

# Highlander Indesign checklist – refer to Highlander Style Guide 2025-26

InDesign 2025-26 template file: download and open in InDesign

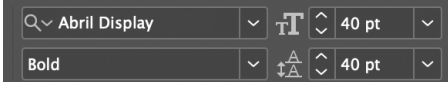
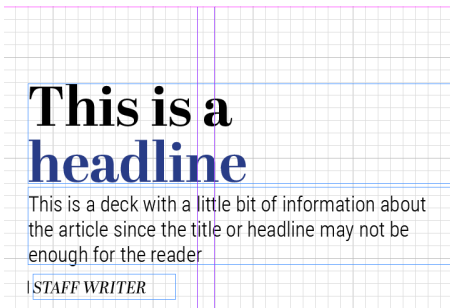
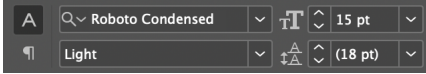
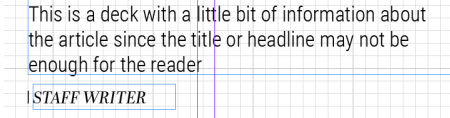

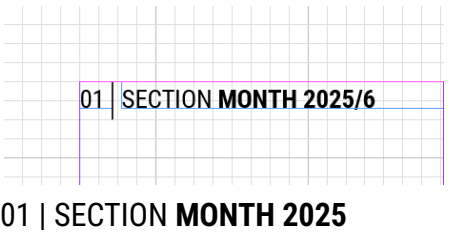


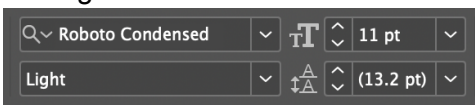
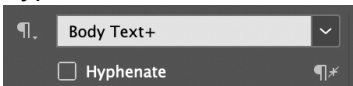
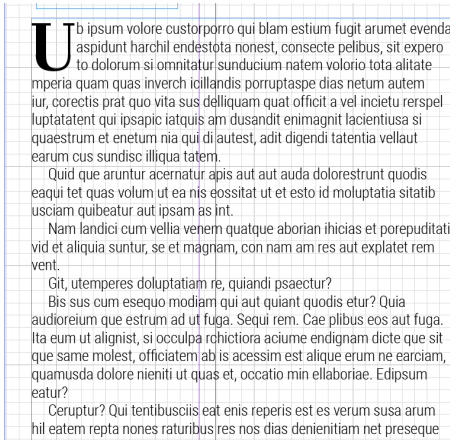
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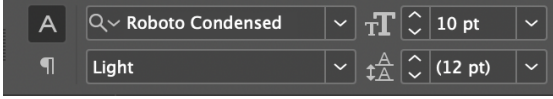
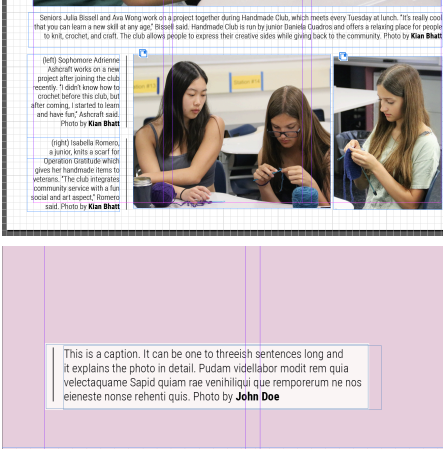

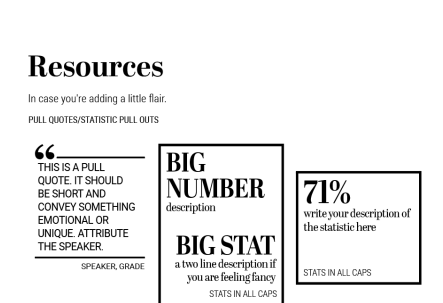
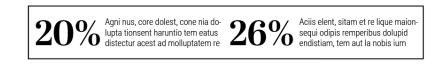


## Main checklist:

1. Have all elements included: headline, byline, folio, body, photo/artist credits
  - a. If applicable: dek, bylines, photo captions, opinion headshots, pull quotes, data pullouts, qr codes
2. Body text: Roboto Condensed Light 11pt, 13.2 pt leading
  - a. Make sure to uncheck “hyphenate” we don’t like hyphens
3. Drop cap first paragraph: Abril Display Bold, 11 pt, three-line height
4. Indent body text (except first paragraph): 1p
5. Captions: 10 pt, 12 pt leading
6. If picture is touching border, make sure there is a BLEED (it goes past the border) to print correctly
7. Photos: CMYK, in Creative Cloud, 300ppi
8. Art/Photo credits: Example: Photo by Jane Doe

**More comprehensive checklist: 20 pts (2pts docked per inaccurate element)**

Element	Description	Example:
Headline	<input type="checkbox"/> Abril Display Bold <input type="checkbox"/> 40pt; 40 pt leading 	
Dek	<input type="checkbox"/> Roboto Condensed Light <input type="checkbox"/> 15 pt font size, 18 pt leading  <input type="checkbox"/> Dek textbox: 1p6 per line in height <input type="checkbox"/> Spacing: 0p1.5 below headline textbox	
Byline	<input type="checkbox"/> Abril Display Italic <input type="checkbox"/> 12 pt; 14.4 pt leading <input type="checkbox"/> 0p4.5 space from byline line to byline box <input type="checkbox"/> 0p9 space from byline to body text	
Folio	<input type="checkbox"/> Roboto Condensed Regular  <input type="checkbox"/> ALL CAPS <input type="checkbox"/> 12pt; 14.4 pt leading <input type="checkbox"/> Double digit: 01, 12, 36	
Text Body	<input type="checkbox"/> Drop Cap first paragraph  <input type="checkbox"/> Indent every paragraph besides the first  <input type="checkbox"/> Roboto Condensed 11pt font; 13.2 pt leading  <input type="checkbox"/> Hyphenate is OFF 	

<p>Caption</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Roboto Condensed</li> <li><input type="checkbox"/> 10pt; 12pt leading</li> </ul>  <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 sentences long</li> <li><input type="checkbox"/> Photo credit</li> </ul>	
<p>Opinion Headshots</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Headshot shoulders must touch edges of byline box</li> <li><input type="checkbox"/> 0p7 space between bottom of headshot and top of byline text</li> <li><input type="checkbox"/> Use Scot Scoop photos</li> </ul>	
<p>Pull Quotes/ attribution</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pull Quotes: Roboto Regular, ALL CAPS, 14 pt, 18 pt leading</li> <li><input type="checkbox"/> Attribution: Roboto Regular, ALL CAPS, 11 pt</li> </ul>	<p><b>Resources</b></p> <p>In case you're adding a little flair.</p> <p>PULL QUOTES/STATISTIC PULL OUTS</p> 
<p>Data Pullouts</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Number: Abril Display Bold, 33 pt (18 pt leading) or 40 pt (35 pt leading)</li> <li><input type="checkbox"/> Description: Abril Display Regular, lowercase, 14 pt, 18 pt leading</li> <li><input type="checkbox"/> Statistics: Roboto Condensed Light, 12 pt, 14.4 pt leading</li> </ul>	
<p>QR codes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Size: 5x5 ppi</li> </ul>	