

Adobe™ InDesign® 2021

Text, Styles, and Page Numbers



Anne Moore, Dorothy Knosby, and Rebekah Crosson

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Introduction...

This tutorial is a step-by-step guide to a few basic tasks in Adobe™ InDesign® 2021. The audience is novice users who are technical and professional writing students at UNC Charlotte.




The tutorial provides instructions on how to:

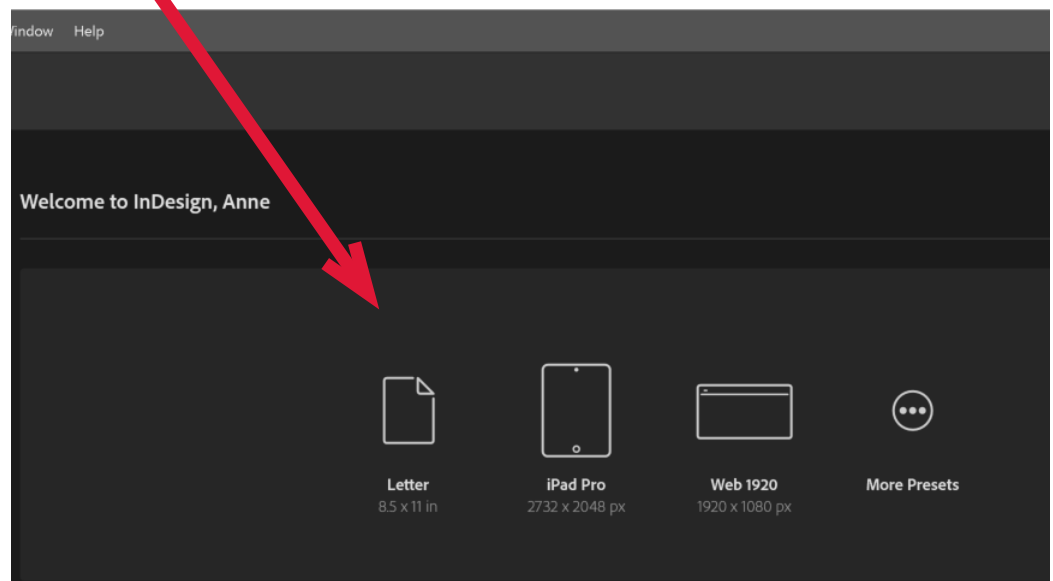
- 1) set up, name, and save an InDesign document;
- 2) create text boxes and fill them with placeholder text;
- 3) create a heading style in a specific typographic style;
- 4) apply the new heading style to headings in the document;
- 5) create a paragraph style;
- 6) apply the paragraph style to the text in a text box; and
- 7) use the parent page function to apply page numbers and a running header.

The tutorial is simplified and customized to get students in UNC Charlotte courses quickly into using InDesign for their coursework. The students in these courses may have a wide range of experience with Adobe InDesign from no previous experience to advanced professional experience. These students are preparing for professional positions as technical writers, graphic designers, usability experts, and other related careers.

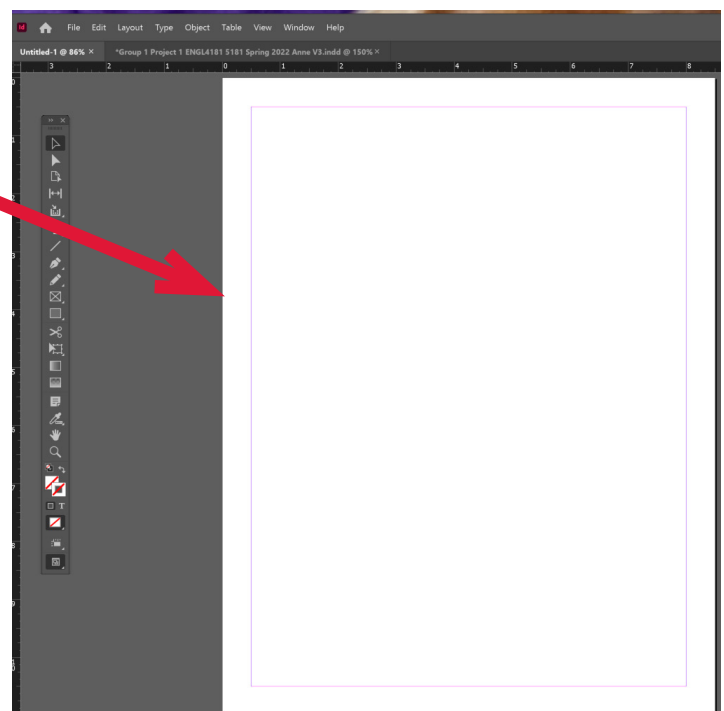
The tutorial is intended to be open next to a blank InDesign document and followed step-by-step as the student works through the tasks. By the end of the tutorial, students will be able to repeat the tasks independently and build their expertise with other tutorials that focus on other basic InDesign tasks.

Create an InDesign Document...

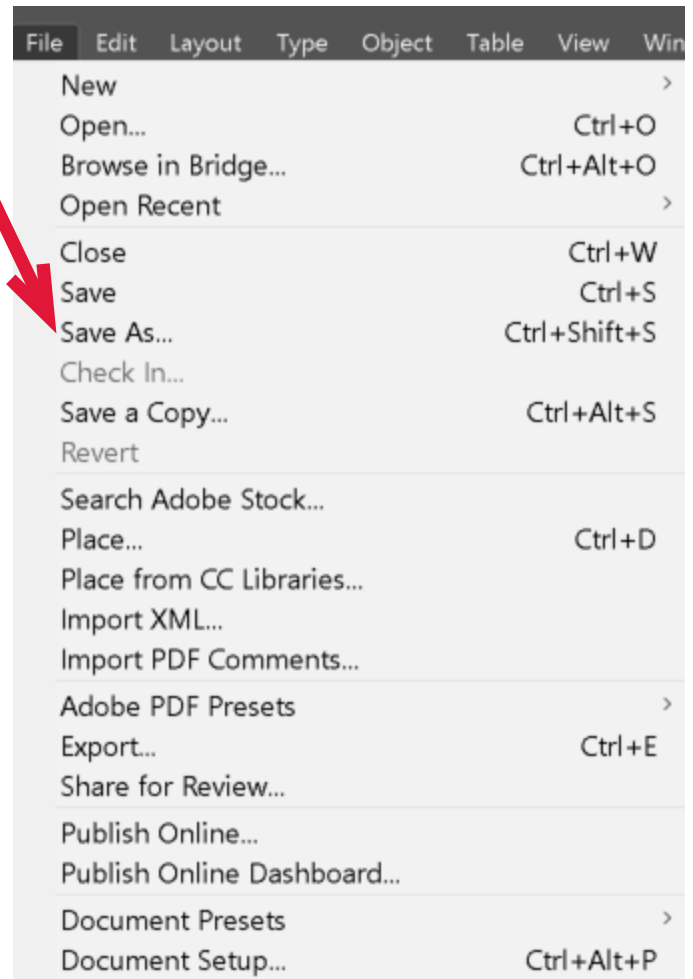
- 1 Download and install Adobe InDesign on your computer.
- 2 Double-click the  desktop icon on your computer desktop or select Creative Cloud  from your list of applications on your Windows  menu and open the latest version of InDesign from the list. Wait while the application loads.
- 3 Double-click on “Letter.”



