



University Information
Technology Services

InDesign CC 2017 Essential Skills

Adobe InDesign Creative Cloud 2017

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

InDesign CC 2017 Essential Skills Adobe InDesign Creative Cloud 2017

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Introduction

InDesign is a page design and layout tool by Adobe. This booklet is designed to introduce you to the essential skills you will need to get started using some of the basic InDesign tools. These instructions were created using InDesign CC 2017 for Windows; the Mac OS X version is similar.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a new publication
- Understand the InDesign layout
- Create master pages and pages
- Place and edit text boxes, pictures, and shapes
- Apply colors and create swatches
- Review the publication for errors
- Save files in different versions or formats
- Print a document

Exploring the Workspace

Start Workspace

The *Start* workspace is displayed when InDesign is launched and no documents are open.

1. **Recent** - Files that you have recently opened (See Figure 1).
2. **CC Files** - List of libraries associated with your Creative Cloud account (See Figure 1).
3. **Presets** - Available templates for new InDesign documents with a preset size (See Figure 1).
4. **New** - Create a new document (See Figure 1).
5. **Open** - Open a document that has already been created (See Figure 1).

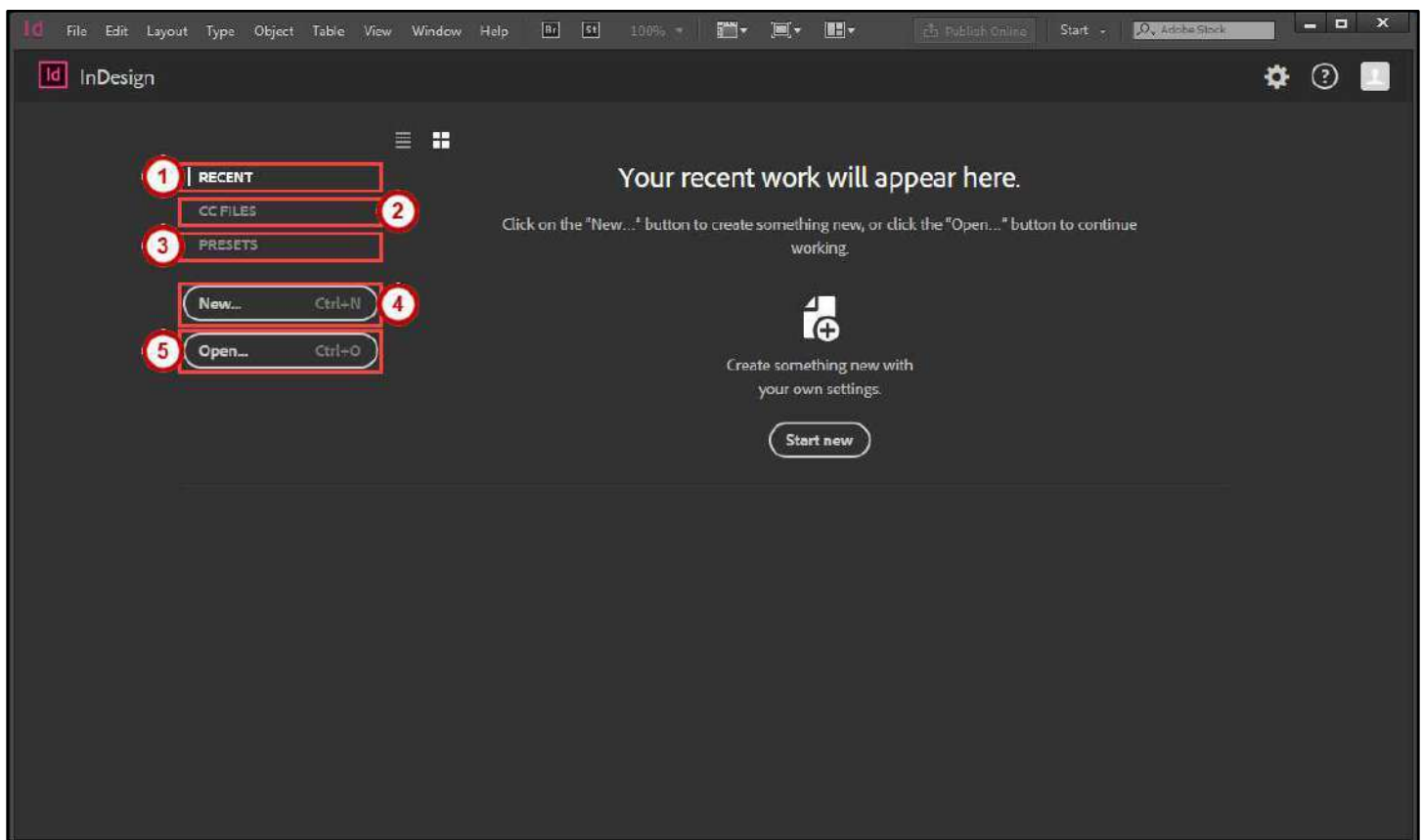


Figure 1 - Start Workspace

Workspace

The *Workspace* is where you edit your document and arrange the various panels, bars, and windows.

1. **Menu Bar** - File, Edit, etc. InDesign functions are available from the drop-down menus (See Figure 2).
2. **Application Bar** - Zooming, viewing options, and other application controls (See Figure 2).
3. **Workspace Switcher** - A workspace is the selection of InDesign tools laid out on your screen for easy access (See Figure 2). The default workspace is *Essentials*.
4. **Control Panel** - Displays options relevant to the currently selected tool (See Figure 2).
5. **Tools Panel** - Tools used to create text, objects, images, and page elements (See Figure 2).
6. **Tabbed Document Windows** - A tab for each file you have open (See Figure 2).
7. **Document** - Create and edit text, objects, images, and page elements in this area, to be printed (See Figure 2).
8. **Paste Board** - Objects and images can be created in the scratch area, but will not be printed (See Figure 2).
9. **Panels** - Panels hold multiple options used for editing and manipulating objects (See Figure 2). To display more panels, go to *Window* on the *menu bar*.

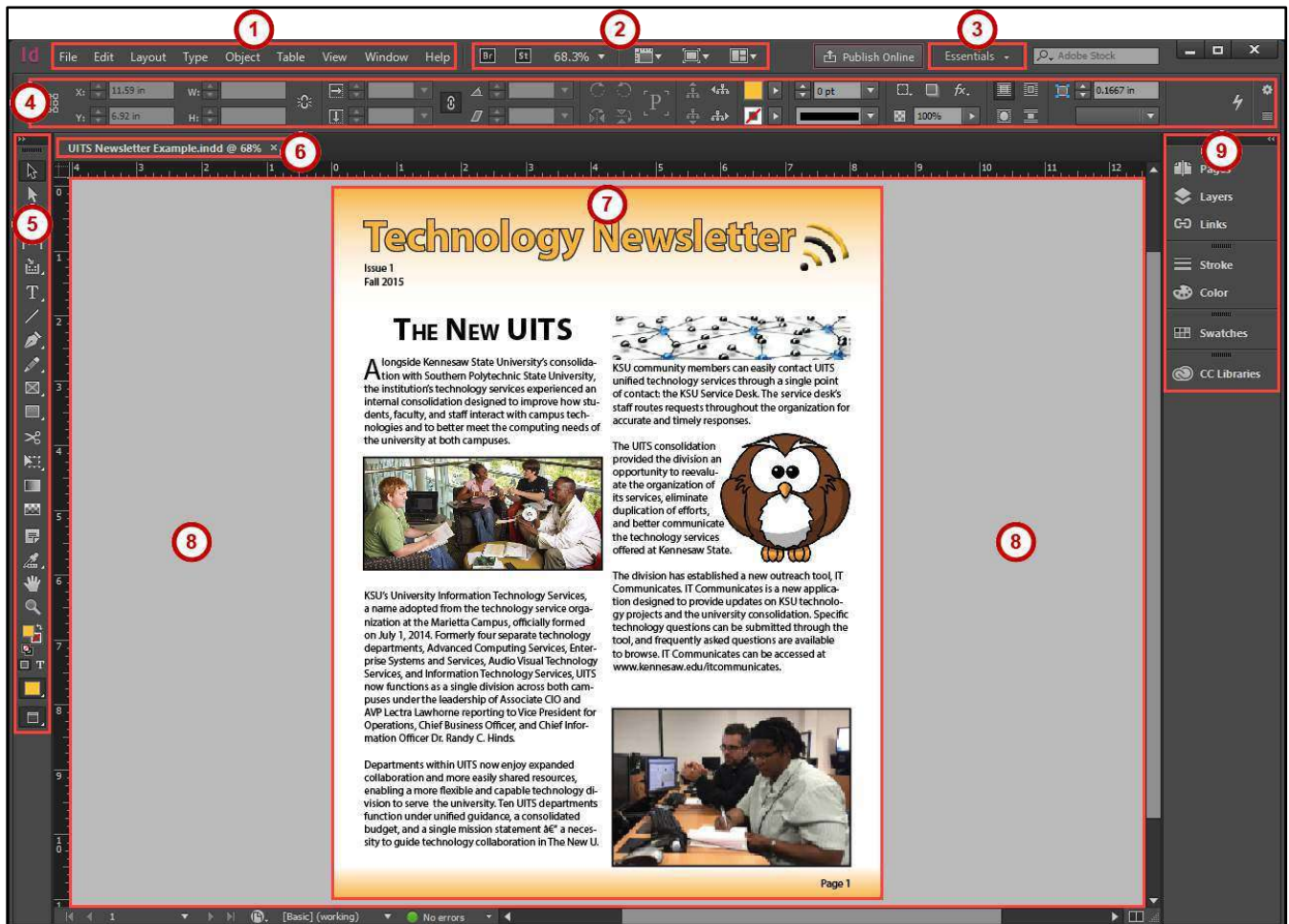


Figure 2 - Workspace

Setting up Documents

This section will explain how to create a new document, change the document setup after a document has been created, and change what measurements to display when working in a document.

Create a New Document

Follow these instructions to create a new file:

1. In the *Start Workspace*, click **New**. The *New Document* dialog window will appear.
2. Choose the Intent of the document from the **Intent** drop-down (See Figure 3).
3. Enter the **Number of Pages** that you would like to have in the document (See Figure 3).
4. Select **Facing Pages** ONLY if you want left and right pages to face each other like a book or magazine (See Figure 3).
5. Select the **Paper Size** and **Orientation** (See Figure 3).

Note: *Picas* is the default measurement when creating a new document. Go to Change the Measurement Display to see how to change this.

6. **Columns** will create guides to help place your objects in a column format (See Figure 3).
7. **Margins** will create guides to help place your objects so you don't work outside your printing boundaries (See Figure 3).
8. Select **Preview** to see how your new document will look before creating it (See Figure 3).
9. Click the **OK** button (See Figure 3).

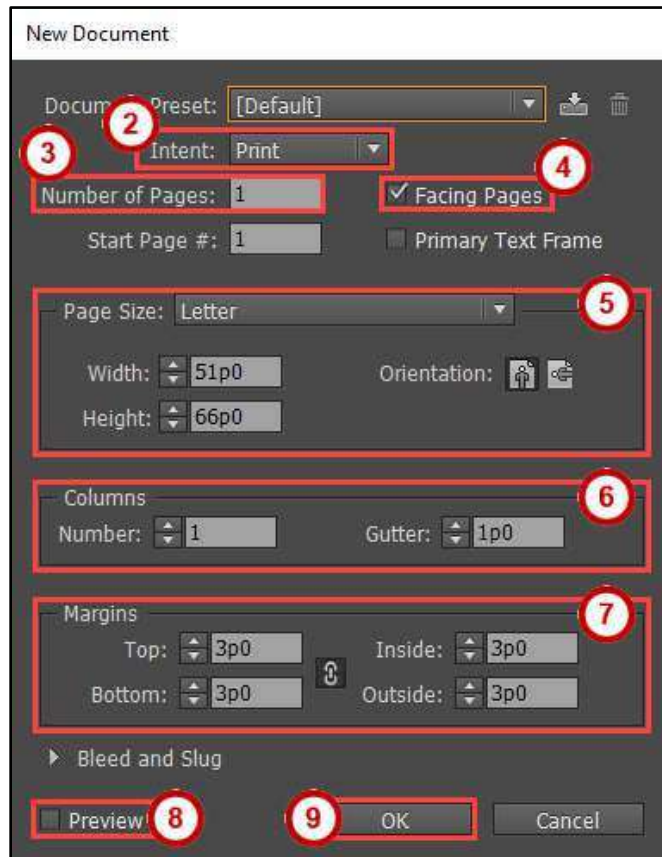


Figure 3 - New Document Dialog Window

Change the Document Setup

Follow these steps if you need to change the document setup when you first created your document.

1. Click the **File** menu.
2. Click **Document Setup**. The *Document Setup* dialog window will appear.

Note: The margins and columns configuration are found in the **Layout > Margins and Columns** menu.

Change the Measurement Display

Picas is the default measurement when creating a new document. Follow these steps to change to the default measurement of the document.

1. Click the **Edit** menu.
2. Click **Preferences > Unit & Increments**. The *Preferences* dialog window will appear.
3. Under *Ruler Units*, change the **Horizontal** and/or **Vertical** measurement (See Figure 4).
4. Click the **OK** button (See Figure 4).

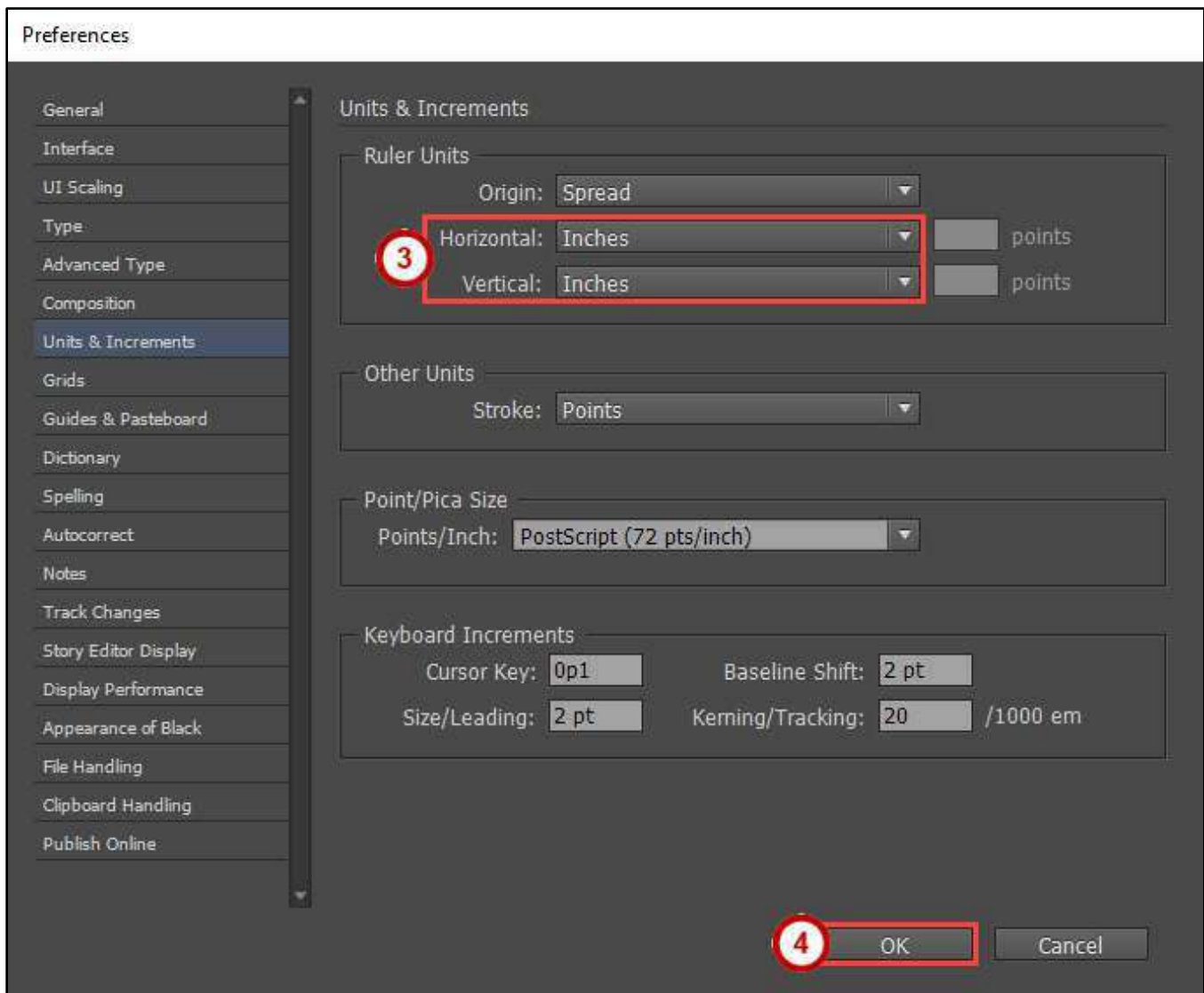


Figure 4 - Change the Measurement Display

Master and Regular Pages

Master pages are used to build a template for your document. Pages are used to link your master pages and to add your regular content.

Pages Panel

You can easily create and manage master and regular pages through the *Pages* panel. Follow these instructions to open the Pages panel:

1. Click the **Window** menu.
2. Click **Pages**.
3. The **Pages** panel will open on the *Panels* toolbar (See Figure 5).

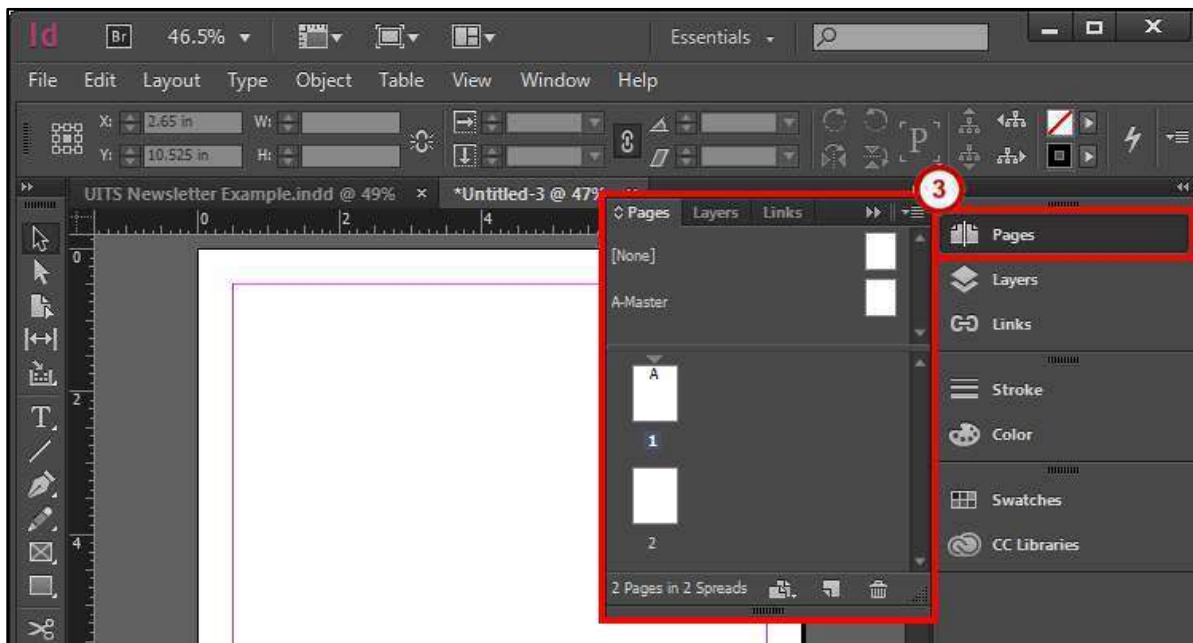


Figure 5 - Pages Panel

Create a Master Page

1. Open the **Pages** panel from the *Panels* toolbar (See Figure 6). The *Pages* panel will appear.
2. Click the **Pages panel options menu** (See Figure 6).

