Creating a new document in InDesign

New Document

Document Preset: [Custom]

Number of Pages: 10   ☑ Facing Pages
                        ☐ Master Text Frame

Page Size: Letter

Width: 11 in   Orientation: ▯ ▯
Height: 8.5 in

OK
Cancel
Save Preset...
More Options

Columns

Number: 1   Gutter: 0.1667 in

Margins

Top: 0.5 in   Inside: 0.5 in
Bottom: 0.5 in   Outside: 0.5 in

When creating a new document in InDesign you will be prompted to select certain attributes for your document. You will be able to adjust these settings and add more pages while working on the document, but this will get you started.
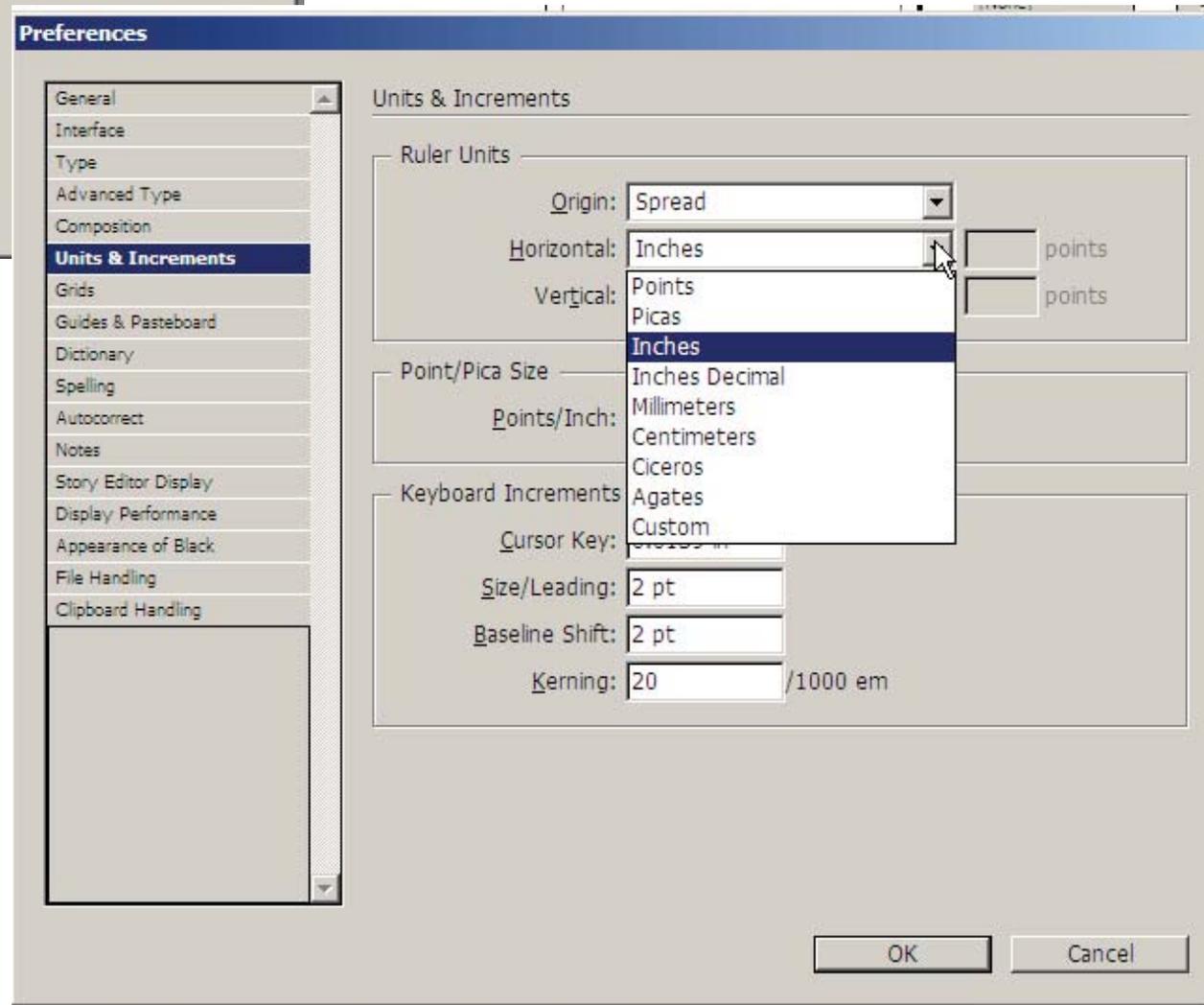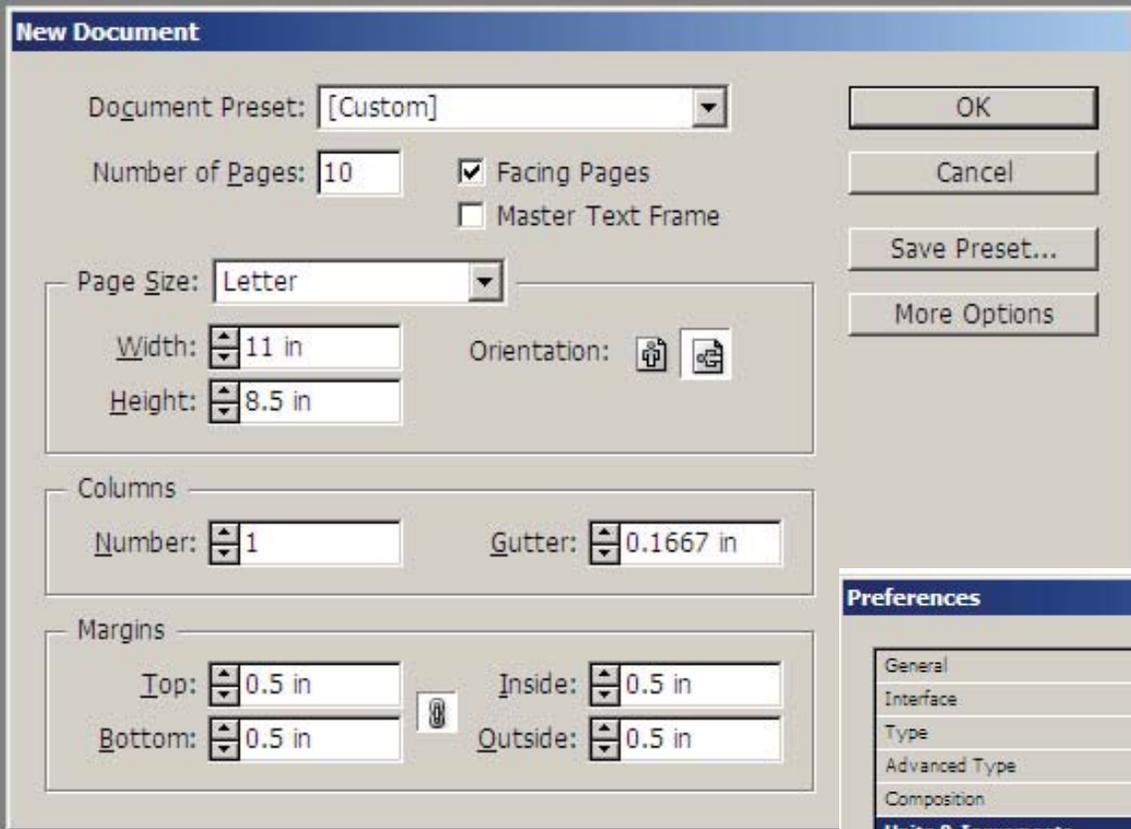
When your document has been created, go to the Edit menu > Preferences >
Units & Increments.
Adjust the Ruler Units to Inches for both Horizontal and Vertical directions.

