were found respectively in Girei (28,657) and Gujba (26,417) LGAs.

Chart 1: Number of IDPs (December 2014/June 2016)

Table 2: Total IDP population per round and states covered

Round	Release Date	Number of IDPs	States covered
I	Dec-2014	389,281	Adamawa, Bauchi, Gombe, Taraba and Yobe
II	Feb-2015	1,188,018	Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe
III	Apr-2015	1,491,706	Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe
IV	Jun-2015	1,385,298	Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe
V	Aug-2015	2,150,451	Abuja, Adamawa, Bauchi, Borno, Gombe, Nasarawa, Taraba and Yobe
VI	Oct-2015	2,239,749	Abuja, Adamawa, Bauchi, Borno, Gombe, Kaduna, Nasarawa, Plateau, Taraba and Yobe
VII	Dec-2015	2,151,979	Abuja, Adamawa, Bauchi, Benue, Borno, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara.
VIII	Feb-2016	2,241,484	Abuja, Adamawa, Bauchi, Benue, Borno, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara.
IX	Apr-2016	2,155,618	Abuja, Adamawa, Bauchi, Benue, Borno, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara
X	Jun-2016	2,066,783	Abuja, Adamawa, Bauchi, Benue, Borno, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara
XI	Aug-2016	2,093,030	Abuja, Adamawa, Bauchi, Benue, Borno, Gombe, Kaduna, Kano, Nasarawa, Plateau, Taraba, Yobe and Zamfara

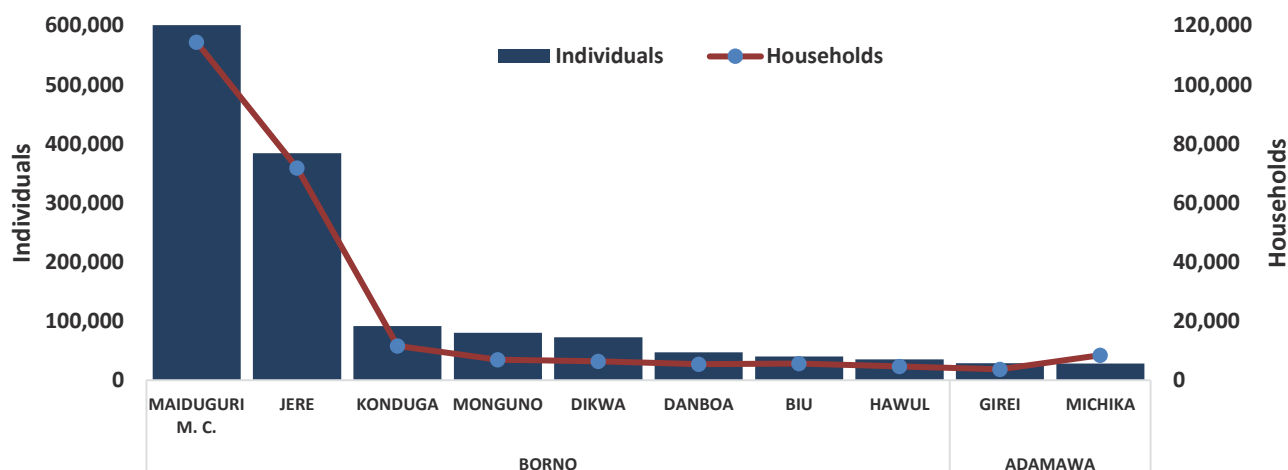


Chart 2: LGAs with the highest concentration of IDPs in the North-East



## 1B: DEMOGRAPHIC DATA

The demographic profile of the IDP population is the result of a sample survey conducted on 20 households in each of the wards assessed by the DTM team. In total, 29,900 households were interviewed to obtain a detailed age and sex breakdown. This sample represents 7% of the identified IDP population.

After extrapolation, the results show that 52.95% of the IDP population are female and 47.05% are male. Children under 18 constitute 54% of the IDP population and more than half of them are under five years old.

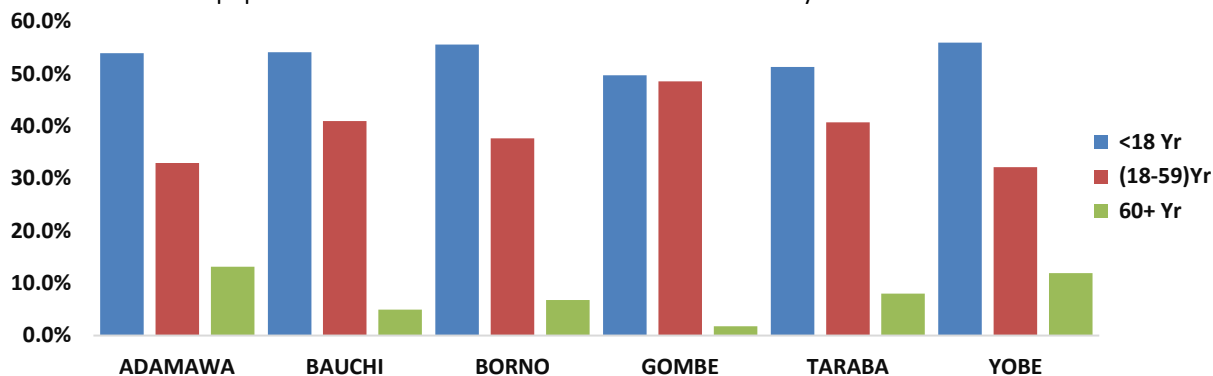


Chart 3a: Age Breakdown

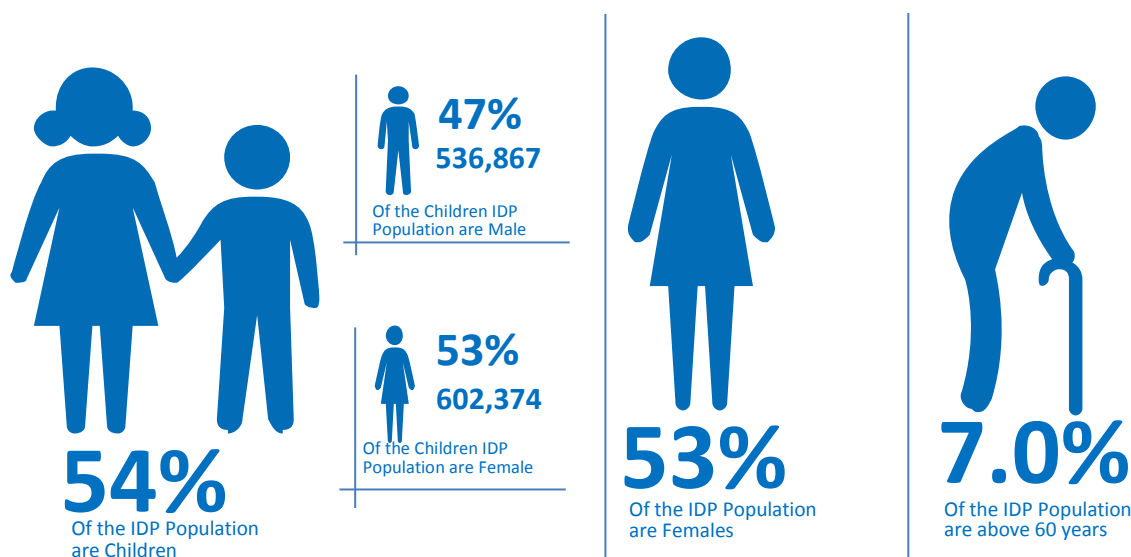


Fig 4: IDP Population by major age groups and sex breakdown

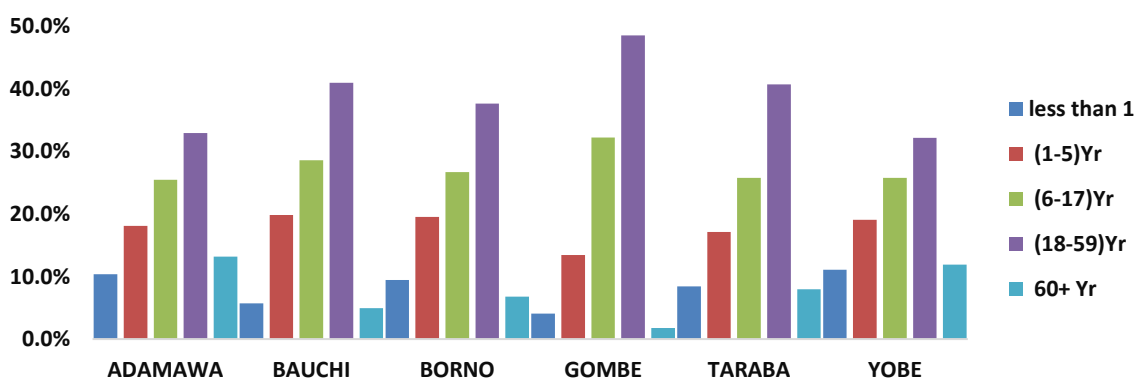


Chart 3b: Age Breakdown



## 1C: REASONS OF DISPLACEMENT

Most IDPs identified through the DTM assessments were displaced because of the insurgency. This is especially the case in Adamawa, Bauchi, Borno, Gombe and Yobe where 89.74% (1,878,205) IDPs were displaced due to the conflict.

Communal clashes were the second highest reason for displacement (8.85%) in the areas assessed with natural disaster comprising 1.41%.

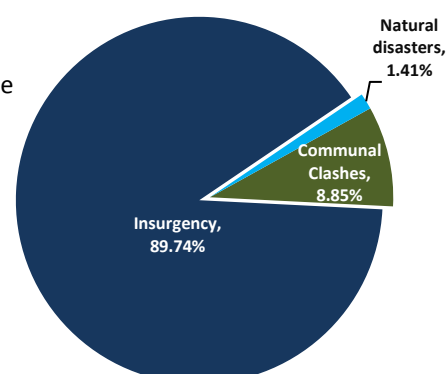
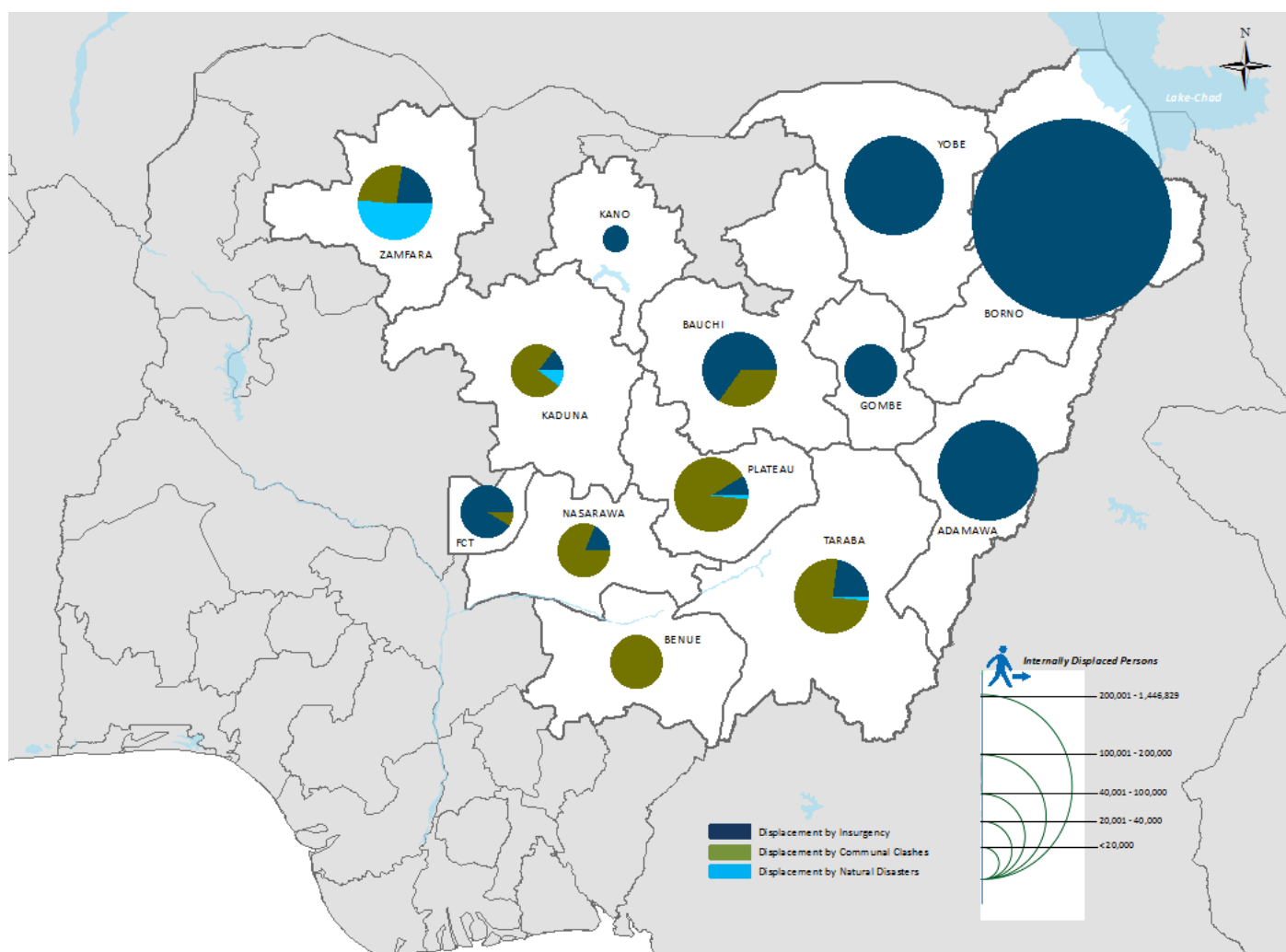


Chart 4: IDP Population by reason for displacement



Map 2: IDP Population by Reasons of Displacement.





# ADOBE ILLUSTRATOR

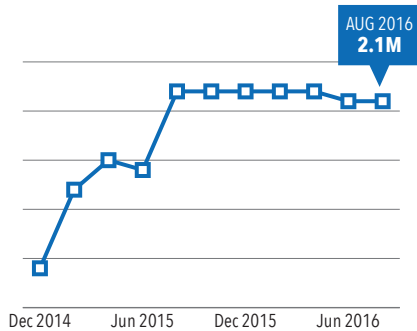
The Adobe Illustrator program is used to create vector illustrations/graphics (.ai/.eps/.svg) that can be used for logos, banners, infographics and flyers in print and digital form.

In this tutorial, we will learn how to use Illustrator to create a one-page infographic (see page 2).

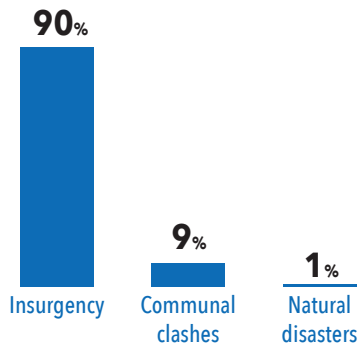


Nigeria's north-east region is undergoing a humanitarian crisis due to prolonged conflict, continuous violence against civilians by Boko Haram, and counter-insurgency measures to combat terror. Over the last six years, more than 2.1 million people have fled towns and villages as their homes and farms were razed to the ground.

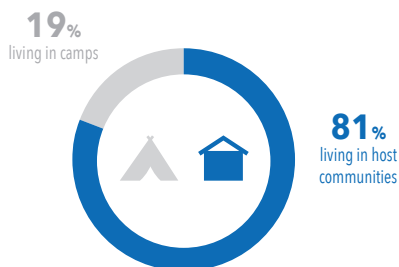
## TREND



## REASONS OF DISPLACEMENT

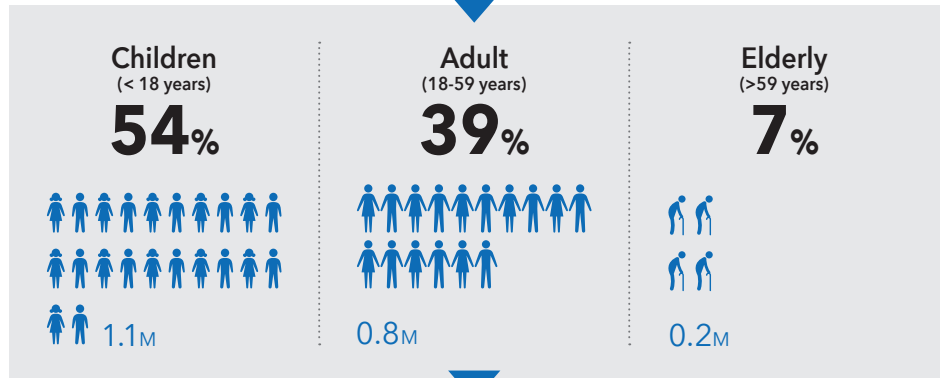


## PLACE OF LIVING

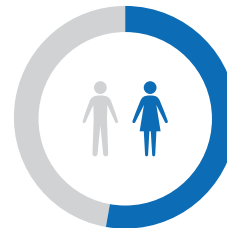


## INTERNALLY DISPLACED PEOPLE

# 2.1 MILLION

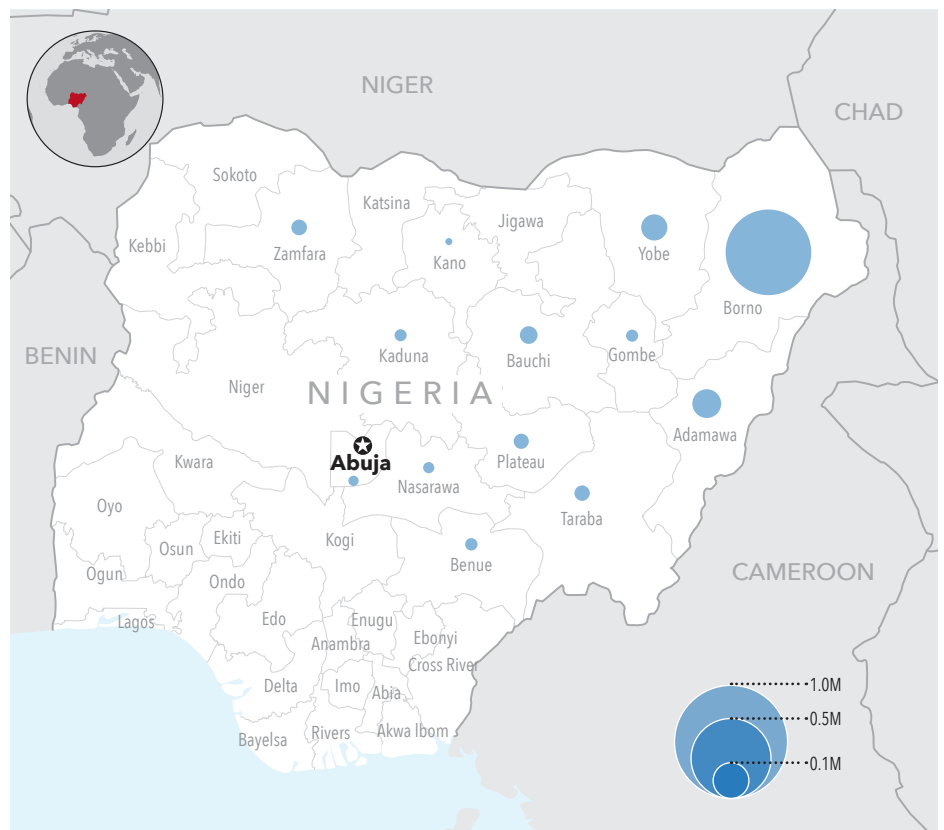


47%  
male



53%  
female

## LOCATIONS





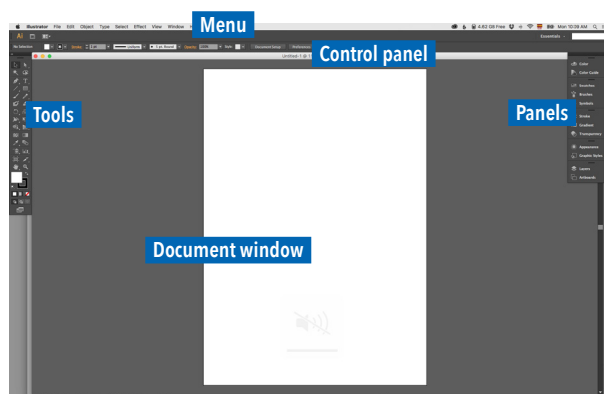
## SETTINGS AND WORKSPACE

### Workspace overview

You create and manipulate your documents and files using various elements, such as panels, tools and windows. Any arrangement of these elements is called a workspace. Several pre-set workspaces are available, or you can customize your own.



