



5. Italic Proper typesetting includes the use of italic to replace all underlining in the manuscript, or raw text. All names of books and publications should be italic or oblique (oblique is the term for italic when the typeface is sans serif).
6. Numbers in text If your font has them, use oldstyle figures (123456789) in text and aligning figures (123456789) when text is mixed with all caps material.
7. Rivers and ponds In justified text, use strive for compact and even wordspacing, avoiding noticeable “rivers” and “ponds” of white space. In justified text, turn on hyphenation; in the Paragraph Paletter menu, choose Hyphenation. Note slider on the bottom, allowing you to control the balance between Better Spacing and Fewer Hyphens. Start with the slider in the middle, but shift towards Better Spacing if you have lots of “ponds”.
- Very bad rivers can be fixed sometimes with inserting your own manual break in a line. Go to Type/Insert Break Character/Forced Line Break to create a line break.
8. Hyphens and dashed Carefully set and properly use hyphens (-), en dashes (–) and em dashes (—). Hyphens are used for word breaks at the end of a line, and for hyphenated words, such as “art-directed”. En dashes are used for dates and to show continuity, such as 1920–1936. Em dashes are used for separating a phrase, as in “...according to Morison—designer of Times Roman—the best way to...”
- The em dash is the proper typographic representation of the the double hyphen used in typewritten manuscripts (– –). Put a slight space on either side of en and em dashes (20-30 units of kerning space, also called a “thin space”). If em dashes appear exaggerated in a specific font, horizontally scale them 85%. This will not change the line weight, it will only shorten the em dash a little bit.
- With InDesign, you can typeset proper em dashes under Type/Insert Special Character/EmDash. Then, insert a space on either side of the em dash with Type/Insert White Space/Thin Space. You can use Edit/Find/Change to locate hyphens, en dashes and em dashes within a document.
- Hyphens do not require any special typesetting, simply let them occur automatically in a text.
9. Scaling text Except in very special cases (like the em dash described above) do not horizontally or vertically scale type.
10. Simplify Eliminate unnecessary punctuation, especially in display material (headlines, subheads, informational lists etc). If information can be communicated clearly through spacing and typeface choices, you may be able to remove commas, colons and other punctuation marks, thus producing cleaner and more easily read type.
11. Word breaks Check the logic of your word breaks in display material. Work breaks in headings should make sense with how you would read and understand the words.
12. Widows and orphans Eliminate widows (lonely words) by tightening or loosening the text to either bring thte word up and bring a few more words down to share the line. This sometimes involves Type/Insert Break Character/Forced Line Break to create a line break. Orphans (lonely lines) can sometimes be fixed by changing the length of your column height, either throughout the document or sometimes only on the spread in question.
13. Ragged text edge Check the shape of the rag (the ragged edge of a text column). Insert line breaks as needed.
14. Spelling Check spelling (run spell check and check against manuscript.)



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## About spacing in justified text

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Using the options in the Justification dialog box, you can set the degree to which you will allow InDesign to deviate from normal word spacing, letter spacing, and glyph scaling.

### Minimum, Maximum, and Desired

The Minimum and Maximum values apply only when you're setting justified type. For all other paragraph alignments, InDesign uses the values you entered for Desired. The more the Minimum and Maximum percentage values differ from the Desired percentage, the more latitude you give to InDesign to increase or decrease spacing in justifying the line. The compositors always try to make the spacing for a line as close to the desired settings as possible.

### Word spacing

Refers to the space between words (called the spaceband) that is created by pressing the spacebar.

### Letterspacing

Refers to the distance between letters and includes kerning or tracking values. Each character in a font is surrounded by a specific amount of space (called the side bearing), which is built in by the font designer. A character's width includes not just the character itself, but the side bearing, as well.

### Glyph scaling

Refers to the process of changing the width of characters. A glyph is a specific form of a font character.

If you are using the Adobe Single-line Composer, setting a narrow range in the Minimum and Maximum values helps achieve a desired result. However, setting a narrow range may not be beneficial with the Adobe Paragraph Composer, because it decreases the difference between a reasonable break and a bad break over a range of lines. If you change the default values for the Adobe Paragraph Composer, make sure the values you use can accommodate a generous range.

**Note:** When specifying word spacing, Minimum should be less than or equal to the percentage set for Desired, and Maximum should be greater than or equal to the percentage set for Desired.

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## Controlling spacing and glyph scaling

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You can precisely control the way in which InDesign spaces letters and words and scales characters, which is especially useful in justified text.

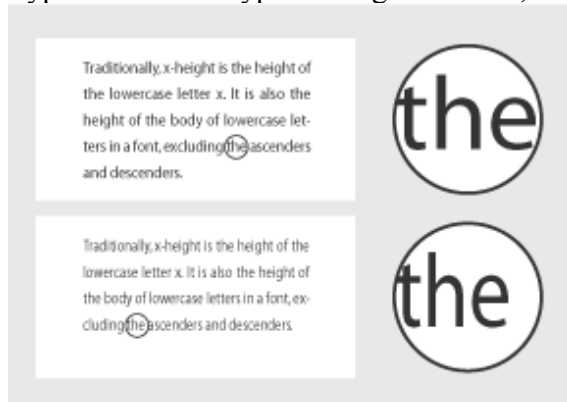
### To set word spacing or letterspacing:

1. Choose Justification in the Paragraph palette menu.
2. Do either of the following, and then click OK:
  - For justified text only, type values for Minimum and Maximum to define a range of acceptable spacing. Word spacing values can range from 0% to 1000%. Letter spacing can range from 100% to 500%.
  - Type a value for Desired to set the spacing for the selected paragraphs.

**Note:** Entering a Glyph Scaling value other than 100% for Desired for nonjustified text is the same as entering a value for Horizontal Scaling.

### To set glyph scaling:

1. Choose Justification in the Paragraph palette menu.
2. Type values for Glyph Scaling Minimum, Desired, and Maximum. Then click OK.



Before (top) and after (bottom) glyph scaling in justified text

💡 Glyph scaling can help in achieving even justification; however, values more than 3% from the 100% default value may result in distorted letter shapes. Unless you are trying to achieve a special effect, it's best to keep glyph scaling to values most people won't notice, such as 97-100-103.

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