

• *Toolbar Shortcuts*

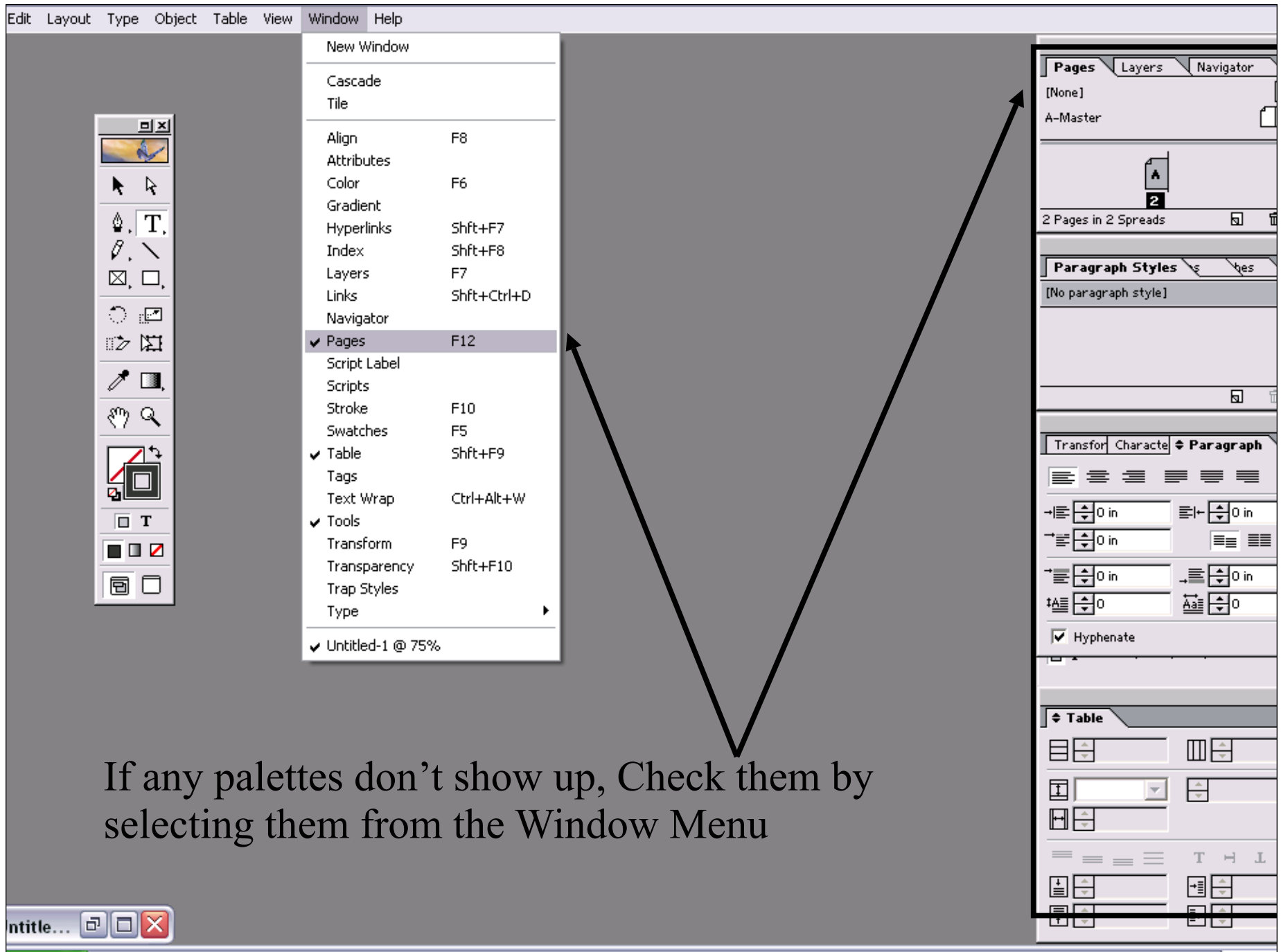
- (V) selection tool
- (A) direct selection
- (T) type/text
- (F) frame tool
- (M) marquee
- (R) rotate tool
- (S) scale
- (E) free transform
- (H) hand tool

• *Keyboard Shortcuts*

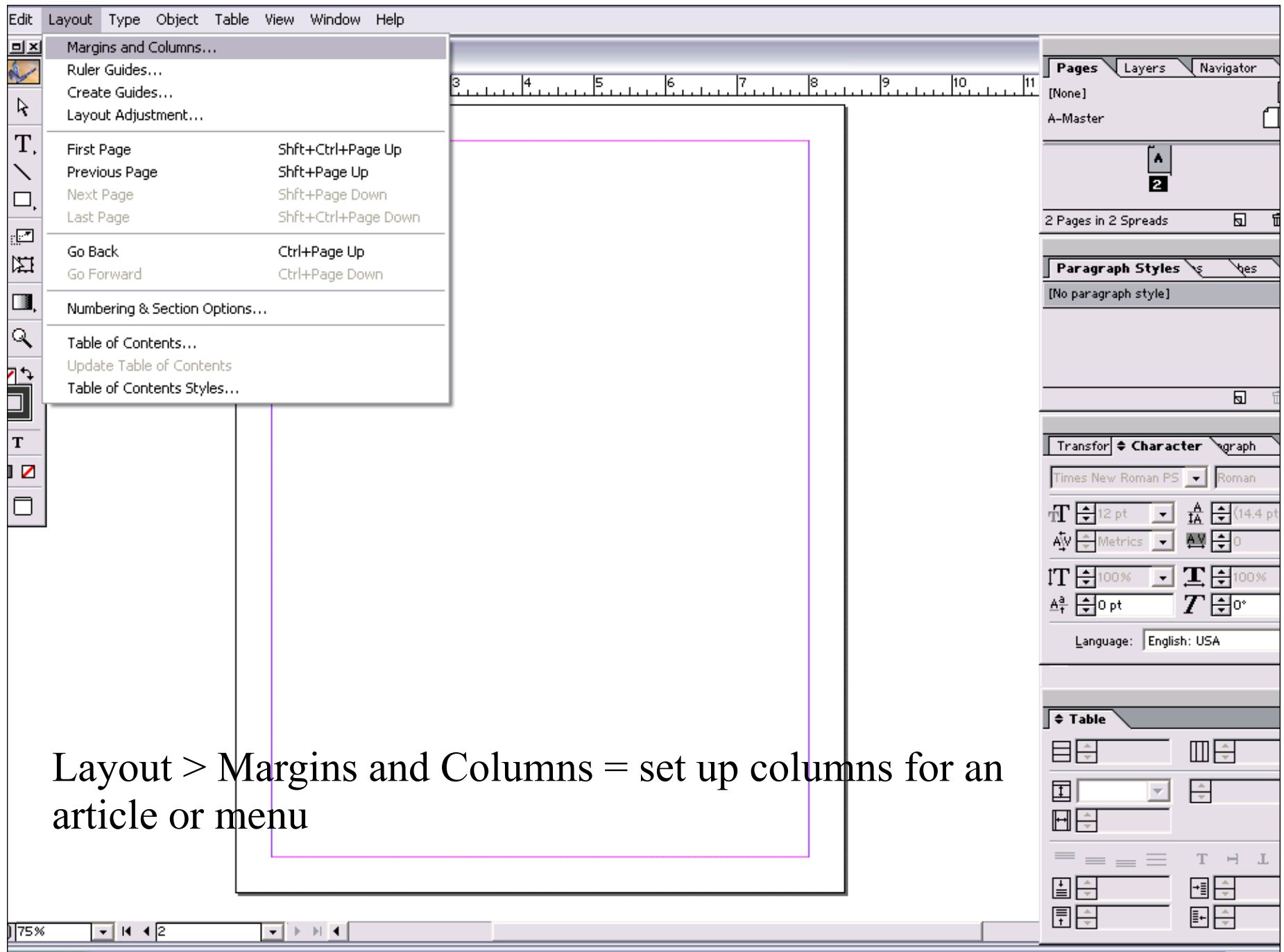
- Cmd N = new document
- Cmd D = Place text or photo in box
- Cmd ALT R = corner effects
- Cmd +/- = zooms in and out
- Shift/Tab = Hides Palettes

