

1 Getting Started

SKILLS:

- Setting up CATE
- Class policies
- Exploring websites
- Getting Adobe software
- 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 and SRJC's CATE student management website, submitting work, taking quizzes, and more. The PDF handouts in Week 1 of the class website introduce you to the class.

Each week, there will be a new lab assignment posted at the class website. Each lecture 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 the class 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.

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, post a message at CATE or send me an email. 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 InDesign classes take online quizzes, ask questions by posting a message, submit files and view the gradebook. You will receive an email from about checking in, whether you are an online or face-to-face student. If you have not received this email, look up your class at <http://www.santarosa.edu/~creese/cate.html> and follow the link to your section. Once you've located the section home page, scroll down and click the link to the Class Check-in Page. The goal is to get an email stating that you are accepted into CATE. Remember your username and password for future reference.

Part 2: Review course information

Using an Internet browser, go to Cyndi's class website at <http://www.santarosa.edu/~creese>. Click on the Classes link in the top navigation bar. Navigate to your InDesign 1 class page. Bookmark this page in your browser as you'll refer to it often.

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 — my personal preference is to set up all PDFs to be viewed in Acrobat or Reader. Make sure that you can view and navigate the multiple pages of a PDF.



Some of the information in this lab handout is also repeated in the Course Q&A and Introduction PDFs. It's an attempt by your instructor to make sure that the information gets to everyone in multiple venues. The goal this week is to lay down the system for getting course information and understanding how Cyndi's teaching system works.

[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 of an InDesign session — 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 Cyndi's website <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

Check out the desktop publishing career information

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

Part 4: Visit other websites

Visit these InDesign and SRJC links

- Adobe's InDesign CS5/5.5 home page at <http://www.adobe.com/products/indesign/>
- Adobe TV at <http://tv.adobe.com> — this is a great place to view tutorials on Adobe products. If you sign in, you can create a library of your favorite episodes. Take some time to navigate both the Products and the Channels options in the nav bar.
- SRJC website at <http://www.santarosa.edu>. If you are interested in any of the Adobe certificate programs, visit the Instruction option in the nav bar for a list of courses.
- The Computer Studies department website at <http://www.santarosa.edu/cs>

Part 5: Got software?

Make sure that you use version 9 or 10 of Adobe Reader/Acrobat for reading PDF handouts on the class website. Adobe Reader 10 can be downloaded free at www.adobe.com. If you purchased and installed the Creative Suite 5 Premium when released in Spring 2010 (the bundle of Photoshop, Illustrator, InDesign, Flash and Dreamweaver) then you installed Acrobat 9. Since then, Acrobat 10 has been released. It is, however, part of CS5.5.

Of course, you'll need access to Adobe InDesign CS5 or CS5.5 to complete assignments for this class. It is available in the SRJC computer labs. You can get a 30-day free trial of InDesign CS5.5 at the Adobe website. Or you can purchase the CS5 Suite — the best deal is at the SRJC bookstore. More information on purchasing Adobe software for current students at SRJC can be found at www.santarosa.edu/~creese/student/buying.html.

Part 6: Look at sample student work from previous semesters

Towards the bottom of the InDesign 1 class website are samples of previous student work. Check out these PDFs to get an idea of what you will be creating in this class. Read the 2-page e-brochures which include student testimonials describing their experiences as an InDesign 1 student. Which student do you identify with the most?

Part 7: Get your class supplies

Get the supplies that are necessary for this class:

- Required book *Stepping Out With InDesign* from the SRJC Bookstore — it can be ordered online if desired. SOWI can also be purchased as a PDF download at lulu.com.
- Folder or binder for collecting printed class materials

Part 8: Start watching the webcast lectures (online students only)

Online students are required to watch the weekly webcasts. At the InDesign 1 online class website for Week 1, navigate to the CATE module for recorded webcasts. Watch the webcasts assigned for Week 1.

Part 9: Download an InDesign file from 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 for Lab 1 to your hard drive. This is a cover sheet for a folder or binder. I recommend that all InDesign students get a binder for all printed lab instructions and informational handouts — the printed cover sheet will adorn the front of the binder or folder.

Read the Course Q&A instructions on downloading individual files from the web on page 7. Download lab1.indt if you are using InDesign CS5.5 or the Lab1 version for CS4 or CS5 at the class website. You always want to save class files to your hard drive first, then open or import them using InDesign. If you just click on the lab1.indt link in your web browser, you may be in for a nasty surprise of PostScript gibberish on the screen.

