



## **An Introduction to Adobe InDesign**

During this short course you will gain an understanding of the InDesign interface and how to use the main features within the programme. On completion, you will feel confident to open a new InDesign document and create a layout using text and colour.

**Course designed and created by Charlotte Ashley**

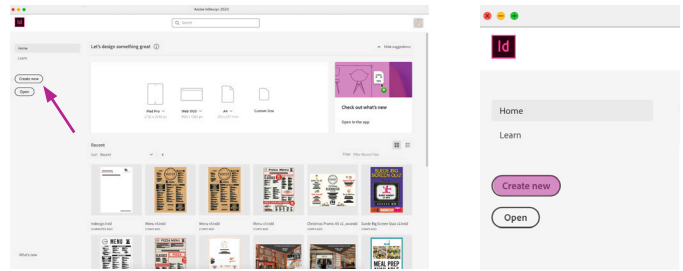
✉ [charlotteashleydesign@gmail.com](mailto:charlotteashleydesign@gmail.com)    📷 [@designbychar\\_](https://www.instagram.com/designbychar_)

# An Introduction to InDesign

## Creating A New Document

### Step 1.

Open up InDesign. In the dialogue box that appears select 'Create New'.



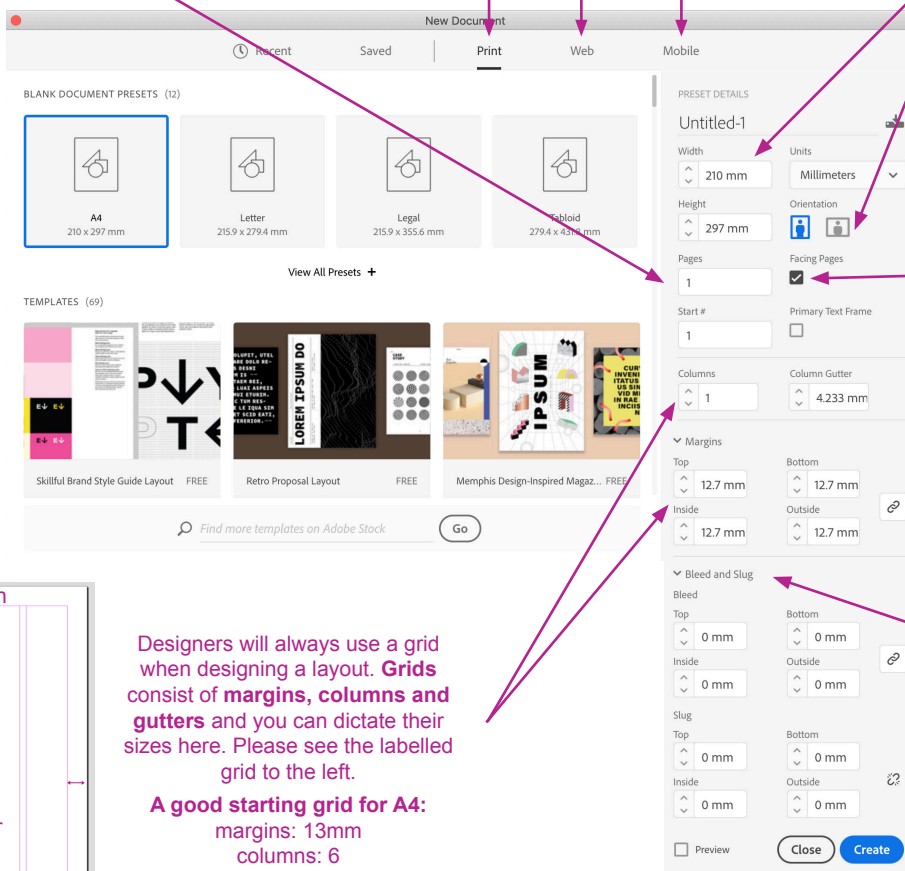
### Step 2.

This will bring up the dialogue box below. Read the notes to get an understanding of what each section means and how it affects the page you are creating.

The options along the top state if you are designing for 'Print', 'Web' or 'Mobile'. For this course, make sure you have 'Print' selected. Presets in the selected category will be listed as thumbnails underneath, e.g. standard paper sizes.

