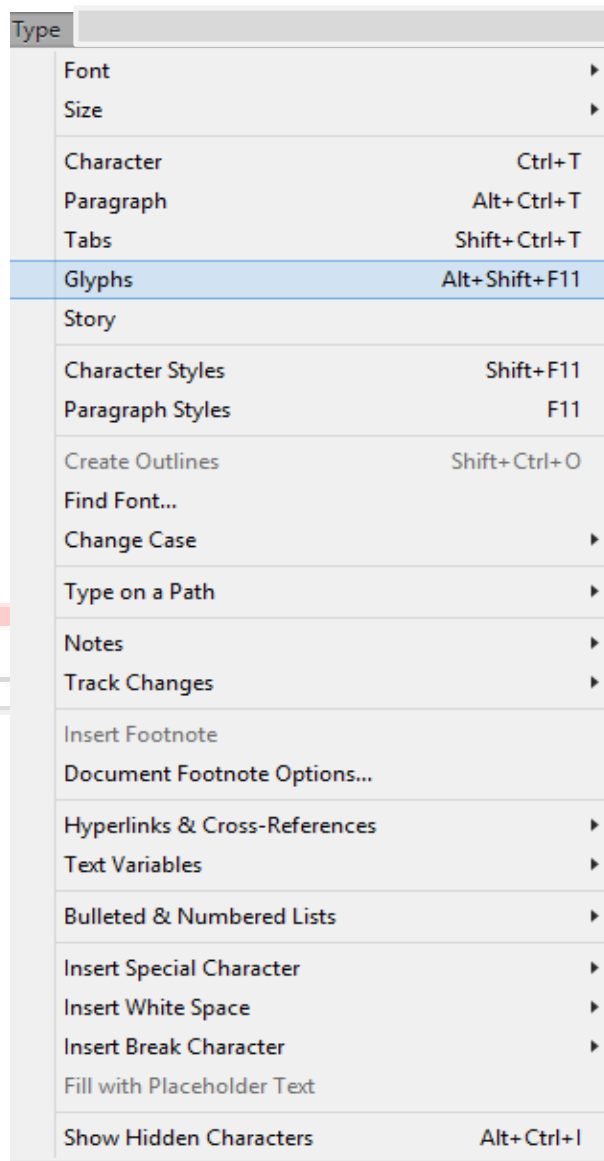


Lesson no. 14: InDesign Menu Bar

Type: From this menu, you can select fonts and control characters in the layout. You can access the many settings related to text from this menu, which opens the associated panel where you make the changes.

Type Menu- Drop Down list:-



Glyphs panel overview

Enter glyphs by way of the Glyphs panel. The panel initially shows glyphs in the font where the cursor is located, but you can view a different font, view a type style in the font (for example, Light, Regular, or Bold), and make the panel display a subset of glyphs in the font (for example, math symbols, numbers, or punctuation symbols).



Open the Glyphs panel

Choose Type > Glyphs or Window > Type & Tables > Glyphs.

Search for glyphs in the Glyphs panel

In the Glyph panel, click inside the Search box and enter the search query.



1. By default, InDesign uses a generic search to search based on the glyph name, Unicode, or glyph ID.
2. You can however, specify the search parameter to further filter the search results.
3. To do this, click the drop-down arrow on the left of the Search box and choose the required search parameter.

Insert glyphs and special 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 can use the Glyphs panel to locate any glyph in a font.

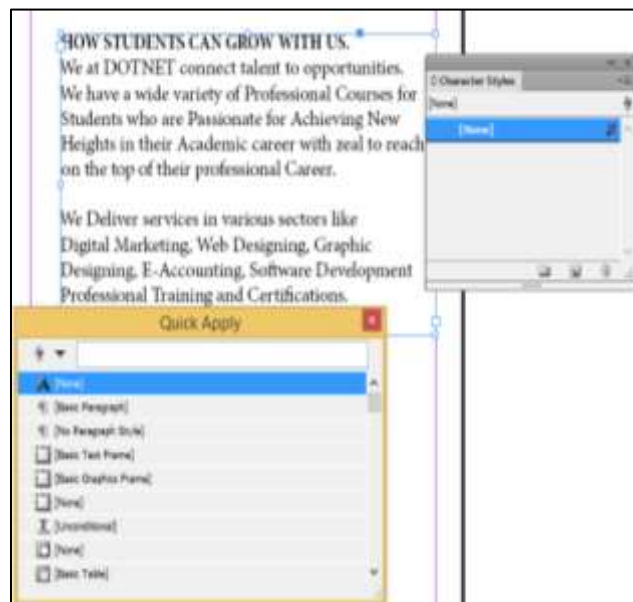
Open Type fonts such as Adobe Caslon™ Pro provide multiple glyphs for many standard characters. Use the Glyphs panel when you want to insert these alternate glyphs in your document. You can also use the Glyphs panel to view and insert OpenType attributes such as ornaments, swashes, fractions, and ligatures.

