

## **Methodology**

To ensure a job well done and to avoid oversights, it is necessary to respect the following steps constituting the minimum methodology to be applied to your achievements.

### **Information gathering**

Depending on the mandate, gather information by searching as completely as possible. First, make sure you understand what the mandate is and detail everything that should be included in the montage. Then see what happens in such cases. Search the Internet or elsewhere to find out about trends and different ways of doing things.

### **Grids and mockups**

Define layout grids and produce a mockup using alt text and dummy images to preview what the final cut will look like. It is better to work with models before integrating the final content, the former being easier to modify. You will save a lot of time by doing this.

### **Models/templates**

First, create the recurring elements of the pages such as the folio or certain ornaments. It will be a good idea to place these elements in an independent layer that you will lock to avoid any errors.

You will also take the opportunity to correctly configure your document by choosing the Document Format option in the File menu. You will also define your character and paragraph styles.

### **Preparation of images**

You will work with your raster images in Photoshop, making sure to use the correct size, resolution, and color profile. You will need to choose whether or not to embed your images in the document. If you don't, be sure to do Document Collation. Otherwise, the images will be missing from your montage when printed.

**Proof**

When your edit is complete, be sure to preview the overlay and view the Proof Colors (if the edit is intended for printing).

**Assembly**

Located in the File menu, this option allows you to group together in a single folder all the elements of the assembly to be printed (texts, images, Illustrator file, fonts and report). Stitching is absolutely necessary if you have not incorporated your images (links) into the document.

**Save as...**

Although we usually save the document in Adobe Illustrator (.ai) format, there are times when we need to choose other formats. The save as option allows you to save in formats: AI, EPS, AIT, PDF, FXG, SVG and SVGZ.

**Exportation**

This option allows the export of the montage in various formats: PNG, Autocad, Flash, JPEG, PSD, TIFF, etc.