

# Process & Production

Demonstration & Discussion

Adobe InDesign

Typography & Layout

**Type Tool**  
**Character Palette**  
**Paragraph Palette**  
**Glyph Palette**  
**Styles Palette**  
**Character Styles**  
**Paragraph Styles**  
**Text Frame Options**

# Type Tool

Character Palette

Paragraph Palette

Glyph Palette

Styles Palette

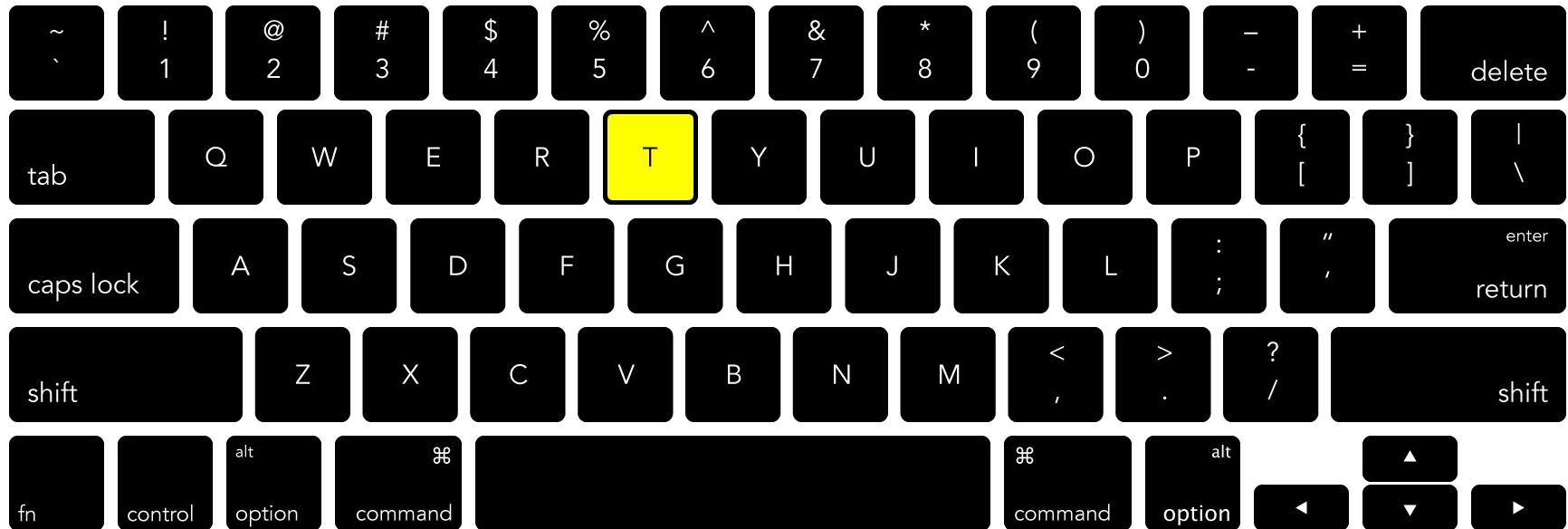
Character Styles

Paragraph Styles

Text Frame Options

# InDesign Type Tool

# InDesign Type Tool



Type Tool

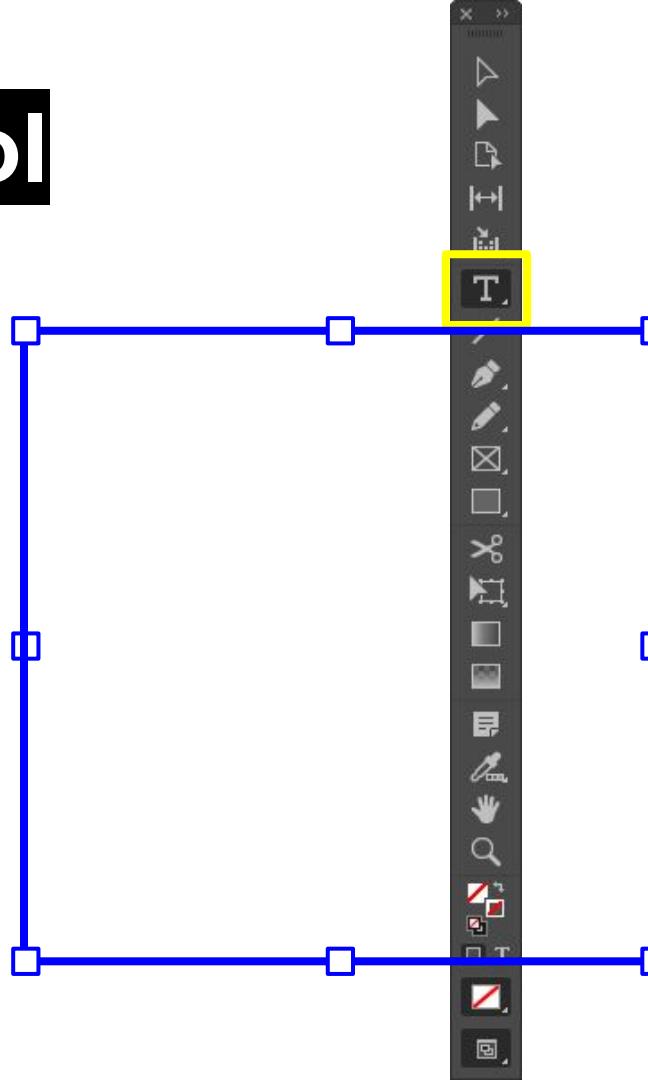
# InDesign Type Tool

Select the **Type Tool**



