



Adobe InDesign CC

Tutorial

Part 1

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Overview

Adobe InDesign CC is a page-layout computer program, primarily specializing in combining images and text onto a document aimed for digital publication and print. Users of all kinds—students, professionals, and editors—can utilize Adobe InDesign to create multiple-page documents for class assignments and professional projects. But like all computer programs, Adobe InDesign isn't perfect. Its strengths and weaknesses are as follows:

Adobe InDesign Strengths

- Specializes in multiple-page items like book design, brochures, magazines, annual reports, and catalogs.
- Possesses a wide range of text formatting like typeface, font color, and size.
- Utilizes master page system that allows users to control elements on every page.

Adobe InDesign Weaknesses

- Limited drawing tools for graphic design.
- Limited in image editing.

Adobe InDesign is an ideal program for projects heavy on texts rather than on graphics. If you want to design a logo for a company, Adobe Illustrator is the right program, but if you want to build a recipe book, then Adobe InDesign is the better choice.

In this tutorial, you will learn the basic skills of Adobe InDesign like how to create text frames, format text properties, and export documents into PDF formatting. Here's a piece of advice: take your time while doing the procedures and learning the skills. There's no time limit for these procedures.

Adobe InDesign offers countless possibilities to write and design sharp, professional looking documents.

So what are you waiting for? Let's get started!

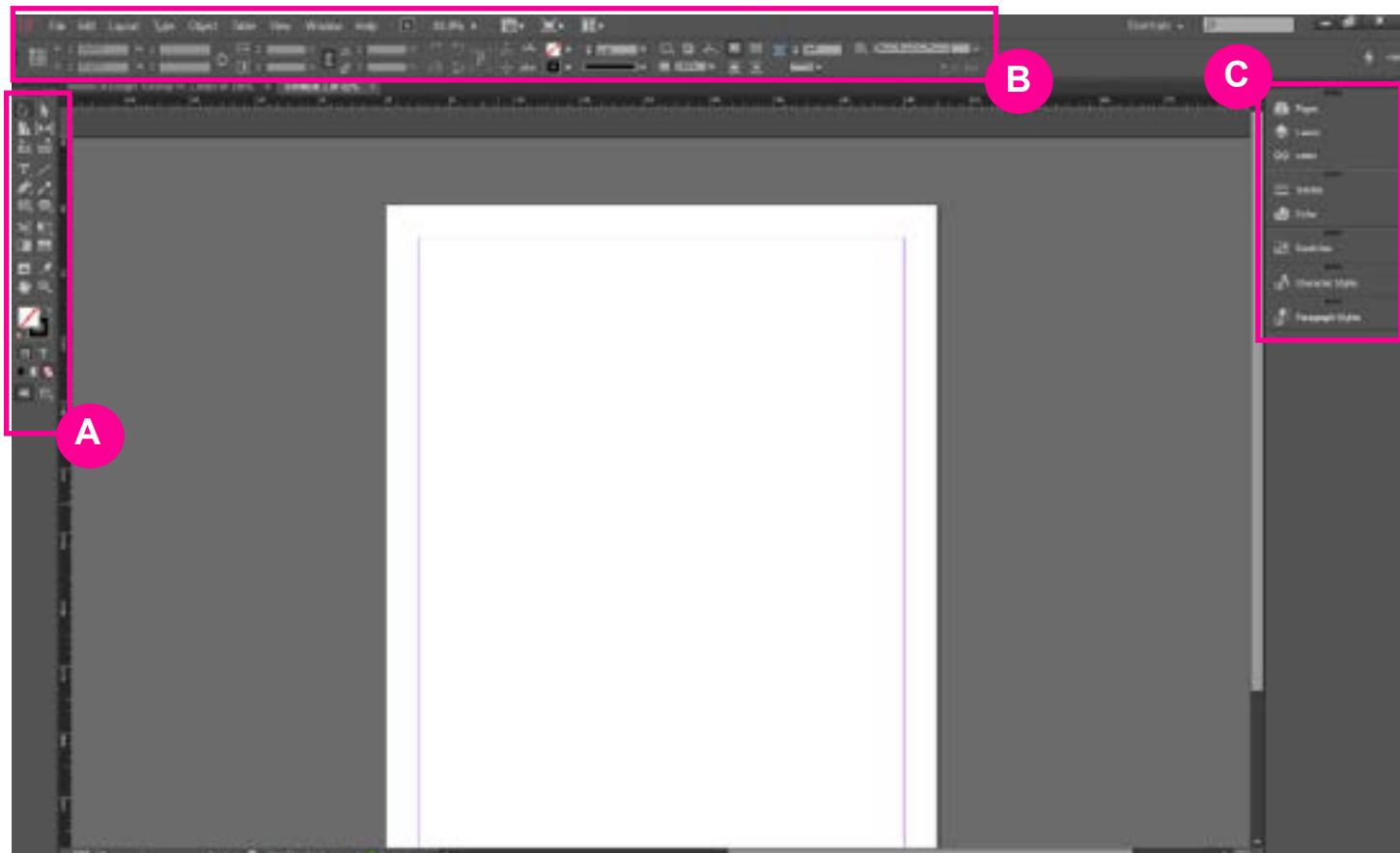


Additional Resources



Interface Overview

Before you jump right into learning the skills, you should familiarize yourself with the Adobe InDesign CC's interface. The interface is somewhat similar to Adobe Illustrator CC with a toolbox panel on the left side, individual panels (Pages, Layers, Color) on the right side, and an overhead panel on the top.



