



Adobe InDesign 3

Class Q&A

Spring 2012 • CYNDI REESE

At the beginning of the semester, there are so many details — thank goodness you've been through my other InDesign classes and know the workflow. This Q&A guide covers the nuts and bolts of making this class successful. Included is information on class assignments, the CATE student management system, webcasts, and downloading files. If you have any questions about how the class works, please post a message at the CATE Message Center.

What is a typical week like?

1. On Monday, an e-mail goes out from the instructor with the week's assignments and information.
2. Before class, visit the InDesign 3 class web page at www.santarosa.edu/~creese. The weekly schedule will list the topics covered that week. Print the weekly lecture outline for reference when you attend face-to-face lecture or watch recorded webcasts.
3. Download the PDF for the assigned lab. Links to special files necessary to complete a lab are located here — see page 4 of this handout for additional details on using acrobat.com.
4. Work on the InDesign document as described in lab assignments. When finished, submit online to CATE as specified in this handout. The deadline is Wednesday at midnight.
5. Check the CATE Gradebook to make sure your work is recorded. I try to grade student work in one week.

Tell me more about the project

Towards the end of the semester, you will be put in a team of 2-3 students. As a group, you will decide on a project theme that involves multiple components of an integrated InDesign workflow. Each student will take part in a different element of the workflow. For example, a workflow could consist of the following:

1. The team meets to decide on the project theme and divides the tasks. Student 1 takes on the role

- of project manager and is responsible for setting time lines and tracking the progress of the group.
2. Student 2 is the designer of the group and proposes a set of Kuler colors and mock-ups of some designs that will be used in the series of documents for the project.
3. Student 2 creates a PDF form based on an InDesign table. This is distributed to class members to create a data set for a student catalog.
4. Student 3 creates an Illustrator logo for a fictitious company based on the Kuler colors. The team meets virtually to review the alternatives.
5. Student 3 creates the student catalog with images using Adobe InDesign data merge techniques. The team utilizes an InDesign review cycle to critique the catalog.
6. Student 3 creates a Dreamweaver website from the InDesign catalog.
7. Student 1 creates an eBook of the catalog.
8. All team members use the virtual acrobat.com meeting room to communicate remotely.

A crucial part of the workflow is to develop a time line with due dates for various activities. A team leader or facilitator is recommended. Each team member will write documentation on their part of the project and a summary of the process. The team will present their project to the class at the end of the semester. Besides a grade being given by the instructor, the presentation will be evaluated by fellow students in the class.



Do I have to use InDesign CS5?

Pretty much. This class focuses on new technology. There are certain topics that can only be done in CS5. Might I suggest downloading a 30-day free copy of the CS5 Premium Suite? Or using the JC lab?

How do I buy CS software?

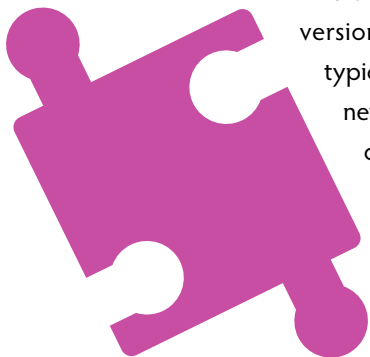
There are three ways to purchase the current software. I recommend buying the CS Suite Design Premium. You save money and as an InDesign user, you may want to use those programs in the future. The most current information on purchasing Adobe software for SRJC students is at the class website in the [Student Info](#) section. If you can, wait until you know when CS6 is being released!

1. Buy CS5.5 at the [SRJC Bookstore](#). This is the best deal. The bookstore sells copies on campus and online.
2. Buy an academic version of CS5.5. There are many retail stores (like the Academic Superstore) that offer special pricing of CS5.5.
3. Buy the full retail version of the software. The CS5.5 Design Premium has a current value of \$1899.

Is there anything wrong with academic software?

No! It's the same as the regular retail software. There may be a few minor things missing, like a clipart collection, but the software is full-featured. The academic software is not to be used for professional use. In other words, if you are working and making money from InDesign consulting, you should purchase the regular retail software.

The big difference is in upgrades when a new version of the software comes out. Adobe typically has a 24 month turnaround for a new version to be announced. When you consider your options, as a current SRJC student you could purchase another academic version of the new software and still save money. Adobe offers an upgrade from the academic software to the professional version. I think it costs around \$600.



Why so many websites?

www.santarosa.edu/~creese is my website that I use for all of my classes. I refer to it as the *Class website*. I created it myself using Dreamweaver. It's used for all of your class handouts and lab assignments. While it's not the best or prettiest website, it's mine and I'm proud of it. I create all of the handouts in InDesign and then export to a PDF format. Important weekly information is found at the InDesign page of the Classes link.

When I use the CATE website, I have to fit my material into a template. It's hard for a desktop publishing person used to "doing her own thing" to fit into the mold.

Still using CATE?

