

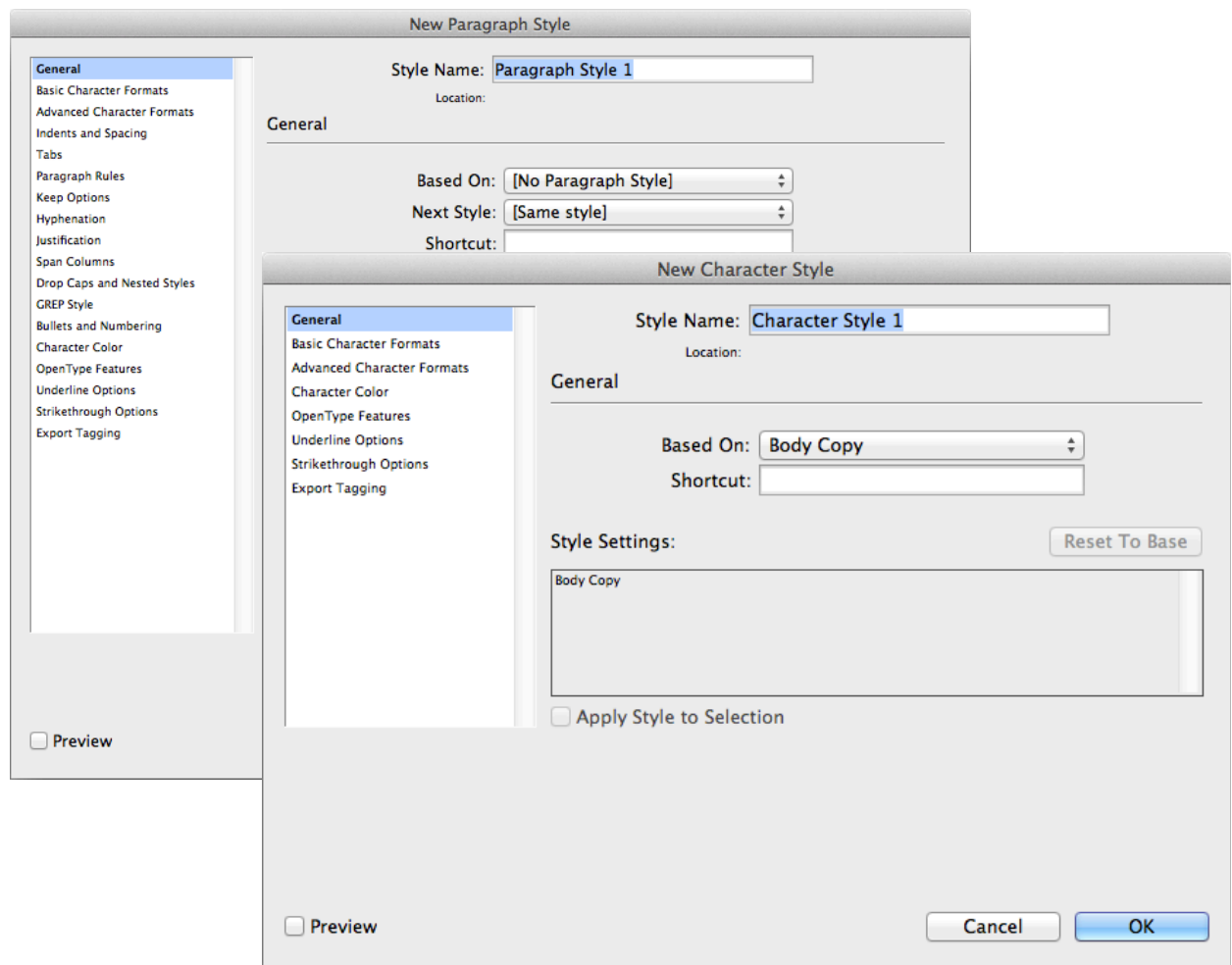
# CREATE AND USE STYLES



Creating character and paragraph styles will help you with consistency in font usage in your yearbook. Styles take a few minutes to set up but will save you time all year long - and especially at deadline time.

