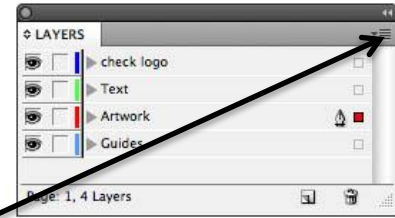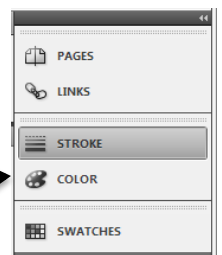# ALC 1OI How to Use Adobe InDesign   Name:

PAGE SET-UP

1) Open Adobe InDesign.
2) Create a 'new document'.
   Decide how many pages you would like and if the layout will be vertical or horizontal. Also, increase the number of columns from 1 to 2. This will help you during the design process. Click 'ok' when you are ready to begin your new design.
3) Before you begin inserting text and images, select 'Widow' from the top menu, next select "layers". A floating 'layers' box will appear on the right side of your screen that looks like the diagram to the right. Click on the top right button, and create a minimum of 3 new layers.
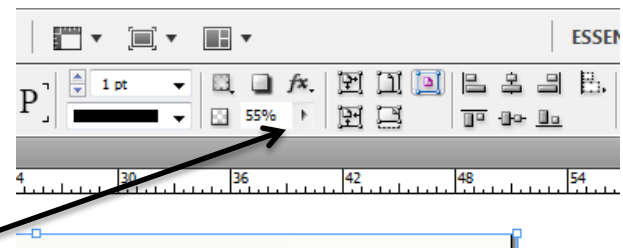   *This will help to organize your text and images.

BACKGROUND

1) To insert a background, you have 1 of 2 options: either a plain colour or an image.
2) First, on your 'layers' menu, select and highlight layer 1.
3) Next, click on the 'rectangle' tool button and drag your shape across your entire document.
   COLOUR
4) Then select 'colour' from the side menu, and select a shade from the colour scale. This will fill your background shape.
   IMAGE
   After you have drawn your rectangular shape, select 'File', and then 'Place'. You will need to have saved a large pixel image somewhere on your computer, and you will then select the file, and it should automatically place the image within the shape.
   *If your image or colours are too vibrant, adjust the percentage of the opacity.

TEXT

1) Select 'layer 2' to add text to. From the left tool menu, select the 'Type Tool'. Drag the cursor across your design where you would like to place words. A cursor will appear with a text box which will allow you to type within.
2) To change the size, style and font of your text, use the controls on the top menu, or alter it through the 'Type' button. Ensure your text is clearly legible and has good contrast to the surrounding images and colours.
3) To change the colour of your text, highlight it first, then select 'colour' from the right menu. Your value scale will appear in black and white first. Select the top right menu button and switch the mode to CMYK. You should have a full colour spectrum to select from now.

IMAGES

1) To insert an image, start by selecting layer 3.
2) Next, save some jpeg images on your desktop that you would like to insert.
3) Click "File' and then 'Place'. Find your image file from your computer and double click it. You will need to drag your cursor in the area that you would like to place your image. Your image should appear on your design.
4) To adjust size without the image being cut off, hold CTRL and drag your image from a corner. This will keep accurate photo ratio.