



University Information  
Technology Services

# InDesign CC 2017 Intermediate 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 Intermediate 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 intermediate 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 master pages and linking
- Use styles to quickly apply the same formatting
- Place and edit tables
- Apply effects to objects
- Change the corners and stroke of an object
- Place and thread text
- Create layers to organize your content

## 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.

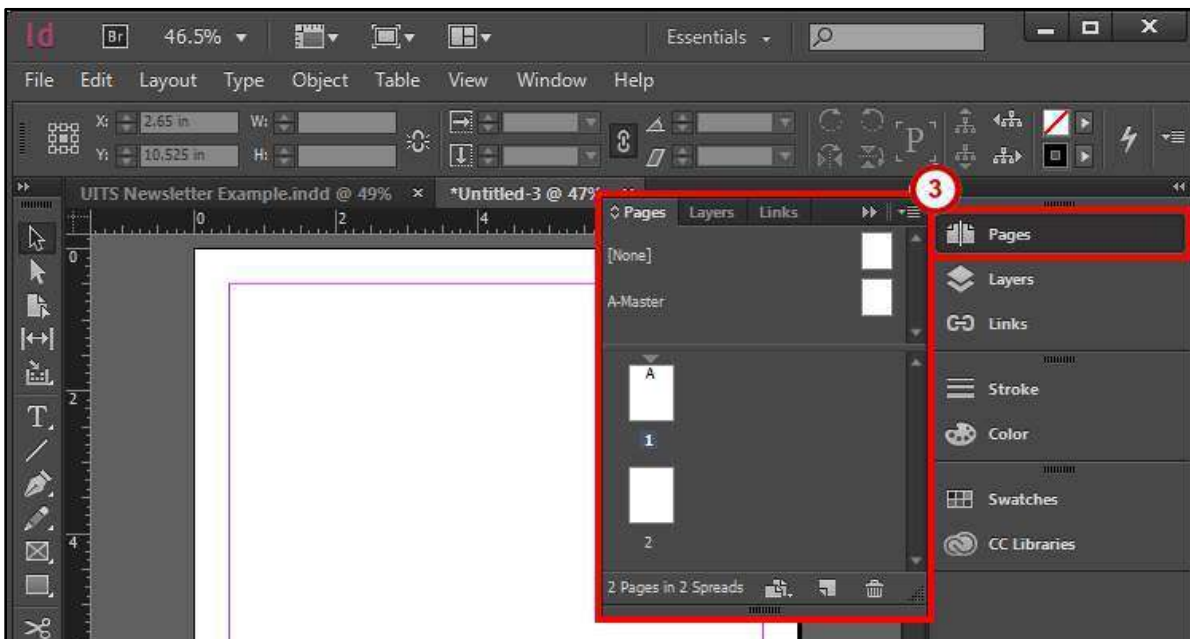


Figure 1 - Pages Panel

### Create a Master Page

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

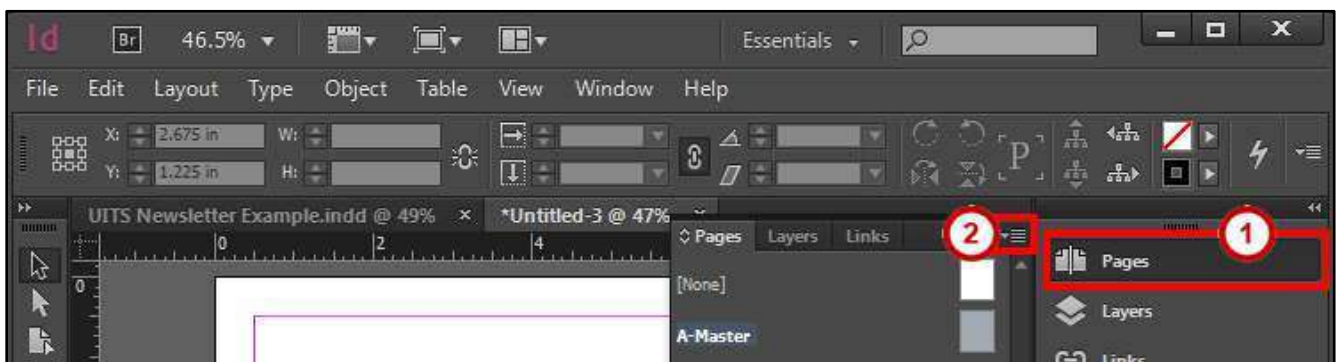


Figure 2 - Pages Panel Options Menu

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

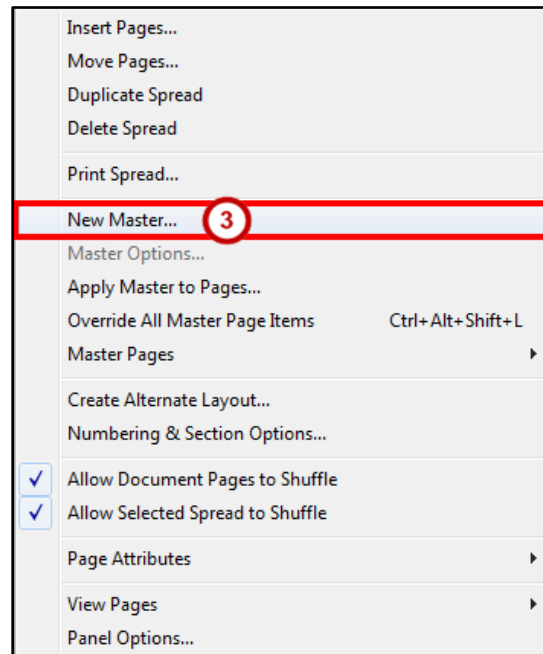


Figure 3 - New Master

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 4).
- b. **Name** - Choose a Name for your master (See Figure 4).

**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 4).
- d. **Page Size** - What size do you want the master page (See Figure 4).

5. Click the **OK** button (See Figure 4).

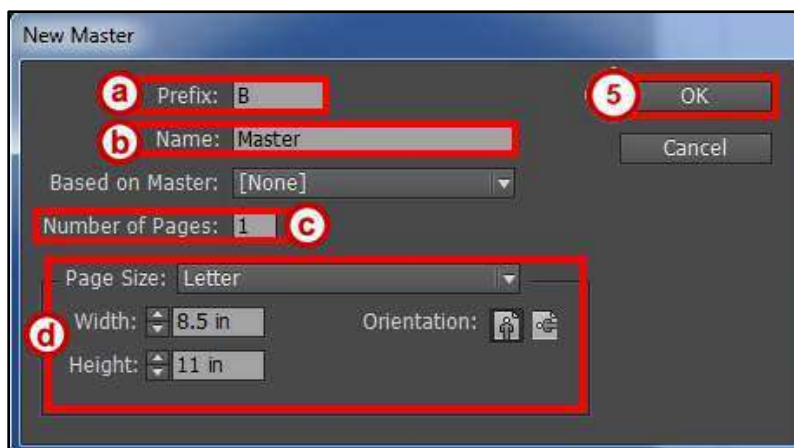


Figure 4 - New Master Dialog Window

**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. The *Pages* panel will appear (See Figure 5).
2. **Double-click** the *master page icon* to open the page for editing (See Figure 5).

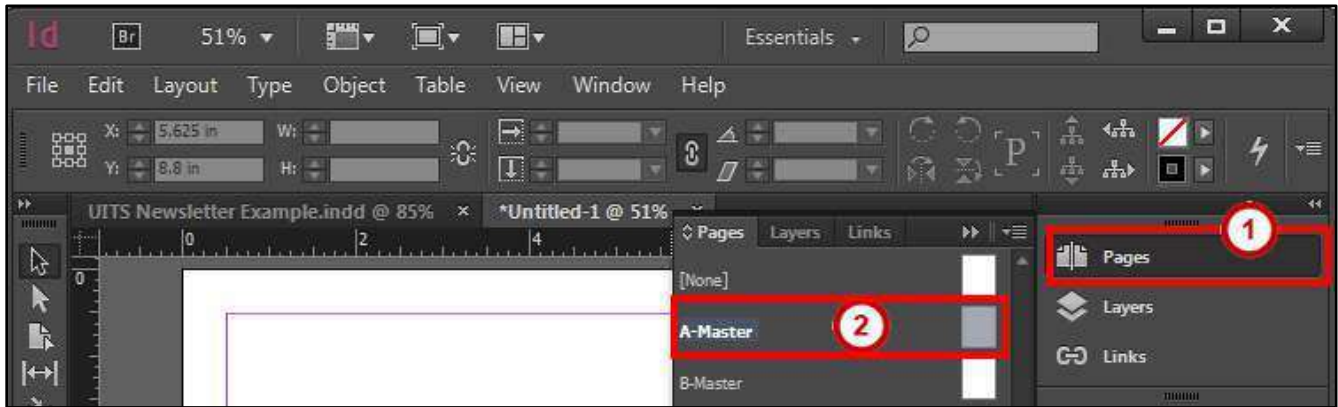


Figure 5 - Edit Master Page

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

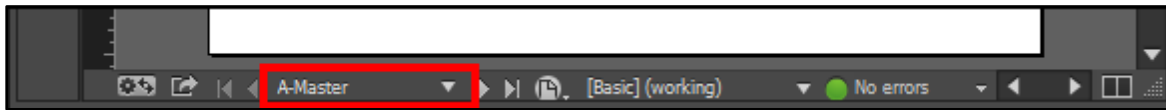


Figure 6 - Select Master Page Drop-down

## Apply a Master Page

1. Open the **Pages** panel from the *Panels* toolbar. The *Pages* panel will appear (See Figure 7).
2. **Left-click** a *page icon* (See Figure 7).
3. Click the **Pages panel options menu** (See Figure 7).

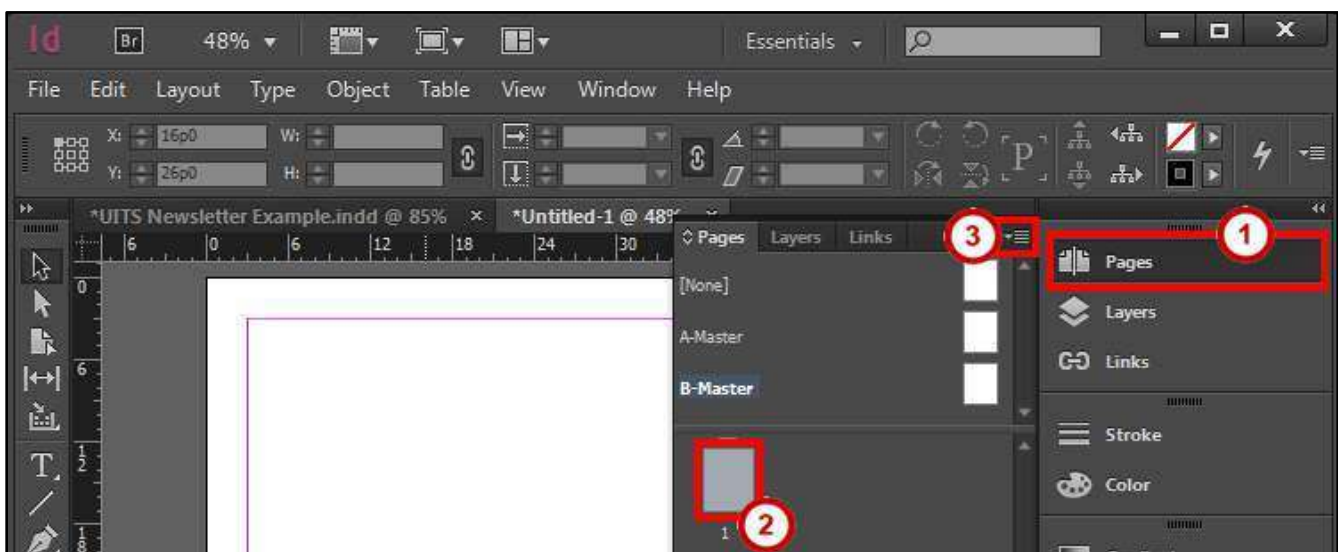


Figure 7 - Select a Page



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

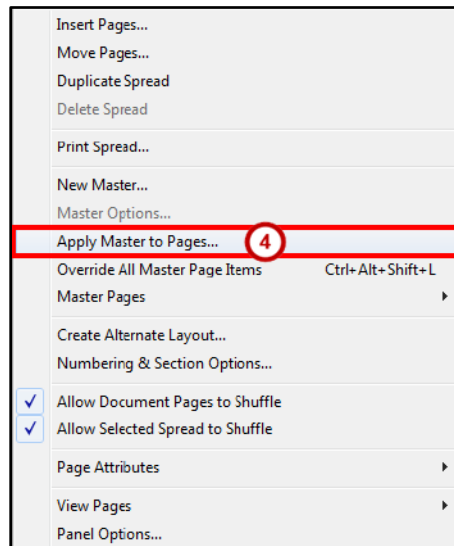


Figure 8 - Apply Master to Pages

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 9).
  - b. **To Pages** - Select the page(s) to apply the master page to (See Figure 9).
6. Click the **OK** button (See Figure 9).

