

Id

ADOBE® INDESIGN® CS3

Version 5.0

Starting up Service Registry ...



© 1990-2007 Adobe Systems Incorporated. All rights reserved.
See the patent and legal notice in the about box.

Quick-Start Guide

**Created by Andrew Davila
for TWC444 Manual and Instructional Writing
at Arizona State University Polytechnical**

Table of Contents

Key Terms to Know	3
Creating a New Document	4
The Workspace	5
Saving Your Workspace	6
The Control Bar	7
The Toolbar	8
The Dock	9
Placing Objects into a Document	10
Placing Multiple Objects and Graphics	10
Find/Change Features	11
Working with Rulers and Guides	12
Placing Ruler Guides	12
Moving Existing Guides	12
Removing Ruler Guides	13
Using Snap to Guides.....	13
Styles and More Styles	14
Creating a New Character Style	14
Using Character Styles.....	14
Using Paragraph Styles	14
Creating a New Paragraph Style	15
Using Frames	17
Linking Text Frames.....	18
Unlinking Text Frames	18
Formatting Text	19
Master Pages	20
Creating a Master Page.....	20
Using Master Pages	20
Saving Your Document	21
Exporting Your Document.....	21
Final Thoughts	22

Adobe InDesign CS3

InDesign CS3 is a robust, rich, and interactive document creation tool. This tool will allow you to create, design and interact with your documents, like never seen before. Whether you are creating a basic brochure, or the most complicated how-to guide, be assured that InDesign CS3 will get the job done. Before we get started, there are a few key terms, which every InDesign professional should be familiar with.

Key Terms to Know

Title Bar

The Title Bar displays the document's name.

Rulers

The two rulers running vertically and horizontally along the screen can be set to several measurements including points, picas, inches, inches decimal, millimeters, etc.

Pasteboard

The Pasteboard is the background behind the InDesign document.

Navigation Buttons

The navigation buttons allow you to move between pages in consecutive order or to the first or last page of the document.

Page Pull-Down List

The Page Pull-Down List allows you to jump to a specific page in your document, including a document master.

Margins

The colored lines (usually purple) represent the page margins.

Page Boundaries

The Page Boundaries are basically the edges of the paper.

Toolbox

The tools that InDesign provides to accomplish various tasks.

Scroll Bars

The Scroll Bars are similar to those in other word processing applications.

Resize Box

The Resize Box, in the lower right corner of the window, is used to change the size of the window.

The Dock

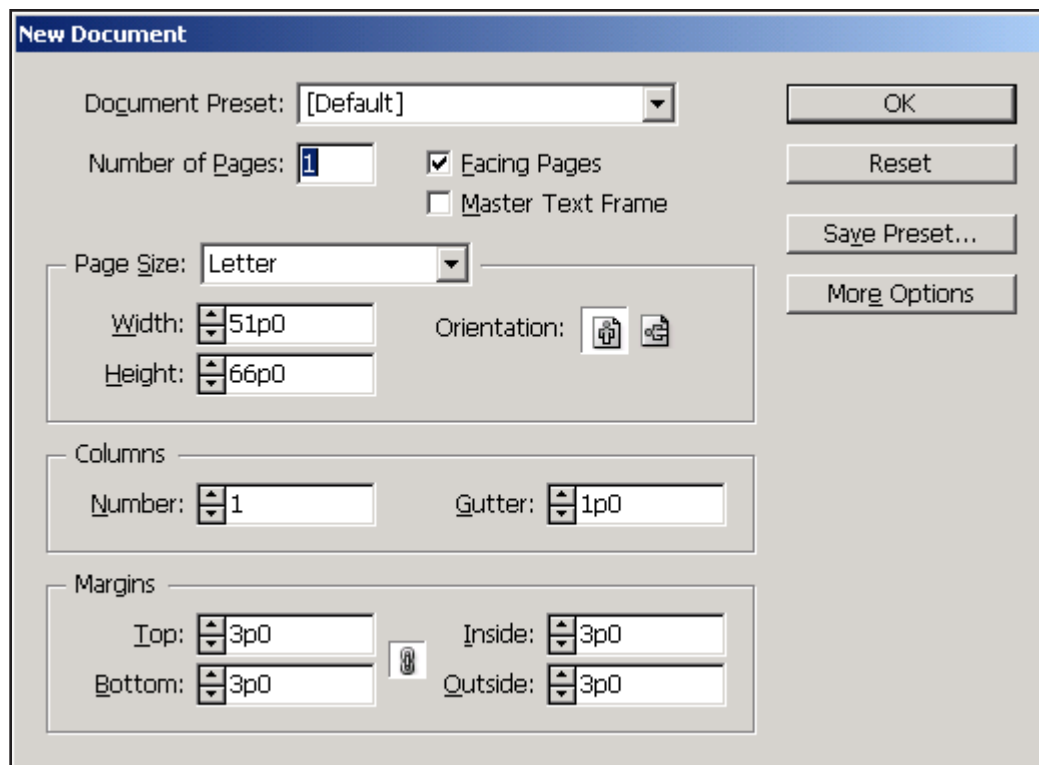
The Dock, located on the right side of the InDesign workspace, contains different palettes which all you to change various aspects of your document

Creating a New Document

Choose **File >> New Document**

A new window will appear, giving you some options for your new document.

