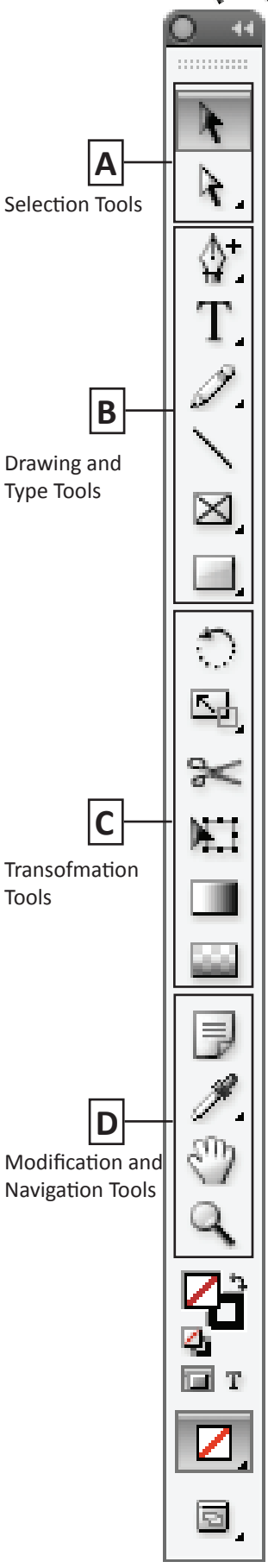
InDesign Basics

Take Notes Here: _____



	What the?	Kind of know it	Could teach it
document set-up			
text frame options			
placeholder text			
selection tool			
lines			
shapes			
fills			
placing			
stroke			
leading			
croping vs sizing			
column guides			
rulers			
pages			
text wrap			
spell check			
grouping			
kerning			
direct selection tool			
hide frame edges			
feathering			
shadowing			
drop caps			
paste in place			
reverse text			
rounded boxes			
type on a path			
stroke			
rotate			
swatches			

Shortcuts to make your life easier

100 %	command 1
Fit in window	command 0
Larger view	command +
Smaller view	command -
Print	command p
Open	command o
Save	command s
Undo	command z
Copy	command c
Paste	command v
Bold	shift command b
Italic	shift command i
Underline	shift command u
Group	command g
Ungroup	shift command g
Hide Guides	command ;
Grid	command ’
Place	command d
Center text	shift command c
Right-align	shift command r
Left-align	shift command L
Justify	shift command j