



HOW TO CREATE A DROP CAP IN ADOBE® INDESIGN®



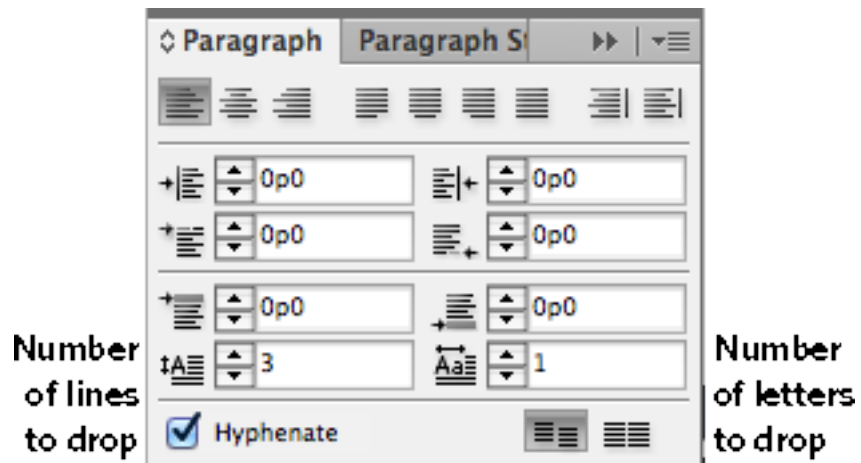
Create a Drop Cap using the Paragraph and Character palettes or use the Drop Cap and Nested Styles palette.

DRAW A TEXT FRAME AND TYPE YOUR TEXT.


Using the Paragraph panel:

- Open the **Paragraph** panel (Type > Paragraph or open the panel on the right).
- Click the text tool in the first paragraph.
- Type the number of lines to drop the cap in the **Drop Cap Number of Lines** field (number of lines field bottom left corner of the palette) 
- Type the number of characters to drop in the **Drop Cap One or More Characters** field (number of letters field bottom right corner of the palette), usually one. 

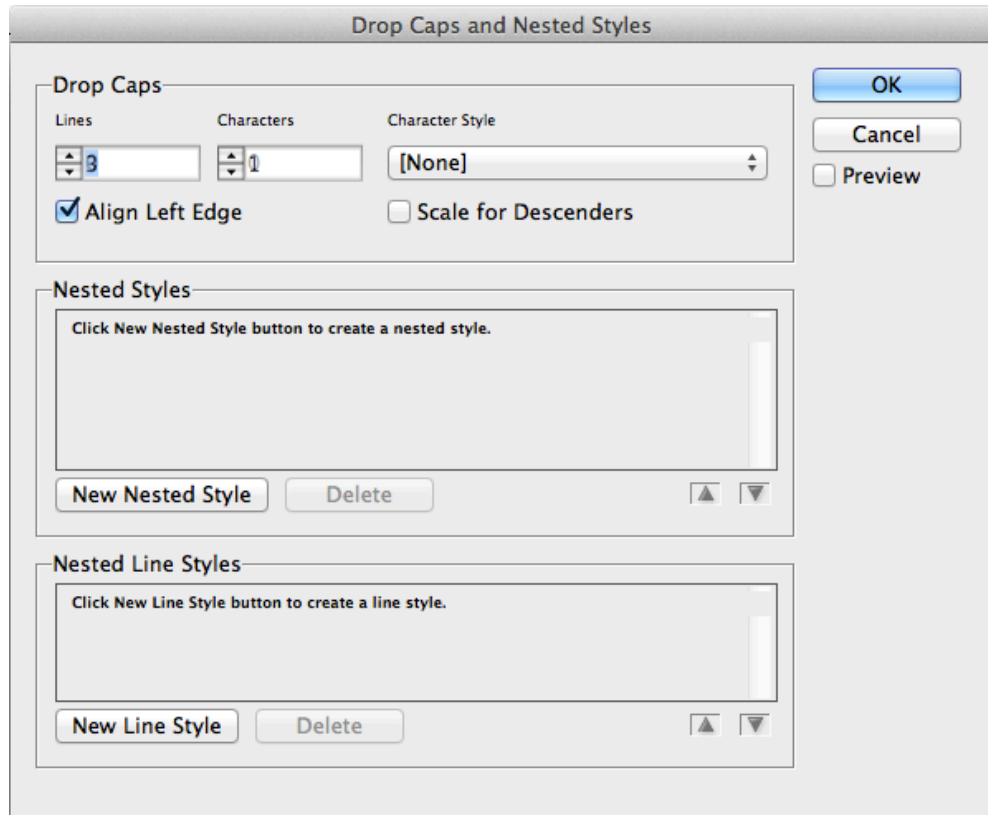
PARAGRAPH PALETTE



Using the Drop Cap and Nested Styles palette:

- **Drop Cap and Nested Styles** can be opened on the right side of the Control palette, click the downward facing arrow and choose Drop Cap and Nested Styles. 
- Click the text tool in the first paragraph.
- Type the number of lines to drop the cap in the **Drop Cap Lines** field
- Type the number of characters to drop in the **Drop Cap One Characters** field, usually one.
- Click OK.

DROP CAP AND NESTED STYLES PANEL



CHANGE THE DROP CAP FONT, SIZE OR STYLE

- Highlight the drop cap.
- Open the **Character** panel to change the font, size or type style (Type > Character or open the panel on the right).
- Change the **Vertical Alignment** to extend the drop cap over the first line of type. Make it larger than 100%.

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