

The Process Manual

the process manual

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Note: All customers will need to download the updated installer to get the 2017 templates and the Formula Color Library. Download Walsworth's Enhancements located under the InDesign CS6-CC2015 installer tab located in the Support Download section of Members Only at walsworthyearbooks.com.

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Installation

To install Walsworth's Enhancements for Adobe® InDesign®, go to Support Download and download the 2017 Enhancement Update installer. Find and use the instructions that follow for your operating systems.

If your yearbook computers are networked or are part of the school network, you should give the Network Users Manual, found on yearbookhelp.com, to your network administrator and then work with him or her to make sure your Enhancements are installed correctly.

Following are the minimum requirements for installing Walsworth's Enhancements:

Overview of requirements

The following information includes workstation requirements and instructions for the installation of Walsworth **Enhancements** and Adobe software.

Hardware, operating system and program requirements

Supported Adobe InDesign versions

- InDesign CS6
- InDesign CC (2014)
- InDesign CC (2015)

Note that we do offer help with earlier versions of InDesign. If you need assistance, please contact Computer Support at 800-369-1530 or computer.support@walsworth.com.

InDesign CS6 System Requirements

Windows

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP with Service Pack 3 or Windows 7 with Service Pack 1. Adobe Creative Suite 5.5 and CS6 applications also support Windows 8.
- 1GB of RAM (2GB recommended)
- 1.6GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1024x768 display (1280x800 recommended) with 16-bit video card
- DVD-ROM drive
- Adobe Flash Player 10 software required to export SWF files
- Some features in Adobe Bridge rely on a DirectX 9-capable graphics card with at least 64MB of VRAM
- This software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services. Phone activation is not available.

Mac

- Multicore Intel processor
- Mac OS X v10.6.8 or v10.7. Adobe Creative Suite 5, CS5.5, and CS6 applications support Mac OS X Mountain Lion (v10.8) when installed on Intel based systems.
- 1GB of RAM (2GB recommended)
- 2.6GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) with 16-bit video card
- DVD-ROM drive
- Adobe Flash Player 10 software required to export SWF files
- This software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services. Phone activation is not available.

InDesign CC (2014) System Requirements**Windows**

- Intel Pentium 4 or AMD Athlon 64 processor
- Microsoft Windows 7 with Service Pack 1, Windows 8, or Windows 8.1
- 2 GB of RAM (8 GB recommended)
- 2.6 GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended) with 32-bit video card; supports HiDPI display
- Adobe Flash Player 10 software required to export SWF files
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

Mac OS

- Multicore Intel processor
- Mac OS X v10.7, v10.8, or v10.9
- 2 GB of RAM (8 GB recommended)
- 2.6 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended) with 32-bit video card; supports Retina display
- Adobe Flash Player 10 software required to export SWF files.
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

* NOTICE TO USERS: Internet connection, Adobe ID and acceptance of license agreement are required to activate and use this product. This product may integrate with or allow access to certain Adobe or

third-party hosted online services. Adobe services are available only to users 13 and older and require agreement to additional terms of use and the Adobe Privacy Policy. Applications and services may not be available in all countries or languages and may be subject to change or discontinuation without notice. Additional fees or membership charges may apply.

InDesign CC (2015) System Requirements

Windows

- Intel Pentium 4 or AMD Athlon 64 processor
- Microsoft Windows 7 with Service Pack 1, Windows 8, Windows 8.1, or Windows 10
- 2 GB of RAM (8 GB recommended)
- 2.6 GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended) with 32-bit video card; supports HiDPI display
- To use the new InDesign Touch workspace, you must have a touch screen enabled tablet/monitor running Windows 8 or above (such as Microsoft Surface Pro 3) with the screen resolution set to 2160 x 1440 or more
- Adobe® Flash® Player 10 software required to export SWF files
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

Mac OS

- Multicore Intel processor
- Mac OS X v10.9, v10.10 or v10.11
- 2 GB of RAM (8 GB recommended)
- 2.5 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended) with 32-bit video card; supports Retina display
- Adobe® Flash® Player 10 software required to export SWF files.
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

* NOTICE TO USERS: Internet connection, Adobe ID, and acceptance of license agreement required to activate and use this product. This product may integrate with or allow access to certain Adobe or third-party hosted online services. Adobe services are available only to users 13 and older and require agreement to additional terms of use and the Adobe Privacy Policy. Applications and services may not be

available in all countries or languages and may be subject to change or discontinuation without notice. Additional fees or membership charges may apply.

User access requirements for the yearbook staff

Here are the basic requirements for user access on a yearbook workstation that must be in place to run InDesign, Photoshop, Acrobat or Walsworth's Enhancements:

Mac

- Read and Write access to the **_WPCYB folder** and sub-folders at the root of the hard drive
- Read and Write access to the **Adobe InDesign program folder** and all sub-folders and files.

Windows

- Read, Write and Modify access to the **_WPCYB folder** and sub-folders at the root of the C: drive
- Read, Write and Modify access to the **Adobe InDesign program folder** and all sub-folders and files.

All users should have access to each workstation's CD or DVD drive for viewing help files when necessary. Also, if your school submits pages on CD-ROM, access to any CD creation software may be required.

Current Adobe programs were not created to operate in restricted workstation environments. If a user is too restricted on the workstation, they will receive either error messages or experience total program failure when trying to use the InDesign application and Walsworth's Enhancements.

Yearbook staff members must also have the ability to move files from the network or shared drive to their workstation and back. Creating a shortcut on the desktop to their area of the server may be the easiest way for staff members to move these files back and forth, without accidentally putting them in the wrong area of the network drive.

However, this doesn't mean that a certain level of security or restriction isn't needed; in fact, it is encouraged. Allowing other users access to yearbook files and images can be risky, and allowing your own users access to system files shouldn't be acceptable either.

Installation for Windows

To install the Enhancements:

1. Go to Support Download and download the 2017 Enhancement Update installer.
2. You should not have any other applications open while you install.

3. Follow the instructions as they are presented. Installation will proceed, and all files will be copied to your computer.
4. A dialog will appear to let you know that installation has finished. Click **Quit** to exit the installer.
5. After installation has finished, you must restart your computer for the Enhancements to work correctly.

Installation for Mac

To install the Enhancements:

1. Go to Support Download and download the 2017 Enhancement Update installer.
2. Double click the version of InDesign you have installed on your computer to begin installation.
3. You should not have any other applications open while you install.
4. Follow the instructions as they are presented. Installation will proceed, and all files will be copied to your computer.
5. A dialog will appear to let you know that installation has finished. Click **Quit** to exit the installer.

2017 InDesign Enhancements Contents:

- **InDesign Enhancements** Color Information, Image Tag, Panel Maker, Portrait Flow, Designer Series, Express Libraries, PDF Builder, Mirror (InDesign CS6 only), File Builder, Walsworth Yearbook Help, Index Plus, Image Placer, Walsworth Control Center, Memo (InDesign CS6 only) and PDF Submit.
- **WPCYB folder** This folder is created at the base of the hard drive and contains a series of folders and files to help with yearbook organization and creation. The following items are installed in the WPCYB folder:
 - **AWPC Fonts** See Installing Fonts in this manual for information on using AWPC fonts. Any AWPC font you wish to use must be installed.
 - **D1-D8 folders** Empty folders that can be used to store deadline files.
 - **Indexed Pages, Pages folders** Empty folders for file storage. The Pages folder must not be deleted or moved or Walsworth's Enhancements will not work properly.
 - **PIX folder** Contains two empty folders, Originals and Prepared, which can be used to store digital image files.
 - **Proofs** Contains empty folders for Parts 1-9, used to store proofed pages.
 - **Templates** Contains empty folders for Academics, Ads, Closing, Cover, Dividers, Endsheets, Index, Opening, Title, Organizations, People, Sports, Student Life and is used to store templates for those sections.
 - **Walsworth Items** Contains At a Glance Cards Folder, Colors Folder - Freehand and Illustrator, Network Users Manual, Process manual, Photoshop manual, InDesign KlikArt catalog and DSL/Font catalog.

What Will Install – Windows

The following outlines the standard installation for Walsworth's Enhancements. 2017 Enhancement Update installer content: Designer Series templates and Color Information. Contact Computer Support for specific files and locations:

- **InDesign Enhancements:** CS6, CC (2014), CC (2015)\Plug-ins\Wpc_ID
- **WPCYB folder:** Base of the C: drive and a shortcut on desktop

What Will Install – Mac

The following outlines the standard installation for Walsworth's Enhancements. See the Network Users Manual for specific files and locations:

- **InDesign Enhancements:** CS6, CC (2014), CC (2015)\Plug-ins\Wpc_ID
- **WPCYB folder:** WPCYB folder: Root of the Hard Drive and a shortcut on desktop

Planning the yearbook

The best way to get your yearbook off to a good start is to get organized and have a plan. With the materials found in the Planning Kit, sent to you in the spring, you can get a jump-start on the year and make the creation and submission of your yearbook a smoother process. Support files can be found on help.walsworthyearbooks.com/using-indesign.

Following are some suggested steps for planning your book. The Yearbook Blueprint and the Adviser Timeline each contain a ladder. The ladder is an at-a-glance plan of how your entire yearbook will be organized. After you decide how many pages will be in your yearbook, you can start thinking about how your coverage will be divided and which subjects you want to cover on each spread.

Step 1 - Decide how your book will be divided up.

As you fill out your ladder, indicate which sections will go where and how many pages each section will contain. This will help you decide on the proper template, Designer Series or Total Design layout for each page. See the DSL catalog or Total Design templates located at Yearbookhelp.com to view the layouts available for this year.

Step 2 - Fill out your complete ladder diagram.

On your ladder, write in the subject to be featured on each page. This will serve as a road map of your yearbook throughout the year. Always note, however, that the ladder is not set in stone. You may need to

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change it later based on the events of the year. Write on your large ladder diagram with a dry-erase marker, or other printed ladders in pencil, so you can erase and change as needed.

To record more detail on things such as page subject, color placement and folio art, use the content ladder in the Adviser Timeline or the Yearbook Blueprint.



Step 3 - Decide which pages will appear in color.

Correctly specifying color is one of the most important decisions you will make for your yearbook. Improper use and submission of color can result in substantial extra charges. The ladder was designed to make it easy to view flats and signatures for better color planning. Be sure to discuss color with your Walsworth Yearbooks sales representative before you specify the color on your ladder.

Signatures and flats

Yearbooks are printed in 16-page increments called signatures. These are large sheets that are printed on each side, called a flat, and then the signature is folded and trimmed, with multiple signatures being bound together to create your yearbook. For example, say you are looking at the first 16 pages of your yearbook. Pages 1, 4-5, 8-9, 12-13 and 16 are one flat (called 1A); pages 2-3, 6-7, 10-11 and 14-15 are the other (called 1B). You can see from the signature diagram that only printing color on the pages of a flat would be more economical than randomly placing your color throughout the book. The ladder diagram divides your book into signatures, with color bars designating the flats within the signature. So you should first decide how many pages of your book will be printed in color, and, based on that decision, make sure those pages are confined to the same flats. Always talk to your

Walsworth Yearbooks sales representative about color before you submit pages to ensure you are working within the confines of your yearbook price.

Step 4 - Based on your deadlines, decide which pages you will submit at what time.

Your Walsworth Yearbooks sales representative will bring you a deadline agreement form to sign. On that form, you will see your deadline dates and the number of pages you should submit at each deadline. Use this information to start planning your coverage and when you will work on certain pages. Record this information on your ladder.

Step 5 - Decide which fonts you will use.

Walsworth has a complete selection of AWPC fonts that can be used throughout your yearbook. See the Fonts foldout brochure or the Yearbook Blueprint to help choose your AWPC fonts. One benefit of using AWPC fonts is that you will not have to submit them with your page files.

You may also decide to use fonts that are already installed on your computer. See the Installing fonts section for information about fonts that are not supported by Walsworth. See the Submitting fonts section for instructions on sending your non-AWPC fonts to Walsworth.

Step 6 - Decide on folios and other master page items.

If you will be using folio artwork in your yearbook, pick that artwork from the ClikArt guide, found at help.walsworthyearbooks.com/using-indesign/. If you will be designing your own artwork, keep the following in mind:

- The standard folio area on a page is approximately 18 picas wide and three picas tall.
- The artwork should be saved as a JPEG or TIFF.
- You will need to submit your custom artwork with your page files.

Step 7 - Set up the WPCYB folder.

Using the file management tips that follow, create or move the folders within the WPCYB folder so it makes sense for your yearbook.

File management

File management refers to the process of saving and organizing documents, such as page files, digital image files and graphic files.

If you will be submitting pages to Walsworth without extra graphics or digital images and using only AWPC fonts, organizing your pages will be fairly easy. However, if you use any graphics other than those found in the Walsworth ClikArt catalog, or if you place photos from a digital camera or

scanner, you need to submit those files along with your page files. Using the file management steps outlined in this section will get all necessary files in the same location, which will reduce missing files and links and will help make submitting your pages to Walsworth a quick and easy process.

The best way to ensure easy creation and submission of your yearbook is to use the WPCYB folder, installed on your computer, to manage and organize your yearbook files properly. First, here's a quick overview of the WPCYB folder:

Folders D1 through D8 for Deadlines 1-8

These are folders for your yearbook deadlines. Store files that will need to be submitted with each deadline in these folders.

PIX folder

Inside this folder are two folders, named Originals and Prepared.

- Use the Originals folder to store files that you download from your digital camera or photos you scan.
- If you will be using Photoshop to save, correct or add special effects to digital images, save them in the Prepared folder.

Indexed Pages

Use this folder to save pages after you have tagged them for your index. See the Indexing section for more information.

Pages

Use this folder to store pages as they are currently being worked. To organize your pages better, you may wish to create folders for specific staff members or sections of your yearbook.

Proofs

When you receive your proofs from Walsworth, copy them into the Proofs folder that corresponds to that proof part. For more information, see the instructions that come with your proof files.

Templates

This folder contains empty folders for the sections most commonly used in yearbooks. You can rename these folders if necessary or create folders for your own sections.

Walsworth Items

This folder is not used in the file management process. See the Installation section for more information about this folder and the items it contains. As you go through this manual, the directions for saving and organizing files will refer to these folders.

Suggested file management methods

For page files

Once you have met with your yearbook rep to plan your deadlines and the pages that will be submitted with each, set up your deadline folders with the necessary folders inside.

For example, if you will be submitting pages 1-17, 56-61, and 72-81 with your first deadline, you should set up folders for each individual spread or section. For example, a folder for page one would be named 001. For pages 2-3, use 002-003 and so on. Continue creating new folders and naming them after your pages until you have a folder for each yearbook spread.

You don't have to create all of these folders from scratch. In the Pages folder in the WPCYB folder, you'll find empty folders for double-page spreads up to a 400-page yearbook. Copy or move these folders into the deadline folders as directed below. If you need to change the name of a folder (for example, to hold a range of pages beyond a double-page spread), click on it once until the name is highlighted, then type in the correct name.

Then, as you work on your page files throughout the year, always store them and any related files, such as graphics or digital images, in the same folder as the page files. This will make it easy to find any items you need because they are all in the same place.

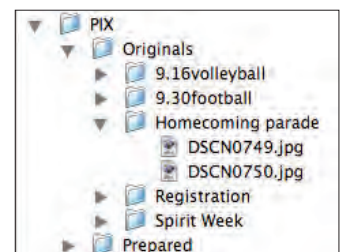
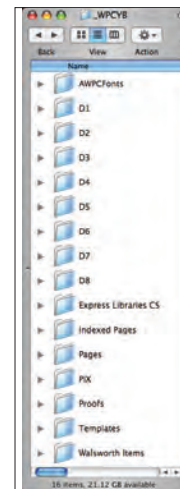
If you are working on networked computers and are forced to store your yearbook files on a server, make sure you have a copy of the WPCYB folder on the server where you can store your pages. Put your page file folders in the deadline folders. When it is time to work on your pages, drag the entire page folder over to your hard drive. Once you've finished work and saved your changes, move the folder back to the server.

Issues such as file corruption and application crashes can occur when you work on pages from your computer that are stored on the server. For more information on the recommended workflow for yearbook pages, see the Network Users Manual in the Planning folder.

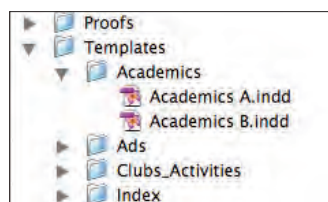
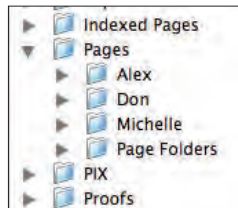
For digital images

The PIX folder in the WPCYB folder is a great place to store your digital image files. But you can organize your files even further and make it easier to find what you're looking for by creating more folders.

One recommendation would be to train your photographers to create a new folder each time they download images from the camera. Name the folders for the events that are the subject of the photos and the dates, if



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possible; for example, “jvfb10.13.” This will help the page designers know where to find the images they want to use.

Once the subject for individual spreads has been set, you might even store the images that relate to those spreads inside the folders named for the page numbers. That will make it simpler to know that you have everything you need, especially if you have to store your pages on a server and move the files back and forth from the server to your hard drive.

If you are not going to use Photoshop to save or alter your digital images, you may want to delete the Originals and Prepared folders in the PIX folder to avoid confusion. If you will be using Photoshop, you should always have an Originals and a Prepared folder. Store your original images in the Originals folder and then save the images with any changes in the Prepared folder, or in the folder with the page files. It’s always a good idea to keep a copy of the original image so you can go back to it if you later decide you do not like the changes you have made.

Installing fonts

After you have decided which AWPC fonts to use in your yearbook, you will need to install them on your computer. Follow the instructions below for your operating system to install AWPC fonts.

Windows Vista and lower

1. Close any open applications.
2. Go to **Start > Settings > Control Panel**. Windows XP users might go directly to **Start > Control Panel**.
3. Double-click to open the Fonts folder.
4. Select **File > Install New Font**.
5. Browse to the WPCYB folder, where the AWPC Fonts folder is located.
6. Double-click to open the Body or Display folder based on the font(s) you are installing.
7. All available fonts will load in the List of fonts window. Once all fonts have loaded, click on the font you want to install. Ctrl + click to select more than one font at a time.
8. Click **OK**. Fonts are loaded and are available in any application.

Windows users should not load more than 300 fonts at a time or computer performance will be affected.

Windows 7

1. Go to your WPCYB folder located on the C drive.
2. Open the Fonts folder. Select either the Body fonts or Display fonts folder.
3. Double-click on the desired font and click on the Install font button in the top left corner.

MAC OS X and higher

1. Close any open applications. Open the **WPCYB** folder at the root of your hard drive.
2. Double-click to open the **AWPC Fonts** folder in the **WPCYB** folder.
3. Double-click to open the **Body or Display** folder based on the font(s) you are installing.
4. Open another window in which your Fonts folder is visible. The path is usually **Hard Drive > Library > Fonts**.
5. Select the font you want to install. Use Command + click or Shift + click to select more than one font at a time.
6. Drag the fonts you have selected over to the Fonts folder within your Library folder.

Mac users should not load more than 128 font suitcases, or certain fonts will not be available in applications that run in Classic mode.

Unsupported fonts

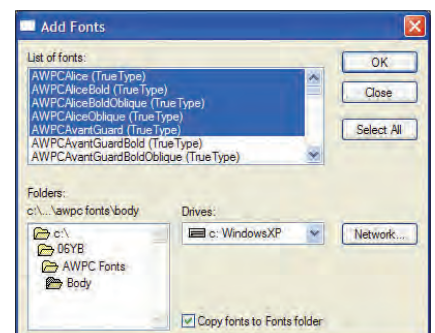
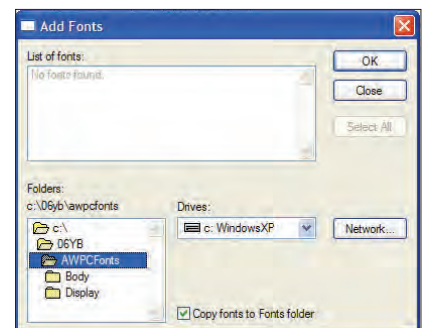
The following fonts on the following systems cannot be used on your yearbook pages because they will not print properly on Walsworth's PostScript printers. If these fonts are used on pages submitted to Walsworth, the font Courier will be substituted on proofs.

All Systems

- Apple Chancery
- Blueprint Family
- Chunky Monkey Family
- Fina Heavy
- Fisherman Family
- Futurist
- Multiple Master (MM) fonts
- Nadianne Family
- All Ssi fonts
- Write Family
- Zapf Chancery Bold
- All Freeware fonts
- All Shareware fonts
- All other city or state names

Windows

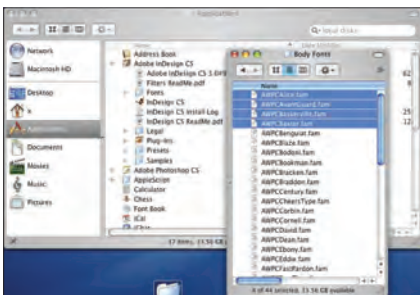
- Arena Condensed
- Garnet
- Gilde
- Letter Gothic
- System Screen fonts (with .fon extension)
- Technical
- Ultra
- Ultra Shadow



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Mac

- Apple Gothic
- Apple LiGothic Medium
- Apple LiSung Light
- Capitals
- Copperplate Regular
- Fang Song
- Espy Sans Family
- eWorld fonts
- Gadget
- Geneva
- Headline A Regular
- Hei
- Kai
- Monaco
- Osaka
- Sand
- Song Regular
- StFeng Song Regular
- StHeiti Light
- Surf Style
- Techno
- Textile
- TrebuchetMS Regular
- Verdana Bold
- Webdings
- #HeadlineA.dfont
- #Junggothic.dfont
- #PCmyoungjo.dfont
- #Shinmyoungjo.dfont
- #Taegraphic.dfont
- Baskerville.dfont
- Beijing.dfont
- BigCaslon.dfont
- Copperplate.dfont
- Didot.dfont
- Futura.dfont
- GillSans.dfont
- Hangangche.dfont
- HelveticaNeue.dfont
- Herculanum.dfont
- MarkerFelt.dfont
- Optima.dfont
- Papyrus.dfont
- Taipei.dfont
- Zapfino.dfont



AmericanTypewriter.dfont
 #Gungseouche.dfont
 #Pilgiche.dfont
 Apple LiGothic Medium.dfont
 Apple LiSung Light.dfont
 AppleGothic.dfont
 AppleMyungjo.dfont
 AquaKanaBold.dfont
 AquaKanaRegular.dfont
 BiauKai.dfont
 Fang Song.dfont
 Geneva.dfont
 Hei.dfont
 Helvetica.dfont
 Kai.dfont
 Keyboard.dfont
 LastResort.dfont
 LucidaGrande.dfont
 Monaco.dfont
 Osaka.dfont
 OsakaMono.dfont
 Seoul.dfont
 Song.dfont
 Symbol.dfont
 Times.dfont
 ZapfDingbats.dfont
 ÉqÉâÉMÉmäÉS Pro W4.otf
 ÉqÉâÉMÉmñæí© Pro W3.otf
 ÉqÉâÉMÉmñæí© Pro W6.otf
 ÉqÉâÉMÉmäpÉS Pro W3.otf
 ÉqÉâÉMÉmäpÉS Pro W6.otf
 ÉqÉâÉMÉmäpÉS Std W8.otf
 Courier.dfont

You may want to delete some fonts, but there are some you need to run your system. Never delete these fonts. They were installed with Walsworth's Enhancements and are required to run Walsworth's software.

AWPCHelvetica
 AWPCHelveticaBold
 AWPCHelveticaBoldOblique
 AWPCHelveticaOblique
 AWPCTimes
 AWPCTimesBold
 AWPCTimesBoldItalic
 AWPCTimesItalic

The following fonts should not be deleted from these systems:

Windows

- Arial (TrueType)
- Arial Bold (TrueType)
- Arial Bold Italic (TrueType)
- Arial Italic (TrueType)
- Courier 10, 12, 15 (VGA res)
- Courier New (TrueType)
- Courier New Bold (TrueType)
- Courier New Bold Italic (TrueType)
- Courier New Italic (TrueType)
- Marlett (Windows 95/98)
- Modern (Plotter)
- MS Sans Serif 8, 10, 12, 14, 18, 24 (VGA res)
- MS Serif 8, 10, 12, 14, 18, 24 (VGA res)
- Roman (Plotter)
- Script (Plotter)
- Small fonts (VGA res)
- Symbol (TrueType)
- Symbol 8, 10, 12, 14, 18, 24 (VGA res)
- Times New Roman (TrueType)
- Times New Roman Bold (TrueType)
- Times New Roman Bold Italic (TrueType)
- Times New Roman Italic (TrueType)
- Wingdings (TrueType)
- Any font with a red A icon
- Any font beginning with the letters MS

Submitting fonts to Walsworth

If you are using any non-AWPC fonts in your yearbook, you will need to submit those to Walsworth with your first set of deadline pages or before. First, you should find the fonts on your computer.

- Windows fonts are found on your hard drive in the **Windows > Fonts folder**.
- Mac fonts are found in the System folder, in the Fonts folder.

The fonts can be submitted using Walsworth's Yearbook Connect. Instructions can be found on the Yearbook Connect At-A-Glance card in Support Download or you can follow these steps below.

1. Go to walsworthyearbooks.com.
2. Log in to your Members Only account.
3. Click the **Yearbook Connect** button.
4. You may upload fonts with pages, proofs or as missing items. They need to be saved in a folder called **Font Submission**.

Submitting your portrait CD/DVD

If your photographer will be providing panel photos to you on a CD or DVD, you will need to submit the CD(s) or DVD(s) to Walsworth prior to creating your portrait pages. Walsworth will then send back a Portrait Editor program to help you manage the photo information.

