

Student Profile

SKILLS:

InDesign workspace
Simple text skills
Importing a graphic
Panning
Printing crop marks

The purpose of this week is to build community and learn about the other students in this class. You will participate in a CATE survey and threaded discussion, then create your student profile “advertisement” that will be put in a student directory that I will publish next week and post at the class website.

Part 2: Using the CATE message center and gradebook



The CATE message center is where the instructor and students can post questions and share information with *everyone* in the class. Feel free to “chatter” with your classmates about InDesign. *Public* messages and *private* messages are available at CATE only. They do not forward to your personal email. All messages can be accessed at CATE using the Messages button at the top of the CATE section page.

Visit the CATE website for your class. You may have already bookmarked this site. If not, go to the Class website and choose the CATE link at the top navigation bar to locate your CATE section webpage. Choose Messages in the nav bar.

I have started a threaded discussion entitled WEEK 2 DISCUSSION which is posted by the Instructor. Experiment with the Options for sorting CATE messages — you might find that sorting by Thread is useful.

- ❶ Read the WEEK 2 DISCUSSION original message posted by your instructor and any replies from students in the class
- ❷ Click on the Reply to Message button. You may reply to the original discussion posting by your instructor or to one of the students in the class (when you reply, you reply to the message you’re currently viewing)
- ❸ Fill in your CATE Username and Password
- ❹ In the Message area, please share what you think about Adobe InDesign so far in this class.

Check out the CATE gradebook two days after the deadline. If you ever miss points for any part of the assignment, I’ll let you know why in the posting for your score. Visit the gradebook each week to check your scores.

Part 2: What’s your learning style?

Find out what your learning style is. Are you *visual* and need to see to learn best? *Auditory* and learn by hearing the information? *Tactile* and are a hands-on learner? Take the learning skills test posted in Week 2 at the class website. Remember your dominant learning style for the student poll at CATE.

Part 3: Take a student poll/survey (5 points)

In an effort to learn more about the students in this class, take the Student Survey at the Tests Quizzes & Surveys page of the CATE website. I will have a summary of this class poll next week. The results should be quite interesting. InDesign classes always seem to have a wonderful mix of students.

Part 4: Student Profile (20 points)

Are you a social networker? Do you FaceBook or have an online meeting place where you've posted your personal profile? The purpose of this exercise is to build community and learn about other students in this class. You will create your personal student profile "advertisement" that will be included in a student directory



CYNDI

InDesign Instructor
Adobe Education Leader
Adobe Certified Expert

Mac and Windows proficient — Cyndi got her first Macintosh in 1984. Uses the CS5.5 Premium Suite. Likes crossword puzzles, Boston Terriers, mystery books, fishing for salmon, chocolate and red wine. Dislikes e-mails without a section number. Like her Jetta TDI, she gets good gas mileage and has a lot of spunk.

published at the class website in PDF format next week. *For consistency, all of the profiles will have a similar look and feel.* The InDesign workflow works like this:

- You create your personal student profile based on my InDesign template
- Your profile will be converted into a PDF file to encapsulate your photo and fonts used
- The PDF will be submitted electronically via CATE
- Your instructor will collate all of the profiles and put together a student directory using InDesign to import the collection of PDFs
- The finished directory will be exported to PDF and posted on the class website

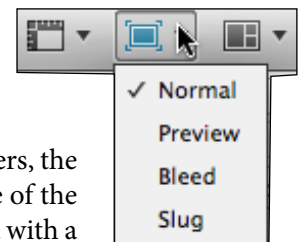
Collect the ingredients

Before you begin, you'll need the following:

1. Download the Lab 2 InDesign template at the Class website (www.santarosa.edu/~creese) for your version of InDesign and save to your computer. Using a template (.indt) ensures that all student profiles are the same size with the same basic colors and structure, providing a consistent look for the entire class directory. CS5 and CS4 users will work with an .idml legacy file.
2. Locate a digital picture of yourself. If you don't have one, you can use one of the cookie graphics from the class website. I really hope you use your own photo — it would be nice to associate a name with a face. Verify the location of this graphic on your hard drive before you begin.

Create your student profile

1. Start InDesign. **File..Open** the Lab 2 document. Using the top Application bar make sure that you are using the Advanced workspace, then switch from Normal to Preview Mode using the Screen Mode view options. Back in Normal view, observe the dimensions of the document on the top/left rulers, the blank frame on the left with an red X in it, and the margin guides. The edge of the document is enhanced with a teal blue stroke — this is a rectangle formatted with a stroke in a locked (protected) layer. You'll learn more about layers in a future lecture.



