**Creating a page in InDesign (quick guide)**

**Part I: Edit photos and graphics in Photoshop**

Before importing elements into InDesign you must edit photos and artwork in Photoshop.

Determine the size of photos and artwork you need on your page or spread.

Open your photos and artwork in Photoshop, crop, adjust levels, do whatever else being sure to resize and set dpi to 300 before "Save As." I suggest you rename each one as this allows you to keep the original as a backup.

Convert RBG photos and artwork to CMYK (CM YK) (unless you are doing something special, such as sepia, greyscale, solid color(s), or something else. The printing company splits color pages into 4 channels, so this is an important step.

Keep everything together for a particular page in its own folder for ease in organization.

**Part II: Importing into InDesign CC**

Set up your page or spread according what's needed.

For a single page, enter 8.5 for width and 11 for height. For a height. For margins (and for the text safety zone) enter .25 for all four sides. On "Bleeds" enter .125 for both sides, top, and bottom.

Remember that everything needs a box: photos and graphics have theirs and text has its boxes.

Begin by importing photos and graphics, and place on the page. Then add text. Building pages by using layer is an effective means to do this.

Keep everything together for a particular page in its own folder for ease in organization.

Photos and graphics imported into InDesign are actually links to the real file, so before turning over a completed page to the editor you will need to "package" the page, including fonts: File > Package, then follow the steps. The folder that's created is what you will turn in to the editor. Rename the folder according to the editor's instructions.

Needing a font that's not installed on your computer is not a problem. Ask and it shall be done. We have administrative access for this purpose.

InDesign CC can open other CC and CS6 files, but CS6 cannot open CC files. There's an easy workaround available which is built into File.

**Part III: InDesign tools**

**Most used:**

--Clear or black arrow: Moves text and picture/graphics boxes.

--White arrow: Moves pictures/graphics around inside the box.

--Text tool (T): Create to add or adjust text.

*List will be added to as needed.*