

Styles 15

A while back I taught InDesign to a group of designers that included a young woman who was responsible for a yearly 100-page catalog of her company's products. When I got to the part of the class where I showed what text styles could do, she began to cry.

I'd never had a student cry in a class, so I was concerned. "What's wrong?" I asked. It took her a while to speak, but she eventually explained that it was "those styles." Turns out she had never been taught what styles did and she had been formatting the thousands of entries in the catalog by hand.

She now realized just how much time she could have saved by using text styles. Of course, this was before InDesign added object styles. And even more before table styles.

I dedicate this chapter to all of you who have been slaving away, working without text, object, and table styles. May the techniques you learn here bring smiles, not tears, to your faces.

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Working with Paragraph Styles

InDesign has two types of text styles. *Paragraph styles* apply formatting for both character and paragraph attributes. *Character styles* apply formatting for only character attributes.

To open the Paragraph Styles panel:

Choose **Window > Styles > Paragraph Styles**.

The Basic Paragraph style is the style that is automatically applied to new text **A**. If you change the definition of the Basic Paragraph style, it automatically updates all text that has been styled with that style.

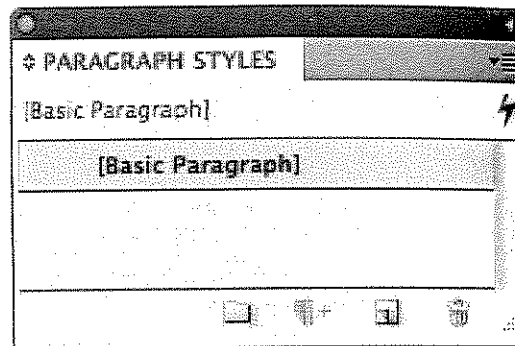
To set the Basic Paragraph by example:

1. Select some text and use any of the formatting controls to change the text attributes.
2. A plus sign (+) appears next to the Basic Paragraph listing in the Paragraph Styles panel **B**. This indicates that local formatting has been applied to the Basic Paragraph.
3. Choose **Redefine Style** from the Paragraph Styles panel menu. This changes the definition of the Basic Paragraph to match the local formatting. The plus sign disappears.

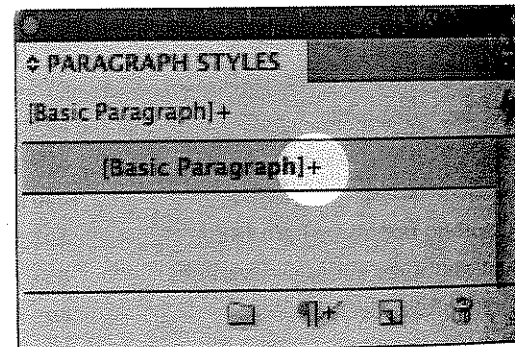
To set the Basic Paragraph by definition:

1. Double-click the Basic Paragraph listing in the Paragraph Styles panel. This opens the Paragraph Styles Options dialog box.
2. Make whatever changes to the style definition you like as explained on the following pages.
3. Click **OK** to make the changes.

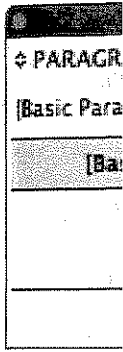
ITP The Basic Paragraph style can be modified but not deleted.



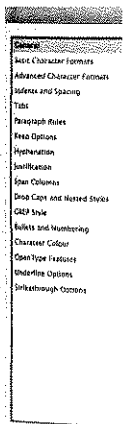
A The **Basic Paragraph** is the default style that appears in all new documents.



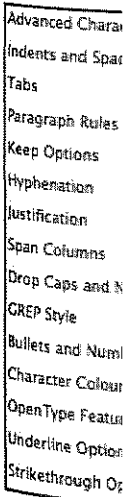
B The **plus sign (+)** next to the style name indicates that local formatting has been applied to the text.

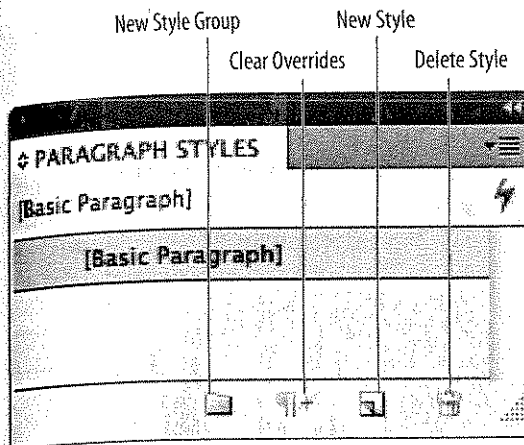


C The **Paragraph Styles** panel defines the style.

