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Your First InDesign Project - Part 1

Adobe InDesign CS4 Tutorial for Beginners
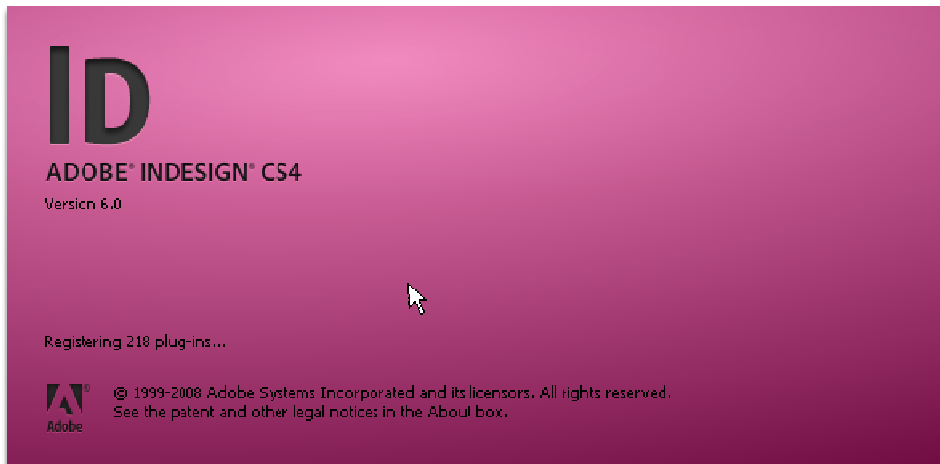
In this tutorial, I'll take you through the basics of using Adobe InDesign. This demonstration will be done using Version CS4 and I'm going to work on Windows XP. For this tutorial, you are going to create a booklet with 4 pages that has some text and various formatting done to it.

I'm not going to give lecture on the program. I will only take you through the few steps that can help you familiarise yourself with the program so you can build your own project later on. This documentation is only a practical guide to help you accomplish certain common tasks.

The next set of pages will take you through the rest of the basic processes that you can use to create almost any page layout for your project.

I'm confident you will learn something from this tutorial after going through it. If you have further comments or queries, please do not hesitate to contact me on email tribaltoons@gmail.com or visit my website for more free tutorials via URL http://www.artech.com.pg/pages/freeTutes.php .

Furthermore, I do also have some detailed booklets to help you know more about InDesign which can also improve your layout design knowledge. Use the above details to get more information.

For your convenience

Philemon Yalamu

(*Contributing to Bridge the Digital Divide in Papua New Guinea*)

OVERVIEW:

In this tutorial you are going to set up your project, which is an InDesign Document and insert some data into it then later do some basic formatting. The document you're going to create would be an A5 size document. This document would be a small booklet/ card with only 4 pages. Because the document has less number of pages, it would be stapled once printed. Consequently, we have to use an A4 size paper to arrange this setting. The document would be a 2-sides folded document so the actual number of pages on the document setting in InDesign would be 2 pages of A4 size. We would split those two pages to give us a total of 4 pages, left and right sides of the cover/ back and the inside pages.

