

DESKTOP EDITION | CHECKED 4 AUGUST 2026

Adobe InDesign

Beginner Cheat Sheet

What each tool and function does — with large visual symbols and separate Mac/Windows shortcuts.

VISIBLE TOOL SYMBOLS



THE BIG IDEA InDesign is a page-layout application. You build pages from frames: text lives in text frames, graphics are placed in graphic frames, and panels control pages, styles, links, layers and output.

The five rules that prevent most mistakes

1. **Know whether you selected the frame or its content:** The black Selection arrow controls the frame; the white Direct Selection arrow can control the image or path inside it.
2. **Place graphics; do not casually paste them:** File > Place keeps source files linked, replaceable and visible in the Links panel.
3. **Use named styles and swatches:** One edit can then update every heading, paragraph, object or brand colour that uses that definition.
4. **Watch overset text, links, fonts and Preflight:** A red plus on a text frame or a red Preflight indicator means the document is not ready to output.
5. **Keep the INDD master:** Export a separate PDF for print or screen; do not treat the PDF as the editable original.

Workspace at a glance

Area	What it controls
Tools panel	Selection, type, frames, drawing, transform, colour and navigation tools.
Properties / Control	Context-sensitive settings for the current object, page or text selection.
Pages panel	Pages, spreads and reusable parent-page content.
Links panel	Placed graphics: linked, modified, missing or embedded.
Styles panels	Repeatable paragraph, character, object, table and cell formatting.
Preflight	Live checks for output problems such as overset text, missing fonts and broken links.

MAC / WINDOWS Cmd = Ctrl • Option = Alt • Return = Enter. Menu names in this guide follow Adobe's English interface.

02 Selection, page and type tools

The symbol is shown separately from the shortcut. A dash means Adobe assigns no default key.

Symbol	Key	Tool	What it does	Best for
SELECT AND ARRANGE				
	V / Esc	Selection tool	Selects whole frames and objects; move or resize their bounding boxes.	Moving a frame, resizing a box, selecting several objects.
	A	Direct Selection tool	Selects path points or the graphic content inside a frame.	Repositioning an image within its crop or editing a path.
	Shift+P	Page tool	Selects an individual page so you can change its size or position within a spread.	Mixed page sizes and special fold-out layouts.
	U	Gap tool	Changes the gap between adjacent objects while moving or resizing nearby edges.	Keeping gutters consistent in a grid.
COLLECT AND PLACE REPEATED CONTENT				
	B	Content Collector tool	Loads selected page items into the Content Conveyor.	Gathering items to reuse in this or another layout.
	B	Content Placer tool	Places items that are loaded in the Content Conveyor.	Repeating or linking collected content. Press B to toggle the two tools.
TYPE AND NAVIGATE				
	T	Type tool	Creates text frames, inserts an editing cursor and selects text.	Headlines, body copy, captions and tables.
	Shift+T	Type on a Path tool	Adds and edits text along an open or closed path.	Circular labels, arches and decorative type.
	H	Hand tool	Pans the page without moving page objects.	Moving around a zoomed-in layout.
	Z	Zoom tool	Click to zoom in; use the tool's zoom-out modifier to zoom out.	Inspecting small details and checking alignment.

HIDDEN TOOLS A small triangle on a toolbar button means more tools are nested there. Long-press or right-click the button. Window > Utilities > Tool Hints explains the active tool and its modifier keys.

03 Drawing, frame and shape tools

Frame tools show an X and are intended as content placeholders. Shape tools draw unassigned paths with no X.