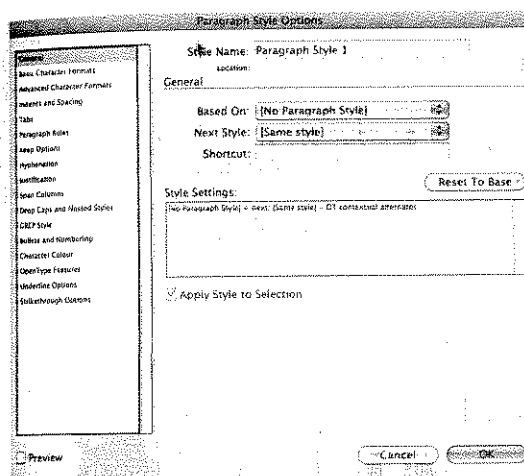


D The **Paragraph Styles** panel defines the style.

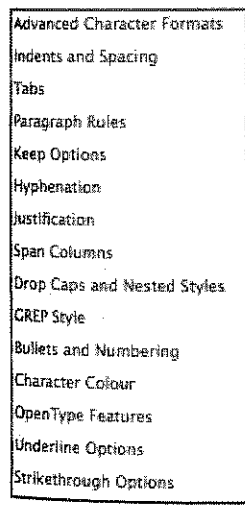




C The Paragraph Styles panel lets you define and apply paragraph styles.



D The Paragraph Style Options dialog box set to the General options.



E Click each category in the Paragraph Styles dialog box to set the format of the style.

You can use the Paragraph Styles panel to define new paragraph styles for a document.

To define a paragraph style manually:

1. Choose **Window > Styles > Paragraph Styles**. This opens the Paragraph Styles panel **C**.
2. Choose Paragraph Style Options from the Paragraph Styles panel menu.
or
Opt/Alt-click the New Style icon in the Paragraph Styles panel. This opens the New Paragraph Style dialog box set to the General options **D**.
3. Use the Style Name field to name the style.
4. Set the Based On, Next Style, and Shortcut options as described later in this chapter.
5. Click each category on the left side of the dialog box and set the criteria for each one **E**. (These categories are the same as the character and paragraph formatting described in Chapter 3, "Basic Text.")
6. Click OK to define the style. The name of the style appears in the Paragraph Styles panel.

The easier way to define a style is to format the selection and define the style by example.

To define a paragraph style by example:

1. Select some text.
2. Use any of the commands to format the text.
3. Leave the insertion point in the formatted text.
4. Open the Paragraph Styles panel.
5. With the insertion point blinking in the formatted text, click the New Style icon. This adds a new style to the Paragraph Styles panel.

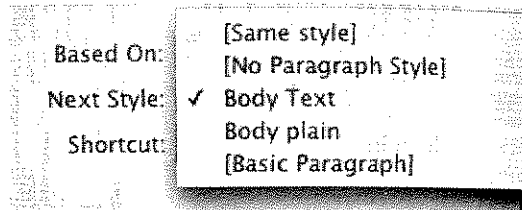
Tip Select the **Apply Style to Selection** checkbox to apply the newly named style to the text originally selected.

Tip Double-click to rename the style created by the **New Style** icon.

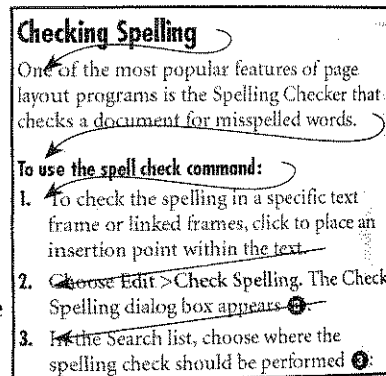
The **Next Style** command for paragraph styles has two features. For typists who enter text directly into InDesign, it allows you to automatically switch to a new style as you type text. For instance, as I type this paragraph, I press the paragraph return after the period. This automatically switches to the next style, which is the exercise header.

To set the next paragraph style:

1. Select the General category in the Paragraph Style Options dialog box.
2. Choose a style from the Next Style list in the Paragraph Style Options dialog box **A**. The chosen style is applied to the next paragraph when you press the Return key **B**.
or
Choose **Same Style** from the Next Style list **A**. This retains the original style until you manually change the style.