Click on the **Window** menu to open a new panel and drag it to the floating panel to add it in your workspace.



### Managing panels

When the panels display only their name or icon, they are in collapsed mode.

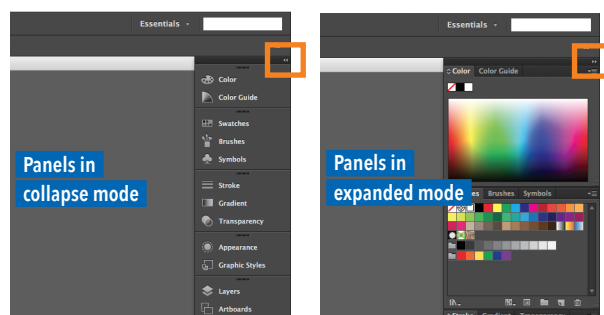


To collapse or expand all panel icons in a column, click the **double arrow** icon at the top of the dock. Notice how all the docked panels expand to reveal their options.

Click the **double-arrow** icon again to collapse the dock and return the panels to their previous state.

To resize panel icons so that you only see the icons (and not the labels), adjust the width of the dock until the text disappears.

To display the icon text again, make the dock wider.





## LAYOUT

### Create a new document using an OCHA template

To make your work easier, we have pre-made an OCHA template containing a banner, globe, footer and colour swatches.

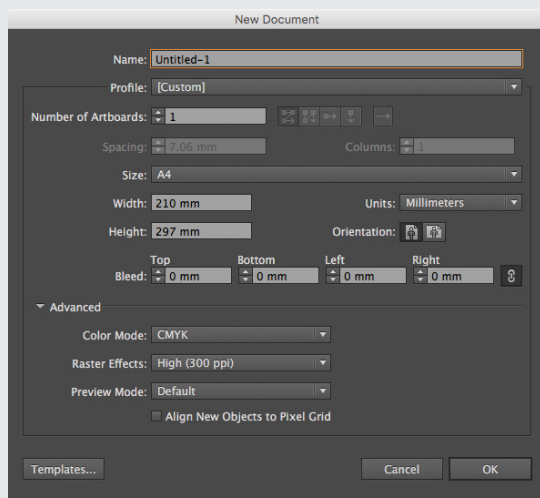


To create a new document using a template, click **File > New from Template**. Browse to [day2\\_adobe\illustrator\template\portrait\\_A4\\_ex.ait](#) and click **New**.

In you need to create a new document from scratch, follow these steps:



Click **File > New**. This will open the Document Setup dialog box. Set up the page size and orientation for your document. Select Print (CMYK / 300ppi) preset profile and change the units to millimetres. Click **Ok**.



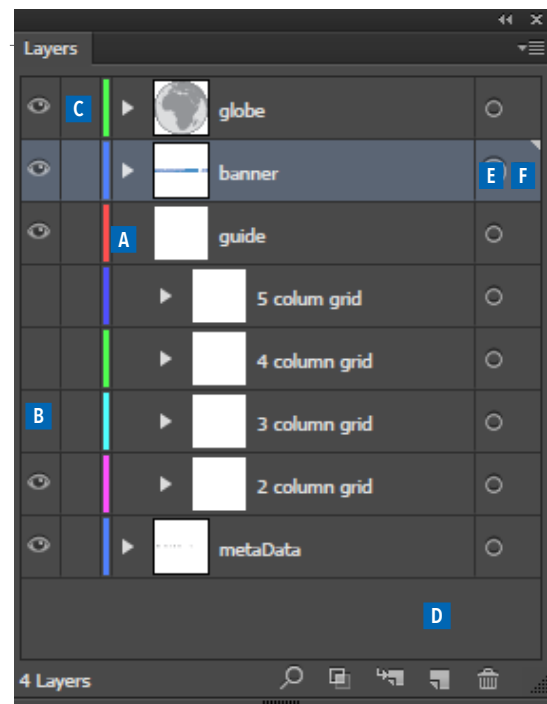
### Layers

Use the “Layers” panel to list, organize and edit the objects in a document. Think of layers as clear folders that contain artwork. If you reshuffle the folders, you change the stacking order of the items in your artwork. You can move items between folders and create subfolders within folders. The Layers panel provides an easy way to select, hide, lock and change the appearance attributes of artwork.

*Open layer panel*



**Windows > Layers**



*Open subfolders*



Click on the arrow (A) to view the subfolders.




You will see that under the folder “guide”, we have pre-made four grid systems.


### Show/hide layers

- Click on the “**Visibility Column**” (B) to show  and hide layers (blank space). Hide the “2 column grid” folder.

### Lock layers

- Click on the “**Edit Column**”(C) to lock and unlock layers. The locked layers will no longer be selectable and you will see a lock  in the Layers panel.

### Create a new layer

- Select the layer “guide” by clicking on the name of the layer.  
Click the “**Create New Layer**” (D)  button in the “Layers” panel. A new layer will appear above the “guide” layer.

### Change layer name


- Double-click on the layer to change its name to “**grid**”.

### Organizing

The layers panel lists layers with the front-most layer appearing at the top of the panel.


- Click and drag objects (or layers) to organize your project.

### Select all the objects of the layer

Click the “**target column**” (E) to select objects of the layer. Notice that when an object is selected, the “**selection column**” (F) is highlighted .

### Locate an item in the Layers panel


When you select an item in your document window, you can quickly locate the corresponding item in the Layers panel using the Locate Object command. This command is especially helpful for locating items in collapsed layers.

- Select the blue banner using the selection tool  in the document window. Choose Locate Object from the Layers panel menu.

## Grid

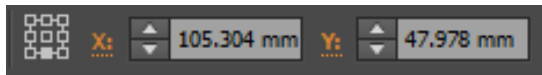
A grid will help you to create a proportional structure that brings clarity, order, consistency and harmony to your design. The OCHA template provides four pre-made grid systems (2, 3, 4 and 5 column grid design). However, for this exercise, let's create a new grid system from scratch so that you learn how to do it.

### Set up the margins

- Activate the rulers in the top menu **View > Rulers > Show Rulers**. Make sure that the guides are unlocked (**View > Guides** and “Lock Guides” should be unselected).  
Click inside the Horizontal ruler on the top and drag a new guide into the artboard.  
If your ruler is not in millimetres, place your mouse inside the Horizontal ruler, **right-click** and select **millimetres**. Keeping the guide selected (if you have unselected the guide, use the selection tool  to select it again), you



will see an X and Y value on the top.



We will set up the guide's position by changing these values.

For the top margin, type **25mm** in the **Y value** and press **Enter**. Remember that the guide should be selected (highlighted).

Repeat the same process for the bottom margin with a Y value of **272mm**.

For left and right margins, drag the guide from the left vertical ruler. Set the X value to **10mm** for the left margin and **200mm** for the right margin.

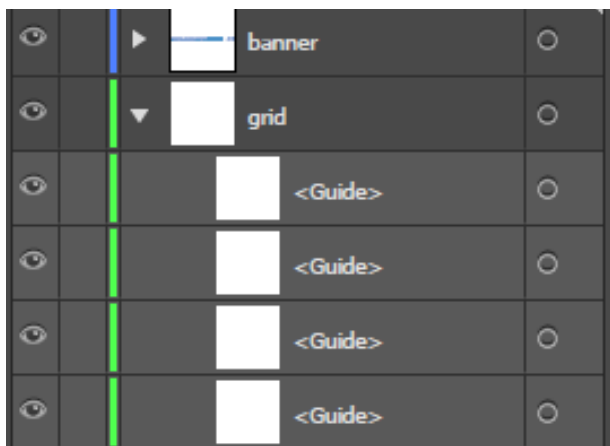


### Tips

Adobe Illustrator does the calculation for you. For example, if you would like to move your guide position on the right by 10mm, you can simply type + 10mm and click Enter.



In the Layers panel, organize the guides that you have just created in the “grid” folder.



### Smart guides

Smart Guides are temporary snap-to guides that appear when you create or manipulate objects or artboards. They help you align, edit and transform objects or artboards relative to other objects, artboards or both by snap-aligning and displaying X, Y location and delta values.




Choose **View > Smart Guides** to turn on smart guides.

### Draw a rectangle

We will first draw a rectangle that will be used as a base to create a grid system of three columns and four rows.



Select the **Rectangle tool** , click and drag on the artboard to create a rectangle that follows the margins. Make sure that the rectangle snaps to the guides (the dimension of the rectangle should be 190mm by 247 mm if properly snapped).

### Create grid



With the rectangle still selected, click on **Object > Path > Split Into Grid**.

In the panel, enter **4** for the number of rows, **3** for the number of columns and **10mm** for the gutters. Click on **Preview** to preview the grid. Click **Ok**. You now have 4x3=12 rectangles.

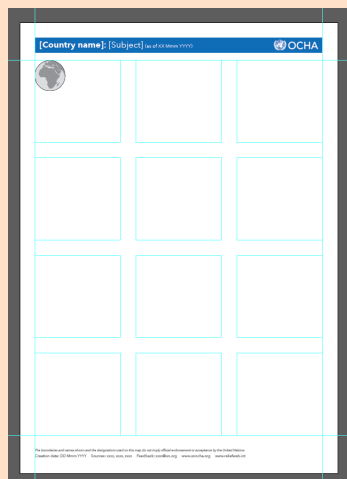
### Convert to guide



With the rectangles still selected, right-click and select **Make Guides**. The rectangles are now transformed to guides. They will appear in bright blue and won't print.



Your document should look like this →



### Add divider guides

We will add vertical and horizontal guides in between the modules so that we can align the divider lines later.

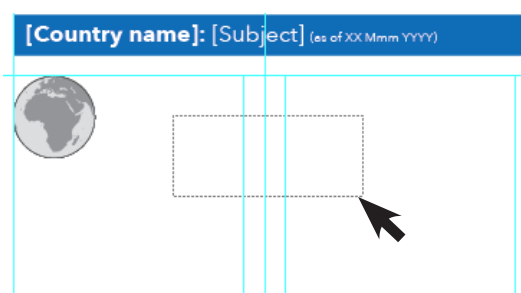



Add two new vertical guides in between the rectangles. The placement does not need to be exact as we will align them.

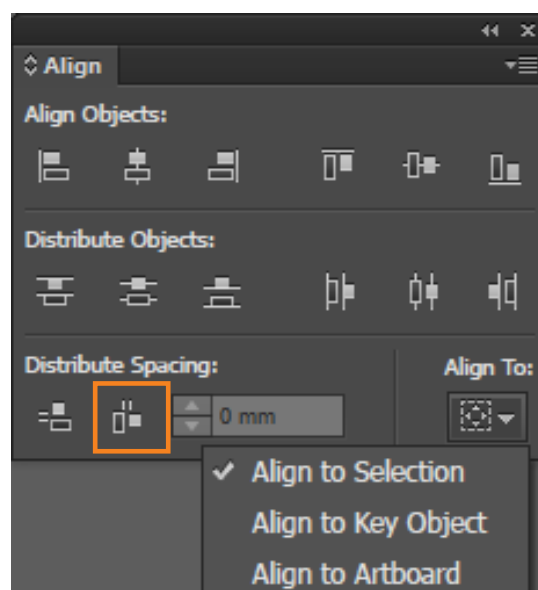
### Align




Select the two top-left rectangles and the vertical guide placed in between the two rectangles by using the selection tool and dragging over them. Make sure that you did not select anything else. With the guides still selected, open the Align tool (**Windows > Align**).

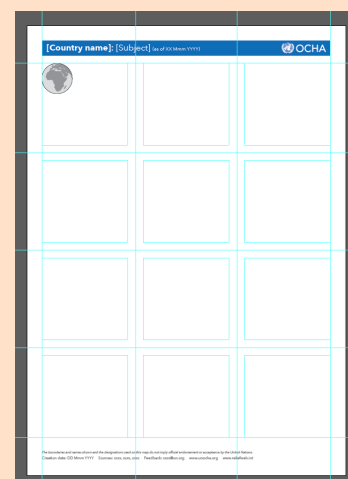


In the align panel, verify that the “**Align to**” (bottom right of the panel) is set to “**Align to Selection**”. Then, click on the **Horizontal Distribute Space** button . The vertical guide should now be perfectly aligned in the centre of the two rectangles.



Repeat this process for the rest of the vertical guides. For the horizontal guides, repeat the process by dragging three horizontal guides and using the **Vertical Distribute Space** . Make sure to organize all guides in the “**grid**” layer in the Layers panel.

Your document should look like this →





### To show or hide guides



Choose **View > Guides > Show Guides** or **View > Guides > Hide Guides**.

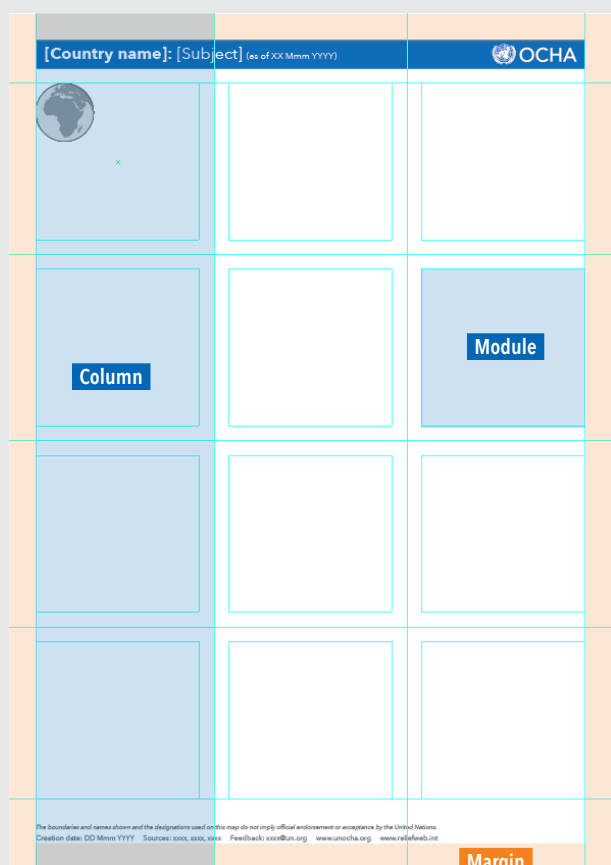
The shortcut in Windows is **Ctrl+;** or **Command+;** in Mac. Note that when hiding guides, the guides are automatically locked. Therefore, when showing the guides again, you will need to unlock the guides if you need to edit the guides **View > Guides > Lock Guides**. You can use the shortcut **Alt+Ctrl+;** to unlock the guides.

### Save



Choose **File > Save**.

## Know the components



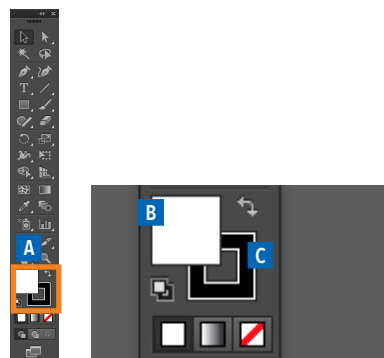
## APPLY COLOUR

Adobe Illustrator provides a number of tools for applying colour, including the Toolbox, the Control panel, the Color panel, the Color Picker and the Swatches panel.

When you apply a colour, you can specify whether the colour applies to the stroke or fill of an object. The stroke is the border or frame of an object; the fill is the background of an object. When you apply a colour to a text frame, you can specify whether the colour change affects the text frame or the text inside the frame.


### Apply colours using the Toolbox or Control panel

Through the left panel (A) under the toolbox, **double click** in the **Fill** (B) or **Stroke** (C) panel and set the values in the CMYK (or RGB menu).



You can do the same from the top control panel.

### Remove fill/stroke colour


In the Toolbox or in the Color or Swatches panel, **click** the **Fill/Stroke** box. Click the **None button**  to remove the object's fill/stroke.

### Color panel

To open the Color panel click **Window > Color**.

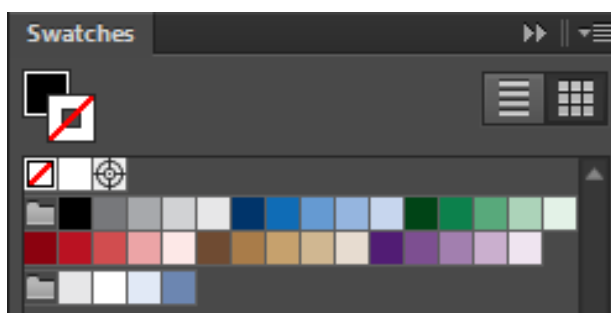



## Apply colours using the Eyedropper tool

Use the **Eyedropper** tool  to copy fill-and-stroke attributes, such as colour, from any object. We will use this tool later.

## Using the OCHA swatches

Swatches are a predefined colour library that we have created for you.




First, make sure that you unselect everything (**Select > Deselect**) or **click outside** of the artboard. Open the swatches library (**Window > Swatches**). **Click** on the **fill** and select **black** colour in the OCHA swatches. **Click** on **stroke** and select **None**  in the OCHA swatches. This colour setting is preparation for getting black text.


## TEXT

### Creating text


There are various options to create text.

*Text at a point* 

Select the “Type” tool, click on the artboard and type your text.

*Text in a frame* 

Select the “Type” tool, click and drag diagonally on the artboard and type your text.

*Text in an area* 


Draw a shape. Select the “Type” tool, click anywhere on the object’s path (the outline of the shape, not inside the shape) and type your text.


*Text on a path* 

Draw a shape or a line. Select the “Type on a path” tool, click anywhere on the object’s path (the outline of the shape, not inside the shape) and type your text.

### Create a text frame



First, **hide** the layer folder “**globe**” in the Layers panel so that we can write text from the top-left corner. **Lock**  the “**grid**” folder to avoid moving it inadvertently. Create a **new layer** folder “**text**”. You will create the text inside this folder.

