

# TechKnow Lesson

**Subject:** Working with Images  
**Program:** InDesign

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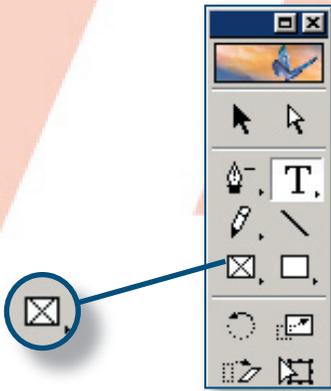
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- Paste the Image
- Save the Image

## Picture Frames

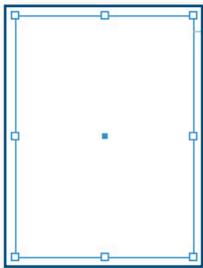
### 1. Select Frame Tool

To draw an image frame, select the Frame tool from the toolbox.



### 2. Draw a Frame

Click and drag the image tool to create a frame. When your frame is selected it will be outlined with small boxes called handles.



**TIP:** To add a stroke to a frame, see TechKnow Lesson: Working with Spot Color.

### 3. Adjust the Frame

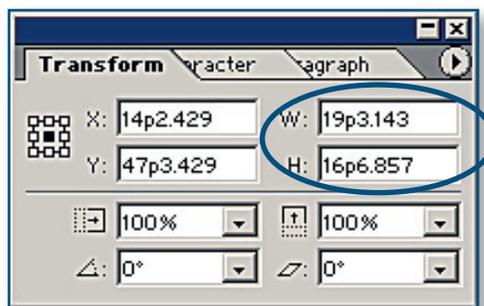
You can adjust the frame in several different ways by clicking and dragging the small boxes that outline the frame. Use these boxes to adjust the frame to the size you want.

Once your frame is the correct size, click and drag inside the frame to position it on the page.

### 4. Read Transform Palette

Make sure the frame is selected. Use the Transform Palette to find out the size of the frame. The **W** and **H** fields tell you the width and the height of the frame. You will use these dimensions to size your image for this frame.

**TIP:** If the value is not shown in inches you can change that by clicking **Edit > Preferences > General** and then select inches from the **Units & Increments** menu.

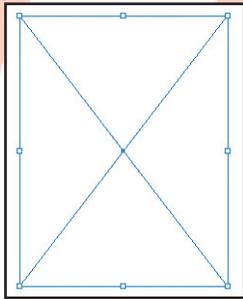


**TIP:** If you cannot see your Transform Palette click **Window > Transform**.

## Determining Size

### 1. Select the Frame

Open InDesign and click on the frame where you want the image to be placed. When the frame is selected it will be highlighted with eight small handles.



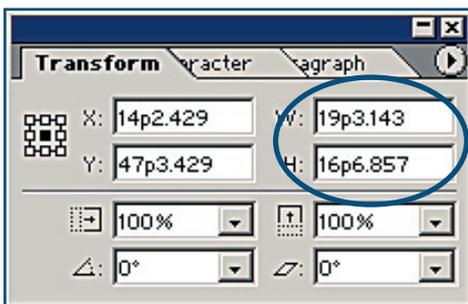
### 3. Adjust the Image to the Exact Size

Open the image in Photoshop. Crop the image to the exact size that you wrote down from the frame. This will prevent any resizing in InDesign which would lower the quality of an image.

### 2. Write Down the Measurements

Make sure the frame is selected. Use the Transform Palette to find out the size of the frame. The **W** and **H** fields tell you the width and the height of the frame. You will use these dimensions to size your image for this frame.

**TIP:** If the value is not shown in inches you can change that by selecting **Edit > Preferences > General** and then select inches from the **Units & Increments** menu.



**TIP:** If you cannot see your Transform Palette click **Window > Transform**.

## Cropping Images

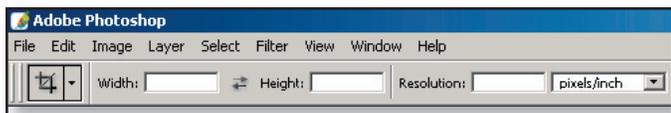
**TIP:** This action is directly related to framing. You must know the size of the frame in order to crop it to the correct size. If you do not have a frame for your image you should stop and do that now.