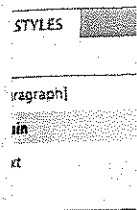
A The **Next Style** menu lets you choose [Same Style] or an already defined style.



Next style applied

Same style applied

B The **Next Style** command changes the paragraph style when the Return key is pressed. The **Same Style** command keeps the style when the return is pressed.



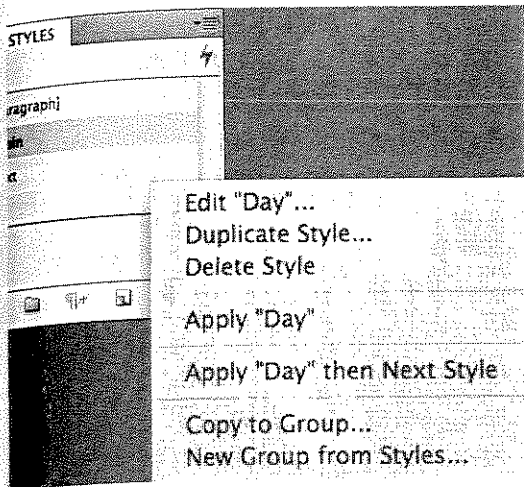
C The **conditional style** name applies to the rest of the paragraph.

The Prince:
Rob Reiner

On the War
Elia Kazan

The Wizard
Victor Fleming

D An **example** of a **conditional style** applied to a paragraph.



C The contextual menu over a style name allows you to apply a paragraph style and then the Next Style to the rest of the selected text.

FRIDAY
The Princess Bride (1987) Directed by: Rob Reiner
SATURDAY
On the Waterfront (1954) Directed by: Elia Kazan
SUNDAY
The Wizard of Oz (1939) Directed by: Victor Fleming, Richard Thorpe

D An example of how the **Next Style command** applies the style for the day. This changes to the movie listing and then back to the day, and so on.

The Next Style feature does even more magic when you use it to apply the next style to selected text. This allows you to format many paragraphs in one simple click.

To apply the Next Style to multiple paragraphs:

1. Highlight the text that you want to style.
or
Select the text frame that contains the text that you want to style.
2. Position your cursor over the name of the paragraph style that you want to apply to the first paragraph.
3. Right-click (Windows) or Control-click (Mac) the name of the style. A contextual menu appears **C**.
4. Choose Apply "name of style" then Next Style. This styles the text according to the Next Style controls **D**.

TIP The command to apply the Next Style is only available if a Next Style has been defined for the paragraph style. If the style has Same Style for the Next Style, then the contextual menu will not display the Next Style option.

Working with Character Styles

Character styles allow you to set specific attributes that override the paragraph style character attributes. For instance, **this bold text** was set by applying a character style to the paragraph style.

To open the Character Styles panel:

Choose **Window > Styles > Character Styles**.

To define a character style:

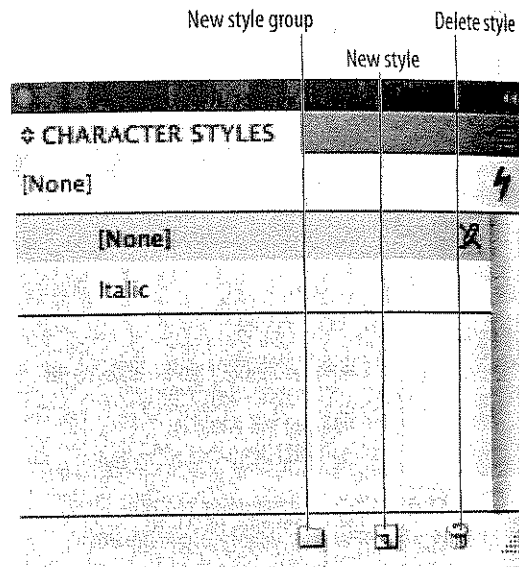
1. Open the Character Styles panel **A**.
2. Choose **New Character Style** from the Character Styles panel menu. This opens the **New Character Style** dialog box **B**.
3. Name the style.
4. Set the **Based On** and **Shortcut** controls as described later in this chapter.
5. Click each category to set the character attributes **C**.
6. Click **OK** to define the style. The name of the style appears in the Character Styles panel.

TIP Select **Apply Style to Selection** to apply the newly named style to the text originally selected.

