Getting started with Adobe InDesign

Activity Overview

Adobe InDesign is a professional design and layout tool for producing high quality documents for print and on-screen delivery. In this activity students are introduced to the basics of the Adobe InDesign interface by learning how to set up a new document, import files, work with text, use alignment tools, and manage colors.

Note: Portions of this activity align to the Adobe Certified Associate objectives. Within the instruction steps and technical guides, the specific learning objectives for the exam(s) are referenced with the following format: [1.1]

Activity Objectives

Technical skills

InDesign

- Understanding the InDesign interface
- Setting document properties, including dimensions and margins
- Adding and modifying text
- Using alignment tools, ruler, guides, and grid
- Working with colors

Project Assets

- *InDesign guide:* Overview of Adobe InDesign [3.1]
- *InDesign guide:* How to set up a document [4.1]
- *InDesign guide:* How to use text [2.3, 4.4]
- *InDesign guide:* How to use the ruler, grid, guides, and the Align panel [3.2]
- *InDesign guide:* How to use master pages [4.1]
- *InDesign guide:* How to manage colors [3.3]

Background preparation resources

Technical and content information

ISTE NETS*S Standards for Students

Adobe Certified Associate objectives

Activity Steps

1. Introduce Adobe InDesign as a professional design and layout tool for producing high quality documents for print and digital publication delivery. Introduce the basics of the InDesign interface. Using the "I do, we do, you do" method, demonstrate the following:

   • Understanding the InDesign workspace, tools, document windows, pasteboard, panels, and layers.

   • Customize the workspace.

   • Change the magnification of a document.

   • Navigate through a document by using the Pages panel and page controls in the document window.

   InDesign guide: Overview of Adobe InDesign [3.1]

2. Using the "I do, we do, you do" method, demonstrate the following:

   • How to set up a document

   • How to use text

   • How to use the grids, rulers, and guides

   • How to use the Align panel

   • How to use master pages

   InDesign guide: How to set up a document [4.1]

   InDesign guide: How to use text [2.3, 4.4]

   InDesign guide: How to use the ruler, grid, guides, and the Align panel [3.1, 3.2]

   InDesign guide: How to use master pages [4.1]

   Note: To ensure that all assets added to an InDesign document have the desired print or export settings, you might introduce and demonstrate continuous preflighting. Detailed instructions on setting up continuous preflighting are available in the *How to prepare files for print* guide from the *Publishing with InDesign* activity.

3. Introduce the concept of working with colors in InDesign, including fill and stroke, swatches and swatch libraries, and tint and transparency. Using the "I do, we do, you do" method, demonstrate the following:

   • How to apply stroke and fill colors

   • How to create, duplicate, delete, and merge swatches

   • How to load and save swatch libraries

   • How to change the tint and transparency

   InDesign guide: How to manage colors [3.3]

4. Discuss the uses of InDesign to create posters, flyers, magazines, books, yearbooks, and how students can use what they learned to get started creating projects in InDesign.

- To view video tutorials aligned with the skills required to complete this project, visit Adobe TV:
  http://tv.adobe.com/
- For more teaching and learning resources on the topics in this project, search for resources from the community on the Adobe Education Exchange: http://edex.adobe.com/
- For an overview of the interface and for more information on the technical aspects of *Adobe InDesign*, see *InDesign* Help.

ISTE NETS*S Standards for Students

This project is aligned to the ISTE NETS*S Technology Standards. Depending on the subject and content area the student selects you may research your own state content standards to see how this project aligns to your state requirements.

ISTE NETS*S: Curriculum and Content Area Standards – NETS for Students

6. Technology Operations and Concepts
    Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

    a. understand and use technology systems.

    b. select and use applications effectively and productively.

    d. transfer current knowledge to learning of new technologies.

Adobe Certified Associate Exam Objectives

Adobe Certified Associate, Print & Digital Media Publication objectives

2.3 Demonstrate knowledge of typography.

3.1 Identify elements of the InDesign interface and demonstrate knowledge of their functions.

3.2 Use non-printing design tools in the interface.

3.3 Demonstrate an understanding of and select the appropriate features and options required to manage colors.

4.1 Demonstrate knowledge of how to create multiple-page documents.

4.4 Add text to a page layout.

For more information

Find more teaching materials for using Adobe software in your classroom on the Adobe Education Exchange: http://edex.adobe.com/.