

# design tech planner

[OBJECTIVES](#)

[SET-UP](#)

[PARENT PAGES](#)

[PAGES+](#)

[FINAL FILE](#)

[PRINTING + BINDING](#)

[BEHANCE](#)

[RUBRIC](#)

[GOOGLE CALENDAR](#)

# objectives

This project aims to engage students in the design process of creating a personalized planner using Adobe InDesign. Through this project, students will gain practical experience in layout design, typography, and visual aesthetics while also considering a planner’s usability and functionality aspects. The project will encourage students to demonstrate creativity, problem-solving skills, and attention to detail.

## Project Goals and Skills:

- Familiarize students with Adobe InDesign and its various tools and functionalities.
- Introduce printing on campus.
- Introduce coil binding techniques.
- Reinforce time management and craft.








## Deliverables:


- Printed and bound planner

## Parameters:

- The student must produce all components of this project. Downloading templates or any other action resulting in the student turning in work created by someone else is an act of plagiarism and will result in failing the class.
- See rubric for specific grade considerations.

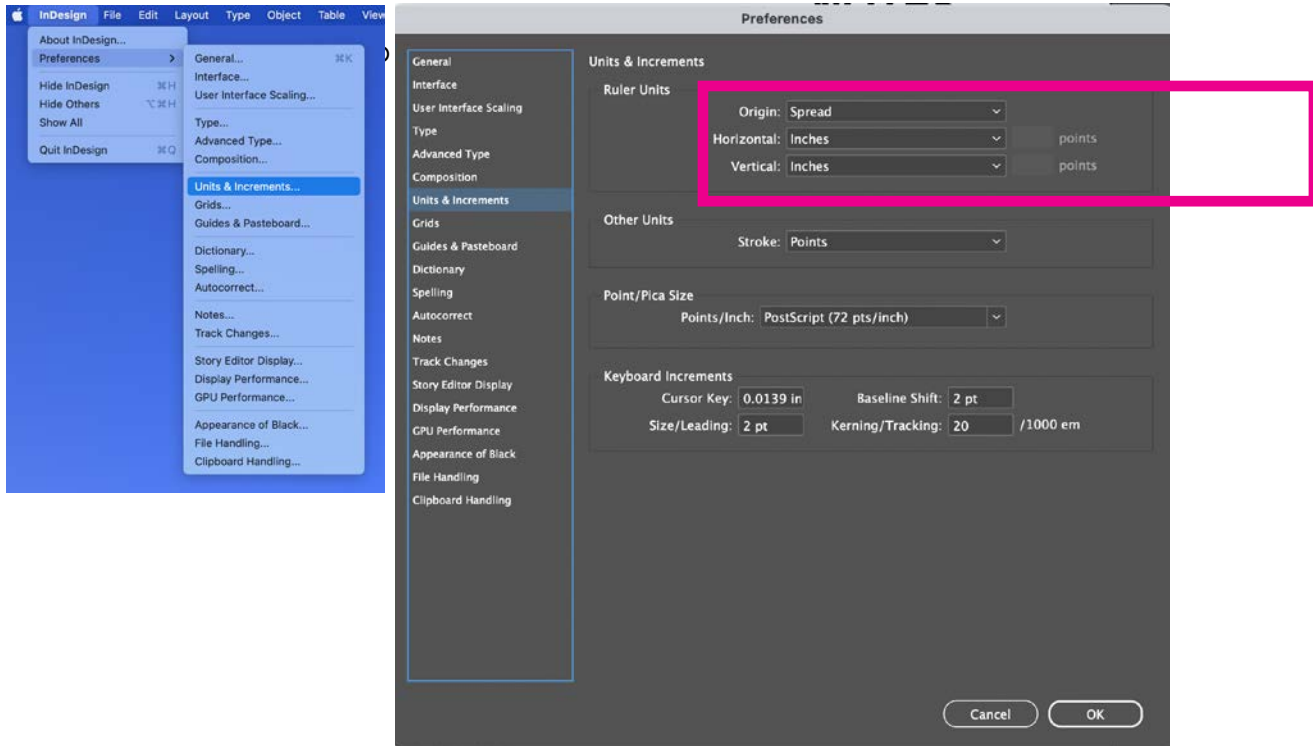
## Canvas Module Steps:

 <a href="#">1A: File Set-Up</a> Jan 21   0 pts
 <a href="#">1B: Calendar Final Parent Page Screenshot(s)</a>
 <a href="#">1C: Weekly Planner Final Parent Page Screenshot(s)</a>
 <a href="#">1D: Calendar Pages PDF</a> Jan 28   0 pts
 <a href="#">1E: + Weekly Planner Pages PDF</a> Jan 28   0 pts
 <a href="#">1F: Cover(s)</a>
 <a href="#">1G: = Final Packaged File</a> Jan 28   0 pts
 <a href="#">1H: Photos of Printed, Bound Work</a>
 <a href="#">PROJ 1 Behance URL</a>

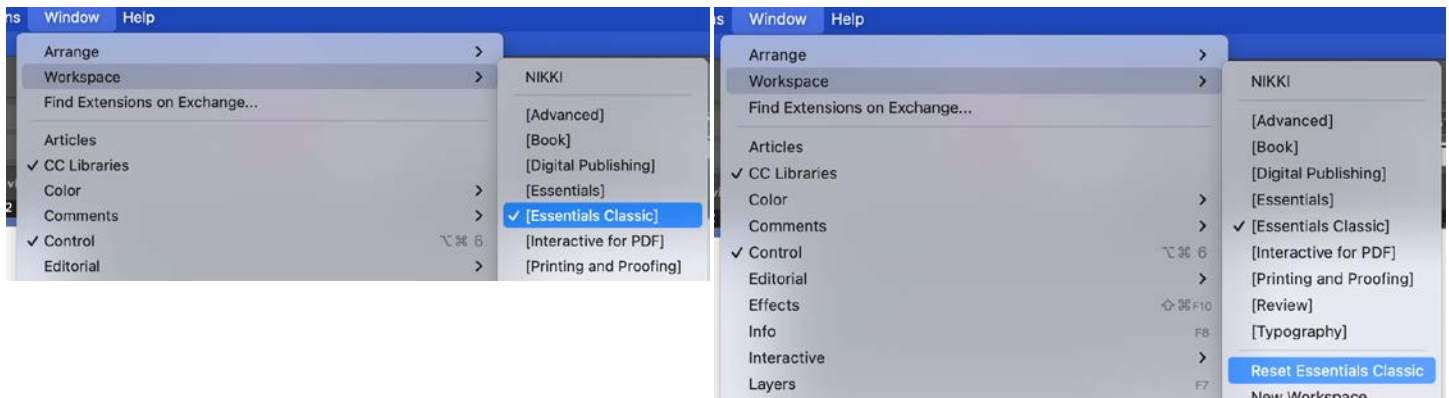
- » Ignore Canvas math. **Everything is worth something** to the final grade even if Canvas states 0 pts.
- » Be sure to **check all due dates on project sheet** because Canvas does not put Discussion posts  in calendar.
- » There is nothing to upload in **1A**, but Complete/Incomplete will be assigned in class.
- » There is nothing to upload in **PROJECT 1 Final Grade** (not shown in image here). Your final project grade will be posted here when finished along with a final gradesheet (see syllabus) PDF that you should download for your files.

# set-up

- Be sure you have InDesign app from Creative Cloud on the computer you are using. Open the application.
- Set up preferences next to use inches. InDesign (in the top left by the Apple icon) > Preferences > Units & Increments



- Also, set up your workspace for a cleaner environment and so everyone can follow along together easily. Go **Window : Workspace : [Essentials Classic]**.
  - » If there are still many palette boxes open (or just do it anyway), go Window : Workspace : [Reset Essentials Classic].



- Locate the file **1413\_Proj1-PARENTS.indd** from Canvas module Download it to your Desktop for easy access.