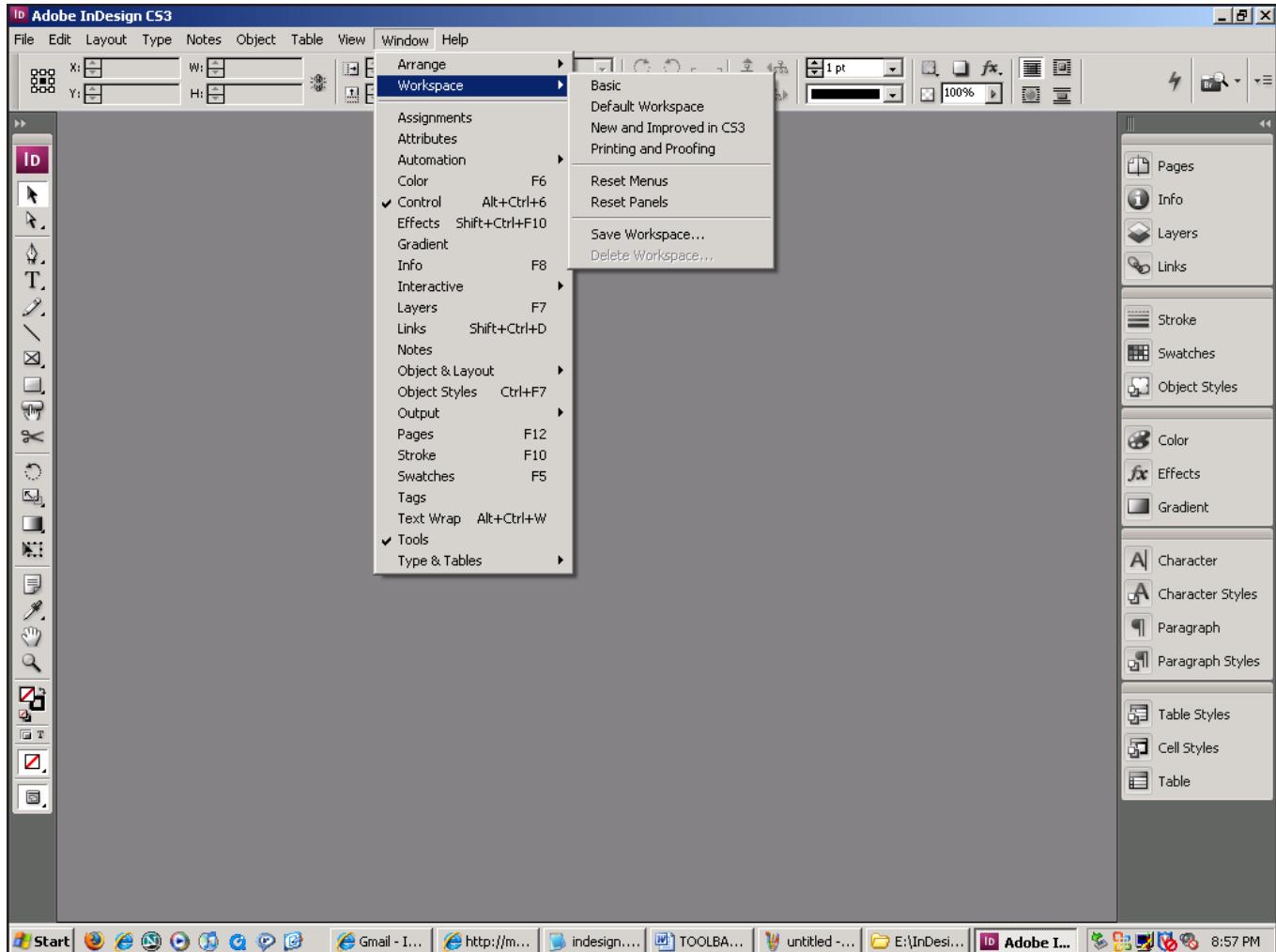
New Document Window



The Workspace

This is your Workspace. Even before you create a new document, this is what you will see, after loading InDesign. Take a quick glance at each of the sections below.

The Workspace

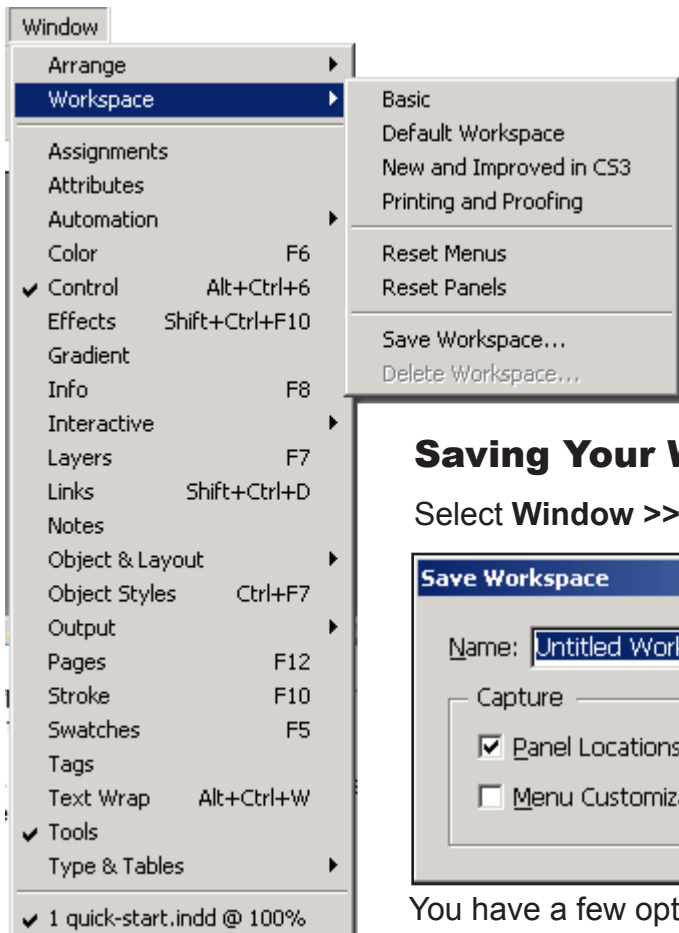


Your Workspace is customizable. You can move the Toolbar, Dock, or the Controlbars by simply dragging them to a point on the screen.

You have a variety of options when it comes to modifying, creating, and saving your workspace under the **Window >> Workspace** menu.

The Workspace (continued)

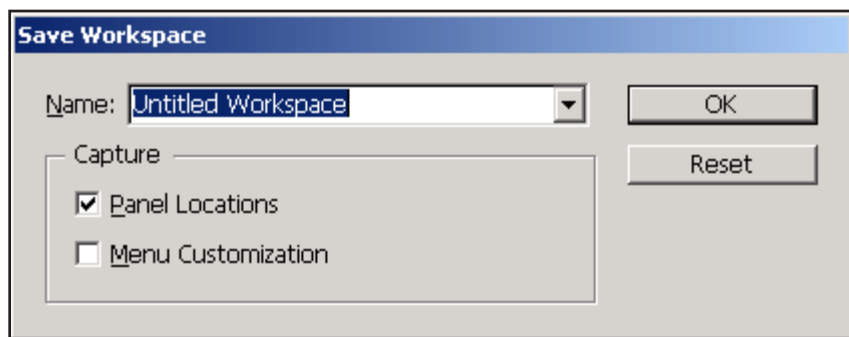
Workspace Menus



After you have created the perfect Workspace, you can save, modify, or go back to the default Workspace. The menu to the left shows some of the options you have for your Workspace.

Saving Your Workspace

Select **Window >> Workspace >> Save Workspace**

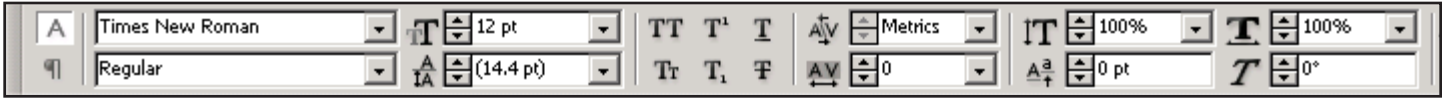


You have a few options, when it comes to saving your Workspace. You can save it with Panel Locations, Menu Customization, or both. This all depends on your preference.

The Control Bar

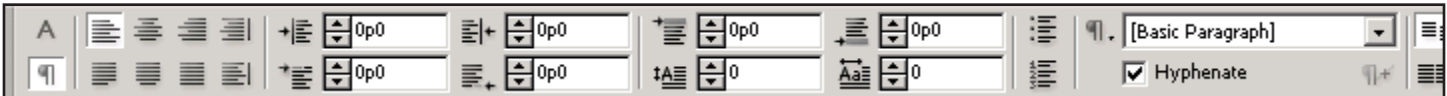
This is the Controlbar, which has three basic views, depending on what mode you are in. Each Control bar allows you to choose from multiple options. I will go into each option below.