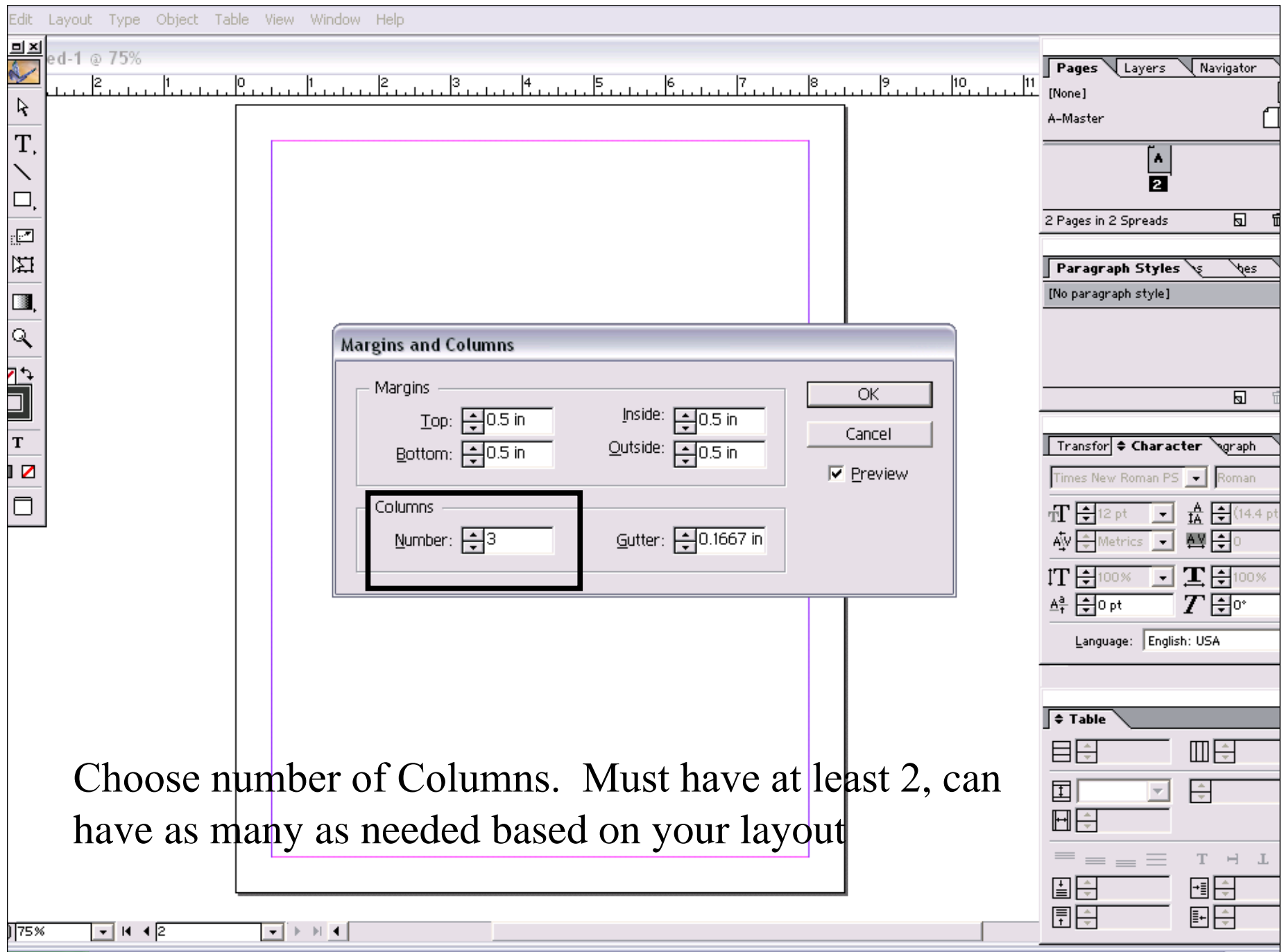
Toolbar is similar to Photoshop

*Note: this tutorial is an older version of InDesign,
but the tools are still the same.*

