



## LAB one

# GETTING STARTED

This PDF contains live underlined hyperlinks to help you navigate to websites

### Part 1: Read the class handouts

Take a few moments and carefully go over the introductory handouts located in the Week 1 section of the InDesign 3 class website at [www.santarosa.edu/~creese](http://www.santarosa.edu/~creese). If you are planning on taking the class with a Pass/Fail grade instead of a letter grade (ABCD), sign up for this option immediately at the SRJC website.

### Part 2: Check in at SRJC's CATE student management system

Check in at SRJC's CATE student management website. This is where students submit lab work, ask questions and communicate with each other in a public forum message center, take quizzes and view the gradebook. If you have not yet checked in, visit [CATE](#) and follow the link to the Class Check-in Page. Write down your username and password for future reference.

### Part 3: Visit class web pages

Using a browser, visit Cyndi's web page at <http://www.santarosa.edu/~creese>. Explore these areas:

- About Cyndi: personal info about your instructor (optional)
- Student Info: purchasing academic software, class procedures and using the CS lab
- Classes: navigate to the InDesign 3 web page and bookmark this important *class webpage*
- Favorite Sites: links to graphics and fonts, and educational resources
- Contact: instructor contact information including e-mail, office hours, and schedule

### Part 4: Visit other SRJC websites

- SRJC website at <http://www.santarosa.edu>
- CS department website at <http://www.santarosa.edu/cs>

### Part 5: Get your class supplies

- Folder or binder for storing class materials that you print from the class website (useful as only the printed lecture outline with your own personal notes can be brought to the final exam)
- Real World InDesign CS5 text



## Part 6: Customize your folder/binder for InDesign class materials

Make a cover sheet for your folder or binder that will store printed InDesign 3 class materials. The cover for this folder will be an InDesign document that you create. Be creative! Show off all of your advanced InDesign skills! Use these elements in your design:

- The “official” logo of this class, puzzlepiece.eps, which can be downloaded from [acrobat.com](http://acrobat.com) using the InDesign 3 Week 1 files link at the Week 1 class website.
- The color theme of InDesign purple, Illustrator yellow, Photoshop blue and Dreamweaver green (or at least my attempt at matching those colors). When you import the puzzle piece vector graphic into InDesign, these colors will automatically install on your Swatches panel.

- The following text:

Your Name  
CS 72.11C Adobe InDesign 3  
Spring 2012  
Cyndi Reese



2. Print this document in color and tape it to the front of your binder or folder. Save as Lab1. Remember that CATE does not allow spaces in filenames and your name adds to the filename when submitted.
3. Save your cover as a Smallest File Size PDF. Follow the Week 1 link at the class website to submit the Lab1 PDF to CATE.

## Part 7: Practice keyboard shortcuts

Complete the following tasks to learn more about standard keyboard shortcuts. Your objective is to find 5 standard shortcuts that make your personal desktop publishing workflow more efficient.

1. Review the lecture notes on standard keyboard shortcuts (pages 1-3).
2. Review the Mac/Windows PDFs on keyboard shortcuts that were downloaded from [acrobat.com](http://acrobat.com) with the puzzle piece graphic from Part 7. Print if desired.
3. Review standard keyboard shortcuts using InDesign Help. Choose the **Help..InDesign Help** menu. Search for “default keyboard shortcuts.” You will be presented with an *enormous* list of different keyboard shortcuts for different activities in InDesign. Go through as many of these as you have time.
4. Make a note of the shortcuts that you could use in your daily workflow. How about a personal pledge to start using one new keyboard shortcut each week? For this assignment, make a list of five standard keyboard shortcuts that you really like to share with the class at the CATE message center.

[Home](#) / [Using InDesign CS5](#) / [Keyboard shortcuts](#)

### Default keyboard shortcuts

- [Keys for tools](#)
- [Keys for selecting and moving objects](#)
- [Keys for transforming objects](#)
- [Keys for editing paths and frames](#)
- [Keys for tables](#)
- [Keys for finding and changing text](#)
- [Keys for working with type](#)
- [Keys for navigating through and selecting text](#)
- [Keys for viewing documents and document workspaces](#)
- [Keys for working with XML](#)
- [Keys for indexing](#)
- [Keys for panels](#)
- [Keys for the Control panel](#)
- [Keys for type panels and dialog boxes](#)
- [Keys for the character and paragraph styles](#)
- [Keys for the Tabs panel](#)
- [Keys for the Layers panel](#)
- [Keys for the Pages panel](#)
- [Keys for the Color panel](#)
- [Keys for using the Separations Preview panel](#)
- [Keys for the Swatches panel](#)
- [Keys for the Transform panel](#)
- [Keys for resolving conflicts between Mac OS 10.3x and 10.4](#)

