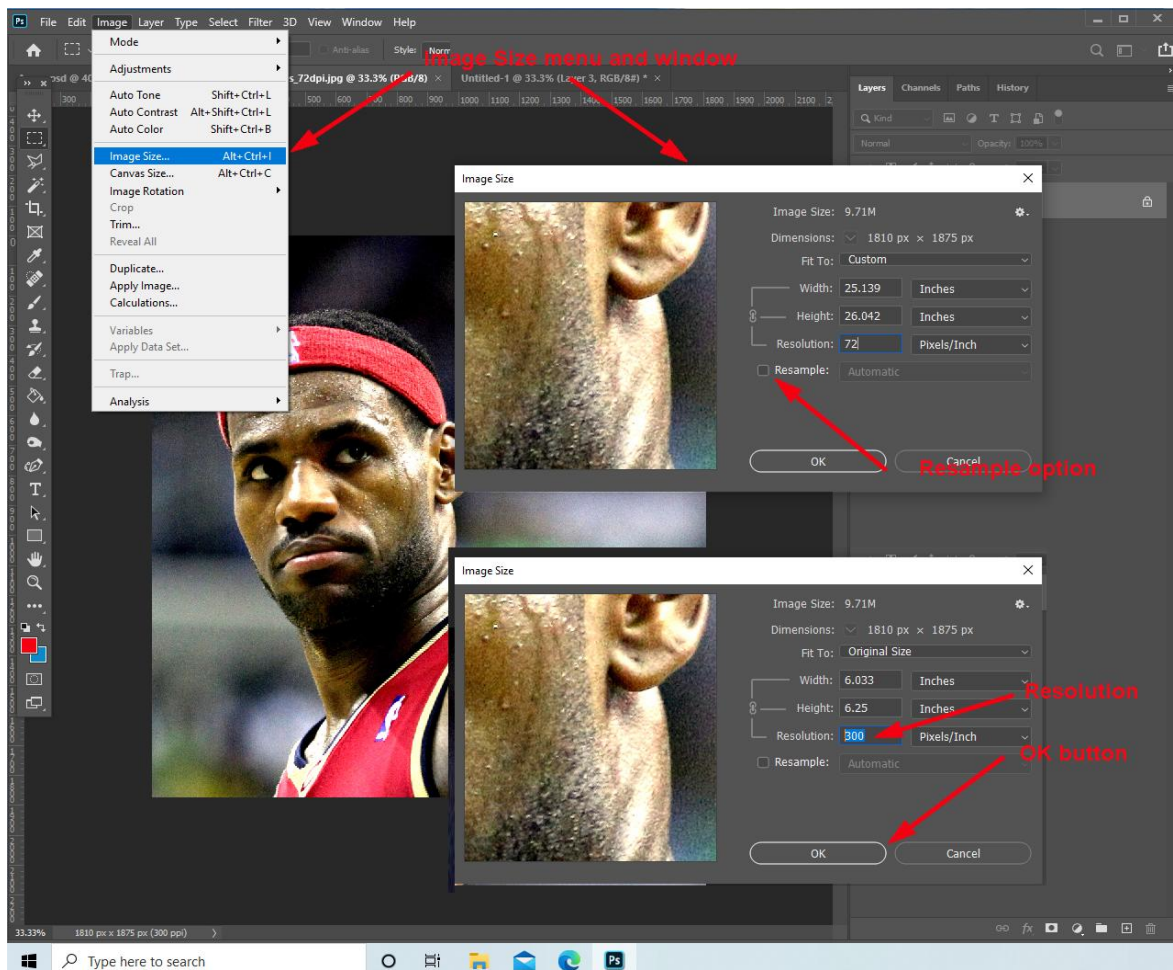


# Tutorial: How to Import Digital Photos and Texts into InDesign Template for Los Angeles Collegian Newspaper?

By Edward Locke ([edwardnlocke2022@gmail.com](mailto:edwardnlocke2022@gmail.com) | 626-759-0381)

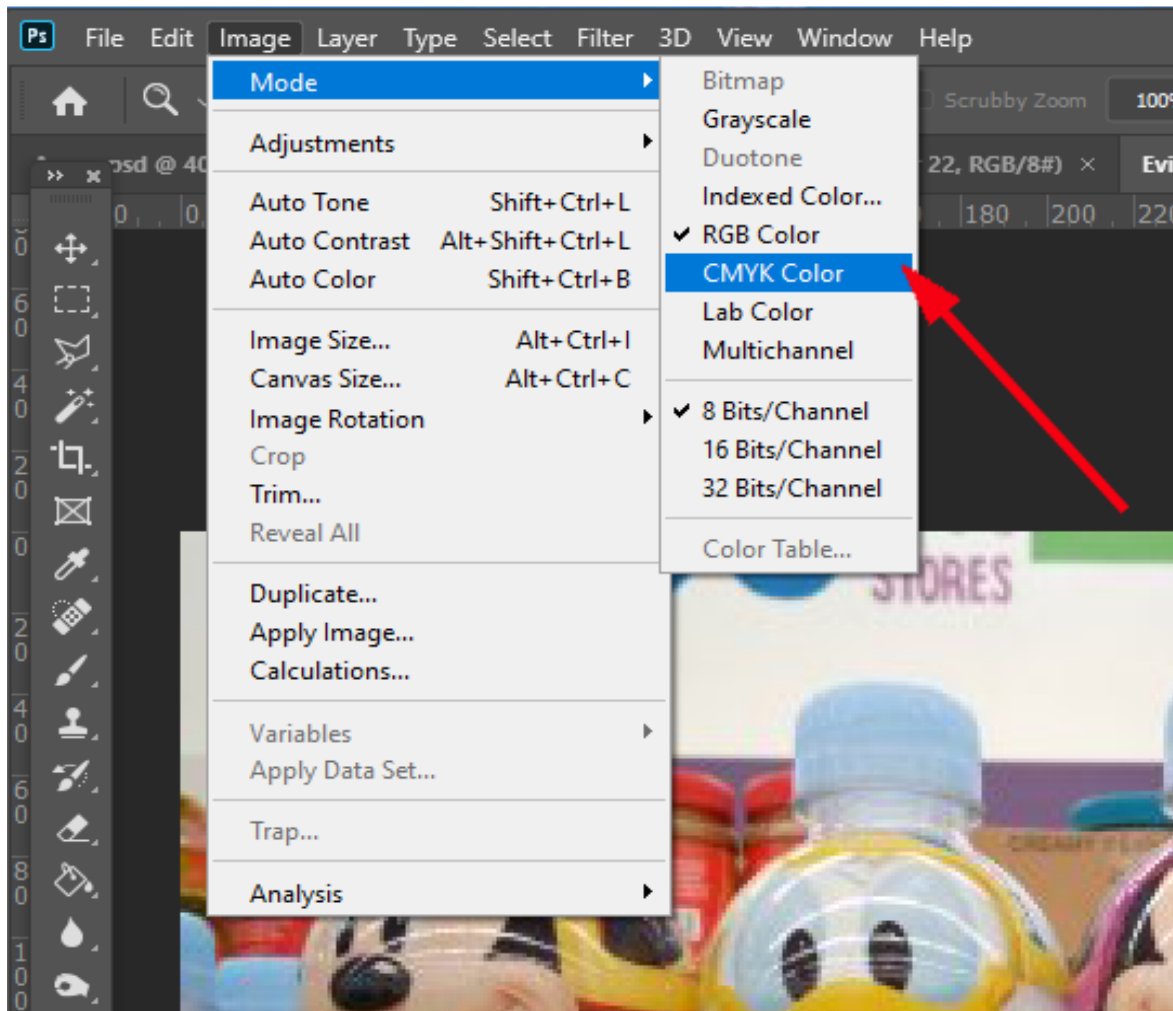
**Step 1. Open the digital photo in Photoshop, change the Resolution from 72 dpi to 300 dpi, convert the file from RGB mode to CMYK mode, and add metadata information to the jpeg file**

