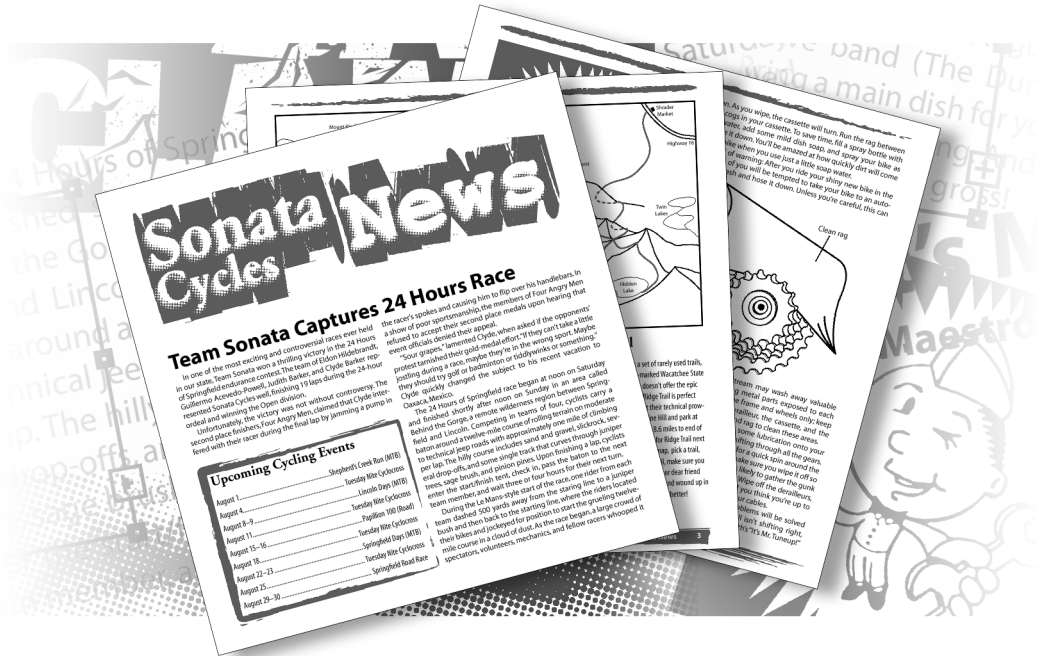


# 5 Importing and Editing Text



One of the most powerful features of Adobe InDesign is the ability to import text, thread it through frames, and edit text within the frames. Once you import text, you can create and apply styles, find and replace text and formatting, and use different language dictionaries to spell-check any part of your document.

In this introduction to importing and editing text, you'll learn how to do the following:

- Flow text manually and automatically
- Load styles from another document and apply them
- Thread text
- Use semi-autoflow to place text frames
- Find and change text and formatting
- Find and change a missing font
- Spell-check a document

## Getting started

In this lesson, you'll work on an 8-page newsletter for the Sonata Cycles, a fictitious chain of bicycle stores. Several pages of the newsletter have already been completed. Now that the final article for the newsletter has been written, you're ready to flow the article into the document and add the finishing touches to the newsletter. Before you begin, you'll need to restore the default preferences for Adobe InDesign.

**1** To ensure that the tools and palettes function exactly as described in this lesson, delete or deactivate (by renaming) the InDesign Defaults file and the InDesign SavedData file. See “Restoring default preferences” on page 2.

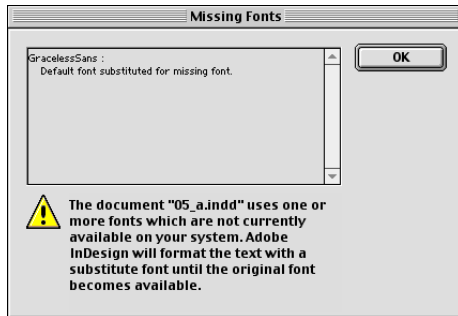
**Note:** Before you go through this lesson, make sure you have installed the Classroom in a Book fonts. For more information, see “Installing the Classroom in a Book fonts” on page 2.

**2** Start Adobe InDesign.

To begin working, you'll open an existing InDesign document. We have added a font to this document that you do not have on your system. You will replace this font later in this lesson.

**3** Choose File > Open, and open the 05\_a.indd file in the ID\_05 folder, located inside the Lessons folder within the IDCIB folder on your hard disk. If an alert message appears that asks which dictionary file you want to use, click No (Windows) or Document (Mac OS).

When you open a file that includes fonts not installed on your system, an alert message indicates which font is missing. The text that uses this missing font will be highlighted in pink. You will fix this missing font problem later in this lesson by replacing the missing font with an available font.



4 Click OK to close the alert message.

If you turn the pages in the document, you will notice that pages 5 through 8 have already been completed. The missing font is found on page 8. In this lesson, you will complete the first four pages of the newsletter.

5 Choose File > Save As, name the file **05\_News**, and save it in the ID\_05 folder.

6 If you want to see what the finished document will look like, open the 05\_b.indd file in the same folder. If you prefer, you can leave the document open to act as a guide as you work. When you're ready to resume working on the lesson document, choose its name from the Window menu.




 For a color version of the finished document, see the color section.


## Flowing text

The process of making imported text appear in designated parts of a page or pages is called *flowing* text. InDesign lets you flow text manually for greater control or automatically for greater time-saving.

### ***Tips on flowing text***

*When you flow text into your document, the loaded text icon can appear in one of three forms, corresponding to the method you choose to control the flow of text on your pages:*

() *Manual text flow adds text one frame at a time. It stops flowing text at the bottom of a text frame or at the last of a series of linked frames. You must reload the text icon to continue flowing text.*

() *Semi-autoflow works the same as manual text flow, except that the pointer reloads as a loaded text icon each time the end of a frame is reached until all text is flowed into your document. Use Alt (Windows) or Option (Mac OS) to semi-autoflow text.*

() *Autoflow adds pages and frames until all the text is flowed into your document. Use Shift to autoflow.*

—From Adobe InDesign User Guide, Chapter 4

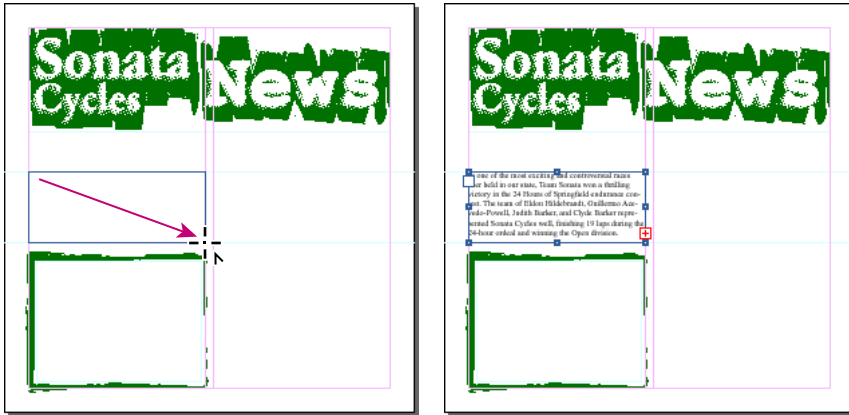
## Flowing text manually

To flow text manually, you can drag to create a frame, or you can click anywhere on the page to create a text frame in a column. Now you will use both methods to flow the text into the columns on the first page of the newsletter.

