

PROJECT 1

Page 25, Define a New Layout File exercise

In the 2017.1 release (March 2017), the New Document dialog box has been redesigned. Because of the new dialog box configuration, the entire first exercise (beginning with Step 3 on Page 25, should be replaced with the following:

3. In InDesign, choose **File>New>Document**.

The New Document dialog box presents a number of preset sizes and prebuilt starter templates, broken in to categories based on the intended output.

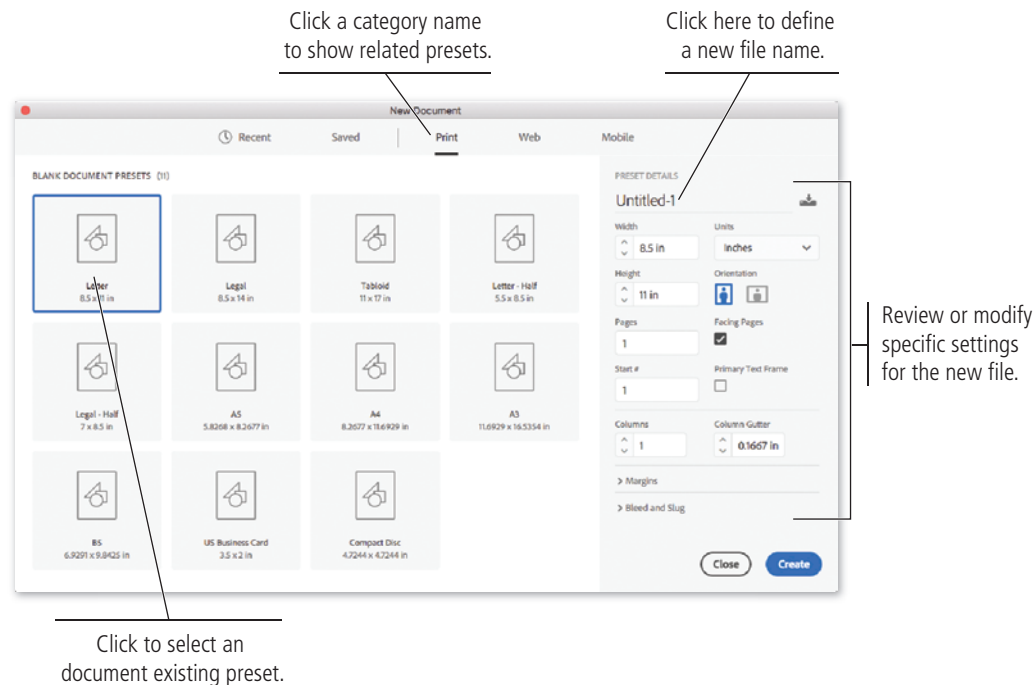
4. Click the **Print** option at the top of the resulting **New Document** dialog box, and make sure the **Letter** preset is selected.

When you choose the Print category, you see common page sizes such as Letter and Legal. The Print presets automatically default to use picas as the unit of measurement (unless someone has changed the default application preferences). For the Web and Mobile categories, new documents use pixels as the default measurement unit.

Because you chose the Letter preset in Step 4, the right side of the dialog box automatically shows the correct size (8.5 × 11 in) and orientation (portrait) for a standard letter-size layout. (**Portrait** documents are higher than they are wide; **landscape** documents are wider than they are high.)

The **Pages** field defaults to 1, which means the new file will have a single page. You can change this field to automatically create a file with a more than one page.

The **Start #** field also defaults to 1, which is standard for many layout jobs. You might need to change this option when you work with multi-page files. Odd-numbered pages always appear on the right, as you see in any book or magazine; you can define an even-numbered starting page number to force the first page of a layout to the left side of a spread. (This will make more sense when you begin working with longer documents in Project 4: Museum Exhibits Booklet.)



Updates & Errata

5. On the right side of the dialog box, click to highlight the name field, then type **crowe** as the new file name.

The name you define here will be the default name of the new file that is created.