Selection tool

2. Your job is to put the digital image of yourself into the frame and to apply simple panning techniques. First, select the frame using the Selection tool — this specifies where the image content will go. Then, choose the **File..Place** menu command, navigate and select this graphic. The frame is set to automatically resize the graphic as best as possible.
3. Before you continue working on your profile, experiment with different magnifications of your document. You are working in a 3 $\frac{2}{3}$ " x 2 $\frac{1}{8}$ " document. The sample shown on this page is at actual

size. Double-click on the Hand tool to enlarge the document to fit in the entire window. Double-click on the Zoom tool to go to 100% (actual size) magnification. Experiment with the magnification settings in the Application bar. To see your placed image in the best quality possible given the limitations of the image quality, choose the **View..Display Performance..High Quality Display** menu. Try the 100% and Fit in Window magnifications again and examine the output of your image. This feature could potentially improve the displayed quality of imported graphics at the screen during your session in InDesign— depending on the resolution quality of your graphic, you may or may not see any improvement. *Resolution is a huge topic for a later discussion.*

4. The dimensions of your placed image will probably not be the same as the InDesign frame. Do you want to move the graphic inside of the frame to view a different part of that image? With the Selection tool active, mouse over the frame until you see the Content Indicator. Drag the Content Indicator to adjust the position of the graphic in the frame. You'll see a ghost image of the entire graphic as you *pan* the image. Be patient with the limited skills that are offered in these instructions — there is a future lecture ahead on working with graphic images and frames. If the quality of the graphic looks OK on the screen in high quality display at actual size (100%) magnification, then it's OK for this lab. (*Note: CS4 users will need to use the Direct Selection tool to pan the image*)

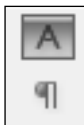
Normal view with guides

5. Include your personal information on the student profile. Choose the Type tool and drag a rectangle to create a *frame* for the text at the right side of the document. Stay within the left ruler guide and top/bottom/right margin guides shown in Normal view. When you release the mouse you will see a blinking insertion point ready for you to type text into the frame. Enter your first name and occupation, making sure to hit the



return/enter key at the end of each line. Then, type in a brief bio that is your “advertisement” to the class similar to my sample. This paragraph of text will wordwrap and automatically advance to the next line in the frame — do *not* hit the return/enter at the end of these lines. What makes you special? Include your Mac/PC experience, what Adobe programs you use, likes and dislikes. If your frame is not big enough to hold all of the text, switch to the Selection tool and resize it by dragging on one of the bounding box handles. Then, switch back to the Type tool to resume text operations. After the formatting in the next step, all of your text must fit within the guides. Check the bottom Preflight status — a red warning circle will indicate that you have overset text if the frame is too small for the amount of text you’ve typed.

6. Format the text. Using the Type tool, drag over existing text and choose formatting features from the top Control panel. The Control panel switches between character and paragraph formatting options in the upper left corner. Do not format the size of your text smaller than 9 point. No one will be able to read it if you’ve made it too small — viewing the document in 100% magnification will give you an idea of the readability of your text. So that all student profiles have a consistent look and feel, you may only use the Myriad Pro or Minion Pro fonts, two of Adobe’s most popular typefaces (variations like italics or bold are allowed). Apply color to some or all of the text using the Swatches panel. The Kuler colors in this panel are from the Tech Office theme and used in class handouts and *Stepping Out With InDesign*.



Minion Pro
Myriad Pro

7. **Print the document.** Always check your finished work in print before submitting electronically. When you print the document, the small profile will be printed on a letter-sized piece of paper. To distinguish the boundary of the profile on the full-sized sheet of paper, first choose the **Marks and Bleed** option in the **File..Print** menu command and then select **Crop Marks**. This is what professional printshops do when they trim output. Then, using the **Setup** option on the left side of the dialog box, choose the **Page Position** of **Centered**.
8. **Save the document as Lab2.**
9. Create a PDF of your student directory using the **File..Adobe PDF Presets..Smallest File Size** menu and call it Lab2.pdf. Do not include any printers or crop marks. Submit Lab2.pdf at CATE using the same method as for Lab 1. There are instructions in the Course Q&A for this procedure.

Part 5: Take the first online quiz

Using the CATE Tests Quizzes & Surveys, take Quiz 1. This is a timed exam of 10 questions. You have 20 minutes to complete each quiz in the class. That's more than enough time if you have reviewed the SOWI lecture notes for week 1 and 2 in advance. Once you start the quiz, you have to finish it. Make sure to click on the Submit button when you are done answering the questions. Quiz results will be posted to the Gradebook on Friday midnight after the due date to coordinate test security with my Friday InDesign class. At this time you can review your responses and the correct answers.

Checklist for week 2:

- Online students: watch Week 2 webcasts located at the class website
- Post to CATE message center and check gradebook for Lab 1
- Take the online learning styles quiz posted at the class website
- Take the student survey/poll
- Create and submit student profile (PDF)
- Take Quiz 1 after studying and completing all work for Week 2