# Cheat Sheet InDesign's typographic tools

**Apply Numbers** 

Define Lists.

Convert Bullets to Text

start/Continue Numbering

Numbered Lists, this offers

points into the text.

another way of inserting bullet

A quick-and-dirty guide to the multitude of **CONTROL PALETTE** type options in Adobe's DTP application. The Control Palette has two status options depending on which button is selected. • T ÷ 16 pt TT T' T nDesign has a wide range of functions InDesign ♣ 4 22 pt Regular Tr T, Ŧ for controlling and manipulating text, but as the application has such a huge **のフ** number of features, it can be hard to 💠 D mn \_ = 0 mm - 0 mm \* ♣ 0 mm remember where a specific function is. So ‡<u>A</u>≣ 💠 0 ■ . 0 mm Äa≣ ÷ 0 here's our guide to helping you find your way around InDesign's powerful set of typographic \*StyleSheets.indd @ 71 tools, whether it's leading, glyphs or nonbreaking white spaces, we've got it covered. 1 **INSERT SPECIAL CHARACTER** Sum quam vend ree 4-1 Found under Type > Insert Special Character, this brings up a submenu listing a variety of magniat, adignibhin# special characters, from a copyright symbol, en and Symbols Ing essequam zzril in hent elesed tat lum erci bla feu feum iure em dashes to non-breaking Markers dolor adit augue voluptat. Dui bla facilis acin henit dunt la ad Hyphens and Dashes hyphens, page markers dio erit alit aliquisi ercilPit ex eugait aciduis ad et, vel euisim# **Quotation Marks** and quotation marks. Other MI, **INSERT WHITE SPACE** Found under Type > Em Space 企器M Insert White Space, 企器N En Space this gives access to Nonbreaking Space en and em spaces, as Nonbreaking Space (Fixed Width) well as non-breaking Hair Space spaces and a variety Sixth Space of spaces in different M器介了 Thin Space set widths. **Quarter Space** # 5 % & ' Third Space 0 1 2 3 4 5 6 7 8 9 Punctuation Space > ? @ A B C D E F G H I Figure Space Flush Space KLMNOPQRSTUVW 'abcde fghìjklmnopqrs **INSERT BREAK CHARACTER** t u v w x y z { | } £ ¤ ¥ | § Found under Type > Insert Column Break Break Character, this gives 소소 Page Break access to different text Odd Page Break breaking options from Column, Even Page Break Paragraph Return Frame and Page Breaks to Odd and Even Page Breaks. Forced Line Break Discretionary Line Break **GLYPHS BULLETS & NUMBERED LISTS** Found under Type > Glyphs, this opens up Found under Type > Bullets & a palette that features the specific form

of a character, such as é, ü or ©. Select a

typeface, then double-click on a character

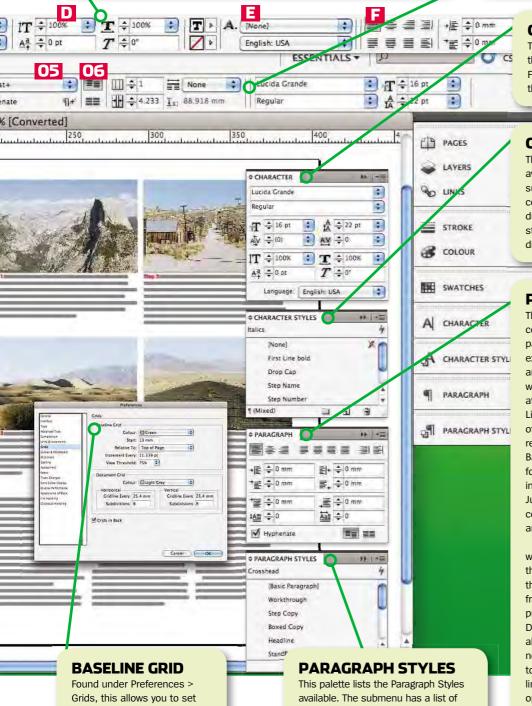
to insert at the cursor's position.

# **CHARACTER FORMATTING**

Click on the A symbol and you can control: A The typeface, its size and leading. B All caps, small caps, superscript, subscript, underscore and strikethrough options. C Kerning, where you have the options of Metrics (which uses a font's built-in kerning pairs); Optical (which overrides a font's built-in kerning and allows InDesign to determine the spacing between character pairs); Units; and tracking. D Vertical and horizontal scale; below these you have baseline shift and skew, which is a false italic. E Character Style, with a submenu to the various styles, and the Dictionary. F Text alignment, ranging from centred, align left and right, to align to and away from the spine.

### PARAGRAPH FORMATTING

Click on the paragraph symbol and you can control: **01** Text alignment. **02** Left and right indent, and first line left indent and last line right indent. **03** Space before and space after a paragraph; below that you have the tools for setting drop caps. **04** Bulleted and numbered lists. **05** Paragraph Style, with a submenu to the various styles, along with a checkbox for hyphenation. **06** Lock/unlock to baseline grid.



# **CHARACTER PALETTE**The Character palette replicates

The Character palette replicates the controls found in the Character Formatting palette, with a submenu for those functions not displayed shown.

## CHARACTER STYLES

This palette lists the character styles available for the open document. The submenu has a list of options for controlling the styles, such as deleting, duplicating, grouping and importing styles, as well as how the styles are displayed in the palette.

# **PARAGRAPH PALETTE**

The Paragraph palette replicates the controls in the Paragraph Formatting palette, but a submenu reveals some extra functions, including: Paragraph and Single Line Composer, both of which look at where the breaks appear at the end of a line; Only Align First Line to Grid, which places the first line of a paragraph on the grid with the rest using the leading measurement; Balance Ragged Lines, which is useful for preventing unequal line lengths in heading and subheadings; and Justification, which is for precise control of word spacing, letter spacing, and glyph scaling.

Added to those are: Keep Options, which controls how many lines of the following paragraph remain with the current one as it moves between frames; Hyphenation, which has precise controls for breaking words; Drop Cap & Nested Styles, which allows you to set drop caps and nest character and paragraph styles together; Paragraph Rules for setting lines above and below text; three options for controlling Bullets and Numbering, such as bullet points; and Define Lists, which is used to interrupt one bullet list with another.

Grids, this allows you to set the starting position, colour and incrementation of the baseline grid.

This palette lists the Paragraph Styles available. The submenu has a list of options for controlling these styles, such as deleting, duplication, grouping and importing of styles.