

**Adobe™ InDesign® 2022
(Version 17.1)**

Text, Styles, and Page Numbers



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Introduction...

This tutorial is a step-by-step guide to a few basic tasks in Adobe™ InDesign® 2022 (InDesign). The audience is novice users who are technical and professional writing students at UNC Charlotte. The tutorial is written for Windows PC users and does not include instructions for use of InDesign on a Mac device.

The tutorial provides instructions on how to:

- 1) set up, name, and save an InDesign document;
- 2) create textboxes and fill them with placeholder text;
- 3) create a heading style in a specific typographic style;
- 4) apply the new heading style to headings in the document;
- 5) create a paragraph style;
- 6) apply the paragraph style to the text in a textbox; and
- 7) use the parent page function to apply page numbers and a running header.




The tutorial is simplified and customized to get students in UNC Charlotte courses quickly into using InDesign for their coursework. The students in these courses may have a wide range of experience with Adobe InDesign from no previous experience to advanced professional experience. These students are preparing for professional positions as technical writers, graphic designers, usability experts, and other related careers.

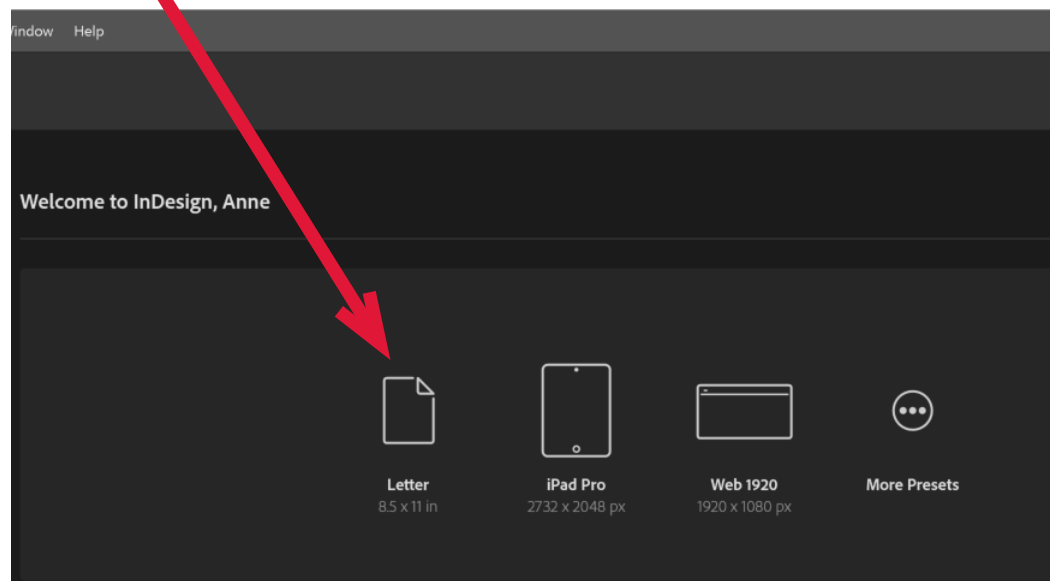
The tutorial is intended to be printed out or open on a different monitor or window next to a blank InDesign document and followed step-by-step as the student works through the tasks. By the end of the tutorial (which should take 25 minutes to complete), students will be able to repeat the tasks independently and build their expertise with other tutorials that focus on other basic InDesign tasks.

Typographic Conventions:

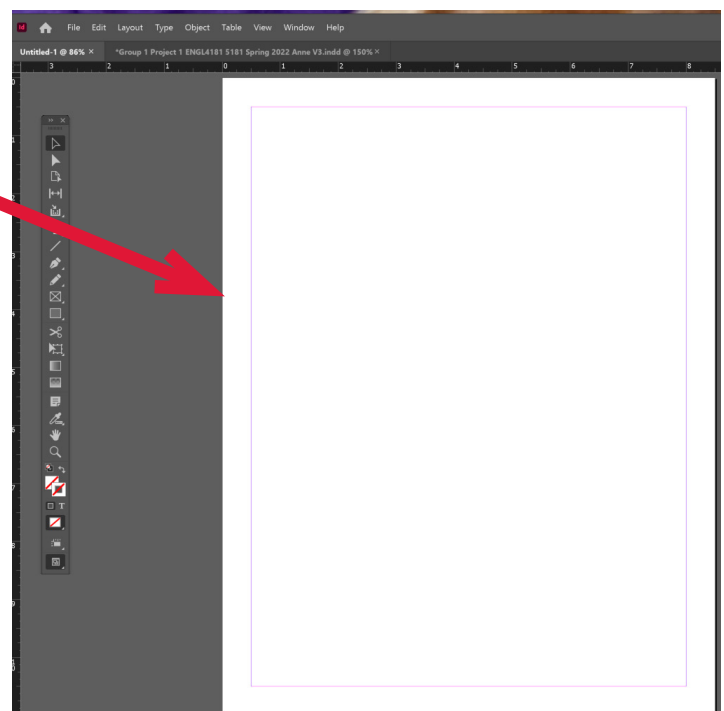
Bold	Panel, menu, and screen selections; e.g., Character .
“Quotation Marks”	Selection on your computer not in InDesign; e.g., “Desktop,” “File Name:”.

Create an InDesign Document...

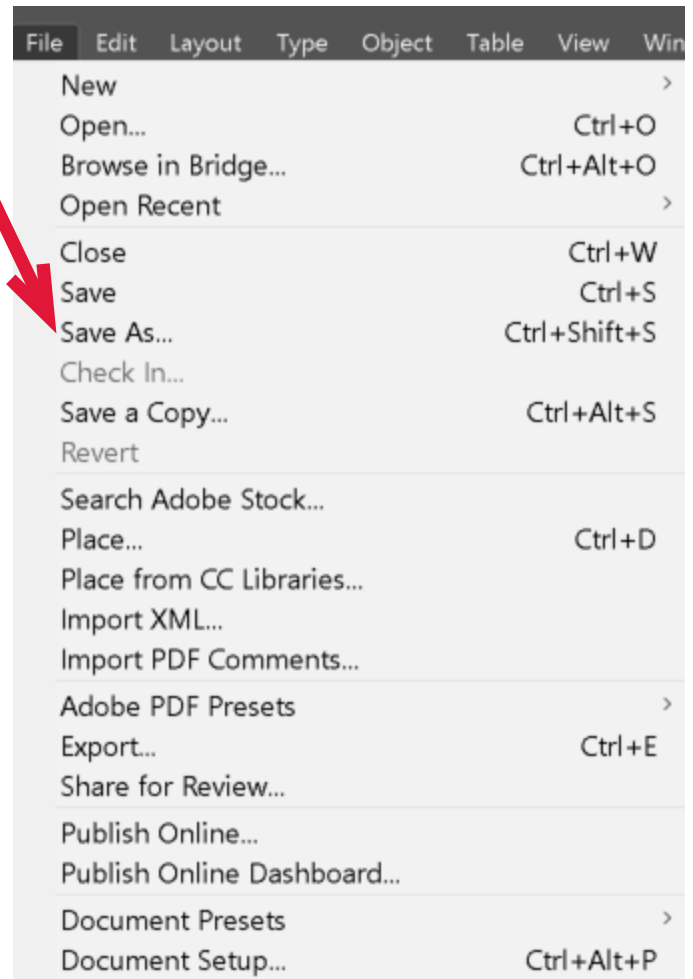
- 1 Download and install Adobe InDesign on your computer.
- 2 Double-click the  desktop icon on your computer desktop, or, select Creative Cloud  from your list of applications on your Windows  menu and open the latest version of InDesign from the list. Wait while the application loads.
- 3 Double-click on **Letter**.



