

Process & Production

Demonstration & Discussion

Adobe InDesign
Basics

New Document

Navigation & Workspaces

Pages Palette

Master Page

Rectangle Frame Tool

Save

Export to PDF

Package

New Document

Navigation & Workspaces

Pages Palette

Master Page

Rectangle Frame Tool

Save

Export to PDF

Package

InDesign New Document

New



Open...



Browse in Bridge...

File Menu

New



Open...



Browse in Bridge...

Document ⌘N

Book

Library

File Menu → New →

New



Open...



Browse in Bridge...

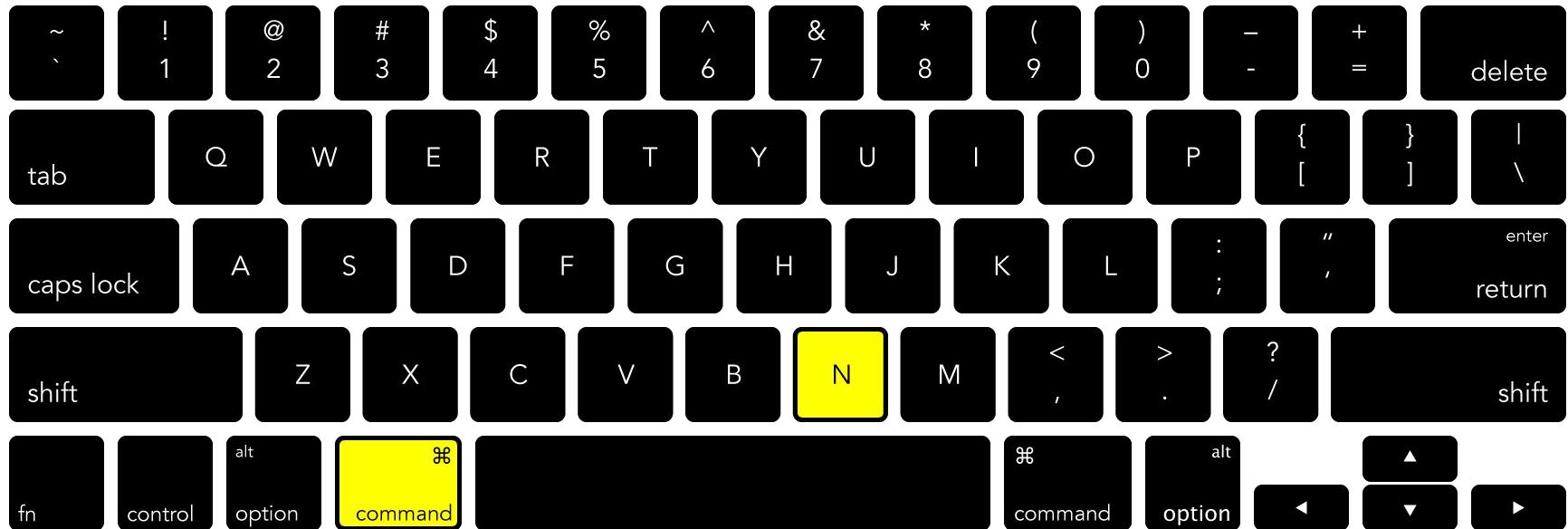
Document A small icon of a document with horizontal lines.

Book

Library

File Menu → New → Document

InDesign New Document



File Menu → New → Document

InDesign New Document

New Document

Recent Saved Print Web Mobile

BLANK DOCUMENT PRESETS (12)

Letter 8.5 x 11 in Legal 8.5 x 14 in Tabloid 11 x 17 in

View All Presets +

TEMPLATES (45)

Cheerful Holiday Ca... FREE Square Catalogue L... FREE Course Brochure La... FREE

Pastel Brochure Lay... FREE Sunday Lookbook L... FREE Charming Menu La... FREE

Find more templates on Adobe Stock Go

PRESET DETAILS

Untitled-3

width Units 8.5 in Inches

Height Orientation 11 in

Pages Facing Pages 6 ✓

Start # Primary Text Frame 1

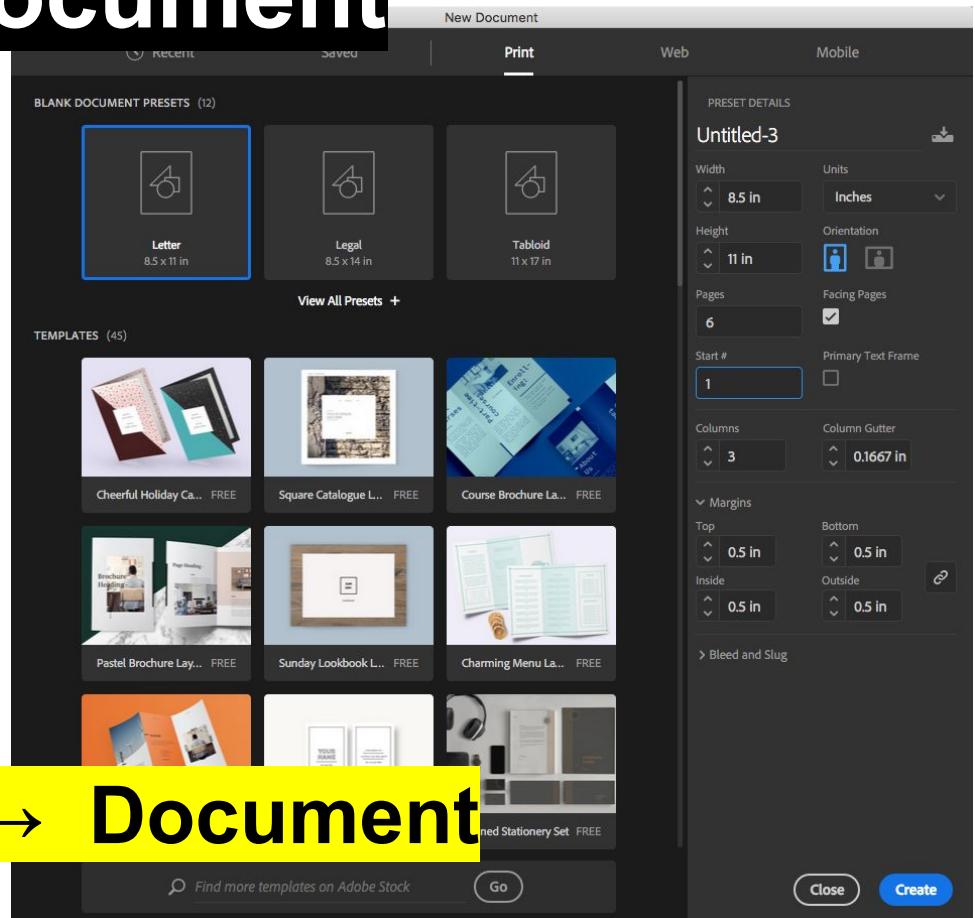
Columns Column Gutter 3 0.1667 in

Margins Top 0.5 in Bottom 0.5 in

Inside Outside 0.5 in 0.5 in

Bleed and Slug

Close Create



File Menu → New → Document

InDesign New Document

Create a New Document and specify the page dimensions...

New Document

Recent Saved Print Web Mobile

BLANK DOCUMENT PRESSETS (12)

Letter 8.5 x 11 in Legal 8.5 x 14 in Tabloid 11 x 17 in

View All Presets +

Cheerful Holiday Ca... FREE Square Catalogue L... FREE Course Brochure La... FREE

Pastel Brochure Lay... FREE Sunday Lookbook L... FREE Charming Menu La... FREE

Pop Brochure Layout FREE Fresh Business Card ... FREE Refined Stationery Set FREE

Find more templates on Adobe Stock

Close Create

PRESET DETAILS

Untitled-3

width: 8.5 in Units: Inches

Height: 11 in Orientation:

Pages: 6 Facing Pages:

Start #: 1 Primary Text Frame:

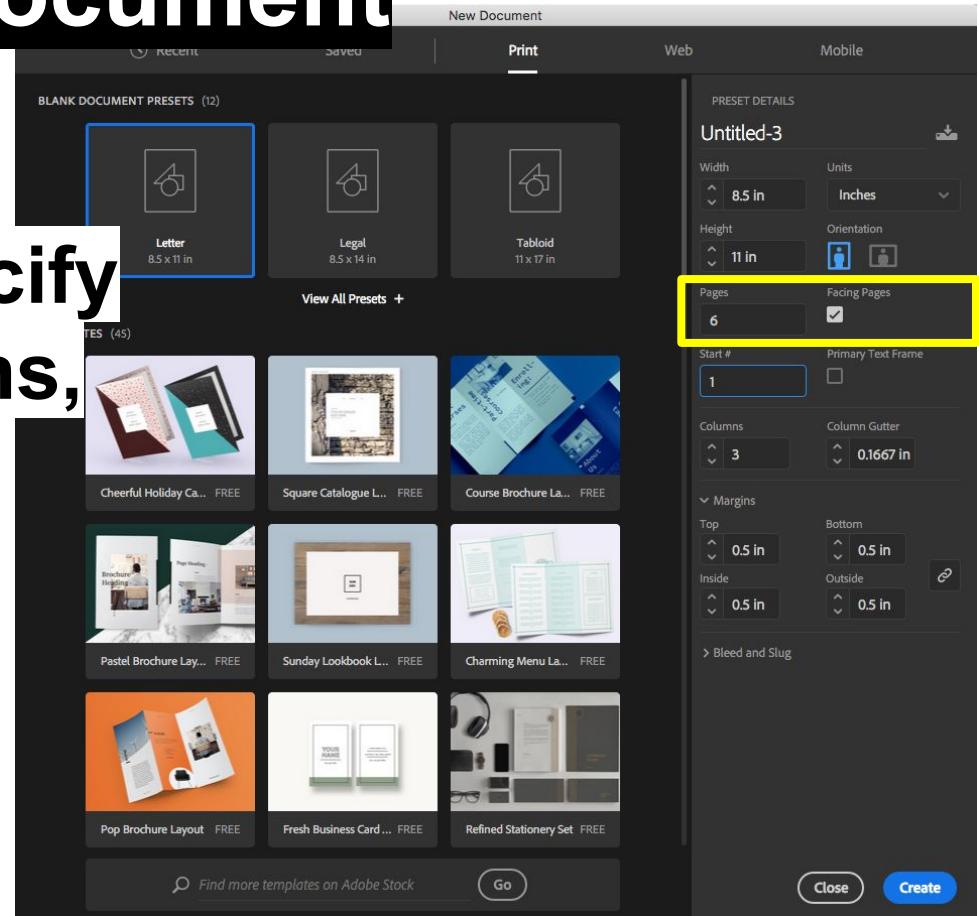
Columns: 3 Column Gutter: 0.1667 in

Margins: Top: 0.5 in Bottom: 0.5 in
Inside: 0.5 in Outside: 0.5 in

Bleed and Slug:

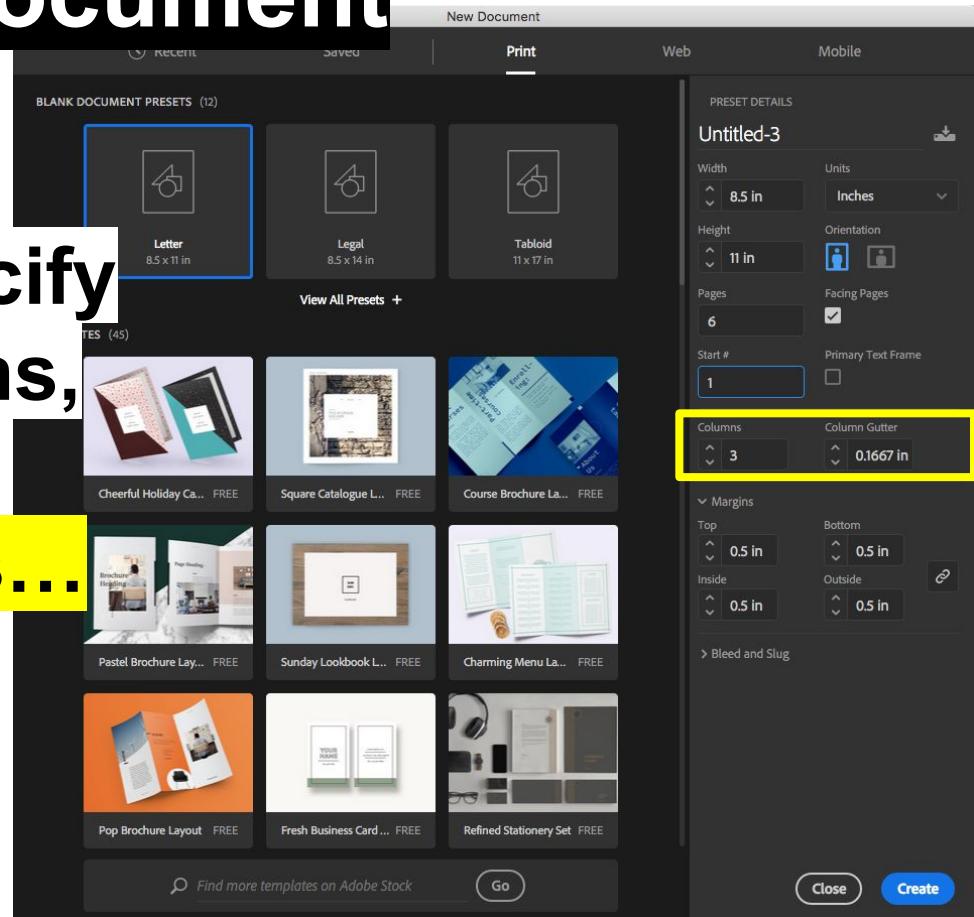
InDesign New Document

Create a New Document and specify the page dimensions, number of pages...



