

## Typography

TOPIC	DETAILS
<b>Defaults for Keyboard Increments</b>  <i>Add the Shift key to increase or decrease by five times the default amount.</i>	<p>The “Units &amp; Increments” preferences pane:</p> <p><b>Size/Leading:</b> Set the increments in points (.5). Enlarge type: Command Shift &gt; Reduce type: Command Shift &lt; x5 times: Option Command Shift &lt; or &gt;</p> <p><b>Baseline Shift:</b> Set the increments in points (.5). Shift up or down: Shift Option UpArrow or DownArrow</p> <p>In the “Text” pane:</p> <p><b>Small caps:</b> Set in percentage of point size. Apply small caps: Command Shift H</p> <p><b>Super- and subscript:</b> Set in percentage of point size and relative position to baseline. Superscript: Command Shift + Subscript: Command Shift Option + Toggle to remove super- or subscript</p>
<b>Leading</b>  <i>Add the Shift key to increase or decrease by five times the default amount.</i>	<p>Because <b>leading</b> in InDesign does not have to apply to the entire paragraph, you’ll find it in the Character palette.</p> <p><b>To add or decrease leading to selected text:</b> Option DownArrow (add) or Option UpArrow (decrease) (If you’re increasing the leading for an entire paragraph, be sure to triple-click to select the entire paragraph!)</p> <p>If you like, you can make the <b>leading apply to the entire paragraph</b>, like it does in Quark. (The auto-leading value is in the Justification dialog box, found in the Paragraph palette menu.)</p> <p><b>Apply auto-leading to selected text:</b> Command Option Shift A</p>
<b>Justified lines</b>	<p>You have a choice of <b>four justified alignments:</b></p> <ul style="list-style-type: none"><li>With the last line justified on the left side.</li><li>With the last line centered.</li><li>With the last line aligned to the right.</li><li>With the last line stretched across the paragraph to align it both left and right.</li></ul>

**TOPIC****DETAILS****Kerning and Tracking**

**Kerning** applies when the insertion point is flashing between two characters. The kerning value is actually applied to the letter on the left.

**Auto pair-kerns and Metrical kerning:** This is the default.

**Optical kerning:** Use when a font has minimal pair kerns or when mixing typefaces.

To see the exact value (shown in in parens), click between two characters after applying Optical kerning .

**Manual kerning:** Insertion point is between two characters.

**Add space:** Option RightArrow

**Delete space:** Option LeftArrow

**x5 increment:** Command Option RightArrow *or* LeftArrow

**Tracking** applies when more than one character is selected. Tracking is added to the manual kerning (if any). Uses the same shortcuts as above.

**Remove all kerning and tracking from selected text:**

Command Option Q *(Do not add the Shift key!!!!)*

**Adobe Composer**

InDesign uses one of these composition methods for all type. Set the appropriate choice in your style sheets.

**Paragraph Composer:** Adjusts entire paragraphs of type to create the best right edge with the smoothest rag. Works in conjunction with all the other text settings. Use this setting when you have paragraphs of type.

**Single Line Composer:** Gives you more control over where lines break. Use this when you are setting several individual lines.

**Single lines of type**

Here are several tricks for single lines of text:

**Flush left and right on flexible line:** Type the text you want to align on the left; hit the Tab key; type the text you want on the right. Now align right (Command Shift R). You can resize the line length and the text will always line up on the left and the right. (**OR** insert a Right Indent tab; use the contextual menu.)

**Justify on a flexible line:** Use the “Justify All Lines” option in the Paragraph palette. Use a non-breaking space for word space: Command Option X.

