InDesign Introduction Series:
Phase 3 - Type Tool

In this Phase, we will be looking at some of the features and uses of the Type Tool.

The Type Tool (T) is located on the left-side tool bar, and is primarily used for adding written content to documents.

Using the Type Tool

With our picture frames laid out, we can now start to add text boxes to our spread.

When adding test to a layout, it's important to consider what types text displays you will have. For our work, we will have 3.

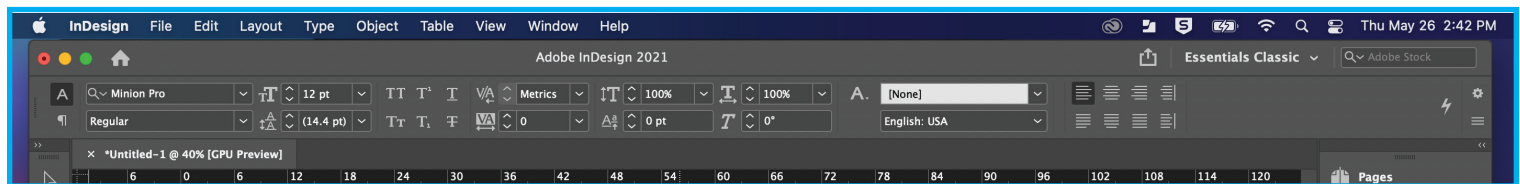### Main Title, Sub-Titles, and Body Text

Main Title:
- The largest text. Usually one.
- Main titles work well using the Rule of Thirds, are not limited in where they go.

Sub-Titles:
- Used to highlight topics or section off body text.

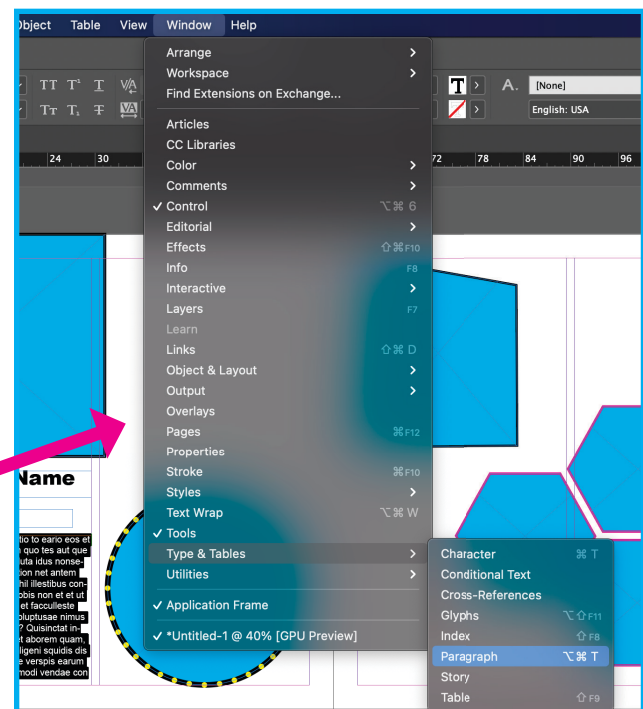**Body Text:**
- Longer blocks of text. Usually 10-14pt.

Type Tool Activate!

All of the main features and settings for text can found across the top menu when the Type Tool is active.
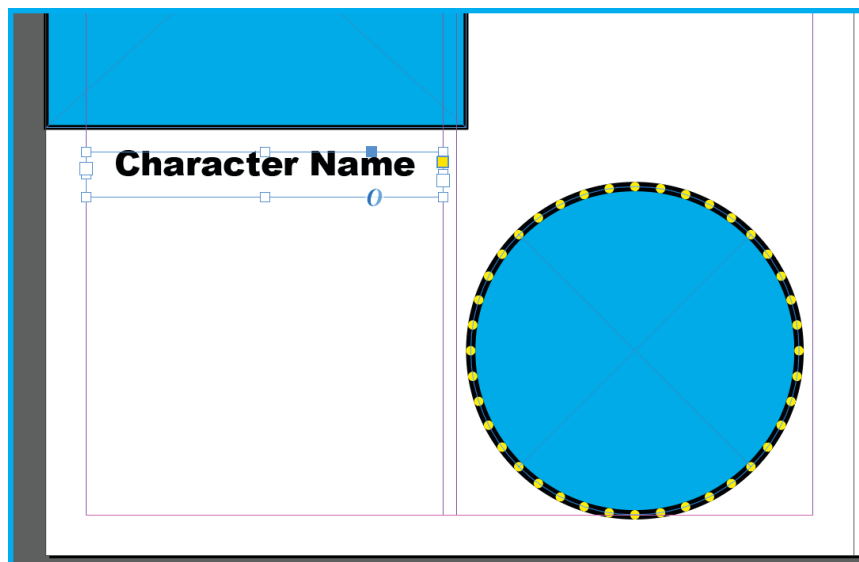
In this menu you can change the font style, the size, the colour, outline colour, position, and even micro-settings like the angle, spacing, and gaps of characteres and lines of text.