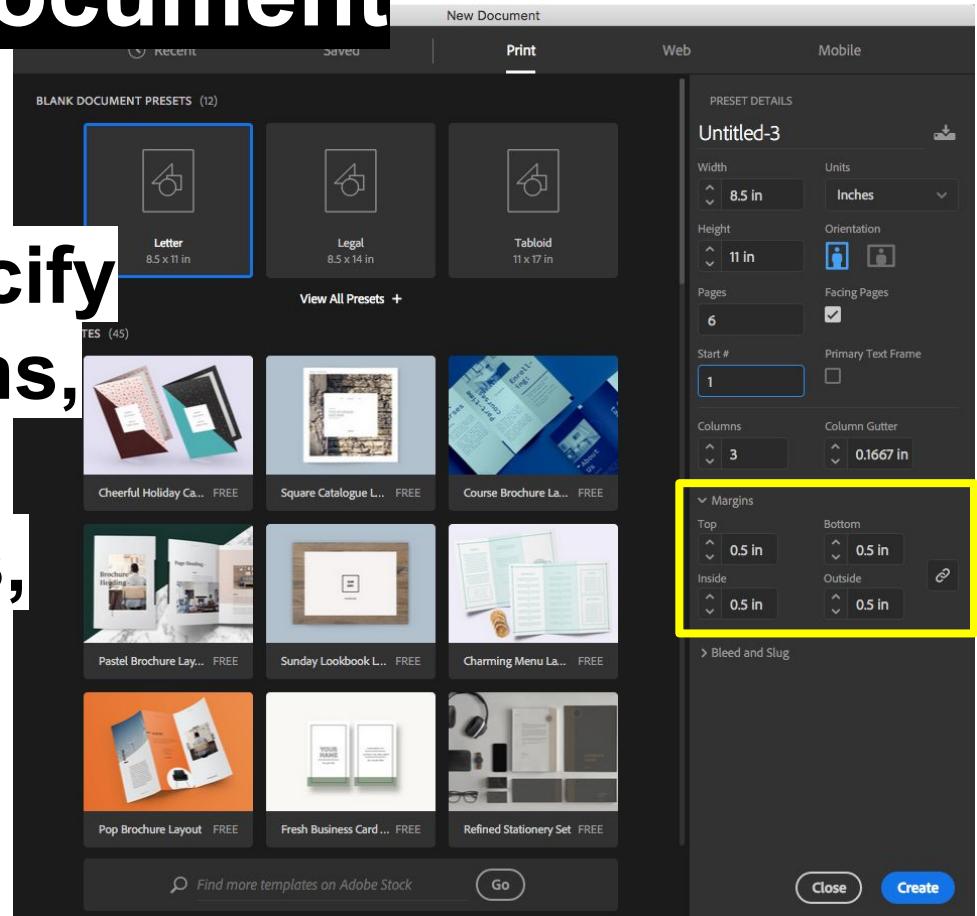
InDesign New Document

Create a New Document and specify the page dimensions, number of pages, number of columns...



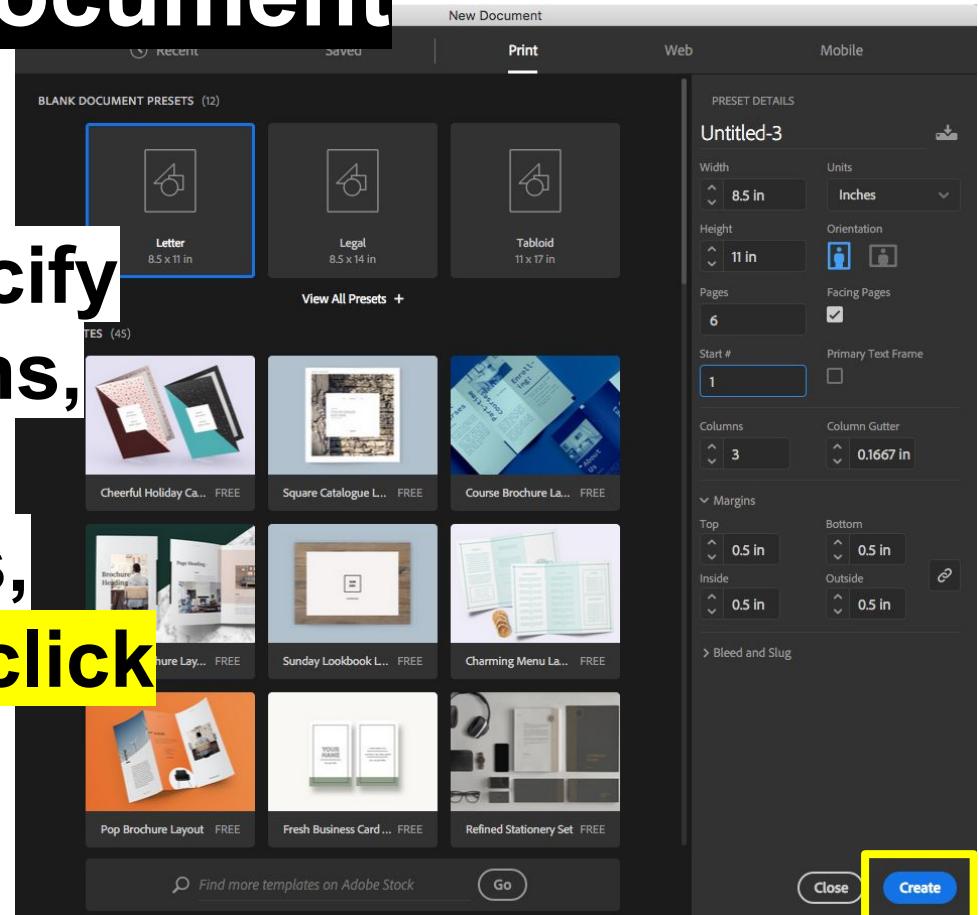
InDesign New Document

Create a New Document and specify the page dimensions, number of pages, number of columns, and margins...



InDesign New Document

Create a New Document and specify the page dimensions, number of pages, number of columns, and margins, then click Create