TOPIC	DETAILS
<b>Balance ragged lines</b>	Use this feature to smooth the right edge even more, especially on headlines or short pieces of text. The Paragraph Composer must also be chosen.
<b>Distort text</b>	<p><b>Condense, stretch, squish:</b> Select the characters with the Text tool and use the Character palette.</p> <p><b>Rotate, shear:</b> Select the text block with the Pointer tool and use the Transform palette.</p>
<b>Scale text</b>	<b>To make selected text larger or smaller:</b> See page 1.
<b>Text info</b>	Use the <b>Info palette</b> (Window menu). This displays the character count, word count, line count, and paragraph count for the story in which the insertion point is flashing.
<b>Text frames</b>	<p>In the <b>Text Frame Options</b> dialog box, you can choose the number of columns for a frame, the offsets, alignment, and more. Open this dialog box from the Object menu or press Command B.</p> <p><b>To move or resize a text frame:</b> Use the Pointer tool.  <b>OR</b> if you are typing in the text frame, get the Pointer tool temporarily by holding down the Command key—then you can move or resize the frame without losing your Text tool.  When you resize a text frame, the text automatically adjusts its margins and depth to fit.</p>
<b>Scale a text frame and the text in it</b>	<b>To scale a text frame and the text:</b> With the Pointer tool, hold down Shift and Command when you resize a frame. The Character palette will display the original point size and the scaled point size in parentheses.
<b>Paragraph spacing</b>	Use the Paragraph palette. If the Space Before and Space After edit boxes are not visible, use the palette menu to “Show Options.”
<b>Drop caps</b>	<p><b>Create drop caps in a selected paragraph:</b> Use the Paragraph palette.  In the left-hand Drop Cap field, enter the <b>number of lines</b> to drop.  In the right-hand Drop Cap field, enter the <b>number of letters</b> to drop.</p> <p><b>To remove the drop caps:</b> Select the paragraph and enter 0 (zero) in the right-hand Drop Cap field.</p>
<b>Glyph palette</b>	Indispensible for use with OpenType fonts!
<b>Story palette</b>	<b>Hang the punctuation</b> with the click of a button! This applies to the entire story and seriously slows down redraw and composition so only use it when necessary. It’s in the Type menu.

**H***elp! I'm trapped  
inside an enigma  
and can't get out!*

**TOPIC****DETAILS****Eyedropper tool to copy text attributes**

**Either** select the text that has the attributes you want to copy, then apply those attributes to other (unselected) text.

1. Choose the Eyedropper tool.
2. Click on the text whose attributes you want to copy.
3. The tool changes to a full Eyedropper with an I-beam.
4. Drag over the text you want to apply the attributes to.
5. To deselect, click any other tool.

**Or** select text, then copy attributes of *other* text to the *selected* text:

1. Choose Text tool.
2. Select the text to which you want to apply attributes of other text.
3. Choose the Eyedropper tool.
4. Click on the text from which you want to copy attributes.
5. The text you selected earlier now has the copied attributes.
6. The Eyedropper tool is still loaded with attributes so you can drag over other text.
7. To deselect, click any other tool.

**To pick up and apply only paragraph attributes:** Keep the Shift key down as you copy and apply attributes.

**To change attributes in a loaded Eyedropper:** Option-click on other text.



**To specify attributes to be loaded:** Double-click on the Eyedropper tool in the Toolbar.

**White spaces**

You can either use the keyboard shortcut, if there is one, or the contextual menu.

<b>Em space</b>	Equal to the point size of the type Command Shift M
<b>En space</b>	Equal to one-half the point size of the type Command Shift N
<b>Thin space</b>	Equal to one-eighth the point size of the type Command Option Shift M
<b>Hair space</b>	Equal to one-sixteenth the point size of the type Command Option Shift I
<b>Flush space</b>	In justified text, this expands the last space to force the last word or dingbat to the right edge
<b>Figure space</b>	Equal to a tabular (monospaced) number
<b>Punctuation space</b>	Equal to a comma, period, or other small punctuation
<b>Non-breaking space</b>	Forces two words to stay together Command Option X

TOPIC	DETAILS
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<b>Special characters</b>	<b>Hyphen -</b>	Hyphen
	<b>En dash –</b>	Option Hyphen
	<b>Em dash —</b>	Option Shift Hyphen
	<b>Non-breaking hyphen</b>	Option Command Hyphen
	<b>Discretionary hyphen</b>	(it disappears when necessary; also use it in front of a word to prevent hyphenation) Command Shift Hyphen

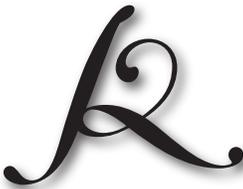
**Create outlines**

**To change a single letter to outline, or a word, sentence, or paragraph:** Select the text with the Text tool. Go to the Type menu and choose “Create Outlines.”

