

Digital Tips

INDESIGN WORKOUT - 6 WAYS TO BUILD STRONG FILES

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GLOSSARY

Print the bleed or slug areas

Specify the bleed and slug areas in the Document Setup dialog box. The bleed and slug areas are discarded when the document is trimmed to its final page size. Objects outside the bleed or slug area (whichever extends farthest) are not printed.

About process colors

A process color is printed using a combination of the four standard process inks: cyan, magenta, yellow, and black (CMYK). Use process colors when a job requires so many colors that using individual spot inks would be expensive or impractical, as when printing color photographs.

Transparency effects

When you create an object in Adobe InDesign CS3, by default it appears solid; that is, it has an opacity of 100%. You can apply effects to objects using opacity and blends. Overlap objects, add transparency to objects, or knock out shapes behind objects.

Perform a preflight check

Before printing or handing off the document to a service provider, you can perform a quality check on the document. Preflight is the industry-standard term for this process. The preflight utility warns of problems that may prevent a document or book from imaging as desired, such as missing files or fonts.

Building design skills is like building muscle. You have to workout to get results. In InDesign, crafting well-formed documents will not only look better, but save you money in unexpected production costs. This issue will show you how to chisel that six-pack of InDesign must haves.

1. Images. OK, if you don't know by now, here it is. RGB bad, CMYK good. Before you place images in your file, make sure to first save them as CMYK TIFF files at a final resolution of 300dpi. This is standard practice for printing.

2. Bleed. If anything creeps over the edge on your page, you must assign Bleed in your document settings: File>Document Setup. In the bleed section, make sure all 4 boxes are at least .125 inches. See *Example-01*

Example-01

	Top	Bottom	Left	Right
Bleed:	0.125 in	0.125 in	0.125 in	0.125 in
Slug:	0 in	0 in	0 in	0 in

3. Colors. If you are doing four color process, it is important to manage your swatches. In your swatches pallet, change all spot colors to process and all RGB colors to CMYK. See *Example-02*

Example-02

Swatch Name:

Name with Color Value

Color Type:

Color Mode:

Cyan	<input type="range" value="62.75"/>	62.75 %
Magenta	<input type="range" value="0"/>	0 %
Yellow	<input type="range" value="100"/>	100 %
Black	<input type="range" value="0"/>	0 %

4. Fonts. When you are typesetting and building your document, all fonts you are using must be active. Especially when you "Package" for output. One missing font can derail an entire project. See *Example-03*

Example-03



5. Effects. Yes InDesign CS3 will allow you to adjust transparency to an object. However, avoid doing so if adjusting color tint will suffice. This can help reduce rip time and streamline the production process.

6. Spell check. Must I even mention? Yet so many people skip this most critical and useful step.

There you have it. When you incorporate these 6 basics into your daily workout routine, your skills will become stronger, self-confidence will increase and you will greatly reduce the most common production problems.