

Adobe InDesign CS6

Level III

Topics:

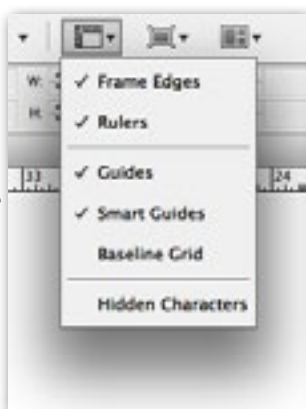
- Text Frames
- Flow Text
- Alignment
- Paragraphs
- Characters



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You can load several text files at a time using the place command. When choosing files, use either a shift-click or command-click (control-click on a PC) to pick multiple files. The order in which you select them is important, as InDesign will abide this same order when you are placing the files. The resulting loaded text icon will have a number indicating how many files are still loaded.



While editing paragraph formats, it's a good idea to turn on hidden characters. Doing so will let you know more about what's going on with your text. Hidden characters are functional, nonprinting text objects, for example the space-bar press or the line return. You can review an exhaustive list of special characters in InDesign here: <http://indesignsecrets.com/free-guide-to-indesign-special-characters.php>




Text Flow

The majority of activities and capabilities in InDesign involve making text appear on a printed page. To this end, displaying text where you want it to go is of central importance. The act of making a story continue from one text frame to the next is called threading, and the process of controlling threads is called the text flow. You will observe and recreate a threaded story in InDesign using these methods.


Frame First

If you have more of a visual idea of the layout of your story before generating the text, you can create text frames first, then load the text in later. The place command under File > Place lets you load text from an external source onto your cursor. The pointer becomes the loaded text icon . When you hover the pointer over an existing text frame, it closes parentheses around the icon , indicating that clicking here will put the loaded text into that frame.

Text First

A similar process allows you to put text into your document even if you have no text frames. As before, use the place command to load the cursor with text. With the regular loaded text icon , click and drag in an empty space to create a text box. The box will already have the placed story in it, which you can position and resize from there.

Paragraph Edits

Once you have placed a story, you can apply similar principles as a Word document to editing the paragraph formatting of that story within the frame. Using the Type Tool , click in a text thread. This should place the I-bar cursor blinking in the story where you clicked. Then use the Select All feature by means of the menu Edit > Select All or the keyboard shortcut Command-A (control-A on a PC). This will select all the text in that story, even if it is not displayed or if it flows to other text frames.

Open the Paragraph Styles panel. You will use this to apply prefabricated styles in the document to the story you just selected. You can apply a paragraph style to an entire paragraph just by clicking

It actually does not matter whether the frame you're clicking already has text or not. You can create the flow or place text in either order.

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Semi-autoflow lets you apply the technique of manual text flow to multiple additional frames in a sequence. Like before, click on the out box of a text frame. Then hold the Option key (or Alt key) and click on the next frame. You'll notice that InDesign did create the thread, and also left the cursor loaded, letting you choose the next frame from there. If you wish to dismiss the loaded text from the pointer, hit the esc key.

Shift-click the loaded text icon in a page to auto flow text into that page's column guides

Pressing the right arrow key as you drag a text frame will add threaded frames

in that paragraph once anywhere. This is different than Character Styles, which apply inline to only selected glyphs. If you want to change the parameters of a paragraph independent of the style it uses, the Paragraph panel allows you to change these values, for instance the indentation, space before and after, and alignment. You can even create a drop cap.

Manual Text Flow

To manually choose where text goes next, click the out box of a text frame. This will load that thread onto the pointer. You can then click on another text frame, or click and drag to create another text frame.

Automatic Text Flow

The document columns and guides are good for more than just a visual reference; they provide a structure for automatic text flow. You can shift-click a loaded text cursor on a page within the column guides to automatically flow the text through the columns of your pages and spreads as far as it needs to go to exhaust the story. This is useful when dealing with long documents, as threading every last frame of a ten-page paper would be a chore, let alone documents longer than that.

Pre-threaded Frames

When you create a new text frame (either loaded with text or empty), you can split it into multiple frames as you go, which will be threaded to each other in order without doing any other flow control. To do this, press the right arrow key as you are creating the text frame. This technique is most useful when you already have a certain number of columns in mind.

Text Frame Options

By default, a text frame will be completely independent of the text it contains; any new text you add to the end of a story



within a frame will cause the rest of the text to flow, and going beyond the end of the last frame will simply make the overset text icon appear. If you go to the menu Object > Text Frame Options, you can change this behavior so the frame respects the contents and automatically resizes itself when you add or remove lines from the story.

