design
tech
calendar

objectives

This first project introduces students to the Adobe workspace via InDesign to create a simple calendar to print and use for the class. See rubric for specific grade considerations.

SPECIFIC CONCEPTS INTRODUCED

- Introduction to the Mac workspace if using lab computers.

- Introduction to the Adobe environement.

- Openiing a pre-made document in InDesign.

- Saving a document. (We will not save to the Adobe Creative Cloud in this class.)

- Menu in InDesign

- Tool bar in InDesign

- Linear multi-page construction, specifically controlled by Pages palette.

- Automated function of Parent Pages.

- Font choices and typographic control via the Character Styles palette.

- Optional control of design using Object Styles palette.

- Object : Transform : Move (Copy) for a quick build.

- PDF creation from InDesign to check work.

- Printing a document in LIB-340.

rubric

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 class discussions and critiques.

- All work is presented with maturity and professionalism at every step required.

- All work turned in on time or before due date(s)

- No spelling or grammar mistakes.

- Significant progress and effort made in and out of class.

- Professional communication with professor, including thoughtful questions and active listening with note-taking.

- Correct usage of Adobe InDesign.

- File built to specifications using the tools required.

- How to package a file correctly in Adobe InDesign.

- PDF created correctly.

- File printed correctly.

file build steps

STEP 1   OPTIONAL: SEE THIS VIDEO FOR STEPS 1-3

- 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 > Unites & Increments**

- Change **Ruler Units** to **inches** as shown here.
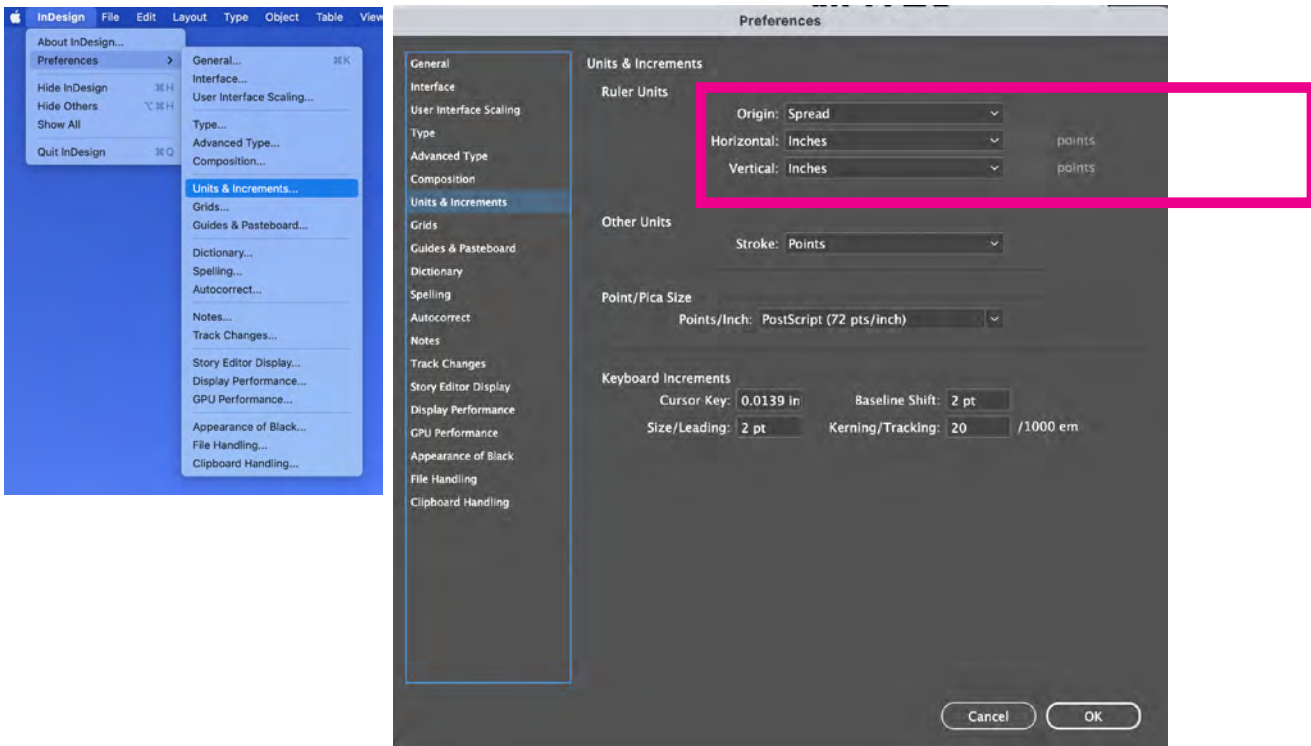
Also, set up your workspace for a cleaner environment and so everyone can follow along together easily. Go **Window : Workspace : [Essentials Classic]**. If there are still many palette boxes open (or just do it anyway), go **Window : Workspace : [Reset Essentials Classic]**.
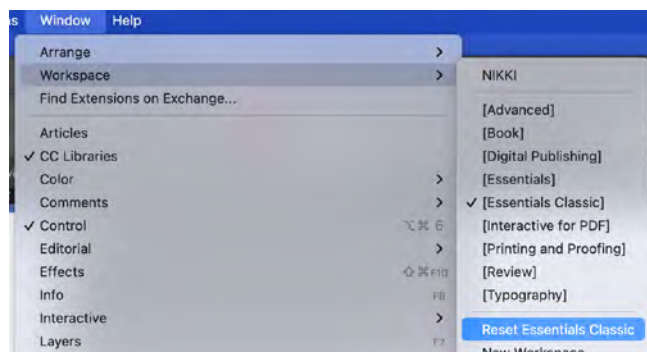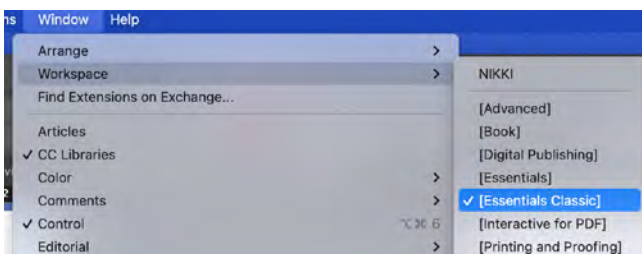
STEP 2

