



# J202

## Software Tutorials

Any notation in this packet with  and a letter indicates the keystroke used to accomplish a task –  is the command key with the apple symbol and clover symbol on it.

Any notation with F and a number indicates the function key used to accomplish a task (keys across the top of the keyboard).

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*Updated 3/08*

# Adobe InDesign

## Connect to Server

- connect to classes server using course login and password
- always work on your own machine and drag the finished product to the server – **do not** work directly off the server

## Launch InDesign

- in the dock at the bottom, click the InDesign icon with light blue butterfly
- drag under the InDesign menu to preferences
- at heading “units” make sure program is set to inches instead of picas

## Open New Document

- file/new/document (⌘ n)

## New Document Dialog Box

- number of pages: set this if you know your limit, such as an 8-page newsletter – leave as 1 if not
- facing pages: check box for a newsletter or double-truck layout, leave unchecked for single pages
- master text frame: inserts a text box on page and adds pages automatically when you have overflow text – leave unchecked
- size: choose size from scroll box or type custom specs into width and height boxes
- orientation: portrait or landscape
- columns: inserts guide marks on the page (does not set columns of text within a frame)
- gutter width: changes amount of space between columns, but not for text, just for guides
- margins: set to a default of .5” – lowest setting for our printer is .25”
- click OK

## Menus across the top

- file: controls all file-related functions
- file/save – be sure to save doc every 3 minutes (⌘ s)
- file/document setup: allows changes to some of the items governed in the new document dialog box
- edit: controls general functions related to the document and standard text commands like cut (⌘ x), copy (⌘ c), paste (⌘ v), select all (⌘ a)
- layout: controls functions related to page layout, such as margins
- type: controls functions related to text
- object: controls functions related to the content within a frame
- table: controls functions within tables
- view: changes appearance of the page on the screen
  - view/fit spread in window: shrinks so you can see whole page
  - view/actual size shows it at 100%
  - can also change view in far lower left-hand corner, where you’ll see a number with a percent

sign – change that to any number and ID will display the document at that percentage

- can also change view with the command key – ⌘ 1 makes it actual size and ⌘ 0 makes it fit in window (that’s a zero not the letter O)
- can also change with keystrokes – option spacebar ⌥ and click to shrink and spacebar ⌘ and click to enlarge
- view/guides and grids/snap to guides: may want to uncheck this, as it automatically snaps the box to the nearest grid line
- window: use these to hide or show palettes, which you bring out using the tabs stripped down the right side of the screen

## Tool Palette

- stripped down far left side of screen
- hold mouse over item and don’t move cursor, it’ll pop up the tool identity
- any tool with a little black arrow at lower right has sub-tools below it
- black arrow (selection) : use to activate or move frames that house content
- white arrow (direct selection): use to make changes to content inside a frame
- pen tool: use to draw lines and objects
- type tool: use to create and edit text
- pencil tool: use for freehand drawing
- line tool: use to draw rules – hold shift key to constrain to 45-degree angles
- frame tool: use to draw frames to hold content (text or images)
- rectangle tool: use to draw shapes
- the next four tools (rotate, scale, shear, free transform) we won’t use as tools, opting instead to do functions mathematically
- eyedropper: use to pick up colors
- scissors: use to cut paths
- hand: use to move the page around within the view window
- zoom: use to change view percentage – click and zoom in or hold down option key to click and zoom out – same as discussed above
- fill box: use to set color within a frame (tiny overlaps take back to default)
- stroke box: use to set color of the edge (border) of a frame – click on either box to toggle between them
- next two select affect frame vs. affect text – affect frame when you want to color the background of a text box and affect text when you want to color the text itself
- next three apply color vs. gradient vs. none
- bottom two toggle between regular view and preview with no guides

## Getting Text into a Box

- click the type tool, click on the page, hold and drag to draw a box

- to work with text in a box, you must be on the type tool in the tool palette
- 3 ways to get text into the box:
  - type directly – use when you have a small amount of text or are creating the text right in ID
  - use file/place – when you have another file with text and you’re including all of that text in this frame
  - go to another program, call up the document, copy text and return to ID and choose paste – use when you’re bringing text in from another file but you don’t want to place all of that text in this frame (such as picking only one or two paragraphs from a long story in MS Word)
- when using file/place (⌘ d), check “show import options” and click “remove styles” if you don’t want the text to keep the bolding, indents, etc., that are included in the Word file
- if the frame has a little red box with a + in it on the bottom right, this indicates text extends beyond the box
- to delete any item, click black arrow, click item and hit delete

### Manipulating a Box Using Transform Palette

- click black arrow and select box you drew
- locate the transform palette at the top
- chain of rectangles at the left of the palette governs the reference point of any object, which allows you to change settings based on different areas of the frame
- usually, you’ll want to set it at upper left reference point
- X: governs where the upper left corner sits on the X axis (horizontal)
- Y: governs where the upper left corner of the box sits on the Y axis (vertical)
- W: governs width of box
- H: governs height of box
- can also change box height and width by dragging handles on sides and corners of box
- scale X and Y: entering percentage to scale the box will also scale the content within it
- rotation angle (little angle with arrow): rotates box by degrees – positive numbers send it counter clockwise and negative numbers send it clockwise – after rotating, text will show up fine in print but is hard to read on screen, so always rotate after you’re done editing
- shear angle: positive values shear it right, negative values shear left
- frame box: to put a stroke around the edge
- stroke style: to pick a dotted line, etc.
- columns: to change the number of columns of text
- align text in box: to make it top, bottom, centered or justified vertically

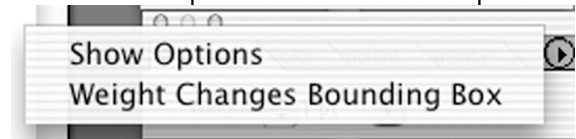
### Manipulating a Box Using Object Menu

- click black arrow and select box you drew

- under object menu, note transform/move, scale, rotate, shear – you can use these to change the frame in many ways
- select object/text frame options
- put a check mark in the preview box
- change number of columns to put your text into multiple columns (you’ll use this function frequently)
- change gutter to widen or narrow the amount of white space between columns of text
- change inset spacing to insert white space between the edge of a box and the text within it, such as when you have a frame around the outside of the box
- change vertical justification to force the text in a box to vertically align along the top, in the center, along the bottom or justified to stretch the full height of the box
- click OK

### Formatting Text in a Box Using the Character Palette

- click type tool and click in box
- select text you want to format – choose ⌘ a if you want to select all (this will govern even the text beyond the red box)
- locate character palette at top (changes between transform, character and stroke, depending on what you’re doing)
- if at any time the palette appears small or doesn’t give you the option you seek, you may need to expand it – locate a button that looks like a little black arrow in a circle in the palette and choose “show options”



