

How to Use:



Adobe InDesign CS3

Part II

Adobe InDesign CS3 is a powerful desktop publishing program used by countless magazines, newspapers, and other print media sources nationwide. Learning to use this program could prove to be very useful if you intend to enter the publishing arena. InDesign allows you to create page layouts with text, graphics, photos, and other visual elements. It also offers a wide range of options for your publishing needs. Whether you are an expert or a novice with InDesign, this guide will help.

In this tutorial, you will learn:

- Creating Character Styles.
- Creating Paragraph Styles.
- Inserting Special Characters, Nonbreaking spaces, Glyphs, and Break Characters.
- How to utilize Templates.

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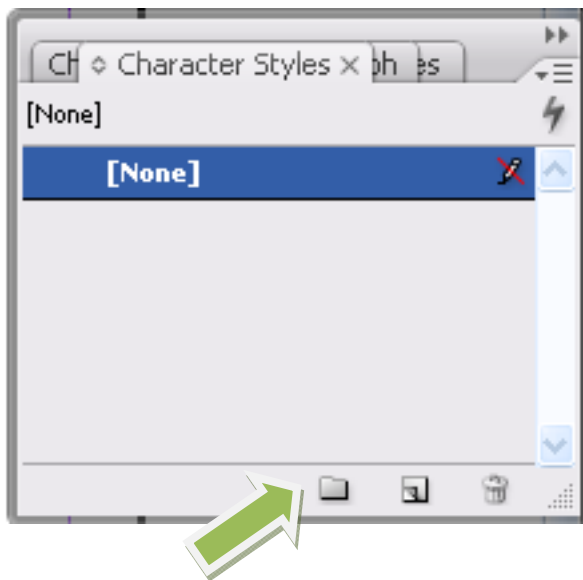


CREATING CHARACTER STYLES

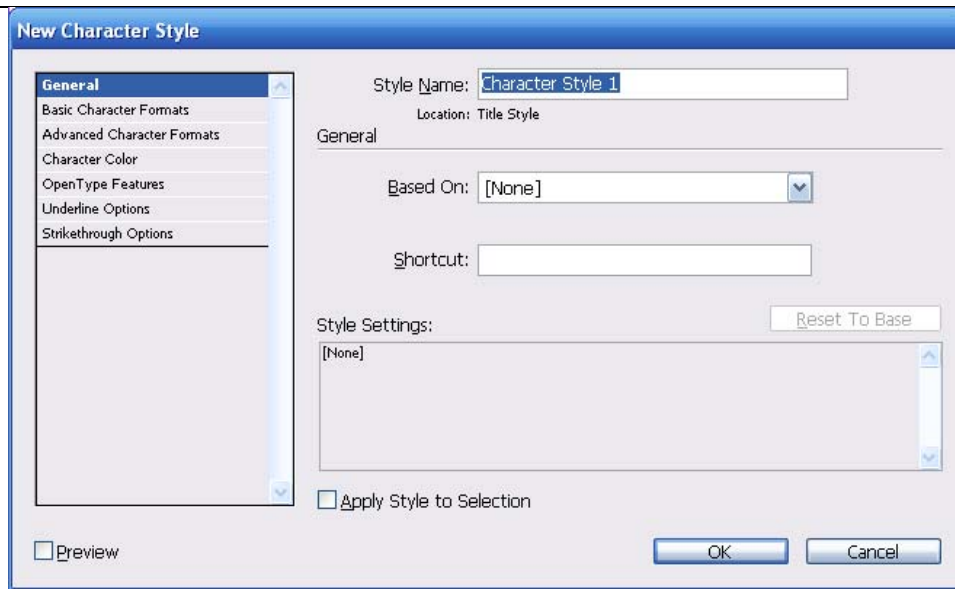
A style is a setting you specify for characters or paragraphs in your InDesign document. They can be very helpful if you have several changes in formatting (ex. titles, text, lists, headings, etc). Styles make documents more consistent and can save you time.

Select the Type Tool **T** from the toolbox.

Open the **Character Styles** palette found on the left side of the screen. Here you can create new styles to use.



