

schedule

MENU

WEEK OF MAR 7

MON MAR 7

- Review 1.1-1.4 (via PDF Evaluation tool)
- Begin Project 4
- **WORKSHOP 3: Design Systems**
 - Work completed in class, however, complete/refine Exercise 7 outside of class time

TUE MAR 8

- Review work from Workshop 3
- **WORKSHOP 2: Page Layout 101**
 - Work completed in class, however, complete/refine Exercise 2 outside of class time

WEEK OF MAR 14

MON MAR 14

- Review work from Workshop 2
- **WORKSHOP 3: InDesign**
 - Work completed in class, however, complete/refine file outside of class time

TUE MAR 15

- Review work from Workshop 3
- **WORKSHOP 4: Cover Design**

WEEK OF MAR 21

Spring break

WEEK OF MAR 28

MON MAR 28

- Review work from Workshop 3: Critique continued

TUE MAR 29

- Critique continued
- Review how to prepare final files
- Begin Project 4

14

Review Exercise 2: Glossary Design System

PROJECT 4 - WORKSHOP 3

IN DESIGN

Then students will work with a pre-made template for project completion. Locate and unzip this **GlossaryTemplate_Proj4_SPG22 Folder.ZIP** file in your Project 4 folder's FROM PROF NIKKI. Double-click to find all files. *Warning: it's a very large file (about 50 MB).*

DOWNLOAD THE ZIP FILE.

Then students will work with a pre-made template for project completion. Locate and unzip this **GlossaryTemplate_Proj4_SPG22 Folder.ZIP** file in your Project 4 folder's FROM PROF NIKKI. Double-click to find all files. *Warning: it's a very large file (about 50 MB).*

DOWNLOAD THE ZIP FILE.

Then students will work with a pre-made template. Locate and unzip this **GlossaryTemplate_Proj4_FALL21 Folder.ZIP** file in your Project 4 folder's FROM PROF NIKKI. Double-click to find all files. *Warning: it's a very large file (about 50 MB).*

Open the InDesign file and **File : Save As YOUR LAST NAME_Proj4_SPG22.INDD**.

- Loading the Arial Narrow typefaces isn't required because you'll be changing typefaces anyway.
- You will need to **reconnect the images** that are already finished for you. (**Window : Links**) This will be explained in class, though students do have experience with this already. In the steps below, it is explained how you will place the rest of the images.
- The first page has an image box on it. This will be used in Workshop 4. Leave blank for now.
- As you work on this file, **remember to save early, save often**. Also remember to keep track of your fonts and images. *I suggest File : Package and replace older folders each time you work on this, though this isn't required.*

PROJECT 4

- Choose Design System
- Place Correct Images
- Check the Flow of Text

FIND YOUR BEST TYPEFACE PAIRING

Taking inspiration from your **EX2_Proj4** to find your Design System, you will next work on how to quickly apply styles to all text.

Open **Window : Styles : Character Styles**. Adjust these styles. Explore all of the following (see next page), though you do not need to adjust all of them in your final Style.

TIP: As long as **Preview** is checked in the bottom left corner, clicking **Tab** will show your choices while you still have the dialog box open.

Basic Character Formats:

- Font Family
- Font Style
- Size
- Leading
- Kerning
- Tracking
- Case (All Caps would be the one you would use. Small Caps is never as great as you think.)
- Stay away from Underline

Character Color:

- Mess around with both color and value.

Stay away from any of the other categories for final styles, though you are welcome to explore them on your own.

FI: The **Typeface** listed is what was used to create the placed image. For example, the A in the placed Apex image uses Eurostile Regular. It was then outlined in Illustrator, so your InDesign file doesn't need the font.

Page Number will affect the automated page number on the bottom of each page.

Spend a lot of time on this. Really experiment and play around, but **be sure** your final choices are legible and encourage the reader to engage with the text.