STEP:1

1. STARTING ADOBE INDESIGN CS4:

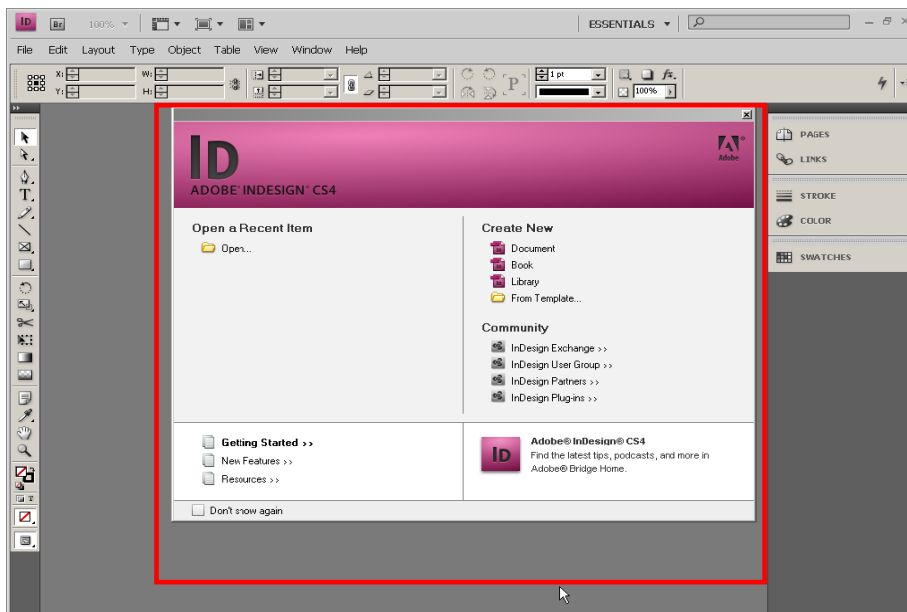Start the program through the **Start Menu;**
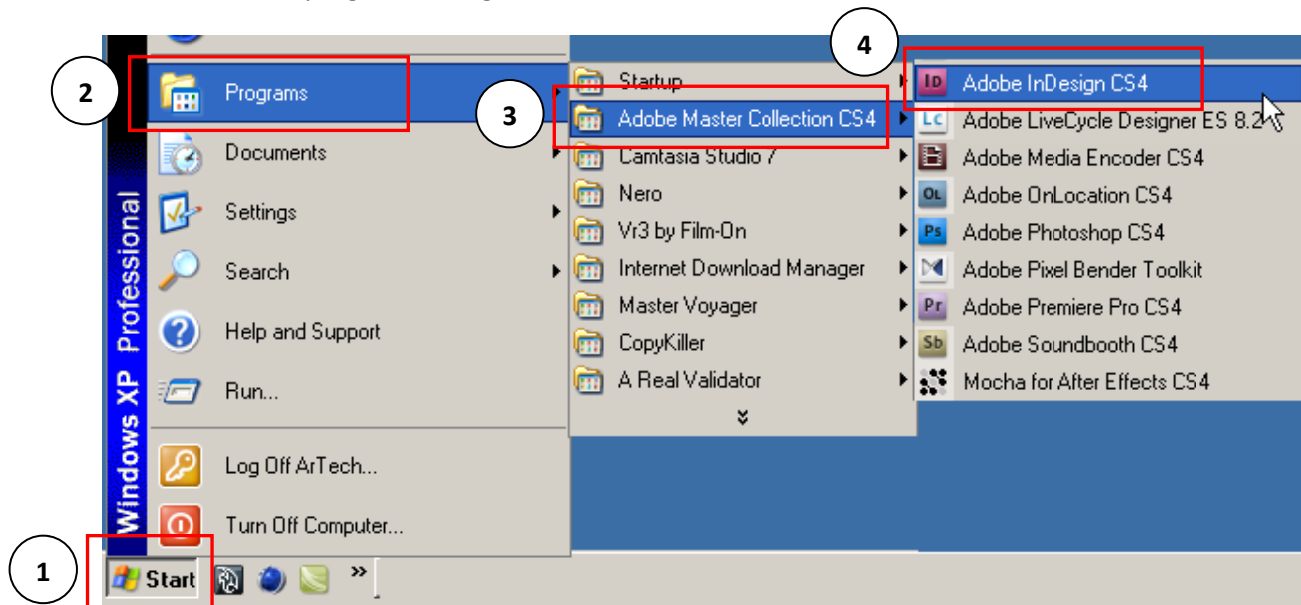
instructions

To start the program, you go to;

1:      **Start**

2:      Click **Programs**

3:      Go to the **Adobe's Program** Folder

(*In my case its **Adobe Master Collection CS4***)

4:      Left-Click **Adobe InDesign CS4** icon

Once you complete the 4th Step on the previous page, you would see a screen similar to the one below.

Screen Shot 1: The Adobe InDesign Start-up Interface

The first time Adobe InDesign starts, you would see the welcome screen (***Screen Shot 2***) showing up in the centre of the program interface. This window allows you to access some common tasks of the program such as *Opening the recently used documents*, *creating projects*, *participating in online discussions*, or *to seek further help*. You are going to use this window to set up your document.

