

**Adobe™ InDesign® 2022**

**Text, Styles, and Page Numbers**



*Anne Moore, Dorothy Knosby, and Rebekah Crosson*

**March 2022**

# *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:

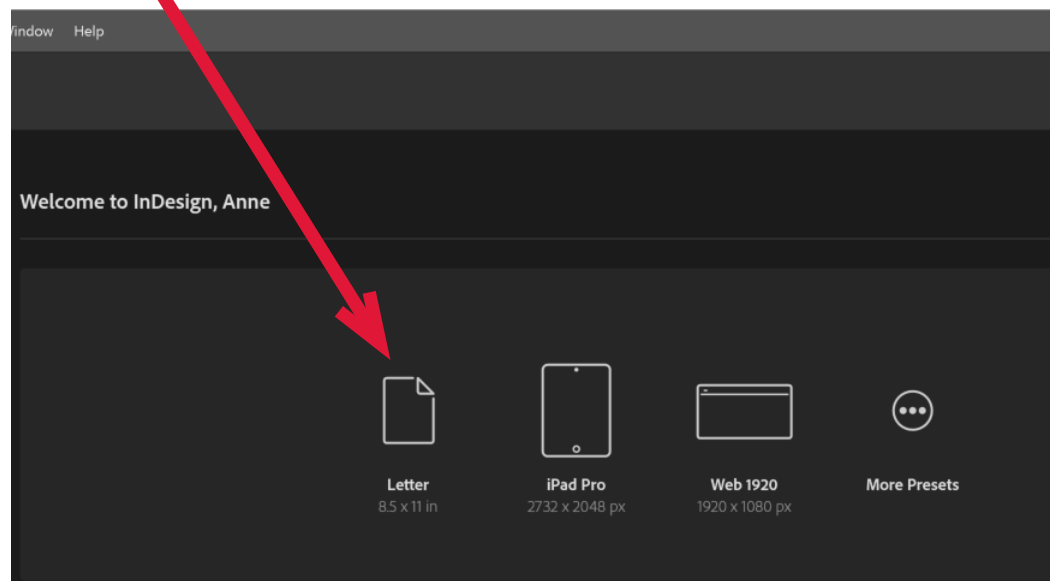
- 1) set up, name, and save an InDesign document;
- 2) create textboxes and fill them with placeholder text;
- 3) create a heading style in a specific typographic style;
- 4) apply the new heading style to headings in the document;
- 5) create a paragraph style;
- 6) apply the paragraph style to the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

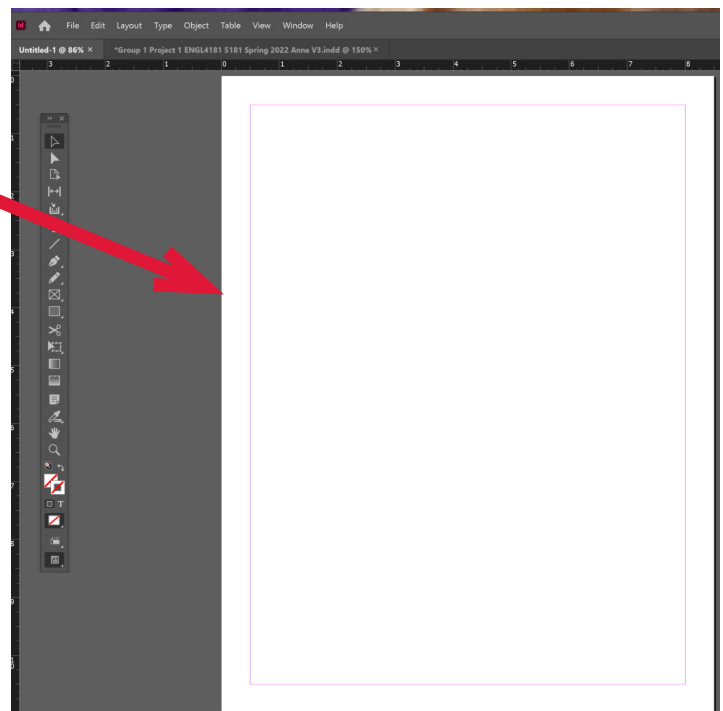
The tutorial is intended to be open next to a blank InDesign document and followed step-by-step as the student works through the tasks. By the end of the tutorial (which should take 25 minutes to complete), students will be able to repeat the tasks independently and build their expertise with other tutorials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

# Create an InDesign Document...

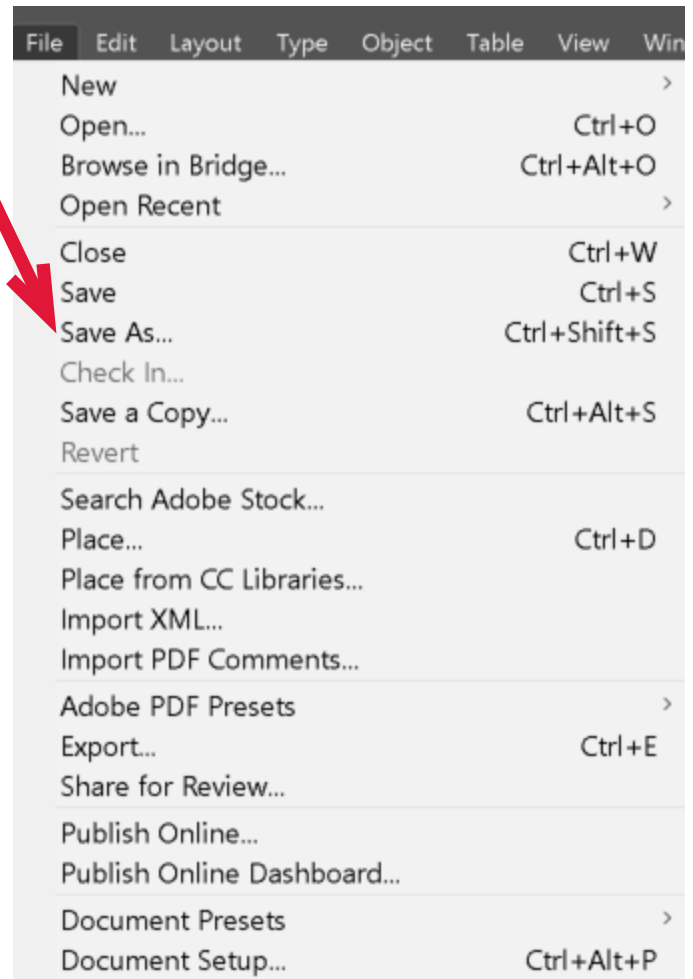
- 1 Download and install Adobe InDesign on your computer.
- 2 Double-click the  desktop icon on your computer desktop, or, select Creative Cloud  from your list of applications on your Windows  menu and open the latest version of InDesign from the list. Wait while the application loads.
- 3 Double-click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