A) In the **Toolbox** panel, you can use the tools to create text frames, control colors, and draw simple shapes. Some tools have more options nestled beneath them. You can tell them apart from the others by looking for the small white triangle in the bottom left corner

B) In the **Overhead** panel, you can control several options. Certain tools in the Toolbox panel will show different options. For example, when you select the Type Tool in the Toolbox panel, the Overhead will display options for changing the typeface or font size. But when you select a shape tool in the Toolbox panel, the Overhead will change to show options that will pertain to editing the simple shapes. The highlighted section also includes the menus where you can undo mistakes and make new documents and pages.

C) On the right side are several individual panels that control color, pages, and strokes. You can expand these panels and move them around or place them back on the side.



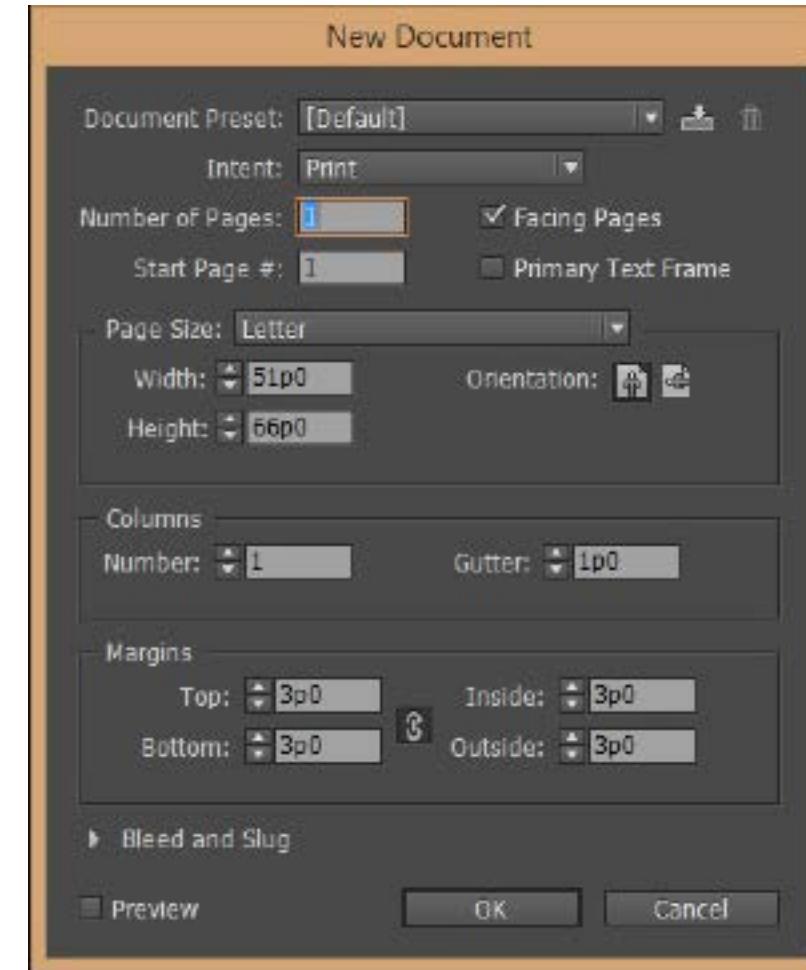
Documents

Creating and Setting a New Document

In this procedure, you can create new documents for new projects or for existing ones. You can also set the document's properties according to a project's specifications such as length and width.

To create and set a new document

1. On the **File** menu, point to **New**, and then click **Document**. A **New Document** dialogue box will appear.



2. In the **New Document** dialogue box, type in the specifications you want for the new document.
3. Click **OK**.

You have created a new document in Adobe InDesign. You can create as many new documents as you desire for your project.



