



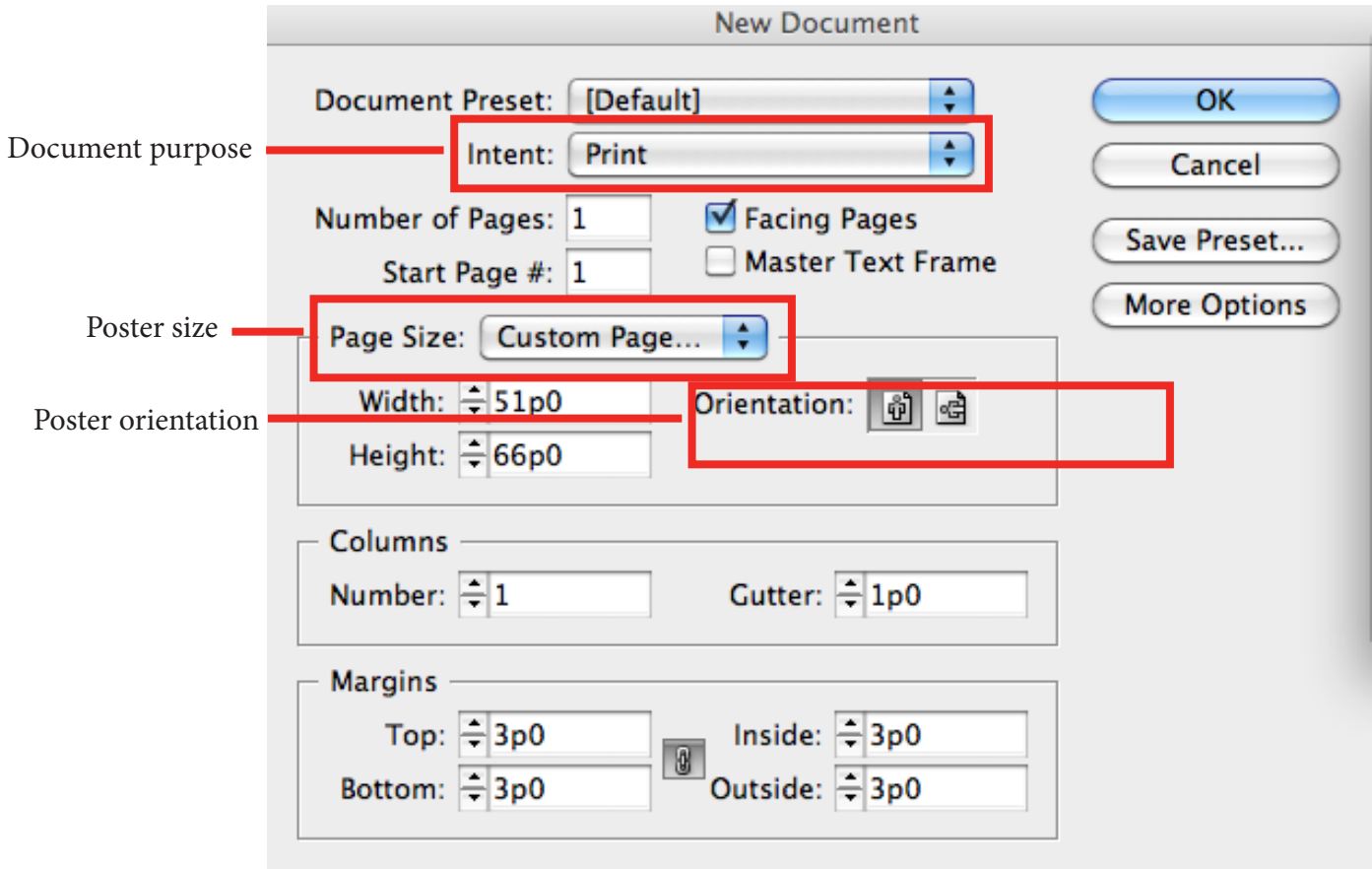
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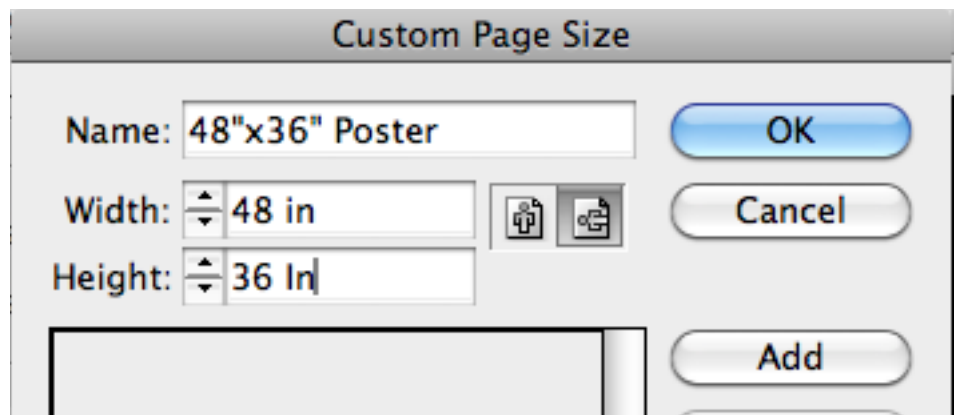
Using Adobe InDesign to Create Posters

