

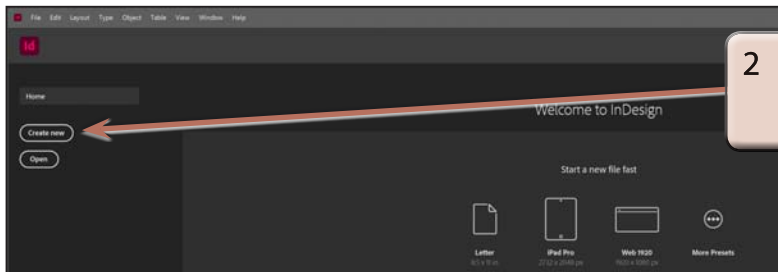
Introduction to InDesign CC

Desktop Publishing is the process of combining text and graphics on a computer screen to produce publications. It is used to produce newsletters, greeting cards, restaurant menus, advertisements, pamphlets, books, catalogues or interactive materials and you will produce these types of publications as you progress through these tutorials.

The Page Layout program you will use for this is called Adobe InDesign CC and it gives you total control over the appearance of documents.

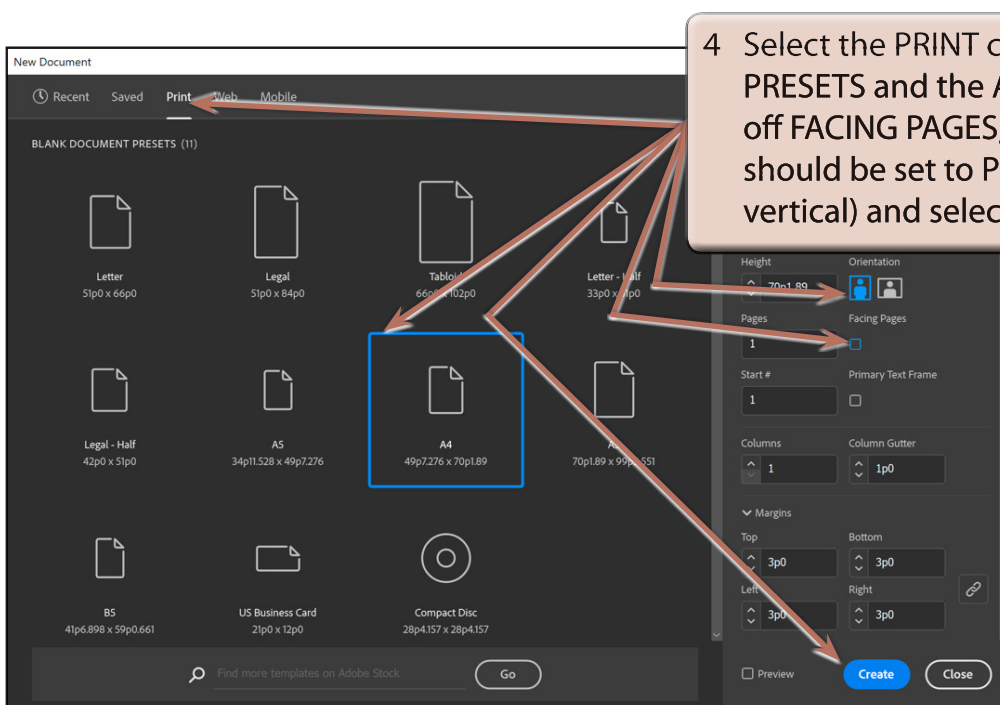
Starting an InDesign Document

- 1 Load Adobe InDesign and you should receive the InDesign Welcome Screen.



