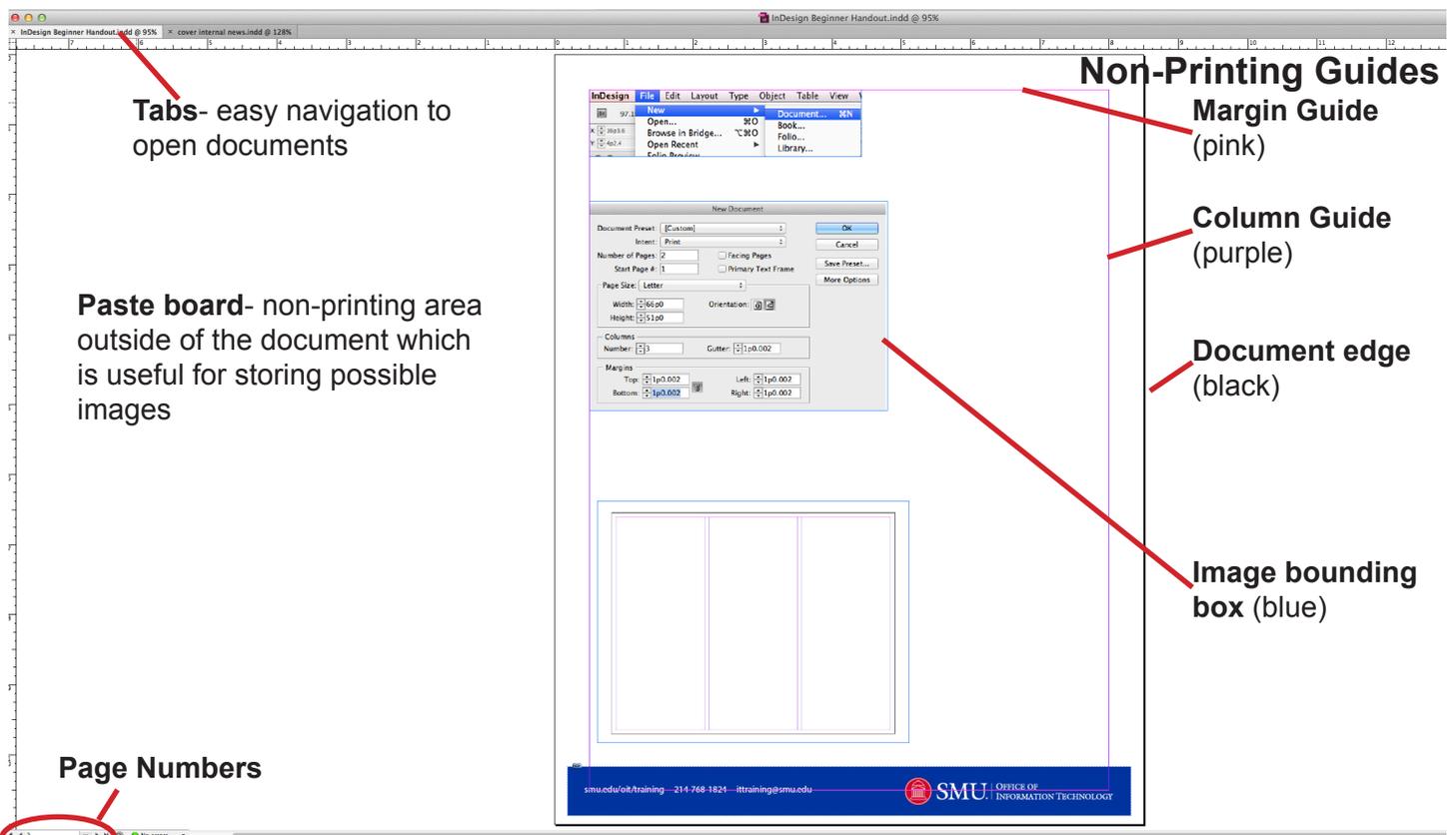


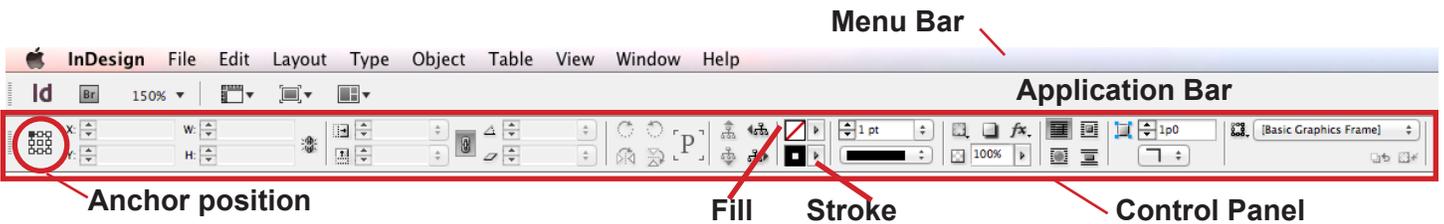
InDesign for Beginners Step-By-Step Guide

