

## Layout Workshop!

You're going to lay out Jonathan Draxton's piece from 2011 year.

The piece is located in the williamstelos Google doc → Spring 2011 folder.

The photo is located in the williamstelos dropbox → Spring 2011 → images folder.

Look at **Layout Info Sheet** located in....

williamstelos Google doc → Telos info  
for nitpicky detail.

This piece is for 1 page.

It will be on page 18 (think about whether page 18 is on the right or the left page)

Good luck!

Feel free to ask questions :)

## Layout Basic Checklist

1. Starting a new document in InDesign
  - a. (if pagination is done) check how many pages
    - i. does it start at an even number page or an odd number?
  - b. dimensions: 8.5 \* 10 in
  - c. 4 columns (of more if you'd prefer, but 4 columns )
2. Should have:
  - a. text
    - i. first line left indent = .1667 in.
    - ii. text is justified with last line aligned left
  - b. title
    - i. only first letter of first word is uppercase, all else is lowercase
  - c. contributor's bio
    - i. put two returns between regular text and bio
  - d. by author
    - i. lowercase b in "by," no colon
  - e. page number and either "Williams Telos" or "Spring 2013"
3. Depending on the piece
  - a. image and picture credit
  - b. pullquote
  - c. subtitle