

InDesign: Effective workflows



The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through LinkedIn Learning can be accessed free of charge by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don't have an environment where you can do this learning, you can come along to one of our LinkedIn Learning sessions. These are a quiet space where you can work through videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

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About the workshop designer

Carl Wenczek is a very experienced architectural illustrator and an expert in 3d modelling and 2d imaging. He is a director of his own small company and over the last 20 years has built long-lasting relationships with his clients, creating hundreds of illustrations and helping them convey their ideas and designs.

Running parallel to his commercial work, Carl is also a part-time lecturer in multimedia and has been teaching at Oxford University's IT Services for the last 17 years, delivering courses in Photoshop, Illustrator, InDesign, After Effects, Blender, GIMP, Inkscape and digital photography.

Carl also coaches Paddlesport (kayaking, canoeing stand-up up paddling) and Indoor Climbing. These sports are often coached in demanding and dynamic environments and require a calm persona!

Revision history

Version	Date	Author	Comments
1.0	October 2016	Dave Baker	
1.0a	January 2016	Dave Baker	Rebranding
1.0b	October 2017	Dave Baker	Minor corrections
1.0c	February 2020	Carl Wenczek	Name change
1.0d	May 2020	Carl Wenczek	Updated further information
1.0e	October 2022	Carl Wenczek	Checked links and corrected text

About this workshop

This workshop will give you an insight into some of the techniques that can be used to create a professional document that will be a credit to your research and/or department. It will not turn you into a graphic designer – if you have the budget, engaging a professional graphic designer will invariably give you a better document – but it will help you avoid the most common mistakes.

What you will learn

This workshop will NOT make you an expert in the use of InDesign or any other Desk Top Publishing tool, although it will allow you to use InDesign CC. It will give you an insight into the workflow involved in creating a document that you will have professionally printed, whether that is a poster or brochure or book.

What you need to know

The workshop is designed without a specific tool in mind. The examples have been created in InDesign, the tool of choice used in the class, but the workflow and most of the techniques you will explore will apply to any desktop publishing application.

I will assume that you are reasonably confident in using the tool you have chosen to use to create your document. If you don't have a preference, then I suggest you use InDesign. Within your chosen tool, you will need to be able to:

- Create and save a new document
- Add layers, pages, and frames
- Insert text and images into a frame

If you need to review these activities, LinkedIn Learning is a great place to get guidance. There is an activity with relevant videos in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for “InDesign” or “Desktop Publishing activity”.

The resources you need

Sample documents that you can use to experiment with will be made available, but you may like to bring along your own.

The resources for most workshops, including any pre-course activity, are in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for “InDesign”.

Unless you have been told otherwise, in classroom workshops there will be a computer available for you to use with *InDesign* installed.

You can use your own computer with your preferred app installed if you want to – just bear in mind that I am not an expert in every app (although I am sure that between us we will be able to sort out most problems!)

What you need to do

Your teacher will lead you through the workshop, giving you time to try some of the techniques covered.

The emphasis is on you finding out how to use the tool correctly and asking your teacher for guidance and help as necessary. Activities for you are indicated by a □.

About the tools you can use

There are many applications that you can use to create professional documents; some make the task easier than others. The best tools are those that allow you to 'layout' your document elements (text and images) – these are usually referred to as desktop publishing packages (DTP). The most common DTPs are:

InDesign

Part of the Adobe Creative Suite/Cloud. A high-end desktop publishing tool used by many graphic designers. It is available by monthly subscription at discounted rates for staff use through the IT Services shop. For students, you need to purchase through approved resellers to attract an educational discount.

Scribus

An open-source, cross-platform tool. It has many of the features of InDesign although the interface is not as clean and user-friendly. With patience, it can produce documents that match those created in InDesign in terms of layout and typography.

Publisher

Part of the Microsoft Office suite. It is not generally regarded as being as featured as InDesign. It is often viewed as a tool that has many of the strengths and weaknesses of Microsoft Word and PowerPoint combined.

You can, of course, use your favourite word processor such as Microsoft Word or Pages. These can be quite effective for certain documents, for example, books with few if any images, but they make hard work of any publication where you need the flexibility to place content (text or images) *anywhere* on the page. Many of the features and techniques we visit in this workshop are not available in a word processor.

Learning objectives

This workshop has the following learning objectives.

Learning objective One – The desktop publishing workflow

Learning objective Two – Design your document

Learning objective Three – Select your tools

Learning objective Four – Source your assets

Learning objective Five – Setup your document

Learning objective Six – Create your layers

Learning objective Seven – Add more pages

Learning objective Eight – Add your frames

Learning objective Nine – Create your master(s)

Learning objective Ten – Use styles wherever you can

Learning objective Eleven – The fun part – add your content

Learning objective Twelve – Get acceptance

Learning objective Thirteen – Proofread

Learning objective Fourteen – Print

There is an activity with relevant Molly videos in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for “InDesign”.

Learning objective One – The desktop publishing workflow

Taking a new application and becoming comfortable using it takes time – how much time depends largely on the application and how intuitive it is, and to a lesser degree on your background and the tools you are already familiar with.

This workshop is not about learning the tool as much as it is about discovering the process for which the tool can be used. The workflow below is one that is tried and tested and is applicable to all desktop publishing software.

- ☐ Review the workflow and ask your workshop leader about aspects you are not clear about.

Design the document
Select your tool(s)
Source your assets
Setup the document
Create your layers
Add more pages
Add your frames
Create your master(s)
STYLES
The fun part!
Get acceptance
Proof read
Print



Learning objective Two – Design your document

It isn't usually productive to design your document directly in your desktop publishing programme; you may be tempted to create the easiest layout that can be achieved with the tool rather than the one you really want! It is far better to sketch out your idea and then make the tool do what you want!

- ☐ In the space below, create a simple layout for either a poster, a two-page leaflet, or the key pages of a book (e.g. First page in a chapter, following pages, book cover)



Learning objective Three – Select your tools

There are many tools that you can use to create a professional document (e.g. InDesign, Scribus, Publisher, Quark) and many other supporting tools that you and collaborators might use (e.g. Photoshop, GIMP, Illustrator, Inkscape). Which you choose comes down to how fit for purpose it is, how convenient it is, and the cost.

- ☐ Use the space below to list the applications that you might consider using. If you are unsure whether they would be suitable, you might like to discuss them with the workshop leader. In this session, we will focus on using InDesign.



Learning objective Four – Source your assets

Although the layout of your document is a key consideration, no one will read it unless it has some great content. The content – text and graphics – can influence your design and so it is never too early to start gathering copy (i.e. text content) and images and diagrams from your contributors.

Desktop publishing programs can accept text documents from most common word processors. They will even try to preserve the formatting. However, formatting is usually best achieved by using styles within the desktop publishing program (see later).

Most common image formats will be supported. Two key considerations when selecting images – other than their aesthetics – are copyright and resolution.

You need to make sure that you have permission to use an image. Copyright is complicated, so seek advice if you are unsure. Stock image sites where you pay a fee for use of an image are convenient but can be expensive. Creative commons licenced images are worth considering.

For professional-quality printing, images need to be high resolution. Most print shops will specify a resolution of 300dpi, i.e. 300 dots for every inch of the printed image. Dividing the width of an image in pixels by 300 will give you a guide as to the optimum width in inches for a given image.

