04

Figures & Tables

The Figures + Tables View is the area in the Doris32 work flow where Editors will submit requests for figures to be built. Oddly enough, tables will not be submited in this view. Tables should be submitted in the Production view. We will detail that process as well.

Figures

Submiting Figures

To get to the Figures + Tables view, click on the small grey triangle (circled in red in Figure 1) next to "Artwork." A few options will expand for you. There are two views that you will use here for figures. Double click on "Figures + Tables" (highlighted in blue in Figure 1). You can either click on the New Page button (circled in green in Figure 1), or you can click on the "File drop-down menu and select "New." Either option will bring up a blank header. The header is displayed in Figure 3, and all of the required fields are circled in red.

Figures should be submitted in groups relegated by article. Please note that, unlike image captions, any caption placed in this header will *not* be placed during pagination. During pagination, production will make a text box and link it to the main InCopy article so that editors will be able to add and edit the caption in the InCopy document.

The first field is the Name and should include the

Figure 1

number of figures requested, i.e., 1–6. The Date field will generate the date automatically. The Size field is not very important. Production will size it so that it will fit best with the magazine's particular style. However, you can specify the width in picas if you have a preference. If the article is running long, editorial should provide an instruction like "make as small as possible," or if it has to fit within a specific size, then include those dimensions. Always specify the name of the article in the Article field. The status should be set to Requested. After the figure has been built, the status will be set to Proof Ready. The publication should always be specified. The Requesting Editor field will generate the editor's name automatically. Leave the Designer field N/A. The Instructions field is where editors can write instructions, comments, or questions.

Figure 2

After completion of the header, click OK and then click once to highlight the header that was just created. Click on the "A" button (circled in red in Figure 4). This will open a folder on the screen. The folder is where you will store the original files and where the
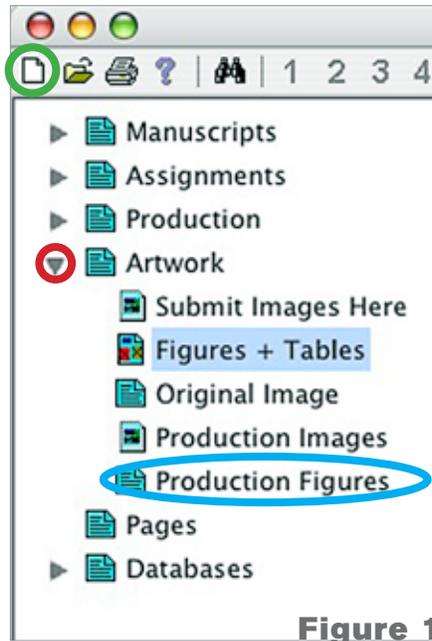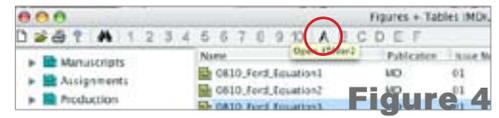

Figure 3

Figure 4

operator will place the pdf proofs once the status has been set to Proof Ready. The original files should be named according to the figure number that will be used in the article (see Figure 5).

Attaching Figures

Editors can attach figures to the article after the proof has been made. Do not attach the header from the "Figures + Tables" view. The actual file that needs to be attached is in the "Production Figures" view (circled in blue in Figure 1).

Tables

Tables should now be submitted as InCopy documents in the Production view. For further details on how to submit a file in the Production view, please review the "Production" tutorial chapter. The process is the same for submitting a table as it is for an online box or sidebar.

Before the file is sent to Manufacturing, the text must be formatted

Figure 5

correctly. One tool neccessary for this is the "Show Hidden Characters" option. this will allow you to visually see the tabs, returns, spaces, soft returns, and other characters that are normally invisible (see Figure 6, highlighted in blue).

Once your hidden characters are visible, your text should be formatted thus: for every column insert a tab, and for every row insert a return (see Figure 6, tabs circled in red and returns circled in green).
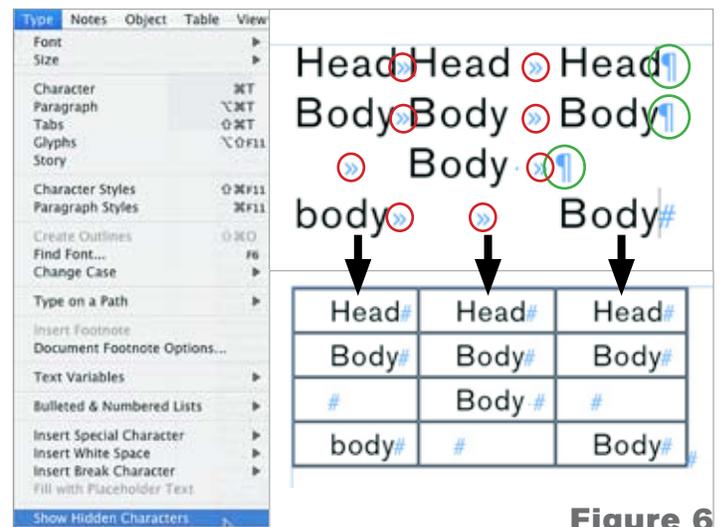

Figure 6