First, verify all images are on the CD/DVD by inserting the CD/DVD into your computer and browsing through the files. All there? Good! (If not, contact your photographer for a new CD/DVD.)

Next, you need to mail your Portrait CD/DVD to Walsworth so we can upload the photos to your account.

1. Complete the **Submission Form** included in your 2017 Planning Kit. If you don't want your portraits sorted by grade, be sure to note that in the Special Instructions area.
2. Send your Portrait CD/DVD and Submission Form to Walsworth via FedEx using the pre-addressed FedEx label included in your 2017 Planning Kit. Be sure to attach the Portrait CD sticker to the package so the plant will know what is inside.

After your portrait CD/DVD has been submitted:

1. Walsworth will put the images and names from the photographer CD/DVD into a program called **Portrait Editor**. The Portrait Editor allows you to edit names and images along with creating text files to help you place student names correctly on your yearbook pages. Within a week, you will receive the Portrait Editor program and Return CD in the mail.
2. Using the instructions included on the CD, make any necessary corrections or changes to the information on the Portrait CD using the Portrait Editor.

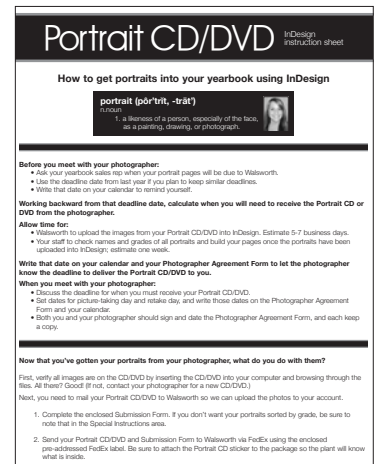
Next choose one of the steps below to complete your submission:

3. If you create your pages and submit PDFs to Walsworth, create your portrait pages using **Panel Maker** and flow the names into those pages from the Portrait Editor.

OR

4. If you submit application files to Walsworth, return the edited Portrait Editor submission file when you submit your first set of portrait pages to Walsworth by your deadline. You should burn the submission file to the Return CD that comes with the Portrait Editor or upload it via Walsworth's **Yearbook Connect**. Walsworth will place your images onto the yearbook pages.

If you have any questions about this process, please contact your customer service representative.



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Basic InDesign

Before you begin creating your yearbook, it is helpful to familiarize yourself with Adobe InDesign’s capabilities and features. If using Adobe InDesign CC (2014) the default workspace color is dark.

InDesign Tool palette

The first thing you should know about InDesign is how to use the tools to create page elements. When InDesign is open, you will see the Tool palette. Click on a tool to select it. The following is a description of each tool and how it can be used in yearbook production.

Many of the tools in the InDesign Tool palette have other tools occupying the same space. On any tool with a small triangle in the lower right corner, click and hold to see the other tools available in the fly-out.

It is important to remember that InDesign considers everything a frame. Text, images and even page elements themselves are considered the contents of the frame. InDesign has two tools that work with item selection: the Selection tool, which is used to work with frames, and the Direct Selection tool, which is used to work with the contents of frames.

Please note that the screen shots and descriptions in this manual are based on InDesign CS5.5, unless otherwise indicated.

Selection tool

- Use to select frames by clicking on them.
- Click, hold and drag a marquee around a group of frames to select them.
- Hold down the Shift key and click to select multiple items.
- Click on an object, hold and drag to move it on the page.
- Click on an object’s handle, hold and drag to resize the object’s frame.

Direct Selection tool

- Use to select the contents of frames by clicking on them.
- Click, hold and drag a marquee around a group of frames to select multiple contents.
- Click on an object, hold and drag to move it on the page.
- Click on an object’s handle, hold and drag to resize the contents of the frame.

Gap tool

- Click on the space between objects on a page, then drag the cursor to change the dimensions of the objects uniformly. The space between objects will remain the same.
- With the auto-fit setting turned on in the Control Panel, images will be appropriately scaled while using the Gap tool.

Pen tool

- Click numerous times to create a continual path.
- Click in between two points, hold and drag to create a curve.

Add Anchor Point tool

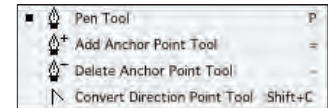
- Click on an existing path to add a point.

Delete Anchor Point tool

- Click on a point to delete it. The two points on either side of the deleted point will be joined.

Convert Direction Point tool

- Click on a point and the direction of the curve created by that point will be reversed.

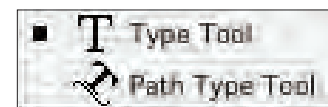


Type tool

- Click and type inside an existing frame of any type to make it a text frame.
- Click, hold and drag to draw a text frame in a specific location, then type.
- Click on existing text, hold and drag to select text.

Type on a Path tool

- Hold over an existing path until a + appears on the tool. Click and start typing. Your text will adhere to the path.



Pencil tool

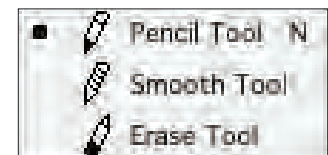
- Click, hold and drag to create a continuous path or closed shape.
- Use the Add or Delete Anchor Point tools to edit the points along the path.

Smooth tool

- Click, hold and drag over a path created with the Pencil tool to smooth out angles or corners. This may remove anchor points from the path.

Erase tool

- Click, hold and drag over areas of a path you wish to remove. Erasing an anchor point may create another point that completes the path.
- Click, hold and drag over at least two anchor points in a path to break the path.
- The Erase tool only works on paths created with the Pencil tool.

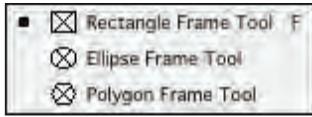


Line tool

- Click and drag to draw a straight line.
- Click, hold the Shift key and drag to draw a line that is perfectly horizontal, vertical or at a 45-degree angle.



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Rectangle Frame tool

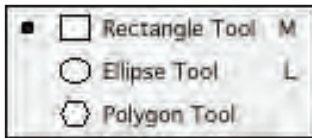
- Click, hold and drag to draw image or text frames.
- Click, hold the Shift key and drag to draw perfectly square frames.
- Click on your page with the tool selected to enter the exact measurements of the frame you wish to draw.

Ellipse Frame tool

- Click, hold and drag to draw round image or text frames.
- Click, hold the Shift key and drag to draw perfectly round frames.
- Click on your page with the tool selected to enter the exact measurements of the frame you wish to draw.

Polygon Frame tool

- Click, hold and drag to draw multi-sided image or text frames.
- Click, hold the Shift key and drag to draw polygon frames with equal sides.
- Double-click on the tool to adjust the number of sides and star inset for your polygon.



Rectangle tool

- Click, hold and drag to draw image windows or any rectangular page element.
- Click, hold the Shift key and drag to draw perfectly square elements.
- Click on your page with the tool selected to enter the exact measurements of the rectangle you wish to draw.

Ellipse tool

- Click, hold and drag to draw circular image windows or any round page element.
- Click, hold the Shift key and drag to draw perfectly round elements.
- Click on your page with the tool selected to enter the exact measurements of the ellipse you wish to draw.

Polygon tool

- Click, hold and drag to draw multi-sided image windows or any multisided page element.
- Click, hold the Shift key and drag to draw polygons with equal sides.
- Double-click on the tool to specify the number of sides and amount of inset you want for your polygon.



Scissors tool

- Click on any part of a selected path to cut the path.
- To break a closed path into two parts, you must cut the path in two places.
- You cannot cut a frame containing text.



Free Transform tool

- Use to rotate, scale or shear elements.
- To rotate an element, position the tool outside the element. A double-ended curved arrow will appear. Click, hold and drag to rotate.

- To scale an element, click, hold and drag an anchor point. Hold down the Shift key to scale proportionally. Hold down the Option key (Mac) or Alt key (Windows), click and drag to scale from the center of the object.
- To shear an element, click, hold and drag a side anchor point (not a corner point), then hold down Ctrl + Alt (Windows) or Command + Option (Mac) as you drag. Hold down the Shift key to constrain the size of the element as you shear. Hold down the Ctrl (Windows) or Command (Mac) key to shear from one side only.

Rotating tool

- Click, hold and drag to rotate an object manually.

Scale tool

- Click to select an element. Hold and drag to resize that element.
- Elements will resize from the point of origin, represented by a crosshairs in the middle of the element. You can click with the Scale tool to move the point of origin.
- Click and drag along either the vertical or horizontal side of the element to resize it only vertically or horizontally.
- Click and drag a corner point of the element to resize it both vertically and horizontally.
- Click and drag a corner point of the element with the Shift key held down to resize it proportionally.

Shear tool

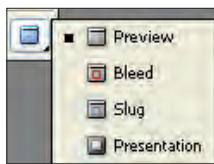
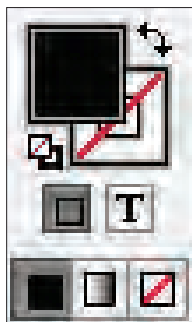
- Click to select an element. Click and hold an anchor point, then drag to skew the element.
- Elements will skew from the point of origin, represented by a crosshairs in the middle of the element. You can click with the Shear tool to move the point of origin.

Gradient Swatch tool/Gradient Feather tool

- Select an object with the Selection tool, then click, hold and drag the Gradient tools across it to apply a gradient.
- Use the Gradient tools to drag in different locations and with different starting points to alter the flow and direction of the gradient. The Gradient Feather tool lets you soften the gradient in the direction in which you drag.



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Eyedropper tool

- Sample a color from an imported graphic, including a photo, by clicking with the Eyedropper tool. The tool will become “loaded” with the color sampled. Then, click on the element you want to appear in that color.
- Sample text characteristics by clicking with the Eyedropper tool on a text block. Apply the characteristics to existing text by moving the Eyedropper tool over the text until an I-beam appears with the Eyedropper. Drag the Eyedropper across the text to apply the style. Color, font and size will all be copied from the text sampled.

Measure tool

- Click a point with the Measure tool and drag to another point to measure the distance between them.
- Click a point with the Measure tool and drag to measure the angle at which you are dragging.
- All measurements will be displayed in the Info palette (Window > Info).

Hand tool

- Click, hold and move to scroll around the currently open page.

Zoom tool

- Click to zoom into an area of the page.
- Click and drag around an area on the page to zoom to that specific area.
- Click and hold down Option (Mac) or Ctrl (Windows) to zoom out of an area.

Fill and Stroke

- The outline box controls the stroke of the selected object. Click it to bring it to the front.
- The solid box controls the fill of the selected object. Click it to bring it to the front.
- Click the curved arrow to switch the application of fill and stroke.
- Click the fill and stroke proxy to return to the defaults.
- Set where to apply the fill and stroke by clicking the Container button (applies fill and stroke characteristics to a frame) or the Text button (applies fill and stroke characteristics to individual text characters).
- Set the fill or stroke to apply by clicking the Apply Color button (applies the selected color to the fill or stroke), Apply Gradient button (applies the selected gradient to the fill or stroke) or Apply None.

View Mode

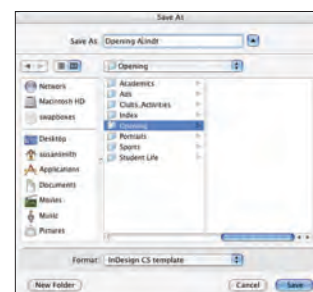
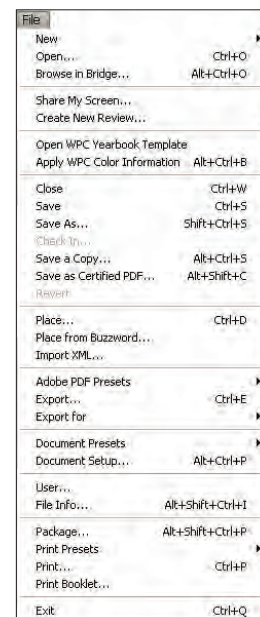
- Click the Normal View Mode to see your document with all frames and guides showing.
- Click the Preview Mode button to see your document as it will print.
- Bleed Mode and Slug Mode are not generally used in the creation of yearbook pages.

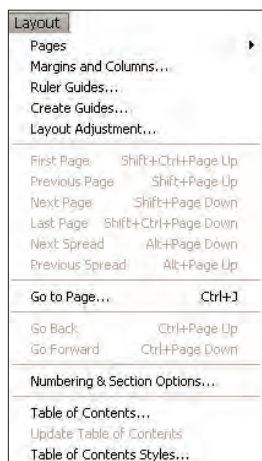
InDesign menus

Next, you should familiarize yourself with InDesign's menus and the most useful menu commands for yearbook users. Not all menu commands will be explained here, as not all will be needed for most yearbook uses.

File >

- **New > Document** Use to create new documents. Never use this command to create a new yearbook spread. Always start from a blank template by clicking the Open Template button on the Control Center.
- **New > Library Use** to create new libraries. See the Express Libraries instructions in the Creating section of this manual for more information.
- **Open** Opens a dialog that allows you to browse for the document you want to open.
- **Browse in Bridge** Use to browse through your files with Adobe Bridge.
- **Open Recent** A list of the most recently opened InDesign documents.
- **Open WPC Yearbook Template** Opens a blank Walsworth template in the appropriate size for your yearbook.
- **Apply WPC Color Information** Opens the dialog to change or apply color specifications for your page.
- **Close** Closes the currently open window.
- **Save** Saves the currently open window. The first time a document is saved, a dialog will allow the user to name the document and specify how to save it.
- **Save As** Allows the user to name and save the currently open document.
- **Saving as a template** Saving your document as a template will create a file that appears as an untitled document every time it is opened. This is helpful when creating pages because all documents created from the template will have started from the same point, and the template will not be changed.
- **Save a Copy** Saves a copy of the currently open document but leaves the first document active.
- **Revert** Takes the document back to its last-saved state. Will be available only if a document has been saved at least once.
- **Place** Allows the user to browse for text or images to be imported into the document. This is the only way to bring digital images or graphic files into your yearbook document if you are not using Walsworth's Image Placer.
- **Document Setup** This command contains several important page specification features, including the number of pages in the document. You can use this dialog to add pages to a file.
- **Print** Opens the print dialog that allows you to print the currently open file.
- **Quit/Exit** Closes the InDesign application.





Edit >

- **Undo** This option allows you to undo the last action you took. You may undo up to 300 moves in an InDesign document, up to the last save. When redo is available, it will allow you to redo a step.
- **Cut** Removes the selected object(s) and stores them in the clipboard to be pasted.
- **Copy** Duplicates the selected object(s) and stores them in the clipboard to be pasted.
- **Paste** Places a cut or copied object on the page.
- **Paste into** Pastes cut or copied objects into a selected frame.
- **Paste in Place** Pastes objects at the same coordinates from which they were cut or copied.
- **Clear** Deletes the selected object(s).
- **Duplicate** Copies and pastes selected object(s) at a slight offset from the original location.
- **Step and Repeat** Opens a dialog that allows you to paste more than one cut or copied object at a specified offset.
- **Select All** Selects every object on the current page/spread.
- **Deselect All** Deselects every object selected on the current page/spread.
- **Edit in Story Editor** Opens the Story Editor, a word processor within InDesign.
- **Find/Change** Allows you to search for text or text characteristics and change all occurrences as you choose. Enter the appropriate information in the Find and Change fields, then choose to make the changes all at once or one at a time.
- **Find Next** Finds the next occurrence of a find request.
- **Spelling** Checks the spelling in all text frames of a document.
- **Dictionary** Use this command to specify how InDesign handles hyphenation and dictionaries.
- **Keyboard Shortcuts** Use this to specify your own shortcuts.
- **Preferences** Customize various document and application properties here, including Text, Composition, Units and Measurements, Grids, Guides and Dictionary. On Mac computers, Preferences is located under the InDesign menu.

Layout >

- **Margins and Columns** Sets margin and column guides for your document.
- **Ruler Guides** Choose the color of guides you drag from InDesign's rulers.
- **Create Guides** Automatically place guides in rows and columns, setting the amount of space you want in between. You can also clear guides from this dialog.
- **Layout Adjustment** Automates how objects on the page interact with guides.

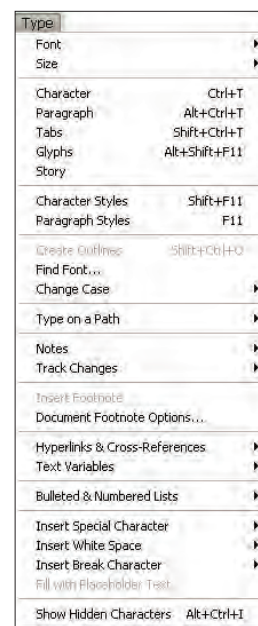
- **Numbering & Section Options** Use this dialog to change the starting page number of your document. Click the Start Page Numbering radio button to enter your starting page number. You must have the Pages palette open (Window > Pages) to access this command.

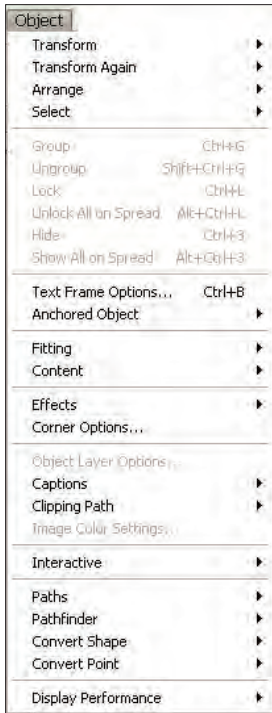
Type >

- **Font** Opens a menu to select a typeface.
- **Size** Opens a menu to select a type size.
- **Character** Opens the Character palette.
- **Paragraph** Opens the Paragraph palette.
- **Tabs** Opens the Tabs palette, allowing you to set tabs and indents.
- **Glyphs** Opens the Glyphs palette, allowing you to see all possible characters for a given font.
- **Story** Opens the Story palette, allowing you to turn Optical Marginal Alignment on or off.
- **Character Styles** Opens the Character Styles palette, allowing you to create and apply character styles.
- **Paragraph Styles** Opens the Paragraph Styles palette, allowing you to create and apply paragraph styles.

Character styles can be applied to any selected text, including individual words or characters. Paragraph styles are applied to paragraphs or ranges of paragraphs and include paragraph attributes such as alignment.

- **Create Outlines** Allows you to convert text to a graphic. The text itself then becomes a frame that can be altered using its anchor points.
- **Find Font** Shows a list of all fonts being used in the currently open document. Use this dialog to see which fonts you have used or to substitute other fonts for fonts that have been used in the document.
- **Change Case** Select text, then use this command to change the text to all lower case, all upper case or title case (where the first letter of each word is capitalized).
- **Type on a Path > Options** This dialog allows you to apply different effects to text on a path, including how it appears and how it aligns.
- **Insert Special Character** Opens a submenu with various frequently used marks and characters, allowing the user to insert them at the current spot.
- **Insert White Space** Opens a submenu with various space options. Includes the non-breaking space used to mark multiple-part names for an index.
- **Insert Break Character** Opens a submenu with various text break options.
- **Fill with Placeholder Text** Fills the currently active text frame with dummy text.

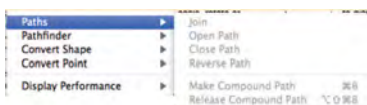




- **Show/Hide Hidden Characters** Turns on hidden characters so the user can see characters that are not usually shown, such as spaces, text breaks and names that have been marked for the index.

Object >

- **Transform** Opens a submenu allowing you to move, scale, rotate or shear a page element by entering specific measurements.
- **Arrange** Opens a submenu that allows the user to control the layering of page elements (Bring to Front, Send to Back, etc.).
- **Select** Opens a submenu that allows the user to select a layered page element (First Object Above, First Object Below, etc.).
- **Group/Ungroup** With multiple objects selected, Group will turn those objects into a single entity for easy movement. Select a grouped object and choose Ungroup to work with each component individually.
- **Lock/Unlock** Locks the position of a selected object(s). Unlock will allow you to move or alter a locked object.
- **Text Frame Options** This dialog allows you to set specifications for the selected text frame including columns in the frame, text inset and vertical justification.
- **Fitting** Access a submenu that allows the user to fit a frame or the contents of a frame. When using these options to fit a graphic or digital image, always select Fit Content Proportionally to avoid skewed or stretched graphics.
- **Content** Access a submenu that allows you to specify or change the content of the selected frame, either graphic, text or unassigned.
- **Effects** Access a submenu that allows you to utilize a number of transparency effects, including:
 - **Drop Shadow** Opens a dialog to assign drop shadows to any selected frame. If a text frame is selected, a drop shadow will be applied to the individual text characters in the frame.
 - **Feather** Applies a feathered edge to the content of a selected frame. Set the amount of feathering and the feathering appearance.
 - **Glow** Applies a glow to shine on the selected frame, and can be used as either an outer glow or inner glow.
 - **Bevel and Emboss** Used to give selected objects a three-dimensional look.
- **Corner Options** Design the corners of any frame that has a stroke applied to it.
- **Clipping Path** Make clipping paths that have been applied to images active, or detect the edges of an item that are in stark contrast to the background.
- **Paths** Use this menu command to create compound paths, which result when overlapping page elements are combined to create one element. Select Create or Release to make or undo compound paths.
- **Pathfinder** Gives you access to the commands found in the Pathfinder palette, which create shapes out of compound paths.



- **Reverse Path** Use this command if you create a compound path and have a section that is not punched out when it should be, or vice versa. This command will reverse the selection.
- **Display Performance** Set the display performance of individual items on the page. Setting items to Optimized Display uses less memory to display photos and graphics. Setting the level to High Quality will display your images as clearly as possible, but may also slow down performance. (See additional display definitions under View.)

Table >

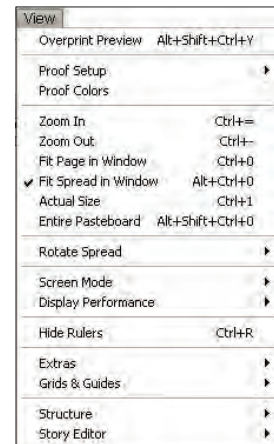
The selections in this menu involve using InDesign tables. This is not a feature of InDesign commonly used in yearbook production.

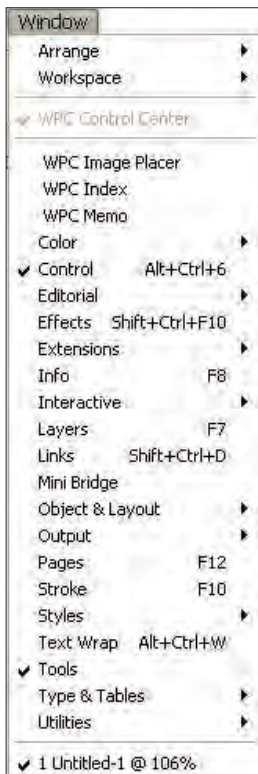
View >

- **Zoom In/Zoom Out** Increases or decreases the amount of magnification to a specific amount.
- **Fit Page in Window** Shows the entire current page in the window.
- **Fit Spread in Window** Shows the entire current spread in the window.
- **Actual Size** Shows your page at 100%.
- **Entire Pasteboard** Shows the document and the entire pasteboard area.

The pasteboard is the area outside of your actual page layout. You can drag an item to the pasteboard to store it.

- **Optimized Display** This option will hide all of the images and graphics placed on your page to make InDesign work faster.
- **Typical Display** This option will display low-resolution views of all images and graphics placed on your page. It is the default display setting.
- **High Quality Display** This option will display images and graphics at the highest quality possible. Choosing this option can lead to reduced performance.
- **Hide/Display Master Items** Shows or hides all items on the master pages of the document.
- **Hide/Show Text Threads** Hides or shows arrows that illustrate how text threads are linked.
- **Hide/Show Frame Edges** Hides or shows the outside lines of any text or image frames on the page.
- **Hide/Show Rulers** Hides or shows the rulers at the top and left of your workspace.
- **Hide/Show Guides** Hides or shows any guides that are dragged out of the rulers.
- **Lock Guides** When this command is activated, ruler guides will be locked and cannot be moved.
- **Snap to Guides** When this command is turned on, text or graphics will snap automatically to guides that are on the page.





- **Hide/Show Baseline Grid** Hides or shows the baseline grid view, which consists of horizontal lines that help align columns of text.
- **Hide/Show Document Grid** Hides or shows the page grid used to align page elements.
- **Snap to Document Grid** When this command is activated, text or graphics will snap automatically to the document grid.

Window >

- **Arrange > New Window** Opens another window view of the same document. You can zoom into specific page elements in one window while maintaining a full page view in the other.
- **Arrange > Cascade** Staggers all open windows across the screen from left to right for easy access.
- **Arrange > Tile** Lines up all open windows within the screen area, allowing you to have a full view of every window.
- **Workspace** Allows you to save the current palette arrangement.

The remaining commands call up or hide specific InDesign palettes. See the Palettes section below for a complete overview of InDesign palettes.

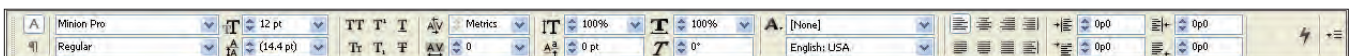
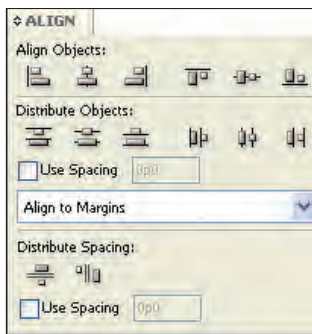
Help >

- **InDesign Help** Offers specific help for InDesign.
- **Yearbook Help** Opens an HTML file of Walsworth-specific InDesign information.

InDesign palettes

Palettes control many frequently performed actions in InDesign. Following are explanations of the most commonly used palettes.

