



Working with Adobe® InDesign

Compatible with CS+

 schoolprinting.com
POWERED BY JS PRINTING

Adobe® InDesign *Using this Guide*

Use This Guide

This guide is designed to be used as a hands-on classroom tutorial. It provides an overview of basic InDesign features. This guide may be used time and time again as a technical resource for each issue of your publication throughout the year.

TechKnow Lessons

Our TechKnow Lessons are step-by-step instructional guides that are software specific. These lessons cover common topics for your design program. TechKnow lessons are available via www.schoolprinting.com. Please note that you must be logged in to your JSP account to access this feature.

Personal Help

We are here to assist you every step of the way. Call your friendly, knowledgeable Customer Service Representative whenever you have a question about software or printing issues: 866-HELP-JSP (866-435-7577).



Quick Reference Checklist

- Newsprint publication should be built as 11 x 17
- Magazine and Book format sizing is based on your desired dimensions.
- All images should be placed in the document by using the File>Place command. *Copying and pasting images may be unprintable or result in very poor print quality.*
- For newsprint: Photos should be saved at 130 dpi.
- For Magazines & Books: Photos should be saved at 300 dpi.
- ClipArt and line art should be saved at 600 dpi.
- Only use fonts that are installed on the machine from which you will be creating the PDF.

**Always review your PDF
prior to order submission**

Before You Start

If your computers are networked, create a central folder where all the elements of the publication from each computer can be stored. If you use a single computer or multiple computers that are not networked, you will need to make a central folder on each computer.

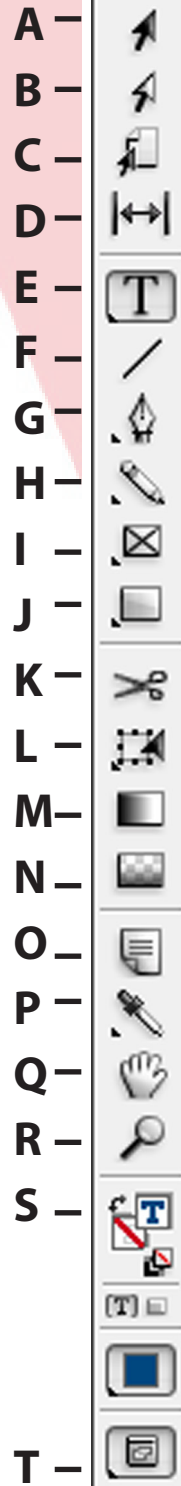
Create one folder that has all the elements of your current issue in it. We suggest that you name it the edition (Month) Issue, e.g. Nov Issue.

- Within that folder, create two folders:
 - Articles
 - Images

Adobe® InDesign Toolbar Overview

Tool Box

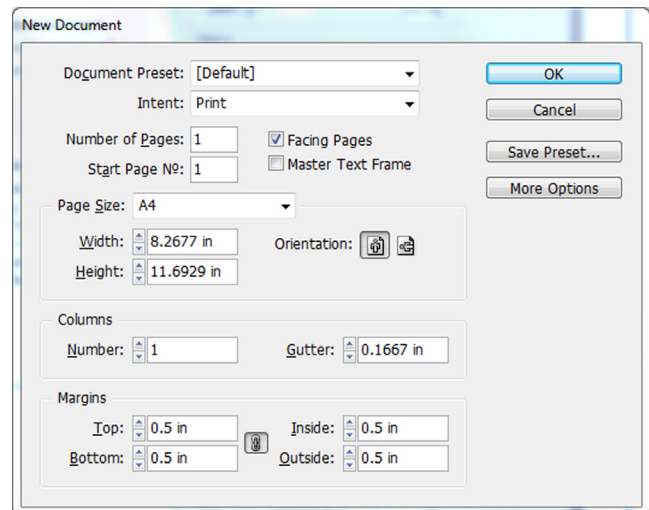
- A** Selection tool: Select, move, and resize objects.
- B** Direct Selection tool: Edit the content of a frame.
- C** Page Tool: Used to manually change the size of the page selected.
- D** Gap Tool: Manually enter gaps into the document.
- E** Text Tool: Edit text.
- F** Line Tool: Draw lines.
- G** Pen Tools: Draw objects, add or delete points along an object, and change the direction of points.
- H** Pencil Tools: Draw and ease freeform objects..
- I** Frame Tools: Draw squares, rectangles, circles, ellipses, and polygons.
- J** Box Tools: Draw squares, rectangles, circles, ellipses, and polygons.
- K** Scissors Tool: Cuts paths at certain points.
- L** Free Transform Tool: Change an object's attributes..



