

InDesign!

11.123 Big Plans: Workshop, 4/24/2014

Getting Around in InDesign:

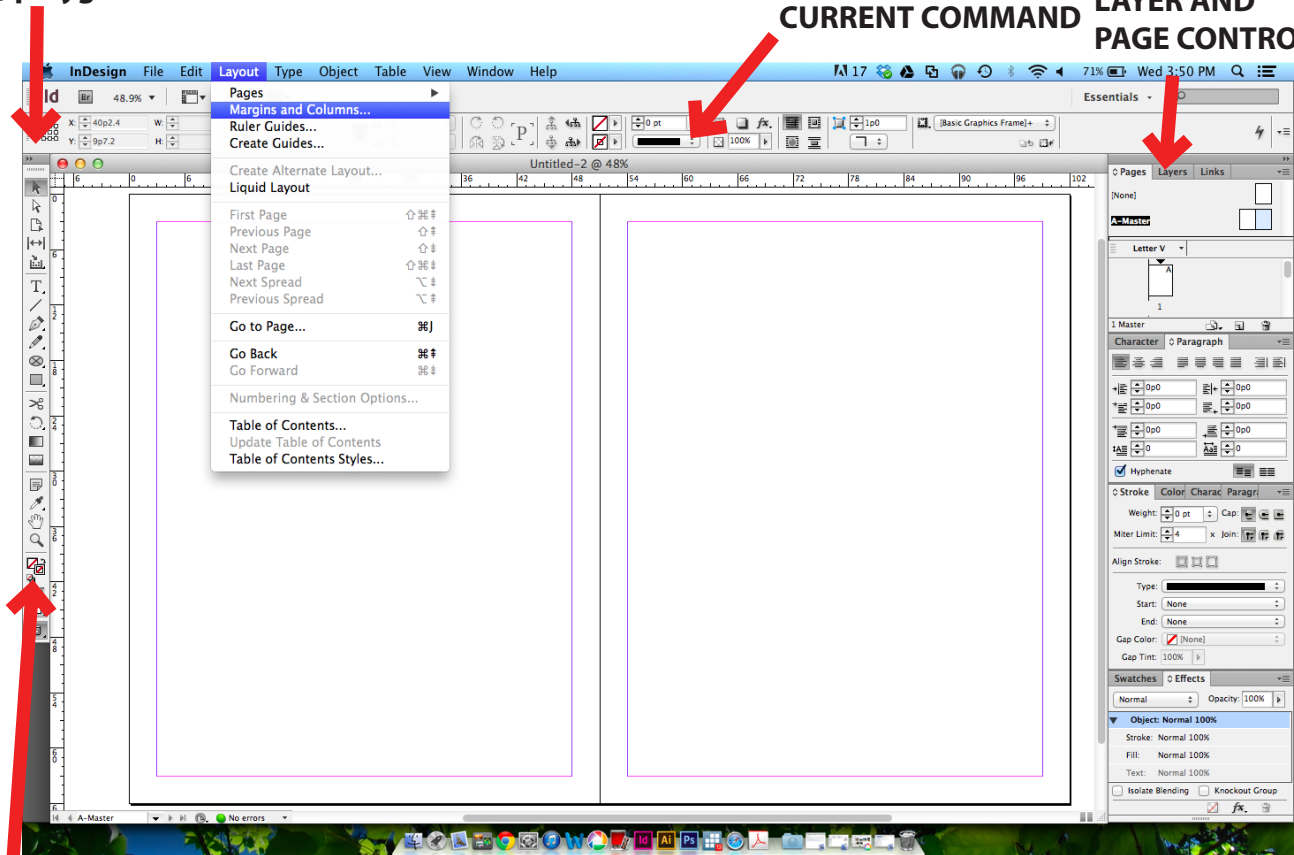
Zooming: In: ⌘ + or Control +
Out: ⌘ - or Control -
Extends: ⌘ 0 (command + zero) or Control 0 (zero)
Full Spread: ⌘ ALT 0 (command + zero) or Control ALT 0 (zero)

BASIC TOOLS:

