ADOBE INDESIGN CC

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)**

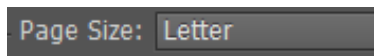Click '**Save File**' and save to the Desktop

Double-click **IndesignFiles.exe** on the Desktop, this will create a folder on your desktop called "**training_temp**".
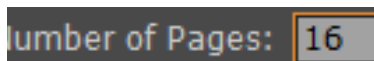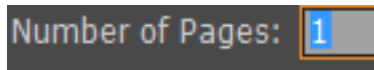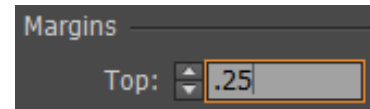
CREATE A NEW DOCUMENT

Under Create New click Document

Create New
🔲 Document
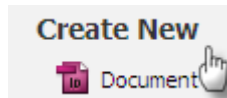
Select Letter – Half from the Page Size drop-down menu

Page Size: Letter

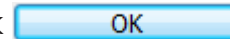Type **16** into Number of Pages, which your cursor highlights in blue

Number of Pages: 1

Number of Pages: 16

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

Margins
Top: .25

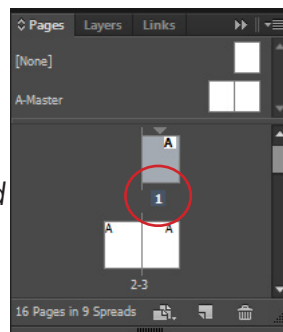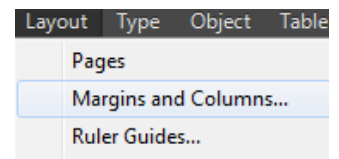● *Note: The measurement will change to the equivalent in picas (a graphic design measurement)*

Margins
Top: 1p6   Inside: 1p6
Bottom: 1p6   Outside: 1p6
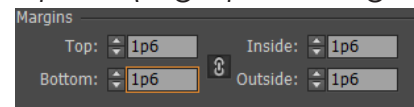
Click [OK]

INSERT COLUMNS

Double-click the first icon under Master Pages

● *Note: The page number outlined highlighted represents the currently viewed page.*

[Pages panel showing: Pages, Layers, Links / [None] / A-Master / 1 / 2-3 / 16 Pages in 9 Spreads]
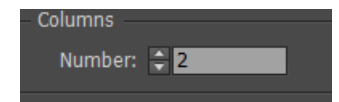
● *Note: To prevent mistakes while adding elements, you cannot select text boxes created in A-Master*

Make sure you have selected the master page and click Layout, select Margins and Columns…
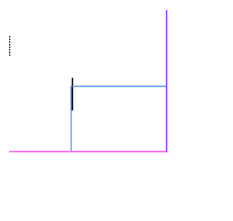
Increase the number of columns to **2**

Click 🗏 Pages

Layout Type Object Table
   Pages
   Margins and Columns...
   Ruler Guides...

Columns
   Number: 2

INSERT PAGE NUMBERS

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

Click [T] to draw a text box along the magenta corner

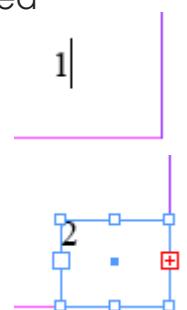Click [Type] and select Special Characters, Markers, Current Page Number

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

Click ≣ to right justify
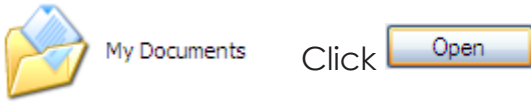
With [▷] select the text box

Right-click, select Copy

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

1|

2

Insert a text File

- Tip: Click **Type** and select Fill With Place-holder 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 pre-view and read a sample of your document*

Text will flow into column one (1)
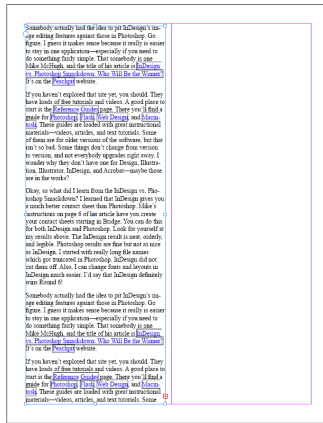
- *Note: The document maintains original Word document formatting*

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)

