

Adobe® InDesign Working with Text

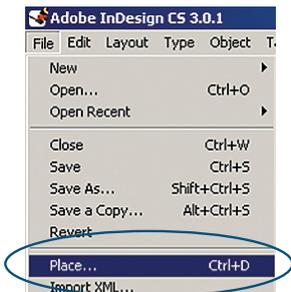
Placing Text

There are two ways to place text in InDesign.

1) To place saved text into an existing text box, select the text box. Select **File > Place**. Click the **Browse** button and locate your saved text. Click **Open**.

TIP: Always save text as a .txt file.

2) To place text without an existing text box, select **File > Place**. Click the **Browse** button and locate your saved text, click **Open**. The cursor will turn to a text icon, then just click anywhere on the page. The text will be automatically placed in a large text box which you can resize.

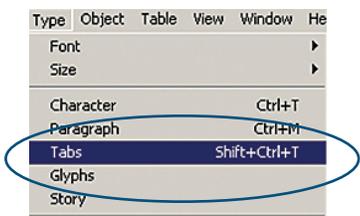


Setting Indents in InDesign

Indents move text inward from the right and left edges of the frame. Use first-line indents, not spaces or tabs, to indent the first line of a paragraph. A first-line indent is positioned relative to the left-margin indent. For example, if a paragraph's left edge is indented one pica, setting the first-line indent to one pica indents the first line of the paragraph two picas from the left edge of the frame or inset.

To set an indent using the Tabs palette:

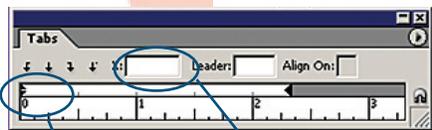
Select the text you want to indent. Select **Type > Tabs** to display the Tabs palette.



Do one of the following to the indent markers in the Tabs palette:

— Drag the top marker to indent the first line of text. Drag the bottom marker to move both markers and indent the entire paragraph.

— Select the top marker and type a value for X to indent the first line of text. Select the bottom marker and type a value for X to move both markers and indent the entire paragraph.

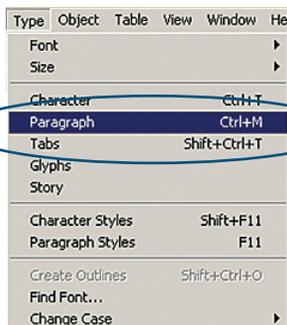


Indent Markers

Indent Value

To set an indent using the Paragraph palette:

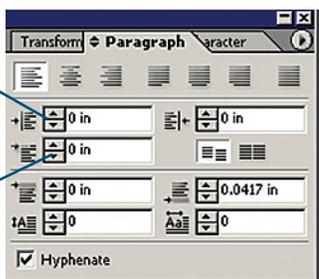
Select the text you want to indent then select **Type > Paragraph**.



Type in the desired indent values in the **Paragraph** palette. For example, typing 1p in the **Left Indent** box indents the entire paragraph one pica; typing 1p in the **First Line Left Indent** box indents only the first line of the paragraph.

Left Indent

First Line Left Indent



Setting Hanging Indents

In a hanging indent, all the lines in a paragraph are indented except for the first line. Hanging indents are especially useful when you want to add inline graphics at the beginning of the paragraph, or when you want to create a bulleted list.

This is an example of a hanging indent. This is an example of a hanging indent. This is an example of a hanging indent. This is an example of a hanging indent.

To create a hanging indent you must indent the entire paragraph then negatively adjust the first line by:

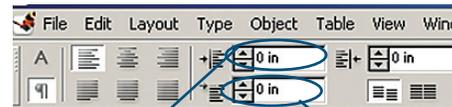
1) Using the **Text** tool, click in the paragraph you want to indent.

2) In the **Paragraph** palette or the **Tabs** palette, specify a left indent value greater than zero.