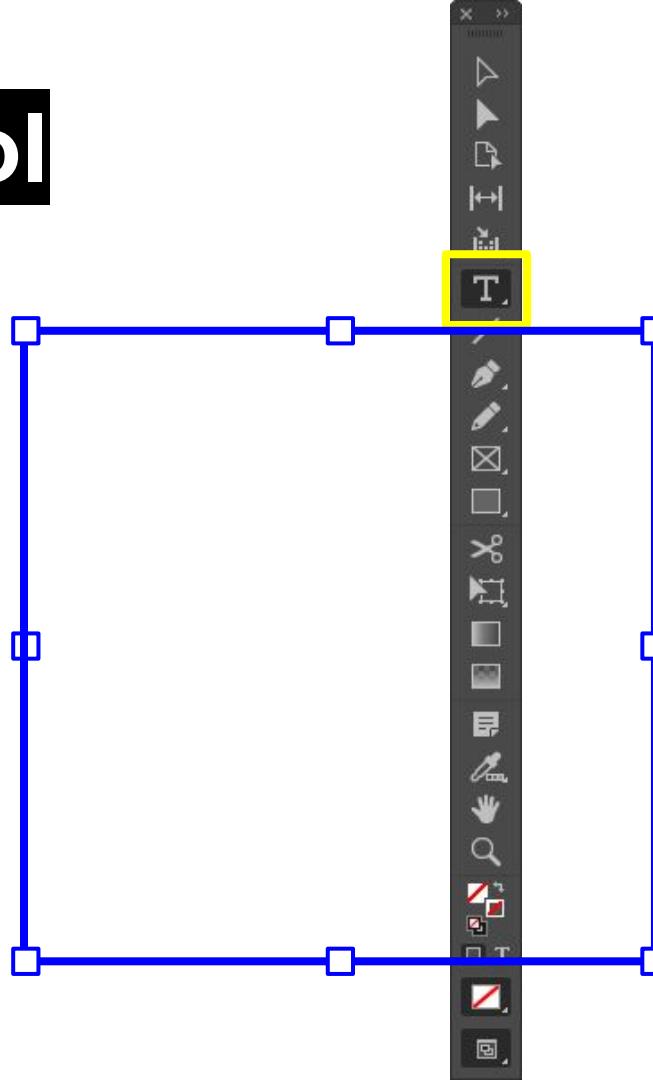
# InDesign Type Tool

Select the Type Tool,  
then click-and-drag  
on your artboard...



# InDesign Type Tool

Select the Type Tool,  
then click-and-drag  
on your artboard to  
draw a **Text Field** on  
your page.



# InDesign Type Tool

# InDesign Type Tool

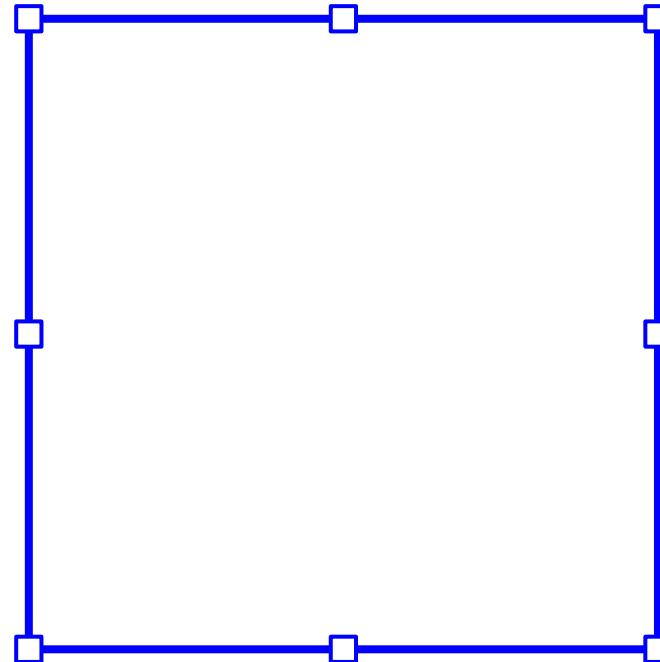
Just like most  
objects in InDesign,  
the **Text Field** in  
InDesign is made up  
of...

# InDesign Type Tool

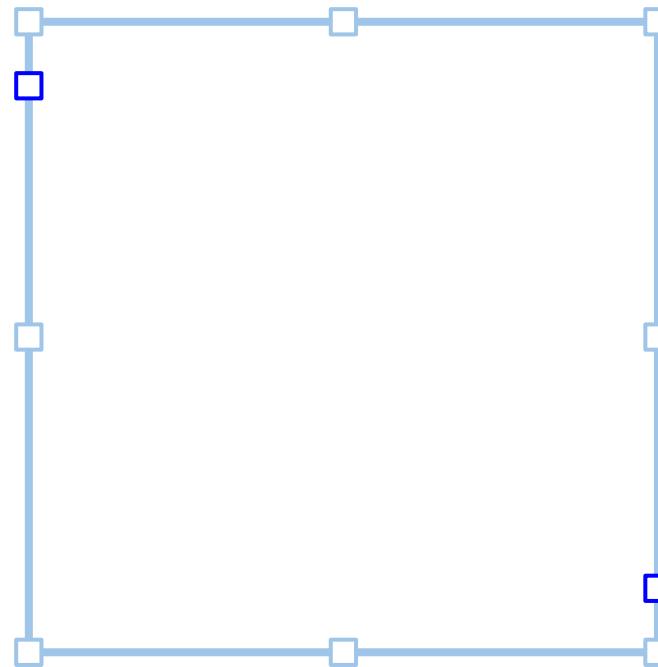
Just like most objects in InDesign, the Text Field in InDesign is made up of Anchors...

