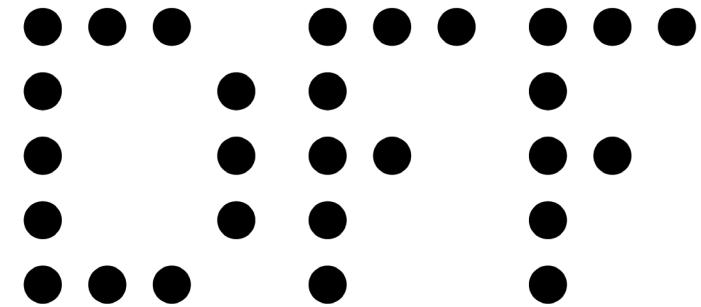


# 2.4

# Design layout

# work-flow

Software skills and principles on how to  
prepare presentation



Digital Fabrication Facilities  
for Architecture



# Contents

**Intro**

**InDesign work-flow**

**Colours and fonts**

**Design and layout**

# **Q: How to make InDesign for presentation?**

**A:**

InDesign is a powerful tool for putting together a presentation in board or book format. It has several key important advantages:

- Provide a visual platform to plan and compile drawings, texts, diagrams and renders
- Optimise file sizes to save storage space
- Strong text editing capability
- Advanced layout grid structure

In InDesign work-flow section, we will explain the basic interface, setup of files, saving and sharing, display and file linking etc.

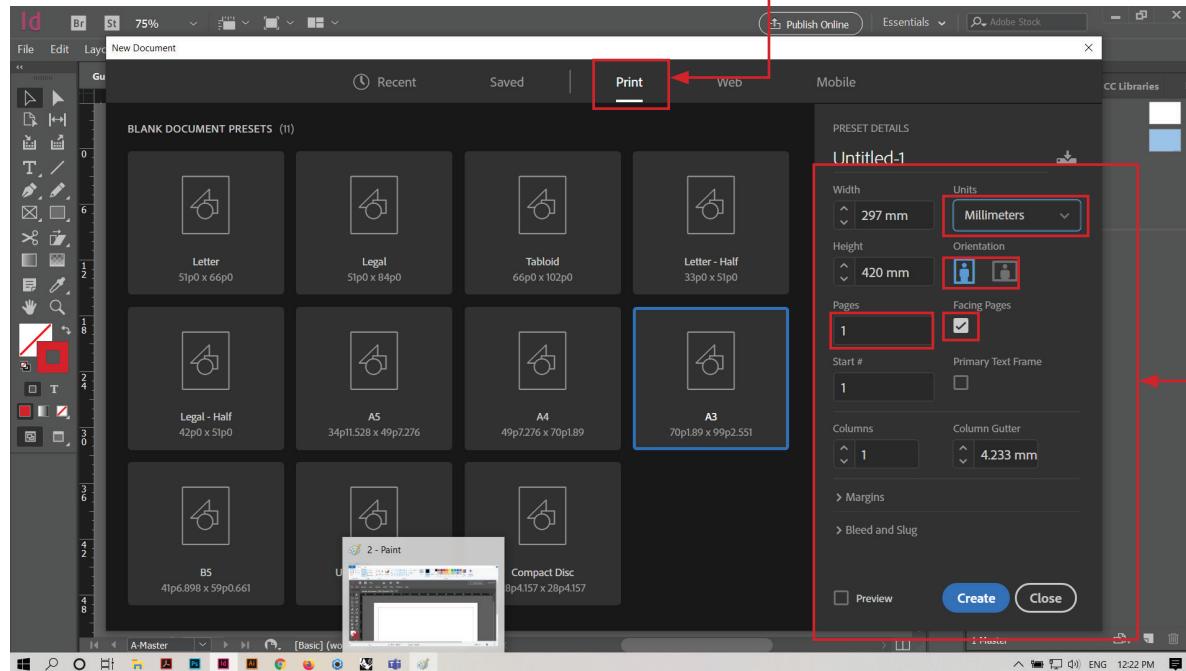
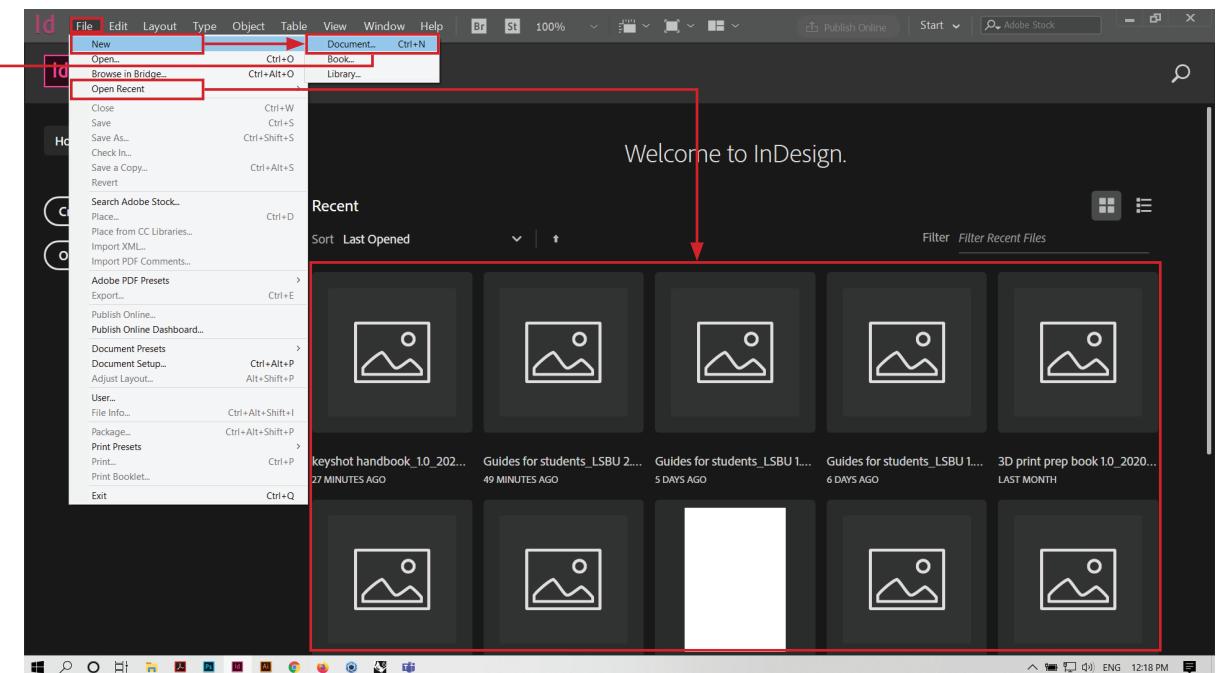
In colours and fonts, we will show you the colour and font settings for InDesign as well as other programs settings in the work-flow.

In design and layout, we will explain the fundamentals of layout design as well as some tricks for designing the layout.

**Please note the document shows you the principle and in practice details may vary.**

## InDesign work-flow / Setup

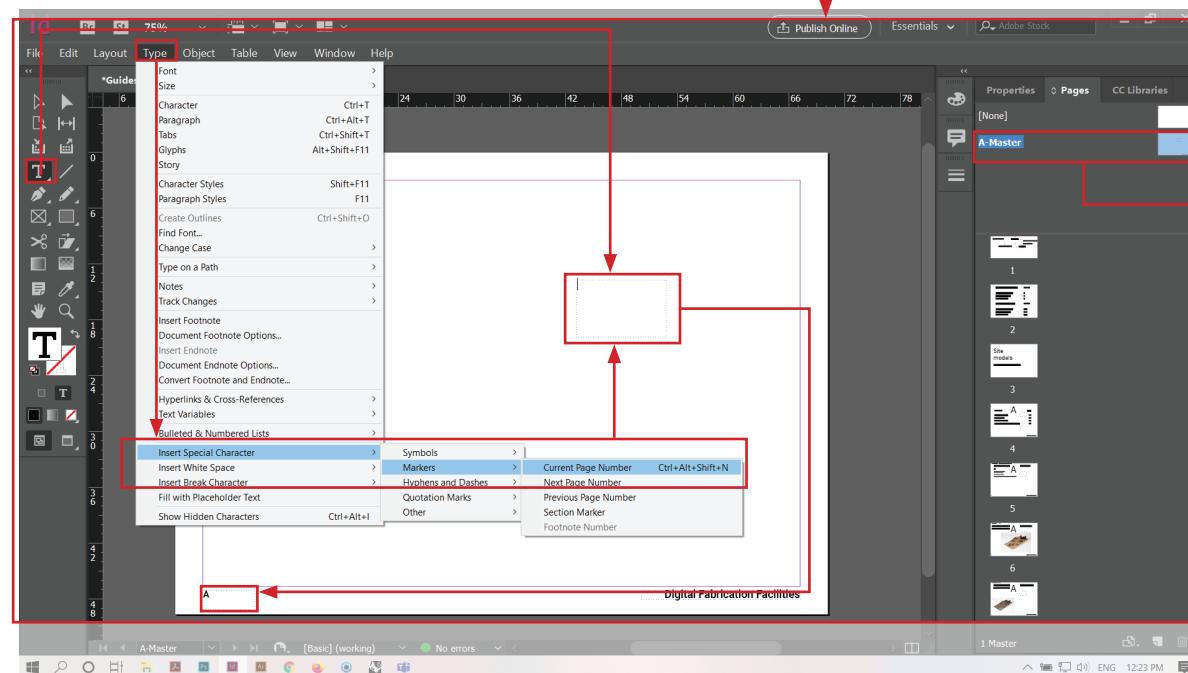
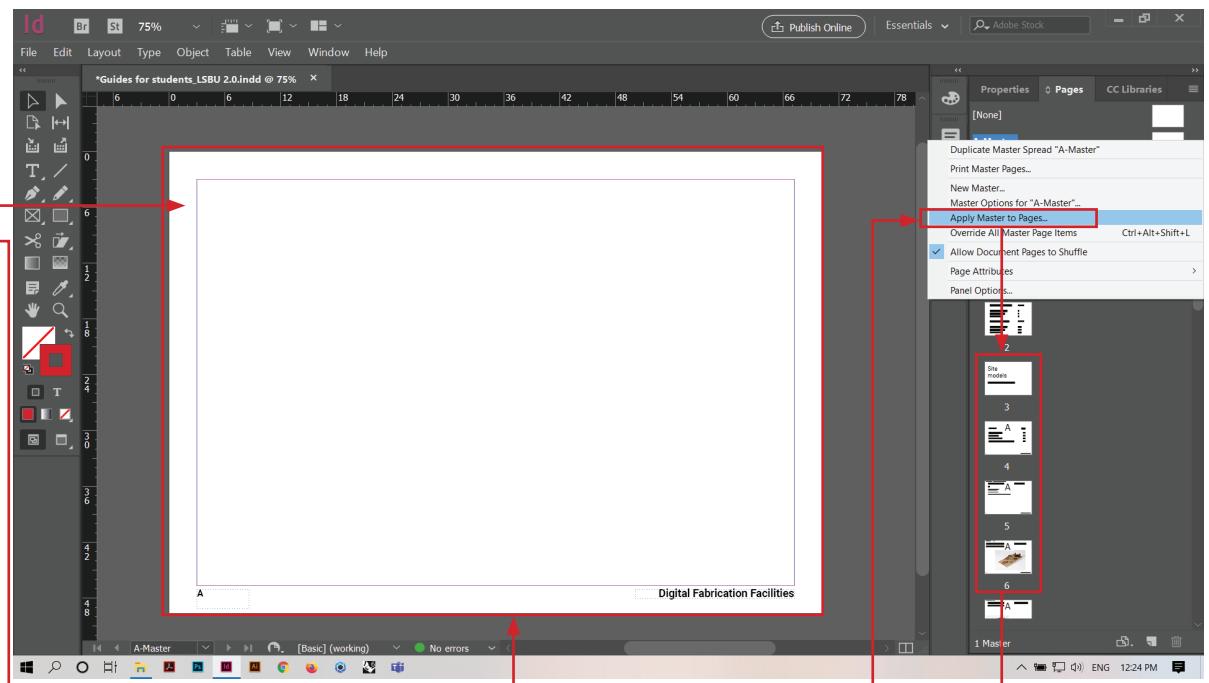
You can set up your InDesign document in a page format. Go to "new" and choose the "document" option to initiate the set up menu. There is a lot of present format you can choose from. Pay attention to un-tick "facing pages" option as it is used for designing a book/magazine. For digital publication or presentation print out, do not enable this option as it will complicate the page design and add extra steps for PDF export.



