# Introduction to InDesign CS3

Desktop Publishing is the process of combining text and graphics on a computer screen to produce publications. It is used to product newsletters, greeting cards, restaurant menus, advertisements, pamphlets, books or catalogues and you will produce these types of publications as you progress through these tutorials.

Programs such as Microsoft Word are useful programs when simple Desktop Publishing activities are required, however, when detailed publishing is desired, a specific page layout program is needed. The program you will use for this is called Adobe InDesign CS3 and it gives you total control over the appearance of pages. You will still use programs like Microsoft Word and graphics programs such as PhotoShop, but as support programs to the page layout program.
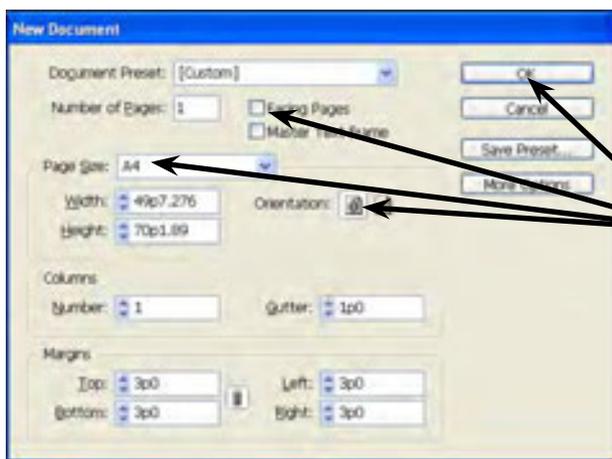
Starting an InDesign Document

1   Load Adobe InDesign and you should receive the InDesign Start Screen, which has the four labelled sections shown.
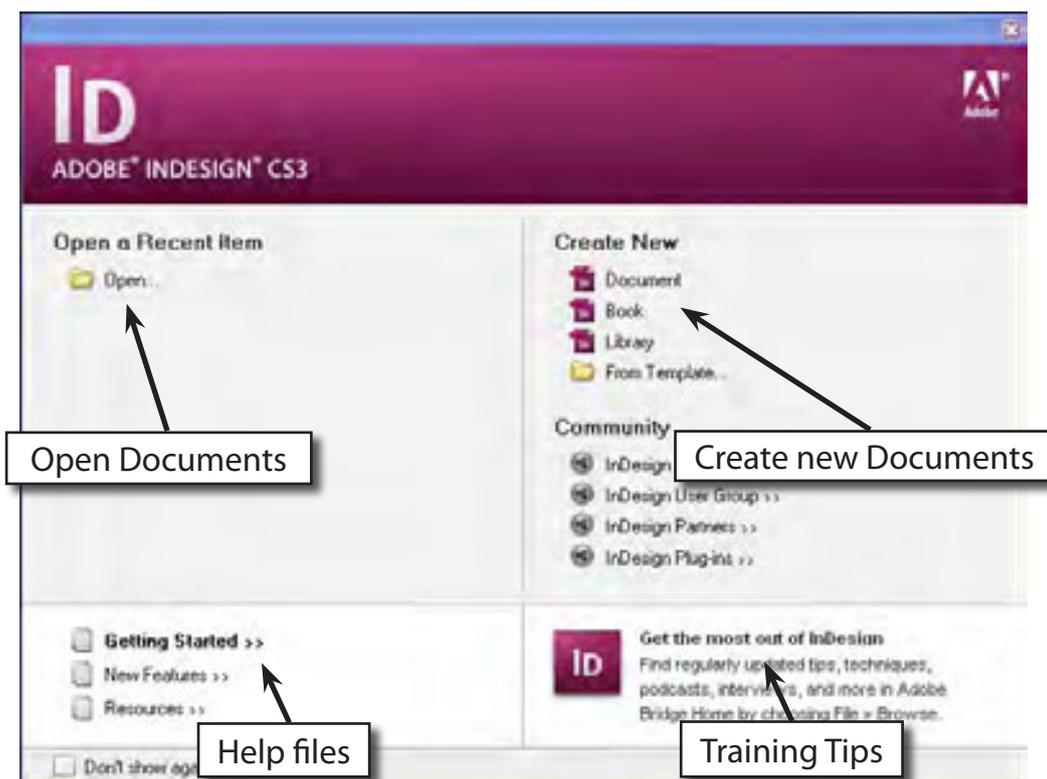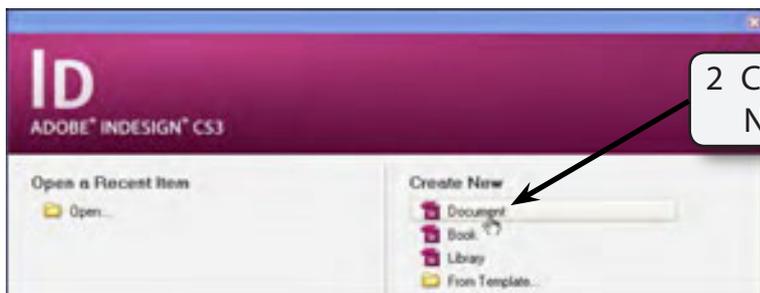
2 Click on DOCUMENT under CREATE NEW to start a new document.

