

Justifying Text / Justifying text is tricky business and takes time and dedication to make it look good. While well-set justified type can look great, the complete opposite can be said for not giving it the proper consideration.

Some distinctions to be made

1. WORD SPACING is the space between words that results from pressing the spacebar. Word Spacing values can range from 0% to 1000%; at 100%, no additional space is added between words.
2. LETTER SPACING is the distance between letters, including kerning or tracking values. Letter Spacing values can range from 100% to 500%: at 0%, no space is added between the letters; at 100%, an entire space width is added between the letters

Justification settings

1. Copy article text from the internet and paste it into a text box on your page. Style it in your standard font/weight of your body text and change the paragraph alignment to justify
2. Now we will adjust your letter and word spacing settings in the Justification palette. You will notice that as you adjust these, your words will space out differently.

It will take some trial and error and test printing to get these settings just right, but the fine tuning is well worth it.

Determining word spacing is more of an aesthetic consideration than an exact science. A good starting point is 100%. However, you may want to reduce this from 60 to 80 percent in the following circumstances:

- a. If you're working with condensed type.
 - b. If the weight of your typeface is relatively light.
 - c. If your typeface is tightly fit, i.e., if you are using tight letter spacing, you will want your word spacing to be correspondingly tight.
 - d. If you're working with larger point sizes.
3. Now we will adjust the hyphenation settings: While these settings are entirely subjective, adjust the Better Spacing/Fewer Hyphens bar based on your preference — better spacing in return for more hyphens or vice versa. It is preferable to have no more than 2 hyphens in a row, not to hyphenate capitalized words, and not to hyphenate words across columns.

Checking violations

1. You can have InDesign check your letter spacing and word spacing for problems by selecting InDesign > Preferences > Composition. The darker the yellow is, the more serious the problem is that you need to remedy.

Things to note

Even if you have justified body text, there are other things that should not be justified:

- a. Headlines and subheads.
- b. Bylines
- c. Sidebar text
- d. Table of contents
- e. Captions
- f. Pull quotes
- g. Footnotes
- h. Bibliographies
- i. Indexes