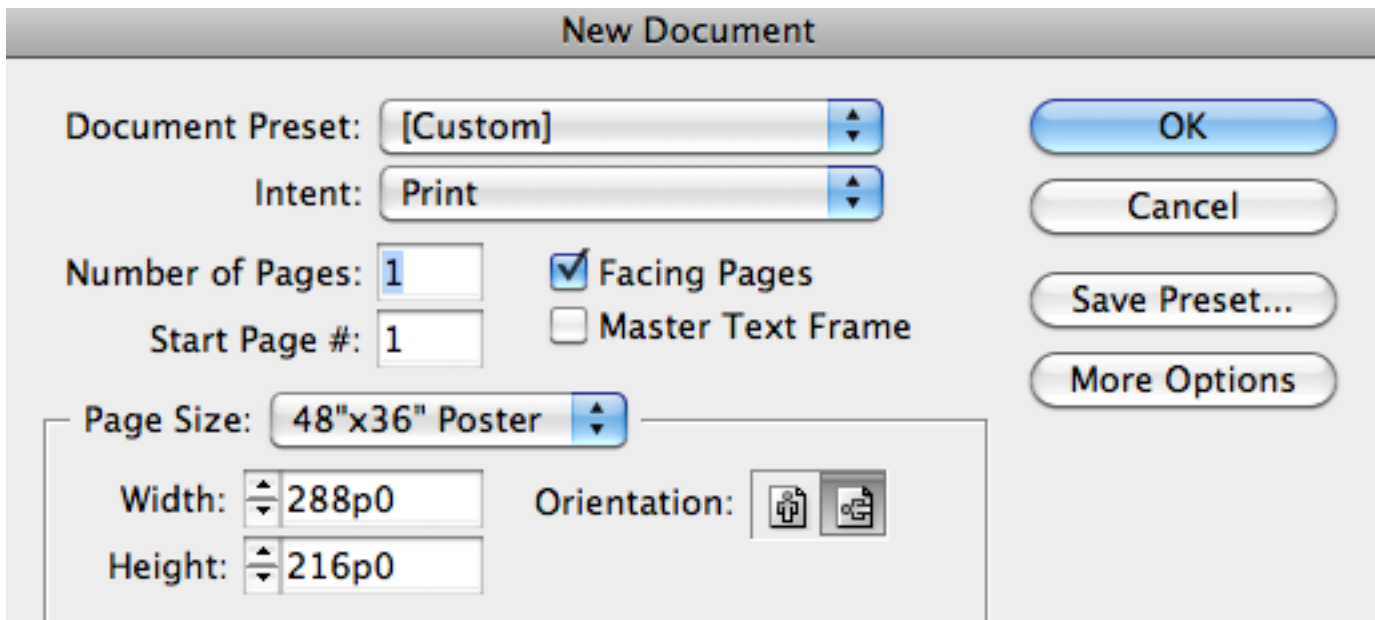
Creating Your Document

Start by opening up the program and create a new document, or within the program, go to File -> New -> Document...



When you choose Custom Page Size from the Page Size pop-up menu, a new window will pop up to let you input the width and height of the document.





Note: In typography, a point is the smallest unit of measure. It is commonly abbreviated as pt. 1 pica equals to 12 points. 1 inch equals to 72 points. Pica is commonly abbreviated as p. For instance, 51p0 stands for “51 picas and 0 point”. By default, InDesign uses picas and points as measurement units. When you type in “inch”, the program automatically converts it into picas and points in New Document window.

If your document doesn't look right, you don't have to start over.