Select the new folder from the bottom of this palette. Let's name it **Title Style**. Now right click on this folder and select **New Character Style**. This window will appear.



From here you can select how you would like all the titles of your document to be formatted.

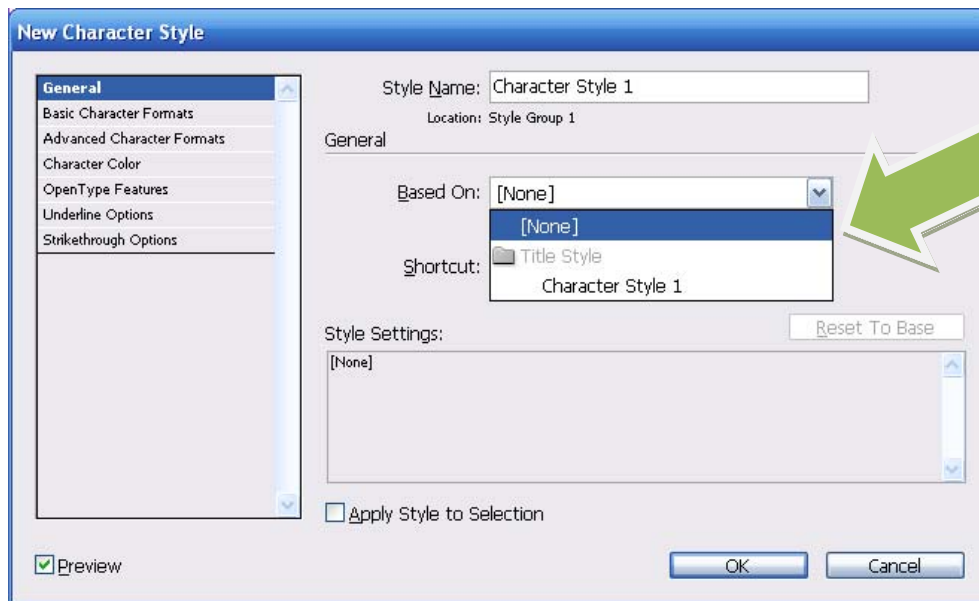
Category	Option
General	Used to define the style's name, keyboard shortcut, and the style it is based upon.
Basic Character Formats	Used to define font, size, kerning, case, leading, tracking, and position.
Advanced Character Formats	Used to define horizontal and vertical scale, baseline shift, skew, and language.
Character Color	Used to specify color, tint, and weight.
Open Type Features	Used to customize titling, swash, ordinals, fractions, and figure style.
Underline Options	Used to define the offset, weight, type, color, and gap color.
Strikethrough Options	Used to change the offset, weight, type, color, and gap color.

After you hit **OK** you will see the folder you created now contains a sub-folder which holds the formatting you selected.



Now, if you select text you have already placed into your document, and click on that sub-folder, the selected text will pick up the changes. This is helpful for you to format multiple titles quickly without having to select each individual formatting option separately. If you change your mind, or accidentally select something you did not want to format in that style, you can select it and click **[None]** which will return it to the default formatting.

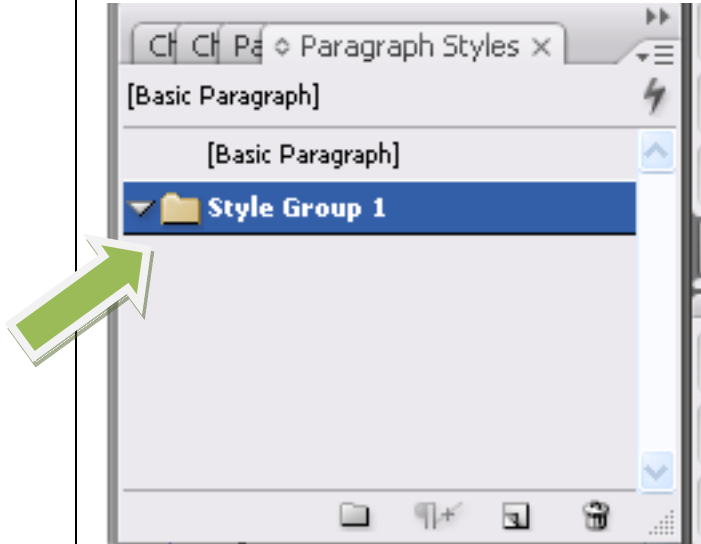
If you find that there are certain small changes you want to make to a format you have already created, you can simply base a new character style off of the existing style. To do so while maintaining the original character style, create a new folder just like before, right click and select **New Character Style**. This window will appear. Under **General**, you will find **Based On:** By selecting the drop down menu, and choosing the character style you want to manipulate, you can use those options to base a new character style on.



