

# TYPESETTING GUIDELINES

## Dashes

There are different dashes for different typographical situations. Below are the explanations of what the dashes are, when to use them and what keyboard shortcuts to use:

emdash (—, longest):	used in a sentence in place of a period; shift, option, hyphen
endash (–, second longest):	used between dates, times and numbers; option, hyphen
hyphen (-, shortest):	used to separate words at the end of a line or words like “e-mail”, try not to have them at the end of two lines in a row (you can control this in paragraph style)

## When you receive a Word document from a client, complete the following steps:

### 1. Save the document as text only (.txt)

Note that sidebars, pull quotes, etc. may not be saved in the text only format. Review the document carefully for these elements.

### 2. Import the .txt document into InDesign using the Place function

If you use Copy/Paste you will lose curly quotes (you want “, not ”).

### 3. Set up your Basic Paragraph style for your body copy with a space after or space before

### 4. Before you start styling (using paragraph styles) you MUST “Find/Replace” the following:

find spacebar spacebar (double space)	change to spacebar (single space)
find spacebar ^p (space return)	change to ^p (return)
find ^p^p (double return)	change to ^p (return)
find ^t (tab)	change to nothing
find spacebar - spacebar (space, hyphen, space)	change to spacebar—spacebar (space, em-dash, space)

## General No-Nos

### Never Use Spaces or Tabs to Indent a Paragraph

Use the first line indent in the paragraph style. This will ensure that no matter who opens or edits the document, the design remains the same and different default settings will not affect the layout.

### Never Use Hard Returns for Extra Space between Paragraphs

Always use the space after or space before settings in paragraph style. This ensures proper flow of text when edited.

### Never Use Spaces or Tabs to Push a Word to the Next Line

Instead, use soft returns or use the non-breaking space (option, spacebar) after the word you want to push to the next line.

### Don't Use Default Tab Settings

Create your own in the paragraph style.

## Always Do the Following:

- Spell check or use Dynamic Spelling in the Edit menu!
- Pay attention to rag, hyphenation, widows and orphans.
- Always check your layout against the client's for special formatting (i.e., italics, bolds), special characters (i.e., fractions, ©, ®, ™) or for missing text.

If you have any questions, please don't hesitate to ask Pomp for help!