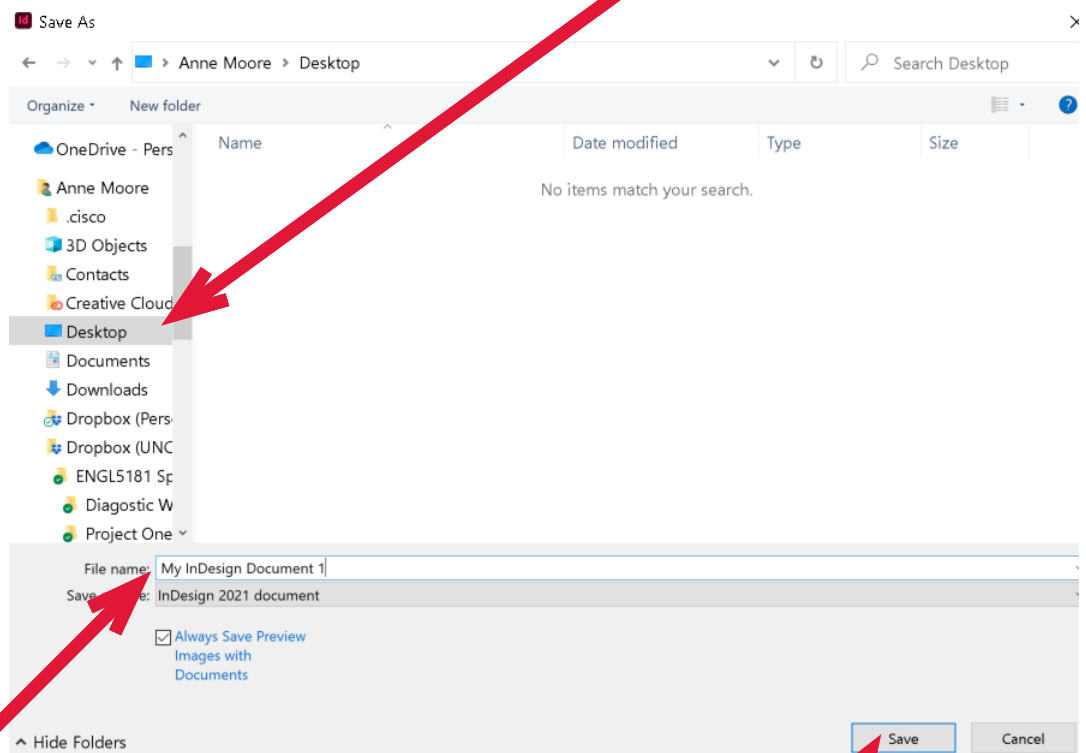
- 4 A blank letter-sized document will open.



- 5 Click on the **File** drop-down menu and select **Save As**.



- 6 Click on the folder where you wish to save your document. ("Desktop").



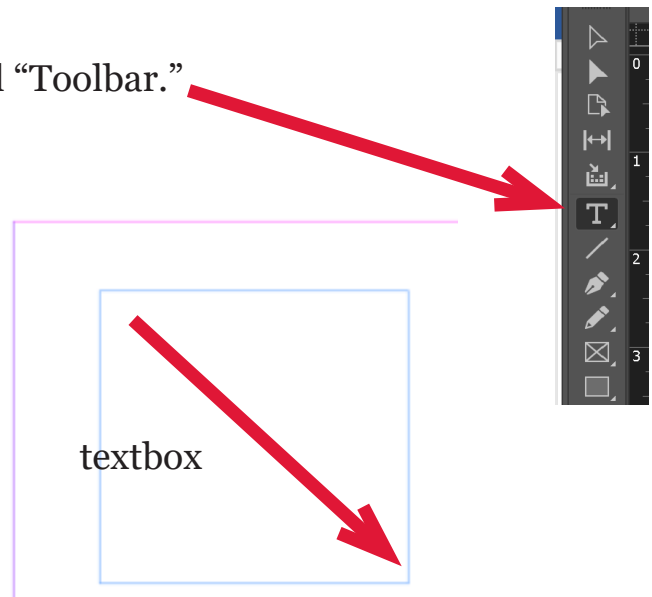
- 7 Type a Name for the file in the "File name:" field. Click the "Save" button.

Create a Textbox with Filler Text...

Introduction: In this section, you will create a textbox and fill it with placeholder text (referred to as *lorem ipsum*, which allows you to visualize your layout and edit it before you insert the actual text and graphics.

1 Click on the white **T** on the vertical “Toolbar.”

2 Click in the document and hold down the mouse button while you drag down and to the right to create a textbox of approximately 3 inches by 3 inches (20p by 20p).



3 Right-click inside the textbox to bring up the fly out menu. Left-click on **Fill with Placeholder Text**. The textbox will be filled with *lorem ipsum* filler text.

