

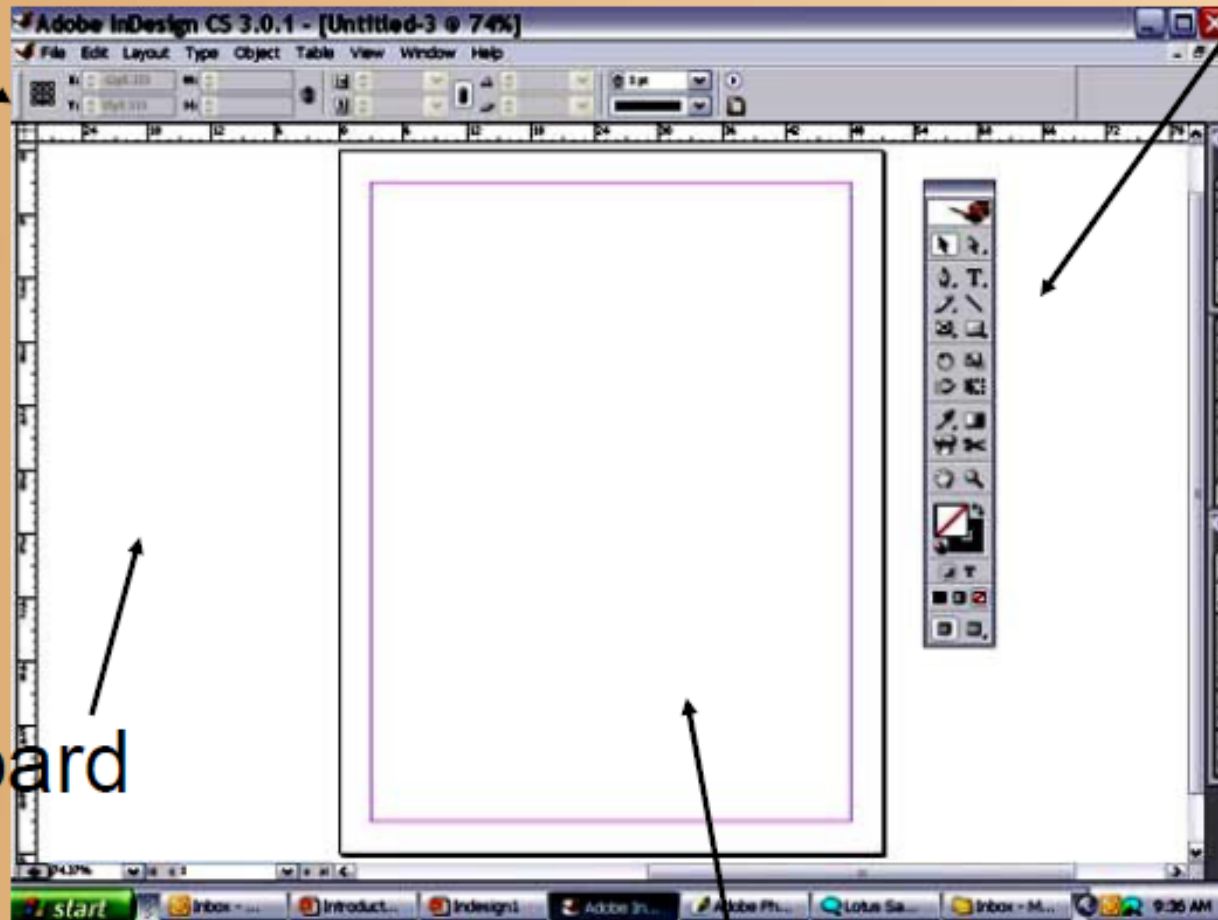
Introduction to InDesign

Toolbar and Menus

Workspace

Control Palette

Toolbar