Jump Line

A jump line is a page number that indicates where the story continues. Newspapers commonly use this technique to fit the start of many stories on the front page, then give indications of where to turn for the continuations. Threads in InDesign keep track of the pages where the story continues, allowing you to add jump lines to your own documents, like a newspaper or magazine. This is accomplished with a special character called the next page number. First, you will need a story that breaks across pages. Then create a new text box that overlaps with the bottom of the text frame on the leading page. In this, go to the menu and choose Type > Insert Special Character > Markers > Next Page Number. This character will automatically update to reflect the page where the story continues.

Typography

Where text flow and paragraph styles are a means of making text functional, further topics of typography concern making text beautiful. You will employ techniques to make text frames in a spread and even individual characters, called glyphs, more appealing.

Vertical Spacing


Within a frame, the default vertical spacing value is that of the font itself, controlled either from the Character or Character Styles panels, or set in the Application Bar at the top of the page. While this is fine for independent text frames, frames that reside on facing pages or as part of a larger whole need to match their neighbor elements. We do this with the baseline grid.

The Baseline Grid

The baseline grid is another graphical, nonprinting guide that helps you align content, specifically text in frames across pages and spreads. The grid is a document property, which you can change by

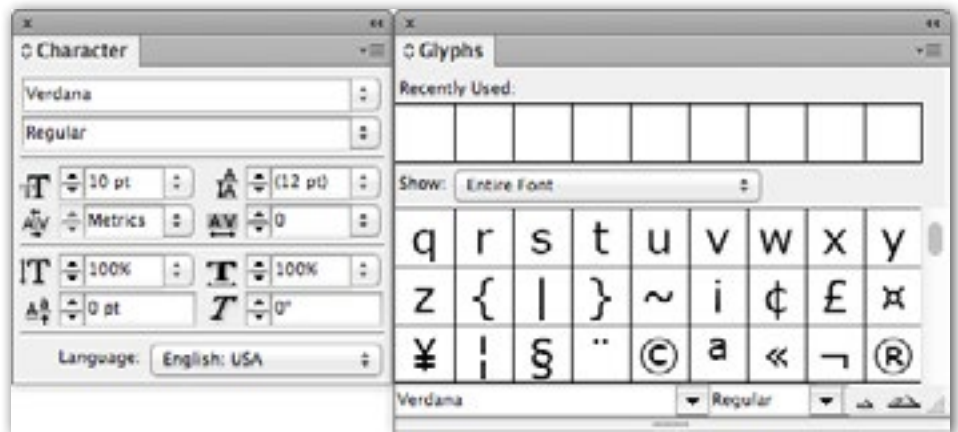


If your text looks double-spaced after aligning it to the baseline grid, your line height for the characters might be greater than the line height of the baseline grid itself. For example, if the Character panel leading value for your text is 14pt and the baseline is 12pt, aligning that text to the baseline would cause the lines to be double-spaced: the minimum value needed to satisfy both conditions.

going to the menu InDesign > Preferences > Grids (or Edit > Preferences > Grids). You can then see it by choosing View > Grids & Guides > Show Baseline Grid. Notice that some of your text might catch a line, but for the most part it does not. The last piece of this puzzle lives in the Paragraph panel. Select the text of your story, then choose the Align to baseline grid icon in the lower right . The next now lines up on the same baseline grid no matter which page it is on.

Character and Glyph Panels

The Character panel allows you to modify the parameters of a selected character or set of characters. These include the font face, weight, emphasis, tracking, leading, kerning, size and other values. The Glyphs panel lets you see the full list of characters a font face has, and insert or replace characters with others you select. You will use each of these panels to style a pull quote in the middle of a page.



Balancing Columns

You will apply some edits to a set of columns to make a span heading, and then to evenly space the content of a set of columns. The Paragraph panel menu contains the option to span columns. Place the insertion point in a paragraph that will span columns, then use this command to choose how many columns it will span.

You can then also balance the columns from the Application bar, forcing column breaks in order to make a set of columns line up with one another without resizing the frames themselves.



Wrap-up

Upon completing this workshop, you should be able to do the following:

- Thread text frames manually
- Load text onto the cursor
- Click a loaded cursor within guides
- Create multiple column text frames
- Size and auto-size a text frame
- Add a jump line special character
- View and align to the baseline grid
- Change indentation for paragraphs
- Balance a set of text columns
- Set kerning and tracking on characters