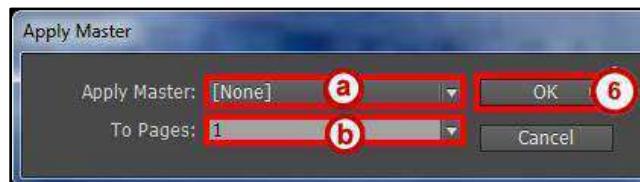


Figure 9 - Apply Master Dialog Window

**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.).

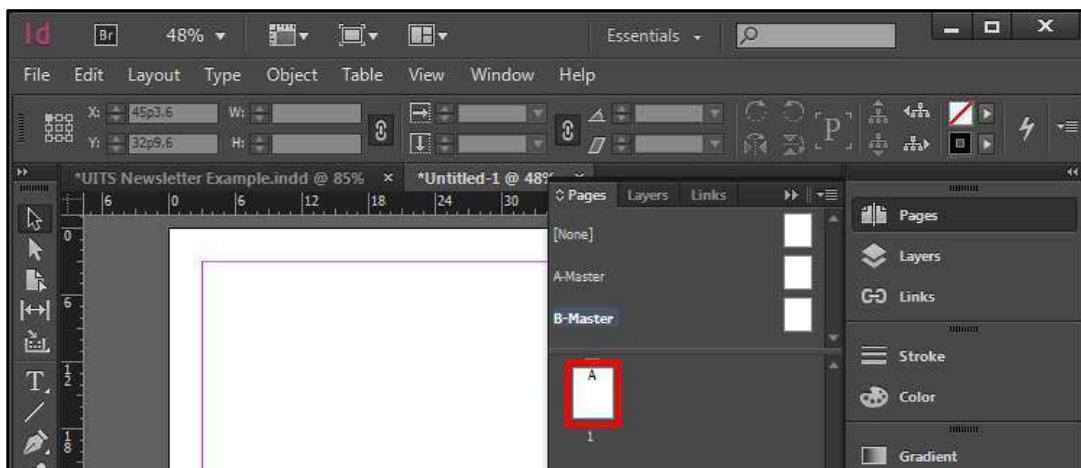


Figure 10 - Master Page Applied

## 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**.

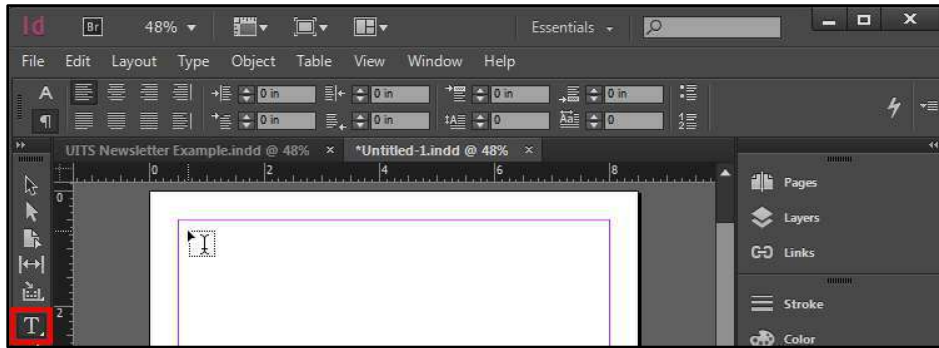


Figure 11 - Type Tool

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

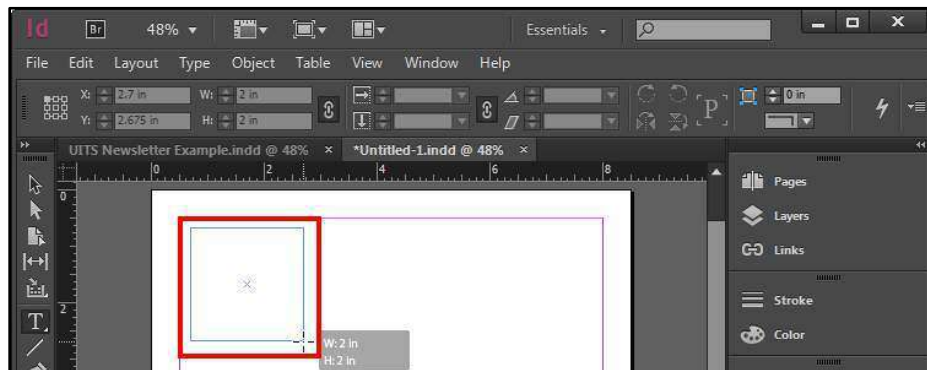


Figure 12 - Draw Text Frame

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.

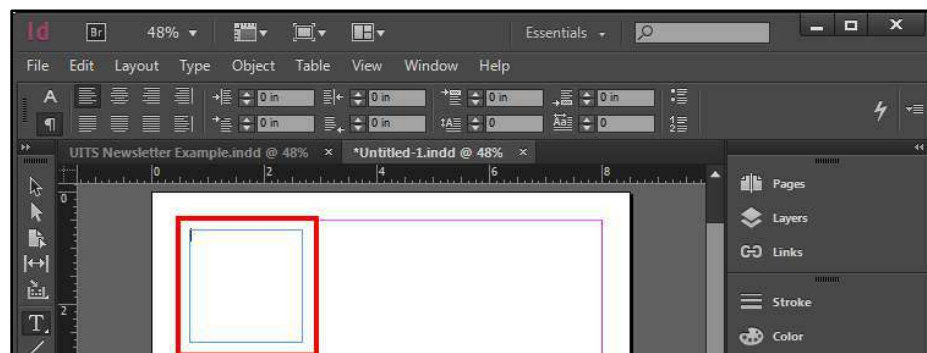


Figure 13 - Text Frame

## Resizing the Text Frame

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 14).
2. On the document, **left-click** the *Text Frame* (See Figure 14).

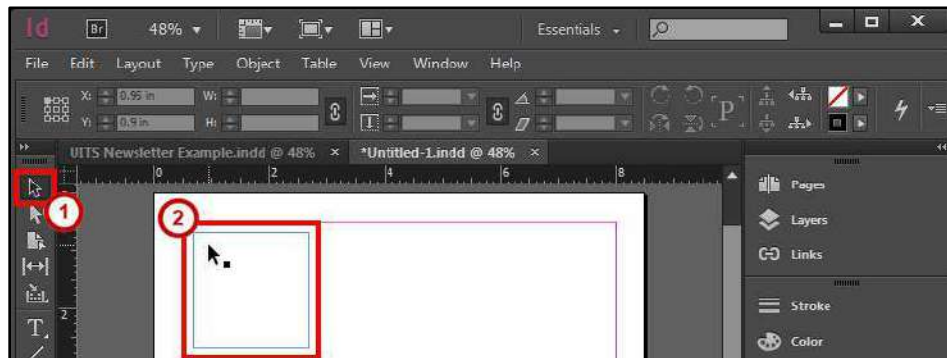


Figure 14 - Selection Tool

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 15).
  - b. From the *Control Bar*, change the **Width** and/or **Height** (See Figure 15).

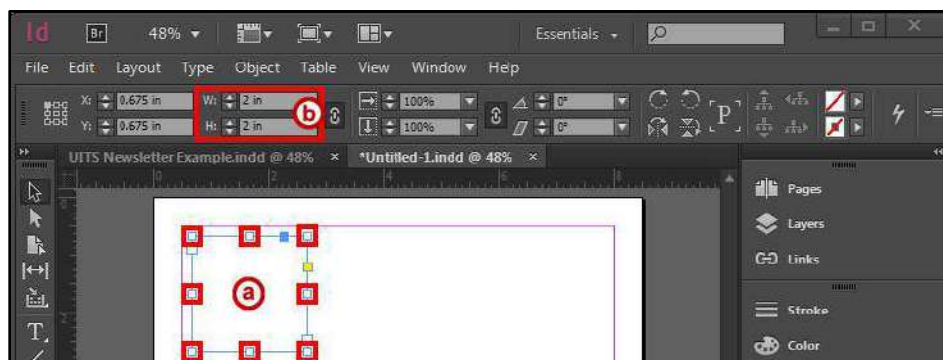


Figure 15 - Resize Text Frame

## Formatting the Text Frame

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 16).
2. On the document, **left-click** the *Text Frame* (See Figure 16).

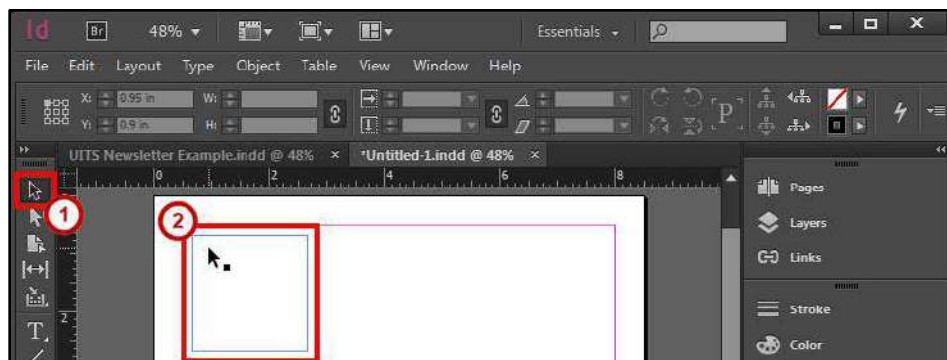


Figure 16 - Selection Tool

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 17)
  - b. **Baseline Options** - The baseline represents the leading for body text in a document. (See Figure 17)
  - c. **Auto-Size** - Allow your frames to resize with your text (See Figure 17)
  - d. **Footnotes** - Span footnotes across columns in a multi-column text frame (See Figure 17)
6. Check the **Preview** box to see what your changes will look like before applying (See Figure 17).
7. Click the **OK** button (See Figure 17).

