

Week 13:

1. REVIEW again

in the **Visual Quick Start InDesign** book:
chapter 5: working in color, pp 117-145
chapter 8: imported graphics, pp 181-213
chapter 9: text effects, pp 231-244
chapter 10: pages and books, pp 229-258
chapter 13: tabs and tables, pp 305-310
chapter 14: automating your work, pp 341-365
chapter 15: text and object styles, pp 367-398
chapter 16: typography controls pp 399

2. Implement your style sheets, edit and adjust type

cut stories where needed
resolve sizes to baseline grid
track and kern where needed
add pull quotes, initial caps , sidebars

3. Flow text around images/graphics and adjust spacing

see chapter on
drop shadows and feathering p172
text wrap p 232-236

4. Other elements

special characters: bullet, ellipsis, emdash, endash, hyphen
emspace, enspace, hairspace
spellcheck
finding and changing, story editor p 346-
hyphenation and justification p 402-408
glyphs
hanging punctuation, optical margin alignment p 400
paragraph composer p 401
balancing ragged lines
paragraph rules p 240-243
inline and anchored elements p 244-249
page numbering p 275-276

5. Adjust photos in PS

scale
retouch
create clipping paths as needed

ALL PHOTOS SHOULD BE SIMILAR in RESOLUTION, CONTRAST, SATURATION, etc.

6. DATE OF THE FINAL REVIEW: Monday, May 21, 1:10-3:30 pm

Newsletter elements:

2-page newsletter for either of:
Tottenville Historical Society
<http://www.tottenvillehistory.com>
OR
The Children's Aid Society
<http://www.childrensaidsociety.org>
OR
Louis Armstrong House
<http://www.sachmo.net>

Your newsletter will have these elements:

grid
banner/nameplate
headlines, subheads, body copy,
captions
photos or illustrations

the newsletter will have **3 stories, distributed over 2 pages**, plus photos and graphics.

Week 10 [4/16]

design nameplate [logo]
rough lay out of newsletter for
positioning
add photo placeholders

Week 11 [4/23]

revise nameplate
revise space distribution of
articles and photos
develop style sheets

Week 12 [4/30]

apply style sheets, edit and cut
text, adjust spacing and fit
make design changes to layout
color-adjust photos
add pull quotes, initial caps, side
bars, other graphic elements.

Week 13 [5/7]

revisions to style sheets, edit
and cut text, adjust spacing
and fit, proofreading.

Week 14 [5/14]

final adjustment to type:
tracking, proofreading,
alignment and printing
adjustments.