Symbol	Key	Tool	What it does	Best for
PATHS AND ANCHOR POINTS				
	P	Pen tool	Draws precise straight and curved vector paths using anchor points and direction handles.	Custom outlines, clipping paths and precise curves.
	=	Add Anchor Point tool	Adds a point to an existing path without breaking it.	Creating another place to reshape a path.
	-	Delete Anchor Point tool	Removes a point while keeping the path joined.	Simplifying or reshaping a path.
	Shift+C	Convert Direction Point tool	Changes a point between corner and smooth behaviour; edits direction handles.	Turning a hard corner into a curve, or the reverse.
	N	Pencil tool	Draws freehand open or closed paths.	Loose illustrations and hand-drawn lines.
	—	Smooth tool	Redraws over part of a selected path to reduce bumps and excess points.	Cleaning up a Pencil path.
	—	Erase tool	Erases portions of a selected path by dragging across it.	Removing part of a vector path.
	\	Line tool	Draws a straight open path that can carry a stroke, arrowhead or line style.	Rules, dividers and callout lines.
GRAPHIC FRAMES AND SHAPES				
	F	Rectangle Frame tool	Draws a rectangular placeholder frame marked with an X.	Placed photos, logos and other graphics.
	—	Ellipse Frame tool	Draws an elliptical placeholder frame marked with an X.	Circular or oval image crops.
	—	Polygon Frame tool	Draws a polygonal placeholder frame marked with an X.	Multi-sided image crops and placeholders.
	M	Rectangle tool	Draws a rectangular unassigned shape with fill and stroke attributes.	Colour panels, borders and boxes.
	L	Ellipse tool	Draws an elliptical unassigned shape with fill and stroke attributes.	Circles, badges and decorative shapes.
	—	Polygon tool	Draws a polygon or star according to its tool settings.	Badges, stars and multi-sided shapes.

FRAME FACT A frame's edge is the container; the image inside is the content. Both frame-tool and shape-tool paths can hold content, but the X makes graphic placeholders easier to recognise.

04 Transform, colour and view tools

These are Adobe's current default keys. Color Theme shares I with Eyedropper; press I to toggle the nested tools.

Symbol	Key	Tool/control	What it does	Best for
TRANSFORM				
	R	Rotate tool	Rotates selected objects around the visible reference point.	Turning frames, text boxes and graphics.
	S	Scale tool	Scales selected objects from the reference point.	Changing size with controlled scaling.
	O	Shear tool	Slants selected objects along an axis.	Skewed panels and angled artwork.
	E	Free Transform tool	Combines move, resize, rotate and shear interaction.	Fast visual transformations.
COLOUR, GRADIENTS AND PATHS				
	G	Gradient Swatch tool	Sets the start, end and direction of a gradient on a selected object.	Repositioning a fill or stroke gradient.
	Shift+G	Gradient Feather tool	Fades an object's opacity gradually along the drag direction.	Soft fades into the background.
	I	Eyedropper tool	Samples and applies colour or other formatting according to its tool options.	Matching an existing object or text style quickly.
	I	Color Theme tool	Extracts a group of colours from an image or page area for reuse.	Building a palette from placed artwork; I toggles with Eyedropper.
	K	Measure tool	Measures distance and angle between points; values appear in the Info panel.	Checking exact spacing and angles.
	C	Scissors tool	Splits an open or closed path at the points you click.	Opening a closed shape or separating path segments.
TOOLS-PANEL CONTROLS				
	X	Fill/Stroke toggle	Switches which attribute—fill or stroke—is active for formatting.	Avoiding colour on the wrong attribute.
	Shift+X	Swap Fill and Stroke	Exchanges the current fill and stroke colours.	Fast reversal of object colours.
	J	Formatting affects container/text	Toggles whether colour formatting targets the frame or its text.	Applying colour to a text box versus its characters.
	,	Apply Color	Applies the last-used solid colour to the active fill or stroke.	Returning quickly to a solid colour.
	.	Apply Gradient	Applies the last-used gradient to the active fill or stroke.	Fast gradient application.
	/	Apply None	Applies [None] to the active fill or stroke.	Removing a fill or border.
	W	Normal/Preview mode	Toggles guides, frame edges and nonprinting aids for a clean preview.	Checking the page without layout clutter.

W WARNING Preview mode works only when you are not editing text. If W types the letter w, press Esc to leave the insertion point, then press W.