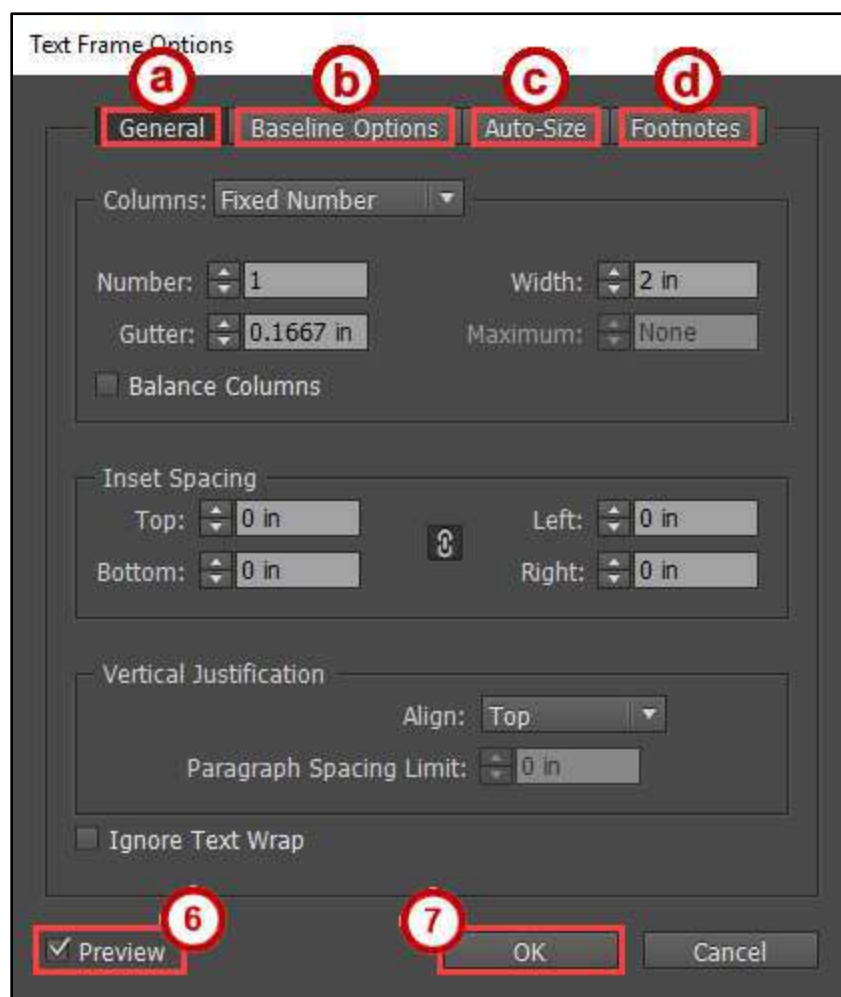


Figure 17 - Text Frame Options Dialog Window

## 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.

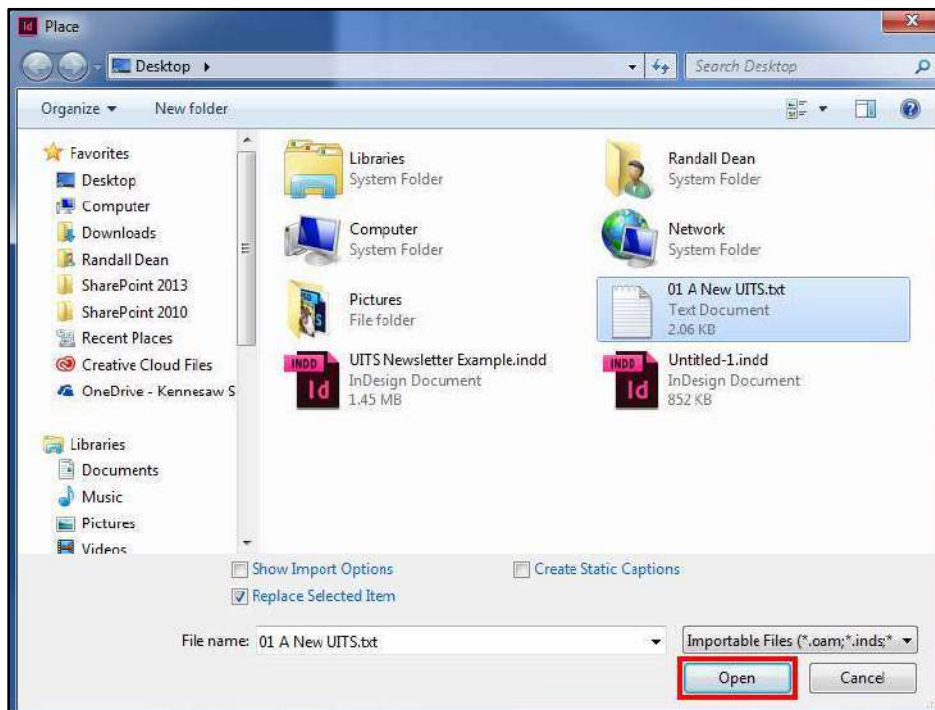


Figure 18 - Find and Place Document

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

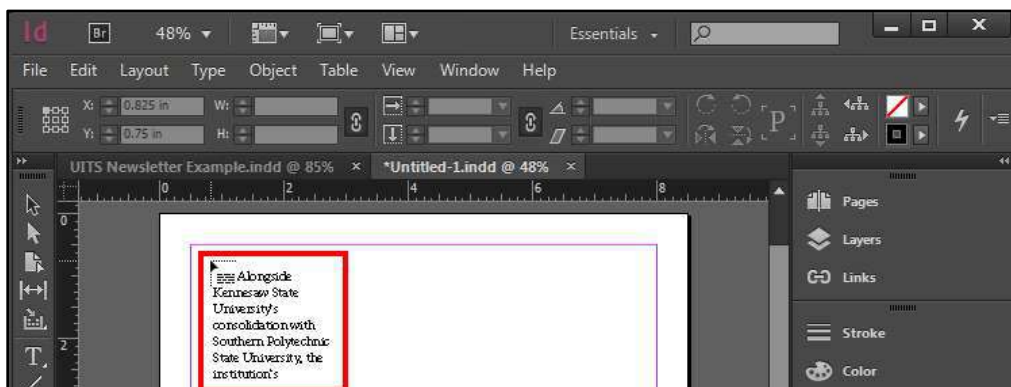


Figure 19 - Text on Pointer

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

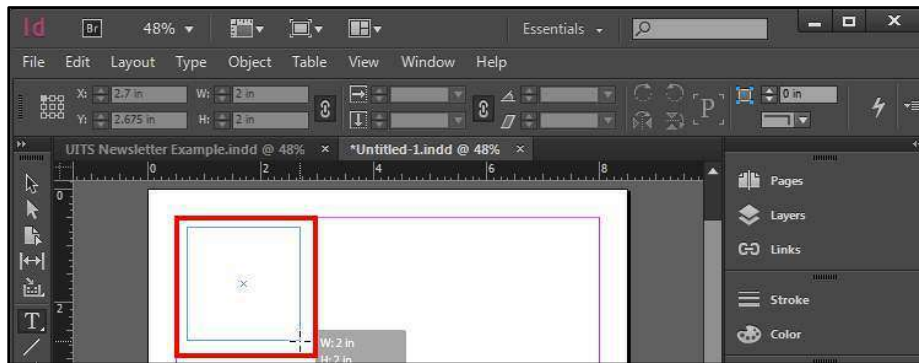


Figure 20 - Draw Text Frame

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.

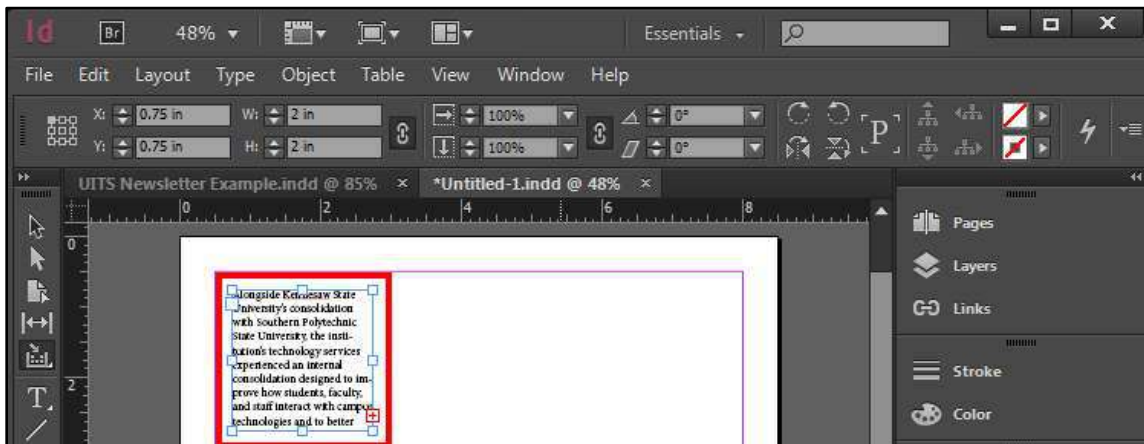


Figure 21 - Placed Text in a Frame

**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.

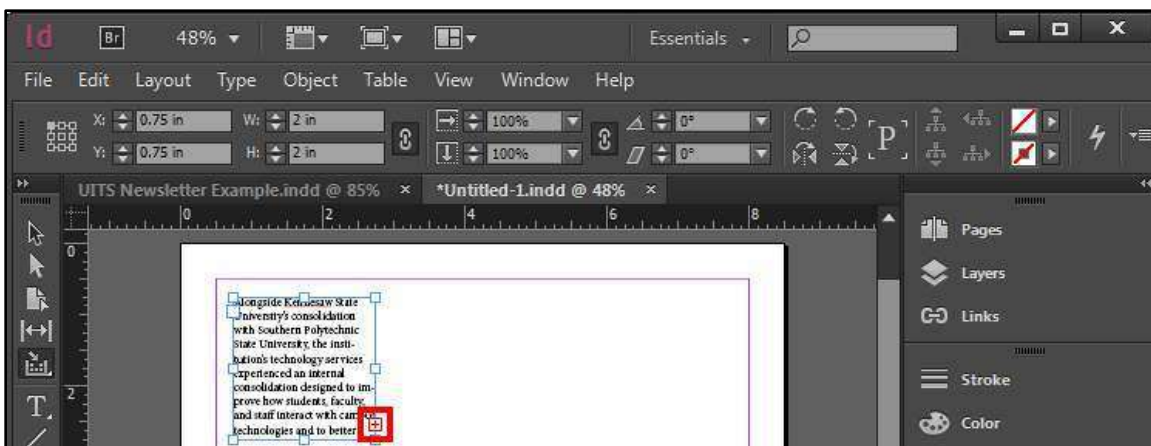


Figure 22 - Text Frame Red Plus Sign

## Text Threading

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 23).
2. On the document, **left-click** the *Text Frame* (See Figure 23).

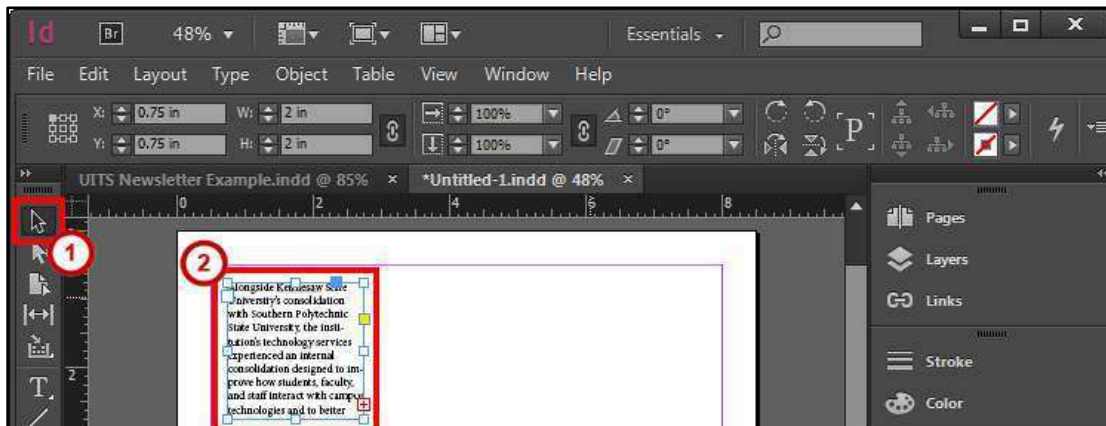


Figure 23 - Select Text Frame

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

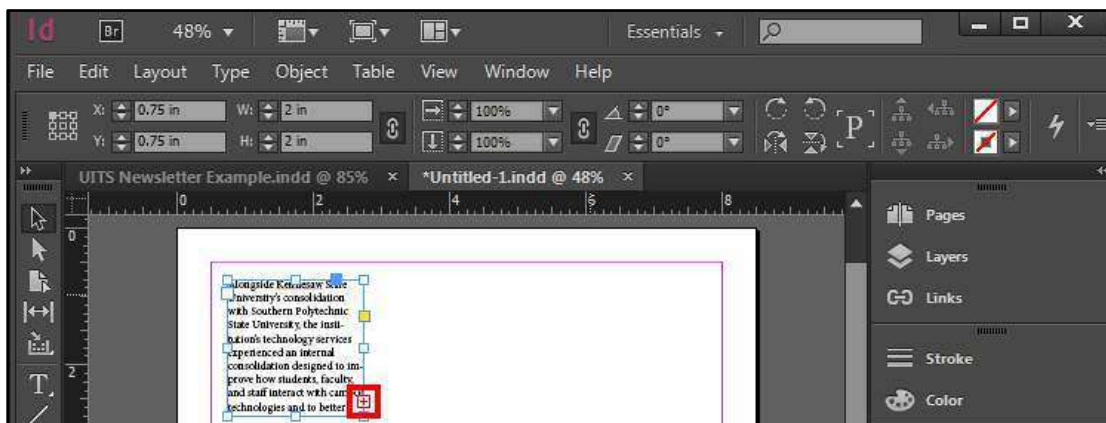


Figure 24 - Red Plus Sign on Text Frame

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

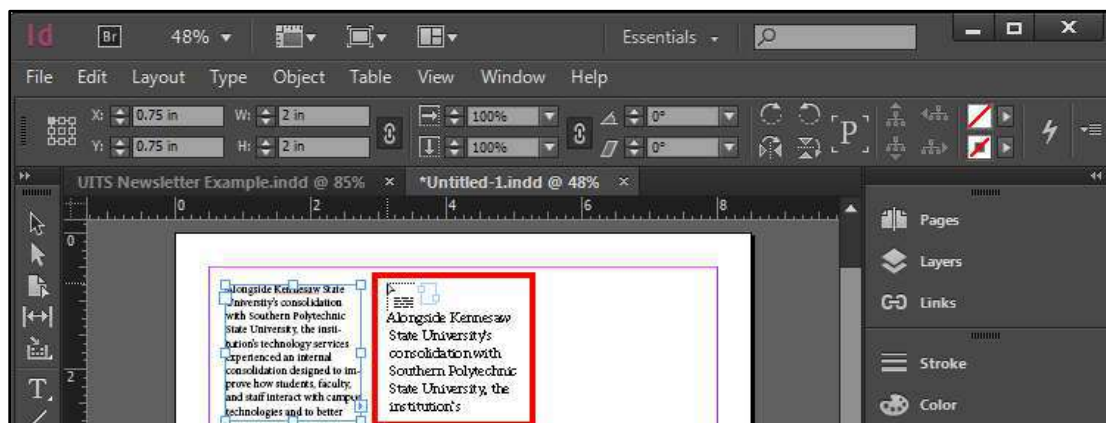


Figure 25 - Text on Pointer

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

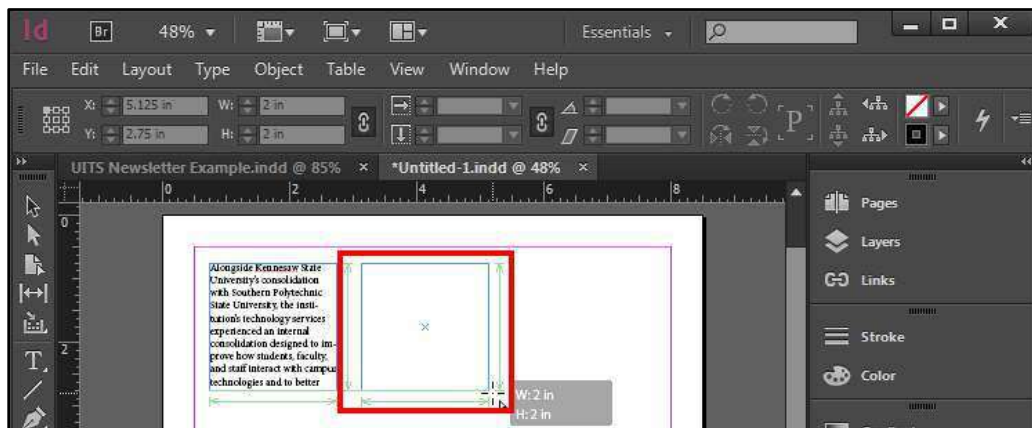


Figure 26 - Draw Text Frame

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.

