

## SKILLS:

Document set up  
Guides  
Importing assets

The scenario is that you are working on a travel book for a client and are experimenting with different layouts for the pages that contain photos. Each chapter focuses on one destination with extensive narration. A color photo page will be included at the end of each chapter. Your goal is to create a multi-page InDesign document with different variations of this photo page so that client can decide which layout is best for his work. No matter which variation, it is important that all elements line up in an organized arrangement. You will also practice creating documents in different layouts and find out how close to the edge of the paper your printer can output.

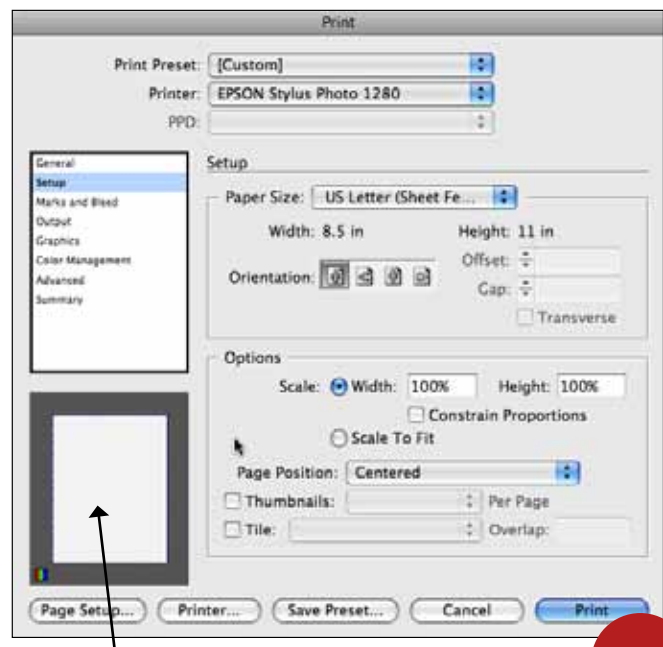
### Part 1: Create new documents with different layouts

Practice setting up a new document for each description below. If you work at home, you'll want to set the default measurement system to inches as discussed in class. You will create *blank* document page(s) only and then use navigation and magnification skills on each document. Pay particular attention to the Pages panel for facing pages (reader spread) documents. Practice navigating to each page in a multiple page document. You do not need to save or print these practice documents.

1. *Certificate for award ceremony.* Create a letter-sized document that is printed on the front only (no facing pages option). Include a top/bottom/left/right margin of 1". Set the orientation to landscape. Magnify in both the Fit Page in Window and Actual Size magnifications by double-clicking on the Hand and Zoom tools.
2. *US Business Card.* Choose the predefined page size of US Business Card. Set all margins to 0". Experiment with different magnifications in the Application Bar.
3. *10 page report.* This will be a printed lettersized spread of double-sided facing pages. Set the outside margin to .75" and the inside margin to 1.25" to allow extra room for spiral binding. Magnify in both Fit Page in Window and Actual Size magnifications. Use the Pages panel to navigate to different pages.

### Part 2: Learn about your printer

Determine how close to the edge of the paper your printer can output. Every printer is different. Create a new letter-sized document and cover the *entire* page with a light colored rectangle. Your rectangle should actually extend (bleed) past the edges of the page on to the pasteboard. **File..Print the document from InDesign.** Measure the white space that you will be able to designate as the smallest top/bottom/left/right margins in future documents. Write down these physical margins on the printed output. When you create future documents that are to be printed on your inkjet printer, these values will determine how you choose margin settings.



Clicking here displays different pages of printer information, including a dotted line that indicates how close to the edge of the paper the printer can output

If you own a borderless printer, take this opportunity to create output from InDesign with a full bleed to the edge of the paper. I can only share what I have to do on my Epson printers to get InDesign to print borderless. Other printers may require different settings. In the **File..Print** menu, choose the Setup option on the left side of the dialog box and change the Paper Size to a letter-sized *borderless* paper. Scale the document to 100% and verify the borderless change by clicking on the thumbnail in the lower left corner of the dialog box as shown on the previous page. Then, choose the second button at the bottom of the screen (Printer as shown above on the Mac) and select either matte or glossy paper. On my system, I also turn off Epson's color management settings so as not to conflict with the Adobe color management system that is automatically set.