- ☐ Your workshop leader will make available some text files to use (or use your own).
- ☐ Explore some of the websites below. Download some images that might be suitable for your document.

<http://search.creativecommons.org>

<http://publicdomainpictures.net>

<http://www.flickr.com/commons>

<http://www.dreamstime.com>

<http://openclipart.org>

<https://fontlibrary.org/>



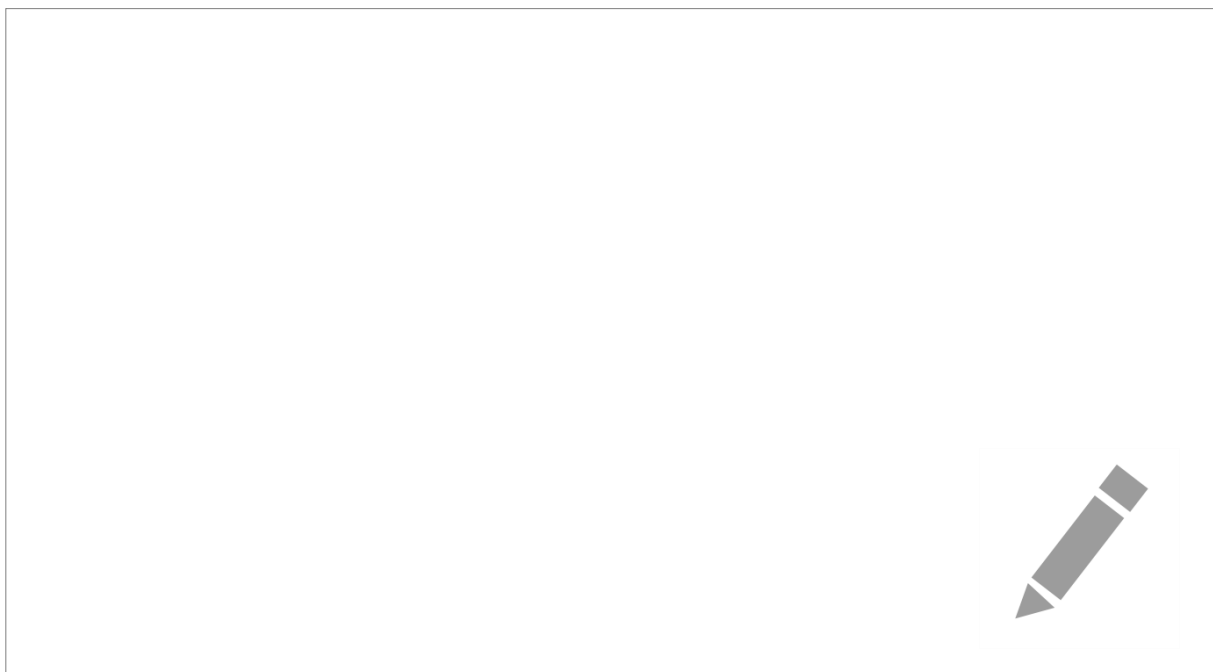
Learning objective Five – Set up your document

It's now time to open your desktop publishing program and to set up your document. There are very few layout decisions that can't be changed later in the workflow, but some of more difficult than others. It will save you a lot of time if you get your initial document setup correct. This includes:

- Page size and orientation
 - Page bleed. A bleed is a guide that sits off the page, against which you align an image that needs to go to the page edge. When the page is trimmed to the correct size, the image bleed gives a safety margin.
 - Page margins
 - Page layout. Facing or not? Facing means having left and right pages.
- ☐ Open InDesign (or an equivalent application) and create a page with the appropriate properties for your document. The menu option is **File > New > Document**

Typical page sizes:

	Typical page sizes	Typical bleeds	Typical margins	Facing?
Poster	A1 (594 x 841 mm) A0 (841 x 1189 mm)	3-5 mm	25-30 mm	No
Leaflet	A4 (210 x 297 mm)	3mm	10-20 mm	Usually
Book	134 x 197mm (Standard) 216 x 138mm (Demy) 210 x 148mm (A5) 234 x 156mm (Royal) 249 x 177mm (Pinched Crown Quarto) 246 x 189mm (Crown Quarto) 276 x 219mm (Demy Quarto) 297 x 210mm (A4)	Not unless pages have images to the edge of a page	7-15mm but depends on the book style	Yes



Learning objective Six – Create your layers

You can think of a layer as a transparent sheet on to which you put your content (text and images in frames, see later). Every desktop publishing program gives you one layer, most allow you to add as many more as you want.

Layers allow you to separate your content either for:

- Aesthetic effects - e.g. overlapping images with text
- Management of your content - e.g. a layer with comments or tasks to be done, or duplicate text layers, each in a different language
- Helping with the design activity - e.g. a layer for your layout guides, or locking or hiding layers when you want to focus on another layer

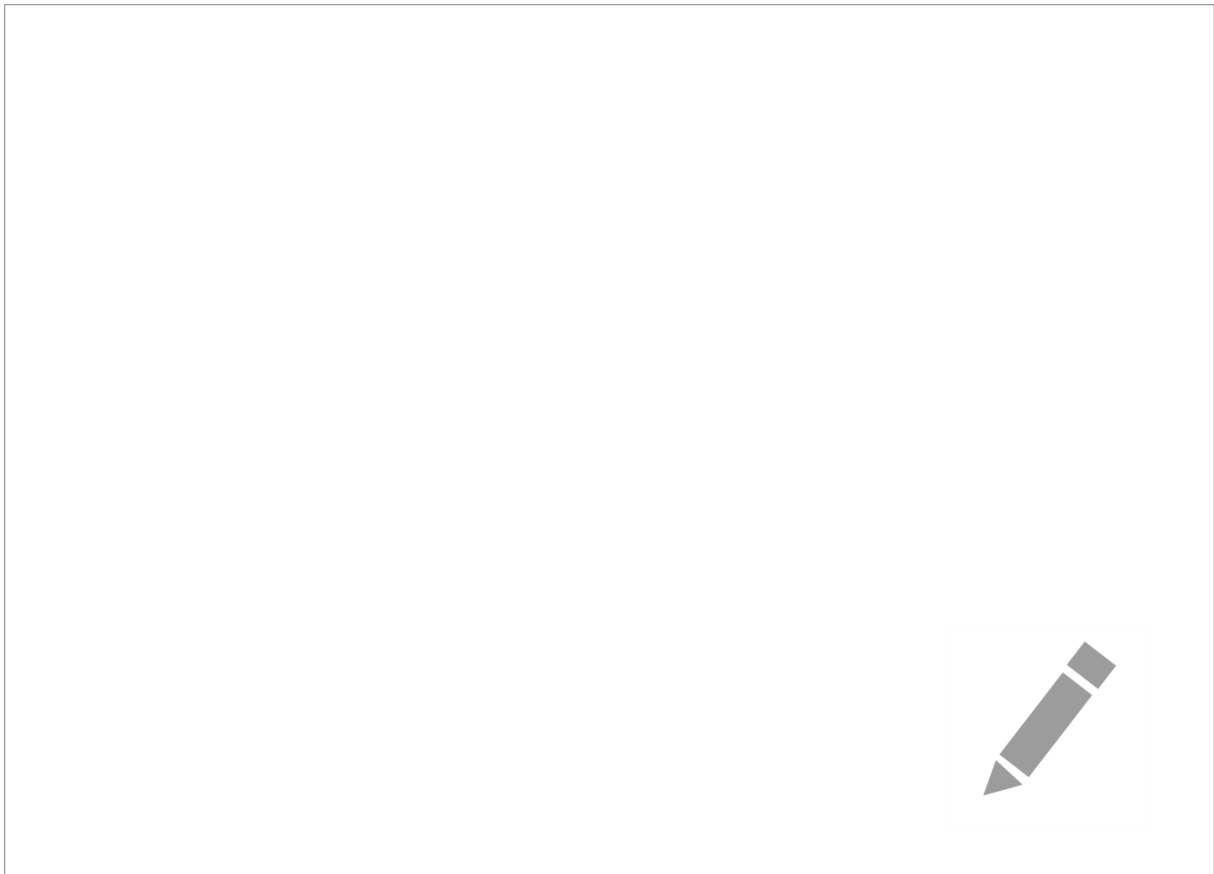
Many designers use four layers:

- Guides – all your layout guides
- Text – all your text frames
- Images – all your images and diagrams
- Background – e.g. for watermarks

In your document, create the four layers (or more if you want!) and arrange them in the above order.

In InDesign:

- ☐ **Windows >> Layers** (or **F7**) displays the layers panel
- ☐ There is an icon on the panel to create a new layer
- ☐ Double-click a layer to rename it
- ☐ Drag and drop a layer in the stack to re-order it
- ☐ Explore the layer options by resting your mouse pointer on the symbols on the layers panel



Learning objective Seven – Add more pages

You can add (and remove) pages at any time. For shorter publications such as posters and leaflets you will probably know how many pages you want when you design your document, and it makes sense to put them in place ready and waiting for your content.

For a book, you may not know exactly how many pages you will have. In this case you will probably add a few pages which you might use for a title page, frontispiece, contents page, foreword, etc. You can get InDesign to add pages automatically when you are inserting a lot of text (see later).

- ☐ Add a suitable number of pages for your document
- ☐ You can add pages using the Pages panel **Windows >> Pages** (or **F12**)
- ☐ Right-click anywhere in the pages panel and select Insert pages...



Learning objective Eight – Add your frames

Your text and images must be contained within frames. Frames can be any size or shape and can be resized and moved at any time. Some desktop publishing tools have image frames and text frames while other tools, such as InDesign, have only one type which can contain either type of content.

Frames sit on a layer. Make sure you have the appropriate layer selected (in the Layers panel) before adding a frame. For example, select the Image layer before creating a frame for an image.

For each page, set up a series of guides that define your layout

- ☐ In the Layers panel, make sure the Guides layer is selected

If you want to create a regular pattern of guides:

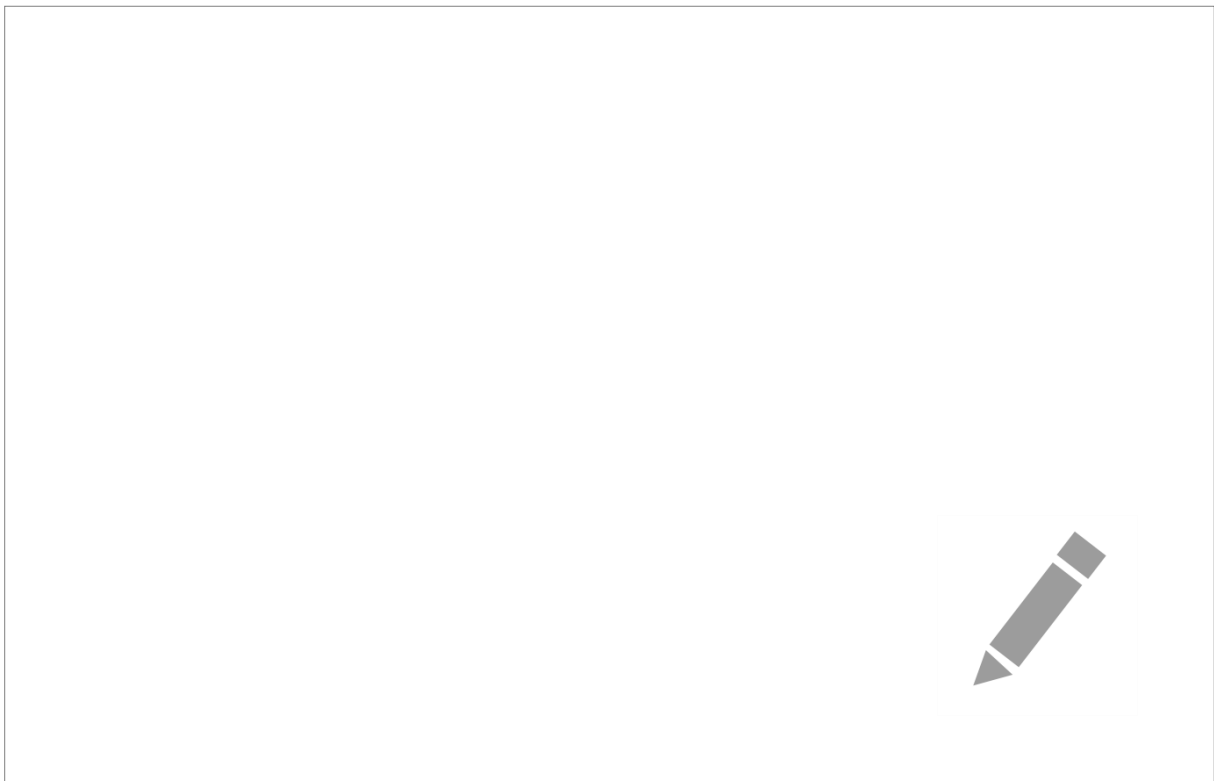
- ☐ Use **Layout >> Create guides**

To place guides manually:

- ☐ If they are not visible, display the rulers using **View >> Show rulers** (or **CTRL+R**)
- ☐ Click anywhere in a ruler and drag onto a page to create a guide
- ☐ To delete a guide you created by mistake, chose the Selection tool from the Tools panel, and select the guide by clicking on it. Then press the **DELETE** key.
- ☐ To move a guide, select and drag it using the Selection tool, or select and then change its position measurement in the Control Panel

Now, for each page, using the guides to help, add the frames you need:

- ☐ Look for the Frame tool in the Tools panel and use it to click and drag frames according to your layout design.
- ☐ Resize and/or move your frames by using the Selection tool from the Tools panel.
- ☐ If you need to move a frame from one layer to another, select the frame using the Selection tool, and drag the coloured square to the right of the layer name in the Layers panel to another layer.



Learning objective Nine – Create your master(s)

Masters are patterns for pages. They are unlikely to be useful when creating a poster, but for publications with more than 3 or 4 pages you should consider using them.

If you make changes to a master, then (subject to some limitations) pages based on that master also change. You can also use a master page to define where repeated elements such as a page number or running heading will appear on document pages.

Every document has one master (which you can ignore if you want) and you can add as many others as needed.