- Locate the file **1413_Proj1-START.indd** from Slack #1413_proj-1 channel. Download it to your Desktop for easy access.

- 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.
  (INDD is the file type, so do not type it as your file name.)

- *If your document is a blank page and not this, don't worry. See the next step.*
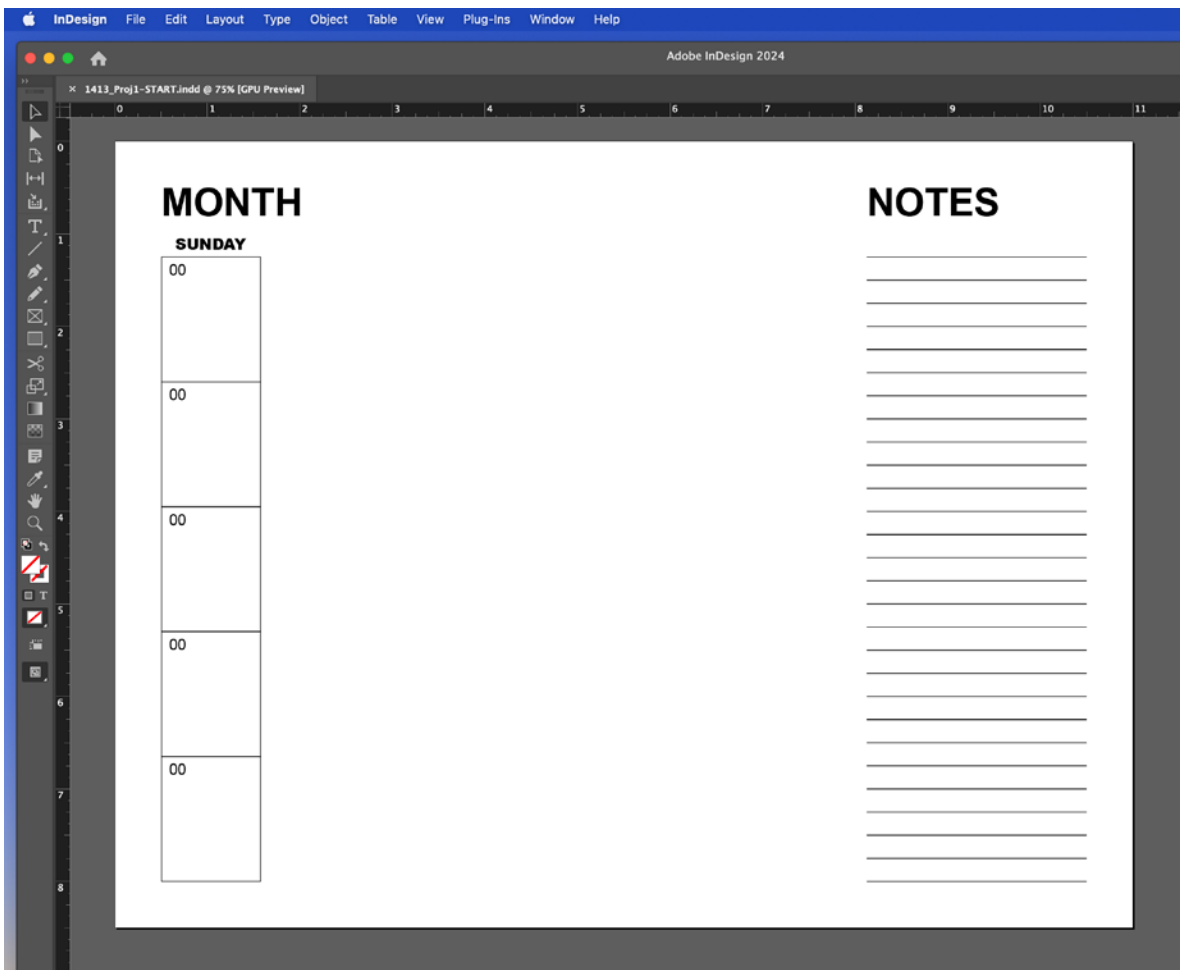
STEP 3

- Open the Pages palette >>> either choose the Pages icon to the right of your Workspace or go **Window : Pages**.

- Be aware of Parent Pages vs. Pages.

- Double-click on the Parent Page to work on this first.
  If the page you have in front of you is blank, you are on a Page.

