

# ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

Hi Students,

Welcome to a new semester of Architecture study! Some of you are familiar with archiving your work (typically done at the end of each semester), but for others this is a new requirement that you've never had to do before. If you plan on getting a degree in Architecture, you will have to accept that an archive will be required for each of the Architecture classes that you take. Why? The reason is that the degrees from our school are accredited by NAAB (National Architecture Accreditation Board) which tests, reviews, and certifies that what you are learning in your classes meets the criteria that NCARB (National Council of Architectural Registration Boards) have adopted as being necessary for a successful career in architecture. You will be required to work and earn credits that will allow for you to start taking the Architecture Registration Examinations (AREs), and start you on your way to becoming a licensed architect. The archives that you create for each of your ARH classes, are periodically shown and reviewed by NAAB. As an accredited school we have to submit an archive for each student in each class. NAAB reviews the school every 8 years.... sometimes more often. It's critical to the school and to you, to do your best work always, and to document that work in a professional manner within your archive. The archives that you create will be a record of your classes taken and will help you in putting together a portfolio that you can be proud of, and which will hopefully help you land a great internship or position at an architecture firm.

Because your work is required for the archive, it is critical that you have a file storage system, with at least one form of backup. Do not rely solely on your laptop or flash drive. Make sure that you have a cloud storage location for all of your work and that you backup your work on a regular basis. Laptops get stolen, flash drives get lost, please don't risk losing your work. Also, don't just back up your final boards or presentations...you may find that you want to use other drawings, etc. when creating your Portfolio, so save all of your work.

Some of you are probably familiar with the Adobe InDesign program, but for others this is a new software program that you've never used. For several reasons our school has decided to use Adobe InDesign as the basis for our class archives:

- InDesign allows for "Templates" to be created, which allow for easy placement of work and many automated features like Table of Contents and Page Numbers to be easily updated
- InDesign allows for different paper and orientations for printing
- InDesign is the program that Graduate Students will use to create their Final Thesis Books so by using it for your archives, you will be familiar with this program before needing to use it for your Thesis Book layout.
- InDesign is a program used by many architecture firms, so you will be able to use it and add it as a valuable skill to your resume.

As a student at AAU, you can get free access to the Adobe Creative Cloud, which contains programs like Illustrator, Photoshop, and InDesign. You can find out how to download these by logging into the AAU's LMS online page. There will be an "ASSETS" tab in the center left, and click on "Software Keys". Read and follow the instructions given and download. If you have problems, contact the AAU IT support.

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Once you have access to the InDesign program, and have downloaded it, the best start would be to go to the Adobe Education site and do the tutorial on InDesign (<https://helpx.adobe.com/indesign/how-to/get-started-indesign.html> )

This tutorial will show you much more than what you'll need to complete your archive, but it will familiarize you to the basics.

I have created step by step instructions for how to create your archive using the course archive template provided to you for each class, but first, a few basics to remember as you're working in InDesign:

**Packaged File** – The Archive Template that you receive from your instructor should not be just a stand-alone InDesign file.

You should receive a Folder which contains the following:

- Document Fonts Folder
- Links Folder
- InDesign Markup Document
- **InDesign Document** (This is the file to open to create your archive)
- PDF of the InDesign Document

**Layers** – InDesign uses a Layers system. It is important for you to know which layer you are using.

When you open the InDesign Document you will see four layers:

- **BLUE- Template Layer-** this is the layer that the template was created on. DO NOT ADD or change anything on this Layer.
- **CYAN- Work Layer-** this is the layer where the work and content that you add should be placed.
- **GREEN-** This is the layer where your Name and ID-Number from the Cover sheet resides so that your name and ID-Number will show up on each sheet of the document. This is part of the automatic function built into the template. DO NOT change or move to another layer....as this will corrupt the template. Do not change text font, size, etc....
- **PINK- This is a NON-PRINT** layer. All of the RED instructional text is on this layer, so that when you print out your PDF, you will not see it, or ANYTHING that has been placed on this layer. This is true for your work and text.....if for some reason your work gets placed on this PINK layer, it will not show up in automatically created PDF when you save and package your InDesign file. It is very IMPORTANT to review the PDF that gets created. If you find that your work is not showing up in the PDF, but you see it in your InDesign file, go to the "Layers" Tab, then click on your work, and if it is on the pink layer you will see a pink square on the far right of the pink layer. Click on the little pink box and drag it up to the CYAN layer. This will move your work to the proper layer. You will then have to repackage your InDesign file, to get an updated PDF. Then review the new PDF and make sure that your work is now showing up.

