

The following five different H&J tables—for justified and unjustified text—are recommended (excerpted fr William I. Johnston, 22 Mar 2000)...

With no documents open, edit H&Js...

Default

(all percentages are listed minimum, optimum, maximum...)

Space:	80%	100%	133%
Char:	0%	0%	0%

- Note the Optimum setting is used for FL, FR or Center-aligned settings. The Minumum and Maximum values are limits used for setting justified text, when spaces in a line need to be smaller or larger than the optimum value.
- Make H&J names U1 through U5 for texts that are unjustified and H&J names H1 through H5 for justified settings. These H1 and U1 settings are identical except that the auto hyphen option is ON in H1 and OFF in U1. Name these styles with numbers so they'll be in order in the pop-up menu*

H1 Tighter

Space:	67%	80%	100%
Char:	0%	0%	0%

H2 Tight

Space:	73%	89%	114%
Char:	0%	0%	0%

H3 Normal

Space:	80%	100%	133%
Char:	0%	0%	0%

H4 Loose

Space:	89%	114%	160%
Char:	0%	0%	0%

H5 Looser

Space:	100%	133%	200%
Char:	0%	0%	0%

- To make your life easier, make an InDesign document with these settings (a sort of template, Johnston refers to it as a 'dummy document'). Then, to re-use any of the settings, simply open a document, Edit H&Js, and Append the H&Js of the dummy document. Never use the default H&Js setting.

* If the typeface has a word space designed to be 250/1000 units (i.e. M4) then the H3 settings are equivilant to 4-to-em spacing, with spaces allowed to be as small as 5-to-em or as large as 3-to-em but no larger. The H2 and H4 settings are interpolated using M5.5, M4.5, M3.5, etc...

As a designer, you want the text you set to look professional and readable. InDesign allows you to set hyphenation 'choices,' and letterspacing and word spacing parameters. Hyphenations and Justifications are applied in InDesign in the Window > Type and Tables > Paragraph menu.

To adjust hyphens

Select Hyphenations from the Paragraph menu. Adjust accordingly (usually one hyphen in a row)

To adjust justification word spacing

- Letter spacing is integrated into the design of a typeface. Don't change letter spacing.
- Don't change character spacing.
- By design, actual word spacing is 100%. I recommend you start any project by setting word spacing for unjustified text to 100%.

Note...

- Changes to Minimum and Maximum values does not alter word spacing in unjustified text (changes to Minimum and Maximum values DO alter word spacing in JUSTIFIED text).

With H&Js, the key is to experiment. Changes in H&Js will affect the text of your documents, significantly altering (the goal, improving) the readability of text you set. There is no 'etched in stone' formula. H&Js are affected by typeface choices, size of type, line length, etc.... Set a block of text in your chosen typeface, size, etc... and try several H&J combinations to see what works best.