

Quick Tip: Working with Rulers and Guides in Adobe InDesign

This tutorial will teach you how to improve your In Design skills, whether you are a beginner or an intermediate user, you will learn some good tips to improve your workspace using rulers and guides.

Rulers

By default when you open any document you'll see the rulers on the top and left side. They are very useful for arranging items in your sheets.

To hide the rulers:

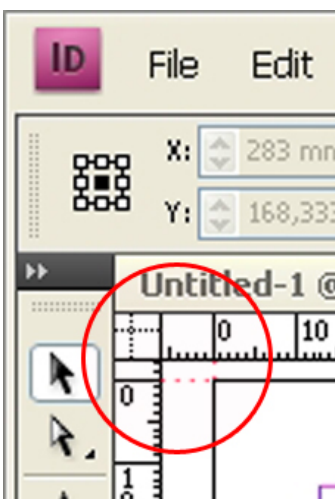
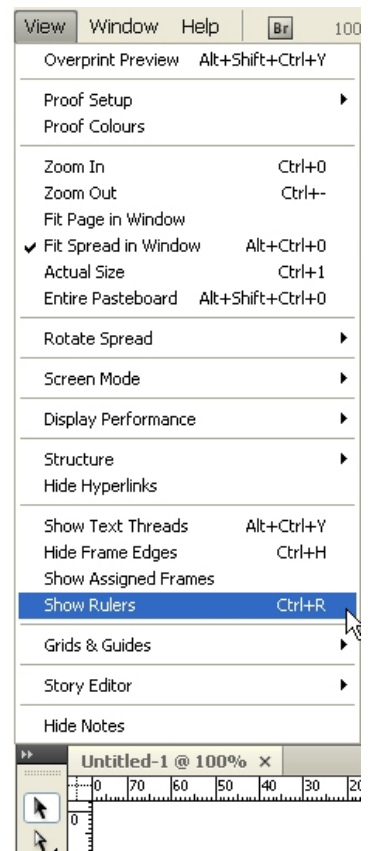
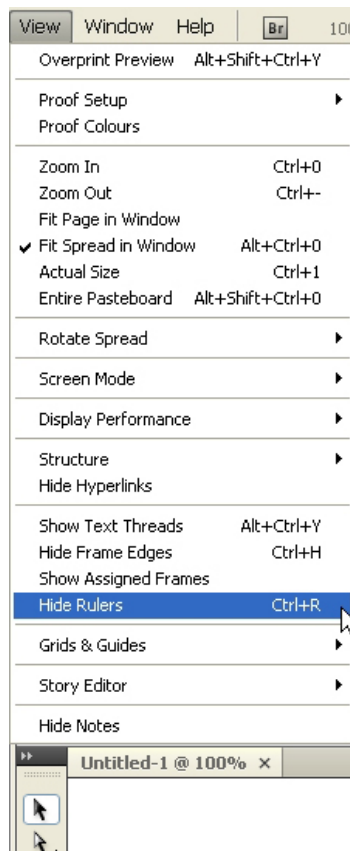
"View > Hide Rulers"

To show the rulers go to

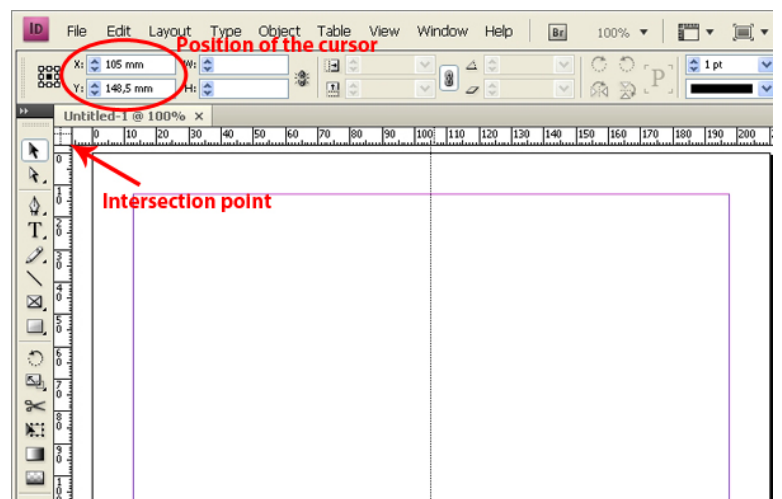
"View > Show Rulers".

Or push **CONTROL + R**.

