



# InDesign CC | The Basics

## creating a new document

You will need to create a new document to begin working in InDesign. It's important to choose the correct settings based on your needs. Here are a few of the most common settings that you'll need to tweak.

### facing pages

This refers to the way the pages in the document are laid out. When pages are in a spread (like in a book or magazine), they are considered facing pages.

### page size

This determines the size of the page you will be working on. Common sizes you will use are:

Letter	8.5 x 11
Tabloid	11 x 17
A3	11.7 x 16.5

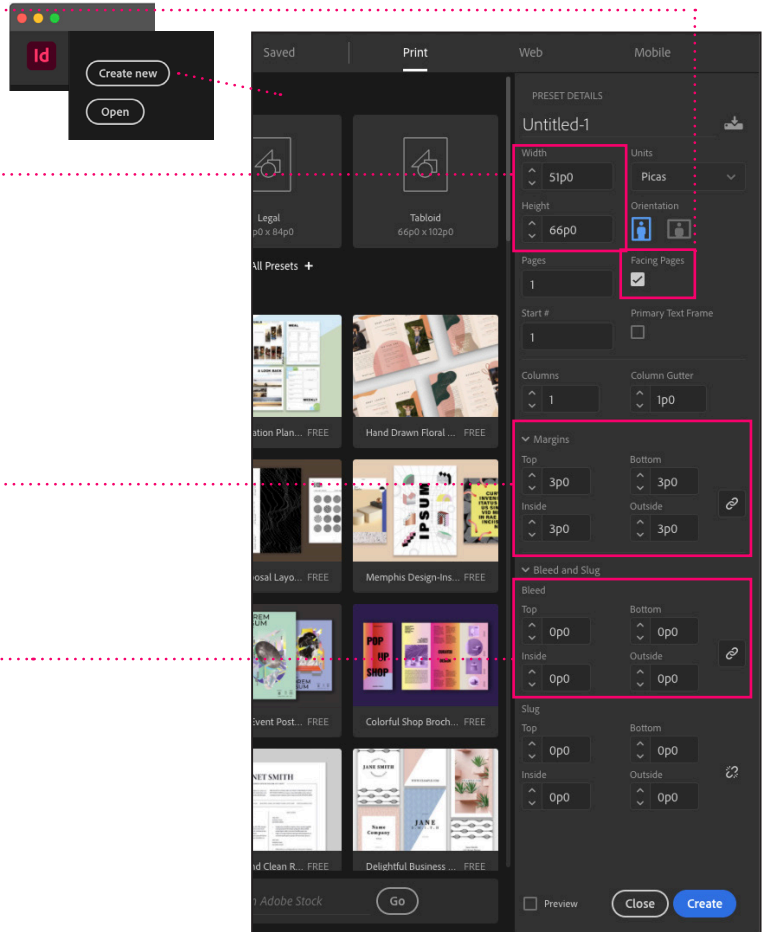
You'll need to create custom sizes often. To do so, enter desired size in the boxes labeled width & height.

### margins

This will appear as a purple border on your page indicating the set margins. You will not be constricted to work only within these margins.

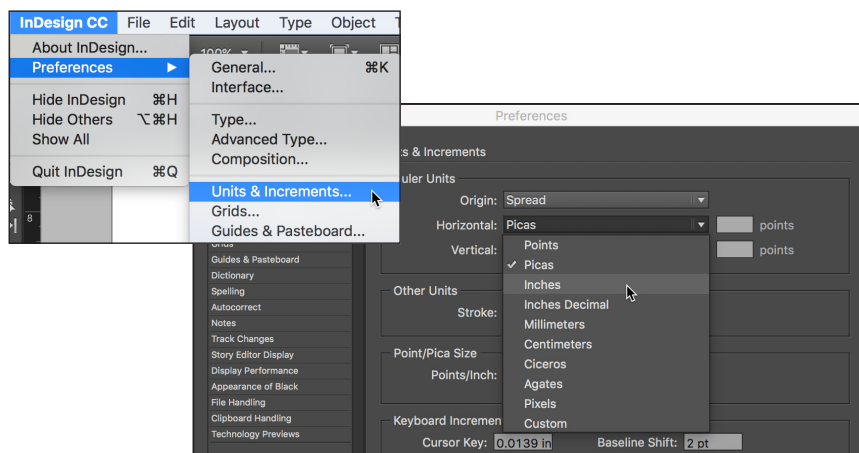
### bleed

This is an area that prints past the boundary of your specified paper size. The bleed ensures that no area of your artwork remains unprinted. Printers do not print edge to edge, so it's necessary to have a bleed if your design goes to the edge of the page. It is trimmed off after printing. Standard bleed size is .125in.



