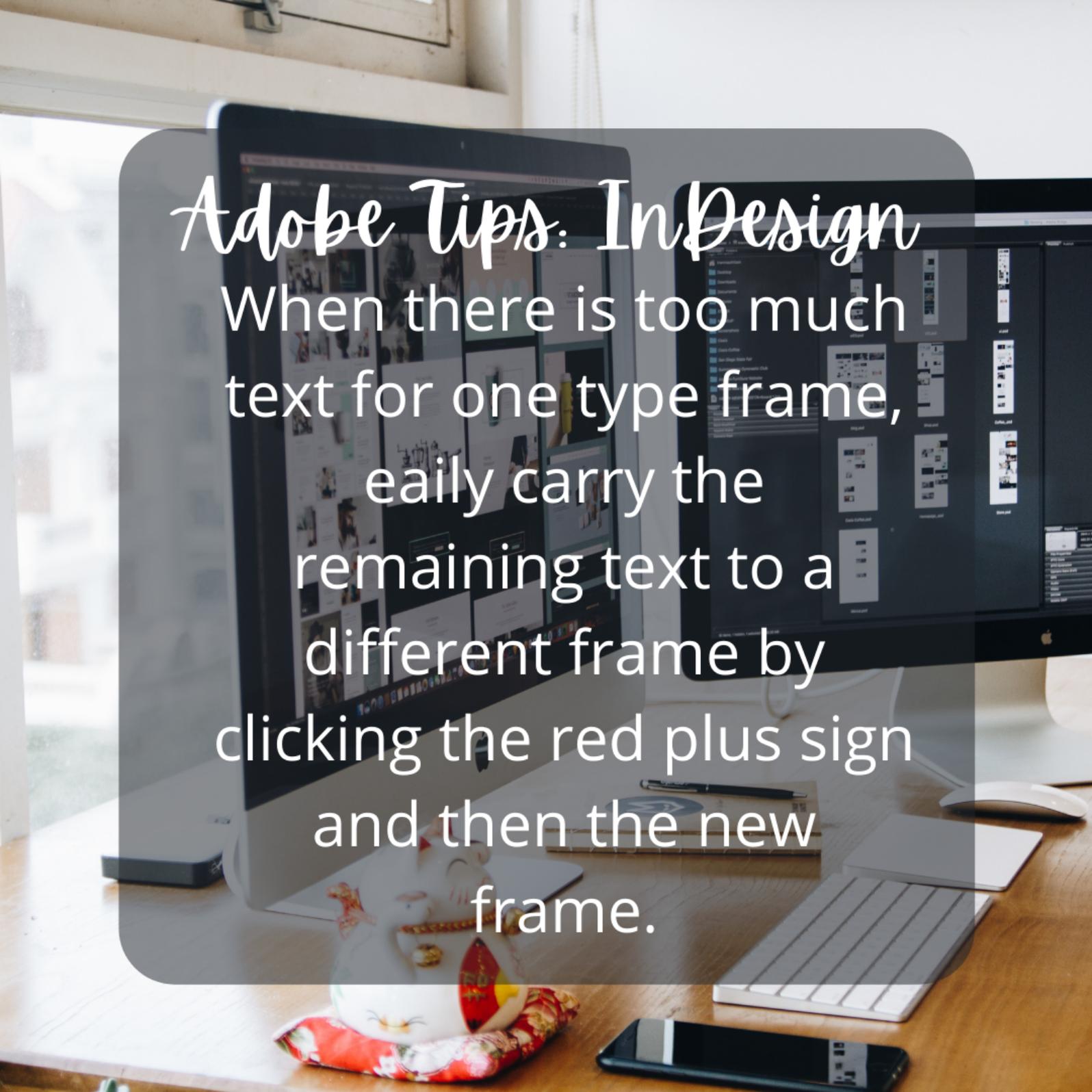


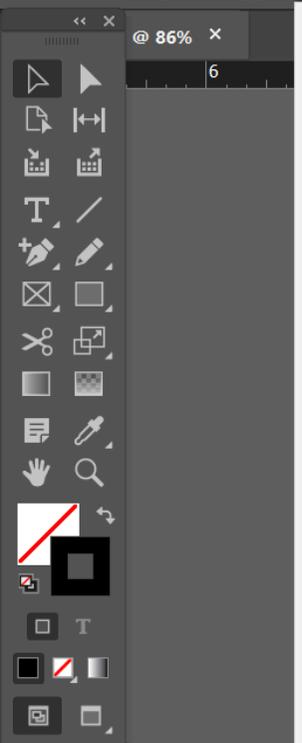
Adobe Tips: InDesign

When there is too much text for one type frame, easily carry the remaining text to a different frame by clicking the red plus sign and then the new frame.