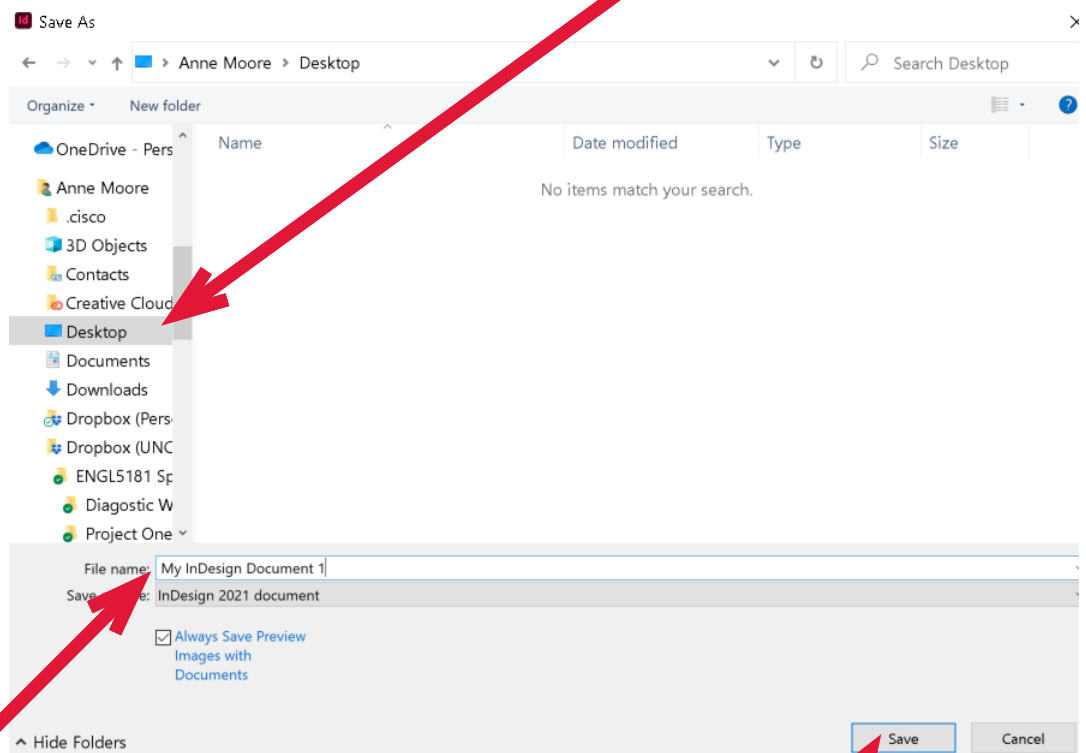
- 4 A blank letter-sized document will open.



- 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”).



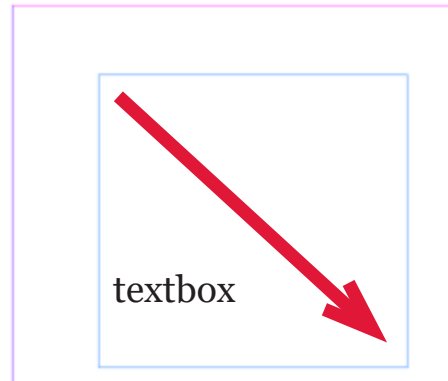
- 7 Type a Name for the file in the “File name:” field. Click the “Save” button.

# Create a Textbox with Filler Text...

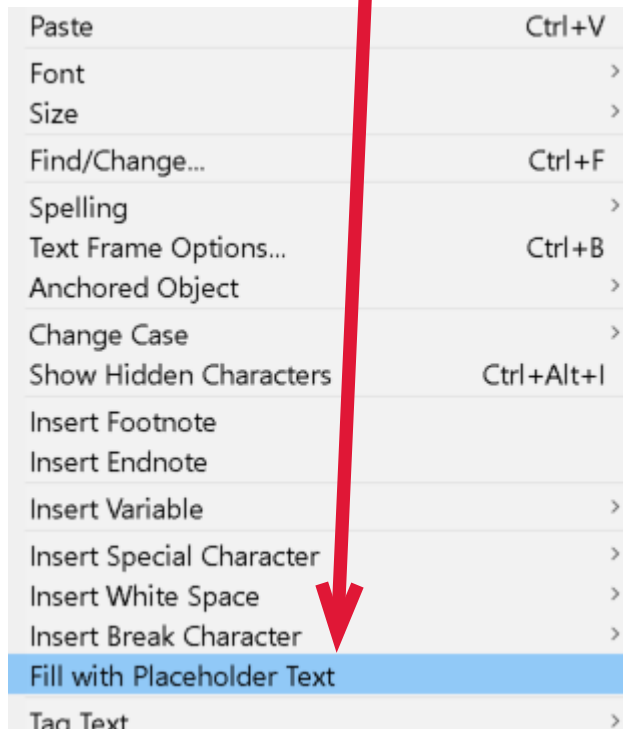
- 1 Click on the white T on the vertical “Toolbar.”



- 2 Click in the document and hold down the mouse button while you drag down and to the right to create a textbox of any size.



