



## LAB five

# ON THE MOVE

This exercise involves cross-platform skills and working with legacy files. If you are a PC user, you will use the Mac. If you are a Mac user, you will use the PC. If you are bi-platform, you'll not only be a valuable team member, but may choose to complete the exercise on either Mac or PC.

As this lab exercise requires a bit of coordination with members of your team, it is due in 2 weeks.

### Part 1: Set a timeline with your team

Based on the student profiles, you have been assigned to a team. I tried to make up teams that had a Mac user, a Windows users, and a bi-platform user. Check out your team member's ads posted on the class website. There are 4 tasks that need to be done in this exercise. Read over the tasks and talk or email your partners to set a schedule as to when these tasks will be done — no fair waiting until the last minute!

#### Task 1: Send a package from your computer to your teammate (Mac to PC and PC to Mac)

Open your student profile in InDesign from Lab 2. Revise your ad to use OpenType fonts that can be installed on your teammate's computer. Create a package of your modified student profile. At the desktop, create a compressed zip file of your package folder. Check out the filesize of both your original package folder and the compressed zip file.

Send the compressed zip file to your teammate(s). Bi-platform users should pick the platform they are least comfortable with and let the team know accordingly. The Mac user sends the zip file to the PC user. The PC user sends the zip file to the Mac user. Someone sends a file to the bi-platform user. You can attach this file to an e-mail (as long as it's not too big) or use Acrobat.com to share the file. Check with the recipient as to what works best for file transfer.

#### Task 2: Open the package sent to you

Unzip the package folder once it it received from your teammate. Examine the contents of the folder for the InDesign document, fonts, and linked graphics.

Install the OpenType font(s) provided in the InDesign package to your computer. If this font is already on your computer, the installation is not necessary. As fonts are copyrighted, you should uninstall any emailed fonts after this exercise is completed.

Open your partner's InDesign ad from the package folder transferred to your computer. You might get an error message about unlinked graphics which can be solved using the option to Fix Links Automatically that looks in the package folder for any missing graphics.


Print the ad.

### Task 3: Learn about the “other” platform

PC users go to the Mac and Mac users go to the PC! In CS 72.11B Adobe InDesign 2, Mac users had to use PC computers each week in the third hour of hands-on lecture. Now the tables are turned! You and your team will have a group meeting (I suggest in the CS lab).

- The Macintosh user is responsible for training the Windows user on the Macintosh to create and save a simple InDesign document.
- The Windows user is responsible for training the Macintosh person on the PC to create and save a simple document.
- The bi-platform users 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. PC **Edit..Preferences** menu is Mac **InDesign..Preferences** menu)
- Navigating the hard drive to save/open a file

### Task 4: Legacy files

I have included a PageMaker and InDesign CS2 legacy files for your experimentation on the class website. The InDesign CS2 document created in 2002 is a zipped packaged folder. Both files are missing font but do have the linked graphics (although you may have to re-link them). Your job is to try to convert these legacy files into InDesign for editing.

Open these two legacy files in InDesign CS4. What problems occur? Fix up each document as best as you can and write down your comments on a printed copy of the document. (If it is a multiple page document, you only have to print page 1)

Your next task is to take a current InDesign CS4 document and open it in InDesign CS3. **File..Export** your CS4 document and create an InDesign Interchange (.inx) document. More information is forthcoming about which computer has CS3 installed on it. Open your .inx file in InDesign CS3. Besides font and linked graphic issues, this should work successfully as long as InDesign CS3 has the latest upgrades.

### Task 5: Documentation

Create an InDesign document that **briefly** describes your experiences in this lab. What worked well? What didn't work so well?

**Turn in: Printed output from Task 2 InDesign ad**  
**Printed output of legacy documents from Task 4**  
**Task 5 documentation on your experience**