

Affinity Essential Skills

Setting up your Affinity Publisher screen the first time. **Do everything in this block**

A. To add Rulers:

1. Click **View**.
2. Choose **Show** and pick **rulers**.

B. To get rid of black background:

1. Click **Edit** and choose **Settings**.
2. Select **User Interface**.
3. Adjust the "**Background Gray Level**" slider to the right to lighten it.

C. Turn off Clip to Canvas to display the scratch area.

1. Click **View**.
2. Uncheck **Clip to Canvas**.

D. Pin the Text Frame tool

1. Click **Window**.
2. Hover over **Text** and choose **Text Frame** tool. The text frame panel will open.
3. Click the **Text Frame** panel and slide it to the right until it snaps into the panel group on the right side of the screen.

E. Simplifying the rail on the left side of the screen

1. Click the ... button at the bottom of the left rail.
2. REMOVE the following buttons off the left rail and into the Customize window.



Artboard



Contour



Pencil



Shape builder



Ruler



Vector Blob Brush

3. ADD the table tool from the customize window to the left rail.
4. Click the **X** to close the **Customize** window.



Other generic skills

Ctrl Z

Undo




Moving an object (text box or graphic)

1. Click **Move** tool on left pane so it has a black border around it.
2. Click your text box or graphic and drag.

Opening a recently used document

1. Click **File** and choose **Open Recent**.


Layout Tools

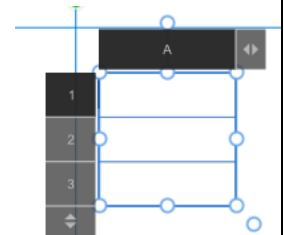
	<p>Using guides and rulers to help you line things up</p> <p>Notes: Guides are especially nice for documents with columns like bulletins.</p> <ol style="list-style-type: none"> 1. Enable rulers first by selecting View > Show Rulers. 2. Click View and choose Margins and Guides. 3. Set the number of columns. 4. Choose a Style – Outline or Fill (Outline is most commonly used) 5. Choose a color for your fill or outline.
	<p>Snapping objects for precise alignment</p> <p>https://www.affinity.studio/help/design-aids-snapping/</p> <ol style="list-style-type: none"> 1. Click the drop down next to the magnetic tool to choose which items to snap.

Proofing Tools

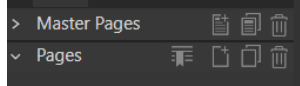
	<p>Manual Spell check</p> <ol style="list-style-type: none"> 1. Click Text pulldown and choose Spelling.
	<p>Check while typing</p> <ol style="list-style-type: none"> 1. Click the Text pulldown menu. 2. Hover over Spelling and select Check Spelling While Typing.

Working with tables




	<p>https://www.youtube.com/watch?v=VqWMuyxqRnQ</p> <p>Inserting a table</p> <ol style="list-style-type: none"> 1. Click the Table button and drag. <p>Adding rows or columns to right or bottom.</p> <ol style="list-style-type: none"> 1. Click the <> button to the right of the column or under the row and use the selector to choose the number to add. <p>Adding rows or columns between columns or rows</p> <ol style="list-style-type: none"> 1. Hover over a row or column header & click the down arrow to activate a menu. <p>Formatting table border and fill</p> <ol style="list-style-type: none"> 1. Select the Table 2. Click Window and choose Table. 3. Select the Cells: Using the Table Tool, click and drag across the table to select the cells whose borders you want to modify. (Click the top-left corner of the table to select all cells at once). 4. Choose the Border Context: In the Stroke and Fill section of the Table Panel, click on the Border dropdown (this displays an icon showing which part of the cells you are targeting, e.g., All Borders, Outside, Inside, Left, Right). 5. Apply Stroke/Color: With the border context selected, use the Cell Stroke Fill and Cell Stroke (weight) options in the panel to change the color and thickness.
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Working with your document