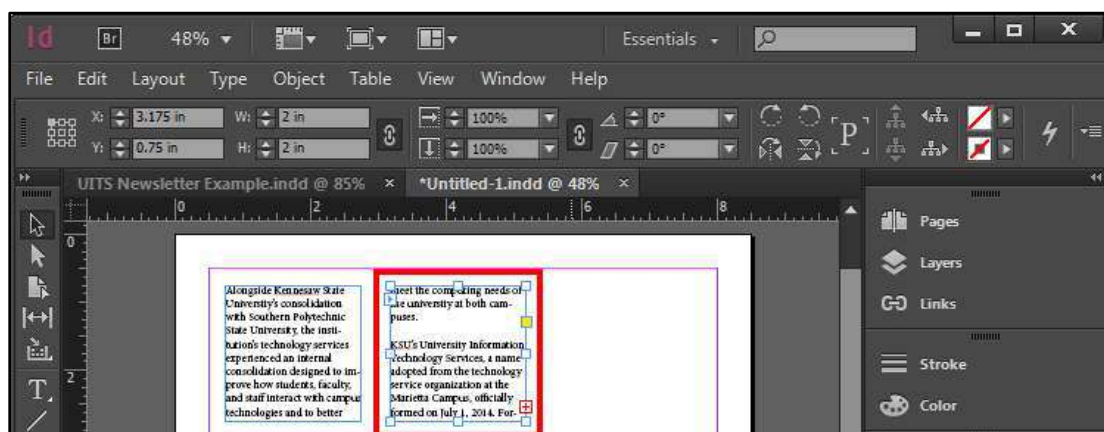


Figure 27 - Linked Text in a Text Frame

## Tabs

1. From the *Tools Panel*, click the **Type Tool**.
2. On the document, **left-click** the *Text Frame*.
3. Click the **Type** menu.
4. Click **Tabs**. The *Tabs* dialog window will appear.



5. From the *Tabs* dialog window, you have the following options:
  - a. **Tab Alignment buttons** - Choose either left, right, center, or decimal alignment (See Figure 28).
  - b. **Tab Position** - Tells you the exact position of where the selected tab is at on the page (See Figure 28).
  - c. **Tab Leader box** - A tab leader is a repeated pattern of characters (See Figure 28).
  - d. **Align On box** - Type the character you want to align on with the decimal alignment (See Figure 28).
  - e. **Tab ruler** - Shows the page width (See Figure 28).
  - f. **Snap above frame** - Snaps *Tabs* dialog window to text frame (See Figure 28).



Figure 28 - Tabs Dialog Window

### Add a Tab Alignment

1. From the *Tools Panel*, click the **Type Tool**.
2. On the document, **left-click** the *Text Frame*.
3. Click the **Type** menu.
4. Click **Tabs**. The *Tabs* dialog window will appear.
5. Select a **Tab Alignment** (See Figure 29).
6. Click the **Tab Ruler** to place your *Tab* (See Figure 29).

**Note:** If you place the tab in the wrong location, you can move the *Tab* by **left-clicking and holding** then **dragging** to the left or right.

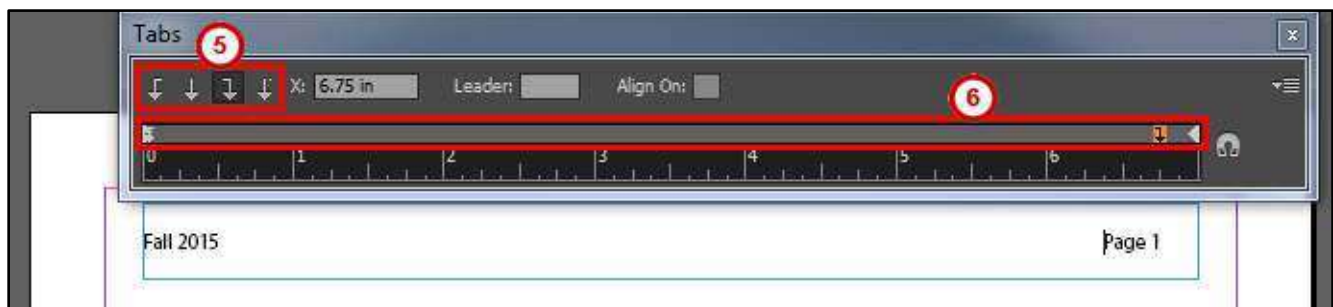


Figure 29 - Add a Tab Alignment

## Remove a Tab Alignment

1. From the *Tools Panel*, click the **Type Tool**.
2. On the document, **left-click** the *Text Frame*.
3. Click the **Type** menu.
4. Click **Tabs**. The *Tabs* dialog window will appear.
5. **Left-click and hold** the **Tab** you wish to remove.

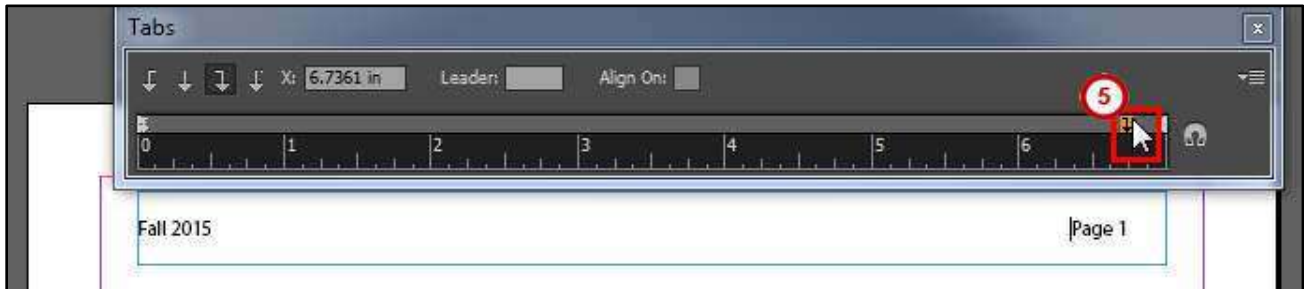


Figure 30 - Left-Click and Hold Tab

6. **Drag away** from the *Tab Ruler* and let go of the **left-click**.

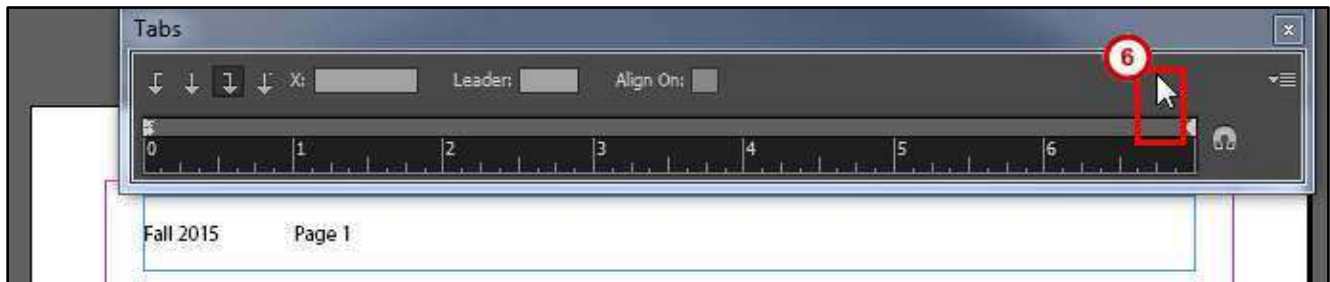


Figure 31 - Drag Away from Tab Ruler

## Insert Page Numbering

1. From the *Tools Panel*, click the **Type Tool** (See Figure 32).
2. On the document, **left-click** the *Text Frame* (See Figure 32).
3. Type the word **Page** (See Figure 32).

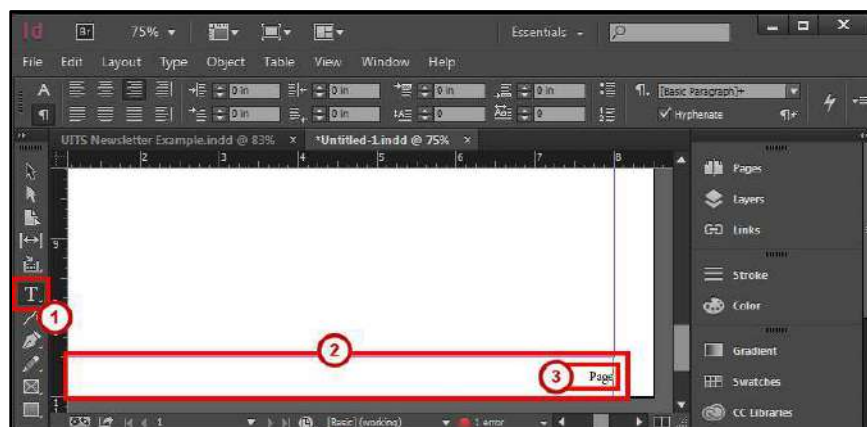


Figure 32 - Create Text Frame for Page Footer

4. Click the **Type** menu.
5. Click **Insert Special Character** (See Figure 33).
6. Click **Markers** (See Figure 33).
7. Select the desired **Page Number** from the list (See Figure 33).

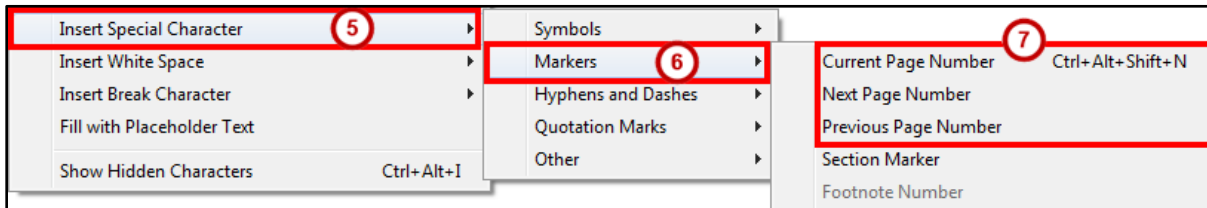


Figure 33 - Insert Page Number

## Styles

Styles can apply all different types of formatting with a single click. You can create styles for characters, paragraphs, objects, cells, and tables.

### Paragraph Style

This style will apply formatting to the paragraphs that you select.

#### Create a Paragraph Style

1. From the *Tools Panel*, click the **Type Tool**.
2. On the document, **left-click** the *Text Frame*.
3. **Click inside the paragraph** you want to create a *Paragraph Style* (See Figure 34).

**Note:** Make sure your formatting is setup before creating a *Paragraph Style*.

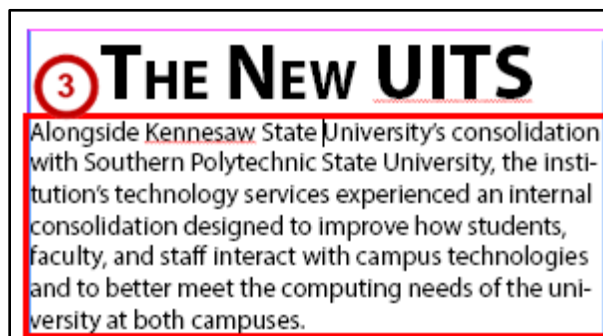


Figure 34 - Click Inside the Formatted Paragraph

4. Click the **Window** menu.
5. Click **Styles > Paragraph Styles**. The *Paragraph Styles* panel will open.

6. In the *Paragraph Styles* panel, click the **Paragraph Styles panel options** menu.

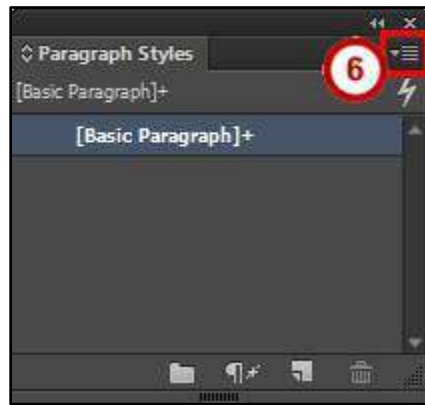


Figure 35 - Paragraph Styles Panel

7. Click **New Paragraph Style**. A *New Paragraph Style* dialog window will appear.
8. From the *New Paragraph Style* dialog window, set the following options:
  - a. **Style Name** - Choose a name for your style (See Figure 36).
  - b. **Style Settings** - Add or change formatting to your style (See Figure 36).
  - c. **Style Settings Review** - Review the current formatting you have selected (See Figure 36).
  - d. **Apply Style to Selection** - Apply the *New Paragraph Style* to the current selection (See Figure 36).
9. Check the **Preview** box to see what your changes will look like before applying (See Figure 36).
10. Click the **OK** button (See Figure 36).

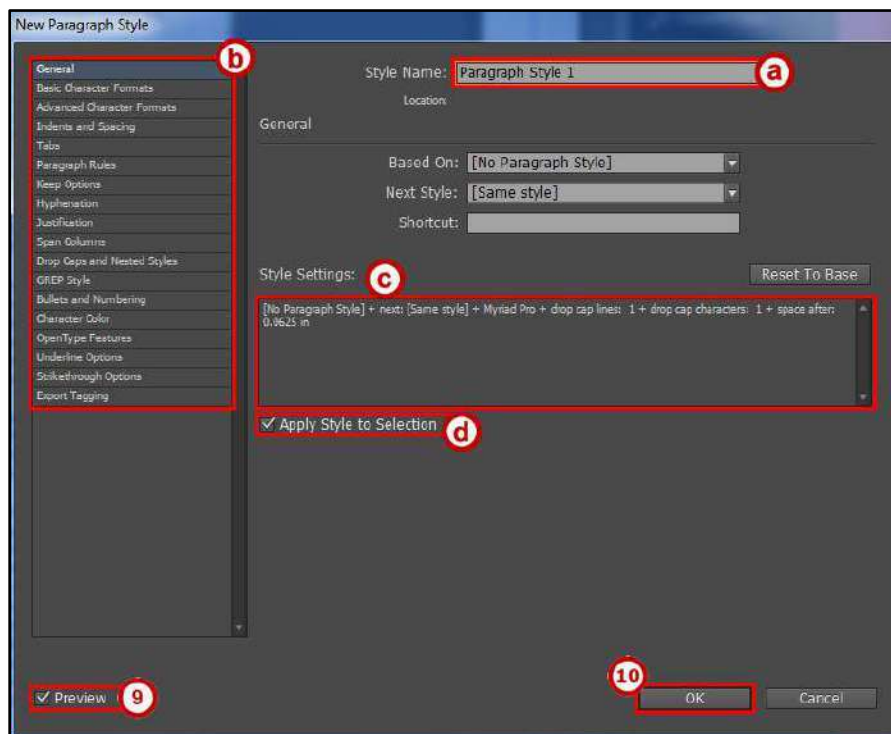


Figure 36 - New Paragraph Style Dialog Window

## Apply a Paragraph Style

1. From the *Tools Panel*, click the **Type Tool**.
2. On the document, **left-click** the *Text Frame*.
3. **Click inside the paragraph** you want to apply a *Paragraph Style*.