Character Style (Shift+F11)- Paragraph and characters styles are sometimes called text styles. ... You can automatically apply styles as you type text. ... Choose New Paragraph Style from the Paragraph Styles panel menu, or choose ... While importing a Microsoft Word document into InDesign or InCopy, you can map each style used.

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**.

Character style attributes

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.



Paragraph Style (F11)

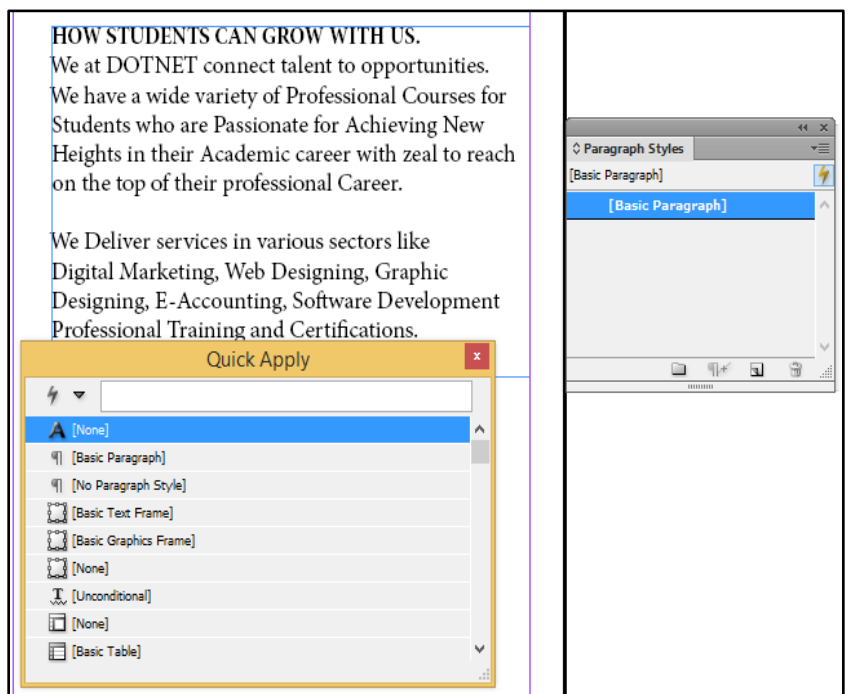
Styles panel overview

Use the Character Styles panel to create, name, and apply character styles to text within a paragraph; use the Paragraph Styles panel to create, name, and apply paragraph styles to entire paragraphs. Styles are saved with a document and display in the panel each time you open that document.

When you select text or position the insertion point, any style that has been applied to that text is highlighted in either of the Styles panels, unless the style is in a collapsed style group. If you select a range of text that contains multiple styles, no style is highlighted in the Styles panel. If you select a range of text to which multiple styles are applied, the Styles panel displays “(Mixed).”

Open the Paragraph Styles panel

Choose **Type > Paragraph Styles**, or click the Paragraph Styles tab, which appears by default on the right side of the application window.



Define paragraph or character styles

1. If you want to base a new style on the formatting of existing text, select that text, or place the insertion point in it.

If a group is selected in the Styles panel, the new style is part of that group.

2. Choose New Paragraph Style from the Paragraph Styles panel menu, or choose New Character Style from the Character Styles panel menu.
3. For Style Name, type a name for your new style.
4. For Based On, select which style the current style is based on.