- M** Gradient Tool: Apply gradients. Use the hidden Scissors tool to split a path, graphics frame, or empty text frame at any anchor point, or along any segment.
- N** Gradient Feather Tool: Fade an object into the background.
- O** Note Tool: Make a note on a page.
- P** Eyedropper Tool: Copy the character, paragraph, fill, and stroke attributes, and then apply those attributes to other type or objects.
- Q** Hand Tool: Navigate pages.
- R** Zoom Tool: Increase or decrease the page view.
- S** Stroke and Fill Tools: Add color to objects or text.
- T** Normal and Preview Buttons: Switch between modes.

Building your pages to JS Printing specifications

- 1) Open InDesign and select **File>New Document**.
- 2)- In the Number of Pages field, type the number of pages that you want in your document.
 - Put a check mark in the Facing Pages box
 - Select the page size from the drop-down menu.
 - For newsprint, select **Tabloid**
 - For non-newsprint, select **Custom** and type the dimensions in the width and height fields
 - In the Number field, choose the number of columns that you want the document to have.
 - Make all margins .5".
 - Select Portrait page orientation.



Bleeds *Non-newsprint publications only*

If you would like your content to bleed off the page, select More Options. In the Bleed and Slug section, use .125" for Bleed. Leave Slug at 0. Once the page is created, there will be a red perimeter around your page. All content will need to extend to this red line. Anything outside the black page border will be trimmed off to create the bleed.

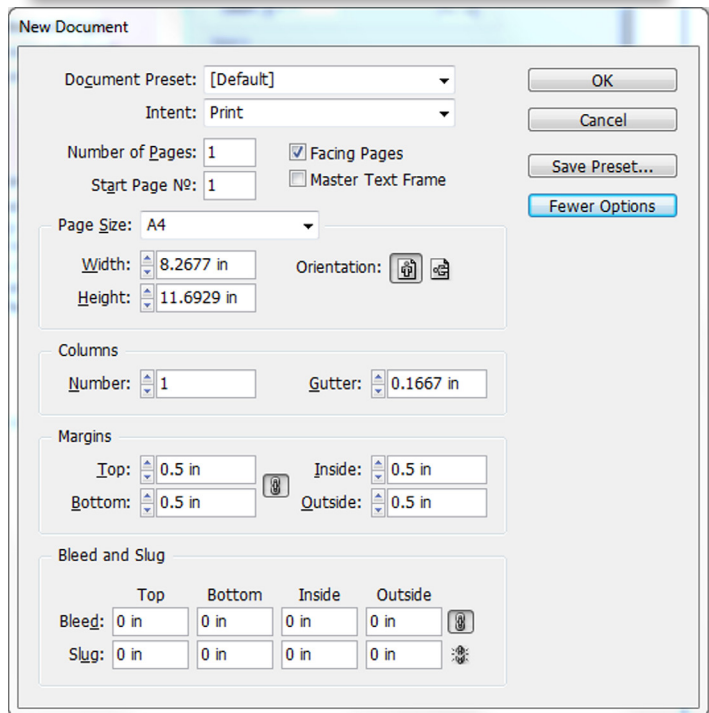
- Click **OK**.

TIP: If your palettes are not visible, you can activate them by selecting one of the following:

Window > Tools

Window > Transform

Window > Color etc



Adobe® InDesign Getting Started with Text

About Text

All text in InDesign is contained in either text boxes, text frames or text paths. When you click text with the Selection tool, the text object's box is displayed. A text object can be moved, resized or threaded to other text objects.

