


chapter

2

WORKING WITH TEXT

1. Format text
2. Format paragraphs
3. Create and apply styles
4. Edit text



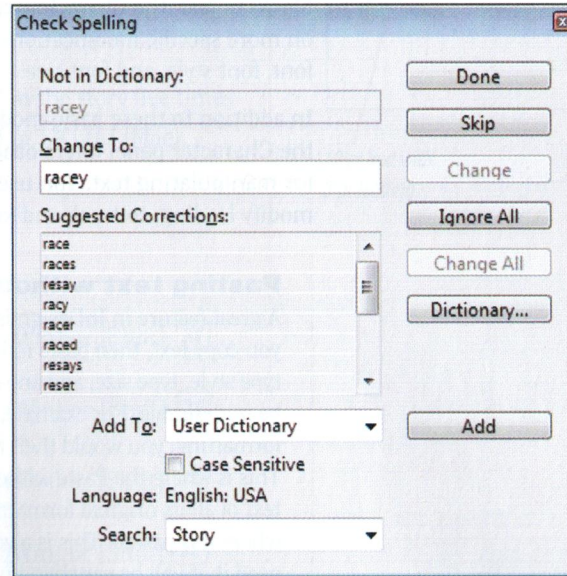
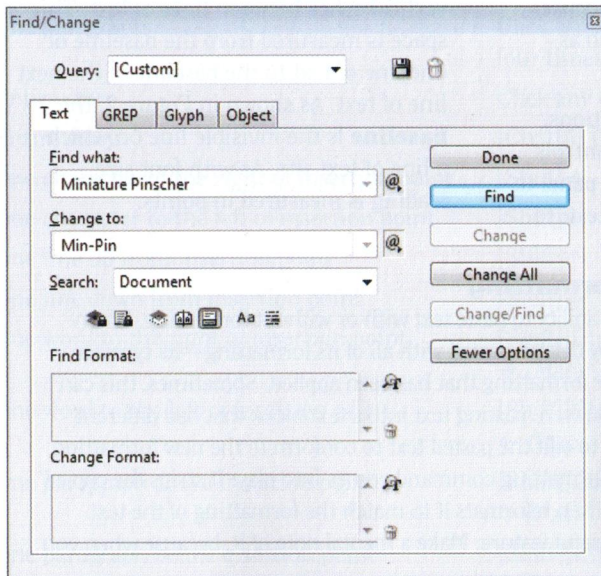
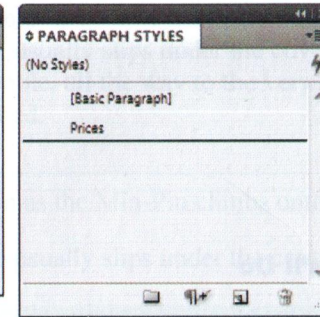
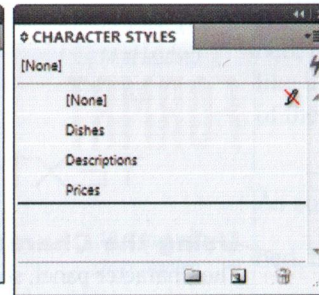
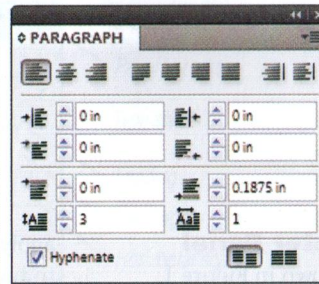
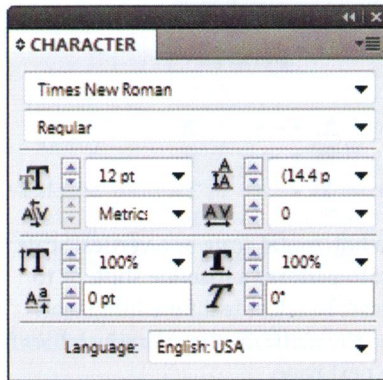
Earth, air, fire, and water—it is said that these are the four essential elements of our world. A different quartet establishes itself as the four main elements of any layout: text, color, illustration, and imagery. Take a moment to read them again, and make a mental note of them. We will use these four elements—text, color, illustration, and imagery—throughout this book to reduce the myriad features of InDesign into four simple categories.

In this chapter, we will focus on working with text. Like Proteus, the mythological figure who could change his outer form at will, text in a layout can appear in a vari-

ety of ways. It is *protean*—it is versatile. It can be display text—a bold, dramatic headline at the center of a page, or a miniscule footnote tucked away unobtrusively. It can be flowed as body copy—paragraphs of text; or it can appear as simple page numbers at the lower corner of a page.

You will be pleased to find that InDesign is a first-rate application for generating and editing text. Everything that you want to do—you can do. With InDesign, your ability to generate functional, readable text and beautiful typographic artwork is limited only by your imagination.

Tools You'll Use



What You'll Do

Introducing the Min-Pin

by Christopher Smith



In this lesson, you will use the Character panel and various keyboard commands to modify text attributes.

FORMAT TEXT

Using the Character Panel

The Character panel, shown in Figure 1, is the command center for modifying text. The Character panel works hand in hand with the Paragraph panel, which is why it's wise to keep them grouped together. Where the Paragraph panel, as its name implies, focuses on manipulating paragraphs or blocks of text, the Character panel focuses on more specific modifications, such as font, font style, and font size.

In addition to these basic modifications, the Character panel offers other controls for manipulating text. You use the panel to modify leading; to track and kern text; to

apply a horizontal scale or a vertical scale to text; to perform a baseline shift; or to skew text. To select text for editing, you can use the methods shown in the table on the next page.

Understanding Leading

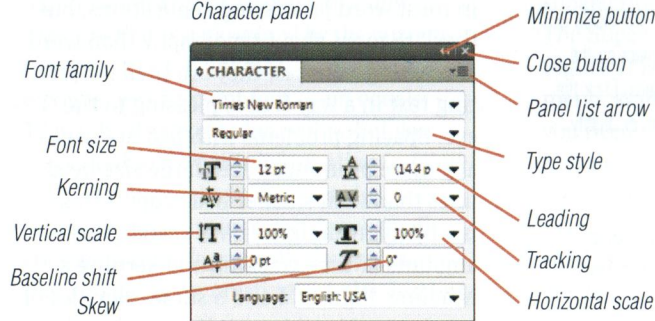
Leading is the term used to describe the vertical space between lines of text. This space is measured from the baseline of one line of text to the baseline of the next line of text. As shown in Figure 2, the **baseline** is the invisible line on which a line of text sits. As with font size, leading is measured in points.

Pasting text without formatting

A great feature in InDesign is the ability to paste text with or without formatting. When you copy text, then paste it, it is by default pasted with all of its formatting—its typeface, type style, type size, and any other formatting that has been applied. Sometimes, this can be undesirable. For example, if you were pasting text into a text block that had different formatting, you would then need to edit the pasted text to conform to the new formatting. This is where the Paste without Formatting command comes into play: It strips the copied text of all its original formatting, then reformats it to match the formatting of the text where it is pasted. This is a very useful feature. Make a mental note of it, because when you need it, it will be very handy.

FIGURE 1

Character panel

**FIGURE 2**

Examples of leading

12 pt text with
14 pt leading

As soon as the Min-Pin climbs onto the bed, he usually slips under the covers like a mole, all the way to the very foot of the bed.

12 pt text with
24 pt leading

As soon as the Min-Pin climbs onto the bed, he usually slips under the covers like a mole, all the way to the very foot of the bed.

As soon as the Min-Pin climbs onto the bed, he usually slips under the covers like a mole, all the way to the very foot of the bed.

12 pt text with
8 pt leading**Making text selections****to select:**

- One word
- One line
- One paragraph
- Entire story
- Entire story
- One character to the right of insertion point
- One character to the left of insertion point
- One line up from insertion point
- One line down from insertion point
- One word to the right of insertion point
- One word to the left of insertion point
- One paragraph above insertion point
- One paragraph below insertion point

do the following:

- Double-click word
- Triple-click any word in the line
- Click any word in the paragraph four times
- Click any word in the story five times
- [Ctrl][A] (Win) or [⌘][A] (Mac)
- [Shift]→
- [Shift]←
- [Shift]↑
- [Shift]↓
- [Shift][Ctrl]→ (Win) or [Shift][⌘]→ (Mac)
- [Shift][Ctrl]← (Win) or [Shift][⌘]← (Mac)
- [Shift][Ctrl]↑ (Win) or [Shift][⌘]↑ (Mac)
- [Shift][Ctrl]↓ (Win) or [Shift][⌘]↓ (Mac)

Scaling Text Horizontally and Vertically

When you format text, your most basic choice is which font you want to use and at what size you want to use it. Once you've chosen a font and a font size, you can further manipulate the appearance of the text with a horizontal or vertical scale.

On the Character panel, horizontal and vertical scales are expressed as percentages. By default, text is generated at a 100% horizontal and 100% vertical scale, meaning that the text is not scaled at all. Decreasing the horizontal scale only, for example, maintains the height of the characters but decreases the width—on the horizontal axis. Conversely, increasing the horizontal scale again maintains the height but increases the width of the characters on the horizontal axis. Figure 3 shows four examples of horizontal and vertical scales.

FIGURE 3

Scaling text horizontally and vertically

original text

50% horizontal scale

150% horizontal scale

50% vertical scale

150% vertical scale

QUICK TIP

You can also control the vertical alignment of text inside a text box by selecting the text box, clicking Object on the Application bar, then clicking Text Frame Options. Click the Align list arrow, then click Top, Center, Bottom, or Justify.

