



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.

As you settle into your new role with us, take some time to complete this tutorial.

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 in the Adobe family.

You can expect this tutorial to teach you how to do three basic things:

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

The tutorial has three lessons that are broken up into steps with numbered directions.

Explanations are indented while directions are not.

The objective of this tutorial is teach you how to undertake some basic tasks within Adobe InDesign.

It is designed to be completed in 45 minutes. Take your time and get a feel for the program.

Once the tutorial is completed, save your work and ensure you've given your draft a unique title.

Moving forward, you will be able to create learning enrichment material for young people across the country.

We look forward to working with you.

-StudyShip set sail!

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Prerequisites

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

- 45 minutes to an hour.
- A device that is compatible with Adobe InDesign.
 - Both Mac and Microsoft users can perform this tutorial.
- Adobe InDesign 2024 or 2025.
 - Download link: <https://www.adobe.com/products/indesign/free-trial-download.html>
- Free space on your storage driver(s).

Lesson 1 - Creating a Document

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

Step 1 - Open the InDesign Application

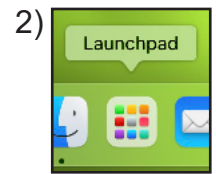
1) Open InDesign through the Launchpad on Mac systems.

OR

2) Open InDesign from the File Explorer on Microsoft systems.

The InDesign homepage will be displayed.

You will see a blue “New file” button on the left, presets in the center, and recent files on the bottom.



Step 2 - Set up the Page

1) Select “New file”.

OR

2) Select “More Presets”.

3) Locate the document title under “Preset Details”.

4) Name your document “[Your Name] Test Page”.

5) Ensure that width is set to 51p0 and height to 66p0.

p (pica) is a unit denoting a 1/6 of an inch.

6) Ensure the orientation remains set as “Portrait” rather than “Landscape”.

7) Set the number of pages to 2.

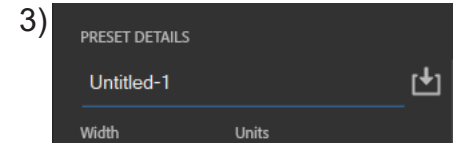
You will use the first page in Lesson 2 and the second page in Lesson 3.

8) Deselect facing pages.

9) Set the margins to 2p5.

Margins are the white empty spaces between the words and the edges of the page.

10) Click “Create” and you will be greeted with a white page with 4 lines denoting page boundaries.



End of Lesson 1

You have learned how to create a document in InDesign!



If you want to go back to InDesign’s main menu: press the house icon on the top left of the screen.

Try creating a few blank documents with different widths and heights and see what will happen!

You will need to create a lot of documents with varying schematics for your work at StudyShip.

For example, you will sometimes need a landscape orientation for drawing activities.

The applications in a virtual classroom setting are great and many.

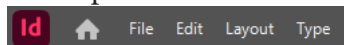
Now that you’ve created a blank document, it’s time to create text in Lesson 2.

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 from the top-bar.



2) Click on “Margins and Columns”.

3) Next to “Columns” set the following:

4) Number to 2

5) Gutter to 1.6p

Columns are used for creating vertical breaks in the page.

Gutters are the white space portions inbetween bound pages.

6) Click the “OK” button.

The created page should have two purple lines.

They run vertically down the middle, dividing your two columns.

Step 2 - Creating a Text Frame

1) Press “T” or click the Type Tool icon on the left vertical menu.

2) Click and drag a frame precisely matching the borders of the left column.

3) Exit typing mode by pressing the escape key.

4) Instead of repeating step 2 for the second column, click the larger square on the bottom right of the text frame.

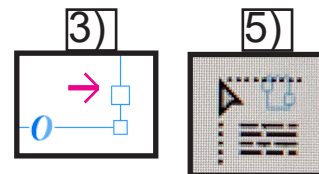
5) A cursor image should appear. Click it onto the top left corner of the second column.

6) 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.

7) Leave the second page blank for Lesson 3.



Step 3 - Locating Paragraph Styles

1) Press “T” to enter type mode.

3) Select paragraph styles under the “Type” tab at the top.

A small menu will open on the top right of the screen.

3) Create a new paragraph style by pressing the plus button in the small menu.



4) Once you see “Paragraph Style 1” appear, double click it to open the paragraph style options menu.

Now you can create style options such as fonts, colors, and sizes.

Step 4 - Creating Style Options

1) Name this paragraph style something unique, such as “Normal Text”.

2) Select “Basic Character Formats” from the list on the left.

3) Choose Verdana in the selection window next to “Font Family”.

4) Ensure it says “Regular” in the selection window next to “Font Style”.

5) Set the font size to 20 pt in the selection window next to “Size”.

6) Then, select “Character Color” 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 “OK”.

9) Ensure your newly made paragraph style is selected in the small menu. If it is not, click it.