If you know how many pages you need in your document you can set this here. Do not worry if not as you can easily add and delete pages at a later stage.

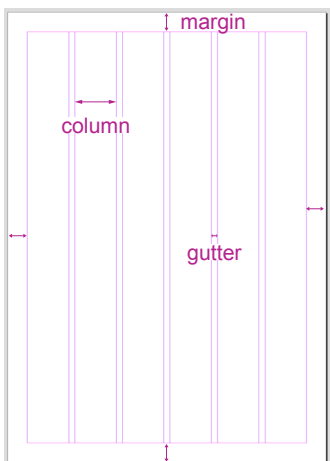
Here you can change the size of the paper and it's orientation. This is set at A4 portrait.



**On Off**  
If this icon is on it means changing one value will change all of them. Having it off means you can change the values individually.

Facing pages ticked means your document will be set up with a cover page followed by spreads (left and right hand pages) - e.g. a magazine.

If this option is un-ticked you will have single pages ordered one after another - e.g. poster design.



Designers will always use a grid when designing a layout. Grids consist of margins, columns and gutters and you can dictate their sizes here. Please see the labelled grid to the left.

**A good starting grid for A4:**  
margins: 13mm  
columns: 6  
column gutter: 4mm

**Bleed and slug** are only important if you are sending your work off to professional printers. They are 'safe' areas around your page.

**Standard sizes for A4 are:**  
Bleed: 3mm  
Slug: 5mm

If you have any further questions about these, please email me.

# An Introduction to InDesign

## Understanding The Set Up

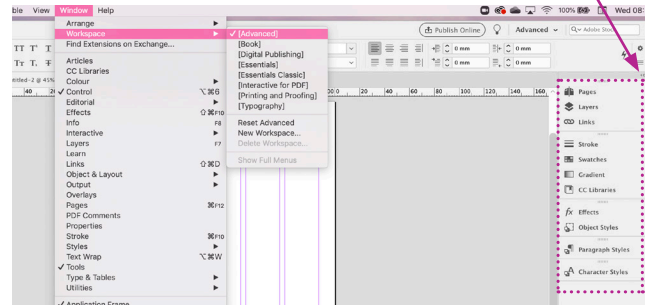
**Tip:**  
If yours looks slightly different, try clicking these two arrows top right. It will collapse the panels.

### Workspaces

Now your document is open, you will have noticed there are lots of different tools and windows in the interface.

Go to **Window - Workspace** and make sure **'Advanced'** is ticked. Then go to Window - Workspace again and click **'Reset Advanced'**.

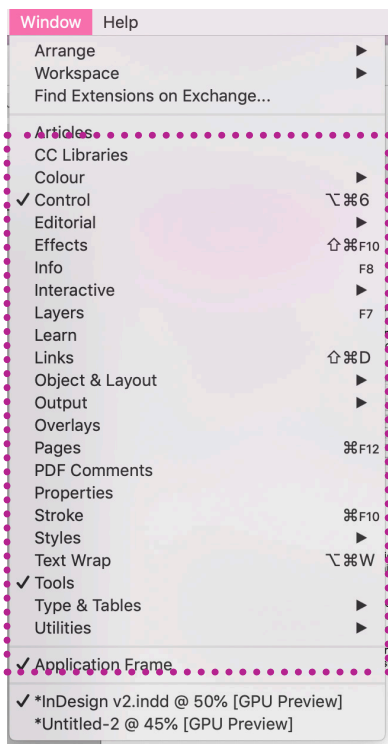
This will make sure your interface is organised the same as mine (see right). The different Workspace options offer different combinations of the panels you have down the right hand side.



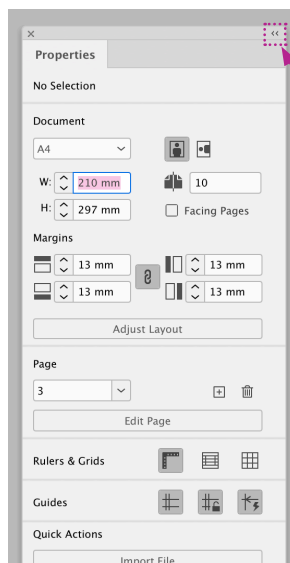
### Windows Drop Down Menu

- Open up your Window drop down menu and notice the list of palettes. If you ever need a palette and you can't see it within your interface, click on it within this list and it will appear.
- Click on 'Pages' you will see it opens up the pages palette on the right and a tick appears next to the word 'Pages'. Ticks signify which dialogue boxes are open. You can click '>>' at the top right of the 'Pages' dialogue box to close it.
- You can move any of these palettes up and down and also dock any that are floating on your screen by dragging them to the right hand side until a blue highlight appears and then release. See the Introduction to InDesign video for a demonstration of this.

