InDesign Help: An Introduction

**A guide to help users pursue further applications in Adobe InDesign**

Adobe InDesign is an elaborate and powerful tool with a number of useful applications. This suite of tutorials has covered some of the essentials, but it cannot explain every aspect of InDesign. It is very likely that at some point, you will need to consult the built-in "Help" function.

Straightforward as this common application may seem, the creators of InDesign saw fit to make it a little less intuitive than you might expect. This document offers a brief overview of the options in the "Help" drop-down menu and some explanations of how to use the most pertinent ones.

After reading this, you should recognize that Adobe InDesign Help does not function quite as you would expect it to, and be able to use the Help function to its fullest capability.

InDesign Help Menu
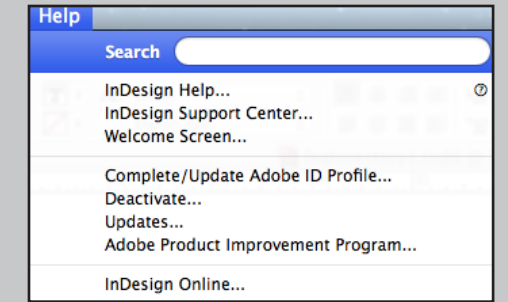
An overview

At the end of the InDesign toolbar is the "Help" option. Clicking on this option will open the help drop-down menu. Below are brief descriptions of the function of each option.

The most useful options in the "Help" menu are Search, InDesign Help, and InDesign Support Center. The least useful ones are separated out even within the Adobe InDesign "Help" menu (notice the grey lines boxing them in). The more useful options are discussed in greater detail in the following pages.

Search

This option allows you to search for functions within the InDesign system and will show you where they are located.

InDesign Support Center…

This option will open the InDesign "Learn & Support" webpage where you can access tutorials, the InDesign help webpage, and links to technical support.

### Complete/Update Adobe ID Profile…

This option will pull up the Adobe subscription login screen so you can access your Adobe account.

Updates…

This option will search for updates and prompt you to install them.

InDesign Online…

This option will open the Adobe InDesign CC website where you can access more tutorials and learn about Adobe Creative Cloud subscriptions.
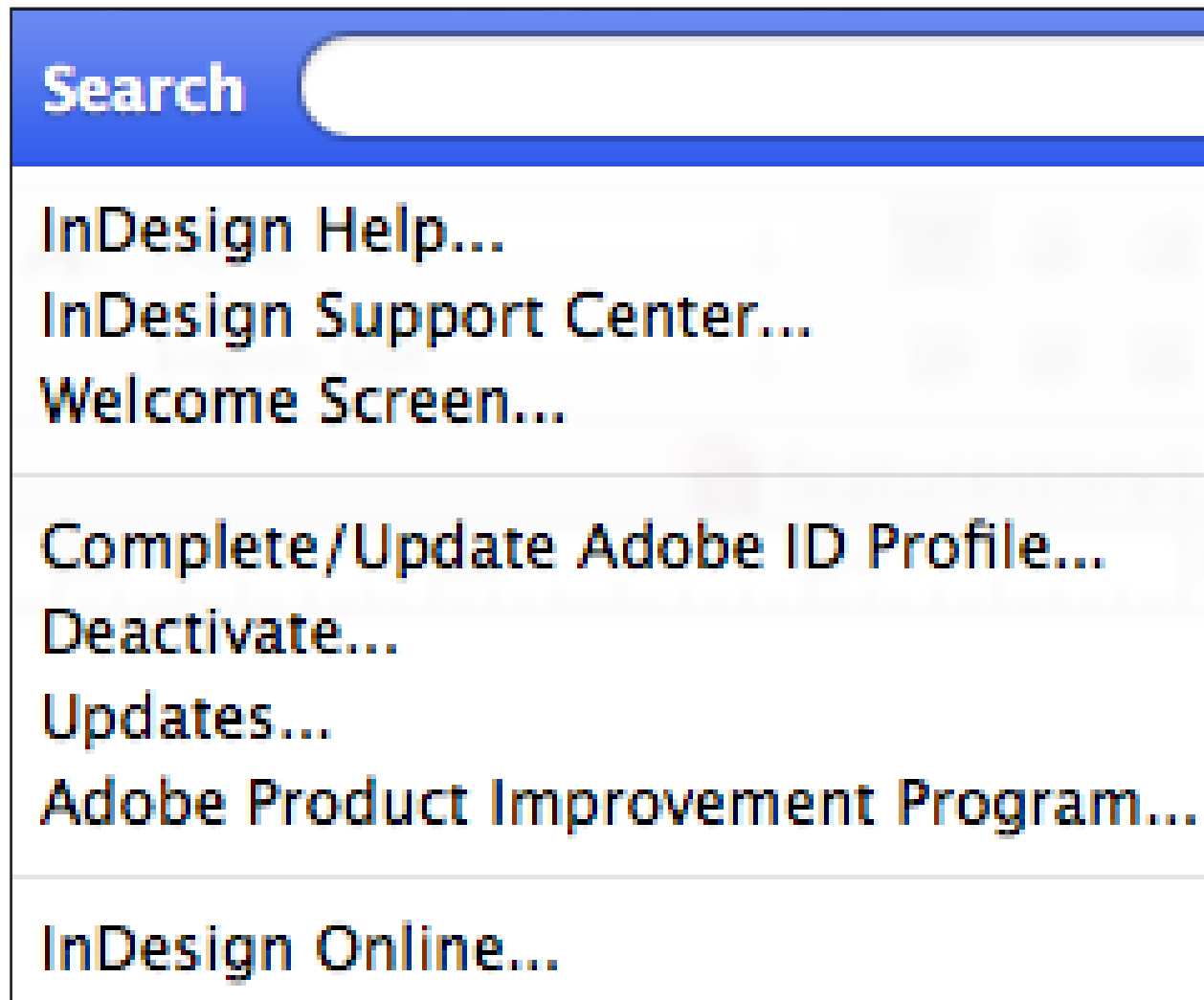
InDesign Help…

This option will open the InDesign help webpage where you can browse help topics, search subjects, and access tutorials and help documentation.

