Adobe InDesign

CREATING AND SAVING DOCUMENTS
command>n, to create new document
choose inches, number of pages, facing pages, bleed and click ok
to change later go into >**document setup**
file>save a copy to save a version along the way
choose **file>export** to save as a **pdf**

APPLICATION WINDOW
under window, choose **application frame** or **application bar**
application control bar and the name of a file are at top
pasteboard is the area outside the artboard
black line determines edge of page
red or blue lines indicate guides and bleeds

NAVIGATION
use the **scroll bar**, **hand tool**, **magnifying glass** or use the **pages** panel
in the **pages panel**, double click on the page or click on page numbers to
show a spread. Press **option>page up** or press **command>page down**.

MEASUREMENTS
Right click on the **ruler** to change to inches. Drag guides out from rulers.

WORKSPACE
On control bar, top right, choose a workspace. You can choose book or
advanced or create your own by choosing **New Workspace.**

VIEWS
control>command>h to hide frame edges
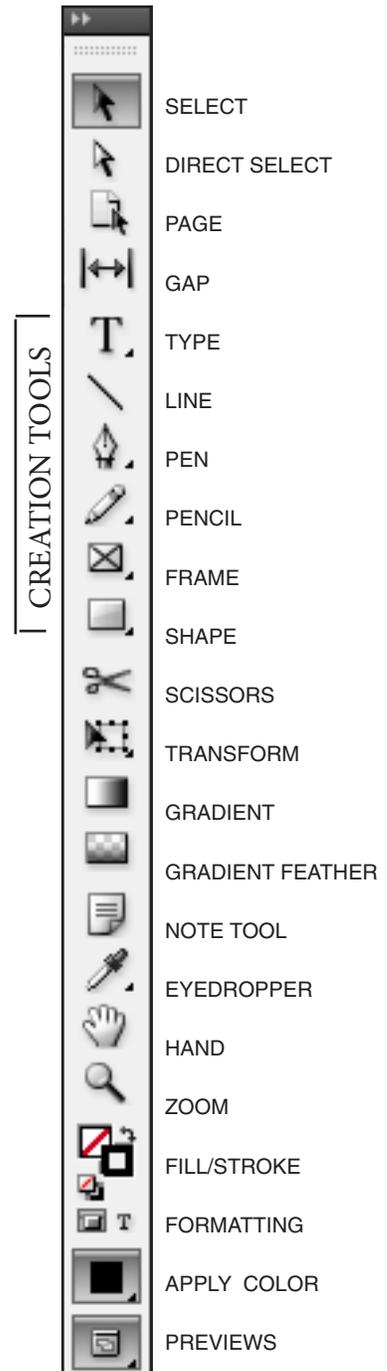**command>;** to hide guides
to change preview modes use the bottom tool on the tool bar. **W** for pre-
view mode. **Shift>w** for presentation mode (change color backgrnd >w,
g, b keys, etc.). Press escape >**esc>** to get out. To see 2 views of same page
>**window>arrange>new window.** Right click on things to get **contextual
menus.** To show guides >**view>show rulers>drag out from the side**

ADDING TEXT
Keyboard shortcut for type tool is **T**. Create a text frame with the type tool,
just click and drag out an area and type inside the box or paste type from another document into the frame.
Right click inside a frame and select **fill with placeholder** text to fill the frame with random Latin text.

SELECTING TEXT
D**ouble click inside a frame** of text to edit it. Click anywhere inside the frame to place your cursor. Use **arrows**
to go one letter forward or back and use **command>arrows** to move around. **Double click** to select a word,
tripple click for a line, four clicks for a paragraph, five clicks for entire frame. Select **command>a** inside the text
frame to select all the text or click and drag inside the frame to select as much text as you want.

CREATION TOOLS

- SELECT
- DIRECT SELECT
- PAGE
- GAP
- TYPE
- LINE
- PEN
- PENCIL
- FRAME
- SHAPE
- SCISSORS
- TRANSFORM
- GRADIENT
- GRADIENT FEATHER
- NOTE TOOL
- EYEDROPPER
- HAND
- ZOOM
- FILL/STROKE
- FORMATTING
- APPLY COLOR
- PREVIEWS