1. You can simply choose the A3 present format for your print outs. Be sure to check the orientation setting. If you need other page size for example A1, you will need to type in the dimension manually, and make sure you choose the right unit for it. You can also define the number of pages of your documents here initially, and you will be able to add or remove pages later as well.

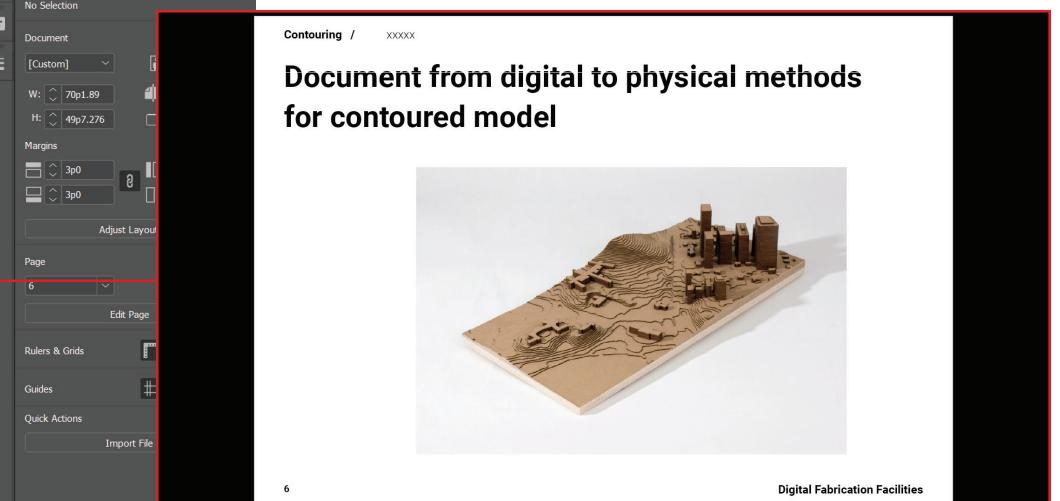
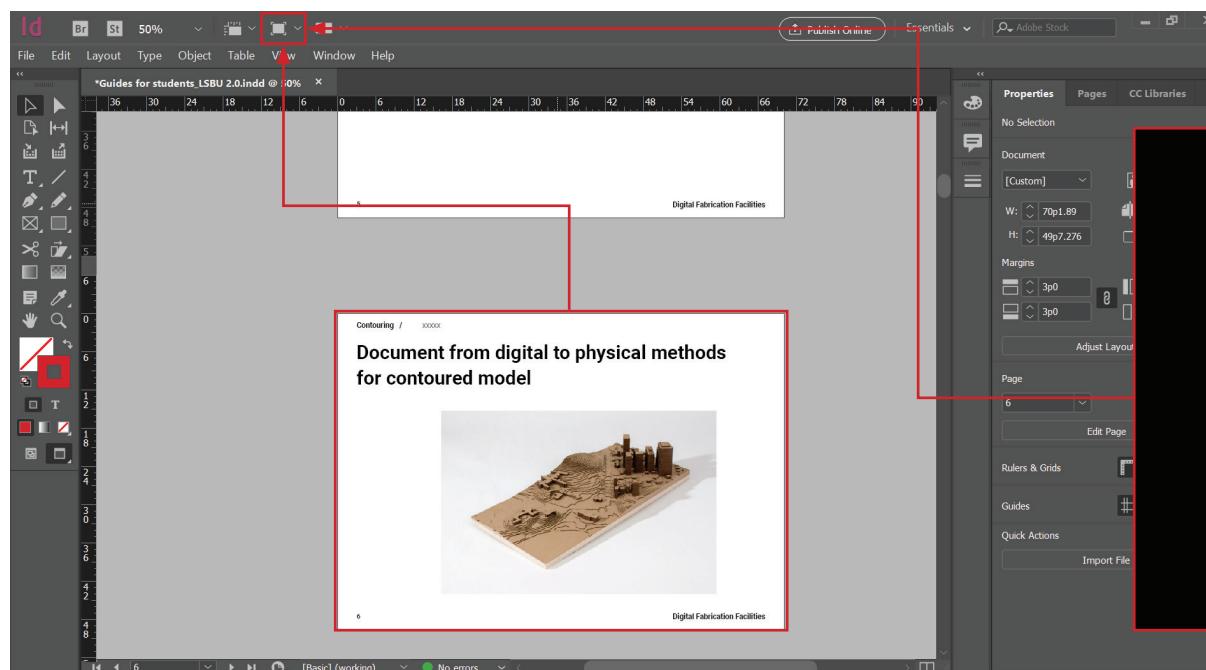
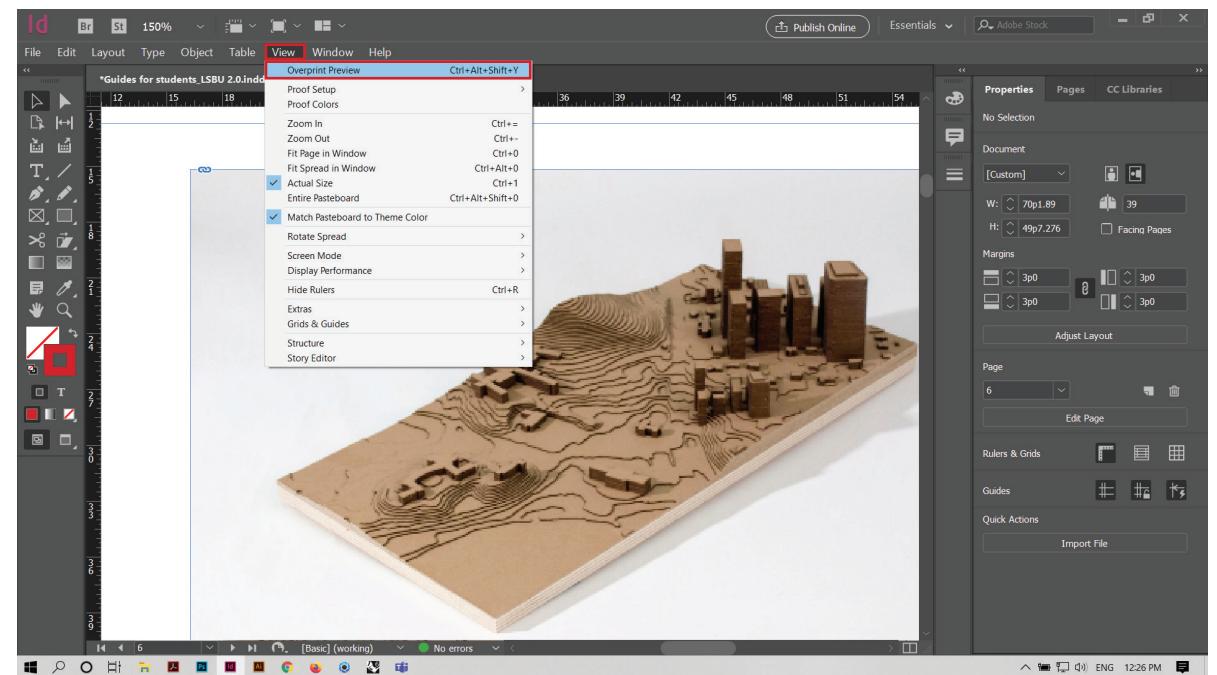
## InDesign work-flow / Setup

2. In this section you will set up template pages known as 'Master' page and learn how to add page number. You can add page number to your presentation that automatically updates itself. First, draw up a text box in any part of the page. Then Go to "type" menu and follow the screenshot to insert the page number. Use it in conjunction with Master page menu shown in the screenshot. To open a master page, double click on the master page icon and place the page number in the Master page. Then apply master page to the pages you would like so you can have page number on all the pages.



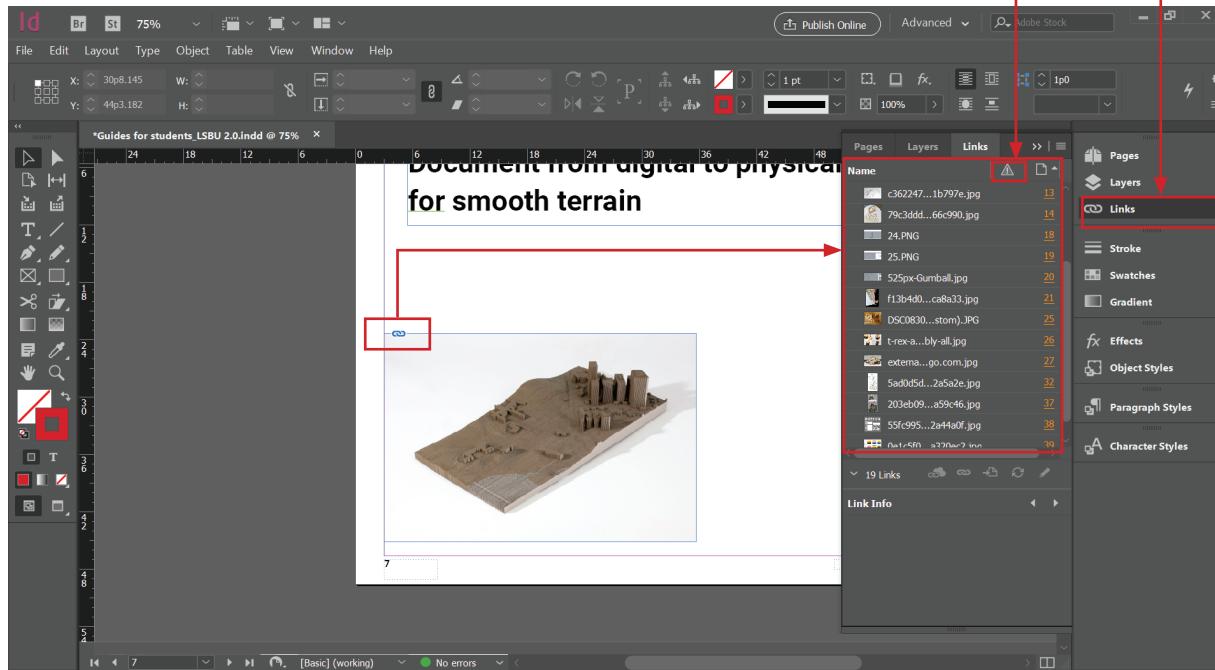
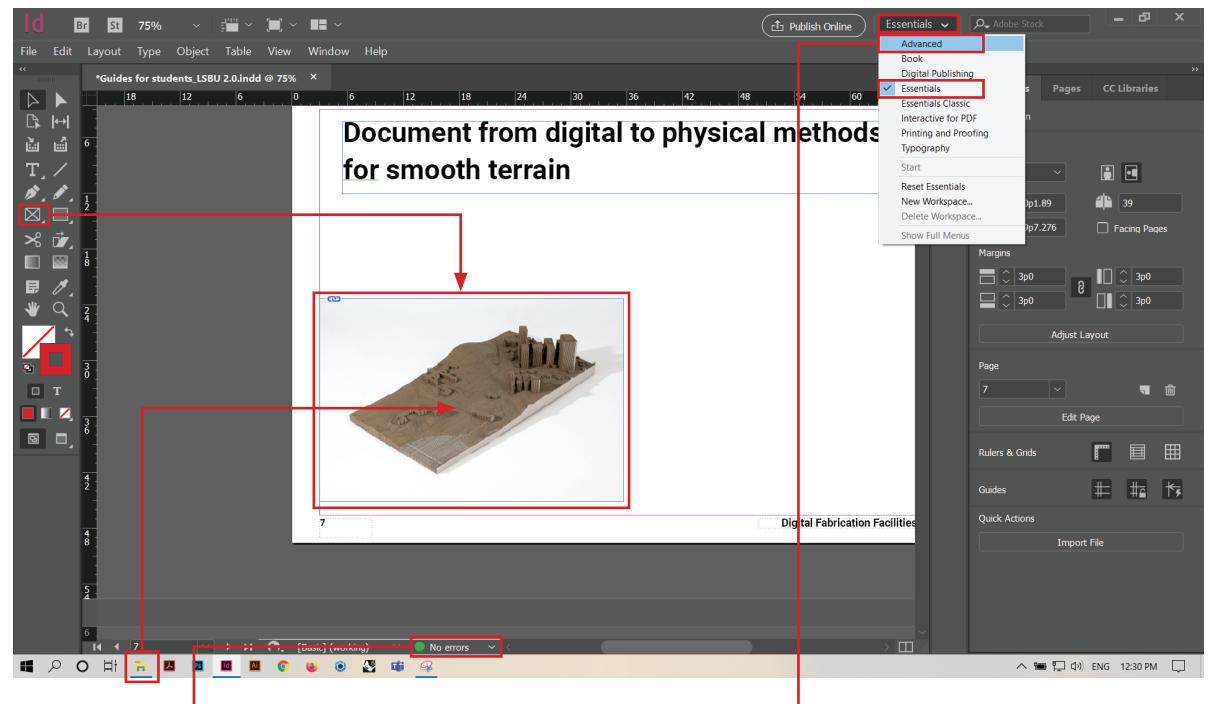
## InDesign work-flow / Display

There are a few viewing options to see your presentation. In default, you are in side normal mode when you first set up an InDesign document. This mode is fast and shows you guides and outlines that help you design the page layout. There is also a preview options that shows what it looks like once published, you can choose it in the drop-down menu shown below or simply press "W" key by default. In the "view" option. Those two options are fast and snappy. You can also choose the "presentation" to enable you to preview like a PowerPoint presentation or use the "Shift" and "W" key. You can also have "print overview" that shows all image documents in full resolution but it will slow down your computer.