 If you don't have the window, go to the *Help Menu*; **Help** > **Welcome Screen**.
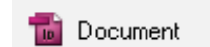
STEP:2

2. Creating the Document:
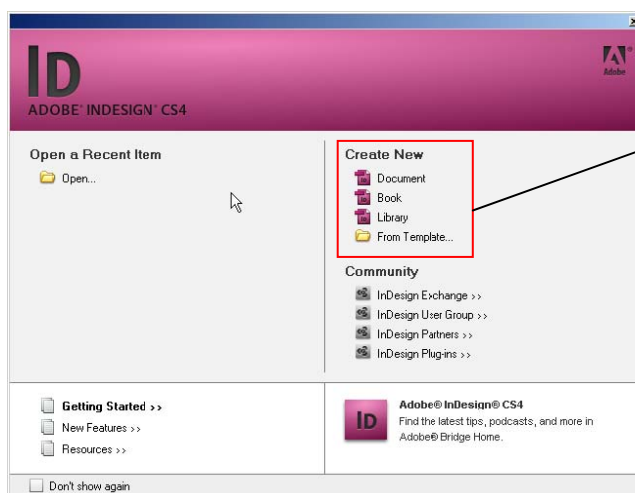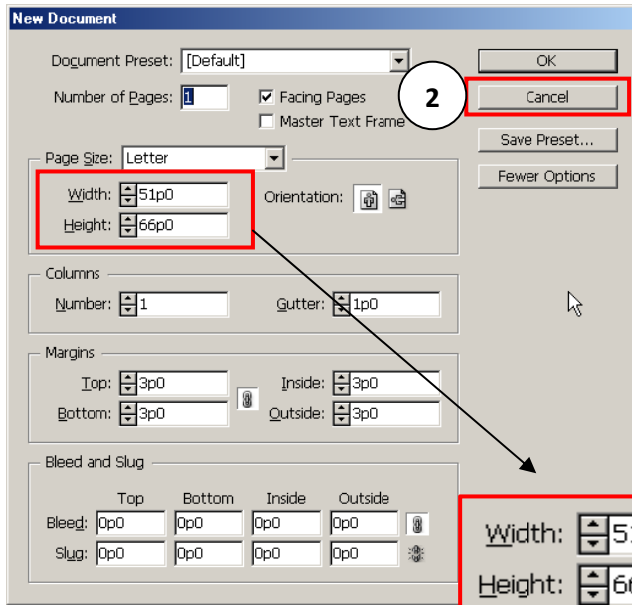

Screen Shot 2: The InDesign Welcome Screen

To create your document;

1: Left-click the **Document** icon

This would bring a pop-up window and that's where you'll do the rest of your settings.
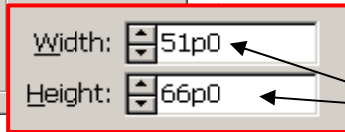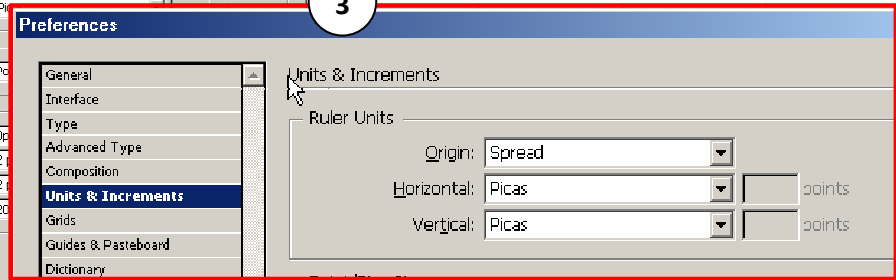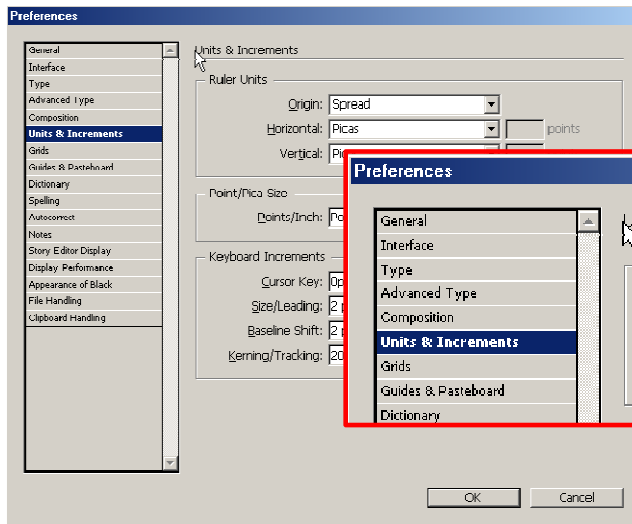
Units NOT in metric system?