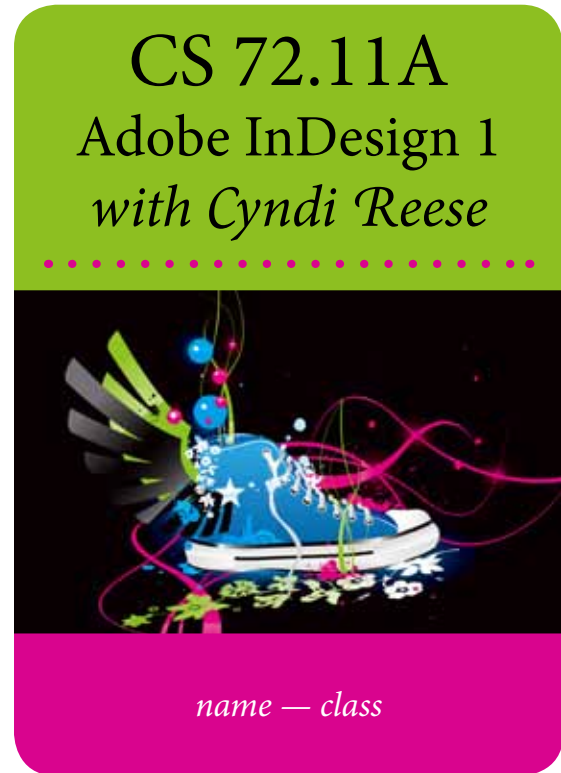
Part 10: Customize an InDesign cover page

1. Start InDesign CS5.5 and **File..Open** the template called Lab1.indt. Save this untitled document to the hard drive. *[If you are working in InDesign CS5 or CS4, make sure that you have the most recent updates using the **Help..Updates** menu command. Download and open the special Lab 1 file for your version instead and then save to your hard drive.]*



Type

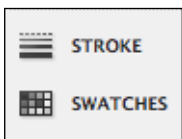
2. Customize the pink text frame that contains the name and class placeholders. Choose the Type tool and double click on the word “name” at the bottom of the document. With this text selected, type in your name. Double click on the word “location” and replace it with either the word “Online” or “Santa Rosa”. With the text selected, experiment with different fonts and sizes if desired in the **Type..Font** and **Type..Size** menus. [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 a different font.]



The blue sneaker is a free graphic from <http://www.myhdwallpapers.net>

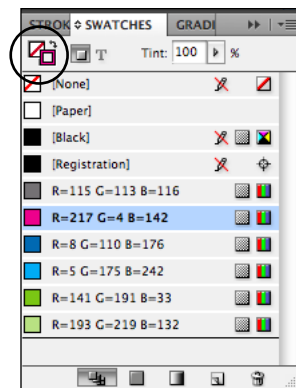
3. Using the Selection tool, click on the pink dotted line on the green text frame to select it.

You will use the Stroke and Swatches panels in the vertical 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 once more 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 line selected, choose a color from the Swatches panel. These colors match the imported sneaker graphic. Paper means “do not put ink here” which is the equivalent of white. If you accidentally deselect the line, activate it again using the Selection tool. Using the Stroke panel, customize the selected line using any of these options:

- Weight: makes the stroke thicker/thinner
- Type: customizes the stroke style (double lines, dots, dashed lines)
- Gap Color: includes an intermediate color in non-solid stroke types like dotted and dashed lines



5. **Print the document.** Attach to either your folder or binder. Take some advice from a seasoned professional — your best proofreading is done from a printed document and not at the screen. In each lab, I will always recommend printing the document as the last step before submitting electronically to check the layout and for typos.
6. Submit your cover page:
Follow the Course Q&A handout on page 5 to create and upload a PDF of this cover page to CATE. Choose the **File..Adobe PDF Presets..Smallest File Size** menu command to create your PDF file. Do not submit an .indd (native InDesign) document in this class — there is one exception to this policy and that is for the final brochure at the end of the semester.

Part 11: Complete homework questions

Follow the Turn In area at the class website for Week 1 to submit Lab 1 Questions (or access the CATE website and click on the Tests, Quizzes & Surveys button). If you'd like to practice taking a quiz first, take the Sample Quiz. When you answer homework questions online, you can take as much time as you like, but you have to complete it in one session (you can't start and stop or submit it twice). When finished, click on the Submit button.

Checklist:

- Get the *Stepping Out With InDesign* book and other class supplies
- Read all the PDF handouts at the Class website
- Submit your cover page (see instructions at the top of this page)
- Answer the Lab 1 homework questions at the CATE website