### 1. Define the Image Size and Resolution

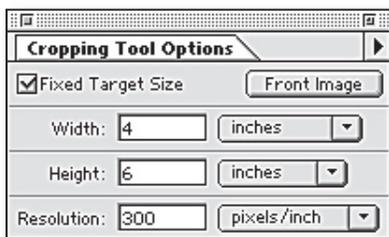
Open the crop options palette.

In Photoshop 7, CS+, or Photoshop Elements, click on the Crop tool  and the palette will be across the tool bar at the top. In earlier versions of Photoshop, just double click on the crop tool. Enter the width and height that you want your image to be. (You should already know the exact size of the frame where your image will be placed. If you do not, stop now and read page 2.) Enter 130 resolution for grayscale images or 600 for lineart, such as cartoons.

#### Photoshop CS+, 7.0, and Elements



#### All versions before Photoshop 7.0



### Image guidelines:

DPI: 130  
Mode: Grayscale  
Format: Tiff

Lineart:  
DPI: 600  
Mode: Grayscale  
Format: Bitmap Tiff

### 2. Crop Unnecessary Image Area

Start in the upper left corner of the image. Using the crop tool , click and drag to the bottom right of the image. You can resize the crop square using the boxes around the frame. You can also move the crop box around to center the target image.

**TIP:** If you want to use the entire image, and the crop tool will not let you select the whole image, that means the full image will not fit proportionately in the frame you have drawn. Page 4 has instructions on how to resize the entire image, but we advise against resizing images disproportionately because they will be distorted.

### 4. Save the Changes

Do not forget to save the changes properly. Change the image mode to Grayscale by selecting **Image > Mode > Grayscale**. Save in tiff format by clicking **File > Save As** select **Tiff** in the format pull down menu. Save all the pictures you plan to use in the current issue folder.

### 3. Apply the Crop

Press the **Enter** key or double click inside the crop box to accept the crop. If you are not happy with the changes you can undo the crop by clicking **Edit > Undo Crop**.



# Adobe® InDesign Working with Images

## Resizing Images

If you want to include an entire image in your document, you will need to resize your image, then create a frame based on the size of your image, and place the image in your document.

### 1. Open the Image Size Window

After your image is open in Photoshop, click on **Image > Image Size**.

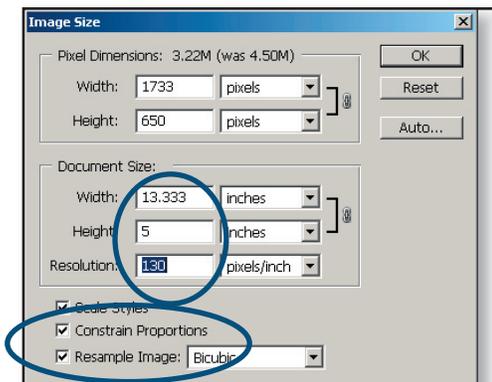


### 2. Adjust the Image Size

Make sure that **Constrain Proportions** and **Resample Image Bicubic** are selected.

Type in the desired size and Resolution (130 or 600).

Click **OK**.



### 3. Save the Image

Save the image in the correct mode and format.

### 4. Place the Image

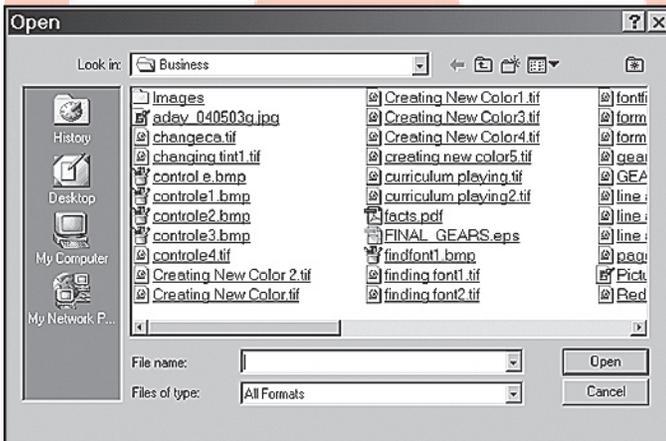
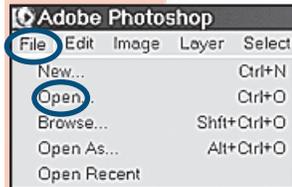
Open your document and place your image in the desired location. If it does not fit, do not resize it in InDesign. Delete the image. Resize it to the proper size and place it back into the document.

