week::four
Paragraph & Character Styles, & Controlling Text Flow

Introducing Styles in InDesign

Overview
- o   Styles are pre-defined sets of character and paragraph settings.
- o   They allow you to apply multiple formatting options simultaneously to text in a document.
- o   They also provide a way to make global changes to text in a document.

Advantages
- o   **Saves time** when applying multiple formatting options to text.
- o   Help **maintain consistency** across pages (and documents) in a publication.
- o   Changes made to a Style are **automatically applied** to all text that use that specific style.
- o   Styles can have **keyboard shortcuts** assigned to them, which help speed application of them to text.
- o   Help to define a document's **content structure**, which in turn helps in automating the creation of a Table of Contents.
- o   You can **copy styles** from an existing InDesign document or sync them across a Book.
  - ▪   From the Paragraph Styles sub-menu, select Load Paragraph Styles….
  - ▪   You can even import styles from a Microsoft Word document.
- o   Mirrors the process of type formatting for **Web design** (Cascading *Style* Sheets).
  - ▪   …which, of course, took cues from the print world when CSS was created.

Paragraph Styles
- o   Type > Paragraph Styles (Command-F11)
- o   Can be applied to one or more paragraphs.
- o   Allows for the application of **both** character and paragraph attributes.
- o   Can be based on other Paragraph Styles, from which they inherit attributes.
- o   Features the *Next Style* option, which tells InDesign to automatically switch to a different style when a paragraph return is typed.
- o   A plus (+) next to a style name means that **local formatting** has been applied to the selected text.
  - ▪   Avoid local formatting as much as possible.
  - ▪   The ¶✚ button clears any local formatting applied to the selected text.
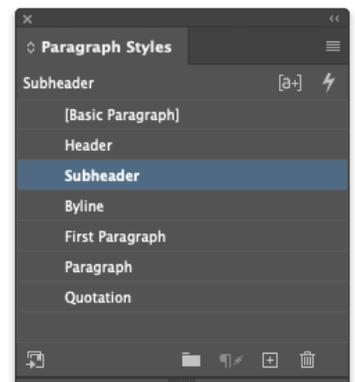
Character Styles
- o   Type > Character Styles (Command-Shift-F11)
- o   Can be applied to one or more characters.
- o   Only allows application of character attributes.
- o   Can override character attributes applied by a Paragraph Style.
- o   Can be based on other Character Styles, from which they inherit attributes.
- o   A plus (+) next to a style name means that local formatting has been applied to the selected text.
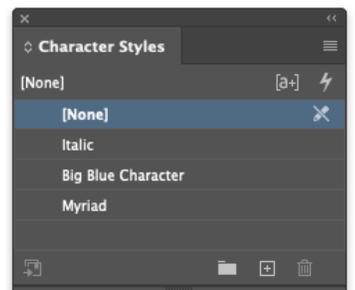
Creating New Styles — Two Methods

Create a new, blank style:
- o Open the Paragraph or Character Style panel, and either click on the New Style icon at the bottom of the panel, or select New Style from the submenu.
- o Give the style a meaningful name, then work your way through the option categories, setting any character or paragraph attribute that you'd like the style to apply. *Options left unchanged are not affected by the style.*

Create a style based on existing text content:
- o Format the text the way you want the style to appear, select it (or simply insert your cursor, in the case of Paragraph styles), then click on the New Style icon at the bottom of the Character or Paragraph panel.
- o Double-click (or right-click) on the new Style in the panel to open the options dialog box. Give the style a meaningful name and make your adjustments to the Character and Paragraph attributes.

Applying Styles

Paragraph Styles
- o Insert the cursor anywhere in a paragraph to apply to just one paragraph, or select multiple paragraphs by clicking-and-dragging within a text box.
  - ▪ You can also use the Selection tool and select an entire text frame. This will apply the Paragraph Style to all paragraphs in the frame.
- o Select the Style you want to use from the Paragraph Styles panel.