## Part 8: Custom keyboard shortcuts

Using the **Edit..Keyboard Shortcuts** menu, examine the unassigned keyboard shortcuts for InDesign tasks and create a set with three custom shortcuts that you think are useful to your everyday workflow.

## Part 9: E-mail and the class message center

At the beginning of each week, all students in the class will receive a “bulk” email from me — make sure that your email program does not filter messages from [GU.Weblink@santarosa.edu](mailto:GU.Weblink@santarosa.edu) into your Spam folder.



The CATE message center is where the instructor and students can post questions and share information with *everyone* in the class. *Public* messages are initially configured to be viewed *only* at the CATE message center archive. *Private* messages to the instructor and replies are also available at CATE *only*. All public and private, current and old 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 (the nav bar is shown above). Choose Messages in the nav bar.

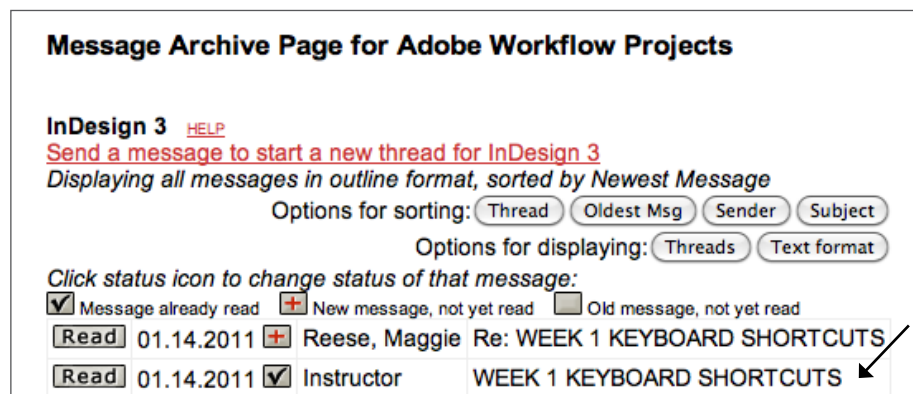
I have started a threaded discussion entitled WEEK 1 KEYBOARD SHORTCUTS. Experiment with the Options for sorting CATE messages — you might find that sorting by Thread is useful.

❶ Read the WEEK 1 KEYBOARD SHORTCUTS *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 viewing)

❸ Fill in your CATE Username and Password

❹ In the Message area, introduce yourself to the class in 1-2 sentences. Share your five standard keyboard shortcuts and the three custom keyboard shortcuts from Part 7 and Part 8.

A screenshot of the CATE Message Archive Page for Adobe Workflow Projects. The page title is "Message Archive Page for Adobe Workflow Projects". Below the title, it says "InDesign 3 HELP" and "Send a message to start a new thread for InDesign 3". It also says "Displaying all messages in outline format, sorted by Newest Message". There are two sets of sorting options: "Options for sorting: Thread, Oldest Msg, Sender, Subject" and "Options for displaying: Threads, Text format". Below that, it says "Click status icon to change status of that message:" and shows three status options: "Message already read" (checked), "New message, not yet read" (unchecked), and "Old message, not yet read" (unchecked). There is a table of messages with columns for status, date, sender, and subject. The first message is "Reese, Maggie Re: WEEK 1 KEYBOARD SHORTCUTS" with a "Read" icon and a date of "01.14.2011". The second message is "Instructor WEEK 1 KEYBOARD SHORTCUTS" with a "Read" icon and a date of "01.14.2011". An arrow points to the "Read" icon for the second message, with a note "read the original message and then reply".

### Checklist:

- Read all the introductory PDF handouts at the InDesign 3 Class website
- Check in at CATE
- Watch the assigned webcasts — the link to the webcasts is in the CATE nav bar
- Submit your Lab 1 cover page (see instructions at the top of this page) to CATE
- Share your keyboard shortcuts with the class at the CATE website