3 When you start a new InDesign document the program needs to know the required page measurements.

4 Set the PAPER SIZE box to A4, turn off FACING PAGES, the ORIENTATION should be set to PORTRAIT (or normal) and select OK.

Looking at the InDesign Screen

1 Look at the labelled diagram at the top of the next page and refer to regularly until you are familiar the various sections of the InDesign screen.

2 At the moment you are looking at the FIT PAGE IN WINDOW screen. That is, the page has been reduced to fit the size of the screen.

Control Panel

Tools Panel

Work Area

Panel Group

Zoom and
Page Controls
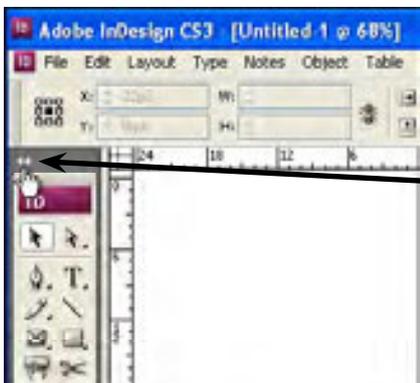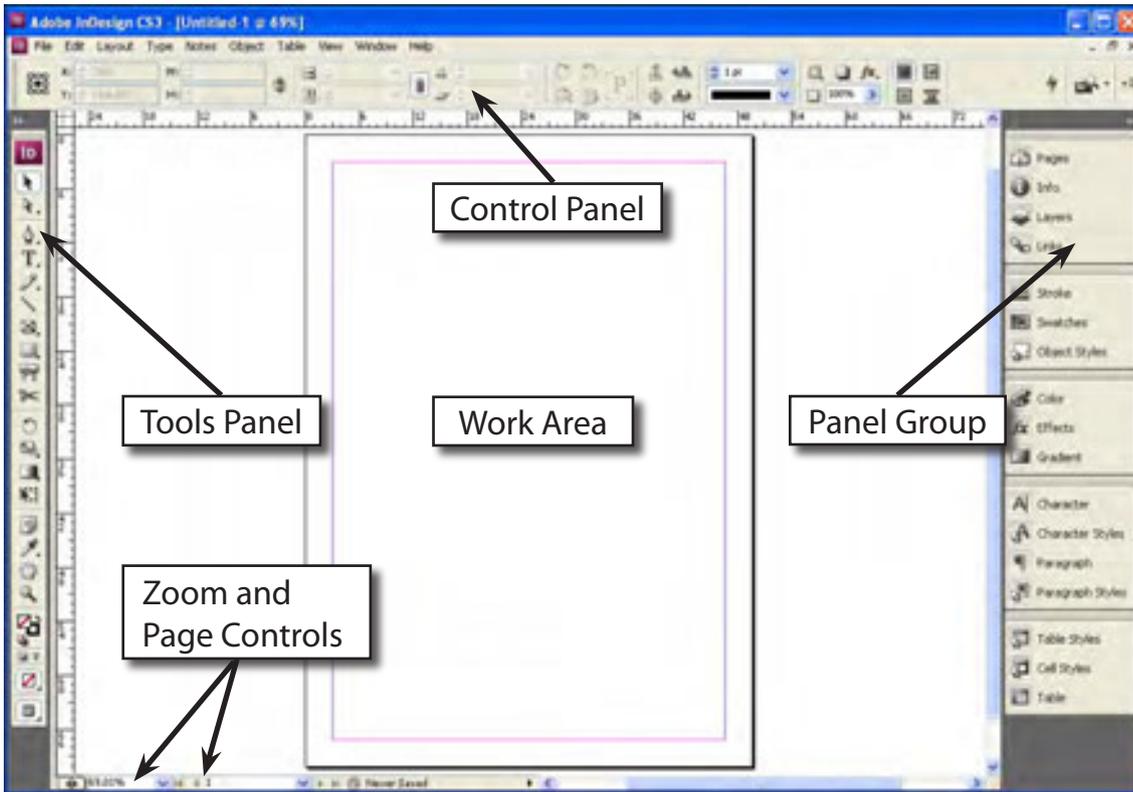
3 The double arrows at the top of the
TOOLS PANEL can be used to display
the tools in two columns. Click on
the double arrows to set the tools to
two columns.