- **Align** Located under **Window > Object & Layout**, this palette allows you to select items and set how they align to each other and the amount of space in between.
- **Color** Use this palette to mix your own color blends. If you mix your own colors, make sure you mix them in a CMYK colorspace or they will not print in your yearbook. We do not recommend mixing your own colors, as the color that appears on your monitor will not reflect the color that is printed in your yearbook.
- **Control** This palette gives access to both page element and type characteristics, based on what type of object is selected.



- **Gradient** Located under **Window > Gradient**, you can use this palette to mix gradients and control the way they appear.
- **Info** Located under **Window > Info**, this palette gives at-a-glance information about the location and size of page elements selected, as well as image information for placed graphics and word-count information for text frames.
- **Layers** Located under **Window > Layers**, InDesign allows you to assign layers within your document. Use the Layers palette to create, name, assign, show and hide layers.

Using Layers on your InDesign page

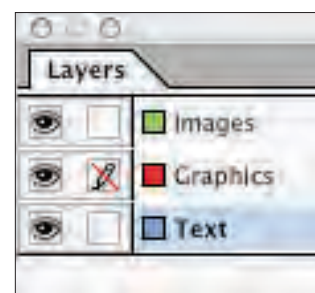
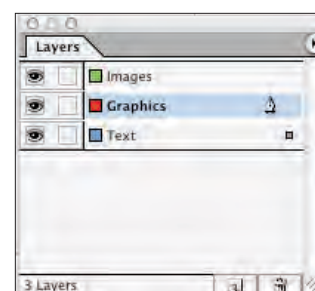
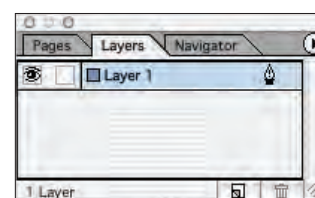
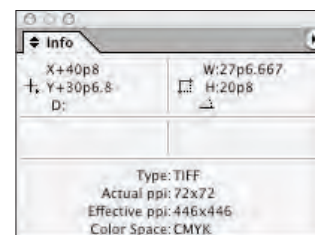
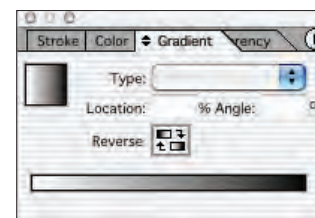
It may be easier to work with your yearbook pages if you are able to keep all similar items on the same layers. InDesign's Layers palette enables you to create as many layers as you would like and label them separately.

Layers can help you work with only one item at a time, without the chance of altering an item on another layer. Layers can also help you print faster. If you are printing a page for proofreading but don't want to print large graphic or image files that might make your printer run more slowly, you can print the text layer only. You can also hide or lock layers.

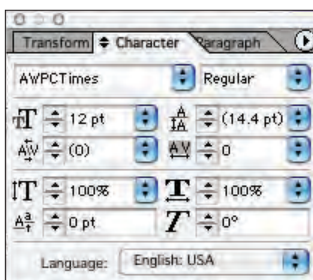
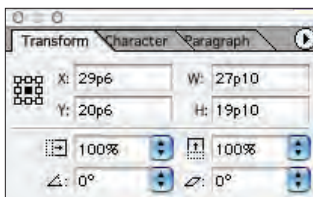
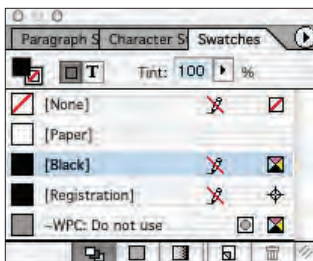
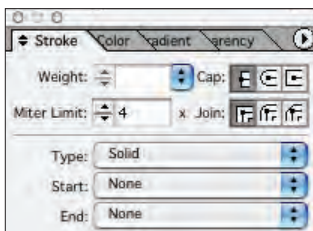
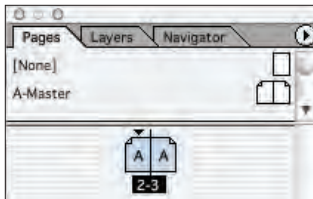
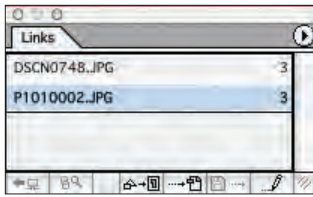
1. Select **Window > Layers**.
2. A default layer already exists in the palette. Double-click on the layer to change the name if you wish.
3. To add new layers, click the **New Layer** button at the bottom of the palette.

Some layer options:

- If you have not drawn your page elements, click the layer on which you wish to place the element, then draw the element.
- If you have drawn the page element and want to assign it to an existing layer, click it with the Selection tool, then click and hold on the small dot to the right of the layer name and drag it to the appropriate layer.
- To hide a layer, click the eye icon at the left of the layer name. Click the eye icon to toggle layer views on and off.
- To print a document without a certain layer, hide that layer. Only layers that are showing will print.
- To lock a layer and thereby lock access to certain page elements, click the lock icon (to the right of the eye icon). Clicking here will toggle locking on and off.



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- **Links** Located at Windows > Links, this palette shows all of the linked files that have been placed in your InDesign document. You can relink files, find the path to files or update graphic files from this palette.
- **Pages** Access your master pages, move from page to page, add pages to your document, and change your starting page number from this dialog.
- **Pathfinder** Located at Windows > Object & Layout, this palette allows you to quickly alter compound path types.
- **Stroke** Set line weight and other options in this palette.
- **Swatches** This palette contains swatches for colors that can be applied to page elements. Buttons at the top left of the palette allow you to apply a color to the fill and/or stroke of an element and/or text. The Tint drop-down menu allows you to set a certain percentage of a color that you wish to apply. See the Working with Color section of this manual for more information about using the Swatches palette.
- **Tools** Opens the Tools palette.
- **Transform** Located at Windows > Object & Layout, the Transform palette allows you to change the width and height or location of a page element by entering specific coordinates. You can also change the percentage of enlargement, rotation and skew.
- **Text Wrap** In this palette, set the type of text wrap you wish to apply and the amount of offset.

The following palettes are found under **Window > Type and Tables**:

- **Character** The Character palette allows you to set type characteristics such as font, size, leading and drop caps, among other options.
- **Index** Lists all of the marked names in a document. See the Indexing instructions in the Submitting section for more information about indexing.
- **Glyphs** Opens the Glyphs palette for the active font, giving you the option of pasting in any character from that font.
- **Paragraph** Opens the Paragraph palette, allowing you to set text alignment and insets, among other options.
- **Story** The Story palette allows you to turn Optical Marginal Alignment on and off.
- **Table** Opens the Table palette, giving you options for creating tables in your document.

Creating tables

Though tables aren't the first thing you think of when you need help creating your yearbook, they can help you set up important items such as scoreboards, contents pages or infographics.

1. To create a table, you must first draw a text frame.
2. With the Type tool selected, go to **Table > Insert Table**.
3. In the dialog that appears, set the number of rows and columns you want. A blank table is then created.
4. Format your table by going to **Table > Table Options > Table Setup**.
5. In this dialog, use the tabs to set the stroke and fill for your columns and rows.

You can also place Excel spreadsheets in your InDesign document. Just use the **File > Place** command as you would with any other item you wanted to place.

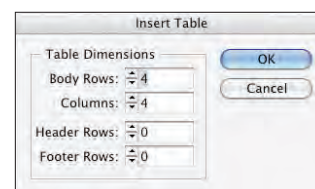
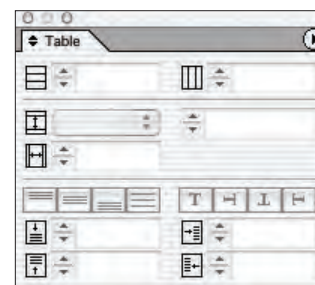
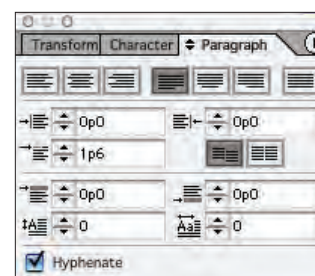
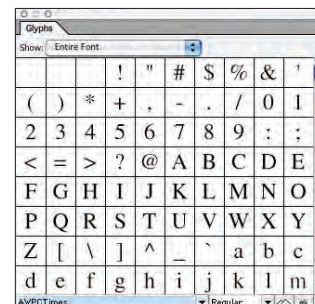
Once your table is created, you can place images or text in it. The best way to use this feature in your yearbook is to set the row and column lines to 0 pt., which lets you take advantage of the alignment and neatness of tables without your element looking like a table.

Notes about palettes:

- Palettes with a double-arrow beside the name have collapsed and expanded views, allowing you to choose the options that show. Click the double-arrow to expand or collapse the palette.
- Almost all palettes contain a palette menu, represented by a triangle in the upper right or left corner of the palette. Click on the arrow to view the available palette options.
- Palettes can be docked to each other, or palettes can be combined to save space. To dock one palette to another, click, hold and drag one palette tab to the bottom of another. The palettes will be docked. To combine two palettes, click, hold and drag one palette tab over another palette tab. The palettes will be combined.

Other features of the InDesign workspace

Rulers When you open an InDesign document, you can see rulers at the top and left of the workspace. These rulers can help you align objects on your page. As a further help, ruler guides can be dragged out of the rulers. To apply a guide to that page only, drag a guide onto the page. To apply a guide to an entire spread, drag a guide to the pasteboard or hold down the Ctrl key (Windows) or the Command key (Mac) as you drag. To help align objects with the ruler guides, select **View > Snap to Guides**, as explained previously.



Moving from page to page In the lower left corner of the workspace is a pop-up menu that allows you to move to a specific page number, as well as arrow buttons to move from page to page. You can also go to a specific page by opening the Pages palette (Window > Pages) and double-clicking on a page.

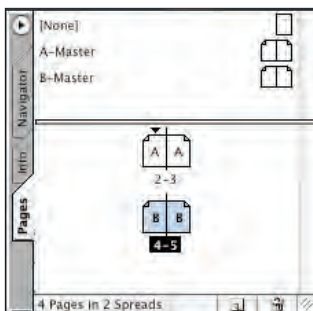
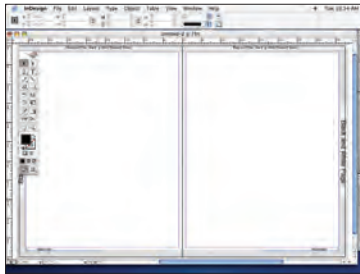
Master pages

At the top of the Pages palette is a section of master pages. Master pages also appear in the pop-up list of pages in the lower left corner of the workspace. Items placed on the master pages will appear on every page within the document and cannot be moved or altered from the document pages. Examples of elements that can appear on master pages are page numbers, folio artwork and folio copy, background artwork, or page elements that lend a consistent look to your file.

Overriding master page elements

With InDesign, it is possible to override Master page elements or items, such as page numbers or folio tabs. These items can be accessed from the document page.

1. To override a master page element, simply hold down the Shift + Ctrl keys (Windows) or Shift + Command (Mac) while you click on the item you want to override.
2. The item will move to the active page where you can now edit it. It is recommended that once you override a master text item, you should lock that element in place by selecting **Object > Lock**.
3. When locked, that element cannot be moved but it can be edited using the Type tool. This command can be used to edit folio text, and yet keep folios in the same place.



Multiple master pages

The concept of multiple masters in one document is not new; however, its application in InDesign is unique. In a typical two-page document, there is one master document, called the A-Master. On the Walsworth template, the A-Master has only page numbers and folio tabs. You'll notice that each page or spread the Master is applied to carries the letter A.

Beyond the elements of the A-Master, you may decide to create other masters to carry other elements, such as backgrounds, sidebars or graphics. To add more masters to the same document:

1. Open the Pages palette (**Window > Pages**).
2. Select **New Master** from the palette menu.
3. In the dialog, always choose to create new masters based on the A-Master to retain folio and bleed bars.



- Each master can be applied to any single page or double-page spread of the document. To apply a master to a page, click on the master in the top half of the palette and drag it down to the page or pages.

When you see a black box surrounding a single page, that indicates the master will be applied to just that page. When the black box surrounds both pages, it will be applied to the double-page spread.

There are numerous uses for multiple master pages by yearbook staffs. As an organizational tool, multiple masters can be used to create unified section designs and apply them to individual pages. For example, you could have four templates saved as a template file called Student Life Masters. Each time that file is opened as an Untitled document, the student creating that page can just choose which of the four templates they want to apply to that page or spread. Then, using the override master command, the student can add or change elements as desired, and save the page file.

Walsworth Control Center

When you open InDesign, Walsworth's Control Center will also open, putting our Enhancements at your fingertips. Below is a description of each of the buttons on the Control Center.

- **New Spread** Opens a blank Walsworth template in the appropriate size for your yearbook.
- **Page Range** Opens a dialog that lets you change the starting page number of your document, as well as modify the number of pages in the file.
- **Designer Series** Opens the Designer Series plug-in for building predesigned layouts.
- **Color Info** Opens the Color Information dialog to assign color specifications to your pages.
- **File Builder** Opens the File Builder plug-in to break up multi-page documents.
- **Panel Maker** Opens the Panel Maker plug-in, which allows you to build panel pages to your specifications.
- **Memo (InDesign CS 6 only)** Allows non-printing editorial notes that travel with the page items in an InDesign document for information and direction.
- **Index Plus** Opens the Index Plus plug-in for building your index.
- **PDF Builder** Runs the PDF Builder plug-in, which removes elements from the page that should not appear on a PDF.
- **Mirror Vertically (InDesign CS 6 only)** Flips your layout vertically to extend your design options. Use the Mirror and Copy checkbox to copy and flip page elements.
- **Mirror Horizontally (InDesign CS 6 only)** Flips your layout horizontally to extend your design options. Use the Mirror and Copy checkbox to copy and flip page elements.



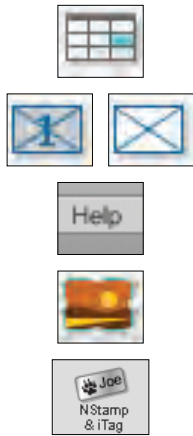
InDesign CS 6



InDesign CC (2014) (2015)



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- **Express Libraries** Opens Walsworth’s Express Libraries, which are portions of pre-designed layouts.
- **Tag and Untag Images** These buttons help you number your image windows for image placement and submission to Walsworth.
- **WPC Yearbook Help** Opens Walsworth’s help file for specific yearbook and InDesign information.
- **Image Placer** Opens the Walsworth Image Placer palette, which allows the user to place images.
- **Namestamp & iTag** Will take you to Members Only, where you can log in and access the Manage Namestamp/iTag tools.

Starting your desktop yearbook

After you make all of the decisions associated with planning your yearbook, it’s time to think about spreads and the items that appear on them. Yearbook spreads consist of four basic elements: copy, captions, headlines and photographs. The way those elements are arranged determines the effectiveness of a spread’s design.

First, decide whether you will be designing your own layouts from scratch or go with a template approach using one of Walsworth’s Total Design packages or Designer Series layouts, which are outlined in this Creating section. You may want to let your staff members create their own layouts, as it can help them take greater ownership of the spreads.

Walsworth yearbook page

When you open your blank Walsworth template by clicking the New Spread button on the Control Center, there are certain features you should notice.

Bleed bars: These gray or blue bars surround the document. “Bleed” refers to items that extend off the page when printed. Always draw the bleed element so it extends to the outer edge of the bleed bar. Likewise, make sure no element you want to appear completely on the page touches the bleed bar.

Margins: The margins already set on the document when you open it are the margins recommended by Walsworth so that page elements do not get cut off during printing and binding. Change the margins by selecting **File > Document Setup**.

Folios: A folio includes the page number and any copy and artwork that help identify the page. The page number is an automatic page marker that will update based on the starting page number you enter in the Document Setup dialog or page range (**File > Document Setup**).

Creating and using a master book

A master book is a document intended to serve as a starting point for your yearbook. It is a document that contains the same number of pages as your yearbook, and can be used to set up the elements of the book that you want to remain consistent throughout, such as folios, artwork and even layouts. Then, Walsworth's File Builder plug-in is used to break the file up into manageable files (i.e., spreads or sections).

The biggest benefits of using a master book are consistency and the time it saves. The settings created in the master book flow through to the pages as they are worked. You can set up your folios, backgrounds and any repeating element once, and not have to work with them on every file.

To create a master book:

1. Click the **New Spread** button on the Walsworth Control Center to open a double-page spread.
2. In the Modify Page Range dialog, enter the Start page and End page to set the total number of pages you want in your yearbook. Uncheck maintain document length.
3. Set your color information. Follow the instructions in the Color Information section below.

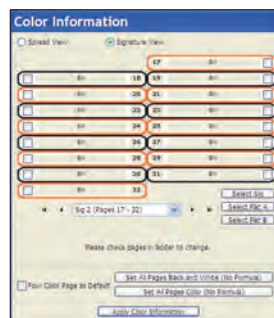
Color Information

It is important that you specify color information, that is, how you will be using color on the pages in your book before you submit the pages to Walsworth. Improper color usage can result in substantial extra charges.

Walsworth's Color Information plug-in is software that electronically marks your pages with information on what color(s) you will be using on the page. This information tells Walsworth how to print your pages: in color or black and white, and with Formula Colors and UV coating.

Before you use Color Information for the first time, click the School Information button on the Control Center to enter your job number and school name. You can find your job number on the photo stickers in the Spring Planning Kit. The Color Information plug-in will place this information on your page.

The Color Information dialog offers two viewing options – Spread view to set color specifications for a single double-page spread and Signature view for an entire 16-page signature.



If your yearbook is all color:

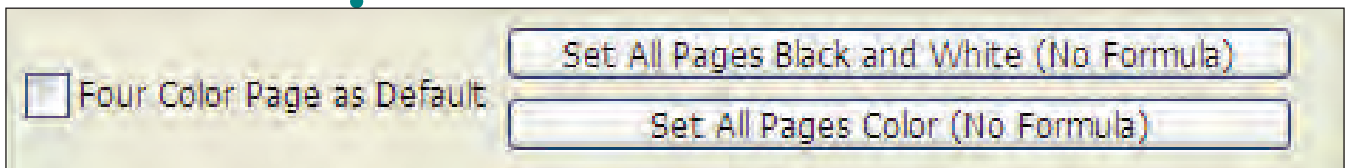
The first time you open a blank template or one of Walsworth’s Total Design or Designer Series templates, the Color Information dialog will open. To specify four-color for every page you build from that point on:

1. Click the **Four Color Page As Default** check box on the Color Information dialog.
2. Click **Apply Color Information**. Your pages will have four-color information applied in the bleed bar.

The Color Information dialog will continue to appear every time you build a page. The default setting will be Four-Color. Click **Apply Color Information** on the dialog, and your four-color page information will be indicated on the bleed bar of your page.

If your yearbook is all black and white:

Every time you build a page using the New Spread button on the Walsworth Control Center or one of Walsworth’s Total Design or Designer Series templates, a Color Information dialog will open. The default setting is black and white. Click **Apply Color Information** on the dialog, and your black and white page information will be indicated on the bleed bar of your page.



Master templates

A master template is a document that has been saved as a template and will open as an untitled document every time it is opened. This is valuable because it allows you to consistently open documents with the same properties time after time, without worrying that you will change any specifications.

You can change any specification of the master template and then resave it as a template. Do this when you want to create your own templates that may have specifications different from those of the Walsworth template.

To open the Walsworth template, click the **New Spread** button on the Walsworth Control Center. In the **Modify Page Range** dialog, set the page numbers.

1. Use the radio buttons to select either a black and white or four-color page.

2. Use the check boxes to apply Formula Color, UV spot or UV flood as desired.
3. If you specify Formula Color, a dialog allows you to choose the colors you wish to use. Click the check boxes to choose your color(s).
4. Click **Apply Chosen Formula Color(s)**. The color(s) will be added to your Swatches palette, and a Spot Color swatch will be printed on the bleed bars of your layout.
5. If you don't know which color(s) you want to use, click **Select None**. You can always add the color(s) to your Colors palette later.
6. Once your color is chosen, click **Apply Color Information**. The color type for your page will be added to the bleed bars along with your school name, job number, book size.
7. There are various tasks you may do with the master template before starting to create yearbook pages:

Create column guides

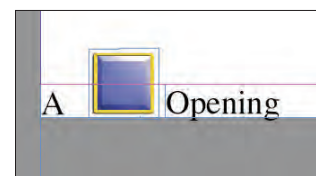
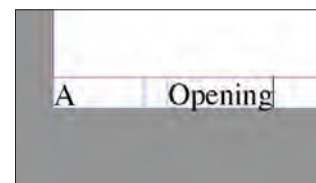
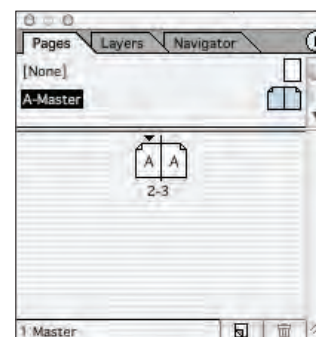
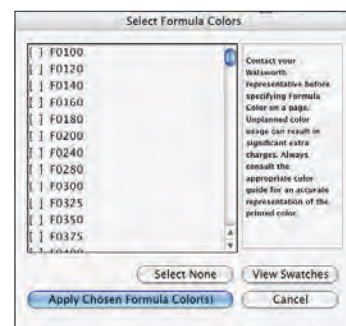
1. Set column guides by selecting **Layout > Margins and Columns**.
2. In the dialog, enter the number of columns you wish to create on the page. Set the space between columns, usually one pica. Click **OK**.

If you will be adding pages to the document and want all pages to have the same column structure, go to the Master Pages by double-clicking the **A-Master** in the Pages palette (**Window > Pages**) and follow the instructions above for setting your column guides.

Change the folio text and add folio artwork

Folios on the master template are placed on the master pages. To make changes or additions to the folio:

1. Double-click on the **A-Master** in the Pages palette (**Window > Pages**).
2. To make it easier to work with the folio, zoom into the folio area by selecting the Zoom tool and clicking on the folio, or use the Zoom tool to draw a marquee around the folio text.
3. Select the Type tool and highlight the folio text. Type in the text you want for your folio. If you do not want folio text to appear on your pages, delete the text block.
4. Decide on the font and font size for your folio. Change folios on the Master Pages by using the Character palette (**Type > Character**) or by going to **Type > Font** and **Type > Size**.



If you want any artwork to accompany your folio, this is a good time to place it. If you will be using a piece of Walsworth's ClikArt, locate it under the Walsworth ClikArt tab in Support Download.

1. Your cursor will become a loaded graphic cursor. Click where you want to place the graphic.
2. Use the Selection tool to move the artwork into position.
3. If the artwork needs to be resized, click with the Direct Selection tool to select it, then click on any of the handles with the Direct Selection tool while you hold down the Shift key. When you drag to resize the graphic, it will resize proportionally. See the Working with Graphics section for more information on resizing graphics. Note that the graphic frame will remain the same size. You may either resize the frame manually or select it with the Selection tool and choose **Object > Fitting > Fit Frame to Content**.
4. When you place a piece of artwork on one page, you may wish to have the same piece of artwork placed on the facing page but reversed. To reverse a piece of artwork, place and size it according to the instructions above. Select the piece of artwork with the Selection tool.
5. Click on one of the left anchor points and drag it over the graphic. The frame and the graphic inside will flip.

If you want your file to consist of more than two pages with unique folio copy on each page, you should remove the folio copy blocks from the master pages and place them on the actual pages.

1. On the master pages, hold down the Shift key and click on both the left and right folio text blocks to select them. Do not select the page numbers; these should stay on your master pages.
2. Select **Edit > Cut**.
3. In the Pages palette, double-click on the page icons for the pages where you want to place your folio text.
4. To ensure that your folio text is placed in exactly the same location on your pages, select **Edit > Paste In Place**.
5. Paste the folio text in place on as many spreads as you have in your file.
6. Use the Type tool to change the text for each page.

File Builder

If you have created a multiple-page file that you would like to break into double-page spreads or sections, use Walsworth's File Builder plug-in.

1. Click the **File Builder** button on the Control Center.
2. In the dialog, enter the page numbers you want to break into documents. To automatically break the entire file into double-page spreads, click the **Auto Fill Spreads** button.
3. Click **Next**.
4. In the **Choose File/Folder Options** step, you can click the check box to place each new document into a separate folder with its own name.



5. Click the ... button to browse to the folder in which you want to save the files.
6. Choose the folder and click **OK**.
7. Click **Build** to break up the document and save the spreads in a specific location.

Walsworth design options

Some yearbook staffs decide they need a little creative boost to get the ball rolling on their yearbook design, rather than starting everything from scratch. If that is your circumstance, Walsworth offers a few options.

Designer Series

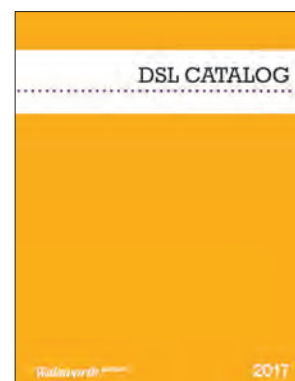
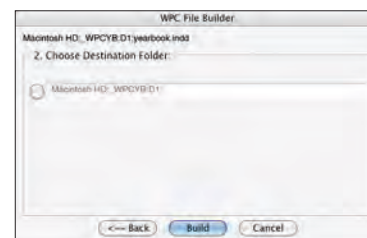
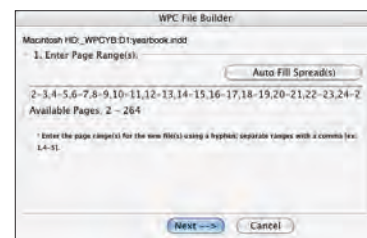
Walsworth's Designer Series collection consists of pre-designed layouts that can be used in your yearbook as-is or can be modified to fit your needs. You can also use Designer Series layouts as an inspiration to help you brainstorm ideas. Layouts have been created that are appropriate for the yearbook sections found in most books.