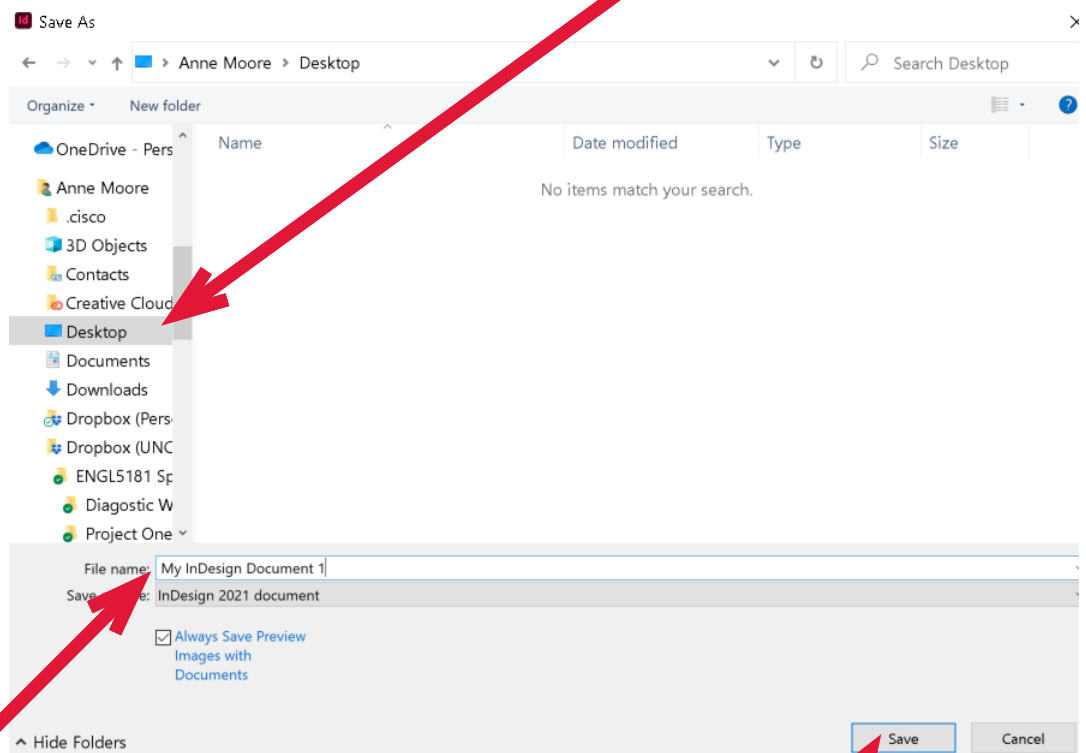
- 4 A blank letter-sized document will open.



- 5 Click on the File menu and select “Save As.”



- 6 Click on the folder where you wish to save your document. (“Desktop”).



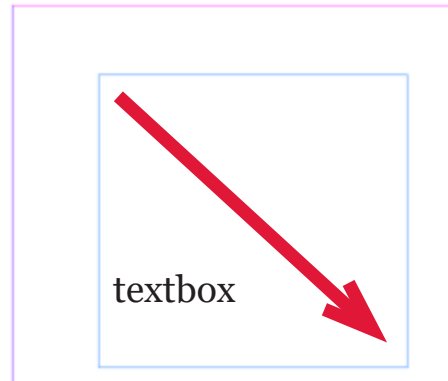
- 7 Type a Name for the file in the “File name:” field. Click the “Save” button.

Create a Textbox with Filler Text...

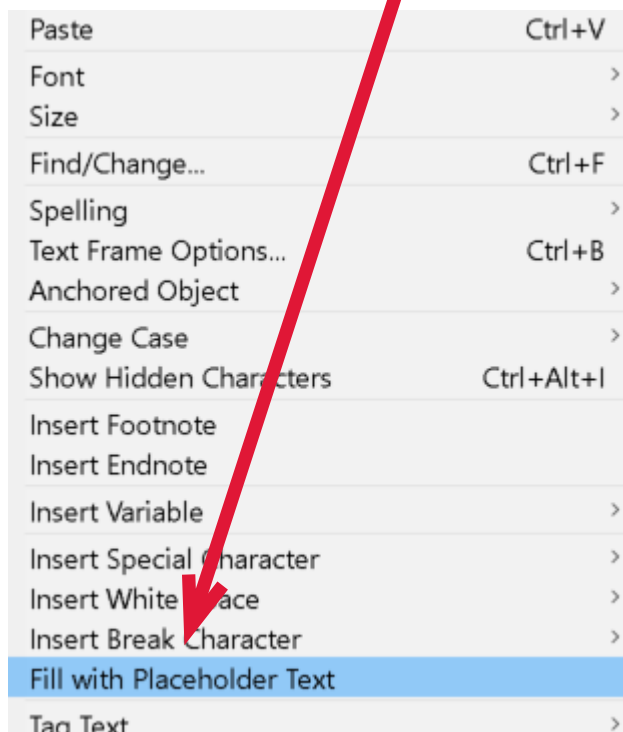
- 1 Click on the white T on the vertical Toolbar.



- 2 Click in the document, hold down the mouse button while you drag down and to the right in the blank document to create a Textbox of any size.