Text

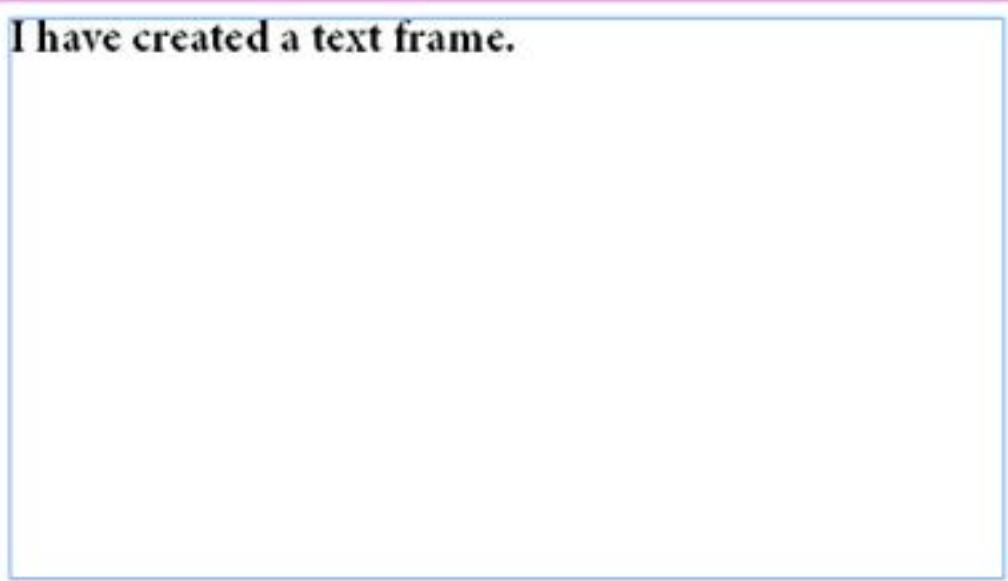
Creating a Text Frame and Entering Text

In this procedure, you will create text frames and enter text into these frames. This is a vital procedure whenever you use Adobe InDesign, but it's a relatively easy one to learn and use. You can use this skill to write any product that needs words like brochures, manuals, and recipe books.

To create text frames and enter text

Note: Make sure you have an opened document before you begin this procedure.

1. On the **Toolbox** panel, select the **Type Tool** .
2. On the opened document, press and drag the mouse. A text frame will form with a blinking cursor.
3. Inside the text frame, type "I have created a text frame."



You have created a new text frame and have entered text into the frame. You can create as many text frames as you need for your project.

Editing Text into Columns

In this procedure, you will learn how to edit text into columns within an existing text frame. Some products call for texts be written in columns than in blocks. This procedure will show you how.

To edit text into columns

Note: Make sure you have an existing text frame with text in it.

1. Select the text frame with the **Selection Tool** .
2. On the **Overhead**, in **Number of Columns** , click the up arrow. The text within the existing text frame will automatically be divided into the number of columns you selected.



You have now edited existing text into columns within a text frame. You can make as many columns as you desire within the text frame.

Text Properties

Text can have personalities thanks to the available sizes, typefaces, colors, alignment, and spacing Adobe InDesign has to offer. You can use these tools to create unique documents that grab readers' attention and effectively accomplish the document's objectives.

To set size

Note: Make sure you have an opened document with an existing text frame.

- On the **Overhead**, in **Font Size** box, click the up and down arrows to adjust the size of the text.



To set alignment

1. Click the mouse in front of the first word of the text.
2. On the **Overhead**, select **Align Right** to adjust the text's position.

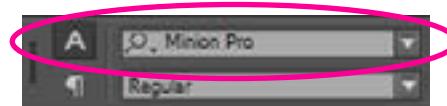


Note: You can select seven other options to adjust the text's position.

To set typeface

Note: Make sure you have an opened document with an existing text frame.

1. On the **Toolbox** panel, select **Type Tool** .
2. On the **Character Formatting Controls** box, click on the down arrow. A **Font** list will appear.

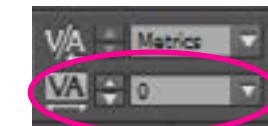


3. On the **Font** list, click the typeface you want.

To space text

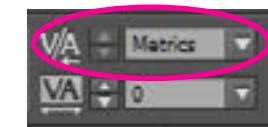
To set spacing among words in a text frame

1. Highlight a section of the text.
2. On the **Tracking**, click the up and down arrows to adjust the spacing among the words.



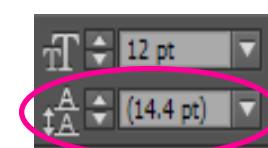
To set spacing between individual characters

1. Click between two individual characters in the text.
2. On the **Kerning**, click the up and down arrows to adjust the spacing between the characters.



To set the spacing between lines of text

1. Highlight a section of the text.
2. On the **Leading**, click the up and down arrows to adjust the spacing between the lines of text.



To set colors

Note: Make sure you have an opened document with an existing text frame.

To	Do this
Set colors in the Color panel	<ol style="list-style-type: none">1. On the right side, select the Color Pod.2. Double click the Fill box  . A Color Picker dialogue box will appear.3. By adjusting the Color Picker arrows, select a color.4. Click OK.
Set colors in the Toolbox panel	<ol style="list-style-type: none">1. On the Toolbox panel, double click the Fill box  . A Color Picker dialogue box will appear.2. By adjusting the Color Picker arrows, select a color.3. Click OK.

