

A Super Basic Indesign Guide

Made By Aiken

This is really basic guide for beginners on how to use Adobe Indesign CS6. We'll probably be using the newer version of InDesign in the office but they're essentially the same thing so this will probably work.

Paragraph and Character Styles (circled in orange)

The paragraph styles edit the whole paragraph. Character styles edit characters and other small things inside the paragraph.

If you wanna format your paragraph so it looks all classy and nice like all the other paragraphs on the page:

Click paragraph styles--> highlight the paragraph--> right click "Adelle Name"--> click "apply body|adelle name then next style"

(under the assumption that you are using the previous Ubysey layout.)

Using the paragraph styles automatically applies adelle name (the first character style you clicked) then the next character style to your paragraph.

If there is a red plus beside your blue text box, you wrote too much! Make sure you make the textbox bigger (text overflow).

EAZY PEAZY :-)

Pressing COMMAND+B or CTRL+B will allow you to bring up the text frame options AKA make your life simpler when separating one column of text into two columns.

The purple line around your document is the **margin**. This is the safe area, meaning that all your stuff should stay inside here.

Masters

The master pages are the base to all the layouts we do. Anything that's on the master page will appear on existing and new pages (ie. page numbers, section titles, etc).

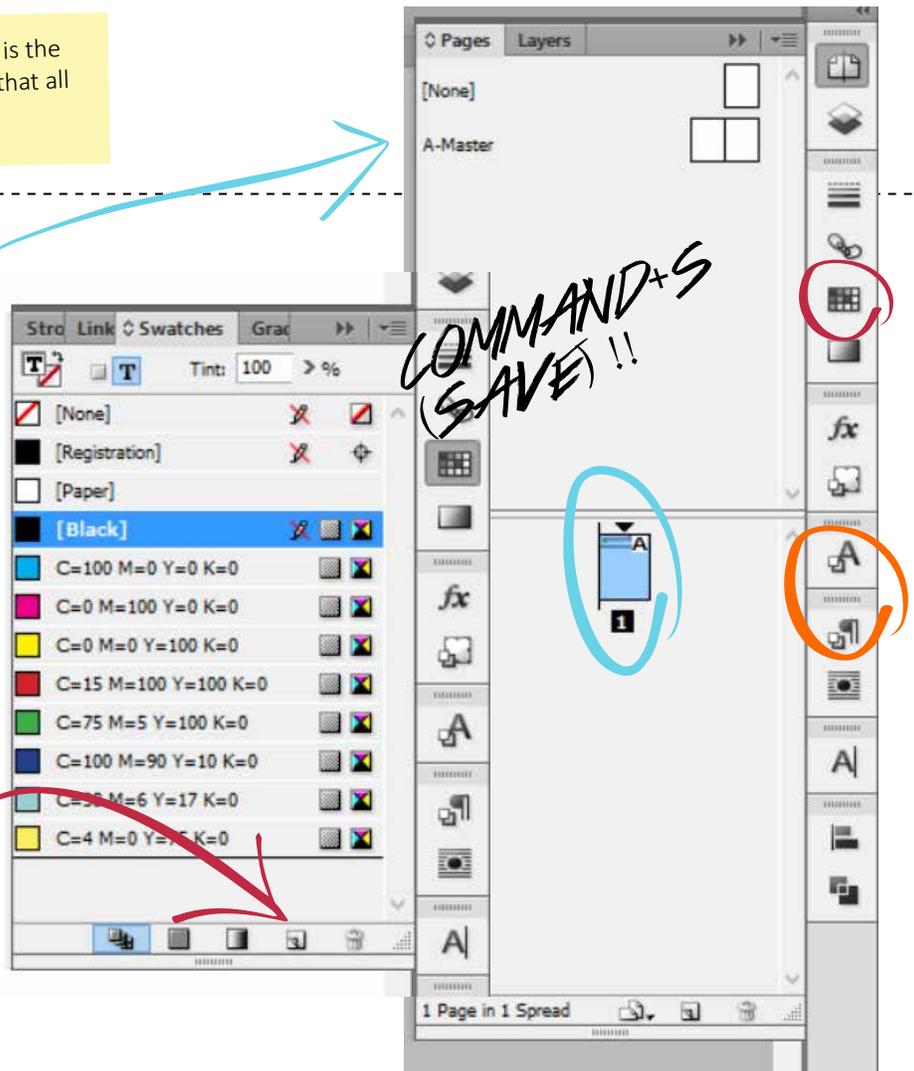
To apply the correct master to the correct page:

Right click the page number (circled in blue) --> Apply Master to Pages --> Choose whatever you wanna apply.