6. Choose **Inches** as the unit of measurement (if necessary).

Since most people (in the United States, at least) think in terms of inches, we use inches throughout the projects in this book.

7. Uncheck the **Facing Pages** check box.

Facing pages are used when a printed job will be read left to right like a book — with Page 1 starting on the right, then Page 2 facing Page 3, and so on. Facing-page layouts are based on **spreads**, which are pairs of left-right pages as you flip through a book (e.g., Page 6 facing Page 7).

8. Make sure the **Primary Text Frame** option is unchecked.

When this option is active, InDesign creates a text frame that automatically fills the area created by the defined page margins. A letterhead design primarily focuses on the area outside of the margins, so you don't need to add a primary text frame to this file.

9. Click the **chain button** to unlink the four Margin fields.

When the chain icon is active (connected links), all four margin fields will be the same; changing one field changes all margin values to the same value. For this project, you need to define different values for the top and bottom than for the left and right, so you need to unlink (unconstrain) the fields if they are currently linked.



Active
(linked)



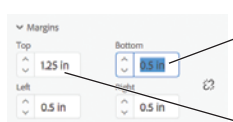
Not active
(unlinked)

10. Click the arrow to the left of the **Margin** heading to expand those options.

11. Highlight the first **Margin** field and type **1.25**, then press **Tab** to highlight the next **Margin** field (**Bottom**).

If you are defining values using the default unit of measurement, you do not need to type the unit. However, you can type values in any unit as long as you type the appropriate unit along with the value; InDesign makes the necessary conversion for you, so the values will still be displayed in the default units. (This technique works in dialog boxes and panels — anywhere that you can enter a measurement.)

When you press the **Tab** key, the default unit of measurement is automatically added to the value you type.



Press **Tab** to move the highlight to the next field.

The default unit of measurement is automatically added to the value you type.

12. Change the highlighted **Bottom** margin field to **2 in**.

13. Press **Tab**, then change the **Left** margin field to **1 in**.

Note:

You can use the **Columns** and **Column Gutter** fields to change the default number of columns in the new document. The gutter is the space between columns.

Updates & Errata

14. Press Tab, then change the Right margin field to 1 in.



15. Click the arrow to the left of the Bleed and Slug heading to expand those options.

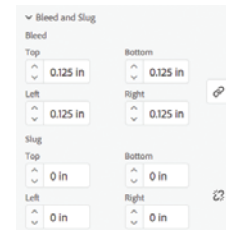
If layout is being printed commercially, it's probably being printed with multiple copies on a large press sheet, from which the individual letterhead sheets will be cut. The **bleed** is a safety area in which objects extend past the page edge in the layout, necessary to compensate for inevitable variance in the process when the pages are cut from the press sheet.

A **slug** is an area outside of the bleed, where designers sometimes add job information that will not appear in the final printed piece, such as color bars and registration marks. The Slug fields in the New Document dialog box always default to 0.

16. Make sure the chain icon to the right of the Bleed fields is active (unbroken links), then change the first Bleed field to 0.125 in (the decimal equivalent of 1/8). Press Tab to apply the new Bleed value to all four sides.

The letterhead for this project will be printed commercially; the printer said the design can safely bleed on all four sides, and its equipment requires a 1/8" bleed allowance.