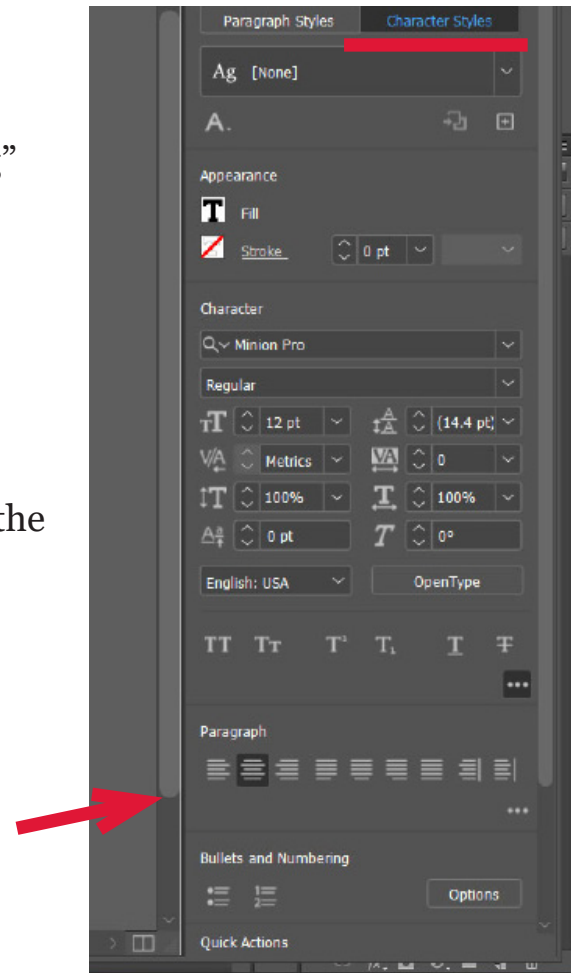
Paste	Ctrl+V
Font	>
Size	>
Find/Change...	Ctrl+F
Spelling	>
Text Frame Options...	Ctrl+B
Anchored Object	>
Change Case	>
Show Hidden Characters	Ctrl+Alt+I
Insert Footnote	
Insert Endnote	
Insert Variable	>
Insert Special Character	>
Insert White Space	>
Insert Break Character	>
Fill with Placeholder Text	
Taa Text	>

Amusa eum que ea volo odipisc itesto
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cuptatem id elesti de por molut occus aciet
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Creating a New Heading Style...

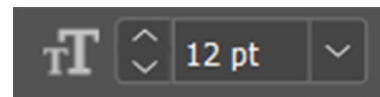
Introduction: In this section, you will learn to create a heading style, so the headings will be consistent throughout the document.

1. Create a new blank textbox at the top of the page (following steps 1 and 2 under *Create a Textbox above*). In the new textbox, type in the word “Heading” and center it, using the center button found in **Properties** panel under **Paragraph**.
2. Make sure you have the **Character Styles** panel selected in the **Properties** panel. It is located next to the **Paragraph Styles** panel.



You will now change the font size of the “Heading” text.

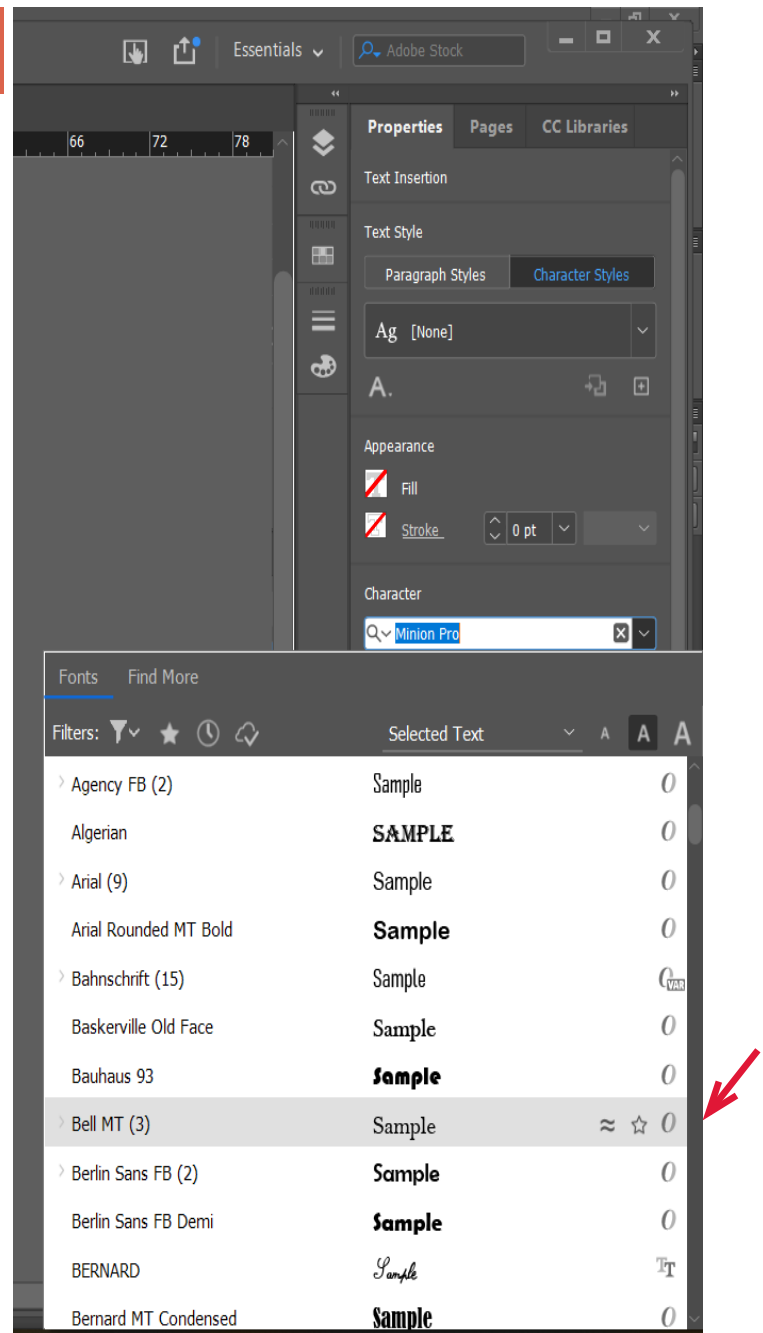
1. Highlight “Heading.” Next, look at the **Character** section in the **Properties** panel. The **Character** section is the second section, underneath the **Appearance** section.



2. You will see an icon that looks like . This is the icon for font size. Use the drop-down arrow to change the font size to 36pt.

