

Design Editor Names: \_\_\_\_\_ Block: \_\_\_\_\_

Table#: \_\_\_\_\_ Year: \_\_\_\_\_ Country: \_\_\_\_\_

## InDesign Checklist

### Stories

- \_\_\_ Correct indent (one or 1.5 picas; or no more than .25 inches)
- \_\_\_ Full justify left and right margins
- \_\_\_ No extra spaces between paragraphs
- \_\_\_ All stories on each page are the same serif font, same size (Times New Roman, or something like that) Indicate name/size of story font used: \_\_\_\_\_
- \_\_\_ Correct font size (between 7-9 pt.)
- \_\_\_ All stories follow same font style
- \_\_\_ All stories are complete and not cut off at end
- \_\_\_ All stories have byline in correct location (beginning of the story's first column, looking similar to a real newspaper)
- \_\_\_ All stories span entire width of column

### Headlines

- \_\_\_ All are **at least** 30 pt. or larger (the larger the better!); headlines can vary in font size
- \_\_\_ All headlines span the entire width of the story, even if two lines; no words are hyphenated
- \_\_\_ All are left justified to the first column of the story (not centered over the story)
- \_\_\_ All headlines are the same font, though they don't need to be the same font as used with stories

### Layout/design

- \_\_\_ Two pages of newspaper reflect some variation in layout/design (number of columns per page, place of stories, images, etc.)
- \_\_\_ All stories/photos/infographics fit into a rectangle, follow style of a real newspaper front page

- \_\_\_ If stories continue on second page, there is a second page headline with a “continued from” text
- \_\_\_ All placement of stories, photos with captions, and infographics seems logical and makes reading of story easy to accomplish
- \_\_\_ No unnecessary white space.
- \_\_\_ All pages between 4-6 columns

### **Infographics and Photos**

- \_\_\_ All photos have source info in the bottom corner, above the caption (name of website)
- \_\_\_ All photos and infographics span the entire width of column(s) where they are placed
- \_\_\_ All photos have captions with caption that spans the width of the photo
- \_\_\_ Photos are correctly proportioned and not distorted
- \_\_\_ All photos and images on page are relatively large, are grey scale and will print well
- \_\_\_ All captions are flush left and use a consistent font.

### **Nameplate**

- \_\_\_ Nameplate contains necessary elements (title of newspaper, publication date, city, volume #, price)
  - \_\_\_ Name of newspaper is very large, at top of first page, and easy to read; you also have a secondary nameplate with the newspaper name at the top of page two
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### **To save as a PDF**

Ctrl + E

Save as type Adobe PDF (print)

*E-mail the PDF as attachment to **Mr. Davis (block 2)** or **Mrs. Davis (block 3)**. Write your table #, country, year in the subject line (as in Table 6, Russia, 1915)*

### **To print**

Ctrl + P

Click on Setup

Change Paper Size to 11 x 17

Choose HP 8100 printer

Click Print

*Attach this stapled to your original, drawn plan. If you did not follow your plan, indicate what changes you made (and why) on a yellow post-it note. You also need to e-mail*