Select Spelling from the Preferences window, and check Enable Dynamic Spelling to turn spell-check on.

Preferences

General
Interface
Type
Advanced Type
Composition
Units & Increments
Grids
Guides & Pasteboard
Dictionary
Spelling
Autocorrect
Notes
Story Editor Display
Display Performance
Appearance of Black
File Handling
Clipboard Handling

Units & Increments

Ruler Units

Origin: Spread

Horizontal: Inches

Vertical:
Points
Picas
Inches
Inches Decimal
Millimeters
Centimeters
Ciceros
Agates
Custom

points

points

Point/Pica Size

Points/Inch:

Keyboard Increments

Cursor Key:
Size/Leading: 2 pt
Baseline Shift: 2 pt
Kerning: 20   /1000 em

OK   Cancel

Using Guides & Viewing Pages

Similar to Photoshop, InDesign has a guideline function. Guides in InDesign allow you to establish alignments on a page. Obtain a guideline by grabbing them from the ruler, or double-clicking on the ruler in the location you'd like a guide to appear. To remove guides, select and press delete.

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Along the right side of your screen you'll see a dock
for multiple tool palettes:
Pages / Info / Layers / Links, etc. Click the top of the dock to expand all windows or click the name of an individual attribute. Click through these to view the available options.

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On the bottom of your window, you'll notice a number indicating your current page.

