

Read the *entire* instructions before you try to follow them. Knowing where you are going will help.

How to Make and Share a New Editor's Folder in Creative Cloud

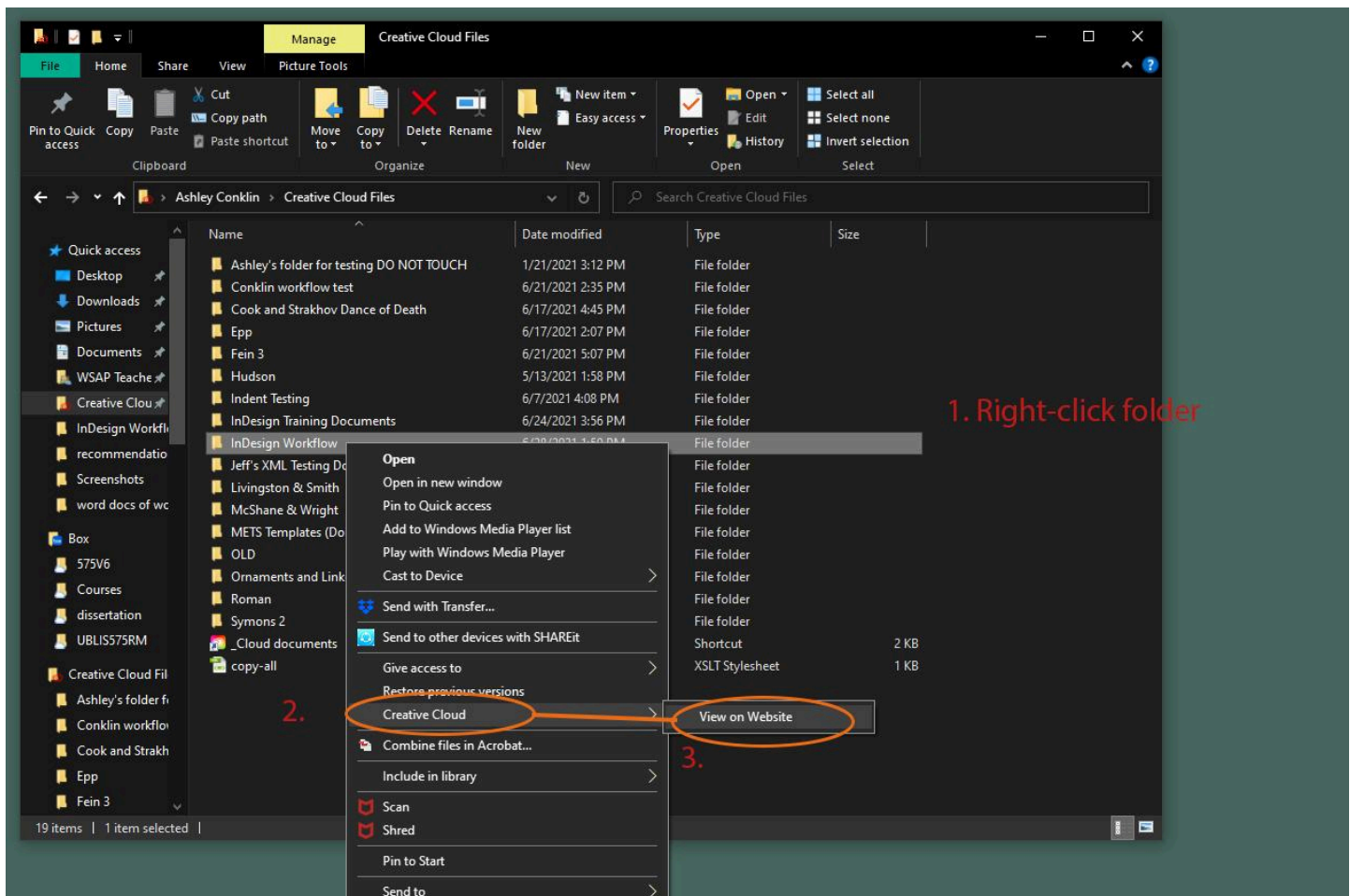
In the **Creative Cloud Files**, create a new **Editor's Folder**:

- ❖ Right Click → **New** → **Folder**
- ❖ Name the **Editor's Folder** after the editor. Follow the naming conventions in the Formatting Reference.

