

VCOM 2950—Final Project Guidelines

Keep your project organized. Keep your InDesign document and any linked images and graphics in one folder. Make sure you place any images found online in this folder, don't link to them online. You can drag images from the browser window to your desktop to copy them.

Choose your page setup: Depending on the project, pages don't have to be letter size. You can make a custom page size in the Document Setup dialog box. There must be an even number of pages in double-sided documents, usually in multiples of four.

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 of good combinations 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. Also, avoid italics for large 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—provide some padding.

Use Master Pages to create elements that show up on every page. 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.

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