Main Paragraph Alignments and Adjusting for Negative Space:

Left aligned/Right ragged:
• Goal is to create even rag.

• Need to choose which looks better: better spacing + hyphenation OR worse spacing/no hyphenation
 I prefer hyphenation. Think of book tradition we are used to using hyphens and it doesn't slow down reading.

 Hyphenation selection when text is activated (under paragraph) and fly out menu Hyphenation Settings

• Fly out menu: Balance ragged lines
 I do not prefer balance ragged lines for long form documents. It sometimes gets weird results.
 It works sometimes for shorter body text, like a couple of paragraphs.
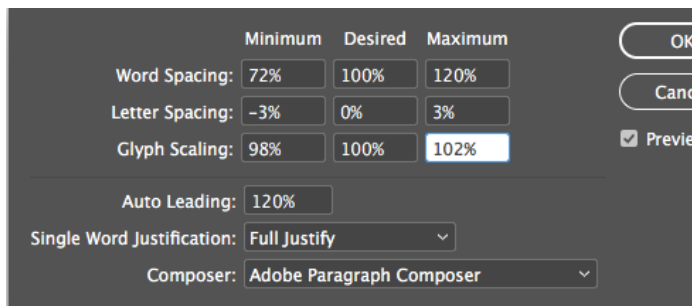

Left Aligned Micro typography:
❍ Balance ragged lines: no stair steps, no big gaps (adjust line length if needed)
❍ Try not to hyphenate proper names, avoid 3 consecutive hyphens in a row
❍ Fix widows, orphans, & runts *(use soft returns or "no break", if necessary)*
❍ Use either space after paragraphs OR paragraph indents (1–1.5 Em indents)
❍ If there are many paragraphs, the first paragraph is aligned left while all subsequent paragraphs
  will have a 1–1.5 em indent)
❍ Adjust leading if needed

Right aligned/Left ragged:
• Use only for small bits of copy and not longer text
 Same fixes as left aligned text. Most likely you will be breaking the lines for reading comprehension.

Force Justified:
• Goal is to get even texture and relatively even word spacing.

• First thing to check is to make sure you have enough characters per line. Too short and it will be very difficult
 to fix. If you can't change line length than you can try other options.

• Preferences H&J violations:
 Fly out window:
 — Hyphenation first
 — Story panel: optical alignment

 — Justification:

 — Fix widow: Select 2 words, go to fly out menu and select: NO Break

Justified text creates a tidy rectangular shape for the text block, makes the text feel more formal, and is often used in repetitive long form documents like books (so that you no longer notice the text but read the content), and can be used for hard news in newspapers.

Force Justified Micro typography:
❍ Use Justification panel to adjust word spacing, letter spacing, glyph scaling (adjust line length if needed)
  (Indesign preferences >>Composition >> H&J violations)
❍ Try not to hyphenate proper names, avoid 3 consecutive hyphens in a row
❍ Use "story" to push punctuation to the outside edge of the paragraph text block
❍ Fix widows, orphans, & runts *(use no break, if necessary)*
❍ Use either space after paragraphs OR paragraph indents (1–1.5 Em indents)
❍ If there are many paragraphs, the first paragraph is aligned left while all subsequent paragraphs
  will have a 1–1.5 em indent)
❍ Adjust leading if needed

Centered:

• Goal is to read for sense/content/flow

• Balance ragged lines

• Accentuate meaning/focus on content

Centered Micro typography:
❍ Balance ragged lines: no stair steps, no big gaps (adjust line length if needed)
❍ Break sentences for proper reading of content *(use soft returns if necessary)*
❍ Try not to hyphenate proper names, avoid 3 consecutive hyphens in a row
❍ Fix widows, orphans, & runts *(use soft returns or no break, if necessary)*
❍ Use either space after paragraphs OR paragraph indents (1–1.5 Em indents)
❍ If there are many paragraphs, the first paragraph is aligned left while all subsequent paragraphs
  will have a 1–1.5 em indent)
❍ Adjust leading if needed

Good LINE LENGTH starting point to avoid paragraph alignment issues:
Type size x2 in picas for line length
e.g. 10pt typeface x 2 = 20p line length to start. *(shorter line lengths will most likely need microtype adjustments)*

OR

2 alphabets per line (~52 characters)

OR

1 column ~35 – 40 characters per line

Hanging punctuation:

• Use Story: optical margin alignment

• Command + \ key to align text under a certain point

• Attribution align to the period: right indent option (under paragraph)

Paragraph Indents and Spacing:

First line indent:

• Activate text, under paragraph, first line indent: 1 em.

Paragraph spacing:

• Activate text, under paragraph, space before or after

Δ **First line em indents:** good for magazines, books, newspapers, long form reading

Δ **Paragraph spacing—space afters:** good for procedural items, recipes, instructional step-by-step

Δ Δ DON'T use both em indents and paragraph spacing at the same time!! Δ Δ