

# ADOBE INDESIGN CS6

## GETTING STARTED

Adobe InDesign is the preferred program for professional quality publications. In this workshop you will be introduced to the basic of page setup, layout, addition of text and graphics, and formatting.

## DOWNLOAD WORKSHOP FILES

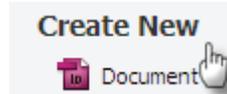
Go the STC Workshops page (<http://www.wwu.edu/techcenter/pages/workshops.shtml>) and select **Adobe InDesign (IndesignFiles.exe for PC, use the .zip for Mac)**

Click '**Save File**' and save to the Desktop

Double-click **IndesignFiles.exe** on the Desktop, this will create a folder on your desktop called "**training\_temp**".

## CREATE A NEW DOCUMENT

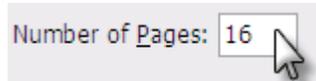
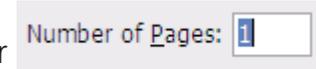
Under Create New click Document



Select Letter – Half from the Page Size drop-down menu



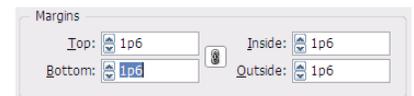
Type **16** into Number of Pages, which your cursor highlights in blue



Type **.25in** into Top under Margins and push Tab on your keyboard to apply to all margins



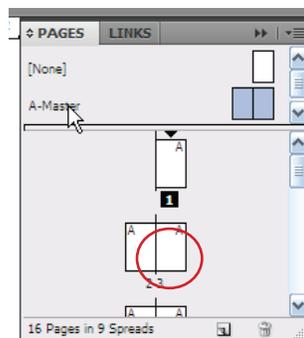
Note: The measurement will change to the equivalent in picas (a graphic design measurement)



Click **OK**

## INSERT COLUMNS

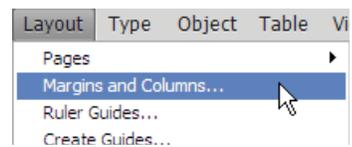
Double-click the first icon under Master Pages



Note: The page number outlined in black represents the currently viewed page.

Note: To prevent mistakes while adding elements, you cannot select text boxes created in A-Master

Click Layout, select Margins and Columns...



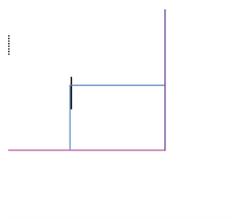
Increase the number of columns to **2**



Click **PAGES**

## INSERT PAGE NUMBERS

Zoom into the lower-right corner of page one (1)



Click **T.** to draw a text box along the magenta corner

Click **Type** and select Special Characters, Markers, Current Page Number

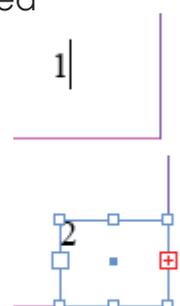
Note: If a **+** appears instead of text, your text box may need to be enlarged

Click **≡** to right justify

With **⬅** select the text box

Right-click, select Copy

Paste along bottom right-hand corner, outlined in magenta, of page two (2)



## Insert a text File

Tip: Click **Type** and select Fill With Placeholder Text to fill a box with text temporarily  
Click **File** and select Place  
Select a document from an external drive or



My Documents

Click

Open

Hover the loaded cursor over the upper-left of page two (2) and click

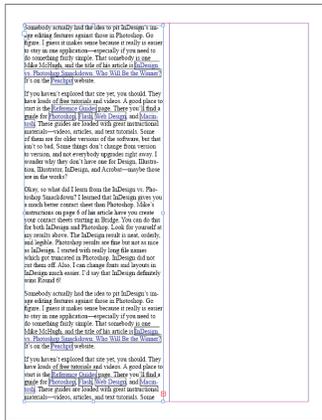
Note: The loaded cursor allows you to preview and read a sample of your document

Text will flow into column one (1)

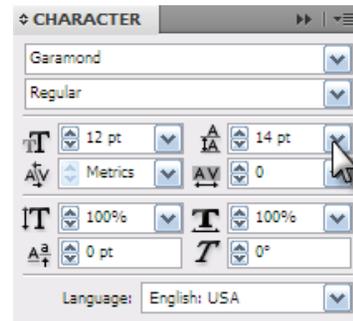
Note: The document maintains original Word document formatting

Double-click inside the textbox to edit

Tip: **Ctrl + A** selects all text within a text box

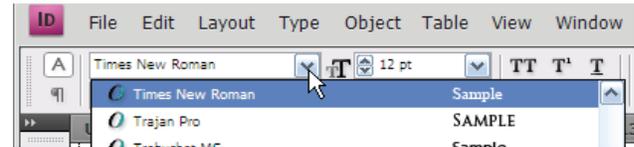


If **+** appears in the text box, click **+** with **⌘** and hover the loaded cursor over the upper-right of page one (1) and click column two (2)