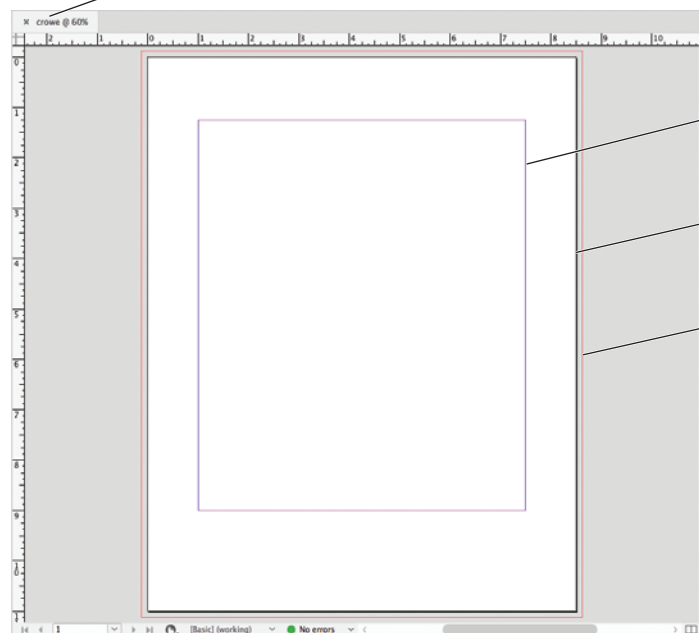
In this case, you want all four edges to have the same bleed, so the chain icon should be active to constrain all four Bleed fields to the same value.



17. Click Create to create the new document.

The document appears, filling the available space in the document window. Your view percentage might appear different than what you see in our images.

The name you defined in Step 5
is the default file name.



Pink guides represent the defined margins.

The black line defines the page edge.

Red guides represent the defined bleeds.

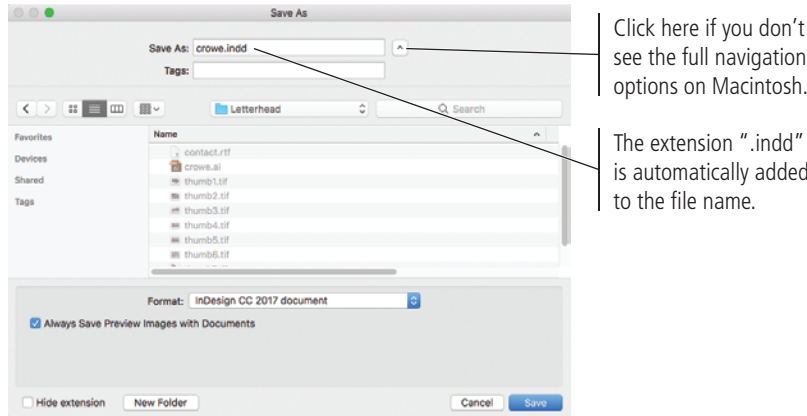
Updates & Errata

18. Choose File>Save As. In the Save As dialog box, navigate to your WIP>Letterhead folder as the target location for saving the file.

The Save As dialog box follows a system-standard format. Macintosh and Windows users see slightly different options, but the basic InDesign functionality is the same.

19. Review the Save As/File Name field, then click Save.

The file name defaults to the name you defined in the New Document dialog box (Step 5), plus the “.indd” extension for InDesign documents. (If the Hide Extension option is checked at the bottom of the dialog box, the “.indd” will not appear in the file name.)



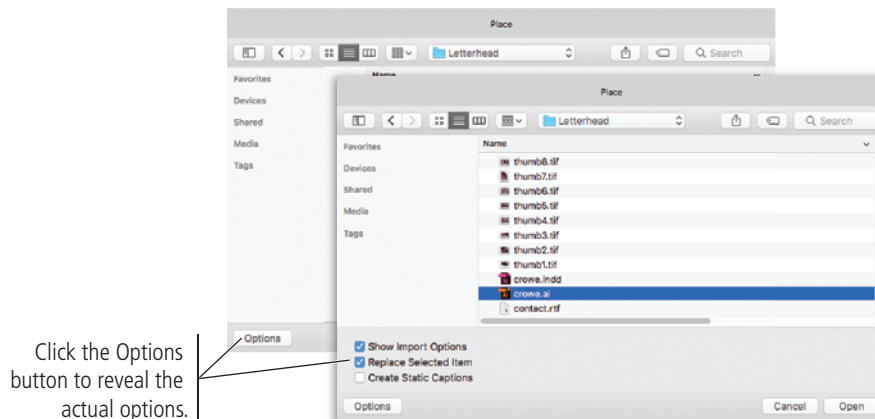
20. Continue to the next exercise.