Learning Objectives

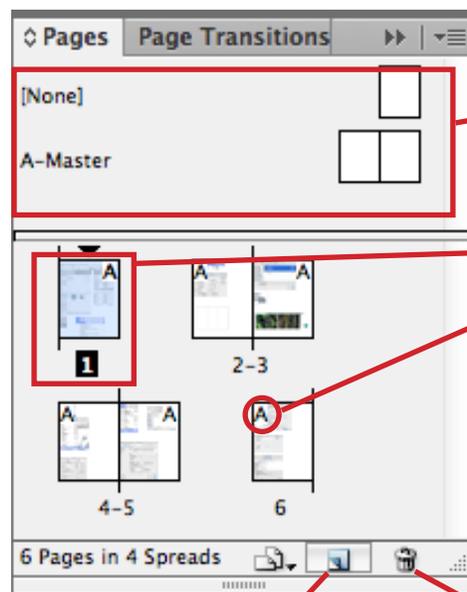
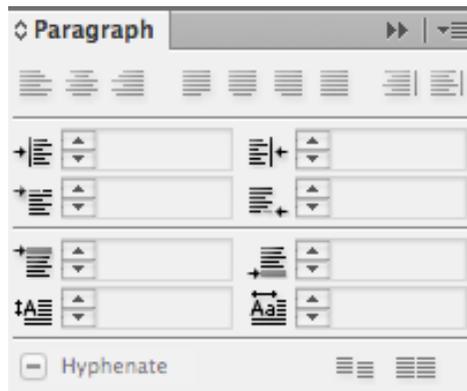
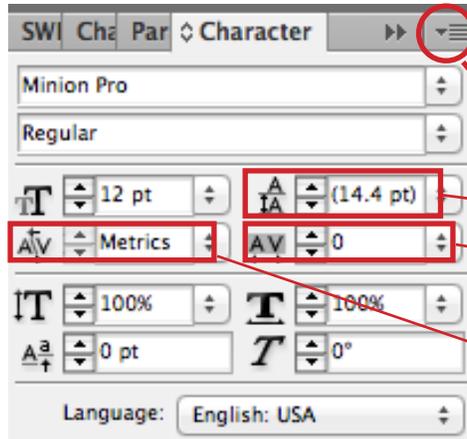
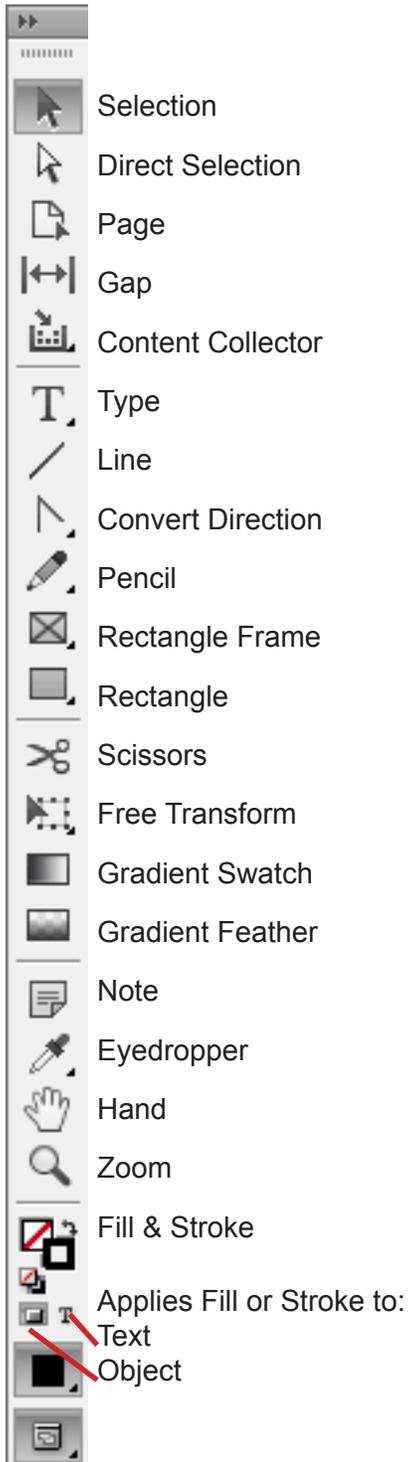
At the end of the workshop, you will be able to:

1. Adjust text with the Character panel and change alignment with the Paragraph panel or Control Panel
2. Add or subtract pages using the Pages panel
3. Create a new document and manipulate columns and margins
4. Place text and images
5. Identify all viewing options
6. Finalize spelling as well as export to PDF





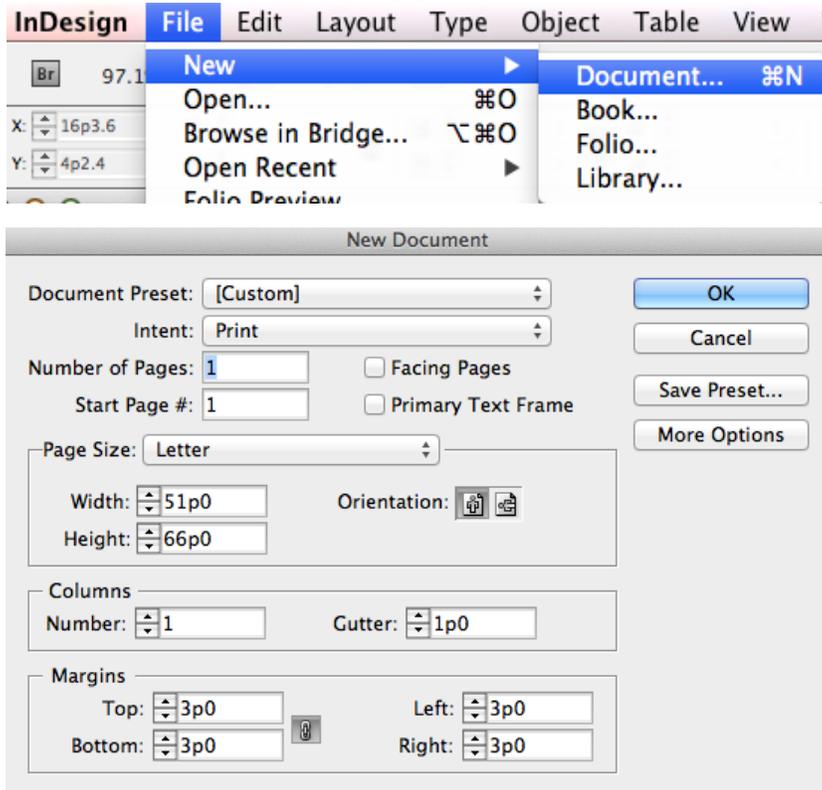
Tool Bar



New Page **Delete Page**

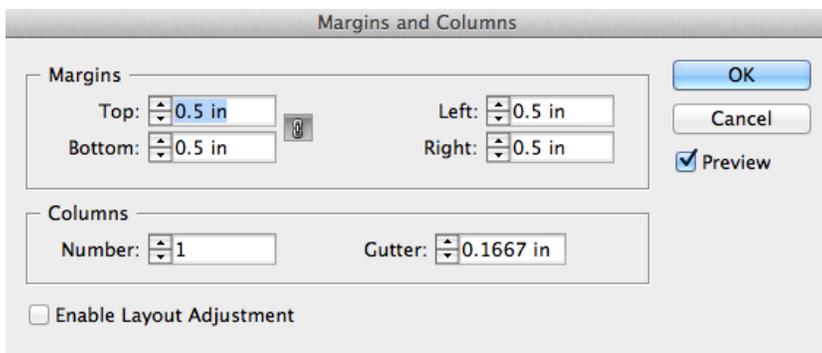
Beginning of Poster Exercise

Create a New Document (Objective 3)



1. **File > New > Document**
2. Select **Intent (print)**
3. Select number of pages (**1**)
4. Indicate **Facing Pages** if you want book style spread (N/A for 1pg doc)
5. Choose **Page Size and Orientation (Width 51p0/ Height 66p0)**
6. Enter **Number of Columns and Gutter (space between columns) (Number: 1)**
7. Enter Margin width (select gray link to keep all the same width) (**all 3p0**)
8. Click **OK**

InDesign Tip not part of exercise



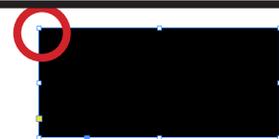
Change Column/ Gutter Settings

1. **Layout > Margins & Columns**
2. Adjust Margins as desired
3. Under Columns
Select Number
Enter Gutter (Space between columns)
4. Click **OK**

