

# Introduction to Graphics & Design

## Page Layout: Formatting Type

GPS: ACCT-IGD-11, ACCT-IGD-13

**Objective:** Given a directions sheet and a project sheet, manipulate type in a page layout program. Score an 80% or higher.















### Follow the steps below:

1. Launch InDesign.
2. Create a new 8.5 x 11 document.
3. Save the document as InDesignType.indd
4. Go to the menu bar and choose  
TYPE—CHARACTER (or command T).  
A panel should appear.

**NOTE: You'll also use the tools below the menu bar. See the chart for clues to the formatting options available.**

5. Click the type tool on the tool bar.
6. Draw a type box that fills the page. A blinking cursor should appear.
7. Type the word *formatting* in caps and lower case.
8. Format the text in Times, 50 point.
9. Copy and paste the text 7 more times. You should have 8 total.
10. Complete the project sheet attached.
11. Turn all work into your instructor.

## Formatting Options in InDesign CS4

Button	Name	Description
	Font Size	Changes the size of the font uniformly.
	Leading	Changes the leading. Leading is the vertical space between two lines of text, from baseline to baseline. Baseline is the invisible line that text sits on.
	All Caps	Changes all characters to capitals.
	Superscript	Raises a character's baseline by 33.3% & reduces its size to 58.3% of its current font size. The baseline of the adjacent text is not affected.
	Subscript	Lowers a character's baseline by 33.3% & reduces its size to 58.3% of its current font size. The baseline of the adjacent text is not affected.
	Underline	Places a line beneath words and the space between them.
	Small Caps	Changes all characters to capitals with the initial character of each word being larger
	Strike through	Places a strike through across words and spaces between them.
	Kerning	Increases or decreases the horizontal space between two characters in a selection.
	Tracking	Increases or decreases the horizontal space between characters in a selection of text.
	Vertical Scale	Changes the height of the text without changing the width.
	Baseline Shift	Pushes the baseline of text up or down.
	Horizontal Scale	Changes the width of text without changing the height.
	Skew	Changes the slant of text. Skew is measured in degrees.

**Project Brief:** Use the formatting tools to complete the following tasks. Remember you'll be using the word formatting.

1. Word 1:

Leave the first one alone. Do nothing to it.

2. Word 2:

Place the cursor between the F and the o. Change the kerning to -175.

3. Word 3:

Select the entire word. Change the tracking to 160.

4. Word 4:

Select the word. Change it to Small Caps.

5. Word 5:

Select the word and underline it.

6. Word 6:

Select the F and super script it by 3.

7. Word 7:

Select the word and strike through it.

8. Word 8:

Select the word. Change the horizontal scaling to 50%.