

timeline project

problem What is the overall history of graphic design? Art is influenced by its predecessors, as well as its cultural context. This is especially true for graphic design, which sits at the crossroads of fine art and communication, reflecting and reinforcing its specific social constructs. At the conclusion of this project, each student will have an interactive PDF chronological timeline of images with reports on specific artists.

objectives Because this is an upper-level course, students will work independently with the same deadlines throughout the semester regarding the same project. This should grow and evolve within the semester instead of finishing it at the last minute. Figure out your schedule NOW because this project is *huge*, both in scope and execution.

note There are **303** images. EACH student will receive a slightly different image list and students will not know which piece(s) are different. This is to reduce the chance of cheating. Do your own work. The work might seem like busy work, but making the equivalent of flash cards for an art history class is *never* just busy work.

This project also reinforces skills to use InDesign's powerful features often overlooked by beginning design students. FYI: You may (not required) keep working files in a sub-folder within the shared Google Drive folder. Please title it "OTHER."

project overview The project is broken into three parts:

- PART A:** Overall timeline created. The following will be provided: InDesign template with Master Page, automated page numbers that match the copy sheet, Character Styles, and certain pages already completed. Student must create the other (almost 303 pages), placing the correct image to the correct information, and then placing elements in correct chronological order.
- PART B:** Each student will complete a questionnaire and a 500-word essay on two assigned artists in history. Academic writing rules and critical thinking skills must be observed. PDFs will then be placed on website to easily link for PART C.
Note: Part B is broken up into 3 steps to aid students in this most demanding section.
- PART C:** Each student will add hyperlinks to artists in InDesign file (Part A). Student will also compose a colophon and essay about how this project will be used to inform one's future design skills and cite sources. Then the InDesign file with its links will be exported again for a final Interactive PDF.

- schedule**
- Week of Aug 19: Begin Timeline Project. Students will receive all materials in shared Google Drive folder. It is expected students will review this project sheet and materials to properly ask questions on Mon Aug 26.*
 - Mon Aug 26:** Review Part A of timeline in class after lecture.
 - Wed Aug 28:** Assign each student two artists for Part B.
 - Wed Sept 4: Optional help day for TIMELINE PROJECT Part A in Art Annex 208 after class until 5:00pm*
 - Wed Sept 11: Optional help day for TIMELINE PROJECT Part A in Art Annex 208 after class until 5:00pm*
 - Tues Sept 24, 11:59 pm: Part A DUE**

schedule
(cont.)

- **Tues Oct 15, 11:59 pm:** Part B-1 **DUE**
- **Tues Oct 29, 11:59 pm:** Part B-2 **DUE**
- **Tues Nov 5, 11:59 pm:** Part B-3 **DUE**
- *Wed Nov 13: Optional help day for TIMELINE PROJECT Part C in Art Annex 208 after class until 5:00 pm*
- **Tues Dec 3, 11:59 pm:** Timeline Part C **DUE**

evaluation

You will be graded on the following:

- All work turned in on time.
- Legible flow of information. (Part A)
- All required written information included. (Part A)
- All required visual information included. (Part A)
- Questionnaire displays clear research from multiple dependable sources. (Part B)
- Essay questions completed as directed. (Part B)
 - >> Essays displays critical thinking skills.
 - >> Essays shows writing skills expected of an upper-level student, including well-composed sentences, perfect grammar, and correct spelling.
- Citations complete and in correct style. (Part B)
- Colophon completed as directed. (Part C)
- Essay completed as directed. (Part C)
 - >> Essay displays critical thinking skills.
 - >> Essay shows writing skills expected of an upper-level student, including well-composed sentences, perfect grammar, and correct spelling.
- Citations complete and in correct style. (Part C)
- Interactive file works. (Part C)
- Ambition - How much did you challenge yourself? Did you plan your time well?
- All directions followed perfectly.

If you are not going to work on a Mac, please see Prof. Arnell as soon as possible.

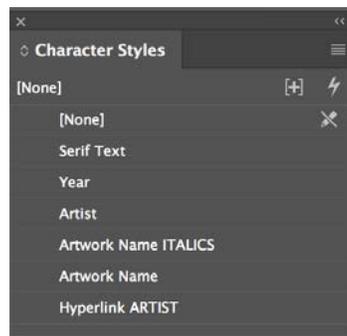
PART A

supplied All of the following will be supplied in each student's shared Google Drive folder under "TIMELINE PROJECT SUPPLIES".

helpers Also View **TimelineProj_SeeHow.mov** to visually guide you in Parts A and B. See **SAMPLE_2018.pdf** to understand how the final timeline (Part C) will work.

