

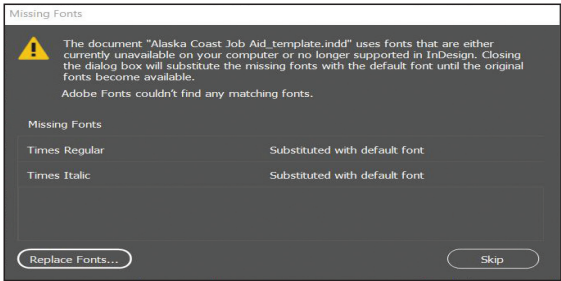


# Tips and Tricks

## Cultural Resource Job Aid Template

### Your job aid templates are provided as Adobe InDesign documents (.indd)

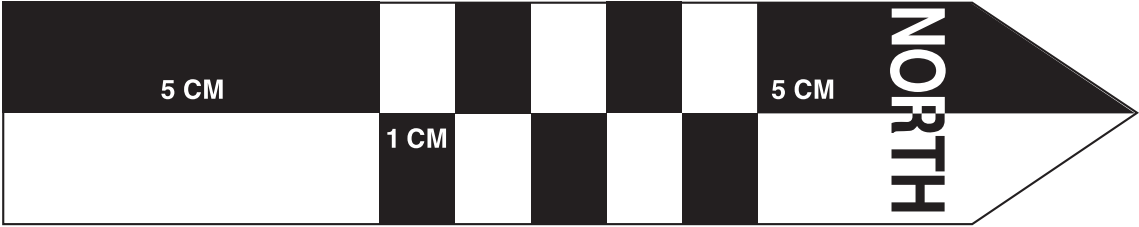
For ease of use, the templates use the common fonts **Arial** and **Times**, included in most computer systems. Your computer's version of these fonts may be different. The first time you open the InDesign document you will see an alert dialog box like this. Click on the **Replace Fonts** button to substitute the closest font on your system.



### If Adobe InDesign is unavailable, you can view the .pdf file with Adobe Acrobat

You may use this template as a guide, including use of any concepts, wording, and design elements. Feel free to directly **copy and paste** the text from the .pdf file into your program.

The icons and the North Arrow are available as .eps and .jpg files in the **Graphic Resources** folder.



### The North Arrow must not be scaled!

When you import the North Arrow, be sure all scaling options are **set at 100%**. The arrow should be placed as close to an edge of the document as possible, while also allowing for your printer's margins. Remember, the photographer will want to place the arrow as close to the photo subject (e.g., artifact) as possible!

### Photo hints

Once you have imported your images, it is good practice to print a test copy to examine the results. Make sure each photo's overall quality and pixel resolution is sufficient to be useful to the user. Be aware that many images downloaded from the internet may not have a resolution high enough for print quality. Always be aware of copyright rules!

### Be sure to print your job aids at 100%!

Printers will often default to a **“scale to margins”** setting or similar wording. If printed with this option checked, the arrow size will be reduced, and scale inaccurate. If you have allowed for margins, typically a maximum of .25 inch, you can print at **Actual Size** and your content will not be cut off. Make sure your print dialog box settings are all set to **Actual Size**, or **100%**!