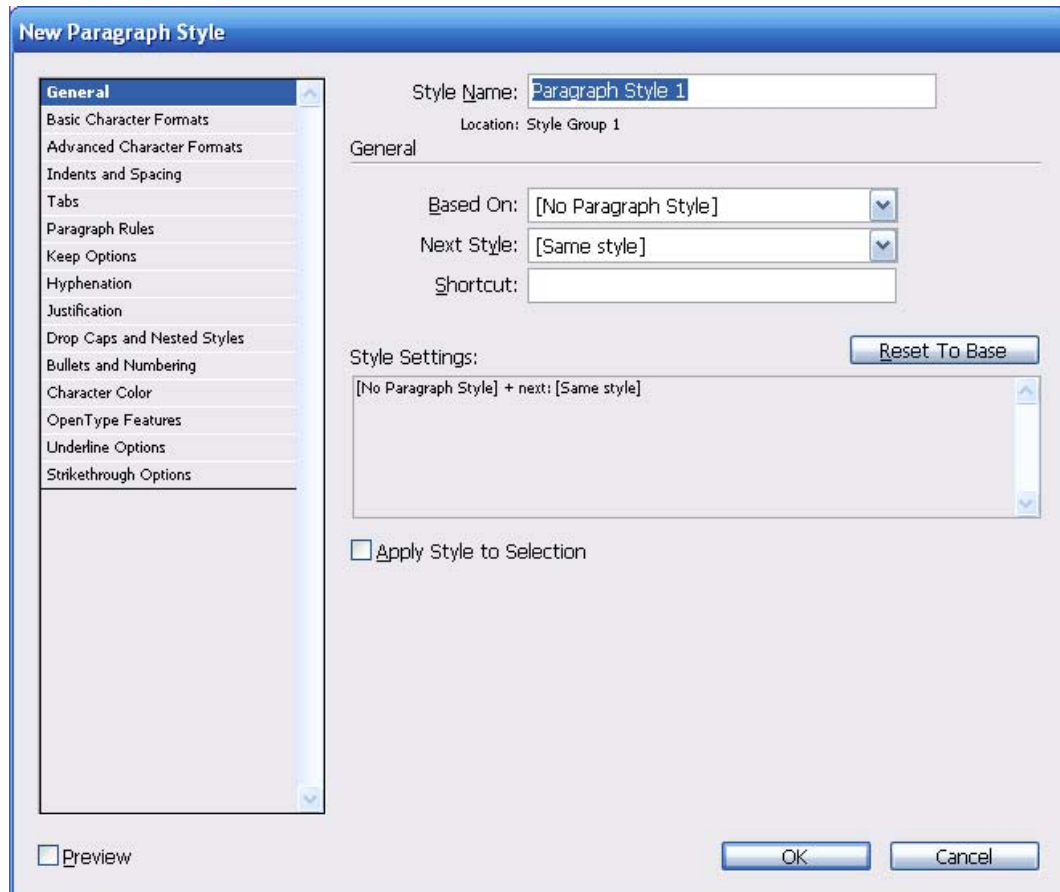
**CREATING
PARAGRAPH
STYLES**

Select the Type Tool **T** from the toolbox.

Open the **Paragraph Styles** palette on the left side of your screen. Create a new folder, just as before.



Right click and select **New Paragraph Style**. This window will appear. From here you can select the options you want this style to have. Click **OK** when satisfied.