Character Formatting



This bar allows you to choose the font type, the font style (Bold, Italics), character types (Superscript, Subscript), character spacing, character depth, and allows you to choose which language to use.

Paragraph Formatting



This bar is for paragraph style, formatting and layout. You can choose your alignment, justification, indentation, space before and after, as well as bullet and numbering options.

General Formatting



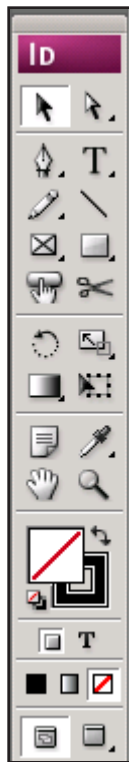
This bar gives you the option of where you want your text or graphics located; based on the X and Y axis points. You can also specify the width of the object you are editing. This could be a graphic, or text box. You can also specify the rotation angle, and border size of an object.






















The Toolbar

The Toolbar is basically the tools you use for editing, modifying, and adjusting text, graphics, and other objects in InDesign.

See table at right for tool name, and the respective path.

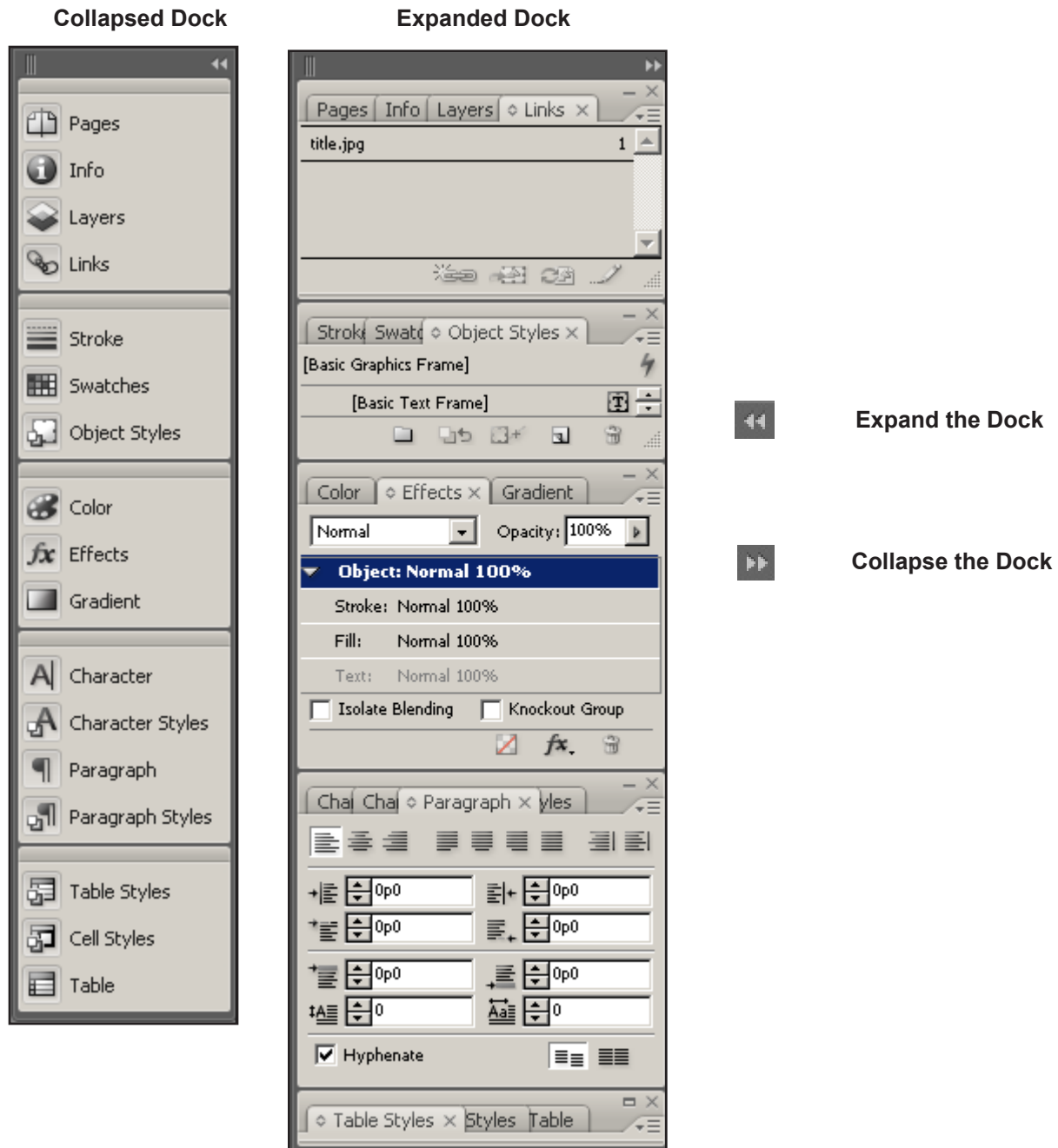
The Toolbar



	Selection Tool	V, Escape
	Pen Tool	P
	Type Tool	T
	Eyedropper Tool	I
	Gradient Swatch Tool	G
	Hand Tool	H
	Free Transform Tool	E
	Line Tool	\
	Note Tool	None
	Pencil Tool	N
	Button Tool	B
	Rectangle Frame Tool	F
	Zoom Tool	Z
	Pen Tool	P
	Rectangle Tool	M
	Rotate Tool	R
	Scale Tool	S
	Scissors Tool	C
	Fill and Stroke Default Fill and Stroke Swap and Fill Stroke	X D Shift + X
	Normal Mode	W
	Preview Mode	W

The Dock

The Dock displays various palettes of information from colors and gradients to table styles. It is left to your imagination what you want to view in the Dock, and how you want to view it.

