



Introduction to InDesign CS3

I. GETTING STARTED:

- To create a new document, go to File > New > Document (⌘ + N).
- Under New Document settings, adjust Number of Pages to “2”, Page Size to “tabloid”, and Columns to “6”. Click OK.
- **Be sure to consult your professor for specific newspaper layout settings.*

II. TOOLS & FEATURES:

- **Selection Tool** vs. **Direct Selection Tool** – The black arrow tool allows you to select entire objects while the white arrow tool allows you to select certain points within a frame.
- **Text Tool** - Drag it over the page to create a text box.
- **Rectangle Frame Tool** – Use this tool to create the layout for where your stories/images will go on the page. (Click on Option & cursor to access Ellipse Frame Tool and Polygon Frame Tool)
- **Zoom Tool** - Drag it over a portion of the screen to zoom in.
- **Hand Tool** - Clicking it twice returns to normal view of full page.
- **Window > Control** – makes all tools appear at the top of your page.

III. IMPORTING A STORY OR IMAGE:

- Go to File > Place (shortcut = ⌘ + D). Find the file you’re looking for and click Open.
- You should now see the “ghost” of the text or image floating on your cursor. Click and drag the text or image to where you want it to go on the page.



*QUICK TIPS:

If you’re somewhat familiar with InDesign, the quickest way to load an InDesign page with content is to put all files in folder on your desktop.

When you’re ready to start placing, go to: File > Place. Locate your folder and holding down Shift, highlight **all** of the files you will be placing. Click Open. You should now see the first of your files “floating” on your cursor.

Once you place one item, InDesign loads the next file on your cursor so that you can continue loading. After you’re done, you can go back and format the images and text files to the content boxes.

IV. CHANGING NUMBER OF COLUMNS:

- To change the number of columns on your InDesign *page*, go to Layout > Margins & Columns.
- To change the number of columns in your *article*, go to Object > Text Frame Options (shortcut = ⌘ +B).

V. JUMPING TEXT:

- If you don't already have a Page 2, go to Layout > Pages > Add Page.
- Now go back to Page 1 and click on the red box at the bottom right of your text box with your Selection Tool. (If you don't see it, that means all the text is already placed.)
- Next, take the floating text box (attached to your cursor) and place it on Page 2.
- Remember to wrap the article along the page's columns with ⌘ +B.

VI. FORMATING & ALTERING TEXT (i.e., creating drop caps)

- To format your text, highlight the text, then go to Type > Size (or use the tools at the top of your screen; if you don't see these, go to Window > Control).
- To create **drop caps** for your story, go to Window > Types & Tables > Paragraph. In the bottom right corner of the Paragraph box, select "Drop Cap One or More Characters" (hover your cursor over the box to find its function).
- Adjust the number of lines the drop cap should occupy (i.e., 2).
- For squeezing and kerning, adjust the settings under the Character tab (Window > Types & Tables > Character).

VII. JUSTIFYING TEXT:

- Since you will probably want "fully justified left and fully justified right" text, click on ⌘ + A (to select all text), then Window > Types & Tables > Paragraph.
- Select the 4th option: "Justify with last line justified left".

VIII. IMPORTING AN IMAGE:

- Go to File > Place, find the .jpg file you're looking for. You'll see picture floating on cursor. Like with the text, place the picture on the page and draw a box.
- If picture doesn't fill space you've allotted, go to Object > Fit Content Proportionally. (If you choose Fit Content to Frame, you may distort your picture).

IX. WRAPPING TEXT AROUND AN IMAGE:

- Using the selection tool, place your image where you would like it to go in the story (it will be overlapping at first), then go to: Window > Text Wrap.
- Select the 2nd box over: “Wrap around bounding box”.
- To create a drop shadow around an image, go to Object > Effects > Drop Shadow.

X. CREATING A FRAME/BORDER:

***Note:** it’s important to think about how you want your page to look. If you decide to create a frame/border around an image and a story or a headline and a story, be sure to place both *inside* a larger box so that they will be “grouped” together.

- To create a black border around your story, use the Selection Tool to click on the story.
- Double click on the Stroke Tool in the tool bar.
- The color box will pop up. Click OK to select black.
- To see your frame, use the Zoom tool.
- To get back to full-page view, double click on the Hand Tool.
- To change the thickness of your border, go to Window > Stroke and adjust the “weight”.

XI. ADDING MARGINS INSIDE A FRAMED BOX:

- If you want to add margins between your story and the edges of the border, highlight the text to be indented and then go to Windows > Type & Tables > Paragraph.
- In the Paragraph pop-up box, increase the left and right indents from 0p0 to 0p5.

XII. FILLING BOX WITH GRADIENT OR COLOR:

- To shade or fill a text box or border with color, go to Window > Gradient or Window > Color. You can also choose colors by double clicking on the Fill and Stroke boxes in the tool bar to the left of the page.

*The above information was compiled by the Instructional Developer and is meant to serve as an introduction to InDesign CS3 for students in the Journalism Department at the University of Connecticut only. Please contact maeve.ryan@uconn.edu with questions and/or comments.