

Adobe InDesign

InDesign Level 1

City of Sydney Library courses



Contents

Workspace	1
New Document	2
Frames	3
Typography.	4
Text Formatting.	5
Images	6
Colour	7
Stroke	8
Aligning	9
Group Layers.	9
Save and Export	10

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Workspace



The InDesign Environment

The InDesign workspace is where your document creation and editing takes place. A full set of tools, controls and adjustments are accessible via the different panel sections including: tools, menu items, control and dock panels.

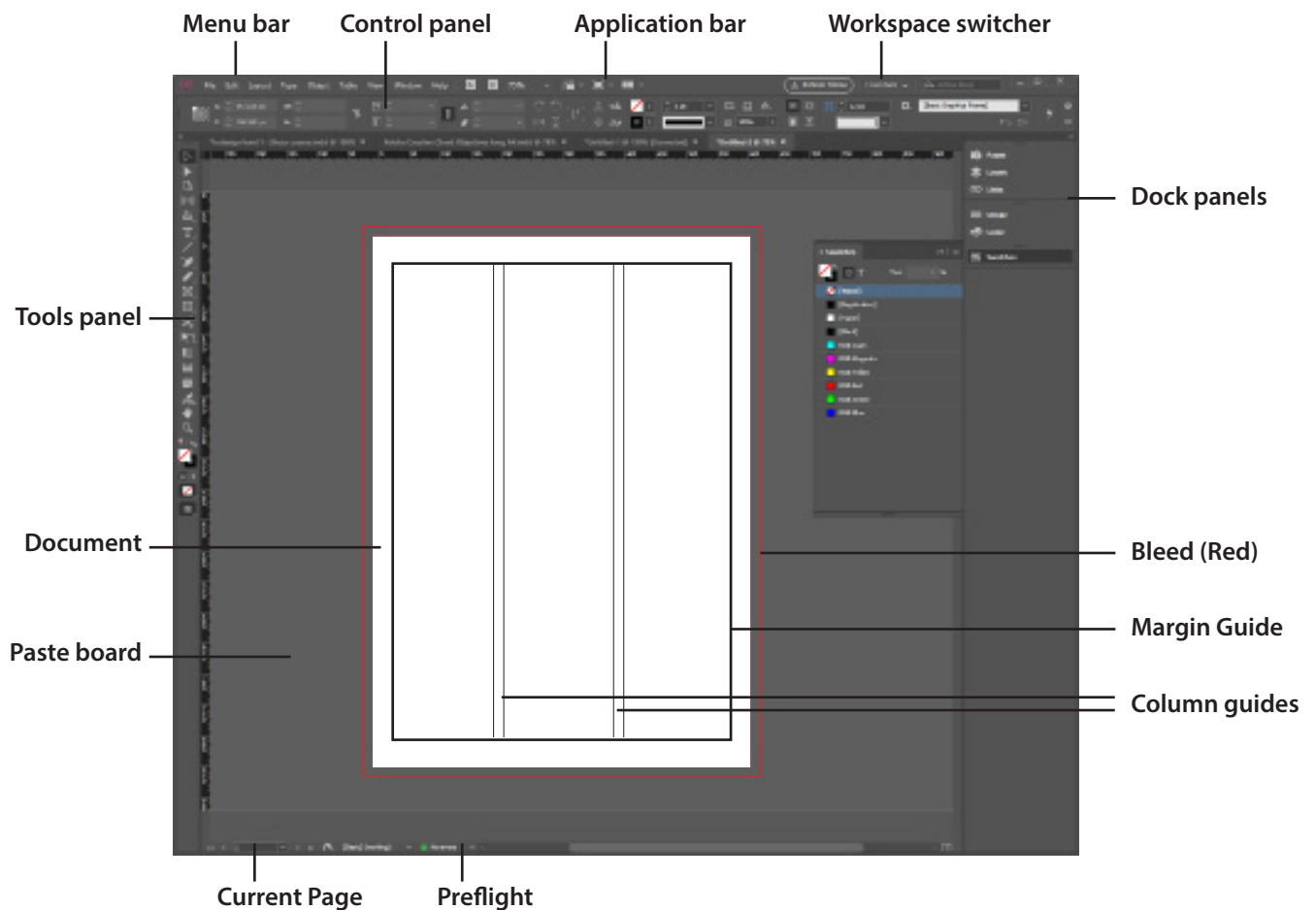
Document window shows your current open document. Multiple documents can be opened and appear as tabs in the document window.

Menu bar gives you access to a variety of commands and functions, each with their own drop down menu items for further settings and adjustments..

Control panel displays the controls for the currently selected tool or selection within your document.

Tools panel contain tools for creating and editing your design. To see similar tools click and hold a tool in the tools panel.

Dock panels contain further controls and adjustment settings within the document for example, pages, layers, links and swatches. A full list of available panels are located under the window menu. Panels are arranged in workspaces (see workspace switcher).