Select the “Type” tool . Click and drag diagonally from the top-left corner of the first module guide to the bottom-right corner of the module. When you release the mouse button, a text-insertion point appears in the frame. Type the introduction text here. The text is available here: [\\day2\\_adobe\\illustrator\\exercise\\_files\\text.txt](\\day2_adobe\\illustrator\\exercise_files\\text.txt)



## Move and resize a text frame



If your text box was not at the position or size you wanted, use the **Selection tool** to select the text frame and **adjust its size** by dragging any of the frame's handles on the frame's border so that it fits to the module.

## Format text and paragraph

Use the Control panel (top of the interface) to change the appearance of the text and paragraph. When the text is selected, or when the insertion point is placed in the text, the Control panel displays either the character-formatting controls, the paragraph-formatting controls or a combination of both, depending on your monitor's resolution.



**Select** the introduction text that you have just created. In the Control panel, change to formatting options as below:

Fill colour: **Black**

Character: **Avenir Next Regular 11pt**

Paragraph: **Align left**



Depending on the screen size, if you don't see the full Character or Paragraph formatting options on the Control panel, use the Character panel and Paragraph panel to change the appearance of the text (**Window > Type > Character/Paragraph**).

## Enter text at a point

Point type is a horizontal or vertical line of text that begins where you click and expands as you enter characters. Each line of text is independent. Entering text this way is useful for adding a few words. If there will be a few lines of text, use the area text instead. We will use text at a point for sub-titles.



Select the **Type tool** . The pointer changes to an I-beam within a dotted box. The small horizontal line near the bottom of the I-beam marks the position of the baseline, on which the text rests.

Set text-formatting options in the Control panel, Character panel or Paragraph panel to: Character: **Avenir Next Condensed Bold 12pt**

Paragraph: **Align left**

**Click** where you want the line of text to begin and type "**INTERNALLY DISPLACED PEOPLE**".

When you finish entering the text, click the Selection tool to select the text and place it in the desired location.

Note: Be sure not to click an existing object. Doing so converts the type object into area type or type on a path. If an existing object is located where you want to enter text, lock or hide the object.



With the **Type tool** , type: "**2.1 MILLION**" in **Avenir Next Bold** with a font size of **48pt** for "2.1" and **12pt** for "MILLION". Use **centre alignment** for paragraph.



With the **Type tool** , type: "**Children (<18 years) 54%**" using the following properties:

Children  
(< 18 years)

Align Centre  
Avenir Next  
Bold 26pt

54%

Avenir Next Demi  
Bold 11pt  
Avenir Next Demi  
Bold 7pt  
Avenir Next Bold  
13pt



## COPY AND PASTE

To copy, use **Edit > Copy** (Ctrl + C).

Adobe Illustrator provides different ways to paste objects: **Edit > Paste** (Ctrl + V) pastes the object into the centre of the active window. It does not duplicate the object in the exact same place. **Edit > Paste In Front** (Ctrl + F) pastes the object directly in front of the selected object. It duplicates the object in the exact same place.

You can also duplicate objects by **selecting the objects** and dragging **Alt-drag** (Windows) or **Option-drag** (Mac OS) the selection.



Select the “Children...” text you have just created. Copy and paste it twice.

Change the text to “**Adult (18-59 years) 39%**” and “**Elderly (>59 years) 7%**”.

Don’t worry about the placement, we will arrange it later.


## DRAW OBJECTS

### Draw lines

You will now draw a line on the top and bottom of the sub-title.



Set up the **stroke colour** to **black** and the **fill** to **None**.


Select the **Line tool**  in the toolbox. **Drag** in the document window to create the path. Hold down the **Shift key** to make a straight horizontal line.


You can also use the **Pen tool**  to draw a line.



Select the **Pen tool**. Position the Pen tool where you want the straight segment to begin, and **click** to define the first anchor point (do not drag). **Click** again where you want the segment to end (**Shift-click** to constrain the angle of the segment to a multiple of 45°).

### Edit the line

If you need to move the line, select the line using the Selection tool  and move.

If you need to edit an anchor point of the line, select the line using the Direct Selection tool , then select the anchor point. Shift-click to select multiple points.

### Set strokes

You can apply strokes or line settings to paths, shapes, text frames and text outlines. The Stroke panel provides control over the weight and appearance of the stroke, including how segments join, start and end shapes and options for corners. You can also select stroke settings in the Control panel when a path or frame is selected.



- With the line still selected, choose **Window > Stroke** to display the Stroke panel. For Weight, type **3pt** and press **Enter** or Return.

Note: Strokes thinner than 0.25 point may be too thin to see when printed.

- Duplicate the line you have just created and change the stroke to **0.5pt**. Press **Enter** or Return.  
Arrange the sub-title “INTERNALLY DISPLACED PEOPLE” and the two lines as below:

## INTERNALLY DISPLACED PEOPLE

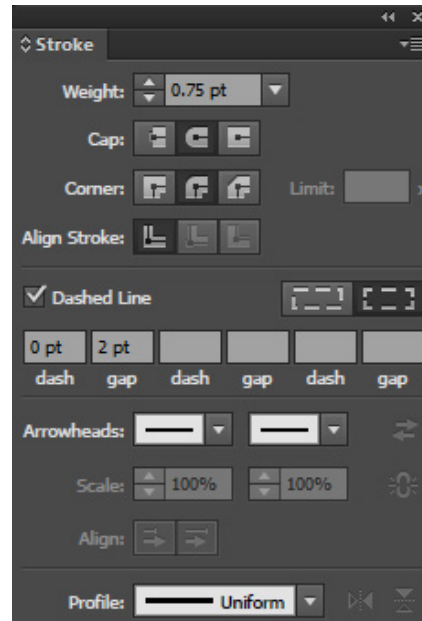
### Draw dotted lines

- Draw a vertical line with a stroke of **0.75pt**, stroke colour of **CMYK 0,0,0,65**. Change the height to **40mm** on the top control panel. If the height is not visible on your control panel due to the screen resolution, open the Transform panel **Window > Transform** and change the height here.  
With the line still selected, choose **Window > Stroke** to display the Stroke panel.

If options are not visible, choose **Show Options** from the panel menu to display the other stroke attributes. This is where you can change the stroke attribute to have dashed/dotted lines and create arrows using start and end shapes.




- In the Stroke options, select “**Round cap**” and “**Round join**”. Type **0pt** for **dash** and **2pt** for **gap**. Click **Enter**.  
Duplicate the dotted line once.




### Draw a rectangle

We will draw the grey box background.

- Select the **Rectangle** tool  and drag to create a rectangle that expands the two modules from the right margin. Change the **fill** colour to light grey **CMYK 0,0,0,10**.

### Resize shapes


Select the shape using the **Selection** tool  and a bounding box will appear. **Drag the corner anchor point** to resize it

OR

Select the shape using the **Selection** tool and change the “**Width**” and “**Height**” in the control panel.

OR

Use the **Free Transform** tool the same way as the Selection tool.

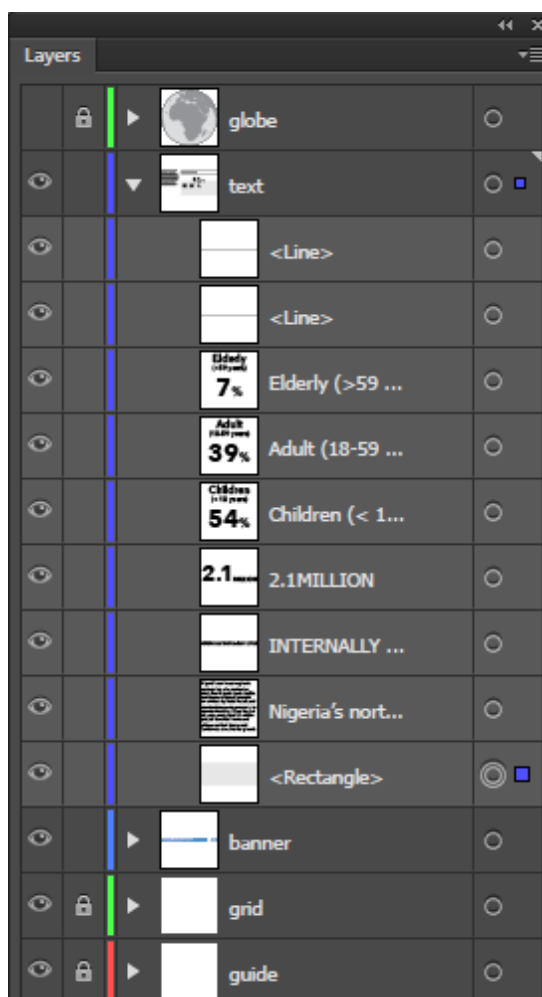
- Select the rectangle. On the top control panel, check that the width and height proportions are unlocked . If they are



not unlocked, click on the lock icon to unconstrain the proportion. Change the **height** to **50mm**.


The rectangle might be in front of the text, as it is placed on top of the Layers panel. The grey box needs to be on the back, so we will rearrange it in the Layers panel.


- In the Layers panel (Window > Layers), drag the rectangle down in the list so that it does not hide any layers.



## Draw a triangle





If there is a small triangle at a tool's lower-right corner , hold down the mouse button to view the hidden tools, then click the tool you want to select.



Select the **Polygon** tool . If you want to start with a Triangle, **click once** on the artboard where you want the shape to appear. A dialogue box will appear asking what radius you want the shape to be and how many sides you want it to have. Enter **3** sides with a **4mm** radius and click **Ok**.


Change the colour to **OCHA blue** and the height to **4mm**.

## Rotate

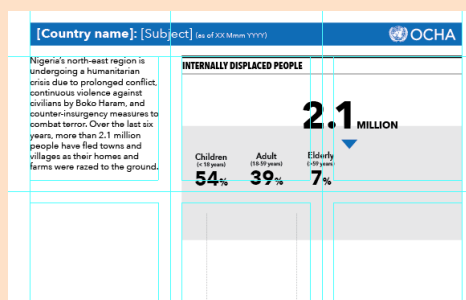


With the triangle still selected, use the **Selection** tool  to move the pointer outside the bounding box and near a bounding box handle so that the **pointer changes to** , and then **drag**.

There are other ways to rotate using the Free Transform tool  or the Rotate tool , or by indicating a specific angle using the transform panel.

Your document should look like this 





The elements are placed randomly, but don't worry, we will re-arrange them later.





## ALIGN AND DISTRIBUTE

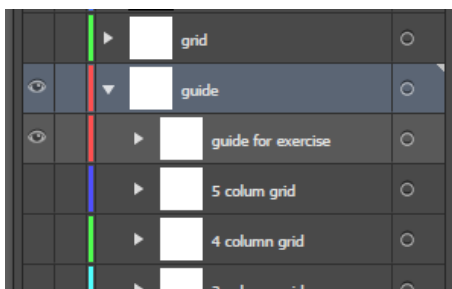
You use the Align panel (**Window > Align**) to align or distribute objects horizontally or vertically along the selection, key object or artboard.


To centre-align the text “**2.1 MILLION**” to the **grey box** (the box is in the right place, so we only want the text to move position, but the box should not move), hold down the **Shift** key, and **select the text and the box** using the **Selection** tool . **Release the Shift key** and the mouse (the text and the box are still selected). **Move the mouse over the box** — the arrow will change from  to . **Click on the box again** (you do not need to hold down the Shift key as you click this time); a blue outline will appear around the **key object**. It sets the box as the reference object and locks its position. **Click** on the **Horizontal Align Centre** button . Move the “2.1 MILLION” to the desired vertical place.

**Centre-align** the **triangle** to the box using the same steps and place it at the desired vertical position.

We now need to align the figures in the box. To save time, we already prepared a grid for you. But if you have time, create your own grid as an exercise, as you have learned how to do this.

To see better, **hide** the “**grid**” folder in the Layers panel.




Expand the “guide” folder and click on the “**Visibility Column**” to show  “guide for exercise”.

Your grey box might be in a different position than the grid, so **move the box** so that it fits to the grid.


**Lock**  the **box** so that we won’t accidentally move it.

We will need to select the guides. Therefore, check that guides are unlocked **View > Guides** and that “**Lock Guides**” is **unselected**. Now we are ready to align and distribute!

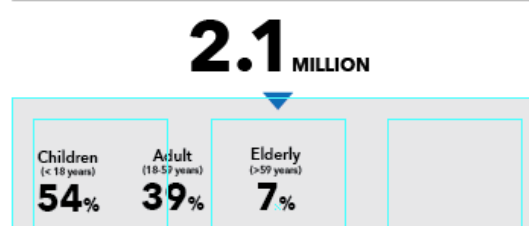
First, we will align the dotted lines.

Select the **two dotted lines** and the **box**. Release the **Shift** key and **click** on the **box** to make it a **key object** (the box should not move). Click on **Vertical Align Centre** button .

We will then distribute the dotted lines so that they are placed in between the modules.

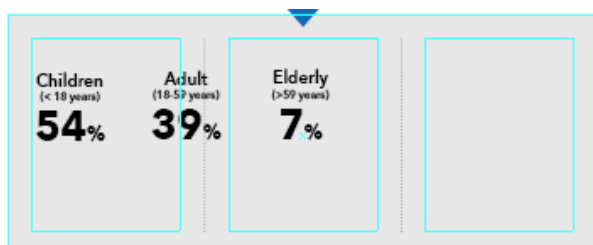
**Select** and **move the first dotted line in between the two first rectangle guides**. It does not need to be exact, we will align it later. Do the same thing with the **second dotted line** by placing it **between the second and third small rectangle guides**. Select the **two dotted lines** and the **three small rectangle guides** (not the biggest rectangle), and click the **Horizontal Distribute Space** button .

### INTERNALLY DISPLACED PEOPLE



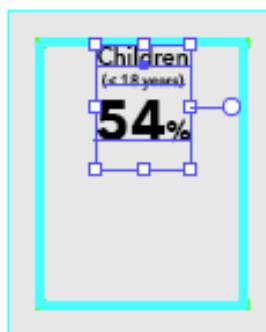


The dotted lines should now be perfectly distributed and aligned like this:



Now, we will align the texts in the small boxes.

- Select the text “Children ... 54%” and the **first small box guide**. Release the **Shift** key and **click again** on the **box guide** to make it a **key object** (the box guide is now highlighted with a blue outline and should not move). Click on **Vertical Align Top** and **Horizontal Align Centre** buttons.

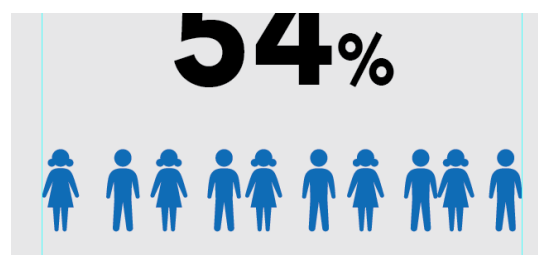


- Align the other two figures using the same process.

We will add the icons and align/distribute.

- Open the file that contains icons [\day2\\_adobe\illustrator\exercise\\_files\scrap.ai](#) (**File > Open**). Select the **girl and boy icons**, copy (**Ctrl + C**) and paste (**Ctrl + V**) into your artboard. If needed, **Zoom in** to see better (**Ctrl +** or **-** zoom in/out). Duplicate four times to have a total of five girls and five boys.

- Align the **first girl icon** to the left of the **first small rectangle guide** by using **Horizontal Align Left**. Align the **last boy icon** to the right of the **first small rectangle guide** by using **Horizontal Align Right**. For both, the small rectangle guide should be used as a key object and should not move.



- Select the **10 children icons**. Align them **vertically** and distribute horizontally by clicking the **Horizontal Distribute Space** button.

## GROUP OBJECTS

You can combine several objects into a group so that they are treated as a single unit. You can then move or transform the objects without affecting their individual positions or attributes.

- Select the **10 children icons** and choose **Object > Group**. Now, you can move all icons all together as a single unit. **Duplicate** the grouped icons twice to obtain a total of 30 icons.

- Align the third grouped icons on the bottom of the small rectangle guide. Distribute the three grouped icons vertically.



## OPTIONS FOR SELECTING OBJECTS

Illustrator provides the following selection methods and tools:

### Selection tool

Lets you select objects and groups by clicking or dragging over them. You can also select groups within groups and objects within groups.


### Group Selection tool

Lets you select an object within a group, a single group within multiple groups, or a set of groups within the artwork. Each additional click adds all objects from the next group in the hierarchy.


### Direct Selection tool

Lets you select individual anchor points or path segments by clicking on them, or select an entire path or group by selecting any other spot on the item. You can also select one or more objects in a group of objects. Note: When in outline mode, the Direct Selection tool may select imported graphics that are near the tool's pointer. To avoid selecting unwanted graphics, lock or hide the graphics before making the selection.




Click on the **first girl icon** using the **Selection tool** . Result: once objects are grouped, selecting any part of the group with the Selection tool selects the entire group, in this case all 10 children icons.



Click on the **first girl icon** using the **Group Selection tool** . The Group Selection tool is **hidden**, so **hold-click** on the **small triangle** below the Direct Selection tool to see it. Result: only the first girl icon is selected.




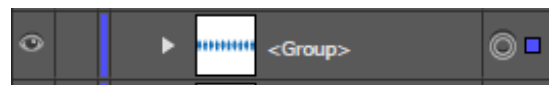
Click on the **first girl icon's outline** (not inside) using the **Direct Selection tool** . Result: white anchors appear, allowing you to edit the icon's shape.

### Layers panel

You can also select using the Layers panel. It lets you quickly and precisely select individual or multiple objects. You can select a single object (even if it's in a group), all objects within a layer, and entire groups.



In the **Layers panel** (Window > Layers), locate the **children icons** and **click** the **"target column"** to select objects of the layer. Notice that when an object is selected, the **"selection column"** is highlighted .




The selected objects in the Layers panel are now highlighted in the document window. Select other objects in the Layers panel to see the link between the Layers panel and the document window.

### Locate object

To locate the objects you have selected on your artwork, choose **"Locate Object"** from the "Layers" panel menu (the menu is on the top-right corner of the panel).



Click on the **first girl icon** using the **Group Selection tool** . Choose **"Locate Object"** from the "Layers" panel menu (the menu is on the top-right corner of the panel). The first girl icon is now highlighted in the Layers panel.



### Isolation mode

Lets you quickly isolate a layer, sublayer, path, or group of objects, from all other art in your document. When in isolation mode, all non-isolated objects in the document appear dimmed and are not selectable or editable.

- Double-click on the **first girl icon** of the **third line** using the **Selection tool**. The group of objects is now isolated and we can select individual icons using the Selection tool. Select the **last eight icons** and click **Delete**.



### For those who have time

- You can repeat the same process with the female, male and elderly icons if you have time, and add the total number of each category (see the final result on page 2).

- We will now start to create the charts. Therefore, **hide** the “**guides for exercises**” and **show** again the “**grid**” so that we can place new elements in the original grid system.

### Pen tool

We will draw a rectangle and add anchor points to create a call-out box.