## STYLE BASED ON EXISTING TEXT

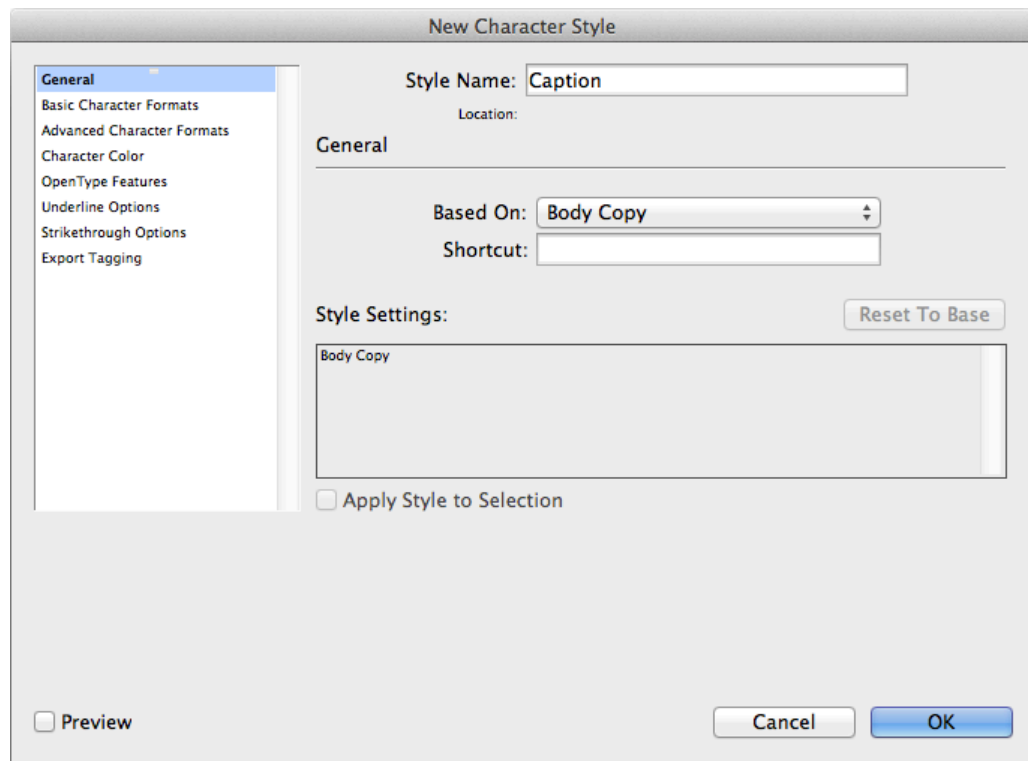
- Create a text block and type your text.
- Format the text by changing the font, size, leading, justification, etc.
- Highlight the text or click the insertion point in the text.
- Click on the **Character Styles** or **Paragraph Styles** panel pop-up menu or the **Control palette** menu.
- Choose **New Character Style** (Character Styles panel) or **New Paragraph Style** (Paragraph Styles panel).
- Name the style.
- Click **OK**.
- The new style will appear in the **Character Styles** panel or **Paragraph Styles** panel and the Control palette.



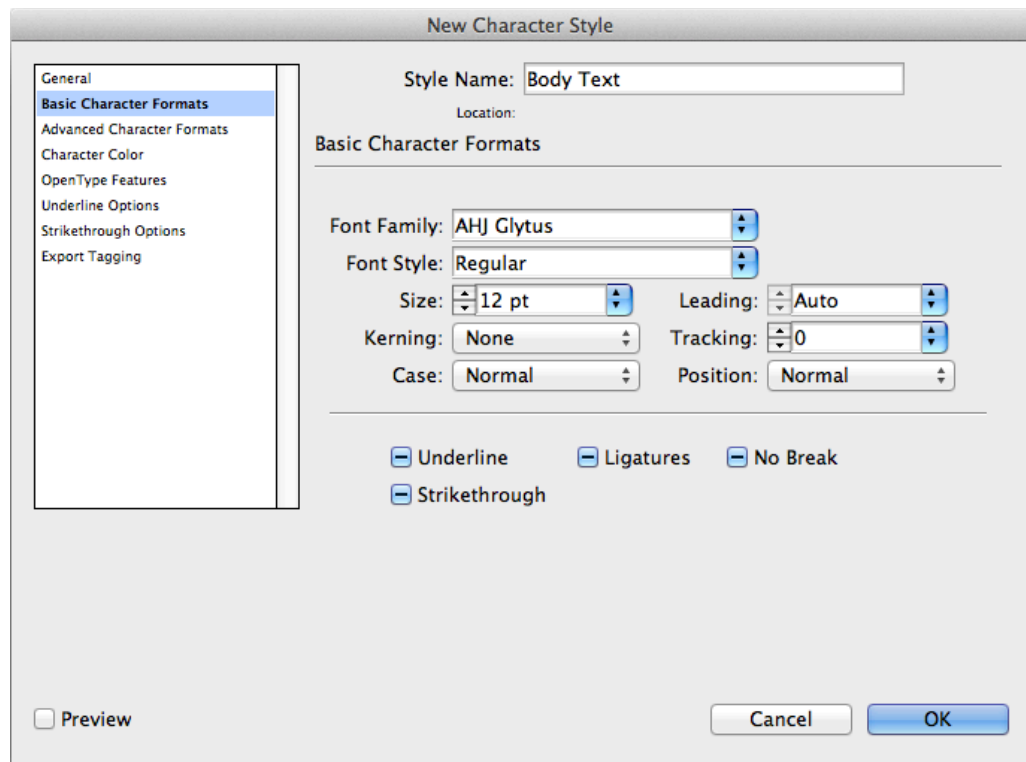
## CREATE A NEW STYLE OR CHANGE STYLE FORMATTING