Page 31, Steps 2 and 3

Because you defined Inches as the unit of measurement when you created the file, the new file automatically defaults to use inches as the unit of measurement. Steps 2 and 3 are no longer necessary.

Page 58, Step 2

For Macintosh users on OS 10.11 (El Capitan) or later, the Place dialog box has been reconfigured in InDesign 2017.1. The three options at the bottom of the dialog box are now hidden under an “Options” button. You must first click this Options button to reveal the Show Import Options, Replace Selected Item, and Create Static Captions check boxes.



Updates & Errata

Page 64, Step 11

Macintosh users on OS 10.11 or later must click the Options button to reveal the placement options at the bottom of the dialog box (Show Import Options, Replace Selected Item, and Create Static Captions).

Page 72, Step 2

Macintosh users on OS 10.11 or later must click the Options button to reveal the placement options at the bottom of the dialog box.

PROJECT 2

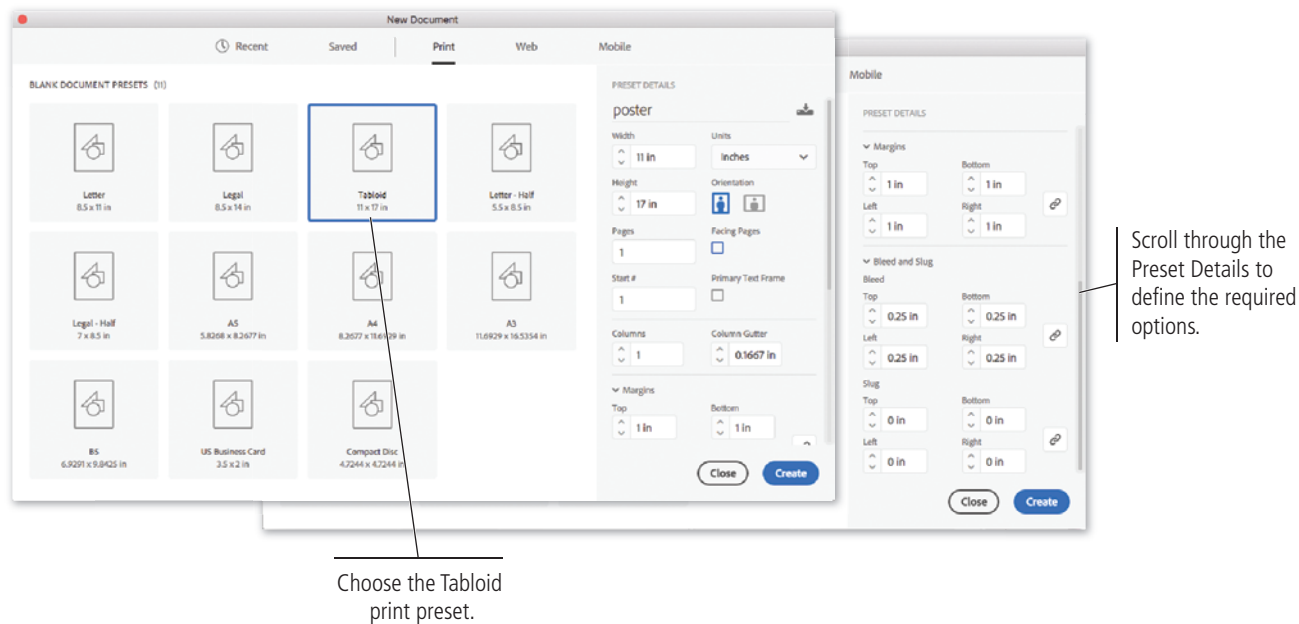
Page 86, Step 6

Because of the reconfigured New Document dialog box in the 2017.1 release, Step 6 should be replaced with the following:

6. Choose **File>New>Document**. Click the **Print** option at the top of the resulting **New Document** dialog box, and choose the **Tabloid** preset.