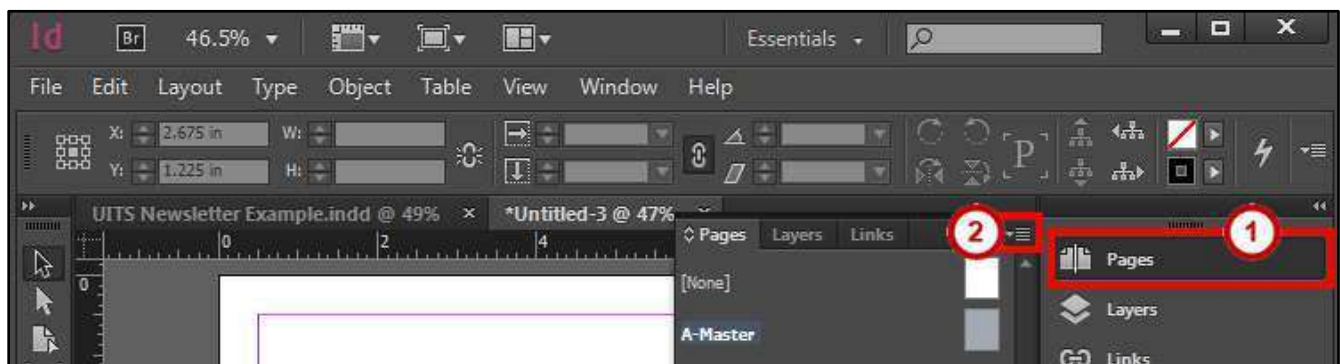


Figure 6 - Pages Panel Options Menu

3. Click **New Master**. A *New Master* dialog window will appear.

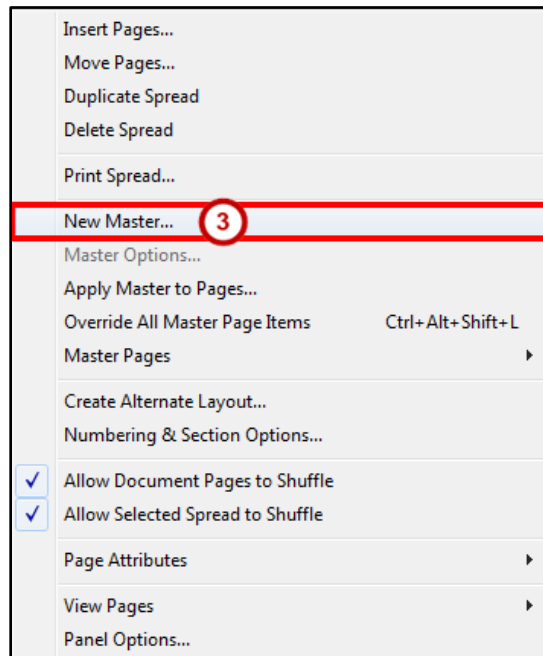


Figure 7 - New Master

4. From the *New Master* dialog window, set the following options:

- a. **Prefix** - Helps identify which master page is linked to a page (See Figure 8).
- b. **Name** - Choose a Name for your master (See Figure 8).

Note: You can change the name to help distinguish different Master pages or leave it as *Master*.

- c. **Number of Pages** - How many master pages you want created (See Figure 8).
- d. **Page Size** - What size do you want the master page (See Figure 8).

5. Click the **OK** button (See Figure 8).

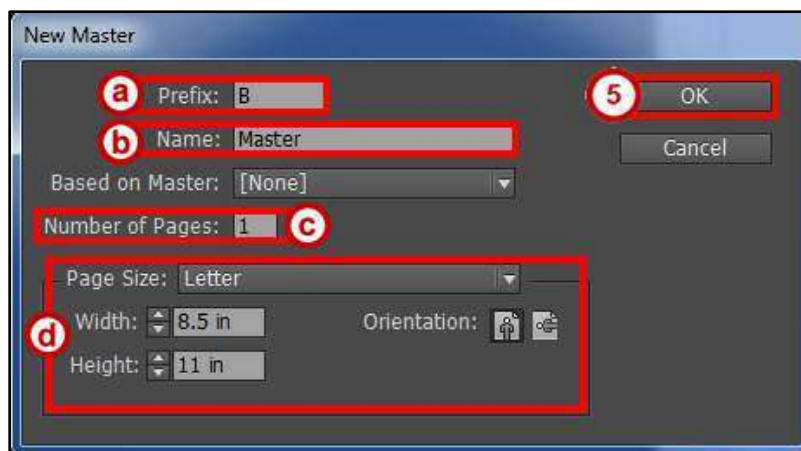


Figure 8 - New Master Dialog Window

Note: Master pages are noted by a prefix (e.g. A-Master, B-Master, etc.). These prefixes help identify which master page is linked to a page. Go to Apply a Master Page to see how to set this up.

Edit a Master Page

1. Open the **Pages** panel from the *Panels* toolbar (See Figure 9). The *Pages* panel will appear.
2. **Double Click** the *master page icon* to open the page for editing (See Figure 9).

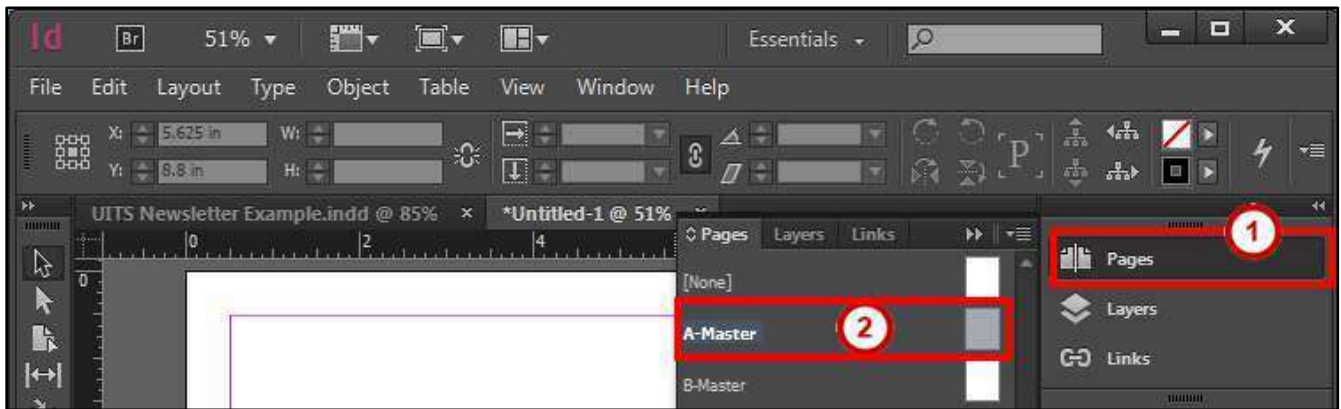


Figure 9 - Edit Master Page

Note: You can also select the master page for the drop-down at the bottom of the document window.

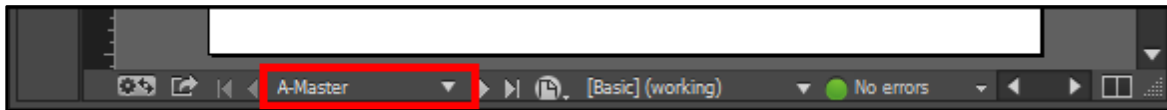


Figure 10 - Select Master Page Dropdown

Apply a Master Page

1. Open the **Pages** panel from the *Panels* toolbar (See Figure 11). The *Pages* panel will appear.
2. **Left Click** a *page icon* (See Figure 11).
3. Click the **Pages panel options menu** (See Figure 11).

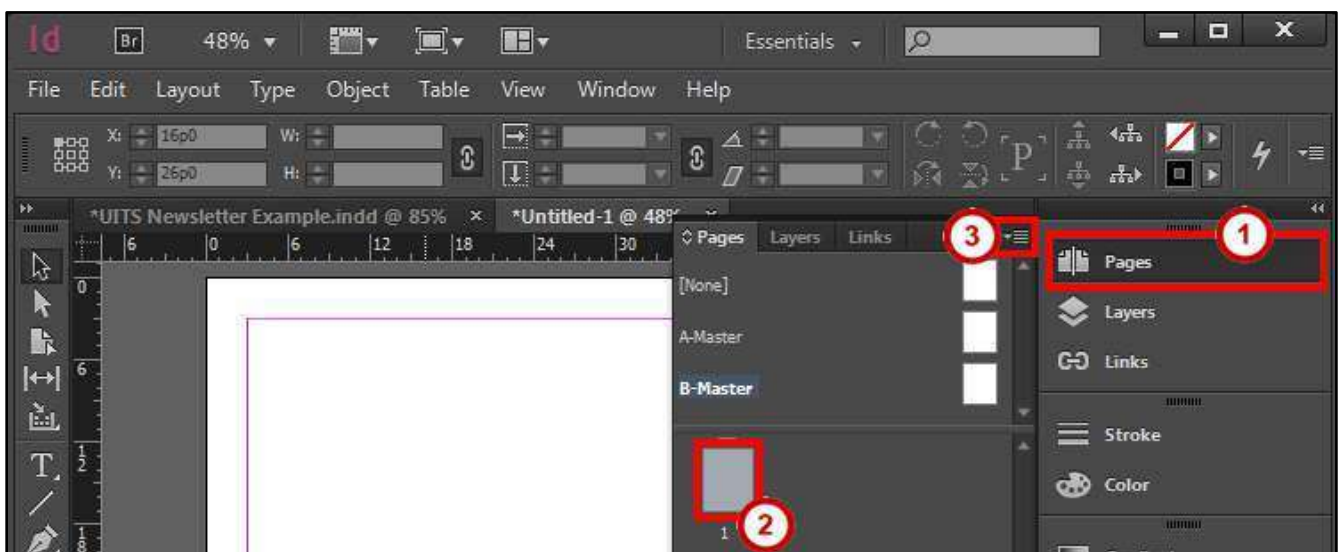


Figure 11 - Select a Page

4. Click **Apply Master to Pages**. An *Apply Master* dialog window will appear.

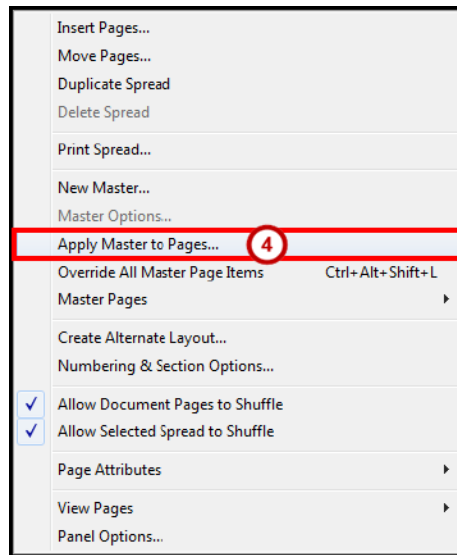


Figure 12 - Apply Master to Pages

5. From the *Apply Master* dialog window, set the following options:
 - a. **Apply Master** - Select the Master Page to apply to the page(s) (See Figure 13).
 - b. **To Pages** - Select the page(s) to apply the master page to (See Figure 13).
6. Click the **OK** button (See Figure 13).

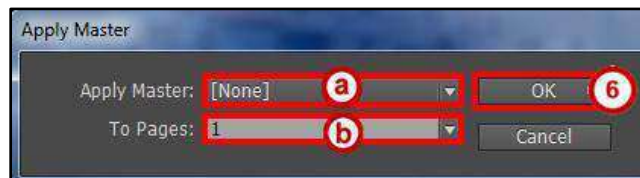


Figure 13 - Apply Master Dialog Window

Note: When a master page is applied to a page, you will see the *Prefix* of that master page on the page icons (e.g. A, B, C, etc) (See Figure 14).

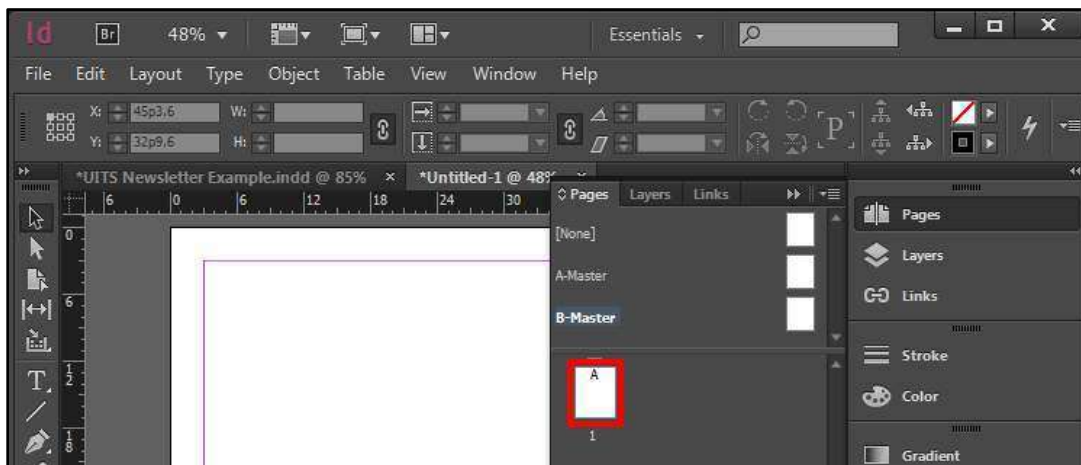


Figure 14 - Master Page Applied

Create a Page

1. Open the **Pages** panel from the *Panels* toolbar (See Figure 15). The *Pages* panel will appear.
2. Click the **Pages panel options menu** (See Figure 15).

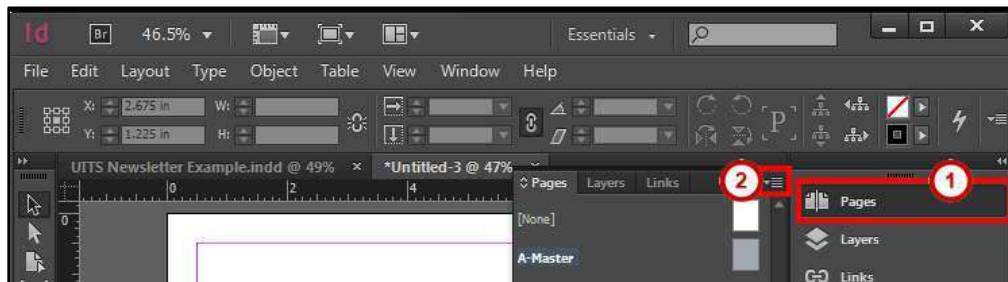


Figure 15 - Pages Panel Options Menu

3. Click **Insert Pages**. An *Insert Pages* dialog window will appear.

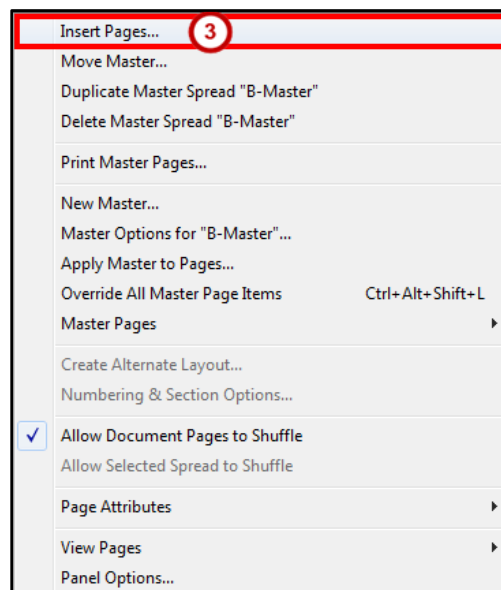


Figure 16 - Insert Pages

4. From the *Insert Pages* dialog window, set the following options:
 - a. **Pages** - How many pages to insert in the document (See Figure 17).
 - b. **Insert** - Where to insert the pages in the document (See Figure 17).
 - c. **Master** - Select the Master Page to apply to the page(s) (See Figure 17)
5. Click the **OK** button (See Figure 17).

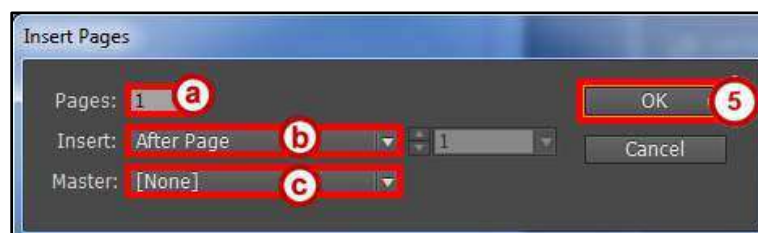


Figure 17 - Insert Pages Dialog Window

Text

Text reside in objects called *Text Frames*. Using the *Type Tool*, you can edit the characters individually or an entire paragraph. You can also use *Story Editor* to easily type or edit the text all in this window.

Create a Text Frame

1. From the *Tools Panel*, click the **Type Tool**.

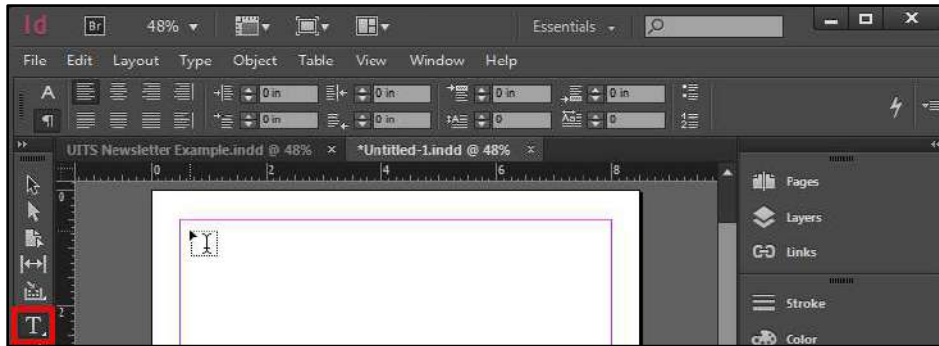


Figure 18 - Type Tool

2. **Left-click and hold** anywhere on the document, then **draw** your *Text Frame*.

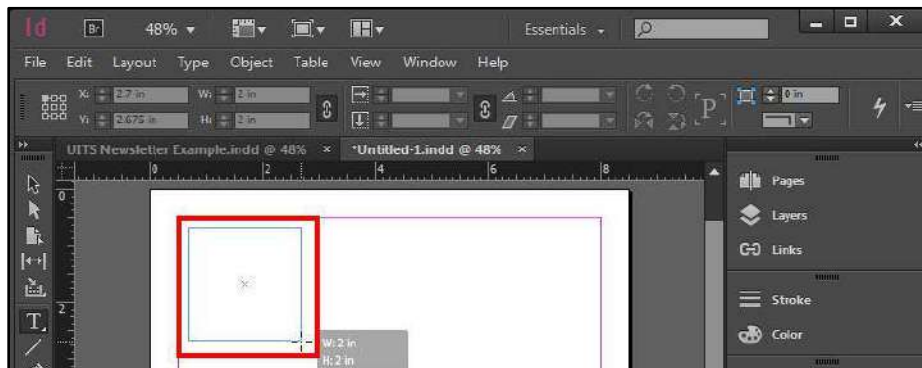


Figure 19 - Draw Text Frame

3. After you have the desired size of the *Text Frame*, let go of the **left-click**. Your *Text Frame* is drawn and you can now start typing.

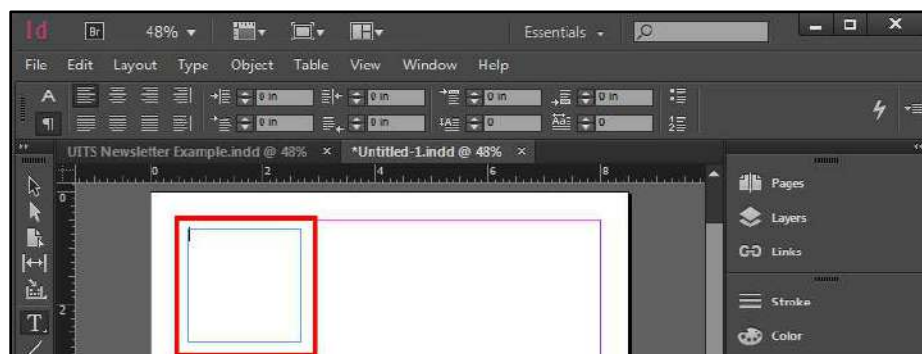


Figure 20 - Text Frame

Resizing the Text Frame

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 21).
2. On the document, **left-click** the *Text Frame* (See Figure 21).

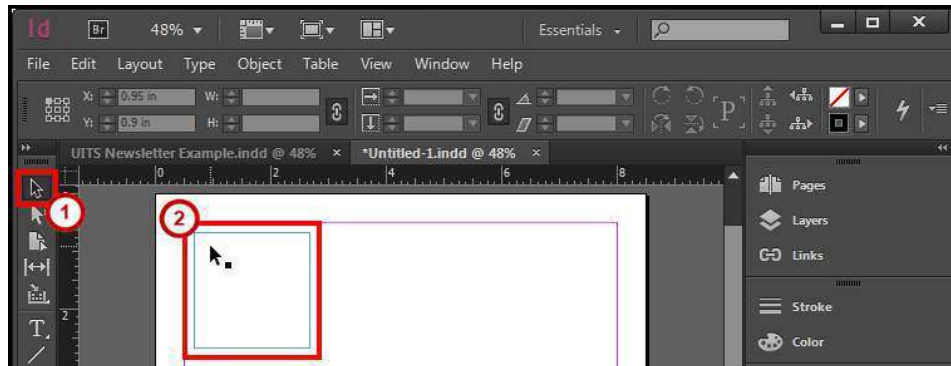


Figure 21 - Selection Tool

3. There are two ways you can change the size of the *Text Frame*.
 - a. **Left-click and hold** the sizing handles, then **drag** inward or outward (See Figure 22).
 - b. From the *Control Bar*, change the **Width** and/or **Height** (See Figure 22).