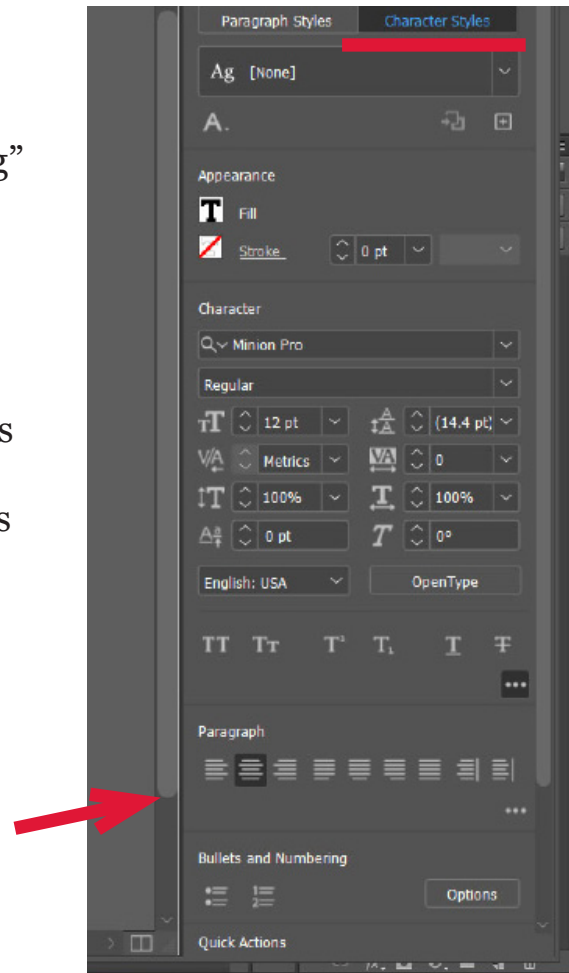
- 3 Right click inside the Textbox to bring up the fly out menu. Left click on "Fill with Placeholder Text." The Textbox will be filled with Lorem Ipsum filler text.



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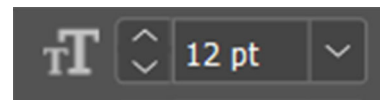
Creating a New Heading Style...

1. Create a new blank text box at the top of the page (following steps 1 and 2 under “Create a Textbox above”). In the new text box, type in the word “Heading” and center it, using the center button found in Properties menu under “Paragraph.”
2. Make sure you have the Character Styles panel selected in the Properties panel. It is located next to the Paragraph Styles panel.



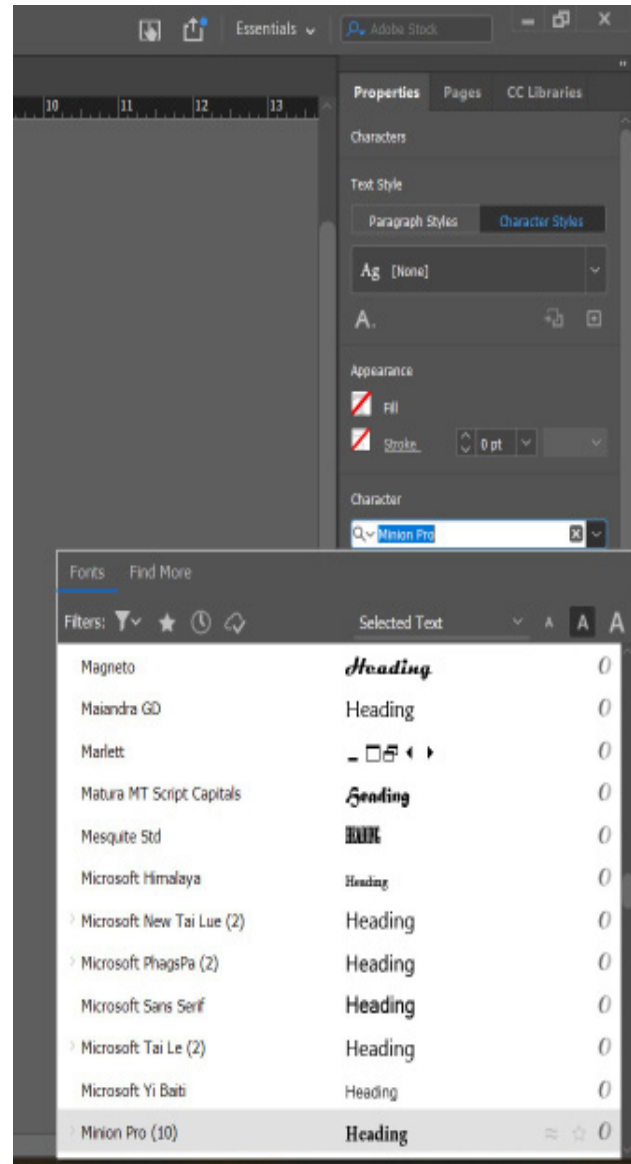
You will now change the font size of the “Heading” text.

1. Highlight “Heading.” Next, look at the Character section in the Properties panel. The Character section is the second section, underneath the Appearance section.
2. You will see an icon that looks like a little T and a big T. This is the icon for **font size**. Use the drop-down arrow to change the font size to 36pt.



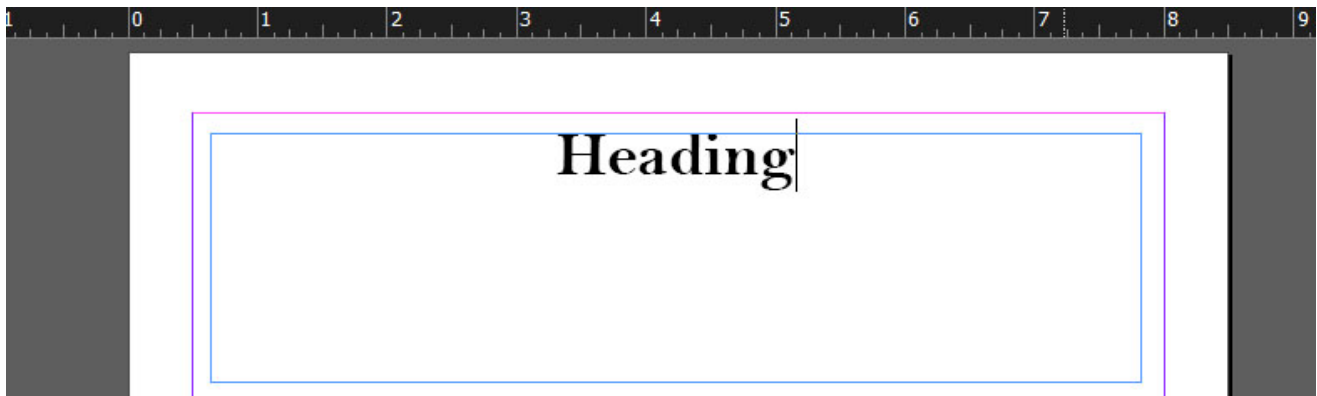
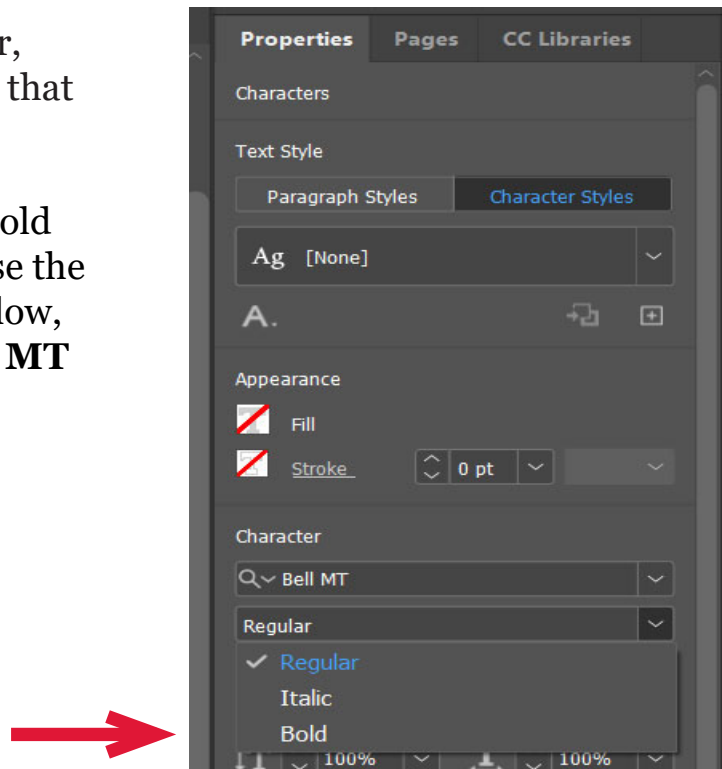
Next, you will change the font style

