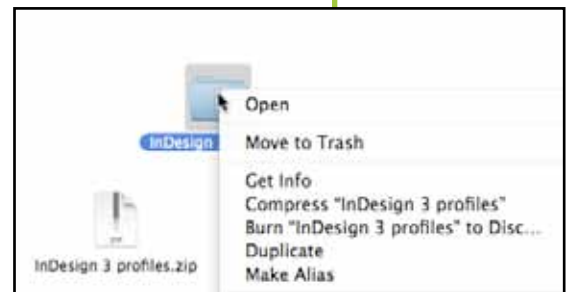
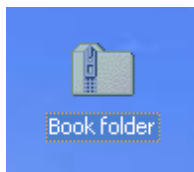


InDesign on the move

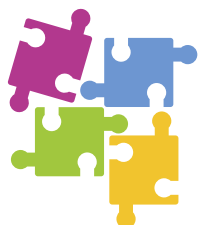
I. Transferring between Mac and PC — the basics

- A. Files that go cross-platform (application support available on both Mac and PC)
1. Adobe Graphics: InDesign (.indd), Photoshop (.psd), Illustrator (.ai), PDF (.pdf)
 2. Other Graphics: BMP (.bmp), GIF (.gif), JPEG (.jpg), TIFF (.tif), EPS (.eps),
 3. Productivity: plain text (.txt), rich text (.rtf), Word (.doc), dBase (.dbf), Excel (.xls), PageMaker (.pm3, .pm4, .pm5, .pm6), PowerPoint (.ppt), Quark (.pdx), Quicken (.qdf)
 4. Media: MP3 (.mp3), AAC (.aac), AIFF (.aiff), ASF (.asf), AVI (.avi), MIDI (.midi), MPEG1, MPEG 2, and MPEG 4 video (.mpg, .mp2, .mp4), QuickTime Movie (.qt, .mov), Real Audio/Video (.ra, .ram), Wave Form Audio (.wav), Windows Media Audio and Video (.mwa, .wmv)
 5. Internet: HTML (.html), MIME (.mim, .mime), XML (.xml)
 6. Compression: Stuffit (.sit) and ZIP (.zip)
 - a. Useful for transferring large files, including folders (InDesign packages!)
 - b. Mac OS X Zip compression
 - Right-click/control-click on the file/folder at the desktop
 - Choose the **Compress** menu command
 - Double-click on a compressed zip file to expand
 - c. Windows XP Zip compression
 - To create a compressed folder:
Right-click on the desktop to create an empty zipped folder
Choose **Send To..Compressed (zipped) Folder** menu to compress an existing file or folder
 - Any additional file or folder that is copied to the compressed folder gets compressed
 - Many PC programs can open compressed files in the zipped file
 - To de-compress, drag the assets (files) out of the zipped folder (makes a copy) or double-click/right-click to **Extract All**

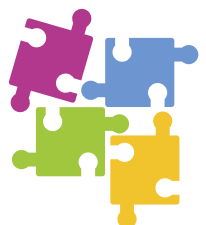
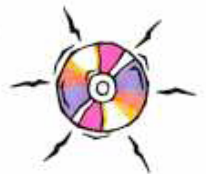


B. Be careful of filename "issues" between platforms!

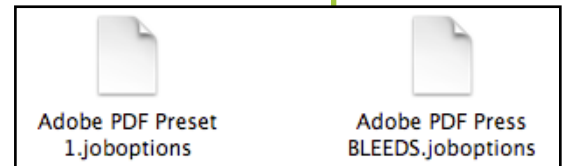
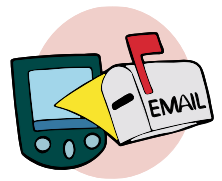
1. Macintosh filenames
 - a. Up to 255 characters with no colon (:)
 - b. Case does not matter LAB 1 = Lab 1 = lab 1
 - c. Filename extensions are not typically displayed on the Mac, but they're there!
 - Documents automatically remember their creator (stored internally in the file — metadata?)
 - To see the filename extensions (like PC) in OS X 10.4, choose the **Finder..Preferences..Advanced** menu at the desktop
 - In OS X, the file extension is automatically added on when transferring to PC
2. PC filenames
 - a. Up to 250 characters
 - b. Creator of the file (i.e. InDesign) is declared with a file extension (.indd)
 - c. File extensions can be displayed/hidden using the Control Panel ->Folder Options ->View settings (Hide extensions for known file types)