New Document

Navigation & Workspaces

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New Document

Navigation & Workspaces

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Master Page

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Package

InDesign Navigation

View Tools

View Menu

Selection Tools

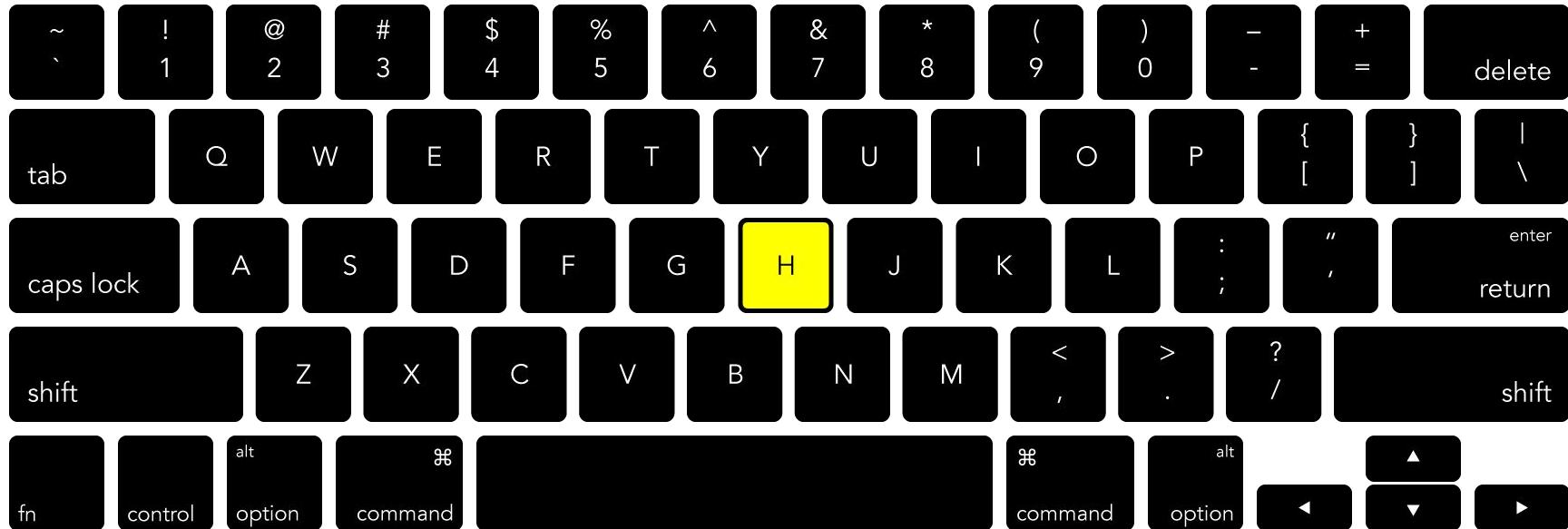
InDesign Navigation

View Tools

View Menu

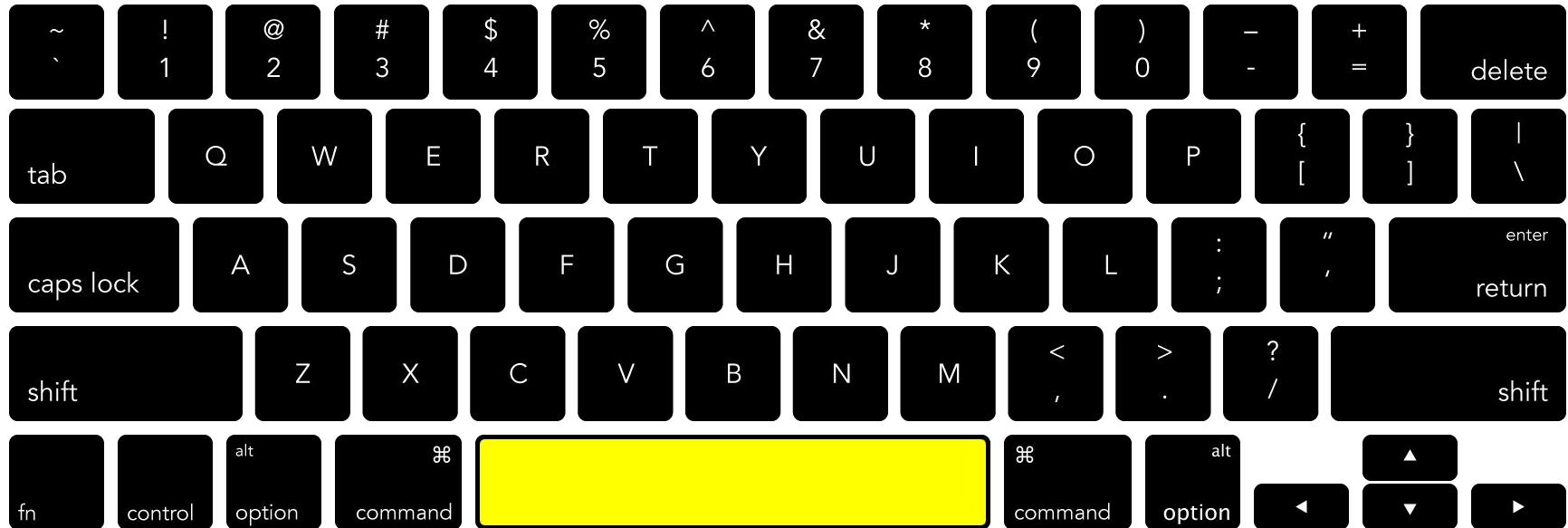
Selection Tools

InDesign Navigation → View Tools



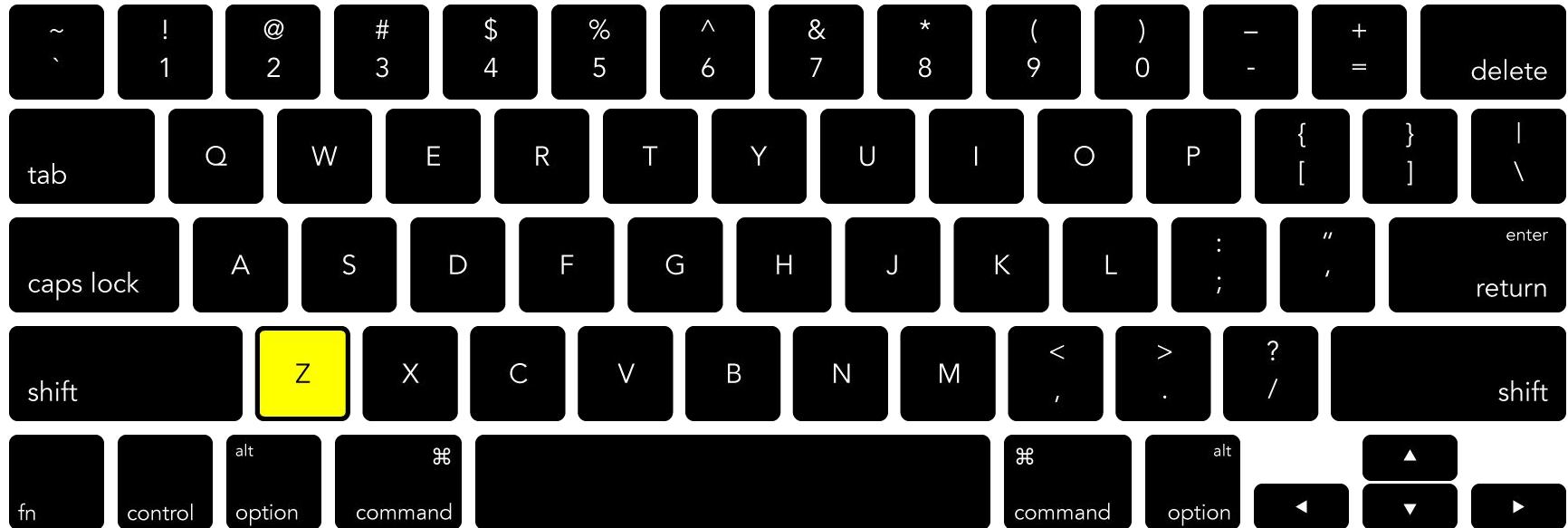
Hand Grab/Drag Tool

InDesign Navigation → View Tools



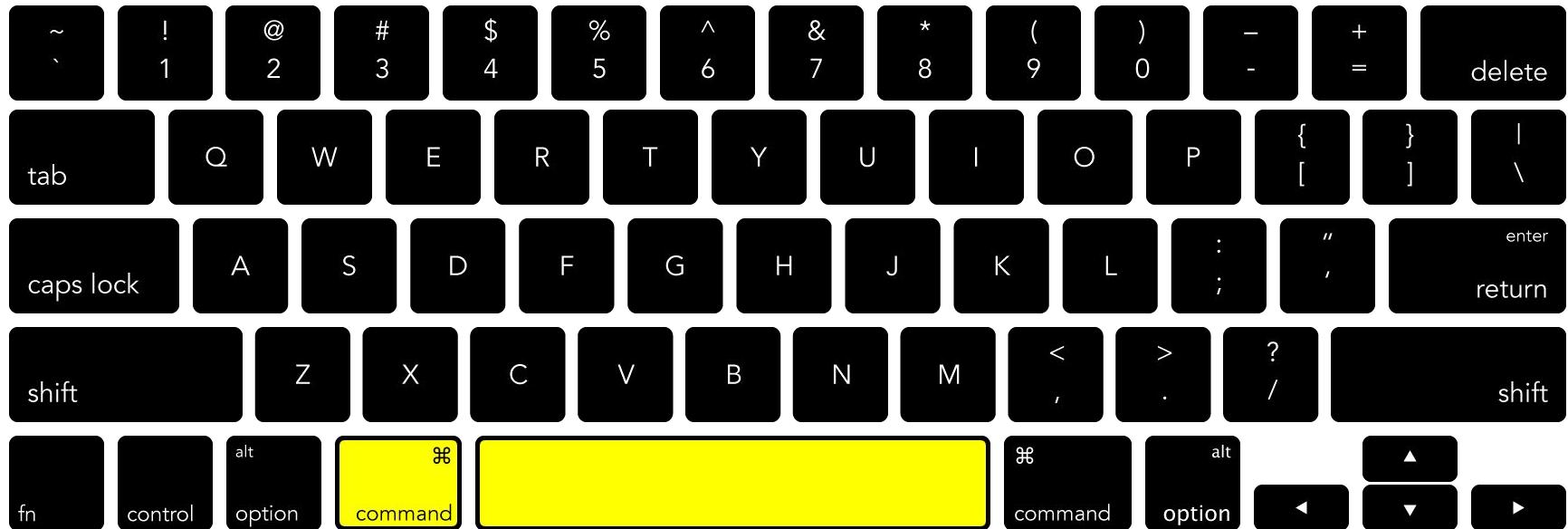
Quick-Toggle Hand Grab/Drag

InDesign Navigation → View Tools