Selection arrows,
pen, polygons

CONTROLS FOR
CURRENT COMMAND

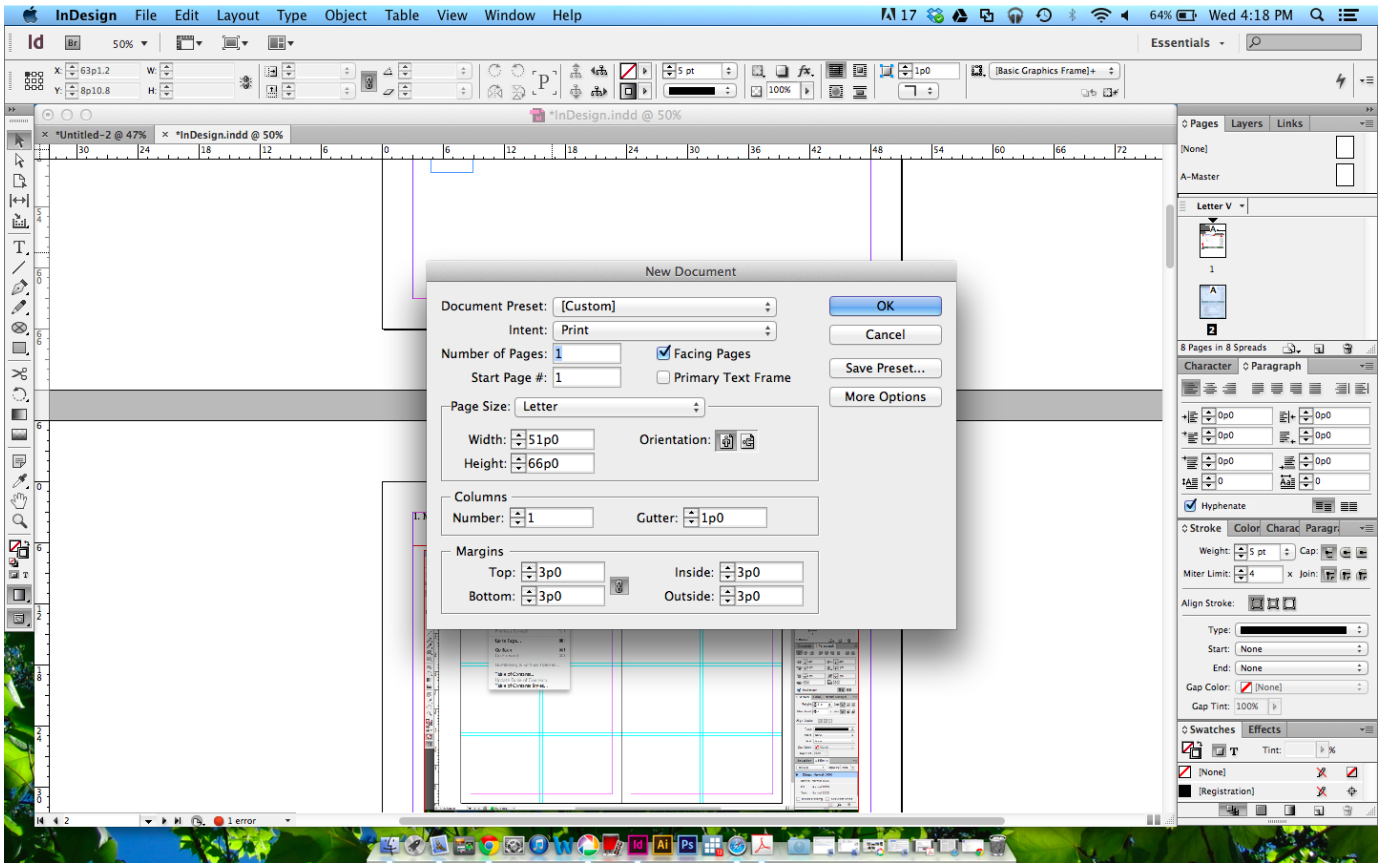
LAYER AND
PAGE CONTROL



FILL /
STROKE

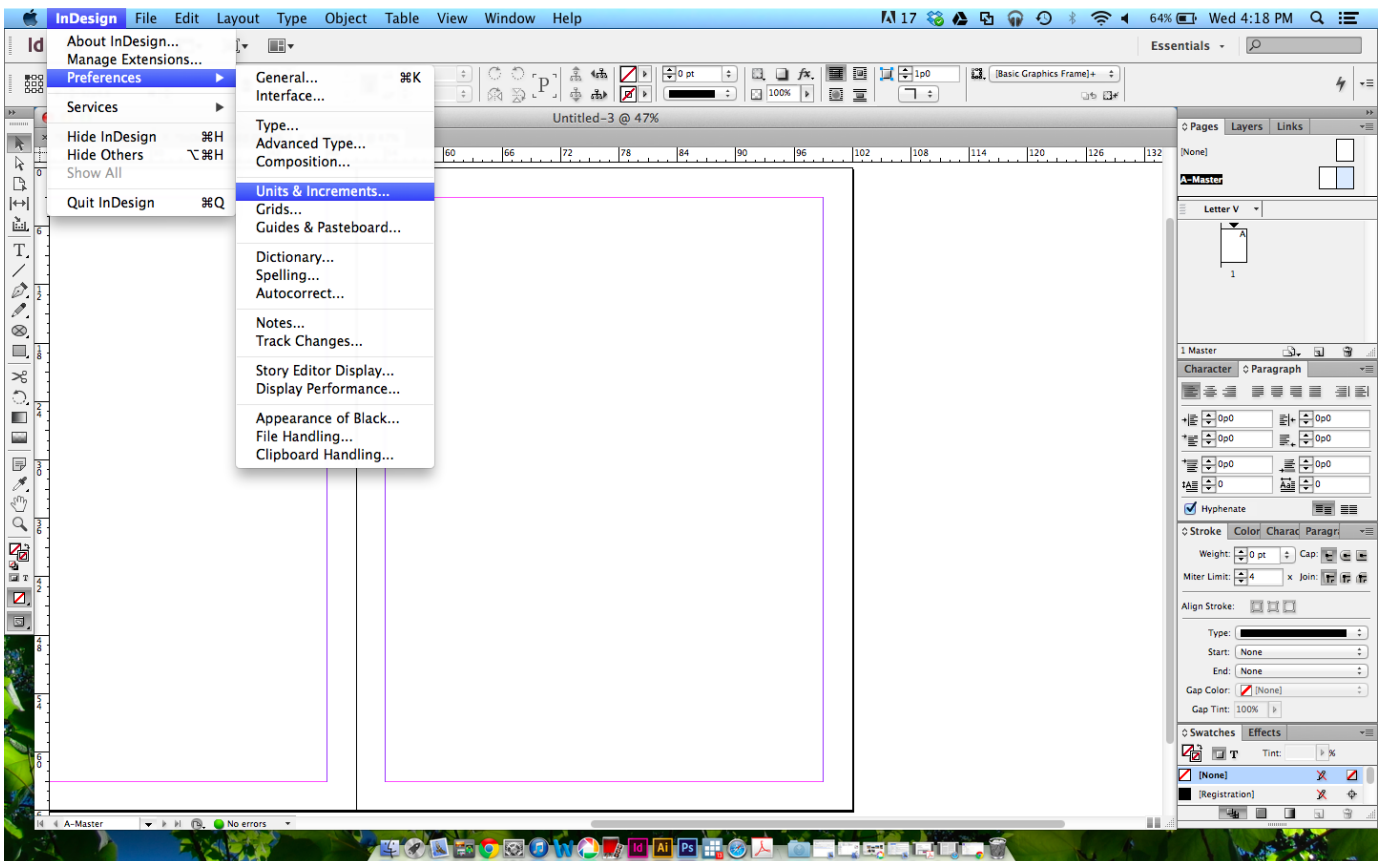
1. File > New.