- d. Can't use colons :, periods . , asterisks * , double quotes " , less than < , greater than > , question mark ? , slashes / , and backslash \
3. Opening "issues" — for cross-platform files that don't seem to open
 - a. If a Mac file appears on the PC desktop with a generic icon and you know the filetype, change its name to include the missing extension (Lab3 → Lab3.indd) — Safari is notorious for losing creator information when right-clicking to download a file and add ".txt" (Lab3.indd.txt → Lab3.indd)
 - b. If there are any problems, don't try double-clicking the document at the desktop (shortcut to start the application and open the file) — instead start the program and then **File..Open** the document
 - c. The **File..Open** menu of InDesign will have special Enable (Mac) or File of Type (PC) options to open **all** documents which helps with missing extensions
- C. Font issues — solutions to the missing font problem
1. Situation: you open a document from a different computer and get a message about missing fonts (doesn't have to be a cross-platform issue)
 2. Best to install the font before InDesign is launched
 3. Locate the missing font and install it on your computer
 - a. Mac: double-click on the font icon at the desktop to start the Font Book program or drag the missing fonts to the \User\Library\Fonts folder (one of several locations where fonts can be installed)
 - b. PC: use the **Control Panel** in Classic View and drag the missing fonts to the Fonts folder (the new Windows 7 OS has a right-click feature to install fonts)
 - c. InDesign note: the default [Basic Paragraph] font for Windows is Times-Roman (OTF) but the default font for the Macintosh is Times (TT)
 - d. What fonts go cross-platform?
 - OpenType fonts (OTF)
 - TrueType PC fonts can be installed on a Macintosh (but not the other way around)
 - PostScript fonts are recognized as long as they are installed on both Mac and PC (requires a separate purchase — the install of CS installed the same set of fonts cross-platform)
 - Adobe is endorsing OpenType technology and no longer makes new PostScript fonts
 4. Convert fonts in the source document (document that goes cross-platform) to an uneditable state (vector path or rasterized state) — obviously not a viable option for a document with a lot of body text
 - a. InDesign and Illustrator: select text frames and choose the **Type..Create Outlines** menu
 - b. Illustrator: option to embed font for other applications when saving as native .ai or EPS
 - c. Photoshop: Select a type layer and right-click to select the **Rasterize..Type** menu (filter effects and painting tools require that the type be rasterized)
- D. Common media for transferring files
1. Macintosh computers can read PC-formatted media
 2. Most media is formatted for PC (Mac users should **not** reformat media exclusively for the Mac with the Disk Utility program if you want to use media cross-platform)



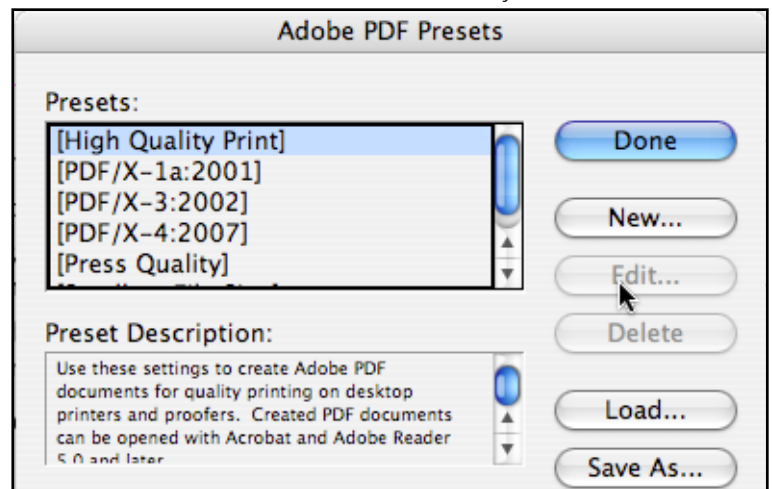
3. A PC may show invisible Mac files
 - a. Ex: the directory will list both .Lab1 (hidden Mac file) and Lab 1 (real file)
 - b. Leave those files alone (they start with a period)
 - c. To turn off the display of hidden files, choose Folder Options in the Control panel
4. CD (can't re-use/burn new files to the same CD on both Mac and PC)
5. Flash drives, zip disks, floppy disks (typically not available on newer computers)
6. Shared file server (Acrobat.com) or a free account on yousendit.com
7. Email attachments (does not require special media)
 - a. Some email programs do automatic compression of files
 - b. Some email servers will not accept files over a certain filesize (1MB) — 200K is by netiquette standards the maximum size to send unless you know the receiver's system