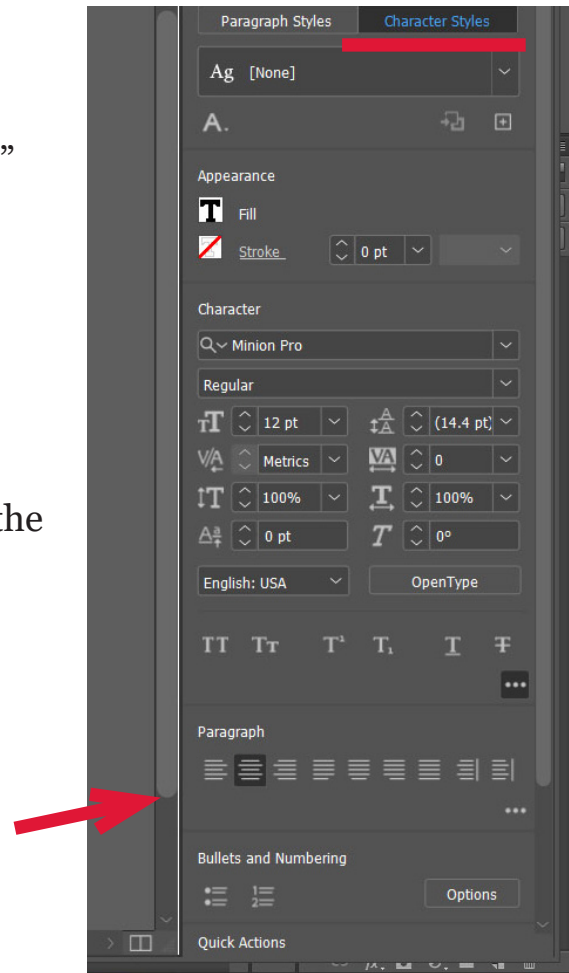
- 3 Right-click inside the textbox to bring up the fly out menu. Left-click on **Fill with Placeholder Text**. The textbox will be filled with Lorem Ipsum filler text.



Amusa eum que ea volo odipisc itesto  
bearum ab intianda quis idiossi taturi  
cuptatem id elesti de por molut occus aciet  
laborer iostore nusci aut istori tet harum  
aut estrume nihicillis ent, officae etum dit  
et erro molorer ibusam ea verions equunt,  
soluptas ipsam dit volecatiis etur, voluptaest  
quidis eiume nonsectur re, voluptiis expe  
molupta tionectemqui officias min perupta  
tibusam is as aut enditium hil iunt lam as  
dem con con planit dem dollaut aliquibus  
et, odi adignatem solor auditias et faciaep  
erchitemqui desed ea quiam, cuptatur?  
Henimporum fugiasp elleseq uiatius.  
Aborepuda imporporepta vellora eritatio

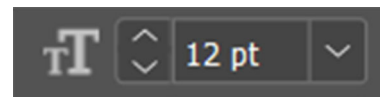
# Creating a New Heading Style...

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.



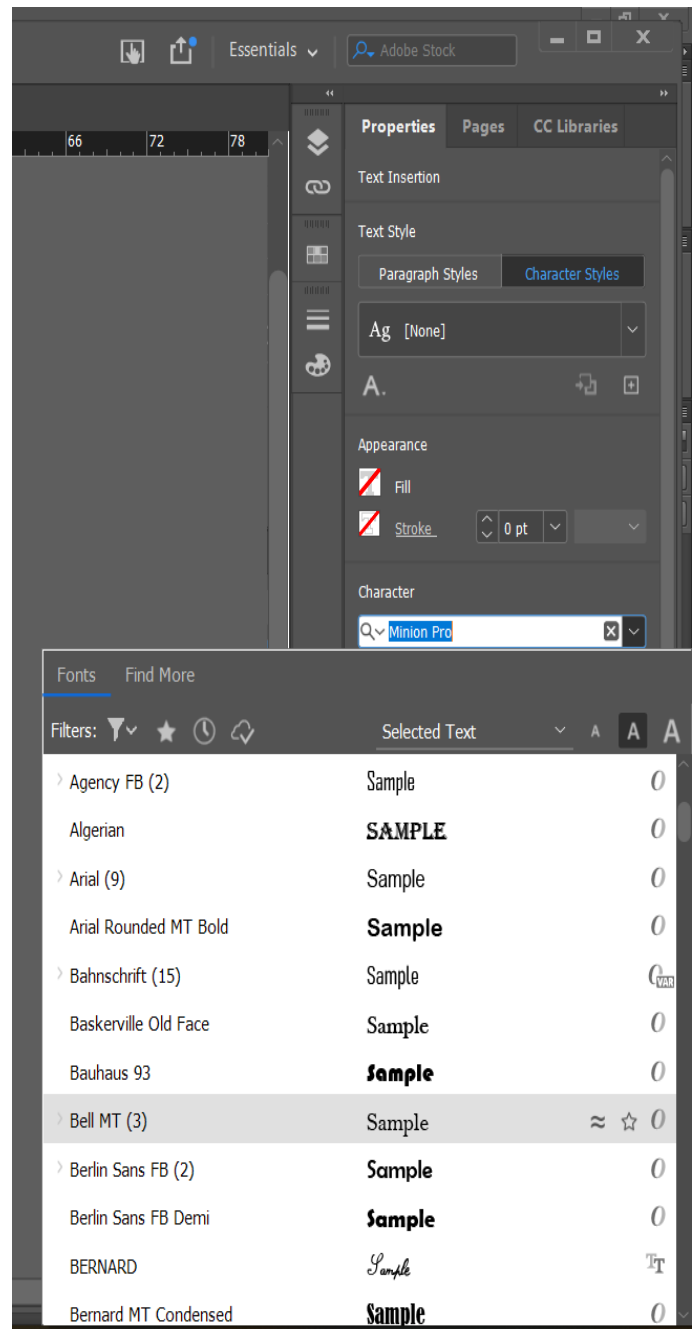
**You will now change the font size of the “Heading” text.**

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 a little T and a big T. This is the icon for font size. Use the drop-down arrow to change the font size to 36pt.