Note: The top left corner of the rulers is where they intersect. This point measures 0cm x 0cm.



0 point at top left corner of the document

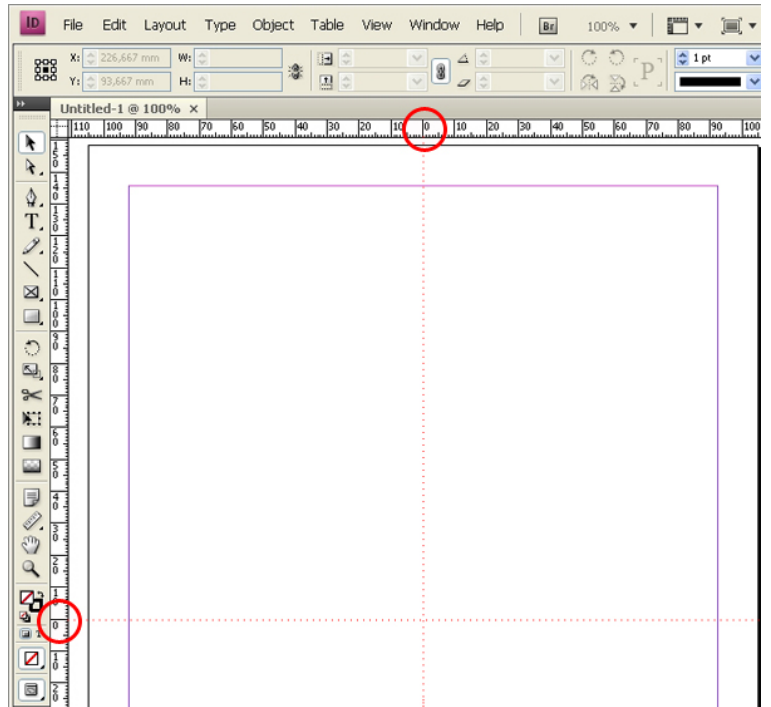


Guides

1. Guides are lines that can be placed at any point of the document as a reference for placing objects, text, images and are only visible while editing the document.

Guides won't appear in the final print.

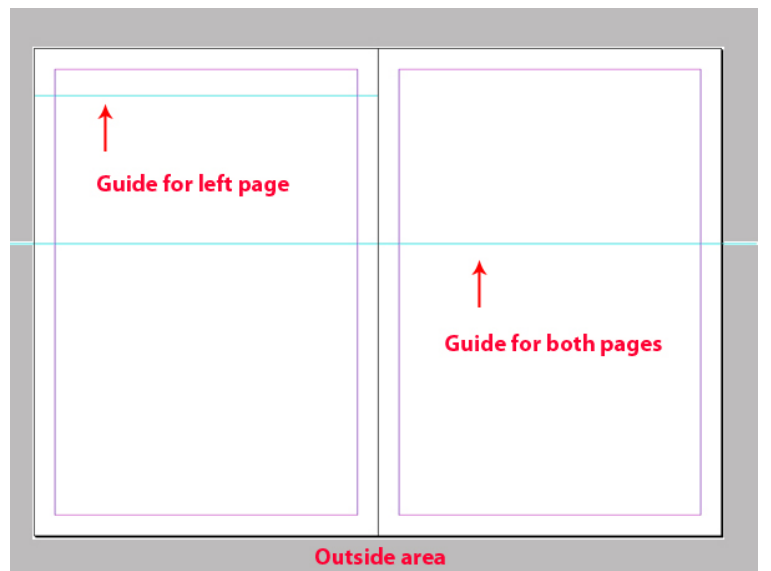
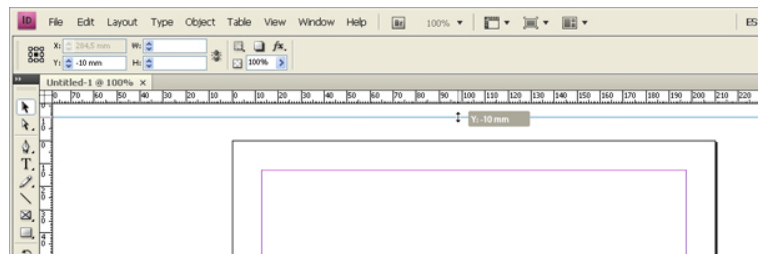
To set a guide click down on any spot of the rulers and drag it over the workspace.