All layouts can be found in the DSL/Fonts catalog.

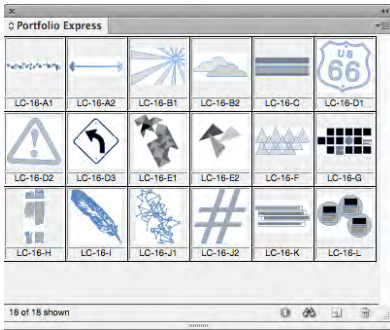
Using the Designer Series plug-in:

1. Click the **Designer Series** button on the Control Center.
2. If you know the number of the Designer Series layout you want to use, enter it in the **DSL #** field.
3. Use the pop-up menu to select either single or double-page spreads.
4. To browse for layouts, use the pop-up menu to select the section of the layout you wish to draw.
5. Browse through the layouts by clicking the **Forward** or **Back** buttons. A preview of the layout appears in the window.
6. To build your pages, click the **Place DSL** button. Layout elements will be copied onto your blank spread and image windows will be numbered.

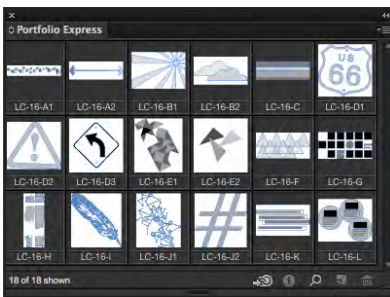
When you build a spread using Designer Series without having first specified Color Information, a dialog will appear allowing you to set color information for the spread.



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Before specifying color information on a page, check your ladder to ensure you are inputting the correct color information. Walsworth will print your page as you specify in this dialog. If you have not specified color properly, you could incur substantial additional charges to your yearbook.

Express Libraries

Express Libraries are a small version of Walsworth's Designer Series. Instead of complete layouts, you can use portions of pre-designed layouts, such as headline treatments, scoreboards or photo groupings. Express Libraries use InDesign's library feature to store these pre-designed page elements.

To open any of the Express Libraries:

1. Click the **Express Libraries** button on the Control Center.
2. Click to select the library of your choice. Click **Open**.
3. The library of elements will open.

To place a library element on your page:

1. With the Selection tool, click on the element you wish to place, hold and drag the element onto your page.
2. The library elements will be placed on the page in a group. To work with the individual elements, click on the item then choose **Object > Ungroup**.
3. You can now use the Type tool to highlight and change any of the text in the element, or use the Selection tool to resize or move any element.

Image windows will need to be numbered. To number your image windows:

1. Click the **Tag** button on the Control Center. All selected image windows will be tagged in the proper order.

You may want to use InDesign's library feature to create your own library.

To create your library:

1. Select **File > New > Library**.
2. Name your library and browse to the location where you want to save it.
3. Click **Save**.
4. On your page, draw the element you want to add to the library. It is not necessary to group your element, although you can group it to ensure it will not be altered during the placing process. To group it, select all pieces of the element, then select **Object > Group**. All elements can now be moved as one object.
5. To add the element to the library, select all portions of it.
6. Click the **New Library Item** button on the library palette to add the element to the library.



7. Double-click on the element you added to bring up the **Item Information** dialog. Type a name for your element in the Item Name field. Click **OK**.

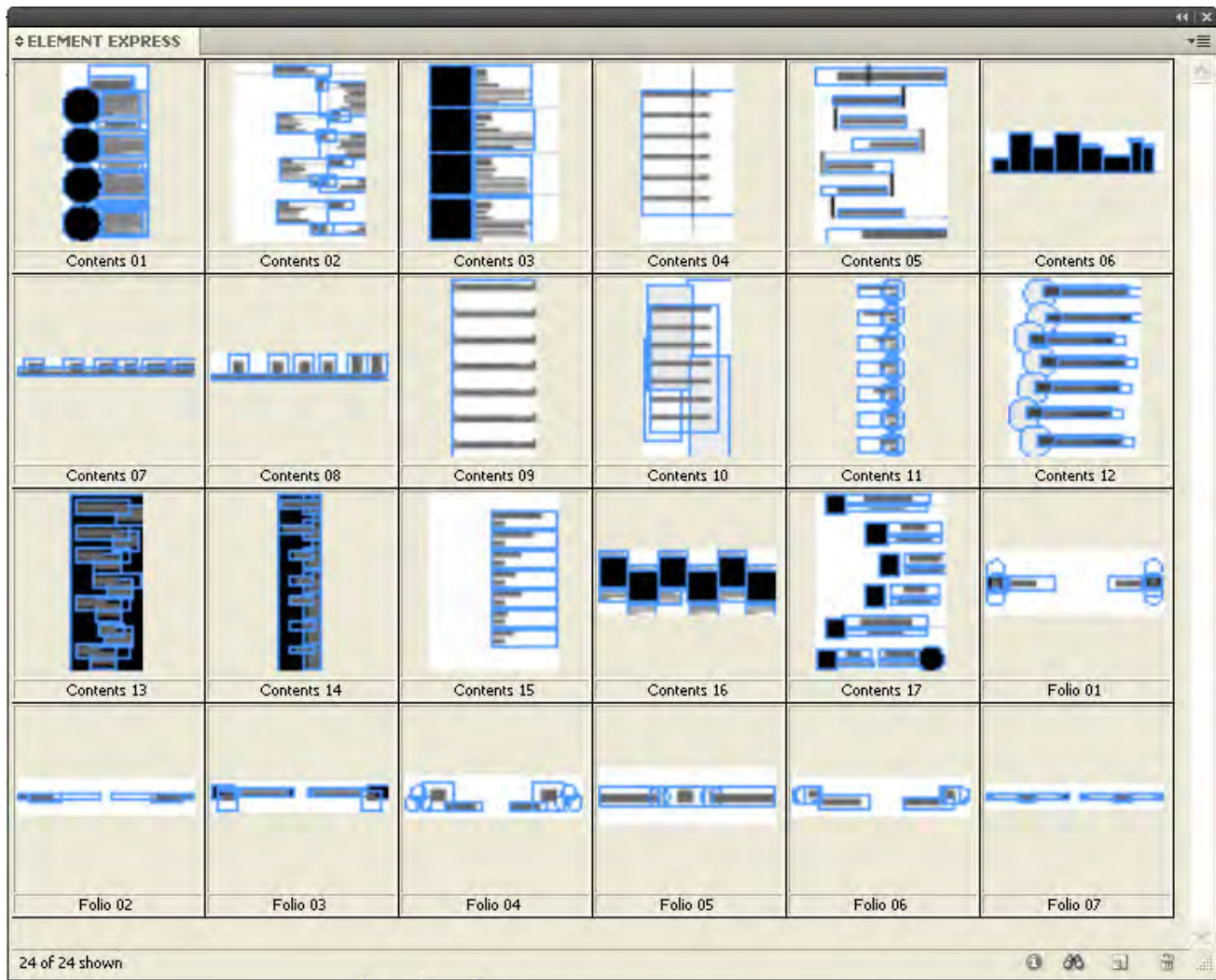
You can now open this library at any time and drag and drop your page element onto any layout.

On the following pages you will find a printed example of each of the Express Library elements.