Click here and select A-Master.
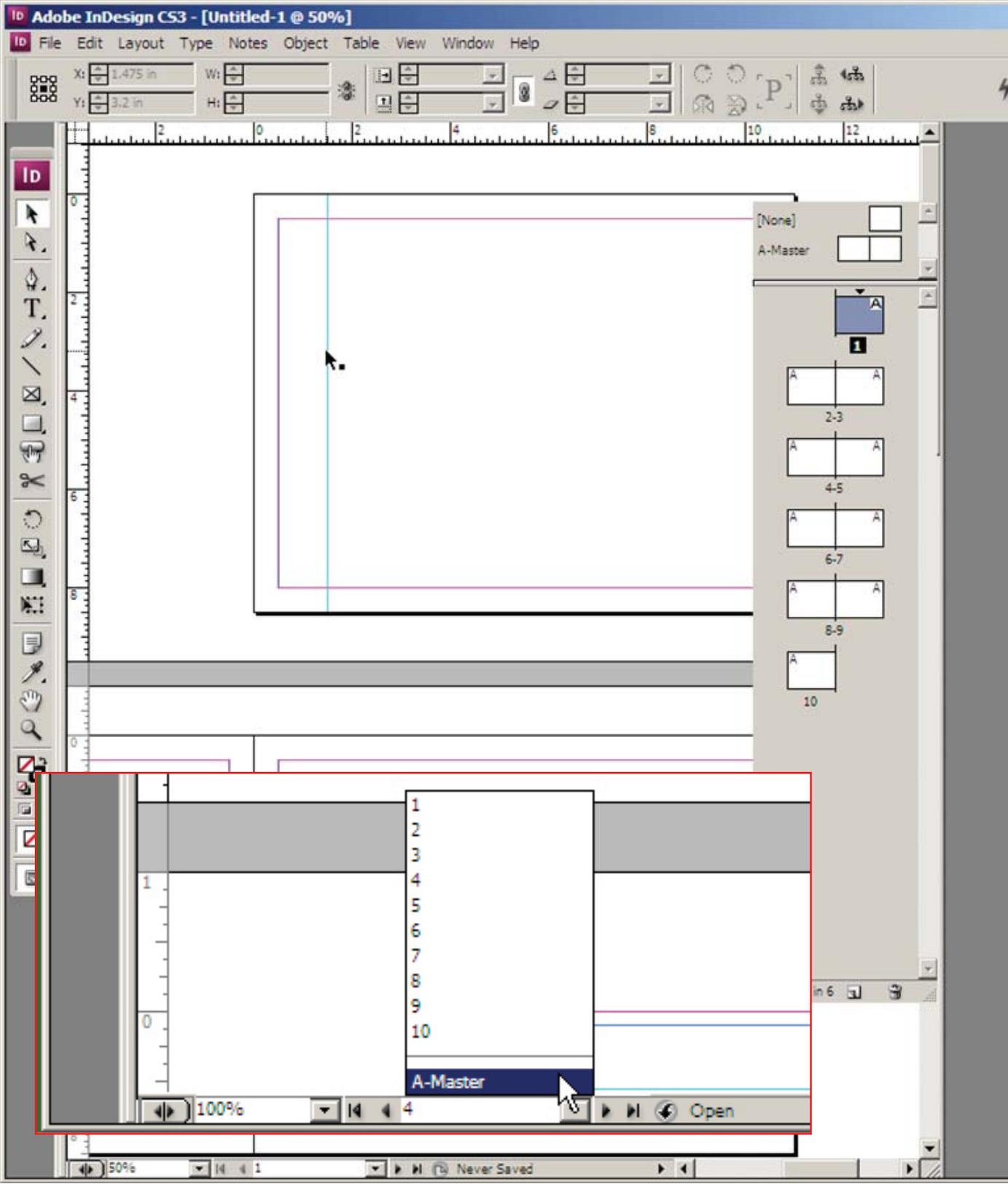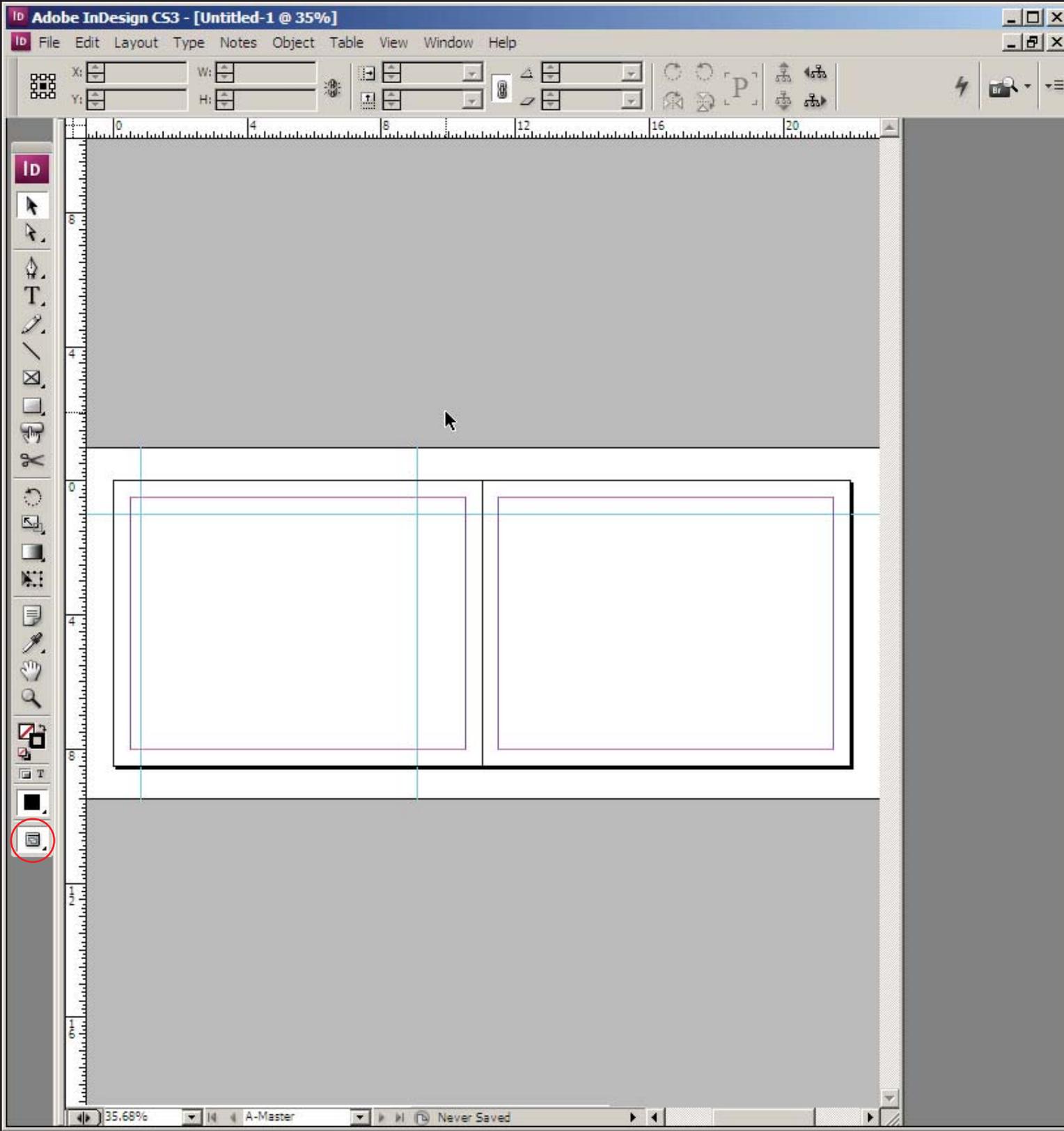
Master Page

If you have selected facing pages, you'll see a "spread" of pages as the Master Page. In this view guides can be preset to establish consistent alignments on every page in a document.

Text and images can also be added to the Master page.

Imagery and guides established on the Master page can only be edited or deleted from the Master page.

Click and hold the view tool at the bottom of the tool bar (circled at left) to toggle between "Normal" View and "Preview".