If you are creating a multi-page document, add a page number to each page:

- ☐ Display the Pages panel (**Window >> Pages**, or **F12**)
- ☐ Double-click on the A master
- ☐ Create a frame of a suitable size and position it where you want the page number to appear
- ☐ Choose the Type tool from the Tools panel and click on the frame
- ☐ Choose
Type >> Insert Special Character >> Markers >> Current Page Number

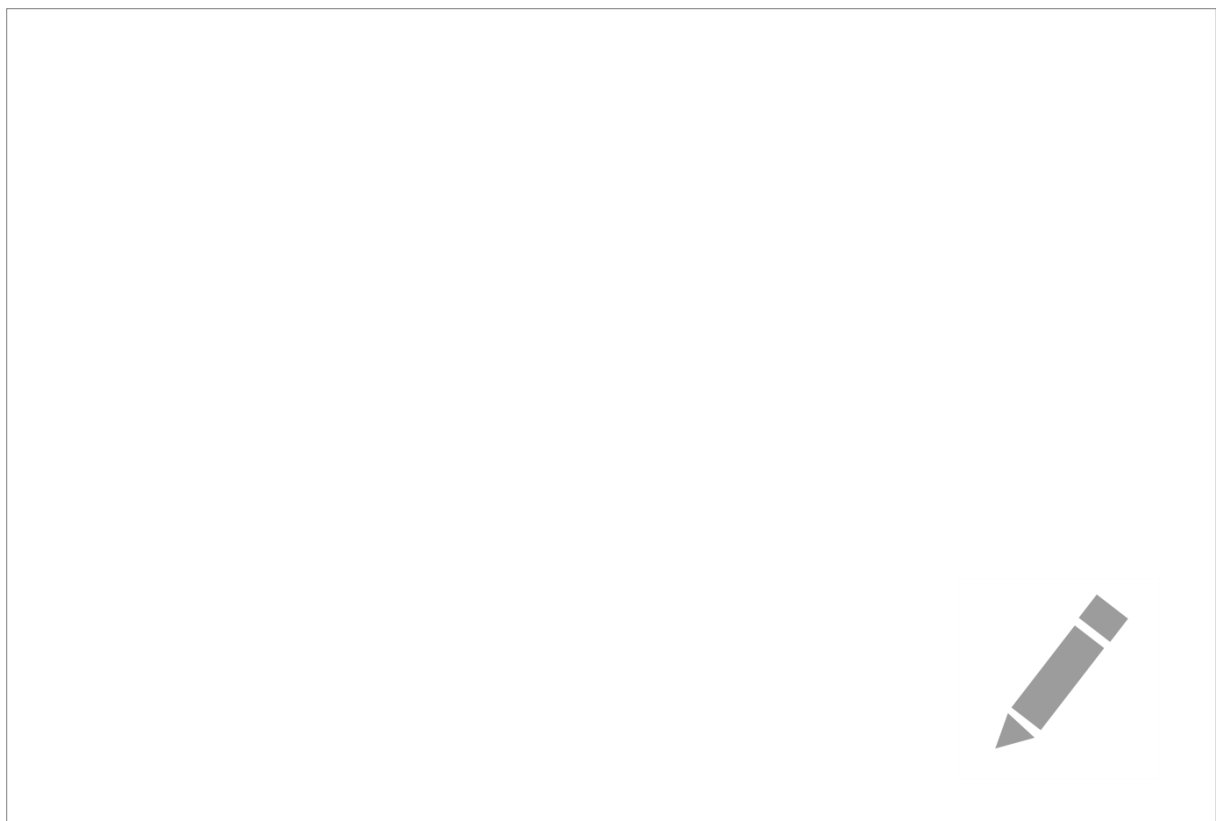


If you are creating a book, you may need to have several hundred pages and if you are bringing this copy in from a word-processed file, it would be tedious to add each page individually. We can use a master page with a primary text frame to make this process much easier.

If your document is a book:

- ☐ In the Type Preferences panel (**Edit >> Preferences >> Type**), make sure the Smart Text Reflow option is enabled.
- ☐ Display the Pages panel (**Windows >> Pages**, or **F12**)
- ☐ Identify the page (or spread) you have created which has the layout which you want for most of your pages
- ☐ Click and drag the page number of the appropriate page (or spread) from the lower part of the Pages panel to the upper part, this creates a new master (probably labelled B)
- ☐ In the upper part of the Pages panel double-click on the new master.
- ☐ Use the Select tool to select the frame(s) on the new master
- ☐ Use **Object >> Content >> Text** to let InDesign know the frame(s) will contain text
- ☐ If you have more than one frame, thread them together
- ☐ Use the Select tool to select the frame
- ☐ There will be a page icon at the top left of the frame
- ☐ Click on the icon to 'Make this story the master's primary text flow'
- ☐ Double-click on the original page in the lower part of the Pages panel
- ☐ Select the frame(s) on the page and press **DELETE**
- ☐ Click and drag the thumbnail of the master you have just created (top part of the Pages panel) onto the empty page. This applies the master to the page. You should be able to see a pale placeholder of the frame(s).

We will return to this in a later objective.



Learning objective Ten – Use styles wherever you can

Styles enable you to take control of your document so that it looks consistent and is easy to adapt and maintain. A style is a pattern for the look of an element (for example an item of text, or a frame border) in much the same way that a master is a pattern for the layout of a page.

There are five types of styles:

- Cell (of a table)
- Character
- Object
- Paragraph
- Table

and we should also include:

- Swatches

which are 'styles' for colours.

Styles (and swatches) have names, and you should make sure that your style names indicate what the style is for.

Part of the design process is to identify the styles that you might need in your publication. Here are some typical styles you may need:

	Poster	Leaflet	Book
Cell	The different types of cells in tables of data (e.g. headings, totals)	The cells of a table that is a calendar of events	
Character	Reference numbers URLs	URLs Names of people	Footnote references
Object	Image borders	Image borders Decorative lines	Page embellishments
Paragraph	Section headings Body text Captions	Article headings Article body text Callouts	Chapter headings Footnotes Index entries
Table	Data tables	Comparison tables Calendars	
Swatches	Character colours Heading text colours	Theme colour(s)	Page embellishment colours

Each style type has its own panel (**Windows >> Style**), and you can create a new style by using the Create New Style button at the bottom of each panel.

Double-clicking on a style will open the appropriate Style options panel where you can give the style a name and set its attributes.

You can apply a style by selecting the appropriate element (e.g. paragraph) and then clicking on the style you want to apply in the appropriate style panel.

Note: It is best to make sure that nothing is selected when creating a style. If you create a style with an element selected, the style will be applied to it, which may not be what you want.

In the space below, create a list of styles that you will need for your document. This list doesn't have to be exhaustive – you can create extra ones later.

- ☐ For each style, create a style in your document.

Note that you can base one style on another. When you do this, the style inherits all the attributes of the base style, ready for you to make changes as necessary. Later, changing the base style will cause all its 'child' styles to change in the same way, unless the changed attribute has been redefined locally.



Swatches, which behave like styles for colours, are created in the Swatches panel (**Window >> Swatches**, or **F5**).

To create a new swatch

- ☐ Select an existing one and then click on the New Swatch button at the bottom of the Swatch panel
- ☐ Double-click on the new swatch entry to display the Swatch options dialog.