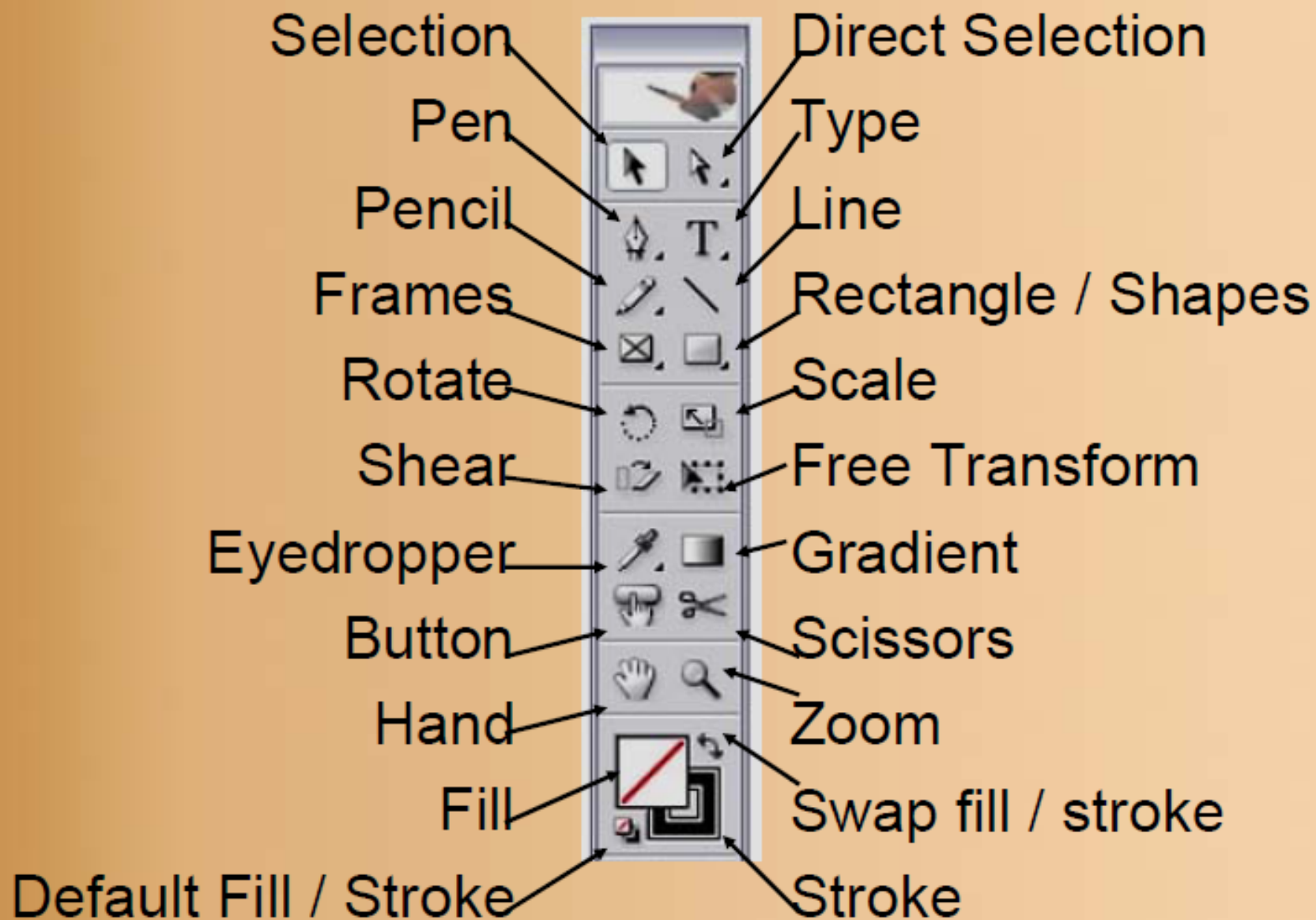


Palettes

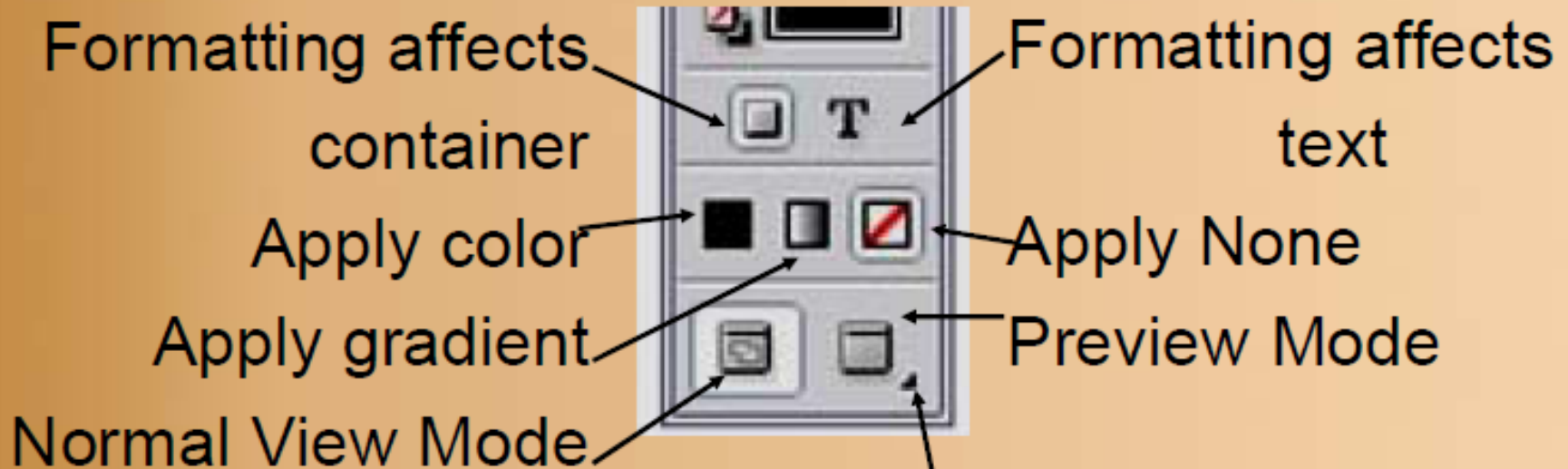
Pasteboard

Document

Toolbar (pt 1)



