

---

# handouts


InDesign - text



InDesign CS

---

It is assumed that you have a block of text to cut and paste into InDesign. This handout will support the taught session on text layouts.

- 1) Open **InDesign** and create a new document (**File**, **New** and **Document**). Study the New Document page, number of pages - 2 and uncheck **Facing Pages**.
- 2) There should be two palettes open when your page appears - the **Tool Box** and the **Control** palette along the top (note, each time you select either the **Selection Tool** or **Type Tool** in the **Tool Box** the information in **Control** the palette changes).
- 3) Simultaneously open another file with some text in it (e.g. a Word Document or Web page), come back into InDesign and select the **Rectangle Frame Tool** and draw a rectangle about 80mm width x 120mm height (note in the **Control Palette** the size). You may wish to turn the boarder size to 0 pt. in the **Control Palette**.
- 4) Now select the **Type Tool** and click inside of the box. Go to **Edit** and **Paste** - the text will now appear inside the box. (Note that there maybe a red cross inside a square at the bottom of the text box - this indicates that there is hidden text.)
- 5) With the **Type Tool** selected click anywhere inside the text and go to **Edit** and **Select All**. Now look at the **Control** palette. Try changing the point size of **Font Size** and **Leading**.
- 6) When you are happy with the way the text looks, **Copy** and **Paste** the block and try to make more changes. Explore the programme!
- 7) Scroll down to page 2 and with the **Pen Tool** in **Tool Box**, draw an abstract box the full size of the page. **Copy** the text from page one and **Paste** it with the **Type Tool** into the new abstract box.
- 8) Finally, draw a circle and go to **Window** and scroll down to **Type & Tables** and click on **Text Wrap**. Push the circle into your abstract box, click on **Wrap around object shape** and see what happens!

NB - In type setting days this exercise would have taken you and extremely long time. We must appreciate the power that we have with this programme.