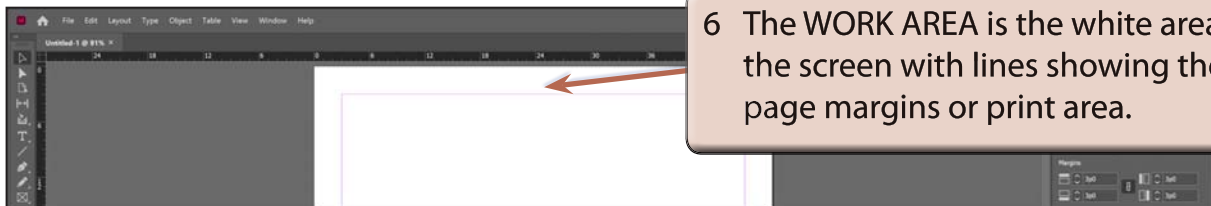
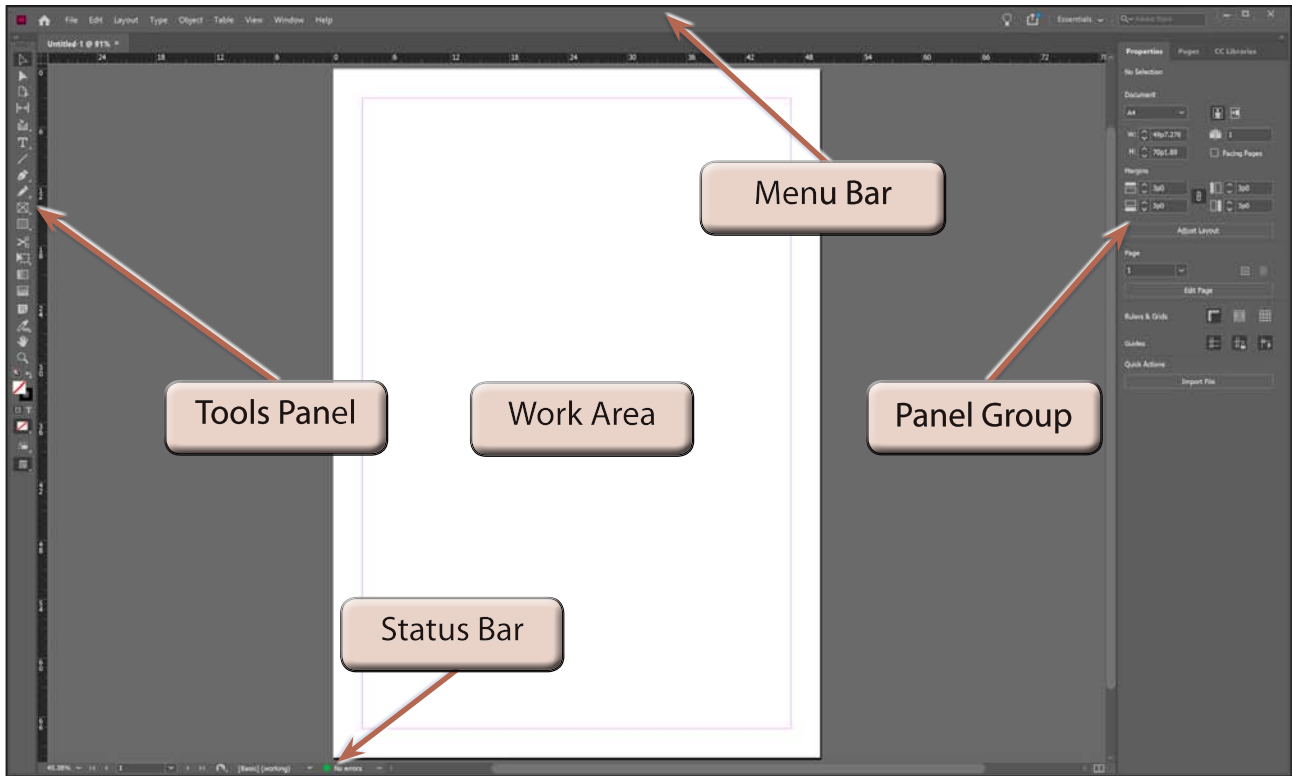
- 2 Select CREATE NEW to start a new document.

- 3 When you start a new InDesign document the program needs to know the required page measurements so the NEW DOCUMENT dialogue box is opened.

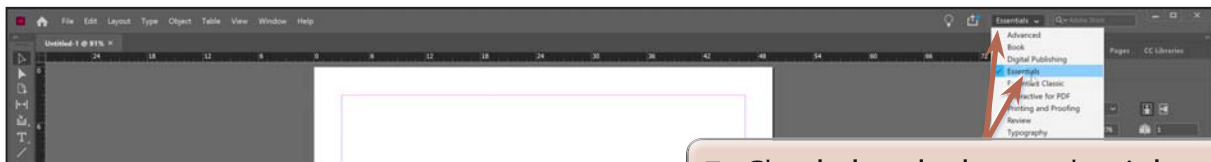


- 4 Select the PRINT category, VIEW ALL PRESETS and the A4 PRESET. Turn off FACING PAGES, the ORIENTATION should be set to PORTRAIT (or vertical) and select CREATE.

