Text composition – interview

In this lesson we will focus on creating long document and its problems. We will use knowledge about the use of styles from the lesson *The Composition of long document*.

Necessary files

- All necessary files are in the folder named *Soubory*.

Setting page parametres and master page creation

Set the following parametres in the window which appears after InDesign opening:

- Number of Pages: 3 (later we will add more pages),

- check the options: Facing Pages and Master Text Frame,

- Page Size: A4,

- Columns: 2.

- We can also specify the size of the bleed (wider document's borders for printing – there are no white stripes on page borders): 3 mm (choose the option Make all settings the same).

It is more difficult to make backround separatelly so define Master Page:

- Window>Pages (shortcut F12)>A-Master.

- Click on the left page and create black rectangle (Rectangle Tool) – its right border touchs shelfback and other borders touch the bleed. Then right-click on the rectangle and choose Object>Arrange>Send to Back (or short-cut Shift+Ctrl+F).

- Then click to the right page and create same black rectangle.

- Apply master pages to the document by draging the master page on praticular page or by right-click>Apply Master to Page (or set numbers of pages in preferences).

Tip: If we want to apply master page only to single page, drag the cursor to the specific page. If we want to apply master page to double-page, drag the cursor to its corner. In every case the black rectangle appears around the page or double-page.
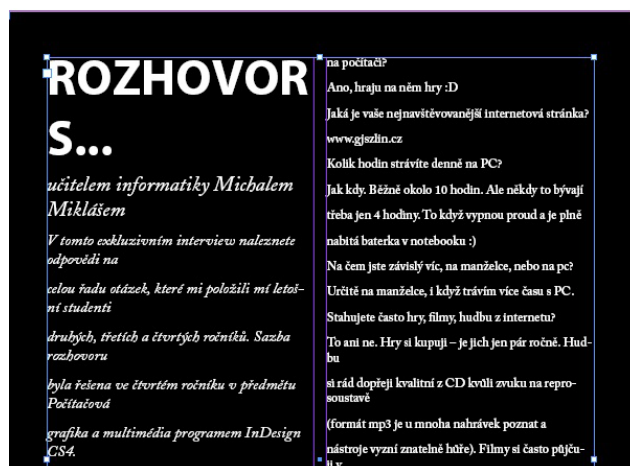
Placing text

We have the text document saved in .docx so choose pre-defined frame and select:

- File>Place (shortcut Ctrl+D) and choose the text document.

Tip: Pre-defined text frame is activated by left-click with Shift and Ctrl pressed in the same time.

Text is black, corrections are red. Define white character color:

- select text (Ctr+A)>Window>Color (or shortcut F6) and choose white color.

Define paragraph styles

In the menu Paragraph style new styles appeared. There is an icon of floppy disc, it means these styles are imported. Define your own paragraph styles:

- Window>Type&Tables>Paragraph Styles>New Paragraph Style.

Style for main heading (*Rozhovor s...*):

- Style Name: *Hlavni nadpis*,
- Font Family: Myriad Pro, Font Type: Bold, Size: 48 pt,
- Alignment: Right, Space after: 2 mm,
- Character Color: pink, Tint: 100 %.

Style for subheading (*učitelem infrormatiky...*):

- Style Name: *Podnadpis 1*, Based on: *Hlavni nadpis*,
- Font Family: Adobe Caslon Pro, Font Type: Italic, Size: 20 pt,
- Alignment: Right, Space before: 4 mm, Space after: 2 mm,
- Character Color: paper.

Style for subheading (*V tomto exkluzivním rozhovoru...*):

- Style Name: *Podnadpis 2*, Based on: *Hlavni nadpis*,
- Font Family: Adobe Caslon Pro, Font Type: Italic, Size: 15 pt,
- Alignment: Right, Space before: 4 mm, Space after: 0 mm,
- Character Color: paper.

Style for questions:

- Style Name: *Otazky*, Based on: *Normal*, Next Style: *Odpovedi* (define in the next step), Shortcut: Ctrl+Num 1,
- Font Family: Adobe Caslon Pro, Font Type: Semibold, Size:12 pt,
- Alignment: Left Justify, Space after: 1 mm,
- Keep Option: Keep Lines Together: At start/End of Paragraph: select 2, 2,
- Character Color: pink, Tint: 100 %.

Style for answers:

- Style Name: *Odpovedi*, Based on: *Otazky*, Shortcut: Ctrl+Num 2,
- Font Family: Adobe Caslon Pro, Font Type: Semibold, Size:12 pt,
- Alignment:Left Justify, Space after: 4 mm,
- Character Color: paper.

Applying styles to pages

We have two-columns frame defined so create new text frames for heading and subheading (in the other case the text breaks). Place all three text frames to the right and move the upper border of main text frame down. Place the photograph *obrazek_4* to the left.