- boxes with A and P toggle palette between character and paragraph
- font: can enter the name or scroll down by clicking the blue arrow
- font weight: box to right governs bold vs. regular, etc.
- point size: governs the size of the type – can enter a number, click up or down by a point or scroll to common values
- leading: space between lines of text – currently set on auto, which is point size of type plus 20% – change by clicking arrows, entering a value or scrolling to common values
- special characters: six options for all caps, small caps, etc.
- kerning: space between two letters, not an option now if you have full grafs selected
- tracking: space between letters and words, can click up or down or scroll to choose common values
- vertical and horizontal scale: stretches or tightens height or width of text
- baseline shift: moves the baseline for a character
- skew: creates appearance of italics

- special text options under the little black arrow in the circle at the right of the palette include underline and strikethrough

### Formatting Text Using the Paragraph Palette

- still on type tool and with text selected, toggle to the paragraph palette by clicking the P at the left of the top palette bar
- justification: governs the left and right margins of a paragraph of text
- left and right indent: indents whole graf from the left or right, black arrows move up or down by sixteenths of an inch
- first line indent: shifts first line in from the left
- align to baseline grid: snaps lines of text to invisible baseline grid
- space before: inserts white space before first line of graf
- space after: inserts space after last line of graf
- drop cap lines: governs how many lines tall a drop cap will be
- drop cap letters: governs how many letters will be drop capped (drop caps should only be applied to one graf, not multiple graf within a story)
- hyphenate: click to turn hyphenation on and off
- columns still appears as an option

### Formatting Text Using Style Sheets

- use style sheets to make wholesale changes to text formatting and apply them throughout a document
- locate the paragraph styles palette by clicking on its tab at the right of the screen
- the easiest way to create a style sheet is to select a paragraph of text, get it looking exactly like you want it and create the sheet from it
- select a paragraph and format it
- go to the styles palette and click the little sheet of paper with the corner folded to create a new style
- double-click the new item called Paragraph Style 1
- for Name: enter “text” (or another name that fits, such as “headline,” “subheads,” etc.)
- note the options on the left for general, basic formats, advanced formats, indents and spacing, tabs, paragraph rules, keep options, drop caps, hyphenation, justification, color and open type
- under general, note it’s got all the options you chose for your paragraph
- click OK
- now, note the styles palette has your new sheet named “text” in it and that’s selected for your paragraph but not for the rest of the text
- select all text (⌘ a), in the styles palette hold the option key and click “text”
- if a style sheet has a small plus sign next to it, it means you have additional formatting beyond the style sheet – to override this, hold the option key and click the style sheet again
- if your text doesn’t look the way you’d like it, simply change the style sheet instead of changing the text

- double-click text in the styles palette
- click whichever area you’d like to change, such as indents and spacing, and make your change
- click OK
- voila! the changes are made to all the text without even highlighting it and choosing anything because the style sheet governs the text and you changed the style sheet
- if you need to delete a style sheet, click on its name and then click the trash can icon at the bottom right of the palette

### Formatting Hanging Indents

- when you use bullets for a list of items, you want the second line of text to line up with the start of the first line, not with the bullet
  - you want it to look like this
  - you don’t want it to look like this
- insert a bullet (option 8) and type all your text
- move the cursor directly in front of the first letter on the first line
- type ⌘ \
- this forces the second line to line up at this spot

### Getting an Image in a Box

- click the frame tool
- draw a rectangular box
- file/place (⌘ d) and choose an image
- choose object/fitting/fit frame to content
- choose black arrow (selection tool), click picture box to drag and move it where you want to put it
- if putting a picture into a column of text, locate the text wrap palette
- choose “wrap around bounding box” – second option from left
- increase white space values until the text doesn’t bump the picture – note that you can change the white space values separately for top, bottom, left and right

### Framing a Box

- some photos, such as mugshots, have a rule around them to set them off
- click the black arrow and select the photo
- in tool palette, select stroke box
- click apply color
- locate stroke palette
- for weight: enter .5 and keep the style solid

### Manipulating an Image

- you can place an image or text without drawing a frame first
- click black arrow and click off in the dead space so nothing is activated
- file/place (⌘ d) and choose the image you’d like to place

- you'll see the black arrow with a paint brush – this is the loaded picture icon (if it were the loaded text icon, it would have three lines instead of the paintbrush)
- click the loaded icon anywhere on your page and ID will create a frame and insert the image in it
- click the white arrow – which is used to move the content within a box, rather than the box itself
- click in box and drag around to see how your image moves in the box – any part of the image hanging outside the bounding box will not be printed
- hit ⌘ z to undo and go back to original state of image
- use transform palette to set up the box
- X%: use to enlarge or shrink image horizontally – make it 75%
- Y%: use to enlarge or shrink image vertically – make it 75%
- can also do this using object/scale and change uniformly – this is the more effective way to scale an image
- change X and Y uniformly unless you have a specific reason for stretching one way and not the other
- you also can scale an image and its frame by dragging on a frame handle – hold shift while doing this to change it proportionately

### Drawing Lines

- click the line tool
- hold shift key, click, hold and drag to draw a horizontal line
- click black arrow
- click, hold and drag the line around to move it
- click on the line and delete to get rid of it – click edit/undo (⌘ z) to get it back – delete key works to get rid of anything you've selected
- click on the line and locate the transform palette
- click the left reference point and enter values to place it
- locate the stroke palette
- use weight to change the thickness of the line
- use type to make dashed lines and arrows
- choose preview mode at the bottom of the tool palette to see how the whole thing is laying out
- you can also use guides for your layout – these will provide you lines to judge such things as alignment but will not print
- to draw non-printing guides, click in the vertical or horizontal ruler, hold and drag (if you don't see the rulers, choose view/show rulers)

### Adding Color

- return to layout mode
- select text you would like to color
- select the text fill in the tool palette
- locate the swatches palette by clicking the tab at right
- drag under the little black arrow to new color swatch
- at color mode, choose Pantone Process Coated and pick a color
- click on it and hit OK

- that swatch will now be in your swatches palette, click on it and your text is now colored
- if your text shows up with a colored outline instead of all the text colored, you've applied stroke color not fill color (a common mistake) – just hit undo, make sure you're on the fill color and not the stroke color and apply the color again
- tint changes the percentage of ink to make lighter screens
- use this process to color text, images, frames around boxes (but with the last, you'd govern stroke color, not fill color)