Zoom Tool

InDesign Navigation → View Tools



Zoom with Cursor

InDesign Navigation

View Tools

View Menu

Selection Tools

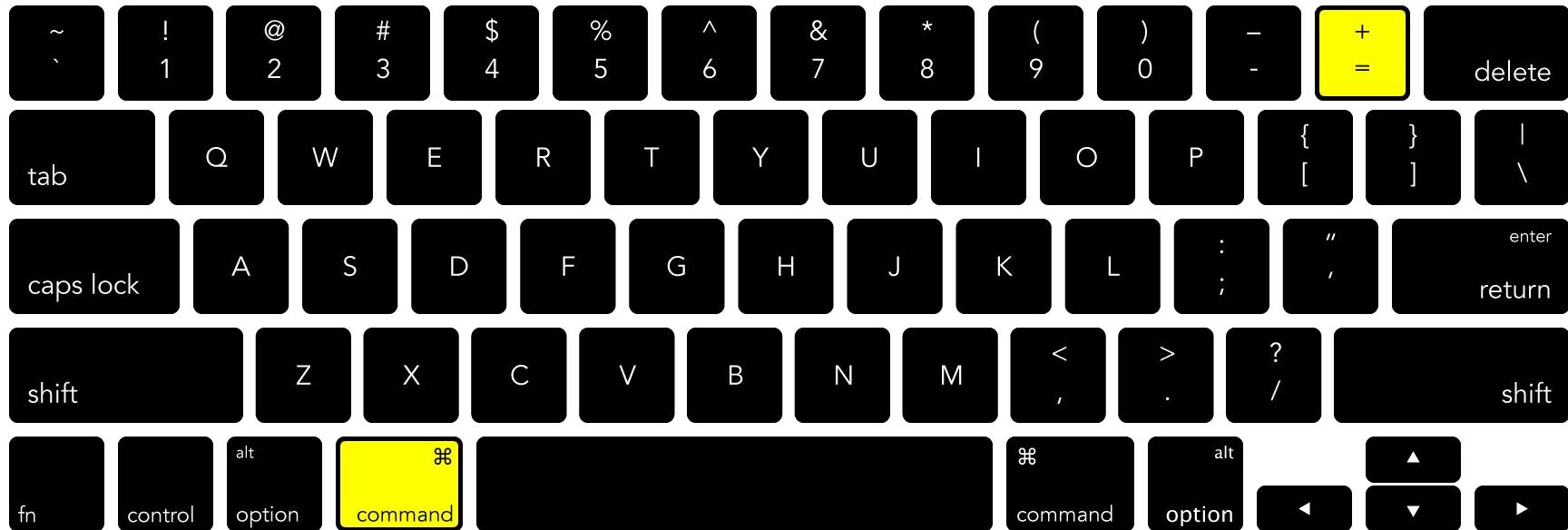
InDesign Navigation

View Tools

View Menu

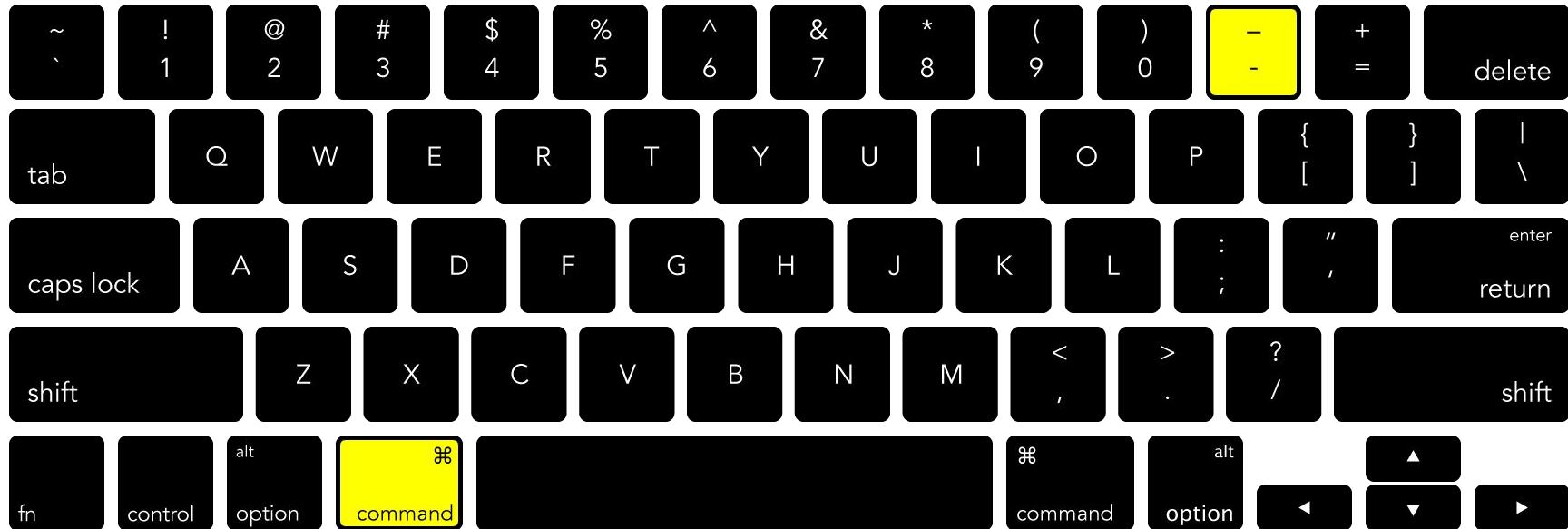
Selection Tools

InDesign Navigation → View Menu



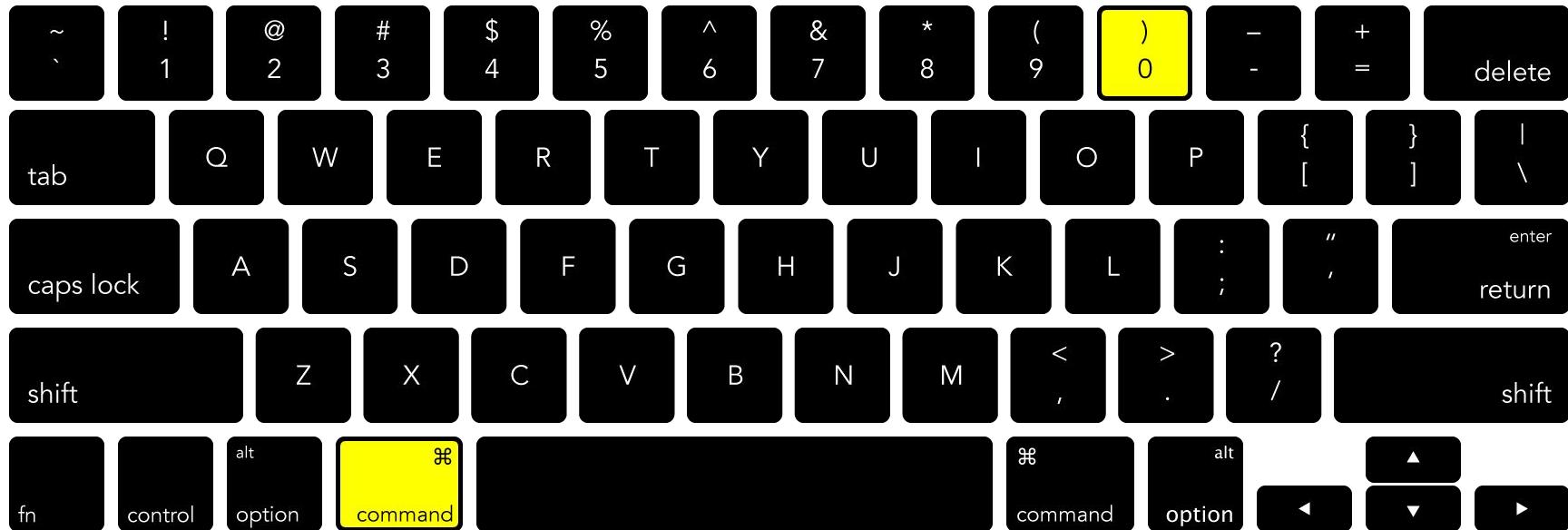
View Menu → Zoom In

InDesign Navigation → View Menu



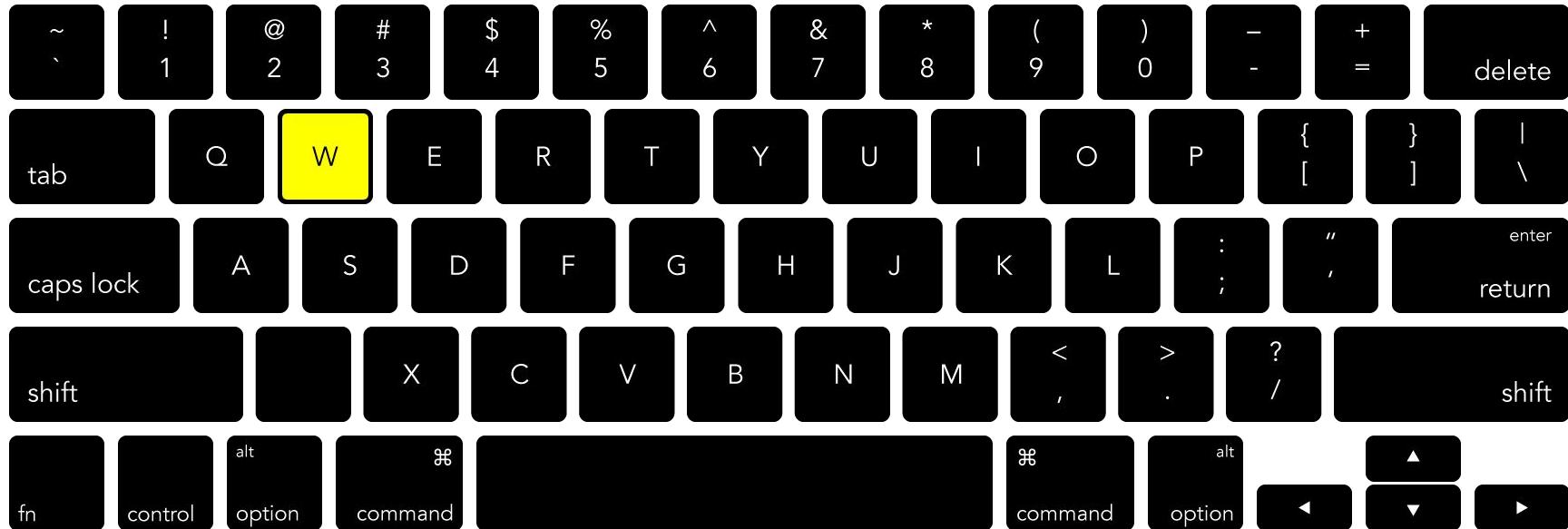
View Menu → Zoom Out

InDesign Navigation → View Menu



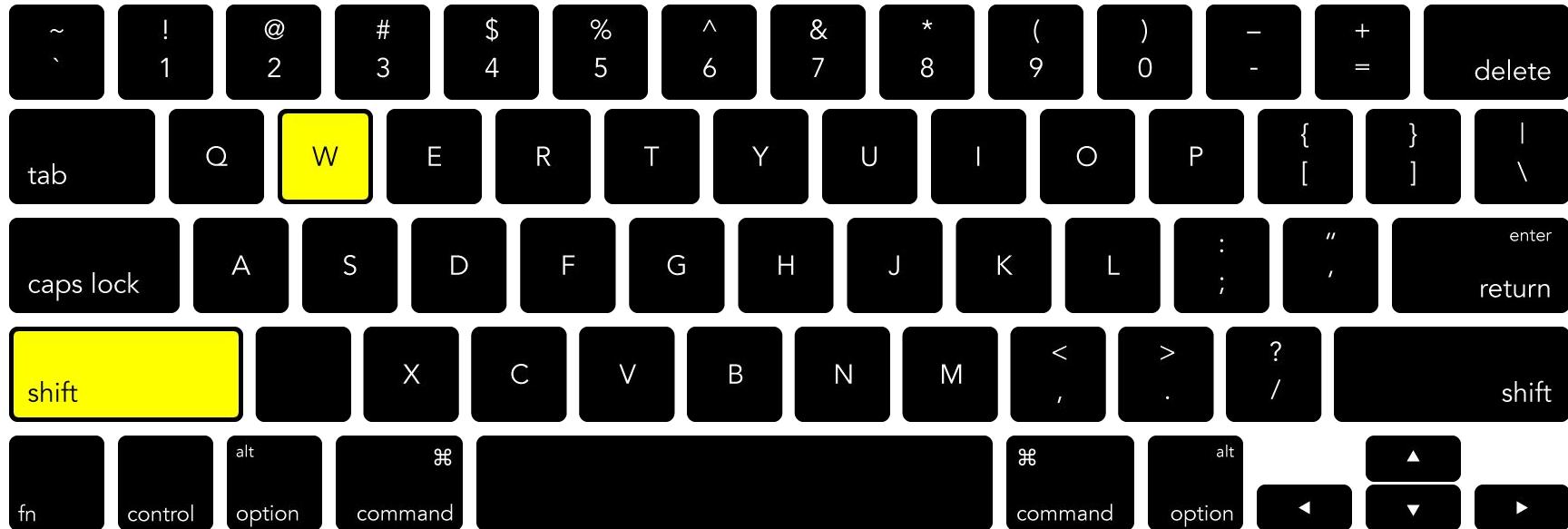
View Menu → Zoom to Fit Page in Window

InDesign Navigation → View Menu



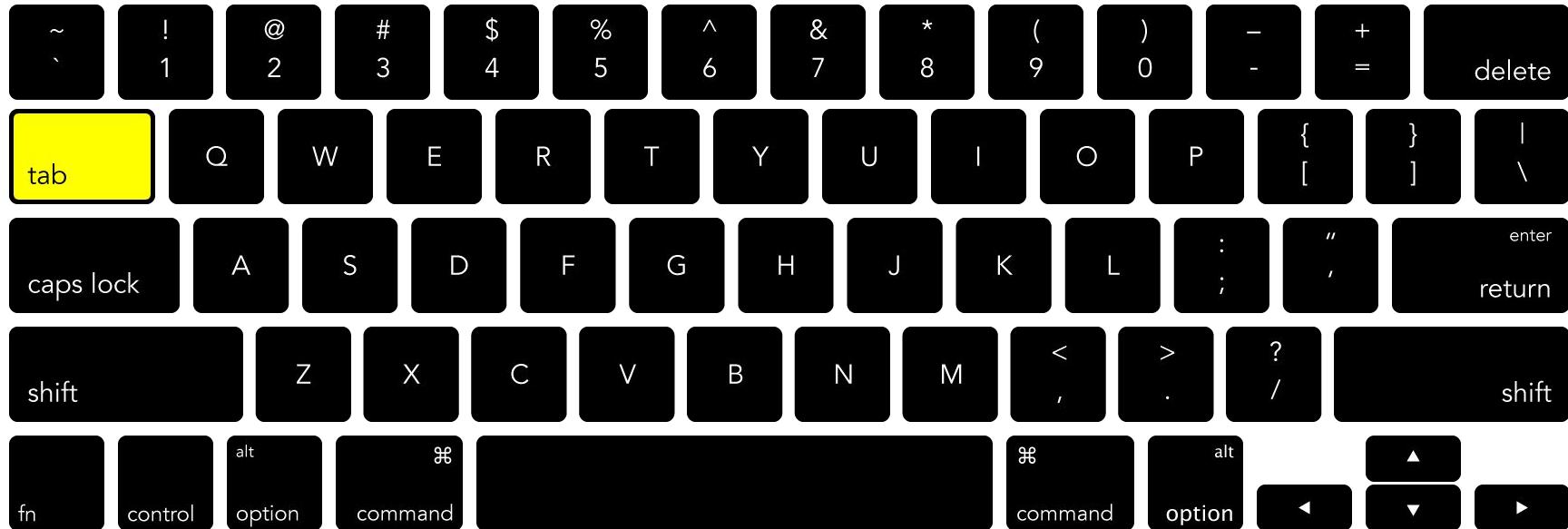
Toggle Normal/Preview Screen Modes