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“Placing” Graphics and Text into your documents:

- Please review the tutorial on how to “place” graphics and text into your archive. Along with this please review and understand how “Frames” works. The use of “Frames” may be new to you, and it’s critical that you understand how to place and size your graphics.
- [https://video.search.yahoo.com/search/video;\\_ylt=Awr9IIOYuSZgkb8AiV5XNyoA;\\_ylu=Y29sbwNncTEEcG9zAzlEdnRpZAMEc2VjA3Nj?p=how+to+insert+graphics+into+InDesign&fr=mcafee#id=1&vid=aacc0d1816cfa4e9351e5d6a43d0395a&action=view](https://video.search.yahoo.com/search/video;_ylt=Awr9IIOYuSZgkb8AiV5XNyoA;_ylu=Y29sbwNncTEEcG9zAzlEdnRpZAMEc2VjA3Nj?p=how+to+insert+graphics+into+InDesign&fr=mcafee#id=1&vid=aacc0d1816cfa4e9351e5d6a43d0395a&action=view)
- [https://video.search.yahoo.com/search/video;\\_ylt=Awr9IIOYuSZgkb8AiV5XNyoA;\\_ylu=Y29sbwNncTEEcG9zAzlEdnRpZAMEc2VjA3Nj?p=how+to+insert+graphics+into+InDesign&fr=mcafee#id=2&vid=8f01e0dd55cb4465f5d6069138940874&action=view](https://video.search.yahoo.com/search/video;_ylt=Awr9IIOYuSZgkb8AiV5XNyoA;_ylu=Y29sbwNncTEEcG9zAzlEdnRpZAMEc2VjA3Nj?p=how+to+insert+graphics+into+InDesign&fr=mcafee#id=2&vid=8f01e0dd55cb4465f5d6069138940874&action=view)
- How to place a multi-page PDF into InDesign:
- [https://video.search.yahoo.com/search/video;\\_ylt=Awr9IIOYuSZgkb8AiV5XNyoA;\\_ylu=Y29sbwNncTEEcG9zAzlEdnRpZAMEc2VjA3Nj?p=how+to+insert+graphics+into+InDesign&fr=mcafee#id=2&vid=8f01e0dd55cb4465f5d6069138940874&action=view](https://video.search.yahoo.com/search/video;_ylt=Awr9IIOYuSZgkb8AiV5XNyoA;_ylu=Y29sbwNncTEEcG9zAzlEdnRpZAMEc2VjA3Nj?p=how+to+insert+graphics+into+InDesign&fr=mcafee#id=2&vid=8f01e0dd55cb4465f5d6069138940874&action=view)

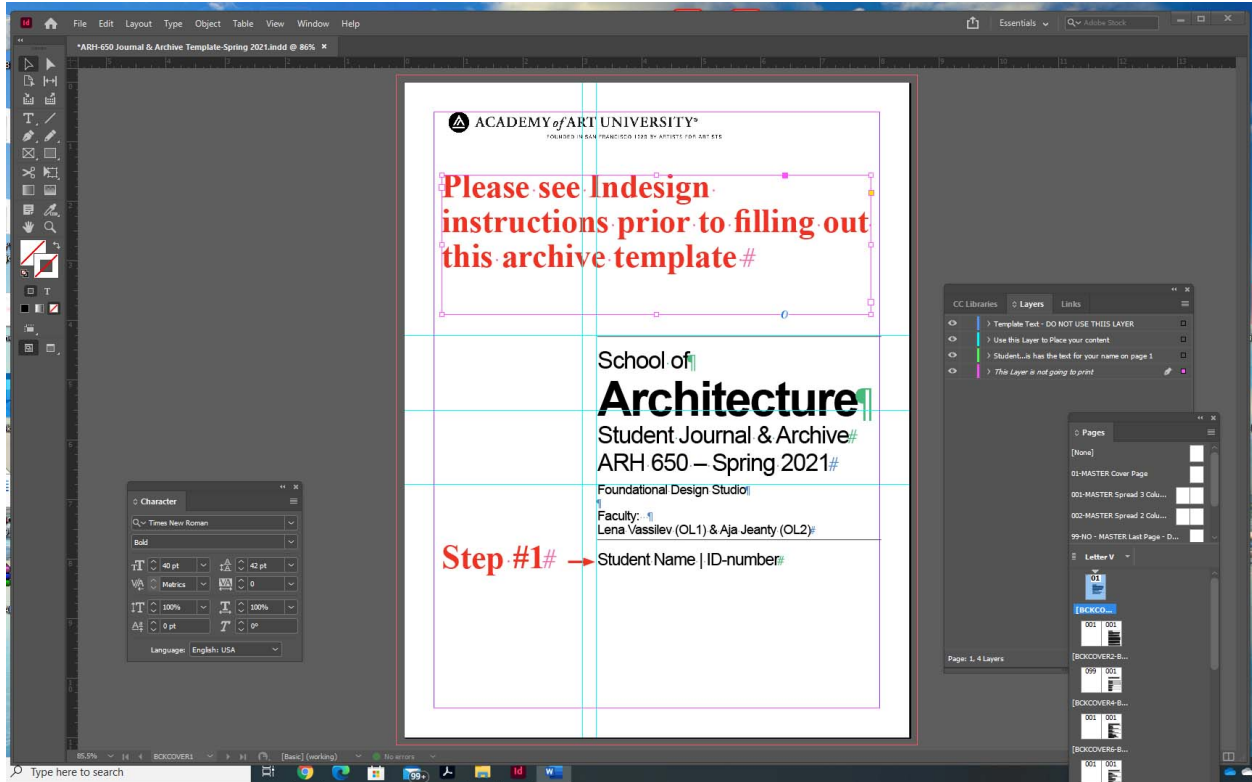
Obviously, there are many tutorials in written and video format that you can search and read or watch. I encourage you to take just a few minutes each week to learn something more about InDesign. If you don’t know how to do something, please do a search on how to do it. Be resourceful and self-sufficient. This will allow for you to gain valuable skills.

# ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

Step by Step Instructions for completing your Archive file:

## Step #1:

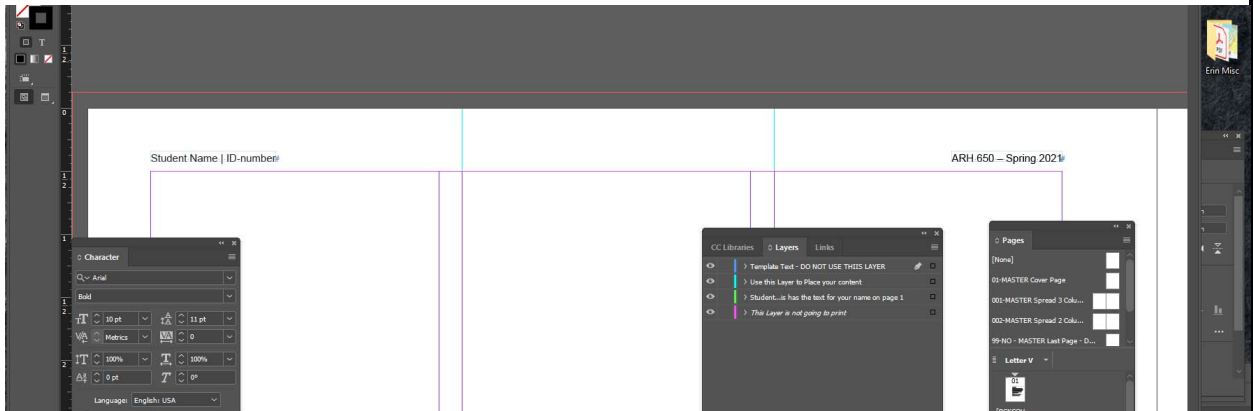
- Open the InDesign Archive Folder provided by your Instructor
- Find the InDesign Document and open it in Adobe InDesign
- Scroll to the very first page. This is the Cover Page. If by chance you have an old PDF Archive Cover sheet, please discard it. DO NOT ADD any additional Cover sheets to your InDesign or your PDF document, you do not need it.



- Locate where you see “Step #1” in RED. You will see that it points to the “Student Name | ID-number” text. Click on “Student Name” and you should see that it is located on the green layer. (if the box you highlight is blue- that is the Instructors Name Box. DO NOT EDIT the Instructors name box.) Make sure that you are clicking on the green student name box, and then edit entering your Name (First then Last). If you have another first name that you are known by, please enter it in brackets i.e. First (nickname) Last. Then enter your AAU ID Number.