II. Transferring InDesign document/packages

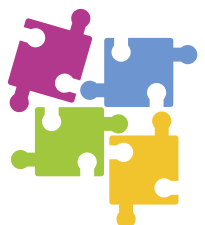
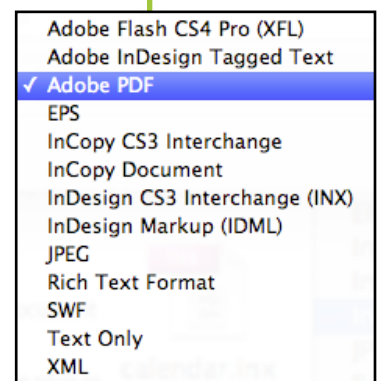
- A. What transfers inside the InDesign doc?
 1. Color, tint and gradient swatches (and imported .ase files)
 2. Character, paragraph, table, and object styles (make sure that you have the same fonts installed cross platform)
 3. Stroke styles, print presets, document presets, Adobe PDF export presets, and transparency flattener presets
- B. Other files: snippets (Bridge), .ase files, InDesign libraries, .inx legacy files and templates (.indt template legacy files must be converted to .inx)
- C. What doesn't transfer

The print shop emailed me the PDF presets to be used in InDesign to create a PDF to his specifications. I chose the File..Adobe PDF Presets..Define menu and loaded in the presets — I didn't have to do anything else to create the correct PDF for a job!



1. InDesign Defaults file (but local document preferences are maintained)
2. Plug-ins (but usually the same plug-in can be purchased and installed on both Mac and PC)
3. Shortcut sets

From InDesign's File..Export using the Type tool



III. Migrating from legacy documents and other programs

- A. InDesign CS4 will **File..Open** documents from older versions (CS3 and who knows how far back?)
- B. If you need to send an InDesign C43 document backwards to a previous version:
 - 1. Choose the **File..Export** menu and choose the format of InDesign Interchange (shown to right)
 - 2. This creates an .inx file which can be opened by CS3 (CS3 will need to be updated to the newest version which includes support for .inx files)
 - 3. A CS3 file can be sent backwards to CS2 using the same menu command
- C. Converting PageMaker and Quark documents
 - 1. **File..Open** converts these files, but watch the version supported
 - 2. Quark: must export a current document down to an older version
 - a. Version .3 and 4.1 are supported
 - b. There is a 3rd party program to convert current Quark documents to InDesign (Q2ID)
 - 3. PageMaker: version 6.0 and later convert (last version was 7)
 - 4. InDesign Help has extensive information on conversion issues (what works, what doesn't work)
- D. Converting Microsoft Publisher documents
 - 1. There is a PageMaker utility to convert Publisher documents into PageMaker
 - 2. From PageMaker, the document can be converted into InDesign

Working with documents / Converting QuarkXPress and PageMaker documents

Open QuarkXPress files in InDesign

Contents [Hide]

- Open a QuarkXPress document or template
- Save a QuarkXPress template as an InDesign template
- What gets converted from QuarkXPress

InDesign can convert document and template files from QuarkXPress 3.3 or 4.1x. InDesign can also convert single-language files first. (To convert documents created with QuarkXPress 5.0 or later, reopen the document in QuarkXPress first.)

For more information, see the QuarkXPress Conversion Guide (PDF) at www.adobe.com/go/learn_quarkconv

Open a QuarkXPress document or template

- 1. Make sure that the original application file is closed.
- 2. To ensure that all links are maintained, copy all linked files to the same QuarkXPress document folder.
- 3. In InDesign, choose File > Open.