Documents which will be professionally printed should have colours defined by proportions of the four ink colours: Cyan, Magenta, Yellow, and Black (CMYK). For example, Oxford Blue is

C = 100 M = 80 Y = 0 B = 60

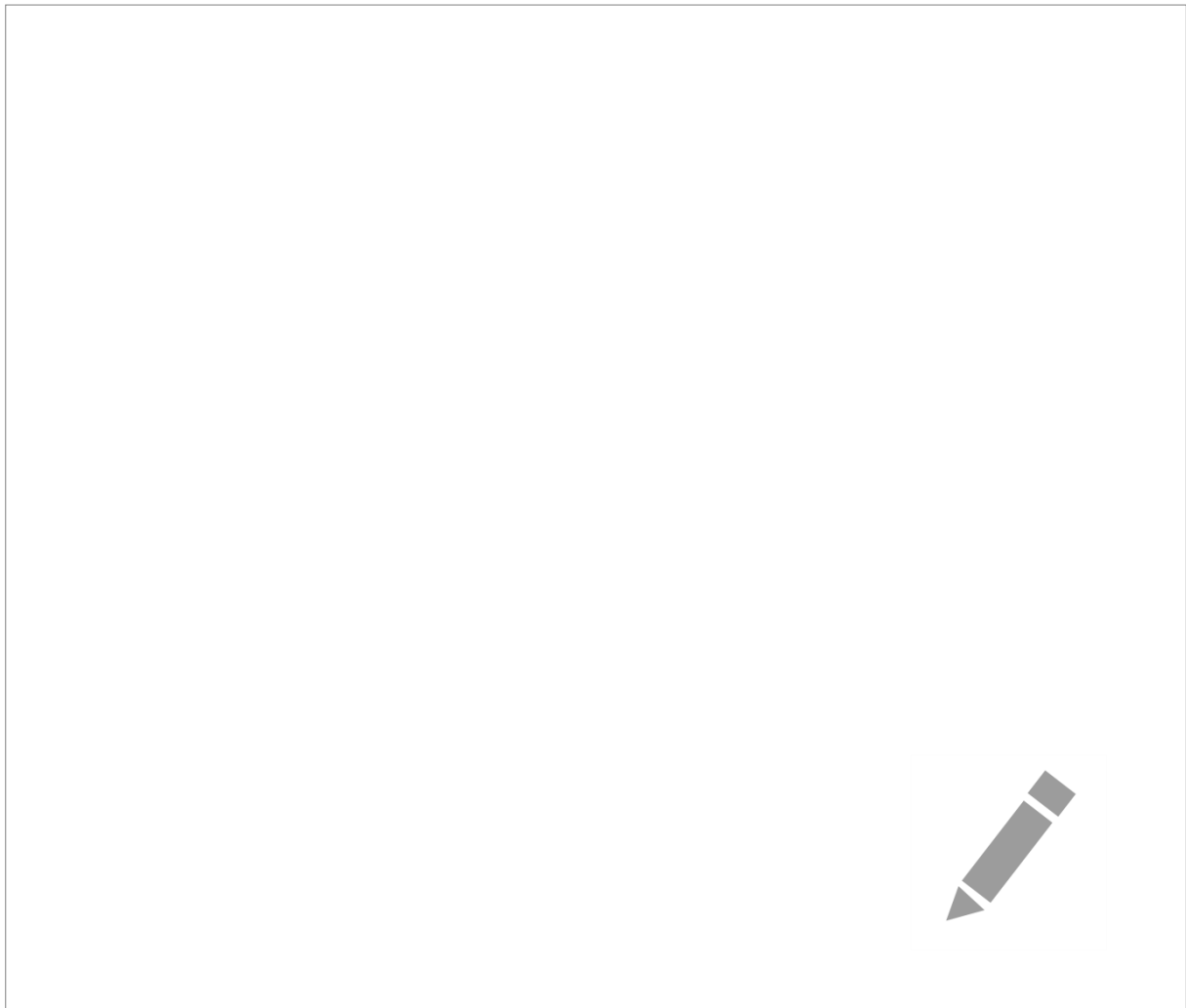
Documents intended only for the web, or on-screen, use the three screen colours: Red, Green, and Blue (RGB). For example, Oxford Blue is

R = 0 G = 33 B = 71

You can print a document created in CMYK or display a document created in RGB on screen, but the conversion is never exact. Never mix the two-colour schemes in one document.

- ☐ Create some swatches that would be useful in your document.
- ☐ It is good practice to give your swatch a name that describes its purpose (e.g. image frame border) rather than its colour.

Swatches can be redefined at any time using the Swatches option dialog. Any use of the swatch will be updated to reflect the new definition.



Learning objective Eleven – The fun part – add your content

You should now have everything in place to start bringing in your content:

- Document
- Layers
- Pages
- Frames
- Masters
- Styles and swatches

To add text:

- ☐ Select the Type tool from the Tools panel.
- ☐ Click into a frame. InDesign is a passable text editor, so you can type in the text you need.
- ☐ Click into a frame. Use **File >> Place**.
- ☐ InDesign recognises most text file formats. It will also try and honour the formatting by creating styles as appropriate. You can take control of this by enabling the Show Import Options feature in the File Place dialog.

To thread overset (overflow) text from one frame to another:

- ☐ Look for the overset text symbol (+) at the bottom right of the text frame.
- ☐ Click on the overset text symbol – the cursor will be loaded with the overset text
- ☐ Click on an empty frame

To create pages automatically for a book:

- ☐ Set up your Smart Text Reflow master as described earlier in the Masters learning objective
- ☐ Select the Type tool from the Tools panel.
- ☐ Click into the primary text frame. Use **File >> Place**. InDesign should automatically create extra pages as necessary.

To add images:

- ☐ Use the Select tool to select a frame
- ☐ Use **File >> Place** and select the image file. InDesign will fill the frame with the image
- ☐ Right-click on the image and choose **Fitting >> Fill Frame Proportionally**
- ☐ Crop the image by changing the frame size
- ☐ Move the image inside the frame by using the Direct Select tool (white arrow) in the Tool panel

To apply styles:

- ☐ Use the Select tool to select the element
- ☐ In the appropriate Style panel, click on the required style

To apply Swatches:

- ☐ Select the element
- ☐ In the Tools panel click on the Fill or Stroke (border) tool as appropriate, select the required Swatch from the Swatch panel

Remember, nothing is fixed in InDesign. You can always change a style, redefine a swatch, move or resize a frame, move a frame from one layer to another...

If you find that you are unable to select an element:

- ☐ Make sure that the layer is unlocked. Locked layers will have a padlock next to them in the Layers panel
- ☐ You may be trying to select an element on one layer 'through' an element on another (perhaps a frame). Try making one or more layers temporarily invisible by clicking on the Eye symbol next to the layer name in the Layers panel, and then try selecting the element.



Learning objective Twelve – Get acceptance

It can be frustrating to spend a lot of time on a document, only for your client (perhaps the department Head or Research lead) to want lots of changes made.

Don't be discouraged!

If you have made use of Styles and Masters you should be able to make even major changes quite quickly.

- ☐ Try making some major changes to your document by redefining some styles and swatches>
NOTE it is always worth saving a copy of a document before you start changing it!

Sometimes it can be worth producing a few different versions of your document to show a client. Styles make this easy. You could even duplicate a Layer (Right click on a layer in the Layers panel and choose Duplicate Layer) and make changes to one of them. You can quickly toggle between them using the Visibility icon against each layer in the Layers panel.



Learning objective Thirteen – Proofread

Proofreading should not be taken lightly. It can be embarrassing and expensive to have a document professionally printed only to find errors in it afterwards.