**1A: File Set-Up**  
Jan 16 | 0 pts

- Double-click the icon to open it if necessary. INDD is the native InDesign file type, so it will open the app. Notify Prof. Nikki if either of the following occurs next:
  - The computer you gives you an InDesign version/legacy warning.
  - InDesign warns of missing font(s).
- **File : Save As**  
**YOUR LAST NAME\_Proj1.indd.**
  - » Remove -PARENTS
  - » .INDD is the file type, so do not type it.
- From here, reference all slides on Canvas for directions.  
Remember to **save early, save often!**

## **DUE > WHAT • WHEN • WHERE**

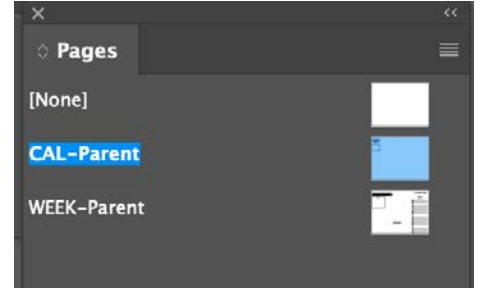
Professor will come around in class on **Jan 21** to see the work is completed as asked.  
The Canvas 1A section will then receive a Complete or Incomplete.

# parent pages

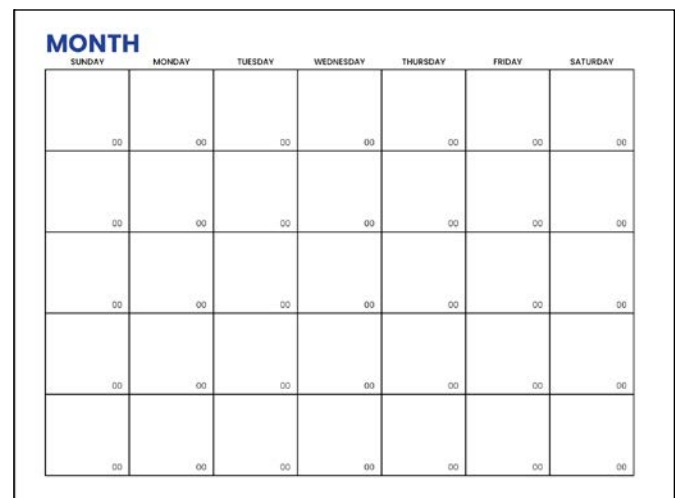
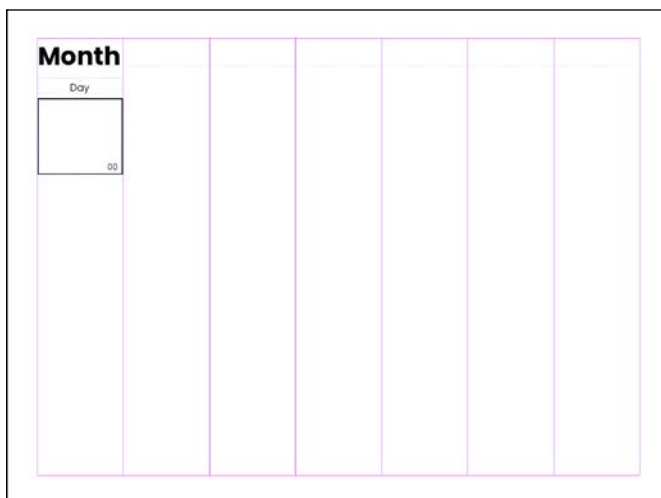
Students will be directed in class and have **slides accessible on Canvas** for reference to build the following. Pay attention to details!

## CALENDAR PARENT PAGES

Students will first adjust the existing **CAL-Parent Parent**:



1. **Do not work in Pages.** Make sure you are working in the correct Parent.
2. **Object : Transform : Move** to create the calendar's structure will be quickly and easily. Do not adjust box sizes and be sure to use the exact numbers provided!
3. **Window : Styles : Paragraph Styles** will be used to explore fonts and treatment of type to create a design system.
  - » The supplied file has all text assigned, so students will adjust **only via the Style panel**. **DO NOT use the Character palette this time!**
  - » Students may explore pre-made Style Packs from InDesign, but first show professor. Not all of them are fitting for a calendar.
4. **Window : Styles : Object Styles** can be used for the automation or students may adjust manually.
5. **Optional: Students can do more if they wish for design; however, do not add color to the entire page because laser printers require margins. In other words, nothing will print on the edges so there will just be an uneven bunch of white. Yuck!**



After in-class work, documentation of final design system (Styles) is required in a Canvas discussions. You might change your Styles after this, but it is unlikely. Either way, it is part of your progress and the uploaded screenshots will be easily reused in your final Behance post.

