

Tutorial 6 – Rulers, Grids and Guides

Since Freehand can be used to create precision graphics, it is important to be able to measure objects and distances to a high degree of accuracy. One important aid in achieving this is through the use of rulers, which appear at the top and left hand side of the document.

In this tutorial we will set our unit of measurement, set the zero point of our page, create a grid to aid our layout, set guides to act as columns, and set out our page ready for our assignment.

Setting up the page correctly at the start can save you a lot of problems and time. Pay close attention to this tutorial.

Setting the unit of measurement

- **Step1: Open your newspaper.fh11** document that we created in an earlier tutorial.

The unit of measurement used by the rulers can be edited according to the type of work being done. This is done within the Units pop-up box at the bottom of the page:



- **Step 2:** Click on the unit pop-up box and set the units to millimetres.

Rulers

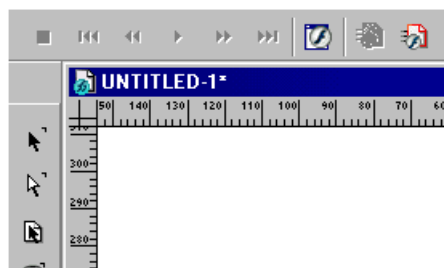
Rulers can be used to aid our placement of objects and help us to accurately measure sections of the page.

Displaying the rulers

By default the rulers are not displayed, but they can be made visible as follows:

- **Step 3:** Select **View > Page Rulers > Show** from the menu bar.

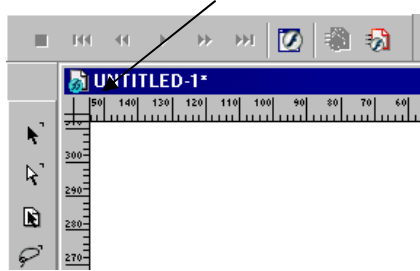
The rulers will display along the top and bottom of the page. Note that the ruler units will be in millimetres.



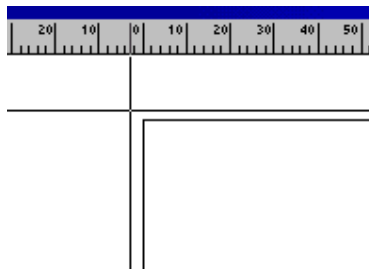
Setting the Zero point

When using rulers to position objects on a page, it is usually easiest to do this if the page's zero point (i.e. the co-ordinates of its top left hand corner) is 0,0. This can be set as follows:

- **Step 4:** With the rulers showing, click and hold on the cross hair in the top left corner.



- **Step 5:** Drag the crosshair until it is positioned exactly over the top left hand corner of your first page. Release the cross hair.



The zero point is now located here. Note that the ruler measurements have changed to reflect this.

Grids

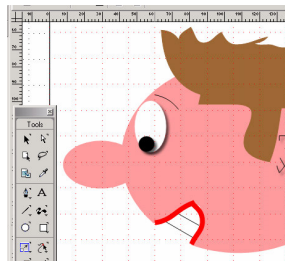
A grid in Freehand is like drawing on a page of graph paper – it consists of small squares, the sizes of which can be edited, which can be used to create graphics and also position them.

Showing and editing a grid

A grid can be made visible or hidden, depending on your preference. To do this:

- **Step 6:** Select **View > Grid > Show** from the menu bar.

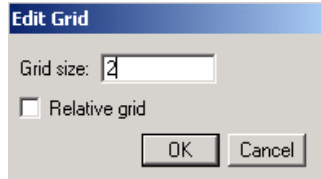
The grid is then displayed as horizontal and vertical lines in the document window.



To edit the size of the grid

You may decide that you would prefer that the grid consisted of 2mm squares. You can easily alter the size.

- **Step 7:** Select **View > Grid > Edit** from the menu bar.
- **Step 8:** Enter a new Grid Size of 2 and select OK.



Although the grid may not look different, if you use the magnify tool you will be able to see that it is actually made up of smaller squares.

Snapping to grid

Objects can be made to snap to the nearest available gridlines. This has the effect of pulling the object to the grid line, as if it were magnetised. To do this:

- **Step 9:** Select **View > Grid > Snap to Grid** from the menu bar.

When an object is moved near to the grid, it will be snapped so that it lies on top of the nearest guideline.

- **Step 10:** Draw an ellipse on your page. Any colour will do.
- **Step 11:** Use the pointer tool to select the ellipse.
- **Step 12:** Try to move the ellipse slightly. The ellipse will snap to the nearest grid point.
- **Step 13:** To turn off Snap to go to **View > Grid > Snap to Grid**.

Guides

Guides are similar to the grid in that they are a non-printing aid for positioning. However, unlike the grid, they can be positioned independently on the page. Guides can be placed on a page by dragging them from the ruler or by positioning them precisely with the guides dialog box.

We will use guides extensively to create the layout of our newspaper assignment.

Dragging guides

If you want to quickly visually align objects you may opt to create a quick guide.

- **Step 14:** Make sure the rulers are still showing by selecting **View > Page Rulers > Show** from the menu bar.
- **Step 15:** Click within the left sided ruler and drag to place a guide on the page.

You could then use this line to help you to align objects.

Guides Dialog box

For precise placement of objects you need to type in the exact position of the guides. The Guides dialog box contains information about the guides currently on the page and also enables you to add more guides:

- **Step 16:** Select **View > Guides > Edit** from the menu bar.

The location of the guides currently on the page is displayed here.