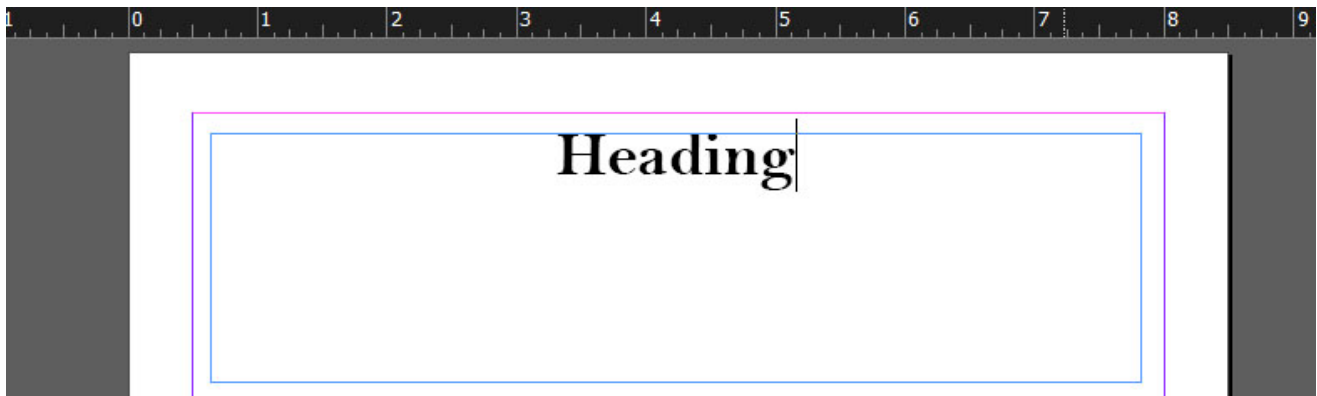
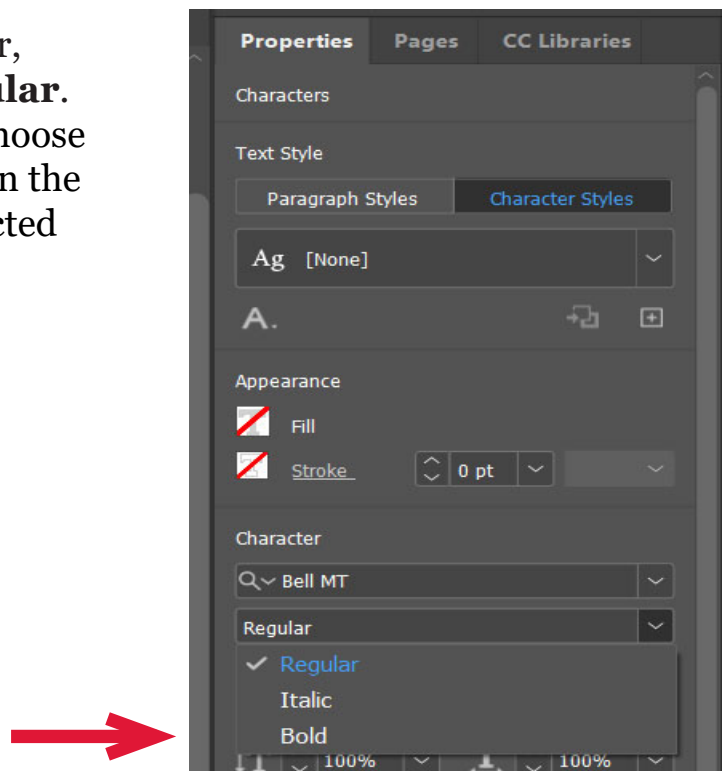
**Next, you will change the font style.**

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.

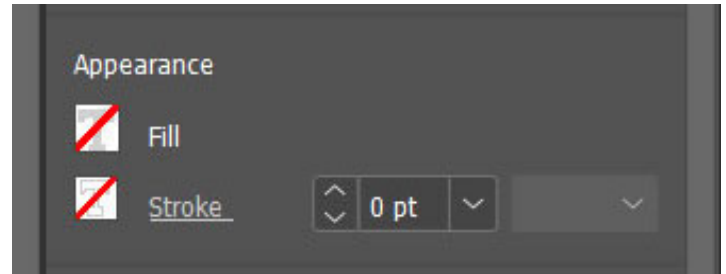


**The text is in a new font style and in bold.**

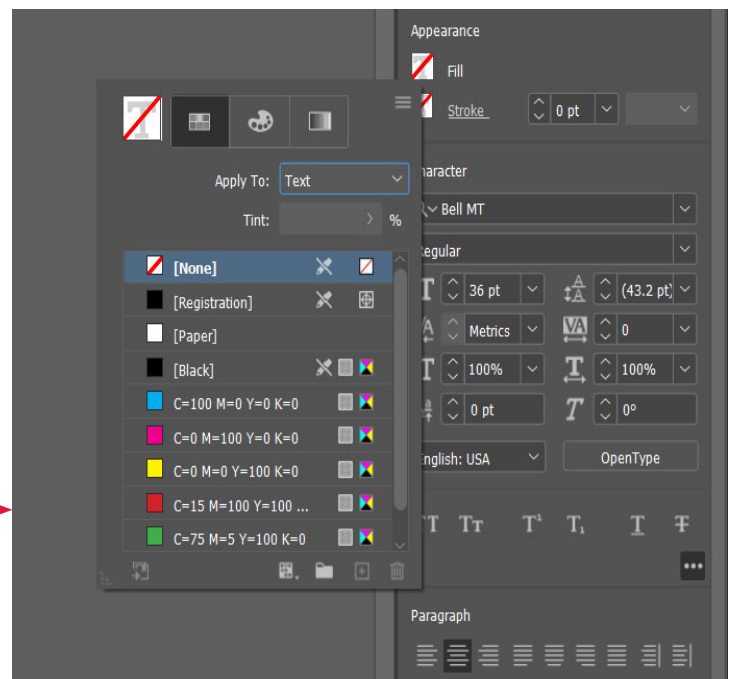


**The final step of this task will be to change the color. Remember to keep the text highlighted.**

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.

