1. Open Adobe InDesign and click “Create New” on the left hand side of the application.

2. In the pop-up window, you have the option to choose the size of the document you want to create. For the purpose of this guide, fill in the document measurements for letter sized paper.
   - To do this, first make sure that the measurement unit is set to “Inches” which can be done using the dropdown menu on the right hand side of the application.
   - Fill in “8.5” for width and “11” for height.
   - Make sure that the orientation is set to “portrait.”

3. Click “Create” in the bottom right hand corner of the pop-up to generate your document.

4. Begin by creating a headline for the flier. Select the **Type Tool** (T). With this tool selected, left-click, hold down, and drag the mouse out in order to create a text box. Once the box is the size you want, release the left mouse button. With the **Type Tool** (T) still selected, click once inside the text box to type in it.
   - If you want to change the size of the text box after you have made it, switch to using the **Selection Tool** (I). If you left-click the text box using this tool, it will allow you to see small white squares along the edge of the text box. By left-clicking and dragging these squares, you can resize the box.
   - In order to maintain the original proportions of the text box, press and hold shift before and during the resizing process.

5. Type “BAKE SALE!” into the box so your flier’s message is clear.
   - You can change the font and its size using the “Properties” tab on the right hand side of the application. Practice using this by changing the font to Georgia and the size to 50.
   - You can also change the color of text in the “Properties” tab. Under the section “Appearance,” left-click the box labeled “Fill.” You can pick a color from here that will change the fill of the text. The box underneath the “Fill” box is labeled “Stroke.” This box will change the text’s outline color. Try changing the “Fill” to red and the “Stroke” to black.

6. Center the headline of your flier at the top of the page. First, you’ll need to center the text. To do so, make sure the **Type Tool** (T) is selected, then highlight the text by left-clicking and dragging over it. Once the text is highlighted, move to the right side of the application and make sure the “Properties” tab is selected. Under the section “Paragraph,” select the icon for centered text ( ). This will ensure that the text centers to the text box.

7. Now you will need to center the text box to the page. Left-click the **Selection Tool** (I). Using this tool, left-click and hold down on the text box. Now you can move it by dragging your mouse. To center the box at the top of the page, move it slowly until a vertical, brightly colored line appears in the middle of the page and text box. This line indicates that your box is vertically centered on the page.

8. To make the flier more visually appealing, you will want to insert a few images. Simple clipart of baked goods will work well. Use Google to perform an image search for a cookie clipart image and a cupcake clipart image.
   - Pick one image of each and save your two images to an easily accessible file on your computer, for instance, your desktop.

9. There are two main ways to insert an image into your InDesign project:
   - Click and drag the image file from where you saved it on your computer directly onto the document. This will not deposit the image immediately - you will notice that your cursor changes in the application. A tiny version of your image will be visible next to it. This indicates that InDesign has the picture ready. The picture will be deposited in the place where you next left-click.
Another way to insert an image is by selecting “File” in the top left of your computer screen, then selecting “Place” from the drop-down menu. This will open a pop-up window that will allow you to select your image file. Once your file is selected, left-click “Open” in the bottom right of the pop-up window.

- You will notice that your cursor has changed in the application - a tiny version of your image will be visible next to it. This indicates that InDesign has the picture ready. The picture will be deposited in the place where you next left-click.
- Before placing an image, always remember to have all other items de-selected. You can do this by left-clicking in the grey section of the application with the Selection Tool ( ).

10. One of the images should be placed in the top left, immediately below the “BAKE SALE!” headline. The other should be deposited in the bottom right. In order to move and resize the pictures, select the Selection Tool ( ). Left-click an image once to select it.

- While hovering your mouse over an image, you should notice that there are two circles in the center of the image. This is because images in InDesign have two layers to them: the image itself and the frame.
- Each image can be selected and moved around using the two circles in the center. If you left-click the circles once, you will be able to see the outline of the image in orange. You will also notice that there is a blue outline. This blue outline represents the image’s frame. If you move the image and its orange outline outside this frame, you will no longer be able to see it. An image can only be seen when it is inside its frame.
- By selecting the chain links ( ) on the frame with the Selection Tool ( ), both the image and frame can be moved together.
- Images and frames are resized separately. Keep this in mind while trying to resize an image, as losing sight of the image by resizing the frame can make resizing the image difficult.

11. Insert another text box that will describe the bake sale (refer to Step 4). Type “Delicious treats for sale!” Change the font to Georgia and the size to 35 (refer to Step 5).

12. Center the text on the page. First, center the text in the text box (refer to Step 6). Then, drag the text box around the middle of the page slowly until two brightly colored lines appear, criss-crossing in the middle. This means that your box is centered vertically and horizontally.

13. Create a colored rectangle to put this text on. To do this, create a shape by selecting the Shape Tool ( ), which by default should be set to Rectangle Tool ( ). For the purpose of this flier, you will need a rectangle that your text will fit in. There are several different ways to use this tool:
- With the Shape Tool ( ) selected, if you left-click in the white area of the application, a menu will appear where you can input your shape’s exact dimensions.
- A shape can also be dragged into creation. If you left-click and hold, then drag your mouse outwards, you can create a less exactly measured shape.
  - If you would like your shape to be equal on all sides, press and hold shift while you are dragging.