The *CATE website* at <http://online.santarosa.edu> (notice that there's no www in the URL) is a SRJC management system. It helps me set up quizzes, receive uploaded PDFs, and includes a gradebook so students can check their recorded scores. Remember your username and password when you check in for the class. You'll need your user information when you enter some of the secure areas of CATE, like taking a quiz. When you view the official CATE section page for this class, you'll access the following areas:

- Home: a simpler version of my class website with links to your section.
- Instructor: limited information about me. If you want more, visit the About page at my class website.
- Messages: the Message Center where you can post information and questions to the class. This is your area to communicate with the entire class. I think this is beneficial as some students attend class Thursday nights and others virtually. I encourage you to engage with your colleagues.
- Lab In Box: where labs that require electronic submission are uploaded.
- Webcasts: links to the recorded webcasts which are required to be password protected.
- Tests Quizzes & Surveys: where you take quizzes.
- Gradebook: a posting of your scores in the class.

Messages

How do I communicate?

Use either web-based CATE messages or regular email when you want to communicate with me or the whole class. I answer public and private posts to the CATE Message Center within 24 hours Monday through Friday. CATE posts may only be read at the website and are not forwarded to your email. If you send me a personal e-mail, include the appropriate subject line in the format

InDesign 3 #8283 your name

When you post to the Message Center, you create either a private message to me or a public message that goes to *everyone* in the class. If you have a question about a lab assignment, check the Message Center first to see if there is an existing post. You can post a question here to see if fellow classmates will be kind enough to reply — I'll check messages regularly and answer questions, also. If you have any desktop publishing, font, or InDesign news to share, post it! Message Center etiquette is important to me. Refrain from comments which can be considered demeaning to anyone in the class. Profanity is not allowed. Postings must be related to class events and activities.

When working on a group assignment, you will learn how to schedule and participate in virtual meetings through acrobat.com.

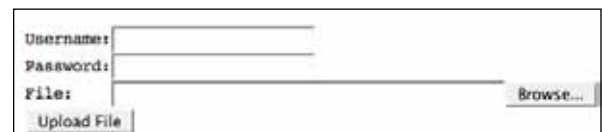
If attending a face-to-face lecture "live" (synchronous) using Adobe Connect, you may ask questions in the Chat pane. Anything that you type in will be included in the webcast. I try to check the Chat pane during lecture. See the section on Connect for detailed information. Face-to-face students need to help me repeat the question for the recorded webcast, something I often forget to do as I lecture. I appreciate everyone's help in making the webcasts beneficial to all students in the class.

Lab In Box

How do I submit homework?

Many homework assignments are submitted electronically at CATE as a PDF. The workflow steps to submitting an InDesign homework assignment to me are as follows:

1. When you finish your InDesign lab, create a PDF copy of your work. Unless otherwise directed, choose the **File..Adobe PDF Presets..[Smallest File Size]** menu. This PDF embeds the fonts and graphics used in your file, plus resamples any images to 100 ppi. Always check the filesize of your PDF!
2. Your PDF filename should be in the format *Lab#* with no spaces. For example, Lab1. CATE will automatically add your name to the filename when submitted.
3. Submit your lab through the CATE Lab In Box for this section using your username and password. There will be a link at the weekly class website to start the process. Browse to locate your PDF file, then choose the Upload File button to submit. If you need to resubmit the homework because you found a mistake before the due date, change its name to include "b" (ex: Lab1b) as you can only submit a file once. I'll only look at the most current version with the highest letter.



Lab1.pdf



Tests, Quizzes & Surveys

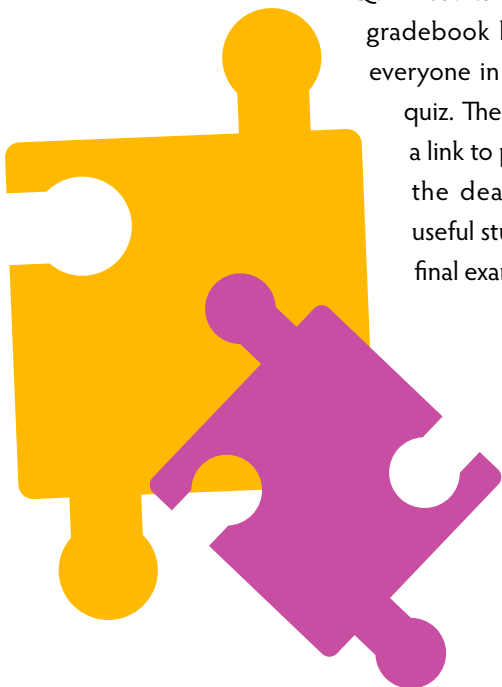
What about CATE quizzes?

Class quizzes are available in the area of CATE. To take one of the 5 quizzes, do the following:

1. Click on the CATE Tests Quizzes & Surveys button or follow the link in the weekly class website.
2. Locate the desired link. If you'd like to practice, try taking the Sample Quiz.
3. Enter your username and password.
4. Select the correct answer for each question.
5. You can only submit a homework questionnaire, test or quiz once.
6. It's not possible to start and stop once you begin. You have to finish in one session. Click on the Submit button when you are done.