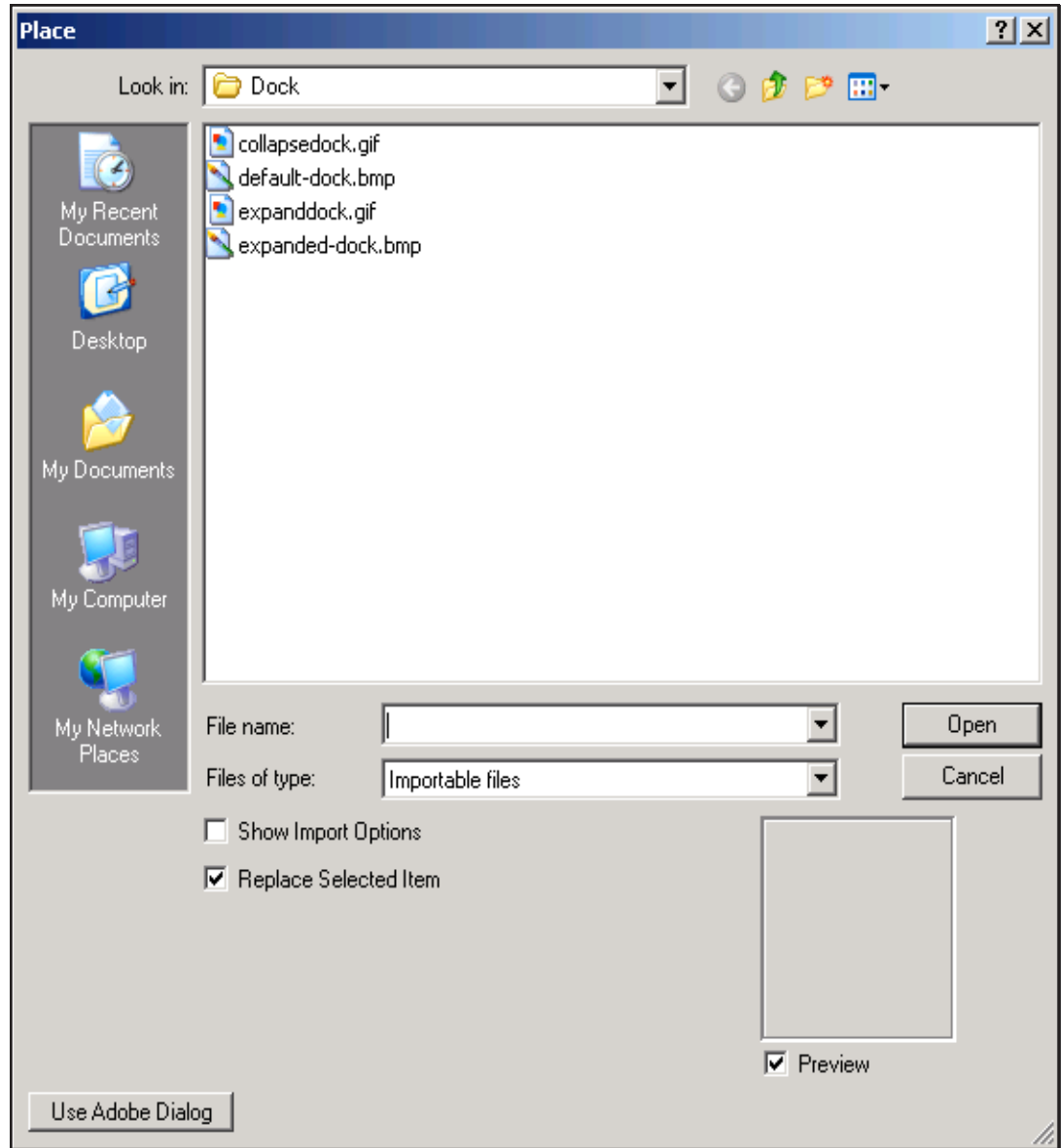


Like the many other features of InDesign, the Dock can be customized. You can move palettes off of dock, by simply dragging its outline. Note: the Palette will have a blue outline when dragging it. When the Dock is collapsed, simply click on the palette you would like to open, and it will open.

Placing Objects into a Document

Place Window

Select **File >> Place**
or
Hold down **Ctrl + D**



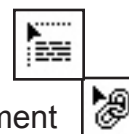
You will be given the Place icon (featured to the right).



Simply click the designated area where you want the object to appear, and the object will be placed there.

Note: Hold down the **Shift** key to place multiple pages within your InDesign file. Your text will be auto-filled using multiple pages.

Placing Multiple Objects and Graphics



Hold down **ALT** and select the object to be placed within the document

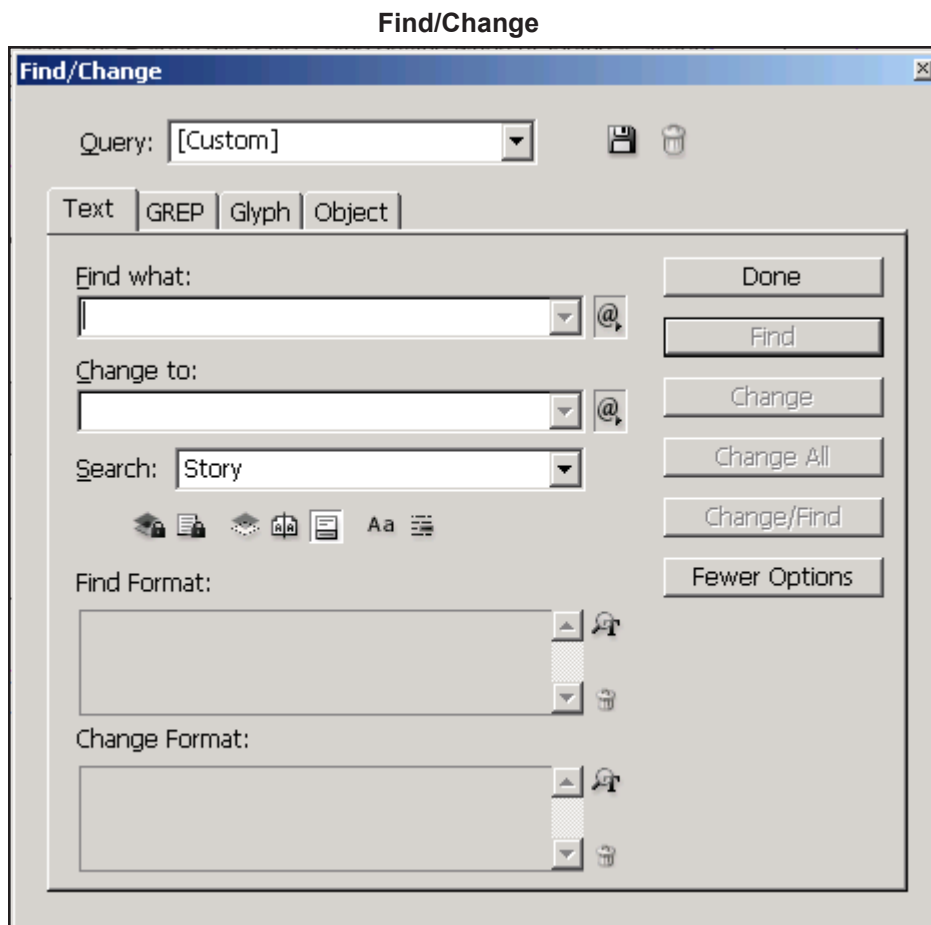
The Place icon will appear in the document, with both objects as thumbnails, and a small number, which is based on how many objects you are placing on the right of the Place icon.

Find/Change Features

Select **Edit >> Find/ Change**

or

Hold down **Ctrl + F**



The Find/Change features allows you to locate and change text, GREP statements, Glyphs, and Objects. You can also search by style type and format, and change the format once found.

Working with Rulers and Guides

Ruler guides are lines, which do not show up in the final printed document, which help position text, objects, and graphics inside your InDesign documents. You can lock, place, move, and remove ruler guides. It all depends on what you want to do with your document.

Placing Ruler Guides

New ruler guides can be placed as you need them for alignment. You can place a guide regardless of what tool you currently have selected from the Toolbox.

To place a vertical ruler guide, double click in the horizontal ruler area where you want the guide to be placed.

To place a horizontal ruler guide, double click in the vertical ruler area where you want the guide to be placed

Moving Existing Guides

From the Toolbox, click the **Selection Tool**

Click and hold the guide

The **Selection Tool** will appear as a double-headed arrow.

Drag the guide to the desired location and release

Locking and Unlocking Ruler Guides

To prevent the moving of guides, you can lock them in place.

