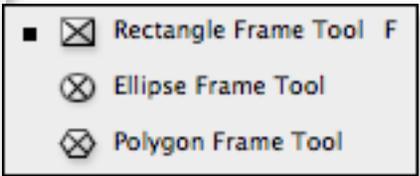
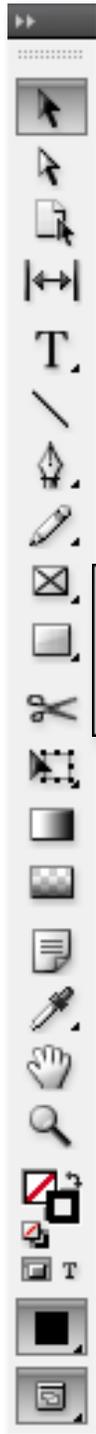


InDesign 1 — Frames



Helpful Key Commands

Place: ⌘ D

Fit Content to Frame:
option ⌘ E

Fit Frame to Content:
option ⌘ C

Center Content: *shift* ⌘ E

Fit Content Proportionally:
option shift ⌘ E

Show Frame Edges :
control ⌘ H

Increase Quality:
View > Display Performance
> High Quality Display

Placing Artwork



Select **File > Place** and navigate to the image.



The cursor becomes 'loaded' with an icon preview of the image.



Either drag a marquee to create a Frame, or...



...click inside an existing Frame.

Fitting Content



When first placed, only a portion of the image is visible in the frame.



Choose **Object > Fitting > Fit Content to Frame** to fill the frame with the image. The final result is disproportional.



Choose **Object > Fitting > Fit Frame to Content** to expand the frame to the size of the image.



Object > Center Content centers the image in the frame at its current size.



Object > Fit Content Proportionally fits the image in the frame without distortion.



Object > Fill Frame Proportionally fills the frame without distortion, cutting off a portion of the image.

InDesign 1 — Adjusting Frames and Content



Adjusting Frames

The Black Arrow is used to adjust Frames independent of its content.



Click once to select the Frame.



Dragging a handle resizes the Frame, revealing hidden content.



Holding down ⌘ allows both the Frame and content to scale together. Holding down *shift* and ⌘ scales them proportionally.

Adjusting Content

The White Arrow is used to adjust the content independent of its Frame.



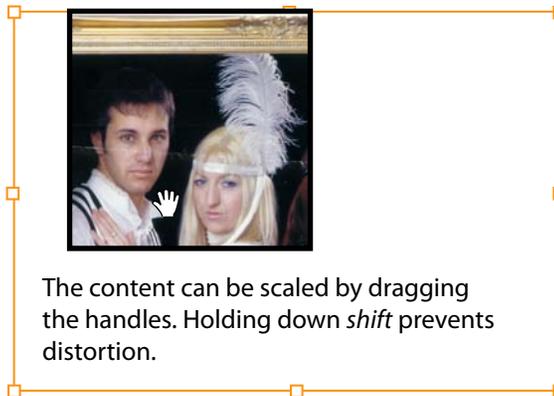
Rolling over a Frame with the White Arrow changes the cursor to a Hand icon.



Click once. Now the content of the Frame is selected independent of the Frame.



The content can be repositioned within the Frame by dragging.



The content can be scaled by dragging the handles. Holding down *shift* prevents distortion.

