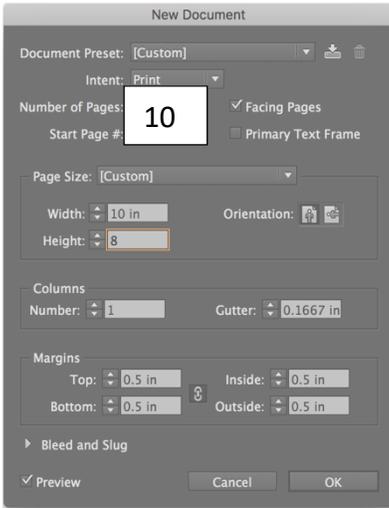


InDesign QuickStart

Preferences/ Units and Increments/ Horizontal, Vertical/ Inches or Points
 In the upper right of the interface select Advanced workspace.

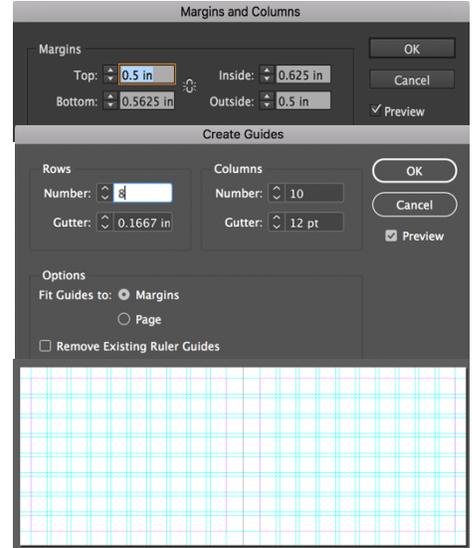


File/Open, or choose NEW from start menu

You can add pages later or just make this 10 pages for now. Custom page size, 10" wide x 8" high. Landscape view (for now Margins at 0.5 in)

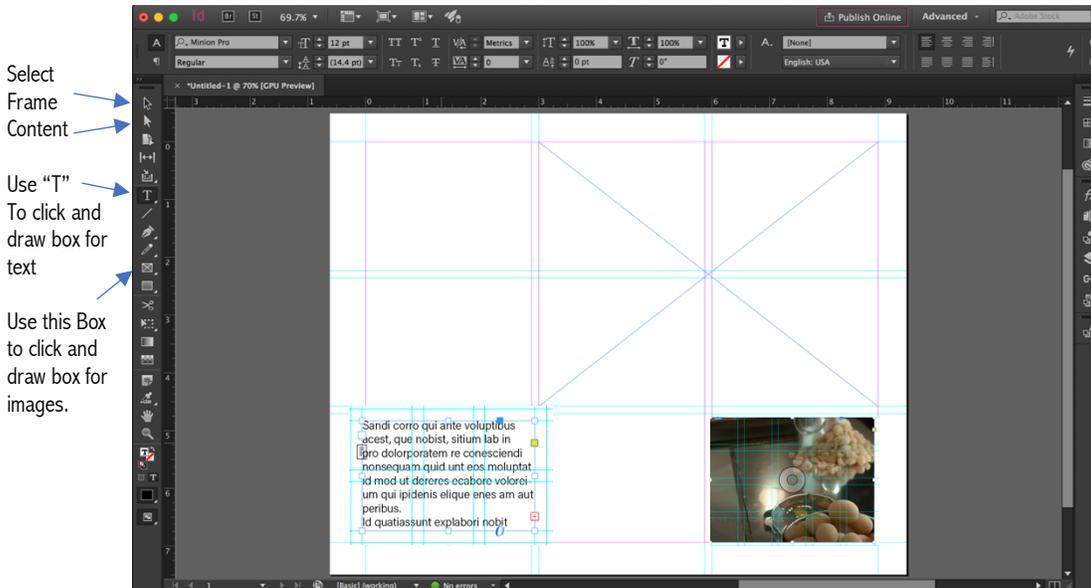
Layout/ Margins and Columns Make the inside biggest, the bottom next biggest and the top and outside the same. You can make 3 columns here or come back to it later.

Optional on Master Page A, Layout/ Create Guides to make a grid to align things to. Here I chose 8 rows and 10 columns to correspond to the aspect ratio of the page, but there are other considerations such as 12pt corresponding to the leading between lines of text.



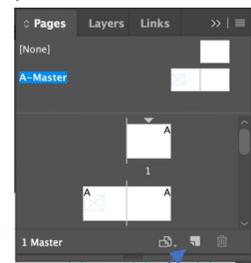
InDesign Interface

The black arrow in the tool bar is the selection arrow. It moves frames around. You can move the contents of the frame by selecting the white arrow OR by hovering over the filler in the center where a circle will light up. If you grab the circle you can move the image around.



