

Text Formatting

InDesign offers a full set of word processing features very similar to those found in Microsoft Word. In this chapter we will look at Indents and Tabs which are a vital part of any publishing process, and they should be used regularly to ensure that text is aligned correctly. The space bar should never be used to align text.

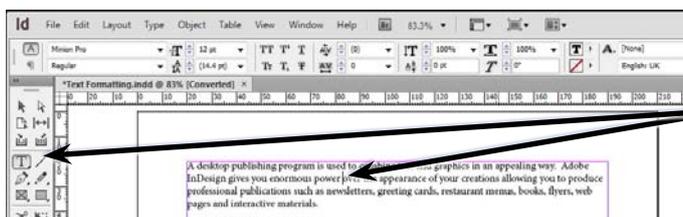
Loading the Prepared Document

- 1 Load Adobe InDesign or close the current file.
- 2 Select OPEN from the OPEN A RECENT ITEM section of the WELCOME SCREEN or display the FILE menu and select OPEN.
- 3 Access the IDcs6 SUPPORT FILES, open the CHAPTER 3 folder and open the file:
Text Formatting
- 4 The document contains a paragraph of text that was entered into a text frame that was dragged over the whole page.

Setting Indents

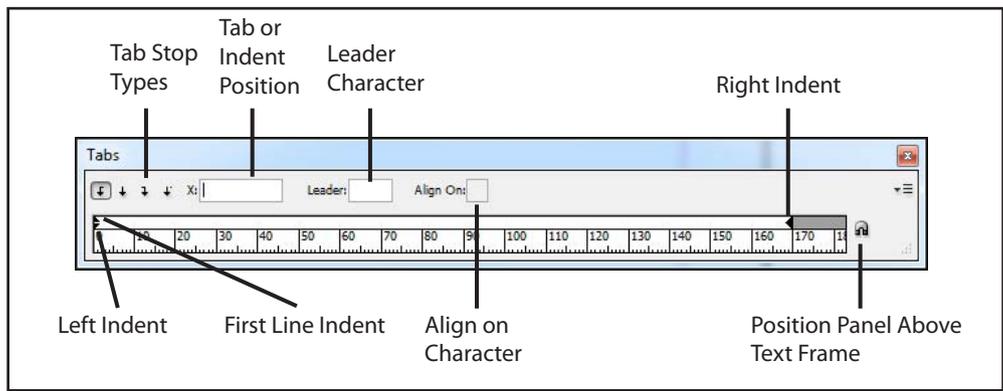
A Setting a First Line Indent

Sometimes you need to indent the first line of a paragraph. To avoid having to do this manually you can set an indent to carry out the task automatically.

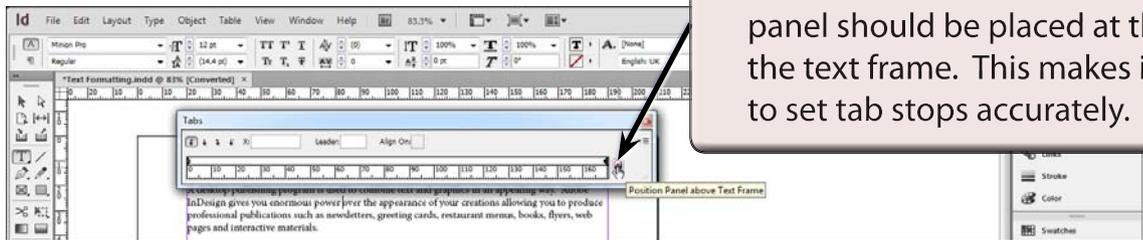


- 1 Select the TYPE TOOL, move the I-Beam anywhere over the paragraph and click the mouse button to set the insertion point in the paragraph.

- 2 Display the TYPE menu and select TABS to display the TABS panel. The diagram at the top of the next page labels the sections of the TABS panel.

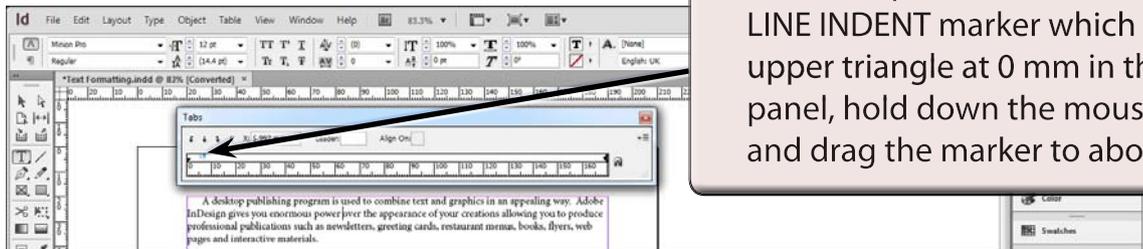


3 Click on the POSITION PANEL ABOVE TEXT FRAME button and the TABS panel should be placed at the top of the text frame. This makes it easier to set tab stops accurately.



NOTE: There must be enough space above the text frame for the TABS panel to fit. If the TABS panel doesn't jump to the top of the text frame, scroll the screen down a little and try again.