## InDesign work-flow / Linking and reference

Unlike Photoshop and Power Points, InDesign does not embed inserted image files directly into the file itself. Instead it works with a reference system so you can handle large amount of data as well as having the option to update eddied drawings automatically. In the screenshot shown here, you can see all the files used in your presentation and you can simply right click on any of them and choose options under "edit with"(usually with Photoshop or Illustrator and the InDesign will update the file in the presentation.



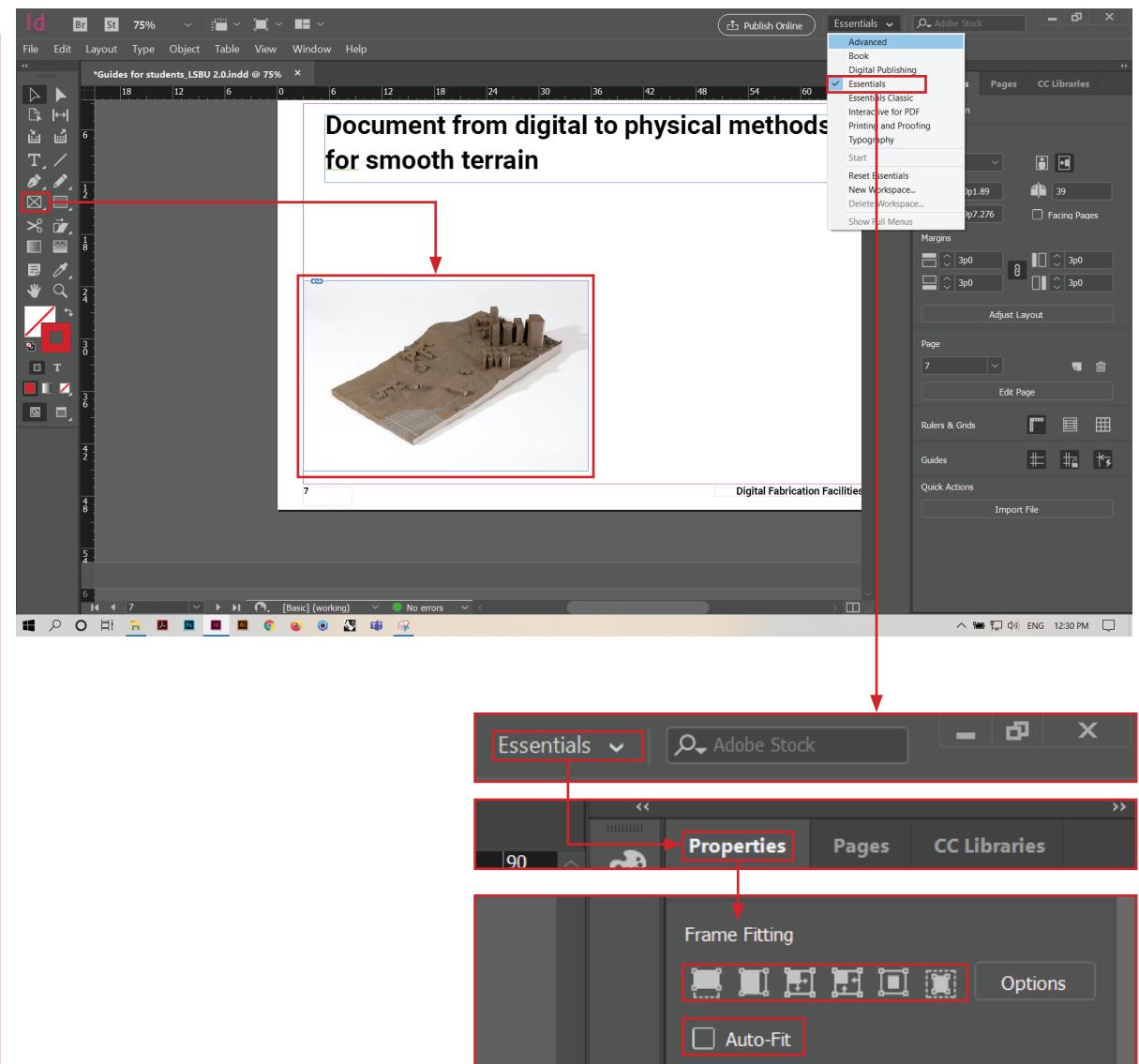
3. Use the "Advanced" option in the drop-down menu shown in the screenshot to see the Links. You can also see a green icon says "No errors" That means no link file is missing or moved to the wrong place. However, you will need to keep a good habit of file management and try avoid moving your drawings to a different location. If you do need to move your referenced files, refer to the "Packaging and Saving" topic in the next section. The linked file will have a paper pin icon next to it. If a file is missing or hasn't been updated, an alert icon will show up in its place and the green icon will turn red.

4. Now you need to learn how to place your drawings and files into Illustrator. First draw up a "Frame" shown in the screenshot. Then simply drag and drop your external files from folder into the frame. This is the most straight forward way to do place your drawings.

You can also directly drag and drop your drawings without making a frame first. But then it is likely you will need to resize it which might be tricky to do especially if the drawing has a high resolution.

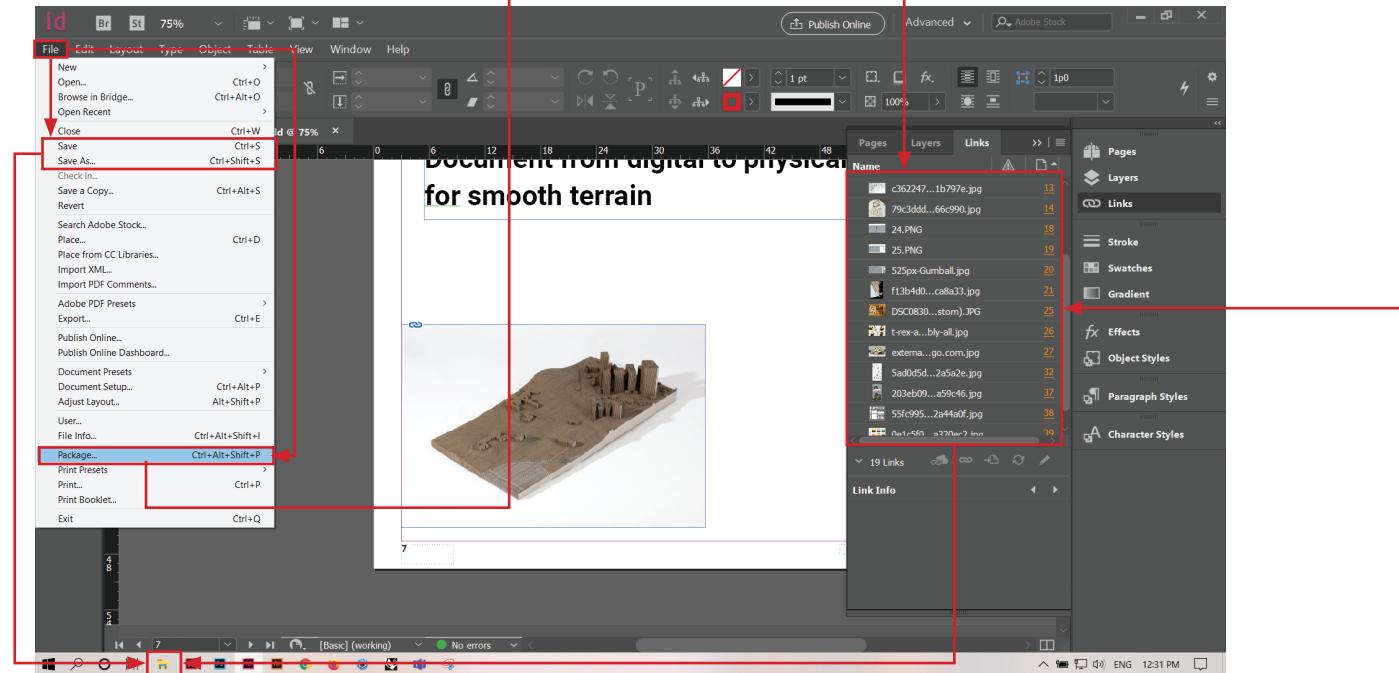
You can resize and crop your drawings without altering the linked file itself. Go to the "Essential" option in the drop down menu as shown in the screenshots. Here you have a range of tools to help you with but the most important one is the "auto fit" box. Basically, if you left it un-ticked then you are basically cropping the images inside your presentation and by ticking you will be able to resize it.

Also keep in mind that under "Essential" mode, things shown in the side panel will change depending on the object you have selected so don't freak out if it doesn't show you the right option when you first go into this mode.

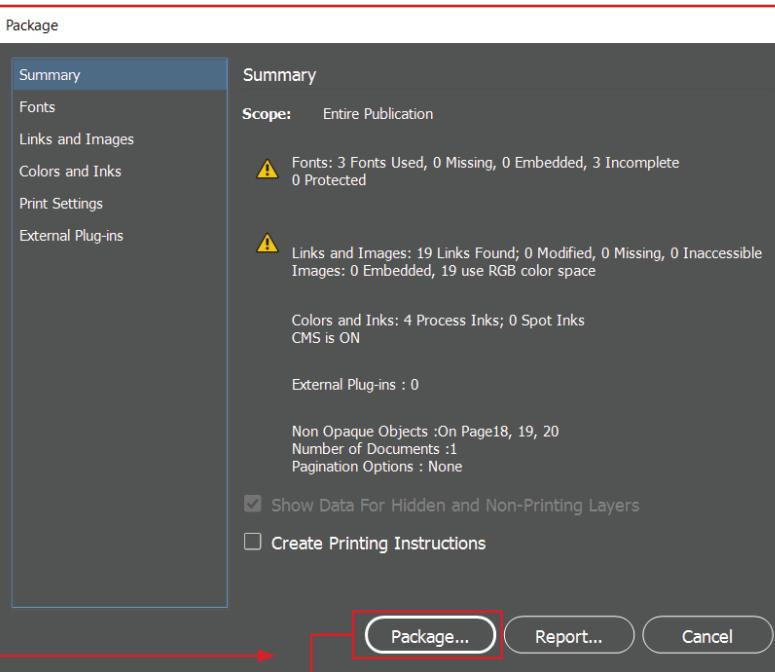


## InDesign work-flow / Package vs saving

Saving and Packaging are the two different options you have while working with InDesign. Saving only saves your InDesign document so you are only saving the presentation. If you need to copy or move all your files to a hard-drive , you will need to use the Packaging option, which will automatically save everything (InDesign file, linked files, fonts) into the designated location.