Kerning and Tracking Text

Though your computer is a magnificent instrument for generating text in myriad fonts and font sizes, you will often want to manipulate the appearance of text after you have created it—especially if you have the meticulous eye of a designer. **Kerning** is a long-standing process of increasing or decreasing space between a pair of characters. **Tracking** is more global. Like kerning, tracking affects the spaces between letters, but it is applied globally to an entire word or paragraph.

Kerning and tracking are standard features in most word processing applications, but they are more about typography than word processing—that is, they are used for setting text in a way that is pleasing to the eye. Spacing problems with text are usually more prominent with large size headlines than with smaller body copy—this is why many designers will spend great amounts of time tracking and kerning a headline. Figures 4 and 5 show examples of kerning and tracking applied to a headline. Note, though, that kerning and tracking are also used often on body copy as a simple solution for fitting text within an allotted space.

FIGURE 4

Kerning text

Without kerning, some letters are spaced further apart

Without kerning, some letters are very close

After kerning, all letters are evenly spaced

FIGURE 5

Tracking text

Kerned text with no tracking

Tracked text with greater space between characters

InDesign measures both kerning and tracking in increments of 1/1000 em, a unit of measure that is determined by the current type size. In a 6-point font, 1 em equals 6 points; in a 12-point font, 1 em equals 12 points. It's good to know this, but you don't need to have this information in mind when kerning and tracking text. Just remember that the increments are small enough to provide you with the specificity that you desire for creating eye-pleasing text.

Creating Superscript Characters

You are already familiar with superscript characters, even if you don't know them by that term. When you see a footnote in a book or document, the superscripted character is the footnote itself, the small number positioned to the upper-right of a word. Figure 6 shows a superscripted character.

FIGURE 6

Identifying a superscripted character



Superscripted character

The only tricky thing about applying a superscript is remembering how to do it. The Superscript command, as shown in Figure 7, is listed on the Character panel menu. Wait—there's one more tricky thing you need to remember about superscripts. If, for example, you select a 12-point character and then apply the Superscript command, by definition the character will be smaller in size. However, its point size will still be identified on the Character panel as 12 points.

Creating Subscript Characters

The Character panel menu also offers a command for Subscript. You can think of Subscript as the opposite of Superscript. Instead of raising the baseline of the selected text, the Subscript command

positions the text below its original baseline. As with Superscript, the Subscript command makes the selected text appear smaller.

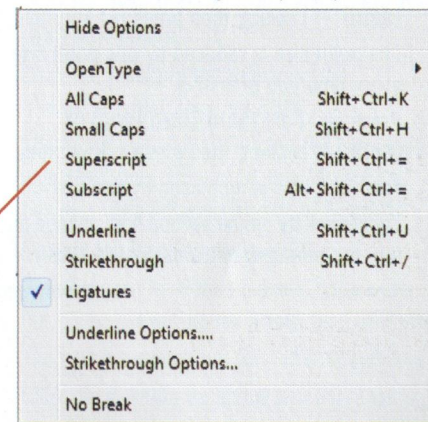
Of the two, Subscript is used less often. Though it is seldom used for footnotes, many designers use Subscript for trademarks and registration marks.

Underlining Text

InDesign offers different methods for creating **rules**—horizontal, vertical, or diagonal lines—and for underlining text. When you want simply to underline selected text, the most basic method is to use the Underline command on the Character panel menu. With this command, the weight of the underline is determined by the point size of the selected text. The greater the point size, the greater the weight of the line.

FIGURE 7

Locating the Superscript command



Superscript command

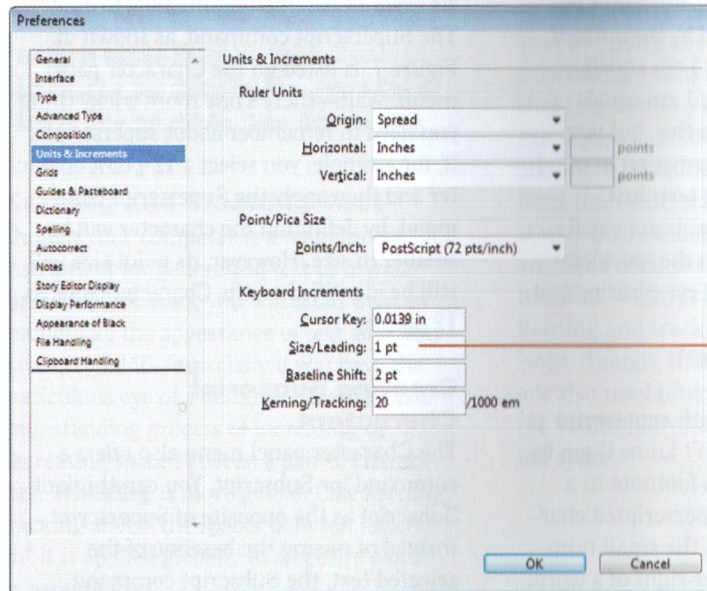
Modify text attributes

1. Open ID 2-1.indd, then save it as **Min-Pin Intro**.
2. Click **Edit** (Win) or **InDesign** (Mac) on the Application bar, point to **Preferences**, then click **Units & Increments**.
3. Verify that your Preferences dialog box has the same settings shown in Figure 8, then click **OK**.
4. Click **Window** on the Application bar, point to **Workspace**, then click **[Typography]** or **Reset Typography** if **[Typography]** is already checked.
5. Click the **Type tool T**, then double-click the word **Introducing** at the top of the page.
6. Click **Character** on the right side of the document window to open the Character panel.
7. Triple-click **Introducing** to select the entire line.
8. On the Character panel, click the **Font Family list arrow**, click **Impact**, click the **Font Size list arrow**, click **48 pt**, then verify that the Leading text box contains **57.6 pt**, as shown in Figure 9.
9. Press and hold **[Shift][Ctrl]** (Win) or **[Shift]** (Mac), then press **[<]** 10 times. The point size is reduced by one point size every time you press **[<]**.
10. Press and hold **[Shift][Ctrl]** (Win) or **[Shift]** (Mac), then press **[>]** two times. The point size is increased by two points.
11. Triple-click **by** on the second line, change the font to Garamond or a similar font, click

(continued)

FIGURE 8

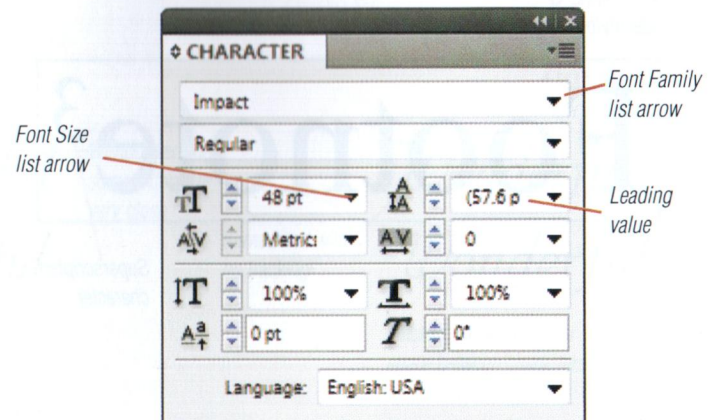
Units & Increments section of the Preferences dialog box



Size/Leading value

FIGURE 9

Character panel



Font Size list arrow

Font Family list arrow

Leading value

FIGURE 10

Text frame indicates a selected text box



FIGURE 11

Increasing the tracking value of selected text




FIGURE 12

Decreasing the kerning value between two letters




the **Type Style list arrow**, click **Italic**, click the **Font Size list arrow**, then click **18 pt**.

TIP If the Garamond font is not available to you, use a similar font.

12. Click the **Selection tool** , then note that the text frame is highlighted, as shown in Figure 10.
13. Click **Object** on the Application bar, click **Text Frame Options**, click the **Align list arrow**, click **Center**, then click **OK**.

You used keyboard commands and the Character panel to modify text.

Track and kern text

1. Click the **Zoom tool** , click and drag the **Zoom tool pointer** around the light green frame that encompasses the entire headline, then release the mouse button.


When you drag the Zoom tool pointer, a dotted-lined selection rectangle appears. When you release the mouse, the contents within the rectangle are magnified.

2. Click the **Type tool** **T**, then triple-click the word **Introducing**.
3. Click the **Tracking list arrow** on the Character panel, then click **200**.

The horizontal width of each word increases, as a consistent amount of space is applied between each letter, as shown in Figure 11.

4. Change the tracking value to **25**.
5. Click between the letters **h** and **e** in the word **the**, click the **Kerning list arrow**, then click **-50**. The space between the two letters decreases.
6. Click the **Kerning up arrow** twice to change the kerning value to **-30**.


(continued)


7. Click the **Selection tool** .

Your headline should resemble Figure 12.

You used the Character panel to modify tracking and kerning values applied to text.

Create superscript characters

1. Click **View** on the Application bar, click **Fit Page in Window**, click the **Zoom tool** , then drag a selection box that encompasses all of the body copy on the page.

2. Click the **Type tool** , then select the number **1** after the words Doberman Pinscher at the end of the fourth paragraph.

3. Click the **Character panel list arrow**, then click **Superscript**.

The character's size is reduced and it is positioned higher than the characters that precede it, as shown in an enlarged view in Figure 13.

4. Select the number **2** after the word cows in the last paragraph, then apply the Superscript command.

TIP When the Superscript command is applied to text, its designated font size remains the same.

