



University Information  
Technology Services

# InDesign CC 2014 Essential Skills

Adobe InDesign Creative Cloud 2014

University Information Technology Services

Training, Outreach, Learning Technologies & Video Production

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# University Information Technology Services

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### Table of Contents

Introduction .....	5
Learning Objectives.....	5
Exploring the Workspace .....	6
Setting up Documents.....	7
Create a New Document.....	7
Change the Document Setup.....	8
Change the Measurement Display.....	8
Master and Regular Pages .....	9
Pages Panel .....	9
Create a Master Page.....	9
Edit a Master Page .....	11
Apply a Master Page .....	11
Create a Page .....	13
Text.....	14
Create a Text Frame.....	14
Resizing the Text Frame .....	15
Formatting the Text Frame .....	15
Placing Text from another Document.....	17
Text Threading .....	19
Formatting the Text .....	20
Changing the Font.....	21
Changing the Font Size.....	22
Formatting the Paragraph.....	23
Changing the Alignment .....	23
Inserting a Drop Cap .....	24

Hyphenate.....	26
No Break.....	27
Insert Page Numbering .....	29
Story Editor .....	29
Placing Images and Shapes .....	31
Place Images .....	31
Resize the Image Frame.....	32
Resize the Image.....	33
Text Wrap.....	34
Inserting Shapes.....	35
Swatches, Gradient Swatches, and Color .....	36
Create a Swatch .....	36
Create a Gradient Swatch .....	37
Change Fill Color .....	39
Change Stroke Color .....	40
Review Publication.....	41
Spell Checker.....	41
Preflight Panel.....	42
Save, Export, and Print Publication.....	42
Saving as InDesign.....	43
Export.....	43
Printing.....	44
Additional Help .....	44

## **Introduction**

InDesign is a page design and layout tool by Adobe. This booklet is designed to introduce you to the essential skills you will need to get started using some of the basic InDesign tools. These instructions were created using InDesign CC 2014 for Windows; the Mac OS X version is similar.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Create a new publication
- Understand the InDesign layout
- Create master pages and pages
- Place and edit text boxes, pictures, and shapes
- Apply colors and create swatches
- Review the publication for errors
- Save files in different version or formats
- Print a document

# Exploring the Workspace



Figure 1 - Adobe InDesign Workspace.

1. **Workspace switcher** - A workspace is the selection of InDesign tools laid out on your screen for easy access (See Figure 1). The default workspace is *Essentials*.
2. **Application Bar** - Has menus for zooming and other application controls (See Figure 1).
3. **Menu Bar** - File, Edit, etc. InDesign functions are available from the drop-down menus (See Figure 1).
4. **Control Panel** - Displays options relevant to the currently selected tool (See Figure 1).
5. **Tabbed Document windows** - You will have a tab for each file you have open (See Figure 1).
6. **Tools Panel** - Tools used to create text, objects, and images (See Figure 1).
7. **Document** - Allows you to create and edit text, objects, and images in this area, to be printed (See Figure 1).
8. **Paste Board** – Objects and images can be created in the scratch area, but will not be printed (See Figure 1).
9. **Panels** - Panels hold multiple options used for editing and manipulating objects (See Figure 1). To display more panels, go to *Window* on the *menu bar*.

**This is a sample, click download link to get the full Tutorial**

**CLICK BELOW**