These options under paragraph formatting will also affect your character formatting:

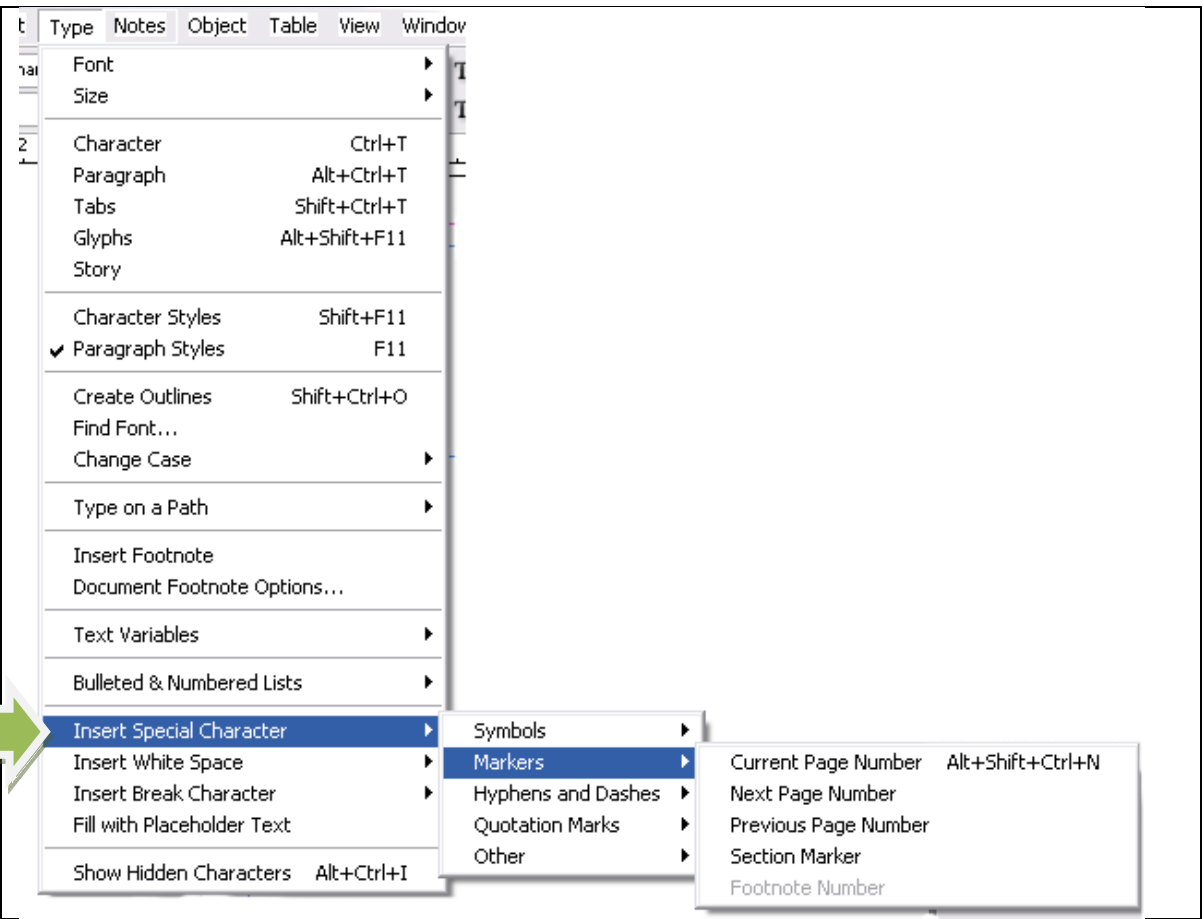

Category	Option
Indents and Spacing	Used to define the alignment, line spacing, and indents.
Tabs	Used to set tab position(s).
Paragraph Rules	Used to define a border either before or after the paragraph.
Keep Options	Used to ensure that text remains together, eliminating words or single lines of texts that become separated from the other lines in a paragraph.
Hyphenation	Used to specify the length words should reach before they become hyphenated, and other options.
Justification	Used to set word spacing, letter spacing, glyph scaling, and the default value.
Drop Caps and Nested Styles	Used to create a drop-cap character style and nest the character style in a paragraph style.
Bullets and Numbering	Used to set bullet and numbering options.