You can now adjust the properties of text within Adobe InDesign. The wide range of options are limitless for how your text will appear which will affect the look of your document.

Threading Existing Text Frames

When adding text into text frames, you will sometimes type more than what the text frame can show. This is called overset text. You can solve this problem by extending the text frames' borders, but this can get tiresome, especially if you have a lot of text to write in a small amount of time. Threading existing text frames links them together, allowing you to continually type without having to stop and extend the frame's borders. This skill comes in handy when you have a lot of text separated by images like magazines and brochures.

To thread existing text frames

1. On the **Toolbox** panel, select the **Type Tool**.
2. Create a small text frame.
3. Fill up the text frame with text until you see a red plus sign symbol on the lower-right side.

ly do not subscribe to the Arbitron rating service and published ratings and rankings such as Radio & Records. n listenership is measured by Arbitron in both Diary ter) markets. NPR stations are frequently not included diary data used by most advertising agencies for media PR listening can be accessed using "respondent level" lly, all radio stations (public and commercial) are treat- PPM data sets making NPR station listenership data

4. Create a second text frame.
5. On the **Toolbox** panel, select the **Selection Tool**  .
6. Select the first text frame.
7. Click on the red plus sign symbol. A small copy of the text will appear under the cursor.
8. Click anywhere in the second text frame. The rest of the text will appear in the second text frame.

You have threaded two existing text frames. You can thread more text frames by using this procedure.

Tip: If threading text frames is not option, you can correct overset text by doing the following:

- Resize the text frame.
- Set the text to a smaller typeface.
- Set the text to a smaller font size.
- Shorten the text by editing.



Images

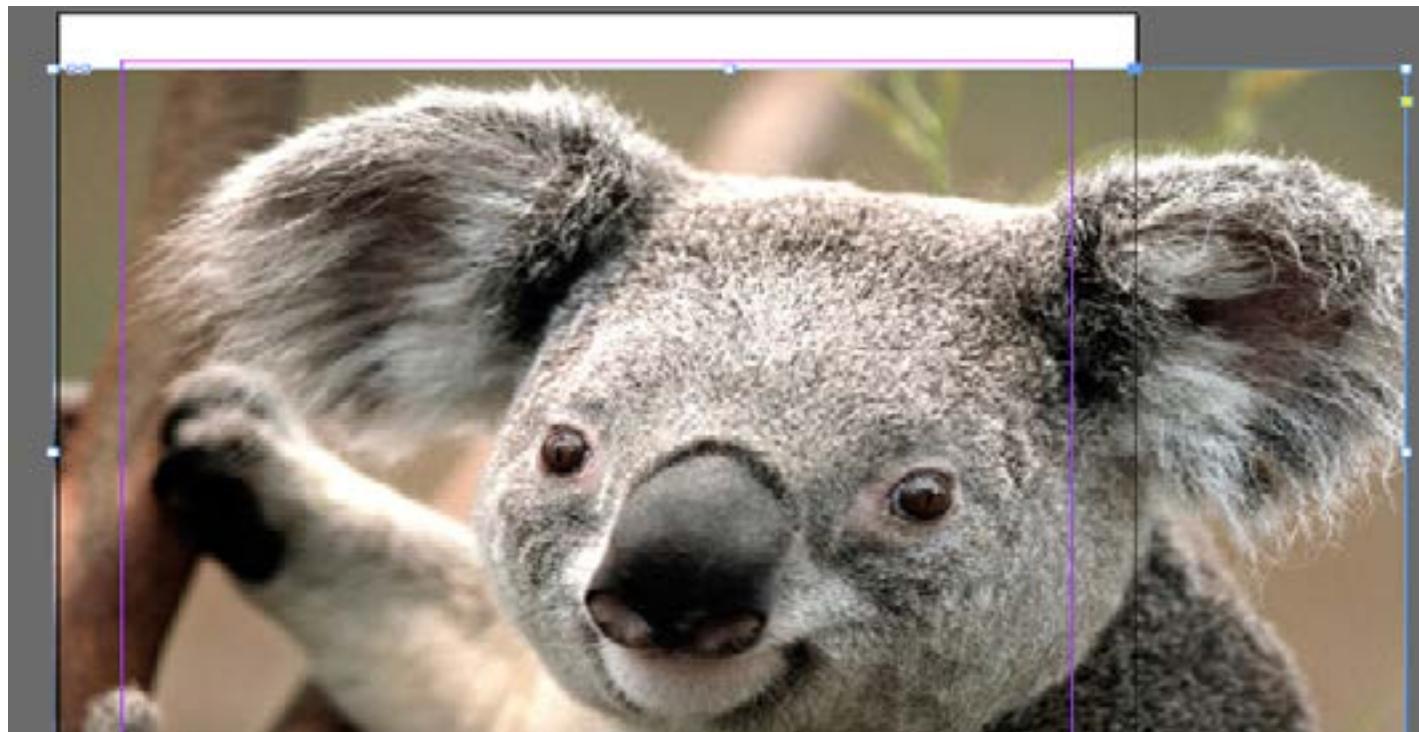
Managing an Image

In several of your projects, you may want to insert an image to enhance your document. Images often help readers understand what a document is saying. The following procedures will show you how to place, resize, and rotate images to achieve your project's goals.