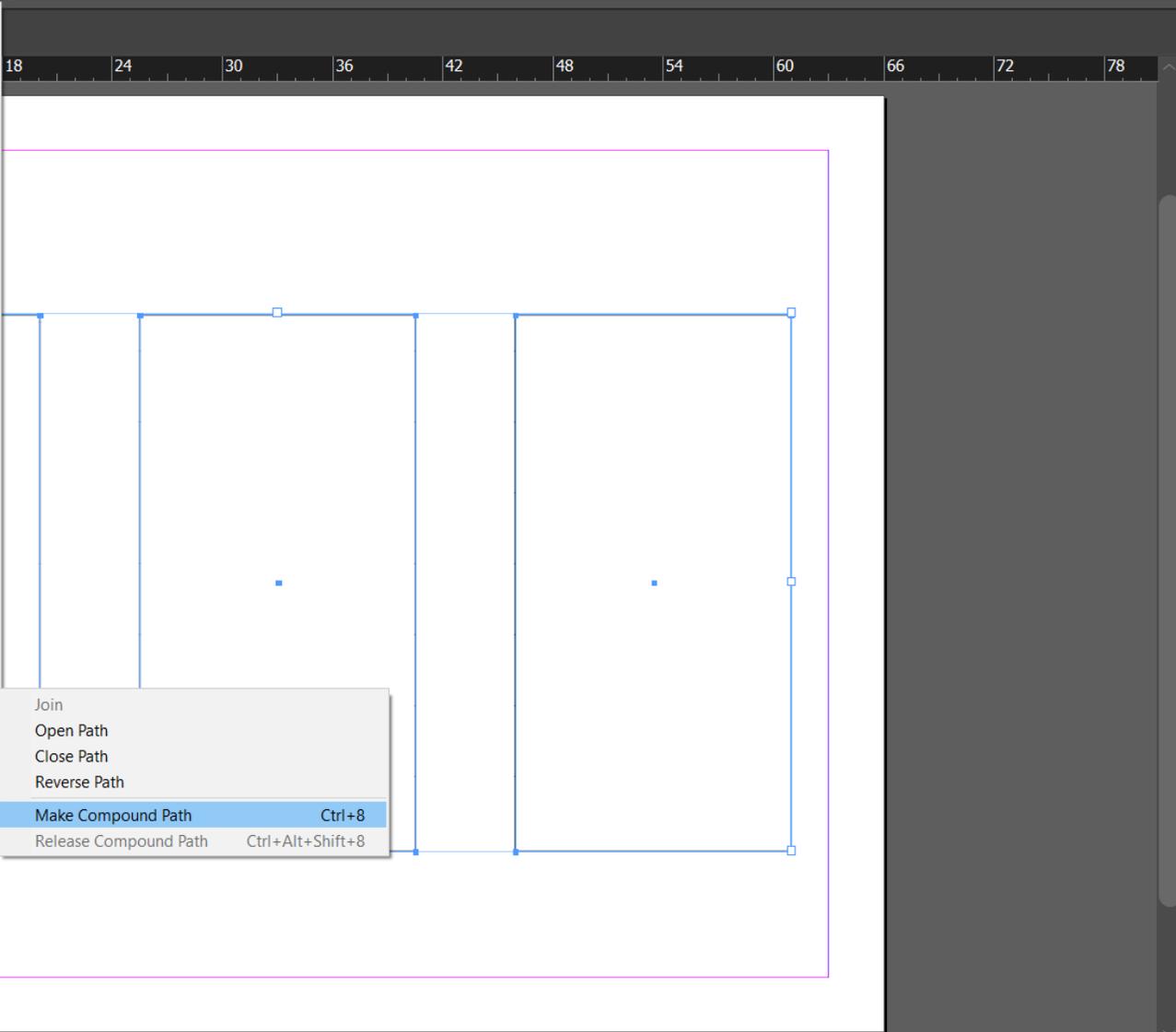


Adobe Tips: InDesign

Place one photo across multiple frames by shift-clicking each frame to select them together and clicking Objects > Paths > Make Compound Path, then while the frames are still selected, click File > Place and choose your image.



- Transform >
- Transform Again >
- Arrange >
- Select >
- Group Ctrl+G
- Ungroup Ctrl+Shift+G
- Lock Ctrl+L
- Unlock All on Spread Ctrl+Alt+L
- Hide Ctrl+3
- Show All on Spread Ctrl+Alt+3