- Get used to the Toolbar,
  specifically the Select and Direct Select arrows.

- WIth the **Select** arrow chosen
  on the Toolbar, click and drag
  to select all of the first column,
  starting with the day of the week,
 all boxes, and "date" boxes.
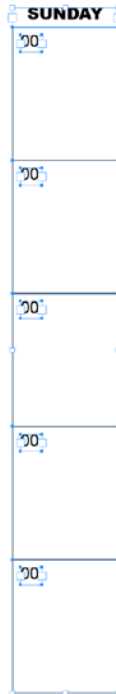
- Go **Object : Transform : Move**. Do as shown here, clicking Tab (not Return) to go to the next
  box or just selecting the next box. **DO NOT CLICK OK.** Instead, click **COPY**.
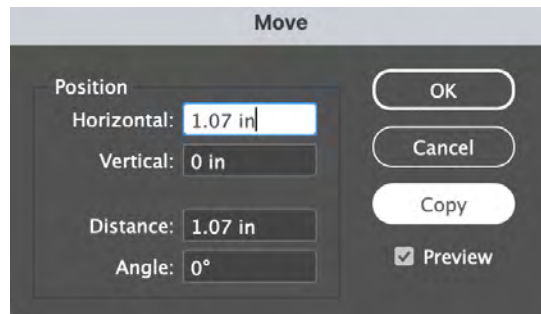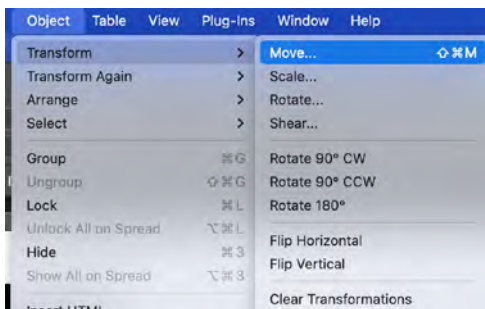
- **The new column should be selected by default.**

