

## KEY FEATURES AND TOOLS OF ADOBE INDESIGN

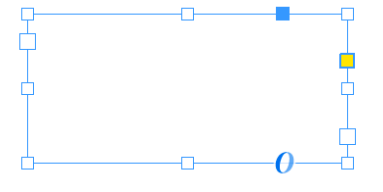
### BASICS OF INTERFACE

- To save your Indesign document as an editable file, save it as a .indd. You can also “save as” to keep multiple versions. File, Export for final PDF, epub or IDML.
- Cmd-Z or Ctrl-Z is undo
- Tools appear on the left sidebar. Hover over each for a description. When you collect one, the options bar will appear at the top of your screen.
- Create a new document, file, new, document: print/web/mobile, preset options; name it, inches, orientation, facing pages (uncheck for single page)
- Use File, Document Setup to make changes to a document after creating it.
- View, Fit page in window, zoom out to make use of grey workspace.
- Edit, Select all (Cmd-A) Edit, Deselect All (Shift-Cmd-A)
- View, Grids and guides. Smart guides are on by default to help line up objects.
- Select tool and Shift allows you to add more objects to the selection.
- Screen mode, Preview (shows you final version), Normal mode is for editing.

### USING FRAMES

Text and images in InDesign reside within a frame; frames can also be blank and used with color fill.

**TYPE TOOL:** To create a simple text frame, click and drag with the Type tool. Text boxes have 8 points. The upper left blue with white is for importing. The bottom right blue is for the outport. They are used together to make text flow.



- Overset text is indicated by a small red plus sign. This means the text does not fit in the current box size. Double click the white handle to automatically resize the textbox to fit the text.
- Use File, place to insert text from a file (word, .rtf); if you do not have text, but want a placeholder to work on your design select Type, Fill with placeholder text.
- If you do not have a text frame selected when placing text, you will get a loaded text frame tool. Click and drag to create the text frame with the imported text.
- Highlighting text gives you options such as fill color and Stroke color.
- Split a text frame into columns: Select tool, Object, Text frame options.
- Select Type, Paragraph to get to spacing options such as space after and space before. Giving you more control over format.
- Thread text from one frame to another by clicking the red plus sign outport,

the loaded text frame can be added to an existing frame, or used to draw a new frame. This allows you to control flow and spacing.

- Select Font - Style, Size, and Leading to apply changes to the selected text frame(s).

- Type, Character formatting applies to certain text.

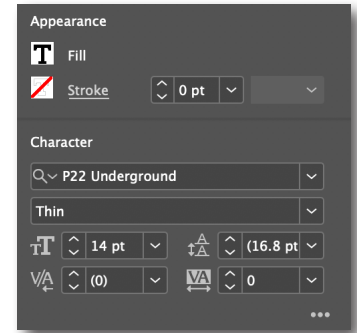
Paragraph formatting applies to all text within a text frame.

- Type, Show hidden characters to see where paragraphs

are, Kerning = space between characters

- Add character effects such as drop shadow with Fx

- To Wrap text select Window, Text Wrap, choose the type of wrap, and alter offset to create space.



**RECTANGLE FRAMES TOOL:** To create placeholder for graphics

**RECTANGLE SHAPE TOOL:** To create shapes to use as graphical elements with color fill

- Rectangle frames and rectangle shapes all have 8 points. Blue is to anchor the frame to other frames. Yellow is to set corner radius. The others move and resize the frame.

- File, Place- Placing images automatically creates a frame

- Frames can be used as placeholders

## GRAPHICS

- File, Place, will create a frame for you and will resize the frame and graphic in the proportion to your click and drag.

- Insert and select placeholder frame and place, then deselect.

- Graphic sizes may not fit into frames, use Frame fitting options to adjust.

- To add multiple graphics at once, select File, place, cmd-select multiple images.

The loaded graphics place cursor will appear. Click and drag to add graphics.

- To add a graphic to a placeholder, select file, place, and click it with the loaded cursor.

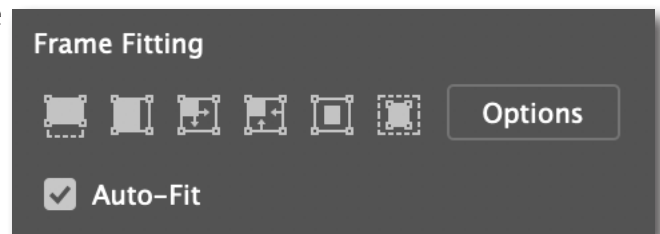
- The circle in the middle of the graphic is the Content grabber. It allows you to move the graphic within the frame.

- Holding Cmd-shift while resizing graphics resizes everything in proportion.

- If the graphic is bigger than the frame, brown lines will show you the size. You can use that to help you resize and mask.

- Object, Fitting has several frame fitting options. You can also use Object, Transform to make adjustments such as flip, rotate, and scale.

- Graphics are linked by default to original files outside ID. If an image is edited in another program, the image has to be fixed with Relink to update it.



## COLOR

- Fill color refers to the object's background and stroke refers to the lines of an object.
- You can type in CMYK codes or use the eyedropper to select colors.
- Use swatches to save color: Select tool, Swatches, new Swatch, double click swatch to edit it, rename it, and preview it.

## EFFECTS

- Select Windows, Effects, Select object to make adjustments such as opacity and stroke.



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