Here you can specify number of pages, orientation, spread, etc.

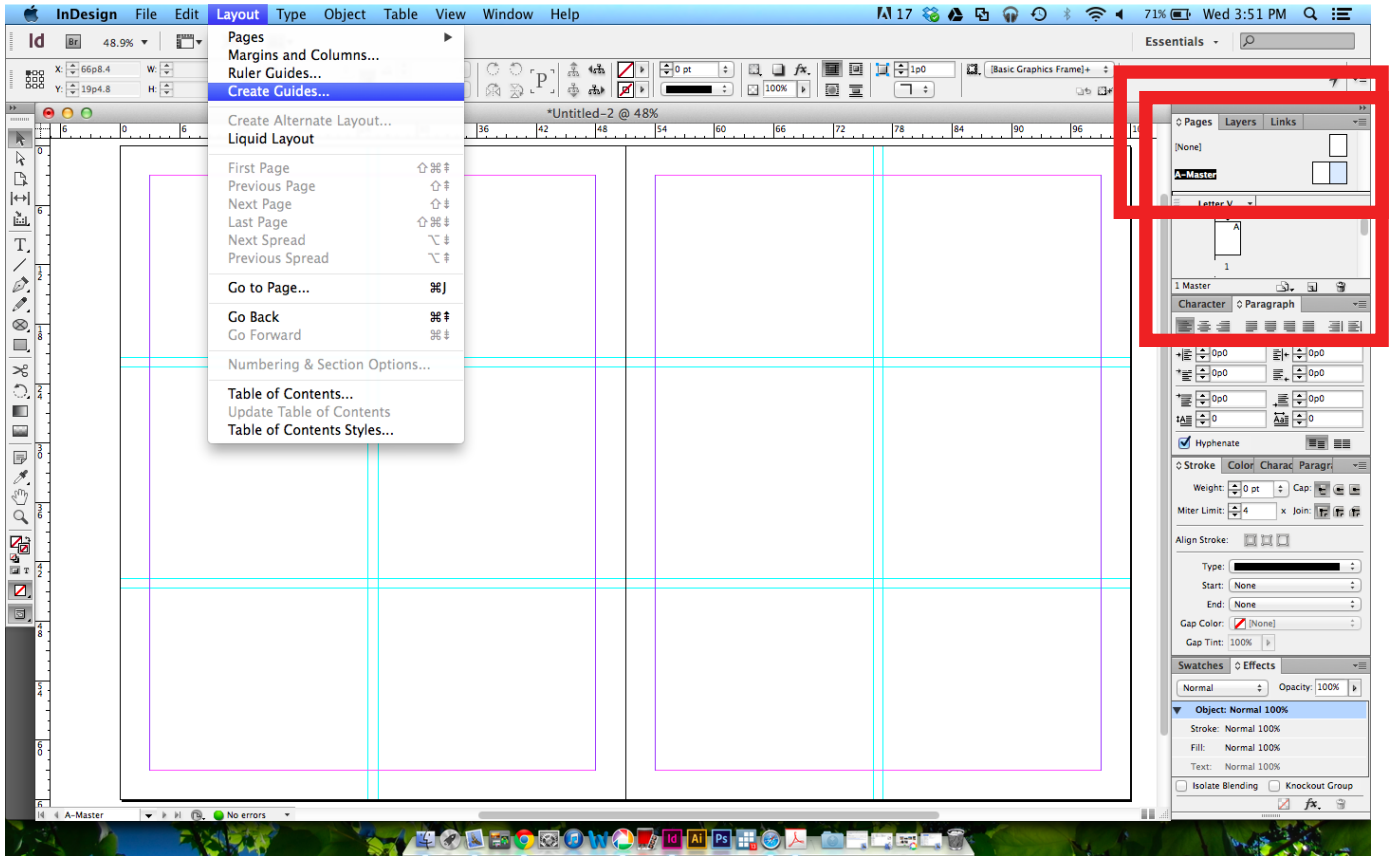


2. InDesign > Preferences or File > Preferences.

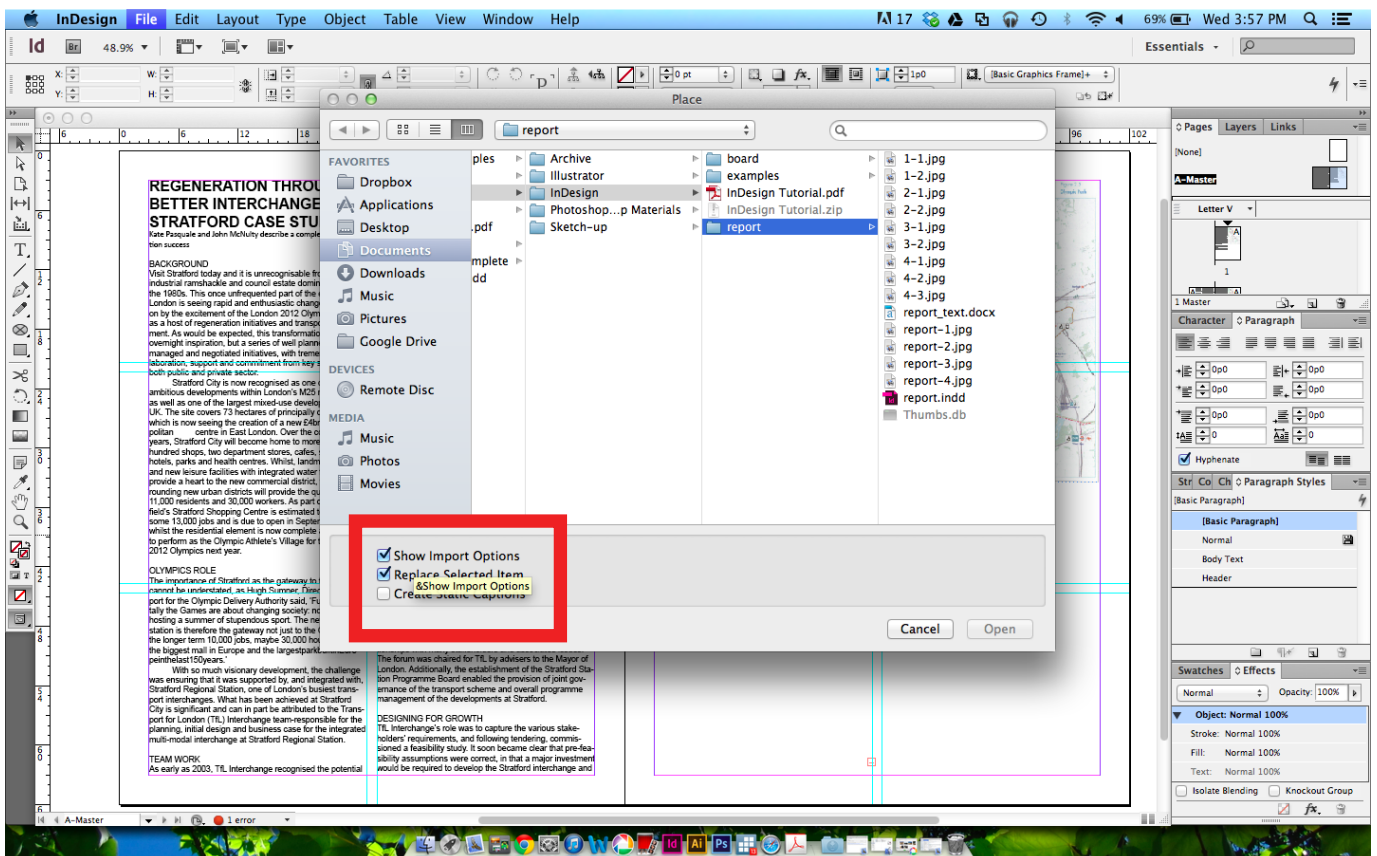
Change units to Inches or whatever you prefer.



