Introduction to InDesign: Paragraph Formatting Dock

EPI Centre

UWE BRISTOL — Faculty of Art, Media and Design

The Paragraph Formatting Dock only appears when a text box is selected, it is found directly below the Menu Bar and gives the user instant access to all the main paragraph formatting and layout tools. You can toggle between the Character and Paragraph formatting docks by using the buttons on the far left hand side. If the control dock does not appear you can turn it on by going to **Window** on the menu bar and selecting **Control** from the drop down menu. It is contextual and will only appear when you are using the text edit tool. The Paragraph Formatting Dock may also appear slightly differently on every computer; this handout covers only the main options and tools.
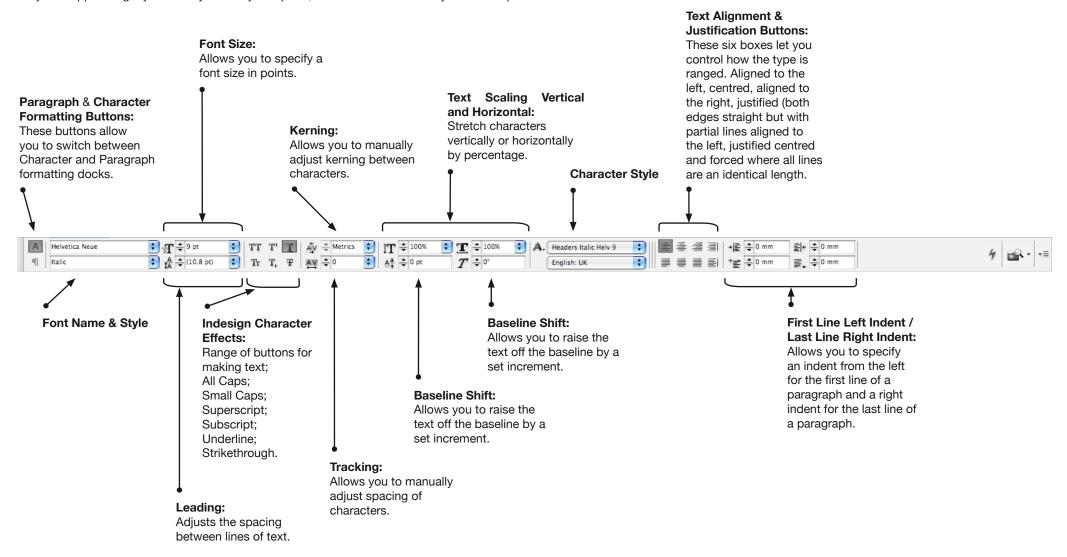
Left & Right Indent:
Allows you to specify an indent from the edge of the text box for all lines of text in a text box. Either directly enter a figure or use the up and down arrows to enlarge/decrease the amount in increments of 1mm.

To specify an exact measurement you can type directly into any of the measurements field using a value with any of the following abbreviations i (inches) p (points) mm, cm.

Paragraph & **Character Formatting Buttons:**
These buttons allow you to switch between Character and Paragraph formatting docks.

Paragraph Styles:
If you are using paragraph styles this menu allows you quickly apply a paragraph style.

Columns:
Allows you to specify the number of columns in a selected text box.

Font Name and Style

Font Size

Kerning:
Allows you to manually adjust kerning between characters.

Text Alignment & Justification Button:
These six boxes control how the type is ranged. Aligned to the left, centred, aligned to the right, justified (both edges straight but with partial lines aligned to the left, justified centred and forced where all lines are an identical length.

Drop Caps:
These buttons allow you to start a paragraph with drop capitals. The Left button allows you to specify the number of lines to drop the letters and the right button allows you to specify the number of letters to drop.

Hyphenate:
Turns auto hyphenation on or off. This is particularly important when using a justified or forced paragraph style.

Baseline Grid Alignment Buttons:
Lines of text are by default not aligned to the baseline (a set of ruled guides usually invisible). This is to give flexibility in the use of different fonts and sizes of text. InDesign automatically works out the optimum alignment. If it is important that all lines of text are exactly equal distance apart then you can align it to the baseline.