Make the following changes in the **Preset Details** section, then click **Create** to create the new file:

Name:	poster
Facing Pages:	Unchecked
Primary Text Frame:	Unchecked
Margins:	1 in (all four sides)
Bleed:	0.25 in (all four sides)



Updates & Errata

Page 98, Step 2

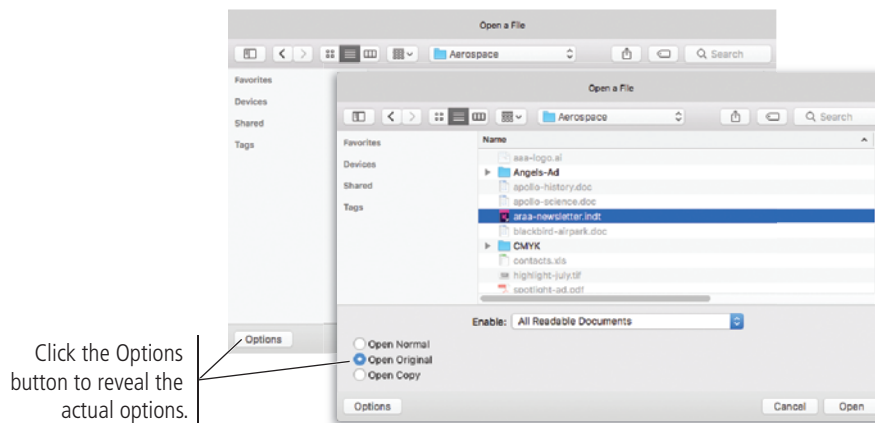
Reminder: Macintosh users on OS 10.11 or later must click the Options button to reveal the placement options at the bottom of the dialog box.

This change affects a significant number of steps throughout the book. We will not note each instance in this document, but keep in mind that you must click the Options button to review/access the file placement options.

PROJECT 3

Page 145, Step 3

For Macintosh users on OS 10.11 (El Capitan) or later, the Open dialog box has been reconfigured in InDesign 2017.1. The three options at the bottom of the dialog box are now hidden under an “Options” button. You must first click this Options button to reveal the Open Normal, Open Original, and Open Copy radio buttons.



This change affects several steps in this project. We will not note each instance in this document, but keep in mind that you must click the Options button to choose how to open a file.

Page 152, Step 2

The second half of the step is redundant. The step should read:

2. Click the hot-text page link for the modified **aaa-logo.ai** file in the Links panel.

Page 162, Step 8

The step should change the text to July 2017:

8. Using the Type tool, change the date in the frame to **July 2017**, and change the issue number to **3**.

Page 182

The steps on Page 182–184 are incorrectly numbered. Step 9 on Page 182 should be numbered Step 4, continuing on to Step 16 at the end of Page 184.

Updates & Errata

Page 183, Step 13

The step should read:

13. Choose **File>Place**. Select **blackbird-airpark.doc**, uncheck the **Show Import Options box**, then click **Open**. Click **Close** if you get a **Missing Font warning**.