Digital Fabrication Facilities

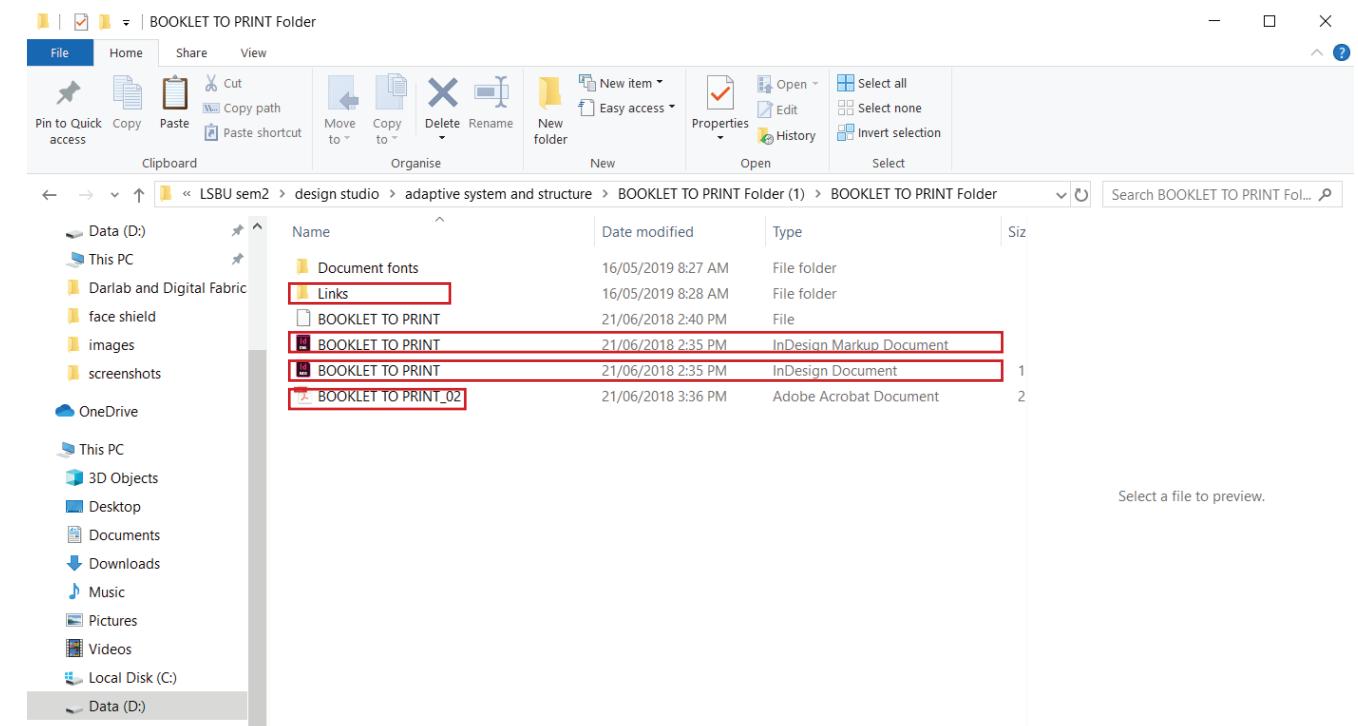


**5.** Follow the screenshot here to package all your files. Keep in mind that the "Save" and "Save as" will only save the InDesign file a.k.a. the presentation you are working on. So use these to save different design options of your layout.

You must use packaging option if you are saving files to a hard drive. It is recommended to use packaging once you have finalised your presentation because by doing so you will have an entire copy of everything used in the presentation in editable format. And all of it will be in one place so you don't need to worry if you move the files you used originally to create the presentation.

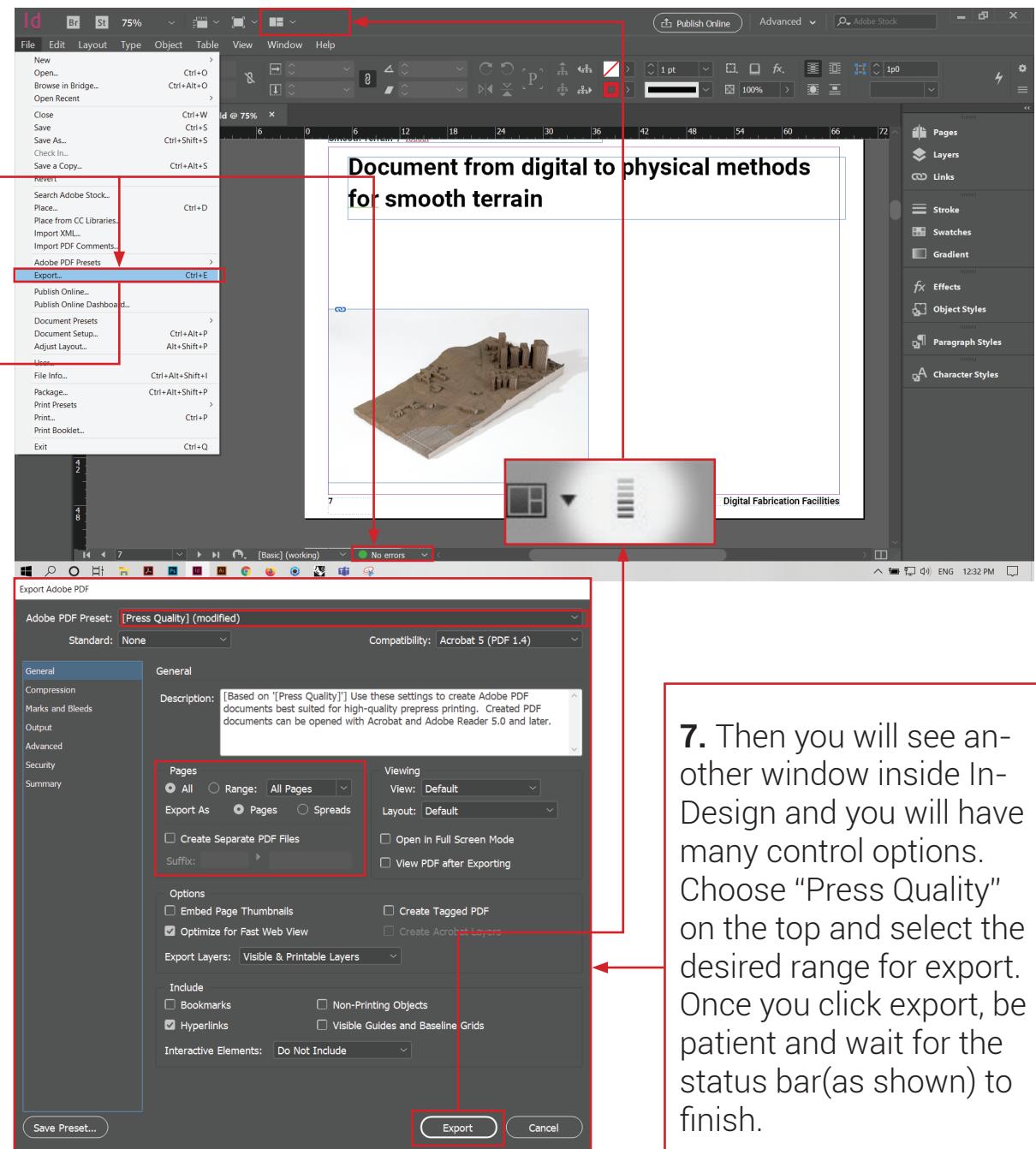
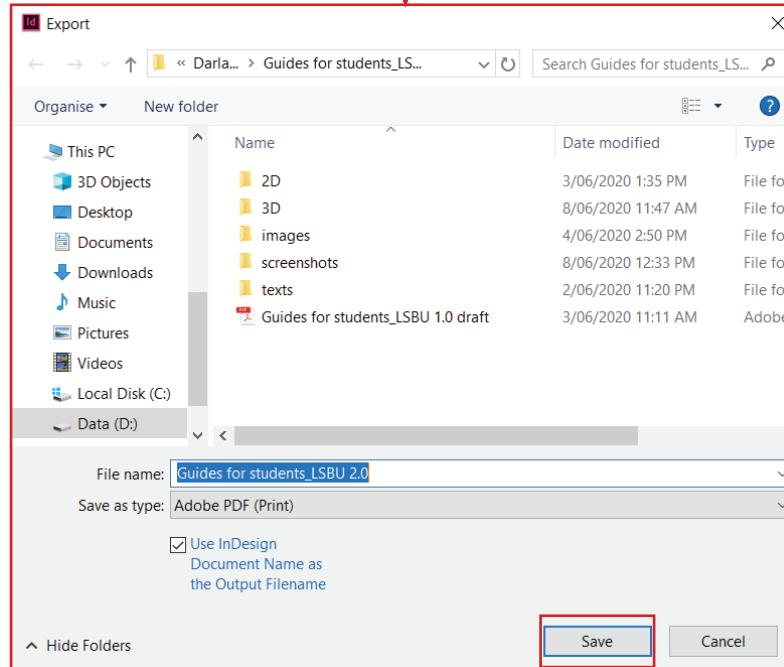
## InDesign work-flow / Package vs saving

InDesign has a unique way of organising files as shown previously. The interface you see does not include the files directly. Instead, the file are linked to the InDesign document. Therefore, it is vital to use packaging function to save up the file for copying to a different computer. Here is a screenshot of packaged files. The "Link" folder contain all the original files copied and place in one place. There are two InDesign documents. The InDesign Markup document is a backward-compatible file that can be used on older version of InDesign. The PDF contains the exported version of the InDesign document at time of packaging.



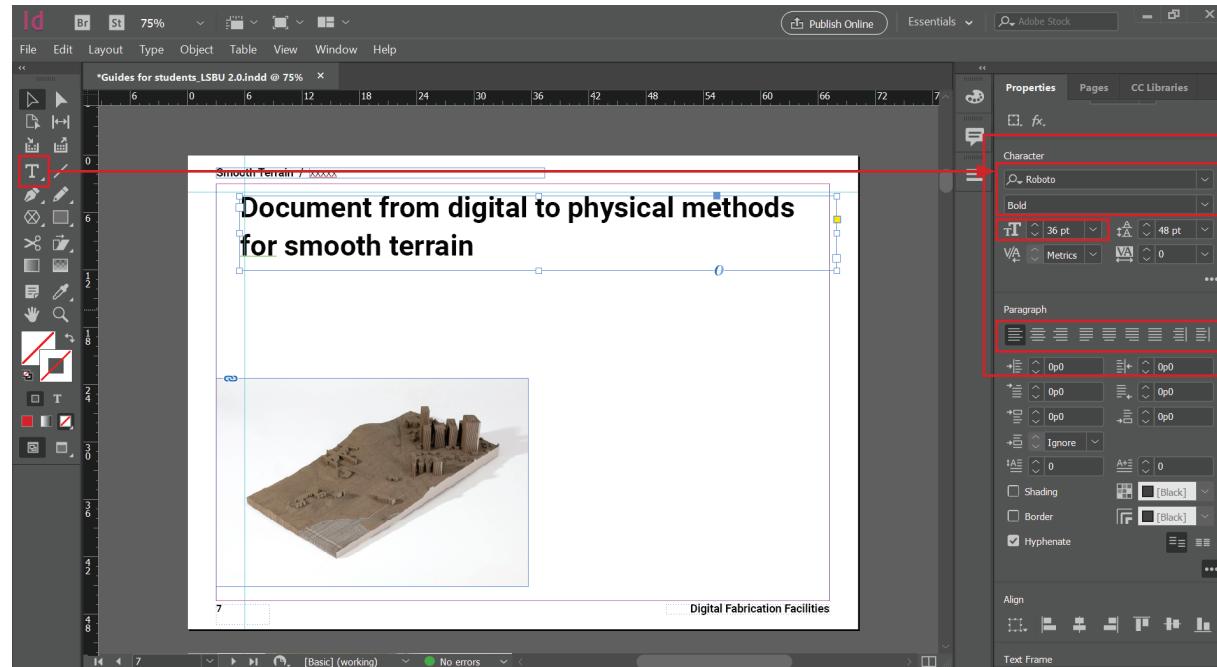
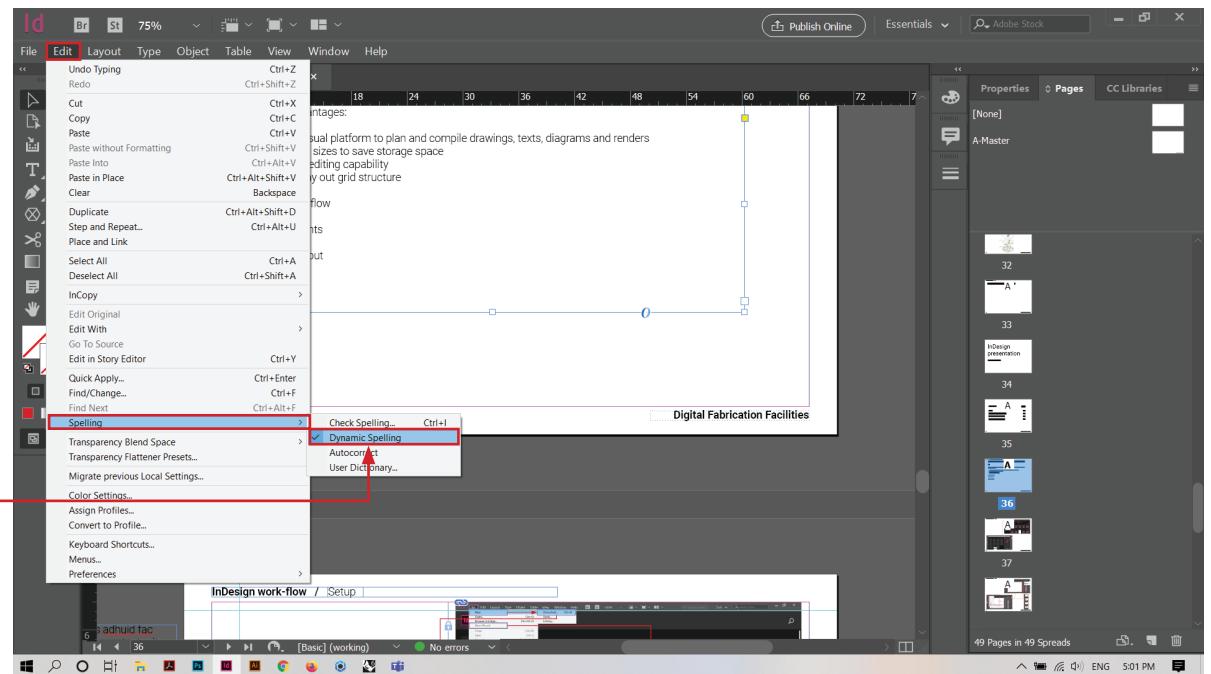
## InDesign work-flow / Export PDF