- **Repeat** the previous step until there are 7 columns = 7 days of the week (all named Sunday).
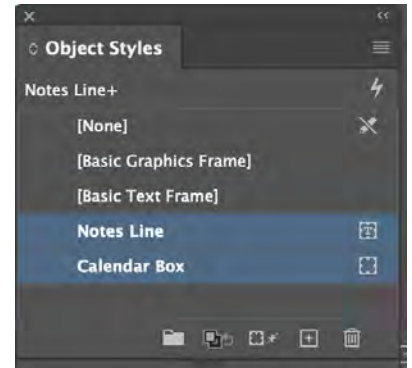
S T E P 4   OPTIONAL: SEE THIS VIDEO FOR STEPS 4-6

- Still in the Parent Page, style the page adjusting pre-assigned Character Styles.

- Open these by going **Window : Character Styles**.
  Double click each and experiment with different fonts, sizes, colors, and tracking using only the
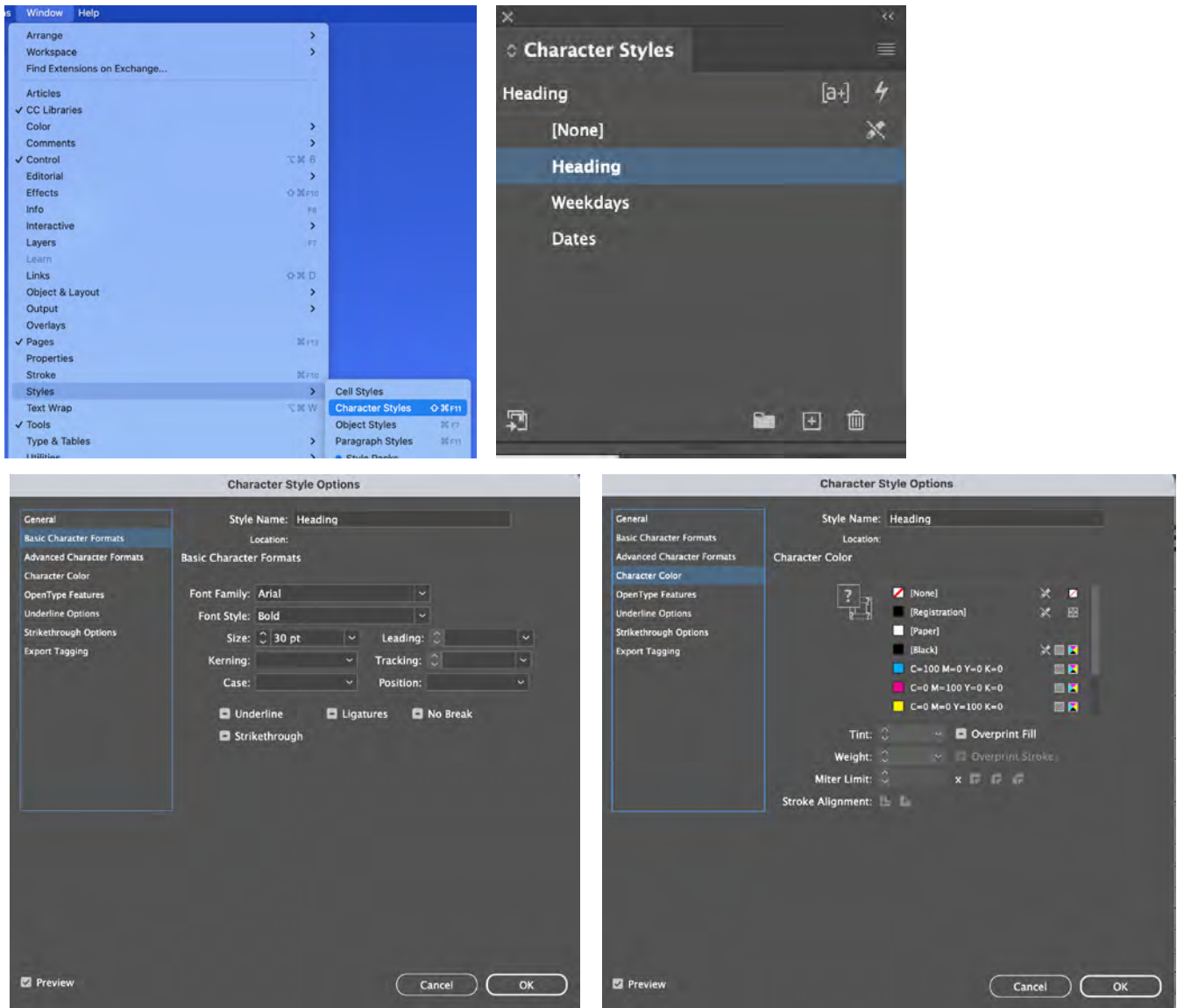
- As you do this, you will see how the styles have already been assigned to the text boxes.
  - Be careful because if you select a text box, then click a Style, it will reassign. In other words, avoid clicking anything on the page for now. Do everything via the Styles.

