

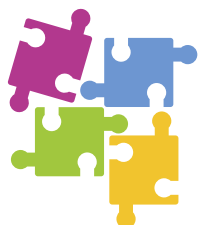
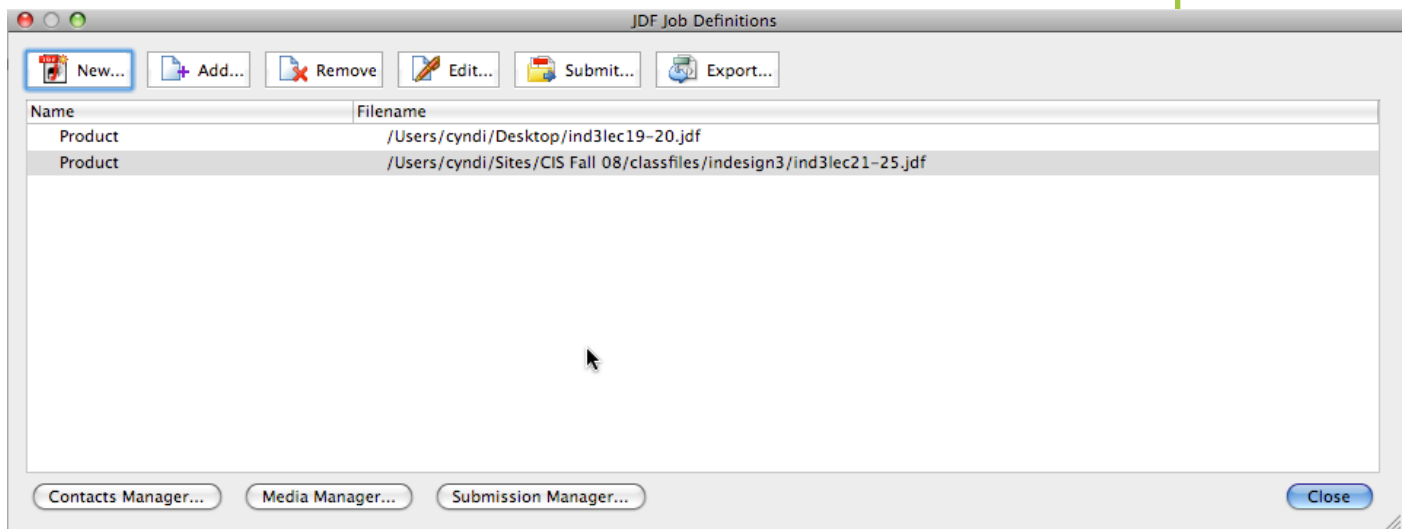
I. JDF for the professional print workflow

A. What is it?

1. Job Definition Format: a printing industry standard
2. Captures the printing information (from **File..Print**) as metadata to a PDF so that the job flows quickly to create output
3. Useful for repetitive jobs (newsletter that prints out monthly with the same specs, such as number of copies, paper, ink and binding info plus thousands of other options)
4. Requires an up-to-date printshop

B. To create a JDF from InDesign

1. Create a PDF from InDesign (**File..Adobe PDF Presets** menu)
2. Choose the **Advanced** option and check the box to Create JDF File Using Acrobat
3. Once in Acrobat, the JDF Job Definitions dialog box starts up