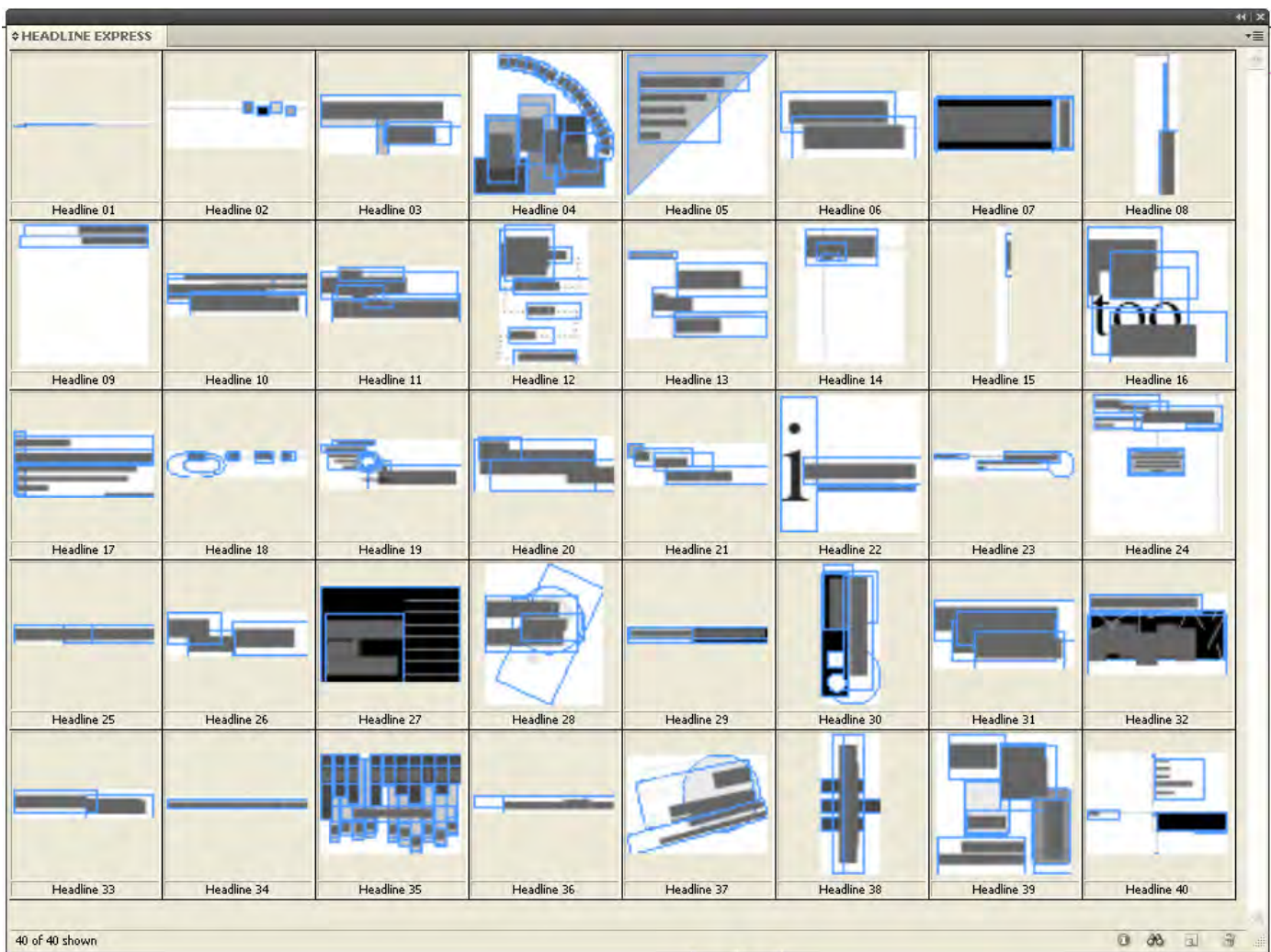


creating

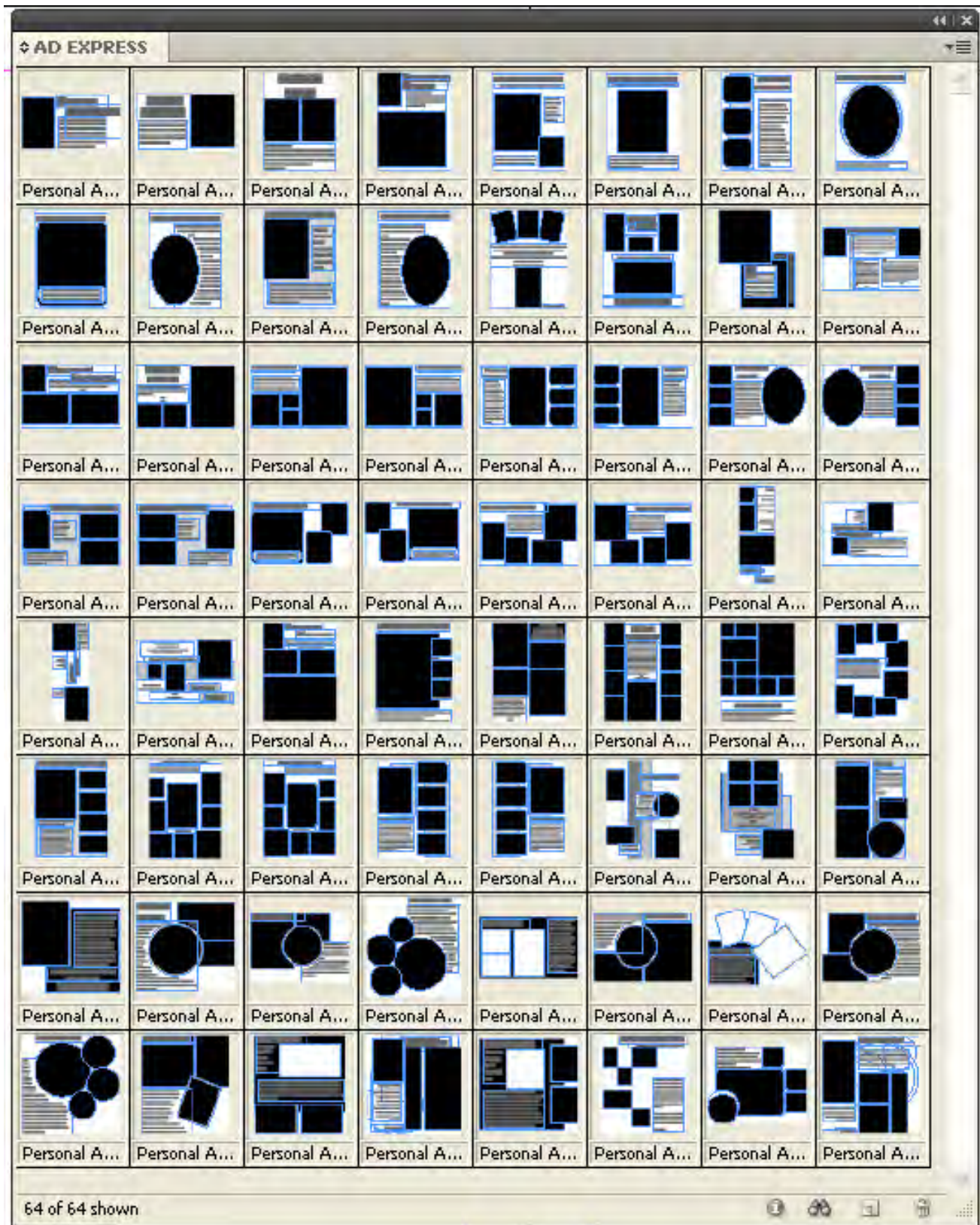
element express



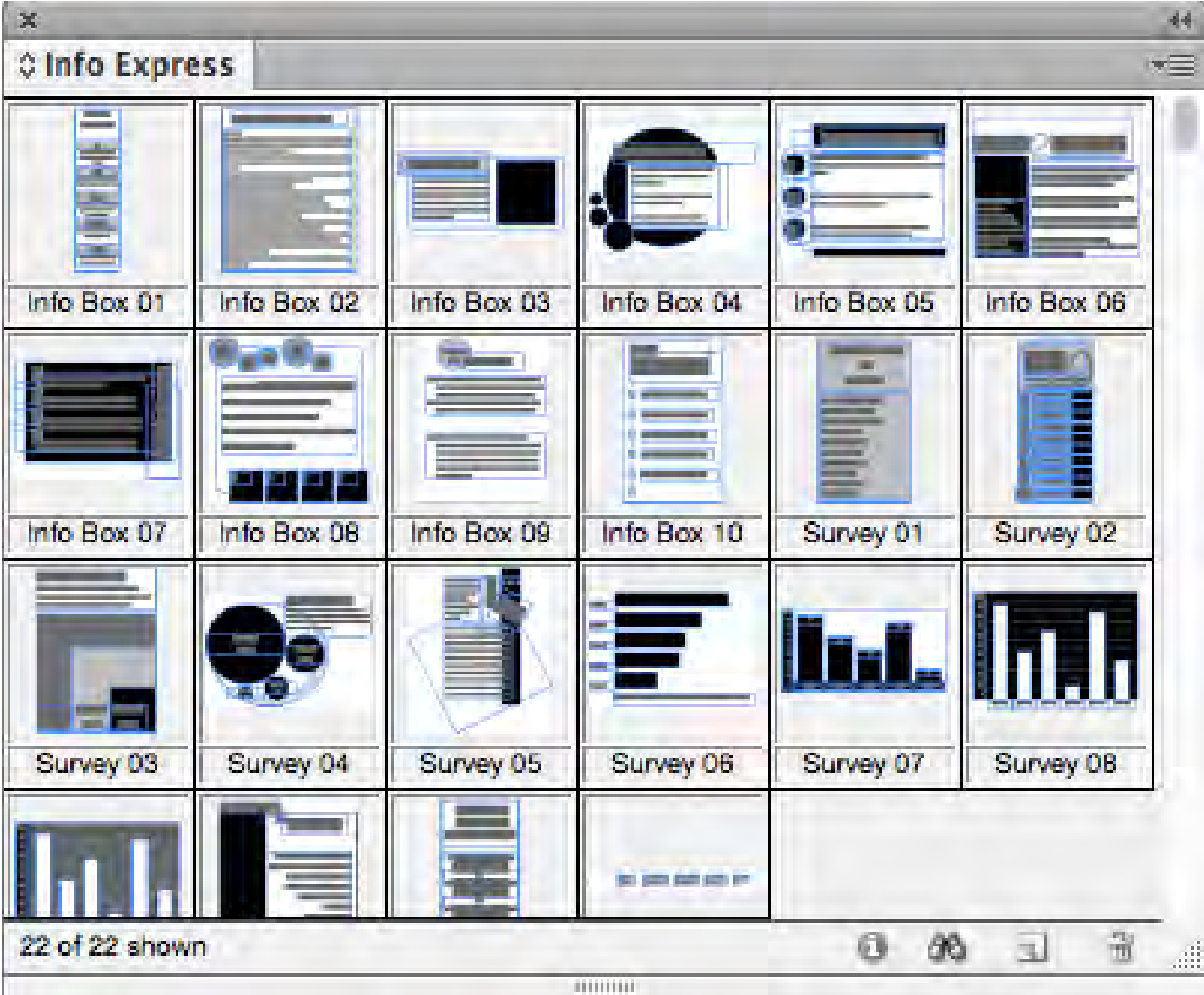
headline express



creating
ad express

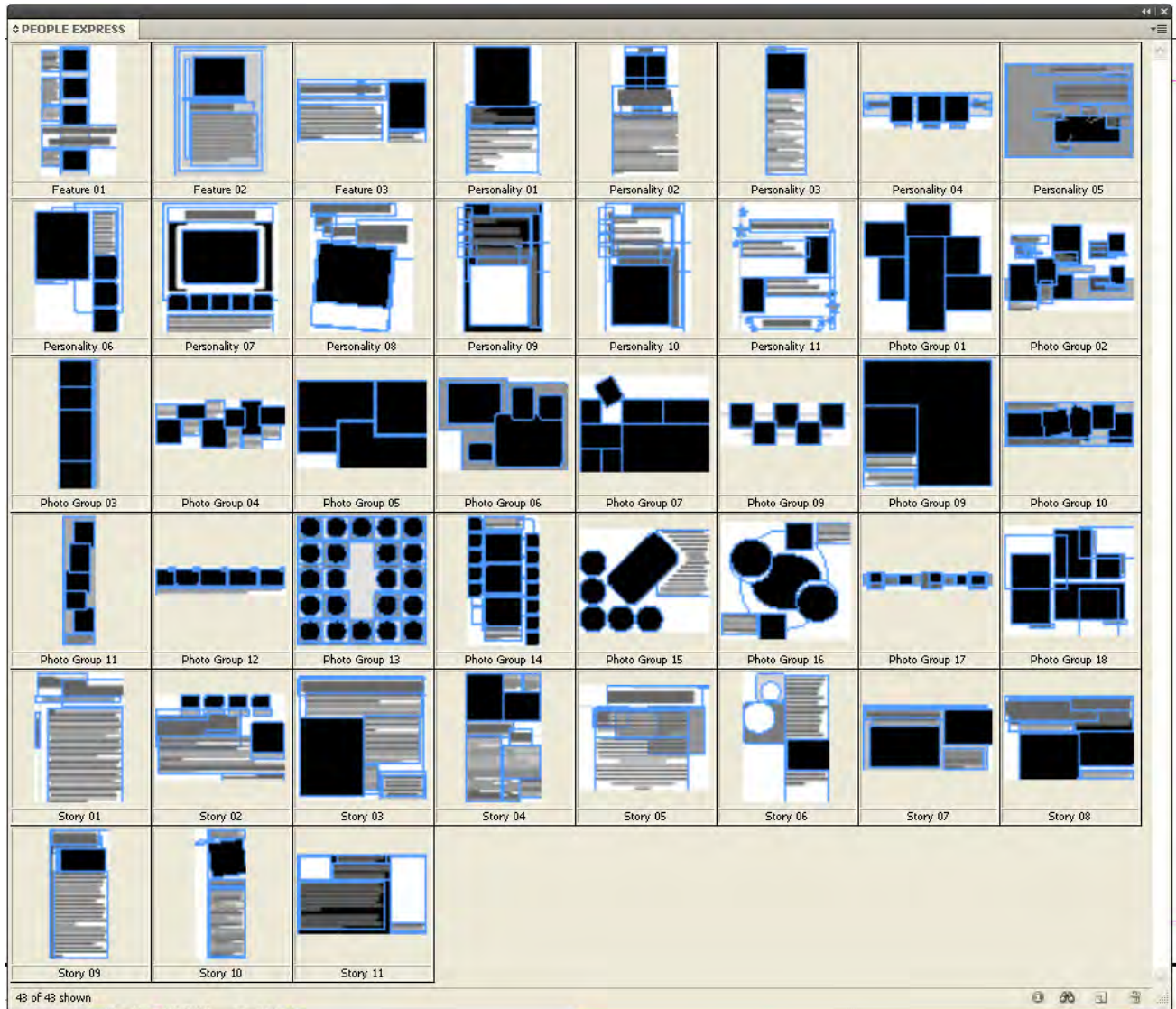


info express

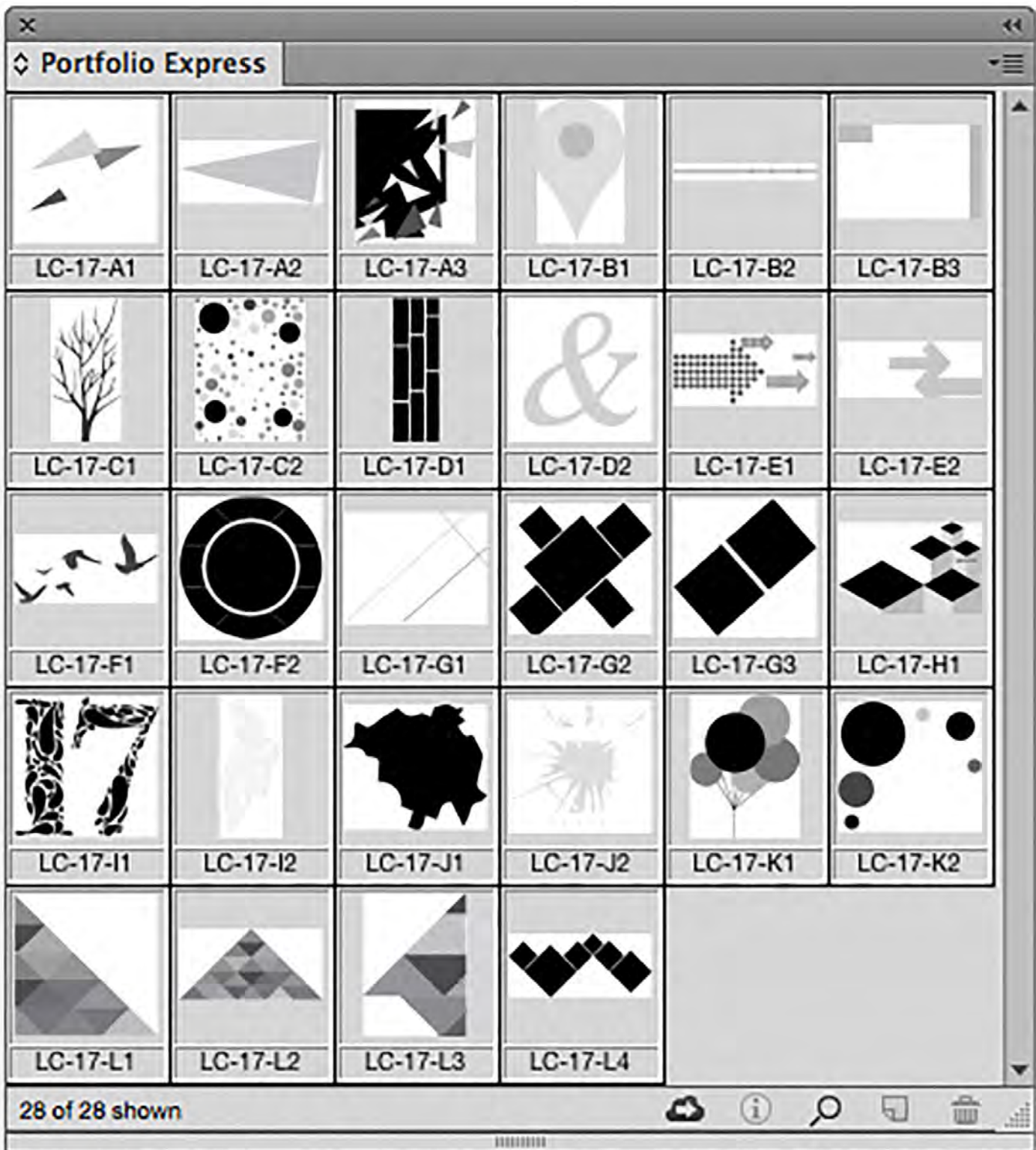


creating

people express

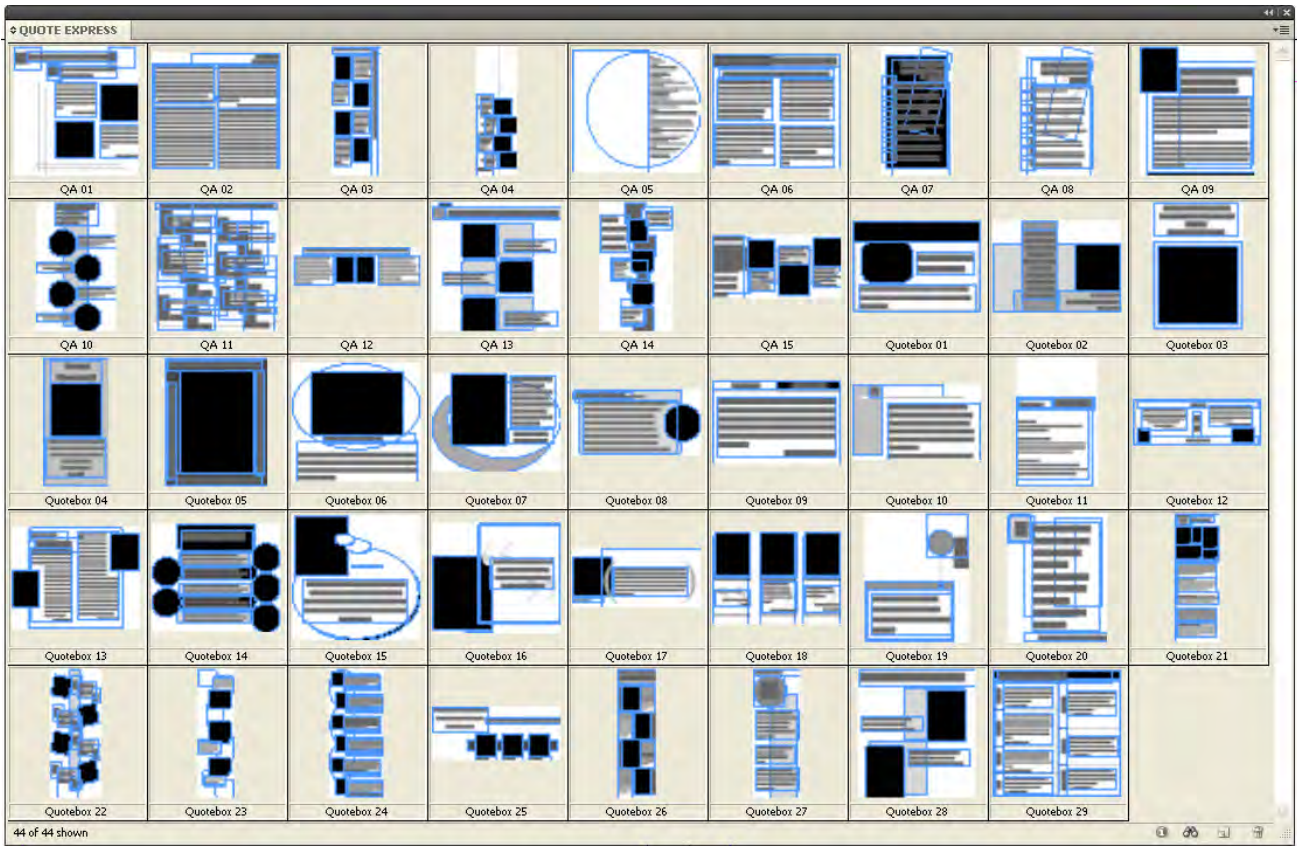


portfolio express

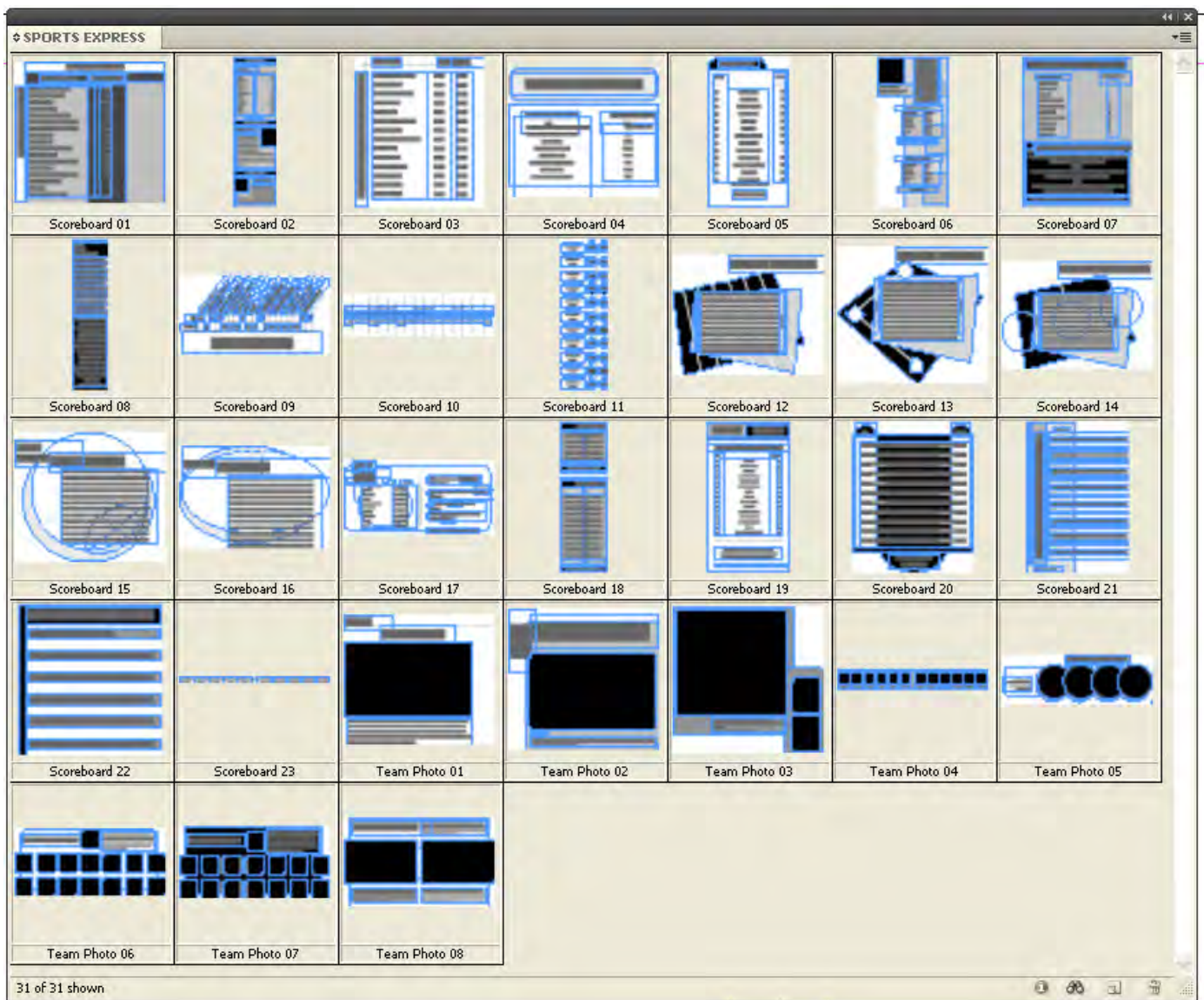


as seen in Adobe InDesign CC (2015)

creating
quote express



sports express



Mirror (InDesign 6 only)

Mirror is a Walsworth plug-in that allows you to flip a layout horizontally, vertically or both to help further extend your layout options.

The next time you look through a yearbook, look carefully, and you will notice that the layouts are often the same from spread to spread. However, to keep this from becoming monotonous, staffs will flip the layouts so they do not look exactly the same. It is a nice way to double the efforts of a single design and also to add consistency to your book.

Before mirroring a layout, you should do a Save As to ensure that your original layout is preserved. Select **File > Save As**, browse to where you want to save your layout, enter a name for the reflected layout and click **Save**.

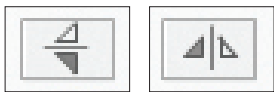
The Mirror plug-in has two modes — Horizontal and Vertical.

1. Make sure the Control Center is open (**Window > WPC Control Center**).
2. With your page designed, select the items you wish to mirror. To mirror
3. your entire layout, select **Edit > Select All** or press **Ctrl + A (Windows)** or **Command + A (Mac)** to select all items on the page.
4. Click the **Horizontal** button to mirror the layout horizontally.
5. Click the **Vertical** button to mirror the layout vertically.
6. Click one button after the other to flip the layout both horizontally and vertically. When layouts are mirrored horizontally, text will mirror as well; that is, text that is left-aligned on the left page will be right-aligned when it is mirrored to the right page.

To use the Copy feature:

1. On the Control Center, click on the horizontal or vertical Mirror and Copy buttons.
2. Select the items you wish to copy. If you have a single page designed and wish to copy it on the other page, select **Edit > Select All** or press **Ctrl + A (Windows)** or **Command + A (Mac)** to select all items on the page.
3. Depending on how you want to copy the layout, click the Horizontal or Vertical button. In most cases, you will copy a single page horizontally to the other page of the spread.

When layouts are copied horizontally, text will mirror; that is, text that is left-aligned on the left page will be right-aligned when it is copied to the right page.



Portrait pages

Portrait pages usually take up a large section of the yearbook, and are frequently viewed since they will include pictures of most (if not all) of your students. This section will guide you in creating your portrait pages.

Organizing your portrait prints

Identify a well-organized student on staff who can make portrait organization his or her primary responsibility. Have the student put the hard-copy prints in alphabetical order by grade and place them in a secure location. Then count out the number of portraits that will appear on each page and wrap them with a rubber band. Make sure portraits are touched by as few people as possible to avoid the risk of damaging prints or losing photos.

You can determine the page count needed for your portraits by counting all of the portraits for each grade – after portrait retakes. Then, divide the total number of portraits for each grade by the number of pages allocated for that grade on the ladder. If there were eight pages allocated for freshmen and you have 319 portraits, the total number of portraits per page will be 39.8, which translates into 40 on seven pages and 39 on the eighth page.

Preparing your portraits

Once the portraits are counted and properly sorted, it is essential that every print have a Walsworth job sticker attached to the back. This sticker will help ensure the right mug shots appear on the correct pages in the right location. After stickers are attached to each portrait, they are ready to be numbered and inserted into the appropriate shipment.

It is not necessary to crop each of your individual portraits. Technicians at Walsworth will trim portraits as needed to ensure they are all the same size and have consistent internal spacing.

Matching portraits with names

You will want to ensure that portraits and names match up correctly. This process is different depending on whether you are working with hard-copy photos or a portrait CD.

With hard-copy photos, you should carefully number portraits before they are sent to the printing facility, making sure the name you type on your layout matches the numbered hard-copy image. It is also important to pay close attention to proofs. Have students on staff examine proofs of portrait pages to make sure students are identified correctly.

If you receive a portrait CD/DVD from your photographer, you will use a Walsworth program called Portrait Editor to check portraits and names. See the information in the Planning Kit for complete instructions on working with portrait CD/DVDs. See the next page for basic information on Portrait Editor.

Use the Panel Maker plug-in to draw your image windows. This Enhancement allows you to indicate the size of each portrait and the number of portraits to appear on the page. It draws the windows and creates placeholders for student names.

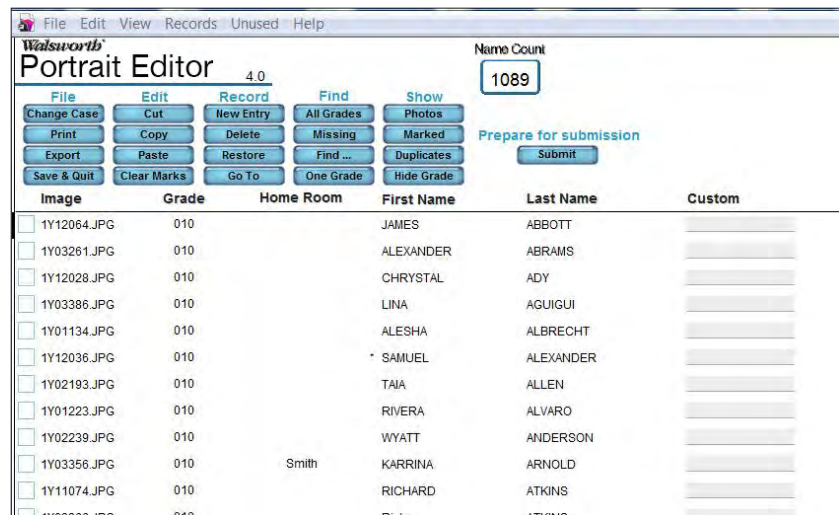
Portrait Editor

Portrait Editor is a program Walsworth created that allows you to view and edit your portrait images based on the photo CD/DVD supplied by your photographer.

Make sure your photographer can supply a photo CD/DVD based on the guidelines of the Professional School Photographers Association. These guidelines can be found in the Planning Kit, along with a form that helps you and your school photographer plan the timing of your school pictures and retakes so you can successfully meet your yearbook deadlines.

Once you've received your photo CD/DVD from your photographer, use the Portrait CD Mailer in the Planning Kit to submit the CD/DVD and Portrait CD/DVD form to Walsworth, or submit your images online using Yearbook Connect. See the instructions for **Submitting Your Portrait CD/DVD** on page 18. Within five to seven days, you will receive the Portrait Editor.

When you receive your Portrait Editor, a full set of instructions will be sent with it. You can edit student names and grades, add or delete students, choose retakes, and export a text file of names to place on your InDesign pages. See the Panel Maker instructions in this manual for complete information on how to import text from your Portrait Editor.



Panel Maker

Panel Maker is a Walsworth plug-in that draws your portrait or mug windows on the page for you. To help you place your portrait names on the page, it places text blocks containing linked placeholder text.

The term panel refers to student portraits that are placed in rows and columns with the identifying names at the outside of the row. Mugs are portraits that are placed in rows and columns with the identifying names placed under each photo. Mugs can have up to two rows of text under each photo.

To use Panel Maker:

1. Open the blank Walsworth template by clicking the **New Spread** button on the Control Center.
2. Make your color information and page range choices, and save your document.
3. Click the **Panel Maker** button on the Control Center.

If you are flowing high-res portrait images from your Walsworth photo DVD, make the following choices in the Panel Maker dialog:

- To begin this process, click the **Portrait Flow** tab to choose your text file and images to flow.
- Click the **Flow Portraits** check box.
- Click the **XML File** button and navigate to the xxxxxx_Submit_DB_Editor.xml file in the Portrait Editor folder.
- Click the **Portrait Folder** button and navigate to the Portrait CD that Walsworth sent you that contains your high-quality panel images.
- Choose **Grade**, **Homeroom** or **Custom** and which category you would like to flow. The total number of panel boxes you will need will be calculated for you.
- Choose **Name format** and which preference to flow the names.

When you have completed your portrait pages and are ready to send them to Walsworth, you will need to submit your certified PDF file (PDF customers only) or the InDesign file and the pix folder associated with those pages. Only high-quality images are to be used for yearbooks printed with Walsworth.

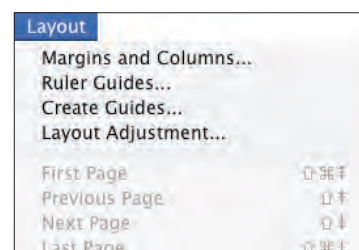
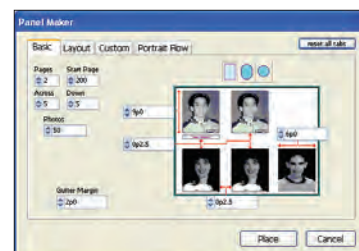
If you are drawing panel pages:

On the Basic tab:

Use the fields to set the number of pages, starting page number and number of photos you want to appear on each page.

On the Layout tab:

- Set the vertical text alignment.
- Use the drop-down menus to select the block width and font size of the text.



- Choose from the drop-down menu to draw both image windows and text boxes, image windows only or text boxes only.

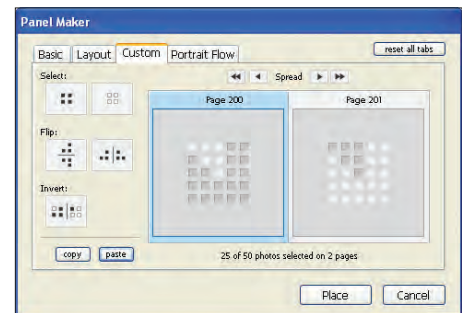
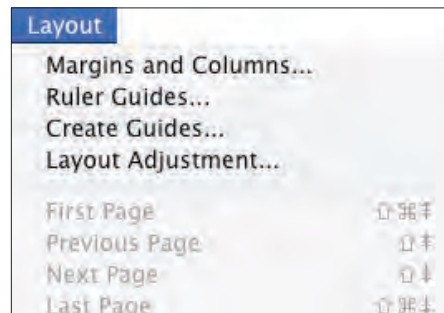
If you are drawing mug pages:

On the Basic tab:

Use the fields to set the number of pages, starting page number and number of photos you want to appear on each page.

On the Layout tab:

- Set the horizontal text alignment, and whether names should appear above or below the photos.
- Click the check box to draw two lines of copy under each photo.
- Use the drop-down menus to select the block width and font size of the text.
- Choose from the drop-down menu to draw both image windows and text boxes, image windows only or text boxes only.
- If you would like your mug images to be staggered, use the drop-down menu to select the type of stagger.
- Use the Stagger Amount field to enter the amount by which the images should be staggered.



At this point, you could click **OK** to build the panel set you have specified, or click the **Custom** tab to remove photo windows from your page for the placement of candid images or stories.

To customize your panel pages:

- Click the **Custom** tab to remove photo boxes from your page for the placement of candid images or stories. If using Portrait Flow, the calculation previously given in the Portrait Flow tab will help you determine how many panel windows you will need. If you need more space to place candid images or stories, click the boxes to remove images.
- Click on the boxes to remove panels from the page. If you change your mind, click on a blank box to replace the window.
- To remove all of the image windows from a page, click **Select None**. To select all windows, click **Select All**.

- To invert a selection, click the **Invert** button. This will select all deselected boxes and vice versa.
- To flip a selection, click the **Flip** button.
- To copy a custom set, click the **Copy** button. To paste it, click **Paste**.
- You may move from page to page using the arrow buttons. Select other windows to remove, if necessary. A running counter at the bottom of the dialog keeps you updated as to how many photos remain compared to the original panel set.
- If you have removed panel boxes, make sure the first number in the counter matches the number of students you need to flow. If this number does not match the number of students you wish to flow, student pictures will be missing.
- Click **OK** to build your portrait pages.

Color Information

When you use Panel Maker, a dialog will appear allowing you to set color information for the portrait spread.

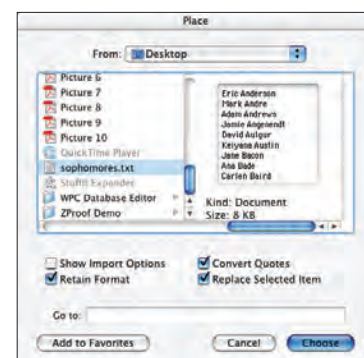
Before specifying color information on a page, check your ladder to ensure you are inputting the correct color information. Walsworth will print your page as you specify in this dialog. If you have not specified color properly, you could incur substantial additional charges to your yearbook.

1. Use the radio buttons to select either a black and white or four-color page.
2. Use the check boxes to apply Formula Color as desired.
3. If you specify Formula Color, a dialog allows you to choose the colors you wish to use. Click the check boxes to choose your color(s).
4. Click **Apply Chosen Color(s)**. The color(s) will be added to your Colors palette.
5. If you don't know which color(s) you want to use, click **Select None**. You can always add the color(s) to your Colors palette later.
6. Once your color is chosen, click **Apply Color Information**. The color type for your page will be added to the bleed bars along with your school name, job number, book size, and swatches of any colors you added.

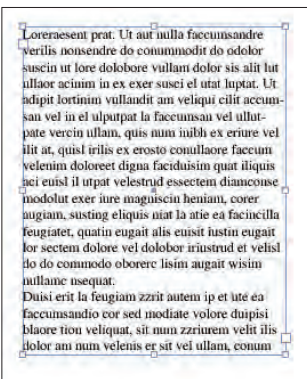
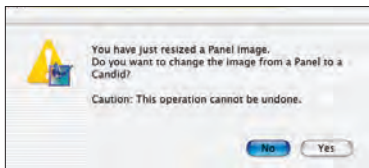
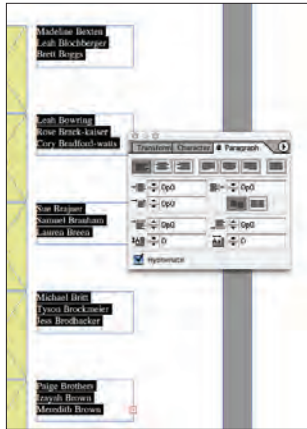
Flowing names

When the pages are built, all text frames will be linked, allowing you to place a list of names that flow through the pages. You may create this list from the Portrait Editor or you may already have a list of names to place. To place the names on a page:

1. Select the Type tool and click in any of the text frames. Select **Edit > Select All** or press **Ctrl + A** (Windows) or **Command + A** (Mac) to select all text in the set.



creating



2. Go to **File > Place**. Navigate to your text file.
3. Select the text file by clicking on it once. In the Place dialog, check the **Replace Selected Item** checkbox.
4. Click **Open** to place your text.
5. The text will flow into the text boxes. All text will come in with the same alignment. This means that on portrait pages, all text will be right-aligned. While this is correct on left pages, the right pages of the spread should be changed to left-aligned. To do this:
 - Select the Type tool and click at the top of the first text block on that page, dragging to the bottom of the last block to highlight the text.
 - In the Paragraph palette or Control palette, which can always be open, click the **Align Left** button. If the Paragraph palette is not open, select **Type > Paragraph**.
 - The text is now aligned properly.

Tag Frames and Panel Maker

For a photo window to be classified as a panel, portrait or mug at Walsworth, it must have been created with Panel Maker. Any other photo window is called a candid. If you attempt to resize a panel or mug window, a dialog will appear asking you to change the image to a candid image.

- If you click Yes, the image window will resize and turn gray, which indicates a candid photo.
- If you click No, the image window will go back to its original state.

Working with text

To begin discussing text, it is helpful to gain an understanding of how text frames work.

- Any InDesign frame can be a text frame. Simply draw a closed frame with any tool, then click in that frame with the Type tool. A blinking cursor appears and you can begin typing. Clicking in a frame that has been numbered with Walsworth's Image Tag will change the specifications of that frame and can result in problems with your page file. If you wish to type in a frame that has been numbered with Image Tag, first untag the window before you click with the Type tool.
- When a text frame is selected, you will notice that the handles surrounding it are the same as the handles on any other frame. Text frames also have an in port and an out port, which are used to control the flow of text from frame to frame.
- You can resize text frames by clicking, holding and dragging the handles of the frame.
- To hide or show lines of text, click a bottom handle, hold and drag up or down.
- When you resize a frame to hide lines of text, a red plus will appear in the out port. This indicates that there is more text to be placed.

- To place the hidden text, click to select the text frame, then click on the red plus. Your cursor will become a loaded text cursor. Use the cursor to draw a text frame or click anywhere to place your text.
- If you have placed text that was once part of another text frame, the text frames become linked. Linked text frames are indicated with arrow symbols in the in port and out port.
- If you resize a linked text frame to make it larger, it will expose more text in the text frame. The text will be taken from the top of the next linked frame.

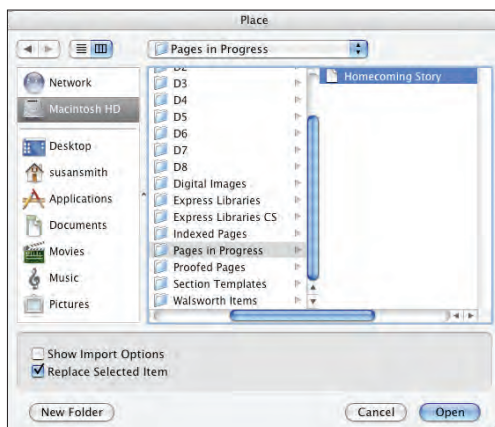
Placing text in InDesign

You may find it easier to type the copy for your yearbook in a word processing program such as Microsoft Word. InDesign allows you to bring text from other programs into your document by placing it. To place text:

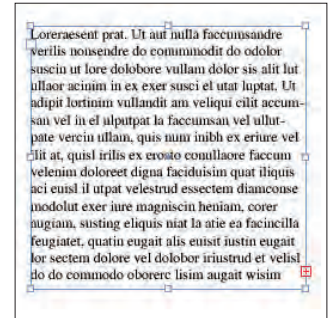
1. Select **File > Place**.
2. Navigate to the location of the file you want to place.

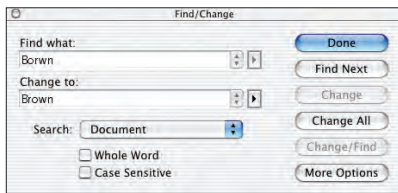
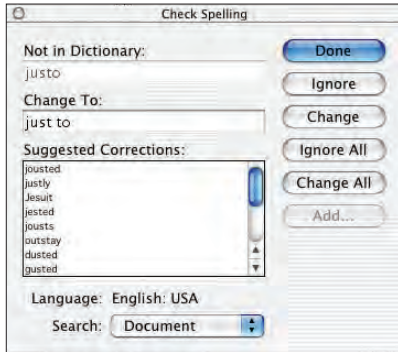
If your text file does not show up in the Place dialog, it may be a format that InDesign does not recognize. Try resaving your document in another format and then place it again.