- When you have experimented plenty and found a design system with which you are happy, **File : Save** again.

- *For extra credit, you can also experiment with the pre-assigned Object Styles. >>*

- *To do this, you would go **Window : Styles : Object Styles**.*

- *Then mess around with the 2 styles that are not in brackets. See video for more details.*

- **Also type in the days of the week correctly so there is not a week of Sundays.** If Wednesday is too long, go back to the Character Styles palette and adjust the size of type that way.

- Once you have finalized your design, **File : Save** again.

- *Your calendar does not need to look exactly like this.*

STEP 5

- Quickly assign that Parent Page to all of the Pages.

- Click on the hamburger stack on the Pages palette and select **Apply Parent to Pages...**

- Do as shown on next page. >>
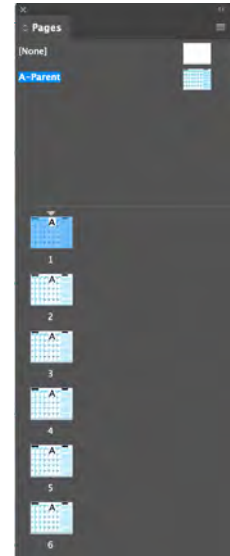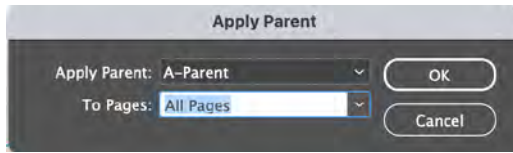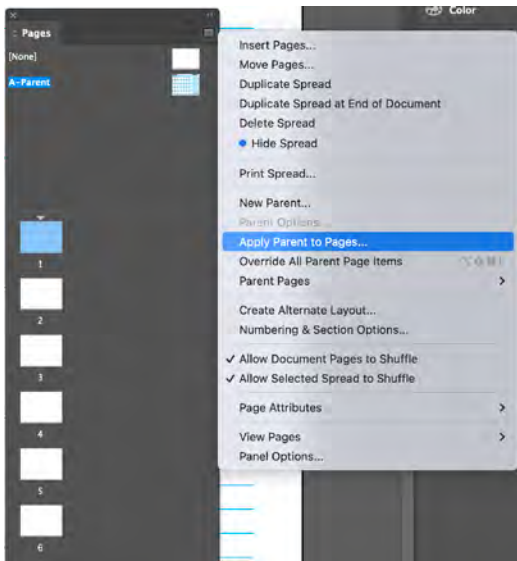
- It is now necessary to "unlock" the pages.
  - Select all of the pages by clicking the first page, holding down Shift, and clicking the last page. All will be selected.
  - Click on the hamburger stack on the Pages palette and select **Override All Parent Page Items**.
  - The pages will unlock.
- **File : Save** again.
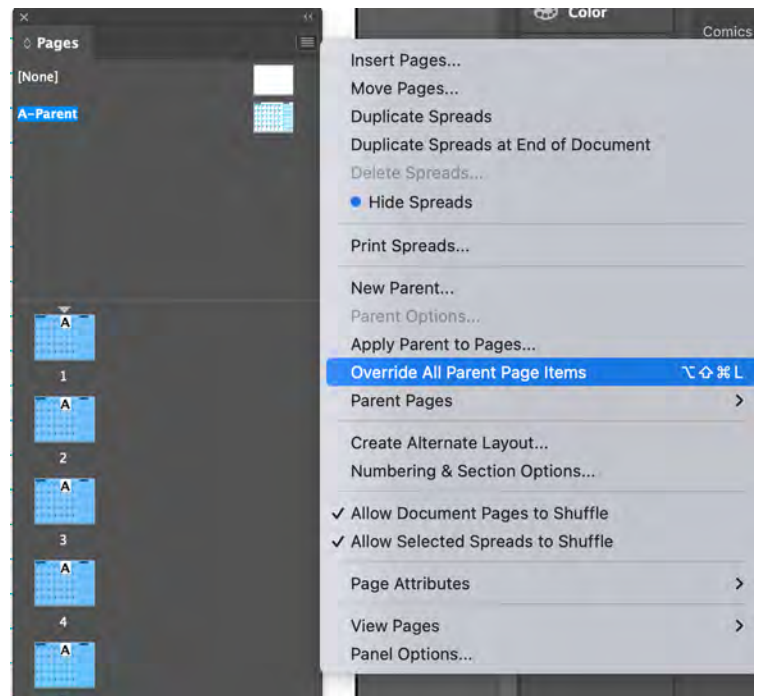
STEP 6

