InDesign Basic Actions

Place Image Inside a Shape

To use an existing image on the page:

1. Create a shape using the rectangle, ellipse or polygon tool.
2. Copy the image you want to put inside the shape.
3. Select the image.
4. Select the shape.
5. Right-click → "Paste Into".

To import an image from outside InDesign:

1. Create a shape using the rectangle, ellipse or polygon tool.
2. Select the shape with the Selection Tool
3. Place (ctrl+D) and navigate to the image you want to put inside the shape.

Type on a Shape or Path

1. Create a shape. line or path (using the pen tool).
2. Choose the "Type on Path Tool" (Shitf+T or under the Type Tool) from the tool palette.
3. Hover the tool cursor over the path you wish to type on until the text cursor shows a "+" next to it.
4. Left-click to place the cursor on the path.
5. Type.

Overflow Text

1. Create a text box.
2. Copy and Paste your body copy into the text box.
3. If the text does not fit entirely in the box, you'll see a red + at the bottom right hand corner of the text box. Hold down CTRL and left click on the red +. (Your cursor will change to indicate text is waiting to be placed.)
4. Either left-click where you want to place the remaining text, or click+drag a box for the text. When you release the mouse, the text will automatically place itself.

Character, Paragraph and Object Styles (Style palettes can be found in the InDesign main menu under "Windows")

Object Styles

1. Create an object.
2. Give it a stroke of X points in the Stroke Pallette. (Add any desired attributes)
3. Select the object.
4. Open the Object Styles palette and click "Create New Style" at the bottom of the palette.
5. Now select any object on the page, select your new object style from the object style palette and the same attributes will be applied to the selected object.

Character Styles

1. Create some type.
2. Format it to any size, spacing and style.
3. Highlight your formatted text.

4. Open the Character Styles palette and click "Create New Style" at the bottom of the palette.
5. Now select any text on the page, select your new character style from the characters style palette and the same attributes will be applied to the selected text.

Paragraph Styles

1. Select some paragraph text. (paragraph format mostly refers to margins, spacing and bullets)
2. Format the margins, leading (space between lines), type size, style, etc.)
3. Highlight your formatted paragraph.
4. Open the Paragraph Styles palette and click "Create New Style" at the bottom of the palette.
5. Now select any block of text on the page, choose your new paragraph style from the paragraph style palette and the same attributes will be applied to the selected block of text.

Placeholder Text

To Create Placeholder Text
1. Create a text box for the placeholder text.
2. Place the cursor inside the text box and left-click to activate.
3. Go to TYPE in theInDesign file menu and select "Fill with Placeholder Text"
4. This will populate your text box with placeholder copy that can be replaced at a later time.

Tabs

To Modify Margins using Tabs

1. Highlight the text you'd like to modify.
2. From the file menu, choose Type → Tabs

   (This will bring up the Tabs panel. In the tabs panel, there will be two black arrows to the left. The upper arrow defines the far left margin, the lower defines the indentation.)

3. Adjust the black arrows to define the margins.
4. Use the lustification markers to define additional tabbing increments.

Creating Tables

To Create a Table

5. Create a Text Box
6. Inside the text box, type "column1", hit tab, "type "column2", tab again, type "column 3", then hit enter.

   When creating a table from text, TABS are used to define COLUMN, and RETURN defines rows. So using step 3, we've defined that we want 3 columns and 2 rows.

7. Now, highlight everything inside your text box.

8. In the file menu, go to Table

9. Select "Convert Text to Table".