Sometimes, you might not have your units displayed in the desired unit that you want. For instance, here I've got the settings fixed to pO which is picas.
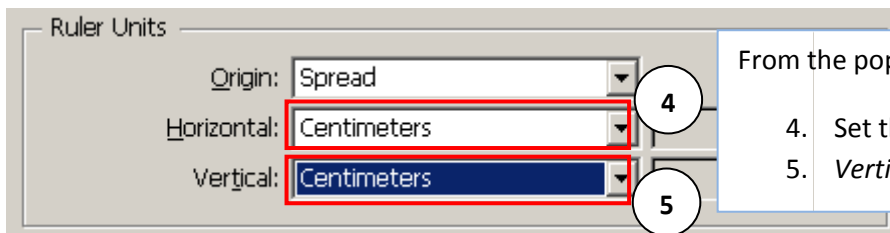
I can change this by;

2. **Cancel** the *New Document window*

3. Press **Ctrl + K** to get *preferences window*

Units in pO or Picas

From the pop-up preferences dialogue,

4. Set the *Horizontal* and
5. *Vertical units* to **Centimetres**.

Once that is set, click **OK** and you should return to the welcome screen again. If you've closed the welcome screen, don't worry, just go to File > New to bring the New Document dialogue box or Help>Welcome screen to bring up the welcome screen.
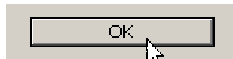
3. Adjusting the page settings:

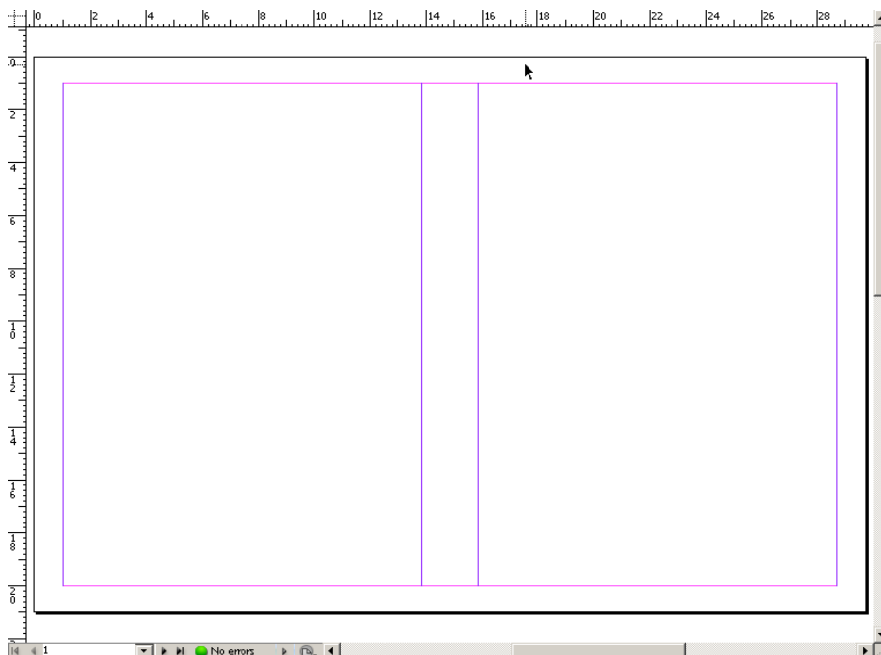Adjust your New Document settings to match the once below. The changes are outlined in Red.

After you set everything up, click the **OK** button   to create the document.

Once you click OK, your document would now be created with the specified settings applied.

This is where you can start setting up your layout.

The next pages would help you set up the design layouts.

