

STATE
LIBRARY
QUEENSLAND



ADOBE INDESIGN

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Acknowledgement of Country

We acknowledge Aboriginal and Torres Strait Islander peoples and their continuing connection to land and as custodians of stories for millennia. We respectfully acknowledge the land on which we all meet today, and pay our respects to elders past, present and emerging.

Welcome

- Check in and get set up on a computer
- Please ensure that you have already signed up for an Adobe Account at <https://account.adobe.com> – you will need this to access Adobe programs.
- Introductions - Why did you sign up? What are you hoping to get out of this workshop?

Overview of workshop

Today's Goals:

- Get hands-on experience with this professional design industry software for publishing
- Learn key aspects of:
 - Document set-up
 - Text and image integration
 - Export best practice
- At the conclusion of this workshop, you will have understood the basics so that you would be able to produce a zine suitable for print or online publishing.

Equipment & Materials

- Computer with InDesign
- Workshop files – provided

Health & Safety

- For all workshops at The Edge we like to familiarise participants with:
- Exit points
- Lab Risk Assessments
- Safe operating procedures



Adobe Creative Suite

- Photoshop – raster images
- Illustrator – vector images
- InDesign – desktop publishing and layouts, eg for books, magazines, brochures, etc.

InDesign projects often utilise assets created in Photoshop and Illustrator. Linking files allow changes to quickly be reflected in your InDesign project.



• Adobe has a suite of products, and it's not always immediately obvious which one to use for which application. In short:

- Photoshop: for photo-editing and creating raster graphics. Raster graphics are those made up of individual pixels. Because each pixel is a tiny dot of colour, the image cannot be sized up without quality loss.
 - Illustrator: for logos, illustration and creating vector graphics. Vector graphics are infinitely scalable, as their shapes are defined by mathematical equations, rather than individual dots of colour.
 - InDesign: for desktop publishing and layouts – eg, for books, magazines, brochures and print/digital publications.
- These programs support and feed into each other – eg, an InDesign project will often bring together assets from Photoshop and Illustrator. It is possible to link to original files, so that with a click, any changes you make in the file will be reflected in your InDesign project.

Why use InDesign?

- It's an industry standard
- It's specifically designed for print publications
- Easily create templates and use various tools for consistent formatting and standards across multi-page documents
- Interactive PDFs are also possible for online publishing



If your various components (text, images, etc) are like recipe ingredients, InDesign allows you to bring them all together into a finished dish, properly formatted and ready to go to the printers! There are many reasons to use InDesign. Eg:

- It's an industry standard – it is easy to send these files off to be professionally printed, and they export to common file types, such as PDF with printer marks as needed.
- It's specifically designed for print publications
- Easily create templates with parent pages and use various tools for consistent formatting and standards across multi-page documents
- Interactive PDFs are also possible for online publishing. We won't cover this today, but it is an option you can explore at another time.

Let's Dive in!

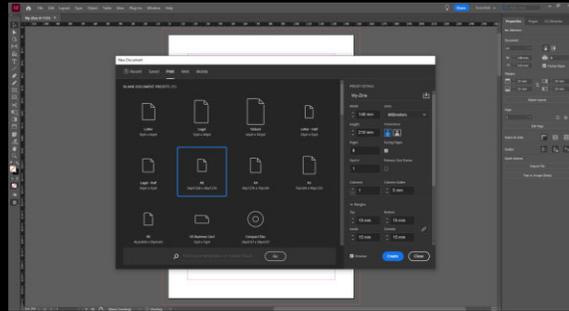
- First steps:
 - Opening InDesign
 - Creating your first document
 - Navigating the interface

We're going to dive right into making your first zine – but first let's get your document set up for success.

Let's open up Indesign, set the overall document settings and learn some interface basics before moving onto the design side of things.

Creating a New Project

- How to create a new document
- Basic print terminology
- Setting your number of pages, margins, bleed, etc.



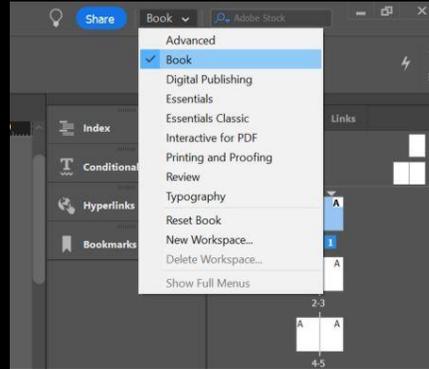
Starting a New Document:

- start a new project in InDesign by selecting 'File' > 'New' > 'Document'.
- Today we're going to create an A5 zine that can be printed on A4 paper, so let's do the following:
 - Select the 'Print' presets
 - Click on 'View all Presets' so that we can select the A5 size
 - Change the name of the document to something you will remember (e.g. 'My-Zine')
 - Change the unit measurements to one we are more familiar with – millimeters
- Select the number of pages – let's choose 8.
 - Tip: When designing for print that will be folded in half from a larger page size, you'll generally want to create pages in multiples of 4 (front left/front right/back left/back right of each sheet)
- Select 'Facing Pages'
 - Tip: Facing pages are used for documents where pages are viewed together, generally in a pair – eg, when you open a zine, you see the left

- page and the right page at the same time, in a two-page spread.
- ‘Primary Text Frame’ is a setting we use if we want full pages of text to flow from one page to the next seamlessly (eg, like a novel). Because we are creating a zine with different things on each page, we will leave this deselected.
- You can automatically add a set number of columns per page here – for now, we will leave this at one. If you were creating a document that uses multiple columns by default, you can set the column gutter here also – this is the distance between the columns.
- Set the margins for your document – the amount of space between the main content and the border of the paper. Let’s set this at 15mm on all sides. Generally you don’t want important content to be too close to the edge, as printing error may cut it off – printers will specify a ‘safe zone’ in their document guides, if getting your document professionally printed.
 - Tip: you do not need to have the same margins on all sides – you can change these depending on your preference. To do so, click the ‘chain’ icon to the right, and this will allow you to set each individually.
- Set your bleed. Bleed is an area that extends beyond the border of your page, to account for trimming and paper movement, so that images and colour that extends to the border looks neat when cut to size instead of leaving a sliver of white if there is a misalignment. Most printers will specify a 3mm or 5mm bleed. Let’s set ours to 5mm.
- The ‘Slug’ refers to extra space outside of the page and bleed for extra information – eg, printer instructions. It is usually not necessary, so we’ll leave that at 0.
- Select ‘Preview’ if you would like to see your example page, and then click ‘Create’.