Create a Rectangle



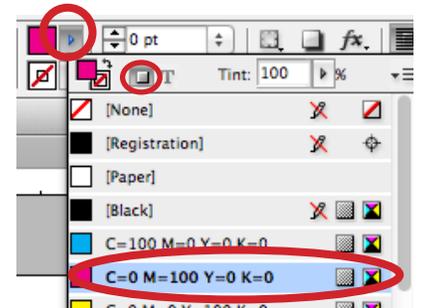
1. Select **Rectangle Tool**
2. Click and drag to desired size
3. Release mouse
4. **To Resize click the Selection Tool**
5. Click on object then click, hold, and drag one of the white handles to desired size



Change Fill Color of Object

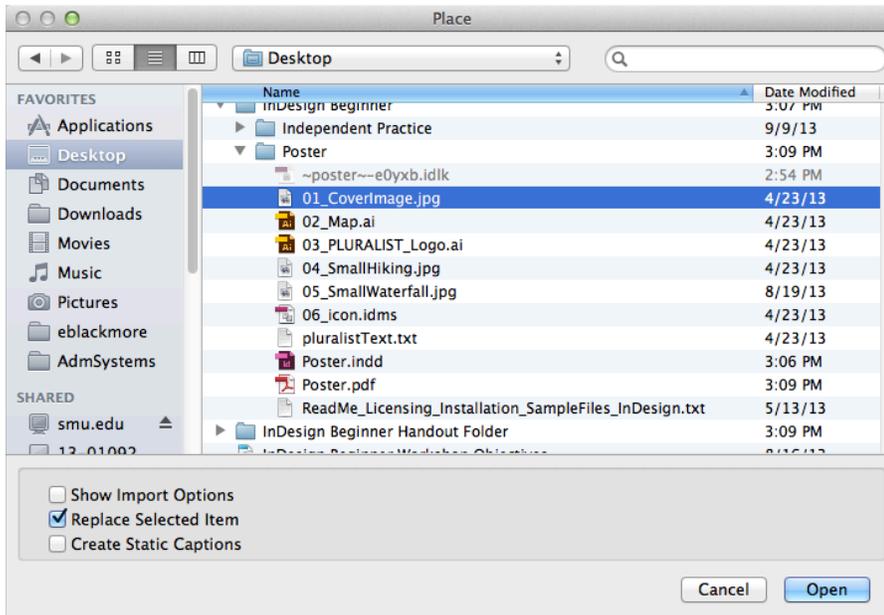


1. Select object with **Selection Tool**
2. Select the **Fill** drop down arrow
3. (Make sure the **box**, not "T" is selected) Click desired color



3

Placing Images (Objective 4)



1. **File > Place**
2. Select Item (**01 CoverImage.jpg**)
3. Select **Open**

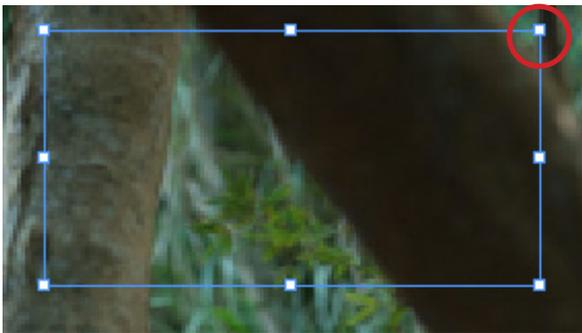
The cursor is now loaded with the picture.

To size the image as it is placed:

1. Click, hold and drag to the desired sized on the page
2. Release mouse button

To place the image at full size:

1. Click once on the page



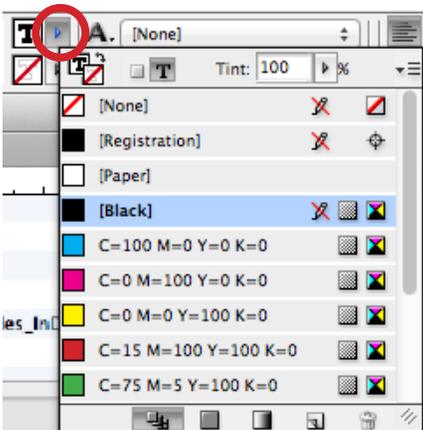
Create an image place holder:

1. Select the **Rectangle Frame Tool**
2. Click hold and drag to desired place
3. Click **Selection Tool**
4. Select place holder (white handles appear)
5. Follow **Placing Images** instructions above with *04_SmallHiking.jpg* and *05_SmallWaterfall.jpg*



Create a text box:

1. Select the **Type Tool**
2. Click hold and drag to desired size
3. Release mouse. Cursor will be ready to type in text box.