- 1 In the Pages palette, double-click the page 1 icon to make sure the first page of the newsletter is visible.
- 2 Choose File > Place. Make sure Retain Format is selected. When this option is selected, the text will be imported with the formatting that was applied in the word-processing application.
- 3 Locate and double-click 05\_c.doc in the ID\_05 folder. The pointer becomes a loaded text icon.


You will now create a text frame between the light blue guides below the banner.


- 4 Create a text frame in the left column of page 1 by positioning the loaded text icon next to the left margin just below the 21p (21-pica) guide and dragging down to the right side of the first column at the 30p guide.



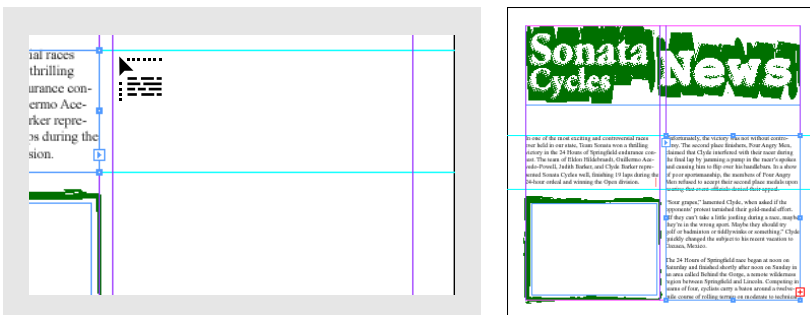
*Dragging to create a text frame*

Notice that the out port of the text frame has a red plus sign, which indicates overset text. You will now flow this text into the second column on page 1.

- 5 Using the selection tool () , click the out port of the frame you just created.

 *If you change your mind and decide you don't want to flow overset text, you can click any tool in the toolbox to cancel the loaded text icon. No text will be deleted.*

- 6 Position the loaded text icon in the upper left corner of the second column just below the 21p guide, and click.



The text flows into a new frame from where you clicked to the bottom of the second column. The out port contains a red plus sign, indicating that there is more overset text.

## Flowing text automatically

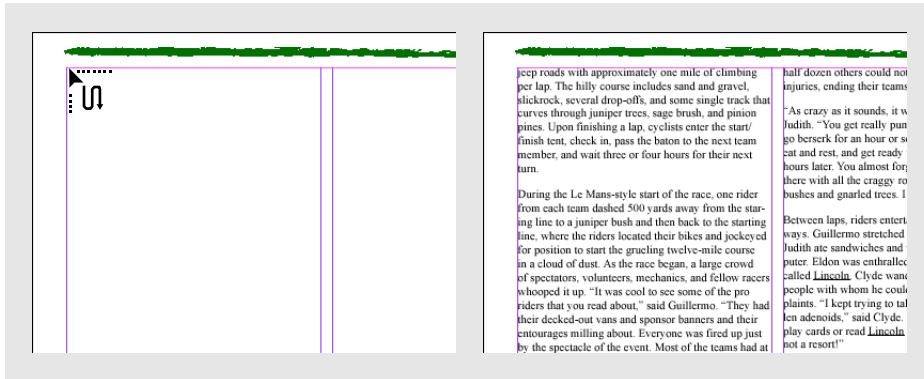
You will use autoflow to flow the rest of the overset text into the document. When you autoflow text, InDesign creates new text frames within column guides on subsequent pages until all the overset text is flowed in. If there are not enough pages in your document when you use autoflow, InDesign adds new pages until all the text is placed. A connected series of text frames is called a *story*.

1 Using the selection tool (⌵), click the out port of the frame you just created in the second column on page 1.

While the loaded text icon is active, you can do many actions, including turning pages, creating new pages, and zooming in and out.

2 In the Pages palette, double-click the page 2 icon to center page 2 in view. Notice that there are no text frames on page 2. Also notice that the text icon is still loaded.

3 Holding down Shift, position the loaded text icon in the upper left corner of the left column on page 2, and click. Release the Shift key.



*Holding down Shift lets you autoflow text into your document.*

Notice that two new text frames were added to each page within the column guides. This is because you held down Shift to autoflow text. All the text in the story is now placed on pages 2 through 4.

**Note:** If text frames do not appear on pages 2 and 3, you did not autoflow the text. If this is the case, click the outport in the last text frame that contains text, and hold down Shift as you click in the upper left corner of the next column. Make sure all the text flows into the document pages.

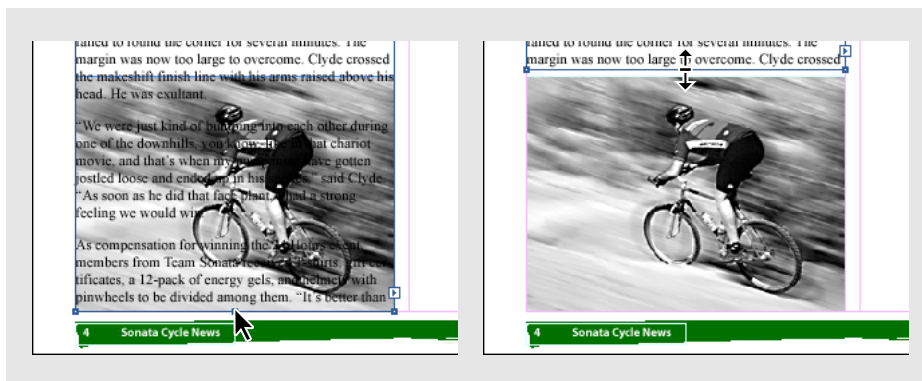
## Resizing a text frame

When you create a text frame by clicking the loaded text icon, InDesign bases the width of the new text frame on the column width. Although these frames are placed within the column margins, you can move, resize, and reshape any of these text frames.

### 1 Turn to page 4.

Notice that the text frame in the left column covers the photograph that was placed on this page. When you autoflow text, the text frames are created within the column settings regardless of whether objects appear in those columns. You can fix this overlap problem by adding a text wrap or by resizing the text frame.

### 2 Using the selection tool (⬚), click the text frame in the left column on page 4 to select the text frame, and then drag the lower middle handle of the text frame above the photograph to approximately the 31p location (you can look at the vertical ruler as you drag).



Before and after resizing text frame

### 3 Choose File > Save.

### **About updating linked text files**

*When you place text, InDesign adds the text file to the Links palette, which you can use to update and manage the file. (You can choose File > Links to view the Links palette.) When you update a linked text file, any editing or formatting changes applied within InDesign are lost. Because of this risk, linked text files are not automatically updated when the original file is edited, unlike graphics files you place. However, you can easily update the linked file using the Links palette. Just remember that if you update the link, you'll lose any text or formatting changes you've made in InDesign.*


—From Adobe InDesign User Guide, Chapter 4

## **Flowing text into an existing frame**



When you place text, you can flow text into a new frame or into an existing frame. To flow text into an existing frame, you can click an insertion point to flow text at that point, or you can click the loaded text icon in an existing frame, which replaces its contents.

The first page of the newsletter includes a placeholder frame for a sidebar. You'll place the text in this frame that announces upcoming cycling events.

- 1 Turn to the first page of the newsletter.
- 2 Choose Edit > Deselect All.