Figure 37 - Click Inside the Non-Formatted Paragraph

4. Click the **Window** menu.
5. Click **Styles > Paragraph Styles**. The *Paragraph Styles* panel will open.
6. In the *Paragraph Styles* panel, click a **Paragraph Style** to apply formatting.



Figure 38 - Apply a Paragraph Style

## Tables

Tables help to organize a lot of information on a page to make it readable.

### Create a Table

1. Click the **Table** menu.
2. Click **Create Table**. The *Create Table* dialog window will open.
3. From the *Create Table* dialog window, set the following options:
  - a. **Body Rows** - Number of rows to create (See Figure 39).
  - b. **Columns** - Number of columns to create (See Figure 39).
  - c. **Header Rows** - Number of header rows to repeat information if the table continues to another frame (See Figure 39).
  - d. **Footer Rows** - Number of footer rows to repeat information if the table continues to another frame (See Figure 39).
4. Click the **OK** button (See Figure 39).

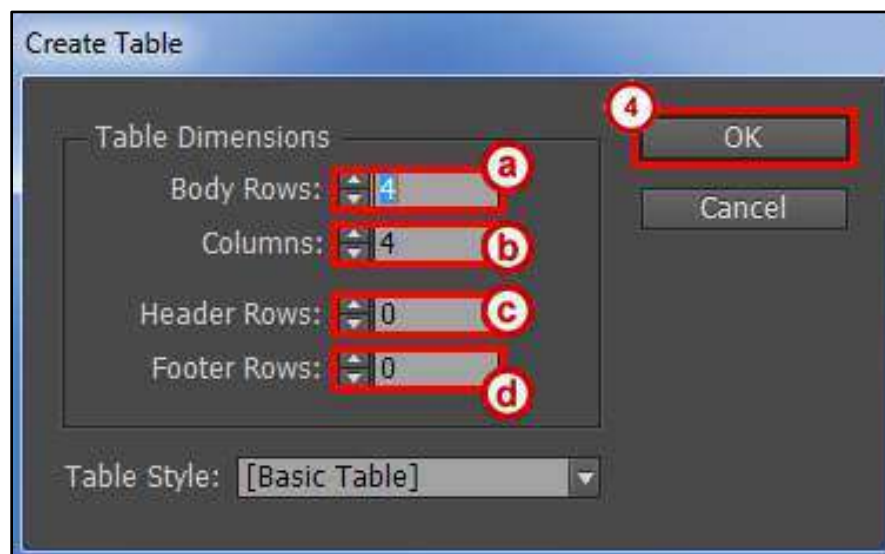


Figure 39 - Create Table Dialog Window

5. **Left-click and hold** anywhere on the document, then **draw** your *Table* (See Figure 40).

**Note:** A *text frame* is drawn and places the table within the frame.

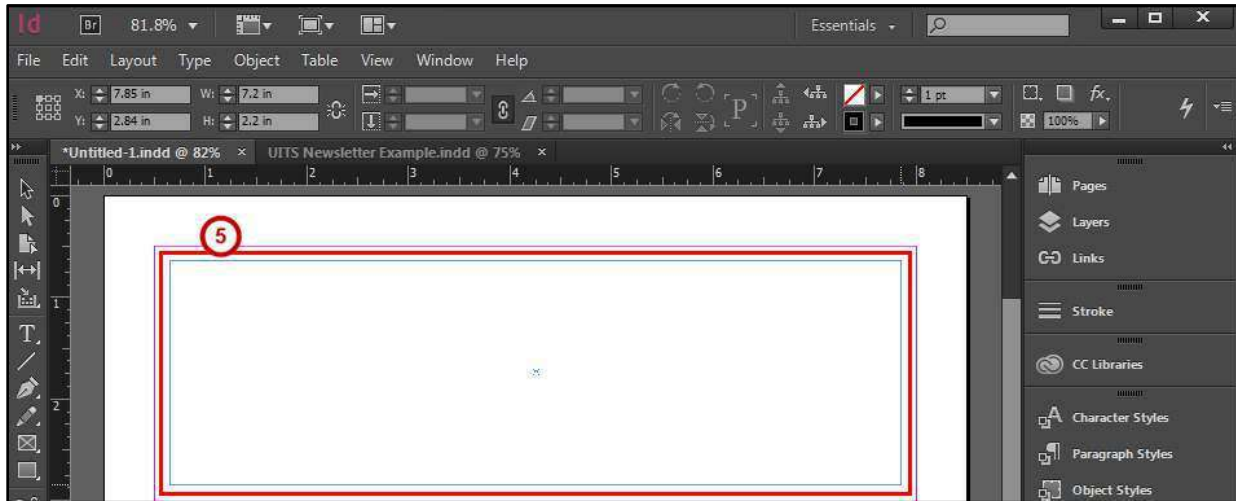


Figure 40 - Draw Table

6. After you have the desired size of the *Table*, let go of the **Left-click**. Your *Table* is drawn and you can now start typing.

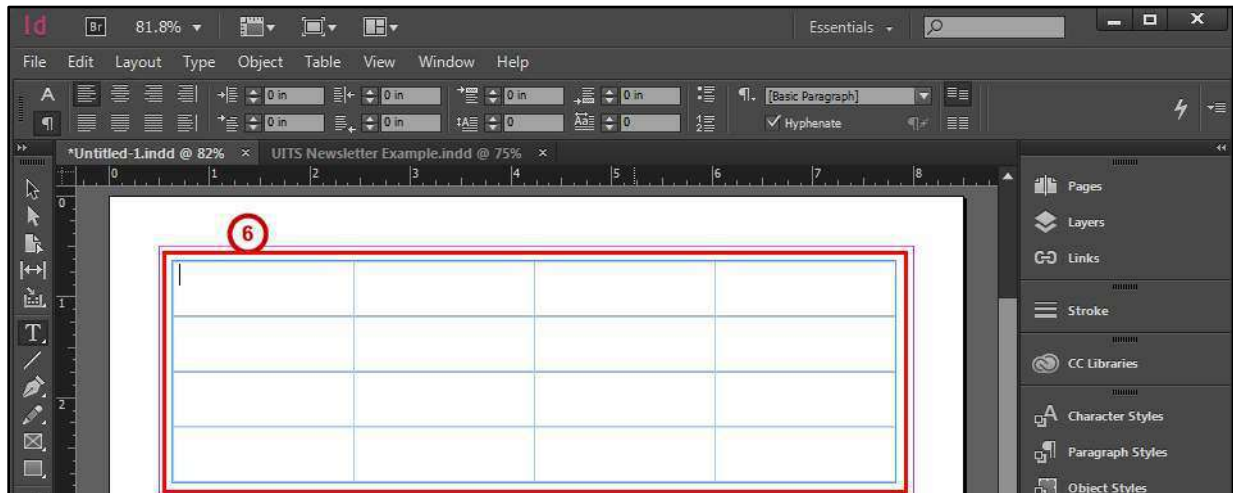


Figure 41 - Table Frame

### Edit a Table

1. From the *Tools Panel*, click the **Selection Tool**.
2. On the document, **double-click** the *Table*.
3. Click the **Table** menu.
4. Click **Table Options > Table Setup**. The *Table Options* dialog window will open.

5. From the *Table Options* dialog window, you have the following options:
  - a. **Table Setup** - Change the amount of rows or columns, add a border color, create some spacing, etc. (See Figure 42).
  - b. **Row Strokes** - Add strokes to the rows (See Figure 42).
  - c. **Column Strokes** - Add strokes to the columns (See Figure 42).
  - d. **Fills** - Add fills to rows or columns (See Figure 42).
  - e. **Headers and Footers** - Change the header or footer rows (See Figure 42).
6. Check the **Preview** box to see what your changes will look like before applying (See Figure 42).
7. Click the **OK** button (See Figure 42).

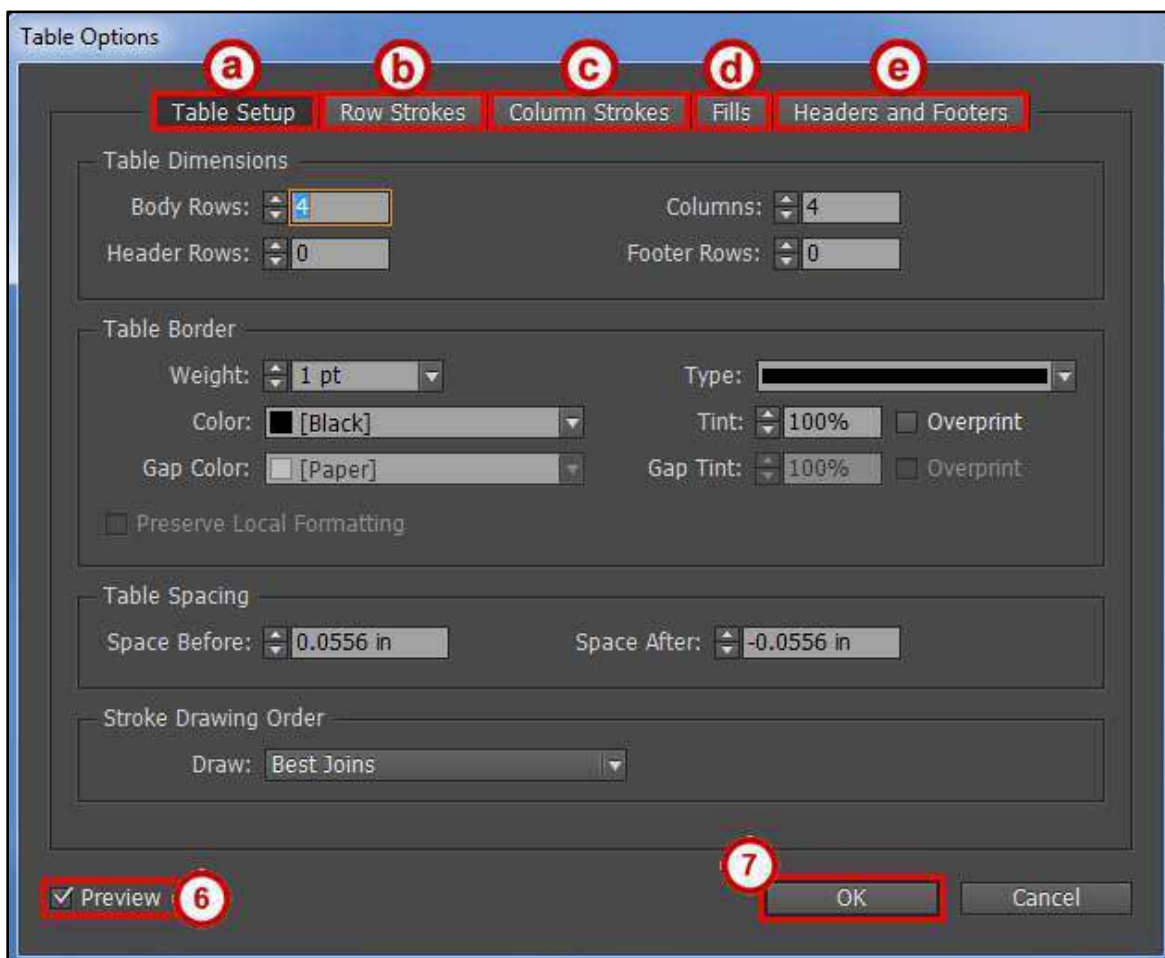


Figure 42 - Table Options Dialog Window



## Convert Text to Table

1. From the *Tools Panel*, click the **Type Tool**.
2. On the document, **left-click** the *Text Frame*.
3. **Select the text** you want to convert.