Setting the Workspace

- Now that we've created our document, let's set up our workspace.
- Let's select 'Book' at the top right, and it will switch to an interface with more relevant panels for our project.
- We are not restricted to these options – we can change the panels displayed later.

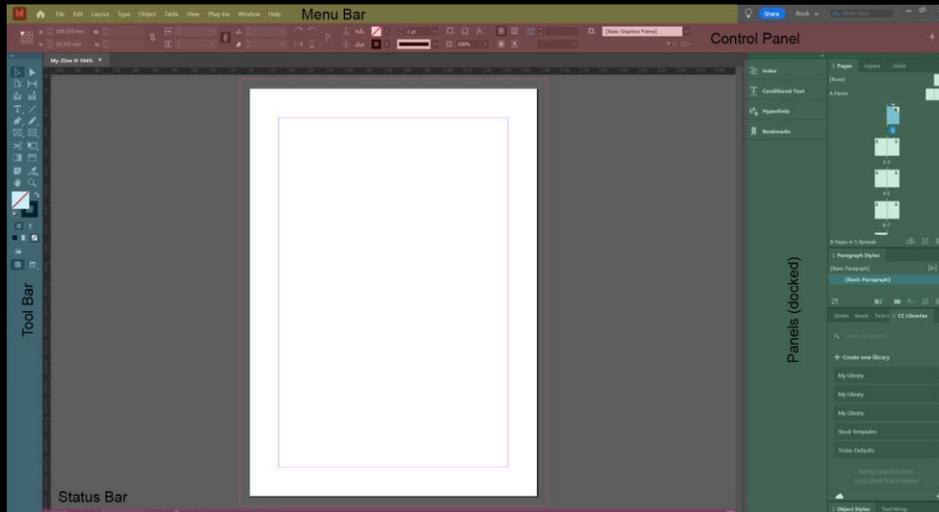


It is far easier to get started with a workspace tailored to your project. Let's set ours to 'book', as we are creating a zine.

We can select 'Book' at the top right – this button allows us to switch between default workspace types. Your workspace will switch to an interface with more relevant panels for our project.

We are not restricted to these options – we can change the panels displayed later, and even set up custom workspaces in future, should we want to do so.

Navigating the Workspace

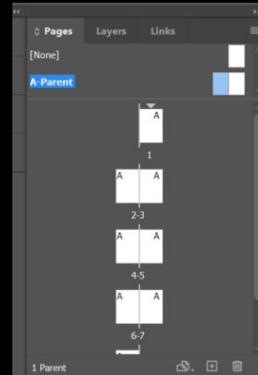


The workspace is made up of several ‘zones’ – they will become more intuitive, the more you use the program. You can also customize this space as desired once you’re more familiar with it. Here are the basics:

- The menu bar allows you select a wide variety of options that allow you to select commands – eg, save, print, and other application controls. To the right of that is the workspace switcher.
- The control panel displays options for the currently selected object.
- The tools panel contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped.
- The status bar allows for document navigation and will also display error notifications.
- Panels (generally docked to the right) provide finer control over certain elements in your document – eg, the Pages panel allows you to rearrange pages, and the Links panel allows you to relink or navigate to existing links (eg, pictures) that you have included in your document.
- Tip: In the ‘Pages’ panel, you can quickly switch between pages by double-clicking the page you wish to navigate to.

The A-Parent Page

- Parent pages allow you to maintain consistency throughout a document without having to repeat work.
- Think of them like templates.
- Every document starts with a default parent page – to edit it, double-click 'A-Parent' in the 'Pages' panel. We will use them for our standard 'inside' pages.



Now that we know how to navigate the interface, let's start setting up our document.

Parent pages are like templates – they help you maintain consistency from page to page, and ensure that you're not having to repeat work for basic design elements you intend to use over and over. Eg:

- Page headers
- Page footers
- Page numbers
- Logos
- Background elements

It is possible to create multiple different parent page styles you can switch between (eg, you might have different master pages for a one-column layout, a two column layout, or a photo page).

Every document starts with a default parent page – to edit it, double-click 'A-Parent' in the 'Pages' panel.

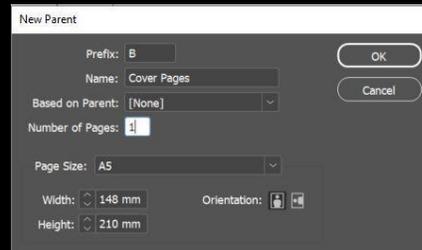
- You will see that the A-Parent parent page shows a two-page spread – one for the

- left page panel, and one for the right page panel – this is because we selected the facing pages option when we set up the document.

Setting Up New Parent Pages

- We can also set up new parent pages as single (or double) pages. Let's set up a parent page for our front and back covers:

- Right click in the 'Parent Pages' area.
- Select 'New Parent'
- InDesign will give it the automatic prefix 'B'. You can give it a more descriptive name also.
- Set the 'Number of Pages' to 1.
- Click ok.