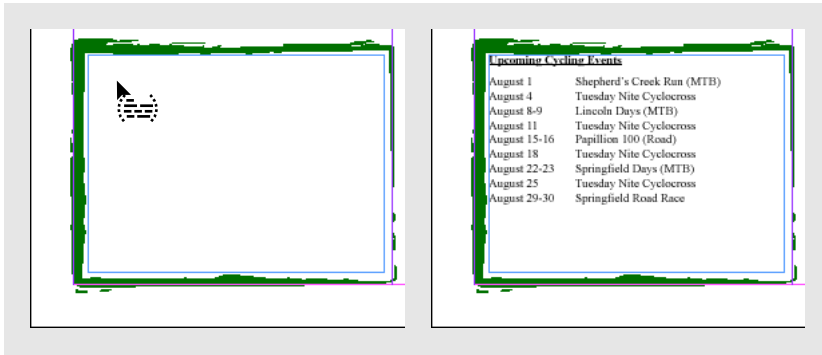
 *If you place text when a frame is selected, the text replaces the contents of the frame; if you place text with an insertion point, the placed text appears at the insertion point. If you forget to deselect while placing text, choose Edit > Undo Replace, and then click the loaded text icon where you want the text to appear.*

- 3 Choose File > Place. Locate and double-click 05\_d.doc in the ID\_05 folder.

The pointer becomes a loaded text icon (  ). When you move the loaded text icon over an empty text frame, parentheses enclose the icon (  ).



- 4 Position the loaded text icon over the placeholder frame near the bottom of page 1, and click.



*Placing a text file into an existing frame*

You will apply styles to this sidebar text later in this lesson.

- 5 Choose File > Save.

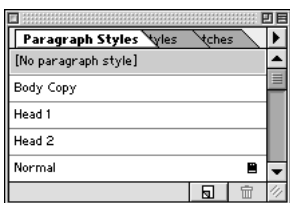
## Working with styles

Styles make it easy to format documents that repeat characteristics in several places. Styles can save time when you apply and revise text formatting and can help provide a consistent look to your documents.

### Applying a style

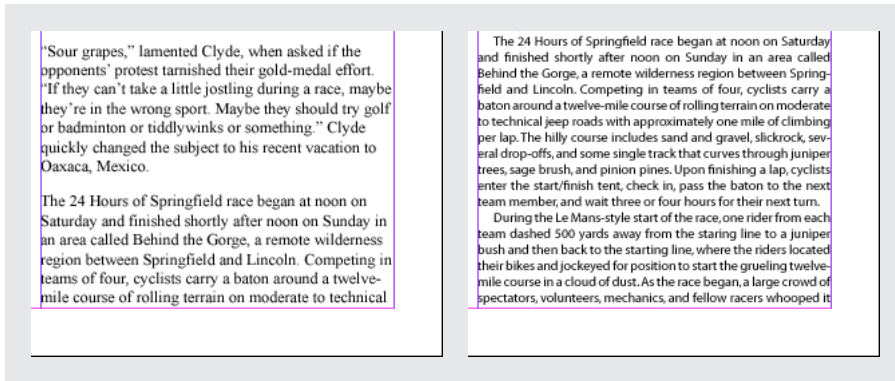
To make the appearance of the article consistent with the other articles in the newsletter, you will apply a paragraph style called Body Copy. We created this style for formatting the body text of the main articles in the newsletter.

- 1 Click the Paragraph Styles palette (or choose Type > Paragraph Styles) to make the palette visible.



The Paragraph Styles palette includes four styles: Body Copy, Head 1, Head 2, and Normal. The Normal style has a disk icon next to it, indicating that the style was imported from a different application. In this case, Normal is a Microsoft Word style that was imported when you placed the article. You'll now apply the InDesign style, Body Copy, to the text.

- 2 Using the type tool (T), click an insertion point anywhere in the main article you placed. Then choose Edit > Select All to select all the body text in the story. Notice that the sidebar text is not selected; this text belongs to a different story.
- 3 Once all the text is selected, select Body Copy in the Paragraph Styles palette.
- 4 Choose Edit > Deselect All. The article is now formatted in a different font, and each paragraph is now indented.



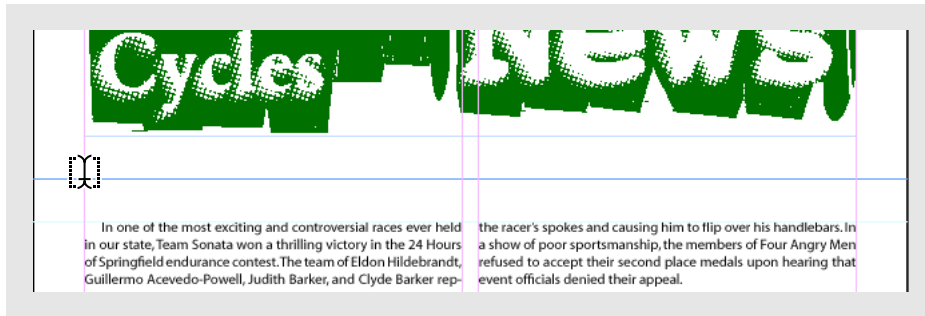
*Before and after style is applied*

## Creating a headline and applying a style

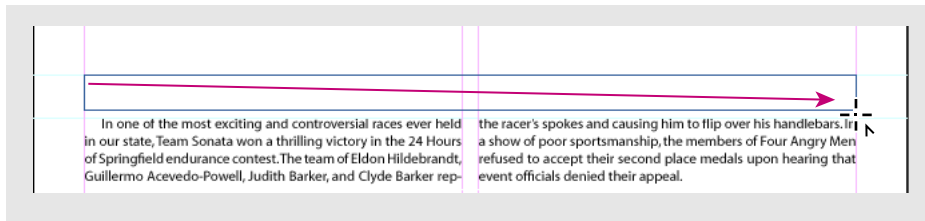
In the blank area between the banner, “Sonata Cycles News,” and the beginning of the article, you’ll create a text frame for the article headline, “Team Sonata Captures 24 Hours Race.” This headline text frame will span the two columns. You’ll then apply a headline style to the newsletter.


- 1 To mark the location of the top of your headline frame, drag a guide from the horizontal ruler to the 18p6 (18 picas, 6 points) location on page 1. To help you position the guide, watch the Y value in the Transform palette as you drag. Holding down Shift lets you drag in 6-point increments.

- 2 Using the type tool (T), position the type cursor next to the left margin over the 18p6 guide. The horizontal crossbar on the type cursor should be at 18p6.



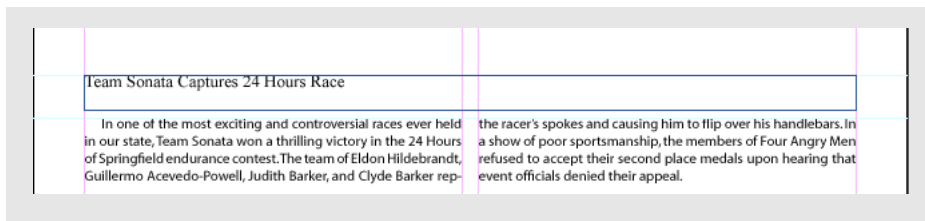
- 3 Drag to create a text frame in the blank area below the 18p6 guide and above the 21p guide. The text frame should span the two columns, and the top of the frame should snap to the 18p6 guide.