Text Frames

- Can be created and threaded before content is added, preserving a layout for text to come.
- Maintain their initial height as you add, delete and reformat text.
- Can be any shape — rectangle, oval, or polygon — and can have strokes and fills applied.
- Generally work best for layouts where the design is determined before the text is ready to flow.



Frames act as placeholders for content and are marked with a non-printing “X” if empty.

Creating a Text Frame

- Select the **Rectangle Frame** tool to draw a placeholder for text.

Text Boxes

- Can be created quickly by dragging the **Text** tool across the page and immediately typing or pasting.
- Generally works best for long document work.

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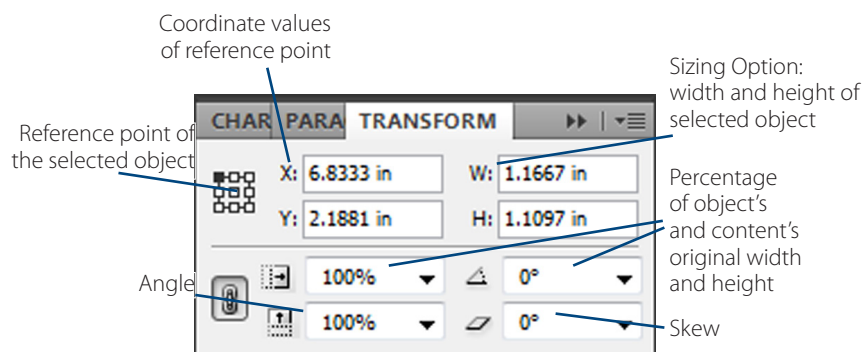
Creating a Text Box

- Select the **Type** tool from the tools palette to create a text box. The cursor will turn into an I-beam.
- Drag a rectangular area to define the width you want the text box to be. This creates a custom-size text box. The insertion point jumps to the left side of the text box.



Resizing the Box or Frame

- Adjust the size of the box or frame by choosing the **Selection tool** and dragging one of the handles.
- or
- Use the **Transform** palette. To adjust the frame or box to the size that you want. Type directly over the existing numbers.



Adobe® InDesign Placing, Typing & Threading Text

Placing Text

- A) With the **Selection** tool, click on the text box.
- B) Select **File > Place**.
- C) Browse to the article that you want to place.
- D) Select the article and click **Open**.

TIP: All articles should be saved in .txt format

Typing Text

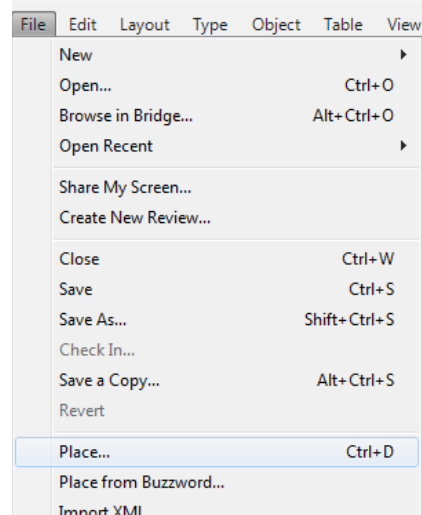
Select the **Text** tool. Click the I-Beam inside the text box or frame in which you wish to type. Start typing.

Threading Text Boxes

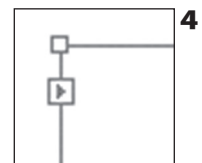
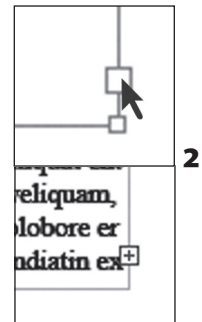
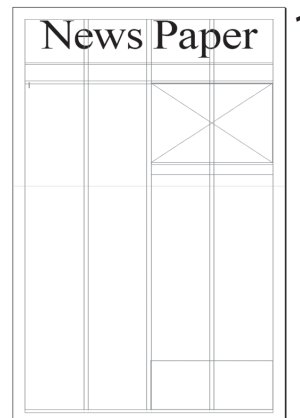
Connecting or linking text boxes together (threading) allows you to easily flow text from one page to another, or one column to another. You can link text boxes whether or not they contain text.

