



# 10 STEPS TO CREATING A LAYOUT IN ADOBE® INDESIGN®

## 1. DRAW YOUR LAYOUT ON A ROUGHING IT SHEET.

This will make it easier to draw the layout in InDesign.

## 2. START INDESIGN.

- Change the measurements system to picas to match the Roughing It sheet:
  - Windows: Go to the **Edit** menu, select **Preferences**, then **Units and Increments**.
  - Mac: Go to the **InDesign** menu, select **Preferences**, then **Units and Increments**.
  - Change **Horizontal:** and **Vertical:** to **Picas** by clicking on the drop down menu and selecting Picas.
  - Click **OK**.

## 3. OPEN A TEMPLATE AND SAVE IT.

- Go to the **File** menu, and then select **Open**.
- Scroll to the directory/folder your template is in.
- Double click on the template or click on it once, then on **Open**.
- Save the file:
  - Go to the **File** menu and select **Save** (Win-Ctrl+S, Mac-Command+S).
  - Name the file with your job number and the page numbers in file (ex. 15999 024-025).
  - Scroll to the **Working Pages** directory/folder in the **Yearbook** folder. Click **Save**.
- Change the starting page numbers:
  - Click on the **Pages** palette to open it.
  - Click on the **Pages** pop-up menu and select **Numbering and Section Options**.
  - Select **Start Page Numbering at:** and type the first page number in this field.
  - Click **OK**.
- Save the file.

## 4. DRAW THE PHOTO BLOCKS IN INDESIGN.

- Select the **Rectangle** tool from the toolbox.
- Click on the layout, hold the mouse button down, and drag down and to the right. Let go of the mouse.
- If the **Control** palette is not on the screen, go to the **Window** menu and select **Control**.
- In the **Control** palette, click on the upper left corner of the **Proxy**.
- Look at the photo block on the Roughing It sheet and get the coordinates of the upper left hand corner.
- Enter the coordinates of the upper left hand corner of the photo block in the **X** and **Y** field, then enter the dimensions of the photo block in the **W** and **H** field.
- Repeat this process for each photo block.
- Save the file.

## 5. TYPE OR IMPORT THE TEXT.

- To type text - Click on the **Type** tool.
  - Click on the left side of the column the text will go into, hold the mouse button down, drag down and to the right until the text block is as wide and long as is needed, and let go of the mouse.



- Start typing.
- To import text - If text has been typed in a word processing program, it can be imported into InDesign.
  - Create a **Text frame** using the **Type** tool.
  - Click on the left side of the column the text will go into, hold the mouse button down, drag down and to the right until the text block is as wide and long as is needed, and let go of the mouse.
  - Go to the **File** menu and choose **Place** (Win-Ctrl+D, Mac-Command+D).
  - In the **Place** dialog box, scroll to the directory/folder the text is in.
  - Double click on the file name or click once on the name, then on **Open**.
  - The text will fill the text block.
  - Thread multiple text frames if needed.
- Format the text as needed.
- Continue typing or placing text until all the text is on the page.
- Save the file.

## 6. PLACE ANY GRAPHICS USING FILE - PLACE

- Graphics must never be copied and pasted onto a page because a link is needed between InDesign and the original graphic.
- Either select the **Frame** tool and draw a frame or make sure nothing on the layout is selected to import without first creating a frame.
- Go to the **File** menu and select **Place**.
- In the **Place** dialog box, scroll to the directory/folder the TIFF, EPS, hi-res JPEG, Photoshop or Illustrator file is located.
- Double click on the graphic name or click on the graphic name once, then on the **Open** button.
  - If a frame was created and is selected, the graphic will appear in the frame.
  - To place in an unselected frame, click in that frame.
  - To place without a frame, click on the layout in the place you want the graphic to appear.
- Save the file.

## 7. SPELL CHECK.

- InDesign comes with a **Spell Checker**. Using this now will cut down on proof corrections later.
- To open the **Spell Checker**:
  - on the Mac® press **Command + I**.
  - in the Windows® press **Ctrl + I**.
  - or go to the **Edit** menu and select **Spelling > Check Spelling**.
- Click **Start**.
- When you are finished, click **Done**.
- Save your file.

## 8. PRINT A HARD COPY.

- Go to the **File** menu and select **Print** (Win: Ctrl+P, Mac: Command+P).
- Set any needed options.
- Click **Print**.
- Save the file.

## 9. RUN PREFLIGHT AND PACKAGE.

- **Preflight** checks the file for fonts, graphics and other items and **Package** saves a copy of the InDesign file along with the fonts, graphics and text files that were used.
- **Save as...** your file.
  - Go to the **File** menu and choose **Save as....** (Win: Ctrl+Shift+S, Mac: Command+Shift+S)



- Keep the same file name and press **Save**.
- When prompted, “This ‘file name’ already exists. Do you want to replace it?”, answer **Yes**.
- InDesign CS4, CS5, CS5.5, CS6 & CC:
  - To preflight your document as you work, go to the **Window > Output > Preflight** (Win: Alt+Shift+Ctrl+F, Mac: Option+Shift+Command+F).
- InDesign CS, CS2 & CS3:
  - Go to the **File** menu and select **Preflight** (Win: Alt+Shift+Ctrl+F, Mac: Option+Shift+Command+F).
- The **Summary** section will alert you to any problems with your file.
- Check **Fonts, Links and Images** and other information.
- To view only missing or out-of-date fonts, links and RGB graphics, check **Show Problems Only**.
  - If fonts are missing, install the fonts.
  - If graphics are not linked, relink the graphics.
- Click **Report** to save the document information.
- Click on **Package**.
- CS4, CS5, CS5.5, CS6 & CC:
  - Go to the **File** menu and select **Package** (Win: Alt+Shift+Ctrl+P, Mac: Option+Shift+Command+P).
  - Click on **Package**.
- Fill out the **Printing Instructions** page, click **Continue**.
- Scroll to the **Finished Pages** folder in the **Yearbook** folder.
- Check **Copy Fonts (except CJK)**(CS3, CS4, CS5, CS5.5, CS6 & CC) or
  - **Copy Fonts (roman only)**(CS & CS2) , **Copy Linked Graphics**, and **Update Graphic Links** in **Package**.
- If you have set up hyphenation rules, check **Use Document Hyphenation Exceptions Only**.
- Click **Save**.

#### 10. COPY TO A CD, DVD OR UPLOAD WITH EPAGE.

- Go to the **Finished Pages** folder and copy the folder with the InDesign layout, fonts and graphic files to a CD or DVD.
- To use ePage to upload your files, compress the folder and upload the ZIP file to ePage.