**TIP:** If you choose to keep the entire image, you must keep the Width and Height proportional. Do not resize the image in InDesign. If your image does not fit into your document correctly you should consider cropping the image or adjusting your layout plans.

## Formatting Images

### 1. Open the Image

Using Photoshop, open the image by selecting **File > Open > [filename]**



### 2. Select the Color Mode

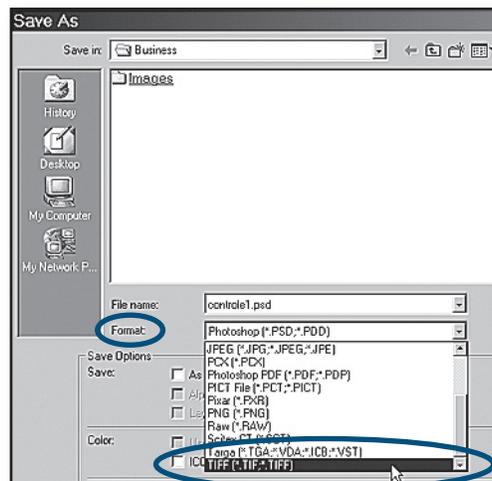
Select **Image > Mode > Grayscale**



### 3. Save as Tiff Format

Select **File > Save as** Make sure that you select .tif format in the **Format** pull down menu.

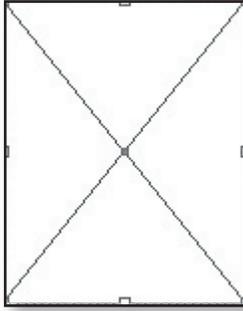
Be sure to save your adjusted pictures in the folder with your current issue.



## Placing Images

### 1. Select the Frame

Select the frame by using the selection tool and clicking on the frame. When the frame is selected it will be outlined with eight small handles.



### 3. Select the Image

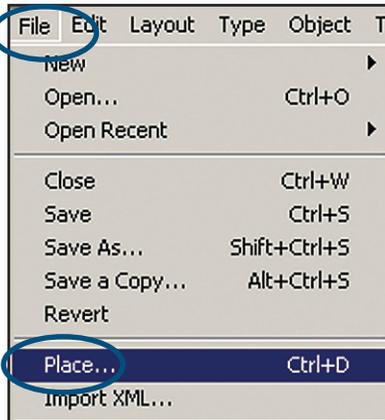
Select the image that you want to place in the selected frame and click **Open**. If you followed the instructions on pages 2-4, the image should already be the perfect size. Do not resize it in InDesign. You may need to remove the image, edit the size in Photoshop, then place your image back into your document. This is to ensure that your image is the best quality with no distortion.

**TIP:** It is ok to resize the image slightly to get it to fit in the frame. Make sure to resize it proportionately so it is not distorted.

**IMPORTANT:** You *cannot* have more than one image with the same file name. If you do, InDesign will link to the first image it finds with that name and the other will be lost. This is why JS Printing recommends that each image be named with its page number and position, and that all images are saved in one graphics folder (the computer will not let you save two files with the same name in one folder).

### 2. Place Command

Select **File > Place** which opens a browse window.



**IMPORTANT:** Copying and pasting images will cause your newspaper to be unprintable.

Always use the **File > Place** command.

## Updating Links

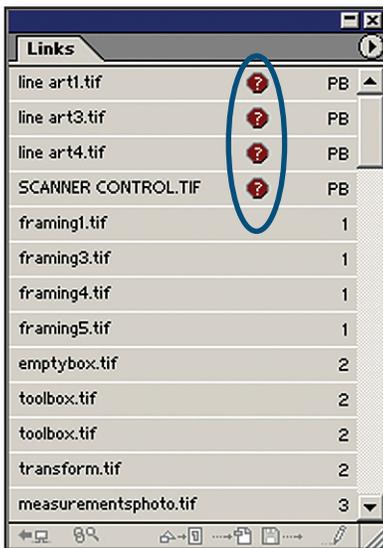
### 1. Open Links Palette

Select **Window > Links**

**IMPORTANT:** Once you have placed an image into a document, don't move or rename the image itself or the folder it is saved in. That will break the link.