Always use the spell checker before printing.

- ☐ You can force a spell check for a story (a collection of frames) by selecting the Type tool and clicking into the text and then using **Edit >> Spell**
- ☐ You can turn on the dynamic spell checker at **Edit >> Preferences >> General >> Spelling**
- ☐ You can see a complete story (and edit it) no matter how many frames and pages it is distributed across by using the Story Editor at **Edit >> Edit in Story Editor**.

However, the most effective proof-reader is someone else!



Learning objective Fourteen – Print

You can print directly from InDesign as you would with any other application.

More usually you will create a PDF of your document and send that to be printed by someone else. PDFs are more complicated than you may think. Creating one is easy:

- ☐ Use **File >> Export** and select PDF as the file type.
- ☐ Take note of any error messages, especially any which say there is overset text!
- ☐ The PDF dialog has many options and generally, you can take the defaults. However, always check with the print shop – they may require particular settings.

If you need to send the InDesign file to someone else, there are two options:

Simply send them the InDesign file. If they have a compatible version of InDesign, they will be able to open it, however by default the InDesign file only ever has low-quality copies of your images embedded in it. The original, high-quality images will be in their original folders.

Or

If you want to send a full InDesign version of your document to someone else, including all the original images (and fonts). You will need to ‘package’ the project:

- ☐ Use **File >> Package**
- ☐ Take note of any warnings and/or errors – you may need to act on them
- ☐ When you select the Package option, you will have the opportunity of creating a notes text file for the print shop.
- ☐ All the project assets will be placed into a folder of your choice
- ☐ Typically, you will then zip the folder and send to the recipient. InDesign files with high-quality images can be VERY big. You may need to use a file transfer service such as OxFile or DropBox.



Further information

Getting extra help

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

Study Videos from LinkedIn Learning

On our website, you will find our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit skills.it.ox.ac.uk/linkedin-learning and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

Find the pre-course activity for this course in the IT Learning Portfolio: visit skills.it.ox.ac.uk/it-learning-portfolio and search for “[long documents] activity”.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through LinkedIn Learning.

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver private courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk.

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a computer maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

Desktop Publishing:
Effective workflows




IT Centre
Learning

iT
services




1



This session

Your teacher is	Dave Baker david.baker@it.ox.ac.uk
We finish by	5pm
You should have	Some ideas!
You will have	Course handbook

2



Your safety is important


Where is the fire exit?

Beware of hazards:
Tripping over bags and coats

Please report any equipment faults to us



Let us know if you have any other concerns

3

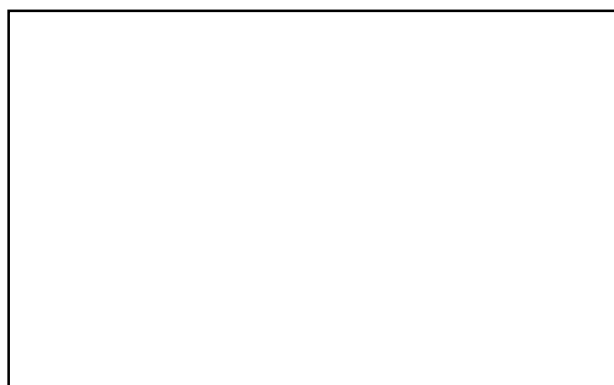


Your comfort is important

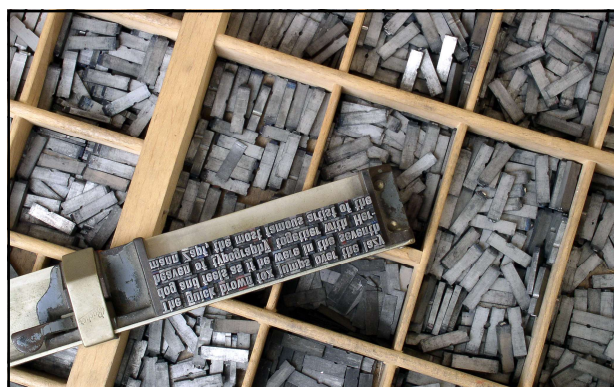
- The toilets are along the corridor outside the lecture rooms
- The rest area is where you registered
- The swivel seats are adjustable
- You can adjust the monitors for height, tilt and brightness

4



5




6

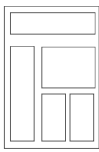


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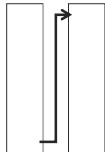
Four features make DTP special



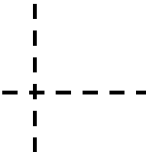
Layers



Frames



Text
threading



Guides &
bleeds

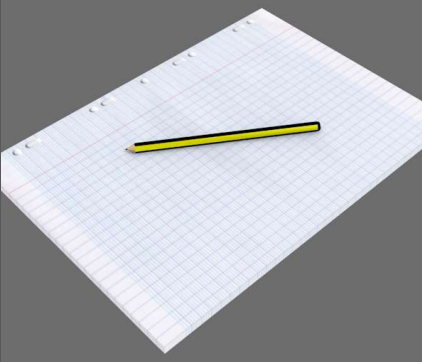
8

Design the document

- Select your tool(s)
- Source your assets
- Setup the document
- Create your layers
- Add more pages
- Add your frames
- Create your master(s)





STYLES

- The fun part!
- Get acceptance
- Proof read
- Print

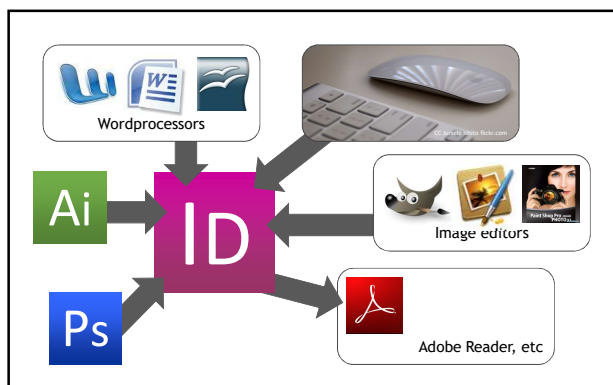


9

Design the document
Select your tool(s)
Source your assets
Setup the document
Create your layers
Add more pages
Add your frames
Create your master(s)
STYLES
The fun part!
Get acceptance
Proof read
Print










10

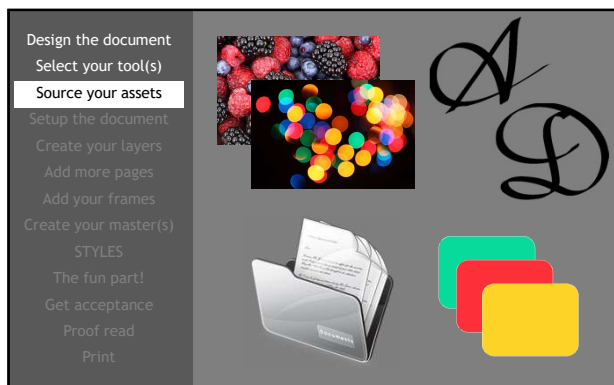


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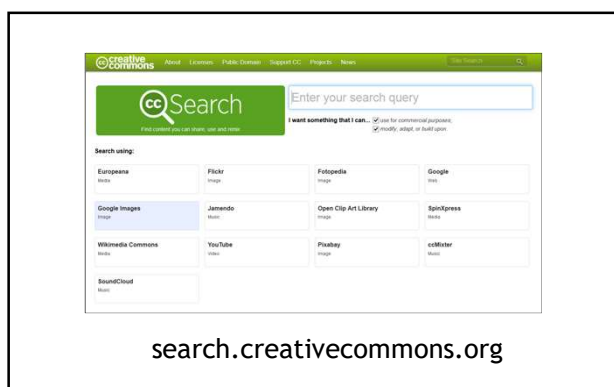
Design the document
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Create your master(s)
STYLES
The fun part!
Get acceptance
Proof read
Print

