

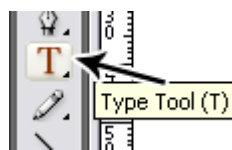
Using text in InDesign

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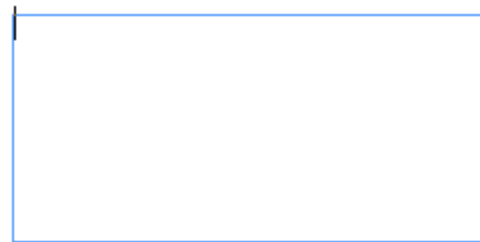
All text in ID is placed in a frame. Text can be written in the document, copied and pasted or a file containing text such as a Word document can be placed onto the page. Text frames can be linked so that the text can flow from one frame into another.

Drawing a text frame

With the Type tool, click and drag on the document to create a text frame.



Type tool



Text frame

Enter text into the frame. A text frame can be filled with placeholder text (temporary text to help with composing the document). Do this by going to *Type > Fill with Placeholder Text*.

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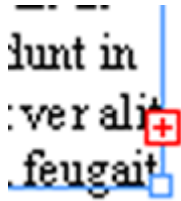
Resizing a text frame

To resize a text frame, select it with the Selection tool. This will display resize handles. Click and drag these to resize the frame.

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Overset text

A text frame may have more text in it than is visible. This is called *overset text*. Overset text is indicated by a red cross in a box near the bottom right of the frame. This box is called the *out port*.



Either resize the frame to fit the text or flow the text into another frame.

Linking text frames and flowing text

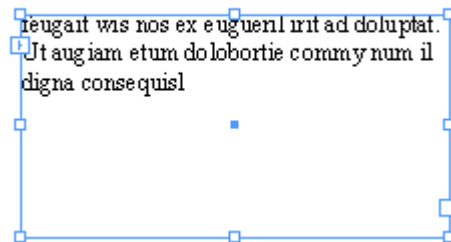
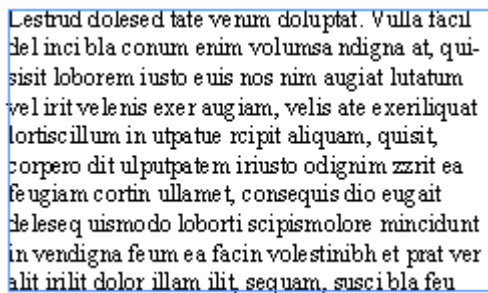
To flow the text into another frame, do one of the following:

1. Click on the out port with the Selection tool. The cursor will change to indicate loaded text.



Either click on the document to automatically create a new frame or click and drag to draw the frame.

2. Draw a second text frame and then click on the out port of the first frame with the selection tool. Then, click inside the second frame.



It is possible to place text frames in a document and link them before adding text by using the second method.

Importing text

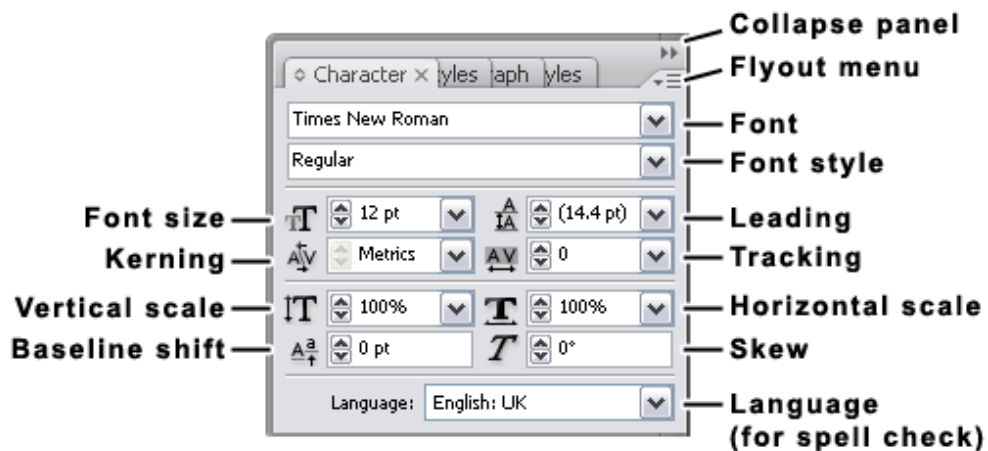
A Word or RTF document can be imported into ID. ID maintains most of the text formatting in these documents.

To import text go to *File > Place* and browse for the file. Click *Open* and the cursor will change to indicate loaded text. Click on the ID document, a frame will be automatically created and the text entered into it. Images will also be imported. These will be entered into image frames.

