

Adobe **InDesign 1**

online

Cyndi Reese • Spring 2010

Workflow basics

This week is all about experiencing different workflows from InDesign. After you watch the weekly webcasts, you will complete an exercise where you first receive a good, bad, and ugly workflow from me. Then, you will create different types of portable workflows so that you send your finished work to someone or go to a different computer and continue editing your document in InDesign. The last task this week is to learn about your printer and how close to the edge of the paper it can print. **You will document your experiences and post a private email to me at CATE. There will not be any files uploaded to CATE this week.**

Part 1: Instructor webcasts

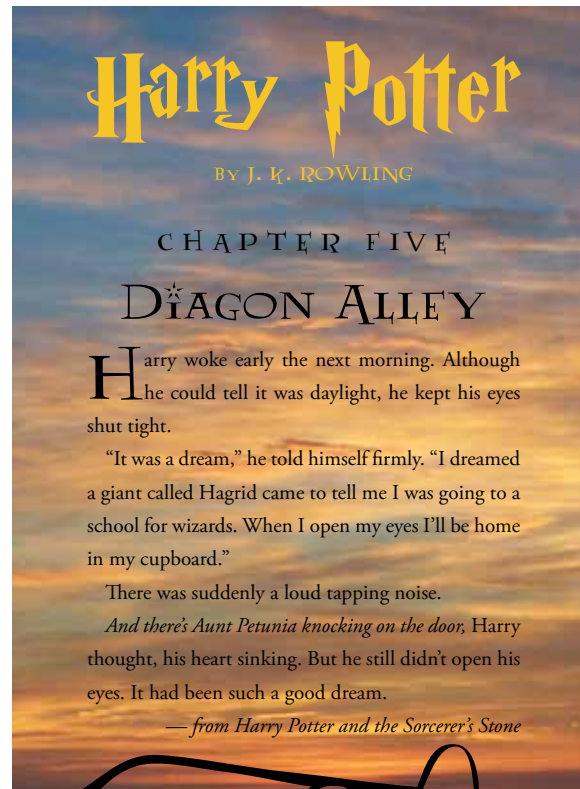
Watch the webcasts listed under Week 4 at the class website.

Part 2: Adobe TV

Adobe offers many instructional videos. In your favorite web browser, navigate to <http://tv.adobe.com>. Select the product InDesign in the upper right corner, or scroll down to the bottom and visit one of the featured shows. Caffe Fibonacci is my personal favorite. Tim and Rufus are both funny and informative — Rufus Deuchler was a guest speaker in my advanced InDesign class last week.

Part 3: Workflow basics

Complete Exercise 4 Workflow basics on page 65 of Stepping Out With InDesign. Before you begin, read over Part 4 on the next page. You will be sending me an email this week describing your workflow experiences. It will be handy to have the list of items required as you work through the exercise.



Part 4: Documentation

Send me a *private* message using the CATE Message center with the subject line *Lab 4 Experiences*. You do not have to upload any of your workflow files this week. Include the following information:

- Describe your experiences using the workflow provided in Part 1 of Exercise 4 in the book.
- Describe your experiences creating your own workflows in Part 2 of Exercise 4 in the book. Were you successful? Did you have any problems?
 - Include the file sizes of your package folder and the three PDFs.
 - How did the PDFs look on the screen? Any difference in quality when you change the magnification to 400%?
 - How did the PDFs look when printed? Any difference in quality?
 - Were you able to install the package fonts? How?
Note: HarryP is a protected font and will produce hardcopy but will not embed in a PDF
- What are the benefits of using PDFs? What is the value of a package in a workflow?
- From Part 3 of Exercise 4 in the book, including the following information:
 - What kind of printer do you use? Inkjet? Laser? What brand?
 - Can your printer create borderless output? You'll probably find this information in the printer manual if it does have this feature. Some printers require that you use special paper when you print borderless, like glossy or matte paper. What does yours require?
 - If you do not have a borderless printer, how close can your printer go to the edge of the paper? This information will be useful when you set up InDesign margins in future documents.

Part 5: Quiz

Take Quiz 2 at CATE. It covers lectures and labs from the week 3 and week 4 in the schedule. Study pages 8-16 of *Stepping Out With InDesign*.

Checklist for week 4:

- Watch the instructor webcasts at the Class website
- Using a CATE private message, send your Part 4 documentation from this lab describing your workflow experiences and printer information
- Take Quiz 2 at CATE