- From this point on, you will use the **Type** tool to adjust the content of text boxes. *Adjustments to style should still be done via the Character Styles palette.*
- Now go through each month and make it correspond to 2024.
  - Type in the months January through May.
  - See what dates correspond to each month and fill these in.
- **File : Save** often and once more at the end.

DUE > WHAT • WHEN • WHERE

The final InDesign file is **DUE** when class begins at **2:00pm** ~~Tues Jan 23~~ **Thurs Jan 25**. Make sure you have any fonts you used on the same computer you have your working InDesign file!

final work due

## PACKAGED INDESIGN FILE (AND PDF) >> SEE VIDEO

- InDesign will package fonts and linked images for you. This file has no linked images, but you did use fonts that might not be installed on another computer. When packaging, InDesign will also created a PDF for you.

- With your file open and saved, go **File : Package**. Do as shown below and **save it to your Desktop**. *Click ok to the copyright warning that will appear.*
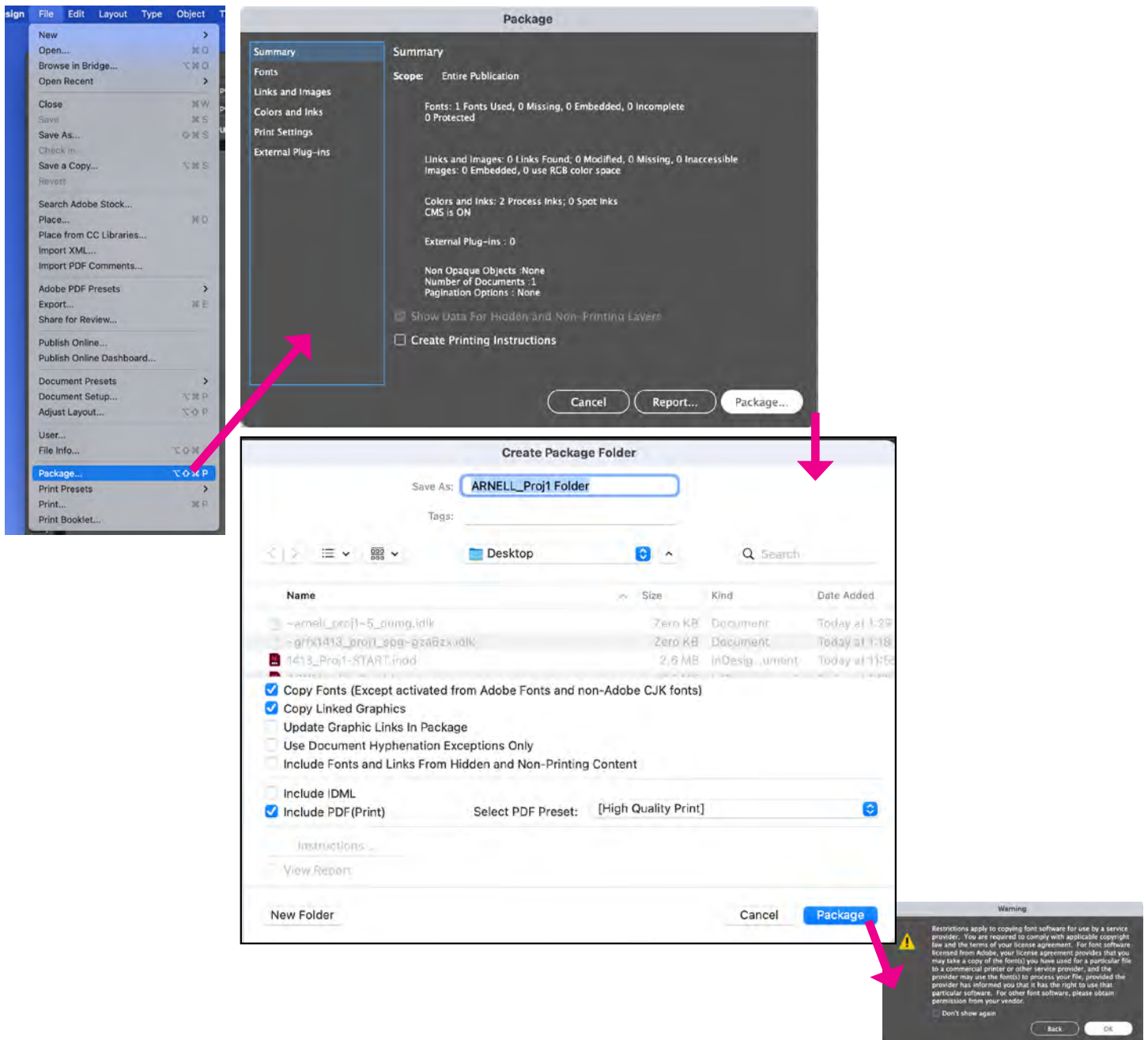
PRINTED CALENDAR PAGES

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

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

  - Print **all** pages.

    - *It is suggested to print 1 page first to make sure all is well before printing all 6 pages incorrectly. This is to avoid wasting ink and paper, which will eventually run out by the end of the semester if used unwisely.*

  - Print in **color**.

  - Print at **100%** or "**Actual Size**"
    unless you adjusted your Heading text to go beyond the 1/2 inch margins on the page.