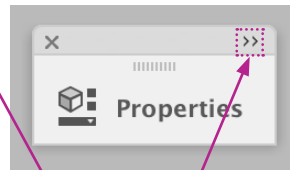
Palette List



Floating Palette Expanded

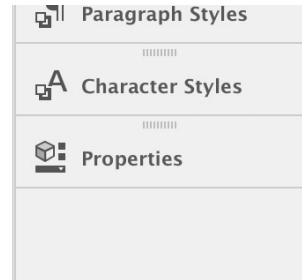


Floating Palette Collapsed



**Tip:**  
Click these arrows to switch between expanded and collapsed panels.

Docked Palette



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## Understanding The Displays

### Display Performance Options

Go to 'View - Display Performance'

#### Fast Display

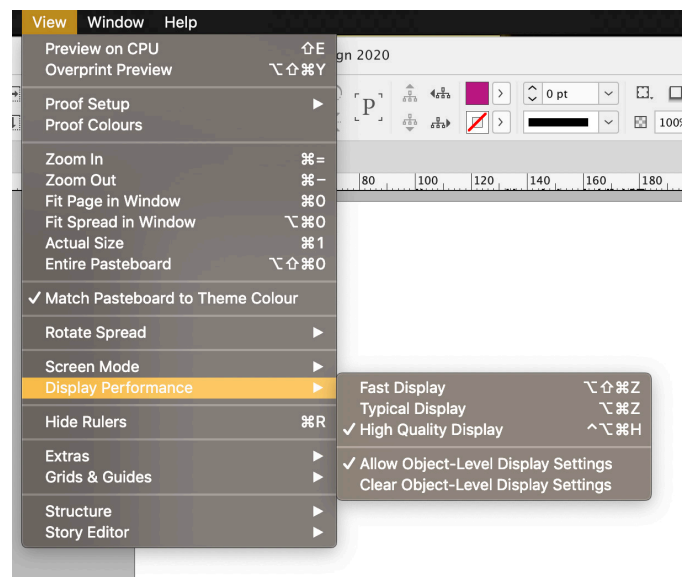
Used when you have lots of images/transparency effects that may be slowing your computer down. This display shows any images or graphics as grey boxes which speeds up load times.

#### Typical Display

This is the default and most commonly used. It is the fastest way to display an identifiable image. It shows all images and graphics in low res so you can identify and position them as needed.

#### High Quality Display

Highest quality view of images but has the slowest performance. Used if you need to fine tune an image or see the extra detail.



### Screen Mode Options

Go to 'View - Screen Mode'

#### Normal

This shows all the guides you specified earlier in the 'Create New Document' dialogue box, including margins, columns and gutters. You should be in this mode when working on your document.

#### Preview

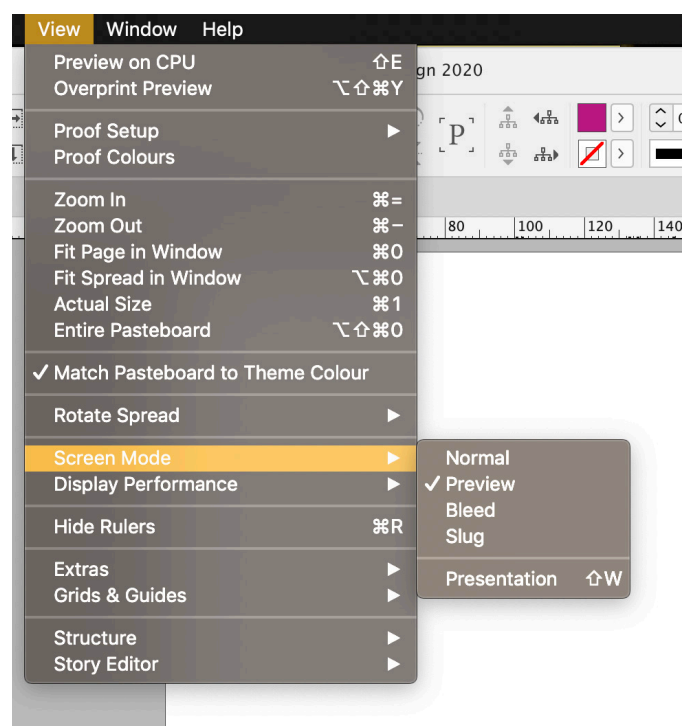
This removes all the grid guides so you can view as final artwork.