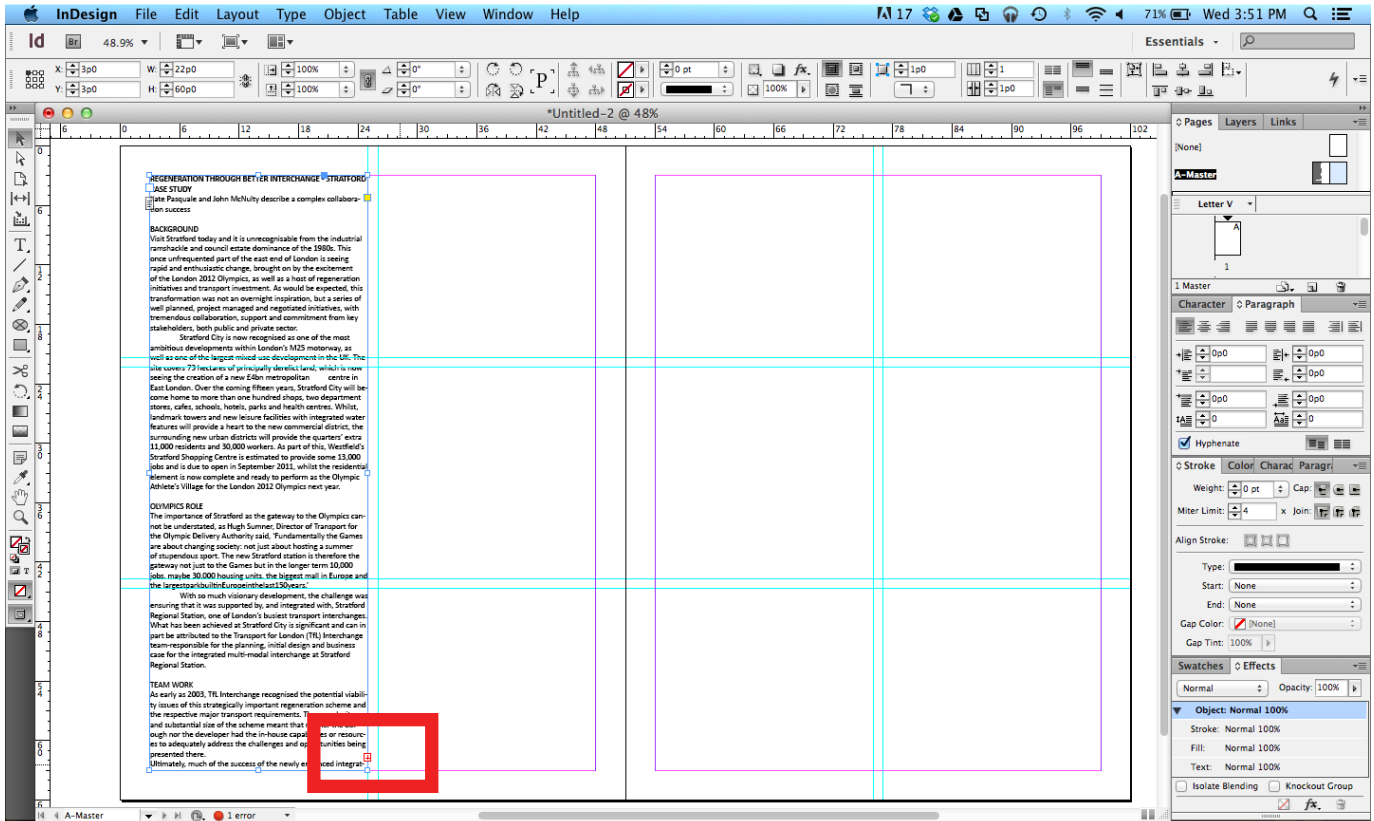
3. Make sure your right-hand workspace controls are expanded. Then double click on the Master Page to open it. You can specify column and row guides that will apply to every page.