To link text from one box to another:

- 1) With the **Selection** tool, click on a text box or frame.
- 2) Click on the square on the bottom right of the box. (It will be empty if there is no text in the box, or it will display a red plus sign if there is more text in it than the box can show.)
- 3) Once you have clicked on the square, the cursor will display the loaded text icon.
- 4) Next click another text box.
- 5) The boxes are now linked, and will show arrows in the squares.



I-Beam cursor



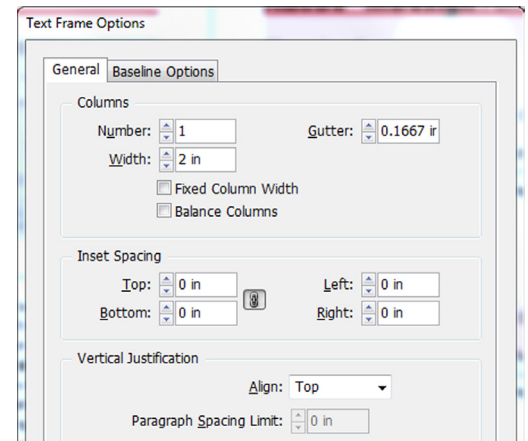
Adobe® InDesign Formatting Text

Text Frame Options

To bring up the frame options window select **Object > Text Frame Options**

You can:

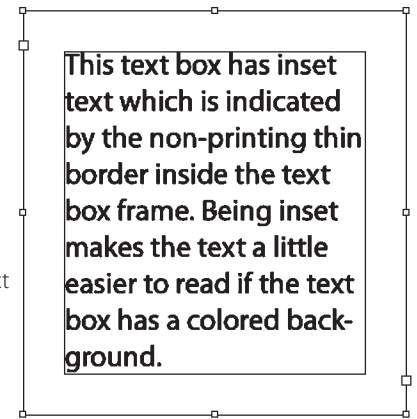
- Specify an inset value between text and the frame box by typing a value in each of the inset spacing fields.
- Indicate the number of columns that you want a text frame to have.
- Specify how the content of a frame is positioned from top to bottom within the frame by changing the alignment in the Align drop-down menu.



Inset Type

- Click on the frame in which you want to inset text.
- Bring up the **Text Frame Options** window by choosing **Object > Text Frame Options** or by highlighting the text and right clicking.
- Type .125 in each of the inset fields. Click **OK**.

Frame with inset text



Aligning Text

Select **Type > Paragraph**

or

Select **Windows > Type and Tables > Paragraph** to display the **Paragraph** palette.

To align highlighted text, select the appropriate alignment icon on the **Paragraph** palette.

Setting Indents

Select **Type > Paragraph**

or

Select **Windows > Type and Tables > Paragraph** to display the **Paragraph** palette.

To indent highlighted text, type the amount, e.g. .125 in., in the appropriate fields on the **Paragraph** palette.

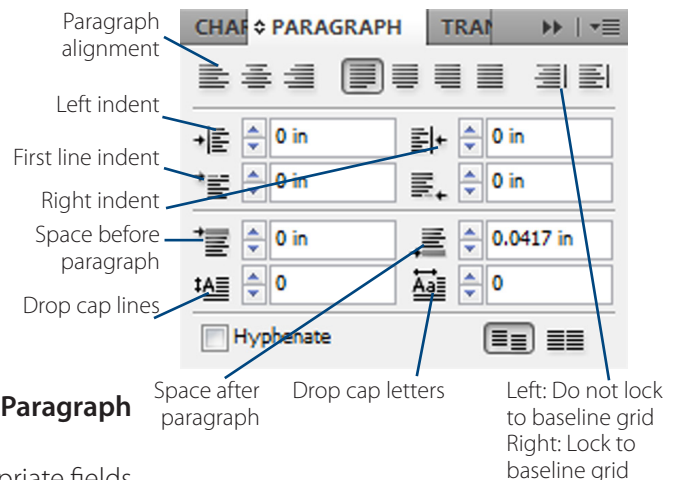
Setting Drop Caps

Select **Type > Paragraph**

or

Select **Windows > Type and Tables > Paragraph** to display the **Paragraph** palette.