## setting preferences

One of the most useful settings to change in the preferences menu is unit and increments. This will change what unit of measurement your document is using (points, picas, pixels, inches, etc...). It is best practice to check and adjust your preferences **before** you start working on any document.



### note

In graphic design, points and picas are the traditional units of measurement. This can be confusing for those of us who grew up using inches. Here's some helpful info about points and picas:

- 6 picas per inch
- 12 points per pica
- 72 points per inch
- U.S. type sizes measured in points.

## pages

The tab labeled “pages” on the right will open a panel where you can add, delete, and duplicate pages within your document. You can also create templates by setting up master pages.

### adding a page

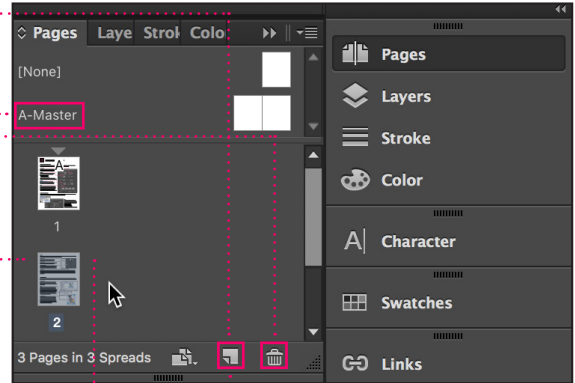
To add a page, click the page icon. The page will be inserted below the page you have selected.

### deleting a page

Select the page you wish to delete then either drag into the trash can, or simply click the trash can icon.

### duplicating a page

To duplicate an existing page, select the page and drag it to the new page icon. This will create an identical copy (useful for creating variations on existing designs).



### master pages

Working on the page labeled “A-Master” will enable you to create a template, which you can then drag into the pages area. Any changes made to the master will automatically update on all pages in the document. You can create multiple different master copies by simply clicking on the arrow list icon in the top right corner and choosing “New Master”. Master pages are great for a document that uses a consistent layout, such as a book, magazine, brochure or web layout.

## placing images

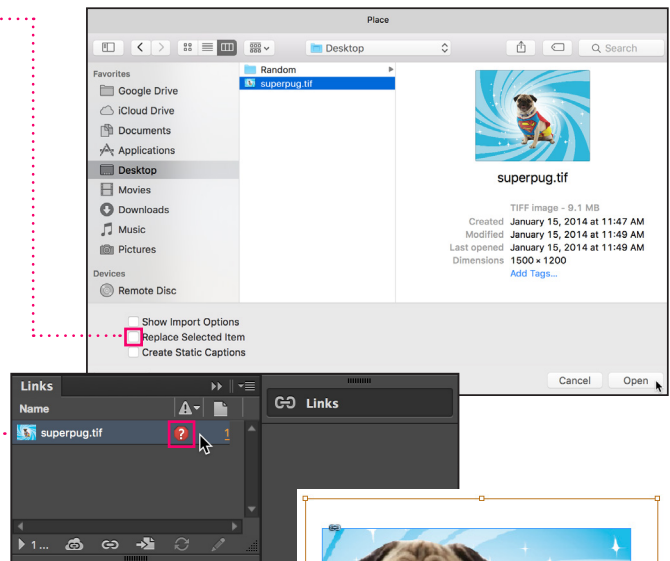
To insert an image into InDesign, you must place it. Once you place an image, InDesign will know where to look for that image every time you open your document and will update the image if any changes are made to the original file.

### place an image

To place an image, go to File > Place or press command D. When the dialogue box opens, navigate to the image file you wish to place. Uncheck “Replace Selected Item” (unless you wish to replace something) and then hit “Open”.

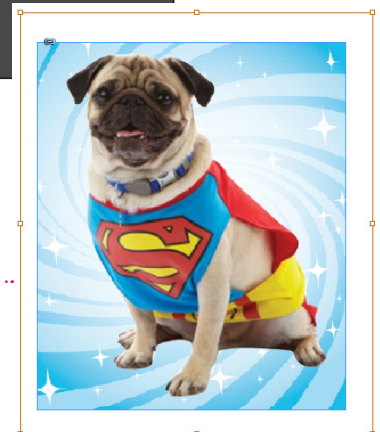
### links

Once your image is placed, it’s called a “link”. Every time InDesign opens your document, it will look in the original location of your image in order to display it. Therefore, if your image has been modified or moved since you placed it, InDesign will not be able to display the link properly and will indicate it in the links panel. To fix this, double click on the warning symbol and either relink it (locate the original file again) or update it if your link has only been modified.