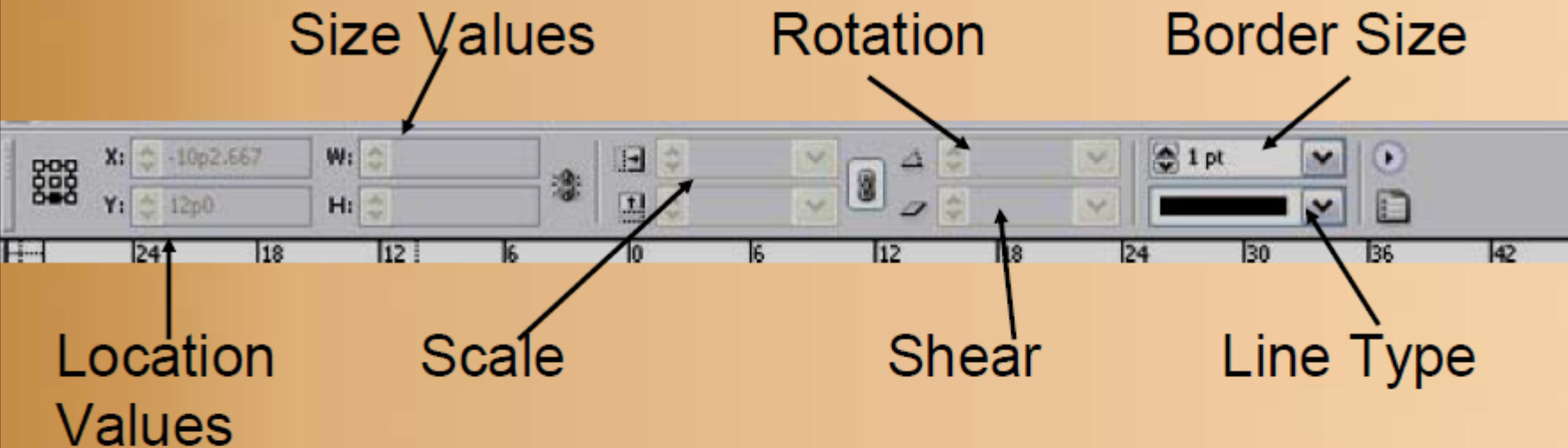
Toolbar (pt 2)



If a triangle appears in the lower corner of a toolbar selection, there are more choices within that selection. Click and hold for the other choices to appear.

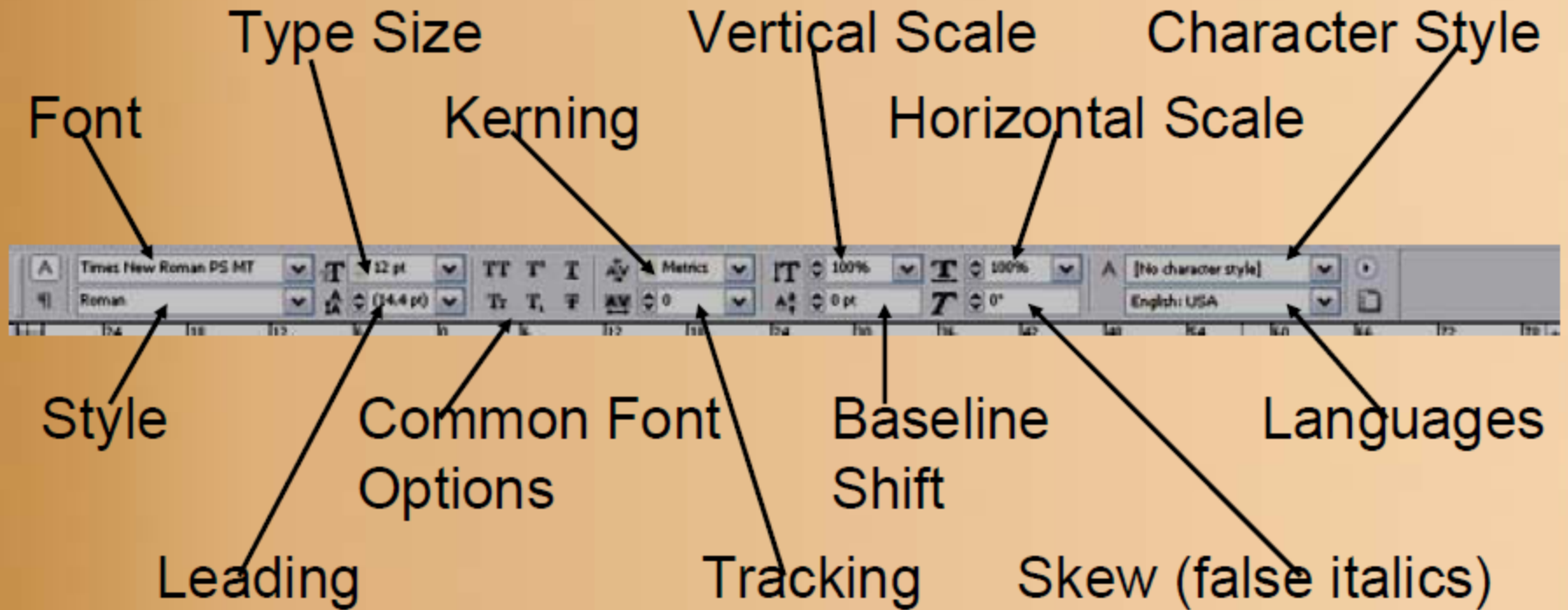
Control Palette

The control palette will change depending on what element is selected. This control palette is used when a frame is selected.