- Insert HTML...
- Generate QR Code...
- Text Frame Options... Ctrl+B
- Anchored Object >
- Fitting >
- Content >
- Effects >
- Corner Options...
- Object Layer Options...
- Object Export Options...
- Captions >
- Clipping Path >
- Image Color Settings...
- Interactive >
- Paths >**
- Pathfinder >
- Convert Shape >
- Convert Point >
- Display Performance >

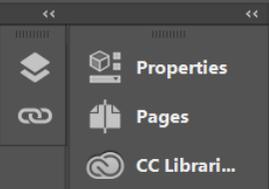
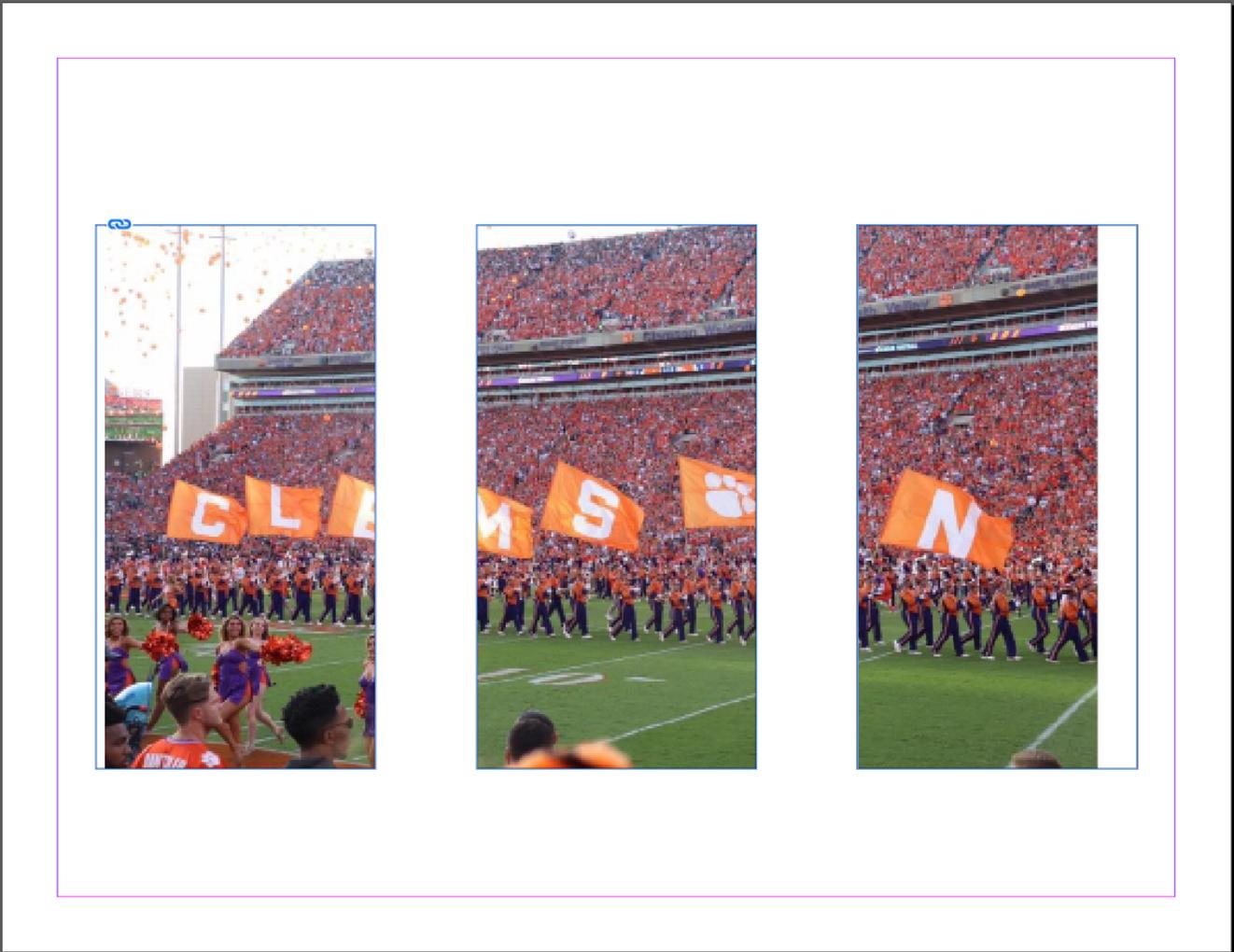
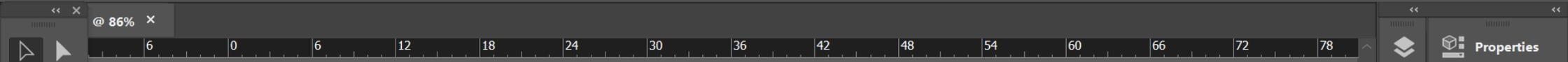


