

First: See the **Menu Bar > Window > Workspace > Choose Typography**. This is the best Workspace arrangement of panels for the type of projects you are going to be doing)

Right Underneath the **Menu Bar** is the Application Bar and the **Control Panel**. (which changes according to what is **selected** below on the page).

See how panels can pull off?

Panels can also be **expanded, or collapsed, or nested**.

Open a document with facing pages to see the **Page Panel**.

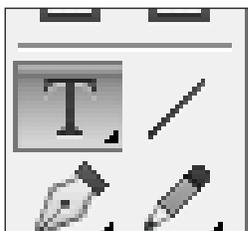
At the bottom of the Tool Panel you can choose **Preview** versus **Normal** view, to check it out.

Notice the **Tabs**. This enables you to have several pages open at once. *The tab tells you at what percentage you are viewing.*

The Tool Panel: If you pause, a box will appear telling you the name of the tool AND the **keyboard letter command** which will also select it, so you don't even need the mouse to change tools.



Type Tool:



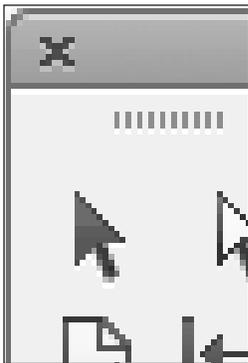
Make a **Text Frame** with the **Type Tool** by clicking and dragging, then paste in text you have copied from elsewhere (usually a word doc that your editor has sent you).

OR an alternate method:

You can **Place** text from a doc. by choosing **Menu Bar > File > Place**.

Keep **flowing the text** by clicking on the **little red plus sign** in the lower right corner of a text frame **while in the Selection Tool** (not the Type Tool). Then click and drag in a new location to make a new text frame, filled with the re-flowed text. (If there is not red plus sign there is no more text.)





Selection Tool:

The Selection Tool can **select and move**, or click and drag, to **crop** or **enlarge** the frame itself. This works with either text or images, or any graphic element on the page.

To Resize an Image: While holding down on the **Command + Option + Shift keys**, click and drag from a corner.

You can also **rotate** the box.

These are the most commonly used tools: **Selection Tool, Type Tool**, and the **Rectangle Tool**, which gives you a box. You would need this tool to make a box around a block of text. Do not use the text frame itself for a box of color, use the **Rectangle Tool**.

Grabber, or **Grabber Hand** can slide the virtual piece of paper around, but does not affect the design at all.

Keyboard Zooms:

Zoom in:

Z key + click and drag. This is called dragging a marquee (best control).
Or **Z key + click.**

Zoom back:

Z + Option. Click and drag, or just **click.**

Command key + Zero: Fit page in window .

Command key + Option key + Zero: fit double-page-spread in window.

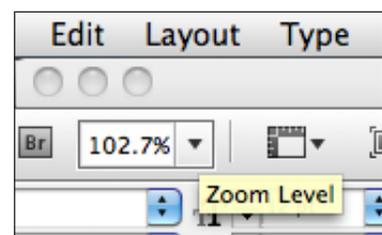
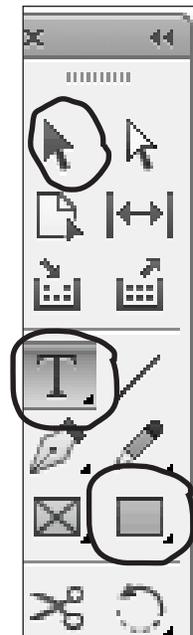
You can also **Zoom in or out** by choosing **percentages** from the **applications bar**, above the control panel.

More Keyboard Commands: *While you are in one tool you can switch quickly by pressing the right Keyboard Command.*

Selection ToolPress either **“V” key, or Escape Key.**

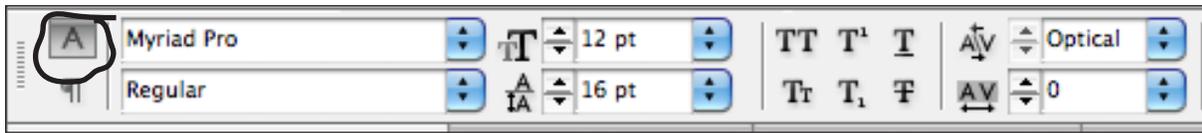
Direct Selection ToolPress **“A” key.**

Type ToolPress either **“T” key, or just double click in a text frame.**



Working with Characters and Paragraphs

There is a **Character Panel** and a **Paragraph Panel**, but the **Control Panel** makes it all more immediately available.



While you have the **Type Tool selected** the **Control Panel** will show these aspects:

Click on the **Character Icon** if it is not already selected.

For any text selected, you can:

- Change the **font**, itself, and change the **style** of the font (italic, bold, etc.)
- Change the **point size** of the font.
- Change the space between lines of type (**leading**).
- Change the spacing between letters in a line of type (called **tracking**).
- Change the space between individual letters (called **Kerning** but use the **Optical** setting).
- Change the **color** of the **type**, or the **color** of the frame-**background** (box-background).
- **Never change** the vertical or horizontal scale, and never create false italics by skewing type. This is a sign of the worst amateur, and compromises the integrity of a typeface!

Click on the **Paragraph Icon** to see the Paragraph aspects you control:



- Change the alignment of the paragraph: **align left, centered, align right, justify**.
- **Indent** the paragraph.
- **Indent** the **first line**.
- Give it lines of **space before** the paragraph.
- Give it lines of **space after** the paragraph.
- Make the first letter of a paragraph into a **dropped capital**, and control **how many lines** it drops. Or drop more than one letters at the beginning of a paragraph.

- You can make a **bulleted or numbered list**.
- You can **align to baseline** grid.
- You can automatically **divide blocks of text into columns**. Sometimes this is appropriate and sometimes doing it by hand is best.

Later on, you will learn to set **Paragraph Styles**. Experiment with these aspects now as you plan your layouts, then when you have made decisions about fonts and sizes and etc., you can set them in **Paragraph Styles** and reuse them over again, quickly and easily.