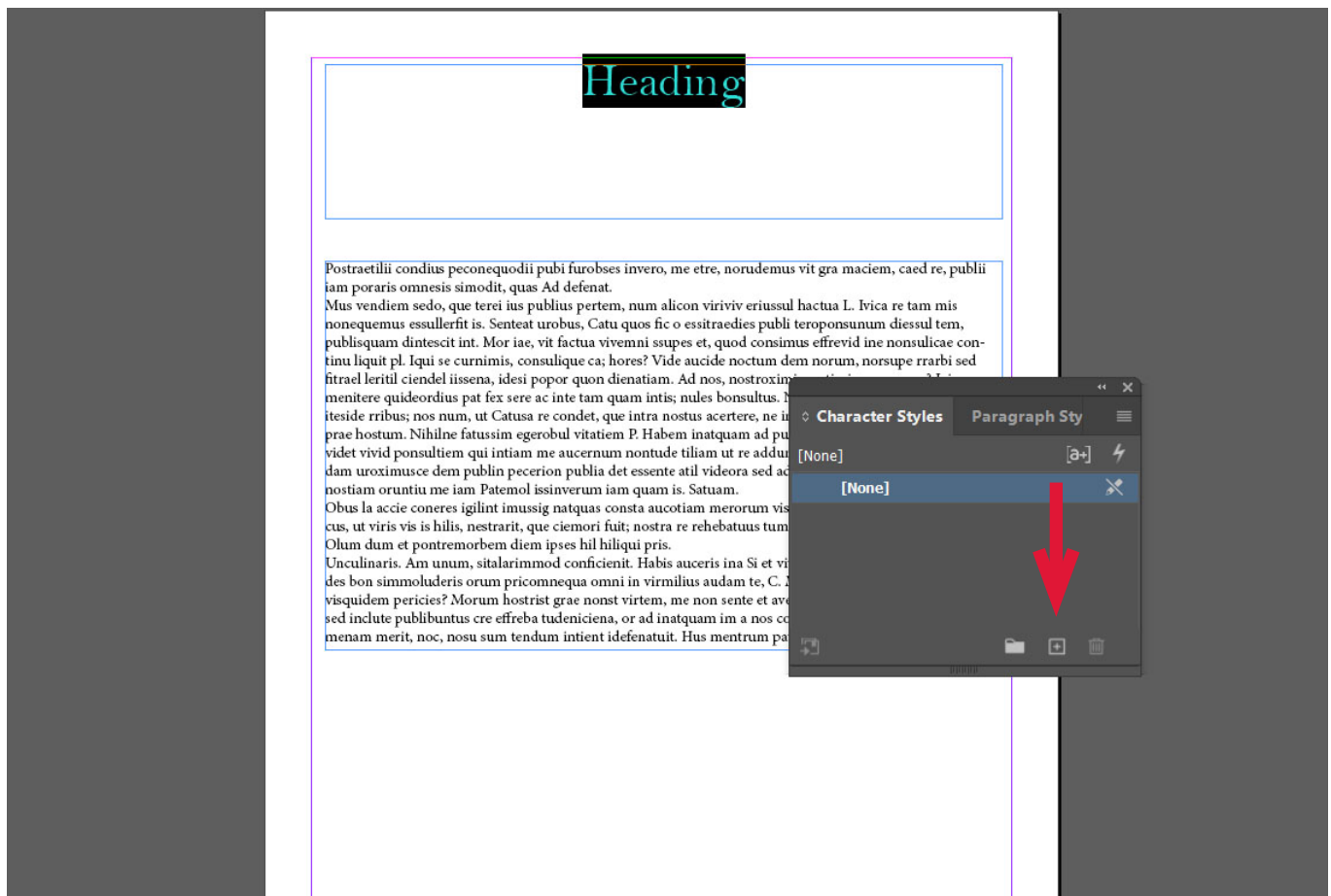


**Good work! You have now successfully changed the font size, style, bold/italic, and color. Now that the changes have been made, you can name your new typographic style.**

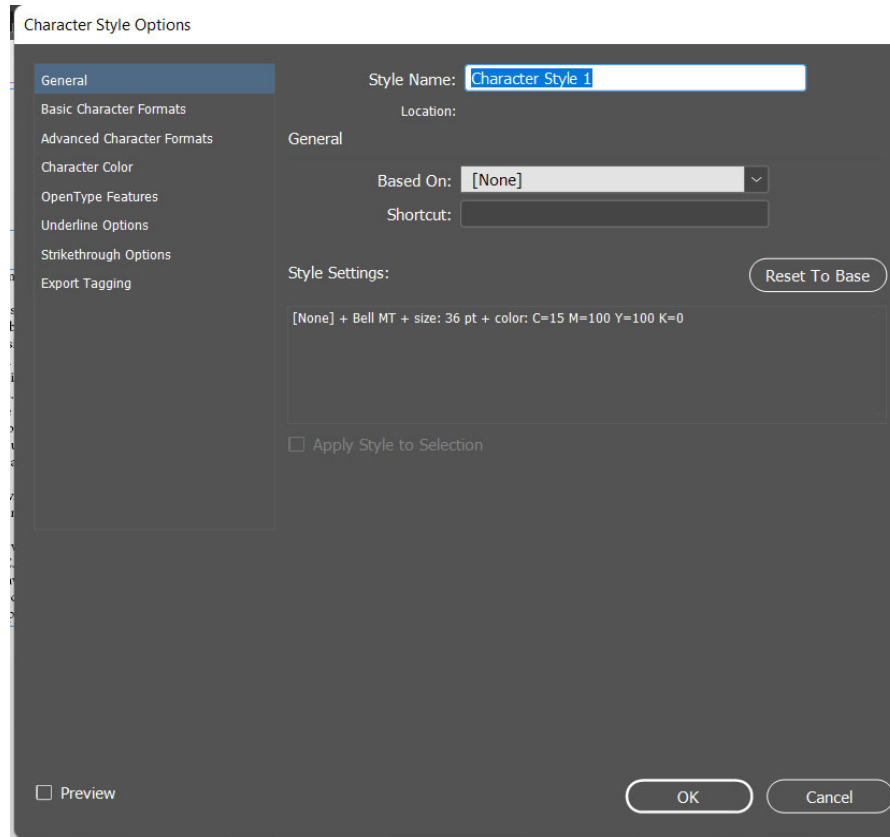
# Naming New Typographic Style...

You now know how to change your font in various ways. The next step will be to name this new typographic style. Make sure that your “Heading” text is highlighted. You will also want to double check that you are still in the Character Styles tab in the Properties menu 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.