Swatches

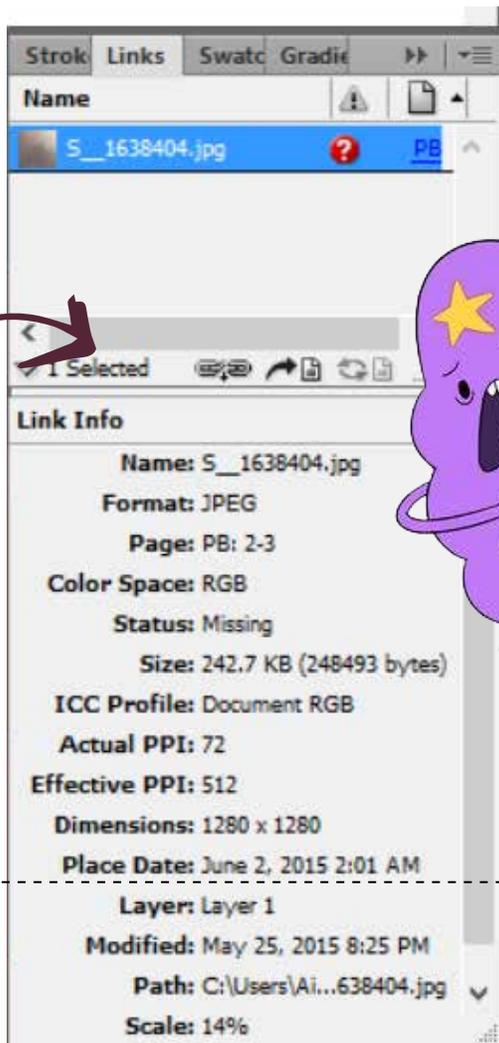
(circled in this moody dark red/pink)

There's a bunch of saved colours here. You'll find the Ubysey Blue and all that there. If you want to save the colour you're using click thaaaaat button. Trash can delete things, blah blah blah. The buttons are pretty much the same for everything so click around.



Links

This will show all the images you are using on your page. Most importantly, it shows you the missing links, PPI and other important information.



MISSING LINKS - Sometimes when we put pictures in another folder or if we accidentally delete them, InDesign will lose them. If the red question mark (status: missing) appears beside the photo simply double click it and tell InDesign where you put the file. Photos must be relinked before printing.



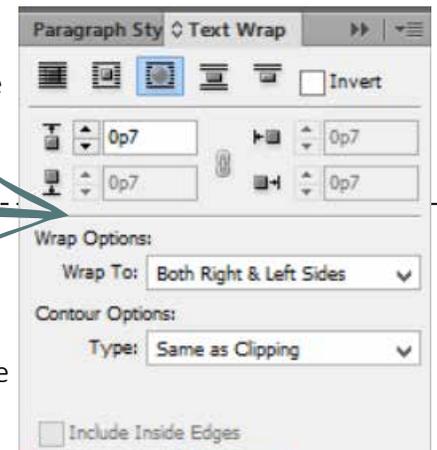
ACTUAL PPI - For print, we require the actual PPI to be 300 or else it will turn into an ugly pixelated lump. If for whatever reason the PPI is not 72, change it on photoshop (image--> image size--> resolution:300).

To see any changes you made to links (photos) click the small refresh-looking button with a paper beside it above the "Link Info."

Text Wrap

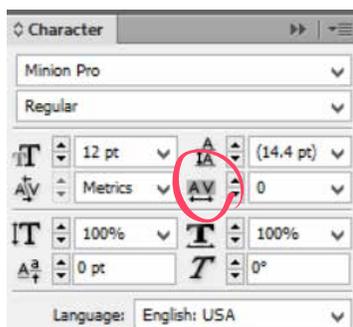
Text wrap is when the words go around the image as it does in the picture of that purple lump up there (AKA Lumpy Space Princess).

There are five wrap styles for you to choose from, and you can also adjust the offset. If you don't want the offsets to be equal, click the chain in the middle of the 4 different offset settings to unlock it.



Character

Here you'll find a whole bunch of interesting things to change up your paragraphs (change the spacing between the words, between letters, etc etc etc). Mostly we'll be changing the tracking, which is the distance between each letter (circled in pink down there). This is used to kill orphans/widows and should not be more than 20 or less than -20.



A WIDOW

This is some dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content.

