# Adobe InDesign Tips and Shortcuts

Getting Started

Once you have pulled up InDesign you are going to want to Click "Create New" to start a new document. Within the "Present Details" pop up, you can set the title, number of pages, orientation, units, etc. InDesign's default unit is set to picas, so make sure to change the units from picas to inches. (If you forget to do this initially, then do the following: Hover over Edit → Preferences → Units & Increments → then change the Horizontal and Vertical boxes to inches.) Additionally, verify that the width is 8.5 inches and that the height is 11 inches.

To start with a two-page spread, check the box "facing pages" then make sure "start #" has a 2. (If this doesn't work click the three lines in the pages panel and check "allow selected spread to shuffle." The pages will only move if there is a grey bracket when you hover over the placement of your page.) Then click create once you have everything you desire.

When you have created the main document, make sure to verify that the icon located in the upper right to the right of "Publish Online" is Advanced. (This is important because it allows to have access of more useful tools). Also, InDesign's default font is Minion Pro which does not give you the ability to bold, underline or italicize your text through the "Regular" drop down box. Changing the default font to Times New Roman will allow you to have access to these features.
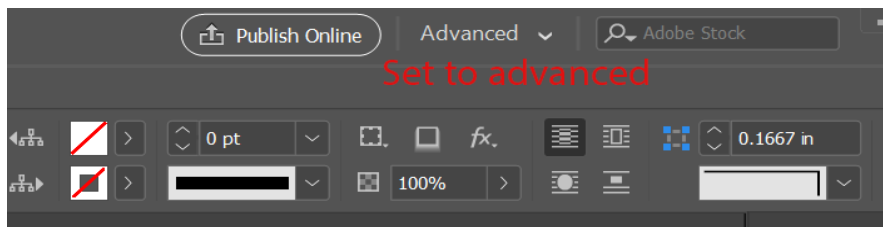
Recommended margins and columns

Hover over Layout → Select Margins and columns (make sure the chain icon is **unlinked**)

Ideal Margins

Top: .75 in	Inside: .75 in
Bottom 1 in	Outside: 1 in

Recommended Grid Lines

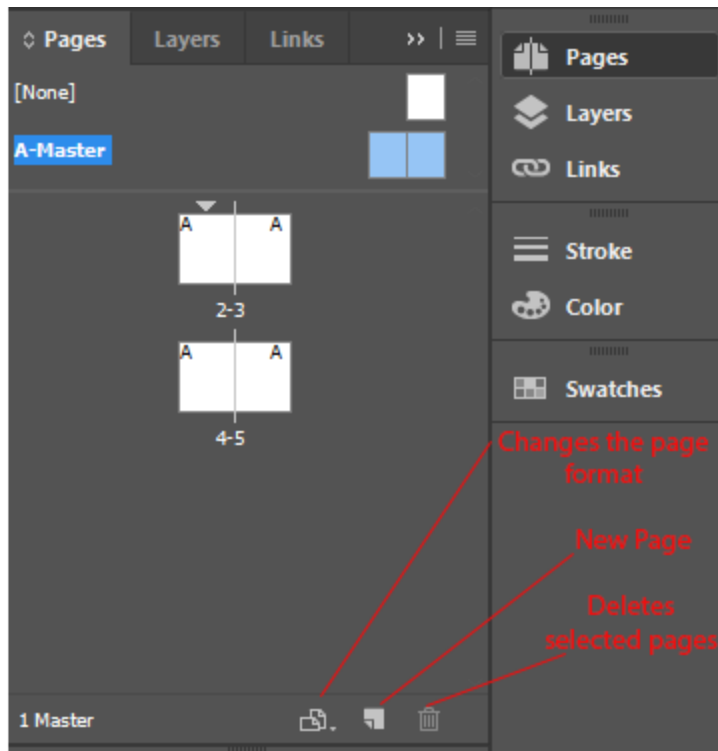Hover over Layout → Select Create Guides

Ideal Grid Lines

Number: 14	Number: 10
Gutter: .1667 in.	Gutter: .1667 in.

