

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

- 2) Read MI Arts Material**
 - being familiar with the material will spark ideas
 - look for themes that you can use in the design

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

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

- 5) Update File Pages**
 - add at least four spreads to current template
 - (add a spread at a time, pulling both pages from Master)*

- 6) Add All Text to Document**
 - Gather text from Word and TextEdit (files supplied)
 - Place in one article at a time. Link (text thread) that article to itself but not to other articles.

This will give you the freedom to update the arrangement to any order you see fit during the build.

- 7) Create Character Styles**
 - manually stylize type (try sticking with one or two families)
 - select section of type and make into Character Style (name carefully)
 - suggested CS include: Title, Subtitle, Author, Intro Paragraph, Body Copy, Pull Quotes.

- 8) Organize Paragraph Styles**
 - Body Copy should be a priority, as it will need to be split into multiple columns.
 - Remember the hierarchy of articles. Make visible in your document.

- 9) Remember the Most Likely Errors in the Project**
 - A) Don't have a donation form that cuts out the obituary
 - B) Don't forget to correct all tabs
 - C) Remember there is no tab (indent) on the first paragraph of an article

- 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