To apply drop caps, type the number of desired lines to be dropped, e.g. 4, in the appropriate fields on the **Paragraph** palette.



Adobe® InDesign Formatting Text

Changing Fonts

Select **Type > Character**

or

Select **Windows > Type and Tables > Character** to display the **Paragraph** palette.

To change the highlighted text to a different font, browse through the fonts drop down menu or type the font name into the appropriate field on the **Paragraph** palette.

Changing Font Size

Select **Type > Character**

or

Select **Windows > Type and Tables > Character** to display the **Paragraph** palette.

To change the highlighted text to a different font size, type the desired size in the appropriate field or use the arrows to increase or decrease the size on the **Paragraph** palette.

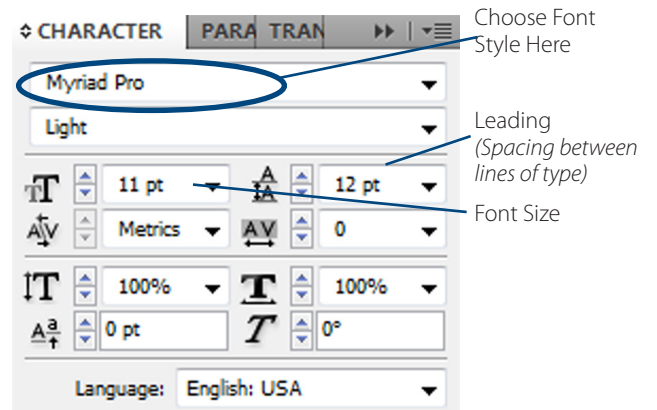
Changing Leading

Select **Type > Character**

or

Select **Windows > Type and Tables > Character** to display the **Paragraph** palette.

To change the highlighted text's leading (space between lines of type), type the desired leading in the appropriate field or use the arrows to increase or decrease the leading on the **Paragraph** palette.



Adobe® InDesign Organizing and Sizing Images

Organize Your Images

- Save all unadjusted images in the same folder.
- Open the images you will use. Size and crop them to the dimensions in your layout.
- Save the edited images into the *Issue* folder. By having the document and the images in the same folder, you preserve the link, even if you move the folder to another computer.
 - When you name the images, include the page number in the name. Example: "1-football.tif" would be on page 1. That way, all images will have a unique name and you can easily tell where they go.

WARNING: You *cannot* have two images with the same name. If you place two images with the same name in the file, then when our pre-press techs relink the images, the same image will link to both frames. Saving all images used in the paper in the *Issue* folder will prevent this because you cannot have two files with the same name in one location.

Drawing an Image Box

In the document, select the **Rectangle frame** tool.



Click and hold your left mouse button and draw a box the appropriate size.

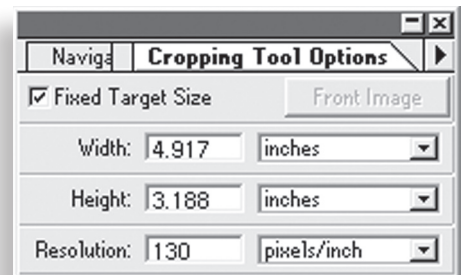
Determine Image Size

In the document, click on the picture box with the **Selection** tool.

Look at the **Transform Palette** to check the height and width of the box. Write these sizes down.

Size and Crop the Image in Photoshop

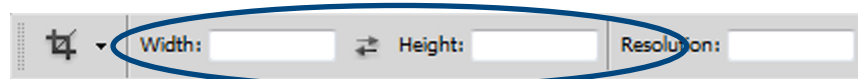
- 1) Open Photoshop. Select **File > Open** and browse to the image that you want to place on the page.
- 2) Double click on the **Crop** tool. This will bring up the **Cropping Tool Options**. Depending on which version of Photoshop you are using, you will see one of these windows.
- 3) Type in the **Width** and **Height** of the image box that is drawn off in InDesign.
- 4) With the **Crop** tool still selected, drag a box around the area of the image that you wish to keep.
- 5) When you have the desired area selected, press **Enter** or double click inside the box. The part of the image outside the selected area will be deleted and you will be left with the image in the dimensions you entered.