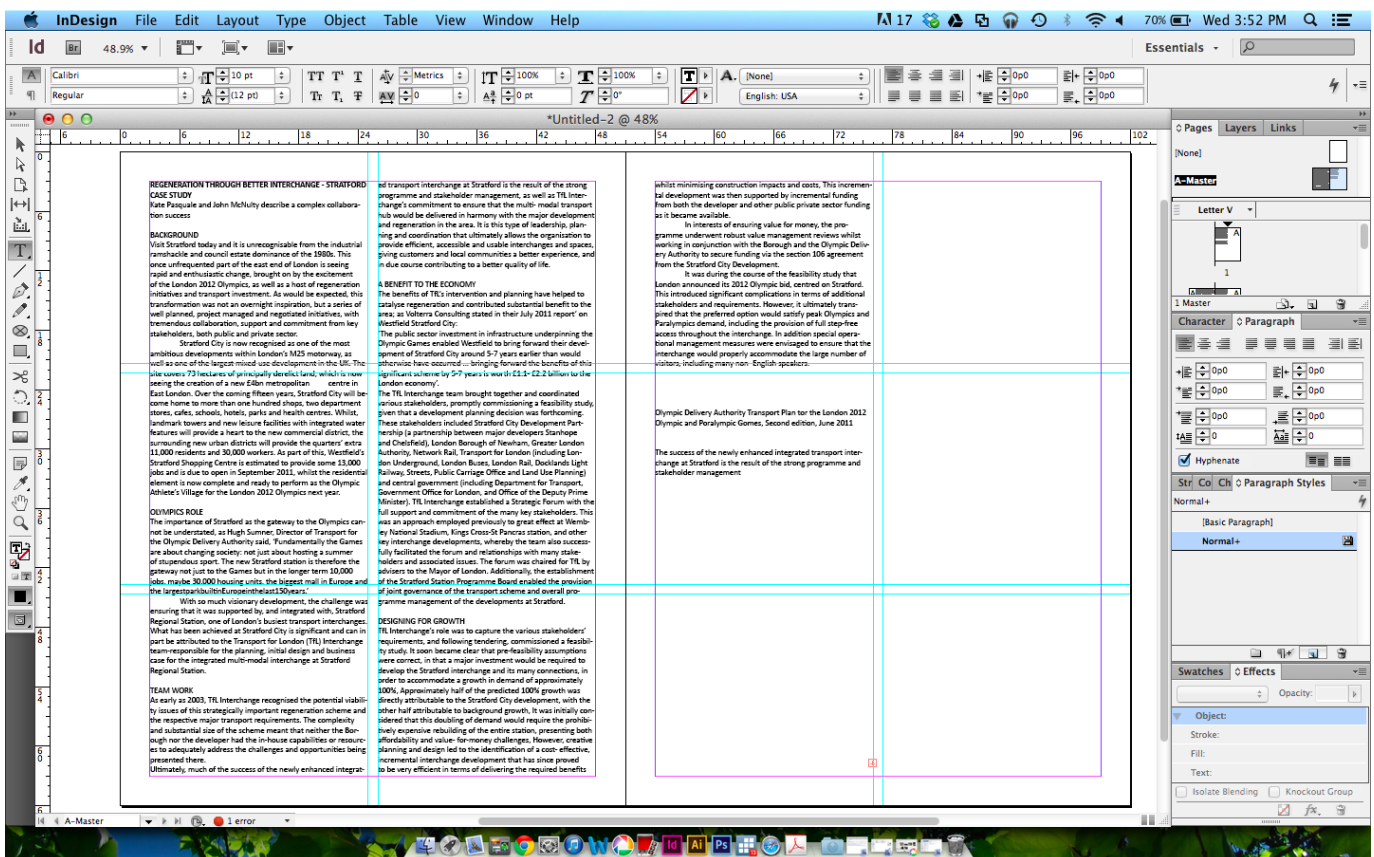
4. File > Place to put objects into the document. Select the text file from the folder and place it in by clicking and dragging in the corner and filling up a column.



