

# InDesign CS5 Basics

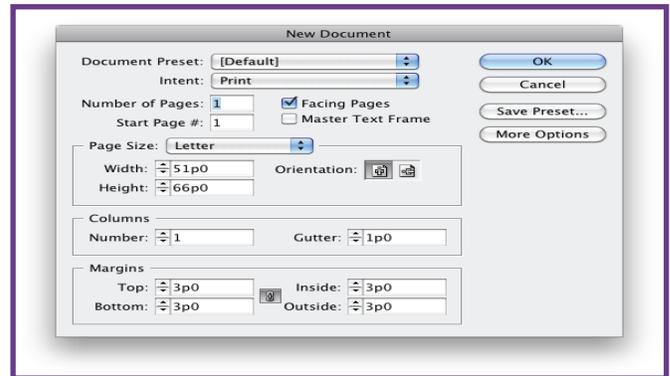
Academic Technologies



## Getting Started

To start a new project in InDesign, Select **File > New...** If you want to work from a scratch, adjust the size of your canvas and choose a background color (or none, if you would like a floating image).

You can paste an image onto your canvas with **File > Place**.



## Window and Views

It is recommended that you display the “History” and “Layers” floating palettes from the start.

Select **Window > History**. History keeps track all your changes, with the most recent action recorded at the bottom. From it, you are able to undo commands and eliminate or repeat actions--great for repeat undo.

If your Layers window isn't up already, go to **Window > Layers** to create and track your layers.

It is also recommended that you select **View > Rulers** to help align your work and track measurements.

## Working with Layers

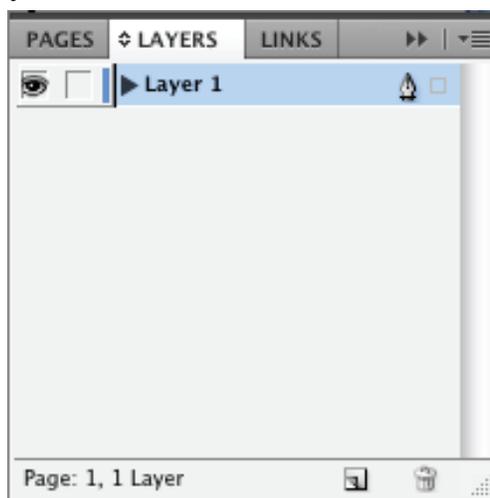
The **Layers Window** shows the separate layers that make up your image. To make a new layer, click the “New Layer”  button. Create a new layer for each part of your image. This allows you to go back and edit the layers individually, saving you lots of time!

**Layers:** Click a layer to make it active. Each layer is separated from the one directly below it or above it by a thin line.

**Layer Locks:** Click the Lock icon to prevent changes to a layer. Click again to unlock.

**Visibility Icon:** Click the small eye icon in the far left column to display or conceal the contents of a layer.

**Layer Groups:** Click the folder icon to create groups in the layer stack to organize your work.



**Layer Options Menu:** Click the three horizontal lines in the upper-right corner of the menu to display other layer commands.

**Layer Conventions:** It's important to name your layers as you go along. Calling something “Layer 1” is much less helpful than calling it “Background” or “Title Bar”. Giving layers descriptive names will make it easier to keep track of things.

**Trash:** Drag a layer to the trashcan to discard it.

## Zoom In and Out

**To Zoom:** Press (Ctrl and +) to zoom in. Press (Ctrl and -) to zoom out. This is very useful for detailed work!

## Some Toolbar Functions



The Selection Tool (v) selects and moves things around.



The Direct Selection Tool (a) selects single objects like vertices.



The Page Tool (shift p) changes the orientation of a page.



The Gap Tool (u) is used to scale things



The Type Tool (t) creates text boxes.



The Line Tool (\) creates lines.



The Pen Tool (P) is used to create irregular polygons by creating points and curves.



The Pencil Tool (n) is used to draw.



The Rectangle Frame Tool (F) creates rectangular frames.



The Rectangle Tool (M) creates rectangles that can be made solid.



The Scissors Tool (c) is used to create curves out of straight lines.



The Free Transform Tool (e) scales and transforms whatever is selected.



The Gradient Swatch Tool (g) creates gradients from where you click.



The Gradient Feather Tool (shift g) also creates gradients through clicks.



The Note Tool creates notes that can be attached to objects in the composition.



The Eyedropper Tool (i) takes color samples from any object on screen.



The Hand Tool (h) allows you to move the entire composition around.



The Zoom Tool (z) zooms in and out.

## Saving Your Project

### A Note about Saving:

InDesign stores file components differently from other Creative Suite programs. Instead of embedding the images within the files it instead creates links to them, for example if you had a magazine project the images in the magazine would actually be referred to by links and would not physically reside within the InDesign file. This has been known to cause problems such as: documents will look severely pixelated when they are sent to print; documents will not open properly; also because many design projects are saved in COLLAB and COURSES and used by multiple people the images may be stored locally or in a different part of these network volumes, causing the links between the document and the images to become broken.

### The Critical Saving Procedure for InDesign

1. With your document open in InDesign go to File>Save in the top menu bar.
2. If you have not chosen a location for your document, InDesign will prompt you to pick one. I suggest the desktop as this will be a temporary copy of your document.
3. Go back to File in the top menu bar and go down to the "Package..." option near the bottom of the menu. This process will create a file for your project, including copies of your images.

FOR MORE INFORMATION VISIT THIS SITE: <https://wiki.carleton.edu/x/ixCY>