

Using Adobe InDesign – The basics.

Adobe InDesign is an Industry standard page layout programme (the other is Quark) used by magazine, book, and other publishers.

It is important to know that the programme works by having place holders for the content and then linking to that content. Most of your content will not be in the actual indd InDesign file. (The indd file keeps the instruction on how items are displayed and where they are positioned.)

For this reason you must save and keep your content in a place that InDesign can always find. If you move or delete your external files you will get a Broken Links dialogue box next time you open the file. This can waste you a lot of time especially at printing time.

Step 1.

Plug in your external Hard Drive and what for it to load.

Go to the drive and create a New Folder. Name it **Magazine**.

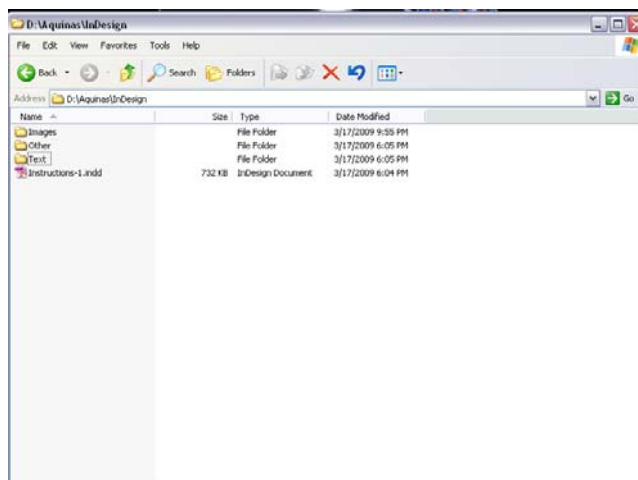
Inside this folder create three sub folders. Name them Text, Images, Other.

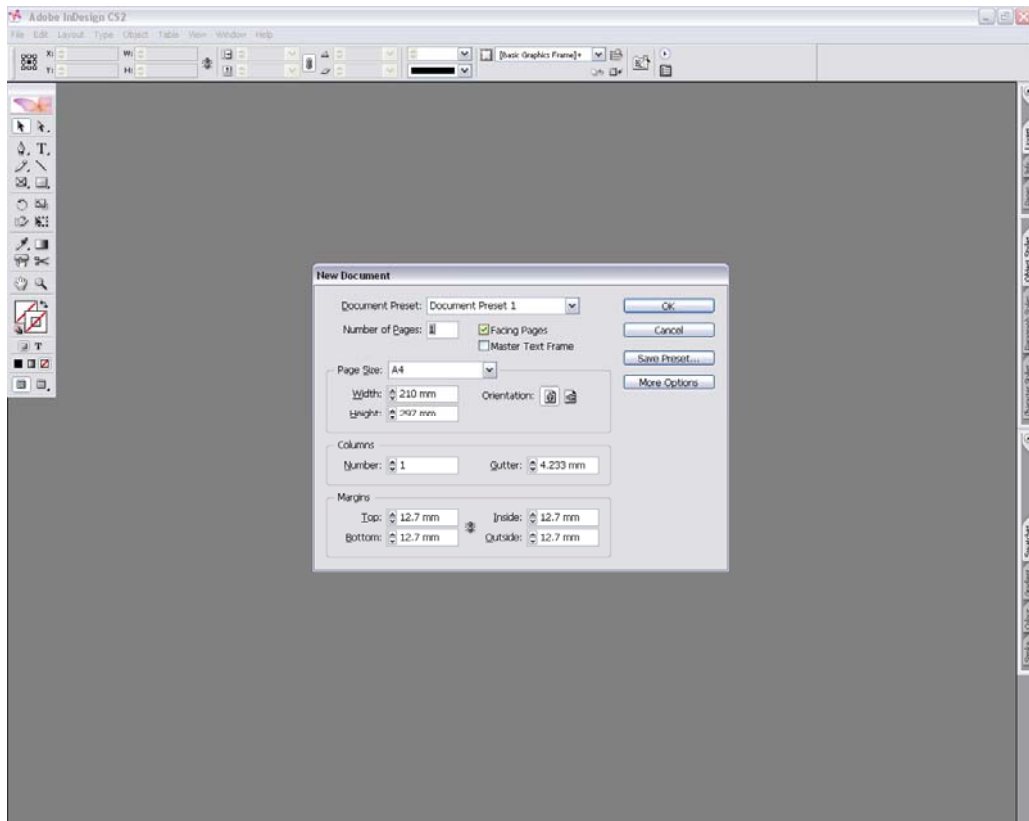
You should copy your content to these folders, that is put your photographs, logos etc. in Images; put your Word documents in Text; put other things in Other. (There is no need to do any formatting in Word – that is done in InDesign.)

