



## Hours

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Monday 10:00 a.m. – 8:00 p.m.

Tuesday 10:00 a.m. – 8:00 p.m.

Wednesday 10:00 a.m. – 8:00 p.m.

Thursday 10:00 a.m. – 4:00 p.m.

Friday by appointment

Saturday closed

Sunday 4:00 p.m. – 8:00 p.m.

## Contact Information

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techtutor@svsu.edu

(989) 964-2299

Zahnow Library, Z-214

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This tutorial was originally created in 2008 by Megan Major, A Professional and Technical Writing major at Saginaw Valley State University.

## Adobe InDesign CS3®: The Basics

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This tutorial will help you learn about the basic tools available creating design documents such as newsletters, brochures, flyers in Adobe InDesign®. This tutorial will instruct you through many beginning steps including:

- Opening a new document
- Adjusting document properties
- Working With Text
  - *Inserting a text frame*
    - *Sizing a text frame*
    - *Moving a text frame*
  - *Changing text type*
    - *Changing text properties using the horizontal toolbar*
    - *Changing text properties using the top menu bar*
    - *Changing text properties using the right-hand toolbar*
- Inserting an image

## Opening a new document

Although the opening screen of *InDesign*® offers several templates, you also have the option of opening a new document. Open a new document when you are not sure what type of document you'd like to create or you want to start a new document from scratch. Figure 1 displays the New Document Window.

1. **Click Document** under the **Create New** heading in the menu. A new document window will appear that allows you to set up your document properties. In this window, you can select the number of pages for your document, page size, page orientation, number of columns, and size of margins.
2. **Set up number of pages.** Choose the number of pages box to enter the number of pages that will be in your document.
3. **Set facing pages.** Click this box to get a book type view of the pages.
4. **Setting Orientation.** Choose whether you would like your document in portrait or landscape form. (Note: when you change your document to landscape, the document present changes to “custom.”)
5. **Set columns and margin sizes.** The lowercase “p” in the margin section indicates the size of the margins according to picas. A pica is approximately 1/6 of an inch.