- Join
- Open Path
- Close Path
- Reverse Path
- Make Compound Path Ctrl+8**
- Release Compound Path Ctrl+Alt+Shift+8

Properties

Pages

CC Librari...



★ Beginner's Guide: Adobe InDesign ★

Setting Up the Document

- ★ Open InDesign and adjust the size of your document. Here are some guidelines on common [document](#) and [social media graphic](#) sizes.
- ★ Don't forget that print documents need a bleed allowance in addition to margins. According to [this source](#), 0.125 in will work fine.
- ★ Remember to save your work somewhere you will be able to find it again!

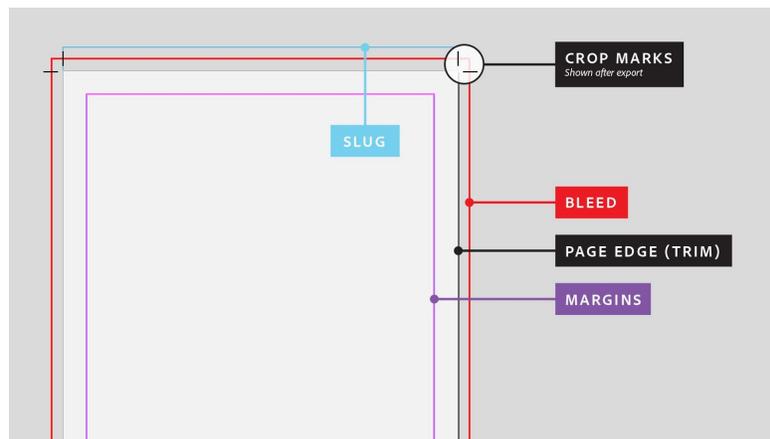


Image Source: [Adobe](#)

- ★ More on [bleeds and slugs](#): “A bleed occurs when any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin. An element may bleed or extend off one or more sides of a document.

