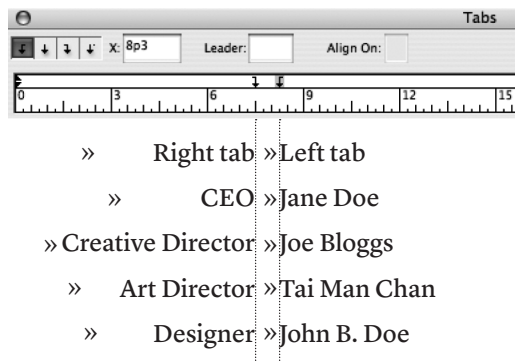# Typesetting in InDesign

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.
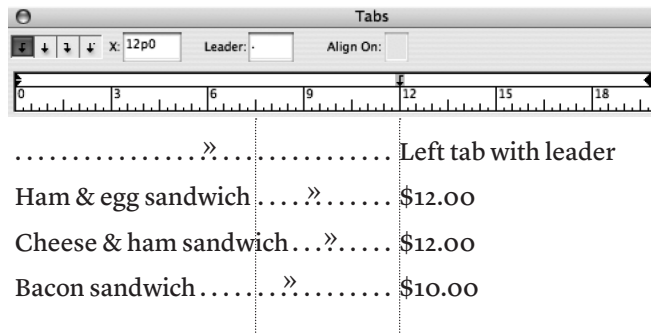
Tabs

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 iputting a new position value into the **x** input box. In the following examples, the » symbol indicates one pressing of the tab key.

Left, right, centred and decimal tabs

	Left tab	Centered tab	Decimal tab	Right tab
Item 1 »	Apple »	Taiwan »	$2.30 »	Washington
Item 2 »	Oranges »	US »	$3.00 »	Sunkist
Item 3 »	Pineapple »	Thailand »	$10.00 »	Del Monte
Item 4 »	Banana »	Philippines »	$1.00 »	Dole

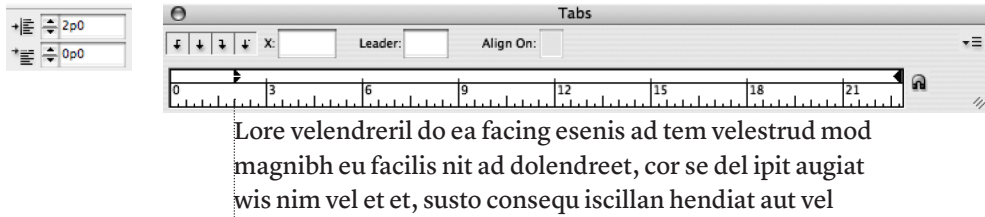| Right tab	»Left tab
» CEO	»Jane Doe
»Creative Director	»Joe Bloggs
» Art Director	»Tai Man Chan
» Designer	»John B. Doe

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.
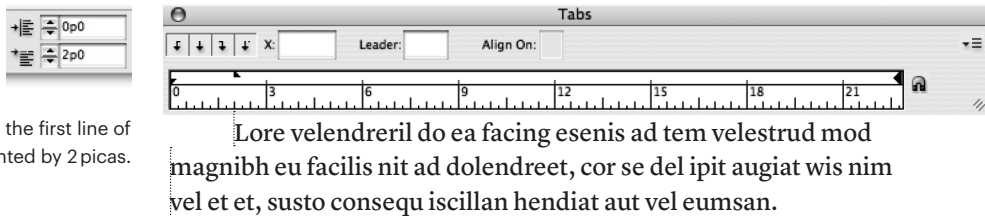

. . . .»	Left tab with leader
Ham & egg sandwich . . . . .».	$12.00
Cheese & ham sandwich . . .».	$12.00
Bacon sandwich . . . .».	$10.00

Indents

Indents control the left and right margins of a block of text. It also indicates the 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.
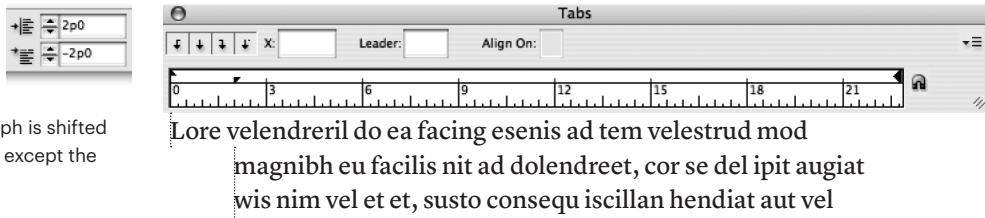
Indents could be set in the paragraph palette (by inputing numeric values) as well as on the tab ruler (by dragging the triangles).
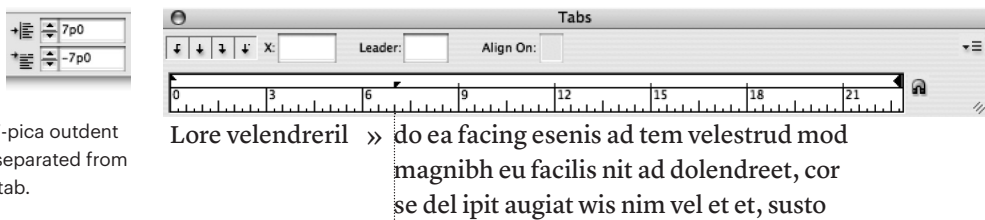
2p0
0p0

