



Notes for Preparation of InDesign Files

1. Use a recent file from the relevant series as a template.
2. If necessary, install the fonts you'll need. You can download them from Adobe or find them in a previous package folder for another book.
3. Save the file with a new name (usually "[Book Name] interior").
4. Place the manuscript file. When you open the place dialog box, click the "view import options" box. In the Import Options dialog box (this assumes you are using Microsoft Word as the file source), do the following:
 - a. Select the checkboxes for Table of Contents Text, Index Text, Footnotes, Endnotes, and Typographers Quotes.
 - b. Choose the Preserve Styles and Formatting from Text and Tables option.
 - c. Choose the Customize Style Import option.
 - d. Map the incoming styles to the styles in the template file.
5. Place the document using autoflow. This requires you to hold down the shift key as you place the text. This creates enough new pages to handle all of the text.
6. Take care of the front pages. This will require you to add to the "Other books in the series" section.
7. Start replacing the fonts and character styles that InDesign will inevitably import from Word. Use the Control-F command to open the Find and Replace dialog box. Set the scope of the replace operation to the Document. Then replace the formatting. In the Text tab, click on the Find Format option (at the bottom). Go to Basic Character Formatting. Choose Times New Roman font family and the regular font style. Replace it with Adobe Garamond Pro Regular. Continue through italic, bold, and bold italic. One useful tip: to reset styles without clearing overrides (such as italic text), search for the consistent overrides that came in from Word (e.g., for Header A, pair it with 16pt font size) and replace it with that style without anything else specified (e.g., just the style name and no settings elsewhere in the format settings).
8. Work through the document, placing figures and ensuring that the headings are properly formatted. Pay attention to the following issues in particular:
 - a. Check for any problems with reference lists and paragraph text.
 - Check reference lists to ensure that URLs don't break at http:// (insert a soft return before them instead – shift/return)
 - Check APA reference lists to ensure that "Retrieved from" precedes the URL.
 - Search, in APA reference lists, for improper use of colons (i.e., search for (1): with a filter for Reference List style).
 - b. Apply bulleted lists and numbered lists. Use the Context menu or Type menu to ensure that numbered lists restart at 1 as appropriate. Be sure to apply the bulleted list style to bulleted passages, since it is likely they came in as numbered lists (with bullets) as opposed to lining up with the bulleted list style.
 - c. Check line spacing and indents. Use overrides for local problems. Redefine the styles if necessary.

9. Move all endnotes to the ends of their respective chapters. Notes come before References. References come before Appendices.
10. Ensure that all endnote reference numbers are formatted properly.
11. Ensure that all parts and chapters begin on an odd-numbered page (the right side of a spread). Use the menu command Type > Insert Break Character > Odd Page Break to set this up so that it works even if the pagination changes.
12. Edit the master pages that are used to show the headings and page numbers in the book. These are built into the template. Here's what they do:
 - a. Master Blank: no page numbers and no headers. Used for blank pages before chapters and parts.
 - b. Master – No Running: shows page numbers, but does not show a header. Used for the first page of a chapter or for a Part page.
 - c. 1 – Chapter Name: there are lots of these. Open them, edit the author names and the brief title.
13. Assign Master Pages to the various sections/parts/chapters of the book. To apply the Master Pages, right click on them and choose the "apply to pages" option, or drop them on a page icon in the Pages flyout.
14. Ensure that page numbering is working as it should. Roman numerals are used for front matter. Arabic numerals begin with the introduction, foreword, first part, or first chapter.
15. Ensure that the facing pages are even at the bottom of the page. The "keep options" generally work against having a single line of text in a paragraph showing at the top or bottom of a page. You can override this, but it's usually best to find a way to shorten another paragraph by a line. You can do this through the Tracking Control in the bar at the top of the InDesign window. Consider both decreasing and increasing tracking, but generally try not to go above 20 or below -20. It's fine to have the lines on a page be one or even two shorter than the maximum number of lines possible, but generally you can find a way to make things fit.
16. If you are dealing with endnotes, they might not fit precisely at the bottom of the page (since they don't fit the layout grid). Feel free to add a few hundredths of an inch above or below the paragraph so that they line up with the text on the facing page.
17. Convert urls automatically; then check for and create URLs beginning with https://; then check for and create URLs beginning with http://. For some reason, InDesign doesn't find them. Go figure.
18. If appropriate, create an index.
19. Generate your TOC, assigning the styles in the template as appropriate.

Creating a Cover

1. Create the cover. Choose the image from the set that we've downloaded for the series. For example, the Perspectives on Writing images come from <http://www.sxc.hu/photo> and are saved in the Cover Images folder in the Perspectives on Writing folder. Create the cover (600 dpi images, CYMK Tiff). Set up the colors needed for the back cover and fonts. Then add the other images, such as the WAC Clearinghouse and UPC logos, as appropriate. You can change the colors in Illustrator, and then save as an EPS file, which preserves the transparency and will work well against any background.