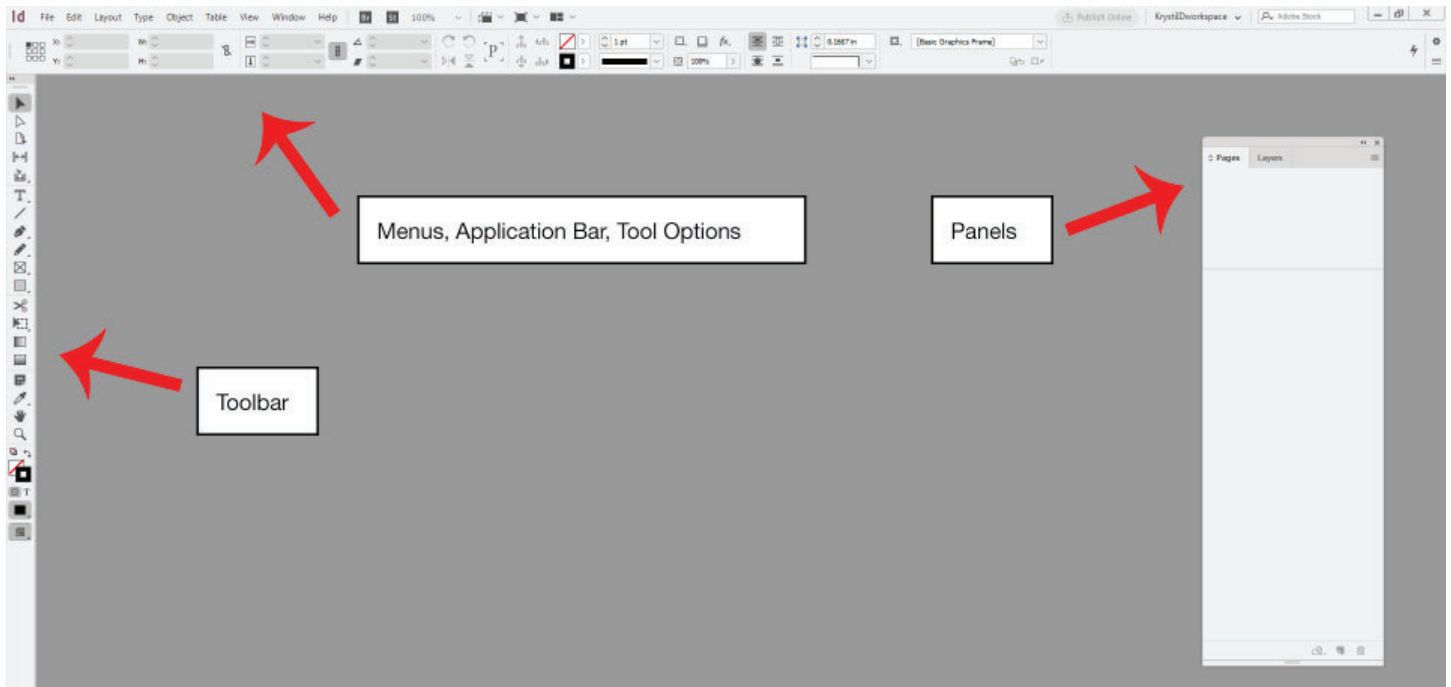


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Menu Bar:

- File Menu > New
- File Menu > Place
- File Menu > Document Set Up
- Layout > Pages
- Layout > Margins and Columns
- Type > Insert Footnote
- Type > Insert Endnote
- Type > Insert Special Character
- Object > Transform
- Object > Arrange
- Object > Text Frame Options
- View > Screen Mode
- Window > All Your Panels

Panels

- Pages
- Links
- Swatches
- Paragraph Styles
- Character Styles
- Paragraph
- Character
- Text Wrap
- Stroke

Toolbar

- Move Tool
- Text Tool
- Line Tool
- Pen Tool (curved lines)
- Rectangle Frame Tool (images)
- Rectangle Tool (shapes)
- Transform Tool
- Fill and Stroke color picker

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Move tool

Direct Selection - for selection

Gap tool - to control spacing between objects

Text tool

Line tool

Pen tool

Pencil tool

Rectangle Frame tool - for images

Rectangle tool - for shapes, also has ellipse and polygon

Free Transform tool - to resize or rotate

Eyedropper tool - sample colors

Color Picker/Fill & Stroke - Fill and Stroke colors

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Make a folder on the desktop with your name to save your files.