InDesign Navigation → View Menu



Toggle Presentation Screen Mode

InDesign Navigation → View Menu



Show/Hide Toolbars/Palettes

InDesign Navigation

View Tools

View Menu

Selection Tools

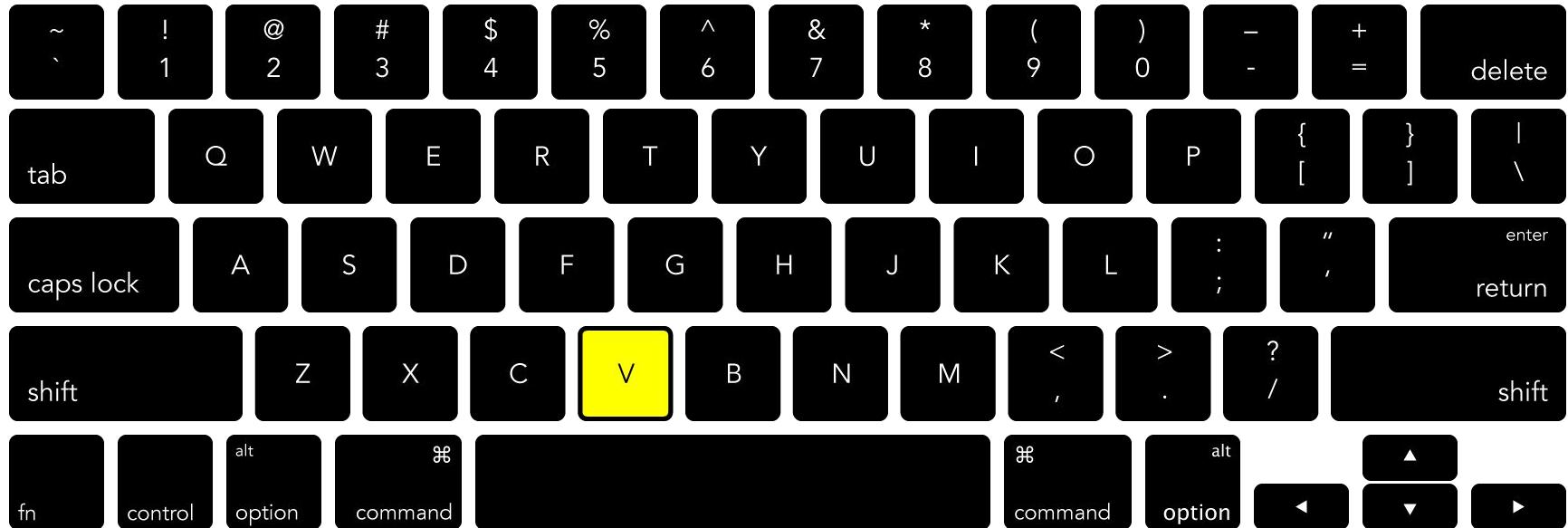
InDesign Navigation

View Tools

View Menu

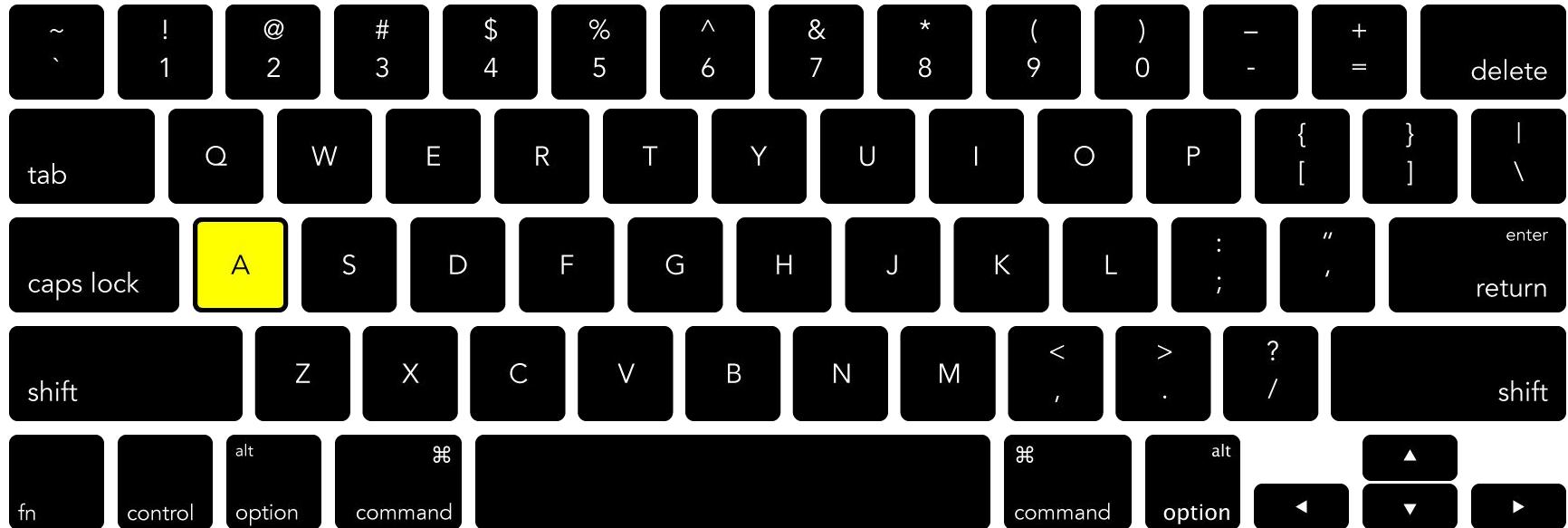
Selection Tools

InDesign Navigation → Selection



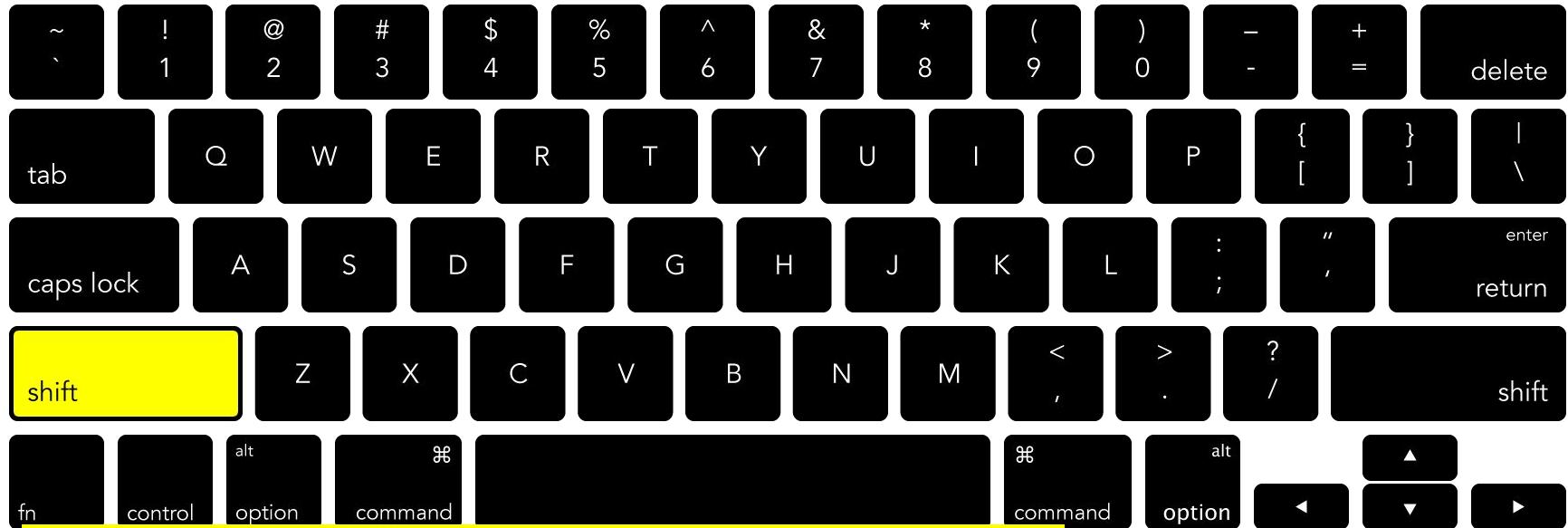
Select Tool

InDesign Navigation → Selection



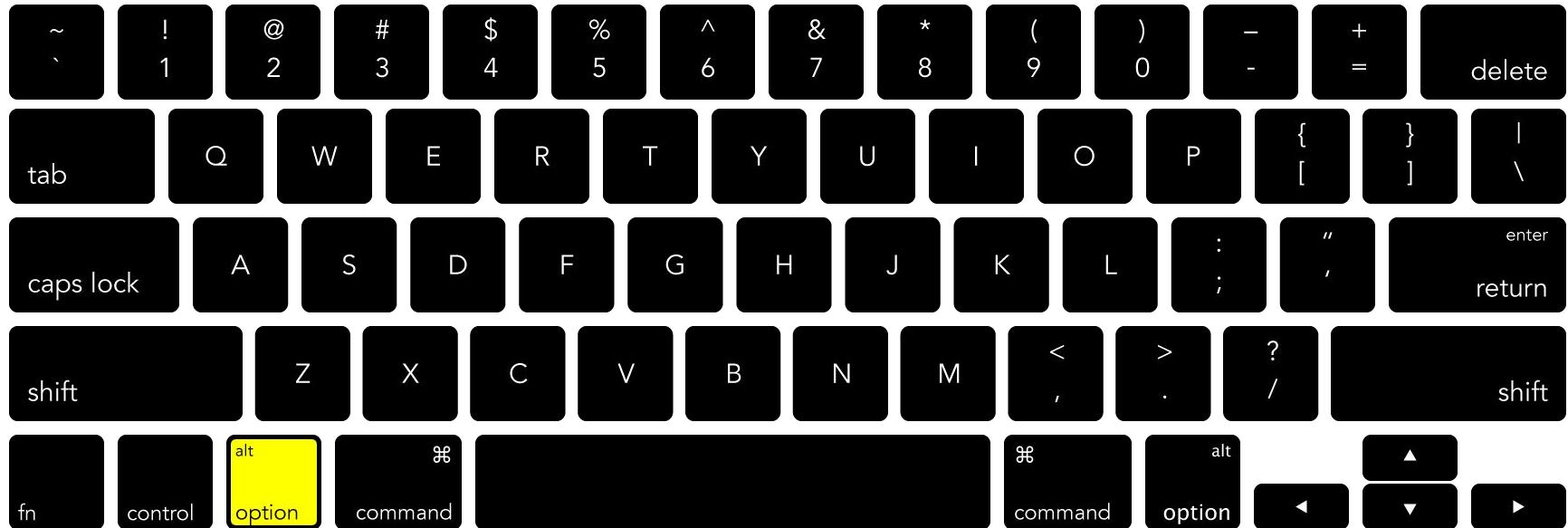
Direct Select Tool

InDesign Navigation → Selection



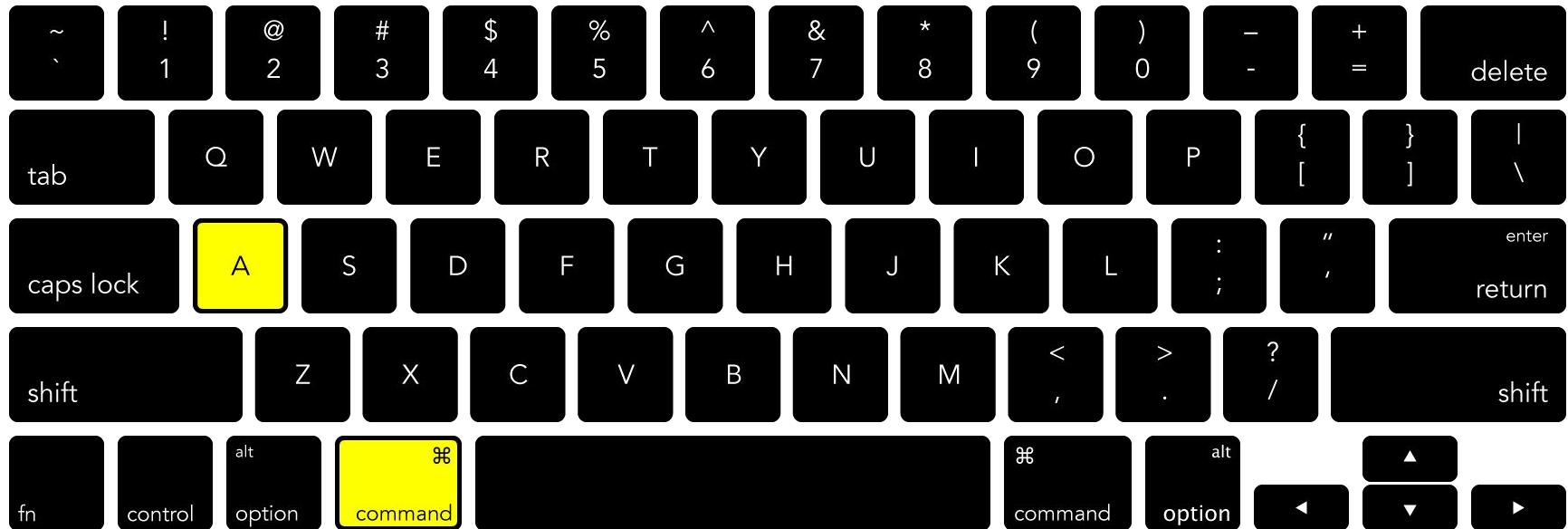
**Add to/remove from selection,
lock axis (move), lock aspect ratio (scale)**