05 Documents, pages and parent pages

Set the page correctly first; use parent pages for repeating structure, not for one-off content.

A reliable A5 print setup

1. **Create:** File > New > Document. Choose Print and set the page to A5: 148 × 210 mm. Choose portrait or landscape to suit the design.
2. **Pages:** Enter the page count. Turn on Facing Pages only when the publication needs paired left/right pages. This creates reader spreads; it does not impose printer spreads.
3. **Margins and columns:** Use these nonprinting guides to create safe text edges and a consistent grid. Change them later with Layout > Margins and Columns.
4. **Bleed:** Ask the printer. 3 mm is common in UK print work, but it is not universal. Extend every edge-to-edge image or colour block to the red bleed guide.
5. **Safe content:** Keep logos and live text comfortably inside the trim; the margin is a layout guide, not an automatic print-safety guarantee.

TRIM / BLEED / SLUG Trim is the finished page edge. Bleed extends artwork beyond trim so cutting leaves no white edge. Slug is an optional notes area outside the page and bleed; include it in output only when required.

Pages panel

Task	Exact place to work	What happens
Add a page	Layout > Pages > Add Page	Adds one page after the active page. Use Insert Pages for a chosen number and location.
Duplicate	Pages panel menu > Duplicate Page (or Duplicate Spread)	Makes a copy immediately after the source while preserving the original.
Reorder	Drag a page thumbnail	Moves the page; document numbering updates according to section settings.
Delete	Select thumbnail; click Delete Selected Pages	Removes the selected page or spread.
Change page size	Select page with Page tool; use Properties/Control	Changes that page independently from the document default.

Parent pages and automatic page numbers

- **Parent page:** Reusable page items such as a logo, background, guides, footer and folio. Adobe now calls these parent pages, not master pages.
- **Apply it:** Drag a parent thumbnail onto a document page, or select pages and use Apply Parent to Pages in the Pages panel menu.
- **Automatic number:** On the parent, draw a text frame and choose Type > Insert Special Character > Markers > Current Page Number.
- **Override one item:** Cmd+Shift-click (Mac) or Ctrl+Shift-click (Windows) a parent item on a document page. Override only when that page truly needs an exception.

06 Frames, images, links and fitting

InDesign normally links to placed files; it does not need to store every source image inside the INDD.

Place an image without losing control

1. **Prepare a frame:** Draw a graphic frame first, or place directly onto the page and let InDesign create a frame.
2. **Place:** Choose File > Place (Cmd/Ctrl+D), select the image, then click a frame or click-drag to create one.
3. **Choose frame or content:** Use Selection (V) for the frame. Use Direct Selection (A), Shift+Esc, or the Content Grabber to select the graphic inside.
4. **Fit:** Use Object > Fitting and choose the option that matches your goal. Do not drag a side handle carelessly and distort the artwork.
5. **Check the link:** Open Window > Links. Resolve missing or modified files before exporting or packaging.

Fitting commands: the difference matters

Object > Fitting command	Result	Use / warning
Fill Frame Proportionally	Fills the frame without distortion; crops excess content.	Best for photos that must fill a fixed box.
Fit Content Proportionally	Shows all content without distortion; may leave empty space.	Best when the whole logo or image must remain visible.
Fit Frame to Content	Changes the frame to the current content bounds.	Useful after placing a logo at its natural proportions.
Fit Content to Frame	Forces content to the frame dimensions.	Can distort the image; normally avoid for logos and photos.
Center Content	Centres content in the frame without changing its size.	Useful after an intentional crop or scale.
Content-Aware Fit	Uses image analysis to choose a proportional crop and position.	Treat as a starting point; inspect the result.

Links panel status

Status	Meaning	Correct action
Normal	Source file is available and unchanged.	No action.
Modified	Source file changed after it was placed.	Select it and Update Link; inspect the page again.
Missing	InDesign cannot find the source file.	Relink to the correct file; never export while it is missing.
Embedded	A copy is stored inside the INDD rather than externally linked.	Keep only when embedding is intentional; links are easier to update.