If you want to read, I might suggest a good book, perhaps Hemingway or Melville. That's why they call it dummy copy. This is dummy copy. You're not really supposed to read dummy copy.

AN ORPHAN

This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content. If you want to read, I might suggest a good book, perhaps Hemingway or Melville. That's why they call it

dummy copy.

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The Handy Dandy Toolbox

Below is a quick overview of what you'll be using the most.

For a complete set of instructions for all the tools: <https://helpx.adobe.com/indesign/using/toolbox.html>

Complete list of shortcuts: <https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html>



Selection Tool (V)

When you have selected this you are moving the entire frame including the picture (everything). There is a blue box around your photo/text. Double click the photo to change to the "direct selection tool." Make sure to hold down shift when resizing boxes so the dimensions stay the same.

Direct Selection Tool (A)

When this is selected you are moving the photo inside the frame, but not the frame. This is useful for cropping photos. Double click the photo to change to the "selection tool."

Type Tool (T) + Type on Path (Shift+T)

Allows you to type characters and type around shapes. To use the type on path tool first create a shape using the frame or shape tools. Then select the path and hover over the blue border of your shape until you see a small + sign, click, then type your words. The words should now be on the "shape's path".

Line Tool (L)

This tool creates lines such as the "japanese dots" we use to separate different story articles.

Pen Tool and Friends (P)

This tool is great for drawing shapes that aren't provided (triangles). It's also useful to use this with the "type on path" or "text wrap" tools. Best way to learn how it works is use to play around with it.

Rectangle Frame Tool + a bunch of other shapes (F)

These are the "frames" that you put images in. Choose a shape, make the shape, then right click the shape to "paste in place" the photo.

Rectangle Tool + a bunch of other shapes (M)

Create shapes to put text on or make a snazzy circle on your page. If you want a perfect circle or square press SHIFT while creating the shape.

Eyedropper (I)

Allows you to pick colours off of the page and apply it to text and shapes. You can also pick colours off photos and save it on to the swatch.

Zoom (Z)

Lets you zoom in and out. COMMAND+- to zoom out, COMMAND+= to zoom in.

Fill + Stroke

Fill (square on the left) is the colour of the shape/text itself and stroke (square on the right) is the colour of the lines outlining the shape/text.

Viewing Mode (W)

There are five modes but the modes we'll be using it most is normal and preview. You can use W to toggle between the two. Sometimes pictures or shapes may look pixelated. If you want a better HD preview go to VIEW--> Overprint Preview.

COMMAND+S
(SAVE) !!



X and Y Location

This is handy when you're making exact measurements when the ruler, but chances are we'll be eyeballing it most of the time.

Width and Height

Self explanatory, adjusts the width and height of shapes/text.

Rotation Angle

Rotates objects. You can either input the degree specifically or click the rotating arrows to rotate in one direction by 90 degrees.

Horizontal and Vertical Flips

Useful for flipping images horizontally or vertically. For photos, just be careful words on t-shirts or stuff aren't flipped.

Strokes

The dropdown that says "0 pt" will allow you to change the thickness of a line or an outline. The dark rectangle is the type of line you have chosen. If you click the dropdown it'll show you a lot of different types of lines like dots or hashes.

Transparency

This option allows you to adjust the transparency of your object.

Effects

Here you can find a whole bunch of effects like shadows and stuff. Shadows look ugly most of the time so I hope you don't click this button too much. Or at all. 8-)

Extra things that might help but I don't know where to put.

Placeholder Text

Your days of typing skdfjsdkfjijaldk are over as you can place a whole bunch of gibberish in your textbox like this: Apelia nestin nonse imus aut molum ut quid qui blabore ptaturi sant rempore hendus, ut es es eturem rem eos evelit liquibus dendenda inctur sandit andipsum. Go to TYPE --> FILL WITH PLACEHOLDER TEXT.

Document Grid

You have the option to get rid of the little grids on the document or keep them. Go to VIEW --> GRIDS & GUIDES --> HIDE/SHOW DOCUMENT GRID.

Workspace

The workspace option under windows gives you a lot of freedom to adjust how you want InDesign to look. You can categorize everything to satisfy your OCD tendencies and keep the things that you use often close to make life easy.

Corner Optios

Lets you add effects to your rectangles and make the rectangle feel extra special. Swag it up with stuff like rounded edges. Go to OBJECTS --> CORNER OPTIONS.



COMMAND+S
(C AKE) !!