### 2. Select Problem Images

Missing or modified images will have a question mark or an exclamation point next to their name. Select a problem image. It will be highlighted when it is selected.

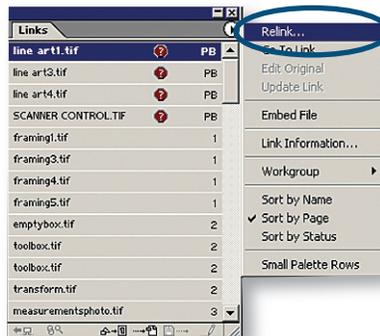
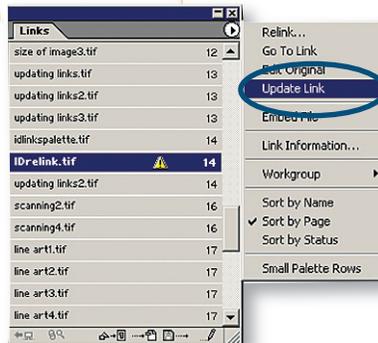


**TIP:** You can ignore missing text links. Text does not work the same as images. Once the words are on the page, the link is not important.

### 3. Update or Relink

If the image has been modified after it was placed into InDesign, you will have the option to click **Update** on the Link Palette drop-down menu. Click Update for each problem image, then click **OK**.

If the image file was moved after it was placed into InDesign, you will not have the option of updating. You must relink it by clicking **Relink** on the Link Palette drop-down menu and then browse to find the correct file for that image. Do this for each problem image then click **OK**.



**IMPORTANT:** You cannot have more than one image with the same file name. If you do, InDesign will link to the first image it finds with that name and the other will be lost. This is why JS Printing recommends that each image be named with its page number and position, and that all images are saved in one graphics folder (the computer will not let you save two files with the same name in one folder).

## Scanning into Photoshop

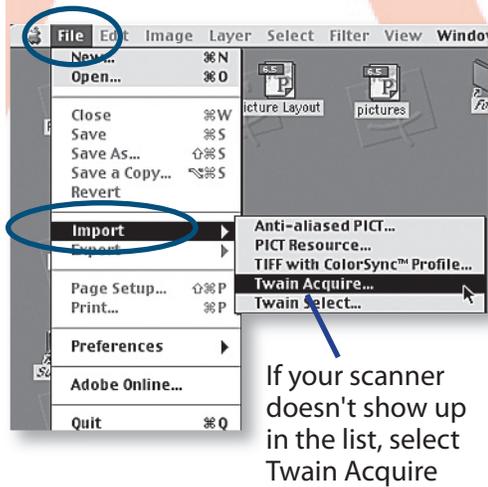
### 1. Install Scanner

When you install your scanner, the software should set up communication with Photoshop.

### 2. Scan from Photoshop

Click **File > Import**

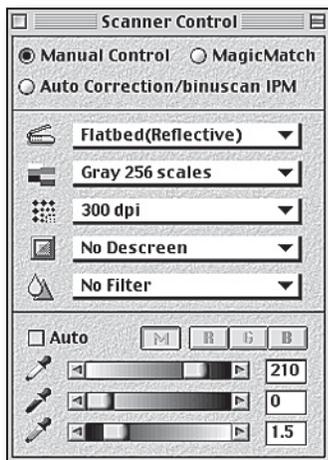
[Look for the software that is associated with your scanner]



### 3. Follow Onscreen Prompts

Your scanner's software should walk you through the whole process. Make sure you are telling the scanner the right specifics for your images: 300 dpi; Grayscale; for line art: 600 dpi black and white

Click **Scan**.

