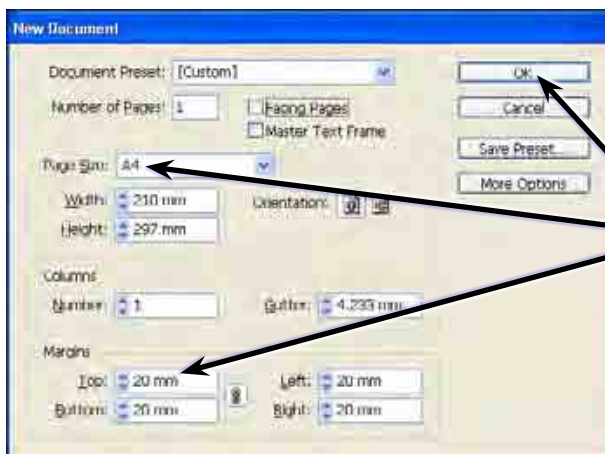# Text Formatting

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.

Starting a New Document

1   Load Adobe InDesign or close the current file.

2   Select DOCUMENT from the CREATE NEW section of the START SCREEN to start a new document.

3 Set the PAPER SIZE to A4, the MARGINS to 20 mm, turn off FACING PAGES as only a one-page document will be created and select OK to start the page.

Setting Indents

1   Select the TYPE TOOL and drag a text frame around the whole page.

2   Set the screen to ACTUAL SIZE (CTRL+1 or COMMAND+1) and enter the following text, pressing the <enter> or <return> key only when indicated.
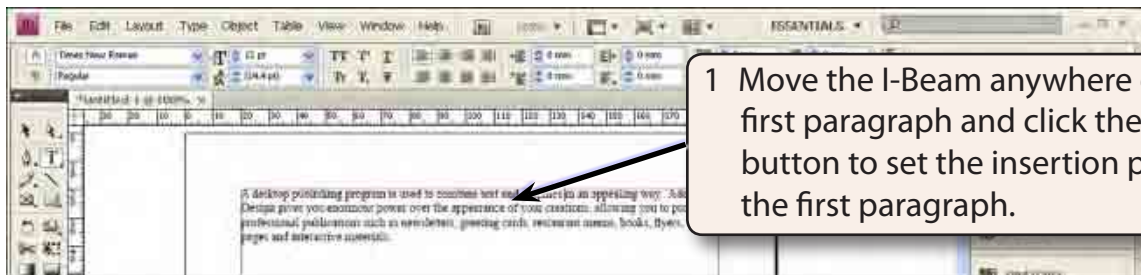
A desktop publishing program is used to combine text and graphics in an appealing way. Adobe InDesign gives you enormous power over the appearance of your creations allowing you to produce professional publications such as newsletters, greeting cards, restaurant menus, books, flyers, web pages and interactive materials. <enter>
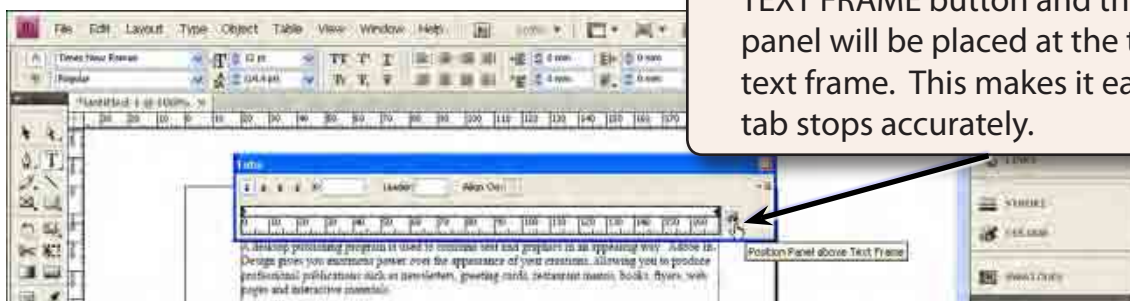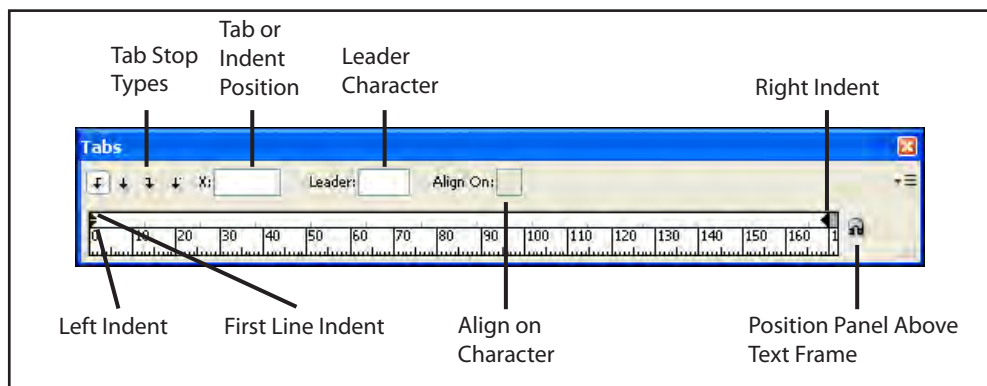
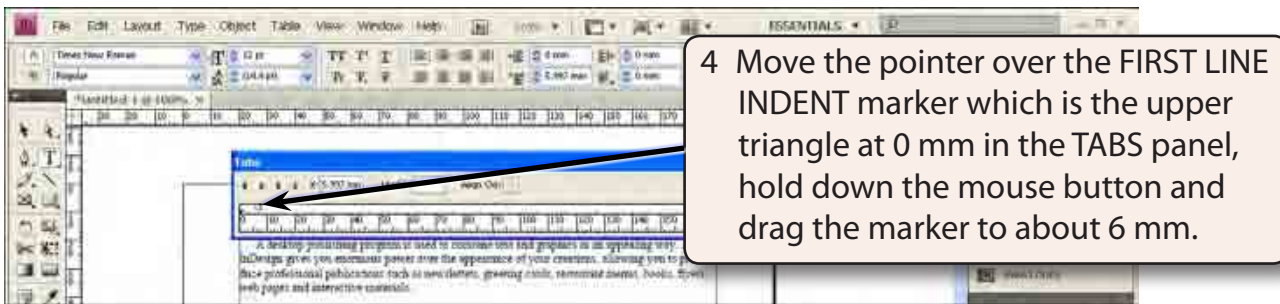<enter>

