

# Intermediate InDesign: Styles

## About Character and Paragraph Styles

A *character style* is a collection of character formatting attributes that can be applied to text in a single step. A paragraph style includes both character and paragraph formatting attributes, and can be applied to a paragraph or range of paragraphs. Paragraph styles and character styles are found on separate panels. Paragraph and character styles are sometimes called *text styles*.

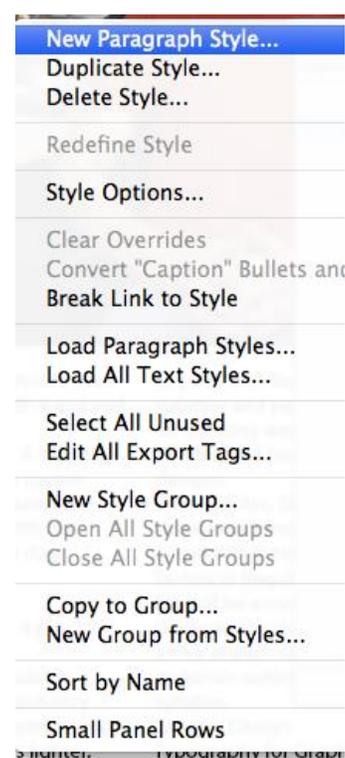
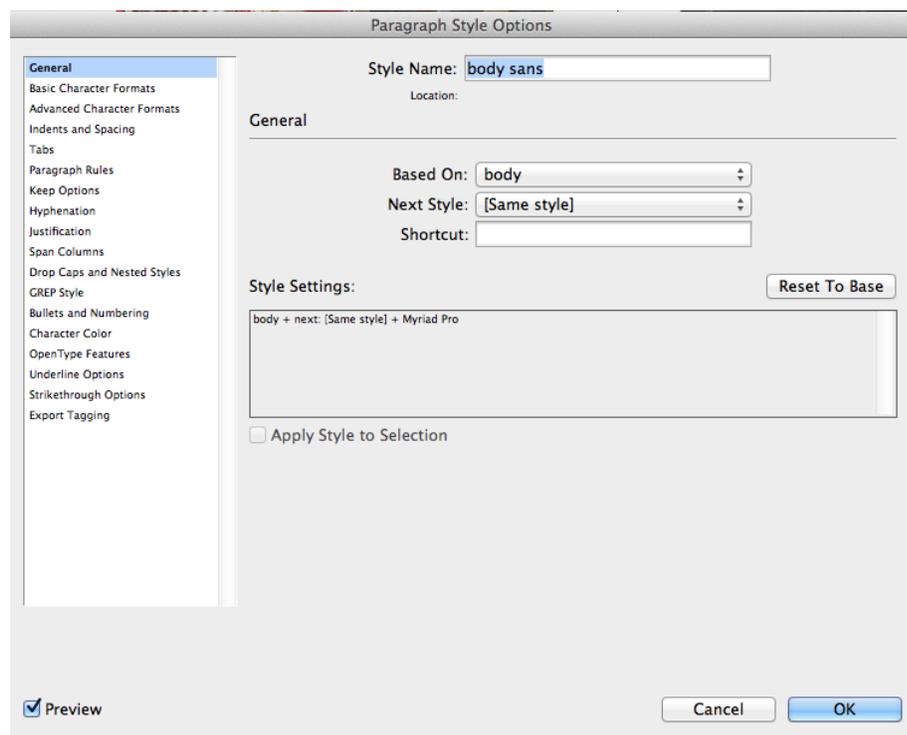
When you change the formatting of a style, all text to which the style has been applied will be updated with the new format.

### [Basic Paragraph] Styles

By default, each new document contains a [Basic Paragraph] style that is applied to text you type. You can edit this style, but you can't rename or delete it. You can rename and delete styles that you create. You can also select a different default style to apply to text.

### Character Style Attributes

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.



## Styles Panel Overview

Use the **Character Styles** panel to create, name, and apply character styles to text within a paragraph; use the **Paragraph Styles** panel to create, name, and apply paragraph styles to entire paragraphs. Styles are saved with a document and display in the panel each time you open that document.

When you select text or position the insertion point, any style that has been applied to that text is highlighted in either of the Styles panels, unless the style is in a collapsed style group. If you select a range of text that contains multiple styles, no style is highlighted in the Styles panel. If you select a range of text to which multiple styles are applied, the Styles panel displays“(Mixed).”



### *Beginning of Exercise*

#### **Open the Paragraph Styles panel**

❖ Choose **Type > Paragraph Styles**, or click the **Paragraph Styles** tab, which appears by default on the right side of the application window.

#### **Open the Character Styles panel**

❖ Choose **Type > Character Styles**, or click the **Character Styles** tab on the right side of the application window.