Click **T** and select the drop-down font menu

Scroll with the **↑** and **↓** arrow keys on your keyboard to preview fonts



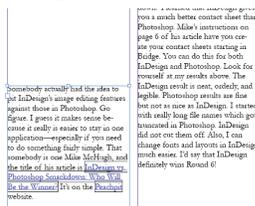
Tip: Select a serif font for body text like Times New Roman or Garamond as these fonts are easier to read

## CREATE A HEADLINE

Select the text-box in column one (1) and drag down to leave white space

Click **T** and draw a textbox to fill the space

Type a headline



Note: Headlines tend to be bold and a larger font size than body text to grab the reader's attention

Select a sans serif font text like Arial or Verdana from the drop-down font menu

Select Bold from the drop-down menu

Click **TT** for all caps



Somebody actually had the idea to nit InDesign's image editing features



## Insert an Image

Click **File** and select Place

Select an image from an external drive or

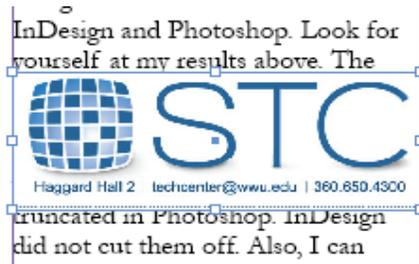


Click **Open**

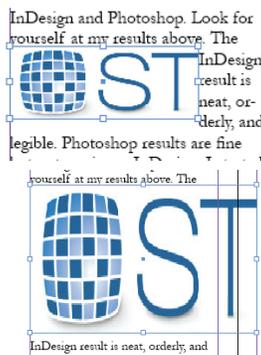
Note: Images are placed as links and should be saved in the same folder as your InDesign document

When prompted to update links you select images in the folder, which restores image quality and ensures you don't lose images

Crop the image by dragging a corner



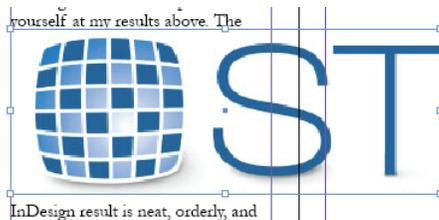
Scale the image by dragging a corner of the image and holding Ctrl



Note: Ctrl selects the frame and picture

Resize the image to proportion by dragging the corner of the image and holding Ctrl + Shift

Note: Shift controls proportion



Right-click, select Transform, and select an option from the menu to rotate or flip the image

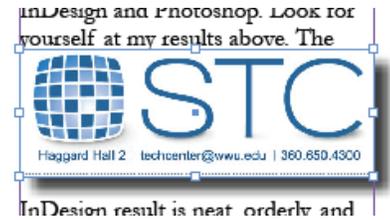
Note: You can rotate and flip other elements, like text boxes



Right-click, select Effect, and select Drop Shadow from the menu to add a drop shadow

Under Blending

click  to change the shadow color

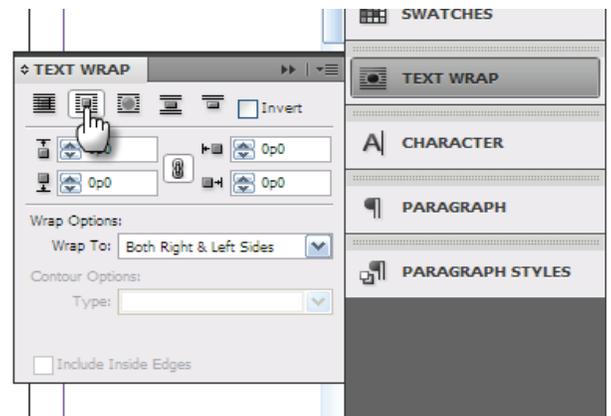
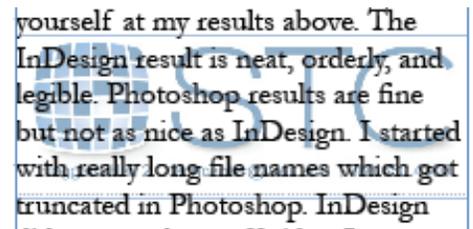


Right-click the image, select Arrange and Send Backward or Send to Back to set a background image