# InDesign Type Tool

Just like most objects in InDesign, the Text Field in InDesign is made up of Anchors and Paths

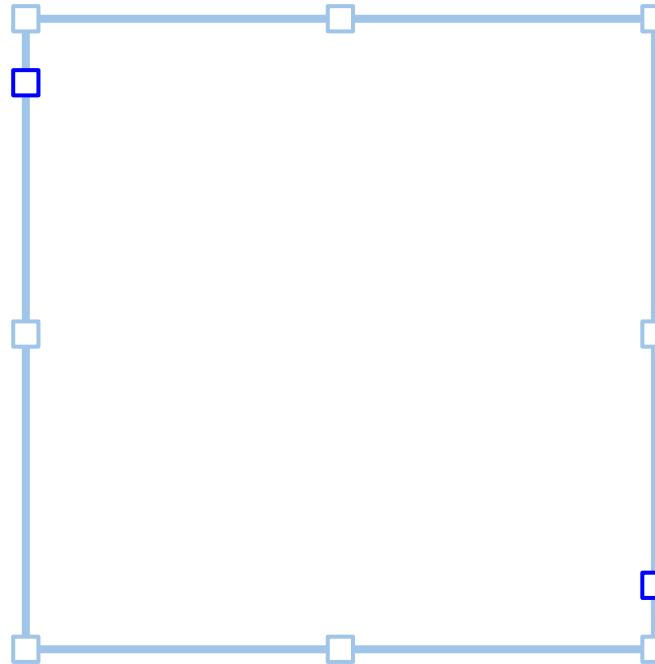


# InDesign Type Tool



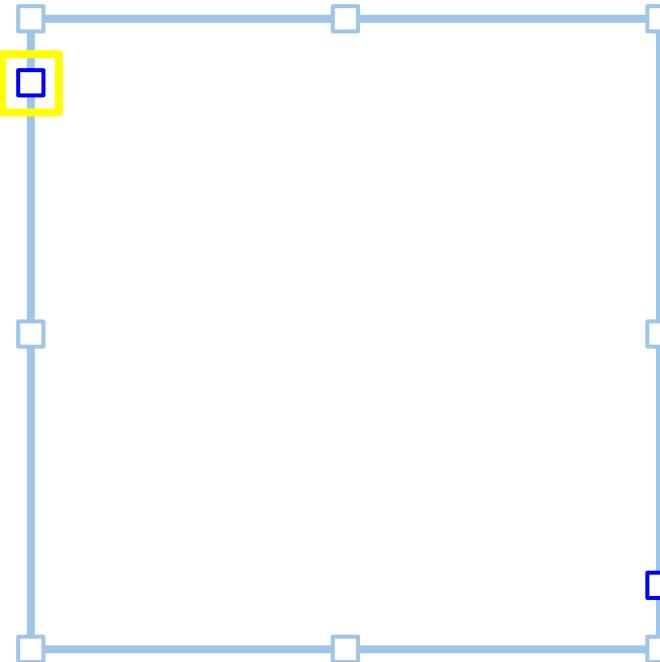
# InDesign Type Tool

**Text Fields in  
InDesign also have  
additional control  
points...**



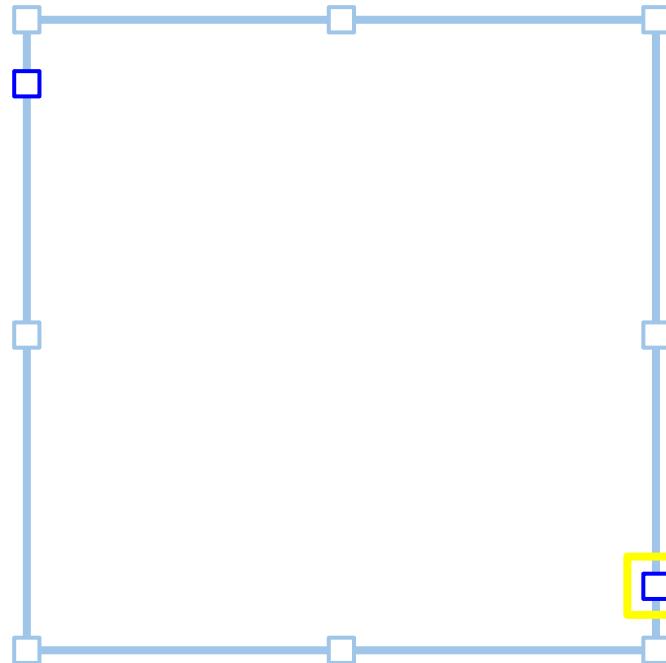
# InDesign Type Tool

**Text Fields in  
InDesign also have  
additional control  
points: the **in port****

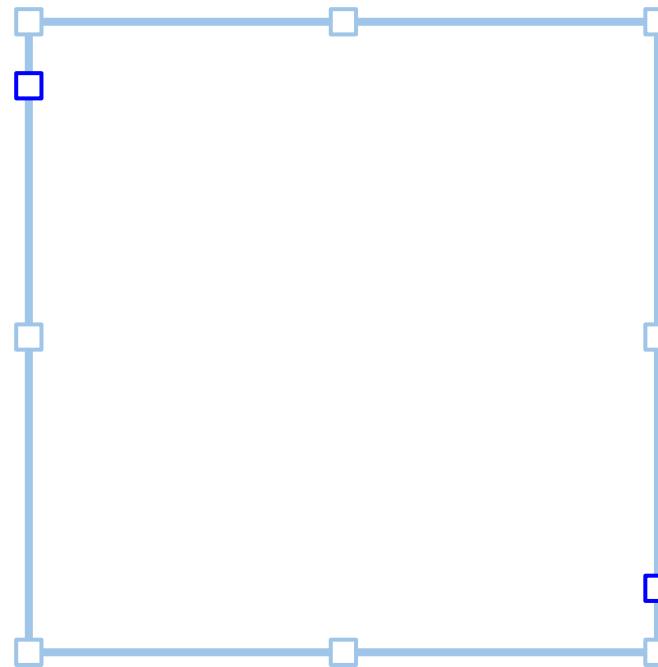


# InDesign Type Tool

**Text Fields in InDesign also have additional control points: the in port and the **out port****



# InDesign Type Tool

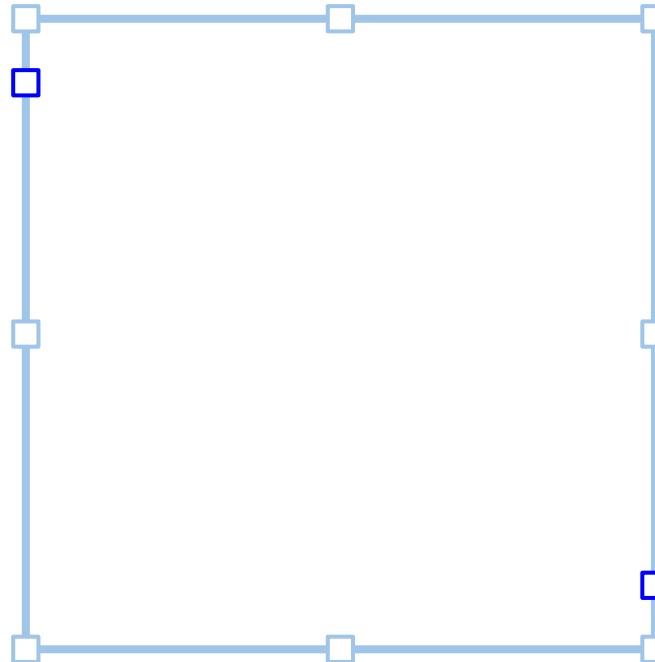


# InDesign Type Tool

With a Text Field  