1. While the text is highlighted, you will click the drop-down arrow of the first Character search bar. This is the font search bar. The current font style is **Minion Pro**.
2. After clicking the drop-down arrow, you will use the scroll bar to find the font **Bell MT**. Once you have found this font, Select it.



Now that you have changed the font style, you will now change the font to bold/italics

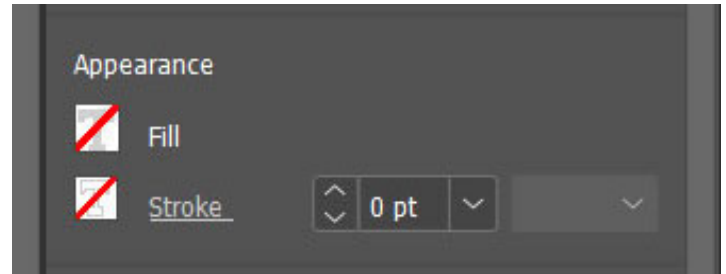
1. Underneath the first search bar, you will see another search bar that shows **Regular**.
2. Click the down arrow for the bold and italics selections and choose the desired one. In the example below, **Bold** was selected for the **Bell MT** font.



This is the text now in a new font style and in bold.

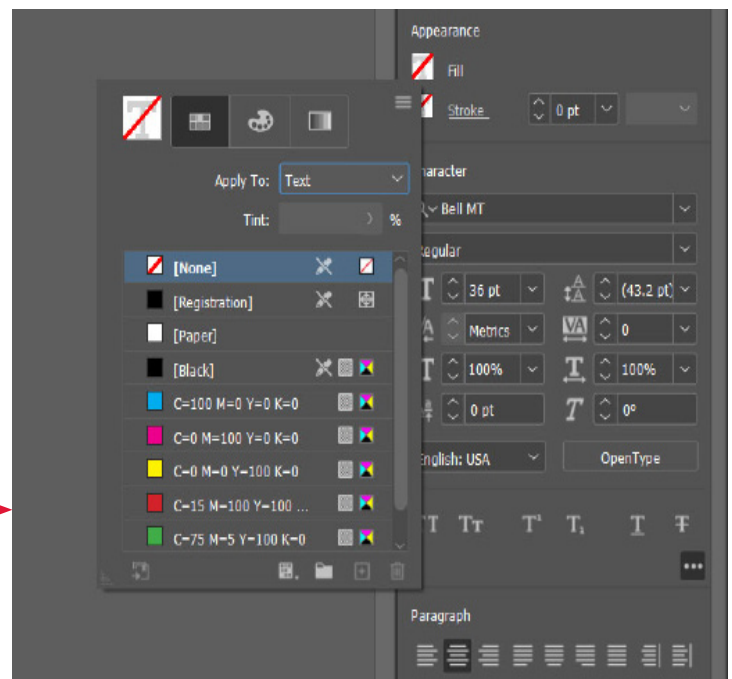
The final step of this task will be to change the color. Remember to keep the text highlighted.

1. Look at the **Appearance** section above the Character Section. This is where you can change the font color.



2. You will notice two white squares that have a red line running diagonally through each one. One will be titled **Fill** and one will be titled **Stroke**. In order to add color to the text, you will use the **Fill** option. Click the square next to **Fill**.



3. You will now see a smaller window that shows a variety of colors to choose from for your text. For this practice, select the red that has the **C=15 M=100 Y=100...** properties. This will change the color of your text.