3. Click your text file to select it, then click **Open**.
4. Your cursor will become a loaded text icon. Click anywhere on the page to place the text or use the cursor to draw a frame in which your text will be placed. If column guides are drawn on the page, the text will automatically place within the first column unless you use the loaded text cursor to draw another shape.



When you are placing text in a frame you have already drawn, your loaded text cursor has rounded corners. This indicates text that is being placed in a pre-existing frame, as opposed to the straight edges of a loaded text cursor that is being placed outside of a frame.





Text features of InDesign

You can do any of the following either on the page or using InDesign's Story Editor. To view your text in Story Editor, select **Edit > Edit in Story Editor**. Important text features of InDesign include:

Spell Check To run spell check on your document:

1. Select **Edit > Spelling > Check Spelling**.
2. First decide how you want to search. If you are only checking the text in the currently selected frame, select **Story**. If you want to check all text blocks in the document, select **Document**.
3. Click the **Start** button. The first misspelled word will come up. You can choose to Ignore the detected misspelling, select one of the suggested words in the list or type your own spelling in the **Change To** field and click **Change**. Click **Add** to add the word to the dictionary.
4. Continue following these steps until InDesign returns the alert Spell Check Complete. Click **OK**, then click **Done** in the Check Spelling dialog.

Find and Change This feature allows you to search for certain words, phrases or features of your document to change them.

1. Select **Edit > Find/Change**.
2. Choose to search the **Document** or **All Documents**.
3. In the **Find what** field, type the word or phrase you wish to find. You can also specify certain characters using the pop-up menu.
4. In the **Change to** field, type the new word or phrase you want to replace the found items.
5. You may also choose to search for text characteristics, such as fonts, and then replace them. To do this, click the **More Options** button.
6. Under Find Format Settings, click the **Format** button. Use the panes in the left window to set the characteristics you want to find.
7. Under Change Format Settings, click the **Format** button. Use the panes in the left window to set the characteristics you want to replace the found items.
8. Click **Change All** to perform the find and change throughout the document. If you only want to find items, not change them, click the **Find Next** button.
9. A dialog will appear telling you how many changes were made. Click **OK**. Click **Done** to exit the Find/Change dialog.

Type styles and the Styles palette

You can create styles in your InDesign documents that can be easily applied to text. If your Character or Paragraph Styles palette is not already open, select **Type > Character Styles** or **Type > Paragraph Styles**.

Should I create Character styles or Paragraph styles?

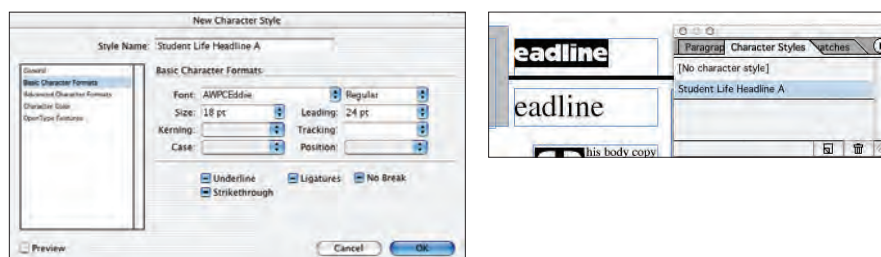
You should make that decision based on how you plan to use the style. Character styles can be applied to individual words or characters; Paragraph styles are applied to entire paragraphs or multiple paragraphs. Paragraph styles allow you to specify more options for your style, including tabs, indents and hyphenation.

To create a new style:

1. Select **New Style** from the palette menu.
2. In the New Style dialog, name your style, for example, Student Life Headline A.
3. In the left window, click the panels to set various characteristics of your style.
4. Click **OK** and your style will be added to the palette.
5. Continue to add styles until you have created all the styles you need.

To apply a type style to text:

1. Type the text to which you will be applying your style. At this point, it does not matter what font or other type specifications this text has.
2. If you are using Character Styles, use the Type tool to click, hold and drag across your text to select it.

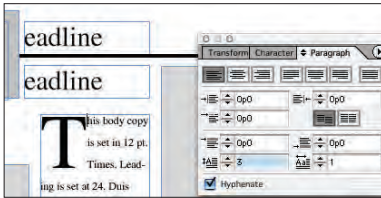


3. Click on the name of the style you wish to apply in the Character Styles palette. The selected text will change to reflect the application of the style.
4. If you have specified Paragraph Styles, click with the Type tool in the text frame that contains the text you want to format.
5. Select the Paragraph Style you want to apply. The paragraph you have clicked in will change to the selected style.

Text effects in InDesign

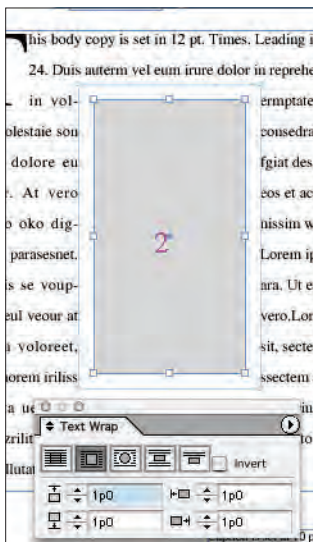
One of the features that has made InDesign such a popular program is the control it gives users when it comes to type. Following are some of the most popular type effects.

creating



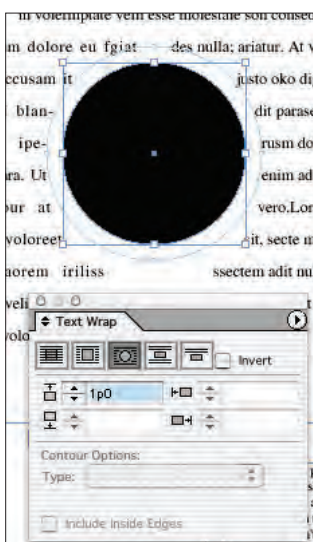
Drop cap A drop cap is a large initial letter that leads into a paragraph. To create a drop cap:

1. With the Type tool, click in the paragraph in which you want to create the drop cap.
2. Open the Paragraph palette if it is not already open (**Type > Paragraph**).
3. In the Drop Cap field, enter the number of lines you want wrapped around your drop cap. The drop cap will be applied.
4. To take off a drop cap, set the number in the Drop Cap field back to one. You can also set a drop cap to apply to more than one character. With the drop cap applied, enter the number of letters you want to drop in the Number of Characters field.



Text wrap A text wrap occurs when text is offset by a graphic or element. To apply a text wrap:

1. Place your graphic or draw your page element where you want it on top of the text.
2. Use the Selection tool to select the element around which you want the text to wrap.
3. Go to **Window > Text Wrap**, or **Window > Type and Tables > Text Wrap**.
4. In the Text Wrap palette, first set your wrap option. This dictates how the text will wrap around the object. You may choose to have the text wrap around the object's frame, around the object itself or to have the text 'jump' over the object.
5. Set how far you want your text to offset from the element on all sides. Most of the time this should be one pica.



When the text wrap is applied, a line shows the offset of the item. If you want to alter the offset by making it a different shape, for instance, you may add points to the offset by clicking on the element with the Direct Selection tool, then adding points to the offset line with the Add Anchor Points tool (under the Pen tool). Then, use the Direct Selection tool to move the points as you wish.

Text in columns You do not need to place individual text frames in columns with InDesign; you can create text frames with columns in them.

1. Select your text frame by clicking on it with the Selection tool.
2. Select **Object > Text Frame Options**.
3. Under Columns, enter the number of columns you want in your text frame.
4. Click **OK**.

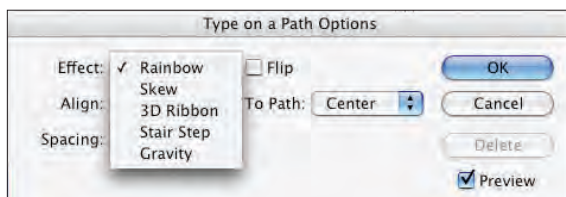
Text on a path

1. To place your text on a curve or a path, first create your path. You have several options for the creation of that path. Use the Pen tool to draw

- connected, linked points that you can pull and push into curves, or use the Pencil tool, which is a freehand drawing tool you can use to create curves and spirals. Or, draw a shape and use its outline as the path.
- Alter the fill and stroke of the path using the Fill and Stroke options on the Tool palette.
 - Once the path is drawn, select the **Path Type** tool, which is hidden underneath the Type tool.
 - An I-bar with a slash (/) through it appears, indicating that you are going to place text on a path. When you drag the Path Type tool over the path, a plus (+) sign will appear.
 - Click to get a blinking cursor, then begin typing on the path.

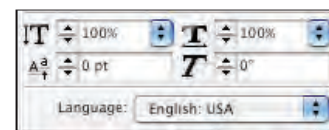
Path type effects When you place your text on a path, InDesign offers several options for the appearance of the text.

- With your text selected, go to **Type > Type on a Path > Options**. Check the Preview box to see the effect as you apply it.
- Use the drop-down menus to select how you want your text to align on the path. In the dialog that appears, use the drop-down menu to select your effect. If you'd like the text to flip, click in the **Flip** checkbox.
- Click **OK** to apply your options.

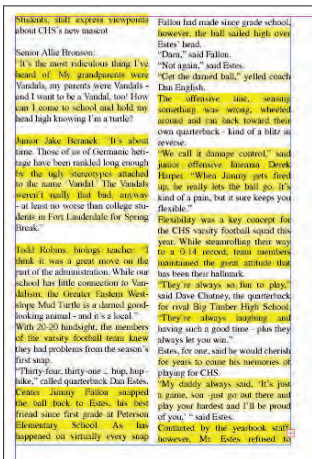


Skew or stretch text

- With your text placed in a text frame, open the Character palette (**Type > Character**).
- Using the **Type** tool, click, hold and drag to select the letter or word you would like to change.
- Using the bottom half of the Character palette, stretch a letter vertically by changing the percentage in the **Vertical Scale** field.
- Stretch it horizontally using the **Horizontal Scale** field.
- To push the text up or down from the baseline, type in the number of points in the **Baseline Shift** field.
- To artificially italicize or tilt a letter, type in the angle or degree you would like it to go, positive or negative.
- Once you've tweaked each letter, you may want to switch from Metric to Optical Kerning in the Character palette. Optical Kerning will tighten the space between the letters.



Type on a path is great.



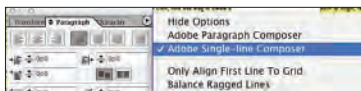
Paragraph settings

Composition Preferences Justified type can be a double-edged sword; the even text edges on the left and right can look really good, but the spaces that are sometimes left within your text can look really bad. InDesign can draw your attention to potential justification problems by highlighting H&J (hyphenation and justification) violations.

1. To turn on this notification, go to **Edit > Preferences > Composition (Windows)** or **InDesign > Preferences (Mac)**.
2. Under Highlight, click to turn on **H&J Violations**.
3. Text that has justification problems will be highlighted; the color will differ based on how bad the text will look.

Now that you know when your justified text has problems, how do you fix them?

Two solutions can be found within the Paragraph palette. One way is to change the Paragraph Composer to look at single lines as opposed to the entire paragraph. This will help take out some of the rivers of white than can flow through justified text. To change the Paragraph Composer, select **Adobe Single-line Composer** from the Paragraph palette menu.



Glyph scaling The second way to improve composition is to change your **glyph scaling** or character width. This will look at individual characters and show how the scaling will affect the overall look of the text block.

1. To change your glyph scaling, select **Justification** from the Paragraph palette menu.
2. Change the maximum and minimum percentages for glyph scaling to reflect the scaling you are willing to accept. In this example, we are setting the minimum character width at 90%, and the maximum width at 110%, with our preferred scaling at 100%
3. Check the **Preview** box to see what effect this will have on your text. You can set the maximum and minimum scaling to whatever percentage you are willing to accept, knowing that the further away from 100% you get, the more chance that the scaling might be visible to the reader.



Working with graphics

The term “graphic” applies to any piece of art that you want to place on your page. You may have drawn the artwork freehand and then scanned it to be placed on your page, or you might have created a graphic in a program such as Adobe Photoshop, Adobe Illustrator or Macromedia FreeHand. Either way, to print correctly, the graphic will have to be placed on your InDesign page using the proper method, or it will have to be sent to Walsworth along with your page submission files.

You can submit graphics to Walsworth in the following formats:

- EPS (Encapsulated PostScript)
- TIFF (Tagged Image File Format)

- JPEG (Joint Photographic Expert Group)
- PSD (Photoshop documents)
- AI (Illustrator documents)

Walsworth does NOT accept the following file formats:

- Windows Meta files and Enhanced Meta files
- Word art
- PICT files
- CorelDraw files
- GIFs (includes most images copied from the Web)
- BMPs (Bitmap files)

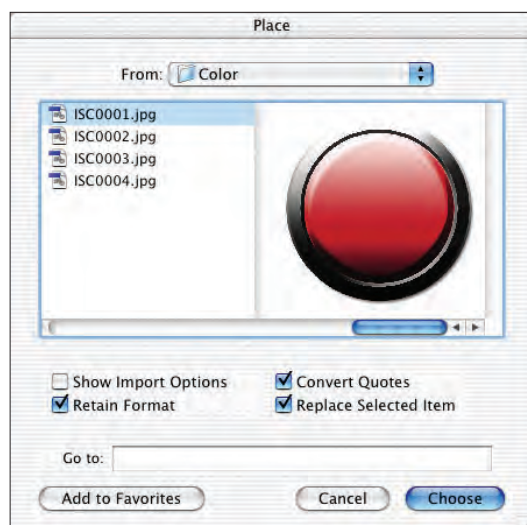
Placing graphics

To place a graphic on your page:

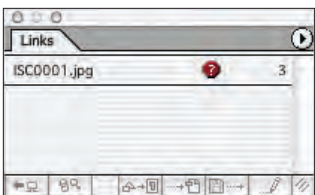
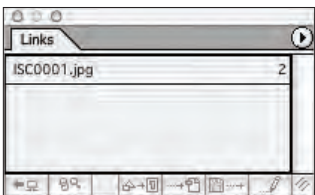
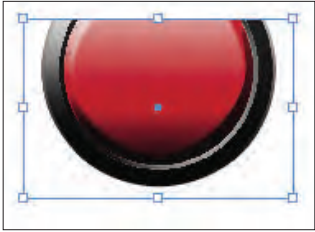
1. With the Selection tool active, go to **File > Place**.
2. Navigate to the location of your graphic.
3. Click once on the file to select it, then click **Open**.
4. Your cursor will become a loaded graphic icon. Click on the page where you wish to place your graphic.

You may also choose to draw a frame for your graphic and then place it in the frame. In that case, simply select the frame by clicking on it with the Selection tool before going to **File > Place**. The graphic you choose will automatically be placed in the frame.

Always use the File > Place command to place your graphics in InDesign. Do not try to copy a graphic from another program and then paste it in InDesign. It will not print correctly in your yearbook.



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Resizing graphics

You may need to resize a graphic so it fits on your page the way you want.

To resize a graphic manually:

1. Select the graphic by clicking on it with the Direct Selection tool.
2. Click on a handle and, holding down the Shift key, drag the handle to resize the graphic.
3. After you have resized the graphic, you may want to resize the frame to fit the graphic. To do this easily, select **Object > Fitting > Fit Frame to Content**.

Why hold down the Shift key?

To resize a graphic proportionally, you must hold down the Shift key as you are resizing. If you resize without the Shift key, your graphic will get stretched or skewed.

Cropping graphics

In some cases there may be portions of your graphic that you do not want to show on your page. Use the Selection tool to resize the frame and hide part of the graphic.

1. Click on the graphic with the Selection tool to select it.
2. Click and hold on one of the handles. Drag to crop out the area of the graphic you do not want to appear.
3. To recrop the graphic within the frame, click with the Direct Selection tool and hold in the middle of the graphic. The tool will turn into a hand. Continue holding and drag the graphic around within its frame to recrop it.

Links with graphics

One way to check that your graphics were placed correctly is to check the links. Select **Window > Links**. This palette will show all of the graphics that are in your document.

- If the graphic is linked properly, it will appear as part of the list in the Links palette.
- If the graphic is not linked, a question mark appears. To relink the graphic, double-click the graphic name. Click the **Relink** button and browse to the location of the graphic. Select the graphic and click **Open**, then click **Done** in the Link Information dialog, or click **Next** or **Prev** to continue relinking graphics.

Submitting graphics

Whether you use a graphic of your own creation or a piece of clip art from another source, it will need to be submitted to Walsworth to print correctly.

1. Name your graphic according to the page number on which it is being used and its subject matter.
2. Save your graphic in the same location as your pages so it is easy to find.
3. When you are ready to submit your pages to Walsworth, copy your graphic onto the same disk as the page on which it is being used. See the Submitting section for more information about sending your files to Walsworth.

Walsworth's KlikArt

Walsworth offers a complete selection of KlikArt for your use. You will find of each piece of KlikArt under the KlikArt tab in Support Download.

KlikArt is divided into three categories: Color, Grayscale (black and white with shades of gray) and Line Art (black and white with no shades of gray). Most artwork that appears in color also has a grayscale version. Some of the grayscale art also has a line art version.

To place KlikArt:

1. Log in to **Members Only**.
2. Go to the **Support Download** section.
3. Click on the **Walsworth KlikArt** tab.
4. Click to select the folder of KlikArt you want to download. Save the file to your computer.
5. Select the piece of artwork you want to use by clicking on it, then click **Open**.
6. Click the loaded graphic icon to place the artwork on your page. All pieces of KlikArt have been saved with a clipping path. This ensures that if you place the artwork on a background, the background will show around the edges of the artwork and through any portion of line art that appears white in the KlikArt book.
7. You may enlarge a piece of KlikArt up to 150% of its original size.

Using ColorTex Textures

Included with Walsworth's KlikArt is a selection of ColorTex Textures that can be used as backgrounds or accents for your page. See the ColorTex Textures section of the KlikArt catalog for a preview of the various textures.

To choose the piece of art you wish to place, first identify the texture you want. Each texture has nine different versions, organized as follows:

- The first two numbers of the file name refer to the ColorTex Texture pattern.



- The last two numbers refer to the size of the artwork:
 - XX00: Double-page spread
 - XX01: Single page with a full bleed

Graphic effects in InDesign

One of the strengths of InDesign is its ability to perform complex graphic operations. Following are instructions on performing some of these effects.

Clipping paths There are two ways to create clipping paths in InDesign, either by automatic detection or by creating your own path.

Automatically detecting paths:

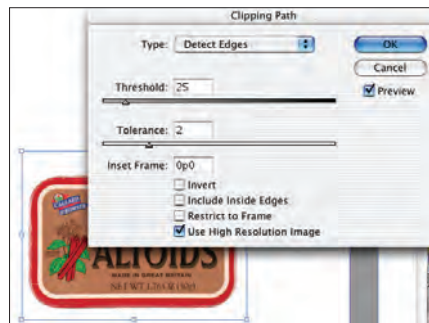
If you have created a clipping path in Photoshop, or if you are placing a photo that has a subject in stark contrast to the background, you can automatically detect the clipping path.

1. Select the graphic or photo using the Selection tool.
2. Go to **Object > Clipping Path**.
3. Select **Detect Edges** under the Type menu if you are trying to cut out an element from a distinct background. Select **Photoshop Path** if you have created a path in Photoshop.
4. To view the selection as you make it, check the **Preview** box.
5. Use the **Threshold** and **Tolerance** sliders to help you get as close to the edges of your item as possible.
6. You may have to click the **Invert** check box to show the object you are clipping around.
7. After the path is created, click **OK**.
8. To wrap text around the object, use the Text Wrap palette.



To create your own clipping path within the program:

1. Select the Pen tool from the Tool palette.
2. Use the Pen tool to click and create a path around the item you want to cut. Create as many points as you need. Once you get to the last point, a circle will appear beside the Pen tool to indicate you are closing your path. Click on the original point to close the path.



3. You can wrap text around this path with the background still intact, or you can cut out the entire background of the photo. To do this, create a path around the entire image by clicking with the Pen tool on the four corners of the image frame, clicking on the first point at the end to close the path.
4. Hold down the Shift key, then use the Selection tool to click and select both the original path and the path you created around the frame.
5. Select **Object > Compound Path > Make**. The background will be cut out of the photo.
6. As with the Detect Edges clipping path, use the Text Wrap palette to wrap text around your clipping path.

Flopping text or images You can create interesting reflection effects with InDesign by flopping text or images. To flop an item:

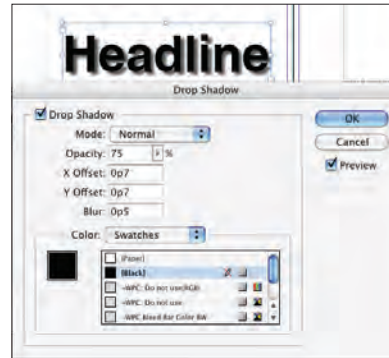
1. Use your Selection tool to grab one of the handles of your page element.
2. Drag the handle over the element itself and it will flop, or reflect, the element.

Drop shadows Drop shadows can add depth and visual interest to your page design, especially when you are working with images with clipping paths.

1. Use the Selection tool to select the page element to which you want to apply the drop shadow, whether it is text, an image or a page element. If you are selecting text, select the frame, not the text itself.
2. Go to **Object > Drop Shadow**, and check the **Drop Shadow** box in the dialog. Make sure the Preview box is checked so you can see your drop shadow as it is created.
3. Use the drop-down menu to choose the blending mode you wish to use. If you are working with a white background, leave the blending mode at **Normal**.
4. Click on the **Opacity** field to set the transparency of the drop shadow. The higher the percentage, the denser the shadow will be.
5. Set the **X** and **Y** offset to the appropriate measurement, depending on how far away from the actual item you wish the drop shadow to appear.
6. Blur affects the spread of the drop shadow, or how far out it extends. Enter the blur you want your drop shadow to have.
7. Finally, you can apply any color that is currently in your Swatches palette to the drop shadow, or you can create your own color. If you will be creating a color, be sure to select **CMYK** as the color type.
8. Click **OK** to finish your drop shadow.

Transparent text or image

1. To apply a transparent effect to any page element, first open the Transparency palette by selecting **Window > Transparency**.
2. Use the Selection tool to select the item you would like to make transparent, and use the slider in the Transparency palette to adjust the opacity of the item.



Creating a ghosted or gileclear effect

1. To create a gileclear or ghosted effect over a portion of an image, first use the Rectangle tool (or any shape tool) to draw a box over the area where you want to apply the effect.
2. Change the fill of the box using the Swatches palette (**Window > Swatches**).
3. With the box selected, use the slider in the Transparency palette (**Window > Transparency**) to bring down the opacity, until the gileclear effect you want is accomplished.



Use the Paper fill if you are creating a gileclear effect on a dark background and the Black fill if you are creating a gileclear effect on a light background.

Feathered edges Transparency also plays a big part in creating feathered edges. After applying a feather effect to text, a page element or an image, you can layer that element on a background or with another feathered item, and the feathered portion will blend.

1. To apply a feathered edge, select the element with the **Selection** tool.
2. Select **Object > Feather**.
3. In the Feather dialog, check the **Feather** box.
4. Enter the amount of feathering you want to apply.
5. Use the drop-down menu to select the corner effect you want to apply.
6. Click **OK**.



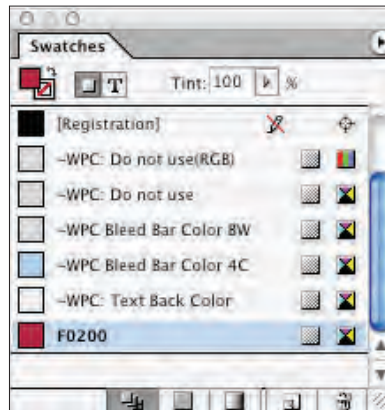
Duotone effect Create a duotone effect by layering a transparent box on top of a black and white image.

1. Place your black and white image on the page by going to **File > Place**.

2. Use the Rectangle tool to draw a box of the same size on top of your image.
3. Using the Swatches palette (**Window > Swatches**), change the fill color of the box you drew to a Walsworth Formula Color (if this is a four-color page). See the Using Color section for more information about loading Formula swatches into your Swatches palette.
4. Use the Transparency palette (**Window > Transparency**) to change the opacity of the box to get the look you want.

Colorizing black and white photos You can colorize a black and white image by drawing shapes over portions of your image and then filling them with transparent color.

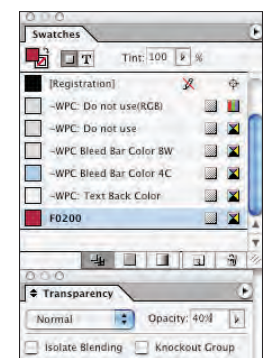
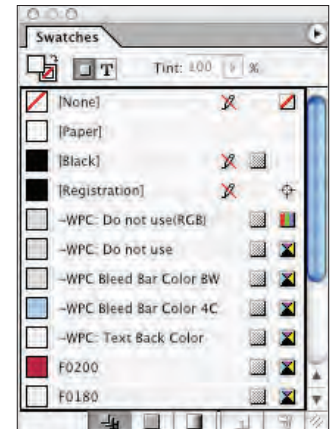
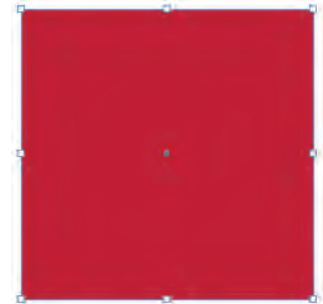
1. Use the Pen tool or any other tool to draw a closed path around the area of the image you wish to colorize by clicking around the shape to add points. It helps to zoom in on the area you are drawing, to make your shape as accurate as possible.
2. Once you have completed your shape and are back where you started, hold the Pen tool over the first point you created until a small circle appears beside the tool. Click, and the shape will be closed.