New Document

Create a New Document

To start a new InDesign document choose **File > New > Document**. The new document dialog box appears with various category options for print, web and mobile to help get you started. There is also Adobe Stock templates for each category, which can be edited for your own designs.

Create a new document

To create a new document:

1. Choose File > New > Document
2. Choose Print category>A4
3. Press create

Change document settings

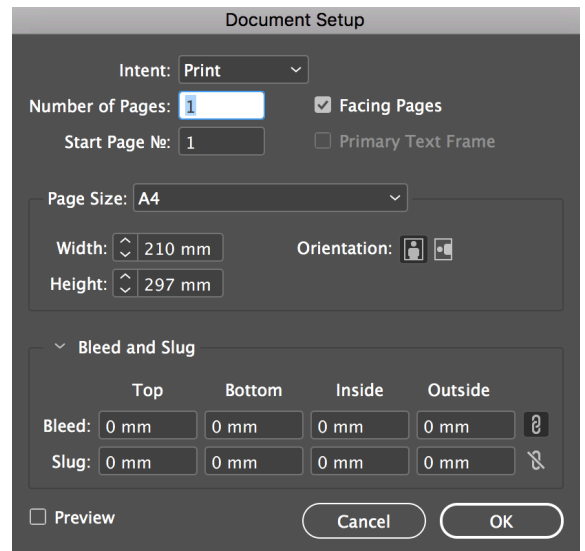
To change an existing document size:

1. Choose File > Document setup

Open an existing document

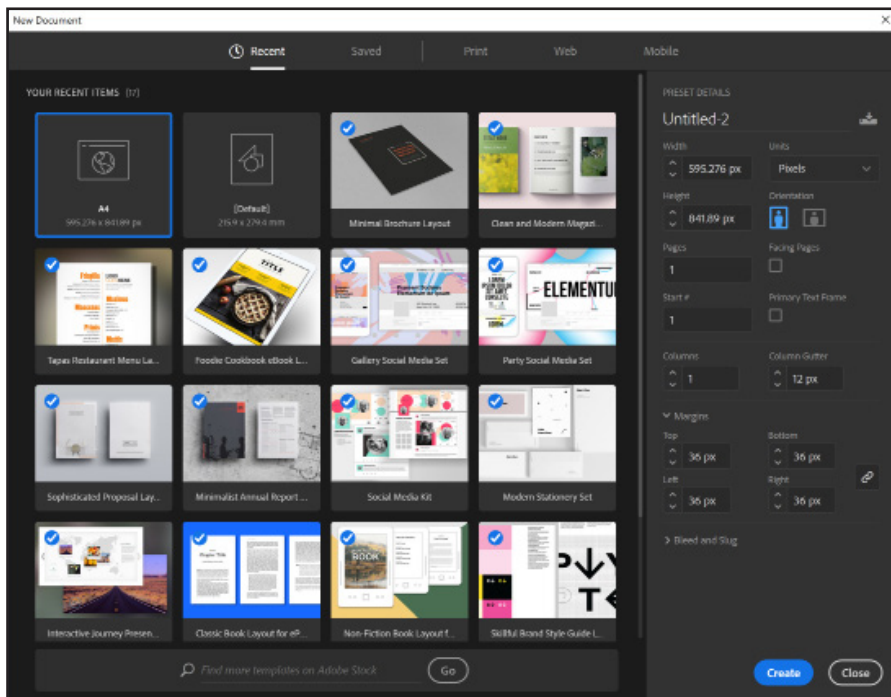
To open an existing document:

1. Choose File>Open
2. Navigate to the InDesign file
3. Click open



Document Settings

New Document presets



Adobe stock templates

Frames



Different Frames Types Within InDesign

InDesign creates frames to hold text and images. When you place images or text in InDesign, a frame is created automatically for that content. Use the type frame tool, image frame tools, and shape tools located in the tools panel on the left to create frames.



Type frame tool
holds text and can be threaded from one frame to another.

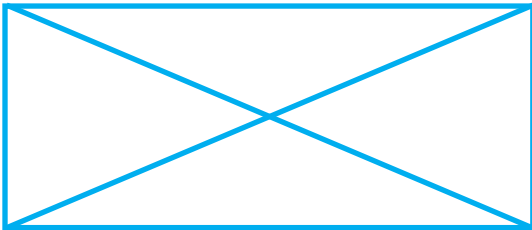
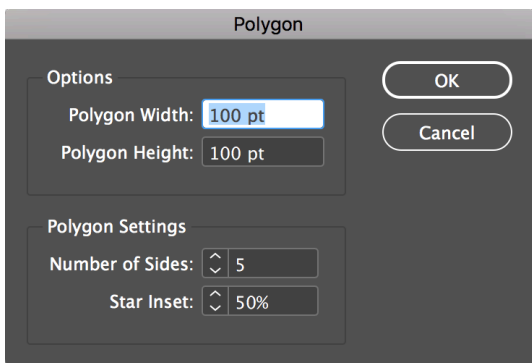