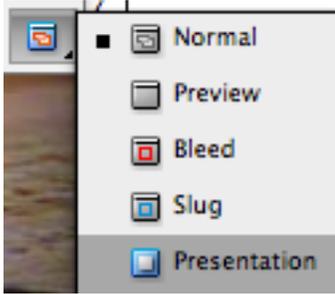
Format Text:

1. Select the desired text with the **Type Tool**
2. (To change color) Click the **Fill** drop down arrow and click on desired color
3. (To change font) Select desired font and text size from drop down list



STOP: End of poster exercise

Screen Mode (Objective 5)



Normal

Preview

Presentation

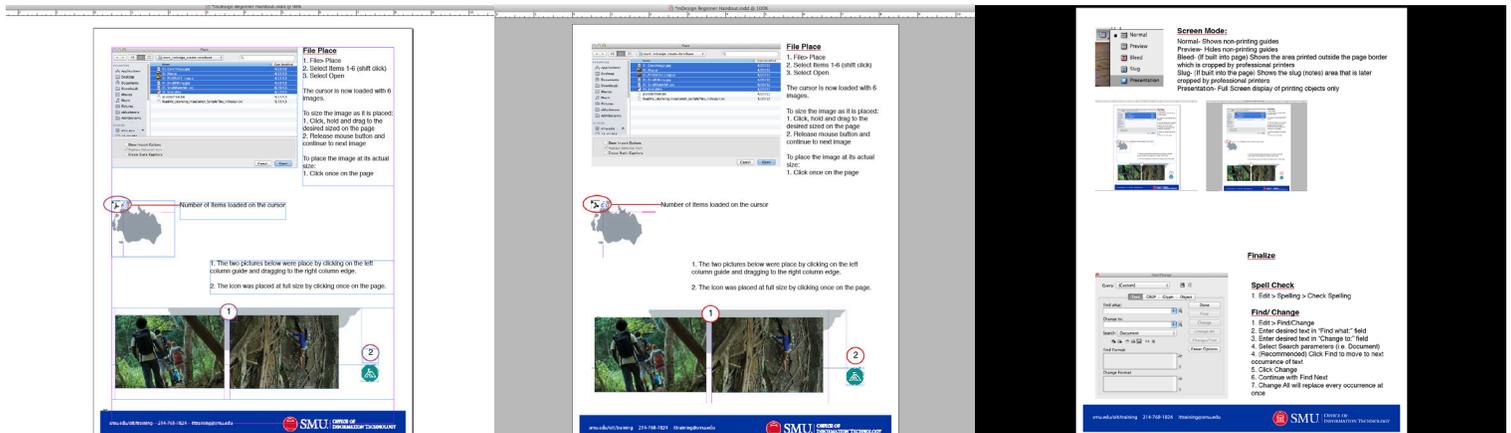
Normal- Shows non-printing guides

Preview- Hides non-printing guides

Bleed- (If built into page) Shows the area printed outside the page border which is cropped by professional printers

Slug- (If built into the page) Shows the slug (notes) area that is later cropped by professional printers

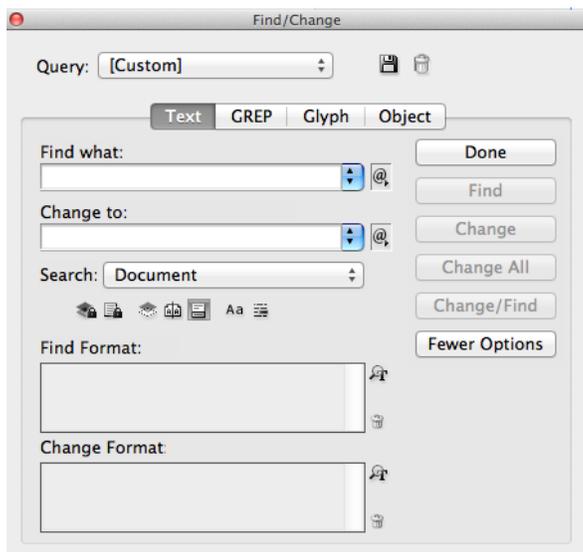
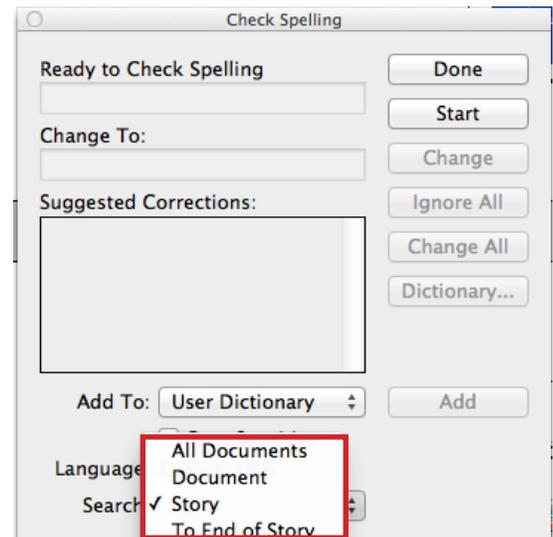
Presentation- Full Screen display of printing objects only