### Linking Text between Boxes

- when you see a red box with a + in the lower right of a frame, you have more text that doesn't fit in your frame and you can give it a "jump"
- locate the pages palette and click the page icon with the folded corner to add a page 2
- click it again to add another and now you'll see how facing pages work if you chose those when you created the document
- double-clicking any page number in the pages palette will take you to that page in layout view
- click the frame tool and draw a text box anywhere on page 2
- in the bottom left-hand corner of the document window, enter the percentage 40% so you see both pages on one screen
- click the black arrow
- click off in the dead white space so no box is activated
- click first on the page 1 text box, then on its plus sign, then on the page 2 text box – watch the text jump to page 2 and fill in that box
- if you don't want to link those anymore, first click off in the dead white space to deactivate any boxes
- then click on the page 1 box and you'll see the plus sign has now become a light blue arrow – this is called the outport
- click once on the outport and it'll show a broken chain icon
- click again to cut the link between the two boxes

### Adding a Table

- click type tool and draw text box
- drag under table menu to insert table
- choose rows and columns
- drag under window menu to table to bring up palette used to change table
- use table menu for inserting rows and columns, as well as other functions

### Printing

- save first
- choose file/print (⌘ p)
- **choose a printer instead of Postscript File**
- click print

**Saving as PDF**


- if you don't want to print but want instead to post your newsletter to the Web, save the file as a PDF
- file/export
- format PDF
- save

**Going Between InDesign Versions**

- the version of InDesign used in the J-School labs is InDesign CS2
- other computer labs on campus have an earlier version
- to go between the different versions, drag under the file menu, choose "export," then for file format, choose InDesign Interchange and save the file. You'll know you've done it right if it has the extension .inx

# SoundStudio


## Launch SoundStudio

- from dock at bottom – it's the brownish speaker circles
- each window is called a "track"
- "untitled 1" should automatically be on screen – if not, file/new or  n
- save to desktop with extension .aif
- make sure your computer doesn't have volume muted

## Getting Sound into SoundStudio

- two ways:
  - recording directly into SS with the computer's built-in microphone
  - recording on a tape recorder and playing it into SS to record
- before beginning, go to SoundStudio/preferences
- set source to internal microphone when recording directly into SS
- set source to external microphone/line in when using a recorder
- leave all other settings alone

## Recording Directly into SS


- speak into the internal microphone and see how the level bars go up and down on the Levels window
- two bars means it's coming in as stereo – will come in mono from tape
- ideal input level is green heading into yellow – red means you're beyond range and sound quality will be poor
- can adjust level of input two ways:
  - change the volume of the incoming sound (speak more quietly, move away from the mic)
  - slide the level slides down
- using option 2 will be more effective
- move fairly close to the mic and test the levels as you speak
- press record, wait for scan to track to :01 and speak your voiceover into the mic – you likely will want to cut your voiceover into chunks, pausing your speaking in between
- press stop
- visual soundwaves appear in the window – their height indicates their volume
- save
- adjust view of waves with the zoom tools at bottom of track window – allows you to change the view and better clip items
-  0 or view/fit in window to squeeze the whole track together and fit it within the window
- notice the slider at the top of the window with the red rectangle – this is your entire file and the red rectangle denotes what is visible in your window at the time

## Playback



- place cursor anywhere in the track and press play and it will begin playing at that point

- press space bar to begin playing and stop
- can also highlight just one section and play that
- higher waves mean more volume
- this is how you find and edit soundbites
- save

## Using the Tape Recorder

- you'll find a black cable on the back of each iMac that you can use to bring sound from a recorder to the computer (if using JRR computers, check one out)
- plug one end of the cable into the microphone outlet on the computer
- plug the other end of the cable into the headphone jack on your recorder (often marked "Ear")
- file/new ( n) to create a new track – you'll always want to put different pieces of sound into separate tracks and piece the whole thing together in a final new track, so you don't edit over sound you may need to come back to if you make a mistake
- press record
- press play on the tape recorder
- notice you can't hear the sound going in but you can see it on the Levels window – if levels are too low, slide levels sliders up – if they're too high, slide levels sliders down
- when you see no sound coming in because the levels are at 0, you've hit the end of your recorded piece (you can also figure this out by watching the counter and stopping when you hit the number where you finished)
- save
- play back to ensure it came in correctly

## Editing Tracks

- you can easily cut or move sound in SS
- identify the sound you want to edit, highlight it and use cut or copy and paste to move it around or delete to get rid of it completely
- find a bite you want to use in your story
- edit/copy ( c)
- move to a new blank track
- edit/paste ( v)
- the best idea with SS is to keep one file with your sound (for example, an interview) as it came in originally – save it and put it in a safe place – then take a copy and work with that to edit – this way, you'll always have an original to go back to in case you make a mistake
- play back
- save

## Changing Sound

- because you'll have different sounds from different sources, you need to try to get them as similar as possible, so you don't have changes in volume between pieces brought in from a recorder and those recorded directly to the computer
- to do this, we use a limited segment of the Filter menu (SS has other effects that we generally won't use)

- the effect we do use is amplify to equalize the volume of sound between voiceovers and different bites
- look at the height of the soundwaves in different segments
- highlight one that is shallower (quieter)
- filter/amplify and slide decibel level up a bit
- hit preview to listen
- hit ok and see if it made the height of the waves more equivalent
- if not, undo and return to filter/amplify to try it at more or less of a decibel change
- SS doesn't let you see the waves change in preview, so this is something of a trial-and-error process

### Adding Ambient Sound

- sometimes you choose to make some tracks quieter, such as adding ambient or background sound
- to do this, normalize it down to make it softer and more in the background
- highlight a track on which you've recorded ambient sound
- select filter/normalize
- choose about 30% of maximum and play back to ensure it's the right volume – if not, undo and normalize again to a better percentage

# Audacity

### Using Audacity with SoundStudio

Audacity is a good solution because it's free, but its interface isn't as easy as SoundStudio's and it has more bugs. If you have access to GarageBand, you could do all of these Audacity steps in that program more easily. Tutorials are available on Apple's Web site.

### Creating a Project in Audacity

- launch Audacity from the dock (headphones with soundwaves icon)
- Audacity is best for piecing together packages with multiple tracks, especially those that need ambient sound
- it is an *exceptionally* buggy program, given that it's free
- save save save and then save again as you're working in it
- file/save project as, name it lastname\_project (you may find as you are saving the file that Audacity starts recording because you hit a letter that serves as a keystroke – it's just a bug with Mac OS 10.5, keep saving and when finished, stop the recording, highlight all and delete)

### Adding Sound from Other Files

- in Audacity, choose project/import audio, navigate to existing audio, such as an aif file created in SoundStudio, and select it
- Audacity will import it and make it the .aup format (a proprietary format that only Audacity can open)

- notice that it has created a track with labels at the left
- you can use these to turn volume up and down, etc. (just the playback volume, not the actual volume of the bite)
- to rearrange tracks, just drag the track labels up or down

### Converting Stereo to Mono

- if you're only posting to Web, mono files are fine, so you can get rid of stereo tracks
- in the track label at left, click the black arrow and choose split stereo track
- click the X at upper left of the track label for one of the two tracks to kill it (this cannot be undone, so make sure you really don't need it)