To change the size of the digital image: Go to Image→Image Size menu to open the Image Size window; uncheck the Resample option so that the number of pixel data will be kept when the Resolution is changed; next, change the Resolution from 72 dpi to 300 dpi by typing the new number in the text field; notice that the numbers in the Width and Height text boxes update; click the OK button, and press Ctrl and s keys (in Window) or Command and s keys (in Apple) to save the file; then close the file. This step will shrink the size of the digital image and make it easier when importing and editing the digital image into InDesign file.



### To convert digital image file from RGB mode to CMYK mode:

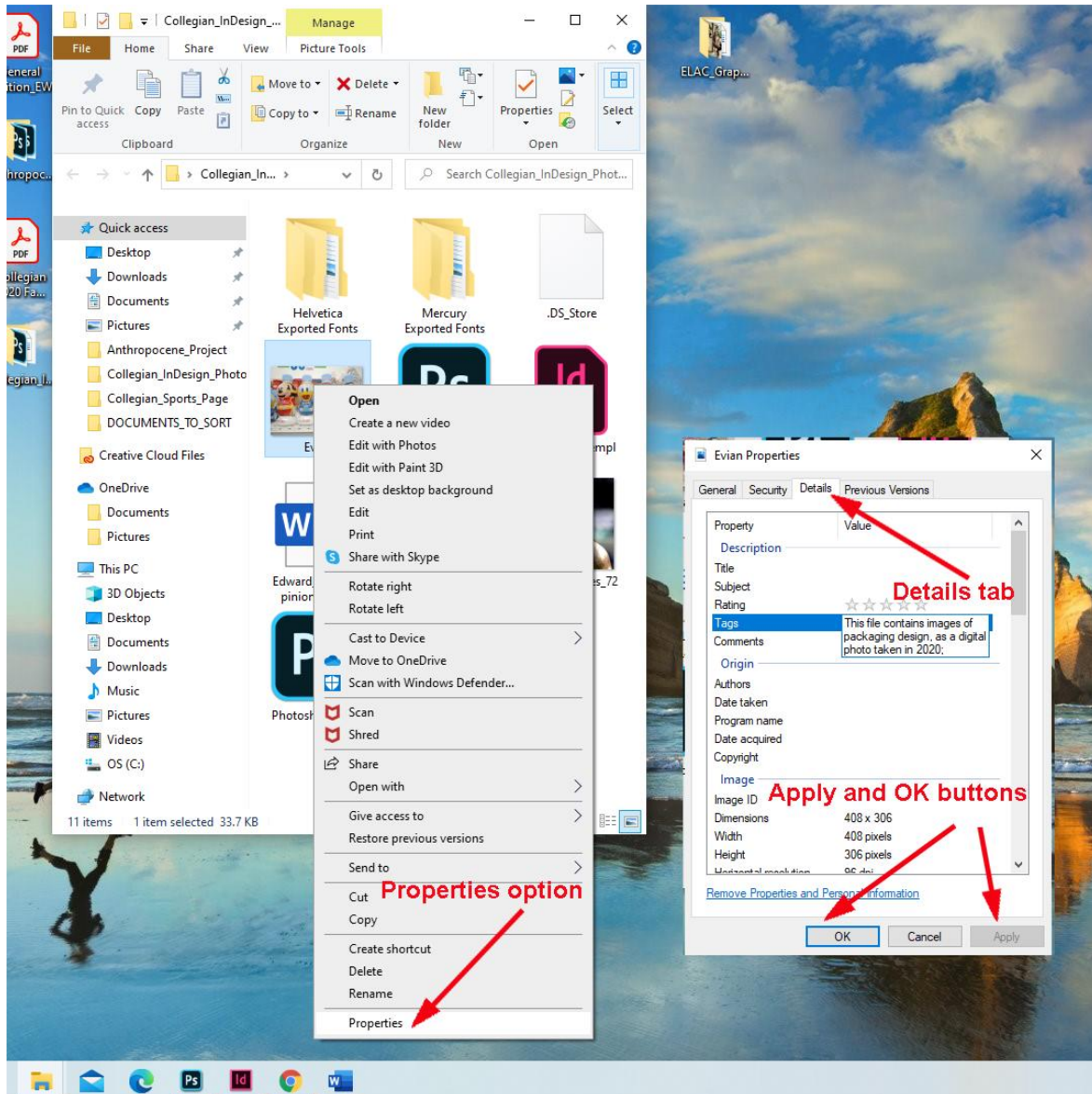
When you take a picture with camera or iphone, the default mode is RGB (Red, Green, and Blue, for online usage). For the printed copies of the Collegian newspaper, it is better to use CMYK mode (Cyan, Magenta, Yellow and Black, corresponding to the four printing inks). To convert a digital photo file from RGB mode to CMYK mode, open the file in Photoshop, go to the Image→Mode menu and select the CMYK Color option. Save the file as a .jpeg file.



### To add metadata information to the .jpeg file

The term “metadata” here refers to information about an image file (such as Title, Authors, etc.). For the image you submit to the Collegian, what is important is a description or “caption” of the image. In the folder containing the image file, right-click the image for the dialog window, select the Properties option to open the “[file name] Properties” dialog box, select the Details tab, click the Tabs text field and type the caption you want; next, use the same method to fill in other information; click the Apply and OK buttons to complete. For more information, watch the YouTube video before:

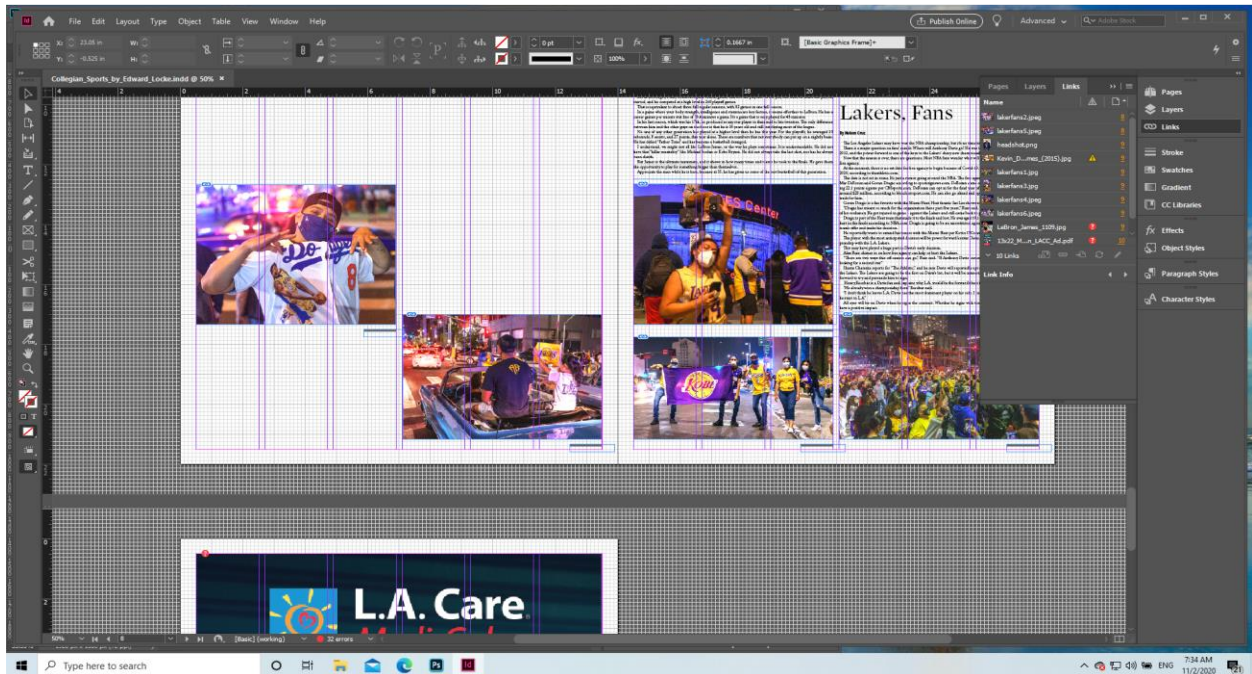
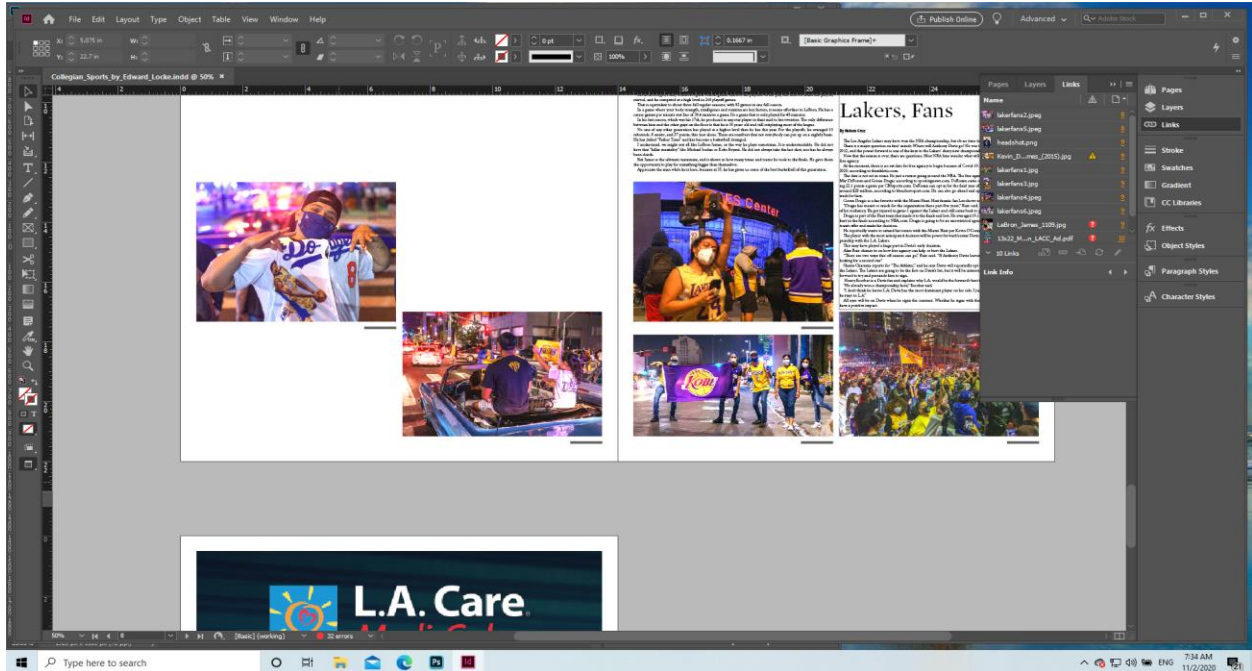
<https://www.youtube.com/watch?v=-lSbqzOcA1s> (How to add METADATA to your STOCK PHOTOS and VIDEOS).



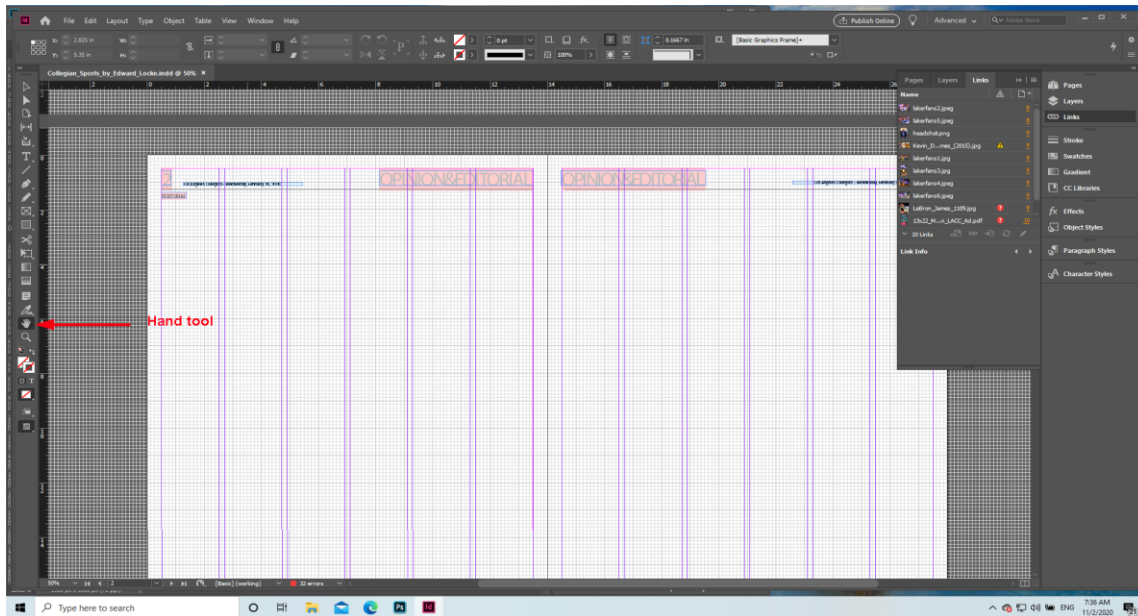
## Step 2. Open the Collegian\_Template file and get familiar with the basic tools.