To place an image

Note: Make sure you have an opened document.

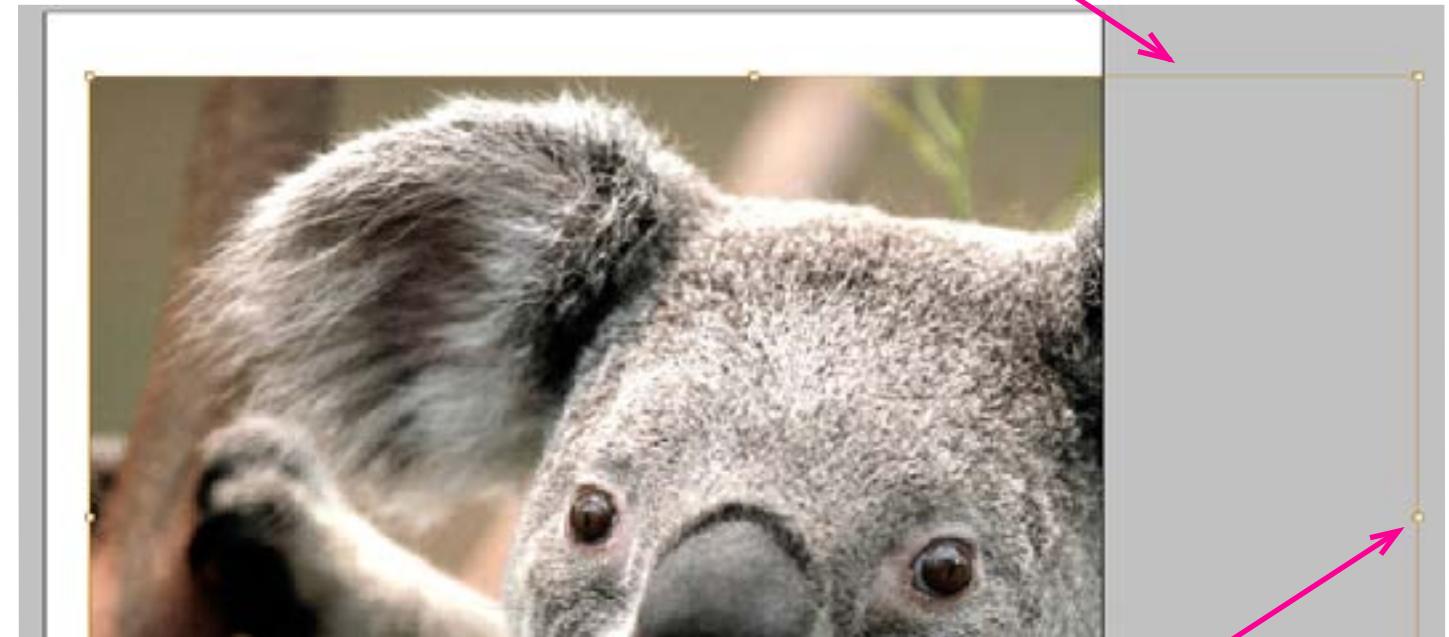
1. On the **File** menu, select **Place**. A **Place** dialogue box will appear.
2. In the **Place** dialogue box, select **Pictures**.
3. Select **Sample Pictures**.
4. Double click an image.
5. Click anywhere on the opened document. The image will appear on the document.