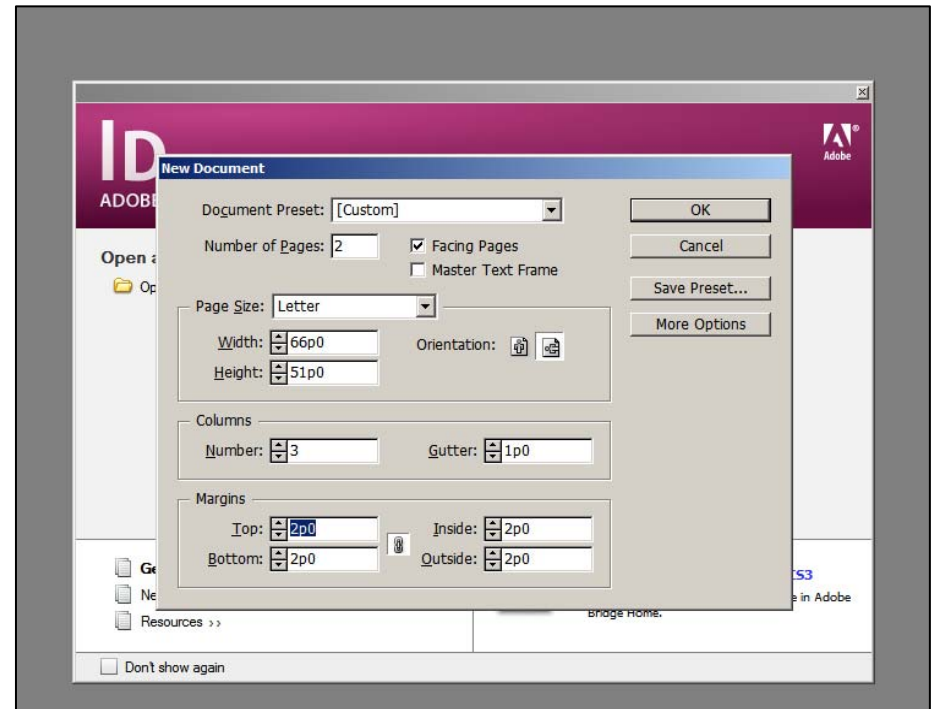


Figure 1. New Document Window

## Adjusting Document Properties


Click on **File > Document Setup** as shown in Figure 2 to make changes to your document's properties. The Document Setup box, as shown in Figure 1, will appear. You may change the same properties that the *New Document Window* allows you to change.

## Working with Text

*InDesign*® allows you to do a lot with text. This tutorial's purpose is to orient you to the types of text manipulating tools available. The tutorial advances through the steps of how to insert text, sizing and moving text frames, and changing text properties. Please consult *InDesign*®: Beyond the Basics for advanced text manipulating techniques.

## Inserting a Text Frame

To work with text in *InDesign*®, you must first insert a **text frame**.

1. To insert a text frame, select the **type tool**  from the left-hand vertical toolbar. *InDesign*® will automatically change your cursor into a tool to draw a text frame.
2. Start to type after you set your text frame. If you cannot think of anything to type, then type "Practice with INDESIGN." After you complete these tasks, you should have a box like Figure 3.

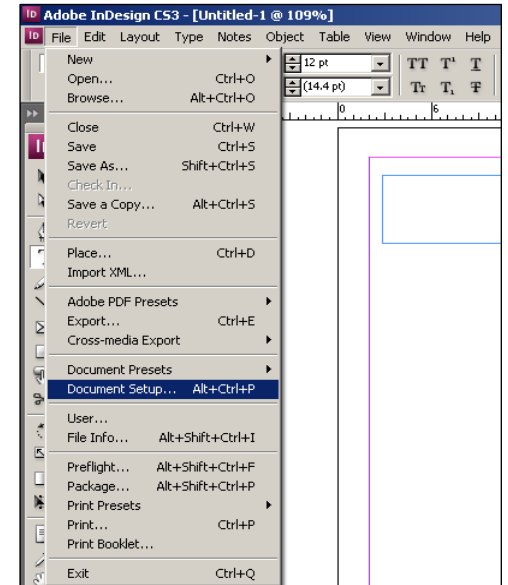


Figure 2. Adjusting Document Properties

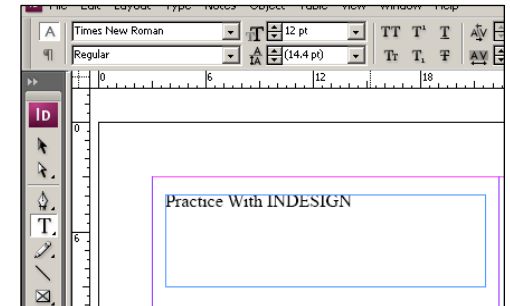


Figure 3. Inserting a Text Frame

## Sizing a text frame

1. **Click on the selection tool** from the left-hand vertical toolbar.
2. **Click once on the text frame.** The text frame will automatically outline in blue. Move the cursor over any small box on the blue outlined text frame to change its size. Figure 4 displays the location of one small box.



## Moving a text frame

1. **Click on the selection tool** from the left-hand vertical toolbar.
2. **Click once on the text frame.** The text frame will automatically outline in blue. Move the cursor over any large box on the blue outlined text frame to relocate your text frame to a different point on the document. You may also move a text frame by clicking once on the small blue square in the middle of the text frame. Figure 5 displays the location of one large box and the square in the middle of the text frame.

## Changing text type

Default text is Times New Roman, 12 pt. font. Follow these steps to change the text type.

1. **Highlight the text you want to change.** Place your cursor on the horizontal menu bar at the top of the screen.
2. **Click the small arrow next to Times New Roman.** A drop-down menu will appear displaying different fonts as shown in Figure 6.