#### Add Anchor Point

- Draw an **OCHA blue rectangle** with a dimension of **11mm width** and **8mm height**. Select the **Add Anchor Point** tool (this tool is hidden, so hold down the mouse button on the pen tool to view the hidden tools). Click **on the bottom path** of the rectangle to add an anchor point. **Add two more anchor points**.



#### Delete Anchor Point tool

To delete anchor points, select the **Delete Anchor Point** tool. Click on the anchor point that you want to delete.

#### Move Anchor Point tool

- Select the anchor point that is in the **middle** using the **Direct Selection** tool, then **move down** to create a call-out.



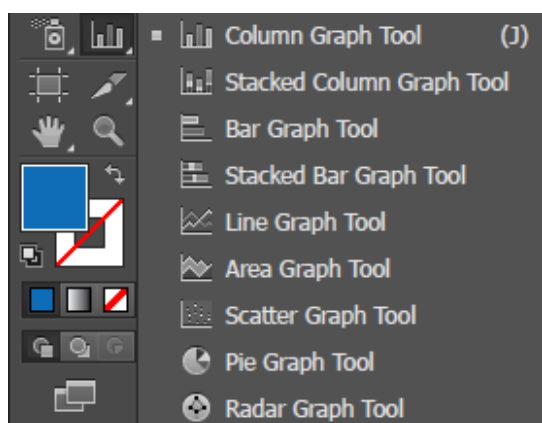


## CHART TOOLS

The different chart tools in Illustrator allow you to make customized charts. The chart can be updated as it is linked to the data. However, data pre-processing needs to be done first in Excel.

To find the different chart tools:

- Click and **hold on the chart tool**. It will reveal the different chart types.



### Pie chart

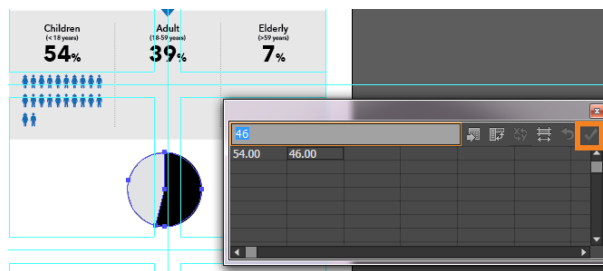
We will create a pie chart to represent the percentage of females (54%) and males (46%).

#### Insert the chart

- Select the **Pie Graph Tool**. Click and **drag** on the artboard to create the chart area. A pie chart is now drawn on the artboard and a table opens.

#### Insert data

- In the **Illustrator table**, type **53** and **47**. Click the **tick mark**. You should now have a grey-and-black pie chart.



#### Styze the chart

- Select the **Group Selection tool** and click on the **black part** representing the female percentage. Change the **fill colour** to **OCHA blue** and **stroke** to **none**. Select the the Group Selection tool and click on the grey part (percentage male). Change the **fill colour** to **light grey** and **remove the stroke colour**.

#### Change the size of the chart

Because it is a group, you can't resize it in the usual way.





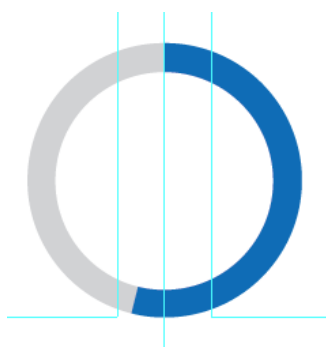
To resize the chart **right-click** on it and click **Transform > Scale**. Change the proportion to fit your needs. You can also select the **scale tool** . **Hold Shift** as you **drag diagonally**.

### Finalize the chart

Adobe Illustrator does not provide the option to draw a donut chart. Therefore, you will need to draw a circle and align it in the middle of the pie chart.



**Click** and **hold the rectangle tool** to see and choose the **ellipse tool** . To create a circle, **hold down the Shift** key while **dragging**.



### For those who have time



If you have time, position the chart at the desired place and add the percentage and icons as per the final result on page 2. Organize the layers in the Layers panel by creating some new folders (e.g., “pie chart”).

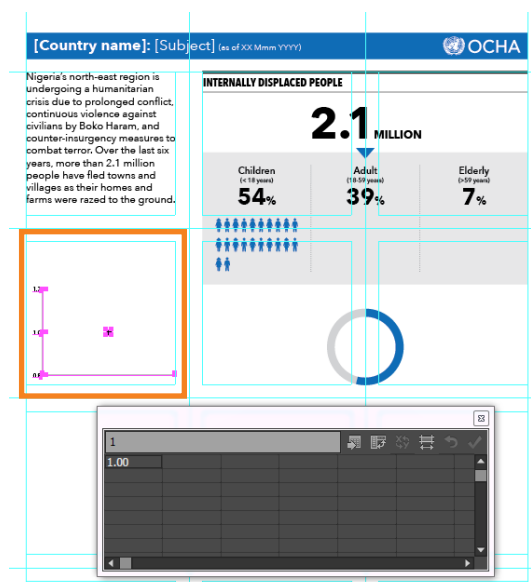
## Line chart

We will create a line chart that shows the number of IDPs over time.

### Insert the chart



Select the Line Graph Tool . Click and drag on the artboard to create the chart area (it should fit inside the module below the introduction text). A line chart is now drawn on the artboard and a table opens.








### Import data




Open the Excel file [\day2\\_adobe\illustrator\exercise\\_files\Nigeria\\_IDPs.xls](#) and click on the “**trend**” sheet. **Copy** the “**Date**” and “**IDPs**” columns and **paste** the values in the **Illustrator table**. Click the **tick mark** . You should now have a line chart.





*Stylize the chart*

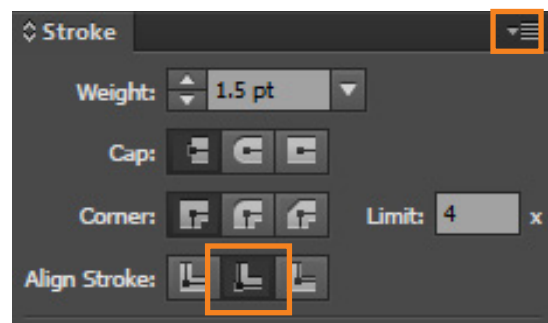
-  Select the **Group Selection** tool  and **click on one segment of the line**. **Click again** to select the whole line. Change the **stroke colour** to **OCHA blue** and the stroke weight to **1.5pt**.
- Select the **Group Selection** tool  and **click one of the Y axis value**. **Click again** to select them all. **Remove their fill and stroke colour** to hide them.
- Select the Group Selection** tool . **Click on one of the date label**, **click again** to select all the labels. Change the **fill colour to black** and the font to **Avenir Next Condensed Regular, 7pt**.
- Select the Group Selection** tool . Select the **Y axis line** and **remove its stroke** colour. Select the X axis line (date). Change the stroke colour to **CMYK 0,0,0,65** and the stroke weight to **0.5pt**.



*Adding tick marks*

-  With the chart selected, **right-click** and go to **"Type"** (or Object > Graph > Type). On the **"Graph Option"** dropdown menu, go to **"Value axis"**. Change the **"Tick Marks"** length to **"Full Width"** to have tick marks that cover the full width of the chart. Go back to the dropdown menu and select **"Category Axis"**. Change the **"Tick Marks"** length to **"None"**. This will remove the tick marks on the Y axis.
- Select all the **horizontal lines**. Change the stroke colour to **CMYK 0,0,0,65** and the stroke weight to **0.25pt**.


*Stylize the marker*

-  Select the **Group Selection** tool  and **click on one of the markers** (black square). **Click again** to select all markers. Change the **fill** colour to **white**, the **stroke** colour to **OCHA blue** and the **stroke weight** to **1.5pt**.
- Open the **stroke panel** (Window > Stroke) or using the top control panel, change the "Align Stroke" to **"Align Stroke to Inside"** so that the size of the marker stays small. (If you cannot see the "Align Stroke", open the options by clicking on the dropdown menu on the top-right corner of the Stroke panel.)

*Remove the legend*

-  Select the **Group Selection** tool  and **select all the elements in the legend**. Change the fill and stroke colours to **None**. If you try to change it through the toolbox, there is a possibility that Illustrator will not let you change the fill colour to None. Use the Color panel instead (Window > Color).

**For those who have time**

-  If you have time, add the title, place the call-out box, add the text for the call-out box and try to change the marker to a circle. The process to change the marker is explained here: <https://helpx.adobe.com/illustrator/using/graphs.html>.




## Bar chart




### Insert the chart

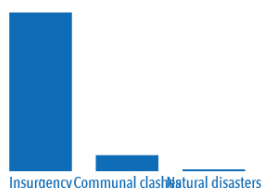
- Select the **Column Graph** Tool . **Click and drag** on the artboard to create the chart area. A bar chart is now drawn on the artboard and a table opens.

### Import data

- Open the Excel file [\day2\\_adobe\illustrator\exercise\\_files\Nigeria\\_IDPs.xls](#) and click on the “**reasons**” sheet. **Copy** the data and **paste in the Illustrator table**. Click the tick mark . You should now have a bar chart.

### Stylize the chart

- Select the **Group Selection** tool . **Click on one bar** and **click again** to select all the bars. Change the **fill** colour to **OCHA blue** and **remove the stroke** colour. Select the **X and Y axis lines** and **remove their stroke colour**. Select the **horizontal lines** and **remove their stroke** colour. Select the **legend elements** and make them **transparent**. Select the **Group Selection** tool . **Click on one of the number labels**, **click again** to select all the labels. **Remove the fill** colour to make it **transparent**. Select the **Group Selection** tool . **Click on one of the labels**, **click again** to select all the labels. Change the **fill** colour to **OCHA blue** and change the Font to **Avenir Next Condensed Medium**

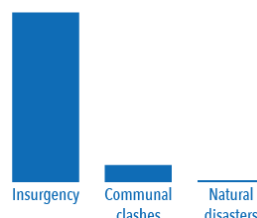


**9pt.** The labels might overlap.

### Edit the labels in the table

You might need to break the labels into two lines to prevent them overlapping. You can manually do this using the Text tool, but when you change/update the data in the table, Illustrator rearranges to the default settings and you will have to break the line manually again. To avoid this, you can edit in the table.

- Select the chart, **right-click** and select “**Data**” to open the table. To create line breaks in labels, use the **vertical bar key** to separate lines. Type **Communal|clashes** and **Natural|disasters**. The labels are now in two lines and will stay that way even if you change the numbers.



### Change the bar width

- Select the chart, **right-click** and select “**Type**” to open the graph properties. Change the **Column Width** to **70%** and click **Ok**.


## For those who have time

- If you have time, add the title and values on the bar chart. Illustrator provides a way to automatically add the value labels, but it requires complex settings. For advance users, try following the process outlined here: <https://helpx.adobe.com/illustrator/using/graphs.html>.



## Bubble chart


### Insert the chart

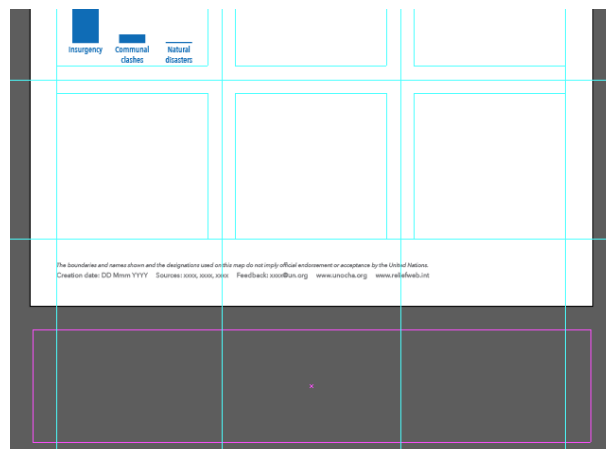
- Select the **Pie Graph Tool** . Click and drag below the artboard to create the chart area (make it the **full width** of the page). A pie chart is now drawn and a table opens.

### Import data

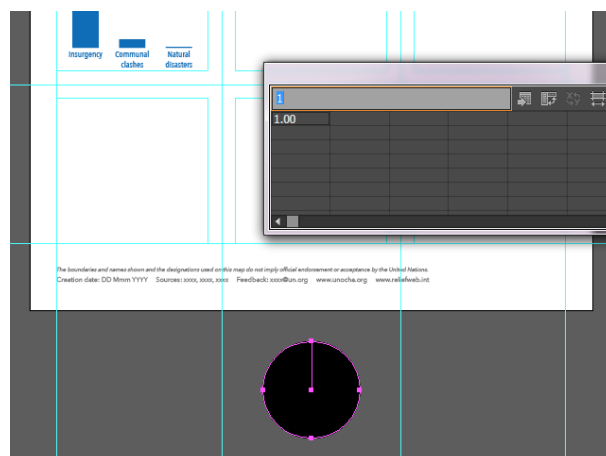
- Open the Excel file [\day2\\_adobe\illustrator\exercise\\_files\Nigeria\\_IDPs.xls](#) and click on the “**location**” sheet. This sheet shows the number of IDPs by state. Note that the three last lines “**scale 0.1M**”, “**scale 0.5M**”, “**scale 1M**” are values that will be used for the scale.

	A	B
1	State	IDPs
2	ADAMAWA	163559
3	BAUCHI	61717
4	BENUE	30584
5	BORNO	1446829
6	FCT	20924
7	GOMBE	28972
8	KADUNA	28927
9	KANO	9910
10	NASARAWA	24795
11	PLATEAU	45746
12	TARABA	47195
13	YOBE	135442
14	ZAMFARA	48430
15	scale 0.1M	100000
16	scale 0.5M	500000
17	scale 1M	1000000

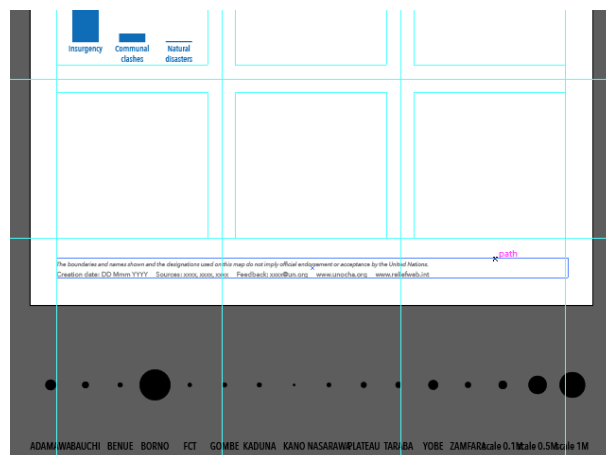
- Copy and paste the data in the **Illustrator table**. Click the tick mark . You should now have a row of bubbles.



Drag the mouse below the artboard. The size of chart should be approximately full width of the page.



When the mouse is released, a pie chart is drawn and a table opens.




A row of bubbles appear after pasting the data.




### Change the size of the chart

Because it is a group, you can't resize it in the usual way.

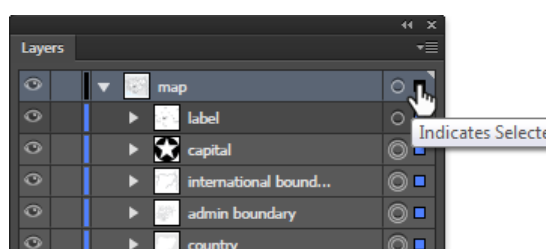
- If you need to resize the chart **right-click** on it > **Transform > Scale**. Change the proportion to fit your needs. You can also select the **scale tool**  and **hold Shift** as you **drag diagonally**.

### Stylize the chart

- Select the **Group Selection** tool . **Click on one bubble** and **click again** to select all the bubbles. Change the bubbles' fill colour to **OCHA blue** and change the **opacity** (**Window > Transparency** or on the control panel) to **50%**. Make the **stroke transparent**. Change the labels' size to make them easier to read.

We will now move the bubbles on top of the map. The map is available in the file [\day2\\_adobe\illustrator\exercise\\_files\scrap.ai](#).

- Open the **scrap.ai** folder and open the **Layer** panel (Window > Layer). **Collapse** the **"map"** folder by clicking the arrow on the left to see the sub-folder. You can see that the sub-folders are well organized. Therefore, you need to preserve the same structure when pasting in your working file. **Copy** (Ctrl + C) the entire folder.

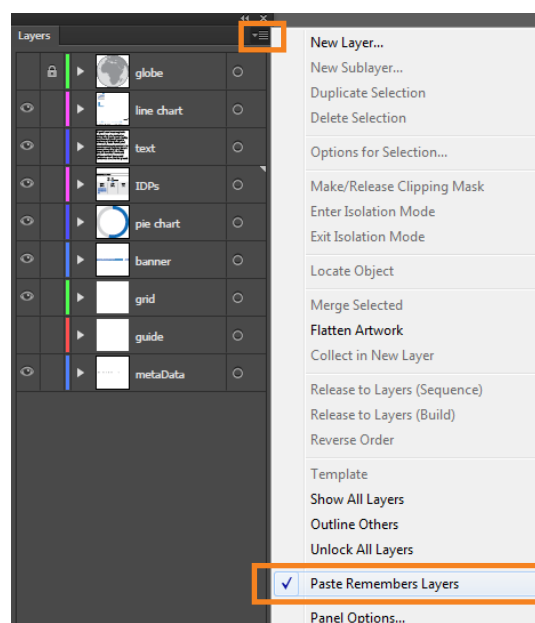


### Paste Remembers Layers

The Paste Remembers Layers option determines where artwork is pasted in the layer hierarchy. By default, Paste Remembers Layers is off, and artwork is pasted into whichever layer is active in the Layers panel. When Paste Remembers Layers is on, artwork is pasted into the layer from which it was copied, regardless of which layer is active in the Layers panel.

Turn on Paste Remembers Layers if you're pasting artwork between documents and you want to automatically place it into a layer of the same name as that from which it originated. If the target document does not have a layer of the same name, Illustrator creates a new layer.


- Go back to your **working file**. Instead of simply pasting, use "Paste Remembers Layers" to keep the same folder structure as the scrap.ai file. Set this option by selecting **Paste Remembers Layers** from the **Layers panel menu**. A check mark displays when the option is on. Paste the map (Ctrl + V) on your working file. Open the Layer panel to check that it pasted preserving the same structure than as scrap.ai.

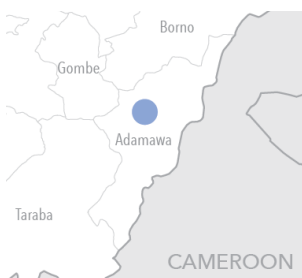




## Select and move bubbles

Now that we have the map, we can start placing the bubbles in the right location.


- Select the **Group Selection** tool . Click on the **bubble** for the “Adamawa” State and **move** it to the Adamawa State on the map.




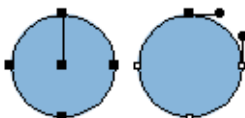
- Continue moving the rest of the bubbles to the right location. Note: “FTC” is the acronym for “**Federal Capital Territory**”, which is the location of the capital, Abuja.

## Create the scale legend

Because the chart is a group, you can't align the bubbles using the usual Align tool. For the scale, we will convert the three scale bubbles into circle graphics so that we can use the Align tool.