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 Move the I-Beam anywhere over the first paragraph and click the mouse button to set the insertion point in the first paragraph.

2 Display the TYPE menu and select TABS to display the TABS panel. The following diagram labels the sections of the TABS panel.

Tab Stop Types
Tab or Indent Position
Leader Character
Right Indent
Left Indent
First Line Indent
Align on Character
Position Panel Above Text Frame

3 Click on the POSITION PANEL ABOVE TEXT FRAME button and the TABS panel will be placed at the top of the text frame. This makes it easier to set tab stops accurately.
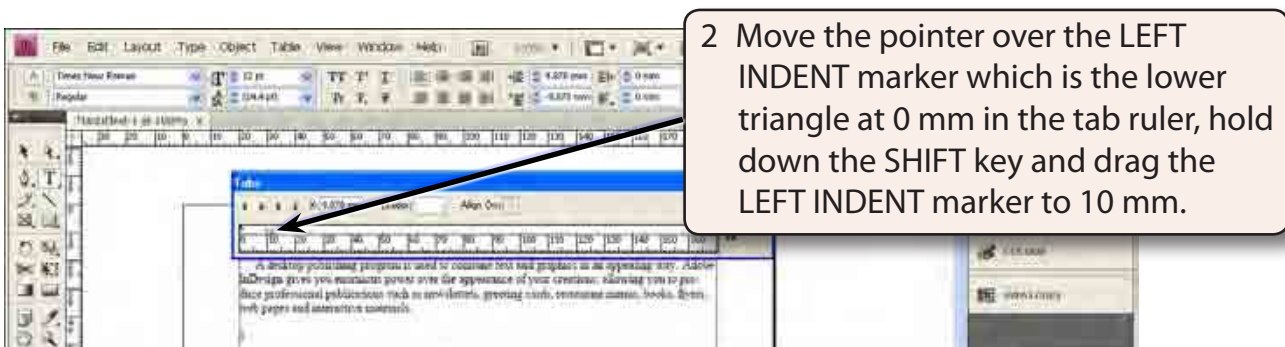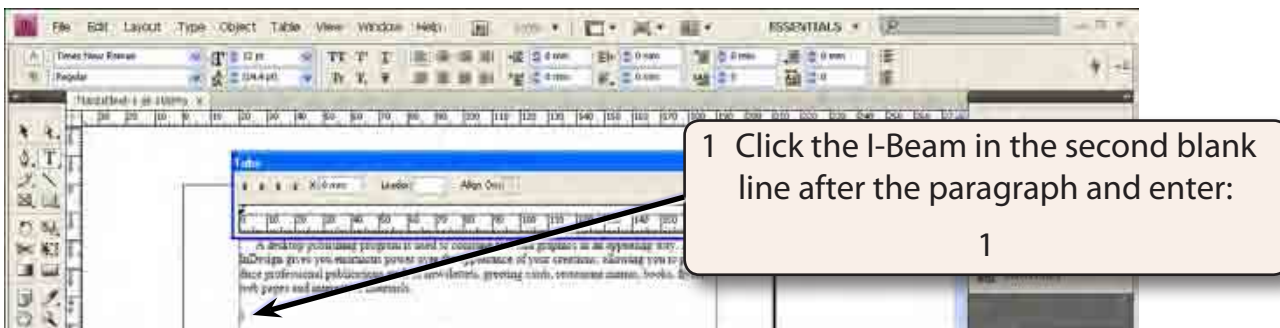
NOTE: There must be enough space above the text frame for the TABS panel to fit. If the TABS panel doesn't jump to the top of the text frame, scroll the screen down a little and try again.