#### Bleed

Shows in preview mode including bleed.

#### Slug

Shows in preview mode with slug.



# An Introduction to InDesign

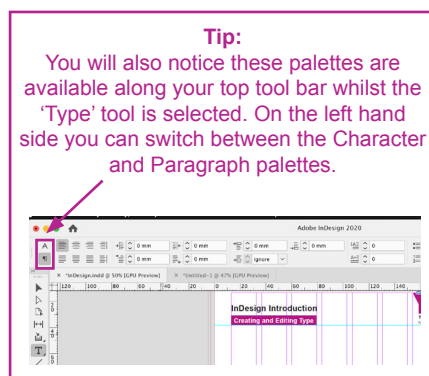
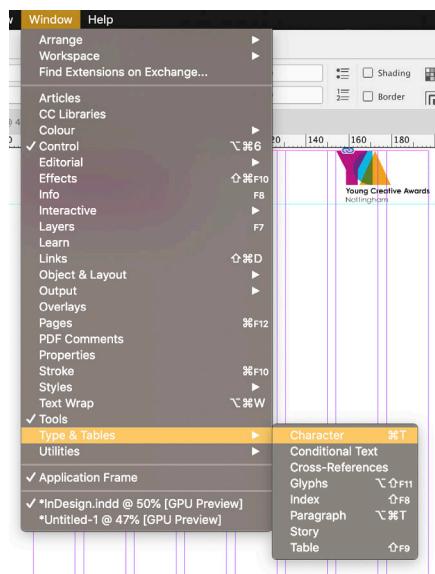
## Creating & Editing Type

### Step 1.

Select your 'Type' tool or use the shortcut 'T'. Click and drag anywhere on your document and write some text.

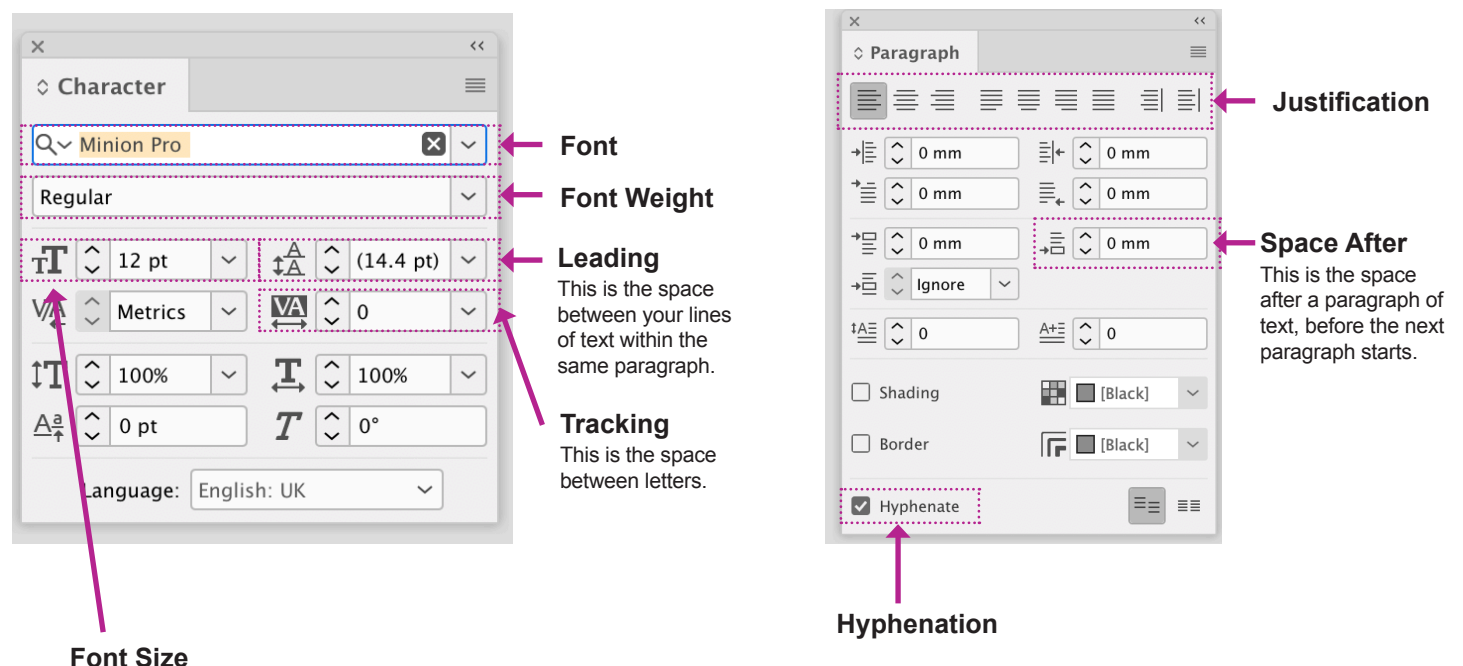
### Step 2.