As shown below, the InDesign window might not show the grids and guidelines; if this is the case, press the w key to show them on the screen, and press the w key again to hide them.





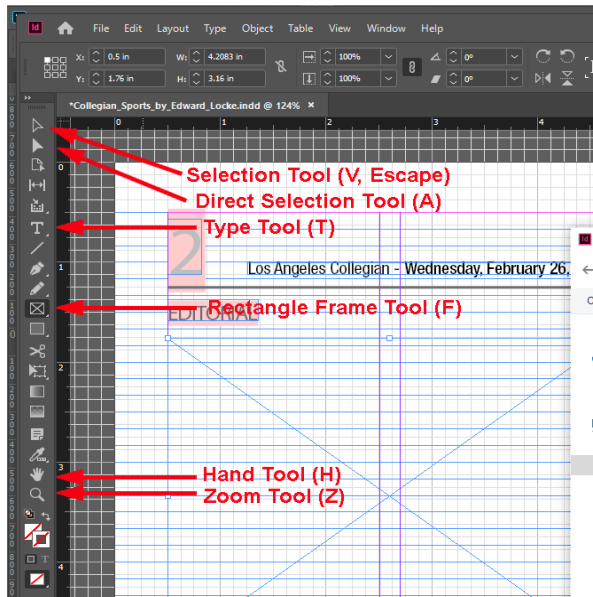
Select the Hand tool to move the screen to the page you want; alternatively, turn the middle wheel button of the mouse to complete this task. Select the Zoom tool, and drag a window on the screen to enlarge the area you want to see in more details; or press the left button of the mouse to zoom in; or hold the Alt key (in Window) or Option key (in Apple) and press the left button of the mouse to zoom out.



The basic tools include

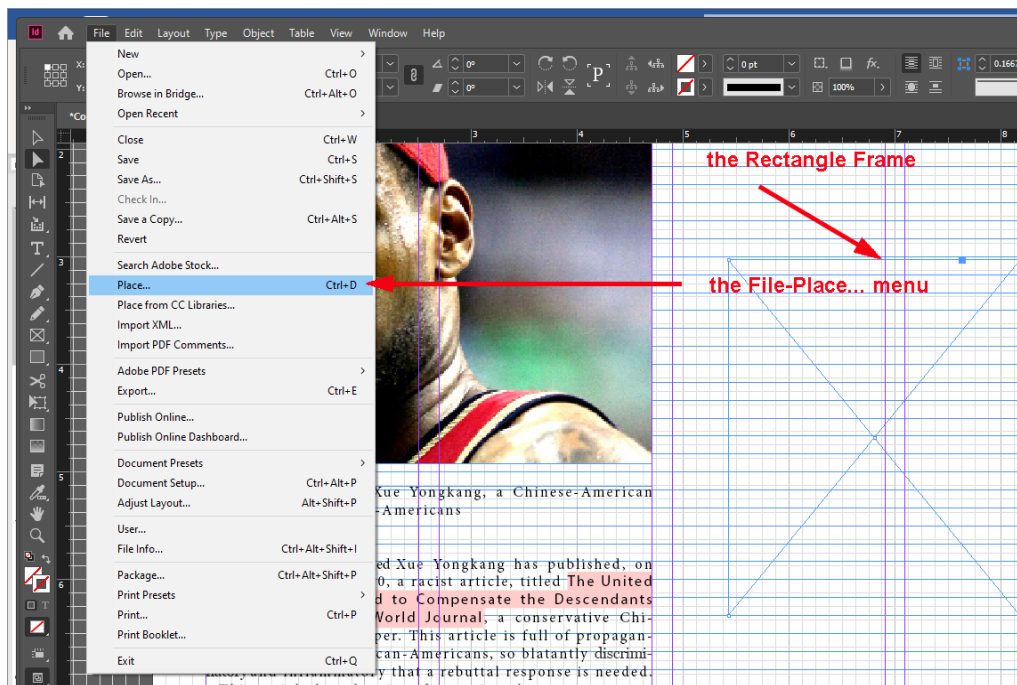
- Selection Tool (V, Escape): Used to select the imported digital image inside the Rectangle Frame for moving or resizing.
- Direct Selection Tool (A): Used to select the Rectangle Frame and to move or resize it.
- Type Tool (T): Used to select, type or edit text inside the Rectangle Frame (or Polygon or Ellipse frame).
- Rectangle Frame Tool (F): Used to create a frame for importing digital image or text.
- Hand Tool (H): Used to move the screen around by dragging the mouse; this tool can be activated by holding the space bar on the keyboard.
- Zoom Tool (Z): Used to zoom in or zoom out.

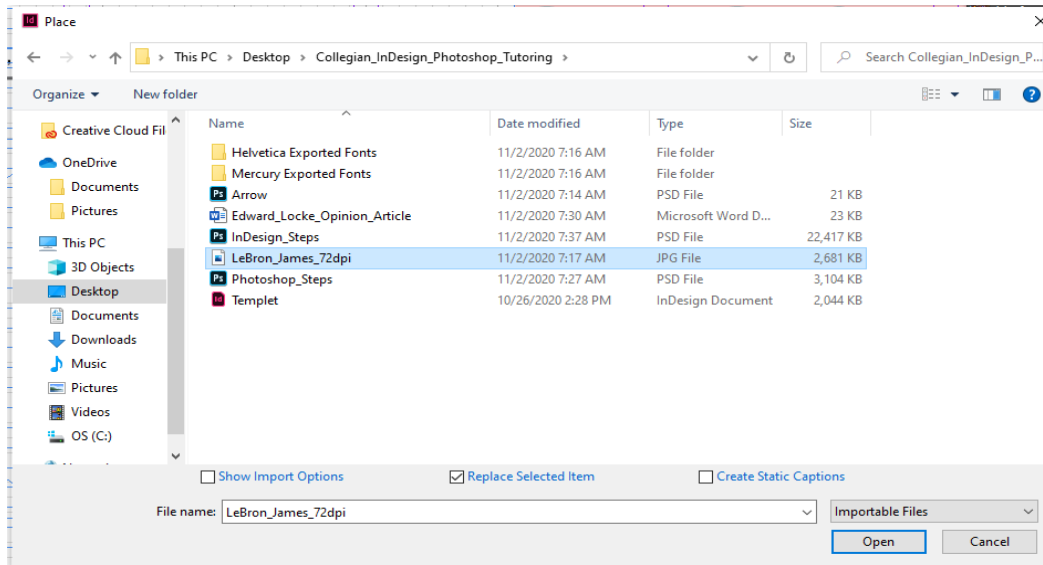
All of the above keys could be activated by pressing the letters within the parenthesis (the shortcuts). These Tool buttons are available in the Tool Bar (on the left of the picture below); and their name will appear when you move the mouse over the button and hold for a few seconds.