Deleting a guide

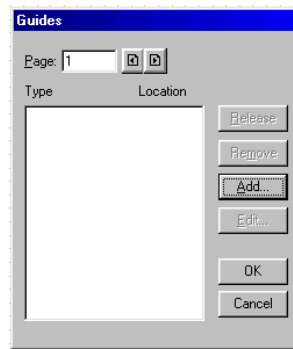
Let's delete the guide we just dragged in.

- **Step 17:** In the Guides panel click on the vertical guide (although we dragged it across the page the guide goes vertically from top to bottom, therefore it is called a vertical guide).
- **Step 18:** Click on **Remove**.

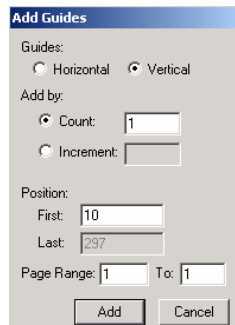
Adding a guide

Now let's create some accurate guides to act as our newspaper columns.

- **Step 19:** Still in the guides panel click **Add** to place new guides on the page.



- **Step 20:** A guide can either be horizontal (left to right) or vertical (up and down). For the first guide select **Vertical**.



- **Step 21:** Leave “Count” and 1 (this means only one guide will be placed) and in “First” type 10 (this will be 10mm). Leave the Page range as 1 to 1 (this would allow you to create the same guide on every page).
- **Step 22:** Click **Add**.
- **Step 23:** The Add guides panel will now show your Vertical guide. Usually you would continue adding more guides. However to see the guide on the page we must close the panel by clicking on OK. **Click OK**.

You should hopefully see that a blue guide has appeared at the left of your first page (10mm from the left edge to be precise).

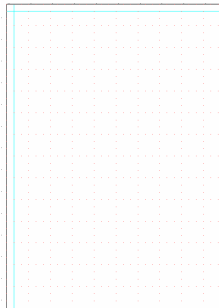
At this stage I would recommend simply adding each guide individually. Although this may prove to be time consuming it is good practice and reduces the chance of mistakes.

Now let's try inserting a horizontal guide.

- **Step 24:** Select **View > Guides > Edit** from the menu bar.
- **Step 25:** Click **Add** to place a new guide on the page.
- **Step 26:** For this guide select on **Horizontal**.
- **Step 27:** Leave “Count” and 1 and in “First” type -10 (this will be -10mm from the top). Leave the Page range as 1 to 1. Click **Add**.

When inserting horizontal guides you need to use negative numbers, whereas Vertical guides require positive numbers. This is because our zero point is set to the top left corner.

- **Step 28:** The Add guides panel will now show both of your guides. To see the guide on the page we must close the panel by clicking on OK. **Click OK**.



Your page will now have a guide at the left and one along the top.

We will be using guides throughout our DTP assignments to create gutters, headers and margins, and to position objects and text. You must also show evidence of guide use within your documentation.

Task:

Delete the two guides from your first page.

Ensure that your page is set to A3 at 300dpi.

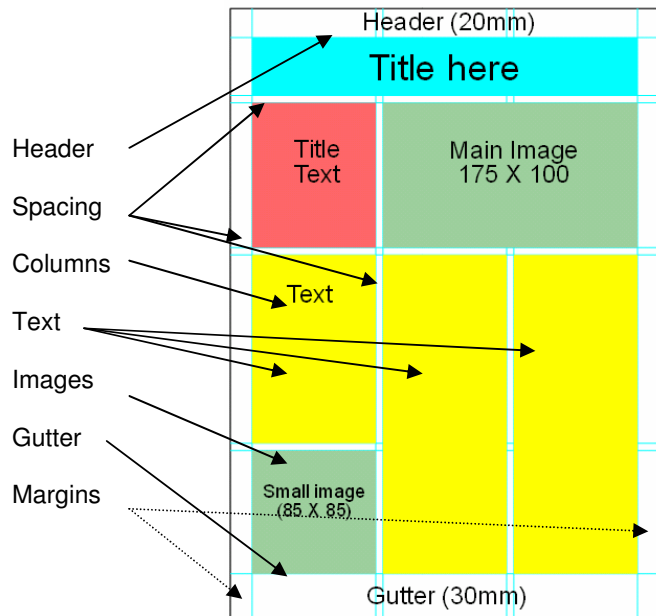
An A3 Page measures 297mm X 420 mm. I have used this to calculate my guides for a 3-column newspaper.

Insert the following guides:

Horizontal: -20, -60, -65, -165, -170, -300, -305, -390.

Vertical: 16, 101, 106, 191, 196, 281.

This will create the following 3-column newspaper layout.



This layout could be used for a simple newspaper layout.

I have created a left and right margin, a header, and a gutter. I have then added guides for my text, and images, and spacing between each object (5mm).

Examine some newspapers and magazines and see how each publication uses a different layout (house style). Notice how the gutter is often slightly larger than the header. This draws the reader's eye to the top of the page.

This layout was initially created and sketched out on paper and the guides calculated. I will show you how to do this during class.

Task:

Once you are happy with your first page's guides move the zero point to the second page. Now have a go at creating a 4-column layout on paper. When you are finished, try setting it up in Freehand on your second page.

Then repeat the process and create a 5-column layout on paper. If you have time then create this on your third page in Freehand.

Task:

Bring in some examples of newspapers. Look at how they are laid out and try to work out the guides and measurements used. Then try to replicate a page layout in Freehand. This can be used as research within your assignment.

Make sure you save your document at regular intervals.