

CLASS SCHEDULE FORMATTING TIPS

Course Listing Heading

Add the **Course listing heading** at the top of each page below the section heading and any section notes.

If this is placed under a **Course Section note**, add 0.0625" above the heading.

Character Styles

You can apply your college PANTONE color to text with a character style instead of manually overriding the Paragraph Style. This makes it easier to update throughout the document when the PMS color changes.

Off-Campus Locations

Bold the location name in any course listings that include an off-campus location.

You can do a search for the abbreviations of the Off-Campus Locations offered through your college from those listed in the back of the class schedule, including ECC through City College.

Note: For listings in the ECC course listings section, you don't need to bold courses offered at ECC. Only bold courses offered at ECC in the City course listings.

Images and Campus Map

Make sure all images include only [Black] and your college PMS color, without any CMYK blended grayscale. **See screenshot (below) for Separations Preview to find any CMYK.**

Font

Please use Myriad Pro Regular in color [Black] for all text. If you'd like to include text in a different font you can use Create Outlines to turn the text into a vector image.

ANTHROPOLOGY						
See ONLINE LISTINGS for additional Anthropology classes.						
Course listing heading	CRN	Days	Time	@Location	Instructor	Start/End Date Weeks
Character Style	ANTH 102 # • Introduction to Physical Anthropology • 3.0 Units					
	66733	MW	8:00-9:25 am	City/MSS64	Bouscaren, S	08-24 to 12-19 16
	98983	TTh	9:35-11:00 am	City/MSS64	Augsburger, C	08-24 to 12-19 16
	74050	MW	9:35-11:00 am	City/MSS64	Bouscaren, S	08-24 to 12-19 16
	55096	MW	12:45-2:10 pm	City/MSS64	Bouscaren, S	08-24 to 12-19 16
	67536	F	9:00-12:10 pm	City/MSS64	Ekdale, E	08-24 to 12-19 16
	51569	TTh	6:25-7:50 am	City/MSS64	Randall, T	08-24 to 12-19 16
Off-Campus Location		MW	5:50-9:00 pm	ECC/85	Stewart, D	10-19 to 12-19 8
	ANTH 103 # • Introduction to Cultural Anthropology • 3.0 Units					
	98579	MW	5:20-6:45 pm	City/MSS64	Schoenberg, A	08-24 to 12-19 16
	74143	TTh	3:55-5:10 pm	City/MSS64	Gross, G	08-24 to 12-19 16
	66798	TTh	11:10-12:35 pm	City/MSS64	Augsburger, C	08-24 to 12-19 16
	66757	TTh	12:45-2:10 pm	City/MSS64	Nalven, J	08-24 to 12-19 16
	57907	MW	2:20-3:45 pm	City/MSS64	Schoenberg, A	08-24 to 12-19 16
	51574	T	6:00-9:10 pm	City/MSS61	Robles, K	08-24 to 12-19 16
	ANTH 104 #* • Laboratory in Physical Anthropology • 1.0 Unit					
	99013	M	12:45-3:50 pm	City/MSS63	Aguilar, J	08-24 to 12-19 16
	55576	W	12:45-3:50 pm	City/MSS63	Randall, T	08-24 to 12-19 16
	43056	F	9:00-12:10 pm	City/MSS63	Randall, T	08-24 to 12-19 16

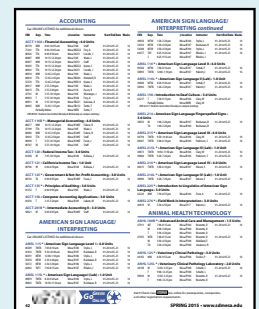
Master Pages



Divider Master master page



Key Services and Map master page

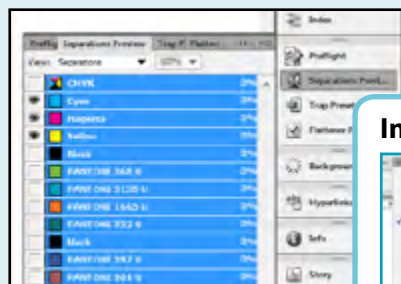


Master (main master page)
Used for all course listings.

Grayscale Images and Spot Colors

How to check for any CMYK color in an image

1. Open the **Separations Preview** menu and select **Separations** in the **View** dropdown menu.
2. Deselect all the colors except **Cyan, Magenta, and Yellow** by clicking the eye icon to the left of each color.
3. Anything still visible in the image needs to be converted to **[Black]** or your college PANTONE color.



InDesign Separations Preview Tab



To open this menu go to:
Window -> Output -> Separations Preview