LOGOS Place the approved vector master (commonly AI, PDF, EPS or SVG) when available. Fit Content Proportionally, never stretch it, and use the Links panel to confirm the exact file.

07 Text frames, threading and overset text

A story can flow through many linked text frames. The red plus is a warning, not decoration.

How text flows

Part	What it means	What to do
Text frame	A container for a story or part of a story.	Draw with Type (T), then type or place text.
In port	Square near the upper-left edge; receives text from a previous frame.	Use it to understand where the story came from.
Out port	Square near the lower-right edge; passes text onward.	Click it, then click or draw the next frame to thread text.
Red plus	The frame contains overset text that is not visible.	Enlarge, edit, reformat or thread the story into another frame.
Text thread	The connection that controls story order across frames.	View > Extras > Show Text Threads to inspect it.

Create and control a threaded story

1. **Start:** Draw a text frame with Type (T), click inside it, then type or choose File > Place (Cmd/Ctrl+D) to import text.
2. **Thread:** With Selection (V), click the first frame's out port. Click an existing text frame or click-drag to make the next frame.
3. **Inspect:** Turn on Show Text Threads and scan every frame for a red plus before export.
4. **Add pages carefully:** For long documents, Smart Text Reflow can add or remove pages as threaded text changes. Configure it in Preferences before relying on it.

Text Frame Options

Setting	Purpose	Common use
Columns	Splits one text frame into multiple columns.	Newsletters, leaflets and multi-column body copy.
Inset Spacing	Creates padding between text and the frame edge.	Text inside coloured boxes or bordered panels.
Vertical Justification	Positions text at the top, centre, bottom or evenly within the frame.	Aligning short captions or panel copy.
Ignore Text Wrap	Allows this frame's text to ignore wrap applied by other objects.	Only when a deliberate exception is needed.
Auto-Size	Lets a text frame grow in chosen directions as copy changes.	Labels, captions and flexible callouts.

FAST DIAGNOSIS Choose Type > Show Hidden Characters to reveal paragraph returns, spaces, tabs, column breaks and frame breaks. Hidden break characters often explain unexpected empty space or overset.

08 Typography and styles

Styles make a layout consistent, editable and much safer than formatting every line by hand.

Which style should you use?

Style	Controls	Use it for
Paragraph Style	A whole paragraph: typeface, size, leading, indents, spacing, alignment, hyphenation and more.	Body, headings, captions, lists and quotes.
Character Style	Selected characters only; stores chosen differences from the paragraph style.	Emphasis, product names, prices and inline labels.
Object Style	Frame-level formatting such as fill, stroke, text wrap, fitting and text-frame options.	Image frames, callout boxes and repeated panels.
Table / Cell Style	Table-wide and cell-specific strokes, fills, insets and text behaviour.	Price lists, schedules and structured data.

A clean style workflow

1. **Define:** Open Window > Styles > Paragraph Styles. Create Body, Heading 1, Heading 2, Caption and any other real roles in the document.
2. **Apply:** Place the cursor in a paragraph and click its paragraph style. Use character styles only for exceptions within that paragraph.
3. **Edit centrally:** Double-click the style name and change its definition; every paragraph using it updates.
4. **Resolve overrides:** A plus beside a style means local formatting differs. Keep the exception deliberately or use Clear Overrides in the Styles panel.

Typography terms that are easy to confuse

Term	Exact meaning	Practical advice
Leading	Baseline-to-baseline distance between lines of type.	Judge it with the actual font and column width; avoid cramped body copy.
Tracking	Uniform spacing adjustment across a selected range of characters.	Use sparingly; do not force body copy to fit by extreme tracking.
Kerning	Spacing adjustment between one pair of characters.	Correct awkward pairs in display type, logos and large headings.
Space Before/After	Paragraph spacing controlled in paragraph formatting.	Use it instead of inserting empty paragraph returns.
Keep Options	Rules controlling where paragraphs and lines break across columns or frames.	Keep headings with the following text and reduce widows/orphans.
Hyphenation	Rules allowing words to break across lines.	Set consistently in the paragraph style; proof every narrow column.

