**InDesign Template Instructions for Thesis**

Adding or removing pages:

In InDesign, click on Windows>Pages. The Pages panel appears. This shows you thumbnails of your document. Click on the small icon in the top right corner of the pages panel. Select Add Pages, Delete Pages, etc.

Text Boxes:

In InDesign, each page will have a text box that contains the text. Use the Object select tool (tool button with a black arrow) to modify the size and location of a text box. If more text is placed into a text box than it can accommodate, the text will "overflow". If the text box contains text that is overflowing, the small box in the lower right, just above the corner, will be indicated with a red '+'. Click on this box once. The icon will change to show that the overflowing text has been selected. Now click and drag to create a new text box on another page, or click once on an existing text box. The overflowing text will continue in the new text box. In this way, you can link text boxes together on new pages that you add.

Importing text:

In Word, select the text, and copy (Command/Ctrl C). In InDesign, use the text tool (tool button with a 'T') to drag and create a text box. Paste copied text (Command/Ctrl V) into this text box. Use the Object select tool (tool button with a black arrow) to modify the size and location of a text box. You can also paste copied text into an existing text box in Indesign by double clicking a text box. You will see the text editing cursor appear. Paste the text in. NOTE: You will need to create a separate text box for image captions, following the instructions above.

Modifying Text:

Double click on any text to edit it. You may also use the text tool (tool button with a 'T') to select and edit text.

Importing images:

In Word, select the image, and copy (Command/Ctrl C). In InDesign, use the Object select tool (tool button with a black arrow) and click anywhere outside the page. Paste copied image (Command/Ctrl V). You can also use the keyboard shortcut Command+D in InDesign to select and add image files from your hard drive.

Modifying images:

Use the Object select tool to modify the size and location of an image. Modify size by holding down the Shift+Command while dragging a corner of the image.

Formatting:

In InDesign, click on Windows>Styles>Character Styles. Both the Paragraph Styles and Character Styles panels should appear (If not, click on Windows>Styles>Paragraph Styles). The Character Styles and Paragraph Styles must be applied to the text you import into InDesign. Double click on text to make it editable. Select a paragraph or section to format. Now click once on the corresponding character or paragraph style. The text should change into the correct format. Remember to adjust spacing as necessary. You may also need to get rid of extra indents if you have added them in Word.

Correcting Spacing:

If a paragraph is double spaced in InDesign, pressing enter at the beginning or end of that paragraph will add a double space. If a If a paragraph is single spaced in InDesign, pressing enter at the beginning or end of that paragraph will add a single space. Press Shift+Enter to add space without making a new paragraph.

Known Issues:

When you copy text in Word and paste it into InDesign, it may sometimes appear as an image instead of editable text. Fix this by making a new text box in inDesign and pasting into it. If you copy text with embedded images in Word and try to paste it into InDesign, the text will definitely appear as an image. Fix this by copying and pasting text and images separately.