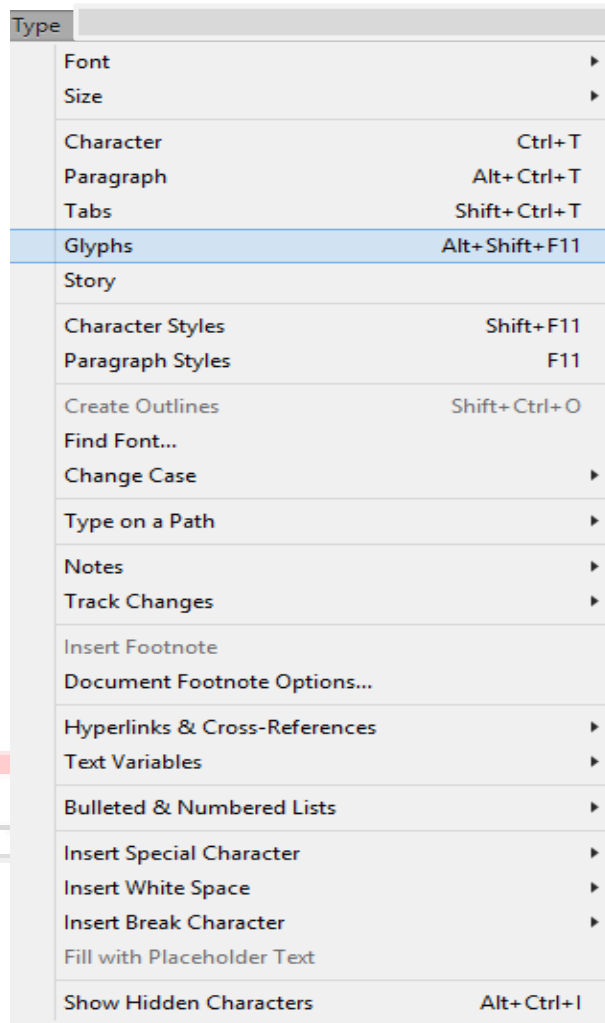


Lesson no. 13: InDesign Menu Bar

Type Menu- Drop Down list:-



Font-



About fonts

A font is a complete set of characters—letters, numbers, and symbols—that share a common weight, width, and style, such as 10-pt Adobe Garamond Bold.

Typefaces (often called type families or font families) are collections of fonts that share an overall appearance, and are designed to be used together, such as Adobe Garamond.

A type style is a variant version of an individual font in a font family. Typically, the Roman or Plain (the actual name varies from family to family) member of a font family is the base font, which may include type styles such as regular, bold, semibold, italic, and bold italic.

Size – You can change font size from this option.

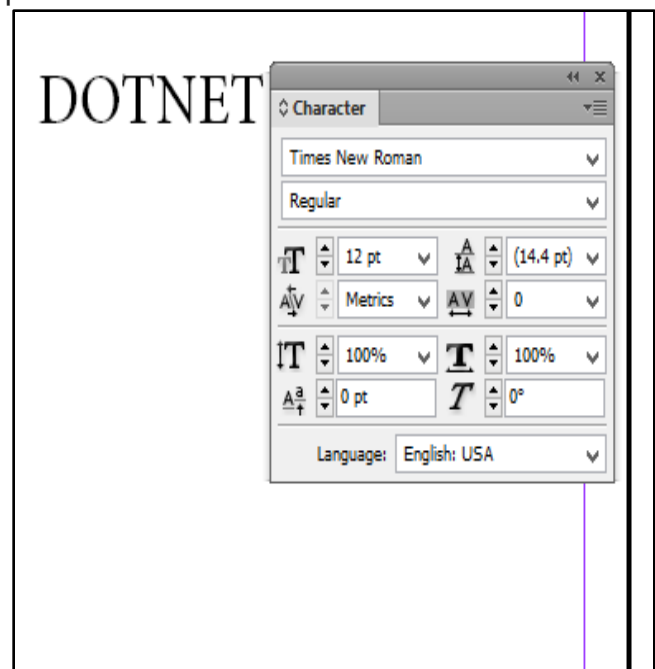


Character (Ctrl+T)

You can turn off the preview feature or change the point size of the font names or font samples in Type preferences.