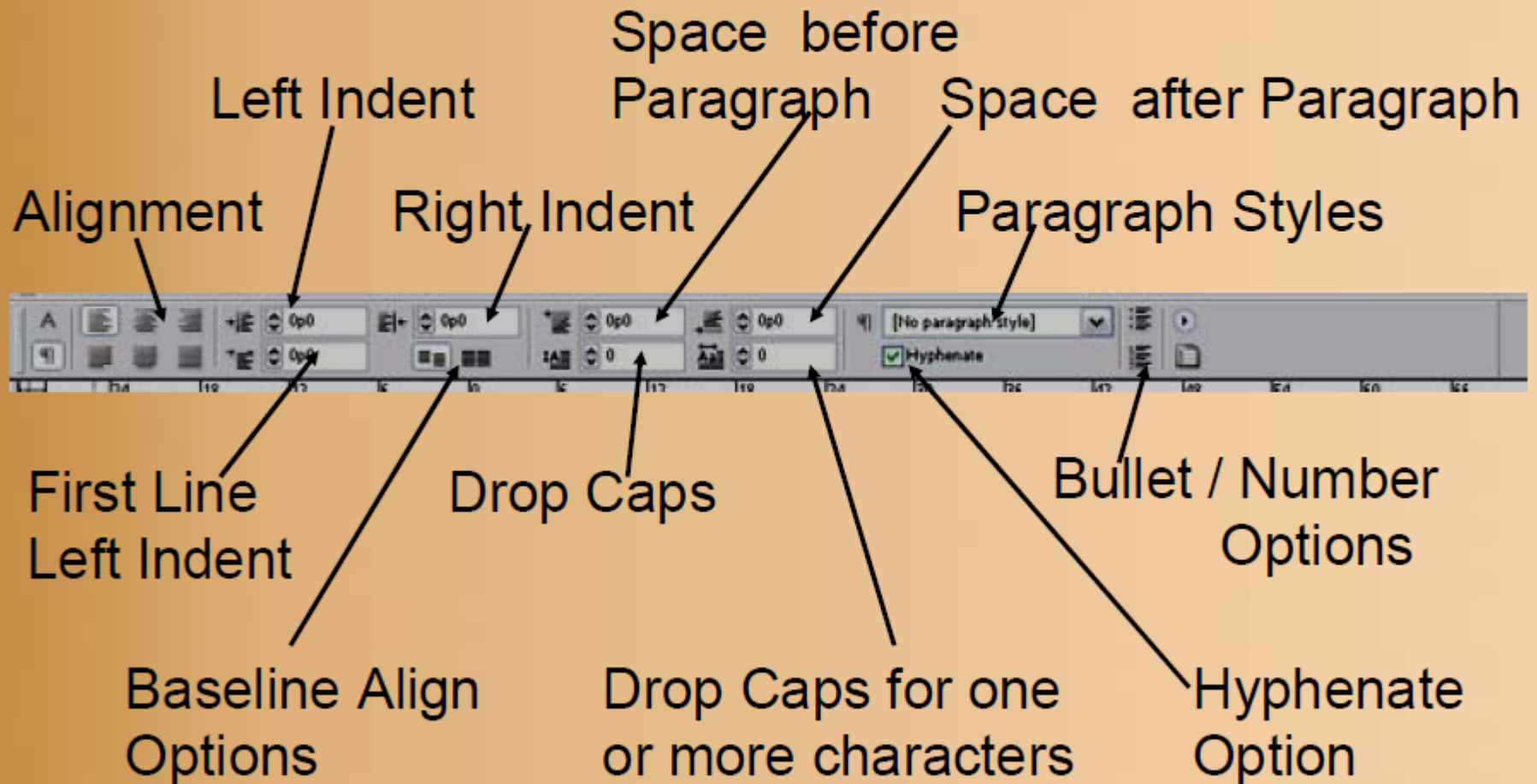


The area to the right will change depending if it is a graphic frame or a text frame selected.

Font Control Palette (character)