PROJECT 4

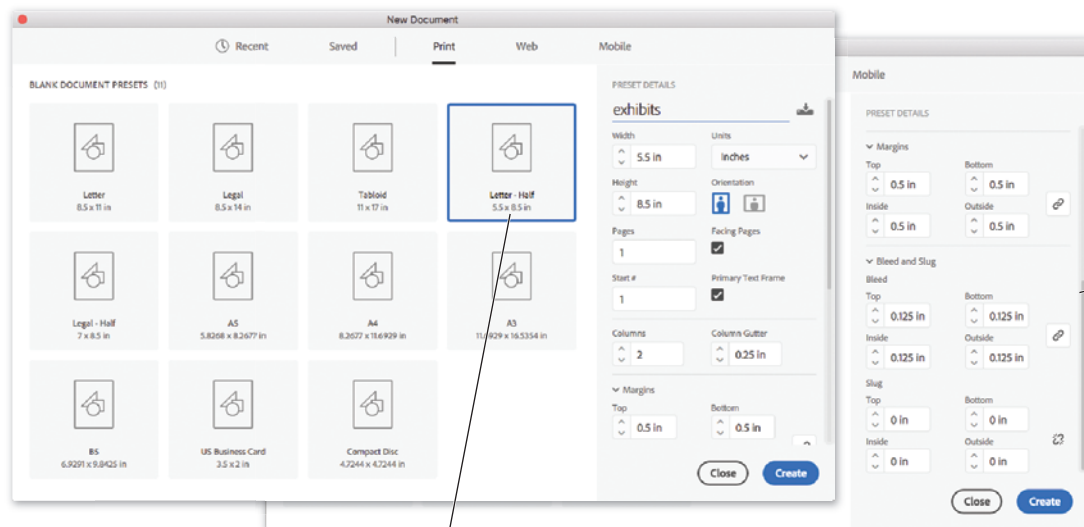
Page 219, Steps 3–9

Because of the reconfigured New Document dialog box in the 2017.1 release, Steps 3–9 should be replaced with the following:

6. Choose **File>New>Document**. Click the **Print** option at the top of the resulting **New Document dialog box**, and choose the **Letter-Half** preset.

Make the following changes in the **Preset Details** section, then click **Create** to create the new file:

Name:	exhibits
Facing Pages:	Checked
Primary Text Frame:	Checked
Columns:	1
Column Gutter:	0.25 in
Margins:	0.125 in (all four sides)
Bleed:	0.125 in (all four sides)



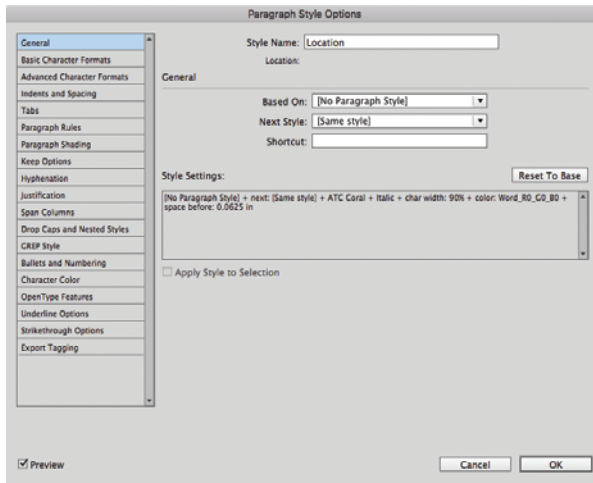
Choose the **Letter - Half** print preset.

Scroll through the **Preset Details** to define the required options.

Updates & Errata

Page 245, Step 2

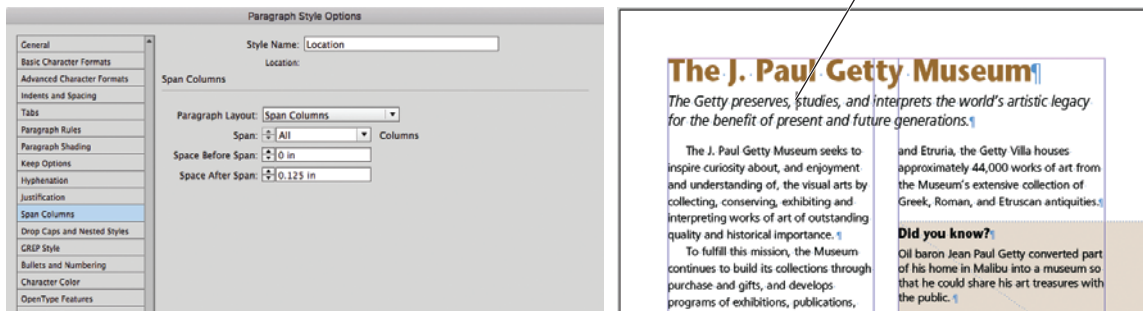
The image at the bottom of the page is incorrect. It should appear as follows:



Page 246, Step 4

The image after this step is incorrect. It should appear as follows:

When the Preview option is active, you can see the effect of the change on text that is formatted with the style you are editing.