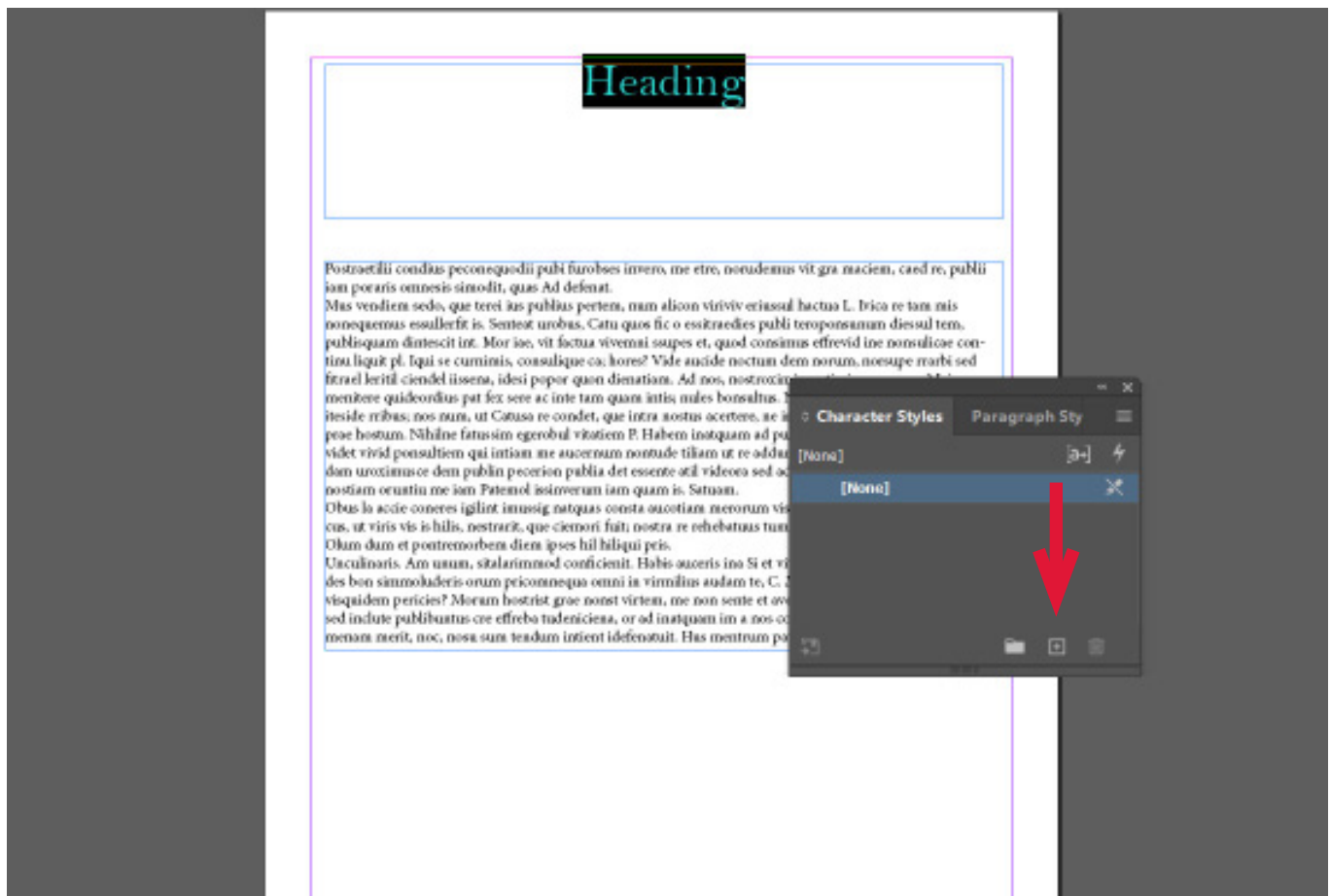


Good work! You have now successfully changed the font size, style, bold/italics, and color. Now that the changes have been made, you can name your new typographic style.

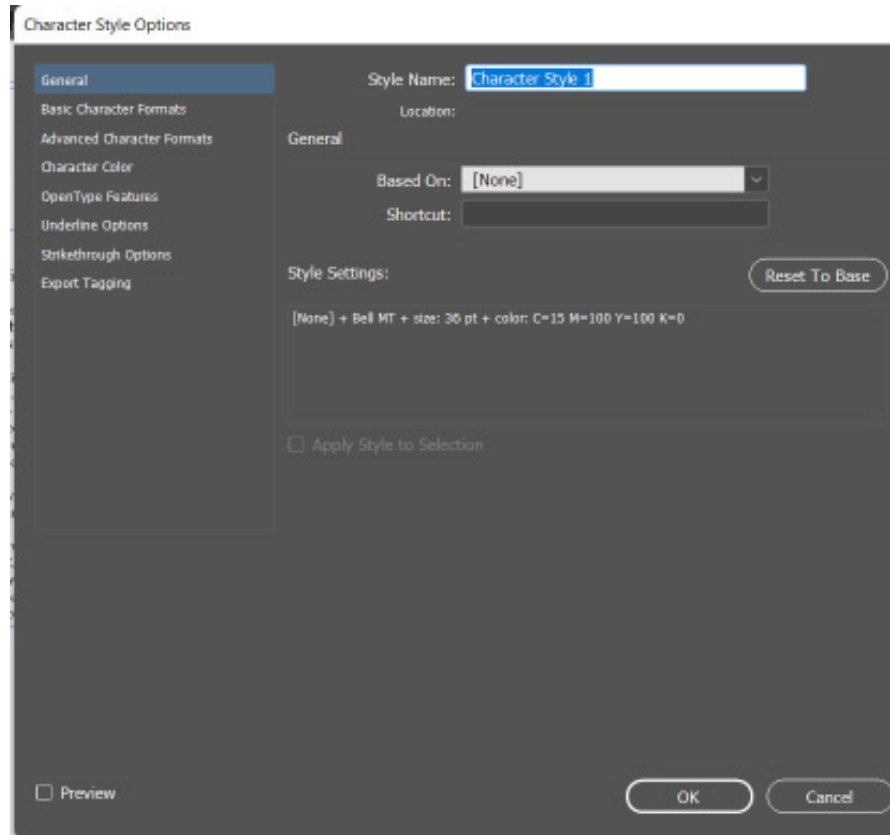
Naming New Typographic Style...

Make sure that your “Heading” text is highlighted. You will also want to double check that you are still in the Character Styles tab in the Properties menu on the right. This is particularly important in naming your new style.

1. In the Character Styles panel, you will see an A. icon like this.  Click the A. icon. Once you click the icon, a list of options will appear. Click the first option that says **Character Styles**.
2. A new, smaller window will appear. Look down at the bottom panel of this new window. You will see a small icon that is a square with a plus sign.  This is the **Create New Styles** icon. Click it.