InDesign Navigation → Selection



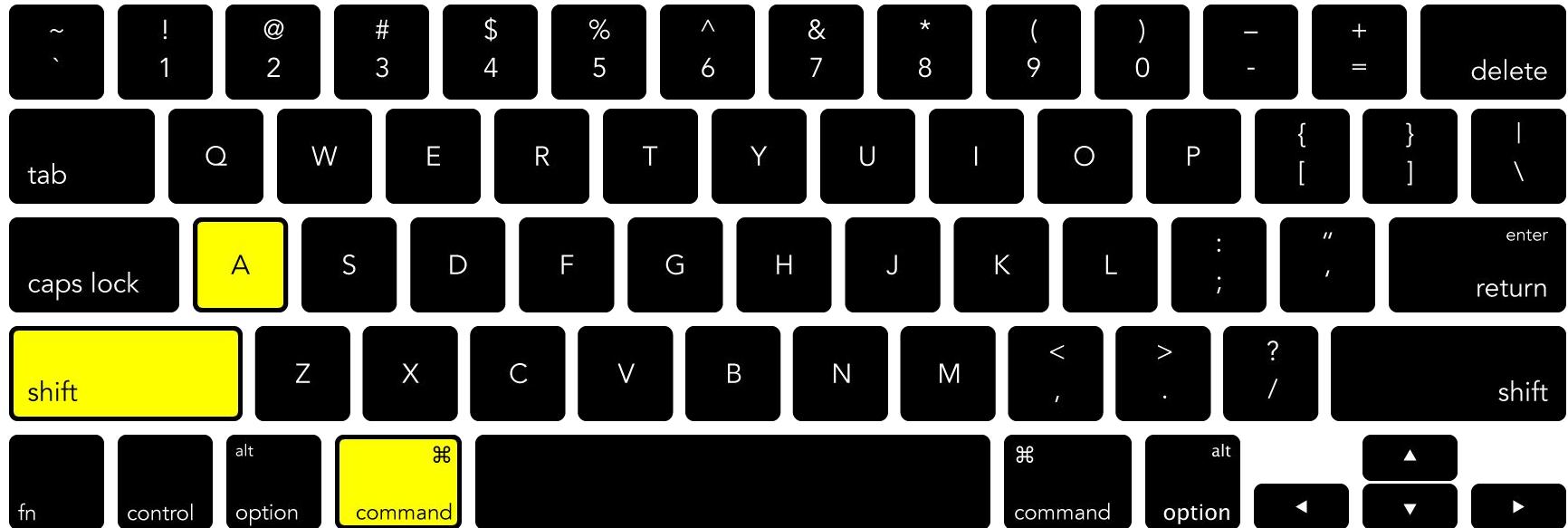
Drag-and-duplicate the selected object

InDesign Navigation → Selection



Select All

InDesign Navigation → Selection



Deselect All

InDesign Navigation

View Tools

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Selection Tools

New Document

Navigation & Workspaces

Pages Palette

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New Document

Navigation & Workspaces

Pages Palette

Master Page

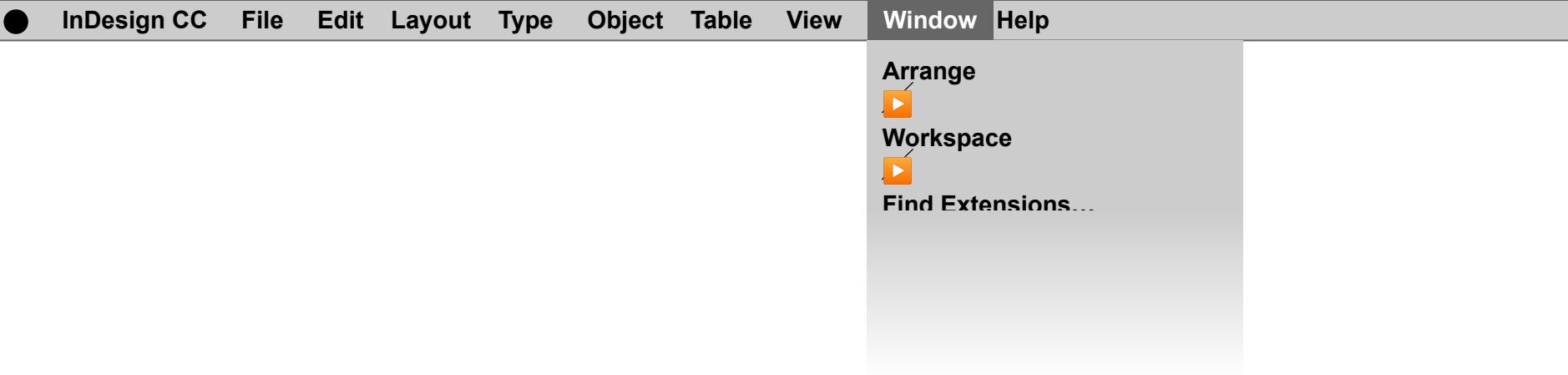
Rectangle Frame Tool

Save

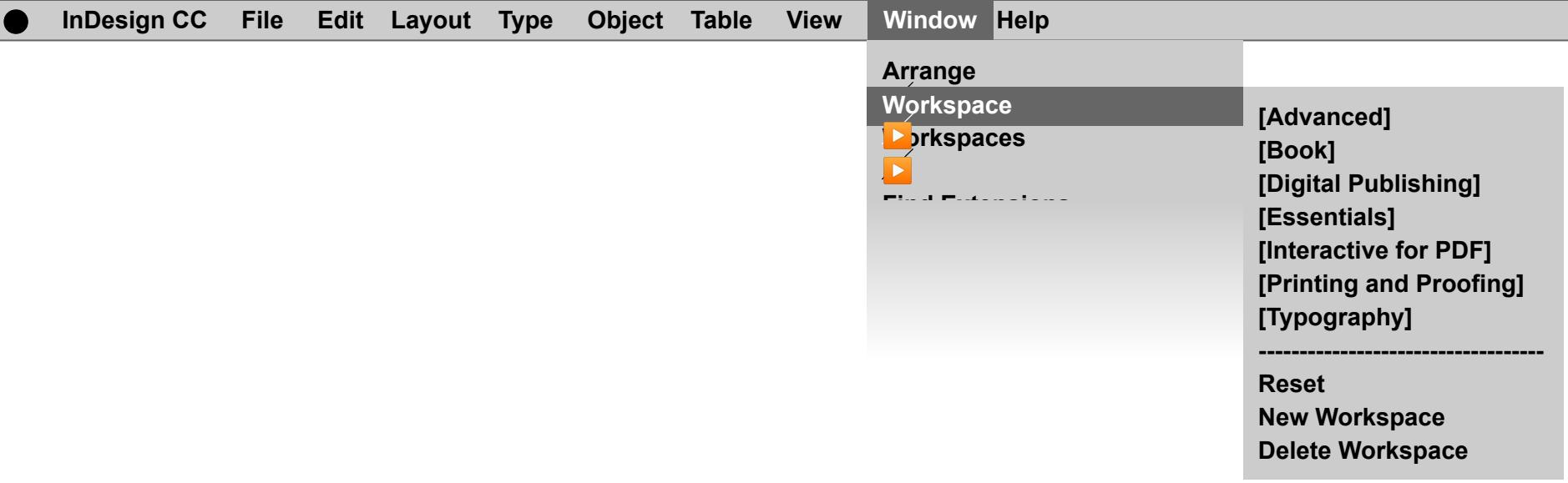
Export to PDF

Package

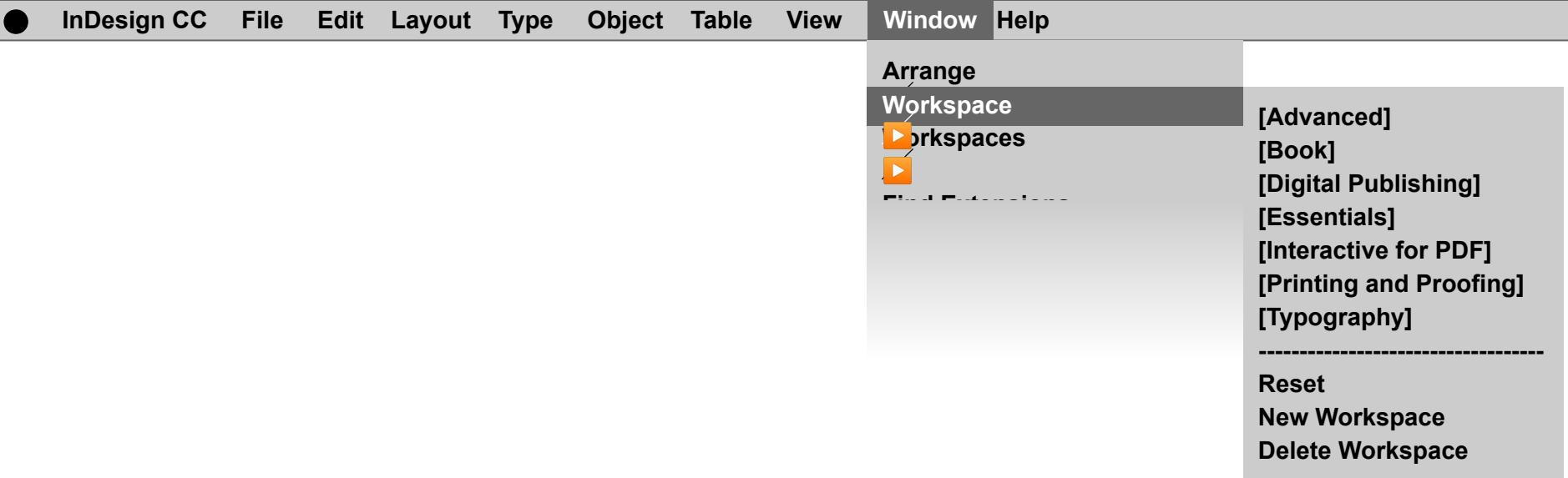
InDesign Workspaces



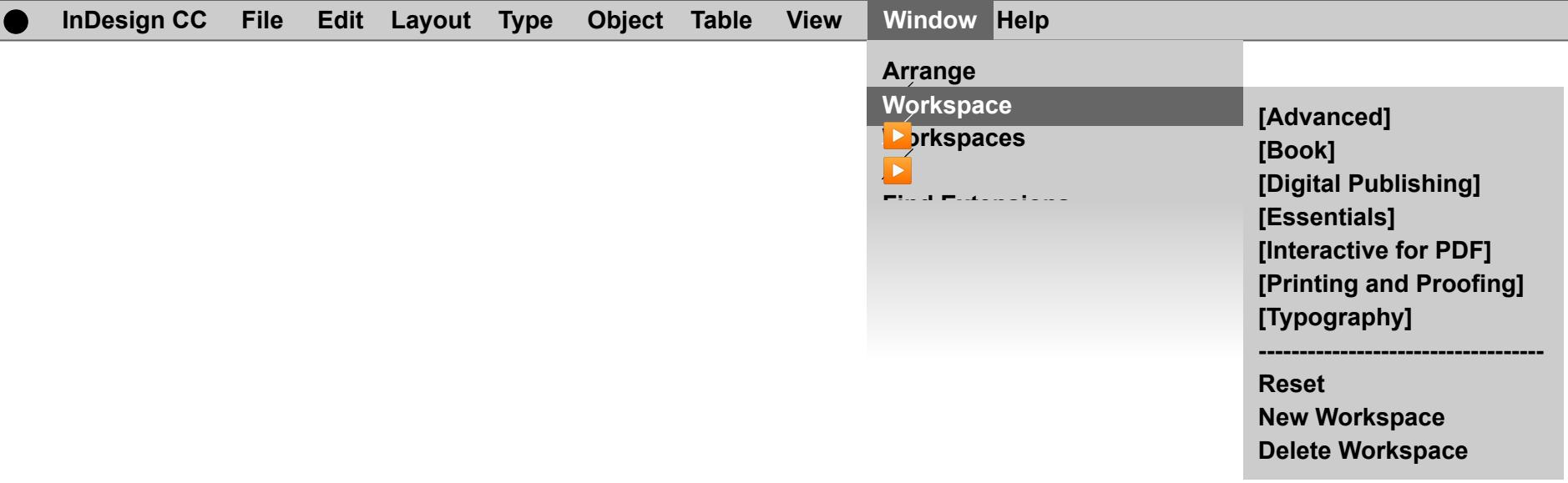
Window Menu



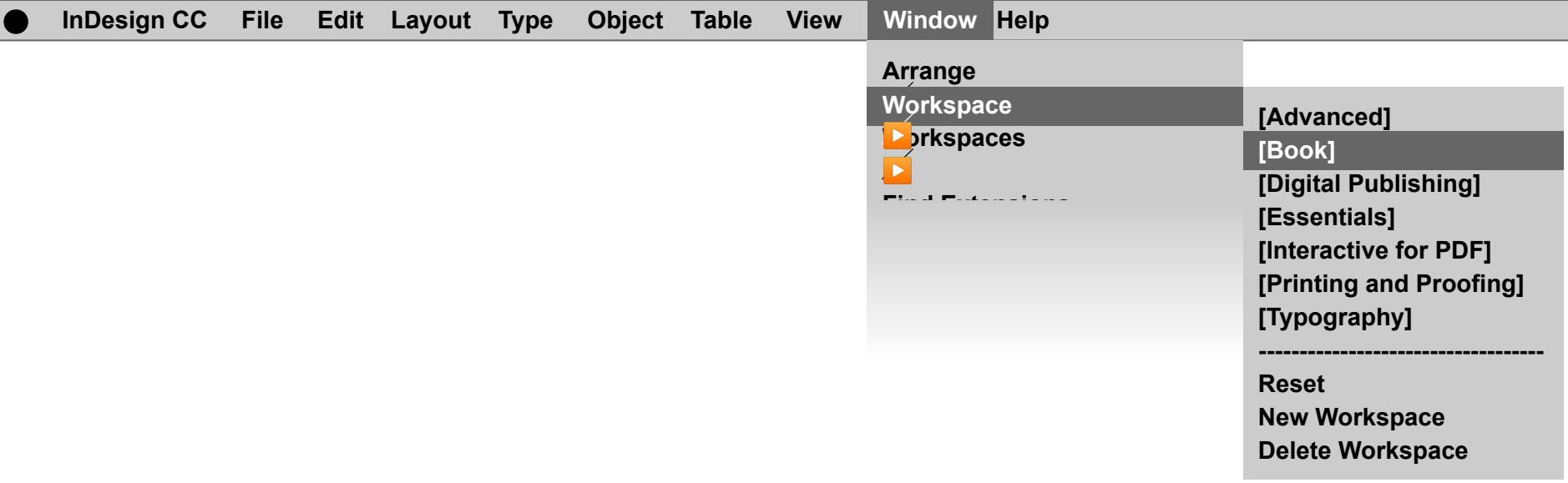
Window Menu → Workspace



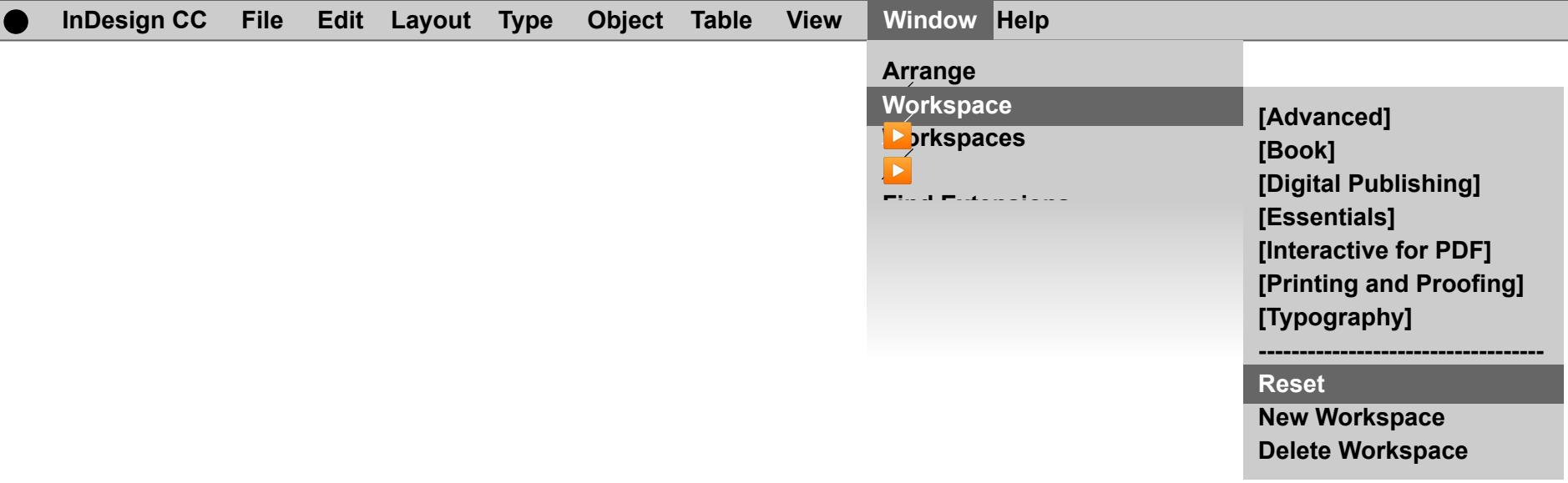
A Workspace is a particular arrangement of toolbars and palettes (types of controls).



