

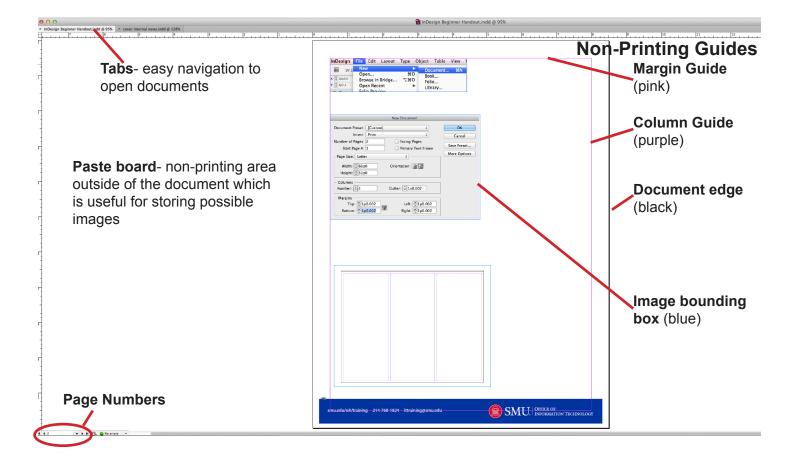
InDesign for Beginners Step-By-Step Guide

Learning Objectives

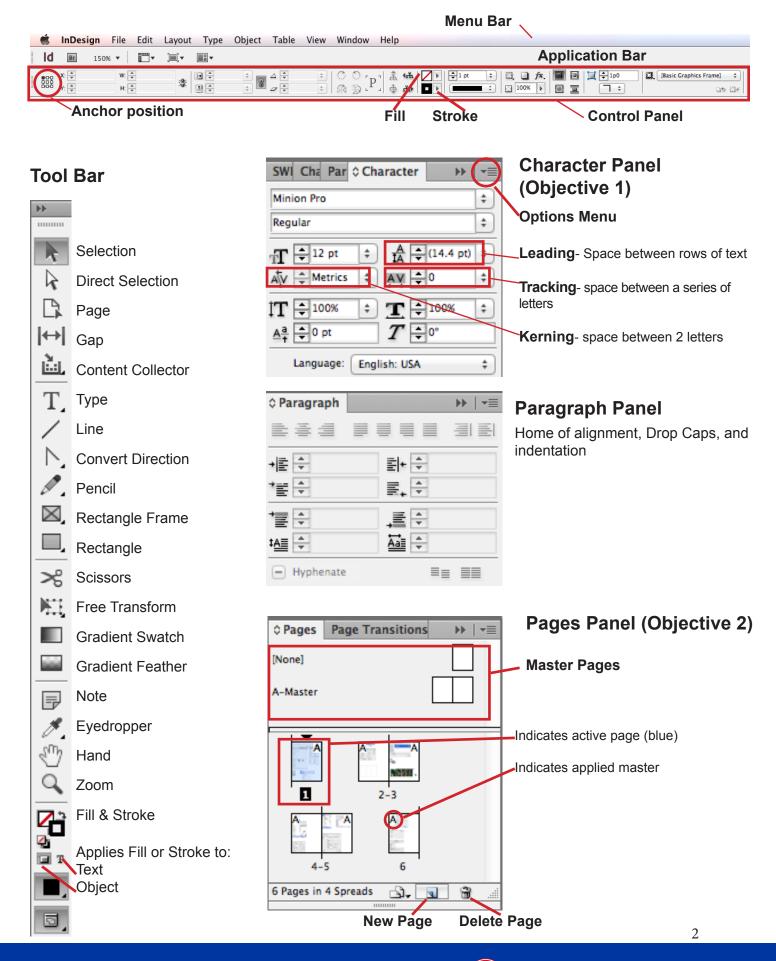
At the end of the workshop, you will be able to:

1. Adjust text with the Character panel and change alignment with the Paragraph panel or Control Panel

- 2. Add or subtract pages using the Pages panel
- 3. Create a new document and manipulate columns and margins
- 4. Place text and images
- 5. Identify all viewing options
- 6. Finalize spelling as well as export to PDF



