



Adobe InDesign CS6 Tutorial

Adobe InDesign CS6 is a page-layout software that takes print publishing and page design beyond current boundaries. InDesign is a desktop publishing program that incorporates illustration capabilities into its interface. It also allows for cross platform interaction with Illustrator, Photoshop, and Acrobat.

NOTE: This tutorial is fairly comprehensive in that it discusses the most common aspects of InDesign and has been developed to take beginners through the software from start to finish.

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1. GETTING STARTED

Begin by opening Adobe InDesign CS6.

On a PC, click **Start > Programs > Adobe > InDesign CS6**, or click on the InDesign short cut on the desktop.

On a Mac, click **Macintosh HD > Applications > Adobe InDesign CS6**, or click the InDesign icon in the Dock. (Figure 1)

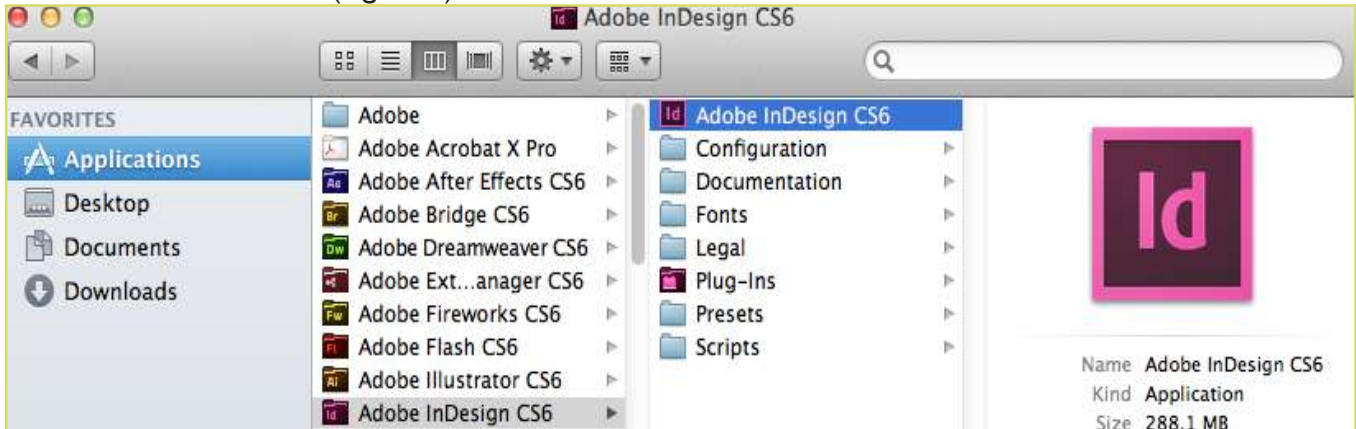


Figure 1. Navigation to InDesign CS6 on a Mac.

2. SETTING UP THE DOCUMENT

Setting up your document correctly from the start will make your job much easier as you work through your project. This will require some advanced planning.

1. To create a new document, click **File > New > Document**. This will open the **Document Setup** dialog box. Here you will be able to set up the correct page size, margins, and page columns for your document. (Figure 2)

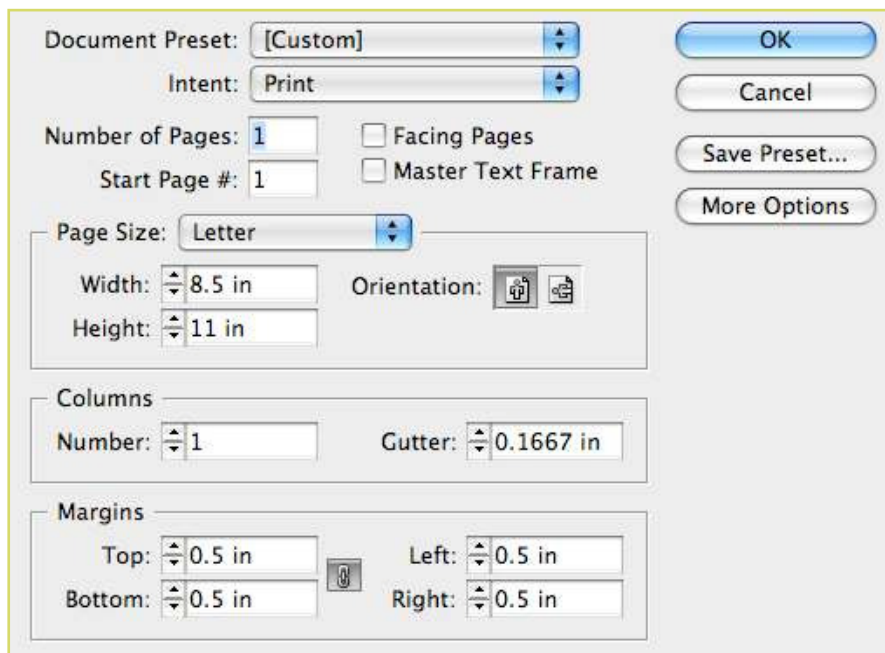


Figure 2. Opening a new document in InDesign.

2. SETTING UP THE DOCUMENT CONT.

Options include, but are not limited to:

Number of Pages

Type a value for the total number of pages for this document.

Facing Pages

Select this option to make left and right pages face each other in a double-page spread.

Deselect this option to let each page stand alone, such as when you plan to print on both sides of a sheet of paper or want objects to bleed in the binding.