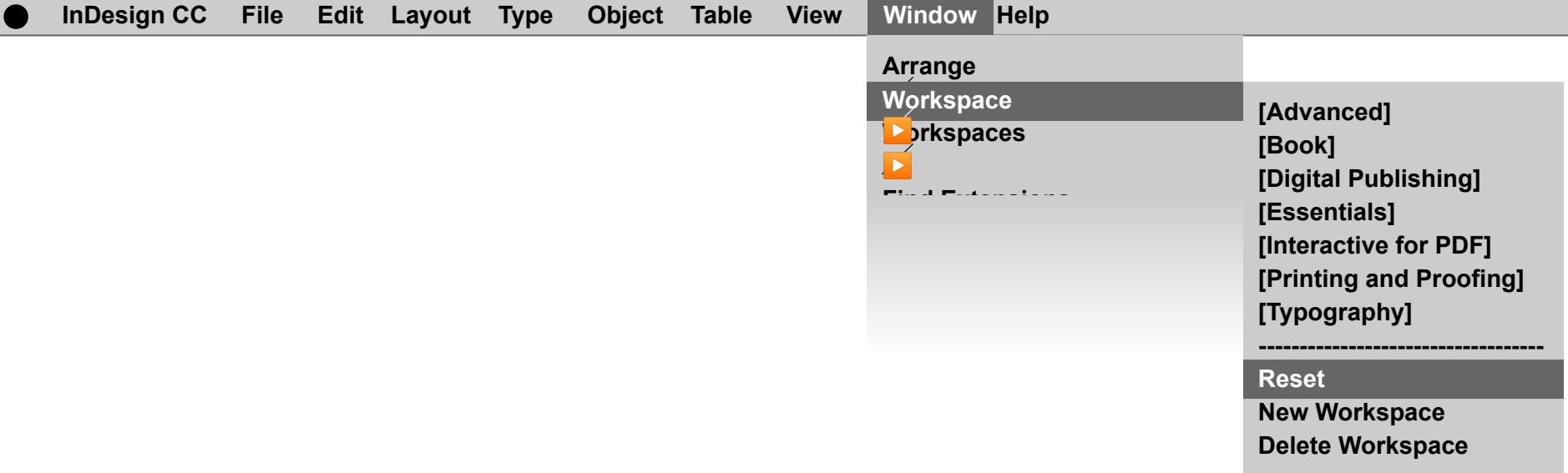
By default, the Workspace will stay the same...



Unless you select a different Workspace...



Or Reset your Workspace



If you get accustomed to a particular arrangement of palettes and toolbars, you might want to create a New Workspace, so that you can easily set-up that workspace.

InDesign Views

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Save

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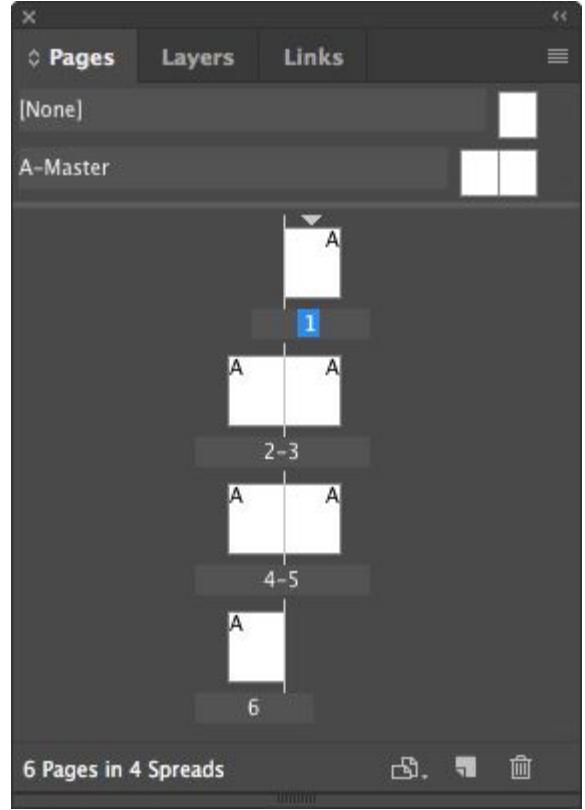
Package

InDesign Pages Palette

InDesign Pages Palette

Window Menu → Pages

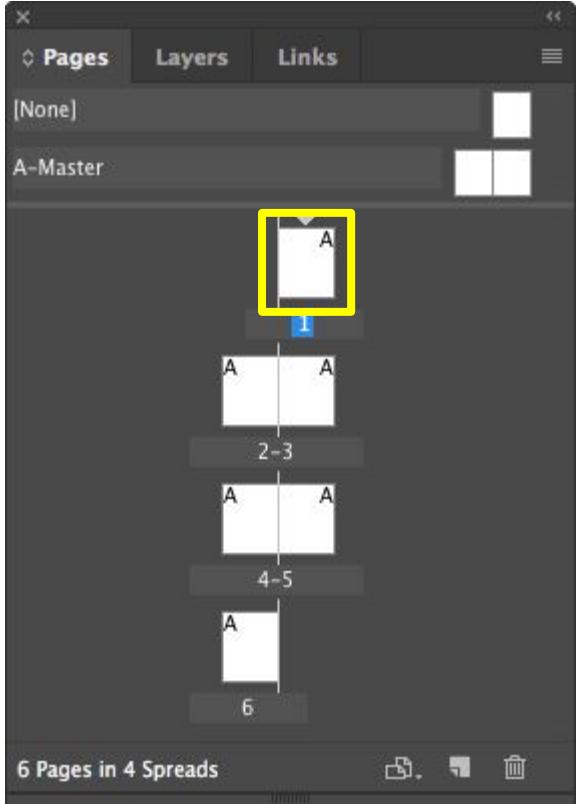
InDesign Pages Palette



Window Menu → Pages

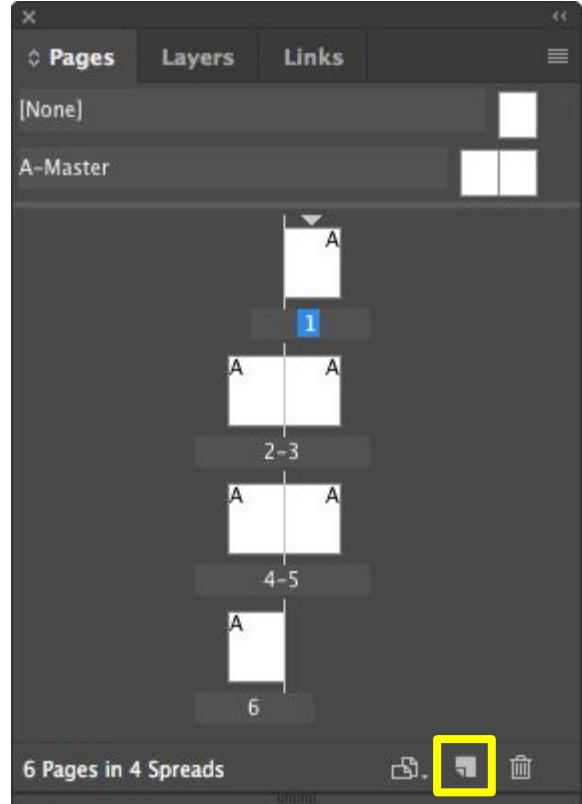
InDesign Pages Palette

Click-and-drag page icons in the Pages Palette to reorder the pageflow...



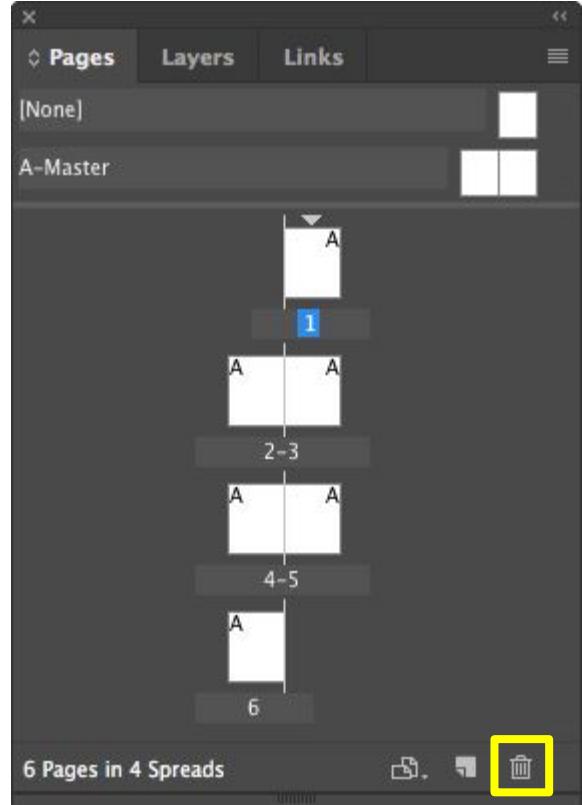
InDesign Pages Palette

Click-and-drag page icons in the Pages Palette to reorder the pageflow, click the page icon to add new pages...



InDesign Pages Palette

Click-and-drag page icons in the Pages Palette to reorder the pageflow, click the page icon to add new pages, or the trash icon to remove selected pages