**FILE: SAVE your InDesign file.**

\*All work will likely be completed in class. However, If you are working on multiple computers (like lab in class and laptop at home), be sure to ask Prof. Nikki for guidance on packaging the file now.

**DUE > WHAT • WHEN • WHERE**

**CALENDAR FINAL PARENT PAGE > DISCUSSION**

Probably finish in class on Tues Jan 21, but **DUE** by **11:10am** on **Thurs Jan 23**.

- See directions on Canvas about how to take specific screenshots on a computer screen. (NOT your phone or tablet screen.) Make sure the files are either JPG or PNG or you will not receive credit.

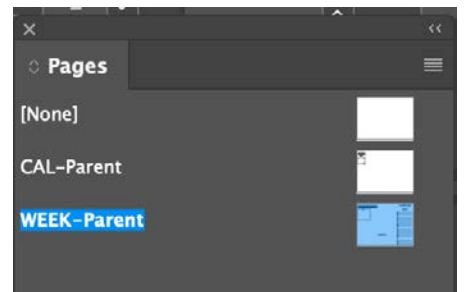
- Upload all images in one post to



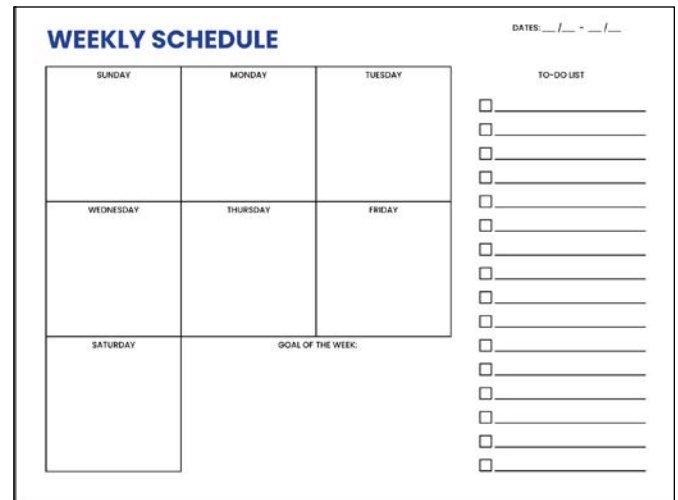
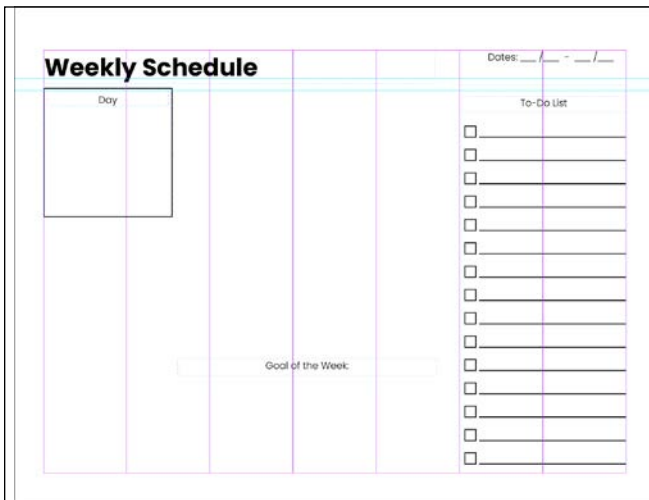
1B: Calendar Final Parent Page Screenshot(s)

**WEEKLY PLANNER PARENT PAGES**

Students will then adjust the existing **WEEK-Parent Parent**:



1. **Do not work in Pages.** Make sure you are working in the correct Parent.
2. **Object : Transform : Move** to create the calendar's structure will be quickly and easily. Do not adjust box sizes and be sure to use the exact numbers provided.
3. Paragraph Styles should already be applied; however, now is the time that you might adjust your styles to fit both calendar and weekly planner.
4. You may also adjust Object Styles. If you adjusted the calendar manually, be sure all elements are consistent on this page too.
5. **Optional: Students can do more if they wish for design; however, do not add color to the entire page because laser printers require margins.**




**FILE: SAVE your InDesign file.**

\*All work will likely be completed in class. However, If you are working on multiple computers (like lab in class and laptop at home), be sure to ask Prof. Nikki for guidance on packaging the file now.