Go to File > Document setup to change Page size;

To change margins or columns, go to Layout > Margins and Columns

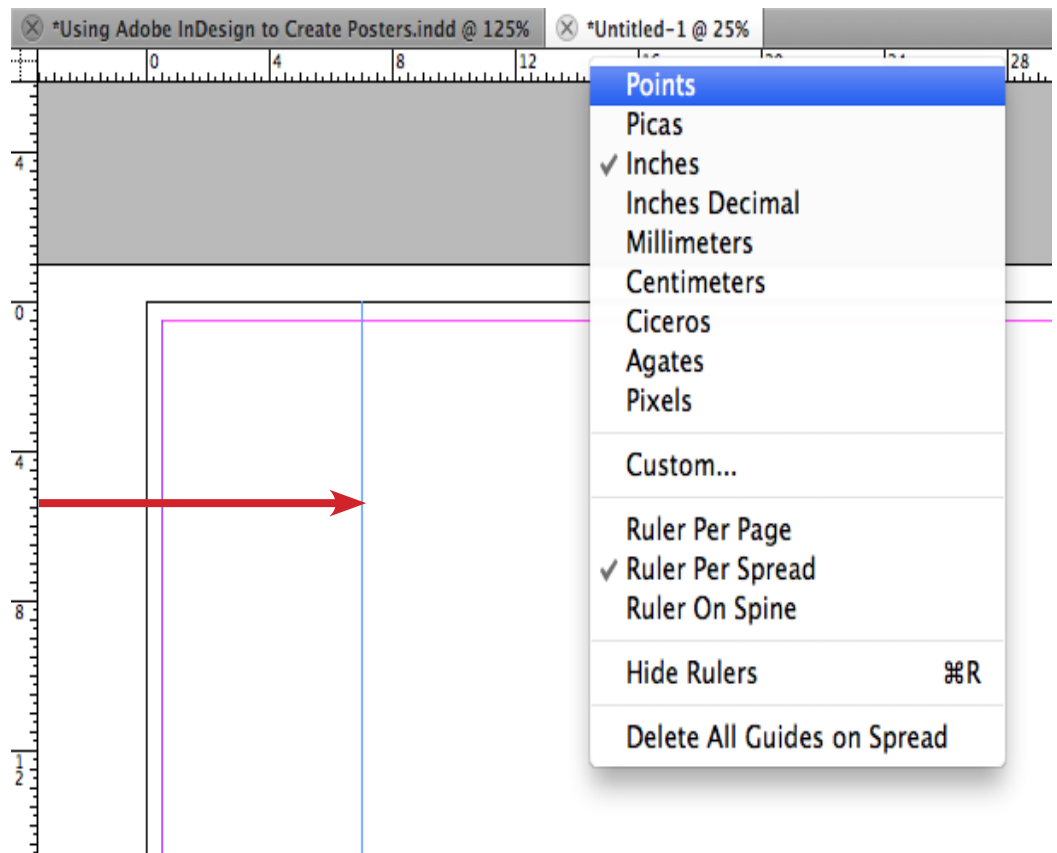
Adding Guides

Guides are nonprinting guidelines you can use for positioning objects on the page. They are visual references for aligning objects.

Click and drag from the rulers on the side of your screen to where you want the guides. Right click on the rulers to change the units.