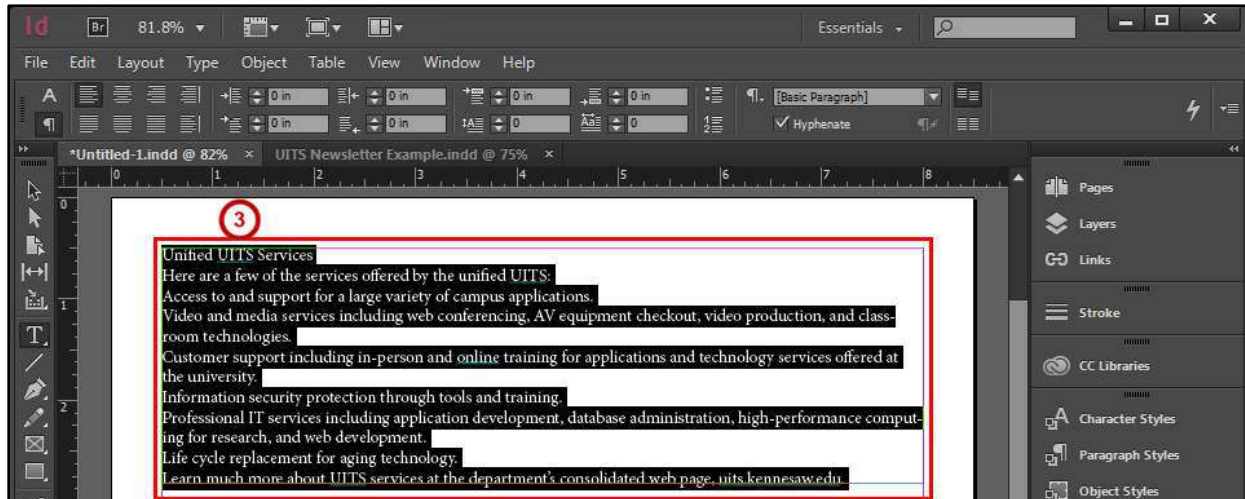


Figure 43 - Select Text

4. Click the **Table** menu.
5. Click **Convert Text to Table**. The *Convert Text to Table* dialog window will open.
6. From the *Convert Text to Table* dialog window, you have the following options.
  - a. **Column Separator** - Determines how columns are created (See Figure 44).
  - b. **Row Separator** - Determines how rows are created (See Figure 44).
7. Click the **OK** button (See Figure 44).

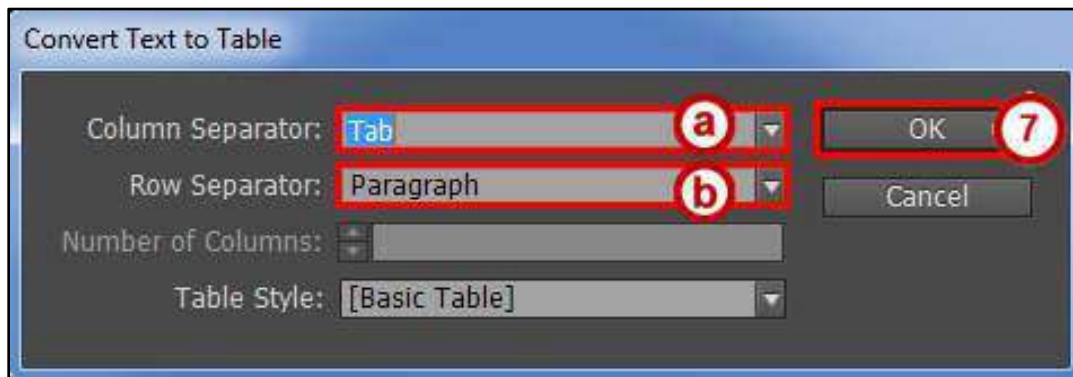


Figure 44 - Convert Text to Table Dialog Window

8. Your selected text has been converted to a table (See Figure 45).

**Note:** If you don't see all your text after the conversion, you may need to resize your frame.

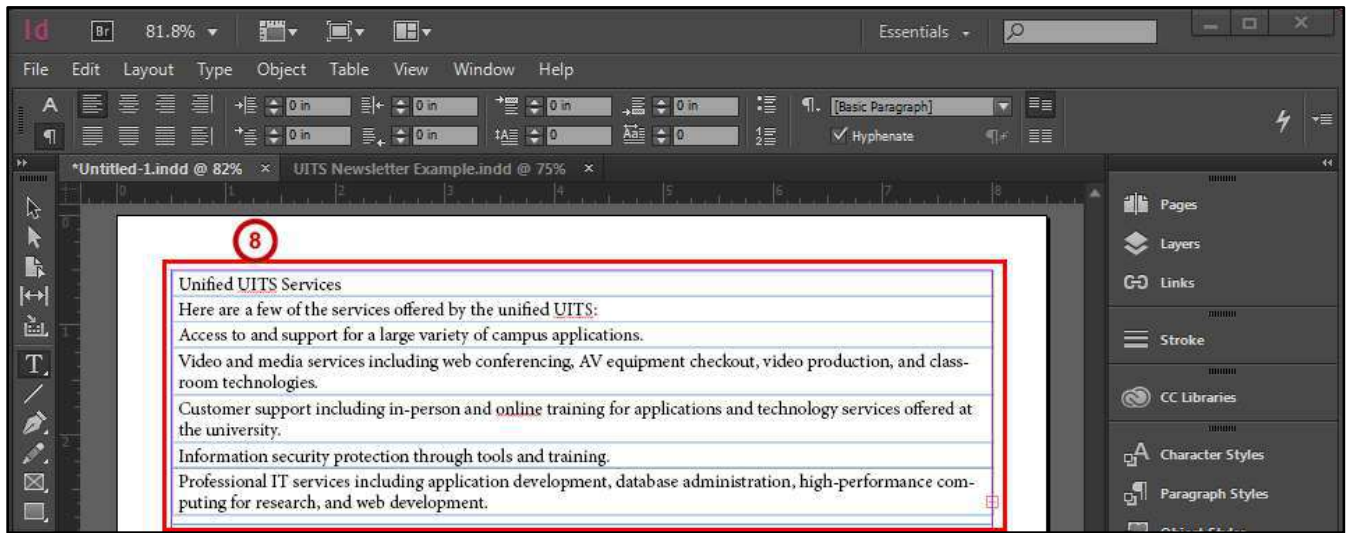


Figure 45 - Converted Text to a Table

## Effects

Effects can change how an object, stroke, fill, or text look. You can apply multiple effects to a single object such as transparency, drop shadow, outer glow, etc.

### Apply an Effect

1. On the document, **left-click** an *Object* (See Figure 46).
2. From the *Control Bar*, click the **Effects drop-down menu** (See Figure 46).
3. Select an **Effect** (See Figure 46).

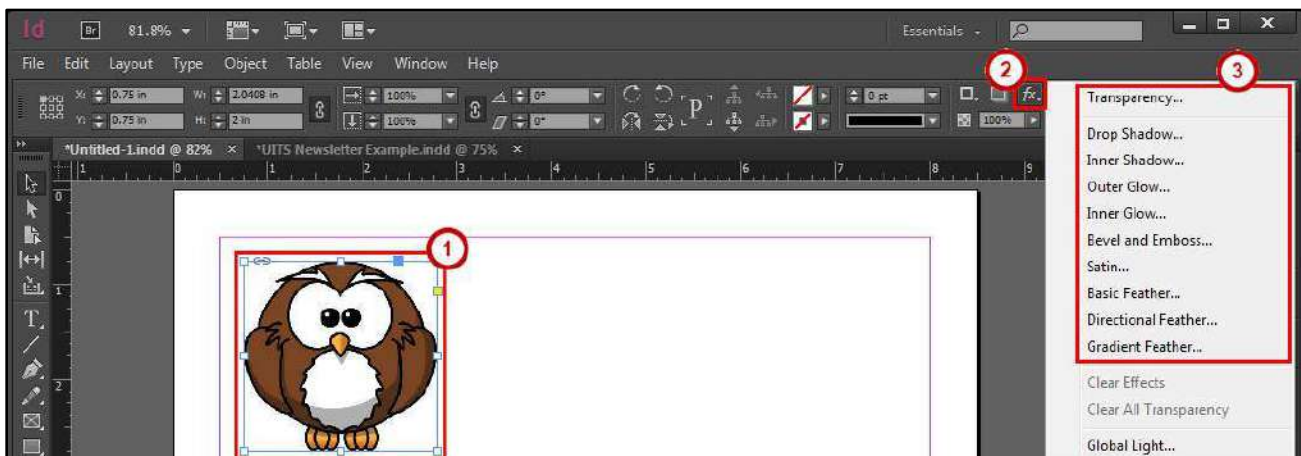


Figure 46 - Select an Effect

4. From the *Effects* dialog window, you have the following options:
  - a. **Settings for** - Apply an effect to an object, stroke, fill, or text (See Figure 47).
  - b. **Effect** - Choose an effect (See Figure 47).
  - c. **Effect Settings** - Change the settings of a selected effect (See Figure 47).
5. Check the **Preview** box to see what your changes will look like before applying (See Figure 47).
6. Click the **OK** button (See Figure 47).

**Note:** Multiple *effects* can be applied to an object.

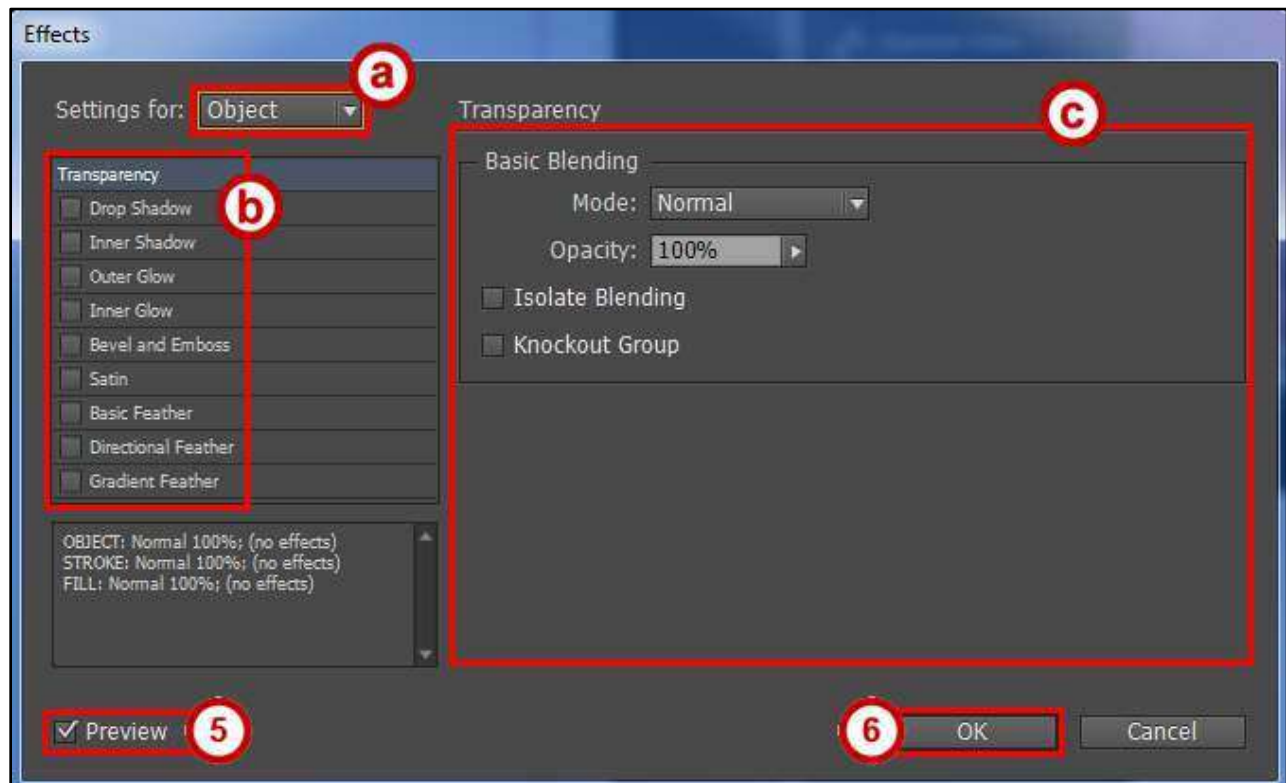


Figure 47 - Effects Dialog Window

## Text Wrap and Shapes

Images can have text wrapping around them. Creating shapes and adding color help to apply a design to the publication.

### Text Wrap

1. From the *Tools Panel*, click the **Selection Tool** (See Figure 48).
2. On the document, **left-click** the *Image* (See Figure 48).