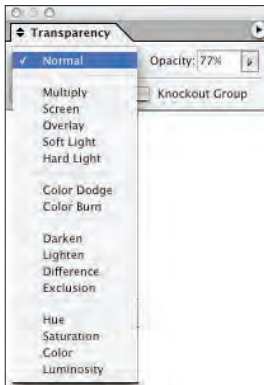
3. Change the fill to the color of your choice using the Swatches palette (**Window > Swatches**), and use the Transparency palette (**Window > Transparency**) to change the opacity of the shape until the desired effect is achieved.

Blending modes When you use InDesign's drop shadows and transparency features, the program offers a selection of blending modes from which to choose. Blending modes affect appearance only when one color is layered over another. Below are brief definitions and examples of the different blending modes.

- **Normal** There is no interaction between the selection and the base color.
- **Multiply** Makes the base color darker by adding the selection color to it. This color is always darker than the other colors.



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- **Screen** The opposite of multiply. Lightens the base color by adding the inverse of the selection color to it. This color is always lighter.



- **Overlay** Depending on the colors involved, will either multiply or screen. The blend color reflects either the lightness or darkness of the base color.
- **Soft Light** Darkens or lightens the colors, depending on the blend color. If the blend color is lighter than 50% gray, it will lighten the artwork. If the blend color is darker than 50% gray, it will darken the artwork.
- **Hard Light** Multiplies or screens the color, depending on the blend color. If the blend color is lighter than 50% gray, it will screen the artwork and add highlights. If the blend color is darker than 50% gray, it will multiply the artwork and add shadows.
- **Color Dodge** Makes the base color brighter to reflect the blend color.
- **Color Burn** Makes the base color darker to reflect the blend color.
- **Darken** Selects the darker of the base and blend colors and uses it as the resulting color.
- **Lighten** Selects the lighter of the base and blend colors and uses it as the resulting color.
- **Difference** Depending on whether the base color or the blend color is brighter, subtracts one from the other.
- **Exclusion** Similar to Difference, but with less contrast.
- **Hue** Creates a color from the base and blend color.
- **Saturation** Creates a color from the base and blend color.
- **Color** Creates a color from the base and blend color. Especially useful with black and white.
- **Luminosity** Like color, but creates the inverse of the blend and base color.

Using color

You can use several types of color on your yearbook pages.

- **Process color** These are colors that are created by mixing percentages of the four colors used in printing: cyan, magenta, yellow and black, also known as CMYK. Always be careful when mixing your own colors, because what you see on your computer monitor does not necessarily

reflect the color that will be printed in your book. It is best to mix colors only for which you have a printed sample, as this will be a much better example of how the color should appear on your yearbook page.

- **Four-color** This term applies to pages that are printed in full color, including photos. The four colors refer to cyan, magenta, yellow and black.
- **Formula Colors** These are 290 specially blended Walsworth colors that can be used on your pages, including Rich Black.
- **UV coating** UV coating is a liquid gloss plastic finish applied after printing. UV coating can be applied to rectangle shapes and across an entire page, which is called UV flood.

When you specify Formula Colors on your pages, always choose the colors you want from Walsworth's Color brochure. This printed version of the colors will match what will actually be printed on your yearbook pages. The colors you see on your computer monitor do not accurately represent the colors' appearance when printed in your yearbook.

Talk to your Walsworth Yearbooks sales representative before applying color to your yearbook pages. Improper use of color can result in significant added charges.

To load one of Walsworth's Formula Colors:

1. With your page open, click the **Color Information** button on the Control Center.
2. Click the **+Formula** check box to open the color selector.
3. In the color selector dialog that opens, click to check the color(s) you wish to use.
4. Click **Apply Chosen Color(s)**.
5. Once your color is chosen, click **Apply Color Information**.
6. The color(s) are added to your Swatches palette.

To apply a color to a page element:

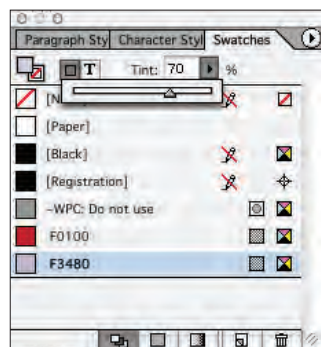
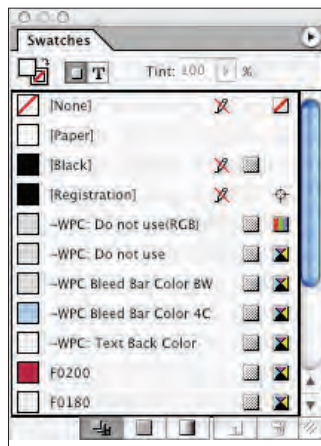
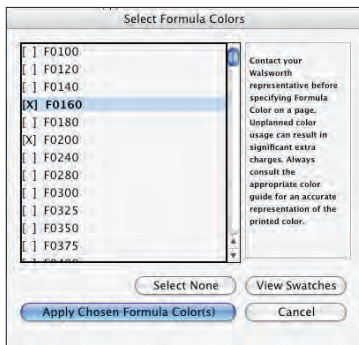
1. Select the element by clicking on it.
2. With the Swatches palette open (**Window > Swatches**), click on the color you wish to apply to your page element.
3. The element will appear in the color you have applied.

To apply color to text:

1. With the Type tool, click, hold and drag across the text to select it.
2. With the Swatches palette open (**Window > Swatches**), click on the color you wish to apply.
3. The text will appear in the color you have applied.



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4. When applying color to text, do not apply a Formula Color to serif text that is smaller than 12 pt. or sans serif text that is smaller than 10 pt. This can make your type difficult to read.

With page elements, such as rectangles, you can decide whether to apply the color to the fill (inside area), stroke (border) or both aspects of the elements. To apply the color to the fill, stroke or both:

1. Select the element, whether it is a text frame or a page element, then click on the **Stroke** at the top of the Swatches palette. This will apply the color only to the border. Click the color you wish to apply.
2. Select the element, then click on the **Fill** at the top of the Swatches palette. This will apply the color only to the inside of the element. Click the color you wish to apply.
3. Perform both steps to apply the color to both the fill and stroke.
4. Follow the same instructions to apply color to either the fill or stroke of type, but click the **Text Formatting** button at the top of the Swatches palette.

To apply a tint to a color:

1. Select an element and apply the color.
2. Use the percentage drop-down menu at the top of the Swatches palette to select the percentage of color you wish to apply.

Any tint applied to a color will change the appearance of that color. As with any color you see on your computer's monitor, it will not exactly match the appearance of the color when it is printed in your book.

Gradients

One of the most exciting features of InDesign is the ability to create gradients using anywhere from one color fading into white to 256 colors. Gradients can be applied to text, shapes or other page elements.

To create a gradient:

1. Create the page element to which you want to apply a gradient.
2. Open both your Color and Gradient palettes (**Window > Color and Window > Gradient**). If the two palettes are docked, click on the tab of one and drag it away from the other palette.
3. To apply a gradient, either use the Gradient tool or the **Gradient** button at the bottom of the Tool palette.
4. To change the colors of your gradient, select your page element and click on the gradient bar at the bottom of the Gradient palette.
5. It is important when creating four-color gradients to choose **CMYK** colors. In the Color palette, choose **CMYK** from the palette menu.
6. "Paint buckets" appear at either end of the bar. Click on the paint bucket you would like to change, and then select a color from the bar at the bottom of the Color palette.

- To apply a gradient of more than two colors, add paint buckets to the gradient bar by clicking on it. You can also slide the paint buckets around on the gradient bar for different effects.

Remember, your final gradient may not appear the same way on the printed page as it appears on your screen.

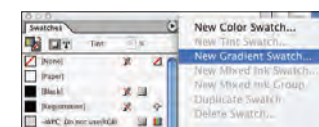
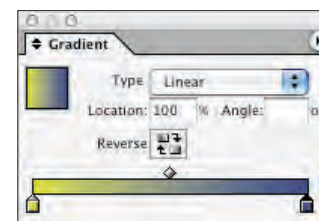
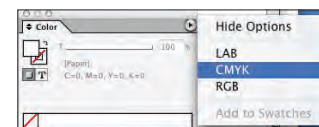
Creating gradients from predefined colors

To ensure that the gradients you create will turn out as you expect, it is best to create them from colors that you can readily see printed on paper, such as Walsworth's Formula Colors. You must add the colors you want to use to your Swatches palette before they can be used to create a gradient.

- With your page open, click on **Color Information** on the Control Center.
- Click the **+Formula** check box to open the color selector.
- In the color selector dialog that opens, click to check the color(s) you wish to use.
- Click **Apply Chosen Color(s)**.
- Once your color is chosen, click **Apply Color Information**.
- Your color will be added to the **Swatches** palette. To add other colors, follow steps 1-5 again.

To create your gradient:

- Select **New Gradient Swatch** from the Swatches palette menu.
- In the New Gradient Swatch dialog, click on one of the stops under the gradient slider.
- In the Stop Color drop-down menu, select **Named Color**.
- The colors in the Swatches palette become available in the dialog. Select the color you want to use for that stop.
- Continue adding colors to your gradient by clicking on the stops, then selecting the color you wish to use from the Swatches list.
- Remember that you can add stops to your gradient by clicking at the bottom of the gradient ramp.
- Once your gradient looks the way you want, click **OK**. A gradient swatch will be created in your Swatches palette. This is a convenient way to create gradients because the swatch is then available for use throughout your yearbook.



Photography

Photographs are arguably the most important part of the yearbook. Numerous characteristics constitute good photo composition. Start by asking some of these questions: Is the photo in focus? Is there a dominant image in the photo? Does the photo tell a story? Are faces visible? Does it have an interesting angle?

Generally for yearbooks, candid photos have greater storytelling quality than those that are posed. When readers look at their yearbooks a decade from now, they will want to recall what life was like in high school. Using all posed photos won't allow this to happen. However, don't be afraid to use posed photos occasionally, as they can offer opportunities to include several people in the book in one shot.

Digital imaging

If you have decided to use digital imaging for your yearbook, there are several important things you should consider. Primarily, you need to have a good digital camera. **Things to look for in a digital camera:**

Storage Your camera should be able to support a memory card with a large amount of storage space. These cards work like a disk, allowing you to save images to them and then download the images to your computer. The most popular kinds of cards are Secure Digital (SD) and Secure Digital High-Capacity (SDHC) cards, Compact Flash and Memory Stick (Sony) cards.

It is always a good idea to invest in extra memory cards and carry them with you; you don't want to be in a situation where you have to delete images just to fit others on the card.

Zoom There are two types of zoom: optical and digital. Look for a camera with optical zoom, which adjusts to the subject while leaving resolution the same. Digital zoom electronically enlarges an image simulating optical zoom, which leads to resolution loss.

Resolution Unless you are using your digital camera for small, posed shots, you should invest in at least a 3-megapixel camera. This will give you reliable shots that can be used at up to 5 x 7 in your yearbook. Cameras with 5 megapixels or higher can easily take shots that can cover an entire yearbook page while staying within resolution limits.

Digital SLR vs. point-and-shoot SLR, or single-lens reflex digital cameras, work like the traditional 35mm cameras. Most settings can be adjusted manually, and interchangeable lenses, which you may already have, can be used. Because of their flexibility, and the lack of lag time between depressing the shutter and actually taking the picture, SLR digital cameras are more appropriate for action and low-light photos. They tend to have higher megapixel counts and cost more than point-and-shoot cameras.

Point-and-shoot cameras are generally smaller and less expensive than SLR. They are easier to use, as there is no learning curve for multiple features. There is usually a significant lag time between pressing the shutter button and when the picture is taken, making them unsuitable for action shots. Higher-end point-and-shoot cameras with different shooting modes are available.

Rechargeable batteries Digital cameras eat batteries. You never know how many pictures you are going to take, and you don't want to run out of power. Turning off the LCD monitor and using the view finder will help conserve energy.

Tips for taking better digital pictures:

- **Get used to the prefocus on your camera.** Most point-and-shoot digital cameras have a lag time between when the shutter button is depressed and when the picture is actually taken. It may require some practice to take effective pictures.
- **Watch your lighting.** Digital cameras usually do not function well in low light. Experiment with the flash and consult your camera manual for instructions on any available flash adjustments.
- **Look for an exposure compensation setting.** This can help with situations where lighting isn't the best.
- **Use a tripod.** This holds the camera steady so you can concentrate on getting the perfect shot.
- **Finally, take lots of pictures.** Have fun and experiment with your camera. Read your manual and become familiar with all aspects of the camera's features. There are no costs for film, so go wild.

Transferring an image from your camera to computer:

Images can either be downloaded from the camera by cable connection or using a card reader. Specific instructions for your camera or card reader should come with the product.

Scanners

Another form of digital imaging you might work with for the yearbook is scanned images. There are generally two types of scanners. A flatbed scanner works like a photocopier. The photo or item to be scanned is placed on a glass plate and light moves under and across it to duplicate the image. A film scanner works like an overhead projector. It shines light through transparent film (negatives), projecting the image onto a surface that captures it.

Characteristics to look for in a scanner:

- **Color depth** Color depth controls smoothness and is required for rich skin tones. Minimum color depth is 36-bit.

- **Dynamic range** All images have a certain tonal range between the highlights and the shadows. This is measured by dynamic range. A scanner should register and convert the tonal range as well as the fineness of the individual gradations. This determines how well the scanner can reproduce details in dark areas. Minimum dynamic range is 2.5.
- **Resolution (flatbed scanners)** The resolution of your scanner determines how large the scanned image can be used in the yearbook. Your flatbed scanner should scan an output resolution of at least 600 dpi. Most scanners exceed that number.
- **Resolution (film scanners)** The resolution of your scanner determines how large the scanned image can be used in the yearbook. The minimum recommended resolution is 1800 dpi.

Tips for scanning images:

- **Maintain a dust-free environment.** Dust on the glass of a film or flatbed scanner can produce dust and particles, known as artifacts, which will appear on the final scan. Removing artifacts will require work and time in Photoshop. Keep the scanner workstation clean with pressurized canned air, and clean the glass surface with isopropyl alcohol and a lint-free cloth.
- **Protect film strips** (film scanners only). Oily fingerprints and scratches on negatives will leave large imperfections in scanned film that will require more work and time in Photoshop. Store film strips in archival protectors (plastic sleeves). Most photo labs return negative film in archival protectors to keep film safe from dust, scratches and fingerprints. Handle the film only at its edges and never touch the silver side of the film.
- **Preview before you scan.** This will save time, as you can adjust cropping before scanning the entire image. Only the selected preview area will be scanned. If your scanner has a large bed, scan a group of photos at a time and separate them later in Photoshop.
- **Select a team for scanning.** Having a few select students to scan all images will improve consistency and quality.
- **Prepare before you scan.** Create your page layouts to help determine the placement of photos and the size of the final placed image to help determine the scanning resolution.
- **Back up your scans,** including the original scans, along with all of your yearbook files. Saving a copy of your images to CD or an external hard drive will save time if files are lost or damaged.

Digital image specifications

There are three important things that must be changed in each image before it is placed on your yearbook page – resolution, color space and file format.

Resolution Resolution is the total number of tiny squares called pixels that make up a digital image. The higher the resolution of a digital camera or a scanner, the larger an image can be reproduced. To determine proper resolution and to prepare images properly for yearbook printing, the resolution of a digital image must be in dots per inch (dpi). The more dots contained within an inch of an image, the smoother an image will print. Yearbook images require 225 dpi to print high-quality images. Low dpi will produce jagged-looking images. This jagged look is referred to as pixelation because the square shape of the pixels is visible.

Flatbed scanners sample images in resolution between 300 and 2400 dpi. Scanning at a higher resolution will produce a larger image. A digital camera's resolution determines the width and height of an image. The higher the resolution, the larger the image will produce. Digital cameras capture images at 72 dpi. Increasing the dpi of a digital camera image will shrink the image. Lowering the dpi of a scanned image will enlarge the image.

Color space Color can be seen due to electromagnetic radiation providing a color stimulus to our eyes. To perceive color, we need to have light and an object to reflect or let the light through.

Monitors and televisions produce color via electromagnetic waves that correspond to red, green and blue (RGB). Screens are not able to display the full range, or gamut, of colors visible to the human eye. Any desired color can be produced by adding the colors of the three color channels.

Printed colors are produced by overlaying translucent ink pigments on paper instead of combining wavelengths of light. Printing works with subtractive colors. When white light strikes a surface, it absorbs the complementary colors and reflects the rest. If we print an area with equal parts cyan and magenta, both cyan's complementary color – red – and magenta's complementary color – green – are absorbed. When the complementary colors are subtracted, all that remains is purple.

In theory, when printing a surface with equal parts of cyan, magenta and yellow, we should get black. However, we end up with a muddy brown. Therefore, four colors need to be used: cyan, magenta, yellow, and black (CMYK). The printable range, or gamut, of colors is smaller than both the visible and the monitor gamuts.

What you need to know If images are to be used in a yearbook, they must be captured by a scanner or a digital camera. These devices work in the **RGB or grayscale** color space.

File format

There are three suitable file formats for submission of images for yearbook production: EPS, TIFF and JPEG.

- **EPS (Encapsulated PostScript)** Use EPS format for true duotone images.
- **TIFF (Tagged Image File Format)** Use TIFF format to store all line art scans such as ad artwork. TIFFs are generally larger in size than JPEG, with a virtually imperceptible visual difference.
- **JPEG (Joint Photographic Experts Group)** This is a compressed format for digital images. When saving a file as a JPEG, the compression level should be set to a minimum of level This will result in minimal loss of quality and significantly reduced file size, with results indistinguishable from the original. If a lower value is used, there will be a loss of quality your photographs. JPEGs must not be increased in size when they are placed on the page. If a JPEG is increased more than 150% in size in InDesign, the image will become pixelated, reducing image quality.

PNGs

Another type of image format is Portable Network Graphics (PNGs). One advantage of saving images in the 24-bit PNG format is that they support transparencies automatically. That is, they support clipping paths such as the type you can make in Photoshop. No special techniques are necessary; no workpaths need to be created the way they do when you are saving JPEGs or TIFFs.

However, the difference is that when you use PNG files in InDesign, you must place them using the File > Place command instead of using Image Placer. To do do this, there are a couple of things to keep in mind:

- Make sure when you prepare the images in Photoshop the resolution is set to 225 dpi.
- To see the clipping path in InDesign you must save the image in Photoshop with a transparent background.

For more information on preparing and saving PNG files correctly, refer to the Photoshop manual located on Yearbook Help.

Preparing your images for the yearbook

There are two ways to make your images ready to use in your yearbook. The first is to use Walsworth's Image Placer plug-in. When you place an image using Image Placer, the conversions to resolution, colorspace and file format are done for you.

The second is to use Photoshop to make these conversions yourself. For more information on using Photoshop, see the Photoshop manual, which is located on Yearbook Help. It will give you complete instructions on saving scanned and digital camera images for yearbook use, as well as lots of great examples of how Photoshop can be used to make your yearbook more visually attractive.

Image Placer

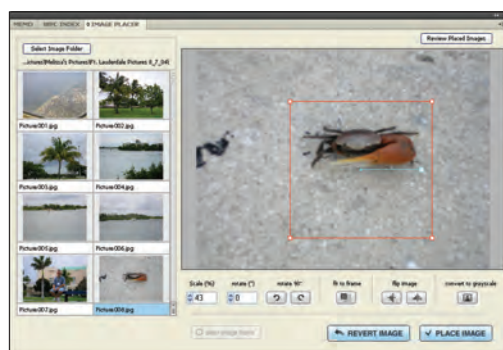
Walsworth's Image Placer is a program that works within InDesign to help you format digital image files and easily place them on your page.

Image Placer works entirely in and of itself, independently of Photoshop, to convert your images based on resolution, color space and file format. When you place your images, they are automatically saved at 225 dpi, in the correct color space based on whether your image will be printed in color or black and white, and they are saved as .jpg files.

Image Placer will save your images so they can be used in your yearbook and can be expected to print well by Walsworth. Whether you use Image Placer or Photoshop, your images will print the same. Photoshop can be used to make more extensive changes to your images, and can be used to improve images that would not print well in your yearbook as-is.

Tips for working with Image Placer:

- Have all of the digital images you want to work with on a particular spread in the same folder. However, do not overload the folder with extraneous images. This will allow you to view all of the images in the Image Placer palette, but not have so many images that it becomes confusing.
- Save your page file with the proper name before you begin using Image Placer. It will not place photos in page files that have not been saved.
- Make sure your file contains the correct pages. Click the **Modify Page Range** button on the Control Center and enter the correct starting page number. Click **OK**.



- Make sure you have saved your page files in the place that is most convenient for submission. Image Placer will create a folder of your placed image files in the same place as the page, so you should know where your page is for easier submission.

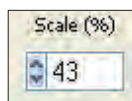
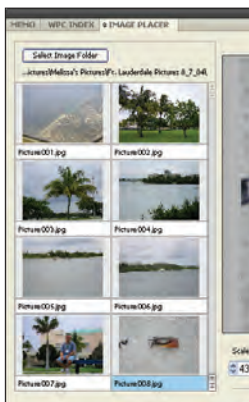
Numbering your photos

1. Open your designed page. This should be based on either a Total Design, Designer Series layout or a layout that you have designed yourself on a blank Walsworth template.
2. You must run Walsworth's Image Tag plug-in before you place images. To do this, select all of the image windows drawn on the page, holding down the Shift key as you click on the windows with the Selection tool.
3. Click the **Tag Frames** button on the Control Center. The fill of the image windows selected will turn gray and a number will appear in the window.

Image Placer will not work on image windows that have not been numbered.

Using Image Placer

1. If the Image Placer palette is not open on your page, go to **Window > WPC Image Placer** or select the **Image Placer** button on the Control Center.
2. Click the **Select Images Folder** button to find the image files you want to place on your page.
3. In the dialog, navigate to the location of your digital images. Select the name of the folder that contains your images by clicking on it.
4. Click **OK**.
5. A list of images will appear in the window at the left of the Image Placer palette. To see the preview of an image, click to select it.
6. Click to choose the image window where your image should be placed. Again, the image window should be numbered.
7. A red proxy of your image window will appear in the preview window. This proxy shows how the image would be placed in the window at its current size and as it is cropped.



Changing the image:

- To change an image from color to grayscale for use on a black and white page, click the **Convert to Grayscale** button.
- To change an image you have previously changed to grayscale back to color, click the **Convert to Grayscale** button again.
- To crop an image, click and hold on the proxy, then drag it to frame the image as you want it to be cropped.
- To resize an image, use the **Scale** arrow buttons to enlarge or reduce the image or manually enter the scale percentage in the field.
- To automatically resize the image to its best fit within the window, click the **Fit to Frame** button. The image will be placed.
- To rotate an image 90 degrees, for example, a horizontal image that has come in vertically from a digital camera, click the **Rotate 90 degrees** button.

- To rotate an image to another percentage, use the **Rotation** arrow buttons or manually enter the number of degrees you wish to rotate your photo.

Rotation will only rotate the image, not the image window.

- To flip an image horizontally, click the **Flip Image horizontal** button.
- To flip an image vertically, click the **Flip Image vertical** button.
- To revert an image to its original state, click the **Revert Image** button.
- To delete an image in a placed window without deleting the window, press the **Clear Image Frame** icon.

Placing images:

1. Select a numbered photo window with the Selection tool.
2. Move the proxy of your photo window to crop the image as you wish.
3. Perform any other changes to the image, such as resizing or rotating.
4. Click the **Place Image** button. Your image will be placed in the selected window.
5. Continue to place images on your page until all images have been placed.

Submitting placed images to Walsworth

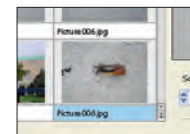
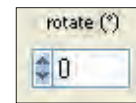
When you place an image on a page, that image is saved with the file in which you are placing the images. If you navigate to the location of your saved file, you will see that a folder has been created named [Filename].PIX. [Filename] indicates the name of the file in which you've placed the images.

To make sure you are submitting all proper files to Walsworth, simply copy this folder to the disk on which you are submitting your page files. See the Submitting section for more information on submitting pages and image files.

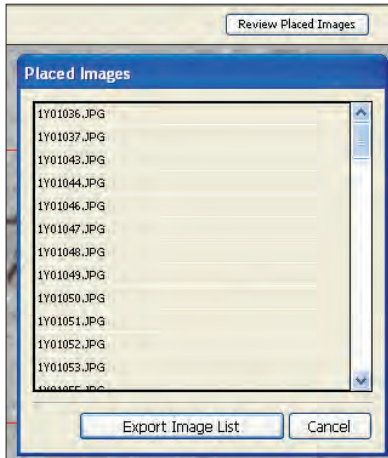
Troubleshooting and Help

There are several things to know about Image Placer that will help it work more smoothly. If you are unable to perform a specific Image Placer command, see the following for potential solutions.

- Image Placer will not place images in an untitled document. You must save and name your document before placing images.
- Image Placer will not place images in windows that have not been numbered. You must run Image Tag on the image windows before the images will place.



- The Image Placer palette will only display images that are saved as .jpg or .tif files. No other image format can be placed with Image Placer.
- If Image Placer detects another image in the folder that was placed in the same numbered window on the same numbered page (for example, if you placed an image, then deleted it and placed another image in the same window), it will alert you that an image with that page and position already exists and ask to replace it.



- Placing images across a network is risky and could result in file corruption or data loss. Always make sure your pages and the images you are placing are on the hard drive of the computer you are currently using.