Photoshop 4, 5, 6 and Photoshop LE
(Select **Fixed Target Size**)

IMPORTANT

Please refer to the Help section of your image editing program if you are not using PhotoShop to edit your images.



Photoshop 7, CS, CS2, CS3, CS5 and Photoshop Elements

TIP: If the **Crop** tool is not displayed, click and hold to reveal more tools.



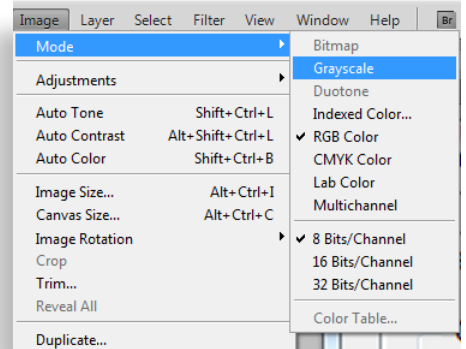
Adobe® InDesign Formatting Images in PhotoShop

Change the Mode to Grayscale for Black and White Images

All images for newsprint publications should be in grayscale mode.

Open the image in PhotoShop and select **Image > Mode > Grayscale**.

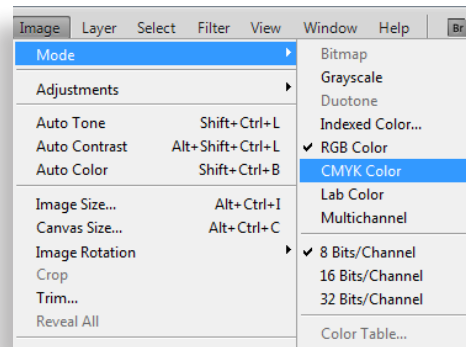
(A picture may appear to be Grayscale but you should always check the Mode to be sure.)



Change the Mode to CMYK for Color Images

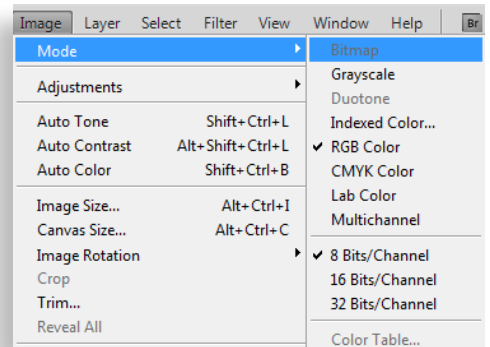
Images for non-newsprint publications can print in black and white or full color.

Open the image in PhotoShop and select **Image > Mode > CMYK** (A picture may appear to be color but you should always check the Mode to be sure.)



Change the Mode to Bitmap for ClipArt and Line Art Images

Open the artwork in PhotoShop and select **Image > Mode > Bitmap**



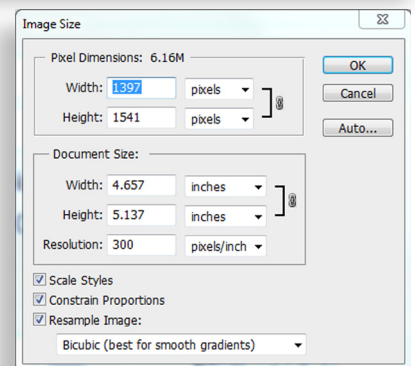
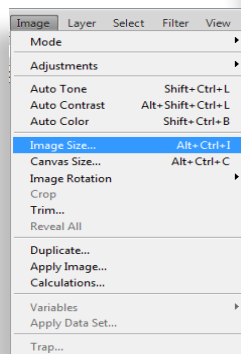
Change the DPI

Open the image in PhotoShop and select **Image > Image Size**.

In the Resolution field (resolution is the same thing as DPI), enter the following:

For newsprint: **130** for pictures, **600** for line art or clipart.

For non-newsprint: **300** dpi for pictures and **600** for line art or clipart.