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.
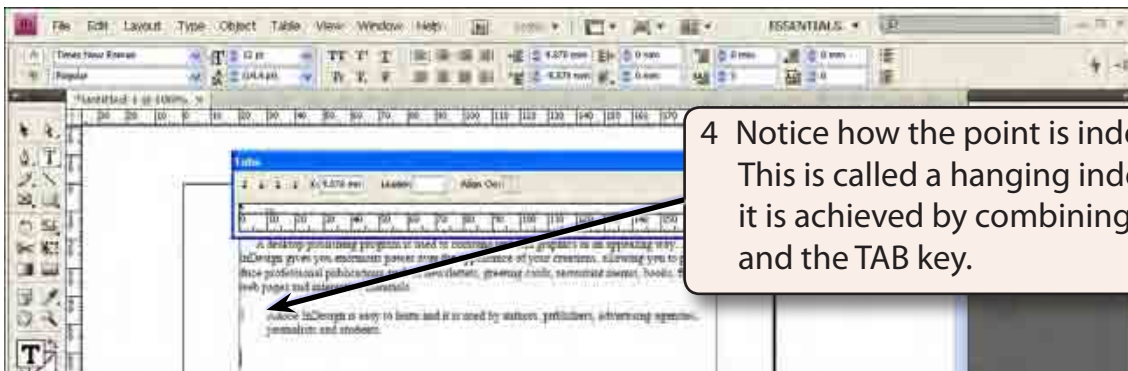
1 Click the I-Beam in the second blank line after the paragraph and enter:

1

2 Move the pointer over the LEFT INDENT marker which is the lower triangle at 0 mm in the tab ruler, hold down the SHIFT key and drag the LEFT INDENT marker to 10 mm.

> **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.

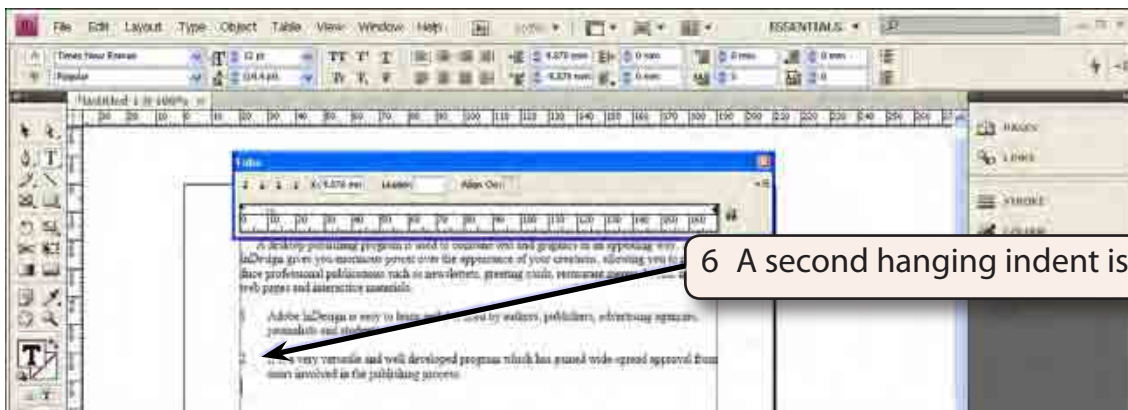3   Press the TAB key to move the insertion point marker to the LEFT INDENT marker and enter:

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

<enter>

4 Notice how the point is indented. This is called a hanging indent and it is achieved by combining indents and the TAB key.