Finalize (Objective 6)

Spell Check

1. **Edit > Spelling > Check Spelling**
2. Select **Search** parameters (most likely **Document**)
3. Click **Start**
4. Select **Change** loaded or **Ignore** as needed

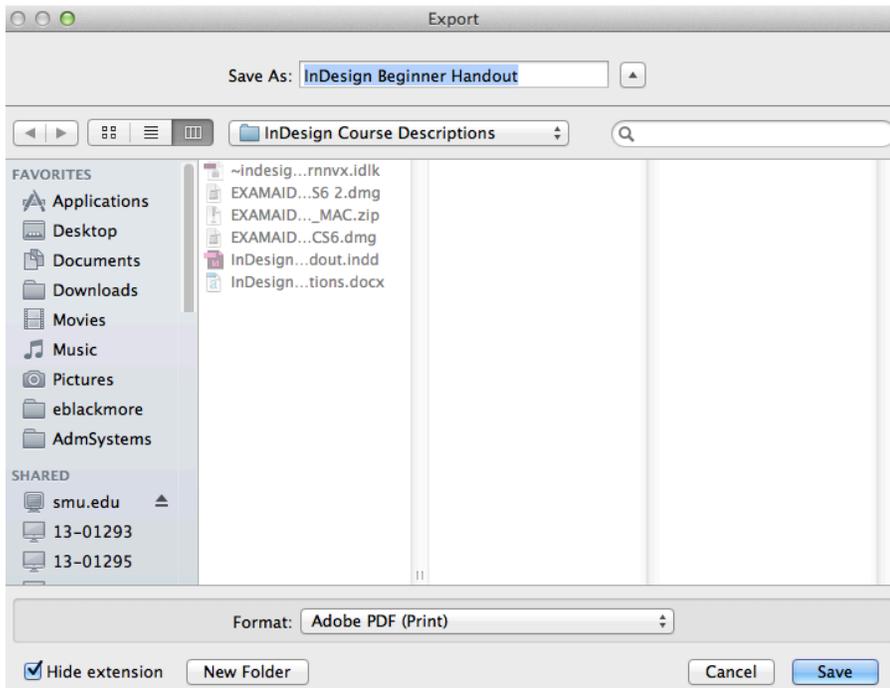


Find/ Change

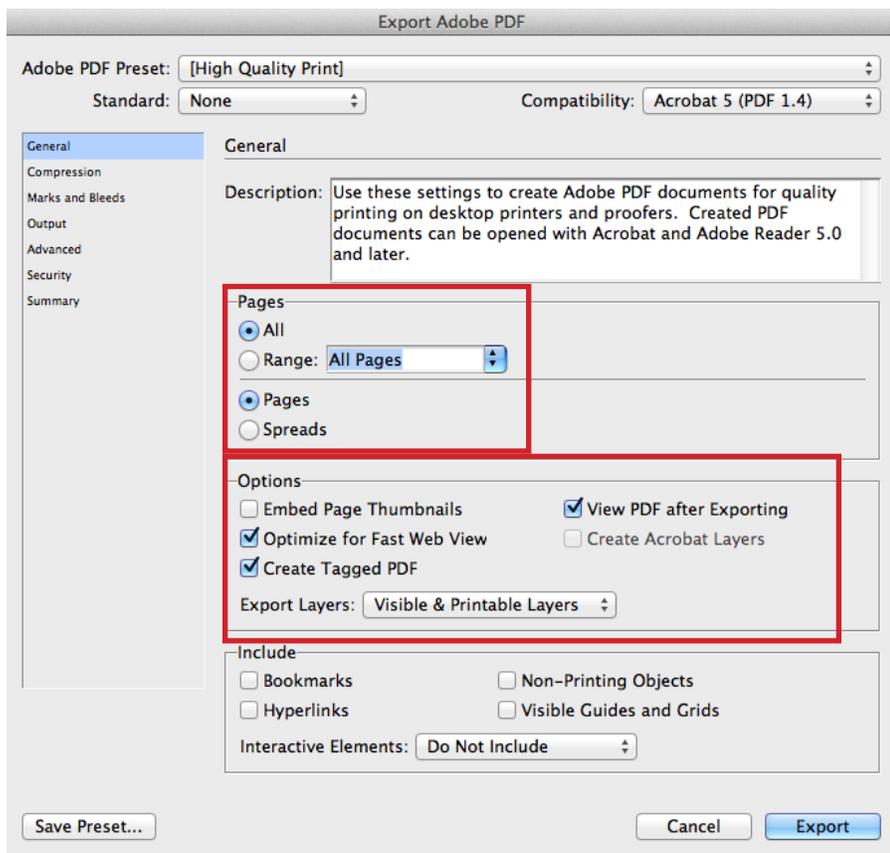
1. **Edit > Find/Change**
2. Enter desired text in **"Find what:"** field
3. Enter desired text in **"Change to:"** field
4. Select Search parameters (i.e. Document)
4. (Recommended) Click **Find** to move to next occurrence of text
5. Click **Change**
6. Continue with **Find Next**
7. **Change All** will replace every occurrence at once
(Sometimes this will pull the word when its letters are found in another word. i.e. "in" from "within")