### resizing an image

The blue bounding box around a link indicates what portion of the link is showing. When you double click on a link an orange bounding box will appear, which selects the entire link. To resize an image, you must drag the handles of the orange bounding box. A useful shortcut to use while resizing links is to hold down option (⌥) and command (⌘) while dragging the blue bounding box. This will automatically resize both.

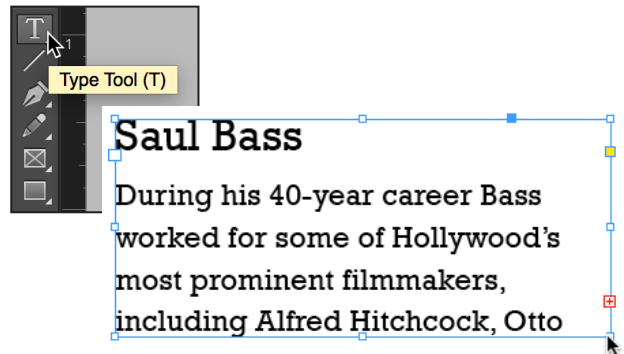


## adding text

Adding text is extremely simple. Just select the “T” tool from the toolbar, drag a text box on your page and begin to type. When the type tool is selected, the character and paragraph options will display at the top of your window.

### overset text

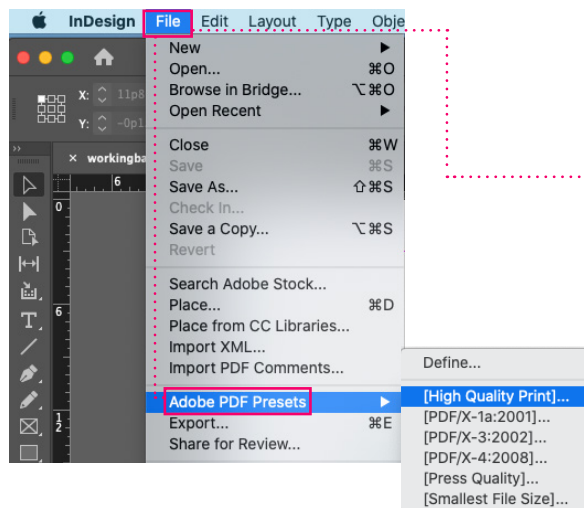
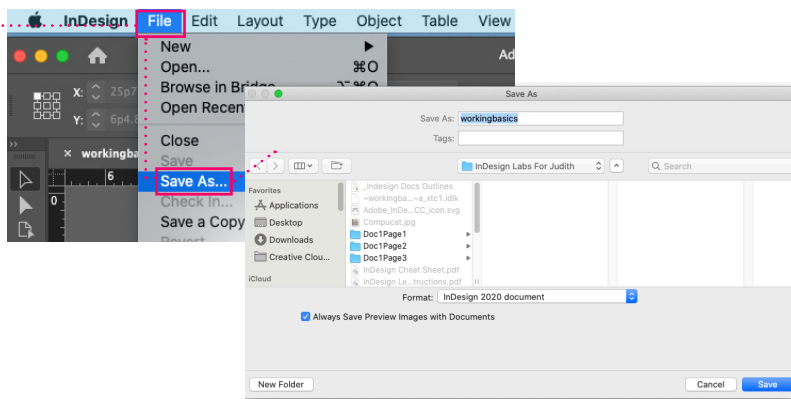
When a text box shows a red plus symbol in the corner, it means there is “overset text” or text that is longer than the size of your text box. Simply drag the handles on the text box to make it larger to fit all the text.



## saving your document

### saving

Saving a document saves the current layout, references to source files, which page is currently displayed, and the zoom level. Protect your work by saving often. The Save, Save As, and Save a Copy commands store documents in the InDesign file format (.indd). This type of saving does not collect and gather all your graphics links or fonts. (See Packaging Files below)



### saving as a pdf

For this class you will use PDF Presets to save your document as a PDF for sharing. [High Quality Print] will be the most commonly used setting, this will save a .PDF with the same document name in the same location as your InDesign document by default. This is a great way to share your work for feedback.

### packaging

The Package command ensures that all fonts and linked graphics are included with your Adobe InDesign file for handoff to a collaborator, your professor, etc. It's also a great way when you are done working for the day to make sure everything you used ended up together. You **always** want to Package your finished files or if you are moving computers/locations.

1. With your project open in InDesign, click File > Package.
2. In the pre-flight dialog box, click Show Problems Only to see any issues that need attention.
3. Click Package. Tick boxes to include fonts, linked graphics, and document settings. Click Package again.
4. Your InDesign document, image links and fonts will all be included in one folder.