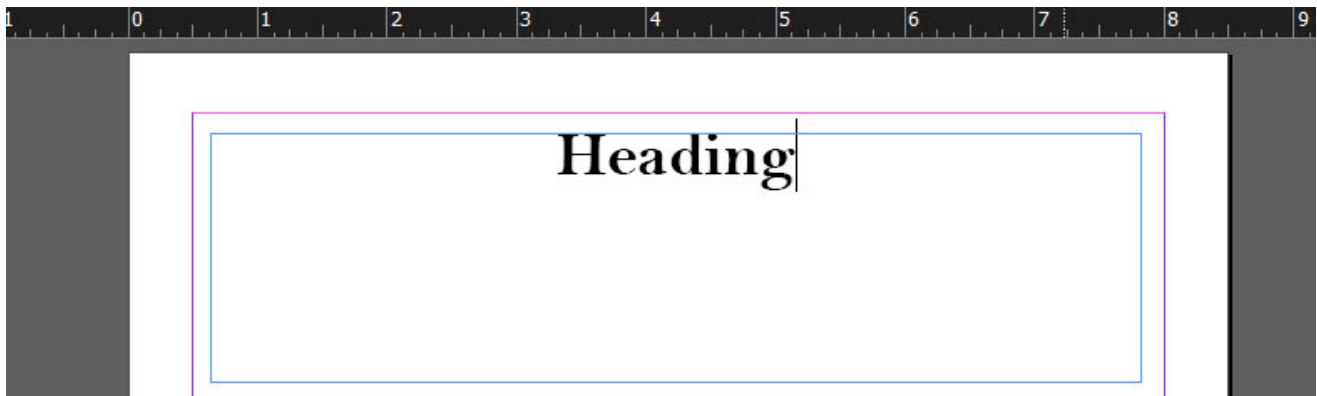
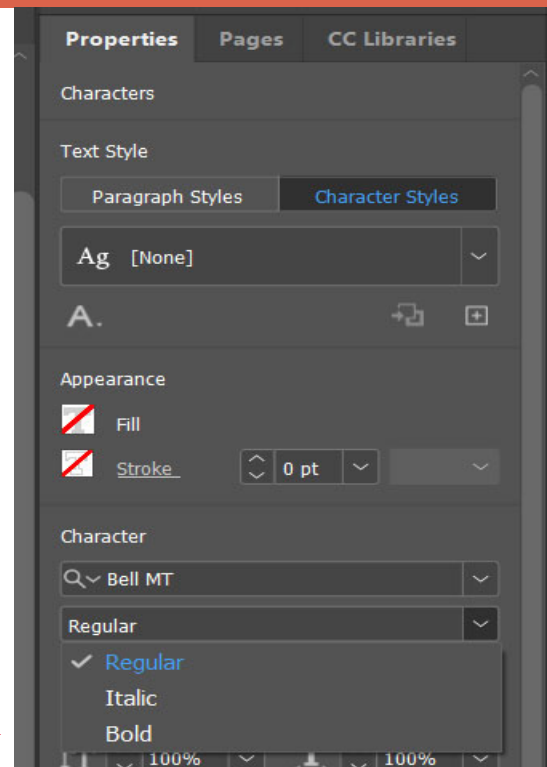
Next, you will change the font style.

1. While the text is highlighted, click the drop-down arrow of the first **Character** search bar. This is the font search bar. The default font style is **Minion Pro**.
2. After clicking on the drop-down arrow, move down the scroll bar until you find **Bell MT**. Select it.



Now that you have changed the font style, you will now change the font to Bold/Italic.

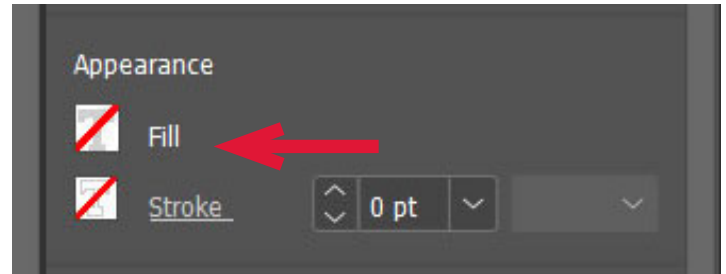
1. Underneath the first search bar, another search bar reads **Regular**. Click on the down arrow and choose **Italic**, **Bold**, or **Bold Italic**. In the example below, **Bold** was selected for the **Bell MT** font.



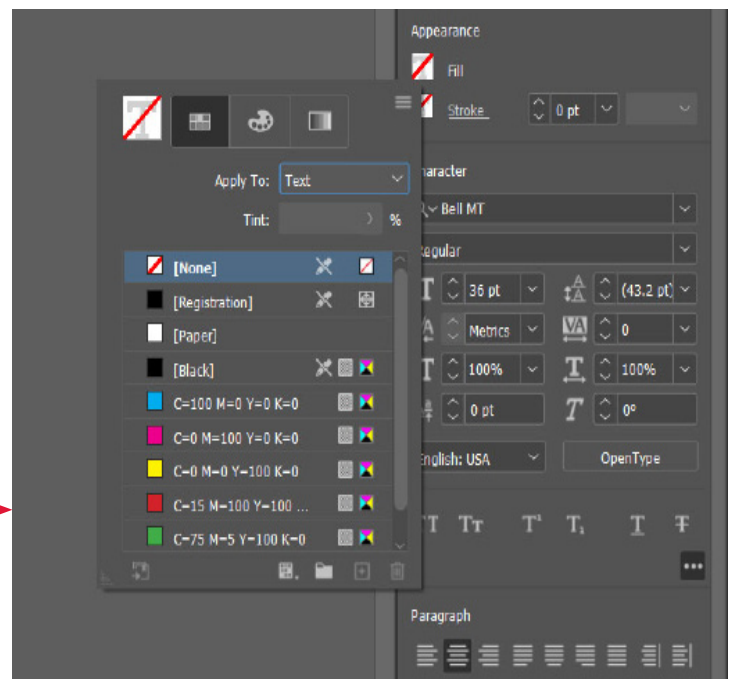
The text is in a new font style and in bold.

The final step of this task will be to change the color. Remember to keep the text highlighted.

1. Look at the **Appearance** section (above the **Character** section), which is where you can change the font color. Notice two white squares that have a red line running diagonally through each one. One will be titled **Fill** and one will be titled **Stroke**. In order to add color to the text, use the **Fill** option. Click on the square next to **Fill**.





2. A smaller window appears that shows a variety of colors to choose from to apply to the text. For this practice, select the red that has the **C=15 M=100 Y=100...** properties. This will change the color of the text.