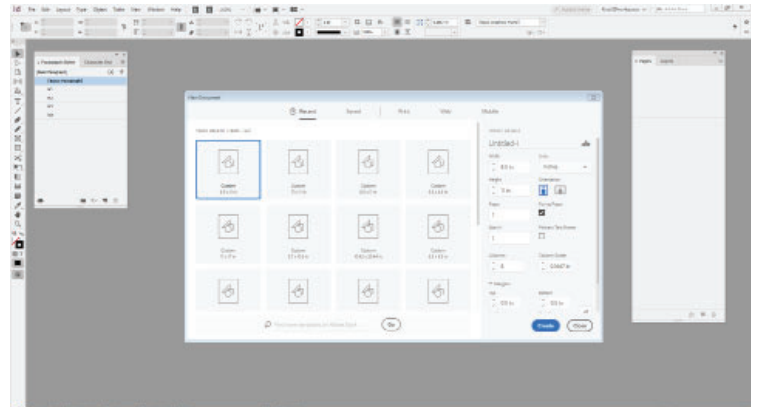
Open InDesign

Dialogue Box or File > New > Document

Choose your options:

- Document size - 8.5 x 11 inches is standard
- Orientation - Portrait or Landscape
- Pages - Facing Pages
- Columns - how many do you need
- Gutter - space between columns
- Margins - space before edge of paper

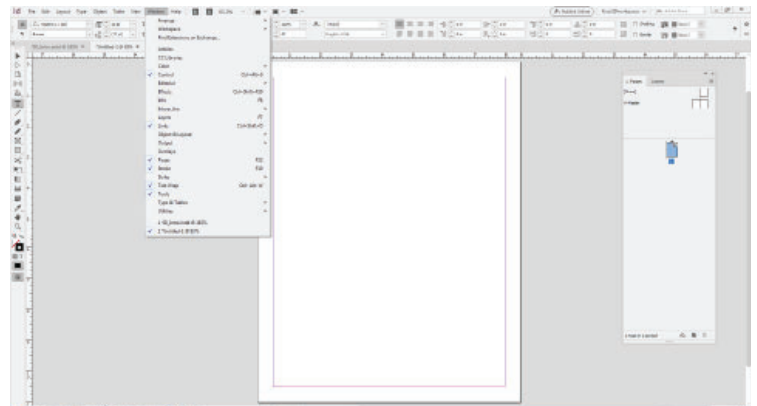
Hit Create



Create New Document Window

Go to Window and choose:

- Window > Pages
- Window > Links
- Window > Paragraph Styles
- Window > Character Styles
- Window > Character
- Window > Paragraph
- Window > Control (may be default)



Get Your Panels Out

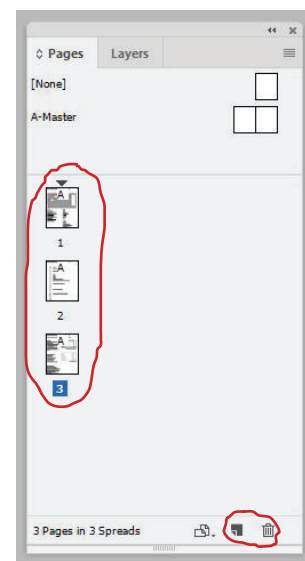
Look at your Pages Panel

Notice all your pages are in a list.