3) To specify a negative first-line left indent value, do one of the following:

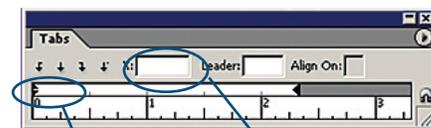
— In the **Paragraph** palette, type a negative value for the first-line left indent.

— In the **Tabs** palette, drag the top marker to the left, or select the marker and type a negative value for X.



Left Indent

First Line Left Indent



Indent Markers

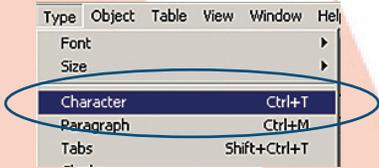
Indent Value

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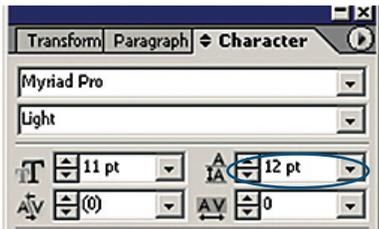
Setting the Leading

Leading is the vertical space between lines of type.

To change the leading, select **Type > Character** to open the **Character** palette.

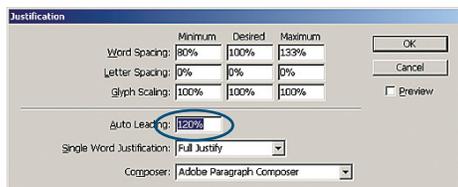
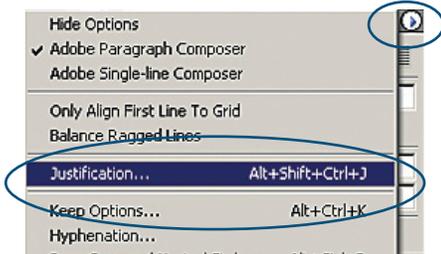


Choose the leading you want in the **Leading** menu. You can also select the existing leading value and type a new value. You can type leading values from 0 to 5000 points in 0.001-point increments.



To change the default Auto Leading Percentages:

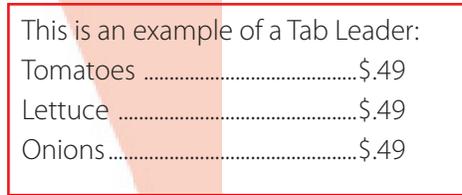
- 1) Select **Justification** from the **Paragraph** palette menu or from the **Transform** palette menu.
- 2) For **Auto Leading**, specify a new default percentage. The minimum value is 0%, and the maximum is 500%.



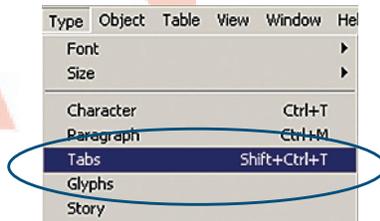
TIP: Kerning and tracking should not be altered if you will be sending your native files. The values are lost in transmission and may distort your copy.

Setting a Tab Leader to a Tab

A tab leader is a repeated pattern of characters, such as a series of dots or dashes, between a tab and the following text.

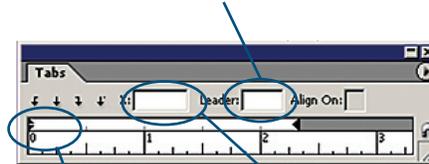


To set a **Tab Leader**, select **Type > Tabs**.



- 1) In the **Tabs** palette, select a tab on the tab ruler.
- 2) Type a pattern of as many as eight characters in the **Leader** field, and then press **Enter** or **Return**. InDesign repeats the characters you entered across the width of the tab.