To lock the guides:

Select **View >> Grids & Guides >> select Lock Guides**

or

hold down **Alt + Ctrl + ;**

To unlock the guides:

Select **View >> Grids & Guides >> unselect Lock Guides**

or

hold down **Alt + Ctrl + ;**

Displaying Ruler Guides

If you want to view the page with only the items that will print, you can hide the ruler guides.

To display the guides:

Select **View >> Grids & Guides >> select Show Guides**

or

Hold down **Ctrl + ;**

To hide the guides:

Select **View >> Grids & Guides >> select Hide Guides**

or

Hold down **Ctrl + ;**

Working with Rulers and Guides (continued)

Removing Ruler Guides

As your publication progresses, you may find that you have placed a large number of guides on your document. You can easily remove any unnecessary guides. This option will not be available if the Lock Guides command is in effect.

On the Toolbox; click the **Selection Tool**
Click the guide that you want to delete
The guide will change color (dark blue)
Press **Delete**

Using Snap to Guides

Snap to Guides will align objects to a guide if they are placed within a few pixels of the guide.

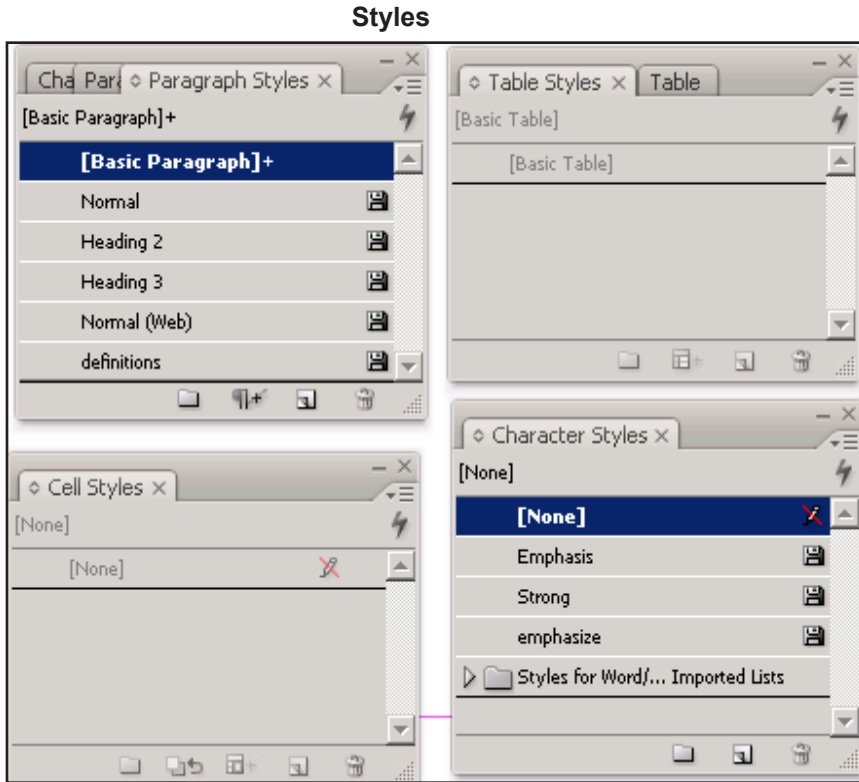
To turn on the Snap to Guides feature:

Select **View >> Grids & Guides >> Snap to Guides**
or
Hold down **Shift + Ctrl + ;**

To turn off the Snap to Guides feature:

Select **View >> Grids & Guides >> deselect Snap to Guides**
or
Hold down **Shift + Ctrl + ;**

Styles and More Styles



Styles are what set your document apart from every other document. Using styles to enhance your text, graphics and overall layout shows that you have the edge when it comes to document creation

Styles can be used in text, tables, cells, and characters.

Using Character Styles

Type >> Character Styles

OR

Hold down **Shift + F11**

Using Paragraph Styles

Type >> Paragraph Styles

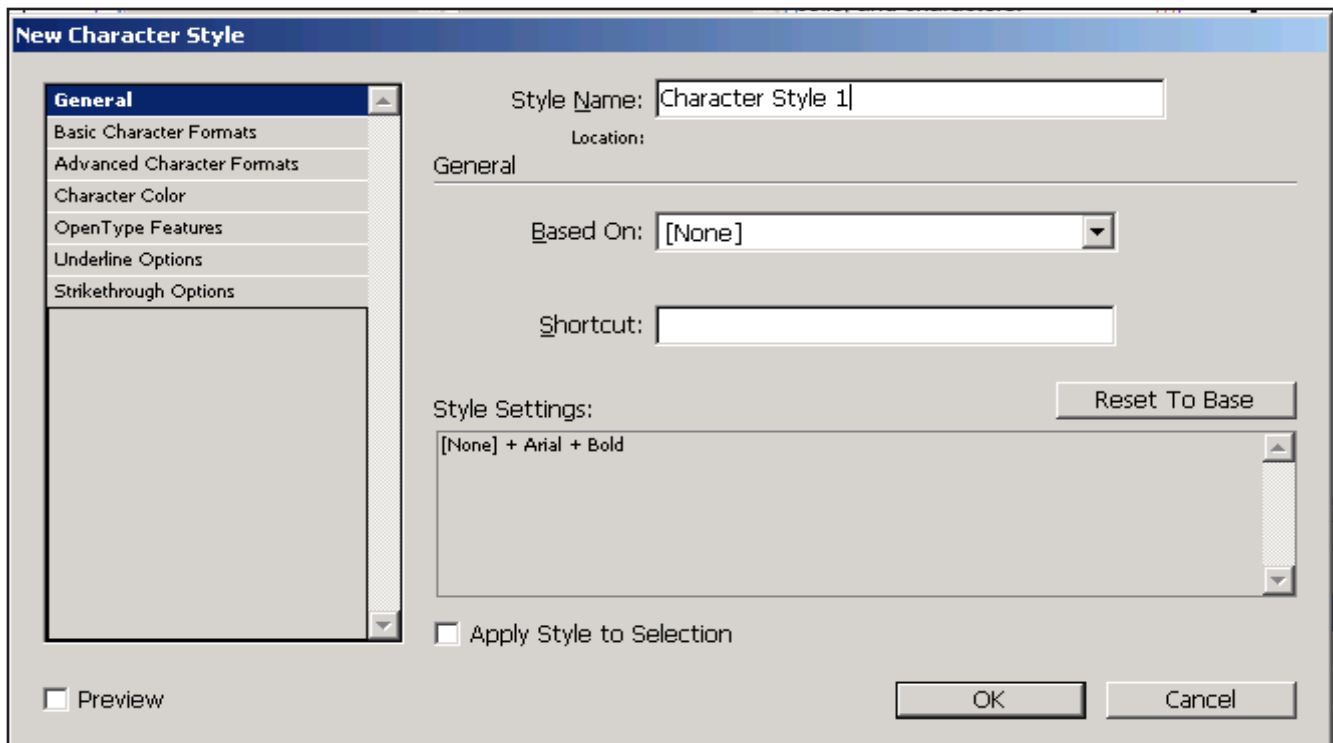
OR

Hold down **F11**

Creating a New Character Style

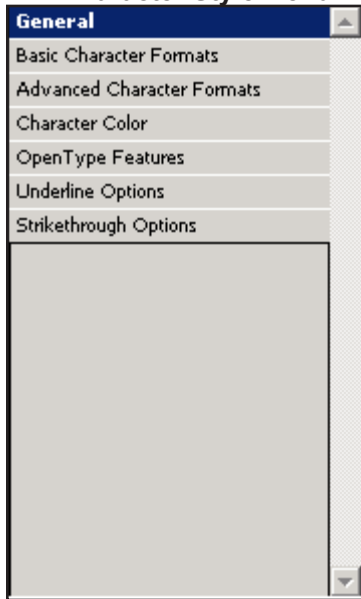
Click the **Menu**  on the Character Styles Palette
Select **New Character Style**

New Character Style



Styles and More Styles (continued)

Character Style Menu



This window gives you the option to choose a name for your style, as well as choose from one of the many options.