DUE > WHAT • WHEN • WHERE
 During this workshop, multiple steps will require uploads to Slack in class on Mon, Mar 14

Remember the following:

- If just a PDF (print or interactive) is needed from an InDesign file, go **File > Export**. Choose which kind of PDF you want.
- If you want to package an entire file, go **File > Package**. Choose what you would like packaged. The image below shows the usual required elements for a well-made document. Packaging will also create a PDF (print).
- (FYI: An interactive PDF can only be created by File > Export, but this file is not interactive.)


If student does not complete the required minimum in the time allotted or would like to improve, s/he/h/they may upload a version to the correct location. **The final versions must be uploaded to Slack before 10:00 PM on Wed, Mar 15.**

PRELIMINARY EVIDENCE DUE IN SLACK
 From InDesign, File > Export to a PDF. Place this **YOUR LAST NAME_Proj1_SP22** PDF in thread asking for **these** on #2303_project4 channel in class when requested as part of workshop.

Prof. Arnell 11:01 AM
WORKSHOP 3 Upload PDF of work so far to thread when directed in class on Mon Mar 14.

- Make sure the file is PDF and named correctly.
- File name: file to include or refer to (what another or some thread is done after the file).
- Don't forget to complete all steps to which it due, which includes uploading work to Slack.

FINAL FILE DUE IN GOOGLE
 When finished, be sure your InDesign file is named correctly (see above). Then File > File > Save InDesign File as follows below. **Name entire FOLDER** in your Google Shared folder for this class in sub folder **PROJECT 4**. Do not rename anything.



WORK UNTIL 10:00

THEN MORE INDESIGN INFO

MENU

workshop 3

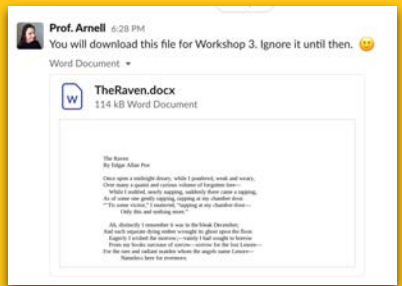
INDESIGN WORKSHOP

This part of the project allows students to see the power of InDesign if one builds a document correctly. In class workshop, students will see how to create a basic Master Page with automatic page numbering and how to flow text.

MASTER PAGES

- Master Page vs. Page (review)
- Threading Text
- Master Page to Page (Override All Master Page Items)
- Automated Page Numbers

Download **The Raven.docx** from Slack #2303_project4 to your Desktop.

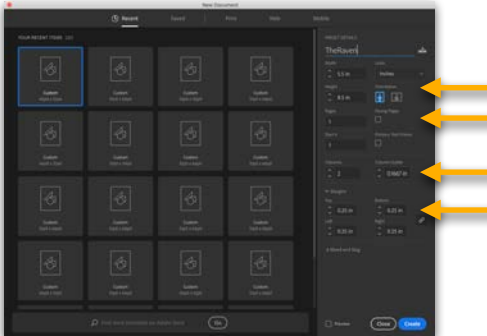


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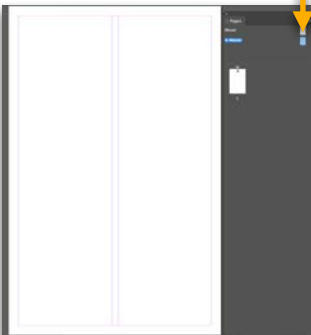
CREATE A NEW DOCUMENT

File : New in InDesign. Do as follows:



CREATE A NEW DOCUMENT

- File : New in InDesign. It'll look like this.
- Window : Pages
- Double Click on **A-Master**.
MASTER PAGE - NOT PAGE



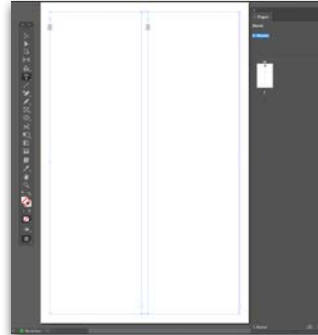
MASTER PAGES

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- Automated Page Numbers

The following shows how to thread on a Master; however, the concept/process of threading text also works on Pages that don't relate to any Master.