We can also set up new parent pages as single pages – let's do this for our front and back covers.

- Right click in the 'Parent Pages' area.
- Select 'New Parent'
- InDesign will give it the automatic prefix 'B'. You can give it a more descriptive name also.
- Set the 'Number of Pages' to 1.
- Click ok.

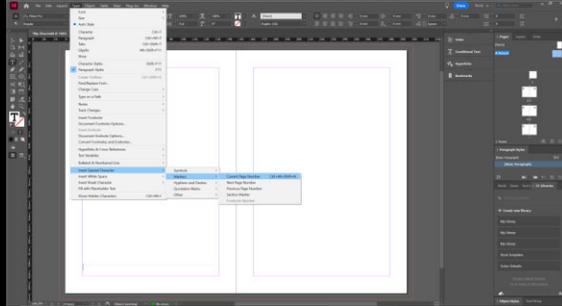
Now we have a new parent page option, B.

For now, let's apply those to the first and large page of our document. We can do so by either right-clicking the page we want to change and selecting 'Apply Parent to Pages', then selecting our B-parent, or by clicking and dragging the parent page onto the appropriate page in our document.

This distinguishes these pages as different from our internal A-parent pages.

Customising the A-Parent – page numbers

- Let's add an element that will appear on our internal pages – a page number:
 - Select the 'Type Tool' from the tool bar.
 - Click and drag a text frame across the bottom of the left page.
 - In the menu bar, go:
 - Type >
 - Insert Special Character >
 - Markers >
 - Current Page Number



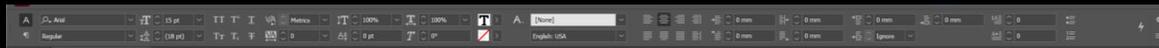
When setting up the A-Parent page, think of what you intend to have on almost every page of your document. Eg, we could set up page numbers.

To add a page number:

- Select the 'Type Tool' from the tool bar.
- Click and drag a text frame across the bottom of the left page.
- In the menu bar, go:
 - Type >
 - Insert Special Character >
 - Markers >
 - Current Page Number
- This will add a number to your page. Because we are in the A-Parent page at the moment, this will appear as an 'A' on the page, but when we switch to one of the document pages, you will see that it has transformed into the number of that page.

Formatting our page numbers

- Before we copy our page number to the right side, let's customize the appearance of our page numbers:
 - Select your text
 - The Control Panel (top of screen) will display your type options, such as typeface, size, alignment etc.
 - You can also access these options from 'Window' > 'Type and Tables' > 'Character' / 'Paragraph'.



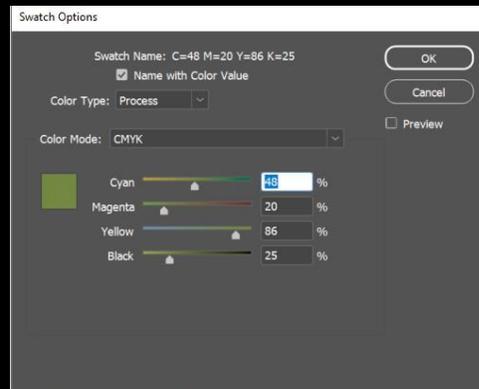
We can customise the appearance of the page number before moving onwards – to do so, highlight the text you want to edit (your page number), and the Control Panel will change to provide you with options relating to text. Here you can adjust options like the typeface, size, alignment, etc.

Feel free to also add additional elements to your page number – eg, hypens on either side for emphasis.

We will change the colour in the next step.

Editing Colours

- By default, InDesign provides swatches for some basic CMYK colours.
- Let's add a custom colour for our page numbers:
 - Highlight your page number text with the Type tool
 - Open the Swatches panel ('Window' > 'Color' > 'Swatches')
 - Select one of the default colours as a starting point
 - Right click the colour, and choose 'New Color Swatch'
 - Adjust to your liking, and click 'OK'



By default, InDesign provides swatches for some basic CMYK colours.

Let's add a custom colour for our page numbers:

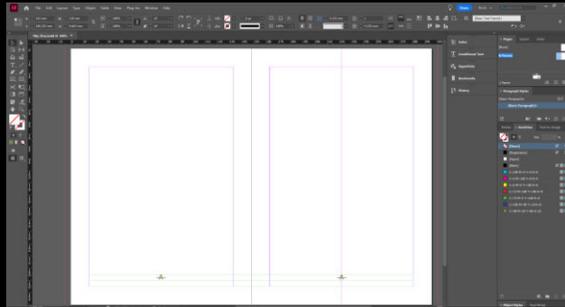
- Highlight your page number text
- Open the Swatches panel ('Window' > 'Color' > 'Swatches')
- Select one of the default colours as a starting point
- Right click the colour, and choose 'New Color Swatch'
- Adjust to your liking, and click 'OK'

This will add a new colour swatch in your chosen colour, and apply it to your highlighted text.

Duplicate your Page Number

- If you are now happy with how your page number is styled, copy and paste the text box to the right-hand page in your A-Parent template:

- Make sure you have the 'Selection Tool' (the black arrow) selected from the tool bar
- Select your page-number text box
- Copy and Paste (either from the 'Edit' menu item, or with Ctrl C/Ctrl V)
- Click and drag it into place



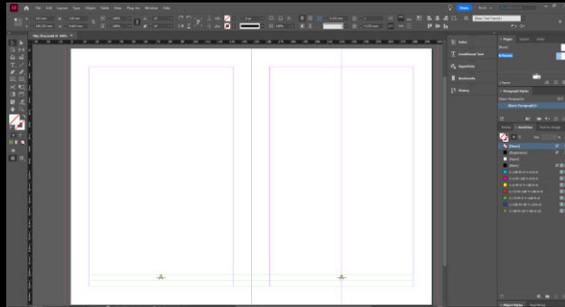
If you are now happy with how your page number is styled, copy and paste the text box to the right-hand page in your A-Parent template.