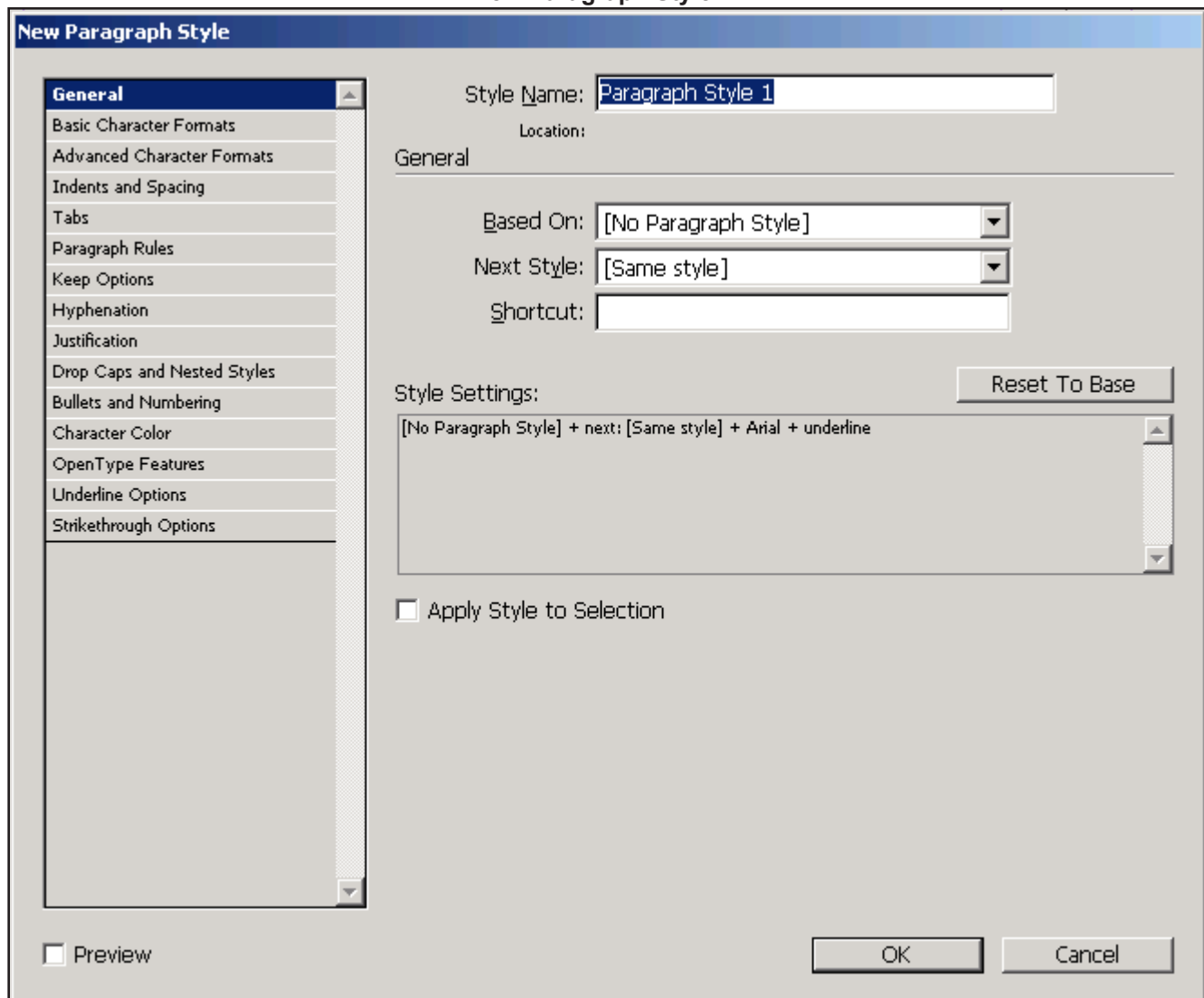
From the selection menu to the left, you can specify your font type, front size, what case you want the font to appear as, and what position (superscript, subscript). You can also choose your color for the font, as well as format underlines and strikethroughs.

After you have created your style, you can preview it by checking **Preview**. Click **OK** to save your style.

Creating a New Paragraph Style

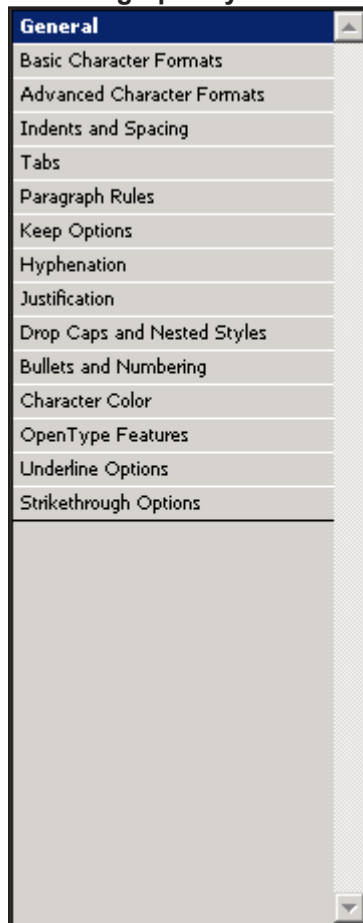
Click the **Menu**  on the Paragraph Styles Palette. Select **New Paragraph Style**.

New Paragraph Style



Styles and More Styles (continued)

Paragraph Style Menu



This window gives you the option to choose a name for your style, as well as choose from one of the many options.

From the selection menu to the left, you can specify your font type, font size, what case you want the font to appear as. Also, You can choose specify tab options, paragraph options (indents and spacing), hyphenation specifics, as well as drop caps and nested styles. if are are picky about bullets and numbering, you have an option to set those, as well.

After you have created your style, you can preview it by checking **Preview**. Click **OK** to save your style.

Now that you have a basic understanding of styles, get creative and make a few for personal use.

