

InDesign Project Guide

Create a new document under the File menu. In the **New Document** box, make sure **Facing Pages** is checked on, and enter the number of pages for the project. Remember that there have to be an even number of pages.

You can set the page size here, as well as the number of columns and the margin measures. If you want to change the columns and margins after you've created the document, double-click on the Master Pages to select them, then go to the **Layout** menu and select **Margins and Columns . . .**

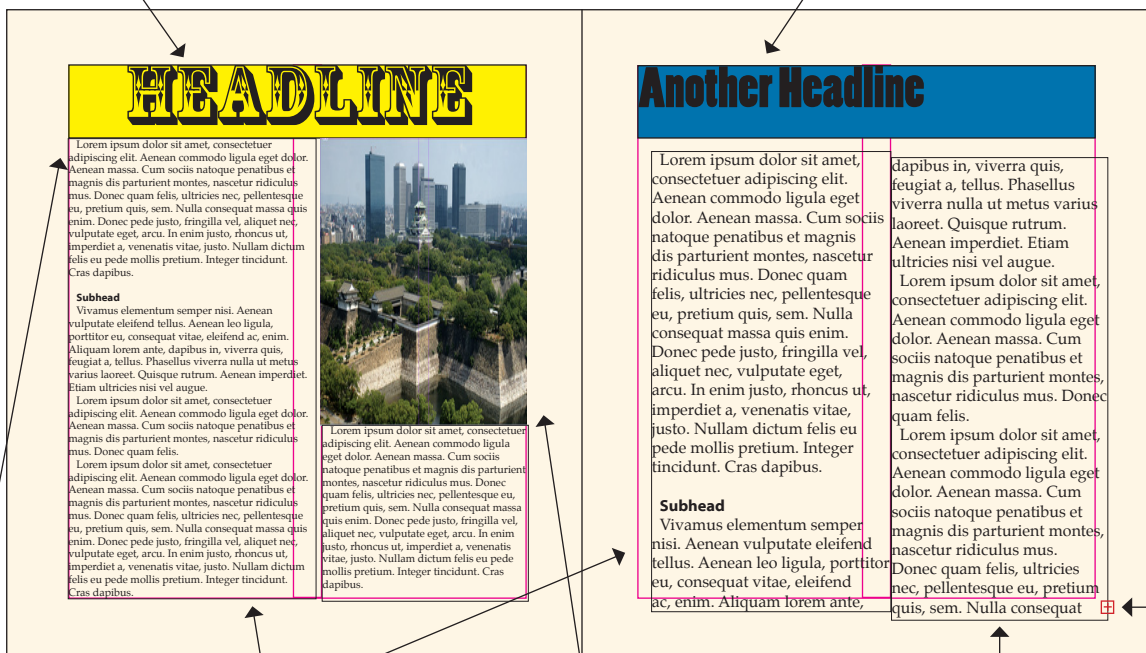
Choose your typefaces for headlines, subheads and body text. Be consistent throughout the publication: Use the same typeface, size and leading for the same elements on all pages.

- **Avoid specialty typefaces** such as Comic Sans or Papyrus. Look at examples in the font pages folder in the handouts folder.
- **Choose point and leading sizes**, don't use defaults. The wider the column, the more leading is needed, but avoid wide columns.
- Control **kerning** in the headlines, **tracking** in the text blocks. Use tracking to expand or contract text blocks to fit, but not more than 30 em.
- In general, avoid Align Center for text blocks, it's harder to read. Also, avoid using all caps in text blocks.
- Turn off hyphenation for headlines and short text blocks. Uncheck it in the Paragraph panel.
- Avoid having text bump up against images or frames.

Common mistakes

Inappropriate specialty typeface.

Black text on a dark background. Change the text color to white.



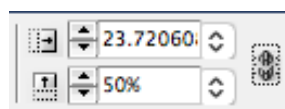
Text blocks are bumping up against other elements. Provide some buffer. Column gutters are too narrow.