Save the Picture

A) Select **File > Save As**.

B) Browse to where you want to save the image.

C) Name the file a unique name.

D) Choose format **.tif** from the format drop-down menu.

E) Click **Save**.

TIP: If you cannot select "TIFF," go to **Layer > Flatten Image**, then **Save** and select "Tiff."

TIP: If you see a screen asking for Compression Type, choose **None**.

IMPORTANT: Do not change the name of an image after it has been placed on the page. This will break the link.

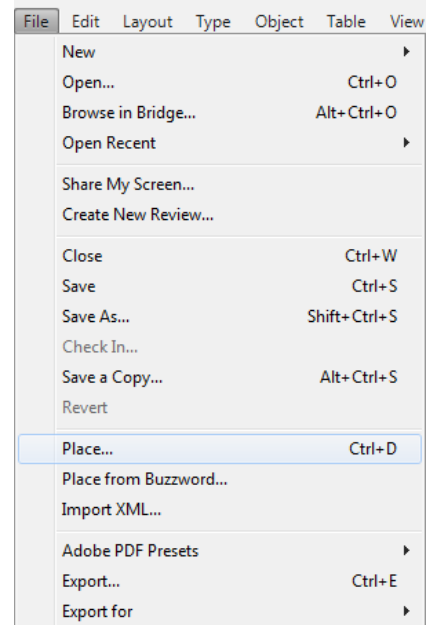
Adobe® InDesign *Placing Images*

Select the Picture Frame

In your InDesign document, select the picture frame with the **Selection** tool.

Place the Picture into Your Document

- 1) Select **File > Place**.
- 2) Browse to find the image that you want to place.
- 3) Select the picture.
- 4) Select **Open**.



Adobe® InDesign Using Spot Color and Screens

Apply Color to Text

Using the **Text** tool, highlight the text that you want to appear in color.

For newsprint publications, with the text highlighted, choose **Cyan** in the Swatches palette for spot color text.

For full color non-newsprint publications you may choose whatever color you want.

IMPORTANT We will replace Cyan with the spot color of the month for newsprint publications and with the selected spot color for non-newsprint.

Apply a Stroke and Fill

A stroke is the equivalent to a border.

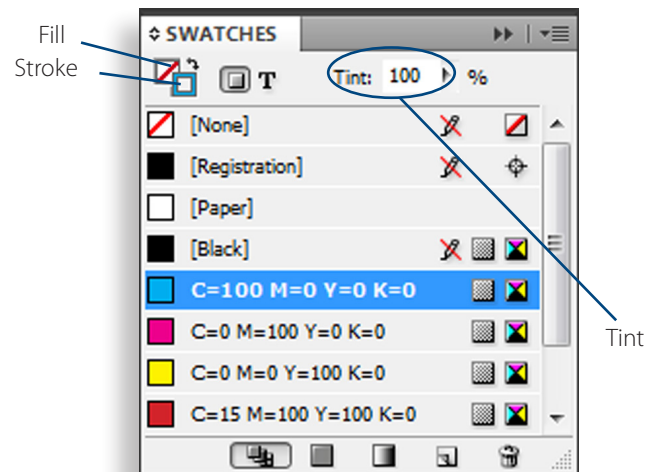
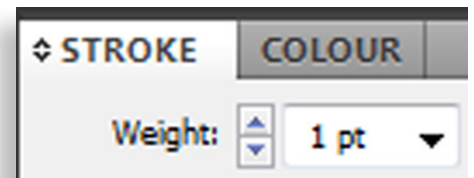
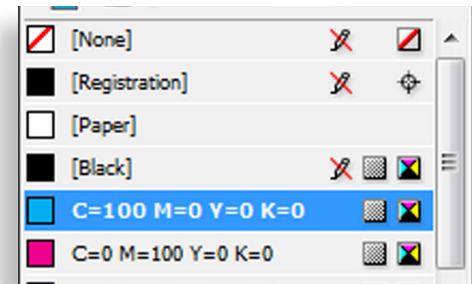
Select the box top which you would like to apply a stroke.