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## How to Apply Existing Paragraph Styles

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## Add Paragraph and Character Styles

The Fashion and Textile Design department at Roux Academy combines the latest in textile, pattern-making, and garment manufacturing technology, while providing education in the basics of sewing and construction.

**New Paragraph Style**

Style Name:

Location:

**General**

Based On:

Next Style:

Shortcut:

Style Settings:



## Define Paragraph or Character Styles

1. If you want to base a new style on the formatting of existing text, select that text or place the insertion point in it.

If a group is selected in the Styles panel, the new style will be part of that group.

2. Choose **New Paragraph Style** from the **Paragraph Styles** panel menu, or choose **New Character Style** from the **Character Styles** panel menu.
3. For Style Name, type a name for your new style.
4. For Based On, select which style the current style is based on.  
**Note:** The Based On option lets you link styles to each other, so that changes in one style ripple through the styles that are based on it. By default, new styles are based on [No Paragraph Style] for paragraph styles or [None] for character styles, or on the style of any currently selected text.
5. For Next Style (Paragraph Styles panel only), specify which style is applied after the current style when you press Enter or Return.
6. **To add a keyboard shortcut**, position the insertion point in the Shortcut box, and make sure Num Lock is turned on. Then hold down any combination of Shift, Alt, and Ctrl (Windows), or Shift, Option, and Command (Mac OS), and press a number on the numeric keypad. You cannot use letters or non-keypad numbers for defining style shortcuts. If your keyboard does not have a Num Lock key, you cannot add keyboard shortcuts to styles.
7. If you want the new style to be applied to the selected text, select **Apply Style To Selection**.
8. To specify the formatting attributes, click a category (such as Basic Character Formats) on the left, and specify the attributes you want to add to your style.

 *When specifying a Character Color in the Style Options dialog box, you can create a new color by double-clicking the fill or stroke box.*

When you've finished specifying the formatting attributes, click **OK**.

Styles you create appear only in the current document. If no document is open, the styles you create will appear in all new documents. For character styles, attributes you do not specify are ignored; when the style is applied, text will retain the paragraph style formatting for that attribute.

 **End of Exercise**

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## Additional Tips

### Base One Paragraph or Character Style on Another

Many document designs feature hierarchies of styles sharing certain attributes. The headings and subheads, for example, often use the same font. You can easily create links between similar styles by creating a base, or *parent*, style. When you edit the parent style, the *child* styles will change as well. You can then edit the child styles to distinguish them from the parent style.

 *To create a style that's nearly identical to another style, but without the parent-child relationship, use the Duplicate Style command and then edit the copy.*

1. Create a new style.

In the **New Paragraph Style** or **New Character Style** dialog box, select the parent style in the Based On menu. The new style becomes the child style.

By default, new styles are based on [No Paragraph Style] or [None], or on the style of any currently selected text.

2. Specify formatting in the new style to distinguish it from the style on which it's based. For example, you might want to make the font used in a subheading slightly smaller than the one used in the heading (parent) style.

 *If you make changes to the formatting of a child style and decide you want to start over, click **Reset To Base**. That restores the child style's formatting to be identical to the style on which it's based. Then you can specify new formatting. Similarly, if you change the **Based On** style of the child style, the child style definition is updated to match its new parent style.*

## Import Styles from Other Documents

You can import paragraph and character styles from another InDesign document (any version) into the active document. During import, you can determine which styles are loaded and what should occur if a loaded style has the same name as a style in the current document. You can also import styles from an InCopy document.

- In the **Character Styles** or **Paragraph Styles** panel, do one of the following:
  - Choose **Load Character Styles** or **Load Paragraph Styles** in the **Styles** panel menu.
  - Choose **Load All Text Styles** in the **Styles** panel menu to load both character and paragraph styles.
2. Double-click the InDesign document containing the styles you want to import.
  - In the **Load Styles** dialog box, make sure that a check mark appears next to the styles you want to import. If any existing style has the same name as one of the imported styles, choose one of the following options under **Conflict With Existing Style**, and then click **OK**:

### Use Incoming Style Definition

Overwrites the existing style with the loaded style and applies its new attributes to all text in the current document that used the old style. The definitions of the incoming and existing styles are displayed at the bottom of the **Load Styles** dialog box so that you can view a comparison.

### Auto-Rename

Renames the loaded style. For example, if both documents have a Subheading style, the loaded style is renamed "Subheading copy" in the current document.

## Next Style

- You can automatically apply styles as you type text. If, for example, your document's design calls for the style "body text" to follow a heading style named "heading 1," you can set the **Next Style** option for "heading 1" to "body text." After you've typed a paragraph styled with "heading 1," pressing **Enter** or **Return** starts a new paragraph styled with "body text."

If you use the context menu when applying a style to two or more paragraphs, you can cause the parent style to be applied to the first paragraph and the Next Style to be applied to the additional paragraphs.

### Use the Next Style Feature

Choose a style from the Next Style menu when you're creating or editing a style.