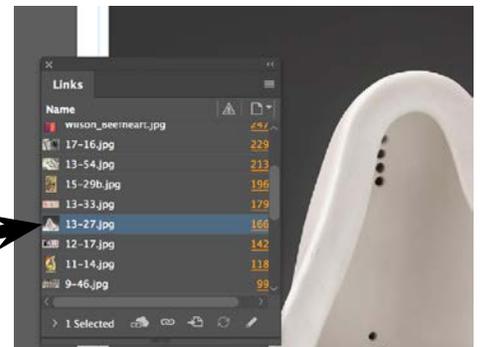
indesign file Then find **PART A SUPPLIES FALL19**. I suggest downloading all files and working from your desktop. It is also a good idea to print the copy sheet and check off images as you go.

Open **Timeline_Project_TEMPLATE_Fall19.INDD**. This is a template with Master Pages, automated page numbers that match the copy sheet, Character Styles, and certain pages already completed. Along with the required 303 images, there are also multiple pages at the beginning of supplied text and at the end where student will create a colophon, explanation, and bibliography in Part C.



NOTE: Student cannot move the second Page 1 without messing up numbering. Any page after that can be moved (avoid it) and the page number will adjust. This "second Page 1" is the first artwork listing (a cave painting) after initial verbal introduction to timeline.

image files Open **Timeline_Project_IMAGES_Fall19** folder. Most image names correspond with the image number in the Meggs text. If an image is not in Meggs, the artist's last name is used. *Some pages have been completed. For example, Fountain uses Image 13-27 (the 27th image in Chapter 13) in the Meggs 5th Edition textbook. A contact sheet has also been provided for easy reference.*



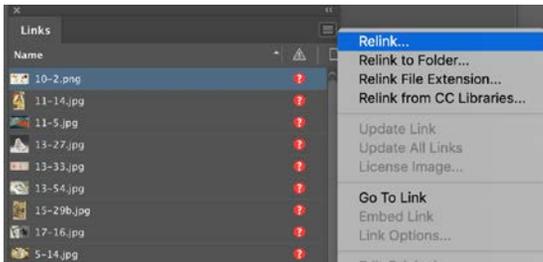
copy sheet A sheet of text with all required images' credits will be supplied to each individual student. It is a Word file called **Timeline_Project_LIST_Fall19_(Student's Last Name)**. *DO NOT confuse your list with a fellow student's, as it may not be the same!*

See steps on next page

PART A (cont.)

step 1 Open all files and get familiar with the InDesign document. Also see **TemplateReceived.pdf** to reference how the font should look.

- > Find **PART A SUPPLIES FALL19** folder.
- > Load fonts in Fonts folder into FontBook  (search if you can't find it), and into User.
- > Open InDesign file and save as **YourLastName_A_Fall19.INDD**.



> If a warning about missing links appears, fix it. When the program finds one link, it will locate all others. *Remember at all times that InDesign never "travels alone". It must have all of its linked files to properly open.*

- > View : Extras : Show Frame Edges (if it says Hide, they're already showing)
- > View : Guides : Show Guides (if it says Hide, they're already showing)

step 2 Familiarize yourself with the Master Pages and Pages.

- > Open Pages (Window : Pages).
- > Read over the first pages of supplied information. Then see the second Page 1, which begins the listings of artwork. This second Page 1 has been completed for you, including assigned Character Styles on artwork information.

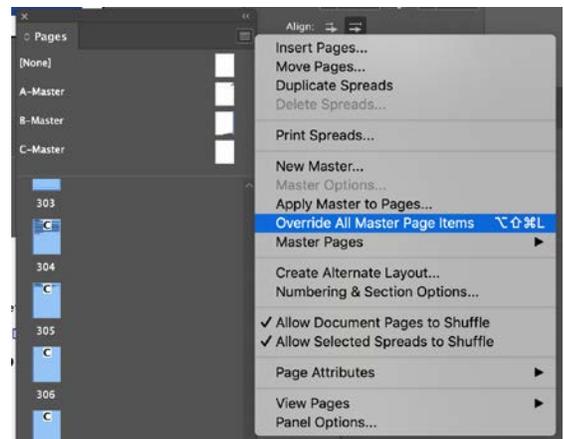


DO NOT WORK ON THE MASTER PAGES.