Select **Windows > Stroke**. Choose what point size you want from the drop-down menu.

Next select **Windows > Swatches**. Select the Fill box and choose the color with which you want to fill the box. Click **File>Save** to save your work.

TIP: You can change how dark a color prints by changing the Tint percentage in the **Swatches** palette. To open the palette, select **Window > Swatches**.

TIP: Never use "Registration" as a color. Even though it looks black, it is a special color used by printers and will not print correctly.



Adobe® InDesign PDF your file

Creating a PDF

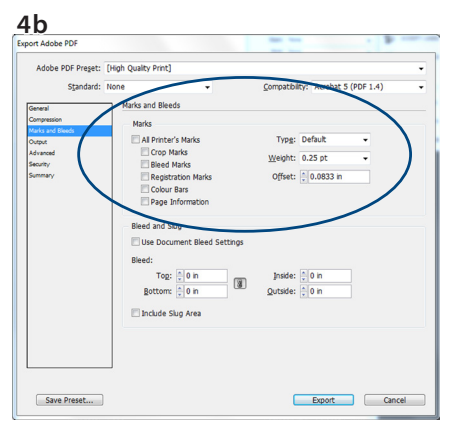
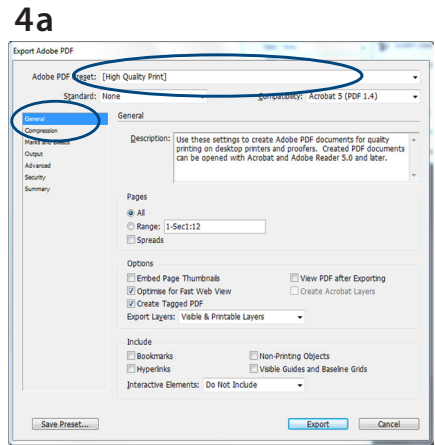
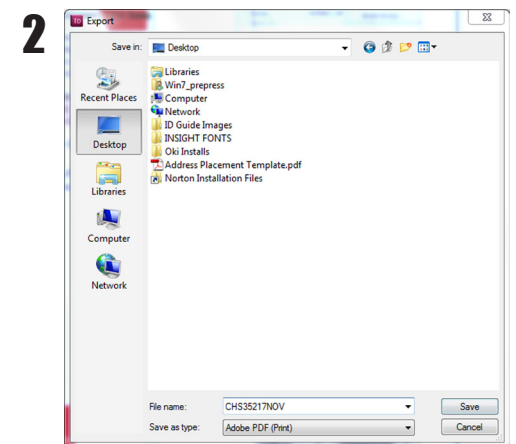
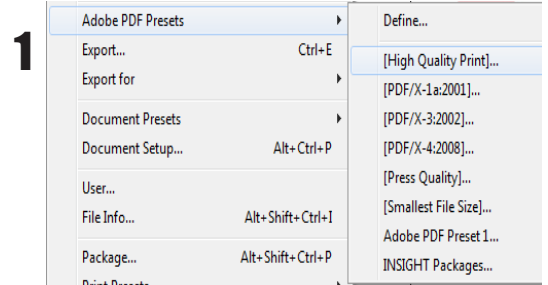
1. Open your InDesign document and select **File > Adobe PDF Presets > High Quality Print**

2. From the **Save As Type** drop down menu select **Adobe PDF**. Name the file your school initials, zip code and the edition, e.g. CHS35217NOV.

3. Choose where you want to save the PDF by going to the **Save In** pull down menu at the top of the screen. Click **Save**.

4. - At the top of the screen, make sure the Preset is set to **High Quality PDF**, as shown in image 4a.
- On the left hand side of the screen, click **Marks & bleeds**.
- The marks and bleeds section should look like image 4b.
- In the section labeled **Marks**, make sure that nothing is checked. If using a full bleed in non-newsprint publications, make sure that “**use document bleeds settings**” is selected.

5. Click **Export** and InDesign will create a PDF of your InDesign document and save it to the place that you specified in step 2.



IMPORTANT!
Before submitting your order, open the PDF file and view the layout to ensure there were no unexpected results during conversion.