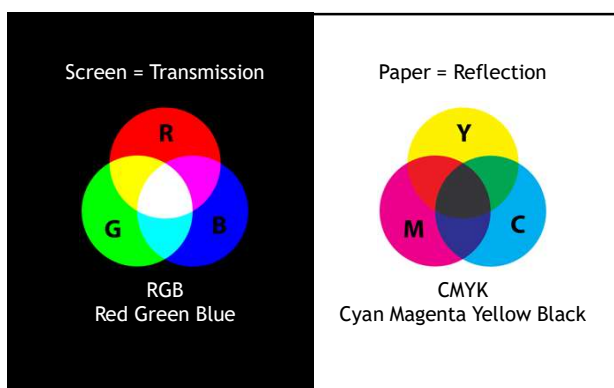
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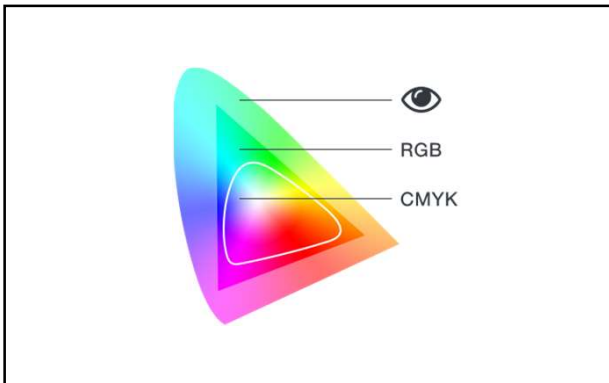
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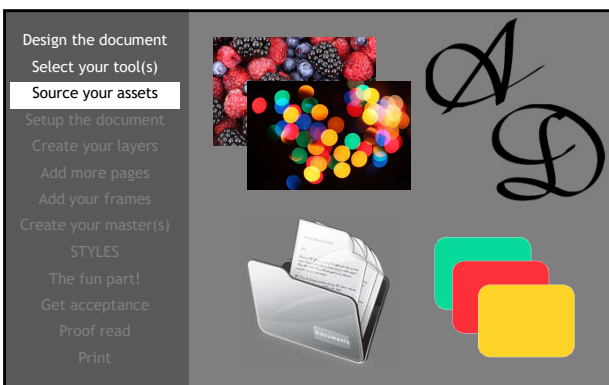
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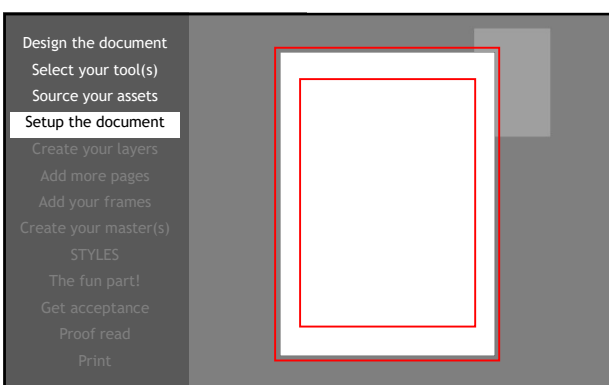
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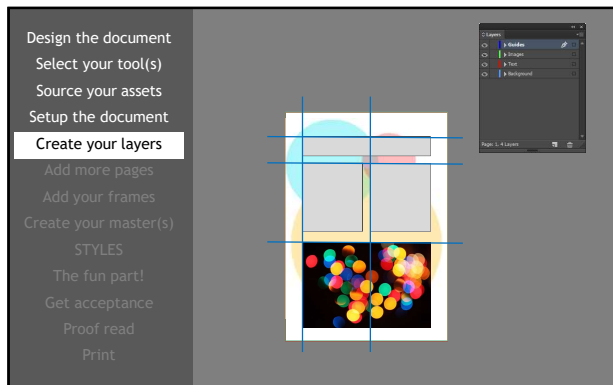
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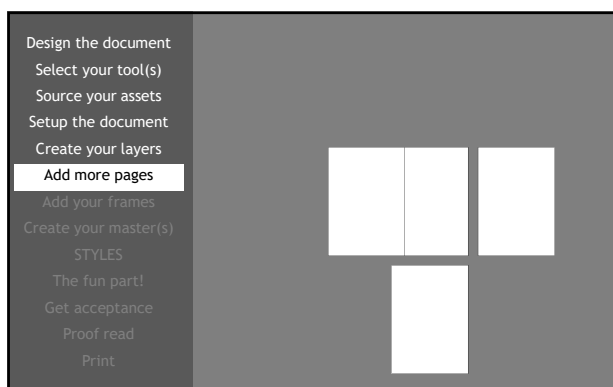
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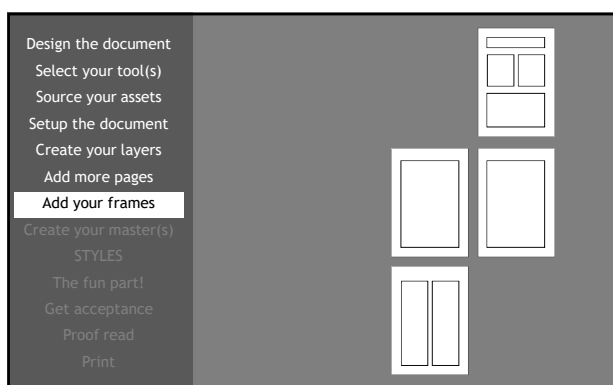
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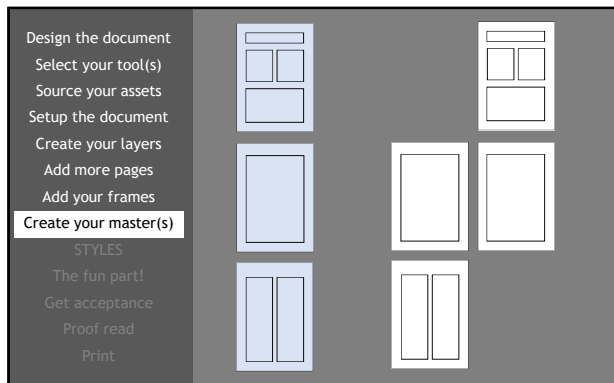
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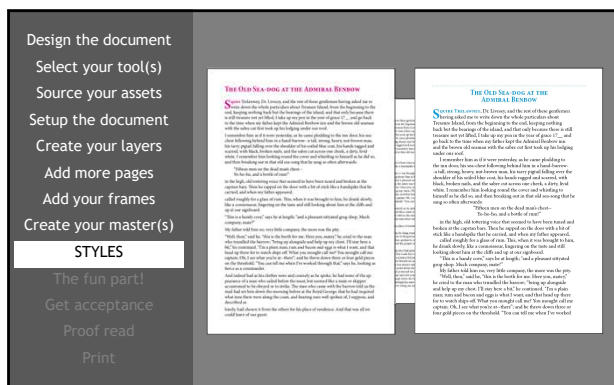
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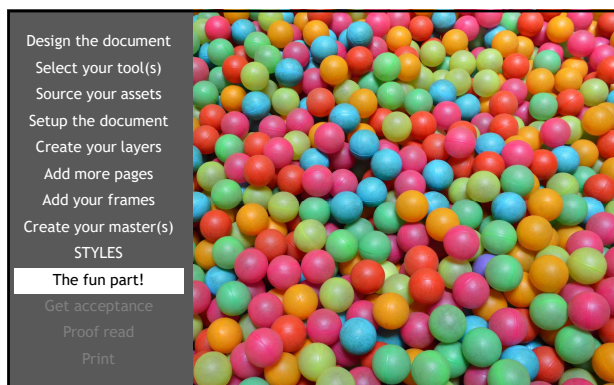
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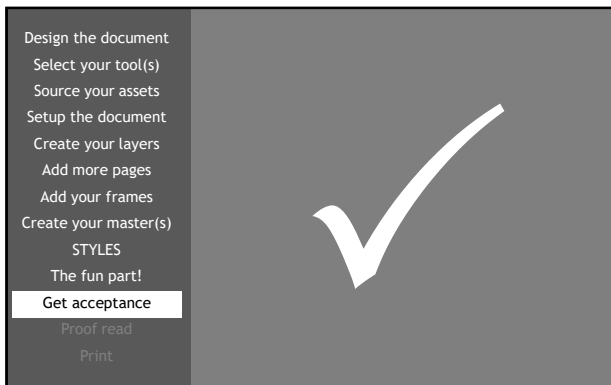
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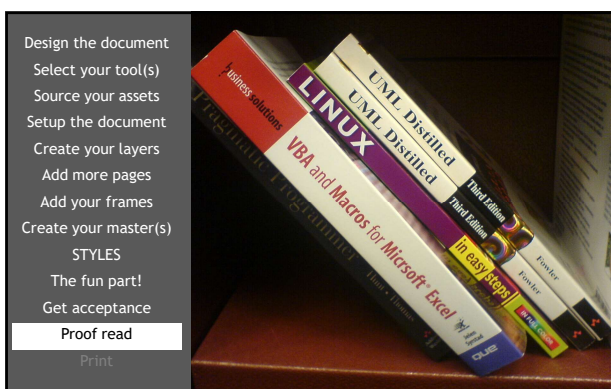
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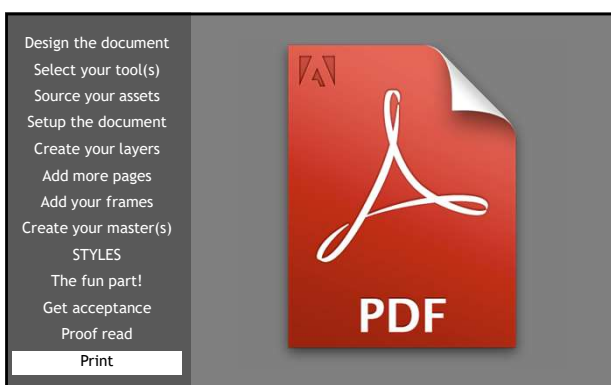
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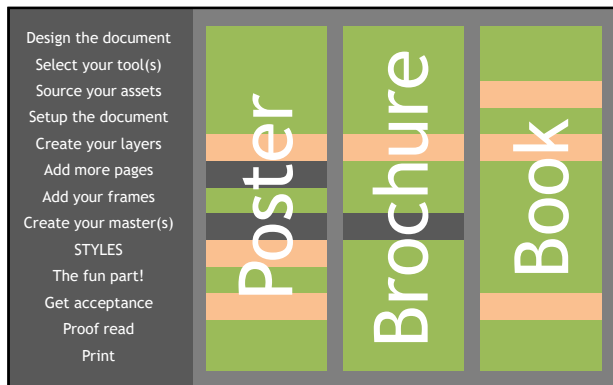
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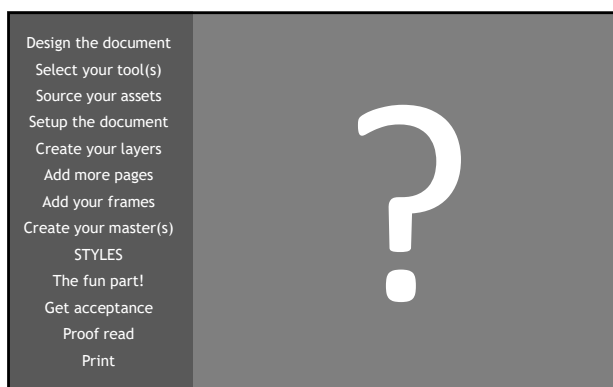
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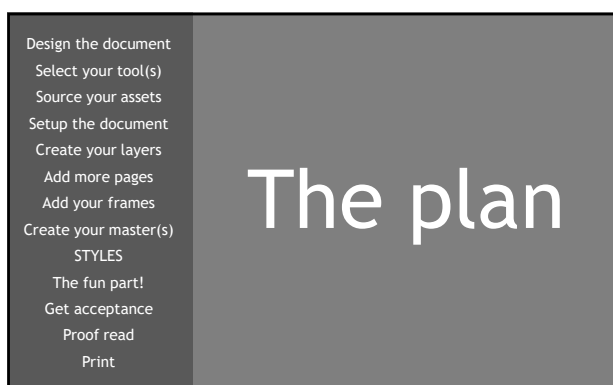
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29