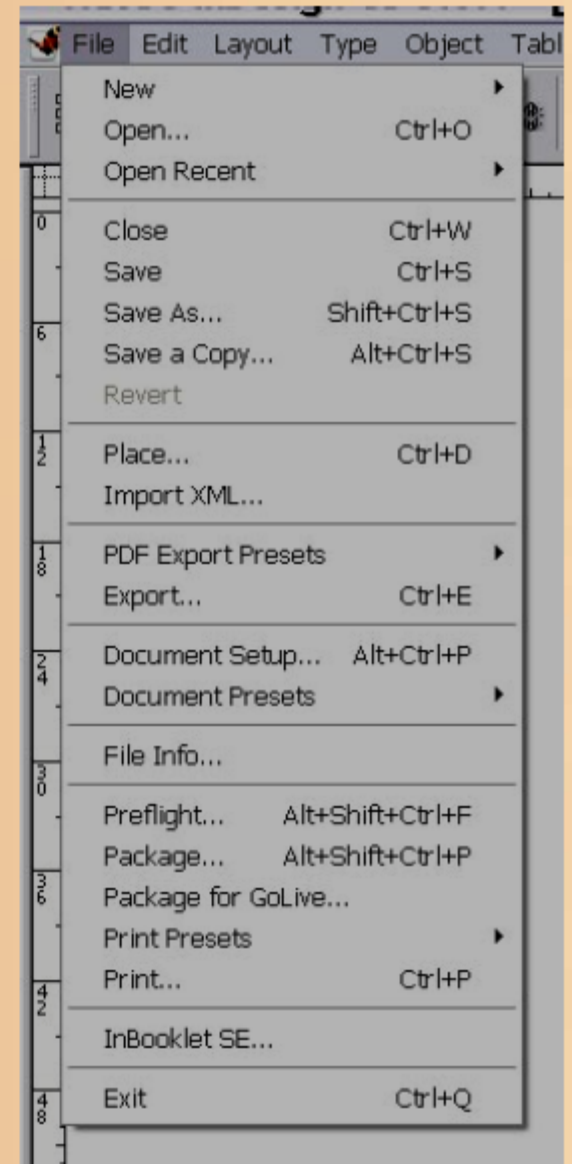


Font Control Palette (paragraph)



File Menu

- Handles all the basic file commands such as opening, saving, printing, and exiting
- Places documents and graphic elements
- Sets up Document Setup and Presets
- Preflights and Packages for external printing



Edit Menu

- Basic edit commands
- Spell check and dictionary
- Transparencies
- Color Settings
- Keyboard Shortcuts
- Document Preferences



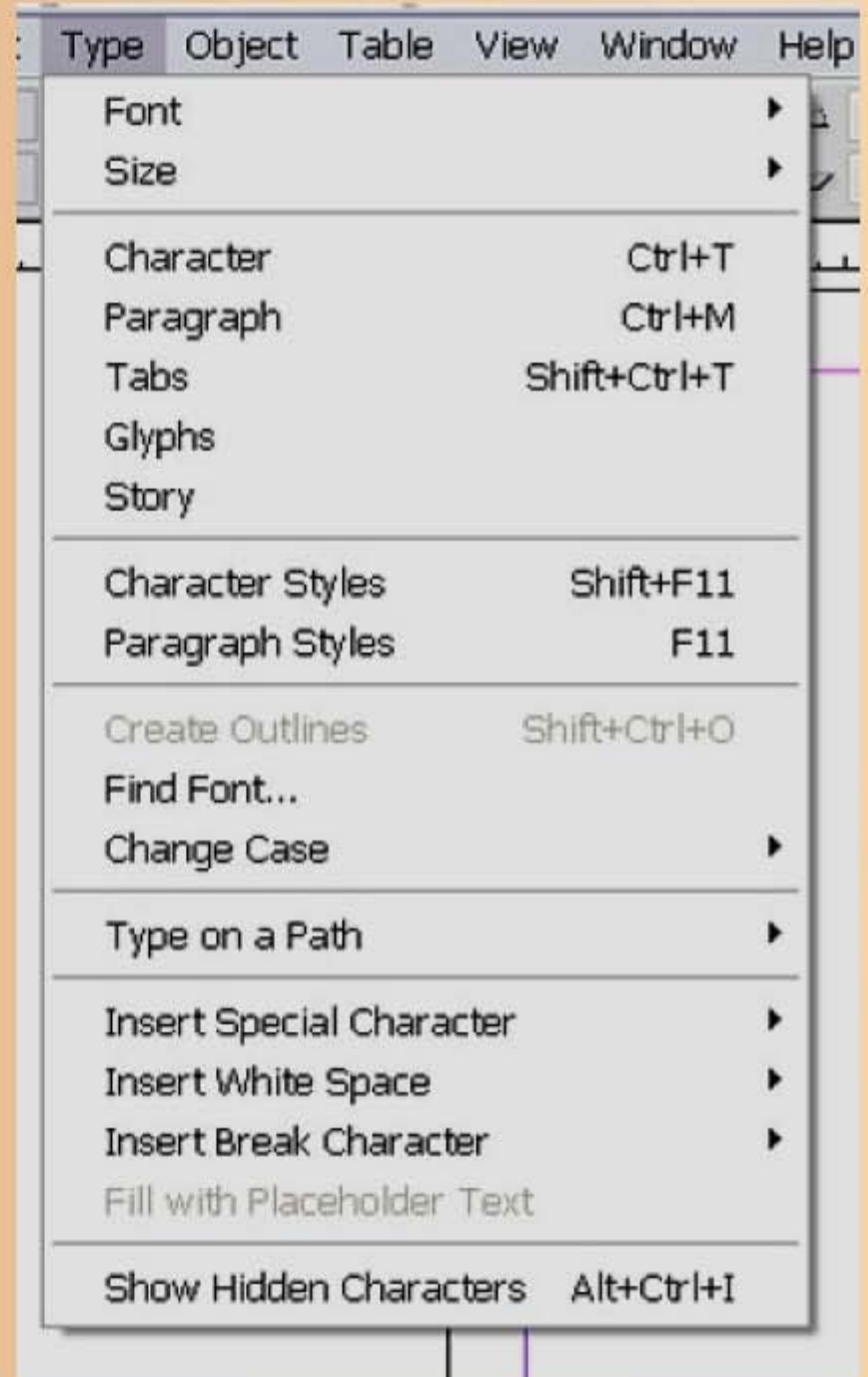
Layout Menu

- Margins and Columns
- Guides
- Page Navigation
- Numbering
- Table of Contents



Type Menu

- Type commands
- Styles
- Type paths



Object Menu

- Arrangement
- Grouping
- Fitting
- Shadows and Effects
- Paths
- Display Performance

