

**SKILLS:**

Setting up CATE  
Class policies  
Exploring websites  
Getting Adobe Reader 9  
Watching a webcast  
Using an InDesign template

Information overload! When starting a class, it's difficult getting used to the instructor's system. In week 1, you'll be bombarded with information on using the class website at [www.santarosa.edu/~creese](http://www.santarosa.edu/~creese) and SRJC's CATE student management website, submitting work, taking quizzes, and watching webcasts. There are handouts with the course syllabus and a Q&A to introduce you to the class.

Each week, there will be a new lab assignment posted at my class website. Each exercise in this section of the book coordinates with a weekly posted lab. The first few labs contain a lot of detail with step-by-step instructions. That's so that you can get used to my system, learn a little bit about InDesign and for this exercise, learn about class logistics. As you increase your InDesign skills, the labs instructions will be less detailed.

Each lab will introduce new InDesign techniques. I've got a whole semester to work with you, but here's my warning — *it takes about 5 weeks to give you all the beginning skills to comfortably create a document in InDesign*. At first, your mind will know what you want to do, but you won't have the skills to do it. Have patience. You'll be amazed at what you'll be able to do at the end of the class.

InDesign 1 is taught both online and "live" at the SRJC campus. Online classes will watch weekly recorded webcasts which substitute for a 2 hour "live" lecture. In this exercise, there are separate instructions for the online and live class in Part 8.

So here we start our journey together. There are many steps to complete this lab. The key to success is to read my instructions carefully — let's see how you do. And if you have any questions, send me a message at CATE. I'm always here to help.

— Cyndi Reese

## Part 1: Check in at SRJC's CATE student management system

Check in at SRJC's CATE student management website. This is where all classes take online quizzes, ask questions by posting a message, and view the gradebook. You will receive an email from the CATE system about checking in. If you have not received this email, look up your class online at <http://online.santarosa.edu/homepage/creese/> and follow the link to your section. Once you've located the section home page, click on the Class Check-in Page. The goal is to get an email stating that you are accepted into the class. Write down your username and password for future reference.

Once the instructor has activated your account, visit CATE's Student Configuration Manager. The class is set up so that instructor messages and public student postings appear at the CATE Messages link and are also sent as individual email. If desired, you can opt out of the email and view communications only at CATE, but then you'll be responsible for checking the CATE message center regularly. My recommendation is use CATE for posting questions and viewing instructor e-mails, and to create a filter in your favorite email program so that public CATE e-mails from [creese@santarosa.edu](mailto:creese@santarosa.edu) are received immediately in a single email folder/mailbox. You will receive at least 1 email per week from me with weekly announcements. *Note: if you send me a private email through CATE, my response will be available at CATE only — the system doesn't forward private CATE messages to your email.*

## Part 2: Review course information

Using an Internet browser, go to Cyndi's class website at <http://www.santarosa.edu/~creese>. Bookmark this page in your browser as you'll refer to it often.

Click on the Class Files link and locate your Adobe InDesign 1 class page (online or Petaluma). Review all course information PDFs for week 1. If you have trouble accessing the PDF files, you may need to upgrade your version of Acrobat or Reader (see part 6). Your browser may have its own PDF viewing system.

When you print PDF files, Acrobat and Reader have Page Scaling options to shrink letter-sized output to your printer margins, which may slightly reduce the size of the printed output. Experiment to see what Page Scaling option works best for you without cropping the output. Some HP printers have trouble printing screen captures — this can be remedied in the **File..Print** menu by selecting the **Advanced** button and then choosing the option to **Print as Image**.



### Part 3: Visit other web pages on the class website

Using an Internet browser, explore the other links at <http://www.santarosa.edu/~creese>:

**About Cyndi:** personal info about your instructor

**Student Info:** includes information about buying educational versions of Adobe software

**Favorite Sites:** places to go to get free graphics and fonts, and educational resources

**Contact Info:** instructor contact information including email, office hours, and schedule

### Part 4: Visit other websites

Visit these InDesign and SRJC links

- Adobe InDesign CS3 home page at <http://www.adobe.com/products/indesign/>
- Adobe TV at <http://tv.adobe.com> — this is a fun and new place to get information on Adobe products. My favorite series are *Caffe Fibonacci* and *Ask the Adobe Ones*.
- SRJC website at <http://www.santarosa.edu>
- CIS department website at <http://www.santarosa.edu/cis>

### Part 5: Get ready to work at home or at the office

Make sure that you use version 9 of Adobe Reader or Acrobat for accessing PDF handouts on the class website. Adobe Reader 9 can be downloaded free at [www.adobe.com](http://www.adobe.com). If you purchased and installed the Creative Suite 4 Premium (the bundle of Photoshop, Illustrator, InDesign, and Dreamweaver) then you installed Acrobat 9. This is by far superior to Reader 9, so there's no need to download Reader.