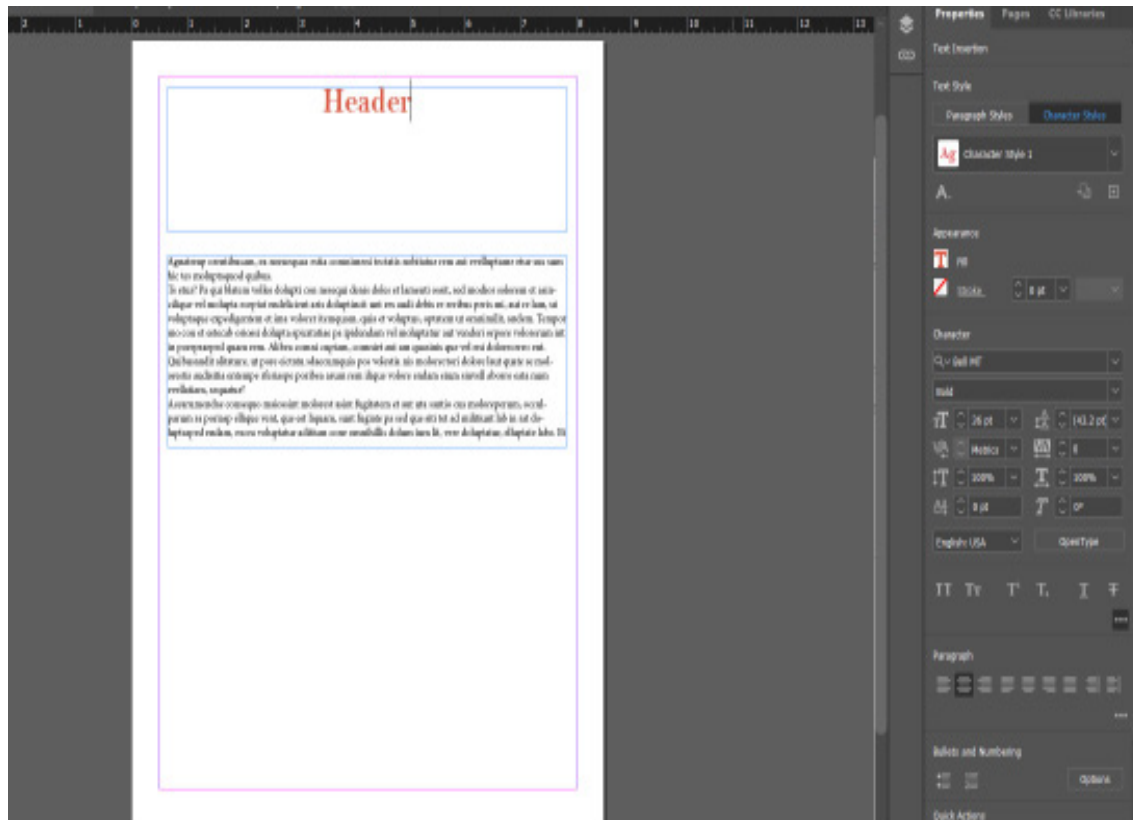
3. A new name will show up in the list, **Character Style 1**. Double-click this title and a new window will open.
4. In the new window, you will see a bar at the top titled Style Name. Replace “Character Style 1” with a new name for your font type.



WARNING: Before you rename, check that the properties you applied to the new font type have remained the same. Otherwise, all of your hard work won't be saved!

5. In order to check this, you will look at the left panel and find the names **Basic Character Formats** and **Character Color**. You will click each option on the menu, starting with “Basic Character Formats.”
6. When you click each option, you will see the unique features of your font type: size, font style, and bold/italics.

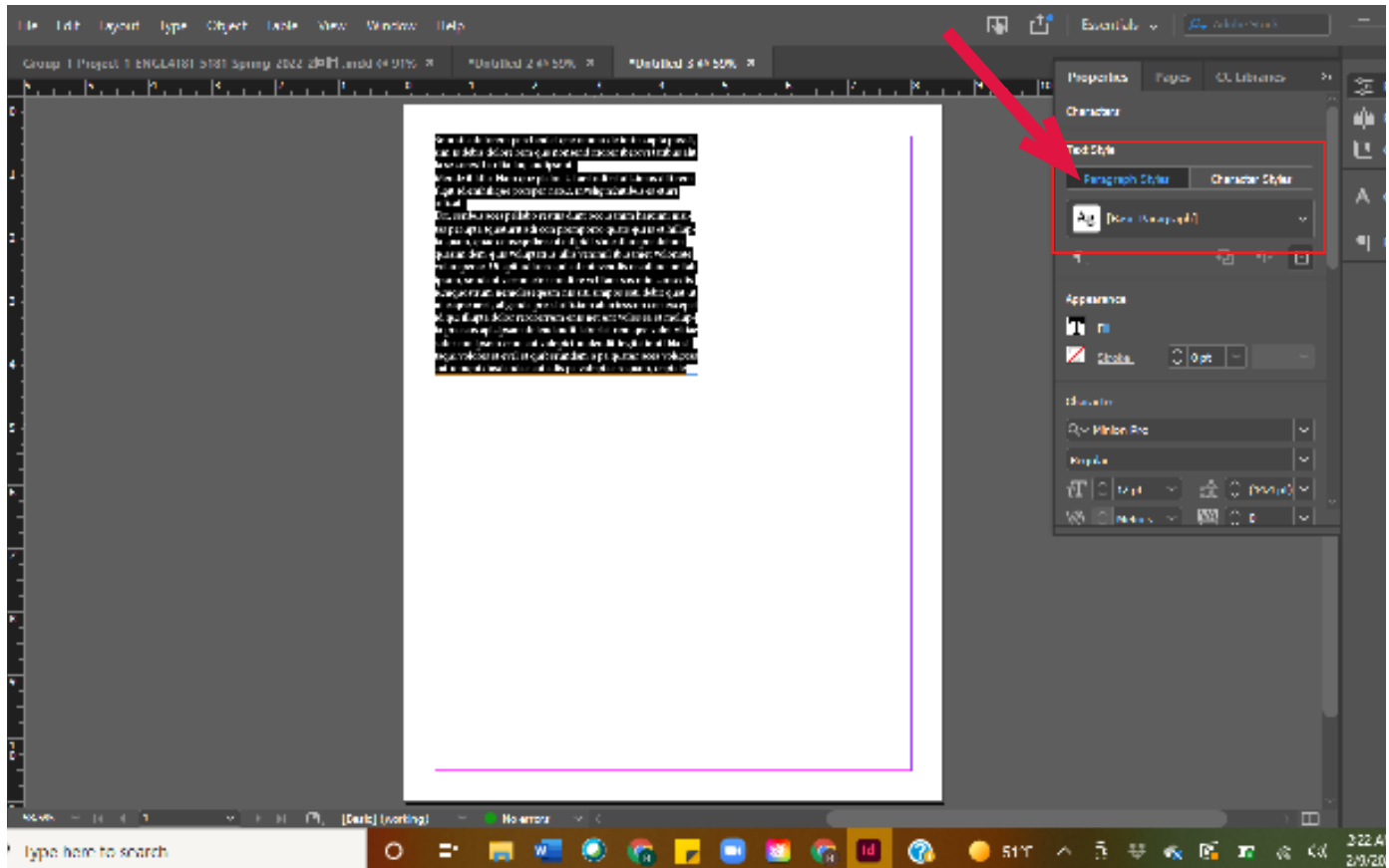
7. If everything is correct, click okay. Then, rename your new font type in the **Style Name** bar. In this example, the new style is named with the default **Character Styles 1**.
8. Once you rename your new typographic style, click OK to save and then **close** the Character Styles window. Notice that your new font type is visible in the Properties panel under the Character Styles panel.