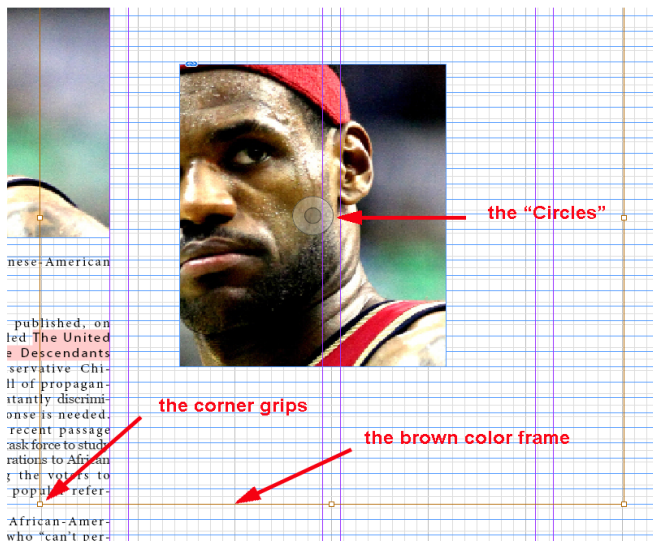
### Step 3. Create a Rectangle Frame to import a digital image and to resize it.

Select the Rectangle Frame Tool by pressing the f key or its button on the Tool Bar; click and hold the left mouse button at the selected top left corner, drag the mouse to the desired bottom right corner and click the left mouse button again to create the Rectangle Frame. Next, select the rectangle frame you have just created with the Direct Selection Tool, hold the Ctrl key and press the d key (in Window) or hold the Command key and press the d key (in Apple), or go to the File→Place... menu, to open the folder containing the digital image; select it and click the Open button to import the digital image into the frame. The digital image appears in the rectangle frame.



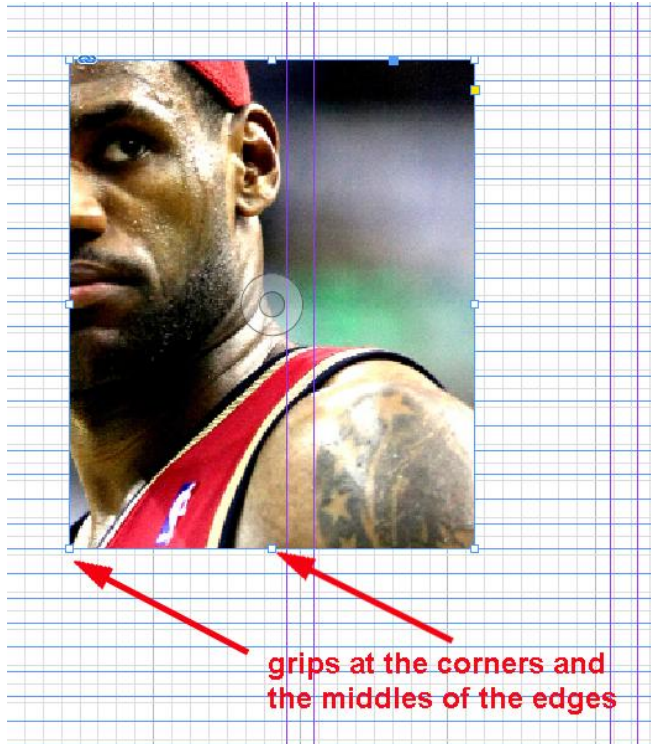


To resize the image, select the Selection Tool, drag the mouse over the image, a brown frame appears (it could be larger or smaller than the rectangle frame); also, the “Double Circles” appear in the exact center of the rectangle frame; click the “Double Circles” and drag the mouse to move the image inside the frame; hold the Shift key, click and drag the corner grips to resize the image and keep its proportion; do NOT do this without holding the Shift key, and NEVER click the middle grips on the edges of the brown color frame (doing these will distort the image by breaking its proportion between width and height).



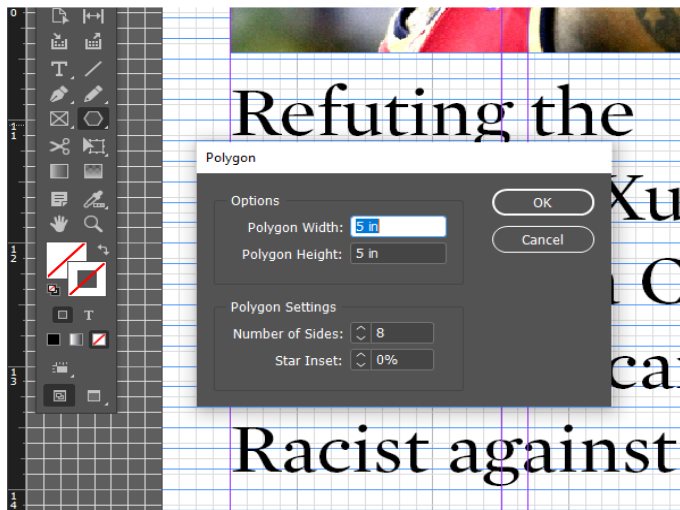
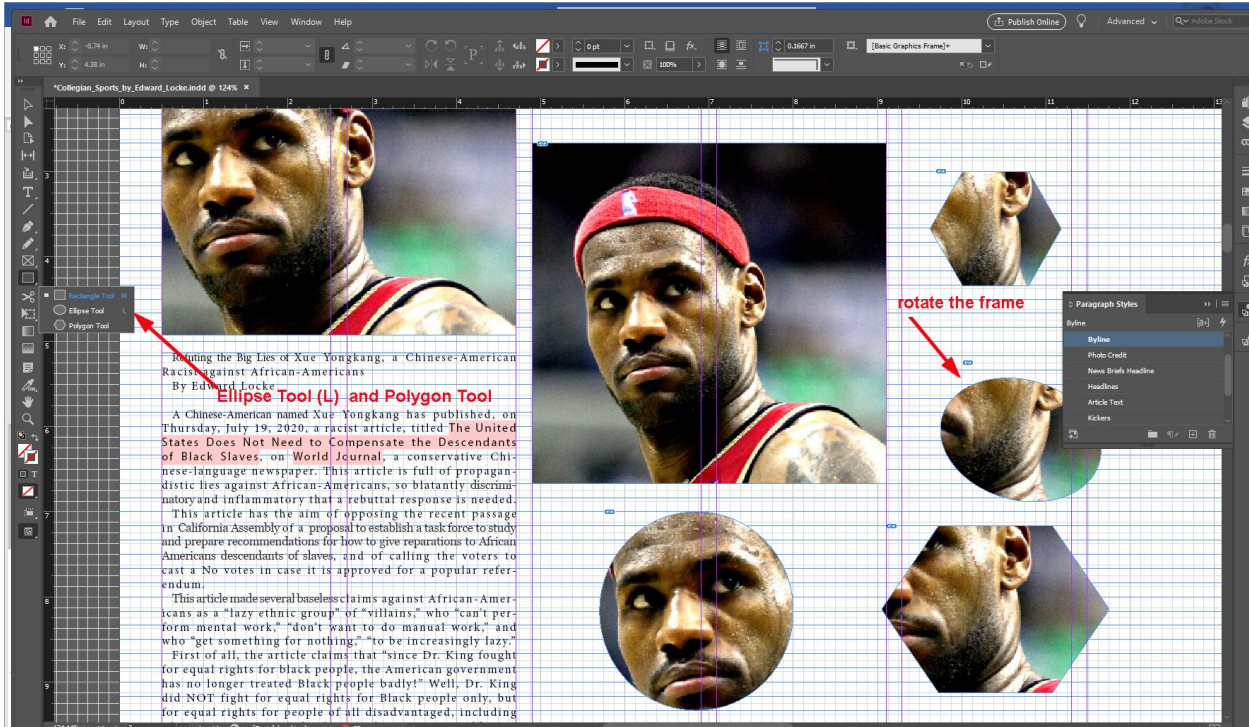
To resize the rectangle frame containing the image, select the Selection Tool (V, Escape), click the rectangle frame, click and drag the grips at the corners and middles of the edges of the frame to desired positions.





