Cheatsheet
The Beginner's Guide to Creating
Planner Layouts
using InDesign

pf

tutorial steps

How To Create a Planner Layout *in InDesign from scratch*

This is a BONUS Lesson from Planner Academy Course

☐ To enroll in the course >> rebrand.ly/201
☐ To view the video lesson tutorial for this Bonus Lesson >> https://rebrand.ly/pfyoutube

1 | Create a New Document

Create a standard 8.5 x 11 inch document. We'll assume for this lesson that you are creating planners that can be printed at home and put in an regular 3-ring binder.

[Related Tutorial] How to Re-Size Pages in InDesign >> https://youtu.be/GT0E_sxkC3Q

2 | Add 2 New Pages

Make sure these are facing pages and ignore page #1 in your document as page #1 is your cover and not a facing page. We are creating a 2-page Weekly Layout so you'll need to see the left and right side.

3 | Load Your Styles & Swatches

This is optional but will save you a ton of time if you already have your fonts, colors and styles selected for your brand. There is a complete 4- module lesson in the Premium Planners Course on Branding alone.

[Related Tutorial] How to Import Swatches in InDesign >> https://youtu.be/Ry24EuzMZco
[Related Tutorial] How Creating & Applying Character Styles to Planners Will Cut Your Editing Time In Half >> https://youtu.be/8WCC8alfRxk

4 | Create a Text Box for the Page Header

You can learn how to create text boxes and other fundamental basics of using Adobe InDesign in the FREE InDesign 101 course

[Related Course] FREE InDesign 101 >> https://rebrand.ly/indesign101

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5 | Brand the Typography To Your Style+Preferences

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6 | Copy + Paste Text Box to the Right Side

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[Related Course] FREE InDesign 101 >> https://rebrand.ly/indesign101

7 | Create Your Day Headers

I always start my week on Sunday but I've seen Monday as the start date, as well.

8 | Copy + Paste the Rest of the Week Across the Page

9 | Create a Text Box

This is the first part of creating a Table. Tables sit inside Text boxes

10 | Create a Table

Rows = 26 for each 1/2-hour increment
Columns = 4 for the days of the week

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11 | Add Time Slots

I've added the top of the hour but you can add both the top of the hour and the half hour

i.e. 12:00pm + 12:30pm

12 | Add/Delete Rows as Needed

Once you see the full layout you might decide to increase or decrease the number of rows to make it fit better with the rest of the elements you'd like to add to your page.

13 | Duplicate Time Slots on Right + Right Justify

This is optional but I think it's helpful to be able to see the corresponding time on the other side of the page.

14 | Highlight Table & right-click to Cell Options>Strokes & Fills

15 | Change the Color + Weight

This is where you're changing the actual lines and how they appear

16 | Replicate Table on Right Page by copy + paste or repeating the steps

Now we're going to recreate this table on the right page

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17 | Copy & Paste You Sunday Text Box To Create Your Right Column

Now we'll start building the right most column

18 | Resize it

Create some white space on the left and right side of the text box

19 | Edit Text Box

You can label this Goals, Fitness, To Do...

20 | Differentiate Saturday, Sunday & Your Right Column Boxes via colors

Let's go back to our weekly headers and make the weekend stand out from the other days of the week. This is more of an aesthetics preference.

21 | Create a box using the Rectangle Tool

Alright back to our right column boxes. Let's create a box for users to write in.

22 | Copy & Paste Text Boxes down the right column

Repeat the boxes down the right side to fill up the page

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23 | Repeat previous steps to differentiate text boxes via color

Help separate the boxes for users by color coding them in different shades

24 | Repeat previous steps to copy + paste boxes at the bottom

Now we're going to create the bottom boxes for our page to help fill out the rest of the white space and balance out the overall design + layout.

Where to purchase this layout

1 | Buy the Weekly Planner Layout

SHOP NOW >> https://rebrand.ly/pfshop
You'll receive this layout PLUS 4 other weekly layouts.
Weekly layouts are my **#1 Bestseller** in the Shop

Where to learn more

1 | Enroll in InDesign 101 + Premium Planners

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