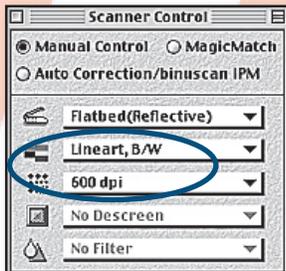


# Adobe® InDesign Working with Images

## Line Art

### 1. Scan the Image

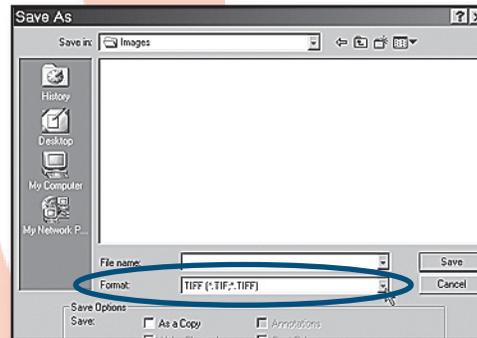
Adjust the scanner to the "line art" or "black and white" setting so it knows it is not scanning a photo. Adjust the resolution to 600 DPI. Scan your image.



### 4. Save as TIFF

Click **File > Save as**

Make sure you select the file format **TIFF**.



### 2. Crop the Image in Photoshop

Once you have decided what size you want the line art to be, select the crop tool. Enter in the size and resolution (600 DPI).

By clicking and holding down the crop tool, outline the portion of the image you want to keep. Press enter or double click to crop. Click **OK**.

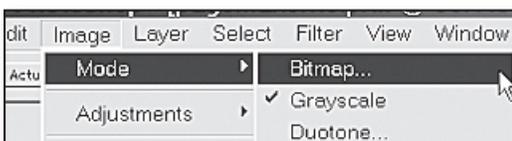
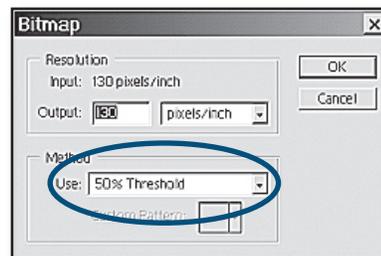


### 3. Change Mode to Bitmap

Click **Image>Mode>Bitmap**.

When you change from grayscale to bitmap, you'll be prompted with a dialog box indicating resolution and some other options. Just make sure that 50% Threshold is selected.

**IMPORTANT:** If your image is not in Grayscale mode, you will have to change it to Grayscale before you can make it a Bitmap (**Image > Mode > Grayscale**). Then change it to Bitmap.



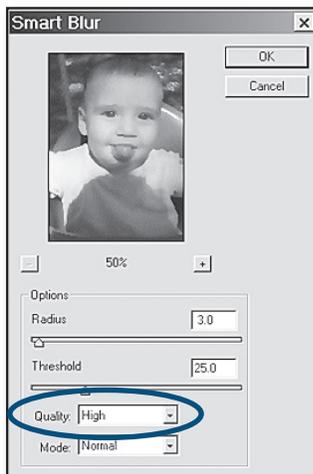
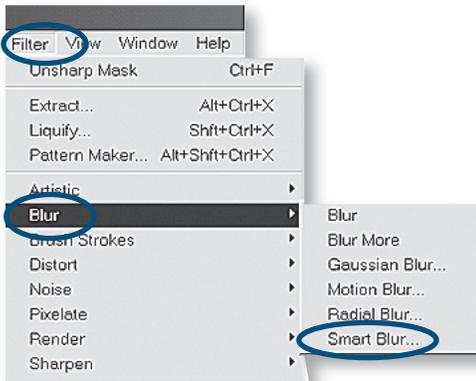
## Previously Printed Images

### 1. Scan the Image

Follow all of the steps for scanning photographs (see page 8), except for the resolution. Adjust the scanning resolution to 600 dpi rather than 300 dpi.

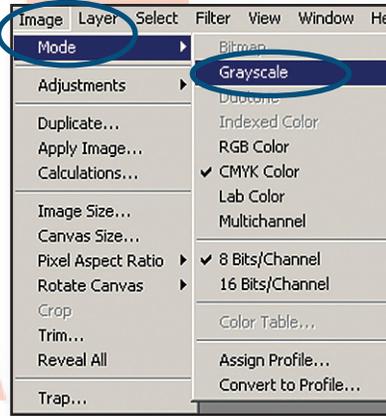
### 2. Blur the Image

When you have the image in Photoshop, select **Filter > Blur > Smart Blur**. Make sure to set the quality setting on High. The goal of blurring the image somewhat is to eliminate as much of the previously printed screen as possible, but not destroy the quality of the image. When you have blurred out the screens just a bit, click **OK**.