Indesign Character Effects:
Range of buttons for creating;
All Caps;
Small Caps;
Superscript;
Subscript;
Underline;
Strikethrough.

Tracking:
Allows you to manually adjust spacing of characters.

First Line Left Indent / Last Line Right Indent:
Allows you to specify an indent from the left for the first line of a paragraph and a right indent for the last line of a paragraph.

Leading:
Adjusts the spacing between lines of text.

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The Character Formatting Dock is found directly below the Menu Bar and gives the user instant access to all the main text manipulation tools. If the control dock does not appear you can turn it on by going to **Window** on the menu bar and selecting **Control** from the drop down menu. It is contextual and will only appear when you are using the text edit tool. The Character Formatting Dock may also appear slightly differently on every computer; this handout covers only the main options and tools.

Font Size:
Allows you to specify a font size in points.

Text Alignment & Justification Buttons:
These six boxes let you control how the type is ranged. Aligned to the left, centred, aligned to the right, justified (both edges straight but with partial lines aligned to the left, justified centred and forced where all lines are an identical length.

Paragraph & **Character Formatting Buttons:**
These buttons allow you to switch between Character and Paragraph formatting docks.

Kerning:
Allows you to manually adjust kerning between characters.

Text Scaling Vertical and Horizontal:
Stretch characters vertically or horizontally by percentage.

Character Style

Font Name & Style

Indesign Character Effects:
Range of buttons for making text;
All Caps;
Small Caps;
Superscript;
Subscript;
Underline;
Strikethrough.

Baseline Shift:
Allows you to raise the text off the baseline by a set increment.

First Line Left Indent / Last Line Right Indent:
Allows you to specify an indent from the left for the first line of a paragraph and a right indent for the last line of a paragraph.

Baseline Shift:
Allows you to raise the text off the baseline by a set increment.

Tracking:
Allows you to manually adjust spacing of characters.

Leading:
Adjusts the spacing between lines of text.

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The Control Dock is found directly below the Menu Bar and gives the user instant access to all the main text box/picture box manipulation tools. If the control dock does not appear you can turn it on by going to **Window** on the menu bar and selecting **Control** from the drop down menu. It is contextual and will only appear when you are using the text edit tool. The Control Dock may also appear slightly differently on every computer; this handout covers only the main options and tools.

Rotation Angle:
Controls the rotation of an object or frame about the **Reference Point**.

Stroke Weight:
Controls stroke weight in points.

Object Styles:
Quickly apply an object style from the menu**.**

Width & Height:
Displays the width and height of a selected object. You can change the dimensions by typing directly into measurement fields. Use the Chain button to link the width and height dimensions.

Drop shadow:
Add a drop shadow to selected object

Fit Content to Frame

Fit Content Proportionally

Quick Resize Options:
Use these buttons to quickly resize frames and content in relation to each other.

Reference Point:
Changes the reference point of on object when enlarging, rotating, moving.

Rotate Clockwise 90°
Rotate Counter-clockwise 90°

Object Effect:
Choose an object effect from the menu to add to a selected object.

Center Content

X: 148.5 mm   W: 273 mm   100%   0°   0 pt   100%   [None]+

Y: 104.408 mm   H: 9.113 mm   100%   0°

Position on page:
Shows the placement of an object on the page, measured from the **Reference Point** (see above).

Flip Vertical
Flip Horizontal

Text Wrap:
Controls the way text flows around with images.

Alignment Buttons:
Quickly aligns multiple selected objects.

Shear X Angle:
Controls the sideways skew of on object.

Opacity:
Adjusts the opacity of a selected object.

Scale Width and Height:
Controls the scale of an object or frame content. Use the Chain button to link the horixontal and vertical scaling.

Stroke Style:
Choose a stroke style from the drop down menu.

Fill frame proportionally

Fit Frame to content

Quick Resize Options:
Use these buttons to quickly resize frames and content in relation to each other.

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