**In My Professional Layout Application Key**

1. Create a new file?
   1. File > New
   2. In the Welcome menu, click Document under Create New
2. Change page size?
   1. Choose a Page Size from the drop down menu
   2. Type in a specific page size into Width and Height
3. Create columns for pages?
   1. Change the number of columns on the New Document dialogue box
4. Create columns in text boxes?
   1. Object > Text Frame Options > Change the number of columns
5. Change the margins?
   1. Type in the Top margin and the rest will update automatically. You can type in inches by putting in the number and following it with either in or “
6. Define picas?
   1. Picas are units of measurement. One pica equals 12 points. There are 6 picas per one inch.
7. Create a textbox?
   1. Click on the Text tool and draw your textbox where you want it.
8. Link textboxes?
   1. Linking textboxes means connecting textboxes, so when you run out of room in one textbox, it will automatically go into the next textbox. To link textboxes, create both textboxes, then click on the outside portion of the textbox, then click inside the textbox you want it to go into.
9. Fix overset text?
   1. Overset text is text that cannot fit inside the current text frame; it is indicated by a red plus sign. To fix this, you can either make the textbox bigger or thread the overset text into another textbox. To do this, click on the red plus sign, then click inside the text box you want it to go into.
10. Insert text from document files?
    1. File > Place > Browse for the file > Your mouse is now a loaded icon, and you click where you want the text to go
11. Insert pictures?
    1. File > Place > Browse for the file > Click where you want the picture to go
12. Spell check?
    1. Edit > Spelling > Check Spelling
13. Turn off hyphens?
    1. Select the textbox > Window > Types and Tools > Paragraph > Uncheck the Hyphenate box
14. Wrap text around a picture?
    1. Window > Text Wrap > Select the object you want to wrap text around > Choose Wrap around bounding box or Wrap around object shape
15. Change the shape of a textbox?
    1. Choose the Direct Selection tool > Select the text box > Select a corner > Move the corner into the shape you want
16. Create layers for my layout?
    1. Windows > Layers > Select the New Layer button
17. Put an object on a layer?
    1. Select the layer then insert the object
18. Move objects between layers?
    1. Open the layers palette > on the far right side of the layer is a square; when you select the square, you can see what layer it is on because a filled-in square appears on the layer. To switch the layer the object is on, click on the square and move it to the layer you want it on.
19. Create more pages for my publication?
    1. Open the Pages palette (Window > Pages) > Click on the new pages button
20. Zoom out to see the entire page using my keyboard?
    1. Click Ctrl + zero
21. Use templates?
    1. File New > Document from Template> Choose your template
    2. In the Welcome Dialogue box > Click From Template under Create New
22. Hide and lock layers?
    1. To Hide a layer: Open the Layers palette > Choose the layer you want to hide > Click on the eye
    2. To Lock a Layer: Open the Layers palette > Choose the layer you want to lock > Click on the second box and a lock will appear.
23. Add strokes to objects?
    1. Select the object you want to add a stroke to > choose the Stroke panel > Change the size of the stroke > On the toolbar, change the color of the stroke by double clicking on the stroke color box and choosing a color
24. Change font and font size?
    1. Select the text > Go to the Application Bar > Click the font drop down box and change the font and font size
    2. Window > Type and Tables > Character > you can change the font, font size, font style, and more in this panel
25. Change font color for stroke and fill?
    1. To select the fill color: Select the text you want to change the color > double click the Font color > Choose the color you want
    2. To select the stroke color around the font: Select the text you want to change > double click the stroke color > Choose the color you want
26. Move an object in the frame?
    1. Select the Direct Selection tool > Click the object you want to move > Drag the object to where you want to move it
27. Create and remove guides?
    1. Show the rulers (Ctrl+R) > Use the Selection tool > Click and hold on the ruler > Drag a guide where you want it
    2. To remove guides > Right click on the ruler > Delete all Guides
28. Duplicate objects?
    1. Select the object you want > hold down Alt + Click and drag the object to create a new one
    2. Edit > Duplicate
29. Resize an object using the frame?
    1. Using the Selection tool, change the size of the frame > Right click on the frame > Select Fitting > Fit Content to Frame.