Define the text wrap of text frame with subheading (*V tomto exkluzivním...*):

- Window>Text Wrap>Wrap around bounding box, Size: 7 mm (select Make all settings the same).

Tip: The text is modified in the source file. Edit the text by local changes.

There are a lot of useless row-endings in the text. Remove them by using Find/Change:

- Edit>Find/Change>Break character>Standard Carriage Return>Change to: em space.

The result is coherent text. Divide the text to paragraphs: questions and answers. Apply the style *Otazky* to questions.

Tip: Use the shortcut which we defined for paragraph style *Otazky* in the previous step. We have defined the next style (*Odpovedi*) for answers. So it isn't necessary to apply this style manually to answer paragraph.

Tip: In special cases we can use option Align to baselin grid in the panel Paragraph. Don't use this option in this document. In the text are a lot of paragraphs so it may cause a lot of space between them.

Place photographs

We should know the content of text before editing. On the second page there is something about photograph. Place photograph *obrazek_3* below this answer.

Use Ractangle Frame Tool (shortcut F) and create a frame for the photograph in the left bottom corner. Place there the photo:

• File>Place (Ctrl+D).

Define text wrap:

• Window>Text Wrap>Jump object.

Place other photo from the folder *Soubory* to the document.

Threading text

At the start we defined only three pages for the text. The system announce an error in the panel Preflight (Window>Output>Preflight). Create new pages and set Threading text:

• Window>Pages>Create new page.

We have three (four) possibilities to set Flow text:

• manually (click to the frame; only one text frame is always added),

• semi-automatically (click and press Alt in the same tim; it is as similar as the possibility manually flow text, there is one difference – you can continue untill the end of text),

• automatically (click to the frame and press Shift in the same time; the system adds pages and frames untill the end of text),

• automatically without adding pages (click to the frame and press Shift+Alt in the same time; the system adds just frames, not pages) – professionals don't use this possibility.

Set flow text automatically:

• There is a small red square with + inside in the right bottom corner, it means a part of text is missing. Click on this square and press Shift in the same time. Click to the upper corner of text frame on the next new page (the color of cursor change from black to white – the system uses pre-defined text frame, doesn't create new frame).

Final edit

Now, we move to the final adjusments because we finished text editing and photo edititng.

There are plenty of uppercase character in subtitle (*V tomto exkluzivním rozhovoru...*). Replace them by special glyphs which are defined in some fonts. It is alternative of character but is more artistic so the text has an artistic impression.

• Type>Glyphs>we set Adobe Caslon Pro in the bottom toolbar (if it is not set) and italic,

• mark each character which can be replace by glyph.

Uniliteral prepositions and conjuctions

One of the largest typographical mistake is the uniliteral preposition or conjunction at the end of the line. There is only one exception - conjuction and (*a* in Czech) but it can be also add to corrections. We do not have to look for each character. Use the Find/Change menu and GREP bookmark. GREP is used to enter regular expressions. With its help, we can find text string and make changes which can be impossible with bookmark Text.

• Edit>Find/Change>GREP

We enter this regular expression to the filed Find what:

- (\<[szkvaiouSZKVAIOU])[ ]

It means: search the start of the word beginning with the character from the set (enclosed in square brackets). GREP distinguishes uppercase and lowercase characters, so we need to type both options.

We enter this to the filed Change:

- $1~S

It is not necessary to enter all set again. GREP uses shortcuts to strings written in the filed Find. First symbol and number 1 link to the first set (uniliteral prepositions and conjuctions), the rest is the sign for nonbreaking space in InDesign.

Hyphen vs dash

The difference between a hyphen and a dash is not only in their function but also in their size and location.

Hyphen (*divis*):

- join combined expression,

- mark hyphenation,

- is written without spaces,

- if combined expression is divided and hyphen is at the end of the line, it has to be repeated at the beginning of the next line.

Hyphen is located on the keybord. Most people use it instead of the dash.

Dash (*pause*):

- suggests a larger gap in the speech,

- seperates parts of text,

- introduces direct speech,

- is used as repeat sign, repleace zero or unknown in tables,

- repleaces the preposition or conjuction,

- express from-to (without spaces),

- must not be at the beginning of the line,

- is seperated by spaces from each side (instead expression from-to).

A dash is much longer then a hyphen. In most fonts is used en dash and em dash. Insert dash to text:

- Type>Insert Special Character or shortcut Alt+-.

PDF export

- File>Export (Ctrl+E)

If the document is fill by the content, you can choose the possiblity of Bookmarks. There will be interactive content in the output PDF document.

The source files package

If you want to protect InDesign document, you have to create special folder with all source files. Otherwise, there could be some Links mistakes and text could be displayed incorrectly.

InDesign may require links updating if you create a folder after document completion and moving source files:

• Window>Links>an icon Update Link.

Intermediate steps

You can look at files in the folder named *Mezikroky* and control your process of creating table.