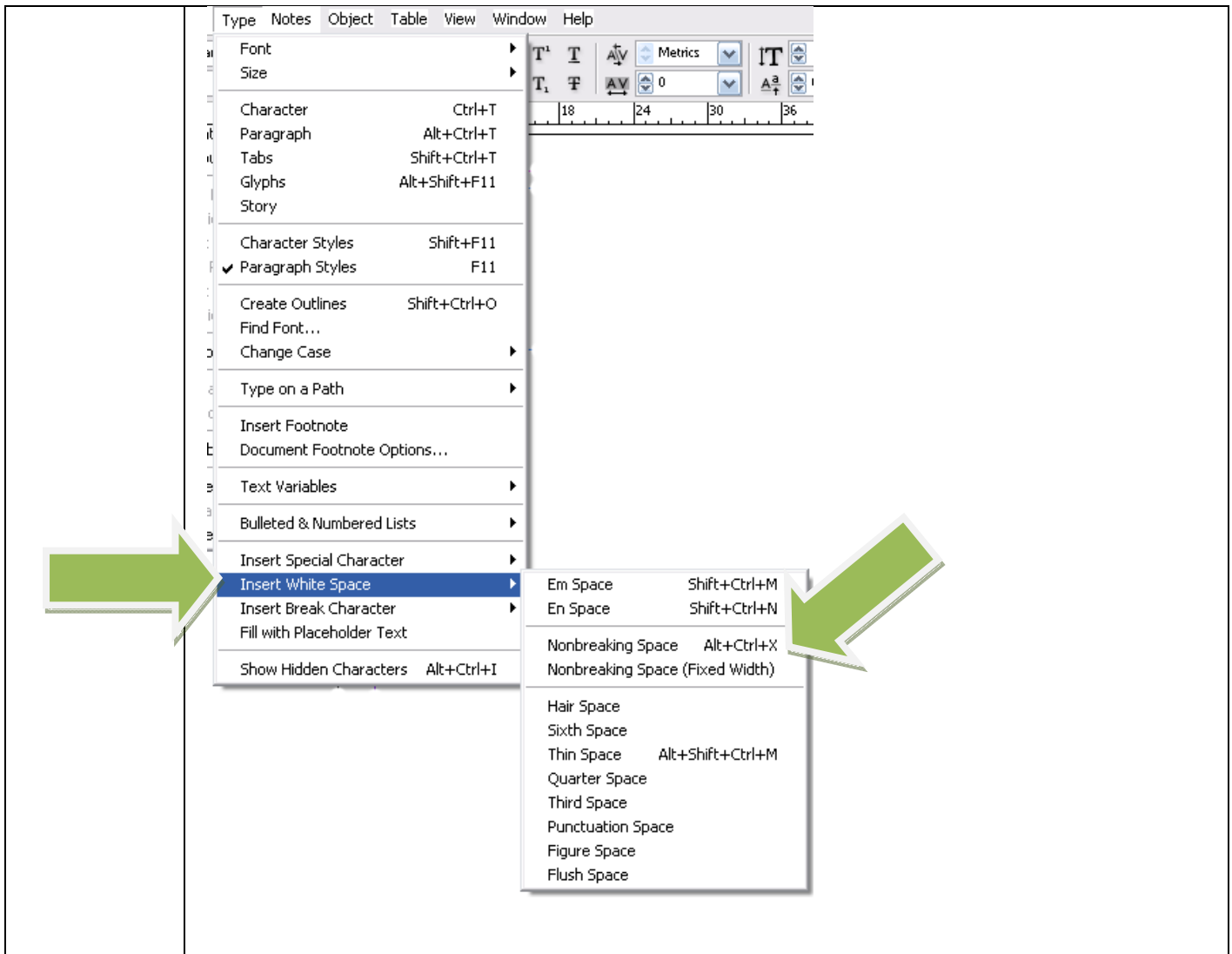
**INSERTING
SPECIAL
CHARACTERS**

Select the **Type Tool**  from the toolbox.

Select the place where you want the character to be positioned.

From the **Type** tab in the **Menu Bar**, select **Insert Special Character** → and then choose the category you need a special character from.