## **DUE > WHAT • WHEN • WHERE**

### **WEEKLY PLANNER FINAL PARENT PAGE > DISCUSSION**

Probably finish in class on Tues Jan 21, but **DUE** by **11:10am** on **Thurs Jan 23**.

- See directions on Canvas about how to take specific screenshots on a computer screen. (NOT your phone or tablet screen.) Make sure the files are either JPG or PNG or you will not receive credit.
- Upload all images in one post to  **1C: Weekly Planner Final Parent Page Screenshot(s)**

Students will be directed in class and have **slides accessible on Canvas** for reference to build the following. Pay attention to details!

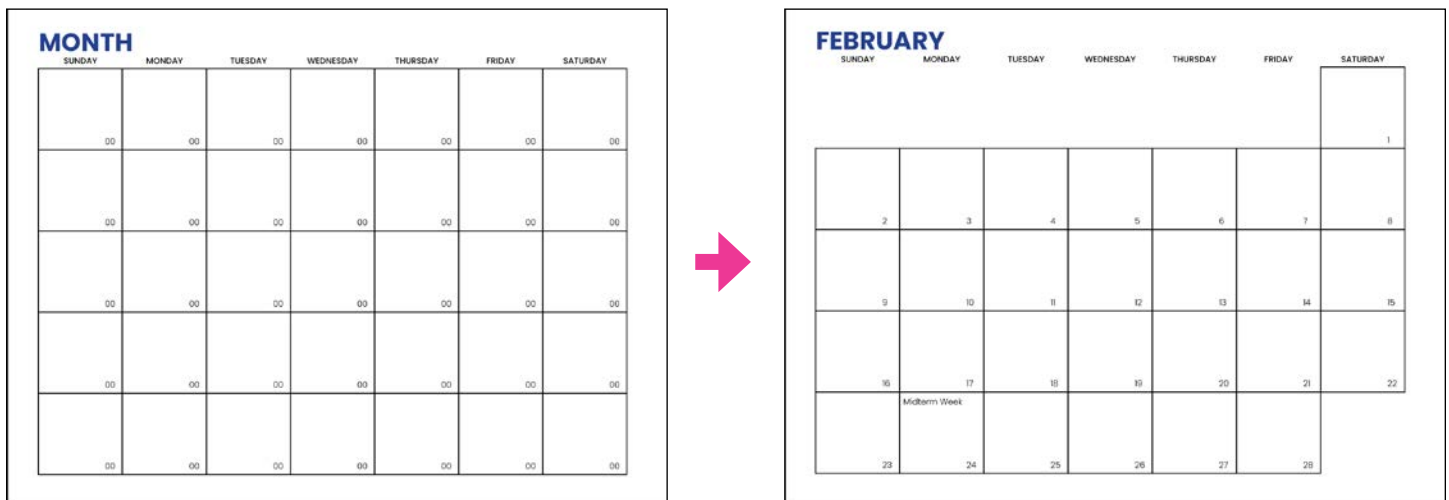
Also, make sure your file is named correctly >> **YOUR LAST NAME\_Proj1.**

## CALENDAR PAGES

1. **Apply CAL-Parent Parent to all of the pages.**

From this point forward, make sure you are working in the **Pages** and **not the Parent**.

- 2. Select all **Pages** and **Override All Parent Page Items** to unlock elements even though you will not be adjusting them.
- 3. Then manually type in the correct Months, Dates, and required information from Academic Calendar. Remove unused date boxes. Reference **1413\_Proj1-FINISHED-SAMPLE.pdf**.
- 4. If you decide to adjust any typography, you must do so via **Paragraph Styles**.



**FILE: SAVE your InDesign file.**

Directions will be provided in class how to File : Export your InDesign to a Print PDF, which is the same thing as "printing" to file instead of paper.