A slug is usually non-printing Information such as a title and date used to identify a document. It appears on the pasteboard, usually near the bottom of the document. Guides for slugs and bleeds are set up in the New Document dialog screen or Document Setup dialog screen.

If you are printing to your desktop printer, you do not need any bleed allowance. However, when you prepare a document for commercial printing, any element that bleeds should extend off the document page by 1/8 inch. Pull guides from InDesign's rulers and position them 1/8 inch outside the boundaries of the document. Elements that bleed off the page snap to those guides, giving even margins all around. A separate guide can be positioned beneath the document to indicate the slug location.”

Tools

Adobe products tend to have similar toolbars, but InDesign has its own unique features. Review [this source](#) for a complete breakdown of the tools you will be working with in InDesign.

Master Pages

If you're creating a document with multiple pages that need to have a consistent/uniform look, you should use the master pages feature. When you edit the master page, each of the pages within the document will have those edits applied. Here is a [detailed tutorial](#) on that.

Keyboard Shortcuts

Here are some basic keyboard shortcuts for InDesign found at [this source](#). Check it out for a more exhaustive list.

Function	Mac	Windows
Copy	⌘ + C	Ctrl + C
Paste	⌘ + V	Ctrl + V
Cut	⌘ + X	Ctrl + X
Select All	⌘ + A	Ctrl + A
Deselect All	↑ + ⌘ + A	↑ + Ctrl + A
Undo	⌘ + Z	Ctrl + Z
Save	⌘ + S	Ctrl + S
Export	⌘ + E	Ctrl + E

Finishing a Project

- ★ InDesign (and other Adobe products) save your documents as project files until you export your work. InDesign's project file extension is .indd. In order to make your work publishable, you need to export it.
- ★ Here is a [detailed tutorial](#) on exporting in InDesign.

Things to Keep in Mind

- ★ Save frequently to avoid losing your work. You should also back up your files to Google Drive and/or Box for additional security.
- ★ Think about how your document will look if it needs to be printed (i.e. make sure the font size is legible, etc.).
- ★ Finally, getting used to a new software has a learning curve. Don't feel discouraged if your work doesn't turn out perfectly on the first try. We are all learning!

InDesign Resources

General Resources

- ★ [20 Most Common InDesign Mistakes](#)
- ★ [InDesign CC 2020 Keyboard Shortcuts](#)
- ★ [InDesign Toolbar Glossary](#)
- ★ [Free InDesign Templates](#)
- ★ [75 InDesign Templates](#)
- ★ [100 InDesign Resume Templates](#)
- ★ [Adobe Fonts](#)
- ★ [Adobe Color Scheme Generator](#)
- ★ [Coolers Color Scheme Generator](#)

InDesign Tutorials

- ★ [Adobe's InDesign Tutorials](#)
- ★ [InDesign for Absolute Beginners](#)
- ★ [How to Get Started with Adobe InDesign](#)
- ★ [InDesign for Beginners](#)
- ★ [39 InDesign tutorials to level up your skills](#)
- ★ [InDesignSkills.com Tutorials](#)
- ★ [25 Tutorials For Getting More Out of Adobe InDesign](#)
- ★ [User Guide: Master Pages](#)
- ★ [How to Set a Print Bleed](#)
- ★ [InDesign Tutorial Exporting and Printing](#)

Fun/Creative Tutorials

- ★ [How to: Creative Individual Text Wraps in InDesign](#)
- ★ [How to Write Words Around a Circle in InDesign](#)
- ★ [Wrap Text Around Images, Shapes and Objects in Adobe InDesign Tutorial](#)
- ★ [InDesign How-to: Fill Type with Artwork](#)
- ★ [Create 5 High-Impact Typography Effects in Adobe InDesign](#)
- ★ [5 Cool Things You Didn't Know You Could Do in InDesign](#)
- ★ [Create a retro text effect](#)
- ★ [How to Create Vertical Text in InDesign](#)