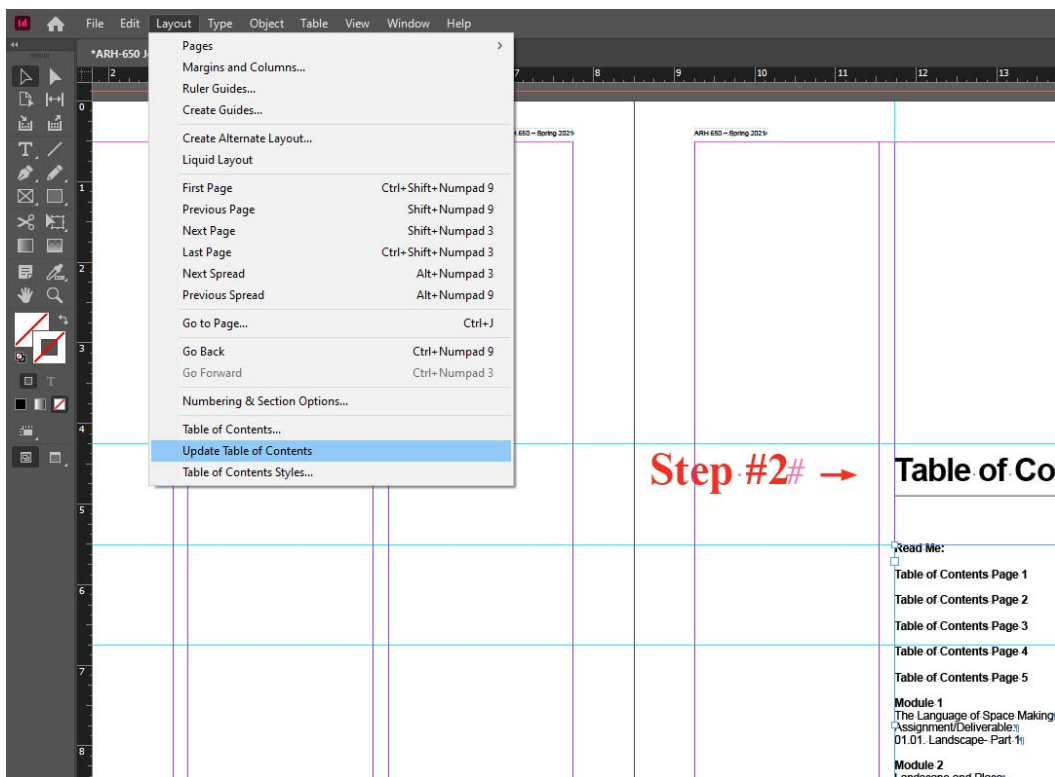
# ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

- If you've done this properly, you will see your name and ID number showing up on each page of the document.



## Step #2:

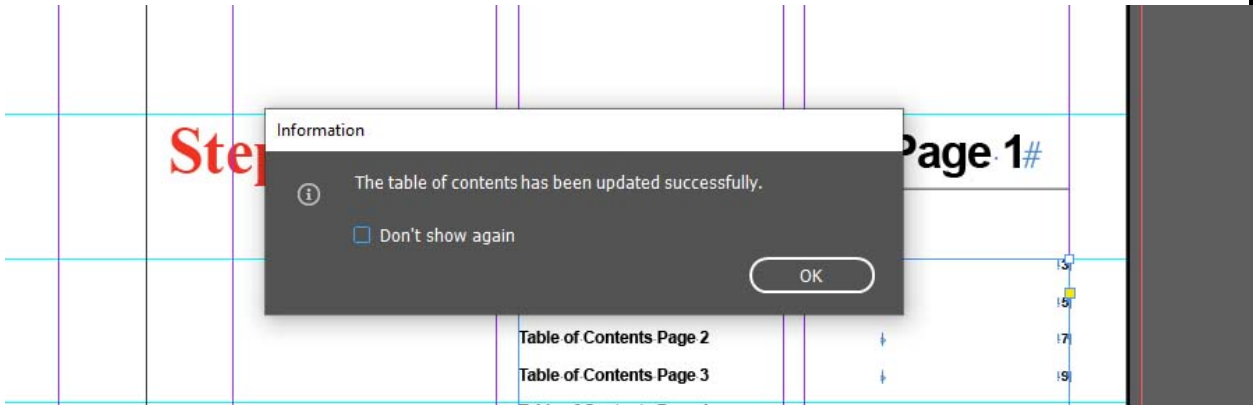
- Scroll down to where you see “Step #2” on sheets 4 and 5. You will see the “Table of Contents Page 1” and listed you will see the Modules, and which work and assignments your instructor need to be placed within each Module.
- After you have completed your Archive, or at anytime during your work on it, you can update the Table of Contents by clicking anywhere within the Table of Contents box (you will see a blue box highlight). If you then choose “Layout” up at the top of your screen (a drop-down menu will open) and choose “Update Table of Contents”. Your Table of Contents will be updated automatically.



# ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

## Step #2 Continued:

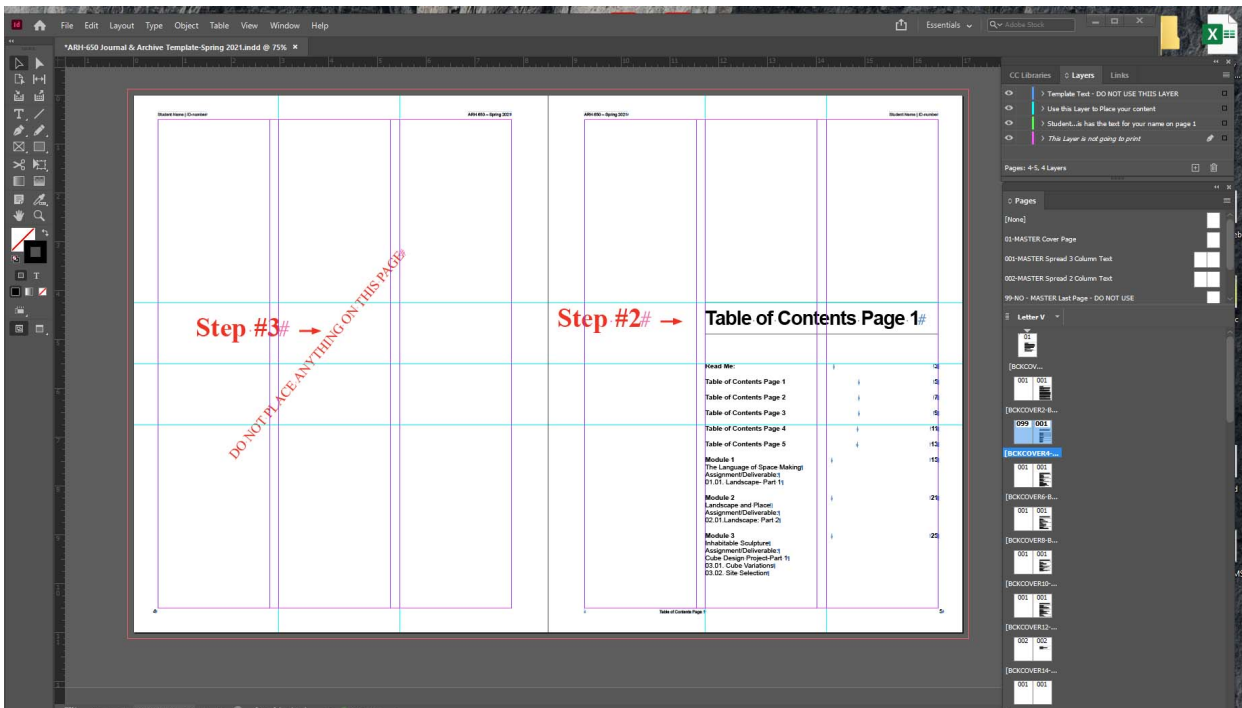
- If you've updated your Table of Contents correctly, you will see a pop-up box like the one shown below.



- DO NOT attempt to edit or change the Table of Contents. The format and template being used are set and you should not make any changes other than updating it so that the page numbers are correct.

## Step #3:

- Throughout the Archive Template you will see in RED text, instructions stating “DO NOT PLACE ANYTHING ON THIS PAGE”. This means that this page is intended to remain blank. In most cases this is to accommodate two page spread printing in horizontal 11 x 17 paper size. When you see this instruction on a page...DO NOT place anything on the page, please leave it blank. This will apply to all of the pages where you see this throughout the document.