Only work on the PAGES. 

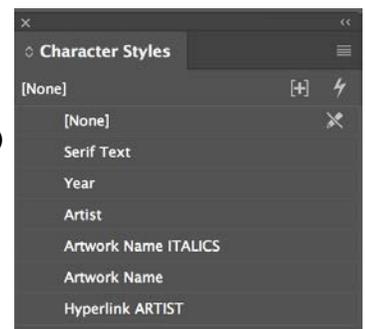
step 3 **Override All Master Page Items on all pages.**

- > First, you must select all Pages. Go to the very first Page 1 and select. Then go all the way to the very last page. Hold down Shift and select the last page.
- > In top right of Pages box is a drop-down menu. Select **Override All Master Page Items**. All pages that you need to work on should unlock.



step 4 On the first Page 1, fill in your name.

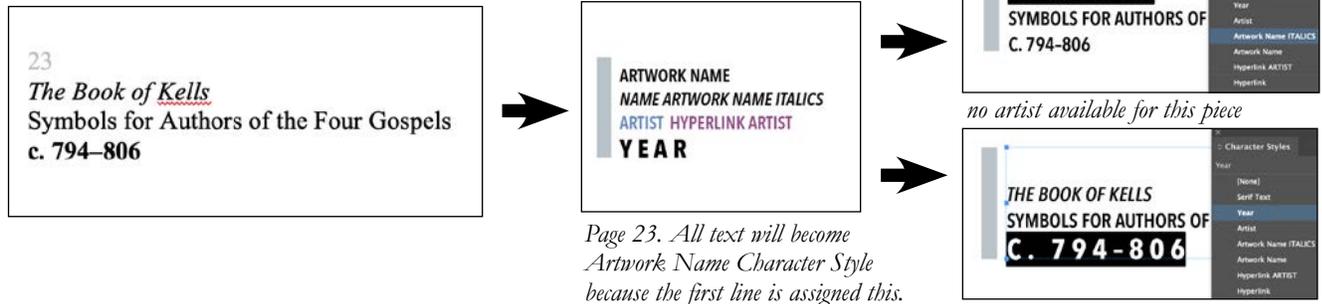
step 5 Open the Character Styles (Window : Styles : Character Styles) and familiarize yourself, as you will assign the respective style to the information as you complete the next step. If you are unsure, see the pages that have already been finished for you.



PART A (cont.)

step 6 Now that you understand the InDesign file, start working!

- > Open your Copy Sheet **Timeline_Project_LIST_Fall19_(Student's Last Name)**.
- > Copy (Cmnd + C) from Word and Paste (Cmnd + V) into the appropriate InDesign page.
- > Open Character Styles under Window : Styles. For every name of artwork, highlight it and click "Artwork Name". If there are any italics in the Word document, use "Artwork Name ITALICS." Also assign "Artist" (will be in blue on Word document, if available) and "Year" to correct lines of text. *Once you get a routine, this is easy.*



- > The numbers in gray above the lines of text should not be copied into the InDesign document. The numbers should match the page number in the InDesign document (the Template is already set up for you as such).
- > **Remove extra spaces below the year when you paste it from Word.**
- > These must be used exactly as listed, including where the text must break (for example, the artist name, artwork name, and year are all on separate lines instead of one).
- > Lengthy text is allowed to flow to two lines, but do not force it.
- > Automated hyphenations have been removed from the InDesign document. In other words, a word will move to the next line before it will hyphenate.
- > Font used should follow the InDesign document's Character Style. Character Styles must be assigned correctly to text.

step 7 Download all photos in **Timeline_Project_IMAGES_Fall 19**.

- > See the file names are usually the same as the image number in the Meggs 5th edition text.
- > **Not all images will be used.**
- > Almost all the images are exactly what is in the book; however, some are close matches. Images that are not in the textbook are titled by the last name of the artist (and title if more than one image by artist).