4 InDesign has numerous screen sizes which can be selected from the VIEW menu or
by holding down the CTRL key on the Windows system, or the COMMAND key on
the Macintosh system, and pressing a number.

5 Press CTRL+ or COMMAND+ a few times to zoom in.
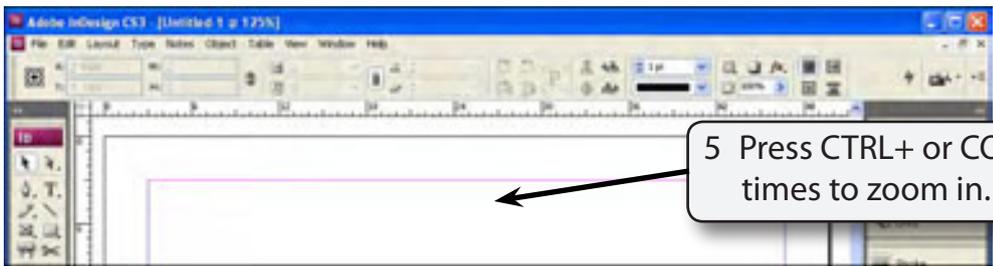
6 Press CTRL- or COMMAND- a few times to zoom out.

7 Hold down the CTRL or COMMAND key and press 1. The screen view will be changed to show the page in ACTUAL (or 100%) size.

8 Use the CTRL or COMMAND key to try the following screen sizes:

CTRL+5 or COMMAND+5	50% view
CTRL+1 or COMMAND+1	100% view
CTRL+2 or COMMAND+2	200% view
CTRL+4 or COMMAND+4	400% view
CTRL+0 or COMMAND+0	Fit page in window

9 You can also select a zoom from the ZOOM CONTROLS at the bottom left of the screen.
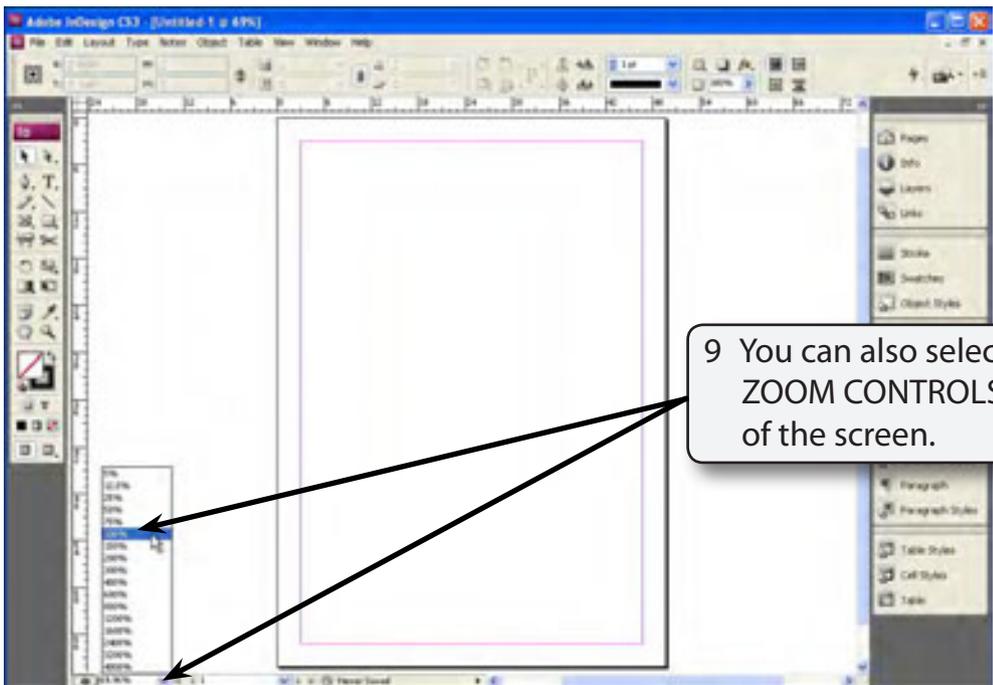
NOTE: **The ZOOM TOOL in the Tools Panel can be used to drag a frame around sections of your document and the screen will zoom in on that section.**