selected, go to:

Type Menu →

Fill with  
Placeholder Text

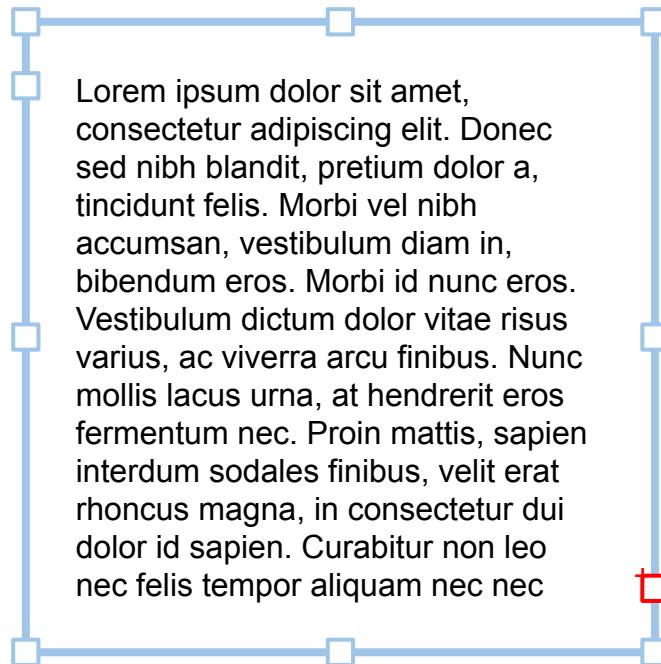


# InDesign Type Tool

**With a Text Field selected, go to:**

Type Menu →  
Fill with Placeholder Text

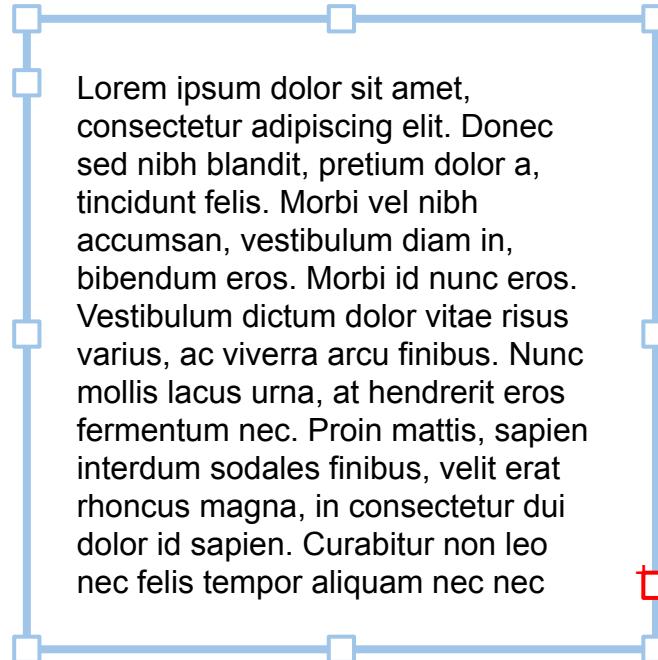
# InDesign Type Tool



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sed nibh blandit, pretium dolor a, tincidunt felis. Morbi vel nibh accumsan, vestibulum diam in, bibendum eros. Morbi id nunc eros. Vestibulum dictum dolor vitae risus varius, ac viverra arcu finibus. Nunc mollis lacus urna, at hendrerit eros fermentum nec. Proin mattis, sapien interdum sodales finibus, velit erat rhoncus magna, in consectetur dui dolor id sapien. Curabitur non leo nec felis tempor aliquam nec nec