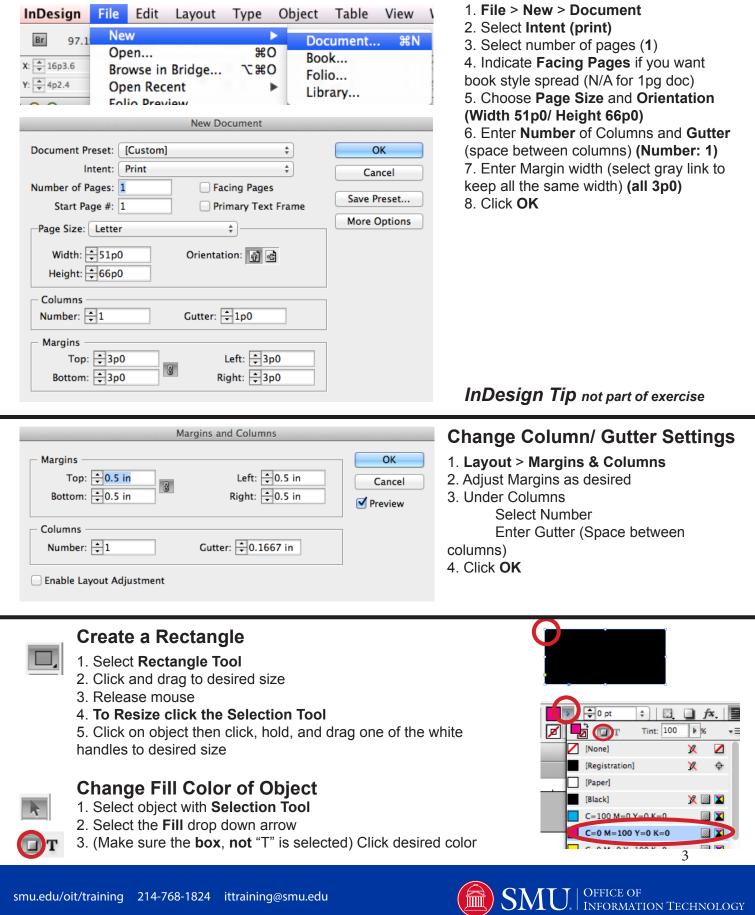






Beginning of Poster Exercise

Create a New Document (Objective 3)

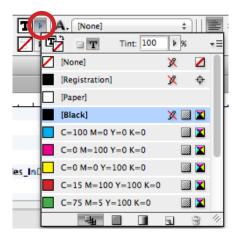


Placing Images (Objective 4)

AVORITES	Name	A Date Modified
	Indesign Beginner	3:07 PM
Applications	Independent Practice	9/9/13
🔜 Desktop	V Poster	3:09 PM
Documents	~poster~-e0yxb.idlk	2:54 PM
Downloads	📓 01_CoverImage.jpg	4/23/13
	🔂 02_Map.ai	4/23/13
Movies	🔂 03_PLURALIST_Logo.ai	4/23/13
J Music	04_SmallHiking.jpg	4/23/13
Pictures	05_SmallWaterfall.jpg	8/19/13
	😼 06_icon.idms	4/23/13
eblackmore	pluralistText.txt	4/23/13
AdmSystems	Poster.indd	3:06 PM
	T Poster.pdf	3:09 PM
HARED	ReadMe_Licensing_Installation_SampleFiles_InDesign.txt	5/13/13
📃 smu.edu 🔺	InDesign Beginner Handout Folder	3:09 PM
12-01002	Departure Destance Westerbare Objections	0/10/10







STOP: End of poster exercise

1. File> Place 2. Select Item (01 Coverimage. ipg)

3. Select Open

The cursor is now loaded with the picture.

To size the image as it is placed:

1. Click, hold and drag to the desired sized on the page 2. Release mouse button

To place the image at full size:

1. Click once on the page

Create an image place holder:

- 1. Select the **Rectangle Frame Tool**
 - 2. Click hold and drag to desired place
- 3. Click Selection Tool

4. Select place holder (white handles appear) 5. Follow Placing Images instructions above with 04 SmallHiking.jpg and 05 SmallWaterfall.jpg

Create a text box:

- T 1. Select the Type Tool
 - 2. Click hold and drag to desired size
 - 3. Release mouse. Cursor will be ready to type in text box.