Working with Microsoft Office documents

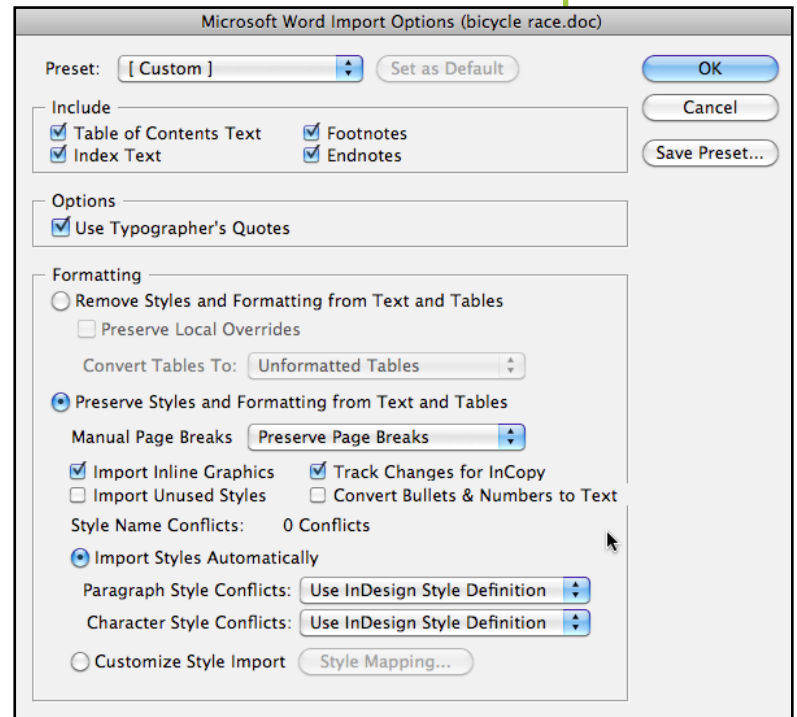
I. Microsoft Word

A. What works: styles

1. Standard features: character formatting, paragraph formatting, tables
2. Import options
 - a. Footnotes/Endnotes*
 - b. Tables
 - c. Manual page breaks
 - d. Inline graphics
 - e. Unused styles
 - f. Convert bullets & numbers to text
 - g. Track changes (to InCopy)
 - h. Style name conflicts

B. What doesn't work

1. Be careful of graphics that were imported into the Word document — inline graphics from Microsoft Word have "issues" at print shops (loss of resolution)
2. A table of contents generated in Word and placed into InDesign imports as text and is no longer dynamic (ex: a change in the text will not regenerate the TOC)



Xerum, od utatem quam qui cuptatu
riberia quo beaquibusdam nim que ex-
plandae sed quis doluptat laut volorepe
vid quia volorunt. Ereprovi derchil mag-
nis volest, solupidem neceritio et ate nos
quatur recum rehentur²¹
Rum eum eaquo blam quatem aut
aut accae moditibus, nobiti corrum
es etusda denias minctas simporr
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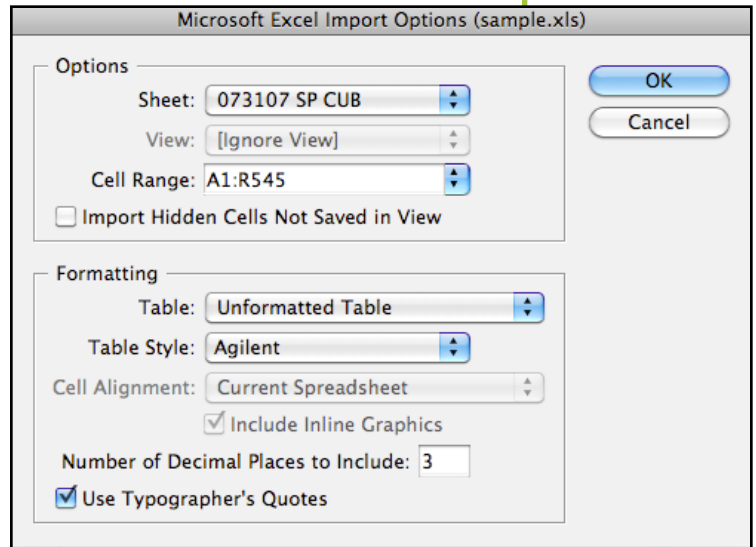
¹ From Stepping Out With InDesign

Footnotes are both supported from Microsoft Word and can be created/managed in InDesign. Choose the **Type..Insert Footnote** menu command at the location where a superscripted footnote reference will be inserted. Enter the footnote text which will be typically located at the bottom of the page. The **Type..Document Footnote Options** customizes the placement, formatting and numbering of footnotes.



