

HEADINGS, TITLE PAGE & CONTENTS DESIGN

Assignment ONE: Create a new document and set up a style guide of A, B, C, (and D, F, etc. headings if you deem it necessary) and create styles for each. These should each represent the hierarchy of importance for your various headings within your text. Not all of your books will require the same number or levels of information, so each of you will have to determine the range of headings needed for your individual books. Choose separate styles and sizes that will reflect their position within the hierarchy. A-headings, which may or may not be chapter headings, should look most significant and others will be sequentially smaller in step and level of importance. It is helpful to choose the most frequently used level of heading - whether it be A, B or C - as a starting point and increase or decrease the size of the other headings from that point. It is also wise to place some of your specified body text on the page for comparison. Once complete, this style sheet will be for review in studio groups on the following week. Based upon the outcome and approval, you can then use it to create your paragraph/character style sheets for all headings in your document.

TWO: Produce some pencil rough drafts for your Title Page(s) and Table of Contents (if required for your book). Keep in mind the grid of your body text block when you do this as you may want to confine the text of these pages within that same area. Please make these rough drafts to your actual page size.

Reading Review the PDF file located at <http://bookbuzz.wordpress.com/> listed as PART 6, PRELIMS, TITLES AND END-MATTER and read over the material specifically on Title Pages and Table of Contents (pages 164 - 186).

Review these chapters in INDESIGN TYPE:

CHAPTER 2, GOING WITH THE FLOW for information about flowing your text into your documents.

And CHAPTER 10, FIRST IMPRESSIONS: CREATING GREAT OPENING PARAGRAPHS.

“What is the use of a book”, thought Alice, “without pictures or conversations?”

Lewis Carroll, ALICE'S ADVENTURES IN WONDERLAND (1865)