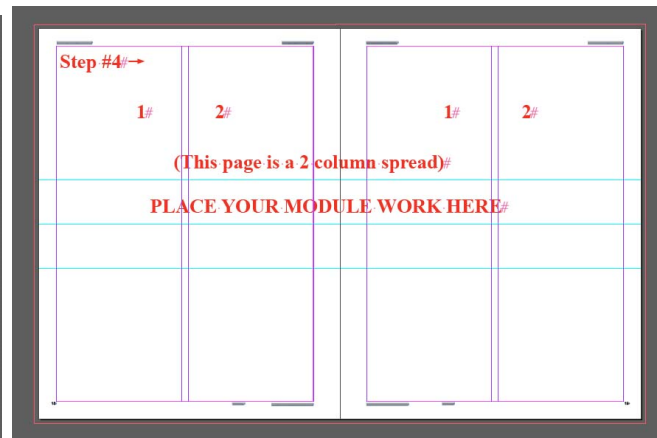
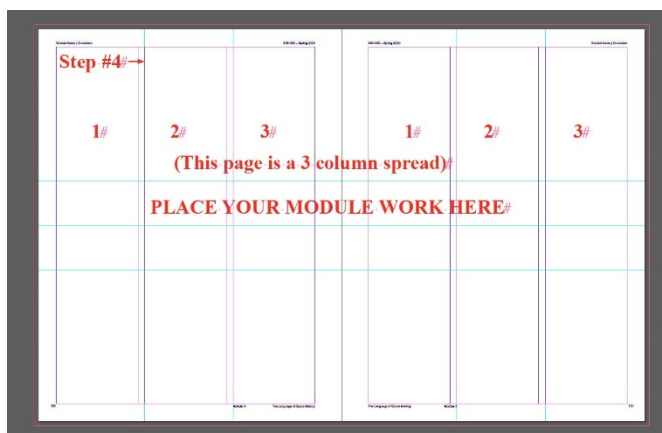
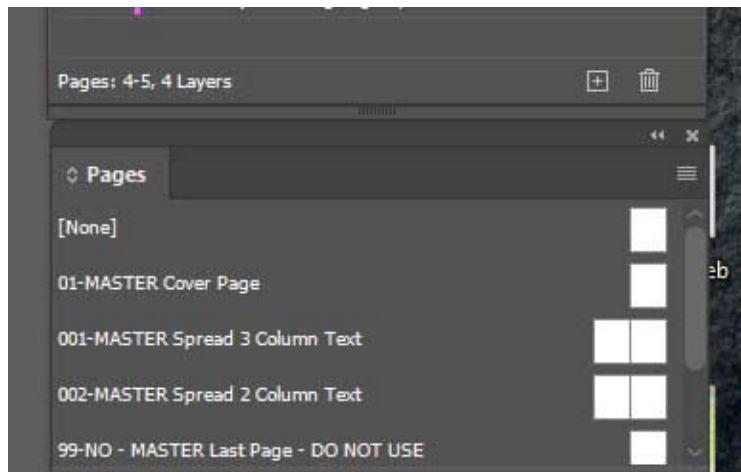
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### Step #4:

- Go to the first page where you see “PLACE YOUR MODULE WORK HERE” in RED text. (Note: each course will have its unique Table of Contents.... some are three pages long, others are four or five. The first page AFTER your Module 1 Title Page, is where you will start placing your work.
- Before you start placing your work, go to the “Pages” window tab. (if you don’t see a “Pages” window, go up to the “Window” tab at the very top of the InDesign screen, and you can choose which windows to see or not see. If you see a blue check box next to the window you want, then it’s already open somewhere on your screen.
- Please note that there are two styles of “MASTER Spread” pages available for use in the archive template
  - 001-MASTER Spread 3 Column Text
  - 002-MASTER Spread 2 Column Text

These are the ONLY sheets that you should add to the template if you need to add more pages to place your work.

If you look at each of these sheets, you will note that one has a guideline grid set up for three columns, and the other has a guideline grid set up for two columns. Think of these like how a magazine might be laid out with text and graphics formatted by columns.