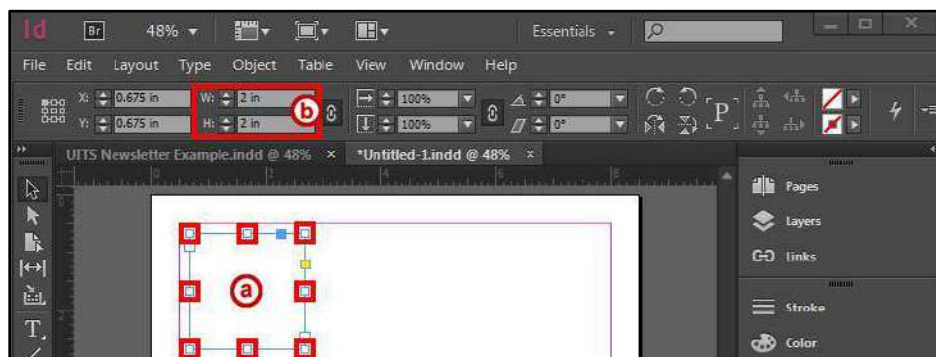


Figure 22 - Resize Text Frame

Formatting the Text Frame

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 21)
2. On the document, **left-click** the *Text Frame* (See Figure 21).

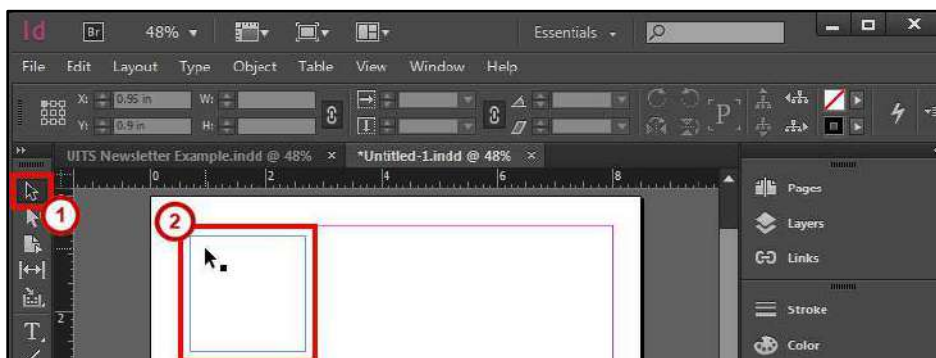


Figure 23 - Selection Tool

3. Click the **Object** menu.
4. Click **Text Frame Options**. The *Text Frame Options* dialog window will appear.
5. From the *Text Frame Options* dialog window, you have the following options:
 - a. **General** - Create columns, insert spacing on the outer edges, set a vertical justification, and ignore text wrap (See Figure 24)
 - b. **Baseline Options** - The baseline represents the leading for body text in a document. (See Figure 24)
 - c. **Auto-Size** - Allow your frames to resize with your text (See Figure 24)
 - d. **Footnotes** - Span footnotes across columns in a multi-column text frame (See Figure 24)
6. Check the **Preview** box to see what your changes will look like before applying (See Figure 24).
7. Click the **OK** button (See Figure 24).

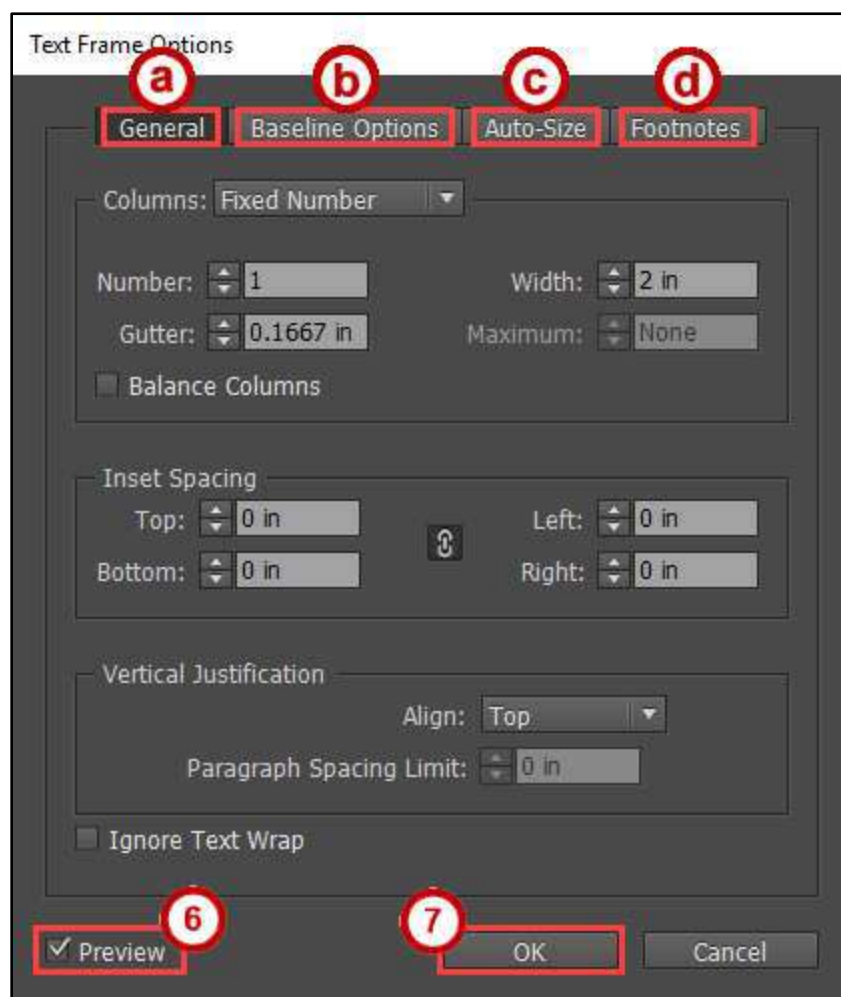


Figure 24 - Text Frame Options Dialog Window

Placing Text from another Document

If you already have text in a document or spreadsheet, you can easily import it into InDesign. You can import Microsoft Word Documents, .rtf files, text files, and Microsoft Excel spreadsheets.

Note: If you have a frame selected, this action will replace the contents in that frame or if you have the insertion point in the text frame this action will add the text to that frame.

1. Click the **File** menu.
2. Click **Place**.
3. In the *Place* window, find and select your document and click the **Open** button.

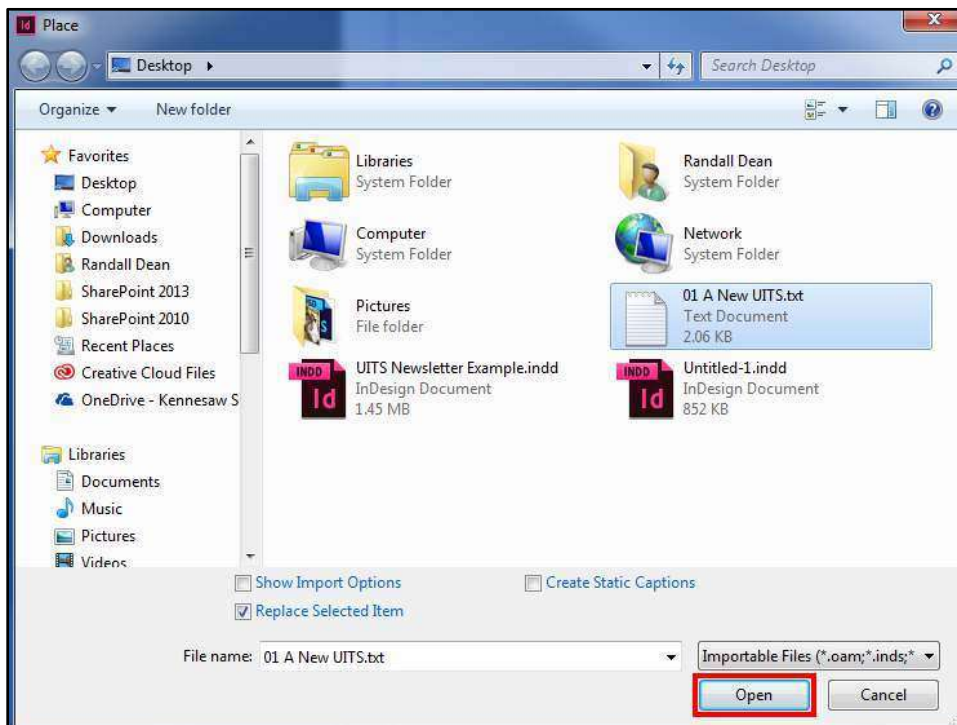


Figure 25 - Find and Place Document

4. The pointer shows the text from the document you opened ready to be placed.

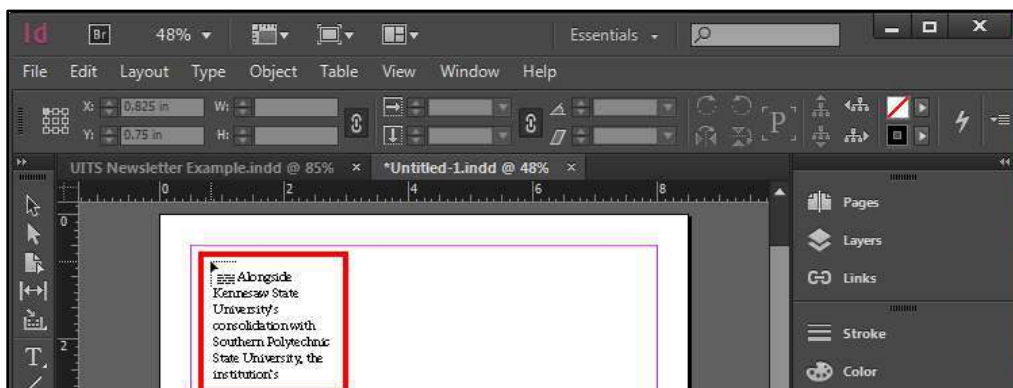


Figure 26 - Text on Pointer

5. On the document, **left-click and hold**, then **draw your Text Frame**.

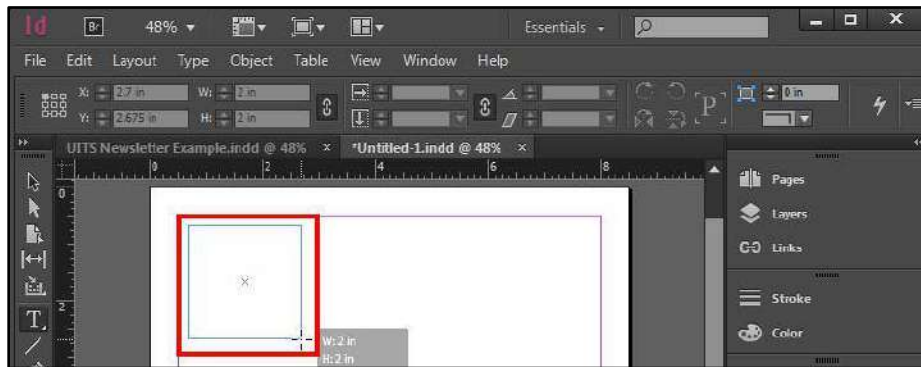


Figure 27 - Draw Text Frame

6. After you have the desired size of the *Text Frame*, let go of the **left-click**. Your *Text Frame* is drawn and your text is placed in that frame.

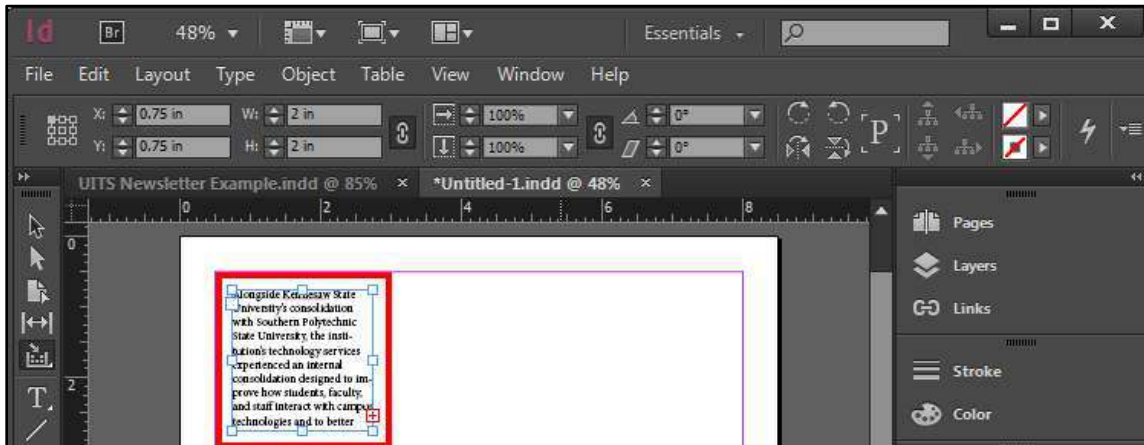


Figure 28 - Placed Text in a Frame

Note: If you have a *red plus sign* this indicates there is more text in the frame. The text frame size needs to be increased or you can thread (link text frames) the text to flow between them.

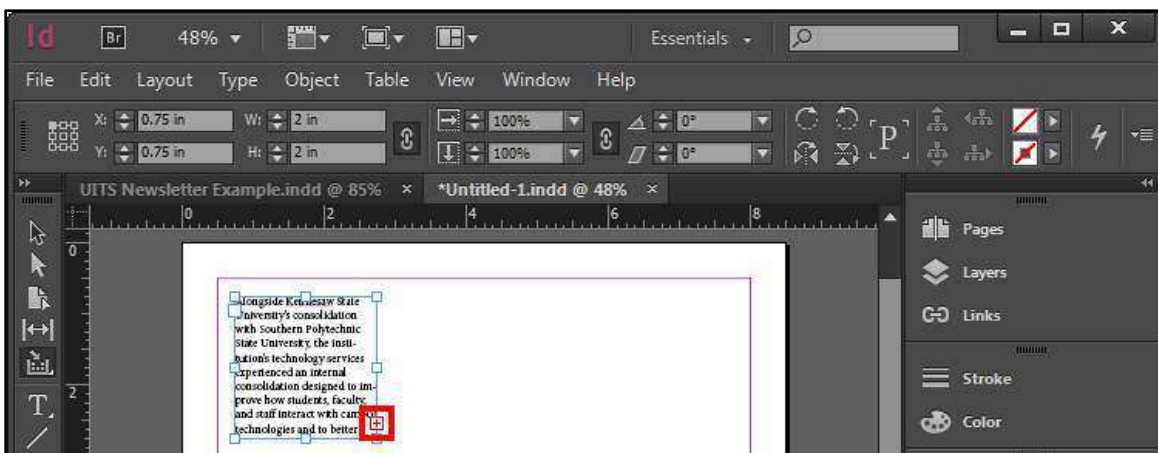


Figure 29 - Text Frame Red Plus Sign

Text Threading

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 30).
2. On the document, **left-click** the *Text Frame* (See Figure 30).

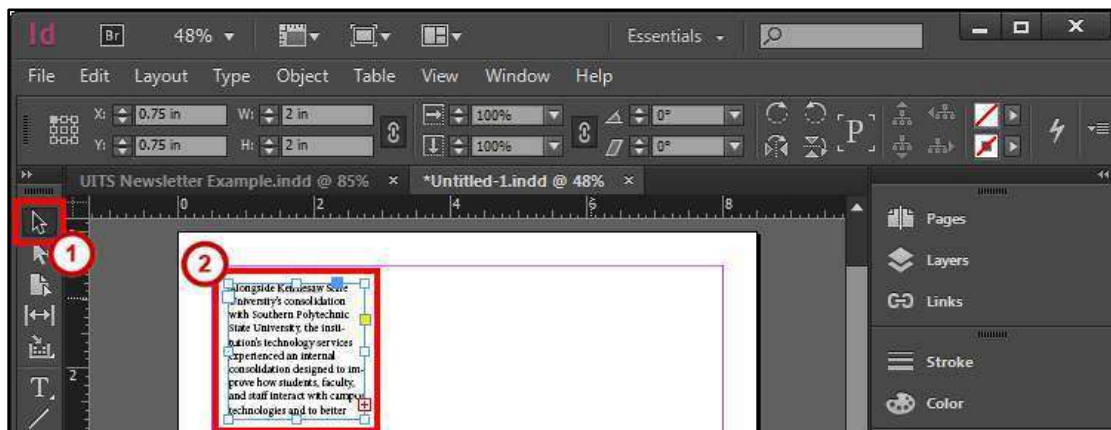


Figure 30 - Select Text Frame

3. On the *Text Frame*, click the **red plus sign**.

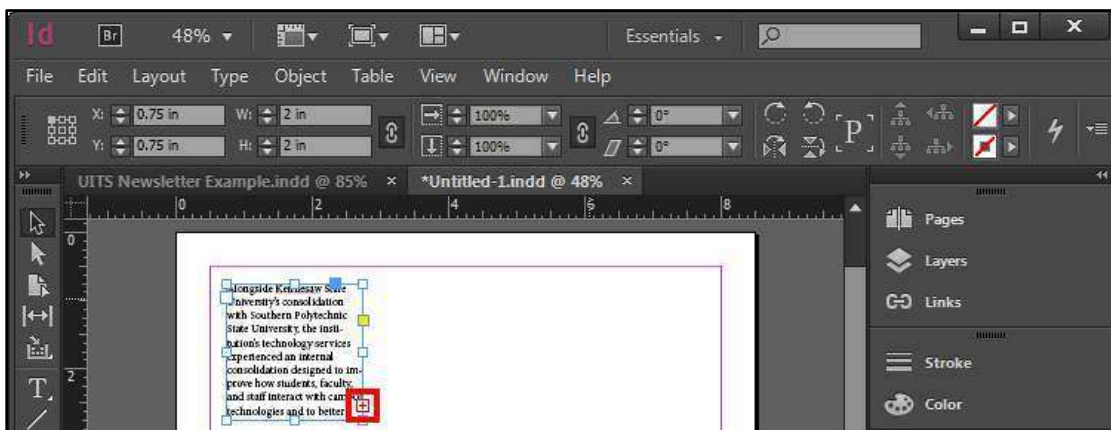


Figure 31 - Red Plus Sign on Text Frame

4. The pointer shows the text from the text frame ready to be placed.

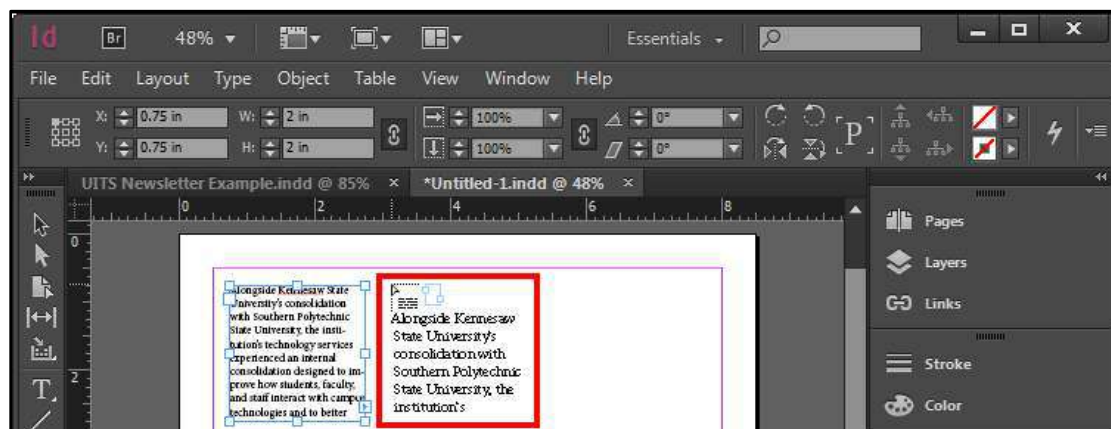


Figure 32 - Text on Pointer

5. On the document **left-click and hold**, then **draw** your *Text Frame*.

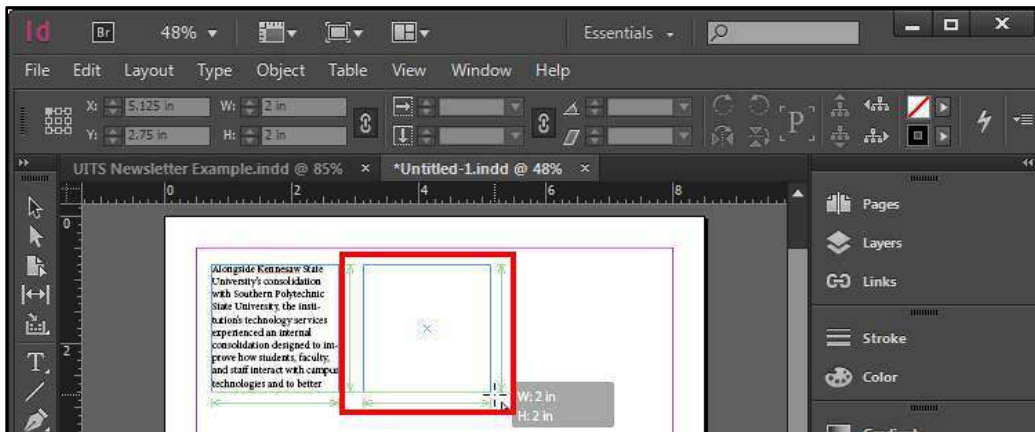


Figure 33 - Draw Text Frame

6. After you have the desired size of the *Text Frame*, let go of the **left-click**. Your *Text Frame* is drawn and your text is placed and linked in that frame to the other frame.