To do so:

- Make sure you have the 'Selection Tool' (the black arrow) selected from the tool bar
- Select your page-number text box
- Copy and Paste (either from the 'Edit' menu item, or with Ctrl C/Ctrl V)
- Click and drag it into place. By default, elements will snap into alignment – the guides will show you that you have it lined up correctly.

Setting a new Page 1

- By default in InDesign, left hand pages are even, right hand pages are odd.
- To change our first 'inside' page to page 1 (ignoring the cover):
 - Right-click the current page 2
 - Deselect 'Allow Document Pages to Shuffle'
 - Right click again and select 'Numbering & Section Options'
 - Select 'Start Section' and set 'Start Page Numbering at: 1'
 - Click 'Ok' and accept the warning dialogue.



By default in InDesign, left hand pages are even, right hand pages are odd.

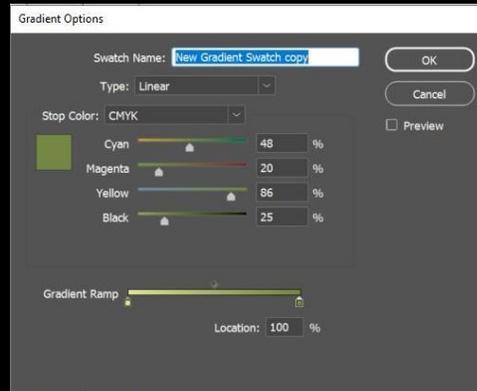
To change our first 'inside' page to page 1 (ignoring the cover):

- Right-click the current page 2
- Deselect 'Allow Document Pages to Shuffle' – if this is left selected, it will adjust your document so that your number one page is on the right-hand side, and breaks the spread.
- Right click again and select 'Numbering & Section Options'
- Select 'Start Section' and set 'Start Page Numbering at: 1'
- Click 'Ok' and accept the warning dialogue – it is warning you that there will now technically two 'page 1's.
- If you want to resolve this so that your document doesn't have two page 1s, you can repeat this process and change your 'numbering style' on the cover page to one of the alternative options – eg, Roman Numerals.

Add some more Personality

Let's add some fun coloured edges to the the A-Parent pages to give them a little more personality:

- Select the 'Rectangle' tool from the toolbar (this may be underneath the 'Elipse' tool.)
- Click and drag to create a rectangle.
- Go to the top right of the swatches panel, select the four lines button (it reveals more options) and select 'New Gradient Swatch'. Choose your swatch options, and select 'Ok'.



Let's add some fun coloured edges to the the A-Parent pages to give them a little more personality:

- Select the 'Rectangle' tool from the toolbar (this may be underneath the 'Elipse' tool. You can click and hold on any of the toolbar icons that have a small triangle in the bottom right-hand corner – this triangle indicates there are other options available for you to select)
- Click and drag to create a rectangle that extends to cover the bleed area and into the page on the left-hand side. By default, the colour will be set to the last swatch you used.
- Let's create a gradient swatch, for something different. From the top right of the swatches panel, select 'New Gradient Swatch'.
 - Choose either a Linear or Radial gradient (Let's use linear).
 - Click on the default colours and change them to ones of your choosing. You can select them from your existing swatches, or mix them using the CMYK (or other) sliders.
 - You can click and drag the colour markers to change their relative positions on the gradient ramp
 - Add additional colour markers by clicking below the gradient ramp, and remove them by dragging them off of the colour ramp.

- The diamond above the colour ramp indicates the point at which the colours blend.
 - To change the direction of the gradient, you can use the gradients panel – under ‘Window’ > ‘Color’ > ‘Gradient, then adjust the angle percentage, or use the ‘reverse’ function.
-
- When you are happy with your gradient, copy this gradient rectangle to the other side of your A-Parent spread.

You are not restricted to structured elements like this – you could add background colours, overlaid

For now, let’s consider our A-Parent pages done.

Adding Images

- If you are designing for professional print:
 - Raster images should be at least 300dpi – high resolution is the key to clear images.
 - Low resolution images may appear grainy when printed.
 - Vector images can be any size, as they are infinitely scaleable.
 - The colours on the screen are not exactly how they will appear in print. Subtle colour changes might be more noticeable on a screen than in print.
- For best practice, gather all of your images into a single folder so that it is easy for you to find everything you have used for the one document.

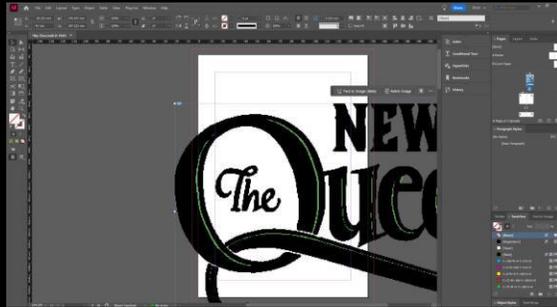
Image Sourcing

Be sure to respect copyright. Here are some locations in which you can find images you are able to use for projects such as these:

- <https://onesearch.slg.qld.gov.au/> - If you use advanced search, you can select 'images' as the material type. When the results are displayed, on the right-hand side you have the option to 'Refine Results'. Select 'Conditions of Use', then 'Free to Use'.
- <https://www.lookandlearn.com/index.php> - a historical picture archive featuring high-res images from 46 museums and galleries with open access policies. Many are free to use.
- <https://www.si.edu/openaccess>, <https://www.nypl.org/research/resources/public-domain-collections>, and other Open Access collections.
- <https://pixabay.com/> - sites like Pixabay contain user-contributed images that are free to use. Please note that sometimes copyrighted content does slip through – use at your own risk, and do your due diligence if you intend to use resources like this for commercial purposes.