Welcome Screen…

This option will open the InDesign Welcome Screen that opens when you first launch the program.

Deactivate…

This option will begin the process of deactivating your computer from your Adobe subscription.

Adobe Product Improvement Program…

This option asks if you wish to participate in the Adobe Product Improvement Program, which will collect data from your InDesign usage and presumably use it to improve the Adobe product experience.

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SEARCH

Type in a word or words that describe what you need help with. For example, you could type in "number" if you need help with a task involving numbers (like inserting a numbered list or inserting page numbers).
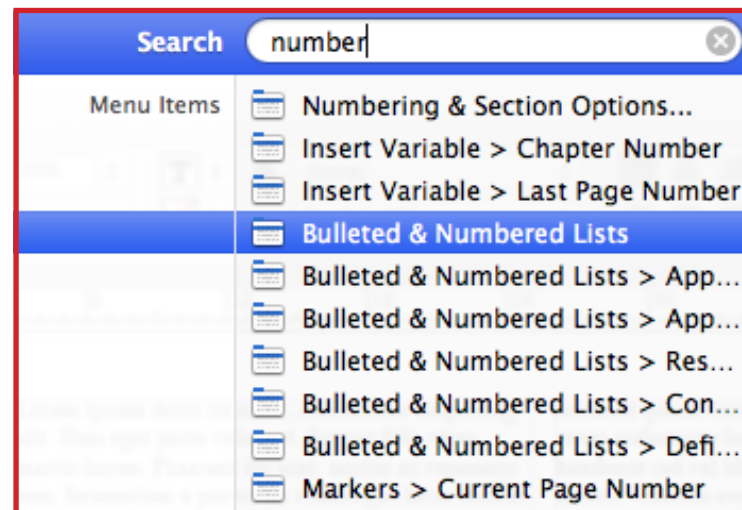
InDesign will list options where that word appears, split by "Menu Items" and "Help Topics."

"Menu Items" are explained below. "Help Topics" are explained on the following page.
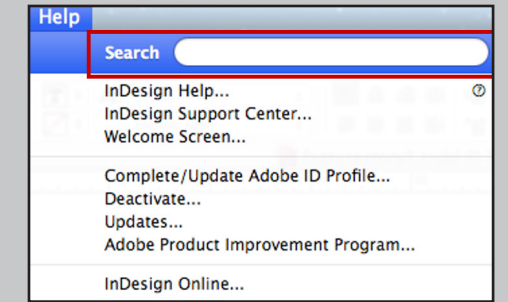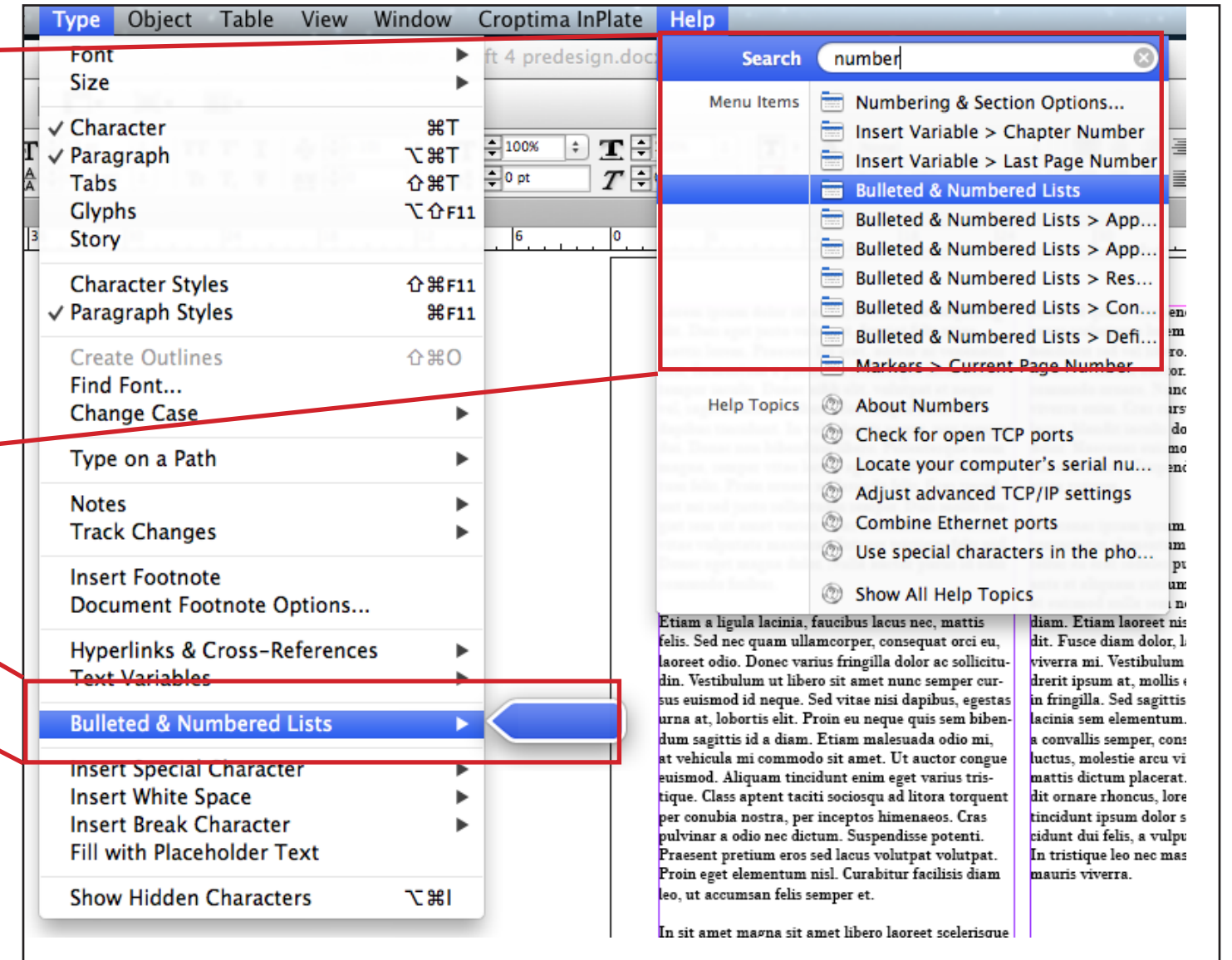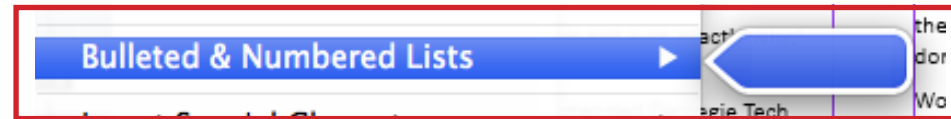
Menu Items