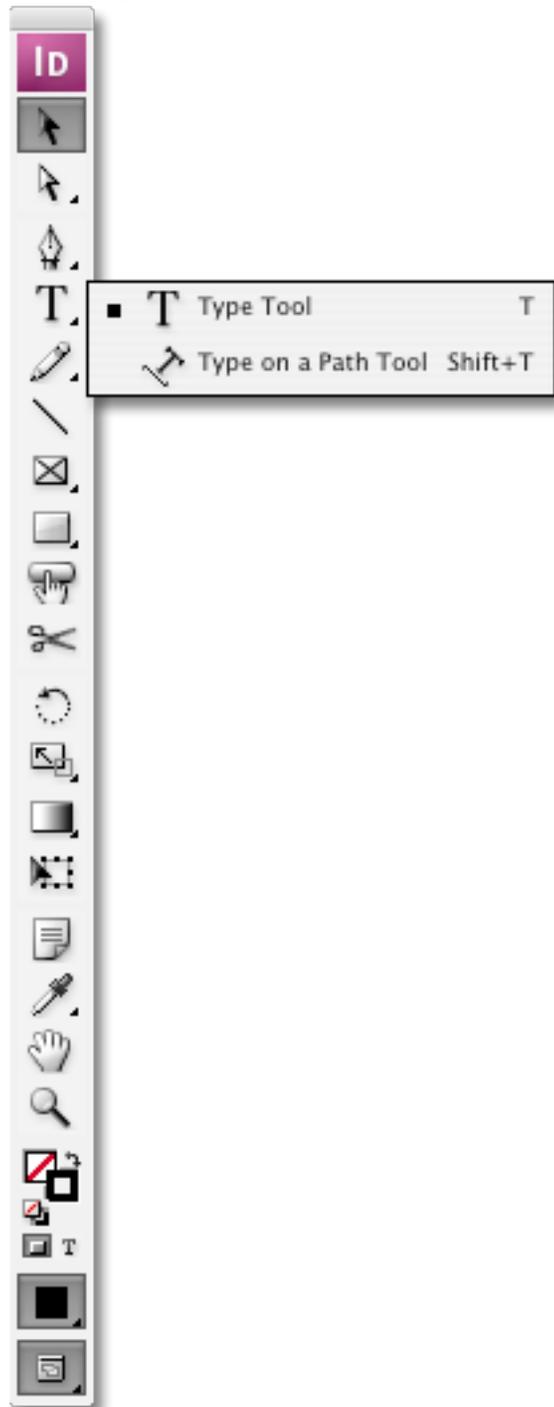


In InDesign CS5 there are two alternate ways to select content when using the black arrow.

With the black arrow selected, roll over an image frame. A focus ring appears at the center of the frame that allows the content to be selected by clicking on it. The black arrow remains selected but otherwise functions in the same way that the white arrow does.

As well, double-clicking anywhere in the frame also triggers the same functionality.

InDesign 1 — Type



Creating Type



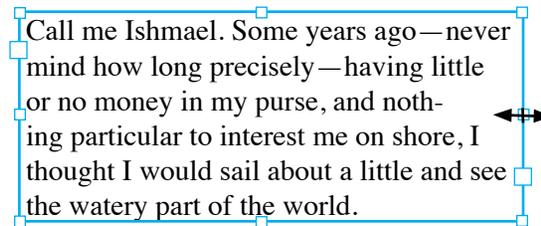
Using the Type Tool, drag a marquee to create a Text Frame.



A flashing text insertion point appears. The Text Frame is now invisible (i.e. no stroke or fill).

Call me Ishmael.
Some years ago—
never mind how long
precisely—having
little or no money in
my purse, and nothing

As you type, the words will fill the Text Frame until text is cut off. A red box appears in the lower right corner.



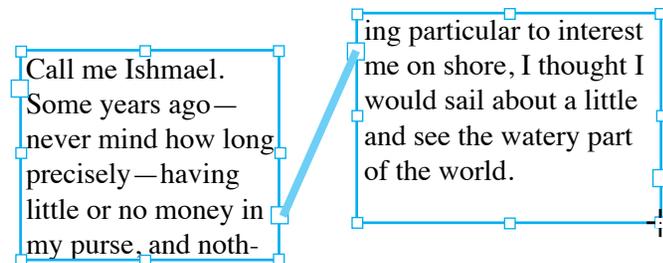
Using the Black Arrow, resize the Text Frame to allow the text to reflow. The red box will disappear when all of the text is visible.

Call me Ishmael.
Some years ago—
never mind how long
precisely—having
little or no money in
my purse, and nothing

Alternately, you can click on the red box to flow the text into another Text Frame.



When clicked, the cursor becomes 'loaded'



Dragging another marquee creates a Text Frame that is linked to the previous Frame. The text 'flows' from one to the next.

Helpful Key Commands

Place text from a text document: ⌘ D
Text is 'loaded' in the cursor, allowing you to click-drag a Text Frame or place text into an existing Frame.

Copy and paste: ⌘ V
Highlight any text in a Text Frame or in another application (web browser, text editor, pdf document, word document, etc.) and choose **Edit > Copy**. Select a blank Frame and Choose **Edit > Paste**.