* Using the shortcut Ctrl +; will make the gridlines both disappear and reappear
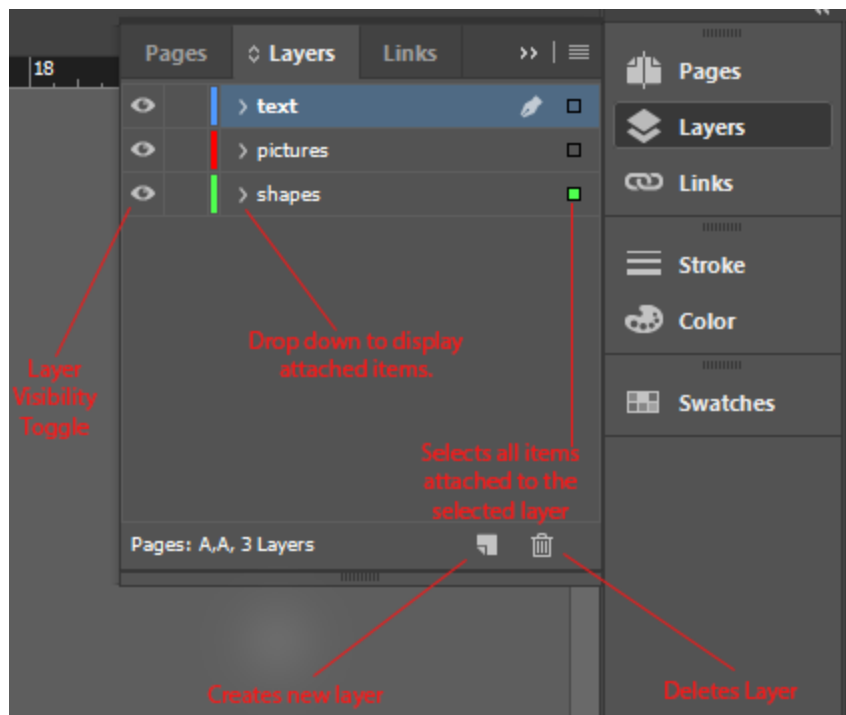
Master Page:

The master page is located on the right-hand portion of the screen within pages. When A-Master is double clicked, InDesign pulls up a master page that serves as a place that will repeat anything you put on the master page to subsequent pages within your document. This is particularly useful if you want to implement a page number or format text boxes and pictures.

Layers

When you are organizing your document for InDesign, the layers panel is good for color coding the different tools you are using and stacking text, pictures, shapes, etc. over one another. Once you click the layers icon, that is located on the right-hand side of the screen, you have the ability to create new layers with the page icon located on the lower right-hand corner of the layer box. When you have your desired layers, you can double click each layer to give the layer a title and change the colors. The eye icon located on the left side of each layer allows you to show and hide the visibility of each layer within the pages. There is also a drop down for each layer when you click the arrow pointing just left of your title to see the individual things you have within each layer.

Threading text

Threading text allows you to link text boxes where you can type text continuously from one textbox to another. In order to do this, you must create two text boxes by clicking the Type Tool located on the left-hand side of InDesign. Once you have created the text boxes you desire to link, you must use the Selection Tool to click one of the boxes and expose all of the mini boxes surrounding the border of your text box.
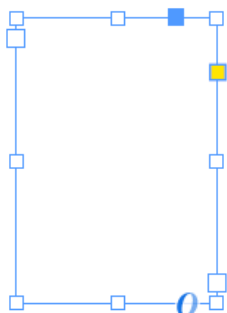

After the boxes are exposed, you then want to click the bottom right box that is above the lowermost bottom corner. (The picture below is what it should appear to look like if you've selected the right box.) A page icon with lines should appear as the cursor. Hover over a new

textbox, and a chain icon should appear which indicates that you are about to link the two boxes. Then click on the new textbox to successfully link the two textboxes.
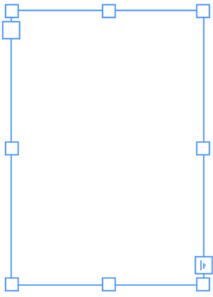
To ensure that the boxes are linked, click on View → Extras → Show Text Threads or type the shortcut Ctrl + Alt + Y with the textbox selected to see the link.
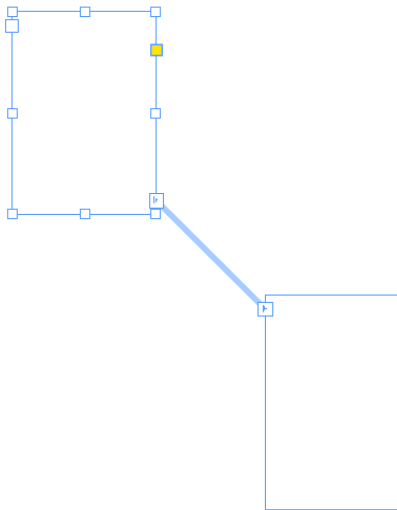
Picture Tips