TYPE QUALITY Use a font's real Bold and Italic styles when supplied. Proof at 100% size and on paper: a readable screen preview does not guarantee comfortable printed body text.

09 Precision layout: guides, align, wrap and layers

Choose the reference—selection, key object, margins, page or spread—before trusting an Align command.

Layout controls

Control	Open / use	What it solves
Ruler guides	Drag from a ruler; use View > Grids & Guides commands	Repeatable edges, baselines and safe zones. Guides do not print.
Smart Guides	View > Grids & Guides > Smart Guides	Temporary cues for alignment, spacing and object dimensions.
Align panel	Window > Object & Layout > Align	Aligns or distributes selected objects to a chosen reference.
Gap tool	Press U and drag a gap	Changes adjacent object spacing while preserving the larger arrangement.
Text Wrap	Window > Text Wrap; select the wrapping object	Pushes story text away from a box, object shape or jump boundary.
Layers	Window > Layers (F7)	Controls visibility, locking and stacking by layer; objects also stack within each layer.

Exact modifier actions worth learning

Goal	Mac	Windows
Duplicate while dragging	Option-drag	Alt-drag
Move selection by 10×	Shift+Arrow	Shift+Arrow
Resize frame and content	Cmd-drag a Selection handle	Ctrl-drag a Selection handle
Resize both proportionately	Shift+Cmd-drag a handle	Shift+Ctrl-drag a handle
Select content in selected frame	Shift+Esc	Shift+Esc
Select the container	Esc	Esc
Override a parent-page item	Cmd+Shift-click	Ctrl+Shift-click
Cycle to object behind	Selection tool + Cmd-click	Selection tool + Ctrl-click

Text Wrap: reliable order of operations

1. **Select the object:** The wrap belongs to the object that repels text, not to the text frame that moves.
2. **Choose a wrap type:** Bounding Box is predictable; Wrap Around Object Shape follows a detected or chosen contour; Jump options move text above/below.
3. **Set offsets:** Use positive offsets to create breathing room. Inspect every affected column for overset text.
4. **Check exceptions:** If nothing moves, open the affected text frame's Text Frame Options and check whether Ignore Text Wrap is enabled.

LOCKED OR HIDDEN? Check both the object and its layer. A visible object on a locked layer cannot be edited; a hidden layer cannot be selected or output unless made visible again.

10 Essential shortcut keys

Default InDesign shortcut set. Custom sets, operating-system reservations and text insertion context can change behaviour.

File and edit

Command	Mac	Windows
New document	Cmd+N	Ctrl+N
Open	Cmd+O	Ctrl+O
Save	Cmd+S	Ctrl+S
Save As	Cmd+Shift+S	Ctrl+Shift+S
Place	Cmd+D	Ctrl+D
Export	Cmd+E	Ctrl+E
Print	Cmd+P	Ctrl+P
Undo / Redo	Cmd+Z / Cmd+Shift+Z	Ctrl+Z / Ctrl+Shift+Z
Find/Change	Cmd+F	Ctrl+F

Objects, type and panels

Command	Mac	Windows
Group / Ungroup	Cmd+G / Cmd+Shift+G	Ctrl+G / Ctrl+Shift+G
Lock selected object	Cmd+L	Ctrl+L
Text Frame Options	Cmd+B	Ctrl+B
Bold / Italic	Cmd+Shift+B / Cmd+Shift+I	Ctrl+Shift+B / Ctrl+Shift+I
Character panel	Cmd+T	Ctrl+T
Paragraph panel	Cmd+Option+T	Ctrl+Alt+T
Paragraph Styles	Cmd+F11	F11
Character Styles	Cmd+Shift+F11	Shift+F11
Pages panel	Cmd+F12	F12
Layers panel	F7	F7
Swatches panel	F5	F5

View and navigation

Command	Mac	Windows
Normal / Preview mode	W	W
Show/hide all panels (no text cursor)	Tab	Tab
Temporary Hand (not editing text)	Spacebar	Spacebar
Temporary Hand (text cursor active)	Option-drag	Alt-drag
Go to page	Cmd+J	Ctrl+J
High Quality / Fast Display	Cmd+Option+Shift+Z	Ctrl+Alt+Shift+Z

VERIFY YOUR OWN SET Choose Edit > Keyboard Shortcuts to search the active set. Choose Show Set for a printable list of the shortcuts actually assigned on your computer.