You can also access all these tools from the Window Menu -> Type & Tables

Any of these menus can be added to your right-fly out menu for quick access.

Using the Type Tool

To add a Text Box, click-hold-drag across the area you want to add text.

The Text Box will not automatically fill text, so you will need to type that in.
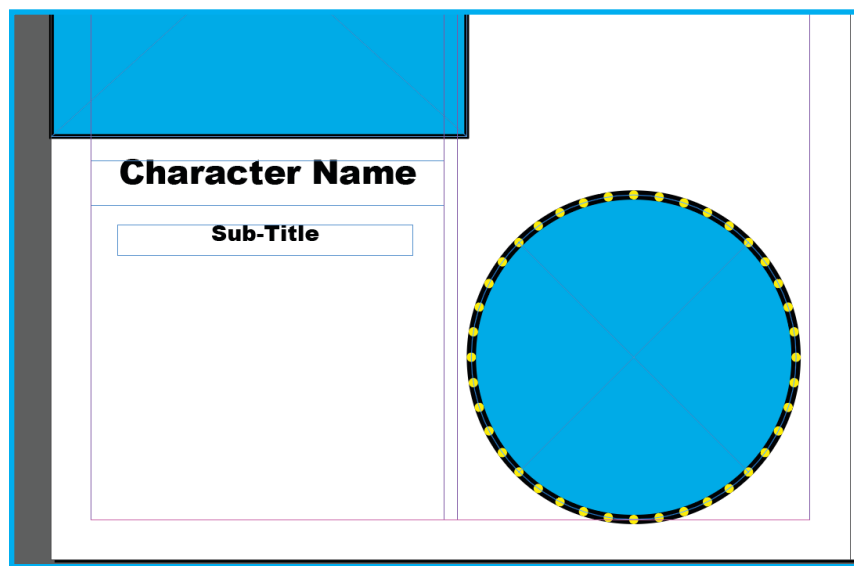
For my spread, I am adding the Main Title first - this will help me better see where my other texts will go.

As well, this a template so we do not need to add exact content right now.

Next, I will add Sub-Titles.

These will be smaller in size than the Main Title, but are styled similarly.