 If you need to resize the frame, select the selection tool, and drag the top edge of the frame to snap to the 18p6 guide. Then select the type tool and click inside the frame.

After you draw a text frame, the insertion point appears, ready for you to begin typing.

- 4 In the text frame you just created, type **Team Sonata Captures 24 Hours Race**.



To make this headline consistent with other headlines used in the newsletter, you'll apply the Head 1 style. When you apply a paragraph style, you can place the insertion point anywhere in the paragraph or select any part of the paragraph.

5 With the insertion point anywhere in the headline text you just typed, select Head 1 in the Paragraph Styles palette.

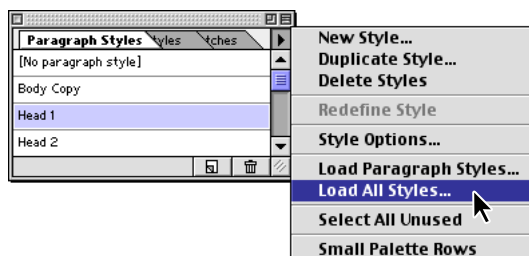


6 Save the file.

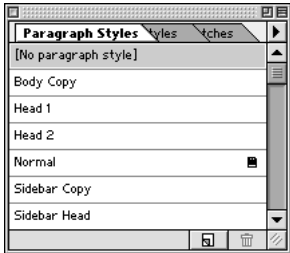
## Loading styles from another document

Styles appear only in the document in which you create them. However, it's easy to *load*, or import, styles from other InDesign documents. Another Sonata Cycles document includes a couple of sidebar styles that will work well for the sidebars in this newsletter. Instead of re-creating these styles, you'll load the styles from the other document and apply them to text in the newsletter.

1 Position the pointer on the black triangle to the right of the Paragraph Styles tab, and choose Load All Styles from the Paragraph Styles palette menu.



2 Double-click Styles.indd from the ID\_05 folder. In the Paragraph Styles palette, notice the new styles called Sidebar Copy and Sidebar Head (you may need to scroll through the list or resize the palette).



*Styles from another document loaded into the Paragraph Styles palette*

- 3 In the document window, change the view so that you can see the sidebar (“Upcoming Cycling Events”) on page 1.
- 4 Using the type tool (T), click an insertion point in the sidebar, and then choose Edit > Select All.
- 5 Select the Sidebar Copy style in the Paragraph Styles palette.
- 6 Click an insertion point in the sidebar heading, “Upcoming Cycling Events.”

7 In the Paragraph Styles palette, select Sidebar Head.



*Before and after applying Sidebar Head paragraph style*

### **Overriding formatting while applying styles**

*When you apply a paragraph style using InDesign 1.5, any existing character styles and character formatting that override the paragraph style are preserved. You can use modifier keys to clear either the character formatting overrides or both the character styles and character formatting overrides.*

- *To apply a paragraph style and preserve character styles but remove character format overrides, hold down Alt (Windows) or Option (Mac OS) as you click the name of the style in the Paragraph Styles palette.*
- *To apply a paragraph style and remove both character styles and character format overrides, hold down Alt+Shift (Windows) or Option+Shift (Mac OS) as you click the name of the style in the Paragraph Styles palette.*

—From the Adobe InDesign 1.5 User Guide Supplement, Chapter 2.

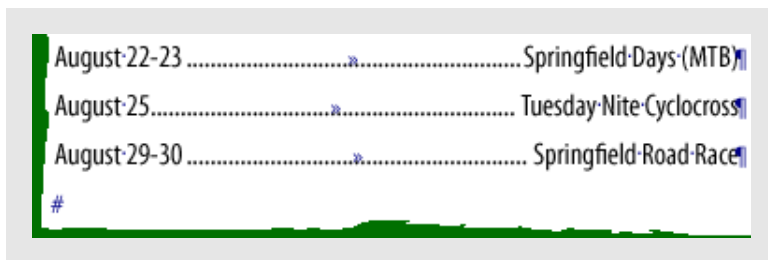
## **Aligning text vertically**

To remove the white space at the bottom of the sidebar text frame, you will justify the text vertically.

- 1 With the insertion point anywhere in the sidebar frame, choose Object > Text Frame Options.
- 2 Under Vertical Justification, select Justify for Align, and then click OK.

A blank line still appears at the bottom of the text frame. This blank line is caused by a hard return at the end of the last paragraph. You can see this end-of-paragraph marker and other nonprinting characters by showing hidden characters.

3 Choose **Type > Show Hidden Characters**. Notice the end-of-paragraph marker at the end of the last line of text.



4 Move the insertion point to the end of the text in the story. The pound sign (#) indicates the end of a story.

5 Press **Backspace** (Windows) or **Delete** (Mac OS) to delete the end-of-paragraph character at the end of “Springfield Road Race.” The text is now vertically justified within the frame.

You have finished formatting the first page of the newsletter.


6 Choose **Type > Show Hidden Characters** to turn off this option.

7 Save the file.

## Threading text

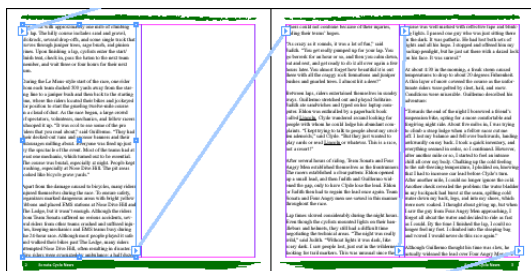
When you autoflowed text in the document, InDesign created links between the frames so that text would flow from one frame to another. These links are called *threads*. You can break the threads between frames, add new frames between the threaded frames, and rearrange how frames are threaded.

1 In the **Pages** palette, double-click the numbers below the page 2–3 icons. Choose **View > Fit Spread in Window** to view the spread.

2 Select the selection tool () and then click the text frame in the right column on page 2 to select it.

3 Choose View > Show Text Threads. Blue lines appear that represent the connections (threads) between text frames in the selected story. Each thread goes from the out port of one frame to the in port of the next frame in the sequence.

4 With the text frame in the right column of page 2 still selected, press Backspace or Delete. Select a different frame in the story to display the text threads.



*After deleting a threaded frame*

Notice that the text flows from the left column on page 2 to the left column on page 3. Although the text frame was deleted, no text in the story was deleted—it flowed into the next frame.

5 Make sure no frames are selected.

Now you'll import a picture. It's faster to open the Place dialog box using a keyboard shortcut.

6 Press Ctrl+D (Windows) or Command+D (Mac OS) to open the Place dialog box. Locate and double-click 05\_e.tif in the ID\_05 folder.



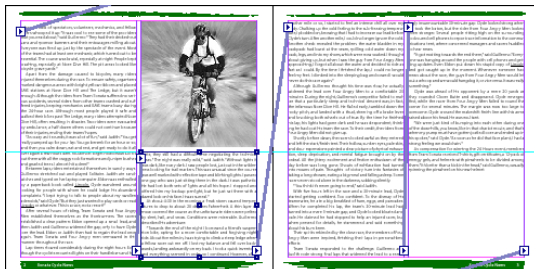
**7** Click the loaded graphics icon in the upper left corner of the blank column on page 2, just below the guide. If necessary, drag the graphic so that it snaps to the top of the column within the margins.