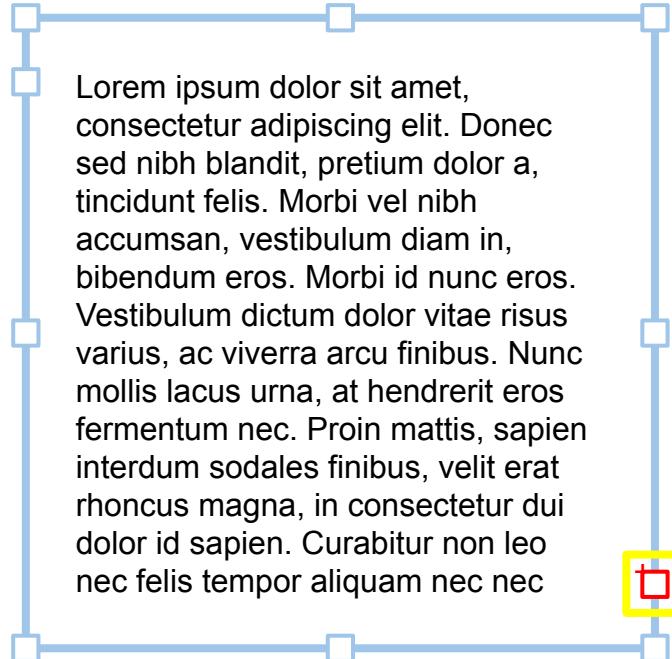
# InDesign Type Tool

If there is too much text inside of a Text Field, the overflow text will get cut-off and a  will display in the out port



# InDesign Type Tool

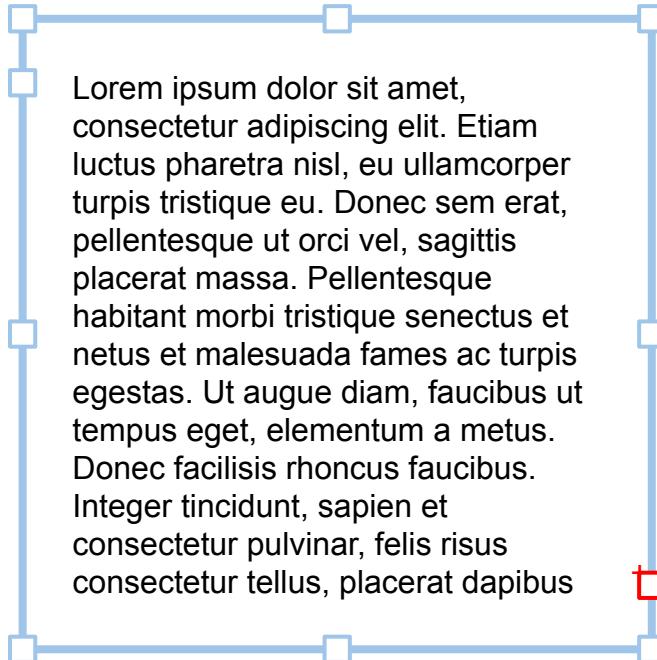
**Click on the **out port** to create a second Text Field that will be “threaded” (or “linked”) to the first Text Field.**



# InDesign Type Tool

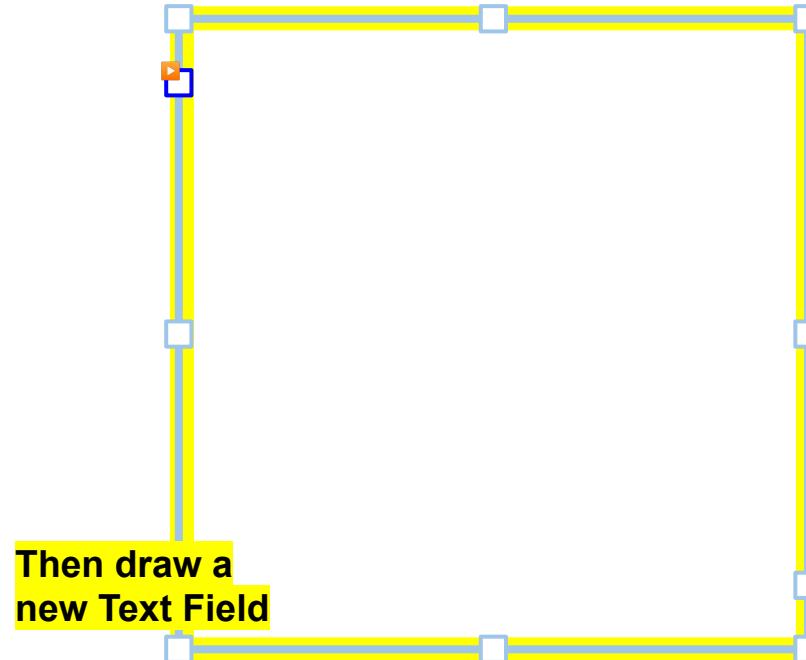
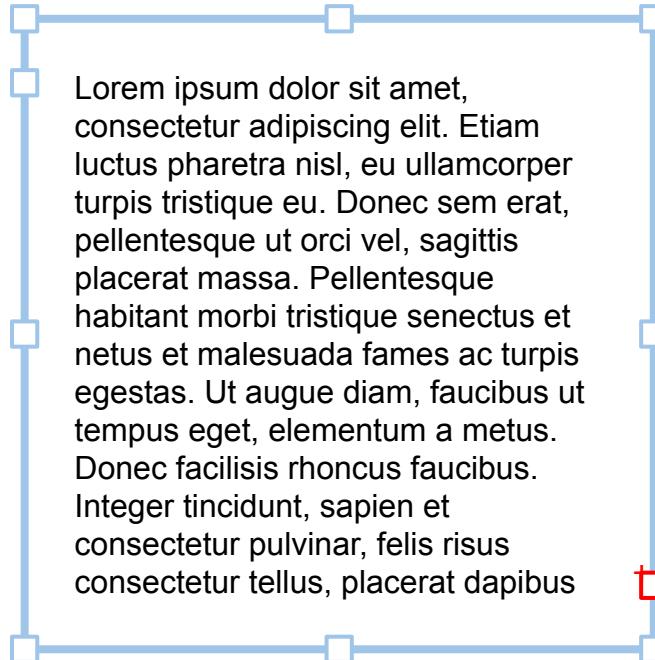
Donec facilisis rhoncus faucibus. Integer tincidunt, sapien et  
consectetur pulvinar, felis risus consectetur tellus, placerat dapibus