  - Print **Landscape** (horizontal) instead of default Portrait (vertical) orientation.
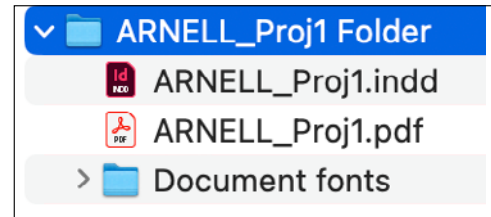
  - Print only **1 copy**.
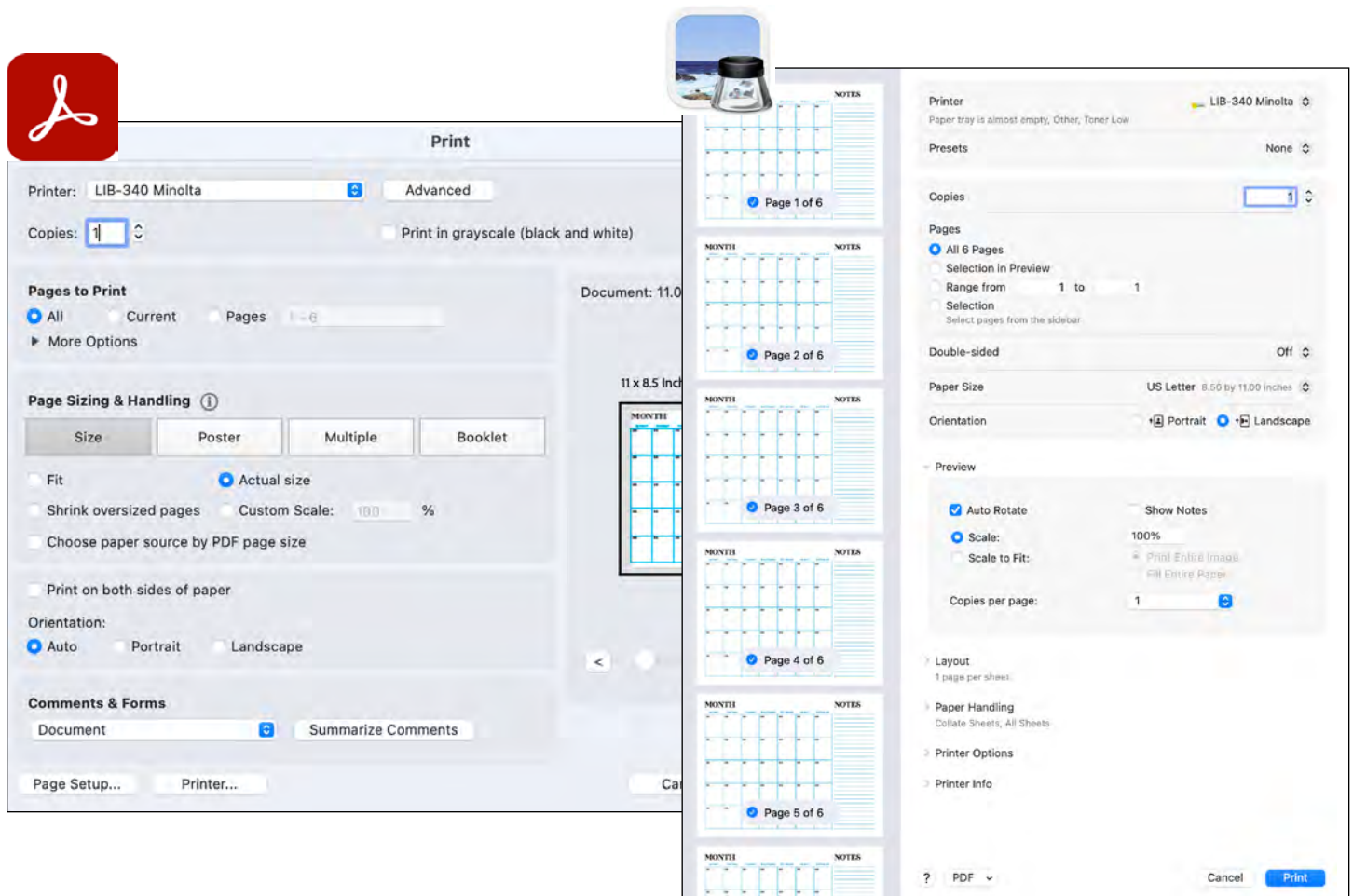
DUE > WHAT • WHEN • WHERE

DUE in class on ~~Tues Jan 23~~ **Thurs Jan 25**:

- **GOOGLE DRIVE** 🔺
    - **YOUR LAST NAME_Proj1 FOLDER** with the following packaged elements turned into your shared folder in the sub-folder **PROJECT 1**.
    Your last name would be on files instead of ARNELL.

▼ 📁 ARNELL_Proj1 Folder
📕 ARNELL_Proj1.indd
📕 ARNELL_Proj1.pdf
〉 📁 Document fonts

- **SLACK** channel **#1413_proj-1**
    - **YOUR LAST NAME_Proj1.PDF** from the packaged file posted in thread requesting it.

- **PRINTED CALENDAR**
    - In class, professor will provide paper clips and Post-It note on which to write your last name.
    - These calendars will be returned to students and required to use throughout the rest of the semester.