Placing an Image

- I have provided some resources to make our cover.
- Double click on the first page in the pages panel to go to that page.
- To import a picture, go to 'File' and then 'Place', then select the first image – 'The New Queensland Title Block', then select 'Open'.
- You can now place that image into the file.



I have provided some resources to make our cover.

Double click on the first page in the pages panel to go to that page.

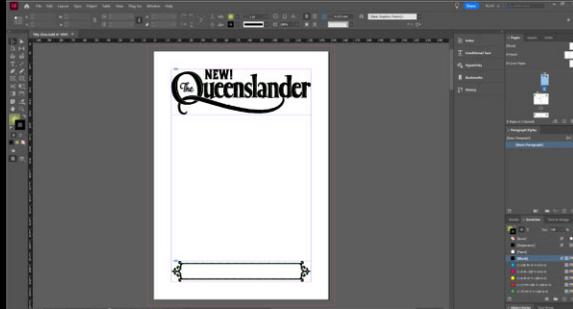
To import a picture, go to 'File' and then 'Place', then select the first image – 'The New Queensland Title Block', then select 'Open'.

You can now place that image into the file.

This image was digitised and traced from a resource found within the State Library of Queensland Collection, with an additional element added.

Resizing Images

- Images are contained within a 'frame' – you can resize the image and the frame separately.
- To resize the frame: drag one of the corners in or out.
- To resize the image: click the circle that appears when you hover over the image, then drag one of the corners.
- To resize both: holding 'Ctrl' will resize both the image and the frame at the same time.
- Tip: holding 'Shift' maintains the image's original proportions.



There are two size elements of images in InDesign – the frame, and the file you have placed within the frame.

In this case, we want to resize both at the same time, but you can also resize them separately.

- To resize the frame: drag one of the corners in or out. Using the selection tool, when you hover over one of the edges you will notice that the arrow type changes, to indicate that you can transform that frame.
- To resize the image: click the circle that appears when you hover over the image (this is called the Content Grabber), and it will highlight the image that is being restricted by the frame. You can then resize it in the same way you did with the frame – by clicking and dragging the corners in or out.
- To resize both: holding 'Ctrl' will resize both the image and the frame at the same time.
- Tip: holding 'Shift' maintains the image's original proportions. You can hold down Ctrl and Shift at the same time.

Images may appear to be lower quality on the screen in the document – don't worry, they will export at their appropriate level of detail.

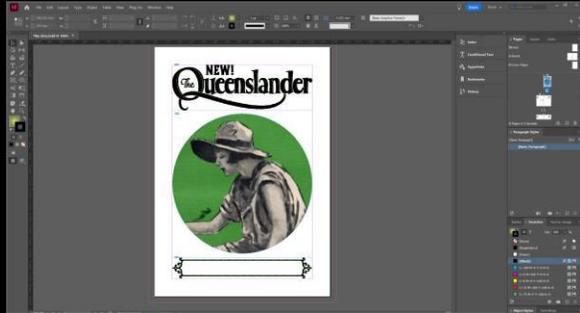
Let's practice again by adding some more images to our title page.

Click out of the title image, and to somewhere else on the page – then repeat the process we learned to import 'nameplate.ai', and reposition it at the bottom of the title page.

Placing Images inside Shapes

You can also place images inside of shapes – the shape becomes the frame.

- Draw some shapes with the ellipse/rectangle or polygon tool
- Select the shape you want to import your image into
- Go to 'File' > 'Place' and then select your image.
- Adjust your image within the frame by selecting the content grabber, and resizing as desired.



You can also place images inside of shapes – the shape becomes the frame. This is especially helpful for planning out your page designs, as you can have place-holder shapes to signify where your images will go, and then add the images into their frames later.

- Draw some shapes with the ellipse/rectangle or polygon tool.
- Select the shape you want to import your image into
- Go to 'File' > 'Place' and then select your image.
- Adjust your image within the frame by selecting the content grabber, and resizing as desired.
- Shape tips:
 - Holding down 'Shift' as you drag out your shape will constrain proportions – eg, for an ellipse, it will create a circle shape, and for rectangle it will create a square.
 - Clicking the arrow buttons as you are dragging out your shape will add additional copies of that shape along that axis (forming a grid)
 - When you have the polygon tool selected, if you click spacebar and then the arrow keys, they will instead change the number of sides to the shape.

You can create more complex shapes with the pen tool – but I won't go through that today.

Transform and Arrange

We can transform objects in other ways – eg, to flip, rotate or shear an object. This is accessed through 'Object' > 'Transform'

We've been working on a single layer, but we can move things forward and back within that layer.

- Eg, we can select 'Object' > 'Arrange' > 'Send to Back' to move our border elements behind the feature image



We've been working on a single layer, but we can still move things forward and back in our design.

Place a border element ('Corner 2.ai') and resize/reposition it so that it sits nicely to frame our feature image on one corner. Now let's copy that element, and use the transform options to flip our copy horizontally. These are accessed through 'Object' > 'Transform'

We can then select both of those objects, and flip them vertically to create the four corners of our border.

We've been working on a single layer, but we can move things forward and back within that layer.

Eg, we can select 'Object' > 'Arrange' > 'Send to Back' to move our border elements behind the feature image.

Our Parent page elements are, by default, at the bottom of our design – so things we add on top of them will cover them up (eg, page number).

