



## LAB four ON THE MOVE

*This exercise involves sending cross-platform files, installing fonts and working with legacy files. As this is a team lab, the assignment is due in 2 weeks. Each student will write a short narrative on their own personal experiences, so a group narrative is not required.*

*Based on the student advertisements from Lab 3, you have been assigned to a 3-4 person team for this next team exercise. I tried to make up teams that combined Mac, Windows, and bi-platform users along with a mix of InDesign CS5.5, CS5 and even a few CS4 users. Check out the members on your team using the Lab 3 data merge catalog. What platform do they use? What version of InDesign?*

### Part 1: Required work

Read over the tasks in this assignment. The team captain is responsible for the first contact with the team, making sure that everyone has each other's emails and setting a date (one week, perhaps?) as to when Task 3 is complete so that this lab can be completed on time.

#### Task 1: Open legacy files — an individual exercise

*NevilleScript*



At the Week 4 class website, I have a folder of two zipped folders, each of which need to be unzipped. One of these folders contains my last remaining PageMaker document and its PDF. In 2001 I still had PageMaker installed on my computer — it seems like yesterday! The imported images of my husband and his friend Eric were recently found on my hard drive and are included in the folder for re-linking. One of the fonts originally used in this document, NevilleScript, was so old that it wasn't even a TrueType, PostScript or OpenType font.

Open the abalone PageMaker document in InDesign. You'll get some warning messages, but this will convert to an Untitled 2-page document with broken links and missing fonts. I was surprised to find that NevilleScript is actually available as a free downloadable TrueType font at [www.fonts101.com](http://www.fonts101.com). If you feel adventurous, find this font and install it on your computer — I will share that I got some warning messages during the font installation on my Macintosh, but it did eventually install and work OK. Or, choose the **Type..Find Font** menu command and select a replacement script font for NevilleScript. Close the document.

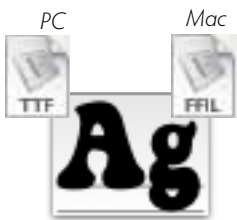


The second folder you received was an InDesign CS2 package from 2002. Your first task is to examine this package folder. The fonts are missing from the Font folder, but three graphic are included in the Links folder. Check out the creation date! Your second task is to open the InDesign CS2 legacy document, which should open in a newer version of InDesign. Notice the [Converted] in its filename at the top tab of the InDesign window. Save the document under a different name to officially convert to the newer version of InDesign that you are using.

Choose the **Type..Find Font** menu command and substitute fonts as desired to eliminate the dreaded bubble gum pink highlights. This document is so old that it didn't even have *Myriad Pro* available — use the More Info option to get information on the Myriad font before any font substitution. In a real world situation you would spend a good deal of time reformatting those substituted fonts in the layout — it's not necessary in this assignment.

Examine the Links panel. Relink the graphics if there are missing link warnings. Select one of the missing graphics in the Links panel, and then double-click on the warning icon (probably a red stop sign). Navigate to the InDesign CS2 package folder and the Links folder. Select the corresponding “found” graphic and notice the **Search for Missing Links in This Folder** option which will locate the rest of the missing links in the same folder location.

## Task 2: Install a TrueType font



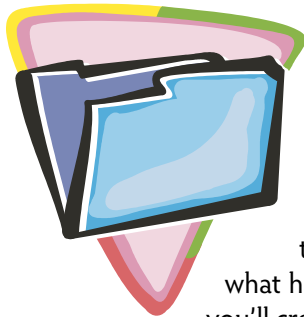
### Keep on Truckin

Most of the free fonts that you find on the internet are TrueType. Browse through a website like [www.fontdiner.com](http://www.fontdiner.com), [dafont.com](http://dafont.com), or [fonts101.com](http://fonts101.com). My class website has a Favorite Sites link in the top nav bar and you'll find many font resources at this web page. Find a font that you like and download it. Mac users should download PC-flavored TrueType fonts which will create a good workflow when your document is sent to a Windows team member. Or, make sure to warn your Windows team members that you are using an incompatible Mac-flavored TrueType font. Of course, if you find a free OpenType font, everyone on your team can use the font.