### Audacity Interface

- locate the six buttons in the upper left of the Audacity window
- the two you'll use most are the selection (vertical cursor) and the time shift tool
- you will likely find yourself *very* annoyed at the jumping between the selection tool and time shift tool in Audacity – it's just a weak part of the interface
- next to those are the standard buttons for playing, recording, pausing, etc.
- view menu lets you zoom in and out on particular bits of sound
- Audacity allows you to edit much like you would in SoundStudio but has the added benefit of allowing multiple tracks
- you could use just one track for VO-bite-VO-bite-etc
- or you could put each one in a separate track and use the time shift tool to move them so they don't overlap
- separate tracks are most useful when you want one sound to overlay another, such as ambient or background sound

### Adding Ambient Sound

- use project/import audio or record to create two (or more tracks), with one being ambient or background sound
- select the time shift tool
- move tracks so they overlap where you want, such as leading in with ambient sound and having VO begin halfway into it
- if ambient sound is too loud, use selection tool and drag to select full track (Audacity will not allow you to double-click to do this the way SoundStudio does)
- select effect/amplify and use the slider to take volume down
- if you want ambient sound to trail off as your VO begins, you also use the effect menu
- using the selection tool, highlight the part of the ambient track that overlaps with your VO
- choose effect/fade out
- file/save (⌘ s)

**Recording Voice**

- hit record button and record VO, pausing your voice slightly where bites would go
- if your voice differs in volume from your bites, take it up or down under the effect/amplify menu (remember to watch the height of the waves as an indicator of volume)
- file/save (⌘ s)

**Saving and Compressing**

- for radio, you could end at this step and simply play it back over the air
- however, we're preparing it for Web posting, which means compressing so the file is smaller
- choose file/export as mp3
- say OK if you get a warning about mono to stereo
- save as filename.mp3
- edit the tags to give it a title, etc., choosing "other" as genre and use the comments section to type "Copyright 200X, Your Full Name"
- say OK

**MP3 Encoder if you Downloaded Audacity Yourself**

- if you are not using our labs but downloaded the free Audacity for yourself, you need to take an extra step before you can export as mp3
- you need to download something call a LAME Encoder
- go to <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3> (or just Google with the terms audacity and LAME and go to the first result)
- follow the instructions for your platform, Mac or PC
- make sure you save the downloaded LAME encoder in the same applications folder where you put Audacity on your computer
- if you do this, you'll only have to take these steps once (if you don't, you'll have to relocate it every single time you export a file)

# SoundSlides

## SoundSlides Interface and Loading

- to use SoundSlides, you must have:
  - an audio file in mp3 format
  - photo files in jpeg format and RGB color
  - photos in a single folder
  - all of your files locally, **not over a network or on a server**
- always load the sound file first, as it determines the length of the slideshow
- click the SND button
- choose .mp3 and click open
- click the JPG button
- direct to folder containing your photos – notice that you **cannot** select only certain photos, you must bring in the entire folder – click open
- it will process all the images, compressing them for Web-friendly display (this takes a few minutes)
- file/save as and name it

## Moving Images in SoundSlides

- click the orange playbutton to see how your slideshow is looking as you brought it in
- one good practice is to have your strongest images at the beginning and end
- click in the gray timeline at the bottom of the window to see the image at that point
- the thumbnail images on the clipboard are arranged in the same order as those on the timeline – you reorder the timeline by rearranging the thumbnails (not always intuitive)
- use this to find two strong images and put one at the beginning and one at the end
- if you double-click a thumbnail, it will jump to that spot in the timeline and also take you to the tab for “slide info”

## Deleting Images in SoundSlides

- you can delete an image and SoundSlides will redistribute its time to the other shots
- find shot to delete in the thumbnails
- drag it to the “out” folder and it comes out of the project
- **warning:** SoundSlides does not have an “undo” function
- if you want to restore something you took out, double-click the out folder, click the image you want restored and it will be placed at the end of the thumbnails – move it back where you’d like it
- note that the program just added the time from the slide you deleted to the slide that was next to it
- go to timeline/spread images equally and even things out
- file/save (⌘ s)

## Adding Images in SoundSlides

- use this step if you have more photos in another location you’d like to bring in
- click add image below the thumbnails
- select the images you want from any location
- choose timeline/spread images equally

## Adjusting Image Timing in SoundSlides

- you may want your slides distributed evenly except for one or two that move faster or slower
- hover over the white line between two slides and you’ll see the cursor becomes a pointer
- click, hold and drag to move that line over and change timing (you’re just shortening the duration of that shot and lengthening the one next to it)
- you could keep that one longer
- or you can slide it and other bars around to make them more equal
- unfortunately, the program function for “spread remaining images equally” will not work backward, only forward (useful for opening slides, not closing slides in a show)

## Changing the Template in SoundSlides

- click the tab for Template
- this governs the master elements of the show, such as the fading transitions
- click on the sub-tab called “Transition”
- by default, it’s set to crossfade
- but some editors prefer a straight cut – gives a bit more of a feeling of realism
- change it and play back to see the difference
- return to crossfade
- click the sub-tab called “Display”
- click “show captions by default”
- this means your cutlines will display automatically, rather than making the user choose that option
- notice you also can change fonts for the display as well by clicking that tab

## Adding a Headline and Credits in SoundSlides

- click that tab for Project Info
- enter a headline and credits
- file/save (⌘ s)

## Adding Captions in SoundSlides

- captions are useful for providing additional information to viewers and should be written as covered in the lecture on visual communication and print layout
- click on the timeline above one of the images
- click the Slide Info tab
- type caption
- general, you would either enter captions for all or none
- file/save (⌘ S)

**How SoundSlides Saves Files**

- this may seem complicated to you but it's not if you think about it
- SoundSlides takes all the files it needs for a slideshow and packs them neatly into a sort of suitcase
- go to the finder and locate your folder
- it has a lot of files in it that you didn't create – the program created them to make your slideshow work when you publish it to the Web
- for instance, the two files called audio\_hi.mp3 and audio\_lo.mp3 were created to go with large and small versions – it's your audio but SoundSlides reformatted and renamed it
- it also made copies of all your images and put them in the "raw" folder

**How SoundSlides Saves Files for Web**

- again, this is going to seem a bit complicated if you don't know Web architecture yet
- SoundSlides produces what's called a Flash movie, that plays with Flash player
- the file extension for this is .swf
- go to your SoundSlides file and hit save
- then hit Export
- it will automatically take you out to the Finder and highlight a folder called "publish\_to\_web"
- in there, you'll see a file called "soundslider.swf"
- double-click it and it will launch Flash player (the window may be small but just drag the lower right corner to expand)
- see Dreamweaver tutorial for loading this on a Web page – you must bring the entire "publish\_to\_web" folder to the Web server, not just the .swf file

