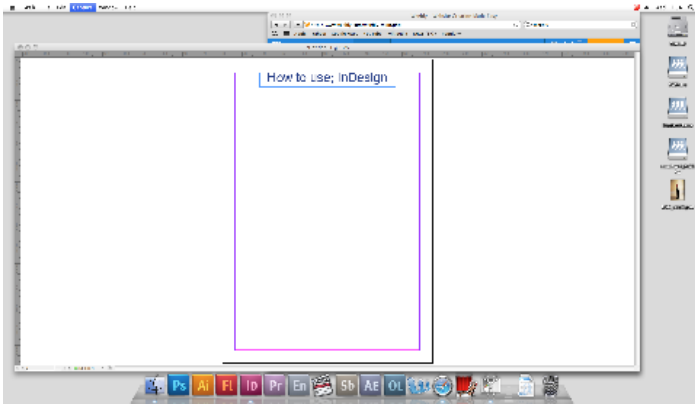
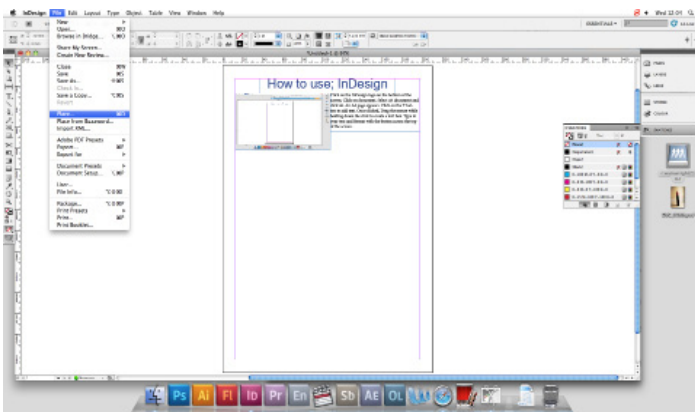


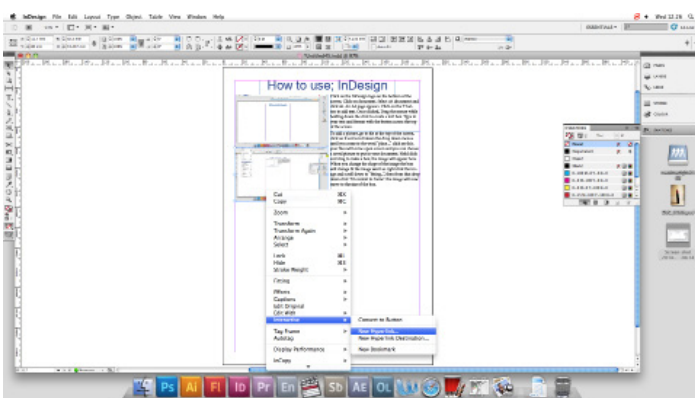
How to use; InDesign



Click on the InDesign logo on the bottom of the screen. Click on document. Select A4 document and click ok. An A4 page appears. Click on the T button to add text. Once clicked, Drag the mouse while holding down the click to create a text box. Type in your text and format with the button across the top of the screen.



To add a picture, go to file at the top of the screen, click on it and scroll down the drop down menu until you come to the word "place...". click on this. your files will come upon screen and you can choose a saved picture to put in your document. Hold click and drag to make a box, the image will appear here. When you change the shape of the image the box will change bt the image won't so right click the image and scroll down to "fitting...", then from that drop down click "fit content to frame". the image will now move to the size of the box.



To add a hyperlink, right click the image you want to add the link to, and scroll down to "interactive...". then go to "new hyperlink" from here and a box will appear when clicked. in the space in the box type in your URL address you want to link to then press ok. Your image now has a hyperlink, to do this t text highlight the intended text and right click, the press is then the same. Once you export the Page as a PDF (Interactive) the hyperlinks should work.