WENDY LETVEN, 2011

CHECKING SPELLING

Command>i to check spelling in your document.
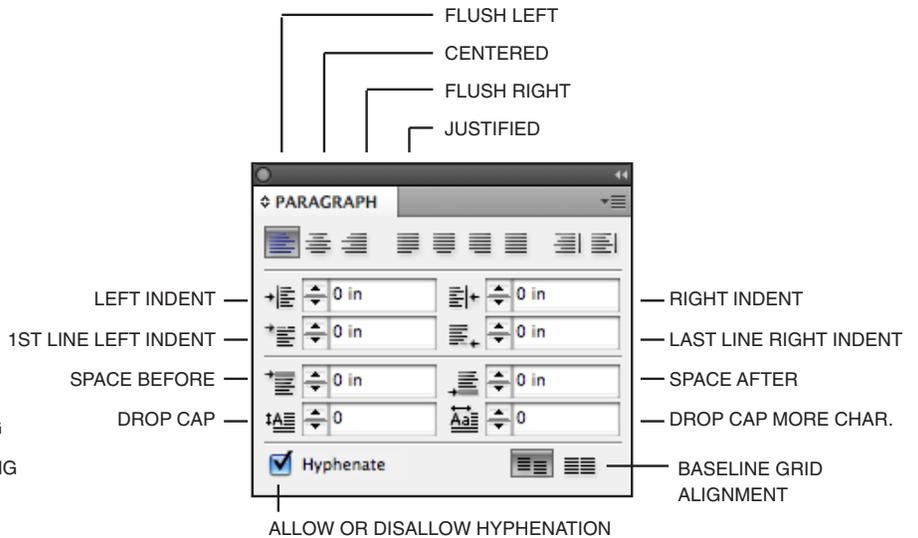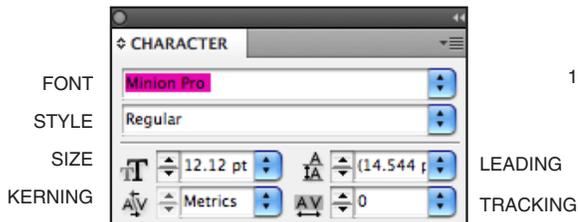Select one word and then **command>i** to check the spelling of just one word.
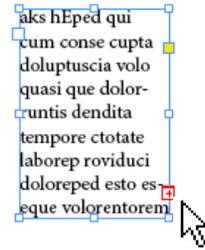
THREADING TEXT FRAMES

Click on the red box at the bottom of the frame (outport) and turn it into a **threading port**. Click on an empty text frame and it threads them together OR click and drag to make a new text frame. You can see the links in **view>show extras>show text threads**.

aks hEped qui
cum conse cupta
doluptuscia volo
quasi que dolor-
runtis dendita
tempore ctotate
laborep roviduci
doloreped esto es-
eque volorentorem

THREADING PORT

TYPE AND PARAGRAPH PALETTES

command>T *and* option>command>T

FLUSH LEFT
CENTERED
FLUSH RIGHT
JUSTIFIED

‡ PARAGRAPH

LEFT INDENT — 0 in
1ST LINE LEFT INDENT — 0 in
SPACE BEFORE — 0 in
DROP CAP — 0

0 in — RIGHT INDENT
0 in — LAST LINE RIGHT INDENT
0 in — SPACE AFTER
0 — DROP CAP MORE CHAR.

☑ Hyphenate — BASELINE GRID ALIGNMENT

ALLOW OR DISALLOW HYPHENATION

‡ CHARACTER

FONT   Minion Pro
STYLE   Regular
SIZE   12.12 pt   (14.544 p   LEADING
KERNING   Metrics   0   TRACKING

TEXT FORMATTING

Increase **font size** in the type palette or by Increment **Shift>Command and right arrow**
Decrease font size by Increment **Shift>Command and left arrow**

Leading is amount of space bewteen one baseline and the next baseline down.
The default will be auto leading () will be 120% of whatever the font size is and will be a number inside parenthesis. You should specify your own choice of leading OR absolute leading.
Increase leading by Increment **Option-down arrow**
Decrease leading by Increment **Option-up arrow**

Kerning adjusts the space between two letters. Place cursor between two letters and adjust the number in the type panel or use the keyboard shortcut **option>right arrow or left arrow to make smaller or larger space**.

Tracking adjusts the space between all letters in a line. Select the whole word, line or paragraph and change the tracking number in the type palette OR use the keyboard shortcut by choosing **option>right arrow or left arrow to make smaller or larger space.**

Most features of the type panels are in the control panel at the top. Switch between **character formatting** mode or **paragraph formatting** mode using the two icons on the far left.

Use the **eyedropper** to copy the formatting of text. To choose where you want a line to break while overiding formatting such as indents, etc. place the cursor abefore the word you want to break to the next line and hold **shift and return**.