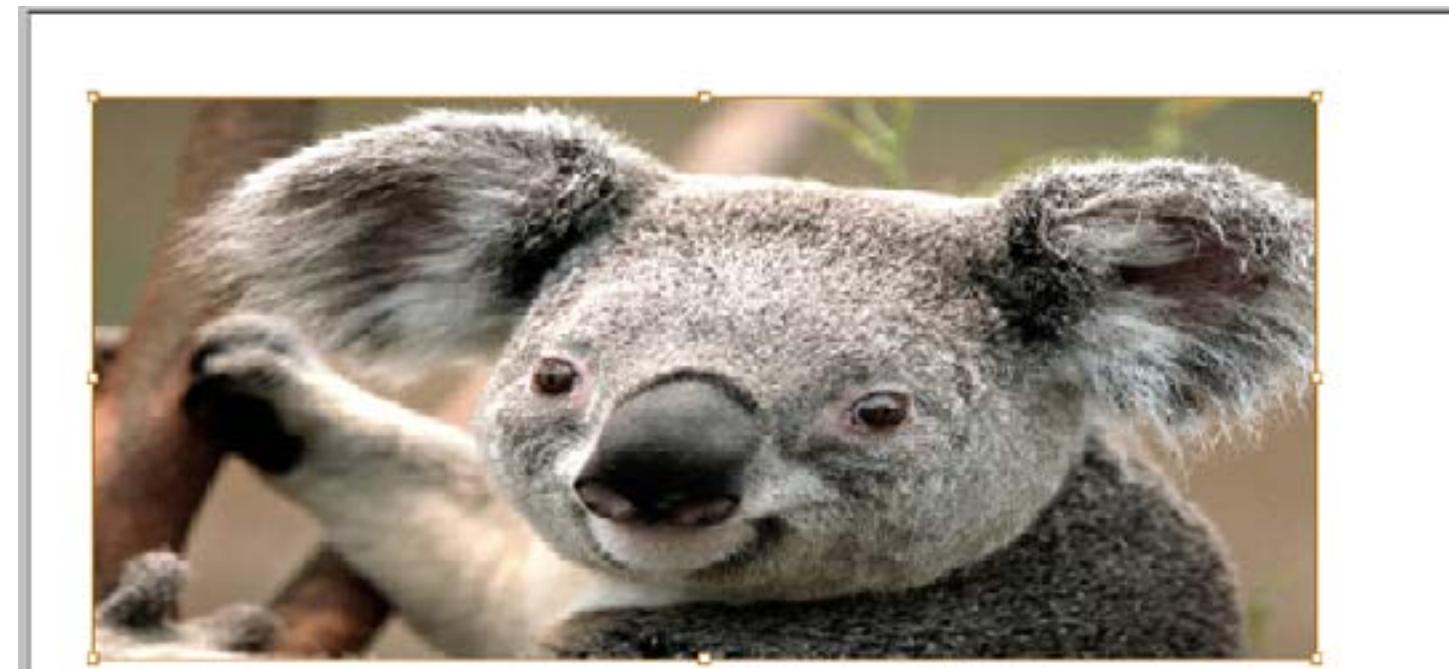
You have placed an image onto an opened document. You can add more images to your document using the procedure above.

To resize an image

1. On the **Toolbox** panel, select the **Direct Selection Tool** .
2. Click on the image. The image's brown frame will appear.



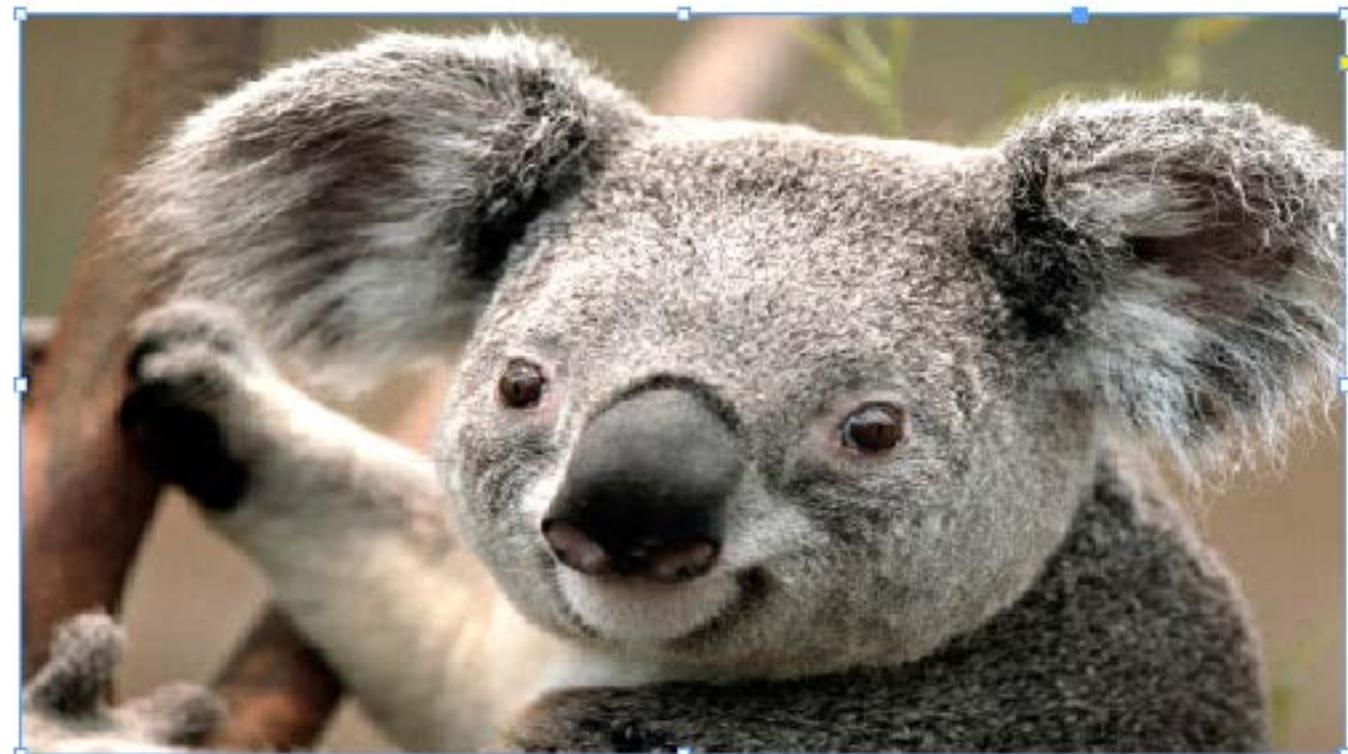
3. Resize the image by adjusting the edges and corners of the brown frame.