Type **ctrl + ;** (semi-colon) to turn guides on and off.
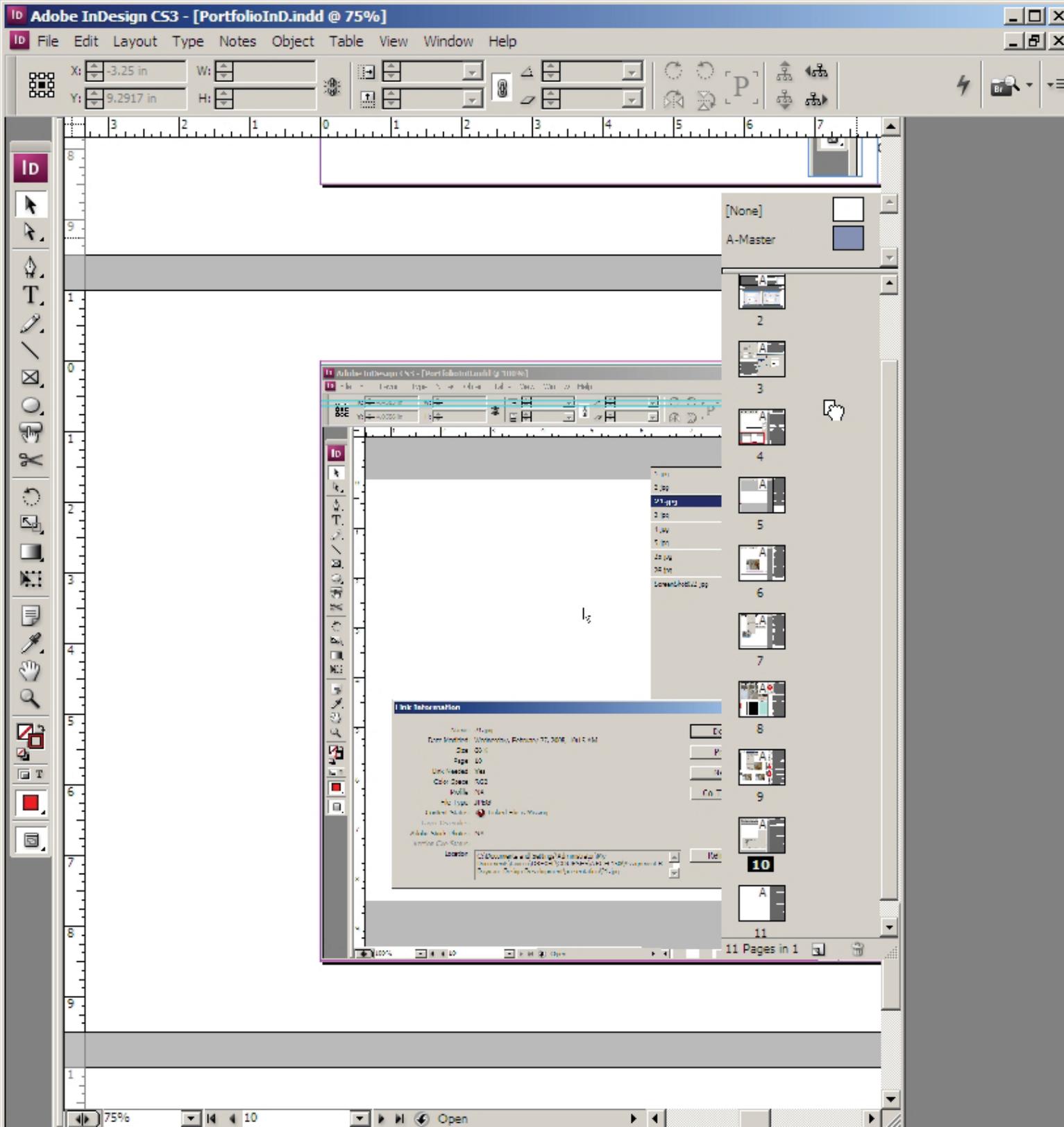
Sorting Pages

From within the Page menu on the right side of your screen you may add pages to your document and sort existing pages.

Jump to a page by double-clicking the icon for that page.

Add a new page to the document by grabbing the A-Master page and inserting it into the document. A heavy black line will appear to indicate where it will end up in the document. Insert a page with no formatting by grabbing the "none" page from the top.