# InDesign Type Tool

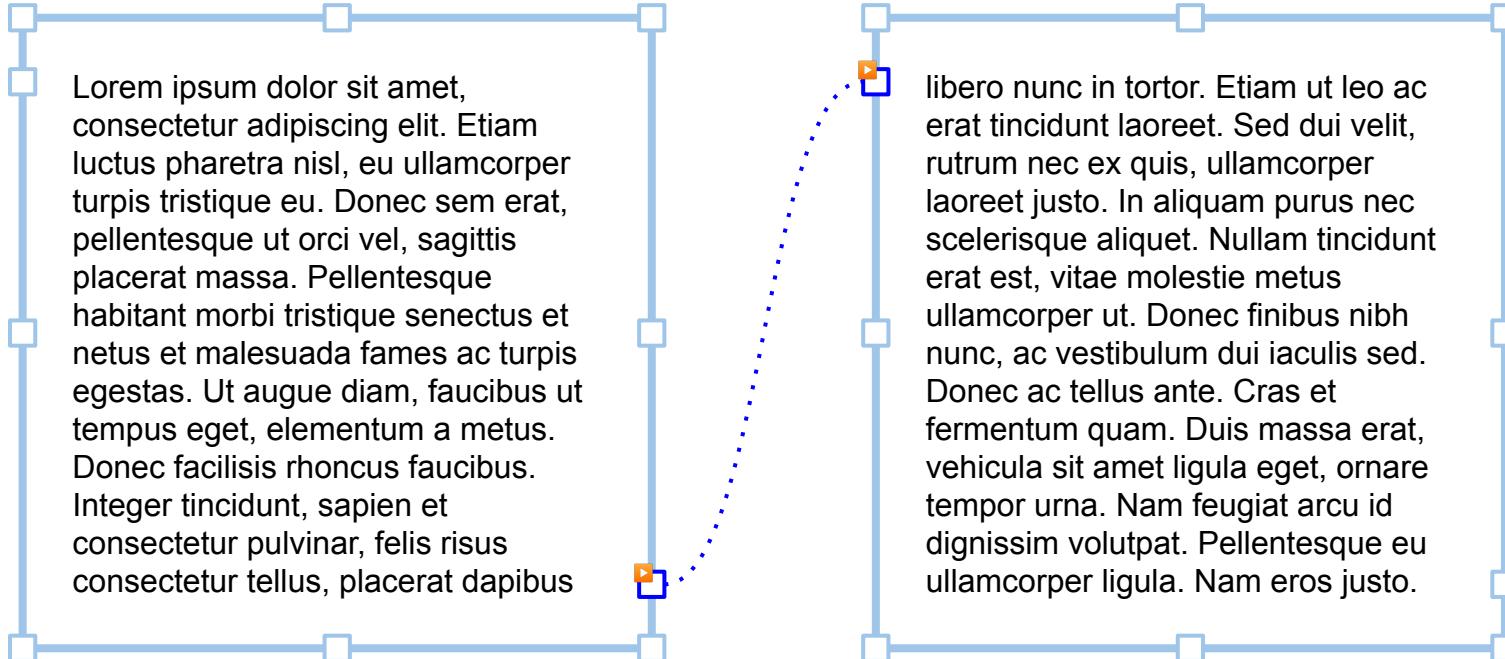


Click on the  
out port...