- Select the **Group Selection** tool  and **select the three bubbles** for the scale 0.1M, 0.5M and 1M. Copy (Ctrl+C) and paste (Ctrl+V). The three bubbles are now graphics instead of part of the chart.

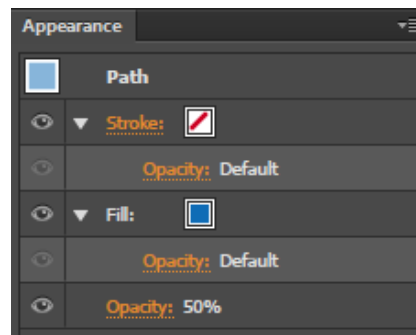
- When you select the circle, you can see that there is a line at 12 o'clock (as it was part of the pie chart). Using the **Delete Anchor Point** tool , delete the line to have only the circle. Do the same with the other circles.



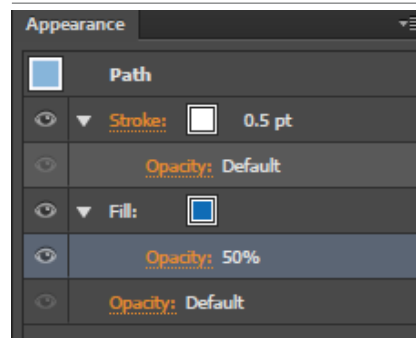
## Appearance panel

The Appearance panel allows you to set the fill, stroke, opacity and effects of the objects. The appearance panel will allow setting different transparency to the stroke and fill of the object. For the scale circles, we would like to set the fill transparency to 50% but the outline stroke to 100% opacity.

- Select** one scale circle and open the **Appearance** panel (Window > Appearance). Expand the Stroke and Fill properties by clicking on the arrows. You can see that the transparency is applied to the Stroke and Fill.



- Change the opacity of the circle from **50%** to **100%** by clicking on the “Opacity”. Change the stroke colour to **white** and **0.5pt** by clicking on the **colour box** next to the “Stroke”. Change the opacity to **50%** of the fill by clicking on “**Opacity**” under the fill row. The circle should now be half transparent fill, but the stroke should not have any transparency.






## Apply colours using the Eyedropper tool

The Eyedropper tool allows you to quickly copy fill-and-stroke attributes from an object to avoid manually changing the properties of each object. We will use this tool to apply the same fill-and-stroke properties to the other two scale circles.



**Select** the two other scale circles and select the **Eyedropper** tool . **Move** the eyedropper over the first scale circle and **click** on it to copy fill-and-stroke attributes. The two circles now have 50% transparent blue OCHA fill and 100% opacity white stroke.



**Align** the three circles as below. Make sure that the larger circle is on the back (lower position in the Layer panel), followed by the medium circle and the smaller circle on top.



## For those who have time

You now have everything you need to finish the infographic. If you have time, finalize the infographic by adding the rest of titles, charts, icons and text so that your infographic looks similar to the one on page 2.

## SAVING

### Save

Save your Illustrator document in ai format.



Go to **File > Save**.

### Save as PDF



Go to **File > Save a Copy** and select the “**Adobe PDF (\*.PDF)**” format in the dropdown list.

An Adobe PDF property window appears where you can select different Adobe PDF preset.

- High Quality Print creates PDFs for quality printing on desktop printers and proofing devices (downsamples colour and grayscale images to 300 ppi and monochrome images to 1200 ppi, embeds subsets of all fonts, leaves **colour unchanged** and does not flatten transparency).
- Press Quality creates PDF files for high-quality print production (converts colours to **CMYK**, downsamples colour and grayscale images to 300 ppi and monochrome images to 1200 ppi).
- Smallest File Size creates PDF files for displaying on the web or an intranet, or for e-mail distribution. This set of options uses compression, downsampling and a relatively low-image resolution. It converts **all colours to sRGB** and embeds fonts. It also optimizes files for byte serving. For best results, avoid using this preset if you intend to print the PDF file.





Select the desired preset and click **Save PDF**.

**Note:** On an OS device, such as an iPad or iPhone, CMYK PDF will appear with bright colours because the devices ignore the original colour profiles of the PDF and display them in RGB colour. To avoid this, convert the PDF in RGB using Smallest File Size or by using Adobe PDF (Interactive).

**Note:** In the “High Quality Print” profile, invisible layers will reappear when an Illustrator PDF is loaded in certain non-Adobe products (for example, on the iPad or iPhone). To avoid this issue, **deselect** “**Preserve Illustrator Editing Capability**” and “**Create Acrobat Layers from top-level Layers**” in the “Save Adobe PDF” dialog.

## Save for Web & Devices

Use this option if you want to save your document as an image, such as JPG or PNG (for social networks such as Facebook or Twitter, for example).



Go to **File > Save for Web & Devices**, and select the format, size and quality you want.

JPEG at 100 per cent quality and PNG-24 are probably the profiles that you will use the most. For PNG, you can check the transparency option in case you want a transparent background.


## EXTRA USEFUL TRICKS

### Artboard

The artboard is the physical extent of your document.

#### Resize artboard





Click the **Artboard** tool  and resize your document using the handles or by changing the width and height in the control panel.

#### Multiple artboards

You can have more than one artboard, which is really useful for a document that has more than one page.



Click the **Artboard** tool  and click **New Artboard** icon  in the control panel. **Mouse over** your document and **click to place** the new artboard or click the New Artboard icon in the **Artboard panel** (Window > Artboard).

### Transform Each

You can use the Transform Each function when you want to resize several objects at the same time without changing their position (e.g., in a map with circles representing some data).



**Select all the elements** (not in a group), **right-click > Transform > Transform Each**. Proportionally change the horizontal and vertical scale.




## Select same


To select elements with common properties/ attributes, such as same colour, same stroke, **select** the object, go to **Select > Same** and choose one of the properties (**Appearance**, **Fill & Stroke**, etc).

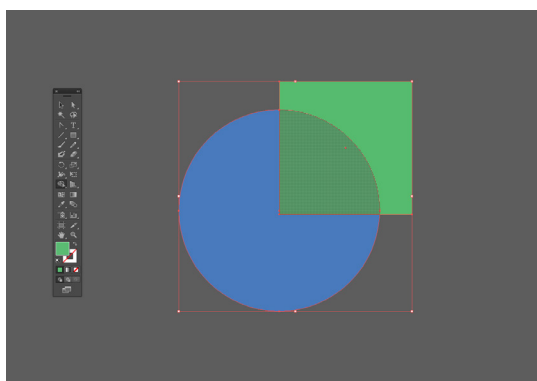
## Repeat action

To replicate any change in the position or size of an object on another object, select it immediately after the action and press **Crtl D**.

## Shape Builder

To create complex shapes, use the Shape Builder tool .

 **Create two shapes** and put one over the other (see picture below). Select both shapes and select the **Shape Builder** tool. Notice that when you **mouse over** the shapes, the different parts of the shape will be highlighted. **Click** with the Shape Builder tool to create new shapes or **hold ALT** to delete shapes.



## Text outlines

We can easily transform text in vectors. This could be useful for two reasons:

- Some professional printers need it.
  - To align elements in a more accurate way.
- Usually, text-bounding boxes do not fit the size of the element 100 per cent. By outlining the text, you will notice how the bounding box will be the exact width and height of the object.



**Select** the text and **Type > Create Outlines**.









# ADOBE INDESIGN

Adobe InDesign is a professional design-and-layout tool for producing high-quality documents for print and on-screen delivery. In this tutorial, we will learn how to use InDesign to create a newsletter.



# HUMANITARIAN ISSUES

Issue 01 / Feb 2016

Photo: UNHCR/A. Mc Connell



## More aid reaches besieged Syrian towns

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[p. 2p. XX](#)



## A million refugees and migrants flee to Europe in 2015

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[p. XX](#)



## Children on Syrian refugee route could freeze to death

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[p. XX](#)



**OCHA**

United Nations  
Office for the Coordination  
of Humanitarian Affairs

## Over half a million syrians newly displaced

Syria remains the largest displacement crisis globally, with an estimated 7.6 million people displaced internally and almost 4 million people registered as refugees.

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GOVERNORATE	PEOPLE IN NEED (IN MILLIONS)
Aleppo	2.8
Al-Hasakeh	0.8
Ar-Raqqa	0.5
As-Sweida	0.2
Damascus	1.1
Dara	0.6
Deir-ez-Zor	0.7
Hama	1.1
Homs	1.0
Idleb	1.2
Lattakia	0.7
Quneitra	0.1
Rural Damascus	2.1
Tartous	0.6
<b>TOTAL</b>	<b>13.5</b>

TEST	TEST
Aaaa	7.0
Bbbb	6.5
Cccc	5.5
<b>TOTAL</b>	<b>14.0</b>

NEEDS	# OF PEOPLE (IN MILLIONS)
Food	8.7
Health	11.5
Shelter	2.3

# More aid reaches besieged Syrian towns

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For more information: [www.unocha.org](http://www.unocha.org)

Contact: [ochavisual@un.org](mailto:ochavisual@un.org)

**HALF**  
THE POPULATION  
OF SYRIA IS  
**DISPLACED**



**25,000**  
PEOPLE HAVE BEEN  
**KILLED**



**3 in 4**  
SYRIAN LIVE IN  
**POVERTY**



**1 in 4**  
**SCHOOLS**  
ARE DAMAGED, DESTROYED  
OR OCCUPIED





## SETTINGS AND WORKSPACE

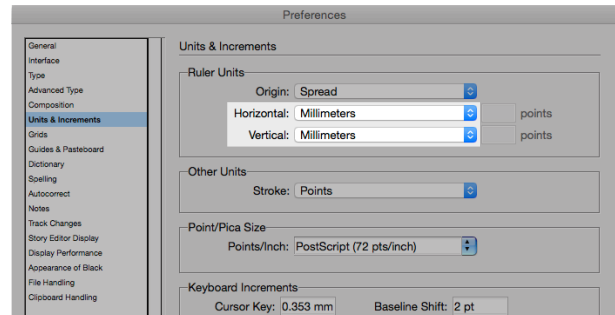
### Change units settings

The default units settings are in picas, which you might not be familiar with. Therefore, let's change it to millimetres.



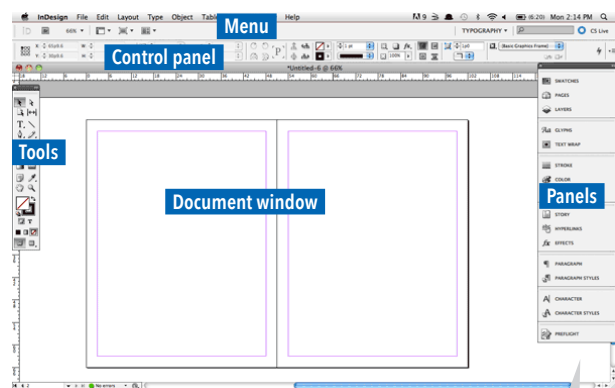
Choose **Edit > Preferences > Units & Increments** (Windows) or **InDesign > Preferences > Units & Increments** (Mac OS).

Change horizontal and vertical ruler units from “**Picas**” (default settings) to “**Millimeters**” and click **Ok**.



### Workspace overview

You create and manipulate your documents and files using various elements, such as panels, tools and windows. Any arrangement of these elements is called a workspace. Several preset workspaces are available, or you can customize your own.



### Managing panels

When the panels display only their name or icon, they are in collapsed mode.

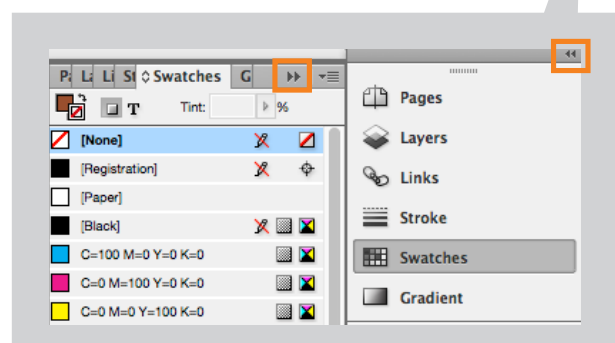


To collapse or expand all panel icons in a column, click the double arrow icon at the top of the dock. Notice how all the docked panels expand to reveal their options.

Click the double-arrow icon again to collapse the dock and return the panels to their previous state.

To resize panel icons so that you see only the icons (and not the labels), adjust the width of the dock until the text disappears.

To display the icon text again, make the dock wider.






## LAYOUT AND DESIGN

### Create new document


Page design begins with the basics: starting a new document, setting up pages, and positioning margins and columns or changing grid settings.

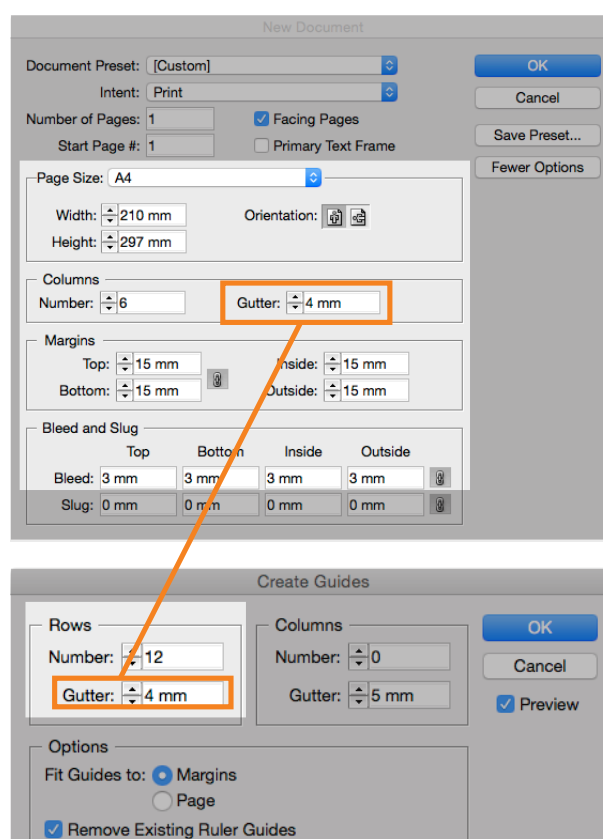
 Choose **File > New > Document**. Specify **document setup options**. To specify the dimensions of the bleed and slug areas, click **More Options**. Click **Ok**. To save, **File > Save**.

When printing professionally, the artwork is printed on a large sheet of paper and then trimmed down to size. To prevent the artwork running to the edge of the paper due to a slight inaccuracy when trimming, the artwork is usually extended by 3mm, called the **bleed** area.

### Ruler guides

To build up a modular grid system, use ruler guides to add some horizontal rows.

 Choose **Layout > Create Guides**. Specify the number of rows and the gutter. In this example, the gutter will be similar to the column gutter created before. To show or hide the guides, choose **View > Grids & Guides > Show/Hide Guides (W)**.





## Change rulers units



To show/hide rulers, choose **View > Show Rulers or Hide Rulers**.

To change ruler units, **bring the cursor in the vertical/horizontal ruler area, right-click** (Windows) or Control-click (Mac OS) a ruler and **choose the units** from the context menu.

## Use Smart Guides

The Smart Guides feature makes it easy to snap objects to items in your layout. As you drag or create an object, temporary guides appear, indicating that the object is aligned with an edge or centre of the page or with another page item.



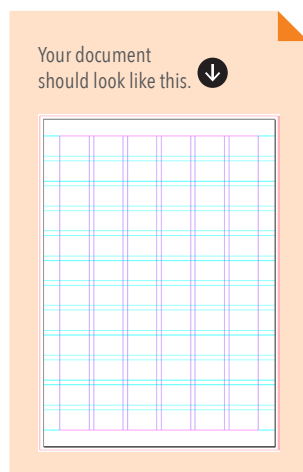
Choose **View > Grids & Guides > Smart Guides** and make sure that it is selected (checked).

## Snapping objects to guides

To precisely align objects to guides, use the Snap To Guides tool.



Choose **View > Grids & Guides** and make sure that **Snap To Guides** is selected (checked).



## PLACE (IMPORT) GRAPHICS

The Place command is the primary method used to insert graphics into InDesign because it preserves the original graphic file. It helps to reduce the InDesign project file size. It is also possible to copy and paste graphics into InDesign. However, the link to the original graphic file will be broken and won't appear in the Links panel.




Before importing, make sure that nothing in the document is selected.

Choose **File > Place** and select the photo in the folder [day2\\_adobe\indesign\exercise\\_files\lebanon\\_syrian\\_refugee\\_UNHCR\\_A\\_McConnell\\_Feb2014.jpg](#), click **Open** and **click with the cursor** where you want the upper-left corner of the photo to appear, to the top-left corner of the bleed.

InDesign places the imported photo into a graphic frame. The current photo is too large and needs to be resized.



To resize the image to the width of the document, select the **Free Transform** tool , single-click on your image, drag any bounding box handle until the object fits to the width of the bleed area. **Shift-drag** the handle to preserve the selection's proportions.


The image will serve as a banner background of the newsletter, with a height corresponding to the third of the document (four modular blocks).



Use the **Selection** tool  to select the graphic frame and **adjust the height** to the fourth modular blocks.

To move the photo (and not the frame), use the Direct Selection tool.



Select the **Direct Selection** tool  and move the cursor on the photo. The Direct Selection tool automatically changes to the







**Hand** tool. **Shift-drag to move vertically** without moving the X position of the photo to the desired position so that the girl's face is centred.

## Links panel

All files placed in a document are listed in the Links panel.



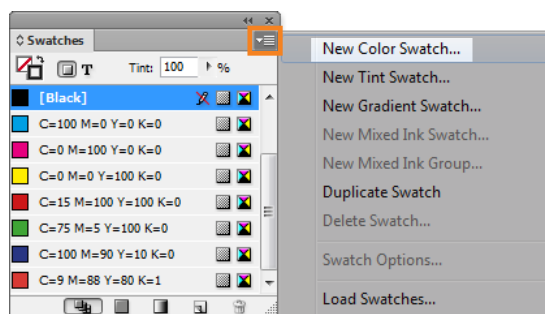
Choose **Window > Links**

If the original file is “out of date”, an icon  will appear. Click the  button to update. If the original file is missing, an icon  will appear. Click the  button and relink.

## SWATCHES (COLOURS)

The Swatches panel (**Window > Color > Swatches**) lets you create and name colours, gradients or tints and quickly apply them to your document. Any change you make to a swatch affects all objects to which the swatch is applied. Swatches make it easier to modify colour schemes without having to locate and adjust each individual object.

When the fill or stroke of selected text or an object contains a colour or gradient applied from the Swatches panel, the applied swatch is highlighted in the Swatches panel.



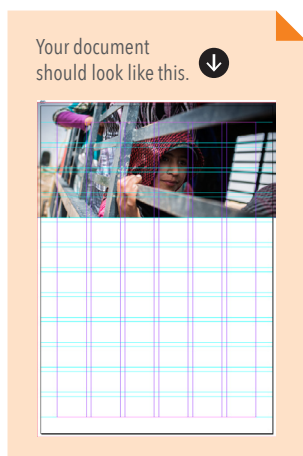
Choose **New Color Swatch** in the Swatches panel menu. In the New Color Swatch window, deselect “Name With Color Value” and type a Swatch Name as “**OCHA blue**”. Change CMYK value to **90,57,0,0** and click **Ok**. Now, a new swatch “OCHA blue” should be available in your swatches.