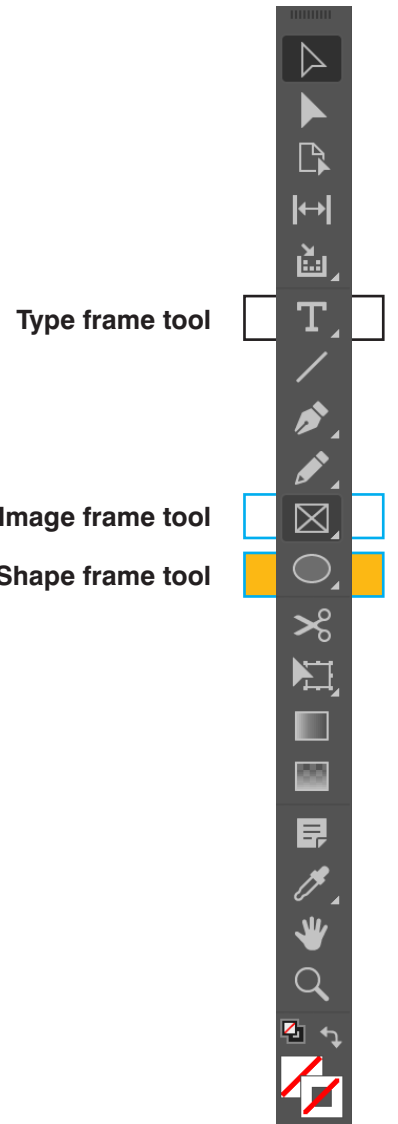
Image frames tool
holds images. Fitting options adjust the size of the image in the frame.



Shape frames tool
by default come with a 1pt Stroke.



Shape frame options (Click)
Select either the image or frame tool and click on screen to set options for the number of sides and star insert.



Type frame tool

Image frame tool

Shape frame tool

Additional shape frame types

To access the different shape frames click and hold on the frame tool in the tools panel and select either rectangle, ellipse and or polygon tool.



Typography

Adding and Formatting Text With The Type Tool

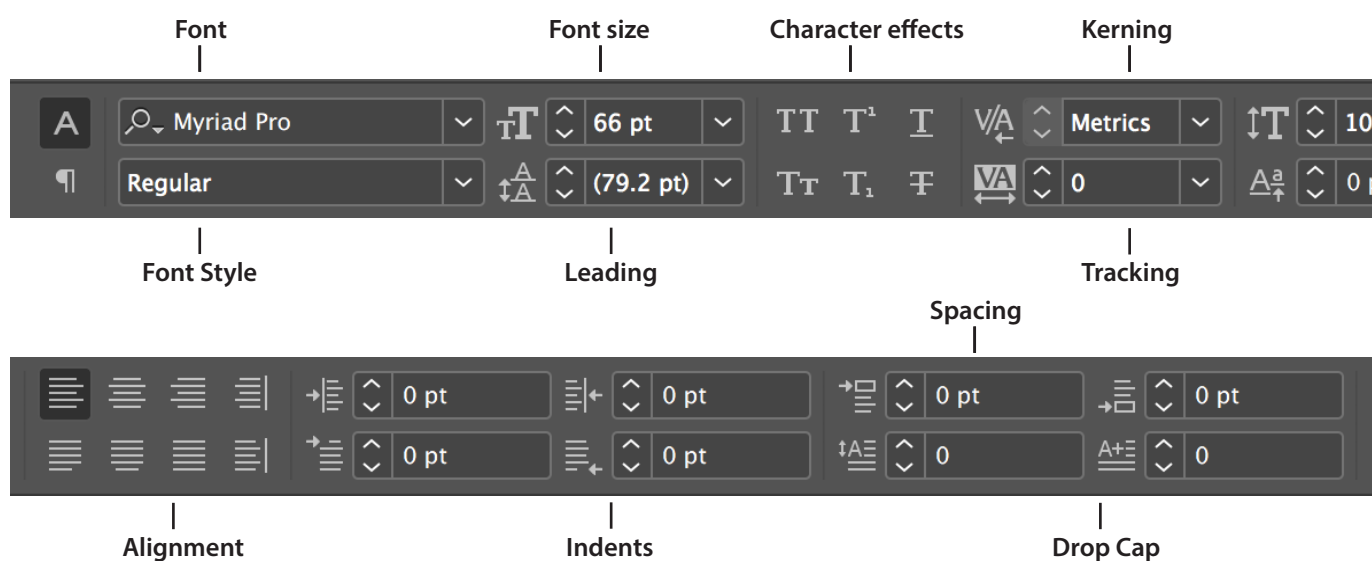
Create text

To create text select the type tool from the tools panel:

1. With the type tool selected, click and drag a text frame in the document window and start typing.
2. To select the text do one of the following:
 - Double click to select one word
 - Triple click to select a line
 - Four clicks to select a paragraph
 - Five clicks or CTRL - A (windows) or CMD - A (macOS) to select all
3. Adjust the font properties using the character and paragraph functions located in the control panel menu.
4. To move and position the text use the selection tool in the tools panel.

