

# Using Text 101

## InDesign CS

1. Open InDesign (pink Id icon in dock)
2. File → New Document (shortcut: ⌘N)
3. Choose the text tool in your 'tool box' (**T**)
4. Click and drag a box anywhere in your new document
5. Type the first letter of your first name in the text box that you just created
6. Double click in the text box (this should highlight the letter)
7. Double click in the font name box at the top of your screen (it should read 'Times Roman'), highlighting the name
8. Type the letter 'a'; this will bring you to the top of the font list
9. Double click in the font name box
10. Arrow down (on your keyboard) will allow you to scroll through the available fonts

### **HINTS:**

To see your document better, make it larger by double clicking the percentage at the bottom left of the document and enter in a larger number)

It may help for you to make the letter bigger (increase the pt. size) so that you can see the font clearly

Double click in any text field (pt. size, rotation, tilting, etc.) and arrow up or down to make visible, immediate adjustments NOTE: the letter(s) must be highlighted!

## OPTIONS:

★ How many text boxes will you have? ONE? TWO? SEVEN?

*Option A:* Make a separate text box for each letter of your first name (this will give you more flexibility) *Option B:* Make a single text box for your name *Option C:* make two text boxes for the letters in your name *Option D:* ETC.!

★ Rotate the text boxes

★ Overlap the text

★ Flip the text horizontally or vertically

★ Change the color of the font

★ Change the stroke color and/or weight of the font

★ Object → Arrange → Send to back OR Bring to front

★ Distort the font: Choose the text tool → highlight your letter(s) by double clicking in the text box → make them tilt by choosing the crooked 'T' at the top of your document OR make the letters stretch taller or wider using the options at the top of your document

★ Adjust the spacing between the letters in a text box using the tracking option (↔ AV) to kern the spaces