Character Styles
- o Select one or more characters on which to apply the Style.
  - ▪ You can also use the Selection tool and select an entire text frame. This will apply the Character Style to all text contained within the frame.
- o Select the Style you want to use from the Character Style's panel.

Creating Keyboard Shortcuts
- o You can assign custom keyboard shortcuts to both Paragraph and Character Styles

Modify, Delete & Remove

Modifying Styles
- o To change a Style, double-click on the Style's name in the Character or Paragraph panel.
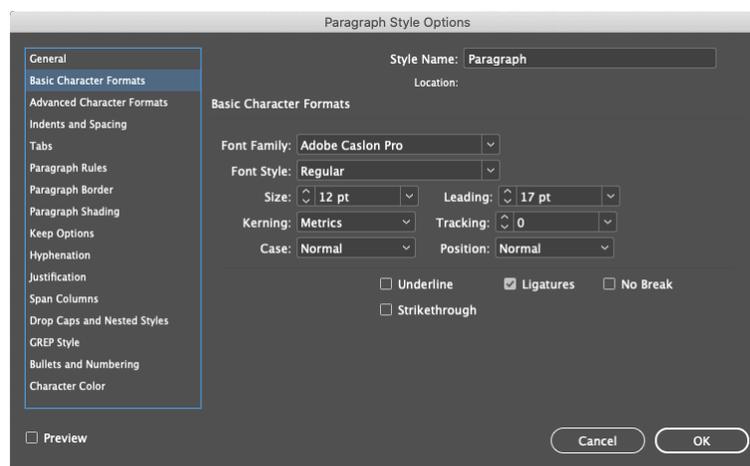
Deleting a Style

- o In the Style panel, drag the Style you wish to delete to the trashcan icon located at the lower right of the panel.
- o If the style is applied to text, you'll be asked to select a style to replace it.
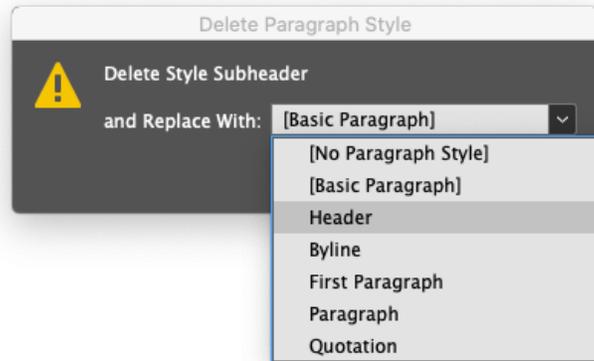
Removing Styles from Text

- o To remove Paragraph Styles, select the text, then click on the [Basic Paragraph] option in the Paragraph Styles panel.
  - ▪ To remove all formatting, including local formatting, press and hold the Option key while selecting [Basic Paragraph].
- o To remove Character Styles, select the text, then click on the [None] option in the Character Styles (to remove from individual characters) or Option-Shift-click on the Paragraph Styles (to remove for the entire paragraph) panels.

Object, Table & Cell Styles

Overview

- o InDesign also supports styles for graphic objects (**Object Styles**), for tables (**Table Styles**), and for table cells (**Cell Styles**).
- o We won't cover all of them in class, but I encourage you to investigate them on your own.
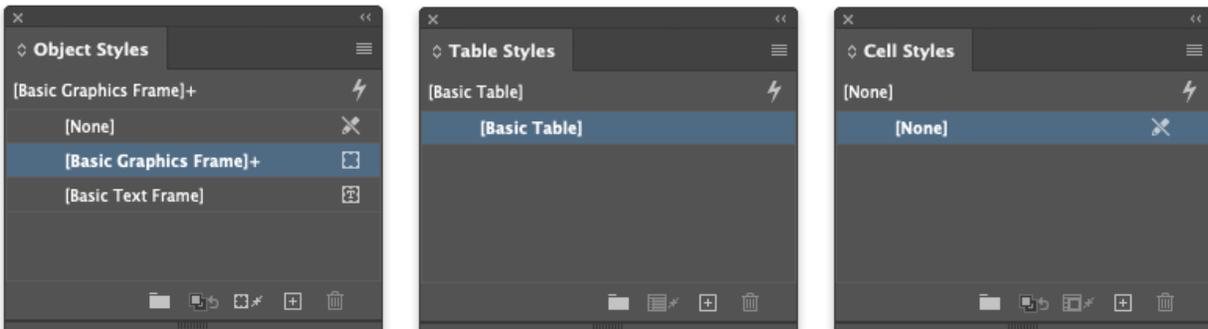
Controlling Text Flow

