

Tips and Tricks:

The design process:

- Read through the text
- Sketch layout ideas
- Open New Document
- Set columns and margins

Guides and grids for Single Page Documents:

To create columns:

Create a new document > In the dialogue window >

Select number of columns > set your gutter > set your margins

OR, IF YOU ACCEPTED THE DEFAULT DOCUMENT SET-UP, YOU CAN FOLLOW THE STEPS BELOW:

Guides and grids for Multiple Master Pages:

To create columns and margins:

Choose the master page you'll be adapting

Go to > Layout > Margins and Columns

- Add items to the master pages (if needed)
 - Page Numbering:
 - Choose the page you'll be adapting
 - Go to > Type > Insert Special Character > Marker > Current page number
 - Pulling items off the master page:
 - Shift + Command + Click on text/object you want to pull off the master page
- Flow body copy
- Set body copy column width
- Set font size and leading
- Figure out how many text lines you would like on the page (for example 35 lines at 12/15pt leading)
- Select text box
- Go to height field and type the number of lines you would like (fn + p for multiplication) and multiply that by the leading
- Adjust your margins to fit the text box
 - Find out the difference between your margin and your text box
 - Go to Layout > Margins and Columns > Add/Subtract the difference from the bottom of your margin as needed

- Create your baseline grid (match your baseline grid to your leading)

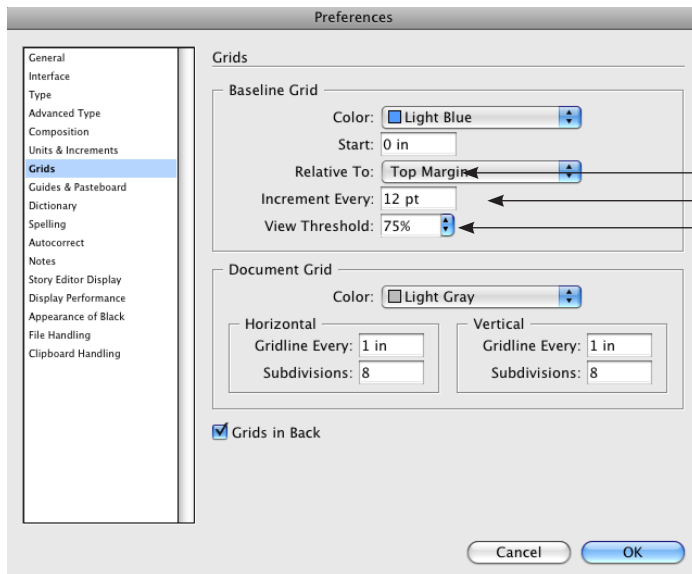
Creating and aligning text to baseline grid:

Find out the leading of the text that you would like to align to the baseline grid.

Go to > View > Grid & Guides > Show Baseline Grid

Go to > Indesign > Preferences > Grids

A dialogue window will open up and it will look like this:



(Set the start of the grid at 0 in
Set “Relative To”: Top Margin
Set “Increments Every” to your points of leading
that your text is set at, e.g. 12 points.
Then go to your paragraph style, edit it >
Indents & Spacing > Align to Grid

- Select your body text and click on icon to align text to baseline grid.
- Set your guides, rows and the gutter between rows.

To create a grid of guides:

Choose the page you’ll be adapting

Go to > Layout > Create Guides

To create rows:

Choose the page you’ll be adapting

Go to > Layout > Create Guides > Set your number of rows

and set the gutter leading between rows (your gutter should match the leading of your body text) > Select fit guides to margins

- Finesse your body text – letterspacing, kerning, fix widows and awkward line lengths, fix hyphenation where needed.

Hyphenation:

To adjust the number of hyphens in succession, choose the text you’ll be adapting

Go to > Main Flyout window: It looks like this: ▼☰ > Hyphenation

Justification:


For pushing punctuation outside of the justified textbox to make the textbox look more aligned:

Choose the text you’ll be adapting

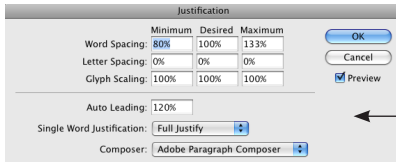
Go to > Type > Story > Click on Optical Margin Alignment

To view poor H&J > Go to Indesign > Preferences > Composition > Highlight H&J Violations

For fixing awkward gaps in justified word spacing:

Go to > Main Flyout window: It looks like this:  > Justification

A dialogue window will open up and it will look like this:



(You can adjust text either line by line or by the entire paragraph by changing the Composer drop down menu here:)

Try letterspacing at Minimum -2%, Desired 0%, Maximum 2%. Look at your work. This might fix most of your problems. If not then try Glyph Scaling too: Minimum 98%, Desired 100%, Maximum 102% - use only if needed.

– Set up your style sheets

Style Sheets:

Design a page or spread:

Set all Character Styles before you set paragraph styles.

Character Styles (applied to text within a paragraph style to create emphasis):

Choose the text you would like to be styled


Go to > Type and Tables > Character Styles

Click on  and name your new style.

Nested Character Styles (applied to text within a paragraph style which will be repeated in every paragraph):

Choose the text you would like to be styled

Go to > Type and Tables > Character Styles

Click on  and name your new style.


Go to > Type and Tables > Paragraph Styles > Style Options > Drop Caps and Nested Styles > Click on New Nested Style > Select the Character Style that you want and select how you would like that style applied.

Paragraph Styles:

Nested Character Styles (applies style to entire paragraphs):

Choose the paragraph(s) you would like to be styled

Go to > Type and Tables > Paragraph Styles

Click on  and name your new style.

Clicking on none removes the styles.

Option clicking on a style will set highlighted text back to the default style.