

InDesign Checklist

(minimum)

Formatting Checklist

In Photoshop

- ✓ Images should all be first sized correctly in Photoshop and *then* imported to inDesign (not imported and then sized).
- ✓ Resolution of those images should be 350 dpi (175 x 2 = 350)
- ✓ Saved in CMYK. Double-check this.
- ✓ **How to insert an image or artwork piece into inDesign:**
 - Use the *Rectangle Frame tool* (looks like rectangle with an X inside) and create a box that you want your image to go inside. It should be the exact size you want your image to be.
 - *File>Place...* and browse to find your image file
 - Your image will be placed in your Rectangle Frame. To resize it, use the *white arrow tool* and shift key to keep the same proportions.

In MS Word

- ✓ Spell check (including names and work titles)
- ✓ **Double-check spelling of all names. Double-check this again.**
- ✓ Correct punctuation
- ✓ Correct grammar
- ✓ Use Find+Replace tool
 - for example:
 - Find “ & ” Replace with “and”
 - Replace fi and fl letter combinations with the fi and fl ligatures (shift + option + 5, shift + option + 6)
 - NO double spaces between sentences (Find double space, replace with single space)
- ✓ **How to Import a Word Document into the layout:**
 - Override Master page elements (see instructions above)
 - Select and delete all the “placeholder text” inside the textboxes
 - With the textbox empty and still selected, go to *File>Place*, select the Word Document you want to import,
 - and click *OK*
 - Text should automatically appear into the layout. Format as needed.

In inDesign

- ✓ Use proper dashes (hyphen vs. en dash vs. em dash)
 - **Hyphen (-):** used to join words or names (i.e. Mary-Sue, right-click)
 - **En dash (–):** used to indicate a close range of values, dates, times or numbers (i.e. June–July, 1:00–2:00pm, 1999–2003)
 - *Key command in InDesign:* Option+Hyphen
 - **Em dash (—):** indicates a parenthetical thought—like this one—or some similar interpolation
 - *Key command in InDesign:* Option+Shift+Hyphen
- ✓ Double-check formatting, capitalization and spacing (especially with poems!)
- ✓ Apply diminuendo to the **first line of text in the first paragraph of a story** (not poems).
- ✓ Apply graphic dingbat or some other visual indication of the end of the story **to all stories** (not poems) after last line of story
- ✓ Kern all:
 - Titles/headings/display type

- Numerals/dates
- Around EM and EN dashes
- Diminuendo
- ✓ Make sure you have included pages in your layout which include the following information:
 - Half-title page
 - [Table of Contents \(TOC\)](#)
 - Letter from the literary editor
 - Letter from the visual editor
 - History of Calliope
 - Work and description from a past literary editor
 - Work and description from a past visual editor
 - Credits and staff
 - Colophon/production notes (Add the production information of typeface, paper stock and software used. Credit printing at Parks Group.)
 - Refer to past copies of published Calliope for reference if necessary. <http://pacificalliope.wordpress.com/>

A-Master (literary) – default layout to follow when importing *literary work*

B-Master (artwork) – default layout to follow when importing *artwork*

- All pages in the layout template are currently set to A-Master.
- **To apply/switch Master pages:** Select the page(s) you want to change and *right-click*. Select *Apply Master to Pages*, select the appropriate Master page you want, then click *OK*.
- **To override ANY Master page elements:** Select the page(s) you want to override and *right-click*. Select *Override All Master Page Items*.

When to use Paragraph Styles: Use when formatting paragraphs

- *Drop cap paragraph:* Use ONLY on the first paragraph of a story
- *Paragraph with no tabs:* Use for poems only
- *Regular paragraph:* Use for all stories, long or short. Apply to all paragraphs, excluding the first

When to use Character Styles: Use for formatting text.

- *11pt Gill Sans Regular:* This is the default font and size. You shouldn't actually need to use this one at all (use Paragraph styles instead!), but it's here just in case
- *1st line of 1st paragraph:* Use only for the first line of the first paragraph of a story
- *Artist/Author name:* Use for the artist or author name
- *Title of Work:* Use for the title of the work

To apply Paragraph and Character styles:

- Select the paragraph(s) you want to format, then *double-click* the appropriate style you want to apply,
- then click *OK*

Cover Design

- Cover is a separate file, NOT a part of the main InDesign file.
- Use [template from Parks](#) for proper file preparation and sizing for cover
- Front Cover includes volume number, "Calliope", year, and thematic subtitle
- Back cover includes University seal
- Spine includes volume number, "Calliope", year and thematic subtitle

Delivery to [Parks Printing](#)

- Use [PDF specifications from Parks Group website](#) for proper file preparation
- Page total
- Type of paper
- Size
- Type of binding
- Quantity of pubs