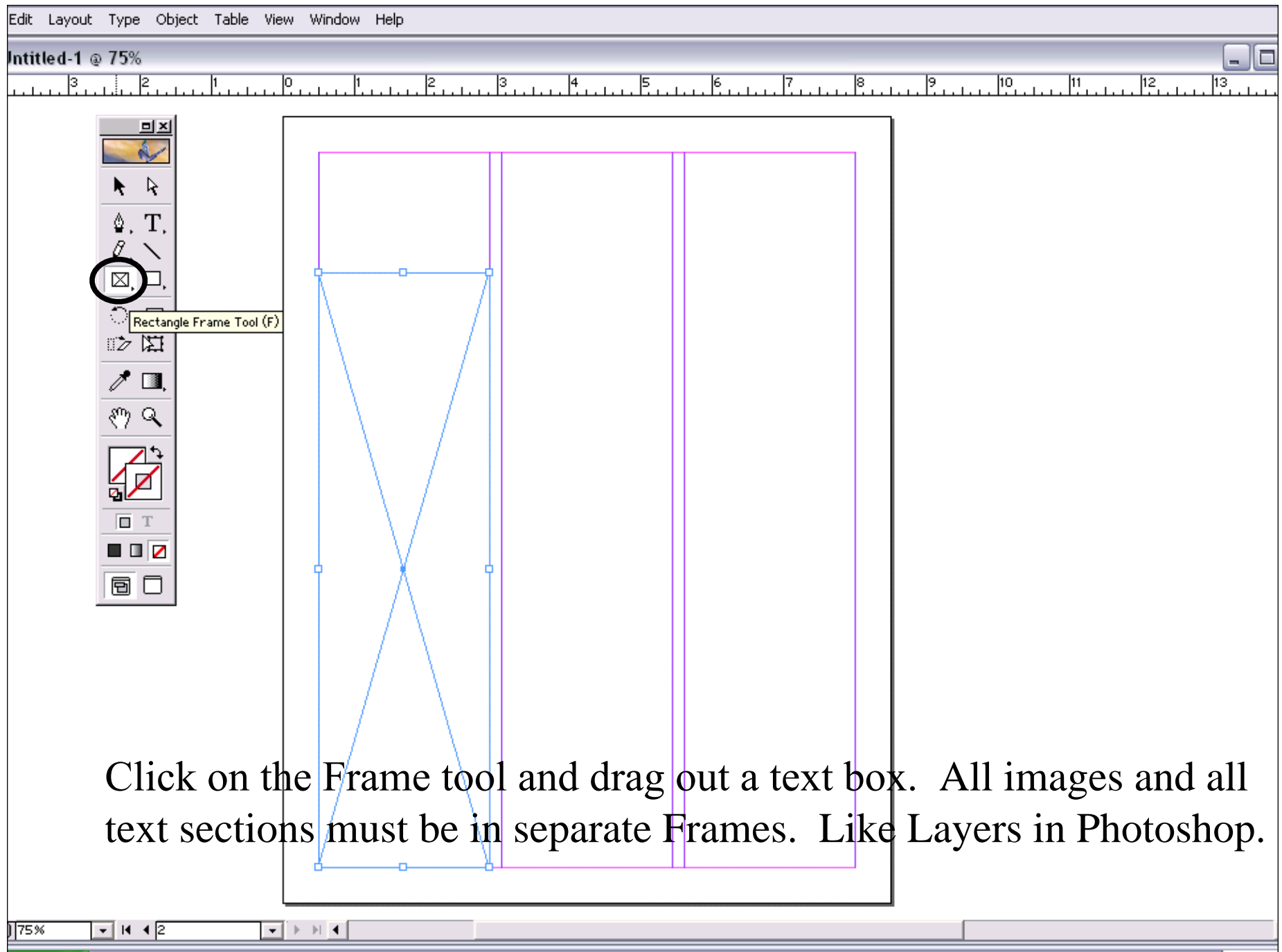


If any palettes don't show up, Check them by selecting them from the Window Menu

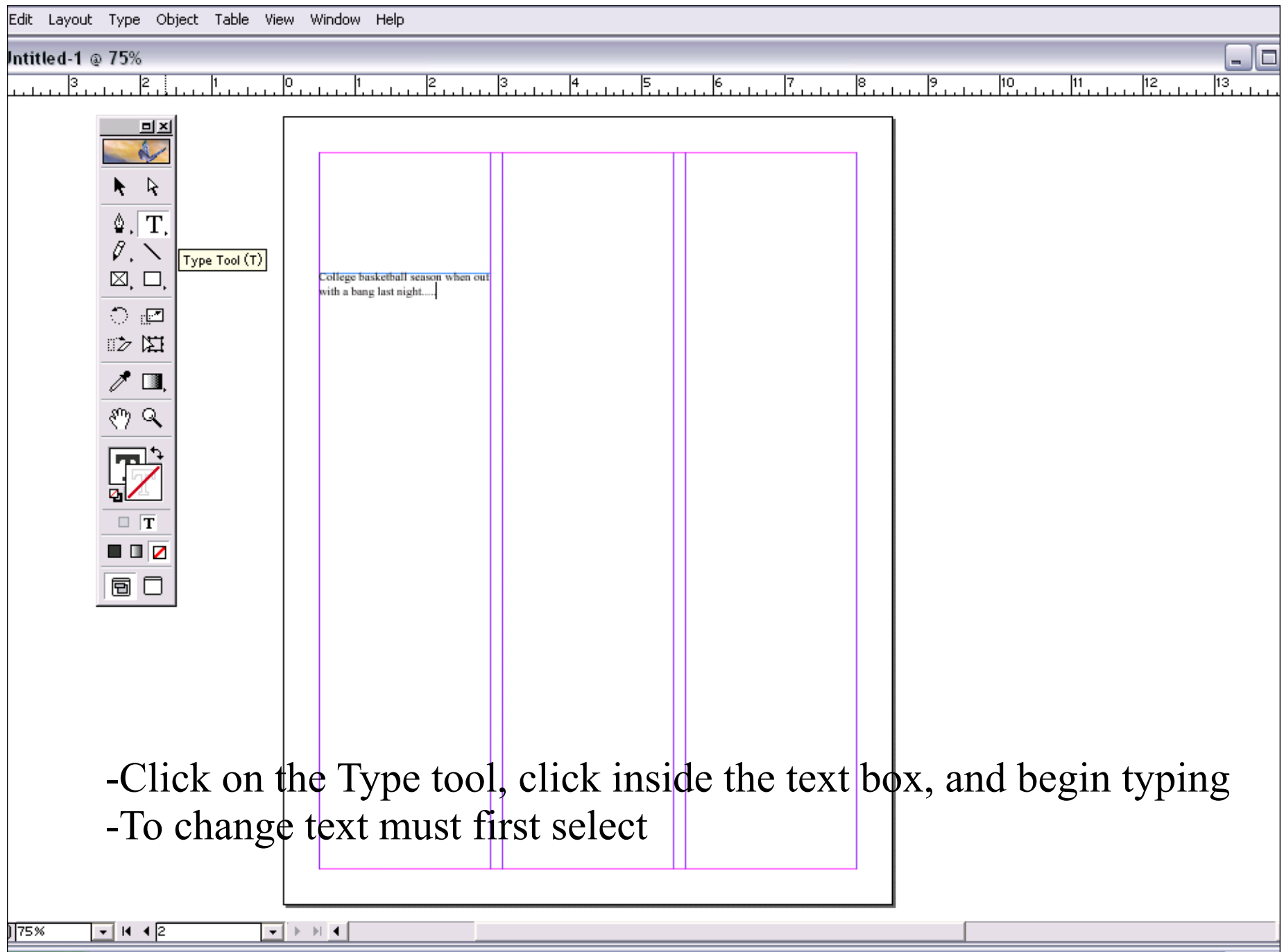




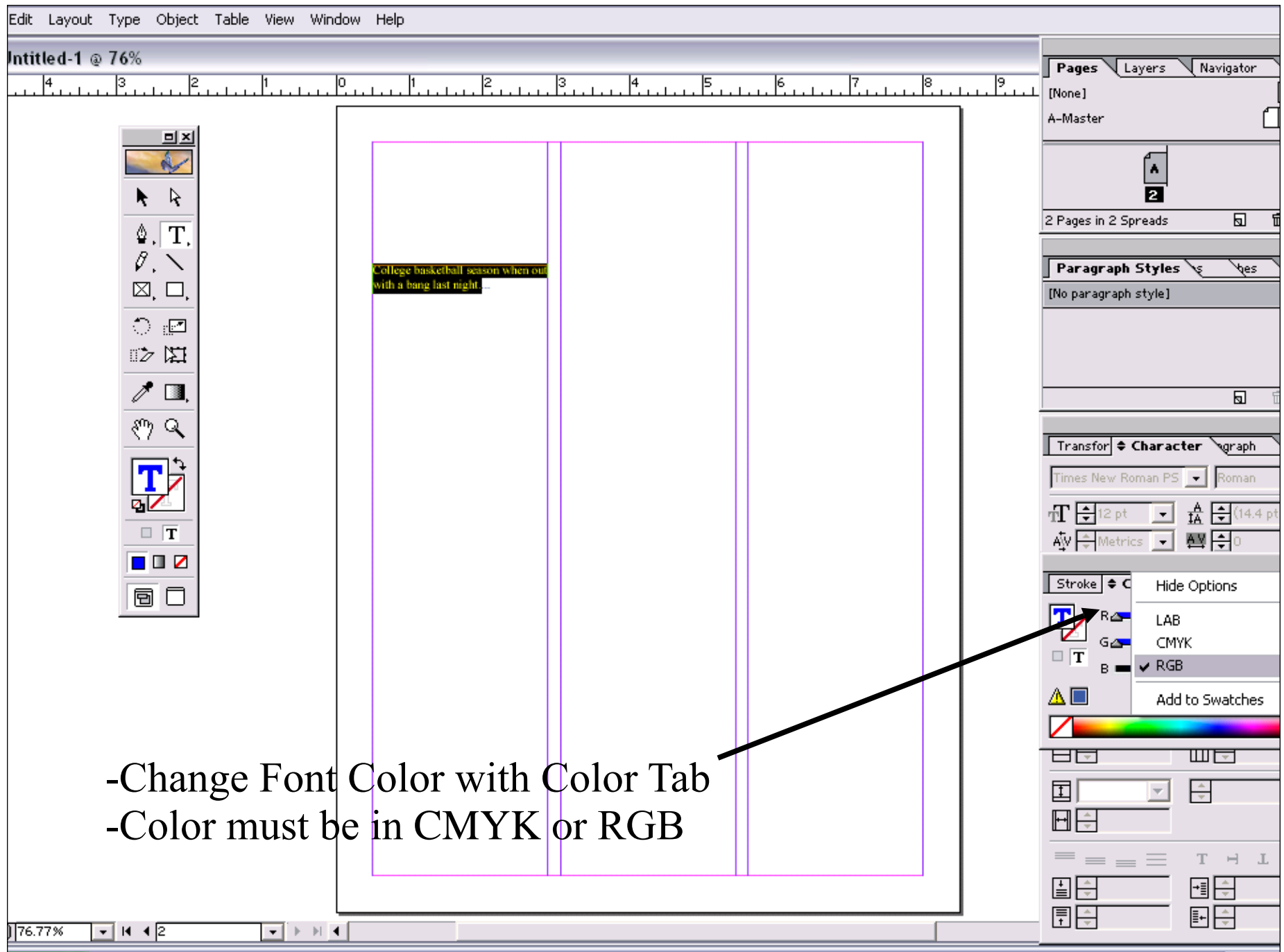
Choose number of Columns. Must have at least 2, can have as many as needed based on your layout



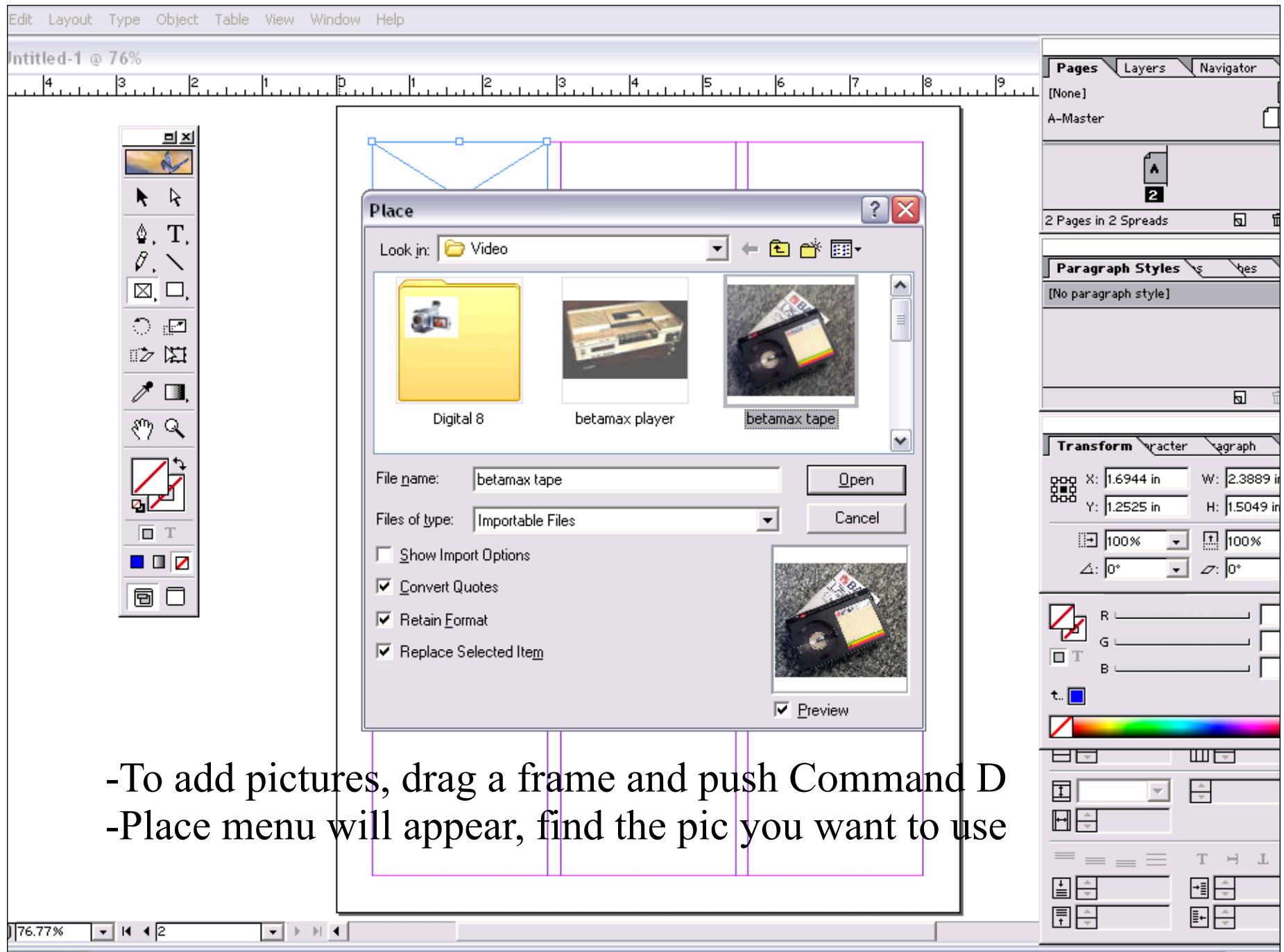
Click on the Frame tool and drag out a text box. All images and all text sections must be in separate Frames. Like Layers in Photoshop.