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

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2p0
-2p0

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

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7p0
-7p0

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

Lore velendreril » do ea facing esenis ad tem velestrud mod magnibh eu facilis nit ad dolendreet, cor se del ipit augiat wis nim vel et et, susto

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

» Lore » do ea facing esenis ad tem velestrud mod magnibh eu facilis nit ad dolendreet, cor se del ipit augiat wis nim vel et et, susto consequ.
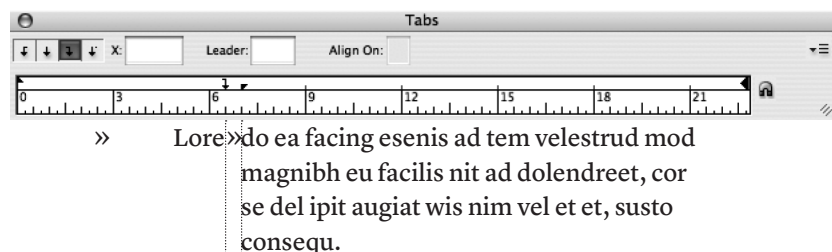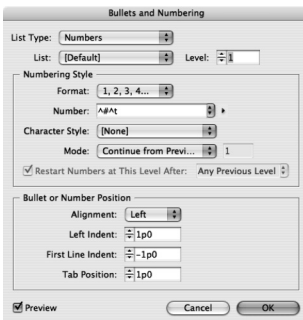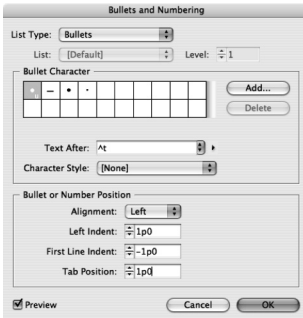
Bullets and numbering

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.
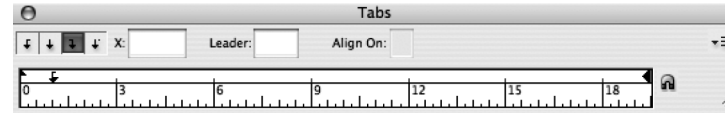
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- Se vel ullam, sed duis et num erit dolortionse
  exerostinim
- Iliquisim et dolor illam zzrilit at um ipit la faciliquatis
  esse molorero esto dolortie commy num veliquat
- Velit vulla feu faci tatum vulla acillan henismo illam
  zzrilit dolobor erostin

1 Alit ea faciduisl ulpute dio odolessi
2 Se vel ullam, sed duis et num erit dolortionse
   exerostinim
3 Iliquisim et dolor illam zzrilit at um ipit la faciliquatis
   esse molorero esto dolortie commy num veliquat
4 Velit vulla feu faci tatum vulla acillan henismo illam
   zzrilit dolobor erostin

Paragraph settings

When you press the return key, you are telling the software to start a new paragraph. All the paragraph-level attributes that you apply – tabs, indents, spaces before and after paragraphs, paragraph rules, bullets & numbering, alignment, etc. – are applied between two presses of the return key. You can force a line break by pressing shift+return (called a 'soft return'), telling the software to break the line without registering it as a paragraph break.

Paragraph spaces

If you want to add extra space between paragraphs, do not press the return key twice. Instead, set a space before or after the paragraph (or both) by typing values into the paragraph palette. This gives you much finer control of the size of the spaces.

Settings for spaces before and after paragraphs

Body text
space after paragraph = 0p6
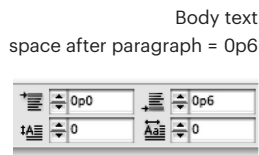
Bold subhead
space before paragraph = 0p9
space after paragraph = 0p6

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space between paragraphs = 0p6

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space between body text and subhead = 0p9 + 0p6 = 1p3

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Paragraph rules

Paragraph rules are lines that are drawn automatically before and/or after a paragraph when the return key is pressed. The advantage of using paragraph rules over manually inserting lines is previse positioning, and that they move with the text flow.

offset = 1p6

Minim amet, commolo rtisit delese te vero eu feuisi tem dolorperat, vent nosto coreet lorero odignia mconum vulput luptat lutatio er init autpat ad minis ent lorpercin.

offset = 0p10

Settings for paragraph rules