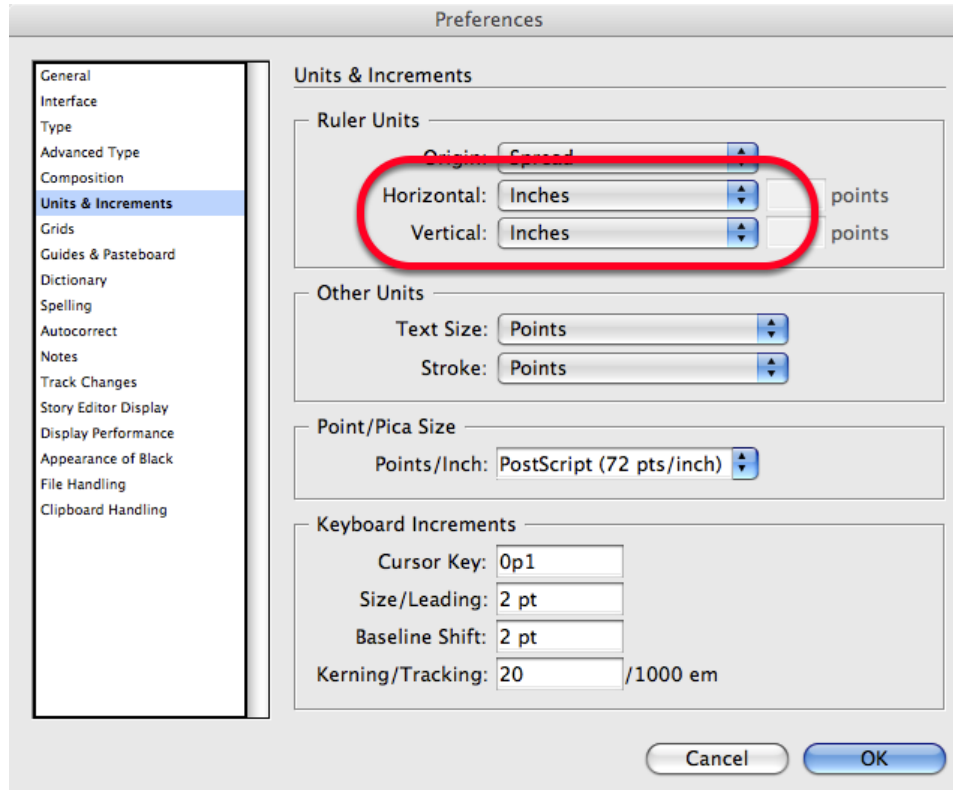


Quick Guide to InDesign CS6

This lesson will introduce fundamental tools and techniques for working with documents in InDesign.

Setting up the "Units and Increments"



To set InDesign to the unit of measurement you'll use for your project:

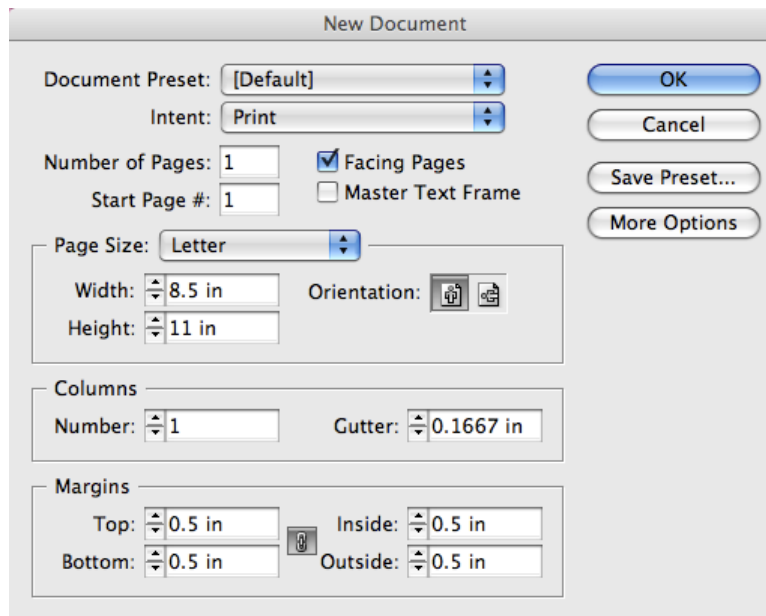
PC: Go to the Edit menu, choose Preferences, then Units and Increments

Mac: Go to the InDesign menu, choose Preferences, then Units and Increments

In the "Ruler Units" area, change the **Horizontal** and **Vertical** dropdown menus to the unit as specified by your assignment. Click the **OK** button.

