

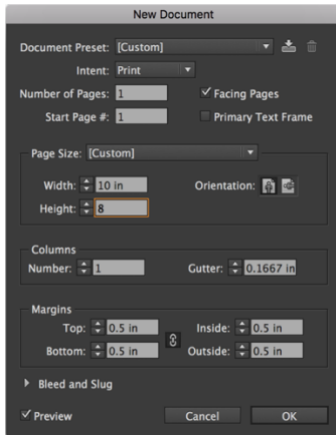
# InDesign QuickStart for Digital Imaging Projects

## Prepare Images:

Make sure your image is close to the frame size you will need at 300 dpi (if anything slightly bigger.) Photoshop does a better job resizing than just transforming in InDesign. That being said, you can transform temporarily while you “sketch” the design and then replace the image with the right size. Image should be a tiff/ Adobe RGB 1998 color space/flat.

## Open InDesign

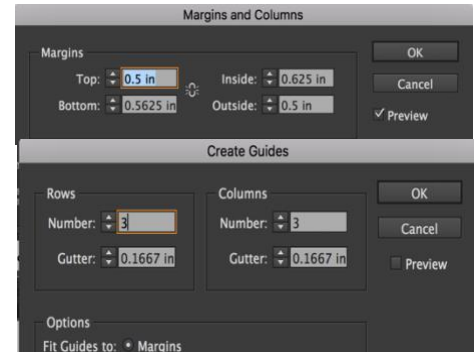
Preferences/ Units and Increments/ Horizontal,Vertical/ Inches.  
In the upper right of the interface select Essentials workspace.



File/Open, or choose NEW from start menu

Custom page size, Portrait or Landscape view/ for now Margins at 0.5 in

Layout/ Margins and Columns Make the INSIDE biggest for a book or catalog, the bottom next biggest and the top and outside the same.



At this point if you layout margins/guides on a master page spread,It will show on all pages

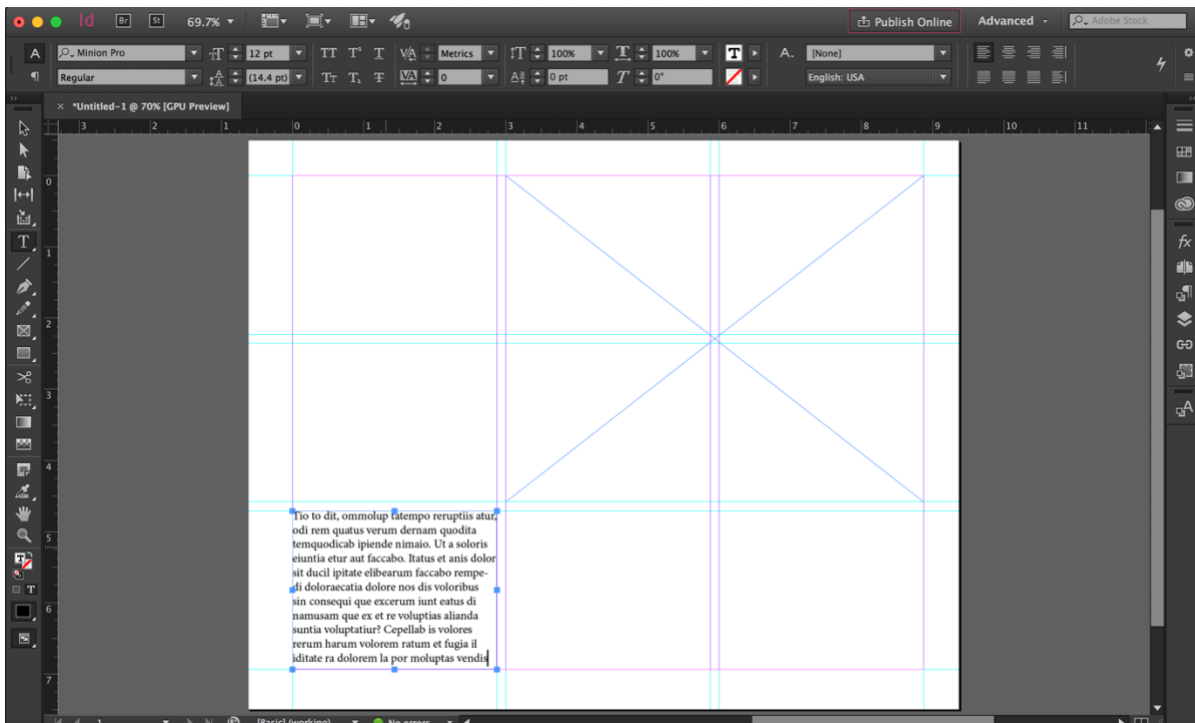
Then use “create guides” to make three columns and three rows. And make guides

within margins.

## InDesign Interface

Use “T”  
To click  
and draw  
box for  
text

Use this  
Box to  
click and  
draw box  
for  
images.



View/ Grids and Guides/ Snap to guides

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. To create a variation, make another page by clicking on the page icon in the pages palette.

You can Add a grid by going to view/ grids and guides/ show document grid/ you can set the units and number of lines in preferences. If you say snap to document grid, you can easily align things.

**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 menu:**



**Selecting the paragraph sign shows you this menu...**



You can **PLACE** images and text by 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 loads into the cursor. Clicking in a frame or clicking and dragging to make a new frame releases the image or text to that location. You can also select the frame first and then go to the place command.

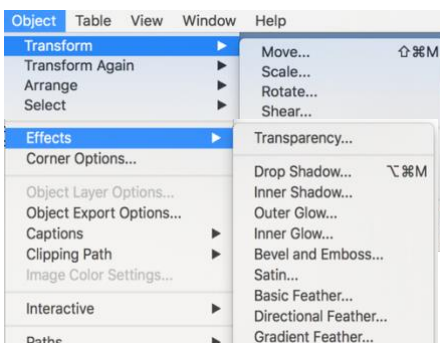
The black arrow in the tool bar is the selection arrow. It moves frames around. You can move the contents of the frame by selecting the white arrow OR by hovering over the filler in the center where a circle will light up. If you grab the circle you can move the image around.

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

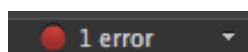
View Options: DisplayPerformance/ High Quality Display

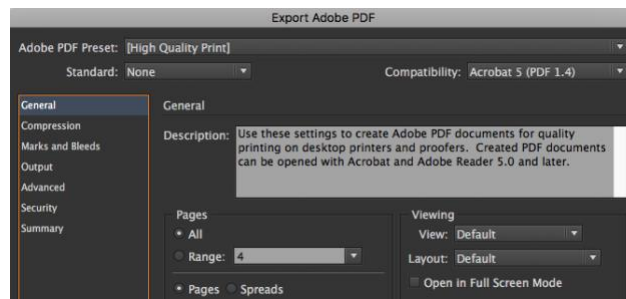


.... Preview without frames:... w

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.

## 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

## Example Layouts/ Templates

