



Adobe **InDesign® CS2**
Project Quick Start Guide



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Tutorial: Introduction to Adobe InDesign

This tutorial is right for you if you are:

- A usability engineer
- A person in technical communications
- A person who is looking for a better way to design visually pleasing and well-organized documents!

Approximate time to complete: 45 mins.

Welcome to Adobe InDesign

For usability engineers, and others working in the technical communications industry, writing well-designed documents and reports is an essential element of success. Presenting your findings and recommendations to clients so that they can easily read and follow them is an important part of your job. This Adobe InDesign tutorial will guide you in

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creating an attractive, highly usable document. In contrast to Microsoft Word, Adobe InDesign gives you greater control over your layout and provides a more efficient way to manage your projects. You can also use the same document to present the report, instead of building a separate presentation in Microsoft PowerPoint.

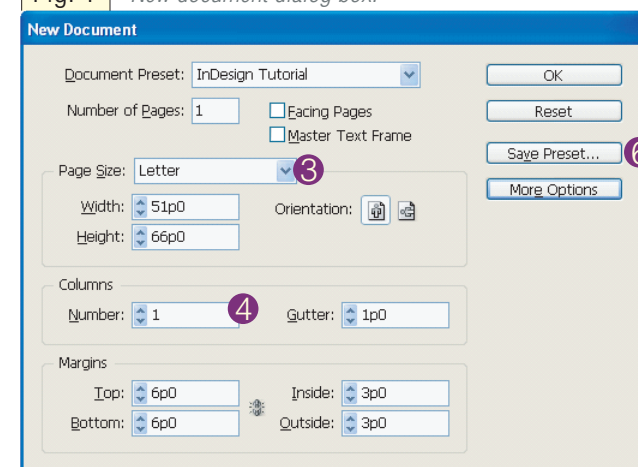
In this tutorial, we will show you how to:

1. Create master pages to better control your document's look and feel.
2. Import graphics for charts and images.
3. Create tables to present data.
4. Preview your document.
5. Present your document as a PDF.

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1. Open InDesign
2. Choose File > New > Document
The New Document dialog box appears.
(see figure 1)

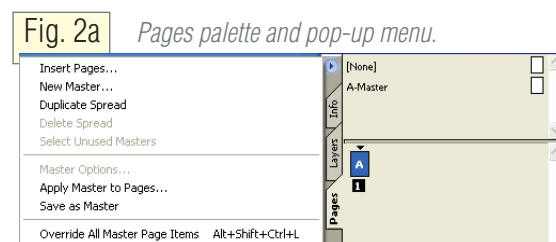
Fig. 1 New document dialog box.



3. In the Page Size drop-down menu, choose Letter
4. Set the number of columns to 1 with a gutter width of 1p6 (.25 inches)
5. Set the margin guides to 6p0 for the top and bottom and 3p0 for the inside and outside.
6. Click the Save Preset button and give these specifications a name. This example uses the name "InDesign Tutorial".
7. Click OK to create the new document's layout. InDesign creates one 8½-x-11-inch page.
8. Choose File > Save As and save your document

2. Setting Up Additional Master Pages

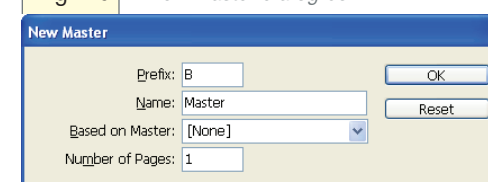
1. Choose Windows > Pages to see if Pages has a check mark next to it. If not please select Pages. Once it is selected Pages Palette menu will show on the top right of your screen.
2. On the top left corner of the Pages palette menu there is a blue arrow with a circle around it. Click the arrow and a pop-up menu will appear to the left. (see figure 2a)



3. Choose the New Master option. The New Master dialog box appears. (see figure 2b)
4. In the Prefix field, specify a one-character prefix to attach to the front of the master page name. Since this is your second master page, use B.

2. Setting Up Additional Master Pages

Fig. 2b New master dialog box.



5. In the Name field, give your new master page a descriptive name, such as basicpage.
6. To base the Master page (the child) on another master page (the parent), choose the parent master page from the Based on Master pop-up menu.
7. In the Number of Pages field, enter the number of pages you want to include in the master spread. For a document with a single-page design, enter 1.
8. Click OK to save the page and close the dialog box.

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Time Saving Tip!