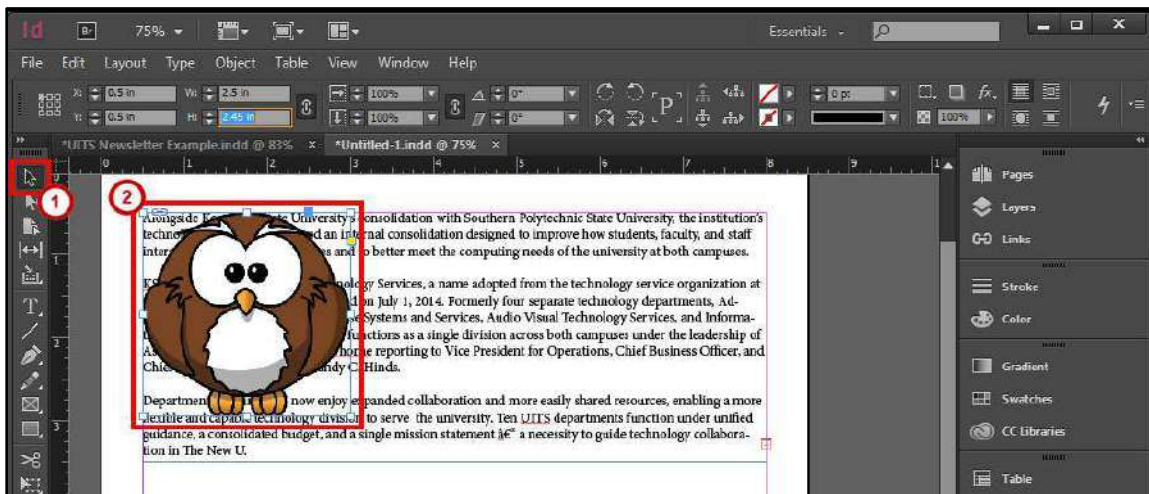


Figure 48 - Select Image

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

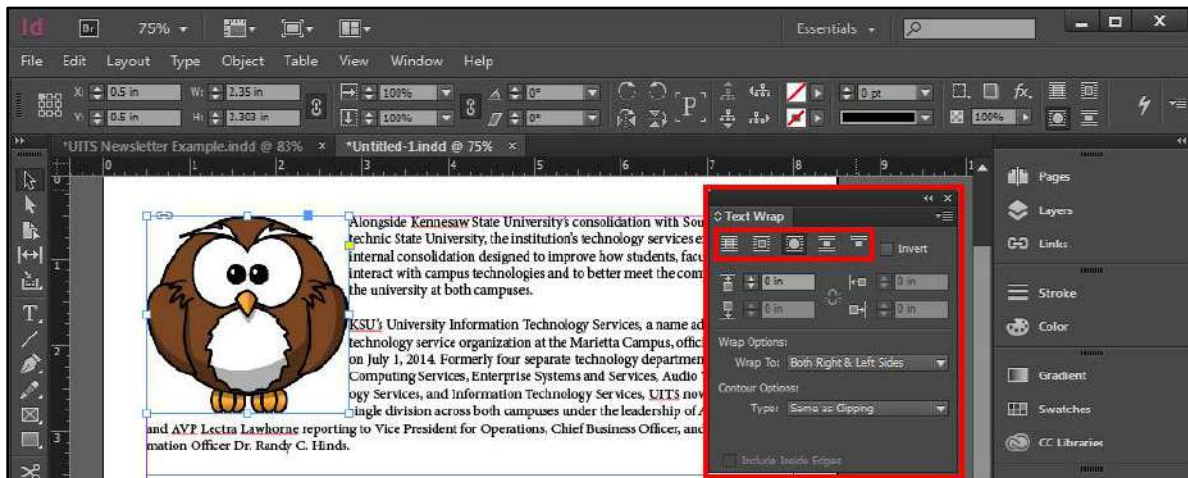


Figure 49 - Text Wrap

## Inserting Shapes

1. From the *Tools Panel*, right click the **Shape Tool** (See Figure 50).
2. **Select** your desired *Shape* (See Figure 50).

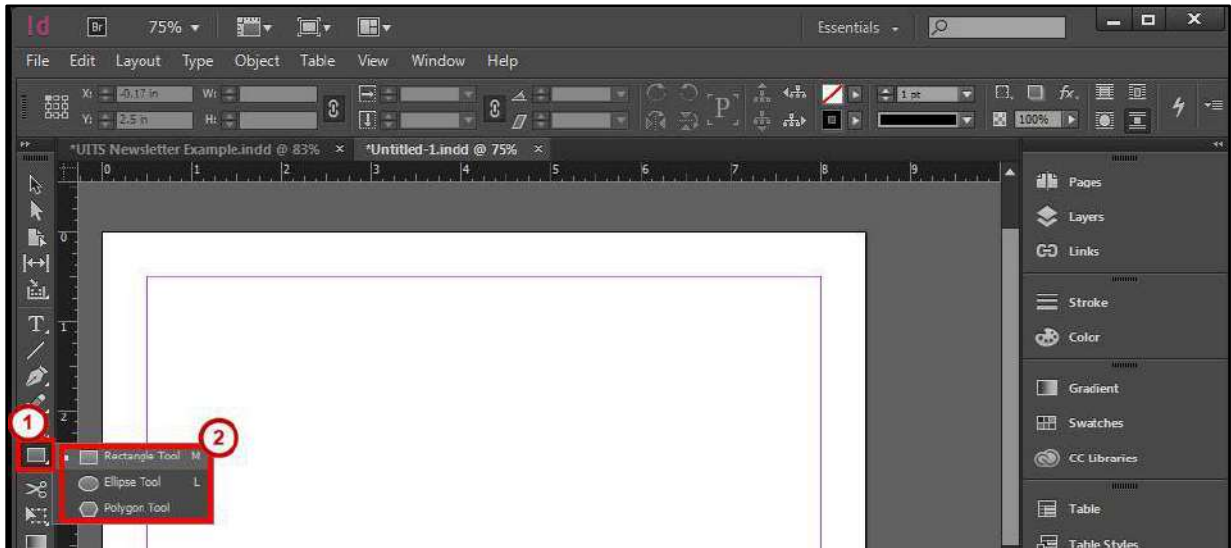


Figure 50 - Select Shape

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

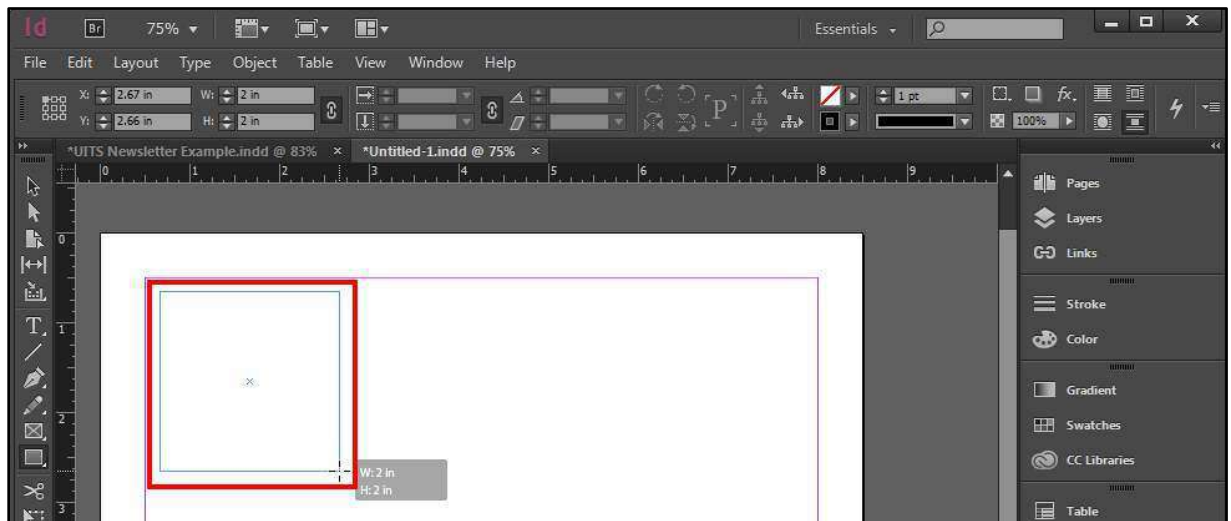


Figure 51 - Draw Shape

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 Fill Color to learn how to apply a color.

## Fill Color, Stroke, & Corners

You can apply a color to the line stroke or fill of the object or text. Change the stroke size, type, and add a design to the corners.

## Change Fill Color

1. Select the desired **text** (See Figure 52) or **object** (See Figure 53).

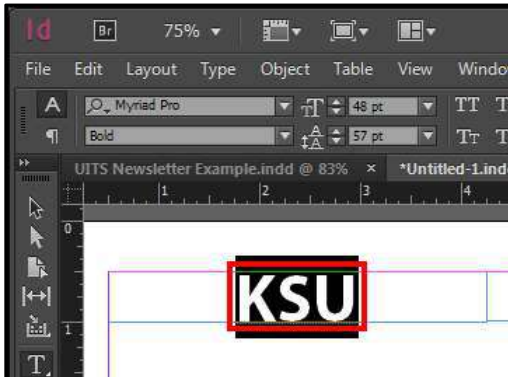


Figure 52 - Select Text

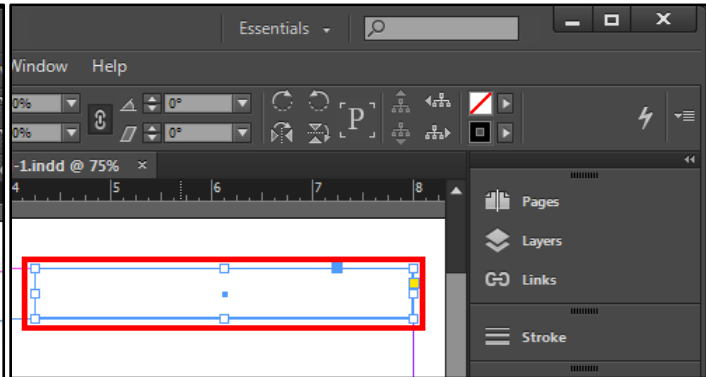


Figure 53 - Select Object

2. There are two ways you can apply a *Fill*:
  - a. From the *Control Bar*, **double-click** the fill (See Figure 54 & Figure 55) 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 54 & Figure 55).

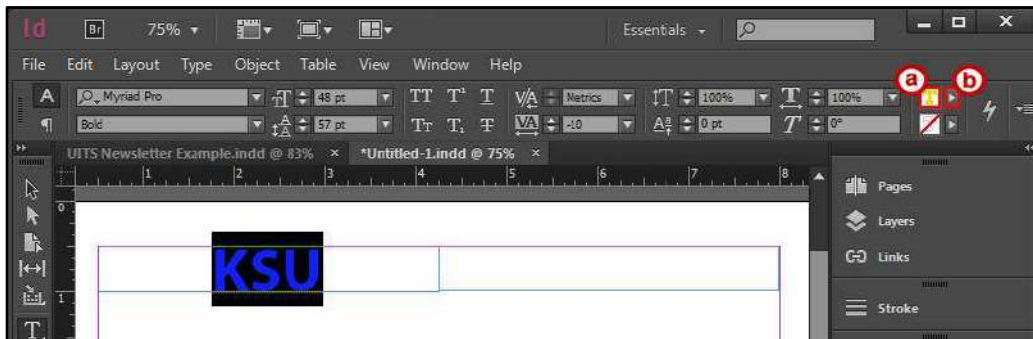


Figure 54 - Apply Fill to Text

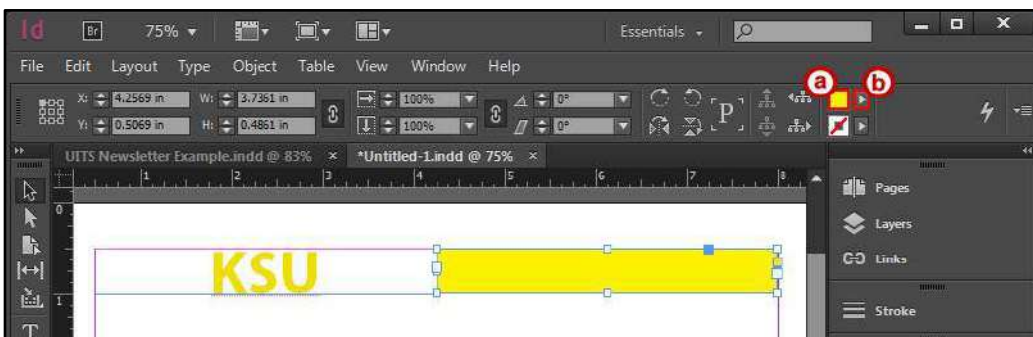


Figure 55 - Apply Fill to an Object

## Change Stroke Color

1. Select the desired **text** (See Figure 56) or **object** (See Figure 57).

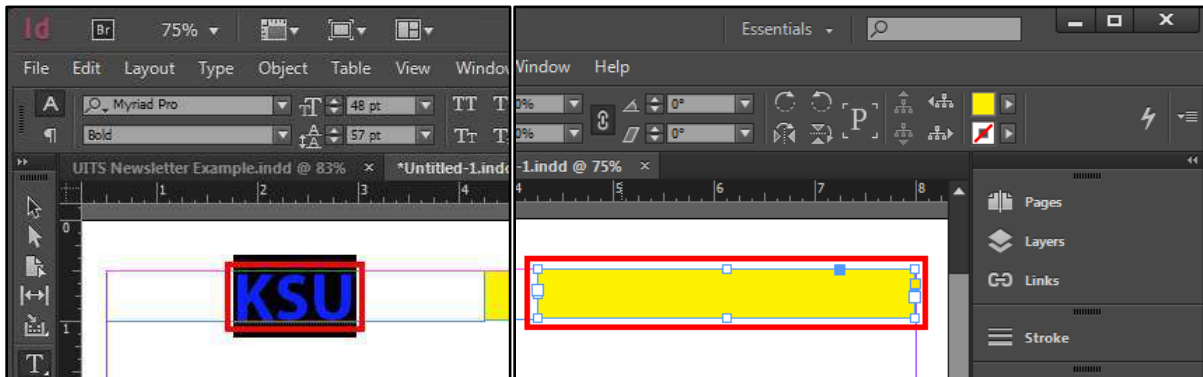


Figure 56 - Select Text

Figure 57 - Select Object

2. There are two ways you can apply a *Stroke*.
  - a. From the *Control Bar*, **double-click** the **stroke** (See Figure 58 & Figure 59) 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 58 & Figure 59).