2. There are two ways to make a guide:
You can put them on a single page or put a guide on facing pages at the same time

To place a guide one page just click and drag a guide off one of the ruler.

To place a guide on two pages at once just press **Command** when placing the guide and it will be set on both pages.



Guides as Columns and Rows:

Go to "Layout > Create Guides". Here you are asked to choose how many rows and columns you want and their gutter (space between rows / columns).

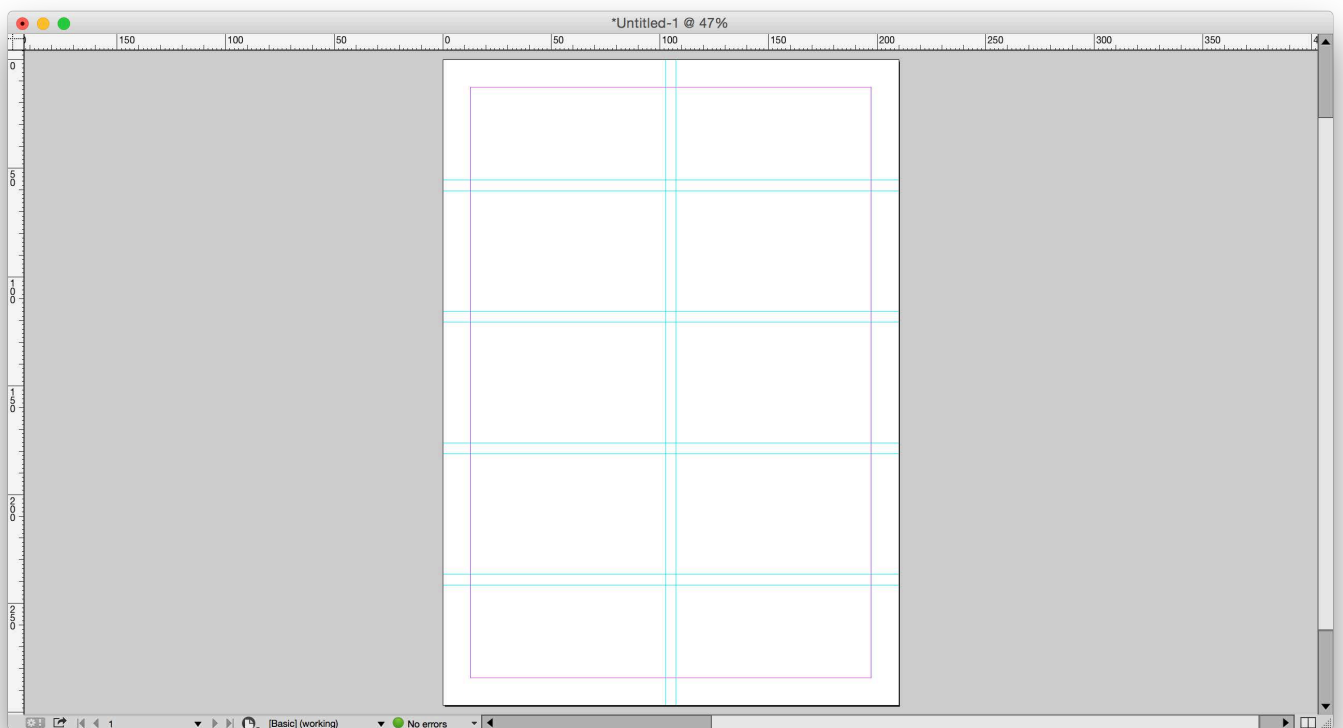
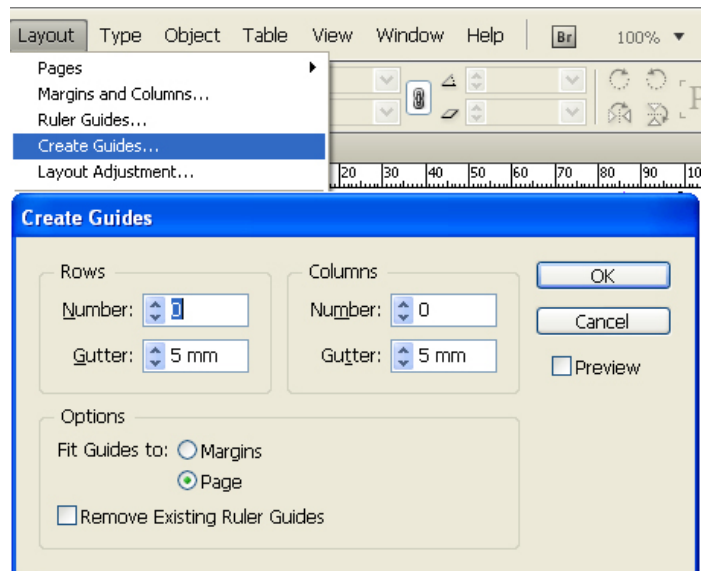
You can replace existing guides by checking the option "Remove Existing Ruler Guides".