Step 2.

Start InDesign (Programs + Adobe + InDesign)

When the programme starts you will get a screen that looks like this...





Change the number of pages to 5.

You will NOT be doing anything with page 1.

The first spread will have your cover on the RIGHT page and the BACK page on the back,

The inside spread is on the last two pages.

This is so the page order is correct when the document is printed.

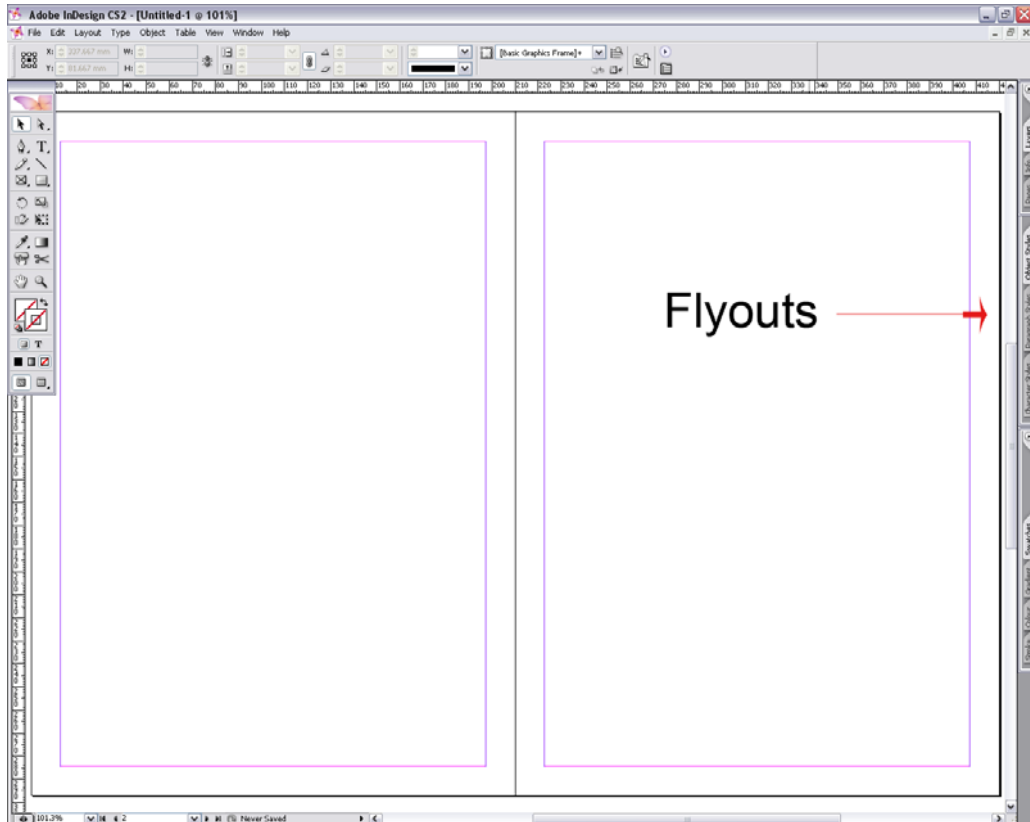
You can place content anywhere; it will print more of less to the edge of the paper.

Step 3

Setting up your basic layers.

The layers work in the same way as in Photoshop and Illustrator.

We will create four basic layers – you can create as many as you need and can manage.



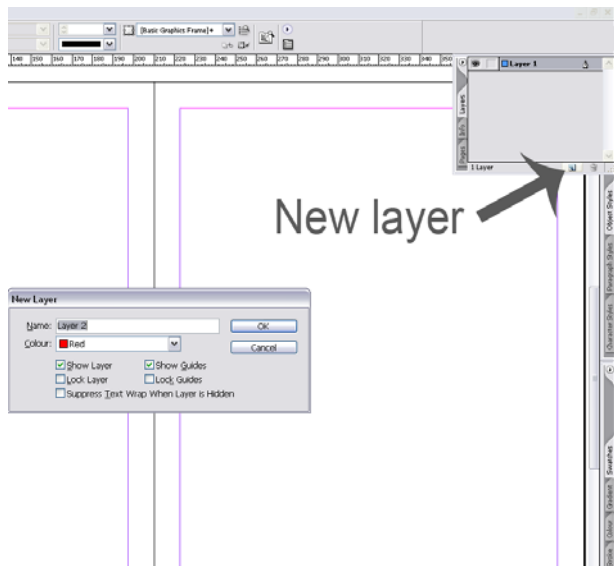
On the right hand side of your screen you will see 'flyouts'. Clicking on the Tabs will send the menu out.

