

## GET TO KNOW THE INTERFACE

- Open InDesign.
- Arrange your workspace by clicking on Window > Workspace > Essentials.
- InDesign is organized into many menus and panels, each of which has a specific role. In the tools panel (left), you will access a variety of commands, adjustments, settings, and panels. On the right are the panels that control properties, fonts, and other aspects of your artwork. The document window (middle) displays the file you are currently working on.

## CREATE A NEW DOCUMENT

- Choose File > New > Document.
- In the New Document dialog box, start by choosing a preset. For example, the Print preset shows various sizes and document options.
- When choosing a preset or creating your document, make sure to save it in the correct unit of measurement. Some professors may want you to create your file in Inches, but others may prefer Picas.

## FINISHED? HOW TO SAVE YOUR PROJECT

- Choose File > Save or File > Save As.
- Saving in Illustrator (Ai) format retains layers, type, and other editable InDesign content.
- The Illustrator Options dialog box appears when you first choose File > Save or File > Save As. This dialog box offers other options when saving an Illustrator document.
- To save your file as a PDF, choose File > Export.
- [More Information on InDesign](#)

## BEGINNER

- [Basics 1](#)
- [Basics 2](#)
- [Grids and Guides 1](#)
- [Grids and Guides 2](#)
- [Adding Pages](#)
- [Master Pages](#)

## INTERMEDIATE

- [Set a Print Bleed](#)
- [InDesign Packages](#)
- [PDF for Printing](#)
- [Footnotes](#)
- [Color and Effects](#)

## ADVANCED

- [Interactive PDFS](#)
- [Special Characters](#)
- [Copy Text Formatting](#)



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## Contact Us

405.744.6017 | [osuartvrc@okstate.edu](mailto:osuartvrc@okstate.edu)  
<https://art.okstate.edu/facilities-resources/visual-resource-center>

## SHORTCUTS (MacOS):

- **Undo** – Command + Z
- **Redo** – Shift + Command + Z
- **Cut** – Command + X
- **Copy** – Command + C
- **Paste** – Command + V
- **Zoom in** – Command + =
- **Zoom out** – Command + -
- **Show guides** – Control + R
- **Hide guides** – Command + ;
- **Add Page** – Shift + P

## HELPFUL LINKS

[Basics](#)

[Toolbox Overview](#)

## TOOLBOX:



- **Direct Selection** – select entire objects
- **Selection** – select points on a path or contents within a frame
- **Page Tool** – create multiple page sizes within a document
- **Pen** – draw straight and curved paths
- **Gap Tool** – adjust the space between objects
- **Shape Tool** – create a square or rectangle
- **Content Collector** – collect and repurpose content in the document
- **Type** – create text frames and select text
- **Type on a Path** – create and edit type on paths
- **Pencil** – draw a freeform path
- **Rectangle Frame** – create a square or rectangle placeholder
- **Eyedropper** – sample colors and apply them to other objects.
- **Zoom** – increase and decrease the view magnification
- **Scale** – resize objects around a fixed point
- **Hand Tool** – moves the page view within the document window



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