	
<p>INSERTING A NONBREAKING SPACE</p>	<p>Select the Type Tool  from the toolbox.</p> <p>Select the position for the nonbreaking space.</p> <p>From the Type tab in the Menu Bar, select Insert White Space→ Nonbreaking space or use the keyboard short cut Alt + Ctrl + X.</p>

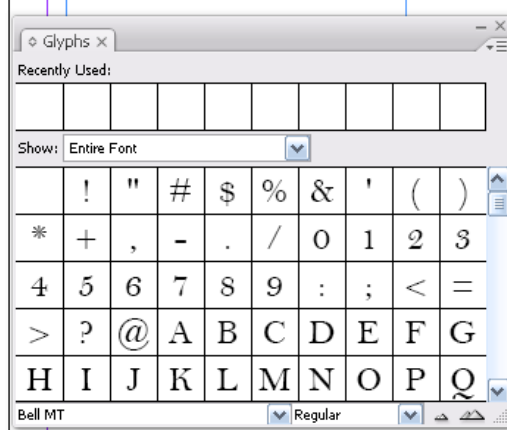


INSERTING A GLYPH

Select the **Type Tool**  from the toolbox.

Select where you want the glyph to be placed.

From the **Type** tab in the **Menu Bar** select **Glyphs**. Or use keyboard shortcut **Alt + Shift + F11**. The Glyphs Palette will appear.



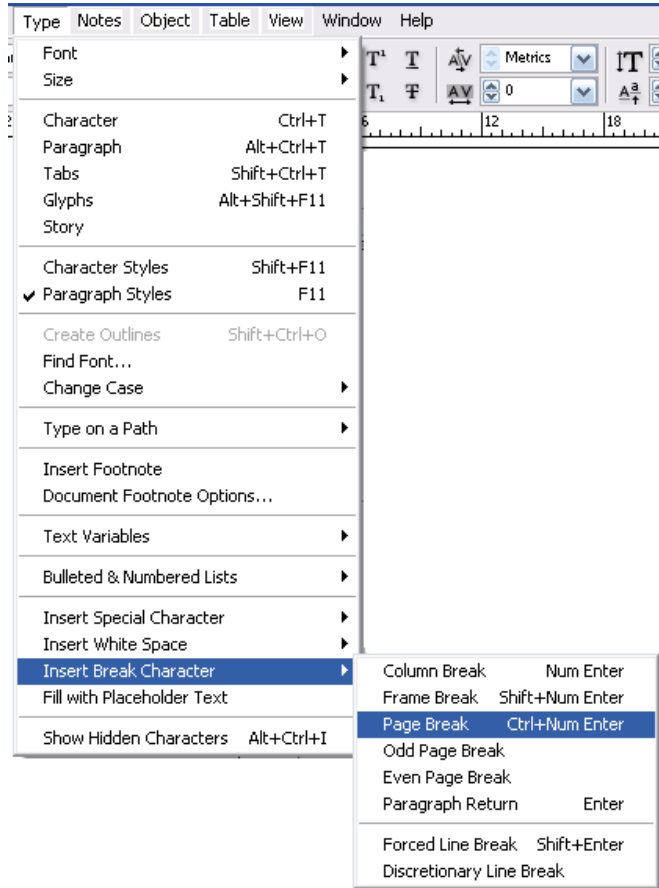
Locate your desired character. Double click to insert it into your document, and then close the Glyphs palette.

**INSERTING A
BREAK
CHARACTER**

Select the **Type Tool**  from the toolbox.

Select the point where you want the break character.