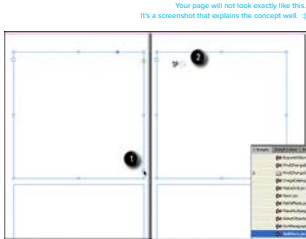
CREATE A NEW DOCUMENT

- File : New in InDesign. It'll look like this.
- Window : Pages
- Double Click on **A-Master**.
MASTER PAGE - NOT PAGE
- With **Type** tool, draw text boxes on each column.



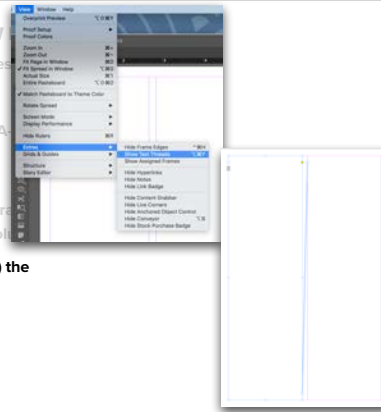
CREATE A NEW DOCUMENT

- File : New in InDesign. It'll look like this.
- Window : Pages
- Double Click on A-Master.
MASTER PAGE - NOT PAGE
- With Type tool, draw text boxes on each column.
- Now link (thread) the 2 text frames.



CREATE A NEW

- File : New in InDes
- Window : Pages
- Double Click on A-Master
MASTER PAGE - NOT PAGE
- With Type tool, draw text boxes on each col
- Now link (thread) the 2 text frames.
To check >>



CREATE A NEW DOCUMENT

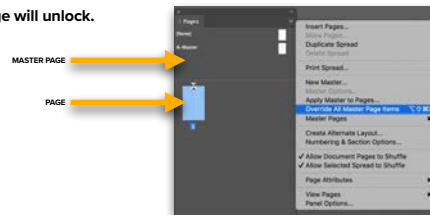
- File : New in InDesign. It'll look like this.
- Window : Pages
- Double Click on A-Master.
MASTER PAGE - NOT PAGE
- With Type tool, draw text boxes on each column.
- Now link (thread) the 2 text frames.
- ON THE MASTER, also click the bottom right on the last text box.
This (should) cause it to automatically thread to additional new pages when applied to Pages.

MASTER PAGES

- Master Page vs. Page (review)
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- Automated Page Numbers

FLOW TEXT ON PAGES

- Your document pages should default to the A-Master.
(If not, tell Prof Nikki. It's just telling it to apply the Master to the page - really easy.)
- Go to your Page. There should be only one. It is locked.
- In side panel, select **Override All Master Page Items**.
- Your page will unlock.



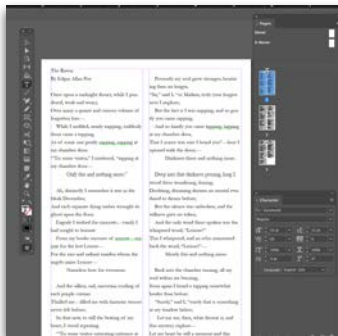
FLOW TEXT ON PAGES

- Your document pages should default to the A-Master.
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- Go to your Page. There should be only one. It is locked.
- In side panel, select **Override All Master Page Items**.
- Your page will unlock.
- Page >> With your first column's text box selected, go **File : Place**.
- Find **The Raven.docx** you downloaded from Slack #2303_project4.
- Select itand **VOILA! The text will flow!**



FLOW TEXT ON PAGES

- Change the typeface or reformat it if you want, like the image shown. >



MASTER PAGES

- Master Page vs. Page (review)
- Threading Text
- Master Page to Page (Override All Master Page Items)
- Automated Page Numbers

AUTOMATED PAGE NUMBERS

- Go back to your A-Master (MASTER PAGE). Double-click it.
- Using your Text tool, draw 1 small box on the page somewhere that doesn't overlap the other text boxes.
- Then with it selected, do as shown here.