Show Text Treads: *option* ⌘ Y

InDesign 1 — Type

Editing Type

Character Control Bar

The Character Control Bar is a horizontal toolbar used for editing text. It includes the following options and their functions:

- Font**: Separate menus for font and face.
- Size/Leading**: Adjust size and line spacing of text.
- Small Caps**: Convert text to small caps.
- Subscript**: Apply subscript formatting.
- Cross-out**: Apply a cross-out effect to text.
- Kerning/Tracking**: Adjust character spacing. Kerning adjusts the spacing between two characters only. Tracking adjust spacing between multiple characters.
- Baseline Shift**: Shifts character position vertically.
- Skew (false italic)**: Skews character to produce oblique font effect.
- Language**: Set the language for the text.
- Text Alignment**: Choose text alignment options.
- First/Last line indent**: Indents only the first or last line by the set amount.
- Left/Right Indents**: Indents space between the highlighted text and the edge of the Text Frame.
- Character Style**: Applies a saved Character Style to the selected text.
- Horizontal/Vertical Scale**: Distorts character proportions.
- All Caps**: Convert text to all caps.
- Superscript**: Apply superscript formatting.
- Underline**: Apply underline formatting.

Paragraph Control Bar

The Paragraph Control Bar is a horizontal toolbar used for editing paragraphs. It includes the following options and their functions:

- Alignment**: Justification options.
- First/Last Line Indent**: Indents first or last lines.
- Drop Cap Line/Character**: Sets the number of lines a Drop Cap occupies and the number of characters set in the Drop Cap style.
- Hyphenate**: Enable hyphenation.
- Unlock/Lock to Baseline Grid**: Forces text to lock to the Baseline Grid.
- Columns**: Number of columns in the Text Frame.
- Control Bar Menu**: Menu of obscure and useful typographic options.
- Quick Apply**: Applies any number of Styles and Commands using a search field to limit the options.
- Paragraph Style**: Applies a saved Paragraph Style to the whole paragraph.
- Bullet/Number List**: Creates a bulleted or numbered list.
- Space Before/After**: Add space before or after the paragraph.
- Left/Right Indent**: Justification options.

Helpful Key Commands

Text Frame Options ⌘ B

Object > Text Frame Options. Important options for a the Frame that contains the text.

Right Click

Many useful options appear in different contexts when editing text. Try right-clicking often.

Option Click

A number of icons in the Control Bar can be option-clicked to open the associated Panel.

Show Hidden Characters

Shows spaces, paragraph marks and other invisible chacters.

InDesign 1 — Layout

Selection Control Bar

- Anchor**: Transforms object from the selected point.
- Position**: x and y position of object based on anchor.
- Size**: Size of object.
- Constrain Size Proportions**: Scale of object.
- Rotation**: Angle of rotation.
- Rotate 90°**: Rotate 90 degrees.
- Stroke options**: Stroke width and color.
- Text Wrap**: Text wrap options.
- Alignment**: Alignment options.
- Effects & Transparency**: Effects and transparency options.
- Object Styles**: Apply saved Object Styles to object.
- Alignment Behavior**: Alignment behavior options.
- Shear**: Angle of skew.
- Flip**: Flip options.
- Select**: Select options.
- Constrain Scale Proportions**: Scale of object.

Layout Menu

Layout

- Pages**: Edit document page settings.
- Margins and Columns...**: Adjusts page margins.
- Create Guides...**: Create evenly spaced guide lines.
- Ruler Guides**: Control guide settings.
- First Page**
- Previous Page**
- Next Page**
- Last Page**

View Menu

View

- Overprint Preview** ⌘⇧Y
- Proof Setup**
- Screen Mode**
- Display Performance**: Adjusts image preview quality settings.
- Show Text Threads**: Shows connections between linked Text Frames.
- Show Frame Edges**: Shows objects boundaries.
- Show/Hide Rulers**: Show/hide window rulers.
- Grids & Guides**: Settings for all Grids and Guides.
 - Hide Guides ⌘;
 - Lock Guides ⌘⇧;
 - ✓ Lock Column Guides
 - ✓ Snap to Guides ⌘⇧;
 - Show Baseline Grid ⌘⇧'
 - Show Document Grid ⌘'
 - Snap to Document Grid ⌘⇧'
- Structure**
- Hide Hyperlinks**
- Show Text Threads** ⌘⇧Y
- Show Frame Edges** ⌘⇧H
- Show Assigned Frames**
- Hide Rulers** ⌘R
- Grids & Guides**
- Story Editor**

Align Panel

Align

- Align Objects**: Aligns selected objects by edge.
- Distribute Objects**: Space objects in relation to page margins.
- Alignment Behavior**: Distributes objects according to Selection or page margins.
- Distribute Spacing**: Evens spacing between objects.
- Use Spacing**: 0 pt
- Align to Selection**
- Distribute Spacing**: 0 pt

Helpful Tricks

Tighten Image and Text Frames

Double-click one of the handles on a selected Frame and it will snap to edge of the content. Works best on side handles.

Snap Guides to objects

With an object selected, drag a guide towards it and it will snap to the selection handles.