Of course, you'll need Adobe InDesign CS4 for this class. It is available in the SRJC computer labs. You can get a 30-day free trial of InDesign CS4 at the Adobe website.

### Part 6: Learn about webcast software for lectures

Online students are required to watch the weekly webcasts. Live students can use these webcasts to review lecture material after class or to catch up if they miss a class. At the Class website, click on the link to learn about watching webcasts.

### Part 7: Download an InDesign file from [www.santarosa.edu/~creese](http://www.santarosa.edu/~creese)

When required for lab work, certain files will be available on the class website. This week, you need to download an InDesign template called Lab1.indt to your hard drive. Online students will download a bookmark template and the Petaluma "live" class will download a cover template that will be pasted on their turn-in folder.

Read the Course Q&A instructions from Part 2 on downloading files from the web (it's the last page). Pretty soon, right-clicking will become second nature for downloading. I highly recommend Mac users get a two-button mouse. You always want to save these files to your hard drive first, then open or import them using InDesign. If you just click on the lab1.indt link, you're in for a nasty surprise (PostScript gibberish on the screen).

On the following pages, there are separate instructions for the online class and the Petaluma class. The online class will submit the bookmark electronically. Petaluma students will print out the cover and paste it on their folder that gets turned in at the next class.

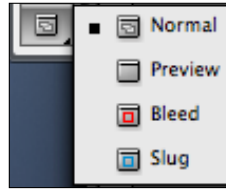
## Part 8: ONLINE CLASS ONLY

### Customize an InDesign bookmark

1. Start InDesign and **File..Open** the downloaded template Lab1.indt. A template is a document that is used often to ensure the same “look and feel” but with custom information. **Save the untitled document generated from the template as Lab1.**

2. A sample is shown to the right. The dimensions of the 2"x7" document are shown with pink and purple lines. If you see annoying blue lines outlining the text, choose the **View..Hide Frame Edges** menu.

3. Notice the total disregard I had for extending objects past the dimensions of the book mark. That’s what you do if you are doing a *bleed*, where your output extends to the edge. At the bottom of the toolbox, press on the last button. Normal view is your “normal” view when you are working away in InDesign. If you select the Preview button, you’ll see the finished product which only goes to the edge of the bookmark (this is also what prints).



4. Customize the black text frame that contains the *name* placeholder. Choose the Type tool and double click on the word “name” at the top of the bookmark. With this text selected, type in *your* name. Experiment with different fonts if desired in the **Type..Font** menu. The original text was formatted in Minion Pro, one of the Adobe fonts that installs with the program. If the text is highlighted in pink, Minion Pro is not installed on your computer — choose another font. If desired, you can change the size of the text, making sure that it does not extend past the dimensions of the bookmark.



5. Using the Selection tool, click on the black text frame that you customized with your name. You will use the Stroke and Swatches panels in the dock on the right to customize the stroke. If these panels are not shown, choose the **Window..Workspace..[Advanced]** menu. To activate a panel, click on its icon in the dock. Clicking again on that same icon puts that panel away.



6. At the top left of the Swatches panel, make sure that the stroke icon is stacked on top of the fill icon as shown to the left. If necessary, click on the stroke icon to bring it to the front. Currently, this rectangle is formatted with a black fill and white stroke. The reason that you don’t see the white stroke on the right/left sides is that the rectangle extends off the dimensions of the page. Experiment with the Preview and Normal view modes to verify. With the rectangle selected, choose a color from the Swatches panel. If you accidentally de-select the rectangle, activate it using the Selection tool. If desired, activate the fill icon and choose a different fill color from the Swatches panel.



