InDesign Templates

General Notes

1. If appeal letters are to be printed with an outside vendor, make sure to use photos that have been converted to CMYK (not RGB) before placing them into the template(s) or convert them before packaging files.

To replace photos

1. Click on the photo you would like to replace.
2. Select "File" from the top menu, then "Place".
3. Select your replacement photo.
4. To adjust photo size, double click on the image until you see the photo frame box, then drag handles to desired size. You can also rotate photos by placing the pointer near the corner of the photo frame box, then click and hold the right mouse button while rotating the image.

To replace text

1. Click inside the text area that you'd like to replace, then double click where you'd like to place the cursor and begin typing. To replace entire articles or section, copy your replacement text from another document. Then click inside the text box of your chosen template, select "Edit" from the top menu and select "Select All" then paste in the new text.

Preparing document for print release

1. Convert all photos and graphics to CYMK in Photoshop or other graphics application.
2. Select "Window" from the top menu, then "Output" and "Preflight".
   a. In the pop-up window, under the "Profile" drop down menu, select "Preflight Check".
   b. Review and correct any errors.
3. If submitting native InDesign files:
   a. Select "File" from the top menu, then "Package".
   b. Click on "Package" button in the pop-up window.
   c. Click on "Continue" when next window appears.
   d. Name your folder and choose the location you would like to save it. Make sure the first three option are selected – Copy Fonts, Copy Linked Graphics, Update Graphic Links in Package – then click on "Package".
4. If submitting a print-ready PDF:
   a. Select "File" from the top menu, then "Export".
   b. Name your file and choose the location you would like to save it.
   c. Choose "Adobe PDF (Print)" in the "Format" drop down menu at the bottom, then click "Save".
   d. In the "Adobe PDF Preset" drop down menu, select "Press Quality".
   e. Make sure all pages are selected.
   f. If using a template with bleeds, click on "Marks and Bleeds" in the left hand side menu. Then select "Crop Marks" and "Use Document Bleed Settings".
   g. Click on "Export".

Word Templates

General Notes

1. For templates with bleeds, be careful not to move crop marks (small black lines at the corners of the document which the printer will use for trimming).

2. If appeal letters are to be printed with an outside vendor, make sure to use photos that have been converted to CMYK (not RGB) before placing them into the template(s).

To replace photos

1. Right click on the photo you would like to replace.

2. Select "Change Picture".

3. Select your replacement photo.

4. To adjust photo size, crop or rotation, click on the "Format Picture" tab near the top menu. You may also select "Format" from the top menu, then "Picture".

   a. Note: Do not resize photos using the photo frame because that will not adjust the actual photo, just the frame. To adjust the actual size of the image, use the crop tool.

To replace text

1. Click inside the text area that you'd like to replace and begin typing. To replace entire articles or section, copy your replacement text from another document. Then click inside the text box of your chosen template, select "Edit" from the top menu and select "Select All" then paste in the new text.

   a. Note: To format body text, headers, subheaders, etc. use the styles toolbox. Styles to be used are titled "CASA…"

Preparing document for print release

1. If your computer has PDF print drivers, select PDF as your printer, then print to PDF. Use this option only if you can output a PDF that does not crop any of the template artwork.

2. Otherwise, send the appeal letter Word document to the printer and make sure you request a hard copy, color proof.