Once you have an image that you would want to add to the document, you first must know how to use the rectangle frame tool. On the left-hand side of InDesign there is a box with an X located inside. This icon is used to create boxes that can be used to paste images into your document. Once you have created a picture box and have the picture you want, right click on the picture box you have created and select "Paste Into" to insert the picture into the document. If the picture is saved on to your PC, you can paste the photo by having the picture box selected → clicking file → then

clicking on "Place" → and selecting your desired image. A useful shortcut for accessing downloads is Ctrl + D.

To adjust the fitting of the picture within the box, right click on the picture box you desire to adjust, and hover over "Fitting" to alter the picture to whatever you prefer.

To adjust the opacity (this adjusts the pictures transparency) of your picture, select the picture you desire to alter with the selection tool and the upper dashboard should change. On the upper right portion of the dashboard is a square icon with the number 100% located to the right of it (When you hover over the square icon it should say "Opacity"). Click on the arrow icon beside the 100% and a toggle will appear that will allow to adjust how transparent you want the picture to be.
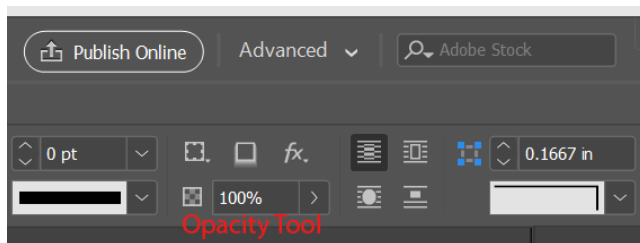
Creating Shapes and Color Filling

On the left-hand side of InDesign are tools to that are used to create shapes. The Rectangle frame tool allows you to create box shapes that you can use if you wanted to have colored backgrounds. Additionally, If you right click on the icon it gives you access to the Ellipse (for circular shapes) and Polygon (for complex shapes) frame tools.   There is also a line tool directly below the type tool.
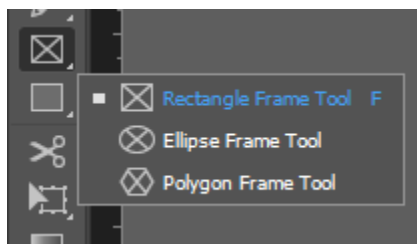
If you want to add color to the different shapes you have created, you can do so by selecting the fill tool (This is located at the upper right-hand portion of the dashboard when the shape is selected or near the bottom of the tools on the left-hand side).


Creating a Page Number

To create a page number, select the A-master page, and create a text box at the bottom of the page. Then select the text box and right click → hover over insert special character → hover over markers → and select current page number (The shortcut for this is Ctrl+ Alt + Shift + N). This will make an "A" appear on the master page but once you deselect the master page it will appear as a page number. To flush the page number to right, move the line cursor before the A and use the shortcut Shift + Tab.
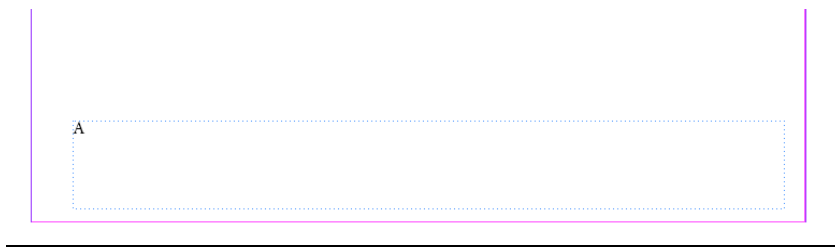

Type on a Path Tool (right click on the type tool)