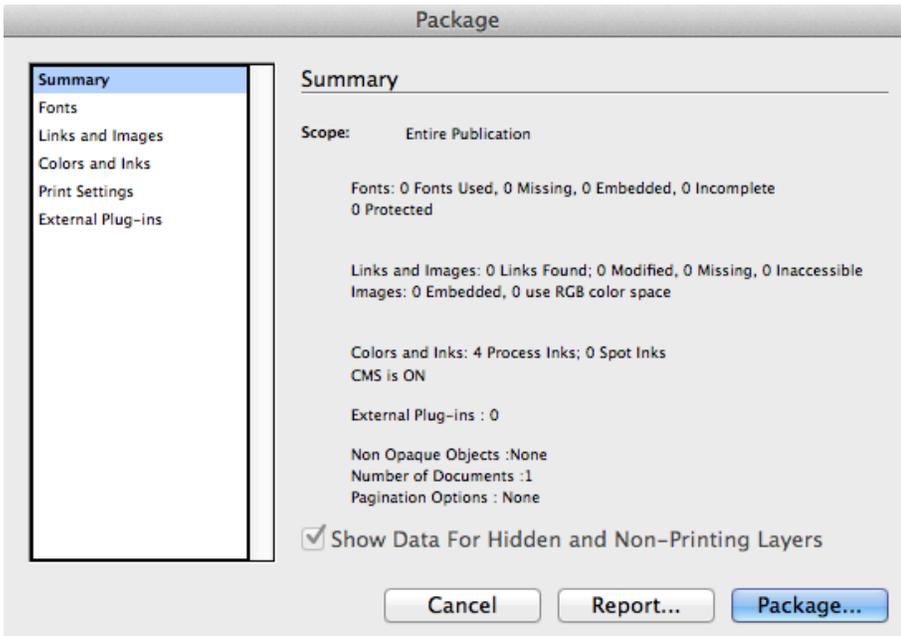


Export to PDF



1. **File > Export**
2. Select location to save
3. Enter desired name
4. Choose Desired PDF format
5. Click **Save**
6. Under Pages: **Select All** or **Range** (specify)
7. Select **Pages** (single page) or **Spreads** (side-by-side book view)
8. Recommended Options:
 - Optimize for Fast Web View**
 - Create Tagged PDF**
 - View PDF after Exporting**(opens in Adobe Acrobat)
9. Click **Export**