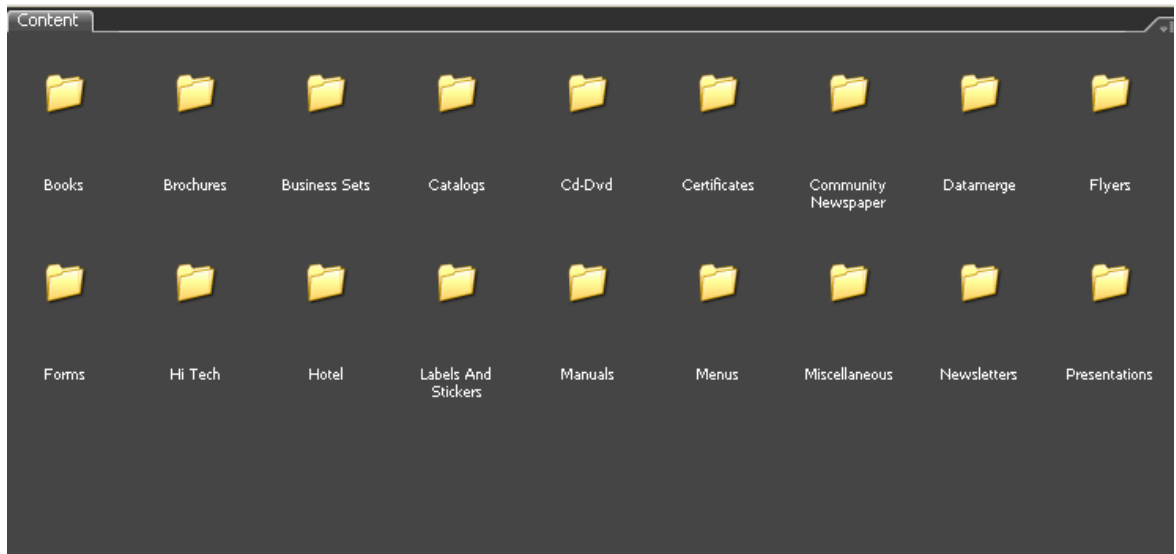
From the **Type** tab in the **Menu Bar**, select **Insert Break Character** and then choose the desired break character.



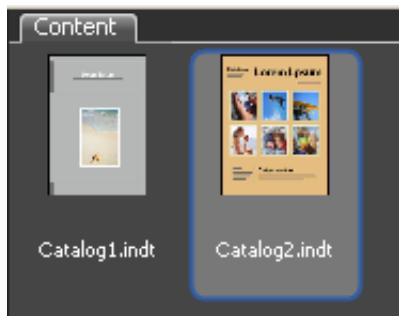
**USING
TEMPLATES**

Go to **File→New→Document from Template.**

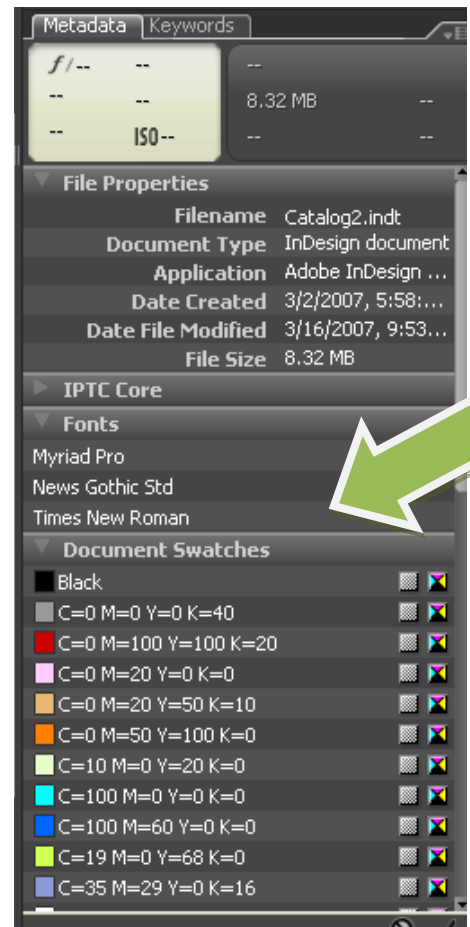
This will open this window and the **Adobe Bridge** program. The content window will appear in the center of the page.



From here, you can select the folder with the type of template you wish to use. By double clicking on the folder, several options for templates will appear. For example, by clicking the **Catalog** folder, these options will appear. A double click will send the template to InDesign where you can manipulate it to suit your needs.



Adobe Bridge also provides information about the template including font and colors used; these are found in the lower right hand corner of the Bridge window. A preview of the selection template can be found in the upper right hand corner where you can scroll through the different pages of the template before selecting it.



ADDITIONAL INFO	If you haven't already, please check out the Adobe InDesign CS3 Quicktip Part I. It can be found at http://tlc.housing.wisc.edu/welcome.php
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