

Timeline (TENTATIVE; we'll see where we are Thurs 3/28)

No latework for drafts

Wk 8	3/19 - Tues <ul style="list-style-type: none"> • <i>Art+Design Day (no class)</i> 	3/21 - Thurs <ul style="list-style-type: none"> • Assign Newspage • Setup InDesign doc • Paragraph styles demo; linking text 	3/22 - Fri
Wk 9	3/26 - Tues <ul style="list-style-type: none"> • <i>Work day (no meeting; I'm off campus)</i> • Draft: Show visual progress (more than initial sketches, ideas) • > REQUIRED DRAFT submission: Lastname_News1 by end of day 	3/28 - Thurs <ul style="list-style-type: none"> • Check-in • Assign next ? 	3/29 - Fri • Newspage DUE
Wk 10	4/1 - Tues <ul style="list-style-type: none"> • Review Newspages • Assign next ? 	4/3 - Thurs <ul style="list-style-type: none"> • TBA 	4/5 - Fri

Paragraph Styles

Using paragraph styles allows you to save all the formatting decisions for a particular kind of text, like a name or description, and easily and QUICKLY apply them to other instances with just a couple clicks.

- Paragraph styles palette can be found under Window > Styles > paragraph styles.
- Name each style appropriately with a descriptive title.
- Although there a lot of options in the dialog box, the main ones you'll be likely to use are Basic Character Formats, Indents and Spacing, Drop Caps and Nested Styles, and Character Color.
- [Link to tutorials on formatting text and setting Styles \(from Adobe Help\)](#)

Linking Text frames in InDesign.

On the lower right side of a text frame (near the corner) there is a small square box. If all of the text currently fits in the frame, it appears white. If there is more text in the frame that is currently visible, it appears red with a +. Selecting the square in either case will load a text frame onto your cursor; click and drag to place. Now, your two frames are linked. Meaning, whatever doesn't fit into the first text frame will automatically continue into the second one. You can continue this process by clicking the square on the newly created second text frame to link a third, then fourth, and so on.

To unlink frames, select the lower square of the frame where you want the link to stop. Your cursor is loaded once more, but will change to a broken chain icon when you hover over the next linked frame. Click once to break the link.