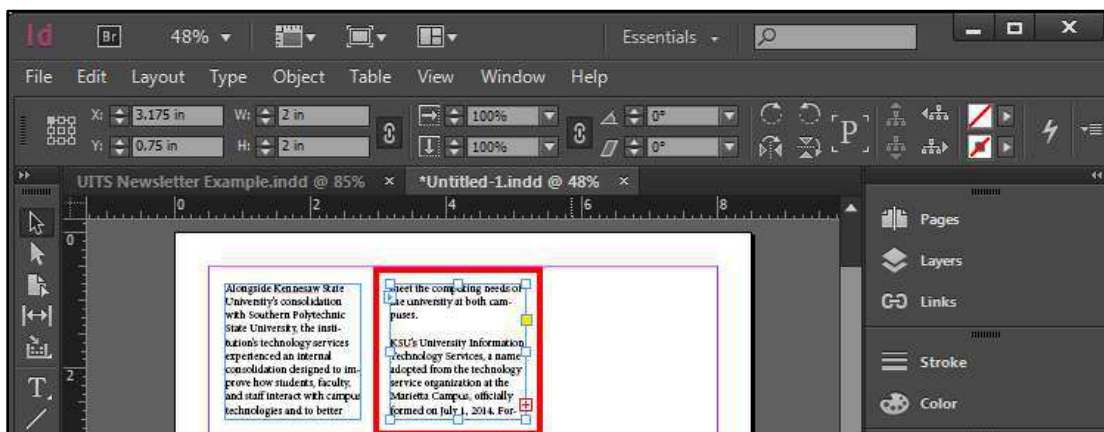


Figure 34 - Linked Text in a Text Frame

Formatting the Text

To format the text, you just need your insertion pointer selecting the text or placed in the text. You can then use the character formatting options from the *Control panel* to change the formatting.

Changing the Font

1. From the *Tools Panel*, click the **Type Tool** (See Figure 35).
2. On the document, **left-click** the *Text Frame* (See Figure 35).

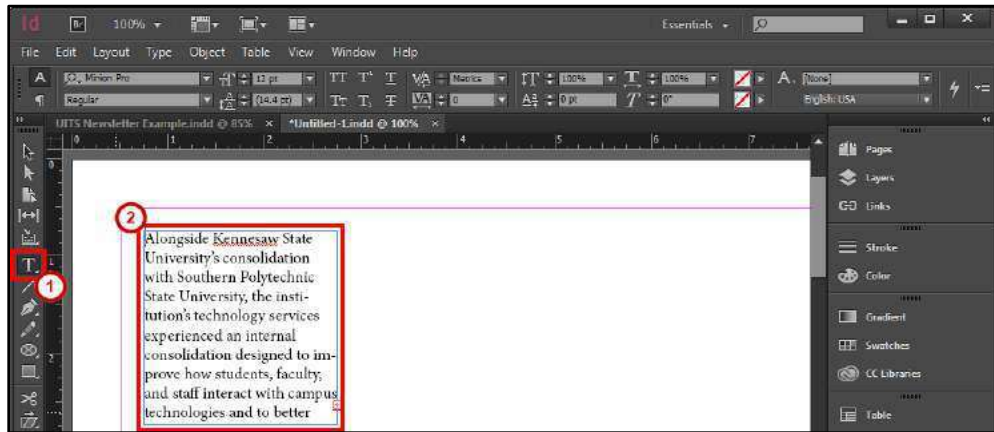


Figure 35 - Select Text Frame with Type Tool

3. In the text frame **left-click and hold** then **select** the text (See Figure 36).
4. After you have the text selected in the *Text Frame*, let go of the **left-click** (See Figure 36).

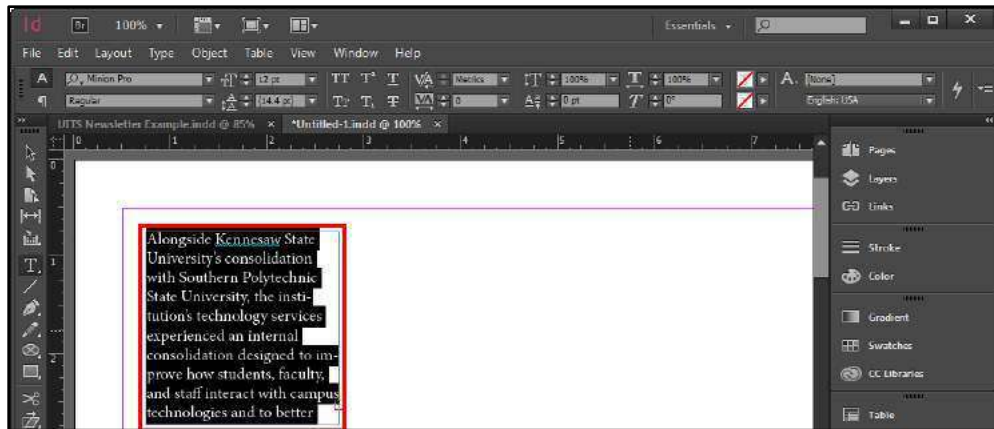


Figure 36 - Highlight Text

5. From the *Control Panel*, click the **Character Formatting Control** icon (See Figure 37).
6. From the *Control Panel*, click the **Font menu drop-down** (See Figure 37).
7. Select the desired **Font** from the font list (See Figure 37).

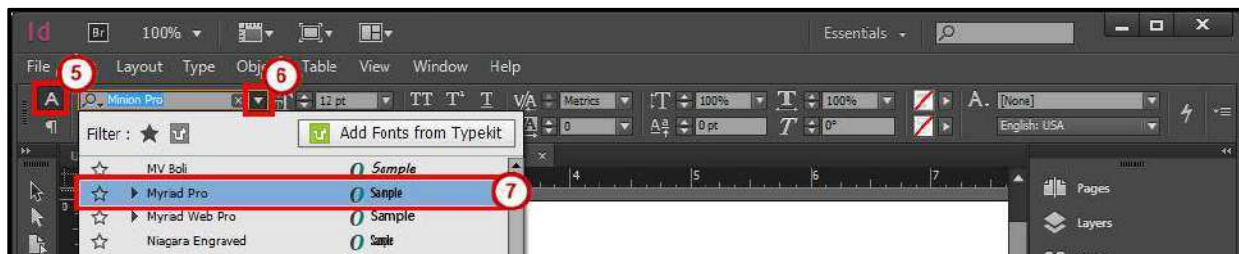


Figure 37 - Font List

Changing the Font Size

1. From the *Tools Panel*, click the **Type Tool** (See Figure 38).
2. On the document, **left-click** the *Text Frame* (See Figure 38).

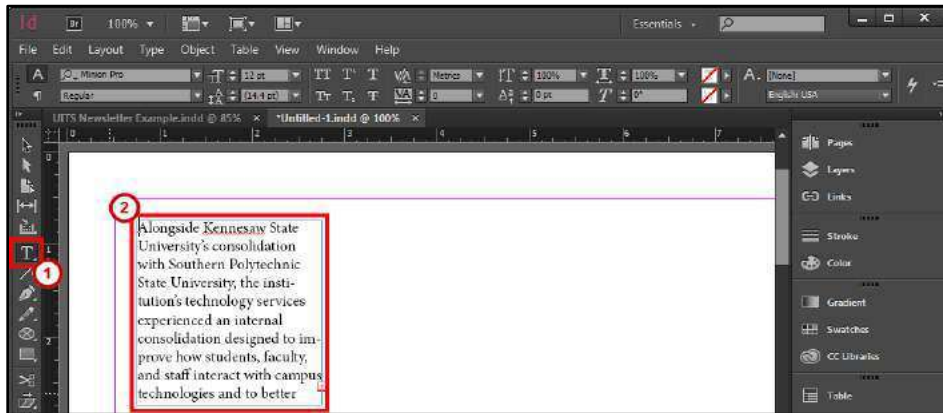


Figure 38 - Select Text Frame with Type Tool

3. In the text frame, **left-click and hold**, then **select** the text (See Figure 39).
4. After you have the text selected in the *Text Frame*, let go of the **left-click** (See Figure 39).

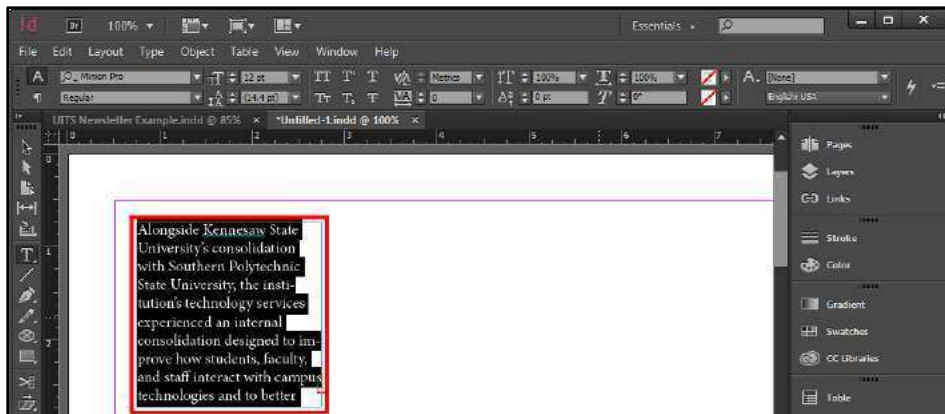


Figure 39 - Highlight Text

5. From the *Control Panel*, click the **Character Formatting Control** icon (See Figure 40).
6. From the *Control Panel*, click the **Font Size** menu drop-down (See Figure 40).
7. Select the desired **Font Size** from the list (See Figure 40).

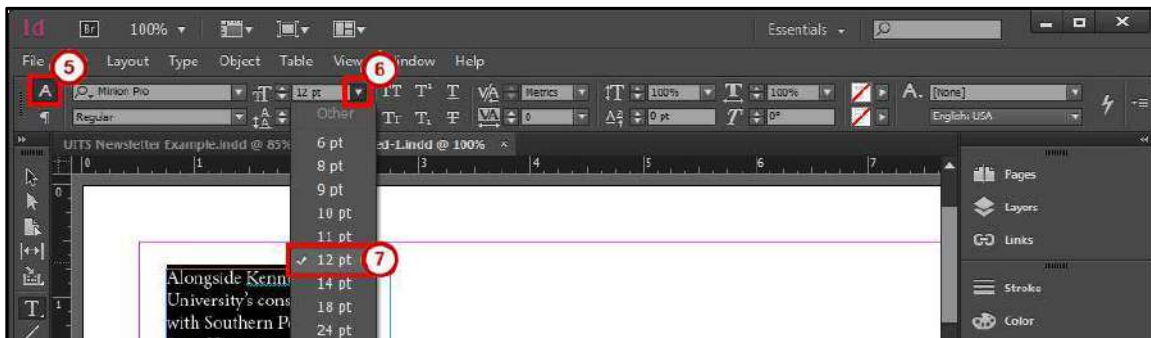


Figure 40 - Font Size List

Formatting the Paragraph

To format the paragraph for your text you just need your insertion pointer selecting the paragraph or placed in the paragraph text. Then you can use the paragraph formatting from the *Control panel* to change the formatting.

Changing the Alignment

1. From the *Tools Panel*, click the **Type Tool** (See Figure 41).
2. On the document, **left-click** the *Text Frame* (See Figure 41).

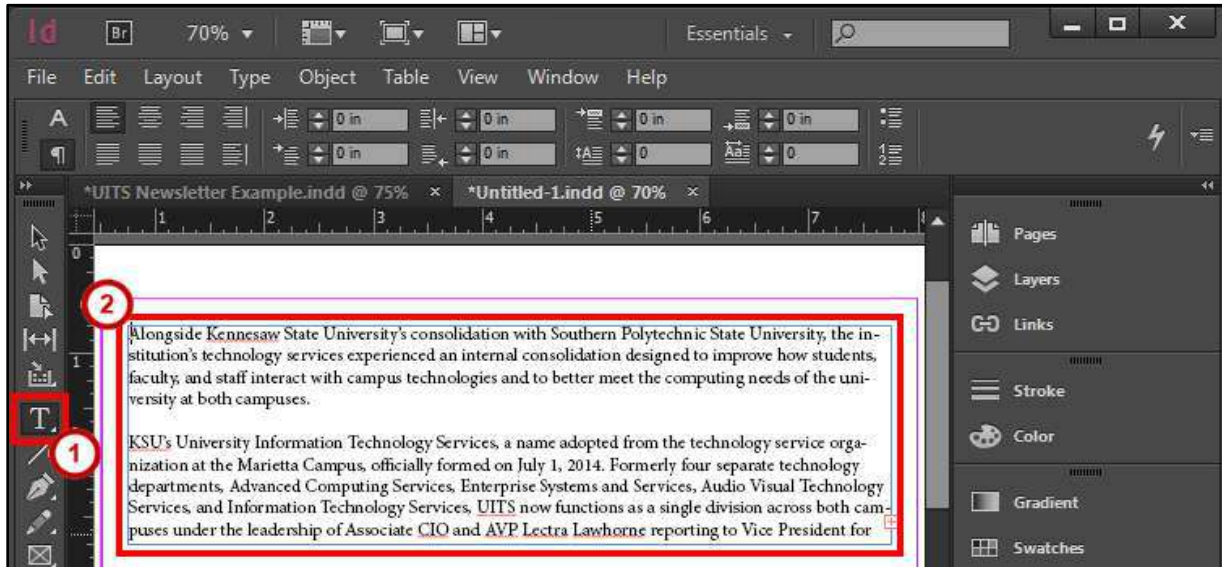


Figure 41 - Select Text Frame with Type Tool

3. In the text frame, **left-click and hold**, then **select** the text (See Figure 42).
4. After you have the text selected in the *Text Frame*, let go of the **left-click** (See Figure 42).

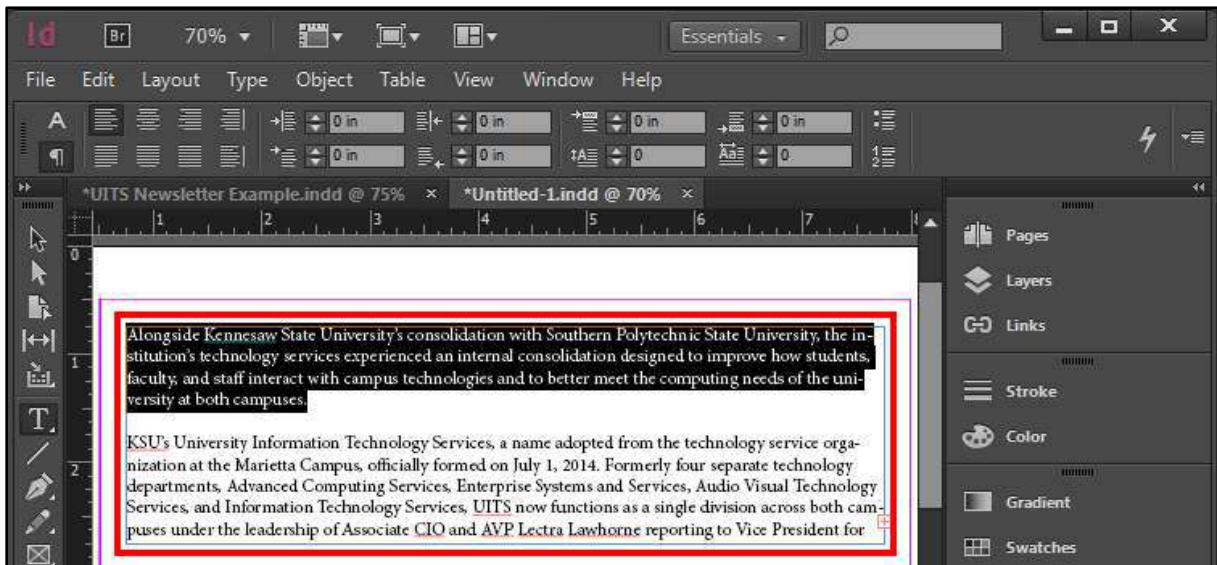


Figure 42 - Highlight Text

- From the *Control Panel*, click the **Paragraph Formatting Control** icon (See Figure 43).
- Select the desired **Alignment** from the list (See Figure 43).

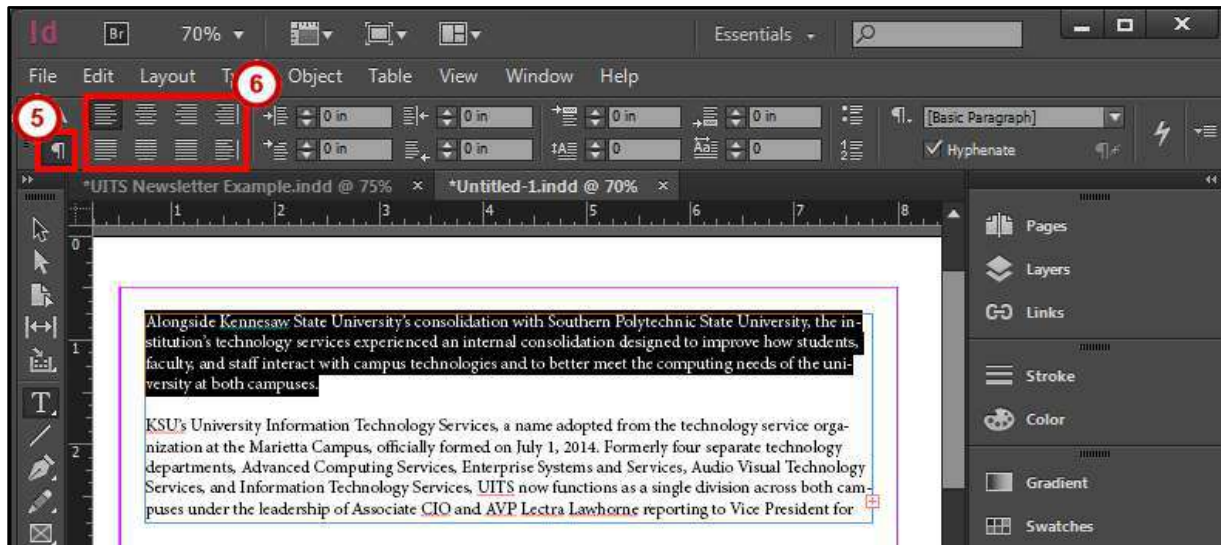


Figure 43 - Justification

Inserting a Drop Cap

- From the *Tools Panel*, click the **Type Tool** (See Figure 44).
- On the document, **left-click** the *Text Frame* (See Figure 44).

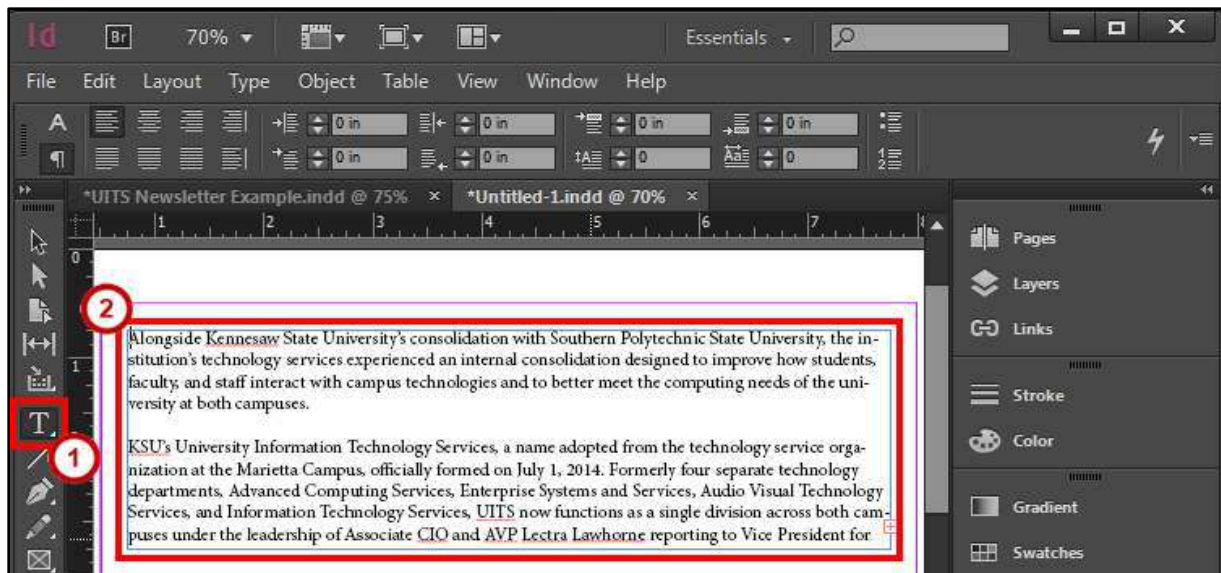


Figure 44 - Select Text Frame with Type Tool

3. In the text frame, **left-click and hold**, then **select** the text (See Figure 45).
4. After you have the text selected in the *Text Frame*, let go of the **left-click** (See Figure 45).