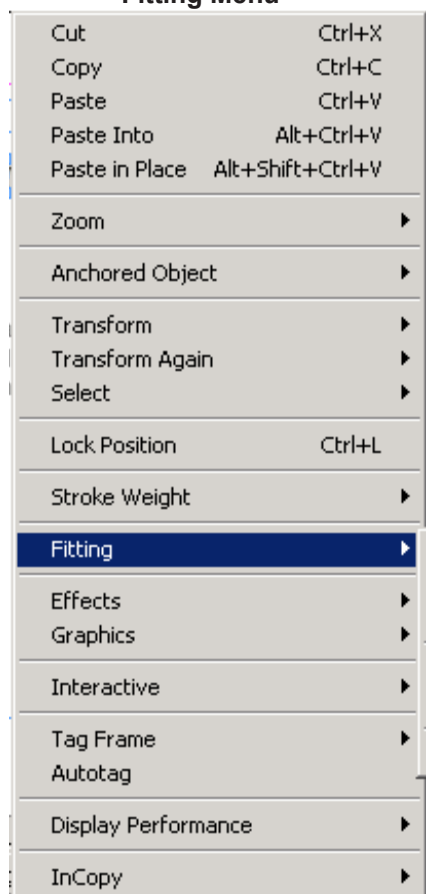
Using Frames

You can insert a text box by selecting the Type Tool . Click and Drag the area that you want the text to fit into.

Frames

A frame is basically a holding place for your text or graphics. It is generalized by a light blue border. You have many options when using frames in InDesign. For example, if the text or graphic you placed does not fit into the frame, you can specify how you want objects to appear within the frame.

Fitting Menu



Select **Object >> Fitting >> Fit Content to Frame**
or
Hold down **Alt + Ctrl + E**

Select **Object >> Fitting >> Fit Frame to Content**
or
Hold down **Alt + Ctrl + C**

Select **Object >> Fitting >> Center Content**
or
Hold down **Shift + Ctrl + E**

Select **Object >> Fitting >> Fit Content Proportionally**
or
Hold down **Alt + Shift + Ctrl + E**


Select **Object >> Fitting >> Fill Frame Proportionally**
or
Hold down **Alt + Shift + Ctrl + C**

Fit Content to Frame	Alt+Ctrl+E
Fit Frame to Content	Alt+Ctrl+C
Center Content	Shift+Ctrl+E
Fit Content Proportionally	Alt+Shift+Ctrl+E
Fill Frame Proportionally	Alt+Shift+Ctrl+C
Frame Fitting Options...	

Under Frame Fitting Options, you can also select a specify cropping point for the frame, and a reference point for the frame.

Using Frames (continued)

Frame Example


Like the many other features of InDesign, the Dock is can be customized. You can move palettes off of dock, by simply dragging its outline. Note: the Palette will have a blue outline when dragging it. When the Dock is collapsed, simply click on the palette you would like to open, and it will open. 


Notice the Frame Example Figure, which was taken from an early screen shot of this guide, how the plus sign is hanging around. This generally means that text is not showing in the frame, due to its size and shape. Not to worry, there are ways around this. One way to correct this is called Frame Linking.

Linking Text Frames

On the Toolbox, select the **Selection Tool**

Position the tip of the **Selection Tool** icon on the plus sign  icon and click once.

When the tool is where you want it to be, the pointer will turn into the Place  icon. Position the Place icon where you want the text continued

If you position the icon over a text frame, the Place icon turns into the Link  icon. Click once to place the text

The overflowing text is placed into the new frame and is now linked to the rest of your text.

Unlinking Text Frames

When you no longer need a text frame to be part of your document, a frame can be unlinked. The text that existed in the text frame will appear in the next linked frame in the document. When you unlink a text frame, no text is removed from your document.

From the Toolbox, select the **Selection Tool**

Select the text frame to be unlinked

When selecting more than one frame, click and hold down **Shift** and select **Edit >> Cut**

The text frame will disappear. Not to worry, text from the frame will automatically flow to the next frame in the document.

If you do not have an existing text frame, you will need to re-size the text frame to view your text.

Formatting Text

Bullets and Numbers

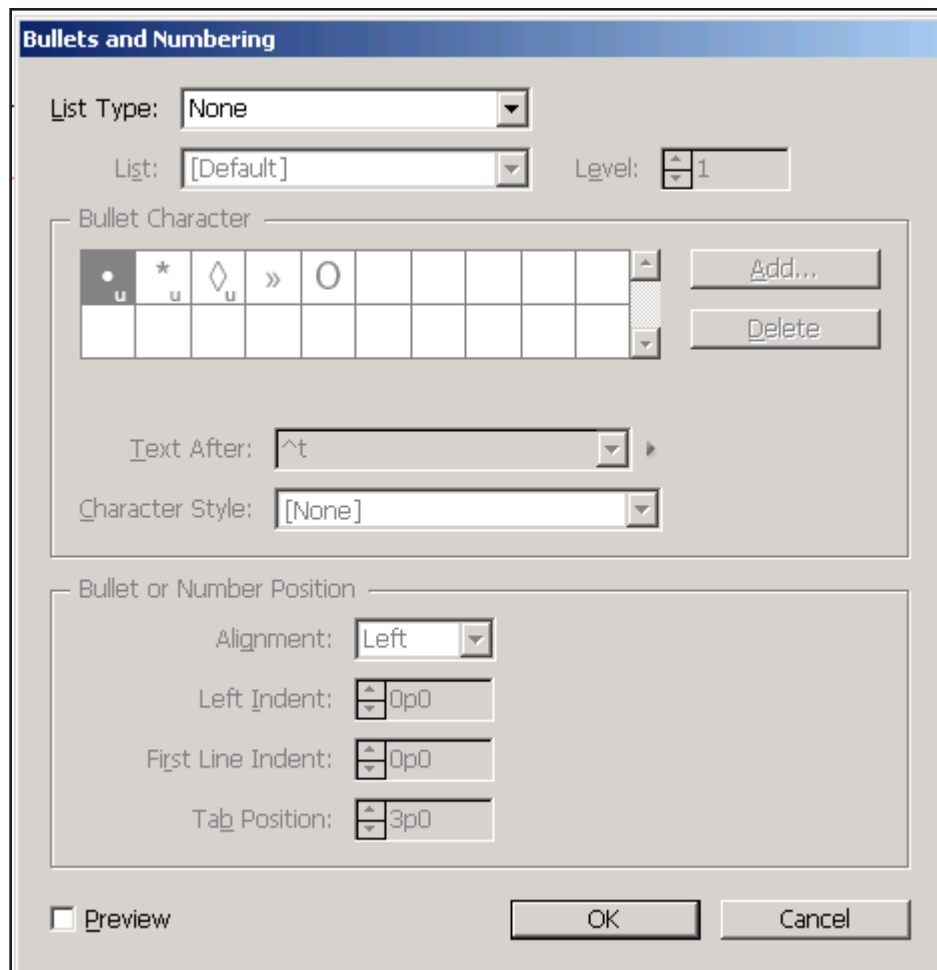
Highlight the text to be used with the bullets or numbering.

Click the Paragraph Formatting Controlbar button .

Click the respective icons for bullets and numbering, .

Holding down the **ALT** key when pressing the respective button will give you more options for your bullets and numbers. From this window, you can select the type of list to create, select from other bullet types, and choose your alignment or indentation.