### Part 3: Create sample photo page layouts



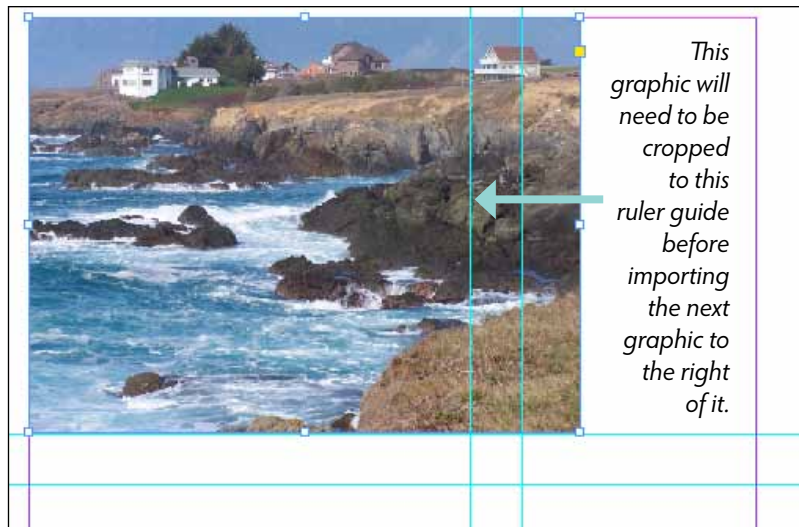
You will create a 4-page letter-sized document that will help your client decide which of three types of layouts you are going to use on photo pages in a book. Page 1 is a title page with no master page elements applied. The A-Master master page will place page numbers automatically on pages 2-4.

1. There is a link at the class website to access Cyndi's [acrobat.com](http://acrobat.com) account where a zipped folder of assets (graphics) are available to download. This folder contains sample graphics that the client has shared with you for three chapter destinations: Shelter Cove California, England, and Ucluelet BC. Click on this link and download the zipped file to your desktop. Double-click to extract the contents of the folder — Windows users will have best success if they choose the option to Extract All Files.
2. Create a new 4-page letter-sized document with no facing pages. Set the left/right margins to .75", the top margin to 2" and the bottom margin to 1".

#### Create the master page

1. Customize the A-Master master page with a single text frame that includes your name and the page number. The text frame should be located below the bottom margin. The area inside the margins is reserved for the photos.
2. Apply the [None] master page to Page 1. Create a text frame with the contents "Sample Photo Pages" as shown in the sample above. The client has decided to use Minion Pro in the book, so you have to use this font (but you can use variations like *italics* or **bold**). Format in a font size that will also be consistently applied to the top title of pages 2-4. The text is to be formatted in black. [Remember, you have to follow the lead of what your client wants.]
3. On page 2, create a *custom* set of ruler guides to help you layout the images. The images can not all be the same dimensions, but there should be a consistent ½" horizontal and vertical gap. For example, in my sample there are vertical ruler guides at the 5" and 5.5" top ruler and horizontal ruler guides at the 6" and 6.5" left ruler. Use InDesign's **File..Place** menu to import graphics from one of the three sets of destinations. [Hint: drag the Place Gun to create a frame that completely

fills the area designated by the ruler guides. There will not be an exact fit as the dimensions of your image are different, so extend the frame past the ruler guide as desired. You will then need to crop the graphic frame and then adjust with panning.] Create a text frame above the top margin with the name of the destination.



4. On page 3, the layout is going to feature a row and column arrangement of graphics all the same size. Use the **Layout..Create Guides** menu command to create a grid of 3 rows by 2 columns. The gutter (gap) that you select is up to you as long as it is the same value for both rows and columns. The guides should be fit within the margins and *not* the page. Use Adobe Bridge to first preview the desired graphics from a different destination in Full mode and then drag-and-drop from Bridge into InDesign using the Compact mode. Create a text frame above the top margin with the name of the destination.
5. On page 4, the layout is to be completely spontaneous with images of different sizes that still retain some sort of structure. Use the last destination in the collection of sample graphics. In the sample on the previous page, notice that the width of the large top graphic is the same width as the two graphics collectively underneath it. The height of the two smaller graphics is the same. Use Mini Bridge to import the images and Smart Guides to align your objects.
6. Save the document as Lab4. Print the document — I always recommend a final proof of documents in print, even the document is be viewed as a PDF. Submit a smallest file size PDF to CATE.

#### Checklist for week 4:

- Online students: watch Week 4 webcasts located at CATE
- Submit the Lab 4 PDF to CATE
- Take Quiz 2 (covers week 3 and week 4)