6. To export PDF from InDesign, go to file and link "Export". But before you do so, check to see the light status to make sure there is no error. You will first see a menu to rename or change the destination of the file. Click save to continue.



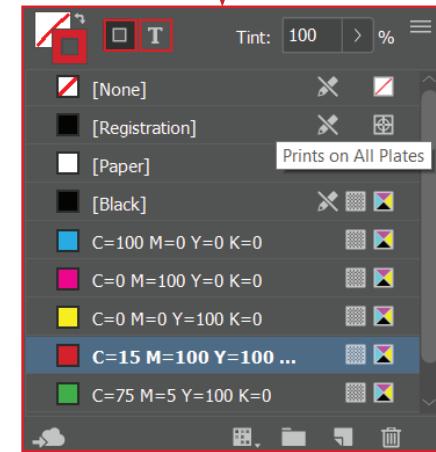
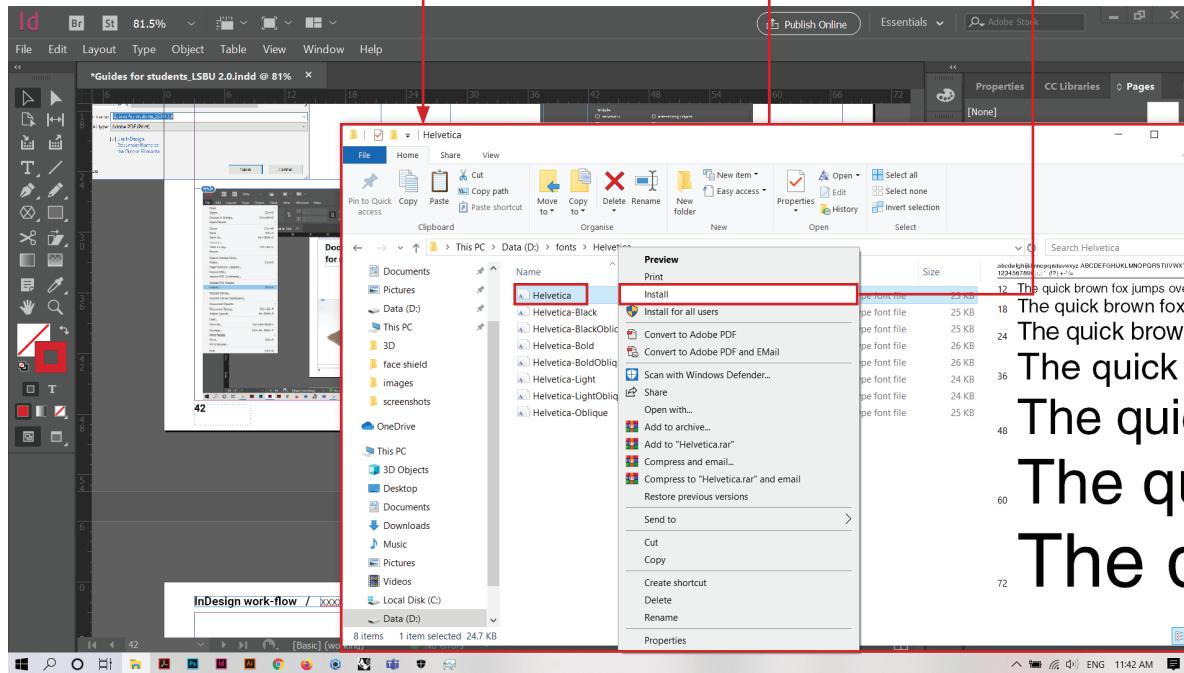
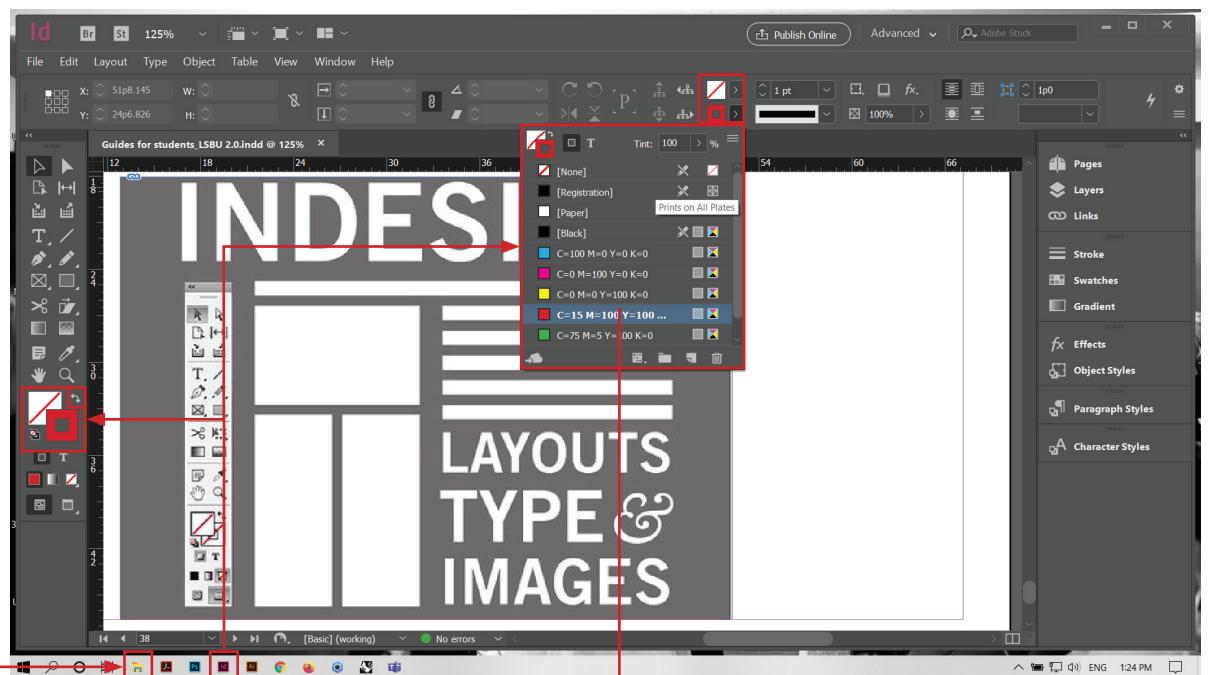
7. Then you will see another window inside InDesign and you will have many control options. Choose "Press Quality" on the top and select the desired range for export. Once you click export, be patient and wait for the status bar(as shown) to finish.

8. By default, Spell check is not enabled in InDesign. To turn it on, go to "Edit", "Spelling" and tick on "Dynamic Speling".



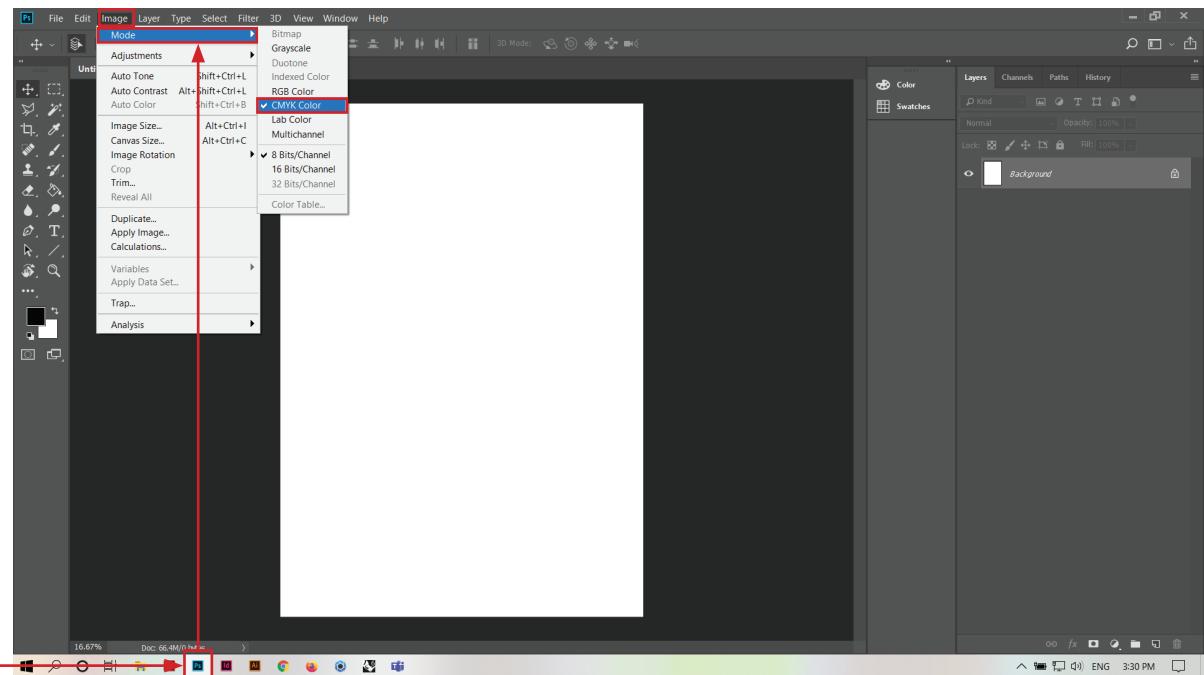
9. Click on the text icon to open a text box and start typing. You will be able to see the text formatting under the "properties" menu. Here you can change the font, size and paragraph style etc. Make sure you are using the "Essential" menu to see these options easily.

**10.** You can have fonts installed in the system and it will be able to be used inside InDesign. You can see the small text icon inside the colour menu and you will be able tp change the colour of the text. You can also change colour of the outline and fill of objects.