II. Microsoft Excel

- A. Converts to an InDesign table
- B. Import options:
 - 1. Range of cells
 - 2. Cell alignment
 - 3. Decimal places
 - 4. Cell alignment
- C. What doesn't work:
 - 1. Charts (export as a PDF) — did you know that Illustrator creates charts?
 - 2. Inline graphics

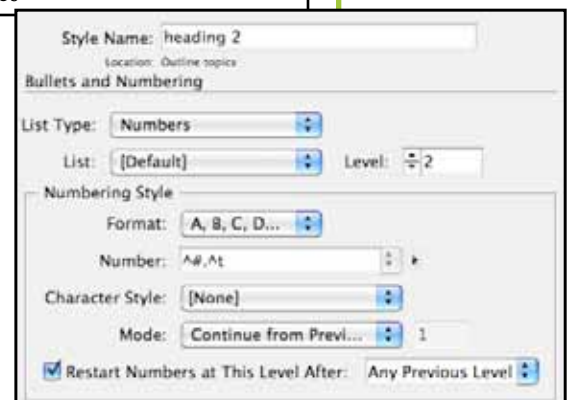


III. Other heading 1

- A. PowerPoint documents: not supported (export as a PDF or series of graphics to be able to bring into InDesign) heading 2
- B. InDesign's preferences for File Handling will create a linking environment
 - 1. Default is to embed the text or spreadsheet into the document heading 3
 - 2. If you need to send any text back to Word, put your insertion point in the text story and do the **File..Export** menu command (Rich Text, Text Only)
- C. Managing numbered lists in InDesign's **Type..Bulleted & Numbered List** menu
 - 1. Default is continued numbering, even if there is a "break"
Ex: create all the text and then turn off numbering for the "break" paragraph

1. Pickles	1. Pickles
2. Oranges	2. Oranges
3. You can adjust your marketing habits today by visiting www.shopnow.com	You can adjust your marketing habits today by visiting www.shopnow.com
4. Chocolate	3. Chocolate
5. Fruit Loops	4. Fruit Loops

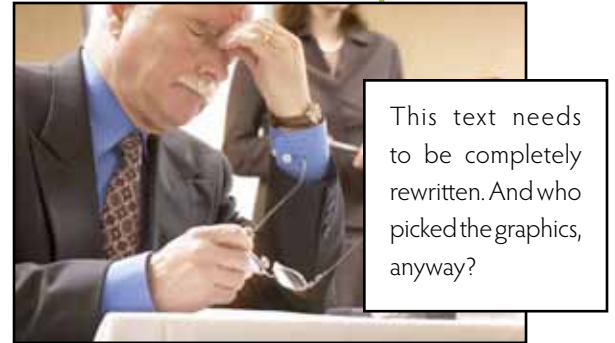
- 2. Multiple levels
 - a. Example: these lecture notes (see heading style names above listed in blue)
 - b. Create a style for each level and set the Restart Levels option (switching from one level to the next restarts the set at "1")
- 3. Lists — complex workflows of numbered items
 - a. Span across multiple unthreaded text frames or multiple documents in a book
 - b. For figure number and table numbering



Notes — an InDesign only review

I. Objective

- A. To send information back and forth in a review cycle that critiques an InDesign project, collecting comments and eventually making changes to the InDesign document (source file)
- B. Methods:
 1. To create a live review cycle from [acrobat.com](#)
 2. To create an email-based review cycle in [Acrobat](#) using a PDF of your InDesign document
 3. Notes: create internal notes as you work [within InDesign and InCopy](#)



II. Notes

- A. Typically used with multiple users reviewing text content in InDesign only or both InDesign and InCopy
 1. The notes are for InDesign and InCopy, and do not transfer into PDF comments
 2. The notes show a marker in Normal view and full display in the Story Editor — they do not create any output
- B. To create notes using InDesign
 1. Define the reviewer using the **File..User** menu (ex: Cyndi)
 2. Choose the Type tool and put the insertion point where a comment is to be located
 3. Choose the **Type..Notes..Mode** to bring up the Notes panel
 4. Select features on the Notes panel to create a new note or review the list of previous notes
 5. Notes are also displayed in the Story Editor