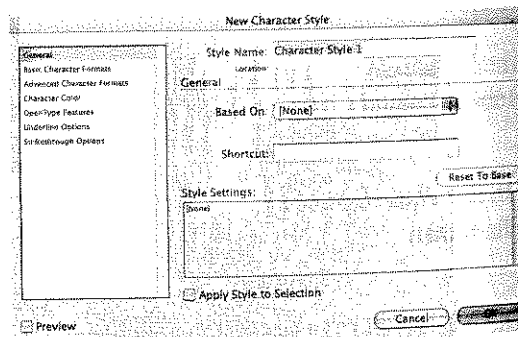
You can also format the text and then define a character style by example.

To define a character style by example:

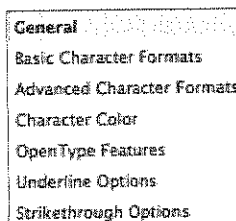
1. Select some sample text.
2. Format the text.
3. Leave the insertion point in the newly formatted text.
4. Choose **Window > Styles > Character Styles**.
5. Click the **New Style** icon. This adds a new style to the Character Styles panel.



A The **Character Styles** panel lets you define and apply character styles.



B The **New Character Style** dialog box lets you specify settings for each of the categories for character styles.



Click each category in the **New Character Style** dialog box to set the format of the style.

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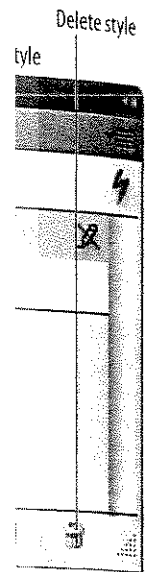
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Style Settings:

Body Text + next: [Same style] - size: 14 pt + color: C=0 M=100 Y=0 K=0

D When you base a new style on an existing style, you can see how they differ in the **Style Settings** field of the New Character Style dialog box.

Basing Styles

The style for the numbers of the exercises in this book is based on the style of the subheads. If I change the style for the subheads, the number style and the numbers change automatically.

Similarly, the style for the exercises is based on the style for the body copy. So if my publisher asks me to make the copy a little smaller, I only have to change the point size for one style.

Limit how many levels you go when you base one style on another. Theoretically, you can base one style on another, which is based on another, which is based on another, and so on. However, this can be confusing if you go down too many levels.

I always use one style as the main one and base others on it. I think of the main style as the hub of a wheel, and the others are the spokes around it.

Working with Styles

The great thing about styles is that once you understand the basics of paragraph and character styles, you also know the basics for object and table styles. However, rather than wait till the end of this chapter to cover working with styles, I'm going to cover those techniques now. You can then use these techniques for the other types of styles.

Basing one style on another makes it easy to coordinate multiple text styles.

TIP You can only base like styles on each other (paragraph on paragraph or character on character).

To base one style on another:

1. Start with at least one style.
2. Open the New Style dialog box to define a new style.
3. From the Based On pop-up menu, choose the style you want to use as the foundation of the new style.
4. Make changes to define the second style's attributes.

TIP The changes to the second style are displayed in the Style Settings area **D**.

TIP Any changes you make later to the original style also affect the second style.

If you have based one style on another, at some point you may want to remove any changes to the style so that it is like the first.

To reset to the base style:

Click the Reset To Base button.

You can also set the text so that it no longer is governed by the style.

To break the link to a style:

Choose Break Link to Style from the Styles panel menu.

Rather than create a new style from scratch, it may be easier to duplicate an existing style and then redefine it.

To duplicate a style:

1. Select the style.
2. Drag the style onto the New Style icon in the Styles panel.

or

Choose Duplicate Style from the Styles panel menu.

To sort styles:

Drag the style to the position where you want it to be.

or

Choose Sort by Name from the Styles panel menu.

You can also set keyboard shortcuts for styles. This makes it easy to apply styles as you type.

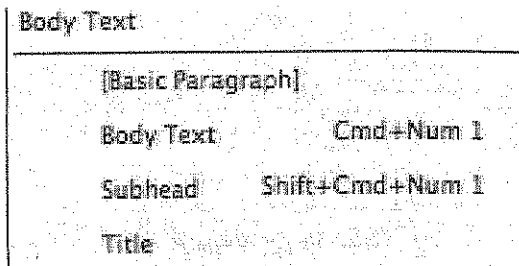
To set style keyboard shortcuts:

1. Open the New Style dialog box.
or
Double-click the name of the style to open the Style Options dialog box.
2. Click in the Shortcut field.
3. Press a keyboard modifier plus a number from the number pad. The keyboard modifiers can be a combination of one or more of the following keys:

- Cmd (Mac) or Ctrl (Win) keys
- Shift key
- Opt (Mac) or Alt (Win) keys

TIP In Windows, the Num Lock key must be turned on to set and apply keyboard shortcuts.