The Tools Panel

Look at the TOOLS panel at the left of the screen. These tools allow you to create and control how objects are placed in a document.
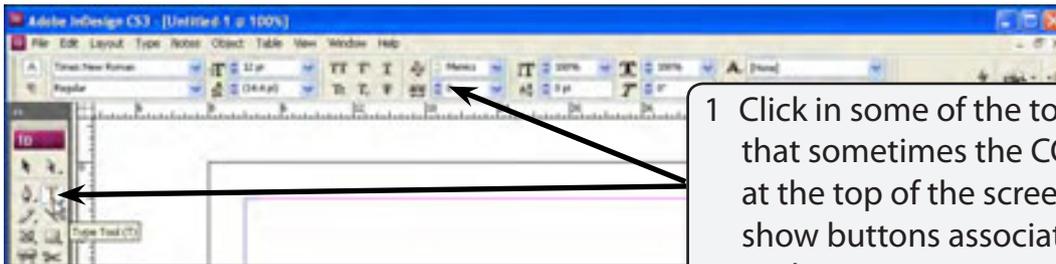
1 Click in some of the tools and notice that sometimes the CONTROL panel at the top of the screen changes to show buttons associated with that tool.
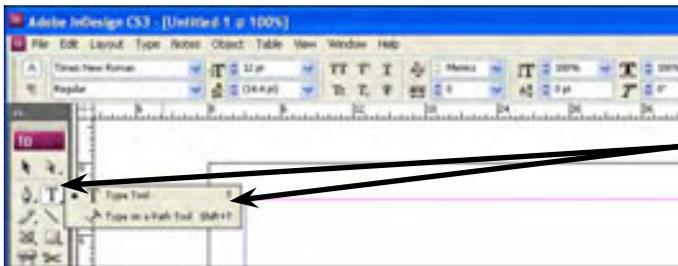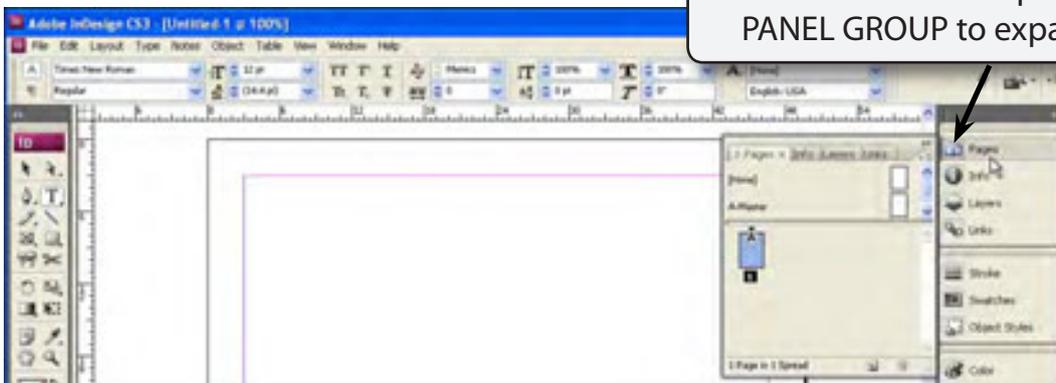