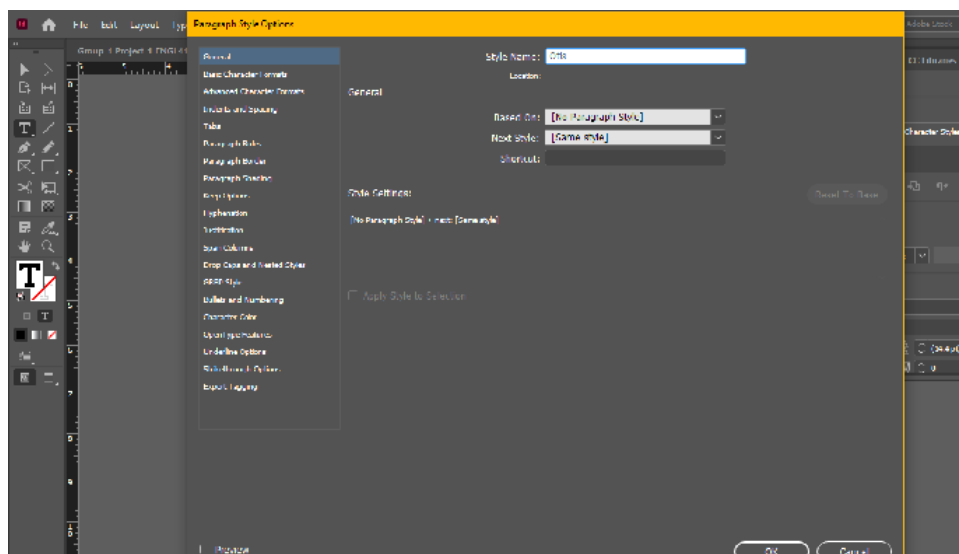
Congratulations! You have now learned how to make a new typographic style and name it! Now you can move on to the next step!

Creating a Paragraph Style

1. Select and highlight the text. Open the Paragraph Styles panel on the right side and choose **New Paragraph Style**.

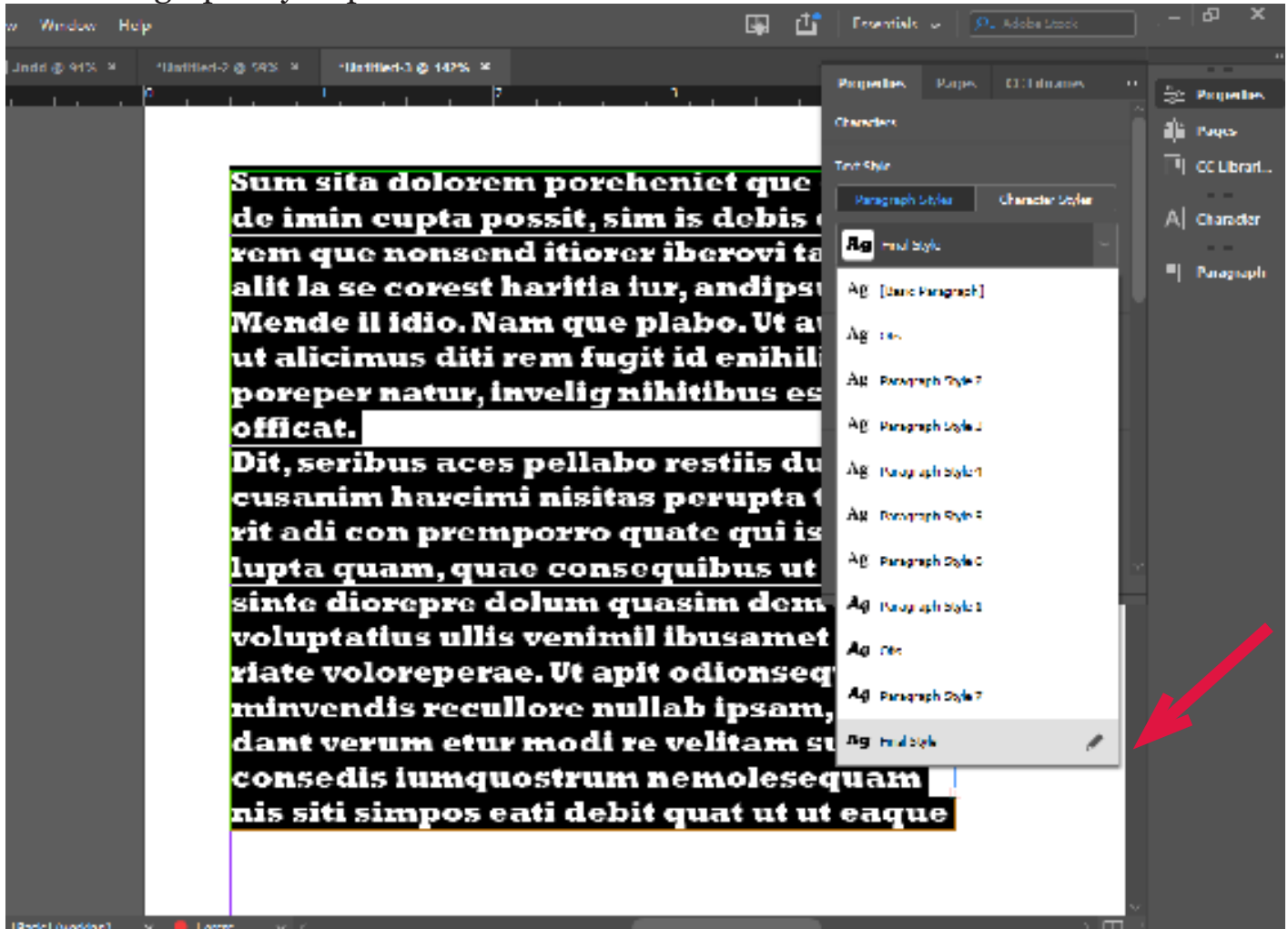


2. The New Paragraph Style dialog box will appear with a generic name highlighted. Give your new style a new name and press enter or click ok.