Items listed under "Menu Items" are functions within the InDesign system.

Hover the cursor over any of these items and InDesign will point to where that function is located.
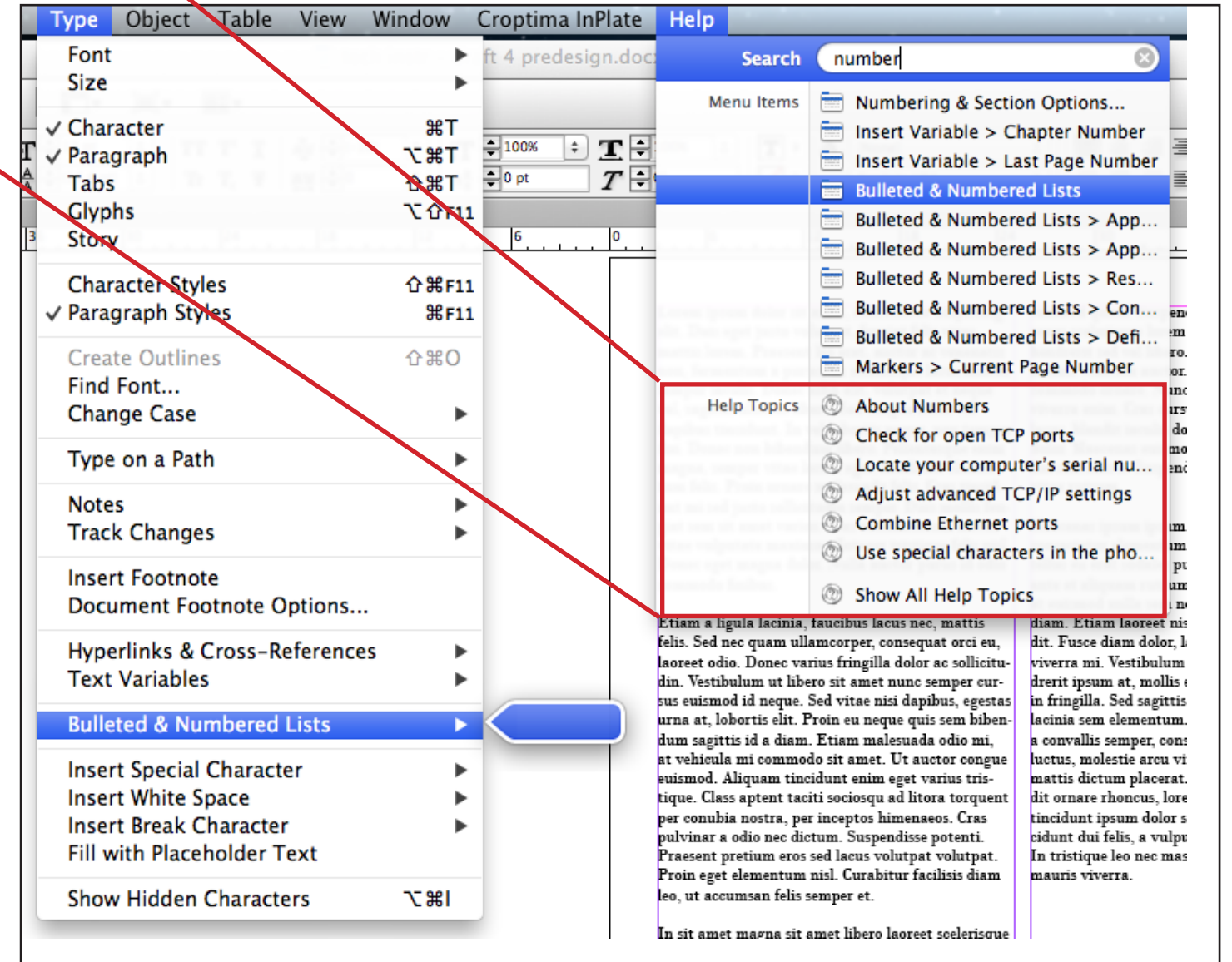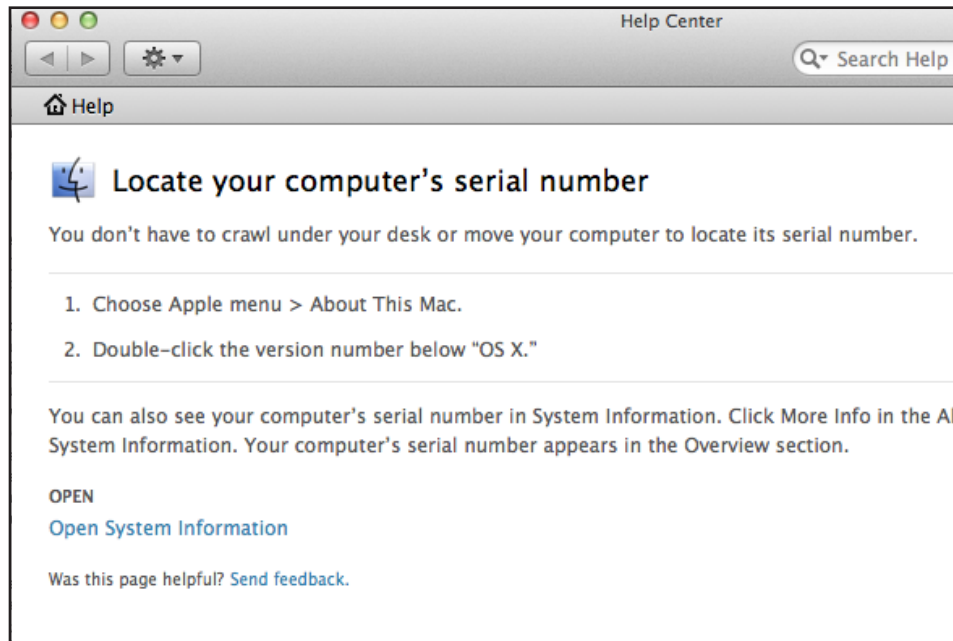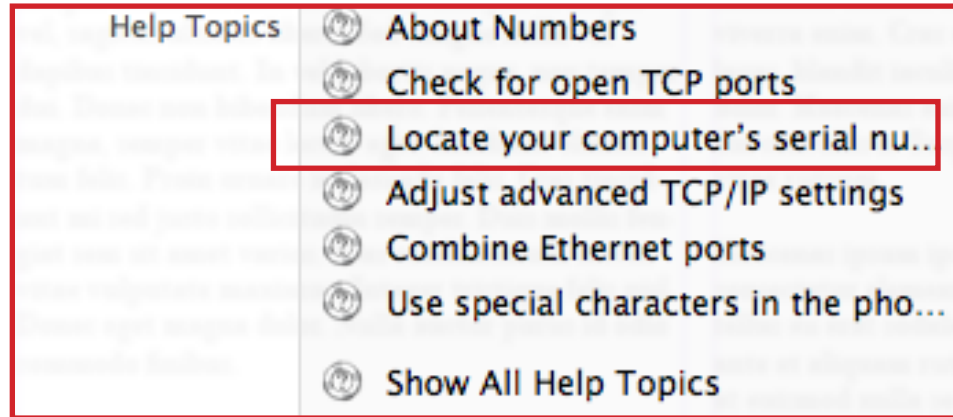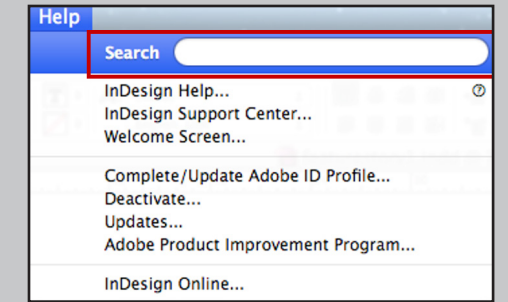
Help
Search
InDesign Help...
InDesign Support Center...
Welcome Screen...