ADJUST FONT SIZE

| | |
|---|-----------|
| Increase by Increment (set in Preferences) | ⌘-Shift-> |
| Decrease by Increment | ⌘-Shift-< |
| (add Option to the above keystrokes to make them Increment x 5) | |

ADJUST LEADING

| | |
|--|-------------------|
| Increase by Increment (set in Preferences) | Option-down arrow |
| Decrease by Increment | Option-up arrow |
| (add ⌘ to the above keystrokes to make them Increment x 5) | |
| Revert to Auto Leading | ⌘-Option-Shift-A |

ADJUST KERNING/TRACKING & WORD SPACING

| | |
|--|-----------------------|
| Increase by Increment (set in Preferences) | Option-right arrow |
| Decrease by Increment | Option-left arrow |
| (add ⌘ to the above keystrokes to make them Increment x 5) | |
| Increase between words | ⌘-Option-Shift-^ |
| Decrease between words | ⌘-Option-Shift-Delete |
| Clear all manual kerning, tracking, and word spacing | ⌘-Option-Q |

ADJUST BASELINE SHIFT

| | |
|--|-------------------------|
| Move Up by Increment (set in Preferences) | Option-Shift-up arrow |
| Move Down by Increment | Option-Shift-down arrow |
| (add ⌘ to the above keystrokes to make them Increment x 5) | |

SCALING PICTURES

MAKE SURE THE PICTURE CONTENT IS SELECTED (NOT THE FRAME THAT IT'S INSIDE)

| | |
|------------------|---------|
| Scale 5% Bigger | ⌘-Opt-> |
| Scale 5% Smaller | ⌘-Opt-< |
| Scale 1% Bigger | ⌘-> |
| Scale 1% Smaller | ⌘-< |

FITTING CONTENT & PICTURES

| | |
|----------------------------|---------------|
| Fit Content Proportionally | ⌘-Opt-Shift-E |
| Fill Frame Proportionally | ⌘-Opt-Shift-C |
| Center Content | ⌘-Shift-E |
| Fit Frame to Content | ⌘-Opt-C |

NUDGING OBJECTS

| | |
|--|-----------------------|
| Move by Increment (set in Preferences) | any arrow key |
| Move by Increment x 10 | Shift-any arrow key |
| Move by Increment x 1/10 | ⌘-Shift-any arrow key |

FLOWING TEXT

| | |
|--|--------------------|
| ⌘ Multi-Page Autoflow (creates additional pages) | Shift-click |
| ⌘ Semi-autoflow (keeps text in cursor so you can continue flowing) | Option-click |
| ⌘ Fixed-Page Autoflow (does not create additional pages) | Shift-Option-click |

STYLING TEXT & WORKING WITH STYLES

| | |
|---|-----------------------------------|
| Bold: ⌘-Shift-B • Italic: ⌘-Shift-I • Normal: ⌘-Shift-Y • All Caps: ⌘-Shift-K | |
| Edit Style Sheet without Applying it | ⌘-Option-Shift-Double click style |
| Redefine a Paragraph Style | ⌘-Opt-Shift-R |
| Redefine a Character Style | ⌘-Opt-Shift-C |

WORKING WITH PARAGRAPH STYLES

| | |
|---|----------------------------|
| To remove local formatting (non Style changes) | Opt-click Style Name |
| To remove local formatting and Character Styles | Opt-Shift-click Style Name |

WORKING WITH MASTER PAGES

| | |
|---|----------------------------------|
| Override a single master page item on a document page | ⌘-Shift-click it |
| Override several master page items | ⌘-Shift-drag a marquee over them |
| Override all master page items on pages selected in Pages panel | ⌘-Opt-Shift-L |

INSERT SPECIAL CHARACTERS

| | |
|---|--------------------|
| Indent to Here | ⌘-^ |
| Right Indent Tab | Shift-Tab |
| Discretionary Hyphen | ⌘-Shift-hyphen (-) |
| Nonbreaking Hyphen | ⌘-Opt-hyphen (-) |
| Type in Single Straight Quote (Foot Mark) | Ctrl-' |
| Type in Double Straight Quote (Inch Mark) | Ctrl-Shift-' |
| Current Page Number (Auto Page Numbering) | ⌘-Opt-Shift-N |

INSERT WHITE SPACE

| | |
|-------------------|---------------|
| Em space | ⌘-Shift-M |
| En space | ⌘-Shift-N |
| Nonbreaking space | ⌘-Opt-X |
| Thin space | ⌘-Opt-Shift-M |