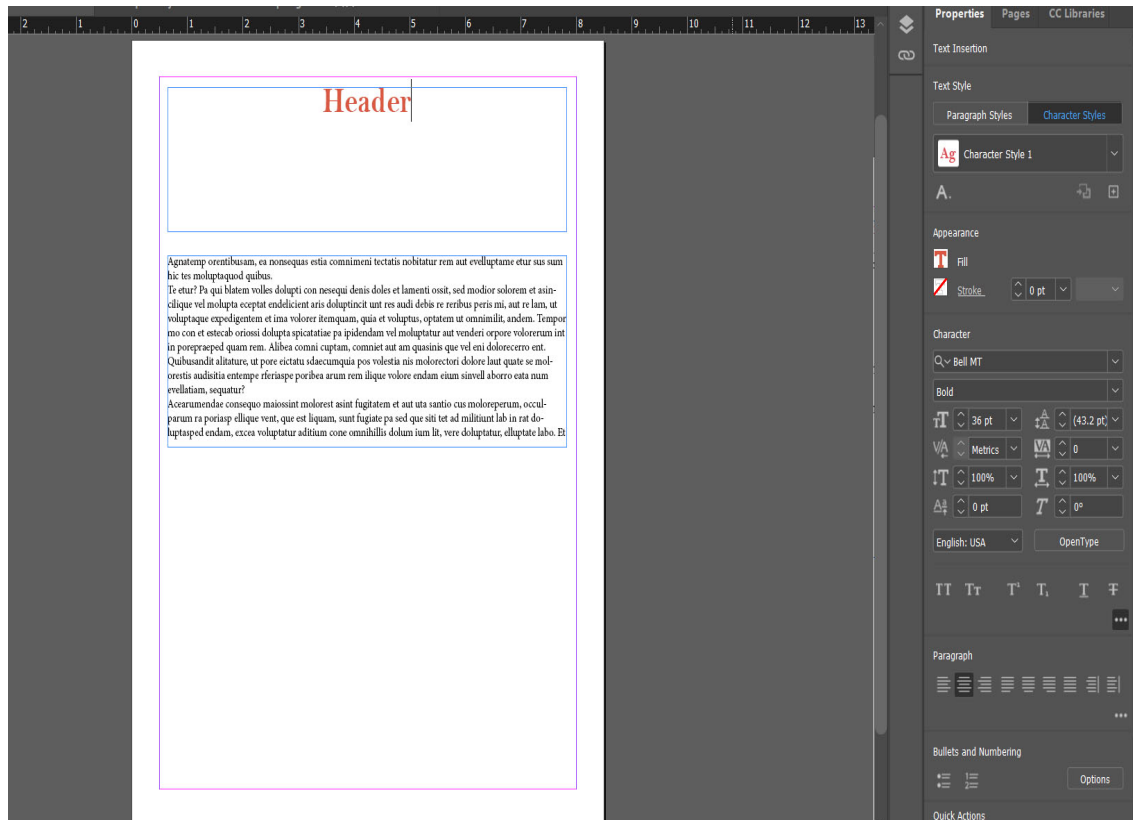
3. A new name will show up in the list, **Character Style 1**. Double-click **Character Style 1** and a new window will open.
4. Replace the name **Character Style 1** with a new name for the typographic style.



**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 be saved!**

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.

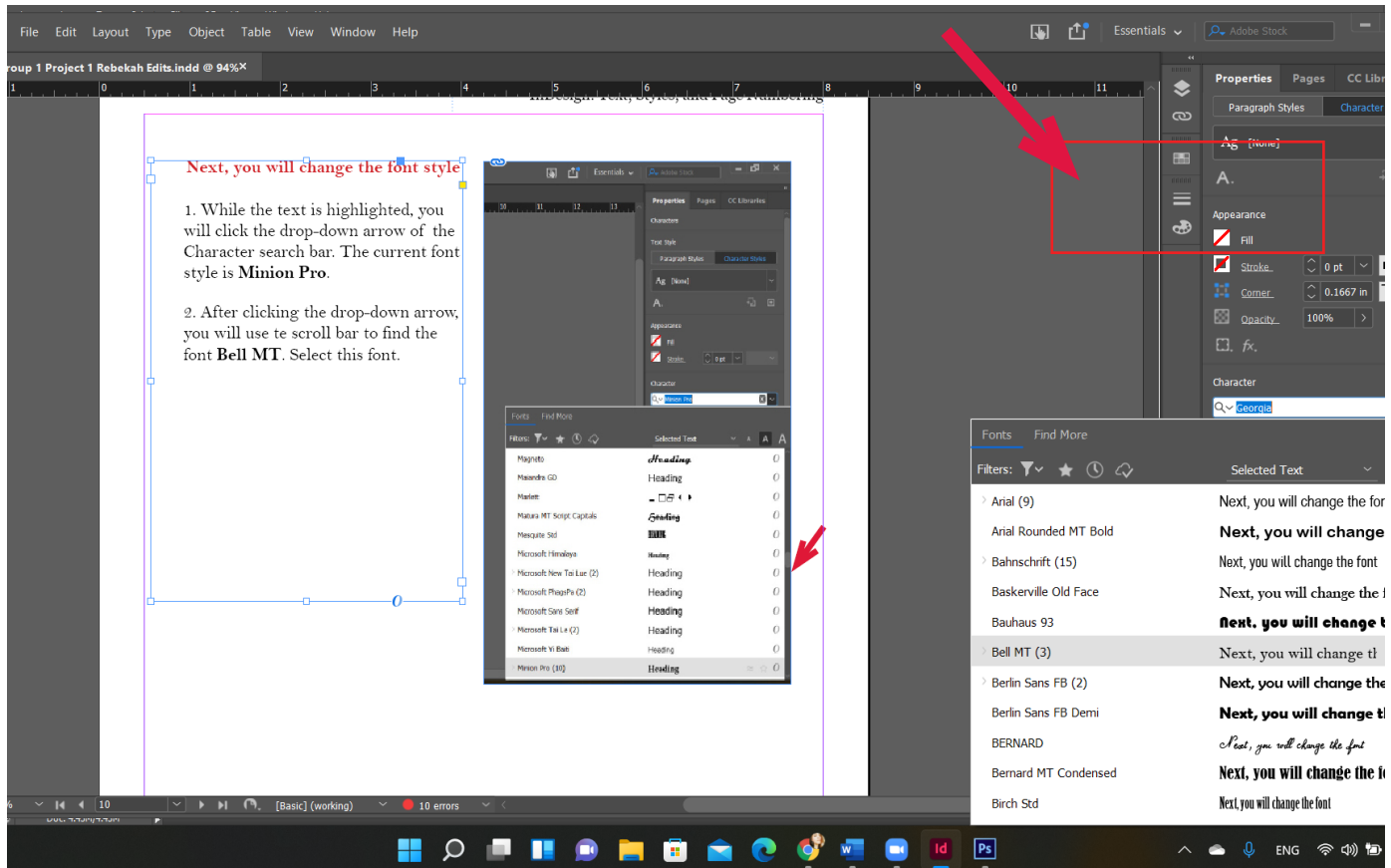
6. If everything is correct, click OK. Then, rename the font type in the **Style Name** bar. In the example, the new style is named with the default **Character Styles 1**.
7. Once you rename the new typographic style, click OK to save and then **close** the **Character Styles** panel. Notice that the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