Place text

1. To place Microsoft word text inside InDesign choose **File > Place**



Overset text



Overset text is when the text frame is smaller than the text. A red plus (+) appears in the lower-right corner of the frame, indicating overset text. Increase the size of the text frame to reveal your text.

Text Formatting

Character and Paragraph Formatting

Indents and Spacing

Use indents, spacing and drop caps to differentiate the paragraphs and make the text easier to read.

Adjust paragraph spacing

Use space before & space after to adjust the amount of space between paragraphs

1. Using the text tool put your cursor point in the paragraph to apply spacing
2. In the control panel, adjust the setting amount for either space before or space after

Adjust indents

1. Using the type tool, click in the paragraph where you want to apply the indent
2. Choose either left indent, first line left indent, right indent or last line right indent

Create a drop cap

1. Using the type tool, click in the paragraph where you want to apply the drop cap
2. In the control panel, choose the number of lines you want the drop cap to drop
3. In the control panel, choose the number of characters you want to drop



Indents

Adobe InDesign, the industry-leading page design and layout app lets you create, preflight and publish beautiful documents for print and digital media. InDesign CC has everything you need to make posters, books, digital magazines, interactive PDFs and more.

Design everything from stationery, flyers and posters to brochures, annual reports, magazines and books. With professional layout and typesetting tools, you can create multicolumn pages that feature stylish typography and rich graphics, images. And you can prep your documents for printing in just a few clicks.

Spacing

Adobe InDesign, the industry-leading page design and layout app lets you create, preflight and publish beautiful documents for print and digital media. InDesign CC has everything you need to make posters, books, digital magazines, interactive PDFs and more.



Design everything from stationery, flyers and posters to brochures, annual reports, magazines and books. With professional layout and typesetting tools, you can create multicolumn pages that feature stylish typography and rich graphics, images. And you can prep your documents for printing in just a few clicks.

Drop Caps



Adobe InDesign, the industry-leading page design and layout app lets you create, preflight and publish beautiful documents for print and digital media. InDesign CC has everything you need to make posters, books, digital magazines, eBooks, interactive PDFs and more. Design everything from stationery, flyers and posters to brochures, annual reports, magazines and books. With professional layout and typesetting tools, you can create multicolumn pages that feature stylish typography and rich graphics, images. And you can prep your documents for printing in just a few clicks.