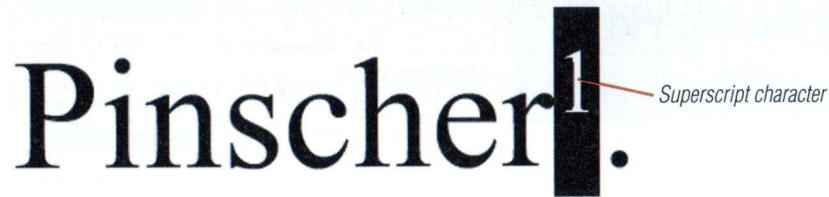
5. Select the number **1** beside the footnote at the bottom of the page, apply the Superscript command, select the number **2** below, apply the Superscript command again, then deselect the text.

Your footnotes should resemble Figure 14.

You applied the Superscript command to format selected text as footnotes.

FIGURE 13

Applying the Superscript command



Pinscher¹.

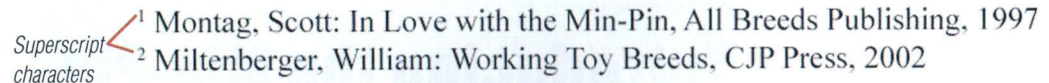
Superscript character

Inserting footnotes automatically

While you can insert footnotes using the techniques in this lesson, if you have many footnotes in a document, you can use the InDesign CS4 enhanced footnote feature to insert them quickly and easily. In InDesign, a footnote consists of a **reference number** that appears in document text, and the **footnote text** that appears at the bottom of the page or column. To add a footnote, place the insertion point in the document location where you want the reference number to appear. Click Type on the Application bar, then click Insert Footnote. The insertion point moves to the footnote area at the bottom of the page or column. Type the footnote text; the footnote area expands as you type. If the text containing a footnote moves to another page, its footnote moves with it.

FIGURE 14

Using the Superscript command to format footnotes



Superscript characters ¹ Montag, Scott: In Love with the Min-Pin, All Breeds Publishing, 1997
² Miltenberger, William: Working Toy Breeds, CJP Press, 2002

FIGURE 15

Underlining text

- ¹ Montag, Scott: In Love with the Min-Pin, All Breeds
² Miltenberger, William: Working Toy Breeds, CJP Pre

Formatting footnotes

If you use the Insert Footnote command to enter footnotes in a document, you can specify a number of formatting attributes. Click Type on the Application bar, then click Document Footnote Options. On the Numbering and Formatting tab, you can select the numbering style, starting number, prefix, position, character style, or separator. The Layout tab lets you set the spacing above and between footnotes, as well as the rule that appears above them. Formatting changes you make to footnotes affect all existing and new footnotes.

Showing actual typefaces on the Character panel

You can set the font list on the Character panel to show font names or font names and samples of each font. To enable or disable this feature, click Edit on the Application bar, point to Preferences, click Type on the left, then add or remove a check mark in the Font Preview Size check box. Notice also, that you can click the Font Preview Size list arrow and choose Small, Medium, or Large.


FIGURE 16

Formatting footnotes

- ¹ Montag, Scott: In Love with the Min-Pin, All Breeds Publishing, 1997
² Miltenberger, William: Working Toy Breeds, CJP Press, 2002

8 pt text

Underline text

1. Click **View** on the Application bar, click **Fit Page in Window**, click the **Zoom tool** , then drag a selection box that encompasses both footnotes at the bottom of the page.
2. Click the **Type tool** **T**, then select **In Love with the Min-Pin** in the first footnote.
3. Click the **Character panel list arrow**, then click **Underline**.

Only the selected text is underlined, as shown in Figure 15.

TIP The weight of the line is automatically determined, based on the point size of the selected text.
4. Select **Working Toy Breeds** in the second footnote, then apply the Underline command.
5. Select the entire first footnote except the number 1, double-click the **Font Size text box**, type **8**, then press **[Enter]** (Win) or **[return]** (Mac).
6. Select the entire second footnote except the number 2, change its font size to 8 pt, then click to deselect the text.

Your footnotes should resemble Figure 16.

TIP To specify how far below the baseline the underline is positioned, click the Underline Options command on the Character panel menu, then increase or decrease the Offset value.

You selected text, then applied the Underline command from the Character panel menu.

FORMAT

PARAGRAPHS

What You'll Do

Introducing the Min-Pin

by Christopher Smith

The Miniature Pinscher is a smooth coated dog in the Toy Group. He is frequently - and incorrectly - referred to as a Miniature Doberman. The characteristics that distinguish the Miniature Pinscher are his size (ten to twelve and a half inches), his racy elegance, and the gait which he exhibits in a self-possessed, animated and cocky manner.

The Miniature Pinscher is part of the larger German Pinscher family, which belonged to a prehistoric group that dates back to 3000 B.C. One of the clear-cut traits present in the ancient Pinschers was that of the two opposing size tendencies: one toward the medium to larger size and the other toward the smaller "dwarf" or miniature size. This ancient miniature-sized Pinscher was the forerunner of today's Miniature pinscher.


"Is the Miniature Pinscher bred down from the Doberman Pinscher?"

The answer is a definite "No." Since ancient times, the Min Pin was developing with its natural tendency to smallness in stature. In fact, as a recognized breed, the Miniature Pinscher predates the development of the well-known Doberman Pinscher.

The Min Pin is an excellent choice as a family pet. The breed tends to attach itself very quickly to children and really delights in joining a youngster in bed. As soon as the Min-Pin climbs onto the bed, he usually slips under the covers like a mole, all the way to the foot of the bed.

The Min Pin is intelligent and easily trained. He has a tendency to be clean in all respects, the shedding of the short coat constitutes minimal, if any, problems to the apartment dweller. On the other hand, the Miniature Pinscher certainly is not out of his element on the farm and has been trained to tree squirrels, chase rabbits, and even help herd cows¹. It is not unusual for the Miniature Pinscher on a farm to catch a rabbit that is equal to or larger than the size of the dog.

¹Monty Scott: *In Love with the Min Pin*, All Books Publishing, 1997
²Melvin Berger, William: *Working Toy Breeds*, C/P Press, 2002

 In this lesson, you will use the Paragraph panel and various keyboard commands to modify paragraph attributes.

Using the Paragraph Panel

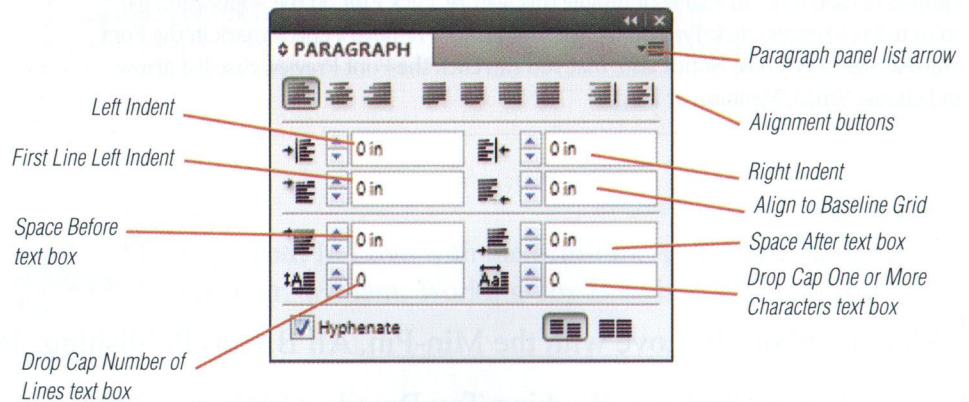
The **Paragraph panel**, shown in Figure 17, is the command center for modifying paragraphs or blocks of text also known as body copy.

The Paragraph panel is divided into three main sections. The top section controls

alignment. Of the nine icons offering options for aligning text, the first four—Align left, Align center, Align right, and Justify with last line aligned left—are the most common. The remaining five options include subtle modifications of justified text and two options for aligning text towards or away from the spine of a book.

FIGURE 17

Paragraph panel



QUICK TIP

Optical Margin Alignment is a great feature that controls the alignment of punctuation marks for all paragraphs within a block of type. Optical margin alignment forces punctuation marks, as well as the edges of some letters, to hang outside the text margins so that the type appears aligned. To override this feature, click the text box or type object, click the Paragraph panel list arrow, then click Ignore Optical Margin. You can also click the Paragraph Styles panel list arrow, click Style Options, click the Indents and Spacing category, then click the Ignore Optical Margin check box.

The next section offers controls for indents. Use an indent when you want the first line of each paragraph to start further to the right than the other lines of text, as shown in Figure 18. This figure also shows what is commonly referred to as a **pull quote**. You have probably seen pull quotes in most magazines. They are a typographical design solution in which text is used at a larger point size and positioned prominently on the page. Note the left and right indents

applied to the pull quote in Figure 18. They were created using the Left Indent and Right Indent buttons on the Paragraph panel.

The third section of the Paragraph panel controls vertical spacing between paragraphs and applying drop caps. For large blocks of text, it is often most pleasing to the eye to create either a subtle or distinct space after every paragraph. In InDesign, you create these by entering values in the

FIGURE 18

First line indent and left and right indents

The Miniature Pinscher is a smooth coated dog in the Toy Group. He is frequently - and incorrectly - referred to as a Miniature Doberman. The characteristics that distinguish the Miniature Pinscher are his size (ten to twelve and a half inches), his racy elegance, and the gait which he exhibits in a self-possessed, animated and cocky manner.

First line indent

The Miniature Pinscher is part of the larger German Pinscher family, which belonged to a prehistoric group that dates back to 3000 B.C. One of the clear-cut traits present in the ancient Pinschers was that of the two opposing size tendencies: one toward the medium to larger size and the other toward the smaller "dwarf" of miniature size. This ancient miniature-sized Pinscher was the forerunner of today's Miniature pinscher.