**DUE > WHAT • WHEN • WHERE****CALENDAR FINAL PAGES EXPORTED TO PDF**

Probably finish in class on Thurs Jan 23, but **DUE** by **11:15am** on **Tues Jan 28**.

- See directions on Canvas and upload PDF to

**1D: Calendar Pages PDF**

Jan 28 0 pts

**WEEKLY PLANNER PAGES**

Students will then be guided how to insert the **WEEK-Parent Parent** Pages in the document. The design should be set and no manual adjustment to individual pages is necessary.

After inserting, select all pages and **Override All Parent Page Items** to unlock elements even though you will not be adjusting them.

**FILE: SAVE** your InDesign file. Then export to PDF again.

**DUE > WHAT • WHEN • WHERE****EXPORT REVISED FILE TO PDF**

Probably finish in class on Thurs Jan 23, but **DUE** by **11:15am** on **Tues Jan 28**.

- See directions on Canvas and upload the new PDF that contains all Calendar pages AND the Weekly Planner to

**1E: + Weekly Planner Pages PDF**

Jan 28 0 pts

## COVER

Students will be shown in class how to use a Page that is not assigned an Parent.

They will then use the Text tool  to create text boxes.

Then they will use the **Window : Character** palette to continue their design system used in the calendar per font choices and color(s), but have more fun with size and orientation.



### Required Text:

- **Spring 2025 Planner**  
[or Spring 2025 Design Tech Planner if you will only use it for this class].
- **Student's first and last name**

A **blank page** is also required after this cover because the Minolta prints 2-sided.

### **DUE > WHAT • WHEN • WHERE**

Students will take a focused screenshot (or screenshots) of their final design and upload that (do not attach) into the Canvas Discussion. Follow all directions!

Probably finish in class on Thurs Jan 23, but **DUE** by **11:15am** on **Tues Jan 28**.

- See directions on Canvas and upload the screenshot (PNG or JPG) of only the cover to



# final file

Students will then be guided in the next class how to Preflight and Package an InDesign file. Then students will “zip” the Folder created by InDesign and upload to Canvas as directed.

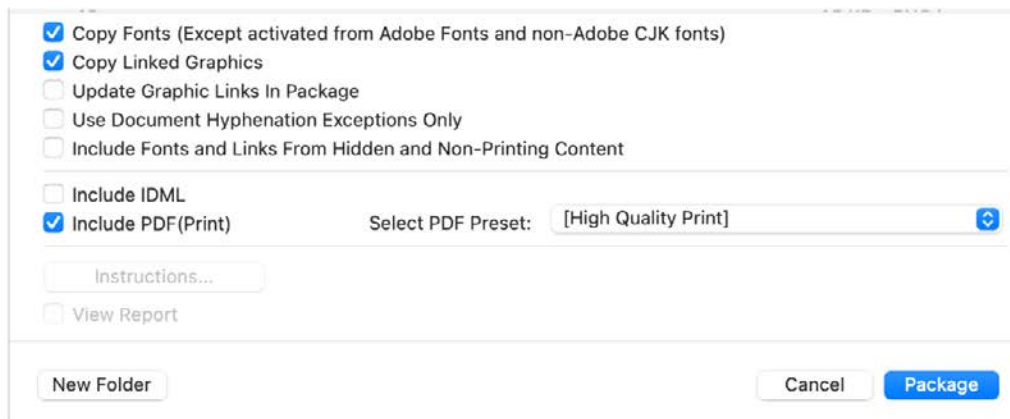
**Make sure your file is saved as the correct name.**

File : Save. Now do not change the name of this or anything InDesign packages.

**File : Package.**

- Check fonts, though Google Fonts are "Protected" and don't download like other files.
- Check links. You shouldn't have any unless you placed images.

Then Package as shown here >>



**Save this to your Desktop** for easy access.

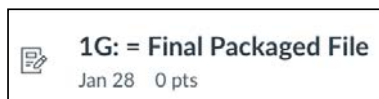
Do not save to Documents on a Mac, nor in the Cloud via Adobe (while using A-State's licensed software).

Find the Folder on your Desktop. [Compress this folder to a Zip file](#) . Upload the Zip file.