14. Center the rectangle on the page (refer to Step 12).

15. Change the color of the rectangle’s “Fill” to red and “Stroke” to black (refer to Step 5).

16. For some, coloring in the box will result in the text being covered. This is due to the box being positioned above the text. This issue can be resolved by moving your projects layers around. The button for layers ( ) is directly left of the “Properties” tab that you have been working in to change colors and fonts. Left-click this button to open its menu, then click the small image of paper ( ) in the bottom right corner of the menu. This will create a second layer.

- Double-click where it now says “Layer 2” to rename this layer “Center Text.” Now you should move the <rectangle> and <Delicious treats...> from “Layer 1” to “Center Text” so you can work with them easily.
• Left-click <rectangle>, then press and hold shift before left-clicking <Delicious treats...> to select them together. Drag them on top of “Center Text” to put them in that layer. Now that they are separate from your headline and pictures, they will be easier to organize.
• Click on the arrow next to “Center Text” to view the items in that layer. Left-click and drag <Delicious treats...> so that it is above <rectangle>. Notice how the text is now on top of the rectangle.

17. While still in layers, create a third layer and rename it “Bottom Circle” (refer to Step 16). Left-click the layer once to select it and work in this layer.

18. Right-click the Shape Tool (       ). This opens a drop-down menu with options for other shapes you can make. Left-click the Ellipse Tool (       ). Create an ellipse just as you created a rectangle (refer to Step 13). Now change the colors of the ellipse (refer to Step 5). The “Fill” should be yellow and the “Stroke” should be “None.”
• Keep in mind that any tool that has a tiny white triangle in the bottom right corner of the icon, like the Shape Tool (       ), will have options of tools that can be accessed by right-clicking the icon.

19. Create a text box inside this circle (refer to Step 4) and type “$1 per treat!” inside. Change the font to Georgia and the size to 35 (refer to Step 5).
• Make sure to check your layers so that the text will appear on top of the yellow circle.

You have now completed your bake sale flier! This guide should help you familiarize with some of the basic tools that Adobe InDesign offers. Below, there are some tips to help you go the extra mile with your InDesign designs.

Extra Adobe InDesign Tips
1. To vary color options, you can use the Gradient Swatch Tool (       ). Select this tool, then left-click once inside a shape to insert a black and white gradient.
• In order to change these colors, select “Fill” in the “Properties” tab under “Appearance.” Select the gradient tab. At the bottom of the pop-up menu, there is a gradient line. Underneath the line on either side are colored boxes. Left-click a box once to select it and input the CMYK code for the color you want to gradate. Do the same for the other box.
  • You can also change where the colors blend and how much of a certain color you want by dragging the small diamond at the top of the gradient bar left and right.
  • The gradient angle can be adjusted by inputting a degree in the “Angle” box. The gradient can similarly be changed from linear to radial using the “Type” drop-down list.

2. There is a second way to create a gradient by using the Gradient Feather Tool (       ). This tool is an easier way of creating a gradient, but is limited. First, ensure that the shape you are working with is already filled with a color of your choosing. Then, select the Gradient Feather Tool (       ). Left-click and drag a line across the box in the direction of your choice. This will cause the color to fade out in the direction you dragged the line.
• Using this method, you cannot have one color change into another, only have the original color fade.

3. Instead of typing on straight lines, you can choose to type on a path. There are a few ways that you can create a line to type on:
• The simplest way to create a curved path is by using the Pencil Tool (       ). With this tool selected, left-click, hold, and drag to create a line. It can be curved, straight, or any shape that you want.
  • This method will most likely not make you a perfect line unless you have a very steady hand.
• To create a smooth line, you will need to use the Pen Tool (       ). With this tool selected, left-click one spot to create the initial anchor point of your line. Left-click another spot wherever you want, and the tool will draw a straight line between the two anchor points you’ve made.
• In order to curve the line, right-click the Pen Tool (       ) to open its drop-down menu and left-click the Convert Direction Point Tool (       ) to select it. Select one of the end anchor points that you created. Drag the point up, down, left, and right to see how this will curve your line. Once the curve is the way you like it, release the left mouse button and the line will maintain the curve.

Once you have drawn a line that you want to type on, right-click the Type Tool (       ) to open its drop-down menu. From this menu, select the Type on a Path Tool (       ). With this tool selected, left-click the line you’ve drawn at the place where you want your text to start and begin typing.
  • You can use the selection tool to move the line and text around the page.
  • If you do not want the line to be visible, left-click the line and go to “Stroke” in the “Properties” tab under “Appearance.” Select “None” for the stroke.

4. If you ever make a mistake, the easiest way to “Undo” that mistake is to press “Command+Z” (undo command) or by going up to the “Edit” tab in the top left of your computer screen and selecting “Undo” from the drop-down menu.

For more information on how to use Adobe InDesign, visit these websites:
• https://helpx.adobe.com/indesign/tutorials.html
• https://helpx.adobe.com/indesign/user-guide.html
• https://design.tutsplus.com/articles/the-beginners-quick-start-guide-to-indesign--cms-31243