RECITAL AND CONCERT PROGRAM TIPS

OVERVIEW
Goal: Professional programs following a consistent design that are easy to use.
InDesign: Layout and design program
* Word is designed for processing text; it's not suitable for layout, even frustrating
* Advantages of InDesign: crisp appearance, more control over design elements, and useful widely within the profession.

WHAT YOU WILL NEED
Adobe Creative Cloud (https://doit.txst.edu/services/adobecreativecloud)
Palatino Linotype font—installed on most computers)
Separate Word documents for:
    Program Page—clear tabs, then set left tabs at .25" and .375" and right tab at 6.5"
    Program Notes—clear tabs, then set left tab at .25"
    Texts—clear tabs, then set left tab at .25"
    Translations—clear tabs, then set left tab at .25"
    Artist Profiles (aka, biographies)
    Acknowledgements
The correct InDesign Template

PREPARING PROGRAM MATERIALS
Draft the text for each section in a separate Word document.
Insert copy into InDesign.
    Highlight (Select All) the text in the original Word document and Copy.
    Highlight (Select All) the text in the appropriate section of the InDesign template.
    Paste over the highlighted text. Do not delete the text, as the formatting sometimes
        disappears.
Do's and Don'ts

| | |
|---|---|
| Do use type sizes programmed in templates | Don't change template styles |
| Do use italics | Don't use bold or special text effects |
| Do use tabs for formatting text | Don't use extra spaces for formatting text |
| Do use single spaces throughout | Don't double-space between sentences |
| Do open and close text boxes (push & pull) | Don't fill space with unnecessary hard returns |

Choose correct template
Important keyboard shortcuts
    Select All (ctrl + A)
    Copy (ctrl + C)
    Paste (ctrl + V)
    Zoom (ctrl + + or ctrl + -)
Tools
Panels
Text boxes
Delete/insert copy
Text flow ("threading")