Applying a Paragraph Style

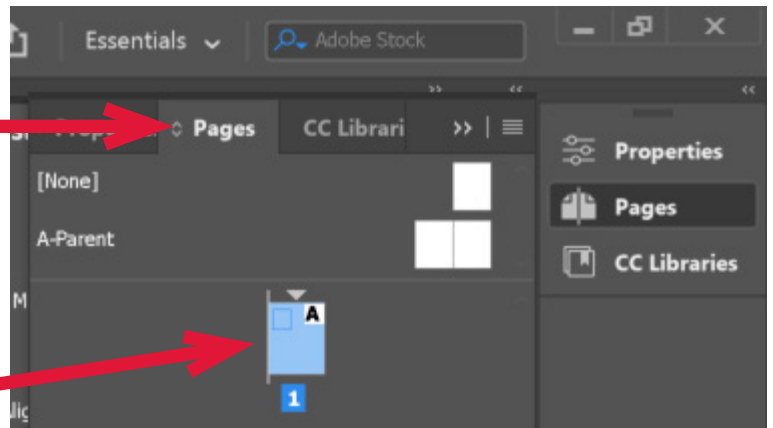
1. Apply the style to any paragraph by positioning your text cursor within it or highlighting the text, and then clicking on the name of the style you saved in the Paragraph Styles panel.



Create a Parent Page...

A Parent (or Master) Page is a nonprinting page that serves as a template that can be applied to some or all of the pages in your document. Parent pages contain text and graphic elements like page numbers, headers, footers, etc. that you want on all or most pages. You can have as many parent pages as you want in a document and apply them to individual or groups of pages.

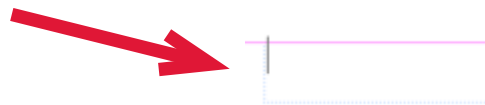
- 1 On the upper right side of the InDesign document screen, click on the Pages panel. If the Pages panel is not showing, go to the Window drop-down menu and click on Pages to reveal it.



- 2 Double-click on *A-Parent* in the Pages panel to display the Parent Page.

Add Automatic Page Numbers...

- 1 With the *A-Parent* still highlighted, create a textbox large enough to hold the longest page number and any text you want to appear with it. Position the textbox where you want the page number to appear, normally in the lower right margin of the document.



- 2 In the page number textbox, add any text that will come before or after the page number (such as "Page ") and format it using the Paragraph Style you set up previously.

- 3 Position the insertion point where you want the page number to appear, and from the **Type** drop-down menu select **Insert Special Character >**

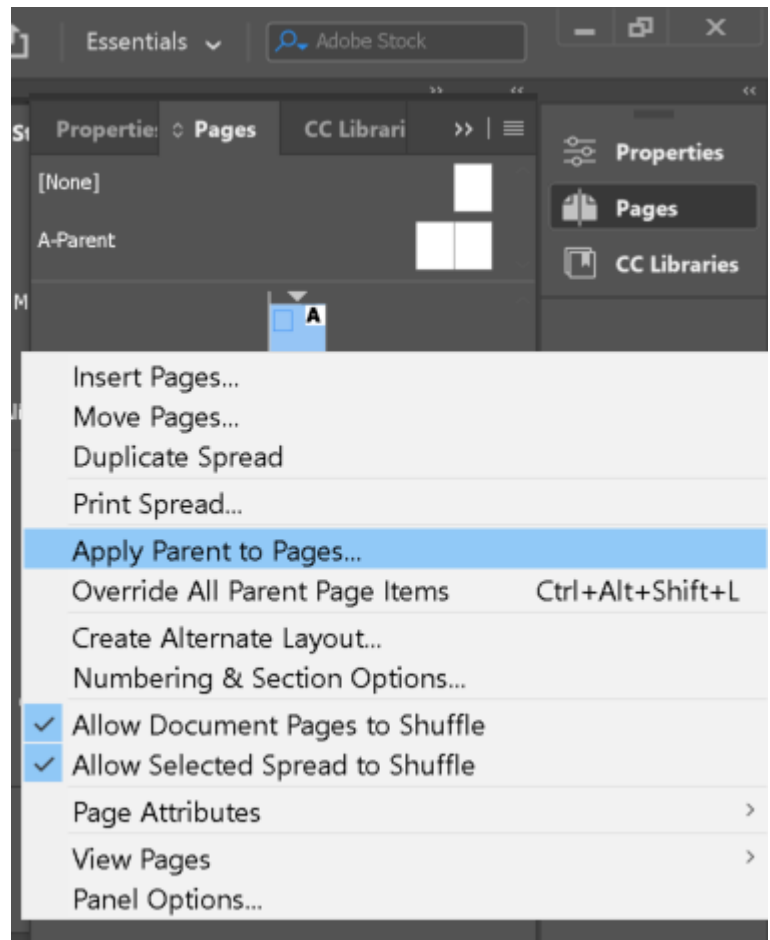
The screenshot illustrates the workflow for inserting a page number in Adobe InDesign. The main menu bar includes Type, Object, Table, View, Window, and Help. The Type menu is open, showing options like Font, Size, Character (highlighted with a checkmark), Paragraph, Tabs, Glyphs, Story, Character Styles, Paragraph Styles, Create Outlines, Find/Replace Font..., Change Case, Type on a Path, Notes, Track Changes, Insert Footnote, Document Footnote Options..., Insert Endnote, Document Endnote Options..., Convert Footnotes and Endnotes..., Hyperlinks & Cross-References, Text Variables, Bulleted & Numbered Lists, Insert Special Character (highlighted), Insert White Space, Insert Break Character, Fill with Placeholder Text, and Show Hidden Characters. The Insert Special Character submenu is open, showing Symbols, Markers (highlighted), Hyphens and Dashes, Quotation Marks, and Other. The Markers submenu is open, showing Current Page Number (highlighted with the keyboard shortcut Ctrl+Alt+Shift+N), Next Page Number, Previous Page Number, Section Marker, and Footnote Number. The Character panel is open, showing settings for Georgia font, Bold weight, 12 pt size, 14.4 pt leading, 0 line spacing, 100% tracking, 0 pt kerning, and English: USA language. A text box on the page contains the text "InDesign Tips and Tricks". A page number "Page 1" is shown at the bottom right of the page.

Add a Running Head...

- 1 With the *A-Parent* still highlighted, create a textbox large enough to hold all the text of the running head in the location you want it, usually above the frame of the document in the margin and aligned right.
- 2 Type the text you want to appear at the top of every page. Format it using the Paragraph Style you set up previously.

Apply the Parent to your Pages...

- 1 Right-click on a page to which you want to apply the Parent Page in the Pages panel on the right.
- 2 Select Apply Parent to Pages. You can apply the Parent Page to any or all pages.



Congratulations! You have now learned how to add page numbers, a running head, and a parent to your InDesign document! You have successfully completed this tutorial!