Package

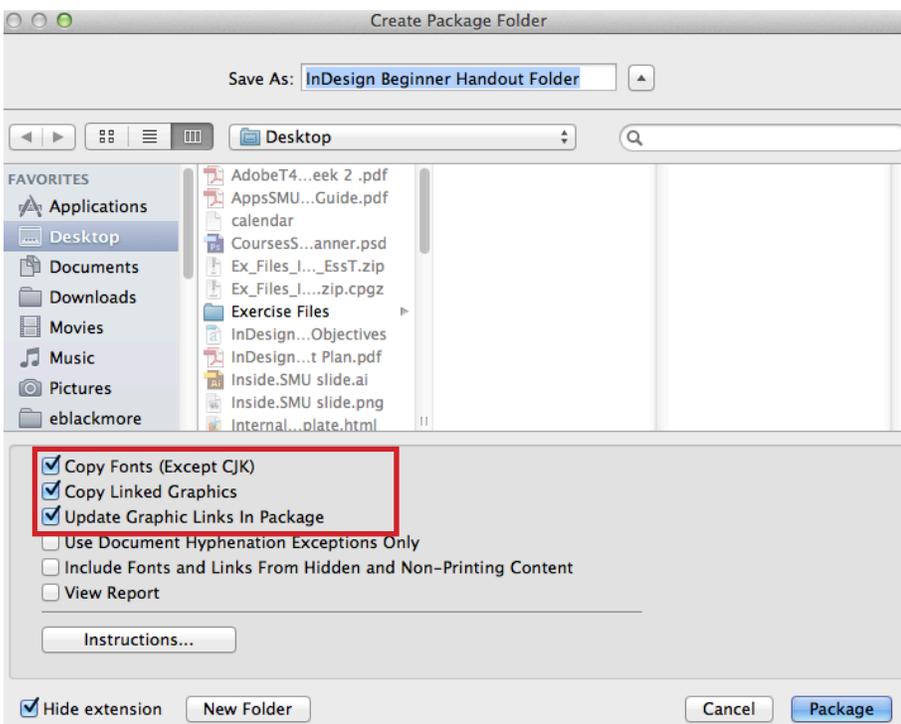
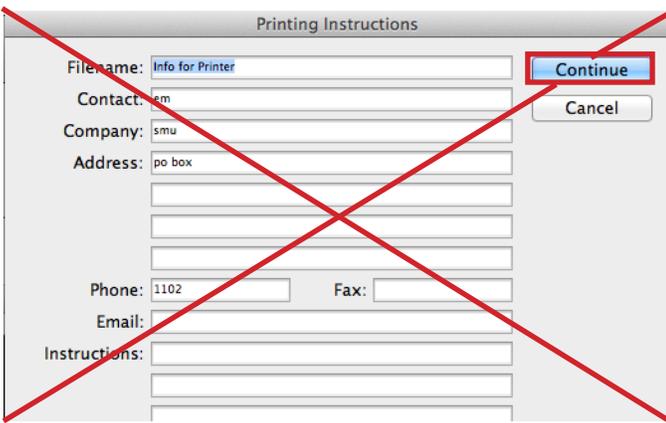
Packaging allows you to share your completed InDesign documents with all the placed images, texts, fonts, etc. that you have linked to the document.

1. **File > Package**
2. Click **Package**
3. Ignore Printing Instructions dialog box and click **Continue** (Most commercial printers ignore this file in your packaged folder. If you need to communicate with them, it is suggested that you call or email.)
4. Select location you want the packaged folder save.
5. Select:

Copy Fonts
Copy Linked Graphics
Update Graphic Links in

Package

6. Click **Package** (At this point you will most likely receive a warning about the fonts. Most of the time if you are sending to a commercial printer for printing only, it is not a problem; however, it is always suggested that you check the font license.)



Best Short Cut Keys in InDesign (Cntrl on PC/ Cmd on Mac)

Ctrl+z	Undo
Ctrl+s	Save
Selecting Tools	
V, Escape	Selection Tool
a	Direct Selection tool
p	Pen tool
\	Line tool
f	Rectangle Frame tool
m	Rectangle tool
l	Ellipse tool
r	Rotate tool
s	Scale tool
i	Eyedropper tool
k	Measure tool
g	Gradient tool
c	Scissors tool
h	Hand tool
z	Zoom tool
Ctrl+Space	Temporarily select Zoom In tool
x	Toggle Fill and Stroke
Shift+x	Swap Fill and Stroke
w	Switch between Normal View and Preview Mode
Working with Type	
Shift+Ctrl+b	Bold
Shift+Ctrl+i	Italic
Shift+Ctrl+y	Normal
Shift+Ctrl+u	Underline
Shift+Ctrl+/ Shift+Ctrl+k	Strikethrough All caps (on/off)
Shift+Ctrl+h	Small caps (on/off)
Shift+Ctrl+L, R, /c	Align left, right, or center
Shift+Ctrl+F (all lines) / J (all but last line)	Justify all lines
Shift+Ctrl+>/<	Increase or decrease point size*
Moving Through the Document	
Arrow Keys	Move selection**
Ctrl+[Send object backward
Shift+Ctrl+[Send object to back
Ctrl+]]	Bring object forward
Shift+Ctrl+]]	Bring object to front
Shift+Ctrl+click and drag	Resizes image and frame at the same time