Complete/Update Adobe ID Profile...
Deactivate...
Updates...
Adobe Product Improvement Program...

InDesign Online...

Search Con't

Help Topics

Items listed under "Help Topics" result from a computer-wide search. These topics will access explanations of computer functions pertaining to your search topic.

For example, you could select the Help Topic "Locate your computer's serial number."

Doing so will open the Apple Help Center documentation that tells you how to locate your computer's serial number.

Help Topics
- About Numbers
- Check for open TCP ports
- Locate your computer's serial nu..
- Adjust advanced TCP/IP settings
- Combine Ethernet ports
- Use special characters in the pho...
- Show All Help Topics

Help Center

Help

Locate your computer's serial number

You don't have to crawl under your desk or move your computer to locate its serial number.

1. Choose Apple menu > About This Mac.

2. Double-click the version number below "OS X."

You can also see your computer's serial number in System Information. Click More Info in the About This Mac window, then click System Information. Your computer's serial number appears in the Overview section.

OPEN
Open System Information

Was this page helpful? Send feedback.

Type   Object   Table   View   Window   Croptima InPlate   Help

Font
Size
✓ Character   ⌘T
✓ Paragraph   ⌥⌘T
Tabs   ⇧⌘T
Glyphs   ⌥⇧F11
Story

Character Styles   ⇧⌘F11
✓ Paragraph Styles   ⌘F11

Create Outlines   ⇧⌘O
Find Font...
Change Case

Type on a Path

Notes
Track Changes

Insert Footnote
Document Footnote Options...

Hyperlinks & Cross-References
Text Variables

Bulleted & Numbered Lists

Insert Special Character
Insert White Space
Insert Break Character
Fill with Placeholder Text

Show Hidden Characters   ⌥⌘I

Search   number

Menu Items
- Numbering & Section Options...
- Insert Variable > Chapter Number
- Insert Variable > Last Page Number
- Bulleted & Numbered Lists
- Bulleted & Numbered Lists > App...
- Bulleted & Numbered Lists > App...
- Bulleted & Numbered Lists > Res...
- Bulleted & Numbered Lists > Con...
- Bulleted & Numbered Lists > Defi...
- Markers > Current Page Number

Help Topics
- About Numbers
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- Use special characters in the pho...
- Show All Help Topics

InDesign Help...

Selecting the "InDesign Help…" option in the Adobe InDesign Help drop-down menu will open the Adobe InDesign help webpage. For this option to work, you will need an active internet connection.

You have several help categories available to you, including "What's new," "Layout and design," "Styles," and "Typography."

If you have a relatively clear idea of what area you need help in, these categories can prove useful.

