How to Use InDesign

The text that is **BOLD** is for the tools that you will need to use most often. If you are familiar with Illustrator you will know how important the Selection tool is - this is the tool that you will use to move any object on your document.

The way the text tool works in InDesign may not be familiar initially, but once you are used to using this tool you will find that laying out text is much more flexible.

To use the type tool:
1. Click on the tool in the toolbar
2. Click and drag a rectangle on the document page
3. Start typing inside the rectangle you just drew. You can choose the font either by going to Type on the menu bar, or by opening the type palette > Window > Type and Tables > Character, or Apple T.
4. If you need to make the text box larger or smaller, Click on the Selection Tool, you should see a bounding box appear around the text you have written. You can drag one of the corner boxes to make it the size you need.
Inserting images into InDesign

Like text you need to create a box to put the image into.

1. Click on the Rectangle Frame Tool
2. Click and drag a rectangle on the document page
3. GoTo File > Place, (or Apple D), and navigate to the image you want to open.
4. The image box can be changed in size in the same way as the text box.
5. If the image is much smaller than the size of the image box you can use a menu item to make it fit. GoTo > Object > Fitting > Fit Content Proportionally. You should always fit content proportionally you don’t want an image that is stretched horizontally or vertically.
6. One problem with images in posters is that the link gets lost. This means that if the image and the text file are no longer in the same folder the image will be unlinked and will not be in the file. To resolve this problem you can embed the image into the file. Open the links palette > GoTo > Window > Links. Click on the arrow as shown below and click on Embed File.

If you are used to working with Illustrator you will be used to an outline (or stroke), and a fill color. This means that you could outline the text box to differentiate between each area of text. You could also add a color to the background of a text box. If you want it to be transparent make sure the white background with the red diagonal line through it is selected. In the image to the left the fill color is set to none, and the outline (or stroke), is set to black.

In InDesign you have a huge amount of control over the text. When you are clicked on the text tool the toolbar below the menu bar, (shown above), displays all the text tools you need. For example you can quickly choose the font, font style, size and other typographic tools.
Often in poster design you will want to align text boxes and pictures. This means that you will align the boxes along the left or right edges, and that you will probably align the space in between boxes on a vertical or horizontal axis. The window on the left shows all the alignment configurations that you can work with. To use the align tools select the boxes that need to be aligned with the Selection tool.

1. Choose Window > Align to display the Align palette.
2. Do one of the following:
   • To align or distribute the objects relative to an outermost edge or anchor point, click the button for the type of alignment or distribution you want.
   • To align or distribute the objects relative to a specific object’s edge or anchor point, click the object to which you want the other objects to align or distribute. Then click the button for the type of alignment or distribution you want.

Text wrap is a tool that you probably haven’t worked with before, but it can be very useful for layout of text and imagery. The tool does exactly what it says it wraps text around objects, there are probably many magazine/newspaper articles that you have seen that have used this tool.

Below is an example of wrapped text, sometimes this can be referred to as runaround. Basically the text wraps around the image. There are different buttons to hit to do this, and with the Text Wrap palette you can also specify the amount of space between text and image.
Before you even start a new document in InDesign you need to set-up the document. Most items will be familiar, but you will probably not be used to setting up so much of a document. This is one of the reasons that InDesign is such a strong page layout program. You can choose the margins, number of columns (like newspaper / magazine), as well as obviously the size, and orientation.

The most unfamiliar section is probably at the top of this window: Facing Pages, and Master Text Frame. Facing pages is shown in the image above. You would usually use this if you were creating a multi-page document like a grant proposal. It simply means that you see the layout of two facing pages on the screen, rather than one page at a time.

One of the great features of InDesign is pages. If you were putting together a grant proposal this could be very helpful, with posters you would not need to use the Pages window.

To add pages to your document you can either click and drag a page from inside the Pages window, or you could click on the pages button and select Insert Pages...

Something that might look odd initially is that the first page in the document layout, because it is just half of a pair. The reason for this is that this is designed for page layout, whether that is a book, newspaper, or magazine, the first and last pages would not be part of a pair they would be seen alone.

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The color tool will be familiar if you have used Illustrator, but is also similar to PhotoShop. Obviously programs like Word and PowerPoint are quite different in their program layout. Another tool that will probably be useful is the arrow tool which is part of the Stroke window.

The Stroke window lets you clearly define each outline you create, whether this is an arrow or a box outline around an image. To create an arrow, click on the Line tool in the toolbar, then move over to the Stroke window. Start by choosing the Type (this will usually be the default solid line), then whether you want the arrowhead at the Start or the End of your line. When you choose start or end you will see that there are 11 different arrowhead choices.