


Helpful Tips/Tricks

Tip	Example
1) Always use left aligned hanging justified for article text.	 <p>The icon for this formatting looks like this in InDesign. The text will most likely have some hyphenated words.</p>
2) Song titles are in “quotations.” Album titles, TV shows, movies, long plays, and publications are <i>italicized</i> .	<p>Song: “Yellow Submarine” Album: <i>Abbey Road</i> Play: <i>Romeo and Juliet</i> TV show: <i>The Walking Dead</i> Movie: <i>Home Alone</i> Publication: <i>The Hawk</i></p>
3) When using a quotation, the punctuation is always within the quote.	<p>“Living in a family of 15 can be difficult sometimes,” explained senior John Doe.</p>
4) Student/teacher names are always preceded by a title (i.e. freshman, Psychology teacher)	<p>Freshman Emily Wallace Journalism teacher Brittany Tracy These titles are not capitalized in the middle of a sentence.</p>
5) The only title that receives capitalization is Head/Assistant Coach or Junior/Senior Captain .	<p>Head Coach Jamie Greenwood Senior Captain Olivia Kurtz</p>
6) Never use ‘ th ’ (or ‘ st ’, etc.) when writing a date.	<p>Correct: Graduation is on June 1. Incorrect: Graduation is on June 1st.</p>
7) If you would like to use clip art/other embellishments , make sure it has no background . See <i>tip #8 for clipping path</i> .	<p>Google search “(insert item here) no (or white) background.” If it has a grey tiled background (alpha channel), it should be easy to use the clipping path. Objects with solid white/black backgrounds are pretty easy to use the clipping path (usually).</p>
8) Use the clipping path for creative embellishments.	<p>Object > Clipping Path > Options > Detect Edges (or Alpha Channel) You may need to adjust the threshold or tolerance to make your clipping as clean as possible.</p>
9) Use special effects to enliven your text/images!	<p>Object > Effects Use a feathering tool to soften the edges of an image. The transparency effect will make the image transparent. Drop/Inner Shadow is cool too.</p>

<p>10) There is actually a difference between Times and Times New Roman</p>	<p>This is Times. (on the Word document it was different) This is Times New Roman. I know it sounds silly, but the two fonts definitely look different on InDesign.</p>
<p>11) Use fun fonts sparingly. They should only be used for emphasis in the Feature, Entertainment, Centerspread, Arts/Style, and Opinion sections. Try to stick to a theme.</p>	<p>Typewriters: Are they back in style? Are parents involved in high school? The History of Leif Erikson Day Senior boys conquer dodgeball game All of these fonts are awesome, but I would avoid using them all in the same spread.</p>
<p>12) Photo credits always go underneath the image in the right corner, with the last character in the credit aligned to the edge of the image.</p>	<p style="text-align: right;">Photo by Hailee Phillips Photo courtesy of pinterest.com (These are 7 pt TNR with a regular font face)</p>
<p>14) A “team” is an “it,” not a “they.” <i>You have to love a good collective noun.</i></p>	<p>The Decatur volleyball team won its game against Bennett on November 5 with a score of 3-1.</p>
<p>15) When writing an article, try to keep your paragraphs short. In a column layout, articles tend to look “chunky” if they are written with long paragraphs.</p>	<p>Ready, set, go! The tennis team is set up for success with nine senior players. “Since we’ve been practicing for the past four years together, I think that we are all ready to win the Bayside match this year,” stated senior Tyler Smith.</p>
<p>16) Paragraphs always begin with an indent of three keyboard spaces.</p>	<p>Ready, set, go! The tennis team is set up for success with nine senior players.</p>
<p>17) If you have a consecutive two-page layout, design as a spread.</p>	<p>Try to place ads on outer edges of the spread to keep the “flow.” Make sure that horizontal/vertical lines are placed strategically if two articles are placed directly next to each other. Use grey boxes to mix things up.</p>
<p>18) Try recording your interviews using a cell phone so you can transcribe them later.</p>	<p>Using this method, you will not run the risk of misquoting an interviewee. Apps such as Dragon Dictation will even transcribe the interview for you (if you record within the app)</p>
<p>19) Captions are always in Times New Roman, 9 pt, italic, with left hanging justified.</p>	<p><i>Although this is not actually 9 pt font, this is how a caption should look.</i></p>