For example, you can select "Layout and design," which will take you to that section of the webpage.
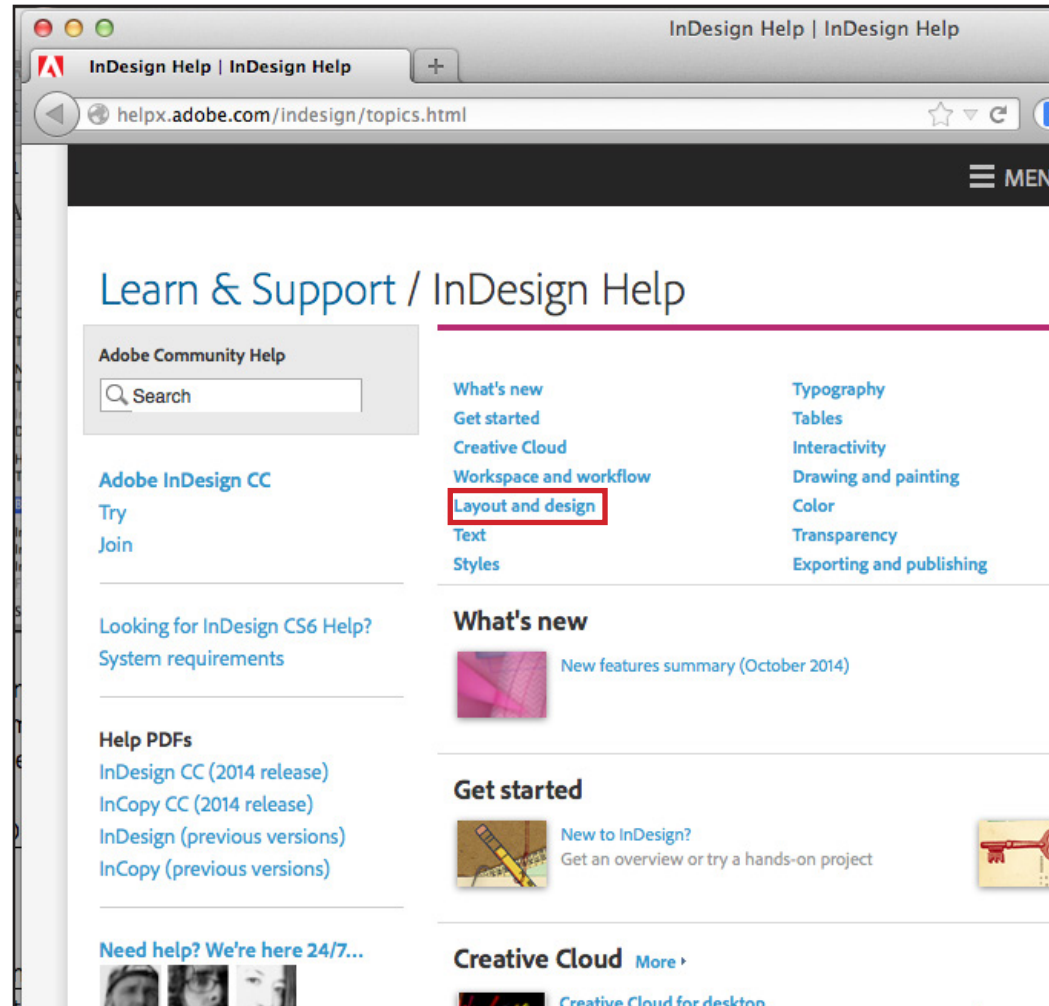
From there, you can select a subcategory.

