



InDesign classes, a summary to review tools, actions and editorial layouting.









- CMD+N
- CMD+O
- CMD+C
- CMD+V
- CMD+X
- CMD+A
- CMD+Z
- CMD+SHIFT+Z
 - SHIFT ALT/OPT CMD
 - CTRL

Basic inDesign actions

OPEN NEW DOCUMENT

- OPEN EXISTING DOCUMENT
- COPY
 - PASTE
- CUT
- SELECT ALL
 - UNDO
- REDO
- ADD, REGULARIZE
- REPLICATE
- GIVE COMMAND
 - RIGHT CLICK (MAC ONLY)



Interface and tabs

	PAGES
	LAYERS
l	LINKS
ļ	STROKE
l	FILL
(COLOUR
:	SWATCHES
ı	ALIGN
	PATHFINDER
(CHARACTER
	PARAGRAPH
(GLYPHS
(CHARACTER STYLE
	PARAGRAPH STYLE

TABS ARE THE BEST WAY TO MAN-AGE YOUR SPACE.

YOU CAN ADD AS MANY TABS AS YOU WANT: > GO TO THE WINDOW MENU. > CLICK ON ANY TAB YOU WANT. > IT WILL SHOW ON YOUR WORK-SPACE.







PAGES	LAYERS	LINKS	> ≡
[NONE]			
		_	
A-MASTER			
	•		
	1		
	_		
2	3		
4	5		
6	7		



Placing images in InDesign

[1]

PRESS [CMD+D] TO IMPORT AN IMAGE INTO THE FILE.

[2]

DRAG AND DROP AN IMAGE INTO THE FILE. YOU CAN DRAG IT FROM ANY FOLD-ER OR THE DESKTOP.

IF YOU RELEASE THE CLICK, YOUR IMAGE WILL BE PLACED ON THE PAGE.

[3]

DRAG AND DROP AN IMAGE INTO THE FILE.

HOLD [SHIFT] TO CREATE A BOX WHILE DRAGGING THE MOUSE, THE IMAGE WILL AUTOMATICALLY FIT IN THE BOX.



THERE ARE MANY WAY TO DROP IMAGES IN INDESIGN.

[V]

WITH V YOU CAN RESIZE THE BLUE BOX [CONTAIN-ER] OR THE ORANGE BOX [CONTENT] AS SEPARATE ITEMS.

[E]

WITH E YOU CAN RESIZE BOTH BOXES AT ONCE.

[SHIFT]

WITH SHIFT YOU RESIZE ANY OBJECT AS YOU MAINTAIN THE RIGHT PROPORTIONS.

[ALT]

WITH ALT YOU CAN QUICKLY DUPLICATE OBJECTS.



Placing images in InDesign

PAGES	LAYERS	LINKS	> ≡
[NONE]			
A-MASTER		L	
	1		
2	3		
4	5		
6	7		

In physics, string theory is a theoretical framework in which the point-like particles of particle physics are replaced by one-dimensional objects called strings. It describes how these strings propagate through space and interact with each other. On distance scales larger than the string scale, a string looks just like an ordinary particle, with its mass, charge, and other properties determined by the vibrational state of the string. In string theory, one of the many vibrational states of the string corresponds to the graviton, a quantum mechanical particle that carries gravitational force. Thus string theory is a theory of quantum gravity.

String theory is a broad and varied subject that attempts to address a number of deep questions of fundamental phγsics. String theory has been applied to a variety of problems in black hole physics, early universe cos<mark>n</mark>ol-





Paragraph Styles



Create shapes and boxes

[M]

M IS THE RECTANGULAR SHAPE TOOL. IT CREATES RECTANGLES. IF YOU HOLD SHIFT YOU CREATE SQUARES.

[L]

L IS THE ELLIPTICAL SHAPE TOOL. IT CREATES OVALS. IF YOU HOLD SHIFT YOU CREATE CIRCLES.

[P]

P IS THE PEN TOOL. YOU CAN USE IT TO CRE-ATE ANY SHAPE OF YOUR CHOICE.

[N]

N IS THE PENCIL TOOL. YOU CAN USE IT TO CRE-ATE ANY SHAPE OF YOUR CHOICE, WHILE FREE HAND DRAWING.







Use boxes for images and text



YOU CAN CREATE ANY SHAPE YOU WANT IN INDESIGN BY USING DIFFERENT TOOLS.

ALL SHAPES CAN BE USED AS FRAMES FOR IMAGES OR TEXT.

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In









Place images within text



[1] FIRST, TYPE IN THE TEXT BOX. MAKE SURE TO EDIT YOUR TEXT IN HERE BEFORE MOVING ON TO THE SECOND STEP.

[2] SECONDLY, YOU WANT TO "OPEN" YOUR TEXT. MAKE SURE YOU ARE SE-LECTED ON THE TEXT BOX AND NOT THE TEXT IT-SELF. THEN, PRESS: CMD+SHIFT+Ó.





[3] PRESS CMD+D TO PLACE ANY IMAGE YOU WANT INSIDE.