You can avoid the extra white space at the bottom of the column by creating a new text frame. To thread a new frame in the middle of a story, you can click the out port of the previous frame or the in port of the subsequent frame.

**8** Holding down Ctrl (Windows) or Command (Mac OS), drag a guide from the horizontal ruler to the 28p mark on page 2. (Holding down Ctrl or Command lets you apply the guide to the entire spread.) To be precise, you can use the selection tool to select the guide, and then type **28p** in the Y box of the Transform palette.

**9** Click the text frame in the left column of page 2 to select the frame, and then click the out port of the selected frame. Position the loaded text icon just below the 28p guide near the bottom of the right column, and click to create a frame that fills the rest of the column.



*Threading a new text frame in the middle of a story*

A text frame is created that is the width of the column. You have now completed page 2 of the newsletter.

**10** Choose View > Hide Text Threads.

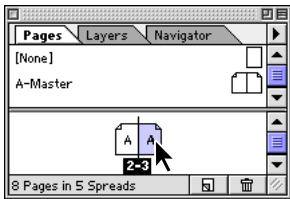
Now you'll use a keyboard shortcut for deselecting instead of using a menu.

**11** Press Shift+Ctrl+A (Windows) or Shift+Command+A (Mac OS) to deselect everything. Then save the file.

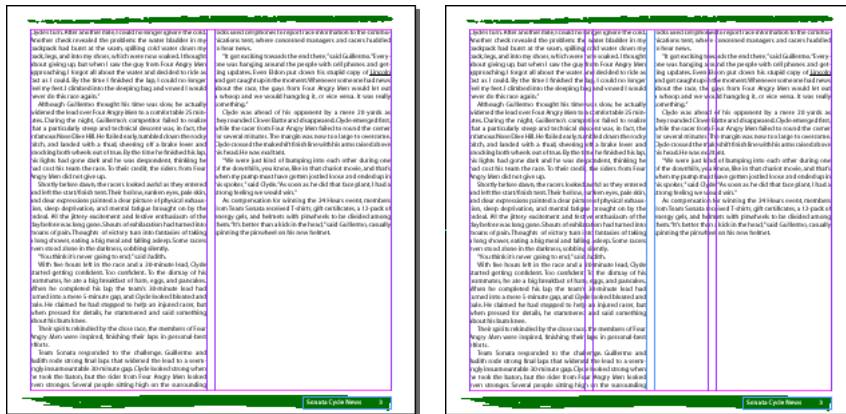
## Changing the number of columns on a page

You will now create a full-page sidebar on page 3 that provides three different bike routes for the newsletter readers. To simplify creating the three text frames for these routes, you will change the number of columns on page 3.

**1** In the Pages palette, double-click the page 3 icon to center the page in the document window. Make sure only page 3 in the Pages palette is highlighted so that the column change will affect only page 3. If necessary, click another page icon, and then click the page 3 icon.




**2** Choose **Layout > Margins and Columns**. Under **Columns**, type **3** for **Number** and click **OK**.



*Even though the number of columns changed, the widths of the existing text frames did not change.*

Notice that the text frames are independent of the number of columns. Column margins can determine how text frames are created, but the frame widths do not change when you redefine columns. One exception to this rule is when **Layout Adjustment** is turned on—you can learn more about **Layout Adjustment** in “On your own” at the end of this lesson.

**3** Using the selection tool () , select a text frame on page 3 and press **Backspace** or **Delete**.

**4** Select the other text frame on page 3 and press **Backspace** or **Delete**. Both text frames on page 3 should be deleted.

Once again, you have deleted text frames, but you did not delete any text; the text flowed into the text frames on page 4. Now you'll place an Adobe Illustrator file that has been sized to fit within the newsletter page.

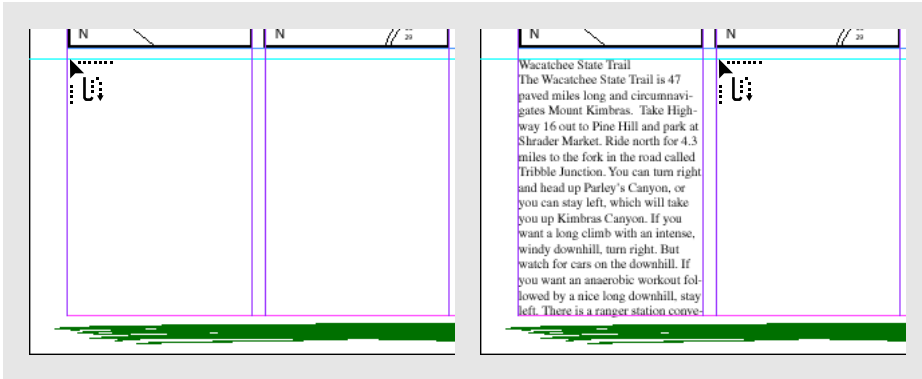
**5** Press **Ctrl+D** (Windows) or **Command+D** (Mac OS) to open the **Place** dialog box. Locate and double-click **05\_f.ai** in the **ID\_05** folder.

**6** Click the loaded graphics icon in the upper left corner of page 3. If necessary, drag the illustration so that it snaps to the margin guides at the top, left, and right sides of the page.

## Using semi-autoflow to place text frames

Now you will use semi-autoflow to place a text file into the three columns below the map illustration. Semi-autoflow lets you create text frames one at a time without having to reload the text icon.

- 1 Press Shift+Ctrl+A (Windows) or Shift+Command+A (Mac OS) to make sure no objects are selected.
- 2 Open the Place dialog box, and then locate and double-click 05\_g.doc in the ID\_05 folder.
- 3 Holding down Alt (Windows) or Option (Mac OS), position the loaded text icon in the left column just below the 28p guide, and click.



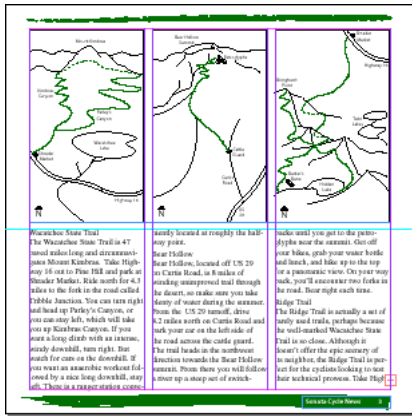
*Flowing text semi-automatically*

The text flows into the left column. Because you held down Alt/Option, the pointer is still a loaded text icon, ready for you to flow text into another frame.

- 4 Holding down Alt/Option, position the loaded text icon in the second column just below the guide, and click. Release the Alt/Option key.

Now you will create the final column. You won't hold down Alt/Option since there will only be three frames in this story.

5 Position the loaded text icon in the third column just below the guide, and click.



The text is overset in the third column, but after you format the text with styles, the text should fit within the frames.

## Applying and editing the sidebar styles

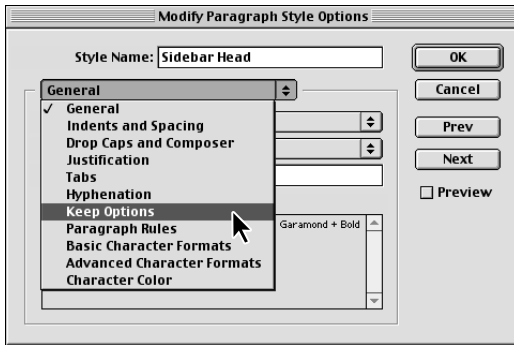
To make the text consistent with the rest of the newsletter, you'll apply the sidebar styles to the text you just added. You will also edit the Sidebar Head style so that each heading starts at the top of the next column. You'll start by using the keyboard to select all the text in the story.