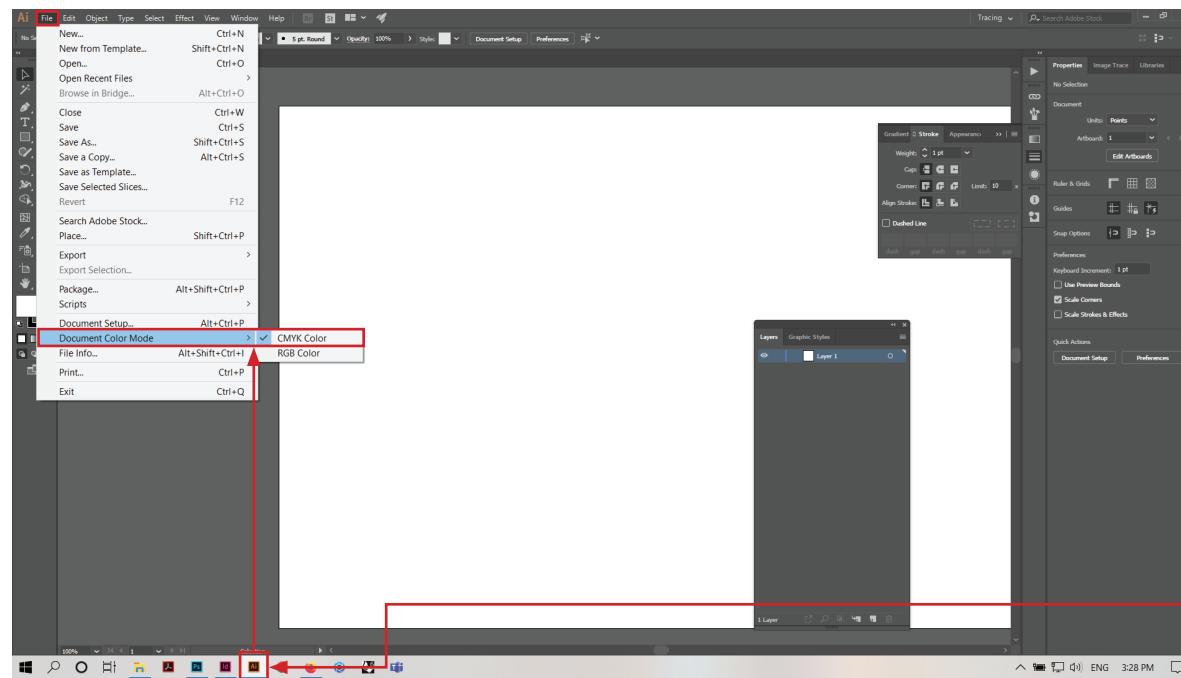


## Colours and fonts / Work-flow files settings

Inside InDesign, colour settings are in CMYK by default because it is optimised for printing and publishing. But you need to set the settings manually in Photoshop and Illustrator.

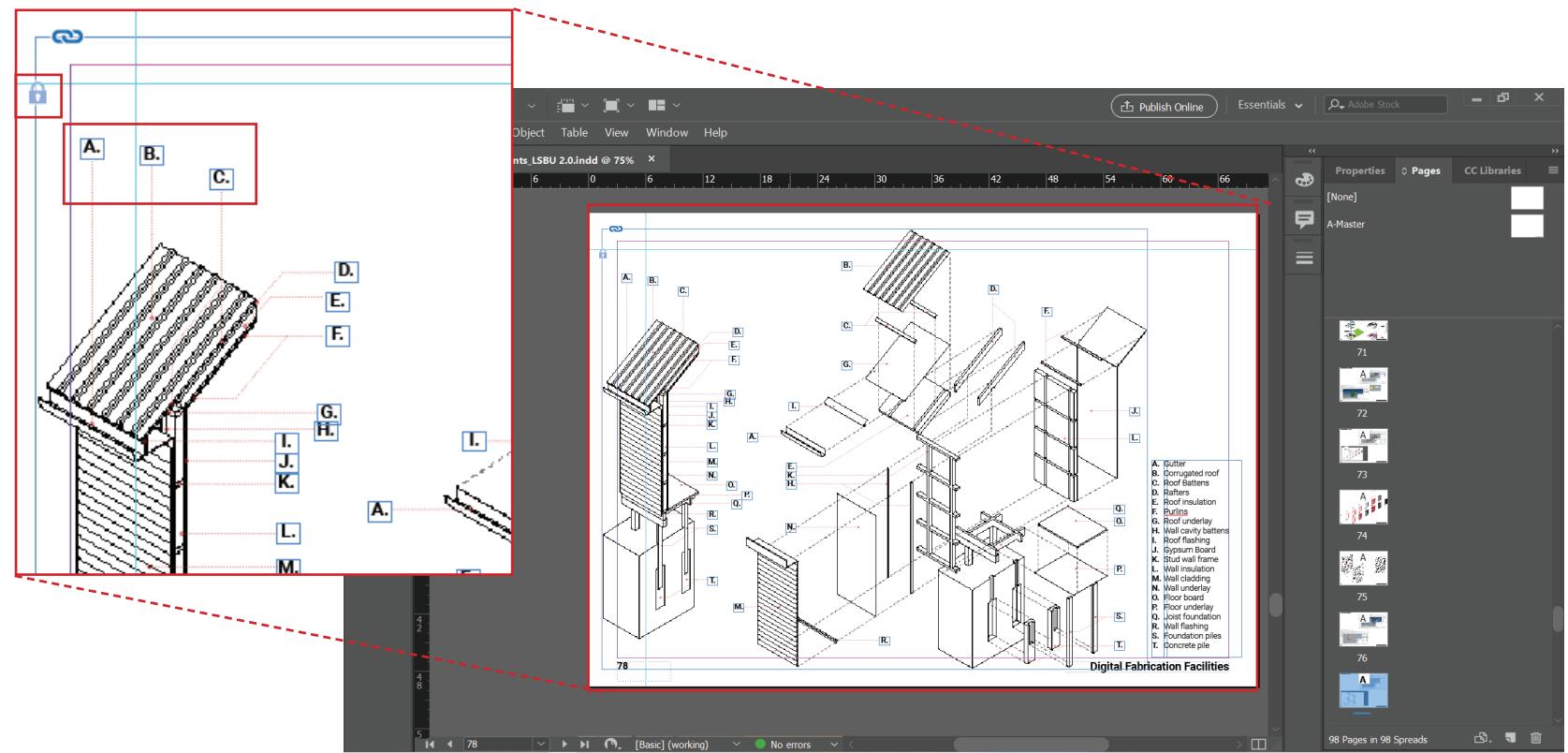


11. In Photoshop, go to "Image", "Mode" and tick "CMYK Colour" option.



12. In Illustrator, go to "File", "Document Colour Mode" and tick "CMYK Colour".

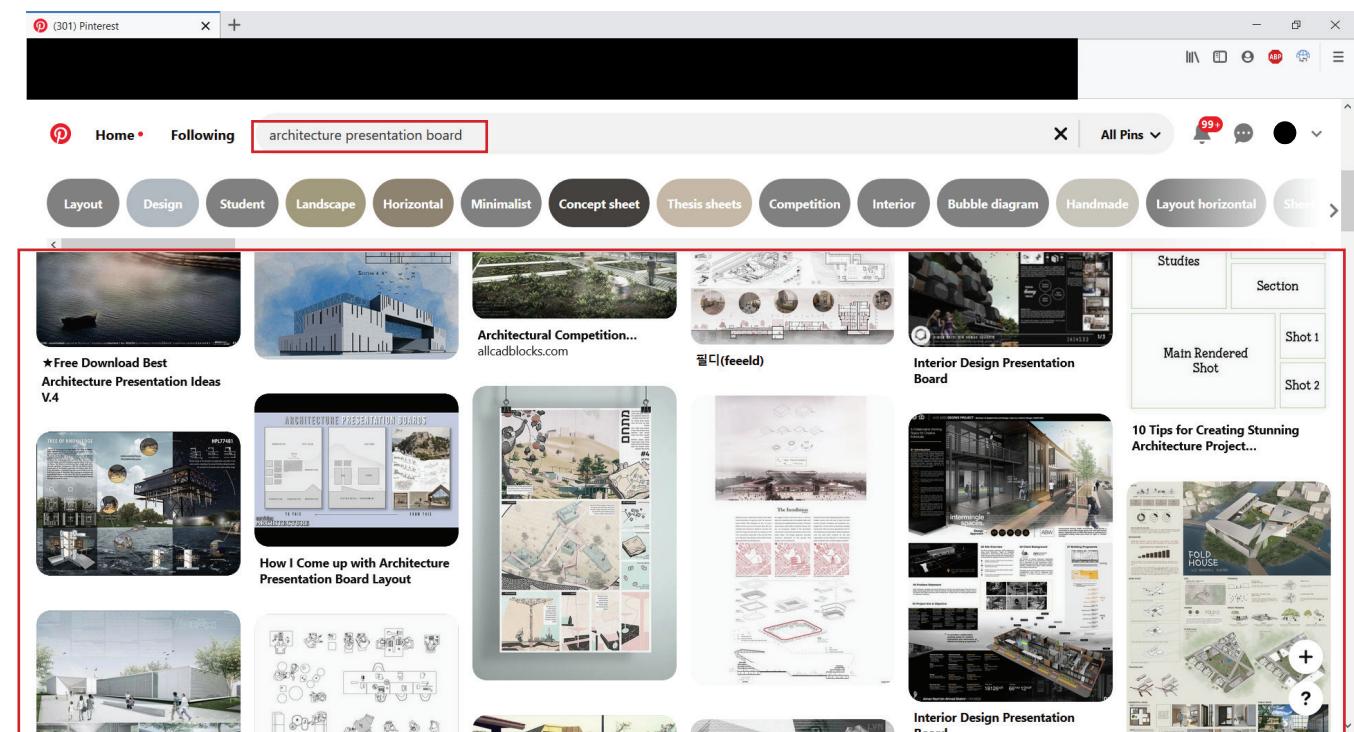
InDesign is good for making annotations as it is quick and snappy to run and easy to edit.  
Be sure to lock the original file before getting applying annotation.



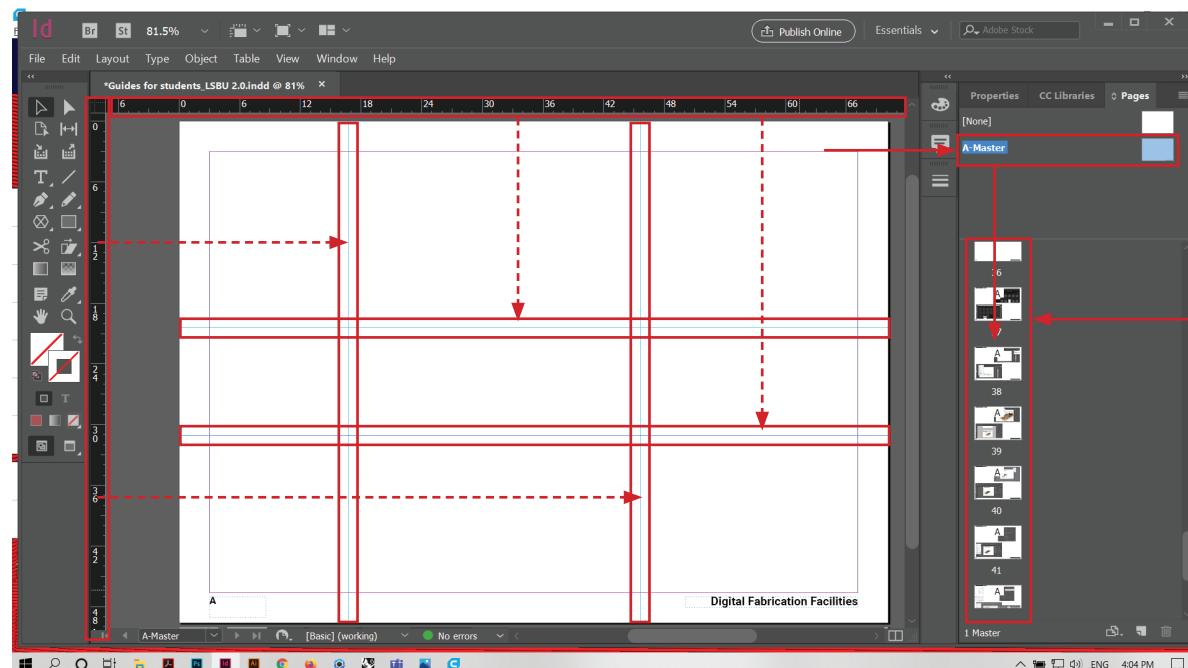
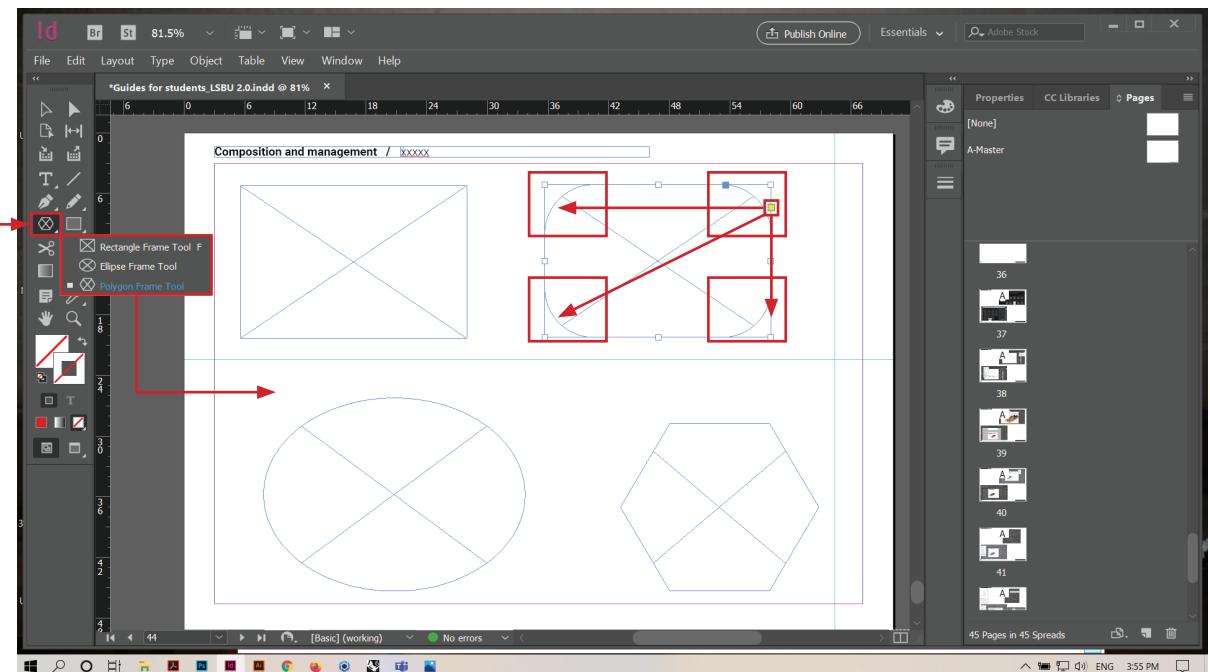
# Q: How to lay out?