# Adobe Dreamweaver

Where the word “labname” appears, insert the last name of the relevant TA, all lowercase

## Setting up your Root Directory

- you begin creating a Web site by deciding on its architecture – how many rooms your house will have and how you’ll arrange them
- start with a root directory, the central folder for all your content
- yours is web/restricted/j202/spring08/talastname
- within that folder, choose file/new folder (shift ⌘ n) and create a separate folder for each section of your site, images, multimedia, etc. – any set of content that needs its own folder
- to get to your Web site, a user would go to [www.journalism.wisc.edu/restricted/j202/spring08/talastname](http://www.journalism.wisc.edu/restricted/j202/spring08/talastname)
- working in this folder means you’re making changes directly to the Web site
- saving to the server is less stable than saving to the desktop and copying to the server, as you have with your other assignments
- however, to share pages among students and keep making updates live to the Web, you must work right on the server
- because of this, save often
- **you MUST create file and folder names with**
  - all lowercase
  - no spaces
  - no odd characters – such as hyphens, slashes, ampersands – underscores are OK

## Launch Dreamweaver (DW)

- find it in the dock and launch (green icon with DW)

## Create and Save Index Page

- choose file/new (⌘ n) and click the “create” button, leaving the default settings
- file/save as
- direct it to web/restricted/j202/spring08/labname
- name the file index.html and save

## Viewing in Browser

- launch a browser from the dock
- go the URL:  
[www.journalism.wisc.edu/restricted/j202/spring08/labname](http://www.journalism.wisc.edu/restricted/j202/spring08/labname)
- enter username: j202past and password: tress3
- if page doesn’t display, you didn’t save it correctly or didn’t type the right URL

- when working in DW, an asterisk next to the file name at the top of the document window means you’ve made changes but haven’t saved yet
- note that your naming scheme shows up in the URL, so don’t use offensive or odd words
- also, notice that you’ve got all this space in the browser window – remember that we want to shoot for a page that’s 800 pixels wide by 600 pixels high for our home page – back in Dreamweaver, you can see how much that is by using the scroll box in the lower right hand corner and choosing “800 x 600, Maximized”

## Page Titling

- in the box at the top of your DW page labeled “Title,” give your page a title
- remember that this is how a search engine would index your site, so choose logical keywords
- file/save (⌘ s)

## Creating a Layout Table

- begin by structuring the layout of your page
- you can do this in a few different ways
- we use tables, which are safe across all browsers and the easiest to teach beginners
- as you get more advanced, you can use things called div tags, which divide the page up in different ways
- to use a layout table effectively, you have to plan in advance what you’d like your page to look like
- consider the visual organization of your page
- always think about your grid first – a Web page needs the same visual organization as a printed page
- decide on how many columns you need and about how many rows you should start with – in general, use a new row for each area in which you want things to line up vertically, e.g. a separate row for a logo, headline, body copy, bottom text navigation
- click insert table from the insert palette (at the “common” tab)
- set rows and columns
- width 760 (works well for people on 800x600 browsers)
- border: 0
- padding: 0
- spacing: 0
- and make sure you enter 0 at each of those because if you leave it blank, the default is actually 5
- at accessibility, give it a summary of “invisible layout table” – this is for people who can’t see the screen and rely on reader software
- OK
- see that your table came in with equal column widths

## Setting Table Parameters

- to change things like column widths, select the table
- this is where the handy little “tag selector” at the bottom of the document window comes in
- if you can’t see it, it might be hidden under the properties palette

- adjust your document window to see it
- click off anywhere in the dead white space of the document window
- the tag selector should read <body> (more on what this tag is later)
- click once in the table somewhere
- now it should read <body> <table><tr><td>
- tags are what your browser uses to display your page properly
- click on the <table> and it selects your whole table
- <tr> = a table row
- <td> = a table cell
- select the table
- look in the properties palette and it has a width of 760, which is what you set when you created it
- notice at the bottom of the table, it has a little green arrow at the bottom of each column
- click one for a column and choose “select column”
- in the properties palette, set the width (W)
- now click off the table to deselect everything
- hover your mouse over the column line between two other columns
- the cursors turns to a slider
- drag to change the column widths and note that the measurements on those bottom green arrows change
- you can set column widths either of these ways
- the first works when you’ve spec’ed out your page and know exact measurements
- the second works if you’re eyeballing the page and roughing it out
- you generally want everything in your table to line up to the upper left edge of every cell (by default, it will float vertically)
- click in the top left cell and drag to select all cells
- in the properties palette, set:
  - horiz to left (governs horizontal alignment)
  - vert to top (governs vertical alignment)
- you can also style the table
- let’s say you want to color a row – click anywhere within it
- in the tag selector, choose <tr> for table row
- in the properties palette, set the Bg (background) color
- file/save 🍏s

### Bringing in Images

- click in the cell that will hold an image
- click the Image button (little green tree) from the insert palette, go to the images folder and choose your logo file (must be .gif or .jpg format)
- at the Alt text dialog box that pops up, enter a description (alt text is critical because it allows people who cannot see an image to know what it is, through such things as reader software)
- click OK
- the logo should pop up
- click on the logo to see that you have an image box to control the image inside the cell – if you drag on the handles of that image, it’ll change the size – but you

must hold the shift key while dragging to change the size proportionally

- you should **NEVER** change image sizes this way – they look lousy on the Web – always resize them in Photoshop or Illustrator
- at Align, choose Left (or another option if you want it aligned in a different way)
- set a border of 0 (or any number if you want a border around it for some reason)
- V space gives you pixels of white space around the image vertically and H space does so horizontally
- in general, always load nav buttons within the same table cell, rather than creating a different cell for each one

### Creating Rollover Images


- let’s say you want an image to be in one state when the page loads but you want it to change to a different image when the user passes the cursor over it (for instance, to change the color of text in a nav button or highlight a spot on the image)
- the key rule: **the original image and rollover image must be exactly the same width and height**
- it’s a good idea to name your images logically so you know what’s a main image and what’s a rollover, e.g. for buttons: but\_XXX and but\_rl\_XXX) – remember that images have to follow the standard naming system, no spaces or special characters
- click insert rollover image from the insert palette
- at original image, browse to the image you want to appear when the page loads
- at rollover image, browse to the image you want it to change to when the mouse passes over
- give it appropriate alt text to describe the image
- at URL, browse or enter the link it’s supposed to go to when clicked
- in general, always load nav buttons within the same table cell, rather than creating a different cell for each one
- save and test

### Adding Text by Typing

- click in any cell and type
- save and test

### Manipulating Text

- highlight text (it’s always a good idea in Dreamweaver to highlight from the bottom right and up and over, as if you start at top left, you often grab the cell line instead of the text)
- in the properties palette at format, scroll to choose Heading 1 and see how the text changes in size and boldness
- you’re seeing the effect of an html tag called h1 for heading 1
- click anywhere in your text and look at the tag selector – you should see <h1>