	<p>Showing guidelines to help align your textboxes or graphics Click and drag top or side ruler to pull out as many guide as needed. (To see rulers: View > Show > Rulers)</p>
Ctrl+N	<p>Creating a new document and setting the page size</p> <ol style="list-style-type: none"> 1. Click File and choose New. (or Ctrl + N) 2. Choose a page size from the left panel. 3. Click the Pages tab and uncheck facing pages which is reserved for creating booklets. 4. Enter Number of Pages desired. 5. Click Margins to adjust if necessary. 6. Click Create.
	<p>Setting margins for your document</p> <ol style="list-style-type: none"> 1. Click Document. 2. Hover over Setup and click Document Setup. 3. Click the Margin toggle to open that section. 4. Enter your margins. 5. Click the colored block to choose a color for your margin guides.
	<p>Adding, Duplicating or deleting pages</p> <p>To add: Click the + on the pages panel on the left OR Click the Document menu and choose Add Pages.</p>  <p>You can specify</p> <ul style="list-style-type: none"> • Number of pages – to indicate how many pages to add. • After Page – to choose where to insert the page. • Master: Select if you have one otherwise leave as None. <p>To duplicate a page: Right click on the page in the Pages Panel and select duplicate.</p> <p>To delete: Click the Trash Can on the Pages panel OR Click the Document menu and choose Delete Pages.</p> <p>Note: If the Pages panel is hidden, you can bring it back by clicking View > Studio > Pages.</p>
	<p>Adding Page Numbers</p> <ol style="list-style-type: none"> 1. Open your Master Page: In the <i>Pages</i> panel, double-click the Master Page you want to edit (e.g., <i>Master A</i>). 2. Create a Text Frame: Select the Frame Text Tool and drag a box where you want the page number to sit on your page. 3. Insert the Page Number Field: Go to the top menu and select Text > Insert > Fields > Page Number. It will appear as a hash symbol (#). 4. Style the Text: Format the # symbol's font, size, and/or alignment. 5. Return to your document: Double-click any standard page in your <i>Pages</i> panel to return to your publication. The # will automatically update to the correct numerical value on each page


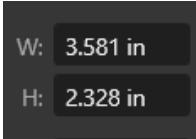
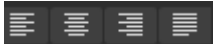
Working with Graphics

	<p>Inserting an image from your computer</p> <ol style="list-style-type: none"> 1. Click in a blank area of scratch area so nothing else is selected. 2. Click Place button on left pane. 3. Browse for image on your computer. (the cursor will change) 4. Click and drag in your scratch area size the image.
<p>Ctrl C Copy</p> <p>Ctrl V Paste</p>	<p>Copy/Paste a graphic</p> <ol style="list-style-type: none"> 1. Copy the image from its original source. 2. Open your Affinity document. 3. Using your keyboard, press Ctrl+V (paste). It will paste it center of the page for you to move and resize as needed.
	<p>Wrapping Text around a graphic</p> <ol style="list-style-type: none"> 1. Click on your graphic so the selection handles appear. 2. Click Text > Text Wrap > Show Text Wrap 3. Choose Square or Tight. 4. Pro tip: Add space around the image using the Distance from text. <p>Creating a shortcut for Text Wrap</p> <ol style="list-style-type: none"> 1. Click Edit and choose Settings 2. Click Shortcuts. 3. Click the File dropdown and choose Text 4. Scroll down and choose Text Wrap > Show text wrap settings. 5. Click in the shortcut box and press Alt+w to set the keystroke. 6. Scroll up and click Save in the upper corner. It will ask you to save this shortcut as a file. 7. Enter the file name Text wrap shortcut and click the Save button. 8. Click the X to close the Settings window. <p>Going forward, select a graphic for which you'd like to adjust text wrapping and press Alt+W to open Text Wrap Settings.</p>
	<p>Resizing a graphic</p> <p>Resizing a graphic with the sizing handles</p> <ol style="list-style-type: none"> 1. Click the graphic. 2. Drag a sizing handle to resize your graphic. Note: If you drag a middle handle you will make the graphic fat or tall. If you drag a corner handle, you will resize your graphic proportionally. <p>Pro tip: To resize a graphic proportionally, hold the ALT key down as you drag a sizing handle.</p> <p>Need a particular height or width? https://www.youtube.com/watch?v=KTOfc628G4E</p> <ol style="list-style-type: none"> 1. Click your graphic. 2. Open the Transform window. 3. Click the chain link to the right of the Width/Height to lock it. 4. Enter a specific Width or Height and press Enter. 

Working with Graphics (continued)

	<p>Cropping a graphic</p> <ol style="list-style-type: none"> 1. Select the graphic. 2. Click the Vector Crop tool from the left rail. Square selectors appear. 3. Drag a selector to crop the graphic. 	
	<p>Rotating a graphic</p> <ol style="list-style-type: none"> 1. Select the graphic. 2. Click the rotation arm that sticks out of the top of the graphic and drag left or right 	
<p>Inserting a PDF into your Affinity document</p>		
	<ol style="list-style-type: none"> 1. Create a blank page in your publication. (To add: Click the + on the pages panel on the left OR click the Document menu and choose Add Pages.) 2. Click File and choose Place. 3. Choose your PDF. The cursor will change 4. Click and drag to size the PDF. 	