Create another swatch “**OCHA orange**” with the CMYK value of **0,65,90,0**.



Create another swatch “**B80**” with the CMYK value of **0,0,0,80**.





## TEXT

### Create text frame

Text in InDesign resides inside containers called text frames.

Select the **Type** tool , and then **drag** to define the width and height of a new text frame. When you **release the mouse** button, a text-insertion point appears in the frame. Type **“Humanitarian Issues”**.

As with graphics frames, text frames can be moved, resized and changed. The tool with which you select a text frame determines the type of changes you can make.


### Move and resize a text frame

Use the **Selection** tool  to select the text frame and **move** to the **top-left margin**. Adjust the frame size by dragging any of the frame handles on the frame's border so that **it fits to four columns**.


### Format texts

Use the Control panel (top of the interface) to change the appearance of the text. When the text is selected or when the insertion point is placed in the text, the Control panel displays either the character-formatting controls, the paragraph-formatting controls or a combination of both, depending on your monitor's resolution.

You can also use the Character panel and Paragraphs panel to change the appearance of text (**Window > Type & Tables > Character/Paragraph**).

Select the **Type** tool  and select the text that you want to format, in this case, **“Humanitarian Issues”**.

In the Control panel, click the **Character**

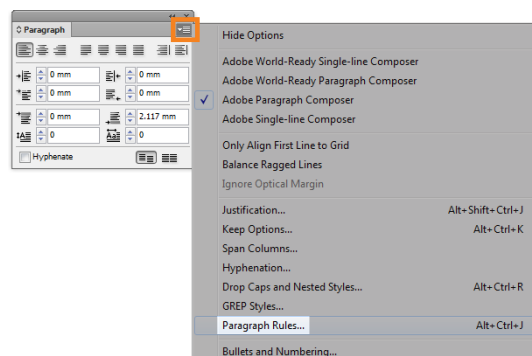
**Formatting Control icon**  and change to formatting options to **Avenir Next Regular 45pt, All caps**.

Change “issues” to bold.

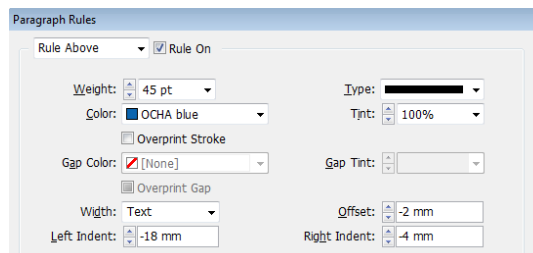
### Format paragraphs

We will now add a blue background behind the “Humanitarian Issues” title to make them readable. Most designers will manually add rectangles behind the text, but we will use paragraph rules to do this.

Open the Paragraph panel menu (**Window > Type & Tables > Paragraph**) and choose **Paragraph Rules** from the Paragraph panel menu.



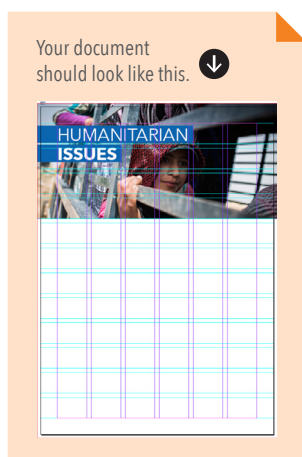
Change the properties as below.



You will notice that the rule is only applied to the first line of the text and not to the second line.



- Add a **line break** between “**Humanitarian**” and “**Issues**” (press enter) so that the rule will also be applied to “Issues”.  
Adjust the **text leading** to **49pt** to have less space between “Humanitarian” and “Issues”.



- Open the file [\day2\\_adobe\indesign\exercise\\_files\text.docx](#). We will now create the body text.

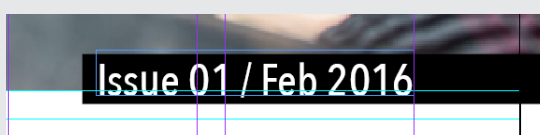
- Create a **text frame** that is **four columns wide and three modules high**. Copy the text from the text.docx “**Over half a million Syrians newly displaced**” and paste it. Use the following properties:  
Character: **Avenir Next, Demi Bold, font size of 30pt, leading of 34pt and OCHA blue colour**.  
Paragraph: **Align left, unselect “Hyphenate”, Space After of 10pt**.

- Below the headlines, in the same text frame, copy and paste the text “**Syria remains the largest displacement... 4 million people registered as refugees.**”  
Use the following text properties:  
Character: **Avenir Next, regular, font size of 12pt, OCHA blue colour**.

- **Align** the text frame to the **right margin, below the banner**.

## For those who have time

- Create another **text frame** and type “**Issue 01 / Feb 2016**”. Use the following properties:  
Character: **Avenir Next Condensed, Medium, font size of 18pt**.  
Paragraph: **Align right**.  
**Add a paragraph rule** and play with the properties so that it will look like the image below. Make sure that the text is placed within the margin.





## Fit the frame to the text

The text frame created is larger than the text content.

To quickly **fit the frame to its content**, use the **Selection** tool to select the text frame, and **double-click the centre-bottom handle**; the bottom of the frame snaps to the bottom of the text.

## Add columns to a text frame

Text frames can have multiple columns. The body text will be in two columns.

Create a new **text frame** that is **four columns** wide and **five and a half modules high**. Set the character properties to: **Minion Pro, Regular, font size of 10pt, CMYK colour of 0,0,0,80**. Set the paragraph **Space After to 6pt**.

Fill the frame with placeholder texts by choosing **Type > Fill with Placeholder Text**. Choose **Object > Text Frame Options**. Use **2** for the number of **columns** and **4mm** for the spacing between each column (**gutter**) for the text frame. You can also edit from the control panel.



## Overset text frame

If any text is overset (text not fitting to the frame), a red “+” sign appears on the bottom right.

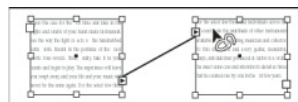
**Change the height** of the body text, a “+” sign appears to tell you that there is more text in the content to be placed, but that there are no more frames in which to place it. **Double-click a handle** on an overset text frame to expand the height or width to fit all text in the frame.

## Thread text frames

Instead of having one text frame split into two columns, you can also create two text frames and connect/link/thread them.

Using the **Selection** tool, select a text frame, and then click the **in port** or **out port** (the little square icons on the frame) to load a text icon.

**Position** the loaded text icon where you want a new text frame to appear, and then **click or drag** to create a new text frame. You can also position the loaded text icon over the frame you want to connect to. The loaded text icon changes to the thread icon and click inside the second frame to thread it to the first.



To unthread text frames, double-click an in port or out port to break the connection between frames.





## PARAGRAPH & CHARACTER STYLES


A character style is a collection of character-formatting attributes that can be applied to text in a single step. A paragraph style includes both character- and paragraph-forming attributes, and it can be applied to a paragraph or range of paragraphs.

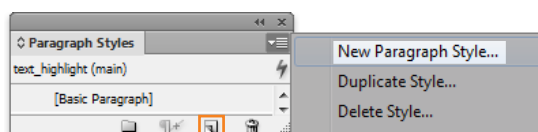
When you change the formatting of a style, all text to which the style has been applied will be updated with the new format, saving you time and effort.

### Create a paragraph style

We will now create the left headlines column.

Create a **new text frame** that is **53.6mm wide** and **six modules high** and **align to the left margin**, below the image. **Copy** and **paste** the headlines and **text** from the **text.docx**. **Select** the first headline “**More aid reaches besieged Syrian towns**” and set the character properties to: **Avenir Next Condensed, Bold, font size of 10pt, black colour**. This will be your table of content headline. **Select** that text or **place the insertion point** inside the text.

Choose **Type > Paragraph Styles** to open the Paragraph Styles panel. Choose **New Paragraph Style** from the Paragraph Styles panel menu or click the icon  “**Create new style**” on the bottom of the panel and **double click** on the newly created paragraph style to open the **Paragraph Style Options**.



Type “**TOC\_headlines**” as the name for your new style and click ok.

**Select** the **placeholder text** “Lorem ipsum... purus.” and set the character properties to: **Avenir Next Condensed, Regular, font size of 10pt, B80 colour**. Create new **paragraph style** and name it “**TOC\_text**”.

**Select** “p. XX” and set the character properties to: **Avenir Next Condensed, Demi Bold, font size of 10pt, OCHA blue colour**. Set **15pt for paragraph space after**. Create new paragraph style and name it “**TOC\_page**”.

### Apply a paragraph style

**Select** all or part of the following paragraphs that belong to the second headline. **Click** the paragraph style “**TOC\_headlines**” in the Paragraph Styles panel. If any unwanted formatting remains in the text, choose **Clear Overrides** from the Paragraph Styles panel. Apply the paragraph styles to the rest.




## Create a character style

Character style is used to apply style to text within a paragraph, for example, to highlight a text.



Choose **Type > Character Styles** to open the Paragraph Styles panel.

Choose **New Character Style** from the Character Styles panel menu or click the icon  **“Create new style”** on the bottom of the panel. **Double click** on the newly created character style to open the Character Style Options and name it **“highlight\_text”**. Set the properties to: **Bold** and **OCHA orange color** and click **ok**.

## Apply a character style



**Select** any word in the body text and **click** the character style **“highlight\_text”** in the **Character Style** panel. The word is now in bold and orange.



## COPY & PASTE GRAPHICS

When you copy and paste artwork from another application, it is embedded in the InDesign document. We will now insert the arrow and circle icons in the headlines.



**Open** the **“scrap.ai”** file in Illustrator, **select the circle** and **arrow icon**, and choose **Edit > Copy**.


**Switch** to the InDesign document window, **place the insertion point** on top of the table of content text frame. Choose **Edit > Paste** and click **“enter”** to add a line break after the icon.

## TRANSFORMING OBJECTS

### Resize object

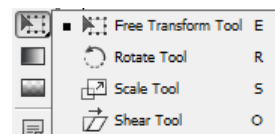


**Select the icon** and display the **Transform** panel (**Window > Object & Layout > Transform**). Its geometric information appears in both the Transform and Control panels.

Check that the **Constrain Proportions** icon  is **selected** and change the **width to 7mm**. **Copy** and **paste** the icons on top of the other TOC headlines.




**Copy** and **paste** the **OCHA logo** from **“scrap.ai”** file and **scale it** so that the **height** fits into **two modular grids**. You can use the **Selection** tool to transform objects or use transformation tools (**Free Transform** or **Scale** tools). Note that later, you will use the Rotate Tool.





## Change transformation settings

The Transform panel includes several options that determine how objects are transformed. All transformations originate from a fixed point called the reference point.

To specify a different reference point for the selected object, click any of the nine points on the reference point locator  in the Transform or Control panel.

When using the scale tool, the reference point is displayed as an icon .

## ALIGN OBJECTS

You use the Align panel (Window > Object & Layout > Align) to align or distribute objects horizontally or vertically along the selection, margins, page or spread.






Hold down the **Shift** key and select the **logo** and the **table of content text frame**.



We would like to centre the logo to the text frame, meaning that the text frame should not move; only the logo moves.



**Release the Shift key and the mouse** (the logo and the table of content are still selected). **Move the mouse over the text**

**frame**, the arrow will change from  to . **Click again** on the text frame (you do not need to hold down the Shift key as you click this time); a blue outline appears around the key object. It sets the text frame as the reference object and locks its position. Click on the **Align horizontal centres** button .

## VIEW MODES

The first page is almost finished. Therefore, you might want to check how it looks without grids and guides. You can change the visibility of the document window using the **Mode buttons**  at the bottom of the toolbox or by choosing commands from the **View > Screen Mode** menu or by using the **button**  in the control panel or the shortcut **W**.



With anything unselected, switch to **preview mode** by clicking **W**.

## DISPLAY PERFORMANCE OPTIONS

These options control how graphics are displayed on the screen, but they do not affect the print quality or exported output. The speed of displaying the images will vary depending on your computer processors. For example, if you are using many high-resolution photos in your document, it might take some time to display the images at High Quality Display.



Choose **View > Display Performance** and select **High Quality Display**.




## LAYERS

Use the “Layers” panel (Window > Layers) to list, organize and edit the objects in a document. Think of layers as clear folders that contain artwork. If you reshuffle the folders, you change the stacking order of the items in your artwork. You can move items between folders and create subfolders within folders. The Layers panel provides an easy way to select, hide and lock.

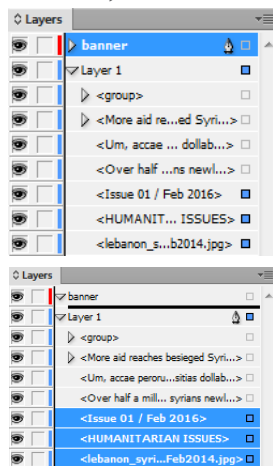
Let’s organize our document into three layers: 1) banner, 2) TOC and 3) content.

### Create layers

Choose **Window > Layers**. Click the **New Layer** button . **Double-click** on the layer that you just created and change the name to “**banner**”.

### Add objects to layers

Choose **Window > Layers**. Select the photo, the “**humanitarian issues**” title, and “**Issues 01 / Feb 2016**” text in the document window. In the Layers panel, the selected layers have now **square-coloured marks**. Select them (**click on the name of layers**, not on the squared marks) on the Layers panel (the layers should be highlighted in blue) and **move** them to the “**banner**” layer. Click the **arrow icon** next to the “**banner**” layer **to display all**.



Create **two new layers** and name them “**TOC**” and “**content**”. Organize the **logo** and **TOC text frame** in “**TOC**” layer and the rest of the text in “**content**” layer.

### Change the order of layers

The Layers panel lists layers with the frontmost layer appearing at the top of the panel.




In the Layers panel, **drag** the title “**humanitarian issues**” layer up or down the photo layer in the list. See how the title is hidden by the photo when the title layer is down in the list?

### Show or hide layers and objects

Hidden layers and objects can’t be edited and don’t appear on screen or in print.



Hide the logo by clicking on the **eye icon** . Click again on the icon to show the logo again.

### Lock or unlock layers

Locking is useful for preventing accidental changes to a layer. A locked layer displays a crossed-out pencil icon in the Layers panel. Objects on locked layers cannot be selected or edited directly.



Click a **square in the second column** from the left to **show** (lock) or **hide** (unlock) the layer.





## EXPLORING ON YOUR OWN

Add the photo credit “Photo: UNHCR/A. Mc Connell” in Avenir Next, Regular, size of 7pt. and B80 colour, right alignment.

Create paragraph style and name it “photo\_credit”.

Rotate by 90 degrees and place it on the left below the banner.

Your document should look like this.




## MANAGING PAGES

### Insert pages

You are now going to add six additional pages to your newsletter.




Choose **Window > Pages**. In the Pages panel menu, choose **Insert Pages**. In the Insert Pages dialog box, type **6** in the Pages box and click **Ok**. Six blank pages are added.

You can also click on the **Create new page** icon  on the bottom of the panel.

### Delete pages



In the Pages panel, hold down the **Shift** key and **click page 4 to 7** to select them. Click the **Delete Selected Pages button** icon  at the bottom of the panel. Pages 4 to 7 are deleted from the document.

### Move pages

In the Pages panel, drag a page icon to a new position within the document.

### Duplicate a page or spread

Select a page or spread, and then choose **Duplicate Page** or **Duplicate Spread** in the Pages panel menu. The new page or spread appears at the end of the document.

## MASTER PAGES

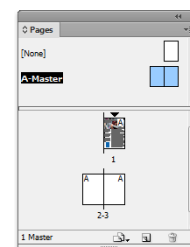
A master is like a background that you can quickly apply to many pages. Any object that you add to a master page automatically appears on the document pages to which the master page has been applied. Changes you make to a master are automatically applied to associated pages. Masters commonly contain repeating logos, page numbers, headers, and footers.

By default, any document you create has a master page.

### Open master pages



In the upper section of the Pages panel, **double-click** the name **A-Master**. The master spread's left and right pages appear in the document window.



You can see that the guides and columns set up earlier appear by default. You will now create a header with page number.

### Insert page number



On the **left master page**, create a **rectangle text** of **7mm height** and **18mm width**. **Align to the top-left margin** corner.



## Text frame inset spacing

You will add margins around the text.

With the text frame still selected, choose **Object > Text Frame Options**. In the Inset Spacing section, type **1mm** for **top, bottom, left** and **4 mm** for **right** in the **Inset box**. Select the **Preview box** in the lower-left corner to see the change, and then click **OK**.

Change the text properties to **Avenir Next, Bold, 10pt size, white colour and align right**. Create a **new paragraph style** and call it “**page\_number**”. When creating a new style, make sure that “[No Paragraph Style]” is selected for “**Based on**”.

Apply the **OCHA blue colour** to the **frame** (not to the text) by selecting the frame and applying the colour.

## Add page number

Place the **insertion point** in the text frame. Choose **Type > Insert Special Character > Markers > Current Page Number**.

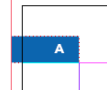
The letter A appears in your text frame. On the document pages that are based on this master page, the correct page number is displayed, such as “2” on document page 2.

For customization of page number style (e.g. having 01, 02, 03), go back to the document page (not a master page) and choose **Layout > Numbering & Section Options**.

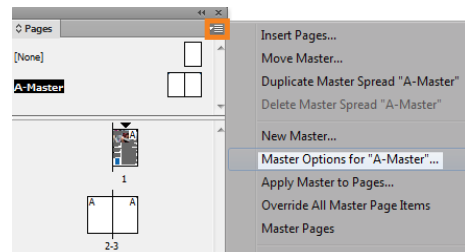
Do the same to the right page, but **flip the alignment and space**.

## Renaming the master page

When documents contain several master pages, you may want to assign a descriptive name to each master page to make them all easier to identify.



Select the **A-Master page**. Choose **Master Options For “A-Master”** from the Pages panel menu. In the Name box, type “**6-column layout**” and click **Ok**.





## Creating an additional master page

You can create multiple master pages within a document. You can build them independently or base one master page on another master page. If you base a master page on another master, any change made to the parent master is automatically applied to the child master.


For instance, the 6-column layout master page is useful for most of the pages in the newsletter and can be used as the basis for another set of master pages that share key layout elements, such as margins and the current page number character.

To accommodate different layouts, you will create a separate master page spread that uses an eight-column format, and then you will modify the six-column layout.


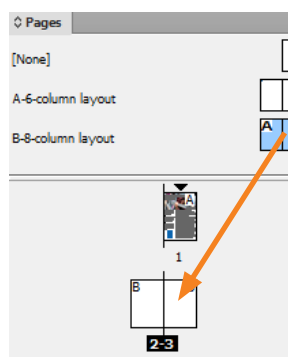



- 
-  In the Pages panel, choose **New Master** from the Pages panel menu or click on the **Create new page** icon . In the **Name box**, type “**8-column layout**”. Type **B** for Prefix. From the Based On Master menu, choose **A-6-column layout**, and click **Ok**.
- 

Notice that the letter A is displayed on the B-8-column layout master page icons at the top of the Pages panel. This letter indicates that the A-6-column layout master serves as the foundation for the B-2-column layout master. If you were to change the A-6-column layout master, the changes would also be reflected in the B-8-column layout master. You may also notice that you cannot easily select objects, such as the headers, from other master pages.

