



## Designer Guide for Templates

# Quick Start Checklist

Tweak requires an Adobe InDesign Package (packaged to a zip file within Adobe InDesign). Before you package your file, please check the following items to ensure your file is compatible with Tweak. There are more comprehensive details on the pages which follow.

## Pre Flight

Please pre-flight your file within Adobe InDesign to ensure that there are no missing links.

## InDesign Package Size

The maximum package Size 250mb. If you're using linked PSDs, these can be replaced with PNGs or TIFFs to reduce size.

## Facing Pages

Disable facing pages.

## Compatible Fonts

Only TTF and OTF fonts are supported. Adobe Typekit fonts do not release the printer information, and are not supported.

## Linked Files

Maximum size of individual linked files is 50mb and 16,000 pixels on the longest side.

Greyscale images will be converted to RGB on upload and to your selected CMYK on output.

## Colours

Spot, Bitmap & Pantone colours not supported - for best results use CMYK colors throughout.

## Radial Gradients

Radial Gradients are not supported.

## Graphic Frames

Graphic Frames are not supported - these elements should be imported as a placed graphic.

## Compound Paths

Compound Paths will be grouped on upload and should not be ungrouped in the Editor.

## Multi Column Text

Multi column Text is accommodated, but the text

will no longer flow once the InDesign document is uploaded.

## Linked Text Boxes

Linked Text Boxes will break into separate boxes, except in the case of multi-page links which are not supported.

## Hidden Characters, Spanned Columns

Hidden characters and Spanned Columns are not supported. They will need to be removed before uploading.

## Import Graphic Options

Import options cannot be used when placing items into InDesign, only use the default options.

## Elements Copied from other Apps

Copying and pasting graphics from other software (such as Adobe Illustrator®) is not recommended. For the best possible results using Adobe InDesign®, go to permissions> 'Clipboard Handling...' and tick the box 'Prefer PDF When Pasting', before copying and pasting graphics from external software. This setting will help ensure that complex vector graphics are on one layer group, which will make it easier to read in the Editor. Alternatively, export these as transparent PNG files and place into your document.



# InDesign Feature Support & Workarounds

Below are Adobe InDesign® features which are not fully supported. Elements containing these advanced features will need to be removed or altered. Before you upload, it's possible to create outlines of textboxes to preserve the appearance of some text effects in the Editor. This text will be seen as a solid object in the Editor and will not be editable. Below are some workaround tips if you wish to be able to edit text and try to keep the appearance of a feature.

## Text

InDesign feature	Result	Workaround
Balance ragged lines	Text with balanced ragged lines feature will be regular text.	▲
Baseline Options	First baseline offset will default to 'Ascent'.	Reposition the text boxes in the Editor.
Blends/feathers	These will be turned into PNG images. (Note. 'Basic feather' will be removed.)	
Bullet points	Will be turned into regular bullets that may appear in the Editor with different spacing between list & text.	Remove these and add bullet points in the Editor.
Columns (Span columns)	These are <b>not supported</b> and <b>may cause an upload error</b> .	Remove Span Columns and replace with separate text boxes before upload.
Columns	Columns will appear as separate text boxes. Flow may be different.	Change to separate text boxes with the correct textflow before uploading.
Conditional text	Conditions will be removed from text.	Remove feature and recreate manually.
Corner styles	These will be removed.	Add a shape behind the text in the Editor.
Drop caps	These will be removed.	Add a new separate textbox to replicate in the Editor.
EPS text	This will not appear correctly in the Editor.	Export as a PNG file and replace before uploading.
Footnotes	These will be removed.	Remove footnotes and recreate the effect manually.
Hyphenation	Textflow will be different and words will break at the edge of text boxes.	Remove all hyphenation in your document before uploading.
Indents	These will appear okay in the Editor, but indents are not editable.	-
Indents first & last line	Last line right is not supported.	▲
Justification	This may not look 100% accurate.	▲
Kerning	This will default to Metric Kerning with the default font settings. Optical/individual kerning values not supported.	Use the character spacing to apply kerning spaces to whole text boxes in the Editor.
Linked text boxes	Same page linking is supported, by breaking the elements into separate boxes. Multi page links not supported.	Unlink the text boxes before uploading.