Left indent

"Is the Miniature Pinscher bred down from the

Right indent

Space After or the Space Before text boxes on the Paragraph panel. Of the two, the Space After text box is more commonly used. The Space Before text box, when it is used, is often used in conjunction with the Space After text box to offset special page elements, such as a pull quote.

A **drop cap** is a design element in which the first letter or letters of a paragraph are increased in size to create a visual effect. In the figure, the drop cap is measured as being three text lines in height. If you click to place the cursor to the right of the drop cap then increase the kerning value on the Character panel, the space between the drop cap and all three lines of text will be increased. Figure 19 shows a document

with a drop cap and a .25 inch space after every paragraph.

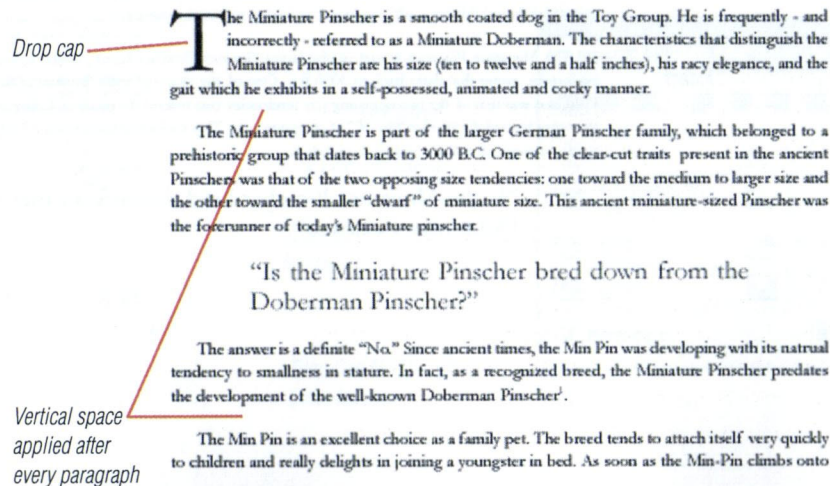
Avoiding Typographic Problems with the Paragraph Panel

Widows and **orphans** are words or single lines of text that become separated from the other lines in a paragraph. Orphans are left alone at the bottom of a page and widows at the top. The Paragraph panel menu has a number of commands that allow you to control how text appears and flows, specifically at the end of a column or page, avoiding unsightly widows and orphans. The Keep Options command lets you highlight text that should always stay together instead of being split over two pages. The

Keep Options dialog box lets you choose to keep the selected text together or choose how many lines to keep with the selected text. The Justification command opens the Justification dialog box in which you can define the percentages assigned to minimum, desired and maximum word spacing, letter spacing, and glyph scaling. You can also change the Auto Leading value and tell InDesign how to justify a one-word line. The Hyphenation Settings dialog box, which opens by clicking Hyphenation on the Paragraph panel menu, allows you to define how words should be hyphenated. You can turn hyphenation off completely by removing the check mark in the Hyphenation check box.

FIGURE 19

A drop cap and paragraphs with vertical space applied after every paragraph



Understanding Returns and Soft Returns

A paragraph is a block of text, a line of text, or even a single word, that is followed by a paragraph return. A **paragraph return**, also called a **hard return**, is inserted into the text formatting by pressing [Enter] (Win) or [return] (Mac). For example, if I type my first name and then enter a paragraph return, that one word—my first name—is a paragraph. You are more familiar with paragraphs as blocks of text, which is fine. But the definition doesn't change. When working with body copy, paragraphs appear as blocks of text, each separated by a single paragraph return.

Here's an example of incorrect formatting. When typing body copy, often many designers will want a space after each paragraph because it is visually pleasing and helps to keep paragraphs visually distinct. The

mistake many designers make is that they press [Enter] (Win) or [return] (Mac) twice to create that space after the paragraph. Wrong! What they've done is created two paragraphs. The correct way to insert space between paragraphs is to enter a value in the Space After text box on the Paragraph panel.

Here's a similar problem: When creating a first line paragraph indent, many users will press [Spacebar] 5 or 10 times and then start typing. This too is incorrect formatting. Paragraph indents are created using the First Line Left Indent setting on the Paragraph panel, not by inserting multiple spaces.

Why is this a problem? For one thing, it's an example of not using the features of the software properly. Also, space characters are not always consistent. If you press [Spacebar] 5 times to indent every paragraph in a

document, you might be surprised to find that your indents will not necessarily be consistent from paragraph to paragraph.

Untold numbers of formatting problems occur from these incorrect typesetting behaviors, especially from misusing paragraph returns. "But," you may ask, "what if I need to move a word down to the next line?"

As you edit text, you may encounter a "bad line break" at the end of a line, such as an oddly hyphenated word or a phrase that is split from one line to the next. In many cases, you will want to move a word or phrase to the next line. You can do this by entering a **soft return**. A soft return moves words down to the next baseline but does not create a new paragraph. You enter a soft return by pressing and holding [Shift] and then pressing [Enter] (Win) or [return] (Mac).

Creating bulleted and numbered lists

A great feature in InDesign CS4 lets you create lists with bullets or numbers. Simply select text, then choose Bullets and Numbering from the Paragraph panel menu which opens the Bullets and Numbering dialog box. Depending on the list type you choose, InDesign will place a bullet or a number after every return in the selected text. You can also specify that a glyph—an asterisk, for example—be used in place of the bullet. Remember that bullets and numbers applied this way aren't text characters; InDesign regards them more as adornments that can be turned on or off.

However, you can convert the bullets or numbers to text by choosing Convert Bullets and Numbering to Text from the Paragraph panel menu. Once they are converted, InDesign no longer regards the paragraph as being part of a bulleted or numbered list and lets you treat the bullets as characters. Be sure to experiment with this feature—it is useful, powerful, and one you are likely to use often.

Use the Paragraph panel and Character panel to modify leading and alignment

1. Click **View** on the Application bar, click **Fit Page in Window**, then click the first instance of **The** in the first paragraph four times.

TIP Clicking a word four times selects the entire paragraph.

2. Click the same word five times.

TIP Clicking a word five times selects all the text in the text frame.

3. Click the **Leading list arrow** on the Character panel, then click **30 pt.**

The vertical space between each line of text is increased, as shown in Figure 20.

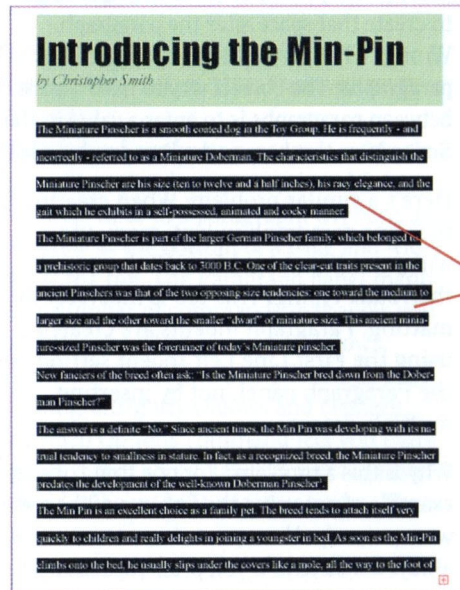
TIP Because leading can be applied to a single selected word as well as to an entire paragraph, the Leading setting is on the Character panel (as opposed to the Paragraph panel).

4. Double-click the **Leading text box**, type **16**, then press **[Enter]** (Win) or **[return]** (Mac).
5. Click the **Paragraph panel name tab** to display the Paragraph panel, then click the **Justify with last line aligned left button**.
6. Click **Introducing** at the top of the document three times, then click the **Align center button** on the Paragraph panel.
7. Click **Edit** on the Application bar, then click **Deselect All**.

Your document should resemble Figure 21.

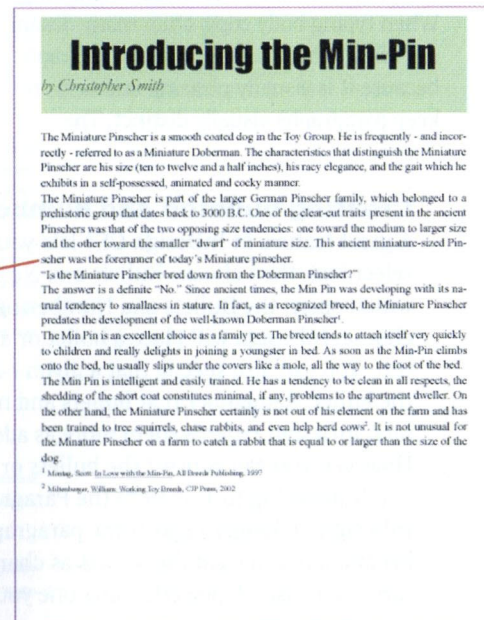
You modified the leading and alignment of a block of selected text.

