

# Preface

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I chose to create instructions on how to manipulate text using Adobe InDesign CS2. InDesign CS2 has shown many ways to define and manipulate text. These styles include *paragraph styles* and *character styles*. *Character styles* allow and apply the formatting only to the character attributes. The *paragraph style* is a style that is always a part of a document and is automatically applied to all new text that is put into the same document. By using paragraph styles, the designer can set the entire mood with these and other paragraph style settings.

These are the various categories that the designer uses to set up paragraph and character styles. These categories apply for paragraph styles; and also apply for the character styles where indicated.

Style Applied	Description
<b>General Options for Paragraph Styles</b>	Lets the designer base one style on another, reset to base, and set the next style or the keyboard shortcut.
<b>General Options for Character Styles</b>	Lets the designer base one style on another, then reset to the base, and set the keyboard shortcut.
<b>Basic Character Formats</b>	Allows the designer to set the various character attributes. <b>*Also in character styles</b>
<b>Advanced Character Formats</b>	Allows the designer to distort text and set the mood and language for the program. <b>*Also in character styles</b>
<b>Indents and Spacing</b>	Allows the designer to the set the specific attributes for alignment, indents, spacing, and allows the designer to manipulate the baseline line grid.

Paragraph and Character Attributes	Description
<b>Tabs</b>	Allows the designer to apply the settings for the tabs for the specific paragraph style.
<b>Paragraph Rules</b>	Allows the designer to apply rules above or below the paragraph.
<b>Keep Options</b>	Allows the designer set the attributes for the Keep with Next Line options and where the paragraph starts.
<b>Hyphenation</b>	Allows the designer control how specific types of hyphenations can be applied to the paragraph.
<b>Justification</b>	Allows the designer control how the text can be expanded or contracted when the Justified paragraph alignment is applied.
<b>Drop Caps and Nested Styles</b>	Allows the designer set the attributes to apply local character styles to drop cap characters and special nested character styles.
<b>Bullets and Numbering</b>	Allows the designer automatically create bulleted or numbered lists. <b>* Also in character styles</b>
<b>Character Color</b>	Allows the designer to set the attributes for all named colors and gradients applied to all characters from the Swatches palette. <b>* Also in character styles</b>
<b>OpenType Features</b>	Allows the designer to set the attributes for applying the advanced typographic features in various OpenType fonts. <b>* Also in character styles</b>
<b>Underlining Options</b>	Allows the designer to set the attributes for applying specialty underlining effects to the type. <b>* Also in character styles</b>
<b>Strikethrough Options</b>	Allows the designer to set the attributes for applying specialty strikethrough effects to the type. <b>* Also in character styles</b>

# Defining Text Styles

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## To set the Basic Paragraph attributes by example:

**Step 1.** Click inside a text frame and use the Control palette, Character palette, or Paragraph palette to change the text attribute

**Step 2.** A plus sign then appears next to the Basic Paragraph listing in the Paragraph Styles palette. This indicates that all local formatting has been applied to the Basic Paragraphs in the document.

**Step 3.** Then choose the Redefine Styles from the Paragraph Styles palette menu. This changes the definition of the Basic Paragraph to match the local formatting. The plus sign then disappears.

## To set Basic Paragraph attributes by definition:

**Step 1.** Double-click the Basic Paragraph listing in the Paragraph Styles palette. This opens the Paragraph Styles Options dialog box.

**Step 2.** Make whatever changes to the style definition you like as explained on the following pages.

**Step 3.** Click OK to make the changes.

**Tip:** This Basic Paragraph style can be modified but not deleted. The designer can also use the Paragraph Styles palette to define new paragraph styles for a document.

## To define a paragraph style manually:

**Step 1.** Choose **Type>Paragraph Styles**. This opens the **Paragraph Styles** palette.

**Step 2.** Choose **New Paragraph Style** from the **Paragraph Styles** palette menu.

*or*

**OPT/Alt-click** the **New style** icon in the **Paragraph Styles** palette. This opens the **New Paragraph Style** dialog box to the **General options**.

**Step 3.** Use the **Style Name** field to name the style just created.

**Step 4.** Set the **Based On, Next Style,** and **Shortcuts options**.

**Step 5.** Click each category on the left side of the dialog box and set the criteria for each one of the styles.

**Step 6.** Then click **OK** to define the style. The name of the style will then appear in the **Paragraph Styles Palette**.

## To define a paragraph style by example:

**Step 1.** Select a sample paragraph.

**Step 2.** Use the **Character** and **Paragraph palettes** and any other commands to format the text written.

**Step 3.** Then leave the inserted point within the newly formatted paragraph.

**Step 4.** Choose **Type>Paragraph Styles**.

**Step 5.** With the newly inserted point blinking in the formatted text, click the **New Style** icon. This adds a new style to the **Paragraph Styles** palette.

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

The Next Style command has two distinct features. For typists who enter the text directly into the program, it allows the designer to automatically switch to a new style as you type new text. For example, as the paragraph is being typed, the Return key is hit after entering the period. This automatically switches to the next style, which is the exercise header

### **To set the next paragraph style:**

**Step 1.** Select the general category in the New Paragraph Style dialog box.

**Step 2.** Choose a style from the **Next Style** list in the **New Paragraph** box. This chosen style is then applied to the next paragraph when you press the **Return key**.

*or*

Choose **Same Style** from **Next Style** list. This retains the original style until you manually change the style yourself.

### **To base one style on another:**

**Step 1.** Start with one **paragraph** or **character style**.

**Step 2.** Open the **New Character Style** dialog box to define a new style.

**Step 3.** From the **Based On pop-up menu**, choose the style you want to use as the foundation of the new style.

**Step 4.** Make changes to define the **second style's attribute**.

**Tip:** The changes to the second style are displayed in the Style Settings area.

**Tip:** Any changes the designer will make after the original style was created, the second style will also be affected.

If the designer has based one style on another, you may want to remove any particular changes to the style you've just created, will look like the first. This is called resetting to the base style.

**To reset to the base style:**

- **Click the Reset To Base button.**

Rather than creating a new style from scratch, it may be easiest to duplicate any existing styles and then redefine any that were just created.

**To duplicate a style:**

**Step 1.** Select a style.

**Step 2.** Drag the style onto the **New Style** icon in the **Paragraph Styles** palette.

*or*

Choose **Duplicate Style** from the **Paragraph Styles** palette menu.

You can also set several keyboard shortcuts for paragraph and character styles. This then makes it easier to apply text styles as you type the new text.

**To set style keyboard shortcuts:**

**Step 1.** Open the **New Paragraph** style or **New Character Style** dialog box.

*or*

Double-click the name of the style to open the **Paragraph Style Options** or **Character style Options** dialog box.

**Step 2.** Place an inserting point into the **Shortcuts** field.

**Step 3.** Press a **keyboard shortcut** 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 all keyboard shortcuts.