You can create ellipse or polygon frames; click and hold the Rectangle Tool (M) button on the Tool Bar to open the tool group, click the Ellipse Tool (L) or Polygon Tool to select either of them; hold the Shift key, click at a desired top left corner and drag to a desired bottom right corner, and click again to create a circular or polygon frame. Follow the similar steps mentioned above to import, move and resize the image. To reset the number of sides in the Polygon Tool, select the tool, double click on the screen to open the dialog window, and change the number.



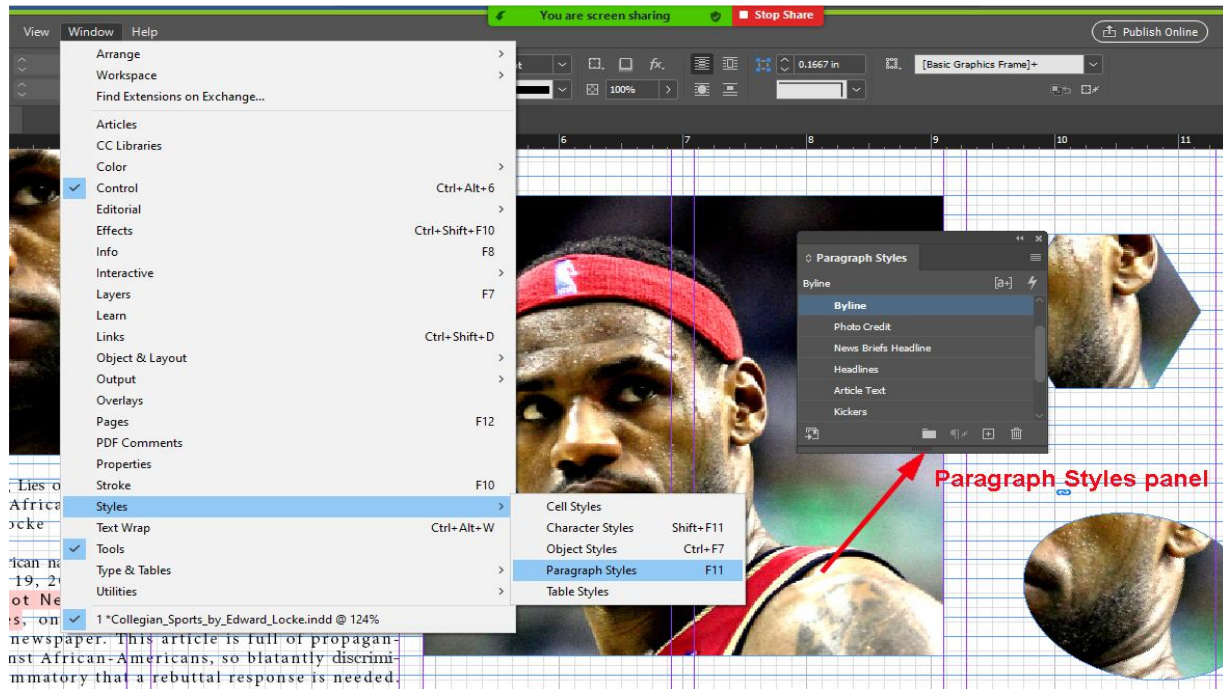


To rotate the frame, move the mouse to a corner, you will see a rotation indicator (a curved line with outward arrows at both ends); rotate the frame by dragging the mouse clockwise or counterclockwise. The Polygon and Ellipse frames can contain both image and text, and can be resized, rotated and moved in similar ways as Rectangle Frames.

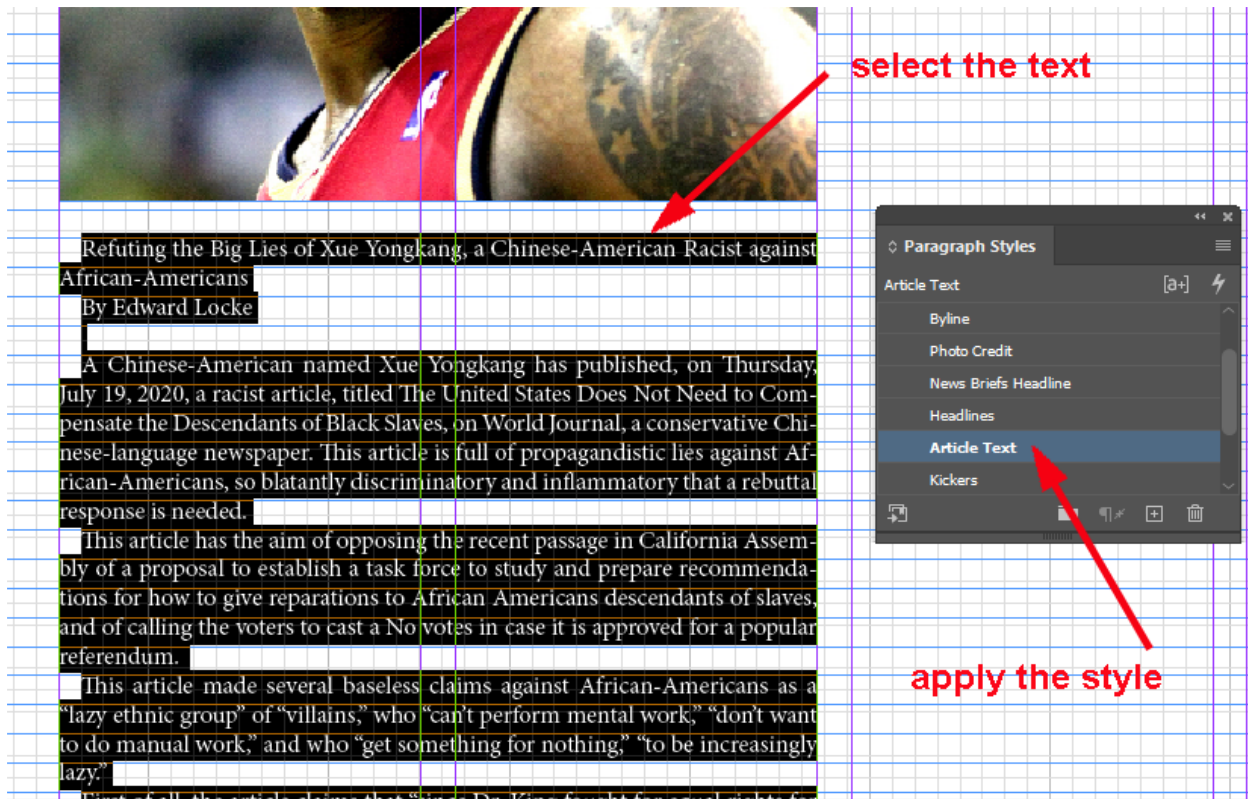
#### Step 4. Importing text and apply styles to different parts of the text