Similarly, pages can be sorted by dragging and dropping them into a new position within the page spread outline.
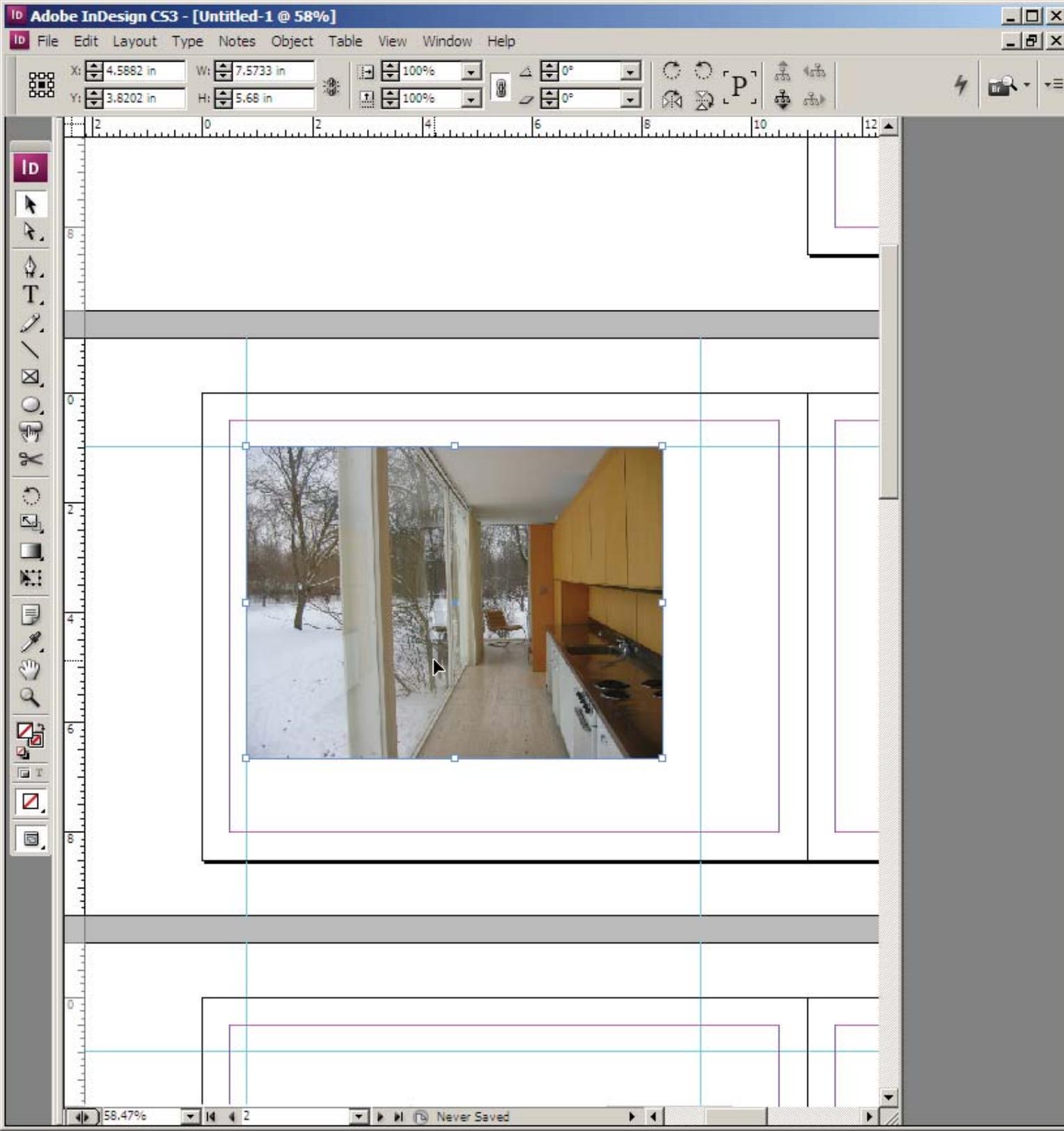
Place Object

To insert an object (graphic) into your document **ctrl +D** or File menu > place. Try using ctrl + D to speed up workflow.

To keep file size down, insert .jpg or .tif files into the document - not .psd files. Objects will be inserted at the maximum dimensions for 300dpi print resolution - do not try to make the image larger or print quality will be diminished!

You may resize an image using the black arrow and selecting one of the handle points.