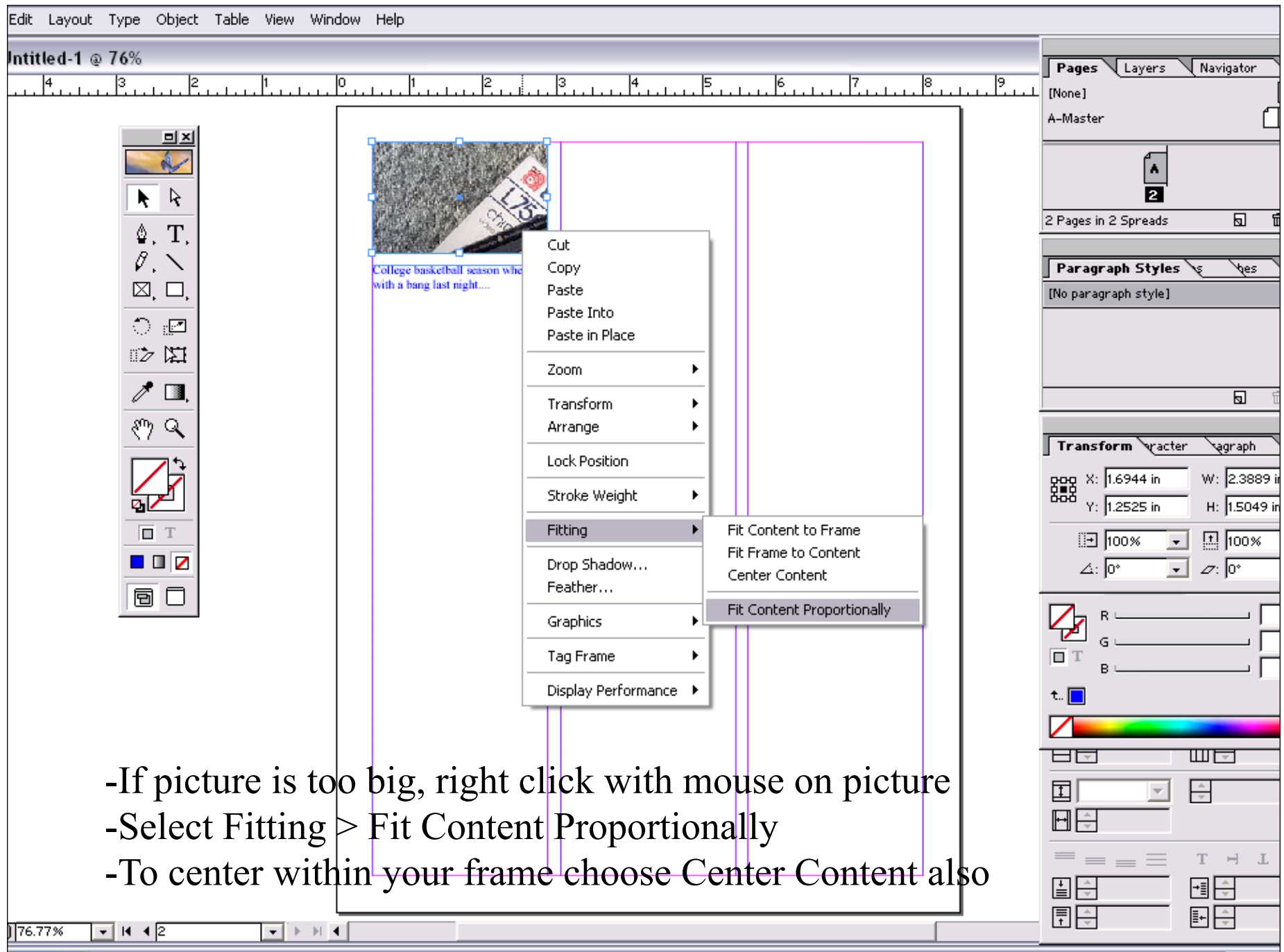
- Click on the Type tool, click inside the text box, and begin typing
- To change text must first select