Master Text Frame

Select this option to create a text frame the size of the area within the margin guides, matching the column settings you specified. The master text frame is added to the master.

Page Size

Choose a page size from the menu, or type values for Width and Height. Page size represents the final size you want after bleeds or trimming other marks outside the page. There are presets for common sizes such as letter, legal, and tabloid.

Orientation

Click the Portrait (tall) or Landscape (wide) icons. These icons interact dynamically with the dimensions you enter in **Page Size**. When Height is the larger value, the portrait icon is selected. When Width is the larger value, the landscape icon is selected. Clicking the deselected icon switches the Height and Width values.

NOTE: The default unit of measurement in InDesign is pica (p0). If you type a value into the Width or Height text fields and use the abbreviation for inches (in), InDesign will automatically convert it.

Bleed

After clicking **More Options**, the bleed area is used to align objects that you want to extend all the way to the trim line of your printed document.

Slug

After clicking **More Options**, the slug area is used for instructions to the printer, sign-off forms, or other information related to your document. The slug area is discarded when the document is trimmed to its final page size.

2. When you have entered all of your document settings, click **OK**.

NOTE: If you incorrectly enter information in the Document Setup dialog box, or if you need to adjust any of this information while you are working, you can make changes at any time by clicking **File > Document Setup**.

3. TOOLBOX

If you used Adobe Photoshop or Adobe InDesign before you should be familiar with the toolbox in InDesign CS6 as it shares some of the tools from these applications. If you are a novice user of Adobe products you should keep in mind that you might not need to use all the tools. In this tutorial, only the basic tools will be discussed in depth.

3. TOOLBOX CONT.

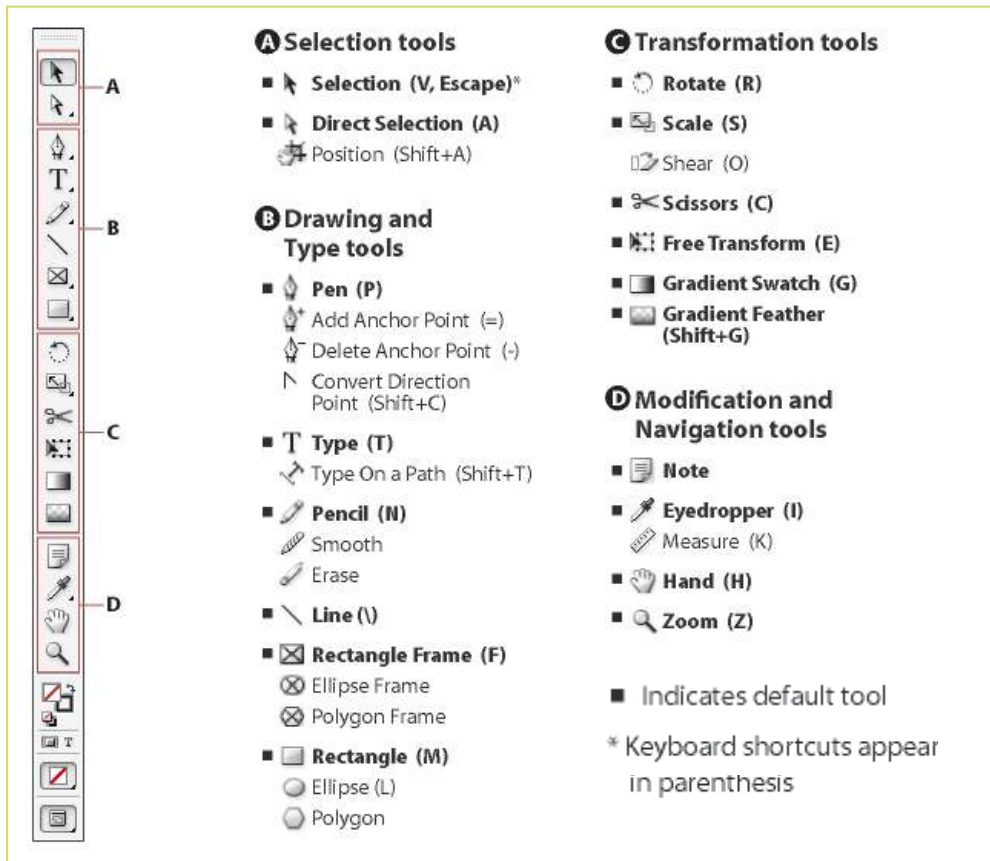


Figure 3. Tools in InDesign.

Some tools in the toolbox have additional tools linked to them. These tools have small black triangles in the right-hand corner. To view the additional tools click and hold down on any tool that has a black triangle in the corner. (Figure 4)

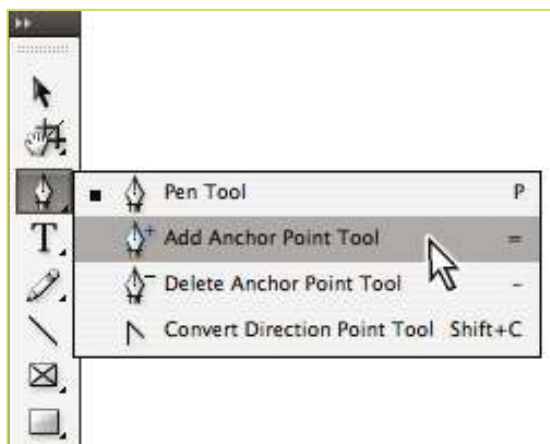


Figure 4. Extra Tools in InDesign.

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