Overview

- o Allows for **text threading**, which is the flowing of text from one frame to another.
- o InDesign places **text flow control boxes** in the top-left and bottom-right.
- o If a text frame contains more text that it can display, a red box with a plus sign (+) appears to the lower-right of the frame (bottom frame in the example to the right).
- o Text frames whose text flows into another frame display a right-facing arrow in a box to the lower-right of the frame (top frame in the example to the right).
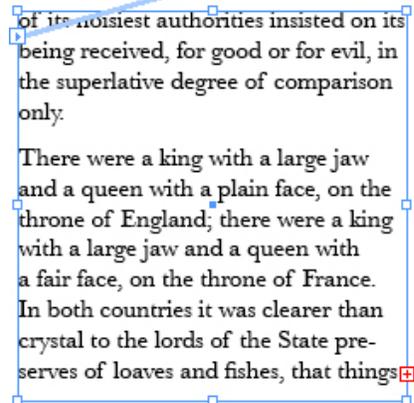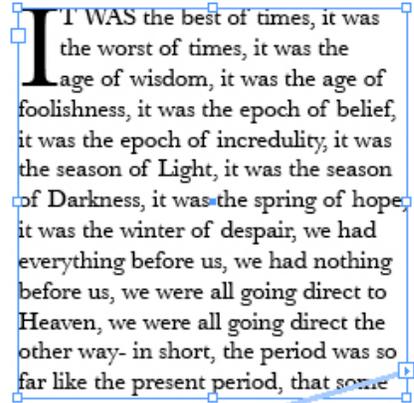
Viewing Threads

- o Select View > Extras > Show Text Threads (Command-Option-Y).
- o This toggles the display of a flow line between threaded text frames.

Creating Threads

- o To create a new thread, click with the Selection tool on the red box of the initial frame. This will change the cursor to a *loaded text cursor* (▤) icon.
  - ▪ Note: When the loaded text cursor is active, you can perform other actions, including turning pages and creating new pages.
- o With the cursor loaded, you can place the text by doing one of two things:
  - ▪ Create a new text frame by clicking-and-dragging, or simply click and release to create a text frame big enough to hold the loaded text.
  - ▪ Move the cursor over an existing text frame and click on it when the cursor changes to a chain link icon. (🔗)

Changing Threads

- o To alter a text thread, click once on the thread anchor that you want to change (this loads the cursor). Then, click once on the new frame you want to link to.
- o To remove a thread from a text frame, click once on the top-left thread control box, then again inside that same frame.
  - ▪ The text is not removed from the document—just from that text frame.
- o To remove threads from *other* text frames, keeping the text only in a specific frame, click once on the lower-right thread control box, then again inside that same frame.

Placing Multiple Pages of Text

- o When placing text content, you can have InDesign automatically create both pages and linked text frames for long-form content.
- o Hold down the **Shift key** with the **Loaded Text Cursor** to have InDesign create new pages and auto-populate them with your text, creating linked text frames in the process.

Story Editor

- o A handy tool to edit text in an individual story.
- o Copy is displayed as plain, mono-spaced text, making it easy to review the actual characters.
- o Edit > Edit in Story Editor (Command-Y)