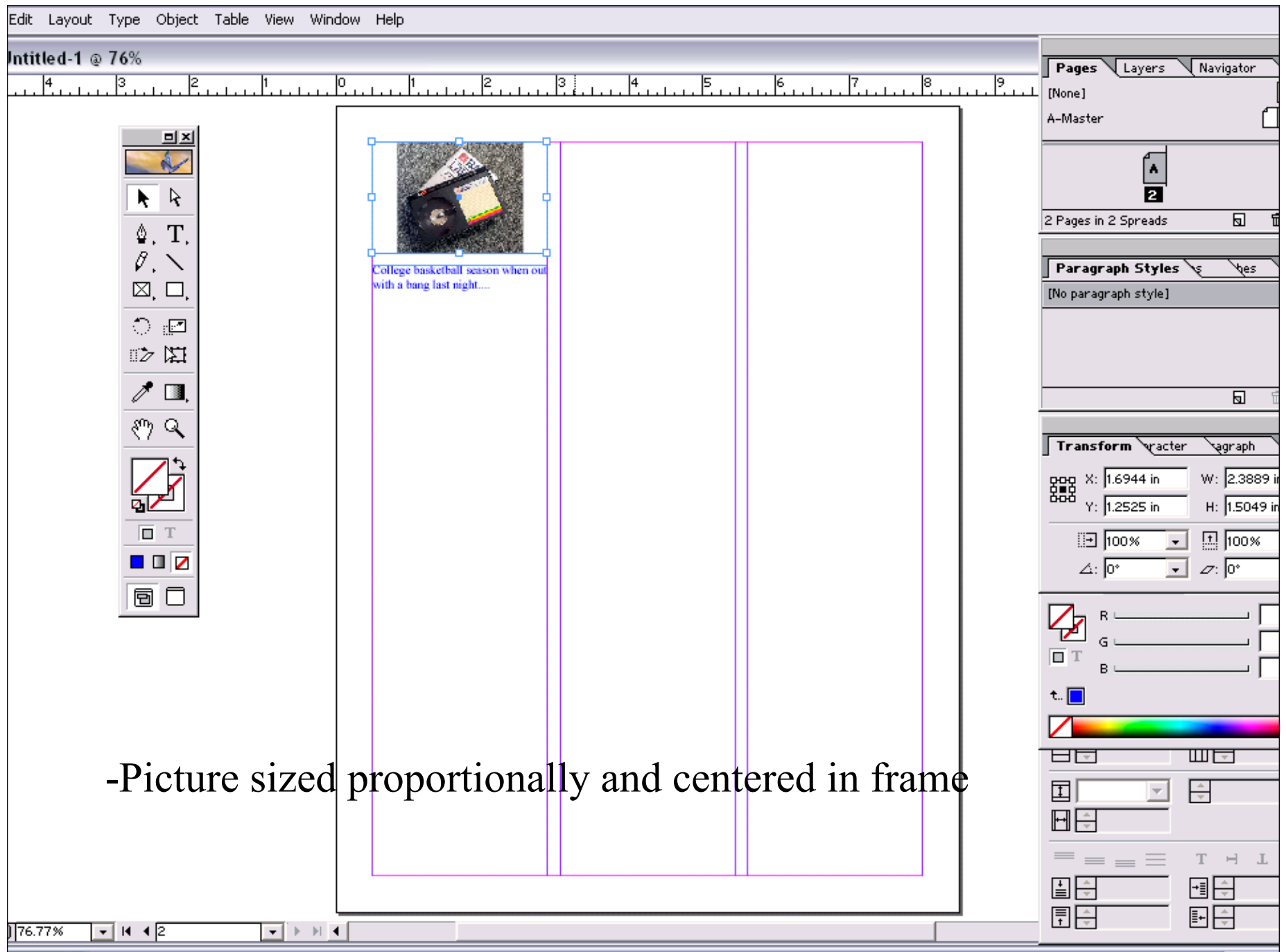


- Change Font Color with Color Tab
- Color must be in CMYK or RGB

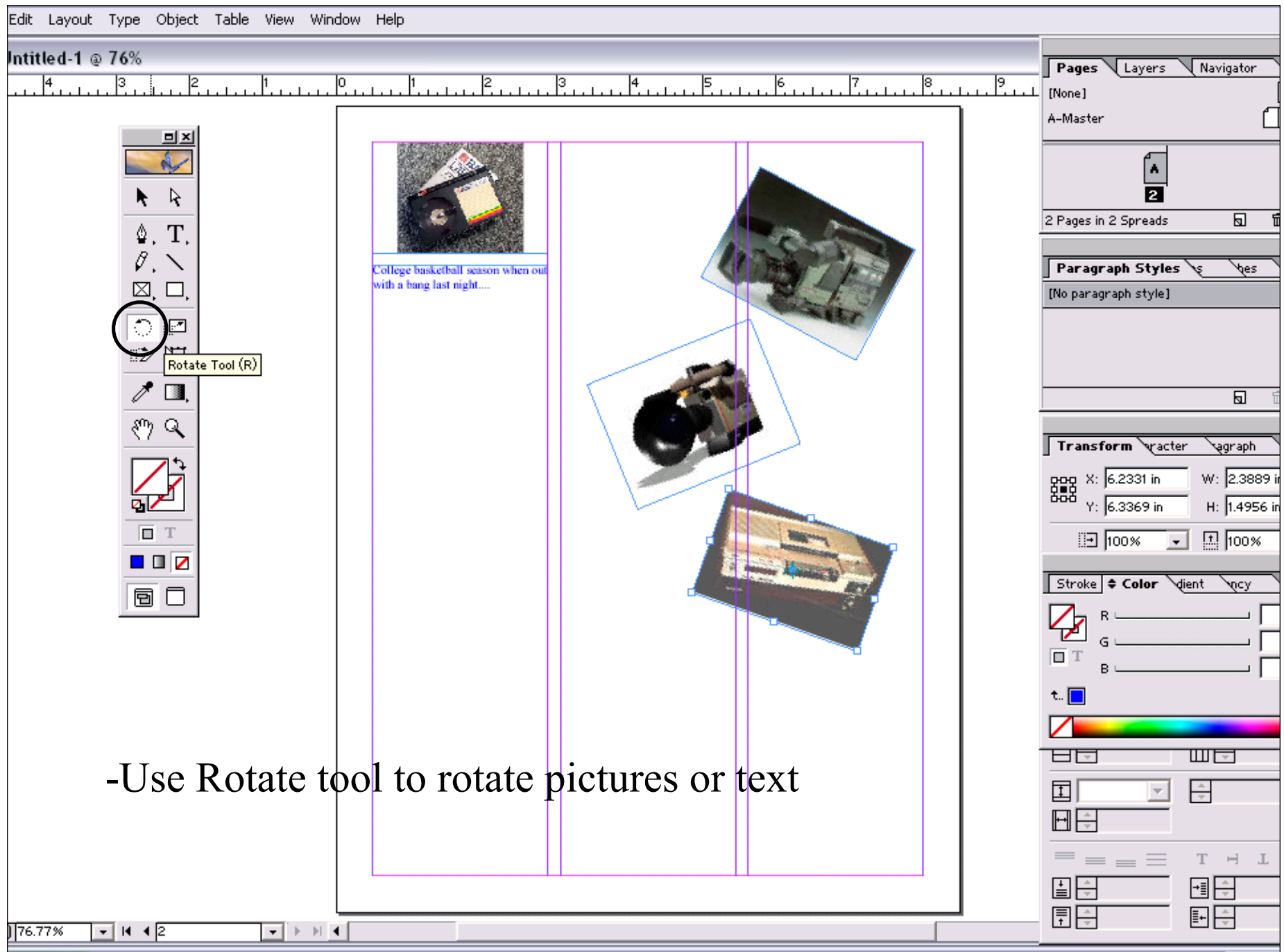


- To add pictures, drag a frame and push Command D
- Place menu will appear, find the pic you want to use