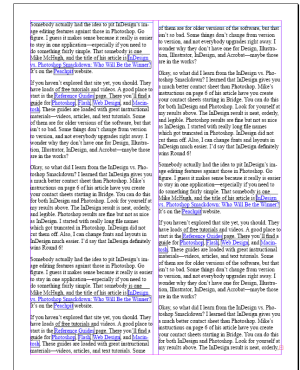Click **A** **CHARACTER** and select a drop-down menu to edit text attributes
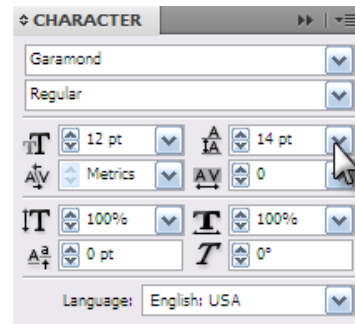
Click **T** and select the drop-down font menu

Scroll with the ↑ and ↓ arrow keys on your keyboard to preview fonts
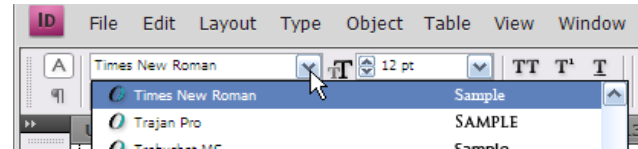
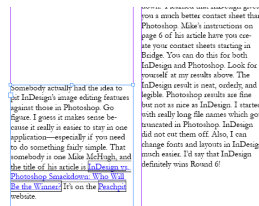*Tip: Select a serif font for body text like Times New Roman or Garamond as these fonts are easier to read*
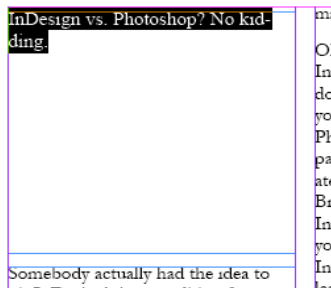

CREATE A HEADLINE

Select the text-box in column one (1) and drag down to leave white space
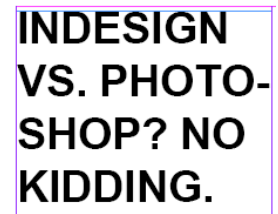
Click **T** and draw a textbox to fill the space

Type a headline

- Note: Headlines tend to be bold and a larg-er font size than body text to grab the read-er'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

INDESIGN VS. PHOTO-SHOP? NO KIDDING.

Insert an Image

Click **File** and select Place

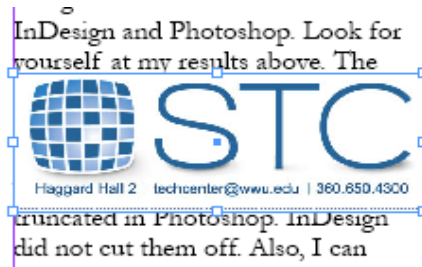Select an image from an external drive or My Documents   Click **Open**
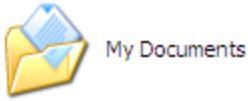
- Note: Images are placed as links and should be saved in the same folder as your InDesign document

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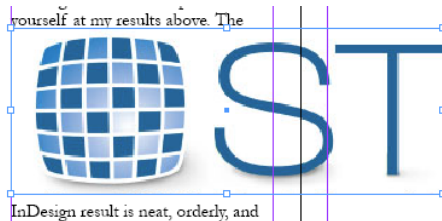
Crop the image by dragging a corner

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

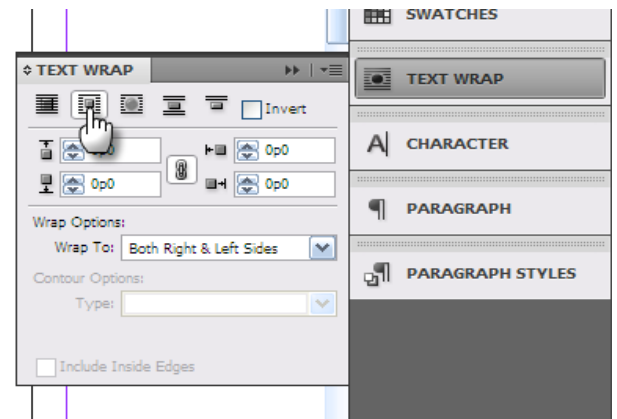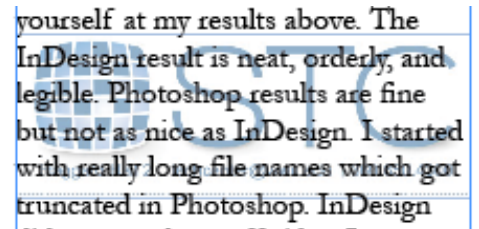Under Blending click ■ to change the shadow color

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

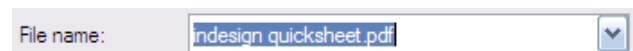- *Tip: Click* **TEXT WRAP** *and choose an icon to change the text wrapping style*

SAVE YOUR PRINT DOCUMENT

Click **File** and select **Export**

Under Save as type select a document type

- Note: Type preset to PDF

File name: indesign quicksheet.pdf

Click **Save**

PACKAGING IN INDESIGN

After saving your documents you can then click **File** and then Package...