Inconsistent type sizes and leading.

Photo scaled unevenly.

Text blocks outside of column guides.

Overset text.



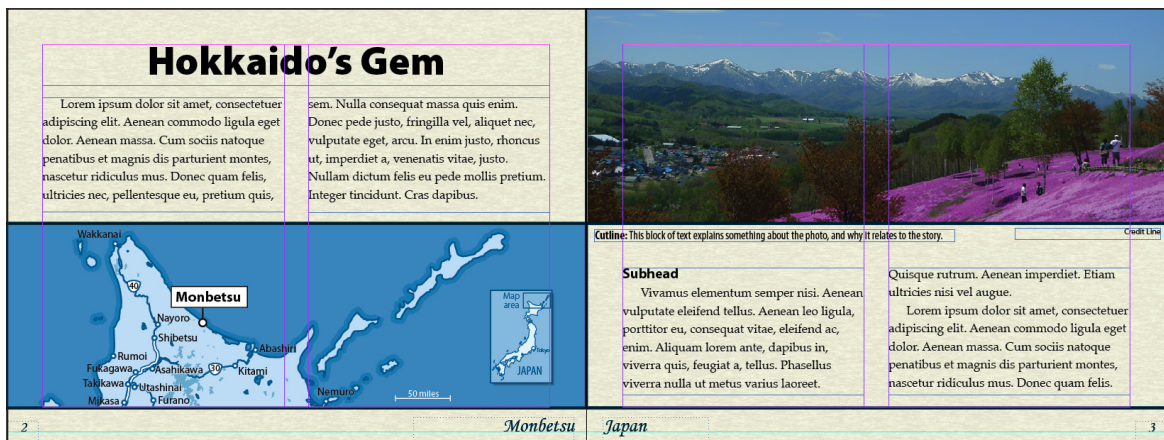
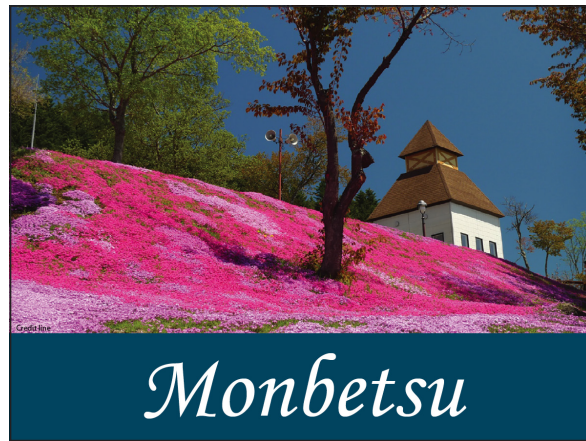
Click on photo with white arrow. These two numbers should be the same. Uncheck the chain symbol to change them.

Example

Page size: 48p x 36p (8" x 6")
12 facing pages

Margins: 3p0 on all sides
Columns: 2
Gutter: 2p0

Fonts:
Cover: Monotype Corsiva regular 90/120
Headline: Myriad Pro black 40/54
Subhead: Myriad Pro bold 14/18
Body text: Palatino regular 12/18
Cutline: Myriad Pro condensed 12/16
Credit: Myriad Pro regular 8/10





Subhead

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Cutline: This block of text explains something about the photo, and why it relates to the story.

Monbetsu

Subhead

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Japan

Subhead

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Monbetsu

Subhead

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Cutline: This block of text explains something about the photo, and why it relates to the story.