By holding down the shift key when resizing, the aspect ratio of the image will be maintained.
This is desirable.
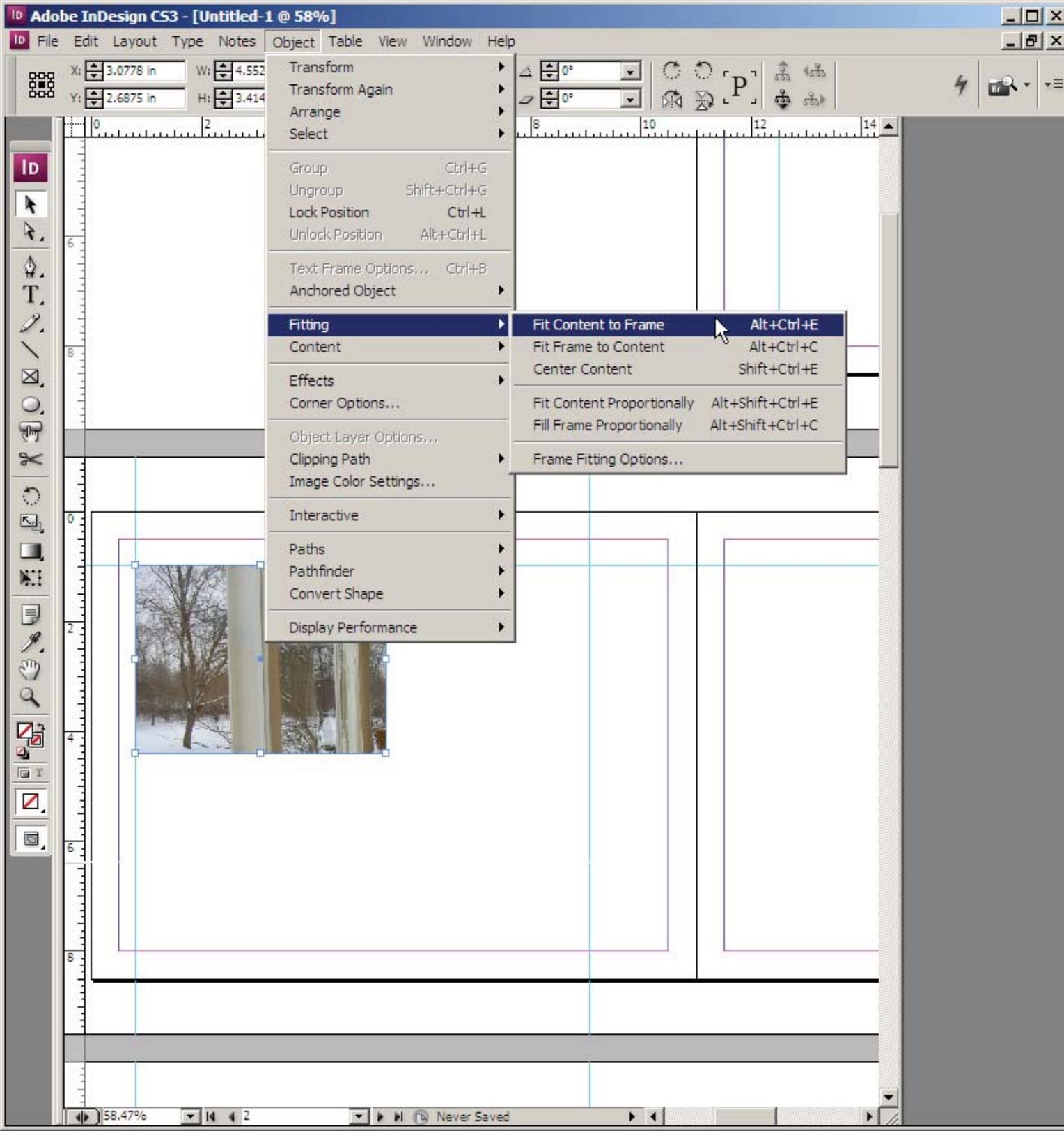
Fitting

Once an object has been resized, its relationship with its frame has been altered.

Object > Fitting allows you to adjust your image or frame to the desired relationship.

Fit Content to Frame resizes the image to fit within a new frame size.
Ctrl + Alt + E

Fit Frame to Content
Ctrl + Alt + C
is often useful if image cropping has occurred and you wish to view the original image for accurate resizing.