The type on path tool allows you to be able to type text around the border of different shapes. To do this, start by right clicking on the type tool and then selecting "Type on a Path Tool." This enables you to be able to select the border of a shape you already created and type your desired text. Once you hover over the border of a shape, a curvy line will appear that indicates what shape you want to type on. Once you click again, you will be able to type on a shape as shown below in the example images.
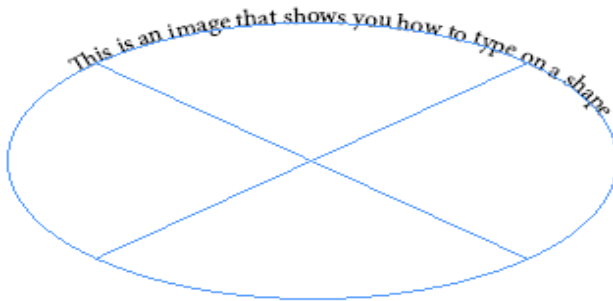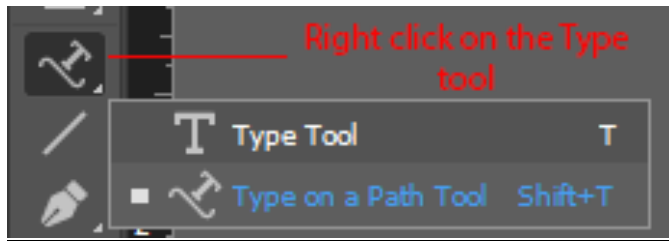
Text Wrap (located inside window)

Enabling the text wrap feature on a shape allows you to be able to have text adjust around different shapes and figures you create. To enable this feature, simply click on the desired shape you have and hover over window and select "Text Wrap." This will pull up a window that allows you to adjust the text around the shape to what you desire.
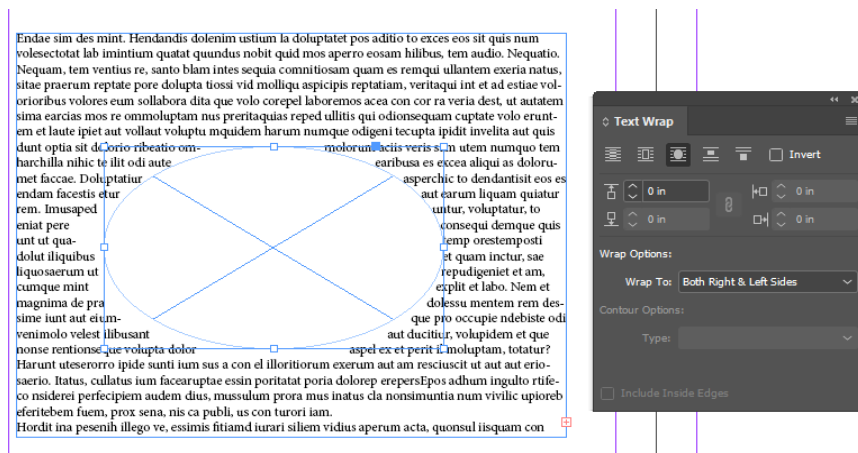
Using InDesign and Saving Your Work without an Active Adobe License Log-in

- When you are done working, click "File" "Save As."
- In the drop-down menu, there will be three options labeled "template," "document," and "IDML" InDesign files. **Save as all three,** just in case. The template file is a read only copy, the document file will let you edit, and the IDML file will let you work in previous versions of InDesign. Saving as all three guarantees that you have everything you need.
- After this, save all three files to your Google Drive or to a flash drive.
- The next time you log into a computer, open either the document file or the IDML file, and start working again.

Exporting an InDesign Document

- When you want to export a document, click "File" "Export" (or Ctrl E)
- It is ideal to have "Save as type" to be an Adobe PDF (Print). This is going to put your final document in pdf form.
- Once have saved the document, there will be a popup that will allow you to adjust how the pdf is displayed. InDesign, as its default, displays pdfs as singular pages. **If you want to display your document as a spread, make sure to click "Spreads" instead of pages when parallel to the "Export As" option.**
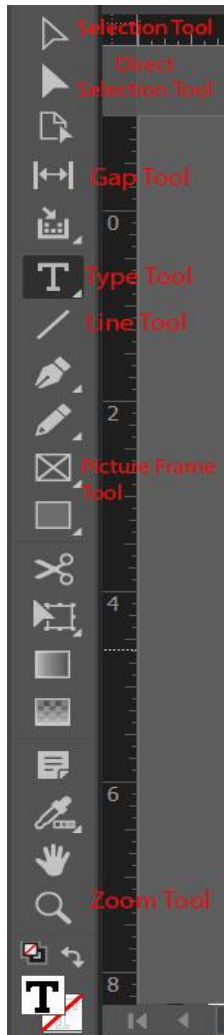
Tools

Selection Tool: Is used to select anything that you have created on the page.

Direct Selection Tool:

Gap Tool: The gap tool is useful for if you desire to be more precise with the distance between the different text, pictures or shapes you decide to create.