Left Indent

Right Indent

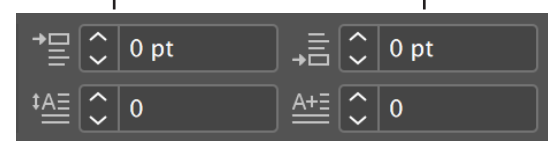


First line Left

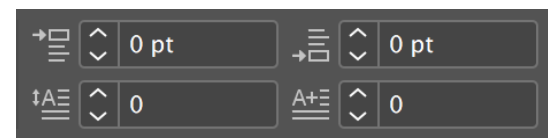
Last line Right Indent

Space Before

Space After



Drop Caps



Number of lines

Number of characters

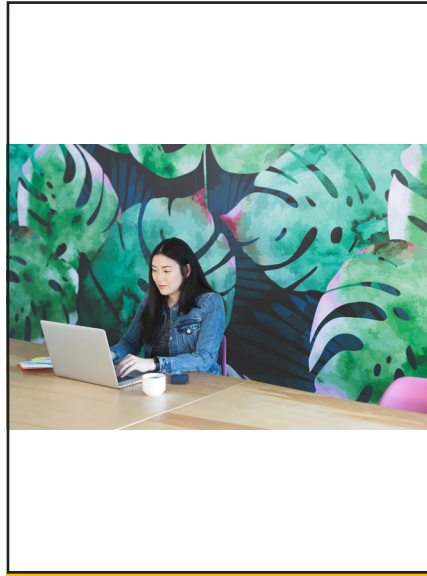
Images

Place and Fit Image Graphics



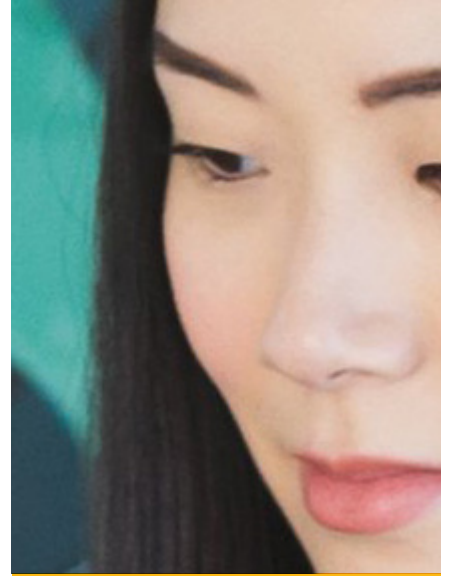
Fill Frame

Proportionately



Fit Content

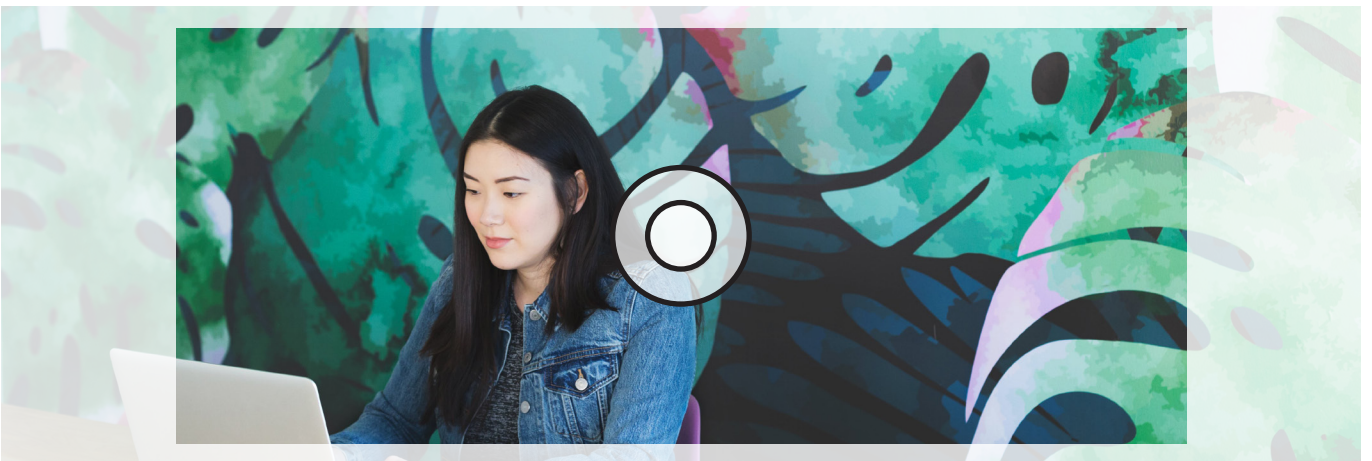
Proportionately



Full Frame

Original 100% Size

1. To place an image choose **File > Place**
2. Select the image and press open
3. Click and drag to make a frame for the image to sit in
4. You can also place an image into an already existing frame
5. To fit the image inside the frame choose one of the frame fitting options:
 - Fill frame proportionately - the image fills the frame
 - Fit content proportionately - the whole image is viewable
 - Fit frame to content - frame is fitted to the image
6. Click and hold on the **circle** in the middle of the image to reveal the chosen part of the image



Colour

Apply Fill & Stroke Colours to Text and Objects

InDesign uses a number of tools to apply colour to fill and stroke including the swatches panel, menu bar, eye dropper, colour panel and colour picker. You can apply colour to the fill and stroke (border) for both objects and text.

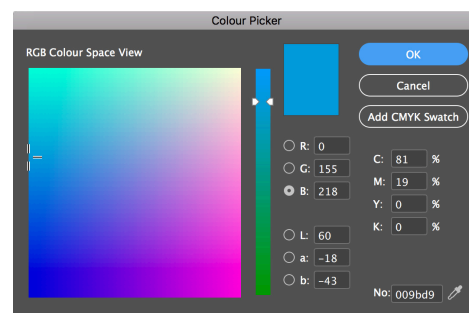
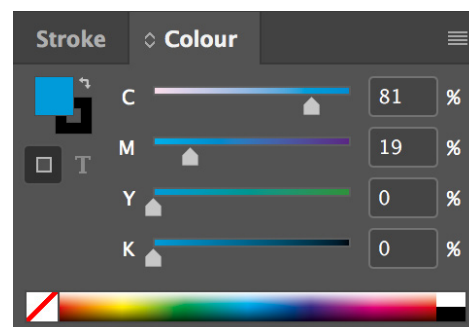
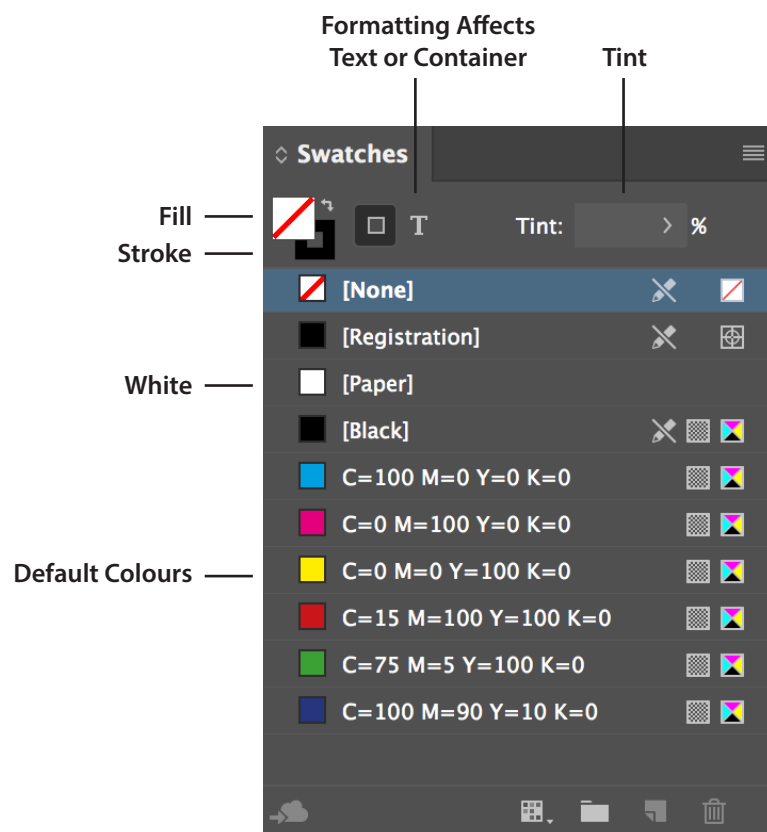
Note: In this example we will be using the swatches panel.