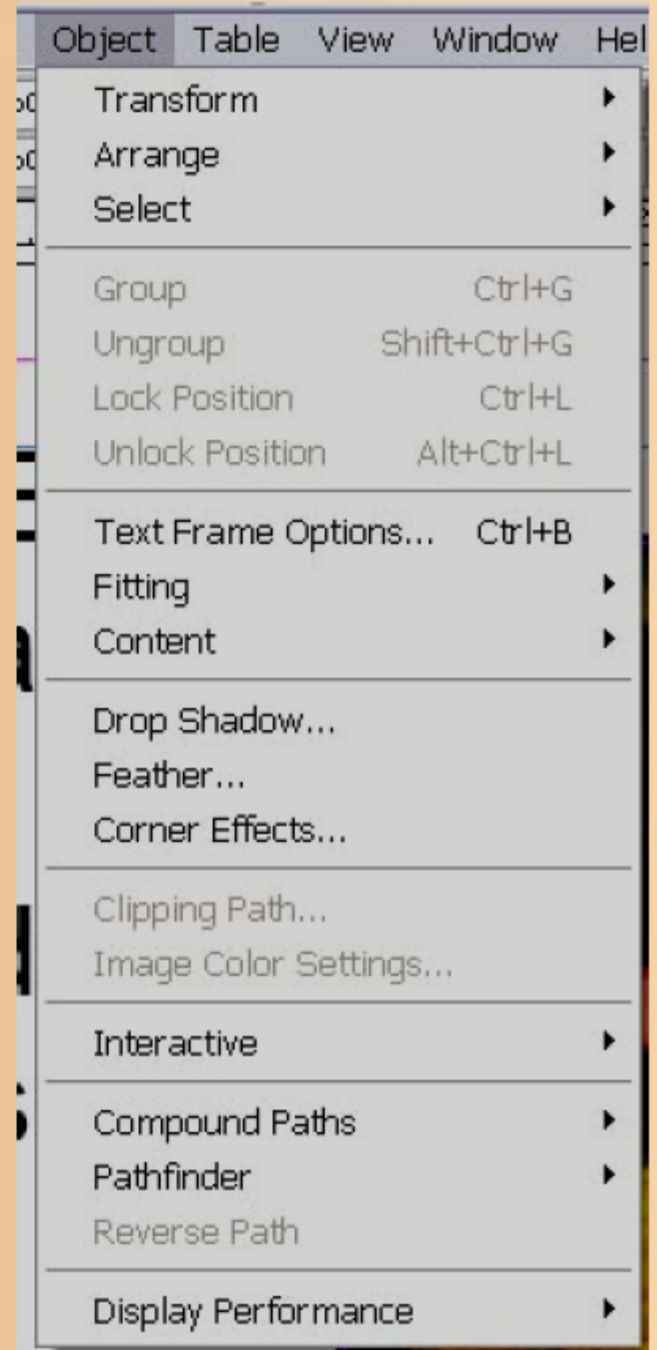
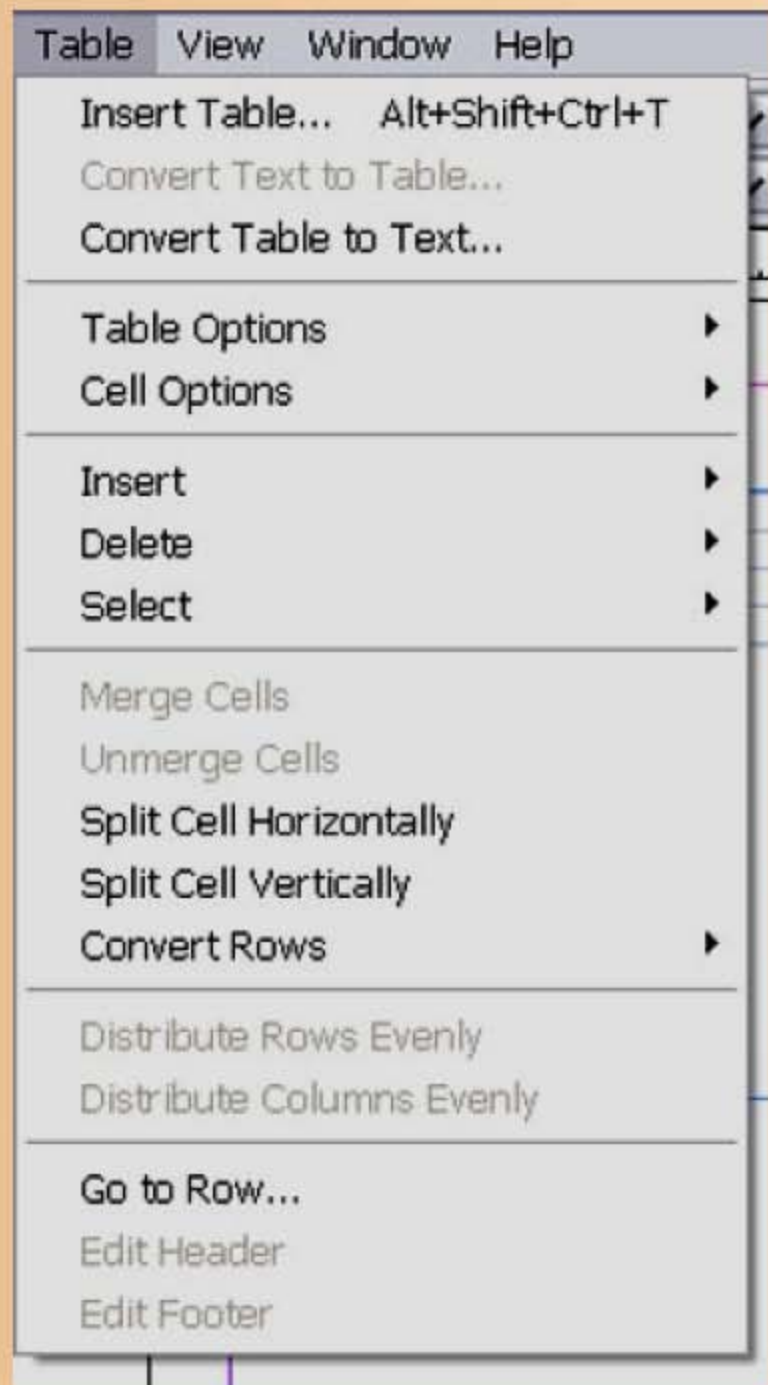


