

LEARN THE BASICS: ADOBE INDESIGN & PHOTOSHOP

Use **InDesign** for **text-heavy** documents.

Examples: flyers, books, magazines, newspapers, portfolio page layouts, resumes, mockups, handouts

Use **Photoshop** for **image-heavy** documents.

Examples: posters, book covers, headers, logos, banners, headers, cut-outs, photos, website or portfolio backgrounds. You can easily edit and import images from Photoshop to use in InDesign layouts.

What does that **toolbar** thing do?

Note: these are some of the most commonly used tools and not an exhaustive list of every toolbar function. This also doesn't include more obvious tools (like paint or eraser). If you'd like to learn more, YouTube, Lynda, and Google are always helpful resources!

 **Selection tool (InDesign):** Pretty self-explanatory. Select an element and adjust it.

 **Move tool (Photoshop):** Photoshop's selection tool equivalent.

 **Direct selection tool (InDesign):** select the frame of an element. You'll see the frame change from blue to orange/brown.

 **Text tool:** Write text. Use the character and paragraph panels to make more specific adjustments to text.

 **Line tool (InDesign):** Draw lines. Change the weight or pattern of the line using the toolbar at the top. Hold shift to make the line completely horizontal or vertical.

 **Shape tools:** Draw a geometric shape. Hold down the toolbar item to have access to more shapes. Hold shift when drawing to create a shape with equal sides/a perfect circle.

 **Free transform tool (InDesign):** Resize a shape or image. Hold shift to maintain the dimensions of the image.

 **Eyedropper tool:** Pick up and select color from any shape or image.

 **Gradient tools:** Draw a color fade from one color to another, or from one color to nothing (transparent).

 **Lasso tool (Photoshop):** Create your own selection. Very useful for creating cut-outs. Hold for a menu that includes the "magnetic lasso" tool, which auto-selects around edges.

 **Quick selection tool (Photoshop):** Automatically select like areas in an image.

 **Crop tool (Photoshop):** Be cautious - this crops your whole canvas and not just a specific layer.

What's the deal with the **right sidebar**?

In conjunction with the “Window” menu, the right sidebar serves as a dock for doing more specific work than the toolbar allows by itself. This is where the “Layers” window (more useful in Photoshop, but consistent in every Adobe design software) is located. You can add extra windows based on the needs of your project. Some useful windows:

- **Styles -> Character Styles:** allows you to change specifics in your font (tracking, kerning, etc.)
- **Styles -> Paragraph Styles:** allows you to change paragraph/block text settings. Useful for news/book layouts
- **Color:** Full color picker
- **Effects:** basic “special effects”: glow, drop shadow, etc.



Useful keyboard **shortcuts**

Luckily for Adobe users, most keyboard shortcuts are consistent from program to program, with a few minor differences. This layout is for a Mac user's keyboard – for all shortcuts that use the Command key, PC users should use the Control key instead. (From techprone.com)



The only way that you can get better at these softwares (and any new skill) is through constant use and practice. Don't worry if you still have questions - plenty of professionals still don't know every function of Adobe. If you want to learn a specific design style or need a refresher on the basics, there are many tutorials online. You can use Elon resources at **Lynda.com** or find free videos at **YouTube** that can help you, and, as always, **Google** has all the answers.

Now that you've learned some basics, go forth and **create!**