Images that aren't the same as what is in the book:

- > 6-16.jpg is the Nuremberg Chronicle by Anton Koberger (6-16 in book). Different spread than the image in the book.
- > 6-31.jpg is another spread from The Canterbury Tales (6-31 in book).
- > 7-26.jpg is a version to use for Aldus Manutius's printer's trademark (7-26 in book).
- > 9-70.jpg is a completely different cover for Harper's Weekly as that which is shown in the book for 9-70. Use the one provided.
- > 10-7.jpg is another version of design by Arthur Mackmurdo's sample shown in the book's image 10-7.
- > Keep 11-16.jpg as it is. The book has it flipped.
- > Use 12-32.jpg for Akzidenz Grotesk instead of the image 12-32 in the book.
- > 12.48.jpg shows the same image as the book's 12-48, but the artwork is not finished. Use the jpeg supplied.
- > 13-50.png is another of Kandinsky's paintings. *The name has been changed in your on your copy sheet.*

PART A (cont.)

step 7 (cont.)

BE SURE THE IMAGES YOU PLACE ARE CORRECT!

- > 1, 36, 42, 61, 65, 85, 100, 118, 166, 179, 196, 213, 229, 248, 262, 285, 296, and 302 have been completed for you already and are the same across all the different image lists. These are in orange on the copy sheet.

step 8

Find your groove with matching up the the images to the image Use InDesign shortcuts!
You will use this skill as a designer, as shortcuts cut down time immensely AND often stay the same regardless of the Adobe version's placement of the action on its menu.

- > File : Place image (Cmnd + D).
- > Object : Fitting : Fit Content Proportionally (Shift + Option + Command + E)
- > Object : Fitting : Center Content (Shift + E)

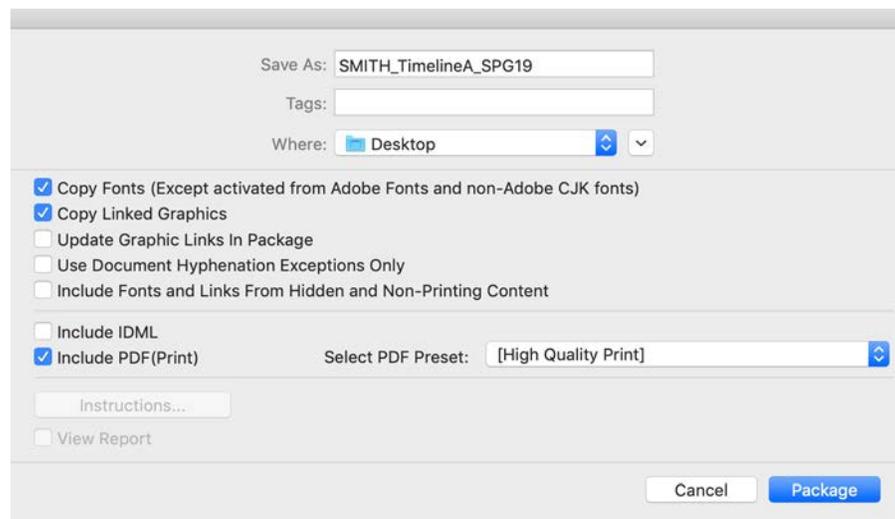
Get that to become automatic:

1. **Select** image box. **Cmnd + D.**
2. Find the image, select to place it.
3. Then with the image box still **selected**,
4. **Shift + Option + Command + E**
5. Then **Shift + E.**
6. Move on to the next image and do the same thing.

step 9

Be sure your name is on the cover and check everything.

- > File : Package.
- > Check all fonts and images are linked. Ignore the warning about images using RGB color.
- > Then do as shown here:



what is due

Keep these working files for yourself! I suggest you back them up by saving on the shared Google Drive in a folder you create.

What is DUE for Part A is only the **YourLastName_A_Fall19.PDF** created when you packaged the file. Place this in your shared Google Drive folder within the sub-folder titled **TIMELINE PROJ FINAL FILES**.

Tues Sept 24, 11:59pm: Part A DUE

PART B

- supplied View **TimelineProj_SeeHow.mov** again. Then find **PART B SUPPLIES FALL19** in shared Google Drive folder under “TIMELINE PROJECT SUPPLIES”. Within this folder are two Word documents, titled
- > **Questions_B1_FALL19.docx** and **Essay_B2_FALL19.docx**.
 - > B1 is a list of questions about the artist.
B2 is a 500-word essay answering “Give your educated opinion of this person and the quality/importance of his/her work. Explain what influence – or lack of influence – this work has had on your own.”

- overview Each student will be assigned two artists during the second week of class. Research should begin early in the semester so that questionnaires are thoroughly answered and essays properly evaluate information. Keep track of all sources for bibliography.

- citations Keep track of all of your sources!
- > All citations must be in Chicago Style. See button on nikkiarnell.net for help.