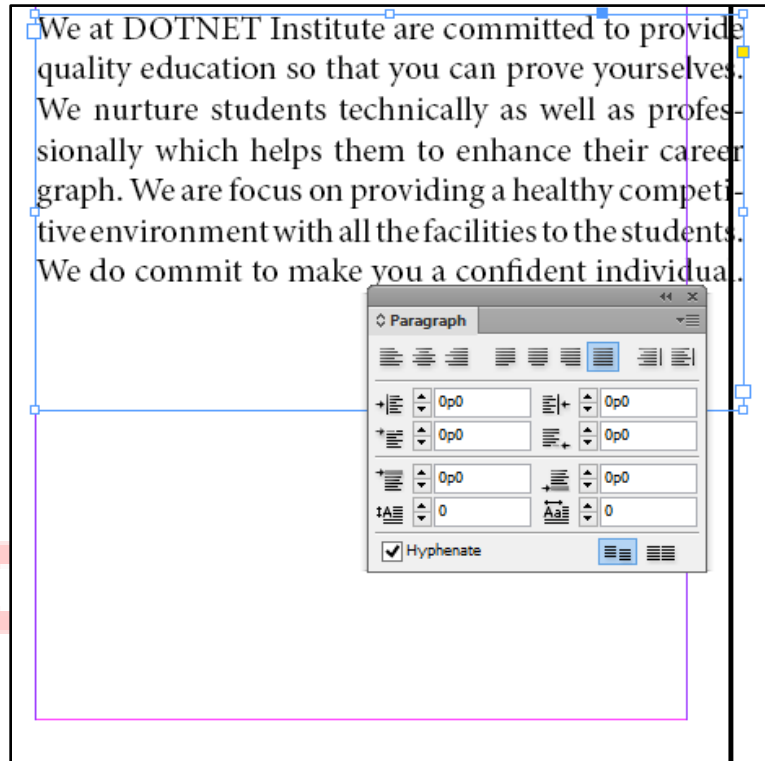
To view the list of fonts available for InDesign, do one of the following:

- Go to Character panel (**Ctrl + T**) > Font Family drop-down
- Go to Control panel > Font Family drop-down
- Go to Properties panel > Font Family drop-down

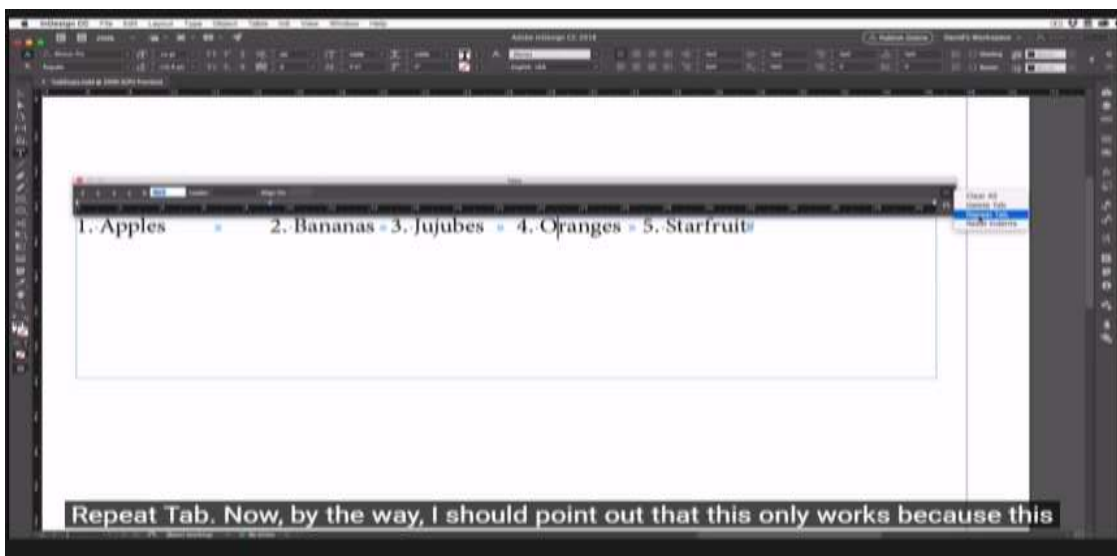


Paragraph (Alt+Ctrl+T)-:

A **character style** is a collection of character formatting attributes that can be applied to text in a single step. A **paragraph style** includes both character and paragraph formatting attributes and can be applied to a paragraph or range of paragraphs. Paragraph styles and character styles are found on separate panels. Paragraph and characters styles are sometimes called **text styles**.



Tabs (Shift+Ctrl+T) -

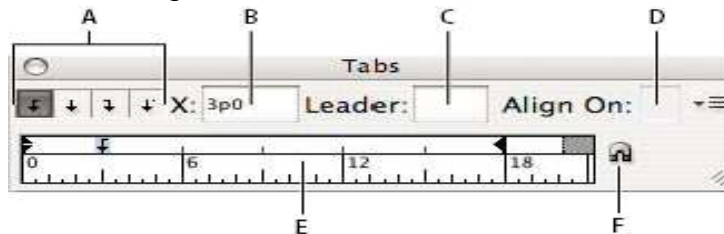


Tabs dialog box overview

Tab position text at specific horizontal locations in a frame. The default tab settings depend on the Horizontal ruler units setting in the Units & Increments preferences dialog box.

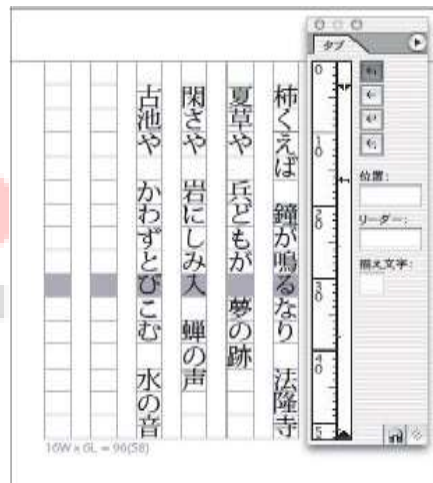
Tab applies to an entire paragraph. The first tab you set deletes all default tab stops to its left. Subsequent tabs delete all default tabs between the tabs you set. You can set left, center, right, and decimal or special-character tabs.

You set tabs using the Tabs dialog box.



Tabs dialog box

A. Tab alignment buttons **B.** Tab position **C.** Tab Leader box **D.** Align On box **E.** Tab ruler **F.** Snap above frame



Open the Tabs dialog box

- Using the Type tool, click in the text frame.
- Choose Type > **Tabs**.