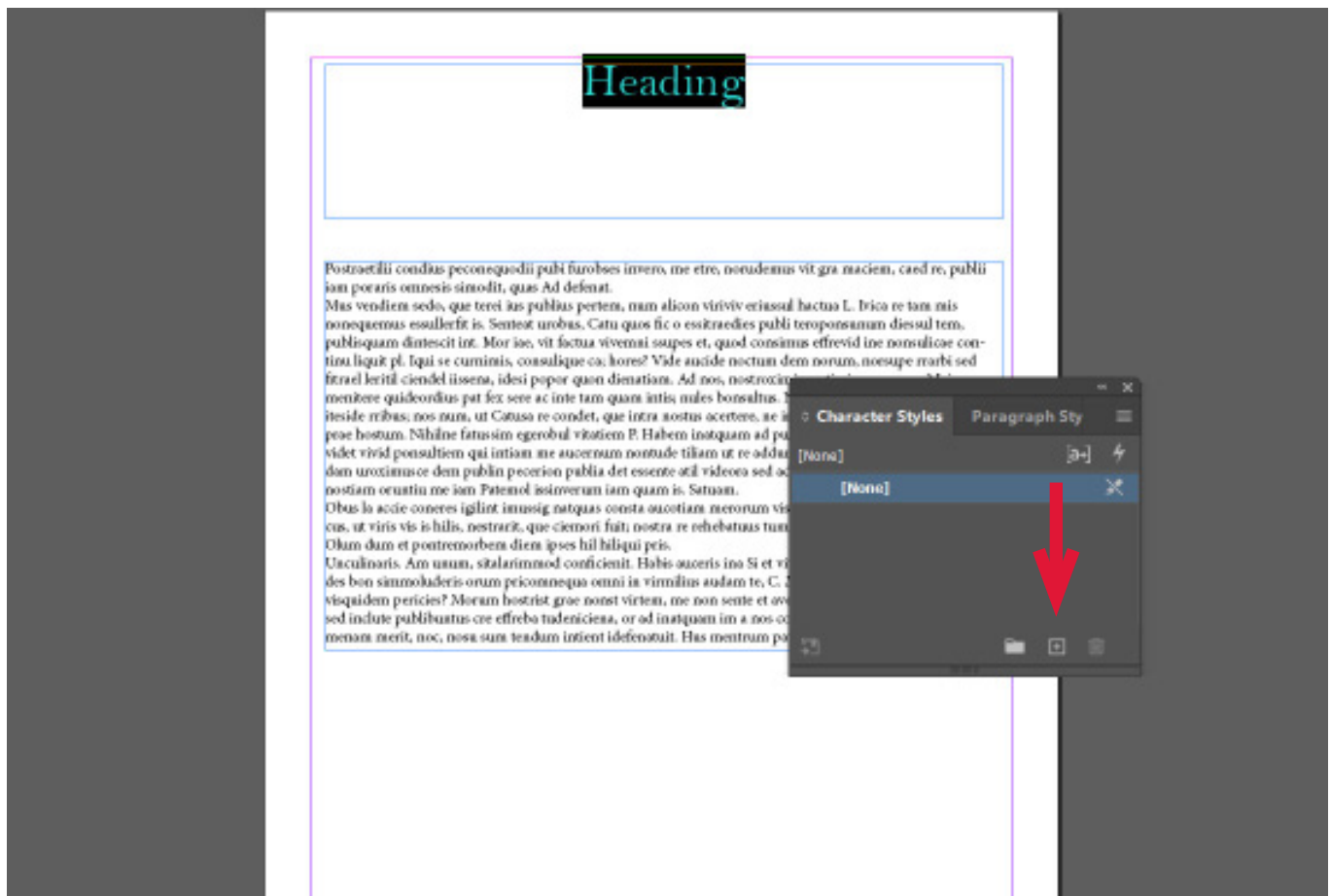


Good work! You have now successfully changed the font size, style, bold/italic, and color. Now that the changes have been made, you can name your new typographic style.

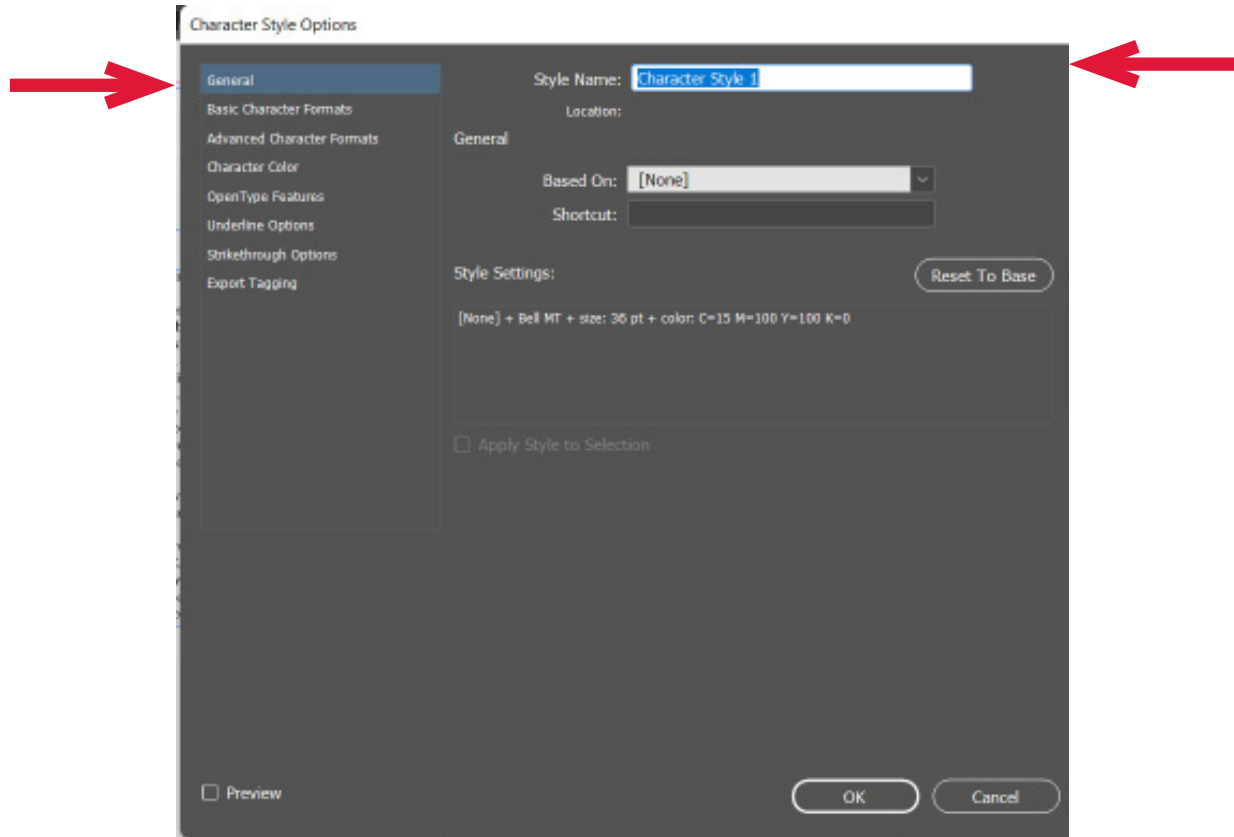
Naming New Typographic Style...