Note: The **Direct Selection Tool** only moves and resizes the image itself.

To resize the image's frame

1. Select the **Selection Tool** .
2. Select the image's blue frame.



3. Resize the blue frame by adjusting the edges and corners.



Note: The **Selection Tool** only moves and resizes the image's blue frame.

To rotate an image

1. Select **Direct Selection Tool** .
2. Click on the image.
3. Select **Rotate 90° Counter-clockwise**. The image will rotate counter-clockwise.



4. Select **Rotate 90° Clockwise**. The image will rotate back to its original place.



Note: You can use **Flip Horizontal** and **Flip Vertical** to rotate the image side to side and up and down.



You can now place, resize and rotate images on your document. By combining these skills, you can make your document look more professional and appealing to readers.

Adding Drop Shadows

Drop shadows give images depth by casting what appears to be the shadow of the images onto a document. This nice touch can make a certain feature stand out from the rest and give the document a sense of professionalism as well.

To add drop shadows

Note: Make sure you have an opened document.

1. On the **File** menu, select **Place**. A **Place** dialogue box will appear.
2. In the **Place** dialogue box, select **Sample Pictures**.
3. Double click an image.
4. Click anywhere on the opened document. The image will appear on the document.
5. Click on the image.
6. Click the **Drop shadow** button. A drop shadow will appear on the document.



You have learned how to add a drop shadow to an image. You can use this skill for any images you may want to use in your project.



Simple Shapes

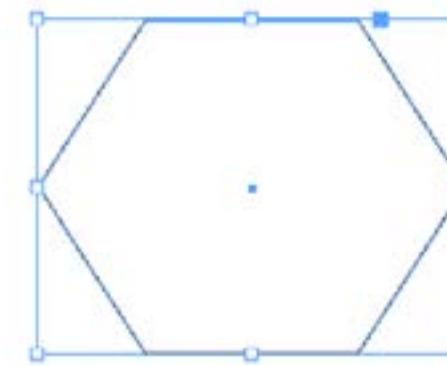
Managing a Simple Shape

Sometimes simple shapes (rectangles, triangles, and circles) will be more appropriate for a specific feature of your document than an image. Simple shapes can highlight key information or provide a nice graphical design for your project. In the following procedures, you will learn how to draw and edit simple shapes.

To draw a simple shape

Note: Make sure you have an opened document.

1. In the **Toolbox** panel, press and hold **Rectangle Tool** . A window will appear showing three simple shapes options.
2. Select the **Polygon Tool** .
3. On the opened document, press and drag the mouse. A simple polygon will appear.



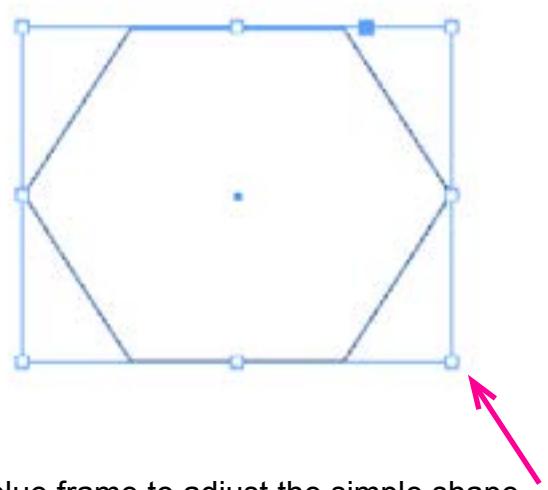
You have drawn a simple shape. You can create rectangles and circles too by following the steps above.

To edit a simple shape

Note: Make sure you have an existing simple shape on an opened document.