# InDesign Feature Support & Workarounds

## Text

InDesign feature	Result	Workaround
Nested/grep styles	These will be removed in the Editor.	▲
Notes mode	This will be removed in the Editor.	
OpenType options	These will not appear correctly in the Editor.	
Overset text frames	Overset text will be cut. The text box may expand if hyphenation is not removed.	Expand text box and remove all hyphenation before uploading.
Paragraph rules	These will be removed in the Editor.	▲ Remove rules and try to replicate them manually for each paragraph.
Paragraph shading	This will be removed in the Editor.	Use the Text Highlight feature in the Editor to replicate
Skew	This will be removed in the Editor.	▲
Small caps	This will appear as All Caps in the Editor.	▲ Use separate text boxes and reduce the font size to recreate effect.
Spacing before and after	These will not appear correctly in the Editor.	Use the line spacing option to try and replicate.
Tabs	Tabs will be replaced by three spaces.	Try to replicate by adding more spaces in the text in the Editor.
Text borders	Basic style appears in the Editor, but cannot be removed or manipulated.	For styled borders, save them as a vector object and place them back into your document. (Alternatively save as PNG)
Text in a shape	Text will be in a straight line.	▲
Text on path	Text will be turned into PNG images.	▲
Text variables	This will be removed in the Editor.	▲
Text wrap	Text will be un-wrapped.	Add separate text boxes and place around items before uploading.
Underline/ Strikethrough	Might not appear in the correct position.	Recreate the effect by using the line tool.



# InDesign Feature Support & Workarounds

## Text

InDesign feature	Result	Workaround
Vertical justification	Only 'Center' & 'Bottom' Vertical justification options supported	Reposition the text boxes to recreate the effect.
XML text	This will appear as normal text.	-

If there are extra spaces or tabs within a textbox that have styles/rules applied, the Editor may apply this all of the text e.g. if you have center aligned text and there is an extra space within the textbox that has left alignment applied, the Editor may apply left alignment to all of this text. For best results make sure that you don't have any extra hidden tabs or spaces inside your textboxes.

## Fonts

Tweak only supports **.otf** and **.ttf fonts**. If your fonts are a different font-type please convert them or replace with one of the two types that we support.

Please disable Adobe Typekit® from your Creative Cloud® settings and remove any typekit fonts from your document. Adobe Typekit® fonts are not print provider fonts, only fonts that are on your computer locally and packaged correctly with the .zip file can be used.

Corrupted fonts will not be uploaded into the Editor. You will be asked to replace it with a different font or use the Tweak default font (Austin Medium).

## Images

InDesign feature	Result	Workaround
Anchored images	Image will be unanchored and out of position.	Reposition in the Editor.
Blends/shading effects	Only the blend modes 'Normal' & 'Multiply' are supported.	
Clipping path	These will be converted to an image.	Use Transparent PNG instead
Effects (glows, satin, shadows etc)	These will be converted to an image.	
Gradient feather	Gradient feather will not appear.	
Image shear	Shear effect will be removed.	Export as an image and replace in the document before uploading.
Pathfinder options	Images with pathfinder options will lose any effects applied to them.	Export as an image and replace in the document before uploading.
Rounded corners/ border styles	Only square or basic rounded corners supported.	Export as an image and replace in the document before uploading.
Tiff images	Colouring/blending .tiff images is not supported (it is best practice to not use .tiff files).	Convert to a JPEG or PNG and replace in your document before uploading.



# InDesign Feature Support & Workarounds

## Objects

InDesign feature	Result	Workaround
Anchored objects	Object will be unanchored and might have moved out of position.	Reposition objects in the Editor.
Bevel	These will be converted to an image.	
Compound paths	Complex compound path objects may not look 100% accurate.	Save them as a vector object and place back into your document, or save as PNG.
Gradient feather	These will not appear in the Editor.	
Graphic frames	Graphic Frame objects will not appear in the Editor or may be distorted.	Save them as a vector object and place back into your document, or save as PNG.
Effects (glows, satin, shadows etc)	These will be converted to an image.	-
Pathfinder options	Images with pathfinder options will lose any effects applied to them.	Export as an image and replace in the document before uploading.
Stroke patterns	These will not look exactly the same in the Editor.	Export as an image and replace in the document before uploading.
Stroke start/end points	These will be removed in the Editor.	Add shapes at the end and start of the strokes, to recreate the effect in the Editor.
Tables	These will be converted to an image.	Place text boxes on top of a blank table in the document before uploading.

Any effect applied to text, images or objects that is supported in Editor will be defaulted to the default options e.g. a coloured drop shadow effect with the blend mode color dodge and transparency set to 40% will default back to the default drop shadow settings applied in Adobe InDesign®.