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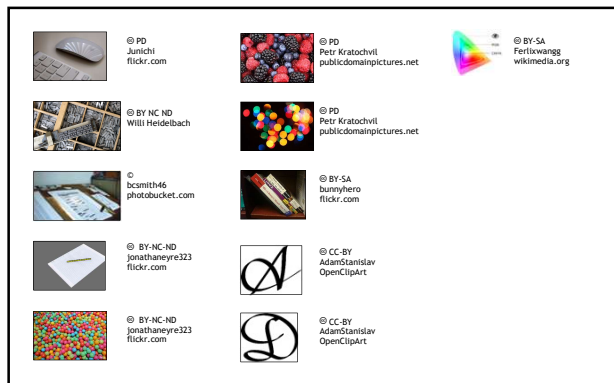
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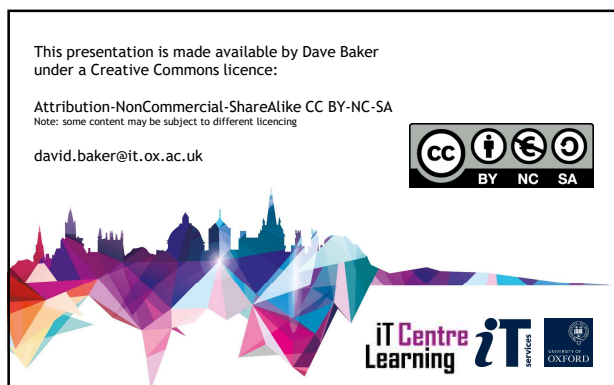
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