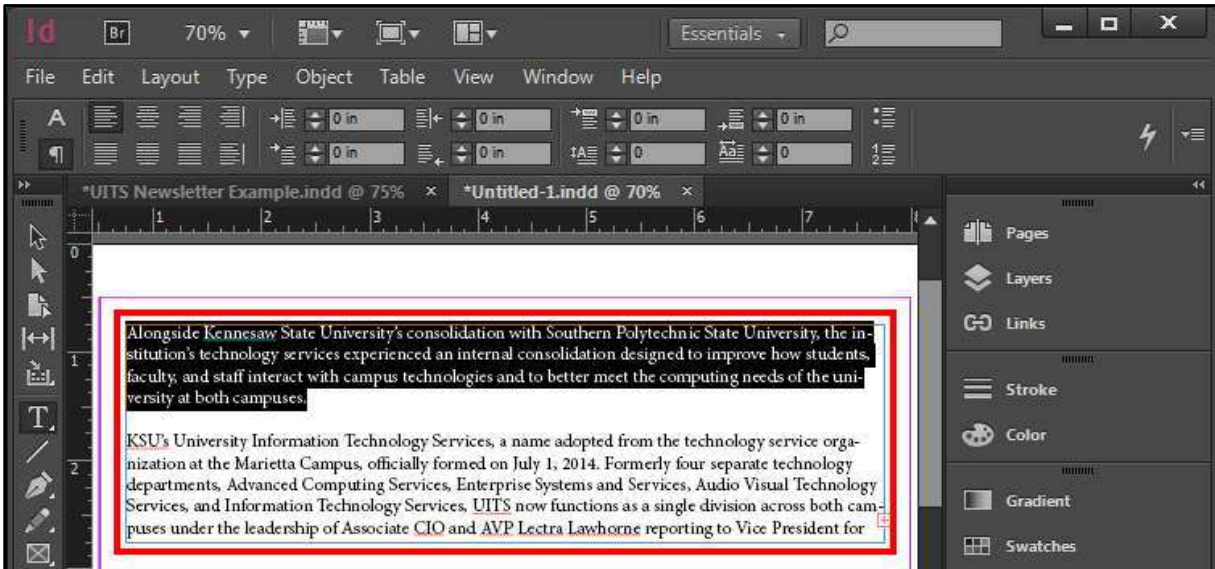


Figure 45 - Highlight Text

5. From the *Control Panel*, click the **Paragraph Formatting Control** icon (See Figure 46).
6. Increase or decrease the **Drop Cap Number of Lines** (See Figure 46).

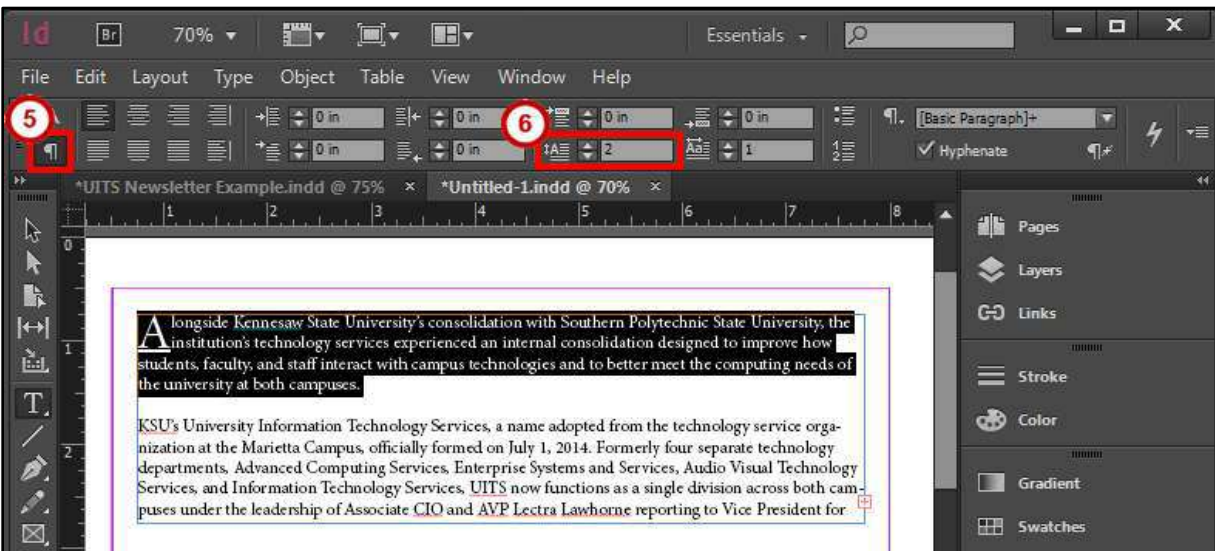


Figure 46 - Drop Cap Number of Lines

Hyphenate

This option turns on or off *Hyphenation* for the entire paragraph so no words split across lines.

1. From the *Tools Panel*, click the **Type Tool** (See Figure 47).
2. On the document, **left-click** the *Text Frame* (See Figure 47).

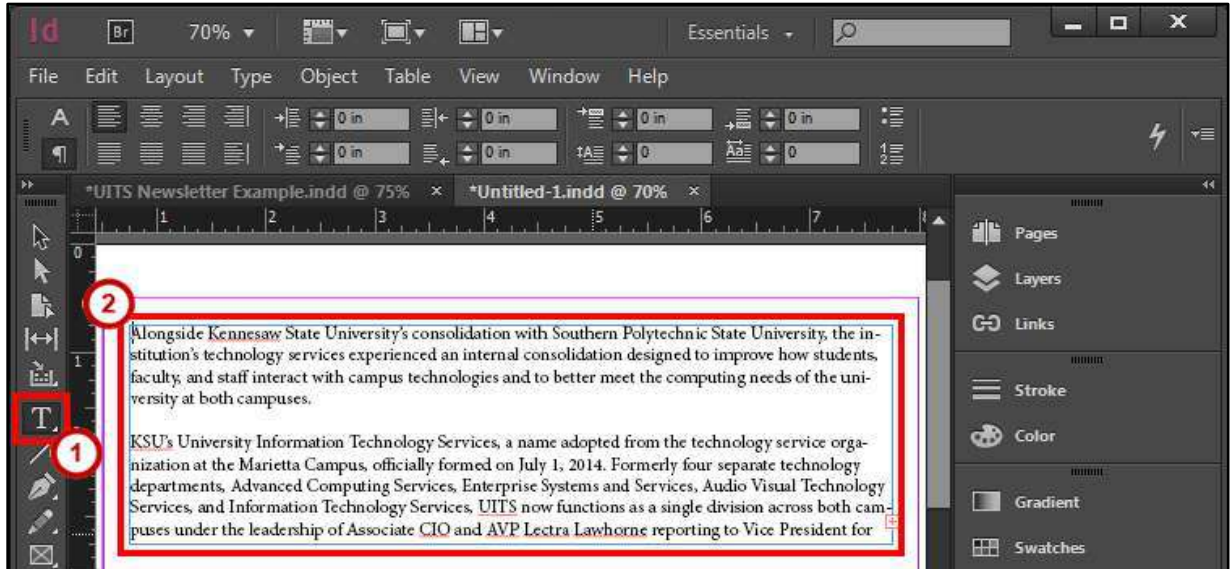


Figure 47 - Select Text Frame with Type Tool

3. In the text frame, **left-click and hold**, then **select** the text (See Figure 48).
4. After you have the text selected in the *Text Frame*, let go of the **left-click** (See Figure 48).

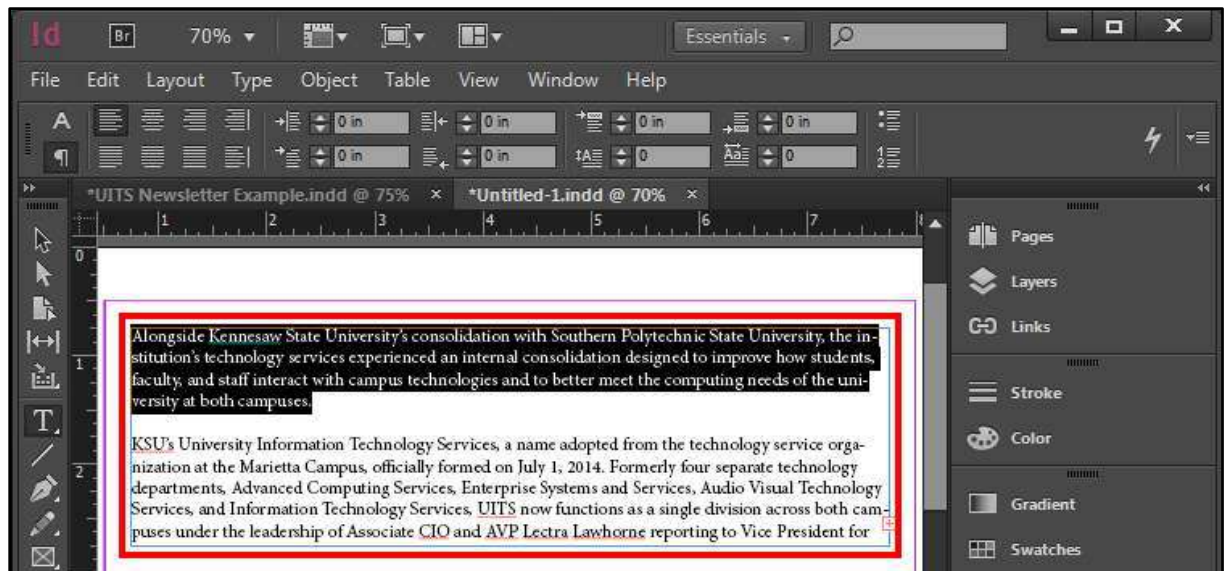


Figure 48 - Highlight Text

5. From the *Control Panel*, click the **Paragraph Formatting Control** icon (See Figure 49).
6. Check or un-check **Hyphenate** (See Figure 49).

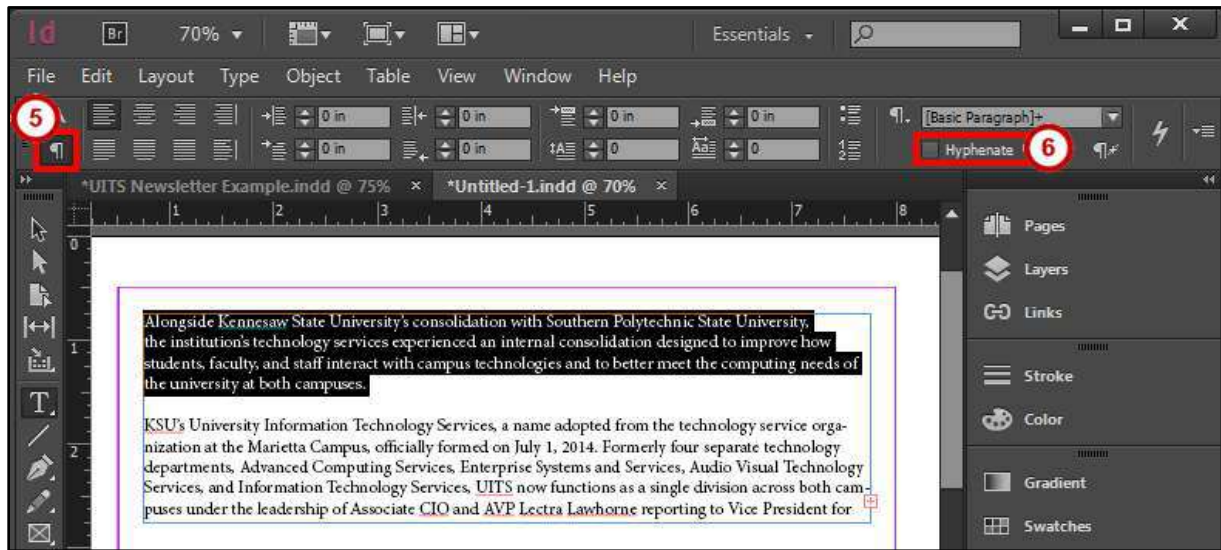


Figure 49 - Hyphenate

No Break

Use *No Break* if you don't want a word or sentence to be separated by lines.

1. From the *Tools Panel*, click the **Type Tool** (See Figure 50).
2. On the document, **left-click** the *Text Frame* (See Figure 50).

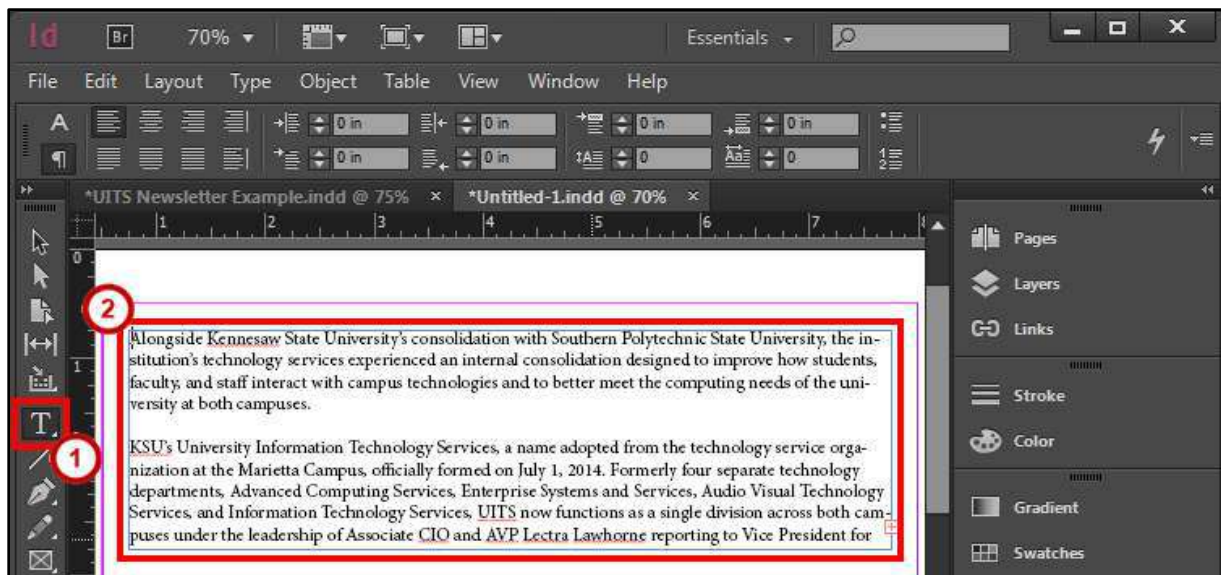


Figure 50 - Select Text Frame with Type Tool

3. In the text frame **left-click and hold**, then **select** the text (See Figure 51).
4. After you have the text selected in the *Text Frame*, let go of the **left-click** (See Figure 51).

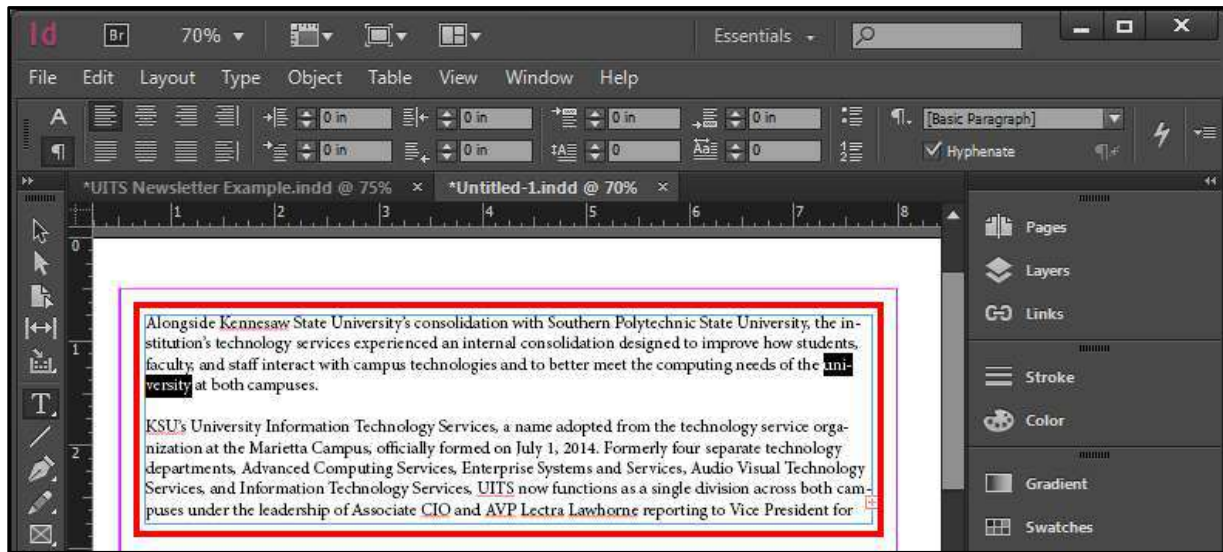


Figure 51 - Highlight Text

5. From the *Control Panel*, click the **Control panel menu**.

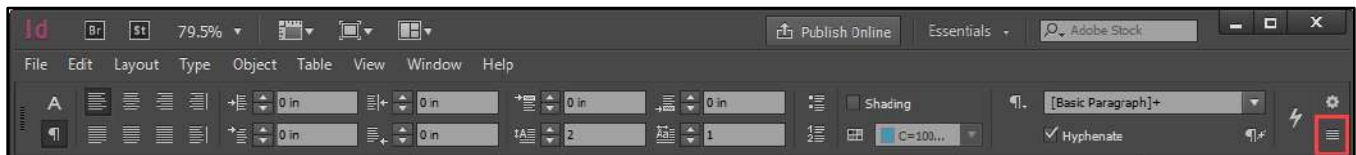


Figure 52 - Control Panel Menu.

6. Click **No Break**.



Figure 53 - No Break

Insert Page Numbering

1. From the *Tools Panel*, click the **Type Tool** (See Figure 54).
2. On the document, **left-click** the *Text Frame* (See Figure 54).
3. Type the word **Page** (See Figure 54).

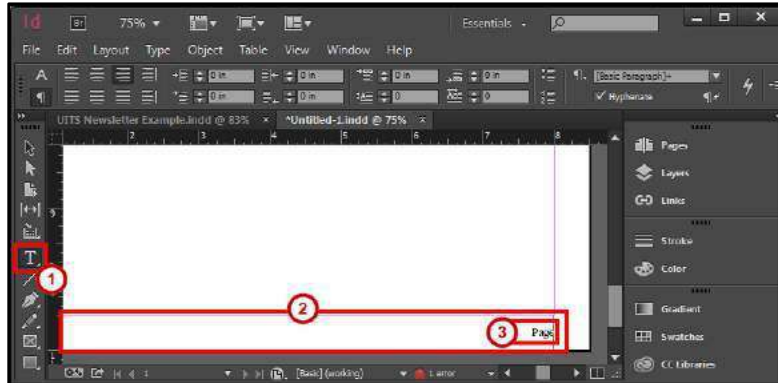


Figure 54 - Create Text Frame for Page Footer

4. Click the **Type** menu.
5. Click **Insert Special Character** (See Figure 55).
6. Click **Markers** (See Figure 55).
7. Select the desired **Page Number** from the list (See Figure 55)

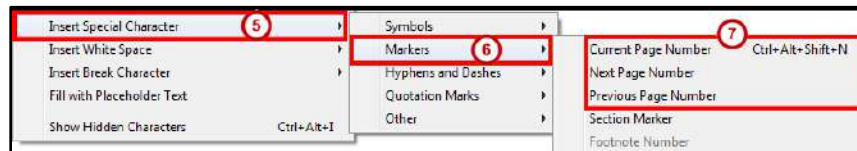


Figure 55 - Insert Page Number.

Story Editor

This story editor window will let you to write the entire text in a text frame, apply formatting, discover if text is overset, and show spelling errors.

1. From the *Tools Panel*, click the **Type Tool** (See Figure 56).
2. On the document, **left-click** the *Text Frame* (See Figure 56).

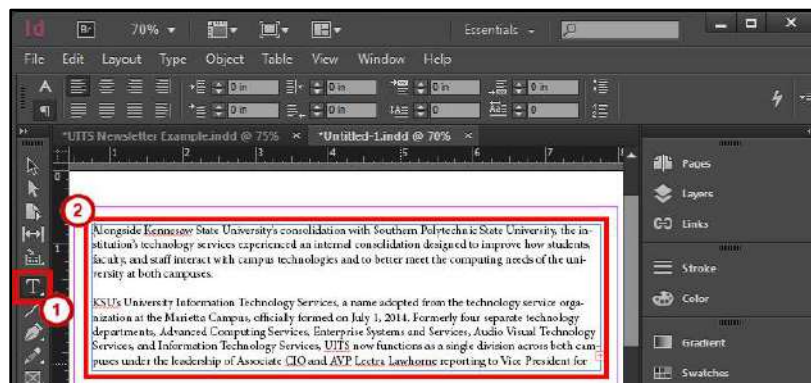


Figure 56 - Select Text Frame with Type Tool

3. Click the **Edit** menu.
4. Click **Edit in Story Editor**.
5. From the *Story Editor* dialog window, you have the following options:
 - a. **Type Text** - Type or edit the text (See Figure 57)
 - b. **Formatting** - Apply formatting by Formatting the Text or Formatting the Paragraph.
 - c. **Overset** - If you see *Overset* it means your text is not visible on your document. Go to Resizing the Text Frame or Text Threading to fix this (See Figure 57).
 - d. **Spelling Errors** - Shows misspelled words with a red underline. Go to **Edit > Spelling > Dynamic Spelling** (See Figure 57)
6. Close the **Story Editor** dialog window when done (See Figure 57).

