Introduction to InDesign

- **Rulers-**
  Do not lock guides. How to lock and unlock guides? View> Grids and Guides> Lock Guides

- **Feature computer-**
  On the feature computer when going to type in a newly made textbox change the color of the text to black and change the font size. The default of the text is white and point 11. Rulers are also default to white to change that you have to change the color every time you place one. Layout> Ruler Guides>Color

- **Placing pictures-**
  Create a text box and go to File> Place and select the picture you want then go to Object> Fitting> Fill Frame Proportionally to make the picture evenly in the box.

- **Photoshop Pictures**
  In Photoshop click and drag a picture from desktop to make all pictures black and white. Image> Mode> Grayscale or Image> Adjustments> Black & White

- **Old Layouts-**
  When creating a new layout do not delete everything from the template from older issues because the leftover stuff is useful. Do not delete grey boxes on the feature computer because it is very hard to create them and if you need more copy and paste them.

- **High quality-**
  Always go back and check to make sure pictures and ads are in high quality even after you save and place them. View> Display Performance> High Quality Display and Object> Display performance> High Quality Display

- **Text-**
  When making a headline if it isn't as long or tall enough as you want then you can stretch the text out. Highlight the text> Vertical Arrow T and then you can change how tall you want the text. Highlight the text> Horizontal Arrow T and then you can change how long you want the text.

- **Check Spelling-**
  Before exporting make sure everything is spelled correctly. Click off of everything> Edit> Spelling> Check Spelling...

- **Installing new fonts:**
  Go to www.dafont.com or another reputable site
  Search for what you are looking for
  Download that font
  Click on the .ttr file in finder (once it finishes downloading you can click show in finder)
  Click install
  It will show up in the list of fonts in InDesign!

- **To remove a background:**
  Select the image
  Object -> Clipping Path -> Options
  Change the drop down menu to detect edges and adjust the tolerance/threshold
  Or use background eraser tool in Photoshop

- **To take an object back to the last saved version of itself:**
  File -> Revert

- **To place an image in multiple frames:**
  Choose the Selection tool (V) and Shift-click each frame. Choose Objects->Paths->Make Compound Paths. Go to File->Place

- **To use the color picker:**
  Double-click the Fill or Stroke icon in the Swatches Panel (or on the Toolbar) to open the Color Picker

- **To export:**
  File -> Export
  Update the correct page range
  Save

- **To place a photo inside text:**
  Work on one letter at a time
  Choose a solid font and make it large
  Select the letter
  Type -> Create Outlines
  File place an image

- **How to get a ruler:**
  Click on the edge of the ruler either on the top or left of the page

Drag from the edge to wherever you want it

Black and White Photos
- Drag into Photoshop
- Image → Mode → Grayscale **OR** Image → Adjustments → Black & White
  - ** All photos/ illustrations going INSIDE the paper (i.e not Front, Back or Centerspread) MUST be in Grayscale (because the inside pages are not printed in color)

  **TIP: For simplicity, rename photos either an easy to find word/ phrase OR "Event_Location_Person"

Color Photos
- Drag it into Photoshop
- Image → Mode → CMYK Color
  - **All photos/ illustrations going on Front page, Back page, and Centerspread MUST be in CMYK (Cyan, Magenta, Yellow, Black) because that mode produces the best **printed** image
  - **RGB (Red, Green, Blue)- mode for images **online**

Default font
- To reset default font, click on InDesign icon (NOT a template), then select desired font from drop down menu
  Default font should be Times New Roman

Keystrokes (⌘+Something)
- Command+C → Copy
- Command+D → Duplicate
- Command+F → Find (Search within window)
- Command+G → Group
- Command+V → Paste
- Command+W → Close active window
- Command+X → Cut
- Command+Z → Undo
- Command+Del → Move to trash
- Command + → Zoom in
- Command - → Zoom out

- Force quit- Command+Option+Esc
- Screenshot- Command+Shift+4 ---> Photo will show up in screenshots

Stroke
- Adds outline to text
  - NOT to be used on body text
- Drop down box beneath Text Color
- To change weight/ thickness
  - Window→ Stroke → Then add or subtract weight

Text Wrap
- In order to text wrap an object, choose one of 3 text wrap options from the top toolbar
- Begin with the symbol that

Always make sure your photographs are surrounded by a one point outline.
10 point font for articles, **7 point** font for photo creds, **9 point** italics Times New Roman for captions

Some layouts look really nice with a text wrapped object. Textwrap mixes up the layout a bit to avoid boring page structure. Before text wrapping an image, make sure you put the photo credit below it and a caption if necessary. Then, highlight all three components and go to the toolbar at the top of the page to Object. Under that click group. This will combine each component so that you can move them all at the same time. Then go to the shapes enclosed by lines beside the transparency bar and find which one will work best for your image.
- **Rulers-**

The more rulers the better! Keep them around so everything will be straight! Click the number line on the top or side and drag down. You can have unlimited rulers!
- **Image Quality**

Click on image. Then click object. Then click "Display Performance" and make sure it is on highest quality!!
- **Image borders**

Click on image you want to "box" and make sure the line font size says one!!
- **Quote**

Always make sure to change your quote. Try relating it to the articles in the section, especially the article that is on that same page. Also, a common mistake is forgetting to put a period on the end of the quote!

- **Magic Eraser (Photoshop)**

Click on background of image. Stripes will appear. Hit delete and the background will delete. This tool is great for putting images in a graybox!

- **Grouping**

As you may or may not know by now, getting articles perfectly aligned in layout is quite tedious work. When you do get it just right, however, make sure to highlight what you want grouped, click "object" then go down to "group." This will keep whatever you want together grouped together.

- **Black and White (Photoshop)**

Go to "Image," then "mode," then click "grayscale" Now your image is in black and white!! Save to the desktop and then click and drag your photo into the InDesign layout :)

- **Columns**

If you would like to change up the overall "look" of the page, go to the tab "Layout" and then click "Margins and Columns." There should be a pull down tab for the number of columns. Do whatever your heart desires!

Tutorials
- 44 InDesign tutorials covering a wide variety of skills
  - http://www.creativebloq.com/graphic-design-tips/indesign-tutorials-1232639

**When in doubt, select Window and check the list

**InDesign is an art not a science. TRUST YOUR INSTINCTS