INSERT BREAK CHARACTERS

| | |
|--------------|-------------------------|
| Column Break | Enter (on keypad) |
| Frame Break | Shift-Enter (on keypad) |

| | |
|--------------------------------------|---------------------|
| Page Break | ⌘-Enter (on keypad) |
| Forced Line Break (or "soft return") | Shift-Return |

MOVING TEXT CURSOR

| | |
|---|--------------------|
| Move cursor to beginning or end of line | Home or End |
| Move cursor one word to the left/right | ⌘-Left/right arrow |
| Move cursor to Previous paragraph | ⌘-Up Arrow |
| Move cursor to Next paragraph | ⌘-Down Arrow |

SELECTING & WORKING WITH TEXT

| | |
|--|-----------------------------|
| Leave Text Frame and switch to Selection tool | Esc |
| Select from cursor to beginning or end of line | Shift-Home or Shift-End |
| Select from cursor to end of story | ⌘-Shift-End |
| Select from cursor to beginning of story | ⌘-Shift-Home |
| Select whole word | Double-click |
| Select line | ⌘-Shift-^ (or Triple-click) |
| Select one word to the left/right | ⌘-Shift-Left/Right arrow |

NAVIGATING & SCROLLING THROUGH DOCUMENTS

| | |
|---------------------------------------|----------------------|
| Scroll using Hand tool | Option-Spacebar-Drag |
| Go to the First Page | ⌘-Shift-Page Up |
| Go to the Last Page | ⌘-Shift-Page Down |
| Go to Page (then type in page number) | ⌘-J |
| Switch between open Documents | ⌘-tilde(~) |

ZOOMING

| | |
|---|------------------------------|
| Get the Zoom in tool without selecting it | Hold ⌘ then Space |
| Get the Zoom out tool without selecting it | Hold ⌘ then Space and Option |
| Zoom In or Out | ⌘-plus(+) or ⌘-minus(-) |
| Fit Page in Window | ⌘-0 (zero) |
| Fit Spread in Window | ⌘-Option-0 (zero) |
| Access zoom percentage box so you can enter a zoom level (Application Frame and Bar must be turned off) | ⌘-Opt-5 |
| Toggle between current and previous zoom levels | ⌘-Opt-2 |

FIND/CHANGE

| | |
|---|------------------------|
| Insert selected text into Find What box | ⌘-F1 |
| Insert selected text into Find What box and then Find Next instance | Shift-F1 |
| Find the next occurrence of Find What text | Shift-F2 or ⌘-Option-F |
| Insert selected text into Change To box | ⌘-F2 |
| Replace selected text with Change To text | ⌘-F3 |
| Replace selected text with Change To text and Find Next | Shift-F3 |

WORKING WITH PANELS

| | |
|--|---------------------------------------|
| Highlight the first option in the Control panel | ⌘-6 |
| Toggle Control panel between Character & Paragraph options | ⌘-Opt-7 |
| Apply a value but keep it highlighted in panel | Shift-Return |
| Show/Hide all Panels including Toolbox | Tab (while not in a text frame) |
| Show/Hide all Panels except the Toolbox | Shift-Tab (while not in a text frame) |
| Expand/Collapse Panel Stacks | ⌘-Opt-Tab (while not in a text frame) |
| Create new (style, swatches, etc) & display options dialog | Opt-click New button |

WORKING WITH DIALOG BOXES

| | |
|--|--------------------------------|
| Rotate down through section of options displayed on the left | Page Down |
| Rotate up through section of options displayed on the left | Page Up |
| Jump to section of options displayed on the left | ⌘-1 for 1st, ⌘-2 for 2nd, etc. |
| Choose Yes, No, Don't Save, or Save | Y, N, D, or S |

MISCELLANEOUS GOOD STUFF

| | |
|---|--|
| Select frame hidden behind another | Hold ⌘ and keep clicking frame stack |
| Increase/decrease a value in a field | click in field, press up/down arrow |
| Highlight the Last Used Field (in a panel) | Cmd-Option-tilde(~) |
| In Tabs panel: Move Left Indent (triangle) without moving First Line Indent | Hold Shift while dragging the (bottom) triangle |
| Select all Guides | ⌘-Opt-G |
| Select an Individual Table Cell | With Type tool, click in cell and hit Esc |
| Quick Apply | Press ⌘-Return. Then start typing a style name, menu item, text variable, etc. Then press Return to apply. |
| Sort Menus Alphabetically | Hold ⌘-Opt-Shift and click on Menu |
| Toggle Typographer's Quotes preference | ⌘-Opt-Shift-' |