FIGURE 20
Modifying leading



Increased leading adds more vertical space between lines of text

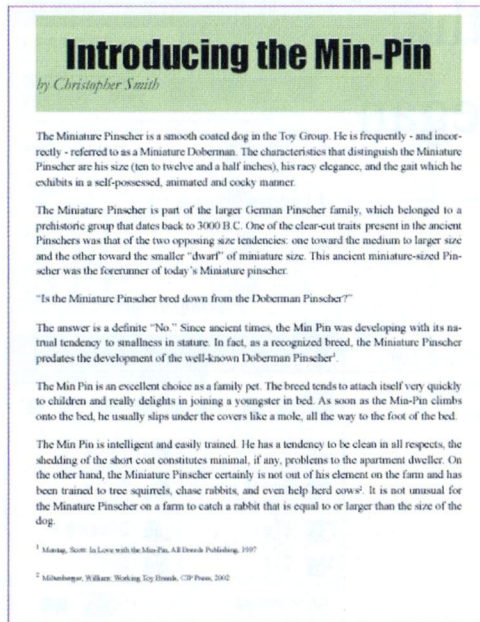
FIGURE 21
Modifying alignment



Text justified with last line aligned left

FIGURE 22

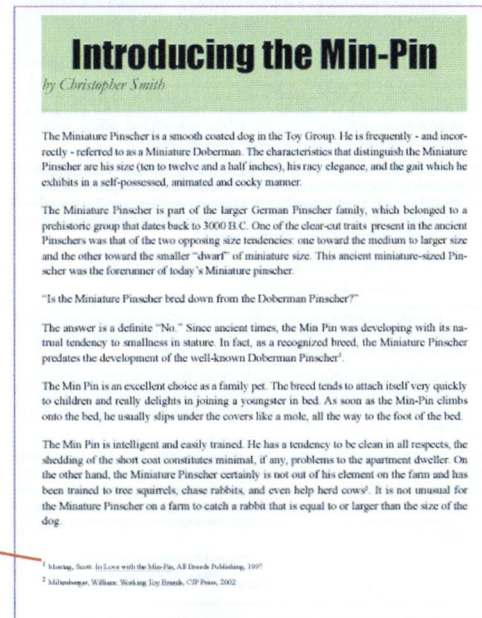
Increasing the Space After value



Space before
value increased

FIGURE 23

Using an increased Space Before value to move the footnotes down the page



Apply vertical spacing between paragraphs

1. Click the **Type tool T**, click anywhere in the body copy, click **Edit** on the Application bar, then click **Select All**.
TIP The keyboard shortcut for Select All is [Ctrl][A] (Win) or [⌘][A] (Mac).
2. Click the **Space After up arrow** on the Paragraph panel three times, so that the value reads .1875 in, then deselect all.
.1875 inches of vertical space is applied after every paragraph, as shown in Figure 22.
TIP You may need to click the Paragraph panel list arrow, then click Show Options to expand the panel.
3. Select only the two footnotes at the bottom of the document, double-click the **Space After text box** on the Paragraph panel, type **0**, then press [Enter] (Win) or [return] (Mac).
4. Select only the first of the two footnotes, double-click the **Space Before text box** on the Paragraph panel, type **.25**, then press [Enter] (Win) or [return] (Mac).
.25 inches of vertical space is positioned above the first footnote.
5. Click **Edit** on the Application bar, then click **Deselect All**.

Your document should resemble Figure 23.

You used the Space After and Space Before text boxes on the Paragraph panel to apply vertical spacing between paragraphs.

Apply paragraph indents

1. Click **Type** on the Application bar, then click **Show Hidden Characters**.

As shown in Figure 24, hidden characters appear in blue, showing blue dots for spaces, created by pressing [Spacebar], and paragraph marks for paragraph returns.

2. Select all the body copy on the page except the two footnotes, then click the **First Line Left Indent up arrow** on the Paragraph panel four times to change the value to .25 in, as shown in Figure 25.

The first line of each paragraph is indented .25 in.

3. Select **by Christopher Smith**, then change the left indent value to .5 in.
4. Click anywhere in the third paragraph, change the First Line Left Indent value to 0 in, change the Left Indent value to .75 in, then change the Right Indent value to .75 in.
5. Click any word in the third paragraph three times to select the entire line, click the **Character panel name tab**, change the font size to 18 pt, change the leading to 20 pt, then deselect the paragraph.

Your document should resemble Figure 26.

You showed hidden characters so that you could better identify each paragraph. You indented the first lines of every paragraph, and then you added substantial left and right indents to a paragraph and increased its point size to create a "pull quote."

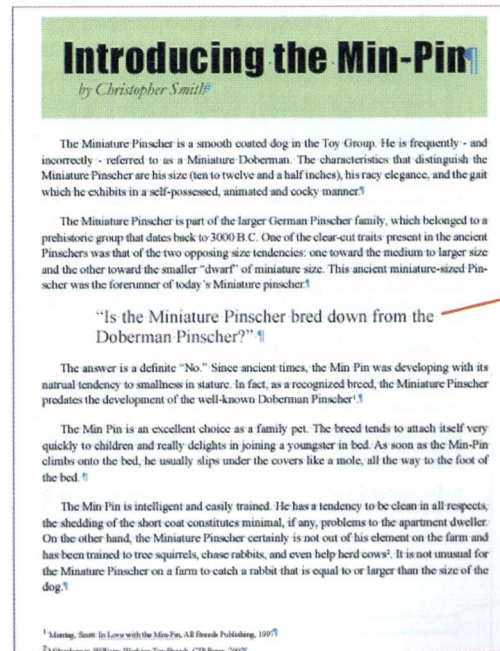
FIGURE 24

Showing hidden characters

The · characteristics · that — Space symbol
lf · inches), · his · racy · elegan
ocky · manner. ¶ Paragraph return symbol

FIGURE 26

Using indents to format text as a pull quote



First Line Left Indent up arrow

Pull quote formatted with increased left and right indents

FIGURE 25

Applying a first line left indent

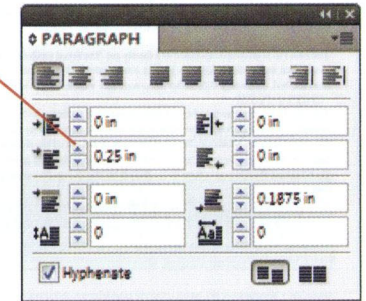
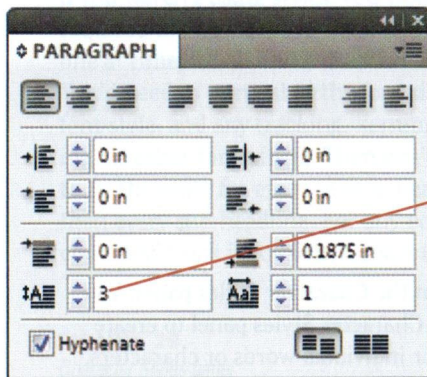


FIGURE 27
Creating a drop cap



Drop Cap Number
of Lines value

FIGURE 28

Viewing the finished document

Introducing the Min-Pin

by Christopher Smith

The Miniature Pinscher is a smooth coated dog in the Toy Group. He is frequently - and incorrectly - referred to as a Miniature Doberman. The characteristics that distinguish the Miniature Pinscher are his size (ten to twelve and a half inches), his racy elegance, and the gait which he exhibits in a self-possessed, animated and cocky manner.

The Miniature Pinscher is part of the larger German Pinscher family, which belonged to a prehistoric group that dates back to 3000 B.C. One of the clear-cut traits present in the ancient Pinschers was that of the two opposing size tendencies: one toward the medium to larger size and the other toward the smaller "dwarf" of miniature size. This ancient miniature-sized Pinscher was the forerunner of today's Miniature pinscher.

"Is the Miniature Pinscher bred down from the Doberman Pinscher?"

The answer is a definite "No." Since ancient times, the Min Pin was developing with its natural tendency to smallness in stature. In fact, as a recognized breed, the Miniature Pinscher predates the development of the well-known Doberman Pinscher.¹

The Min Pin is an excellent choice as a family pet. The breed tends to attach itself very quickly to children and really delights in joining a youngster in bed. As soon as the Min-Pin climbs onto the bed, he usually slips under the covers like a mole, all the way to the foot of the bed.



The Min Pin is intelligent and easily trained. He has a tendency to be clean in all respects, the shedding of the short coat constitutes minimal, if any, problems to the apartment dweller. On the other hand, the Miniature Pinscher certainly is not out of his element on the farm and has been trained to tree squirrels, chase rabbits, and even help herd cows.² It is not unusual for the Miniature Pinscher on a farm to catch a rabbit that is equal to or larger than the size of the dog.

No new
paragraph

¹ Moring, Scott In Love with the Min-Pin, All Breed Publishing, 1997

² Mitzelberger, William Working Toy Breeds, CJP Press, 2002

Apply drop caps and soft returns

1. Click the **Paragraph** panel name tab, click anywhere in the first paragraph, then change the First Line Left Indent value to 0.
2. Click the **Drop Cap Number of Lines up arrow** three times, so that the text box displays a 3, as shown in Figure 27.
A drop cap with the height of three text lines is added to the first paragraph.
3. Select all the body copy text, including the two footnotes, then change the font to Garamond or a similar font.
4. Click the **Zoom tool** , then drag a selection box around the entire last paragraph.
5. Click the **Type tool** , click to insert the cursor immediately before the capital letter O of the word On in the third sentence of the last paragraph.
6. Press and hold **[Shift]**, then press **[Enter]** (Win) or **[return]** (Mac) to create a soft return.
7. Click **Type** on the Application bar, click **Hide Hidden Characters**, click **View** on the Application bar, point to **Grids & Guides**, then click **Hide Guides**, (if necessary).
8. Click **View** on the Application bar, then click **Fit Page in Window**.
Your document should resemble Figure 28.
9. Click **File** on the Application bar, click **Save**, then close Min-Pin Intro.

You created a drop cap and a soft return, which moved text to the next line without creating a new paragraph.

What You'll Do

Jake's Diner

Early Bird Breakfast Menu

Eggs and Bacon

Two eggs any style, two strips of lean bacon, one biscuit with our homemade gravy, and home fries.

\$5.95

Egg Sandwich

One egg over easy, served with American or Jack cheese on a soft French croissant.

\$5.25

Belgian Waffle

A golden brown buttery waffle served with fresh-picked strawberries, raspberries and blueberries. Whipped fresh cream on request.

