



INDESIGN BASICS GUIDE

Essential tools, shortcuts, and workflow to help you create professional layouts with confidence.

YOUR QUICK REFERENCE
CHEAT SHEET

VOL. 1

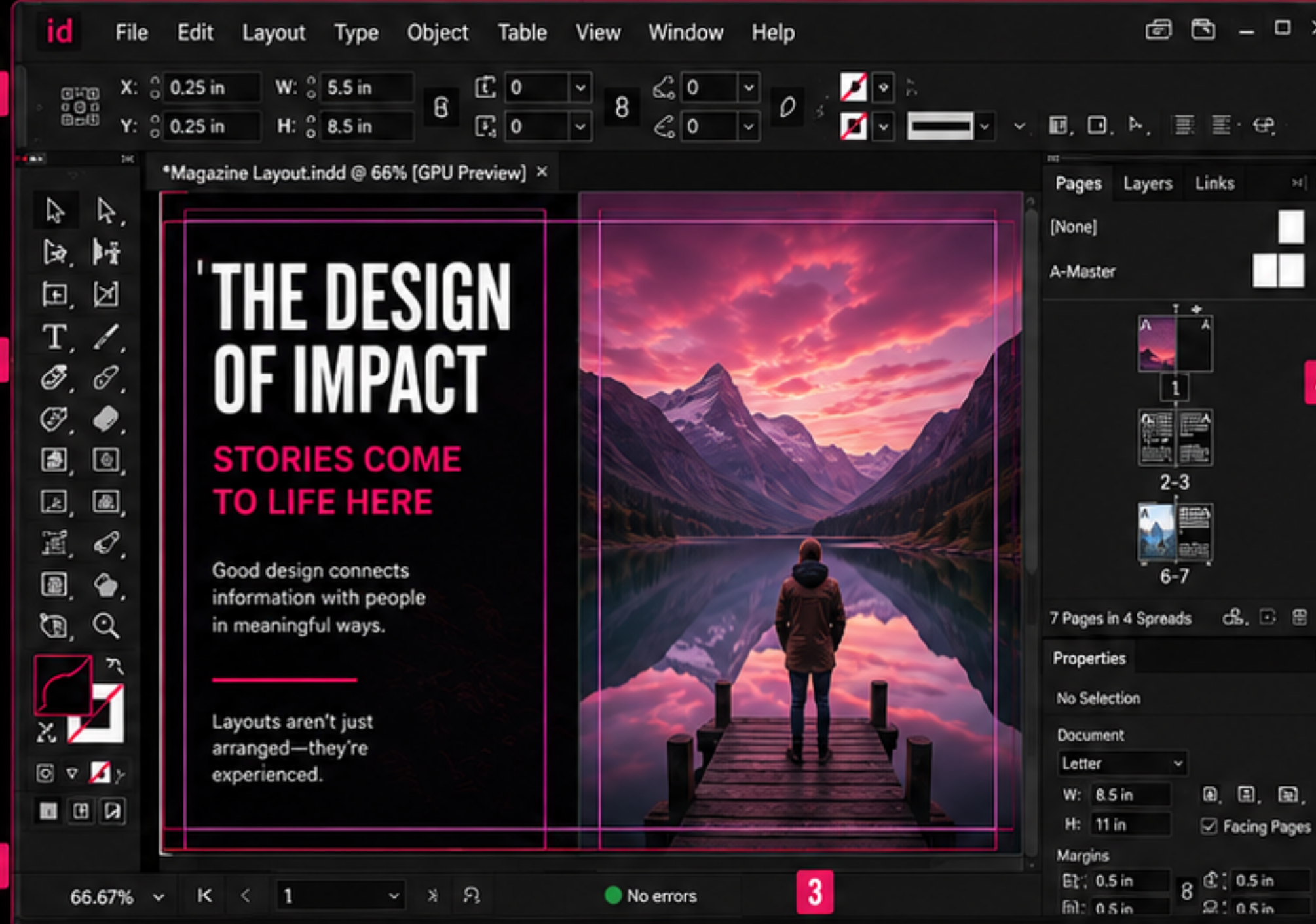


PRO TIP

Learn the basics, master your workflow, and create stunning layouts!