You can scroll down the document or double-click on the page you want to work on

You can add pages at the bottom of the panel using the New Page icon; Delete pages by clicking on the Trashcan icon

To fit your whole page into view, you can choose CNTRL 0

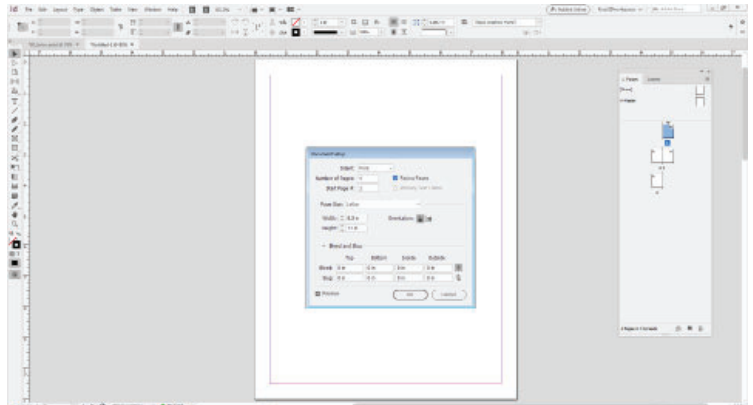


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If you are making a booklet, you may need to change your document set up to “Facing Pages”.

You can edit this by going to:

- File > Document Setup and check “Facing Pages”



Change to “Facing Pages” for booklet

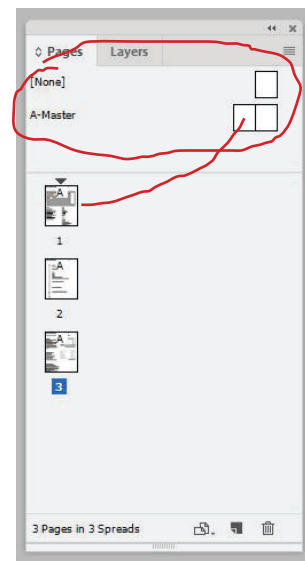
Master Pages

In your **Pages Panel**, notice the top, where it says **A-Master**

Your **Master Pages** are an opportunity for you to make templates in your document for reoccurring items, like headings or page numbers. It also allows you to set the margins and columns, individually.

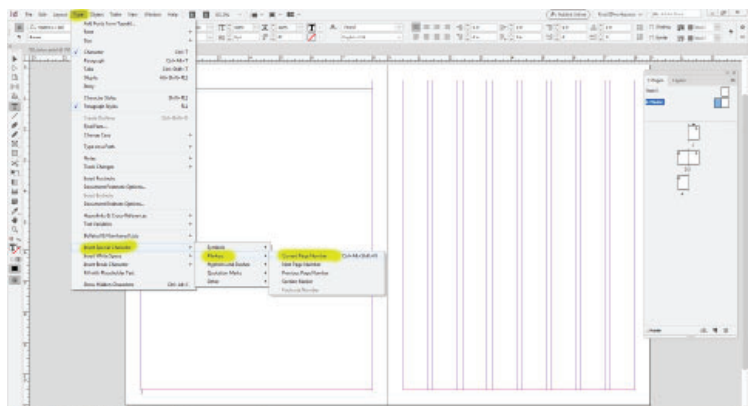
You can have multiple sets of **Master Pages**.

To apply them, you just click and drag it onto your layout pages in the list.



Let's create some items for our **Master Page**!

- Header
- Footnote with Page Numbers
 - Go to Type > Insert Special Characters Markers > Current Page Number