\$4.95

Silver Dollar Pancakes

A stack of eight golden pancakes served with fresh creamery butter and warm maple syrup.

\$4.95

French Toast

Four triangles of thick peasant bread dipped in a cinnamon-egg batter. Served with French Fries.

\$6.95

Biscuits and Gravy

Light fluffy southern biscuits served with a hearty sausage gravy.

\$3.95

Eggs Hollandaise

Three eggs lightly poached served on a bed of romaine lettuce and topped with a rich Hollandaise sauce.

\$6.95

Steak and Eggs

A 6 oz. strip of peppered breakfast steak cooked to your liking, served with two eggs, any style.

\$7.95



In this lesson, you will use the Character Styles and Paragraph Styles panels to create and apply styles to text.

CREATE AND APPLY STYLES

Working with Character and Paragraph Styles

Imagine that you are writing a book—let's say a user's manual for how to care for houseplants. This book will contain seven chapters. In each chapter, different sections will be preceded by a headline that is the same font as the chapter title, but a smaller font size. Within those sections would be subheads—same font, smaller size. This would be a perfect scenario for using styles.

A **style** is a group of formatting attributes, such as font, font size, color, and tracking, that is applied to text—whenever and wherever you want it to appear—throughout a document or multiple documents. Using styles saves you time, and it keeps your work consistent. Styles are given descriptive names for the type of text they are applied to. Figure 29 shows three

styles on the Character Styles panel. You use the Character Styles panel to create styles for individual words or characters, such as a footnote, and you use the Paragraph Styles panel to apply a style to a paragraph. Paragraph styles include formatting options such as indents and drop caps. The Paragraph Styles panel is shown in Figure 30.

QUICK TIP

You can easily import character and paragraph styles from other InDesign documents. Click the Character Styles or Paragraph Styles panel list arrow, then click Load Character Styles or Load Paragraph Styles. You'll be prompted to navigate to the documents that have the styles you wish to import.

In the scenario of the houseplant book, if you weren't using styles, you would be required to format those chapter headlines one at a time, for all seven chapter heads. You'd need to remember the font size, the font style, and any tracking, kerning, scaling, or other formatting. Then you'd need to do the same for every section headline, then every sub-headline. For any body copy, you'd risk inconsistent spacing,

indents, and other formatting options. Using styles, you define those formats one time and one time only. A much better solution, don't you think?

Another important feature about styles is that they are very useful when you change your mind and want to modify text. Simply modify the style, and all the text that is assigned to that style will be automatically updated—throughout the document!

QUICKTIP

Glyphs are type characters that you won't find on your keyboard—characters such as trademark and registration mark signs, arrows, cent signs, boxes, and so forth. InDesign makes it easy to find and use glyphs. Click Type on the Application bar, then click Glyphs to display the Glyphs panel. Click the document window with the Type tool, then double-click the glyph on the Glyphs panel that you wish to insert.

FIGURE 29

Character Styles panel

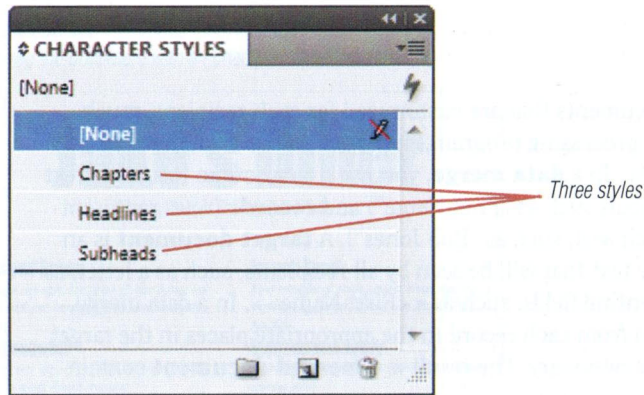
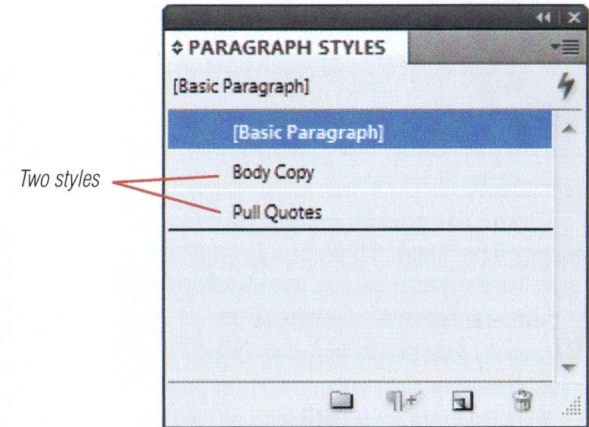


FIGURE 30

Paragraph Styles panel



Choosing the next style

Once you have more than one paragraph style saved in the Paragraph Styles panel, you can program which style will come next when you are currently in one style and create a new paragraph. For example, imagine you are creating a catalog and you have two styles called Item and Description. Now let's say that each time you finish typing the name of an item, you want to type the description of that item using the Description paragraph style. Then when you finish typing the description and start a new paragraph, you want to type the next item using the Item paragraph style. You can choose which style should follow which by double-clicking a style in the Paragraph Styles panel, then clicking the Next Style list arrow and choosing the name of the style that should come next.

Create character styles

1. Open ID 2-2.indd, then save it as **Jake's Diner**.
2. Click **Character Styles** panel on the right to open the Character Styles panel.
3. Click the **Character Styles panel list arrow**, then click **New Character Style**.
4. Type **Dishes** in the Style Name text box of the New Character Style dialog box, then click **Basic Character Formats** in the left column, as shown in Figure 31.
5. Click the **Font Family list arrow**, click **Impact**, click the **Size list arrow**, click **14 pt**, click the **Leading text box**, type **16 pt**, then click **Advanced Character Formats** in the left column.
6. Type **85** in the Horizontal Scale text box, then click **OK**.

The style "Dishes" now appears on the Character Styles panel.

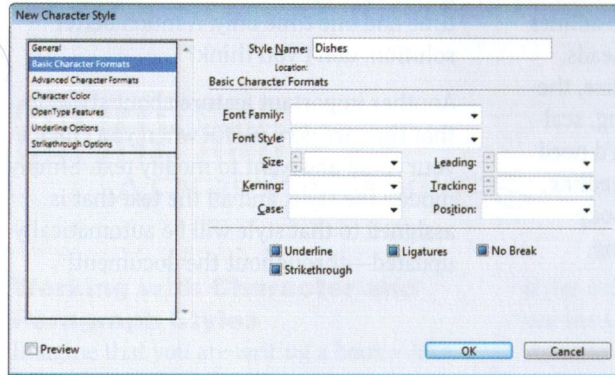
7. Click the **Character Styles panel list arrow**, click **New Character Style**, type **Descriptions** in the Style Name text box, then click **Basic Character Formats** in the left column.
8. Click the **Font Family list arrow**, click **Garamond** or a similar font, click the **Font Style list arrow**, click **Italic**, change the font size to 10 pt, change the leading to 12 pt, then click **OK**.

The style "Descriptions" now appears on the Character Styles panel.

(continued)

FIGURE 31

New Character Style dialog box



Using Data Merge

InDesign lets you create documents that are customized for each recipient, much like a mail merge in a word processing program, that you can use for letters, name labels, postcards, and the like. In a **data merge**, you use a data source (usually a text file) that contains **fields** (labels such as "First Name") and **records** (rows representing information for each recipient, such as "Bob Jones"). A **target document** is an InDesign file containing the text that will be seen by all recipients, such as a letter, as well as placeholders representing fields, such as <<First Name>>. In a data merge, InDesign places information from each record in the appropriate places in the target document, as many times as necessary. The result is a **merged document** containing the personalized letters.

To perform a data merge, select a data source from the Data Merge panel, available by clicking Window on the Application bar, then pointing to Automation. Click the Data Merge panel list arrow, click Select Data Source, locate the data source file, then click Open. This displays the merge fields on the Data Merge panel. Click in a text frame and click field names to enter them in the frame. If you place placeholders on master pages, the merged document is connected to the data source, and you can automatically update the merged document with the most recent version of your data source.

To merge the document, click the Data Merge panel list arrow, then click Create Merged Document. Select the records to include, then click OK.

FIGURE 32

Character Styles panel

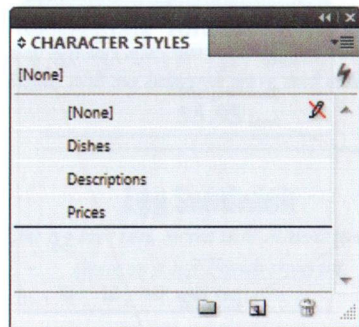


FIGURE 33

Applying three different character styles



FIGURE 34

Viewing the document with all character styles applied



9. Click the **Character Styles panel list arrow**, click **New Character Style**, type **Prices** in the Style Name text box, then click **Basic Character Formats** in the left column.
10. Change the font to Garamond or a similar font, change the font style to Bold, change the font size to 12 pt, change the leading to 14 pt, then click **OK**.

Your Character Styles panel should resemble Figure 32.

You created three new character styles.

Apply character styles

1. Click the **Type tool T**, triple-click the word **Eggs** in the first title to select the entire title "Eggs and Bacon," then click **Dishes** in the Character Styles panel.
The Dishes character style is applied to the title.
2. Select the entire next paragraph (beginning with the word Two), then click **Descriptions** in the Character Styles panel.
3. Select the first price (**\$5.95**), click **Prices** on the Character Styles panel, click **Edit** in the Application bar, then click **Deselect All**.
Your first menu item should resemble Figure 33. If you used a different font, your text may wrap differently.
4. Apply the Dishes style to the remaining seven dish titles.
5. Apply the Descriptions style to the remaining seven descriptions.
6. Apply the Prices style to the remaining seven prices, then deselect so that your document resembles Figure 34.