- the predetermined tags for paragraph and h1-h6 are an easy way to set up how headlines, subheds and body copy look on your page
- select your body copy and return it to format/paragraph – see the <p> tag
- file/save  and reload in browser

### Creating Style Sheets

- style sheets are a **necessity** in html, as it's how the browser knows what you want everything to look like
- they're called CSS files, for Cascading Style Sheets
- setting up CSS isn't optional – it's how you **stylize** a page – text, images, background, etc.
- Dreamweaver will allow you to cheat a bit by using the properties palette and creating a default CSS for you but that's not an effective way to do it
- there are 3 kinds of styles within CSS
  - tag styles: apply to pre-existing html tags, like paragraph and h1
  - class styles: don't apply to a specific tag but to text you select and apply the style to
  - advanced styles: apply to links and regions of pages (they're complex to understand but super powerful and worth your understanding)
- to create a style sheet to hold all these styles, you need to begin by creating a first style

### Creating Tag Styles

- tag styles apply to pre-existing html tags like p for paragraph or h1 for heading1
- in the CSS Styles tab of the CSS palette at upper right, click the small page with the plus sign, "new CSS rule"
- at Type, select Tag
- the first thing you'll do is change the <p> tag to affect how all the text on your page will look because all text in paragraphs is surrounded by this tag
- at Tag: scroll to choose p
- define in: new style sheet file – this is really important, we want to save as a link to an external file, so you can connect all the pages in your site to that file
- ok
- name it XXXX.css (where XXXX is some logical connection to your site name)
- **this is a dumb bug but you have to do it – click the scroll bar at Relative to: and keep it at document (if you don't click it, it won't pick up your filename in some cases)**
- save in your root directory, not in a subfolder
- ok
- now you get to pick how you want your text to look at font, choose a series – you're extremely limited in fonts because users won't have the same fonts you have – you're stuck with fonts that are universal to all machines
- at size, choose a value and pixels or points
- ok

- look at the CSS styles palette and make sure you're clicked on "all," not "current"
- expand the arrow next to XXXX.css to see you have one style created, called p
- if text on your page didn't change to the new style, click in it and use the properties palette to set format to paragraph
- **note that the .css file with all your styles is open as a second tab in your document window – remember you have to hit save for that .css or all your styles will not work – file/save all works nicely (but doesn't have a keystroke)**
- reload in browser – if it doesn't work, best bet is that you didn't save your css file
- easy to change this style or add new elements to it
  - double-click p in the CSS styles palette and change font size, for instance
- if you want less white space between lines:
  - double-click p in the CSS styles palette, select "box" in list at left, unclick the "same for all" at margin and change the top and bottom margins to another value
  - test by clicking "apply" once
  - when it looks the way you like, click ok
- if you want text colored
  - double-click p in the CSS styles palette, select "type" in list at left and use the color picker or enter a number
  - test by clicking "apply" once
  - when it looks the way you like, click ok
- repeat these steps to style h1 as a headline and any other h tags you used (for subheds, etc.)
- the body tag works just like all the other tags but it governs how the page overall looks
  - for instance, if you wanted to set arial to be the default font for everything on the page, you'd set it within the body tag, not the paragraph tag
- you also can use it to set a background image
- repeat the steps to create a new tag style and choose body
- at background image, browse to your preferred image
- by default, it will tile (repeat endlessly horizontally and vertically)
- use the scroll bar to choose the kind of repeat you want (x for horizontal, y for vertical and none for no repeat)
- by default, the body tag will push everything on your page 5 pixels away from the top and left edge of your page, so your layout table is not flush to that corner
- to change the margin for the body tag and get rid of this, double-click body style
- at box, make margin 0 and same for all
- ok
- save **all** and reload in browser

### Creating Class Styles

- class styles are for things you create in addition to the html basics

- let's say you wanted type to be differently styled from the other paragraphs, say bold
- in the CSS palette, new CSS rule
- at Type, select "class"
- at name, type .stylename, e.g., .textbold (you have to have the period in front)
- don't change anything but weight to bold – class styles will not override tag styles, they'll just add onto them – so only set those things that you want to change
- ok
- highlight the text you want styled this way and in the properties palette, use the scroll bar at style to choose the stylesheet
- save all and reload in browser

### Creating Advanced Styles

- your head will spin when you first use these but they are so powerful, you eventually won't be able to live without them
- two kinds of advanced styles
  - pseudoclass – which we'll use to style links
  - ID – which we'll use to style regions
- most people use these when they have links looking one way in a certain region (e.g., blue in the main body copy) and differently in another region (e.g., reversed out as white on black in sidebar navigation)
- easier first: pseudoclass styles
- in CSS palette, click "new CSS rule" and click in advanced
- at selector, use the scroll bubble to see the options
  - a:link – state of links in their original state
  - a:visited – state of links once they've been visited
  - a:hover – state of links when you pass the mouse over them
  - a:active – state of links when you click on them
  - in most cases, people think of this "state" as color but they can also change size, font, background, underline, etc.
- **important:** in your CSS styles list, these have to be in that exact order or they'll go back to default and you'll get ticked off – if you do them out of order, just drag to reorder them
- choose a:link
- enter the color you want for your links
- repeat steps to style visited, hover and active
- so those are links in the main part of your page
- but sometimes, you want links in a particular region to look a particular way, e.g. the bottom text-based navigation on a page
- to do this, you give the region an ID style and then define link states within that ID area
- an ID style can be used on only one region of a page, e.g. only one table cell
- ok, take this slow
- new CSS rule
- choose advanced
- ID styles get named with a # sign to start (like class styles begin with a period)

- name it #bottomnav (or whatever you like)
- ok
- let's say you want your bottom nav reversed out as white text on black background
- select background and make it black, #000000
- select box and give it padding of 10, same for all (this will inset the text away from the edge of the cell)
- ok
- now click in the cell where your bottom nav is
- click on the <td> for that cell in the tag selector
- hold the control key
- click on the <td>
- choose Set ID and select bottomnav
- it should color the background
- ok, so you have this region called bottomnav
- and now you can tell the browser to make links look a certain way in that region
- in CSS palette, new CSS rule
- advanced
- but now instead of an ID **or** a pseudoclass, we're going to do **both**
- name it #bottomnav a:link
- all together, with one space in between
- it's saying "in this region called bottomnav, do this to links"
- color the type white
- do the same for the other link options, a:visited, a:hover, a:active – giving all of them the ID #bottomnav when you enter in the advanced selector box
- these work just like the others, they're just trickier to name
- so say you want to turn off underlining
- double-click the style #bottomnav a:link
- at decoration, check "none"
- ok
- save all and test in browser