5 The INDESIGN work page is opened and it has the following labelled sections:



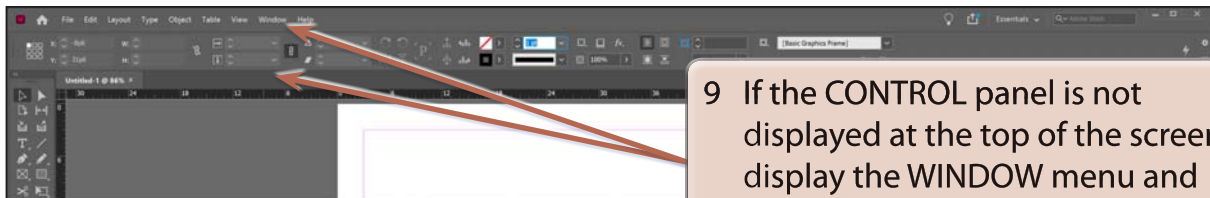
6 The WORK AREA is the white area of the screen with lines showing the page margins or print area.



7 Check that the box at the right of the MENU BAR at the top of the screen is set to the ESSENTIALS workspace.



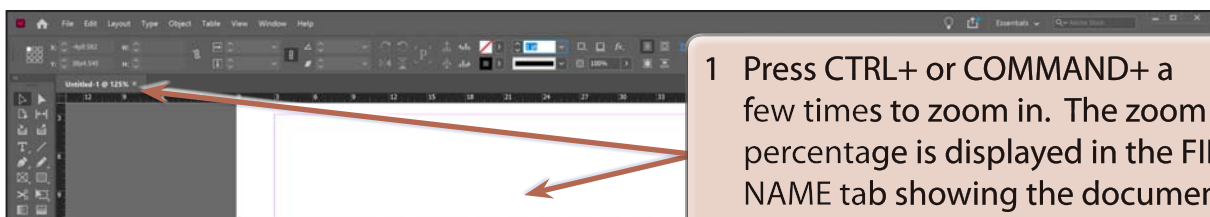
8 The double arrows at the top left of the TOOLS PANEL can be used to display the tools in two columns. Click on the double arrows to set the tools to two columns.



9 If the CONTROL panel is not displayed at the top of the screen, display the WINDOW menu and select CONTROL to turn it on.

The Screen Views

InDesign has numerous screen sizes which can be selected from the VIEW menu, or by holding down the CTRL key on the Windows system or the COMMAND key on the Macintosh system, and pressing a number.

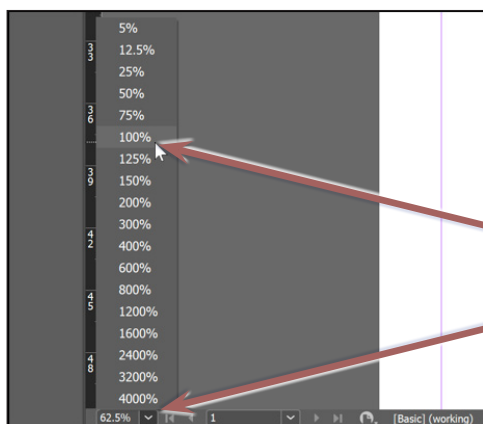


1 Press CTRL+ or COMMAND+ a few times to zoom in. The zoom percentage is displayed in the FILE NAME tab showing the document name.

- 2 Press CTRL- or COMMAND- a few times to zoom out.
- 3 Hold down the CTRL or COMMAND key and press 1. The screen view will be changed to show the page in ACTUAL (or 100%) size.

4 Use the CTRL or COMMAND key to try the following zoom sizes:

- | | |
|---------------------|--------------------|
| CTRL+5 or COMMAND+5 | 50% view |
| CTRL+1 or COMMAND+1 | 100% view |
| CTRL+2 or COMMAND+2 | 200% view |
| CTRL+4 or COMMAND+4 | 400% view |
| CTRL+0 or COMMAND+0 | Fit page in window |

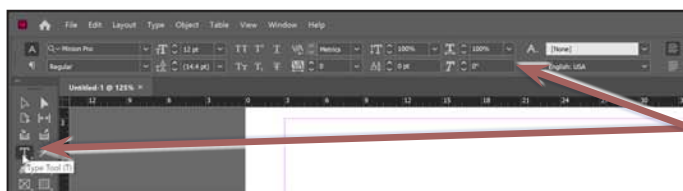


5 You can also select a zoom from the ZOOM CONTROLS in the STATUS BAR or type a percent value directly in the box next to the arrow.

NOTE: The ZOOM TOOL in the TOOLS panel can be used to drag a frame around sections of your document and the screen will zoom in on that section.

The Tools Panel

Look at the TOOLS panel at the left of the screen. These tools allow you to create and control how objects are placed in a document.



1 Click on some of the tools in the TOOLS panel. Notice that the CONTROL panel at the top of the screen and the PROPERTIES panel at the right change to show settings associated with that tool.