
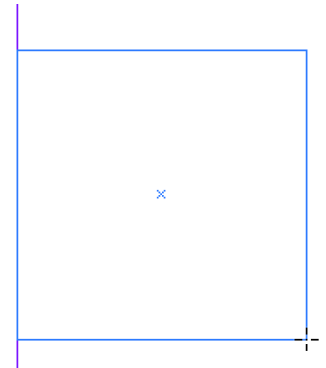


ADD TEXT TO ADOBE® INDESIGN® PAGES



ADD TEXT TO FILE

- Click on the **Type** tool .
 - Use the mouse to draw a box from the upper left corner down to the lower right corner of the area the text will go, just like drawing a photo block.
 - Use the rulers at the top and left sides or column guides to be sure the copy is going into the correct position.
 - Let go of the mouse button, and a flashing cursor appears on the screen. This is the text insertion point.
 - If styles were set up, click on a style in the Style palette.
 - Start typing. The text will fill the space that was specified when the text block was drawn.
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- To enlarge the text block, click on the bottom handle with the Selection tool and drag down.
 - Entering text in InDesign is much like using a word processor.
 - The arrow keys can be used to move around the text to make corrections.
 - After the text is typed, the point size, typeface, typestyle and many other attributes can be changed.



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HIGHLIGHT THE TEXT

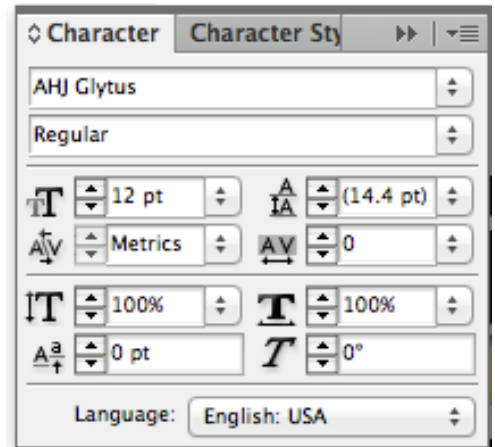
- Text must be highlighted before any changes can be made to it.
- Highlight text by placing the mouse at the beginning of the text
- Click the mouse, hold it down and drag to the end. The text is highlighted as you go.
- To change an entire block of copy, click inside the text block, then choose **Select All** from the **Edit** menu or in Windows: **Ctrl+A**, on a Mac: **Command+A**.
- Shortcuts:
 - Double-click - highlight one word
 - Triple-click - highlight one line.
 - Four clicks - highlight the entire paragraph
 - Five clicks - highlight entire text block

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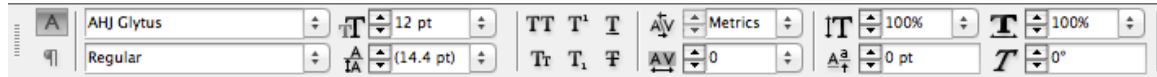


CHANGING TEXT APPEARANCE

- With the text highlighted, select **Character** from the **Type** menu, or in
 - Windows: **Ctrl+T**
 - Mac: **Command+T**.
- The **Character** panel dialog box will appear.
- Change the font, size or leading, or other attributes.
- Or, use the **Control palette** (top of the screen, under the menus) to make the same changes.
- Click on the **A** to change text attributes.



Control palette text view - left side

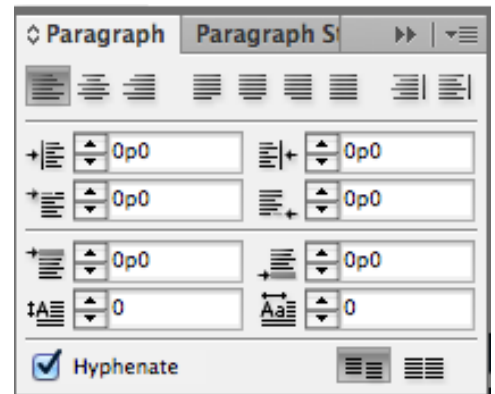


Control palette text view - right side

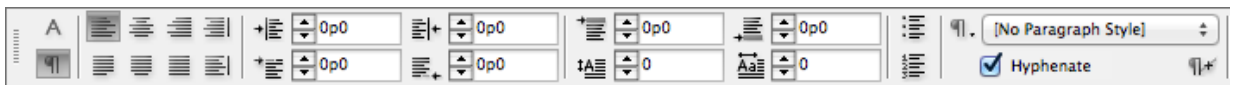


CHANGING TEXT ALIGNMENT

- Select **Paragraph** from the **Type** menu, or p
 - Windows: **Ctrl + Alt + T**
 - Mac: **Command + Option + T**.
- Change the Alignment by clicking on an icon in the top row: left, center, right, justify with last line aligned left, justify with last line aligned center, justify with last line aligned right or force justify.
 - Another option is to Align towards spine or Align away from spine.
- Change the first line indent, space before and after a paragraph and add a dropcap in this palette.
- Or use the **Control palette** (top of the screen, under the menus) to make the same changes.
- Click on the ¶ to change paragraph attributes.



Control palette paragraph view - left side



Control palette paragraph view - right side