### Attaching a stylesheet to an existing file

- let's say you already have a page and you want to make it styled like all your others
- open it
- in the CSS styles palette, click the chainlink
- use browse to find your .css file in your root directory and click choose
- add as: link
- ok
- it should pick up your styles
- save all

### Creating links

- Web pages have two kinds of links:
  - exact links – used to take users to pages outside your site
  - relative links – used to jump to pages within your site
- you can easily tell the difference because exact links always specify the entire URL for the page you're linking to, meaning they always start w/ http://

- relative links are different – they show the browser a pathway from one file to another within the same root directory, so they never start with http://
- a crafty TA explains it this way ... links are like giving someone directions to find a person
  - if you're sending them outside of your building, you'd give them exact directions, e.g. go to 821 University Avenue, then to room 2120 and then find computer 3, where Katy Culver is sitting (exact link for outside your own site)
  - if you're within the same room, you give them relative directions, e.g. Katy is sitting two seats in front of the instructor's terminal (relative link for inside your own site)
- for an **exact link**, highlight the words you want to link
- in the properties palette, click in the link box and type the full URL, including http://www, and press return
- because the link is off your own site, you might want this link to open in a separate window – this is a common practice when you're leading users off your site – you want a new window to open, so your site is still open in the background
- with the link highlighted, find the box marked "target" in the properties palette – scroll to choose "blank"
- for a **relative link**, you have two ways to do this
- first, it's easy to link to pages you've already created
- highlight the words to link and go to the link box in the properties palette
- click the folder at right to browse to the file you want to link to and choose it
- second, sometimes you have to set up links to pages that you haven't created yet, so you can't use the browse button – you have to type the link in and create the other file later
- highlight the words to link and click in the link box
- this file hasn't been created yet, but you know what we're going to call it
- if it's in the same folder as the current file, just type the name of the new file, e.g., newlink.html
- if it's in a subfolder, type the foldername/filename, e.g., documents/newlink.html
- if it's in a folder above, type ../filename, e.g. ../newlink.html
- if it's in a different folder at the same level, type ../foldername/filename, e.g. ../documents2/newlink.html
- use a ../ for every folder you need to move up out of
- to create an e-mail link, go to the link box and type mailto:youraddress@wisc.edu (just as you'd type it in an e-mail)
- file/save (⌘ s)
- go to your browser

### Creating Anchors

- you can also create links to a specific point in a page by using named anchors (this technique is used when you have a long list on a page, such as something that is alphabetized, and you let users jump to a particular letter)

- to do this, go to the page you **plan to link to** and the specific spot you want users to land on and put your cursor there
- from the insert palette, double-click the button with the anchor symbol
- in the properties palette give the anchor a logical name, again, all lowercase, no spaces and no odd characters (e.g. funky)
- highlight the **words you will link from**, set up the relative link as you normally would but after the .html, add the pound sign and the name of the named anchor - again, no spaces (e.g., documents/about.html#funky)
- if you are linking anchors within one page and not between separate pages, do not include the filename in the link - just use #anchormame (e.g., #funky)

### Creating Links in Whole Images

- images can link to other pages as text does
- click on the image and click down in the link box
- enter the relative or exact link
- save
- test the link in your browser

### Creating Links Through Image Maps

- if you want part of an image to link to one page and part to link to another
- click on the image and go to the properties palette
- click on the light blue rectangle at lower left and draw a rectangle hotspot around one area of the image and enter the link in the link box of the properties palette (delete the # first)
- click again on the rectangle and draw a rectangle around a second area – then give that a link
- file/save (⌘ s)
- reload in browser, click and verify that it works
- (image maps are a little buggy in DW – you'll often have to click off the image and relick to select and control hotspots)
- file/save (⌘ s)

### Check Spelling

- text/check spelling (at the bottom) or shift+F7
- file/save (⌘ s)

### Creating a Second Document for Your Site

- the easiest way to populate your site is to get one page set up entirely as you like it and then choose file/save as to create a second page
- name the new page and save in the correct folder
- if it asks about updating links, answer yes
- first retittle the page
- file/save (⌘ s)
- notice in the properties palette that it retained your styles because you did save as – but if you created a brand new page, you could attach the external stylesheet and pick up all your styles

### Bringing Text in from Another Program

- instead of typing, you can also copy text from another program, such as MS Word
- open the other file
- ⌘ a (to select all text)
- edit/copy or ⌘ c
- return to DW
- click in an AP Div for the text
- edit/paste or ⌘ v
- this brings in straight text
- apply body or other styles where appropriate
- file/save (⌘ S)

### Inserting Images in Text

- let's add Mason's mugshot
- click at the beginning of the second graf
- click insert image and choose the image mason\_mug.jpg
- for alt, enter Picture of Terry Mason
- click OK
- it should stick him to the left
- for align, choose right
- in the properties palette, give him V and H space of 5 for a runaround of white space to keep the text from bumping into the picture
- for border, enter 0
- move him around and play a bit with how the text wraps around him and what looks best
- it's best to put the cursor at the beginning or end of a line
- file/save
- test in browser

### Inserting Tables

- let's say you had two elements to insert in a story and you wanted them to line up, e.g. a photo and cutline
- you can use a table within your layout table to line them up
- click in the appropriate cell
- click insert table up in the insert palette
- choose rows 2, columns 1, cell padding 0, cell spacing 0, width that matches your image, border 0
- click in the top cell and edit/paste to insert image
- hit tab to go to the bottom cell and type cutline
- now the photo and name are aligned but the table isn't set right in the text
- click in tag selector select full table (<table>)
- choose align/right
- but tables can't use V and H space for runarounds the way images do, so we use cell padding and spacing to give the appearance of white space
- select the table
- in the properties palette, change Padding and Spacing to give it white space
- play with these numbers until you get the spacing you want
- file/save ⌘ S
- test in browser

- you could use CSS to do all of this too – you'd just create something like
  - a class style for cutlines
  - an ID style for the table holding the image and cutline

### Plugins on Pages

- click in a cell to hold a .mov file
- drag to insert plugin in the common tab of the insert palette
- choose .mov file from a folder
- name the plugin in the properties palette
- make W 250 and H 200, click play to see if it's the right size and adjust accordingly
- for Plg URL, enter <http://www.apple.com/quicktime/download> – this tells the browser where to go if it doesn't have the right plugin to play this movie
- align left
- border 0
- underneath the plugin, remember to type a copyright reference
- some users do not like movies that play automatically – to stop this, you need to turn off something called "autoplay" – click on the plugin, click "parameters" down in the properties palette
- in the first column, enter the word autoplay and in the second column, enter the word false – click OK
- save
- test in browser
- follow these same steps to bring in a Flash movie but choose the Flash option from the media menu instead

# Web Surveys

Log onto the Web server and go to `j202/surveys_spring08/survey_talastname.html` and open the question template for your lab. (If you are not currently in J202 and are using this tutorial to create a Web survey, e-mail Katy Culver, `kbculver@wisc.edu`, to get an html template of survey questions. E-mail Brian Deith, `bcdeith@wisc.edu`, for information on posting your survey to MyWebSpace.