Page 282, Step 12

The step incorrectly refers to the General pane; it should read:

12. Define the following settings in the Compression pane:

- Choose JPEG 2000 (Lossless) in the Compression menu.
- Define the target Resolution as 72 ppi.

Updates & Errata

PROJECT 5

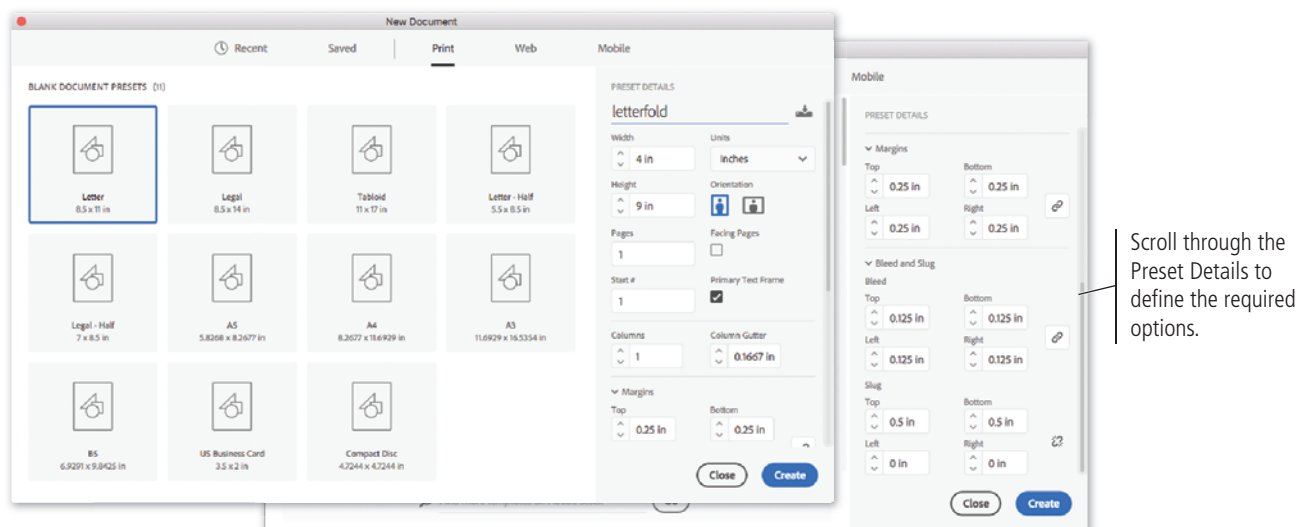
Page 291, Step 3

Because of the reconfigured New Document dialog box in the 2017.1 release, this step should be replaced with the following:

3. Choose **File>New>Document**. Click the **Print** option at the top of the resulting New Document dialog box.

Make the following changes in the Preset Details section, then click **Create** to create the new file:

Name:	letterfold
Width:	4 in
Height:	9 in
Facing Pages:	Unchecked
Primary Text Frame:	Checked
Columns:	1
Margins:	0.125 in (all four sides)
Bleed:	0.125 in (all four sides)
Slug:	0.5 in (top and bottom) 0 in (left and right)



Updates & Errata

PROJECT 7

Page 439, Step 3

For Macintosh users on OS 10.11 (El Capitan) or later, you must first click the Options button to reveal the Show XML Import Options box.

Page 450, Steps 2–4

Because of the reconfigured New Document dialog box in the 2017.1 release, these steps should be replaced with the following:

2. Choose **File>New>Document**. Click the **Mobile** option at the top of the resulting **New Document** dialog box, then click the **iPad** preset.

Make the following changes in the **Preset Details** section, then click **Create** to create the new file:

Name: **ipad_bryce**
Orientation: **Portrait**
Primary Text Frame: **Unchecked**