One you have selected package this window should pop up and give you an overview of the fonts links and colors used in your document.

InDesign will alert you if you if you are using any copyrighted fonts, overset text, or unlinked photos.

- Note: If you see this box make sure to relink your images

Once you have double checked your document you will then click Package and have the option to add your contact information.

- Note: This step is only neccesary when sendthing to document out for printing.

Make sure that if you want to have work kept on the side of you indesign document packed that you check

Then select the package button to complete the process
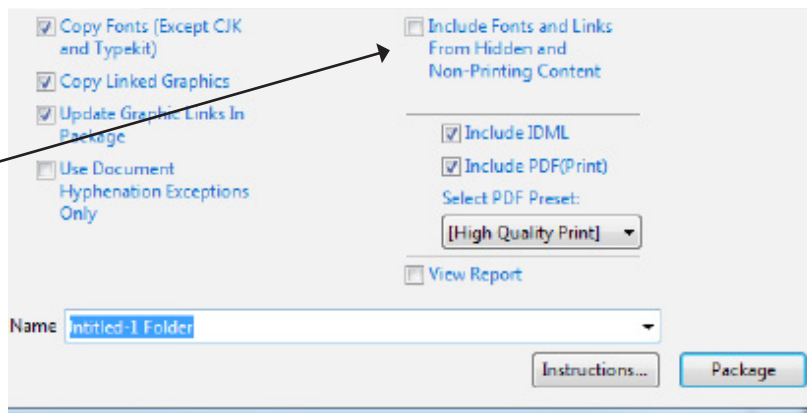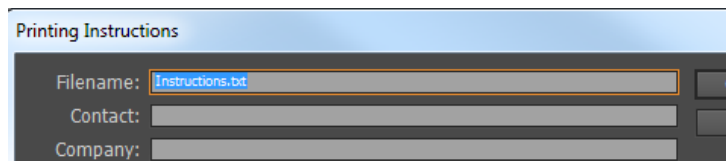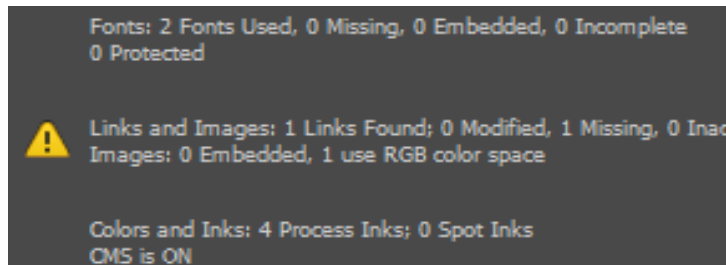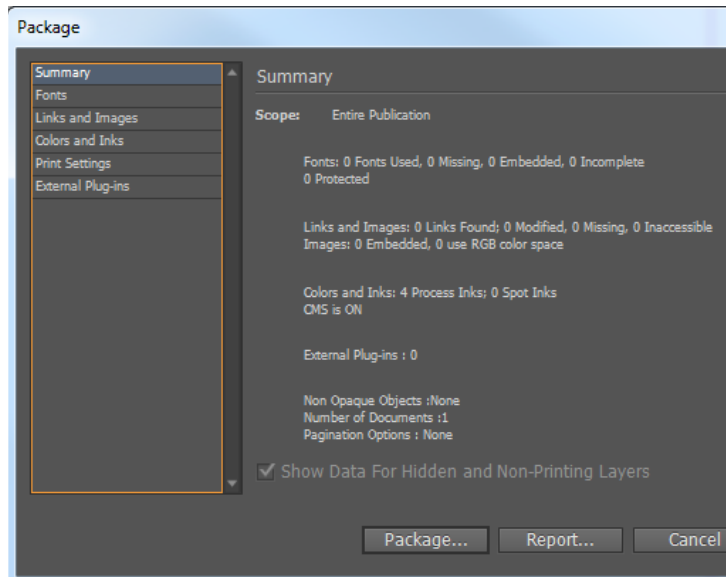
indesign workspace overview

