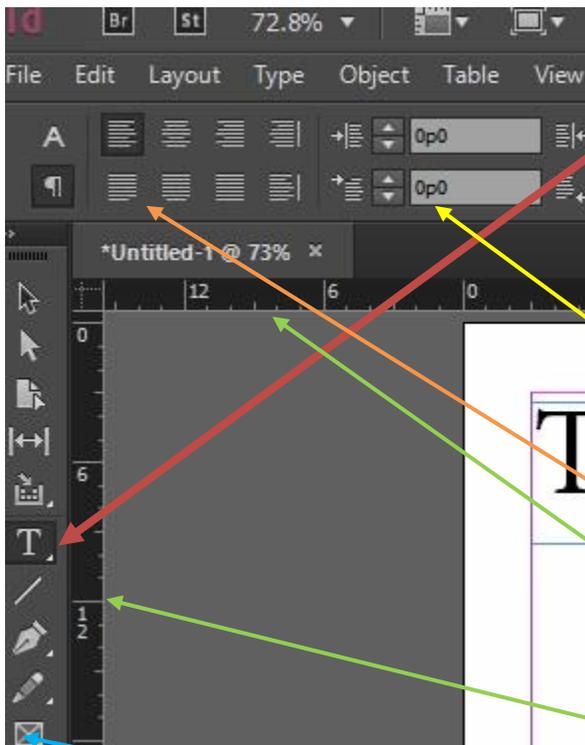


Design Editor Directions

To create two 11 x 17 pages in InDesign . . . open the program Adobe InDesign.

- File → New → Document
- Number of pages: 1 (Start Page: 1)
- Page Size: Tabloid (11x17 inches; 66x102 picas)
- Columns: 5 (you can change this later) (Gutter: 1p0)
- Default Margins: 3p0 all around
- Default Orientation: Portrait
- Uncheck “Facing Pages”



Adding text: To add text for stories, click on the T (text tool) and click and drag to make a text box to span the size you wish. You can create as many boxes as you like and then link them together by clicking on the square just above the bottom right corner square.

Formatting text: Text for stories should have same font name and size, first line indent (no more than ¼ inch or one pica), same line spacing, and full justification. Use the paragraph symbol (¶) menu to select these options. For first-line indents on each paragraph, make sure that the text is all flush left with no indents and no line spacing. Select all of the text you wish to modify, then increase the **first line indent** to the amount you'd like (one pica or no more than ¼ inch). You also need to do full justification. With the text selected, click on the icon directly to the right of the paragraph symbol (¶).

InDesign defaults to picas (1 inch = 6 picas). You may change to inches by right-clicking on the vertical and horizontal rulers.

Adding an image: To place an image/graphic, use the Rectangle Frame Tool to create a box where you will place an image or graphic (which must be a jpg or PDF file). To place the image/graphic on the page, use Ctrl-D to place the image in the box (DO NOT COPY/PASTE). All images should be b&w and must have a caption and credit for who made the image. Hold down the “Shift” key when resizing; do not distort images.

To resize the image to make it fit into the space on your layout, use Ctrl-Alt-Shift-E. You may also right click on the image and select Fitting to view your options. DO NOT DISTORT IMAGES.

Some layout principles:

- Think of all content as packages of text/headlines/graphics. All content “packages” must be able to fit in a rectangle. This is called “modular design.”
- The “nameplate” is the title of the newspaper and other identifying info you see at the top of the newspaper (the date, the vol./issue #, the city/country, the cost). You should reserve about two inches at the top of the newspaper for your nameplate.
- All headlines should be **at least** 30 pt. font. All headline fonts used should be the same style (though some could be bolded and some could be larger than others, for example). Sometimes a headline will include a sub-headline (or a “deck”). See real newspaper front pages to get layout/design ideas: <http://www.newseum.org/todaysfrontpages/>

Newspaper Requirements:

- Nameplate with required info (name of newspaper in large font, date, the vol./issue #, the city/country, the cost).
- Five or six columns (number of columns can vary between pages and within pages).
- All stories are in modular design; each of the two pages has a different design which follows guidelines described in class
- All stories include story text (7, 8, or 9 points), headline (30+ size font), byline, deck (optional), pull quote (optional), image with caption and photo credit, infographic.
- All stories can either begin on page 1 and continue on page 2; three could go on page 1 and continue on page 2 with one in its entirety on page 2