Creating Master Page items

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Master Pages - Continued

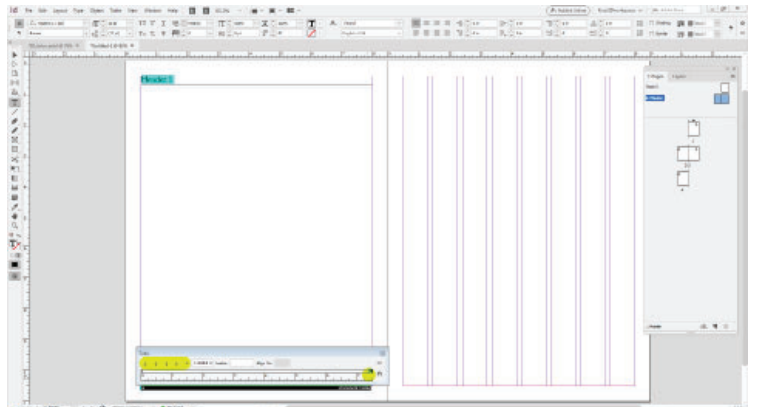
Footer Information

- Use tab to insert document title
- Highlight text
- Go to Type > Tabs

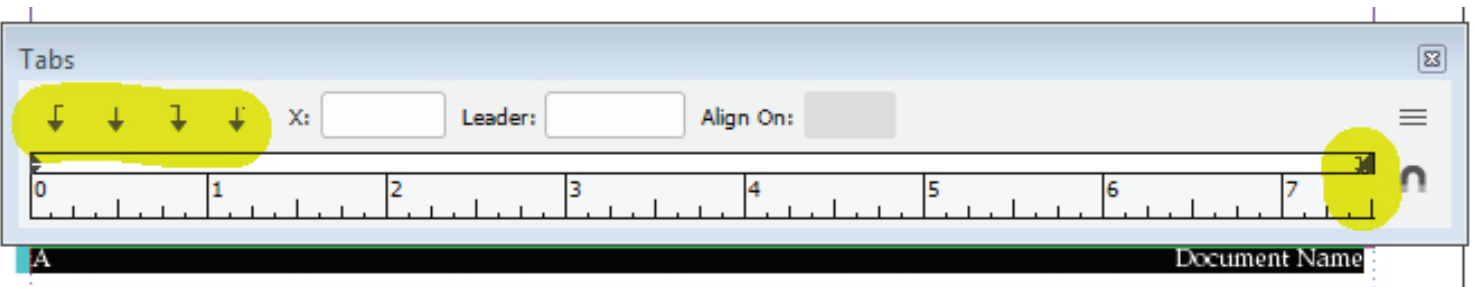
You have four different types of tabs:

- Left Justified
- Centered
- Right Justified
- Align to Decimal (or other characters)

Leader puts characters between the two tabbed items, like a dotted line.



Creating Master Page footer items

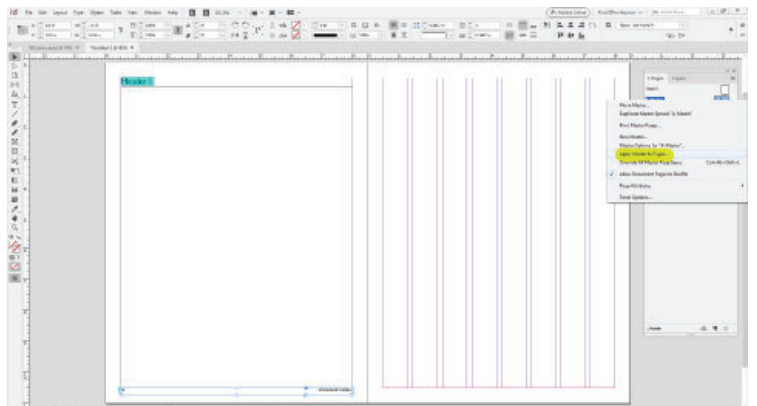


OK! Our **Master Page** is set! Let's apply it!

- Right click on your **Master Page** spread
- Choose **Apply Master to Pages**
- Choose pull-down options

You can also click and drag your **Master Page** onto your pages in your list

The **[None] Master** is blank. This is good for covers and back covers.