Working with Text

	<p>Why are there red triangles on my text boxes</p> <p>Red triangles indicate there is too much text to fit in the text box. Delete text, resize the textbox or change the font size to accommodate the text.</p>	
	<p>Inserting Text box</p> <ol style="list-style-type: none"> 1. Click the Frame Text tool (left panel). 2. Draw text box to desired size. <p>Setting the exact size of a text box</p> <ol style="list-style-type: none"> 1. Select the text box. 2. Enter an exact Width or Height in the Transform window. 	
	<p>Adjusting the indenting and using the Text Ruler</p> <ol style="list-style-type: none"> 1. Double click a textbox to ensure your cursor is inside the text box. 2. Show the Ruler: Click View > Show > Text Ruler. 3. Set Paragraph Indents: On the ruler appearing above your text frame, drag the specific triangle markers: <ul style="list-style-type: none"> • Left/Right Margins: The square/triangle at the bottom ends. • First Line Indent: The top triangle on the left side. • Left Indent (hanging indent): The bottom triangle on the left side. 4. Set Tab Stops: Click on the bottom edge of the ruler to add a tab stop. Double-click the tab icon to cycle through Left, Center, Right, or Decimal alignment types. Drag a tab stop off the ruler to delete it. 5. Creating leader dots: <ol style="list-style-type: none"> a. Click Window > Text > Paragraph. b. Click tab stops. c. Click the ... button. d. Select your leader style. 	
	<p>Changing font style or font size or alignment (Left, Center, Justify)</p> <ol style="list-style-type: none"> 1. Select Text. 2. Use the Font Family and Font size or the Alignment buttons top menu. 	

Working with text (continued)

Stroke



Adding a border to a text box. (Requires Text Frame Panel)

1. Select the text box and click the **Text Frame** tab in the right panel.
2. Click the **Stroke** box and choose a color.
3. To change the thickness of the border, click the slider next to the **stroke** button and drag the width slider.

Adding a dashed line around a text box

4. Follow steps 1-3 under the heading **Adding a border to a text box** found above.
5. Choose the settings circled in red

Removing a border from a textbox

6. Select the text box and click the **Text Frame** tab in the right panel.
7. Click the **Stroke** button and then the **white circle with a red line**.

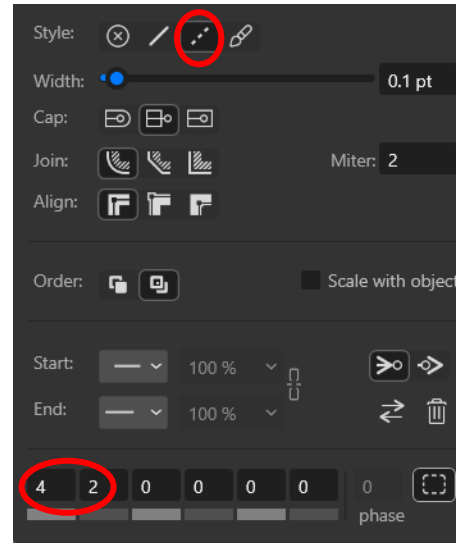
If the **last text object you edited had a stroke** (e.g., a table with borders), then **new text frames inherit that stroke**, even if you didn't add it.

Most important: The stroke WILL NOT clear if you use the normal color controls. You must clear it *inside the Text Frame panel's stroke thickness control*. Here are steps if you cannot clear the border/stroke.

8. Select the text box and click the **Text Frame** tab in the right panel.
9. Click the **Stroke** box and then the **white circle with a red line**.
10. Click the slider next to the **stroke** button and drag the width slider to the left



11. Set all the windows at the bottom to zero.



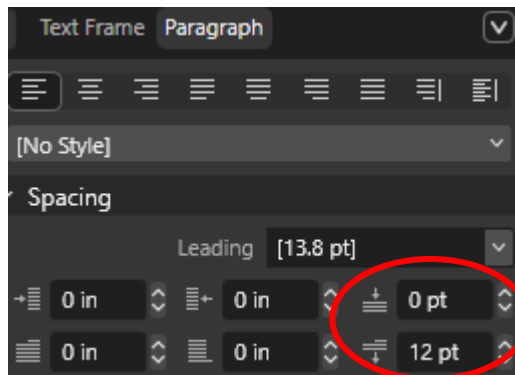
Sometimes text that was copied into Affinity from another place has spacing issues.

1. Select text and open the **Paragraph** panel. (Windows > Text > Paragraph)
2. Look for **Align to Baseline Grid** and Turn it OFF.