You applied character styles to format specific areas of a document.

Create paragraph styles

1. Close the Character Styles panel, then click **Paragraph Styles** to open the Paragraph Styles panel.
2. Click the **Paragraph Styles panel list arrow**, then click **New Paragraph Style**.
3. Type **Prices** in the Style Name text box, then click **Indents and Spacing** in the left column.

TIP Note that the New Paragraph Style dialog box contains Basic Character Formats and Advanced Character Formats categories—the same that you find when working in the New Character Style dialog box.

4. Click the **Alignment list arrow**, then click **Center**.
5. Type **.25** in the Space After text box, then click **Paragraph Rules** in the left column.
6. Click the **list arrow** directly beneath Paragraph Rules, click **Rule Below**, then click the **Rule On check box** to add a check mark.
7. Type **.125** in the Offset text box, type **.25** in the Left Indent text box, type **.25** in the Right Indent text box, press **[Tab]** so that your dialog box resembles Figure 35, then click **OK**.

The paragraph style “Prices” now appears on the Paragraph Styles panel as shown on Figure 36.

You created a paragraph style, which included a center alignment, a space after value, and a paragraph rule.

FIGURE 35

Paragraph Rules window in the New Paragraph Style dialog box

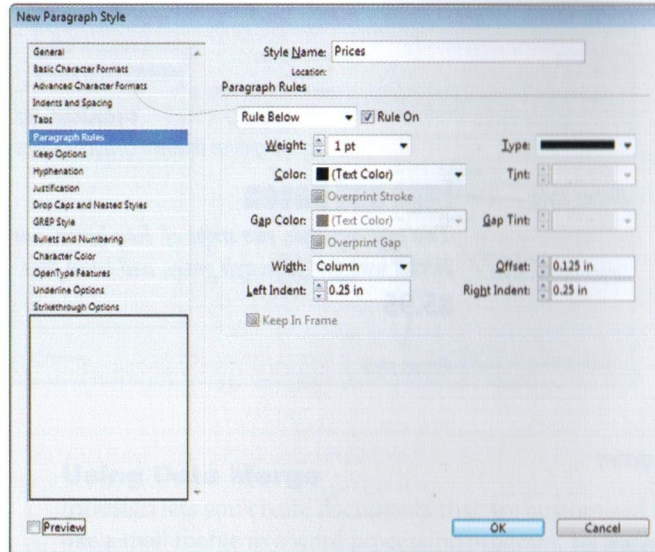
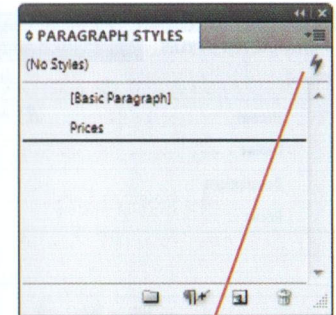


FIGURE 36

Paragraph Styles panel



Quick Apply button

Using Quick Apply

A quick way to apply a character or paragraph style is to use Quick Apply. The Quick Apply button, shown in Figure 36, is available on the Control panel, Character Styles panel, and Paragraph Styles panel. In the Quick Apply dialog box, there is a pull-down menu showing checked items, such as Character Styles. When Character Styles is checked, you can apply a character style quickly by typing its name in the Quick Apply text box. Your style will appear in a list below. Click the name in the list and your style is applied. Quick Apply is not limited to applying styles. You can use Quick Apply to access menu commands and run scripts. Just be sure to click the Quick Apply list arrow in the Quick Apply dialog box and select Include Scripts and Include Menu Commands.

FIGURE 37

Applying a paragraph style to two prices

Eggs and Bacon

Two eggs any style, two strips of lean bacon, one biscuit with our homestyle gravy, and home fries.

\$5.95

Egg Sandwich

One egg over easy, served with American or Jack cheese on a soft French croissant.

\$5.25

Prices paragraph style applied

FIGURE 39

Viewing the final document

Jake's Diner
Early Bird Breakfast Menu

<p>Eggs and Bacon Two eggs any style, two strips of lean bacon, one biscuit with our homestyle gravy, and home fries. \$5.95</p>	<p>French Toast Four triangles of thick peasant bread dipped in a cinnamon-egg batter. Served with French Fries. \$6.95</p>
<p>Egg Sandwich One egg over easy, served with American or Jack cheese on a soft French croissant. \$5.25</p>	<p>Biscuits and Gravy Light fluffy southern biscuits served with a hearty sausage gravy. \$3.95</p>
<p>Belgian Waffle A golden brown buttery waffle served with fresh-picked strawberries, raspberries and blueberries. Whipped fresh cream on request. \$4.95</p>	<p>Eggs Hollandaise Three eggs lightly poached served on a bed of romaine lettuce and topped with a rich Hollandaise sauce. \$6.95</p>
<p>Silver Dollar Pancakes A stack of eight golden pancakes served with fresh creamy butter and warm maple syrup. \$4.95</p>	<p>Steak and Eggs A 6 oz. strip of peppered breakfast steak cooked to your liking, served with two eggs, any style. \$7.95</p>

Hollandaise sauce moves to a new line

Jake's Diner

Early Bird Breakfast Menu

Eggs and Bacon

Two eggs any style, two strips of lean bacon, one biscuit with our homestyle gravy, and home fries.

\$5.95

French Toast

Four triangles of thick peasant bread dipped in a cinnamon-egg batter. Served with French Fries.

\$6.95

Egg Sandwich

One egg over easy, served with American or Jack cheese on a soft French croissant.

\$5.25

Biscuits and Gravy

Light fluffy southern biscuits served with a hearty sausage gravy.

\$3.95

Belgian Waffle

A golden brown buttery waffle served with fresh-picked strawberries, raspberries and blueberries. Whipped fresh cream on request.

\$4.95

Eggs Hollandaise

Three eggs lightly poached served on a bed of romaine lettuce and topped with a rich Hollandaise sauce.

\$6.95

Silver Dollar Pancakes

A stack of eight golden pancakes served with fresh creamy butter and warm maple syrup.

\$4.95

Steak and Eggs

A 6 oz. strip of peppered breakfast steak cooked to your liking, served with two eggs, any style.

\$7.95

You do not need dividing rules at the bottom of the menu

FIGURE 38

Applying styles to all but the bottom two prices

Apply paragraph styles

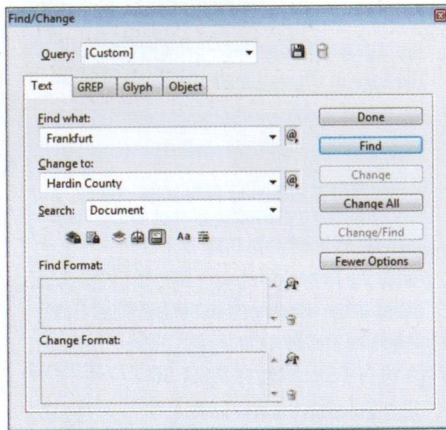
1. Click the **Type tool** **T**, then select all the text in the document except for the two headlines at the top of the page.
2. Click the **Align center button** on the Paragraph panel.
For this layout, all the menu items will be aligned center. It's not necessary to create a paragraph style for all items to align center, because you can simply use the Align center button on the Paragraph panel.
3. Click the first price (**\$5.95**) once, click **Prices** on the Paragraph Styles panel, click the second price (**\$5.25**), then click **Prices** on the Paragraph Styles panel again.


Your first two menu items should resemble Figure 37.

TIP When applying paragraph styles, you only need to place the cursor in the paragraph you want to modify.

4. Apply the Prices paragraph style to the remaining prices in the document *except* the Silver Dollar Pancakes and Steak and Eggs prices, then compare your document to Figure 38.
5. Click **View** on the Application bar, point to **Grids & Guides**, then click **Hide Guides**.
6. Click before the second instance of the word Hollandaise, press and hold **[Shift]**, then press **[Enter]** (Win) or **[return]** (Mac).
Hollandaise sauce is moved to the next line. Using the same method, add soft returns to break any other lines that you think could look better, then compare your work to Figure 39.
7. Save your work, then close Jake's Diner.
You applied a paragraph style to specific areas of the menu.

What You'll Do



 In this lesson, you will use the Find/Change and Check Spelling commands to edit the text of a document.

EDIT TEXT

Using the Find/Change Command

One of the great things about creating documents using a computer is the ability to edit text quickly and efficiently. Imagine the days before the personal computer: When you were finished typing a document, you needed to read through it carefully looking for any errors. If you found any, you had only three options: cover it up, cross it out, or type the whole document again.

The Find/Change dialog box, shown in Figure 40, is a very powerful tool for editing a document. With this command, you can search for any word in the document, then change that word to another word or delete it altogether with a click of your mouse. For example, imagine that you have typed an entire document about Abraham Lincoln's early years growing up in Frankfurt, Kentucky. Then the fact checker informs you that Lincoln actually grew up in Hardin County, Kentucky. You could use the Find/Change command to locate every instance of the word "Frankfurt" and change it to "Hardin County." One click

would correct every instance of that error, throughout the entire document. Try that with a typewriter!

QUICKTIP

InDesign CS4 has a number of great features in the Find/Change dialog box. The Query menu lists pre-defined search options for finding (and changing) common formatting issues. For example, the Query menu has built-in searches for finding and changing dashes to en dashes and straight single or double quotes to typographer's quotes. There's a built-in search for 'trailing white space'—useless extra spaces at the end of paragraphs or sentences—and there's even a search for telephone number formatting.