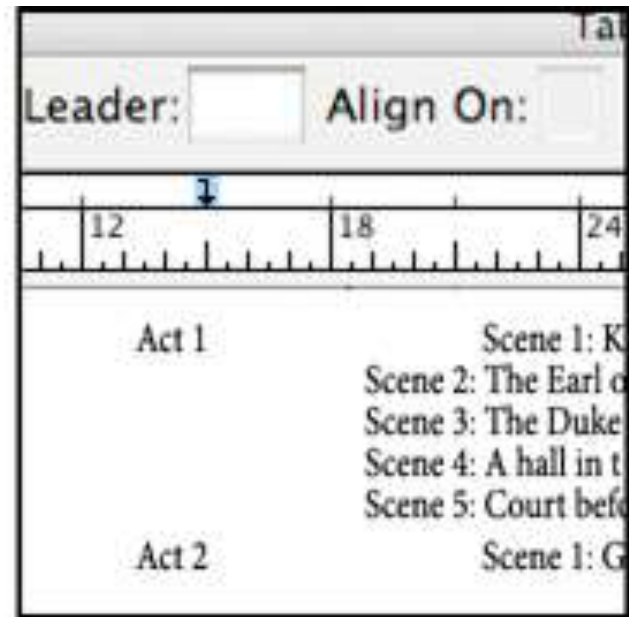
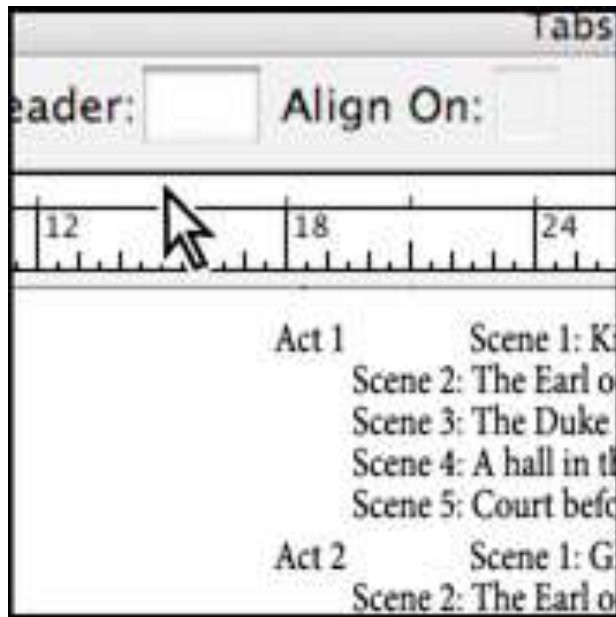
Choose Type > Tabs to display the Tabs dialog box.

To specify which paragraphs will be affected, select a paragraph or a group of paragraphs.

- For the first tab, click a tab-alignment button (left, right, center, or decimal) in the Tabs dialog box to specify how text will align to the tab's position.

Do one of the following:

Click a location on the tab ruler to position a new tab.

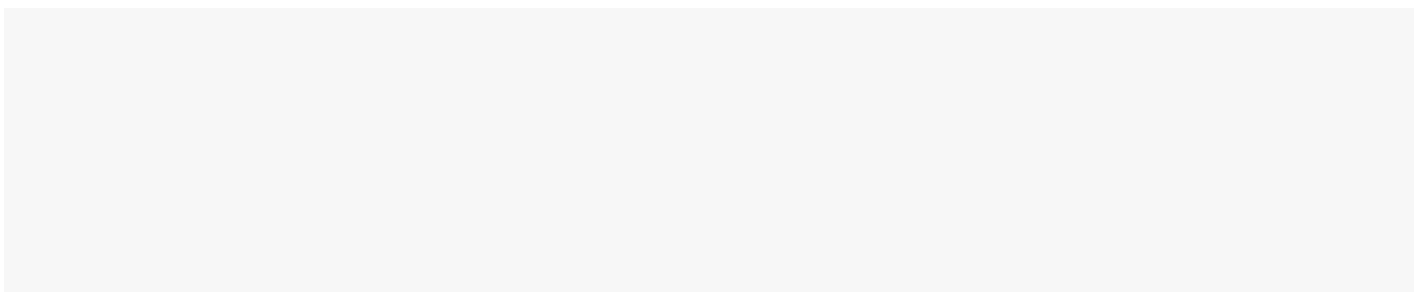


Delete a tab setting

1. Click an insertion point in the paragraph.
2. Do one of the following:
 - Drag the tab off the tab ruler.
 - Select the tab, and choose Delete Tab from the panel menu.
 - To return to the default tab stops, choose Clear All from the panel menu.

Set an indent using the Tabs dialog box

1. Using the Type tool **T**, click in the paragraph you want to indent.
2. Choose Type > Tabs to display the Tabs dialog box.
3. Do one of the following to the indent markers **▶** in the Tabs dialog box:
 - Drag the top marker to indent the first line of text. Drag the bottom marker to move both markers and indent the entire paragraph.



First-line indent (left) and no indent (right)

- Select the top marker and type a value for X to indent the first line of text. Select the bottom marker and type a value for X to move both markers and indent the entire paragraph.
- For more information on using the Tabs dialog box, see