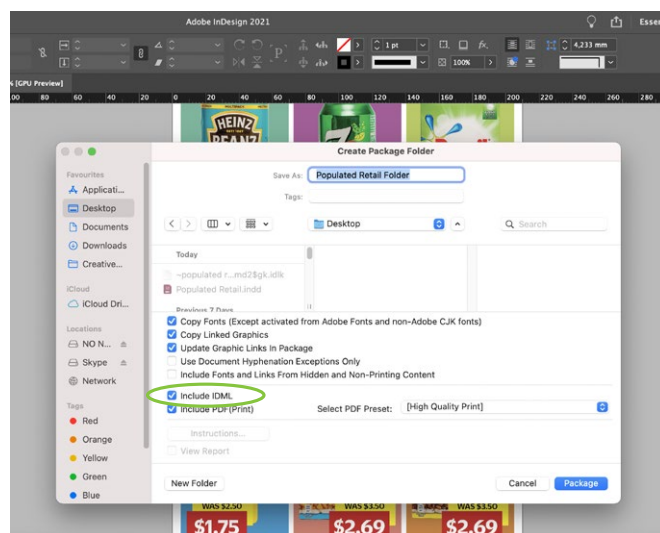
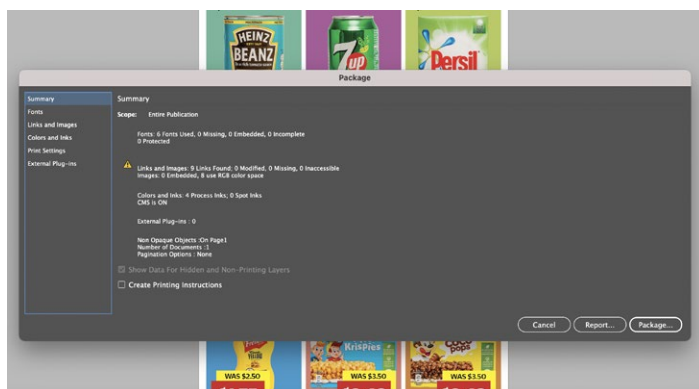
Advanced editing of effects is not supported in the Editor (e.g. the Global Light feather for Drop Shadows etc)



# Converting InDesign documents to Templates

## Packaging the InDesign document

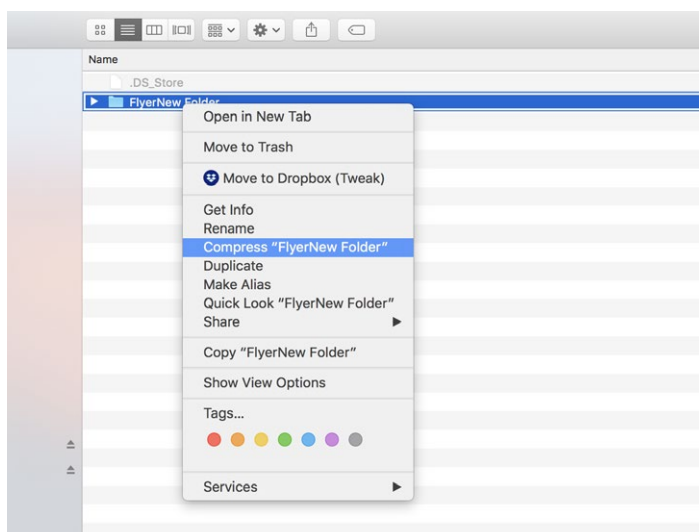
Open your InDesign® document and make sure you have no missing fonts or images before packaging. Tweak supports only compressed (.zip) InDesign packaged files that include a .idml, graphic links and fonts. Typekit fonts cannot be exported and must be replaced with other fonts.



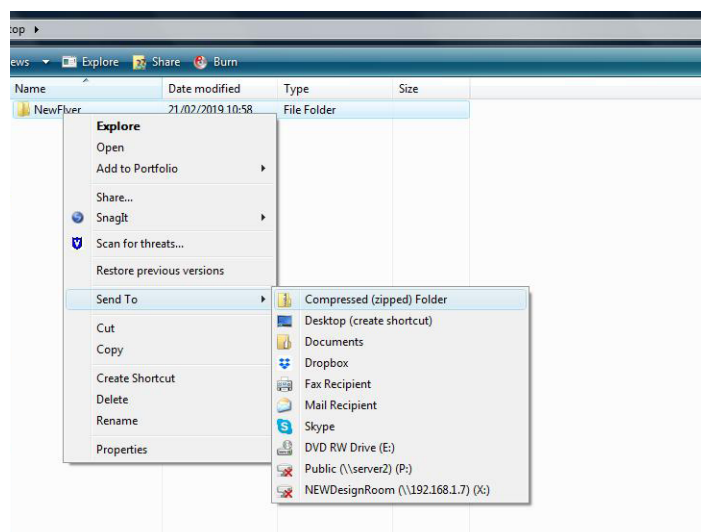
Go to File>Package> Before saving your file, make sure to check the tickbox saying 'Include .idml'

## Compress the packaged file

On Mac -> Right-click the packaged folder and click 'compress'  
On PC -> Right-click the packaged folder and click 'send to compressed folder'.



Mac



PC