

# Monday

New issue cycle begins- start your dummy

Dummies help you envision and plan out your page

Don't forget

- Each box is 25 words (eg. FITC is 6 boxes)
- Make it neat. If your dummy is organized, your page will be, too.
- N/I= text, X= picture
- Contact the Business Manager (Allison) about ads
- Get an approval signature from an Editor

# Tuesday-Thursday

Layout on InDesign

How to get to InDesign

1. Go to [yearbookavenue.jostens.com](http://yearbookavenue.jostens.com)
2. Enter the job number (40599), your username (last name) and password (student password)
3. Click Create> Monarch by Jostens> Adobe InDesign

Troubleshooting

- **Green:** The system is ready
- **Orange:** The system will be available shortly
- **Red:** The system is offline

Use your control commands: C for copy, V for paste, X for cut and D for place

Once in InDesign, close Essential Tools box and move the YearTech box to the right

To open a page: File> Open> Team Drive> North Pointe 2017> Find issue #> Find page #

Once on your page

1. Change date in upper righthand corner
2. Enter the slug as the headline
3. Use the YearTech box to edit the byline
4. Add placeholder ad/pictures (with attributions and cutlines)
5. Add placeholder text
  - a. Type> Fill with placeholder text

# Friday-Wednesday

## Start placing content


Copy the story onto your page

1. Make sure the story has two reads (one from Mrs. Adwers)
2. Copy the story from below the byline to ###
3. Click the “Show clipboard” icon (lower right corner)
4. Click the “Waiting to paste text...” box and paste
5. Highlight the placeholder text and paste

Upload picture onto your page

1. Save the picture to your downloads folder and rename it
2. Click the “Upload files” icon (lower right corner)
3. Click the icon, find your picture and double click on it
4. Find your picture in InDesign
  - a. Control place (D)> Uploads> Search for your picture> Control cut (X)> Team Drive> North Pointe 2017> Find issue #> Issue \_\_ art> Find page #> Control paste (V)> Go to previous page> Go back to previous page> Double click on picture
5. Add **black** .25 border

To get text wrap for cutouts

1. Open Photoshop
2. Find and open your picture
3. If any popups come up, click OK
4. Click File> Save as> Change “Save as type” to a Photoshop file (.PSD)
5. Go back to InDesign, find and place your picture
6. Click on your picture and add the “Wrap around object shape” text wrap 
7. Add text wrap to detect edges
  - a. Window> Text wrap> Change “Type” to “Detect Edges”> Close text wrap window

Don't forget

- Proper headline, subhead, byline, story, contributing byline, photo credit, and cutline fonts
  - Go to Type> Paragraph styles> Find proper font
- Proper photo credits
- Black .25 border
- High quality pictures
  - Right click on picture> Display performance> High quality display
- Widdows

- Change kerning (-50 to +50)
- Kerning around cutouts

## Thursday-Friday

Get page locked- first, second, executive lock, Mrs. Adwers lock

Export your page: File> Export> Team Drive> North Pointe 2017> Find issue #> Click PROOFS> Change "Save as type" to an "Adobe PDF (Print)" file> Click Save (if any popup comes up click yes)> Change "Adobe PDF Preset" to "Press Quality"> Click Export> Open CubicExplorer> Find exported page> Right click, "Download with frame"> Open page from downloads folder> Control print (P)> Change to color and page size to ledger> Print