

week::four

Formatting Type in InDesign

Character Panel

Basics

- Window > Type & Tables > Character (Command-T)
- Typeface
- Weight/Style
 - Note that InDesign does not support faux bold and faux italic.
- Size ()
 - Use Command-Shift-< and Command-Shift-> to decrease or increase the font size.
- Leading (, pronounced *Led-ing*)
 - The distance from baseline-to-baseline between lines of type.
 - Use the Option key and up/down arrows to adjust.

Kerning ()

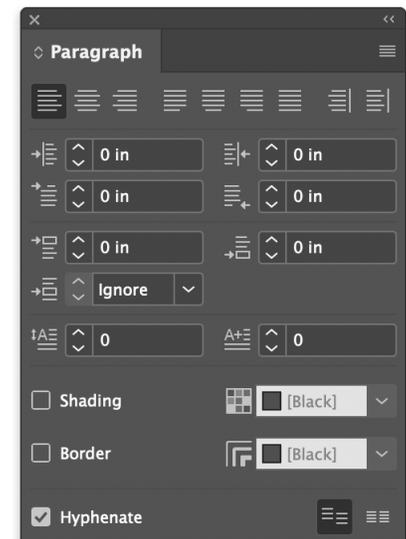
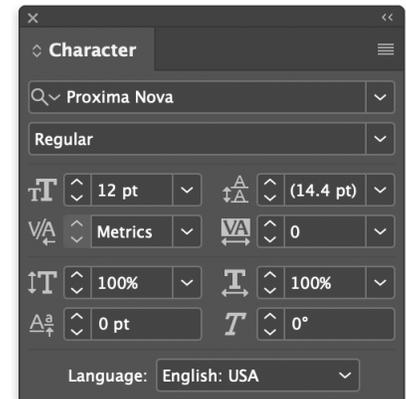
- The addition or removal of space between a *pair* of adjacent characters.
- Use the Option key and left/right arrows to adjust.

Tracking ()

- The simultaneous adjustment of space between *three or more* characters.
- Use the Option key and left/right arrows to adjust.

Other Options:

- All caps (Command-Shift-K), small caps (Command-Shift-H), superscript (Command-Shift=), subscript (Command-Option-Shift=); all available through the Character panel submenu.
- Vertical scale () and Horizontal scale ()
- Baseline shift () & Rotation (, individual characters)



Paragraph Panel

Basics

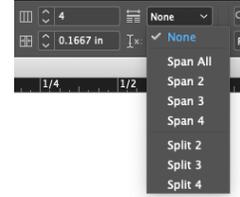
- Window > Type & Tables > Paragraph (Command-Option-T)
- Horizontal Paragraph Alignment
 - Left, Center, Right, Justify Last Left, Justify Last Center, Justify Last Right, Justify All.
- **Left and Right Indent; First Line Indent**
- **Space Before/After Paragraph**
- Space Between Paragraphs Using Same Style (advanced styling option)
- Shading—apply a solid color to the background of a single paragraph.
- Border—apply a color order to a single paragraph.
- Enable/disable Hyphenation—Turn off hyphenation for headlines and short lines of text.

Other Key Options:

- **Drop Caps** (Size and Number of Characters)
- **Paragraph Rules** — apply horizontal rule lines above and/or below a paragraph
 - To use, select the Paragraph Panel submenu and select Paragraph Rules... (Command-Option-J).

Spanning Columns

- The ability of text to span frame columns.
- To use, select the paragraph you want to span, then select Span Columns... from the Paragraph panel submenu.
- Can also be changed using the Control Bar (see screenshot).



Key Typographic Features

Converting Type to Artwork

- Type > Create Outlines... (Command-Shift-O)
- Converts all text in selected Text boxes into editable paths.
 - Type will no longer be editable as text.
- Select the text frame (not the actual text) before converting.



Hidden Characters

- Toggles the display of hidden characters, like soft and hard paragraph returns, and tabs.
- Useful for when you need to clear up the formatting of your text.
- Type > Show Hidden Characters (Command-Option-I)

Spell Check

- Edit > Spelling > Check Spelling... (Command-I)
- Use it; Enough said.

Glyphs

- Allows access to special characters, many of which cannot be added using the keyboard.
- Includes accent characters, fractions, and others.
- Panel only shows Glyphs for the selected font.
- Type > Glyphs



Tabs

- Provides paragraph-level control of tabs.
- Type > Tabs (Command-Shift-T).



- Can create left, center, right, or decimal-aligned tabs.
- Type > Special Characters > Other > Right Tab Indent (Shift-Tab) will create an automatic right-aligned tab.
- The Tab panel does not have to be aligned with the text frame. To make it align, click on the small horseshow magnet icon on the right.