CHICAGO STYLE CITATIONS

- > All research must be correct and from reliable sources, including *at least one* tangible book (not PDF of book) in citations other than Meggs.
- > You have access to OpenStax.org, JSTOR.org, and Inter-Library Loan with your A-State information. **USE ALL OF THESE!**
- > Wikipedia is never allowed for a research project. (But you can research its sources if viable!) If websites are used, they must be from an academic source and approved by Prof. Arnell.

- grammar & spelling **PROOFREAD BEFORE YOU TURN ANYTING IN TO BE GRADED!!!**
CHECK YOUR GRAMMAR.
- > All grammar and spelling must be **perfect**. Part of what we must do as Art History professors is check writing skills you should have already acquired, so I *will* grade you harshly on this. This takes the place of writing a full research paper.
 - > *If grammatical or spelling revisions are necessary for your questionnaire, your grade has already dropped significantly for the final project. Be sure to make the first round count. Find a way for it to be checked for content, eloquence of academic writing, and grammar. **I should have to correct neither.***
 - > If you need help, there is a Writing Center on campus and free tutoring. (And Grammarly.com full subscription that I highly recommended on the syllabus!)

- tips
- > Do a spell check one more time for good measure.
 - > Also Find (Command + F) sneaky words like *to* and be sure it shouldn't be *too* or *two*. Same thing with *its* vs. *it's*, *their* vs. *there* vs. *they're*, *your* vs. *you're*, *sole* vs. *soul*, etc.
 - > *Really*, *very*, and *so* are verbal fluff and should be avoided in academic writing. Always review your words and remove or reword with the help of a thesaurus. For example, instead of *extremely talkative*, use *gregarious*. Also something cannot be *very unique* - it's either unique or it isn't.
 - > I see the phrase *to look at* a lot in these essays. Find better verb(s) like *to evaluate*, *to observe*, *to analyze*, etc.
 - > Avoid ending sentences in prepositions. (Examples: That is what I look **at**. This is what he thought **of**. This is what she based the work **on**.) Reword.
 - > Stop repeating words in a sentence (other than *the*, *a*, *is*, etc.). Find a different word or way of phrasing.
 - > If you already stated, *I believe* or *in my work* in your essay, then this implies it's your opinion. Don't state *in my opinion* again. (Plus it's an essay about your thoughts, so of course it's your opinion.)

PART B (cont.)

PART B-1

- what is due Save As file from Word to a PDF, named **YourLastName_B1_FALL19** (.PDF will be added when the file saves to what you instructed.)
- > Place in Google Drive **TIMELINE PROJ FINAL FILES**.
 - > **Tues Oct 15, 11:59 pm: Part B-1 DUE**

PART B-2

- what is due Save As file from Word to a PDF, named **YourLastName_B2_FALL19** (.PDF will be added when the file saves to what you instructed.)
- > Place in Google Drive **TIMELINE PROJ FINAL FILES**.
 - > **Tues Oct 29, 11:59 pm: Part B-2 DUE**

Any required revisions on B-1 and/or B-2 must be completed before B-3 is due.

- PART B-3** Also in **PART B SUPPLIES FALL19** in shared Google Drive folder under “TIMELINE PROJECT SUPPLIES” is the *Questions_B3_FALL19 Folder*. It contains the packaged **Questions_B3_FALL19.INDD**. InDesign file and its fonts.

step 1 For each artist, place all information in this template file. Do all of the following for each assigned artist:

step 2 Open the InDesign file and save it as **YourLastName_B3_FALL19**.

step 3 Load the fonts into your Font Book. (If working on the same computer as you did the Timeline Project, they are all the same.)

Copy-Paste any text you have from the final Microsoft Word documents. Highlight that text and assign the Character Style of Serif Text.



step 4 There is an image box in the top left for a picture of the artist. Find a photo if photography was around when your designer was alive. Otherwise, use a painting, print, etc.

Try to find the highest-resolution image you can. The exact measurements of the box is 2.4217 inches x 2.4217 inches if you'd like to crop in Photoshop for a cleaner file build, but you do not have to do this.

step 5 When writing your essay, remember to use multiple paragraphs! **Do not give all 500 words to me in one paragraph.** Separate your paragraphs simply by hitting Return once and a space should appear. See Prof. Arnell if it does not.

STATE YOUR EDUCATED OPINION OF THIS PERSON AND THE QUALITY/IMPORTANCE OF HIS/HER WORK. EXPLAIN WHAT INFLUENCE - OR LACK OF INFLUENCE - THIS WORK HAS HAD ON YOUR OWN.