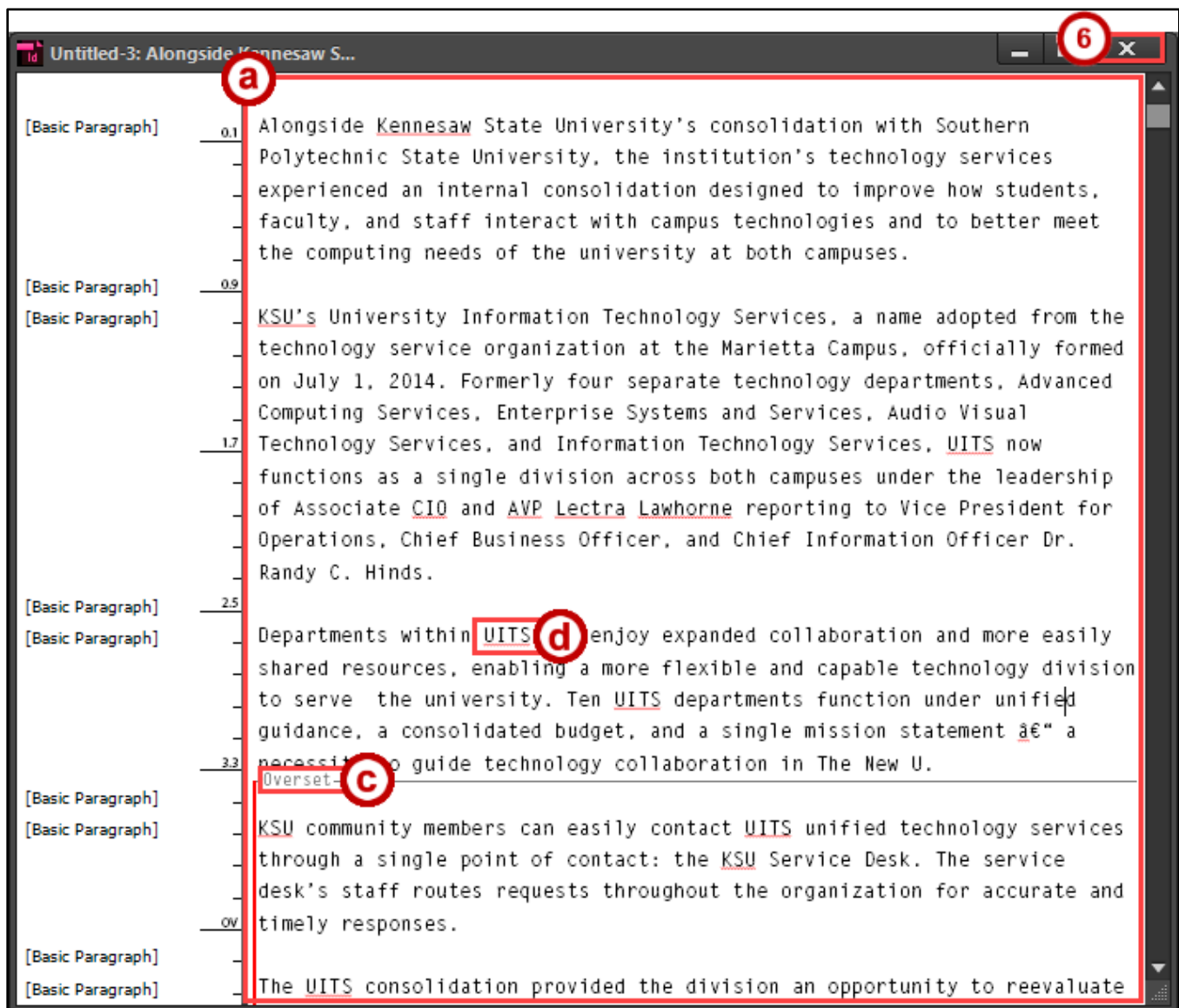


Figure 57 - Story Editor

Placing Images and Shapes

You can place images anywhere in the publication. Images can be resized and have text wrapping around them. Creating shapes and adding color help to apply a design to the publication.

Place Images

1. Click the **File** menu.
2. Click **Place**.
3. In the *Place* window find and select your image, click the **Open** button.

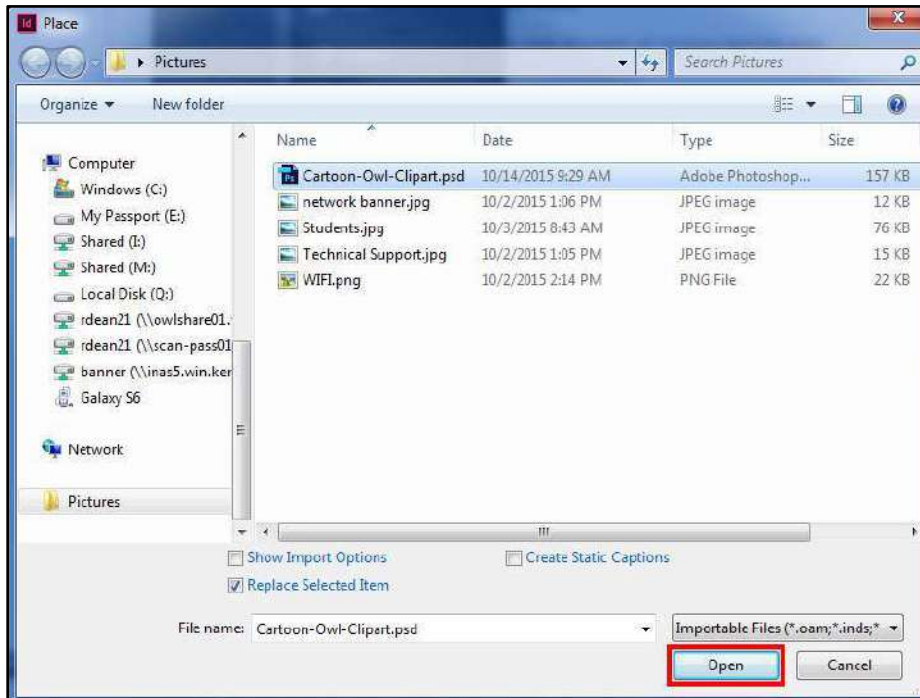


Figure 58 - Find and Replace Image

4. The pointer shows a preview of the image you opened ready to be placed.

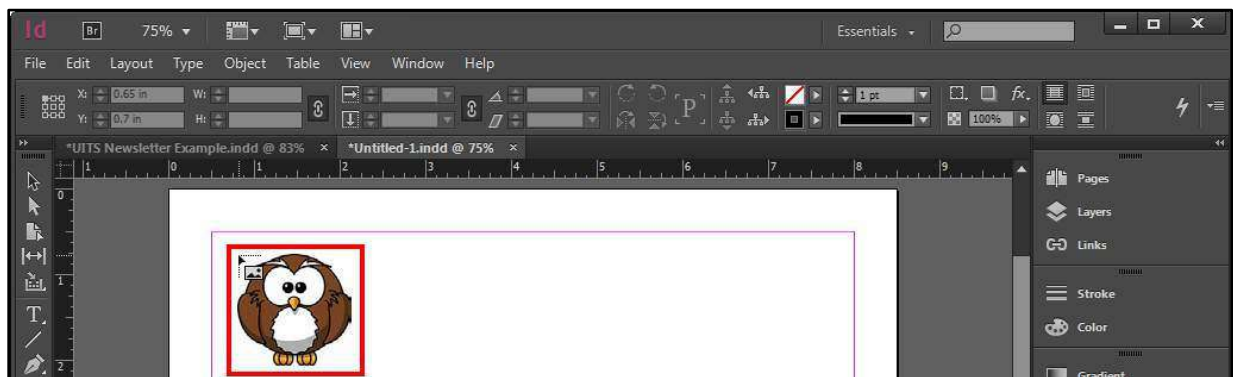


Figure 59 - Image on Pointer

5. **Left-click** the publication to place the image.

Resize the Image Frame

The image frame is the place holder for the image on the publication.

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 60).
2. On the document, **left-click** the *Image* (See Figure 60).

Note: The image frame is selected when the frame is *blue*.

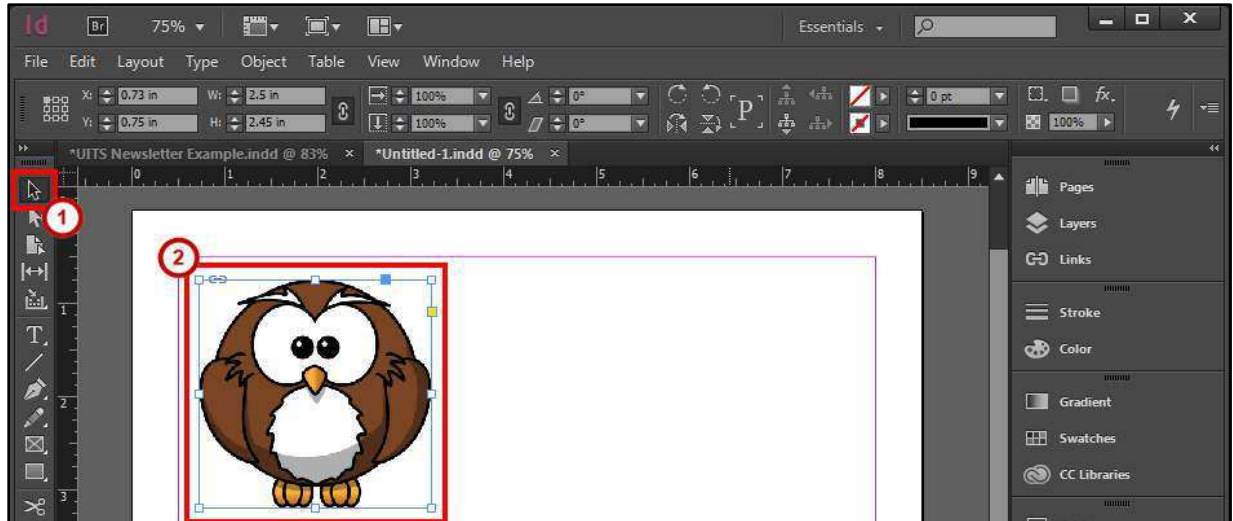


Figure 60 - Select Image

3. There are two methods to change the size of the *Image Frame*.
 - a. **Left-click and hold** the sizing handles, then **drag** inward or outward (See Figure 61).
 - b. From the *Control Bar*, change the **Width** and/or **Height** (See Figure 61).

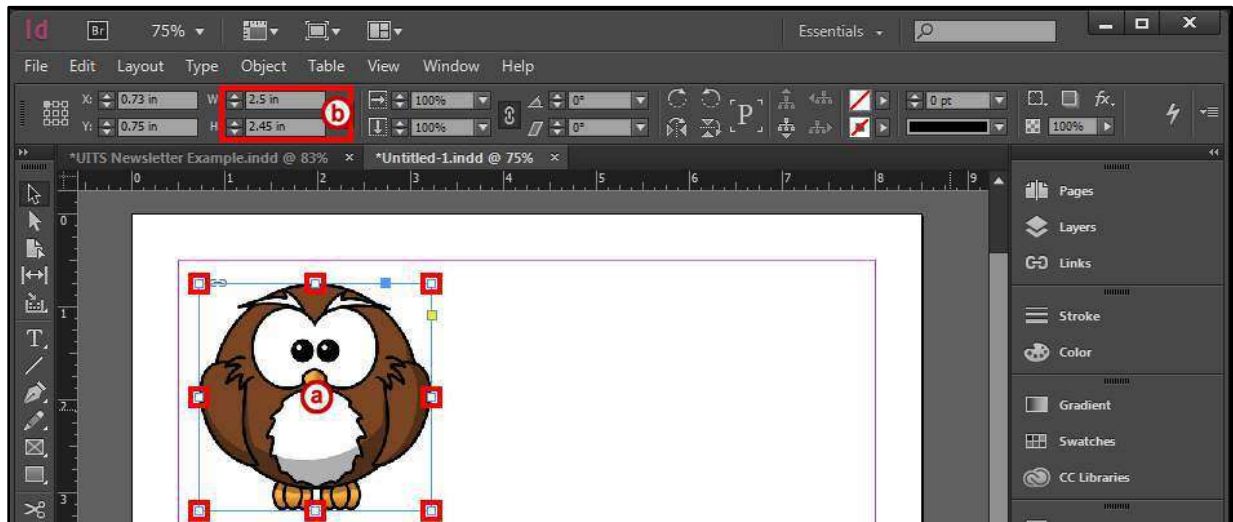


Figure 61 - Resize Image Frame

Resize the Image

The image can be manipulated inside the image frame.

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 62).
2. On the document, **left-click** the *Image* (See Figure 62).

Note: The image frame is selected when the frame is *blue*.

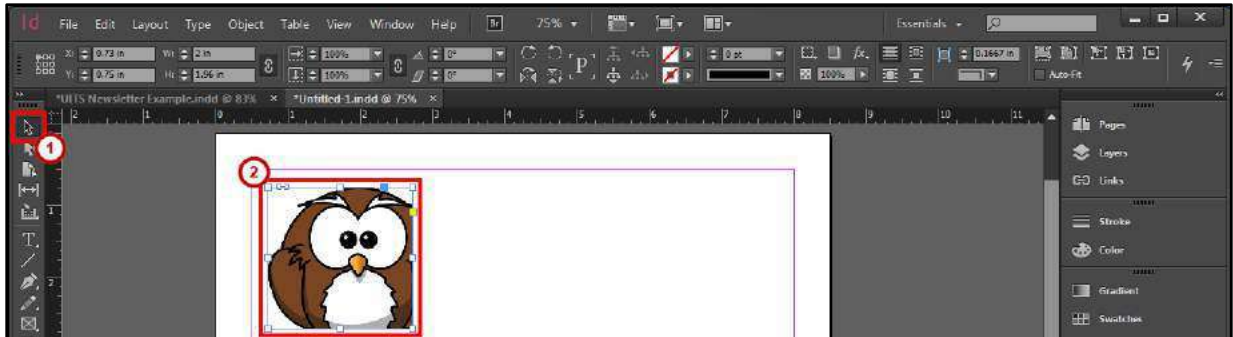


Figure 62 - Select Image

3. Place your cursor over the center of the selected image, then **left-click** the circle.

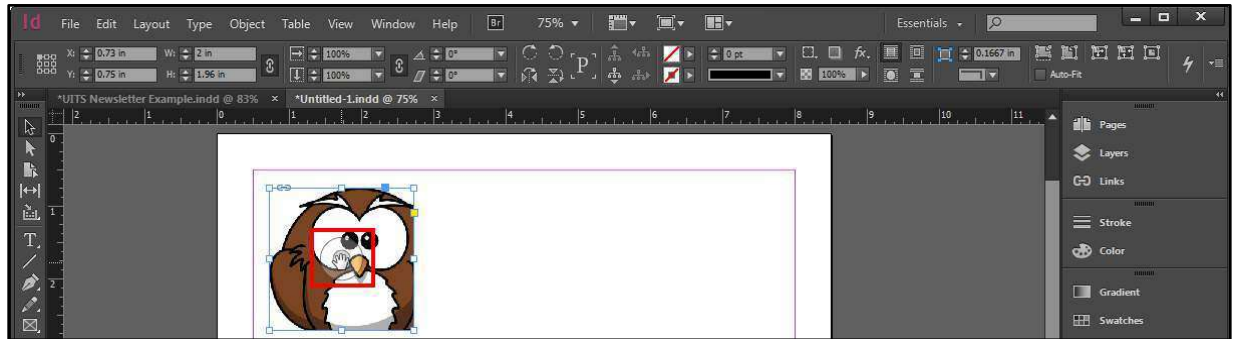


Figure 63 - Place Cursor Over Selected Image

4. The frame will change from *blue* to *orange*. This will allow you to manipulate the image.

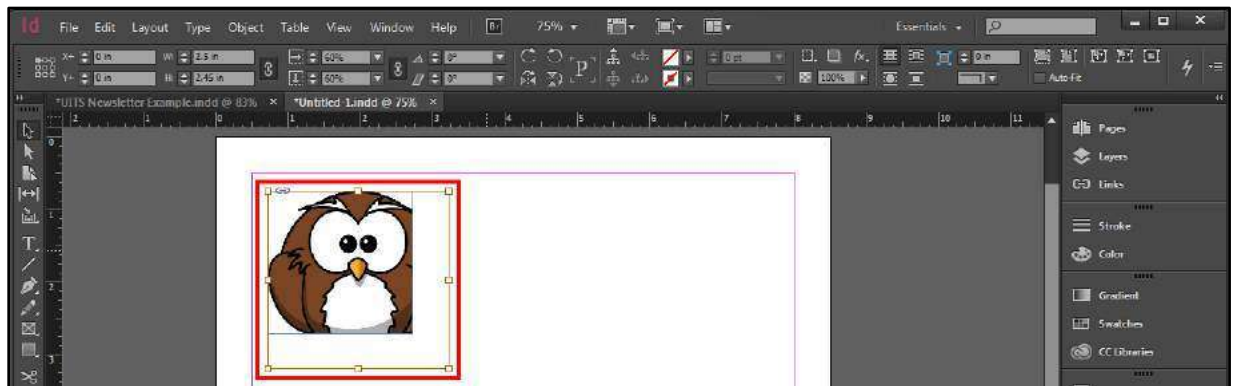


Figure 64 - Manipulate Image

5. There are two ways you can change the size of the *Image*.
 - a. **Left-click and hold** the sizing handles, then **drag** inward or outward (See Figure 65).
 - b. From the *Control Bar*, change the **Fitting** (See Figure 65).

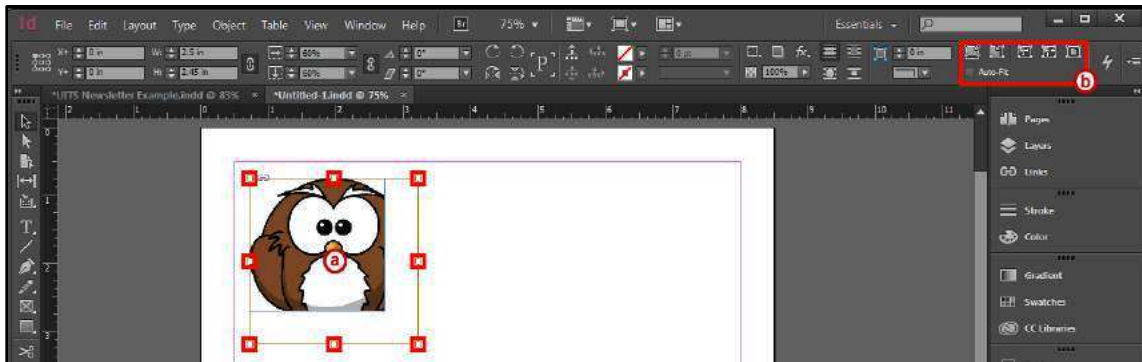


Figure 65 - Resize Image

Text Wrap

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 66).
2. On the document, **left-click** the *Image* (See Figure 66).

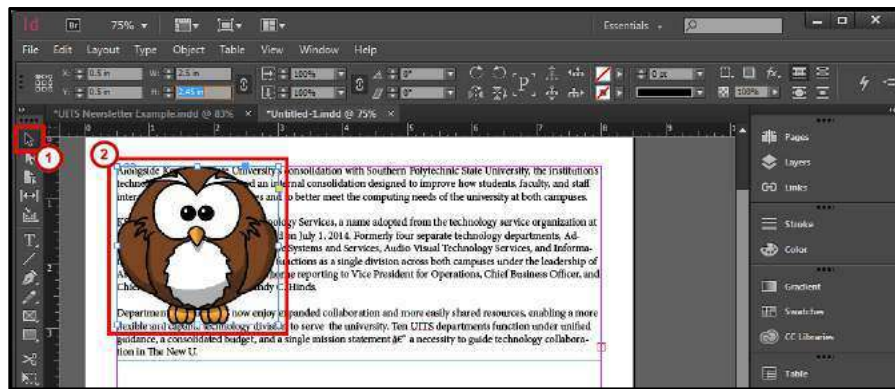


Figure 66 - Select Image

3. Click the **Window** menu.
4. Click **Text Wrap**.
5. In the *Text Wrap* pop-up window, **select** your desired text wrap and settings.

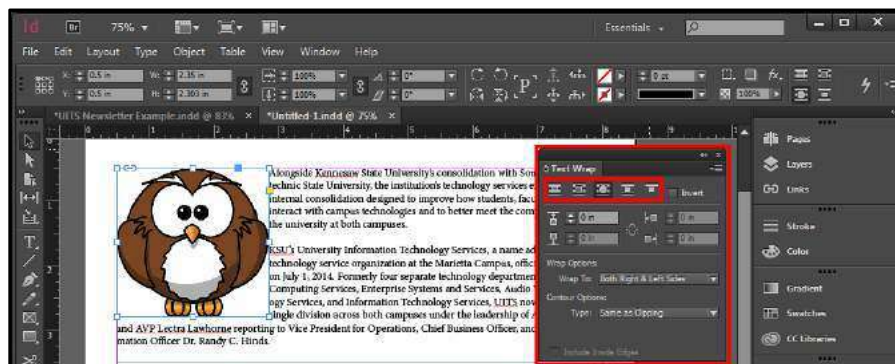


Figure 67 - Text Wrap

Inserting Shapes

1. From the *Tools Panel*, right-click the **Shape Tool** (See Figure 68).
2. **Select** your desired *Shape* (See Figure 68).