Format Text:

- T 1. Select the desired text with the **Type Tool**
 - 2. (To change color) Click the Fill drop down arrow and click on desired color

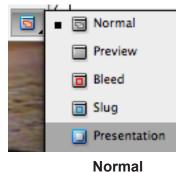
3. (To change font) Select desired font and text size from drop down list

A	Arial	12 pt
୩	Regular	

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Screen Mode (Objective 5)



Normal- Shows non-printing guides

Preview- Hides non-printing guides

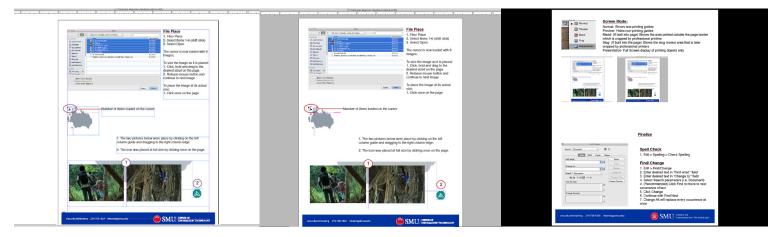
Bleed- (If built into page) Shows the area printed outside the page border which is cropped by professional printers

Slug- (If built into the page) Shows the slug (notes) area that is later cropped by professional printers

Presentation- Full Screen display of printing objects only

Preview

Presentation

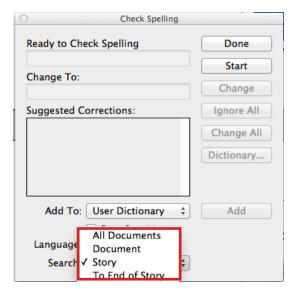


Finalize (Objective 6)

Spell Check

- 1. Edit > Spelling > Check Spelling
- 2. Select **Search** parameters (most likely **Document**)
- 3. Click Start
- 4. Select Change or Ignore as needed

Find/Change	
Query: [Custom] 🛟 💾	Û
Text GREP Glyph Obj	ect
Find what:	Done
• @,	Find
Change to:	Change
Search: Document \$	Change All
🎭 📭 🐟 🖨 🚍 🗛 🏣	Change/Find
Find Format:	Fewer Option
भ	
Change Format:	
A	
3	



Find/ Change

- 1. Edit > Find/Change
- 2. Enter desired text in "Find what:" field
- 3. Enter desired text in "Change to:" field
- 4. Select Search parameters (i.e. Document)
- 4. (Recommended) Click Find to move to next occurrence of text
- 5. Click Change
- 6. Continue with Find Next

7. **Change All** will replace every occurrence at once (Sometimes this will pull the word when its letters are found in another word. i.e. "in" from "within") 5



Export to PDF

000	Export
	Save As: InDesign Beginner Handout
	III InDesign Course Descriptions + Q
FAVORITES Applications Desktop Documents Downloads Movies Music Pictures eblackmore AdmSystems SHARED smu.edu 13-01293 13-01295	 ~indesigrnvx.idik EXAMAIDS6 2.dmg EXAMAIDMAC.zip EXAMAIDCS6.dmg InDesigndout.indd InDesigntions.docx
	Format: Adobe PDF (Print)
Hide extension	New Folder Cancel Save

	Export Adobe PDF	
Adobe PDF Preset: [Hig Standard: Nor	ne + Compatibility: Acrobat 5 (PDF 1.4)	÷
General Compression Marks and Bleeds Output Advanced	General Description: Use these settings to create Adobe PDF documents for qua printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader and later.	
Security Summary	Pages All Range: All Pages Pages Spreads	
	Options Embed Page Thumbnails Optimize for Fast Web View Create Acrobat Layers Create Tagged PDF Export Layers: Visible & Printable Layers	
	Include Bookmarks Non-Printing Objects Hyperlinks Uisible Guides and Grids Interactive Elements: Do Not Include	
Save Preset	Cancel	kport