Create a *simple* 1-page document that includes the following:

- A few imported graphics
- Your name, platform used (Mac or Windows) and the name of the fonts used
- Text formatted with your newly installed TrueType font
- Text formatted with an OpenType Pro font from the Adobe CS installation

## Task 3: Send a package from your computer to your teammates (a cross platform exercise)



Save your InDesign document with a filename of your choice that will go cross-platform (i.e. eliminate any path symbols like : or \). Include your last name in the filename. Create a package of this document which includes your InDesign document, fonts and links.

Using the same InDesign document, **File..Export** a *legacy file* for use in older versions of InDesign. Include the legacy file into your package folder along with the .indd native document created in the previous task. It will be interesting to see what happens on teams with a CS5.5, 5 and 4 user! If you are one of the CS4 users, you'll create an .inx file to go down to CS3 instead of an .idml file.

At the desktop, create a compressed zip file of your package folder.

Send the compressed zip file to your teammate(s) using Acrobat.com or SendNow file sharing. When generating the email message to your team members, make sure to specify whether you created a Mac or a Windows document *and* the version of InDesign that was used.

## Task 4: Open one of the packages sent to you



InDesign3Lab3.zip



You are to open one of the packages sent to you. Bi-platform users should pick the platform they are least comfortable with. A Mac user should work with a PC package. A PC user should open up a Mac package.

Download and unzip the package folder. Examine the contents of the folder for the two InDesign documents, fonts, and linked graphics. CS4 users will need to install the fonts before opening the legacy document. Are you going up a version or down a version when you open the InDesign document? Will you open the .indd document or the legacy .idml document? Can you open both the .indd and legacy documents prepared in an older version of InDesign? Experiment!

You might get an error message about unlinked graphics which can be solved using the option to Fix Links Automatically or by manually re-linking using the Links panel. This is a common issue when transferring files to different computers and different platforms which is easily fixed.

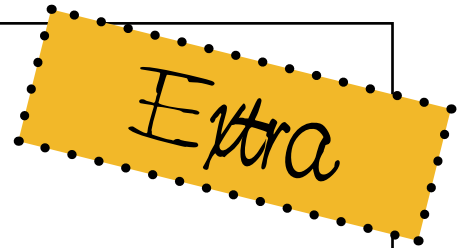
Did you have any font issues? Did you have to install any fonts or did the InDesign CS5 package temporarily install the fonts for the document?

How successful was your workflow? Any problems? Does the document view and print OK?

## Part 2: Optional tasks

*If you have the time and the inclination, try these additional tasks.*

*If you are pressed for time, continue to Part 3 to create your narrative.*



### Task 1: Work on the "other" platform

PC users go to the Mac and Mac users go to the PC! Go to the SRJC Maggini lab and help each other create a simple document on the "other" computer operating system. Or watch a team member work in the "other" platform to do Task 4 in the previous section of this lab in a ConnectNow meeting.

The Macintosh user is responsible for training the Windows user on the Macintosh. The Windows user is responsible for training the Macintosh person on the PC to create and save a simple document. The bi-platform user is there for general support on both sides

The training should include these skills:

- Ctrl key = key    Alt key = Option key    Right-click = Control-click (unless using a 2-button mouse)
- Desktop differences
- Installing fonts
- Starting InDesign
- InDesign menu (i.e. Windows **Edit..Preferences** menu is Mac **InDesign..Preferences** menu)
- Navigating the hard drive to save/open a file

### Task 2: Research

Do research on Adobe AIR apps and download the Adobe SendNow Desktop app and use it on your computer instead of using the web-based SendNow cloud service. Also research font management utility programs, such as Extensis Suitcase Fusion or Insider's FontAgent.

### Task 3: Open all of the InDesign packages from your team

You should have received 2-3 packages from team members. Open all of them for experimentation.

## Part 3: Documentation

This last step is to be done individually. There is no group narrative that needs to be submitted. The team leader is responsible for setting the deadline for the shared documents to be sent and setting the initial contacts of team members. The team leader does not have to verify that individual narratives have been submitted to CATE.

Create an InDesign document that briefly describes your experiences in this lab. What worked well? What didn't work so well? Do you incorporate any of these techniques in your current InDesign workflow? This assignment is considered by Cyndi to be "real world" activities that she encounters in her consulting and teaching — what are the benefits of mastering this material? Save this narrative as Lab4. Export as a smallest file PDF and submit to CATE.

### Checklist:

- Watch the assigned webcasts
- Submit Quiz 2 on CATE which covers Week 3 and Week 4 lectures
- Work on Lab 4 — this is due in 2 weeks