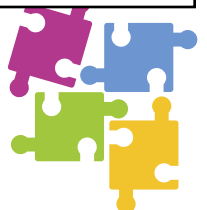
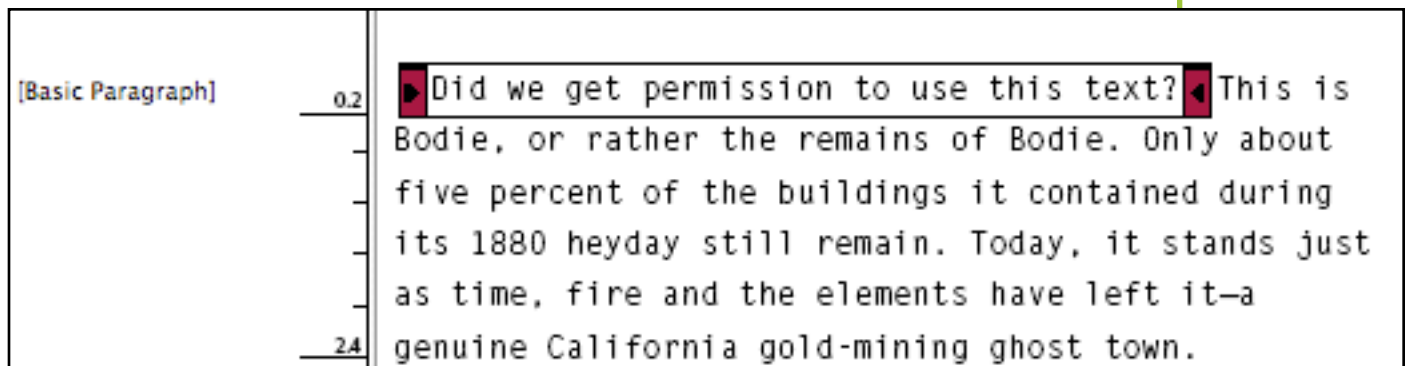
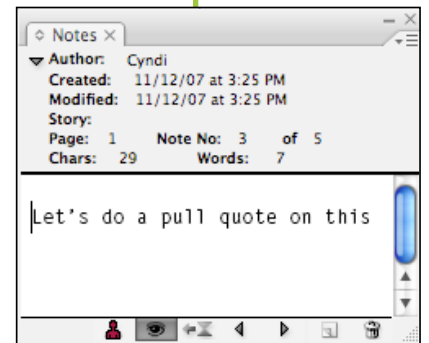
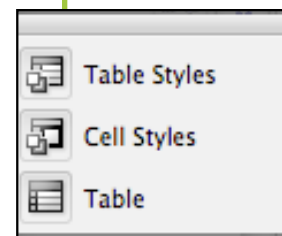


Table styles

I. Introduction

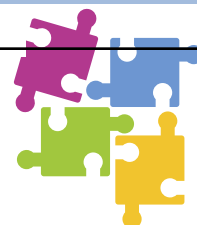
- A. Two types of styles: table and cell
 1. Table style: formatting applied to the **entire table**, such as table borders, space before/after, and alternating fills (features in the **Table..Table Options** menu)
 2. Cell style: formatting applied to **one or more cells**, such as fill color, text inset (features found in the **Table..Cell Options** menu) **and** can also include a paragraph style that is applied to the text in a cell
 3. Similar to the relationship of paragraph and character styles
 - a. [Basic Table]: basic formatting applied to default new tables when table is created [Basic Paragraph] is a format applied to new unstyled paragraphs of text
 - b. [None]: removes cell styles applied to cells
[None]: removes character formatting from selected text
- B. Cell styles can be automatically applied to defined regions of a table
 1. Header and footer rows (defined in **Table** menu)
 2. Body rows
 3. Leftmost and rightmost column (often where row labels and totals are located)
 4. There are formatting precedences when styles conflict:
 - a. Header/Footer
 - b. Left column/right column
 - c. Body rows