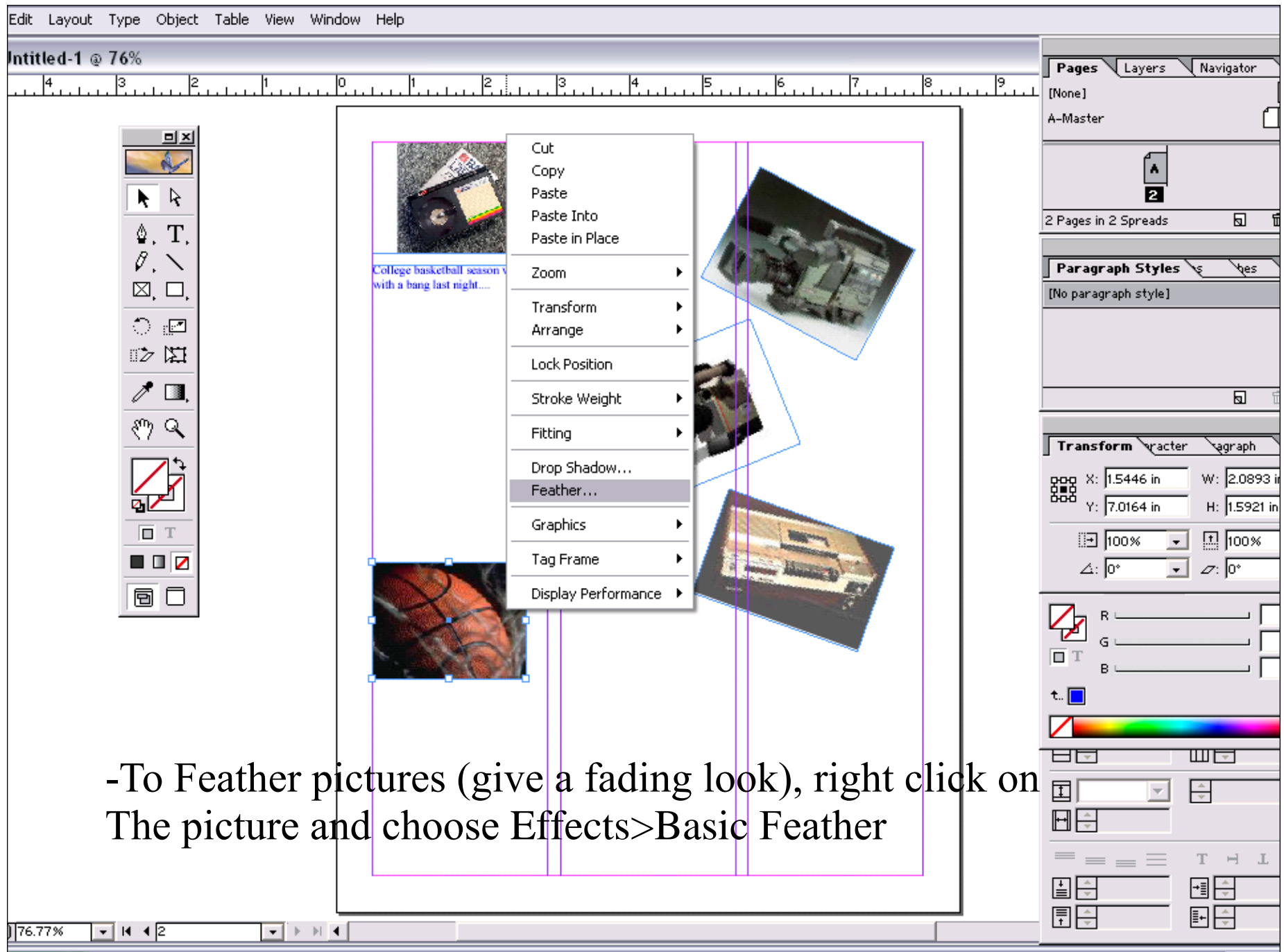




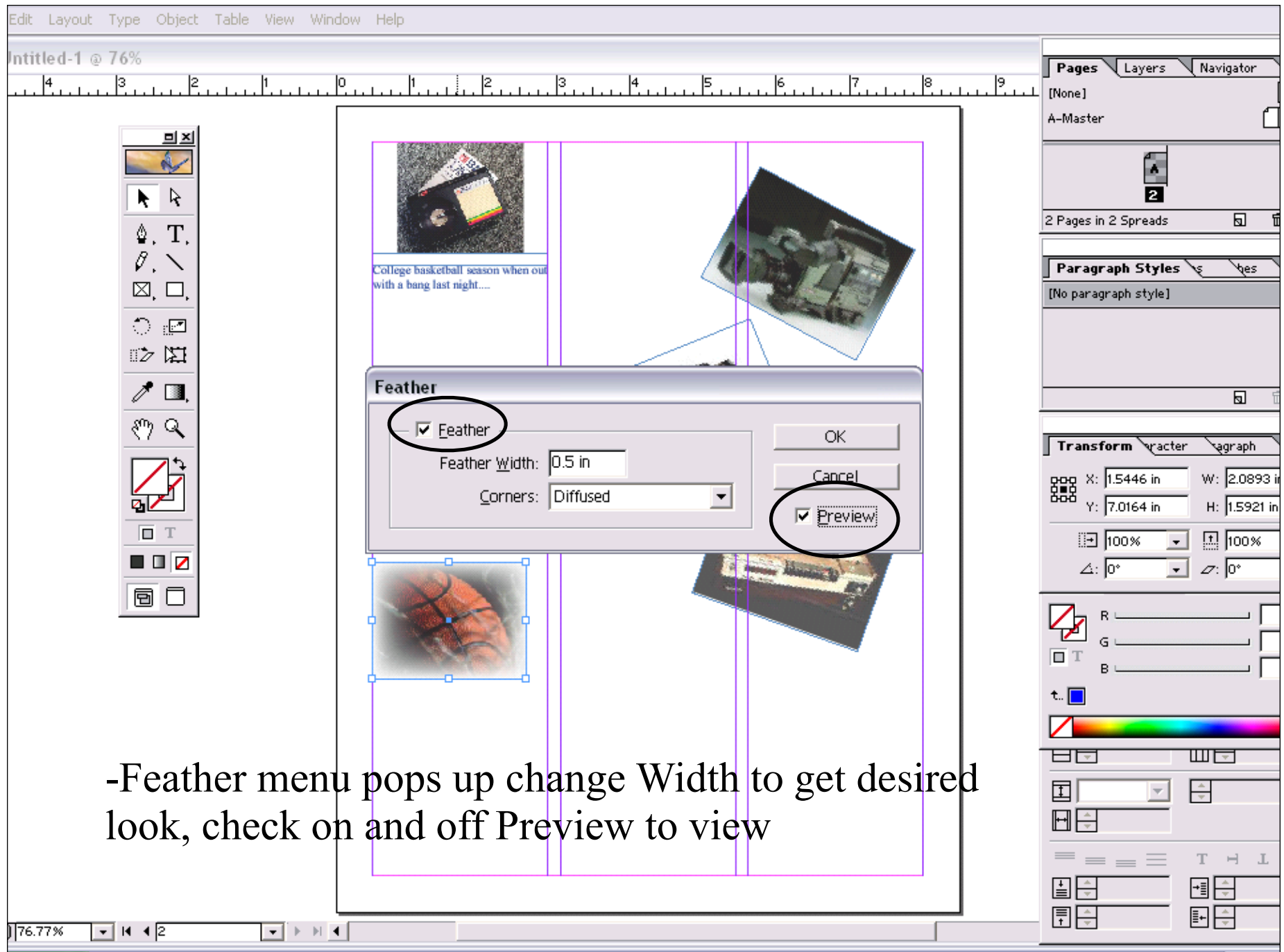
-Picture sized proportionally and centered in frame



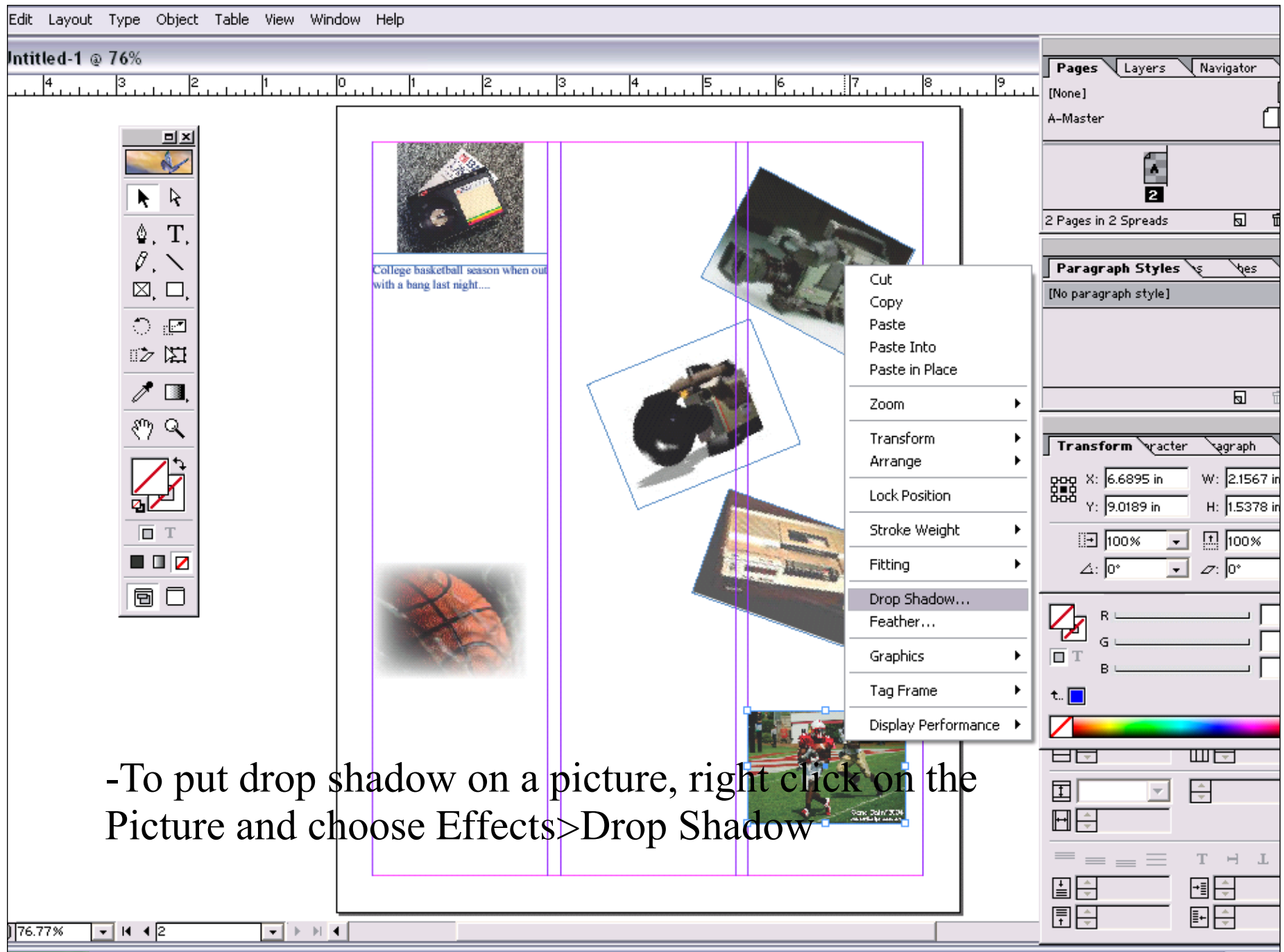
-Use Rotate tool to rotate pictures or text



