

Timing: 2 to 3 hours

Level: Ages 15 and up

How to work with text and styles

Activity Overview

Working with and formatting text is a crucial step when creating any document. Applying styles, especially across multi-page documents, lets you apply and globally update text formatting to speed up production and create a more consistent overall design. In this activity students are introduced to formatting text, applying text effects, and using styles to achieve their design goals.

Note: Portions of this activity align to the Adobe Certified Associate objectives. Within the instruction steps and technical guides, the specific learning objectives for the exam(s) are referenced with the following format: ^{1.1}

Activity Objectives

Technical skills

InDesign

- Adding and formatting text (kerning, tracking, scaling, and so on)
- Applying stroke, scale, and skew to text
- Using placeholder text
- Applying effects to text
- Converting text to outline
- Putting text on a path
- Wrapping text around objects (including using anchors)
- Manage text flow between frames and columns
- Filling text with an image
- Import text from Microsoft Word
- Using character and paragraph styles
- Add page numbers
- Add captions

Project Assets

- *InDesign guide:* How to use text ^{2.3, 4.4}
- *InDesign guide:* How to use placeholder text ^{4.4}
- *InDesign guide:* How to apply effects to text
- *InDesign guide:* How to wrap text around objects ^{4.4}
- *InDesign guide:* How to manage text flow between frames ^{4.4}
- *InDesign guide:* How to fill text with an image
- *InDesign guide:* How to import and edit text ^{2.1, 4.4}
- *InDesign guide:* How to use character and paragraph styles ^{4.2, 4.6}
- *InDesign guide:* How to add page numbers ^{4.1}
- *InDesign guide:* How to create captions

Background preparation resources

[Technical and content information](#)

[ISTE NETS*S Standards for Students](#)

[Adobe Certified Associate objectives](#)

Activity Steps

1. Explain that once students know how to create layouts in InDesign, they will then want to add content to their layouts and create styles to help them keep their design consistent.
2. Distribute the technical guides and explain to students that there are various techniques they can use when working with text in InDesign that will help them achieve their desired look and feel for their designs. Using the "I do, we do, you do" method, demonstrate the following in InDesign:
 - Adding and formatting text
 - Using placeholder text
 - Creating text effects and wrapping text
 - Creating shapes and borders
 - Managing text between frames and columns
 - Filling text with an image.

InDesign guide: How to use text ^{2.3, 4.4}

InDesign guide: How to use placeholder text ^{4.4}

InDesign guide: How to apply effects to text

InDesign guide: How to wrap text around objects ^{4.4}

InDesign guide: How to manage text flow between frames ^{4.4}

InDesign guide: How to fill text with an image
3. Discuss the ability to create content within InDesign or write content in a word-processing program and import it into InDesign. Using the "I do, we do, you do" method, demonstrate how to import text from Microsoft Word into InDesign.

InDesign guide: How to import and edit text ^{2.1, 4.4}
4. Discuss the importance of designing with consistency and the ability to easily make global changes to an entire document or projects. Use the "I do, we do, you do" method, demonstrate how to use character and paragraph styles to consistently format your text. Demonstrate how to generate a table of contents from consistently applied paragraph styles.

InDesign guide: How to use character and paragraph styles ^{4.2, 4.6}
5. Discuss and demonstrate the following techniques to help students create special page elements:
 - Adding and creating page numbers
 - Creating captions

InDesign guide: How to add page numbers ^{4.1}

InDesign guide: How to create captions
6. Allow students time to practice adding and modifying text in an InDesign layout. Ask students to build out their projects, incorporating any text and text styles they need.

Assessment:

	0 – Does not meet expectations	3 – Meets expectations	5 – Exceeds expectations
Layout with text	Absent or incomplete.	Students add text to a layout, make text flow between frames, and create and apply 2-4 text styles.	Students add text to a layout, make text flow between frames and wrap around objects, and create and apply more than 4 text styles. Students add page numbers and create a table of contents for their document.

Background preparation resources:

- To view video tutorials aligned with the skills required to complete this project, visit Adobe TV: <http://tv.adobe.com>
- For more teaching and learning resources on the topics in this project, search for resources from the community on the Adobe Education Exchange: <http://edex.adobe.com/>
- For an overview of the interface and for more information on the technical aspects of *Adobe InDesign*, see *InDesign* Help.

ISTE NETS*S Standards for Students

This project is aligned to the ISTE NETS*S Technology Standards. Depending on the subject and content area the student selects you may research your own state content standards to see how this project aligns to your state requirements.

ISTE NETS*S: Curriculum and Content Area Standards – NETS for Students

1. Creativity and Innovation
Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:
 - a. apply existing knowledge to generate new ideas and products and processes.
 - b. create original works as a means of personal and group expression.
6. Technology Operations and Concepts
Students demonstrate a sound understanding of technology concepts, systems and operations. Students:
 - a. understand and use technology systems.
 - b. select and use applications effectively and productively.
 - d. transfer current knowledge to learning of new technologies.

Adobe Certified Associate Exam Objectives

Adobe Certified Associate, Print & Digital Media Publication objectives

- 2.1 Demonstrate knowledge of the appropriate properties of page layouts for print, web, and digital publishing.
- 4.1 Demonstrate knowledge of how to create multiple-page documents.
- 4.2 Demonstrate knowledge of how to use styles.
- 4.4 Add text to a page layout.
- 4.6 Demonstrate knowledge of how to create special page elements using InDesign tools.

For more information

Find more teaching materials for using Adobe software in your classroom on the Adobe Education Exchange: <http://edex.adobe.com/>.



Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Adobe and the Adobe logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

© 2013 Adobe Systems Incorporated. All rights reserved.