
Adobe **InDesign 1**

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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 at the class website on choosing the right font and design.

Part 2: Start here — edit the text before creating styles

Before you start creating the styles in Exercise 9 Text Styles from *Stepping Out With InDesign*, edit the text and layout. *These detailed instructions below replace the bulleted text in Part 2 on page 79 of SOWI.*

- Format the top two title lines at the top of the the text frame. The text is threaded into two frames that are found on page 1 and page 2. As you format the text, content will adjust and move to the second page. These two title lines will not need to have styles attached to them as they are “one time only” formats. *In the original SOWI exercise, this text was in a separate frame on the pasteboard.*
- The department name and course numbers have changed throughout the document. Use the **Edit..Find/Change** menu to fix these problems. Change all occurrences of *CIS* to *CS* (which fixes references to the *CIS department* and *CIS 72.11A*) and then change all occurrences of *73.41* to *72.11* (which will fix *72.11A*, *72.11B*, and *72.11C*)
- The document includes various references to the Creative Suite 3 instead of version 4 and Acrobat version 8 instead of 9. For example, there are references to *CS3* and *Creative Suite 3*. 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 specific occurrences (so that the 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. It will be helpful to select the text with 3 clicks. “SRJC” will have to be adjusted manually.

Part 3: One last change to the URL character style

To best enhance the URL character style, add the Basic Character Formats option of No Break, so that web and email addresses do not wordwrap on separate lines of text.

At the end of this exercise, you will have *two versions* of the introductory handout. Each version should have a different look and feel due to style changes. You do not have to print the document where you borrowed the styles.

This lab requires careful attention to detail. Before you submit your work, compare your finished version with the Lab 9 sample that is at the class website. Have you done all of the edits to the text in Part 2? Have you applied all of the character styles? Are you happy with the flow of your body text?

Checklist for Week 10:

- Turn in *either* Lab9a or Lab9b as a 2-page PDF at CATE
- Take Quiz 4 at CATE on text formatting and styles