

Fixing justified body text for your article:

- 1) Fill your text boxes, create your columns, set typeface, text size.
- 2) Select all text (command + A)
- 4) Select Justify Left with last line align left
- 5) Click InDesign > Preferences > Composition > click H&J Violations > Click OK
- 6) Select all text, go to hamburger menu in toolbar, click Justification (*you can work on Justification before OR after you make your paragraph style. If you have already made your paragraph style you can find the Justification panel option in the side menu of the paragraph styles*)
- 7) In window, click Preview, then set percentages:
72% 100% 120%
-3% (up to -6) 0% +3 (up to +6)
98% 100% 102%
Adobe paragraph composer

Paragraph and Character Styles:

- 1) Fill your text boxes, create your columns, set typeface, text size.
- 2) Select all text (command + A)
- 3) Pull up Tab Ruler (Command + T), line it up above line of text,
set pt. to same size as body text, press enter)
- 4) Select first paragraph of body copy (take away indentation)
- 5) Pull up Paragraph Style, go to hamburger menu, choose New Paragraph Style.
- 6) Name it Paragraph First (and apply style to the first paragraph selection only)
- 7) Select Body paragraph
- 8) Set new paragraph style to Body Text
- 9) Click Apply Style box***
- 10) Select paragraph with problem areas, play with tracking to get the problem to go away in the Justification Panel Menu, try reducing spacing or adding spacing
- 11) Create a new Character styles for both positive and negative tracking situations:
(you could name them body tight and body loose)
- 12) Apply to other problem areas