IMPORTING GRAPHICS AND PICTURES

Use **File>Place** (**command>D)** to import graphics or pictures from other programs.
You may also drag and Drop images from another window.
Warning: Do not copy and paste images into InDesign. Many problems will arise.

Once you see images in the **place cursor**, you simply click to bring in the image.
C**ick and drag** to fit the image in a frame and scale it at the same time.
Click and drag and hold shift key to bring it into a box of a different proportion.
You may also **place** a graphic inside an **existing frame**.

IMPORTING MORE THAN ONE GRAPHIC

Select more than one file when placing by holding shift and clicking on multiple iamges.
Use the arrow keys to navigate between them in the **place cursor.**
While you are dragging **select the up arrow and or the right arrow** to make a grid of image boxes.
(This is also a great way to make a contact sheet)

FITTING GRAPHICS TO A FRAME

Hold **command, shift and then drag** on the bottom right corner to make your box to make it bigger and scale it
to fit. **Object>fitting>fit frame to content** makes an image exactly the same size as the box as well and gives you
other fitting options as well.
Double clicking on the bottom right corner of the box will make the box fit the image.
Note: this works on text boxes as well.
All the **fitting options** are in the control panel up top as well as icons.
Auto-fit will automatically make the image fit the frame.
Right click on an image to select **Edit with** and edit an image in it's original frame.

TEXT WRAP

Select **object>window>text wrap**
Note: The text wrap will effect all type near the object. Select a text box and select **Object>Text Frame**
Options>uncheck "Ignore text wrap" to overide other text wrapping around that object.

USING THE LINKS PANEL

Images placed in InDesign are **"linked"** to a file on your hard disk.
Open the **links panel** to see the images linked to your document.
In the links panel you can update images, see what pages they are on and open files to edit them. Links info in
the links panel at the bottom gives you information about color space, scaling, size, and all sort of other info
about a document.

USING COLOR

Window>Color>Swatches to open the swatches panel or F5.
The icons next to the color tells the color space of the swatch.
Click on the **new swatch** icon at the bottom of the panel to add a color.
Click Ok or add to leave the dialog box open to add more than one color.
Whenever you are adding swatches deselect everything **commmand>shift>A** so
you can mix or edit color without effecting anything in your document at the same time. Right clicking and
clicking on swatch options will allow you to have something selected but still be able to edit a color.
You can also use the **eyedropper** to pick up colors.

COLORIZING GRAYSCALE IMAGES IN INDESIGN

A few rules are:

1. Must be a **pixel-based** image. No Illustrator, vector art.
2. Must be in **grayscale** mode.
3. Must be a **flattened** file. Cannot have transparencies or layering.
4. Must be saved as a **.tiff or .psd** file.

Place your cursor over the image and click on the content grabber and grab the image inside the frame and not the frame. Open the swatches palette, Select a color. Everything that was black will be the color you select.

DUPLICATING

Option>drag to duplicate.

Option>Shift>drag to duplicate on the same horizontal or vertical axis.

Gridify: Hold down option first>>then drag and hit the up arrow or the up arrow AND the right arrow before you let go of the mouse button. Press the arrow as many times as you want to make different grids.

Use **Edit>Step and Repeat** to get a window for ultimate control and precision.

ROTATING

Key in values in the control panel or go to the corner of the bounding box and drag.

Rotate inside the frame by double-clicking the frame to use the content grabber and then rotating.

SCALING

In the control panel you can key in an exact scaling percentage or use the **scale tool** under the free transform tool. The crosshair shows where it will scale from.

Click and drag away from that point to scale.

To **scale proportional**ly start dragging and then hold down the shift key.

Or use the **selection tool** and press **command>shift** and drag a corner out to scale.

Shift>click to select multiple objects to scale.

MIRRORING

Select an image and select the **mirror image icon** in the control panel. The backward "P" in the control panel is an alert that an image is mirrored.

TRANSFORM AGAIN/ARRANGING/GROUPING/LOCKING

Object>Transform again

To do a whole sequence of transformations, select **Transform>Transform Again>Transform Sequence Again**. transform again.

Object>Arrange>Send to back, bring to front

Command>G to group, Command>Shift>G to ungroup

Command>L to lock objects

PACKAGING YOUR FILE

When you package a file, you create a folder that contains the InDesign document(or documents in a book file), any necessary fonts, linked graphics, text files, and a customized report.

Choose File > Package.

Click Package to continue packaging.