To adjust the aspect ratio of an image (similar to cropping but not permanent), drag the edges of the image. Ctrl + Alt + C to restore the frame size before resizing the image.

Adobe InDesign CS3 - [Untitled-1 @ 58%]

File Edit Layout Type Notes Object Table View Window Help

X: 3.0778 in   W: 4.552
Y: 2.6875 in   H: 3.414

Object menu:
- Transform
- Transform Again
- Arrange
- Select
- Group   Ctrl+G
- Ungroup   Shift+Ctrl+G
- Lock Position   Ctrl+L
- Unlock Position   Alt+Ctrl+L
- Text Frame Options...   Ctrl+B
- Anchored Object
- Fitting
- Content
- Effects
- Corner Options...
- Object Layer Options...
- Clipping Path
- Image Color Settings...
- Interactive
- Paths
- Pathfinder
- Convert Shape
- Display Performance

Fitting submenu:
- Fit Content to Frame   Alt+Ctrl+E
- Fit Frame to Content   Alt+Ctrl+C
- Center Content   Shift+Ctrl+E
- Fit Content Proportionally   Alt+Shift+Ctrl+E
- Fill Frame Proportionally   Alt+Shift+Ctrl+C
- Frame Fitting Options...

58.47%   2   Never Saved

Color

Towards the bottom of the toolbar are two overlaid squares. These indicate the color of fill of an object and its outline. By clicking on the curved arrow, the appearance can be manipulated for each attribute individually.
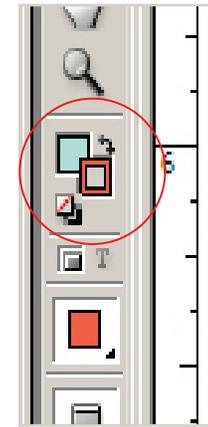
Below these two squares are two smaller overlaid squares. The square with a red line through it indicates no color for fill or outline.

On the right side of the screen, clicking on the Color menu will provide access to a wide spectrum of colors. Double-clicking on either box will allow you to make color selections.

The Stroke menu allows adjustments to be made to the width of lines drawn in an InDesign document.

Adobe InDesign CS3 - [Untitled-1 @ 129%]

File   Edit   Layout   Type   Notes   Object   Table   View   Window   Help

X: 4.5089 in   W: 4.5   **5.**
Y: 2.1696 in   H: 0.71   **4.**

Transform
Transform Again
4. Arrange ▶   Bring to Front   Shift+Ctrl+]
Select ▶   Bring Forward   Ctrl+]
                         Send Backward   Ctrl+[
Group   Ctrl+G Send to Back   Shift+Ctrl+[
Ungroup   Shift+Ctrl+G
Lock Position   Ctrl+L
Unlock Position Alt+Ctrl+L

Text Frame Options...   Ctrl+B
Anchored Object ▶

Fitting   ▶
Content   ▶

Effects   ▶
Corner Options...

Object Layer Options...
Clipping Path   ▶
Image Color Settings...

Interactive   ▶

Paths   ▶
Pathfinder   ▶
Convert Shape   ▶

Display Performance   ▶

The F...se

4. The

The Farnsworth House

Other useful tools

1. Circular arrow = rotate object
2. The eyedropper tool on the main tool palette allows any attribute (color, line thickness, font and type size) to be picked up and set as the default for new objects in a document.
3. Hand tool = pan
4. Often it is desirable to overlay one object on another, or text on top of an object. Use the Object menu > arrange > bring to front, send to back, etc tools to achieve this.
5. Make note of the other tools available in the Transform menu.

Ctrl + 0 (View menu > fit page in window) allows a view of the entire page.

Ctrl + G, Shift + Ctrl + G to group and ungroup objects.

Clicking on any tool with a small arrow allows access to many

1.
2.
3.

Links

The links menu, located on the right side of your screen, is the best way to keep track of all images inserted into your document.

When working with InDesign, it is essential that you put all of your image files into a place where they will remain. The path of the file to the InDesign document must remain consistent for images to print properly. To repair a link (if a question mark appears as shown at left) double-click the file name.

If you plan to work on your portfolio from multiple computers, it is essential that you work from a single flash drive with a backup of all images and the Portfolio file on another computer or disk.

Always keep backup files of your work!

Create a PDF of the file to print from - this will preserve your font selections and all of your links will be embedded.