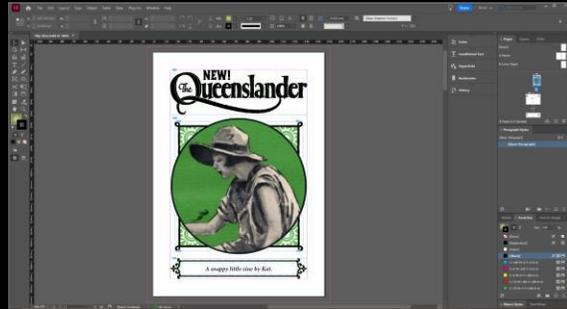
Tip: Until now, we've not grouped elements of our design together. We can do so easily by selecting the objects we want grouped, and then using 'Object' > 'Group', or Ctrl+G.

Grouping objects makes them easier to move around together, without breaking your design.

Text Frame Options

We want our text to fit neatly inside our nameplate.

- Create a text frame that sits within the nameplate frame and type some words
- Right click the text frame and select 'Text Frame Options'
- This is where you can set options relating to your text frames – eg, number of columns, vertical justification, etc.



We want our text to fit neatly inside our nameplate.

- Create a text frame that sits within the nameplate frame and type some words
- Right click the text frame and select 'Text Frame Options'
- This is where you can set options relating to your text frames – eg, number of columns, vertical justification, etc.
- For this section, we're just going to select 'Vertical justification' to 'Centre', so that our text will sit neatly in the centre of the frame.

Tip: we can use shapes as text frames – simply select the type tool, hover over the shape you want to turn into a text frame, and the cursor will change to show that you can type within that frame.

Styles

Text styles help maintain consistency throughout your document – eg, font, size, colour, etc.

- Open the 'Paragraph Styles' panel under 'Window' > 'Styles'.
- Format your text, highlight, and click the + button in the bottom right of the Paragraph Styles panel to create your new style.
- If you double-click the name of that style, you can edit your options – eg, give it a more descriptive name.



Text styles help maintain consistency throughout your document – eg, font, size, colour, etc. There are options for both Paragraph Styles and Character Styles. Let's put together a spread using some pictures, shapes, and text boxes to practice!

I've provided a text document that contains some Lorem Ipsum text, but you can also fill a text box with placeholder text by going 'Type' > 'Fill with Placeholder Text'.

Think of Paragraph Styles as your foundation – they apply to big blocks of text. Character styles apply to individual characters – eg, you might use italics to emphasise certain text in your copy, or set a character style so that you can easily highlight text for a hyperlink and have that styled as bold and underlined. By defining these things separately and layering your character text over your paragraph text, when you update one it does not automatically overwrite the other!

To set a new paragraph style:

- Open the 'Paragraph Styles' panel under 'Window' > 'Styles'.
- Format your text, highlight, and click the + button in the bottom right of the Paragraph Styles panel to create your new style.
- If you double-click the name of that style, you can edit your options – eg,

- give it a more descriptive name.

You can also 'redefine' your paragraph style later. Eg, select some of the text using that style, adjust the formatting, then right click on the style name and select 'redefine style'. The text throughout your whole document using that style will update.

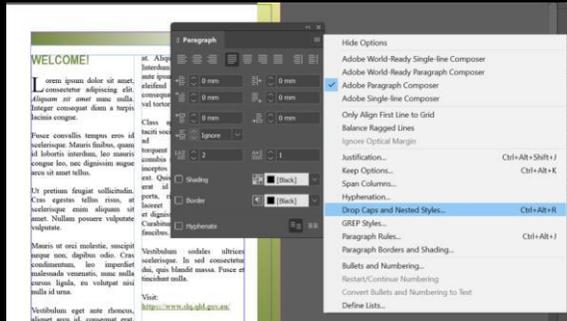
Examples of paragraph styles you could set are, eg, Body text, Main Header, Sub-header, Quote text, etc.

Tip: Always give your paragraph and character styles clear names, so that you know where and why you have used them.

Getting Fancy with Dropcaps

Dropcaps are easy to format in Indesign.

- Bring up the Paragraph panel from 'Window' > 'Type & Tables' > 'Paragraph'
- Place your cursor in the paragraph you want the dropcap to apply, and adjust how many lines you want the dropcap to span.



Dropcaps are easy to format in Indesign.

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- Place your cursor in the paragraph you want the dropcap to apply, and adjust how many lines you want the dropcap to span.

If you need to, you can then adjust the kerning (space between letters) of your dropcap, so that that things don't look too cramped.

You can also apply a new character style to your dropcaps – eg, to make all dropcaps a particular colour or font. Select this from the extra options menu on the Paragraph panel, and select 'Drop Caps and Nested Styles', then adjust the options as desired.

Wrapping Text Around Objects

By default, new images will appear on top of text when you drop them in, but we can also wrap text around objects.

- Bring up the 'Text Wrap' panel under 'Window' > 'Text Wrap'
- Set your wrap style, padding, wrap options and contour options.
- Your contour options allow you to detect the edges of the shape, rather than use the default bounding box.



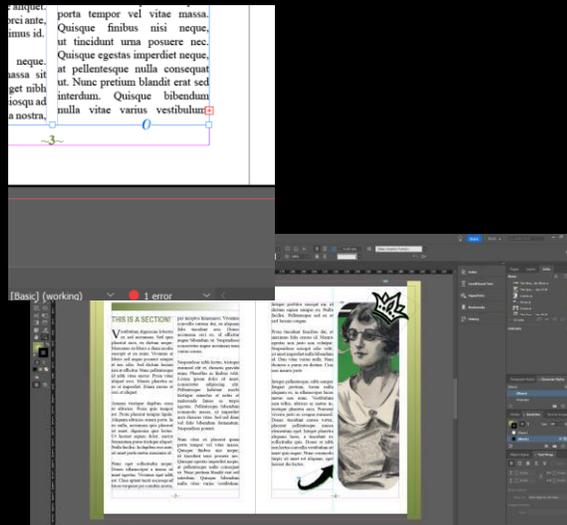
We can wrap text around objects. Once you drop your image into your sheet, select it, and then define your text wrap options.