How much time do you have to answer the questions? *Quizzes are timed.* You'll need to study beforehand. While there is ample time allocated to answer the questions and look up a few questions, anyone attempting to "learn as you go" and look up each question will probably be unsuccessful.

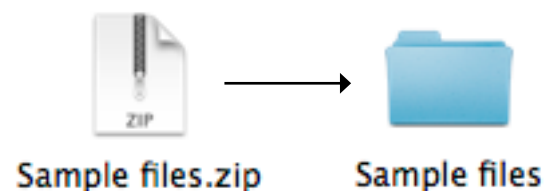
Quiz results will be posted in the gradebook later in the week after everyone in the class has taken the quiz. The gradebook will contain a link to posted quiz results after the deadline which will be a useful study guide for taking the final exam.



How do I download files?

The class website will have a link for downloading files when necessary to complete lab assignments. The files will be contained in a single compressed (zipped) folder stored in my acrobat.com account. Once downloaded, you will need to decompress the public shared folder.

1. Click on the .zip link to download the file in the weekly section of the class website. This will take you to my acrobat.com file repository.
2. [Acrobat.com](http://acrobat.com) will display a preview of different Adobe assets if possible, but zipped folders can not be displayed. Click on the Download button.
3. When directed, pick a location on your hard drive to store the compressed folder. In this example, the Desktop will be the intended location.
4. When the download is complete, click on the OK button.
5. Leave the browser and go to the Desktop or wherever the compressed folder has been saved.
6. Macintosh users will double click on the zipped folder. A new uncompressed "regular" folder will appear on the Desktop which can be used for the lab assignment. The zipped file can be thrown away.
7. Windows users can actually work directly with zipped folders if desired, although I've found that compressed fonts do not seem to install properly. To extract the contents into a new uncompressed folder, right-mouse click on the zipped folder and choose the **Extract All** option in the contextual menu that appears. Select a destination. The zipped file can be thrown away.



How do I set up and use Adobe Connect?

Through my association with Adobe as a User Group Manager and Education Leader, Adobe has given me a virtual room for meetings with [Adobe Connect 8](#). This is a very robust webconferencing program at the enterprise level. You will explore a simpler (and free) version of Connect in [acrobat.com](#) called ConnectNow that you will set up for this class at a later time.

The Class website at www.santarosa.edu/~creese (always go to the InDesign 3 page) has a link to access my “live” virtual lecture on Wednesday (at the top of the page) and to also watch recorded webcasts of lectures (available at each weekly section).

Before you start using the Adobe Connect software, test your computer for compatibility. You’ll need an internet connection, web browser, and the current Flash Player plug-in to your browser. The compatibility link is in the Week 1 section of the class website.

Watching a Connect recording

Each week, the class website will have links to recorded webcasts. There will be one webcast recording for the Wednesday evening two-hour face-to-face lecture. A second webcast will be recorded separately on Thursday that concludes the weekly presentation — it will be required for *all* students, both face-to-face and online. An alternative to this second webcast will be other online activities which will be posted at the class website.

Once the recording starts, there are controls at the bottom of the screen to pause/play, advance through the recording, and adjust the volume. If you can’t finish a webcast in one session, mark down the time that you stop and use the slider to resume back to this location at a later time.

I will attempt limited post-editing to eliminate the break that the live students get on Wednesday night.

Attending a live Connect lecture

You can participate as a full-fledged question-asking student if you attend the Connect session through your web browser on Wednesday night. At the top of the InDesign 3 class website, click on the Adobe Connect link or set a browser bookmark to my virtual room at <http://experts.adobeconnect.com/cyndireese/>. Please come into the virtual room *before* 6 pm so that I have time to accept you into my session. Once you are accepted, you will see three pods:

1. Attendee List of presenters (Cyndi) and participants (live online students)
2. Chat pod — I will probably limit all entries to public access only. Type in your question at the bottom of the pod and click on the Send button. When I’m in InDesign, I’m not able to see the Attendee List or Chat pods.
3. Share pod — this is where my lecture occurs. If desired, you can experiment with the Full Screen option from the Meeting menu at the top of the screen.

If you have any suggestions as to how to make my webcasts better, please let me know. It takes awhile to fine tune the proper settings for a webcast and I’m still learning about the new version, Adobe Connect 8.

How do I get extra credit?

If you attend a meeting of the North Bay Adobe User Group (NBAUG), you receive 10 extra credit points. There are four meetings scheduled for the Spring semester. If you’re unable to attend, you can watch the recorded webcast of the meeting, write a 2-3 paragraph summary of the presentation, and submit the summary to me at CATE for 5 points. NBAUG information can be found at <http://northbay.groups.adobe.com/>.