Open the 'Character' and 'Paragraph' palettes from your Window drop down menu.



### Step 3.

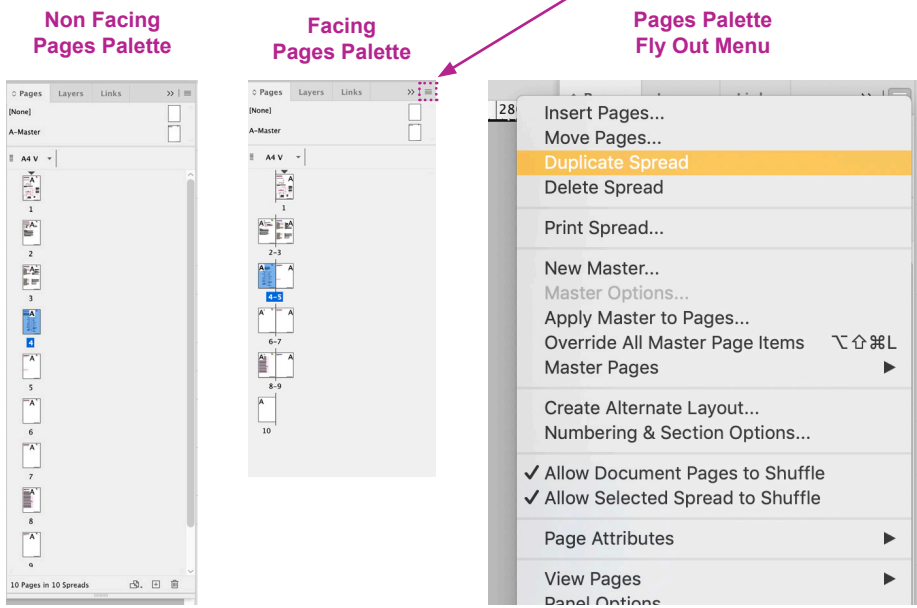
Making sure the text you wish to edit is selected and have a play with the following features.



# An Introduction to InDesign

## Pages and Swatches Palette

### Pages Palette



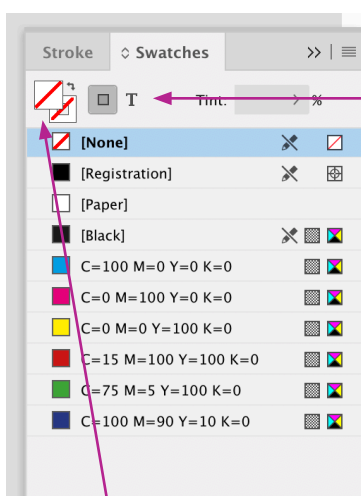
**Tip:**  
These three lines signify there is a fly out menu.

- Useful options within the flyout menu include inserting, duplicating and deleting pages.
- You can move pages around by click and dragging the highlighted page.
- To select multiple pages hold down shift and click on the relevant pages.