To apply fill and stroke colours to objects:

1. With the selection tool select an object
2. In the swatches panel select formatting affects container
3. Select the fill or stroke box and choose a colour

To apply fill and stroke colours to text:

1. With the selection tool select a text frame
2. In the swatches panel select formatting affects text
3. Select the fill or stroke box and choose a colour



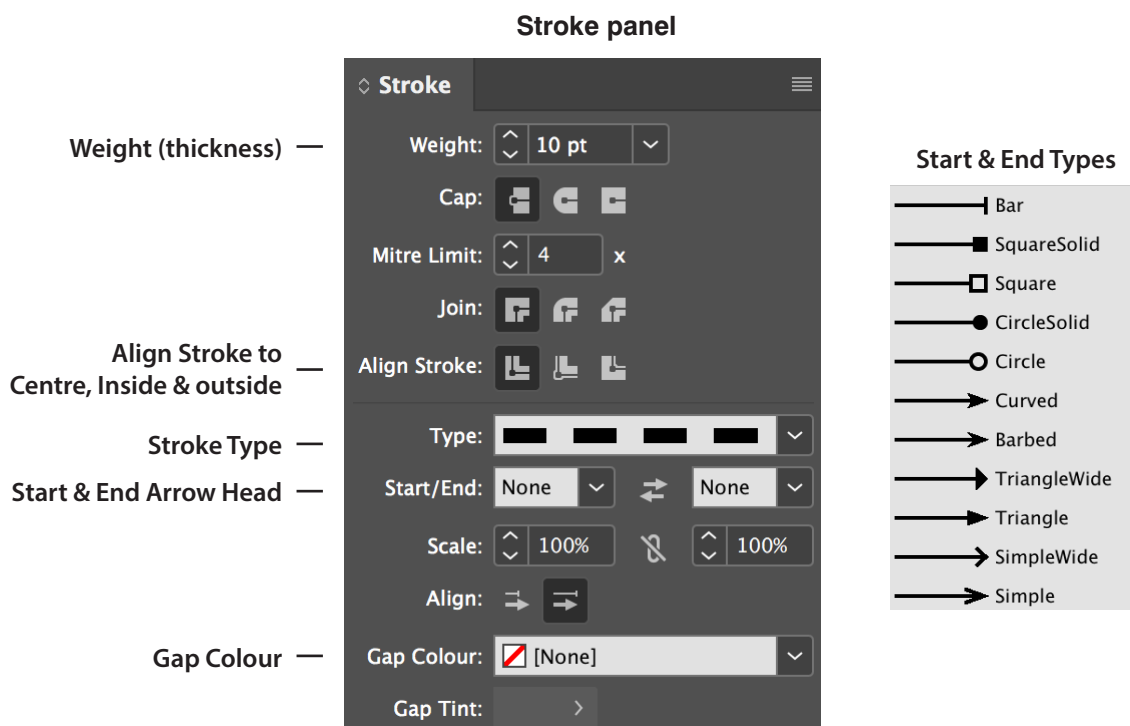
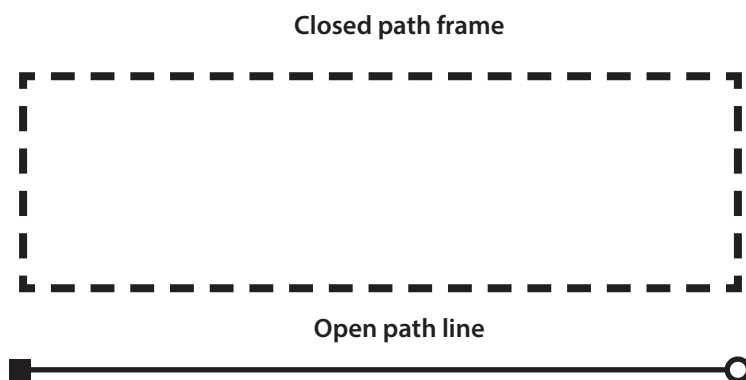
Stroke