4. Setting the layers Palette:

Open the Layers palette (*shortcut = F7*) and create two layers. Rename the two layers to *Texts* and *Images* respectively as shown below. Make sure *Text* layer is on *top*.
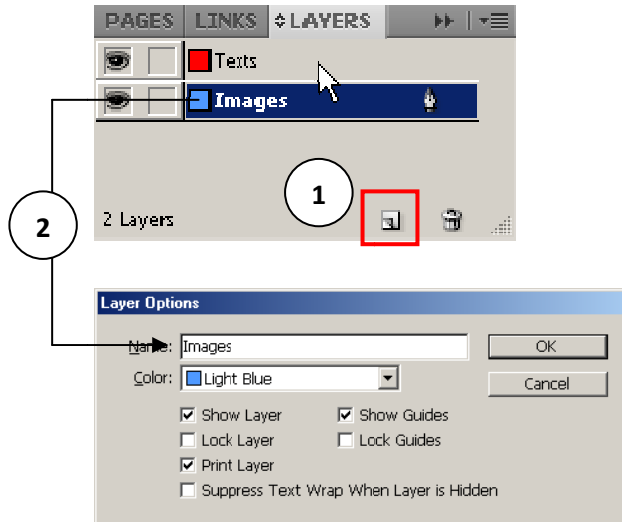
instructions

1. Click the *Create New Layer* icon to create layers

2. *Double click* the layer to call up layer options and type the respective names in the text area.

5. Setting the Master:

Let's now set the Master layout of your design. Switch to the *Pages Palette* by clicking **pages palette** or by pressing shortcut **F12** key on your keyboard.

1. Double left-click the **A-Master Icon** to get you into the editing mode where you can edit the master template. If you look at the two pages in the *pages palette*, you