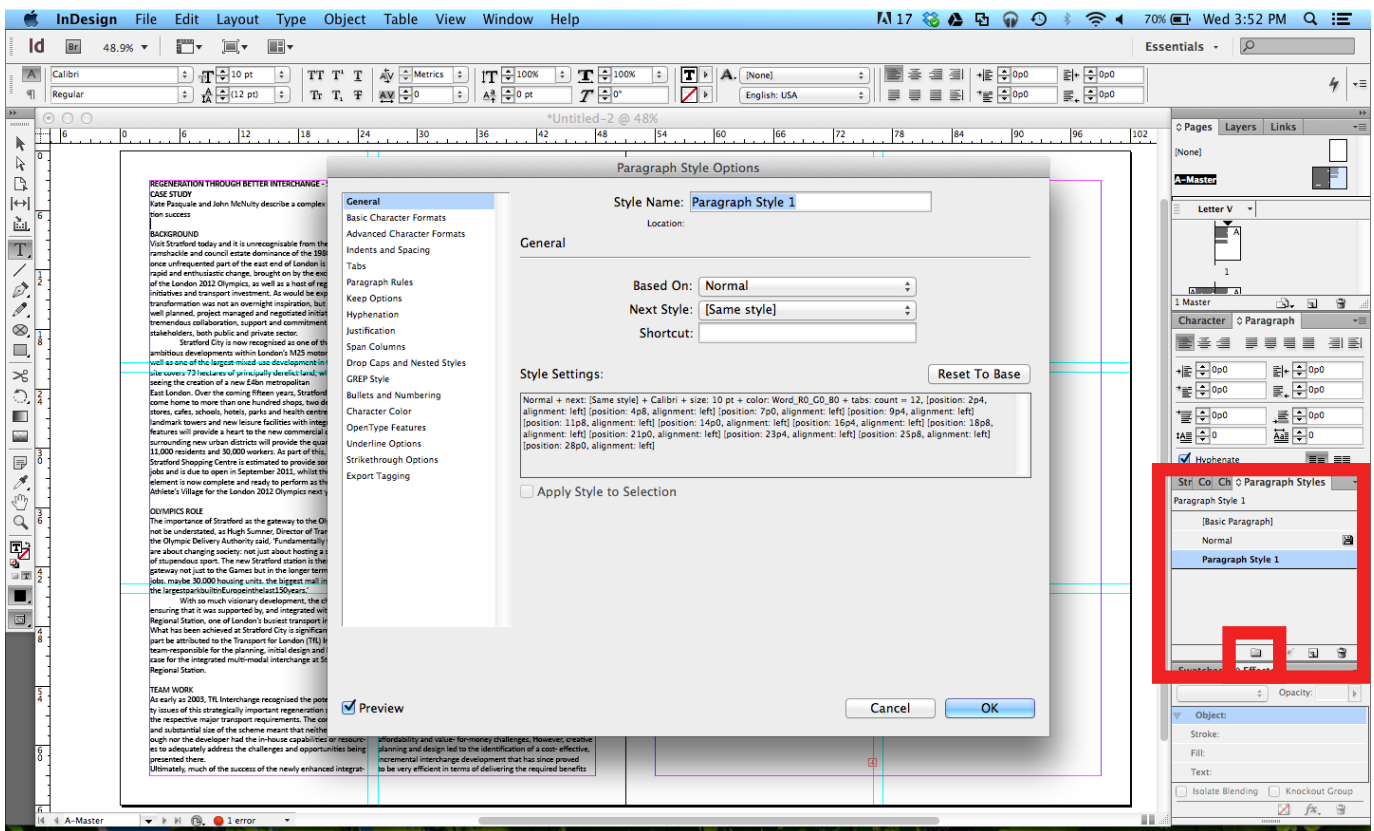
5. Not all of the text fits in this box - you know because of the little red plus sign in the bottom corner. click on that plus sign to activate additional text boxes.



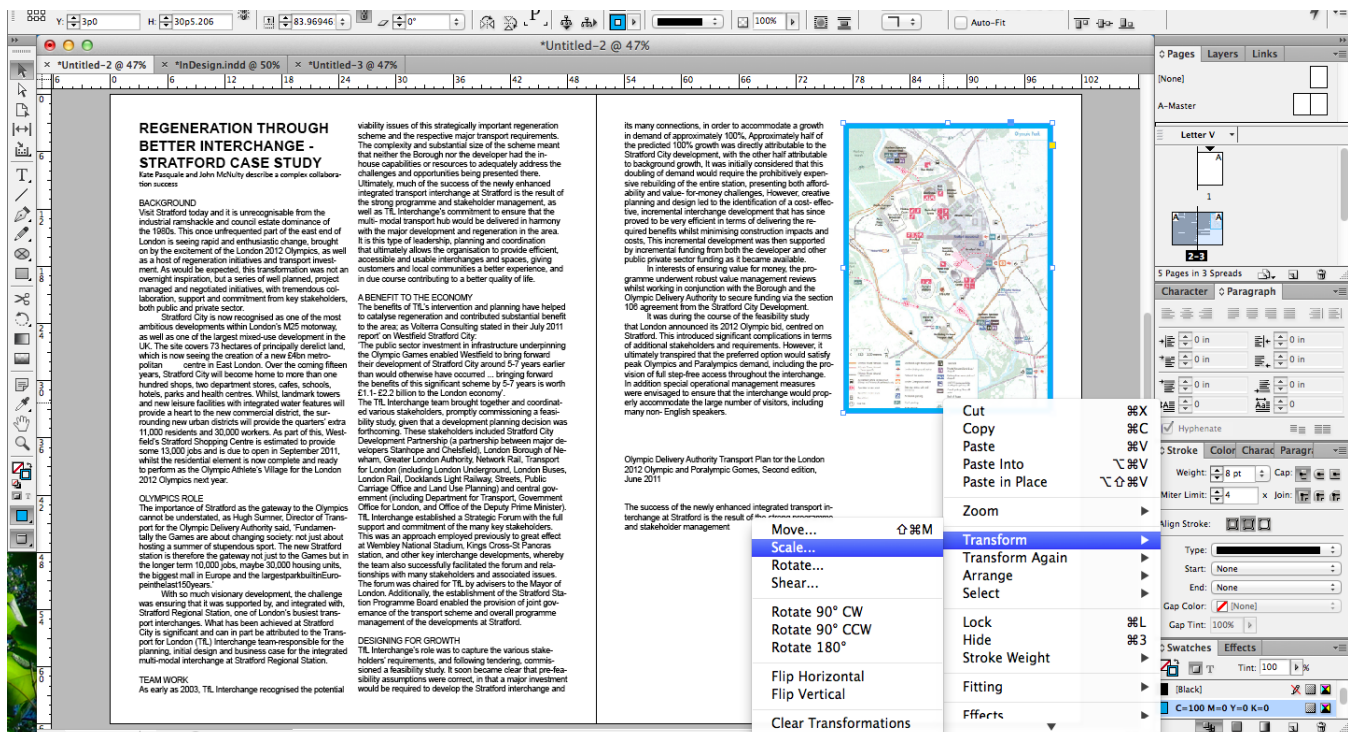
6. Click and drag additional text boxes until everything fits.