Text could be directly copied from an email or a Microsoft Word file or any type of text file into the Rectangle Frame with the help of the Type Tool, or imported from a Microsoft Word file, using the **File→Place...** menu or “**Ctrl + d**” keyboard shortcut (in Window) or “**Command + d**” shortcut (in Apple). Once the text is placed in the rectangle frame, you can apply styles by highlighting the parts of the text using the Type Tool, and click on the text

field in the pre-set Paragraph Styles panel. Go to Window→Styles→Paragraph Styles menu to open the panel. In this tutorial, you can use the Edward\_Locke\_Opinion\_Article file.



To make your job easy, after selecting the Type Tool and clicking at any place inside the rectangle frame containing the text, press “Ctrl + A” (in Window) or “Command + A” (in Apple) to select the whole text, click the “Article Text” field in the Paragraph Styles panel to apply the style to the entire text.



Refuting the Big Lies of Xue Yongkang, a Chinese-American Racist against African-Americans  
By Edward Locke

A Chinese-American named Xue Yongkang has published, on Thursday, July 19, 2020, a racist article, titled The United States Does Not Need to Compensate the Descendants of Black Slaves, on World Journal, a conservative Chinese-language newspaper. This article is full of propagandistic lies against African-Americans, so blatantly discriminatory and inflammatory that a rebuttal response is needed.

This article has the aim of opposing the recent passage in California Assembly of a proposal to establish a task force to study and prepare recommendations for how to give reparations to African Americans descendants of slaves, and of calling the voters to cast a No votes in case it is approved for a popular referendum.

This article made several baseless claims against African-Americans as a “lazy ethnic group” of “villains,” who “can’t perform mental work,” “don’t want to do manual work,” and who “get something for nothing,” “to be increasingly lazy.”

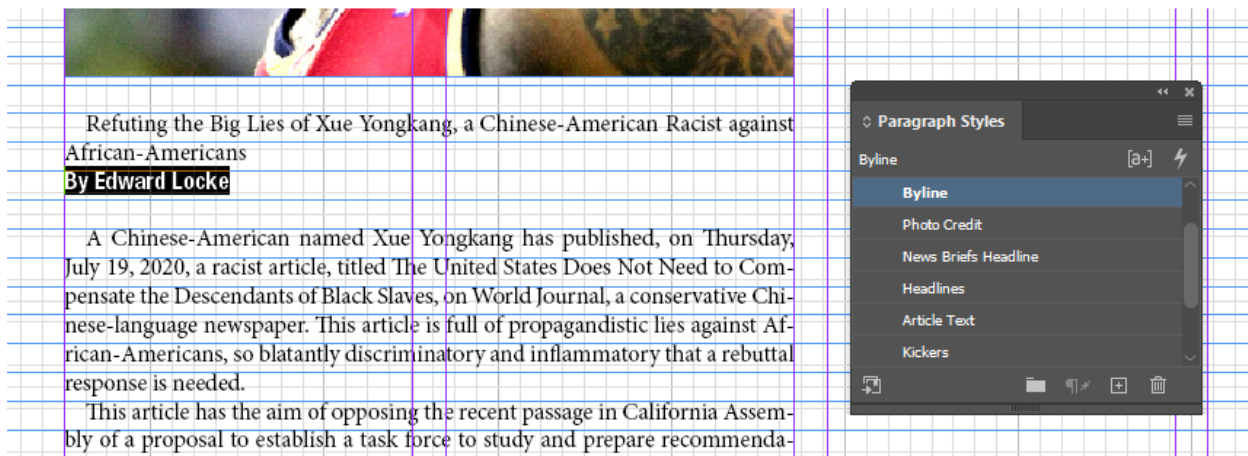
First of all, the article claims that “since Dr. King fought for equal rights for

**select the text**

**apply the style**

Paragraph Styles panel showing "Article Text" selected.

Next, highlight the “By Edward Locke” in the text and click the “Byline” field in the Paragraph Styles panel to change the style.