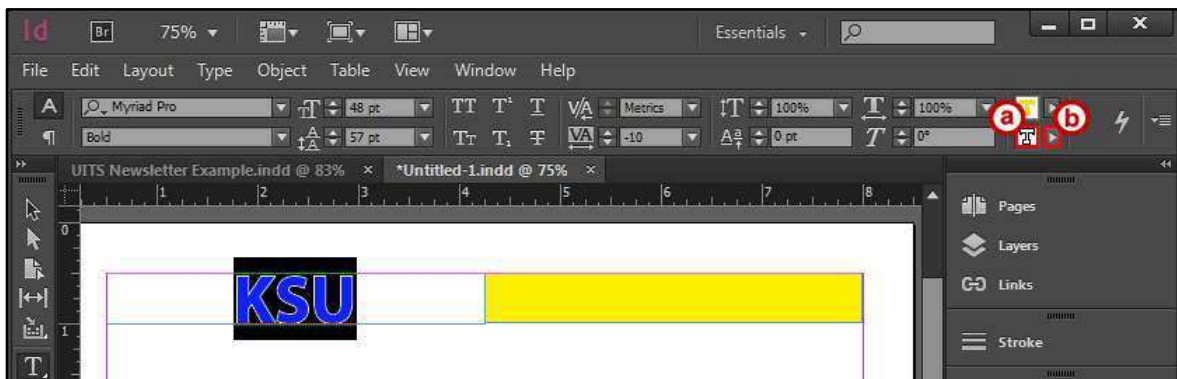


Figure 58 - Apply Stroke to Text

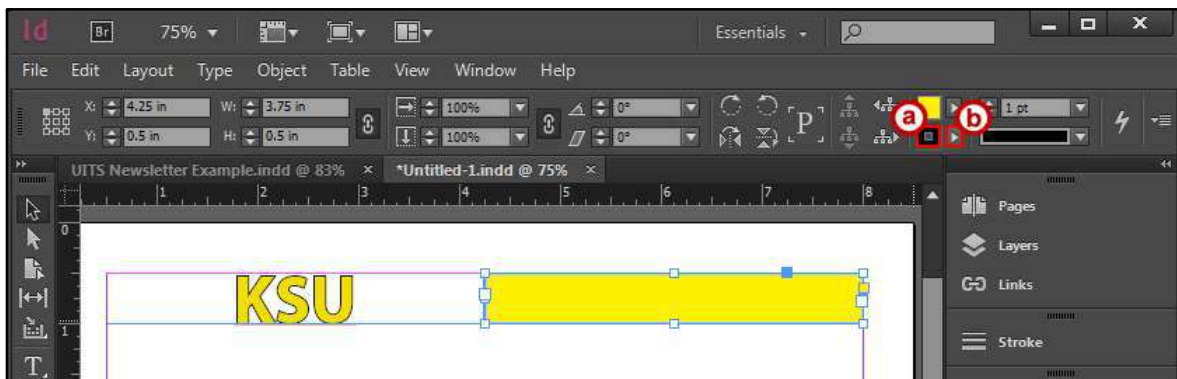


Figure 59 - Apply Stroke to an Object

## Change Stroke Weight

1. Select the desired **object** (See Figure 60).
2. There are two ways you can change a *Stroke Weight*.
  - a. From the *Control Bar*, click the **up or down** arrows to increase or decrease the weight (See Figure 60).
  - b. From the *Control Bar*, click the **Stroke weight drop-down menu** and select a weight (See Figure 60).

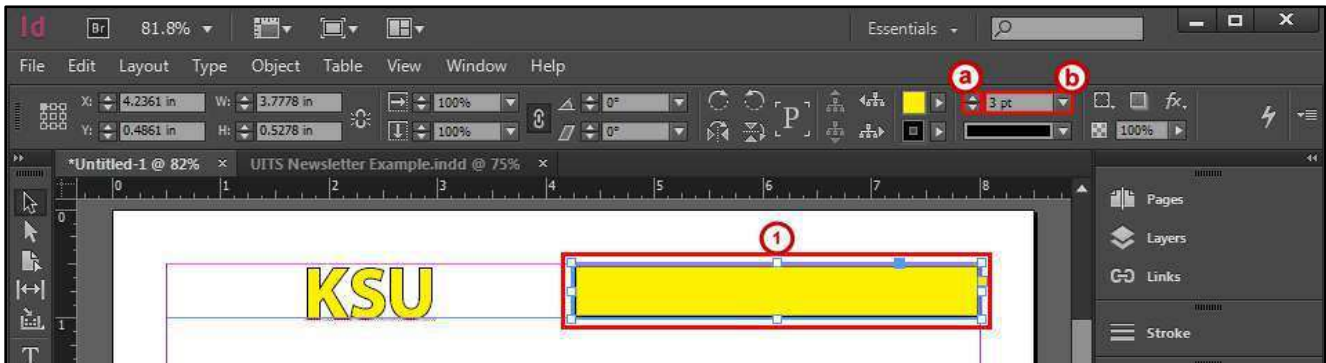


Figure 60 - Change Stroke Weight

## Change Stroke Line Type

1. Select the desired **object** (See Figure 61).
2. From the *Control Bar*, click the **Stroke type drop-down menu** and select a type (See Figure 61).

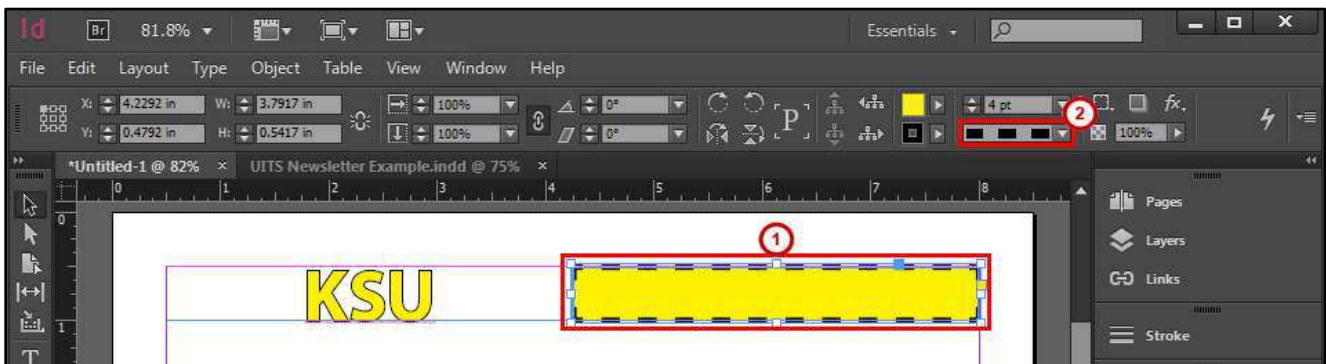


Figure 61 - Change Stroke Type



## Change the Corners

1. Select the desired **object** (See Figure 62).
2. From the *Control Bar*, click the **Corner drop-down menu** and select a corner (See Figure 62).

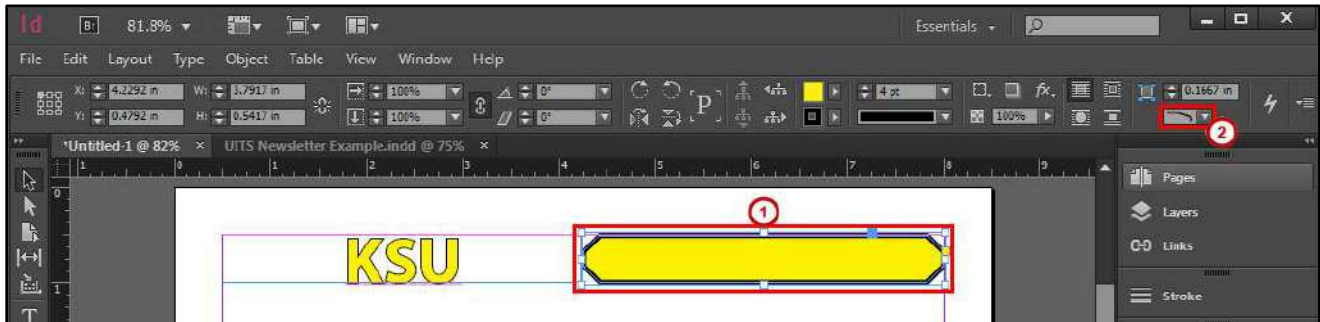




Figure 62 - Change the Corners

## Corner Size and Shape

1. Select the desired **object**.
2. Click the **Object** menu.
3. Click **Corner Options**. A *Corner Options* dialog window will appear.
4. From the *Corner Options* dialog window, you have the following options:
  - a. **Size** - Change the size of the corner style (See Figure 63).
  - b. **Shape** - Change the shape of the corner style (See Figure 63).
  - c. **Make all setting the same** - When you see a link  icon, changing the size or shape will affect all corners. When you see a broken link  icon, changing the size or shape will only affect that corner (See Figure 63).
5. Check the **Preview** box to see what your changes will look like before applying (See Figure 63).
6. Click the **OK** button (See Figure 63).

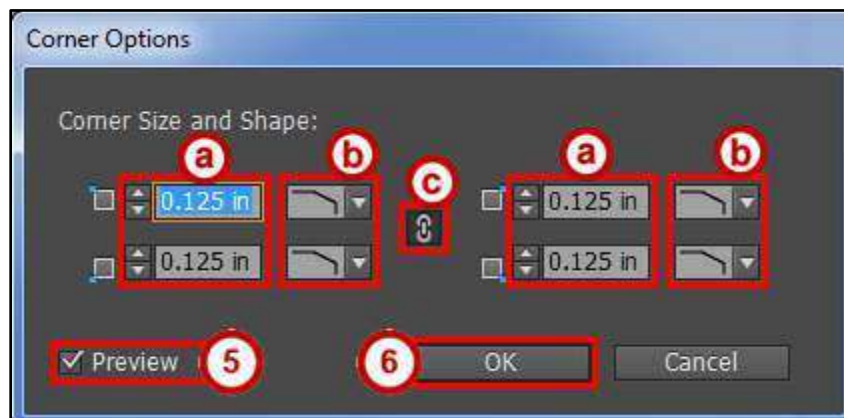


Figure 63 - Corner Options Dialog Window

# Layers

Layers allow you to organize content so that you can edit without affecting other areas or content.

## Layers Panel

You can easily create and manage layers through the *Layers* panel. Follow these instructions to open the L panel.

1. Click the **Window** menu.
2. Click **Layers**.
3. The **Layers** panel will open on the *Panels* toolbar.
4. From the *Layers* panel, you have the following options:
  - a. **Visibility** - Indicates whether items in the layers are visible or hidden (See Figure 64).
  - b. **Item Lock** - Indicates whether items are lock or unlocked. The lock icon indicates that the item is locked and cannot be edited. A black space indicates that the item is unlocked and can be edited (See Figure 64).
  - c. **Disclosure Triangle** - Click the disclosure triangles to view the components of a layer or an object (See Figure 64).
  - d. **Layer** - Used for organizing content (See Figure 64).
  - e. **Object** - The object located on the page (See Figure 64).
  - f. **Selected Item** - Indicates whether items are selected. A color box appears when an item is selected (See Figure 64).
  - g. **Layers Panel Menu** - View layer options (See Figure 64).
  - h. **Create New Layer** - Click the *Create New Layer* button to add a new layer (See Figure 64).
  - i. **Trash** - Select a layer or object, and then click the trash can to delete it (See Figure 64).

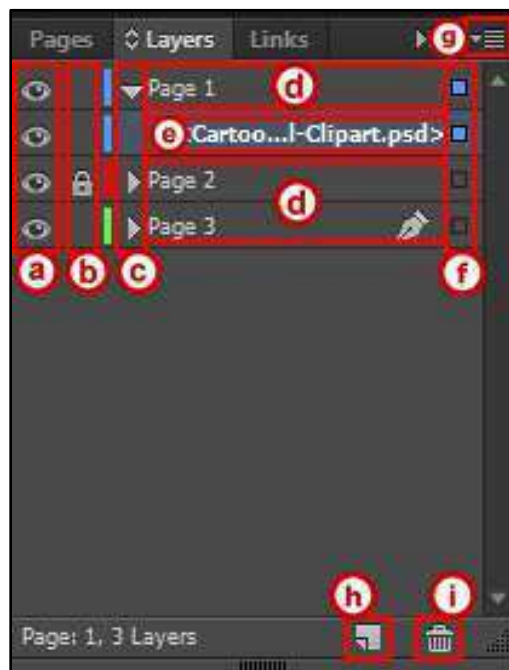


Figure 64 - Layers Panel

## Move Object to a Layer

1. Click the **Window** menu.
2. Click **Layers**.
3. The **Layers** panel will open on the *Panels* toolbar.
4. **Left-click and Hold** the object.

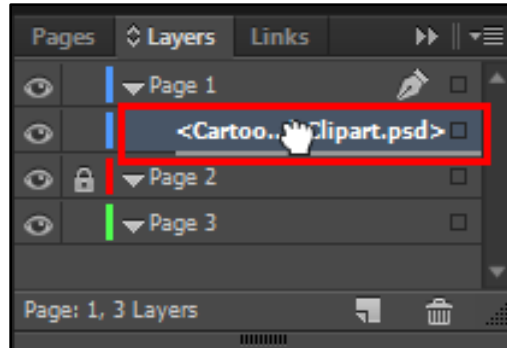


Figure 65 - Left Click and Hold Object

5. **Drag** the item below a *layer*.
6. Let go of the **Left-click**.

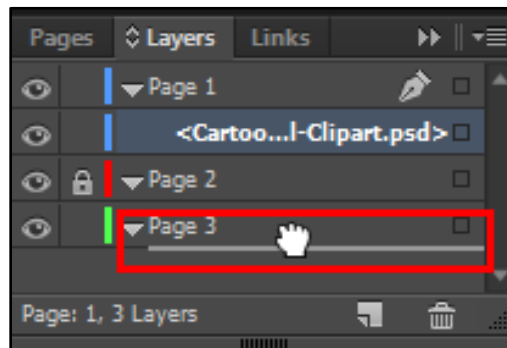


Figure 66 - Drag Object to Layer

## 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](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### KSU Service Desk for Students

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>