## Bring your question text into the template

- copy and paste the question types as needed and type in the question text and answer options
- give each question a two-digit number
- critical: do not delete, move or change the two hidden fields pasted just before “Thank you” at the start of the survey – the surveys will not work without these

## Radio buttons

- each question with multiple answer options must have a radio button for each option
- all radio buttons within a set (per question) must have:
  1. the **same** radio button name
  2. a **different** checked value
  3. an initial state of unchecked, unless it’s the “not answered” option

## Naming the radio buttons

- assign a name to the radio buttons for a question that includes the two-digit number of that question plus a brief description of the question (less than 10 characters)
- example: 01gender would be the radio button name for both the male and female answer options on the question “1. Are you male or female?”
- remember, radio button names must be **identical** within each answer set and different between sets
- the surest way to ensure they’re identical is to assign the first one, copy it, then paste it into the other radio button name boxes

## Assigning a checked value

- click on each radio button and give it a logical value – these make up the data that will be returned when respondents make selections
- example: for the gender question, male might get a checked value of 1 and female a checked value of 2 – when you get the data back, you count the number of female respondents by counting the 2s in that column of your spreadsheet
- some values are more logical than others, such as:
  - if the choices are yes/no, make yes a 1 and no a 0
  - if the answers are in a rating scale, match the checked value to the number on the scale
  - if the answers offer a numeric range, such as household income, consider making the checked value a standard number in that

range, such as the low end or the middle, so you can calculate means – for instance, an income range of \$50,000 to \$75,000 would get a checked value of 50000 (no comma)

## Not answered

- every set of radio buttons must have a “not answered” option and that option must have:
  - the same name as the other radio buttons in the set
  - a checked value of NA
  - an initial state of “checked”

## Open-ended

- open-ended answer options are done through text fields, either single- or multiple-line
- each text field must be named and that name should be the two-digit question number plus a brief description of the question, such as “02other party” if you allowed the respondent to list a party affiliation other than Democrat, Republican or Independent
- if the text field is to fill out an “other” option like this, you must put a radio button before the box and give it the same name as the other buttons in the set – the text field, however, gets a different name than the radio button

## Scroll box

- if you’d like to offer a list of answers for respondents, use a scroll box
- the scroll box gets a name that’s the two-digit number of the question plus a brief description, such as “03state” if you’re listing all 50 states plus “non-US” and asking them to choose one
- to get choices and values into the scroll box, click on it and click on “list values”
- at item label, enter what you want to appear in the box for the respondent to see
- at value, enter the value you want returned in your data when a respondent selects that option
- for instance, people often don’t understand postal abbreviations for states but those are cleaner in data – so set the scroll box item label to read “Minnesota” but the value to return “MN” when that’s chosen
- the plus and minus signs add and delete labels and the up/down arrows move an item up or down in a list (e.g., use to get things in alpha order)
- after the list values are complete, at the “initially selected” option, click on the value you want to show up by default in the survey – you’ll usually make the first item label something like “Select state” and give it a value of NA, then make this the initially selected item

## Submit

- leave this alone – it’s set to go

**Getting results**

- in a browser, go to <http://www.journalism.wisc.edu/tools/survey/getresults.html>
- enter the formID for your lab's survey, sent to you via e-mail
- click submit
- the browser will download a text file to your desktop or prompt you to save it elsewhere
- launch Excel, choose file/open and open the file
- it will give you a "wizard" because the file is a text file – choose finish and Excel will import the data in columns
- if you are using an older version of Excel, you may not see the text file when you try to open – if this happens, change the setting from "show all readable documents" to "show all documents"
- Excel will then open the file

# Adobe Photoshop


## Scanning an Image

- place the image in the scanner – note that placement is not intuitive, as the front left-hand corner of the scanner is where you place the upper right-hand corner of the image
- launch Photoshop from the dock
- choose file/import/ScanGear
- click “advanced mode”
- at “color mode,” choose color (photos) – even if you only want a black-and-white image, as we can drop color out later
- at “resolution,” choose 300 dpi for print and 72 dpi for Web – if you are putting your scan into both a print layout and a Web layout, do not scan it twice at different resolutions – instead scan at 300 dpi and use the instructions below to adjust resolution in Photoshop
- click scan
- when it’s finished scanning, close the ScanGear window


## Flipping an Image if You’ve Scanned it Upside-down

- choose image/rotate canvas/180 degrees

## Adjusting the View

- use the same view options as in Adobe InDesign
- can use the zoom tool in the tool palette stripped down to the left side of the screen 
- can use keystrokes – **⌘** spacebar and click to enlarge and option **⌘** spacebar and click to reduce
- can use the view menu

## Cropping (Cutting) an Image

- use cropping to cut off excess parts of a scan that you do not want in your final picture
- choose the crop tool from the tool palette stripped down to the left side of the screen 
- drag around the portion of the scanned image that you want to keep
- once you finish dragging, you can adjust the crop frame by dragging on the handles to resize the crop frame
- if you don’t want to crop it once you’ve drawn the crop frame, click back on the crop tool and it’ll give you the option to cancel the crop
- if you do want to crop, double-click inside the crop frame

## Changing Image Mode

- use image mode to make your image format suitable for print or Web
- choose image/mode/RGB color for Web images
- choose image/mode/CMYK color for print images
- choose image/mode/grayscale for either Web or print images if you want black and white

## Changing Image Size

- use the image size window to adjust the size of the image or change the resolution
- choose image/image size
- use “pixel dimensions” to control size for Web images
- use “document size” to control size for print images
- when you change the size of one dimension (width or height), the other will change automatically, as long as you have a checkmark in the box “constrain proportions”
- set resolution to 300 dpi for print images and 72 dpi for Web images

## Going Back if You Make a Mistake

- if you want to undo a step, simply hit **⌘ Z**
- if you want to undo multiple steps, locate the history palette on the right side of the screen (or choose window/history if you don’t see it)
- click on any step in that history window to take the image back to the state it was in when you completed that step
- you cannot access the history for a file once you’ve closed and reopened a file

## Saving Images for Print

- choose file/save as
- at format, choose tif (it should automatically change the file extension to .tif)
- enter a filename
- at where, choose desktop as the location
- leave “tiff options” at their default settings
- drag the file to the appropriate folder on the server

## Saving Images for Web

- first ensure your resolution is at 72 dpi under image/image size
- choose file/save for web
- at settings, choose gif for images with spot colors (such as text-based logos or line art) and choose jpeg for images with blended colors (such as photos)
- leave others at default settings
- click save
- save to desktop
- drag to appropriate folder on server