For example, clicking on "Add basic page numbering" will take you to a help documentation webpage that had a tutorial video and also gives you steps for adding various types of numbering to your InDesign document.
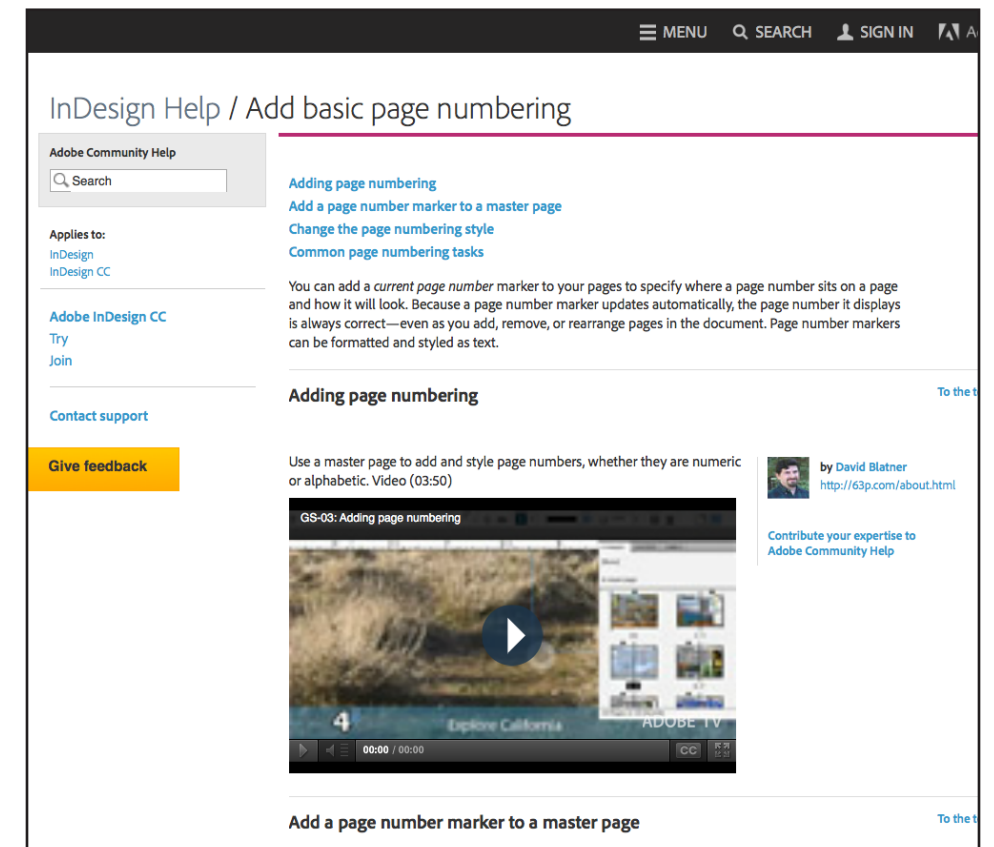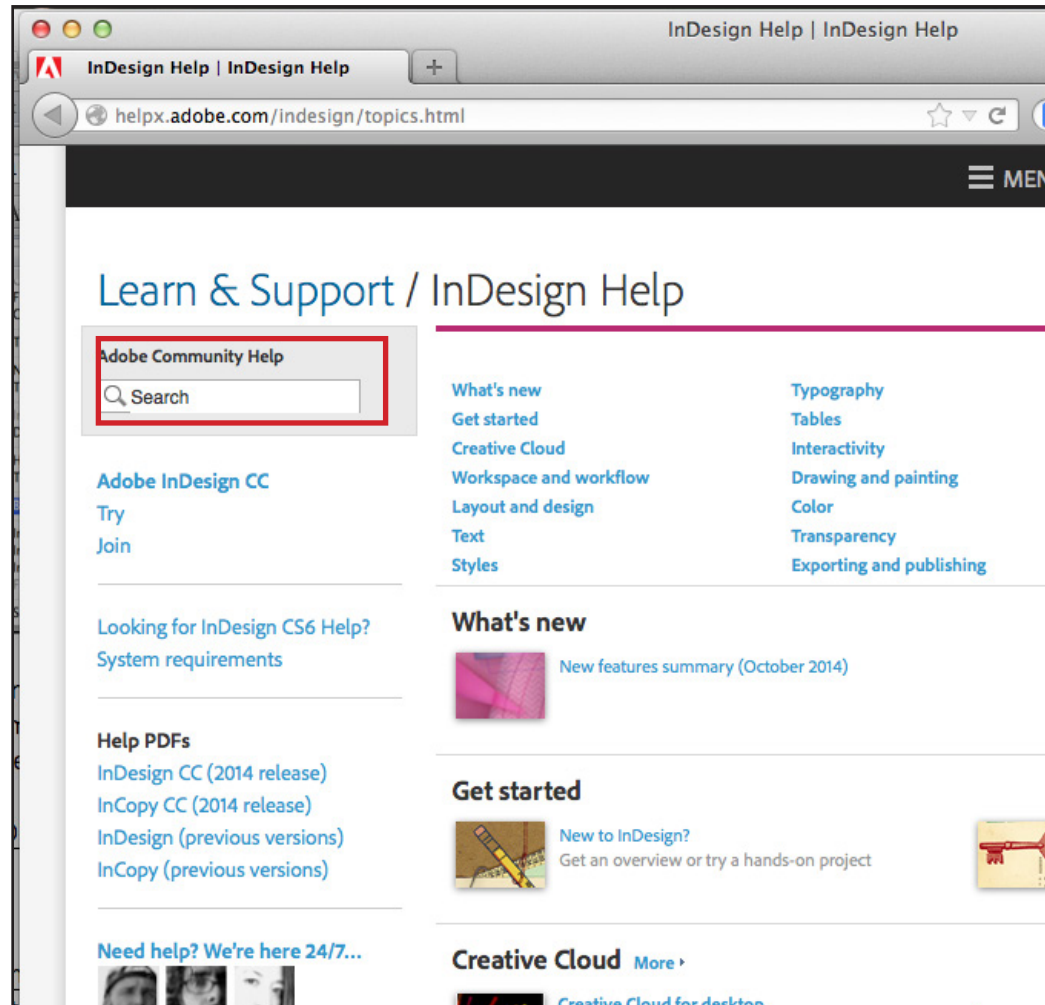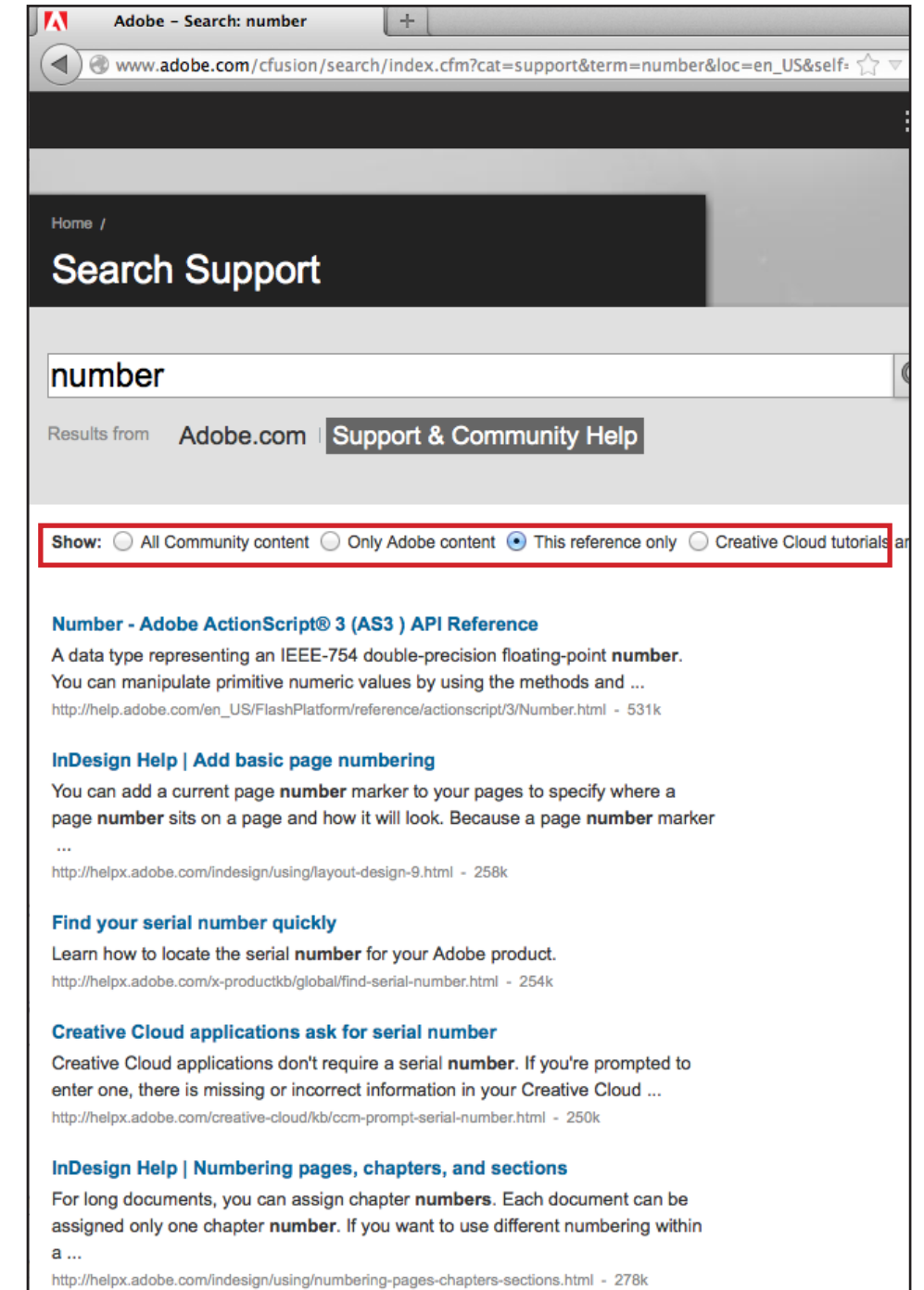
InDesign Help... Con't
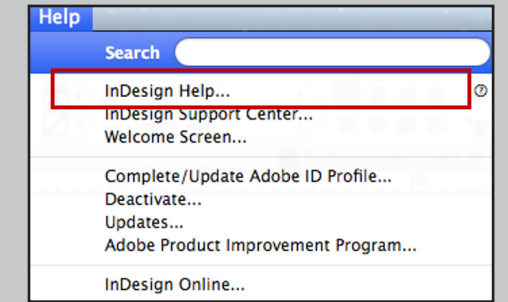
If you are unsure of the help category you need, you can try the webpage's "search" function. This option works like a normal search engine and will pull up pages pertinent to your search criteria.