## **DUE > WHAT • WHEN • WHERE**

**YOUR LAST NAME\_Proj1** Folder.ZIP **DUE** in class on **Tues Jan 28**.

- See directions on Canvas and upload PDF to



# printing & binding

In class on **Tues Jan 28**, students will be guided on how to **print the PDF** (and why it's a better idea to print the PDF than the InDesign file in this case!).

Though students will likely print to the Minolta in LIB-340, students will also be informed of other locations with a color laser printer (and what that means!)

The PDF will print from either **Preview**  or **Acrobat Pro** .

- All Macs in lab will likely default to its native Preview; however, the powerful Acrobat Pro is part of the Adobe Creative Suite present on all of the computers.

**1. First, print only 2 pages** following specifications below.

Fix any problems before wasting ink and paper.

- Print pages 1-2.
- Print in color.
- Print double-sided
- Print at 100% or "Actual Size"
  - \*If your Heading text to go beyond the 1/2 inch margins on the page, see Prof. Nikki.
- Print Landscape (horizontal) instead of default Portrait (vertical) orientation.
- Print only 1 copy.

**2. Professor will approve the print.**

**3. Only after approved** by professor should student proceed to **print all pages** (or all remaining pages if the first 2 were fine).

After this, students will be guided on how to do a coil/spiral bind using materials in LIB-340. Students will be graded on craft, so bind carefully!

TBD: If materials are unavailable, another method will be presented to students.



After this, take clean, clear pictures of the planner open to a month and to the weekly planner. Upload to Canvas as directed:

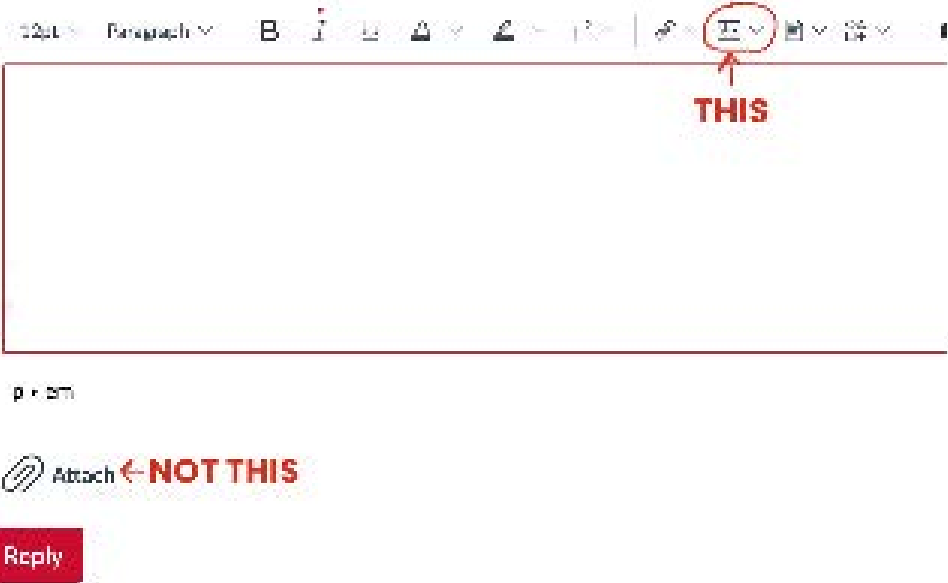
### 1H: Photos of Printed, Bound Work

One post per student.

Each student upload at least the following images. Make sure they are sharp and clear to properly document your work for this project/class and your SFA Review.

- + Cover
- + Inside page: Month
- + Inside page: Week

Only JPG and PNG images allowed. JPEG will not work and student will not receive credit. If you can't see your image uploaded in the stream, check the file type and fix it, please! Also, Upload the Images. Do not Attach.



12pt Paragraph B I [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

THIS

Attach NOT THIS

Reply

## DUE > WHAT • WHEN • WHERE

**DUE** by **11:15am** on **Tues Feb 4**.

- Printed, bound tangible book turned in.  
Professor will provide a Post-It note to attach student's name to work.

