

Typesetting in InDesign

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Tabs & indents

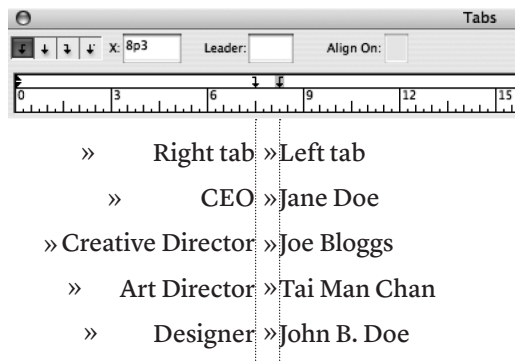
Tabs and indents are very useful tools for controlling micro-spacing within a passage of text in a systematic way. Because we mostly use proportional-spaced fonts nowadays, it is impossible, not to mention messy, to use the space bar to line up your text. Always use tabs and indents.

Tabs

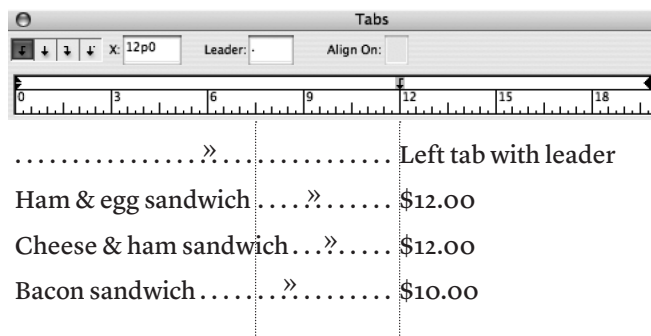
Tabs are predefined alignment points within a line of text. When you hit the tab key, the cursor jumps to the next *closest* tab stop that you have set. You can define the tab stops to align your text on the left, the centre, the right and on decimal points (or any character you define). The tab stops are triggered by pressing the tab key. If you don't press the tab key the tab stop is ignored.

Go to **Type > Tabs** to bring up the tab ruler. Simply click on the ruler to add a tab. The tabs can be repositioned by dragging the arrow or inputting a new position value into the x input box. In the following examples, the » symbol indicates one pressing of the tab key.

48 Left, right, centred and decimal tabs



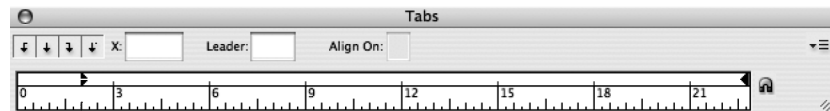
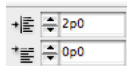
49 A 'tab leader' is a character that is used to fill the space between two tabs. Select the tab, then type in the character in the **Leader:** input box.



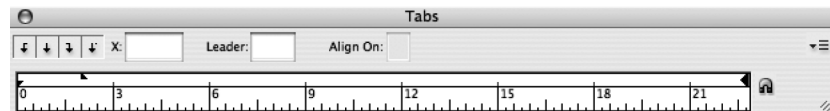
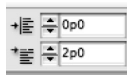
Indents

Indents control the left and right margins of a block of text. It also indicates the position where the first line of a paragraph begins (a 'first line indent'). The indent at the beginning of a paragraph should not be created by pressing the tab key.

Indents could be set in the paragraph palette (by inputting numeric values) as well as on the tab ruler (by dragging the triangles).

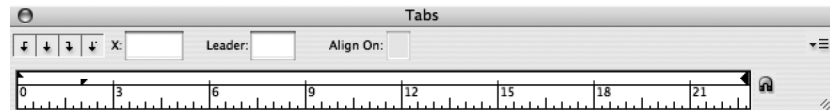
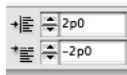


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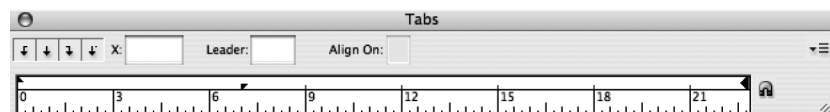
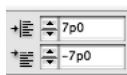
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First line indent Only the first line of the paragraph is indented by 2 picas.



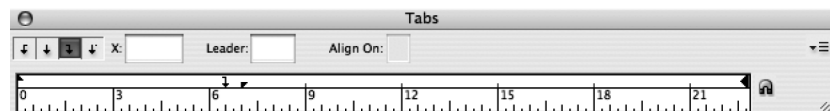
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Outdent The paragraph is shifted to the right by 2 picas except the first line.



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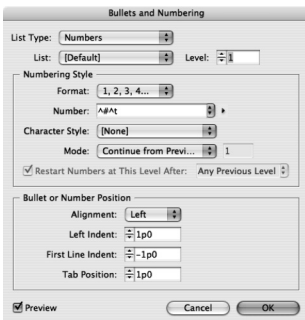
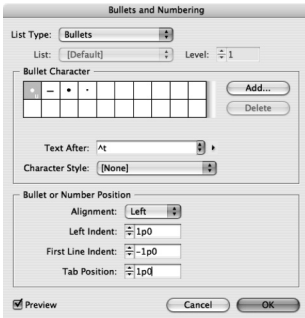
Outdent with tab A 7-pica outdent with a 'side heading' separated from the paragraph with a tab.



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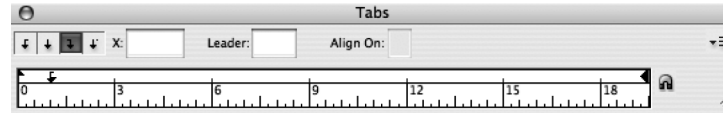
Outdent with right tab A 7-pica outdent with a 'side heading' separated from the paragraph with a right tab.

Settings for bulleted and numbered lists



Bullets and numbering

Bullet and number lists are created with tabs and indents. In InDesign, these can be semi-automated through the use of the **Bullets & Numbering...** settings.



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