- Bring up the 'Text Wrap' panel under 'Window' > 'Text Wrap'
- Set your wrap style (in this case we'll use 'Wrap Around Object Shape')
- To allow the text to flow smoothly around the object, we can change the Contour Options to 'Detect Edges'(or 'Select Subject').
- Set how much padding you want around that shape.
- And decide if you want it to wrap on both sides of the shape, or just one side.

Linking Text Frames

You can link text frames so that your text flows smoothly from one to the other when you make edits.

- If there is too much text for the current frame, your document will show an error.
- Once you have your next text frame set up, click the red +, and your cursor will change to show you are linking.
- Click the text frame that you want to link to to complete the link.



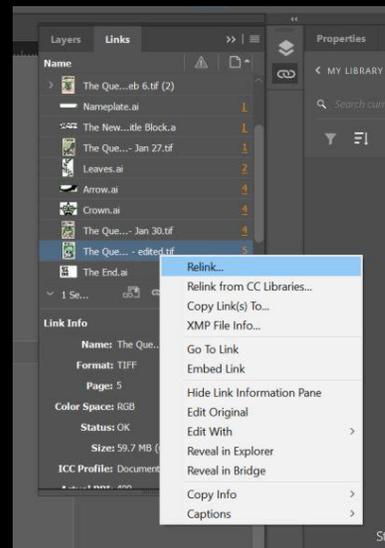
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- Click the text frame that you want to link to to complete the link.

Now when you edit text in the first frame, things will flow smoothly between it and the subsequent text frames it is linked to.

Linked Files

- We can always make adjustments to our original images and files we've used in our document.
- To see what we have linked in the document, open up the 'Links' panel.
- Right-click to bring up the options associated with an individual file.
- A warning marker will appear beside any errors – eg, if you've made changes to a file, but haven't yet relinked it to the new version.



One of the benefits of using InDesign is that we can always make adjustments to our original images, and then update them directly in the document – or fix things, if we decide to change our mind later.

To see what we have linked in the document, open up the 'Links' panel. You will see all of the resources we've included in our document listed there.

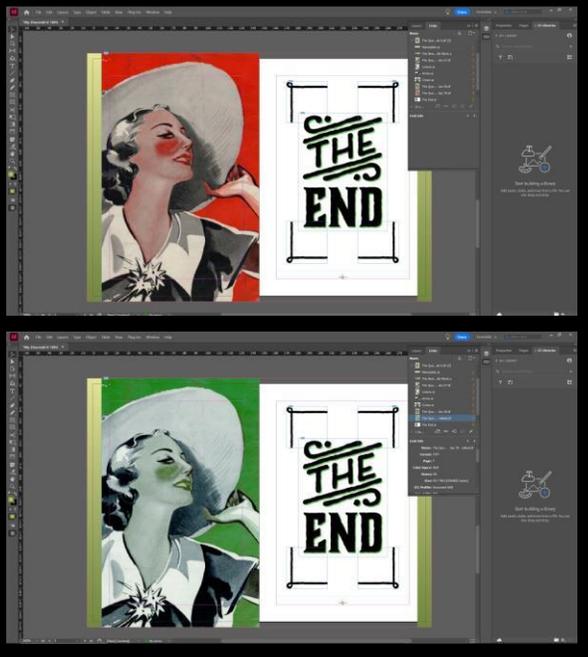
To adjust a particular link, right click, and you will see a menu, allowing you to do things like relink (to a new file), edit the file, or open up the file externally (if you haven't been great at gathering your resources all in one place!).

A warning marker will appear beside any errors – eg, if you've made changes to a file, but haven't yet relinked it to the new version.

Updating Links

For example, we might want to update colours in the original image we've used here to be consistent with the rest of the zine.

- Saving a new version with your adjustments preserves the original, in case you wish to make different changes later.
- Right click the file in our links menu and select 'relink'.
- Navigate to your new file, select it, and it will automatically update.



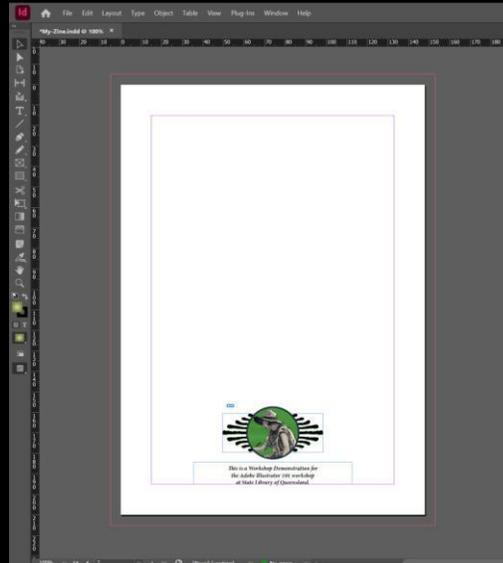
For example, we might want to update colours in the original image we've used here to be consistent with the rest of the zine.

- Saving a new version with your adjustments preserves the original, in case you wish to make different changes later.
- Right click the file in our links menu and select 'relink'.
- Navigate to your new file, select it, and it will automatically update.

We can also edit the original (this is especially useful when you've created your images in Photoshop or Illustrator, and just need to make small adjustments to make it right for your document).

Finish off your zine!

Using the skills you've already learned, give your zine a snappy back page, and we can export!