Working with text (continued)

Spacing between paragraphs

1. Select your text to highlight the paragraphs you want to modify, or press Ctrl + A to select all text in the textbox.
2. Find the **Paragraph Panel**. The Paragraph panel (shown below) is a floating panel and can be moved around. It may already be pinned to the panels on the right side of your screen either at the top next to the Text Frame panel or below the Text Frame tool. If you cannot find it, click Window > Text > and check mark Paragraph.
3. In the **Spacing** section, enter your desired values in points in the space before or space after fields shown in the red circle below. For example, 12pt for Space Before (adds space above the paragraph) and Space After (adds space below).



Working with shapes - rectangle, circle or Line



Drawing a Line

<https://www.youtube.com/watch?v=ThUD4VRDwfM>

1. Click the **Pen** tool on the left.
2. Click the straight line tool on the top.
3. Click and drag to draw your line. (Hold Shift to get a straight line.)

Changing the color of a line

<https://www.youtube.com/watch?v=JYXentQ5cTw>

1. Select the line you want to change.
2. Go to the **View** menu and select **Studio**, then make sure **Stroke** is checked to show the Stroke panel.
3. In the Stroke panel, find the color swatch or color wheel and click it to open the color selection dialog.
4. Choose a new color for the line's stroke and click **OK**.



Drawing a shape

1. Click the **Shape** tool on the left. (Once you choose a shape from the polygon button, the button face will change to that shape. See the list of shape tools at left.)
2. Choose a shape from the menu.
3. Click and drag to size your shape.

Filling a shape with color

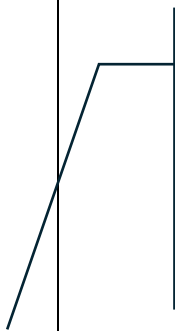
1. Click the shape you want to fill.
2. Click the **color** panel in the upper right.
3. Choose a color.

Adding text to a shape

1. Select your shape.
2. Click the **text** tool on the left.
3. Click in the shape and start typing.

Edit the margins inside the shape

1. Click **View**.
2. Choose **Text** and then **Text frame**.
3. Enter .1 in the inset settings for **Left**, **Right**, **Top** and **Bottom**.



This is the QR creator. A qr code is a graphic link to a website can be scanned with a smart phone.

1. Click the QR shape button on the shape tool.
2. Click and drag to draw and size the QR.
3. Paste the website address (URL) in the Qr Code toolbar at the top of the screen.

QR Code



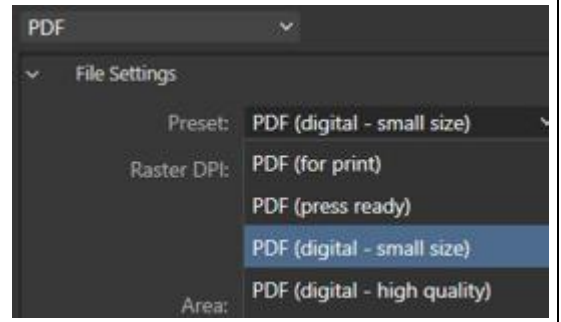
Data:

[URL] <https://affinity.studio>




Publishing your design (Print or PDF)

<p>Ctrl+P</p> <p>Ctrl+W</p>	<p>Print Preview</p> <ol style="list-style-type: none"> 1. Click Ctrl+P or click File and choose Print to see a thumbnail view of your document. <p>Layout view also works as a print preview</p> <ol style="list-style-type: none"> 1. Press Ctrl W or 2. Click View and choose Preview to hide guides, margins, and text frames. <p>Note: Bring the guides back by pressing Ctrl+W or View > Preview</p>
	<p>Printing</p> <ol style="list-style-type: none"> 1. Click File and choose Print.
	<p>Creating a PDF</p> <ol style="list-style-type: none"> 1. Click File and choose Export 2. Choose PDF from the drop down menu at the top of the screen. It appears above the words File Settings. 3. From the Preset drop down menu choose: For the web: PDF (digital – small size) For print: PDF (for print)



Using Zoom

	<p>zoom is the process of magnifying or reducing the document view</p> <p>Zoom out to see your whole page</p> <ol style="list-style-type: none"> 1. Click View. 2. Hover over Zoom and choose To fit.
	<p>Zoom in to get up close to your document</p> <ol style="list-style-type: none"> 1. Click View. 2. Hover over Zoom and choose To width.
	<p>Zoom in or out in increments</p> <ol style="list-style-type: none"> 1. Click the Zoom tool on the left rail. 2. Left click mouse button for the page to become larger and larger. 3. Left click + Alt for the page to become smaller and smaller.