- 
-  Choose **Layout > Margins And Columns**. In the Margins And Columns dialog box, set the number of columns to **8** and then click **Ok**.
- 

## Applying master pages to document pages

- 
-  **Double-click** the name of the **B-8-column layout** master in the Pages panel. Make sure that all master pages and document pages are visible in the panel.
 
  - Drag the left page** icon of the B-8-column layout master onto the icon of document **page 2**. When page 2 is displayed with a black border, indicating it's the page to which the selected master will be applied, release the mouse button.
- 

- 
-  Apply the **B-8-column master to page 3** as well. **Double-click page numbers 2–3** in the Pages panel **to display this spread**. Notice that the two pages of this spread have the 8-column layout of the applied master page, as well as the header and footer elements that you placed on the parent master page. **Double-click** the icon for document **page 1**. Because it's based on the A-6-column layout master, the number of columns is six.
-




## DRAW OBJECTS

### Draw lines

You will draw a separator line between the table of contents and the main text on the first page.




Select the **Line** tool  in the toolbox. **Drag** in the document window to create the path. Hold down the **Shift** key to make a **straight vertical line**.

You can also use the Pen tool  to draw a line.



Select the **Pen** tool. **Position the Pen** tool where you want the straight segment to begin, and **click** to define the first anchor point (do not drag). **Click again** where you want the segment to end (**Shift-click to constrain the angle** of the segment to a multiple of 45°).

### Select anchor points

If you need to edit an anchor point, select the line using the Direct Selection tool , then select the anchor point. Shift-click to select multiple points.

### Set strokes

You can apply strokes or line settings to paths, shapes, text frames and text outlines. The Stroke panel provides control over the weight and appearance of the stroke, including how segments join, start and end shapes, and options for corners. You can also select stroke settings in the Control panel when a path or frame is selected.



With the line still selected, choose **Window > Stroke** to display the Stroke panel. For Weight, type **0.3pt** and press **Enter** or Return.

Note: Strokes thinner than 0.25 point may be too thin to see when printed.


If additional options are not visible, choose Show Options from the panel menu to display the other stroke attributes. This is where you can change the stroke attribute to have dashed/dotted lines and create arrows using start and end shapes. You will use this later.

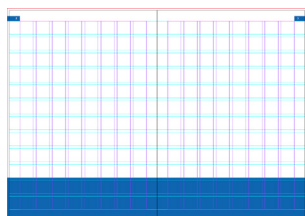




## Draw shapes





Select the **Rectangle** tool  and **drag** to create a rectangle that expands the **full spread** and fills the bottom of page 2-3, as with the image on the right.



## Draw ellipses/circles





Click and hold the **Rectangle** tool  to select the **Ellipse** tool . **Shift drag** in the document window to create a circle. Change its **size to 11.5mm**. Duplicate the circle. Lock the circle on the back so that it cannot be edited.

## Reshape objects

You will modify the circle to make it half the size. It will be used to represent a half per cent of a pie chart.



Select the circle using the **Direct Selection** tool . Select the **Delete Anchor Point** tool . Position the pointer over the left anchor point and click to **delete**.



The current shape is not a clean half circle due to its curved anchor points. You will need to modify them.

## Convert between smooth points and corner points

When the anchor point is selected, it displays direction handles, which consist of direction lines

that end in direction points. The angle and length of the direction lines determine the shape and size of the curved segments. Moving the direction points reshapes the curves.



Select the half circle **top anchor point** . Select the **Convert Direction Point** Tool  and **double click on the extremity of the left handle**. Do the same for the **bottom anchor point** to obtain a perfect half circle.

The circle and demi-circle will be used to represent a pie chart later.

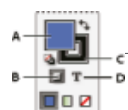
## APPLY COLOUR

Adobe InDesign provides a number of tools for applying colour, including the Toolbox, the Swatches panel, the Color panel, the Color Picker and the Control panel.

When you apply a colour, you can specify whether the colour applies to the stroke or fill of an object. The stroke is the border or frame of an object and the fill is the background of an object. When you apply a colour to a text frame, you can specify whether the colour change affects the text frame or the text inside the frame.




Select the **separator line** on page 1. In the Toolbox or in the Color or Swatches panel, select the **Stroke** box to specify the stroke of the object. Select the **OCHA blue** colour using the **Swatches** panel.



A. Fill box B. Formatting Affects Container C. Stroke box D. Formatting Affects Text

## Remove fill colour





In the Toolbox or in the Color or Swatches panel, click the **Fill** box. Click the **None** button  to remove the object's fill.





## Apply colours using the Eyedropper tool


Use the Eyedropper tool  to copy fill-and-stroke attributes, such as colour, from any object in an InDesign file, including an imported graphic.


- With the **rectangle** on page 1-2 selected, select the **Eyedropper** tool . Click the **page number background** that has the **OCHA blue fill** attributes you want to sample. A loaded eyedropper appears , and the rectangle is automatically updated with the fill (OCHA blue) and stroke (none) attributes of the page number background you clicked.

## SET OPACITY OF AN OBJECT

- Copy the **woman icon from scrap.ai** and **paste** into page 2 in InDesign. Do the **same** with the **man icon**.  
**Duplicate** the **woman and man icons** so that you have a total of **four icons**. Order them so that you have woman - man - woman - man icons. Make them **white**.  
**Select the last man icon** and on the Control panel or Effects panel, type a value of **25% for Opacity**  **100%** .

## DISTRIBUTE OBJECTS

- Select all woman and man icons**. Choose **Window > Object & Layout > Align** to display the Align panel. Align them by clicking on the **Align bottom edges** icon .

- To space the icons horizontally at a defined distance, choose **Show Options** from the panel menu. With all icons selected, select **Use Spacing under Distribute Objects**, and then type **0.5mm as space**. Click a button  to **distribute** the selected objects along their horizontal axes.

## GROUP OBJECTS

You can combine several objects into a group so that they are treated as a single unit. You can then move or transform the objects without affecting their individual positions or attributes.

- Select** the four icons and choose **Object > Group**. Now, you can move all icons all together as a single unit. To ungroup the selected objects, choose **Object > Ungroup**.



## EXPLORING ON YOUR OWN



On the bottom banner, add three 1.5pt dotted separator lines on page 2. Layout the information as below, using text and drawing tools, transparency and pasting icons from scrap.ai:



## TEXT WRAP

On the second page, you will wrap the body text around an image.

- Make a **text frame** of **six columns wide** and **align** it to the **right margin**. **Copy** the **headline and introduction** from [text.docx](#) and **paste** them. Apply their corresponding **paragraph styles**. Create another **text frame** just below and **paste the body text**. Apply the corresponding **paragraph style**.

- Draw a circle** that is **two column wide** including the gutters (**50mm width**). **Align in the middle and centre of the body text**. To display the Text Wrap panel, choose **Window > Text Wrap** and click on **Wrap Around Object Shape** while the circle is still selected. Specify **offset** values of **4 mm**.

- To place a photo in the circle, **select the circle** and choose **File > Place**. Browse to

["syria\\_aid\\_reached\\_WFP\\_Hussam-Al-Saleh.jpg"](#). To fit the photo to the circle, click the

**Fill Frame Proportionally** button in the control panel or go to **Object > Fitting > Fill Frame Proportionally**.

## ANCHORED OBJECTS

Anchored objects are items, such as images or text boxes, that are attached or anchored to specific text. The anchored object travels with the text containing the anchor as the text reflows. Use anchored objects for all objects that you want associated with a particular line or block of text, e.g., sidebars and callouts, figures or icons associated with a specific word.

You will add icons in a different part of the text.

- Copy the clash icon** from [scrap.ai](#) file. Use the **Type** tool to position an **insertion point** at the beginning of the second paragraph of the body text on page 2, then place or **paste the object**. To position the object, select it with a



selection tool and choose **Object > Anchored Object > Options**. Choose **Inline** or **Above Line** from the **Position menu** and use **-4 mm** for **Y Offset**. Click **Ok**.

You can also use the mouse to **drag** the object vertically on the page.



Add a **text wrap** of **1 mm right offset**.

Now, if you add any text above, the icon will move down with its associated paragraph. You can also use the custom position and drag it to the position you want.



**Copy** the **food icon** from [scrap.ai](http://scrap.ai) file and **paste** it at the end of the third paragraph so that the icon can be wrapped at the beginning of the fourth paragraph.

It is important to note that the object needs to be placed in the paragraph above, otherwise the text won't wrap.



**Select** the icon with a selection tool and choose **Object > Anchored Object > Options**. Choose **Custom** from the Position menu and click **Ok**.

The icon automatically moved outside the text frame.



**Drag the icon to the position** you want (at the beginning of the fourth paragraph) and add a **text wrap of 1 mm right offset**.



## HYPERLINKS

You can create hyperlinks so that when you export to Adobe PDF, a viewer can click a link to jump to other locations in the same document, to other documents or to websites.

A source is hyperlinked text, a hyperlinked text frame or a hyperlinked graphics frame. A destination is the URL, file, e-mail address, page text anchor or shared destination to which a hyperlink jumps. A source can jump to only one destination, but any number of sources can jump to the same destination.

First, you will need to create a character style for hyperlinks and then create the hyperlinks.



To open the Hyperlinks panel, choose **Window > Interactive > Hyperlinks**. **Create a character style** called **“hyperlink”** and use **OCHA orange colour, underline weight of 0.3 pt, underline offset of 2pt and underline colour as (Text Color)**.

### Create a hyperlink to a web page (URL)



At the end of the body text on page 2, type **“For more information: [www.unocha.org](http://www.unocha.org) Contact: [ochavisual@un.org](mailto:ochavisual@un.org)”**.

**Right-click** the selected text, frame or graphic and then choose **Interactive > Hyperlinks > New Hyperlink**. The New Hyperlink dialog box is displayed. Ensure that the **URL option is selected** in the Link To drop-down. In the **URL text** box, type **“<http://www.unocha.org>”**, select **“hyperlink”** character style and click **Ok**.

### Create a hyperlink to an e-mail



At the end of the body text, type **“Contact: [ochavisual@un.org](mailto:ochavisual@un.org)”**. **Select** the e-mail address text and choose



**New Hyperlink** in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel. In the New Hyperlink dialog box, choose **Email from the Link To menu**.

For the **address**, type **ochavisual@un.org**. For the **subject line**, type the text that appears in the subject line of the e-mail message, i.e., **“Humanitarian issues template”**.


**Select Shared Hyperlink Destination** if you want the e-mail message to be stored in the Hyperlinks panel for easy reuse. Select **“hyperlink” character style** and click **Ok**.

## Create a hyperlink destination


Creating a hyperlink destination is necessary only if you’re creating a hyperlink or cross-reference to a text anchor. A text anchor can point to a selection of text or to the insertion point location. Then you create the hyperlink or cross-reference that points to the hyperlink destination.

Hyperlink destinations you create do not appear in the Hyperlinks panel; they appear in the dialog box that appears when you’re creating or editing hyperlinks.

You want the first-page table of content headlines to be hyperlinked to their relative pages, where the full article will appear so that users can jump directly to the relevant pages.

 Use the **Type** tool and **select the heading** “More aid reaches besieged Syrian towns” on page 2. Choose **New Hyperlink Destination** in the Hyperlinks panel menu. Choose **Text Anchor in the Type menu**. Specify **“More aid reaches”** as a name for the text anchor, then click **Ok**.

## Create a hyperlink to a text anchor

 Select **“More aid reaches besieged Syrian towns”** on page 1 table of content. Choose **New Hyperlink** in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel. Choose **Text Anchor from the Link To menu**. From the Text Anchor menu, choose the text anchor **“More aid reaches”** destination you created, then click **Ok**.

## Manage hyperlinks and hyperlink destinations


Use the Hyperlinks panel to edit, delete, reset or locate hyperlinks.

To edit or delete hyperlink destinations, choose Hyperlink Destination Options in the Hyperlinks panel menu. For Destination, select the name of the destination you want to edit.

## CROSS-REFERENCES

If you’re writing a manual or reference document, you may want to include a cross-reference to refer the reader from one part of your document to another. Example: For more information, see “XXX” on page 249. You can specify whether a cross-reference derives from a paragraph style or from a text anchor you’ve created. You can also determine the cross-reference format, such as Page Number Only or Full Paragraph & Page Number.

You will add the page number in the table of contents on page 1.

 **Place the insertion point** before “p.XX” and choose **Type > Hyperlinks & Cross-References > Insert Cross-Reference** or choose Insert Cross-Reference from the Hyperlinks panel menu. In the dialog box, you can do this in two ways:



1) Choose Text Anchor from the Link To menu. **Choose the text anchor “More aid reaches”** and **select Page Number for Cross-Reference format**. To **edit**, click on the **Cross-Reference Formats button** and change the format to “p. <pageNum/>”. Click **Ok** and **Ok**. Now, you should have p.2 inserted.

2) An alternative way is to use the **paragraph style**. In the dialog box, choose **Paragraph** instead of Text Anchor from the Link To menu. **Click the headlines paragraph style** in the left box to reduce the choices. Then select “**More aid reaches besieged Syrian towns**” and click **Ok**.

## ADD COLUMN BREAKS

You can force the text to go to the next column or page by inserting special break characters.



Using the **Type** tool, click at the beginning of the sixth paragraph to **place the insertion point** where you want the break to occur. Choose **Type > Insert Break Character > Column Break**. You can also do **page break** or **frame break**.

## VIEW HIDDEN (NON-PRINTING) CHARACTERS



Choose **Type > Show Hidden Characters**. If hidden characters still do not appear, turn off preview mode. Choose **View > Screen Mode > Normal** and choose **View > Overprint Preview** to deselect it.

Non-printing characters appear, such as those for spaces, tabs, ends of paragraphs, index markers and ends of stories. These special characters are visible only in a document window. Examples:



¶ End of paragraph, ↵ soft return (line break), ␣ space, # end of story, » tab, ¶ anchor object, ␣ column break, ␣ page break.








## CREATE TABLES

Tables in InDesign are created inside a text frame. When you create a table, the new table fills the width of the container text frame.


-  Select the **Type** tool , draw a **text frame** that is **two-columns wide** and **align it on the left margin**. Choose **Table > Insert Table**. Specify the **numbers of rows (20), columns (2), header rows (1) and footer rows (1)**. Click **Ok**.  
You can always change the settings using the Table panel **Window > Types & Tables > Table**.

### Add text to a table

You can add text, anchored objects and other tables to table cells. The height of a table row expands to accommodate additional lines of text, unless you set a fixed row height. You cannot add footnotes to tables.

-  Using the **Type** tool , position the **insertion point in the first cell (header)** and type **“Governorate”**. Go to the **next cell** and type **“People in need (in millions)”**.  
**Copy the governorate names** from [data.xlsx](#). Using the **Type** tool , **select the first column without the header** and **paste**.  
**Copy the number of people in need** in millions from [data.xlsx](#) and **paste on the second column**.



### Delete rows, columns or tables

-  **Select the empty cells** using the **Type** tool and then choose **Table > Delete Row**.  
If you want to delete columns or tables, do the same: **Table > Delete Column or Table**.

### Insert rows or columns

Use **Table > Insert > Row or Column**.

### Select the entire table

-  To select the whole table, **click inside a table** with the **Type** tool and then choose **Table > Select > Table**.  
Or **move the pointer over the upper-left corner of the table** so that the pointer becomes an **arrow shape** . Then **click** to select the entire table.


## TABLE STROKES AND FILLS

You can add strokes and fills to your tables in a number of ways. Use the Table Options dialog box to change the stroke of the table border and to add alternating strokes and fills to columns and rows. To change the strokes and fills of individual cells or header/footer cells, use the Cell Options dialog box, or use the Swatches, Stroke and Color panels.

If you use the same formatting repeatedly for tables or cells, create and apply table styles or cell styles.

### Change the table border

You can change the table border by using either the Table Setup dialog box or the Stroke panel.

-  With the **insertion point in a cell**, choose **Table > Table Options > Table Setup**. Under **Table Border**, specify **Opt for weight**. This will remove the table border. Click **Ok**.

### Add stroke and fill to cells

You can add stroke and fill to cells using the Cell Options dialog box, Stroke panel or Swatches panel.





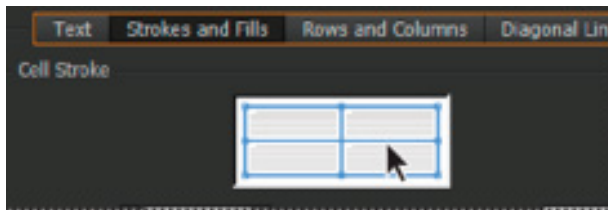
Select the header cells and choose **Table > Cell Options > Strokes And Fills**. For **Cell Fill**, choose **OCHA blue and 100% tint**. Do the **same** for the **footer**.

You will now remove all rows stroke and change the column stroke to white.



Select the entire table and choose **Table > Cell Options > Strokes And Fills**.

You can specify which lines will be affected by stroke changes in the proxy preview area. Selected lines are blue; deselected lines are grey.



To change the **rows stroke**, **triple-click** anywhere in the proxy to **deselect all lines**. All lines become grey. Then **click the horizontal line in the middle** to select it (the line becomes blue). **Change the weight to 0pt** and click **Ok**. All rows stroke have disappeared. **Repeat this process** for the **column stroke** by deselecting all lines. **Select the middle vertical line** and change the **colour to white and the stroke to 0.5pt**.

**Note:** Double-click any outside line to select the entire outer selection rectangle. Double-click any inside line to select the inside lines.



In the **footer cell**, type **“Total”** in the first cell and **“13.5”** in the second cell.

## Alternate strokes and fills in a table

You can alternate strokes and fills to enhance

readability or improve the appearance of your table. Alternating strokes and fills in table rows does not affect header and footer rows. However, alternating strokes and fills in columns does affect header and footer rows.

Alternating stroke and fill settings overrides cell stroke formatting, unless you select the Preserve Local Formatting option in the Table Options dialog box.



With the insertion point in a cell, choose **Table > Table Options > Alternating Fills**. For Alternating Pattern, select **Every Other Row**. Choose **Black with 10% tint**.

If you want to add alternating strokes to a table, choose **Table > Table Options > Alternating Row Strokes** or **Alternating Column Strokes**.

If you want to turn off alternating fills/strokes in a table, place the insertion point in the table and choose **Table > Table Options > Alternating Row Strokes**, **Alternating Column Strokes**, or **Alternating Fills**. For Alternating Pattern, choose **None** and then click **OK**. For Alternating Pattern, choose **None** and then click **OK**.

## Format a text within a table



Select the entire table and change the font to **Avenir Next Condensed, Regular and 9pt size**.

Select the **header** and make the font **bold, all caps and white**.

Select the **first column** (move the pointer over the top of the column so that the pointer becomes an **arrow shape** ↕, then **click** to select the entire column) and **align left**.



Select the **second column** and **align right except for the header**, which will be **aligned centre**.