### Swatches Palette

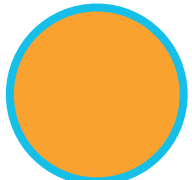
#### Step 1.

This is the default swatches panel for any print document. Double click one of the colours thumbnails to bring up the 'Swatch Options' dialog box.



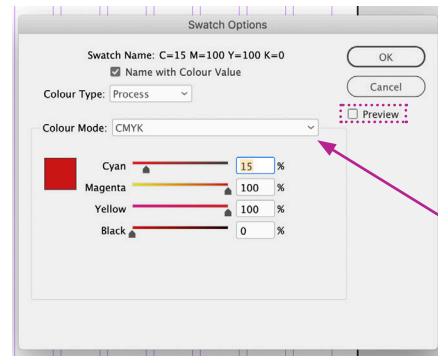
**Tip:**  
When editing text boxes check which of these you have selected. The square means it'll change the box colour, whereas the T will change the text colour.

**Tip:**  
You can switch between stroke and fill colours. Stroke is the outline of a shape, fill is the inside. So with this circle, the stroke is blue and the fill is yellow.

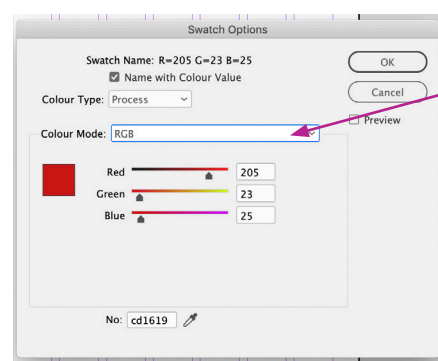


#### Step 2.

You can edit the colour by altering the percentages and clicking save. To see the colour change in your artwork ensure the Preview box is ticked.