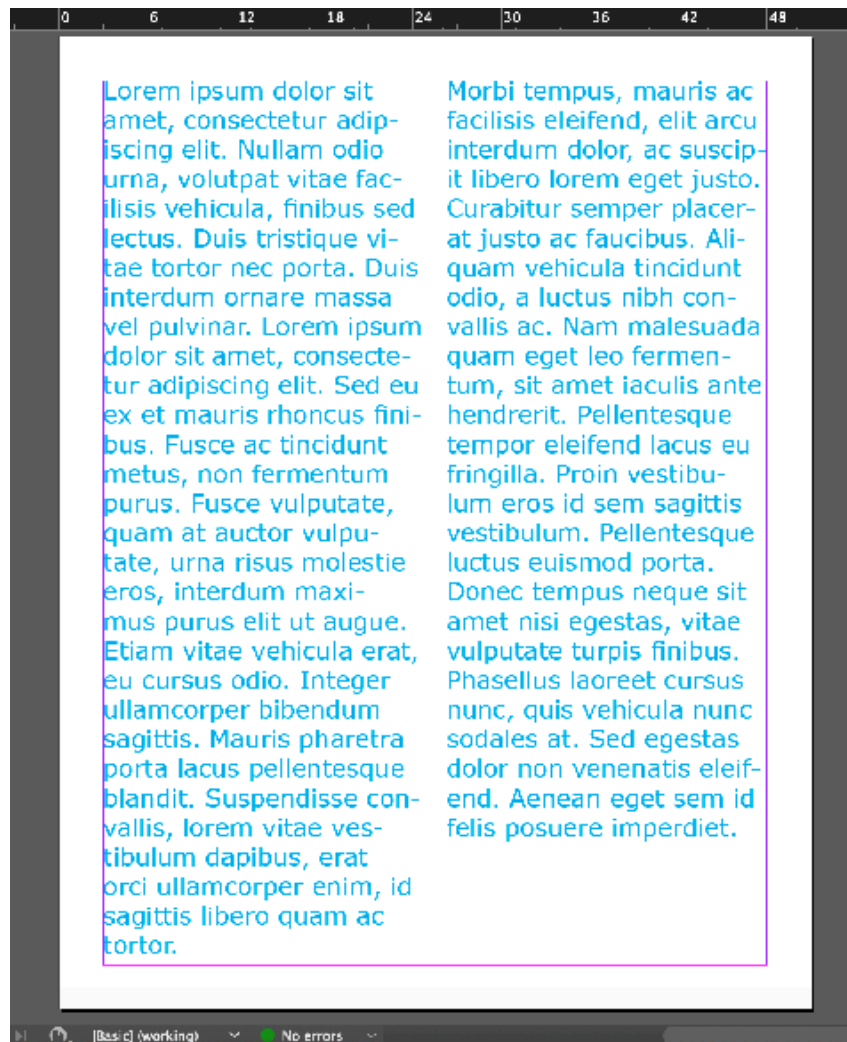
10) Type, you should have text that looks like this:



End of Lesson 2

Great job, you've divided a page in two and created paragraph styles.

The document you just created could look like this if you write a few paragraphs.



Whenever you type, you can change and alter the style to fit your individual student's needs.

You will sometimes need to create alternative versions of your lesson plans to accommodate different students.

Try making paragraph styles with larger sizes, colors, and special readable fonts like Comic Sans.

Creating documents like this will be helpful for the front matter of assignments and homework packets.

Working with homeschool students will require ample written instruction.

Use what you've learned in the past two lessons when drafting course materials.

Now that you've learned how to create text and paragraph styles, it's time to create graphics in Lesson 3.

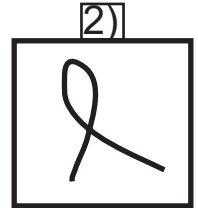
Lesson 3 - Working with Graphics

You will learn how to draw using two tools and how to alter their size and color.
You will also learn how to bring in image files directly from your computer.

Step 1 - Using the Pencil Tool



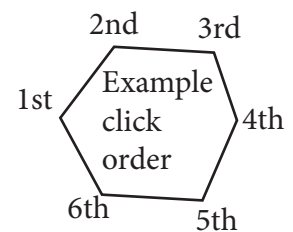
- 1) Select the pencil tool from the left on the vertical icon menu.
- 2) Freehand draw your shape by clicking and holding.
- 3) Draw a quick doodle.
- 4) Increase the line thickness by raising “Stroke” from 1pt to 2pt.



Step 2 - Using the Pen Tool



- 1) Select the pen tool, located above the pencil icon, from the same menu.
- 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) When you have made your final click and created a shape: change the look by selecting a color from the “Fill” setting on the right side of the page.
- 5) Remember: 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 a frame using the rectangle frame tool.
- OR
- 2) Draw a suitable shape for use as an image frame.
 - 3) Select “File” at the top of the page.
 - 4) Select “Place” and a pop-up window will appear.
 - 5) Click the “On Your Computer” button to open your computer’s files.
 - 6) Choose a .jpg or .png image from your files.

Images will not snap to fit the shape of your frame. You will need to resize them manually.

- 7) Once visible, click on the image until the frame’s blue adjustable boundary squares and lines vanish.

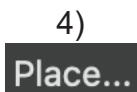
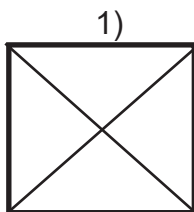
This means the image is being targeted instead of the frame.

- 8) Right click the image in the frame.
- 9) Select “Transform”.
- 10) Select “Scale”.
- 11) Set “Scale X” and “Scale Y” to 50%.
- 12) Press “OK”.



The image file will be reduced by half. If you do not see the image’s orange boundary lines: scale again.

- 13) Fit the image into the frame by click-dragging the orange squares.



End of Lesson 3

Great job! With the pen and pencil tool, as well as the ability to add images: you can customize your documents and lesson materials to fit your student's needs.

Images are very important for a student's learning process.

Many kids are visual learners. Drawing shapes and diagrams can increase retention.

Image files can be great as well. Add images downloaded from the StudyShip website.

All outside sourced images need to be approved by management.

Final 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.

-StudyShip set sail!