Explain here (keep the blank line above after the question) and remove this explanation text. This is B2 Essay revised to be perfect.

Remember this MUST be 500 (-520) words. CHECK YOUR GRAMMAR if you want a high grade. Do a spell check if you don't want an F on this portion of your grade, which would significantly affect your entire Timeline Project grade. Try to avoid widows (one word on a line). Though this InDesign document that I built will automatically add pages, I have add 500 words below to give you an idea of the space.

REMEMBER TO BREAK YOUR PARAGRAPHS!!!! Do so by having **no indent**. This text is set to respond with a space when Return has been hit. If you want this to be ignore for some reason, do a “Soft Return” by using Shift + Return.

PART B (cont.)

PART B-3 (cont.) When done, be sure text flows well. Feel free to push text to the next page if it flows in an ugly fashion. For example:

- > If a question is alone on the bottom of a page, push it to the next so that it's by its answer.
- > If there's only one line of text from a paragraph on the top of a page, push another line or two over from the previous page so the one line is not alone. (That single line is called an orphan and it should be avoided.)
- > Avoid widows (one word on a line) by pushing at least one more word down to the last line.
- > *FYI: The document is set up so that it will not automatically hyphenate.*

what is due Keep these working files for yourself! I suggest you back them up by saving on the shared Google Drive in a folder you create.

- > What is DUE for Part B-3 is only the **YourLastName_B3_FALL19.PDF** created when you packaged the file.
- > *If your file is over 1.5 Mb when exported, please talk to Prof. Nikki before due date.*
- > Place this in your shared Google Drive folder within the sub-folder titled **TIMELINE PROJ FINAL FILES**.
- > **Tues Nov 5, 11:59 pm: Part B-3 DUE**

PART C

step 1 See **SAMPLE_2018.pdf** in TIMELINE PROJECT SUPPLIES to understand how the hyperlink will work.

step 2

Save your Part A file as **YourLastName_Timeline_FALL19**.

step 3 All final Part B-3 PDF files on artists' will be available via a class page on nikkiarnell.net. Do the following for each

step 4 person that has a questionnaire file:

step 5 Double-click the PDF on the web page and it will go to the file online.

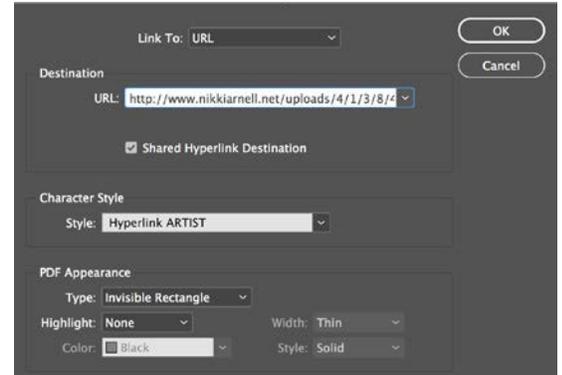
step 6 Copy the URL of this PDF.

In InDesign file of Timeline Project,
> select the artist's name.

Type : Hyperlinks & Cross-References :

New Hyperlink. Link To: URL. Paste the URL for the PDF file.

Select the artist's name and set it to **Character Style : Hyperlink ARTIST**



steps 7-9 Do this for all that have a questionnaire. **If artist is listed multiple times on Timeline, do only the first one.**

>

On the pages after page 303:

Write a **colophon** (see [here](#) for guidance).

>

Compose an **essay** (at least 250 words) about how you will use this timeline and knowledge of graphic design art history in your future design skills, career, life, etc. Use perfect grammar and spelling! There are no rounds for revisions!

what is due

Add any extra listings you have for this **bibliography** beyond Meggs. It is doubtful you will have anything. **Do not include your sources already cited on B3 documents.**

>

Keep these working files for yourself! I suggest you back them up by saving them on the

>

shared Google Drive in a folder you create. However, the PDF available from File : Package is not going to supply you with an **Interactive PDF**.

>

This must be created separately by File : Export to an Adobe PDF (Interactive).

>

If your file is over 1.5 Mb when exported, please talk to Prof. Nikki before due date.

Place this in your shared Google Drive folder within the sub-folder titled **TIMELINE PROJ FINAL FILES.**

Tues Dec 3, 11:59 pm:

Part C DUE