Checking Spelling

Since the earliest days of the personal computer, the ability to check and correct spelling errors automatically has been a much-promoted benefit of creating documents digitally. It has stood the test of time. The spell checker continues to be one of the most powerful features of word processing.

InDesign's Check Spelling dialog box, shown in Figure 41, is a comprehensive utility for locating and correcting typos and other misspellings in a document. If you've done word processing before, you will find yourself on familiar turf. The spell checker identifies words that it doesn't find in its dictionary, offers you a list of suggested corrections, and asks you what you want to do. If it is indeed a misspelling, type the correct spelling or choose the correct word from the suggested corrections list, then click Change to correct that instance or click Change All to correct all instances of the misspelling throughout the document.

Sometimes the spell checker identifies a word that is not actually a misspelling. For example, say you were typing a letter about your dog whose name is Gargantua. The spell checker is not going to find that word/name in its dictionary, and it is going to ask you what you want to do with it. You have two options. You could click Ignore, which tells the spell checker to make no changes and move on to the next questionable word. However, because in the future you will probably type the dog's name in other documents, you don't want the spell checker always asking you if this word/name is a misspelling. In this case, you'd be better off clicking the Add button. Doing so adds the name Gargantua to the spell checker's dictionary, and in the future, the spell checker will no longer identify Gargantua as a misspelling.

When you click the Add button, the word in question is added to the User Dictionary—InDesign's main dictionary. If you use the spell checker often, you will build up a list of words that you've chosen to ignore and a list of words that you've chosen to add to the dictionary. To see those lists—and to modify them—click the Dictionary button in the Check Spelling dialog box.

You can create your own user dictionary in the Dictionary section of the Preferences dialog box. Click the Language list arrow to choose the language you want to associate your dictionary with, then click the Add

User Dictionary button then, select the user dictionary file. The user dictionary file is stored on the hard drive, and includes a .udc or a .not extension. When you locate it, click Open. If you can't find the dictionary file, search your hard drive to locate the .udc files (try using *.udc or *.not in the search text box). The new user dictionary is added to the list under the Language menu. Then, when you are using the spell checker, click the Dictionary button, click the Target list arrow, then choose your new user dictionary from the list. You can add words to the new user dictionary using the Add button in the Check Spelling dialog box.

FIGURE 40
Find/Change dialog box

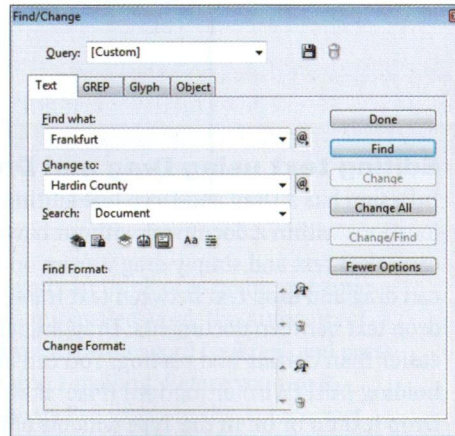
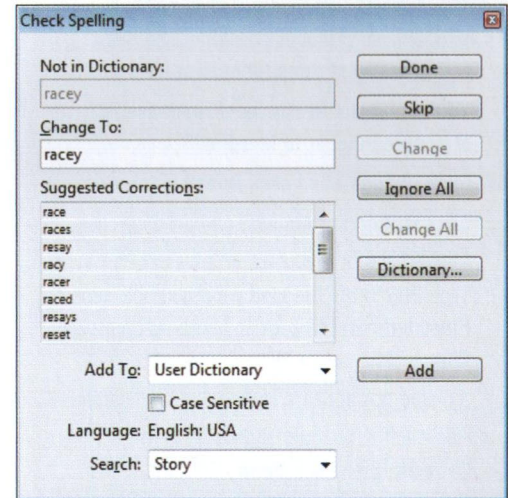


FIGURE 41
Check Spelling dialog box



Use the Find/Change command

1. Open ID 2-3.indd, then save it as **Final Edit**.
2. Click **Edit** on the Application bar, then click **Find/Change**.
3. Type **Miniature Pincher** in the Find what text box, then type **Min-Pin** in the Change to text box, as shown in Figure 42.
4. Click **Find**.

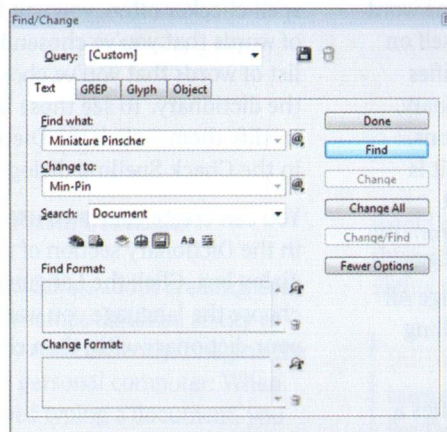
The first use of “Miniature Pincher” in the document is highlighted. As this is the first use of the term, you don’t want to change it to a nickname.

TIP Drag the dialog box out of the way if you cannot see your document.

5. Click **Find Next** again, then click **Change**.
The second use of “Miniature Pincher” is changed to “Min-Pin.”
6. Click **Find Next** again, then click **Change**.
7. Click **Find Next** three times.
You don’t want to change *all* instances of Miniature Pincher to Min-Pin.
8. Click **Change**, then click **Done**.
9. Click **Edit** on the Application bar, then click **Find/Change**.
10. Type **Pincher** in the Find what text box, type **Pincher** in the Change to text box, then click **Change All**.
A dialog box appears stating that the search is completed and 14 replacements were made.
11. Click **OK**, then click **Done**.

You used the Find/Change command to replace specific words in the document with other words.

FIGURE 42
Find/Change dialog box



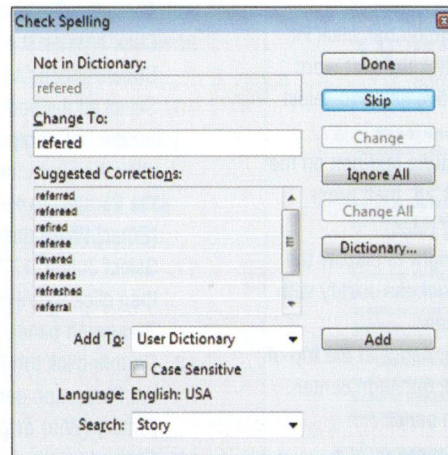
Editing text using Drag and Drop

InDesign has a Drag and Drop text editing feature that allows you to move text to locations within a document without having to cut and paste. This means that you can select text and simply drag it from one text frame into another text frame. You can drag and drop text between text frames on different pages. You can even drag and drop text between documents. Dragging and dropping text is usually a lot faster and easier than cutting and pasting. You can also drag and drop a copy of selected text by holding [Alt] (Win) or [option] (Mac) down when dragging. You can turn Drag and Drop text on or off in the Type window of the Preferences dialog box. In the Drag and Drop Text Editing section, check both the Enable in Layout View and the Enable in Story Editor check boxes so that the feature is activated for all of your editing methods. Give it a try!

Using dynamic spell checking

InDesign offers dynamic spell checking, which you may have used in word processing applications. As you type, the program places a squiggly red line under words that its spell checker thinks are misspelled. If you forget to use the spell checker feature when you finish typing a document, the dynamic spell checker has probably already flagged most of the misspellings. To prevent the program from flagging a proper name, you can add that name to your customized dictionary and the program will stop flagging it. To enable dynamic spelling, click Edit on the Application bar, point to Spelling, then click Dynamic Spelling.

FIGURE 43
Check Spelling dialog box



Correcting text automatically

InDesign offers a feature called Autocorrect, which you can think of as taking dynamic spell checking one step further. Instead of flagging a misspelled word, the Autocorrect feature actually corrects the misspelled word. So if you type the word “referred” and press [Spacebar], Autocorrect changes the word to the correct spelling. Before you use it, though, you need to enter your list of commonly misspelled words in the Autocorrect section of the Preferences dialog box. That might seem like a lot of work, but don’t dismiss the Autocorrect feature too quickly! This is a powerful feature. To turn on the Autocorrect feature, click Edit on the Application bar, point to Spelling, then click Autocorrect.

Check spelling

1. Click to the right of the drop cap **T** (between the T and the h) at the top of the page.
Positioning your cursor at the top of a document forces the spell checker to begin checking for misspellings from the start of the document.
2. Click **Edit** on the Application bar, point to **Spelling**, then click **Check Spelling**.
As shown in Figure 43, the first word the spell checker can’t find in the dictionary—“referred”—is listed and suggested corrections are listed below.
3. Click **referred** in the Suggested Corrections list—then click **Change**.
The spell checker lists the next word that it can’t find in the dictionary—“Min-Pin.”
4. Click **Add** to add the word to the dictionary. Min-Pin is added to InDesign’s main dictionary, which by default is named User Dictionary. The spell checker will no longer flag Min-Pin as an unknown word.
5. Click **racy** in the Suggested Corrections list, then click **Change**.
The spell checker lists “Pinscher1” as not in the dictionary because of the number 1 footnote.
6. Click **Ignore All**, click **Ignore All** for the remaining queries, click **OK**, then click **Done**.
7. Save your work, then close Final Edit.

TIP Never rely on the spell checker as the sole means for proofreading a document. It cannot determine if you have used the wrong word. For example, the spell checker did not flag the word “gate” in the first paragraph, which should be spelled “gait.”

You used the Check Spelling dialog box to proof a document for spelling errors.