

Indesign

Desktop Publication software. It can be used to create posters, flyers, portfolios, books, presentation slides and etc....

Tutorials: <https://helpx.adobe.com/indesign/how-to/create-print-postcard-design.html?set=indesign--get-started>

Setup a new document

File - New - Document

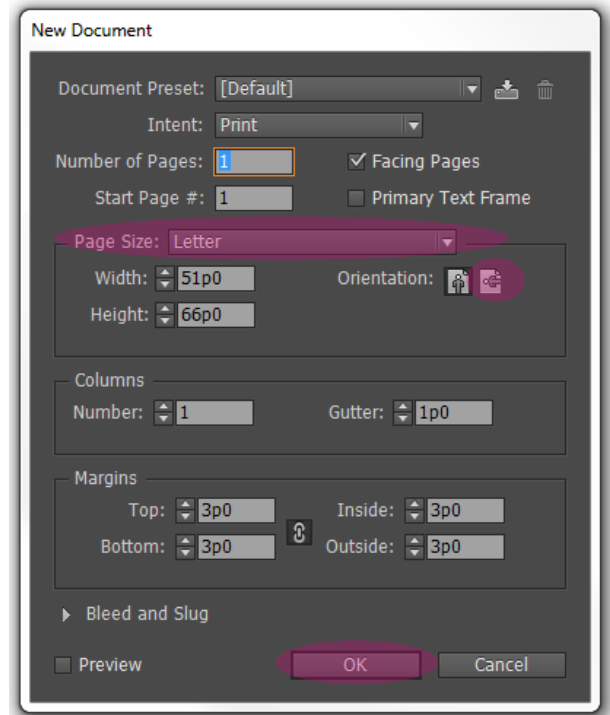
Page size - Custom... - Enter "name, width, & Height", Select "Orientation"

Units

*6 pica = 1 inch 12 points = 1 pica 72 points = 1 inch
You can type in any unit when entering value,
InDesign will convert automatically*

Work in Inches

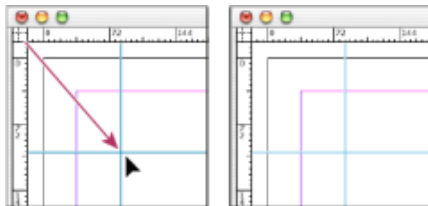
Edit - Preferences - Units & Increments - Ruler Units



Guides

1. Ruler Guides

- Page Guide - Drag your pointer from a horizontal/vertical ruler to your desired location
- Spread Guide - Drag in the pasteboard / Ctrl+ drag / Double click at the desired position on the ruler
- vertical & horizontal guides simultaneously - ctrl+drag from ruler intersection



2. Grids - evenly spaced page guides

Layout - Create Guides

3. Reset Ruler Unit

Right click on the ruler - pick your desired unit

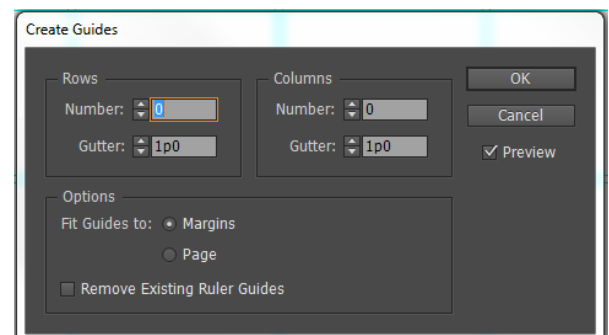
4. Reset Ruler starting point

Drag from ruler intersection


Double click on the ruler intersection to reset

Tips

- Select Preview - see the effect of your settings on the page.
- "W" - switch between preview and normal view mode



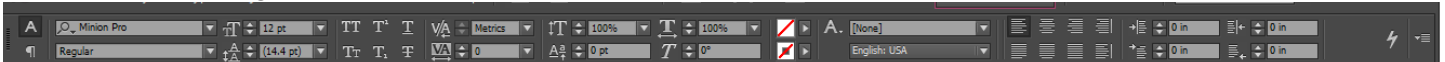
Text

Use Type Tool (T)  to create a text frame.
Double Click on the existing text frame to edit.

Frame

All InDesign text and images exist inside of a frame.

Character formatting

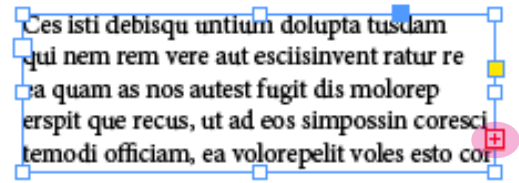


Paragraph formatting



Overset Text

Click on the red cross, place another text frame.
View - Extras - Show Text Thread



Graphics

1. Place an image
 - File - Place - pick your desired image - click once on the page (load the image 100%) / Click & drag (define a frame for the image)
 - Drag from folder to InDesign directly - click once on the page (load the image 100%) / Click & drag (define a frame for the image)

2. Resize the frame

Use handles on the frame

- Shift + Drag - constrain the proportion
- Ctrl + Drag - resize both the frame & image
- Ctrl + Shift + Drag - resize both the frame & image while the proportion is constrained

3. Resize the image

Hover the mouse over the image, you will see the content grabber (the donut) in the center of the image. Click on the circles, the image frame will turn orange, this indicates the image is selected. Now you can start resizing/rotating the image.

4. Edit Image

Right Click - Edit With - Photoshop / Illustrator
Links - Update link

Pixelated Images?!

Right Click on the image - Choose High Quality Display

These options control how graphics are displayed on the screen, but they do not affect the print quality or exported output.