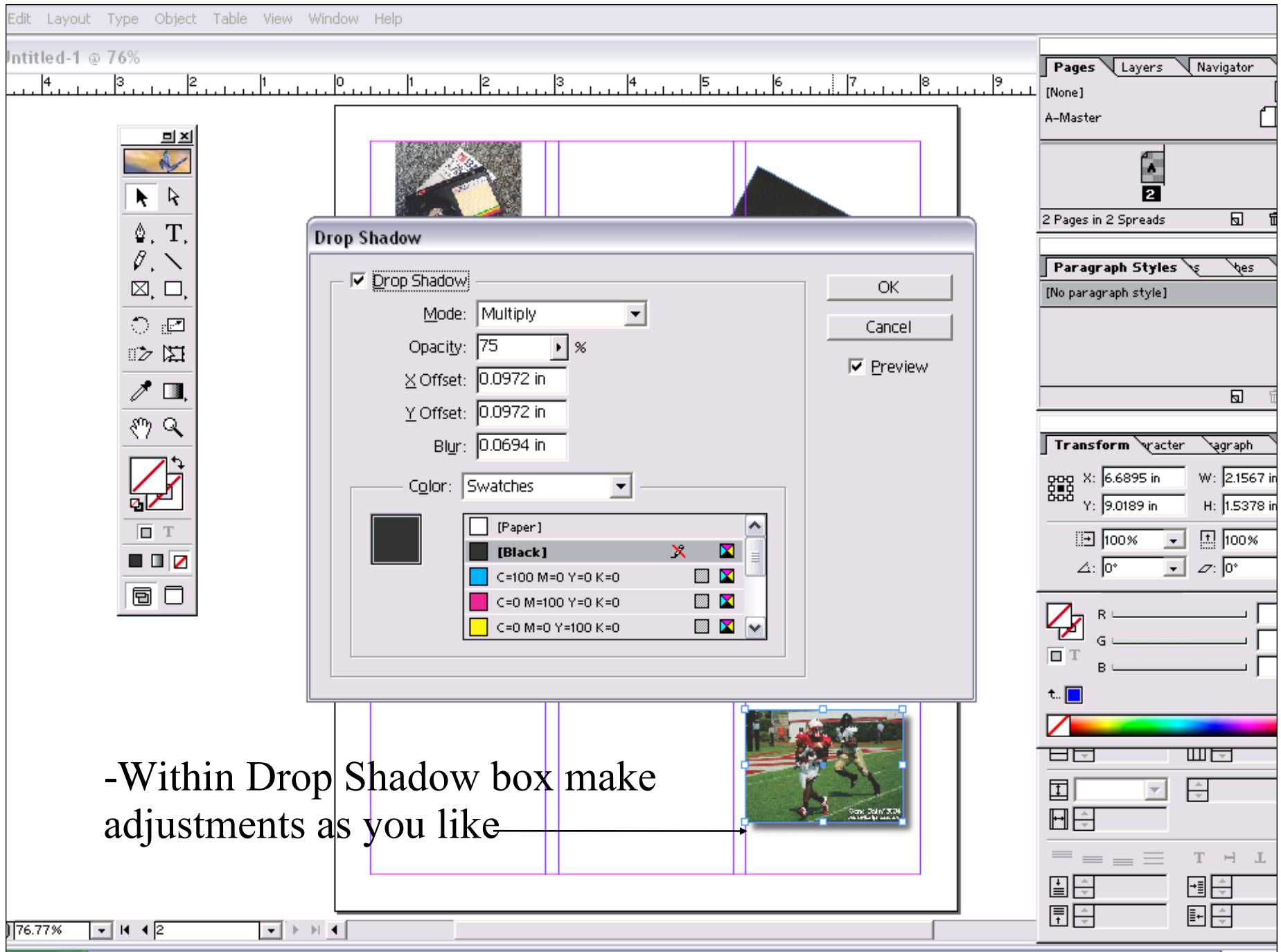
-To Feather pictures (give a fading look), right click on
The picture and choose Effects>Basic Feather



-Feather menu pops up change Width to get desired look, check on and off Preview to view



-To put drop shadow on a picture, right click on the Picture and choose Effects>Drop Shadow



Edit Layout Type Object Table View Window Help

Untitled-1 @ 76%

4 3 2 1 0 1 2 3 4 5 6 7 8 9

College basketball season when out with a bang last night...one of the greatest finishes to a game ever...it had to be one the most emotional games ever

76.77%

2

Pages Layers Navigator

[None]

A-Master

2 Pages in 2 Spreads

Paragraph Styles

[No paragraph style]

Transform Character Paragraph

X: 1.6944 in W: 2.3889 in

Y: 4.8725 in H: 1.6464 in

100%

Stroke Color Gradient Tint

C 87

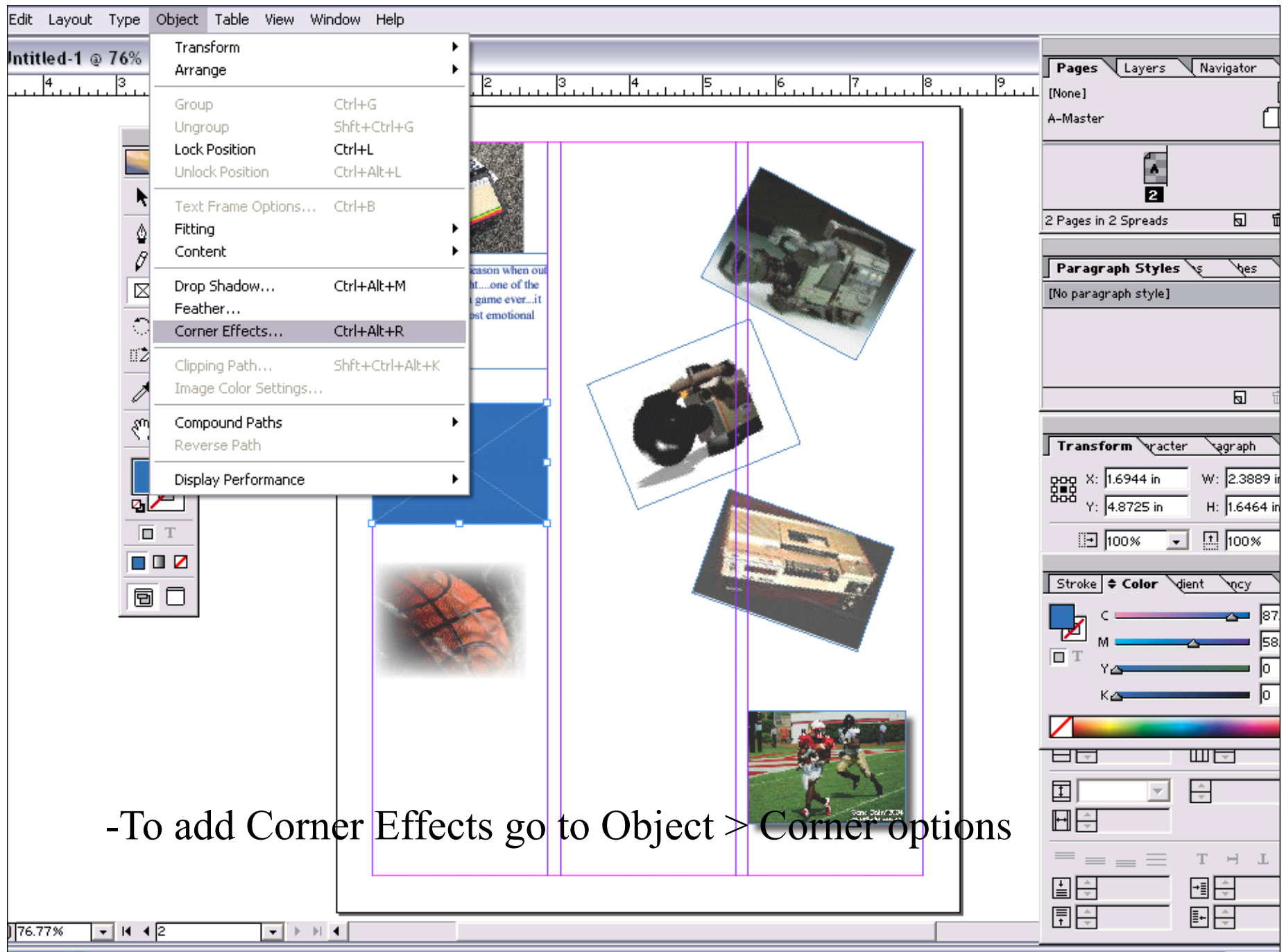
M 58

Y 0

K 0

CMYK Spe

-To add color, make a frame, click the color box, and Choose a color form the Color Tab



-To add Corner Effects go to Object > Corner options

Edit Layout Type Object Table View Window Help

Untitled-1 @ 76%

4 3 2 1 0 1 2 3 4 5 6 7 8 9

College basketball season when out with a bang last night...one of the greatest finishes to a game ever...it had to be one the most emotional games ever