**DUE** by **1:50pm** on **Tues Feb 4**.

- Upload all images one post with all images in  **1H: Photos of Printed, Bound Work**

You will likely have plenty of extra time, so get started on your [Behance](#) post!

Save all steps of this project, and be ready to write a brief explanation of your design choices and self-evaluation. Your Behance page will be updated with each project.

» To **EXPLAIN**

**FIRST**, write all of this out in a document that can **check your grammar and spelling** (Word, Pages, Google Docs, etc.). **THEN** copy : paste the text and insert images in one sitting on Behance. This way you avoid the internet suddenly crashing midway and losing information that wasn't yet cached.

» To **SHOW**, take screenshots.

See Canvas **1: Introduction > SLIDES + RESOURCES > Screenshots - How To**.

Remember that you are **telling a story to the public**, not just the professor who knows what you did and why you did it.

- » When creating the post, **you must use visual hierarchy** by making sure sections, like **SUMMARY**, are clearly defined via type weight (and/or other techniques) so the information's "chunks" are clearly defined.
- » Below are specific directions for this project's Behance page. Follow them.  
*Exception: The following explanation lengths are a minimum. You may write more.*

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## SUMMARY

- **EXPLAIN** in a minimum of one paragraph (2-3 sentences):  
Summarize the project and its objectives. Do not copy the project sheet. Instead, explain it like you would explain to a friend.

## GOALS

- **EXPLAIN** in a minimum of one paragraph (2-3 sentences):  
What did you want to learn with this project AFTER you read the preliminary (or full) project sheet. Aside from "my goal was to get an A," what did you hope to LEARN for your future use as an artist/designer/educator?

## PROCESS

- **EXPLAIN** in at least three short (2-3 sentences) paragraphs your process, starting from preliminary research and ending with a tangible, printed and bound piece.
- **SHOW** at least the following, but also add any more that will aid your explanation.
  - » Screenshot of workspace while completing the Calendar Parent Pages
  - » Screenshot of workspace of applying this Parent to your Pages for a 5-month calendar
  - » Screenshot of workspace while completing the Weekly Planner Parent Pages
  - » Screenshot of workspace as the full document is created.

## FINAL WORK

- **EXPLAIN** in at least one paragraph (2-3 sentences) explaining your final work.
- **SHOW** at least these two photos of your printed and bound planner:
  - » Cover
  - » Inside page: Month
  - » Inside page: Week

## KNOWLEDGE GAINED

- **EXPLAIN** in a minimum of one paragraph (2-3 sentences):  
What did you learn from this project that you will apply in your future? Be specific about InDesign skills or be more general about working in Adobe or on a Mac, etc. You could also mention printing and binding work. Overall time management and following directions are also key.

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### DUE > WHAT • WHEN • WHERE

Project 1 Behance post **DUE** by **7:30am** on **Thurs Feb 6**.

- » Make sure your post is **published** on Behance.
- » It should be reachable via the link provided in the **INTRODUCTION :**  
**Behance Page URL** Canvas module as soon as you publish the page because that's how the internet works.

Also, go to the actual Project 1 Behance page and copy that URL.

Paste it into the discussion on



As explained in the syllabus, grade sheets will be returned with rubrics and brief comments. By each rubric point, CR, 1/2 CR, or No CR will be listed. The numerical equivalent would be:

CR = 100% | 1/2 CR = 50% | No CR = 0%

- Directions were followed accurately.
- Participation in all class discussions and critiques.
- Significant progress and effort made in and out of class.
- Professional communication with professor, including thoughtful questions and active listening with note-taking.
- All work is presented with maturity and professionalism at every step required.
  
- All work turned in on time or before due date(s)
  - 1A       1E
  - 1B       1F
  - 1C       1G
  - 1D       1H
  
- Correct usage of Adobe InDesign.
- File built to specifications using the tools required.
- File packaged correctly in Adobe InDesign.
- PDF created correctly.
- File printed correctly.
- File bound correctly.
- Photos of calendar clean and clear.
  
- Behance post completed as directed, including thoughtful writing that has [no spelling or grammar mistakes](#) and answers and all posted images according to requirements in each of the following:
  - Summary
  - Goals
  - Process
  - Final Work
  - Knowledge Gained