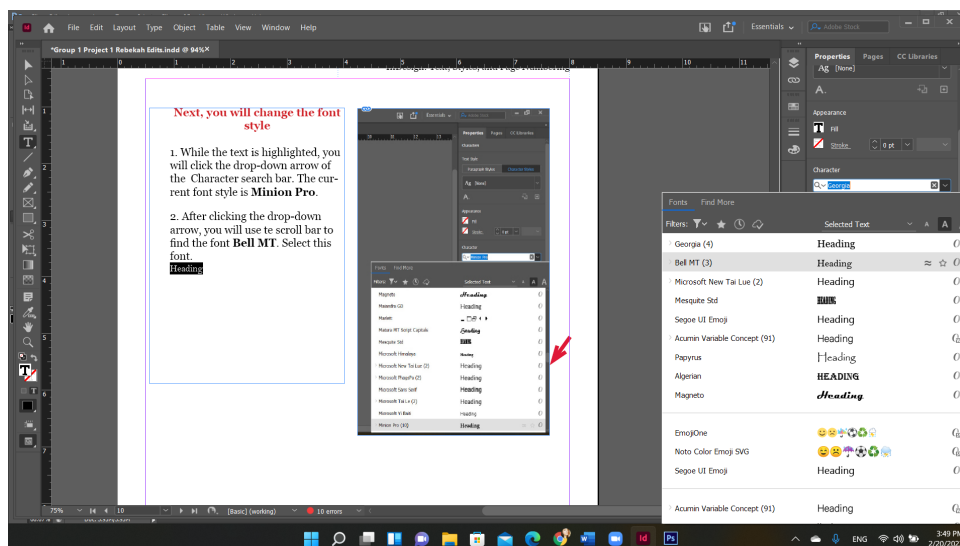
**Congratulations! You have now learned how to make a new typographic style and name it! Now you can move on to the next step!**

# Creating a Paragraph Style

1. Select and highlight the text. Open the **Paragraph Styles** panel on the right side and select **New Paragraph Style**.

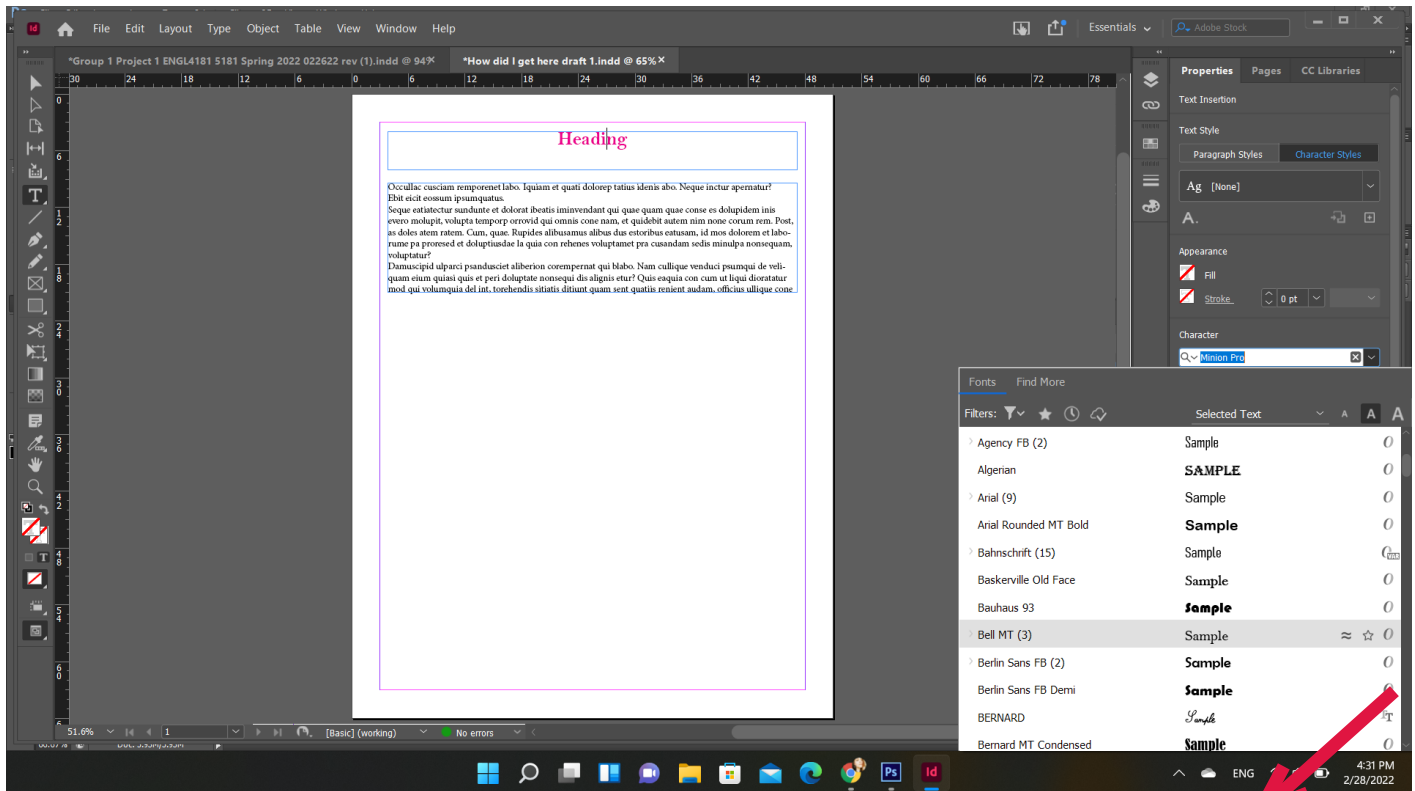


2. The **Paragraph Style** window will appear with a default name highlighted. Enter a new name. Click on OK at the bottom-right of the window.