7. Activate the Stroke panel. Customize the line using any of these options:

- Weight: makes the stroke thicker/thinner (hint: choose a thick weight to make a statement!)
- Type: customizes the stroke style (double lines, dots, dashed lines)
- Gap Color: includes an intermediate color in non-solid stroke types (like double-lines)

8. **Print the document.** If you’d like to center the bookmark on the paper, in the **File..Print** menu choose the Setup option on the left of the dialog box and select the Page Position to Centered. When you’re satisfied, save your document. Create a PDF of your bookmark called Lab1.pdf using the **File..Adobe PDF Presets..Smallest File Size** menu.

CIS 73.41A  
Adobe InDesign 1  
Cyndi Reese

name

Where  
Text  
Meets  
Graphics

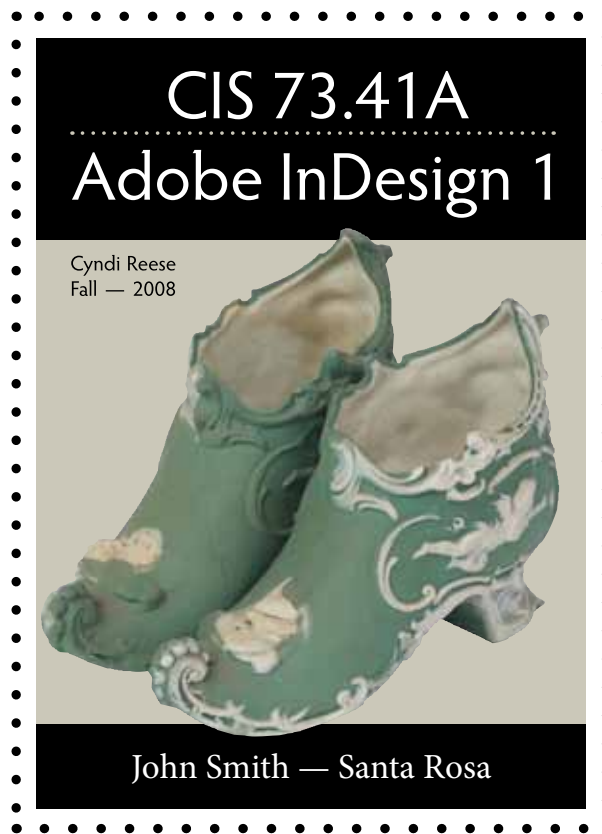


## Part 8: SANTA ROSA AND PETALUMA CLASSES ONLY

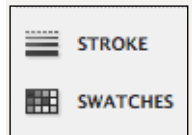
### Make a cover sheet for your lab folder

*This is a large file for anyone with slow internet access. Consider coming to the CIS lab with a USB drive to complete this part of the assignment if it takes too long for the download.*

1. Start InDesign and **File..Open** the template called Lab1.indt. Save this untitled document to your hard drive (home users) or USB Flash drive (lab users).
2. Customize the black text frame that contains the name and class location placeholders. Choose the Type tool and double click on the word “name” at the bottom of the document. With this text selected, type in your name. Double click on the word “location” and replace it with either Petaluma or Santa Rosa, as appropriate to your class location. Experiment with different fonts if desired in the **Type..Font** menu. The original text was formatted in Minion Pro, one of the Adobe fonts that installs with the program. If the text is highlighted in pink, Minion Pro is not installed on your computer — choose another font.
3. Using the Rectangle tool, drag to create a rectangle that surrounds all of the artwork, extending past the artwork by approximately ¼". The sample above is formatted with a black dotted line. You will use the Stroke and Swatches panels in the dock on the right to customize this stroke. If these panels are not shown, choose the **Window..Workspace..[Advanced]** menu. To activate a panel, click on its icon in the dock. Clicking again on that same icon puts that panel away.
4. At the top of the Swatches panel, make sure that the stroke icon is stacked on top of the fill icon as shown to the left. If necessary, click on the stroke icon to bring it to the front. With the rectangle selected, choose a color from the Swatches panel. If you accidentally de-select the rectangle, activate it using the Selection tool. Using the Stroke panel, customize the line using any of these options:
  - Weight: makes the stroke thicker/thinner (hint: choose a thick weight to make a statement!)
  - Join: customizes the corners of the rectangle
  - Type: customizes the stroke style (double lines, dots, dashed lines)
  - Gap Color: includes an intermediate color in non-solid stroke types
5. **Print the document in color.** Paste or tape this to the front of your lab folder.



Type



Rectangle

