# ADOBE INDESIGN

# Welcome to In2-Training

## *Delegate Information*

In-2 Training (UK) Ltd is a nationally authorised training and consultancy company with over 25 years experience of providing high quality training on a variety of platforms - Windows, Apple Macintosh. All our qualified Training Consultants have a high level of experience together with an in-depth working knowledge of each product they train on.

We hope you find the friendly, informal atmosphere helps you to relax and enjoy your training session. If you have any questions during the day, please do not hesitate to ask. We want you to gain the maximum benefit from your investment.

## *About this Manual*

This course manual is for you to keep and is intended as a reference so that it can be referred to during your daily work. Each section covers a different topic with easy to follow step-by-step instructions.

## *Copyright*

**6** Choose View > Grids & Guides > Hide Baseline Grid.

**7** Choose Edit > Deselect All.

**8** Choose File > Save.

# Changing fonts and type styles

Changing the fonts and type styles of text can make a dramatic difference in the appearance of your document. Here, you'll change the font family, type style, size, and leading for the text in the pull quote on the right-facing page. In addition, you will insert "alternate glyphs"—fancier characters—available in the OpenType font in use. You'll make these changes in the Character panel and the Glyphs panel.

**1** Zoom in on the pull quote on the right-facing page.

**2** If the Character panel isn't visible, choose Type > Character.

**3** Using the Type tool (T), click inside the pull quote's text frame. Click four times to select the entire paragraph.

**4** In the Character panel, set the following options:

- Font: Adobe Caslon Pro (alphabetized under "C")

- Style: Bold Italic

- Size: 14 pt

- Leading: 30 pt

**5** Choose Edit > Deselect All.

**6** Choose File > Save.
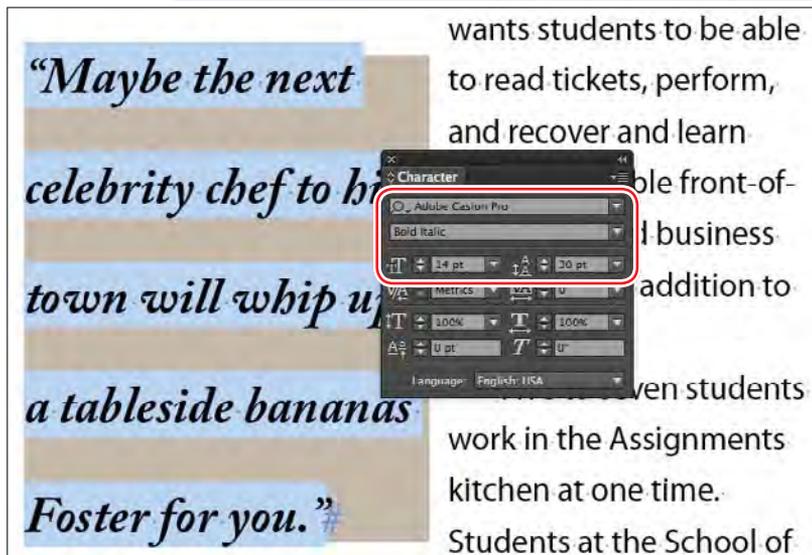
## Replacing a character with an alternate glyph

Because Adobe Caslon Pro is an OpenType font, which typically provides multiple glyphs for standard characters, you can select alternatives for many characters. A glyph is a specific form of a character. For example, in certain fonts, the capital letter A is available in several forms, such as swash and small cap. You use the Glyphs panel to select alternatives and locate any glyph in a font.

1 Using the Type tool (T), select the first "M" in the pull quote.

2 Choose Type > Glyphs.

3 In the Glyphs panel, choose Access All Alternates from the Show menu to see the alternate glyphs available. Depending on the version of Adobe Caslon Pro that is active, your options may look different.

4 Double-click the more script-like "M" to replace the original character.
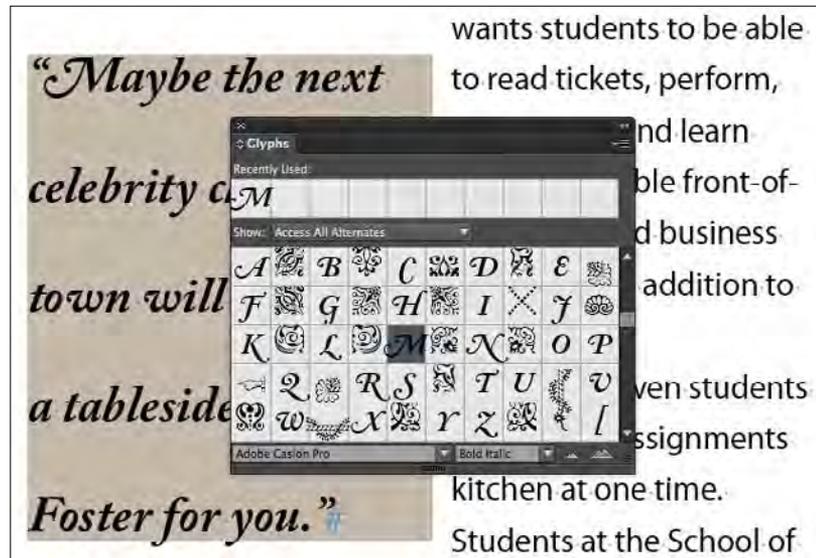


Another way to substitute available glyphs is to apply an OpenType style. Here, you will apply the Swash style, which will replace the "F" in "Foster" with a swash character (any other relevant glyphs will be substituted as well).