- To create a new style, choose:
  - **New Character Style** from the **Character Style** palette menu, or
  - **New Paragraph Style** from the **Paragraph Style** palette menu
  - **New Character Style** or **New Paragraph Style** from the **Control** palette menu.
- To change style formatting:
  - double click on a style in the **Character Style** palette or **Paragraph Style** palette or
  - In the **Control palette** - Windows: Alt + click or Mac: Option + click on the character (A) or paragraph (¶) symbol on the right side of the Control palette.
- General section:
  - Type a name for the style, if it is a new style.
  - Base a style on another style. For example a caption style may be based on body text style. They share the same font but are a different point size.
  - Shortcuts can be created for styles.
    - Turn Num Lock on.
    - Click in the Shortcut field.
    - Hold down a Windows key combination of: Shift + Alt + Ctrl, or a Mac key combination of: Shift + Option + Command and type a number on the numeric key pad. The shortcut will be added.
- InDesign CS5, CS4 & CS3
  - **Apply Style to Selection:** If this is checked, the style just created will be applied to the selected text.
  - **Reset to Base:** If changes have been made to a style, check this field to reset it back to the original specifications.



- **Basic Character Formats** section:
  - Change these characteristics: Font Family, Font Style (bold, italic, etc.), Size, Kerning, Case, Leading, Tracking and Position.



- **Advanced Character Formats** section:
  - Change the Horizontal Scale, Vertical Scale, Baseline Shift, Skew the text or change the Language.
- **Character Color** section:
  - Text color can be changed to colors in the Swatches palette.
- **Open Type** section:
  - If Open Type fonts are used, their extended features can also be added.
- **Underline Options** section:
  - Change Weight, Offset, Color, Line Type and Gap Color.
- **Strikethrough Options** section:
  - Change Weight, Offset, Color, Line Type and Gap Color.
- Extra options in the **Paragraph Style** dialog box:
  - **Tabs**
  - **Paragraph Rules**
  - **Keep Options**
  - **Hyphenation**
  - **Justification**
  - **Drop Caps and Nested Styles**
  - **Bullets & Numbering**

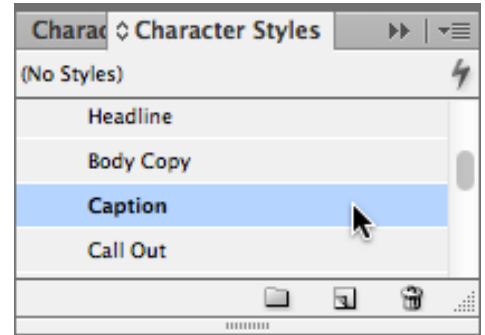
## IMPORT STYLES FROM ANOTHER DOCUMENT

- Choose:
  - **Load Character Styles** from the Character Styles palette menu or the Control palette menu, or
  - **Load Paragraph Styles** from the Character Styles palette menu or the Control palette menu, or
  - **Load All Styles** to load both character and paragraph styles.
- Scroll to the file you which has the styles you want to use.
- **Double click** on the file name.
- The styles will be added to your styles palette and overwrite any existing styles.


## APPLY STYLES TO TEXT



- If your text has already been created:
  - Highlight the text
  - Click on the **Style** in the **Character Styles** palette, **Paragraph Styles** palette, the **Control Palette** or use the shortcut created earlier.
  - **Note:**
    - Choosing a **Character** style will remove or reset the character attributes but **Paragraph** styles will not by default.
    - To override previous formatting, in the **Paragraph Styles** palette in Windows press **Alt + Shift** or on a Mac press **Option + Shift** when you click the style name.
    - To apply **Paragraph** styles but keep character styles in Windows, press **Alt**, or on a Mac, press **Option** when you click the style name.
- Or create a text block with the **Type** tool.
  - Click on a style in the **Character Styles** palette, **Paragraph Styles** palette or the **Control palette**.
  - Type your text.



## DELETE A STYLE

- Click on a style name in the **Character** or **Paragraph Styles** palette.
- Do one of the following:
  - Select **Delete Styles** from the Styles palette menu, or
  - Click the **Trash** icon  at the bottom of the palette, or
  - Drag the style onto the **Trash** icon.
- To delete all unused styles
  - In the Styles palette menu, choose **Select All Unused**.
  - Click on the **Trash** icon.

