



## InDesign: Print Production Guidelines

### **INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE SYNOPSIS**

InDesign: Print Production Guidelines goes over the common issues that arise when preparing InDesign documents for printing and shows how to tweak PDF and document settings to ensure the perfect print. The course shows how to avoid mistakes by preparing documents correctly upfront, covering document construction, layout, ink management settings, and output options. Prepress processes in Acrobat are also covered, including accurate soft proofing and packaging in the PDF/X formats. Exercise files accompany the course.

### **PREREQUISITES FOR THIS INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE**

Knowledge of your operating system and basic computer navigation is required for all classes. In addition, students are required to be relatively well-versed in the basics of Adobe InDesign. We also recommend that you have the Adobe InDesign software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

### **WHAT YOU WILL LEARN IN THIS INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE**

- Understanding facing pages versus non-facing pages
- Creating a gatefold layout
- Loading and embedding profiles
- Understanding overprint vs. knockout
- Understanding mixed inks and registration
- Setting up multiple versions of a document with conditional text and GREP
- Avoiding common font problems
- Understanding RGB and CMYK

### **INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE LENGTH AND TIME**

This class is 1 day long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

### **ENROLLMENT IN INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE**

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

### **INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE LOCATIONS**

We have training centers in Atlanta, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

### **GOALS FOR INDESIGN: PRINT PRODUCTION GUIDELINES TRAINING COURSE**

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at [sales@ledet.com](mailto:sales@ledet.com).

### **DISCLAIMER**

Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

# InDesign: Print Production Guidelines

## LESSON 1 - DOCUMENT CONSTRUCTION

- Building documents correctly
- Understanding facing pages vs. non-facing pages
- Creating a four-page spread with a left-hand page 1
- Creating a gatefold layout
- Creating a letterfold layout
- Creating a book cover layout for a perfect bound book
- Creating a calendar layout
- Creating a drill edge

## LESSON 2 - LIVE PREFLIGHT

- Understanding the preflight settings
- Creating profiles
- Loading and embedding profiles
- Looking at the results

## LESSON 3 - INKS AND THE INK MANAGER

- Understanding process colors, spot colors, and the Ink Manager
- Using overprint vs. knockout
- Using rich black (percentages of CMYK)
- Checking for unnamed colors
- Using mixed inks and registration

## LESSON 4 - SETTING UP MULTIPLE VERSIONS

- Using layers
- Understanding Conditional Text and GREP

## LESSON 5 - FONTS

- Understanding document fonts
- Avoiding common font problems
- Choosing the best font formats

## LESSON 6 - LINKS

- Looking at the Links panel
- Customizing the Links panel
- Understanding resolution and scaling
- Understanding actual resolution vs. effective resolution
- Choosing file formats

## LESSON 7 - COLOR SETTINGS

- Understanding RGB and CMYK
- Using ICC profiles
- Converting from RGB to CMYK during PDF export

## LESSON 8 - PREPRESS PROCESSES

- Understanding accurate soft proofing in Acrobat
- Using the Separations Preview panel
- Using the Flattener Preview panel

## LESSON 9 - OUTPUT OPTIONS

- Packaging your files
- Using Adobe PDF presets
- Understanding PDF/X-1a vs. PDF/X4
- Understanding when to create an Acrobat layer
- Using single pages vs. spreads