would see a letter **A** in the top middle area of the page icon. This indicates that A-Master have been applied to them. So whatever you do on the A-master, it would automatically be applied to these pages.

A-Master icon

A-Master applied
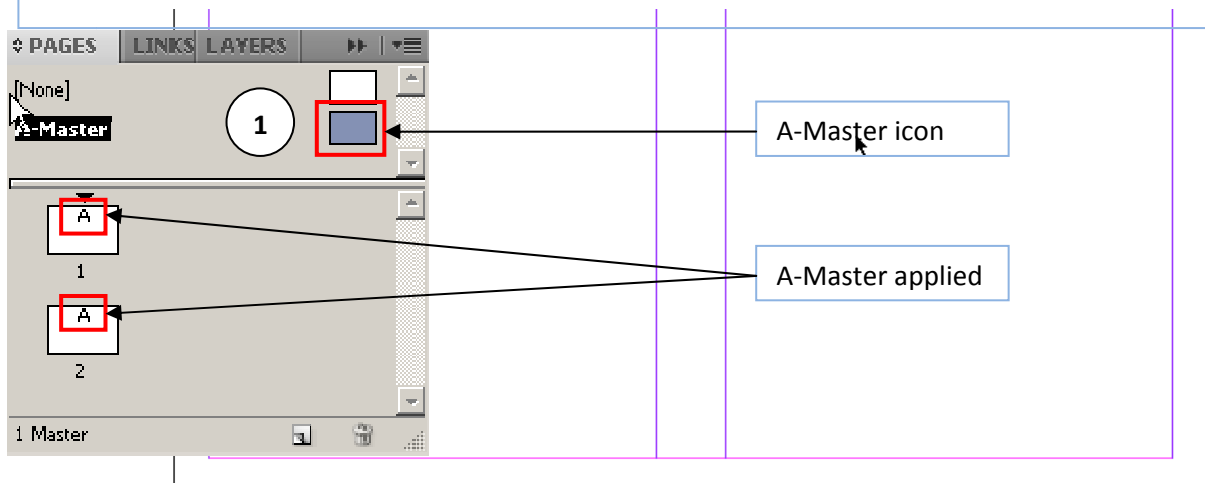
Makes sure you're in Master page (*A-Master*). You'll begin by setting up some background graphics for the page numbers and the header. Use the pen tool to come up with some shapes on both the top and bottom sections of your page. Remember, this is like a template that would be applied to all the pages where you specify **A-Master** to be applied.
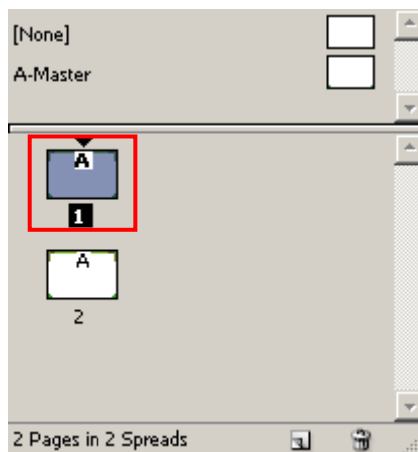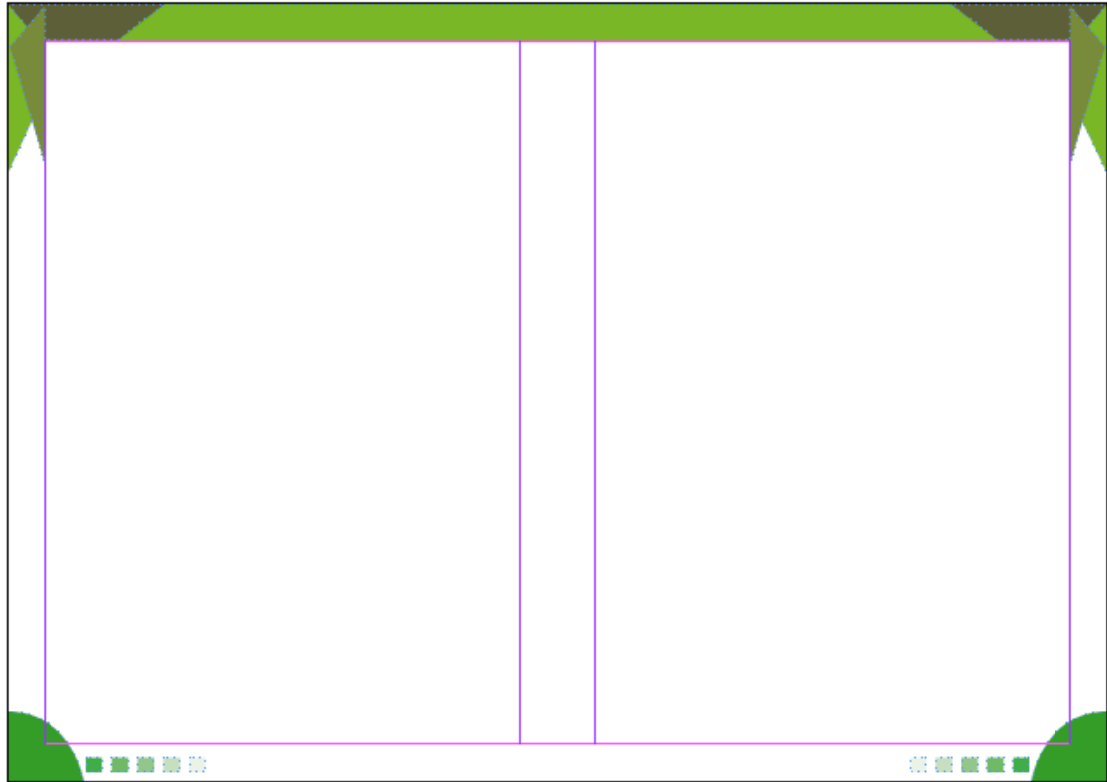
1. Double click **page 1** to get into page 1 on the pages palette.

