

InDesign Faculty Quick Start Guide

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InDesign will be used mostly for digital rhetoric projects. The magazine editorial is the main project that your students will work on. This guide will help you learn basic InDesign techniques that you can pass on to your students.

Opening InDesign

Most WSU computers are equipped with Adobe Suite software. In applications choose InDesign: Id. You can also add Adobe Creative Cloud to a personal computer for free with your WSU email*. Open the Adobe Creative Cloud. [Sign in with your Weber email and click Enterprise ID](#). It will direct you to the Weber home page, sign in and you can download the programs to your personal computer. You are only allowed two devices to download the software to.



[*Google Chromebooks do not support Adobe programs.](#)


Creating a 2-page Spread

After starting the application [click Create New](#). Under **Units**, [change picas to inches](#). InDesign will default to the 8.5 X 11. Add a title by changing **untitled-1** to your own title. In **Pages** replace 1 with 2. Under **Start #** change 1 to 2, which will insure the two pages are side by side and not one on top of the other. [Click Create](#) when you are ready to start.

Basic Tools

On the left hand side, you will find different icons that are tools. You will use three tools to create a basic document. Click on the tool you need, and you can place it into your document where you need it.

1.  **Selection Tool** allows you [to move](#) any picture or text box within the document.
2.  **Type Tool** creates a box you can [type text](#) in.

3.  **Rectangle Frame Tool** creates a picture box to **place an image**.

Toolbars appear on the top of the InDesign application, after a certain tool has been selected.

Title and Text:

To create a title: select the **Type Tool**. Place the arrow where you would like the box in your document. Left click on your mouse and drag the box to the dimensions you desire. Then start typing.

Placing an image:

Select the **Rectangle Frame Tool**, left click on your mouse and drag the box inside your document to the dimensions you desire. To place an image, use your **Selection Tool**, click on the frame you want. Then click file, click place, and select the image you would like to use. This drops the image into the selected frame. For easy practice: Adobe Stock images are found in the upper right-hand corner of InDesign but must be saved to the computer before placing.

Saving InDesign Projects:

To **ensure that you have a permanent copy** of your work, it is imperative to send yourself an **email** of the work you have completed.

For Faculty

- **Office computers do** have the ability to save in the Adobe Cloud Suite.
- **Classrooms do not** have the ability to save in the Adobe Cloud Suite.
- **WSU computer labs do** have the ability to save in the Adobe Cloud Suite; however, the computers do have deep freeze which will erase all documents saved onto the computer.

For Students

You can save projects created on WSU computers by using a flash drive or Google Drive.

- Open your Google Drive
- Go back to InDesign
- Select **File** in the top left.

- Select **Save as**
- Select **This PC** from the left-hand side of the pop up window.
- Select **Desktop**
- Select **Open** in the bottom right corner
- Select **Save**
- **Drag the file** from the desktop.
- **Drop it** into your Google Drive.

You must repeat this process each time you want to save new changes made to the document before signing out of a WSU computer. **Make sure** you are in your Google Drive and not Google Docs or the project will not save.