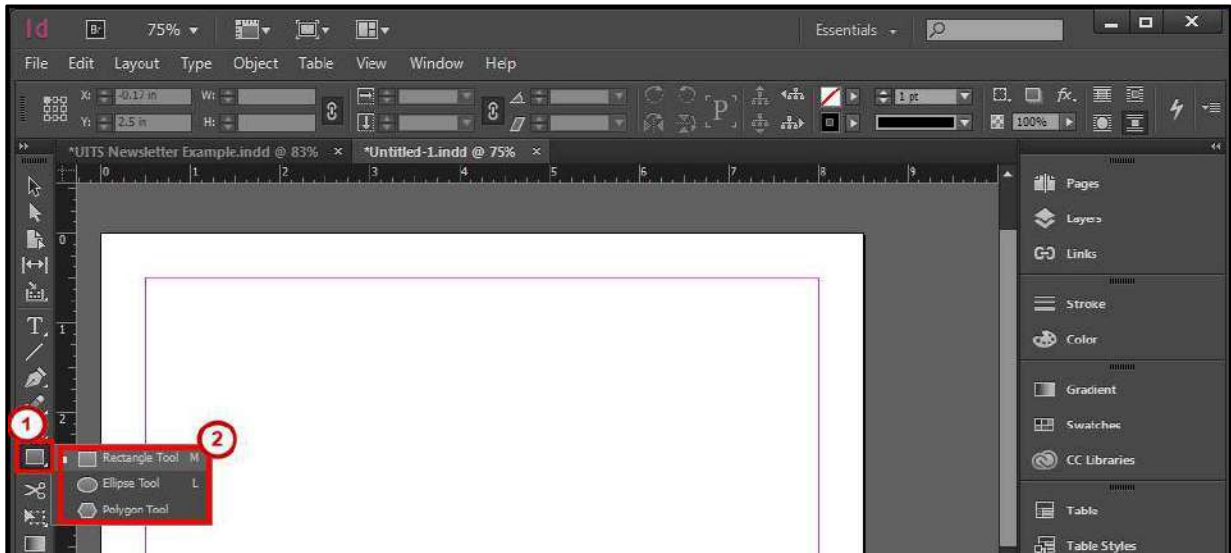


Figure 68 - Select Shape

3. On the document, **left-click and hold**, then **draw** your *Shape*.

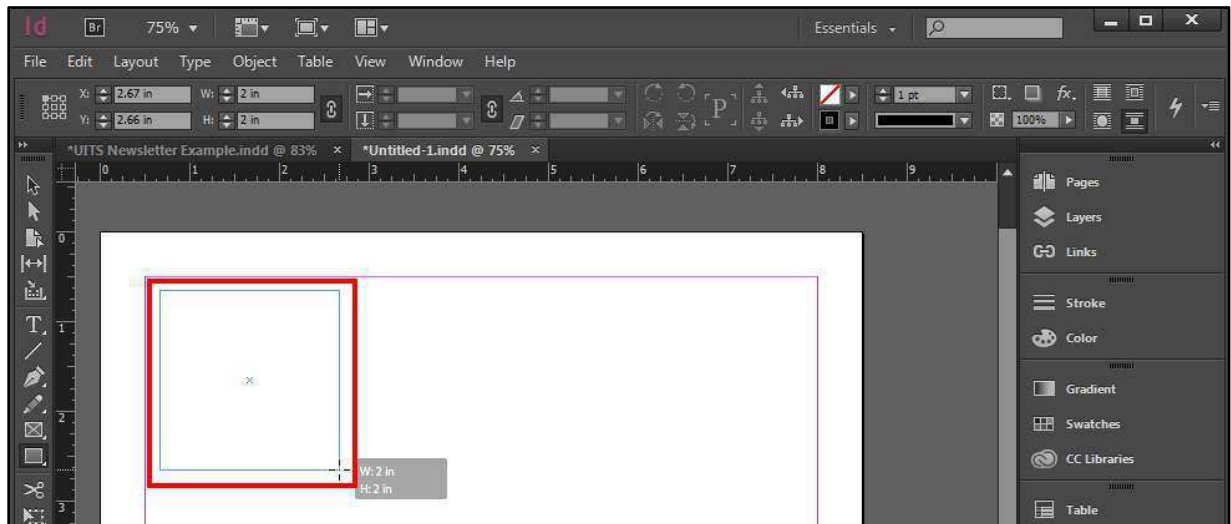


Figure 69 - Draw Shape

4. After you have created the desired size of the *Shape*, let go of the **left-click**. Your shape is drawn and you can now apply a color. See Swatches, Gradient Swatches, and Color to learn how to apply a color.

Swatches, Gradient Swatches, and Color

There are many ways to apply color to your publication. Swatches and gradient swatches allow you to apply colors quickly to your text or objects. If you change the swatch color, objects connected to it on your publication will change. You can apply a color to the line stroke or fill of the object.

Create a Swatch

1. Click the **Window** menu.
2. Click **Color > Swatches**.
3. In the *Swatches* pop-up window, click the **Swatches panel options menu** (See Figure 70).

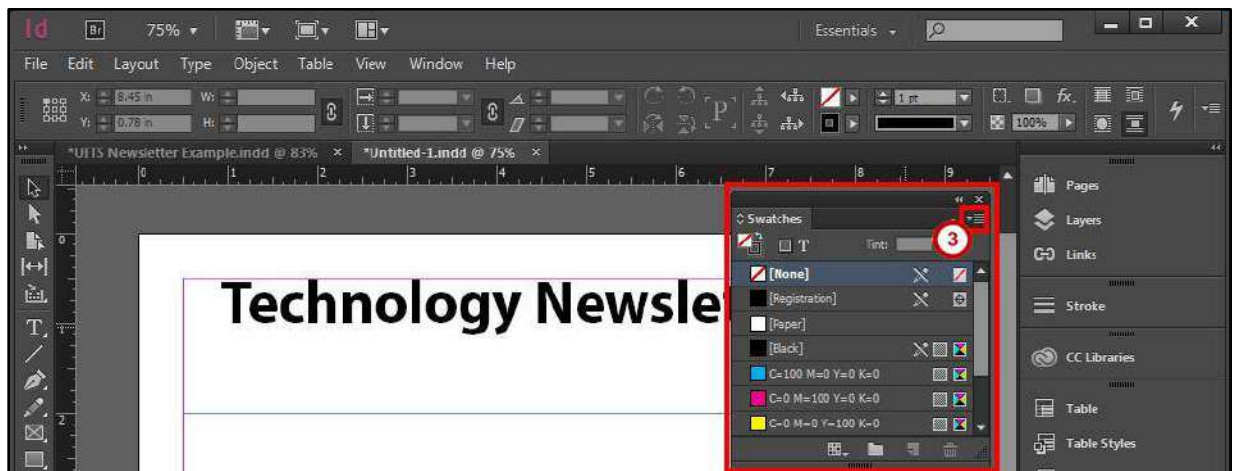


Figure 70 - Swatches Panel Options Menu

4. Click **New Color Swatch**. A *New Color Swatch* dialog window will appear.

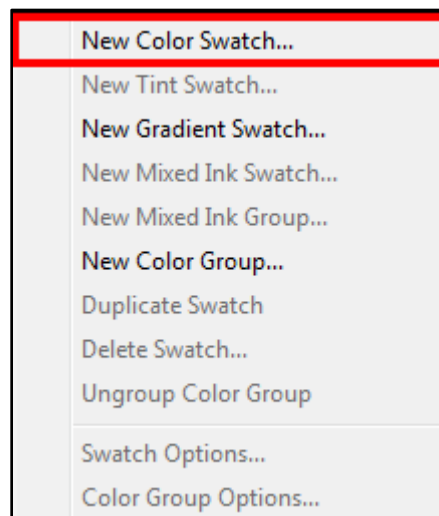


Figure 71 - New Color Swatch

5. From the *New Color Swatch* dialog window, set the following options:
 - a. **Name** - Keep the color value name or apply your own name (See Figure 72).
 - b. **Color Mode** - Mode used for defining your color (See Figure 72).
 - c. **Color Sliders** - Change the color sliders for your desired color (See Figure 72).
6. Click the **OK** button (See Figure 72).

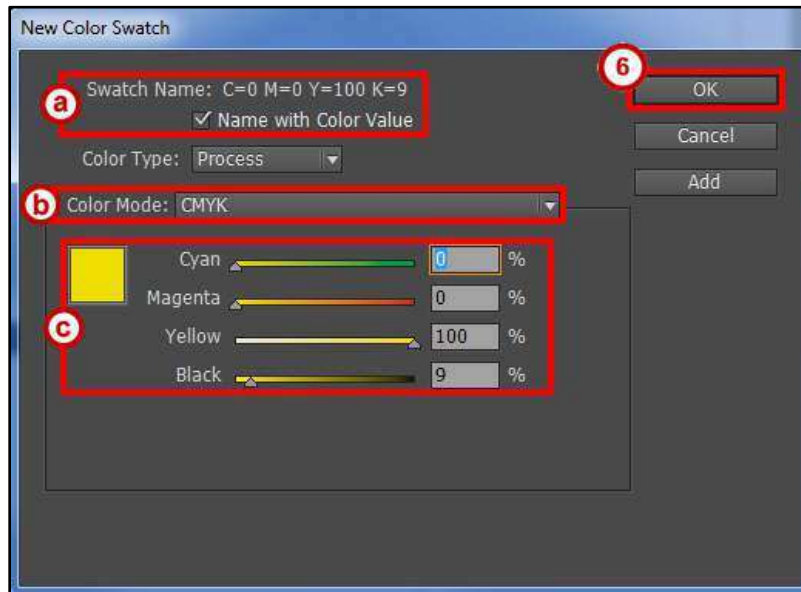


Figure 72 - New Color Swatch Dialog Window

Create a Gradient Swatch

1. Click the **Window** menu.
2. Click **Color > Swatches**.
3. In the *Swatches* pop-up window, click the **Swatches panel options menu** (See Figure 73).

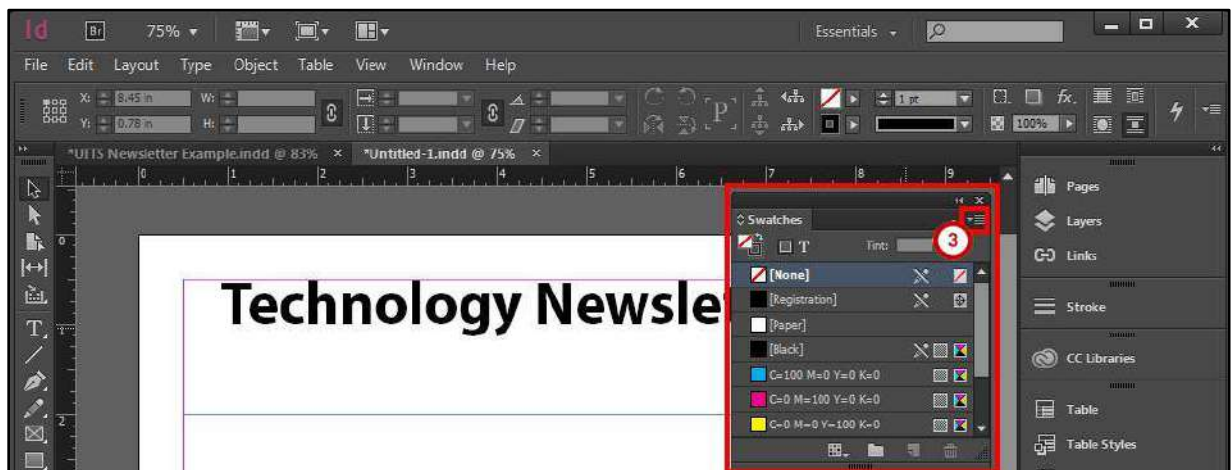


Figure 73 - Swatches Panel Options Menu

4. Click **New Gradient Swatch**. A *New Gradient Swatch* dialog window will appear.

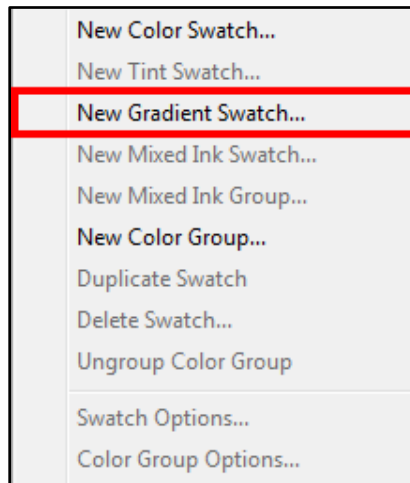


Figure 74 - New Gradient Swatch

5. From the *New Gradient Swatch* dialog window, set the following options:
 - a. **Swatch Name** - Create a name for the gradient (See Figure 75).
 - b. **Type** - Choose *Linear* or *Radial* for desired display (See Figure 75).
 - c. **Color Stop** - Color stops hold the desired color (See Figure 75).
 - d. **Stop Color** - Mode used for defining your color (See Figure 75).
 - e. **Color Sliders** - Change the color sliders for your desired color (See Figure 75).
 - f. **Midpoint** - Move the midpoint to increase or decrease the amount of color for both color stops (See Figure 75).
6. Click the **OK** button (See Figure 75).

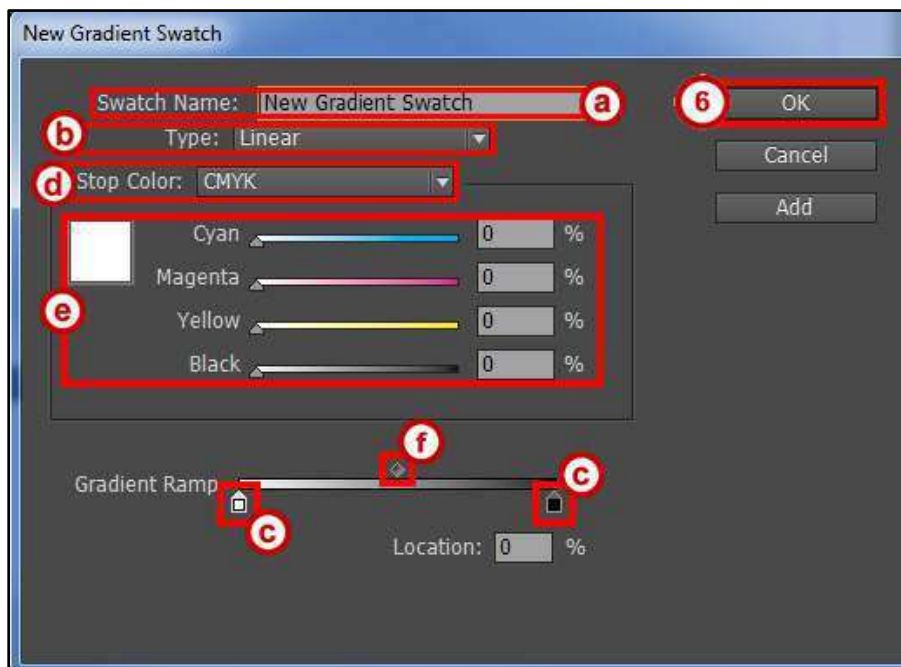


Figure 75 - New Gradient Swatch Dialog Window

Change Fill Color

1. Select the desired **text** (See Figure 76) or **object** (See Figure 77).

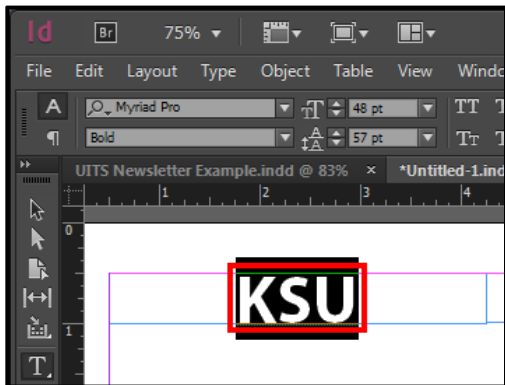


Figure 76 - Select Text

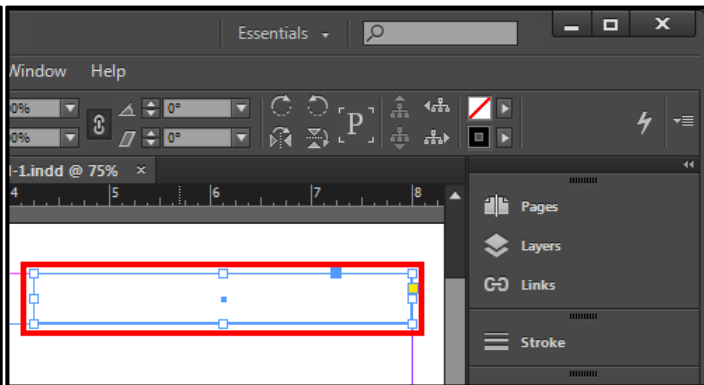


Figure 77 - Select Object

6. There are two ways you can apply a *Fill*.
 - a. From the *Control Bar*, **double-click** the fill (See Figure 78 & Figure 79) to select a color from the *Color Picker* dialog window.
 - b. From the *Control Bar*, click the **Fill drop-down menu** and select a swatch (See Figure 78 & Figure 79).

Note: Go here to [Create a Swatch](#) or [Create a Gradient Swatch](#).

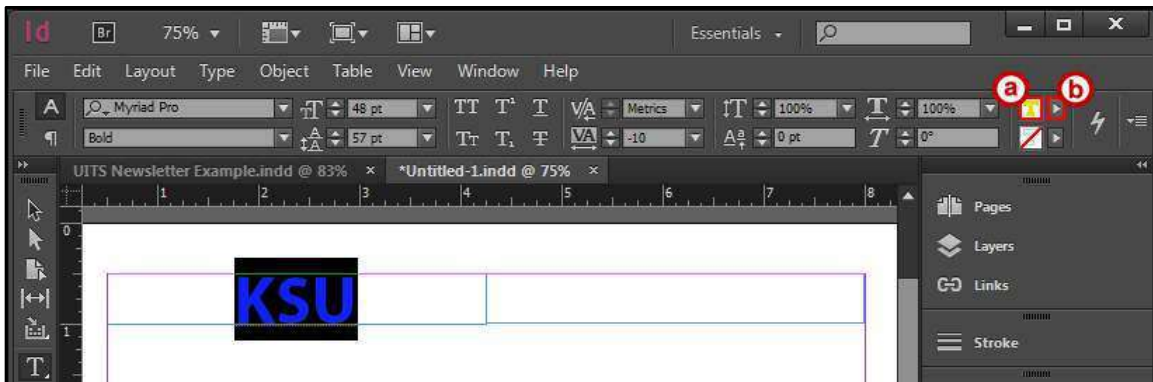


Figure 78 - Apply Fill to Text

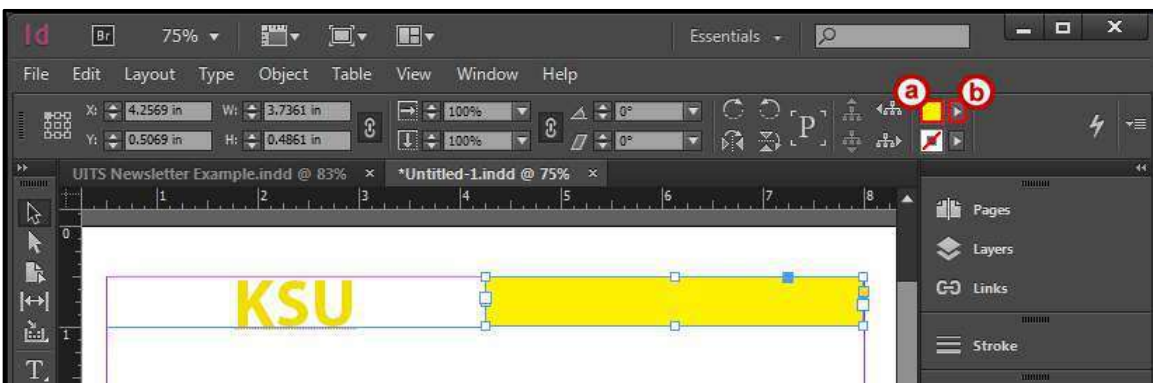


Figure 79 - Apply Fill to an Object

Change Stroke Color

1. Select the desired **text** (See Figure 80) or **object** (See Figure 81).

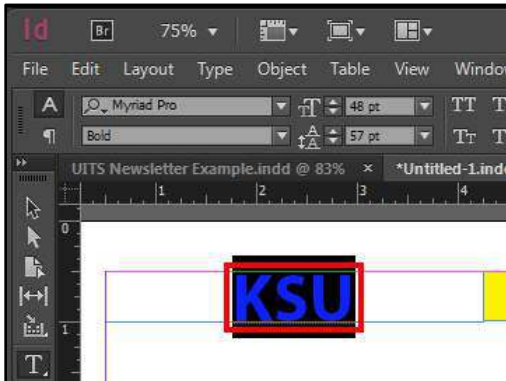


Figure 80 - Select Text

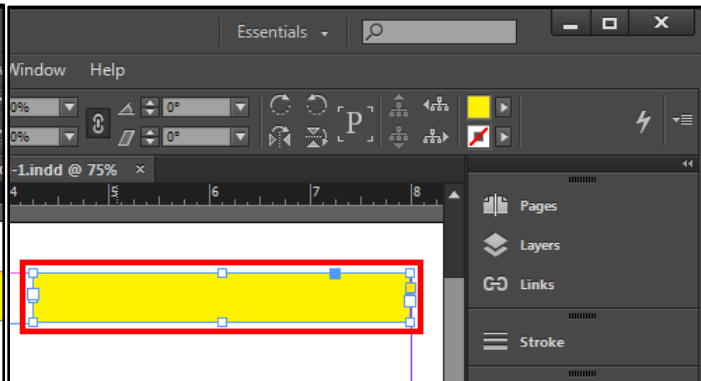


Figure 81 - Select Object

2. There are two ways you can apply a *Stroke*:
 - a. From the *Control Bar*, **double-click** the **stroke** (See Figure 82 & Figure 83) to select a color from the *Color Picker* dialog window.
 - b. From the *Control Bar*, click the **Stroke drop-down menu** and select a swatch (See Figure 82 & Figure 83).