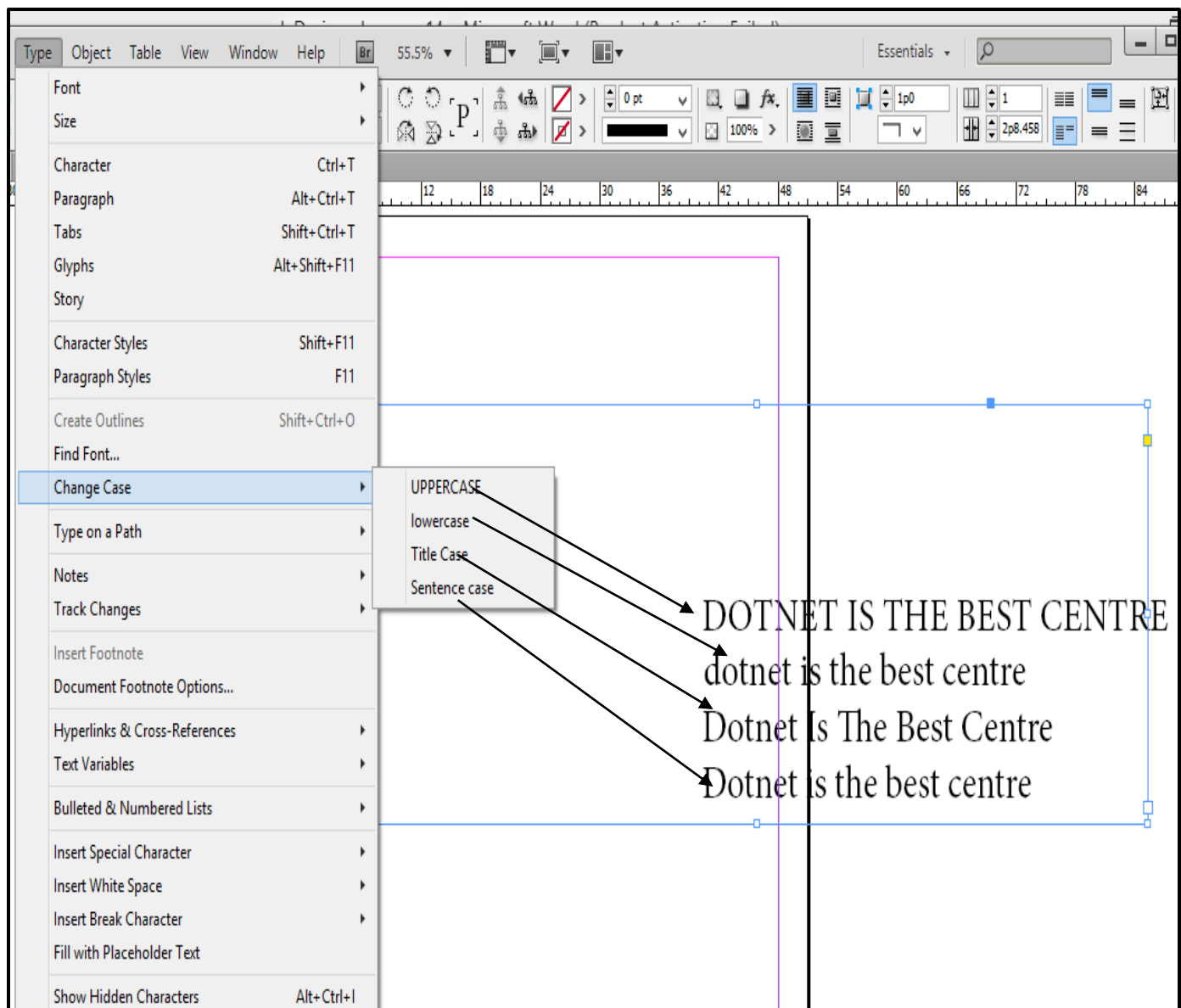
Create Outlines (Ctrl+Shift+O)

Switch to the Selection tool and choose Type Create Outlines.

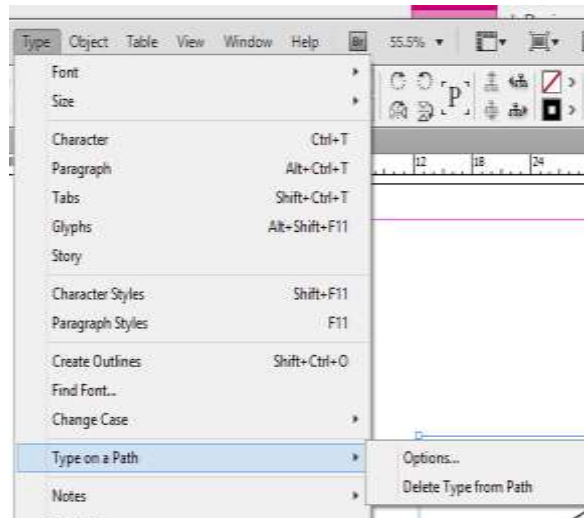
You can also use the keyboard command **Ctrl+Shift+O** (Windows) or **Command+Shift+O** (Mac). The text is now grouped together in outline form.

Change Case- Applying Sentence Case may cause unexpected case changes when these characters are used in ..

There are 4 type cases InDesign in Type Menu- Are below:-




Create type on a path



You can format text to flow along the edge of an open or closed path of any shape. Apply options and effects to type on a path: Slide it along the path, flip it over to the other side of the path, or use the shape of the path to distort the characters. Type on a path has an in port and an out port just like other text frames, so you can thread text to and from it.

You can include only one line of type on a path, so any type that won't fit on the path will be overset (hidden), unless you've threaded it to another path or text frame. You can add inline or above line anchored objects to type on a path. You can't create type on a path using compound paths, such as those that result from using the Create Outlines command.

- Select the Type On A Path tool  (Click and hold the Type tool to display a menu containing the Type On A Path tool.)

Position the pointer on the path until a small plus sign appears next to the pointer, and then follow these steps:

- To type using default settings, click the path. An insertion point appears at the start of the path by default. If the current default paragraph settings specify an indent, or any alignment other than left, the insertion point may appear somewhere other than at the start of the path.