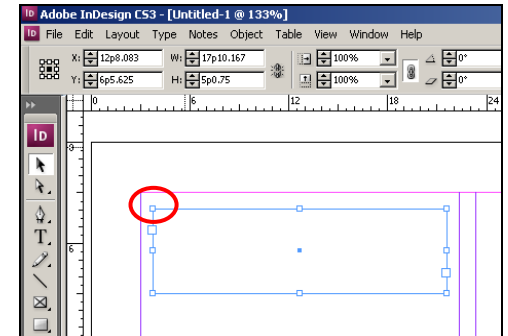


Figure 5. Sizing a Text Frame

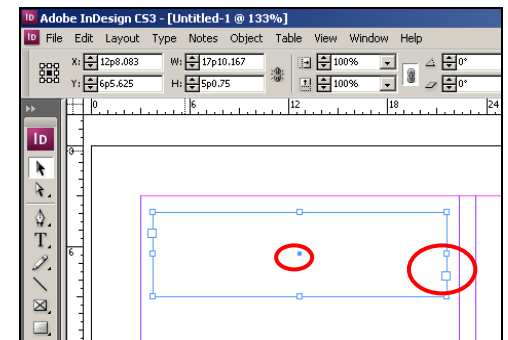


Figure 6. Moving a Text Frame

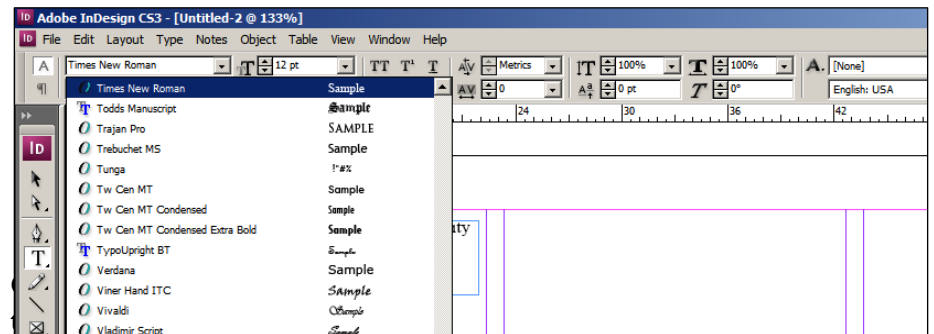


Figure 4. Changing Font Using Horizontal Toolbar

### Changing text properties using the horizontal toolbar

Across the top of the screen, as shown in Figure 7, you will see a horizontal toolbar. This toolbar allows you to change the format of your text without using the horizontal menu bar.

1. Steady your cursor on one of the tools on the toolbar. A small box will appear that will explain the tool's function. The tools allow you to change, for example, the text size, height, and skew.

2. Move your cursor from left to right across the toolbar to view each tools' function.

### Changing text properties using the top menu bar

You may also select **Type** from the horizontal menu to change font type as shown in Figure 8.

*(Note: When you work with InDesign®, you may select tools from the left and right vertical toolbars to change properties of text.)*