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Verified PDFs

This section will guide you through creating and submitting verified PDFs to Walsworth for publishing, along with instructions specific to planning, creating, submitting and proofing the PDF files you create using Walsworth's PDF Builder plug-in.

Planning

The first step in creating a verified PDF is planning. Planning for PDF creation is even more important than planning your application files, because the file you create must have all linked image files and fonts available. In addition, the image files must be prepared correctly. Failure to plan properly can result in files that cannot be verified, and therefore will not be accepted by Walsworth.

File management

While file management is the most important part of creating a yearbook page in any format, organizing your files is even more important when creating PDFs.

As you create PDF files, collect them in a folder in one location. Read/Write permission issues can often occur when using network and/or shared drives. It is also a good idea to read the file management section of this manual for information on using the _WPCYB folder to help organize your page files.

All items used to create your pages must be available on your computer. Whether you use Photoshop or Walsworth's Image Placer software to save your image files correctly, make sure image files are stored with page files. If you use Image Placer, it will create a PIX folder in the same location as your page file, making it easy to move both page files and image files to the computer.

If you are using Photoshop to enhance or modify your digital images, store placed images in the same folder as your page files. Follow the instructions in this manual for more information on creating folders on your operating system. It is easiest to create these folders early in the process, before you begin creating pages, so they are already there when you are ready to save pages and image files inside.

Installing fonts

The same desktop font rules apply for submitting PDFs as apply when you are submitting application files. Only Type 1 or TrueType formatted PostScript fonts are acceptable. AWPC fonts are TrueType fonts and are recommended for use. Do not stylize any fonts (i.e., apply bold or italic) to a font. Stylized fonts can cause errors. Fonts are the responsibility of the school and do not need to be submitted to Walsworth.

Color planning

Make sure you have planned ahead for any color you will be using in your book, and have fully communicated to all staff members where color is to be used, and what type of color. Walsworth will print your PDF files exactly as they are received, and unplanned color usage can be very expensive.

Special document considerations

Four special documents that every PDF participant must plan for are covers, endsheets, title pages, spreads spanning a signature break and portrait pages. If these documents are created or submitted incorrectly, they can cause significant confusion, delays and even additional charges.

- **Covers and endsheets** Although participants submit their yearbook pages in PDF format, covers and endsheets should not be submitted as PDFs. Since Walsworth's Creative Services Department needs to make final adjustments to covers and endsheets before they are printed, **they cannot be submitted in PDF format**. This is true even for yearbook staffs that design their own covers and endsheets. Please contact your Walsworth yearbook representative to learn more about how to submit your cover and endsheets properly.
- **Title page** The first page of your yearbook, typically your title page, must be created and submitted as a single-page PDF document. Contact Walsworth Computer Support for assistance or follow the steps below to create a properly sized single-page document for your title page.
 - **Select File > Open Template** and apply the appropriate color information for your title page. This will create a double-page spread.
 - In the **Modify Page Range** window, uncheck the Maintain Document Length check box and enter the number one for both the starting and ending page.
 - When you click **OK** to continue, select **Yes** when asked if you want to remove one of the document pages. The document is now in single-page format and is ready for title page creation.
- **Portrait pages** PDF participants have the option of submitting their portrait pages as InDesign files or converting them to PDF format for submission. If you choose to submit your portrait pages as InDesign files, linked images and non-Walsworth fonts must also be submitted with your page files. If you choose to convert your portrait pages to PDF format, you must place every image yourself, including every student portrait. Contact your Walsworth yearbook representative if you have questions about which option is best for you. You can also refer to this manual for more information about portrait pages and Portrait Editor.

Creating

When creating pages in InDesign, follow the same process you normally would to create application files. See the Creating section of this manual for complete instructions on using InDesign to create your desktop yearbook.

Working with digital images and graphics

One of the most important components of creating PDFs is saving your digital images properly. Walsworth recommends saving your digital images with Walsworth's Image Placer software installed with your Walsworth Enhancements or with Adobe Photoshop.

- **Walsworth Photoshop manual** The Walsworth Photoshop manual, located on Yearbook Help, features complete instructions on how to save scanned and digital camera images, including making image corrections such as sharpening and removing color casts. It also contains instructions on saving ad artwork.
- **Walsworth Image Placer** Image Placer is a program that works within InDesign to help you format digital image files and easily place them on your yearbook page. When you place your images, they are automatically saved at 225 dpi in the correct colorspace based on whether your image will be printed in color or black and white. They are saved as JPEG files.

Using Formula Colors

Follow the instructions in the Color Information section of this manual to load Walsworth's Formula Colors into the Swatches palette using the Color Information plug-in. Refer to InDesign help for instructions on loading a spot color into the Swatches palette.

Specifying color

Talk to your Walsworth yearbook representative before applying color to your yearbook pages. Improper use of color can result in significant additional charges.

Black and white pages may contain grayscale and bitmap images. You may tint black to shades of gray. Do not create a new color to create a shade or tint of black.

Four-color pages may contain grayscale, bitmap, CMYK and RGB images. To apply color to text or graphics in InDesign, Walsworth recommends you use Walsworth's Formula Color Library. Always choose colors from the Formula Color foldout, located in the Planning Kit. The printed versions of these colors will match what will actually be printed on your yearbook pages much more closely than the color represented on your computer monitor.

When applying spot color to your pages, be sure to use the +UV Coat option within the Color Information plug-in.

Using text on pages with transparency

If you have used transparency on an InDesign page, or any effect that uses transparency such as feathered edges of photos or drop shadows on page elements, you must make sure that any text on that page is brought to the front of the layers.

It is especially important to note that an element's drop shadow or feathering extends further than it may appear. As the edge of the object dissolves to completely clear, there is still transparency data present that can clip other elements that are beneath it. Text that is layered under transparencies may not print properly in your yearbook.

Since elements can appear correctly on your computer monitor that may not print properly, the best way to make sure your pages are correct is to:

1. Select all text frames on the page.
2. Use the **Object > Arrange > Bring to Front** menu option.
3. If some of the text frames you brought to the front contain transparency effects, select only the text frames without transparency effects.
4. Use the **Object > Arrange > Bring to Front** menu option again.

Spell Check, proofread and print

Run Spell Check (**Edit > Check Spelling**) on all pages before creating the final PDF. Any typographical errors will appear in the final PDF. Correcting these errors at the proof stage will entail making corrections to the page layout and creating a new PDF. Running Spell Check and proofreading pages carefully now will save time at the proof stage.

Print all pages at 100% to a laser printer to proof your pages for accuracy before creating the final PDF. Size 9 users, print pages at 85% to view all parts of the page on an 8 1/2 x 11 sheet.

UV coating

Adding UV coating should be the last thing you do in your page creation process, as the UV coating you add will cover page elements.

There are two types of UV coating: spot and flood. Spot UV coating is used on specific square or rectangular photos or elements on the page. Flood UV coating covers an entire page. Talk to your Walsworth yearbook sales representative before specifying UV coating on a page, as its use can result in substantial extra charges.

To use UV coating with Walsworth Enhancements, you must add the color in the Swatches palette. Use the UV Coating selection within Color Information.

To use UV coating without Walsworth Enhancements, you must create a color in the Swatches palette:

1. Select **New Color Swatch** in the Swatches palette fly-out menu (**Window > Swatches**).
2. Name the color UV coating. Uncheck the Name with Color Value check box if you cannot enter your own swatch name.
3. In the Type drop-down, select **Spot**.
4. In the Mode/Model drop-down, select **CMYK**.
5. Using the CMYK percentage sliders, set the Cyan percentage to 100% and the rest to 0%.
6. Click **OK**. Your color will be added to the Swatches palette.

To specify **spot UV** coating, select the element you want to coat. You will need to duplicate the element and apply the color to the duplicated element. For example, if you want to set UV coating for an image on your page, first place the image and prepare it as you would normally. Then, use the Rectangle tool to draw a rectangle over the window where your UV coating should be placed. Remember, if your image has a tool line, the UV coating window should also have a tool line. Use the Fill and Stroke buttons on the Swatches palette to change the fill and stroke of the UV coating rectangle to 100% solid UV coating color.

Once your rectangle is drawn, select **Window > Attributes**. Select the rectangle and click the check boxes for **Overprint Fill** and **Overprint Stroke** (if necessary).

To specify **flood UV** coating, do not use the Flood UV selection within Color Information. Instead, to properly specify Flood UV for PDF submission, draw a rectangle that fully covers the page, including the bleed bars. Use the Fill and Stroke buttons on the Swatches palette to change the fill and stroke of the UV coating rectangle to 100% solid UV coating color.

Once your rectangle is drawn, select **Window > Attributes**. Select the rectangle and click the check boxes for **Overprint Fill** and **Overprint Stroke** (if necessary). To view your spread with Flood UV applied, go to **View** on the menu bar and select **Overprint Preview**. This will allow you to see the element on the page.

Packaging pages, links and fonts

Since you will need your original InDesign files to make corrections at proof time, it is important to store the final page layout, including links and fonts, in the `_WPCYB` folder on your hard drive. It is vital to have a central location where you store these files and that they are backed up for safe-keeping.

Walsworth recommends using InDesign's Preflight and Package feature, which will gather page layouts, links and fonts from their stored locations and package them into one folder.

Packaging files with links that are saved on a server is not recommended. Adobe recommends you have all files on a local drive when performing this function.

To use Preflight and Package:

1. Open a final page layout.
2. Choose **File > Preflight**.
3. In the left window, click the category you want to check. For example, when you click on the Fonts pane, you can view the fonts that were used in your document.
4. To package the publication with links and fonts, click the **Package** button.
5. Type your contact information in the Printing Information screen and click **Continue**.
6. Create a folder or browse to one of the Deadline folders in the _WPCYB folder to save the packaged files.
7. Click **Package**.
8. An alert about copyright laws with fonts will appear, but you can ignore this alert since you will be creating PDFs. Click **OK**.

PDF Builder

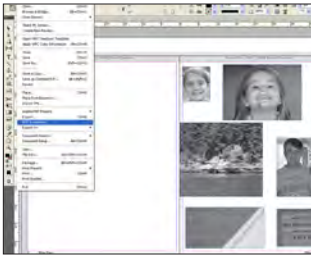
This section details how to create verified PDF files for submission using Walsworth's PDF Builder software. Although initial page creation does not need to be performed on one computer, all page files, linked images and fonts must be moved to one computer for PDF creation.

If you use UV coating on your pages, please refer to the UV coating section of this manual to learn more about how to properly set up UV coating for PDF submission.

Preparing files and creating PDFs:

1. Launch InDesign on your computer and open a document that is ready for submission and PDF creation.
2. Repair missing links and missing fonts if you receive any warnings when opening pages. If missing links or fonts are not repaired, the resulting PDF will be of inferior print quality and may not pass certification.
3. Verify that text frames are on a layer above any elements treated with transparency effects such as drop shadow and feathering. Text that is behind elements treated with transparency effects may not print properly in your yearbook. Refer to the Using text on pages with transparency section of this manual to learn more about this issue.

submitting



4. Launch PDF Builder by either clicking the **PDF Builder** button on the Control Center, or going to **File > PDF Submission**.
5. In the PDF Export window that opens, click the radio buttons to select to PDF all the pages in your document, or a particular range of pages.
6. PDF Builder will scan your document to find any warnings or errors remaining, and will issue a report for you to review. Click the **View Report** button to read the details.

If there are items that need to be addressed and fixed, you will need to return to your InDesign document to correct them, then repeat steps 4-6.

7. Once your document contains no errors or acceptable warnings, you can click the **Create PDFs** button.
8. If warnings remain that you are choosing to ignore, one final pop-up window will display. Click **Create PDFs Anyway** to proceed.
9. A browse dialog will open to save your new PDF. By default, PDF Builder uses a naming convention based on file name and the date and creates a dated folder within the WPC Submission folder to save the PDF. Click **Save**.

Submitting PDFs

To submit your PDF files, you can upload them to Walsworth via Yearbook Connect, or copy them to CD or DVD and send them to Walsworth via FedEx. To use Yearbook Connect, log in to Members Only at walsworthyearbooks.com, select the Yearbook Connect menu tab and then follow the on-screen directions for submitting files to Walsworth.

All PDF files accepted on a particular date are saved together in the same dated folder.

To submit your PDF files, complete the following steps:

1. Locate your verified PDF files by navigating to your **_WPCYB > WPC Submissions** folder and then opening the subfolders named with the dates you created your PDF files.
2. Ensure that each PDF file name includes the page number it contains as well as your job number. For single-page PDF files: **002_x-xxxxx.pdf**
3. Open each PDF file and check its verified (stamp) status.
4. While each PDF is open, it is also a good idea to confirm page content.
5. After confirming page content and that each PDF is verified, submit them to Walsworth on disk via FedEx or by uploading them via Yearbook Connect.
6. Be sure to store your InDesign files and all linked images where you can access them at a later date. It is recommended to keep a backup of these files for at least one year.

Preparing pages for application submission

Getting your pages ready to submit to Walsworth is a multi-step process. From preparing your pages correctly to shipping them to the printing facility, every step is important to making sure your pages are received and run smoothly through the printing process.

Frame Tag

Frame Tag is a Walsworth Enhancement that numbers the image frames on your page so your images can be properly placed using Walsworth's Image Placer plug-in.

1. With your page completely designed, hold down the Shift key and click to select any image frames on your page.
2. Click the **Tag Frames** button on the Walsworth Control Center (**Window > WPC Control Center**). The selected image frame will turn gray and be tagged with an image number.

Image Numbering 101

Walsworth numbers images left to right, from the top to the bottom of the page. Portrait image frames appear yellow, while all other image frames, referred to as candid, appear gray. Panels are always numbered first on the page, then the candid images.

Other important features of the Frame Tag plug-in:

- If you have tagged an image frame by mistake, select it with the Selection tool, then click the **Untag** button on the Control Center. The frame will be changed to a black box.
- When you select a numbered image frame, the Control Center will indicate the image type and number. This information can be helpful if you have accidentally deleted the image number but need to know how to number a hard-copy photo.

Make sure your page has been completely designed before you run Frame Tag. If you run the software, then place more images and run it again, you risk duplicating image numbers and causing problems with your files.

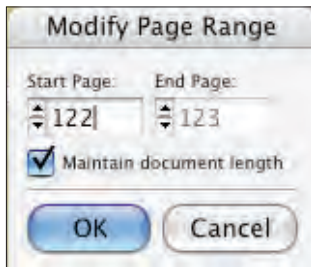
Manually check your page files.

Look over your pages before you send them to Walsworth. Some things to look for:

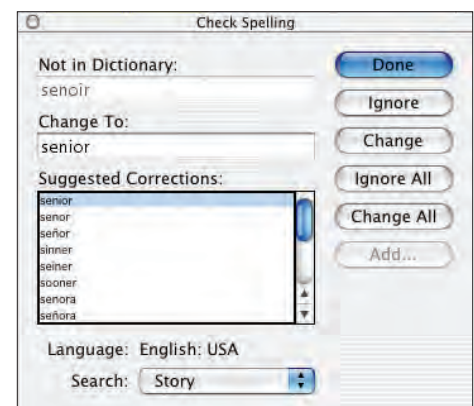
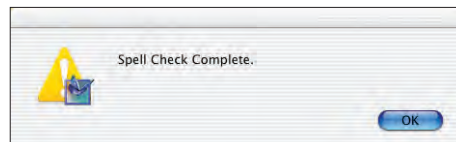
- Make sure all bleed elements have been drawn past the outer edge of the bleed bar, so your items will extend off the page.



submitting



- Make sure the page numbers on your InDesign file accurately reflect the pages in the yearbook. To change your starting page number, click the Modify Page Range button on the Control Center and enter the correct starting page number.
- Check all text for grammar and spelling errors, especially names. To run spell check on your document:
 1. Select **Edit > Check Spelling**.
 2. Select **Document** in the Search drop-down to search every text frame in the file.
 3. Click the **Start** button. The first misspelled word will come up. You can choose to Ignore the detected misspelling; click **Ignore All** if it is a common word that will appear more than once; select one of the suggested words in the list or type your own spelling and click **Change**; or click **Add** to add the word to the dictionary.
 4. Continue following these steps until InDesign returns the alert “Spell Check Complete” or “No Spelling Errors Detected.” Click **OK**.
 5. Click **Done**.
- Make sure all image and artwork files you’ve placed on the page are available for submission to Walsworth.
- Make sure the color of elements you’ve placed on your page agree with the color information around the edge of your page.



Submitting files on disk

For schools without the option of submitting their pages online with Yearbook Connect, you can follow the procedure outlined in this section to submit your pages on CD or DVD.

Print your page files.

Print two copies of the page files you will be submitting. Note that not all printer dialogs are alike, and some commands may differ from what is instructed here.

1. Select **File > Print**.
2. In the Print dialog, enter **2** in the Copies field.
3. Click the **Setup** button.
4. In the Scale field, enter 75. Make sure Constrain Proportions is checked so the Width and Height fields are equal. This will print your page at 75% of its actual size, which is helpful in fitting size 8 and 9 pages to an 8.5" x 11" sheet.
5. Click the **Print** button. Send one copy to Walsworth and keep the other for your records.

You can submit files to Walsworth on the following media: CD-ROM, CD-RW or DVD.

Copy your files to CDs or DVDs by dragging and dropping the files onto the formatted disk. You should always insert the newly burned CD or DVD into your machine to check that it can be properly read before you send it.

Label the disk(s) and put it in the disk envelope.

If you are submitting files on CDs or DVDs, use a permanent marker to label your CD with all of the requested information: school name, job number, page files included and platform (Mac or Windows). Place the CDs or DVDs in a disk envelope, which you can get by contacting the Kit Department at kit.department@walsworth.com or via fax at 660.369.2000.

Do not stick disk labels or labels of any kind on CDs or DVDs that you submit, as the adhesive can damage the disk and make it unreadable to Walsworth. Always use a permanent marker to write the pertinent information on the disk.

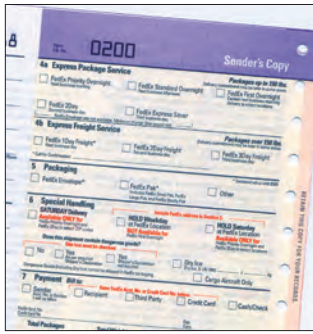
Fill out your Materials/Page envelope.

You will need page envelopes for this submission method, which you can get from the Kit Department by emailing your request to kit.department@walsworth.com or sending a fax to 660.376.2200. Fill out all of the information requested on the front of the envelope and place a job sticker in the upper right corner.

Include any hard-copy photos and other needed items in the Materials/Page envelope. Put all of your page items in the Page envelope. This includes all disks containing pages, digital images and artwork, as well as any hard-copy images or artwork that need to be scanned and placed by Walsworth.

Put all page envelopes for the deadline together in the Copy Shipment Mailer and use the pre-printed airbills to label the submission boxes you will be sending to Walsworth. Request these two items from the Kit Department also.

submitting



Mail your pages to Walsworth.

Federal Express will pick up your pages if you call 800-GO-FEDEX (800-463-3339) and schedule a pick-up from your school or location. You can also drop your page shipment box in any FedEx drop box. Drop boxes can be found at most United States Post Offices or at various other locations. To find the location nearest you, check fedex.com.

To avoid high overnight shipping charges, mark your preferred shipping method on all FedEx airbills, in the Express Package Service section of the airbill. Choose from Express Saver (least expensive service), 2Day, Standard Overnight or Priority Overnight (most expensive). If you do not check one of these options, your local driver will default the unmarked package to Priority Overnight service. This is a substantial cost, and should be avoided whenever possible.

Proofing

Proofs of your pages will be sent back to you in your proof packet. The contents of the proof packet includes:

- Laser prints of your color and black and white pages
- A CD with your proof files and a blank CD for returning corrected files
- A Proof Control Sheet, which lists all pages in your proof package
- Proof Correction Forms, on which to list your corrections
- Proof instructions
- A FedEx return package for sending your proofs back to Walsworth
- If there are missing files, such as digital images or fonts, a Missing Items letter

Proof parts

When Walsworth receives your files, they are divided based on page characteristics. Color pages, pages with panel or mug photos, and ad pages are separated into different divisions. When your pages are sent back to you, the various parts indicate these divisions. Therefore, you should not expect to receive back on proof the exact pages that were sent in together.

After receiving your proof files:

- Copy them from the disk into the Proofs folder in the WPCYB folder. You may need to change the name of the folders to accurately reflect your part name. You should also mark all needed corrections on your hard-copy proofs so corrections to your electronic files will be faster and easier.
- Instructions are included with every proof shipment from Walsworth. Follow these instructions for making text, graphic or image corrections on your proof files.

Indexing

An index is a listing at the end of your yearbook that shows where each student or staff member is pictured and mentioned in the yearbook.

For most people, the most important part of the yearbook is their own photo. The index gives them a convenient place to easily find exactly where they are pictured in the book.

Your index should be part of the last shipment of pages you send to Walsworth. Index as many proofed pages as you can before you finalize your book. Once you have sent in those pages, keep track of any proof corrections you make that might affect your index. You can then make those corrections to your index when those files come back on proof.

Index Plus

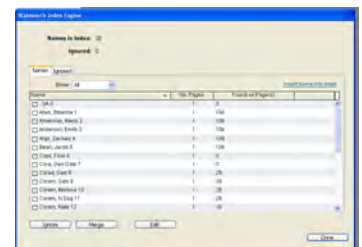
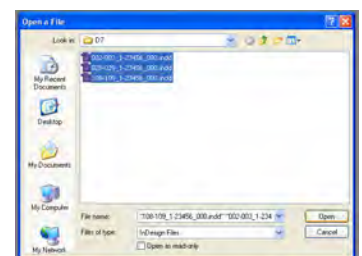
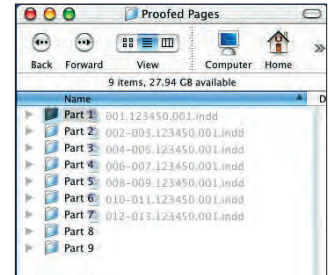
Walsworth's Index Plus plug-in is an Enhancement that guides you step-by-step through the indexing process, from loading a list of names to creating your index text and placing it on the page.

Index Plus does not involve loading a reference list, but rather scans your selected InDesign documents for any word groupings of at least two consecutive words that begin with a capital letter. In other words, it finds names and other proper nouns (such as club names). After the scan, you check through and edit the results.

Before running Index Plus, all InDesign pages must be copied to the computer's desktop or local drive and closed.

Scanning and indexing documents with Index Plus:

1. Open the Index Plus palette by clicking the **Index Plus** button on the Control Center, or by going to **Window > Index Plus**.
2. Depending on whether this is your first time using Index Plus, or you are returning to use Index Plus, you will use a different step at this point:
 - If this is your first time using Index Plus, click **I'm ready to build my index** in the Welcome dialog and then click **Go** in the Select Your Documents window.
 - If you are returning to Index Plus, you will click **OK** in the Welcome Back window and then click **Add or Remove Documents** from the Index Plus main menu.
3. A browse window will open, allowing you to navigate to the InDesign documents you want to scan and index. Click **Open**. The progress bar will show your documents being scanned.
4. Once the scan is complete, a dialog box will open showing a scrollable list of all the names and terms that were indexed and what pages they appear on. To edit the list, click **Yes** to open the edit tools.



Note that if you are returning to Index Plus, upon launch the plug-in will automatically re-scan any previously scanned documents to look for changes. If the documents have been moved to a different location since the previous scan, you will see a dialog box asking you to re-link the specific documents. Otherwise, the entries will be deleted from the index.

Editing index terms:

There are two primary ways to access the Edit Index window:

- After a scan is complete, click **Yes** to open the edit tools.
- From the Index Plus main menu, click **Edit Index**.

1. The Edit Index window will open and show your scrollable list of indexed names and terms. Since Index Plus scans for every proper name in your selected InDesign documents, you will need to carefully review and edit the list. There will be some common occurrences to watch for:
 - **Remove variations of the same name.** For example, student Kelly Sue Abrams might also appear as Kelly Susan Abrams. Click the checkboxes next to the two names, then click **Merge**. In the dialog box that appears, choose the spelling of the name you want to appear in the index.
 - **Remove unwanted names.** Your scanned yearbook document might have included a story about Mayor Tim James visiting the school. The mayor's name will get scanned, but that doesn't mean you want it included in the index. Find any unwanted name, click the checkbox, then click **Ignore**. All ignored names will be placed under the Ignored tab.
2. To manually make changes to an individual entry, click the checkbox next to it, then click the **Edit** button.
3. In the Edit Name dialog, you can type in a new name, indicate if the entry is a name or organization or change the page number. When finished with your edits, click **Save**.

Insert a name to index:

At any time, you can manually insert a name into the index with the Insert Name function. There are two ways to access the Insert Name dialog:

- From the Edit Index window, click the **Insert Name into Index** link in the top right corner.
- From the Index Plus main menu, click **Insert Name**.
 1. Enter a name as it will appear in the yearbook.
 2. Enter a page number(s). Click **Enter**.
 3. Click **Save**.

Flowing your index:

Once you no longer have any changes or additions to the index, and you are ready to place it on the page, you can place it with the Flow

Index function.

1. Open the Index Plus palette by clicking the **Index Plus** button on the Control Center, or by going to **Window > Index Plus**.
2. From the Index Plus main menu, click **Flow Index**.
3. In the dialog that appears, click the radio button to choose to flow your index into an existing document or into a new document you are creating. Click **OK**. You will receive a loaded text cursor to click into your existing document.

If you choose the option to flow your index into a new document that you are creating, you must enter a page number in the Start Index on Page: field.

4. Use the drop-down menus and diagrams to choose the number of columns, images per page and layout of your index section. Click **Go**.
5. A message will appear, telling you how many pages your index will take up. To continue, click **Yes, flow my index**. To make changes, click **No, I want to adjust my layout**.

For additional information, go to yearbookhelp.com.

