Guide on formatting your preprint in the style of a standard journal

This is written to be used with the provided InDesign template (Paquette_Template_preprint.indd). The style is formatted based upon a standard two-column "your favorite journal" style.

Things that will make your life easier:

You can add additional pages if necessary by highlighting the current last two pages in the spread and under "Layout→Pages→click "Duplicate Spread""

Text:

- NOTE: By default InDesign will only paste text without formatting, so you have to enable an option to keep formatting such as bold text, italicization, and super/sub-script.
  - Under "Edit" go to "Preferences → Clipboard Handling…"
    - Under "When Pasting Text and Tables from Other Applications," click "All Information (Index Markers, Swatches, Styles, etc.)
    - If you want to paste text only, then right click and choose "Paste Without Formatting" or on PC, Ctrl+Shift+V
- All the columns should be linked, so text will autofill accordingly
  - However, if the text does not continue or overflows the last column then click the column with the select tool and at the bottom right of the column there will be a square (will be red + inside if it is overflowed). Click the square then click the next column you want the text to continue into.

Figures:

I have shown where I had placed figures in my original preprint with "grey boxes" as a guide. The boxes should be deleted before placing your own figures.

- If using illustrator, or a similar program, to make your figures
  - Make each panel of a figure have its own artboard
    - *This allows you to easily export each panel as a separate object, which will make it more straightforward to fit your figures in different arrangements*
  - Right clicking on image brings up option to edit original, which allows you to adjust font size, etc. and have the linked figures update on the fly
- Under "View" menu, display performance allows you to change the quality of the displayed images to lower memory usage and allow you to more easily work on the text