Creating a style override(+)always takes precedence

Computer Studies	The Computer Studies department serves students seeking careers and personal enrichment in computer skills. There are 6 areas of curriculum: computer basics, computer science, information technology, web, applications and graphics.	Ellindale Wells ewells@santarosa.edu
Graphics	The Computer Studies department is an Adobe Certified Training Provider. Instructors teaching Illustrator, InDesign and Photoshop have passed the rigorous ACE industry exam.	creese@santarosa.edu Cyndi Reese
Computer Science	This area of curriculum serves the transfer student intending on a career in computer science and/or programming.	dharden@santarosa.edu Dave Harden

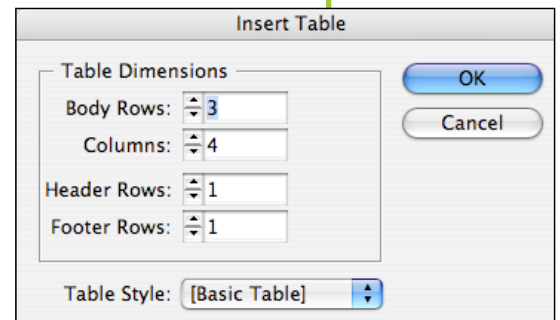
For more information, contact the Computer & Info Sciences department at (707)527-4293



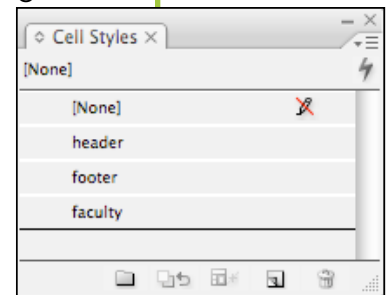
II. Creating a table style

A. Create a sample table

- When you create the table:
 - Declare header/footer rows
 - Select the table style applied to it:
[Basic Table] (default) existing style create new style
 - If creating a new table style on the fly, format it with the overall table formatting
- If creating a table style after the table has been created:
 - With an insertion point in a table cell, open the Table Styles panel (Window.Type & Tables..Table Styles)
 - Click on the New button at the bottom of the panel
 - Create the table style name and declare the overall format

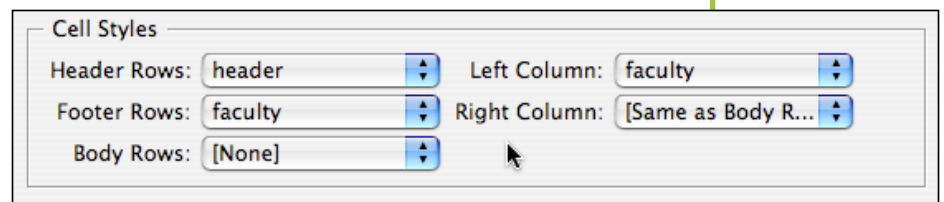


- ### B. Identify the regions
- where you'd like to apply cell styles (i.e. header, footer, body, left/right column)
- ### C. Create paragraph styles
- that will be used in different regions by formatting the text in a sample cell (i.e. create a paragraph style of bold white text that will be applied in all the header cells)



- ### D. Create cell styles
- that will be applied to the table regions and coordinate with paragraph styles if desired (i.e. a header cell style with black fill and the header paragraph style)

- Select a sample table cell
(shortcut: with insertion point in cell, cmd/ctrl + /)
- Click on the New button at the bottom of the Cell Styles panel
- Create the cell style and if desired, choose a paragraph style that will be applied to the entire cell contents



E. Edit the table style

- Double-click on the style name in the Tables Styles panel
- Specify the regions where cell styles will be applied

F. Other table features

- Table styles can be applied to different tables within a single document, or shared between documents using the **Load Table Styles** menu from the Table fly-out menu
- You create table overrides (and clear them) the same way that you work with character/paragraph text styles