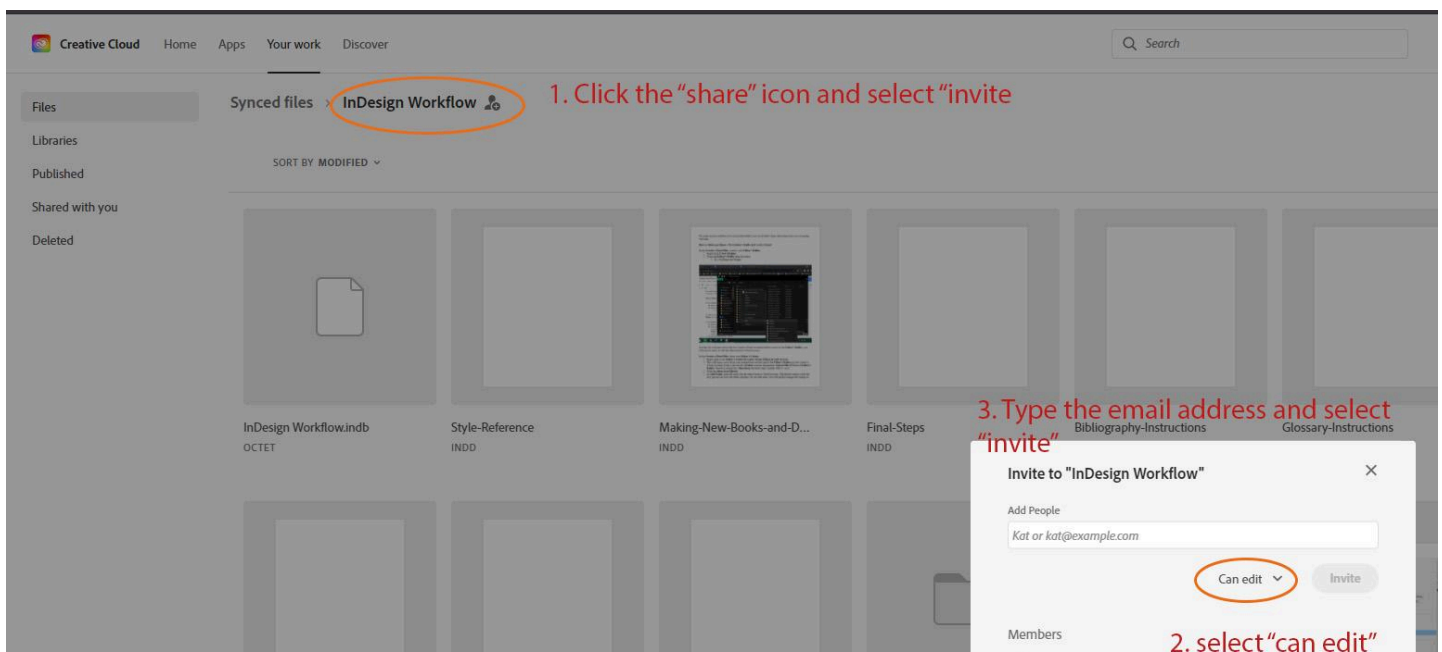
In order for everyone across the two Creative Cloud accounts to have access to the **Editor's Folder**, you will need to share it with the other Creative Cloud account.

In the **Creative Cloud Files**, share your **Editor's Folder**:

- ❖ Right click on the **Editor's Folder** → **Creative Cloud** → **View on Website**



- ❖ This will open a new tab in your internet browser that shows the **Editor's Folder** in your Creative Cloud Account. Look at the top for a **Folder** location designation: **Synced Files** → Name of **Editor's Folder**. Next to it should be a **Share Icon** that looks like a profile with a + on it.
- ❖ Click the **Share Icon** → **Invite**
- ❖ In **Add People**, enter the email for the other Creative Cloud Account. The default setting is that the new person can view the folder and files, but not edit them. You will need to change this setting so that you invite them to **edit and share** the **Editor's Folder**. Then, click **Invite**.



At this point, send a message on **Slack** to someone with a laptop that can access the other Creative Cloud Account. They will need to open the Creative Cloud Account, either through the desktop app or on a browser, and accept the request.