- 1 Using the type tool (T), click an insertion point in the sidebar. Then press Ctrl+A (Windows) or Command+A (Mac OS) to select all the text in the story.
- 2 Select the Sidebar Copy style in the Paragraph Styles palette.
- 3 Click an insertion point inside the "Wacatchee State Trail" heading, and then select the Sidebar Head style in the Paragraph Styles palette.
- 4 Apply the Sidebar Head style to the other two headings, "Bear Hollow" and "Ridge Trail."

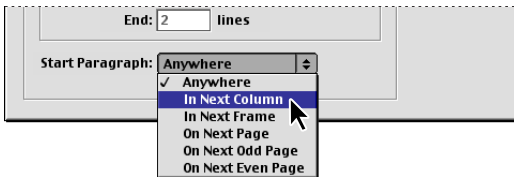
Notice that the headings don't appear at the top of each frame. To make the headings appear at the top of each frame, you'll edit the sidebar heading.

- 5 Before you edit the style, deselect all text.

6 In the Paragraph Styles palette, double-click Sidebar Head to edit the style. Choose Keep Options from the menu.




7 For Start Paragraph, choose In Next Column, and then click OK.




The sidebar headings on page 3 now appear at the top of each column. Now that you've finished placing text and graphics in the newsletter, you'll use some of InDesign's word-processing features to add finishing touches to the text throughout the newsletter.

8 Save the file.

 To move text to the beginning of the next column, you can right-click (Windows) or Control-click (Mac OS) the text, and then choose Insert Break Character > Column Break. You can also use the context menu commands to move text to the next frame, page, odd page, or even page.

## Adding a page continuation note

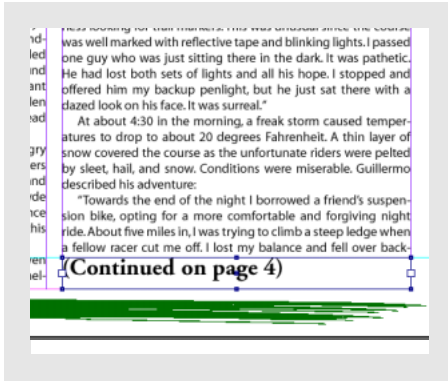
You split up the flow of the main newsletter article when you added the full-page sidebar on page 3. To let readers know where they can resume reading when they get to the bottom of page 2, you will add a “(Continued on page x)” frame. You can add a jump line page number to automatically update the number of the page containing the story’s next text frame.

- 1 Turn to page 2.
- 2 Drag a guide from the horizontal ruler down to the 46p location.
- 3 Select the selection tool () , click the right-most text frame on page 2, and then drag the lower middle handle up to the 46p guide.



- 4 Select the type tool (T), and then drag to create a text frame that fills the space at the bottom of the right-most column on page 2.
- 5 With a text insertion point active in the new text frame, type **(Continued on page )**. Move the insertion point before the close parenthesis.
- 6 Right-click (Windows) or Control-click (Mac OS) the text frame, and in the context menu that appears, choose Insert Special Character > Next Page Number.

- 7 If necessary, select the selection tool, and then drag the top of the new text frame up so that it snaps to the text frame above it. The text should read, “(Continued on page 4).”



- 8 With the selection tool, Shift-click to select the frames containing the story and its jump line page number, and then choose Object > Group. This keeps the story and its jump line together if you move them.

## Changing horizontal and vertical text alignment

Next, you will format the story jump text.

- 1 Select the type tool (T), and then triple-click “(Continued on page 4)” to select the text.
- 2 In the Paragraph Styles palette, click Body Copy.
- 3 In the Character palette, select Italic from the Type Style menu.

Notice that the Body Copy style has a plus sign (+) next to it in the Paragraph palette. The plus sign next to a style indicates that the current text has been formatted differently from the style.

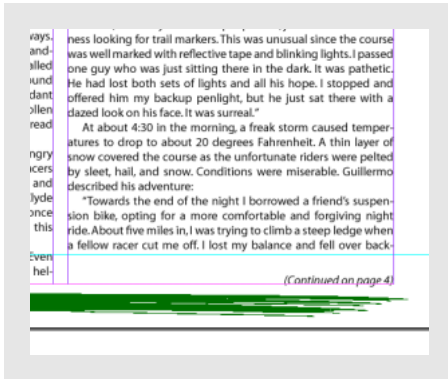
- 4 Click the Paragraph palette tab, and then click Align Right (≡).

Now you will align the text at the bottom of the frame.

- 5 Choose Object > Text Frame Options.



6 Under Vertical Justification, select Bottom for Align, and then click OK.



7 Press Shift+Ctrl+A (Windows) or Shift+Command+A (Mac OS) to deselect the text. Then save the file.

## Creating and applying a character style

In this lesson, you have applied and loaded paragraph styles. Now you'll learn how to create a character style. A *character style* can be applied to specified text within the body text. You can use the same methods to create character styles and paragraph styles: you can create a style based on formatted text, or you can create a style using the New Character Style dialog box.

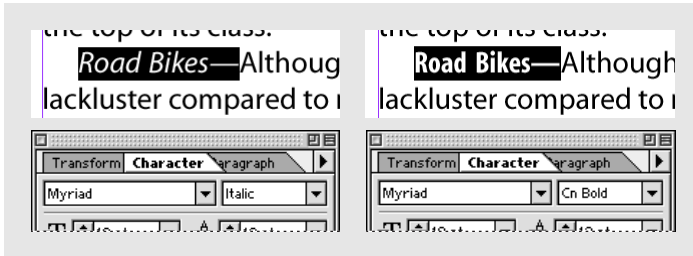
Here you'll apply formatting to text and create a new character style based on that text. You'll then apply it to bicycle names in a text frame.

1 In the Pages palette, double-click the page 7 icon. Using the zoom tool (Q), zoom in to a level that allows you to read the type in the left column of page 7.


2 Using the type tool (T), select "Road Bikes—" (including the em dash) at the beginning of the second paragraph below "New Series of Bicycles" on page 7.

First you will use the Character palette to format the text. Then you will use the Character Styles palette to create a style based on the formatted text.

- 3 Click the Character palette tab (or choose Type > Character) to make the palette visible. Select Cn Bold for font style to format the text in Myriad® Condensed Bold.



*Before and after applying a character style to text within a paragraph*

- 4 Click the Character Styles tab (or choose Type > Character Styles) to make the palette visible.
- 5 With the formatted text still selected, click the New Style icon ()
- 6 Double-click Character Style 1 (the default name for a new character style) to modify the style's options and name. For Style Name, type **Inline Head**, and then click OK.
- 7 With the type tool still selected, select "Mountain Bikes—" later in the same column on page 7. Select Inline Head in the Character Styles palette. Then deselect the words and view the new formatting.

The words automatically take on all the formatting attributes you selected for the Inline Head style. Notice that only the selected text was formatted with the style, not the entire paragraph.

