StudyShip

How to Get Started With

Adobe InDesign

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Introduction

Welcome aboard the StudyShip!

We create virtual learning solutions for youth homeschooling.

Take some time to complete this tutorial as you settle into your new role with us.

Here you will learn how to get started with one of our vital tools of trade: Adobe InDesign.

Adobe Indesign is a document design software part of the Adobe family.

There are three lessons broken up into steps with numbered directions.

Step explanations are indented while directions are not.

The objective of this tutorial is to teach you how to do three basic tasks within InDesign.

    1) Set up a document   2) Draft text   3) Create visuals

Designed to be completed in 45 minutes, take your time and get a feel for the program.

Once the tutorial is completed, you will be able to create learning enrichment material for youth across the country.

Prerequisites

Before starting the tutorial, make sure you have the following:

45 minutes to an hour, a device that can run Adobe InDesign, free space on your storage driver, and the Adobe InDesign 2025 software.

Adobe InDesign trial download link:

https://www.adobe.com/products/indesign/free-trial-download.html
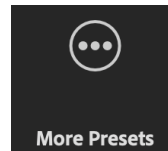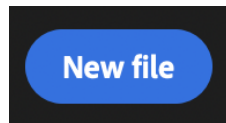
Lesson 1 - Creating a Document

You will learn how to open the InDesign application and create a new document.

Step 1 - Open the Indesign Application
1) Open Indesign through the Launchpad on Mac systems.
OR
2) Open Indesign from the File Explorer on Microsoft systems.
      The Indesign homepage will be displayed.

Step 2 - Setting up the Page
1) Select "New file" or "More Presets".

2) Name your document something unique.
3) Ensure that width is set to 51p0 and height is 66p0.
      p (pica) is a unit denoting a 1/6 of an inch.
4) Ensure the orientation remains set as "Portrait" rather than "Landscape".
5) Deselect facing pages.
6) Set the margins to 2p5 for "Top", "Bottom", "Inside", and "Outside".
7) Click create and you will be greeted with a blank page.

End of Lesson 1

Good work, you have learned how to open and create a document in InDesign!
Try creating a few documents with differing widths and heights. This will be helpful for creating documents such as note cards.
You will need to create documents with varying schematics over the course of your work.
The applications in a virtual classroom setting are boundless.
To create other documents, first go back to Indesign's main menu by pressing the home icon on the top left of the screen.

Now that you've created a blank document, it's time to create text in lesson 2.

Lesson 2 - Working with Text

You will learn how to create two paragraph columns, frames for text creation, and type options.

Step 1 - Dividing the Page

1) Select the "Layout" drop-down menu at the top of the page next to "Edit" and "Type".
2) Select "Margins and Columns".
3) Set Number to 2
4) Set Gutter to 1.6p
5) Click the "OK" button.

> The page will have two purple lines running vertically, dividing the page, like so:

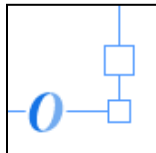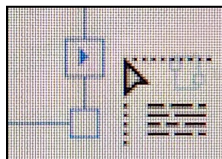### Step 2 - Creating the Text Frames

1) Press "T" or click on the text icon.

2) Click and drag a frame precisely matching the borders of the left column.
3) Exit text mode by pressing the escape key before making a second frame.
3) Click the larger of the two squares on the bottom right of the text frame.

> A cursor image (as seen in the next step) should appear.

4) Bring your cursor over to the second column and click its top left corner .

5) A second text frame should appear onto the second column.
> The two text frames are connected.
> Words that spill over from the first will flow into the second.

6) Make sure the frames are neatly in place and don't clip past the margins and columns.

Step 3 - Locating Paragraph Styles

1) Double click either of the two text frames to enter typing mode.
2) Press the paragraph style button under text styles
OR
3) Select paragraph styles under the "Type" tab at the top.
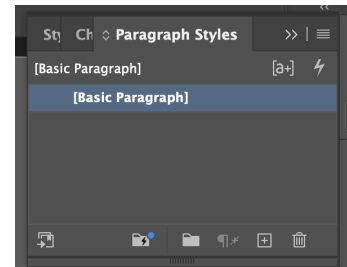   A small menu will open near the top right of the screen

4) Press the ⊞ button to create a new style.
    "Paragraph Style 1" will appear in the menu.
6) Double click "Paragraph Style 1" to edit it.
    A larger style options window will pop open.
    Now you can edit the various style options such as font, color, and size.