Headers and footers allow for continuity throughout your document. Creating an attractive header/footer is easy in InDesign. Simply place text, date, or any images on a master page. All items are then applied to subsequent pages.

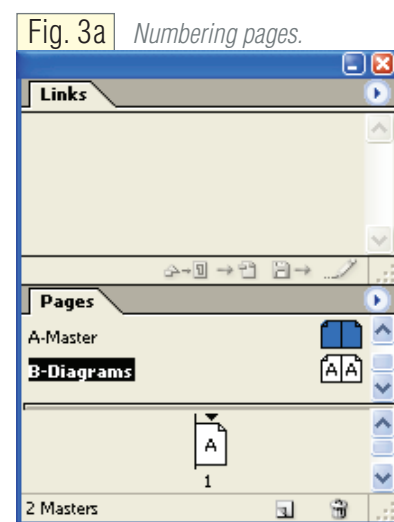
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Adding Page Numbers to a Master

InDesign can automatically number pages. The default first page is the right page, numbered 1.

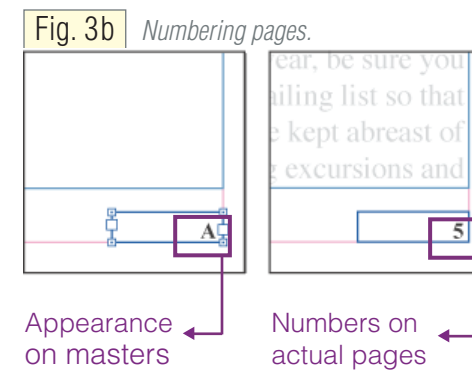
3. Adding Page Numbers to a Master

1. Double-click the master in the Pages palette. (see figure 3a)

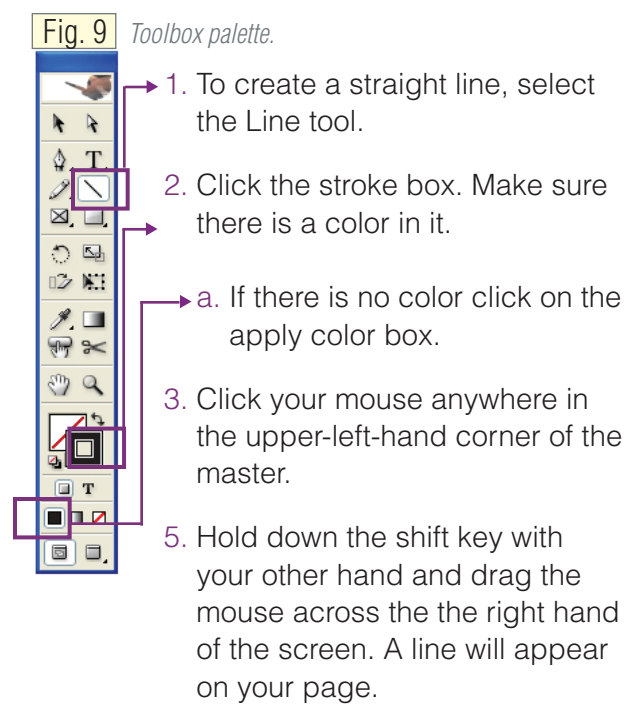


3. Adding Page Numbers to a Master

2. On the master, position the Type tool where you want a page number to be added, then drag to create a text frame large enough to hold the longest instance of the page number and any text you wish to add. (see figure 3b)
3. Type > Insert Special Character > Auto Page Number



4. Using a Line Tool

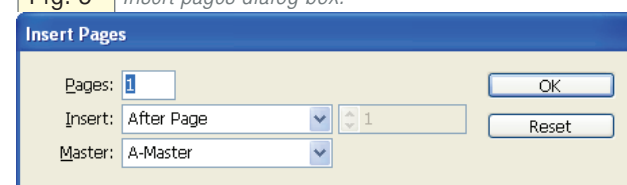


5 Adding More Pages

InDesign allows you to create multiple page documents easily. You can insert pages anywhere in the document and keep the automatic numbering.

1. From the Pages pane's palette menu, choose Insert Pages. The Insert Pages dialog box appears. (see figure 5)

Fig. 5 Insert pages dialog box.



2. In the Pages field, type the number of pages you want to add.
3. Select an option from the Insert pop-up menu: After Page, Before Page, At Start of Document, or At End of Document.
4. Type a page number in the field next to Insert.

5. From the Master pop-up menu, select the master page you want to apply to the new pages.
6. When you're finished, click OK.