TIP The keyboard shortcut appears next to the style name in the Styles panel **A**.



A The keyboard shortcut for a style is listed next to the name of the style.

Style Guidelines

I like to arrange my styles by function in the Styles panel. For instance, the styles that are applied only on master pages are grouped together; the styles for sidebars are grouped together. Rather than drag the styles all around, I use the Sort by Name command to do the work for me.

For instance, I have three different paragraph styles for the numbered lists in this book. Each style starts with the name *List* and is followed by a descriptive word, such as *List Header*, *List Item*, *List Item Bulleted*, and so on. So when I sort the styles by name, the styles automatically group together. (I haven't used the style group folders as I have some troubles remembering the proper naming conventions for working with those style groups.)

If you use keyboard shortcuts, keep them in groups. For instance, the styles for the list items all use the keypad number 2 with variations of the keyboard modifiers. So *List Item Plain* is Shift-2, while *List Item Body* is Shift-Cmd/Ctrl-2.

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A Totally Style-Driven Workflow?

I use styles religiously. Everything in my book has a style applied to it. There is no text that has local formatting applied to it. So I never see a plus sign in my Paragraph Styles panel.

However, most of my students are not quite as strict as I am. They use paragraph and character styles for *almost* all their text. The one exception is if they have a single word hanging around at the end of a paragraph. In that case they apply tracking to suck the work up into the previous lines.

That type of local formatting isn't really so bad — especially since they can easily override it.

Redefining and Deleting Styles

One of the advantages of using text or other styles is that when you redefine the style, it changes all the existing text or objects that have that style applied to it.

To redefine a style:

1. Double-click the style name in the panel. This opens the Style Options dialog box, where you can change the style attributes.
2. Click OK. The style is redefined, and text and objects that have the style applied are modified to reflect the new definition of the style.

To redefine a style by example:

1. Select the text or objects that have the style applied.
2. Use the commands to make any changes to the text or objects.

TIP A plus (+) sign appears next to the style name.

3. Choose Redefine Style from the Styles panel. The style is redefined based on the modified example.

TIP The plus (+) sign disappears.

You may have styles that you do not need in your InDesign document. You can shorten the styles list by deleting unused styles.

To delete unused styles:

1. Select the styles you want to delete.
2. Drag the styles onto the Delete Style icon.
or
Choose Delete Styles from the Styles panel menu.

TIP Use Select All Unused to delete all the unused styles from a document.

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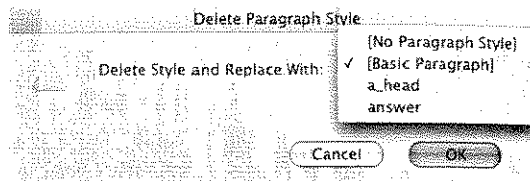
You can also delete styles that are being used in the document. In that case, you have a choice as to how to handle the text that has the style applied to it.

To delete paragraph styles that are in use:

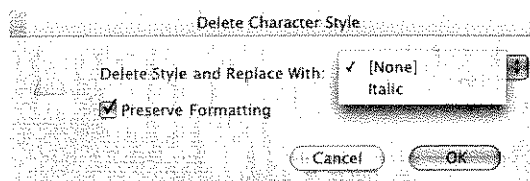
1. Select the style you want to delete.
2. Delete the style as described in the previous exercise. An alert box appears **A**.
3. Use the pop-up menu in the alert box to choose [No Paragraph Style], [Basic Paragraph], or one of the other paragraph styles.

To delete character styles that are in use:

1. Select the style you want to delete.
2. Delete the style as described in the previous exercise. An alert box appears **B**.
3. Use the pop-up menu in the alert box to choose [None] or one of the other character styles.
4. Select the Preserve Formatting checkbox to convert the character style into local formatting.



A The Delete Paragraph Style alert box lets you assign another paragraph style to deleted styles.



B The Delete Character Style alert box lets you assign another character style to deleted styles.

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Basic Character Formats
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Tabs
Paragraph Rules
Line Options
Hyphenation
Bullets
Drop Caps and Nested Styles
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