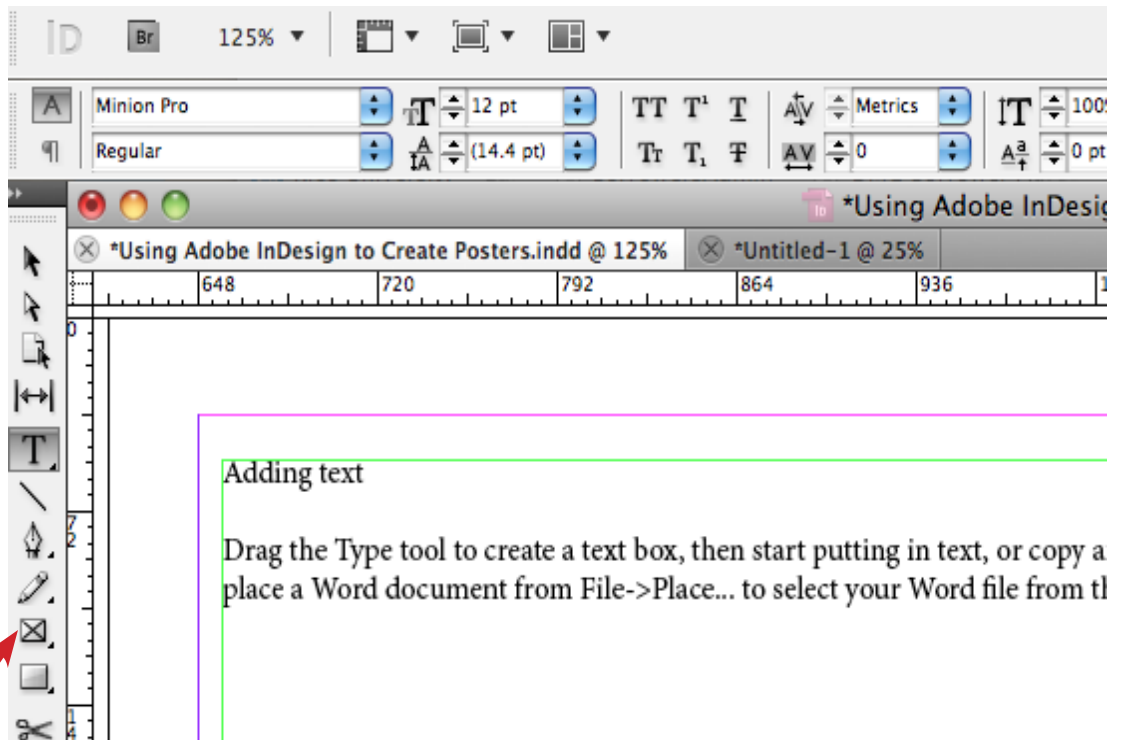
Grids

Grids are arrangements of guidelines spaced a specified distance apart. To display a grid, go to View->Grids & Guides -> Show Baseline Grids or Show Document Grids.



Adding text

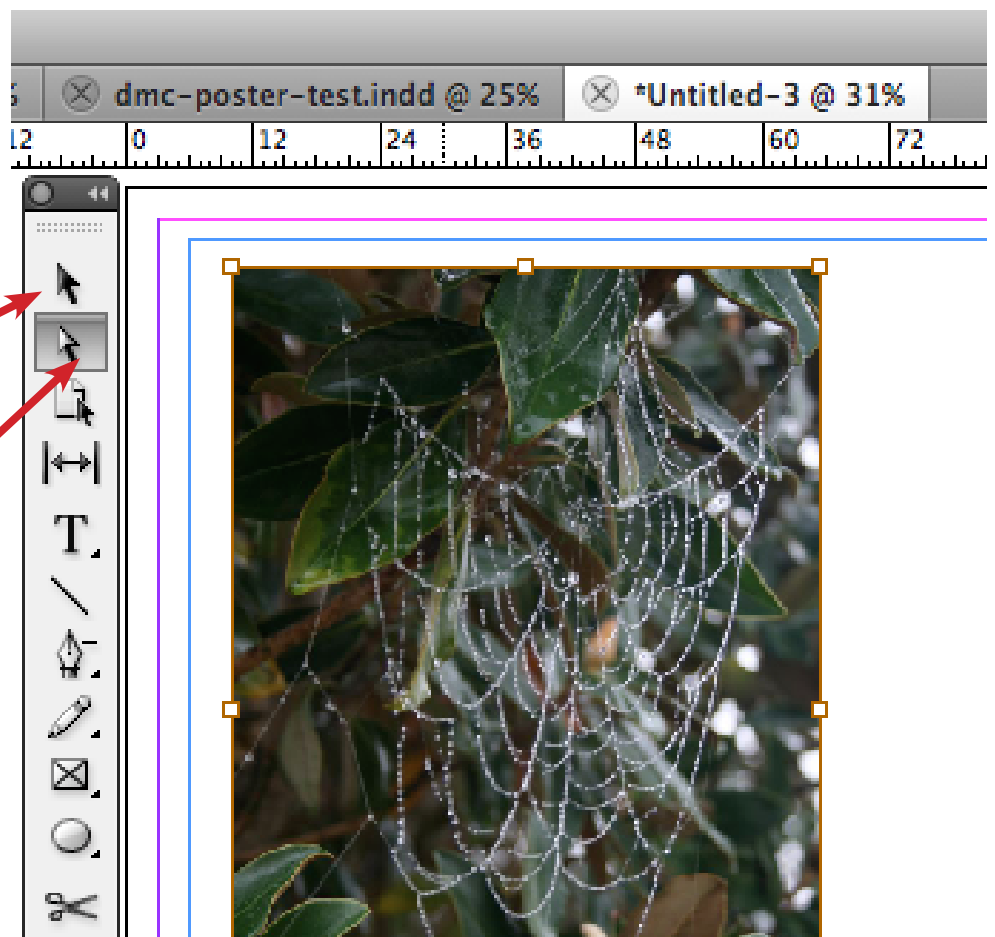
Drag the Type tool to create a text box, then start putting in text, or copy and paste text into the box, or place a Word document from File->Place...



Adding Images

Select *the Rectangular Frame tool*. Drag to the size you want and then go to File->Place to add an image. Alternatively, you can select the frame box that you have created and drag and drop in an image.

Use the *Selection tool, the black arrow*, to move the image frame and image around the page. Use *the Direct Selection tool, the white arrow*, to move the image around in the frame.



Printing

Export your InDesign file to a pdf file and then print. Go to File->Export, choose Adobe PDF (print)