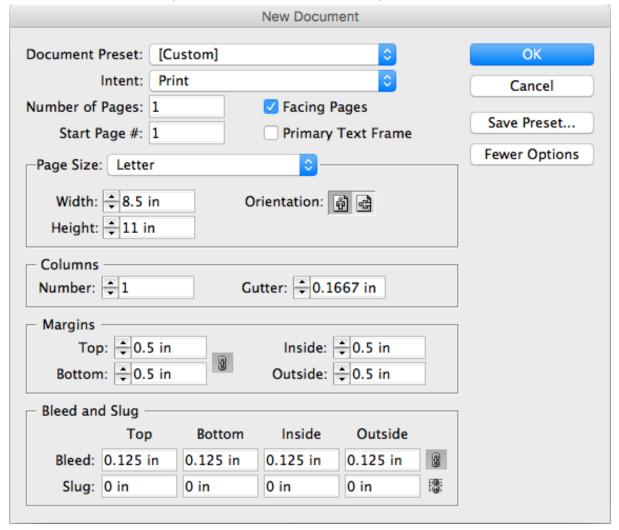
Quick start to InDesign

How to create a new document:

- 1. Launch InDesign
- 2. File > New > Document
- 3. New File Document dialog box will appear. Use the settings below.



- a. You can set the margins to whatever size you prefer or leave them the same.
- 4. The workspace.
 - a. Control panel
 - i. panel along the top and changes based on the tools you use. You can change font properties, colors, etc anything from here.
 - b. Tool panel
 - i. panel on the left and stores all your tools. Most frequently used tools selection tool, type tool, shape tools
 - c. Page
 - i. Anything with in the black outline will be printed
 - ii. Anything is the pasteboard will not print.

SEE PAGE TWO FOR WORKSPACE PARTS.