Introduction: You now know how to change your font in various ways. The next step will be to name this new typographic style, which will make it easy to change all instances at once. Make sure that your “Heading” text is highlighted. You will also want to double check that you are still in the **Character Styles** panel in the **Properties** panel on the right. This is particularly important in naming your new style.

1. In the **Character Styles** panel, you will see an A. icon like this.  Click on the A. icon. A list of options will appear. Click on the first option named **Character Styles**.
2. A new, smaller window will appear. Look down at the bottom panel of this new window for a small icon that is a square with a plus sign.  This is the **Create New Styles** icon. Click on it.



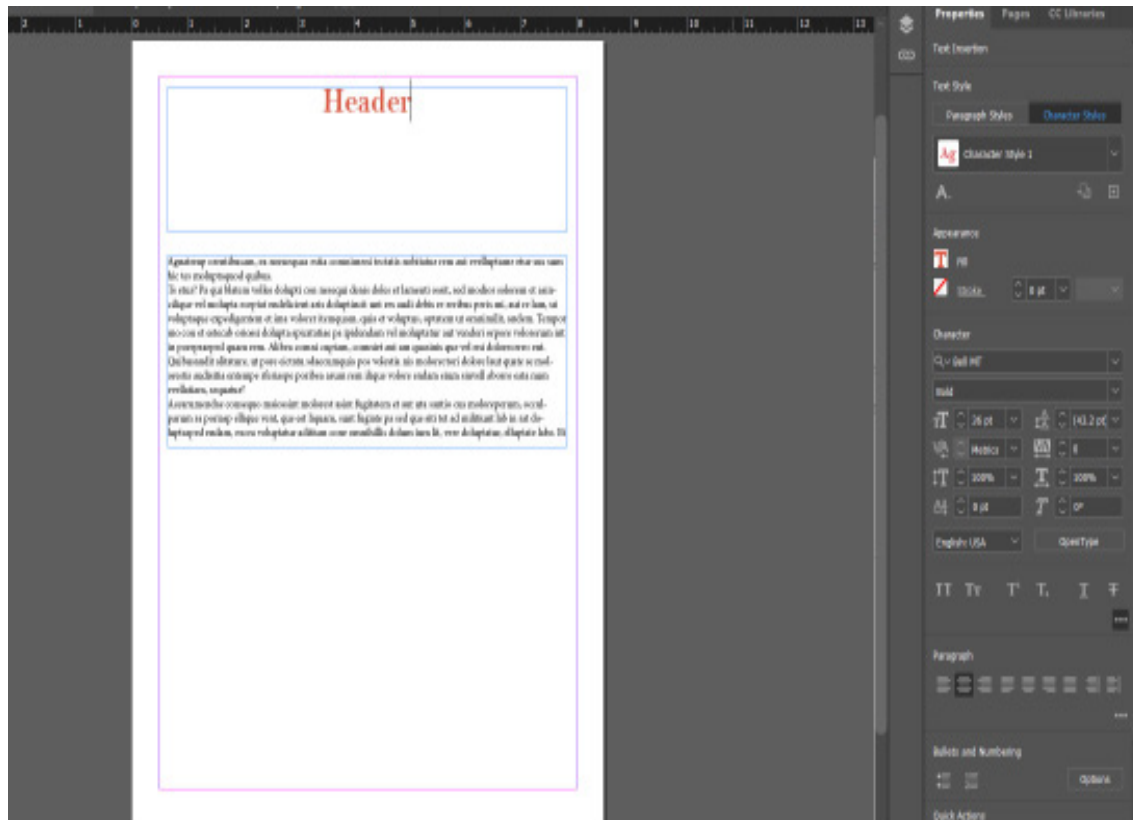
3. A new name will show up in the list, **Character Style 1**. Double-click **Character Style 1** and a new window will open.
4. Replace the name **Character Style 1** with a new name for the typographic style.



Warning: Before you rename, check that the properties you applied to the new font type have remained the same. Otherwise, all of your hard work won't

5. In order to check this, look at the left panel and find the names **Basic Character Formats** and **Character Color**. Click on each option on the menu, starting with **Basic Character Formats**. Verify the selections for size, font style, and bold/italic.


6. If everything is correct, click **OK**. Then, rename the font type in the **Style Name** bar. In the example, the new style is named with the default **Character Styles 1**.
7. Once you rename the new typographic style, click **OK** to save and then **close** the **Character Styles** panel. Notice that the new font type is visible in the **Properties** panel under the **Character Styles** panel.



Congratulations! You have now learned how to make a new typographic style and name it! Now you can move on to the next step!

Creating a Paragraph Style...