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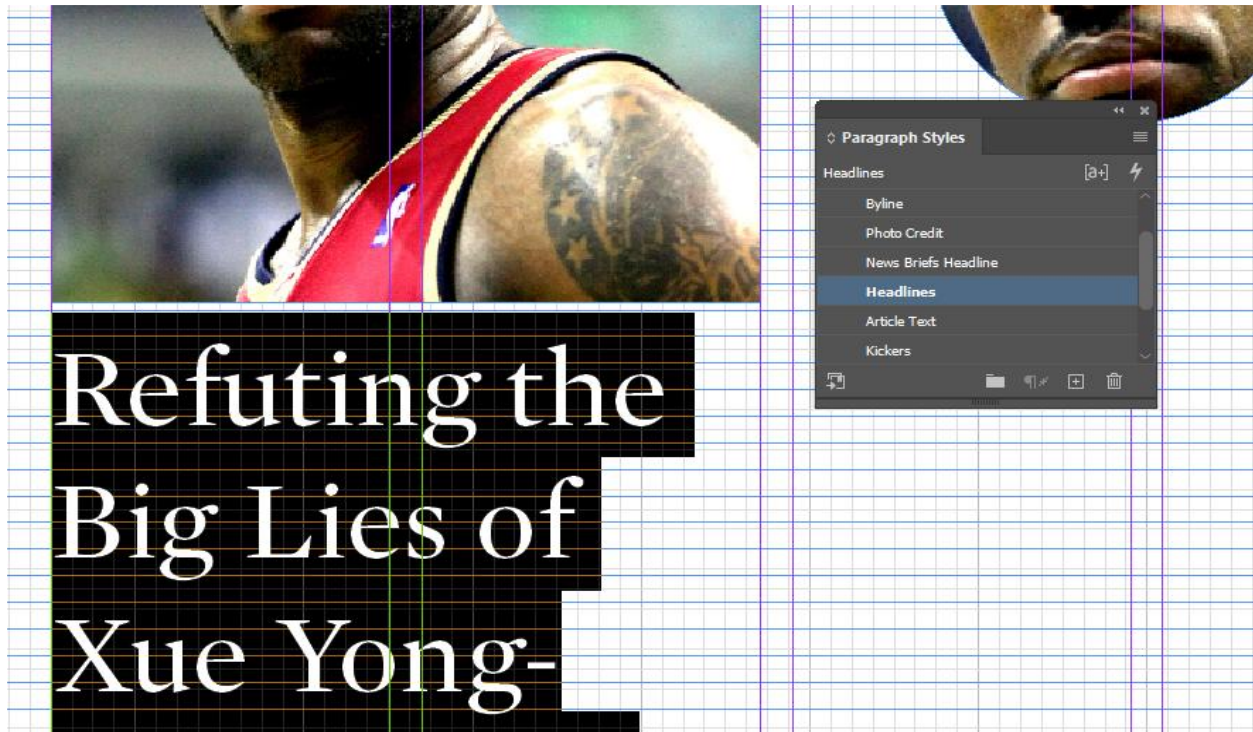
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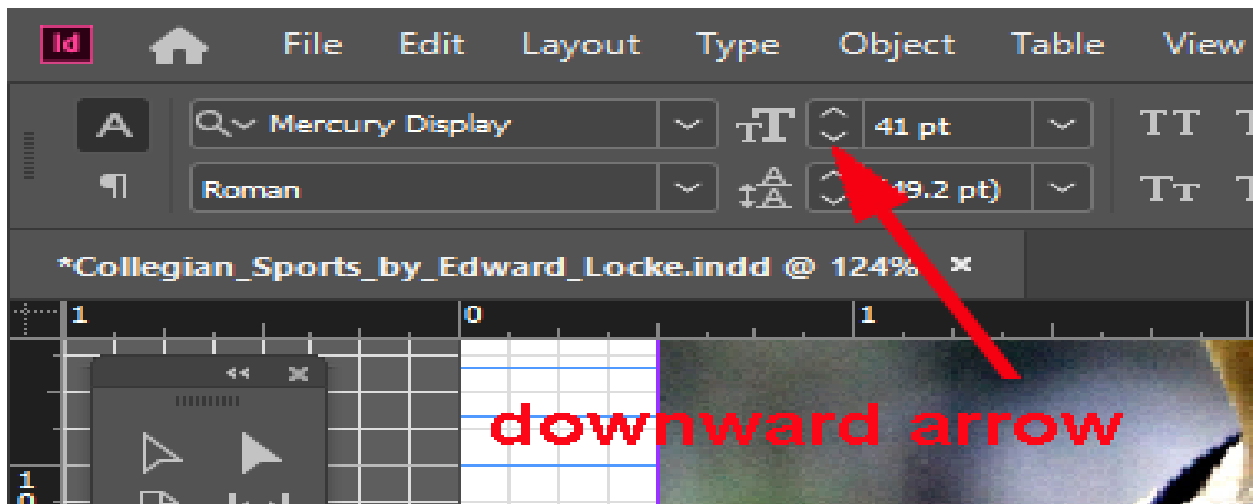
Paragraph Styles panel showing "Byline" selected.

Next, select the title of the article, click the “Headlines” field in the Paragraph Styles panel to apply the style.

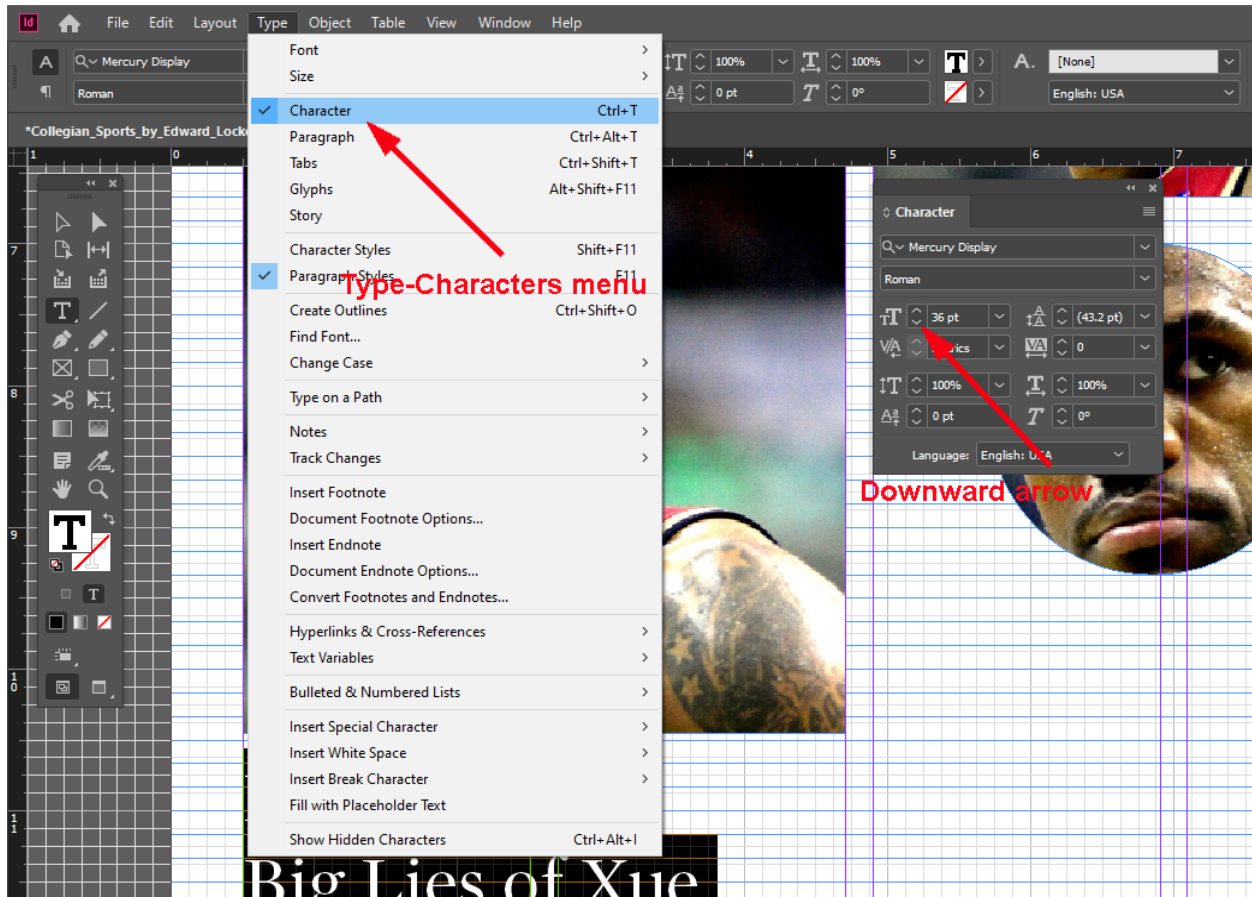




Notice that the text is too long. Thus, the font size could be reduced. To reduce the font size, press the downward arrow in the property stripe at the top of the screen, or go to the Type→Character menu to open the Character panel, and press the downward arrow on the left of the font size field (T) to reduce the size of font one step at a time until you are satisfied.







### To change the number of columns in a text frame and the size of the gutter:

First, select the text frame with the Selection Tool, move the mouse to the properties stripe at the top of the screen; click the upward arrow on the left of the Number of Columns text field to divide the text frame into 2, 3, ... columns; click the upward or downward arrow on the left of the Gutter text field to change the size of the gutter (space between columns).