For example, if you want to know how to perform a task that involves numbers, you can search "number." The webpage will then pull up a variety of links to help documentation pages that include the word "number."

The default domain for the search is the particular Adobe reference site (in this case, the InDesign help site). You can specify broader domains if you wish by selecting the bubble next to your desired domain.
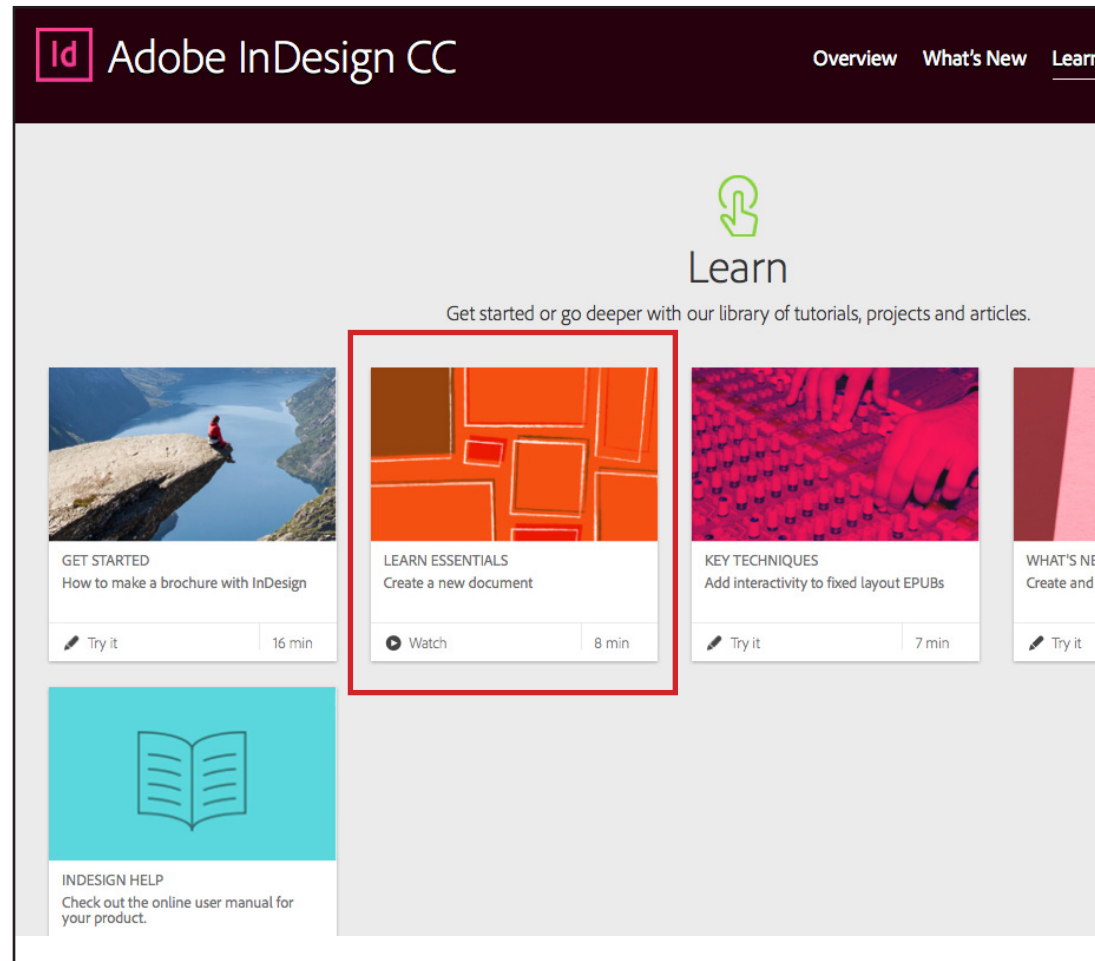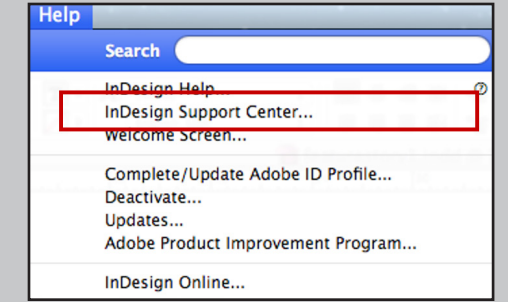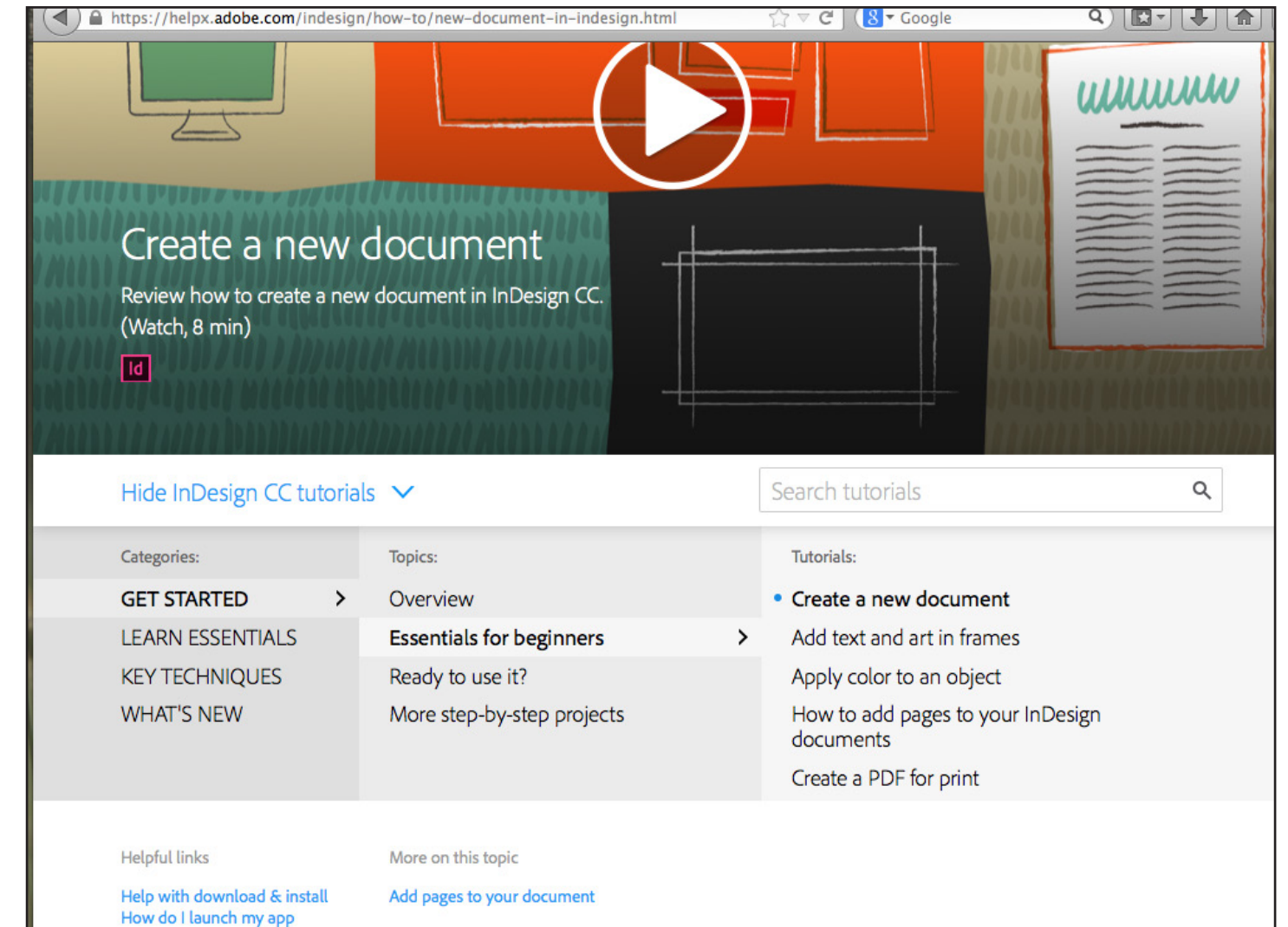
InDesign Support Center...

Selecting the "InDesign Support Center…" option in the Adobe InDesign Help drop-down menu opens the Adobe InDesign "Learn & Support" webpage. You will need to have an active internet connection to access this option.

At the top of this webpage is the "Learn" section. Clicking on one of the tiles in this section will link you to various tutorials and videos.

For example, selecting the "Learn Essentials" tile moves you to a page with a number of tutorials about getting started in InDesign.
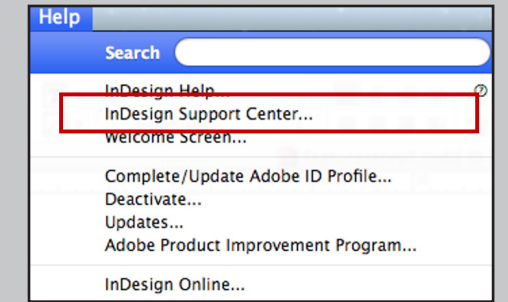
From here, you can watch the tutorial or find documentation on the topics listed.

InDesign Support Center...

By scrolling further down the "Learn & Support" webpage, you will find the "Get Support" section.

From here, by clicking on one of the links below "Get Support," you can find answers to common questions, find answers to top issues, ask a question of the Adobe InDesign community, or contact Adobe customer support with your issue.