Type Tool: Used to create textboxes.

Line tool: Creates lines

*Picture Frame Tool*: Used to create boxes to insert pictures into and create different shapes.

Zoom Tool: Used to zoom into the page (Ctrl + and Ctrl - are more effective.)

Useful Shortcuts

Ctrl + X	Cut.
Ctrl + V	Paste. (for text)
Alt + Ctrl + V	Paste Into (for pictures)
Ctrl + Z	Undo.
Ctrl + A	Select All text.
Ctrl + D	Pulls up your downloads which is good for pasting images.
Ctrl + T	Pulls up the character box which allows you to set the font size, skew the text (implements a false italic) and adjust the spacing into paragraphs.
Ctrl + Alt + C	To resize any frame to the text.
Ctrl ;	Hides and Shows Gridlines.
W	Pressing the W key with nothing selected will show how the entire document looks.
Ctrl +	Zoom In.
Ctrl -	Zoom Out.
Ctrl + Alt + Shift + N	Adds page Number when inside of a text box.
Ctrl + Alt + Y	Shows and Hides Text Threads.
Ctrl + click on image frame	Move, and adjust size for both the picture and frame simultaneously.
Shift + Tab	Flushes the page number to the right
Ctrl + E	This will export the document.

* If using Apple devices, it would be cmd instead of ctrl, and option instead of alt.

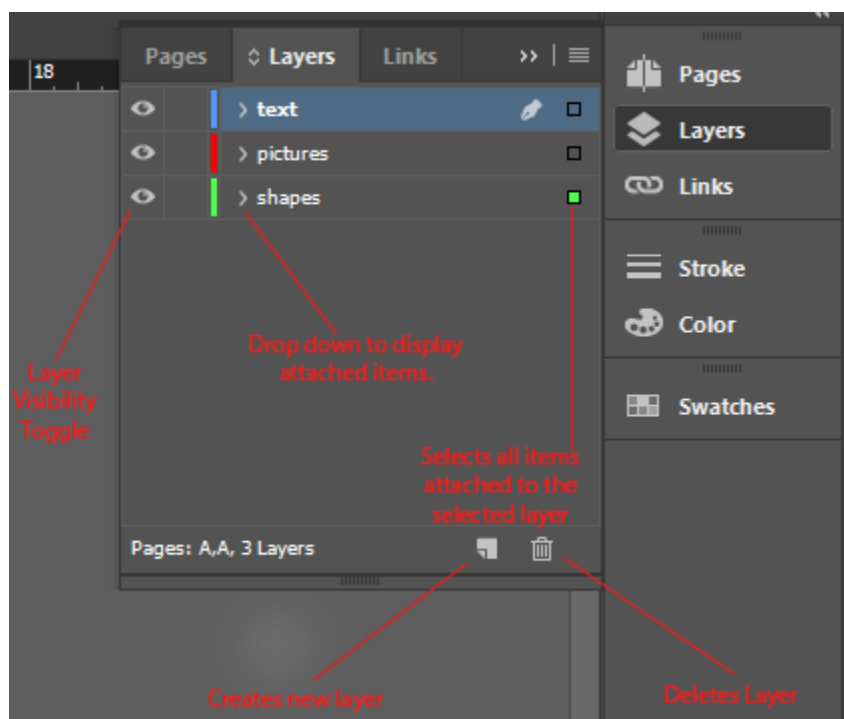# Portion to put on the Adobe Faculty Guide
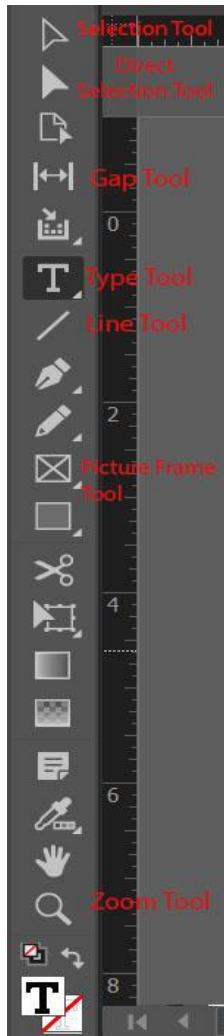
Creating a title

You can create a title by utilizing the type tool to create a text box wherever you would like on the InDesign document. Once you have the textbox created, you can use the gap tool to be more precise with the distance between the text and page margins.

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