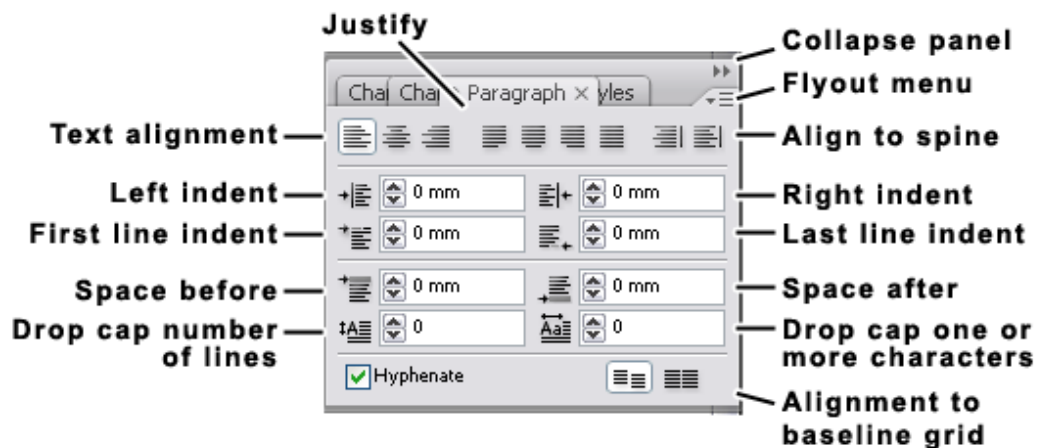
Creating a text frame before importing will enter the text into the frame.

Formatting text

Text can be formatted from the *Character*, *Paragraph* and *Control* panels.



Character panel



Paragraph panel



Character and Paragraph options in the Control panel

Before formatting text, do one of the following:

- Text characters can be formatted by selecting them with the type tool. You can also define text before typing by clicking an insertion point and typing.
- Paragraphs can be formatted by clicking within the paragraph or selecting a word or character within a paragraph. Also, a range of paragraphs can be selected for formatting.

(continued over page)

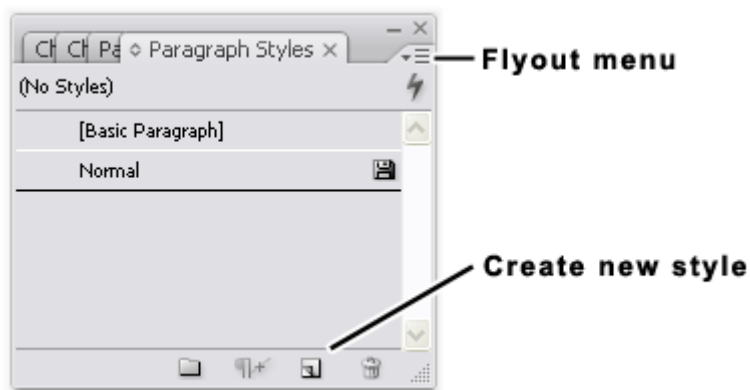
- To set the formatting for all future text frames that will be created in the current document, make sure that the insertion point is not active and that nothing is selected, and then specify text formatting options.
- A selected frame that is not linked to other frames can have formatting applied to the text within it.

Creating and using styles

Any character or paragraph formatting applied to text can be saved as a *style* to be re-used elsewhere in the document. These become part of the ID document. A style can be based upon formatting already applied to text or created from new. Styles are created from the *Character Styles* or *Paragraph Styles* panels.

Paragraph styles

When creating a new paragraph style, if the insertion point is in a paragraph or all or part of a paragraph is selected, then the new style will be based on that paragraph. If the insertion point is not active and nothing is selected, then making a new style will be based upon the default text.