Bullets and Numbering Options Window



Master Pages

Formatting and layout of a document is no easy task. When you need to get the most out of your time, an easy, but simple method is available. Master Pages allow you to use a page format and style, and apply that format or style to other pages. You no longer need to stress-out and waste time by designing your document page-by-page.

Creating a Master Page

Click the  Pages Palette icon on the Dock
or

Choose **Window >> Pages**

The Pages palette will appear (see Pages Palette Figure).

To format a Master Page for Even Number Pages, double-click the Left A-Master Icon

To format a Master Page for Odd Number Pages, double-click the Right A-Master Icon

Using Master Pages

Click the  Pages Palette icon on the Dock
or

Choose **Window >> Pages**

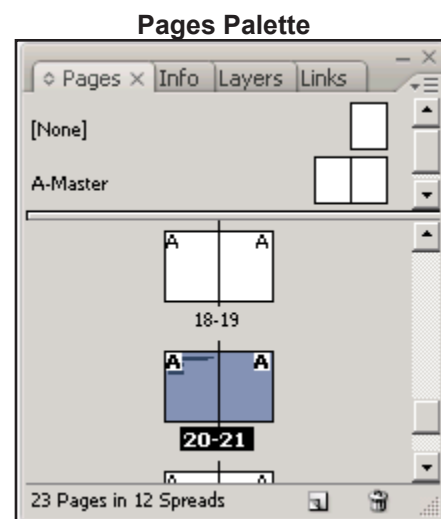
The Pages palette will appear (see Pages Palette Figure).

Select the pages which the Master Page will be applied for
When selecting multiple continuous pages, hold down **Shift**
When selecting multiple single pages, hold down **Ctrl**

Click **MENU**  and select **Apply Master to Pages...**



To remove the Master Page formatting, simply click and hold the [None] White Page Icon on the Pages Palette (see Pages Palette Figure), and click the icon, while dragging the icon to the pages you wish to remove from formatting.



You can select the Master Page to use, and what pages to apply the Master Page to. Click **OK**. Your Master Page will now be used for those pages you selected.

Saving Your Document

We have covered almost all of the basics of InDesign CS3. There is only one thing left to do-- save and output your document for viewing.

Saving Your Document

Select **File >> Save**

Hold down **Ctrl + S**

Select **File >> Save As**

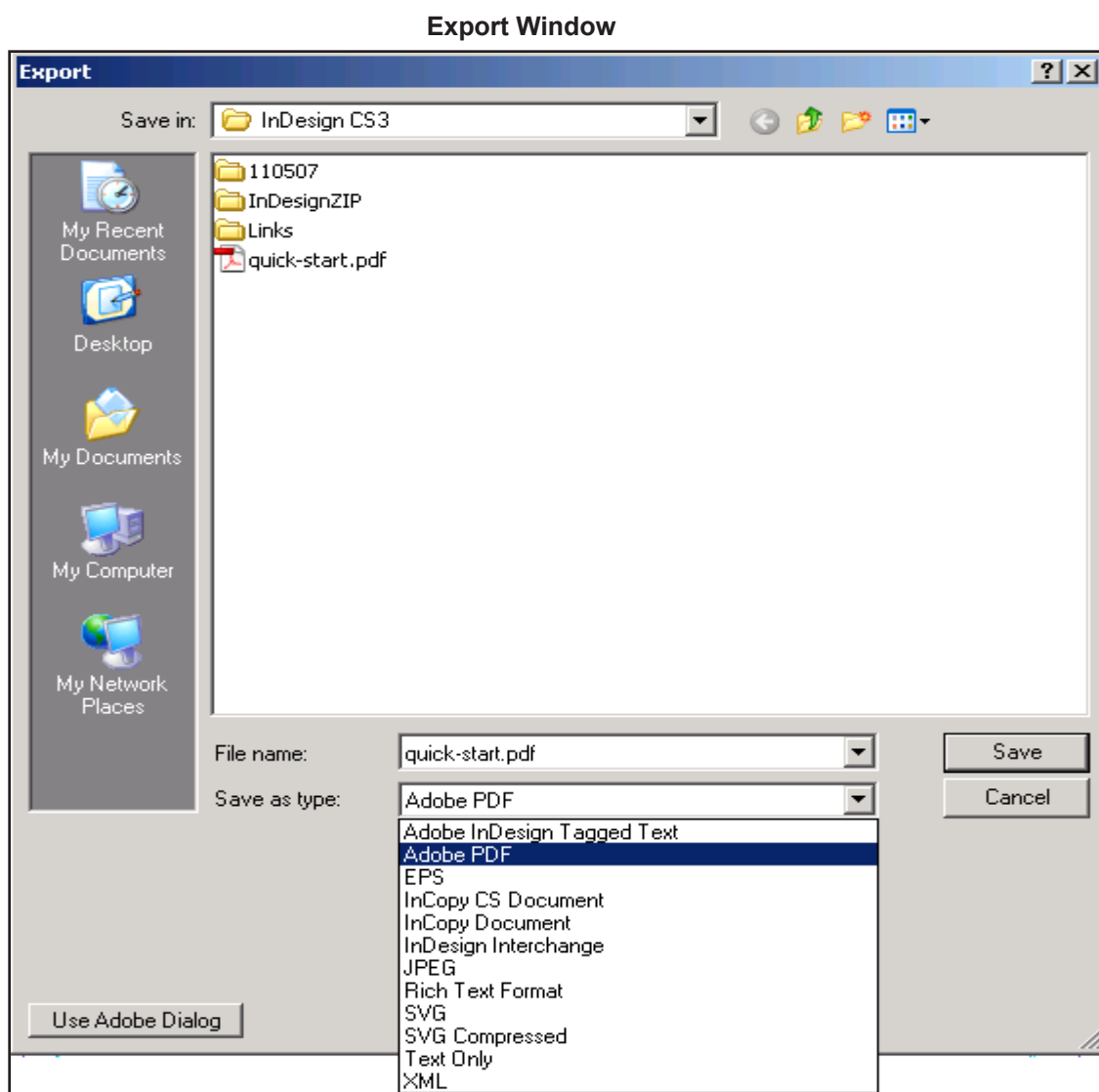
Hold down **Shift + Ctrl + S**

Exporting Your Document

Use this selection if you want to change your document format to a PDF, image, etc.

Select **File >> Export**

Hold down **Ctrl + E**



Choose the file format that you want to use for exporting your document, and click **Save**.

Final Thoughts

InDesign CS3 can be used for small documents, or very large documents. The real creativity on what to use InDesign for is left to you. I hope that this helps you on your document creation quest.

We have covered the following in this guide;

- Key Terms
- The Workspace
- The Toolbar
- The Controlbars
- The Dock
- Placing Text and Graphics
- Find Items in a Document
- Formatting Text with Bullets and Numbers
- Using Rulers and Guides
- Using Character and Paragraph Styles
- Using Text Frames
- Creating and Using Master Pages
- Saving and Exporting Your Document

There is still a lot to be said about InDesign's functionality. However, I will leave that part for you to discover. After all, what is creativity without a little exploration? Now get to creating those world-class documents.

If you need additional assistance with InDesign you can do the following;

Hold down the **F1** key to open Adobe's InDesign Help Guide