Lets try:

5 Rows

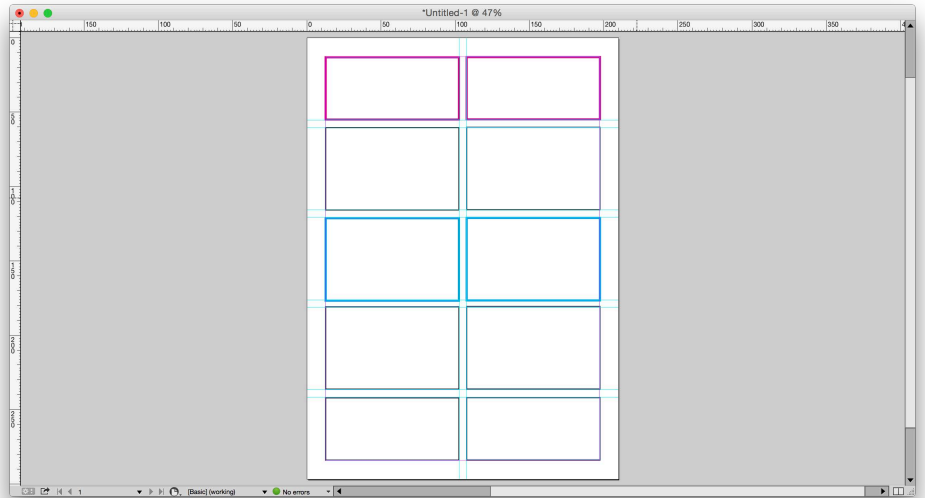
2 Columns

With 5mm gutters on both options. Click OK and see how your document looks! The blue lines are your guides for your grid and the pink lines are the margins.



1. Add some objects to the page:
Using the Rectangle tool, draw
some rectangles that fit into your
grid sections.

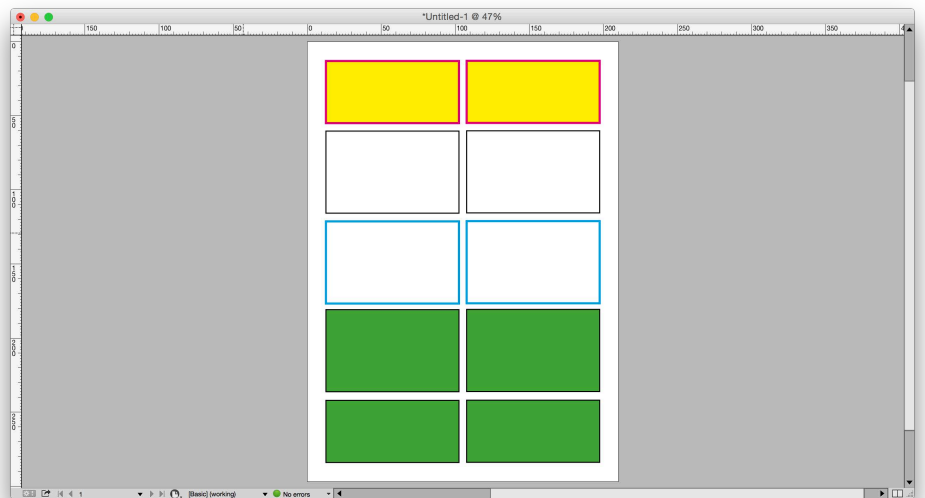
EXTRA: Can you figure out how to
give the rectangles a coloured
thick outline and a fill colour?
*Hint: Select the rectangle and look
to the top of your screen.*



2. Push the 'W' key on the
keyboard. Your guides will
disappear!

Push the 'W' again, your guides
will comeback.

**The W key removes the guides
and show you what your
document will look like when it
is printed because guides are
not printed!**



3. Have a play around with making
boxes that take up 2 / 3 boxes.
Use the 'W' key to see what the
design would look like without the
guides.