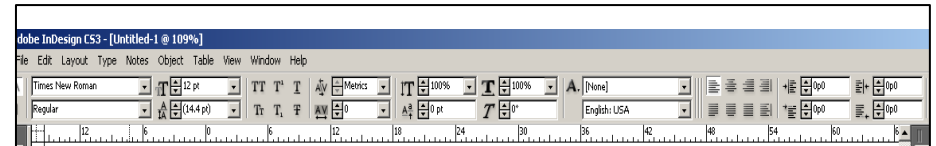


Figure 7. Horizontal Toolbar

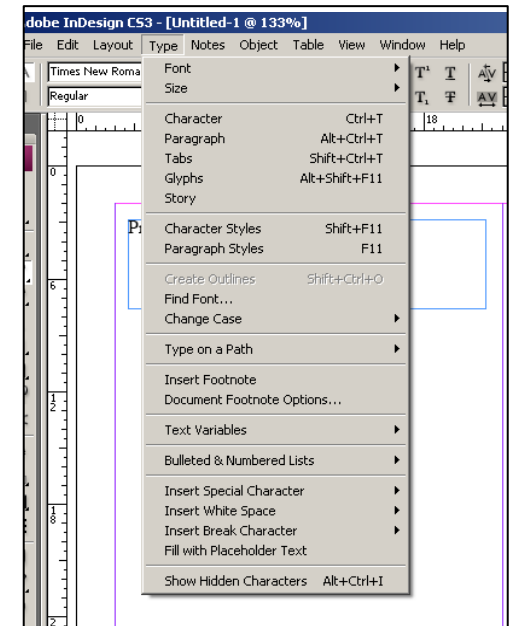


Figure 8. Changing Font Using Menu

## Changing Text Properties Using the Right-Hand Toolbar

*InDesign*® offers the right-hand vertical menu to change text properties such as text color, type, and size. The right-hand vertical menu allows you to change the color and style of your text. (See figure 9.)

Each tool has its own menu. While most of the items on the menu will vary, one important item to mention is the way *InDesign* displays its tool to change text and text outline. For instance, if you click on *Swatches*, you will see the menu depicted in Figure 10.

**Stroke, Swatches, and Color** allow you to manipulate the color and thickness of your text.

**Character, Character Styles, Paragraph, and Paragraph Styles** allow you to change the text properties of a block of text.

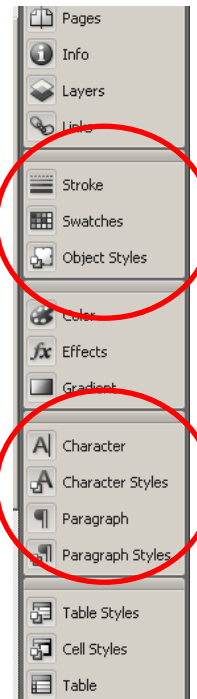


Figure 9. Right-Hand Toolbar

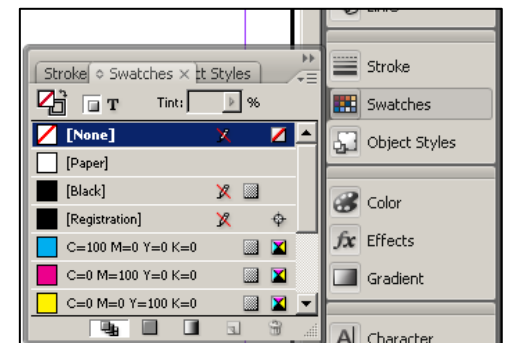


Figure 10. Swatches Menu

The two small squares in the upper left-hand corner allow you to switch between text and text's outline. (See Figure 11.) However, before you select either box, you must select the text you want to change.

### Inserting an image

You can insert an image by clicking **File** on the upper menu and selecting **Place**. Find the file that stores the picture you'd like to insert. Double-click on the picture to insert it into your document.

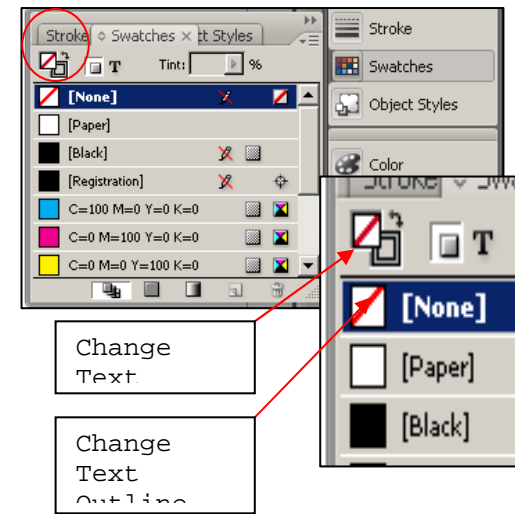


Figure 11. Change Text Menu