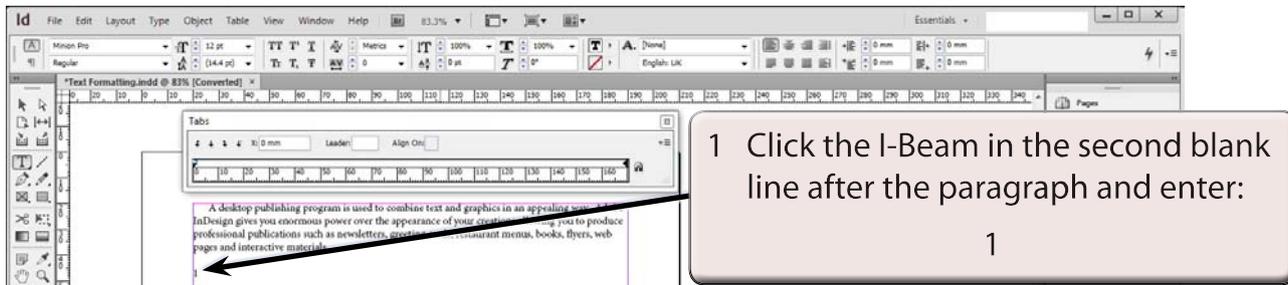
4 Move the pointer over the FIRST LINE INDENT marker which is the upper triangle at 0 mm in the TABS panel, hold down the mouse button and drag the marker to about 6 mm.



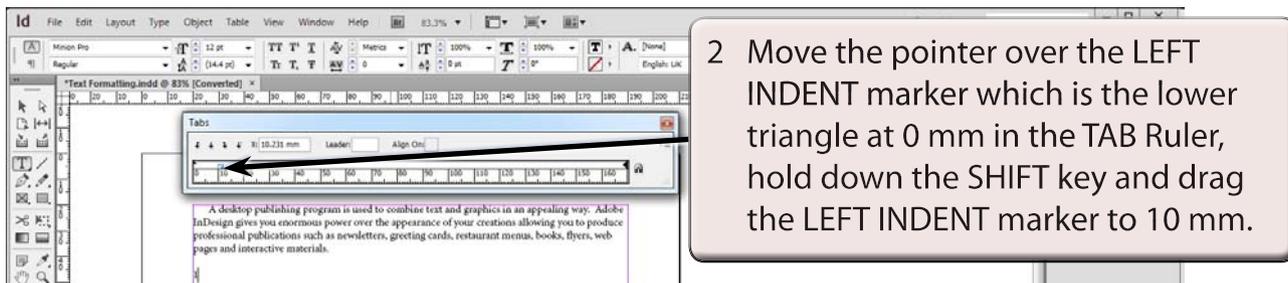
NOTE: The value that you move the marker to is displayed in the POSITION (X) box. The first paragraph should be indented.

B Setting a Hanging Indent

Numbered points will be added below the first paragraph. These points will need their text aligned at the left indent. This is called creating a HANGING INDENT. To create a hanging indent you move the LEFT INDENT marker to the right.



NOTE: Notice that the original indent settings are returned when you clicked on the blank line. Indent adjustments only apply to the paragraph that the cursor is in.

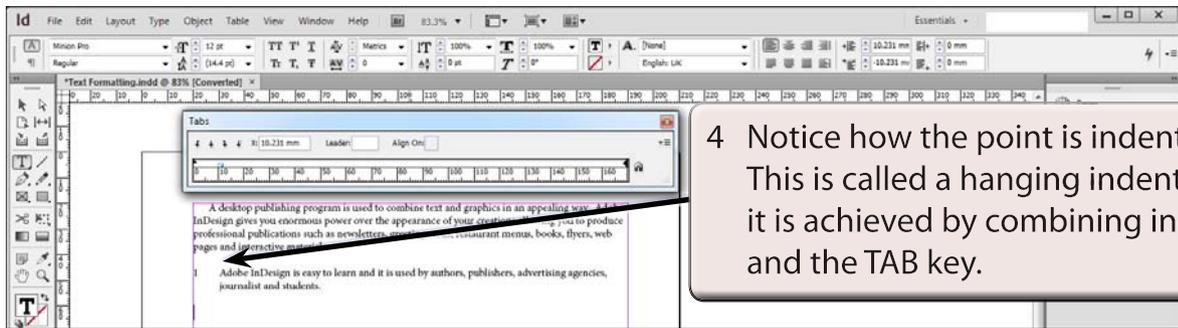


NOTE: The SHIFT key allows just the lower triangle marker to be moved. If you don't hold down the SHIFT key, both triangle markers are moved when you move the lower marker.

- 3 Press the TAB key to move the insertion point marker to the LEFT INDENT marker and enter:

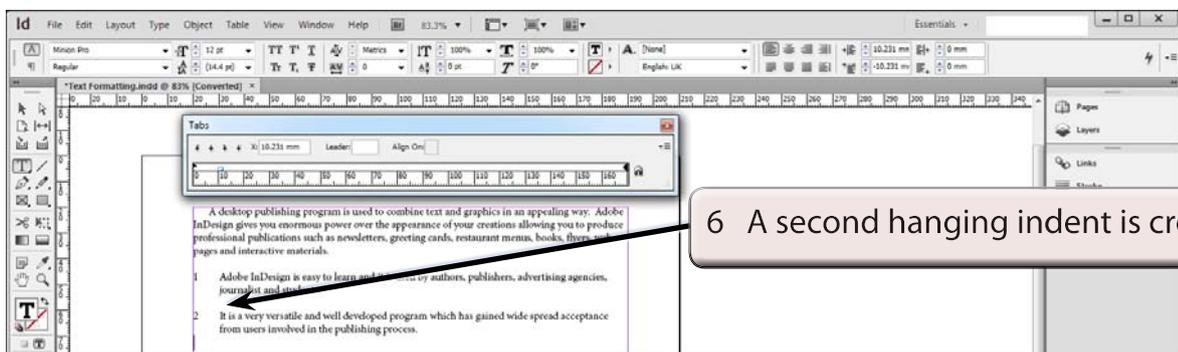
Adobe InDesign is easy to learn and it is used by authors, publishers, advertising agencies, journalists and students. <enter>

<enter>



- 5 Enter: 2 press the TAB key and enter:

It is a very versatile and well developed program which has gained wide-spread acceptance from users involved in the publishing process. <enter>



- 7 Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

Chapter 3 Formatting