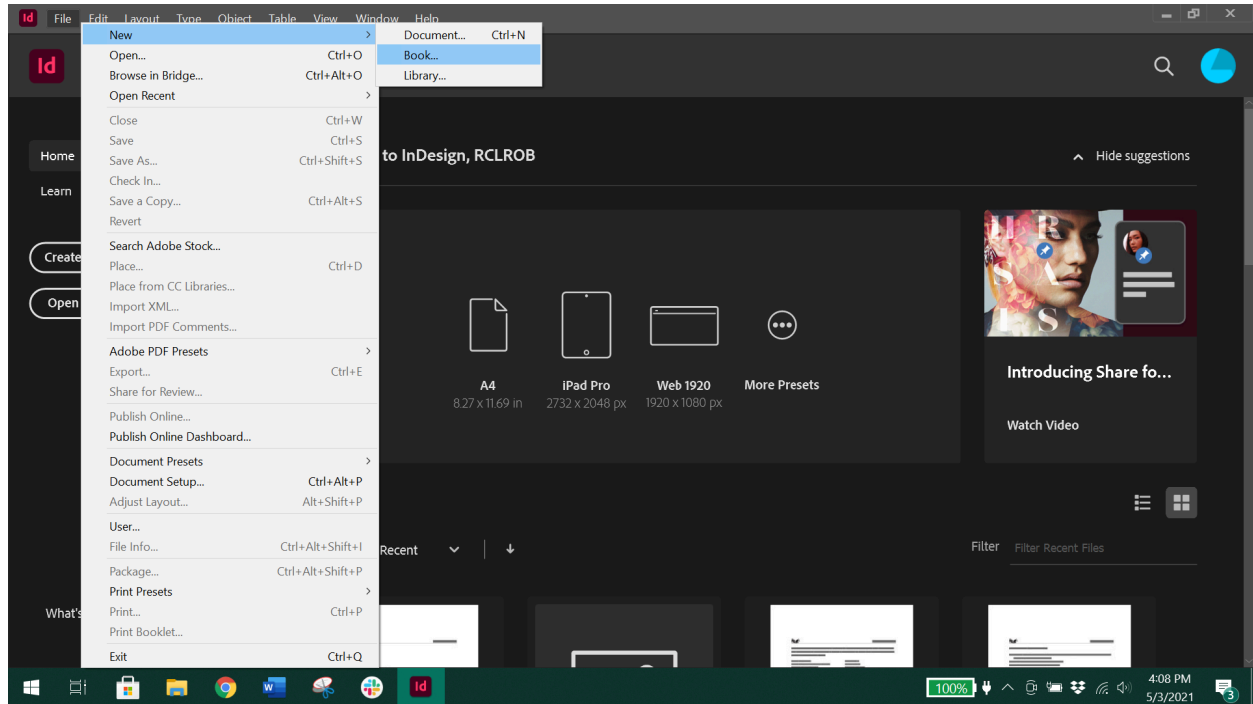
To accept the request:

- ❖ Open **Creative Cloud**, either through the desktop app or through your internet browser.
- ❖ In the top right corner, you should see a notification of the invitation to edit. Click **Accept**.
- ❖ Afterwards, your File Navigation menu should update to include the new **Editor's Folder**.

How to Make an InDesign Book

In InDesign, create a new **Book**:

- ❖ **File → New → Book**
- ❖ Name the file name after the editor, following the naming conventions in the Formatting Reference.
- ❖ Save the **Book** in the editor's folder