Click **Type** to edit font
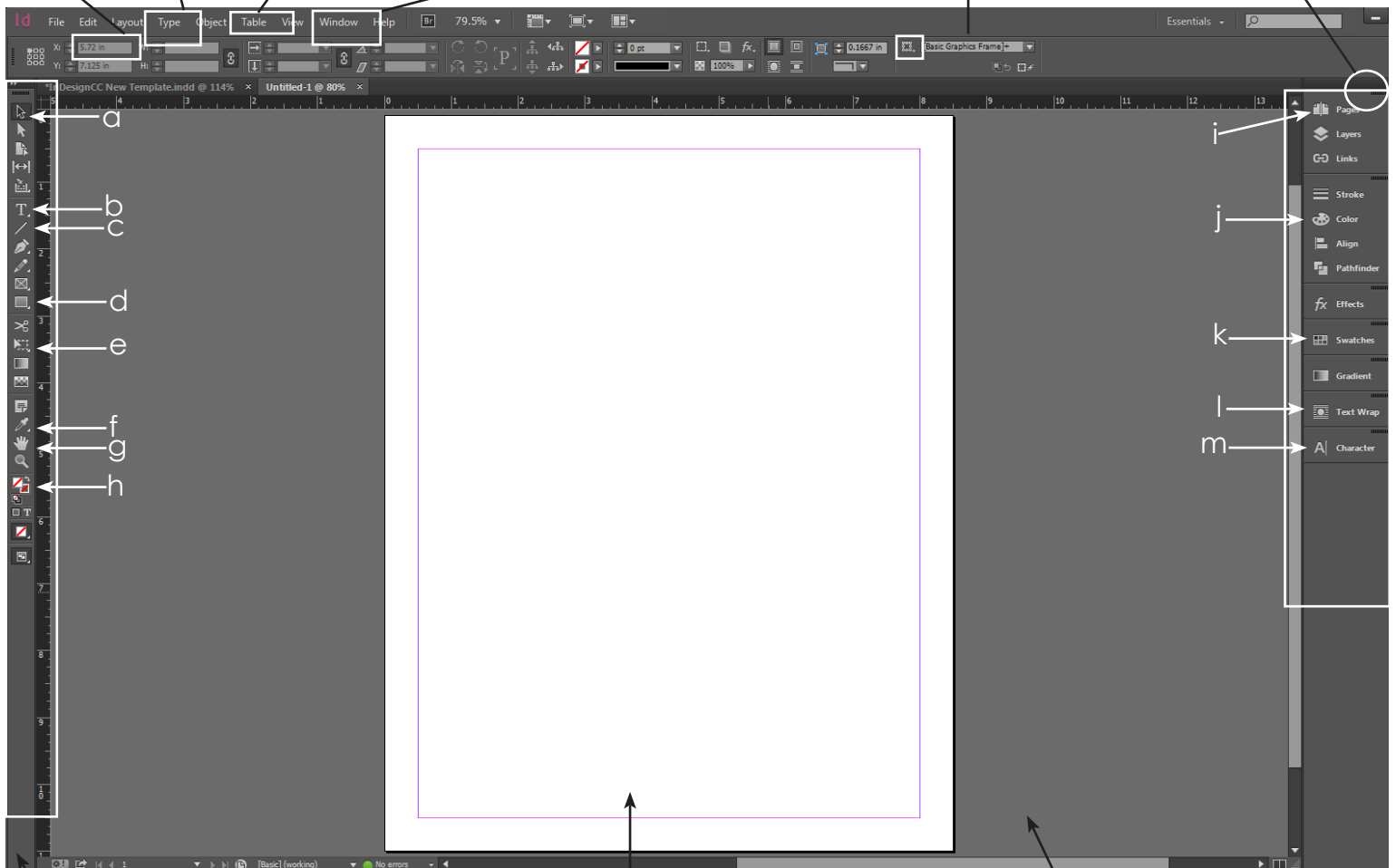
Click **Table** to insert a table

Click **Window** to select panels to add to your workspace

create new object style

Expand and collapse the panel dock

Percentage zoom

Tool panel

Items within the borders of the visible area will print

Move elements around in nonvisible area

●*Note: Items in this area will not print*

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. Free transfrom tool:move,rotate and flip 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. Adds color to elements on pages

k. Swatches:Customiazable and preset colors

l. Text wrapping styles

m. Font styles