The amount of these can be varied - it all depends on the amount of content and the space you have in your layout.
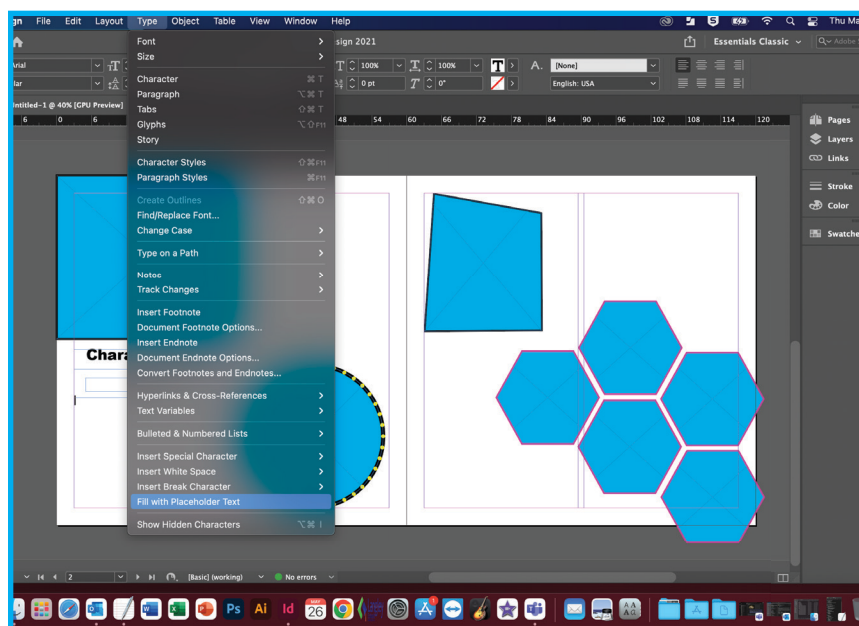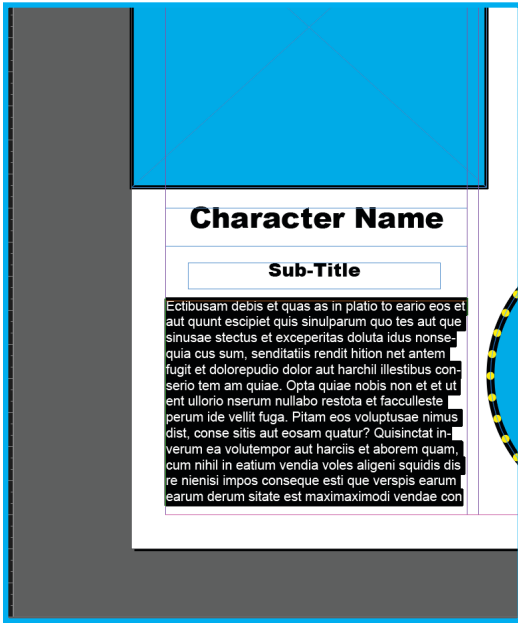
For the Body Text, I draw out larger Text Boxes.

I used a smaller font to help tell the viewer this where more details are and help visually break up the space.

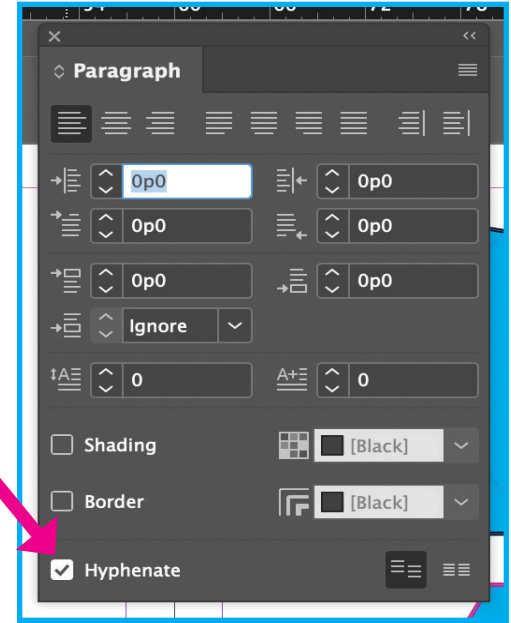InDesign also has a helpful tool for filling in these larger blocks with writing.

Go to Type -> Fill with Placeholder Text

Another helpful setting can be found in the Paragraph Menu.

In here you can unclick the Hyphenate box at the bottom. This allow words in your text box to stay intact.

Character Name

Sub-Title

Ectibusam debis et quas as in platio te eario eos et aut quunt esciplet quis sinulparum quo tes aut que sinusae stectus et exceperitas doluta idus nonsequia cus sum, senditatiis rendit hition net antem fugit et dolorepudio dolor aut harchil illestibus conserio tem am quiae. Opta quiae nobis non et et ut ent ullorio nserum nullabo restota et facculleste perum ide vellit fuga. Pitam eos voluptusae nimus dist, conse sitis aut eosam quatur? Quisinctat inverum ea volutempor aut harciis et aborem quam, cum nihil in eatium vendia voles aligeni squidis dis re nienisi impos conseque esti que verspis earum earum derum sitate est maximaximodi vendae con

Paragraph

	0p0		0p0
	0p0		0p0
	0p0		0p0
	Ignore		
	0		0

☐ Shading — [Black]

☐ Border — [Black]

☑ Hyphenate

.At this point, you can add Sub-Titles and Body Text whereever you see fit. I also added Caption Blocks for small, impactful text. Leaving space between items is also important to keep in mind. Too much clutter can disorient your reader.