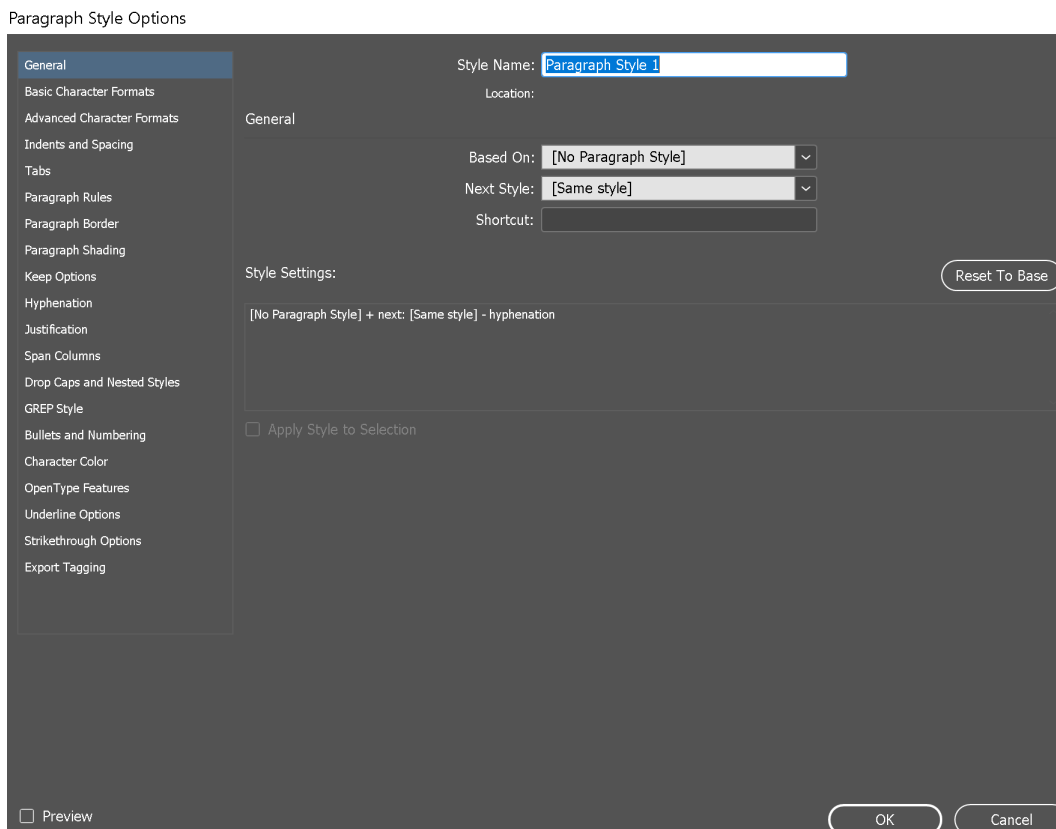
Introduction: In this section, you will create a paragraph style that will apply the same formatting to all of the paragraphs to which it is applied.

- 1 Select and highlight some text as previously demonstrated.
- 2 Open the **Paragraph Styles** panel on the right side.
- 3 Click on the  in the lower right corner.



Double-click on “Paragraph Style 1,” which appears in the middle of the panel.

- 4 In the **Paragraph Style Options** box that appears, replace “Paragraph Style 1” in the field next to **Style Name:** with a descriptive name for your new paragraph style such as text, text bold, heading, etc.
- 5



- 6 Click on **Basic Character Formats** and make changes to customize your new paragraph style such as font family, font style, and size.
- 7 Set up other Formats in the **Paragraph Style Options** panel and click **OK** at the bottom right corner.

Paragraph Style Options

Paragraph Style Options

General

Basic Character Formats

Advanced Character Formats

Indents and Spacing

Tabs

Paragraph Rules

Paragraph Border

Paragraph Shading

Keep Options

Hyphenation

Justification

Span Columns

Drop Caps and Nested Styles

GREP Style

Bullets and Numbering

Character Color

OpenType Features

Underline Options

Strikethrough Options

Export Tagging

Style Name: Text

Location:

Basic Character Formats

Font Family: Bell MT

Font Style: Regular

Size: 14 pt

Leading: (16.8 pt)

Kerning: Metrics

Tracking: 0

Case: Normal

Position: Normal

☐ Underline ☒ Ligatures ☐ No Break

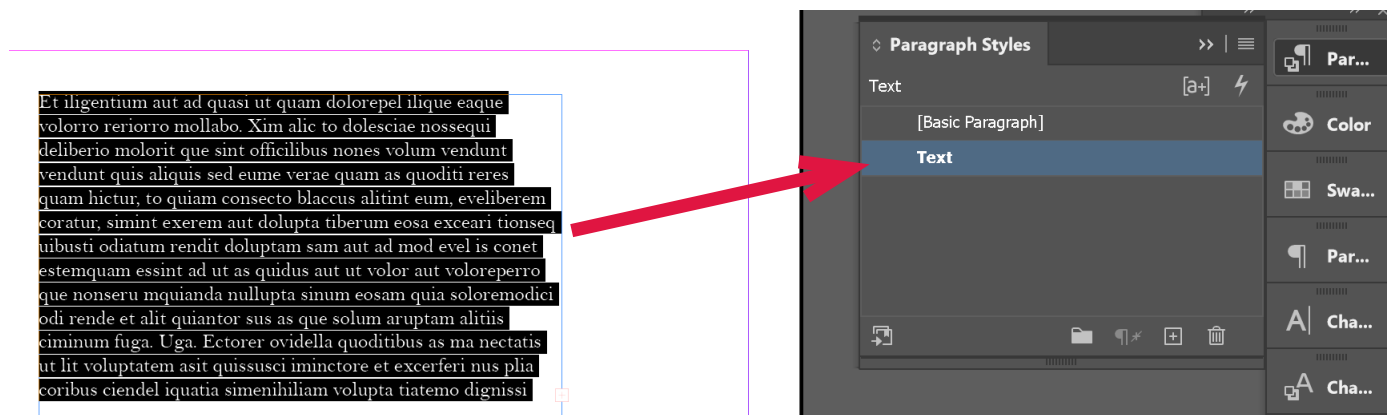
☐ Strikethrough

☐ Preview

OK Cancel

Applying a Paragraph Style

- 8 Highlight some text.
- 9 Single-click on the name of the style you saved in the **Paragraph Styles** panel. Your text will change to that paragraph style.

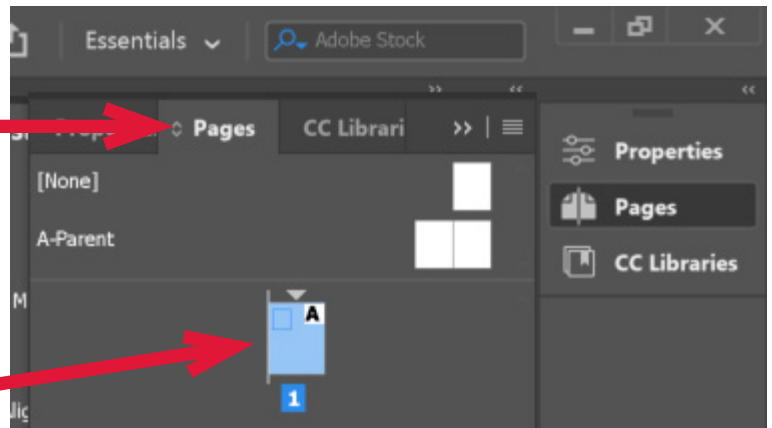


Congratulations! You have now learned how to make, name, and apply a new paragraph style! Now you can move on to the next step, creating a parent page!

Create a Parent Page...