- 8 Apply the Inline Head character style to "Specialty Bikes—" in the second column on page 7.
- 9 Save the file.

## Finding and changing

Like most popular word processors, InDesign lets you find text and replace it. You can also search for and change formatting and special characters.

### Finding text

You will search for occurrences of the word “Lincoln” in this document.

- 1 Choose Edit > Find/Change. For Find What, type **Lincoln**.
- 2 For Search, choose Document to search the entire document.
- 3 Click Find Next to display the next occurrence of the word.
- 4 Click Done to close the Find/Change dialog box.

Even when the Find/Change dialog box is closed, you can still search for the next occurrence of the most recent search.

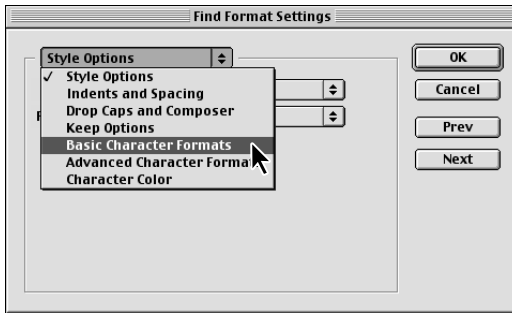
- 5 Press Ctrl+Alt+F (Windows) or Command+Option+F (Mac OS) to find the next occurrence of “Lincoln.”
- 6 Repeat the previous step several times. Notice that only some occurrences of “Lincoln” are underlined. Stop on an underlined occurrence of “Lincoln.”

### Finding and changing formatting

The author of the main article used underline instead of italics to indicate the title of the book, *Lincoln*. You want to remove the underlining and replace it with italics.

- 1 Choose Edit > Find/Change. Notice that the text from the previous search, “Lincoln,” still appears in the Find What box.
- 2 Press Tab to move to the Change To box, and then type **Lincoln** in the Change To box. For Search, make sure Document is selected.
- 3 Click More to display additional formatting options in the dialog box.

- 4 Under Find Style Settings, click Format, and then choose Basic Character Formats from the menu.



Notice that the check boxes next to the attributes at the bottom of the dialog box are grayed out check marks (Windows) or dashes (Mac OS), indicating that these attributes will not be included or excluded from the search.

- 5 Click Underline to select the check box, and click OK.

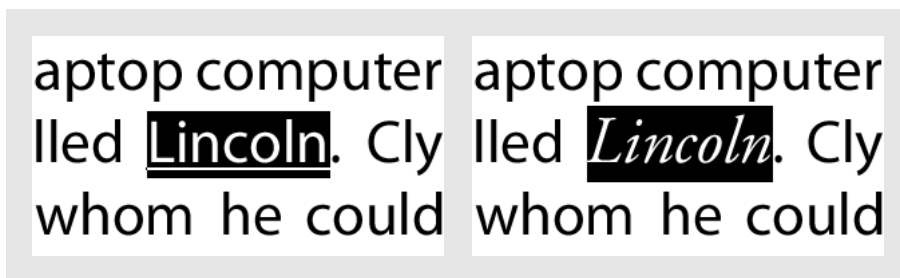
Notice the alert icon above the Find What box. This icon indicates that InDesign will search for text containing the specified formatting. In this case, InDesign will search for underlined occurrences of “Lincoln.”

- 6 Under Change Style Settings, click Format, and then choose Basic Character Formats from the menu. Click Underline twice to deselect the check box. For Font, choose Adobe Garamond, and then choose Italic for font style. For Size, select 11 pt. For Leading, select 12 pt. Click OK.



The Find/Change dialog box is now set up to search for underlined occurrences of “Lincoln” and remove the underlining, add italics, and increase the point size slightly. You’re ready to change all the occurrences.

- 7 Click Change All to change the three occurrences of underlined “Lincoln.”



*Before and after finding and changing attributes*

- 8 Click OK. In Windows, click Done to close the Find/Change dialog box.
- 9 Save the file.

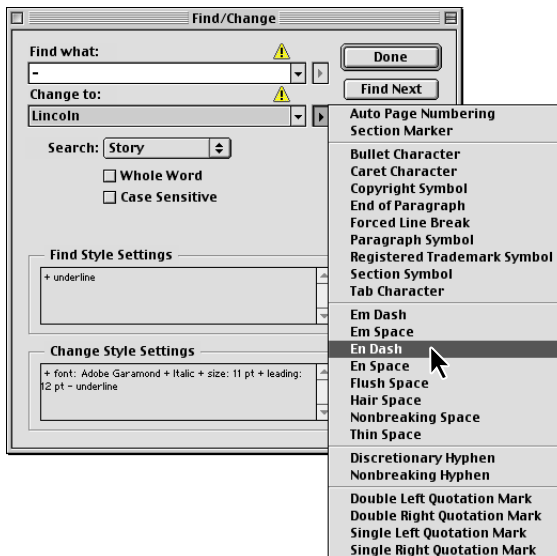
## Finding and changing special characters

The text in the sidebar on page 1 uses hyphens between date numbers (such as August 8-9) instead of en dashes. You will replace these hyphens (-) with en dashes (–).

- 1 Turn to page 1, and use the zoom tool (Q) to magnify the “Upcoming Cycling Events” text frame.
- 2 Using the type tool (T), click inside the “Upcoming Cycling Events” sidebar.
- 3 Press Ctrl+F (Windows) or Command+F (Mac OS) to open the Find/Change dialog box.

In this case, you want InDesign to replace only the hyphens in the text frame on the first page, so you will limit the search range to only the *story*, which consists of only the sidebar frame.

- 4 For Search, choose Story to narrow the search to only the sidebar.
- 5 For Find What, select “Lincoln” and type - to replace the “Lincoln” text.
- 6 Press Tab to shift focus to the Change To box and select “Lincoln.” Click the triangle (▸) to the right of the Change To box and choose En Dash from the pop-up menu (^= appears in the Change To box).



## 7 Click Change All.

A message appears indicating that InDesign did not make any changes. The problem is that InDesign is looking for underlined hyphens because that is the formatting you specified in your last search, as indicated by the alert icons. Let's clear the formatting and try again.

## 8 Click OK to close the alert message. For Mac OS, press Command+F to open the Find/Change dialog box

## 9 Under Find Style Settings, click Clear. Then click Clear under Change Style Settings.

## 10 Click Change All.

The four hyphens (-) are replaced by en dashes (–) in the sidebar.

**Note:** If you are notified that considerably more than four changes were made, you may have forgotten to choose Story instead of Document for search, or you didn't click an insertion point inside the sidebar frame. Choose Edit > Undo Replace All Text and try again.

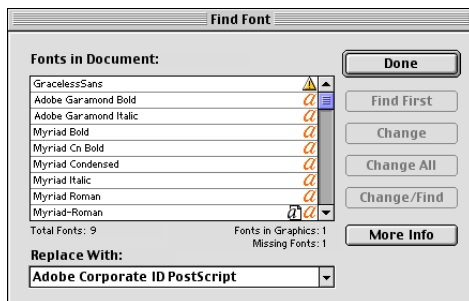
## 11 Click OK. In Windows, click Done to close the Find/Change dialog box. Save the file.

# Finding and changing a missing font

When you opened the document based on the template, the GracelessSans font was missing. You will search for text containing the GracelessSans font and replace it with the Myriad font.