Tip: Once you have a document open, right click on one of rulers to the left or on top of your document to change the unit of measurement.

Creating a New Document



In the Welcome Screen, you may choose to open an existing document or create a new one.

Create a new document from the Welcome Screen:

1. Click on "**Document**" under the "Create New" heading.
2. Enter in document specifications (this should already be set to your preferred unit of measurement).
3. Click **OK**.

Alternately, go to the **File** menu, then hover over **New** and click "**Document**".



The purple lines in the document indicate the margins of the page. To change the margins, go to the **Layout** menu and choose **Margins and Columns...**

1. Use the **Rectangle Tool** to draw a background for your document, such as a large rectangle covering the printable area of the document.
2. Use the **Rectangle Frame Tool** to sketch the layout of your document, using each box to represent content areas.

Tip: As you draw with the Rectangle Frame Tool, use the lines that appear to help line up your content areas.

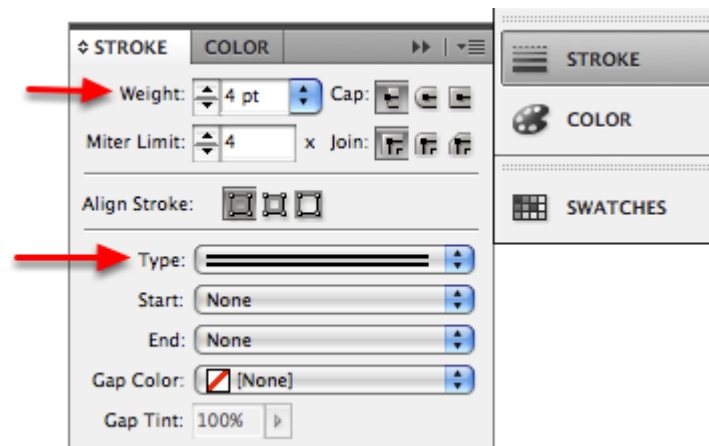
3. Use the **Selection Tool** to move around and position the elements you've added to the page.
- Tip:** Create your text boxes, etc. in the workspace outside your document, then use the Selection Tool to click and drag the box into position.

Apply Fill and Stroke Colors to Boxes



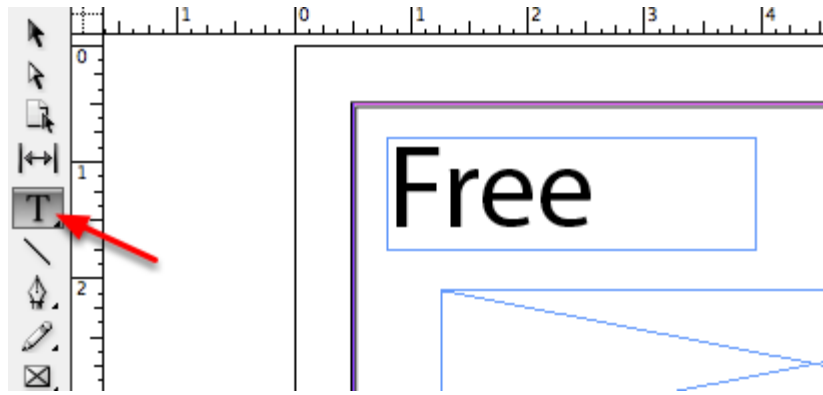
1. Use the **Selection Tool** to click once on your background rectangle if it's not already selected.
2. Click on the **Color button** on the right side of InDesign. If you do not see this option, go to the Window menu and click Color.
3. Double-click on the overlapping square to **choose a fill color**. If you want the box to be transparent, click on the **no fill** (indicated by a white square with a red slash across it) part of the color spectrum.
4. Double-click on the overlapped square under the fill color box to **choose a stroke (border) color**.

Stroke Type and Weight



1. Click on the **Stroke tab**.
2. Make specifications such as increasing the stroke **weight** (the border thickness) or changing the stroke **type**.

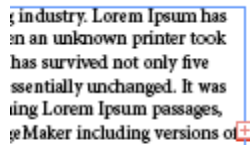
Entering Text



Enter text into the document by using the Type Tool.

