

How to place your Full Paper/ Design Project/Short Paper into this template:

NOTE: IF YOU ARE USING INDESIGN CS6 OR EARLIER, PLEASE USE THE .IDML FILE.

Step 1: Open the .INDD file on your computer, rename to **ACSA114_LastName_TitleShort.indd**.

Step 2: Set up your workspace. Go to “Window > Workspace”. Make sure “[Essentials]” is selected. This will add a toolbar to the left and a panel to the right side of your screen. The left toolbar allows for you to select the text boxes, type, add image boxes and more. The right panel allows you to see the properties of the file, apply Paragraph and Character Styles, align text and image boxes, and add Glyphs.

Step 3: Prepare your document file. If you are using Microsoft Word or Google Docs saved as a .docx file, make sure that your file is ready for import by proofing the spelling, grammar, and adding italics and endnotes where necessary.

Step 4: Add your Paper Title to the Master Page of this document. Go to “Pages” on the right-hand panel. You will see a two-page spread. Double-click the left page and into the text box that says “Paper title to be inserted on master page” and add your title. Please use Title Case. You do not need to include your subtitle.

Step 5: Select all template text and delete. You can always review the attached PDF to ensure it is correctly formatted. To place your document, select “File>Place” from the menu, then select your text file. It is best practice to do all type formatting in this document to ensure the paragraph and character styles are formatted correctly. You can also copy & paste your text into the text box in InDesign.

Step 6: Once your text is in the document, you will need to use the “Paragraph Styles” and “Character Styles” on the right to format your text. Highlight the text you’d like to format and then select the style you’d like to add. For instance, the majority of your text will be “06_Main Body... no break body” ensuring that the text is Left justified and is Calibri Light 9.75/12pt. If you are noticing that it looks different from the PDF, make sure you have the font file installed on your computer. This can be found in the Document Fonts folder in the .ZIP file we sent.

HELPFUL RESOURCES:

Adobe User Guide — <https://helpx.adobe.com/indesign/user-guide.html>

Default Keyboard Shortcuts — <https://helpx.adobe.com/indesign/using/default-keyboard-shortcuts.html>

Master Pages — <https://helpx.adobe.com/indesign/using/master-pages.html>

Paragraph + Character Styles — <https://helpx.adobe.com/indesign/using/paragraph-character-styles.html>

Threaded Text Frames — <https://helpx.adobe.com/indesign/using/threading-text.html>

Adding Graphics/Images — <https://helpx.adobe.com/indesign/using/graphics-links.html>

Step 7: Format text with Paragraph Styles - Paper Title, Name, Affiliation, Keywords, Abstract, paragraph text (check italics and endnotes), caption text, endnotes, and bulleted/numbered lists.

Step 8: Add your images. Select one of the gray boxes and go to the menu and select “File > Place”, choose image. All of these boxes have an object style that “fills frame proportionally”. If you notice that your image is being cropped, click the box, when you see the diagonal arrows, double-click the top right corner of the image. This should resize the image to fit the full image. You can resize the image by holding Command + Shift (on Mac) and Control + Shift (on Windows) and dragging the corner to fit within the template columns.

Step 9: Add captions under your images. Select a caption text box and Copy + Paste. Drag under your image aligned with the body column. Add your caption text. Make sure to apply the Paragraph Style “07_Caption Text.” There is a Character Style “Caption-italics” that you can add if necessary.

Step 10: Make sure your endnotes are formatted in your paragraph text. If they are not correctly formatted, go to Character Styles and choose “Body - Endnotes Superscript.”

Step 11: Review your endnotes for correct formatting. Apply the Paragraph Style “08_Endnotes Text” to the book titles. We use Chicago Manual Style for all our formatting so please ensure that your endnotes align with that style. Visit <https://www.chicagomanualofstyle.org/home.html>

Step 12: Once you are done formatting your InDesign file, save it and go to “File>Package”. Once your file is packaged, navigate to the folder and review your PDF.

Note: If you do not have InDesign on your computer, sign up for a free Creative Cloud membership and download a trial version of InDesign. <https://www.adobe.com/products/indesign/free-trial-download.html>