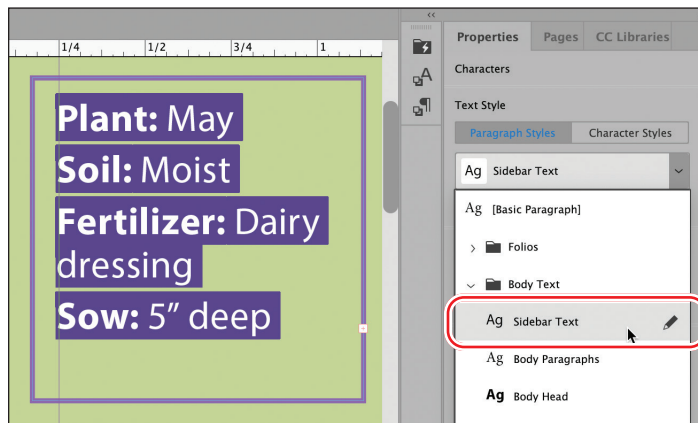


► **Tip:** As you work, you can tear off panels, resize them, and move them to suit your needs. The configuration of your panels is largely dependent on the amount of screen space available. Some InDesign users have a second monitor for managing panels.

Applying a paragraph style

Now you will apply a paragraph style to the sidebar text. The paragraph style includes a nested style that automatically applies bold to the beginning of a paragraph until InDesign encounters the first colon.

- 1 Using the Type tool (T), click in the sidebar text frame so that you can format the text.
- 2 Choose Edit > Select All to select all the text in the frame (even the text you cannot see).
- 3 In the Text Style area of the Properties panel, click the Paragraph Styles tab and then click the menu to see the styles.
- 4 Click the triangle to the left of the Body Text style group to open it.
- 5 Click the paragraph style Sidebar Text.



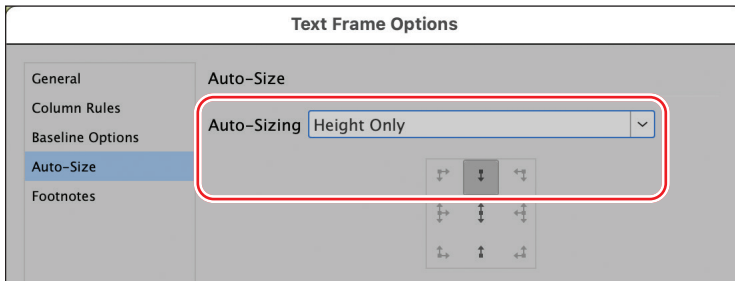
- 6 Click in the pasteboard to the left of the page to deselect the text.
- 7 Choose File > Save.

Resizing text frames automatically

While adding, deleting, and editing text, you often end up resizing text frames. With the Auto-Size feature, you can specify that a text frame resize itself automatically according to your specifications. You will now use the Auto-Size feature to automatically adjust the height of the sidebar text frame based on the length of the text.

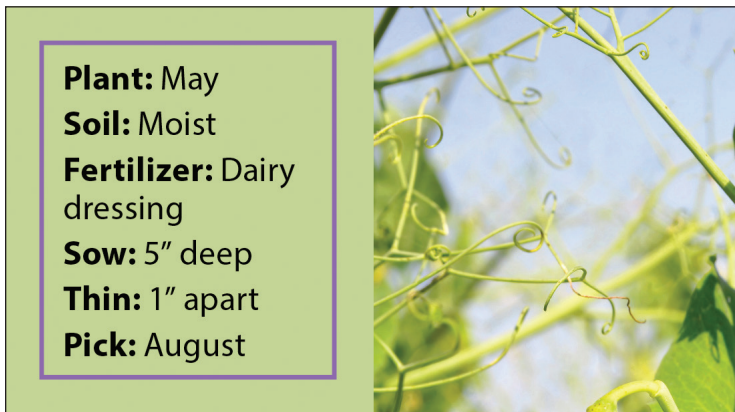
- 1 Using the Type tool (T), click in the sidebar immediately before the word “Plant.”
- 2 With the sidebar text frame still selected, choose Object > Text Frame Options. In the Text Frame Options dialog, click Auto-Size in the list at the left.
- 3 Select Preview in the lower-left corner to see changes as you make them.
- 4 Choose Height Only from the Auto-Sizing menu.
- 5 If necessary, click the center icon in the top row (↓) to indicate that you want the text frame to “grow down” as if you were manually dragging down the bottom handle of the text frame.

► **Tip:** The Auto-Size feature is ideal for text frames with a stroke and/or fill providing a boundary for the text (for example, a sidebar or coupon). If the text is shortened, the frame becomes smaller as well. If the text is lengthened, the frame becomes bigger so that text is not overset. Note that Auto-Size works only on an individual text frame or on the last frame in a series of threaded text frames.



The top of the Auto-Size tab of the Text Frame Options dialog; the Preview box in the lower-left corner is not shown.

- 6 Click OK.
- 7 Click the pasteboard to deselect objects on the page, and then choose View > Screen Mode > Preview to see how the sidebar looks.



- 8 Choose View > Screen Mode > Normal to restore the layout aids, such as guides and hidden characters.
- 9 Choose File > Save.