Exploring the Stroke Panel

Apply an outline stroke to images, shapes, text frames, and text. Use the Stroke panel to set the thickness (weight) and other attributes of the stroke, including alignment, start and end options for open paths, and options for corners. You can find the stroke panel settings in the control panel or from the window > stroke menu.

Create a stroke:

1. Choose Window > Stroke to display the stroke panel
2. Select the object you want to apply the stroke to
3. For thickness of the stroke adjust the weight in the menu
4. Choose other stroke attributes such as alignment and gap colour
5. Press enter



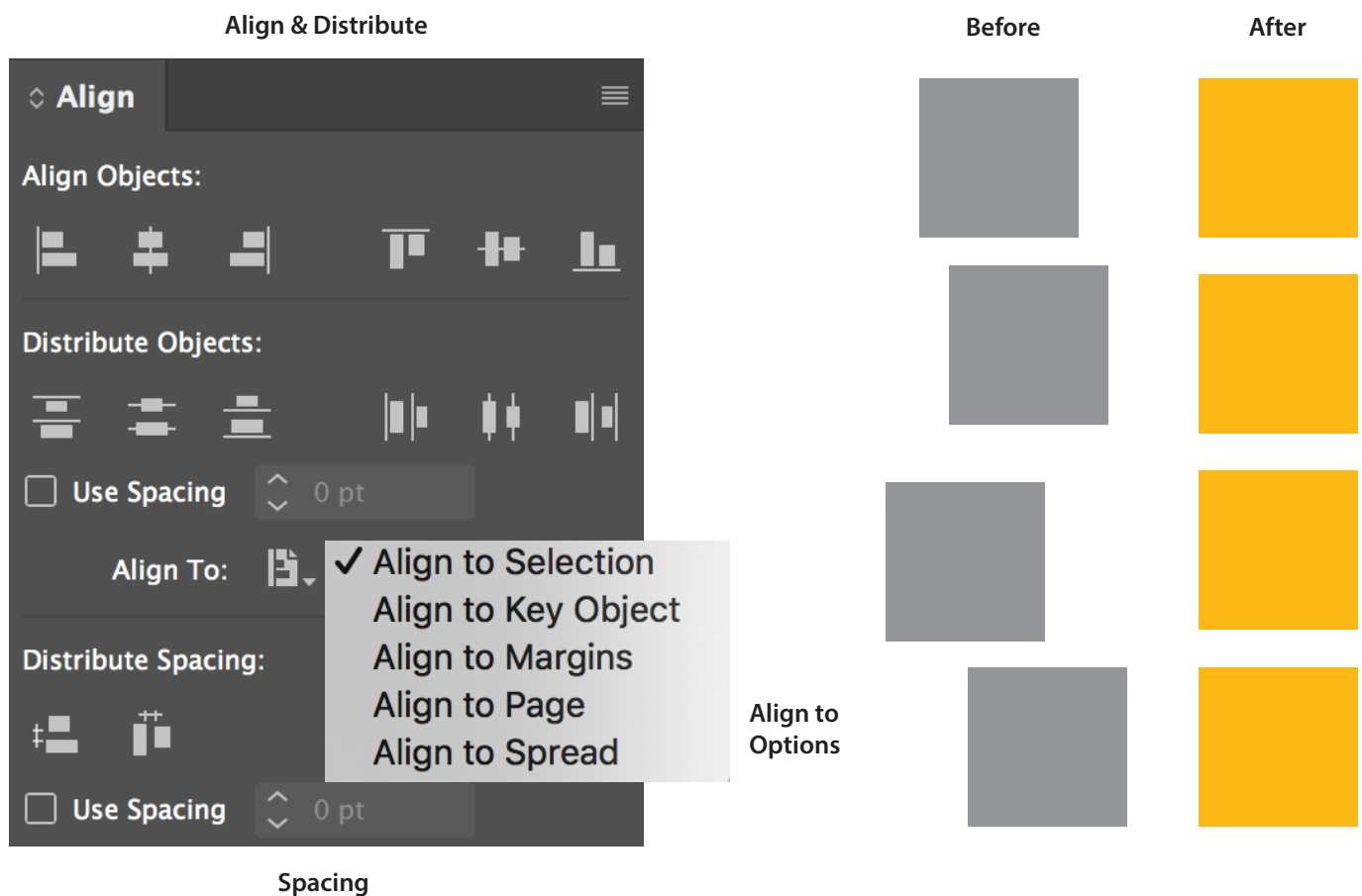
Aligning

Align and Distribute

Align and distribute objects to other selected objects using the align panel (Window>Object and layout>Align). Choose to align left, right, top, middle or bottom and also distribute horizontally and vertically. Options to align and distribute to the selection, margins, page, or spread.

