

- 1) Concept Sheet Completed**
 - understand market
 - gather ideas for styles
 - sketch concept layouts

- 2) Review Science Symposium Material**
 - being familiar with the material will spark design ideas
 - look for themes that you can use in the design

- 3) InDesign Preparation**
 - update margins (match your sketches)
 - OPTIONAL: update number of columns
note: both must be done with Master Page

- 4) Be Familiar with the Layers**
 - there is a layer for text, images, and background? Use correctly.

- 5) Update File Pages**
 - add all needed spreads to current template for document
(add a spread at a time, pulling both pages from Master)

- 6) Add All Text to Document**
 - Note: all of the needed text has been supplied in document but not showing
 - Make more threaded text boxes that complete your document

- 7) Create Character Styles (CS)**
 - manually stylize type (try sticking with one or two families)
 - select section of type and make into Character Style (name carefully)
 - suggested CS include: h1 unit-#, h2 unit-title, h3 unit-Author, h4 unit-advisor, Body Copy, etc.

- 8) Organize Paragraph Styles**
 - Structure Units into a Paragraph Style (PS). Your body copy most likely also be a PS as it will need to be split into columns

- 9) Remember the Most Likely Errors in the Project**
 - A) line length errors (especially with body copy that is not split into columns)
 - B) widows/orphans (you can edit the text as long as you don't change the meaning)
 - C) weak hierarchy of section title to units etc.

- 10) Review Final Document Against the 24 Most Common Type Errors**
 - You helped put together the master document, please download *(from Art350 Resources)* and confirm you don't have these errors in your document