11 Preflight, print PDF and Package

A clean screen is not proof of a clean file. Check the document, export settings and the resulting PDF.

Before export

Check	What to inspect	Pass condition
Overset text	Preflight and every text frame	No red plus; all intended copy is visible.
Links	Window > Links	No missing or unintentionally modified links.
Fonts	Preflight / Find Font	No missing fonts; expected styles are active.
Images	Links panel information	Effective PPI and colour mode meet the printer's specification.
Colour	Swatches and Separations Preview if required	Correct process/spot colours; unwanted plates removed.
Page and bleed	Document Setup and page edges	Correct trim size; edge artwork reaches the bleed guide.

PREFLIGHT PROFILE Window > Output > Preflight. The built-in Basic profile is limited; use a printer-supplied or carefully configured profile when resolution, colour and other production rules matter.

Export a print-ready PDF

1. **Ask first:** Get the printer's PDF preset, bleed, colour, image-resolution and marks requirements. Do not guess when money is being spent on print.
2. **Export:** File > Export (Cmd/Ctrl+E), choose Adobe PDF (Print), and select the printer's preset. PDF/X-4 is common in modern workflows but is not universal.
3. **Pages:** Export Pages unless the printer explicitly requests Spreads. Confirm the exact page range.
4. **Marks and Bleeds:** Enable Use Document Bleed Settings. Add crop marks or other printer marks only when requested.
5. **Inspect:** Open the exported PDF. Check page count, trim/bleed, text, images, overprint-sensitive artwork and any hyperlinks that matter.

Package when handing off editable files

- **File > Package:** collects the InDesign document and can collect links, permitted fonts, an IDML copy, a PDF and a report according to the chosen options.
- **Fonts:** font licences may restrict copying. Read the packaging warning and send only what you are legally permitted to send.
- **Final check:** open the packaged INDD from the Package folder and confirm that its links resolve there—not back to your original folders.

12 File types and common jobs

Choose the file type for its purpose; one export cannot be both an editable master and a final flattened deliverable.

File type decoder

Format	What it is	Use it for
INDD	Native editable InDesign document; normally relies on linked assets and fonts.	Your working master.
IDML	InDesign Markup Language exchange file that can be opened by earlier supported versions.	Version interchange and an extra recovery/transfer route—not a substitute for backups.
INDT	InDesign template that opens as a new untitled document.	Reusable branded layouts.
PDF (Print)	Fixed-layout output with print-production controls.	Printer delivery and press-quality proofs.
PDF (Interactive)	Screen-oriented PDF with supported interactive features.	On-screen documents; not the default choice for commercial print.
JPEG / PNG	Flattened raster export of pages, spreads or selected objects.	Previews, web images and social graphics—not editable layout masters.

Build a clean A5 Wine&Earth pamphlet

1. **Set up:** A5 148 × 210 mm, correct page count, printer-confirmed bleed, and margins/columns for a consistent grid.
2. **Build the shell:** Create parent-page items for recurring logo, footer, page number, background and guides.
3. **Create styles:** Define heading, body, caption and callout paragraph styles; define object styles for image frames and panels.
4. **Add brand colours:** Window > Color > Swatches; create named swatches from the approved CMYK or spot specifications. Use spot colour only when the printer/brand specification requires it.
5. **Place assets:** Use File > Place for copy, photographs and the exact approved logo. Fit images deliberately and keep Links clean.
6. **Proof:** Check hierarchy, line breaks, image crops, overset, spelling, page order, safe distance from trim and actual printed size.
7. **Preflight and export:** Resolve every relevant error, export with the printer's preset, then inspect the PDF page by page.