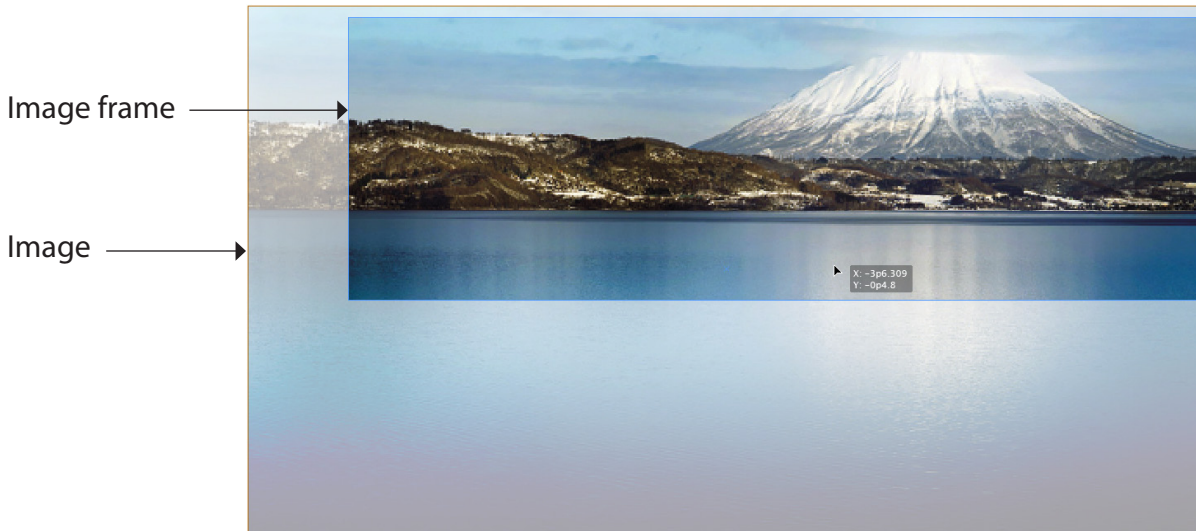
Japan

Monbetsu

Working with photos

Download your photos and keep them in a folder in your project folder. Make a note of site and photographer name if available, for credit.

Place your downloaded photos, unaltered, on your pages, and size and crop them as needed. Scale images proportionally!



When you're satisfied with your publication design, and photos are in the size and position you want them, prepare them for publication:

- Click on the photo with the white arrow tool. In the control bar at the top, make a note of the photo dimensions (the image itself, not the frame, if the image is cropped).

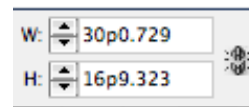


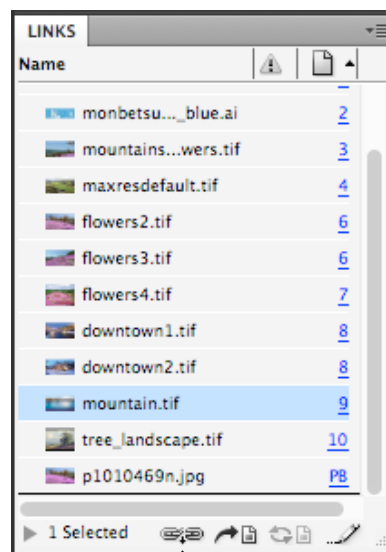
Image dimensions

- Open the photo in Photoshop. Go to Image Size, and resize the image to the correct dimensions, and at an appropriate resolution for print (170-300 ppi). Change the mode to CMYK, and save it as a TIF (save it to your images folder in your project folder).

- In InDesign, click on the image again. Go to the Links panel; the image should be highlighted.

Click on the Relink icon at the bottom of the panel, and choose the TIF version, which will replace the downloaded version.

* Don't convert your Illustrator map to a TIF. Place the Illustrator document directly in your InDesign document. It's already CMYK (or should be).



Relink button

Keep in mind

Use Master Pages to create elements that show up on every page, such as page numbering. You can also set margins and columns here so that they apply to the entire document.

Scale images proportionally: Hold down the Shift key when resizing a frame or image. Choose Fill or Fit Proportionally from the Fitting options under the Object menu.

Credit photos. Add a source line underneath or running vertically along the side, 6-8 points. Provide at minimum the name of the site where the image was found.

Create a publication package. This is what you need to turn in. Use the Package command under the File menu. Correct any warnings before proceeding.

Preflight warning (lower left corner of window)



Publication package warning