Select the **table rows** and change the **font colour to B80**. Select the **footer** and change the **font to bold, all caps and white**.



## Resize columns without changing the table width


The first column is too narrow to fit the title “Governorate”. You will resize the column so that the title fits into one line.

 **Position the pointer** over the edge of the first column so that a **double-arrow icon**  appears. Then hold down the **Shift** key while **dragging right** to increase the column width.

**Note:** Holding down the Shift key while dragging the right table edge will resize all the columns proportionally.

If you know the exact size you need, you can also choose **Table > Cell Options > Rows And Columns**, specify Row Height and Column Width options and then click OK.

## Distribute columns and rows evenly


 **Select cells in the columns or rows that should be the same width or height.** Choose **Table > Distribute Rows Evenly** or **Distribute Columns Evenly**.

## Change the spacing before or after a table

Place the insertion point in the table and choose **Table > Table Options > Table Setup**.


 Under **Table Spacing**, specify **4 mm** for **Space After and Before**. Click **Ok**.

## Change cell inset spacing

 **Select the whole table** and choose **Table > Cell Options > Text**, or display the Table panel. Under **Cell Insets**, specify values of **1 mm for Top, and Bottom and 2 mm for Left and Right**. Click **Ok**.


## Adjust tabs into a table cell

To align text to the right but centred in the table cells, you will insert tabs into a table cell.

 **Select the second column content** (the numbers). Choose **Type > Tabs** to display the Tabs panel, and then **adjust tab settings until the numbers are centred**.

Before adjusting tabs	After adjusting tabs
PEOPLE IN NEED (IN MILLIONS)	PEOPLE IN NEED (IN MILLIONS)
2.8	32.8
0.8	0.8
0.5	0.5

To help you see the changes more clearly, add a “3” before the first number. Note how the number is right aligned but now in the centre of the cell.

 **Do the same** for the **total number**. You can adjust to the exact location by using the X value.

## TABLE STYLE

If you use the same formatting repeatedly for tables or cells, create and apply table styles or cell styles. Just as you use text styles to format text, you can use table and cell styles to format tables. A table style is a collection of table-formatting attributes, such as table borders and row and column strokes



that can be applied in a single step. A cell style includes formatting, such as cell insets, paragraph styles, and strokes and fills. When you edit a style, all tables or cells to which the style is applied are updated automatically.

**Note:** There is one important difference between text styles and table styles. While all character styles attributes can be part of a paragraph style, cell style attributes are not part of the table style. For example, you cannot use a table style to change the border colour of interior cells. Instead, create a cell style and include it in the table style.

When you create a table style, you can specify which cell styles are applied to different regions of the table: header and footer rows, left and right columns, and body rows.

For example, for the header row, you can assign a cell style that applies a paragraph style, and for the left and right columns, you can assign different cell styles that apply shaded backgrounds.

Name	Region and City	Member Since
Lee	East, Taipei	June 1999
Luebke	East, Augsburg	November 2003
Sanchez	South, Fort Morrison	August 1998
Stewart	North, Suddan	May 2001
Rhoades	West, Tucson	March 2004

#### Cell styles applied to regions in table style:

A. Header row formatted with cell style that includes paragraph style B. Left column C. Body cells D. Right column

## Define table and cell styles

Before starting to define table and cell styles, first define a paragraph style for the cell style.



You will first **create paragraph styles**.

To base a new style on the formatting of existing text in the table, **select the text** or place the insertion point in the text inside the table.

Choose **New Paragraph Style** from the **Paragraph Styles panel** menu and **create five**

**paragraph styles:** 1) **header\_left\_align**, 2) **header\_center\_align**, 3) **content\_left\_align**, 4) **content\_right\_align** and 5) **footer\_right\_align**.

header_ left_align	GOVERNORATE	PEOPLE IN NEED (IN MILLIONS)	header_ center_align
content_ left_align	Aleppo	2.8	content_ right_align
	Tartous	0.6	

In the Paragraph Styles panel, click **Create new style group** icon on the bottom of the panel and change the folder's name to **"table"**. **Drag the four paragraph styles** you have just created into the **folder to group them**.



You will then create cell styles.

To base a new style on the formatting of an existing cell, **place the insertion point** in the left header cell.

Choose **Window > Styles > Cell Styles** to open the Cell Styles panel. Choose **New Cell Style from the Cell Styles** panel menu. For Style Name, type **"header"**. To assign a paragraph style to a cell style, **click the General category**, and then choose the **"header\_left\_align" paragraph style** from the Paragraph Style menu.

For cell styles, options that don't have a setting specified are ignored in the style. If you don't want a setting to be part of the style, choose (Ignore) from the setting's menu, delete the contents of the field, or click a check box until a small box appears in Windows or a hyphen (-) appears in Mac OS.



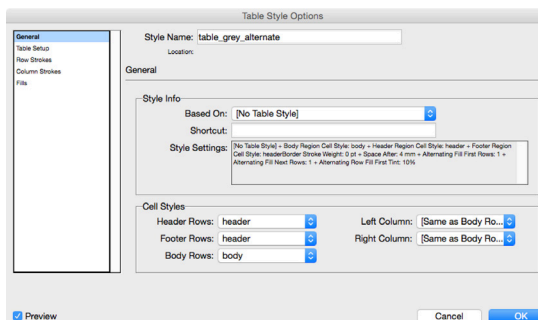
**Create another cell style** using the **left column body cell** and use the paragraph style **"content\_left\_align"** and name it **"body"**.



cell style: header	GOVERNORATE	PEOPLE IN NEED (IN MILLIONS)
cell style: body	Aleppo	2.8
	Tartous	0.6



After creating paragraph and cell styles, you are now ready to create a table style. Place the **insertion point in a cell** and choose **Window > Styles > Table Styles** to open the Table Style panel. Choose **New Table Style** from the Table Styles panel menu. Name the new style “**table\_grey\_alternate**”. To assign cell styles, choose “**header**” for **Header rows** and **Footer rows** and “**body**” for **Body Rows**.



Click **Fills category** on the left to check that the grey alternating pattern is applied. Click **Ok**.

## Apply table and cell styles

Unlike paragraph and character styles, table and cell styles do not share attributes, so applying a table style does not override cell formatting, and applying a cell style does not override table formatting.



Make sure that you do not have any paragraph and character styles selected (it should be **[Basic Paragraph][None]**). Create a **new table** with **2 columns, 3 rows, 1 header** and **1 footer**. Position the **insertion point in a table** and **click the table style** you have just created in the Table Styles panel (choose **Window > Styles > Table Styles**). Type some text and numbers to see how the Table style was applied.

TEST	TEST
Aaaa	7.0
Bbbb	6.5
Cccc	5.5
<b>TOTAL</b>	<b>14.0</b>



The second column text alignment needs adjustments

## Override table and cell styles

After you apply a table or cell style, you can override any of its settings.



**Apply paragraph styles** you previously created to the second column so that the alignment is the same as the first table.



## IMPORT AN EXCEL SPREADSHEET INTO INDESIGN



Select the **“Type Tool”** from the Toolbox. Create an **insertion point** just below the table you just created. Choose **File > Place** and select **Select Show Import Options**. **Double-click the [data.xls](#)**. The **Import Options** dialog box opens. Click the **“Sheet”** menu and **select the Table 3 worksheet** from the Excel workbook that you want to import. By default, all populated cells are selected under Cell Range field. Keep this. **Click the “Table”** menu to choose **Unformatted Table** that imports the data without using Excel’s formatting. **Select [table\\_grey\\_alternate](#) for Table Style**. Click **Ok**. The spreadsheet is pasted into the document as a table.

Needs	# of people (in millions)
Food	8.7
Health	11.5
Shelter	2.3

**To convert the first row to a header, select it and right-click > Convert to Header Rows. Stylize the second column** to make it similar to the other tables.

### Creating Linked Spreadsheets

The linked table needs to be in its own text frame in order to be updatable automatically.





Choose **File > Preferences > File Handling** (Windows) or **InDesign > Preferences > File Handling** (Mac) to place dynamically linked spreadsheets into an InDesign document. Select **Create Links When Placing Text And Spreadsheet Files**.

Any changes to the Excel spreadsheet will change the spreadsheet in the InDesign document. This will include the formatting of the InDesign spreadsheet if you selected a “Formatted Table” in the Import Options dialog box when you imported it.



**Place Table 3 again**, but this time place it in a **new text frame**, not in the left text frame. Open the Links panel (**Window > Links**). The [data.xls](#) is **now linked to the table**.



**Change any numbers in the Excel table and save it**. You will see a broken link icon . **Update** the link by clicking the **Update Link** icon .

**Note:** as there is no sorting function in InDesign, any data should be first sorted in Excel before importing.

## EXPORT TO ADOBE PDF



Choose **File > Export**. Specify a name and location for the file. For **Save As Type** (Windows) or **Format** (Mac OS), choose **Adobe PDF (Print)** and then click **Save**.

Choose a preset from the Adobe PDF Preset menu:

- **High Quality Print** creates PDFs for quality printing on desktop printers and proofing devices (downsamples colour and grayscale images to 300 ppi and monochrome images to 1200 ppi, embeds subsets of all fonts, leaves **colour unchanged** and does not flatten transparency).
- **Press Quality** creates PDF files for high-quality print production (converts colours to **CMYK**, downsamples colour and grayscale images to 300 ppi and



monochrome images to 1200 ppi).

- Smallest File Size creates PDF files for displaying on the web or an intranet, or for e-mail distribution. This set of options uses compression, downsampling and a relatively low-image resolution. It converts **all colours to sRGB** and embeds fonts. It also optimizes files for byte serving. For best results, avoid using this preset if you intend to print the PDF file.

**Click Export** (Windows) or **Save** (Mac OS).

**Note:** On an OS device, such as an iPad or iPhone, CMYK PDF will appear with bright colours because the devices ignore the original colour profiles of the PDF and display it in RGB colour. To avoid this, convert the PDF in RGB using Smallest File Size or by using Adobe PDF (Interactive).

## CREATE PACKAGE FILES

The package command ensures that all fonts and linked graphics are included with your InDesign file for handover to a service provider, such as a printing company.



Choose **File > Package**. An alert icon  indicates problem areas.

In the Package dialog box, do one of the following:

If you're notified of problems then correct the problem. When you're satisfied with the document, **click Package** to begin packaging.



Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files. Click **Continue**, and then specify a **location** in which to save all packaging files. Select the location and type the name of the package you want. Click **Package** to finish packaging.







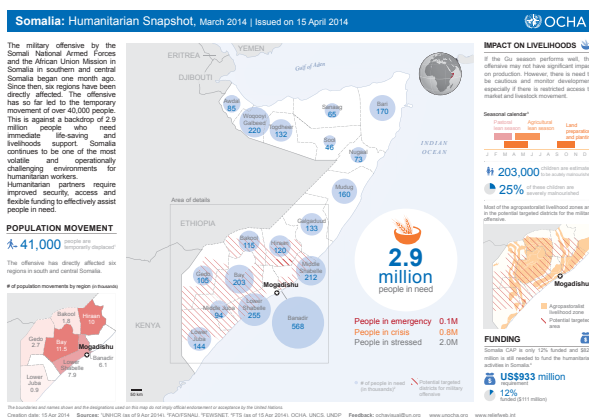
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# HUMANITARIAN SNAPSHOT



## HUMANITARIAN SNAPSHOT

A Humanitarian Snapshot is a visual product that tells the story of an emergency. The snapshot uses narratives, maps, charts and figures to present information in a clear and compelling way and to convey key messages. It helps answer questions such as “how many?”, “when?”, “where?”. It can show trends and relationships over time or compare elements.



- **Creation time:** One to two weeks
- **Focal points:** Information management officer / GIS officer with assistance from CRD desk officer, public information officer and head of office. The Visual Information Unit can also be consulted for guidance.
- **Purpose:** to improve situational awareness supported by statistical information, key indicators and geographical information.
- **Frequency:** Monthly
- **Audience:** News media, donors, senior management team, humanitarian partners
- **Format:** A4 size. For more description, see the “OCHA Graphics Style Book”

### Get started

1. Organize an editorial meeting and use the “humanitarian snapshot creation planning tool” to decide on the content and sketch out the idea.
2. Once the story and key messages have been determined, and a satisfactory sketch is developed, design the snapshot.
3. Share with colleagues to get feedback and then follow the clearance procedures above.

- **Content:**

**SUBJECT:** The subject and messaging are agreed by the head of office, CRD desk officer and the public information officer. The content will reflect the ongoing humanitarian situation, with consideration of humanitarian principles, security issues, political sensitivities, etc. The aim of the snapshot is not to show everything but to prioritize information and to tell a compelling story. Keep it simple and do not focus on more than three themes. If you choose to have three themes, make sure that you have clear links between the themes and have ONE OVERALL story. Keep the text short: the visual should be prominent—not the narrative.

**DATA:** Reliable data sources are identified and processed, while making sure that data to be used is most recent, accurate and public with sources that are fully documented and trusted. The source of information is primarily from the national Government or the United Nations.

- **Clearance:**

1. The IMO circulate the draft to the IM team, desk officer, data providers (if necessary), public information officer and head of office. If needed, the map will be also submitted by VIU to the UN Geospatial Information Section for clearance on the proper use of boundary representation, geographic names and disclaimers.
2. Based on feedback, integrate comments and adjust the design and data.
3. The IM team has the editorial decision whether or not to accept the feedback.
4. The reporting officer will review the text.
5. The head of office has the final authority on the issuance of the snapshot.



The humanitarian snapshot is a collaborative product; the public information/reporting officer provides the key messages and writes the text and the information management officer collects data and visualizes it so that the design communicates the essentials of the story's message without overloading audiences with too much information. Start with an editorial meeting and use this form to explore the story with the team.

## STAFF

DESIGNER: \_\_\_\_\_

EDITOR: \_\_\_\_\_

WRITER: \_\_\_\_\_



- Prioritize key issues and do not try to show everything.
- Use ONE compelling story line and make sure that elements used are all connected.

- Organize the content in a logical way: the most important information on top and the less important on the bottom right.

## DATA AVAILABILITY

List the data you need: \_\_\_\_\_ Source: \_\_\_\_\_

<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____

## STORY IDEA – MESSAGE

### INFO/VISUAL HIERARCHY

Most important information

**1** \_\_\_\_\_

Describe how to visualize it: \_\_\_\_\_

MAKE IT PROMINENT WITH: ☐ COLOUR ☐ SIZE ☐ POSITION

**2** \_\_\_\_\_

Describe how to visualize it: \_\_\_\_\_

MAKE IT PROMINENT WITH: ☐ COLOUR ☐ SIZE ☐ POSITION

**3** \_\_\_\_\_

Describe how to visualize it: \_\_\_\_\_

MAKE IT PROMINENT WITH: ☐ COLOUR ☐ SIZE ☐ POSITION

### QUESTIONS READERS ASK

**1** \_\_\_\_\_

HOW ANSWERED: ☐ HEADLINE ☐ DECK ☐ FIGURE ☐ CHART  
☐ MAIN MAP ☐ SMALL MAP

**2** \_\_\_\_\_

HOW ANSWERED: ☐ HEADLINE ☐ DECK ☐ FIGURE ☐ CHART  
☐ MAIN MAP ☐ SMALL MAP

**3** \_\_\_\_\_

HOW ANSWERED: ☐ HEADLINE ☐ DECK ☐ FIGURE ☐ CHART  
☐ MAIN MAP ☐ SMALL MAP

Deck = one or two sentences that summarize the focus of the headline.

## SKETCH THE IDEA

TITLE: \_\_\_\_\_ – Humanitarian snapshot (as of DD Mmm YYYY)

[Country]: [Subject] - Humanitarian snapshot (as of XX Mmm YYYY)



**MESSAGE**  
(max. 50 words)

**HEADLINE**

**DECK**

**HEADLINE**

**DECK**

**MAP**





In 2015, 14 typhoons and tropical storms entered the Philippine Area of Responsibility, 9 of which made landfall. Typhoon Koppu (known locally as Lando) in October and Typhoon Melor (Nona) in December displaced hundreds of thousands of people in Luzon. Government-led military operations in central Mindanao led to displacement of over 120,000 people, while 24,600 displaced people in Zamboanga City are still waiting for permanent housing. Minor eruptions and abnormal activities of Mayon, Bulusan and Kanlaon volcanoes prompted the authorities to raise alerts. Effects of El Niño were slowly felt throughout the country, with many provinces experiencing below normal rainfall, dry spells and drought. Conditions are projected to worsen in the first half of 2016 and aggravate water shortage and food insecurity.

## TYPHOON KOPPU (October)

Category-3 Typhoon Koppu made landfall over Casiguran municipality of Aurora province in Central Luzon (Region III) on 18 October. It was unusually slow-moving and brought incessant and heavy to intense rains within its 650 km diameter for more than four days, causing flooding, flash floods and landslides in Regions I, II, III and the Cordillera Administrative Region. More than 3 million people were affected in seven regions, with more than 700,000 displaced.

**713,000** people displaced  
**137,000** houses damaged

## TYPHOON MELOR (December)

Typhoon Melor (known locally as Nona) made five landfalls over Northern Samar, Sorsogon, Masbate, Romblon and Oriental Mindoro provinces on 14 and 15 December. The typhoon brought heavy to intense rainfall along its path as it crossed the islands in the Visayas and Luzon. The President on 18 December declared a State of National Calamity to hasten rescue, relief, recovery and rehabilitation of the Government, the private sector and any international humanitarian assistance to the affected provinces.

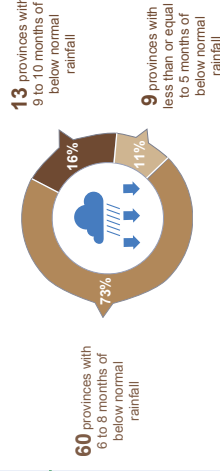
**287,000** people displaced  
**279,000** houses damaged

## MAYON, BULUSAN AND KANLAON

The Philippine Institute of Volcanology and Seismology (PHIVOLCS) reported weak emissions and steaming activities of the three volcanoes during 2015 with no significant humanitarian consequence. However, constant abnormal volcanic activities of these highly active volcanoes continue to pose danger to the surrounding communities. The public is advised to refrain from entering the Permanent Danger Zones of 6 km radius for Mayon Volcano and of 4 km radius for Kanlaon and Bulusan volcanoes.

## EL NIÑO

The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) reported in September a mature and strong El Niño and warned for below normal rainfall and adverse effects on agriculture in the following months. Many provinces of the Philippines, especially in the Visayas and Mindanao, experienced below normal rainfall over several months in 2015, which led to drought and dry spells.



## MINDANAO CONFLICT

In February and March, a month-long law enforcement operation led by the Armed Forces of the Philippines (AFP) against the Bangsamoro Islamic Freedom Fighters (BIFF) led to the displacement of over 120,000 people in 13 municipalities of Maguindanao. By mid-June, 75 percent of the IDPs returned to their places of origin.

In Zamboanga City in western Mindanao, after more than two years since the September 2013 fighting between a faction of the Moro National Liberation Front and the AFP, close to 17,000 people remain in 12 transition sites. In addition, about 7,700 "home-based" IDPs are hosted by relatives and friends or renting temporary homes.