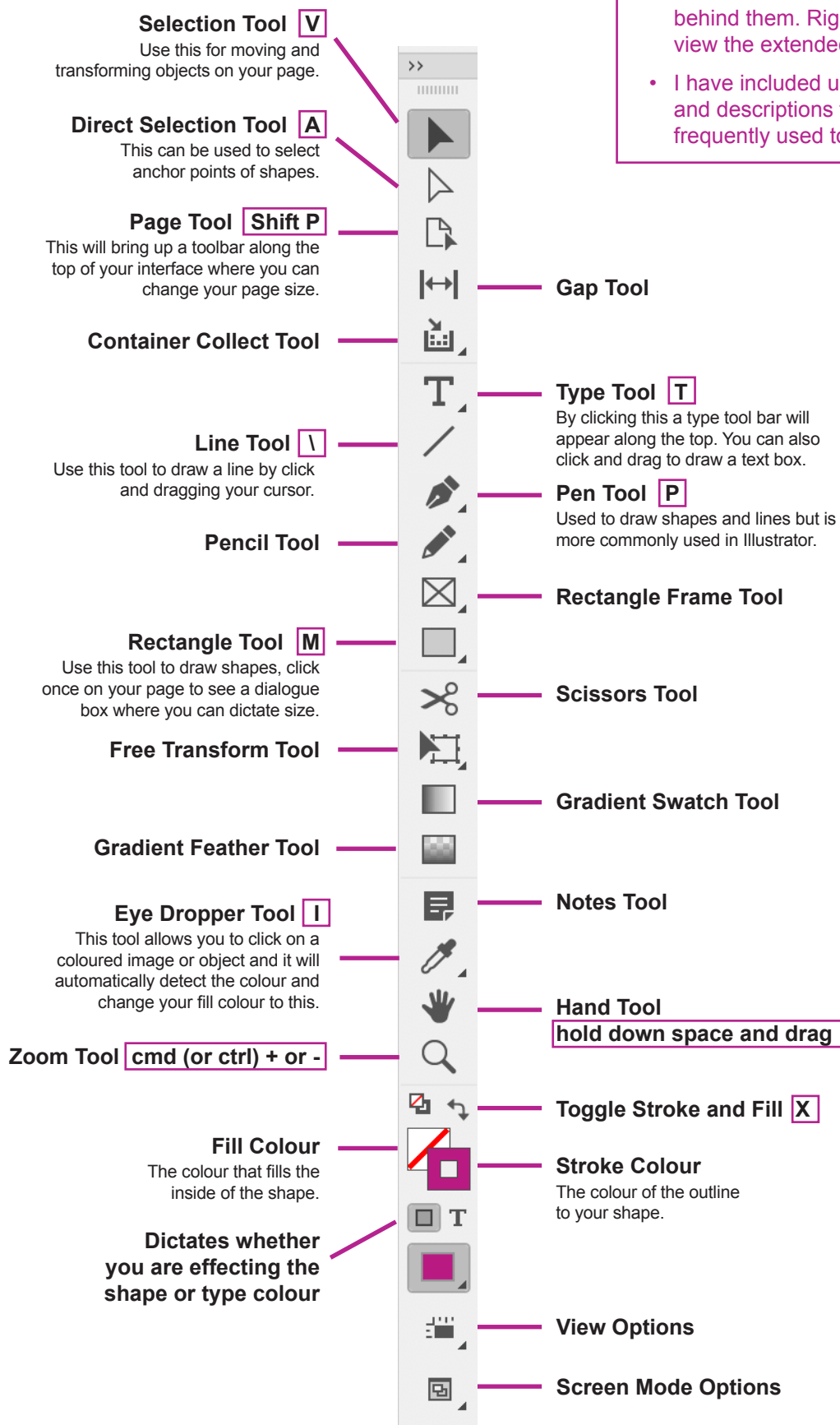


**Note:**  
If you are working on a print piece 'CMYK' must be selected from the 'Colour Mode' drop down. If you are working on a digital piece e.g. social media assets select 'RGB'.



# An Introduction to InDesign

## Tools Overview



### Notes

- If yours is two columns wide, you can click the two arrows top left so it appears like the one labelled.
- The tools with a little arrow bottom right corner mean they have further tools stacked behind them. Right click them to view the extended list.
- I have included useful shortcuts and descriptions for the most frequently used tools.

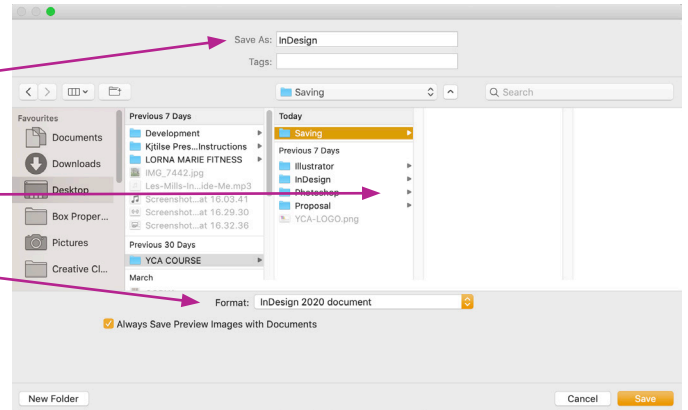


# An Introduction to InDesign

## Saving/Exporting Your Work

### Saving

1. File - Save As
2. Give it a name
3. Locate where you would like to save your file
4. Check format is 'InDesign 2020 document'
5. Click Save