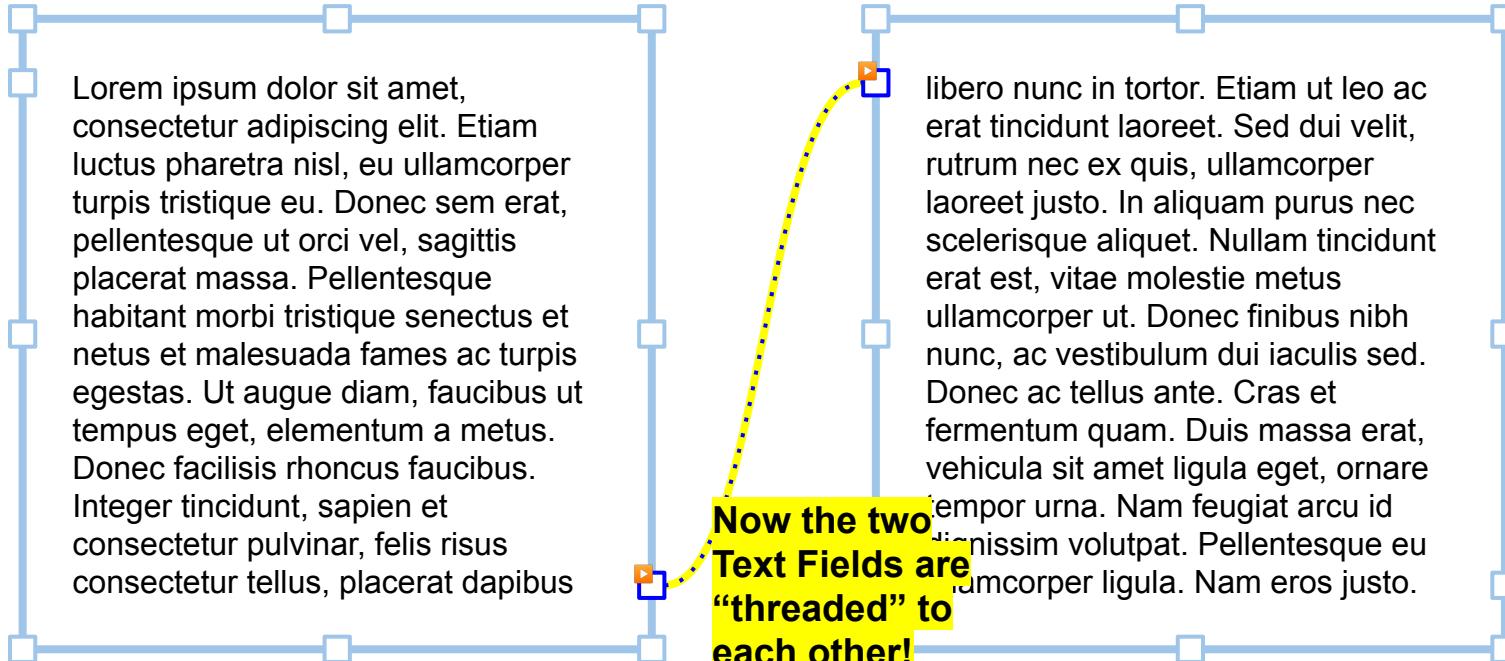
# InDesign Type Tool



# InDesign Type Tool



# InDesign Type Tool



# Type Tool

Character Palette

Paragraph Palette

Glyph Palette

Styles Palette

Character Styles

Paragraph Styles

Text Frame Options

Type Tool  
Character Palette  
Paragraph Palette  
Glyph Palette  
Styles Palette  
Character Styles  
Paragraph Styles  
Text Frame Options

Type Tool

Character Palette

Paragraph Palette

Glyph Palette

Styles Palette

Character Styles

Paragraph Styles

Text Frame Options

Type Tool

Character Palette

Paragraph Palette

Glyph Palette

Styles Palette

Character Styles

Paragraph Styles

Text Frame Options

Type Tool  
Character Palette  
Paragraph Palette  
Glyph Palette  
**Styles Palette**  
Character Styles  
Paragraph Styles  
Text Frame Options

# Styles Palette

# Styles Palette

Use **Styles** to apply  
consistent formats  
to recurring text  
elements...

# Styles Palette

Use Styles to apply consistent formats to recurring text elements, like **titles**, **headings**, **captions**, etc.

# Styles Palette

# **Styles Palette**

**Styles** can make  
your project  
workflow much more  
efficient...

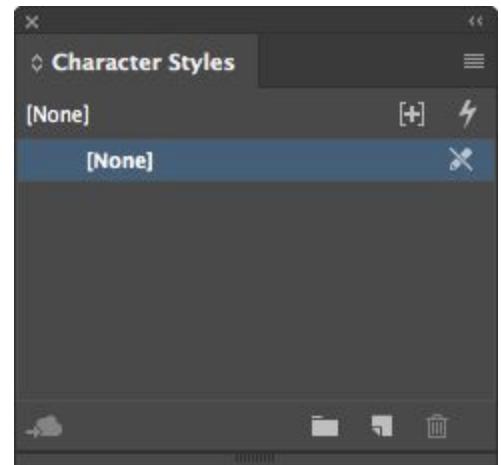
# Styles Palette

**Styles can make  
your project  
workflow much more  
efficient, particularly  
when making  
revisions to fonts,  
type size, weights,  
colors, leading, etc.**

Type Tool  
Character Palette  
Paragraph Palette  
Glyph Palette  
**Styles Palette**  
Character Styles  
Paragraph Styles  
Text Frame Options

# Character Styles

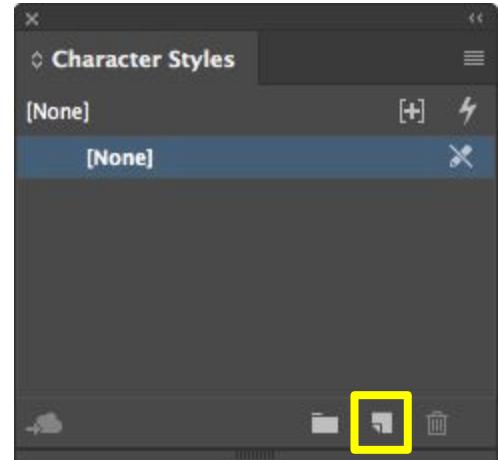
# Character Styles



Window Menu → Styles → Character Styles

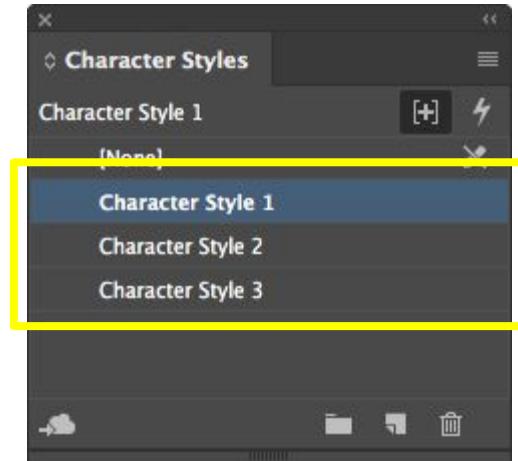
# Character Styles

After choosing the font face, font weight, font size, etc. select the text then, in the Character Styles palette click **Create New Style** to make those settings into a Character Style



# Character Styles

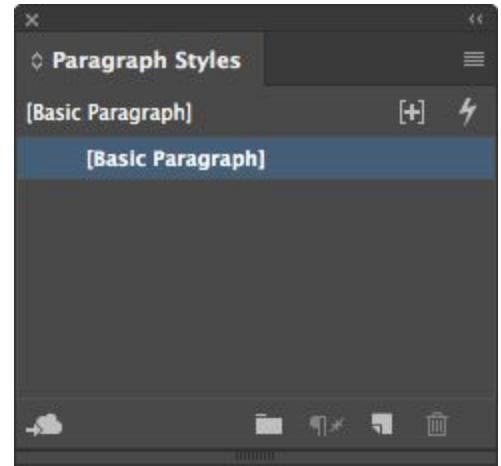
Double-click on any  
Character Style to edit  
the Character Style  
Options



