

week::two

Paragraph & Character Styles Revisited & Tabs

Revisiting Styles in InDesign

Overview

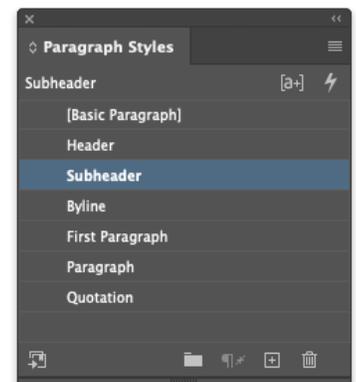
- Styles are pre-defined sets of character and paragraph settings.
- They allow you to apply multiple formatting options simultaneously to text in a document.
- They also provide a way to make global changes to text in a document.

Advantages

- **Saves time** when applying multiple formatting options to text.
- Help **maintain consistency** across pages (and documents) in a publication.
- Changes made to a Style are **automatically applied** to all text that use that specific style.
- Styles can have **keyboard shortcuts** assigned to them, which help speed application of them to text.
- Help to define a document's **content structure**, which in turn helps in automating the creation of a Table of Contents.
- 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.
- 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.

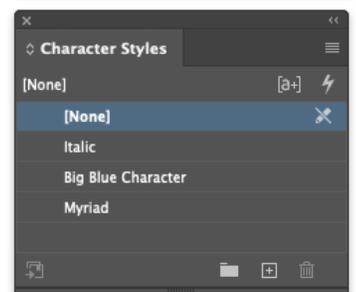
Paragraph Styles

- Type > Paragraph Styles (Command-F11)
- Can be applied to one or more paragraphs.
- Allows for the application of **both** character and paragraph attributes.
- Can be based on other Paragraph Styles, from which they inherit attributes.
- Features the *Next Style* option, which tells InDesign to automatically switch to a different style when a paragraph return is typed.
- 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

- Type > Character Styles (Command-Shift-F11)
- Can be applied to one or more characters.
- Only allows application of character attributes.
- Can override character attributes applied by a Paragraph Style.
- Can be based on other Character Styles, from which they inherit attributes.
- 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:

- 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.
- 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:

- 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.
- 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

- 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.
- Select the Style you want to use from the Paragraph Styles panel.

Character Styles

- 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.
- Select the Style you want to use from the Character Style's panel.

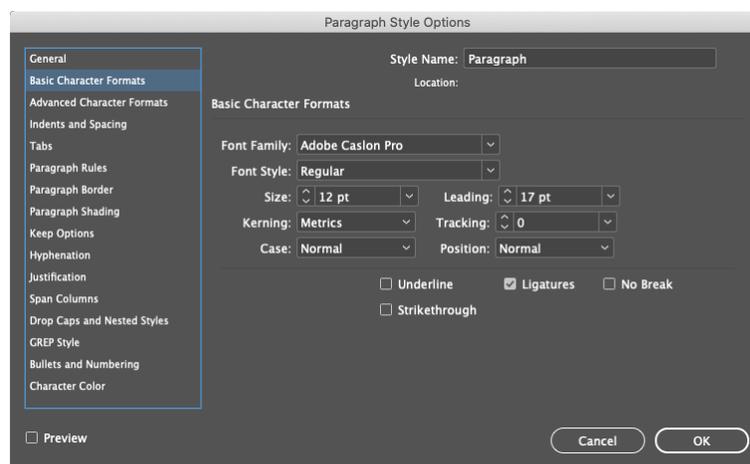
Creating Keyboard Shortcuts

- You can assign custom keyboard shortcuts to both Paragraph and Character Styles

Modify, Delete & Remove

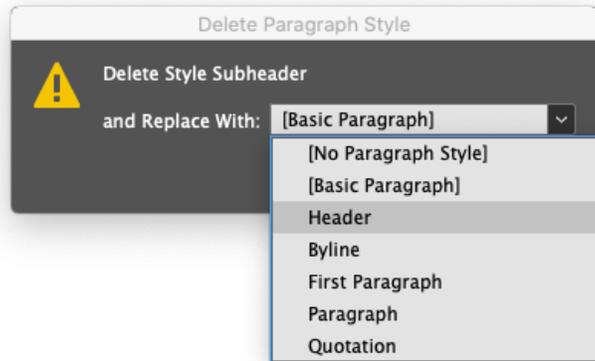
Modifying Styles

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



Deleting a Style

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



Removing Styles from Text

- 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].
- 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.

Glyphs

Overview

- Allows access to special characters, many of which cannot be added using the keyboard.
- Includes accent characters, fractions, and others.
- Panel only shows Glyphs for the selected font.
- Type > Glyphs



Introducing Tabs

Tab Hints

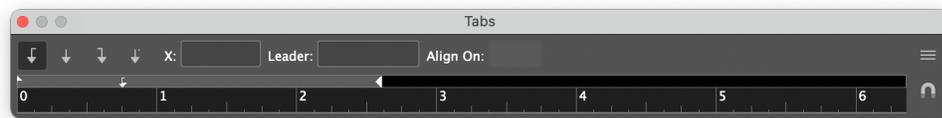
- Before setting tabs, turn on Show Hidden Characters and clean up the text formatting.
- Remove extra spaces, unnecessary line returns (soft and hard), and unwanted tabs.
- Use the *Leader* to add repeating characters between tabs.

Hidden Characters

- Toggles the display of hidden characters, like soft and hard paragraph returns, and tabs.
- Useful for when you need to clear up the formatting of your text.
- Type > Show Hidden Characters (Command-Option-I)

Tabs Panel

- Provides paragraph-level control of tabs.
- Type > Tabs (Command-Shift-T).



- Can create **left**, **center**, **right**, or **decimal-aligned** tabs.
- Type > Special Characters > Other > Right Tab Indent (Shift-Tab) will create an automatic right-aligned tab.
- The Tabs panel does not have to be aligned with the text frame. To make it align, click on the small horseshow magnet icon on the right.

Hanging Indents and the Paragraph Panel

- Hanging indents rely on the use of negative values in the First Line Left Indent field.
- The key is to set a left-aligned tab *and* the Left Indent to the same value.
 - In the example below, there is a tab set at .6806in, and the left indent is set to .6808in.
 - To bring the first line back, set the First Line Left Indent value to (negative) -.6808in.
 - Use Space After to space out the individual ingredients.