Note: Go here to [Create a Swatch](#) or [Create a Gradient Swatch](#).

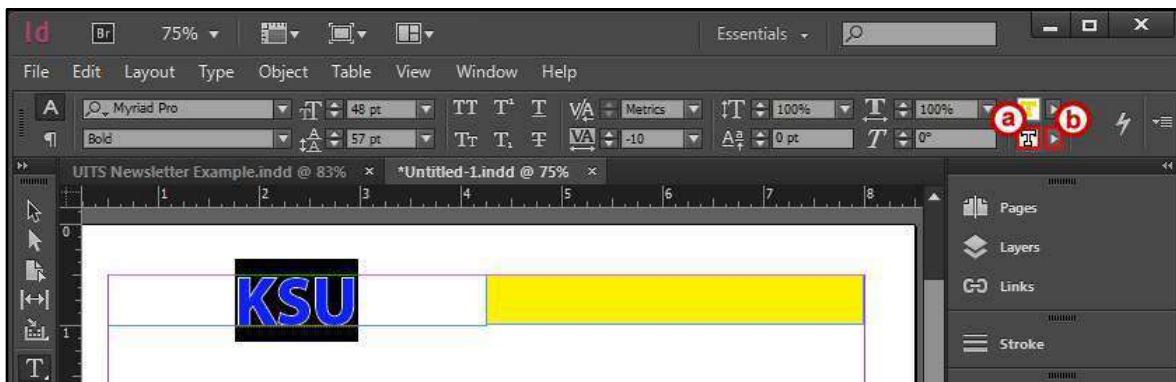


Figure 82 - Apply Stroke to Text

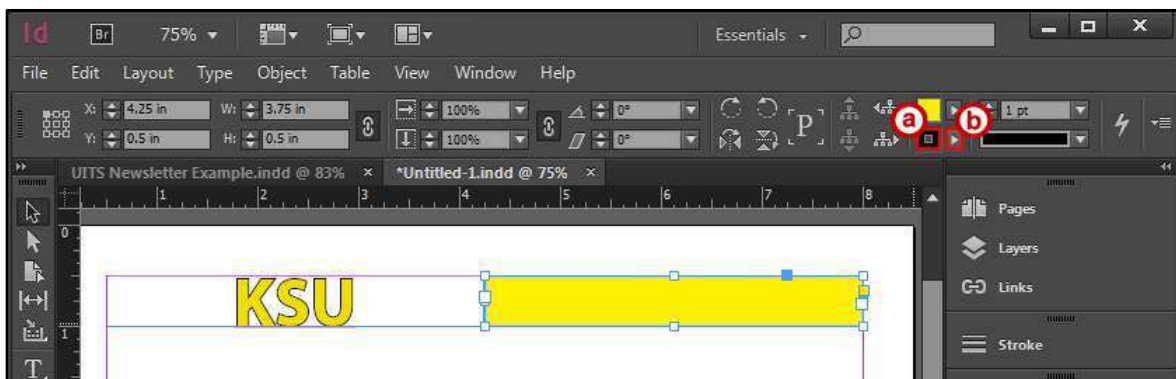


Figure 83 - Apply Stroke to an Object

Review Publication

Be sure to use the spell checker tool and preflight panel to check for any errors on your publication.

Spell Checker

1. Click the **Edit** menu.
2. Click **Spelling > Check Spelling**.
3. From the *Check Spelling* dialog window, use following options:
 - a. **Skip** - Continue spell checking without changing the highlighted word (See Figure 84).
 - b. **Change** - Change this word (See Figure 84).
 - c. **Ignore All** - Ignore all occurrences of this word (See Figure 84).
 - d. **Change All** - Change all occurrences of this word (See Figure 84).
 - e. **Add** - Add a word to your InDesign dictionary (See Figure 84).
4. Click the **Done** button (See Figure 84).

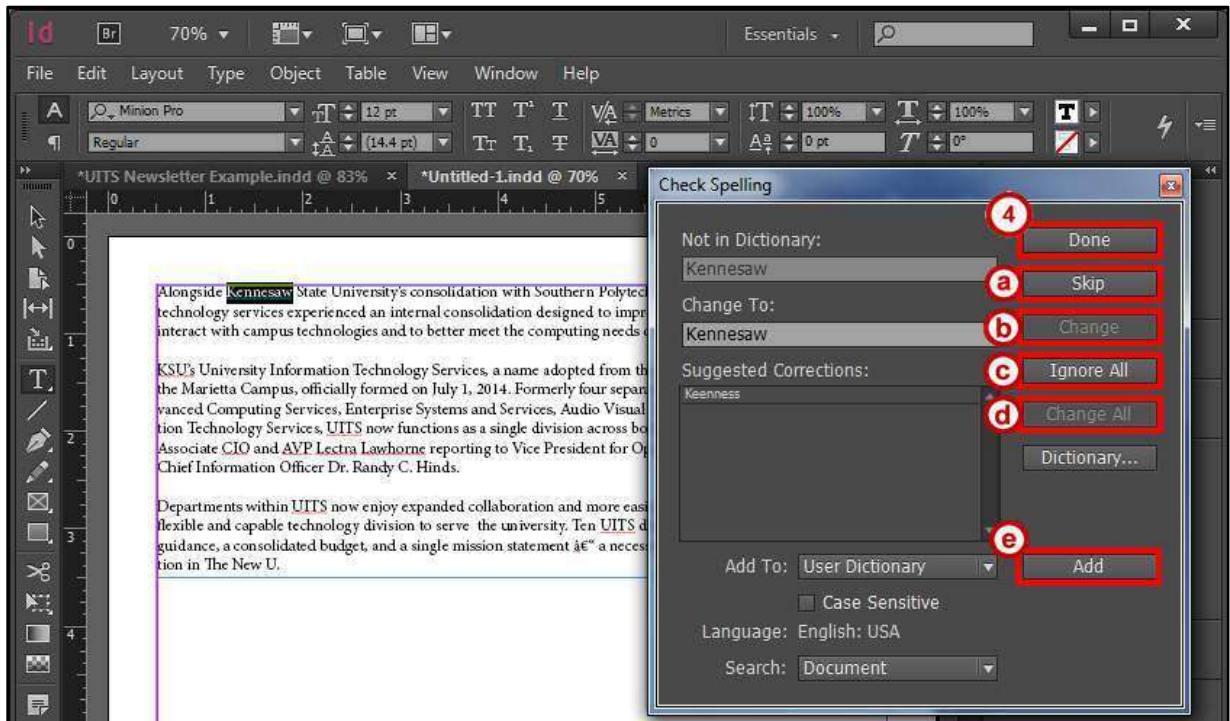


Figure 84 - Check Spelling Dialog Window

Preflight Panel

The preflight panel warns you if there are any problems with your publication such as missing files, missing fonts, overset text from a text frame, and many other possible issues.

1. Click the **Window** menu.
2. Click **Output > Preflight**.
3. From the *Preflight* dialog window, use following options.
 - a. **Error** - Tells what type of error it is (See Figure 85).
 - b. **Page Number** - Shows what page it is on and takes you there (See Figure 85).
 - c. **Info** - Offers a suggestion for fixing the error (See Figure 85).

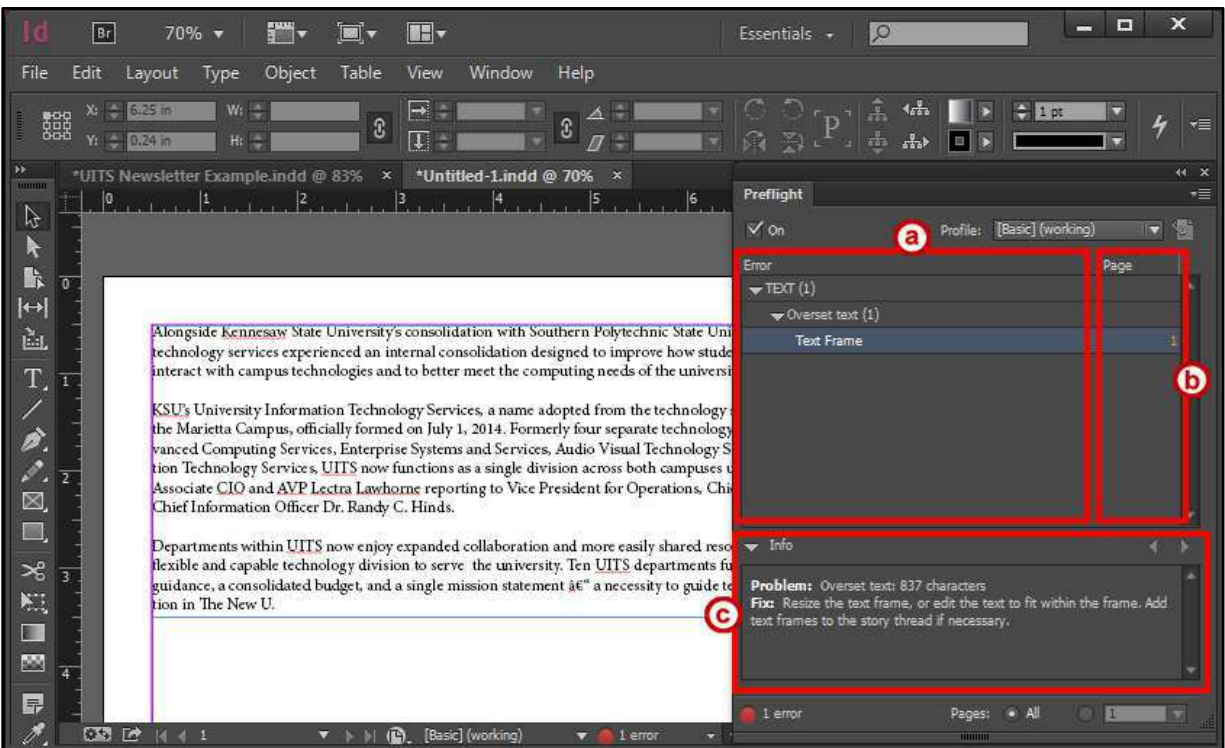


Figure 85 - Preflight Panel

Save, Export, and Print Publication

You can save as InDesign or export to a different file format. You also have multiple ways of printing your publication.

Saving as InDesign

1. Click the **File** menu.
2. Click **Save**.
3. In the *Save As* window, find and select your location to save your publication and type a **File Name** (See Figure 86).
4. Click the **Save** button (See Figure 86).

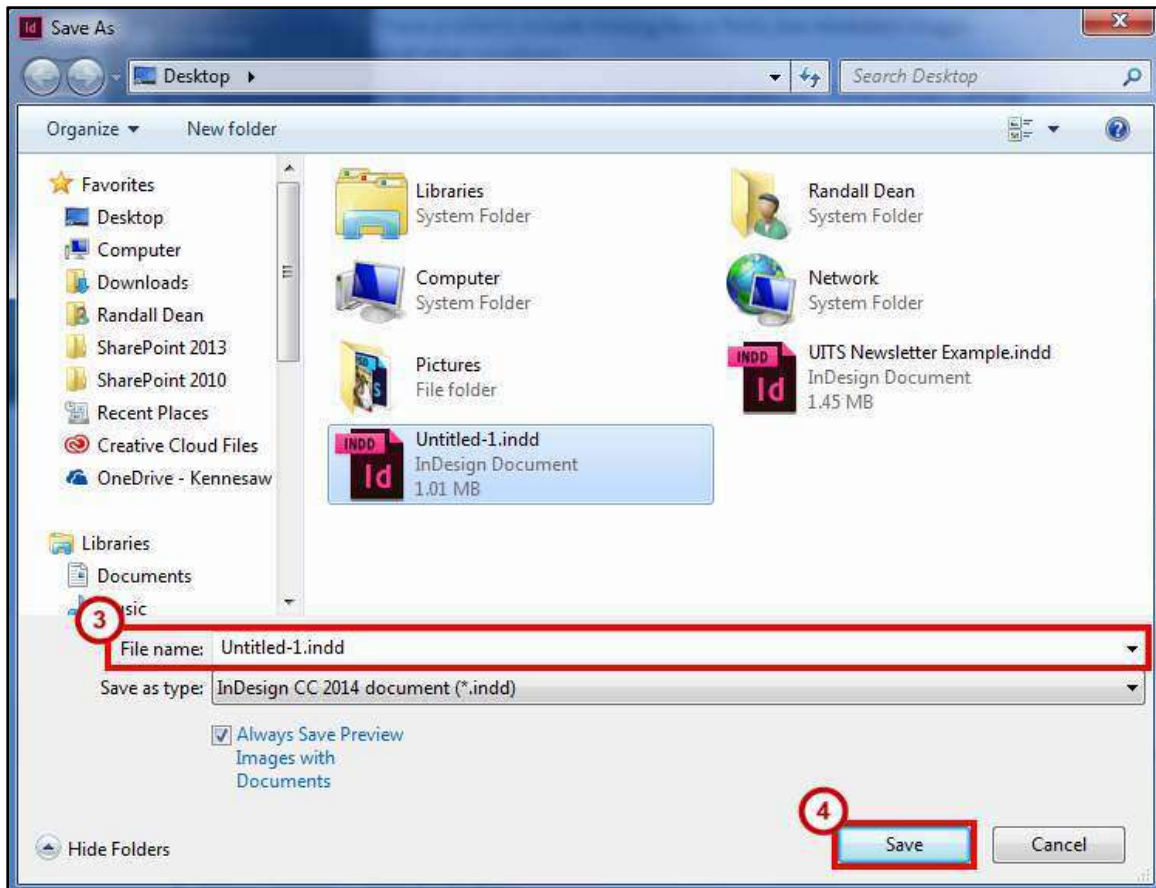


Figure 86 - Save InDesign Document

Export

1. Click the **File** menu.
2. Click **Export**.
3. In the *Export* window, find and select your location to save your publication and type a **File Name** (See Figure 87).
4. Choose **Save as type** to save as a different file type (See Figure 87).
5. Click the **Save** button (See Figure 87).

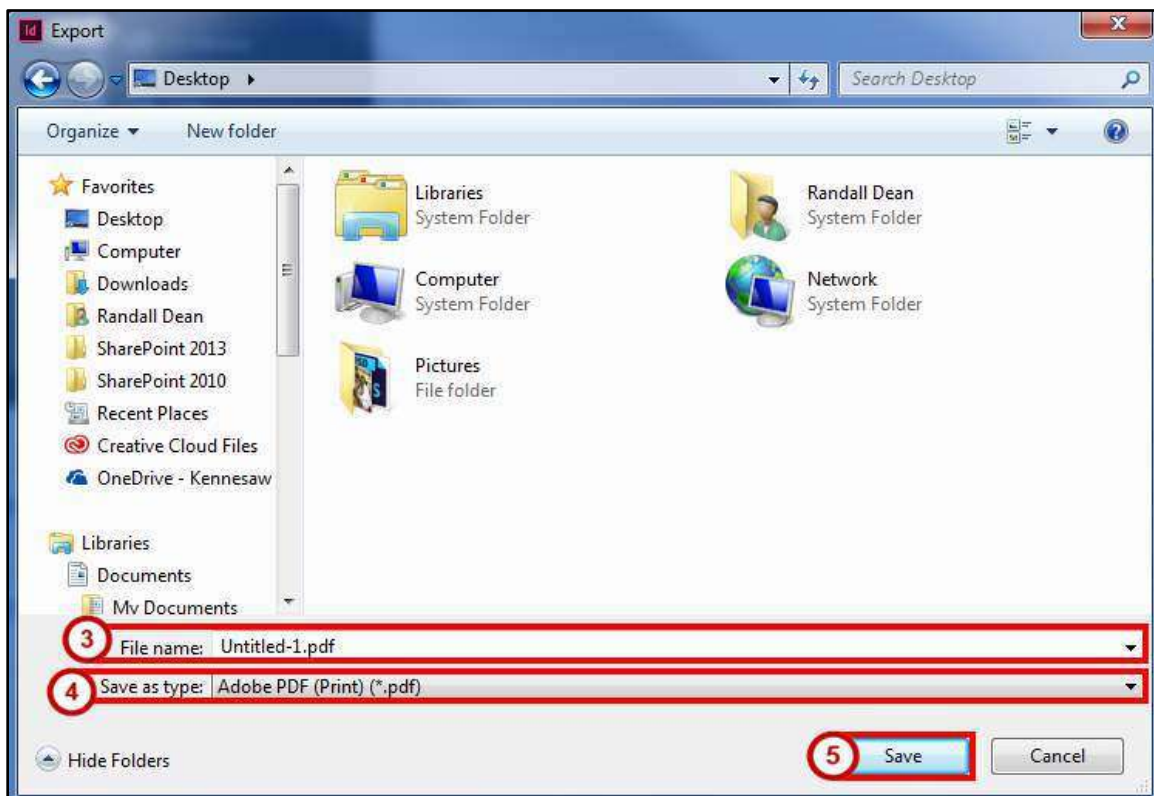


Figure 87 - Export

Printing

1. Click the **File** menu.
2. Click **Print**. The *Print* dialog window will open.
3. Choose the **Printer** you want to print to (See Figure 88).
4. Choose from the **options** available (See Figure 88).
5. Click the **Print** button (See Figure 88)

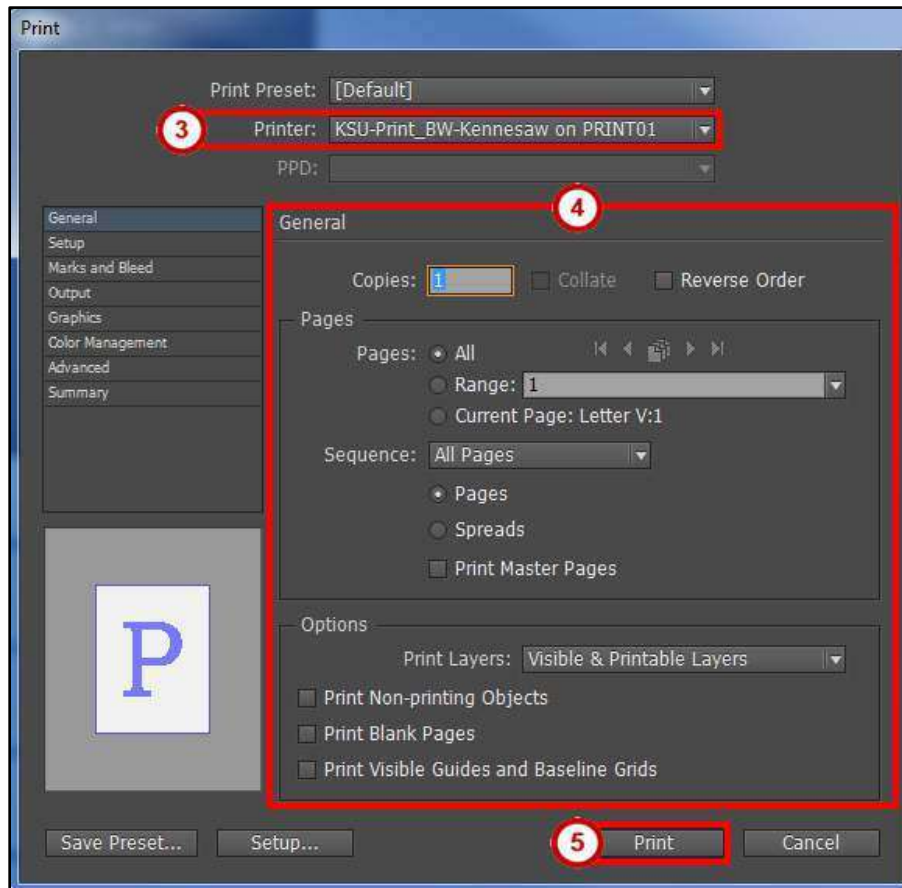


Figure 88 - Print

Additional Help

For additional help or installation issues, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Service Desk for Students

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>