Two fast production tasks

- **Replace an image but keep its frame:** Select the graphic frame, choose File > Place, select the replacement and ensure Replace Selected Item is enabled. Recheck fitting/crop and confirm the new file in Links.
- **Add a consistent brand colour:** Create one named swatch from the approved values and apply that swatch everywhere. Editing the swatch later updates every use.

COLOUR CAUTION Do not invent CMYK values from an on-screen RGB appearance. Use the approved brand specification and the printer's colour workflow; soft-proofing and physical proofs matter for critical colour.

13 Troubleshooting and verified Adobe references

Start with the visible symptom, then check the frame, story, link, layer, parent page and output settings in that order.

Common problems

Symptom	Likely cause	Precise fix
Red plus on text frame	Overset text is hidden.	Edit/format the story, enlarge or auto-size the frame, or thread it to another frame; recheck every page.
Image looks pixelated	Fast/Typical display, or genuinely low effective resolution.	Try View > Display Performance > High Quality Display, then verify Effective PPI in Links.
Missing-link warning	Source file moved, renamed or is unavailable.	Select the link in Window > Links and Relink to the exact source file.
Modified-link warning	Source file changed since placement.	Update Link, then inspect crop, colour and content.
Pink-highlighted text	A font is missing or substituted when substitution highlighting is active.	Use Find Font, activate/install the licensed font or choose an approved replacement; reflow-proof the document.
Cannot select object	Locked object/layer, parent item or overlapping object.	Unlock it; Cmd/Ctrl+Shift-click a parent item; with Selection, Cmd/Ctrl-click to cycle through stacked objects.
W types a letter	Text insertion point is active.	Press Esc, then W to enter Preview mode.
Text ignores wrap	Ignore Text Wrap is enabled for that text frame, or the wrong object has the wrap.	Select the wrapping object; then inspect the affected frame's Text Frame Options.
PDF has no bleed	Bleed was unset or excluded at export.	Set bleed in Document Setup; extend artwork; export with Use Document Bleed Settings.

ABOUT THE SYMBOLS The large tiles use Adobe Spectrum workflow artwork where it clearly matches the task and simplified high-contrast symbols where the exact InDesign toolbar cue is clearer. Toolbar rendering and nesting can vary by version and workspace; the adjacent tool names and shortcuts are the authority.

Official Adobe references checked for this guide

View and select tools — <https://helpx.adobe.com/indesign/desktop/get-started/toolbox/view-select-tools.html>

Keyboard shortcuts — <https://helpx.adobe.com/indesign/desktop/get-started/settings-and-preferences/keyboard-shortcuts.html>

Create and apply parent pages — <https://helpx.adobe.com/indesign/desktop/create-and-organize-pages/create-and-manage-parent-pages/create-parent-pages.html>

Thread text frames — <https://helpx.adobe.com/indesign/desktop/add-and-manage-text/add-and-import-text/thread-text-frames.html>

Add images — <https://helpx.adobe.com/indesign/desktop/add-graphics-and-media/add-edit-graphics/add-images.html>

Fit an object to its frame — <https://helpx.adobe.com/indesign/desktop/add-graphics-and-media/manage-frames-and-objects/fit-object-to-frame.html>

Package files for output — <https://helpx.adobe.com/indesign/desktop/print/preflight/package-files-for-output.html>

Produce print-ready PDF files — <https://helpx.adobe.com/indesign/desktop/print/print-production-and-file-creation/produce-print-ready-pdf-files.html>

Set up print bleed — <https://helpx.adobe.com/indesign/how-to/set-print-bleed.html>

PRECISION NOTE This guide follows Adobe's current desktop documentation checked on 4 August 2026. Printer specifications and custom shortcut sets always take precedence over general guidance.