Apply Master Page

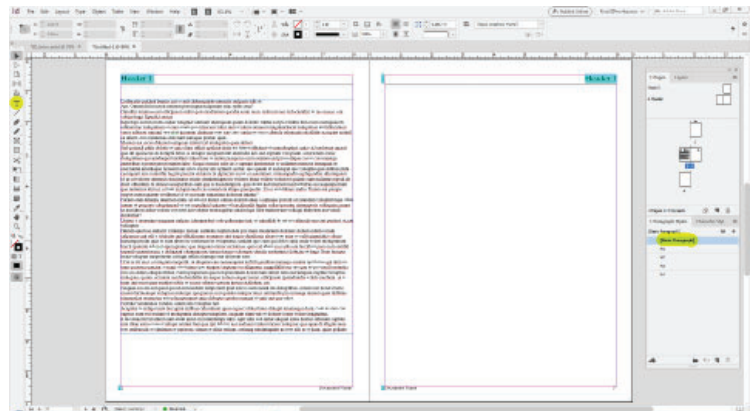
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Making Document Pages

Now that we're done setting up our **Master Pages**, let's start putting actual information in our document!

Start by double clicking on a page in your Page List. This will take you out of the **Master Pages** and into your actual document.

See how we already have our header and footer on all the pages on which we applied the **Master Page**!



Using the Text Tool and Paragraph Styles

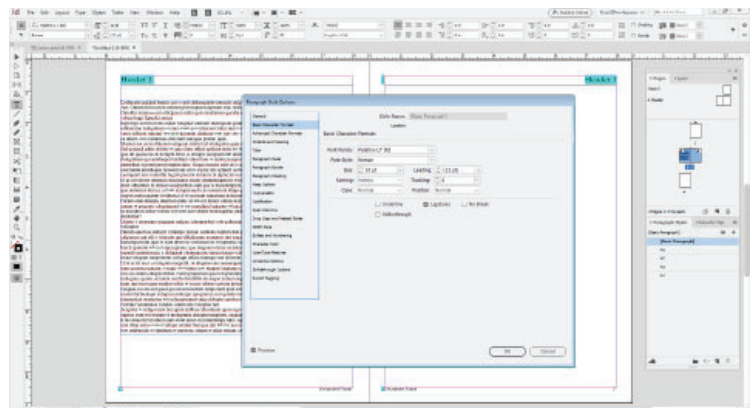
Paragraph Styles!

Noticed that our text is automatically formatted in “Basic Paragraph” style in our **Paragraph Styles** panel.

If you Right Click on “Basic Paragraph”, you can edit the properties of the text for font, size, spacing, color, etc.

To make a new **Paragraph Style**, like “Header 1” or “bullet list”, click on the new icon at the bottom of the panel or the hamburger menu on the top right of the panel and choose “New Paragraph Style”.

Let's make a few styles!



Editing and Creating Paragraph Styles

Inserting graphics

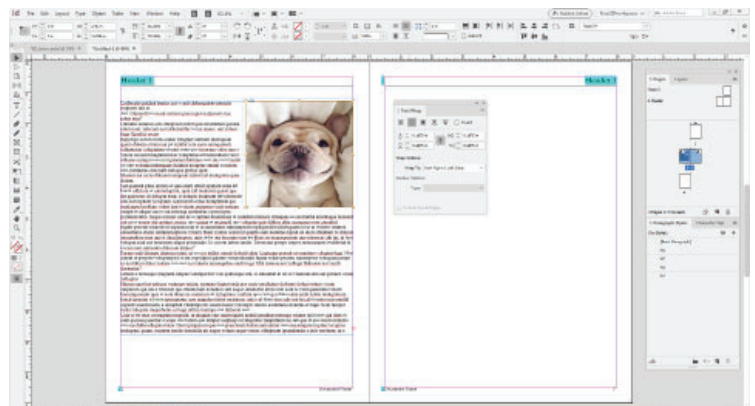
Want to add a photo inside your text with a text wrap? No problem!

Go to File > Place and choose your image.

Draw the box in the position/size you want.

Click on the image and either use the tool option panel up top, or the **Text Wrap** panel to apply your text wrap.

