

Week 14:

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 15: text and object styles, pp 367-398
chapter 16: typography controls pp 399

2. Other elements

textwrap
drop shadows and feathering
spellcheck
finding and changing, story editor p 346-
hyphenation and justification p 402-408
glyphs
hanging punctuation, optical margin align-

ment 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

3. Adjust photos in PS

scale and retouch and create clipping paths as needed
ALL PHOTOS SHOULD BE SIMILAR in RESOLUTION, CONTRAST, SATURATION, etc.

4. InDesign Checklist:

1. Text boxes:

- divide a text box in columns; don't make a new box for each column
- create a new box when an element spans more than 1 column
- create a new box for a caption, 'continued on/from' or some other element that is out of the document flow.
- if you have non-continuous boxes containing the same story, they must be linked

2. Text content:

- spellcheck; also read and correct text and punctuation
- use hyphenation, especially for justified type; don't hyphenate short words, no more than 3 consecutive hyphens
- for flush left/ragged right; balance ragged lines

3. Text adjustments:

- you MUST have style sheets [character and paragraph] for all of your type elements
- track text blocks, optically kern headlines
- use a baseline grid
- adjust for extra space using additional space before/after para: 12p3, etc.
- check hidden characters to remove any problem formatting
- use glyphs so you have correct bullets
- use tabs and indents correctly
- use hanging punctuation for pull quotes, etc.

5. Color:

- for any flat colors, create a CMYK swatch in the palette, name the swatch

6. Images:

- link to image; be sure all of your images are in your file folder
- check text spacing in wrap on images with alpha channel or clipping path

7. Printing:

- does your image bleed? if so, you must print to 11x17 and trim
- color: assign profile; assign Apple RGB (1998) and choose a proof setup to match your printer; in print dialog, 'let InDesign manage the color'

PROJECT CHECKLIST

What you should have for the **silhouette exercise**:

- the original reference photo
 - outline version
 - black fill
 - use of the silhouette with an image background as a comment on a current cultural issue or news item
- silhouette exercise should demonstrate control of the pen tool.

What you should have for **Project 1**

- 3 symbols (one page)
 - 3 type examples (one page)
 - 3 logos (one page)
 - 2 banners (one page)
 - one or more pages showing your logo on a cap, t-shirt and truck drawn in a style that relates to your logo 'look'.
- NO CLIP ART; all vectors will be checked!

What you should have for the **Poster Project**

- 4 posters:
- 2/all-type
- 1/vector image + type,
- 1/photo, vector +type.

What you should have for the **Newsletter Project**

- 4 finished banners
- [choose 1 for your newsletter designed a page grid and varied the module sizes
- have 3 articles on 2 pages [possibly with jump cuts]
- used subheads, captions, pull quotes, etc.
- have style sheets defined for all of your text choices
- placed images, other graphics; check quality of graphics, adjust in PS if necessary
- spellcheck, proofread text, check spacing, hyphenation and justification

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5. FINAL REVIEW: Monday, May 21, 1:10-3:30 pm

Make revisions to your projects, based on midterm comments, or previous critiques and add the final project

ARCHIVING CHECKLIST

1. Copy your files to the class folder for Electronic Design 1, Monday, Weintraub'
2. Create a **NEW** folder with your name in the 'finalreview' folder''
3. make a separate folder for each project and add FINAL file versions for each project [if your files for earlier projects are unchanged, then move them from the midterm folder]
4. You **MUST** include placed or linked images in your folder, especially for InDesign
Your file won't print properly without these files [images will be low-res].
5. You **MUST** include fonts or change type to outlines if we don't have the font you are using in the lab, or if you are working on a PC.
6. **Make a PDF** for **EACH** of your final projects. [one PDF for each final example]
Place in a "**PDF**" folder in your folder.
(‘Export’ from the File menu; in ‘Advanced’, ‘Subset Fonts below 100%’)
7. **Be sure you are only including CURRENT/FINAL files.** Delete any old versions of files, unnecessary files:. **ONLY** include final files for the list above + the associated files (such as images for newsletter) that are required for viewing and printing.
8. The work on Archive will be backed up to DVD.

Presentation/Printing Checklist

Update your ITOYA book

Make final prints, on good paper, bright white (NOT GLOSSY) and update your Itoya book
Staples photo double-sided matte is good and not expensive (about \$10 for 50)

Be sure that your images for the Newsletter are linked and high-res and print correctly

Center all projects on the page, don't crowd image

If your newsletter requires a bleed, print 11x17 [with crop marks] and trim