Type Tool  
Character Palette  
Paragraph Palette  
Glyph Palette  
**Styles Palette**  
Character Styles  
Paragraph Styles  
Text Frame Options

# Paragraph Styles

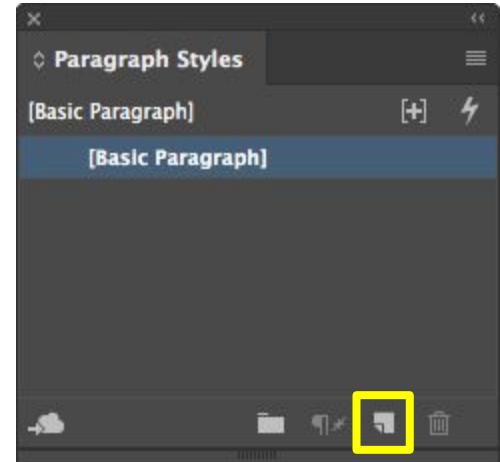
# Paragraph Styles



Window Menu → **Styles** →  
**Paragraph Styles**

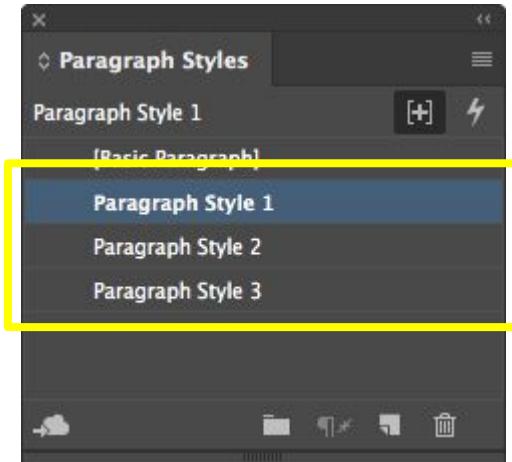
# Paragraph Styles

For more general layout and spacing controls, use Paragraph Styles. Click Create New Style to make a new Paragraph Style.



# Paragraph Styles

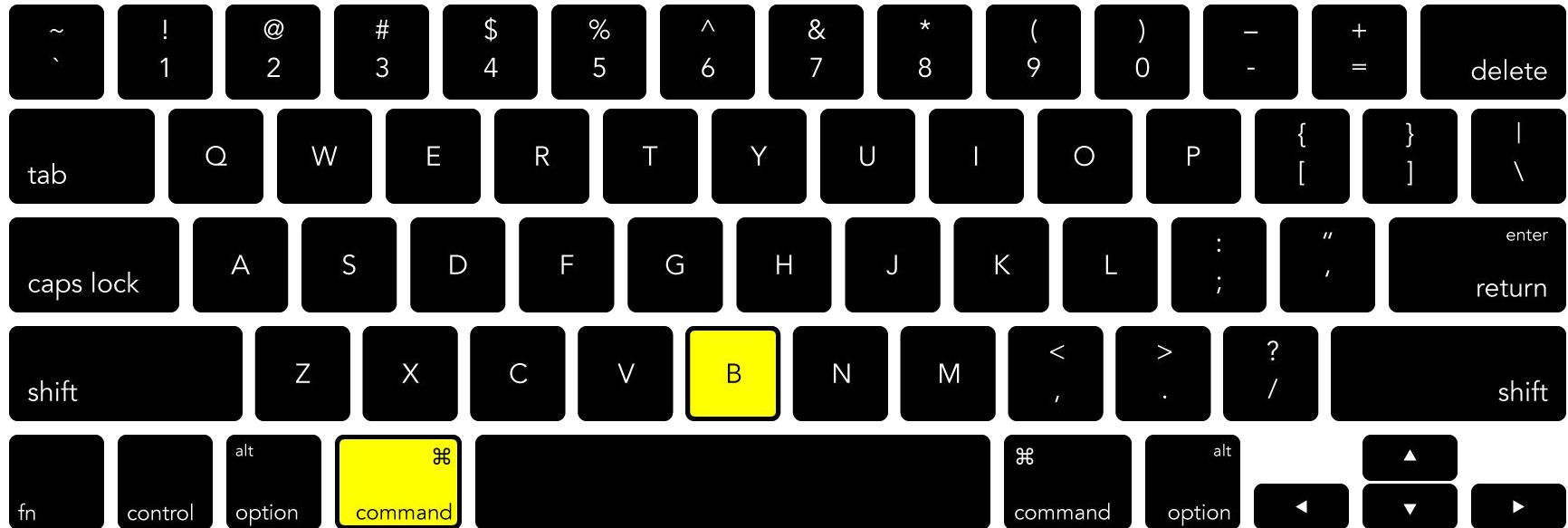
Double-click on any  
Paragraph Style to edit  
the Paragraph Style  
Options



Type Tool  
Character Palette  
Paragraph Palette  
Glyph Palette  
Styles Palette  
Character Styles  
Paragraph Styles  
Text Frame Options

# **Text Frame Options**

# Text Frame Options



Object Menu → Text Frame Options...

# **Text Frame Options**

## **Use Text Frame Options to...**

- Adjust columns in a Text Frame
- Add inset spacing inside of a Text Frame
- Adjust vertical justification of type
- And more!

Type Tool  
Character Palette  
Paragraph Palette  
Glyph Palette  
Styles Palette  
Character Styles  
Paragraph Styles  
Text Frame Options

**Type Tool**  
**Character Palette**  
**Paragraph Palette**  
**Glyph Palette**  
**Styles Palette**  
**Character Styles**  
**Paragraph Styles**  
**Text Frame Options**



[www.how-to-design.org](http://www.how-to-design.org) is an open-source learning resource.

Class material developed by [Ian Besler](http://ianbesler.com).

Licensed under a [Creative Commons](#)  
[Attribution-NonCommercial-ShareAlike](#)  
[4.0 International License](#).