## A:

Look at examples. Think about constructing a narrative that reflect design idea or chronological development. Be sure to avoid over clustering and adjust size of items to show bigger size for more important drawings. In the meantime, leave white spaces around. Pick a main item to show and place it in a prominant place strategically on board. Search website such as Pinterest for precedents.

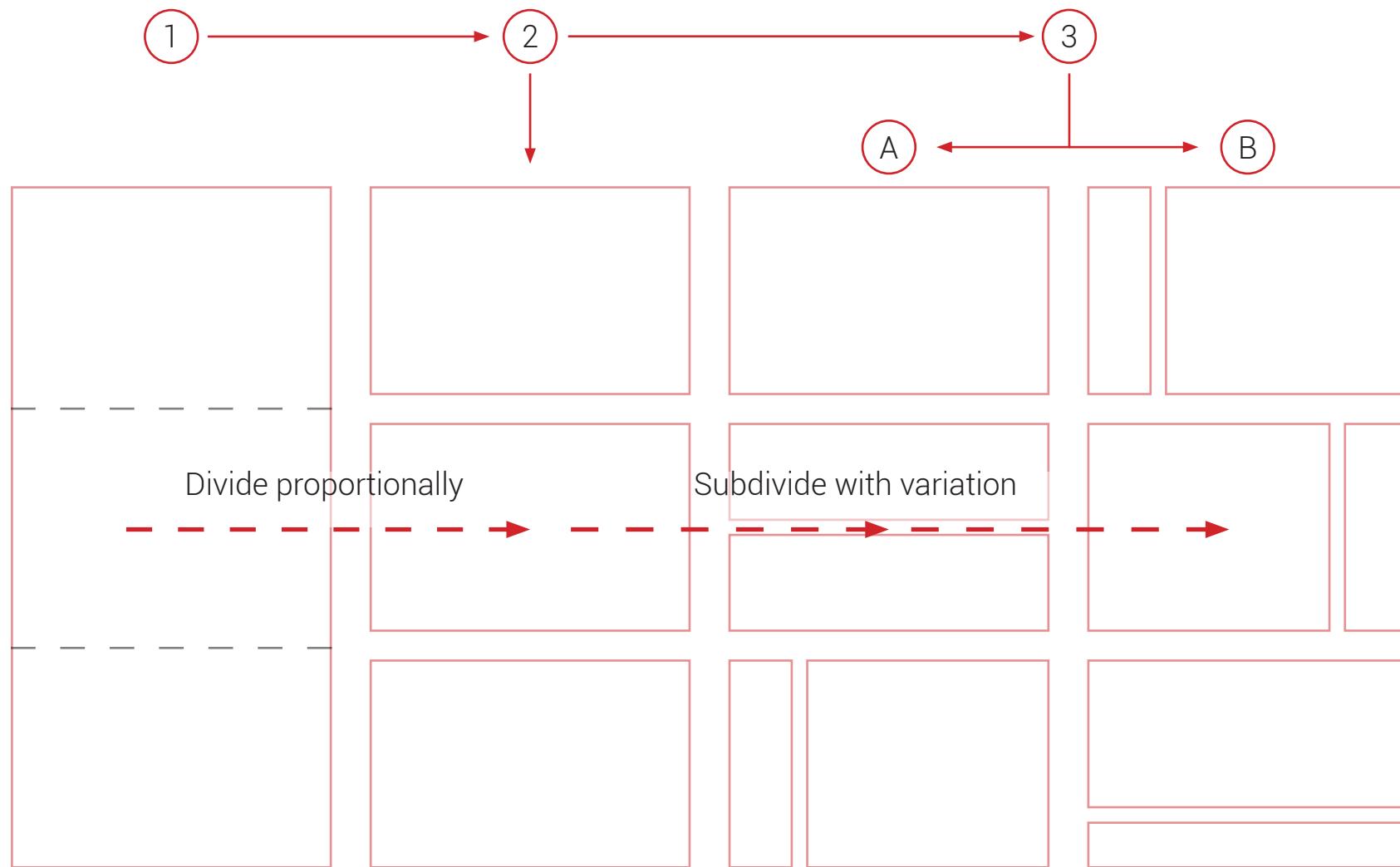


**13.** Use the frame tool to start creating layout options. If you hold on the Button you will be able to see different shape of frames. For rectangle frames, you can have the option to use fillet corners with the diamond control nod.

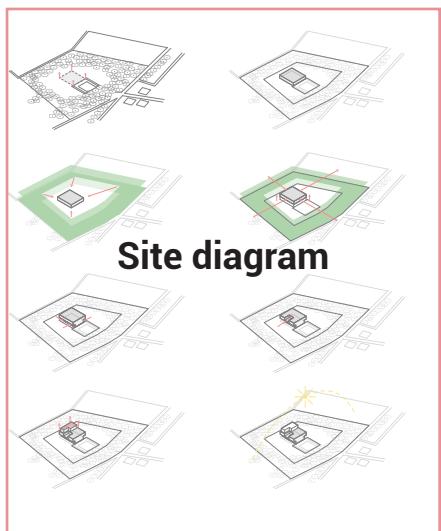


**14.** Use rulers to establish grid on the page to help you with layout. You can apply rulers on a master page and then apply the masterpage to individual pages to achieve consistent result.

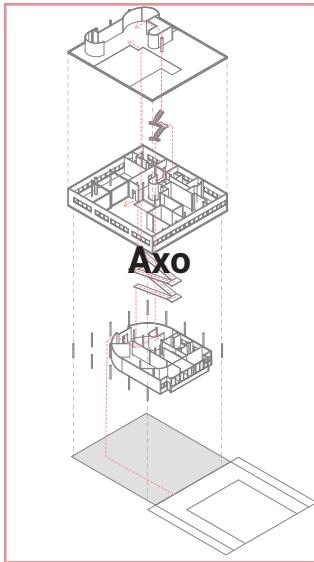
Take steps to divide up a banner in different regions. Use larger regions to show prominent drawings such as renders and sections. Use smaller regions to show diagrams and other drawings and views to complement the main drawings to show the design ideas.



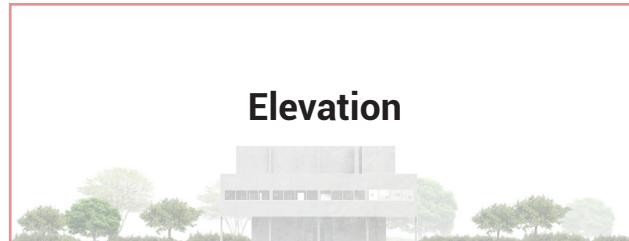
## Design and layout / Example / Input drawings



