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 panelpop-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.

	New Paragra	ph Style	
Ceneral Basic Character Formats Advanced Character Formats Indents and Spacing	Style Name: Pa Location: General	aragraph Style 1	
Tabs Paragraph Rules Keep Options Hyphenation Justification Span Columns Drop Caps and Nested Styles		[No Paragraph Style] [Same style] New Character Style	
CREP Style Bullets and Numbering Character Color OpenType Features Underline Options Strikethrough Options Export Tagging	General Basic Character Formats Advanced Character Formats Character Color OpenType Features	Style Name: Character Style 1 Location: General	
Export rayying	Underline Options Strikethrough Options Export Tagging	Based On: Body Copy Shortcut: Style Settings:	Reset To Base
		Body Copy	
Preview	-	Apply Style to Selection	
	Preview		Cancel

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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.

	New Character Style	
Ceneral Basic Character Formats Advanced Character Formats Character Color OpenType Features Underline Options Strikethrough Options Export Tagging	Style Name: Caption Location: General Based On: Body Copy ‡ Shortcut:	eset To Base
Preview	Apply Style to Selection	ОК

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





Basic Character Formats Advanced Character Formats	
	Location:
Character Color	Basic Character Formats
OpenType Features	
Underline Options	
Strikethrough Options	Font Family: AHJ Glytus
Export Tagging	Font Style: Regular
	Size: +12 pt + Leading: +Auto
	Kerning: None 💠 Tracking: 🗘 0
	Case: Normal Position: Normal
	🖃 Underline 📄 Ligatures 📄 No Break 🖃 Strikethrough

- 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.
- Character Styles
 →>
 +=

 (No Styles)

 Headline

 Body Copy

 Caption

 Call Out
- 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.

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(No Styles)	4
Headline	
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