

Adobe InDesign 1

classroom

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Text Styles

Part 1: Get Started

Go to the class website and download the Lab9.indd InDesign document for use in your advertisement. CS3 users will use Lab9.inx. Right-mouse (PC) or control click (Mac) to save the file to your hard drive. Safari users may need to remove the .txt extension and replace with .indd so that the file will open properly.

Before you begin, look at some samples of formatted documents that used paragraph and character styles. Check out samples of previous work from last semester's class at the class website. How can you incorporate the paragraph and text formatting options discussed in class as well as layout features? There are also some useful links in this week's section at the class website on choosing the right font and design.

Part 2: Apply text styles to the document

Complete Exercise 9 Text Styles from *Stepping Out With InDesign*. In addition to the requirements of this exercise, include the following:

- Include course information in the text frame on the pasteboard.
- The document includes various references to CS3 instead of CS4 and Acrobat version 8 instead of 9. Use the **Edit..Find/Change** menu to fix these problems. Do not use the Change All option (i.e. changing "3" to "4"), but instead use the options to individually change and find occurrences (so that my phone number 527-4293 does not get changed).
- Use the **Type..Change Case** menu to apply the Title Case option to the headers above body text paragraphs (i.e. *Section info* or *InDesign classes at SRJC*.) Sadly, this is not an option that can be included in a paragraph style, so this character formatting adjustment must be made manually to each selected header.
- To best enhance the URL character style, add the Basic Character Formats option of No Break, so that web and email addresses do not wrap on separate lines of text.

At the end of this exercise, you will have *two versions* of the introductory handout.

Checklist:

- Turn both printed 2-page versions of Lab9a and Lab9b
- Take Quiz 4 at CATE on text formatting and styles