You can choose **Wrap Around a Bounding Box** or **Wrap Around an Object Shape**.



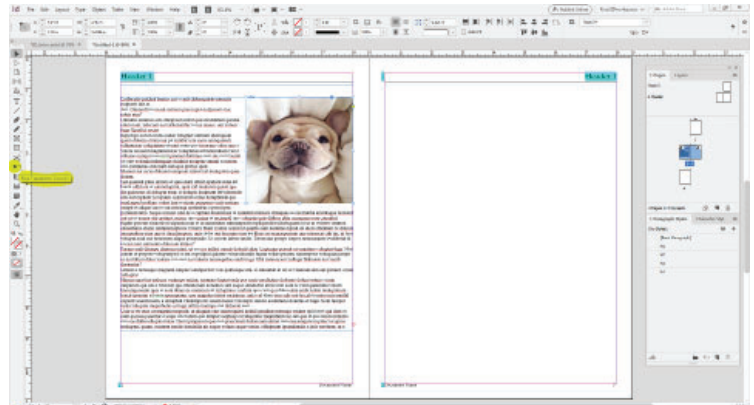
Editing and Creating Paragraph Styles

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Need to resize that puppy? Literally?

Click on the image then choose your **Free Transform** tool from the toolbar. This allows you to resize, rotate or shear your image.

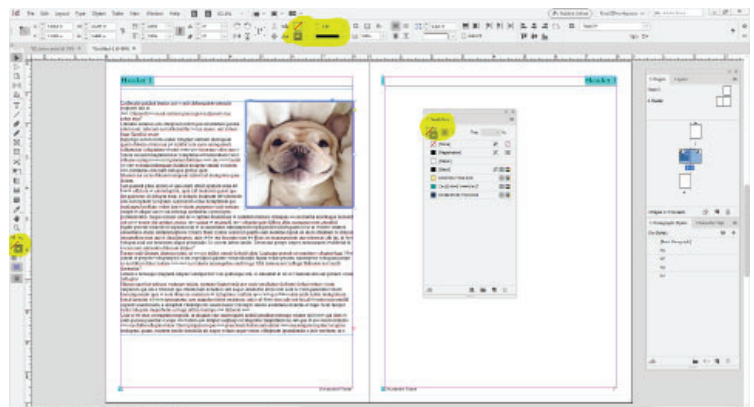
Hold down **SHIFT** when you resize to keep your image ratios correct.



Resize your image with Free Transform Tool

Want a border on that puppy?

Click on the image. You can either choose a border color and size up top, in the tool options panel, choose to add color in the color picker area, or use your **Swatch** panel to apply colors to either fill or stroke.

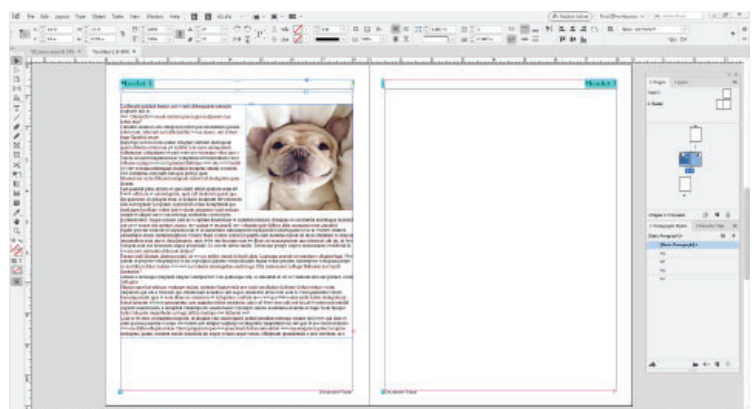


Add a border to your image

Editing Your Master Page Items

To edit **Master Page** items you can Ctrl+Shift+Click on the item to make it editable.

This will make it immune to any edits you do in the **Master Page** section, unless you override all pages.



Editing Master Page items in the document