1. Click on the **Type Tool**.
2. Click inside one of your rectangle frame to turn it into a text box OR click and drag to draw a new text box.
3. In the menu above your document, specify a font, font size, etc.

Entering in Block of Text



You may also consider copying and pasting text into InDesign if your content is already written.

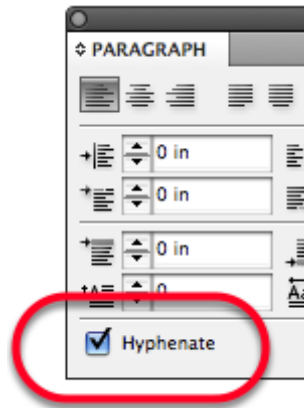
If your text box is too small for the amount of text you entered, you'll see a **red icon** at the bottom-right corner of your box indicating there's more text than the box can display.

To correct this, there are some options:

1. Click on the Selection Tool, then click and drag one of the squares along the edge of your text box to re-size the text box bigger. When the box is big enough, the red indicator will go away.
2. If you do not have the space to make the text box bigger, you can click on the red indicator, then click on any free space in your work area to create a second text box featuring the rest of your text. Then use your Selection Tool to re-size the second text box and move it into position on your document. This technique "**threads**" the two boxes together, meaning that if you add more text to the first box, the overflowing text will appear in the second box automatically.

Tip: For more on threading text, see Adobe's help page at: <http://goo.gl/YV6Gd>

Hyphenation



When text wraps in a text box, hyphenation will occur by default.

To remove hyphenation, go to the **Type** menu and choose **Paragraph** if this panel isn't already open. Uncheck the "**hyphenate**" button.

Spell Check

If you entered text manually into InDesign, you may have noticed that InDesign does not alert you when there is a misspelled word.

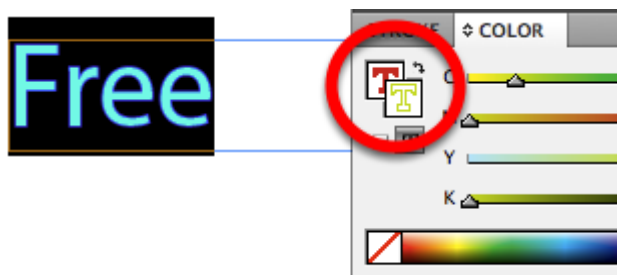
Enable dynamic spell check: Go to the **Edit** menu, hover over **Spelling** and choose **Dynamic Spelling**. Also go back and select **Autocorrect**.

All unrecognized words will be underlined in red, like MS Word.

Spell check your entire document: Go to the **Edit** menu, hover over **Spelling** and choose **Check Spelling**.

Adobe will go through all unrecognized words, which can be changed or ignored.

Changing Text Color



1. Using the **Type Tool**, highlight the text to be changed.
2. Click on the **Color panel**, then double-click on the **fill text color box** and choose a color.
3. Do the same for the **text stroke color** if necessary.

Placing Images



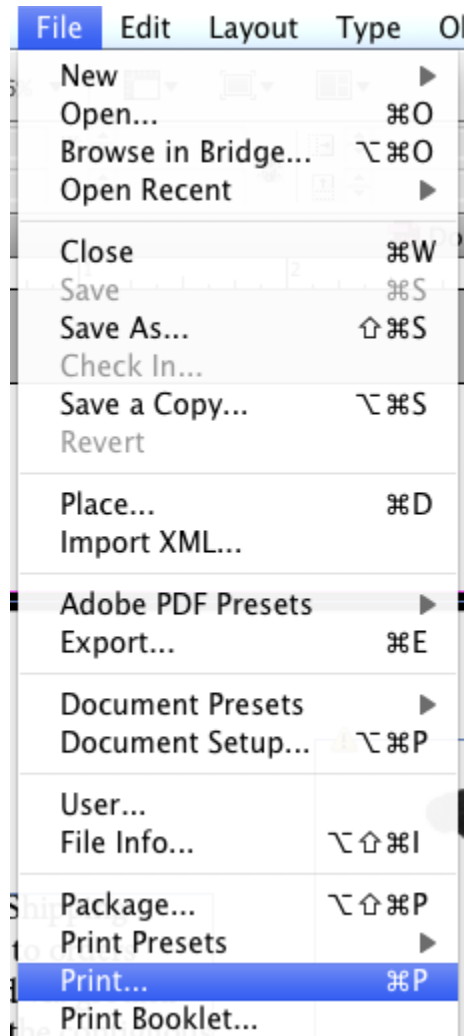
If the image needs to fit in a particular frame:

1. Use the selection tool to choose the rectangle frame.
2. Go to the **File** menu, then select **Place**. A dialog box will appear for you to find where the image is saved on your computer.
3. Choose your image and click **Open**.
4. The image will appear at full size inside the frame.
5. If the image does not fit into the frame, right click on the image. From the contextual menu, choose **Fitting**, then **Fit Content Proportionally**. Use the selection tool to make any adjustments to the image box.

To freely insert the image at full size:

1. Click out into your workspace to ensure you have nothing selected.
2. Go to the **File** menu, then select **Place**. A dialog box will appear for you to find where the image is saved on your computer.
3. Choose your image and click **Open**.
4. The image will appear at full size inside a frame.
5. If the image needs to be resized, right click on the image. From the contextual menu, choose **Fitting**, then **Fit Content Proportionally**. Use the selection tool to make any adjustments to the image box.

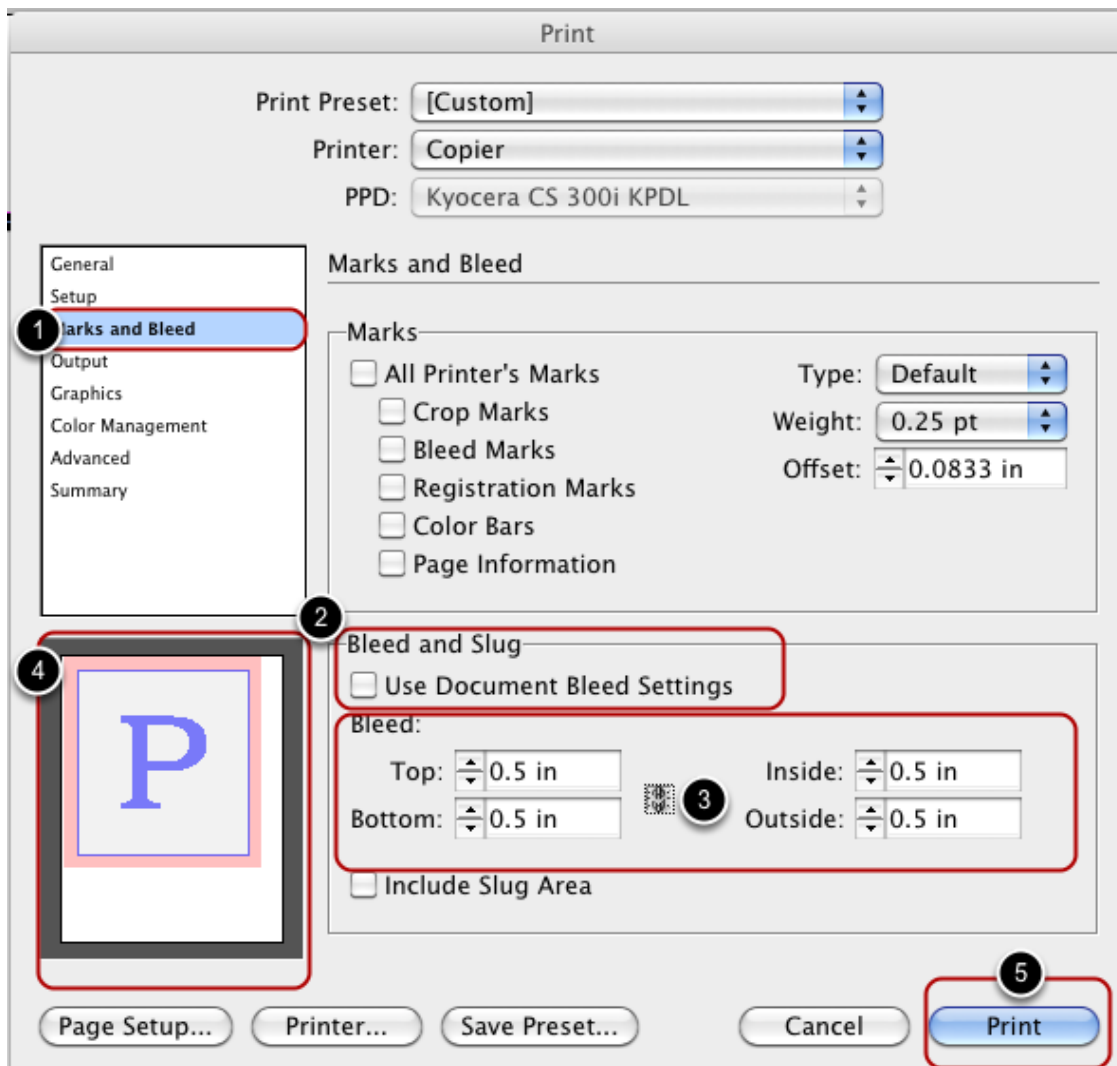
Printing your InDesign File



When you are ready to print your InDesign file:

1. Click on File>Print

Set the Marks and Bleed to print any borders



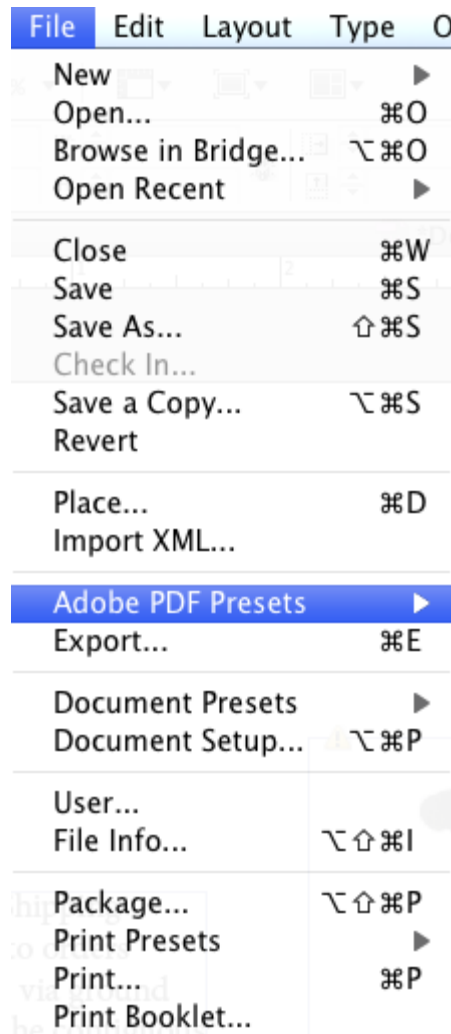
If you have borders set in your document you must set the Marks and Bleed to print the document correctly, otherwise when printed it will remove part of the border.

1. In the print menu select Marks and Bleed
2. Uncheck Use Document Bleed Settings
3. Set the Bleed Top, Bottom, Inside, and Outside to 0.5 in
4. Notice the border now displays on the preview window