This will get you into page 1 where you can then add a text layer.

There are two pages on this document. We cannot think of anything with two pages other than a Greetings or Season's card so we'll assume that we're going to create a sort of greetings card. The first page would be the Cover page and the second page would be the inside of the card.

The first and foremost thing is to understand how the pages are arranged. There are two pages created in InDesign (*2 A4 sheets*) but each page would have 2 sides. The first page would be the

Cover (*front & back*) and the second page would be the inside of the card (*left and right side*). When printed, there would be only 1 sheet of A4 paper but both sides are printed.
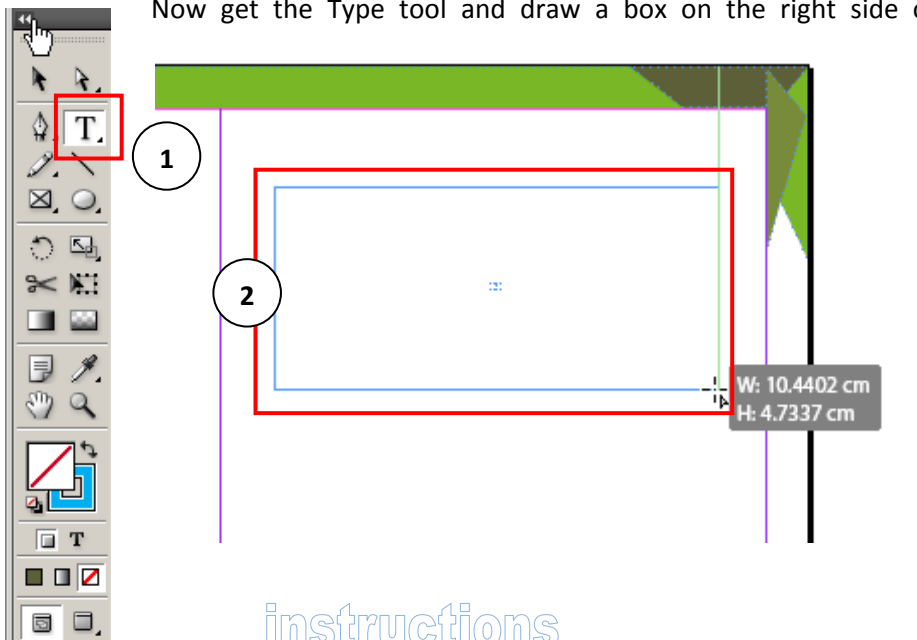
To understand this clearly, let's look at the dummy below. Notice how the pages are arranged so that you know exactly where you can design respective pages.
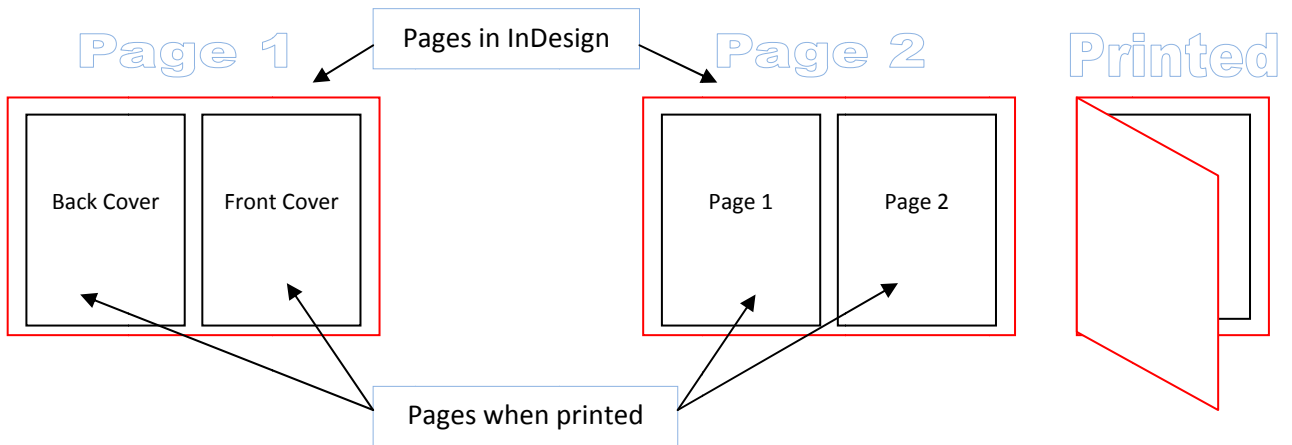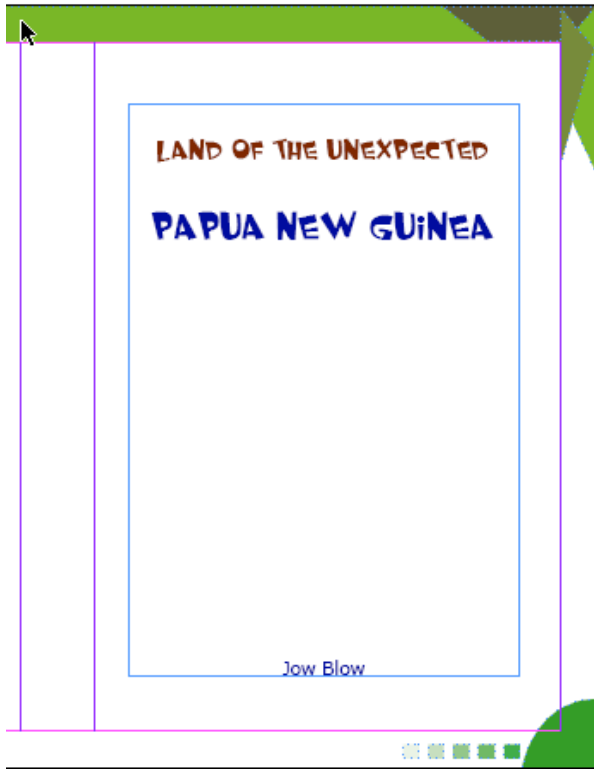

STEP:6

6. Adding Text Box:

Now get the Type tool and draw a box on the right side of page 1 as shown below

instructions

1. Select the Type Tool on the Tools palette.

2. ***Click*** and drag to create the text box area for you to type in text. *Draw on the right side*

Once you create the text box, you can click inside and add text.