**To change an entire text block to outlines:** Select the frame with the Pointer tool. Go to the Type menu and choose “Create Outlines.”

**To manipulate the points:** Use the white Direct Selection tool.

**Drop shadows**



**To add a drop shadow to type:** You have to select the text frame with the Pointer tool. Then add a drop shadow as you would to a graphic (get “Drop Shadow” from the Object menu). Experiment with text and a drop shadow on top of a photograph; use the “Mode” menu in the dialog box. Although you have to select the text with the Pointer tool to add the shadow, you can then edit the text and the shadow will redraw to match.

**Gradient tool**

Select the text with the Text tool, then get the Gradient tool. Press-and-drag the tool over the text. It will use the default gradient. If you select text with the Pointer tool, the Gradient tool will fill the text frame, not the text itself.



**OpenType fonts**

**OpenType fonts** are incredibly wonderful. They can have up to 16,000 characters in one font. Use the Glyph palette to access and type with OpenType fonts.

Santa Fe MUG Brioso Pro Regular  
60 point  
(too heavy)

Santa Fe MUG Brioso Pro Display  
60 point  
(so lovely)

**Style sheets**

InDesign has **Paragraph Styles, Character Styles, and Nested Styles.**

One cannot live without style sheets.

**Paragraph styles** apply to entire paragraphs. This is where you put your first-line indent for paragraphs **OR** paragraph space after. You can add drop caps, leading values, alignments, etc.

**Character styles** override paragraph styles and apply only to the specific characters you select.

**Nested styles** let you set up any number of character styles within a paragraph style. The paragraphs below show a nested style, where the bold sans Myriad font appears until I type a colon, then it switches to Briosio Pro.

Be careful with the “Based On” option—be **SURE** that’s what you really want because as soon as you change anything in the linked style, it will apply to everything that is based on it. This *can* be great, but can also wreak havoc if you apply “Based On” indiscriminately.

“Next Style” is fabulous. It only works as you are writing the text, though—it will not automatically apply to any “next” text that is already on the page.

**To remove a style:** Select the text and Option-click “No character/paragraph style.”

**To remove character formatting but preserve Character style sheets:** Option-click the name of the paragraph style.

**To remove character formatting AND Character style sheets:** Shift-Option-click the name of the paragraph style.

**Shortcuts for all styles:** In the dialog box, click in the Shortcut field. Hold down any combination of the Shift, Command, or Option keys, then **press a number in the numeric keypad.** *Only the numeric keypad works.*

**To import Paragraph and/or Character styles:** Use the palette menu to “Load Styles...” from another InDesign document.

**Nested styles:** First create the character styles you want to nest. Then create a new style and choose the basic format of your paragraph for the main body copy.

Use the “Drop Caps and Nested Styles” pane.

Click “New Nested Style.”

In the “Nested Styles” area, click on each option to get its menu, then choose your options.

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**Tabs and Indents**

Oh my—this would be a two-hour class all by itself. Some tips:

**Right-indent tab:** Shift-Tab at the point in the line where you want it to break. I’ll show you what I mean!

**Indent to Here:** Click in the line above the rest of the text you want to indent. Control-click to get the pop-up menu, choose “Insert Special Character,” then “Indent to Here.” Way cool. You can even edit.

**Repeat Tab:** This a marvelous feature. It will repeat a tab across the line the distance the selected tab is from the tab to its immediate left or the margin.

**Align On:** In the Tab ruler, set a decimal tab and select it; type a character in the “Align On” box. You can align on a colon, question mark, number, or anything else you like.

**Leaders can be customized:** ^^ ^^ ^^ ^^ ^^ ^^ ^^ ^^ 156.

You can use up to eight characters.

**The Magnet button:** This snaps the ruler to the margins of the story that has the insertion point flashing in it.



*The row above is actually a text frame. I pasted the little face graphics into a line of text with a tab between each face, then used the Repeat tab to space them evenly. I pressed Command Option C to fit the frame to the content. I colored the inside of the frame saffron, which makes it appear as if there are small boxes between the graphics. I gave the frame a thin black stroke.*