Clicking the plain area above the tab will close the flyout. You can grab the Tab and create a floating palette, you can re-dock this too.

Step 4.

Click on the Layers Tab.

Double click the layer and rename it Background.



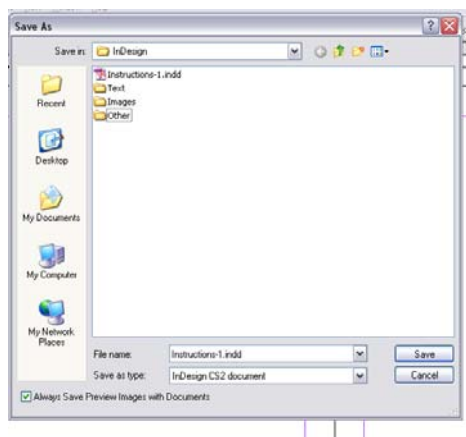
Hold down the Alt key and click New Layer.

Name this Text.

Repeat this step for your Image, Headlines, and any other layers you require.

Step 5.

Save your document in the same folder as your other subfolders



Step 6.

Getting your content onto the page.

There are a number of ways of laying out your page.

You can create Masterpages – templates that contain information that is on every page such as logos and page numbers, you can create place holders – that are empty frames ready to drop content into, etc. We are going to Place content.

Press Ctrl +D (or File + Place) and select the text or image file you require. (Make sure you are on the correct layer.)

Turn off the *Replace Selected Item* checkbox.

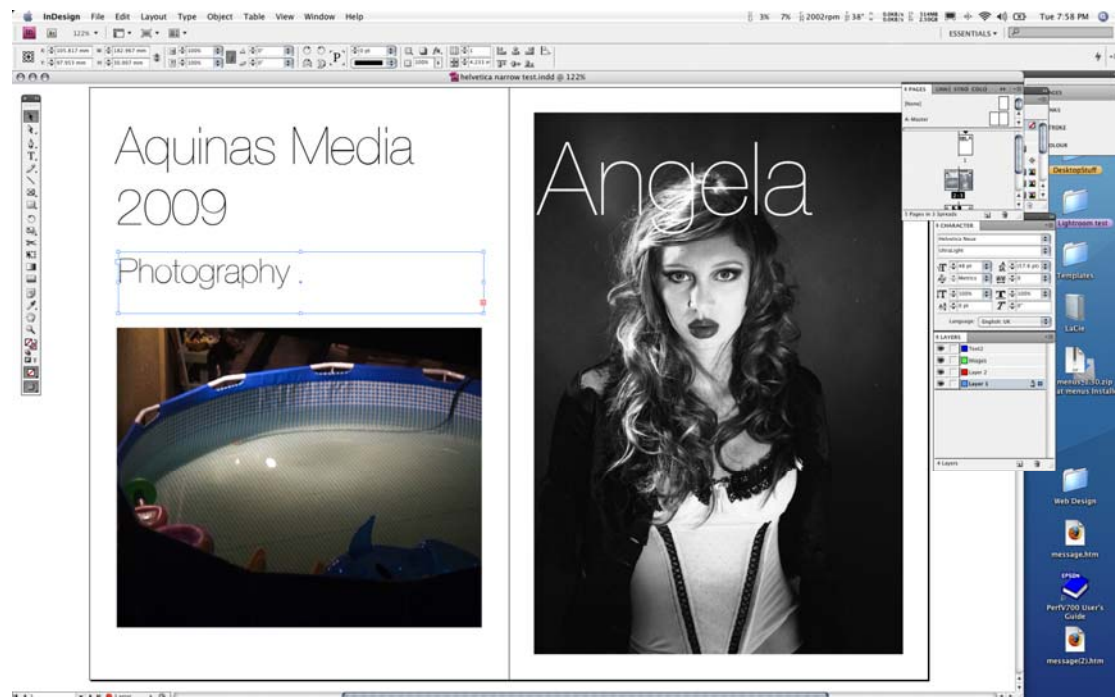
Select the required file. Press OK.

Your cursor will become a square with an arrow.

Drag the cursor and create a box.

When you release the mouse button the image will appear. You can 'fit the frame to the content by Right Clicking, selecting fitting and then resizing.

To keep the correct proportions Hold Ctrl and Shift whilst dragging a corner.



Step 7.

Continue to add content and REMEMBER TO SAVE REGULARLY (This version of InDesign does NOT Autosave like Word.)

Next info Sheet discusses Text and Colour handling (Swatches)