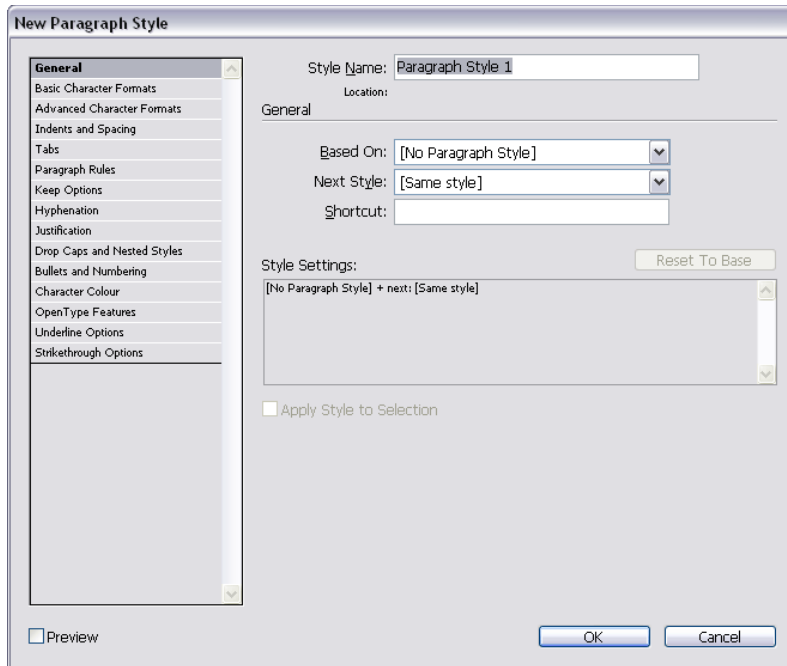


To create a new style, in the Paragraph Styles panel either click on the flyout menu and go to *New Paragraph Style* or click on the *Create new style* button.

Clicking the *Create new style* button automatically adds a style to the list in the Paragraph Styles panel with a default name. This style will be based upon what is or not selected in the text in the document (as described above).

Double clicking on the style name in the panel will open the *New Paragraph Style* window, where the style can be renamed and changed.

Choosing *New Paragraph Style* from the flyout menu will take you directly to the *New Paragraph Style* window.

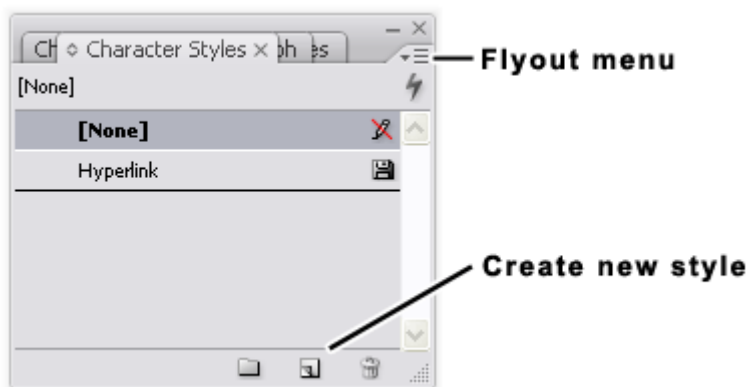


In the New Paragraph Style window, selecting options from the list on the left will open a dialogue for them in the main part of the window. Checking the Preview button allows the updated changes to appear in the document. Click OK when finished.

Character styles

When creating a new character style, if the insertion point is in a word or all or part of a word is selected that has been previously changed by *character* formatting, then the new style will be based on that formatting. If the insertion point is not active and nothing is selected, then making a new style will be based on nothing.

When creating a character style from new, select the text to be changed in the document first. This will allow you to preview the changes to the text.

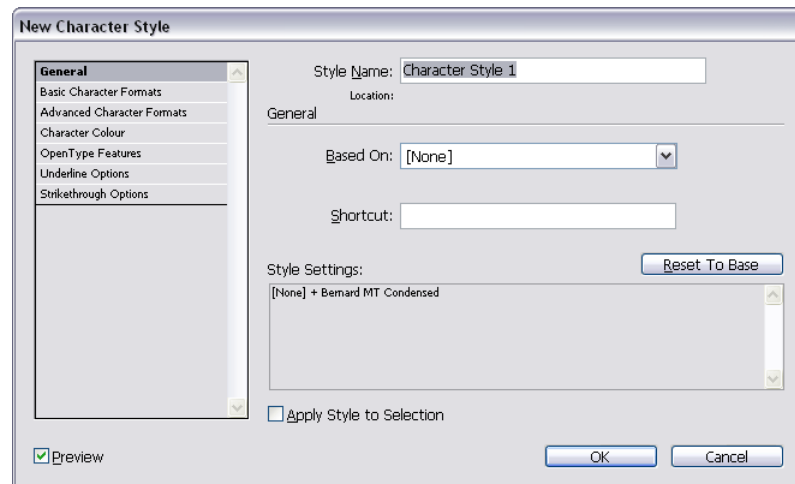


To create a new style, in the Character Styles panel either click on the flyout menu and go to *New Character Style* or click on the *Create new style* button.

Clicking the Create new style button automatically adds a style to the list in the Character Styles panel with a default name. This style will be based upon

what is, or not selected in the text in the document (as described above). Double clicking on the style name in the panel will open the New Character Style window, where the style can be renamed and amended.

Choosing New Character Style from the flyout menu will take you directly to the New Character Style window.



In the New Character Style window, selecting options from the list on the left will open the dialogue for them in the main part of the window. Checking the Preview button allows the updated changes to appear in the document. Click OK when finished.

Applying styles

To apply paragraph styles, click within or select part of a paragraph, or select all text and click on the style name in the Paragraph Styles panel.

To apply character styles, select the text to be changed and click on the style name in the Character Styles panel.