Step 4 - Style Options

1) Name this paragraph style something simple, such as "Normal Text".
2) Select "Basic Character Formats" from the list on the left.
3) Type "Comic Sans" in the selection window next to "Font Family".
4) Ensure it says "Regular" in the selection window next to "Font Style".
5) Increase the font size to 20 pt in the selection window next to "Size".
6) Select the "Character Color" menu from the list on the left.
7) Choose the square with the blue color referenced as "C=100 M=0 Y=0 K=0".
8) Press the OK button.
9) Type, you should have text that looks like this:

End of Lesson 2

Great job, you've divided a page in two and created paragraph styles.
You can change and alter the style often to fit your needs.
You will sometimes need to create alternative versions of your lesson plans to accommodate different students and learning styles.
Try making several paragraph styles with larger sizes, colors, and fonts.
Manipulating text this way will be helpful for the front matter of assignments.
Use what you've learned in the past two lessons when drafting course material.
Next up, creating graphics in Lesson 3.

Lesson 3 - Working with Graphics

You will learn to draw using the pen and pencil tools. How to alter size and color.
You will also learn how to import image files directly from your computer.

Step 1 - Using the Pencil Tool

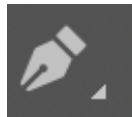1) Select the pencil tool from the left on the vertical icon menu or press "N"

2) Free-hand draw your shape by clicking, holding, and dragging your cursor.

3) Draw a quick doodle.

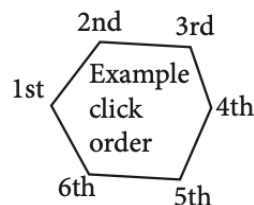4) Change the thickness and color after drawing under the "Appearance" menu.

Step 2 - Using the Pen Tool

1) Select the pen tool, located above the pencil icon, from the same menu or press "P".
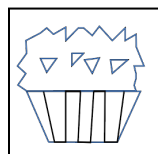

2) Single click to create a series of straight lines.

3) The final click should meet the first click you made in order to complete the shape.
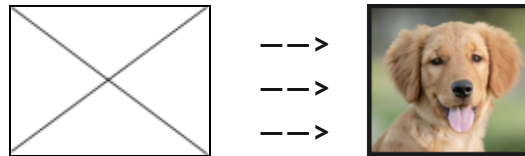   Think: a connect the dots activity.

4) Do not click and hold while using the pen tool.
       If you hold: a secondary curvature feature will be factored in.
       For a more in-depth look at the pen tool seek a higher level tutorial.

Step 3 - Adding Images
1) Create or select a frame. (You can also draw one.)
2) Select "File" at the top of the page.
3) Select "Place" and a pop-up window will appear.
4) Click the "On Your Computer" button to open your computer's files.
5) Choose a .jpg or .png from your files. An image should appear within the frame.

Note on frames: there are four types of frame that will allow images to be placed: Rectangle Tool (M), Rectangle Frame Tool (F), wordless Type Tool frame (T), and a drawn shape (N)/(P).

End of Lesson 3

Well done, with the pen and pencil tools as well as the ability to add images: you can customize your documents and lesson materials to fit your student's individual needs.
Open a new document and have fun drawing some doodles!
Experiment with different types of drawn lines. There are solid, dotted, squiggly, and more lines available in the "Stroke" section of the appearance menu. (Shown below)

Color can easily be found within the same appearance menu as well.

Images are important for the learning process.
Many kids are visual learners. Drawings and diagrams can increase academic retention and mental focus.

Finale and Lessons Learned

Good work teacher!

This tutorial has taught you how to create:

- A new document with two columns
- Connected text blocks with paragraph styles
- Visuals through the pen and pencil tool as well as imported images.

With your newfound knowledge, you can create course materials for your assigned student or students.

Creating homework and lesson plans virtually allows many kids an opportunity to further their education.

StudyShip is proud of the work our teachers do and proud of the students that learn through our program.

Please take some time to practice what you have learned here today.