



LAB Seven

ALICE IN WONDERLAND

Part 1: Get the text files

From the Acrobat.com link at the class website for Week 7, download two Word documents that contain passages of text from the book *Alice in Wonderland* and the InDesign document *Lab7tracking*. The folder also includes some *Alice in Wonderland* .ase files and a free e-book of *Alice in Wonderland*.

Part 2: Tracking changes with CS5

Open the InDesign document called *Lab7tracking*. Examine the following features:

- The single text frame is formatted into 2 columns (Control panel)
- The balance columns feature has been activated (Object>Text Frame Options menu). Using the Selection tool change the dimensions of the text frame and see how the text adjusts equally into two columns.
- The Heading style is defined using the Span Columns feature so that the title spans over the two columns with space after.

This document has tracked Cyndi's silly changes to the text. Display the Track Changes panel. Examine how the Story Editor displays the modifications made to the text. Reject the changes that Cyndi made to return to the original version. If desired, turn on tracking and modify the text yourself. View the text in the Story Editor and experiment with other features in the Track Changes panel. Close this document.

Part 3: Map Word styles to InDesign

If you have Microsoft Word, open up *Alice in Wonderland Part 1* and make note of the character and paragraph styles used to format the text. If you don't have Word, import this Word documents into InDesign and check the InDesign character and paragraph styles that were imported. The Word documents use the following paragraph styles:

1. Title: the first paragraph of text
2. Normal: the body text
3. Heading 1: the name of the chapter from where the text was taken
4. Heading 2: the question at the end of each chapter's body text

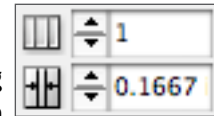
Create a new 1024x768 document for the Web in InDesign. You'll need approximately 4 pages. Before you import the text, create a small sample of placeholder text to format as you create the following InDesign styles that will be mapped to the Word styles:

1. Title: for the title of the document
2. Body: for body text paragraphs
3. Chapter: the chapter title
4. Question: the question at the end of each chapter's body text. This style should include a numbered list that when created allows the list numbers to span into different stories. The style should start the paragraph with "Question ^#:" before the imported text begins (see the sample provided at the class website). This information goes in the Number Style Number: option.

You will undoubtedly need to change the styles after the text has flowed into the document.

File..Place the Alice in Wonderland Part 1 document and choose the **Show Import Options** feature to map the Word styles to the InDesign styles. The text frame should cover the entire page (not threaded into multiple columns on each page). Thread to additional pages as necessary. It is not crucial to include imported graphics into the document — this is pretty much a “text only” document for you to experiment with text frame column options and the CS5 Span Columns feature of InDesign.

Part 4: Carve the document into multiple columns



Put the insertion point in the text frame on page 1 and use the Paragraph formatting Control panel to establish 3 columns and a gutter for this single frame. Experiment with the paragraph formatting feature to Span Columns for selected paragraphs of text. Repeat for the other threaded pages for this story. I have personally found that formatting the text and adjusting the styles sometimes means that I have to “re-span” the columns. You don’t have to be elaborate on your layout. However, if you have time you can experiment with:

- Baseline grid alignment
- Keep options
- Object styles
- A special body text style for the first body text paragraph w/o a first line indent
- Including the Span Columns feature into a paragraph style

Part 5: Test out your list

On a separate new page of the document, import the Word document Alice in Wonderland Part 2. Use the same custom mapping as before. If your list works properly, you’ll see Question 4 appear at the end of the text story even if there is no threading between text frames.

Save the InDesign document as Lab7.

Create a smallest size PDF of one single page of your InDesign document that represents your best effort with multiple columns and spanned text paragraphs.

Checklist:

- Watch the assigned webcasts
- Complete Lab 7 and submit at CATE
- Complete Skills Test 1 and submit at CATE

