

# InDesign Review:

## 1) Preferences & "New Document"

- "facing pages"
- Columns & Guides
- Margins
- Bleed?

## 2) Placing Images

(all images and text are in frames)

Bridge CC?

Object > fill frame or fit to frame

(or shift & command keys)

\*Essentials Panel & "Mini Bridge"

## 3) Edit images

(go to Photoshop)

## 4) Placing Text

(installing fonts)

"body copy" text

- Inports and Outports

View > show text threads

Type > "fill with place holder text"

## 5) Formatting Text

## 6) Color

(eyedropper & swatches)

## 7) Style sheets

- Paragraph Styles window

- "Headlines" & "Body"

## 8) "Text Wrap" window

## 9) Pages Pannel

"A-Master" & "None"

- Master page

- Page numbers

(Type > Insert Special Character > Markers > Current Page Number)

## 10) Output & Print

(package)

\*press "W" on the key board to preview