InDesign Short Tutorial- template design

1. Organize your files: create a folder and put all the assets (images) and InDesign files in the folder.

2. Change text

* May need to resize the text box
* Check spelling (Edit 🡪spelling🡪check spelling)

3. Swap images

* Make sure the image is high resolution, 300 dpi for print. Check effective dpi in the LINKS panel (window🡪links)
* Place image (file🡪place🡪select your image)
* Adjust image position inside the frame: use white arrow tool (direct selection tool, and click on the image to select it, now you can move the image up or down, left or right with the 4 arrow keys. )

4. Good to know

* Images do not look good? Change your display performance. View🡪display performance, choose high quality display
* Want to show your design to others (hide text boxes)?

View🡪 screen mode 🡪preview to enter the preview mode

* Before taking your design to print shop, export it to a PDF(file🡪 export), the print shop may not have your version of InDesign to open your file.

5. Copyright free images

* <http://www.flickr.com/>
* <http://commons.wikimedia.org/wiki/Main_page>
* <http://en.wikipedia.org/wiki/Wikipedia:Public_domain_image_resources>

### [Carlos E. Ramos Scharrón](http://www.utexas.edu/cola/depts/geography/faculty/cer577)

**Topic:** anthropogenic and climate change effects on hydrologic/geomorphic processes and their consequences on water quality

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