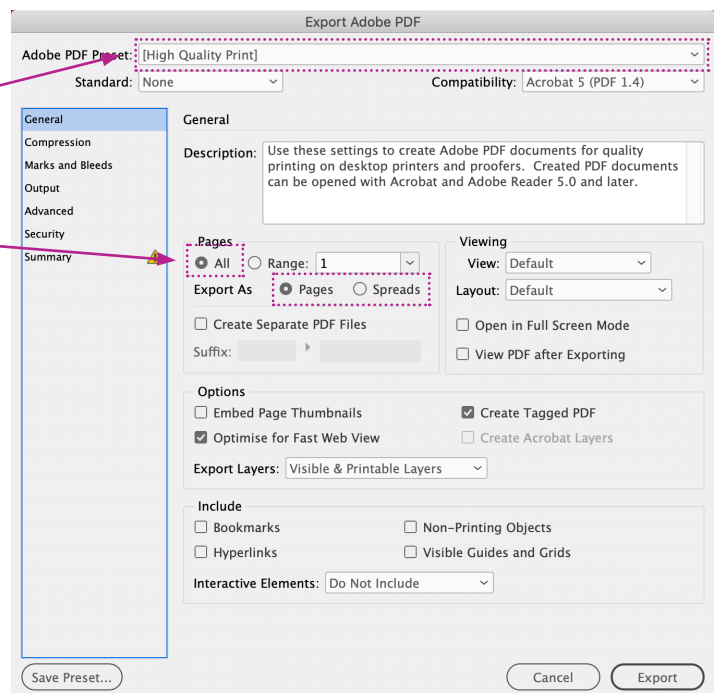
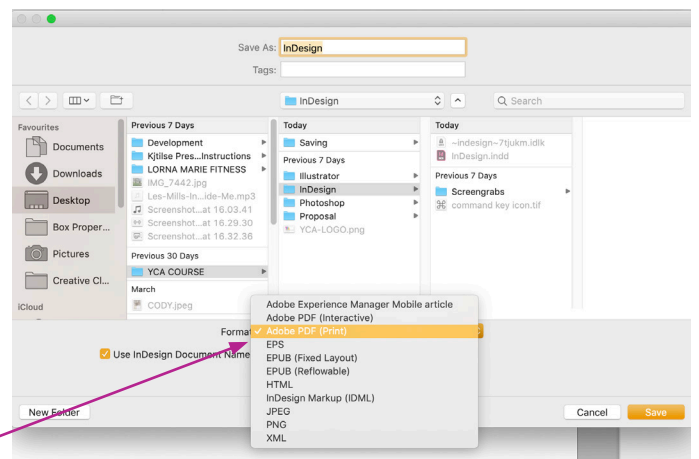


### Exporting

You may need to supply your work as a **PDF** if you are to get it printed or to send it to someone who does not have InDesign. It is the best way to present your work if you are wanting it to look finished.

To Export, follow the steps below:

1. File - Export As
2. Give it a name
3. Locate where you would like to save your file
4. Open up the Format menu and select Adobe PDF
5. Click Save
6. A new dialogue box will open - for a standard high res PDF check your settings are as shown here. You can specify certain pages you would like to export or whether you would like the document as single pages or spreads.
7. Click Export





# An Introduction to InDesign

## Shortcuts

Shortcuts are a great way to be more efficient with your work on Adobe programmes. Try and familiarise yourself with those listed below and if you can memorise them, that will really help you when working on your designs.

<b>New Document</b>	<b>⌘ N</b>
<b>Place (e.g. an image)</b>	<b>⌘ D</b>
<b>Save</b>	<b>⌘ S</b>
<b>Save As</b>	<b>⌘ ⌥ S</b>
<b>Print</b>	<b>⌘ P</b>
<b>Undo</b>	<b>⌘ Z</b>
<b>Re-do</b>	<b>⌘ ⌥ Z</b>
<b>Cut</b>	<b>⌘ X</b>
<b>Copy</b>	<b>⌘ C</b>
<b>Paste</b>	<b>⌘ V</b>
<b>Zoom In</b>	<b>⌘ +</b>
<b>Zoom Out</b>	<b>⌘ -</b>
<b>Page view to fit your window</b>	<b>⌘ 0 (zero)</b>
<b>Hand Tool</b>	<b>Space and drag</b>
<b>Group</b>	<b>⌘ G</b>
<b>Un-group</b>	<b>⌘ ⌥ G</b>
<b>Sent to front</b>	<b>⌘ ⌥ ]</b>
<b>Send to back</b>	<b>⌘ ⌥ [</b>
<b>Align Left</b>	<b>⌘ ⌥ L</b>
<b>Align Right</b>	<b>⌘ ⌥ R</b>
<b>Align Centre</b>	<b>⌘ ⌥ C</b>

## Key

**⌘** Command Key (Mac)  
Ctrl (Windows)

**⌥** Shift Key

# An Introduction to InDesign

## Activity

1. Create an A5, 14 page leaflet document with the following grid setting:  
Margins: 12mm  
Columns: 8  
Gutter: 3mm
2. Change your Leaflet document to a single page doc with 5 pages
3. Write your name, age, contact details on the 4th page in font Arial Black with a font size 12pt, leading 16pt, tracking -10 and space after 2pt
4. Change the colour of your text to blue and the text box black

Feel free to send me your work to [charlotteashleydesign@gmail.com](mailto:charlotteashleydesign@gmail.com) if you would like me to check you have done it correctly.

Alternatively, if you have any other questions please get in touch.