5   Enter: 2   press the TAB key and enter:

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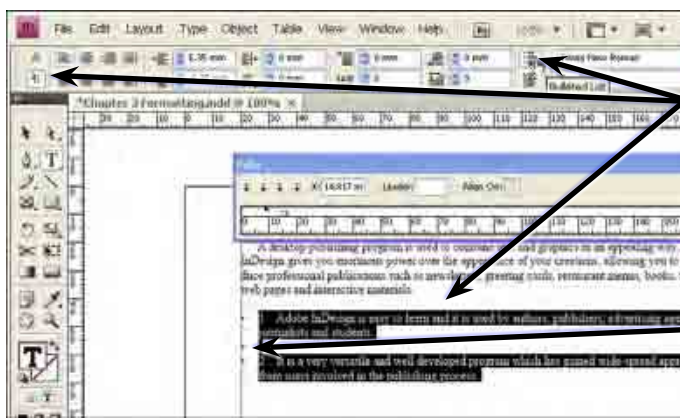

6 A second hanging indent is created.

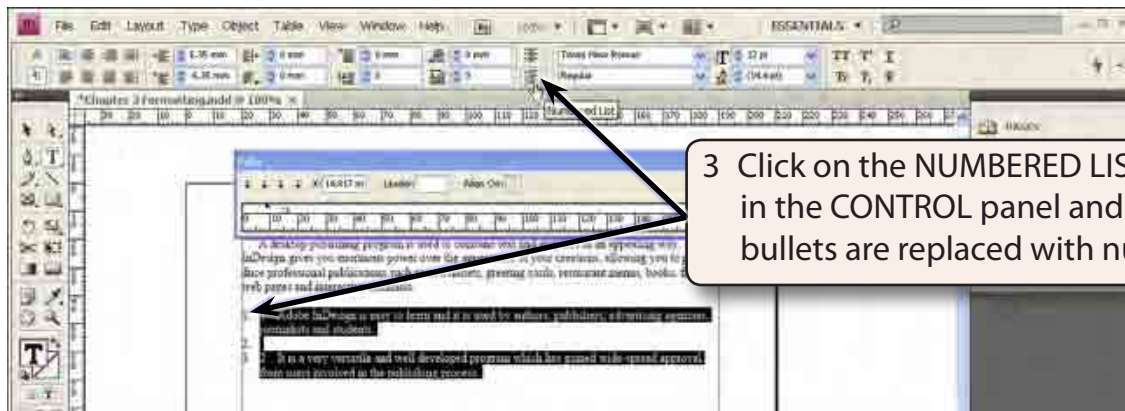7   Save the document in your STORAGE folder as:

Chapter 3 Formatting

C Bullets and Numbering Buttons

The BULLETED LIST and NUMBERED LIST buttons in the CONTROL panel can also be used to create points with hanging indents.
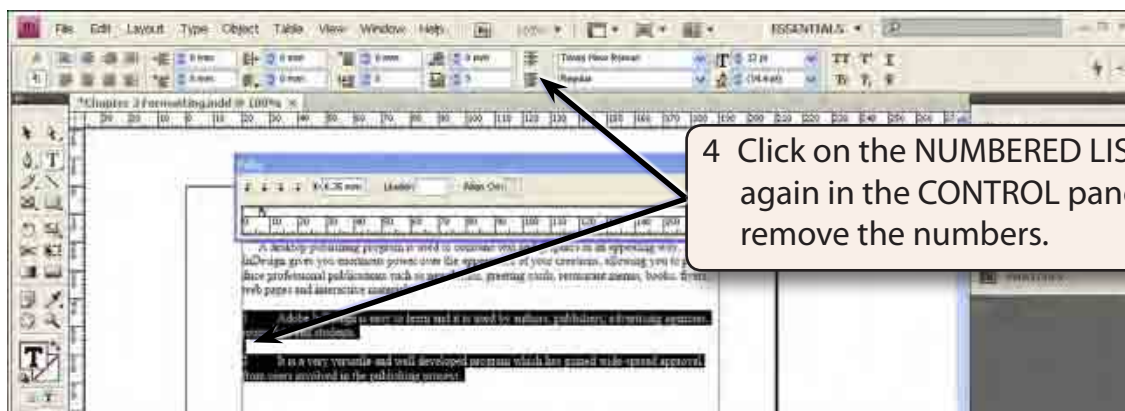

1 Highlight the two points, open the PARAGRAPH FORMATTING CONTROLS in the CONTROL panel and click on the BULLETED LIST button.

2 Bullets are added to the start of the highlighted paragraphs, including the blank line, and hanging indents inserted.

3 Click on the NUMBERED LIST button in the CONTROL panel and the bullets are replaced with numbers.

4 Click on the NUMBERED LIST button again in the CONTROL panel to remove the numbers.