How to Copy the Front Matter Template to an InDesign Book

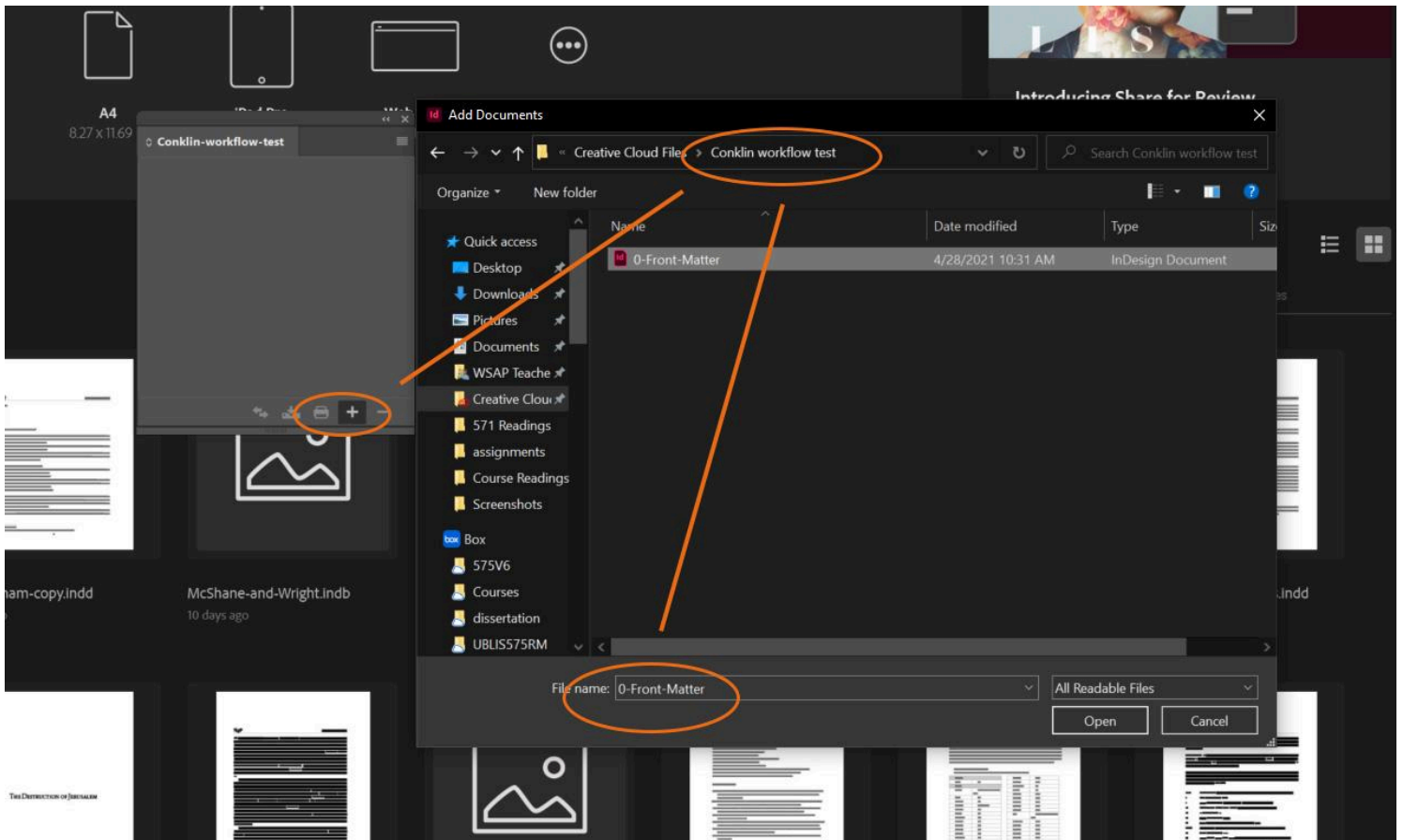
Front Matter is the document that contains the Middle English Text Series information page, the title page, publication pages, table of contents, acknowledgements, and abbreviations. This is also the document that will transfer **Parent Pages**, **Paragraph Styles**, and **Character Styles** into a new **Book**. These are necessary to format documents within the **Book**, and all documents should always be synced to the **Front Matter**.

- ❖ Copy (ctrl+c) the **Front-Matter-Template** and paste it into the new editor's folder (ctrl+v)

Add your copy of the **Front Matter Template** into the **Book**:

- ❖ Double-click the file name of the **Book**. This will launch InDesign.
- ❖ Look for a small, dark gray square that should appear in the middle of the screen. The editor's name will appear at the top of the square; this is the editor's **Book**.
- ❖ There is a taskbar at the bottom of the **Book**; click the + sign. This will open a standard file folder.

- ❖ Select the editor's folder → **Front-Matter-Template** → “open”
- ❖ This will add the template to the book.



The **Book** will list all documents that are added, in the order you have added them. You can click and drag documents to reorder them, which will automatically update pagination.