5 Using the Type tool, drag to select all the text in the frame.

**6** In the Character panel, click the panel menu, and then choose OpenType > Swash.
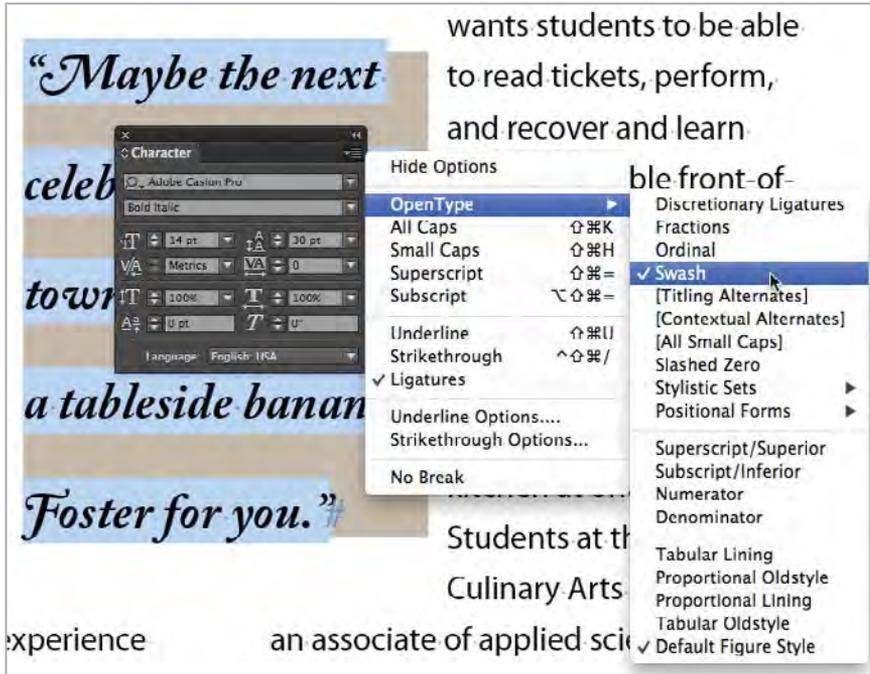
**7** Choose Edit > Deselect All.

**8** Choose File > Save.

## Adding a special character

Now you'll add a decorative font character and a right-indent tab to the end of the story—also known as an "end-of-story character." This lets the reader know that the story is finished.

**1** Scroll or zoom to see the last body paragraph of the story, ending with the words "bananas Foster for you."

**2** Using the Type tool (T), click to place an insertion point in the last paragraph, just after the final period.

**3** If the Glyphs panel is not open, choose Type > Glyphs.

You can use the Glyphs panel to view and insert OpenType attributes, such as ornaments, swashes, fractions, and ligatures.

**4** At the bottom of the panel, type the first few letters of "Adobe Caslon Pro" until the font is recognized and selected.

**5** In the Glyphs panel, choose Ornaments from the Show menu.

**6** From the scrollable list, select any decorative character you prefer and double-click to insert it. The character appears at the insertion point in the document.



**7** Using the Type tool, click to place an insertion point between the final period and the decorative character.

**8** Right-click (Windows) or Control-click (Mac OS) to display the context menu, and choose Insert Special Character > Other > Right Indent Tab.
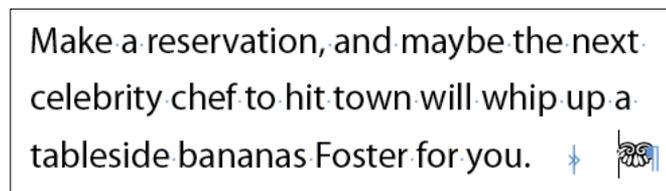




**9** Choose File > Save.

## OpenType fonts

OpenType fonts, such as Adobe Caslon Pro, may display many more glyphs than you are accustomed to seeing. OpenType fonts can contain many more characters and glyph alternates than other fonts. For more information on OpenType fonts, visit www.Adobe.com/type.

# Inserting fraction characters

The recipes in this article do not use actual fraction characters—rather, the 1/2 is built with a numeral 1, a slash, and a numeral 2. Most fonts contain individual characters for common fractions such as ½, ¼, and ¾. When available, these elegant fractions look much more professional than using numerals and slashes.

1  Scroll to the recipes at the bottom of the right-facing page.

2  Using the Type tool (T), select the first instance of 1/2 ("1/2 lemon" in the Caesar Salad recipe).

3  If the Glyphs panel is not open, choose Type > Glyphs.

4  Choose Numbers from the Show menu.

5  Resize the panel so you can see more characters. Scroll as necessary to locate the ½ fraction.

6  Double-click the ½ fraction to replace the selected 1/2 in the text.



Notice that the ½ fraction is stored in the Recently Used boxes at the top of the Glyphs panel. Now you'll change instances of the 1/4 and 3/4 fractions.

7  In the Caesar Salad recipe, locate and select 1/4 ("1/4 cup red wine vinegar").

8  In the Glyphs panel, locate and double-click the ¼ fraction.

9  Repeat steps 6 and 7, locating and selecting 3/4 ("3/4 cup virgin olive oil"), and in the Glyphs panel, replacing it with the ¾ fraction.