Note: You may have to click  **TEXT WRAP** and 

Right-click and select Effects and Transparency

Tip: Click  **TEXT WRAP** and choose an icon to change the text wrapping style



## SAVE YOUR PRINT DOCUMENT

Click **File** and select Export

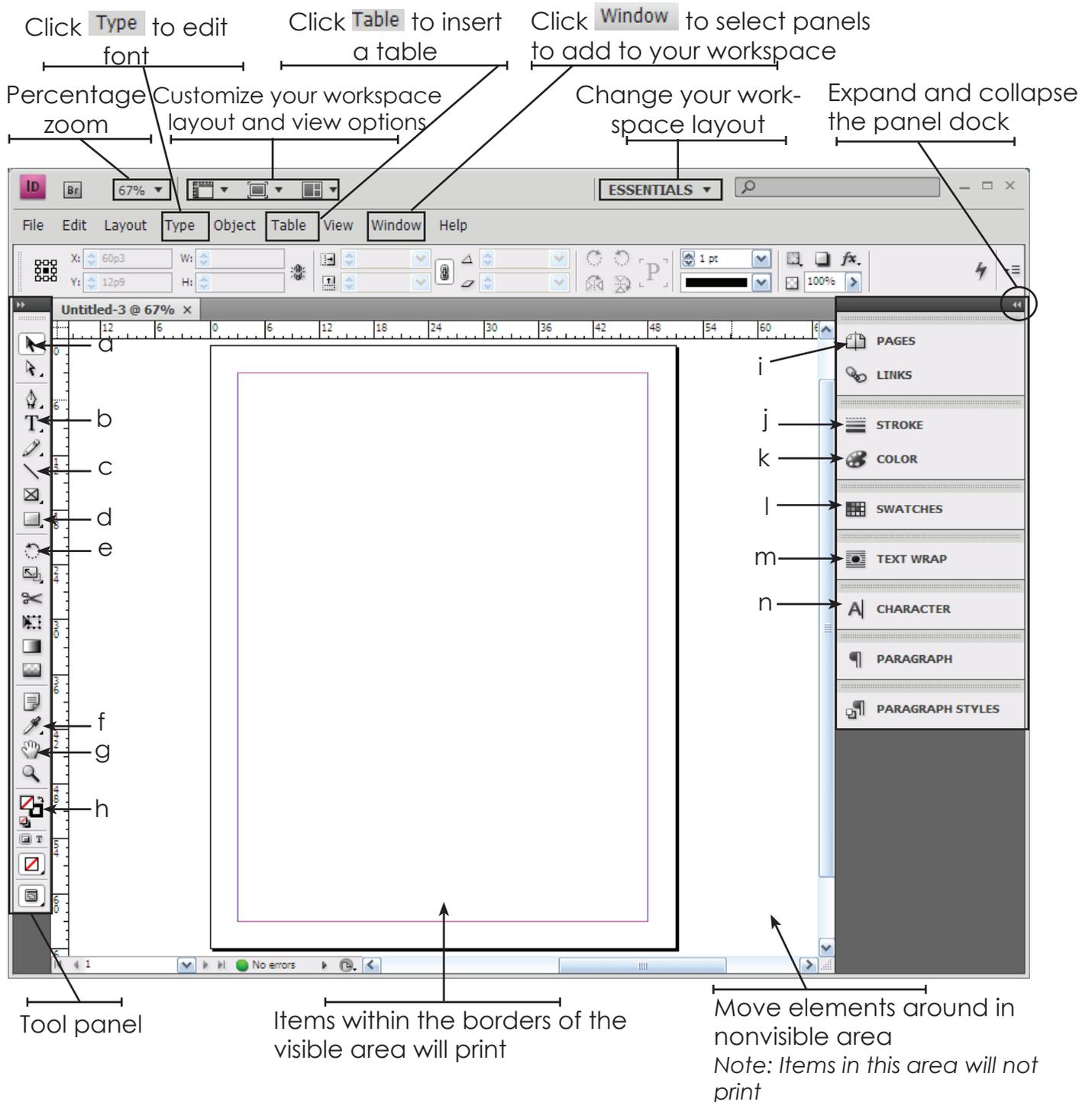
Under Save as type select a document type

Note: Type preset to PDF



Click **Save**

# indesign workspace overview



- a. Selection Tool; select and manipulate document elements
- b. Type Tool; draw text boxes
- c. Line Tool; draw vector lines
- d. Rectangle Tool; draw shapes

- e. Rotate Tool; rotate document elements
- f. Eyedropper Tool; sample colors
- g. Hand Tool; grab your document
- h. Outline/fill colors
- i. Jump to a page without scrolling through the entire document

- j. Formats box outline sizes
- k. Adds color to elements on pages
- l. Customiazable and preset colors
- m. Text wrapping styles
- n. Font styles