Introduction: A Parent (or Master) Page is a nonprinting page that serves as a template that can be applied to some or all of the pages in your document. Parent pages contain text and graphic elements like page numbers, headers, footers, etc. that you want on all or most pages. You can have as many parent pages as desired and apply them to individual or groups of pages. (Adobe replaced Master with Parent early in 2022).

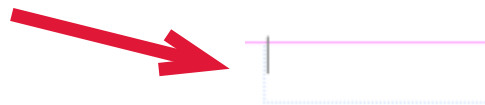
- 1 On the upper right side of the InDesign document screen, click on the **Pages** panel. If the **Pages** panel is not showing, click on the **Window** drop-down menu and click on **Pages**.



- 2 Double-click on **A-Parent** in the **Pages** panel to display the Parent Page.

Add Automatic Page Numbers...

- 1 With the **A-Parent** still highlighted, create a textbox large enough to hold the longest page number and any text you want to appear with it. Position the textbox where you want the page number to appear, normally in the lower-right margin of the document.



- 2 In the page number textbox, add any text that will come before or after the page number (such as "Page ") and format it using the **Paragraph Style** set up previously.
- 3 Position the insertion point where the page number should appear, and from the **Type** drop-down menu select **Insert Special Character > Markers > Current Page Number**. See image below.

The screenshot displays the Adobe InDesign interface. The **Type** menu is open, showing options like Font, Size, Character (Ctrl+T), Paragraph (Ctrl+Alt+T), Tabs (Ctrl+Shift+T), Glyphs (Alt+Shift+F11), Story, Character Styles (Shift+F11), Paragraph Styles (F11), Create Outlines (Ctrl+Shift+O), Find/Replace Font..., Change Case, Type on a Path, Notes, Track Changes, Insert Footnote, Document Footnote Options..., Insert Endnote, Document Endnote Options..., Convert Footnotes and Endnotes..., Hyperlinks & Cross-References, Text Variables, Bulleted & Numbered Lists, **Insert Special Character**, Insert White Space, Insert Break Character, Fill with Placeholder Text, and Show Hidden Characters (Ctrl+Alt+I). The **Insert Special Character** submenu is also open, showing Symbols, **Markers** (Ctrl+Alt+Shift+N), Hyphens and Dashes, Quotation Marks, and Other. The **Markers** submenu lists Current Page Number, Next Page Number, Previous Page Number, Section Marker, and Footnote Number. The **Character** panel is open, showing settings for Georgia font, Bold style, 12 pt size, 14.4 pt leading, 0 line spacing, 100% tracking, 0 pt kerning, and English: USA language. The document title bar shows '*Arrows Bullets Headings Numbering.indd @ 88% [Converted]'. The page number 'Page 1' is visible in the bottom right corner.

Add a Running Head...

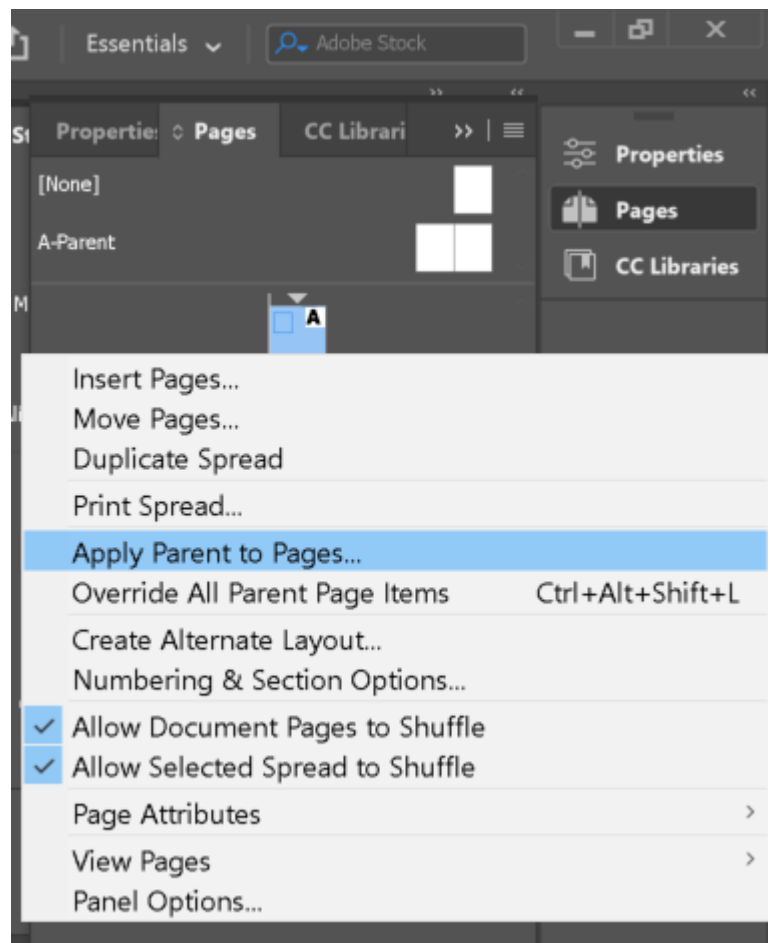
Introduction: In this section, you will create a running head, which is a text block that appears on every page in the same position in the margin outside the main layout. It allows a label or page numbers to be applied to the whole document or a section.

- 1 With the *A-Parent* still highlighted, create a textbox large enough to hold all the text of the running head in the desired location, usually above the frame of the document in the margin and aligned right.
- 2 Type the text to appear at the top of every page. Format it using the **Paragraph Style** set up previously.

Apply the Parent to your Pages...

Introduction: In this section, you will apply the Parent you created to the desired pages, so all its specifications will automatically be applied to them.

- 1 Right-click on a page to which you want to apply the **Parent Page** in the **Pages** panel.
- 2 Select **Apply Parent to Pages**. Apply the Parent Page to any or all pages.



Congratulations! You have now learned how to add page numbers, a running head, and a parent to your InDesign document!

Conclusion...

In this tutorial for novice technical writing students, you learned how to perform the following tasks in Adobe™ InDesign® 2022 on a Windows PC or laptop device:

- 1) set up, name, and save an InDesign document;
- 2) create textboxes and fill them with placeholder text;
- 3) create a heading style in a specific typographic style;
- 4) apply the new heading style to headings in the document;
- 5) create a paragraph style;
- 6) apply the paragraph style to the text in a textbox; and
- 7) use the parent page function to apply page numbers and a running header.

If you need additional information on how to use InDesign, visit the [Adobe InDesign User Guide](#), which is continuously updated.

You have successfully completed this tutorial!