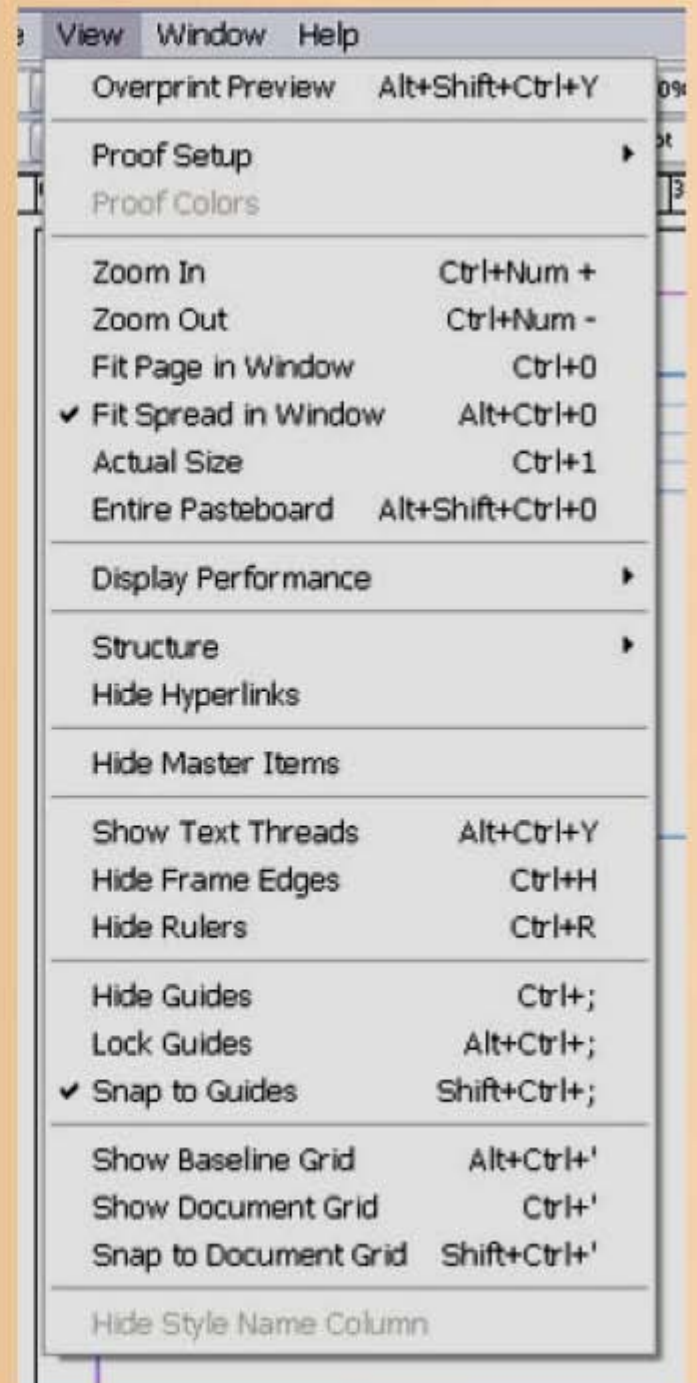
Table Menu

- Making Tables
- Converting to / from tables
- Modifying tables
- Creating Footers and Headers for tables