2 Notice that some tools have a small arrow at their base. These tools have extra options associated with them. Try clicking and holding down the mouse button on the TEXT TOOL to see its options.
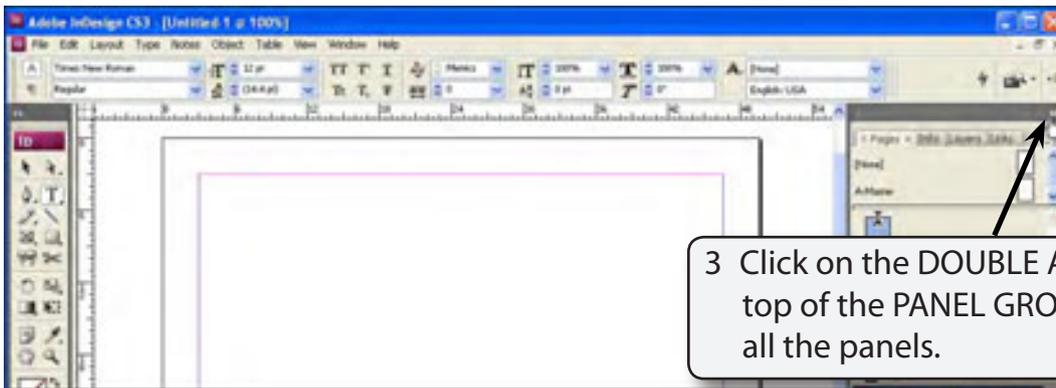
The Panel Group

InDesign houses many of its functions in collapsed panels at the right of the screen. You can add or remove panels from the PANEL GROUP.
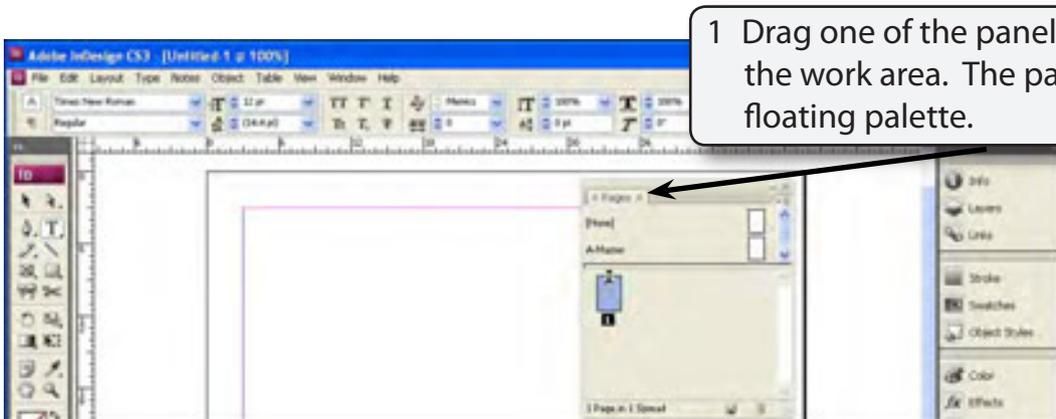
A   Displaying Panels

1 Click on one of the panel icons in the PANEL GROUP to expand it.

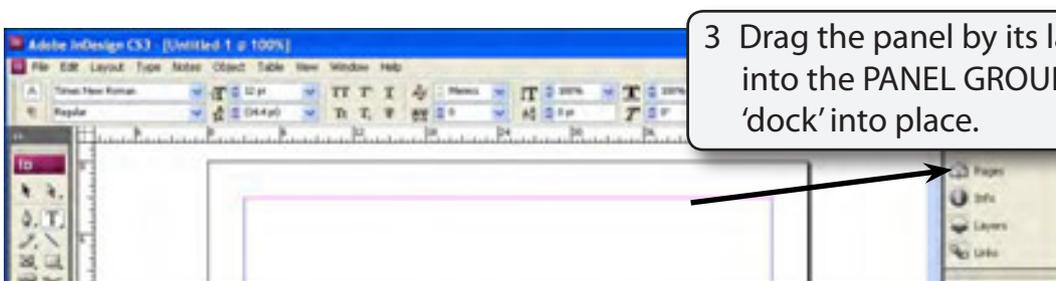2   Click on the panel tab or panel label to collapse it.

3   Click on the DOUBLE ARROWS at the top of the PANEL GROUP to expand all the panels.

4   Click on the DOUBLE ARROWS again to collapse all the panels in the PANEL GROUP.

B   Adding or Removing Panels

1   Drag one of the panel icons onto the work area. The panel becomes a floating palette.

2   The panel can then be closed using its CLOSE BOX (x).

3   Drag the panel by its label tab back into the PANEL GROUP and it should 'dock' into place.

NOTE: Panels that are not currently in the PANEL GROUP can be added to the screen by selecting them from the WINDOW menu.