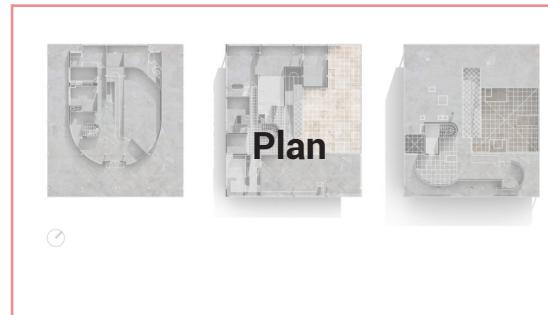
Site diagram



Axo



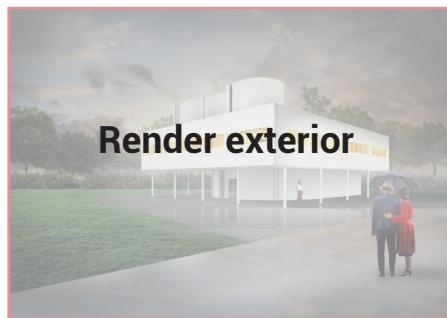
Elevation



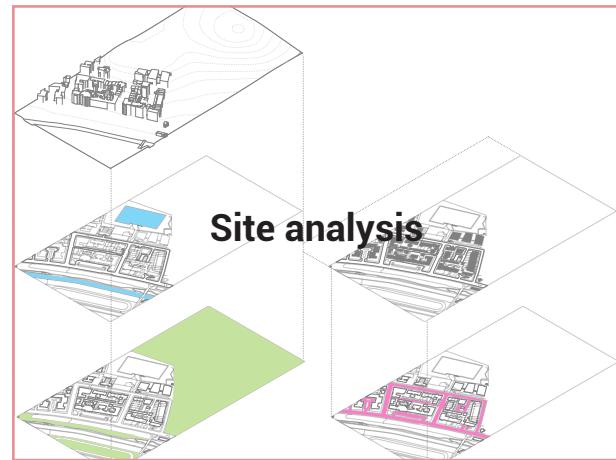
Plan



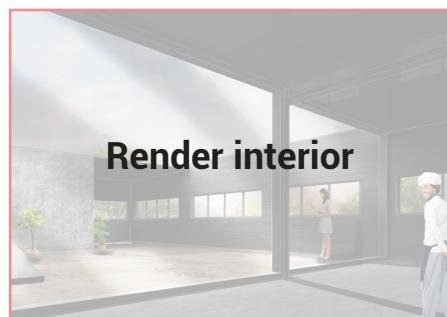
Section



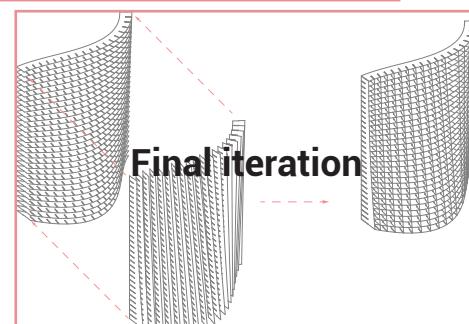
Render exterior



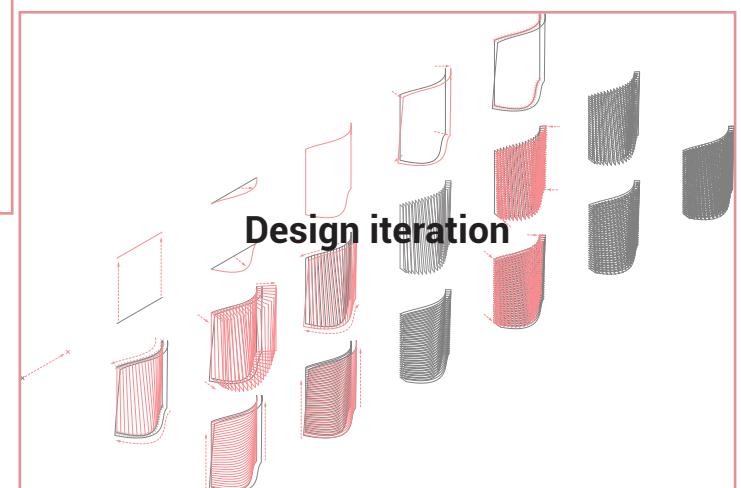
Site analysis



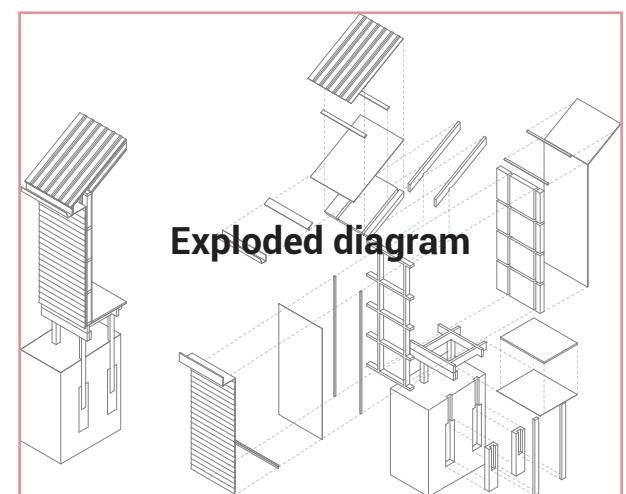
Render interior



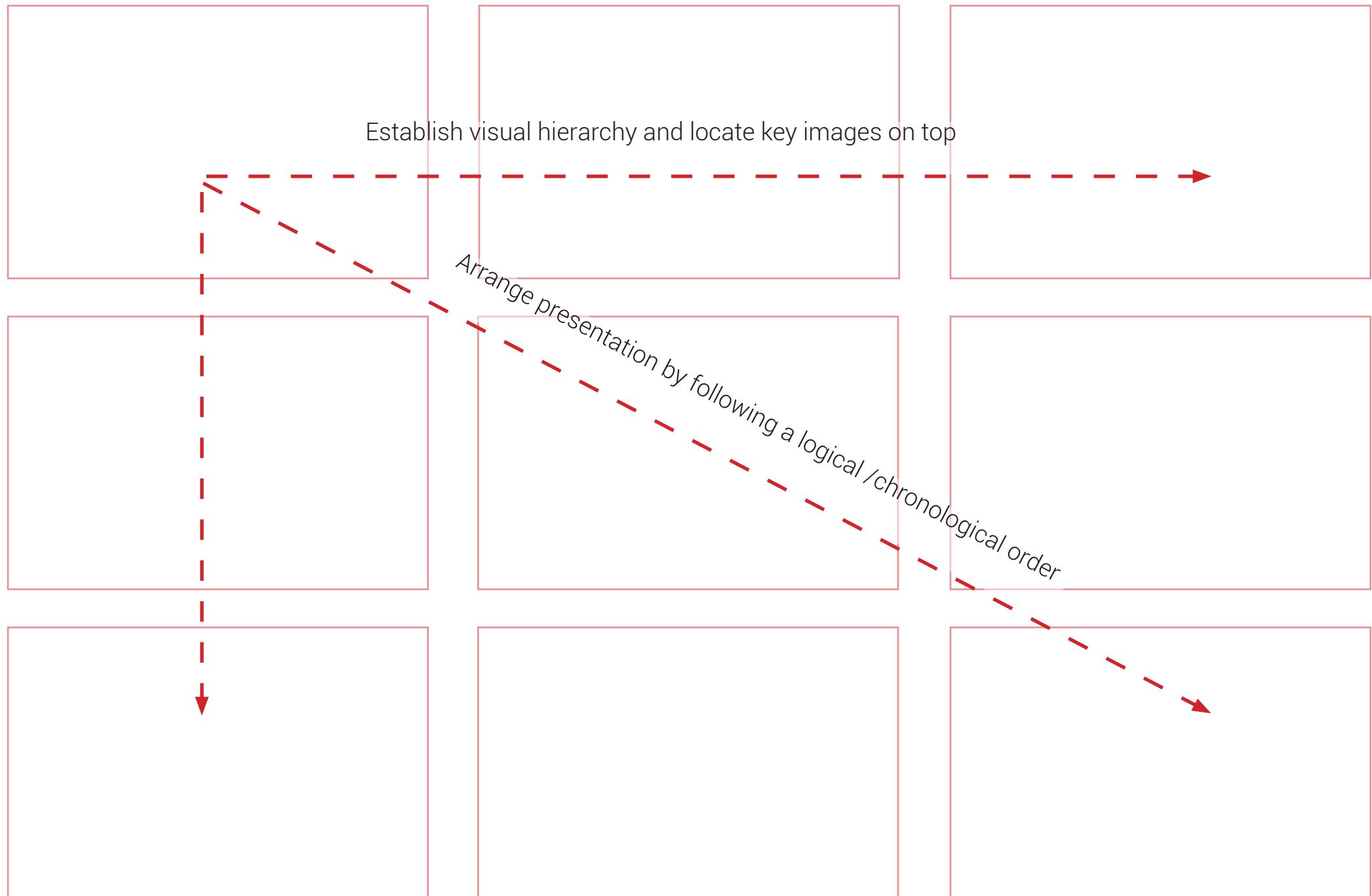
Final iteration

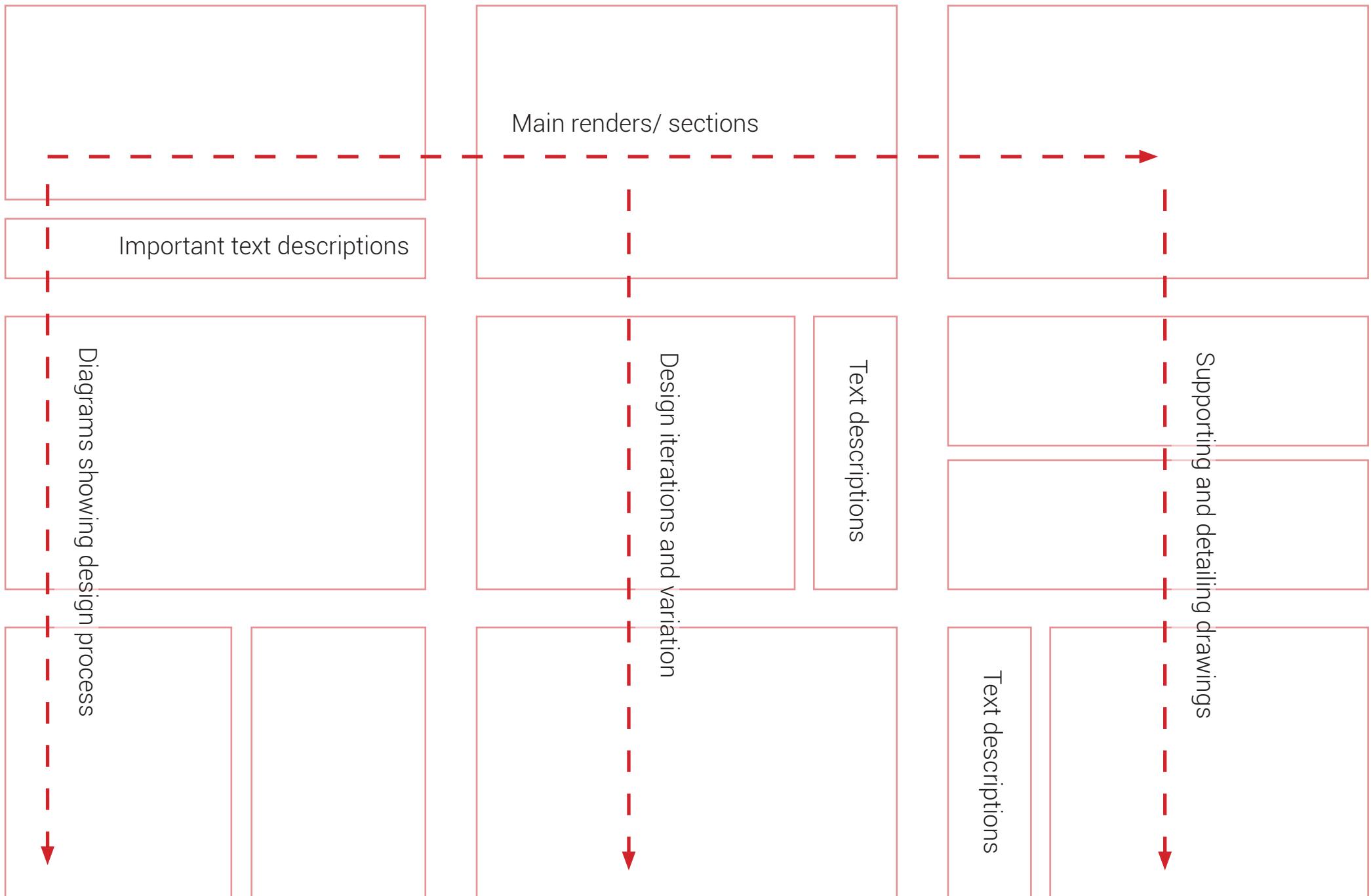


Design iteration



Exploded diagram

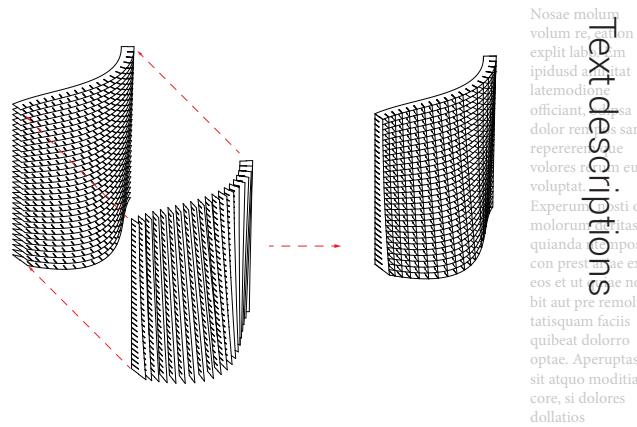
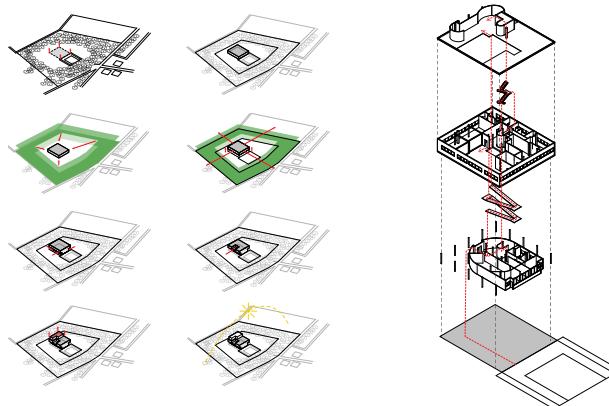
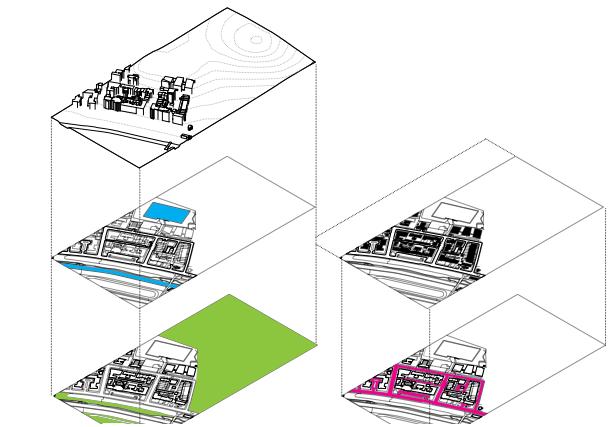




## Design and layout / Example / Finished



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pa. Iam fuedi illud inceptum erat quod mithell. Hoc porem que volorer chills dolupictet  
ve hitatem temporatus.  
**Important text descriptions**  
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quid qui arunt ra que nonseque dolesti onsentet et lautem. Aborepe lestorumima quia numquam



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volum recaion  
explit latem  
ipidus dicit  
latemodius  
officiant, esa  
dolor rens sam  
reperente  
volores in eum  
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quianda ampos  
con presue ex  
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sit atquo moditia  
core, si dolores  
dolatios