# Applying a Paragraph Style

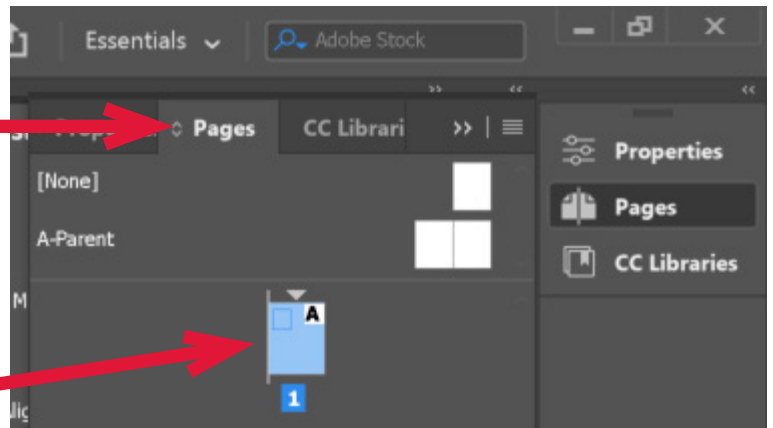
1. Apply the style to any paragraph. Highlight the text and then click on the name of the style you saved in the **Paragraph Styles** panel.



## Create a Parent Page...

**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 you want in a document and apply them to individual or groups of pages.**

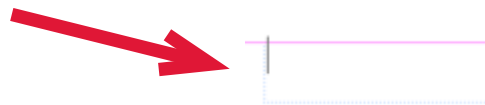
- 1 On the upper right side of the InDesign document screen, click on the **Pages** panel. If the **Pages** panel is not showing, click on the **Window** drop-down menu and click on **Pages**.



- 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 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 illustrates the workflow for inserting a page number in Adobe InDesign. The **Type** menu is open, showing options for text formatting. The **Insert Special Character** option is selected, which opens a submenu where **Markers** is chosen. This submenu lists several special characters, with **Current Page Number** (Ctrl+Alt+Shift+N) highlighted. Below the menu, the **Character** panel is visible, showing settings for the selected text (Georgia, Bold, 12 pt). The main document window displays the text "InDesign Tips and Tricks" on a page labeled "Page 1".

**Type** Object Table View Window Help

- 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
- Show Hidden Characters Ctrl+Alt+I

**Insert Special Character**

- Symbols
- Markers
- Hyphens and Dashes
- Quotation Marks
- Other

**Markers**

- Current Page Number Ctrl+Alt+Shift+N
- Next Page Number
- Previous Page Number
- Section Marker
- Footnote Number

**Character**

Q Georgia

Bold

12 pt (14.4 pt)

(0) 0

100% 100%

0 pt 0°

Language: English: USA

**InDesign Tips and Tricks**

**Page 1**

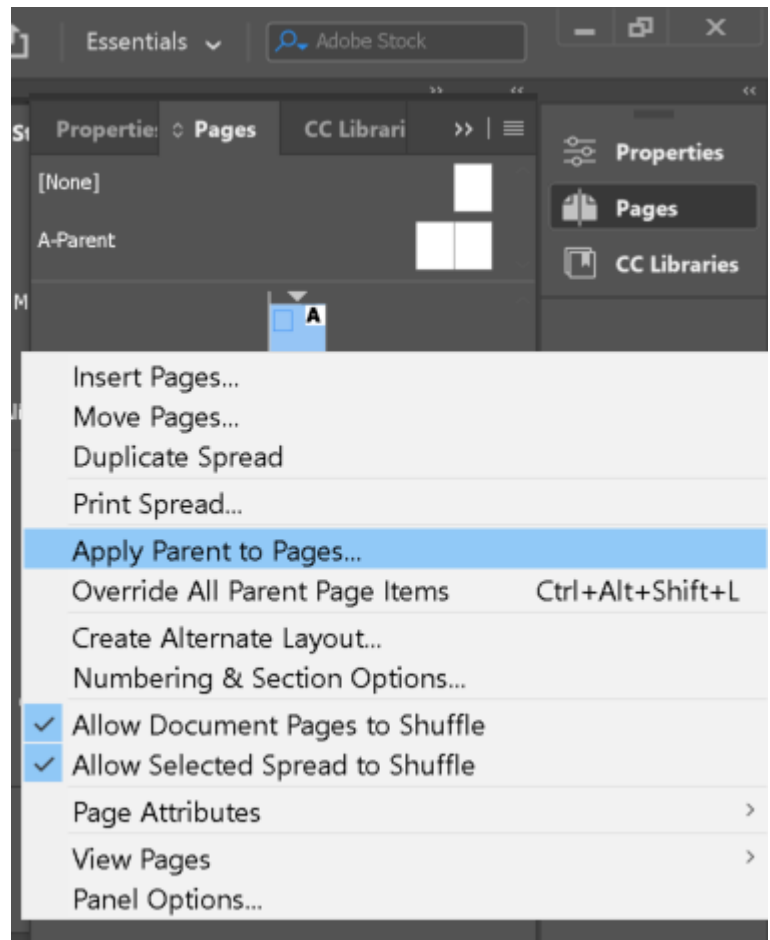


## Add a Running Head...

- 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...

- 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. If you cannot figure out how to perform a specific task, search on Google or another search engine to find a variety of videos.

**You have successfully completed this tutorial!**