View/ Grids and Guides/ Snap to guide

Add Boxes for where images and text will go: (for text, make the box with the T and then Type/ Fill with placeholder text for now. or copy and paste text from Word.



To create a new page click on the page icon in the pages palette.

Document Grid (of lines not boxes): for aligning text is based on your size and leading. We are using 10 pt type and 12 pt leading. *see "extras"*

Text can flow from one box to another by clicking on the red arrow box at the lower right of one frame and clicking and dragging where you want the new frame to go. When the Text is chosen, the context sensitive menu shows fonts, spacing, etc..

Choosing the A on the upper left shows you this character menu.



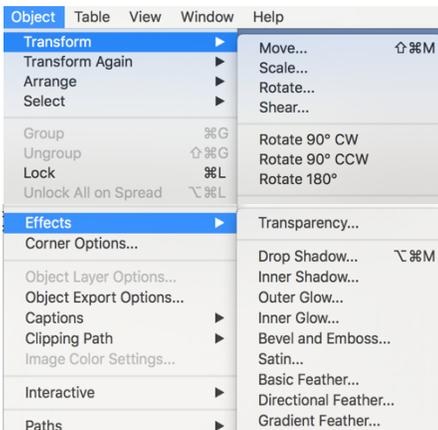
Selecting the paragraph sign shows you this menu. . .



Note hyphenation + align to document grid for text

You can **PLACE** images and text by selecting a box you have drawn, then going to file/ Place and then finding the files in a folder you have set aside for this process. When you select the image, it fills the box. If you don't have a box, it loads into the cursor and you can click and drag to create a box for it then.

You can stroke the edge of a frame or fill a frame with a solid. The controls for this are on the context sensitive menu at the top. When you select the frame, you can change its location with the X+Y coordinate, the width and height, the percentage, rotation, etc.. Be sure to click on the LINK icon if you don't want the shape to change.



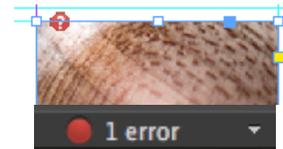
Fit the content of text or image to the frame or vice versa.... look at Object/Fitting and choose style.

Rearrange the order of images (front to back)by going to Object/Arrange/Choose style

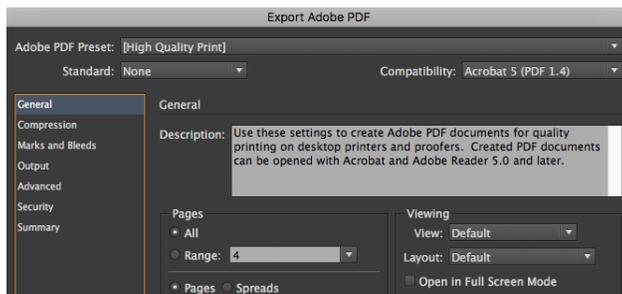
Transform image including FLIP under object/transform

Make images translucent going to Effects/Transparency Or choose other styles

View Options: Display Performance/ High Quality Display



Error/MissingFile/Relink. Cont+click on ? and find image Click on Errors button to run "preflight" telling if all links are good



Export: Adobe PDF/HighQuality PDF as pages for separate layouts.

Creating Colors:

Swatches Panel: *deselect all objects*/METHOD ONE: click swatches drop down menu in upper right corner of swatches palette OR if new swatch icon is available at the bottom of the palette/new color swatch/ **color type** Process, NOT SPOT /**Color mode CMYK** if printed, RGB for screen /Click **add** to put in Swatches.. METHOD TWO: double click Fill Color box to select a color and say Add To Swatches/ Colors will always be different in print. Better to use printed swatch book to select. Click on CC library if you want it to be available in other projects.

TIPS. To Preview without frames: make sure nothing is selected and hit w
 CMD +2 zooms to 200% / CMD + spacebar zooms in
 Double clicking selects word
 Just positioning cursor in text selects paragraph to change font or style
 Rt click on corner of rulers you can change units (inches to points)

Helpful websites include:

Variety of basics. <http://guides.lib.umich.edu/c.php?g=282834&p=1884600>
 Goes through the tool bar.. <https://www.youtube.com/watch?v=emKXDZmdDrE>
 How to get started with Terry White <https://www.youtube.com/watch?v=qzE6nZofaI0>
 In Depth Training on all types of software: Lynda.com InDesgin Essentials and Designing with Grids

