\*In Journalism, paragraphs aren’t the normal length in other forms of writing. So before you start using InDesign, go to your word document and indent your writing to make paragraphs that are **3-4 sentences** long.

InDesign Step by Step

Part 1 (starting stuff)

1. Open InDesign (the pink icon)
2. On the left hand column, choose the file folder that says “open”
3. In order, go to:

This PC, Public, Journalism, 19-20, Page Templates (these are in last year’s journalism folder)

\*Choose the page template according to what you’re assigned to on the whiteboard. Based on three things:

1. Your section
2. Even = Left page Odd = Right page

(**It’s very important** to pay attention if your page is left or right)

1. For **left** pages:

There will be two X’s in the top left corner.

The first big X is your assigned page number.

The second smaller X is the Issue number.

1. For **right** pages:

There will be a space to fill in the Issue Distribution date and your assigned page number.

The “P” stands for page number.

Part 2 (putting your article together)

1. To put your word document in the page template, go to:

File, Place, wherever you saved your word document

After you do this, your cursor will be holding a text box. Place that text box in the page template.

1. Expand the text box to align with the purple lines.

If you are a half page, size it to be *roughly* half of the template.

If you are a full page, size it to fill up the entire template.

\*delete all headers and titles you had on your word document. This includes your name, you will add this later.

\*also leave a reasonable amount for a title text box above your writing

1. Highlight all words. On the right hand side of the screen, click “paragraph styles”. Then click, “body text”. This should make all your words smaller. Do the same thing under “character styles”.

If you do not have this on the side of your screen, go to the top left of the page, click “window” and there will be an option to add it

1. Highlight all words again. Click on the black mouse on the top left hand side of the screen. Increase column count to 4. This is in the top right hand corner of the screen underneath the search bar.

\*if your writing does not fill up more than 2 columns, you need to add more.

1. To add your name, make a new text box outside the purple line template

Type “By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (with no colon)

Part 3 (the rest)

1. Add your title

Go to Dafont.com and find the font you like

Click “download”

Click “open”

A few files will show up, click on the icon that has an “A” on it

Click install

Now your font has been placed in the list of fonts in InDesign

Make a text box (the T icon the left hand side of the screen) in the space that you left above your writing

Type your title

\*Your title must stretch all the way across the top, and should be centered

1. Save your picture

\*Always write down the source that you got your picture from to make your life easier later on

To save your picture that you like, right click and go to:

Save picture as, computer, public, journalism, 15-16, Issue #, your section, your folder

Name your picture “\_\_\_\_\_ non-gray version”

1. Gray scale your picture

To gray scale a picture, you need to open an entirely different app, separate from InDesign. It’s called “Adobe Photoshop CS6” (the blue one)

To insert your picture into Photoshop, go to:

File, Open, Public, Journalism, 14-15, your section, your folder, your picture

To gray scale your inserted picture, go to:

Image, Mode, Grayscale, click “discard”

1. Save your gray scaled picture

Follow all steps for #2

Except you need to name it “\_\_\_\_\_\_\_ gray version”

1. Go back to InDesign and place your picture in the template

Go to: File, **PLACE,** where you saved the gray scaled picture

Your cursor will be holding the picture, drop it outside the purple lined template

1. Sizing your picture

Whenever you want to change the size of the picture, **use the black mouse and** **hold down control-shift** and adjust the size of the picture like you normally would

1. Text-Wrap your picture (this makes it so the words don’t hide behind the picture)

Using the black mouse, click on your picture

Go to text wrap on the right hand side of your screen

If you do not have this option, go to “window” on the top menu bar and there will be an option to add it

Choose the second “square”

This wraps the words around your picture

1. Moving your picture

Using the black mouse, click on your picture

Use the small, **yellow** box on the right hand side of your picture to move it around

1. Making room for captions and photo attributions

Using the black mouse, click on your picture

Go to “text wrap” on the right hand side of your screen

Adjust the 4 “up and down” arrows.

The goal of this is to create white space between the edges of your picture and the words around it

\*The only arrow **you do not want to adjust** for the text wrap **of the picture** is the one that controls the bottom border

1. Adding captions and photo attributions

Once you have created space on the tops and sides of the picture, this is when you will place your caption.

Make a new text box outside the template

Type your caption

Highlight the words

Go to character styles, click “caption”

Place this caption text box underneath your picture, it is going to look weird at first because it’s covering the words.

To fix this:

Use the black mouse

Click on the text box

Go to “text wrap”

Click the second square option

This will make it so the words wrap around your caption box

Stretch the caption text box across the entire border of the picture

Now you’ll do roughly the same thing for a photo attribution

Make a new text box outside the template

Type your photo attribution (photo from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Highlight the words

Go to character styles, click “photo attributions”

Place this photo attribution text box underneath your picture in the **right hand corner**

**You’re done!!!!**

InDesign tips:

* You can use “ctrl” “+/-“ to zoom in and out
* You can stretch and make your title taller at the top middle section of the menu bar
* NEVER copy and paste your word document into InDesign, always “file, place”