



# Using inDesign CS5 - Basics

Measurement Units unfamiliar to you? Goto the top menu, select InDesign / Preferences / Units & Increments. Change your horizontal and vertical to Inches or Centimeters.

## Opening a new file:

Select... File / New > Document

Focus on:

- Number of pages in your document? It will keep everything together in one document.
- File size is what you want, Letter, Tabloid etc.
- Margins. How much space do you want to leave in your borders?



## Image Size:

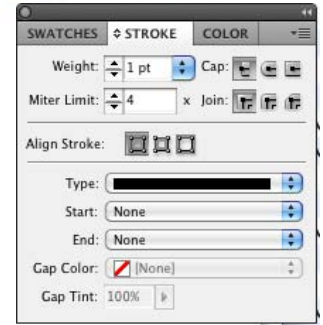
In Photoshop, set your Image Size to be exactly what you want it to be in your layout. Also, ensure that the image **Resolution** is set to 300 pixels/ inch.

- Select & change whole forms
- Select and change details / nodes / shapes
- Type in box, out of box or on a PATH
- Pen tool. Draw shapes or PATHS for Type from point to point
- Draw freehand Paths
- Create shapes to contain text or images
- Create shapes to create solid or gradient colours
- Gradient Tools
- Note tool
- Select a colour from anywhere
- Hand tool
- Zoom in /out
- Change Fill Colour
- Change stroke colour

**Swatches** - keeps your colour pallet controlled, always good to keep your layout colour pallet to a limit of 3. Swatches tracks them for you.

**Stroke** - set outline thickness, character and end points (e.g. pointers)

**Colour** - select any colour from the rainbow



*You can Type text on any path. Remove the stroke to 0*

Graphic created with the pen tool. Stroke and fill colour adjusted through the Swatches window.

More text. You need to address the overflow through another text box or changing the font size or kerning in this box

To edit the shape's path, use the **white pointer**. With it you will see the path in blue and its nodes as small squares. Click on a node to adjust the path.

**NOTE:** InDesign does NOT embed images. Ensure all images you use are stored in the same folder as your inDesign File. Stay organized!