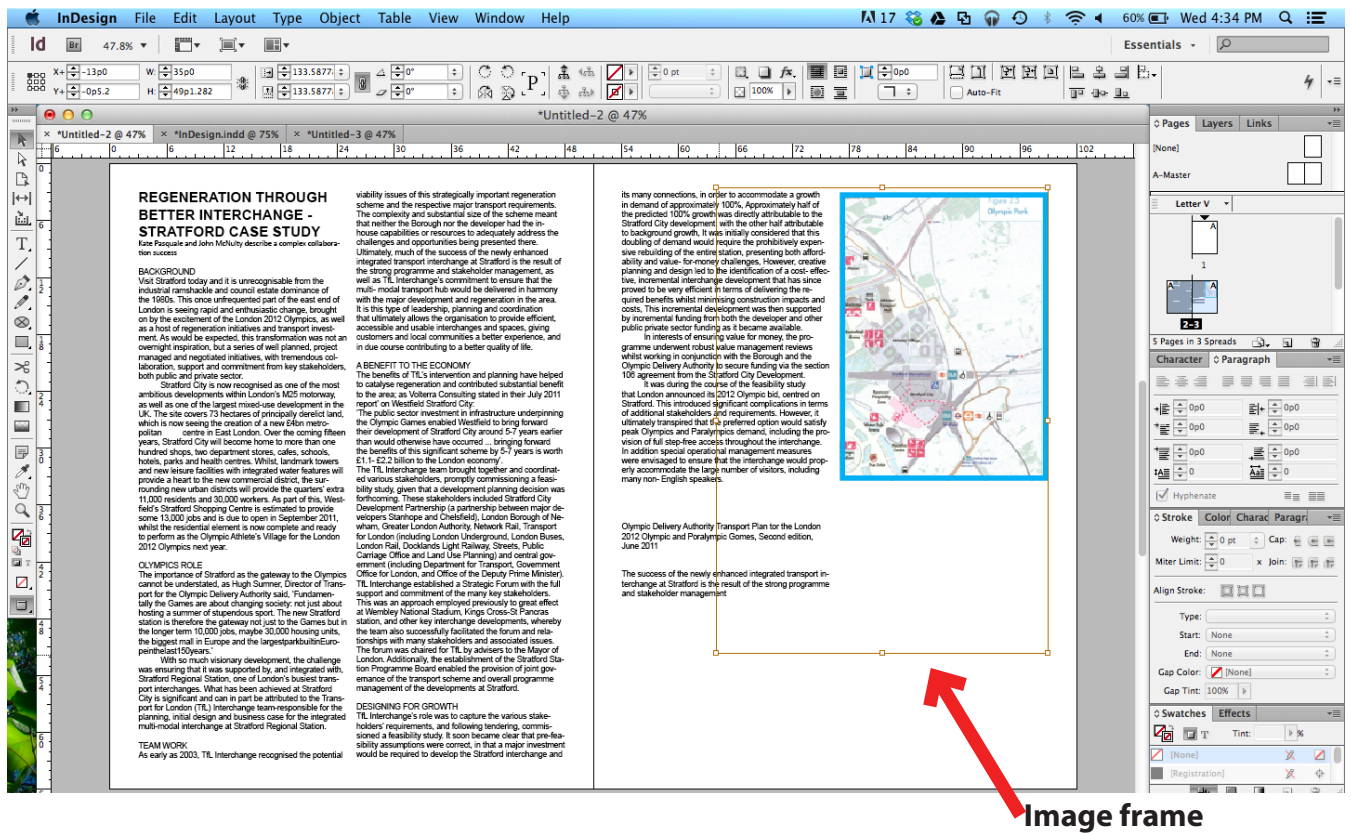
7. Go to the “Character Styles” panel and create a new style by clicking the little empty page icon at the bottom. Name it “Body Text” and specify your font and size for the main text.



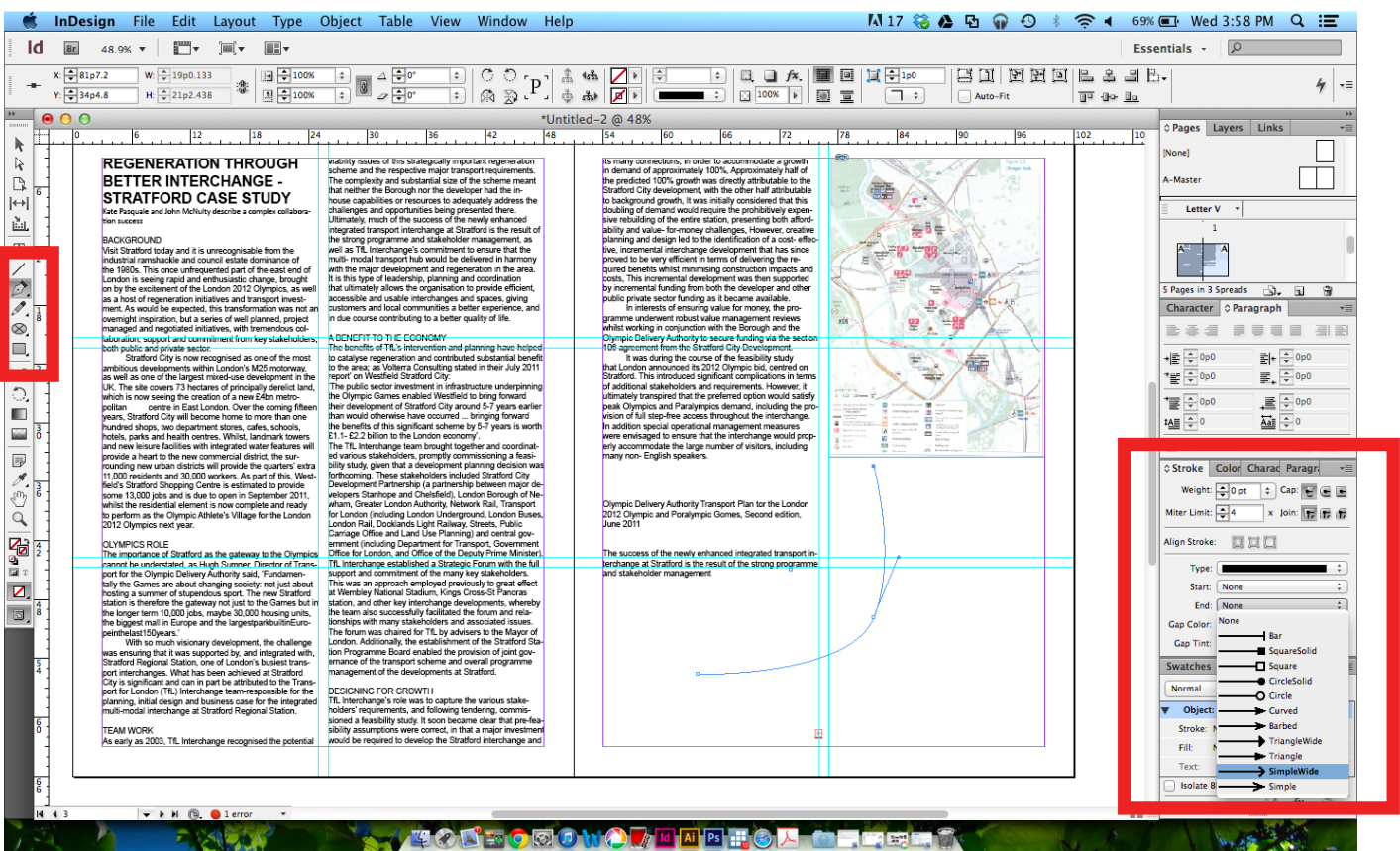
8. Place an image with either File > Place or by dragging an image from a file. Click and drag to create the frame for the object. Making sure your black selection tool is selected, adjust the frame of the object. You will notice that the frame and the image are different boxes. To scale the image and not just the frame, hold shift and Command or control while dragging the corners. You can also right click and use transform. (Note: Indesign gives you an image preview only. Images will look fuzzy.)