5. Select Print.

For a step by step short video tutorial visit: <http://youtu.be/ADxCAd5Gh0k>

For more instructions on how to conduct centered printing visit:
http://digi.stedwards.edu/wiki/index.php/InDesign_Centered_Printing

Saving your InDesign File as a PDF and Printing using Adobe Acrobat



Go to File > Adobe PDF Presets > [High Quality Print] > click "Save". Open the PDF in Acrobat Reader or Acrobat Pro and go to File > Print. Check the print preview to make sure your ad prints at **actual size**, not stretched out to the size of a full page.

InDesign Resources

Workshops at St. Edward's University

Want more, in-depth training? St. Edward's Instructional Technology offers an InDesign workshop on a monthly basis: *Introduction to InDesign*. Learn basic page layout skills applicable to a variety of print material such as newsletters, magazines, flyers, advertisements, etc.

St. Edward's University Instructional Technology Training

<http://think.stedwards.edu/computerhelp/training> | training@stedwards.edu

- **Watch our screencasts online:** <http://www.youtube.com/StEdwardsITtraining>
- **Register for more free workshops:** <http://frc.stedwards.edu/workshop>

Need time to work on your project with assistance from a Trainer? Come by the Library second

floor (LIBR 248) during **Innovation Creation Lounge** hours. Visit our training schedule for hours:
<http://frc.stedwards.edu/workshop>

Online Adobe InDesign Support:

AdobeTV: video tutorials for InDesign direct from the source - <http://tv.adobe.com/product/indesign>

Adobe's InDesign Online Documentation -

http://help.adobe.com/en_US/indesign/cs/using/index.html