1 WORKSPACE OVERVIEW

- 1 Control Panel**
Contextual options for the selected tool or object.
- 2 Tools Panel**
All your essential tools for creating and editing.
- 3 Document Window**
Your design space. Create and organize layouts with precision.
- 4 Panels**
Access and manage panels for text, pages, layers, and more.
- 5 Application Bar**
Quick access to key workspaces and Adobe Stock.



2 ESSENTIAL TOOLS

- Selection Tool (V)**
Select and move objects.
- Direct Selection Tool (A)**
Select and edit anchor points and paths.
- Type Tool (T)**
Add and edit text.
- Rectangle Frame Tool (F)**
Create frames for text or images.
- Ellipse Tool (L)**
Create ellipses and circles.
- Line Tool (\)**
Draw straight lines.
- Pen Tool (P)**
Draw and edit paths with precision.
- Gradient Swatch Tool (G)**
Apply gradient fills.
- Eyedropper Tool (I)**
Sample colors and apply them.
- Hand Tool (H)**
Pan around the document.
- Zoom Tool (Z)**
Zoom in and out.

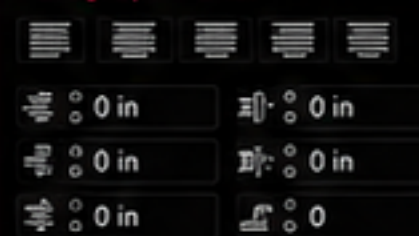
3 DOCUMENT SETUP

- 1 Create New Document**
File > New > Document or Ctrl/Cmd + N.
- 2 Choose Preset**
Select a preset or customize your settings.
- 3 Adjust Settings**
Set page size, orientation, margins, and columns.
- 4 Facing Pages**
Enable for multi-page documents like books and magazines.

4 WORKING WITH TEXT

- 1 Type Tool (T)**
Click and drag to create a text frame.
- 2 Add Text**
Click inside the frame and start typing.
- 3 Text Formatting**
Use the Character and Paragraph panels to style your text.
- 4 Text on a Path**
Use the Type on a Path Tool to create curved text.

Paragraph Panel



Character Panel

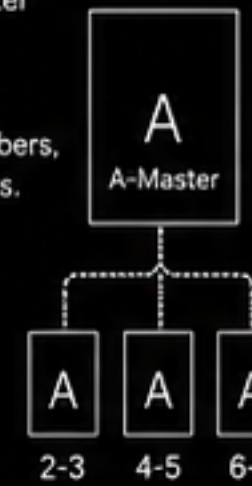


5 IMAGES & GRAPHICS

- 1 Place Images**
File > Place or Ctrl/Cmd + D.
- 2 Resize & Fit**
Use the Selection or Direct Selection tool to scale and position.
- 3 Frame Fitting**
Object > Fitting > Fit Content Proportionally or Fit Frame to Content.
- 4 Links Panel**
Window > Links to manage and update placed images.

6 MASTER PAGES

- 1 Create Master**
Window > Pages. Double-click A-Master to edit.
- 2 Add Elements**
Add logos, page numbers, or recurring elements.
- 3 Apply to Pages**
Pages based on the master will update automatically.
- 4 Override**
Ctrl/Cmd + Shift + L to override master elements on a page.



7 EXPORT SETTINGS

Choose the right format for your project.

FORMAT	BEST FOR	NOTES
PDF	Print & Digital	High quality, versatile
EPUB	eBooks	Reflowable layout
JPEG	Images	Single page export
PNG	Images	Supports transparency
IDML	Backup	InDesign Markup

EXPORT TIPS

- ✓ File > Export or Ctrl/Cmd + E.
- ✓ Choose the right preset for your needs.
- ✓ For print, use PDF/X-1a for best results.
- ✓ Check your links and preflight before export.

8 PRO TIPS

- Use Styles**
Save time by using paragraph, character, and object styles.
- Keyboard Shortcuts**
Learn and use shortcuts to speed up your workflow.
- Preflight Your Document**
Window > Output > Preflight to catch errors early.
- Organize Layers**
Keep your layers organized and locked when needed.
- Use Guides & Grids**
View > Grids & Guides to align elements perfectly.
- Save as IDML**
File > Save As > IDML for a clean, future-proof file.

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