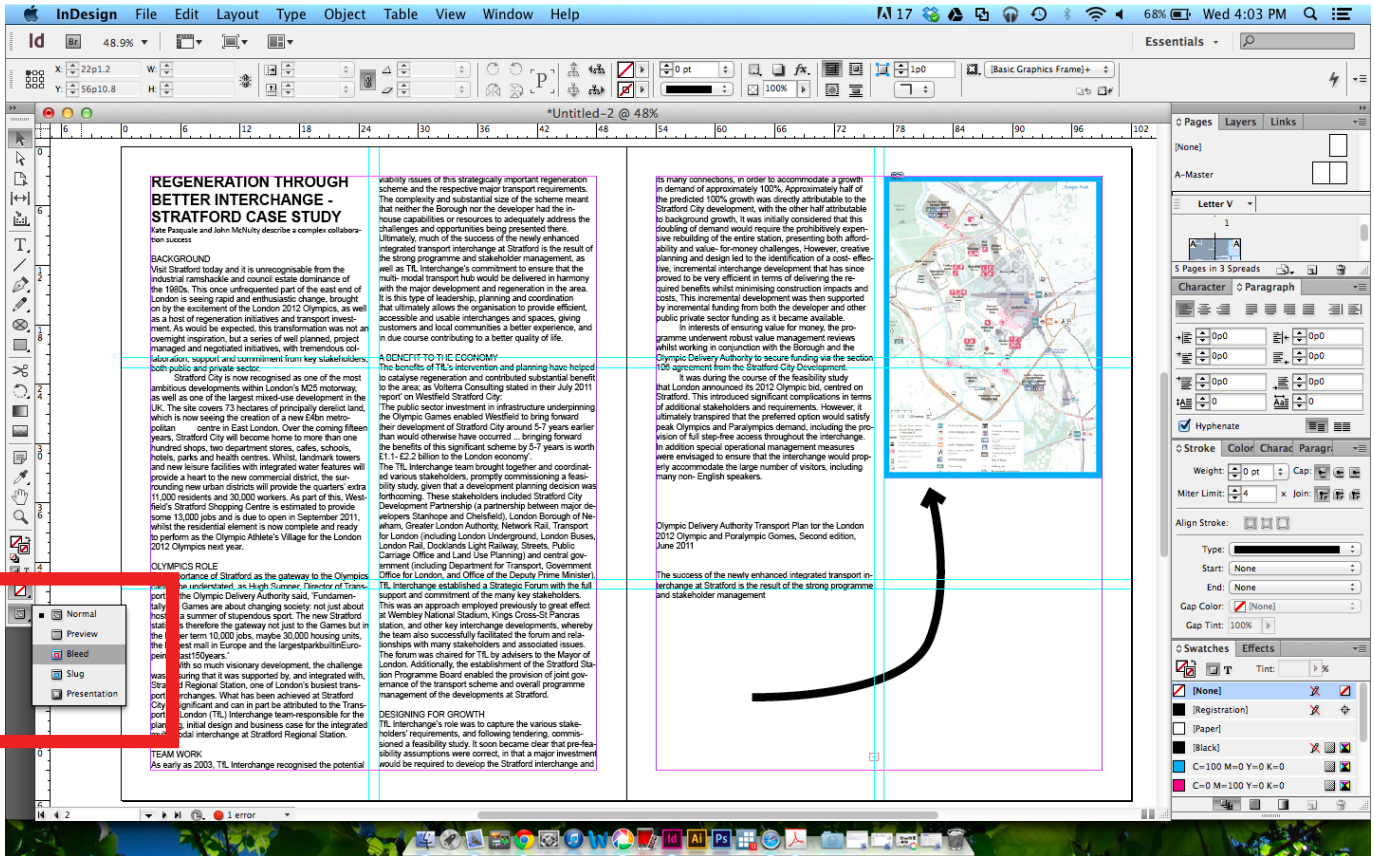
9. You can delete the image without deleting the frame, and you can move the image around the frame. You'll notice that the frames turn different colors depending on what you have selected. BE CAREFUL. Watch for the circle in the center of the image that indicates that you're grabbing the image instead of the frame.



10. You can draw simple shapes and arrows in InDesign much like in Illustrator. Play with these.



11. To see the preview without guides or side space, click and drag on the little view icon.



12. File > Export to create a PDF or a series of JPEGs.