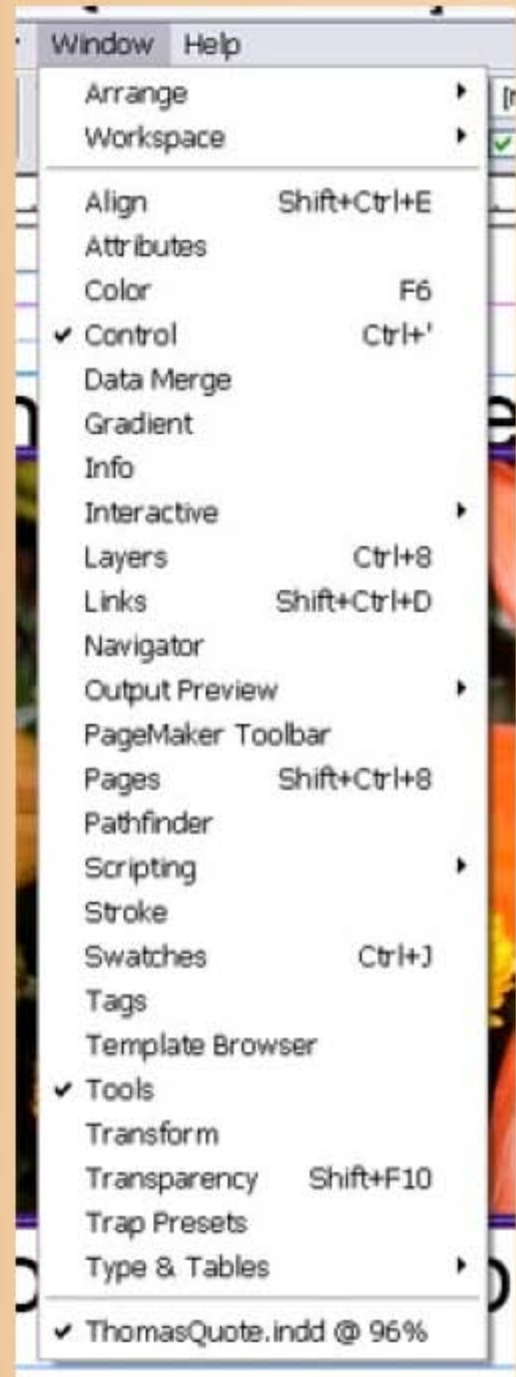
View Menu

- Viewing Options
- Frame Viewing
- Rulers
- Guides
- Grids



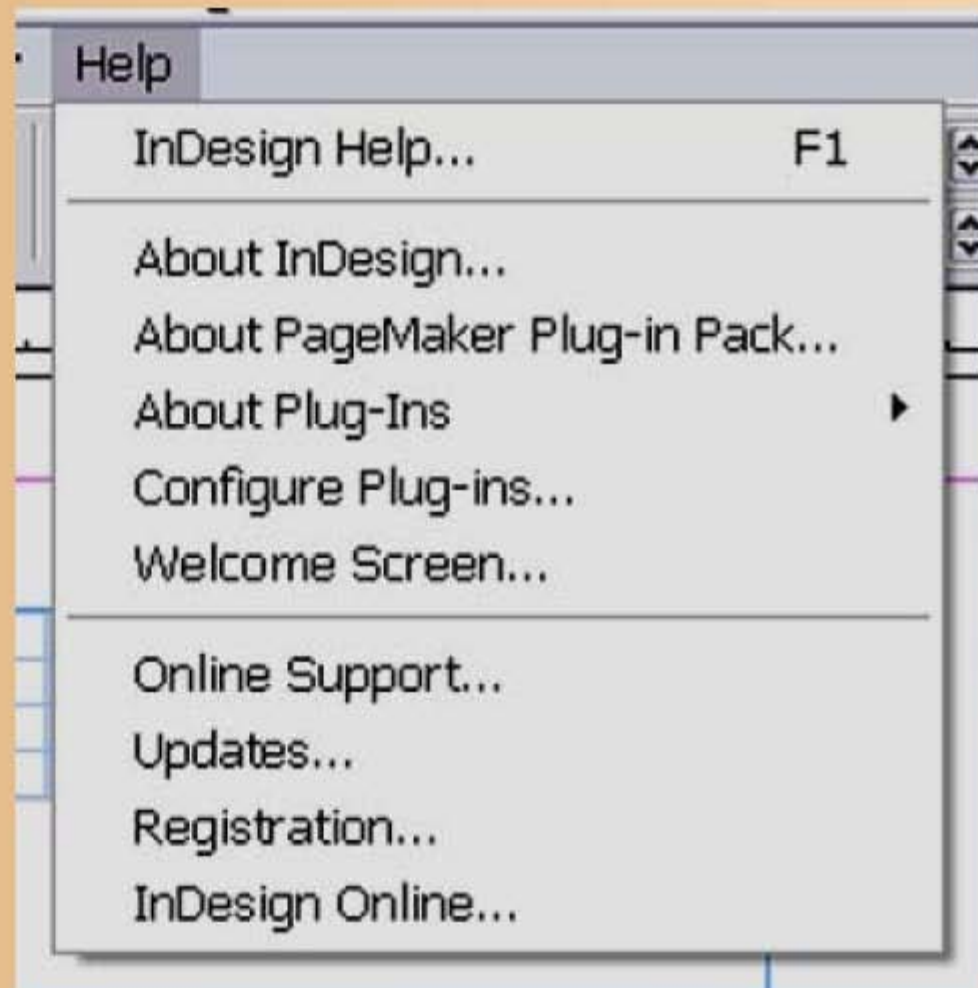
Window Menu

- Brings up palettes
- Saves workspace preferences
- Navigates between multiple documents



Help Menu

- Find answers to questions



Using the Help Menu

1. Find out how to reset the program defaults.
2. What are styles and how are they used in InDesign?
3. How can you create type on a path?
4. Find out how to wrap text around an object.
5. How does InDesign handle fonts that are missing from a document?