

ARTHIST 276 | CONTEMPORARY ARCHITECTURE

Emory University Department of Art History

INDESIGN WORKSHOP

In this workshop, you will learn how to set up a sample InDesign layout. We will work step-by-step to recreate the printed example. Laying out a research paper in InDesign will take time. This workshop will teach you the most basic tools and skills, after which you will have to practice with the software on your own. InDesign workstations can be found in the MediaLab and on the 3rd floor work stations in Woodruff.

WORKSHOP STEPS


Getting Started

1. Download WORKSHOP MATERIALS from the latest Canvas Announcement onto your desktop. Unzip the folder.
2. Open InDesign
3. Open the file "InDesign_blank layout for workshop.indd"

Text

1. Select the **Type tool** (big T) on the left-hand toolbar. Make a box that fits into one column of the InDesign layout.
2. Type the title information into the box (see printed template for content).
3. In the **Character** tab to the right (or in the tools above your layout) change the text style and size to match the example. Resize the text box to fit the amount of text you have with the open pointer tool (on the top of the left-hand toolbar).
4. Make another text box beneath your title that fills up the remainder of the column.
5. Open the Word file "DUMMY TEXT." Select all of the text (Select All: Command +A), then copy it (Copy: Command +C:).
6. Go back to InDesign. Paste your text into the box (Paste: Command +V). You will notice a **red +** at the bottom of the box—this indicates that there is more text here than can fit in the text box.
7. Add 5 more pages to your document. Do this by going to the **Pages** tab on the right and clicking the little white page on the bottom until you have 6 pages total in your document.
8. Go back to the first page and click on the **red +**. Scroll to page 2, and click into each column to drop the additional text in. Do this for all pages.

Figures + labels

1. Using the **Empty Frame** tool  make a box on page 1 that more or less matches the proportion of the image you want to insert.
2. Open the Images folder. Drag your image (Fig1) into the frame. **Object > Fitting > Fit frame proportionally**. Using the Selection tool, crop the frame to fit the image. Using the **Free Transform** tool (with **shift** held down to maintain proportion), fit the image into the column. Repeat for all the images in the document.
3. Note that you'll have to re-size your text boxes to make room for the images, using the **Select** tool. Because these are linked boxes, the text will automatically flow to the next box.
4. Using the **Type tool** (big T) on the left-hand toolbar, make small boxes beneath each of your images.
5. Open the Word file "FIGURES TEXT." Select the text for the figure you need, copy it (Copy: Command +C:), and paste it into the box below the figure. Repeat for each figure.
6. In InDesign, change the text style and size to match the example for each Figure text.

Endnotes + Bibliography

1. Make another text box for the Endnotes.
2. Open the Word file "ENDNOTES." Select all of the text (Select All: Command +A), then copy it (Copy: Command +C:).
3. Go back to InDesign. Paste your text into the box (Paste: Command +V). Add text boxes as needed until the red + is gone.
4. Repeat for your Bibliography (with the Word file "BIBLIOGRAPHY").

Citation markers

1. Lastly, citations to research sources *within* the text will have to be inserted by hand (your endnote numbers). It will be easiest to make sure the citation marks are in the correct locations if you print or pdf your paper directly out of Word, and work through them methodically in InDesign. With the **Text** tool selected, you will insert the cursor in the correct location, type the number, highlight it, then raise the number up using the character toolbar above your document. That tool looks like this: A^a. 5 pt. up looks good.

SHORTCUTS

- Command A: Select All
- Command C: Copy
- Command X: Cut
- Command V: Paste
- Command +: Zoom in
- Command -: Zoom out
- Command ;: see / hide guides

TIPS + RULES FOR FINAL PAPER

Importance of the paper draft. It is important to outline the paper and proceed through several drafts. Please print out a hard copy of a draft of your paper and read it over carefully. This will enable you to rethink the logic of your arguments, rather than just rearrange segments of text on a screen. It will also allow you sufficient time to make necessary revisions, scan images, proofread your text (avoid spelling errors; please use "spelling and grammar"), as well as prepare proper and thorough endnotes and bibliography.

Image / Figure organization. Make a folder where you collect all of the possible images you might use in the paper. Be scanning and collecting these as you complete your research. Save images at a high resolution to make certain they will not be pixelated in the final version (which makes me crazy).

Leave yourself a day to complete your final layout. You should be done writing and editing the paper in Word a *day before* the deadline. Remember that you want to lay it out in a way that makes the most of the relationship between words and images. This will take time to figure out.

Create your own style. Your font choice communicates. Experiment with different options. You can, for instance, use one font for titles and subtitles, and another for the main text. It's completely up to you, just make sure you are working with a consistent set of design rules.

Figure notations. Use parenthetical citations within the text to refer the reader to your images. For example: "The final plan of Islamabad is remarkably close to Doxiadis' initial sketch, completed in 1965. (Figure 4)" You **must** include these markers within your text. Before or after the figure notation, take the time to describe the illustration to your reader, to justify its inclusion, and to direct the reader how to understand it.

Figure locations + sources. Make sure to place your images near their location in the text. Always indicate the source of the image—meaning indicate where the image came from. A book? Website? ArtSTOR? Cite it.

Endnote citation markers. Citations to research sources *within* the text should be inserted in parentheses as you write the paper in Word. When you get into InDesign, you will take the number marker, make it into a superscript, and then move the citation information into your endnotes list. See the InDesign example I have provided for you.

Endnotes. All citations will be included as a list of endnotes, located after the text of the paper. **Include page numbers for each individual citation.**

Bibliography. Include *all* sources you used in your research, not just the works cited directly in the endnotes of the paper. These should be formatted according to Chicago Manual of Style, 17th edition. For a guide to the style, go to: <http://www.chicagomanualofstyle.org/home.html>

Tutorials. The MediaLab is almost always staffed with people who can assist you if you have questions. There are also plenty of tutorials online, including Emory's Lynda platform.