### 3. Edit the Image

Make sure the Mode is grayscale (**Image>Mode>Grayscale**)

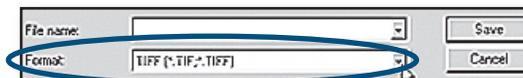


If the image is in a color mode, Photoshop will ask if you want to discard the color information. Click **OK**.



### 4. Save the Image

Make sure to save the image in Tiff format. Select **File> Save as**, then select **TIFF** in the Format drop down menu.



# Adobe® InDesign Working with Images

## Internet Images

### 1. Save the Image

**Windows** -- Right click on the image and select **Save Picture As**. Save it to a location where it won't get lost.

**Mac** -- Click on the image and drag it over the icon for your computer's hard drive.



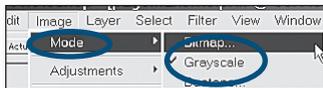
**IMPORTANT:** Never copy and paste an image from the Internet — we cannot print copied and pasted images.

**TIP:** Images from the web will only print at very small sizes (1-2 inches) with good quality.

### 2. Edit the Image

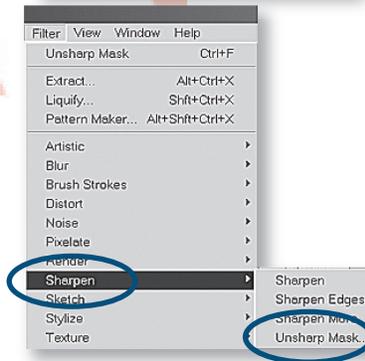
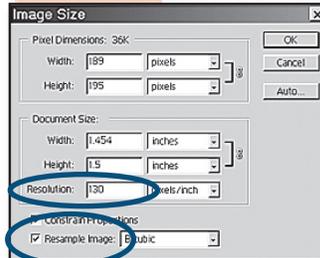
Open the image using Photoshop. In Photoshop select **File>Open>[file name]**

Change the image to grayscale by selecting **Image>Mode>Grayscale**.



### 3. Sharpen the Image

Select **Image>Image Size**. Make sure that **Resample Image** is selected. Type 130 in the **Resolution** field. Click **OK**.



Now to improve the quality of the image you will need to select **Filter>Sharpen>Unsharp Mask**.

Unsharp Mask options match the example below.



Click **OK**. You will probably need to use Unsharp Mask several times. Just keep repeating it until it does more harm than good. Then click **Edit>Undo Unsharp Mask**.



### 4. Crop and Save

Be sure to crop and save the image properly.

## Copy/Pasted Original

**IMPORTANT:** When you do not have the original image file, you can copy and paste the image into Photoshop to create a new image file. The print quality will not be great, but this is the best option available. Once you've created the new file, change the image to Grayscale and save it as a TIFF. Then place it into your document.

### 1. Copy the Image

**Windows** — Right click on the image and click **Copy** or click on the image and select **Edit > Copy**.

**Mac** — hold down the **Ctrl** key, click on the image, then click **Copy**.



### 2. Create a New File in Photoshop

In Photoshop select **File > New > OK**.

### 3. Paste the Image

Select **Edit > Paste**.



### 4. Save the Image

Be sure to crop and save the image properly.

## Microsoft Clip Art and Excel Graphics

**IMPORTANT:** If you drag and drop images, graphs or charts from any Microsoft file, the image is copied and pasted and will not print correctly. To use them, follow these instructions.

### 1. Copy the Image

**PC** — Right click on the image and click **Copy** or click on the image and select **Edit > Copy**.

**Mac** — hold down the **Option** key, click on the image, then click **Copy**.



### 2. Create a New File in Photoshop

In Photoshop, select **File > New > OK**.

### 3. Paste the Image

Select **Edit > Paste**.



### 4. Save the Image

Be sure to crop and save the image properly.