❂ THE INDESIGN EXPERT PRODUCTION SEQUENCE

1. FORMAT THE CORRECT SIZE. The most important and basic production step us to create a domument or a frame which is exactly the right size. if you are building a document, you must also carefully format the interior space with margins and column guides. If you are drawing a frame innthe middle of the document , and define a specific frame size.

2. ADD AND ALIGN THE OUTER STROKE. Once a fame is created, decide if it should have a stroke. If so, add a stroke of the correct weight and stlye. Then open the Stroke panel -- Window>Stroke. if you have created your frame to an exact size, align the stroke to the inside.

3. CREATE A TEXT INSERT. A stroked text frame needs a text inset. Always add he text inset before you begin to type.

4. TYPING. Do all the typing before you begin to formt the text. Always type first, and formt second. Type a z in the places where a glyph will be insted later. Usually tyoe will not be set line for line, so let your text flow.

5. CHARACTER FORMATTING. First, "rough in" the text. Slecet all the text and the aply the most commnly used types style , size and leading values, usually the specifications for the body copy text. Then, go back ad add specific characterattributes, including glyphs ad raised caps.

6. PARAGRAPH FORMATTING. When the character attributes are finished, encode paragrapgh attributes including idents, drop caps, space before, space after , and hyphenation.

7. PROOF YOUR WORK. The job isnt done until you have proofed it. Run spell check before prnting and print a copy of your project. Compare your project with the orginal, marking changes as needed. Confirm that type use is consistent throughout the document. Make any changes, print, and proof again.

Aliyah Thomas

I did not enjoy this project. It was very hard, an it wasnt as enjoyable as the last projects thst we did, but I did learn alot today and I was forced to use my typing skils. I think this project is more designed for a company , and i am glad i got it out the way.