You're now going to enter text into the right side of page 1. This would be the cover page.

3. Type in Some Header Texts.

4. Towards the bottom, type in an author name, maybe your name.

In the middle you would add an image. The next section would show you how to add an image.

STEP:7

7. Adding Images:

To add images, you should first deactivate any active tool. Simply select the selection tool then click anywhere on the white space outside the work area. This is just to make sure you don't have any object selected.

Now do the following to insert an image.
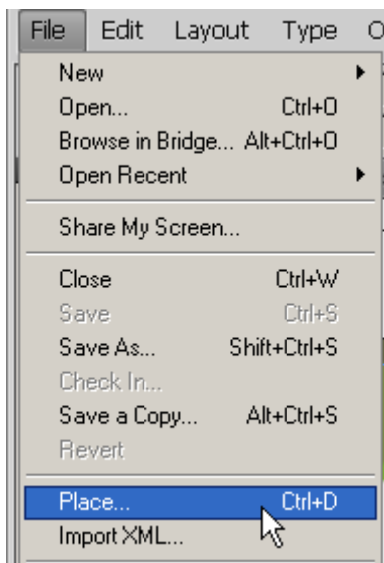
1. Go to the File Menu

2. Click Place (*shortcut = **Ctrl + D***)

From the pop-up dialogue, locate your image and click open to get it in.

The image thumbnail would be shown attached to the mouse once you click open. Now you select a spot on the document (*front cover, below texts*) and left click. This will place the image.

You can then scale the image by selecting the Direct Selection tool (*shortcut = **A***), then scale it from either of the corners. Once you get the direct selection tool, don't forget to click the image to select it before you scale. Also, press shift while scaling to maintain proportion of the image.

When you are done, get the selection tool (*shortcut = **V***), select the image then move it to where you want.
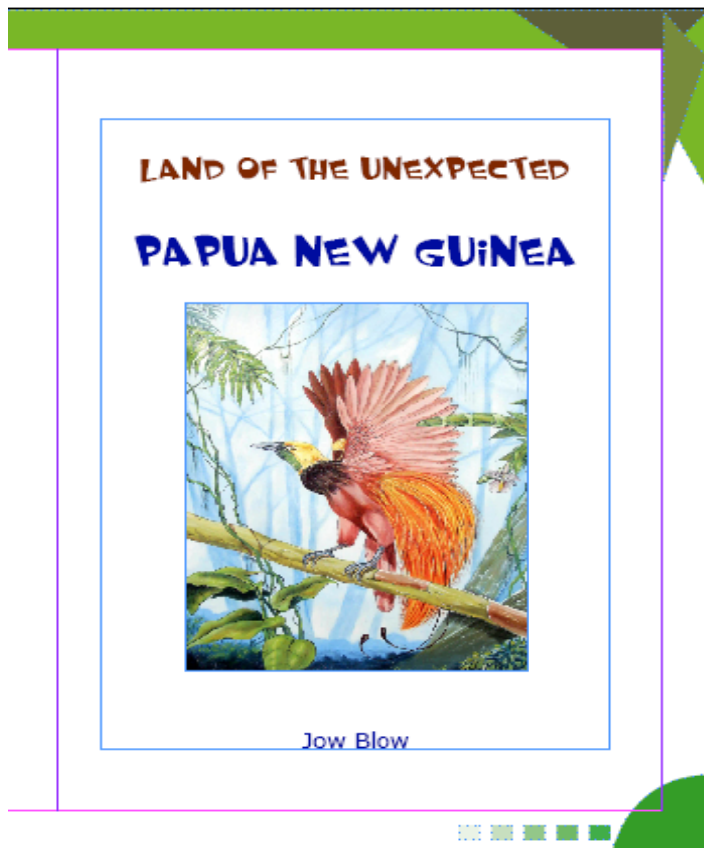
We'll take a break now and on the next part (**Part 2**) of this training, I will show you the remaining process.