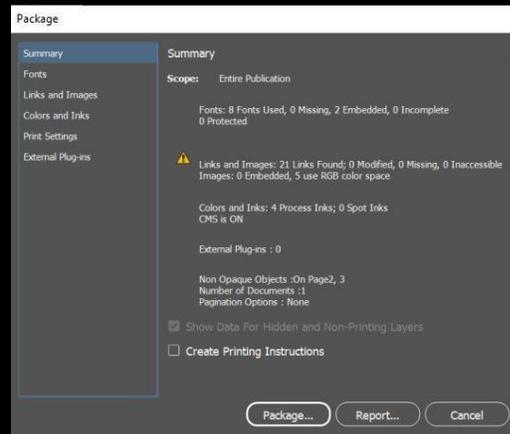


Using the skills you've already learned, give your zine a snappy back page, and we can export!

Packaging Your File (For future editing)

When we create an Indesign file, we're often pulling resources from many different areas. Packaging pulls everything together into a single folder for future editing or sending to others.

- To package your file, go to File > Package
- Review your options, and select 'Package'.



When we create an Indesign file, we're often pulling resources from many different areas.

Packaging ensures that everything associated with your InDesign file (fonts, graphics, etc) are gathered in a single folder, so it's easy to share with others or send to a printer without breaking anything.

It's best practice, once you've finished creating your project, to package it together so that it is easy to make any future changes – both to the file, and things like folder location on your computer. Remember, Indesign won't automatically update those links, so if you move things around, you'd have to update everything – and nobody wants to accidentally delete the files they used to create a particular document!

- To package your file, go to File > Package
- Review your options, and select 'Package'.

In this particular case, we're getting a warning that some of the graphics we're using use RGB colour (generally intended for screens) rather than CMYK (generally intended for printed material) – most images that you're going to grab from an online source

(unless specifically intended for printing) will be defined as RGB, because they are intended to be viewed on a screen.

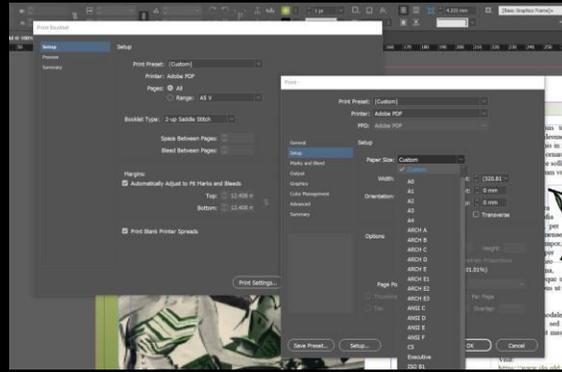
Another thing that can be great to review is the 'effective PPI' under 'Links and Images' to make sure that none of your images are actually too low resolution for your document.

Printers can absolutely print images that are RGB, but using CMYK generally results in more accurate colour reproduction for physical prints. Because we are just doing this for ourselves and home printing, we're not going to worry about that in this case!

Let's Print (to printer or PDF)!

Using the Print Booklet option automatically adjusts the pages so that they are correct for folding, rather than printing each page side by side.

- Go to File > Print Booklet
- Because we are just folding/stapling, we'll leave booklet type as '2-up saddle stitch'
- Click on 'Print Settings' to adjust the settings for your own printer (if printing at home) or to print to PDF.
- If printing to PDF, you can select the 'custom' paper size, to include the marks and bleeds, to be cut down to A4 once professionally printed.
- Select 'Print'.



Using the Print Booklet option automatically adjusts the pages so that they are correct for folding, rather than printing each page side by side.

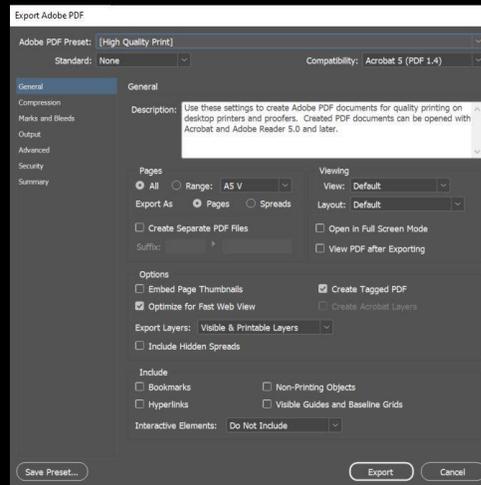
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- Select 'Print'.

Let's Export!

We can also export your file so that pages are in sequential order instead of booklet order – eg, if you want to share it online.

To export:

- Go to File > Export
- Specify a file name and location
- Customise your options as needed (eg, select 'spreads to show the pages side-by-side instead of individually, lower the PPI for online display, and exclude printer marks).
- Select 'Export'.



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- Select 'Export'.

Further Resources

- <https://www.slq.qld.gov.au/collections/information-collections/eresources/linkedin-learning>
Access to LinkedIn Learning is free with State Library membership. When prompted to verify your library card, enter your State Library membership details (username and password). LinkedIn Learning contains a number of online InDesign training courses.
- <https://wiki.slq.qld.gov.au/doku.php?id=workshops:public:start>
The State Library of Queensland Wiki has a number of documented workshops that can assist you to learn related programs (eg, Adobe Photoshop, Illustrator, Inkscape and Procreate) to produce elements for your InDesign projects.
- <https://onesearch.slq.qld.gov.au/>
State Library of Queensland's OneSearch, to search the current collection for resources. In the search options, you can select to find free-to-use images and resources.
- <https://www.slq.qld.gov.au/blog/tag/zines>
State Library of Queensland Blog articles about Zines
- <https://www.youtube.com>
Type in the name of a tool or option with the word 'tutorial', and you will have several options to pick from.

Reference Image Credits

- Agnew, G. (Garnet G. (n.d.)). Illustrated front cover from *The Queenslander*, January 30, 1930.
- Agnew, G. (Garnet G. (n.d.)). Illustrated front cover from *The Queenslander*, February 6, 1930.
- Dalgarno, R. F. L. (n.d.). Illustrated front cover from *The Queenslander*, January 28, 1937.
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