1. File > Export

2. Select location to save

- 3. Enter desired name
- 4. Choose Desired PDF format
- 5. Click Save

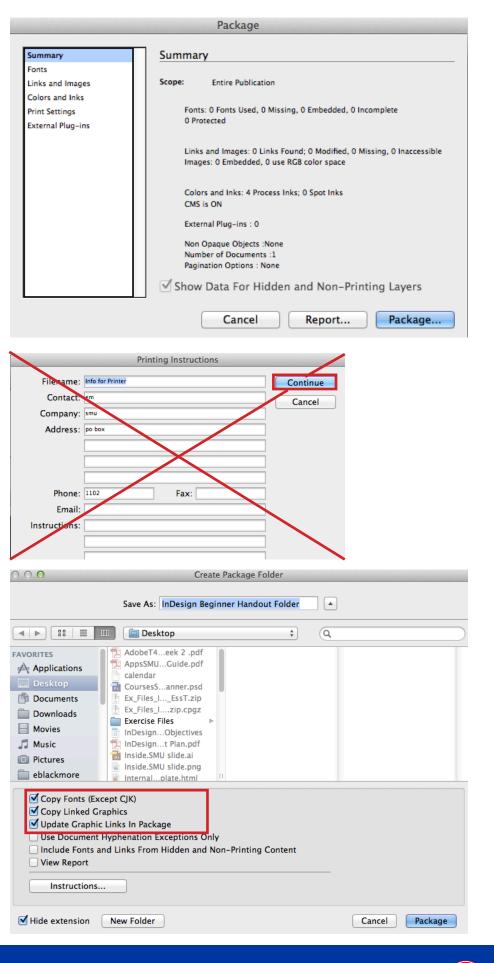
6. Under Pages: **Select All** or **Range** (specify)

7. Select Pages (single page) orSpreads (side-by-side book view)8. Recommended Options:

Optimize for Fast Web View Create Tagged PDF View PDF after Exporting

(opens in Adobe Acrobat) 9. Click **Export**





Package

Packaging allows you to share your completed InDesign documents with all the placed images, texts, fonts, etc. that you have linked to the document.

1. File > Package

2. Click Package

3. Ignore Printing Instructions dialog box and click **Continue** (Most commercial printers ignore this file in your packaged folder. If you need to communicate with them, it is suggested that you call or email.)

 Select location you want the packaged folder save.
 Select:

Copy Fonts Copy Linked Graphics Update Graphic Links in

Package

6. Click Package

(At this point you will most likely receive a warning about the fonts. Most of the time if you are sending to a commercial printer for printing only, it is not a problem; however, it is always suggested that you check the font license.)



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Best Short Cut Keys in InDesign (Cntrl on PC/ Cmd on Mac)

Ctrl+z	Undo
Ctrl+s	Save
Selecting Tools	
V, Escape	Selection Tool
a	Direct Selection tool
p	Pen tool
	Line tool
f	Rectangle Frame tool
m	Rectangle tool
1	Ellipse tool
r	Rotate tool
S	Scale tool
i	Eyedropper tool
k	Measure tool
g	Gradient tool
c	Scissors tool
h	Hand tool
Z	Zoom tool
Ctrl+Space	Temporarily select Zoom In tool
X	Toggle Fill and Stroke
Shift+x	Swap Fill and Stroke
W	Switch between Normal View and Preview Mode
Working with Type	
Shift+Ctrl+b	Bold
Shift+Ctrl+i	Italic
Shift+Ctrl+y	Normal
Shift+Ctrl+u	Underline
Shift+Ctrl+/	Strikethrough
Shift+Ctrl+k	All caps (on/off)
Shift+Ctrl+h	Small caps (on/off)
Shift+Ctrl+L, R, /c	Align left, right, or center
Shift+Ctrl+F (all lines) / J (all but last line)	Justify all lines
Shift+Ctrl+>/<	Increase or decrease point size*
Moving Through the Document	
Arrow Keys	Move selection**
Ctrl+[Send object backward
Shift+Ctrl+[Send object to back
Ctrl+]	Bring object forward
Shift+Ctrl+]	Bring object to front
Shift+Ctrl+click and drag	Resizes image and frame at the same time

Additional Resources:

tv.adobe.com Lynda.com License Check-Out: http://www.smu.edu/BusinessFinance/OIT/Services/Lynda

InDesign Intermediate- This workshop is focused on taking your basic InDesign skills to the next level and using time saving tools. We will:

Setup and apply Master Pages Create and apply Styles for character, paragraph, and object Manage layers

What can my office do with InDesign? How are other offices, businesses, or universities using it?

What makes a layout attractive? Or, How can I make my document look great?

Additional Notes:



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Notes (continued):	
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