1. In the **Toolbox** panel, select the **Selection Tool** .

2. Click one of the simple shape's sides. A blue frame will appear.



3. Click on the white boxes of the blue frame to adjust the simple shape.

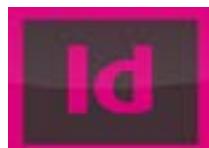
4. Select **Rotate 90° Clockwise**. The simple shape will rotate clockwise.



5. Select **Flip Horizontal**. The simple shape will flip to the right.



You can now draw and edit simple shapes on your document. Play around with the tools and see what else you can draw.



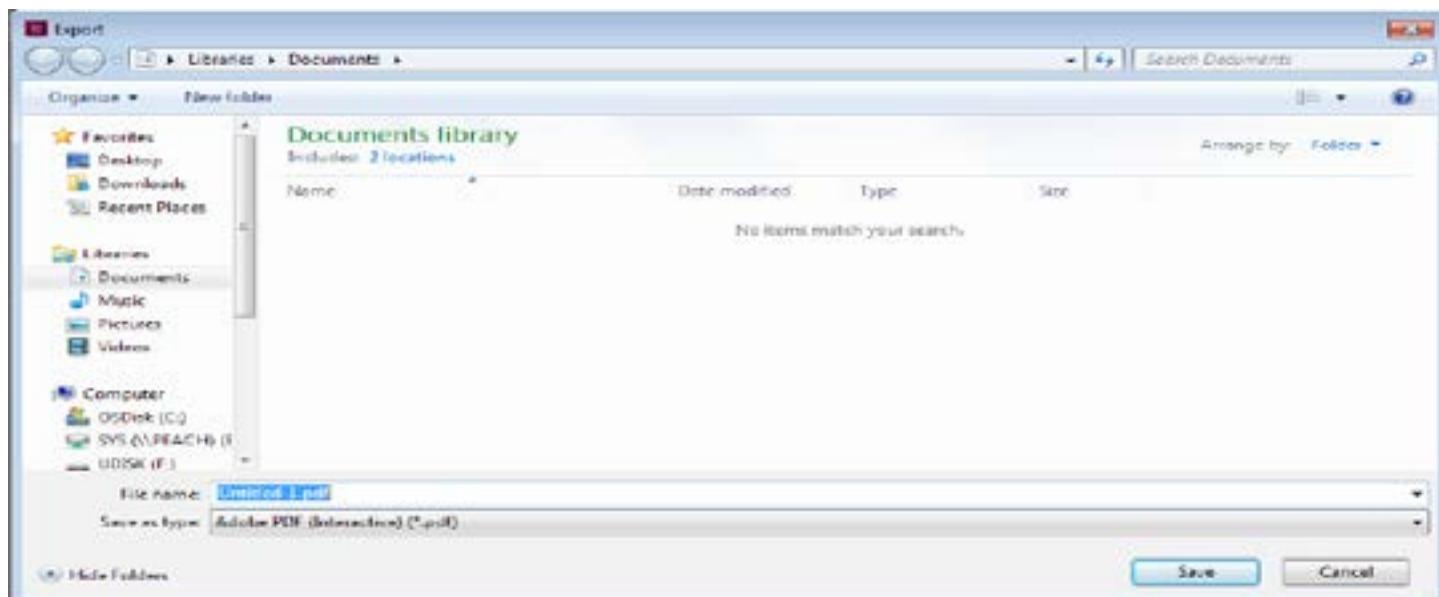
Exporting Documents

Exporting a Document as a PDF File

In this procedure, you will learn how to export an Adobe InDesign document into a PDF file. Not everyone can access an Adobe InDesign file. PDF files, on the other hand, are usually easier to access on computers and send to people.

To export a document as a PDF file

1. On the **File** menu, select **Export**. An **Export** dialogue box will appear.



2. In the **File Name** window, enter in the document's name.

Note: Make sure the **Save as type** is **Adobe PDF (Interactive) (*.pdf)**.

3. Click **Save**. An **Export to Interactive PDF** dialogue box will appear.

4. Click **OK**. A **Generating PDF** dialogue box will appear to show the document's progress. A PDF copy of the document will appear.

You have exported a document as a PDF file. You can export as many documents as you want into PDF files.

Additional Resources

These procedures are the foundation upon which you can continue to hone your skills and knowledge of Adobe InDesign CC. When you use these procedures, you may want to use other resources to better understand the skills. The following are a few websites that offer videos and instructions for Adobe InDesign CC:

- [Atomic Learning](#) offers several short video tutorials on a wide range of software programs, including Adobe InDesign. Novices and intermediate users will find many of the videos to be helpful. Cedarville University hosts Atomic Learning, asking that students log in with their username and password.



- [lynda.com](#) offers computer program training for professionals and students. Short videos are free to watch, but you must become a member if you want more access to lynda.com's training courses which means you will have to pay for a membership.



- [Adobe's Learn & Support](#) freely offers videos and instructions on all of Adobe's software programs for novice, intermediate, and advanced users.