Leader Field

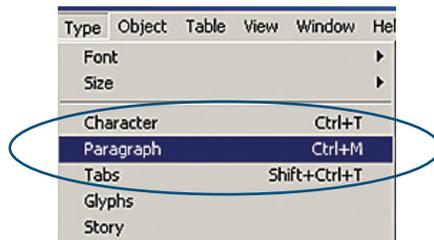


Indent Markers **Indent Value**

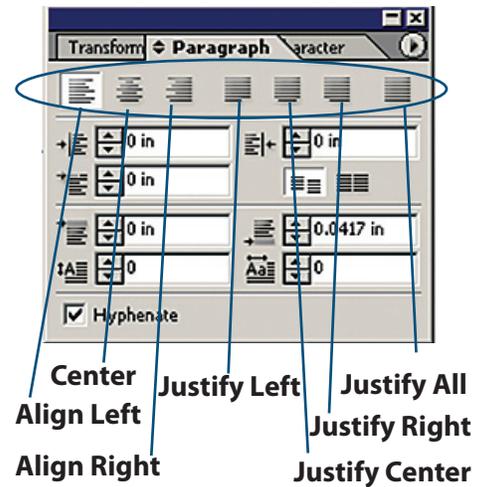
Setting the Justification

Text can be aligned with one or both edges of a text frame. Text is said to be justified when it is aligned with both edges.

To set the justification, select **Type > Paragraph**.



You can choose to justify all text in a paragraph excluding the last line (**Justify Left** or **Justify Right**), or you can justify text in a paragraph including the last line (**Justify All**).

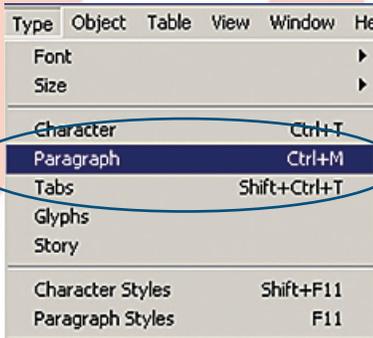


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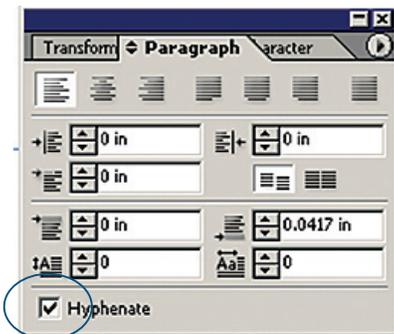
Setting Hyphenation

Hyphenation options determine whether words can be hyphenated and, if they can, which breaks are allowable.

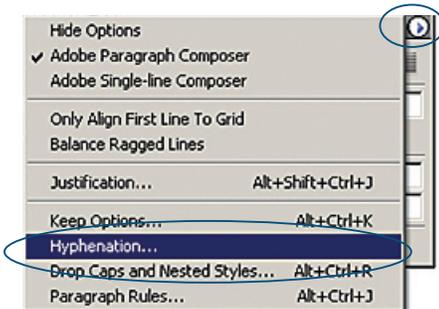
To turn automatic hyphenation on or off for a paragraph select **Type > Paragraph**.



Select or deselect the **Hyphenate** option.



To set automatic hyphenation options, click in a paragraph or select the range of paragraphs you want to affect. Choose **Hyphenation** in the Paragraph palette menu.



Select the Hyphenate option, if necessary. Make changes to the following settings as needed:

For **Words with at Least _ Letters**, specify the minimum number of characters for hyphenated words.

For **After First _ Letters and Before Last _ Letters**, specify the minimum number of characters at the beginning or end of a word that can be broken by a hyphen. For example, by specifying 3 for these values, *aromatic* would be hyphenated as *aro-matic* instead of *aromatic* or *aromat-ic*.

For **Hyphen Limit**, specify the maximum number of hyphens that can appear on consecutive lines. Zero means unlimited hyphens.

For **Hyphenation Zone**, specify the amount of white space allowed at the end of a line of unjustified text before hyphenation begins.

To alter the balance between better spacing and fewer hyphens, adjust the slider at the bottom of the dialog box.

To prevent capitalized words from being hyphenated, deselect **Hyphenate Capitalized Words**. Then click **OK**.

TIP: You can change any of your default type settings by closing all InDesign documents, and following any of the previous instructions. Any document that you create from that point forward, will have those new default type settings.