- Fast - gray box
- Typical - low res images, fastest performance
- High Quality - high res, slowest performance



Objects

Text Object Control Panel



Graphic Object Control Panel



1. Alignment

- Control Panel - one image object selected/ multiple objects are selected
- Window - Object & Layout - Align

2. Arrange

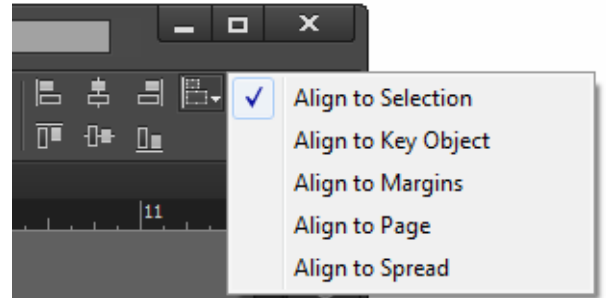
Right click on the object - Arrange

3. Group

- Select objects you want to group - right click - group
- Select objects you want to group - Ctrl+G

4. Copy

Select objects you want to copy - Alt+drag



Tips

- "Ctrl +" Zoom In
- "Ctrl -" Zoom Out
- "Space bar" Hand Tool
- "Esc" finish editing

Pages

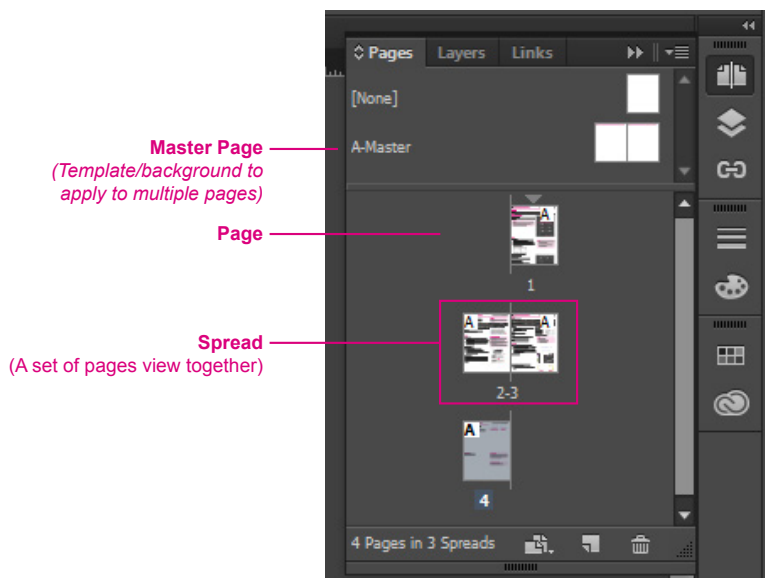
1. Master Page = Template

Right click in the pages panel

- Create new Master Page
- Apply Master page to....

2. Insert Page Number in Master page

Create a text frame in Master page - Type - Insert Special Character - Makers - Current Page Number



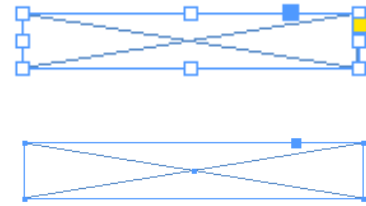
Tips

Edit master page items in individual pages:
Ctrl+shift+Left click

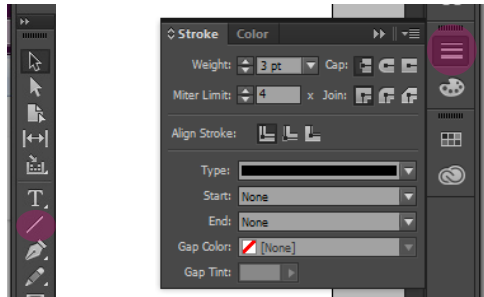


Other Tools

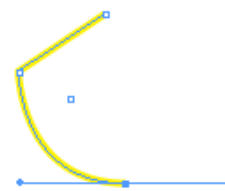
1. Selection Tool (V, Esc) vs Direct Selection Tool (A)
 - Selection Tool - select text & graphics **frames**, and work with an object using its bounding box.
 - Direct Selection Tool - select the **contents** of a frame, such as a placed graphic, or work directly with **editable objects**, such as paths, rectangles, or type that has been converted to a text outline.



2. Line Tool(\) - Stroke



3. Pen Tool(P) vs Pencil Tool(N) - Irregular shape
 - Pen Tool - Anchor Points
 - Pencil Tool - Fast sketching or creating a hand-drawn look.



Pen Tool



Pencil Tool

4. Rectangle Frame Tool vs Rectangle Tool

- Rectangle Frame Tool - Placeholder
- Rectangle Tool



Rectangle Frame Tool



Rectangle Tool

5. Eyedropper Tool - Copy Text / Object color & format

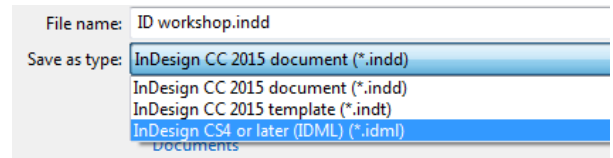
SPELL CHECK!!!!!!

Edit - Spelling - Check Spelling



Save Files

- File - Save
- File - Save as - type - (*.indl)
For people with earlier versions of InDesign to open the file



Package Files

File - Package
The package ensures that all fonts and linked graphics are included with your InDesign file.

Important!!!

*Package your InDesign file, when sharing!
InDesign doesn't store images in your file,
it only reference the image.*

Creating PDFs

File - Export - Save as type - Adobe PDF (print)