New Document

Navigation & Workspaces

Pages Palette

Master Page

Rectangle Frame Tool

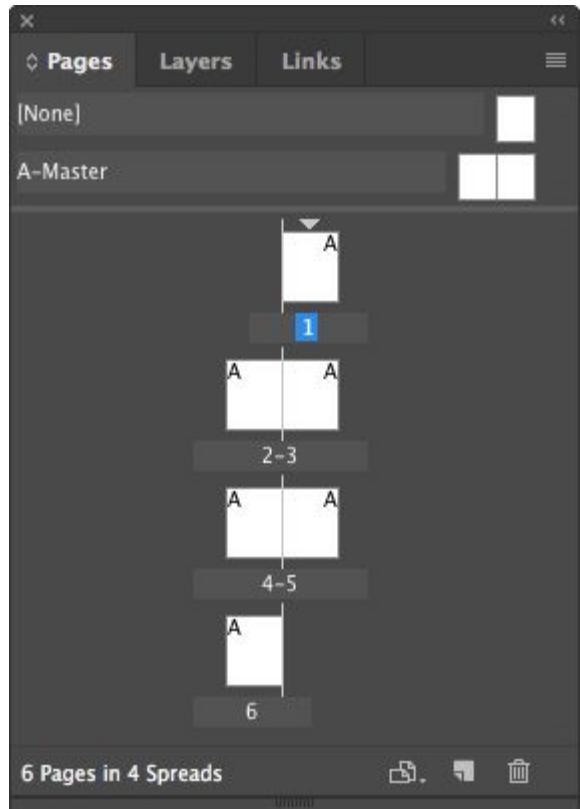
Save

Export to PDF

Package

InDesign Master Page

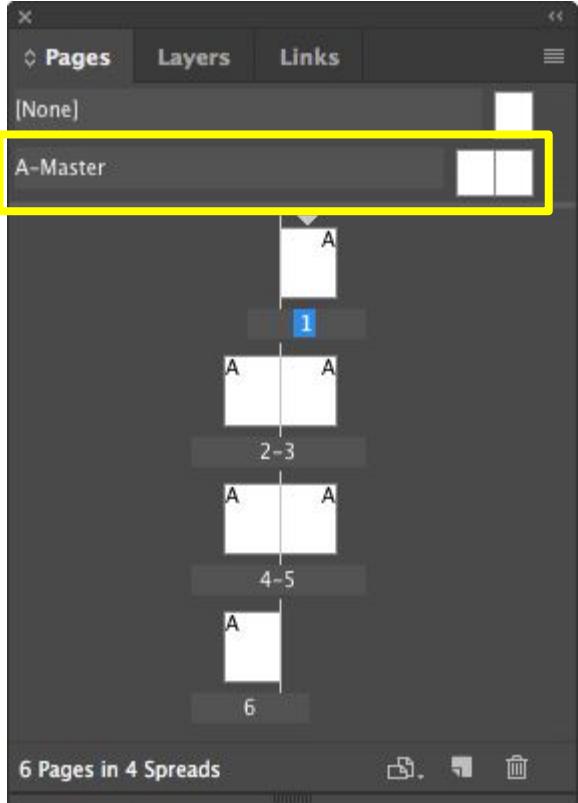
InDesign Master Page



Window Menu → Pages

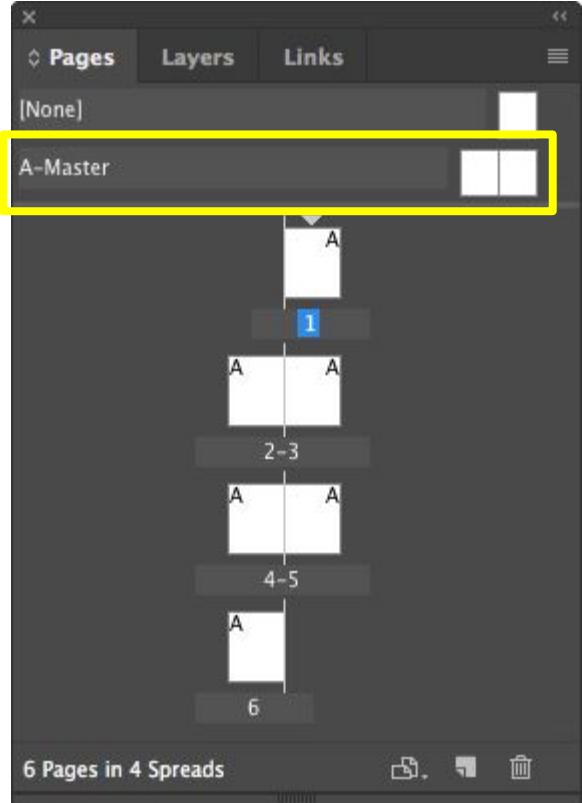
InDesign Master Page

Double-click on the A-Master to edit the master page.



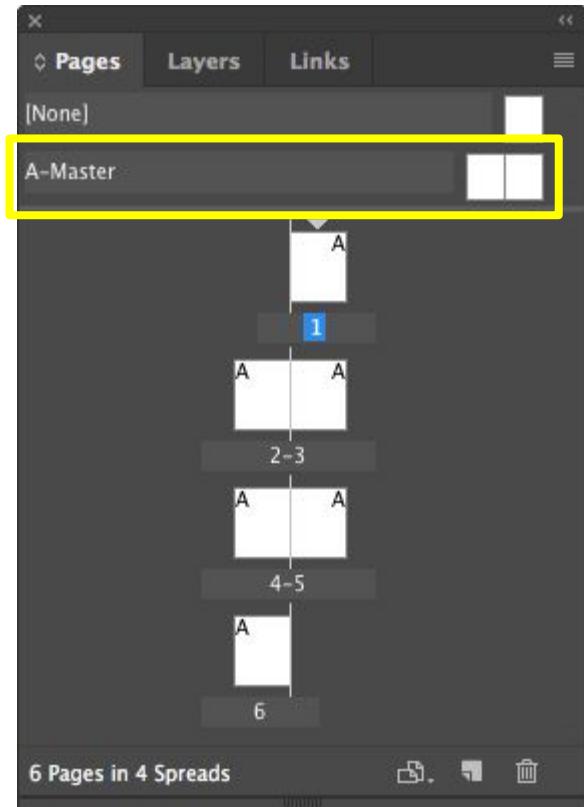
InDesign Master Page

Double-click on the A-Master to edit the master page. The Master Page is a template style that will automatically be applied to all pages.



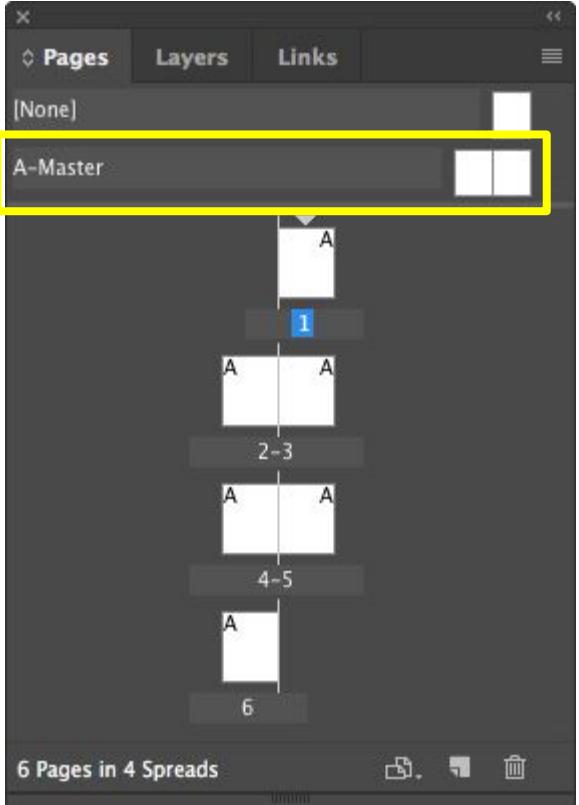
InDesign Master Page

So, for instance, you might place a decorative border, the title of the book, or the name of the author into the Master Page, to quickly apply those elements to all pages.



InDesign Master Page

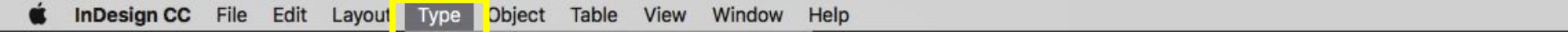
To automatically insert page numbers, draw a text frame on the Master Page, then...



InDesign Master Page

To automatically insert page numbers, draw a text frame on the Master Page, then:

Type Menu →



InDesign Master Page

To automatically insert page numbers, draw a text frame on the Master Page, then:

Type Menu →

Insert Special Character →

- Add Fonts from Typekit...
- Font ►
- Size ►
- ✓ Character ⌘T
- ✓ Paragraph ⌘⌘T
- Tabs ⌘⌘T
- Glyphs ⌘⌃F11
- Story
- ✓ Character Styles ⌘⌃F11
- Paragraph Styles ⌘F11
- Create Outlines ⌘⌘O
- Find Font...
- Change Case ►
- Type on a Path ►
- Notes ►
- Track Changes ►
- Insert Footnote
- Document Footnote Options...
- Hyperlinks & Cross-References ►
- Text Variables ►
- Bulleted & Numbered Lists ►
- Insert Special Character ►**
- Insert White Space ►
- Insert Break Character ►
- Fill with Placeholder Text
- Show Hidden Characters ⌘⌘I

InDesign Master Page

To automatically insert page numbers, draw a text frame on the Master Page, then:

Type Menu →
Insert Special Character →
Markers →

- Add Fonts from Typekit...
- Font ►
- Size ►
- ✓ Character ⌘T
- ✓ Paragraph ⌘⌘T
- Tabs ⌘⌘T
- Glyphs ⌘⌃F11
- Story
- ✓ Character Styles ⌘⌃F11
- Paragraph Styles ⌘F11
- Create Outlines ⌘⌘O
- Find Font...
- Change Case ►
- Type on a Path ►
- Notes ►
- Track Changes ►
- Insert Footnote
- Document Footnote Options...
- Hyperlinks & Cross-References ►
- Text Variables ►
- Bulleted & Numbered Lists ►
- Insert Special Character ►
- Insert White Space ►
- Insert Break Character ►
- Fill with Placeholder Text
- Show Hidden Characters ⌘I

Symbols ►

Markers ►

Hypens and Dashes ►

Quotation Marks ►

Other ►

InDesign Master Page

To automatically insert page numbers, draw a text frame on the Master Page, then:

Type Menu →
Insert Special Character →
Markers →
Current Page Number

- Add Fonts from Typekit...
- Font ►
- Size ►
- ✓ Character ⌘T
- ✓ Paragraph ⌘⌘T
- Tabs ⌘⌘T
- Glyphs ⌘⌃F11
- Story
- ✓ Character Styles ⌘⌃F11
- Paragraph Styles ⌘F11
- Create Outlines ⌘⌘O
- Find Font...
- Change Case ►
- Type on a Path ►
- Notes ►
- Track Changes ►
- Insert Footnote
- Document Footnote Options...
- Hyperlinks & Cross-References ►
- Text Variables ►
- Bulleted & Numbered Lists ►
- Insert Special Character ►
- Insert White Space ►
- Insert Break Character ►
- Fill with Placeholder Text
- Show Hidden Characters ⌘⌃I

- Symbols ►
- Markers ►
- Current Page Number ⌘⌃N
- Next Page Number
- Previous Page Number
- Section Marker
- Hyphens and Dashes ►
- Quotation Marks ►
- Other ►

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InDesign Rectangle Frame Tool

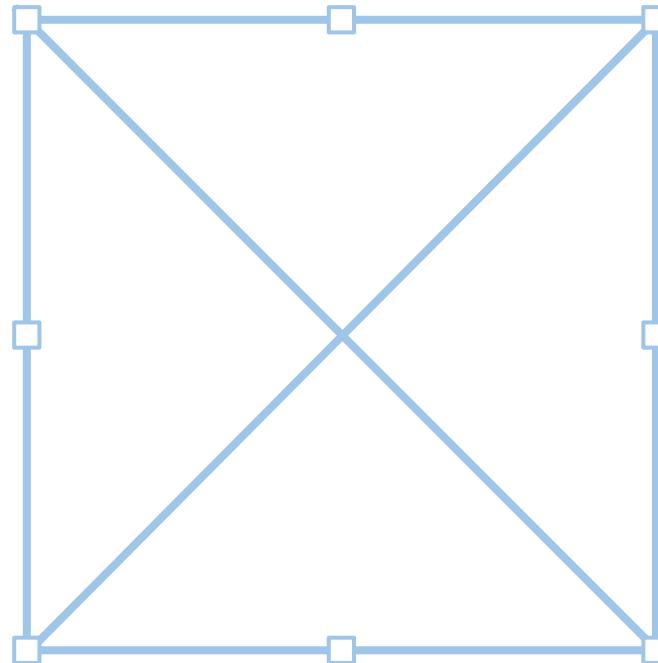
InDesign Rectangle Frame Tool

Use the **Rectangle Frame** to Place other assets (like images) on the page.



InDesign Rectangle Frame Tool

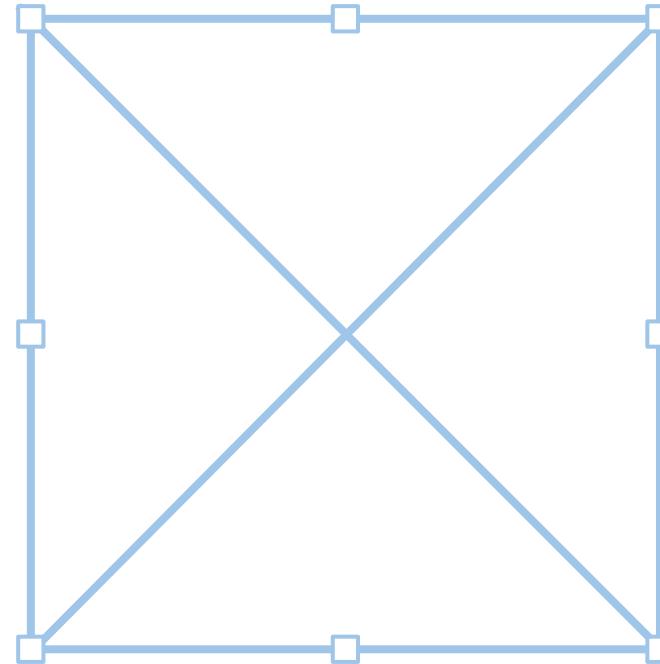
Use the Rectangle
Frame to **Place** other
assets (like images)
on the page.



InDesign Rectangle Frame Tool

Use the Rectangle Frame to Place other assets (like images) on the page. With the Rectangle Frame selected, go:

File Menu →
Place



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Master Page

Rectangle Frame Tool

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Save

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