Corner Effects

Effect: Rounded

Size: None
Fancy
Bevel
Inset
Inverse Rounded
Rounded

OK

Cancel

Preview

Transform

X: 1.6944 in W: 2.3889 in

Y: 4.8725 in H: 1.6464 in

100% 100%

Stroke Color

C 87

M 58

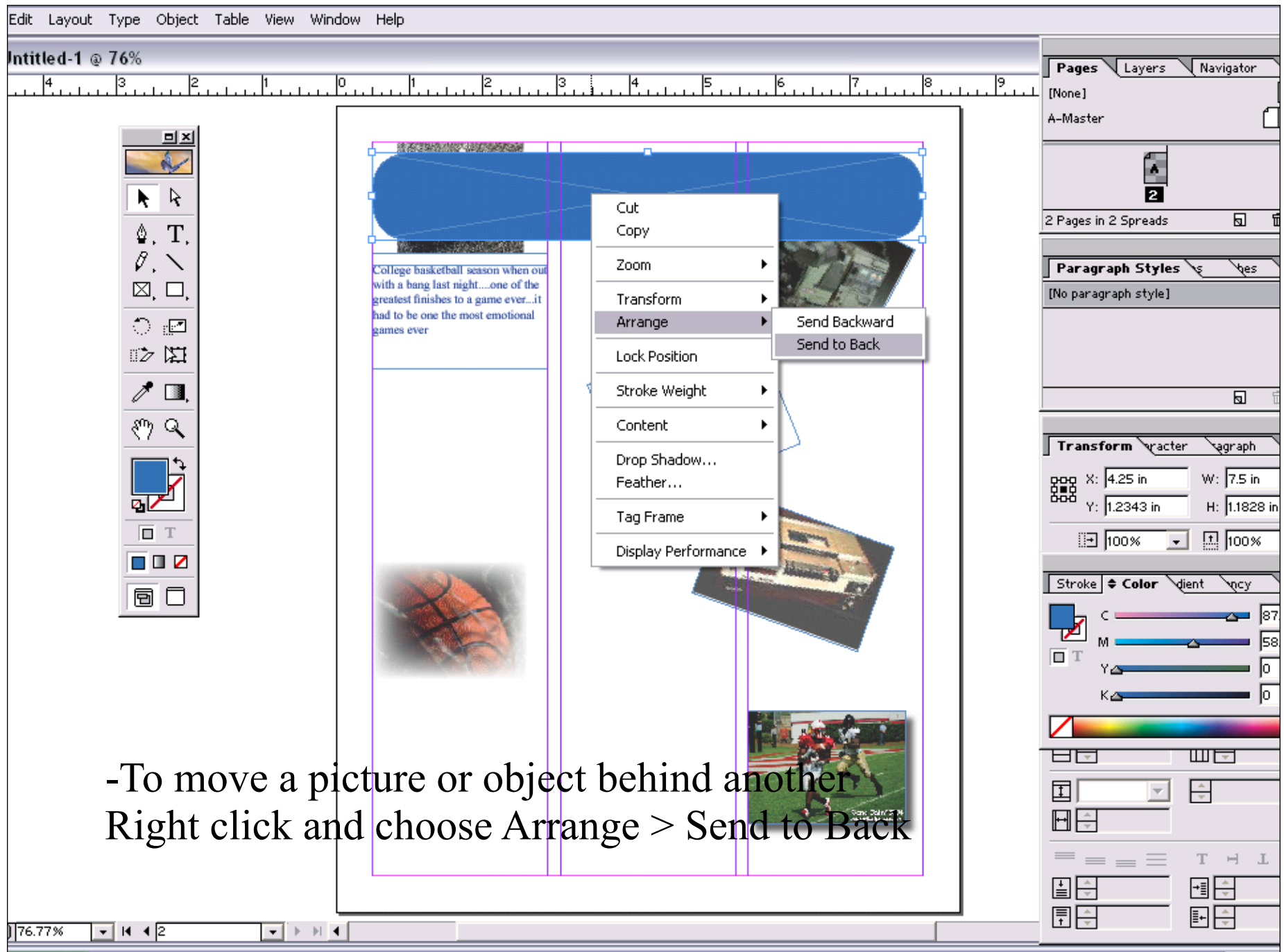
Y 0

K 0

76.77%

2

-Choose an effect, adjust the Size, Preview by checking box on and off

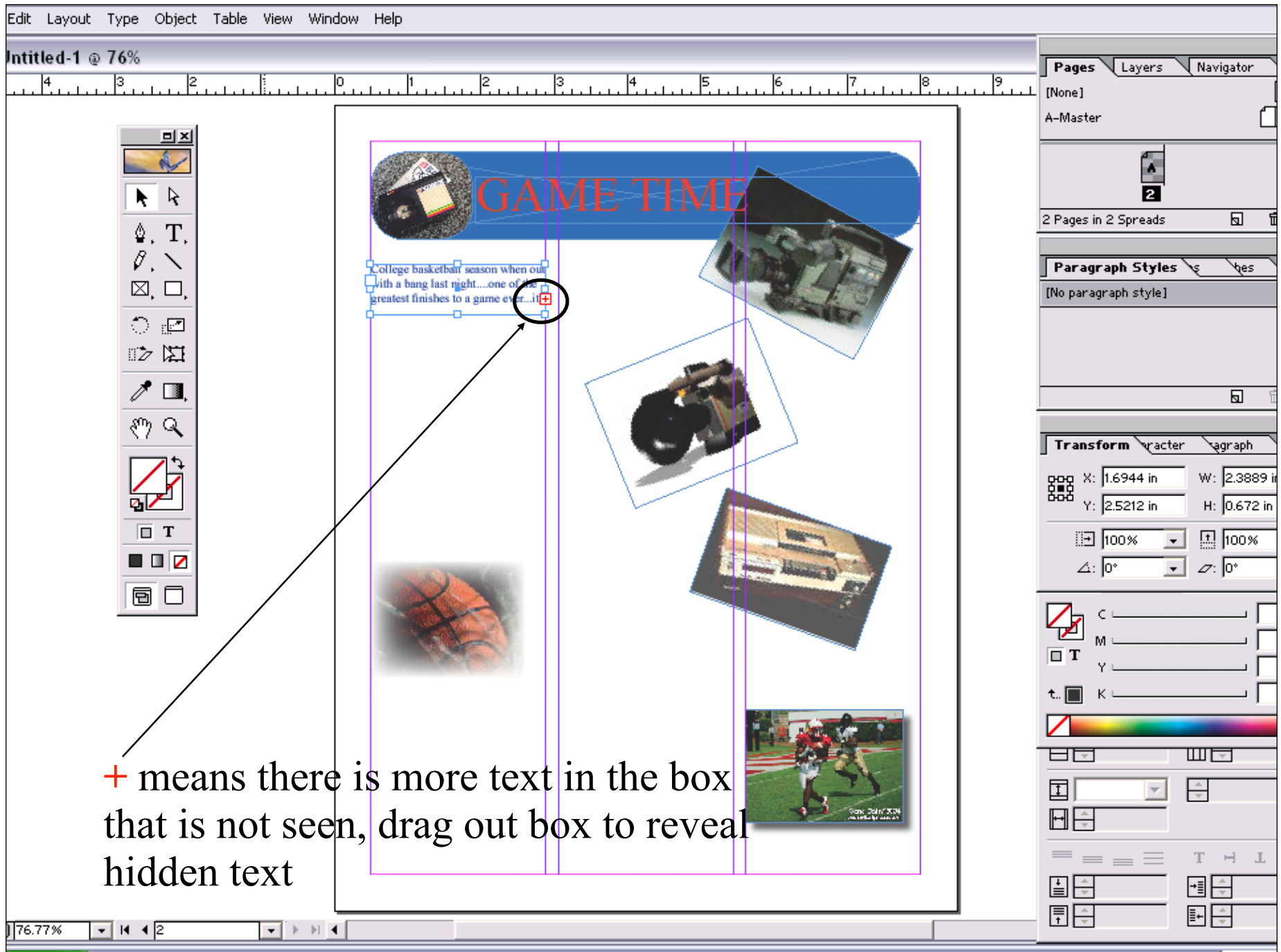


-To move a picture or object behind another
Right click and choose Arrange > Send to Back

Edit Layout Type Object Table View Window Help

Untitled-1 @ 76%

4 3 2 0 1 2 3 4 5 6 7 8 9



College basketball season when out with a bang last night...one of the greatest finishes to a game ever...it

+ means there is more text in the box that is not seen, drag out box to reveal hidden text

76.77%

2

Pages Layers Navigator

[None]

A-Master

2

2 Pages in 2 Spreads

Paragraph Styles

[No paragraph style]

Transform Character Paragraph

X: 1.6944 in W: 2.3889 in

Y: 2.5212 in H: 0.672 in

100% 100%

0° 0°

C _____

M _____

Y _____

K _____

Color bar

Edit Layout Type Object Table View Window Help
 Undo Resize Ctrl+Z
 Redo Shift+Ctrl+Z
 Cut Ctrl+X
 Copy Ctrl+C
 Paste Ctrl+V
 Paste Into Ctrl+Alt+V
 Paste in Place Shift+Ctrl+Alt+V
 Clear Backspace
 Duplicate Shift+Ctrl+Alt+D
 Step and Repeat... Shift+Ctrl+V
 Select All Ctrl+A
 Deselect All Shift+Ctrl+A
 Find/Change... Ctrl+F
 Find Next Ctrl+Alt+F
Check Spelling... Ctrl+I
 Dictionary...
 Transparency Blend Space ▶
 Transparency Flattener Styles...
 Color Settings...
 Assign Profiles...
 Convert to Profile...
 Keyboard Shortcuts...
 Preferences ▶

College basketball season when out
 th a bang last night...one of the
 eatest finishes to a game ever...it

GAME TIME

76.77% 2

Pages Layers Navigator
 [None]
 A-Master
 2 Pages in 2 Spreads

Paragraph Styles
 [No paragraph style]

Transform Character Paragraph
 X: 1.6944 in W: 2.3889 in
 Y: 2.5212 in H: 0.672 in
 100% 100%
 0° 0°

C _____
 M _____
 Y _____
 K _____

Spell check your work
 Edit > Check Spelling

Edit Layout Type Object Table View Window Help

Untitled-1 @ 76%

4 3 2 1 0 1 2 3 4 5 6 7 8 9

College basketball season when out with a bang last night...one of the greatest finishes to a game ever...it

Preview Mode (W)

76.77%

2

Pages Layers Navigator

[None]

A-Master

2 Pages in 2 Spreads

Paragraph Styles

[No paragraph style]

Transform Character Paragraph

X: W:

Y: H:

C: 0

M: 0

Y: 0

K: 100

Preview final work by pressing W
Or click on Preview mode on Toolbar