

Adobe InDesign

How To Get Started With Adobe InDesign CC: 10 Things Beginners Want To Know How To Do

Video By Terry White
Tutorial Sheet by Juliet Davis

TO START:

[Open the tutorial in YouTube](#) and open Adobe InDesign.

Follow along with the video or use the quick steps outlined below.

To jump ahead to another topic, advance the video timeline to the time stamp indicated for each step.

1) CREATE A NEW DOCUMENT (01:28)

- InDesign Preferences > Units & Increments > Ruler Units
(Change Horizontal and Vertical to Points & Inches)
- File > New > Document
- Enter info into the fields (e.g., 5 columns on the page)
- Remember Bleeds and Slugs (if any) [About Bleeds and Slugs](#)

2) PLACE IMAGES 3 WAYS (06:44)

- Create Frame First
Draw frame, File > Paste, or use Bridge
- No Frame First
File > Place, select a .psd, Drag a frame
- Draw a Frame Your Image Doesn't Fit Inside
Draw frame (smaller than the image), File > Place.
- Can use Selection Tool, Click on image (content grabber), and move image around inside frame OR
Fill or fit the photo to the frame by going to the buttons in upper right or going to menu
Object > Fitting > Fill (or Fit) Frame Proportionally

3) MANIPULATE AN IMAGE (11:02)

- Resize: Shift (to constrain) + Command (Mac) or Control (PC), then grab and resize the frame.
- If you just grab and resize the frame without holding keys down, it only effects the frame.

View in Preview or Presentation Mode

With no tools selected, click "W" or View > Screen Mode > Preview or Presentation

Add Mini Bridge (13:18)

Mini Bridge is a panel to access Bridge between programs, navigate to folders for images, etc. The mini bridge panel can float or be a pop-out panel.

- Click Bridge button (upper left corner).
- Hover over it for options. Shift-click opens Mini Bridge.
- In the Mini Bridge Panel, see images.
- Shift-click to select multiple images; then go to your page.
- If you create a frame and click, it will only place the first image.
- To place all three images in succession, click and drag.
- Then click the right arrow key twice to place them three across or down arrow key twice to place them three down.

Editing Images in Photoshop (16:49)

- To open an InDesign image in Photoshop: Hold down Option (Mac) or Alt (PC) and click on image
- Edit the image in Photoshop and Save/Close.

4) CREATE TEXT (18:26)

- Create a frame first: Select type tool, drag out a frame.
- Type the words you want.

5) Type Formatting (19:07)

- Highlight text.
- In upper menu, select the type characteristics you want, including size and font.

Useful Keyboard Shortcuts:

- Enlarge type: Command-Shift-> (Mac) or Ctrl-Shift-> (PC)
- Tracking Increase: Option or Control + Right Arrow Key
- Tracking Decrease: Option or Control + Left Arrow Key
- Kerning: With cursor between letters, Option+Left/Right Arrow (Mac) or Alt+Left/Right Arrow (PC).
- Leading: Option+Up/Down Arrow (Mac) or Alt+Up/Down Arrow (PC)

Add a Font You Don't Have

- Browse fonts on Typekit is another option to search for style or name.
- Click Creative Cloud icon (upper right pretzel-looking icon) > Fonts > Browse Fonts on Typekit.
- Choose font (e.g., Grad) and click "Use this font."
- Select regular, italic, bold and type "Sync Selected Fonts."

Rotate Text

- Select text.
- Click on handle in upper-right corner and rotate.

Create Text Frames in Columns (21:21)

- Draw a frame for headline and additional frames for columns.
- Can use handles to reshape the frames.

Link and Fill Text Frames (for Column Flow)

The lower right nodule of each frame is called the “outport.” To link text frames:

- Click the outport on one frame and then click another frame you want to link it to. They will be linked so that type flows from one to the next. Etc.
- To view the links between your text frames: View > Extras > Show Text Threads
- To fill frames with placeholder text: Type > Fill with Placeholder Text

Text Overset (33:08 out of sequence)

If you have more text than fits in your frame, you will see a little red plus sign in lower right corner.

- Click the red plus sign.
- Go to where you want to continue the text.
- Drag out a new frame, and the text will flow inside it.

6) WORKING WITH COLOR (25:37)

- Highlight text.
- Open and select Swatches.
- If you create a new color, make it a swatch.

7) CREATING STYLE SHEETS (27:09)

- Highlight the headline.
- Go to Window > Styles > Paragraph Styles
- Create a new style. Call it “Headline.”
- Then highlight body text and call it “Body.”
- The next time you want to change text, you can highlight it and select the style you want.

8) Text Wrap (29:12)

Rectangular Text Wrap

- Create a frame.
- Click the text wrap tool (upper right) and see the text wrap around the frame.
- Place any image desired within the frame.

Custom wrap around images with no background

- Place photo on the page, on top of type.
 - Instead of clicking the text wrap tool to create a rectangular wrap, go to Window > Text Wrap (for more advanced panel).
 - Select the image you want to wrap.
 - On the Text Wrap panel, select Contour Options > Detect Edges (this makes the computer figure out the edges of the image)
 - On the panel, click the third button in (“Wrap around object shape”)
- A blue line appears around the image indicating the contour line that the computer created.
- Use the direct select tool to manipulate the blue line around the image as you want.

Fixing a Text Overset Problem (33:08)

- After placing photos, you might see that your text is overset in your frames (a red plus sign appears at the end, indicating there's more text there that's not showing in the frame).
- Remember you can click the red plus sign and then go to where you want to continue the text, drag out a new frame, and the text will flow inside it.

9) PAGE NUMBERS, LINES, ETC. (34:05)

Insert Page Numbers on Master Pages

- Open "Pages" Panel. Double click on one of the "Master Pages."
- This is where you place elements you want to appear on all your pages.
- Use the line tool to create a line or the rectangle tool to create a color bar as needed.
 - For page numbers, click the text tool. Click and drag a text frame. On the text panel, click Center.
 - Go to Type Menu > Insert Special Character > Markers > Current Page Number
You will see an "A" there to mark where the numbers will appear.
 - To change the font, size, color (etc.) of the page number, highlight the "A" and make the changes.

To duplicate page number on a facing page:

- Use the selection tool to click on the text box you want to copy.
- Hold down the Option key (Mac) or Control key (PC) and drag.
- A new text frame will be created and you'll be dragging it into place on the facing page.
Now when you go back to pages one, two, three, four, you will see page numbers and lines.

How to get rid of the number on Page 1 (if you don't want a number):

Go to the Pages panel and drag a blank page to the Master Page position on page 1.

10) OUTPUT (40:10)

- File > Print
- Export > PDF
- File > Package (for professional printer) will include fonts, images, etc.