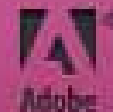


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ADOBE INDESIGN CS4



Let's

Style
it

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Style Choices

- Paragraph Styles
- Character Styles
- Object Styles
- Cell Styles
- Table Styles

Some extra options for styles

- Nested Styles
- Grep Styles
- Bullets and Numbering
- Line Styles
- Text Variables

Paragraph Styles

Creating your First Style

While other methods can be used, try this as a simple method to begin your styles adventure.

- Format your text (so that you can see what it will look like)
- Create the style (highlight the formatted text, so that InDesign knows the formatting that you want to be included in the style specs.)
- Apply the style (when creating styles don't forget to check the box "Apply Style to Selection")

Applying Styles

Different Methods of Applying Styles

- Using the Styles Panel
- Keyboard Shortcut
- Using the Eyedropper tool
- Using Quick Apply
- Apply "Style" then next style

Character Styles

Add Character to your Paragraph Style

- Think of a Character Style as an addition to a Paragraph Style. A character style will **NEVER** be a heading. It will be bold or italic or some character formatting that is added to certain portions of text.
- Use the same method to create the style as we did with Paragraph Styles.

Style Overrides

Keeping a Project to Plan

- Style Overrides are indicated by the small pluses (+) alongside of the style name in the Style Panel.
- Take your mouse to the Style and a Tool Tip will alert you to the override that has taken place in this paragraph.
- On the Tool Tip you will also see that if you hold the ALT/Option keys and click on the style, all basic overrides will be cleared.
- Clear all overrides (including Character Styles) by holding ALT-Shift/Option-Shift while clicking on the Paragraph Style.

CAN'T SEE ANY TIPS?

Turn on Tool Tips by going to InDesign>Preferences (MAC) or Edit>Preferences (Windows) and click on the Interface tab. Make sure Tool Tips are turned on.

Bullets and Numbering

Ordering your Text

- At some stage you will have to add a bullet or create a numbered list.
- Just create a new Paragraph Style to include your bullets. Why not add a funky bullet based on a Character Style.
- **BUT:** What if the day comes and you have to create a complex numbered list.
- Easiest way, create some complex numbering in Word, save the file as a .doc file and place it in InDesign. The different levels of numbering come with the placed file.
- BIG ONE is when creating a list that goes between different frames, create a new list to service all the different levels.

Nested Styles

Combining your Styles

- When you are asked to format a list, which consists of different data and the client wants different formatting at every comma, you turn to Nested Styles.
- Think of Nested Styles as a combination of Paragraph Styles incorporating Character Styles which are changeable at a particular distinguishing point in the paragraph.

Line Styles

Distinguishing lines

- Ever wanted the first line of a paragraph to be in a particular style, then line styles are for you.
- You can choose a Character Style to format a line, no matter how many characters you have or how many changes you make to that line.

Grep Styles

Enter the formatting of a particular character any time it is encountered.

- Have you ever wanted to format a character eg. an em dash, every time it appears or italicise a group of characters within parenthesis. Well adding Grep style to a Paragraph Style is your option.
- It's not only when that string is encountered via find/change that the change occurs, but when the string of text is typed, it automatically changes to the new style setting.
- What about a website or an email address. Check out this website for web grep code <http://blog.gilbertconsulting.com/2007/10/use-grep-to-find-url.html>

Using styles for functionality

Text Variables

- An example might be using paragraph or character styles and setting headers and footers to reflect variable text whenever the specified style is encountered on the page.

Conditional Text

- An example might be by using Character Styles and applying Conditional text via Find and Change.

Object Styles

Standardise objects to perform as you want them to.

- Various objects can be formatted as required. They might be text boxes, in-line graphics, standard images or just shapes.
- Paragraph Styles can be combined with Object Styles to easily create standardised callouts within your document.
- Create in-line graphics to conform to an Object Style so that they are always positioned correctly.
- Create an Object style to correctly fit images within a frame.

Cell Styles

- Cell Styles would usually be created first, building up to a Table Style.
- Cell Styles can contain Paragraph Style,s as well as colour, stroke and cell alignment.
- Create Cell Styles as required for each scenario. Use the Based On: option to avoid updating each style individually.

Table Styles

- Table Styles can consist of Cell Styles, which can be applied to the table, the base being body rows.
- Converted header and footer rows can automatically have a style applied through Table Styles.
- Similarly Left and Right Columns can be included as automatic settings for the Table Style.
- Any table settings can be applied to the Table Style.

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Check out Michael Murphy's Styles+Substance *FABULOUS NOTES*

www.indesignusergroup.com/learning_center/whitepapers/2008/styles_equal_substance_idugny.pdf

Michael's blog site

<http://www.theindesigner.com/blog/>

Fabulous site by Anne-Marie Concepcion and David Blatner

<http://www.indesignsecrets.com>