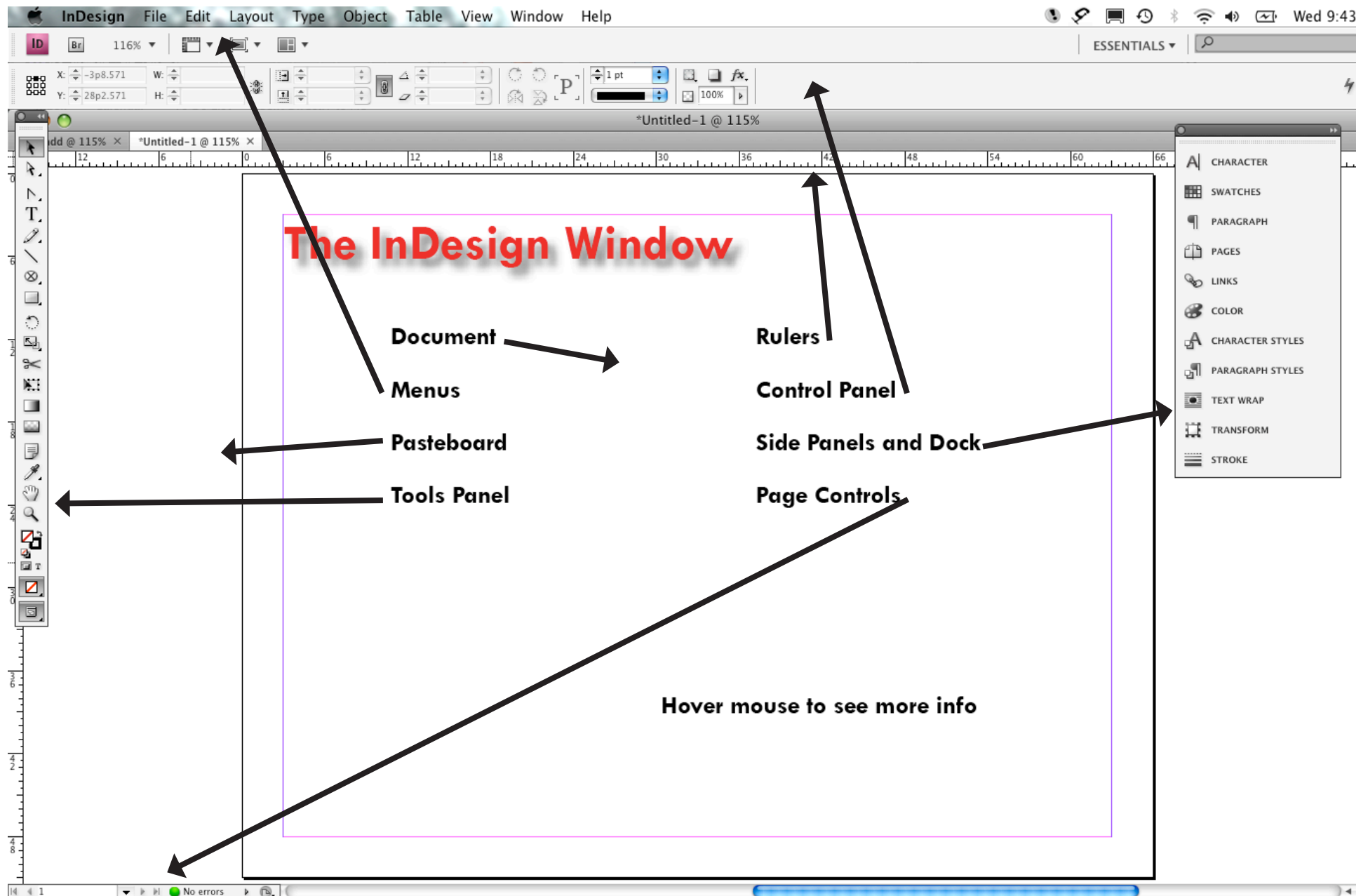


InDesign Foundations



Panels

Control Panel @ Top

- Has character, paragraph or object formatting.
- Changes according to what you're doing.
- Can toggle between character and paragraph.

Side Panels and Dock

- panels can be dragged in and out of dock
- can collapse and expand
- find more in the "window" menu

The most important (more on these later):

- Character- changes to typeface
- Paragraph- changes to type spacing and formatting
- Links- for pictures placed in document
- Stroke- Outlines for text or frames
- Swatches- Colors

Creating a New Document

File > New Document

Choose number of pages, facing or not, size, orientation.

Preferences> Units and Increments to change to inches from picas.

View Options

Use View menu for fit-to-screen and zoom options.

Shortcuts:

Command (Mac) or Control (PC) and "+" to zoom in.
Command (Mac) or Control (PC) and "-" to zoom out.
Command (Mac) or Control (PC) and "0" to fit the page to your screen.

View Modes or Screen Modes

These are available in the View menu under "Screen Mode" or at the bottom of your tools panel. Click and hold to change.

- Normal mode: You can see guides, frame outlines, pasteboard, etc,
- Preview mode: You will only see what will print and pasteboard is gray.
- Bleed and Slug: Not usually needed, don't worry about these.

Frames

- Can hold text, pictures, color
- Frames and shapes are actually the same
- Click and hold tool button to select different shapes
- Select with Selection tool
- Type inside with type tool, or create with type tool
- Get back out by choosing selection tool
- Can hide blue frame edges in View menu.

Text

- Create a text frame by selecting Text tool and dragging a box.
- You can type, copy and paste from word or web, place from word doc, or fill with placeholder text.
- Character changes- on control or side panels
- Paragraph changes- side panel
- When in doubt check Type menu
- Select text to format, or select frame to format all text inside
- Right click for spellcheck

Manipulating Objects

- Selection tool to move or resize. Direct selection tool to move corners, etc. independently.
- Cursor will change according to what you are about to do.
- Hold down shift key to maintain proportions.
- To de-select, click in a blank area (or “Edit” menu)
- Copy and paste at will.
- Right click > Arrange to choose what you want in front or in back
- Select > shift > Select to select multiple objects at once. You can also drag selection tool to cover area.
- Right click > Group to move and edit multiple objects as one.
- Rotate tool- hold down shift key to get 45 degree angles only.

When in doubt check “Object” menu

Fill and Stroke

- Fill- What’s inside a frame or character
- Stroke- the outline or line formatting
- Select object, select fill or stroke on tools panel
- Change stroke with... stroke! Change color of stroke with color or swatches.
- Change fill with swatches or color. Choose a color or create a new swatch.
- Color modes:
 - Use CMYK for full-color printing
 - Use RGB for screen and web
 - Use Pantone Process Coated for professional 1-3 color printing (or check with printer)
- Tint & Gradient swatches give you more options with 1-3 color jobs.

Placing Images

- File> Place and select image
- Image and frame are independent of each other.
- Selection tool to resize frame, Direct Selection tool to resize image.
- Right click > Fitting to resize automatically
- Scale tool to adjust both together
- “Links” Panel to see what images you’ve used
- Linked image- InDesign needs to refer to external image file
- Embedded image- image lives in InDesign document

Guides

- Get them from Layout Menu
- You can set Margins and Columns which will be fixed or Rows and Columns (Create Guides) which are moveable and delete-able.
- Drag guides from rulers
- Click on guide to select, it will change color. You can then move or delete.
- “Smart Guides” help you align objects.

Pages

Use “Pages” panel or controls at bottom right.
You can add, delete, rearrange.

Printing

To check for problems: Preflight Panel at bottom right.
To print for yourself: File> Print
To create a PDF: File> Export
To give to a printer: File> Package

Help

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