## 1 In the Pages palette, double-click the page 8 icon (you may need to scroll in the Pages palette). Choose View > Fit Page in Window. The pink highlight indicates the text is formatted with a missing font.

## 2 Choose Type > Find Font to open the Find Font dialog box.



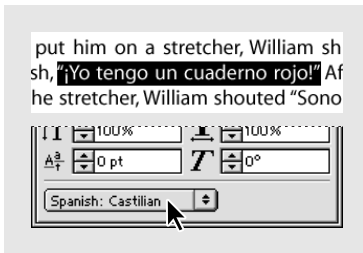
- 3 Select Graceless Sans in the list.
- 4 For Replace With, select Myriad Bold.
- 5 Click Change All. Click Done to see the replaced font.

**Note:** For some projects, you may need to add the missing font to your system instead of replacing the missing font. You can fix missing fonts by installing the font on your system, by activating the font using ATM Deluxe or another font manager, or by adding the font files to the InDesign Fonts folder. For more information, see the InDesign User Guide.

## Spell-checking a story

The text in the “Bad Clams” story on page 5 includes Spanish and Italian phrases. Before you spell-check the story, you will assign the appropriate language to each phrase.

- 1 In the document window, turn to page 5. Change your view so that you can see the paragraph below the image in the right column beginning with “William Johnson.”
- 2 In the paragraph under the image in the right column, use the type tool (T) to select “¡Yo tengo un cuaderno rojo!” In the Character palette, choose Spanish: Castilian from the Language menu.



- 3 In the same paragraph, select “Sono il campione dell mondo” (misspelled). In the Character palette, choose Italian from the Language menu.

Notice that the text shifted when you applied the language attribute. This occurs because hyphenation rules are different for English and Italian.

- 4 Make sure the insertion point is in the same paragraph, and choose Edit > Check Spelling.
- 5 For Search, select Story so you don’t have to spell-check the entire document.



- 6 Click Start. When “dell” is highlighted, select “del” under Suggested Corrections, and then click Change. When you finish spell-checking, click Done.
- 7 Save the file.

## Creating text on a path

You can create type that flows along the edge of an open or closed path of any shape. For this lesson, you will draw a circle around the Mr. Tuneup graphic on page 8, and then you will flow type around the circle.

- 1 Choose 8 from the Page pop-up menu at the bottom of the document window to turn to page 8.
- 2 Using the selection tool (⬚), click the graphic above “It’s Mr. Tuneup.” Notice the center point of the graphic. You will use this center point to help you draw the circle.
- 3 Click and hold the mouse pointer over the rectangle tool in the toolbox, and then select the ellipse tool (○).
- 4 Holding down Alt+Shift (Windows) or Option+Shift (Mac OS), place the pointer over the center point of the graphic and drag outward to create a circle slightly larger (19 picas) than the Mr. Tuneup graphic. Make sure the circle does not have a fill.



The Shift key constrains the ellipse to a circle; the Alt or Option key lets you draw the object from the center outward.

- 5 Using the type tool (T), select the first two lines below the graphic, “It’s Mr. Tuneup! The Maestro Mechanic of Sonata Cycles.”
- 6 Choose Edit > Copy.

7 Click and hold the mouse pointer over the type tool in the toolbox, and then select the path type tool (⌘).

8 Position the pointer over the upper left part of the circle until a small plus sign appears next to the pointer (⌘), and drag an arc to the other side of the circle.

If you click an insertion point on a path, the range of type will extend along the entire path. If you drag, type will appear only along the length specified when you dragged.

9 Choose Edit > Paste.






The plus sign (+) in the out port at the end of the text on the path indicates overset text. To display all the text on the path, you will adjust the path type's start and end indicators.

10 Select the direct-selection tool (⌘). Drag the start indicator line (not the in port) down to the left center of the circle. Then drag the end indicator line (not the out port) down until all the text appears.



## Finishing up

To complete the newsletter, you will clean up the design on page 8 by removing the circle's stroke and deleting the text box from which you copied the text on a path.

- 1 Select the selection tool () , and then click the type on a path.
- 2 Select the Stroke box () in the toolbox, and then click the None button () .
- 3 Using the selection tool, click the text frame below the graphic from which you copied the text, and press Backspace or Delete.



- 4 Save the file.

Congratulations. You have finished the lesson.

## On your own

Follow these steps to learn more about layout adjustment and styles.

When you changed the number of columns in this lesson, the size of the text frames remained unchanged. However, if you need to change your document setup after you've begun laying out your document, you can turn on the Layout Adjustment option, which can save you time in reformatting your document. Try this:

- 1 Go to page 4 and choose Layout > Layout Adjustment. Select Enable Layout Adjustment and click OK. Now change the number of columns.

Notice that the photograph is resized and the two text frames shrink to fit the first two columns.

2 Resize the text frames and graphics frame to clean up the page. Add threaded text frames as necessary to finish the redesign.



Before column change (left), after column change with Layout Adjustment turned on (middle), and finished redesign (right)

In this lesson, we covered only the basics of creating and applying styles. If you do a lot of your writing in InDesign, you'll want to learn how Next Style works and how to apply styles using shortcut keystrokes.

**Note:** In Windows, Num Lock must be on for the following shortcut keystrokes to work.

3 With no text selected, double-click the Head 2 style in the Paragraph Styles palette. Click an insertion point in the Shortcut text box. Using numbers from only the keypad, press Ctrl+Alt+2 (Windows) or Command+Option+2 (Mac OS). For Next Style, select Body Copy. Click OK to close the dialog box. Now practice applying the Head 2 style using your keyboard shortcut. Notice that when you press Enter or Return at the end of a Head 2 paragraph, the next paragraph automatically has the Body Copy style.

**Note:** If text does not appear in the Shortcut text box, make sure you use the numbers from the numeric keypad. In Windows, make sure Num Lock is on.

4 Some designers prefer not to indent the first paragraph after a heading. Create a paragraph style called “Body Copy No Indent” that is based on Body Copy and does not have a first-line indent. For the Next Style option in Body Copy No Indent, select Body Copy. Edit the heading styles so that the Next Style option is set to Body Copy No Indent.

## Review questions

- 1 How do you autoflow text? How do you flow text one frame at a time?
- 2 How can using styles save time?
- 3 When searching for text, you get a “Cannot find match” message. What are some reasons InDesign failed to find a match?
- 4 While spell-checking your document, InDesign flags words used in other languages. How can you fix this problem?

## Review answers

- 1 When the loaded text icon appears after using the Place command or clicking an out port, hold down Shift and click. To flow text one frame at a time, you can hold down Alt (Windows) or Option (Mac OS) to reload the text icon after you click or drag to create a frame.
- 2 Styles save time by letting you keep a group of formatting attributes together that you can quickly apply to text. If you need to update the text, you don’t have to change each paragraph formatted with the style individually. Instead, you can simply modify the style.
- 3 If you get a “Cannot find match” message, you may not have typed the text properly, you may have selected Whole Word or Case Sensitive, or you may not have cleared formatting used in a previous search. Another possibility is that you selected Story for Search while the text you’re looking for is in a different story. Finally, you may be searching for text that does not exist in your document.
- 4 Before you spell-check your document, select any phrase from a different language and use the Character palette to specify the language for that text.