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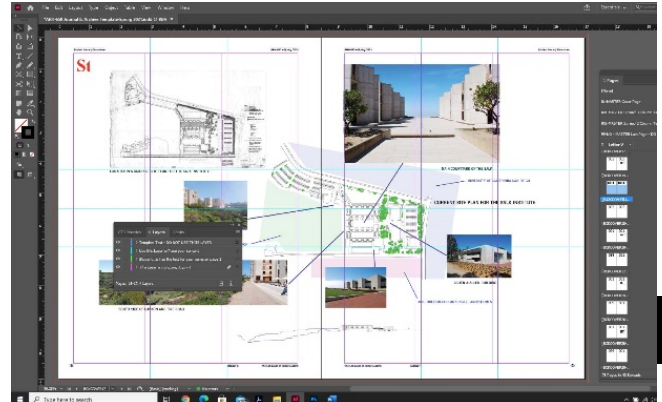
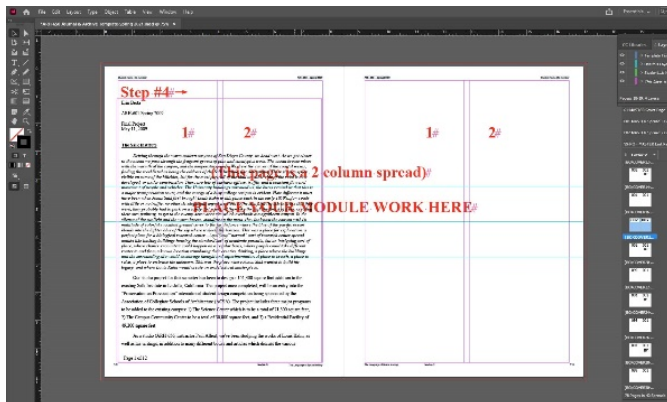
## Step #4 Continued:

The column layouts will help you in placing multiple files or photos or text on one page, should you decide to do your layout like this.

- Please see the examples of how you can place text and graphics in a variety of ways using the 2 and 3 column formats.



- There are many ways to layout your archive. The easiest way is to load in work already formatted, as most of your drawings and presentation are, and to place your work across one page (if it's Portrait/Vertical) or two pages (if it's landscape/horizontal). If this is the case, it doesn't matter which format Master Spread you use. The columns will not show up. Please be sure to keep your graphics within the border shown, so that there is a margin around the edge. Do not place graphics or text all the way to the paper edge. You may want to do this for other documents, but not for your archive file.





## ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

It is highly recommended that you start working on your Archive as soon as possible. DO NOT wait until the last day of the semester to put it together. If you create it Module by Module as you complete your work, you will have time to put together a complete archive.

The next important skill in InDesign is how to add or delete pages as needed. This is very easy to do, but you do need to pay attention to make sure that you've added or deleted the correct page.

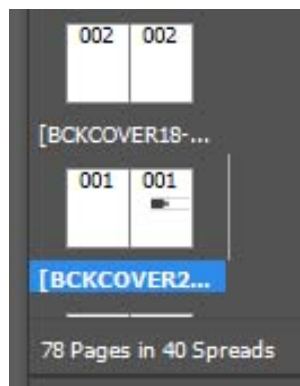
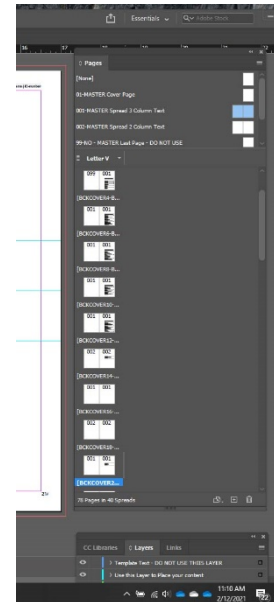
**VERY IMPORTANT TO NOTE:** All of the Archive templates are formatted using two-page spreads. This means that when you add a Master spread...you are actually adding two pages, and when you delete a spread, you are deleting two pages. This is how we want all of the Archives formatted. The only single pages in your archive will be the Cover sheet (the very first sheet where you entered your Name and ID Number), and the Back Cover (the very last page of the template).

To DELETE a spread not needed:

- Center the spread that you want to delete in your main InDesign window and click on it
- Go to the "Pages" tab and you will see that your current page showing appears to be "BLUE" in the Pages tab. To delete this spread, click and drag the blue pages to the "trash icon" in the lower left of the Pages tab.
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- The page should now not appear in your document.

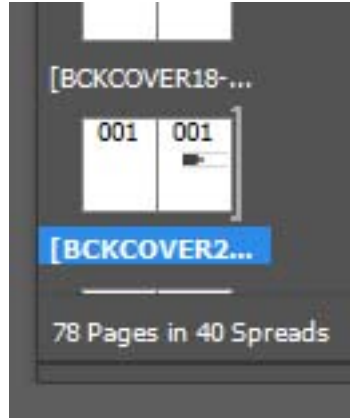
To ADD a spread into your Archive document:

- Center the spread that is just before where you want to add a new spread, in your main InDesign window and click on it
- Go to the "Pages" tab and you will see that your current page showing appears to be "BLUE" in the Pages tab.
- Decide which "Master Spread" to add (remember there are only two choices):
  - 001-MASTER Spread 3 Column Text
  - 002-MASTER Spread 2 Column Text
- Click on the text name of the spread that you want to add (this will select both pages of the spread), and drag it to the right side of the current spread which is highlighted in blue. A long Line bar (as shown below) will appear. Now you will see in the main document, that a new spread has been added.



## ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

- **IMPORTANT: DO NOT PLACE** your cursor too close to the highlighted pages when dragging into position. If you see a BRACKET next to the page (as shown below), instead of the long line as shown previously, the program will change that spread to a four-page spread, instead of inserting a new two-page spread as you are wanting.



### IMPORTANT:

- If for some reason you did not complete an assignment that is required for your Archive please add a text box and text stating “This assignment was not completed.” This will let those reading your Archive that you didn’t just forget, or the graphic just isn’t showing up, but that you did not do the assignment. Of course this is NOT good, so hopefully as you’re working on your archive and you notice that you’re missing an assignment, that you will find the time to do it, so that you won’t have a missing assignment. It is your responsibility to complete all of the course assignments.
- Your Zipped Archive Folder can not exceed 700 MB or it will not be able to be uploaded to the LMS Archive site. DO NOT submit multiple zipped files to the LMS for your archive. Change the size or resolution of high sized graphics.

## ARCHIVING INSTRUCTIONS FOR USING INDESIGN TEMPLATES

Finishing up your Archive:

- Once you've added all of your content and checked to make sure that you haven't put anything on the PINK NON\_PRINT layer, please go back to STEP #2 and update the Table of Contents. Double check that the updated page numbers are correct.
- Then you will need to save your InDesign file. Please title as shown below (inserting your course number and section\_Semester and Year\_ Last Name\_Firstname\_ID#:  
ARH-601-OL1\_Fall2020\_archive\_First Name Last Name\_ID# .
- The next step once your Archive file is complete and properly named is to "Package" your InDesign file. "Packaging" the file is very different than just saving the InDesign file. Packaging will automatically create the following in a new Folder:
  - Document Fonts Folder
  - Links Folder
  - InDesign Markup Document
  - InDesign Document
  - PDF of the InDesign Document

\*Please note: The Package File Folder ensures that all fonts and linked graphics are included with your file. It is extremely important to not skip the Packaging step. Also, it's a good idea to take a look at the PDF that is created from the packaging operation to make sure that all of your work is showing up. If you see blank pages, you probably have put the work that should be showing up onto a non-print (pink) layer. To fix this you must go back into the InDesign document, go to "Windows" and open the "Layers" window. Then click on the images that are not showing up and move them to the cyan layer. You will then have to go back and package the file again....and check the PDF....and you should now see your work.

If you placed all of your graphics correctly, your "LINKS" file should contain a copy of everything that you've added to your document.

### • **Uploading your Journal & Archive to the LMS Class Archive Folder:**

Please compress or zip your Packaged Journal Folder (named properly and containing your Archive PDF which has been renamed properly), and upload it to your class LMS Archive Folder. (It should be under Module 15, Discussions. If you don't see an Archive Folder.... please contact your Instructor. The Instructor may need to add it.

•Please note: Files uploaded to the LMS class Archive Folder must be less than 700MB. Your Journal file should not be larger than this. Most Archive files are between 300 and 500MB. If yours is bigger than 700MB, you will need to fix it.

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Please note: If your instructor requires additional files and/or files in their original format (AutoCAD, Rhino, Revit, etc.), please create a separate folder and then compress or zip that file and upload it in addition to your Journal file.

Your Archive Journal is to be a semester long project, where each week you make a record of the work, assignments, and projects that you've worked on. It should show and record input, changes, ideas, and reasoning made on projects and assignments. Journals will be reviewed periodically during the semester by your Instructor(s), and reviewed formally prior to the assignment of your Mid-Term Grade, and then again prior to the assignment of your Final-Grade for the class.

VERY IMPORTANT: If you work with a partner, or in teams or groups, on any assignment included in your Archive, NAAB requires that each student identify what work they did or contributed to in the project. You can not just load in a project assignment with everyone's name on it, you must also add a text box describing what your individual contributions were specifically.

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I hope that these instructions have helped you navigate through how to put together your Archive using the InDesign Template. If you run into any problems, and think changes or additions to these instructions are needed, please let me know. Also, if you've found or learned any "Tips" or shortcuts that you think we should add, please email them to me. Please consider these instructions as a work in progress, and input is always welcome.

Have fun putting your Archive together! You all do such great work, please make the record of it just as great!

Thanks,

Erin

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