Align and distribute

1. Open the align panel under Window > Object & Layout > Align
2. Select the objects you want to align (use the shift key to select more than one object)
3. Choose the align to function, to either: selection, key object, margins, page, or spread



Group Layers

Group and ungroup

1. Select the layers to group
2. Choose Object > Group
3. To ungroup choose Object>Ungroup

Note: To resize the group hold CTRL+Shift to keep the proportions correct.

Save and Export

Save and Export Your Document as a PDF

To save your InDesign document:

1. Choose File > Save as
2. Give your document a title
3. Choose Format > InDesign CC 2018 document

Note: Format options allow you to save your document as a template or for an older version of InDesign.

To export your InDesign document:

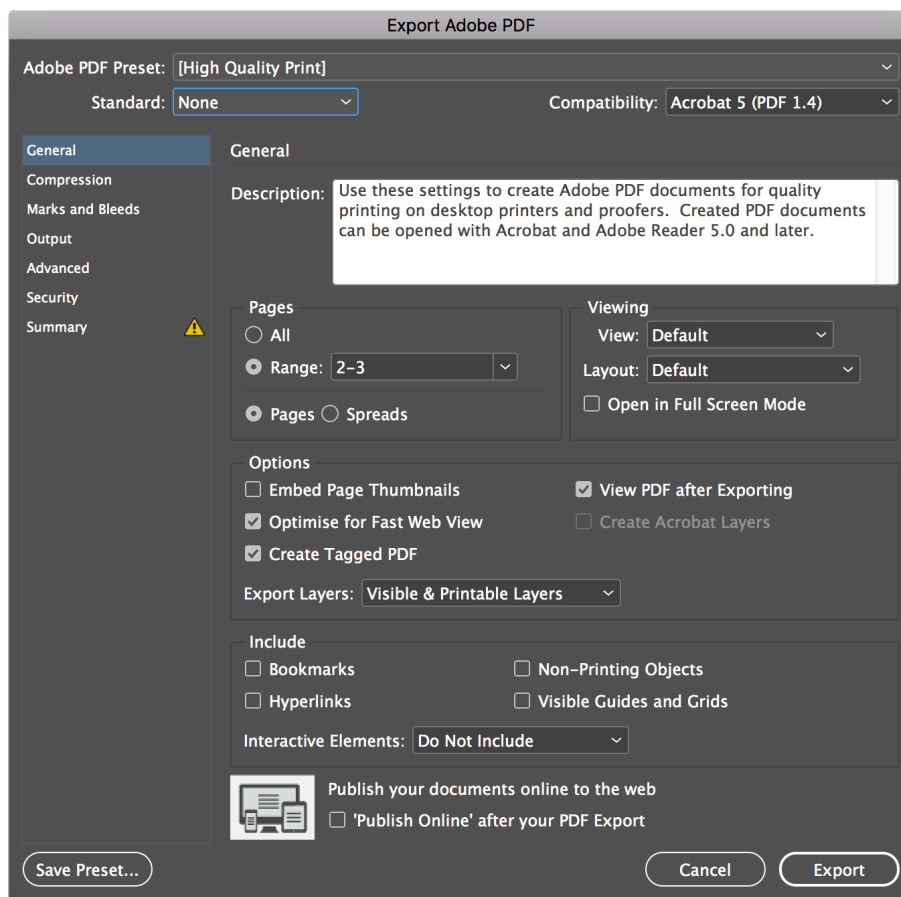
To share your finished document export a PDF

1. Choose File > Export
2. Name the file, choose Adobe PDF (Print) for the format option
3. Click save
4. In the export Adobe PDF preset dialog box set as high quality print

Note: To email your document choose smallest file size from the Adobe PDF preset dialogue box.

5. Click export to output the PDF

Export settings panel



Tip

To convert all your images from CMYK to RGB or vice versa go to output setting within the export panel and choose convert to destination

Exercise



Newsletter

Create a A4 Newsletter using InDesign

Connect, explore and learn.

Place Text here

Nam et et ad es evel et earum experchil in corio blab iustum aut erumquatas et venimaxim nossinum quis que vel ipicid et quodiscius.

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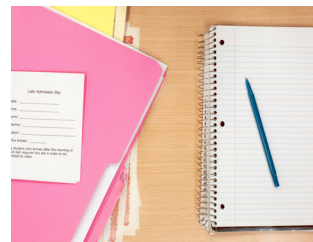
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221 George street , Sydney, 2000

